

GIG HARBOR CITY COUNCIL MEETING

AUGUST 23, 1993

7:00 P.M., CITY HALL COUNCIL CHAMBERS

**AGENDA FOR GIG HARBOR CITY COUNCIL MEETING
AUGUST 23, 1993**

PUBLIC COMMENT/DISCUSSION:

CALL TO ORDER:

PUBLIC HEARING:

1. 1st Reading - Revisions to the Uniform Fire Code Ordinance.
2. 1st Reading - Revisions to the Building Code Advisory Board Terms Ordinance.

APPROVAL OF MINUTES:

CORRESPONDENCE:

OLD BUSINESS:

1. Resolution for Approval - G.H. Car Wash (SPR 93-02).

NEW BUSINESS:

1. Gig Harbor / Key Peninsula Parks Plan.
2. Utility Extension Capacity Agreement -Northharbor Business Campus.
3. Appointment of Marilyn Owel to the Gig Harbor Planning Commission.

DEPARTMENT DIRECTORS' REPORTS:

Mid-year Report - Mark Hoppen.
1994 Budget Schedule - Mark Hoppen.

SPECIAL PRESENTATION:

Vehicle Emmission Testing Standards Regulations - presentation by the D.O.E.

MAYOR'S REPORT:

Urban Growth Management Funding.

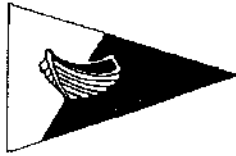
ANNOUNCEMENT OF OTHER MEETINGS:

APPROVAL OF BILLS:

APPROVAL OF PAYROLL:

EXECUTIVE SESSION: None scheduled.

ADJOURN:



City of Gig Harbor. The "Maritime City."
3105 JUDSON STREET • P.O. BOX 145
GIG HARBOR, WASHINGTON 98335
(206) 851-8136

MEMORANDUM

TO: Mayor Wilbert and City Council
FROM: *SB* Steve Bowman, Building Official/Fire Marshal
DATE: August 17, 1993
RE: REVISIONS TO THE UNIFORM FIRE CODE (FIRE FLOW)

===== Δ ===== Δ ===== Δ ===== Δ ===== Δ =====
Pierce County has amended the Uniform Fire Code and adopted new fire flow standards. The Gig Harbor Building Code Advisory Board has reviewed the attached revisions to the Uniform Fire Code and is recommending their adoption by the City of Gig Harbor.

The attached ordinance adopts the following code changes:

1. Amendments to Chapter 15.12.060 (F) of the Gig Harbor Municipal Code (GHMC):
(Fire Flow Standards for all buildings)
2. Amendment to Chapter 15.12.060 (F), GHMC:
(Credit System which considers alternate methods of construction for residential fire flow)
3. Amendment to Chapter 15.12.060 F. (4) (II), GHMC:
(Storz fittings required on fire hydrants)
4. Amendment to Chapter 15.12.060 F. (4) (IX) (A) (i), GHMC:
(Fire flow required prior to bringing combustible materials to site)
5. Amendment to Chapter 15.12.060 F. (4) (IX) (A), GHMC:
(Adoption of Appendix III- & III-B, Uniform Fire Code for determining required fire flow and fire hydrant spacing)

COMMENTS:

These revisions are being proposed in the continuing effort to provide uniform standards between Pierce County and the City of Gig Harbor. These revisions will provide additional flexibility in the enforcement of fire flow standards. Pierce County Fire District No. 5 personnel have reviewed these standards and have recommended their adoption.

RECOMMENDATIONS:

The Mayor and City Council adopt the Fire Code revisions as recommended by the Gig Harbor Building Code Advisory Board after the second reading of the ordinance and inclusion of any required revisions.

CITY OF GIG HARBOR

ORDINANCE NO. _____

AN ORDINANCE relating to the Uniform Fire Codes; adopting by reference appendix III-A and III-B of the Uniform Fire Code as adopted by the City of Gig Harbor and amending the fire flow requirements for buildings within the City of Gig Harbor; and amending Chapter 15.12 of the Official Code of the City of Gig Harbor.

The City Council of the City of Gig Harbor, Washington DO **ORDAIN** as follows:

Section 1. A new Section 15.12.017 is hereby adopted to read as follows:

15.12.017 Fire Flow Appendix. Appendix III-A and Appendix III-B of the Uniform Fire Code, as most currently adopted by the City of Gig Harbor, is hereby adopted by reference for use within the City of Gig Harbor. An row of figures shall be added to the top of table A-III-A-1 as shown below:

**TABLE NO. A-III-A-1
MINIMUM REQUIRED FIRE FLOW AND FLOW DURATION FOR BUILDINGS**

FIRE AREA (square feet)					FIRE FLOW (gal. per min.)	FLOW DURATION (hrs.)
Type I-F.R. II-F.R. (1)	Type II One-HR. III One-HR. (1)	Type IV-H.T. V-One-HR. (1)	Type III-N III-N(1)	Type V-N(1)		
10,900	6,100	4,100	NA	NA	750	2

Section 2. That Sub-Section 15.12.060 F. of the Gig Harbor Municipal Code is hereby amended to read as follows:

- F. Section 10.401. Water Supply.
 (1) An approved water supply capable of supplying required fire flow for fire protection shall be provided to all premises upon which buildings or portions of all buildings are hereafter constructed. When any portion of the building protected is in excess of 150 feet from a water supply on a public street or a private road, there shall be provided, when required by the Fire Marshal, on-site fire hydrants and mains capable of supplying the required fire flow. Water supply may consist of reservoirs, pressure tanks, elevated tanks, water mains or other

fixed system capable of supplying the required fire flow.

(2) Fire flow for all new construction, new subdivisions of land, substantial alterations or additions to existing commercial or industrial Projects, multiple dwelling occupancies, mobile home parks, and RV parks, shall be in accordance with Appendix III-A and III-B of the Uniform Fire Code as adopted by the City of Gig Harbor I.S.O. Standards;

Exceptions:

a. Dwellings. The minimum fire flow requirements for one- and two-family dwellings (Group R Division 3), shall be 750 Gallons per Minute at 20 p.s.i. for a period of forty-five (45) minutes. Fire flow for buildings of three thousand six hundred (3600) square feet or more in floor area including attached garage, shall be one thousand (1,000) GPM for one (1) hour. For buildings of 3600 square feet or more, duration of fire flow may be reduced to not less than forty-five (45) minutes when using fire protection credits as described in Table III of this Section. Fire protection credits as described in Table III may be used in lieu of providing fire flow for one- and two-family dwellings (Group R Division 3) when:

- (1) built on lots which are one gross acre or more in area; or
- (2) if the cost of providing fire flow exceeds the cost of adding a hydrant to a water main capable of providing at least 500 GPM of fire flow to the building, portion of a building, or substantial alteration thereto. If the above fire flow can be provided by the addition of a hydrant, the hydrant shall be installed. When at least five hundred (500) GPM is available from an approved hydrant it shall be credited toward the required fire flow. The additional fire flow requirement may be provided by using fire protection credits as described in Table III in lieu of providing additional fire flow.

b. Private Garages. The minimum fire flow requirements for private garages (Group M Division 1) shall be seven hundred fifty (750) GPM for forty-five (45) minutes. Fire protection credits as described in Table III may be used in lieu of providing fire flow for private garages (Group M Division 1) when:

- (1) built on lots which are one gross acre or

more in area; or

- (2) if the cost of providing fire flow exceeds the cost of adding a hydrant to a water main capable of providing at least 500 GPM of fire flow to the building, portion of a building, or substantial alteration thereto. If the above fire flow can be provided by the addition of a hydrant, the hydrant shall be installed. When at least five hundred (500) GPM is available from an approved hydrant it shall be credited toward the required fire flow. The additional fire flow requirement may be provided by using fire protection credits as described in Table III in lieu of providing additional fire flow.

However, fire flow is not required for a private garage meeting all of the following criteria:

- (i) It does not exceed two thousand five hundred (2,500) square feet; and
- (ii) it is accessory to a one- or two-family dwelling (Group R Division 3) that meets the requirements of this Section; and
- (iii) it has setbacks from side and rear lot lines of at least twenty (20) feet, and at least ten (10) feet from other buildings on the same lot.

c. **Other Buildings.** Fire protection features consisting of approved monitored automatic sprinkler system, or fire resistive building construction as specified in Appendix III-A, of the Uniform Fire Code, may be used in lieu of providing the full fire flow required by Appendix III-A for all buildings other than one- and Two-family dwellings (Group R Division 3) or private garages (Group M Division 1).

- (1) The reduction of required fire flow for approved monitored sprinkler systems may be up to 75%, as approved by the Fire Marshal. However, the minimum amount of fire flow required shall at no time be less than 1500 GPM except as noted in (2) below. Duration of fire flow shall be the duration of the actual fire flow required after reductions for fire protection features described above.

- (2) When at least seven hundred fifty (750) GPM is available from an existing approved hydrant, it shall be credited toward the required fire flow. The additional fire flow requirement may be provided by using fire protection features such as approved monitored automatic sprinkler systems or

fire resistive building construction as specified in Appendix III-A of the Uniform Fire Code in lieu of additional fire flow. Duration of fire flow shall be the duration of the actual fire flow required after reductions for fire protection features described above.

d. The use of any of the above exceptions to the fire flow as prescribed in the Uniform Fire Code shall not be allowed if the fire protection is required for compliance with the Uniform Building or other adopted Code.

Table III

FIRE PROTECTION CREDITS

Options to Reduce Fire Flow (1)	(\$ of Reduction		
	Group R-3 & M-1	Group R-1	
	1-2 LV.	3-4 LV.	5+ LV.
OFF SITE WATER (2)			
Building < 3,600 sq. ft.	-35	-0	0
Building ≥ 3,600 sq. ft.	-25	-0	0
NEPA* 13 sprinkler system (3)	-50	-50	0
NEPA* 13 monitored system (3)	-65	-75	0
NEPA* 13 D/R sprinkler system	-35	-50	0
Building < 2,000 sq. ft.	-35	-0	0
30 ft. Min setback all P.L. ** (4)	-25	-20	20
60 ft. Min setback all P.L. ** (4)	-25	-30	30
Monitored fire alarm (3)	-25	-15	-0
One-Hour Construction (5)	-15	-20	-20
Class A or B roof	-15	-20	-20
60% brick/stone exterior	-15	-20	-20

(1) credits used for or with substantial alterations shall be applied to the entire structure.

(2) May be taken if the responding Fire Department has the capability to provide area-wide (not site-specific) off site water.

(3) These reductions may not be taken together.

(4) These reductions may not be taken together. The 30 ft and 60 ft setbacks are from side and rear property lines. Front setback may be that allowed by the zoning of the property.

(5) Consists of a minimum of 1/2 inch type X drywall throughout the interior for Group R-3 occupancies. Other occupancy groups shall meet the requirements for one-hour construction in the building code.

* National Fire Protection Association

** Property Lines

LV. Living Units

~~(3) Industrial and Commercial Area Requirements.~~
The requirements stated in this section apply to all commercial and industrial areas.

~~(I)~~

Table 3

~~MINIMUM DURATION FOR REQUIRED FIRE FLOW~~

~~*Gallons per minute Hours~~

~~1,000 One (1)~~

~~1,250 One and one-half (1-1/2)~~

~~2,000 Two (2)~~

~~*Gallons Per Minute are derived from the I.S.O. Guide~~

~~(II) When the required fire flow exceeds 2,500 GPM, the fire hydrants shall be served on the property by a looped main capable of supplying the required flow.~~

Section 3. That Sub-Section 15.12.060 F. (4) (II) of the Gig Harbor Municipal Code is hereby amended to read as follows:

(II) Standard hydrants shall have not less than five (5") inch main valve openings (MVO) with two (2) two-and-one-half (2-1/2") inch outlet ports and one four-and-one-half (4 1/2") inch steamer outlet. All two and one-half (2-1/2") inch outlet ports and the steamer port outlet shall have National Standard Threads that correspond with and meet the approval of Pierce County Fire District #5. Hydrants shall meet the current A.W.W.A. Standards (IOWA or equal). All four-and-one-half (4 1/2") inch outlet ports shall have five (5") inch storz fittings.

Section 4. That Sub-Section 15.12.060 F. (4) (IX) (A) of the Gig Harbor Municipal Code is hereby amended to read as follows:

(A) Commercial building requirements.

(i) All new commercial buildings and substantial alterations or additions to existing buildings shall be provided with water mains and fire hydrants capable of supplying the required fire flow. Hydrants and mains shall be operational when building construction commences. (Prior to bringing combustible materials to the site.)

- (ii) Change of occupancy from a lower to a higher classification per the Uniform Building Code shall require that the existing building be provided with water mains and fire hydrants capable of supplying the required fire flow per this ordinance.
- (iii) Commercial buildings and additions so located that a portion is more than one hundred fifty (150') feet from a street property line as measured by vehicular travel shall have mains extended to them, with fire hydrants, capable of supplying the required fire flow in accordance with Appendix III-A and III-B of the Uniform Fire Code as adopted by the City of Gig Harbor.
- ~~(iv) Commercial buildings with a ground floor area of over twenty thousand square feet; or a group of buildings with a required fire flow of more than three thousand gallons per minute shall require fire hydrants located around the buildings or group of buildings as determined by the Fire Marshal. Other buildings may have fire hydrants located only on one side, but the required number of hydrants shall be located within one hundred fifty (150') feet of all portions of the building.~~
- ~~(v) (iv)~~ The number of fire hydrants required shall be determined on an average of three hundred (300') feet, computed on an imaginary perimeter that is parallel to and fifty (50') feet from the building or group of buildings. The number of fire hydrants required shall be increased by one for each story over two stories and basement. See ~~table in paragraph (B) of this section for minimum number of hydrants.~~
- ~~(vi) (v)~~ The fire marshal shall determine the location of fire hydrants depending on utility, topography and building location. Hydrants shall be a minimum of fifty (50') feet out from the building except when it is impractical due to topography or property lines.

Section 5. That Sub-Section 15.12.060 F. (4) (IX) (B) of the Gig Harbor Municipal Code is hereby amended to read as follows:

(B) Fire flow criteria. Required fire flows determined by the fire marshal shall be based on criteria set forth in Appendix III-A of the Uniform Fire Code as currently adopted by the City of Gig Harbor. ~~Guide for Determination of Required Fire Flow, 1974 Edition, Published by the Insurance Service Office. Such required fire flow shall be for a minimum of two hours of continuous flow, with a minimum number of fire hydrants per the following table:~~

~~REQUIRED FIRE FLOW PER I.S.O. GUIDE~~

(GPM)	500	1251	2501	3751	5001	6251	
		1250	2500	3750	5000	6250	7500
Minimum							
No. Of	1	2	3	4	5	6	
Hydrants							

Section 6. Pursuant to RCW 35 A. 12.140, one copy of Appendix III-A and III-B, 1991 Uniform Fire Code has been filed in the office of the City Clerk for examination by the public.

Section 7. Severability Clause. If any section or provision of this Ordinance or the State Building Code or its application to any person or circumstance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 8. Whenever any conflict occurs between any section of this Ordinance and the Code referred to in this Ordinance, the Code shall prevail.

Section 9. This Ordinance shall take effect and be in full force on the first day of January, 1994.

PASSED by the Gig Harbor City Council and approved by its Mayor at a regular meeting of the council held on the ____ day of _____, 199__.

Gretchen A. Wilbert, Mayor

ATTEST:

Mark E. Hoppen
City Administrator/Clerk

Filed with city clerk: 8/9/93
Passed by city council: / /93
Date published: / /9
Date effective: / /9

Division III
FIRE PROTECTION
APPENDIX III-A
FIRE-FLOW REQUIREMENTS FOR BUILDINGS

1. SCOPE

The procedure determining fire-flow requirements for buildings or portions of buildings hereafter constructed shall be in accordance with this appendix. This appendix does not apply to structures other than buildings.

2. DEFINITIONS

For the purpose of this appendix, certain terms are defined as follows:

FIRE AREA is the floor area, in square feet, used to determine the required fire flow.

FIRE FLOW is the flow rate of a water supply, measured at 20 psi residual pressure, that is available for firefighting.

3. MODIFICATIONS

(a) **Decreases.** Fire-flow requirements may be modified downward by the chief for isolated buildings or a group of buildings in rural areas or small communities where the development of full fire-flow requirements is impractical.

(b) **Increases.** Fire flow may be modified upward by the chief where conditions indicate an unusual susceptibility to group fires or conflagrations. An upward modification shall not be more than twice that required for the building under consideration.

4. FIRE AREA

(a) **General.** The fire area shall be the total floor area of all floor levels within the exterior walls, and under the horizontal projections of the roof of a building, except as modified in this section.

(b) **Area Separation.** Portions of buildings which are separated by one or more four-hour area separation walls constructed in accordance with the Building Code, without openings and provided with a 30-inch parapet, are allowed to be considered as separate fire areas.

(c) **Type I and Type II-F.R. Construction.** The fire area of buildings constructed of Type I and Type II-F.R. construction shall be the area of the three largest successive floors.

5. FIRE-FLOW REQUIREMENTS FOR BUILDINGS

(a) **One- and Two-Family Dwellings.** The minimum fire flow and flow duration requirements for one- and two-family dwellings having a fire area which does not exceed 3,600 square feet shall be 1,000 gallons per minute. Fire flow and flow duration for dwellings having a fire area in excess of 3,600 square feet shall not be less than that specified in Table No. A-III-A-1.

EXCEPTION: A reduction in required fire flow of 50 percent, as approved by the chief, is allowed when the building is provided with an approved automatic sprinkler system.

(b) **Buildings other than One- and Two-Family Dwellings.** The minimum fire flow and flow duration for buildings other than one- and two-family dwellings shall be as specified in Table No. A-III-A-1.

EXCEPTION: A reduction in required fire flow of up to 75 percent, as approved by the chief, is allowed when the building is provided with an approved automatic sprinkler system. The resulting fire flow shall not be less than 1,500 gallons per minute.

**TABLE NO. A-III-A-1
MINIMUM REQUIRED FIRE FLOW AND FLOW DURATION FOR BUILDINGS**

FIRE AREA (square feet)					FIRE FLOW (gallons per minute)	FLOW DURATION (hours)
Type I-F.R. ¹ II-F.R. ¹	Type II One-HR. III One-HR. ¹	Type IV-H.T. V-One-HR. ¹	Type II-N III-N ¹	Type V-N ¹		
22,700	12,700	8,200	5,900	3,600	1,500	2
30,200	17,000	10,900	7,900	4,800	1,750	
38,700	21,800	12,900	9,800	6,200	2,000	
48,300	24,200	17,400	12,600	7,700	2,250	
59,000	33,200	21,300	15,400	9,400	2,500	
70,900	39,700	25,500	18,400	11,300	2,750	
83,700	47,100	30,100	21,800	13,400	3,000	3
97,700	54,900	35,200	25,900	15,600	3,250	
112,700	63,400	40,600	29,300	18,000	3,500	
128,700	72,400	46,400	33,500	20,600	3,750	
145,900	82,100	52,500	37,900	23,300	4,000	4
164,200	92,400	59,100	42,700	26,300	4,250	
183,400	103,100	66,000	47,700	29,300	4,500	
203,700	114,600	73,300	53,000	32,600	4,750	
225,200	126,700	81,100	58,600	36,000	5,000	
247,700	139,400	89,200	65,400	39,600	5,250	
271,200	152,600	97,700	70,600	43,400	5,500	
295,900	166,500	106,500	77,000	47,400	5,750	
Greater	Greater	115,800	83,700	51,500	6,000	
"	"	125,500	90,600	55,700	6,250	
"	"	135,500	97,900	60,200	6,500	
"	"	145,800	106,800	64,800	6,750	
"	"	156,700	113,200	69,600	7,000	
"	"	167,900	121,300	74,600	7,250	
"	"	179,400	129,600	79,800	7,500	
"	"	191,400	138,300	85,100	7,750	
"	"	Greater	Greater	Greater	8,000	

¹Types of construction are based upon the Building Code.

APPENDIX III-B

FIRE HYDRANT LOCATIONS AND DISTRIBUTION

1. SCOPE

Fire hydrants shall be provided in accordance with this appendix for the protection of buildings, or portions of buildings, hereafter constructed.

2. LOCATION

Fire hydrants shall be provided along required fire apparatus access roads and adjacent public streets.

3. NUMBER OF FIRE HYDRANTS

The minimum number of fire hydrants available to a building shall not be less than that listed in Table No. A-III-B-1. The number of fire hydrants available to a complex or subdivision shall not be less than that determined by spacing requirements listed in Table No. A-III-B-1 when applied to fire apparatus access roads and perimeter public streets from which fire operations could be conducted.

4. CONSIDERATION OF EXISTING FIRE HYDRANTS

Existing fire hydrants on public streets are allowed to be considered as available. Existing fire hydrants on adjacent properties shall not be considered available unless fire apparatus access roads extend between properties and easements are established to prevent obstruction of such roads.

5. DISTRIBUTION OF FIRE HYDRANTS

The average spacing between fire hydrants shall not exceed that listed in Table No. A-III-B-1.

EXCEPTION: The chief may accept a deficiency of up to 10 percent where existing fire hydrants provide all or a portion of the required fire hydrant service.

Regardless of the average spacing, fire hydrants shall be located such that all points on streets and access roads adjacent to a building are within the distances listed in Table No. A-III-B-1.

**TABLE NO. A-III-B-1
NUMBER AND DISTRIBUTION OF FIRE HYDRANTS**

FIRE-FLOW REQUIREMENT (gpm)	MINIMUM NO. OF HYDRANTS	AVERAGE SPACING BETWEEN HYDRANTS ^{1,2,3} (Ft.)	MAXIMUM DISTANCE FROM HYDRANT TO ANY POINT ON STREET OR ROAD FRONTAGE ⁴ (Ft.)
1,750 or less	1	500	250
2,000-2,250	2	450	225
2,500	3	450	225
3,000	3	400	225
3,500-4,000	4	350	210
4,500-5,000	5	300	180
5,500	6	300	180
6,000	6	250	150
6,500-7,000	7	250	150
7,500 or more	8 or more ⁵	200	120

¹Reduce by 100 feet for dead-end streets or roads.

²Where streets are provided with median dividers which can be crossed by firefighters pulling hose lines, or arterial streets are provided with four or more traffic lanes and have a traffic count of more than 30,000 vehicles per day, hydrant spacing shall average 500 feet on each side of the street and be arranged on an alternating basis up to a fire-flow requirement of 7,000 gallons per minute and 400 feet for higher fire-flow requirements.

³Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at not less than 1,000-foot spacing to provide for transportation hazards.

⁴Reduce by 50 feet for dead-end streets or roads.

⁵One hydrant for each 1,000 gallons per minute or fraction thereof.



City of Gig Harbor. The "Maritime City."
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(206) 851-8136

MEMORANDUM

TO: Mayor Wilbert and City Council
FROM: *SB* Steve Bowman, Building Official/Fire Marshal
DATE: August 17, 1993
RE: REVISIONS TO THE BUILDING CODE ADVISORY BOARD TERMS

===== ^ ===== ^ ===== ^ ===== ^ ===== ^ =====

The terms of office for the Building Code Advisory Board were set in Section No. 15.02.010 of the Gig Harbor Municipal Code to limit the number of active members to three (3) with three (3) alternates to serve upon absence of an active member. The Gig Harbor Building Code Advisory Board (BCAB) has had all six (6) members present at many of its meetings and would like to have the terms of their office changed to allow all members to be active during their meetings. The BCAB has reviewed the attached revisions to the GHMC and is recommending their adoption by the City of Gig Harbor.

RECOMMENDATIONS:

The Mayor and City Council adopt the BCAB terms of office revisions as recommended by the Gig Harbor Building Code Advisory Board after the second reading of the ordinance and inclusion of any required revisions.

CITY OF GIG HARBOR

ORDINANCE NO. ____

AN ORDINANCE relating to the Gig Harbor Building Code Advisory Board; amending the number of active members; and amending Chapter 15.02 of the Official Code of the City of Gig Harbor.

The City Council of the City of Gig Harbor, Washington DO **ORDAIN** as follows:

Section 1. Sub-Section 15.02.010 B. of the Gig Harbor Municipal Code is hereby amended to read as follows:

B. The building code advisory board shall consist of ~~three~~ ~~six~~ members who are qualified by experience and training to pass upon matters of building construction and who are not employees of the jurisdiction. The board shall be comprised of ~~one~~ ~~two~~ state-licensed contractors, ~~one~~ ~~two~~ architects, and ~~one~~ ~~two~~ engineers, all of whom must be residents of the Gig Harbor community, at least ~~one~~ ~~two~~ of whom ~~is a~~ ~~are~~ city residents. The building code advisory board shall be appointed by the mayor and approved by the city council and shall hold office for a four-year term. The terms shall not run concurrently, and the first selected board member's terms shall run for two, three, and four years, respectively. The mayor may remove any board member at his/~~her~~ pleasure and discretion. The board shall adopt rules of procedure for conducting its business and shall render all decisions and findings in writing to the applicant with a duplicate copy to the building official.

Section 2. Severability Clause. If any section or provision of this Ordinance or the State Building Code or its application to any person or circumstance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 3. Whenever any conflict occurs between any section of this Ordinance and the Code referred to in this Ordinance, the Code shall prevail.

Section 4. This Ordinance shall take effect and be in full force on the first day of January, 1994.

PASSED by the Gig Harbor City Council and approved by its Mayor at a regular meeting of the council held on the ____ day of _____, 199__.

Gretchen A. Wilbert, Mayor

ATTEST:

Mark E. Hoppen
City Administrator/Clerk

Filed with city clerk: / /93
Passed by city council: / /93
Date published: / /9
Date effective: / /9

REGULAR GIG HARBOR CITY COUNCIL MEETING OF AUGUST 9, 1993

PRESENT: Councilmembers English, Markovich, Stevens Taylor and Mayor Wilbert.

PUBLIC COMMENT:

Alma Boge - 6606 Soundview Drive. Mrs. Boge presented a letter from Peninsula United Music Association objecting to the \$25 Special Events fee charged for their music exhibition in Jerisich Park. Mark Hoppen explained the ordinance had been on the books for years, but never enforced. Mayor Wilbert asked that staff review the ordinance.

Jim Boge - 6606 Soundview Drive. Mr. Boge asked for an understanding of enforcement of the ordinance regulating building on city right of way. He stated he has been asking about this since February. Mark Hoppen stated that there is a moratorium on building in city easements until Council and staff meet on this issue later this month to decide how to change the zoning code.

CALL TO ORDER: 7:19 p.m.

APPROVAL OF MINUTES:

MOTION: To approve the minutes of the meeting of July 26, 1993.
English/Stevens Taylor - unanimously passed.

CORRESPONDENCE:

Mayor Wilbert announced that the full text of the Draft Environmental Impact Statement - Comprehensive Plan for Pierce County was available at City Hall and encouraged Councilmembers and the public to review this document and comment.

OLD BUSINESS:

NEW BUSINESS:

1. Hearing Examiner's Recommendation - Site Plan, Gig Harbor Car Wash II.
Associate Planner, Steve Osguthorpe, introduced this site plan and recommended Council uphold the Hearing Examiner's recommendations with changes in Condition #8 that would require a turning lane approved by the Public Works Department. Phil Arenson, president of the corporation proposing the project, was present to answer questions.

MOTION: Move approval of the Hearing Examiner's recommendations with the exception that condition #8 in the Examiner's report be changed to require a turning lane.
Markovich/Stevens Taylor - unanimously passed.

2. First Reading - Noise Ordinance. Mark Hoppen presented the ordinance and explained that the ordinance had to be sent to the Department of Ecology for review and comment. The DOE has 45 days in which to act upon it, and if no action is taken within this period, the ordinance will be on the agenda for a second reading.
3. Professional Services Contract - Harborview Drive Street End Design. Ben Yazici, Public Works Director, presented the conceptual plan developed by Lynn Horn & Associates. The project will be referred to as "scenic viewpoint", instead of "park" to avoid the connotation that the facility would have restrooms, picnic facilities, and other park amenities.

MOTION: Move we approve the professional service contract to Lynn Horn & Associates to develop a conceptual plan and prepare construction contract documents, plans and specifications, for a scenic view point at the old ferry landing site at a cost not to exceed \$7,500.
Markovich/Stevens Taylor - unanimously passed.

4. Liquor License Application. - Gourmet Essentials. No action taken.
5. Special Occasion Liquor License - Gig Harbor Yacht Club. No action taken.
6. Liquor License Renewals - Bartell Drugs; BP Station; Yacht Club. No action taken.

DEPARTMENT MANAGERS' REPORTS:

1. Police Report. Chief Richards presented the latest facts and figures. The crime has increased in the north end of Tacoma, and the Gig Harbor officers are pro-active in checking people coming through the city in an attempt to prevent the increase in crime incidents here.
2. Public Works. Ben Yazici gave a report on the status of current public works projects. The city portion of ULID #3 is nearing completion, with only the overlay of Burnham Drive left to completion. The Peacock Hill project is going smoothly and should be completed towards the end of August.

MAYOR'S REPORT:

Mayor Wilbert introduced the plan to display local artists' works on the blank wall above the stairs at City Hall. The artwork should have a Harbor theme, and will be on display for an eight week period. Interested persons should contact City Hall to sign up.

ANNOUNCEMENT OF OTHER MEETINGS:

Wednesday, August 18, 7:00 p.m. - Gig Harbor Historical Advisory Group slide show on the historical waterfront sites.

APPROVAL OF BILLS:

MOTION: To approve warrants #10940 through #11006, in the amount of \$163,260.82.
English/Stevens Taylor - unanimously approved.

APPROVAL OF PAYROLL:

MOTION: To approve warrants #8687 through #8803, less 8686 and 8722, in the amount of \$157,999.51.
English/Stevens Taylor - unanimously approved.

EXECUTIVE SESSION: None scheduled.

ADJOURN:

MOTION: To adjourn at 8:19 p.m.
Stevens Taylor/English - unanimously approved.

Cassette recorder utilized.
Tape 321 Side A 439 - end.
Tape 321 Side B 000 - end.
Tape 322 Side A 000 - 225.

Mayor

City Administrator



City of Gig Harbor. The "Maritime City."
3105 JUDSON STREET • P.O. BOX 145
GIG HARBOR, WASHINGTON 98335
(206) 851-8136

MEMORANDUM

TO: City Council
FROM: Planning Staff *SO.*
DATE: August 23, 1993
RE: SPR 93-02 - Gig Harbor Car Wash II -- Resolution approving site plan

=====

As the City Council will recall, the Gig Harbor Car Wash II was reviewed and approved by the City Council during its regularly scheduled meeting of August 9, 1993. The Staff has prepared a resolution which reflects the Council's action on this item and is attached for the Council's review and approval.

**CITY OF GIG HARBOR
RESOLUTION # _____**

WHEREAS, PBA Inc. has requested site plan approval for the construction and operation of a car wash/retail building at 6750 Kimball Drive; and,

WHEREAS, the Gig Harbor City Council has adopted Ordinance #489 which establishes guidelines for the reviewing of site plans; and,

WHEREAS, the Planning Department for the City of Gig Harbor has recommended conditional approval of the project, in a staff report dated June 9, 1993; and

WHEREAS, the City of Gig Harbor Hearing Examiner conducted a public hearing on the application on June 9, 1993 to accept public comment on; and,

WHEREAS, the City of Gig Harbor Hearing Examiner has made specific findings and conclusions and has recommended conditional approval of said site plan in his report dated July 19, 1993; and,

WHEREAS, the City Council, during its regularly scheduled meeting of August 9, 1993, has considered the Hearing Examiner's recommendation and has determined that all conclusions and recommendations of the Examiner (with the exception of the Examiner's conclusions on the driveway location for the project) accurately reflect existing conditions and circumstances; and,

WHEREAS, the City Council has determined, based upon input from the fire department, that concerns over the driveway location can be mitigated by providing a two-way left turn lane the full length of the parcel frontage; and,

WHEREAS, after hearing a Staff presentation and considering input by the Staff and the applicant, the City Council moved to approve the proposed site plan at its August 9, 1993 meeting;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gig Harbor, Washington, as follows:

That the findings, conclusions and recommendations of the hearing Examiner in his report dated July 19, 1993, with the exception of conclusion C and Recommendation 8, are hereby adopted and the site plan is approved subject to the following conditions:

1. Sidewalks, curbs and gutters must be installed along the street frontage (of Kimball Drive) prior to occupancy of the facility.
2. A storm drainage management plan must be submitted to the City of Gig Harbor Department of Public Works (and the City of Tacoma Public Utilities Department, as necessary) for review and approval prior to the issuance of a building permit for this project. Storm drainage improvements must be installed, as approved, prior to occupancy of the facility (verification of approval from the Tacoma Public Utilities Department should be provided prior to permit issuance.). Storm drainage shall also include provisions for treatment of car-wash residual waste-water, in accordance with local and state requirements.
3. A final landscape plan meeting the requirements of the Landscaping Section of the City Zoning Code shall be submitted for approval prior to the issuance of a building permit for the facility. Landscaping as approved shall be installed prior to occupancy of the facility. The landscape buffer along the south property line of the subject property shall be a minimum of ten (10) feet in width as is shown on the short plat.
4. Fire protection improvements as required per the City Fire Code shall be installed, as follows:
 - A. Fire equipment access must be provided by a twenty four (24) foot-wide all weather lane for two-way traffic.
 - B. Fire hydrants shall be provided within 150 feet of all portions of the building and structures and locations must be accessible to fire fighting equipment and approved by the City Fire Marshal.
 - C. A 2 hr. fire wall with a 30-inch parapet will be required for all structures along the north property line (no openings permitted); a 1 hr. fire wall with a 30 inch parapet will be required for all structures within twenty feet of the south property line.
 - D. Fire-lane access to within 150 feet of all portions of the buildings are required; if a fire truck will be required to go further than 150 feet from the public street, a hammer-head turnaround will be required.

5. Consistent with the Uniform Building Code, a van parking stall will be required which conforms to the Washington State regulations for Accessibility. Sidewalks must be ramped at the curbs. Additionally, the canopy post shown on the site plan must be located outside of the 25 foot west setback.
6. In lieu of construction of required improvements prior to final plat approval, a bond or cash assignment equal to an amount of 110% of a contractors bid for all improvements required shall be posted with the City. If accepted by the City, the improvements shall be installed within twelve months of the date of issuance of the occupancy permit for the facility. Failure to construct or install the required improvements within the time specified to City standard shall result in the City's foreclosure of the bond. Upon foreclosure, the City shall construct, or may contract to construct and complete, the installation of the required improvements. This condition does not absolve the applicant or developer of their responsibility to comply with the construction and maintenance bond requirements of the applicable City codes.
7. The applicant shall pay his fair share of improvement costs to bring the LOS from F to D at the Kimball/Pioneer intersection. Said amount shall be determined by the City's Public Works Director and shall be paid to the City by the applicant prior to issuance of a Certificate of Occupancy.
8. A two-way left turn lane along the entire frontage of the property, with proper taper length on each side of the turn lane shall be provided. The design of the turn lane shall be submitted to and approved by the Public Works Department.

PASSED by the City Council of the City of Gig Harbor, Washington, and approved by its Mayor at a regular meeting of the Council held on this 23rd day of August, 1993.

Gretchen A. Wilbert, Mayor

ATTEST:

Mark E. Hoppen
City Administrator/Clerk

Passed by City Council:
Date published:
Date effective:

**CITY OF GIG HARBOR
HEARING EXAMINER
FINDINGS CONCLUSIONS AND RECOMMENDATION**

APPLICANT: PBA, Inc.

CASE NO.: SPR 93-02

APPLICATION: Request for site plan approval to allow construction of a car wash and retail facility on property which is 36,653 square feet in size.

SUMMARY OF RECOMMENDATIONS:

Planning Staff Recommendation: Approve with conditions
Hearing Examiner Recommendation: Approve with conditions

PUBLIC HEARING:

After reviewing the official file which included the Planning Staff Advisory Report; and after visiting the site, the Hearing Examiner conducted a public hearing on the application. The hearing on the PBA, Inc. application was opened at 5:02 pm, June 9, 1993, in City Hall, Gig Harbor, Washington, and closed for oral testimony at 6:11 p.m. The hearing was kept open administratively through close of business on June 30 to allow time for additional review by the City and the adjacent property owner, and written response by the applicant. Participants at the public hearing and the exhibits offered and entered are listed in the minutes of the hearing. A verbatim recording of the hearing is available in the Planning Department.

FINDINGS CONCLUSIONS AND RECOMMENDATION:

Having considered the entire record in this matter, the Hearing Examiner now makes and enters the following:

I. FINDINGS:

- A. The information contained on pages 1 to 6 of the Planning Staff's Advisory Report (Hearing Examiner Exhibit A) is found by the Hearing Examiner to be supported by the evidence presented during the hearing and by this reference is adopted as a part of the Hearing Examiner's findings of fact. A copy of said report is available in the Planning Department.
- B. At the hearing, the applicant said he and his architect had considered constructing the building on the south side of the site. He said that he would leave a 130' long building

along that side. He also said that more grading would be required if the building were to be constructed on the south side of the site.

He explained how the facility would operate and said that none of the effluent would go into the storm drain. He said that approximately 80% of the water used in the car wash is recycled and that the remainder goes into the sanitary sewer system. He also indicated that all of the chemicals used at the facility are biodegradable.

Finally, he said that the traffic study which was prepared showed there would not be a large increase in traffic due to the proposed use.

- C. The attorney for the owner of the adjacent property to the south spoke at the hearing and discussed the concerns of his client.

He stated that there had been a lack of notice which precluded his client from having enough time to adequately review the proposal.

He noted that, while the subject hearing was not a SEPA Appeal hearing, he pointed out several areas where he felt that the environmental checklist was incomplete.

He also questioned the completeness of the application for site plan approval. He noted that there is no specification regarding the function of the various parts of the building.

He said that his client's greatest concern relates to the area of landscaping on the south side of the subject property. He said aesthetics is a concern which could adequately be addressed if sufficient landscaping is provided. He noted that his client's office building is very attractive and that the proposed car wash on the adjacent property is a very different type of use.

He pointed out that the short plat which created the lot his client owns and the lot where the car wash is to be located provided for a 10 foot wide landscaped area on the lot to be utilized for a car wash. He noted that the condition on the short plat doesn't change because of later general changes in the Zoning Code.

He also expressed concern about waste which comes from vehicles when they are washed. He wanted assurance that any potentially hazardous materials would be retained on site.

He referred to the landscape requirements of the zoning code and asked that a visual screen be planted which met the requirements of the ordinance.

- D. The owner of the adjacent property to the south of the subject site submitted her comments in writing (Exhibit F). She requested that the buffer between the proposed car wash and her property be 10 feet in width. She also asked that significant trees be retained and that a solid vegetative screen be provided. She offered specific recommendations relative to the vegetative screen.

She also provided a legal and policy basis for her recommendations. Included in the discussion was the argument that the short plat by which the applicant's lot was created required a 10' side setback. She went on to say that there is no legal requirement that plat limitations conform to zoning requirements. She noted that specific zoning dimensional requirements are merely minimum requirements, however, greater setbacks or larger lot size may be required for plat approval. She indicated that she relied on the 10' setback when she bought the adjacent property, and if the buffer is now reduced to five feet, it would unfairly disappoint her reasonable expectations and give the applicant a windfall.

- E. The applicant responded to the adjacent property owner's comments in Exhibit G. In that memo, he stated that he has, from the outset of this application, sought approval of the Gig Harbor Planning Department to remove the 10' landscape easement that is shown on the short plat of the subject property. He said the staff has recommended approval of the submitted landscape and site plan which provides a 5' landscape area as required by the Zoning Code. He also noted that the Car Wash Facility would be a minimum of 165 feet from the building to the south. He said all business on the car wash property would be conducted inside and totally out of view from the adjacent property.
- F. During the administrative continuance, the City's Public Works Director offered several written comments (Exhibit D).
- G. The applicant's architect responded to the Public Works Director's comments in Exhibit E. He said he would be supplementing existing vegetation within the 5' buffer area and noted that there are no significant trees in the additional five feet in question.
- H. The Planning Director offered an additional condition of approval relative to the proposed retail and office on the subject site (Exhibit H).
- I. The applicant responded to the Planning Director's memo in Exhibit I. His memo was submitted to provide clarity to the issues raised by the Planning Director. His memo also included an attachment from his Traffic Engineer.

J. A review of the City's files on the subject property provided some history of the 10' landscape buffer along the property line between the two properties. (See Exhibit J). The letter which was written by the City's Planner in 1984 listed the conditions of approval for Western Clinic's requested site plan and variance. Western Clinic was the user of the property to the south of the site of the proposed car wash. Both properties were originally owned by the same person and the separate properties were created through a short plat process. The short plat required a 10' landscape buffer along its south property line and no one seemed to know why that requirement existed. A reading of Conditions #4 and #7 of Exhibit J state:

4. A 10' landscape buffer shall be provided along the northerly line separating the parking area from adjacent undeveloped property.
7. Prior to securing a Building Permit submit a specific landscaping plan prepared by a landscape architect to the Planning Department for review and approval. Submitted plan shall be in conformance with the general landscaping proposals indicated on the submitted exhibit. The site shall be developed in accordance with the approved landscaping plan prior to occupancy.

K. The Fire Department sent a note (Exhibit C) which asked that the driveway be located as far as possible from the Fire Department driveway.

II. CONCLUSIONS:

A. Judging from the photos of the site which were submitted as part of Exhibit A, it appears the landscape buffer for the property to the south (the former Western Clinic site) is located on the proposed car wash property. This is evident by looking at the photo which shows the survey stake on the south property line and the wheel stops for the parking area on the former Western Clinic property. While it is unusual, this explains why the 10' landscape buffer easement is located on the proposed car wash property. Had both properties not been owned by the same property owner, it is unlikely that such an easement would have been required. The fact that the 10' foot landscape easement is a requirement of the short plat and the 10' landscape buffer along the property line was a requirement of the approval for Western Clinic appears to be more than coincidental.

I concur with the owner of the adjacent property to the south and with her attorney. The zoning ordinance specifies minimum requirements. In this case, the 10' foot landscape buffer was clearly intended to be as specified on the short plat. While it is true that the car wash and the office building are separated by 165 feet, a 10' buffer between the two properties is the minimum required by code.

As was noted earlier, it is extremely unusual that the entire 10' is located on one side of the property line, but in this case the City and former property owner of the entire property chose to provide the buffer in this way.

At this point in time, I believe the intent of the ordinance can continue to be met by retaining the 10' buffer on the car wash side of the line and by enhancing it to meet the existing requirements of the code.

- B. The applicant's response (with the response from his Traffic Engineer) provides adequate clarity to the traffic issues raised by the City. It provides sufficient information upon which the Public Works Director can establish a fair share contribution amount.
- C. The driveway to the site should be moved to the north, as requested by the Fire Department. The final location of the driveway should be reviewed and approved by the Public Works Director.

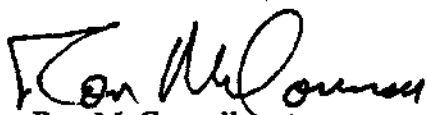
III. RECOMMENDATION:

Based upon the foregoing findings of fact and conclusions, it is recommended that the requested site plan be approved, subject to the following conditions:

1. Sidewalks, curbs and gutters must be installed along the street frontage (of Kimball Drive) prior to occupancy of the facility.
2. A storm drainage management plan must be submitted to the City of Gig Harbor Department of Public Works (and the City of Tacoma Public Utilities Department, as necessary) for review and approval prior to the issuance of a building permit for this project. Storm drainage improvements must be installed, as approved, prior to occupancy of the facility (verification of approval from the Tacoma Public Utilities Department should be provided prior to permit issuance). Storm drainage shall also include provisions for treatment of car-wash residual waste-water, in accordance with local and state requirements.
3. A final landscape plan meeting the requirements of the Landscaping Section of the City Zoning Code shall be submitted for approval prior to the issuance of a building permit for the facility. Landscaping as approved shall be installed prior to occupancy of the facility. The landscape buffer along the south property line of the subject property shall be a minimum of ten (10) feet in width as is shown on the short plat.
4. Fire protection improvements as required per the City Fire Code shall be installed, as follows:
 - A. Fire equipment access must be provided by a twenty four (24) foot-wide all weather land for two-way traffic.
 - B. Fire hydrants shall be provided within 150 feet of all portions of the building and structures and locations must be accessible to fire fighting equipment and approved by the City Fire Marshal.

- C. A 2 hr fire wall with a 30-inch parapet will be required for all structures along the north property line (no openings permitted); a 1 hr fire wall with a 30 inch parapet will be required for all structures within twenty feet of the south property line.
 - D. Fire-lane access to within 150 feet of all portions of the buildings are required; if a fire truck will be required to go further than 150 feet from the public street, a hammer-head turnaround will be required.
5. Consistent with the Uniform Building Code, a van parking stall will be required which conforms to the Washington State regulations for Accessibility. Sidewalks must be ramped at the curbs. Additionally, the canopy post shown on the site plan must be located outside of the 25 foot west setback.
 6. In lieu of construction of required improvements prior to final plat approval, a bond or cash assignment equal to an amount of 110% of a contractors bid for all improvements required shall be posted with the city. If accepted by the City, the bond shall be installed within twelve months of the date of issuance of the occupancy permit for the facility. Failure to construct or install the required improvements within the time specified to City standards shall result in the city's foreclosure of the bond. Upon foreclosure, the City shall construct, or may contract to construct and complete, the installation of the required improvements. This condition does not absolve the applicant or developer of their responsibility to comply with the construction and maintenance bond requirements of the applicable city code.
 7. The applicant shall pay his fair share of improvement costs to bring the LOS from F to D at the Kimball/Pioneer intersection. Said amount shall be determined by the City's Public Works Director and shall be paid to the City by the applicant prior to issuance of a Certificate of Occupancy.
 8. The driveway shall be moved north to a location which is approved by the Public Works Director.

Dated this 19th day of July, 1993.


Ron McConnell
Hearing Examiner

Rezoning - Recommendations

Any decisions of the Examiner approving a rezone, with or without conditions, shall constitute a recommendation to the City Council. The City Council shall consider the recommendation within 35 (thirty-five) calendar days at a regular meeting.

Council Action

Any application requiring action by the City Council shall be taken by the adoption of a motion by the Council. When taking any such final action, the Council shall make and enter findings of fact from the record and conclusions therefrom which support its action. The City Council may adopt all or portions of the Examiner's findings and conclusions.

The action of the Council, approving, modifying, or reversing a decision of the Examiner, shall be final and conclusive, unless within ten (10) business days from the date of the Council action a party of record applies for a Writ of Certiorari to the Superior Court of Washington for Pierce County, for the purpose of review of the action taken.

**MINUTES OF THE JUNE 9, 1993
HEARING ON THE
PBA INC. APPLICATION**

Ron McConnell was the Hearing Examiner for this matter. Participating in the hearing was Ray Gilmore, representing the City of Gig Harbor; Phil Arenson, representing PBA, Inc., and Richard Settle, an attorney representing Evelyn Hogan, an owner of adjacent property.

EXHIBITS:

The following exhibits were offered and entered into the record:

- A. Planning Staff's Advisory Report with site and Landscape plans and photographs.
- B. Traffic Study for the Gig Harbor Car Wash-II, prepared by Christopher Brown and Associates.
- C. Fire Department Comments, dated 6/16/93.
- D. Memo from Ben Yazici, Director of Public Works, dated 6/25/93.
- E. Letter from David Freeman, received 6/28/93.
- F. Written Submission of Evelyn M. Hogan, dated 6/24/93.
- G. Memo from P.B.A. Inc., received 6/30/93.
- H. Memo from Ray Gilmore, Planning Director, dated 6/29/93.
- I. Memo from P.B.A. Inc., dated 6/30/93, with attachment from C.V. Brown, P.E.
- J. Letter from Don Orr, dated 3/15/84.

PARTIES OF RECORD:

- Philip Arenson
P.B.A., Inc.
103 Raft Island
Gig Harbor, WA 98335
- David Freeman
Snodgrass-Freeman Assoc.
3206 50th St. Court N.W., Ste. 125
Gig Harbor, WA 98335
- Richard Settle
Foster Pepper Sheffelman
1111 3rd Ave., Ste 3400
Seattle, WA 98101
- Evelyn Hogan
10321 Rosedale Bay Ct. N.W.
Gig Harbor, WA 98335



City of Gig Harbor. The "Maritime City."

3105 JUDSON STREET • P.O. BOX 145
GIG HARBOR, WASHINGTON 98335
(206) 851-8136

TO: MAYOR WILBERT AND COUNCIL MEMBERS
FROM: MARK HOPPEN, CITY ADMINISTRATOR *MH*
RE: GIG HARBOR/KEY PENINSULA PARKS PLAN
DATE: AUGUST 19, 1993

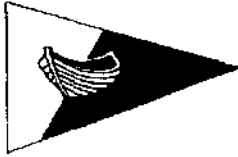
The park consultants, Mr. Jerry Dragoo and Mr. Doug Kotlar, are interested in ascertaining whether the City of Gig Harbor would be interested in sponsoring, once we reach 5000 in population, a metropolitan park district with the capacity to care for parks Peninsula-wide, which has its own statutory taxing capacity. They want to know your position on the following issues: 1) Would the City of Gig Harbor be likely to sponsor such a district when it becomes possible? 2) If the city did sponsor such a district, then would existing city parks at that time remain under city supervision, or would all parks be included within the metro district? 3) Under what conditions would the city be willing to adopt the area-wide plan as a formal planning document for the City of Gig Harbor? 4) Does the Council favor a uniform community parks concept throughout the Peninsula (in addition to other existing parks and amenities)? or Does the Council prefer a neighborhood parks concept within the UGA?

The parks plan has largely come to be focused on community parks, which are not necessarily within walking distance as are neighborhood parks. The study has tended in this direction because the neighborhood park concept, although a desirable concept, is too expensive to fund on an area-wide basis. It is estimated that each neighborhood park costs about \$75,000 in development costs. At the workshop, Dragoo and Kotlar showed a plan which was built on a community parks concept, but they also showed an overlay of our UGA which described a neighborhood parks concept.

Neighborhood parks are combination playground and park areas designed primarily for non-supervised, non-organized recreation activities. They are generally small in size (about 5-10 acres) and serve an area of approximately one half mile radius. Sometimes these areas provide space for community events. Often, they are located adjacent to school property.

A community park is planned primarily to provide active and structured recreation opportunities for young people and adults. Such parks can provide indoor facilities. Where there are no neighborhood parks, such parks can serve that purpose. Community parks serve a much larger area, offer more facilities, and require more support facilities (i.e. parking, rest rooms, covered play areas, etc.). Community parks usually have sports fields as a central focus of the park. They generally have a service area is typically a 1-2 mile radius.

I would like to give some general direction from the city to the parks planners relative to the above issues.



City of Gig Harbor. The "Maritime City."

3105 JUDSON STREET • P.O. BOX 145
GIG HARBOR, WASHINGTON 98335
(206) 851-8136

TO: MAYOR WILBERT AND CITY COUNCIL MEMBERS
FROM: MARK HOPPEN, CITY ADMINISTRATOR
SUBJECT: UTILITY EXTENSION CAPACITY AGREEMENT/
NORTHHARBOR BUSINESS CAMPUS
DATE: AUGUST 19, 1993

The proposed Northharbor Business Campus, outside the city limits on Burnham Drive (just south of Gig Harbor Christian Church and north of the gun club), is requesting sewer and water service for the project. 45 ERUs of sewer service and a 2" meter connection for water are requested.

The connection cost for sewer in this area is \$2,205 per ERU. The connection fee for water for a 2" meter is \$5,860 times a 1.5 multiplier (plus time, material, and 10% fee).

We were only recently approached with this request and are bringing it to Council promptly because paving of Burnham is imminent, and we would like to avoid significant pavement cuts if possible.

The contract form is the standard form we have used for sewer adapted to include both sewer and water. Normally, the form would be signed to indicate owner commitment, but at the writing of this memo, the contract form still requires Council and legal review, so it is unsigned pending review.

Recommendation:

Move to approve that the Northharbor Business Park be granted 45 ERUs of sewer capacity and 2" water meter connection with contract language as directed by Council and with provision for owner assent to LID for Burnham frontage sidewalks.

ESM inc.



A CIVIL ENGINEERING, LAND SURVEY, AND PROJECT MANAGEMENT CONSULTING FIRM

August 16, 1993

Job No. 595-01-930

Mr. Mark Hoppen
City Administrator
City Of Gig Harbor
31005 Judson St
Gig Harbor, WA 98335

RE: NORTHHARBOR BUSINESS CAMPUS

Dear Mr. Yazici:

On behalf of P & H Partnership, we are writing this letter requesting that the City of Gig Harbor provide sewer and water service for the Northharbor Business Campus project. A copy of the legal description, a site plan, and vicinity map are enclosed.

As you are aware the site is currently outside the corporate limits of the City; however, we understand that it is part of the proposed Gig Harbor North Annexation Area and also is in your urban planning area.

For water service, the system will need to provide 1,500 gallons per minute minimum, for a 60 minute duration per Pierce County Ordinance number 92-99. We understand that an interim connection to the Harbor Water Company System may be required to provide this flow, and we further understand that you would work with us and Harbor Water Company to work out the details of such a connection.

For the sewer system we have calculated that North Harbor will generate approximately 10,400 gallons per day or 45 equivalent residential units (ERU's).

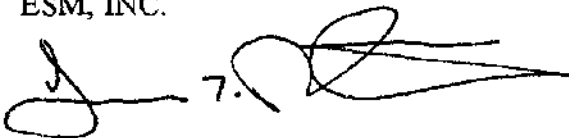
We also request that a latecomers agreement be prepared for any offsite construction work that P & H partnership will be required to perform that would benefit other properties.

Mr. Mark Hoppen
City Administrator
August 16, 1993
Page 2

Please call if you have any questions.

Very truly yours,

ESM, INC.

A handwritten signature in black ink, appearing to read "L. T. Petersen", with a long horizontal flourish extending to the right.

LORAN T. PETERSEN, P.E., P.L.S.
Vice President, Engineering

cc: John Holmaas, Realty One
Wade Perrow, Perrow Const.

s30:595013

LEGAL DESCRIPTION

PARCEL A:

THE EAST 990 FEET OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 31, TOWNSHIP 22 NORTH, RANGE 2 EAST OF THE W.M.

EXCEPT THE SOUTH 330 FEET THEREOF.

EXCEPT THE EAST 10 ACRES.

PARCEL B:

THE NORTH 330 FEET OF THE SOUTH 660 FEET OF THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 31, TOWNSHIP 22 NORTH, RANGE 2 EAST OF THE W.M., LYING WEST OF THE EAST 990 FEET THEREOF.

THAT PORTION OF THE NORTH 330 FEET OF THE SOUTH 660 FEET OF THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 22 NORTH, RANGE 2 EAST OF THE W.M., LYING EAST OF GIG HARBOR LONGBRANCH HIGHWAY. EXCEPT THE WEST 50 FEET OF THAT PORTION LYING NORTH OF SAID HIGHWAY.

ALL IN PIERCE COUNTY, WASHINGTON.

UTILITY EXTENSION, CAPACITY AGREEMENT
AND AGREEMENT WAIVING RIGHT TO PROTEST LID

THIS AGREEMENT is entered into on this ___ day of August, 1993, between the City of Gig Harbor, Washington, hereinafter referred to as the "City", and P & H Partnership, hereinafter referred to as "the Owner".

WHEREAS, the Owner is the owner of certain real property located in Pierce County which is legally described as set forth in Exhibit "A" attached hereto and incorporated herein by this reference as though set forth in full, and

WHEREAS, the Owner's property is not currently within the City limits of the City, and

WHEREAS, the Owner desires to connect to the City ~~sewer and water utility system~~, hereinafter referred to as "the utility" and is willing to allow connection only upon certain terms and conditions in accordance with Title 13 of the Gig Harbor Municipal code, as now enacted or hereinafter amended, NOW, THEREFORE,

FOR AND IN CONSIDERATION OF the mutual benefits and conditions hereinafter contained, the parties agree as follows:

1. Warranty of Title. The Owner warrants that he/she is the Owner of the property described in Exhibit "A" and is authorized to enter into this Agreement.

2. Extension Authorized. The City hereby authorizes the Owner to extend service to Owner's property from the existing utility ~~lines~~ on Burnham Drive (street or right-of-way) at the following location:

Northharbor Business Campus Project:

Parcel A:

THE EAST 990 FEET OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 31, TOWNSHIP 22 NORTH, RANGE 2 EAST OF THE W.M.

EXCEPT THE SOUTH 330 FEET THEREOF. EXCEPT THE EAST 10 ACRES.

Parcel B:

THE NORTH 330 FEET OF THE SOUTH 660 FEET OF THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 31, TOWNSHIP 22 NORTH, RANGE 2 EAST OF THE W.M., LYING WEST OF THE EAST 990 FEET THEREOF.

THAT PORTION OF THE NORTH 330 FEET OF THE SOUTH 660 FEET OF THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 22 NORTH, RANGE 2 EAST OF THE W.M., LYING EAST OF GIG HARBOR LONGBRANCH HIGHWAY. EXCEPT THE WEST 50 FEET OF THAT PORTION LYING NORTH OF SAID HIGHWAY.

ALL IN PIERCE COUNTY, WASHINGTON.

3. Costs. Owner will pay all costs of designing, engineering and constructing the extension. All construction shall be done to City standards and according to plans approved by the City's Public Works Director. Any and all costs incurred by the City in reviewing plans and inspecting construction shall be paid for by the Owner.

4. ~~Sewer and Water Capacity Commitments~~. The City agrees to provide to the Owner sewer utility service and hereby reserves to the Owner the right to discharge to the City's sewerage system 45 ERU's or 10,395 gallons per day average flow. ~~The city also agrees to provide to the Owner water service and reserves to the owner the right to connect service with a 2" meter.~~ These capacity rights are allocated only to the Owner's system as herein described. Any addition to this system must first be approved by the City. Capacity rights acquired by the Owner pursuant to this agreement shall not constitute ownership by the Owner of any facilities comprising the City sewerage system. The City agrees to reserve to the Owner this capacity for a period of 36 months ending on August, 1996, provided this agreement is signed and payment for ~~sewer and water capacity commitments~~ received within 45 days after City Council approval of extending ~~sewer and water~~ capacity to the Owner's property. ~~Sewer and water capacity~~ shall not be committed beyond a three year period.

5. Capacity Commitment Payment. The Owner agrees to pay the City the sum of \$ 10,597.00 for ~~sewer~~ and the sum of \$ 1,318.50 for ~~water~~, to reserve the above specified time in accordance with the schedule set forth below.

Commitment period	Percent (%) of Connection Fees
One year	Five percent (5%)
Two years	Ten percent (10%)
X Three years	Fifteen percent (15%)

In no event, however, shall the Owner pay the City less than five hundred dollars (\$500) for commitment for sewer service capacity and less than five hundred dollars (\$500) for commitment for water reserve capacity. In the event the Owner has not made ~~sewer and water connection~~ to the City's utility system by the date set forth above, such capacity commitments shall expire and the Owner shall forfeit one hundred percent (100%) of these capacity commitment payments to cover the City's administrative and related expenses.

In the event the Pierce County Boundary Review Board should not approve extension of the City's sewer and water system prior to the extension of the commitment period, the Owner shall be entitled to a full refund (without interest) from the City of the capacity agreement.

6. Extension of Commitment Period. In the event the Owner chooses to permanently reserve sewer and water capacity by paying the entire connection fee for the number of equivalent residential units desired to be reserved and by paying the water service payment described in Section 5 before the expiration date set forth above, the Owner shall be responsible for paying each year for the sewer utility system's depreciation based on the following formula: (Owner's reserved capacity divided by the total plant capacity times the annual budgeted depreciation of the sewer facilities.)

7. Permits - Easements. Owner shall secure and obtain, at Owner's sole cost and expense any necessary permits, easements and licenses to construct the extensions, including, but not limited to, all necessary easements, excavation permits, street use permits, or other permits required by state, county and city governmental departments including the Pierce County Public Works Department, Pierce County Environmental Health Department, State Department of Ecology, Pierce County Boundary Review Board, and City of Gig Harbor Public Works Department.

8. Turn Over of Capital Facilities. If the extension of utility service to Owner's property involves the construction of water or sewer main lines, pump stations, wells, and/or other city required capital facilities, the Owner agrees to turn over and dedicate such facilities to the City, at no cost, upon the completion of construction and approval and acceptance of the same by the City. As a prerequisite to such turn over and acceptance, the Owner will furnish to the City the following:

- A. As built plans or drawings in a form acceptable to the City Public Works Department;
- B. Any necessary easements, permits or licenses for the continued operation, maintenance, repair or reconstruction of such facilities by the City, in a form approved by the City Attorney;
- C. A bill of sale in a form approved by the City Attorney; and
- D. A bond or other suitable security in a form approved by the City Attorney and in an amount approved by the City Public Works Director, ensuring that the facilities will remain free from defects in workmanship and materials for a period of 2 year(s).

9. Connection Charges. The Owner agrees to pay the connection charges, in addition to any costs of construction as a condition of connecting to the City utility system at the rate schedules applicable at the time the Owner requests to actually

connect his property to the system. Any sewer commitment payment that has not been forfeited shall be applied to the City's connection charges. Should the Owner not initially connect 100% of the Sewer Capacity Commitment, the Sewer Capacity Commitment payment shall be credited on a pro-rated percentage basis to the connection charges as they are levied. The Owner shall connect to the water service meter size identified in Section 4.

10. Service Charges. In addition to the charges for connection, the Owner agrees to pay for utility service rendered according to the rates for services applicable to properties outside the city limits as such rates exist, which is presently at 150% the rate charged to customers inside city limits, or as they may be hereafter amended or modified.

11. Annexation. Owner understands that annexation of the property described on Exhibit "A" to the City will result in the following consequences:

- A. Pierce County ordinances, resolutions, rules and regulations will cease to apply to the property upon the effective date of annexation;
- B. City of Gig Harbor ordinances, resolutions, rules and regulations will begin to apply to the property upon the effective date of annexation;
- C. Governmental services, such as police, fire and utility service, will be provided to the property by the City of Gig Harbor upon the effective date of annexation;
- D. The property may be required to assume all or any portion of the existing City of Gig Harbor indebtedness, and property tax rates and assessments applicable to the property may be different from those applicable prior to the effective date of annexation;
- E. Zoning and land use regulations applicable to the property after annexation may be different from those applicable to the property prior to annexation; and
- F. All or any portion of the property may be annexed and the property may be annexed in conjunction with, or at the same time as, other property in the vicinity.

With full knowledge and understanding of these consequences of annexation and with full knowledge and understanding of Owner's decision to forego opposition to annexation of the property to the City of Gig Harbor, Owner agrees to sign a petition for annexation to the City of the property described on Exhibit A as provided in RCW 35.14.120, as it now exists or as it may hereafter be amended, at such time as the Owner is requested by the City to do so. The Owner also agrees and appoints

the Mayor of the City as Owner's attorney-in-fact to execute an annexation petition on Owner's behalf in the event that Owner shall fail or refuse to do so and agrees that such signature shall constitute full authority from the Owner for annexation as if Owner had signed the petition himself. Owner further agrees not to litigate, challenge or in any manner contest, annexation to the City. This Agreement shall be deemed to be continuing, and if Owner's property is not annexed for whatever reason, including a decision by the City not to annex, Owner agrees to sign any and all subsequent petitions for annexations. In the event that any property described on Exhibit "A" is subdivided into smaller lots, the purchasers of each subdivided lot shall be bound by the provisions of this paragraph.

12. Land Use. The Owner agrees that any development or redevelopment of the property described on Exhibit "A" shall meet the following conditions after execution of Agreement:

- A. The use of the property will be restricted to uses allowed in the following City zoning district at the time of development or redevelopment.

<input type="checkbox"/>	Single Family Residential	<input type="checkbox"/>	Multiple Family Residential
<input checked="" type="checkbox"/>	Business	<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Industrial		

- B. The development or redevelopment shall comply with all requirements of the City Comprehensive Land Use Plan, Zoning Code and Building Regulations for similar zoned development or redevelopment in effect in the City at the time of such development or redevelopment. The intent of this section is that future annexation of the property to the City of Gig Harbor shall result in a development which does conform to City standards.

13. Liens. The Owner understands and agrees that delinquent payments under this agreement shall constitute a lien upon the above described property. If the extension is for sewer service, the lien shall be as provided in RCW 35.67.200, and shall be enforced in accordance with RCW 35.67.220 through RCW 35.67.280, all as now enacted or hereafter amended. If the extension is for water service, the lien shall be as provided in RCW 35.21.290 and enforced as provided in RCW 35.21.300, all as currently enacted or hereafter amended.

14. Termination for Non-Compliance. In the event Owner fails to comply with any term or condition of this Agreement, the City shall have the right to terminate utility service to the Owner's property in addition to any other remedies available to it.

15. Waiver of Right to Protest LID. Owner acknowledges that the entire property legally described in Exhibit "A" would be specially benefited by the following improvements to the utility (specify):

Burnham Drive Frontage Sidewalks and Left Turn Improvements

Owner agrees to sign a petition for the formation of an LID or ULID for the specified improvements at such time as one is circulated and Owner hereby appoints the Mayor of the City as his attorney-in-fact to sign such a petition in the event Owner fails or refuses to do so.

With full understanding of Owner's right to protest formation of an LID or ULID to construct such improvements pursuant to RCW 35.43.180, Owner agrees to participate in any such LID or ULID and to waive his right to protest formation of the same. Owner shall retain the right to contest the method of calculating any assessment and the amount thereof, and shall further retain the right to appeal the decision of the City Council affirming the final assessment roll to the superior court. Notwithstanding any other provisions of this Agreement, this waiver of the right to protest shall only be valid for a period of ten (10) years from the date this Agreement is signed by the Owner.

16. Specific Enforcement. In addition to any other remedy provided by law or this Agreement, the terms of this Agreement may be specifically enforced by a court of competent jurisdiction.

17. Covenant. This agreement shall be recorded with the Pierce County Auditor and shall constitute a covenant running with the land described on Exhibit "A", and shall be binding on the Owner, his/her heirs, successors and assigns. All costs of recording this Agreement with the Pierce County Auditor shall be borne by the Owner.

18. Attorney's Fees. In any suit or action seeking to enforce any provision of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs, in addition to any other remedy provided by law or this agreement.

DATED this _____ day of _____, 1993.

CITY OF GIG HARBOR

Mayor Gretchen Wilbert

OWNER

Title:

ATTEST/AUTHENTICATED:

City Clerk, Mark Hoppen

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)

On this _____ day of _____, 1993, before me personally appeared _____, to me known to be the individual described in and who executed the foregoing and acknowledged that _____ signed the same as his free and voluntary act and deed, for the uses and purposed therein mentioned.

IN WITNESS THEREOF, I have hereto set my hand and affixed by official seal the day and year first above written.

NOTARY PUBLIC for the State
of Washington, residing at

My commission expires _____.

STATE OF WASHINGTON)
)ss:
COUNTY OF PIERCE)

On this _____ day of _____, 1993, before me personally appeared Mayor and City Clerk of the municipal corporation described in and that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation, for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument.

IN WITNESS THEREOF, I have hereto set my hand and affixed by official seal the day and year first above written.

NOTARY PUBLIC for the State
of Washington, residing at

My commission expires _____.



City of Gig Harbor. The "Maritime City."

3105 JUDSON STREET • P.O. BOX 145
GIG HARBOR, WASHINGTON 98335
(206) 851-8136

TO: MAYOR WILBERT AND COUNCIL MEMBERS
FROM: MARK HOPPEN, CITY ADMINISTRATOR *MH*
SUBJECT: 1993 MID-YEAR ACHIEVEMENTS REPORT
DATE: AUGUST 17, 1993

The City of Gig Harbor's 1993 Annual Budget serves as the city's financial and policy document. The budget for this year lists approximately 160 project and capital objectives to be accomplished by city departments and employees. These goals are viewed by city staff members as both fiscal and practical targets for achievement, and the focus of staff on achieving these objectives is persistent and intense. We can all have a significant amount of pride in the accomplishments of City of Gig Harbor employees and in the quality service ethic which they display in the performance of their jobs.

Each department head has prepared a goal summary for your review.

MID YEAR REPORT

GIG HARBOR MUNICIPAL COURT

Status of Budget Objectives

1. Updating of case pending files - maintain jurisdiction. Perpetual objective.
2. Updating deferred prosecution files - maintain jurisdiction and compliance. Perpetual objective.
3. Reconciliation of trust and collection of monies. There was an 18% increase between the first seven months in 1993 and first seven months in 1992.
4. Use of community service in lieu of fines/penalties of jail credit. Listing of possible non-profit agencies and instruction sheet completed.
5. Has been a year of very important training due to substantial legislative changes.
6. Continued prosecution of cases filed. Perpetual objective.
7. Participation with state and national associations. Not as involved as would like to be due to the many changes and work requirements here.
8. Creation of Administrator/Commissioner position. Completed and keeping active.
9. Broaden scope of personal computer. New Wordperfect software has been very instrumental and useful.
10. Use of work release program. Continue to use but with new legislature may not be as important.
11. Continued review and updating of warrants. Perpetual objective.
12. Maintain contract with Pierce and Kitsap County jails. New legislature may help in diminishing cash outlay for prisoner billing with the court allowed to order reimbursement for jail costs. Time will tell.

MID YEAR REPORT

ADMINISTRATIVE DEPARTMENT

Status of Budget Objectives

1. Manage personnel system by maintaining personnel files, conducting annual performance evaluations, assessing employees salaries and benefits, resolving various types of personnel issues, and proposing personnel policy and procedure modifications. This objective is on-going. One-half the employees to date have participated in their yearly evaluations.
2. Measure and evaluate satisfaction of city residents with city services. This goal has not yet been completed, but research has been gathered to put together the survey and it will be completed in September.
3. Further integrate the functions of finance and administration, continuing weekly administration/finance staff meetings and designing a plan to insure task cross-training throughout the department. Floor personnel currently meet every other Wednesday and cross-training is becoming an expected part of administration/finance routine.
4. Work jointly with Finance to develop and maintain a purchase order system as per Audit Management Point recommendation. This objective has not been achieved, although we have implemented procedure to insure receiving documentation is processed correctly. We lack the staffing to implement the purchase order system. A person who revolved from sewer plant, to shop, to city hall would be able to implement the system, along with other related finance tasks.
5. Develop a staff mission statement. Currently being developed.
6. Work with Council to articulate a vision statement. This objective has not yet been addressed.
7. Analyze legislation proposed by the state legislature to determine the impact of such policy on the city. Completed.
8. Gather information on the cost effectiveness of each department. Share information during quarterly financial reports. This goal has been abandoned for '93, but will be renewed for '94.
9. Complete "tickler files" and continue regular updating to ensure consistent management of contracts, inter-local agreements, and other period documentation. Completed and on-going.

10. Develop a long-term forecast of service needs which correlates those needs with the city's revenue capacity and comprehensive plans. Planned completion by 9/93.
11. Analyze and maintain the city's insurance policies and coverage, and explore options. Completed.
12. Improve the risk management program by coordinating and detailing safety interventions, meetings, and training. Share information with the city Safety Committee. Planned completion by 12/93.
13. Prepare and submit to the City Council for adoption the 1994 City of Gig Harbor budget. Planned completion by 12/93.
14. Prepare an annexation spreadsheet program to assist the assessment of the fiscal advisability of potential or imminent annexations. Some initial work on this analysis tool has been completed.
15. Continue to work with interested persons in annexation of the Westside, Gig Harbor North, and the Gig Harbor Interchange annexation. On-going. I have been meeting with groups from all listed areas, and have prepared materials to assist in this task.
16. Complete revision of the City of Gig Harbor personnel manual, creating an Employee Handbook, Comprehensive Personnel Regulations, and Job Descriptions (including ADA information). City job descriptions, including ADA pertinent data, have been completed. I plan to address the personnel manual by year end. The manual, which existed only in hard copy, is now on file.
17. With the help of the employee guilds, work to maintain excellent medical coverage, dental coverage, and conditions of employment. Planned completion 12/93.
18. Explore the development of a plan with representatives of the Gig Harbor Commercial Fisherman's Club which would promote the development of a public/private waterfront facility which would be an economic encouragement to the fishing industry. Development of such a plan would be a step toward the viable pursuit of another public waterfront property. Planned completion by 12/93. With Mayor Wilbert, met in the spring with representatives of the fishing community to share aspirations, ideas, and potential goals.
20. Propose and encourage annexation for East Gig Harbor in order to enhance the quality of Gig Harbor Bay and maintain the quality of life of the entire Gig Harbor basin. Planned completion by 12/93. Met several times with representatives of East Gig

Harbor toward this end. These representatives were to recommend the area's inclusion without opposition into the city's UGA.

21. Develop an implementation plan for a marine pump out system to serve Gig Harbor Bay through interaction with private or public business interests, which can service marinas, private docks, transient boaters, and live-a-boards. This goal is underway. A cost proposal is being prepared to provide this service. Planned completion by 8/93.

22. Continue to encourage the county to participate in building 9A and to establish the corridor for 9B. On-going. The county is recommending a 9A corridor, from Swede Hill to Peacock Hill, modified to the south.

MID YEAR REPORT

FINANCE DEPARTMENT

Status of Budget Objectives

1. Establish fixed asset values. This objective has been substantially completed on schedule. Available records from 1946 to 1992 were researched for all fixed asset related purchases and projects. A database of the assets was established. General ledger accounts were adjusted to a summary of the database. Previous fixed asset lists which identified the assets by a tag number were incorporated into the new database. A comprehensive inventory of physical assets, tagging all untagged, movable assets and relating them to the database, remains to be done.
2. Improve financial reporting. Many enhancements have been made to financial reporting. Priorities for reporting improvements include monthly staff reports and Comprehensive Annual Financial Reports (CAFR).
3. Implement purchase order system. This objective has not yet been achieved.
4. Cooperate with auditors. We have communicated frequently with the auditors to avoid year-end misunderstandings. The auditors have not yet scheduled the 1992 audit.
5. Review practices / improve efficiency. We continually fine-tune our procedures to improve security of assets, recording of transactions and efficiency.
6. Develop accounting policies and procedures manual. We are documenting our procedures to develop this manual and assist in cross-training.
7. Provide educational opportunities for staff. We have attended fewer training courses than planned. This remains an important objective.
8. Coordinate with public works to monitor utility rates and fees. Utility rates were adjusted in connection with the preparation of the 1993 budget and are currently being reviewed for adequacy in connection with the 1994 budget. The fee schedule for inspection and other services was completely revamped. Utility connection fees are currently being reviewed.
9. Coordinate with public works to manage financing of projects. Assisted in preparation of application for state loans for treatment plant expansion. Analyzed alternative financing.
10. Continue to upgrade and improve computer system to maximize productivity. Various improvements have increased the speed, responsiveness and usefulness of the network.

MID YEAR REPORT

POLICE DEPARTMENT

Status of Budget Objectives

1. Purchased two portable radios as replacement for worn out units.
2. Purchased two new police vehicles and equipment.
3. Continued the following programs:
 - a) Work with local merchants in attempts to deter crime.
 - b) The bicycle program in summer.
 - c) D.A.R.E. program including funding from local businesses.
 - d) Training, in attempts to provide the best possible police service to the community.
 - e) Aggressive drug abuse reduction program.
 - f) Control the drunk driving problem in the community.
 - g) Motor vehicle traffic enforcement.
 - h) Crime prevention program for the community.
 - i) Work with school officials on common problems.

MID YEAR REPORT

COMMUNITY DEVELOPMENT DEPARTMENT

Status of Budget Objectives

1. Revisions and update of City Comprehensive Plan to conform to the requirements of the Growth Management Act. Planning Commission worksessions have been completed on land-use, environment-open space, urban design. Planning staff have completed drafts on utilities, essential public facilities and housing (no Planning Commission review as of this date). No action on transportation element (in conjunction with Public Works) or capital facilities (in conjunction with Finance, Administration and Public Works). Draft environmental impact statement not initiated as of this date. Approximately 6 weeks behind original schedule.
2. Completed revised shoreline master program. Transmitted to Department of Ecology on August 10. Not a budget objective.
3. Administration and processing of two major annexations before the Planning Commission and City Council: Tallman (91-07) and Gig Harbor North (91-04). Tallman scheduled for Council hearings this fall. Gig Harbor North annexation subject to SEPA appeal (final EIS). Hearing examiner decision on request for reconsideration (filed by PNA) expected by 8/13/93.
4. Staff has processed the following planning applications before the hearing examiner:

Variances:	9
Conditional Uses:	6
Site Plans:	4
Shoreline Permits:	1
5. The following analyses have been performed administratively:

Critical Area Rev.:	4
Wetland Rev:	1
6. Staff has reviewed and processed 180 building permits and performed 431 related inspections.
7. City Building Official has completed ADA inspection of City owned facilities.

8. On-going representation before the Pierce County Growth Management Coordinating Committee, with participation on the Housing subcommittee and the Tier Technical committee.
9. The preparation of "development assistance brochures" is behind schedule. Several draft prototypes have been prepared, none published. Have prepared two "Zoning and Land-Use Matrices" for use by the general public. These have proven to be extremely popular.
10. Continued assistance to the general public and contractors over the phone and at the counter. Largest departmental FTE allocation overall, is expended in this category.
11. Enforcement actions relevant to the building and zoning code have resulted in the collection of \$12,000 in civil penalties to date. The majority of sign code violations resulted in "volunteered" compliance after notification. Several sign code violations with repeat offenses resulted in confiscation of the signs.
12. Continued participation at after hour meetings including: Hearing Examiner, Planning Commission, GMCC, Council, and several community informational meetings on annexations. Average night meetings per month: 6-8. Highest number of meetings in one month (Jan-Feb): 12. Lowest number of meetings in one month (Jul-Aug): 4.
13. Staff has conducted 11 pre-application meetings to date.
14. Prepared ordinance for adoption by City Council on BCC code changes to Uniform Building Code/Fire Code/Mechanical Code and Energy Code; Fire Flow Ordinance amendments which conform with Pierce County fire flow revisions. Objective has been substantially completed.
15. By Council direction, completed several ordinances amending the City Zoning, Short Subdivision and Environmental Policy Ordinances. Planning Commission is currently reviewing proposed revisions to the zoning code, which will be introduced to Council in September. Not a budget objective for 1993.

MID YEAR REPORT

PUBLIC WORKS DEPARTMENT

Status of Budget Objectives

PARKS AND RECREATION

1. Continue to provide funding for the installation of flower baskets and the maintenance of the pedestrian rest areas.

Completed.

2. Execute a contract for the maintenance of the existing and new brick planters.

Completed.

3. Select a consultant to design a walk-in park facility at the end of Harborview Drive.

The consultant selection process is completed. The design of this project should be completed by the end of December 1993.

4. Purchase a park property in Gig Harbor North area.

This objective has been deleted at the beginning of the year as available funds were diverted to fund a portion of the Gig Harbor Peninsula Park Plan.

5. Replace the baseball backstop at the City Park.

The existing upper field has been completely reconstructed to address the drainage problems and to make the field conform with Little League dimension standards. The field now has been seeded. The baseball backstop will be ordered and installed by the end of this month.

STREET DEPARTMENT

1. Develop a Comprehensive Transportation Plan.

The consultant selection process has been completed. However, the project contract has not been awarded. I am waiting primarily for the completion of the capital projects, i.e. Peacock Hill. We will have this project start before the end of this year.

2. Develop a Comprehensive Street Construction Standards.

The draft of standards has been completed. After our internal review process, the standards will be shared by the City Council and we will ask the Council's consideration for adoption.

3. Restripe City streets.

Completed.

4. Repair street shoulders.

Completed.

5. Maintain continued street operation and maintenance programs.

This is an on-going task for us. Some of the sub element of this task includes street lighting, snow and ice removal, street sweeping and repairs of damaged sidewalk and potholes.

6. Continue to work with DOT, Pierce County and property owners to address the Olympic Interchange traffic problems.

The funding of this project is secured. The design is now being completed. The construction will commence in June of 1994.

7. Complete the design and reconstruction of North Harborview Drive.

The storm drainage portion of this project has been designed and is now under construction with the Peacock Hill Avenue Improvements Project. There appears to be some grant funds available for this project in 1996 through Transportation Improvement Program. If so, this project will be completed in 1996.

8. Overlay Peacock Hill Avenue.

It is being completed now. The project will be completed by the end of August.

9. Update the City's Six-Year Transportation Plan.

Completed.

10. Replace the old guard rails throughout the City.

Completed.

11. Build storage bins at the City Shop.

Completed.

12. Build a pedestrian rest area at the corner of Austin and North Harborview Drive intersection.

Will be completed by the end of September.

13. Install new street name signs throughout the City.

Completed.

WATER DEPARTMENT

1. Continue the operation and maintenance program at the pump houses, tanks and with the distribution system.

This is an on-going task. The elements of this program includes, source of supply, pumping, transmission and distribution system, customer accounts, and administration.

2. Participate in meetings with regional water organization.

This is an on-going task.

3. Continue to implement water valving program.

An inventory of total water valves within the City has been completed and any required maintenance activity (replacement, repacking, has been performed.

4. Design and build a water aeration system at the Skansie Water Tank.

Completed.

5. Initiate a backflow prevention program.

We are still working on the details of this program. When it is completed, it will be a part of the Comprehensive Water Plan.

6. Provide a covered parking area at the City Shop for the City vehicles.

Completed.

7. Develop and implement a lead and copper monitoring program.

Completed.

8. Update the City's 1986 Comprehensive Water Plan.

Draft plan has been completed. We are waiting for the neighboring water companies review comment and the Department of Health's approval.

WATER CAPITAL ASSET

1. Design and construct 2100 feet of 8" water line on Peacock Hill Avenue.

Design has been completed and the project is currently under construction.

2. Replace approximately 250 old meters. As the meters wear, the accuracy of the reading declines causing a revenue loss to the City.

Completed.

3. Replace 10 old fire hydrants.

Seven has been replaced. Additional three will be replaced with the Peacock Hill Avenue project.

4. Install water sampling devices for testing requirements.

Completed

SEWER DEPARTMENT

1. Continue the O&M at the plant and the collection system.

This is an on-going task. The elements of this task includes pumping, treatment plant operation, customer accounts and administration.

2. Inspect all grease traps in the City.

Completed.

3. Develop a comprehensive sewer use regulations.

Draft of the program has been completed. It will be forwarded to the City Council for consideration to approve it.

4. Develop a comprehensive sanitary sewer construction standards.

The standards has been completed. We are going through our internal review process. It will be forwarded to the City Council for consideration to approve it.

5. Initiate the Labor and Industries Bloodborne Pathogen safety requirements.

This task will be completed by the end of October.

6. Complete the Laboratory Assurance/Quality Control Program.

Completed.

SEWER CAPITAL ASSET

1. Continue the water quality testing program in the Harbor.

We are not implementing this until we receive our new NPDES permit from Ecology. We were told by the Ecology that our testing frequency and timing will change with the new permit.

2. Complete the design for the Waste Water Treatment Plant Expansion Project.

The basic design is complete. We are now completing the design of thermophilic

digester and effluent chlorination system. The design of this project will be completed by the end of October.

3. Complete the construction of the plant expansion project.

The construction will be completed by the end of 1995.

STORM SEWER DEPARTMENT

1. Replace the existing storm drainage pipe on Peacock Hill and North Harborview Drive as recommended by the Comprehensive Storm Sewer Plan.

The project has been designed and currently under construction.

2. Install an enclosed storm drainage system on Vernhardson from Harborview Drive to the City Park.

Completed.

3. Continue to clean catch basins and culverts with a rental evactor truck throughout the city's storm drainage system

Completed.

4. Clean the storm drainage ditches annually.

Completed.

5. Develop a comprehensive storm drainage construction standards.

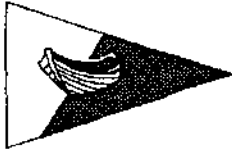
The standards have been completed. We are going through our internal review process. It will be forwarded to the City Council for consideration to approve it in late September.

ULID # 3 PROJECT

The design of the project has been completed. The project is currently under construction.

OTHER TASKS ACCOMPLISHED

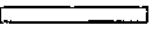


1. Construction of 160 feet of water pipe on Harborview Drive.
2. Construction of rock retaining wall on Hunt Street.
3. City Park upper field improvements.
4. Establishment of Engineering and Construction inspection fee ordinance.
5. Construction of 200 feet of storm drainage pipe on Lewis & Prentice Streets.
6. Construction of 250 feet of water main on Dorotich Street.
7. Development of biosolid disposal options. Thermophilic digester.
8. Submission of new NPDES permit application to DOE.
9. Submitting grant applications for various construction projects.
10. Securing the funding of Olympic Interchange Project.
11. Replacement of Well #3 pumps, motors and control panel.
12. The following development projects were reviewed, approved and/or construction inspection was performed:
Harbor Heights Project, Harbor Summit Project, Seaview Place Project, Spring Hill Estates, 58th Street Sewer Project, Westside 7-Plex.


















City of Gig Harbor. The "Maritime City."

DEPARTMENT OF PUBLIC WORKS

LEGEND:

 NOT STARTED
 IN PROGRESS
 COMPLETED

1993 OBJECTIVES

DEPT.	PROJECT NAME	PROJECT COST	MONTH												COMMENTS
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
PARKS 001	FLOWER BASKETS	8,000													INSTALL ADDITIONAL FLOWER BASKETS AND MAINTAIN MAIN STREET REST AREAS
	BRICK PLANTERS	5,500													EXECUTE A CONTRACT FOR THE MAINTENANCE FOR BRICK PLANTERS
	PARK DESIGN	7,500													DESIGN A PARK FACILITY AT THE END OF HARBORVIEW DRIVE (OLD FERRY DOCK)
	PARK PURCHASE	20,000													NEGOTIATE AND PURCHASE A PARK PROPERTY WITHIN GIG HARBOR NORTH AREA
	BASEBALL BACKSTOP	5,000													REPLACE THE BASEBALL BACKSTOP
	COMPLETE CONST.	1,500,000													COMPLETE CONSTRUCTION OF WASTE WATER TREATMENT EXPANSION PROJECT
	CONST. STANDARDS	2,000													DEVELOP SEWER CONSTRUCTION STANDARDS
	BLOODBORNE PATHOGEN	2,000													DEVELOP BLOODBORNE PATHOGEN PROGRAM
	QUALITY PROGRAMS	1,000													COMPLETE THE LABORATORY ASSURANCES/QUALITY CONTROL PROGRAM
	ULID NO. 3	1,600,000													COMPLETE CONSTRUCTION OF ULID NO.3
STORM 411	18" - PEACOCK HILL	35,000													INSTALL 18" DIAMETER STORM DRAINAGE PIPE ON PEACOCK HILL AVENUE
	12" - VERNHARDSON	5,000													INSTALL 12" DIAMETER STORM DRAINAGE PIPE ON VERNHARDSON STREET
	CATCH BASINS	8,000													CLEAN CATCH BASINS AND CULVERTS
	DITCHES	4,000													CLEAN STORM DRAINAGE DITCHES
	CONST. STANDARDS	5,000													DEVELOP STORM DRAINAGE CONSTRUCTION STANDARDS

CITY OF GIG HARBOR

1994 BUDGET PREPARATION SCHEDULE

- August 16-20 City Administrator meets with Mayor to discuss city's goals and objectives and budget process.
- August 23 City Administrator meets with Department Directors to review budget format. Submits notice to file 1994 budget requests and forms.
- September 17 Department Directors return appropriation requests, revenue estimates, and forms to City Administrator. Expenditure and revenue estimates are forwarded to Finance Officer for data entry and review.
- Sept. 23-24 Department Directors meet with City Administrator to discuss budget requests and review department objectives/programs.
- October 25 City Administrator submits balanced preliminary budget and budget statement to Mayor.
- October 25 Mayor presents 1994 proposed budget to City Council.
- November 3 Publish notice of first public hearing on budget.
- November 3 Publish first notice of final public hearing on budget.
- November 8 First public hearing and reading of 1994 proposed budget ordinance.
- November 8 First reading of 1994 property tax levy ordinance.
- November 10 Publish second notice of final public hearing on budget.
- November 15 Budget work session with Mayor, City Council, and City Administrator.
- November 19 Copies of preliminary budget made available to public.
- November 22 Final public hearing and second reading of 1994 proposed budget ordinance. (Hearing can be continued until December 6, if necessary.) City Council adopts 1994 city budget (must be adopted by December 31)..
- November 22 Second reading and adoption of 1994 property tax levy ordinance. (Forward ordinance to County by November 30.)
- After adoption Forward copies of final budget to State Auditor and AWC.

MAYOR'S REPORT
August 23, 1993

URBAN GROWTH MANAGEMENT FUNDING

At the August 19, 1993 meeting of the Puget Sound Regional Council, Chuck Gordon announced that Pierce County had received their grant funds from the Department of Community Development for the Urban Growth Management funding for Gig Harbor.

The Puget Sound Regional Council voted unanimously to accept the disbursement recommended for the period of 7/1/93 through 6/30/94. Gig Harbor's allotment of \$22,877 is shown on the disbursement sheet.

**DISBURSEMENT OF DCD GRANT FUNDS
FOR PERIOD 7/1/93 THROUGH 6/30/94**

JURISDICTION	1ST & 2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL	FY 1993
BONNEY LAKE	\$ 11,438.50	\$ 5,719.25	\$ 5,719.25	\$ 22,877.00	\$ 15,623.00
BUCKLEY	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
CARBONADO	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
DUPONT	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
EATONVILLE	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
FIFE	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
FIRCREST	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
GIG HARBOR	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
MILTON	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
ORTING	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
PUYALLUP	23,798.00	11,899.00	11,899.00	47,596.00	32,436.00
ROY	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
RUSTON	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
SOUTH PRAIRIE	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
STEILACOOM	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
SUMNER	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
TACOMA	103,595.50	51,797.75	51,797.75	207,191.00	141,305.00
WILKESON	11,438.50	5,719.25	5,719.25	22,877.00	15,623.00
UNINCORPORATED PIERCE COUNTY	202,421.00	101,210.50	101,210.50	404,842.00	276,230.00
PCRC	29,273.00	14,636.50	14,636.50	58,546.00	40,000.00
TOTAL	542,103.50	271,051.75	271,051.75	1,084,207.00	739,939.00