

# **Gig Harbor City Council Meeting**

**February 13, 2012  
5:30 p.m.**



**AGENDA FOR  
GIG HARBOR CITY COUNCIL MEETING  
Monday, February 13, 2012 – 5:30 p.m.**

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**CONSENT AGENDA:**

1. Approval of the Minutes of City Council Meeting of Jan. 23, 2012.
2. Liquor License Action: a) Added Privilege – Fred Meyer; b) Added Privilege – QFC; c) Added Privilege – Costco; d) New Application – The Wine Studio; e) Discontinued – Harbor Kitchen; f) Added Privilege – Safeway.
3. Receive and File: a) Operations and Public Projects Committee Minutes of Nov. 17 and Dec. 15, 2011; b) Parks Commission Minutes of Jan. 4, 2012; c) Lodging Tax Advisory Committee Minutes, January 5, 2012; d) Finance / Safety Committee Minutes Dec 19, 2011; e) 2011 4th Quarter Financial Report; f) Letter from Pierce Transit praising Public Works Staff.
4. Appointment to Parks Commission.
5. Tacoma / Pierce County Task Force Memorandum of Understanding.
6. Tacoma Regional Convention and Visitor Bureau Services 2012.
7. Harbor WildWatch – Agreement for Distribution of Grant Funds.
8. Well No. 11 Production Well Construction Consultant Services Contract – Carollo Engineering.
9. Gig Harbor Historical Waterfront Association Agreement.
10. Approval of Payment of Bills Feb. 13, 2012: Checks #68892 through #69033 in the amount of \$586,611.89.
11. Approval of Payroll for the month of January: Checks #6414 though #6434 in the amount of \$328,773.63.

**PRESENTATIONS:**

1. Holiday Helpers Support Group Recognition.
2. “The Catch” Maquette of Proposed Bronze at Maritime Pier.
3. Sand Volleyball Court Lighting.

**OLD BUSINESS:**

1. Second Reading of Ordinance – Shorecrest Community Septic System Rates.

**NEW BUSINESS:**

1. Public Hearing and First Reading of Ordinance – Downtown Parking Amendments.
2. Naming of City Pier.

**STAFF REPORT:**

1. Amendments to Parks Commission Ordinance and Bylaws.

**PUBLIC COMMENT:**

**MAYOR’S REPORT / COUNCIL COMMENTS:**

1. Downtown Historic Preservation and Planning.

**ANNOUNCEMENT OF OTHER MEETINGS:**

1. Operations Committee: Thu. Feb 16th at 3:00 p.m.
2. Civic Center Closed for President’s Day – Mon. Feb. 20th.

**EXECUTIVE SESSION:** For the purpose of discussing Guild Negotiations per RCW 42.30.140(4)(a).

**ADJOURN:**

**MINUTES OF GIG HARBOR CITY COUNCIL MEETING - January 23, 2012**

**PRESENT:** Councilmembers Young, Guernsey, Perrow, Malich, Payne and Mayor Hunter. Councilmembers Ekberg and Kadzik were absent.

**CALL TO ORDER:** 5:30 p.m.

**PLEDGE OF ALLEGIANCE:**

**CONSENT AGENDA:**

1. Approval of the Minutes of City Council Meeting of Jan. 9, 2012.
2. Correspondence / Proclamations: a) Random Acts of Kindness Month.
3. Liquor License Action: Renewals - El Pueblito Restaurant; Albertson's No. 406; Hy lu Hee Hee; and 7 Seas Brewing Company.
4. Receive and File: a) Parks Commission Minutes Dec. 7, 2011; b) Boards and Commission Candidate Review Minutes Jan. 4, 2012.
5. Appointment to Lodging Tax Advisory Committee.
6. Appointment to Parks Commission.
7. Appointment to Planning Commission.
8. Facility Use Agreement – City of Port Orchard Shooting Range.
9. Crescent Creek Property/Rohwer House – Asbestos Abatement/Hazardous Material Removal – Contract Award.
10. Approval of Payment of Bills for Jan. 23, 2012: Checks #68755 through #68891 in the amount of \$1,595,431.14.

Councilmember Malich asked that Consent Agenda Item number seven be moved to New Business for further discussion.

**MOTION:** Move to adopt the Consent Agenda as presented  
**Payne / Guernsey** - unanimously approved.

**SWEARING IN CEREMONY:**

Chief Mike Davis introduced the city's newest Police Officer, Darius Aldridge and shared his background information. After Mayor Hunter performed the Swearing In Ceremony, Officer Aldridge's badge was pinned on by his wife, Regina.

**PRESENTATIONS:**

Mayor Hunter recognized Rick Gagliano, the new Planning Commission member and Heidi Holmes, the new Parks Commissioner. He thanked them both for volunteering to serve.

1. Shane's Inspiration – Together We Play Contest. City Administrator Rob Karlinsey explained that a group of parents and volunteers have been working to raise funds to help replace the playground equipment at the City Park at Crescent Creek. The parents submitted an essay to the Shane's Inspiration "Together We Play" contest resulting in the city winning

\$50,000 in design services. He introduced Tiffany Harris from the non-profit group Shane's Inspiration.

Tiffany Harris explained that Shane's Inspiration designs playground equipment for children of all abilities. She described the essay submission as amazing and said they are looking forward to working with the Gig Harbor Maritime Playground Committee to first design a playground that accurately reflects the community and then to create an educational program to bring kids of all abilities together in play. She recognized Landscape Structures for making this contest possible and for donating \$10,000 towards the playground equipment.

Landscape Structures representative Jane Jenewein explained that they received hundreds of entries but only five were chosen to receive awards. She congratulated Gig Harbor on behalf of Landscape Structures and Shane's Inspiration and presented the city with a representational check for \$60,000.

Mayor Hunter thanked Stephanie Payne, Parks Commissioner, for her efforts on this project.

Ms. Payne emphasized what a great day this has been. She thanked the city and Dave Morris, Morris Foundation, for the support and contributions towards this project. She introduced Jennifer Hunt Nelson who wrote the essay for the contest.

Ms. Hunt-Nelson explained that she feels quite vested in this playground because she has a ten year-old son with cerebral palsy and autism as well as a seven year old son. She described how playgrounds like this can offer the opportunity for other children to learn acceptance and compassion. She too thanked everyone for their support of this playground project that will make Gig Harbor a better place to raise our children.

A video of the "*Together We Play*" contest was shown to the audience. At the conclusion, Brad Thornton, Director of Development for Shane's Inspiration, played a second video *Where I Feel Like Me*. At the conclusion, he thanked members of the Gig Harbor Maritime Playground Committee and the city. He talked about spending the day meeting with members of the committee, planning and parks departments, and children of all abilities to obtain a better understanding of the project.

Mayor Hunter recognized and thanked Dave Morris and the Morris Family Foundation for their contribution. Councilmember Tim Payne said how proud he is of this city and the council for their support of a second accessible playground in this community.

30-Year Recognition – Lt. Bill Colberg. After a brief history of Lt. Colberg's career and high praise for his service to the department over the past 30 years, Chief Mike Davis presented Lt. Colberg with a commemorative plaque. He also recognized Faith Colberg for her support.

Phil Regnart – C.O.P.S. Volunteer, presented Lt. Colberg with a light-hearted certificate of membership to the "Ye Ole Geritol Club" in recognition of the 'harrangement' that the Lieutenant dishes out to some of the volunteers.

2. Proclamation: Random Acts of Kindness Month. Mayor Hunter asked Charlynnne Gilbert to come forward to accept the proclamation. Ms. Gilbert offered information on this worldwide celebration of kindness that began back in the 80's. She said that the Shane's Inspiration presentation was a perfect segue for this, adding that Gig Harbor is a great place to help spread the word of tolerance, kindness, patience, and acceptance.

3. Port of Tacoma Update. Port of Tacoma Commissioner Claire Petrich introduced Port staff Yvette Mason before continuing with a description of the long-time maritime connection between Tacoma and Gig Harbor. She presented an update on the port and the strategic plans to diversify and grow in the future. She invited Council to the open forum in February and addressed Council's questions. She then passed out informational booklets on the Port.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. First Reading of Ordinance – Shorecrest Community Sewer System Bi-Monthly Rate and General Facility Charge Establishment. Finance Director David Rodenbach presented the background information on this ordinance establishing a specialized rate for the Shorecrest system. He explained that the rate will remain the same which was made possible by removing the 50% surcharge for sewer customers located outside city limits. He further explained that the amount was determined through a rate and GFC study to determine equipment and infrastructure replacement needs. In addition, Mr. Rodenbach said this ordinance establishes a reserve fund so that the system will become self-supporting.

Councilmember Payne asked about the outreach efforts and whether the residents had seen the report. City Engineer Steve Misiurak explained that there was a workshop held this summer to present the rate range and to accept comments from the Shorecrest neighbors. In addition, this has been before the Public Works Committee a couple of times. He said that he was unsure whether or not they received the final report.

Mr. Rodenbach added that an invitation was sent to each connected property owner announcing tonight's meeting. Mayor Hunter announced that this would come back for a second reading at the next meeting.

Susan Leahy – 7710 Ray Nash Dr. NW. Ms. Leahy said she didn't receive the first notice but received a notice that there would be a bi-monthly rate hike and a \$13,300 connection charge; shocking because she has been connected for thirteen years and her rates will double over last year's. She said she understands more revenue is needed but wants to see something in writing that addresses how much money is required, how long they will need to pay the higher rate, and how much the rate is increasing. Since she's already connected, she asked if they are going to have to pay a bi-monthly rate on top of the expense of the sewer line and whether the \$13,300 is for new connections or those already connected. She also asked if the rates will go down when the capital improvements are completed.

David Rodenbach responded that what she paid in 2011 will go up 10%, but the 50% surcharge is being eliminated so the net is the same. He explained that the \$13,300 is a

General Facilities Charge for new property development only, affecting three properties. He said the rates won't go down because the city is trying to prevent the rates from increasing too quickly. The lower rate was chosen from the recommended range in the hope that the revenue will provide for future repairs.

Ms. Leahy's then asked whether she would be paying for the infrastructure for people that might be living in her house 50 years from now. Mr. Rodenbach said that she will be paying the same monthly rates as she is now which probably won't go up the same as the rest of the system but likely will not go down. He added that in any utility rate there is a component to pay for future replacement, so we are paying for people in the future.

Ms. Leahy then asked for clarification on the fairness of her rates doubling.

Ashley Emery, Peninsula Financial Consulting, explained that Ms. Leahy is comparing a per-month rate with the actual two-month billing cycle. He stressed that the rate is going to stay the same under the new plan because the city is getting rid of the 50% surcharge. The only change is that any excess revenue will stay in a separate fund for future repairs of the system. When asked why the city has a 50% surcharge, he responded that a surcharge for utilities is a standard in Washington State.

Councilmember Payne clarified that the Shorecrest rate is being reduced by removal of the 50% surcharge, and then is being increased by 10%, the same as all other ratepayers in the city. Mr. Emery further clarified that now that the system is being bi-furcated from the city-wide system, rates won't be affected by future city-wide rate increases. But, if sufficient reserve funds for repairs aren't there, a rate increase may occur, he added.

David Rodenbach suggested that expensive repairs could be financed through a loan from the sewer enterprise fund that would be repaid through assessments. Rob Karlinsey suggested that staff meet with the Leahy's to answer their questions.

Robert Kalamakis – 7602 Ray Nash Drive. Mr. Kalamakis, a current homeowner, said he wasn't able to attend the city meeting and so he might be off on his statistics and though he was able to learn a few things he still feels in the dark. When he purchased the property from his father-in-law in 1983 records show that \$8000 was paid for sewer hookup and he said he doesn't understand the proposed \$13,300, which seems too low. He continued to explain that by his calculation the rate has been \$10,400 per year for six years which equals \$61,000. That means that going back another five years and the system has brought in \$171,800.00 to the city, but when he asked staff about past repairs he got a slip of paper that came to around \$2500 - \$3000. Raising the rates and having these fees now doesn't make sense, and he asked where all the past fees have gone. His impression is that there are four people wanting to hookup at \$13,000 each, which equals \$53,000 for the so-called "war chest." He said it doesn't make sense, he doesn't agree with what the city is doing, and he needs to understand.

Councilmember Young recommended Mr. Kalamakis meet with staff to get the necessary information. He described the difference between fees and rates and what each pays for, then explained that Council has approved significant maintenance and upgrades to the system over

the years because it was inadequate when the city assumed possession. He said that separating the Shorecrest system from the city's other system is the best solution so that it isn't subsidizing or being subsidized by the rest of the ratepayers.

Councilmember Payne stressed the importance of a meeting with the residents so that those impacted by the ordinance have a clearer understanding. David Rodenbach agreed it would be a good approach to go over the final rate study with them.

Keith Prichard – 7524 Ray Nash Drive. Mr. Prichard explained that his waterfront home was condemned in 1999 for septic failure and he has waited twelve years to resolve his problem. He said he wants to pay a fair price to hook up to the system, but \$13,300 seems high. He asked what the amount was based upon. He added that he has been following this closely.

Ashley Emery responded that the GFC is prescribed by Washington State Law and is not based on market value or what the market will bear, but on the equal share of the cost to build the system. He said this rate study estimated the cost to build the system back in 60's with modifications to lower it further; then the total cost was divided by the total number of customers that installed the system to determine the pro-ratio share. He said that the rate study shows how this all came about.

Construction Inspector George Flannigan responded to a question of whether the undeveloped property owners were included in the notification by saying there are no properties assigned but there three hookups available. There were four parties that requested connection he said, and they were asked if they were still interested after adoption of the ordinance; only one has indicated they want to hook up.

David Rodenbach said that the city is going to mail the report before setting up the meeting with the neighbors.

2. Appointments to Council Committees, Appointment of Mayor Pro Tem, and Appoint PCRC and PTIC Representatives for 2012. Mayor Hunter explained that he tried to give everyone their first and second choices, but there aren't enough positions on Operations Committee.

Councilmember Malich said that he thinks there should be rules to how the appointments are made to ensure consistency. After a brief discussion it was determined that this is something that could be discussed at the upcoming Council Retreat.

Councilmember Payne asked whether there is a process for the appointment of a Lodging Tax Advisory Committee liaison, mentioning that Councilmember Young has served in the position for several years. He asked if any other Councilmembers had an interest in serving on the LTAC. Councilmember Young responded that if his memory serves him, he was appointed because no one else was interested. He said he would turn it over if someone else wanted the position; if not, he would be happy to continue.

**MOTION:** Move to accept the Mayor's recommended appointments to the Council Committees for 2012, and the appointment Steve Ekberg Mayor Pro Tem for 2012.

**Payne / Perrow** – four voted yes. Councilmember Malich voted no.

**STAFF REPORT:**

Chief Davis asked if there were questions on the Police Department 2011 Year-End Update. He offered to meet with the new Councilmembers and if they are interested, he would arrange a ride-along. He gave a brief overview of the crime numbers and the creative ways the department is addressing problem areas. He responded to a question about tracking traffic accidents and coordinating with Engineering on problems.

**PUBLIC COMMENT:** None.

**MAYOR'S REPORT / COUNCIL COMMENTS:**

Councilmember Young presented updates on several topics. He said that the PTIC held their second meeting this morning and adopted the map that he described to Council with one exception; the removal of Sumner which may leave an odd island. He then reported that Councilmember McDonald is going to ask PCRC to discuss the flood control district, and asked if there was any concern that he should convey.

Councilmember Payne said he would like to see a document outlining the intention of the opportunity fund.

Councilmember Young finished by complimenting City Engineer Steve Misiurak on the new traffic light on Point Fosdick which he described as 100% better.

**ANNOUNCEMENT OF OTHER MEETINGS:**

Planning / Building Committee: Mon. Feb. 6th at 5:15 p.m.

**EXECUTIVE SESSION:** For the purpose of discussing pending litigation per RCW 42.30.110(1)(i).

**MOTION:** Move to adjourn to Executive Session at 7:17 p.m. for approximately 20 minutes for the purpose of discussing pending litigation per RCW 42.30.110(1)(i).

**Payne / Guernsey** – unanimously approved.

**MOTION:** Move to return to regular session at 7:44p.m.

**Payne / Young** – unanimously approved.

**ADJOURN:**

**MOTION:** Move to adjourn at 7:44 p.m.

**Young / Malich** – unanimously approved.



CD recorder utilized: Tracks 1002 – 1028

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Chuck Hunter, Mayor

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Molly Towslee, City Clerk



NOTICE OF LIQUOR LICENSE APPLICATION

RETURN TO: WASHINGTON STATE LIQUOR CONTROL BOARD
License Division - 3000 Pacific, P.O. Box 43075
Olympia, WA 98504-3075
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: www.liq.wa.gov
DATE: 1/24/12

TO: MOLLY TOWSLEE, CITY CLERK

RE: APPLICATION FOR ADDED PRIVILEGE

UBI: 602-342-738-001-0048
License: 076448 - 1U County: 27
Tradenname: FRED MEYER #601
Loc Addr: 5500 OLYMPIC DR STE B
GIG HARBOR WA 98335-1489
Mail Addr: PO BOX 305103
NASHVILLE TN 37230-5103
Phone No.: 503-797-7134 ANNIE ELLIS

APPLICANTS:
FRED MEYER STORES, INC.
AALBERG, JAMES C - 1949-11-21
DEATHERAGE, DAVID W - 1959-08-10
ELLIS, MICHAEL L - 1958-06-26
HELDMAN, PAUL W - 1951-08-11

Privileges Upon Approval:
DIRECT SHIPMENT RECEIVER-IN/OUT WA
GROCERY STORE - BEER/WINE
BEER AND WINE TASTING
SPIRITS RETAILER

As required by RCW 66.24.010(8), the Liquor Control Board is notifying you that the above has applied for a liquor license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of the license. If you need additional time to respond, you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you need information on SSN, contact our CHRI Desk at (360) 664-1724.

- 1. Do you approve of applicant ?
2. Do you approve of location ?
3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken?
4. If you disapprove, per RCW 66.24.010(8) you MUST attach a letter to the Board detailing the reason(s) for the objection and a statement of all facts on which your objection(s) are based.

DATE SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE



NOTICE OF LIQUOR LICENSE APPLICATION

RETURN TO: WASHINGTON STATE LIQUOR CONTROL BOARD
License Division - 3000 Pacific, P.O. Box 43075
Olympia, WA 98504-3075
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: www.liq.wa.gov
DATE: 1/25/12

TO: MOLLY TOWSLEE, CITY CLERK

RE: APPLICATION FOR ADDED PRIVILEGE

UBI: 602-342-738-001-0106
License: 070236 - 1U County: 27
Tradename: QUALITY FOOD CENTER / QFC #864
Loc Addr: 5010 PT FOSDICK DR NW
GIG HARBOR WA 98335-1715
Mail Addr: PO BOX 305103
NASHVILLE TN 37230
Phone No.: 425-455-3761 ANNIE ELLIS

APPLICANTS:
FRED MEYER STORES, INC.

AALBERG, JAMES C - 1949-11-21
DEATHERAGE, DAVID W - 1959-08-10
ELLIS, MICHAEL L - 1958-06-26
HELDMAN, PAUL W - 1951-08-11

Privileges Upon Approval:
GROCERY STORE - BEER/WINE
BEER AND WINE TASTING
SPIRITS RETAILER

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Olympia, WA 98504-3075
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: www.liq.wa.gov
DATE: 2/01/12

TO: MOLLY TOWSLEE, CITY CLERK

RE: APPLICATION FOR ADDED PRIVILEGE

UBI: 601-024-674-001-0051
License: 402117 - 1U County: 27
Tradename: COSTCO WHOLESALE #624
Loc Addr: 10990 HARBOR HILL DR
GIG HARBOR WA 98331-8945
Mail Addr: ATTN:LICENSING
PO BOX 35005
SEATTLE WA 98124-3405
Phone No.: 425-313-8100 HEATHER CIMUCHOWSKI

APPLICANTS:

COSTCO WHOLESALE CORPORATION

BENOLIEL, JOEL - 1945-06-11
JELINEK, WALTER C - 1952-08-08
KAPLAN, HAROLD E - 1947-01-18
OLIN, RICHARD JAMES - 1951-09-11
TSUBOI, GAIL ELLEN - 1959-01-07

Privileges Upon Approval:
DIRECT SHIPMENT RECEIVER-IN/OUT WA
GROCERY STORE - BEER/WINE
WINE RETAILER RESELLER
SPIRITS RETAILER

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- 1. Do you approve of applicant?
2. Do you approve of location?
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DATE SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE



NOTICE OF LIQUOR LICENSE APPLICATION

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License Division - 3000 Pacific, P.O. Box 43075
Olympia, WA 98504-3075
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: www.liq.wa.gov

TO: MOLLY TOWSLEE, CITY CLERK
RE: NEW APPLICATION

DATE: 2/07/12

CORRECTED

UBI: 603-174-624-001-0001

License: 080669 - 1U County: 27
Tradename: THE WINE STUDIO OF GIG HARBOR
Loc Addr: 3123 56TH ST NW
GIG HARBOR WA 98335-1302
Mail Addr: 3415 60TH ST CT N W
GIG HARBOR WA 98335-1302
Phone No.: 253-973-3237 KIRSTEN PERILLI

APPLICANTS:
THE WINE STUDIO OF GIG HARBOR, LLC
PERILLI, KIRSTEN BEATRIX
1970-06-18
PERILLI, RICHARD ROBERT
1970-07-18

Privileges Applied For:
TAVERN - BEER/WINE
OFF PREMISES

As required by RCW 66.24.010(8), the Liquor Control Board is notifying you that the above has applied for a liquor license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of the license. If you need additional time to respond, you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you need information on SSN, contact our CHRI Desk at (360) 664-1724.

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2. Do you approve of location ?
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DATE

SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE



Washington State  
**Liquor Control Board**

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Licensing and Regulation  
PO Box 43098, 3000 Pacific Ave SE  
Olympia WA 98504-3098  
Phone – (360) 664-1600  
Fax – (360) 753-2710

January 26, 2012

TO: MAYOR OF GIG HARBOR

This is to notify you that:

THE HARBOR KITCHEN  
8809 N HARBORVIEW DR  
GIG HARBOR, WA 98332-2168  
LICENSE #083974 - 1U  
UBI 602-082-132-001-0002

discontinued sales and service of liquor at the above location on JANUARY 09, 2012.

This is for your information and records.

*Terri Wheeler*

Licensing and Regulation Division  
tew@liq.wa.gov  
(360) 664-9898

cc: Belinda Verona, Tacoma Enforcement Office



NOTICE OF LIQUOR LICENSE APPLICATION

RETURN TO: WASHINGTON STATE LIQUOR CONTROL BOARD
License Division - 3000 Pacific, P.O. Box 43075
Olympia, WA 98504-3075
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: www.liq.wa.gov
DATE: 2/07/12

TO: MOLLY TOWSLEE, CITY CLERK

RE: APPLICATION FOR ADDED PRIVILEGE

UBI: 600-643-518-001-0114
License: 360178 - 1U County: 27
Tradename: SAFEWAY STORE #2949
Loc Addr: 4831 PT FOSDICK RD NW
GIG HARBOR WA 98335-1732
Mail Addr: PO BOX 29096
PHOENIX AZ 85038-9096
Phone No.: 253-851-6860 DONALD RAY JOHNSON

APPLICANTS:
SAFEWAY INC.
BURD, STEVEN ARTHUR 1949-11-24
FERRELL, MICHAEL J 1949-01-12
JOHNSON, DONALD RAY 1950-08-01

- Privileges Upon Approval:
GROCERY STORE - BEER/WINE
BEER AND WINE TASTING
SPIRITS RETAILER
WINE RETAILER RESELLER

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- 1. Do you approve of applicant ? YES NO
2. Do you approve of location ? YES NO
3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken? YES NO
(See WAC 314-09-010 for information about this process)
4. If you disapprove, per RCW 66.24.010(8) you MUST attach a letter to the Board detailing the reason(s) for the objection and a statement of all facts on which your objection(s) are based.

DATE SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE



**DATE of MEETING:** November 17, 2011

**TIME:** 3:00 p.m.

**LOCATION:** Public Works Conference Room

**MEMBERS PRESENT:** Councilmembers Ekberg and Franich. Councilmember Malich was absent.

**STAFF PRESENT:** City Administrator Rob Karlinsey, Special Projects Coordinator Lita Dawn Stanton, Asst. City Clerk Maureen Whitaker

**OTHERS PRESENT:** Pierce County Public Works Brian Ziegler and Harold Smelt, Pierce County Council Jeff Cox and Stan Flemming, Neuman Navigations Carla Neuman (Pierce Co.), Lund Consulting Kjristine Lund (Pierce Co.), Grette & Associates Scott Maharry.

**SCRIBE:** Maureen Whitaker

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1. PROPOSED FLOOD CONTROL ZONE DISTRICT – PIERCE COUNTY.

**DISCUSSION POINTS**

Pierce County representative gave a PowerPoint presentation on the proposed Pierce County Executive and Legislative branches special-purpose government that would fund flood protection projects and programs in Pierce County called the Flood Control Zone District (FCZD). The FCZD is a special purpose taxing district that allows the Pierce County Council, acting as the FCZD Board to appoint up to fifteen representatives of affected jurisdictions and stakeholders to provide advice and technical assistance to board decisions which will be required by state law to create a comprehensive plan, rules, and budget. State law identifies the County Engineer as the administrator of the district. State law allows flood control districts to not only levy a tax or a fee to build flood control projects, but also to maintain and operate flood control infrastructure. The Pierce County Council and Executive are considering an approach that unites Pierce County with one rate for all property owners. Initial thoughts are to set a rate no higher than 10 cents per \$1,000 assessed value even though state law allows a higher threshold. This amounts to \$21.50 per year on a \$215,000 home. This local funding will leverage state and federal matching funds when grant programs require local match. Currently Pierce County has a comprehensive plan in place that identifies need, strategies, and resources. There was emphasis on the transportation corridors that are at risk of flooding which could adversely impact the local and regional economy such as I-5, River Road, Pacific Highway, and the Port area. Even if Gig Harbor is not in the flood zone, major economic centers are. The FCZD would focus on reducing flood hazards to people and property.



Discussion about the FCZD formation and timeline with a draft ordinance proposed for fall 2011. Mr. Smelt stated that the final public review of the draft ordinance is at the printer today with a draft environmental impact statement and SEPA underway right now, however a threshold has not yet been determined. As of yesterday, the City of Gig Harbor and Milton have appealed the process with the Hearing Examiner.

**RECOMMENDATION**

Councilmember Ekberg stated that the City of Gig Harbor was not in favor of this special district and said that there should be different zones for different counties. He said that the zones were created without the vote of the people and being asked to solve a lot of other people's problems and has a long way to go. He thanked the Pierce County representatives for their input.

2. Wilkinson Farm Park Trail.

**DISCUSSION POINTS**

The City's consultant, Scott Maharry of Grette and Associates provided a map that illustrated paths of potential pedestrian trails. Mr. Maharry stated that there are two potential connections to Cushman Trail and existing trails and two viewing platforms are also being looked at. Mr. Maharry stated that the Parks Commission was very much interested in getting the trail permitted. Mr. Karlinsey stated that this project is getting tee'd up for the next volunteer group and this work was not proposed in the 2012 budget.

Discussion about ADA accessibility was discussed. Mr. Maharry said that the trail was all ADA accessible except the service access road.

**RECOMMENDATION**

It was recommended to have an Open House to get public input which could be combined with a Parks Commission meeting.

3. TWAWELKAX TRAIL.

**DISCUSSION POINTS**

Mr. Karlinsey provided some background information about this proposed trail and has been working with Bob and Sharon Glass of the Haven of Rest concerning an easement. Mr. and Mrs. Glass would like to do something for the community and willing to provide an easement for the proposed trail. He said that we walked the trail with Grette, Planning Dept. and Marco Malich and determined that the ridgeline is the best general route. This trail would not be ADA accessible and could be much like a primitive trail, like a U.S. Forestry trail.

A wetland delineation has been performed and need to arrange to have the easement area surveyed. The trail is in proposed in the 2012 budget, and similarly to the Wilkinson Farm Park Trail, would need to be done by volunteers. The trail is a short walk from Rosedale Street. Mr. Maharry explained that the trail would cross one wetland area and due to the steep ravine this area could be crossed with plank or board. The ravine is a 2-3-ft. ditch. The trail within the wetland buffer would be exempt from any required mitigation and would require stream crossing at the lower end. There is no fish access so permitting would not be difficult. The span of the ravine is 15-20 feet. Permitting could be accomplished for another \$4-5,000.

**RECOMMENDATION**

Councilmember Ekberg said that another trail access like this to the downtown area would be good. Mr. Karlinsey said that he would like to see volunteers come forward.

**4. EDDON BOAT BEACH RESTORATION AND PATHWAYS.**

**DISCUSSION POINTS**

Lita Dawn Stanton showed a slide of a beach restoration in Myrtle Beach, which mirrors a similar design for the beach at Eddon Boat. The beach at Eddon Boat requires fill and regrading. She showed another slide that was proposed by the city's consultant Anchor QEA, which was presented to the Parks Commission on November 2, 2011.

Ms. Stanton requested input from Public Works who recommended ramping be done by the ADA stall by the house. She stated that based on the Parks Commission input, the public art was move which leaves the middle of the park open and moved the kayak landing up by the house.

Fish and Wildlife confirmed that it is a shoreline restoration project and would have to go through the permit process.

The area is ADA accessible which would circle the entire site. Councilmember Franich stated that 8% is pretty steep for wheelchairs. Ms. Stanton said that the site could easily be regarded to 5%.

Councilmember Ekberg said that he liked the new drawing showing the open bowl shape. There was a lengthy discussion about the existing sidewalk noting the only thing that isn't there is a wider sidewalk at the bottom left, which is a bad slope on the existing sidewalk.

**RECOMMENDATION**

Both Councilmembers requested some modifications to the existing sidewalk at this location and the sidewalk should be level at the driveway. Councilmember Franich said the sidewalk in this location needs to be pushed away from the roadway. Some suggestions included the driveway could cross the sidewalk, widen the sidewalk, tie it in tighter with grade and widen and level off.

Ms. Stanton said the new drawing was given to Terri Reed to distribute to the Parks Commission.

**Meeting adjourned at 4:32 p.m.**

Respectively submitted,

*Maureen Whitaker*



**DATE of MEETING:** December 15, 2011

**TIME:** 3:00 p.m.

**LOCATION:** Public Works Conference Room

**MEMBERS PRESENT:** Councilmembers Ekberg, Franich, and Malich

**STAFF PRESENT:** City Administrator Rob Karlinsey, City Engineer Steve Misiurak, WWTP Supervisor Darrell Winans, Asst. City Clerk Maureen Whitaker

**OTHERS PRESENT:** Council Elect Michael Perrow, Peninsula Financial Consultant Ashley Emery, Sand Volleyball Court Representative Chris Nelson

**SCRIBE:** Maureen Whitaker

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1. CRESCENT CREEK PLAYGROUND UPDATE.

**DISCUSSION POINTS**

Rob Karlinsey reported that Crescent Creek Playground (CCP) Chair Stephanie Payne was unable to attend today's meeting had sent him an email summarizing their efforts to date. Ms. Payne stated that they are currently in the first stage of fundraising and after the City Council meeting on December 12<sup>th</sup>; the CCP was authorized to use Shane's Inspiration, a non-profit organization for their non-profit status. In January, CCP will be underway with fundraising events in February and March. She reported that she had met in December with Rotary and Kiwanis. Ms. Payne further stated that Shane's Inspiration will meet with Public Works and Planning in January. Mr. Karlinsey reported that the City has budgeted \$100,000 towards the \$250,000 playground project contingent upon \$150,000 coming from community fund raising efforts. Ms. Payne stated that they had secured \$20,000-\$25,000 from PenMet Parks, \$2,500 from local private organizations, and \$50,000 awarded by Shane's Inspiration that will cover the design aspects of the project and function as a conduit for fundraising. The goal was to raise all funds by fall 2012.

2. SHORECREST RATE STUDY.

**DISCUSSION POINTS**

Steve Misiurak stated that the purpose of this discussion was a follow-up from the March Shorecrest Community Sewer Rate Analysis. He reported that the City held an open house for the current Shorecrest Community sewer users on June 15, 2011 that presented two funding scenarios that would create a self-sufficient stand alone utility that would not create an undue burden of city tax payers. Since the acquisition of this system in 1988, the Gig Harbor city residences have been subsidizing the operational costs to run this system even though it is not physically connected to the City's wastewater

treatment plant and is outside of the UGA. Currently, the monthly customer service charge has been calculated at one and a half times the unmetered City sewer connection flat rate of \$87.42 per month. Per City Council's request, City staff has been working on establishing a policy to have the Shorecrest System pay for itself through connection fee charges and monthly rates. On April 21, 2011, City staff presented two ranges of potential monthly sewage rates to the Operations Committee in order to receive feedback. The monthly rates presented from Peninsula Financial Consulting Ashley Emery's analysis yielded a monthly range between \$75 and \$112. The rate for 2012 will be increased to \$96.15. The rates paid by the Shorecrest Community would be held in a separate restricted account. Staff clarified to the Operations Committee at that time that the lower end of the monthly range would not be less than the current monthly rate and that City Council will make the final determination on the rates as well as the connection fee. Additionally, staff presented the proposed \$13,300 per connection fee to the Committee for consideration. The Department of Health requires the system to be supervised by the municipality due to its size.

Wastewater Treatment Plant Supervisor Darrell Winans stated that the system has plenty of capacity that includes three drain fields. The properties have wetland setbacks on the reserve drain field. Mr. Winans said that one drain field hasn't been turned on yet and the other drain field which only takes effluent, hasn't reach its end yet and concluded that it is a very healthy system. Mr. Winans reported that the Department of Health recommends that all three drain fields be turned on and a weekly check of the system be performed.

**RECOMMENDATION**

Councilmember Franich strongly urged that language should be included in the ordinance that will protect the City rate payers should there be a catastrophic failure occur and stressed that this should include a restructuring of the rates be assessed to the Shorecrest System rate payers.

Councilmember Ekberg suggested keeping the rate the same and stressed that language should be included in the ordinance for a 10-year escalator with a 20% administrative fee, such as "annual CPI for monthly rate".

All Operations Committee members agreed that language should be included in the ordinance that states the Shorecrest Community Sewer property owners would be on the hook for any system maintenance/repairs, et al. Councilmember Franich further stressed that the Shorecrest Community property owners should be made fully aware that this system is on their dime and will no longer be subsidized by City of Gig Harbor tax payers.

**3. McDONALD STREET RIGHT-OF-WAY.**

**DISCUSSION POINTS**

Mr. Karlinsey said that when the City was replacing water mains, there was discussion initiated by Councilmember Payne and Council Member-elect Perrow recommending that a portion of the McDonald Street right-of-way at the intersection of Shyleen Street be vacated and utilized as small community garden or a pathway with a bench on top to Lewis Street which has a great views of Pt. Defiance and the Olympics. The width is approximately 60'. Mr. Karlinsey said that there was not timeline for this work given Public Work's work load.

**RECOMMENDATION**

Councilmember Ekberg was in favor of a pedestrian access connector if all safety factors were considered, with a bench at the top, similar to Spinnaker Ridge. He was not in favor of a garden.

4. SAND VOLLEY BALL COURT LIGHT IMPROVEMENTS.

**DISCUSSION POINTS**

Sand Volley Ball Court representative Chris Nelson addressed the Committee with a PowerPoint presentation with a proposal to install overhead lighting that would allow longer play hours. Mr. Nelson said that this court was one of the best in the region, the court was used all year long, and the players took their sport very seriously. He showed photos of people playing volleyball at the Gig Harbor court in the snow. This work would be done by a volunteer group. Mr. Nelson stated presented his proposal to the Parks Commission on November 2<sup>nd</sup> and said that he received their approval to move his proposal forward. Currently there is no lighting in other City parks and Councilmember Malich expressed concern for the neighbors that could be affected by the lighting and was interested in seeing the design. Mr. Karlinsey stated that the City's Design Manual would govern lighting design. Councilmember Ekberg thought it could be a good idea however expressed concerns about volunteers doing the work. He said that a contractor should be on the hook to do the job due to liability and permitting concerns, and was strongly adversed to City staff having to come in and finish up the work to City standards. The Committee asked Mr. Nelson how his group was proposing to fund the project. Mr. Nelson stated that through donations and grant funding has \$53K invested in the court already and would apply for further grant money.

There was discussion about using timers to control when the lighting times. Councilmember Franich was in favor of the timers but thought 10:00 p.m. was too late. Councilmember Malich liked the concept utilizing a contractor and meeting the design requirements of the City. He stated that this opens up lighting for other parks and the need to look at park hours. City parks currently close at dusk.

Mr. Karlinsey stated that it was important that a licensed and bonded electrician is in charge of the project and the volunteers can work under the licensed electrical contractor. He further stressed that the electrician would be the one point of contact and it is understood by the Sand Volleyball Group that the City is unable to provide any Maintenance Public Works staff to assist with this project due to budgetary and work load constraints. Mr. Karlinsey further added that all required permits must be obtained prior to starting any work and it will be necessary for the Sand Volleyball Group to submit a design plan to the City's Planning Department for approval. The City may elect to pay for the electrical permit fees.

**RECOMMENDATION**

The Operations Committee did not approve Mr. Nelson's proposal as current City park hours needed to be addressed prior to the project moving forward. The Committee stated that Mr. Nelson could present his proposal to the full City Council based upon Mr. Karlinsey's recommendation above.

**Meeting adjourned at 4:32 p.m.**

Respectively submitted,

*Maureen Whitaker*

## CITY OF GIG HARBOR COMMITTEE OUTLINE MINUTES

### Parks Commission

Date: January 4, 2012 Time: 5:30 p.m. Location: Community Rooms A&B Scribe: Terri Reed

**Commission Members and Staff Present:** Commissioners Nick Tarabochia, Michael Perrow, Robyn Denson and Stephanie Payne; Staff Members: Rob Karlinsey, City Administrator, Public Works Superintendent Marco Malich, Special Project Coordinator Lita Dawn Stanton and Terri Reed, Community Development Assistant.

**Others Present:** \_\_\_\_\_

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
<b>APPROVAL OF MINUTES:</b>	Approval of December 7, 2011 Meeting Minutes	MOTION: Move to approve December 7, 2011 minutes as presented.  Payne / Perrow - unanimously approved
<b>OLD BUSINESS:</b>		
<b>Pier Naming</b>	<p>Lita Dawn Stanton explained the historical significance of the pier location and showed the proposed sign location over the entrance to the pier.</p> <p>Jake Bujacich, 3607 Ross Avenue – Spoke in support of naming the pier either “Maritime Pier” or “Fishermen’s Pier”. Mr. Bujacich does not feel that it should be named for only one family.</p> <p>Jim O’Donnell, 4220 35<sup>th</sup> Avenue NW – Stated that he agrees with Mr. Bujacich.</p> <p>Greg Lovrovich, 5310 52<sup>nd</sup> Avenue NW – Spoke on behalf of the Gig Harbor Commercial Fishermen’s Civic Club and explained that they supported both names of “Maritime Pier” or “Fishermen’s Pier”.</p> <p>Commission Chair Tarabochia said that he supported the name of “Fishermen’s Pier”.</p>	<p>MOTION: Move that the Parks Commission recommend “Fishermen’s Pier” as the name of the new pier.</p> <p>REVISED MOTION: Move that the Parks Commission recommend to City Council to consider the name of “Fishermen’s Pier” ranked as first choice and “People’s Dock” as second choice.</p> <p>Tarabochia / Denson – passed unanimously</p>

<b>Topic / Agenda Item</b>	<b>Main Points Discussed</b>	<b>Recommendation/Action Follow-up (if needed)</b>
	<p>Commission member Denson said that she preferred “Fishermen Pier” as first choice and “Maritime Pier” as second choice.</p> <p>Commission member Payne preferred “People’s Dock” or “Maritime Pier”.</p> <p>Commission member Perrow agreed that it should not be named for one individual but that he preferred “Fishermen’s Pier”</p>	
<b>Wilkinson Farm Park – Eagle Project Update</b>		Postponed to February Parks Commission meeting.
<b>Parks Commission Bylaws Update</b>	The current wording of the Parks Commission bylaws with regards to term limits, residency requirements and commission name was discussed among members.	<p>MOTION: Move that the Commission officially change their name to City of Gig Harbor Parks Commission instead of Friends of the Parks Commission.</p> <p>Denson / Payne – unanimously approved.</p> <p>MOTION: Move that wording be added to the bylaws that states that a member can be removed after three consecutive unexcused absences.</p> <p>Tarabochia / Denson - unanimously approved</p> <p>Staff will provide term limits summary of other City commissions.</p>
<b>NEW BUSINESS:</b>		
<b>Harbor Hill – Park Development</b>	City Administrator Karlinsey explained the Parks Commission’s role in the design process of the park property at Harbor Hill that is currently undeveloped. This process will include soliciting public input on preferred uses of the park. Lita Dawn Stanton outlined the grant opportunities timeline for State RCO funding consideration in 2014.	Lita Dawn Stanton will provide a conceptual of the park property.

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
	Parks Commission members would like to develop an overall conceptual to include connectivity of trails and surrounding properties and they prefer a park that would appeal to diverse interests.	
<b>PUBLIC COMMENT:</b>	<p>Jim O'Donnell, 4220 35<sup>th</sup> Avenue NW – would like the public to be aware that biodegradable dog waste bags should be placed in trash receptacles. He would also like better amplification of the Parks Commission speakers.</p> <p>Commission Chair Tarabochia thanked member Perrow for his years of service and contributions to the Parks Commission and wished him the best as a City Councilmember.</p>	
<b>PARK UPDATES</b>	City Administrator Karlinsey gave an update on the upcoming construction of the restroom at the pier by City staff.	Staff will forward a conceptual of the pier restroom to the Parks Commission members.
<b>NEXT PARKS MEETING:</b>		February 1, 2012 @ 5:00 p.m.
<b>ADJOURN:</b>		<p>MOTION: Move to adjourn @ 6:50 p.m.</p> <p>Perrow / Denson – unanimously approved</p>





## LODGING TAX ADVISORY COMMITTEE MINUTES

**DATE:** January 5, 2012  
**TIME:** 8:30 am  
**LOCATION:** Gig Harbor Civic Center, Executive Conference Room  
**MEMBERS PRESENT:** Sue Braaten, Tom Drohan, Mary DesMarais, Kathy Franklin, Laureen Lund, Councilman Derek Young, Warren Zimmerman  
**MEMBERS ABSENT:** Jannae Jolibois, Mona Sarrensen  
**STAFF PRESENT:** Rob Karlinsey, Karen Scott  
**OTHERS PRESENT:** None

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Meeting was called to order at 8:30 am by Derek Young.

Discussion on open board position, 1 application received from Tom Drohan (Tom left room): Derek suggested that Laureen Lund contact Jannae Jolibois since she has not been present during 2011 asking if she'd like to remain on board. Laureen suggested Sue Braaten ask if Lindsey Munson if she would like to take the open position if vacated by Jannae. In regards to the application for open position, Laureen stated she felt Tom Drohan brings a different view to the committee and is passionate. Sue stated, "He is one of the two things to do in Gig Harbor and he has added value to this board." Continuing, Sue suggested that we look at the websites [www.tripadvisor.com](http://www.tripadvisor.com) and [www.yelp.com](http://www.yelp.com). She said hotels can go on and respond to negative comments on these websites. Tom was voted in.

Discussion took place about long range planning: Laureen asked to hear from committee on thoughts of reserve fund use. She stated some discussion has taken place in city hall about possible capital projects in addition she had a discussion with council on 2015 US Open event. Laureen requests feedback for this, looking for a lot of lead time. Derek added, his reaction is to start thinking about the benefit to hoteliers. He continued to say he has heard council discuss dollars going to other projects, for example, the sewer lift station project (public restroom). Laureen reminded (informed) the committee that we did spend dollars on restroom once. Derek suggested to having a plan in place. Kathy Franklin expressed concern about the general public finding a place to stay during the US Open and that many hotels have dedicated rooms for that event (not including the Maritime however). Tom stated he will embrace the Open one month before the event. He does not feel it is reasonable planning. Derek suggested spending money advertising Gig Harbor off of the Open, suggesting a bigger presence that we normally would do, contributing to an event like this. Sue suggested promoting Gig Harbor for a return visit. Kathy said she felt the town will receive residual benefit from the Open. Tom suggested looking at strategy for peripheral benefit from the Open and everyone agreed.

In summary, Laureen stated she felt good about the 2012 budget. Kathy added, she'd heard good things from several industries. Derek says that good things are happening with job numbers.

Tom reminded the committee that he had made visitor podium kiosks for the dock in the summer and still had them. He never used them but is hoping to and feels the concierge thing has more depth to plug people into the community in hopes of building the return visits. He would love to have some help or have someone manage a quality concierge podium at the park, acting as a host for the community. Derek suggests emailing ideas to Laureen and she'll compile them and talk about them at the next meeting. Laureen offered to meet with Tom, including Mary DesMarais, to talk about the kiosk idea.

Discussion moved to vote on open LTAC position. Again, Tom was the only applicant. Motion was made by Kathy to nominate Tom for committee. Mary and Sue second the vote. Vote passed unanimously.

Derek suggested time change for meeting to 9 am. Tom suggested 8:45 am. Laureen said that consistency is key because it is a published meeting. Consensus was made for meeting time of 8:45.

Discussion turned to Tammy Blount at the Tacoma Regional Convention + Visitor Bureau and her soon to be open position. Kathy said they will be using a headhunter to fill the position. Derek said the Washington Tourism Alliance (the committee in which Tammy serves as president of the board) has a call out for the position Tammy will vacate. The committee asked Laureen to forward WTA newsletters to them.

Warren Zimmerman requested more time discussing the strategic planning and goals for the LTAC going forward for through year. Warren asked if the committee was going to have a plan. He continued by saying he doesn't know why he comes to the meetings. Laureen reminded Warren that the LTAC had developed a long term strategic plan and an annual marketing plan. The annual marketing plan is what guides the work. Derek reiterated that the request today for ideas on reserve fund is for some long term planning ideas that mesh with the marketing plan in place and the request to get those ideas emailed to Laureen for discussion at our next meeting. Option may include leaving it there, spending it on some capital improvements, or maybe now is the time for a big marketing push to get heads in beds. All LTAC members asked to email ideas to Laureen.

Warren stated he sees an opportunity for Main Street, using the chamber and really doing some future planning. He feels that we are really lacking in long range planning opportunity. Laureen repeated the entire focus is the marketing plan that is revisited and modified each year, and annual report given year end. Sue added the main objective is heads and beds and we cannot really deviate from that. Derek suggested if Warren has some ideas as to where to spend the money, for example working with the Historic Waterfront Association, if he has some ideas as to

where we can support them to email them to Laureen for discussion at next meeting. Sue stated that the main two contributors are not in the 'Main Street' district. Laureen added that she works with 'Main Street' every day. Derek said if there is something 'Main Street' or the Chamber wants to do suggest it to Laureen. He continued, "It makes no sense to fund these from this fund rather than general fund because this fund is so much more restrictive." Derek did say that the kiosk may actually be a general fund expense rather than an event that brings heads in beds. Laureen suggested a community council of Uptown rep, downtown rep, and asked that the Chamber may spear head. Tom stated that the Chamber luncheon networking is a good opportunity and suggested a roundtable take place at the networking luncheon. Warren offered to talk to each head of group and invite them to a unique roundtable focusing on specific event planning.

Tom asked Karen for the marketing plan sent to him by email.

Next meeting scheduled for Thursday, April 5<sup>th</sup>, at 8:45 am in the Executive Conference Room, City Hall.

Respectfully submitted,

Karen Scott, Marketing Assistant

**CITY OF GIG HARBOR  
COMMITTEE OUTLINE MINUTES**

City of Gig Harbor Finance and Safety Committee  
(Council Committee Ekberg, Malich, and Payne)

Date: December 19, 2011

Time: 4:00 p.m.

Location: Executive Conf Rm.

Scribe: Jaci Auclair

**Commission Members and Staff Present:** Steve Ekberg, Ken Malich, Darrell Winans, Molly Towslee, and Laurelyn Brekke. Rob Karlinsey joined the meeting at 4:30 p.m.

**Others Present:**


**Absent:** Tim Payne

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
<b>NEW BUSINESS</b>		
1. Employee Accident Review.	<p>Councilmember Ekberg acknowledged receipt of the annual employee accident report and noted the number of “backing” accidents. City Clerk Molly Towslee stated that an emphasis will be placed on backing at the next Employee Safety Committee meeting in 2012. Councilmember Ekberg also noted, however, the minimal amount of costs related to both property damage and personal injury in 2011. Staff answered questions from committee members.</p> <p>Darrell Winans, WWTP Superintendant, reviewed his department’s safety efforts and upcoming training schedule. He also updated the committee on the necessity of removing several dead trees located near the WWTP lab and in danger of falling on</p>	Receipt and file.

<b>Topic / Agenda Item</b>	<b>Main Points Discussed</b>	<b>Recommendation/Action Follow-up (if needed)</b>
	<p>the building. As these trees were required to be left on-site by the Design Review Board during plant construction, the requisite number of trees will be replanted.</p>	
<p>2. Wellness Program.</p>	<p>Laurelyn Brekke introduced AWC's WellCity Award, a financial reward program given to cities that meet nine standards of quality in employee health promotion. Award recipients will receive a 2% discount on 2014 medical premiums; for the City of Gig Harbor, this translates to a savings of more than \$25,000. Program requirements include council backing, an annual wellness budget of at least \$10 per FTE, and staff committee participation. Ms. Brekke described how wellness programs are designed and administered, and the benefits to employees and the employer. Councilmember Ekberg commented that it seems a worthwhile program as long as there is not excessive staff time spent on administering the program and that there is a quantitative method for measuring the success of the program. When asked whether participation is voluntary, Ms. Brekke affirmed and stressed the importance of participation and encouragement from department heads. Rob Karlinsey lent his support to the program citing cost savings and overall employee wellness.</p>	<p>Committee members directed staff to bring to the city council for consideration.</p>
<p>The meeting adjourned at 4:40 p.m.</p>		

Next Meeting: March 19, 2012 at 4:00 p.m.



**To: Mayor Hunter and City Council**  
**From: David Rodenbach, Finance Director**   
**Date: February 13, 2011**  
**Subject: Fourth Quarter Financial Report**

The quarterly financial reports for the fourth quarter of 2011 are attached.

Total resources; including all revenues and beginning cash balances, finished at 117 percent of the annual budget. Revenues exceeded budget due to inclusion of the Hospital Benefit Zone Revenue fund, which was not budgeted for in 2011 and the Impact Fee Trust fund which came in well above the 2011 resources budget. The City's General fund came in at 99 percent of total resources budgeted, while Street Operating and Street Capital funds came in at 104 percent of budget.

General Fund revenues at year-end are 102 percent of budget. Taxes came in at 98 percent of budget, while permit revenues exceeded budget by \$425,000 (212 percent of budget). Sales taxes came in at \$4.7 million which is almost four percent over budget. Planning fees which were budgeted at \$100,000 came in \$20,000 higher; and court revenues (mostly fines) came in about \$31,000 over expectations.

General fund expenditures are 95 percent of budget. All general fund departments and other city funds are within budget as amended by ordinance no. 1228.

Water, Sewer and Storm Sewer revenues are 104%, 105% and 111% of budget; while expenditures for these three funds are at 97%, 98% and 99% of budget.

Cash balances are adequate in all funds. 2011 year-end total cash and investment balance across all funds is \$18.4 million.

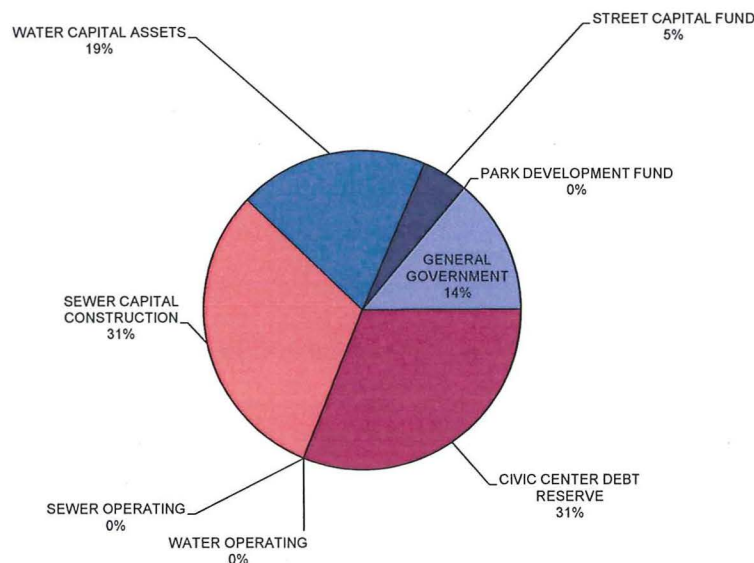
CITY OF GIG HARBOR  
CASH AND INVESTMENTS  
YEAR TO DATE ACTIVITY  
AS OF DECEMBER 31, 2011

FUND NO.	DESCRIPTION	BEGINNING		REVENUES	EXPENDITURES	OTHER CHANGES	ENDING BALANCE
		BALANCE					
001	GENERAL GOVERNMENT	\$ 1,625,537	\$ 9,756,766	\$ 9,251,574	\$ (116,712)	\$ 2,014,017	
101	STREET FUND	432,205	1,250,498	1,586,566	(1,869)	94,268	
102	STREET CAPITAL FUND	510,149	1,570,785	1,439,922	(408,902)	232,111	
105	DRUG INVESTIGATION FUND	5,897	3,936	1,214	(150)	8,468	
106	DRUG INVESTIGATION FUND	34,075	52	1,758	-	32,369	
107	HOTEL-MOTEL FUND	97,817	222,716	165,887	(1,817)	152,829	
108	PUBLIC ART CAPITAL PROJECTS	91,787	144	-	-	91,930	
109	PARK DEVELOPMENT FUND	492,075	1,577,137	1,535,269	(153,981)	379,961	
110	CIVIC CENTER DEBT RESERVE	3,983,655	5,042	279,400	-	3,709,297	
111	STRATEGIC RESERVE FUND	-	280,439	-	-	280,439	
112	EQUIPMENT RESERVE FUND	-	50,078	-	-	50,078	
113	CONTRIBUTIONS/DONATIONS	-	1,250	1,250	-	-	
208	LTGO BOND REDEMPTION	41,478	1,370,490	1,360,811	-	51,158	
209	2000 NOTE REDEMPTION	18,610	20,675	-	-	39,285	
210	LID NO. 99-1 GUARANTY	95,237	149	-	-	95,386	
211	UTGO BOND REDEMPTION	180,670	329,324	266,015	3,699	247,679	
301	PROPERTY ACQUISITION FUND	115,953	191,628	150,000	-	157,581	
305	GENERAL GOVT CAPITAL IMPR	124,360	149,562	150,000	1,633	125,556	
309	IMPACT FEE TRUST	318,022	616,085	22,500	25,020	936,626	
310	HOSPITAL BENEFIT ZONE	-	1,128,704	-	-	1,128,704	
401	WATER OPERATING	208,566	1,313,392	1,415,700	(40,782)	65,476	
402	SEWER OPERATING	341,899	3,483,209	3,091,713	(287,488)	445,907	
407	UTILITY RESERVE	1,325,893	11,198	132	-	1,336,959	
408	UTILITY BOND REDEMPTION	4,902	2,057,331	1,825,508	-	236,725	
410	SEWER CAPITAL CONSTRUCTION	5,754,371	2,406,879	3,066,154	(663,376)	4,431,721	
411	STORM SEWER OPERATING FUND	268,469	840,777	1,030,467	(20,841)	57,937	
412	STORM SEWER CAPITAL	449,520	620,011	434,902	(1,229)	633,400	
420	WATER CAPITAL ASSETS	2,311,006	617,191	1,607,760	3,352	1,323,789	
605	LIGHTHOUSE MAINTENANCE TRUST	2,107	3	-	-	2,111	
631	MUNICIPAL COURT	-	132,054	132,054	-	-	
		\$ 18,834,261	\$ 30,007,505	\$ 28,816,558	\$ (1,663,443)	\$ 18,361,765	

COMPOSITION OF CASH AND INVESTMENTS  
AS OF DECEMBER 31, 2011

	MATURITY	RATE	BALANCE
CASH ON HAND			\$ 300
CASH IN BANK			305,682
ESCROW COLUMBIA BANK			60,000
INVESTMENTS/CD COLUMBIA BANK			1,000,000
INVESTMENTS/US BANK			989,126
LOCAL GOVERNMENT INVESTMENT POOL		0.2300%	16,006,657
			<u>\$ 18,361,765</u>

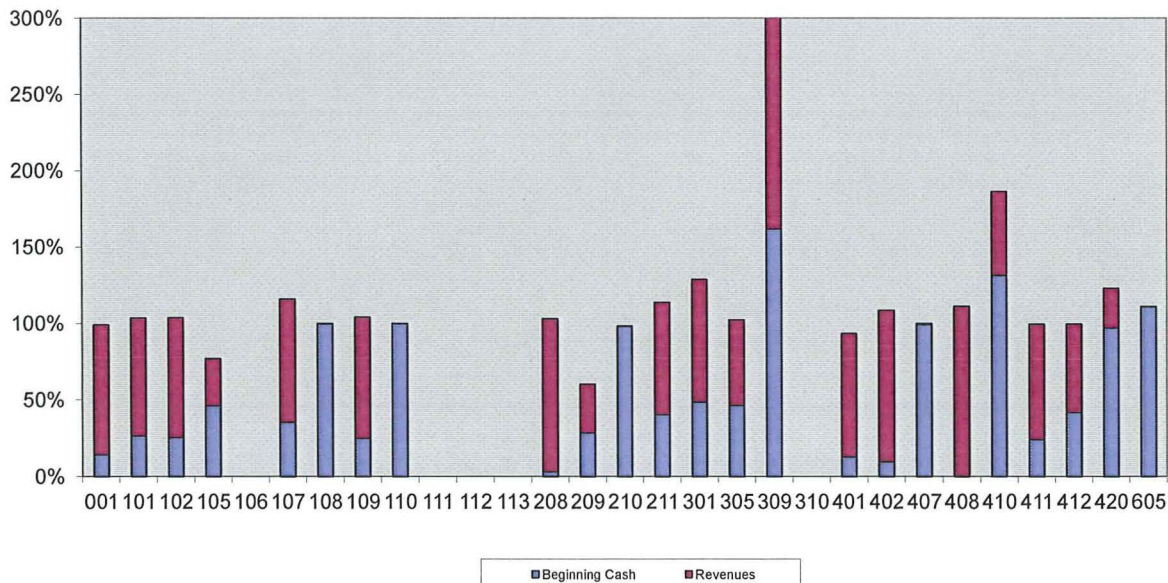
Ending Cash Balances by Fund



CITY OF GIG HARBOR  
YEAR-TO-DATE RESOURCE SUMMARY  
AND COMPARISON TO BUDGET  
AS OF DECEMBER 31, 2011

FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL Y-T-D RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	\$ 11,475,564	\$ 11,382,303	\$ 93,261	99%
101	STREET FUND	1,623,707	1,682,703	(58,995)	104%
102	STREET CAPITAL FUND	2,006,269	2,080,934	(74,666)	104%
105	DRUG INVESTIGATION FUND	12,776	9,832	2,944	77%
106	DRUG INVESTIGATION FUND	34,071	34,127	(56)	100%
107	HOTEL-MOTEL FUND	276,430	320,533	(44,103)	116%
108	PUBLIC ART CAPITAL PROJECTS	91,938	91,930	7	100%
109	PARK DEVELOPMENT FUND	1,986,919	2,069,212	(82,293)	104%
110	CIVIC CENTER DEBT RESERVE	3,989,426	3,988,697	729	100%
111	STRATEGIC RESERVE FUND	280,000	280,439	(439)	100%
112	EQUIPMENT RESERVE FUND	50,000	50,078	(78)	100%
113	DONATIONS/CONTRIBUTIONS	-	1,250	(1,250)	
208	LTGO BOND REDEMPTION	1,370,824	1,411,969	(41,145)	103%
209	2000 NOTE REDEMPTION	65,296	39,285	26,011	60%
210	LID NO. 99-1 GUARANTY	97,032	95,386	1,646	98%
211	UTGO BOND REDEMPTION	448,272	509,995	(61,723)	114%
301	PROPERTY ACQUISITION FUND	238,761	307,581	(68,820)	129%
305	GENERAL GOVT CAPITAL IMPR	267,561	273,922	(6,361)	102%
309	IMPACT FEE TRUST	196,407	934,106	(737,699)	476%
310	HOSPITAL BENEFIT ZONE	-	1,128,704	(1,128,704)	
401	WATER OPERATING	1,630,320	1,521,958	108,362	93%
402	SEWER OPERATING	3,522,988	3,825,108	(302,121)	109%
407	UTILITY RESERVE	1,336,291	1,337,091	(800)	100%
408	UTILITY BOND REDEMPTION	1,854,697	2,062,233	(207,536)	111%
410	SEWER CAPITAL CONSTRUCTION	4,376,516	8,161,251	(3,784,735)	186%
411	STORM SEWER OPERATING FUND	1,115,176	1,109,246	5,931	99%
412	STORM SEWER CAPITAL	1,074,092	1,069,531	4,561	100%
420	WATER CAPITAL ASSETS	2,379,995	2,928,197	(548,203)	
605	LIGHTHOUSE MAINTENANCE TRUST	1,900	2,111	(211)	
631	MUNICIPAL COURT		132,054	(132,054)	
		\$ 41,803,226	\$ 48,841,766	\$ (7,038,540)	117%
		40,473,093			

Resources as a Percentage of Annual Budget

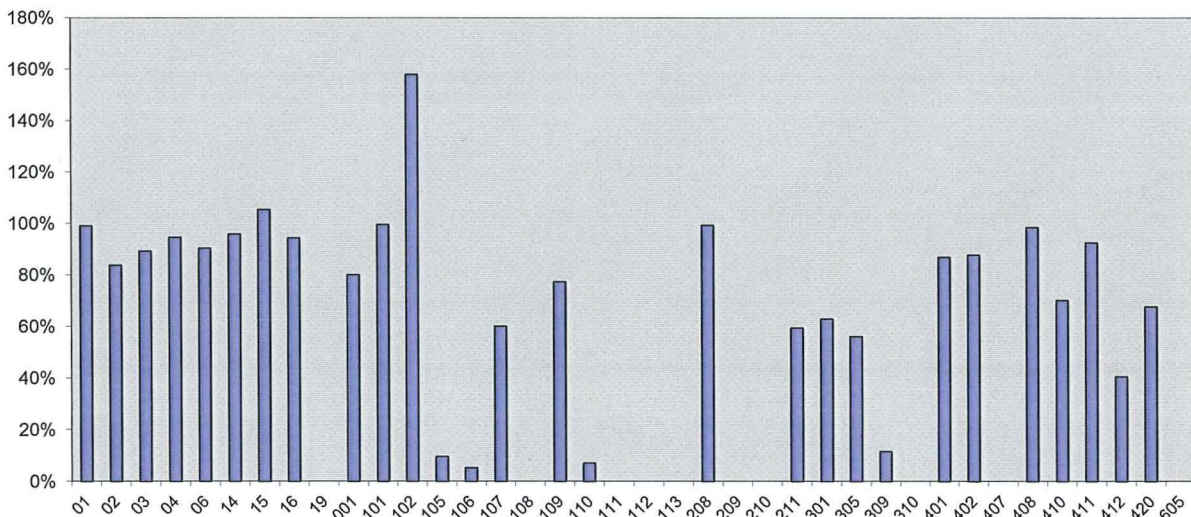




CITY OF GIG HARBOR  
YEAR-TO-DATE EXPENDITURE SUMMARY  
AND COMPARISON TO BUDGET  
FOR PERIOD ENDING SEPTEMBER 30, 2011

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL Y-T-D EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 3,250,000	\$ 3,217,688	\$ 32,312	99%
02	LEGISLATIVE	29,350	24,592	4,758	84%
03	MUNICIPAL COURT	360,750	321,862	38,888	89%
04	ADMINISTRATIVE/FINANCIAL	1,290,800	1,221,050	69,750	95%
06	POLICE	2,846,352	2,571,041	275,311	90%
14	COMMUNITY DEVELOPMENT	1,200,050	1,150,111	49,939	96%
15	PARKS AND RECREATION	483,175	509,266	(26,091)	105%
16	BUILDING	250,330	235,964	14,366	94%
19	ENDING FUND BALANCE	1,848,330	-	1,848,330	
001	TOTAL GENERAL FUND	11,559,137	9,251,574	2,307,563	80%
101	STREET FUND	1,593,266	1,586,566	6,700	100%
102	STREET CAPITAL FUND	911,556	1,439,922	(528,366)	158%
105	DRUG INVESTIGATION FUND	12,776	1,214	11,562	10%
106	DRUG INVESTIGATION FUND	34,071	1,758	32,313	5%
107	HOTEL-MOTEL FUND	276,430	165,887	110,543	60%
108	PUBLIC ART CAPITAL PROJECTS	91,938	-	91,938	
109	PARK DEVELOPMENT FUND	1,986,919	1,535,269	451,650	77%
110	CIVIC CENTER DEBT RESERVE	3,989,426	279,400	3,710,026	7%
111	STRATEGIC RESERVE FUND	280,000	-	280,000	
112	EQUIPMENT RESERVE FUND	50,000	-	50,000	
113	DONATIONS/CONTRIBUTIONS	-	1,250	(1,250)	
208	LTGO BOND REDEMPTION	1,370,824	1,360,811	10,013	99%
209	2000 NOTE REDEMPTION	65,297	-	65,297	
210	LID NO. 99-1 GUARANTY	97,032	-	97,032	
211	UTGO BOND REDEMPTION	448,272	266,015	182,257	59%
301	PROPERTY ACQUISITION FUND	238,761	150,000	88,761	63%
305	GENERAL GOVT CAPITAL IMPR	267,561	150,000	117,561	56%
309	IMPACT FEE TRUST	196,407	22,500	173,907	11%
310	HOSPITAL BENEFIT ZONE	-	-	-	
401	WATER OPERATING	1,630,320	1,415,700	214,620	87%
402	SEWER OPERATING	3,522,989	3,091,713	431,276	88%
407	UTILITY RESERVE	1,336,291	132	1,336,159	
408	UTILITY BOND REDEMPTION	1,854,697	1,825,508	29,189	98%
410	SEWER CAPITAL CONSTRUCTION	4,376,516	3,066,154	1,310,362	70%
411	STORM SEWER OPERATING FUND	1,115,176	1,030,467	84,709	92%
412	STORM SEWER CAPITAL	1,074,092	434,902	639,190	40%
420	WATER CAPITAL ASSETS	2,379,995	1,607,760	772,235	68%
605	LIGHTHOUSE MAINTENANCE TRUST	1,900	-	1,900	
631	MUNICIPAL COURT	-	132,054	(132,054)	
		\$ 40,761,649	\$ 28,816,558	\$ 11,945,091	71%

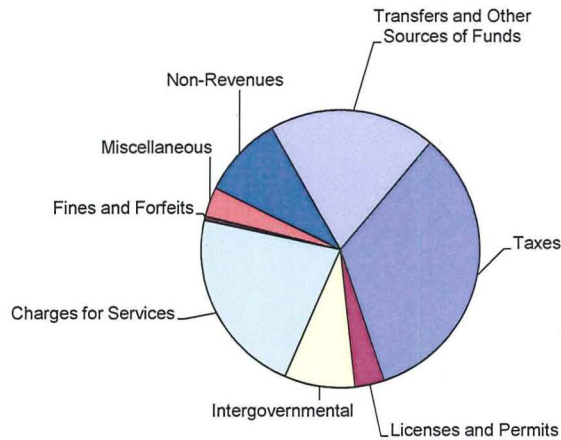
Expenditures as a Percentage of Annual Budget



**CITY OF GIG HARBOR  
YEAR-TO-DATE REVENUE SUMMARY  
BY TYPE  
FOR PERIOD ENDING DECEMBER 31, 2011**

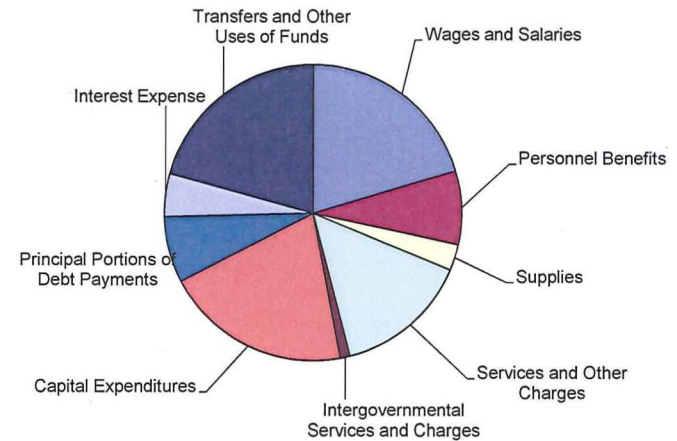
<u>TYPE OF REVENUE</u>	<u>AMOUNT</u>
Taxes	\$ 10,136,362
Licenses and Permits	1,023,532
Intergovernmental	2,457,936
Charges for Services	6,582,164
Fines and Forfeits	145,620
Miscellaneous	1,024,630
Non-Revenues	2,836,981
Transfers and Other Sources of Funds	5,800,280
Total Revenues	<u>30,007,505</u>
Beginning Cash Balance	18,834,261
Total Resources	<u>\$ 48,841,766</u>

diff \$ 1,663,443



**CITY OF GIG HARBOR  
YEAR-TO-DATE EXPENDITURE SUMMARY  
BY TYPE  
FOR PERIOD ENDING DECEMBER 31, 2011**

<u>TYPE OF EXPENDITURE</u>	<u>AMOUNT</u>
Wages and Salaries	\$ 5,863,175
Personnel Benefits	2,322,427
Supplies	829,192
Services and Other Charges	4,233,011
Intergovernmental Services and Charges	305,230
Capital Expenditures	5,855,919
Principal Portions of Debt Payments	2,094,726
Interest Expense	1,357,608
Transfers and Other Uses of Funds	5,955,270
Total Expenditures	<u>28,816,558</u>
Ending Cash Balance	18,361,765
Total Uses	<u>\$ 47,178,323</u>



**CITY OF GIG HARBOR  
STATEMENT OF FINANCIAL POSITION  
AS OF DECEMBER 30, 2011**

	SPECIAL REVENUE FUNDS								
	001 GENERAL GOVERNMENT	101 STREET	102 ST CAP	105 DRUG INVESTIGTN	106 DRUG INVESTIGTN	107 HOTEL - MOTEL	108 PUBLIC ART PROJECTS	109 PARK DVLP FUND	110 CIVIC CTR DEBT RSRV
<b>ASSETS</b>									
CASH	\$ 37,839	\$ 1,767	\$ 4,350	\$ 159	607	\$ 2,864	\$ 1,723	\$ 65,996	\$ 50,770
INVESTMENTS	1,976,178	92,502	227,761	8,310	31,763	149,965	90,208	313,965	3,658,527
RECEIVABLES	1,187,081	41,866	439,442	-	-	38,389	-	-	-
FIXED ASSETS	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-
<b>TOTAL ASSETS</b>	<b>3,201,098</b>	<b>136,134</b>	<b>671,552</b>	<b>8,468</b>	<b>32,369</b>	<b>191,218</b>	<b>91,930</b>	<b>379,961</b>	<b>3,709,297</b>
<b>LIABILITIES</b>									
CURRENT	54,379	68,808	49,063	-	-	516	-	38,246	-
LONG TERM	4,598	13,987	-	-	-	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>58,976</b>	<b>82,795</b>	<b>49,063</b>	<b>-</b>	<b>-</b>	<b>516</b>	<b>-</b>	<b>38,246</b>	<b>-</b>
<b>FUND BALANCE:</b>									
BEGINNING OF YEAR	2,636,930	389,408	491,626	5,747	34,075	133,874	91,787	299,848	3,983,655
Y-T-D REVENUES	9,756,766	1,250,498	1,570,785	3,936	52	222,716	144	1,577,137	5,042
Y-T-D EXPENDITURES	(9,251,574)	(1,586,566)	(1,439,922)	(1,214)	(1,758)	(165,887)	-	(1,535,269)	(279,400)
<b>ENDING FUND BALANCE</b>	<b>3,142,121</b>	<b>53,339</b>	<b>622,489</b>	<b>8,468</b>	<b>32,369</b>	<b>190,702</b>	<b>91,930</b>	<b>341,715</b>	<b>3,709,297</b>
<b>TOTAL LIAB. &amp; FUND BAL.</b>	<b>3,201,098</b>	<b>136,134</b>	<b>\$ 671,552</b>	<b>\$ 8,468</b>	<b>32,369</b>	<b>\$ 191,218</b>	<b>\$ 91,930</b>	<b>\$ 379,961</b>	<b>\$ 3,709,297</b>

CITY OF GIG HARBOR  
STATEMENT OF FINANCIAL POSITION  
AS OF JUNE 30, 2011

	SPECIAL REVENUE FUNDS								
	111	112	301	305	309	605	631	TOTAL	208
	STRATEGIC	EQUIPMENT	PROPERTY	GEN GOVT	IMPACT FEE	LIGHTHOUSE	MUNICIPAL	SPECIAL	LTGO BOND
	RESERVE	RESERVE	ACQUISITION	CAPITAL IMP	TRUST FUND	MAINT	COURT	REVENUE	REDEMPTION *****
<b>ASSETS</b>									
CASH	\$ 5,255	\$ 938	\$ 2,953	\$ 2,353	\$ 17,552	\$ 40	\$ -	\$ 157,324	\$ 959
INVESTMENTS	275,183	\$ 49,140	154,628	123,203	919,075	2,071	-	6,096,300	50,199
RECEIVABLES			-	-	-	-	-	519,697	-
FIXED ASSETS			-	-	-	-	-	-	-
OTHER			-	-	-	-	-	-	-
<b>TOTAL ASSETS</b>	<b>280,439</b>	<b>50,078</b>	<b>157,581</b>	<b>125,556</b>	<b>936,626</b>	<b>2,111</b>	<b>-</b>	<b>6,773,321</b>	<b>51,158</b>
<b>LIABILITIES</b>									
CURRENT	-	-	-	1,633	33,360	-	-	191,626	-
LONG TERM			-	-	-	-	-	13,987	-
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,633</b>	<b>33,360</b>	<b>-</b>	<b>-</b>	<b>205,613</b>	<b>-</b>
<b>FUND BALANCE:</b>									
BEGINNING OF YEAR	-	-	115,953	124,360	309,682	2,107	-	5,982,121	41,478
Y-T-D REVENUES	280,439	50,078	191,628	149,562	616,085	3	-	5,918,104	1,370,490
Y-T-D EXPENDITURES	-	-	(150,000)	(150,000)	(22,500)	-	-	(5,332,517)	(1,360,811)
<b>ENDING FUND BALANCE</b>	<b>280,439</b>	<b>50,078</b>	<b>157,581</b>	<b>123,922</b>	<b>903,266</b>	<b>2,111</b>	<b>-</b>	<b>6,567,708</b>	<b>51,158</b>
<b>TOTAL LIAB. &amp; FUND BAL.</b>	<b>\$ 280,439</b>	<b>\$ 50,078</b>	<b>\$ 157,581</b>	<b>\$ 125,556</b>	<b>\$ 936,626</b>	<b>\$ 2,111</b>	<b>\$ -</b>	<b>\$ 6,773,321</b>	<b>\$ 51,158</b>

CITY OF GIG HARBOR  
STATEMENT OF FINANCIAL POSITION  
AS OF JUNE 30, 2011

	209 2000 NOTE REDEMPTION*****	210 LID 99-1 GUARANTY	211 UTGO BOND REDEMPTION*****	TOTAL DEBT SERVICE	401 WATER OPERATING	402 SEWER OPERATING	407 UTILITY RESERVE
<b>ASSETS</b>							
CASH	\$ 736	\$ 1,787	\$ 4,641	\$ 8,124	\$ 1,325	\$ 8,454	\$ 6,518
INVESTMENTS	38,549	93,599	243,038	425,384	64,151	437,453	1,330,440
RECEIVABLES	-	-	6,215	6,215	306,523	466,947	-
FIXED ASSETS	-	-	-	-	3,273,359	8,209,417	-
OTHER	-	-	-	-	-	-	-
<b>TOTAL ASSETS</b>	<b>39,285</b>	<b>95,386</b>	<b>253,894</b>	<b>439,722</b>	<b>3,645,357</b>	<b>9,122,271</b>	<b>1,336,959</b>
<b>LIABILITIES</b>							
CURRENT	-	-	10,786	10,786	138,821	32,507	-
LONG TERM	-	-	2,450	2,450	43,795	80,717	-
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>-</b>	<b>13,236</b>	<b>13,236</b>	<b>182,617</b>	<b>113,225</b>	<b>-</b>
<b>FUND BALANCE:</b>							
BEGINNING OF YEAR	18,610	95,237	177,349	332,674	3,565,048	8,617,550	1,325,893
Y-T-D REVENUES	20,675	149	329,324	1,720,639	1,313,392	3,483,209	11,198
Y-T-D EXPENDITURES	-	-	(266,015)	(1,626,826)	(1,415,700)	(3,091,713)	(132)
<b>ENDING FUND BALANCE</b>	<b>39,285</b>	<b>95,386</b>	<b>240,658</b>	<b>426,487</b>	<b>3,462,741</b>	<b>9,009,046</b>	<b>1,336,959</b>
<b>TOTAL LIAB. &amp; FUND BAL.</b>	<b>\$ 39,285</b>	<b>\$ 95,386</b>	<b>\$ 253,894</b>	<b>\$ 439,722</b>	<b>\$ 3,645,357</b>	<b>\$ 9,122,271</b>	<b>\$ 1,336,959</b>

**CITY OF GIG HARBOR  
STATEMENT OF FINANCIAL POSITION  
AS OF DECEMBER 30, 2011**

	PROPRIETARY					TOTAL PROPRIETARY	TOTAL
	408 UTILITY BOND REDEMPTION	410 SEWER CAP. CONST.	411 STORM SEWEF OPERATING	412 STORM SEWER CAPITAL	420 WATER CAP. ASSETS		
<b>ASSETS</b>							
CASH	\$ 4,436	\$ 83,047	\$ 1,086	\$ 11,869	\$ 24,807	\$ 141,542	\$ 344,829
INVESTMENTS	232,289	4,348,674	56,852	621,528	1,298,982	8,390,368	16,888,230
RECEIVABLES	-	5,490	180,081	-	-	959,041	2,672,034
FIXED ASSETS	-	24,339,346	394,566	34,642	2,257,742	38,509,072	38,509,072
OTHER	168,878	-	-	-	-	168,878	168,878
<b>TOTAL ASSETS</b>	<b>405,604</b>	<b>28,776,556</b>	<b>632,584</b>	<b>668,039</b>	<b>3,581,531</b>	<b>48,168,901</b>	<b>58,583,042</b>
<b>LIABILITIES</b>							
CURRENT	1,217,888	(6,563)	2,745	383	12,942	1,398,724	1,655,515
LONG TERM	23,366,538	-	33,251	-	-	23,524,302	23,545,337
<b>TOTAL LIABILITIES</b>	<b>24,584,426</b>	<b>(6,563)</b>	<b>35,996</b>	<b>383</b>	<b>12,942</b>	<b>24,923,026</b>	<b>25,200,852</b>
<b>FUND BALANCE:</b>							
BEGINNING OF YEAR	(24,410,647)	29,442,394	786,278	482,548	4,559,158	24,368,223	33,319,948
Y-T-D REVENUES	2,057,331	2,406,879	840,777	620,011	617,191	11,349,988	28,745,497
Y-T-D EXPENDITURES	(1,825,508)	(3,066,154)	(1,030,467)	(434,902)	(1,607,760)	(12,472,337)	(28,683,254)
<b>ENDING FUND BALANCE</b>	<b>(24,178,823)</b>	<b>28,783,119</b>	<b>596,588</b>	<b>667,657</b>	<b>3,568,589</b>	<b>23,245,874</b>	<b>33,382,191</b>
<b>TOTAL LIAB. &amp; FUND BAL.</b>	<b>\$ 405,603</b>	<b>\$ 28,776,556</b>	<b>\$ 632,584</b>	<b>\$ 668,039</b>	<b>\$ 3,581,531</b>	<b>\$ 48,168,901</b>	<b>58,583,042</b>

# CITY OF GIG HARBOR



## 2012 / 4<sup>TH</sup> QUARTER PERFORMANCE AND WORKLOAD MEASURES

# ADMINISTRATION

## Administration

### Performance Measures

	2008 Actual	2011 Goal
<b>Percent of Citizens Agreeing with Survey Questions:</b>		
Pleased with Overall Direction of the City	58%	N/A*
Receive Good Value for Taxes Paid	61%	N/A*
The City Listens to its Citizens	43%	N/A*
City has a Strong Sense of Community	84%	N/A*

\* No survey to be conducted in 2011.

### Workload Measures

	2008 Actual	2009 Actual	2010 Actual	2011 YTD
Population	6,780	6,910	7,165	7,126
City-wide Assessed Property Valuation	1,699,571,402	1,955,970,466	2,061,648,756	1,942,220,965
Total Capital Project Budget	25,630,000	21,800,000	24,263,000	6,578,915

## City Clerk Office

### Performance Measures

	Public Records Requests (respond within 5 days)	Ordinance /Resolutions (within 4 working days)	Council Packets on time	Minutes done within 6 days
2009 Actual	100%	98%	91%	44%
2010 Actual	100%	95%	95%	85%
2011 YTD	100%	100%	98%	95%

### Workload Measures

	Request for Public Records	Council Packets # of Pages	Ordinances & Resolutions	Minutes # of pages	Claim for Damages/ Lawsuits	Spcl Events Parks & Facility Resv
2010 4 <sup>th</sup> Quarter	35	912	15	43	10	62
2011 4 <sup>th</sup> Quarter	26	676	18	25	1	57
2010 Actual	126	4552	54	162	35	507
2011 YTD	122	3696	57	107	23	441



# POLICE

## Performance Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
Number of traffic infractions and citations written	314	276	1280	1521
Number of felony arrests	10	11	65	52
Number of misdemeanor arrests	122	93	421	496
Number of DUI arrests	20	22	68	86
Number of warrant arrests	14	17	54	62
UCR Violent crimes per 1000 population	n/a	n/a	61.8	*
UCR Property crimes per 1000 population	n/a	n/a	58.4	*
Average police emergency response time in minutes	6.96	7.86	7.17	7.46

Note: UCR stats are published yearly. 2011 rates will be published in June 2012.

## Workload Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
Number of dispatched calls for service	2265	1921	8385	7968
Number of office walk in requests for service	666	751	2614	2526
Number of cases assigned for follow-up	43	44	214	277
Number of reportable traffic accidents	39	57	156	172
Number of police reports written	573	486	2130	2000

# MUNICIPAL COURT

## Workload Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
<b>Infraction Filings</b>	213	184	905	971
<b>Infraction Hearings</b>	147	161	878	748
<b>Criminal Filings</b>	129	103	425	442
<b>Criminal Hearings</b>	731	839	2,555	3,018

## Performance Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
<b>Collection Assignments</b>	93/\$52,979	141/\$82,098	388/\$230,472	397/\$227,384
<b>Collection Recovery</b>	\$14,220	\$17,855	\$60,490	\$85,986
<b>% PC Compliance</b>	100%	99%	100%	99%
<b>% Speedy Compliance</b>	100%	100%	100%	100%

The Court does not set gross revenue or case filing goals.  
Judge Dunn does not influence nor comment on revenue or case filings.

Probable Cause (PC) compliance slightly down due to training staff.

# BUILDING AND FIRE SAFETY

## Performance Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
Complete first review or plan approval letter within 28 days of receipt of complete application (OCA)	Not submitted	95%	95%	95%
Provide second review or approval letter within 14 days of receipt of re-submittals	Not submitted	95%	95%	95%
Provide inspections within 24 hours of request	Not submitted	100%	95%	100%

## Workload Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
Inspections	696	914	2296	3551
Commercial permits received	0	2	6	10
Residential permits received	7	9	23	75
Commercial permits issued	69	117	189	260
Residential permits issued	54	85	147	311

# PLANNING DEPARTMENT

## Performance Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
% of land use cases processed under 120 days	100%	100%	99%	98%
% of preliminary plats processed under 90 days	n/a*	n/a	n/a	0%
% of short plats processed under 30 days	n/a	50%	n/a	50%

### NOTES

N/A indicates none approved in reporting period

N/A\* indicates that the only permit included a development agreement

The 50% compliance rate reflects one short plat which exceeded the 30 day timeline

The 0% compliance reflects one PPlat that exceeded the 90 day timeline

## Workload Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
Number of land use cases	56	47	261	246
Amount of fees collected	\$17,736	\$52,095	\$147,375	\$133,637

# PUBLIC WORKS

## Parks

### Performance Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
Landscaping Maintained (sq ft/FTE)	175,500	150,000	686,308	619,240
Parks cleaned per day	100%	90%	100%	97.5%
Complaints addressed within 24 hrs	100%	100%	100%	100%

### Workload Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
Acres of park space & streetscapes	71.7	80.5	71.7	313.5
Community event sponsored hours	256	226.75	686	629.75
Acres of park land (per FTE)	n/a	n/a	n/a	n/a
Park related phone calls	9	23	83	111

## Streets

### Performance Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
Streets sweeping (FTE hours)	110	89	483	683
Streets maintain (lane miles/FTE)	5.6	5.6	5.6	5.6

### Workload Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
Streetlights	520	528	520	528
Lane miles maintained	81.45	81.45	81.45	81.45
Street signs repaired	19	82	160	152
Pavement markings (feet)	3 <sup>rd</sup> Qtr	3 <sup>rd</sup> Qtr	339,797	339,797
Sidewalks maintained (feet)	157,784	157,784	157,784	157,784
Street-related phone calls	16	44	120	160
Fleet serviced shop vehicles (hrs)	136.8	126.1	451.8	424.9
Fleet serviced police vehicles (hrs)	56	93	235.5	339

**Water****Performance Measures**

	<b>2010 4<sup>th</sup> Qtr</b>	<b>2011 4<sup>th</sup> Qtr</b>	<b>2010 Actual</b>	<b>2011 YTD</b>
<b>Meters read per FTE</b>	3,248	3,407	11,943*	13,417
<b>After hrs emer. responses w/in 45 min.</b>	100%	100%	100%	100%

\* no meters read during month of September 2010

**Workload Measures**

	<b>2010 4<sup>th</sup> Qtr</b>	<b>2011 4<sup>th</sup> Qtr</b>	<b>2010 Actual</b>	<b>2011 YTD</b>
<b>Gallons of storage capacity</b>	4,550,000	4,550,000	4,550,000	4,550,000
<b>Number of gallons pumped per year</b>	57.2 mg	54.0 mg	294.1 mg	306.54 mg
<b>Number of water related calls</b>	32	28	132	103

**Stormwater****Performance Measures**

	<b>2010 4<sup>th</sup> Qtr</b>	<b>2011 4<sup>th</sup> Qtr</b>	<b>2010 Actual</b>	<b>2011 YTD</b>
<b>Percent of storm ponds brushed</b>	100%	100%	100%	100%
<b>Progress toward NSDES Phase II comp.</b>	75%	85%	75%	85%

**Workload Measures**

	<b>2010 4<sup>th</sup> Qtr</b>	<b>2011 4<sup>th</sup> Qtr</b>	<b>2010 Actual</b>	<b>2011 YTD</b>
<b>Catch basins cleaned</b>	1,000	400	190	600
<b>Catch basins installed</b>	0	1	0	3
<b>Catch basins maintained</b>	1,000	1,000	1,000	1,000
<b>Storm ponds maintained</b>	4	1	11	9

**Wastewater****Performance Measures**

	<b>2010 4<sup>th</sup> Qtr</b>	<b>2011 4<sup>th</sup> Qtr</b>	<b>2010 Actual</b>	<b>2011 YTD</b>
<b>Dewatering w/ thickening process (gallons)</b>	489,695 gals	684,329 gals	3,161,638	2,601,144 gals
<b>Line Cleaning (feet)</b>	37,678 ft.	33,110 ft.	44,973 ft.	64,989 ft.
<b>Plant performance award</b>	Yes	Yes	Yes	Yes

**Wastewater**

**Workload Measures**

	<b>2010 4<sup>th</sup> Qtr</b>	<b>2011 4<sup>th</sup> Qtr</b>	<b>2010 Actual</b>	<b>2011 YTD</b>
<b>Raw sewage treated</b>	78.6952 mg	72.9057 mg	303.94 mg	304.2922 mg
<b>Tons of bio-solids produced*</b>	280.64 wet tons	273.08 wet tons	937.27 wet tons	1,276.41 wet tons
<b>Work orders for plant/lift station maintenance</b>	102 Plant/57 LS	176 Plant/ 105 LS	417/430	584/486
<b>Lift station checks</b>	221	221	884	884
<b>Corrective/Special Projects Work Order QUANTITY</b>	34/34	14/46	49/70	77/144
<b>Corrective/Special Projects Work Orders HOURS</b>	262/248.5	74.5/217.5	421.25/448.75	648/1,238.15

\* The reduction in biosolid tons produced is a positive cost saving measure.

**Engineering****Performance Measures**

	<b>2010 4<sup>th</sup> Qtr</b>	<b>2011 4<sup>th</sup> Qtr</b>	<b>2010 Actual</b>	<b>2011 YTD</b>
<b>Percent of project milestones met with the quarter</b>	80%	70%	80%	74%
<b>Ratio of PW variances approved w/in 6 weeks of complete application</b>	100% (1/1)	100% (0/0)	100% (3/3)	100% (1/1)

**Workload Measures**

	<b>2010 4<sup>th</sup> Qtr</b>	<b>2011 4<sup>th</sup> Qtr</b>	<b>2010 Actual</b>	<b>2011 YTD</b>
<b>Number of consultant contracts managed (number of design contracts managed in house) * new measure for 2011</b>	New measure	6	New measure	10

\* This measure was incorrectly stated in the 2011 Budget. The intent of this measure is to quantify how many large capital improvement construction projects are managed in-house in lieu of utilizing a consultant.

\*\* 2011 Water Main Improvement & Replacement project  
2011 Pavement Maintenance & Repair project  
Well #11 Project

# FINANCE

## Finance

### Performance Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
Maintain city bond rating (Moody's Aa3)	Aa3	Aa3	Aa3	Aa3
Unqualified audit financial statement opinion	Yes	Yes	Yes	Yes

### Workload Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
Number of invoices processed	2,374	2,561	7,442	8,186
Number of transactions receipted	3,959	3,784	17,004	16,624
Number of utility bills processed	4,024	4,072	14,560	14,816
Number of payroll checks processed	643	640	2,385	2,371
Number of business licenses processed	157	169	729	728

## Information Technology

### Performance Measures

	2008 Actual	2009 Actual	2010 Actual	2011 YTD
Average Cost of IT per Citizen	31	28	20	19
Average Cost of IT per Employee	1880	1666	1471	1630
Network uptime	99%	99%	99%	99%

### Workload Measures

	2008 Actual	2009 Actual	2010 Actual	2011 YTD
Number of IT staff	2	2	1.5	1.5
Number of remote sites	3	3	3	2
Average monthly help desk calls	360	370	110	121



# MARKETING

## Performance Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
Occupancy Percentages	n/a	n/a	n/a	n/a
Visitor Info Requests	583	1,824	11,242	9,105
Editorial Medial Value *	\$21,500	\$20,400	\$165,000	\$194,500

## Workload Measures

	2010 4 <sup>th</sup> Qtr	2011 4 <sup>th</sup> Qtr	2010 Actual	2011 YTD
Promotion and Advertising Budget	\$9,000	\$7,750	\$36,000	\$31,000
Number of Filled Requests	583	1,824	11,242	9,105
Travel writers/media hosted in Gig Harbor	2	4	23	19

\* This figure is value of editorial articles generated by the marketing department figured by the publication advertising rates (when rates are not available, average rates are used in calculation).

\*\* Travel writers visiting Gig Harbor include, but not limited to, all major television network reporters covering the Rate for a Soldier and the back story during the month of October.



February 8, 2012

Chuck Hunter, Mayor  
City of Gig Harbor  
3510 Grandview St.  
Gig Harbor, WA 98335

RECEIVED  
FEB - 9 2012  
CITY OF GIG HARBOR

Re: Special Thanks to Gig Harbor Public Works

Dear Mayor Hunter,

The week of January 16<sup>th</sup> presented many challenges for public transportation due to weather conditions. Both Sound Transit and Pierce Transit were impacted by road conditions that made it difficult for your citizens to access transit service. Pierce Transit operates the Sound Transit service to Gig Harbor. While serving the Gig Harbor Kimball Park & Ride, a Sound Transit bus got stuck and when we contacted Sound Transit to assist in clearing the transit center, we learned that Sound Transit Facilities staff would not be able to assist for some time.

A call was made to the City of Gig Harbor Public Works Department requesting assistance. A member of your staff graciously responded sending resources to the transit center to plow the facility and aid the bus that was delayed. Gig Harbor's assistance was greatly appreciated by both Sound Transit and Pierce Transit, particularly when your Public Works Department was busy addressing road conditions in your community. We are most impressed with your staff's cooperation and assistance. It helped Sound Transit continue to provide service to Gig Harbor. Thank you.

Yours truly;

Handwritten signature of Joni Earl in black ink.

Joni Earl  
CEO Sound Transit

Handwritten signature of Lynne Griffith in blue ink.

Lynne Griffith  
CEO Pierce Transit

cc: Pierce Transit Board of Commissioners  
Pierce Transit Executive Team



Business of the City Council  
City of Gig Harbor, WA

**Subject: Appointment to Parks Commission**

**Proposed Council Action:**

A motion for the appointment of Kyle Rohrbaugh to serve the remainder of a three-year term on the Parks Commission.

**Dept. Origin:** Administration

**Prepared by:** Boards/Commission Review Committee

**For Agenda of:** February 13, 2012

**Exhibits:**

	Initial & Date
<b>Concurred by Mayor:</b>	<u>CH 2/6/12</u>
<b>Approved by City Administrator:</b>	<u>RSK</u>
<b>Approved as to form by City Atty:</b>	_____
<b>Approved by Finance Director:</b>	_____
<b>Approved by Department Head:</b>	_____

Expenditure Required	\$0	Amount Budgeted	\$0	Appropriation Required	\$0
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**INFORMATION / BACKGROUND**

We received a letter of resignation from Emily Cross the end of January leaving another vacancy on the Parks Commission.

**FISCAL CONSIDERATION**

N/A

**BOARD OR COMMITTEE RECOMMENDATION**

The Boards and Candidate Review Committee recommends the appointment of one of the applicants that were recently interviewed, Kyle Rohrbaugh, to serve the remainder a three-year term on the Parks Commission ending March 31, 2013.

We heard from two of the Parks Commissioners; Nick Tarabochia and Robyn Denson concur with the appointment recommendation.

**RECOMMENDATION / MOTION**

**Move to:** A motion for the appointment of Kyle Rohrbaugh to serve the remainder of a three-year term on the Parks Commission.



Business of the City Council  
City of Gig Harbor, WA

**Subject:** Approval of the DUI and Traffic Safety Task Force Interlocal Agreement and Mutual Aid Agreement with Pierce County and member agencies.

**Proposed Council Action:** Approve and authorize the Mayor to execute the attached DUI and Traffic Safety Task Force Interlocal Agreement and Mutual Aid Agreement with Pierce County and member agencies.

**Dept. Origin:** Police Department

**Prepared by:** Chief Mike Davis *MD#1*

**For Agenda of:** February 13, 2012

**Exhibits:** DUI and Traffic Safety Task Force Interlocal Agreement and Mutual Aid Agreement

Initial & Date

**Concurred by Mayor:** *CLH 2/6/12*

**Approved by City Administrator:** *POK*

**Approved as to form by City Atty:** via email

**Approved by Finance Director:** *[Signature]*

**Approved by Department Head:** *MD#1 2/3/12*

Expenditure	Amount	Appropriation
Required 0	Budgeted 0	Required 0

**INFORMATION / BACKGROUND**

Attached you will find our DUI Task Force Interlocal/Mutual Aid Agreement. This is the same agreement that has been previously in place for the task force with two exceptions: 1. "alcohol laws" have been added to "traffic laws" to cover us on party intervention patrols and the bar program; 2. the period of the agreement will be extended, upon signature, to four years instead of three.

This agreement covers our department's potential liability when hosting, coordinating or working task force enforcement in and outside our city. It also authorizes law enforcement agencies during multi-agency enforcement to exercise police officer powers on a non-emergency basis.

**FISCAL CONSIDERATION**

Our participation in DUI Task Force activities is grant funded.

**RECOMMENDATION / MOTION**

**Move to:** Approve and authorize the Mayor to execute the attached DUI and Traffic Safety Task Force Interlocal Agreement and Mutual Aid Agreement with Pierce County and member agencies.

Gloria Mansfield Averill, Coordinator  
Tacoma Pierce County DUI & Traffic Safety Task Force  
Pierce County Community Connections  
1305 Tacoma Avenue South  
Suite 104  
Tacoma, WA 98402

**DUI (Driving Under the Influence) & Traffic Safety Task Force  
Interlocal Agreement  
*and*  
Mutual Aid Agreement**

County of Pierce  
City of Buckley  
City of Bonney Lake  
City of Dupont  
City of Edgewood  
City of Fife  
City of Fircrest  
City of Gig Harbor  
City of Lakewood  
City of Milton  
City of Orting  
City of Puyallup  
Town of Steilacoom  
City of Sumner  
City of Tacoma  
City of University Place

Pierce County Traffic Safety Emphasis  
Interlocal Agreement and Mutual Aid Agreement

WHEREAS, an entity known as the Tacoma Pierce County DUI and Traffic Safety Task Force has been created for the purpose of promoting the targeting, apprehending and the successful prosecution of individuals guilty of traffic infractions and offenses in general, and DUIs and violation of alcohol laws in particular; and

WHEREAS, it is the desire of various law enforcement agencies within Pierce County to participate in such Task Force; and

WHEREAS, multi-agency participation in such a Task Force is possible by virtue of the Washington Mutual Aid Peace Officer Powers Act set forth in Chapter 10.93 R.C.W. and the Interlocal Cooperation Act set forth in Chapter 39.34 R.C.W.;

NOW, THEREFORE, it is mutually agreed as follows:

Section 1: Duration. This Agreement shall be in effect for a period from March 16, 2012 through March 16, 2014. It shall be extended automatically for an additional two (2) year period on March 17, 2014 unless the parties have provided notice of intent to abandon the agreement. If either of the parties desire to terminate the relationship created by this agreement, then they must provide not less than ninety (90) days written notice to the other party.

Section 2: Scope. Parties to this Agreement will each provide law enforcement personnel for the apprehension of traffic offenders, and the enforcement of traffic and alcohol laws within targeted areas at any particular time as determined by the Task Force.

Section 3: Purpose. The purpose of this Agreement shall be the apprehension and successful prosecution of individuals guilty of traffic violations and offenses in general, within specifically targeted areas of Pierce County.

Section 4: Financing. Each participating agency shall bear the financial responsibility and liability for such of its employees that participate in the Task Force, including but not limited to salary, benefits and worker's compensation insurance.

Section 5: Administration. This Agreement shall be administered by the Task Force comprised of the Pierce County Sheriff and Chiefs of Police for the cities and towns listed in Attachment 1, or their respective delegates.

Section 6: Operations. Task Force operations, in connection with the emphasis patrols operating under this agreement, shall be coordinated by hosting agency's employee holding a rank of sergeant or higher. Provided that the coordination provided by Pierce County shall not be considered an allocation of liability under R.C.W. 10.93.040, nor that the Task Force is acting under the direction and control of Pierce County.

Section 7: Use of Property. Each agency shall be responsible for its own property used during the term of this Agreement and any property acquired by an agency during the term of this Agreement shall remain with the agency upon termination of the Agreement.

Section 8: Coordination. The Task Force Coordinator shall be responsible for coordinating Task Force related communications between participating agencies.

Section 9: Participating Agencies. A list of the agencies which will be participating in the Tacoma Pierce County DUI & Traffic Safety Task Force is attached hereto as Attachment 1. Such List of Authorized Agencies may be modified from time to time to add or delete agencies. Each participating agency shall maintain a current List of Authorized Agencies on file together with a copy of this Agreement.

Section 10: Filing. A copy of this Agreement shall be filed with the Pierce County Auditor.

Section 11: Consent. The undersigned hereby individually consent to the full exercise of peace officer powers within their respective jurisdictions by any and all properly certified or exempted officers engaged in any operations of the Tacoma Pierce County DUI & Traffic Safety Task Force. Each consent shall be valid during the tenure of the responsive undersigned individuals.

Section 12: Responsibility. The consents given in Section 11 above are not intended to reallocate, under R.C.W. 10.93.040, the responsibility of the participating agencies for the acts or omissions of their officers.

**APPENDIX !**

Pierce County Sheriff's Department  
Buckley Police Department  
Bonney Lake Police Department  
Dupont Police Department  
Edgewood Police Department  
Fife Police Department  
Fircrest Police Department  
Gig Harbor Police Department  
Lakewood Police Department  
Milton Police Department  
Orting Police Department  
Puyallup Police Department  
Steilacoom Department of Public Safety  
Sumner Police Department  
Tacoma Police Department  
University Place Police Department



Town/City or County of GIG HARBOR (print name of jurisdiction)

Dated this 6<sup>th</sup> day of Feb., 2012

Mike Davis (signature)  
Chief Mike Davis (print name of police chief or Sheriff)  
Gig Harbor P.D. (print name of police department)

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
(signature)  
Mayor/County Executive \_\_\_\_\_ (print name of mayor  
or County Executive)  
GIG HARBOR (print name of city/town/county)

ATTEST:

\_\_\_\_\_  
(signature)  
Town/City or County Clerk



Business of the City Council  
City of Gig Harbor, WA

**Subject:** Approval for 2012 Contract for Services Tacoma Regional Convention and Visitor Bureau

**Proposed Council Action:** Approve and Authorize the Mayor to execute the Agreement for Tourism Promotion Activities with the Tacoma Regional Convention and Visitor Bureau in the amount of \$5,000.

**Dept. Origin:** Administration - Marketing

Prepared by: Laureen Lund

**For Agenda of:** February 13, 2012

**Exhibits:**  
1 referenced contract

Initial & Date

**Concurred by Mayor:** CLH 2/6/12

**Approved by City Administrator:** RSK

**Approved as to form by City Atty:** ok by email 1/7

**Approved by Finance Director:** \_\_\_\_\_

**Approved by Department Head:** \_\_\_\_\_

Expenditure Required	\$5,000.00	Amount Budgeted	\$ 5,000.00	Appropriation Required	0
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**INFORMATION / BACKGROUND**

As outlined in the 2012 Narrative of Objectives the Marketing office has budgeted to contract with the Tacoma Regional Convention and Visitor Bureau (\$5,000) to expand our marketing opportunities. This contractor provides greater exposure to the City of Gig Harbor on their website and in all their promotional materials.

**FISCAL CONSIDERATION**

This item has already been approved in the 2012 Marketing Budget from Lodging Tax dollars and will not exceed the budgeted amount of \$5,000.00.

**BOARD OR COMMITTEE RECOMMENDATION**

I recommend that the Council authorize and accept the contract for Tacoma Regional Convention and Visitor Bureau.

**RECOMMENDATION / MOTION**

**Move to:** Approve and Authorize the Mayor to execute the Agreement for Tourism Promotion Activities with the Tacoma Regional Convention and Visitor Bureau in the amount of \$5,000.

**AGREEMENT FOR TOURISM PROMOTION ACTIVITIES  
BETWEEN GIG HARBOR AND THE TACOMA REGIONAL CONVENTION AND  
VISITOR BUREAU**

This agreement is made and entered into by and between the City of Gig Harbor, a Washington municipal corporation (hereinafter the “City”), and the Tacoma Regional Convention and Visitor Bureau, a Washington corporation, 1119 Pacific Avenue, 5<sup>th</sup> floor, Tacoma, WA 98402, (hereinafter the “Convention and Visitor Bureau”), for tourism promotion activities as described in this agreement.

**WHEREAS**, the legislature has authorized the City to levy a special excise tax for the furnishing of lodging by a hotel, rooming house, tourist court, motel, trailer camp (pursuant to RCW 67.28.180); and

**WHEREAS**, revenue from taxes imposed under chapter 67.28 RCW shall be credited to a special fund in the City’s treasury, to be used solely for the purpose of paying all or any part of the cost of tourism promotion, acquisition of tourism-related facility or operation of tourism-related facilities (pursuant to RCW 67.28.1815); and

**WHEREAS**, the City established a Lodging Tax Advisory Committee for the purpose of recommending the most appropriate use of the hotel-motel tax funds (pursuant to Resolution 509); and

**WHEREAS**, the Lodging Tax Advisory Committee made its recommendation to the City Council, to provide Five Thousand Dollars (\$5,000.00) in funding to the Convention and Visitor Bureau for the purposes authorized by statute and as further described in the City of Gig Harbor 2012 budget; and

**WHEREAS**, the City desires to provide the funds to the Convention and Visitor Bureau, to perform the activities described herein; Now, Therefore,

In consideration of the terms, conditions and covenants contained herein, the parties hereto agree as follows:

**Section 1. Scope of Activities.** The City shall provide Five Thousand Dollars (\$5,000.00) in funding to the Convention and Visitor Bureau to perform the following activities and no others:

- A. The Convention and Visitor Bureau staff will support Gig Harbor in marketing to and selling to small meetings and convention operators for our city and region.
- B. Promotion and Marketing- The Convention and Visitor Bureau Staff will market Gig Harbor and include Gig Harbor as part of the following aspects of the Convention and Visitors Bureau; website, Tacoma - Pierce County Visitors Guide 2012.

- C. Web Presence – The Convention and Visitor Bureau staff will provide Gig Harbor focused visitor information and links from [www.traveltacoma.com](http://www.traveltacoma.com) and allow a current Events Listing for Gig Harbor on the Convention and Visitor Bureau Website.
- D. New Projects- The Convention and Visitor Bureau Staff will provide Gig Harbor the opportunity to participate in new projects as appropriate and available and as agreed upon with the Gig Harbor Marketing Director, including but not limited to Meet In Your City, Glass Roots, tour operator fams, travel writer and editor visits and co-op advertising opportunities.
- E. Results- The Convention and Visitor Bureau Staff will produce an annual report with complete details of activities for presentation at the Gig Harbor Lodging Tax Advisory Committee meetings.

**Section 2. Term.** This agreement shall commence upon execution by the duly authorized representatives of both parties and shall terminate on December 31, 2012 unless sooner terminated as provided herein. Sections 4, 9 and 11 of this agreement shall survive the termination of this agreement.

**Section 3. Distribution and Payment.** The total funding provided by the City to the Convention and Visitor Bureau under this Agreement shall not exceed Five Thousand Dollars (\$5,000.00) and will be paid quarterly upon receipt of invoice from the Convention and Visitors Bureau. The Convention and Visitors Bureau shall expend the funds prior to December 31, 2012.

**Section 4. Auditing of Records, Documents and Reports.** The Convention and Visitor Bureau shall maintain books, records, documents and other materials that sufficiently and properly reflect all expenditures made pursuant to this Agreement. The City Finance Director and any of his/her representatives shall have full access and the right to examine and copy, during normal business hours, all of the records of the Convention and Visitor Bureau with respect to matters covered in this Agreement. Such rights shall last for six (6) years from the date the disbursement is made hereunder.

**Section 5. Compliance with Federal, State and Local Laws.** The Convention and Visitor Bureau agrees to abide by all applicable federal and state statutes and regulations prohibiting employment discrimination, and any other statutes and regulations pertaining to the subject matter of this Agreement.

**Section 6. Reporting.** The Convention and Visitor Bureau agrees to produce a final report summarizing the expenditures of the funds distributed under this Agreement on or before January 31, 2013.

**Section 7. Recapture and Noncompliance.** In the event the City determines that the Convention and Visitor Bureau has failed to expend the hotel-motel tax funds in accordance with state law and this Agreement, the Convention and Visitor Bureau shall return such funds to the City within 30 days of request. The City reserves the right to commence an action against the

Convention and Visitor Bureau to recover said funds, in addition to all of the City's other available remedies at law.

**Section 8.** **Legal Relations.** Neither the Convention and Visitor Bureau, nor any employee, officer, official or volunteer of the Convention and Visitor Bureau shall be deemed to be an independent contractor, employee or volunteer of the City. No liability shall attach to the Convention and Visitor Bureau or the City by reason of entering into this Agreement except as expressly provided herein.

**Section 9.** **Indemnification.** The Convention and Visitor Bureau agrees to be responsible for and assumes liability for its own negligent acts or omissions, and those of its officers, agents, officials, employees or volunteers while performing work or expending funds pursuant to this Agreement to the fullest extent provided by law, and agrees to save, indemnify, defend and hold the City harmless from any such liability. This indemnification clause shall apply to any and all causes of action arising out of performance of work or expenditures of funds under this Agreement. Each contract for services or activities utilizing funds provided in whole or in part by this Agreement shall include a provision that the City is not liable for injuries, damages or claims for damages arising from the performance of any activity by an employee, contractor, subcontractor or independent contractor of the Convention and Visitor Bureau under this Agreement. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to expiration or termination.

**Section 10.** **Severability.** If any phrase, sentence or provision of this agreement is held invalid by a court of competent jurisdiction, such invalidity shall not affect the remainder of this agreement, and to this end the provisions of this agreement are declared to be severable.

**Section 11.** **Attorneys' Fees.** In the event that the City is required to institute a lawsuit against the Convention and Visitor Bureau to enforce any of the terms of this Agreement and the City prevails in such lawsuit, the Convention and Visitor Bureau agrees to reimburse the City for its reasonable costs, expenses, attorneys' fees and expert witness fees, including such costs, expenses and fees incurred in any appeal.

**Section 12.** **Entire Agreement.** This document contains all covenants, agreements and stipulations of the parties on the subject matter expressed herein. No changes, amendments or modifications of the terms of this Agreement shall be valid unless reduced to writing and signed by the duly authorized representatives of both parties as an amendment to this Agreement.

DATED this 23rd day of January 2012.

**THE CITY OF GIG HARBOR**

By \_\_\_\_\_  
Its Mayor

ATTEST:

\_\_\_\_\_  
Molly Towslee, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Gig Harbor City Attorney

THE TACOMA REGIONAL  
CONVENTION AND VISITOR BUREAU

By Shauna Stewart  
Its Interim Executive Director  
253.284.3270



**Business of the City Council  
City of Gig Harbor, WA**

**Subject:** Harbor WildWatch – Agreement for Distribution of Grant Funds

**Dept. Origin:** Administration

**Proposed Council Action:**

**Prepared by:** Rob Karlinsey  
City Administrator

Authorize the Mayor to execute an agreement for distribution of funds with Harbor Wildwatch in the amount of \$2,000, to provide Naturalist-led programs during 2012.

**For Agenda of:** February 13, 2012

**Exhibits:** Agreement

Initial &  
Date

**Concurred by Mayor:**

*CC4 2/2/12*

**Approved by City Administrator:**

*PK 2/2/12*

**Approved as to form by City Atty:**

*email 1/25/12*

**Approved by Finance Director:**

*DR 2/2/12*

**Approved by Department Head:**

<b>Expenditure Required</b>	\$2,000	<b>Amount Budgeted</b>	\$2,000	<b>Appropriation Required</b>	\$0
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**INFORMATION/BACKGROUND**

Harbor WildWatch is a marine and environmental education organization dedicated to inspiring stewardship of the Puget Sound by offering learning opportunities to our local community. Many of the programs take place at City-sponsored events in Skansie Brothers Parks and Jerisich Dock. In 2011, Harbor WildWatch participated in the following programs in conjunction with the City of Gig Harbor:

- Earth Day at the Skansie Netshed
- Street Scramble
- Maritime Gig/Farmer's Market
- Summer Sounds/Cinemagig Presentations
- Pier into the Night
- Haunted Halloween
- Holiday Tree Lighting

Harbor WildWatch requested funding support for continuation of their programs in Gig Harbor in 2012.

**FISCAL CONSIDERATION**

Funding for this program was approved in the 2012 Parks Operating budget.

**BOARD OR COMMITTEE RECOMMENDATION**

N/A

**RECOMMENDATION/MOTION**

Authorize the Mayor to execute an agreement for distribution of funds with Harbor Wildwatch in the amount of \$2,000, to provide Naturalist-led programs during 2012.

**AGREEMENT BETWEEN CITY OF GIG HARBOR  
AND HARBOR WILDWATCH  
FOR DISTRIBUTION OF  
GRANT FUNDS**

THIS AGREEMENT is made and entered into by and between the CITY OF GIG HARBOR, a Washington municipal corporation (the "City"), and Harbor WildWatch, a 501 (c)3 non-profit organization (referred to as the "Recipient"), for the distribution of grant funds for the express purposes described in this Agreement.

**WHEREAS**, the Recipient has requested funding assistance to perform certain services for public benefit; and

**WHEREAS**, the City desires to provide grant funds to Recipient for the public benefit to be received from such services as set forth in this Agreement;

**NOW, THEREFORE**, in consideration of the terms, conditions and covenants contained herein, the parties hereto agree as follows:

**Section 1. Term.** This Agreement shall commence upon execution by the duly authorized representatives of both parties and shall terminate on December 31, 2012 unless sooner terminated as provided herein. Sections 4, 5, 7 and 9 of this Agreement shall survive the termination of this Agreement.

**Section 2. Scope of Services.** The Recipient agrees to complete the services set forth on Exhibit A, attached hereto and incorporated herein by this reference, during the calendar year 2012 (the "Services").

**Section 3. Grant.** The City agrees to provide to Recipient a grant in the amount of Two Thousand Dollars and No Cents (\$2,000.00) for performing the Services.

**Section 4 Final Report.** After the Services are completed and not later than January 15, 2013, the Recipient agrees to submit to Laureen Lund, Marketing Director, a Final Report. The Final Report shall include: (i) a copy of the funding request to the City; (ii) a summary of the Services provided; and (iii) an itemization of the expenditures of the funds to be granted under this Agreement, supported by copies of receipts, cancelled checks, and other applicable documentation substantiating expenses.

**Section 5. Auditing of Records, Documents and Reports.** The Recipient shall maintain books, records, documents and other materials that sufficiently and properly reflect all expenditures made pursuant to this Agreement. The City Finance Director and any of his/her representatives shall have full access and the right to examine and copy, during normal business hours, all of the records of the Recipient with respect to matters covered in this Agreement. Such rights shall last for six (6) years from the date the disbursement is made hereunder.



**Section 6. Compliance with Federal, State and Local Laws.** The Recipient agrees to abide by all applicable federal and state statutes and regulations prohibiting employment discrimination, and any other statutes and regulations pertaining to the subject matter of this Agreement.

**Section 7. Recapture and Noncompliance.** In the event the City determines that the Recipient has failed to expend the grant funds in accordance with state law and this Agreement, the Recipient shall return such funds upon request, and the City reserves the right to commence an action against the Recipient to recover said funds, in addition to all of the City's other available remedies at law.

**Section 8. Legal Relations.** Neither the Recipient, nor any employee, officer, official or volunteer of the Recipient shall be deemed to be an independent contractor, employee or volunteer of the City. No liability shall attach to the Recipient or the City by reason of entering into this Agreement except as expressly provided herein.

**Section 9. Indemnification.** The Recipient agrees to be responsible for and assumes liability for its own negligent acts or omissions, and those of its officers, agents, officials, employees or volunteers while performing work or expending funds pursuant to this Agreement to the fullest extent provided by law, and agrees to save, indemnify, defend and hold the City harmless from any such liability. This indemnification clause shall apply to any and all causes of action arising out of performance of services or expenditures of funds under this Agreement. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to expiration or termination.

**Section 10. Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Unless otherwise specified, any written notice hereunder shall become effective upon the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee stated below:

**HARBOR WILDWATCH**

Joyce Murray, President  
3110 Judson Street, PMB #99  
Gig Harbor, WA 98335  
(253) 514-0187

**CITY OF GIG HARBOR**

Terri Reed  
3510 Grandview Street  
Gig Harbor, Washington 98335  
(253) 853-7640

**Section 11. Severability.** If any phrase, sentence or provision of this Agreement is held invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remainder of this Agreement.

**Section 12. Entire Agreement.** This document contains all covenants, agreements and stipulations of the parties on the subject matter expressed herein. No changes, amendments or modifications of the terms of this Agreement shall be valid unless reduced to writing and signed by the duly authorized representatives of both parties as an amendment to this Agreement.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**THE CITY OF GIG HARBOR**

**HARBOR WILDWATCH**

By: \_\_\_\_\_  
Mayor Charles L. Hunter

By: Joyce Murray *Joyce Murray*  
Its: President \_\_\_\_\_ 1/10/12

ATTEST:

\_\_\_\_\_  
Molly Towslee, City Clerk

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

\_\_\_\_\_  
Angela S. Belbeck



Event	Staff	Coordination	Supplies	Total
1-Earth Day	\$200	\$25	\$25	\$250
1-Street Scramble	\$200	\$50	\$25	\$275
1-Maritime Fest	\$200	\$50	\$25	\$275
9-Farmer's Markets	\$900	\$225	\$50	\$1,175
3-Get Your Feet Wet	\$500	\$75	\$25	\$600
4-Touch Tanks on the Pier	\$400	\$100	\$50	\$550
4-Pier Into the Night	\$400	\$100	\$50	\$550
1-Halloween Pier	\$200	\$25	\$75	\$300
1-Holiday Pier	\$200	\$25	\$25	\$250
<b>Totals</b>	<b>\$3,200.00</b>	<b>\$675.00</b>	<b>\$350.00</b>	<b>\$4,225.00</b>

2012 Marine & Environmental Education Activities (marine life in touch tanks, diver, Naturalists & volunteer interpreters) to be conducted at Skansie Brother's Park and Jerisich Dock, Gig Harbor, Washington. \$2,000 support from the City of Gig Harbor and \$2,225 supported by additional grants and donations

*Mission, "To inspire stewardship of the Puget Sound by providing learning opportunities about the environment to the people of our local communities."*



Business of the City Council  
City of Gig Harbor, WA

**Subject:** Well #11 Production Well Development  
-- Consultant Services Contract with Carollo Engineers

**Proposed Council Action:** Authorize the Mayor to execute a Consultant Services Contract with Carollo Engineers for an amount not to exceed \$143,847.

**Dept. Origin:** Public Works/Engineering

**Prepared by:** Jeff Langhelm, PE  
Senior Engineer

**For Agenda of:** February 13, 2012 *gd*

**Exhibits:** Consultant Services Contract  
Scope of Work and Schedule of Charges

	Initial & Date
<b>Concurred by Mayor:</b>	<i>CLH 1/25/12</i>
<b>Approved by City Administrator:</b>	<i>RYK</i>
<b>Approved as to form by City Atty:</b>	<i>VIA EMAIL 1/9/12</i>
<b>Approved by Finance Director:</b>	<i>[Signature]</i>
<b>Approved by Department Head:</b>	<i>[Signature] 1/20/2012</i>

Expenditure	Amount	Appropriation
Required \$143,847	Budgeted \$1,000,000	Required 0

**INFORMATION / BACKGROUND**

The City of Gig Harbor Water Department's available instantaneous water supply has been steadily diminishing due to increased demands and capacity reservations within the water service area. Currently, if the City's highest production supply well was removed from service during the peak summer season the remaining supply wells would likely not be able to meet the City's water supply for current and future customers, the City's 2008 Water System Plan identified the need for a new redundant well.

In 2009 and 2010, the City contracted with Carollo Engineers as the most qualified firm for the development of a well siting matrix, which recommended placement of this redundant well. This redundant well is identified as Well No. 11 and is located in the vicinity of the Skansie reservoir. Subsequently, in 2011, the City again contracted with Carollo Engineers for assistance with the drilling of a test well on the property of the future public works facility north of the Skansie reservoir. Results from this test well were summarized in a test well report and support drilling a production well in the same area.

Development of the Well No. 11 production well is proposed in the City's 2012 Budget. The proposed work under this contract provides for preparation of drilling specifications, observation of drilling well development, design and evaluation of the production well, and development of a preliminary well site plan. Carollo Engineers and their subconsultants continue to be the most qualified firm for the proposed work.

Depending on the outcome of the production well development, Staff anticipates recommending proceeding with a design contract for the well site development at the conclusion of this contract. Construction of the final well site facilities would likely occur in 2013. Staff hopes the well will be on-line by the end of 2013.

**FISCAL CONSIDERATION**

The 2012 Water Division Capital Fund has allocated the following for this project:

2012 Budget for Deep Aquifer Well Development, Water Division Capital, Objective No. 1	\$ 1,000,000
Anticipated 2012 Expenses:	
<i>Carollo Consultant Services Contract</i>	\$ (143,847)
<i>Well Drilling Public Works Contract</i>	\$ (800,000)
<i>Well Site Development Design Consultant Services Contract</i>	\$ (56,126)
<b>Remaining 2012 Budget =</b>	<b>\$ 0</b>

Note: Expenses in *italics* are estimated.

**BOARD OR COMMITTEE RECOMMENDATION**

N/A.

**RECOMMENDATION/MOTION**

**Move to:** Authorize the Mayor to execute the Consultant Services Contract with Carollo Engineers for a not to exceed amount of \$143,847.

**CONSULTANT SERVICES CONTRACT  
BETWEEN THE CITY OF GIG HARBOR AND  
Carollo Engineers**

THIS AGREEMENT is made by and between the City of Gig Harbor, a Washington municipal corporation (the "City") and Carollo Engineers Washington, P.C., a corporation organized under the laws of the State of Washington (the "Consultant").

**RECITALS**

WHEREAS, the City is presently engaged in the development of Well No. 11 Production Well and desires that the Consultant perform design and engineering services necessary to provide the following consultation services; and

WHEREAS, the Consultant agrees to perform the services more specifically described in the Scope of Work including any addenda thereto as of the effective date of this Agreement, all of which are attached hereto as **Exhibit A – Scope of Work**, and are incorporated by this reference as if fully set forth herein;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

**TERMS**

1. **Retention of Consultant - Scope of Work.** The City hereby retains the Consultant to provide professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. **Payment.**

A. The City shall pay the Consultant an amount based on time and materials, not to exceed **One Hundred Forty-three Thousand Eight Hundred Forty-seven Dollars and Zero Cents (\$143,847.00)** for the services described in Section 1 herein. This is the maximum amount to be paid under this Agreement for the work described in **Exhibit A**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant's staff and billing rates shall be as described in **Exhibit B – Schedule of Charges**. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibit B** or bill at rates in excess of the hourly rates shown in **Exhibit B**, unless the parties agree to a modification of this Contract, pursuant to Section 18 herein.

B. The Consultant shall submit monthly invoices to the City after such services have been performed, and a final bill upon completion of all the services described in this Agreement. The City shall pay the full amount of an invoice within forty-five (45) days of

receipt. If the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within fifteen (15) days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

**3. Relationship of Parties.** The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Consultant is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subconsultant of the Consultant shall be or shall be deemed to be the employee, agent, representative or subconsultant of the City. In the performance of the work, the Consultant is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives, or subconsultants of the Consultant. The Consultant will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and subconsultants during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

**4. Duration of Work.** The City and the Consultant agree that work will begin on the tasks described in **Exhibit A** immediately upon execution of this Agreement. The parties agree that the work described in **Exhibit A** shall be completed by **December 31, 2012**; provided however, that additional time shall be granted by the City for excusable days or extra work.

**5. Termination.** The City reserves the right to terminate this Agreement at any time upon ten (10) days written notice to the Consultant. Any such notice shall be given to the address specified above. In the event that this Agreement is terminated by the City other than for fault on the part of the Consultant, a final payment shall be made to the Consultant for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the Consultant of the notice to terminate. In the event that services of the Consultant are terminated by the City for fault on part of the Consultant, the amount to be paid shall be determined by the City with consideration given to the actual cost incurred by the Consultant in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the City at the time of termination, the cost of the City of employing another firm to complete the work required, and the time which may be required to do so.

**6. Non-Discrimination.** The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any services for the City now or in the future.

**7. Indemnification.**

A. The Consultant agrees to hold harmless, indemnify and defend the City, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the Consultant, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the Consultant, its officers, agents, subconsultants or employees, in connection with the services required by this Agreement; provided, however, that:

1.) The Consultant's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the City, its officers, agents or employees; and

2.) The Consultant's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the Consultant and the City, or of the Consultant and a third party other than an officer, agent, subconsultant or employee of the Consultant, shall apply only to the extent of the negligence or willful misconduct of the Consultant.

B. It is further specifically and expressly understood that the indemnification provided herein constitutes the consultant's waiver of immunity under industrial insurance, title 51 RCW, solely for the purposes of this indemnification. The parties further acknowledge that they have mutually negotiated this waiver. The consultant's waiver of immunity under the provisions of this section does not include, or extend to, any claims by the consultant's employees directly against the consultant.

C. The provisions of this section shall survive the expiration or termination of this Agreement.

**8. Insurance.**

A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Consultant's own work including the work of the Consultant's agents, representatives, employees, subconsultants or subcontractors.

B. Before beginning work on the project described in this Agreement, the Consultant shall provide evidence, in the form of a Certificate of Insurance, of the following insurance coverage and limits (at a minimum):



- 1.) Business auto coverage for any auto no less than a \$1,000,000 each accident limit, and
- 2.) Commercial General Liability insurance no less than \$1,000,000 per occurrence with a \$2,000,000 aggregate. Coverage shall include, but is not limited to, contractual liability, products and completed operations, property damage, and employers liability, and
- 3.) Professional Liability insurance with no less than \$1,000,000. All policies and coverages shall be on a claims made basis.

C. The Consultant is responsible for the payment of any deductible or self-insured retention that is required by any of the Consultant's insurance. If the City is required to contribute to the deductible under any of the Consultant's insurance policies, the Contractor shall reimburse the City the full amount of the deductible within 10 working days of the City's deductible payment.

D. The City of Gig Harbor shall be named as an additional insured on the Consultant's commercial general liability policy. This additional insured endorsement shall be included with evidence of insurance in the form of a Certificate of Insurance for coverage necessary in Section B. The City reserves the right to receive a certified and complete copy of all of the Consultant's insurance policies upon request.

E. Under this Agreement, the Consultant's insurance shall be considered primary in the event of a loss, damage or suit. The City's own comprehensive general liability policy will be considered excess coverage with respect to defense and indemnity of the City only and no other party. Additionally, the Consultant's commercial general liability policy must provide cross-liability coverage as could be achieved under a standard ISO separation of insured's clause.

F. The Consultant shall request from his insurer a modification of the ACORD certificate to include language that prior written notification will be given to the City of Gig Harbor at least 30 days in advance of any cancellation, suspension or material change in the Consultant's coverage.

**9. Exchange of Information.** The City warrants the accuracy of any information supplied by it to the Consultant for the purpose of completion of the work under this Agreement. The parties agree that the Consultant will notify the City of any inaccuracies in the information provided by the City as may be discovered in the process of performing the work, and that the City is entitled to rely upon any information supplied by the Consultant which results as a product of this Agreement.

**10. Ownership and Use of Work Product.** Any and all documents, drawings, reports, and other work product produced by the Consultant under this Agreement shall become the property of the City upon payment of the Consultant's fees and charges therefore. The City shall have the complete right to use and re-use such work product in any manner deemed appropriate by the City, provided, that use on any project other than that for which the work product is prepared shall be at the City's risk unless such use is agreed to by the Consultant.

**11. City's Right of Inspection.** Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

**12. Records.** The Consultant shall keep all records related to this Agreement for a period of three years following completion of the work for which the Consultant is retained. The Consultant shall permit any authorized representative of the City, and any person authorized by the City for audit purposes, to inspect such records at all reasonable times during regular business hours of the Consultant. Upon request, the Consultant will provide the City with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the Consultant, but the Consultant may charge the City for copies requested for any other purpose.

**13. Work Performed at the Consultant's Risk.** The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subconsultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

**14. Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be and remain in full force and effect.

**15. Resolution of Disputes and Governing Law.**

A. Should any dispute, misunderstanding, or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the City Engineer or Director of Operations and the City shall determine the term or provision's true intent or meaning. The City Engineer or Director of Operations shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the City Engineer or Public Works Director determination in a reasonable time, or if the Consultant does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be filed in Pierce County Superior Court, Pierce County, Washington. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

16. **Written Notice.** All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

CONSULTANT:  
Carollo Engineers  
ATTN: Lara Kammereck, P.E.  
1218 Third Avenue, Suite 1600  
(206) 684-6532 FAX (206) 903-0419

City of Gig Harbor  
ATTN: Stephen Misiurak, P.E. City Engineer  
3510 Grandview Street  
Gig Harbor, WA 98335  
(253) 851-6170

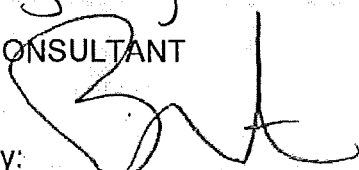
17. **Subcontracting or Assignment.** The Consultant may not assign or subcontract any portion of the services to be provided under this Agreement without the express written consent of the City. Any subconsultants approved by the City at the outset of this Agreement are named on **Exhibit C** attached hereto and incorporated herein by this reference as if set forth in full.

18. **Entire Agreement.** This Agreement represents the entire integrated agreement between the City and the Consultant, superseding all prior negotiations, representations or agreements, written or oral. This Agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement this 13<sup>th</sup> day of January, 2012.

CONSULTANT

CITY OF GIG HARBOR

By:   
Its: Vice President

By: \_\_\_\_\_  
Mayor Charles L. Hunter

By: Lara Kammereck  
Its: Associate Vice President

ATTEST:  
\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:  
\_\_\_\_\_  
City Attorney

## EXHIBIT A - SCOPE OF WORK

### City of Gig Harbor

#### Well #11–Production Well Development

##### PURPOSE

Carollo Engineers' team previously performed services to assist the City of Gig Harbor (City) in identifying the best potential site for a new Well 11 (Well Matrix Evaluation, Carollo 2009). The findings presented in the Well Matrix Evaluation led to selection of the Skansie site adjacent to the existing City Shops at 8700 Skansie Avenue. The Pierce County Health Department conducted a well site evaluation and approved the location for Well 11 and its associated test well. The City proceeded with drilling a 1,000-foot deep test well, and conducted a water quality/quantity assessment for this location between April and August 2011.

Geophysical sampling at the site indicated the presence of all four aquifers currently serving City wells. The Deep Aquifer, found between 620 and 935 feet, showed the most potential for the desired 1,000 gpm flow rate, and was selected as the target for the production well. Wells 3 and 5 draw from the same aquifer. Pump testing indicated that a fully developed production well at the Skansie site would be capable of producing up to and potentially in excess of the desired flow rate. Additionally, the water quality test results showed the water is of acceptable quality and similar to the water quality of adjacent City wells in the same zone. Based on the promising outcome of the Well 11 test well, along with the hydrogeologist's recommendation in the September 2011 Test Well Construction and Testing Report, the City has decided to move forward with drilling the production Well 11 at the Skansie site.

Carollo Engineers (Carollo) will lead the consultant team (Team) and will be assisted by Robinson Noble, Inc (RN) and PriZm Surveying. Carollo is an environmental engineering firm specializing in the planning, design, and construction of water and wastewater facilities. Carollo has provided support to numerous Washington municipalities for groundwater supply planning and development, most recently the Cities of Auburn and Lacey, and Clallam County. RN is a locally based (Tacoma, WA) geologic and environmental consulting firm specializing in the development and protection of groundwater resources. They have designed wells for nearly every drilling method, well application, and hydrogeologic setting in the Pacific Northwest. Carollo and RN team members have provided assistance to the City of Gig Harbor on several projects including the Water Comprehensive Plan Update, assisting with the development of Well 10, water rights assistance with Well 11, updating the City's water hydraulic model, and the drilling of Wells 3, 4, and 6. PriZm Surveying has worked extensively with the City on previous projects and understands the City's standards. Projects include the City's wastewater treatment plant and Well 10.

The following scope of services was prepared based on the Team's understanding of the project objectives and goals expressed during recent discussions with City staff.

### **Task 1–Project Management**

The objective of this task is to track and execute the project in accordance with the schedule, budget, and quality expectations that are established. This task includes the following project management work activities:

- Monitor project progress including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, estimated cost at completion, and manage activities within total project budget.
- Monitor project activities for potential changes, anticipate changes whenever possible, and with City approval, modify project tasks, task budgets, and approach to keep the overall project within budget and on schedule.
- Manage the quality control of all work activities and project deliverables.
- Provide regular communication on project progress to the City.

#### **Meetings**

- One Team kick-off meeting.

#### **Assumptions**

- Project duration is 12 months.

#### **Deliverables**

- Scope of services, project budget, and schedule - Electronic Copy (PDF, Word, Excel), 4 Hard Copies.
- Monthly progress report and invoice - Electronic Copy (PDF).
- Kick-off meeting minutes - Electronic Copy (PDF, Word), 2 hard copies.
- Written documentation of amendments to the scope of services and associated budget.

### **Task 2–Production Well Construction**

The production well drill shall open a hole of sufficient size to accept a 16-inch casing to a depth of 620 feet. Drilling will then continue to approximately 950 feet sized to place a gravel-packed 10-inch diameter screen assembly. The Carollo team will provide hydrogeologic assistance. This task will be primarily led by RN. Tasks include:

#### **Task 2a: Prepare Drilling Specification/ Pre-Construction Activities**

The Carollo team will prepare technical specifications for production well drilling to be included with the City's standard specifications for bidding well construction projects. With assistance

from Carollo and RN, the City will select the contractor. After a contractor has been hired by the City under a separate contract, the City will organize and lead a pre-construction meeting at the site between the Carollo team, City representatives, and the Contractor to review the contract details, discuss site logistics, and define the expected work schedules. RN will provide a review of Contractor invoices before they are submitted to the City for payment.

#### Task 2b: Observe Production Well Drilling

A qualified hydrogeologist will observe the well drilling, keep a hydrogeologic log of the boring, collect aquifer samples, and keep the City informed of the Contractor's progress. RN will report status of the work to the City on a weekly basis and will act as the City's representative during well drilling. The proposed drilling method is fluid rotary drilling. This method is primarily used in the Pacific Northwest for relatively deep exploration drilling, and is more continuous (less prone to start-and-stop activities) than the cable-tool method used at the shallow Well 10. A drill bit on the bottom of a string of drill rods is rotated in a borehole. The bit breaks the material at the bottom of the hole into small pieces (cuttings). The cuttings are removed by pumping drilling fluid (water or water mixed with a fluid enhancer, such as bentonite) down through the drill rods and bit and up the annulus between the borehole and the drill rods. The drilling fluid also serves to lubricate and cool the drill bit and to stabilize the borehole wall. The timing of what layer the drill will hit is somewhat unpredictable, thus a hydrogeologist must be present full-time to be available when needed. It is anticipated that the mud-rotary drilling will be used to install the 16-inch diameter casing and cement it in place as an inter-aquifer seal. Reverse rotary drilling using water will then be used to complete the drilling of the well.

#### Task 2c: Provide Production Well Completion Design

At the conclusion of drilling, the hydrogeologist will conduct a borehole resistivity survey and a natural gamma log to help determine aquifer thickness and characteristics. Selected aquifer samples will be dried and sieved in our soils laboratory for a grain-size analysis. The geophysical logs will be compared to the geologic log and the aquifer grain size results. The final screen design will be reviewed and approved by the City before completion materials are purchased and installed by the drilling contractor. RN will report status of the work to the City on a weekly basis.

#### Task 2d: Observe Well Construction and Screen Development

A qualified hydrogeologist will observe well construction and keep the City informed of the Contractor's progress. The hydrogeologist will be on site during selected phases of construction, completion, and well development. RN will report status of the work to the City on a weekly basis and will act as the City's representative during well construction. Based on the results of the test well, the screen assembly is anticipated to be very long and thus the development time is also anticipated to be long, currently estimated at two weeks.

Task 2e: Conduct Pumping Test

At the conclusion of the development procedures, the contractor will set a temporary pump in the well and conduct a variable-rate, or step-rate test. This testing will help determine the well capability and help define a testing rate for a constant-rate, 24-hour test. RN will report status of the work to the City and will act as the City's representative during pump testing.

Automatic water level sensing devices will be installed in the production well and test well prior to conducting a 24-hour well production. During the 24-hour production, the automatic data will be backed up by manual measurements at appropriate intervals. At the end of the 24-hour test, water quality samples will be transported to the City's contract laboratory. Water level monitoring will continue for at least 24-hours after the end of pumping.

Meetings

- Contractor selection meeting with the City (if requested).
- Pre-construction meeting and site visit with the Team, Contractor, and the City.
- Proposed well screen design review meeting with Team, Contractor, and the City.

Assumptions

- For Task 2a, no water rights support is included. It is expected that the water rights processing work will be managed by the City's Water Right Attorney; the Team's services to support that process will be conducted as a separate request.
- With assistance from Carollo and RN, the City will select the well drilling Contractor.
- The City will hire the Contractor under a separate contract.
- The City will organize and lead a pre-construction meeting at the site.
- The Carollo team will participate in the pre-construction meeting at the site.
- RN will review Contractor invoices before submission to the City.
- For Task 2b and 2c, it is anticipated that well construction will last approximately three months. Fifty days of field time are estimated for the hydrogeologic oversight of the drilling. An additional 20 to 25 days of field effort are assumed for screen installation, well development, and testing.
- Water Quality testing will be handled by the City's contract lab. The Team can transport samples to the lab if requested, but the laboratories are not included as subcontractors and will bill the City directly. For planning purposes, water quality testing costs are estimated to be between \$900 and \$1,000, depending on the final parameters selected and which lab is used.

**Deliverables**

- Well Drilling Contract Technical Specifications - Electronic Copy (PDF, Word), 4 Hard Copies.
- Pre-Construction meeting agenda and meeting minutes - Electronic Copy (PDF, Word), 2 Hard Copies.
- Preliminary well screen design and proposed well development and testing plan - Electronic Copy (PDF, Word, Excel), 4 Hard Copies.

**Task 3–Production Well Evaluation**

This task will be primarily led by RN. This task will review the production well construction results and develop a recommendation for any treatment requirements. A Technical Memorandum (TM) will be provided to describe the project and findings. Tasks include:

**3a: Preliminary Report of Findings**

The data generated during testing will be analyzed to evaluate both water quantity and quality. The initial results will be summarized in a preliminary drilling report. The report will include draft versions of the drilling and construction details, geophysical logs, well testing analyses, and production results (including water quality, if available) expected to be completed for Task 3c below. The initial recommendations will also be included.

**3b: Team Review Meeting**

The findings from Task 3a will be presented in a meeting with City Staff. The meeting will discuss the testing and water quality results and the Team's preliminary recommendations. The Team will assist with defining the expected project schedule and next steps to start the design of the production well facility. City comments, concerns, or recommendations will be incorporated into the final Well Evaluation TM completed in Task 3c.

**3c: Well Evaluation TM**

The recommendations will be summarized in a final Well Evaluation TM. This will include information and analysis required by the Washington State Departments of Ecology and Health for a new groundwater source. The report will include a location map, lithologic and geophysical logs, well completion details, graphic analysis of the well production along with production data, and water quality testing results. Preliminary wellhead protection area delineations (using the calculated fixed-radius method) and a draft of the Health Department's susceptibility survey for a new water source (to be finalized and submitted by the City) will also be provided.

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### Meetings

- Team meeting to review drilling results.
- Meeting with City and Team to discuss recommendations and planning.

### Assumptions

- Only one meeting with City staff is anticipated. Assistance to the City with a presentation to City Council of the project results can be provided if requested, however, this is not included in the scope.
- Radionuclide results are not expected to be available for the final reports. Results will be sent directly to the City, usually 30 to 60 days after sampling. Based on the water quality analyzed for the well, these results are not anticipated to be critical to the results or recommendations.

### Deliverables

- Preliminary well construction report – Electronic Copy (PDF, Word, Excel), 4 Hard Copies.
- Final Well Evaluation Memorandum – Electronic Copy (PDF, Word, Excel), 4 Hard Copies.

### **Task 4–Well Site Plan Development**

This task includes the survey of the proposed production well site for development of the preliminary facility layout and permitting base maps. Carollo will develop a preliminary facility layout based on a team workshop with the City. This layout will be used as the site map during the permitting process. Additionally, the Carollo team will develop a 3-D site rendering to be used for permitting and public meetings. Tasks include:

#### Task 4a: Site Survey

PriZm Surveying will perform property research and complete field survey and mapping at the selected project site, suitable for design and construction documents. Specific tasks include:

- Establishing horizontal controls and setting project benchmarks.
- Field stake the property corners and line stakes as necessary, setting either an iron bar with plastic cap at each angle point along the exterior of the parcel boundary or a wooden stake at designated intervals along property lines.
- Locating the existing test well and future production well.
- Topographic survey of the site for the base maps of the design efforts.

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- Reduce field notes, plot data obtained from the fieldwork, and prepare an 18" X 24" survey base maps.

#### Task 4b: Preliminary Facility Layout

Carollo will lead a 2 hour design workshop with the goal of establishing the City's design criteria/matrix and general preferences for layout of the new Well 11 pump station and ancillary facilities. Carollo will distribute a decision log outlining key decision made during the workshop.

Carollo will provide the City with a preliminary layout of the Well 11 facilities based on the information gathered at the design workshop. The layout will include the approximate location and size of all new buildings and piping. Carollo will also provide a three-dimensional rendering of the proposed facilities to be used to communicate the project with the general public.

#### Task 4c: Permitting Assistance

The City will lead the permitting effort. Required permits will be defined at a permit meeting with City Development team staff. Permits are anticipated to include land use, right of way, SEPA, etc. Carollo will produce a matrix identifying the necessary permits and the lead entity for each permit. The Carollo team will also provide permitting assistance to the City as requested. Support may include figure and project data to complete the permit applications.

#### Meetings

- Design Workshop.
- Permitting meeting (2) with City Development Staff.

#### Assumptions

- For survey:
  - Vertical and horizontal project datum will be per Pierce County published data. Horizontal datum is NAD 83/91, Washington Coordinate system, South Zone. Vertical Datum is NGVD 29.
  - Surveyor will contract with a utility locate service to identify any underground utilities in these areas prior to the survey, so that they may also be located and shown on the final map. Temporary benchmarks will be set at convenient locations for your future reference.
- Design workshop will be held at the City offices and last approximately 2 hours.
- City will lead permit applications. Carollo will provide figures and project data to support the applications.

- Necessary permits and the lead entity for each permit will be defined at meeting with City Development Team Staff.
- Electronic data will be in AutoCAD version 2008 (or earlier).

**Deliverables**

- 18" X 24" Record of Survey map, hard copy and electronic data - Electronic Copy (PDF, AutoCAD), 1 full size and one half size hard copy.
- Design workshop agenda, meeting minutes, and decision log - Electronic Copy (PDF, Word), 2 Hard Copies.
- Production Well location for use in Task 2.
- Preliminary drawings and 3-D rendering of proposed facilities - Electronic Copy (PDF), 1 full size and one half size hard copy.
- Figures and supporting project data for permit applications.
- Matrix identifying the necessary permits and the lead entity for each permit.

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**Exhibit B - Schedule of Charges**  
**City of Gig Harbor**  
**Well #11**

TASK DESCRIPTION	Carollo Engineering							Robinson Noble, Inc.													MWA	Prizm	TOTALS								
	Project Manager	Technical Advisor CA/QOC	Project Professional	Asst Professional	Designers/Technicians or GIS Staff	Clerical/MP	Carollo Total Labor Hours	Total Labor Costs	Principal	Senior Associate	Associate	Senior Scientist	Senior Project Scientist	Project Scientist	Technical Illustrator	Administrative Services	Typist/Clerical	RN Labor Hours	RN Labor Costs	Direct Expenses	Total RN Cost	Total Sub Cost	Total Sub Cost	Total Cost - Subs	Carollo Other Direct Costs	Carollo PECE Costs	TOTAL COSTS				
Hourly Billing Rates	\$ 175	\$ 175	\$ 158	\$ 125	\$ 137	\$ 81		\$ 175	\$ 155	\$ 132	\$ 116	\$ 108	\$ 96	\$ 88	\$ 77	\$ 67											\$9.50				
<b>Task Descriptions</b>																															
<b>Task 1: Project Management</b>																															
Ongoing Project Management Activities	36		6	6		42		14	9	5				3	5	3											\$200				
Kick off Meeting	4		6	6		2		4	4						2												\$100				
<b>Task 1: Subtotal</b>	<b>40</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>44</b>	<b>108</b>	<b>\$13,960</b>	<b>18</b>	<b>13</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>7</b>	<b>3</b>	<b>49</b>	<b>\$ 6,829.00</b>	<b>\$ 250.00</b>	<b>\$ 7,079.00</b>					<b>\$ 7,079</b>	<b>\$300</b>	<b>\$1,025</b>	<b>\$22,365</b>		
<b>Task 2: Production Well Construction</b>																															
2a. Prepare Drilling Spec/Pre-Construction Activities	4		8	16	10			2	4		2	7															\$100				
2b. Observe Production Well Drilling			8	16				4	4		3	7	340														\$100				
2c. Provide Production Well Completion Design	2			2				4	2		2	7		1	1																
2d. Observe Well Construction and Screen Development				2				2	4		3	7	36	1																	
2e. Conduct Pumping Test	2		4	4				4	4		28	8	2														\$200				
<b>Task 2: Subtotal</b>	<b>8</b>	<b>0</b>	<b>20</b>	<b>40</b>	<b>10</b>	<b>0</b>	<b>78</b>	<b>\$10,930</b>	<b>16</b>	<b>18</b>	<b>0</b>	<b>38</b>	<b>36</b>	<b>376</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>489</b>	<b>\$50,339</b>	<b>\$2,253</b>	<b>\$52,592</b>					<b>\$52,592</b>	<b>\$400</b>	<b>\$741</b>	<b>\$64,663</b>		
<b>Task 3: Production Well Evaluation</b>																															
3a. Preliminary Report of Findings	2		2	2				8	16		6	4	4	3	2	5															
3b. Team Review Meeting	6		6	6				6	6					1	1												\$100				
3c. Well Evaluation TM	1		2	8	0	0		6	12		4	4	4	2	1	5											\$100				
<b>Task 3: Subtotal</b>	<b>9</b>	<b>0</b>	<b>10</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>35</b>	<b>\$5,155</b>	<b>20</b>	<b>34</b>	<b>0</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>10</b>	<b>100</b>	<b>\$13,052</b>	<b>\$50</b>	<b>\$13,102</b>					<b>\$13,102</b>	<b>\$200</b>	<b>\$333</b>	<b>\$16,790</b>		
<b>Task 4: Well Site Plan Development</b>																															
4a. Site Survey	2			4																							\$100				
4b. Preliminary Facility Layout	12	4	32	20	16	4																					\$200				
4c. Permitting Assistance	8	4	4	32	4	8		2						1		1											\$100				
<b>Task 4: Subtotal</b>	<b>22</b>	<b>4</b>	<b>36</b>	<b>56</b>	<b>20</b>	<b>12</b>	<b>150</b>	<b>\$20,950</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>\$505</b>	<b>\$0</b>	<b>\$505</b>					<b>\$6,250</b>	<b>\$8,500</b>	<b>\$15,255</b>	<b>\$400</b>	<b>\$1,425</b>	<b>\$38,030</b>
<b>TOTAL</b>	<b>79</b>	<b>4</b>	<b>78</b>	<b>124</b>	<b>30</b>	<b>56</b>	<b>371</b>	<b>\$50,995</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$70,725</b>	<b>\$2,553</b>	<b>\$73,278</b>	<b>\$6,250</b>	<b>\$8,500</b>	<b>\$88,028</b>	<b>\$1,300</b>	<b>\$3,525</b>	<b>\$143,847</b>				

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**Carollo Engineers**  
**Exhibit C - List of Subconsultants**  
**City of Gig Harbor**

**Robinson Noble, Inc (RN)**  
3011 S. Huson Street, Suite A  
Tacoma, WA 98409

(253) 475-7711

**Michael Willis Architects (MWA)**  
70 NW Couch Street, #401  
Portland, OR 97204

(503) 973-5151

**Prizm Surveying, Inc (Prizm)**  
PO Box 110700  
Tacoma, WA 98411

(253) 404-0983

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Business of the City Council  
City of Gig Harbor, WA

**Subject: Gig Harbor Historic Waterfront Association (GHHWA) Agreement**

**Dept. Origin:** Administration

**Prepared by:** Rob Karlinsey

**Proposed Council Action:**

**For Agenda of:** February 13, 2012  
**Exhibits:** Agreement

Approve the agreement between the City and the Gig Harbor Historic Waterfront Association (GHHWA) for 2012.

Initial & Date

**Concurred by Mayor:**

*CLH 2/7/12*

**Approved by City Administrator:**

*RJK*

**Approved as to form by City Atty:**

*via email*

**Approved by Finance Director:**

*J 2/7/12*

**Approved by Department Head:**

\_\_\_\_\_

Expenditure	Amount	Appropriation
Required \$35,000	Budgeted \$35,000	Required \$0

**INFORMATION / BACKGROUND**

In 2007, the Gig Harbor Waterfront Restaurant & Retailers Association (GHWRRRA) disbanded, and soon thereafter, the Gig Harbor Historic Waterfront Association (GHHWA) was formed. The GHHWA is registered as a non-profit entity with the State with an established board of directors. This association has formed using the Mainstreet™ approach as approved and administered by the State of Washington. By adopting the Mainstreet™ approach, members can access state programs, grants, and tax credits that were otherwise unavailable.

The GHHWA, under the Mainstreet™ approach, has run and will continue to run and promote community events, business retention programs, and other strategies to preserve the historic character of the downtown while improving the economic vitality of the downtown.

In return for the City's \$35,000 cash contribution, the GHHWA will produce specific deliverables as stated in section three of the attached agreement. One proposed new deliverable of note for 2012 is the requirement for GHHWA to conduct a market study of the district, the scope and consultant for which shall be approved in advance by the city administrator. See section 3.N. on page 4 of the attached agreement.

**FISCAL CONSIDERATION**

Sufficient funds are included in the 2012 adopted budget, as stated as part of objective #2 in the Administration Department's Narrative of Objectives.

**BOARD OR COMMITTEE RECOMMENDATION** N/A

**RECOMMENDATION / MOTION**

**Move to: Approve the agreement.**

**AGREEMENT  
BETWEEN THE CITY OF GIG HARBOR AND  
THE GIG HARBOR HISTORIC WATERFRONT ASSOCIATION**

**THIS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_ 2012, by and between the City of Gig Harbor, Washington, an optional code municipal corporation organized under the laws of the state of Washington, hereinafter referred to as the “City” and the Gig Harbor Historic Waterfront Association, a nonprofit corporation organized under the laws of the State of Washington, hereinafter referred to as “GHHWA.”

**WHEREAS**, the City is governed by Title 35A RCW, but the City also has “all of the powers which any city of any class may have and shall be governed in matters of state concern by statutes applicable to such cities in connection with such powers to the extent to which such laws are appropriate . . .” (RCW 35A.21.160); and

**WHEREAS**, RCW 35.21.703 provides that “it shall be a public purpose for all cities to engage in economic development programs,” and “cities may contract with nonprofit corporations in furtherance of this and other acts relating to economic development”; and

**WHEREAS**, GHHWA, a 501c(3) corporation with UBI # 602 799 246, encourages and supports historic preservation and economic vitality of the historic Gig Harbor waterfront district; and

**WHEREAS**, the City Council is interested in contracting with the GHHWA for the activities and services described herein, in order to promote and encourage historic preservation and economic vitality in historic waterfront district of Gig Harbor; and

**WHEREAS**, the City Council values the concepts embodied in the Main Street™ Approach and recognizes the ability to increase local investment through access to Washington State B & O tax credit incentives, access to Washington State staff resources (if available) and grant opportunities afforded by Main Street Program; and,

**WHEREAS**, the City Council recognizes that it is not the sole financial contributor to the work of GHHWA;

**NOW THEREFORE**, in consideration of the mutual off-setting benefits and conditions hereinafter contained, the parties hereto agree as follows:

**TERMS**

1. Purpose of the Agreement. In the execution of this Agreement, the City and GHHWA seek to:

A. Describe the conditions which must occur in order for the city to provide financial support to GHHWA;

B. Clarify the term and nature of the City's support in order to assist the GHHWA in the development of their programs;

C. Describe the programs that will be implemented by the GHHWA for the benefit of City citizens, which shall serve as consideration for this Agreement;

D. Identify the procedures and methods to be utilized by the GHHWA in order to promote the activities and services of the GHHWA that are sponsored by the City;

E. Describe the procedures under which the GHHWA shall request monetary contributions from the City, and the manner in which the City shall respond;

F. Describe the procedures to be used by the GHHWA in order to report the outcomes of the programs to the City and the manner in which all records shall be maintained by GHHWA.

2. General Provisions of the Agreement. The City and the GHHWA acknowledge that:

A. The programs authorized and/or funded by this Agreement are municipal, educational and community purposes, designed to foster historic preservation and economic vitality development in the historic waterfront district.

B. Any funding provided by the City under this Agreement will be derived from the City's General Fund.

3. Organization and Responsibilities of GHHWA. GHHWA shall organize a thriving association of stakeholders, as defined in GHHWA Bylaws with an interest in preservation and economic stability of the Gig Harbor historic waterfront district. In furtherance of the City of Gig Harbor's economic development, GHHWA shall implement the following:

A. Become/remain a member of the Washington State Main Street Tier System;

B. Facilitate the retention and reinvestment of tax monies within the local community by making available a mechanism for local businesses to obtain Washington State B&O Tax credits available through the Washington State Main Street program;



- C. Provide access to Washington State staff resources (if any) and grant opportunities afforded by the Main Street program;
- D. Create and/or maintain a written funding plan for the GHHWA to obtain funding from various sources other than the City to establish and maintain a viable organization and to implement all of the activities contained in this document; provide the funding plan, in writing, to the City by March 31, 2012.
- E. Demonstrate local support by obtaining significant funding from community sources including individuals, commercial property owners in the district, businesses, and organizations;
- F. Manage, promote and conduct at least three events in the historic waterfront district which will attract members of the public to the historic waterfront district, thereby stimulating economic vitality;
- G. Develop and coordinate marketing efforts with the City in keeping with the existing brand and theme of the City of Gig Harbor; Use the City of Gig Harbor logo on promotional materials for at least three and up to five events developed by the GHHWA in this year to show the City's sponsorship support.
- H. Maintain a communications strategy for informing GHHWA's membership about GHHWA's activities and priorities; provide the communications strategy, in writing, to the City by March 31, 2012.
- I. Produce at least a quarterly newsletter for the membership;
- J. Maintain a webpage with a link to City's marketing website, [gigharborguide.com](http://gigharborguide.com), using a separate domain name for GHHWA;
- K. Hold at least quarterly meetings for waterfront district stakeholders to promote improved business vitality as a whole, which could include;
1. Enhanced economic pull through from City sponsored events
  2. Historic preservation
  3. City code and design standards
  4. Façade and Window display design
  5. Business marketing
  6. Parking
  7. Business Management
- L. Work with City leaders and staff, business and property owners to enhance the attractiveness and maintain the historic character of the

historic waterfront business district, in keeping with city codes and design standards.

M. Develop data and trend information useful in development of long term solutions to economic and business issues in the historic waterfront area. Use this information to assist City leaders and staff in preservation and development topics for the historic waterfront area in Gig Harbor, such as:

12) Maintain a business inventory of the historic waterfront district;

23) Provide data and a summary report from a parking turnover analysis of the historic waterfront district;

N. Using a qualified, outside consultant, produce a retail market position analysis (aka "market study") of the historic waterfront district; the consultant and the consultant's scope of services shall be approved in advance by the city administrator. Based on the data, findings, and conclusions of the market study, create an action plan to address the issues identified in the study. The emphasis of the action plan should be on affirmative strategies and actions GHHWA, its members, property owners, and businesses in the district can undertake to empower themselves to solve problems and address the issues identified in the study. The full market study report and data shall be made available to the City upon request.

O. Work with the City Historic Preservation Coordinator to define grant opportunities and other opportunities for each party to pursue in furtherance of their mutual goals (the City maintains discretion over the types of grants it chooses to pursue);

P. Meet at least twice a year with the City's Historic Preservation Coordinator to discuss grant opportunities.

Q. Submit quarterly progress reports due on or before the last day of March, June, September, and December 2012 to the City regarding activities conducted by GHHWA and proposed activities for the remainder of the term of the contract.

R. Provide a royalty-free, fully paid license to the City for use of any logo or information provided by GHHWA. The use of the GHHWA logo requires approval of GHHWA, whose approval shall not be unreasonably withheld.

S. ~~If an opening in the Washington State Main Street™ Tiered program becomes available during the term of this contract, GHHWA will submit an application for full Main Street member status. Maintain full Main Street member status.~~

T. Provide a fully paid annual GHHWA membership to the City of Gig Harbor.

U. Provide as requested qualified members for City sponsored ad hoc committees.

4. City's Responsibilities.

A. Funding to GHHWA for Services Described in this Agreement: The City will pay \$35,000, in four installments due February 15, 2012, April 1, 2012, July 1, 2012, and October 1, 2012 of \$8,750. Payment will be made within 30 days of receipt of an invoice and progress reports from GHHWA. The progress report for the February 15, 2012 payment is based on the December 31, 2011 report.

B. Provide a royalty-free, fully paid license to GHHWA for use of any logo or information provided by the City. The use of the City logo requires approval of the City, whose approval shall not be unreasonably withheld.

C. Provide a link on the City's website [gigharborguide.com](http://gigharborguide.com).

5. Duration of Contract. This Contract will commence on the date it is signed by the duly authorized representatives of both parties, and shall terminate on December 31, 2012, unless sooner terminated as provided herein.

6. Independent Contractor. The parties intend that an independent contractor-client relationship will be created by this Agreement. No agent, employee, representative or sub-consultant of the GHHWA shall be or shall be deemed to be the employee, agent, representative or sub-consultant of the City. In the performance of the work, the GHHWA is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives, or sub-consultants of the GHHWA. The GHHWA will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and sub-consultants during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the GHHWA performs hereunder.

7. Indemnification and Defense. The GHHWA shall defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorneys' fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. The City's inspection of the reports described herein, or the City's execution of this Agreement (requiring the GHHWA to provide certain services) shall not be grounds to avoid any of these covenants of indemnification.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the GHHWA and the City, its officers, officials, employees, agents and volunteers, the GHHWA's liability hereunder shall be only to the extent of the GHHWA's negligence.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE GHHWA'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER. THE GHHWA'S WAIVER OF IMMUNITY UNDER THE PROVISIONS OF THIS SECTION DOES NOT INCLUDE, OR EXTEND TO, ANY CLAIMS BY THE GHHWA'S EMPLOYEES DIRECTLY AGAINST THE GHHWA.

The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance.

A. The GHHWA shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the GHHWA's own work including the work of the GHHWA's agents, representatives, employees, sub-consultants or sub-contractors.

B. Before execution of this Agreement, and on the anniversary date of the execution of this Agreement, the GHHWA shall provide evidence, in the form of a Certificate of Insurance, of the following insurance coverage and limits (at a minimum):

1. Business auto coverage for any auto no less than a \$1,000,000 each accident limit, and
2. Commercial General Liability insurance no less than \$1,000,000 per occurrence with a \$2,000,000 aggregate. Coverage shall include, but is not limited to, contractual liability, products and completed operations, property damage, and employers liability, and

C. All policies and coverage's shall be on an occurrence made basis.

D. The GHHWA is responsible for the payment of any deductible or self-insured retention that is required by any of the GHHWA's insurance. If the City is required to contribute to the deductible under any of the Agency's insurance policies, the GHHWA shall reimburse the City the full amount of the deductible within 10 working days of the City's deductible payment.

E. The City of Gig Harbor shall be named as an additional insured on the GHHWA's commercial general liability policy. This additional insured endorsement shall be included with evidence of insurance in the form of a Certificate of Insurance for coverage necessary in Section B. The City reserves the right to receive a certified and complete copy of all of the Agency's insurance policies.

F. Under this agreement, the GHHWA's insurance shall be considered primary in the event of a loss, damage or suit. The City's own comprehensive general liability policy will be considered excess coverage with respect to defense and indemnity of the City only and no other party. Additionally, the GHHWA's commercial general liability policy must provide cross-liability coverage as could be achieved under a standard ISO separation of insured's clause.

G. The GHHWA shall request from his insurer a modification of the ACORD certificate to include language that prior written notification will be given to the City of Gig Harbor at least 30-days in advance of any cancellation, suspension or material change in the Agency's coverage.

9. City's Right of Inspection, GHHWA's Responsibility to Comply with Law.

Even though the GHHWA is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the performance of services must meet the general approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. The GHHWA agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the GHHWA's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

10. Record Keeping and Reporting.

A. The GHHWA shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended for the activities described herein and claimed as reimbursement along with any other such records as may be deemed necessary to the City to ensure proper accounting for all funds contributed by the City for the performance of this Agreement and compliance with this Agreement. These

records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the City.

B. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit during the performance of this Contract by the City. The City shall have the right to an annual audit of the GHHWA's financial statements and condition.

11. Termination.

A. The City may terminate this Agreement, for public convenience, the GHHWA's default, the GHHWA's insolvency or bankruptcy, or the GHHWA's assignment for the benefit of creditors, at any time. If delivered to the GHHWA in person, termination shall be effective immediately upon the GHHWA's receipt of the City's written notice or such date stated in the City's notice, whichever is later.

B. Except in the situation where this Agreement has been terminated for public convenience, the GHHWA shall be liable to the City for any additional payments made by the City for which no services were rendered.

C. If the GHHWA's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement.

12. Discrimination Prohibited. The GHHWA shall not discriminate against any employee, applicant for employment, or any person seeking the services of the GHHWA to be provided under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, sexual orientation, marital status or presence of any sensory, mental or physical handicap.

13. Assignment and Subcontract. Any assignment of this Agreement by the GHHWA without the written consent of the City shall be void. If the City shall give its consent to any assignment, this paragraph shall continue in full force and effect and no further assignment shall be made without the City's consent.

14. Notices. Notices required by terms of this Agreement shall be sent to the other party at the following addresses, unless otherwise requested, in writing, by one of the parties hereto:

TO THE CITY:  
Attn: City Administrator  
City of Gig Harbor  
3510 Grandview Street  
Gig Harbor WA 98335

TO THE GHHWA:  
Attn: Executive Director  
Gig Harbor Historic Waterfront Association  
PO Box 771  
Gig Harbor, WA 98335

15. Applicable Law, Venue, Attorney's Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event

any suit, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in Pierce County, Washington or the U.S. District Court, Western District. The prevailing party in any such action shall be entitled to its reasonable attorney's fees and costs of suit.

16. Modification. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and the GHHWA.

17. Entire Agreement. The written provisions and terms of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, this Agreement or the Agreement documents. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and any Exhibits attached hereto, which may or may not have been executed prior to the execution of this Agreement. All of the above documents are hereby made a part of this Agreement and form the Agreement document as fully as if the same were set forth herein. Should any language in any of the Exhibits to this Agreement conflict with any language contained in this Agreement, then this Agreement shall prevail.

18. Agreement Not Enforceable by Third Parties. This Agreement is neither expressly nor impliedly intended for the benefit of any third party and is neither expressly nor impliedly enforceable by any third party.

19. Severability. If any section, sentence, clause or phrase of this Agreement is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, clause or phrase of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the date and year first above written.

**CITY OF GIG HARBOR**

**GIG HARBOR HISTORIC  
WATERFRONT ASSOCIATION**

\_\_\_\_\_  
Charles L. Hunter, Mayor

\_\_\_\_\_

Attest:

\_\_\_\_\_

\_\_\_\_\_  
Molly Towslee, City Clerk

Approved as to form:

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Angela Belbeck, City Attorney





Business of the City Council  
City of Gig Harbor, WA

**Subject:** Greater Gig Harbor Foundation  
Presentation of "The Catch" maquette.

**Proposed Council Action:** Accept the maquette as demonstrating the ability of the artist to produce a life-sized realistic bronze statue for placement at the Parking Lot and Maritime Pier location (3003 Harborview Drive).

**Dept. Origin:** Administration

**Prepared by:** Lita Dawn Stanton *LDS*  
Special Projects

**For Agenda of:** February 13, 2012

**Exhibits:** Draft Minutes – Jan 11, 2012

	Initial & Date
<b>Concurred by Mayor:</b>	_____
<b>Approved by City Administrator:</b>	_____
<b>Approved as to form by City Atty:</b>	_____
<b>Approved by Finance Director:</b>	_____
<b>Approved by Department Head:</b>	_____

Expenditure Required	n/a	Amount Budgeted	n/a	Appropriation Required	n/a
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**INFORMATION / BACKGROUND**

On September 12, 2011, David Senner's proposal to create a realistic bronze statue of a man holding a salmon was presented. Council passed Resolution #876 on Oct 10, 2011, in support of the project.

On December 13, 2011, (per GHMC Chapter 2.49.020 authorizing the Arts Commission to: "provide recommendations to the mayor and city council in connection with cultural and artistic endeavors and projects in which the city becomes involved and to act as a representative of the community in such matters"), the Commission requested that the artist produce a "maquette" (small model) of the proposed artwork to ensure that the work is consistent with what is promised. The Arts Commission met on January 11 to review the maquette and make recommendations to City Council. Their recommendations are included in the attached DRAFT Minutes.

The Greater Gig Harbor Foundation has taken over management and fund-raising for the project and will present the maquette on behalf of David Senner and the artist.

**FISCAL CONSIDERATION**

n/a

**BOARD OR COMMITTEE RECOMMENDATION**

The Arts Commission reviewed the maquette (see recommendations attached).

**RECOMMENDATION / MOTION**

**Move to:** Accept the maquette as demonstrating the ability of the artist to produce a life-sized realistic bronze statue for placement at the Parking Lot and Maritime Pier location (3003 Harborview Drive).



Red clay over foam maquette of "The Catch"

(Original 1909 Photo by Asahel Curtis)





## GIG HARBOR ARTS COMMISSION MINUTES

**DATE:** SPECIAL MEETING – February 3, 2012  
**TIME:** 3:00 pm  
**LOCATION:** Planning Conference Room  
**SCRIBE:** Lita Dawn Stanton  
**MEMBERS PRESENT:** Dale Strickland, Tracy von Trotha, Mardie Rees, Juleen Murray Shaw, Jeni Woock (excused: Charlee Glock-Jackson, Summer Lane Landry, Martha Reisdorf)  
**STAFF PRESENT:** Lita Dawn Stanton

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### *Old Business*

#### 1. PUBLIC ART AT MARITIME PIER

##### DISCUSSION

The Greater Gig Harbor Foundation requested that the Arts Commission provide feed-back on a clay/foam maquette (small model) of "The Catch" (the "Man with a Salmon" bronze statue proposed at the Maritime Pier location) submitted by the artist, Doug Granum. GGHF presented the work to all but one Arts Commissioner in an informal public setting on Feb 1 and 2 at the Civic Center. Today's meeting is to formalize the Commission's input for GGHF and City Council. The Arts Commission acknowledged that the maquette fulfills the Commission's request for a small model to ensure that the work represents the photograph.

There was a great deal of discussion on the difference between a traditional, classically-trained sculptor with hands-on techniques, and "fabrications" making use of today's new digital technologies. According to the GGHF, the maquette was created using 3-D software to digitize the 1909 Asahel Curtis photograph. A sculpting machine can then produce a maquette in polyurethane foam or machinable wax to any scale desired. "The Catch" maquette was created using this technology. A "coring machine" was used to cut-away the foam that was then sprayed with a fine coating of red clay. This process can create a model to any size.

##### RECOMMENDATION / ACTION / FOLLOW-UP

The Arts Commission makes the following recommendations.

- Provide clarification on the GGHF website, all publications, and future publicity on the technique being used to produce the sculpture.
- Give artistic credit to the photographer, Asahel Curtis, give production credit to the 3D digital modeling studio and foundry, give credit to Doug Granum (artist) for facilitating the project.
- Since the project was presented as a "traditional bronze sculpture", do not use finishes, color additives, or artificial patinas that change the natural properties of the bronze.
- Request that title to the work pass directly to the City of Gig Harbor and provide contractual assurance that this is a one-of-a-kind work that will not be reproduced..
- Do not place donation plaques on the sculpture and limit the sizes so they do not distract from the artwork (see bullet #2 above).
- The maquette is acceptable as is except for the changes noted by GGHF: the back of the cap is really hair and the bill of the cap could be longer.

### *Public Announcements*

No meetings scheduled in February. The next meeting will be on Tuesday, **March 13, 2012.**



**Business of the City Council  
City of Gig Harbor, WA**

**Subject:** Sand Volleyball Court Lighting Proposal

**Proposed Council Action:**

City Council to review Sand Volleyball Court Proposal and determine appropriateness for application of lighting in a City park.

**Dept. Origin:** Administration

**Prepared by:** Rob Karlinsey  
City Administrator

**For Agenda of:** February 13, 2012

**Exhibits:** Parks Commission Minutes  
Operations Committee Minutes

	Initial & Date
<b>Concurred by Mayor:</b>	<u>CLH 2/8/12</u>
<b>Approved by City Administrator:</b>	<u>ROK 2/8/12</u>
<b>Approved as to form by City Atty:</b>	_____
<b>Approved by Finance Director:</b>	_____
<b>Approved by Department Head:</b>	_____

<b>Expenditure Required</b>	\$0	<b>Amount Budgeted</b>	\$0	<b>Appropriation Required</b>	\$0
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**INFORMATION/BACKGROUND**

The Sand Volleyball Courts were constructed in Fall of 2008. They were built on a portion of the existing City BMX Park at the corner of Crescent Valley Drive and Vernhardson Street. The Gig Harbor Sand Volleyball Group received a PEG Grant from PenMet Parks to help off-set their construction costs and provided volunteer support for the planning, fundraising and construction of the courts.

Gig Harbor Public Works staff provided on-going support with site preparations including tree protection, erosion control, site grading, brush disposal and the cost of all permits required.

The Sand Volleyball Group is now requesting consideration for approval of a lighting concept to be added to the courts so that the courts can be open to the public from 5:00 am until 10:00 pm.

GHMC Standards for outdoor lighting for the Sand Volleyball courts that apply to this project:

1. Maximum height within the R-1 District for lighting for "pedestrian areas" is 12-feet. The applicant may request a height increase exception up to the maximum allowed height of 35'. If the applicant wants lighting at a height greater than 35' they would need a performance-based height exception.
2. All lights must be full cutoff lights (downward directional). Flood lights for this area are not approved.

**FISCAL CONSIDERATION**

N/A

**BOARD OR COMMITTEE RECOMMENDATION**

**PARKS COMMISSION RECOMMENDATION**

Parks Commission initially approved the Gig Harbor Sand Volleyball Group's plan to install lighting at the Volleyball Courts taking into consideration that their concerns be addressed. (see Page 3 of the attached 11-01-11 Parks Commission meeting minutes)

**OPERATIONS COMMITTEE RECOMMENDATION**

The Operations Committee did not approve Mr. Nelson's proposal as current City park hours needed to be addressed prior to the project moving forward. The Committee stated that Mr. Nelson could present his proposal to the full City Council based upon Mr. Karlinsey's recommendations. (see Item #4 on the last page of the attached 12-15-11 meeting minutes)

**RECOMMENDATION/MOTION**

City Council to review Sand Volleyball Court Proposal and determine appropriateness for application of lighting in a City park.

# CITY OF GIG HARBOR COMMITTEE OUTLINE MINUTES

## Parks Commission


Date: November 2, 2011 Time: 5:30 p.m. Location: Community Rooms A&B Scribe: Terri Reed

**Commission Members and Staff Present:** Commissioners Nick Tarabochia, Michael Perrow, Robyn Denson, Stephanie Payne and Emily Cross; Staff Members: Rob Karlinsey, City Administrator, Lita Dawn Stanton, Special Projects Coordinator, Marco Malich, Public Works Superintendent and Terri Reed, Community Development Assistant.

**Others Present:** \_\_\_\_\_

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
<b>APPROVAL OF MINUTES:</b>	Approval of September 14, 2011 Meeting Minutes	MOTION: Move to approve September 14, 2011 minutes as presented.  Perrow / Denson - unanimously approved
<b>OLD BUSINESS:</b>		
<b>Wilkinson Farm Park Trail</b> Grette Associates/Scott Maharry	Scott Maharry with Grette Associates reviewed the conceptual trail design for Wilkinson Farm Park. The two viewing platforms proposed would require mitigation.	City Administrator Karlinsey outlined the process for the trail plan, which would include the following steps: <ul style="list-style-type: none"> <li>• Operations Committee</li> <li>• City Council</li> <li>• Public Open House</li> <li>• Parks Commission recommendation</li> <li>• City Council</li> <li>• Contract with consultant for permitting</li> <li>• Volunteer projects</li> </ul>
<b>Twalwelkax Trail</b> Grette Associates/Scott Maharry	Scott Maharry with Grette Associates reviewed the conceptual trail design for the Twawelkax Trail spur from Cushman Trail connecting to Harborview Drive. The plan would require an engineered bridge for the trail to remain on City property.	City Administrator Karlinsey outlined the process for the plan which would include the following steps: <ul style="list-style-type: none"> <li>• Survey</li> <li>• Easement with Haven of Rest</li> <li>• City Council approve easement</li> <li>• Contract with consultant for permitting</li> <li>• Volunteer project - Rotary</li> </ul>

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
<b>Eddon Boat Beach Restoration</b> Lita Dawn Stanton	Lita Dawn Stanton reviewed the conceptual trail design for the Eddon Boat Beach Restoration project. Commissioner Perrow asked about the path being more on the house side and not dissecting the middle of the park to provide better access to the pier and the house. Commissioners Perrow and Tarabochia both would prefer to leave the center area open.	Lita Dawn Stanton outlined the process for the plan which would include the following considerations: <ul style="list-style-type: none"> <li>• Function/Access</li> <li>• ADA Accessibility</li> <li>• Wetland Compliance and Setbacks</li> <li>• Kayak Landing</li> </ul> The wetland survey should be complete in about a week. The design plan will return to the Parks Commission for another review.
<b>Austin Estuary Park</b> Lita Dawn Stanton	Lita Dawn Stanton reviewed the conceptual design for Austin Estuary Park. She explained that the adjacent property owner has offered to dedicate right-of-way, ADA parking and access for the park. She asked if the Parks Commission preferred stamped concrete or pavers to line the sides of the pathway. Commissioner Denson would like to keep the path natural or have the stamped concrete. Commissioner Perrow preferred that there not be any edging for the trail.	
<b>Kayak Club Storage Facility</b> Alan Anderson/Bruce McKean	Bruce McKean and Alan Anderson presented a proposal for a boatshed for the kayak club's use at Skansie Brothers Park. It would consist of an open rack system and the location would be as far south as possible, keeping the structure out of the existing trees. City Administrator Karlinsey explained that the club would be required to provide some type of programming for community benefit. Commission Chair Tarabochia would like the architecture to remain historic to the site. Commissioner Perrow asked about the wash down area, drainage and the health of the tree. Commissioner Payne mentioned some safety concerns with the tree and the open structure.	MOTION: Move that the Parks Commission enthusiastically endorse the Kayak Club Storage Facility so long as their concerns were addressed. <p>Perrow / Denson – passed unanimously</p> Public Works will have an arborist evaluate the health of the tree. City Administrator Karlinsey outlined the process for the plan, which would include the following steps: <ul style="list-style-type: none"> <li>• Joint City Council/Parks Commission Meeting – 10/5/11</li> <li>• Pre-app Meeting w/Planning – 11/10/11</li> </ul>

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
		<ul style="list-style-type: none"> <li>• Planning/Building Committee - View corridor setback ordinance amendment</li> <li>• City Council approval of amendment</li> </ul>
<b>Crescent Creek Park Playground</b> Stephanie Payne	<p>Commissioner Payne gave an update on the playground project. She explained that the group is currently working with Rotary to receive donations. She also mentioned that they would be working with the Shane's Inspiration designer soon and that the kick-off for the public will hopefully be before the end of November.</p> <p>Erin Carmen, 14216 32<sup>nd</sup> Avenue NW, Gig Harbor, WA, asked the City to consider a covered playground in the future.</p>	
<b>NEW BUSINESS:</b>		
 <b>Sand Volleyball Courts/Lighting Improvements</b> Chris Nelson	<p>Chris Nelson, representing the Sand Volleyball Group, gave a presentation on a proposal to place lighting at the courts. He explained that they could be set on a timer. They would like to install four light poles. Commissioner Perrow mentioned that the City has lighting standards that would need to be followed. City Administrator Karlinsey asked about the funding and timeline and explained that City resources to assist with the project are currently limited with other priorities.</p>	<p>MOTION: Move that the Parks Commission initially approve the Gig Harbor Sand Volleyball Group's plan to install lighting at the Volleyball Courts taking into consideration that their concerns be addressed.</p> <p>Denson / Cross – unanimously approved</p>
<b>Parks Appreciation Day 2012/Project Ideas</b> Michael Perrow	<p>Commissioner Perrow mentioned that upon his departure from the Parks Commission that a coordinator for Parks Appreciation Day would hopefully step forward. He mentioned that projects at Donkey Creek, Wilkinson Farm Park trail, Twawelkax trail and Austin Estuary could be possibilities for consideration.</p>	
<b>McDonald Street Right-of-Way</b> Michael Perrow	<p>Commissioner Perrow brought up the idea of the McDonald Street right-of-way being considered for possible park improvements in the future.</p>	
<b>Cushman Trail</b> Nick Tarabochia <ul style="list-style-type: none"> <li>• Trail Re-naming</li> </ul>	<p>Commission Chair Tarabochia explained his idea of possibly re-naming the Cushman Trail where it is in the city limits.</p>	<p>Any trail naming ideas will be discussed at a future Parks Commission meeting.</p>



Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
<ul style="list-style-type: none"> <li>Wilco Fence</li> </ul>	<p>The concerns about the fence on the corner of the Cushman Trail behind the Wilco building were discussed. Commission Chair Tarabochia explained that the landscaping between the trail and the Park &amp; Ride lot blocks visibility. Commissioner Perrow has concerns with the corner and the ecology block placement in the Wilco lot. Commissioner Payne asked that any complaints be documented.</p>	<p>City Administrator Karlinsey, Public Works Superintendent Malich and Commissioner Perrow will approach Wilco about options of adjusting the fence. Pierce Transit and TPU may also need to be consulted about any proposed changes.</p>
<ul style="list-style-type: none"> <li>Cushman Trail at Rosedale Street</li> </ul>	<p>Commission Chair Tarabochia discussed the Rosedale Street Cushman Trail crossing. City Administrator Karlinsey explained that Engineering is currently working on the Rosedale sidewalk design and it is planned as a 2013 City construction project.</p>	<p>The Rosedale Sidewalk design proposal will come back to the Parks Commission possibly in the spring.</p>
<b>PUBLIC COMMENT:</b>	<p>Commissioner Perrow asked about options for cleaning up the view into the Skansie House which is being used for storage of City equipment.</p>	<p>Commissioner Perrow offered to donate Christmas decorations for the house. Joyce from Harbor WildWatch offered to provide curtains to cover the windows.</p>
<b>PARK UPDATES</b>	<p>Commissioner Denson gave up update on PenMet's plans to provide an off-leash dog park in the area.</p>	<p>City Council will give direction at the 11/14/11 Council meeting.</p>
	<p>City Administrator Karlinsey asked the Commission for their thoughts about naming the Maritime Pier.</p>	
	<p>City Administrator Karlinsey informed the Park Commission that a community group is proposing a Performing Arts Center in the City.</p>	
<b>NEXT PARKS MEETING:</b>		<p>December 7, 2011 @ 5:30 p.m.</p>
<b>ADJOURN:</b>		<p>MOTION: Move to adjourn @ 7:42 p.m.  Perrow / Denson – unanimously approved</p>



**DATE of MEETING:** December 15, 2011

**TIME:** 3:00 p.m.

**LOCATION:** Public Works Conference Room

**MEMBERS PRESENT:** Councilmembers Ekberg, Franich, and Malich

**STAFF PRESENT:** City Administrator Rob Karlinsey, City Engineer Steve Misiurak, WWTP Supervisor Darrell Winans, Asst. City Clerk Maureen Whitaker

**OTHERS PRESENT:** Council Elect Michael Perrow, Peninsula Financial Consultant Ashley Emery, Sand Volleyball Court Representative Chris Nelson

**SCRIBE:** Maureen Whitaker

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1. CRESCENT CREEK PLAYGROUND UPDATE.

**DISCUSSION POINTS**

Rob Karlinsey reported that Crescent Creek Playground (CCP) Chair Stephanie Payne was unable to attend today's meeting had sent him an email summarizing their efforts to date. Ms. Payne stated that they are currently in the first stage of fundraising and after the City Council meeting on December 12<sup>th</sup>; the CCP was authorized to use Shane's Inspiration, a non-profit organization for their non-profit status. In January, CCP will be underway with fundraising events in February and March. She reported that she had met in December with Rotary and Kiwanis. Ms. Payne further stated that Shane's Inspiration will meet with Public Works and Planning in January. Mr. Karlinsey reported that the City has budgeted \$100,000 towards the \$250,000 playground project contingent upon \$150,000 coming from community fund raising efforts. Ms. Payne stated that they had secured \$20,000-\$25,000 from PenMet Parks, \$2,500 from local private organizations, and \$50,000 awarded by Shane's Inspiration that will cover the design aspects of the project and function as a conduit for fundraising. The goal was to raise all funds by fall 2012.

2. SHORECREST RATE STUDY.

**DISCUSSION POINTS**

Steve Misiurak stated that the purpose of this discussion was a follow-up from the March Shorecrest Community Sewer Rate Analysis. He reported that the City held an open house for the current Shorecrest Community sewer users on June 15, 2011 that presented two funding scenarios that would create a self-sufficient stand alone utility that would not create an undue burden of city tax payers. Since the acquisition of this system in 1988, the Gig Harbor city residences have been subsidizing the operational costs to run this system even though it is not physically connected to the City's wastewater

treatment plant and is outside of the UGA. Currently, the monthly customer service charge has been calculated at one and a half time the unmetered City sewer connection flat rate of \$87.42 per month. Per City Council's request, City staff has been working on establishing a policy to have the Shorecrest System pay for itself through connection fee charges and monthly rates. On April 21, 2011, City staff presented two ranges of potential monthly sewage rates to the Operations Committee in order to receive feedback. The monthly rates presented from Peninsula Financial Consulting Ashley Emery's analysis yielded a monthly range between \$75 and \$112. The rate for 2012 will be increased to \$96.15. The rates paid by the Shorecrest Community would be held in a separate restricted account. Staff clarified to the Operations Committee at that time that the lower end of the monthly range would not be less than the current monthly rate and that City Council will make the final determination on the rates as well as the connection fee. Additionally, staff presented the proposed \$13,300 per connection fee to the Committee for consideration. The Department of Health requires the system to be supervised by the municipality due to its size.

Wastewater Treatment Plant Supervisor Darrell Winans stated that the system has plenty of capacity that includes three drain fields. The properties have wetland setbacks on the reserve drain field. Mr. Winans said that one drain field hasn't been turned on yet and the other drain field which only takes effluent, hasn't reach its end yet and concluded that it is a very healthy system. Mr. Winans reported that the Department of Health recommends that all three drain fields be turned on and a weekly check of the system be performed.

**RECOMMENDATION**

Councilmember Franich strongly urged that language should be included in the ordinance that will protect the City rate payers should there be a catastrophic failure occur and stressed that this should include a restructuring of the rates be assessed to the Shorecrest System rate payers.

Councilmember Ekberg suggested keeping the rate the same and stressed that language should be included in the ordinance for a 10-year escalator with a 20% administrative fee, such as "annual CPI for monthly rate".

All Operations Committee members agreed that language should be included in the ordinance that states the Shorecrest Community Sewer property owners would be on the hook for any system maintenance/repairs, et al. Councilmember Franich further stressed that the Shorecrest Community property owners should be made fully aware that this system in on their dime and will no longer be subsidized by City of Gig Harbor tax payers.

**3. McDONALD STREET RIGHT-OF-WAY.**

**DISCUSSION POINTS**

Mr. Karlinsey said that when the City was replacing water mains, there was discussion initiated by Councilmember Payne and Council Member-elect Perrow recommending that a portion of the McDonald Street right-of-way at the intersection of Shyleen Street be vacated and utilized as small community garden or a pathway with a bench on top to Lewis Street which has a great views of Pt. Defiance and the Olympics. The width is approximately 60'. Mr. Karlinsey said that there was not timeline for this work given Public Work's work load.

**RECOMMENDATION**

Councilmember Ekberg was in favor of a pedestrian access connector if all safety factors were considered, with a bench at the top, similar to Spinnaker Ridge. He was not in favor of a garden.

4. SAND VOLLEY BALL COURT LIGHT IMPROVEMENTS.

DISCUSSION POINTS

Sand Volley Ball Court representative Chris Nelson addressed the Committee with a PowerPoint presentation with a proposal to install overhead lighting that would allow longer play hours. Mr. Nelson said that this court was one of the best in the region, the court was used all year long, and the players took their sport very seriously. He showed photos of people playing volleyball at the Gig Harbor court in the snow. This work would be done by a volunteer group. Mr. Nelson stated presented his proposal to the Parks Commission on November 2<sup>nd</sup> and said that he received their approval to move his proposal forward. Currently there is no lighting in other City parks and Councilmember Malich expressed concern for the neighbors that could be affected by the lighting and was interested in seeing the design. Mr. Karlinsey stated that the City's Design Manual would govern lighting design. Councilmember Ekberg thought it could be a good idea however expressed concerns about volunteers doing the work. He said that a contractor should be on the hook to do the job due to liability and permitting concerns, and was strongly adversed to City staff having to come in and finish up the work to City standards. The Committee asked Mr. Nelson how his group was proposing to fund the project. Mr. Nelson stated that through donations and grant funding has \$53K invested in the court already and would apply for further grant money.

There was discussion about using timers to control when the lighting times. Councilmember Franich was in favor of the timers but thought 10:00 p.m. was too late. Councilmember Malich liked the concept utilizing a contractor and meeting the design requirements of the City. He stated that this opens up lighting for other parks and the need to look at park hours. City parks currently close at dusk.

Mr. Karlinsey stated that it was important that a licensed and bonded electrician is in charge of the project and the volunteers can work under the licensed electrical contractor. He further stressed that the electrician would be the one point of contact and it is understood by the Sand Volleyball Group that the City is unable to provide any Maintenance Public Works staff to assist with this project due to budgetary and work load constraints. Mr. Karlinsey further added that all required permits must be obtained prior to starting any work and it will be necessary for the Sand Volleyball Group to submit a design plan to the City's Planning Department for approval. The City may elect to pay for the electrical permit fees.

RECOMMENDATION

The Operations Committee did not approve Mr. Nelson's proposal as current City park hours needed to be addressed prior to the project moving forward. The Committee stated that Mr. Nelson could present his proposal to the full City Council based upon Mr. Karlinsey's recommendation above.

**Meeting adjourned at 4:32 p.m.**

Respectively submitted,

*Maureen Whitaker*

# **Gig Harbor Sand Volleyball Court Lighting Upgrade**

Crescent Creek City Park

Chris Nelson

February 13, 2012

# **GH Sand Courts Are Popular**

- Used at all times in the year
- Used under all conditions
- One of the most popular GH Parks

# Peak Popularity in Summer



# Courts Are Used in the Rain

## Opening day September 2008





# Courts Are Used in the Cold

## New Years Tournament



# Courts Are Used in the Snow



# However...

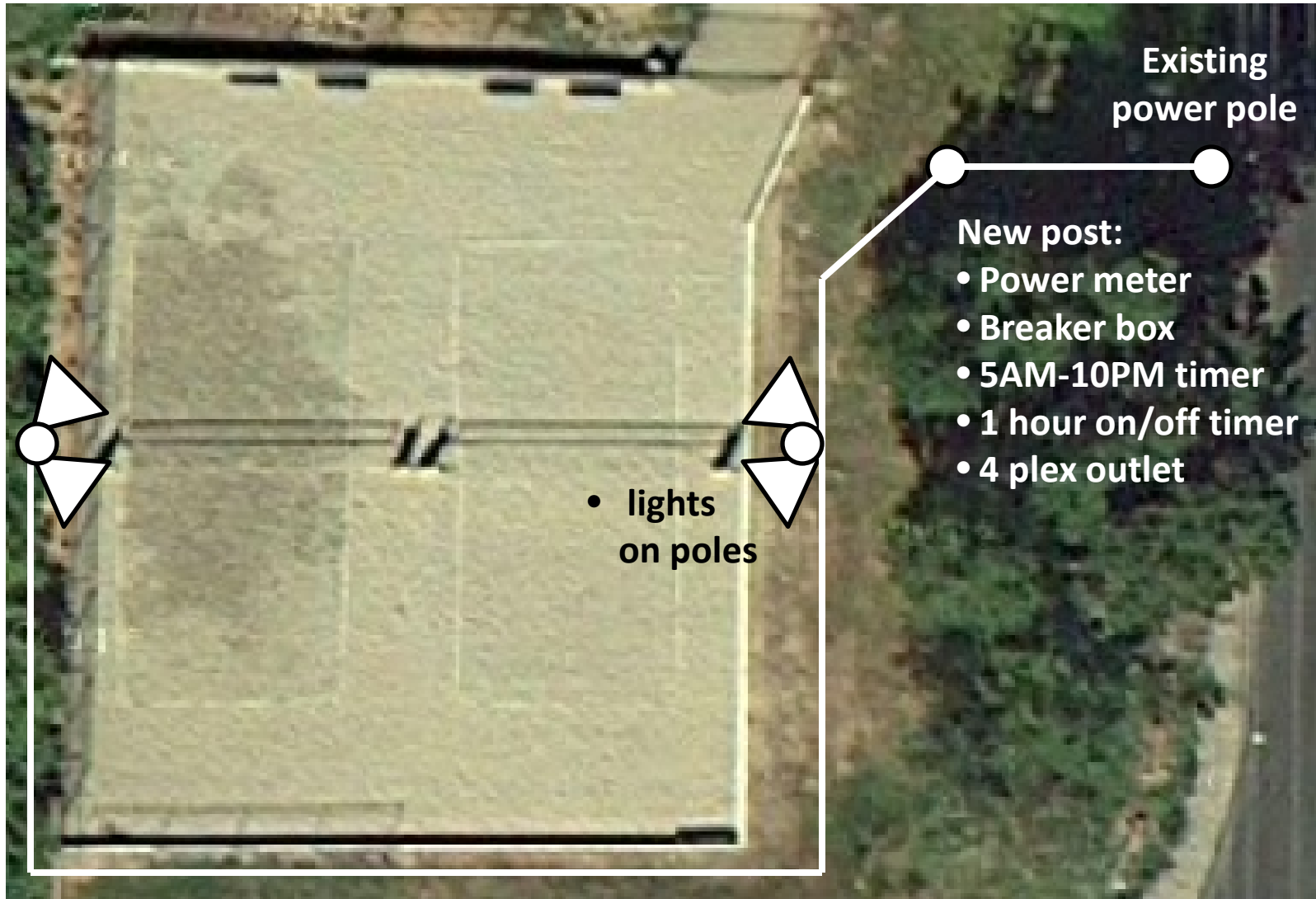
## The GH Courts Cannot be Used after Dark



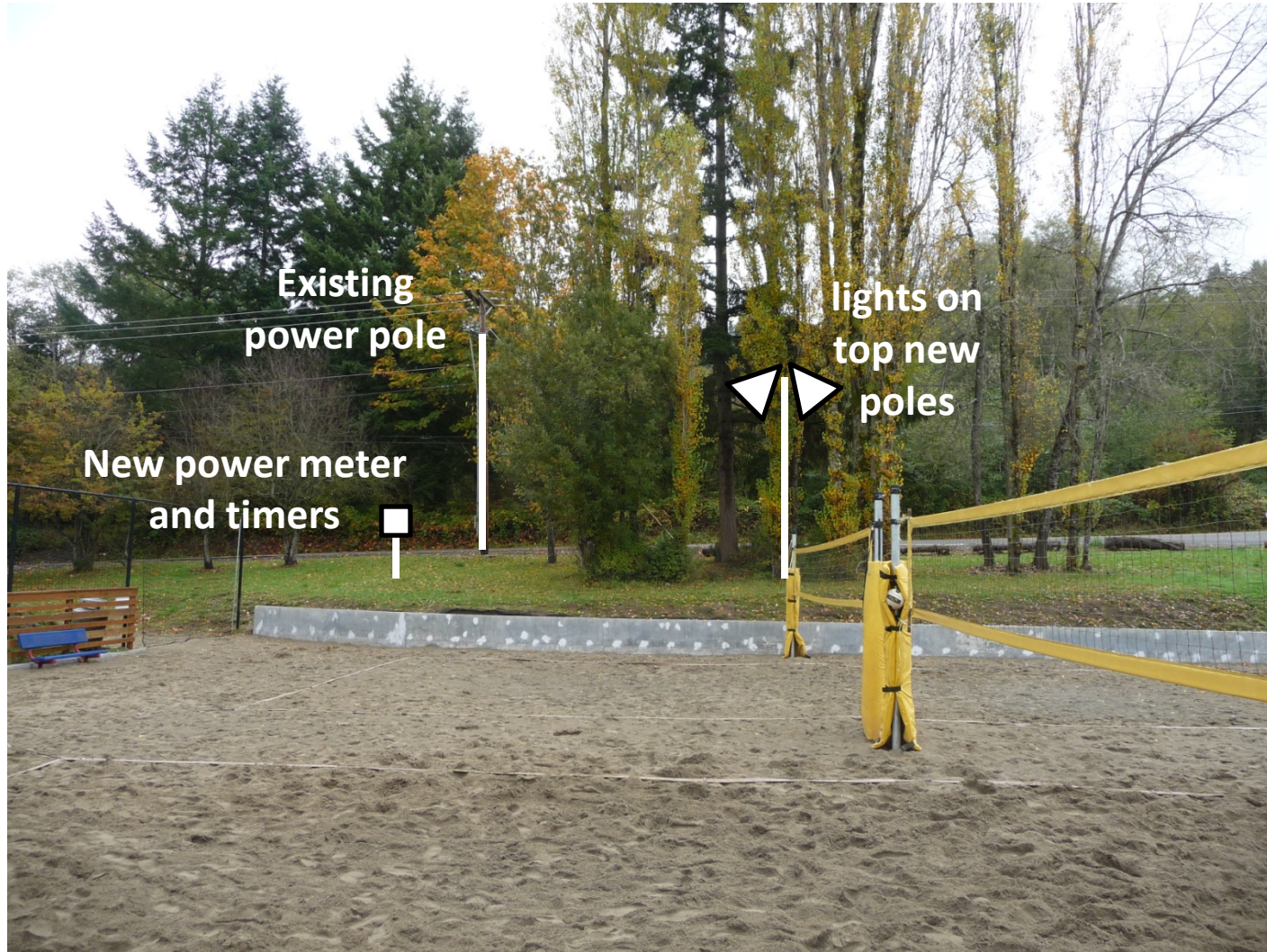
# Reasons for Court Use after Dark

- The courts high use warrants play after dark
- During the winter there is limited daylight
- On work days it is nearly impossible to play
- Standard GH Park hours are 5 AM to 10 PM
- With lights it could be used 5 AM to 10 PM

# Lighting Concept Aerial View



# Lighting Concept Looking East



# Guidelines

- Operational only during park hours
- Illuminate downward not outward
- Height restrictions apply
- Use building codes to solidify design
- City Planning Dept will approve
- Licensed and insured electrician
- Will use volunteer labor when possible
- Identify funding outside of City of GH

# **Project Status**

- Park Board approved 11/2/11
- Operations Comm. approved 12/15/11
- City Council approval 1/23/12





Business of the City Council  
City of Gig Harbor, WA

**Subject:** Second Reading – Ordinance establishing Shorecrest Community Sewer System Rates.

**Proposed Council Action:** Adopt ordinance.

**Dept. Origin:** Finance/Engineering Dept.

**Prepared by:** David Rodenbach, Finance Director

**For Agenda of:** February 13, 2012

**Exhibits:** Ordinance, PFC Rate Study

	Initial & Date
<b>Concurred by Mayor:</b>	<u>CLH 2/8/12</u>
<b>Approved by City Administrator:</b>	<u>POK</u>
<b>Approved as to form by City Atty:</b>	<u>per e-mail</u>
<b>Approved by Finance Director:</b>	<u>DR 2/8/12</u>

Expenditure Required	0	Amount Budgeted	0	Appropriation Required	0
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**INFORMATION / BACKGROUND**

The City of Gig Harbor owns and operates the Shorecrest Community Sewer System located on Ray Nash Drive (outside the UGA). This system was designed to provide sanitary sewer service to 20 single family residences and was transferred to the City by Pierce County in 1988. The system is comprised individual S.T.E.P. systems (Septic Tank Effluent Pump) that pump effluent from the properties to a gravity sewer main located in Pierce County right of way on Ray Nash Drive. This gravity sewer drains to a lift station and is pumped approximately 1,700 ft to a large drain field located on City owned property where it perks back into the ground. Currently, there are 15 residences connected and using the system. Out of the remaining 5 connections 2 have been allocated to existing properties and the other 3 connections have been obtained by the City and are available for connection. See the two attached Exhibits which depict the Shorecrest system.

In accordance with a 2011 Sewer Operating fund budget objective to identify potential required capital improvements and to establish rates and connection charges; the City contracted with Parametrix and Peninsula Financial Consulting to determine the condition of the system and the rates required to operate the system. The outcomes are discussed below.

The ordinance establishes:

- A general facility charge (GFC) of \$13,300 per new residential connection that will be charged to any of the 3 additional residential connections that are available;
- A monthly rate of \$96.15;
- A new fund titled, "Shorecrest Sewer Reserve Fund";

- A beginning balance in the Shorecrest Sewer Reserve Fund of \$29,482 plus any net revenues collected in 2012.

The proposed Shorecrest rate was discussed and presented to the Operations Committee on both April 21 and December 15, 2011; and a special study session during which city staff went through the completed rate study with Shorecrest residents was held February 6, 2012.

Summarized below is a summary of the Public Outreach conducted on this issue:

April 17, 2008: PW Committee meeting was held to discuss consultant contract with Parametrix to perform a drainfield capacity analysis.

June 18, 2009: PW Committee meeting was held to discuss terms and conditions of the franchise agreement with Pierce County.

November 24, 2009: PW Committee meeting was held to discuss with the committee the results of the drainfield study.

April 21, 2011: PW Committee meeting to discuss the contents of the draft preliminary rate analysis and staff fielded questions and concerns from the Committee members.

June, 15, 2011: Staff conducted a public meeting with the residents to present the contents of the draft rate study. At this meeting Ashley Emery, of Peninsula Financial Consulting, and staff walked through the rate study contents and fielded questions from to the public. A copy of the draft rate study was provided to all residents in advance of the public meeting.

December 15, 2011: PW Committee meeting at which staff presented and explained the contents of the draft rate analysis to the Committee. At this meeting staff received direction from the Committee to take the recommendations of the rate study to the full Council for discussion. The Committee also recommended the minimum bi-monthly rate be set at \$192.30. The Committee also recommended that rates be adjusted upward each year in the future to account for inflation.

January 12, 2012: Formal notification letters sent out to the residences and the adjoining area notifying them of the upcoming first reading of the ordinance.

Jan. 23rd, 2012: First reading of the ordinance for the Shorecrest sewer bi-monthly rate and connection fee.

January 24, 2012: Formal notification letters were sent out to the residences and the adjoining area notifying them of the upcoming February 6, 2012 public meeting to discuss the contents of the rate analysis and to field questions and concerns from the public on this issue and noticing the February 13, 2012 City Council second reading of the ordinance. Staff also provided door hanger notices to the residences along with setting up the City's changeable message sign providing notice of the meeting.

February 6, 2012: Staff conducted a public meeting to discuss the contents of the rate analysis and to field and respond to questions, provide clarifications to the public. The meeting was attended by 15 people.

**FISCAL CONSIDERATION**

As directed by the City Council in 2011, the intent of this ordinance is to establish policy and procedures whereby the Shorecrest System will pay for itself.

The rate study recommended rates ranging from \$192.30 to \$243.40 for a two-month billing period. The rate in this ordinance is at the low end of that range. This rate is also equal to the current rate being charged to Shorecrest customers in January 2012.

A dedicated fund which will account for all Shorecrest sewer revenues and expenditures is also established. The regular maintenance and operations and capital replacements will be accounted for in this fund.

**BOARD OR COMMITTEE RECOMMENDATION**

The proposed rate was presented to the Operations Committee on December 12, 2011. The committee suggested the City establish policy to have the Shorecrest System “pay for itself” through connection fee charges and monthly rates based upon the recent studies that the City’s consultant Peninsula Financial Consulting completed.

**RECOMMENDATION / MOTION**

**Move to:** Adopt the ordinance.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON; RELATING TO UTILITY RATES; ESTABLISHING THE MONTHLY SEWER SERVICE RATE TO BE PAID FOR THE PROVISION OF SEWER SERVICES TO THE SHORECREST COMMUNITY SYSTEM AND REMOVING THE FIFTY PERCENT SURCHARGE ON SEWER SERVICE TO CUSTOMERS OUTSIDE OF THE CITY; ESTABLISHING THE GENERAL FACILITY CHARGE (GFC) FOR NEW CONNECTIONS TO THE SHORECREST SYSTEM; ESTABLISHING A "SHORECREST SEWER RESERVE FUND" AND PROVIDING A BEGINNING CASH RESERVE FOR THIS FUND; AMENDING GIG HARBOR CODE SECTIONS 13.32.015, 13.32.030 AND 13.32.060; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE OF MARCH 1, 2012.

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WHEREAS, the Shorecrest Community Septic System is self-contained and does not use conveyance or treatment systems provided by the Gig Harbor Sewer System; and

WHEREAS, it is desirable to account for operations of the Shorecrest Community Septic System separately from the Gig Harbor Sewer System; and

WHEREAS, a rate study was performed in 2011 by Peninsula Financial Consulting and attached herein as Exhibit 'A' and recommends rates and general facilities charges that will adequately fund the Shorecrest Community Septic System operations and equipment replacement; and

WHEREAS, the rate study was performed in 2011 by Peninsula Financial Consulting identified a cash reserve equal to the amount that would have been saved by the Shorecrest Community Septic System beginning in 1988 to present; Now, therefore,

THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. Section 13.32.015 - Amended. Section 13.32.015 of the Gig Harbor Municipal Code is hereby amended to read as follows:

**13.32.015 Sewer Rates – Community Systems.**

Effective March 1, 2012, the monthly sewer service rates for the Shorecrest community system shall be set at the \$96.15 per month.

Section 2. Section 13.32.030 - Amended. Section 13.32.030 of the Gig Harbor Municipal Code is hereby amended as follows:

**13.32.030 Outside Sewer Service.**

Sewer service extended outside the city limits shall be charged at 1.5 times the city rates established in this chapter. This surcharge shall not apply to the Shorecrest Community Septic System.

Section 3. Section 13.32.060 - Amended. Section 13.32.060 of the Gig Harbor Municipal Code is hereby amended as follows:

**13.32.060 Sewer general facilities charges.**

A. The city shall impose a sewer general facilities charge of \$8,540 per equivalent residential unit to connect to the sewer system. The sewer general facilities charge for connection to the Shorecrest Community Septic System is \$13,300 per equivalent residential unit.

Section 4. Shorecrest Sewer Reserve Fund - Created. A special fund of the City known as the "Shorecrest Sewer Reserve Fund" is created by the City. This fund will be used for the sole purpose of receiving Shorecrest Community Septic System revenues and to pay the costs of maintenance and operation of the Shorecrest Community Septic System. The beginning balance of this fund shall be \$29,482 plus any fees collected from Shorecrest customers in 2011 and 2012. The funds shall be transferred from the Sewer Operating fund.

Section 5. Severability. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, clause or phrase of this Ordinance.

Section 6. Effective Date. This ordinance shall be in full force and take effect March 1, 2012.

PASSED by the Council and approved by the Mayor of the City of Gig Harbor, this \_\_\_\_\_ day of February 13, 2012.

CITY OF GIG HARBOR

\_\_\_\_\_  
Mayor Charles L. Hunter

ATTEST/AUTHENTICATED:

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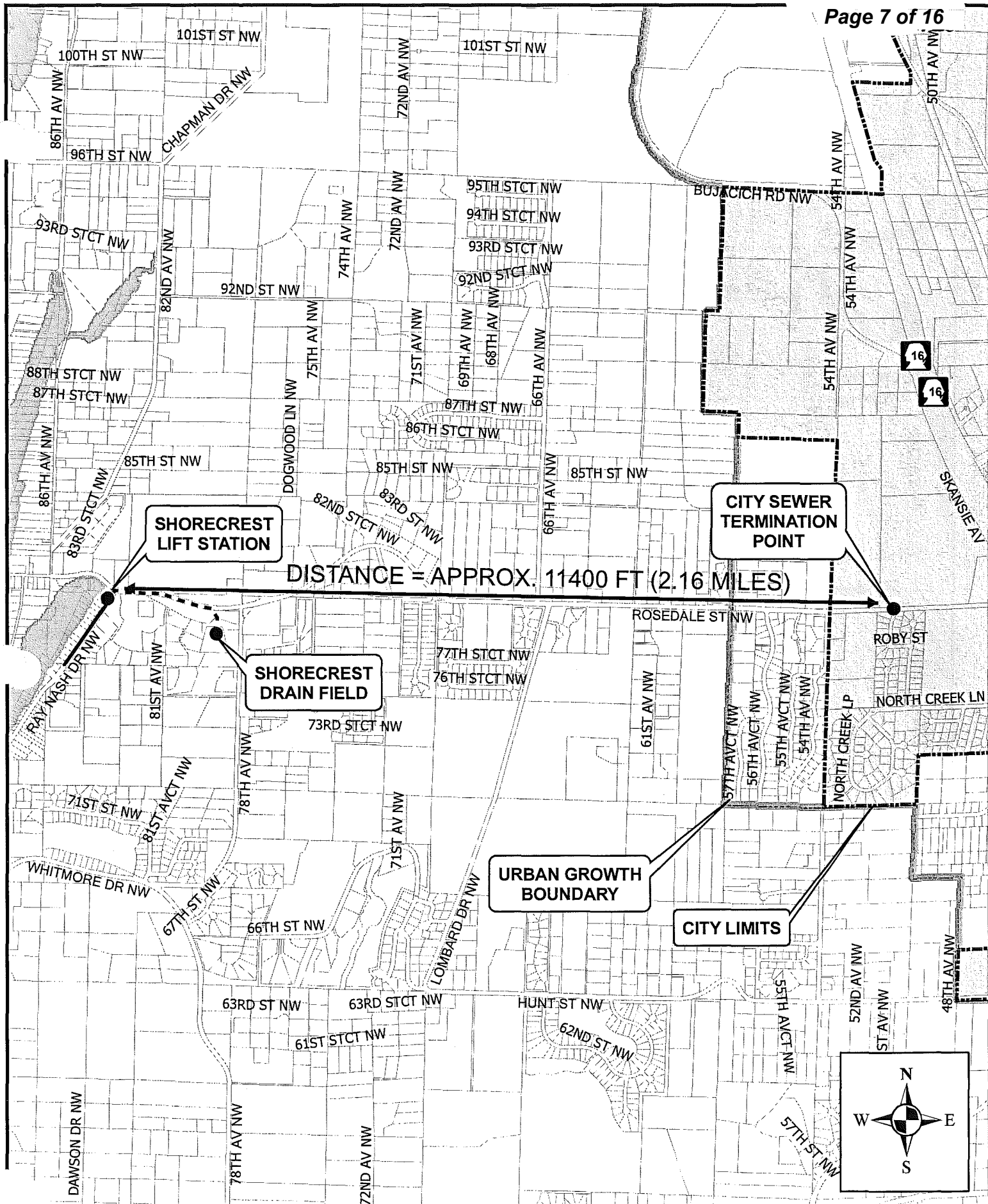
Molly M. Towslee, City Clerk

APPROVED AS TO FORM:  
Office of the City Attorney

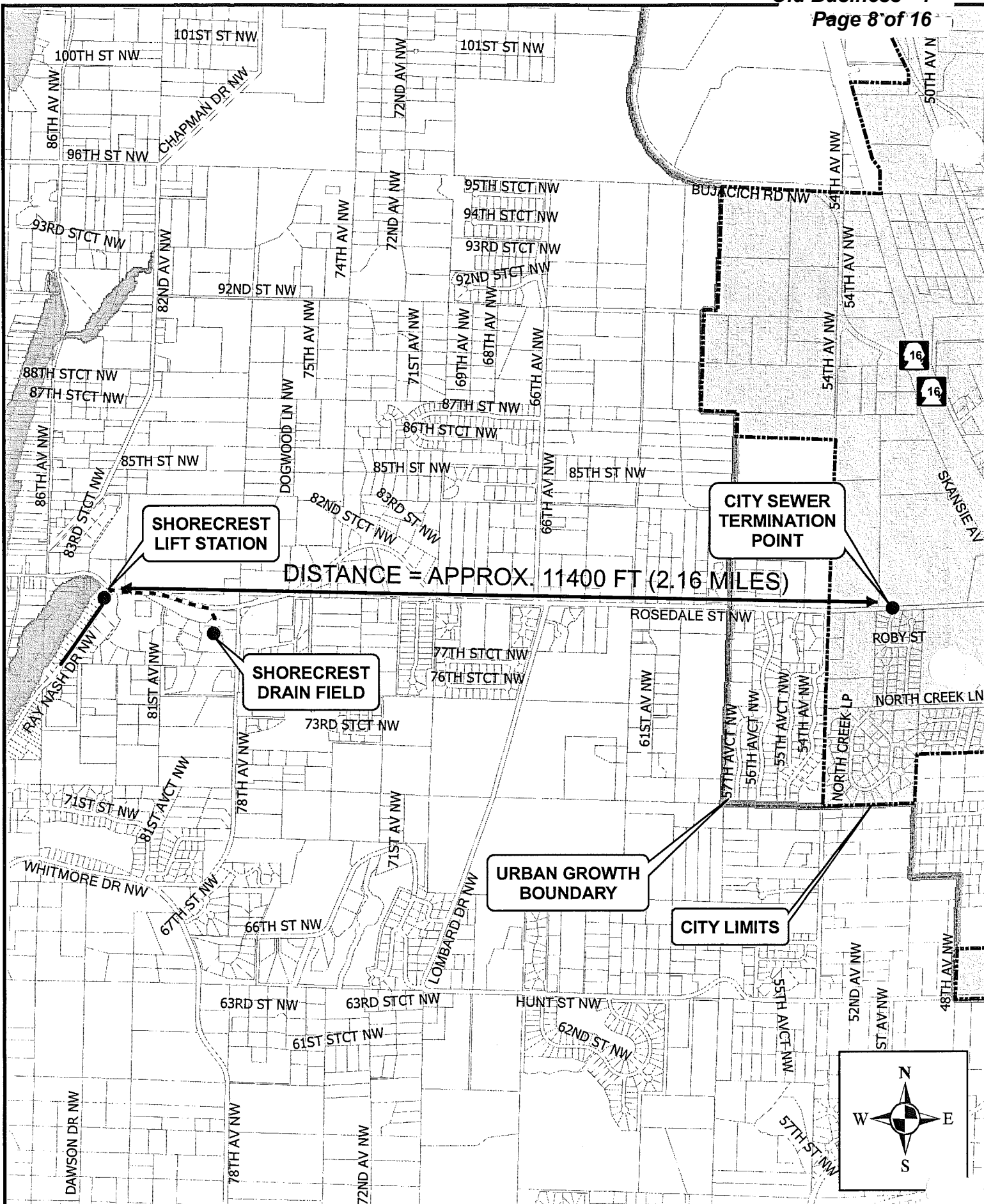
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Angela S. Belbeck

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO:



SHORECREST SEWER SYSTEM EXHIBIT  
DISTANCE TO NEAREST SEWER CONNECTION



**SHORECREST SEWER SYSTEM EXHIBIT**  
**DISTANCE TO NEAREST SEWER CONNECTION**



## MEMORANDUM

TO: City of Gig Harbor  
Date: 12/22/11  
Prepared by: Peninsula Financial Consulting

*NOTE: The original memo documenting this analysis and presented earlier to Shorecrest residents was dated 5/26/11. In the original memo proposed rates were specified as ranging from \$75 to \$112 per month before taxes are applied. The rates proposed in this memo are unchanged from \$75 to \$112 per month but have been modified to reflect a 2 month billing cycle and the addition of taxes (State tax of 3.852% and City tax of 5%).*

### EXECUTIVE SUMMARY

This memo addresses the financial impact of establishing the Shorecrest community septic system as a separate rate class that can self-finance the operation of its septic system. The analysis includes proposed Bi-Monthly rates that range from \$192.30 to \$243.40 per 2 months (previously identified as \$75 to \$112 per month before taxes) as well the establishment of a general facility charge (GFC) of \$13,300 per new residential connection that will be charged to any of the 5 additional residential connections that the Shorecrest system has been evaluated to have the capacity to serve.

In recognition of this change to existing Shorecrest customers the City will undertake the following actions:

- Establish a cash reserve fund equal to the amount that would have been saved by the existing customers beginning in 1988 until present;
- Waive application of the 50% surcharge on sewer service to customers outside of the City;
- All revenues and GFCs collected minus costs to operate the Shorecrest system will be saved within a dedicated Shorecrest sewer reserve fund.

The most significant impact of becoming self-financing is the need to “catch up” with depreciation funding. The Shorecrest system was installed in 1983 and therefore all components are 27 years old. As can be inferred from the cash reserve analysis in a subsequent section of this memo (see Table 2), even with \$29,500 accumulated depreciation reserves, the Shorecrest system has not been charged rates since 1988 sufficient to pay for annual depreciation. If appropriate rates had been charged, after 22 years of City operation the cash reserve fund for the Shorecrest system would have a total balance of from \$150K to \$290K depending on whether original or replacement cost depreciation was used to set monthly rates. Thus the most critical aspect of setting an appropriate rate for Shorecrest is the question of how quickly Shorecrest reserve funds are to be accumulated and what target balance is acceptable after which the rate component for depreciation can be decreased.

While it is expected that rates over the near term will be higher than other City rate classes, over the long term it is reasonable to expect Shorecrest rates to be lower due to the relative inexpensiveness of septic treatment and longevity of system components as well as the lessening of rates after sufficient depreciation reserves are accumulated

## **INTRODUCTION**

This memo documents the calculation of a sewer general facility charge (GFC) and a range of monthly service rates for customers served by the Shorecrest community septic sewer system. The City's goal is that the Shorecrest system be self financing. Therefore this analysis includes the establishment of cash reserves for the Shorecrest system as well as a forecast of cash flows from operations.

A GFC, also referred to as a connection or system development charge, is a one-time charge paid by a new customer connecting to a utility system. A GFC may include a pro-rata share of the cost of existing facilities (existing facility component) and a pro-rata share of planned facilities (future facility component). The existing facility component offsets the historical contributions from existing customers used to acquire existing assets of benefit to a new customer. The future facility component is a new customer's proportional share of the cost of capital improvements required to serve future growth and is intended to minimize the impact to existing customers to fund the construction of growth related facilities. The GFC calculated herein is stated in terms of a cost per ERU or equivalent residential unit. By definition an ERU equals an average single family residence. Note that the calculation of the GFC for the Shorecrest subdivision utilizes the same methodology previously utilized in the determination of the GFC for the entire City municipal sewer system in 2007.

This analysis utilizes asset information about the Shorecrest sewer system provided by the City and a study by the engineering consulting firm of Parametrix.

The Revised Code of Washington (RCW) addresses some aspects of how a GFC should be determined. However, GFCs are determined primarily based on practices that have been upheld by State courts and are consistent with industry standards (e.g. American Water Works Association). RCW 35.92.025, which authorizes cities and towns to charge for connecting to a water, wastewater, or stormwater system, requires that the charge be an equitable share of the cost of the existing system and may include up to ten years of interest charges at a rate commensurate with the rate of interest applicable to the City at the time of construction. RCW 57.08.005, which address connection charges for special purpose districts, also specifically allows districts to charge a pro rata share of the cost of future facilities planned in the next ten years. An opinion provided by Foster, Pepper, and Shefelman, PLLC concluded that cities might also include costs of future facilities intended to serve growth.

Under RCW 57.08.005, special districts are not allowed to include costs associated with facilities that are funded from grants or donations. In 1999, the Washington State Supreme Court ruled in the case

Landmark Development, Inc. versus the City of Roy that there was no implied statutory requirement that a city include an offset for grants or donations when calculating water connection charges. Therefore, this analysis includes the costs of all existing facilities that will benefit future customers, regardless of how these assets were funded.

**GFC CALCULATION**

The Shorecrest septic system has a capacity to serve 20 single family residences and all of the existing communal components are in good working order and will therefore provide benefit to both the existing 15 customers as well as an additional 5. The community system consists of the following components: 700 feet of 8” pipe and 3 manholes, a lift station and storage tank, and 1,700 feet of drain field PVC piping. The existing community system was constructed in 1983 without utilization of debt. The City was unable to obtain original construction cost data for the system in 1983 so an alternative method was used to estimate the original system cost. The City provided estimated costs to replace each of the existing system components as summarized in Table 1.

**TABLE 1**  
**Estimated Replacement Costs for the Shorecrest Septic System & Drain Field**

DESCRIPTION	Year Installed	Est. Replacement Cost	Useful Life
700' 8" Gravity Sewer and 3 Manholes	1983	\$ 111,400	50
Lift Station and Storage Tank	1983	\$ 50,000	25
1700' 4" PVC Force Main	1983	\$ 265,100	40
Drain Field (property not included)	1983	\$ 90,400	40
<b>Total</b>		<b>\$ 516,900</b>	

The total cost to replace the system today of \$516,900 must now be converted into 1983 dollars in order to estimate the original construction cost. This conversion is accomplished using the construction cost index (CCI) from the Engineering News Record for the Seattle area. The CCI for Jan 2011 is 8,703.51 and the CCI from Dec of 1982 is 4,490.38, or a ratio of .5159. Therefore the original cost of the system can be estimated at \$266,700 (.5159 x \$516,885).

Since there is no outstanding debt, the entire original cost of \$266,700 can be included in the GFC. As previously discussed, a GFC can also include 10 years of accumulated interest. An appropriate interest rate for use is 6.99% that is the average US Treasury Bill rate from 1983 through 1992. Based on a total original cost of \$266,700 and 6.99% annual interest, 10 years of accumulated simple interest is \$186,400. The existing facility component of the GFC can now be calculated based on the total original cost plus accumulated interest divided by the total number of connections, or \$22,650 per connection  $([\$266,700 + \$186,400] / 20 \text{ connections})$ . Although staff has compiled a preliminary list of potential

capital projects for the system the projects have not been adopted by the City and therefore to be conservative none of these potential capital costs are included in the determination. Hence the total GFC equals the existing facility component, or \$22,650.

However, after consultation with City staff it was concluded that the estimated replacement cost of \$516,700 likely overestimates the original cost to some extent. The use of the CCI method to estimate original costs using current replacement costs sometimes overestimates the original cost of construction due to factors that change over time such as safety procedures, equipment, technological changes, etc. The negative impact these changes can have on the accuracy of the method can be exacerbated when it is applied to a relatively small project (installation of a septic system) that occurs within a larger project such as the construction of a 15 house subdivision. Therefore the City elected to compensate for this possible overestimation by revising the GFC to not include 10 years of accumulated interest. As a result the recommended GFC is **\$13,300 per connection** (\$266,700/20 connections).

#### **CASH RESERVES**

The County turned the Shorecrest sewer system over to the City in 1988 at which time the City began to operate the system as well as collect monthly rates from Shorecrest customers. As discussed the City's goal is that the Shorecrest sewer system be self financing and as a result the City has elected to establish the Shorecrest operating fund with a transfer of money from the sewer general fund. Table 2 provides an estimate of how much cash would have been generated assuming net revenues after paying operating expenses were saved and invested at an average annual interest rate of 3.5%. Note that records for historical operating expenses back to 1988 are unavailable and therefore known expenses from 2006 through 2010 were used with the cost from 2006 of \$5,442 deflated for earlier years using the construction cost index (CCI) from the engineering news record. Metrics other than the CCI such as the CPI for urban wages were investigated but the CCI from ENR resulted in the maximum amount of cash reserves and was therefore the most conservative. As shown in Table 2, it is estimated that the Shorecrest sewer fund would have a total balance of approximately \$29,500 if Shorecrest revenues had been segregated beginning in 1988.

**TABLE 2**  
**Estimated Cash Reserves**

Year	No. of New Cust.	No. of Cust.	Bi-Monthly Rate	Annual Revenue	ENR Index	Est. Annual O&M Exp.	Total Est. Net Revenue	Earned Interest	Total Funds
1988	9	9	\$60.00	\$3,240	4,738.35	\$ 2,984	\$256		\$ 256
1989	1	10	\$60.00	\$3,600	4,898.01	\$ 3,085	\$515	\$ 9	\$780
1990	1	11	\$60.00	\$3,960	4,933.39	\$ 3,107	\$853	\$ 27	\$1,660
1991		11	\$60.00	\$3,960	5,120.63	\$ 3,225	\$735	\$ 58	\$2,453
1992		11	\$60.00	\$3,960	5,320.37	\$ 3,351	\$609	\$ 86	\$3,149
1993	2	13	\$66.00	\$5,148	5,630.25	\$ 3,546	\$1,602	\$ 110	\$4,861
1994		13	\$66.00	\$5,148	5,818.49	\$ 3,664	\$1,484	\$ 170	\$6,514
1995		13	\$66.00	\$5,148	5,924.09	\$ 3,731	\$1,417	\$ 228	\$8,159
1996		13	\$66.00	\$5,148	6,086.77	\$ 3,833	\$1,315	\$ 286	\$9,760
1997		13	\$48.51	\$3,784	6,639.85	\$ 4,182	-\$398	\$ 342	\$9,703
1998		13	\$48.51	\$3,784	6,957.81	\$ 4,382	-\$598	\$ 340	\$9,445
1999		13	\$50.94	\$3,973	7,137.17	\$ 4,495	-\$522	\$ 331	\$9,253
2000		13	\$50.94	\$3,973	7,368.25	\$ 4,641	-\$667	\$ 324	\$8,910
2001		13	\$50.94	\$3,973	7,335.24	\$ 4,620	-\$646	\$ 312	\$8,576
2002		13	\$53.49	\$4,172	7,561.98	\$ 4,763	-\$590	\$ 300	\$8,285
2003		13	\$53.49	\$4,172	7,866.58	\$ 4,954	-\$782	\$ 290	\$7,793
2004		13	\$81.66	\$6,369	8,165.36	\$ 5,143	\$1,227	\$ 273	\$9,293
2005		13	\$81.66	\$6,369	8,458.55	\$ 5,327	\$1,042	\$ 325	\$10,661
2006		13	\$85.74	\$6,688	8,640.58	\$ 5,442	\$1,246	\$ 373	\$12,280
2007	1	14	\$94.35	\$7,925		\$ 5,442	\$2,484	\$ 430	\$15,193
2008	1	15	\$103.77	\$9,339		\$ 5,572	\$3,767	\$ 532	\$19,492
2009		15	\$119.31	\$10,738		\$ 5,978	\$4,760	\$ 682	\$24,934
2010		15	\$137.21	\$12,349		\$ 8,673	\$3,676	\$ 873	\$29,482

**BI-MONTHLY SERVICE RATES**

Bi-monthly service rates are typically set at a level sufficient to pay for annual maintenance and operation costs as well as annual depreciation. The City retrieved recent expense data associated with the Shorecrest system and identified required operating and maintenance activities. These annual expenses are listed in Table 3. As shown under the Forecasted row in Table 3, this analysis utilizes an annual expense total of \$5,900. The forecasted amount of \$5,900 does not include the relatively large expense in 2010 to clear the entire drain field site but does include the average annual cost over 5 years for corrective work orders.

**TABLE 3**  
**Shorecrest System Annual O&M Expenses**

Year	Weekly Maintenance	6 Month Maintenance	6 Month Amp. Draws	Corrective Work Orders	Air Compressor Cost	Avg. Power	Side Mowing Drain Field	Fuel Truck/Maint.	Annual Total
2006	\$ 3,398	\$ 697	\$ 349	\$ -	\$ 150	\$ 540	\$ 137	\$ 171	\$ 5,442
2007	\$ 3,398	\$ 697	\$ 349	\$ -	\$ 150	\$ 540	\$ 137	\$ 171	\$ 5,442
2008	\$ 3,398	\$ 697	\$ 349	\$ 120	\$ 160	\$ 540	\$ 137	\$ 171	\$ 5,572
2009	\$ 3,398	\$ 697	\$ 349	\$ 525	\$ 162	\$ 540	\$ 137	\$ 171	\$ 5,978
2010	\$ 3,398	\$ 697	\$ 410	\$ 1,107	\$ 165	\$ 540	\$ 2,134	\$ 221	\$ 8,673
Forecasted	\$ 3,398	\$ 697	\$ 410	\$ 350	\$ 165	\$ 540	\$ 137	\$ 221	\$ 5,900

The City also will incur indirect or administrative costs such as management, supervision, billing, and accounting costs. By policy the City utilizes an administrative and overhead fee of 20% to cover undocumented overhead costs and therefore this analysis utilizes the same rate. The annual cost of depreciation is calculated based on the cost of existing components divided by their estimated lives as shown in Table 1. Table 4 shows the determination of a range of annual depreciation from \$6,800 to \$13,100 per year based on the original costs as well as replacement costs of the system. Depreciation as used in rate setting is properly defined as a range because if it is calculated solely based on the original cost of an asset then at the end of the useful life there will not be enough money collected to replace the asset because the asset's cost will have increased.

**TABLE 4**  
**Annual Depreciation**

DESCRIPTION	Year Installed	Est. Replacement Cost	Useful Life	Est. Original Cost	Annual Depreciation Based on Original Cost	Depreciation Based on Replacement Cost
700' 8" Gravity Sewer and 3 Manholes	1983	\$ 111,400	50	\$ 57,500	\$ 1,200	\$ 2,200
Lift Station and Storage Tank	1983	\$ 50,000	25	\$ 25,800	\$ 1,000	\$ 2,000
1700' 4" PVC Force Main	1983	\$ 265,100	40	\$136,800	\$ 3,400	\$ 6,600
Drain Field (property not included)	1983	\$ 90,400	40	\$ 46,600	\$ 1,200	\$ 2,300
<b>Total</b>		<b>\$ 516,900</b>		<b>\$266,700</b>	<b>\$ 6,800</b>	<b>\$ 13,100</b>

A Bi-monthly rate to operate and maintain the Shorecrest sewer system can now be estimated based on an annual operating cost of \$5,900, a range of depreciation from \$6,800 to \$13,100, an overhead factor of 20%, taxes (both City and State), and 17 connections. The City has elected to waive the City's 50% surcharge for sewer service outside the City due to the fact that the Shorecrest system is self contained and therefore Shorecrest customers receive no benefit from the municipal sewer system. There are currently 15 active connections but this analysis assumes that 2 additional connections will soon become active. The resulting bi-monthly rates range from \$163 to \$243 per month per connection as shown in Table 5. Based on the City's current sewer rate schedule, Shorecrest customers will be charged a total bi-monthly rate of \$192.30 per bi-month (including taxes) beginning in 2012. Based on this the City has determined that the minimum bi-monthly rate to be considered for Shorecrest in 2012 must be at least \$192.30. Therefore the range of rates to be considered for Shorecrest customers beginning in 2012 is **\$192.30 to 243.40 per bi-month**.

**TABLE 5**  
**BI-Monthly Rate Range for Shorecrest with 17 Customers**

	O&M	Depreciation	SubTotal	Bi-Monthly Rate for	Admin Fee (20%)	SubTotal	State Sewer Tax	City Utility Tax	Total Bi-Monthly Rate
Monthly Rate with Depreciation using original costs	\$ 5,900	\$ 6,800	\$ 12,700	\$ 124.51	\$ 24.90	\$ 149.41	\$ 5.76	\$ 7.47	\$ 162.70
Monthly Rate with Depreciation using replacement costs	\$ 5,900	\$ 13,100	\$ 19,000	\$ 186.27	\$ 37.25	\$ 223.53	\$ 8.61	\$ 11.18	\$ 243.40

Please note that as shown in Table 5 the subtotal rates shown of \$149.41 and \$223.53 for 2 months are twice the rates specified in the original memo of \$75 to \$112 per month (minor differences are due to the effect of rounding).

**CASH FLOW FORECAST**

The most difficult aspect of maintaining self financing in the Shorecrest system is the ability of such a small system to finance large repairs and improvements. City staff has reviewed the system and has developed a list of potential capital improvements that the system may have to fund in the future. Table 6 lists potential capital improvements and their costs for the Shorecrest system.

**TABLE 6**  
**Shorecrest Capital Improvements**

Capital Improvements	Cost
Pumps & Controls	\$ 35,000
lining of Settling Tanks	\$ 25,000
Coating of Man Holes	\$ 24,000
Easement Verification	\$ 8,000
<b>Total</b>	<b>\$ 92,000</b>

The most expensive future improvement would occur if the Shorecrest system is ever required to be connected to the municipal sewer system. Staff has reviewed this eventuality and estimated the current cost for this improvement at almost \$1.9 M. However, unlikely this eventuality is, it illustrates the vulnerability of the Shorecrest system and the need to establish a healthy cash reserve fund for future repairs and improvements. As with the City municipal system, the City will look towards best available technologies and practices in order to operate the Shorecrest system with minimal cost to the customers.

Tables 7 and 8 provide forecasted cash flows for the Shorecrest sewer fund assuming the lowest and highest recommended rates are utilized. As shown in the tables, the Shorecrest fund should be capable of financing the list of capital improvements in Table 6 while providing adequate reserves for contingencies. Note that as shown in Tables 7 and 8, the 20% administrative charge is an expense and

will be paid to the general sewer fund. Also note that both monthly rates as well as expenses are increased to reflect 2.5% annual inflation.

**TABLE 7**  
**Forecast of Shorecrest Sewer Fund Cash Flows with Minimum Rate of \$192.30/2-month in 2012**  
**(Values are adjusted for 2.5% annual inflation)**

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Bi-Monthly Rate (assumes an annual 2.5% cost of living increase)	\$ 192.30	\$ 197.11	\$ 202.04	\$ 207.09	\$ 212.26	\$ 217.57	\$ 223.01	\$ 228.58	\$ 234.30	\$ 240.16
<b>Cash generated over next 10 years with 17 Connections</b>										
Initial Transfer from Sewer General Fund	\$ 29,500									
Annual revenue from Bi-Monthly Rates	\$ 19,610	\$ 20,100	\$ 20,610	\$ 21,120	\$ 21,650	\$ 22,190	\$ 22,750	\$ 23,320	\$ 23,900	\$ 24,500
Less O&M Cost	\$ (5,900)	\$ (6,050)	\$ (6,200)	\$ (6,360)	\$ (6,520)	\$ (6,680)	\$ (6,850)	\$ (7,020)	\$ (7,200)	\$ (7,380)
Less 20% Overhead	\$ (3,000)	\$ (3,080)	\$ (3,160)	\$ (3,230)	\$ (3,320)	\$ (3,400)	\$ (3,480)	\$ (3,570)	\$ (3,660)	\$ (3,750)
Less State & City Taxes	\$ (1,590)	\$ (1,630)	\$ (1,680)	\$ (1,720)	\$ (1,760)	\$ (1,800)	\$ (1,850)	\$ (1,900)	\$ (1,940)	\$ (1,990)
Total Reserve funds available at end of year	\$ 38,620	\$ 9,340	\$ 9,570	\$ 9,810	\$ 10,050	\$ 10,310	\$ 10,570	\$ 10,830	\$ 11,100	\$ 11,380
<b>Total Reserve Fund Balance (w/o earned interest)</b>	<b>\$ 38,620</b>	<b>\$ 47,960</b>	<b>\$ 57,530</b>	<b>\$ 67,340</b>	<b>\$ 77,390</b>	<b>\$ 87,700</b>	<b>\$ 98,270</b>	<b>\$109,100</b>	<b>\$120,200</b>	<b>\$131,580</b>

**TABLE 8**  
**Forecast of Shorecrest Sewer Fund Cash Flows with Maximum Rate of \$243.40/2-month in 2012**  
**(Values are adjusted for 2.5% annual inflation)**

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Bi-Monthly Rate (assumes an annual 2.5% cost of living increase)	\$ 243.40	\$ 249.49	\$ 255.72	\$ 262.12	\$ 268.67	\$ 275.38	\$ 282.27	\$ 289.33	\$ 296.56	\$ 303.97
<b>Cash generated over next 10 years with 17 Connections</b>										
Initial Transfer from Sewer General Fund	\$ 29,500									
Annual revenue from Bi-Monthly Rates	\$ 24,830	\$ 25,450	\$ 26,080	\$ 26,740	\$ 27,400	\$ 28,090	\$ 28,790	\$ 29,510	\$ 30,250	\$ 31,010
Less O&M Cost	\$ (5,900)	\$ (6,050)	\$ (6,200)	\$ (6,360)	\$ (6,520)	\$ (6,680)	\$ (6,850)	\$ (7,020)	\$ (7,200)	\$ (7,380)
Less 20% Overhead	\$ (3,800)	\$ (3,900)	\$ (3,990)	\$ (4,090)	\$ (4,190)	\$ (4,300)	\$ (4,410)	\$ (4,520)	\$ (4,630)	\$ (4,750)
Less State & City Taxes	\$ (2,020)	\$ (2,070)	\$ (2,120)	\$ (2,170)	\$ (2,230)	\$ (2,280)	\$ (2,340)	\$ (2,400)	\$ (2,460)	\$ (2,520)
Total Reserve funds available at end of year	\$ 44,630	\$ 15,500	\$ 15,890	\$ 16,290	\$ 16,690	\$ 17,110	\$ 17,530	\$ 17,970	\$ 18,420	\$ 18,880
<b>Total Reserve Fund Balance (w/o earned interest)</b>	<b>\$ 44,630</b>	<b>\$ 60,130</b>	<b>\$ 76,020</b>	<b>\$ 92,310</b>	<b>\$109,000</b>	<b>\$126,110</b>	<b>\$143,640</b>	<b>\$161,610</b>	<b>\$180,030</b>	<b>\$198,910</b>

As indicated in Tables 7 and 8, if rates are properly set the Shorecrest sewer fund will slowly build reserves over time. These reserves are solely earmarked for the capital needs of the Shorecrest system.

Also note that all cash flows in Tables 7 and 8 reflect the impact of 2.5% annual inflation. However, even though total cash flows into reserves increase each year as a result of the impact of 2.5% inflation being applied to both rates as well as expenses, this increased reserve funding is appropriate because annual depreciation will also increase each year as inflation impacts capital replacement costs.

Tables 7 & 8 do not include any revenue from connections associated with the remaining 5 ERUs of available capacity. While it is expected that two new connections will be utilized in the near future both of these connections were previously vested and are therefore not eligible to be charged the new GFC proposed in this analysis. There is no time frame associated with the remaining 3 ERUs of capacity and therefore no new GFC revenue is forecasted over the next ten years.

Lastly, as indicated the City should annually adjust the Shorecrest rate for inflation and should further review the basic rate after several years of additional operating and maintenance costs are available.





**Business of the City Council**  
**City of Gig Harbor, WA**

**Subject:** Public Hearing and First Reading of Ordinance – Downtown Parking Amendments (PL-ZONE-12-0001)

**Proposed Council Action:** Hold public hearing and review ordinance and recommendations

**Dept. Origin:** Planning

**Prepared by:** Jennifer Kester, Senior Planner *JK*

**For Agenda of:** February 13, 2012

**Exhibits:** Draft Ordinance, Planning Commission Recommendation and Meeting Minutes, ORD 1208

Initial & Date

**Concurred by Mayor:** CLH 2/8/12  
**Approved by City Administrator:** POK  
**Approved as to form by City Atty:** by email  
**Approved by Finance Director:** N/A  
**Approved by Department Head:** JD 2/8/12

Expenditure Required	N/A	Amount Budgeted	N/A	Appropriation Required	N/A
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**INFORMATION / BACKGROUND**

On May 23, 2011, the City Council passed an interim ordinance (ORD 1208) which allowed existing buildings in the Downtown Business District to change use without having to provide additional parking, regardless of the use. This allowed the Council to address some parking issues in the downtown prior to the busy summer season and allow the C-1 retail building size amendment to be reviewed by the Planning Commission earlier than planned.

As part of the interim ordinance, the Council directed the Planning Commission to review the interim amendments in the fall of 2011 and to make a recommendation on whether said amendments, or some modification thereof, should be permanently adopted. The Gig Harbor Planning Commission was required to complete its review, conduct a public hearing, and forward its recommendation to the Gig Harbor City Council by January 19, 2012. The interim amendments will remain in effect until June 6th.

Furthermore, as part of the review of the interim parking ordinance for DB, the Mayor and Council directed the Planning Commission to look at off-street parking availability regulations in the view basin, primarily commercial zones in the view basin.

In the fall of 2012, the Commission explored changes to the parking regulations for private properties in the downtown commercial areas so that parking regulations are not a barrier to economic development. The Commission sought to balance the need for economic development downtown with the need to maintain the character and quality of life of Gig Harbor and its residents. The Commission hoped to develop regulations which would allow

the downtown to continue to grow and evolve while limiting impacts to residents thereby promoting responsible development.

The Planning Commission held work study sessions on October 6<sup>th</sup>, October 20<sup>th</sup>, and November 17<sup>th</sup>, 2011. The Planning Commission held an open house on November 3<sup>rd</sup>, 2011 to seek opinions, ideas and experiences from business owners, property owners and interested citizens to help shape the regulations. There were over persons 30 in attendance.

A public hearing was held on December 1<sup>st</sup>, 2011 after which the Planning Commission held a work study session and unanimously recommended approval of the following amendments:

1. Expand and make permanent the interim ordinance which allows existing buildings to change uses without triggering additional parking requirements provided the shell of the existing building is maintained. Under the proposed change, this provision would apply to all buildings existing in the Downtown Business (DB), Waterfront Commercial (WC), Waterfront Millville (WM), General Business (B-2), Commercial (C-1) and Residential Business (RB-1) districts abutting Harborview Drive and North Harborview Drive and within the View Basin Neighborhood Design Area. (GHMC 17.72.075)
2. Allow for off-street/off-site parking lots up to 500 feet away from a business. Current regulations limit the distance to 100 feet. (GHMC 17.72.020(B))
3. Expand the provisions which allow joint use of parking spaces in the Downtown Business (DB) and Waterfront Commercial (WC) district to the Waterfront Millville (WM), General Business (B-2), Commercial (C-1) and Residential Business (RB-1) districts abutting Harborview Drive and North Harborview Drive and within the View Basin Neighborhood Design Area. Required parking spaces could be shared between several different uses provided those uses include both daytime and nighttime peak uses. (GHMC 17.72.060)

The Planning Commission also made two additional requests as part of their recommendation, which are not amendments included in the attached ordinance:

4. As part of its recommendation, the Planning Commission is asking planning staff to incorporate changes to the Shoreline Master Program to allow marina owners to lease parking spaces to the employees of downtown businesses without requiring additional parking stalls be built or allocated. Planning staff is currently working on this.
5. As part of the Planning Commission's review of downtown parking, the Commission discussed the possibility of extending the provisions of 17.72.075, to the entire city. This would allow any building in the city to change uses without requiring additional parking. The Commission did not want to look into that possibility further until the Council directed them to do so. Therefore, the Commission requests the Council consider adding to the Planning Commission work program the potential expansion of the new provisions of 17.72.075 to the entire city.

#### **APPLICABLE CODES AND POLICIES:**

Zoning text amendments are addressed in Chapter 17.100 of the Gig Harbor Municipal Code. The general criteria for approval of a zoning text amendment are whether the proposed amendment furthers the public health, safety and welfare, and whether the proposed amendment is consistent with the Gig Harbor Municipal Code, the Comprehensive Plan and the Growth Management Act (chapter 36.70A RCW). Zoning text amendments are

considered a Type V legislative action (GHMC 19.01.003). The Planning Commission is required to hold a public hearing and make recommendation to the City Council on such amendments (GHMC 19.01.005).

**Comprehensive Plan:**

The City's Comprehensive Plan includes the following policies which support the amendments:

**3.2.3. Limit asphalt areas.** *Allow and encourage shared parking between developments.*

**3.16.4. Minimize asphalt coverage along waterfront.** *Standard parking requirements have prompted removal of structures characteristic of Gig Harbor's historical development and have encouraged bleak expanses of asphalt along the waterfront. To counter this trend consideration should be given to: (a) Revised parking standards for waterfront districts.*

**3.17.1. Encourage retention and adaptive reuse of older buildings with the following types of incentives:** *(a) Zoning incentives, e.g., setback and height standards which allow for restoration/renovation or expansion of existing structures.*

**3.20.2. Develop downtown parking standards.** *Standards should address downtown parking needs while avoiding asphalt encroachment into historic business areas.*

**6.2.2. Property revitalization** *Assist with special planning and development efforts to reuse older buildings, redevelop vacant properties, and revitalize older commercial and business districts within the city. Help structure local marketing efforts, physical improvements programs, parking and building improvements and special management organizations.*

**FISCAL CONSIDERATION**

None

**SEPA DETERMINATION**

The SEPA Responsible Official issued a Determination of Non-Significance (DNS) on January 19, 2012 for this non-project GMA action as per WAC 197-11-340(2).

**BOARD OR COMMITTEE RECOMMENDATION**

On December 1<sup>st</sup>, 2011, the Planning Commission recommended approval of the amendments. Their written recommendation is enclosed.

**RECOMMENDATION / MOTION**

Hold public hearing and review ordinance and recommendations

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO ZONING; AMENDING THE OFF-STREET PARKING REGULATIONS TO ALLOW FOR OFF-SITE PARKING LOTS UP TO 500 FEET AWAY FROM THE BUSINESS THE LOT IS SERVING; AMENDING THE OFF-STREET PARKING REGULATIONS FOR THE DOWNTOWN BUSINESS (DB), WATERFRONT COMMERCIAL (WC), WATERFRONT MILLVILLE (WM), GENERAL BUSINESS (B-2), COMMERCIAL (C-1) AND RESIDENTIAL AND BUSINESS (RB-1) DISTRICTS ABUTTING HARBORVIEW DRIVE AND NORTH HARBORVIEW DRIVE AND WITHIN THE VIEW BASIN NEIGHBORHOOD DESIGN AREA TO ALLOW THE USE OF AN EXISTING BUILDING TO CHANGE WITHOUT THE REQUIREMENT TO PROVIDE ADDITIONAL OFF-STREET PARKING SPACES AND TO ALLOW JOINT USE OF PARKING SPACES BETWEEN TWO USES WHICH HAVE DIFFERENT PEAK PERIODS OF USE; REPEALING SECTION 17.72.070; AMENDING SECTIONS 17.72.020, 17.72.060 AND 17.72.075 OF THE GIG HARBOR MUNICIPAL CODE; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

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WHEREAS, on May 23, 2011, the City of Gig Harbor City Council passed an interim ordinance (ORD 1208) which allowed existing buildings in the Downtown Business District to change use without having to provide additional parking, regardless of the use; and

WHEREAS, the Council developed a work plan for the interim amendments, directing the Gig Harbor Planning Commission to review the interim amendment in the fall of 2011 and provide a recommendation to the Council by January 19, 2011; and

WHEREAS, the Council also directed the Planning Commission to look at off-street parking availability regulations in the view basin, primarily commercial zones in the view basin; and

WHEREAS, the Planning Commission held work study sessions on the interim zoning regulations and proposed downtown parking regulation amendments on October 6<sup>th</sup>, October 20<sup>th</sup> and November 17<sup>th</sup>, 2011; and

WHEREAS, the Planning Commission held an open house on November 3<sup>rd</sup>, 2011 to seek opinions, ideas and experiences from business owners, property owners and interested citizens to help shape the parking regulations; and

WHEREAS, the Planning Commission held a public hearing on the interim zoning regulations and proposed downtown parking regulation amendments on December 1st, 2011 and after the public hearing recommended the Council approve permanent amendments to the parking regulations downtown; and

WHEREAS, the Council finds that the proposed changes to the parking regulations for private properties in the downtown commercial areas will help remove barriers to economic development; and

WHEREAS, the Council finds that the proposed amendments balance the need for economic development downtown with the need to maintain the character and quality of life of Gig Harbor and its residents; and

WHEREAS, the Council finds that the proposed amendments will allow the downtown to continue to grow and evolve while limiting impacts to residents; and

WHEREAS, the proposed text amendments are consistent with the following goals and policies in the Comprehensive Plan:

**3.2.3. Limit asphalt areas.** *Allow and encourage shared parking between developments.*

**3.16.4. Minimize asphalt coverage along waterfront.** *Standard parking requirements have prompted removal of structures characteristic of Gig Harbor's historical development and have encouraged bleak expanses of asphalt along the waterfront. To counter this trend consideration should be given to: (a) Revised parking standards for waterfront districts.*

**3.17.1. Encourage retention and adaptive reuse of older buildings with the following types of incentives:** *(a) Zoning incentives, e.g., setback and height standards which allow for restoration/renovation or expansion of existing structures.*

**3.20.2. Develop downtown parking standards.** *Standards should address downtown parking needs while avoiding asphalt encroachment into historic business areas.*

**6.2.2. Property revitalization** *Assist with special planning and development efforts to reuse older buildings, redevelop vacant properties, and revitalize older commercial and business districts within the city. Help structure local marketing efforts, physical improvements programs, parking and building improvements and special management organizations; and*

WHEREAS, the proposed development regulations amendments were forwarded to the Washington State Department of Commerce on December 13, 2011, pursuant to RCW 36.70A.106, and were granted expedited review on January 9, 2012; and

WHEREAS, the City's SEPA Responsible Official issued a Determination of Nonsignificance (DNS) for this Ordinance on January 19, 2012; and

WHEREAS, the Gig Harbor City Council considered the Ordinance at first reading and public hearing on \_\_\_\_\_; and

WHEREAS, on \_\_\_\_\_, the City Council held a second reading during a regular City Council meeting; Now, therefore,

THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. Subsection 17.72.020(B) in the Off-Street Parking and Loading Requirements chapter of the Gig Harbor Municipal Code is hereby amended, to read as follows:

**17.72.020 Off-street parking design standards.**

\* \* \*

B. Off-street parking requirements shall be met on the same lot as the building served by the off-street parking or on a lot that is within ~~400~~ 500 feet of the building or facility served by the off-street parking and is specially reserved for the service of such building. Notwithstanding the above, off-street parking facilities for independent and separate buildings and uses may be provided collectively on a common lot if these facilities are not less than the total requirements of the independent and separate uses, and if all other requirements are met.

\* \* \*

Section 2. Section 17.72.060 in the Off-Street Parking and Loading Requirements chapter of the Gig Harbor Municipal Code is hereby amended, to read as follows:

**17.72.060 Joint use of required parking spaces for the Downtown Business (DB), and the Waterfront Commercial (WC) districts Waterfront Millville (WM), General Business (B-2), Commercial (C-1) and Residential and Business (RB-1) districts abutting Harborview Drive and North Harborview Drive and within the View Basin Neighborhood Design Area**

A. One parking area may contain required spaces for several different uses. Except as otherwise provided in this chapter, the required space assigned to one use may not be credited to any other use which will require parking space simultaneously.

B. To the extent that developments that wish to ~~make joint use of the same parking spaces operate at different times, the spaces may be~~

credited to both uses share required spaces for two different uses, the spaces may be assigned to both uses provided one of the uses is a daytime peak use and the other is a nighttime peak use as defined below.

1. For the purposes of this section, the following uses may be considered daytime uses: government administrative office; financial institutions; professional services; retail stores (sales level 1); industrial level 1 uses; restaurants that the planning director determines have principal operating hours during the day; and similar primarily daytime uses as determined by the planning director.

2. For the purposes of this section, the following uses may be considered nighttime uses: house of religious worship; clubs; commercial entertainment; restaurants that the planning director determines have principal operating hours during the night; taverns; and similar primarily nighttime uses as determined by the planning director.

3. Some uses are a daytime and nighttime peak user. These uses are not eligible for sharing of required parking spaces.

C. Joint use of parking as specified under this chapter section shall be by written agreement between the developments using the parking facilities. The agreement shall be subject to the approval of the city. Said agreement shall be filed with the Pierce County auditor as a covenant running with the land and is deemed binding between the assenting parties. The parking agreement shall have a minimum term of five years and shall specifically provide that the party whose parking will be eliminated or reduced (the "affected party") by the agreement's termination shall notify the city at least six months prior to such termination. The affected party shall secure off-street parking sufficient to meet the code-required parking for the use.

Section 3. Section 17.72.070 in the Off-Street Parking and Loading Requirements chapter of the Gig Harbor Municipal Code is hereby repealed.

Section 4. Section 17.72.075 in the Off-Street Parking and Loading Requirements chapter of the Gig Harbor Municipal Code is hereby amended, to read as follows:

**17.72.075 Special provisions for existing buildings in the Downtown Business (DB) districts, Waterfront Commercial (WC), Waterfront Millville (WM), General Business (B-2), Commercial (C-1) and Residential and Business (RB-1) districts abutting Harborview Drive and North Harborview Drive and within the View Basin Neighborhood Design Area.**

Notwithstanding any other provisions of this chapter, the use of an existing building existing as of January 1, 2012, or a building for which the first certificate of occupancy has been issued at least three years previously, may change without the requirement to provide additional off-street parking spaces; provided, that any existing off-street parking spaces allocated to the existing building are not removed or reduced. The existing

building may be expanded or reconstructed; provided, that the number of off-street parking spaces for that expansion or reconstruction are provided consistent with GHMC 17.72.030 and all other applicable requirements of the Gig Harbor Municipal Code.

Section 5. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 6. Effective Date. This Ordinance shall take effect and be in full force five (5) days after passage and publication of an approved summary consisting of the title.

PASSED by the Council and approved by the Mayor of the City of Gig Harbor, this \_\_\_ day of \_\_\_\_\_, 2012.

CITY OF GIG HARBOR

\_\_\_\_\_  
Mayor Charles L. Hunter

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Molly M. Towslee, City Clerk

APPROVED AS TO FORM:  
Office of the City Attorney

\_\_\_\_\_  
Angela S. Belbeck

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO:





COMMUNITY DEVELOPMENT DEPARTMENT

## NOTICE OF RECOMMENDATION

### CITY OF GIG HARBOR PLANNING COMMISSION PL-ZONE-12-0001

**TO:** Mayor Hunter and Members of the Council  
**FROM:** Harris Atkins, Chair, Planning Commission  
**RE:** PL-ZONE-12-0001 – Downtown Parking Amendments

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#### **Application:**

This application was initiated by the City of Gig Harbor in order to provide flexibility in the location of off-street parking spaces within the City's downtown area.

#### **Planning Commission Review:**

The Planning Commission held work study sessions on October 6<sup>th</sup>, October 20<sup>th</sup>, and November 17<sup>th</sup>, 2011. The Planning Commission held an open house on November 3<sup>rd</sup>, 2011 to seek opinions, ideas and experiences from business owners, property owners and interested citizens to help shape the regulations. There were over persons 30 in attendance.

A public hearing was held on December 1<sup>st</sup>, 2011 after which the Planning Commission held a work study session and unanimously recommended **APPROVAL** of the amendments contained at the end of this notice. The Planning Commission made two additional requests as part of their recommendation which are not direct text amendments included in this notice. Those two requests are at the end of the document.

#### **Findings of Fact:**

The Planning Commission makes the following findings of fact in relation to their recommendation of approval:

1. The City's Comprehensive Plan includes the following policies which support the amendments:

**3.2.3. Limit asphalt areas.** *Allow and encourage shared parking between developments.*

**3.16.4. Minimize asphalt coverage along waterfront.** *Standard parking requirements have prompted removal of structures characteristic of Gig Harbor's historical development and have encouraged bleak expanses of asphalt along the waterfront. To*

counter this trend consideration should be given to: (a) Revised parking standards for waterfront districts.

**3.17.1. Encourage retention and adaptive reuse of older buildings with the following types of incentives:** (a) Zoning incentives, e.g., setback and height standards which allow for restoration/renovation or expansion of existing structures.

**3.20.2. Develop downtown parking standards.** Standards should address downtown parking needs while avoiding asphalt encroachment into historic business areas.

**6.2.2. Property revitalization** Assist with special planning and development efforts to reuse older buildings, redevelop vacant properties, and revitalize older commercial and business districts within the city. Help structure local marketing efforts, physical improvements programs, parking and building improvements and special management organizations.

2. The Planning Commission finds that the proposed changes to the parking regulations for private properties in the downtown commercial areas will help remove barriers to economic development.
3. The Planning Commission finds that the proposed amendments balance the need for economic development downtown with the need to maintain the character and quality of life of Gig Harbor and its residents.
4. The Commission finds that the proposed amendments will allow the downtown to continue to grow and evolve while limiting impacts to residents.

Harris Atkins, Chair  
Planning Commission



Date 2/2/2012

**Proposed Amendments to Chapter 17.72 Off-Street Parking and Loading Requirements for the Downtown**

**17.72.020 Off-street parking design standards.**

\* \* \*

B. Off-street parking requirements shall be met on the same lot as the building served by the off-street parking or on a lot that is within 100 500 feet of the building or facility served by the off-street parking and is specially reserved for the service of such building. Notwithstanding the above, off-street parking facilities for independent and separate buildings and uses may be provided collectively on a common lot if these facilities are not less than the total requirements of the independent and separate uses, and if all other requirements are met.

\* \* \*

**17.72.060 Joint use of required parking spaces for the downtown business (DB), and the waterfront commercial (WC) districts Waterfront Millville (WM), General Business (B-2), Commercial (C-1) and Residential and Business (RB-1) districts abutting Harborview Drive and North Harborview Drive and within the View Basin Neighborhood Design Area**

A. One parking area may contain required spaces for several different uses. Except as otherwise provided in this chapter, the required space assigned to one use may not be credited to any other use which will require parking space simultaneously.

B. To the extent that developments that wish to make joint use of the same parking spaces operate at different times share required spaces for two different uses, the spaces may be assigned to both uses provided one of the uses is a daytime peak use and the other is a nighttime peak use as defined below.

1. For the purposes of this section, the following uses may be considered daytime uses: government administrative office, financial institutions, professional services, retail stores (sales level 1); industrial level 1 uses; restaurants that the planning director determines have principal operating hours during the day; and similar primarily daytime uses as determined by the planning director.

2. For the purposes of this section, the following uses may be considered nighttime uses: house of religious worship; clubs; commercial entertainment; restaurants that the planning director determines have principal operating hours during the night; taverns; and similar primarily nighttime uses as determined by the planning director.

3. All uses do not have to be categorized as a daytime or nighttime peak use. Sharing of required parking spaces is not allowed between uses that experience peak levels during both the daytime and nighttime.

C. Joint use of parking as specified under this chapter section shall be by written agreement between the developments using the parking facilities. The agreement shall be subject to the approval of the city. Said agreement shall be filed with the Pierce County auditor as a covenant running with the land and is deemed binding between the assenting parties. The parking agreement shall have a minimum term of five years and shall specifically provide that the party whose parking will be eliminated or reduced (the "affected party") by the agreement's termination shall notify the city at least six months prior to such termination. The affected party shall secure off-street parking sufficient to meet the code-required parking for the use.

**17.72.070 Special provisions for lots with existing buildings in the downtown business district.**

Notwithstanding any other provisions of this chapter, whenever (1) there exists a lot with one or more structures on the effective date of the ordinance codified in this section, and (2) a change in use does not involve any enlargement of a structure proposed for such lot, and (3) the parking requirements of this chapter as applicable under the proposed changes cannot be satisfied on such lot because there is insufficient area available on the lot that can practicably be used for parking, the parking standards for this chapter may be reduced if parking is practicably available within 200 feet of the site, either as public parking and/or joint-use parking on private property.

**17.72.075 Special provisions for existing buildings in the Downtown Business (DB) districts, Waterfront Commercial (WC), Waterfront Millville (WM), General Business (B-2), Commercial (C-1) and Residential and Business (RB-1) districts abutting Harborview Drive and North Harborview Drive and within the View Basin Neighborhood Design Area.**

Notwithstanding any other provisions of this chapter, the use of an existing building existing as of January 1, 2012, or a building for which the first certificate of occupancy had been issued at least 3 yrs previously, may change without the requirement to provide additional off-street parking spaces; provided, that any existing off-street parking spaces allocated to the existing building are not removed or reduced. The existing building may be expanded or reconstructed;

provided, that the number of off-street parking spaces for that expansion or reconstruction are provided consistent with GHMC 17.72.030 and all other applicable requirements of the Gig Harbor Municipal Code.

**Proposed Changes to be considered in the Shoreline Master Program**

As part of its recommendation, the Planning Commission is asking planning staff to incorporate changes to the Shoreline Master Program to allow marina owners to lease parking spaces to the employees of downtown businesses without requiring additional parking stalls be built or allocated.

**Request for Additional Planning Commission Review**

As part of the Planning Commission's review of downtown parking, the Commission discussed the possibility of extending the provisions of 17.72.075, to the entire city. This would allow any building in the city to change uses without requiring additional parking. The Commission did not want to look into that possibility further until the Council directed them to do so. Therefore, the Commission requests the Council consider adding to the Planning Commission work program the potential expansion of the new provisions of 17.72.075 to the entire city.

**City of Gig Harbor Planning Commission  
Work Study Session  
Planning and Building Conference Room  
October 6, 2011  
5:00 pm**

**PRESENT:** Harris Atkins, Craig Baldwin, Bill Coughlin, Jill Guernsey and Reid Ekberg. Jim Pasin and Michael Fisher were absent.

**STAFF PRESENT:** Staff: Jennifer Kester, Tom Dolan and Dennis Troy

**CALL TO ORDER:** at 5:00

Planning Director Tom Dolan introduced new Associate Planner Dennis Troy.

**APPROVAL OF MINUTES:**

The chair asked if there were any changes to the August 18<sup>th</sup> or September 1<sup>st</sup> minutes.

**MOTION:** Move to adopt the minutes of August 18th, 2011 as written.  
Coughlin/Ekberg – Motion carried

**MOTION:** Move to adopt the minutes of September 1<sup>st</sup>, 2011 as written.  
Coughlin/Ekberg – Motion carried.

**1. Zoning Code Text Amendments** – Discussion on text amendment process issues.

Discussion was held and it was decided to defer further discussion on this item until December when all commissioners will be present.

Commissioner Jill Guernsey arrived.

Senior Planner Jennifer Kester asked if the commissioners would rather discuss schedule or move on to agenda items 2 and 3. Chairman Atkins suggested that they discuss the agenda items in order to determine their impact on the schedule. Everyone agreed.

**2. Interim Parking Provisions for Existing Buildings in the DB zoning district -**

To review the adopted interim ordinance that added special parking provisions for existing buildings in the downtown business (DB) district. As required by the adopting ordinance, by January 19, 2012 the Planning Commission must review the interim amendment, conduct a public hearing and make a recommendation on whether the amendment, or some modification thereof, should be permanently adopted.

Senior Planner Jennifer Kester stated that the City Council passed an interim ordinance

in May that is good for one year. She went over the allowances in the interim ordinance, stating that it was intended to be an incentive for a change of use in existing buildings. Mr. Atkins asked if this was initiated by a downtown business organization and Mr. Dolan stated that perhaps in a general sense it was, as they had asked for some help. Ms. Kester noted that the provision is only if you keep the building exactly as is. She then went over the reasons for it being only applied in the DB and noted that the Planning Commission could consider other zones within the view basin or just parcels abutting Harborview and North Harborview Drive. Ms. Guernsey asked what the response has been and Ms. Kester noted that the downtown businesses were appreciative but no one has taken advantage of it to date. Ms. Kester also pointed out that the ordinance allowing for street parking within 200 feet had not been repealed since this was only an interim ordinance but if the Planning Commission wanted to make it permanent, that ordinance would have to be repealed. She then showed the commission on the zoning map where the DB zone was located. Additionally she went over the proposed design of the area around Donkey Creek Park. Mr. Coughlin asked if any parking studies had been done and Ms. Kester said that the Downtown Historic Waterfront Association had done some studies. Mr. Atkins asked about ways to provide some kind of threshold to prevent a situation similar to what happens on 6<sup>th</sup> Avenue in Tacoma where parking problems extend into the residential areas. Discussion followed on possible ways to provide a threshold. Further discussion was held on the need for a stakeholders meeting in addition to a public hearing. Ms. Kester said that she would provide the parking study conducted by the Downtown Waterfront Association. Discussion followed on ways to communicate where public parking is located. Mr. Atkins asked if anyone had any issues with the proposed ordinance and the commission expressed that they didn't have any issues. Ms. Guernsey asked about what the stakeholders meeting would be and expressed concern with not including the residences. She suggested holding a different type of meeting so that we could have a discussion with all sides. Mr. Atkins stated that his concern was the viability and whether anyone would utilize it. Ms. Kester stated that she could remember at least three businesses that wanted to locate in the downtown and their problem was parking. Everyone agreed that something more like a workshop or open house may be more appropriate.

**3. Parking Provisions in the View Basin** - The City Council has asked that in the fall of 2011, the Planning Commission review the existing parking provisions for the commercial zones in the view basin and make recommendations for changes if appropriate.

Ms. Kester went over some of the parking regulations that the Planning Commission might consider changing. Discussion was held on the pros and cons of increasing the radius allowed for shared parking.

Discussion was then held on joint use parking lots. Ms. Kester noted that the code did provide for joint use parking between DB and WC as long as the uses were occurring at

different times. Different scenarios were discussed and how joint parking would work in those situations.

The next idea discussed was property owners paying a fee if they cannot provide parking on their site in order to fund a public parking lot or additional street parking. Mr. Atkins stated that he didn't feel that the citizens should pay for businesses that can't provide parking.

First floor retail incentives were discussed next.

Discussion was held on the open house and soliciting ideas from the local business and resident groups. Ms. Kester then went over the proposed schedule. She noted that the City Council asked that the Planning Commission fit in a proposal to allow private schools to apply for performance based height exceptions that may need 3 meetings. She stated that this and the parking should be completed in December in order to meet the timelines for the medical marijuana ordinance. Mr. Atkins asked about whether the open house and public hearing should be held on the same day and it was decided they should be held on different days in order to include everyone's ideas. It was decided to hold the open house on November 3<sup>rd</sup> from 4:00 to 6:00 and have a meeting on October 20<sup>th</sup> to discuss the performance based height exception. Mr. Atkins suggested that they have a public hearing on the performance based height exception after the open house on November 3<sup>rd</sup>. November 17<sup>th</sup> would be a work study to finalize the text and then hold a public hearing on December 1<sup>st</sup> for downtown parking. Ms. Kester then went over who could attend each of the meetings.

Mr. Dolan gave a summary of the Shoreline Master Program meeting with the City Council. He went over the Department of Ecology's comments and noted that the City Council did not have any major comments. He expressed the council's appreciation for the work the commission had done. He noted that staff would be modifying the draft to reflect the Department of Ecology requests and take that to public hearing to allow interested parties to comment. He stated that then the City Council will hold their own hearing and that that will be held after the first of the year.

Ms. Kester then went over the Mayor's Next Steps for the downtown vision. Mr. Coughlin expressed his desire to see some kind of direction for the downtown. Ms. Kester said that she would provide a copy of the 2008 Downtown Business Plan to the commissioners.

## **ADJOURNMENT**

MOTION: Move to adjourn at 6:58 p.m. – Baldwin/Ekberg – Motion carried.

City of Gig Harbor Planning Commission  
Work Study Session  
Planning and Building Conference Room  
October 20, 2011  
5:00 pm

**PRESENT:** Harris Atkins, Craig Baldwin, Bill Coughlin and Jill Guernsey. Reid Ekberg, Jim Pasin and Michael Fisher were absent.

**STAFF PRESENT:** Staff: Tom Dolan

**CALL TO ORDER:** at 5:00

**1. Performance-based Height Exceptions for Private Schools (Pl-ZONE-11-0005)**

A zoning code text amendment requested by St. Nicholas Catholic Church and School to include private primary and secondary schools in the uses eligible for performance-based height exceptions for gymnasiums and performing arts related facilities.

Mr. Dolan briefly went over the proposal and introduced Eileen McCain and Tom Bates who were present representing the applicant. Ms. McCain explained what the church was hoping to achieve and the history of the current height exception ordinance. Mr. Dolan noted that this does not grant a performance based height exception for St. Nicholas as their application will be decided by the Hearing Examiner. Discussion followed on the possible ways of making sure that the definitions are written in such a way as to ensure that this change wouldn't have unintended consequences. It was decided that this item was ready to go to public hearing on November 3<sup>rd</sup>, 2011.

**APPROVAL OF MINUTES**

Mr. Atkins asked for clarification on the last page in the second to the last sentence where it seems to imply that there were going to be two more hearings on the Shoreline Master Program. Ms. Guernsey suggested adding a period after the words "Department of Ecology requests" and eliminate the phrase "and take that to the public hearing to allow interested parties to comment".

**MOTION:** Move to approve the minutes of October 6<sup>th</sup>, 2011 as amended.  
Guernsey/Baldwin – motion carried.

**2. Interim Parking Provisions for Existing Buildings in the DB zoning district -**

Review of the adopted interim ordinance that added special parking provisions for existing buildings in the downtown business (DB) district.

Mr. Dolan went over the provisions in the interim ordinance. He then talked about the proposed workshop and the work that staff had done to date to organize the workshop on November 3<sup>rd</sup>, 2011. He distributed the Spinnaker Strategies downtown report. He



stated that he had not been able to get the parking survey as of yet. Further discussion was held on whether there were any possible conflicts with this ordinance and existing codes. He noted that there may also be a proposal by the Waterfront Association for marinas to allocate some of their parking to other uses that have differing peak times. Ms. Guernsey asked if the commission could have all the current parking regulations e-mailed to them prior to the next meeting and Mr. Dolan said he would e-mail the regulations along with the interim ordinance to them. He then went over the possibilities in this ordinance and what the Planning Commission may want to consider changing and/or adding. Discussion was held on the importance of listening to all the ideas and then decide which of them are appropriate to implement now. They discussed the three steps of this process, the first being the adoption of the interim ordinance. Ms. Guernsey cautioned that they needed to get this interim ordinance made permanent and then do further analysis after so as not to confuse the issue or slow it down.

**3. Parking Provisions in the View Basin** - Review of the existing private-property parking provisions for the commercial zones in the view basin and make recommendations for changes if appropriate.

The discussion of this item was combined with the previous agenda item.

Mr. Atkins suggested that staff send a letter to the Historic Downtown Waterfront Association and the Chamber outlining what had been discussed this evening.

### **ADJOURNMENT**

The meeting was adjourned at 6:02 p.m.

**City of Gig Harbor Planning Commission  
Work Study Session and Public Hearing  
City Council Chambers  
November 3, 2011  
4:00 pm**

**PRESENT:** Harris Atkins, Craig Baldwin, Jim Pasin, Bill Coughlin and Michael Fisher. Jill Guernsey and Reid Ekberg were absent.

**STAFF PRESENT:** Staff: Tom Dolan, Jennifer Kester and Dennis Troy

**CALL TO ORDER:** at 4:00 p.m.

**4:00 to 5:45 p.m. - Open House**

**Downtown Parking** - An open house to solicit community feedback on existing and future regulations for parking on private property in the downtown commercial areas.

Chairman Atkins welcomed everyone and went over the goal for the evening. Senior Planner Jennifer Kester then went over the current parking regulations and the interim ordinance that has been adopted. She then listed some of the ideas currently being considered and stated that the Planning Commission was asking the public for additional ideas.

The Planning Commission fielded questions from the audience, followed by a comment period.

**Steve Skibbs** – Mr. Skibbs stated that he owned the Harbor Inn building and that he leases 16 parking spaces and feels like he's subsidizing public parking. He noted that there is some property across the street from him that would be great for a parking structure.

**Gary Glein** – Mr. Glenn stated that he was from the Historic Waterfront Association. He said that they had found that there was enough parking but that it wasn't necessarily in the right place and that employee parking is impacting customer parking. Mr. Glein said that he felt that the interim ordinance needed more time to really see its impact. He also was in favor of the use of marina and church parking lots.

**Kit Kuhn** – Mr. Kuhn stated that he likes the current ordinance. He emphasized the need to invest in the downtown. He noted that he also leases space that everyone uses. He expressed appreciation for the Planning Commission efforts.

**Steve Lynn** – He expressed that he felt that these parking solutions were a great change that can be implemented without cost and will be a great help to the businesses. He suggested that perhaps the Anthony parking lot have a parking structure or have

retail on the bottom with parking on top. Mr. Lynn also stated that he was in favor of expanding the interim ordinance to apply to other areas of the city.

John Moist – He stated that he felt the Waterfront Millville needed to be included as they have marinas with very stringent parking regulations.

John Platt – Mr. Platt stated that they were against any public parking in the marina. They are required to have a certain number of spaces for each slip and if the public starts using it they won't be able to provide parking to their owners.

Jose Lopez – Mr. Lopez, proprietor of El Pueblito, stated that he has problems with the public parking in his parking lot and that he was in favor of exploring the leasing of portions of the marina while still respecting the slip owners.

Sue Jensen – Ms. Jensen asked about the new parking lot next to the Tides. Ms. Kester stated that it will be public parking. She then asked about the loss of the parking near Donkey Creek and Ms. Kester stated that it will be rearranged and hopefully no net loss. She expressed that it seemed that some businesses were allowed more leeway in regard to parking than others. She voiced her support for the interim ordinance.

Gary Myers – He asked for a master plan to provide public parking. Ms. Kester stated that there is no specific plan at this time.

Mr. Kuhn emphasized the need to make sure that our downtown remains vibrant in order to attract new residents. He continued by saying that this is why there needs to be an investment in downtown parking. He noted that something needed to be done in two areas of the city, rather than just one big solution.

Steve Skibbs posed the question as to whose responsibility is it to provide parking and noted that in Tacoma and Seattle you have to pay to park. He noted that Port Orchard is looking at this option.

Mr. Moist noted that there are several restaurants in town that have no off street parking. If you have a small parking lot, the codes are punitive.

Dave Morris – He asked about any funding available for the city to provide some kind of public parking. Ms. Kester said that the money for maritime pier was general fund money and Donkey Creek was funded by a federal grant.

City Administrator Rob Karlinsey said that it is possible for the city to lease private property to provide public parking.

Steve Lynn emphasized the need for shared parking to be able to be utilized in all areas.

Mr. Karlinsey stated that some additional ideas were to possibly relax parking requirements for certain uses that they wanted to encourage. He also suggested perhaps a development agreement where parking requirements could be relaxed for other things that the developer could possibly provide. He then suggested the shared parking idea. Ms. Kester noted that we have a current ordinance that allows for shared parking lot for different peak time uses, but the ordinance does not apply across different property owners.

Kit Kuhn noted that it had previously been suggested the Judson St. could be made one way and then have angled parking. He also suggested that there is a large piece of property behind the Mustard Seed that could be utilized for parking.

Mr. Karlinsey asked about what areas of the downtown on-street parking within 200 feet of the business can be used toward parking requirements. Ms. Kester answered that within the DB zone. She noted that if the interim ordinance were to remain permanent then that provision would not be necessary. He suggested allowing this provision be used in other zones to count toward parking requirements.

Bruce Gair – Mr. Gair noted that discussion had been held with the Tarabochias regarding parking and that the Stutz site should be considered for parking. He suggested that there be signage stating where employees shall park.

Mr. Pasin asked the audience if parking is really affecting redevelopment of the downtown. A majority of attendees raised their hands. He also asked if some of the current restrictions are preventing businesses from filling the existing buildings. A majority of attendees raised their hands.

Mr. Fisher spoke about the importance of the downtown core and economic activity.

Mr. Moist stated that during events that draw upwards of 1,000 people they all find a place to park. He stated that he felt that it was more about the disparity in the regulations.

Mr. Gair spoke against the 2 hour parking limitation stating that it wasn't enough to enjoy the harbor. You can't have a meal and then shop within a 2 hour window.

Mr. Atkins went over the next steps in the process and asked for a show of hands as to how many people were in favor of keeping the interim ordinance (a majority raised their hand) and then how many were in favor of expanding it to other areas (a majority raised their hand).

A brief recess was called.

Mr. Pasin voiced his concern with this school being in an R-1 zone rather than in the Public Institutional zone. He also stated that he felt the implications could be great since this is in the view basin.

Mr. Dolan noted that the motion should state to “recommend approval” rather than “to approve”. Mr. Atkins asked about the process that the project itself would have to go through and Ms. Kester explained the criteria and process. She also noted that schools in residential zones are required to get conditional use permits.

Mr. Pasin said that he would like to see a restriction on what type of building this could apply to and that in the future it could not be converted to any other use. Mr. Dolan asked if this would apply to both public and private schools. Mr. Pasin said that he didn't think that a public school would have the ability to convert it to another use. Mr. Dolan cautioned that he was sure the City Attorney would advise that any regulations would have to apply to both.

Mr. Fisher stated that this amendment is to standardize definitions and there are four different schools that this would apply to and he didn't feel that they should treat one school different from another. He noted that a public school could close due to lack of students and then the gym may become something else.

Ms. Kester suggested that in the definition of primary and secondary schools be changed from “accredited” to “approved” since Washington State approves schools and the accreditation is voluntary and approval is required.

**RESTATED MOTION:** Recommend approval of the proposal as submitted.  
Baldwin/Coughlin – Motion carried with Mr. Pasin abstaining.

**MOTION:** Recommend the City Council change the word “accredited” to “approved” in the definition of primary and secondary schools in order to be consistent with the Washington State Office of Superintendent of Public Instruction nomenclature.  
Fisher/Baldwin – Motion carried.

A brief recess was called.

### **Work-Study Session:**

1. **Downtown Parking** - Discussion on the comments received at the open house.

Ms. Kester went over the list assembled from the comments received during the open house. Mr. Atkins stated that he did not want to discuss each of the items but rather just go over them as refresher in order to be prepared to further discussion at the next meeting. She stated that she would have the list typed up for further discussion. Discussion was held on the importance of supporting the downtown businesses.

Mr. Atkins stated that he would like to go through the existing parking regulations and

then decide what modifications the commission would like to recommend. Mr. Pasin stated that it would be his recommendation that the interim ordinance be made permanent but apply to all commercial zones within the city. Ms. Kester noted that some draft language will need to be developed for the next meeting. Mr. Fisher felt that just continuing the interim ordinance would be an incomplete analysis of the parking situation. Mr. Pasin stated that he felt that more time was needed during 2012. Mr. Coughlin said that he felt that there is an opportunity here to at least make some small changes which could make an impact on businesses. Mr. Dolan noted that they only had one more work study session to figure out what they wanted to do since the Public Hearing is scheduled for the first meeting in December. The interim ordinance needs to go back to the Council in January and he didn't feel that there is enough time to do much more than get the interim ordinance adopted. Ms. Kester stated that she felt that there could be some minor tweaks that could be made along with the adoption of the interim ordinance. Mr. Atkins cautioned that soliciting the public's concerns and then not doing anything is bad politics. He felt that perhaps there is some low hanging fruit that could be plucked and placed within this ordinance and then of course they could do further analysis in 2012. Mr. Atkins noted that the City Council had asked that they do an analysis and bring back some suggestions. Mr. Dolan stated that the Planning and Building Committee will be deliberating on the calendar for the upcoming year and suggested that perhaps the Chair and Vice Chair attend that meeting on the 5<sup>th</sup> of December to provide input. Mr. Fisher suggested that they start their next meeting at 4:00 in order to get more done. It was agreed that if there was staff and space the next meeting would start at 4:00 p.m.

Mr. Dolan noted that also at the December 5<sup>th</sup> Planning and Building Committee meeting they will be discussing the proposal by the Kayak Club that would require direct consideration by the City Council. The Kayak Club is proposing to locate at Skansie Park and it may require a change to the setbacks for the park.

## **ADJOURNMENT**

The meeting was adjourned at 7:35 p.m.

**OPEN HOUSE**  
**NOVEMBER 3, 2011**

**PUBLIC COMMENTS ON DOWNTOWN PARKING**

1. Public already uses private parking lots.
2. Could Bonneville Greens be developed as a public parking lot?
3. Enough parking – wrong place.
4. Where should employees park? Marinas, churches, need places for them to park.
5. Not enough time for interim
6. 100'-300' – More flexibility is good
7. More flexibility within existing shell
8. Tweak code to help
9. City underground parking
10. Time limits help customers
11. Need to get customers in business
12. More tools in parking toolbox
13. Removing marina limitations good idea
14. Finholm should not be taxed for DB parking lot
15. Expand interim to all commercial zones – not WM
16. Expand interim ordinance to include expansion
17. WM should be in mix – fairness
18. Review parking requirement per slip
19. No public parking in marinas
20. What about slip owners
21. Allow dual use of parking – but how much is too much
22. Maritime pier will be Tides parking
23. Donkey Creek good parking space
24. Museum site for leased parking
25. Fairness in decision/regulations
26. People move here because of downtown
27. If downtown looks shabby, no one comes
28. City should invest in downtown parking in addition to Maritime Pier
29. Two smaller lots – underground. Split downtown/Finholm
30. Pay for public parking
31. Don't burden businesses on \$\$ of public parking
32. Gazabat space
33. Parking regulations punitive
34. ERU's, parking, fire code – restaurant
35. Parity throughout downtown include WM
36. Marina/Church use – permissive
37. Business and city needs to work together to fix parking
38. What can you do with a pen
39. Extend off peak (mixed use Uptown) parking over multiple property owners

40. City encourage certain use – relax or eliminate parking
41. Development agreement to relax parking requirement for other city benefits
42. 800 employees downtown. 300-400 M-F workers
43. Judson one-way with angled parking
44. Mustard Seed parking
45. Parking before beauty
46. On street 200' to other zones
47. Count public parking lots within so many feet (generous)
48. Work w/Tarabochia parking – Stutz site
49. Signs “If you work here, you can’t use lot”
50. Get stakeholders together
51. Parking is affecting development downtown waterfront
52. Economy is issue
53. Parking is a real ongoing issue to business existence
54. QFC lot full even w/QFC closed
55. Grandfathering is unfair
56. 2 hrs not enough to enjoy Gig Harbor
57. Need 2 hrs of shopping options in downtown
58. Shoppers are lazy
59. Change regulations to increase retail
60. Give up quaint for vibrant – chains may be okay
61. Vertical zoning
62. Need flexibility to evolve w/reasonable restrictions to maintain character



**City of Gig Harbor Planning Commission  
Work Study Session  
Planning Conference Room  
November 17, 2011  
4:00 pm**

**PRESENT:** Harris Atkins, Reid Ekberg, Jim Pasin, Bill Coughlin, Craig Baldwin and Michael Fisher. Jill Guernsey was absent.

**STAFF PRESENT:** Staff: Tom Dolan, Peter Katich and Jennifer Kester

**CALL TO ORDER:** at 4:00 p.m.

**APPROVAL OF MINUTES:**

MOTION: Move to approve the minutes of October 20<sup>th</sup>, 2011 as written. Coughlin/Fisher – motion carried.

MOTION: Move to approve the minutes of November 3, 2011 with the attached list of ideas from the public hearing. Pasin/Coughlin – motion carried.

**WORK-STUDY SESSION**

**Performance-based Height Exceptions for Private Schools (PL-ZONE-11-0005)**

A zoning code text amendment requested by St. Nicholas Catholic Church and School to include private primary and secondary schools in the uses eligible for performance-based height exceptions for gymnasiums and performing arts related facilities. Review of written recommendation for approval.

Ms. Kester presented the draft written recommendation for approval. Mr. Pasin stated that he believed that there were only 2 findings which were relative to the intent. He also reminded the commission that St. Nicholas is located within the Historic District and there are historic buildings on this property. Planning Director Tom Dolan noted that this amendment was not a site-specific proposal and was to allow St. Nicholas to apply for a performance-based height exception which is decided by the Hearing Examiner. He also noted that legal opinion would more than likely be that private schools cannot have different rules than public schools. Mr. Fisher stated that he felt the findings of fact were strong and supportive of the definition of private schools. Mr. Ekberg stated that they seemed straightforward and reasonable. Mr. Baldwin felt that they reflected the discussions held at the meeting. Ms. Kester stated that the city attorney was satisfied with the findings and the draft of the ordinance. Mr. Coughlin wondered if it should be added to findings that basically this was an oversight that private schools were excluded. Ms. Kester said that she didn't feel it was necessary and the city attorney has reviewed the ordinance and is satisfied with the language.

~~**MOTION:** Move to authorize the chairman to sign the recommendation of approval for PL-ZONE-11-0005. Coughlin/Fisher – Motion carried.~~

Ms. Kester noted that Senior Planner Pete Katich was present in order to address some of the parking issues which related to text amendments as a result of the Shoreline Master Program. She went over the commission's suggested text amendments relating to parking in the shoreline area that had been suggested during the development of the Shoreline Master Program. The first of these suggested changes which applied within the downtown was a proposal to look at marina parking requirements to make them the same for WM as WC. The next was for parking allowances for shared parking of mixed uses apply in waterfront zones. She then went over the proposal to prohibit commercial parking lots in the WC district. The last one was regarding off street parking requirements for liveaboards. Ms. Kester noted that the items had been discussed decided on at the September 23, 2010 and September 30, 2010 meeting. Mr. Fisher asked for clarification that the Shoreline Master Program discussion only applied to properties landward of Harborview Drive and Mr. Katich said that was true for the most part but there were some small areas that extended to the other side of Harborview. Mr. Atkins suggested that they review the interim ordinance on its own and decide if it should be made permanent, then look at other changes. He stated that he didn't think these issues as they related to the shoreline specifically, needed to be revisited with this process. Mr. Fisher expressed his concern that some bigger changes with downtown parking not get lost in the upcoming work program. Mr. Atkins suggested that they discuss the priorities with the Planning and Building Committee at their next meeting. He also emphasized that he felt that some of the smaller changes could be made along with the adoption of the interim ordinance. Discussion was held on the fact there is a need to discuss lots of issues related to the downtown such as a view basin plan. Mr. Dolan stated that the main reason this had not been done yet is that a view basin plan is costly. Ms. Kester noted that the council is well aware that some things need to be addressed and/or changed in regard to downtown but that they are unsure exactly what that needs to be and where it should fall within the work program. Discussion followed on the work program for 2012. Mr. Katich noted that any parking changes within the downtown needs to be in compliance with the Shoreline Master Program.

**2. Interim Parking Provisions for Existing Buildings in the DB zoning district -**

Review of the adopted interim ordinance that added special parking provisions for existing buildings in the downtown business (DB) district. Developing final language for public hearing.

**3. Parking Provisions in the View Basin** - Review of the existing private-property

parking provisions for the commercial zones in the view basin. Developing final language for public hearing.

Mr. Atkins asked the commission if they supported making the interim ordinance permanent. Commissioners Fisher, Pasin, Coughlin, Ekberg and Baldwin all voiced their support. Mr. Atkins asked if there were amendments they wanted to make. Mr. Fisher stated that he felt that WM should be added. Mr. Atkins asked to see a zoning

map to determine if there were other zones that should be included such as WC. Ms. Kester went over the different zones in the view basin and their locations. Mr. Pasin stated that he felt these parking provisions should apply to all commercial areas in the entire city. Ms. Kester noted that this was intended to keep existing buildings downtown. Mr. Dolan stated that it was not the council's intent to have large retail buildings in other areas of the city change use without having to add parking, but rather to help protect the historic area of the city. Ms. Kester stated that it was within the direction of the council to look at other areas within the downtown as it was specifically stated within the council bill adopting the interim ordinance. Mr. Fisher stated that there is a feeling that the city has turned it's back on the downtown businesses. Mr. Pasin said that he felt that it was discrimination. Mr. Ekberg stated that it's not discrimination; it's an area of the city that has special circumstances. Mr. Fisher pointed out that he had done significant research regarding this topic and it is common to have different parking standards in a downtown area. Mr. Pasin asked what the damage was in allowing this to take place everywhere. Mr. Atkins stated that he wasn't sure what all the risk was but in the instance of downtown he was willing to take risk. He gave an example that someone could build a building for a use requiring the least amount of parking, knowing that later they can change it and not need more parking. Mr. Dolan stated that large developers in different parts of the city have stated that the downtown is important to them because people move to Gig Harbor because of the downtown, not because of Costco. Mr. Fisher stated that he didn't feel that it was appropriate to expand this to other areas of the city at this time. Mr. Atkins asked for a poll of what the commission wanted to do. Mr. Coughlin said he was okay with adopting the interim ordinance and expanding it to the other zoning districts downtown, Mr. Fisher agreed, Mr. Pasin felt that it should be city wide, Mr. Baldwin supported the permanence of the interim ordinance and was open to expanding to other areas of the city. Mr. Atkins felt that the interim ordinance should be made permanent and he felt that they should talk about applying it to other areas downtown. Mr. Ekberg voiced his support for making the interim ordinance permanent and would like to at least have the issue of expansion to other areas of the downtown a subject for the public hearing.

Discussion was held on how to define the zones to be addressed by the ordinance and it was decided to just include those nonresidential areas within the view basin neighborhood design area.

Mr. Dolan suggested that a date could be added to the ordinance in order to define existing building and prevent someone building a building to lower parking standards and then changing the use at a later date. Ms. Kester pointed out that the intent of this ordinance was to preserve historic character. Everyone agreed that adding a date was a good idea. Ms. Kester stated that she felt that section GHMC 17.72.070 on parking within 200' could be stricken if this new provision for existing buildings is kept.

Discussion followed on the provision for off-site, off-street parking. She then read section 17.72.020(B) that restricted off street parking to a lot within 100'. Discussion was held on what the appropriate distance should be.

Ms. Kester emphasized that this provision was for new and existing building anywhere in the city. Mr. Dolan suggested that a certain percentage of parking could be allowed at a further distance and then a certain percentage at a closer distance. It was decided that the 100-foot provision with 17.72.020(B) be changed to 500 feet.

Discussion was then held on the 17.72.020(A) addressing who can park in the required off-street parking. Ms. Kester then went over the mixed use parking provision from 17.72.060 and 080. She suggested some alternate language to make it work in other zones. It was decided that she would develop some language for the public hearing.

Two hour parking limits were discussed. It was noted that two hours was not enough to shop downtown but also that it was nice that employees weren't taking up parking all day. The importance of signage was also talked about.

It was decided that Mr. Atkins and Mr. Pasin would attend the Planning and Building Committee meeting on December 5<sup>th</sup>.

### **OTHER BUSINESS**

#### **1. Direct Consideration request for text amendment** – Side yard setbacks for parks along the waterfront

Planning Director Tom Dolan went over the proposal, explaining that the Kayak Club was hoping to build a kayak storage building in Skansie Brothers Park. There is no other place for it except within 5' of the southerly property line and that the City Council was asking to have direct consideration of this text amendment.

Mr. Pasin said he had a problem with this going for direct consideration since they had spent so much time on the Shoreline Master Program this year, in addition to this being a historic site.

Ms. Kester explained that this would be an amendment that would only apply to wide lots where the current setback calculation becomes a problem. She also noted that the Shoreline Master Program is silent on the subject of side setbacks except as a reference to the required setbacks within the zone. Mr. Ekberg agreed with Mr. Pasin. Mr. Coughlin also felt it needed additional consideration. Mr. Fisher also expressed that it need Planning Commission review.

#### **2. 2012 Planning Commission Work Program.**

Ms. Kester went over the proposed work program for 2012 that would be discussed at the Planning and Building Committee on December 5th.

Mr. Fisher suggested they add an item to the work program to examine the development regulations within DB in order to encourage development. Mr. Pasin

**City of Gig Harbor Planning Commission  
Work Study Session and Public Hearing  
City Council Chambers  
December 1, 2011  
6:00 pm**

**PRESENT:** Harris Atkins, Reid Ekberg, Jim Pasin, Bill Coughlin, Craig Baldwin and Jill Guernsey. Michael Fisher was absent.

**STAFF PRESENT:** Staff: Tom Dolan, Jennifer Kester and Diane McBane

**CALL TO ORDER:** at 6:00 p.m.

**APPROVAL OF MINUTES:**

It was decided that the approval of the minutes would be deferred until the next meeting as there had not been an opportunity for everyone to read them ahead of the meeting.

**PUBLIC HEARING**

**Downtown Parking** - Public hearing to solicit community feedback on the following proposed amendments to the regulations for parking on private property in the downtown commercial areas:

1. Expand and make permanent the interim ordinance which allows existing buildings to change uses without triggering additional parking requirements provided the shell of the existing building is maintained. Under the proposed change, this provision would apply to all buildings existing as of January 1, 2012 in the Downtown Business (DB), Waterfront Commercial (WC), Waterfront Millville (WM), General Business (B-2), Commercial (C-1) and Residential and Business (RB-1) districts abutting Harborview Drive and North Harborview Drive and within the View Basin Neighborhood Design Area. (GHMC 17.72.075)
2. Allow for off-street/off-site parking lots up to 500 feet away from a business. Current regulations limit the distance to 100 feet. (GHMC 17.72.020(B))
3. Expand the provisions which allow joint use of parking spaces in the Downtown Business (DB) and Waterfront Commercial (WC) district to the Waterfront Millville (WM), General Business (B-2), Commercial (C-1) and Residential and Business (RB-1) districts abutting Harborview Drive and North Harborview Drive and within the View Basin Neighborhood Design Area. Required parking spaces could be shared between different uses provided those uses include both daytime and nighttime peak uses (GHMC 17.72.060)
4. Allow marina owners to lease parking spaces to the employees of downtown businesses without requiring additional parking stalls be built or allocated. This amendment would occur as part of the Shoreline Master Program update if approved.

Chairman Atkins opened the public hearing at 6:05 p.m.

Bob Frisbie, 9720 Woodworth Ave., Gig Harbor

Mr. Frisbie voiced his concern with the addition of the WM zone. He felt that the parking requirements had controlled the development in WM and he wanted it to stay that way. He noted that he had submitted a letter to that effect. He also noted that he had noticed tonight that the amendment of 17.72.075 may not be intended to change WM.

Ms. Kester stated that the only portion of these amendments that would apply WM would be the allowance of an existing building to change use without requiring additional parking and the allowance of shared parking for uses which had peak usage at different times. She also noted that the extension of 100' to 500' would also affect WM.

Mr. Frisbie additionally wondered if there would be an enforcement issue. He then suggested sitting down with the City Administrator and the Mayor and break down the waterfront into areas and gather their gross income in order to actually see the affect of some of these changes.

Carl Halsan, P.O. Box 1472, Gig Harbor

He applauded the commission and staff for this suggested change to the code. He felt that this was an important change that will help the downtown. He noted that he had several projects that had left exclusively because of parking. He noted that as a resident he doesn't expect tons of parking downtown and knows that he may have to park further away. He urged the commission to pass it on to the City Council as soon as possible.

John Moist, 3323 Harborview Dr., Gig Harbor

Mr. Moist also commended the commission on their thoughtful insight, especially in considering expanding it into other zones. He thanked the commission for addressing this important yet controversial matter.

Bruce Gair, 9301 N Harborview Dr., Gig Harbor

Mr. Gair wondered where the parking was located and felt that this parking change was going to impact businesses. He noted that he had a sign that said we neither enforce nor endorse the 2 hour parking. He stated that the church now hates local businesses. There are not enough parking spaces or cooperation required to accomplish this. He said that he had talked to some elected officials who felt that perhaps they had over reacted. He didn't think that most of the marinas would be able to sacrifice parking.

Debra Ross, 8820 Franklin Ave., Gig Harbor

Ms. Ross stated that she owns 3411 Harborview Dr. and wanted to thank the commission and supported the amendments. She agreed with expanding the amendments to other zones besides DB.

Steve Lynn, 9014 Peacock Hill Ave. NW, Gig Harbor

He thanked the commission for adding tools to the tool belt and for providing this flexibility. He supported the amendments.

Commissioner Atkins closed the public hearing at 6:20 p.m.

### **WORK-STUDY SESSION**

Ms. Kester noted the written comments provided to the commission pointing out that Mr. Frisbie spoke tonight about his written comments and the other two comments received were in support. She then went over the language that she had provided.

17.72.020 was the expansion of the off-site, off-street distance to 500'

17.72.060 was the joint use provision and expansion of that to all nonresidential zones within the view basin. She noted the criteria for this provision.

17.72.075 was the provision for existing buildings to change use without adding additional parking and the expansion of this provision to other zones.

She noted that the provision for leasing marina parking to employees of other businesses was not part of this amendment but would be considered as part of the Shoreline Master Program update. Mr. Atkins said that he would like that noted in their recommendation to the City Council.

Mr. Pasin stated that he was glad to hear the support for this proposal and also voiced his support. He stated that he would like to have paragraph 17.72.075 have a note in the recommendation that suggests to the city council that they consider this provision for all zones within the city. Mr. Ekberg felt that our responsibility was to focus on the downtown area. Ms. Kester noted that there was no public hearing on that issue so it could be noted that it would have come back for the Planning Commission to consider. Mr. Atkins said that he didn't feel that the commission had thought that idea through and that their job here was to look at the downtown. Mr. Pasin still felt that the commission should ask them to consider the change.

Ms. Guernsey voiced concern with the language regarding restricting it to buildings built before January 1, 2012. Ms. Guernsey asked about a situation where a building was built on January 2, 2012 and what would happen then. She suggested that the language could perhaps be that a building had to have existed for a certain amount of time. Ms. Kester agreed that is another way to approach it, but wondered what would be the proper time frame. Mr. Dolan said that in Tacoma a similar regulation existed and they just stated that all buildings in existence in the implementation of the ordinance. He suggested perhaps using an either/or kind of language. Ms. Kester

wondered what time frame makes people feel that the building is part of the fabric of the downtown and should be maintained.

Mr. Moist stated that the design manual makes any building built today "Gig Harbor". He also posed the question as to whether the building would have to be occupied during the time. Everyone agreed it wasn't tied to occupied or not, it was about how long the building has been in existence.

Mr. Dolan suggested 3 years since a land use permit is good for 3 years. Mr. Coughlin said that we are trying to stimulate business downtown and what if someone can't fully occupy their building.

Mr. Lynn stated that by the time you get to occupancy business climates change and it's from the time you permitted not from occupancy.

Mr. Atkins stated that he wasn't sure they needed the date. Mr. Dolan felt that was a bad idea. Ms. Kester gave an example that someone built a 6000 sq ft building as industrial level one use and that would only require 6 parking stalls. Now they can make it a 6000 square foot restaurant without providing parking. She stated that this could create a significant parking problem.

Ms. Guernsey asked what other trigger point that we could tie it to. Ms. Kester said that we would have to ask the Building Official about possibly using a shell occupancy rather than individual tenant occupancy. Ms. Guernsey suggested using the January 1, 2012 or a building receiving a shell occupancy permit 3 yrs or more ago.

Mr. Frisbie suggested that a percentage could be used as to how much the parking regulations had changed.

Mr. Pasin felt that using the language regarding the shell occupancy was the way to go.

Mr. Coughlin stated that 3 year time frame favored someone with deep pockets who could afford waiting the 3 years.

Mr. Moist cautioned that too many exceptions will just require us to have to come back and have to discuss this again.

Mr. Pasin asked staff to find the appropriate term to have the final language for a modified recommendation on this ordinance at next meeting. Mr. Atkins agreed and asked that staff develop language.

**MOTION:** Move to ask staff to develop the language with the recommendations in the draft presented tonight and change the last section 17.72.075 so that after the words "existing after January 1, 2012" we add the words "or for which a shell occupancy permit had been issued at least 3 yrs previously". With that change these recommendations should go forward with a recommendation for approval to the City



Council and that Mr. Katich will work on language for the item #4 as part of the Shoreline Master Program. Guernsey/Coughlin -

**MOTION:** Move to amend the motion to ask the City Council to consider the amendment to 17.72.075 for all zones within the city. Pasin/Baldwin –

Ms. Guernsey voiced her concern with the amendment as she didn't want this to slow down the effort to help the parking downtown and she didn't see the problem with parking in other parts of the city. Mr. Ekberg said that this was about downtown.

Mr. Atkins made a friendly amendment to Mr. Pasins motion as he would like the commission to do more research on this issue rather than suggesting that they amend the current ordinance. Ms. Guernsey clarified that everyone was willing to examine it if the council wants us to but to not include it with these modifications. She felt that they should ask for that separately rather than including it with this ordinance. She stated that it could be in the memo to council asking them to direct the commission to look at other areas of the city. Mr. Pasin agreed that that was a good approach.

Mr. Pasin withdrew his amendment and it was decided to add a note to the memo to council.

The original motion passed unanimously.

A 5 minute break was called at 7:05 pm

Mr. Dolan went over the upcoming schedule. He stated that he was asking for the parking recommendation to come back to them at the first meeting in January and he didn't see a need for a second meeting on December.

~~Discussion was held on the Planning and Building committee meeting next Monday night. He stated that it has been requested by the Mayor that the Planning Commission and Planning and Building Committee delay the discussion on the continued review of downtown regulations until February because the Mayor is working on some proposed changes and a framework for those changes. Mr. Dolan noted that the chair of the Planning and Building Committee had concurred with the Mayor's request. It was noted that the Council committees change at the beginning of the year. Mr. Atkins stated that it will be good to have the meeting with the members who will be on the committee in 2012.~~

~~He noted that the Planning and Building Committee will be discussing a text amendment for setbacks in waterfront districts. They will be assigning that text amendment to the commission in January. The committee will be asking the council to amend the commission's work program to accommodate the amendment. Mr. Dolan stated that the Commission was going to be working on the interim ordinance for cannabis collective gardens and making that permanent or modifying it. He stated that the City Attorney had identified that the interim regulations were only approved for 9~~

**ORDINANCE NO. 1208**

**AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING INTERIM ZONING CODE AMENDMENT RELATING TO PARKING; ALLOWING THE USE OF AN EXISTING BUILDING IN THE DOWNTOWN BUSINESS DISTRICT (DB) TO CHANGE WITHOUT THE REQUIREMENT TO PROVIDE ADDITIONAL OFF-STREET PARKING SPACES PROVIDED THAT ANY EXISTING OFF-STREET PARKING SPACES ALLOCATED TO THE EXISTING BUILDING ARE NOT REMOVED OR REDUCED; ADDING SECTION 17.72.075 TO THE GIG HARBOR MUNICIPAL CODE; ADOPTING FINDINGS OF FACT; PROVIDING FOR SEVERABILITY, EXPIRATION AND AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Gig Harbor is authorized to impose moratoria and interim land use controls pursuant to RCW 36.70A.390 and RCW 35A.63.220; and

**WHEREAS**, existing development regulations require that new uses provide additional parking spaces on-site or within 100-feet of the site if additional parking is required. Conversions from retail/office to restaurant uses typically require the most additional parking spaces; and

**WHEREAS**, in the past, business owners have expressed a desire to invest in our downtown by converting downtown retail and office spaces to restaurant uses, but have indicated that they cannot make the conversion due to the need to provide additional parking spaces on already constrained sites; and

**WHEREAS**, the citizens of Gig Harbor have expressed a desire for more restaurant uses in the downtown; and

**WHEREAS**, allowing the reuse of existing buildings in the historic downtown is important to help maintain the character of the downtown; and

**WHEREAS**, parking regulations which do not allow for this reuse and conversion could lead to the destruction of historic structures; and

**WHEREAS**, Gig Harbor City Council feels it is important to consider allowing the change of use of existing buildings without requiring additional parking spaces in order to help preserve historic structures and remove barriers to economic investment in the downtown; however, the Gig Harbor Planning Commission's work program will not allow the review of a final text amendment until the fall, after the summer tourist season; and

**WHEREAS**, the Gig Harbor City Council has determined that the adoption of an interim parking regulation allowing the change of use of existing buildings in the downtown business district is needed prior to the summer season; and

**WHEREAS**, the interim land use controls may be effective for up to one year if a work plan is developed for related studies providing for such longer period pursuant to RCW 36.70A.390 and RCW 35A.63.220; and

**WHEREAS**, the Gig Harbor City Council is directing the Gig Harbor Planning Commission to review the interim amendment in the fall of 2011 and provide a recommendation to the Council by January 19<sup>th</sup>; and

**WHEREAS**, the Gig Harbor SEPA Responsible Official issued a Determination of Nonsignificance for this interim ordinance on March 30, 2011; and

**WHEREAS**, the Gig Harbor City Council considered the Ordinance at first reading and public hearing on May 9, 2011; and

**WHEREAS**, on May 23, 2011, the City Council held a second reading during a regular City Council meeting; Now, therefore,

THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON,  
ORDAINS AS FOLLOWS:

**Section 1. Findings.** The City Council hereby adopts the recitals expressed above as findings in support of this ordinance.

**Section 2. Interim Addition of GHMC Section 17.72.075, Special provisions for existing buildings in the Downtown Business District (DB).** A new section 17.72.075 is hereby added to the Gig Harbor Municipal Code, which shall read as follows:

**17.72.075 Special provisions for existing buildings in the Downtown Business District (DB).**

Notwithstanding any other provisions of this chapter, the use of an existing building may change without the requirement to provide additional off-street parking spaces provided that any existing off-street parking spaces allocated to the existing building are not removed or reduced. The existing building may be expanded or reconstructed provided that the number off-street parking spaces for that expansion or reconstruction are provided consistent with GHMC 17.72.030 and all other applicable requirements of the Gig Harbor Municipal Code.

**Section 3. Planning Commission Work Plan.** The City of Gig Harbor Planning Commission is hereby directed to review the interim amendments in the fall of 2011 and to make a recommendation on whether said amendments, or some modification thereof, should be permanently adopted. The Gig Harbor Planning Commission is directed to

complete its review, to conduct such public hearings as may be necessary or desirable, and to forward its recommendation to the Gig Harbor City Council by January 19, 2012.

**Section 4. Copy to Commerce Department.** Pursuant to RCW 36.70A.106(3), the City Clerk is directed to send a copy of this ordinance to the State Department of Commerce for its files within ten (10) days after adoption of this ordinance.


**Section 5. Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**Section 6. Effective Period for Amendment.** The interim Zoning Code amendments adopted by this ordinance shall remain in effect until one year from the effective date and shall automatically expire unless the same are extended as provided in RCW 36.70A.390 and RCW 35A.63.220 prior to that date, or unless the same are repealed or superseded by permanent amendments prior to that date.

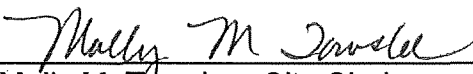
**Section 7. Effective Date.** This Ordinance shall take effect and be in full force five (5) days after passage and publication of an approved summary consisting of the title.

PASSED by the Council and approved by the Mayor of the City of Gig Harbor, this 23rd day of May, 2011.

CITY OF GIG HARBOR

  
\_\_\_\_\_  
Mayor Charles L. Hunter

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Molly M. Towslee, City Clerk

APPROVED AS TO FORM:  
Office of the City Attorney

  
\_\_\_\_\_  
Angela S. Belbeck

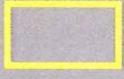
FILED WITH THE CITY CLERK: 05/04/11  
PASSED BY THE CITY COUNCIL: 05/23/11  
PUBLISHED: 06/01/11  
EFFECTIVE DATE: 06/06/11  
ORDINANCE NO. 1208



**Limits of Section 17.72.075 GHMC**



**Interim ORD - DB only**



**PC Recommendation -**

**DB, WC, WM, B-2, C-1, RB-1 abutting Harborview / N. Harborview within View Basin Neighborhood**

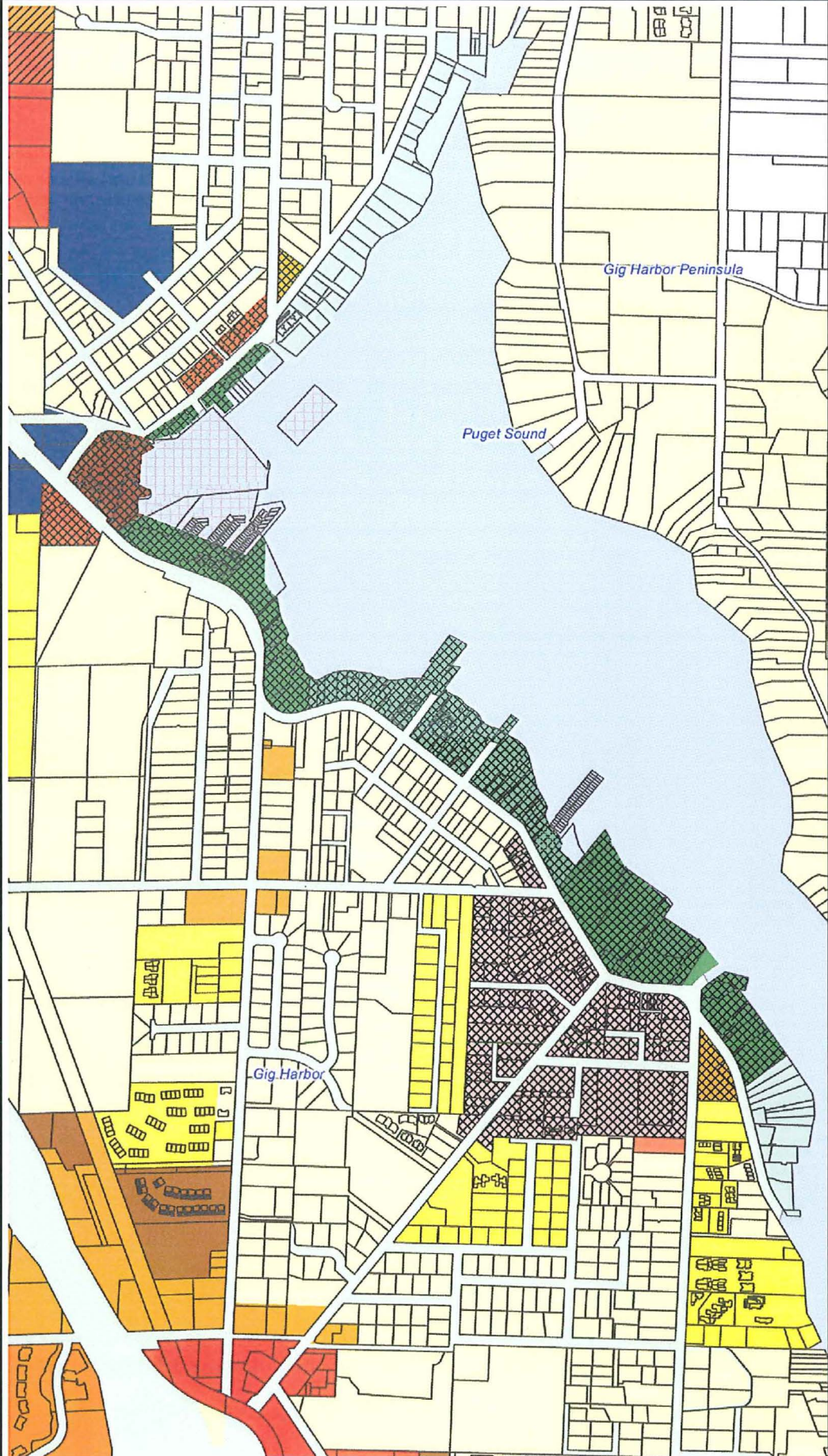
# Downtown Parking

Areas in 17.72.075

## Map Legend

□ Tax Parcels  
Zoning - Gig Harbor

- R-1
- R-2
- R-3
- RB-1
- RB-2
- B-1
- B-2
- C-1
- DB
- WC
- WM
- WR
- ED
- PCD-BP
- PCD-C
- PCD-NB
- PCD-RLD
- PCD-RMD
- PI
- No Zoning



0 450 900 ft.



2/10/12 3:55 PM



The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may be present. This is not a survey. Orthophotos may not align with other data. Pierce County assumes no liability for variations ascertained by actual survey. All data is expressly provided AS IS and WITH ALL FAULTS. Pierce County makes no warranty of fitness for a particular purpose.



**Business of the City Council  
City of Gig Harbor, WA**

**Subject:** Naming of City Pier

**Proposed Council Action:**

City Council shall review recommendations, suggestions and public comments and determine the name for the new City Pier.

**Dept. Origin:** Administration

**Prepared by:** Rob Karlinsey  
City Administrator

**For Agenda of:** February 13, 2012

**Exhibits:** Parks Commission Minutes 1/4/12  
Resolution No. 717  
Pier Name Public Input

	Initial & Date
<b>Concurred by Mayor:</b>	<u>CLH 2/6/12</u>
<b>Approved by City Administrator:</b>	<u>R&amp;K 2/3/12</u>
<b>Approved as to form by City Atty:</b>	<u>N/A</u>
<b>Approved by Finance Director:</b>	<u>N/A</u>
<b>Approved by Department Head:</b>	_____

<b>Expenditure Required</b>	\$0	<b>Amount Budgeted</b>	\$0	<b>Appropriation Required</b>	\$0
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**INFORMATION/BACKGROUND**

The Gig Harbor City Council was contact by several interested parties regarding the naming of the new pier.

The City Council made a motion on November 14, 2011 to follow the park naming policy, as outlined in Resolution No. 717, which authorizes the Park Commission to take public input and make recommendations to City Council. The Parks Commission reviewed the park naming process at their December 11, 2011 meeting.

The City solicited additional public input on the pier name prior to the January 4, 2012 Parks Commission meeting by the following methods:

- Letters were sent to interested parties on 12/9/11: Gig Harbor Historic Waterfront Assoc., Laurie Makovich Roth, Judith Overfield, Tomi Kent Smith, Jerry Frasier-Publisher of National Fisherman, Gig Harbor Commercial Fishermen’s Civic Club, Mark Hoppen and Harbor History Museum.
- Press Release was issued by Gig Harbor Marketing Department on 12/12/11
- Notice posted on *Patch.com* on 12/13/11
- Advertising placed in *Peninsula Gateway* on 12/14/11
- Notice was posted on City of Gig Harbor website front page from 12/14/11-01/4/12
- Notice published in *Peninsula Gateway* on 12/14/11

As this property is in the City’s Historic District, the City also solicited input from the Harbor History Museum. The Museum deferred their recommendation “for the pier name that is the most acceptable to the Gig Harbor Commercial Fishermen’s Club”.

The Gig Harbor Commercial Fishermen's Club recommended the name of either "Maritime Pier" or "Fishermen's Pier".

The Parks Commission reviewed all public input received on the pier name at their January 4, 2012 meeting and made their recommendation to City Council, ranked by order of preference. The minutes of the January 4, 2012 Parks Commission meeting are attached to this council bill.

All parties that provided previous input were sent notice that the City Council would be considering all input at the February 13, 2012 Council meeting.

**FISCAL CONSIDERATION**

N/A

**BOARD OR COMMITTEE RECOMMENDATION**

The Parks Commission made the recommendation at their January 4, 2012 meeting for City Council to consider the names of "Fishermen's Pier" (1<sup>st</sup> choice) and "People's Dock" (2<sup>nd</sup> choice).

**RECOMMENDATION/MOTION**

City Council shall review recommendations, suggestions and public comments and determine the name for the new City Pier.



# CITY OF GIG HARBOR COMMITTEE OUTLINE MINUTES

## Parks Commission

Date: January 4, 2012 Time: 5:30 p.m. Location: Community Rooms A&B Scribe: Terri Reed

**Commission Members and Staff Present:** Commissioners Nick Tarabochia, Michael Perrow, Robyn Denson and Stephanie Payne; Staff Members: Rob Karlinsey, City Administrator, Public Works Superintendent Marco Malich, Special Project Coordinator Lita Dawn Stanton and Terri Reed, Community Development Assistant.

**Others Present:** \_\_\_\_\_

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
<b>APPROVAL OF MINUTES:</b>	Approval of December 7, 2011 Meeting Minutes	MOTION: Move to approve December 7, 2011 minutes as presented.  Payne / Perrow - unanimously approved
<b>OLD BUSINESS:</b>		
<b>Pier Naming</b>	<p>Lita Dawn Stanton explained the historical significance of the pier location and showed the proposed sign location over the entrance to the pier.</p> <p>Jake Bujacich, 3607 Ross Avenue – Spoke in support of naming the pier either “Maritime Pier” or “Fishermen’s Pier”. Mr. Bujacich does not feel that it should be named for only one family.</p> <p>Jim O’Donnell, 4220 35<sup>th</sup> Avenue NW – Stated that he agrees with Mr. Bujacich.</p> <p>Greg Lovrovich, 5310 52<sup>nd</sup> Avenue NW – Spoke on behalf of the Gig Harbor Commercial Fishermen’s Civic Club and explained that they supported both names of “Maritime Pier” or “Fishermen’s Pier”.</p> <p>Commission Chair Tarabochia said that he supported the name of “Fishermen’s Pier”.</p>	<p>MOTION: Move that the Parks Commission recommend “Fishermen’s Pier” as the name of the new pier.</p> <p>REVISED MOTION: Move that the Parks Commission recommend to City Council to consider the name of “Fishermen’s Pier” ranked as first choice and “People’s Dock” as second choice.</p> <p>Tarabochia / Denson – passed unanimously</p>

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
	<p>Commission member Denson said that she preferred "Fishermen Pier" as first choice and "Maritime Pier" as second choice.</p> <p>Commission member Payne preferred "People's Dock" or "Maritime Pier".</p> <p>Commission member Perrow agreed that it should not be named for one individual but that he preferred "Fishermen's Pier"</p>	
<b>Wilkinson Farm Park – Eagle Project Update</b>		Postponed to February Parks Commission meeting.
<b>Parks Commission Bylaws Update</b>	The current wording of the Parks Commission bylaws with regards to term limits, residency requirements and commission name was discussed among members.	<p>MOTION: Move that the Commission officially change their name to City of Gig Harbor Parks Commission instead of Friends of the Parks Commission.</p> <p>Denson / Payne – unanimously approved.</p> <p>MOTION: Move that wording be added to the bylaws that states that a member can be removed after three consecutive unexcused absences.</p> <p>Tarabochia / Denson - unanimously approved</p> <p>Staff will provide term limits summary of other City commissions.</p>
<b>NEW BUSINESS:</b>		
<b>Harbor Hill – Park Development</b>	City Administrator Karlinsey explained the Parks Commission's role in the design process of the park property at Harbor Hill that is currently undeveloped. This process will include soliciting public input on preferred uses of the park. Lita Dawn Stanton outlined the grant opportunities timeline for State RCO funding consideration in 2014.	Lita Dawn Stanton will provide a conceptual of the park property.

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
	Parks Commission members would like to develop an overall conceptual to include connectivity of trails and surrounding properties and they prefer a park that would appeal to diverse interests.	
<b>PUBLIC COMMENT:</b>	<p>Jim O'Donnell, 4220 35<sup>th</sup> Avenue NW – would like the public to be aware that biodegradable dog waste bags should be placed in trash receptacles. He would also like better amplification of the Parks Commission speakers.</p> <p>Commission Chair Tarabochia thanked member Perrow for his years of service and contributions to the Parks Commission and wished him the best as a City Councilmember.</p>	
<b>PARK UPDATES</b>	City Administrator Karlinsey gave an update on the upcoming construction of the restroom at the pier by City staff.	Staff will forward a conceptual of the pier restroom to the Parks Commission members.
<b>NEXT PARKS MEETING:</b>		February 1, 2012 @ 5:00 p.m.
<b>ADJOURN:</b>		<p>MOTION: Move to adjourn @ 6:50 p.m.</p> <p>Perrow / Denson – unanimously approved</p>

**RESOLUTION NO. 717**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO PARKS AND PUBLIC FACILITIES AND CREATING A POLICY AND PROCEDURE FOR NAMING/RENAMING CITY PARKS AND FACILITIES.**

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**WHEREAS**, the City Council may have occasion to name or rename City parks and other facilities; and,

**WHEREAS**, it is appropriate to establish criteria and procedures for the official naming/renaming of City parks and other facilities; Now, therefore

**THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON HEREBY RESOLVES AS FOLLOWS:**

**Section 1.**

A. The naming/renaming of City parks and other City facilities shall be in accordance with the procedures and criteria set forth below. Once adopted, name changes should occur on an exceptional basis only.

B. The following criteria shall be considered:

1. Neighborhood or geographical identification;
2. Natural or geological features;
3. Historical or cultural significance;
4. The articulated preference of residents of the neighborhood surrounding the public facility.
5. Facilities may be named for living persons provided they have made a significant contribution of land or money and the donor stipulates naming of the facility as a condition of the donation or when the individual has made an unusually outstanding public service contribution.

C. The following procedures shall be followed for naming/renaming of City parks and other City facilities (see subsection E below for the procedures to name a park less than two acres in a preliminary plat):

1. If the City Council determines that a City park or other City facility should be named or renamed, the City shall solicit suggestions for names. All suggestions, whether solicited or independently offered, shall be acknowledged and recorded by the City. The City Council may authorize the Park Commission to take public input and make a recommendation. For a park or other City facility in the city's Historic District, the city shall solicit names from the Gig Harbor Peninsula Historical Society. Any recommendations to Council should be ranked by order of preference.


2. Following a review of recommendations, suggestions, and public comments, the City Council shall determine the name for City parks and other City facilities.

D. The provisions of this procedure shall not apply to the application of donor recognition for such minor items as benches, trees, refuse cans, flagpoles, water fountains, or similar items.


E. Pursuant to RCW 58.17.110(3), if a preliminary plat includes a dedication of a park with an area of less than two acres and the donor has designated that the park be named in honor of a deceased individual of good character, the City must adopt the designated name.

RESOLVED by the City Council this 11<sup>th</sup> day of June, 2007.

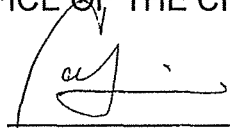
APPROVED:

  
\_\_\_\_\_  
Steven K. Ekberg, Mayor Pro Tem

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Molly M. Towslee, City Clerk

APPROVED AS TO FORM;  
OFFICE OF THE CITY ATTORNEY:

By:   
\_\_\_\_\_

Files with the City Clerk: 06/6/07  
Passed by the City Council: 06/11/07  
Resolution No.: 717

Pier Naming  
Public Input Received

Pier Name	Submitted By	Submitted
Name after <b>Lee Makovich Sr. &amp; Lee Makovich Jr.</b>	Laurie Makovich Roth	08/24/11
Name for <b>Lee Makovich Sr. &amp; Lee Makovich Jr.</b>	Judith Overfield	08/24/11
In honor of <b>Lee Makovich Jr.</b>	Jerry Fraser, Publisher, National Fisherman	09/12/11
<b>People's Pier</b>	Councilman Paul Conan	10/29/11
The Fishermen's Pier (or)	Tomi Kent Smith	10/31/11
Gig Harbor Fishermen's Maritime Pier		11/01/11
The Gig Harbor Fishermen's Maritime Pier		11/19/11
<b>The Gig Harbor Fishermen's Pier</b> (or) The Gig Harbor Fishermen's Maritime Pier		12/15/11
<b>Makovich Maritime Pier</b> (or) <b>People's Pier</b>	Mark Hoppen	11/15/11
<b>The People's Dock</b>	Peter Stanley	12/13/11
<b>Harbor side Landing</b>	Dawn Dalton	12/13/11
<b>Wilkes Landing</b> (or Dock)	Spencer Hutchins	12/13/11
<b>Mountain View Pier</b>	Phil Regnart	12/13/11
<b>Maritime Wharf</b> <b>Fishermen's Wharf</b>	John Bare	12/14/11
<b>Family Pier</b>	Terry James	12/14/11
<b>Pier Pleasure</b>	Beth Haddon	12/16/11
<b>Maritime Fishermen's Pier</b> (or) <b>Fishermen Maritime Pier</b> (or) <b>Maritime Pier</b>	Jack & Patricia Bujacich	12/21/11
"...a name that will make everyone Proud of the Fishing Heritage that built that town... <b>TOGETHER, Not just one Family</b> "	Michael Galligan	12/22/11
<b>The Peoples Pier</b>	Randy Mueller	12/27/11
"Include Makovich in the name of the name of the pier such as for example: <b>The Lee Makovich Maritime Pier</b> "	Marilyn Makovich Gale for the Makovich Family	12/27/11
<b>Maritime Pier</b> (or) <b>Fishermen's Pier</b>	Guy Hoppen	12/27/11
<b>Maritime Pier</b> (or) <b>Fishermen's Pier</b>	Gig Harbor Fishermen's Civic Club	12/27/11
<b>Makovich</b> (in name)	Cindy Brown	12/28/11
"Defer our recommendation to the <b>pier name that is most acceptable to the Gig Harbor Commercial Fishermen's Club</b> "	Harbor History Museum (Victoria Blackwell, Curator)	12/29/11
<b>People's Wharf</b> (or Dock)	Carole Holmass	12/29/11
"Name it after <b>Captain Charles Wilkes</b> "	John Wells	12/29/11
"Name it after <b>Lee Makovich Sr.</b> "	Sheila Crosby	12/29/11
<b>People's Dock</b>	John Holmass	12/29/11
<b>Makovitch</b>	Rosemary Spadoni	12/29/11
<b>People's Dock</b> (or Wharf)	Morrie Pedersen	12/29/11
<b>Fishermen's Wharf</b> (or) <b>People's Wharf</b>	Barb Pearson	12/29/11
<b>Fishermen's Pier</b> (or) <b>Gig Harbor Fishermen's Pier</b> (or) <b>Fishermen's Maritime Pier</b>	Robert Blackwell	12/29/11



## HARBOR HISTORY MUSEUM

A NEW PLACE IN TIME

To: City of Gig Harbor

From: Victoria Blackwell, Curator, Harbor History Museum

Date: December 29, 2011

Re: Naming of new maritime pier on Gig Harbor waterfront

RECEIVED  
DEC 29 2011  
CITY OF GIG HARBOR  
OPERATIONS & ENGINEERING

Per a letter from Mayor Hunter, dated December 9, 2011, the Harbor History Museum has been invited to provide suggestions for the official name of the new pier. While initially the museum was involved in providing and updating the list of historical names for new streets in the Historic District, we have learned that Resolution No. 717 has expanded that to include recommendations for public parks in the city's Historic District.

We have received a few letters from community members relating to the naming of the new pier. The letters received have supplied various naming possibilities based on a consistent theme – focusing on “fishermen” in the name:

Fishermen's Wharf  
Fishermen's Pier (The Fishermen's Pier)  
Maritime Fishermen's Pier  
Fishermen's Maritime Pier

One letter noted a second choice of “People's Wharf” after the original wharf that was very near the site of the new pier.

In reviewing the 2005 list for future historic street names, the two top priority names of Shaw (#1 priority) and Makovich (#2 priority) have each received a porcelain historic street marker on Harborview Drive. These permanent markers, funded by the city, provided a way to highlight the contributions of Mr. Shaw and Mr. Makovich (father and son), since it appeared unlikely that a new street within the historic district would be developed.

The Shaw marker is located near Austin Estuary Park, where Mr. Shaw had his sign shop, and near the location of the Rooster Races (Donkey Creek). The Makovich marker is located in Millville along the sidewalk in front of the Maritime Inn (the site of the Makovich home). The marker includes a written history of Mr. Makovich. Mrs. Lee Makovich provided family photos and approved the marker copy. Both markers, along with the other 19 markers along the Historic Waterfront Walk, provide a significant source of historic information to the harbor's past for residents and visitors.

The remaining priority names on the list are affiliated more with the Head of the Bay, rather than the Millville/People's Wharf area. Most of the names remaining on the list are from non-fishing families. Since the priority names have either received an alternate form of honor or are not related to commercial fishing, we would like to defer our recommendation to the pier name that is most acceptable to the Gig Harbor Commercial Fishermen's Club, who we understand is providing some funding for the pier and will be using the pier for commercial fishing activities.

Gig Harbor Fishermen's Civic Club  
Gregg Lovrovich (president)  
5310 72<sup>nd</sup> Ave. N.W.  
Gig Harbor, WA 98335

City of Gig Harbor  
Attn: Terri Reed  
Re: Naming of Pier

Members of the Parks Commission,

I am representing the 50 members of the Gig Harbor Fishermen's Civic club. Our membership all reside in the Gig Harbor area and work or have worked as commercial fisherman for a majority of their lives. Most of them are very passionate about The City of Gig Harbor, and take the naming of a pier they've pursued the building of very seriously.

We believe that to name the Pier after one individual or family would be an injustice to all others that may be as worthy. Regardless of any monetary donation made by a family or an organization.

The Pier committee that was formed in 2002 saw fit to name it the Maritime Pier. Recently some have suggested the Pier be called the Fishermen's Pier. As a Past member of the Pier committee I can say that we steered away from that name and went with Maritime because of the Piers multiple use nature.

Either name would be acceptable to us. The Maritime Pier by definition serves many uses and Gig Harbor is the Maritime City. Ever since the Pier committee came up with the name, the pier has been referred to as The Maritime Pier for all intents and purposes.

The name, Fishermen's Pier, has historical significance. It pays tribute to all past and present fishermen that call Gig Harbor their home and honors the name of the Pier that once stood where Jerisich Dock is today. Most of our members prefer this name.

The Gig Harbor Fishermen's Civic Club formed in 1960 and has encouraged The City of Gig Harbor to construct a Pier ever since its inception. To see it come to life is exciting to all of us.

Sincerely,



Gregg Lovrovich  
President  
Gig Harbor Fishermen's Civic Club

**RECEIVED**

DEC 27 2011

CITY OF GIG HARBOR  
OPERATIONS & ENGINEERING



**Reed, Terri**

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**From:** erle gale [erles.gale@yahoo.com]  
**Sent:** Thursday, January 05, 2012 4:42 PM  
**To:** Reed, Terri  
**Subject:** Re: Pier name suggestions

Thank You Terri,

If you would care to forward this on as well. My brother attended the meeting, I've been ill, so I was unable.

I understand they decided the pier should not be named after "one family/individual". While I see the point of that, it seems as if that decision was made before the suggestions were probably even collected.

I think it is sad, that so many areas, streets and so on, have been named for others, and yet some who really should have been honored have been passed over. I'd hoped something would have happened, in that regard, within my 78 year old mothers' lifetime, honoring her late husband, and father-in-law. She sadly said to us, "If they pass them over again, after all they have done in the community, we'll never bring it up to them again".

We still have a huge extended Makovich family here, in Gig Harbor. It would be nice if someone would consider my previous letter.

Sincerely, Marilyn Makovich Gale

**From:** "Reed, Terri" <ReedT@cityofgigharbor.net>  
**To:** 'erle gale' <erles.gale@yahoo.com>  
**Sent:** Tuesday, January 3, 2012 9:58 AM  
**Subject:** RE: Pier name suggestions

Thanks for submitting your input on the naming of the pier. I will forward your suggestion to the Parks Commission/City Council.

Terri

**Terri Reed**  
**CITY OF GIG HARBOR**  
PUBLIC WORKS/OPERATIONS  
(253) 853-7640

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**From:** erle gale [mailto:erles.gale@yahoo.com]  
**Sent:** Tuesday, December 27, 2011 6:06 PM  
**To:** Reed, Terri  
**Subject:** Pier name suggestions

Hello Terri,

We left a copy of this letter at the City Hall for you. They stamped and dated it, but said you'd be out all week. We decided it best to send it e-mail as well. Thank You very much.

obtaining the properties for the now Skansie Park. He was responsible for negotiating in obtaining the "Shenandoah" for the Historical Museum. He helped in creating a memorial for the fishermen , now at The Jerisich Park.

Lee was very involved until his illness and passing, six years ago. As mentioned in the beginning of this letter, as of yet, no recognition has been given these two men, and this Pier, would be a wonderful way to give them the recognition they truly deserve.

Sincerely, Marilyn Makovich Gale, for the Makovich Family

AUG 24 2011

CITY OF GIG HARBOR

August 22, 2011

Gig Harbor Civic Center  
3510 Grandview Street  
Gig Harbor, WA 98335

Dear Sirs:

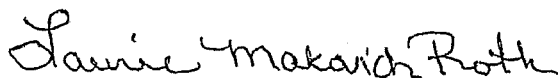
My name is Laurie Makovich Roth. I am writing on behalf of myself and my family regarding the naming of the new maritime pier in Gig Harbor.

My grandfather was Lee Makovich Sr. My grandfather was a pioneer in Gig Harbor and was instrumental in helping new immigrants. He helped start the power company, the school board, the Chamber of Commerce and St. Nicholas Catholic Parish. My grandfather and father owned what is now the highly regarded Maritime Inn. Both my father and grandfather were very well known, respected, and liked by the fishing community and the community at large in this area. My father was a well known author and maritime historian and well known and respected on both coasts of the United States and in Europe and he wrote numerous articles on both the commercial fishing industry and boats for many newspapers and magazines. He was instrumental in bringing the Shenandoah to the Gig Harbor Historical Society. His writing has helped preserve a large amount of history of this area and of the fishing and boat building industry. My father was instrumental in acquiring the Skansi Brothers property for the City of Gig Harbor, for what is now Skansi Gig Harbor Park. My father was very well known throughout this area and was very well respected

Our family feels that to name the new maritime pier after my father and grandfather would represent a wonderful memory of all the good that my father wrote about and the kind of person he was. It would be a long overdue acknowledgement of the contributions made by both my father and grandfather. It would also be a very good representation of what Gig Harbor is all about. There are presently six generations of the Makovich family living in the Gig Harbor area.

Please feel free to contact me if I can provide any more information about my father and grandfather and my family's pursuit of having his name on the new maritime pier. You could also obtain more information about both my father and grandfather through the Gig Harbor Historical Society. A good point of contact would be Vicki Blackwell ([vicki@harborhistorymuseum.org](mailto:vicki@harborhistorymuseum.org)).

Respectfully,



Laurie Makovich Roth  
8807 Danforth St NW  
Gig Harbor, WA 98329

(253) 851-4745  
[lrkatten@gmail.com](mailto:lrkatten@gmail.com)

August 22, 2011

Gig Harbor Civic Center  
3510 Grandview Street  
Gig Harbor, WA 98335

Dear Sirs:

My name is Judith Overfield. I am new to the Gig Harbor area having just moved

I have been doing a lot of reading about Gig Harbor and also have been talking to a fellow housemate (Laurie Makovich Roth). I am learning quite a lot about Lee Makovich (both Jr. and Sr.) and their contributions to the history of Gig Harbor. As I get further into learning about Gig Harbor, I will be reading more and learning more about other parts.

I understand that a new maritime pier is being constructed. I feel that it would be very appropriate if the pier could be named for both Lee Makovich Sr. and Lee Makovich Jr. From what I have read, it would indicate that Mr. Makovich was very instrumental in preserving a lot of history of this area in both photos and writing. I noticed that his work has been published in a number of magazines and newspapers.

From what I have learned to date, Mr. Makovich was an excellent ambassador for Gig Harbor and I don't believe you could find more deserving persons to receive this honor.

Respectfully,



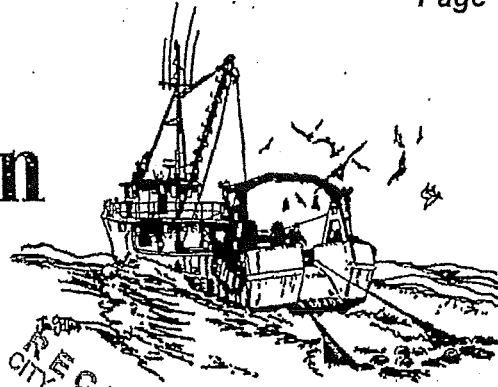
Judith Overfield  
8807 Danforth St NW  
Gig Harbor, WA 98329

(253) 851-4745  
[ladybug1954@gmail.com](mailto:ladybug1954@gmail.com)

# National Fisherman

MAIN OFFICE  
121 Free Street  
Portland, ME 04112-7438  
Telephone: (207) 842-5608  
Fax: (207) 842-5603

WEST COAST OFFICE  
4209 21st Avenue West, Suite 200  
Seattle, WA 98199  
Telephone: (206) 283-1150  
Fax: (206) 286-8594



RECEIVED  
CITY OF GIG HARBOR  
SEP 12 2011  
COMMUNITY  
DEVELOPMENT

Gig Harbor Civic Center  
3510 Grandview Street  
Gig Harbor, WA 98335

Sept, 6, 2011

Dear Mr. Katich,

I am a New Englander, so as it turns out my first knowledge of Gig Harbor came from the typewriter of Lee Makovich.

Lee wrote numerous pieces for *National Fisherman* chronicling commercial fisheries in the Pacific Northwest and in doing so brought the men and vessels of Gig Harbor to life in our pages. Although the son of a fisherman, Lee's interest in the fishing fleet hardly began or ended with his father's boats: over the years he catalogued information on 5,600 vessels, many part of Gig Harbor's fishing tradition.

Most important of all, Lee understood that the information he compiled bit by bit represented not so much a database as a tapestry of Americana we'll not see again, and he had the ability to make reading about it a wondrous pastime.

How fitting it would be to name a pier in honor of a man who so honored Gig Harbor's maritime tradition.

Yours truly,

Jerry Fraser  
Publisher

Most important of all, Lee understood that the information he compiled bit by bit represented not so much a database as a tapestry of Americana we'll not see again, and he had the ability to make reading about it a wondrous pastime.

Sept, 6, 2011

Gig Harbor's maritime

**Karlinsey, Rob**

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**From:** Paul R. Conan [Paul@conangroup.com]  
**Sent:** Wednesday, November 02, 2011 12:44 AM  
**To:** Karlinsey, Rob  
**Subject:** RE: Maritime Pier Name

I think the same process as KLM makes sense but it is also good to remember the KLM name came out of community input toward the end of the process.

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**From:** Karlinsey, Rob [mailto:karlinseyr@cityofgigharbor.net]  
**Sent:** Monday, October 31, 2011 8:40 AM  
**To:** Paul@conangroup.com  
**Subject:** RE: Maritime Pier Name

Do you want to go through the same process as KLM—consult the Museum & Parks Commission?

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**From:** Paul R. Conan [mailto:Paul@conangroup.com]  
**Sent:** Saturday, October 29, 2011 11:32 PM  
**To:** Karlinsey, Rob  
**Subject:** RE: Maritime Pier Name

I would like to see us go with the more historic Peoples Pier since it is nearly the exact same location.

Paul Conan

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**From:** Karlinsey, Rob [mailto:karlinseyr@cityofgigharbor.net]  
**Sent:** Friday, October 21, 2011 10:29 AM  
**To:** Conan, Paul; Ekberg, Steve; Franich, Jim; Hunter, Chuck; Ken1barb@harbornet.com; Paul Kadzik; Payne, Tim; Young, Derek  
**Cc:** Stanton, Lita; Towslee, Molly; Reed, Terri; Malich, Marco  
**Subject:** Maritime Pier Name

You've probably seen this week's article about naming the Maritime Pier after Makovich. Given that the advocates for the Makovich name have written you letters, I recommend that the City respond. You could continue to keep calling it the Maritime Pier, or if you want to look into calling it something different, I recommend that you go through the same process that you did for KL Marvin Veterans' Memorial Park where we consulted with the History Museum and asked the Parks Commission for a recommendation. Attached is the Historical Street Names policy. As you can see, Makovich is on the priority list.

Also attached is the Council Bill and minutes from the naming process for KL Marvin Veterans' Memorial Park.

*Rob*

Rob Karlinsey  
City Administrator  
City of Gig Harbor  
[www.cityofgigharbor.net](http://www.cityofgigharbor.net)

11/9/2011

**Reed, Terri**

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**From:** Tomi Kent Smith [TOMIKENT@MSN.COM]  
**Sent:** Thursday, December 15, 2011 6:58 PM  
**To:** Reed, Terri  
**Cc:** Hunter, Chuck; Kadzik, Paul; paynet@cityofgigharbor.net; Young, Derek; Ekberg, Steve; Malich, Ken; Conan, Paul; Franich, Jim  
**Subject:** Name for the New Pier  
**Attachments:** 2nd ltr name of fishermen pier.doc  
**Importance:** High

Attached please find my suggestion for the name of the new pier.

Ms. Tomi Kent Smith  
3414 Harborview Drive  
Gig Harbor, WA 98332

I am responding to Mayor Chuck Hunter's request for suggestions naming the new pier to be built on the old Stutz's Fuel Dock property. The name I would like for this new pier is: "The Gig Harbor Fishermen's Pier". If an outside funding requirement that 'maritime' be included in the name, the "The Gig Harbor Fishermen's Maritime Pier" would be acceptable.

I believe the natural or geological features do not apply to this particular project since this has already been reviewed and accepted by the City of Gig Harbor both during its past life and again when the City of Gig Harbor purchased the property.

The neighborhood has consistently been involved in commerce arriving by boat since the early days of our community history. The People's Dock, Puget Sound Herring Shop and Dock, the Tarabochia, Skansie, and two Babich net sheds located in the 27-28-2900 block of Harborview, the ferry dock, are just of a few of the locations which supported water traffic and commerce.

Family commercial fishing dominated the waterfront from the beginning as the major industry in Gig Harbor. The commercial fishing founding fathers were principally Samuel Jerisich, Peter Goldsmith and John Farrague in 1867. They were soon joined by Joe Dorotich and John Novak. As more Croatians arrived in the harbor, many joined the fishing community. In the 1920s more than 30% of local fishermen\* joined with J. R Morris to form the Fishermen's Packing Corporation which was headquartered in Anacortes. The corporation included fishermen from Everett, Tacoma, Seattle, Bellingham and Gig Harbor at the time of its founding. During the early years of fishing, fishermen faced numerous disappointments in finding markets for their fish. When salmon was scarce and difficult to catch, all buyers were eager to purchase all the fish they could; however, when the "big years" came, the canneries turned down many boats because they had no room. It was due to these circumstances that the purse seine vessel owners and operators banded together and formed Fisherman's Packing Corporation. This spearheaded the development of Gig Harbor's fishing fleet into one of the most successful on the West Coast. They fished from California, to the San Juans and on up to the Bering Sea. Nick Bez also a local Gig Harborite owned several canneries up and down the west coast including P. E. Harris the largest cannery in Alaska which allowed the fishermen to broaden the market share of Pacific Northwest fish.

Everyone I have spoken to is in agreement that the pier should not be named for a single family but instead encompass all those men and women involved in the fishing industry; past, present and future fishing families and crew.

No single family can claim responsibility for the establishing of the fishing industry which has and continues to dominate our community. It is and has always been a joint effort of all those involved in commercial fishing. The Gig Harbor Commercial Fishermen's Club beginning at the time of founding and continuing to this day is actively involved both in the fishing industry and the community. The Gig Harbor Fisherman's Club has provided a sizeable donation towards the construction of this pier which has been promised to them for many years.

Lastly, placement of a bronze Fisherman's statute is proposed at the site. This makes the name "Fishermen's Pier" even more relevant and appropriate. In this way, all fishermen, their families, residents and visitors can relate to both the pier and the fishing legacy. This would fulfill a promise made over 50 years ago.

\*At the time of founding in 1928-29 there were 80 stockholders and members from Gig Harbor of Fisherman's Packing Corporation included but not limited to:

Joe Cloud – 1928  
Tony Gilich – 1928  
Mato Ivanovich – 1928  
John Lovrovich - 1929  
Lee Makovich – 1928



John Malich – 1929  
Marko Markovich – 1928  
Peter Markovich – 1928  
Pete Scarponi – 1929  
Martin Stanich – 1928

By 1964 there were 229 stockholders which included more Gig Harbor fishermen including the Tarabochia, Ancich (4 families), Janovich, Jerkovich families as well as many more.

**Reed, Terri**

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**From:** Tomi Kent Smith [TOMIKENT@MSN.COM]  
**Sent:** Saturday, November 19, 2011 4:11 PM  
**To:** Reed, Terri  
**Subject:** Naming of Future Pier at Former Stutz Waterfront Property

**Importance:** High

I would appreciate your sharing this email with all the members of the Parks Commission for their consideration on December 7th. I would forward it directly to them except I do not have their individual email addresses.

I read with considerable interest the request of Laurie Makovich in the Peninsula Gateway to have the new pier named after their family and agree that Lee Makovich and his family has been a tremendous asset to the Gig Harbor community. Not only was he prominent businessman but also a philanthropic leader. Through Lee Makovich's writings he chronicled the fishing and maritime industry of the Puget Sound most especially Gig Harbor. As a result his name is well recognized in the maritime field.

Several original members of our community have had streets named after them. The City did assign their name to a street several years ago however it is my understanding that the location was deemed unacceptable to the family as it was a dead-end street and not near the harbor (water). Their family has a historical marker in front of the Maritime Inn which acknowledges their family and their home; its location is also acknowledged on the map of the waterfront district with a brief description again of their family significance and recognizes their contributions to our community.

I believe the new pier should be a tribute for **ALL** the early fishing families in Gig Harbor, and for that reason I believe the pier should be named "The Gig Harbor Fishermen's Maritime Pier" with the maritime pier legacy sculpture incorporated at the same location. Why do I like "Fishermen" rather than "Maritime"? Fishermen recognizes a person or persons who catch fish for a living or for profit whereas "Maritime" means a connection with the sea in relation to navigation, shipping, seafaring commercially or military activity. This is an opportunity to honor not merely one family but instead to honor all the families and the legacy they began and continue today. We must remember that at one time Gig Harbor had one of the largest commercial fishing fleets in the Pacific Northwest and the fleet today is still significant although smaller. Many of these families including but not limited to Tarabochia, Ancich (4 families), Janovich, Jerkovich and Makovich were also founders and stockholders of the Fishermen's Packing Corporation in 1928/29 (in 1935 Lee Makovich was elected General Manager). I further believe that by recognizing the entire fishing fleet and all the fishermen of our community we will finally fulfill the promise made to them in the early 1940s. This promise was given to them by the city leaders following incorporation as a town and has been reaffirmed on more than one occasion since then. The promised pier was to replace the fishermen's original pier at the location now known as Jerisich Park because that pier deteriorated and sank. If we are to overlook all the men and women who made their living fishing the waters from Gig Harbor to the San Juans, to Canada and Alaska, and to California, it could be seen as a slight or overlooking individual contribution to the fishing industry for which Gig Harbor is known for throughout the Pacific Northwest and points beyond.

Everyone is aware the pier will be utilized by personal boaters and tourist boats in addition to the commercial fishermen but the important thing is that we honor all the commercial fishermen, past, present and future, captains and crew, in its name and fulfillment of a promise long made. The Gig Harbor Fisherman's Club has made a sizeable donation to help defray some of the construction costs of this new facility. Therefore by naming the pier for them as "The Gig Harbor Fishermen's Maritime Pier" would honor the tremendous history they helped to build in Gig Harbor.

Thank you for your consideration.

Ms. Tomi Kent-Smith  
3414 Harborview Drive  
Gig Harbor, WA 98332

**Towslee, Molly**

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**From:** Stanton, Lita  
**Sent:** Thursday, November 03, 2011 10:51 AM  
**To:** Towslee, Molly  
**Subject:** FW: Naming of Future Pier Next to The Tides  
**Attachments:** Future Pier Currently in Design Planning.doc

**Importance:** High

---

**From:** Tomi Kent Smith [<mailto:TOMIKENT@MSN.COM>]  
**Sent:** Tuesday, November 01, 2011 8:13 AM  
**To:** Hunter, Chuck  
**Cc:** Young, Derek; Conan, Paul; Ekberg, Steve; [paynet@cityofgigharbor.net](mailto:paynet@cityofgigharbor.net); Franich, Jim; Malich, Ken; Kadzik, Paul; Stanton, Lita; Stanton, Lita; [gatewayeditor@gateway.com](mailto:gatewayeditor@gateway.com)  
**Subject:** Fw: Naming of Future Pier Next to The Tides  
**Importance:** High

Derek Young advised me that because we, the City, are seeking outside funding for the construction of this future pier it should include "maritime" in the name. OK, I'll accept **Gig Harbor Fishermen's Maritime Pier**. After all, the GH Fisherman's Club is donating a sizeable amount of money towards the funding.

Ms. Tomi Kent Smith  
3414 Harborview Drive  
Gig Harbor, WA 98332  
----- Original Message -----

**From:** Tomi Kent Smith  
**To:** Chuck Hunter  
**Cc:** [youngd@cityofgigharbor.net](mailto:youngd@cityofgigharbor.net) ; [conanp@cityofgigharbor.net](mailto:conanp@cityofgigharbor.net) ; [ekbergs@cityofgigharbor.net](mailto:ekbergs@cityofgigharbor.net) ; [paynet@cityofgigharbor.net](mailto:paynet@cityofgigharbor.net) ; [franichj@cityofgigharbor.net](mailto:franichj@cityofgigharbor.net) ; Malich, Ken ; [kadzikp@cityofgigharbor.net](mailto:kadzikp@cityofgigharbor.net) ; Lita Dawn Stanton ; Lita ; [gatewayeditor@gateway.com](mailto:gatewayeditor@gateway.com)  
**Sent:** Monday, October 31, 2011 11:26 AM  
**Subject:** Naming of Future Pier Next to The Tides

Ms. Tomi Kent Smith  
3414 Harborview Drive  
Gig Harbor, WA 98332

### Future Pier Currently in Design Planning

I read with considerable interest the request of Laurie Makovich to have the new pier named after their family and agree that Lee Makovich and his family has been a tremendous asset to the Gig Harbor community. Not only was he prominent businessman but also a philanthropic leader. Through Lee Makovich's writings he chronicled the fishing and maritime industry of the Puget Sound most especially Gig Harbor. As a result his name is well recognized in the maritime field.

Several of the original members of our community have had streets named after them. The City did assign their name to a street several years ago however it is my understanding that the location was deemed unacceptable to the family as it was a dead-end street and not near the harbor (water). There is a historical marker in front of the Maritime Inn which acknowledges their family and their home; its location is also acknowledged on the map of the waterfront district with a brief description again of their family significance.

I believe the new pier should be a tribute for ALL the early fishing families in Gig Harbor, and for that reason I believe the pier should be named "The Fishermen's Pier" with the maritime pier legacy sculpture incorporated at the same location. Why do I like "Fishermen" rather than "Maritime"? Fishermen recognizes a person or persons who catch fish for a living or for profit whereas "Maritime" means a connection with the sea in relation to navigation, shipping, seafaring commercially or military activity. This is an opportunity to honor not merely one family but instead to honor all the families and the legacy they began and continue today. We must remember that at one time Gig Harbor had one of the largest commercial fishing fleets in the Pacific Northwest and the fleet today is still significant although smaller. Many of these families including but not limited to Tarabochia, Ancich (4 families), Janovich, Jerkovich and Makovich were also founders and stockholders of the Fishermen's Packing Corporation in 1928/29 (in 1935 Lee Makovich was elected General Manager). I further believe that by recognizing the entire fishing fleet and all the fishermen of our community we will finally fulfill the promise made to them in the early 1940s. This promise was given to them by the city leaders following incorporation as a town and has been reaffirmed on more than one occasion since then. The promised pier was to replace the fishermen's original pier at the location now known as Jerisich Park because that pier deteriorated and sank. If we are to overlook all the men and women who made their living fishing the waters from Gig Harbor to the San Juans, to Canada and Alaska, and to California, it could be seen as a slight or overlooking individual contribution to the fishing industry for which Gig Harbor is known for throughout the Pacific Northwest and points beyond.

Everyone is aware the pier will be utilized by personal boaters and tourist boats in addition to the commercial fishermen but the important thing is that we honor all the commercial fishermen, past and present, captains and crew, in its name and fulfillment of a promise long made.

Reed, Terri

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**From:** Karlinsey, Rob  
**Sent:** Tuesday, November 15, 2011 12:27 PM  
**To:** Reed, Terri; Malich, Marco  
**Subject:** FW: Makovich Maritime Pier

Please forward to the Parks Commission and let them know that Council has formally directed the Parks Commission to follow the adopted Parks Naming Resolution for the maritime pier property. Thanks.

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**From:** Mark Hoppen [mailto:hoppenm@gmail.com]  
**Sent:** Tuesday, November 15, 2011 9:52 AM  
**To:** Karlinsey, Rob; Hunter, Chuck; Ekberg, Steve; Franich, Jim; Payne, Tim; paulkadzik@comcast.net; Conan, Paul; Malich, Ken; Young, Derek; Stanton, Lita  
**Subject:** Makovich Maritime Pier

Dear City Council members,

I'm in favor of the naming the Maritime Pier the "Makovich Maritime Pier." Years ago, the City Council attempted to name a minor neighborhood street after Lee's dad, as per city naming resolution, but the Makovich family, and Lee, rejected the naming as less than significant. The Council relented. The City Council always has problems following its own resolution in this regard, so the resolution although well-defined is always obfuscated by numerous well-intentioned public and Council motives. In this case, unlike LKM park, the Maritime Pier area actually uses a street-end, both upland currently and eventually on the tidelands. The water-access easement is in fact street and transportation-related. The naming resolution is about streets and nothing else.

Consequently, I think the City Council should follow its own resolution. Not surprisingly, the Makovich name is near the top of the list. So, use it.

That's the specific, legitimate rationale. The rest of the rationale is that the word "maritime" describes the multiple-use character of this connection to the Gig Harbor Bay and Puget Sound.

Moreover, the word "maritime" clarifies that this particular connection, unlike Jerisich Dock, is not principally or exclusively a recreational facility. I think this is an important public distinction.

Also, I like the **alliteration** of "Makovich Maritime Pier." A poetic device (two repeating consonants) is just a detail, but it's classy. The city brand (underlying "the Maritime City") should emanate class. (That's why we shouldn't chip seal any more major arterials with antique technology, or why we should take the tennis shoes off the light poles at the skatepark, or why all that Rosedale and Stinson non-profit detritus should be properly screened, or why the non-profit box at the foot of Rosedale should at least be set upright. The City Council is supposed to notice the details and do something thoughtful.)

Of course, if you adamantly insist on not following your own long-standing resolution with respect to street easements, then the "Peoples' Pier" would also do for much the same reasons. I'm amused at the thought of naming the Maritime Pier the the "Peoples Pier" because it celebrates our socialist local roots; it's a throw-back to Wobblies and union strife; you remember, the days a 100 years ago when the 1% had all the wealth the last time.

**First Choice: Makovich Maritime Pier**

Just Do Both the Legitimate and Right Thing :)

Mark Hoppen  
8133 Shirley Avenue

**Mark Hoppen**  
8133 Shirley Avenue  
Gig Harbor, WA 98332  
Cell 253 279-2415  
[hoppenm@gmail.com](mailto:hoppenm@gmail.com)

**Reed, Terri**

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**From:** Peter Stanley [pstanley602@gmail.com]  
**Sent:** Tuesday, December 13, 2011 9:12 AM  
**To:** Reed, Terri  
**Subject:** naming the new pier

To whom it may concern:

RE: Naming of the new pier

There is a great name already out there that is historic, local, geographic, warm and inviting to all....The People's Dock.

I think you will find wide acceptance for that name, and very little controversy. I encourage the Mayor and the Council to short-circuit the inevitable squabbling and conflict that may arise in the harbor by announcing that by unanimous vote they have chosen the name ....The People's Dock.

This pier is, after all, a multi-purpose facility for the benefit and enjoyment of all.

Sincerely,

Peter Stanley

Reed, Terri

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**From:** Dawn Dalton [Dawn.Dalton@multicare.org]  
**Sent:** Tuesday, December 13, 2011 12:50 PM  
**To:** Reed, Terri  
**Subject:** pier naming

*Harbor side Landing*

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MULTICARE'S SHARED VALUES | Respect | Integrity | Stewardship | Excellence | Collaboration | Kindness

Mailgate1.multicare.org made the following annotations

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NOTICE: This e-mail and the attachments hereto, if any, may contain privileged and/or confidential information. It is intended only for use by the named addressee(s). If you are not the intended recipient of this e-mail, you are hereby notified that any examination, distribution or copying of this e-mail and the attachments hereto, if any, is strictly prohibited. If you have received this transmission in error, please immediately notify the sender by email or telephone and permanently delete this e-mail and the attachments hereto, if any, and destroy any printout thereof. MultiCare Health System, Tacoma, WA 98415 (253) 403-1000.

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**Reed, Terri**

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**From:** Spencer Hutchins [spencerwhutch@gmail.com]  
**Sent:** Tuesday, December 13, 2011 1:39 PM  
**To:** Reed, Terri  
**Subject:** New dock name

Terri,

I read an article about the city's seeking input on a name for the new dock by Tides Tavern. I'd like to throw in my two cents.

It seems like a name tying Gig Harbor to its history with the Wilkes Expedition would be appropriate--especially since the dock is so close in proximity to the mouth of the harbor. We all know the famous story of how Capt. Wilkes' gig took shelter during a storm and how he then gave our beautiful harbor its name.

So, my suggestion is "Wilkes Landing" or "Wilkes Dock" in honor of that important early moment in our community's history. Thanks for taking all our comments into consideration.

All the Best,

**Spencer Hutchins**  
*Fall Clerk to Hon. Ronald B. Leighton*  
*U.S. District Court for the Western District of Washington*

J.D. Candidate, 2013  
University of Washington School of Law  
(253) 229-0341 | [spencerwhutch@gmail.com](mailto:spencerwhutch@gmail.com)  
3400 Harborview Drive  
Gig Harbor, WA 98332

Reed, Terri

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From: PHIL [PHIL.REGNART@COMCAST.NET]  
Sent: Tuesday, December 13, 2011 6:50 PM  
To: Reed, Terri  
Subject: Naming the new pier...



Submitted by Phil Regnart  
253-509-2149

**Reed, Terri**

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**From:** John Bare [jjbare@gmail.com]  
**Sent:** Wednesday, December 14, 2011 9:24 AM  
**To:** Reed, Terri  
**Subject:** Pier name

I have lived in the GH community most of my life. The city adopted the name, the "Maritime City". I feel an appropriate name for the pier, is either "Maritime Wharf" or "Fishermen's Wharf".

John Bare

**Reed, Terri**

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**From:** Terry James60 [terryjames60@comcast.net]  
**Sent:** Wednesday, December 14, 2011 4:46 PM  
**To:** Reed, Terri  
**Subject:** pier name

"Family pier"

Merry Christmas

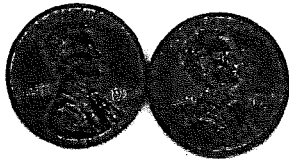
**Reed, Terri**

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**From:** Centurytel [haddon5@centurytel.net]  
**Sent:** Friday, December 16, 2011 7:31 AM  
**To:** Reed, Terri  
**Subject:** Suggestion for naming the new Pier

To who it may concern, How about... Pier Pleasure  
Thank you, Beth Haddon

Sent from my iPad



3607 Ross Avenue  
Gig Harbor, Wa. 98332  
December 21, 2011  
253-858-2542

RECEIVED  
DEC 21 2011  
CITY OF GIG HARBOR

From Jack and Patricia Bujacich  
To: [reedt@cityofgigharbor.net](mailto:reedt@cityofgigharbor.net)  
Cc: Mayor: Chuck Hunter – All members of the City Council

I would like to put my two(2) cents into the naming of the new pier.

Many years ago we had a Fishermen's dock and a People's dock that was used by the local fishermen. They couldn't be maintained properly, so like all things that get too old, they disappear, even though the need is still there.

In the early 1950's the local fishermen took this project on and tried to have a dock built. Many of us spent every Wednesday meeting with the Port of Tacoma to see if they would spend some of our tax monies back in Gig Harbor. We went house to house with a petition, all the way from the tip of Longbranch to the Narrows including Fox Island. We gathered over 3000 signatures. This was in the 50's when the population of our peninsula wasn't very large.

We then hired a Public Relations person and made the National News showing Nick Markovich rowing a boat in Gig Harbor with no place to tie up. Because we had a very large fishing fleet, the Port finally spent \$25,000 on test drilling for soil samples. Their answer was they could not drive piling with the soil condition as is. In other words, they would not build a pier.

After all these years it looks like we are finally going to have a dock, thanks to the Mayor of Gig Harbor and the City Council. In my opinion, it would be an insult to all those that put so many hours on the project to name it after a person. It should be called the Maritime Fishermen's Pier or Fishermen Maritime Pier or just Maritime Pier.

Jack Pat

**Reed, Terri**

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**From:** michael galligan [mikegalligan@msn.com]  
**Sent:** Thursday, December 22, 2011 4:45 PM  
**To:** Reed, Terri  
**Subject:** Naming of Fishermans Pier

Good Day, I'm writing you with some input on the issue of the naming of the Fisherman's Pier.

First, I have to tell you that I was born and raised in Gig Harbor with direct connections to the Makovich family, Lee Sr. being my Great Grandfather.

You might think that would influence the flavor of this opinion. Yet, having moved from the Harbor 30 years now, I hope I can give you a more fair and balanced opinion.

I still have family and many friends there.

I still am a Commercial Fisherman and an Original and current member of the Gig Harbor Fishermen's Club, even though Life seems to prevent me from practicing my membership other than a wave of my hat when our boats pass or a story on an out of town dock or coffee shop from time to time.

But, having spent my formative years as a fisherman in Gig Harbor...with enough Croatian Blood to present a good argument among fisherman...and enough Other Blood to know better and keep my mouth shut...I have to say you are in for a no win situation trying to get all the Harbor Fishermen...and others...to agree on the Naming of that pier.

Hopefully as connected as I may be to the Harbor..AND..an "Outsider" as some fishermen there now consider me, I can sew some meshes of compromise into that worn out piece of cotton net this conversation is bound to turn into.

I'm sure every Fisher Family in the Harbor wants the Dock named after them to Cement there Heritage.

Everyone of them has valid points as each Family played its part in the formation of that community.

The Harbor has always been that way, each family helping each other when the need arises, especially when it came right down to it.

They may set their net in front of you and raise a fist and yell some Croatian phrase that would rattle the confessional at St. Nicks

But, if you or your Family was in serious need That Fishing Community was...and still is...the most generous fleet on the entire West Coast.

Gig Harbor does a great job of preserving the Fishermen's Historical Heritage. From the Blessing of the Fleet, The Family Names above each surviving net shed, The preserving of the Shenandoah, The Skansi Property and Many others.

Sure I could insist the Dock be named after my Great Grandfather, Lee Makovich, and share all of the things he did in the formative years in the Harbor...I'm sure others will be doing that.

Being as this Dock is going to be shared by All Fishermen, It might be the perfect opportunity to join together and come up with a name that will make everyone Proud of the Fishing Heritage that built that town...TOGETHER, Not just one Family.

That is NOT going to be an easy task...But, I think my Great Grandfather would agree.

Good Luck...and hurry up! I can't wait to use it!

*Michael Galligan*

**Reed, Terri**

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**From:** matt42mtq@comcast.net  
**Sent:** Tuesday, December 27, 2011 11:32 AM  
**To:** Reed, Terri  
**Subject:** Pier Name

Hello Terri,

The name for the new city pier is pretty obvious -- "The Peoples Pier" in honor and memory of the pier of the same name that was located in the vicinity during the early 1900's. It will serve many of the same purposes as its' namesake -- a social gathering point, hopefully a location for tour vessels to transport residents and tourists, a landing for commercial fishing vessels (in-season fresh caught fish sales?), plus other activities bringing people together.

To complete the re-creation of this facility the historical reader sign at the adjacent corner of the Russell Foundation building would only need to be moved onto the current site.

Randy Mueller  
Gig Harbor



Marilyn L. Gale  
4912 71<sup>st</sup> ST. CT. NW.  
Gig Harbor, WA. 98335

City of Gig Harbor  
Terri Reed

In response to the article in the Peninsula Gateway Newspaper, regarding suggestions on naming the new pier. Our family would like to offer a suggestion which would bring recognition to the following men.

This is a well known father and son who made substantial contributions to our community, but have not as to date, yet received any recognition for their many valuable services. The suggestion would be to in some way, include the "Makovich" name within the name of the pier such as for example, "The Lee Makovich Maritime Pier". I will tell you a little about each of the two men, and some of the many contributions they made to the Gig Harbor Community.

Lee Makovich Sr. came to Gig Harbor in the 1800's, from Yugoslavia. He built his family home which is now the site of "The Maritime Inn." Lee and his wife Katie raised eight children there, and in later years his daughter and still later, his son Lee Jr. raised their family's there as well. As Lee Sr. began his life in Gig Harbor, he began to assist many of the new arriving immigrants with obtaining citizenships, and starting lifelong careers in the commercial fishing industry. He also helped these settlers financially, in obtaining boats and supplies and helped them find lodging and helped them with money for food and needs. Many received help with a new start here.

Prior to Gig Harbor having a "Town Council" or mayor, Lee was the president of "The Southside Improvement Club.". He was a founder of the early "Peninsula Light Company", and served in helping to form the early School Board. A dear friend of mine, who was well into her " '90's in the mid. 1990's told me my grandfather, Lee Sr. hired her for her first local teaching job, and what a kind man he was.

Lee Sr. is noted in the Washington State History Books, as he was responsible for the writing of the "Frasier River Fishing Treaty. He was almost single handedly responsible for eliminating the fish traps, enabling the industry to continue. He was on the Chambers of Commerce in many local regions. He also took over the failing "Fisherman's Packing Corporation" in Anacortes WA.. and got it going again.

A few years ago, Lee Makovich Sr.'s son, Lee Jr., wrote a story which appeared in the Peninsula Gateway, outlining Lee Sr.'s community involvements, entitled "The Good Godfather". Amazingly he involved himself so selflessly, and still worked away part of each week, while he and his wife Katie raised the eight children.

Now, I will tell you about my father, Lee Makovich Jr. . Lee was the youngest of Lee Sr., and Katie's eight children. In a tragic couple of years in Lee Jr.'s boyhood, he lost both his older, only brother and his father, Lee Sr., in separate fatal car accidents. This was a heartbreaking turn of events in the life of a young boy.

Later in Lee Jr's life, as he was finishing raising his family with his wife Jo Ann, Lee began putting his collection of maritime photograph's together and began collecting more. As he collected the photo's he began to write short stories about the boats and their owners. Soon, he was writing longer, very involved stories about the boats, their history, and their owners and families. These publications appeared in the local Peninsula Gateway, where Lee had a column entitled "The Past Alive", a column about the Maritime History and the families. He had stories published in national and international newspapers and magazines. Lee inherited his fathers sense of community and involvement. He did all he could to help in community issues. He was responsible for negotiations between the Skansie brothers, and the city of Gig Harbor in obtaining the properties for the now Skansie Park. He was responsible for negotiating in obtaining the "Shenandoah" for the Historical Museum. He helped in creating a memorial for the fishermen, now at The Jerisich Park.

Lee was very involved until his illness and passing, six years ago. As mentioned in the beginning of this letter, as of yet, no recognition has been given these two men, and this Pier, would be a wonderful way to give them the recognition they truly deserve.

Sincerely, Marilyn Makovich Gale,  
for the Makovich Family

Guy Hoppen  
8402 Goodman Drive NW  
Gig Harbor, WA. 98332

12/13/11

City of Gig Harbor  
Attn: Terri Reed  
RE: Maritime Pier name

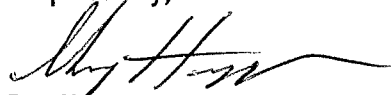
Members of the Parks Commission and City Council,

The following is a brief history of how and why the Maritime Pier Committee used the word 'maritime' in conjunction with pier. In 2002 Gregg Lovrovich and I formed a citizen's committee to advocate for a public pier. We understood well the 50-year-old community perception that a pier would primarily be a single-use facility; a commercial fishing facility. We also understood that the single-use perception would have to be changed if the citizen's of Gig Harbor were ever going to support the building of a public pier.

We picked 'maritime' because it has a commercial definition and a broad connotation. The Maritime Pier Committee members (Gregg Lovrovich, Guy Hoppen, Jake Bujacich, Robin Paterson, Lita Dawn Stanton, John Bare, Laureen Lund and John McMillan) all agreed that any facility built should serve both commercial and recreational waterfront community stakeholders, (e.g. Jerisich Dock was funded by sources that limit facility use to recreational. Commercial Fishermen, charter vessels, tour boats, etc. cannot legally use the Jerisich Dock facility). The Maritime Pier Committee was advocating for a community dock that **all community waterfront stakeholders** could use.

There are two pier names that I would consider appropriate and will support. The name **Maritime Pier** after 10 years of advocacy use in news articles, ad hoc committees, and official references, is the de facto pier name. It is inclusive, descriptive, and now has history. I will also support parks commission members and city council members if they choose the name **Fishermen's Pier**, a name that honors all fishing families and Gig Harbor's commercial fishing cultural heritage.

Respectfully,



Guy Hoppen  
253 278 4201

December 26, 2011

**RECEIVED**

**DEC 28 2011**

**CITY OF GIG HARBOR  
OPERATIONS & ENGINEERING**

City of Gig Harbor  
Attention: Terri Reed  
3510 Grandview Street  
Gig Harbor, WA 98335

To Whom It May Concern:

I am writing in regard to the naming of the new pier to be constructed in Gig Harbor on 3303 Harborview Drive. When you are comparing possible choices, please consider the Makovich name, from a family with roots here in Gig Harbor for over 100 years. Lee Makovich Sr. and Lee Makovich Jr. spent their lives involved in the maritime industry.


Lee Makovich Sr. was both a leader in the fishing industry and a man devoted to community service. He helped to make Gig Harbor the city it is today. Among his many accomplishments:

- One of the founders of the Purse Seine Vessel Owners Association, serving as an officer for 16 years.
- Organized and ran the Fisherman's Packing Corporation.
- Lobbyist for salmon fisherman.
- Gig Harbor Chamber of Commerce, founding member.
- Peninsula Light Company, original board member.
- Lincoln High School board member, 21 years.
- Union High School, 14 years (Chairman)
- President of the Board of St. Nicholas Church, 17 years.
- American-Slavonic Benevolent Federation, President.
- Also served on the Chamber of Commerce for Seattle, Tacoma, Everett, and Anacortes.

Lee Makovich Jr. worked as a maritime historian and author, documenting the histories of Gig Harbor's commercial fishing fleet. He wrote columns for the Peninsula Gateway, Fisherman's Journal, National Fisherman and other publications. His research and writing helped to teach us all more about the history of our area, the fishing community, and the boat-building industry.

Giving the Makovich name to this new pier would be a wonderful way to honor the memory of two men who were devoted to the preservation of the commercial fishing industry, and helped to shape this unique and beautiful town we call home.

Sincerely,

  
Cindy Brown

**Reed, Terri**

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**From:** John Wells [johnypwells@yahoo.com]  
**Sent:** Thursday, December 29, 2011 8:14 AM  
**To:** Reed, Terri  
**Subject:** pier name

Name it after the man that founded Gig Harbor. Captain Charles Wilkes. Not real original but honorable

**Reed, Terri**

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**From:** Sheila Crosby [gharborsi@gmail.com]  
**Sent:** Thursday, December 29, 2011 2:17 PM  
**To:** Reed, Terri  
**Subject:** Pier naming

I am writing this in support of naming the new Gig Harped pier after Lee Makovich, Sr. He arrived in Gig Harbor around 1903. He was a real driving force in the community and for commercial fisherman in Western Washington. He wrote the Frazier river sockeye study and help draft the treaties with Canada regarding commercial fishing, riding to Canada with the president of the United States to Canada when these documents were signed. He and another gentleman ( Mr. Plancich, I believe ), started Fisherman's Packing plant, a co-op for commercial fihermen with canneries in Anacortes, Everett, and Friday Harbor. Heals served on city councils in Everett, Anacortes and Gig Harbor. He was president of the Peninsula school board and was instrumental in starting St. Nicholas catholic church in Gig Harbor. He also worked for the United States Census.

**Reed, Terri**

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**From:** Sheila Crosby [gharborsi@gmail.com]  
**Sent:** Thursday, December 29, 2011 2:37 PM  
**To:** Reed, Terri  
**Subject:** Re: Out of Office: Pier naming

I am wiring to propose naming the pier for Lee Makovic, sr. He did a lot for commercial fishermen in the early days of this town and for the entire community. He wrote the Frazier river sockets study and helped secure treaties with Canada regarding commercial fishing, even riding to Canada with the President of the United States when these treaties with were agnes. He started Fisherman's packing plant with another gentlemen( Mr. Plancich) I believe), which was a co-op for commercial fishermen, with canneries in Everett, Friday Harbor, and Anacortes, where he served as the superintendent. He helped start St. Nicholas catholic church in and sas the president of the school board. He served on the city councils of Gig Harbor, Everett, and Anacortes. He was a lobbist in Olympia for the Fishing industry. He also worked for the U.S census. He was admired as a good neighbor and community leader. His son, Lee Makovich, jr. also was invoved in documenting information about commercial fishing and the local fishing fleets. The Makovich family lived on Harbor view drive a Ross from Jericich park. I appreciate your consideration. Sheila Crosby

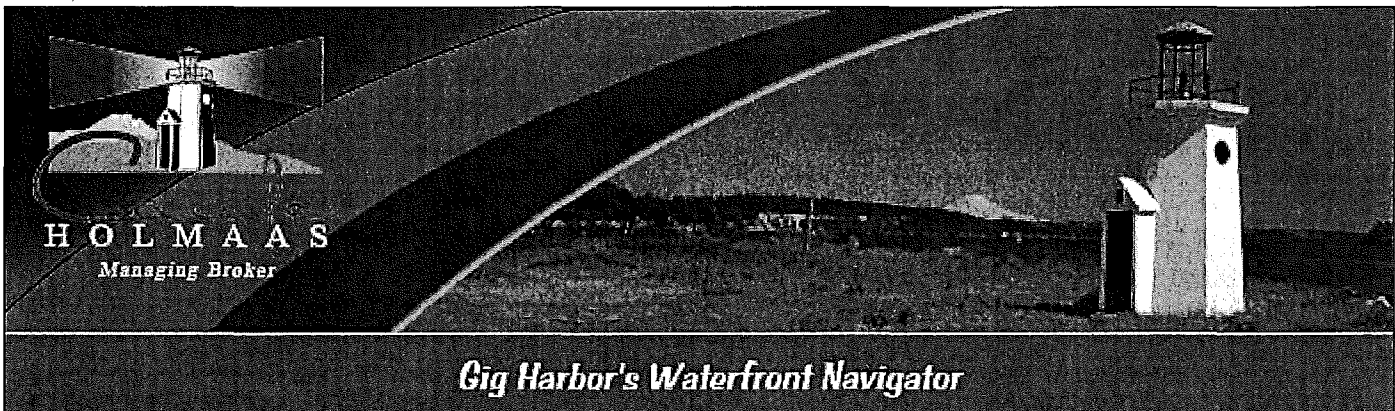
On Dec 29, 2011 2:16 PM, "Reed, Terri" <[ReedT@cityofgigharbor.net](mailto:ReedT@cityofgigharbor.net)> wrote:  
I am currently out of the office, returning on Tuesday, January 3rd.

Please contact Nancy Nayer at [nayern@cityofgigharbor.net](mailto:nayern@cityofgigharbor.net) or (253) 851-6170, if you need assistance. ~Terri

Reed, Terri

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**From:** Carole Holmaas [carole@isellgigharbor.com]  
**Sent:** Thursday, December 29, 2011 2:27 PM  
**To:** Reed, Terri  
**Cc:** Hunter, Chuck; Payne, Tim; Steve Ekberg; Young, Derek; Malich, Ken; paulkadzik@comcast.net; jillguersey@comcast.net; mperrow@hotmail.com  
**Subject:** "People's Wharf"



I cannot imagine any more appropriate name than "People's Wharf" (or Dock). It is the historical name when it was the town's only public ferry landing. And it is how the dock will be used in the future--for the people and by the people. And who knows maybe someday it could be used for passenger ferry service or tour boats.

I believe it truly focuses on the vision the City Council has had for the dock's use.

[Carole@ISellGigHarbor.com](mailto:Carole@ISellGigHarbor.com)  
[ISellGigHarbor.com](http://ISellGigHarbor.com)  
[blog.ISellGigHarbor.com](http://blog.ISellGigHarbor.com)

**Reed, Terri**

---

**From:** John Holmaas [johnh@windermere.com]  
**Sent:** Thursday, December 29, 2011 2:38 PM  
**To:** Reed, Terri  
**Cc:** Hunter, Chuck; Michael Perrow; Jill Guernsey; Steve Ekberg; Young, Derek; Malich, Ken; Kadzik, Paul; Payne, Tim  
**Subject:** People's Dock (or wharf)  
**Attachments:** EMAIL

Terri

I wish to comment on the naming of the new dock next to the Tides Tavern.

I DO NOT believe it should be named for any personal, dead or alive. There certainly are lots of choices but to me there is a historic name for this proposed dock ... the name that was on it years ago.

Attached is a copy of an old Metsker Map which was dated 1965 which shows the name PEOPLES WHARF ... or it could be upgraded to PEOPLES DOCK, whatever the council likes best. I favor PEOPLES DOCK.

The dock has been a long time coming and I believe the name should reflect the historic roots of this location that is next to what was the dock used as a ferry landing in the first half of the 19<sup>th</sup> century.

Appreciate your consideration and encourage your adoption of a name reflective of our community ... PEOPLES DOCK does it ... I believe.

Thanks

John



***John Holmaas***

Windermere Real Estate  
5801 Soundview Dr., Suite 101  
253-381-1552  
[johnh@windermere.com](mailto:johnh@windermere.com)



**Reed, Terri**

---

**From:** ghfax@windermere.com  
**Sent:** Thursday, December 29, 2011 3:56 PM  
**To:** Reed, Terri  
**Subject:** DOCK NAME

MAKOVITCH

Rosemary Spadoni

**Reed, Terri**

---

**From:** morriep@windermere.com  
**Sent:** Thursday, December 29, 2011 7:26 PM  
**To:** Reed, Terri  
**Cc:** johnh@windermere.com  
**Subject:** Public Dock Name

Hello,  
I support the name for the new dock - Peoples' Dock (or Peoples' Wharf)

Thank you,

Morrie Pedersen

**Vicki Blackwell**

---

**From:** B.Pearson [bape@harbornet.com]  
**Sent:** Monday, December 12, 2011 5:55 PM  
**To:** Vicki Blackwell  
**Subject:** Naming of new city dock

 **COPY**

Hi Vicki,

The word is going around that the city may be asking the historical society for name suggestions for the new dock by the Tides.

Gene's and my strong suggestion is **Fishermen's Wharf**. Second choice would be **People's Wharf** after the original wharf that was there. (Peter Stanley had that dock dismantled instead of rebuilt.)

A fishermen's dock has been talked about and promoted for more than 60 years. This name covers all fishermen's names. Does not single out any one resident for the honor. Does not create hard feelings among original families' descendants.

Thoughtfully,  
Barb

12/13/2011

*Robert Blackwell*  
*3535 Edwards Drive*  
*Gig Harbor, Washington 98335*

 **COPY**

To the City of Gig Harbor,

I've lived in the Gig Harbor city limits since 1999, first on Stinson Avenue and now on Edwards Drive. I was drawn to not only the beauty of Gig Harbor, but also to the waterfront's rich commercial fishing history. I've lived alongside fishing families and have come to understand and respect the fishing culture.

I understand that the City of Gig Harbor is deciding on the permanent name for the new pier being constructed by the Tides Tavern. I also have learned that the pier will allow fishing boats to tie up, providing a way for residents and visitors to talk directly with the captain and crew and see the vessels close up.

For me, the naming choice most acceptable to the harbor's fishermen should have the strongest weight. But, as I'm allowed to "weigh in" I would like to have the pier named the Fishermen's Pier, or Gig Harbor Fishermen's Pier, or Fishermen's Maritime Pier. In this way, the name represents the history, industry, and culture of the harbor's fishing heritage as a whole – past, present, and future.

Sincerely,



Robert Blackwell



# Memo

---

**TO:** City Council  
**FROM:** Molly Towslee, City Clerk  
**SUBJ:** Request to Amend Parks Commission Ordinance / Bylaws  
**DATE:** February 13, 2012

On January 4, 2012, the Parks Commission voted to officially change their name to City of Gig Harbor Parks Commission instead of "Friends of the Parks Commission."

They also voted to amend their bylaws to add verbiage that a member could be removed from the Commission after three consecutive, unexcused absences.

On February 1, 2012 meeting, the Parks Commission passed a motion to remove the current, two-year term limit.

Because the name "Friends of the Parks Commission" and the terms limits are included in Municipal Code, Council would need to adopt an ordinance to amend them. The Bylaws are amended by approval of the Commission and authorized by Council.

I've attached a matrix of all our Boards and Commissions that outlines the number of members, the length of term, term limits, residency requirements and meeting dates, and a copy of the minutes from the January 4th meeting.

At Council's direction, staff will draft an ordinance to make these changes to the Code and to the Bylaws and bring back both for review.

COUNCIL & COMMITTEES	Members	Term Length	Term Limits	Residency Req'd	Date /Time
Arts Commission	9	3	2 terms *	No	2nd Tues @ 5:30 p.m.
Building Code Advisory Board	6	4	No	No	2x year or as needed
City Council	7	4	No	Yes	2nd & 4th Mon. @ 5:30 p.m.
Civil Service	3	6	No	Yes	As needed
Design Review Board	7	4	No	Cat. 2 Y / others N	2nd & 4th Thu. @ 5:00 p.m.
Lodging Tax Advisory Committee	8 + 1 Council	2	2 terms *	No	1st Thu of quarter @ 8:45 a.m.
Parks Commission	5	3	2 terms *	Yes	1st Wed. @ 5:30 p.m.
Planning Commission	7	4	No	No	1st & 3rd Thu. @ 5:00 p.m.
Salary Commission (inactive)	5	4	2 terms	Yes	Inactive

\* unless position can't be filled



# Memo

---

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Pierce County Regional Council  
2401 South 35th Street, Room 228  
Tacoma, Washington 98409  
(253) 798-7156

February 2, 2012

To: Mayor, Staff and PCRC Representatives

RE: Centers of Particular Local Interest

At the meeting of the Pierce County Regional Council (PCRC) on January 26, 2012, a discussion occurred specific to "Centers of Particular Interest" as it relates to VISION 2040's (V2040) language referring to "town centers and activity nodes" and the allocation of transportation funding. This discussion was initiated through a request by the Pierce County Transportation Coordinating Committee (TCC) with consultation with the Pierce County Growth Management Coordinating Committee (GMCC).

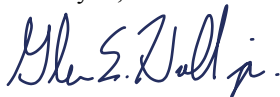
As you are aware, we are on the verge of beginning another cycle of competition for federal funds managed by PSRC. Historically, for the Countywide share of the funds (not the Regional share), the policy has been that transportation projects in or serving local centers as well as Regional Centers were eligible to receive federal funding; however, since there was no definition or identification of these areas the TCC Scoring Committee has had to take a more subjective approach to determine if a project was really associated with a local center. Consequently, each member of the Scoring Committee has been left to determine individually which projects adequately support V2040's "town centers and activity nodes" language. The PCRC is being asked to remove this subjectivity from this year's Countywide funding scoring process. This may be achieved through the identification/ compilation of "Local Centers" as submitted by the County and cities and towns and agreed to by the PCRC.

At this time PCRC is formally requesting a list and supporting documentation from each jurisdiction specifying its "local centers" and "activity nodes." Supporting documentation could include any past legislative action, a completed study, a master plan or anything else a jurisdiction believes makes its case for the local significance of a particular area. The submitted local centers will be compiled on a map and presented to the GMCC along with the associated documentation. Please note that this process is completely separate from the CPPs formal process for jurisdictions to nominate new Regional Growth Centers and Manufacturing Centers.

Again, it has not yet been determined by PCRC if this list will be used in the current round of Countywide competitive federal transportation funding through PSRC. If agreed to, we would use the list solely to aid in scoring application for the current (2012) funding competition. Our intention is to have the GMCC review the submitted proposals and forward a recommendation to the PCRC for consideration at its March meeting.

Because of the tight timeline associated with the transportation funding process, it is vital that the GMCC be able to start reviewing any Local Centers to be considered at its next meeting on February 23. Please submit your list and supporting documentation to Toni Fairbanks, PCRC Clerk, at [tfairba@co.pierce.wa.us](mailto:tfairba@co.pierce.wa.us). If you have any technical questions, please direct them through your GMCC representative to Ian Munce, [imunce@ci.tacoma.wa.us](mailto:imunce@ci.tacoma.wa.us). Only proposals submitted by 4:30 p.m. on February 17, 2012, will be considered.

Thank you,



Glenn Hull  
PCRC Chair.

9211 N. Harborview Dr.

Gig Harbor, WA 98332.

Elwell@centurytel.net.

Gig Harbor Town Council.

2/13/12

Subject: Request for permission to keep my boat at anchored in front of my house in Gig Harbor until permits have been obtained for a permanent mooring.

Dear Sirs,

I have made an application (copy attached) to the Washington state Department of natural resources for a mooring permit to secure my 22 foot O'Day sailboat In front of my house. This sailboat, which is in my son's name, David Michael Elwell, has received a ticket on it from the town for the boat to be removed by 14 February of this year. I am requesting from the Town Council an extension to the removal date until a proper mooring permit is obtained from the DNR.

I have discussed this mooring request with Officer Kelly Busey of the Gig Harbor Police Department. He said to his knowledge, nobody in Gig Harbor has yet made a successful attempt requesting a mooring /buoy permit and it might take me some time. Officer Busey said he would like to see me succeed in getting a DRN mooring permit to show it can be done. At the boat show. I discussed this with US Fish and Wildlife Service representative Yavone Dettlaff who said she didn't hink there would be a problem from the US Fish and wildlife service.

I own a house at 9211 N. Harborview Dr. within the city of Gig Harbor. I have 191 feet of waterfront property. I just want to keep my 22 foot sailboat in front of my property for use during the summertime. I am willing to go through the procedures for Washington state DNR permit for a buoy for my sailboat. Please let me keep the boat in front of my house until this permit is approved.

Best regards



Michael Elwell

2/13/2012

# INFORMATION REQUIREMENTS FOR A MOORING BUOY/BOATLIFT LICENSE APPLICATION

## With your application, include all of the following:

Submit **EXHIBIT A**: two pages of maps no larger than 18 inches x 24 inches.

**On the first page:** A vicinity map on a USGS 7.5 minute quadrangle map.

**On the second page:** A drawing (that provides the details for question 5, below) at a scale of 1 inch = 200 feet or larger.

1. Is there a mooring buoy or boatlift currently at this site? Yes  No
2. If yes, does the mooring buoy or boatlift belong to the applicant? Yes  No

If no, please provide owner information:

Name: *Michael Elwell*

Address: *9211 N. Harborview Drive*

City: *Gig Harbor WA 98332*

State: Zip:

Phone Number: Home: *253 851-1493* Work: *C 253 318 2169*

E-mail Address: *Elwell@centurytel.net*

3. If yes, is the mooring buoy or boatlift authorized by DNR? Yes  No  I don't know

4. If yes, what is the DNR lease or authorization number?

5. On Exhibit A drawing, mark the position of the buoy or boatlift, acquired either by a differentially corrected Global Positioning System (GPS) measurement or by conventional surveying methods. Mark the position in relation to its anchor. The information must be accurate to (+ or -) 10 feet. A licensed surveyor must provide this information, or you must document it as follows:
- A. List the anchor position coordinate, with a state plane grid coordinate or a latitude and longitude.
  - B. Detail the survey method used to mark the position of the buoy or boatlift.
  - C. List the land stations used to fix the position. You must have a minimum of two fixed stations and a closed traverse, or differentially corrected GPS measurements to determine the (+ or -) 10 feet requirement, and verify azimuth.
  - D. List the date and time you performed the work.
  - E. List the tidal correction and the depth to the anchor of the buoy or boatlift, and how you determined it.
  - F. Provide the distance from the appropriate line of state ownership—for example, mean high tide, extreme low tide, the line of ordinary high water, or the line of navigability (fresh water).
  - G. List the distance from other mooring anchors, structures or hazards in the area.
  - H. Show the extent of the swing of the vessel using a full circle on the exhibit. This circle must be free from all obstacles including buoys, docks or other hazards.



WASHINGTON STATE DEPARTMENT OF  
**Natural Resources**  
 Peter Goldmark - Commissioner of Public Lands

## MOORING BUOY/BOATLIFT LICENSE APPLICATION

Upon receipt of this application for placing a mooring buoy or boatlift on state-owned aquatic land, the Washington State Department of Natural Resources (DNR) will review it and notify you in writing if the application is accepted for further review. DNR may reject this application at any time before authorization.

Enclose a \$25.00 non-refundable application-processing fee with the application. Any agency, political subdivision or municipal corporation of this state, or the United States is exempt from this \$25.00 application fee (WAC 332-10-190). Send application and fee to your aquatic land manager. See map of districts on DNR webpage: [www.dnr.wa.gov](http://www.dnr.wa.gov)

Department of Natural Resources –OR <b>Orca Straits District</b> Aquatic Region 919 N Township Street Sedro-Woolley, WA 98284-9384 360-856-3500	Department of Natural Resources –OR <b>Shoreline District</b> Aquatic Region 950 Farman Avenue N Enumclaw, WA 98022-9282 360-825-1631	Department of Natural Resources <b>Rivers District</b> Aquatic Region 601 Bond Road; PO Box 280 Castle Rock, WA 98611-0280 360-577-2025
--	--	--

1. Name: *Michael Elwell* Date: *2-10-12*  
 Address: *9211 N. Harborview Drive*  
 City: *Gig Harbor* State: *WA* Zip: *98332*  
 Phone Number: Home: *253 851-1493* Work:  
 E-mail Address: *Elwell@Centurytel.net*

2. Which of the following applies to Applicant (check one):  
 Washington corporation  Partnership  Marital Community  Single Individual – OR  
 (Other – please explain)

3.  Check if Upland Parcel owner address is the same as above. If not, fill in below:

Upland Parcel Owner Name:  
 Address:  
 City: State: Zip:  
 Phone Number: Home: Work:  
 E-mail Address:

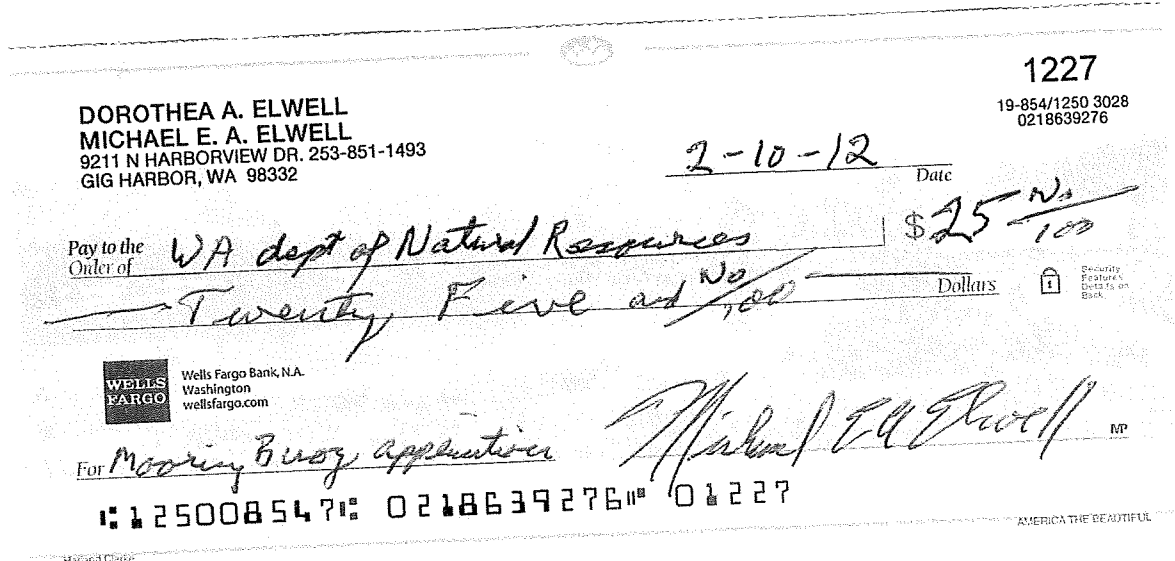
**List or attach the required information for buoy/boatlift location:**

4. Legal Description: County Tax Parcel Number
- |                   |            |          |          |                |
|-------------------|------------|----------|----------|----------------|
| Government Lot(s) | in Section | Township | N. Range | East–West W.M. |
|-------------------|------------|----------|----------|----------------|
- Approx* 5. Latitude: *122°30'* Longitude: *47° 22' 7"*
6. Global Positioning System (GPS) location if known:
7. Depth of Water at buoy / boatlift location at extreme low tide: *4'*
8. Length of Vessel: *22'* Vessel Registration Number:

Continued...

9. Attach copies of any regulatory permits or waivers required. Although this may not be a complete list for your area, note the ones needed and attached:
- a.  WA Department of Fish & Wildlife
  - b.  County Shoreline Permit (s)
  - c.  U.S. Army Corp of Engineers
  - d.  WA Department of Ecology
  - e.  Other

Land Manager:  New Application  Renewal Application  
 Land Manager: Initials \_\_\_\_\_ Aquatic Program Manager Initials \_\_\_\_\_  
 Support: Application Fee Received \_\_\_\_\_ Date \_\_\_\_\_  
 Land Records: New Application Number \_\_\_\_\_  
 Land Records: Trust \_\_\_\_\_ County \_\_\_\_\_ AQR Plate No. \_\_\_\_\_



# EXHIBIT B

## PLAN OF OPERATIONS AND MAINTENANCE FOR A MOORING BUOY AND/OR BOATLIFT LICENSE

### GENERAL

The buoy and/or boat lift must meet or exceed all applicable federal, state and local regulations. DNR may revoke this license if a buoy or boatlift is not in good working condition or poses a hazard to other vessels, structures, or state-owned aquatic land.

### VISIBILITY AND IDENTIFICATION

1. The buoy and/or boatlift must float at least 18 inches above the surface of the water.
2. The buoy and/or boatlift must be marked with the DNR license authorization number. The numbers must be at least 3 inches tall and visible from 20 feet.

### BUOY AND BOATLIFT DESIGN

1. Mooring buoys and boatlift anchoring systems must be designed to prevent dragging of anchors or lines. Permanent boat anchorage systems must be deployed in a manner that prevents dragging of the vessel or line. Embedded anchors and midline floats on anchor lines are the preferred method for preventing dragging of anchors or anchor lines.
2. Midline floats should be located at a distance from the anchor equal to 1/3 the maximum water depth at extreme high tide.
3. Mooring buoys and boatlifts used for boat moorage must be anchored where the water will be deeper than 7 feet (2 meters) at the lowest low water.

### ANCHOR DESIGN

1. The anchor must be sufficient to hold the vessel in all weather.
2. The Licensee bears responsibility to ensure that the anchor does not move.
3. If the anchor moves offsite, DNR may terminate this license and require removal of the buoy, boatlift and anchor.
4. DNR prefers anchor systems which minimize impacts to the bottom and does not allow "dampening anchor" systems.

### BOATLIFTS

The owner shall inspect boatlifts annually and maintain them in good working condition. The lifts may not be used:

- To house vessels during refueling.
- To wash vessels.
- For vessel maintenance of any kind.
- To store fuels or oils that may enter onto state-owned aquatic lands.

1. Check the type of system used to secure the boatlift. It is attached to a:

Recreational Dock       Bulkhead       Buoy Anchor       Freestanding       Other

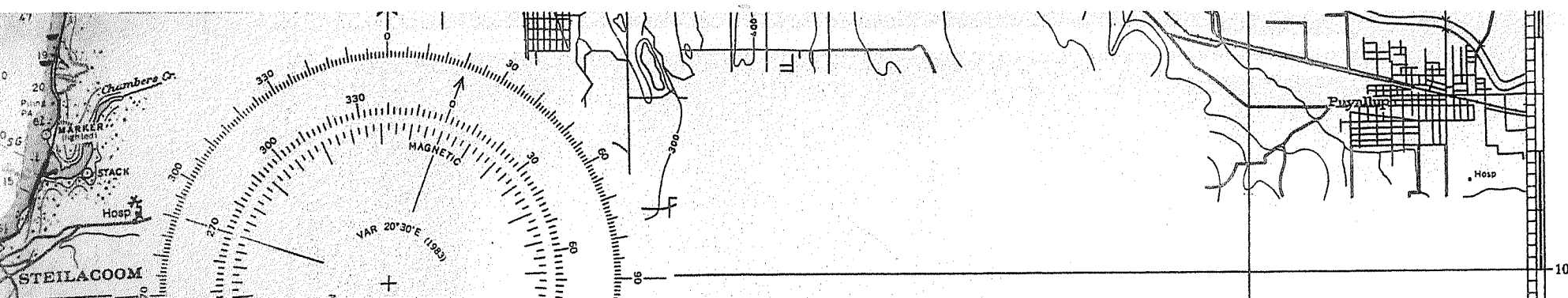
2. The boatlift is made of:

Steel       Aluminum       Polyethylene       Wood       Other

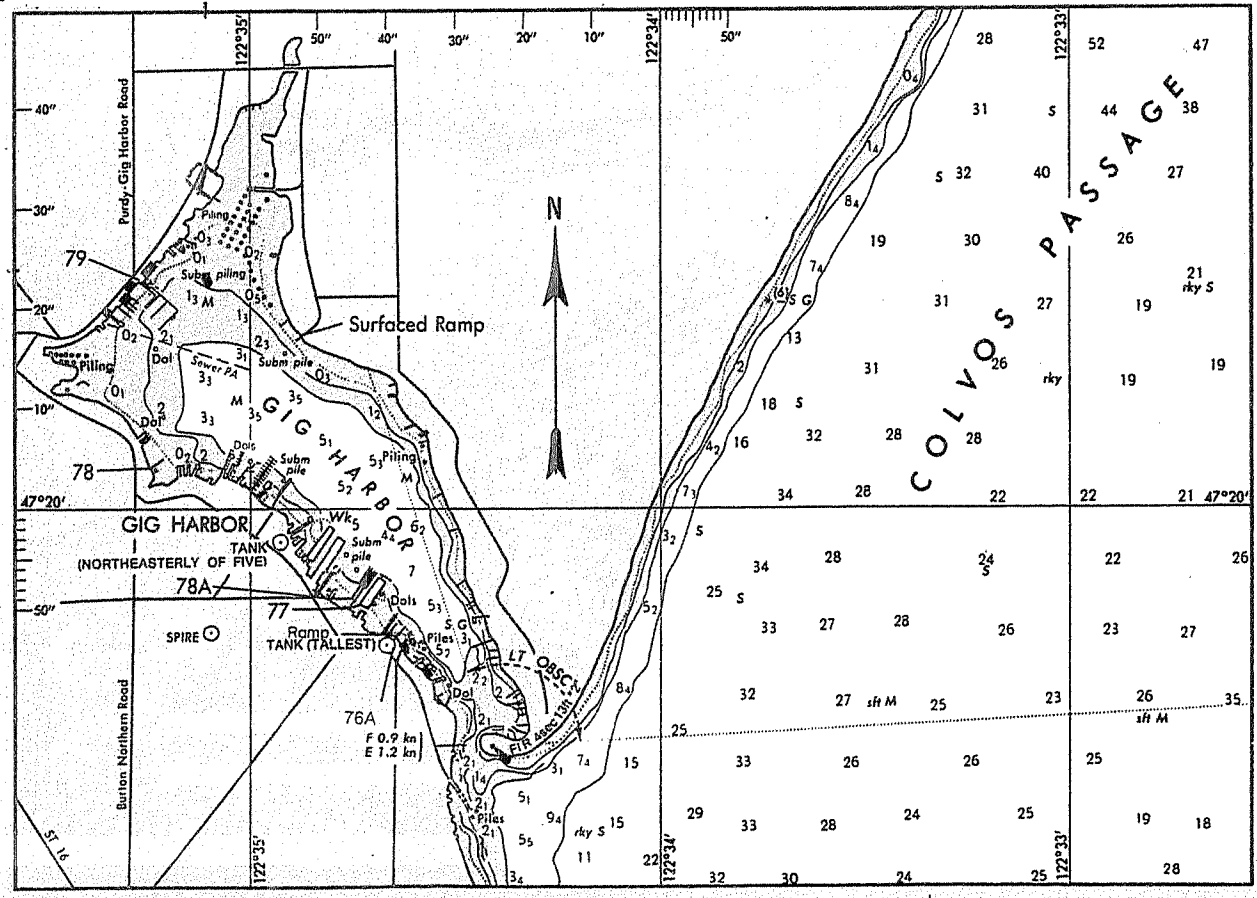
3. The boatlift will remain in place year round  Yes  No

4. If no, it will be removed from \_\_\_\_\_ to \_\_\_\_\_

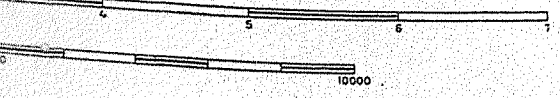
**Continue, next page**



**SOUNDINGS IN FATHOMS  
AT MEAN LOWER LOW WATER**



or use in navigation.





Business of the City Council  
City of Gig Harbor, WA

**Subject:** Mayor's proposal: Downtown  
Historic Preservation and Planning

**Proposed Council Action:** None at this time

**Dept. Origin:** Administration

**Prepared by:** Tom Dolan, Planning Director

**For Agenda of:** February 13, 2012

**Exhibits:** Executive Summary and Schedule

Initial & Date

**Concurred by Mayor:**

*CLH 2/9/12*

**Approved by City Administrator:**

\_\_\_\_\_

**Approved as to form by City Atty:**

\_\_\_\_\_

**Approved by Finance Director:**

\_\_\_\_\_

**Approved by Department Head:**

\_\_\_\_\_

Expenditure		Amount		Appropriation	
Required	0	Budgeted	0	Required	0

**INFORMATION / BACKGROUND**

As identified in the attached Executive Summary Document and Schedule I am recommending that the City undertake a number of steps affecting our Downtown area. These steps include:

1. Preparation and adoption of a Downtown Historic Inventory and Characterization Report (May 2012)
2. Formation of a Downtown Planning and Vision Committee (Feb-Nov 2012).
3. Amending the Planning Commission's work program to include the review of quick, common sense code amendments affecting our Downtown (May-Dec 2012).
4. Using feedback from the Downtown Planning and Vision Committee, develop appropriate amendments to the City's Comprehensive Plan (Fall 2013).
5. Develop zoning code amendments that implement the changes to the Comprehensive Plan (Early 2014).

**FISCAL CONSIDERATION**

None

**RECOMMENDATION / MOTION**

None



# Downtown Preservation Planning in Gig Harbor

*“If we agree that our history, hospitality and natural beauty define Gig Harbor, then protecting these assets for future generations is critical.”* -- MAYOR CHUCK HUNTER

## Executive Summary

The last 10 years have seen tremendous new development and redevelopment in Gig Harbor North and the Westside Commercial Area. New commercial and institutional uses including Albertson's, Target, Home Depot, Costco, the YMCA and St. Anthony Hospital have been constructed in Gig Harbor North. In the Westside Commercial Area the new Uptown Shopping Center and the redeveloping Safeway/Kohl's Shopping Center have modernized that area of the City. While new commercial development is a tremendous asset to the City, it is the unique historic character and natural resources of the View Basin that many think of when they hear our name.

### CAPITAL PROJECTS

Gig Harbor has made a number of notable public improvements and investments in the View Basin that compliment its historic character and cultural resources. The City's park system has been significantly upgraded with the acquisition of Austin Estuary Park, Eddon Boat, Jerisich Park, Skansie Brothers Park, and property for the future Fishermen's Pier with its upland parking. The City made significant contributions to the Harbor History Museum, and in late 2012 the Donkey Creek Restoration and Transportation Project will begin. But despite a substantial City investment in parks and infrastructure within the View Basin, many downtown commercial uses continue to struggle.

### IN THE PAST ...

When larger commercial structures threatened to change the scale and character of the downtown, a 2005 building moratorium led to stricter regulations that limited building sizes in the View Basin. Since then, concerns have been raised that today's zoning codes are overly restrictive. For that reason, a more comprehensive study of existing conditions that could impact development in the downtown is proposed.

In 2008, Rod Stevens of Spinnaker Strategies was asked to produce an economic development strategy for Gig Harbor's downtown. The report was presented to the City Council and there was general agreement with the report's findings. Stevens recommended an Inventory of Gig Harbor's downtown as an important first step. The attached DRAFT *Downtown Historic Inventory and Characterization Report* is a sampling of what to expect. The *Inventory* will define the most notable character-defining features of the downtown. Once completed, it will be the basis for a closer examination of existing conditions. The *Inventory* will identify **what we have** and **what it is we hope to preserve**. It will serve as a guide for future planning.

Our Comprehensive Plan does not adequately define the goals and policies for historic preservation planning in the View Basin. For that reason, once the *Downtown Historic Inventory and Characterization Report* is finalized I recommend that the Planning Commission consider the following topics as part of their Work Program:

#### SHORT-TERM (2012) ...

1. *Review and Identify Codes that inhibit the preservation of character-defining historic buildings in the downtown.*

#### LONG-TERM (2013) ...

2. *Develop Comprehensive Plan Amendments that promote economic development through historic preservation in the View Basin.*
3. *Develop Code Amendments consistent with the revised Comprehensive Plan goals and policies.*

## 2012 VIEW BASIN CODE CONSIDERATIONS AND SCHEDULE

### PLANNING COMMISSION

1. Grandfather existing building sizes (sq footage) in the DB Zone. Allow existing non-historic buildings to be torn down and re-built within the existing building envelope. (DRB approval required.)
2. Allow increased floor area within an existing building's envelope (mezzanines, etc).
3. Provide building size allowances to eligible or listed historic buildings in the View Basin if the front façade is preserved.
4. Consider height increase allowances for buildings in the View Basin (up to 2 stories).
5. Consider incentives for first floor retail/restaurant.

### COUNCIL COMMITTEES

6. Investigate building allowances for historic properties under the IEBC.
7. Investigate the feasibility of allowing food carts within public parks and City right-of-ways.

### 2012 - 2013 WORK SCHEDULE

#### 1. *Downtown Historic Inventory and Characterization Report*

Complete Report .....	Feb 2012
Community* Review .....	Feb / Apr 2012
City Council Adoption of Report .....	May 2012

\*Stakeholders include City Council, Planning Commission, Design Review Board (as CLG Board), Gig Harbor Historic Waterfront Association, Chambers, Others

#### 2. *Downtown Planning - Vision Committee*

Informal Discussions .....	Feb 2012
Form Committee .....	Feb / Mar 2012
Community Meetings .....	Jun / Oct 2012
City Council Adoption of Vision .....	Nov 2012

#### 3. *Planning Commission Code Considerations*

Planning Commission Meetings .....	Summer / Fall 2012
Council Review and Adoption .....	By end of 2012

#### 4. *2013 Comprehensive Plan Amendments*

Staff Review of Comp Plan Amendments .....	Nov / Dec 2012
City Council Docket Hearing .....	Winter 2013
PC Review and Finalization .....	Spring / Summer 2013
Council Adoption .....	Fall 2013

#### 5. *Implement Regulations*

Staff / PC Develop Regulations* .....	Summer / Fall 2013
Council Adoption .....	Early 2014

\*This can be started during review of the 2013 Comprehensive Plan amendments, but recommendations must go to the Council after the amendments are passed.

## Why Preservation Planning?

Everything old is not necessarily good and everything new is not necessarily bad. But adding modern elements to an old building or streetscape requires great sensitivity and understanding if it is to preserve the character and flavor of an historically significant commercial or residential neighborhood.

*The Goal of the Downtown Historic Inventory and Characterization Report is to guide future planning within our most sensitive area of Gig Harbor: the View Basin.*

Buildings do not exist in a vacuum. Rather, the architectural elements of one building relates to another. Each building contributes to the larger context of the streetscape. It is that harmony that defines the visual character of our historic downtown.



New development should blend comfortably with the old. It should enhance and complement the existing character of the district. It's not necessary or even desirable to "clone" historic structures. But a contrast between new and old is successful ONLY if it is based



Gig Harbor Bay and the View Basin

on a strong understanding of the district's character. New construction should reinforce existing patterns of siting, scale, proportions, and texture. The *Downtown Historic Inventory and Characterization Report* will document existing conditions (what we have) and provide a framework for future development (what we hope to preserve).

### THE BENEFITS ...

When strategic Historic Preservation Plans gain community support, they emerge with measurable economic benefits: heritage tourism, environmental sustainability, increased property values, job creation, and tax advantages that promote downtown revitalization

Preservation planning helps create economic vitality and sets the stage for a more deliberate approach that fosters downtown growth and destination shopping, eating, and socializing for residents and visitors alike. It can provide more predictable outcomes for investors and offer new incentives that honor over one hundred years of Gig Harbor's history.

Pierce County Regional Council  
2401 South 35th Street, Room 228  
Tacoma, Washington 98409  
(253) 798-7156

February 2, 2012

To: Mayor, Staff and PCRC Representatives

RE: Centers of Particular Local Interest

At the meeting of the Pierce County Regional Council (PCRC) on January 26, 2012, a discussion occurred specific to "Centers of Particular Interest" as it relates to VISION 2040's (V2040) language referring to "town centers and activity nodes" and the allocation of transportation funding. This discussion was initiated through a request by the Pierce County Transportation Coordinating Committee (TCC) with consultation with the Pierce County Growth Management Coordinating Committee (GMCC).

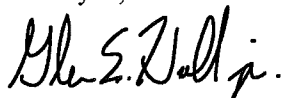
As you are aware, we are on the verge of beginning another cycle of competition for federal funds managed by PSRC. Historically, for the Countywide share of the funds (not the Regional share), the policy has been that transportation projects in or serving local centers as well as Regional Centers were eligible to receive federal funding; however, since there was no definition or identification of these areas the TCC Scoring Committee has had to take a more subjective approach to determine if a project was really associated with a local center. Consequently, each member of the Scoring Committee has been left to determine individually which projects adequately support V2040's "town centers and activity nodes" language. The PCRC is being asked to remove this subjectivity from this year's Countywide funding scoring process. This may be achieved through the identification/ compilation of "Local Centers" as submitted by the County and cities and towns and agreed to by the PCRC.

At this time PCRC is formally requesting a list and supporting documentation from each jurisdiction specifying its "local centers" and "activity nodes." Supporting documentation could include any past legislative action, a completed study, a master plan or anything else a jurisdiction believes makes its case for the local significance of a particular area. The submitted local centers will be compiled on a map and presented to the GMCC along with the associated documentation. Please note that this process is completely separate from the CPPs formal process for jurisdictions to nominate new Regional Growth Centers and Manufacturing Centers.

Again, it has not yet been determined by PCRC if this list will be used in the current round of Countywide competitive federal transportation funding through PSRC. If agreed to, we would use the list solely to aid in scoring application for the current (2012) funding competition. Our intention is to have the GMCC review the submitted proposals and forward a recommendation to the PCRC for consideration at its March meeting.

Because of the tight timeline associated with the transportation funding process, it is vital that the GMCC be able to start reviewing any Local Centers to be considered at its next meeting on February 23. Please submit your list and supporting documentation to Toni Fairbanks, PCRC Clerk, at [tfairba@co.pierce.wa.us](mailto:tfairba@co.pierce.wa.us). If you have any technical questions, please direct them through your GMCC representative to Ian Munce, [imunce@ci.tacoma.wa.us](mailto:imunce@ci.tacoma.wa.us). Only proposals submitted by 4:30 p.m. on February 17, 2012, will be considered.

Thank you,



Glenn Hull  
PCRC Chair.