



CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING
TUESDAY, DECEMBER 04, 2018**

BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

AGENDA

1. **CALL TO ORDER/ROLL CALL - 5:00 PM**
2. **APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE**
3. **MAYOR'S REPORT**
4. **PRESENTATIONS**
 - 4.A (5:10 PM) Washington State Ferries Update - Mayor Medina, 45 Minutes
 - 4.B (5:55 PM) Update from ECONorthwest and Forterra on Inclusionary Zoning/Transfer of Development Rights Analysis - Planning, 45 Minutes
[November 28, 2018 Bainbridge Island Development Analysis Summary Memo](#)
[December 4, 2018 IZ/TDR Development Analysis Presentation](#)
5. **UNFINISHED BUSINESS**
 - 5.A (6:40 PM) Update on Moratorium - Planning, 10 Minutes
[20181204 Moratorium work program status report](#)
[Ordinance No. 2018-43 Amending the Moratorium Approved 111318.pdf](#)
[Development Moratorium Summary Effective 20181121.pdf](#)
 - 5.B (6:50 PM) Ordinance No. 2018-20, Relating to Revisions to BIMC Title 2 related to Land Use Review Approval Bodies and Procedures - Planning, 15 Minutes
[Ordinance No. 2018-20 \(12-11-18 Public Hearing Draft\)](#)
[Review Procedures for Major Projects - flow chart.pdf](#)
[Ordinance 2018-20 Exhibit A -- General Procedures.docx](#)
[Ordinance 2018-20 Exhibit B -- Site Plan and Design Review.rtf](#)
[Ordinance 2018-20 Exhibit C -- Short Subdivisions.rtf](#)
[Ordinance 2018-20 Exhibit D -- Large Lot Subdivisions.rtf](#)
[Ordinance 2018-20 Exhibit E -- Conditional Use Permits.rtf](#)

6. NEW BUSINESS

- 6.A (7:05 PM) Ordinance No. 2018-47, Updating System Participation Fees for Water and Sewer Utilities - Public Works, 30 Minutes
[Ordinance No. 2018-47 - Updating Sewer & Water Participation Fees](#)
[BI SPF Update - Final.pdf](#)
[UAC SPF Recommendation.pdf](#)
- 6.B (7:35 PM) Transportation Benefit District Fee Increase - Finance, 30 Minutes
[TBD_Discussion_Transmittal_for_CC_12042018 \(9\).docx](#)
[Resolution No. 2018-33 Approving an Increase to Vehicle License Fee](#)
- 6.C (8:05 PM) Solar Access Regulations - Deputy Mayor Deets, 20 Minutes
[COBI Solar Access Presentation](#)
[City of Ashland Solar Setback Guide](#)
[City of Boulder Solar Access Guide](#)

7. CITY COUNCIL DISCUSSION

- 7.A (8:25 PM) Discussion on Diversity and Racial Equity - Councilmember Tirman, 30 Minutes
[Race Equity Ad Hoc Committee Formation Request](#)
- 7.B (8:55 PM) Formation of Council Ad Hoc Committee for the Suzuki Project - Councilmember Tirman, 10 Minutes
[Suzuki Ad Hoc Committee Formation Request](#)
- 7.C (9:05 PM) Formation of Council Ad Hoc Committee for Affordable Housing - Councilmember Blossom, 5 Minutes
[Council Ad Hoc Committee Request Form - Affordable Housing](#)

8. FUTURE COUNCIL AGENDAS

- 8.A (9:10 PM) Future Council Agendas, 10 Minutes
[City Council Regular Business Meeting 121118](#)

9. FOR THE GOOD OF THE ORDER - 9:20 PM

10. ADJOURNMENT - 9:30 PM

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 4, 2018

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (5:10 PM) Washington State Ferries Update - Mayor Medina,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Presentation

PROPOSED BY: City Council

RECOMMENDED MOTION:

Information only.

SUMMARY:

A representative from Washington State Ferries will provide information on the following topics:

1. Vessel/terminal hybrid-electrification plans.
2. Reconstructing Bainbridge overhead loading.
3. WSF's 2040 Long Range Plan and how it impacts Bainbridge Island.

FISCAL IMPACT:

| | |
|------------------------------------|--|
| Amount: | |
| Ongoing Cost: | |
| One-Time Cost: | |
| Included in Current Budget? | |

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 4, 2018

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (5:55 PM) Update from ECONorthwest and Forterra on Inclusionary Zoning/Transfer of Development Rights Analysis - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Presentation

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

Discuss findings of the analysis from ECONorthwest and Forterra.

SUMMARY:

ECONorthwest and Forterra will provide an update to the City Council on the progress of their analysis regarding a new inclusionary zoning program and revisions to the City's transfer of development rights ("TDR") program (Chapter 18.27 BIMC). For more information, see the attached memo and presentation.

FISCAL IMPACT:

| | |
|------------------------------------|--|
| Amount: | |
| Ongoing Cost: | |
| One-Time Cost: | |
| Included in Current Budget? | |

BACKGROUND: Increasing affordable housing and promoting conservation of natural areas are goals that permeate several elements of the City's Comprehensive Plan. For example, Land Use Element High Priority Action #10 directs the City to evaluate why the City's TDR program has not been successful. In addition, on November 1, 2017, the Affordable Housing Task Force voted unanimously to recommend to the City Council that the City pursue an inclusionary zoning program.

On June 12, 2018, the City Council approved a professional services agreement with ECONorthwest to provide economic analysis regarding a new inclusionary zoning program and revisions to the City's transfer of development rights ("TDR") program (Chapter 18.27 BIMC). ECONorthwest has subcontracted with Forterra to assist with the work.

On June 19, 2018, the City Council heard a presentation from ECONorthwest and Forterra about the methodology to provide an economic market analysis and feasibility study regarding a new inclusionary zoning program and revisions to the City's transfer of development rights ("TDR") program (Chapter 18.27 BIMC).

On October 2, 2018, ECONorthwest and Forterra provided an update to the City Council on the progress of their analysis. At that meeting, the City Council gave feedback on several policy choices.

On December 4, 2018, ECONorthwest and Forterra will provide an update to the City Council on the progress of their analysis regarding a new inclusionary zoning program and revisions to the City's transfer of development rights ("TDR") program (Chapter 18.27 BIMC). For more information, see the attached memo and presentation.

ATTACHMENTS:

[November 28, 2018 Bainbridge Island Development Analysis Summary Memo](#)

[December 4, 2018 IZ/TDR Development Analysis Presentation](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

DATE: November 28, 2018
TO: Jennifer Sutton, City of Bainbridge Island
FROM: Morgan Shook and Erik Rundell
SUBJECT: DEVELOPMENT ANALYSIS SUMMARY

Project Update and Overview

ECONorthwest is evaluating Bainbridge Island’s inclusionary zoning and transfer of development rights (TDR) programs to understand how these programs can be better utilized to support citywide efforts for land conservation and affordable housing development. In October, the consultant team of ECONorthwest and Forterra presented our evaluation of current real estate market conditions and TDR program policies opportunities.

At the October meeting, we received guidance from City Council to assess the potential of the current incentive program to provide “workforce” affordable housing (affordable to households earning 60-80% of the median income) and use TDR credits. The Council was mainly interested in focusing on Winslow Village area with mixed use zone and zones allowing greater densities than the R-2 zone. Specifically, there was some interest in the development potential of the High School Road district and zones near the ferry terminal. Overall, there was a desire to better understand what building types would make the affordable housing incentives work and understand the implications of a mandatory versus voluntary incentive program.

The development analysis evaluated the financial feasibility of three different building types in the context of the appropriate zone. These prototypes included single-family housing (R-2.9 zone), garden apartments (HSR-1 zone), and residential mixed use building (Central Core overlay zone). The analysis assessed development feasibility under base zoning conditions and the value of different development incentives, including:

- The effect of the current incentives under city code (more building area or units),
- The effect of changes to the current incentives to allow greater density, and
- The effect of a Multifamily Tax Exemption (MFTE) and other incentives.

Key Findings

Overall, the development analysis found that current base zoning and available incentives will likely not support the dedication of public benefits for TDR or affordable housing. While the current incentives increase the value of each of the building types analyzed they do not create enough value to capture to public benefits for the City in the land use code (e.g. land conservation and affordable housing). Further, the price for property in Bainbridge Island is relatively high due to the scarcity of infrastructure and limited development sites. Vacant properties typically cost less than developed parcels and are more likely to be financially feasible to develop at similar market conditions. As a result, the building type analyzed are not financially viable (even with the current incentives) on more costly, developed sites.

To improve financial feasibility on costlier sites, development projects need more physical scale, primarily through increasing the amount of building square feet and potentially increased building heights. To allow more scale, the City would need to allow more density through increasing floor area ratios (FAR) in zones such as High School Road-1 and Central Core. Additional incentives, such as a multifamily tax exemption program or reduced parking requirements, may be necessary to make incentives more appealing and increase the public benefits realized.

The City has several strategic options for refining its incentive zoning program. One broad option is to consider expanding the areas where denser development can be built to increase the number lower cost development sites available where projects would be financially viable. Second, the City can optimize its zoning provisions to increase the potential for development and the realization of TDR purchases and/or affordable housing units. The City can approach this in a few ways. The City can adjust and streamline the base zoning, it can increase density allowed under the current incentive program, and/or the City can add a voluntary MFTE program or other additional incentives, such as reduced parking requirements.

City of Bainbridge Island TDR / IZ Development Analysis

Key Study Questions

- What is the current opportunity to use the land use code to achieve public benefits (e.g. TDR and Affordable Housing)?
- What code changes limit or could support public benefit desires?
- What other incentives could be used to support public benefit desires?

Zones

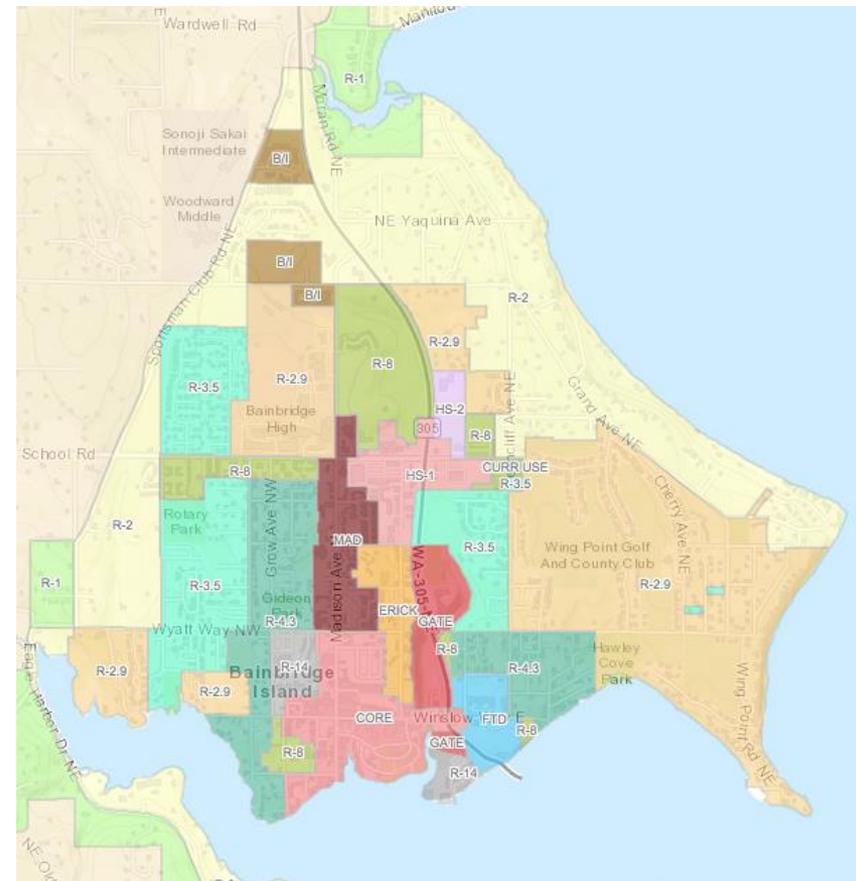
- > R-2 zoning and near ferry terminal
- Opportunities in HS Road district

Public Benefits

- Focused on “workforce” affordable housing (60-80% of median HH income)
- Assess what building types make affordable housing work
- Prioritize conservation island-wide

Program Options

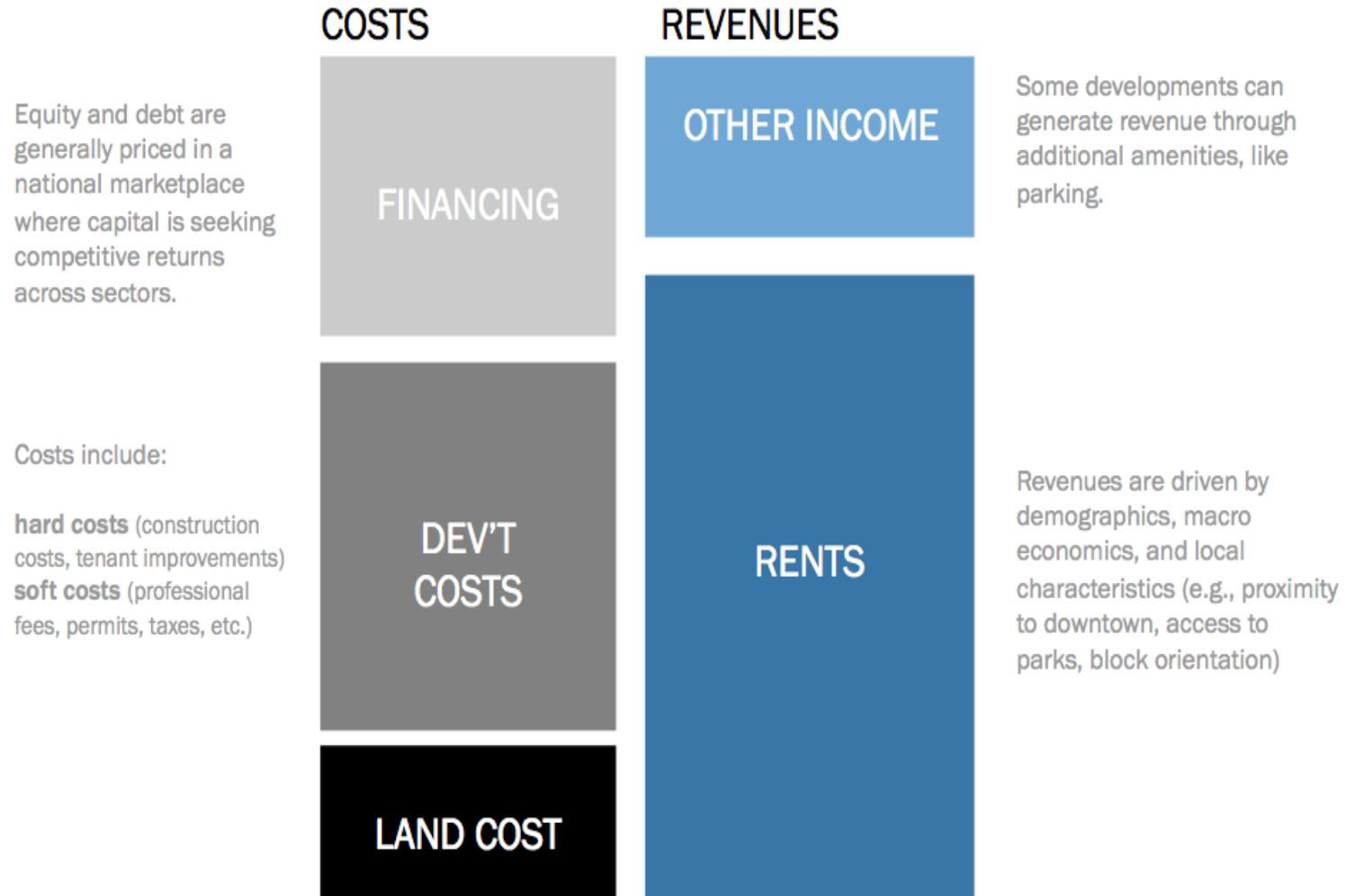
- Open to range of TDR admin models
- Implications of voluntary v. mandatory requirements



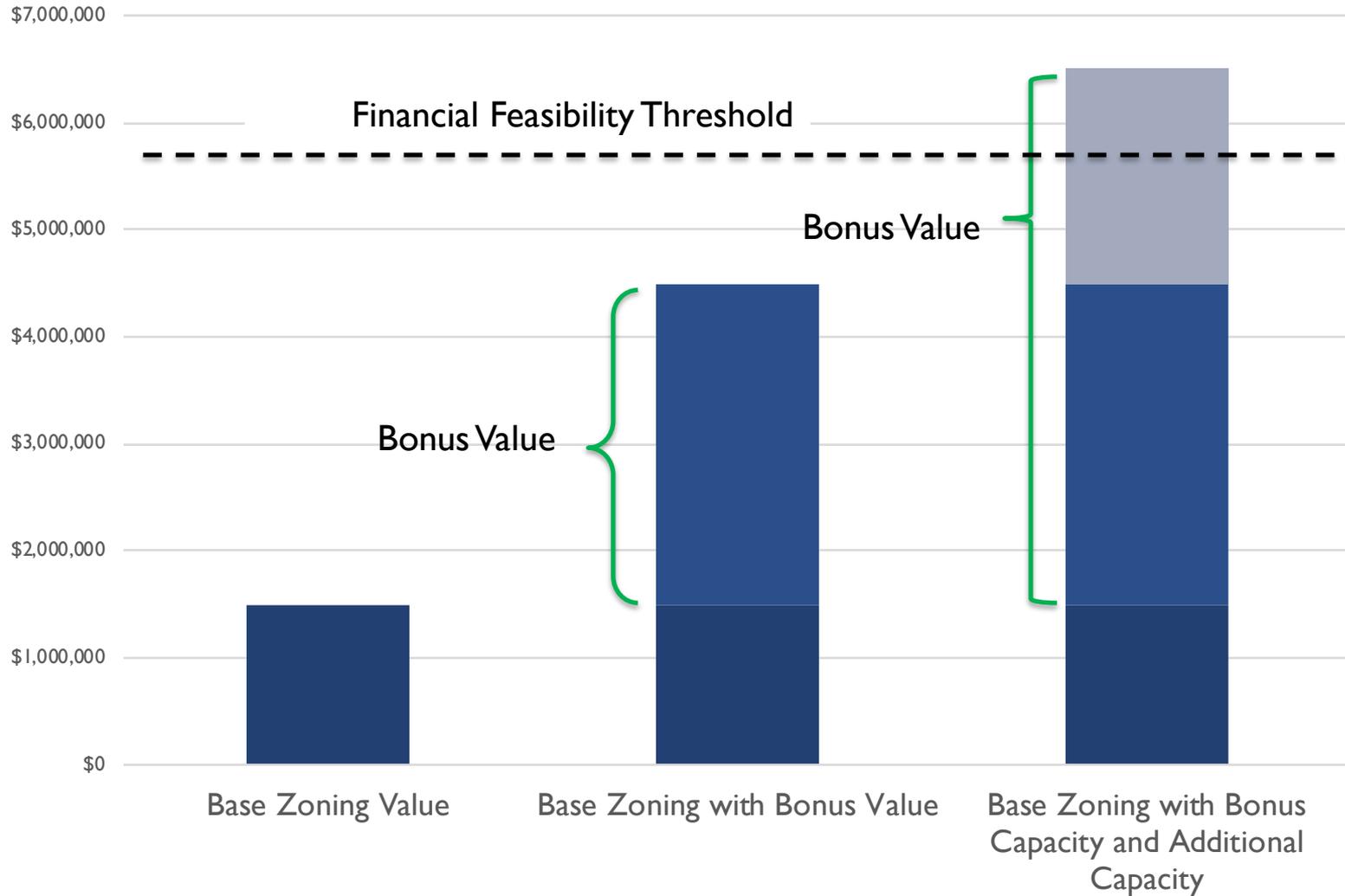
Development Analysis Summary

- TDR and affordable housing incentives will work; the current incentive zoning system creates value for development projects.
- However, given the high price for property, it's currently a challenge to work at scale. Projects need to get more scale (building area and potentially height) for projects to pencil at higher property costs.
- Incentives should focus on land conservation and affordable housing to be as impactful as possible. Additional incentives (MFTE, reduced parking) may be necessary to make utilizing current incentives more appealing .

How Development Happens



Current Incentive Zoning



Building Types Modeled



| | | | |
|----------------------|--------------------------|---------------------------|-----------------------------|
| Building Type | Single-family short plat | Garden Apartment Building | Vertical Mixed Use Building |
| Zone | R-2.9 | HS-1 | Central Core |

Development Incentives Evaluated

- Current incentive - additional building area (FAR or units)
- Current incentive AND Multifamily Tax Exemption (MFTE)
- Current incentive with greater density

Single-family

Base Density: 15,000 sf lot size

Height Limit: 25 feet

Incentives

- Current – None
- Scenario I - 11,250 sf lot size

Feasibility Findings

| Base Zoning | Current Incentive | Larger Incentive |
|-------------|-------------------|------------------|
| Yes | Yes | Yes |



Garden Apartments

Base Density Limit: 0.3 FAR

Base Height Limit: 35 feet

Incentives

- Current – 0.6 FAR
- Scenario 1 – 0.6 FAR and MFTE
- Scenario 2 – 1.0 FAR

Feasibility Findings

| Base Zoning | Current Incentive | Larger Incentive |
|-------------|-------------------|------------------|
| No | Maybe | Yes |



Vertical Mixed Use

Base Density Limit: 1.0 FAR

Base Height Limit: 35 feet

Incentives

- Current – 1.5 FAR
- Scenario 1 – 1.5 FAR and MFTE
- Scenario 2 – 2.0 FAR

Feasibility Findings

| Base Zoning | Current Incentive | Larger Incentive |
|-------------|-------------------|------------------|
| No | No | Yes |



Key Take-aways

- Increased density supports increased project value
- Base zoning is restrictive and current bonus density doesn't fully allow maximum development capacity, which limit feasibility on higher priced sites
- Multifamily buildings have the most potential to utilize both TDR affordable housing incentives
- Single-family developments likely can only support TDR purchases

Strategic Options

- Expand zone designations that allow multifamily buildings
- Optimize incentive zoning provisions
 1. Keep current base and bonus (status quo)
 2. Keep current base AND expand bonus AND calibrate benefits
 3. Keep current base AND expand bonus AND mandatory MFTE
 4. Increase base zoning AND no bonus AND voluntary MFTE



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Special City Council Meeting Agenda Bill

MEETING DATE: December 4, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:40 PM) Update on Moratorium - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Report

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

Moratorium work program and status update. Respond to City Council questions and discussion.

SUMMARY:

City staff have been working to address the issues identified in the development moratorium (Ordinance No. 2018-02, amended by Ordinances Nos. 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, and 2018-41).

On November 13, 2018, the City Council adopted Ordinance No. 2018-43 (effective date November 21) which amended the development moratorium by further narrowing its scope and application. The development moratorium is scheduled to expire on April 8, 2019, unless the Council takes further action before such date.

See attached Work Program Status Report, Ordinance No. 2018-43, and summary.

FISCAL IMPACT:

| | |
|------------------------------------|--|
| Amount: | |
| Ongoing Cost: | |
| One-Time Cost: | |
| Included in Current Budget? | |

BACKGROUND:

ATTACHMENTS:

[20181204 Moratorium work program status report](#)

[Ordinance No. 2018-43 Amending the Moratorium Approved 111318.pdf](#)

[Development Moratorium Summary Effective 20181121.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Moratorium on Accepting Certain Development Applications: Work Program Status Report – December 4, 2018

Note: Substantive changes to this document since the last version to the City Council are included in blue text.

| Moratorium Topic | Status | Timeline |
|---------------------------------------|---|--|
| <p>Critical Areas Ordinance (CAO)</p> | <p>The development moratorium was amended by the City Council on April 24, 2018 to continue to apply within the City’s shoreline jurisdiction areas (Ordinance 2018-14). This effectively applied the aquifer recharge protection area (ARPA) requirement in the shoreline, although the change did not apply other provisions of the CAO update within the shoreline. At its October 16, 2018 study session, the Council made the policy decision to not include the ARPA requirement in the shoreline area. This policy decision means that “Part B” of the moratorium could be removed. On November 13, 2018, the Council adopted Ordinance 2018-43 (effective date November 21) removing “Part B” (i.e., the ARPA requirement) from the moratorium.</p> <p>The City has a Shoreline Master Program (SMP) Amendment in process to integrate the updated critical areas regulations into the SMP.</p> | <p>On September 11, 2018, the City Council held a public hearing on the SMP amendment. The Council held study sessions on October 2 and 16, 2018, and is continuing to consider the amendment at subsequent Council meetings (see below). The Public Comment Period expired on November 9, 2018.</p> <p>The joint state/local review process requires that the draft amendment and a summary of response to comments be transmitted to the Department of Ecology within 30 days after the end of the Public Comment Period. City staff has requested an extension for this transmittal until January 31, 2019. In the meantime, comments are still being accepted and considered by staff and the Council as part of the Council’s ongoing consideration of the SMP amendment.</p> <p>On November 27, 2018, the Council discussed the SMP amendment relating to integration of critical area regulations and regarding nonconforming structures, uses, and lots. On December 11, 2018, the Council is scheduled to continue its discussion on this matter.</p> |

Moratorium on Accepting Certain Development Applications: Work Program Status Report – December 4, 2018

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| | | <p>The next steps are to respond to public comments, make any changes based on public comment and Council input, and then to transmit the proposed amendment to the Department of Ecology for initial review. Ecology then sends back the draft amendment with recommended changes and the Council locally adopts the amendment. It is then sent back to Ecology for final approval. The amendment process is expected to be completed in late spring/early summer 2019.</p> |
| Status on December 4: | Complete: CAO update effective outside shoreline jurisdiction. Incomplete: Applicability of CAO update within shoreline jurisdiction. | |

Moratorium on Accepting Certain Development Applications: Work Program Status Report – December 4, 2018

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| Moratorium Topic | Status | Timeline |
|------------------|---|---|
| Subdivisions | <p>The Planning Commission is reviewing three topics related to subdivisions:</p> <ul style="list-style-type: none"> • Creation of design guidelines • Revisions to subdivision standards • Revisions to review process, decision criteria, and decision-making authority <p>The Planning Commission completed its review of new subdivision design guidelines.</p> <p>The Planning Commission forwarded recommendations to the City Council related to the review process and decision-making authority. Additional recommendations to the Council are forthcoming.</p> <p>The Council accepted the Planning Commission recommendations related to the role of the Planning Commission and Design Review Board in reviewing and making recommendations on preliminary decisions on subdivisions. However, the Council did not agree to the Planning Commission’s recommendation that the Council be the decision-maker for preliminary decisions on subdivisions (i.e., preliminary plat approval).</p> | <p>On September 27, October 25, and November 8, 2018, the Planning Commission met to discuss subdivision standards and the review process. The Planning Commission will continue its discussion in November and December 2018. A Planning Commission public hearing is tentatively scheduled for January 2019.</p> <p>On October 23, 2018, the City Council held a public hearing related to Planning Commission/DRB review and recommended roles. The Council deferred taking action until receiving all of the forthcoming Planning Commission recommendations on subdivision design guidelines, standards, review process, and decision criteria.</p> <p>The Council is scheduled to discuss Ordinance 2018-20, related to revisions to land use review procedures for major projects, including subdivisions, on December 4, 2018, and conduct a public hearing on the ordinance on December 11, 2018.</p> <p>The Planning Commission will continue its discussion on subdivision standards on December 13, 2018.</p> |

Moratorium on Accepting Certain Development Applications: Work Program Status Report – December 4, 2018

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| | | |
|-----------------------|---|--|
| | The Council removed two-lot short subdivisions in which there is an existing single-family residence from the moratorium with the adoption of Ordinance 2018-41 on September 25, 2018. | |
| Status on December 4: | Complete: Planning Commission review of new subdivision design guidelines, decision criteria , and review process ; decision-making authority determined. Incomplete: Planning Commission review of revised standards. | |

Moratorium on Accepting Certain Development Applications: Work Program Status Report – December 4, 2018

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| Moratorium Topic | Status | Timeline |
|---|--|--|
| <p>Design Guidelines Update (related to Site Plan and Design Review and Conditional Use Permits).</p> | <p>A RFQ for professional services was published and closed on August 17, 2018. On October 23, 2018, the City Council authorized a professional services agreement with Framework to produce an updated set of design guidelines (Chapter 18.18 BIMC).</p> | <p>On November 13, 2018, a kick-off meeting with the consultant was held with the Design Review Board.</p> <p><i>A public meeting is tentatively scheduled for the week of January 27, 2019.</i></p> <p>The update to the City’s Design Guidelines is expected to be completed before mid-year 2019.</p> |
| <p>Status on December 4:</p> | <p>Complete: Consultant professional services agreement approved, kick-off meeting held with the DRB. Incomplete: Update design guidelines.</p> | |

Moratorium on Accepting Certain Development Applications: Work Program Status Report – December 4, 2018

Note: Substantive changes to this document since the last version to the City Council are included in blue text.

| Moratorium Topic | Status | Timeline |
|---|--|---|
| <p>Review Process for Land Use Permits (related to Subdivisions, Site Plan and Design Review, and Conditional Use Permits).</p> | <p>The Planning Commission and Design Review Board discussed this topic at their meetings beginning in May and will continue through December 2018. A Planning Commission public hearing is tentatively scheduled for January 2019.</p> <p>The Planning Commission provided recommendations to the City Council related to roles and responsibilities for the Planning Commission, Design Review Board, and the Council and the legislative review process for amending the BIMC.</p> | <p>On October 23, 2018, the City Council held a public hearing related to the Planning Commission and Design Review Board’s land use review roles and responsibilities (Ordinance 2018-20). The Council deferred taking action until receiving all of the forthcoming Planning Commission recommendations on land use review procedures.</p> <p>At its December 4, 2018 meeting, the Council is scheduled to discuss Ordinance No. 2018-20, regarding revisions to BIMC Title 2 related to land use review approval bodies and procedures. On December 11, 2018, the Council is scheduled to conduct a public hearing on this matter.</p> |
| <p>Status on December 4:</p> | <p>Complete: Ordinance 2018-20 ready for Council consideration related to new roles and responsibilities for the Planning Commission and Design Review Board, review procedures for subdivisions, site plan and design review, and conditional use permits, and revisions to the legislative review process for amending the BIMC.</p> <p>Incomplete: Revisions to Chapter 2.16 BIMC related to decision criteria for site plan and design review and conditional use permits.</p> | |

Moratorium on Accepting Certain Development Applications: Work Program Status Report – December 4, 2018

Note: Substantive changes to this document since the last version to the City Council are included in blue text.

| Moratorium Topic | Status | Timeline |
|-----------------------|--|---|
| Affordable Housing | <p>The Affordable Housing Task Force completed review of its draft final report to the City Council at its meeting on July 11, 2018.</p> <p>On June 12, 2018, the Council approved a contract with ECONorthwest to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights program.</p> <p>On November 13, 2018, the Council dissolved the Affordable Housing Task Force and created a Council Ad Hoc Committee for Affordable Housing.</p> | <p>The Affordable Housing Task Force Report with recommendations was presented to the City Council on July 24, 2018 and was discussed further at the August 21, 2018 Council Study Session.</p> <p>The economic market analysis and program feasibility study is expected to be completed in December 2018. A Council study session was held on October 2, 2018 to receive a project update from ECONorthwest. The next update to the Council on this effort is scheduled for December 4, 2018.</p> |
| Status on December 4: | <p>Complete: Council discussion and endorsement of Priority and Quick Wins recommendations from the AHTF Report.</p> <p>Incomplete: Implementation/approval of AHTF recommendations, including adoption of inclusionary zoning regulations.</p> | |

Moratorium on Accepting Certain Development Applications: Work Program Status Report – December 4, 2018

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| Moratorium Topic | Status | Timeline |
|---|---|---|
| Business/Industrial (B/I) zoning district | <p>The Council revisited the inclusion of the B/I zoning district in the moratorium and determined that the results of the moratorium work plan would not have a significant impact on land use applications in that zoning district. On October 23, 2018, the Council made the policy decision to remove from the moratorium certain restrictions related to the B/I zoning district. On November 13, 2018, the Council adopted Ordinance 2018-43 (effective date November 21) exempting from the moratorium B/I zoning district Major Site Plan and Design Review and Major Conditional Use permit proposals.</p> | <p>During their November 13, 2018 discussion of Ordinance 2018-43, the Council discussed whether commercial subdivisions in the B/I zone should be subject to the moratorium. The Council will discuss at a future meeting whether B/I zoning district commercial subdivisions should also be exempt from the moratorium.</p> |
| Status on December 4: | <p>Complete: Ordinance 2018-43 adopted, thereby exempting B/I zoning district Major Site Plan and Design Review and Major Conditional Use permit proposals from the moratorium. Incomplete: Policy decision regarding whether B/I zoning district subdivisions should be exempt from moratorium.</p> | |

Moratorium on Accepting Certain Development Applications: Work Program Status Report – December 4, 2018

Note: Substantive changes to this document since the last version to the City Council are included in blue text.

| Moratorium Topic | Status | Timeline |
|--------------------------|--|--|
| Accessory Dwelling Units | On October 23, 2018, the City Council considered whether the City can prohibit, regulate, or otherwise discourage property owners from making condominiums out of accessory dwelling units (ADUs) located on their property. | On October 23, 2018, the Council directed staff to prepare for the Council's consideration an ordinance to require common ownership of ADUs. This issue is scheduled to come back to the Council in Q1 2019. |
| Status on December 4: | Complete: Began discussions on ADU condominiums. Incomplete: Policy decision deferred to Q1 2019. | |

ORDINANCE NO. 2018-43

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2018-41 to narrow the development moratorium; providing for severability; and leaving the effective date and duration of the moratorium unchanged.

WHEREAS, on January 9, 2018, the City Council enacted Ordinance No. 2018-02 and thereby established a temporary emergency moratorium on the acceptance and processing of certain Permit Applications, as defined in Section 2 of Ordinance No. 2018-02; and

WHEREAS, the City Council and City staff received feedback and comment from individuals related to the moratorium and, based partly on that feedback and comment, the Council determined that certain exclusions to the moratorium needed to be amended to clarify the Council's intent regarding such exclusions; and

WHEREAS, on January 16, 2018, the Council enacted Ordinance No. 2018-03, which amended Ordinance No. 2018-02 to clarify some of the exclusions; and

WHEREAS, the Council and City staff received additional feedback and comment from individuals related to the moratorium and, based partly on that feedback, the Council determined that further amendment was necessary to clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

WHEREAS, on February 15, 2018, the Council enacted Ordinance No. 2018-05, which amended and restated Ordinance No. 2018-02 and Ordinance No. 2018-03; and

WHEREAS, based on additional information and consideration related to educational facilities and preschools, as well as related to the applicability of the moratorium in the Mixed Use Town Center/Central Core Overlay District, on March 13, 2018, the Council approved Ordinance No. 2018-09 to further clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

WHEREAS, this moratorium was imposed, in part, to allow the City Council and City staff adequate time to complete the Critical Areas Ordinance Update process, and to address the Council's concerns about the City's development review process, standards, and guidelines, as well as regarding affordable housing related issues; and

WHEREAS, the Council adopted the Critical Areas Ordinance Update (Ordinance No. 2018-01) on February 27, 2018, and the updated Critical Areas Ordinance took effect on April 23, 2018; and

WHEREAS, critical areas within the City's shoreline jurisdiction are regulated by the City's shoreline master program (see, e.g., Chapter 16.12 BIMC, RCW 36.70A.480(3)(b)); and

WHEREAS, integration of applicable critical areas regulations into the shoreline master program is essential to ensuring adequate protection of critical areas within the shoreline jurisdiction and no net loss of shoreline ecological functions; and

WHEREAS, regulations for critical areas within the City’s shoreline jurisdiction are in the process of being updated through an amendment of the City’s shoreline master program consistent with the Shoreline Management Act and that amendment process was ongoing as of July 9, 2018, which was the original date that the moratorium was set to expire; and

WHEREAS, the City Council approved Ordinance 2018-14 on April 24, 2018, amending the development moratorium in order to have the provisions of Section 3.B. only apply within the City’s shoreline jurisdiction areas (Chapter 16.12 BIMC); and

WHEREAS, a number of moratorium priorities were identified at a joint meeting of the City’s Design Review Board and Planning Commission on February 22, 2018, including the following:

(1) Revise review procedures for preliminary subdivisions to include the Design Review Board and Planning Commission in process; and

(2) Analyze alternatives to decision-making authority for the Design Review Board, Planning Commission, and Hearing Examiner for subdivisions, conditional use permits, and site plan and design review; and

(3) Identify specific development standards to review/revise in Chapters 18.12 and 18.15 of the Bainbridge Island Municipal Code; and

(4) Initiate rewrite of subdivision design standards in Chapter 17.12 of the Bainbridge Island Municipal Code; and

WHEREAS, at the April 3, 2018, City Council study session, the City’s Department of Planning and Community Development provided a briefing on the Design Review Board and Planning Commission joint meeting wherein the Council authorized staff to proceed with a work plan addressing the priorities identified at the joint meeting; and

WHEREAS, on May 7 and 21, June 4 and 19, July 16, August 6 and 20, and on September 4, 2018, the City’s Design Review Board discussed alternatives for revisions to the City’s subdivision standards, dimensional standards, and land use review procedures; and

WHEREAS, during May through November 2018, the City’s Planning Commission discussed alternatives for revisions to the City’s subdivision guidelines, standards, dimensional standards, and land use review procedures; and

WHEREAS, the City’s Planning Commission has completed its review of land use review procedures and forwarded the recommendations on these issues to the City Council, but

has not completed its review of revisions to the City's subdivision guidelines, standards, and dimensional standards; and

WHEREAS, City staff, working with the Design Review Board, has selected a consultant team to provide professional services to update the City's Design Guidelines (BIMC 18.18.030), which is work that is not expected to be completed until the end of July 2019; and

WHEREAS, each of the multiple Design Review Board and Planning Commission meetings as described above included an opportunity for public comment on the alternatives for revisions to the City's subdivision guidelines, standards, dimensional standards, and land use review procedures; and

WHEREAS, the City provided legal background on the roles of land use bodies, presented in a memorandum from attorney James E. Haney (outside legal counsel for the City) entitled, "*Roles of City Council, Planning Commission, Design Review Board, and Hearing Examiner in Land Use Permits*," dated June 1, 2018, and the City Council had a special workshop related to land use review procedures on August 27, 2018; and

WHEREAS, on June 12, 2018, the City Council authorized the execution of a professional services agreement to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights program, both of which address affordable housing related issues, and on October 2, 2018, the Council received a project update briefing, and a final report is expected to be presented to the Council in December 2018; and

WHEREAS, the Affordable Housing Task Force presented its final report to the City Council on July 24, 2018, and the Council discussed the recommendations more thoroughly on August 21, 2018; and

WHEREAS, on February 27, 2018, the City Council was provided with a moratorium work program; and

WHEREAS, on April 10, May 22, June 5, June 19, July 17, August 21, September 4 and 18, October 2 and 16, and November 6, 2018, the City Council was provided moratorium work program status report updates; and

WHEREAS, on June 26, 2018, the City Council held a public hearing and approved Ordinance 2018-23, extending the development moratorium for another 90 days until October 9, 2018; and

WHEREAS, on September 25, 2018, the City Council held a public hearing and approved Ordinance 2018-41, and thereby extended the development moratorium for another six (6) months until April 8, 2019, unless the Council takes further action before such date, and in so doing narrowed the moratorium to remove two-lot short subdivisions in which there is an existing single-family residence from the moratorium; and

WHEREAS, on October 16, 2018, the City Council discussed integrating critical area regulations into the Shoreline Master Program (Chapter 16.12 BIMC) and made the policy decision to not apply new *Aquifer Recharge Protection Area* regulations (BIMC 16.20.100) within the City's shoreline jurisdiction areas; and

WHEREAS, as a result of that policy decision, and the City Council's affirmation on October 23, 2018, that the moratorium should be narrowed in that manner, the Council directed staff to prepare an ordinance to entirely remove Section 3.B. (which, in effect, applied the Aquifer Recharge Protection Area regulations in the City's shoreline jurisdiction areas) from the moratorium; and

WHEREAS, on October 23, 2018, the City Council discussed additional revisions to the development moratorium, including excluding from the moratorium certain permit applications for development in the Business/Industrial zoning district, and the Council directed staff to prepare an ordinance to narrow the moratorium accordingly; and

WHEREAS, on October 23, 2018, the City Council also discussed potentially further narrowing provisions of the moratorium related to applications for new short subdivisions that the Council had previously narrowed, and the Council decided to not take such action at this time pending the Planning Commission's ongoing but not yet completed work related to subdivisions, including new subdivision design guidelines and revised subdivision standards and review procedures; and

WHEREAS, on October 23, 2018, the City Council also discussed issues related to making condominiums out of accessory dwelling units ("ADUs") and common ownership of ADUs, and the Council directed staff to work on possible revisions to the BIMC to allow the Council to further consider the common ownership issue related to ADUs; and

WHEREAS, although the City has been working to address the land use issues identified in the development moratorium, as described above, the work is ongoing and not yet completed; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, the moratorium promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which this moratorium was imposed continues to exist and this ordinance does not change the basis for that declaration of emergency, except as described above, nor the effective date of the moratorium, which is January 9, 2018.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the

moratorium, as established by Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, and 2018-41.

Section 2. Moratorium Amended. Section 3 of Ordinance No. 2018-05, as amended by Ordinance Nos. 2018-09, 2018-14, and 2018-41, is hereby further amended as follows related to the activities to which the moratorium applies:

~~B. Structures, buildings, and land use permits and approvals in the R-1, R-2, and R-0.4 zones within the City's shoreline jurisdiction areas (see Chapter 16.12 BIMC):~~

- ~~(i) — That will result in less than 65% of the subject property being retained as native vegetation; or~~
- ~~(ii) — That will result in reducing the native vegetation on the subject property by any amount if that property had native vegetation existing on less than 65% of the property as of the effective date of the moratorium.~~
- ~~(iii) — Provided, that this Section B does not apply to complete land use applications (see BIMC Table 2.16.010-1) that were submitted prior to the effective date of the moratorium, and to the resultant site work and associated approvals related to such complete land use applications.~~

C. Major Site Plan and Design Review and Major Conditional Use Permit proposals that are not otherwise subject to this moratorium and that did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar. Provided, that the moratorium does not apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals for properties located in the Mixed Use Town Center/Central Core Overlay District or the Business/Industrial District.

Section 3. Moratorium Work Plan. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew a moratorium for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made, and the City has thereby previously extended the moratorium as described herein based on the work plan that has been developed and the findings of fact that have been made in this ordinance and the previous ordinances related to this moratorium.

Section 4. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. No Change to Basis for Declaration of Emergency; Effective Date; Duration. This ordinance shall take effect and be in force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declarations stated in the seven moratorium ordinances which preceded

this ordinance, Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, and 2018-41, except as described in the “Whereas” clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this moratorium were included in the “Whereas” clauses of Ordinance No. 2018-02 and Ordinance No. 2018-03, and were restated and supplemented in Ordinance No. 2018-05 and Ordinance No. 2018-09, and Ordinance Nos. 2018-14, 2018-23, and 2018-41, as well as in this ordinance, and those “Whereas” clauses are adopted as findings of fact. This ordinance amending the moratorium shall remain effective for the period as established for the moratorium, which is currently scheduled to expire on April 8, 2019, unless terminated earlier by the City Council. This ordinance does not change the effective date of the moratorium, which is January 9, 2018. The Council may, at its sole discretion, renew the moratorium for one or more six (6) month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this 13th day of November, 2018.

APPROVED by the Mayor this 13th day of November, 2018.



Kol Medina, Mayor

ATTEST/AUTHENTICATE:


Christine Brown, City Clerk

| | |
|----------------------------|-------------------|
| FILED WITH THE CITY CLERK | November 8, 2018 |
| PASSED BY THE CITY COUNCIL | November 13, 2018 |
| PUBLISHED: | November 16, 2018 |
| EFFECTIVE DATE: | November 21, 2018 |
| ORDINANCE NO: | 2018-43 |

November 21, 2018

DEVELOPMENT MORATORIUM SUMMARY: Effective beginning January 9, 2018 until April 8, 2019. (Ordinance No. 2018-02, amended by Ordinance Nos. 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, & 2018-41 & 2018-43)

Development Activity PROHIBITED During the Moratorium:

- A. All applications for new short subdivisions (BIMC 2.16.070), except two-lot short subdivisions in which there is an existing single-family residence, new preliminary long subdivisions (BIMC 2.16.125), and new large lot subdivisions (BIMC 2.16.080).
- B. Major Site Plan and Design Review and Major Conditional Use Permit proposals that are not otherwise subject to this moratorium and that did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar. Provided, that the moratorium does not apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals for properties located in the Mixed Use Town Center/Central Core Overlay District or the Business/Industrial District.

EXCEPTIONS to the Above Development Activities Prohibited During the Moratorium:

- A. Permits and approvals for affordable housing projects that qualify as Housing Design Demonstration Project (HDDP) Tier 3 projects pursuant to BIMC 2.16.020.Q. and Table 2.16.020.Q-1, and
- B. Permits and approvals for government facilities and structures; educational facilities and preschools; wireless communication facilities; and emergency medical and disaster relief facilities.



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 4, 2018

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:50 PM) Ordinance No. 2018-20, Relating to Revisions to BIMC Title 2 related to Land Use Review Approval Bodies and Procedures - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

Discussion only.

SUMMARY:

Discussion regarding Ordinance No. 2018-20, Relating to Revisions to BIMC Title 2 related to Land Use Review Approval Bodies and Procedures.

FISCAL IMPACT:

| | |
|------------------------------------|--|
| Amount: | |
| Ongoing Cost: | |
| One-Time Cost: | |
| Included in Current Budget? | |

BACKGROUND:

The City Council held a public hearing on Ordinance No. 2018-20 on October 9, 2018. Since that time, the Design Review Board (DRB) and Planning Commission (PC) have been working on further revisions to Chapter 2.16 BIMC. The additional revisions propose new, more robust, and comprehensive land use review procedures for major projects, including new required "early touch" conceptual and design guidance meetings, narrative language around the new review and recommendation roles for the DRB and PC, and new requirements, at the City Council's request, that these recommendations carry "substantial weight" with the decision-maker. The proposed revisions will apply to major projects: subdivisions, major conditional use permits, and major site plan and design reviews.

While acceptance of most subdivision applications is currently prohibited by the moratorium, the City is accepting major conditional use permits and major site plan and design review applications for projects in the Mixed Use Town Center/Central Core Overlay District and the Business/Industrial District.

The Council will be conducting another public hearing on Ordinance No. 2018-20 on December 11, 2018.

ATTACHMENTS:

[Ordinance No. 2018-20 \(12-11-18 Public Hearing Draft\)](#)

[Review Procedures for Major Projects - flow chart.pdf](#)

[Ordinance 2018-20 Exhibit A -- General Procedures.docx](#)

[Ordinance 2018-20 Exhibit B -- Site Plan and Design Review.rtf](#)

[Ordinance 2018-20 Exhibit C -- Short Subdivisions.rtf](#)

[Ordinance 2018-20 Exhibit D -- Large Lot Subdivisions.rtf](#)

[Ordinance 2018-20 Exhibit E -- Conditional Use Permits.rtf](#)

[Ordinance 2018-20 Exhibit F -- Long Subdivisions.rtf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2018-20

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to land use review procedures revising Chapter 2.14 and 2.16 of the Bainbridge Island Municipal Code.

WHEREAS, the City Council of the City of Bainbridge Island (“City”) updated the City’s Comprehensive Plan in February of 2017; and

WHEREAS, the City Council has expressed significant concerns about development and growth in the City under current regulations in the context of the vision and goals of the City’s Comprehensive Plan, and wishes to revise development regulations to best accommodate growth and development in both general and specific ways; and

WHEREAS, Ordinance No. 2018-02 imposed a temporary six-month moratorium on the acceptance of certain development, stating the City Council’s concerns regarding likely adverse impacts related to growth and development under existing regulations including compliance with design review standards, including as relates to, for example, Policy LU 6.8 of the City’s Comprehensive Plan, regarding the role of the Design Review Board, Hearing Examiner, Planning Commission, and City Council in the land use development review and decision-making process; and

WHEREAS, based on these and related concerns, the City Council required additional time to review the regulations and policies at issue to ensure that the vision and goals of the City’s Comprehensive Plan are being met to the Council’s satisfaction; and

WHEREAS, a number of priorities to address the items at issue in the moratorium were identified at a joint meeting of the City’s Design Review Board and Planning Commission on February 22, 2018, including the following:

- (1) Revise review procedures for preliminary subdivisions to include the Design Review Board and Planning Commission in process; and
- (2) Analyze alternatives to decision-making authority for the Design Review Board, Planning Commission, and Hearing Examiner for subdivisions, conditional use permits, and site plan and design review.

WHEREAS, at an April 3, 2018 City Council study session, the City’s Department of Planning and Community Development provided a briefing on the Design Review Board and Planning Commission joint meeting wherein the City Council authorized staff to proceed with a work plan addressing the priorities identified at the joint meeting; and

WHEREAS, on May 7 and 21 and on June 4, 2018, the City’s Design Review Board discussed alternatives for land use review procedures; and

WHEREAS, on May 10 and 24, June 7, 14, and 21, July 12, and November 8 and 27, 2018, the City’s Planning Commission discussed alternatives for revisions to the City’s land use review procedures; and

WHEREAS, each of the ~~nine~~ eleven Design Review Board and Planning Commission meetings included an opportunity for public comment on the alternatives for revisions to the City’s land use review procedures; and

WHEREAS, the City provided legal background on the roles of land use bodies, presented in a memorandum from outside legal counsel for the City, James E. Haney, entitled, “*Roles of City Council, Planning Commission, Design Review Board, and Hearing Examiner in Land Use Permits*,” dated June 1, 2018; and

WHEREAS, staff forwarded the Planning Commission’s recommendations related to land use approval bodies, land use review procedures, and land use decision-making authority to the City Council at its July 24, 2018 regular meeting; and

WHEREAS, on August 27, 2018, the City Council, Planning Commission, and Design Review Board conducted a joint meeting workshop related to land use review roles, responsibilities, and decision-making authority; and

WHEREAS, the City Council reviewed and considered the alternatives for revisions to the City’s land use review procedures and decision-making authority at regularly scheduled meetings on September 4 and 11, ~~and~~ October 9, and December 4, 2018; and

WHEREAS, the City issued a State Environmental Policy Act (“SEPA”) Determination of Non-Significance for this Ordinance No. 2018-20 on June 8, 2018, which was revised and reissued on September 24, 2018; and

WHEREAS, the City notified the Department of Commerce on June 11, 2018, and again on September 24, 2018, of its intent to revise its development regulations relating to land use review procedures; and

WHEREAS, the City Council conducted a public hearing on Ordinance No. 2018-20 on October 23 and December 11, 2018; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands.

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

Section 1. Section 2.14.020.B of the Bainbridge Island Municipal Code is hereby amended as follows.

B. Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission ~~that~~ shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city; ~~and~~

2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;

~~23.~~ Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1; ~~and~~

~~34.~~ Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting; ~~and~~

5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the Design Review Board and a comprehensive review of the project at a public meeting;

~~467.~~ Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC; ~~and~~

~~5. The title “planning commission” is substituted for the title “planning agency” in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter; and~~

~~68.~~ Create the planning commission agenda prior to its publication per in consultation with the director’s recommendation; ~~and~~

~~7. Report annually to the city council prior to the start of the budget process.~~

Section 2. Section 2.14.020.G of the Bainbridge Island Municipal Code is hereby amended as follows.

G. Public Meetings and Hearings. The planning commission will consider ~~the~~ land use applications at a public meeting and shall recommend approval, approval with conditions, or denial of an application. For legislative decisions, the planning commission will hold a public hearing and shall recommend approval, approval with conditions, or denial of an application. In making a recommendation, the planning commission shall consider the applicable decision criteria of this code, the comprehensive plan, all other applicable law, any necessary documents and approvals, and any testimony presented verbally or in writing at the public meeting. If the applicable criteria are not met, the planning commission shall recommend the proposal be subject to conditions or denied. A planning commission recommendation is not a final decision and is not subject to appeal. The planning commission's written recommendation and other documents upon which its decision is based shall be immediately transmitted to the director, the city council, and/or the hearing examiner, as applicable.

Section 3. Section 2.14.020.H of the Bainbridge Island Municipal Code is hereby amended as follows.

H. Public Records. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the planning commission, and shall include findings of fact and conclusions where applicable to support the planning commission's recommendation. The meeting minutes shall be posted on the city's web site.

Section 4. Section 2.14.040.D of the Bainbridge Island Municipal Code is hereby amended as follows.

D. Duties and Responsibilities. The board shall have the following duties and responsibilities:

1. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits. ~~Serve in an advisory capacity to the director, hearing examiner, and planning commission, as applicable, regarding site plan and design reviews and conditional use permits pursuant to BIMC 2.16.040, 2.16.050, and 2.16.110 that are subject to city-adopted design guidelines.~~ Applications related to single-family residences such as family day care homes, minor/major home occupations, and single-family residential height variations are exempt from design review board consideration. In addition, applications related to utility facilities and to non-city outdoor recreation facilities are exempt from design review board consideration.

2. Review and make recommendations on preliminary short subdivisions if requested by the director;

~~23.~~ Review and make recommendations to the planning commission and the city council on changes, amendments, and/or additions to the design guidelines.

~~34.~~ Serve in an advisory and review capacity to housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those design demonstration project applications involving land subdivision.

5. Review and serve in an advisory capacity to the city regarding major public projects.

~~46.~~ Such other duties and responsibilities as may be provided by resolution or ordinance of the city council.

~~57.~~ Report annually to the city council prior to the start of the budget process.

Section 5. Table 2.16.010-1, *Summary Table of Land Use Review Procedures*, of the Bainbridge Island Municipal Code is hereby amended as set forth in Exhibit A, which is attached hereto and made a part hereof by this reference.

Section 6. Section 2.16.020, *General Provisions*, of the Bainbridge Island Municipal Code is hereby amended as follows.

F. Design Review Board Review.

1. The design review board shall review and make recommendations on all land use applications as set forth in this section. This design process reflects a collaborative effort between an applicant, the design review board, and the community to better incorporate the vision of the city as outlined in the adopted ~~comprehensive plan and regulations.~~ (See ~~Table 2.16.010-1.~~) design guidelines.

~~2. In order to identify potential design issues and opportunities, planning staff shall direct a prospective applicant to meet with the board during the conceptual stages of development formulation. This initial review is strongly recommended, and shall occur prior to the proposal's preapplication conference. The applicant shall submit conceptual drawings and diagrams as well as site information (topographic, existing development, surrounding development, and critical area information). Following this optional, initial review, an applicant may proceed with the design of the project, including development of the site plan and elevations that must be submitted as part of the preapplication materials.~~

~~23.~~ Subsequent to submittal of preapplication materials, the board shall review a proposal for conformance with applicable design guidelines. The board's written recommendations shall be included in the staff report transmitted to the Planning Commission attached to the formal preapplication letter generated by planning staff.

~~4. Subsequent to submittal of the site plan and design review and/or conditional use permit application, the board shall review a proposal for incorporation of the board's previous comments into the project's design. For all housing design demonstration projects, including subdivisions, the board shall serve in an advisory and review capacity, in addition to analyzing any applicable design guidelines. At the conclusion of its consideration, the board shall submit to the director a recommendation of approval, approval with modifications, or denial of the application based on compliance with design guidelines. The director shall consider the board recommendation prior to making a decision on the application.~~

~~35. A board recommendation is not a decision and there is no city appeal of the recommendation.~~

Section 7. Section 2.16.040, *Site Plans and Design Review*, of the Bainbridge Island Municipal Code is hereby amended as set forth in Exhibit B, which is attached hereto and made a part hereof by this reference.

Section 8. Section 2.16.070, *Short Subdivisions*, of the Bainbridge Island Municipal Code is hereby amended as set forth in Exhibit C, which is attached hereto and made a part hereof by this reference.

Section 9. Section 2.16.080, *Large Lot Subdivisions*, of the Bainbridge Island Municipal Code is hereby amended as set forth in Exhibit D, which is attached hereto and made a part hereof by this reference.

Section 10. Section 2.16.110, *Major Conditional Use Permit*, of the Bainbridge Island Municipal Code is hereby amended as set forth in Exhibit E, which is attached hereto and made a part hereof by this reference.

Section 11. Section 2.16.125, *Preliminary Long Subdivisions*, of the Bainbridge Island Municipal Code is hereby amended as set forth in Exhibit F, which is attached hereto and made a part hereof by this reference.

Section 612. Section 2.16.180 of the Bainbridge Island Municipal Code is hereby amended as follows.

2.16.180 Legislative review of land use regulations and area-wide rezones.

A. Purpose. The purpose of this section is to describe the procedures used when the city council makes legislative (not quasi-judicial, site-specific) decisions related to certain sections of the BIMC.

B. Applicability. This section applies to adoption of or amendments to the BIMC related to land use procedures and regulations, including area-wide rezones initiated by the city and area-wide rezones accompanying privately initiated amendments to the comprehensive plan.

C. Who Can Apply. Any person, entity, or the city may propose an amendment to the BIMC. The city may propose a rezoning on an area-wide basis, and private entities may request the city to consider an area-wide rezoning. If the proposed area-wide rezone is not consistent with the adopted comprehensive plan the applicant shall also submit an application for a comprehensive plan amendment with the rezone application. However, any owner or authorized agent, or group of owners of contiguous property acting jointly, must represent at least 75 percent of the assessed valuation of the subject properties.

D. Planning Commission Review and Recommendation.

1. Planning commission review and recommendation is ~~only~~ required for amendments to ~~BIMC Chapter 2.16 BIMC, and Titles 16, 17, and 18 BIMC~~, area-wide rezones initiated by the city, or area-wide rezones associated with a privately initiated amendment to the comprehensive plan.
2. The planning commission shall hold a public hearing for all amendments to the official zoning map and ~~zoning~~ municipal code of the city prior to issuing a recommendation to the city council.
3. Any person may participate in the public hearing. The planning commission has discretion to limit testimony to relevant, nonrepetitive comments and to set time limits.
4. Any person may submit written comments, photographs, or other exhibits on the proposed amendment to the planning commission prior to or at the public hearing.
5. The planning commission shall maintain a record of the exhibits presented and a tape recording of the testimony and arguments presented, which shall be kept by the city clerk.

E. Planning Commission Action and Written Recommendation.

1. In making a recommendation, the planning commission shall consider applicable decision criteria of this ~~code~~ chapter, all applicable law, the comprehensive plan, public comment, and any necessary documents and approvals.
2. The planning commission shall issue a written recommendation that contains (a) a statement recommending that the proposed amendment be approved, approved ~~with conditions~~ as amended, or denied, and (b) a statement of facts upon which the recommendation is based and the conclusions derived from those facts.
3. The planning commission's written recommendation and other documents upon which its decision is based shall be immediately transmitted to the city council and department director.

F. City Council Review.

1. The city council shall have the option to hold a public hearing on the proposed amendment ~~at the second reading of the proposed regulation~~. Any person may participate in the public hearing, if held. The city council has discretion to limit testimony to relevant, nonrepetitive comments and to set time limits.

~~2. The agenda for second reading of the proposed development regulation shall reflect the full title of the development regulation being reviewed.~~

~~3.~~ Any person may submit written comments, photographs, or other exhibits on the proposed amendment to the city council prior to or at the public hearing.

~~4.~~ The city council shall maintain a record of the exhibits presented and a tape recording of the testimony and arguments presented, which shall be kept by the city clerk.

Section 13. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared invalid or unconstitutional for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 14. This ordinance shall take effect and be in force five (5) days after its passage, approval, and publication as required by law.

PASSED by the City Council this ___ day of _____, 2018.

APPROVED by the Mayor this ___ day of _____, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK: October 5, 2018
PASSED BY THE CITY COUNCIL: _____, 2018
PUBLISHED: _____, 2018
EFFECTIVE DATE: _____, 2018
ORDINANCE NUMBER: 2018-20

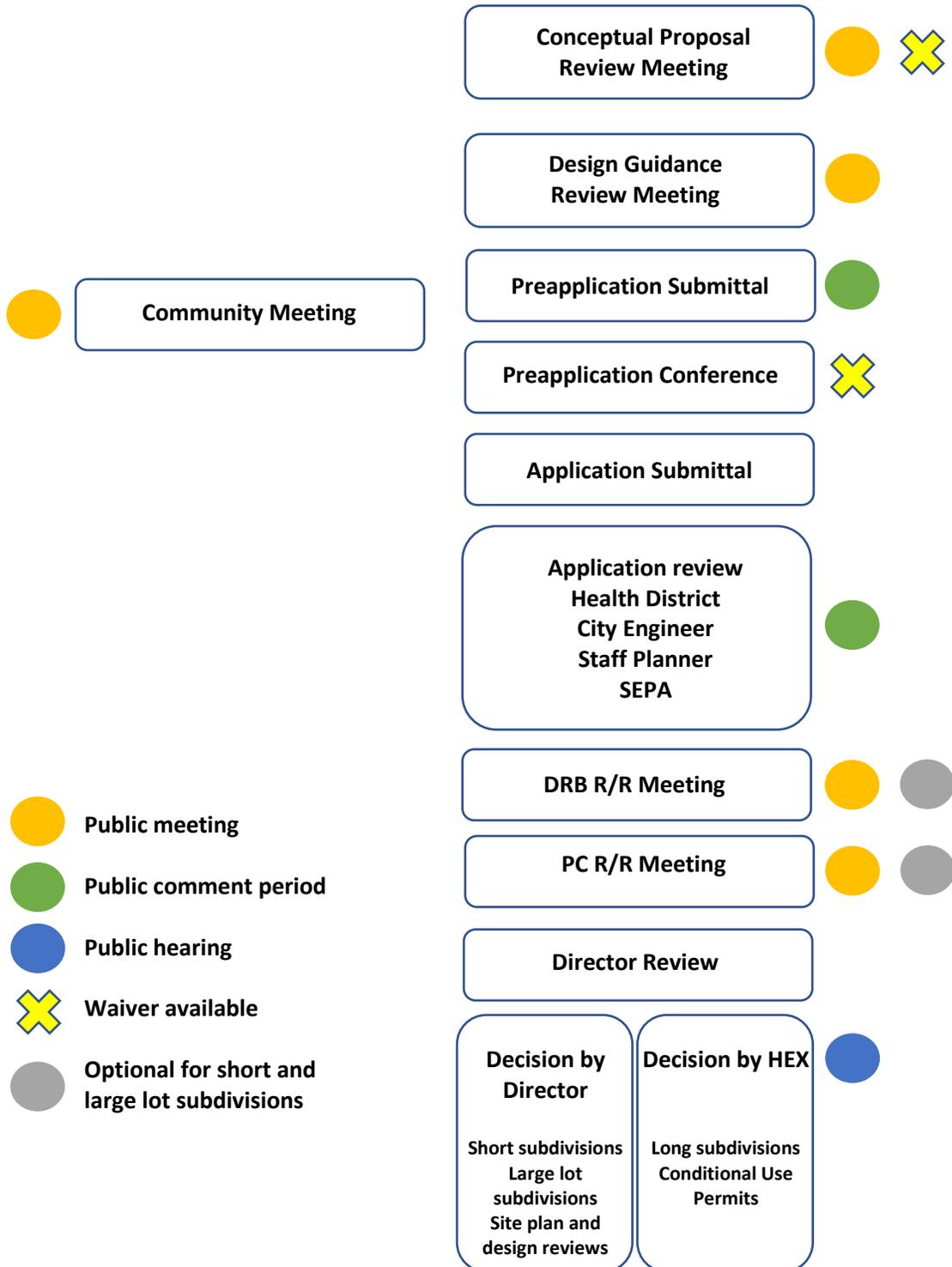


Exhibit A

Table 2.16.010-1: Summary Table of Land Use Procedures

| R = Review and Recommendation, (R) = Optional Review, D = Decision, A = Appeal, P = Public Hearing, (P) = Optional Public Hearing | | | | | | |
|--|------------|-----------------------|-----------------|-------------------------|---------------------|---------------|
| | DRB | Planning Comm. | Director | Hearing Examiner | City Council | Courts |
| Administrative Approvals | | | | | | |
| Clearing Permit | | | D | A | | |
| Conversion Option Harvest Plan Permit | | | D | A | | |
| Minor Conditional Use | (R) | (R) | D | A | | |
| Minor Variance | | (R) | D | A | | |
| Agricultural Conditional Use | | | D | A | | |
| Large Lot Subdivisions (Prelim) | <u>R</u> | <u>R</u> | D | A | | |
| (Final) | | | D | | | A |
| Minor Shoreline Variance [1] | | (R) | D | A | | A [2] |
| Minor Shoreline Conditional Use [1] | | (R) | D | A | | A [2] |
| Public Works Administrative Decisions | | | D | | | A |
| SEPA Determinations | | | D | A | | |
| Shoreline Substantial Development Exemption [1] | | | D | A | | |
| Shoreline Substantial Development [1] | | (R) | D | A | | A [2] |
| Short Subdivisions (Prelim) | <u>(R)</u> | <u>(R)</u> | D | A | | |
| (Final) | | | D | A | | A |
| Sign Permits | | | D | | | A |
| Minor Site Plan and Design Review | (R) | (R) | D | A | | |
| Major Site Plan and Design Review (Any SPR in the B/I district must be processed through a major SPR) | R | R | D | A | | |

| R = Review and Recommendation, (R) = Optional Review, D = Decision, A = Appeal, P = Public Hearing, (P) = Optional Public Hearing | | | | | | |
|--|------------------|-----------------------|-----------------|-------------------------|---------------------|---------------|
| | DRB | Planning Comm. | Director | Hearing Examiner | City Council | Courts |
| Critical Area Permit – Major and Minor | | | D | A | | |
| All other administrative decisions: This includes agricultural retail plans, boundary line adjustments (See BIMC 2.16.090), building and other construction permits, building administrative decisions, clearing permits, BIMC interpretations, vegetation management permit, extension of construction noise hours (See BIMC 16.16.025), and any other administrative land use decision authorized by this code to be made by the director. | | | | | | |
| | | | D | A | | |
| Quasi-Judicial Decisions by the Hearing Examiner | | | | | | |
| Conditional Use Permits | (R) R | (R) R | R | D/P | | A |
| Variances | | (R) | R | D/P | | A |
| Reasonable Use Exception (See BIMC 16.20.080) | | (R) | R | D/P | | A |
| Major Shoreline Variances [1] | | (R) | R | D/P | | A [2] |
| Major Shoreline Conditional Use Permits [1] | <u>R</u> | <u>R</u> | R | D/P | | A [2] |
| Long Subdivisions (Prelim) | <u>R</u> | <u>R</u> | R | D | | A |
| Quasi-Judicial Decisions by City Council | | | | | | |
| Long Subdivisions (Final) | | | R | | D | A |
| Site-Specific Rezones | | (R) | R | R/P | D | A |
| Consolidated Project Review | | | | | | |
| See BIMC 2.16.170 | | | | | | |
| Legislative Approvals | | | | | | |
| Adoption or Amendment of Development Regulations | | R/P | R | | D (P) | A |
| Comprehensive Plan Amendments | | R/P | R | | D (P) | A |
| Legislative Area-Wide Rezones | | R/P | R | | D (P) | A |
| Special Area Plans | | R/P | R | | D (P) | A |

[1] City decisions on shoreline variances, shoreline substantial development permits, and shoreline conditional use permits must be reviewed by the Washington Department of Ecology pursuant to WAC 173-27-130 and RCW 90.58.140(10). The Department of Ecology may approve, approve with conditions, or deny the application.

[2] The hearing examiner's decision is forwarded to the Department of Ecology (DOE) for decision. The DOE decision is then appealable to the Shoreline Hearings Board. (See BIMC 2.16.165.I.)

2.16.040 Site plans and design review.

C. ~~Procedures.~~ Major and Minor. This section provides two methods of site plan and design review: major and minor. Application materials for both major and minor site plan and design review can be found in the administrative manual.

1. Minor. Minor site plan and design review is required for minor projects that can clearly meet the decision criteria in subsection ~~FE~~ of this section, as determined by the director. Examples of minor administrative projects include: (a) a fourplex multifamily development; (b) minor commercial remodel or the addition of a small room; and (c) a minor change in use, such as from a church to a preschool.

2. Major. Major site plan and design review requires design review board and planning commission review and recommendation, and is required for projects that: (a) are determined by the director to be more complicated than those in subsection C.1 of this section, due to site constraints or the complexity of the project; or (b) receive written public comment(s) during the public comment period concerning the effect on the land use application of the comprehensive plan, shoreline master program, or matters not addressed by specific provisions of this code; or (c) are located on property zoned business/industrial after November 22, 1999.

D. Design Process.

1. Site Assessment.

~~a. An applicant is required to conduct a site assessment identifying existing watercourses/wetlands, significant trees and vegetation, critical areas and other natural features, and open space in accordance with the design process, and development standards of Chapter 15.20 BIMC and BIMC 18.12.020 if applicable.~~

~~b. An applicant for a site plan and design review proposal is required to prepare maps, site plan(s) and studies (as specified in the submittal requirements) to show how the proposal promotes the purpose and meets the standards of the zoning district and chapter.~~

2. Two Step Preapplication Conference.

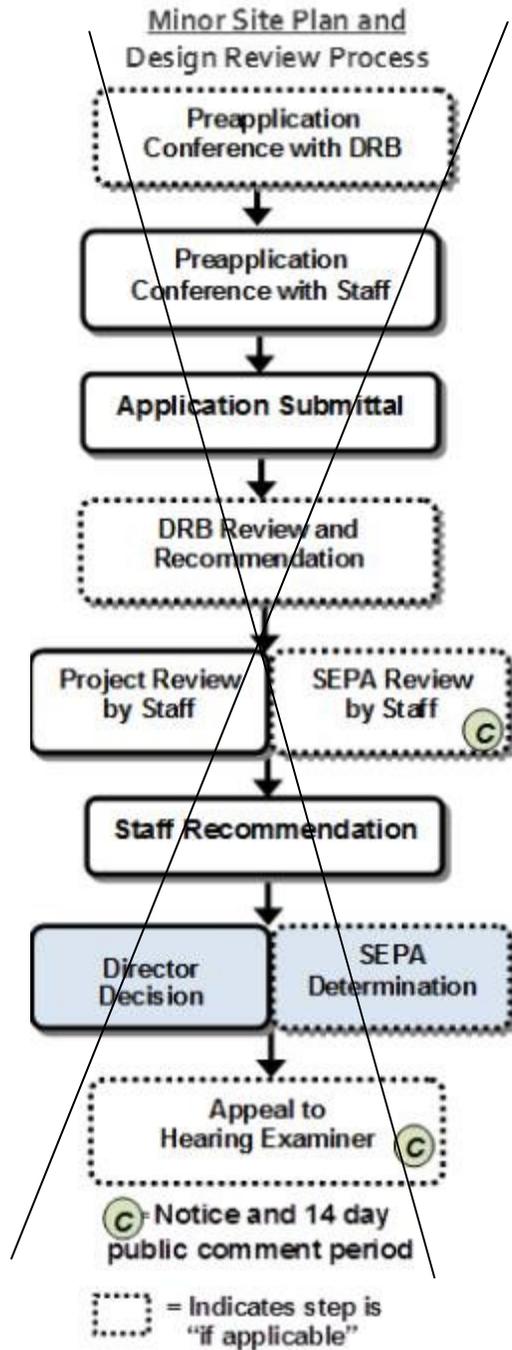
~~a. Applicants for projects involving multifamily, mixed use, or commercial development subject to design guidelines shall first meet with the design review board to discuss the design concept for the development.~~

~~b. An applicant for a major site plan and design review permit is required to participate in a community meeting through the city's public participation program outlined in Resolution No. 2010-32. The meeting will be held after the design review board meeting during the preapplication conference phase of the project.~~

~~c. Following the design review board meeting, the applicant shall meet with appropriate staff and agencies at a required preapplication conference as described in BIMC 2.16.020.I.~~

~~d. The director may waive one or both steps of the preapplication conference in accordance with BIMC 2.16.020.I.3 if the director determines that the nature of the application makes them unnecessary.~~

~~e. Within 14 days of a preapplication conference, the department staff shall notify the applicant in writing whether the proposal will likely require planning commission review.~~



D. Review Procedures – Proposal Stage. Review of site plan and design review proposals shall include all of the following:

1. Conceptual Proposal Review Meeting. The conceptual proposal review meeting is a means of screening proposals in their earliest stages of design before proponents are committed to a particular design. The conceptual proposal meeting is an opportunity to ensure that the proponent understands the objectives of the review process, design guidelines, and comprehensive plan goals and policies. This early touch allows review bodies to dialogue in an informal manner with the applicant, review the design guidelines and comprehensive

plan goals and policies applicable to the site, and explore design concepts and/or options. It is also a means for staff to acquaint the prospective applicant with the procedural steps for subdivision review. The conceptual proposal review meeting will be held at a meeting of the Design Review Board. Submittal requirements are described in the Administrative Manual, and include a statement of intent, site analysis, and context map. An applicant may request a waiver from the conceptual proposal review meeting if the applicant demonstrates knowledge and understanding of the city's permit processing procedures.

2. Design Guidance Review Meeting. The design guidance review meeting is intended to provide input and guidance to an applicant on consistency with applicable design guidelines and comprehensive plan goals and policies, including recommendations for how the project could be revised to achieve greater consistency. The applicant should also make known the potential need and rationale for any departure from the design guidelines or the City of Bainbridge Island Design and Construction Standards and Specifications. The design guidance review meeting will be held at a meeting of the Design Review Board. Requirements are described in the Administrative Manual and include a schematic design and completed design guidelines checklist.

3. Preapplication Conference. The applicant shall participate in a preapplication conference in accordance with the provisions and requirements in section 2.16.020.I of this code. As part of the preapplication phase, applicants are required to participate in a community meeting through the city's public participation program outlined in Resolution No. 2010-32, except that the community meeting shall be held at a Planning Commission meeting. The preapplication conference application shall be provided to the Design Review Board.

E. Review Procedures – Application Stage. Review of site plan and design review applications shall include all of the following:

1. Application. An applicant may submit an application for site plan and design review at any time after completion of a required the required steps in subsection D of this section or approval of a waiver in accordance with BIMC 2.16.020.I.3 or I.4 or subsection D.1 of this section. The applicant shall submit a complete application with all required submittal requirements listed in the administrative manual.

2. Review by Kitsap Public Health District

a. Upon receipt of the application and determination of completeness, the director shall transmit a copy of the application to the health district.

b. The health district shall provide written recommendation of approval, approval with conditions, or disapproval of the preliminary long subdivision application the decision criteria in subsection F of this section.

3. Review by City Engineer

a. Upon receipt of the application and determination of completeness, the director shall transmit a copy of the application to the city engineer.

b. The city engineer shall provide written recommendation of approval, approval with conditions, or disapproval of the preliminary long subdivision application the decision criteria in subsection F of this section.

4. Review and Recommendation by Design Review Board

a. The purpose of the Design Review Board review and recommendation meeting is to review a proposed project for compliance with applicable design guidelines and to ensure that the project reflects any revisions recommended by the Design Review Board at the design guidance review meeting. The Design Review Board will also consider any requested departures from the design guidelines.

b. The Design Review Board will forward written findings, their determination of the project's consistency with the design guidelines, the design guideline checklist, and their recommendation, including any

conditions, to the staff planner. Any condition attached to a recommendation must be intended to achieve consistency with one or more specific design guidelines. The Design Review Board's written findings, conclusions and recommendation will be included in the staff report transmitted to the Director or Planning Commission.

c. A Design Review Board recommendation is not a final decision and therefore there is no appeal of the recommendation.

5. Review and Recommendation by Planning Commission

a. In the case of a major site plan and design review application, the Planning Commission shall review the application prior to the review and final decision by the Director.

b. The purpose of the Planning Commission review and recommendation meeting is to review a proposed project for consistency with applicable design guidelines, BIMC Title 17, and the comprehensive plan.

c. The Planning Commission shall consider the application at a public meeting where public comments will be taken. The Planning Commission shall recommend approval, approval with conditions or denial of an application. In making a recommendation, the Planning Commission shall consider the applicable decision criteria, all other applicable law, and the recommendation of the Design Review Board. If the applicable criteria are not met, the Planning Commission shall recommend the proposal be modified or denied.

d. The Design Review Board's recommendation shall hold substantial weight in the consideration of the application by the Planning Commission. Any deviation from the recommendation shall be documented in their written findings of facts and conclusions.

e. The Planning Commission will forward its written findings of facts and conclusions, their determination of the project's consistency with the comprehensive plan, and their recommendation, including any conditions attached by the Planning Commission and Design Review Board, to the staff planner. The Planning Commission's written findings, conclusions, and recommendation will be included in the staff report transmitted to the Director.

f. A Planning Commission recommendation is not a final decision and therefore there is no appeal of the recommendation.

6. Review and Approval by Director

a. The Director shall review the application materials, information provided by the health district and city engineer, staff report, any public comments received, the recommendations of the Design Review Board and, in the case of major site plan and design review applications, the recommendations of the Planning Commission, and shall make a final decision based on:

i. In the case of a minor site plan and design review application, the final decision on an application is made by the director based on (i) decision criteria in subsection F of this section, (ii) the DRB recommendation, and (iii) consideration of any public comments received.

ii. In the case of a major site plan and design review application, the director will make the final decision based on (i) the decision criteria in subsection F of this section, (ii) the recommendation of the planning commission, (iii) the recommendation of the design review board, (iv) and consideration of any public comments received. The Design Review Board and Planning Commission's recommendation shall hold substantial weight in the consideration of the application by the Director. Any deviation from that recommendation shall be documented in the Director's report.

d. The Director shall make compliance with the recommendations of the Design Review Board and/or Planning Commission a condition of approval, unless the Director concludes that the recommendations:

- i. Reflect inconsistent application of design guidelines or any applicable provisions of this code;
- ii. Exceed the authority of the Design Review Board or Planning Commission;

- iii. Conflict with SEPA conditions or other regulatory requirements applicable to the project; or
- iv. Conflict with requirements of local, state, or federal law

~~3. Application. An applicant may submit an application for site plan and design review at any time after completion of a required preapplication conference or approval of a waiver in accordance with BIMC 2.16.020.I.3 or I.4. The applicant shall submit a complete application with all required submittal requirements listed in the administrative manual.~~

~~4. Application Review.~~

~~a. Upon receipt of the application and determination of completeness, the director shall transmit a copy of the application to the Kitsap County health district.~~

~~b. In the case of a minor site plan and design review application, the final decision on an application is made by the director based on (i) decision criteria in subsection E of this section, (ii) the DRB recommendation, and (iii) consideration of any public comments received.~~

~~c. In the case of a major site plan and design review application, the design review board and planning commission shall review the application prior to the final decision by the director. The director shall determine the major issues and specific aspects of the project that the planning commission should review, and shall forward this review directive to the planning commission. The planning commission shall review the application based on the director's review directive, the DRB recommendation, and the decision criteria, consider the application at a public meeting where public comments will be taken, and forward its recommendation to the director in accordance with BIMC 2.16.030.C through E. The director will make the final decision based on (i) the decision criteria in subsection E of this section, (ii) the recommendation of the planning commission, (iii) the design review board recommendation, and (iv) consideration of any public comments received.~~

~~75. Relationship to Other Land Development Applications – Consolidated Project Review.~~

~~a. If requested by the applicant, a site plan and design review application that is part of a proposal requiring multiple land use permits may be combined in a consolidated project review. Related applications requiring a public hearing shall be considered at one public hearing in accordance with BIMC 2.16.170.~~

~~b. If a site plan and design review application is part of a consolidated project, the director will review the site plan and design review application as prescribed under subsection E of this section, as appropriate, and forward the findings and decision to the appropriate hearing body for any required public hearing.~~

~~FE. Decision Criteria. The director and planning commission shall base their respective recommendations or decisions on site plan and design review applications on the following criteria:~~

~~1. The site plan and design is in conformance with applicable code provisions and development standards of the applicable zoning district, unless a standard has been modified as a housing design demonstration project pursuant to BIMC 2.16.020.S;~~

~~2. The locations of the buildings and structures, open spaces, landscaping, pedestrian, bicycle and vehicular circulation systems are adequate, safe, efficient and in conformance with the Island-Wide Transportation Plan;~~

~~3. The Kitsap County health district has determined that the site plan and design meets the following decision criteria:~~

~~a. The proposal conforms to current standards regarding domestic water supply and sewage disposal; or if the proposal is not to be served by public sewers, then the lot has sufficient area and soil, topographic and drainage characteristics to permit an on-site sewage disposal system.~~

~~b. If the health district recommends approval of the application with respect to those items in subsection E.3.a of this section, the health district shall so advise the director.~~

c. If the health district recommends disapproval of the application, it shall provide a written explanation to the director.

4. The city engineer has determined that the site plan and design meets the following decision criteria:

a. The site plan and design conforms to regulations concerning drainage in Chapters 15.20 and 15.21 BIMC; and

b. The site plan and design will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; and

c. The streets and pedestrian ways as proposed align with and are otherwise coordinated with streets serving adjacent properties; and

d. The streets and pedestrian ways as proposed are adequate to accommodate anticipated traffic; and

e. If the site will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the site, and the applicable service(s) can be made available at the site; and

f. The site plan and design conforms to the “City of Bainbridge Island Design and Construction Standards,” unless the city engineer has approved a variation to the road standards in that document based on his or her determination that the variation meets the purposes of BIMC Title 18.

5. The site plan and design is consistent with all applicable design guidelines in BIMC Title 18, unless strict adherence to a guideline has been modified as a housing design demonstration project pursuant to BIMC 2.16.020.S;

6. No harmful or unhealthful conditions are likely to result from the proposed site plan;

7. The site plan and design is in conformance with the comprehensive plan and other applicable adopted community plans;

8. Any property subject to site plan and design review that contains a critical area or buffer, as defined in Chapter 16.20 BIMC, conforms to all requirements of that chapter;

9. Any property subject to site plan and design review that is within shoreline jurisdiction, as defined in Chapter 16.12 BIMC, conforms to all requirements of that chapter;

10. If the applicant is providing privately owned open space and is requesting credit against dedications for park and recreation facilities required by BIMC 17.20.020.C, the requirements of BIMC 17.20.020.D have been met;

11. The site plan and design has been prepared consistent with the purpose of the site design review process and open space goals.

GF. Action of Director. The director may approve, approve with conditions, or disapprove the application for site plan and design review. Conditions may be imposed to enable the proposal to meet the standards of the decision criteria.

HG. Adjustments to Approved Site Plan.

1. Minor adjustments to an approved site plan and design review may be made after review and approval by the director. Minor adjustments are those that include minor changes in dimensions or siting of structures or the location of public amenities, but do not include changes to the intensity or character of the use. Minor adjustments are processed through a written request from the applicant and a written response from department staff. The city response is placed in the project file and is effective to modify the approval as described in the response.

2. Adjustments other than minor adjustments to an approved site plan and design review require a new or amended application as determined by the director. Major adjustments are those that change the basic design, intensity, density, or character of the use. (Ord. 2017-14 § 1, 2017; Ord. 2017-02 § 2, 2017; Ord. 2016-28 §§ 4, 5, 2016; Ord. 2011-02 § 2 (Exh. A), 2011)

2.16.070 Short subdivisions.

A. Purpose. This section provides an administrative procedure for approving subdivision plats generally including four lots or less.

B. Applicability. This procedure applies to all short subdivisions, ~~as defined in Chapter 17.28 BIMC, and that definition shall prevail over the following summary.~~ Short subdivisions generally involve the division or redivision of land ~~(±)~~ into four lots or less when those plats meet the criteria set forth in BIMC Title 17, ~~or (2) into nine lots or less when those plats meet the criteria set forth in BIMC Title 17 and the applicant complies with the open space incentive provisions of BIMC 17.12.030.A.5.a.~~

C. General Procedures.

1. Short subdivisions shall be approved through the general administrative review procedures described in BIMC 2.16.030 except as described below. Application materials for short subdivisions can be found in the administrative manual.

2. Short subdivisions shall not be used, either by a person alone or by persons acting together, at one time or over a period of time, as a means to circumvent compliance with the more stringent subdivision requirements that control the subdivision of land into five or more lots. When an application for a short subdivision is filed within five years after the approval of a short subdivision on a contiguous land parcel, a presumption of an attempt to circumvent short subdivision requirements may be invoked by the director as a basis for further investigation to assure compliance with the intent of this provision.

3. The provisions of this section shall supplement those of BIMC 2.16.020 and 2.16.030 when the application is for a short subdivision. In the event of a conflict between the provisions of BIMC 2.16.020 or 2.16.030 and this section, the provisions of this section shall govern.

4. Vesting. A proposed short subdivision shall be considered under the subdivision ordinance, zoning or other land use control ordinances, and the State Environmental Policy Act in effect at the time a fully completed application for preliminary approval of the subdivision has been submitted to the city. The requirements for a fully completed application shall be defined by the Administrative Manual.

5. Timeline for Review. The city has 90 calendar days from the filing of a complete application in which to approve, disapprove, or return the application to the applicant for modification. The timeline for review can be extended beyond 90 calendar days if the city determines it has incomplete or insufficient application materials and/or if there are significant changes to application materials. If no action can be taken to approve or disapprove the application within the 90 calendar days, the director must notify the applicant of the reasons for the delay and steps necessary to complete the application.

~~D. Vesting. A proposed short subdivision shall be reviewed under all applicable city ordinances and the State Environmental Policy Act in effect at the time of complete application, unless a different result is required by provisions of Chapter 58.17 RCW. A later request for additional information shall not change the date on which the application is considered vested.~~

D. Review Procedures – Proposal Stage. Review of short subdivision proposals shall include all of the following:

1. Conceptual Proposal Review Meeting. The conceptual proposal review meeting is a means of screening short subdivision proposals in their earliest stages of design before proponents are committed to a particular design. The conceptual proposal meeting is an opportunity to ensure that the proponent understands the objectives of the review process, design guidelines, and comprehensive plan goals and policies. This early touch allows review bodies to dialogue in an informal manner with the applicant, review the design guidelines and comprehensive plan goals and policies applicable to the site, and explore design concepts and/or options. It is also a means for staff to acquaint the prospective applicant with the procedural steps for subdivision review. The conceptual proposal review meeting will be held at a meeting of the Design Review Board. Submittal requirements are described in the Administrative Manual and include documentation of the four-step design

process, schematic design, and completed subdivision design guidelines checklist. The four-step design process includes:

a. Delineate Natural Space. The applicant shall prioritize natural resources on the site in terms of their highest to least appropriateness for inclusion in the proposed natural area. On the basis of those priorities and practical considerations given to the site's configuration, its context in relation to natural areas on adjoining and neighboring properties, and the applicant's subdivision objectives, natural space shall be delineated in a manner clearly indicating their boundaries as well as the types of resources. The amount of natural space required is provided in 17.12 BIMC.

b. Locate Homesites and Community Space. After delineating natural space, homesite areas and community space shall be identified (a "sketch" diagram is acceptable), using the site analysis and context maps produced for the conceptual proposal review meeting as a base map. The amount of community space required is provided in 17.12 BIMC.

c. Define Access. After locating the natural space, homesites, and community space, the access network shall be defined. The access network shall provide a safe, convenient, and efficient system for vehicular, pedestrian and bicycle circulation and minimize impacts on proposed natural space.

d. Draw Lot Lines. Upon completion of the preceding three steps, draw lot lines to delineate the boundaries of individual lots.

2. Design Guidance Review Meeting. The design guidance review meeting is intended to provide input and guidance to an applicant on consistency with applicable design guidelines and comprehensive plan goals and policies, including recommendations for how the project could be revised to achieve greater consistency. The applicant should also make known the potential need and rationale for any departure from the design guidelines or the City of Bainbridge Island Design and Construction Standards and Specifications. The design guidance review meeting will be held at a meeting of the Design Review Board. Requirements are described in the Administrative Manual and include a schematic design and completed design guidelines checklist.

3. Preapplication Conference. The applicant shall participate in a preapplication conference in accordance with the provisions and requirements in section 2.16.020.I of this code. The preapplication conference application shall be provided to the Design Review Board and Planning Commission.

E. Review Procedures – Application Stage. Review of short subdivision applications shall include all of the following:

1. Application. An applicant may submit an application for a short subdivision at any time after completion of a required the required steps in subsection E of this section or approval of a waiver in accordance with BIMC 2.16.020.I.3 or I.4 or subsection E.1 of this section. The applicant shall submit a complete application with all required submittal requirements listed in the administrative manual.

2. Review by Kitsap Public Health District

a. Upon receipt of the application and determination of completeness, the director shall transmit a copy of the application to the health district.

b. The health district shall provide written recommendation of approval, approval with conditions, or disapproval of the preliminary long subdivision application the decision criteria in subsection F of this section.

3. Review by City Engineer

a. Upon receipt of the application and determination of completeness, the director shall transmit a copy of the application to the city engineer.

b. The city engineer shall provide written recommendation of approval, approval with conditions, or disapproval of the preliminary long subdivision application the decision criteria in subsection F of this section.

4. Review and Recommendation by Design Review Board

a. Review and recommendation by the Design Review Board is optional. The Director shall determine whether review is necessary based on the major issues and specific aspects of the project and any written public comments received during the public comment period.

b. The purpose of the Design Review Board review and recommendation meeting is to review a proposed project for compliance with applicable design guidelines and to ensure that the project reflects any revisions recommended by the Design Review Board at the design guidance review meeting. The Design Review Board will also consider any requested departures from the design guidelines.

c. The Design Review Board will forward written findings, their determination of the project's consistency with the design guidelines, the design guideline checklist, and their recommendation, including any conditions, to the staff planner. Any condition attached to a recommendation must be intended to achieve consistency with one or more specific design guidelines. The Design Review Board's written findings, conclusions, and recommendation will be included in the staff report transmitted to the Director or Planning Commission.

d. A Design Review Board recommendation is not a final decision and therefore there is no appeal of the recommendation.

5. Review and Recommendation by Planning Commission

a. Review and recommendation by the Planning Commission is optional. The Director shall determine whether review is necessary based on the major issues and specific aspects of the project, the Design Review Board recommendation, and any written public comments received during the public comment period.

b. The purpose of the Planning Commission review and recommendation meeting is to review a proposed project for consistency with applicable design guidelines, BIMC Title 17, and the comprehensive plan.

c. The Planning Commission shall consider the application at a public meeting where public comments will be taken. The Planning Commission shall recommend approval, approval with conditions or denial of an application. In making a recommendation, the Planning Commission shall consider the applicable decision criteria, all other applicable law, and the recommendation of the Design Review Board. If the applicable criteria are not met, the Planning Commission shall recommend the proposal be modified or denied.

d. The Design Review Board's recommendation shall hold substantial weight in the consideration of the application by the Planning Commission. Any deviation from the recommendation shall be documented in their written findings of facts and conclusions.

e. The Planning Commission will forward its written findings of facts and conclusions, their determination of the project's consistency with the comprehensive plan, and their recommendation, including any conditions attached by the Planning Commission and Design Review Board, to the staff planner. The Planning Commission's written findings, conclusions and recommendation will be included in the staff report transmitted to the Director.

f. A Planning Commission recommendation is not a final decision and therefore there is no appeal of the recommendation.

6. Review and Approval by Director

a. The Director shall review the application materials, information provided by the health district and city engineer, staff report, any public comments received, the recommendations of the Design Review Board and the recommendations of the Planning Commission.

b. The Director will make the final decision based on (i) the decision criteria in subsection F of this section, (ii) the recommendation of the planning commission, (iii) the recommendation of the design review board, (iv) and consideration of any public comments received. The Design Review Board and Planning Commission's recommendation shall hold substantial weight in the consideration of the application by the Director. Any deviation from that recommendation shall be documented in the Director's report.

c. The Director shall make compliance with the recommendations of the Design Review Board and/or Planning Commission a condition of approval, unless the Director concludes that the recommendations:

- i. Reflect inconsistent application of design guidelines or any applicable provisions of this code;
- ii. Exceed the authority of the Design Review Board or Planning Commission;
- iii. Conflict with SEPA conditions or other regulatory requirements applicable to the project; or
- iv. Conflict with requirements of local, state, or federal law

d. The Director shall prepare written findings of facts and conclusions in support of the decision made. If the Director disapproves the application he or she shall provide a written explanation of the reasons for the disapproval to the applicant.

F. Decision Criteria for Short Subdivisions. The Director's decision shall include written findings of fact addressing all the requirements of the following subsections:

1. The short subdivision may be approved or approved with modification if:

a. The applicable subdivision design guidelines and development standards of BIMC Titles 17 and 18 are satisfied; and

b. The preliminary long subdivision makes appropriate provisions for the public health, safety and general and public use and interest, including those items listed in RCW 58.17.110; and

c. The short subdivision has been prepared consistent with the requirements of the four-step design process; and

d. Any portion of a long subdivision that contains a critical area, as defined in Chapter 16.20 BIMC, conforms to all requirements of that chapter; and

e. Any portion of a long subdivision within shoreline jurisdiction, as defined in Chapter 16.12 BIMC, conforms to all requirements of that chapter; and

f. The city engineer's recommendation contains determinations that the following decision criteria are met and such determinations are supported by substantial evidence within the record:

i. The long subdivision meets the requirements of 17.12 BIMC related to streets and pedestrian access, and water, stormwater, and septic facilities; and

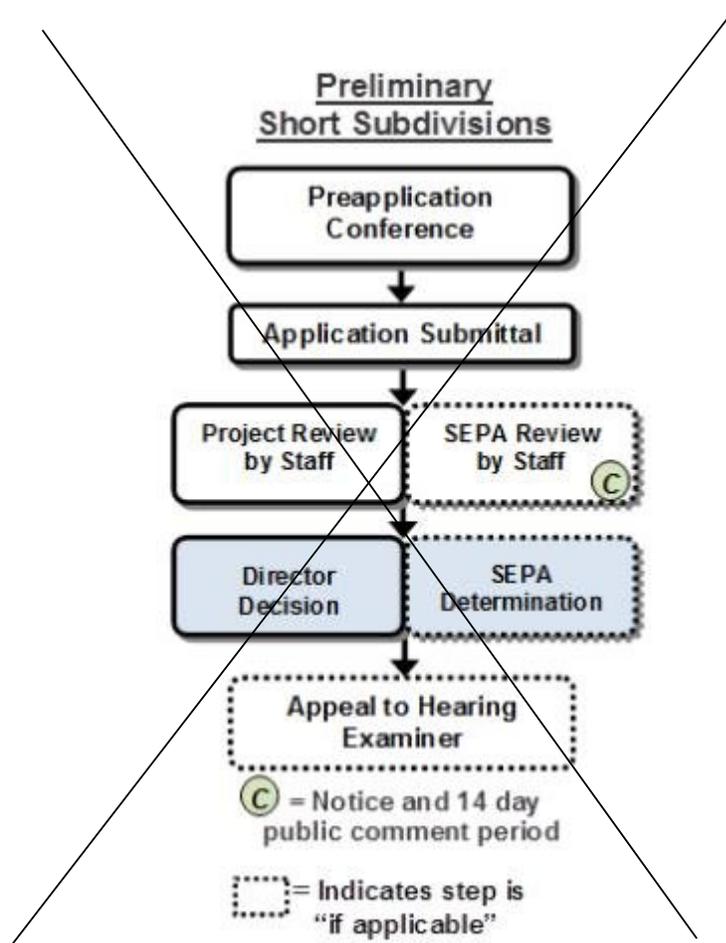
ii. The long subdivision conforms to regulations concerning drainage in Chapters 15.19, 15.20 and 15.21 BIMC; and

iii. The long subdivision will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; and

iv. If the long subdivision will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the long subdivision, and the applicable service(s) can be made available at the site; and

g. The proposal complies with all applicable provisions of this code; Chapters 36.70A and 58.17 RCW; and all other applicable provisions of state and federal laws and regulations; and

- h. The proposal is consistent with the city’s comprehensive plan; and
- i. Appropriate provisions for maintenance in perpetuity of natural and/or community space have been made; and
- j. The preliminary subdivision design is compatible with the physical characteristics of the proposed subdivision site.



E. Preapplication Conference. The applicant shall provide copies of one or more proposed or “first draft” composite site plans prepared in accordance with flexible lot design standards of BIMC Title 17 and Chapter 18.12 BIMC for the preapplication conference.

F. Optional Additional Application Materials. In addition to the submittal requirements listed in the administrative manual, the applicant may submit any additional studies, analysis or other information regarding the city’s open space area requirement contained in BIMC 17.12.030.A that the applicant desires the city to consider in connection with imposing the open space requirement on the applicant’s proposed short subdivision. The studies, reports or other information shall indicate the basis on which they are made, and may include a demonstration that the open space designation required under BIMC 17.12.030.A is not reasonably necessary as a direct result of the proposed short subdivision, and that an alternative open space designation is in an amount that is reasonably necessary as a

direct result of the proposed short subdivision. The city shall consider the applicant's open space studies, analysis or other information as a part of processing and reviewing the short subdivision application.

~~G. Review of Preliminary Short Subdivision Application:~~

~~1. Timeline of Review. The director has 90 calendar days from the filing of a complete application in which to approve, disapprove or return the application to the applicant for modification. This time period may be extended only with the approval of the applicant. If no action can be taken to approve or disapprove the application within the 90 calendar days, the director must notify the applicant and surveyor, if applicable, of the reasons for the delay and steps necessary to complete the application for preliminary short subdivision.~~

~~2. Review by the Kitsap County Health District:~~

~~a. Upon receipt of the application and determination of completeness, the director shall transmit a copy of the application to the health district.~~

~~b. The health district shall review the application to ascertain whether (i) the proposal conforms to current standards regarding domestic water supply and sewage disposal; and (ii) if the proposal is not to be served by public sewers, if each lot has sufficient area and soil, topographic and drainage characteristics to permit an on-site sewage disposal system.~~

~~c. The health district shall recommend approval, approval with conditions, or disapproval of an application in a timely manner sufficient to allow the city to comply with the review time requirements of BIMC 2.16.030. If at any time during the application process it appears that the review time cannot be met, it shall be the responsibility of the health district to advise the director of the reasons for the delay.~~

~~d. If the health district recommends approval of the application with respect to those items in subsection G.2.b of this section, the health district shall so advise the director.~~

~~e. If the health district recommends disapproval of the application, it shall provide a written explanation to the director.~~

~~3. Review by the City Engineer:~~

~~a. Upon receipt of the application and determination of completeness, the director shall transmit a copy of the application to the city engineer.~~

~~b. The city engineer shall provide a written recommendation of approval, approval with conditions, or disapproval of the preliminary short subdivision application based on the decision criteria in subsection G.5 of this section.~~

~~4. Review by the Director:~~

~~a. The director shall prepare written findings of fact and conclusions of law in support of the decision made.~~

~~b. If the director disapproves the application he or she shall provide a written explanation of the reasons for the disapproval to the applicant and surveyor, if applicable.~~

~~5. Decision Criteria. A proposed short subdivision shall not be approved unless written findings are made that the public use and interest will be served by the platting of such short subdivision. The director may approve or approve with conditions an application for a preliminary short subdivision if he or she determines that:~~

~~a. The applicable development standards of BIMC 17.12.030 and 17.12.040, and BIMC Title 18, are satisfied;~~

~~b. The preliminary residential short subdivision has been prepared consistent with the requirements of the flexible lot design process and applicable flexible lot design standards in BIMC Title 17;~~

- ~~e. Any portion of a short subdivision that contains a critical area or buffer, as defined in Chapter 16.20 BIMC, conforms to all requirements of that chapter;~~
- ~~d. Any portion of a short subdivision within the shoreline jurisdiction, as defined in Chapter 16.12 BIMC, conforms to all requirements of that chapter;~~
- ~~e. The preliminary short subdivision makes appropriate provisions for the public health, safety and general welfare, and public use and interest, including those items listed in RCW 58.17.110;~~
- ~~f. The proposal complies with all applicable provisions of this code, Chapters 36.70A and 58.17 RCW, and all other applicable provisions of state and federal laws and regulations;~~
- ~~g. The proposal is in accord with the city's comprehensive plan;~~
- ~~h. The city engineer has determined that the preliminary subdivision meets the following decision criteria:
 - ~~i. The short subdivision conforms to regulations concerning drainage in Chapters 15.20 and 15.21 BIMC; and~~
 - ~~ii. The short subdivision will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; and~~
 - ~~iii. The streets and pedestrian ways as proposed align with and are otherwise coordinated with streets serving adjacent properties; and~~
 - ~~iv. The streets and pedestrian ways as proposed are adequate to accommodate anticipated traffic; and~~
 - ~~v. If the short subdivision will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the short subdivision, and the applicable service(s) can be made available at the site; and~~
 - ~~vi. The short subdivision conforms to the "City of Bainbridge Island Engineering Design and Development Standards Manual," unless the city engineer has approved a variation to the road standards in that document based on his or her determination that the variation meets the purposes of BIMC Title 17.~~~~

2.16.080 Large lot subdivisions.

A. Purpose. This section provides an administrative procedure for approving subdivisions in which all of the created lots are generally larger than five acres.

B. Applicability.

~~1. This procedure applies to all large lot subdivisions, as that term is defined in Chapter 17.28 BIMC, and that definition shall prevail over the following summary. Large lot subdivisions generally include divisions or re-divisions of land so that each created lot contains at least five acres of land (or 1/128th of a section of land, whichever is less). Because of their size, these lots are not required to follow the flex lot design process described in BIMC Title 17.~~

~~2. The provisions of this section shall supplement those of BIMC 2.16.020 and 2.16.030 when the application is for a large lot subdivision. In the event of a conflict between the provisions of BIMC 2.16.020 or 2.16.030 and this section, the provisions of this section shall govern.~~

C. General Procedures. ~~Large lot subdivisions shall be approved through the general administrative review procedures described in BIMC 2.16.030 except as described below.~~

~~1. The provisions of this section shall supplement the general administrative review provisions of BIMC 2.16.020 and 2.16.030 when the application is for a large lot subdivision. In the event of a conflict between the provisions of BIMC 2.16.020 or 2.16.030 and this section, the provisions of this section shall govern.~~

~~2. Large lot subdivisions shall be reviewed and approved through the procedures described for short subdivisions in BIMC 2.16.070.D through F.~~

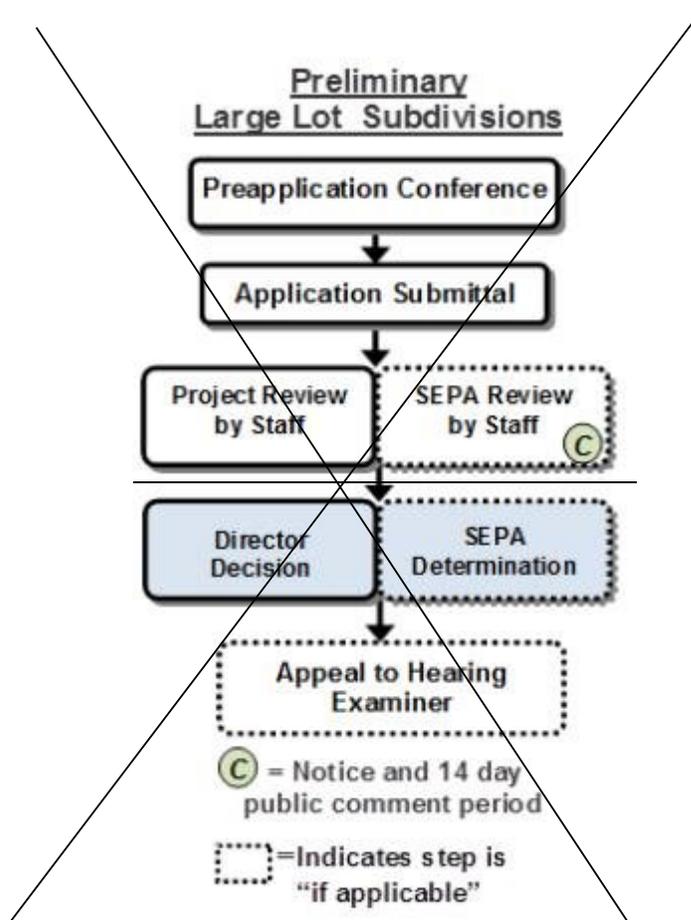
~~4. Vesting. A proposed large lot subdivision shall be considered under the subdivision ordinance, zoning or other land use control ordinances, and the State Environmental Policy Act in effect at the time a fully completed application for preliminary approval of the subdivision has been submitted to the city. The requirements for a fully completed application shall be defined by the Administrative Manual.~~

~~5. Timeline for Review. The city has 90 calendar days from the filing of a complete application in which to approve, disapprove, or return the application to the applicant for modification. The timeline for review can be extended beyond 90 calendar days if the city determines it has incomplete or insufficient application materials and/or if there are significant changes to application materials. If no action can be taken to approve or disapprove the application within the 90 calendar days, the director must notify the applicant of the reasons for the delay and steps necessary to complete the application.~~

~~D. Vesting. A proposed large lot subdivision shall be reviewed under all applicable city ordinances and the State Environmental Policy Act in effect at the time of a complete application, unless a different result is required by provisions of Chapter 58.17 RCW. A later request for additional information shall not change the date on which the application is considered vested.~~

~~E. Review of Preliminary Large Lot Subdivision Application.~~

~~1. Timeline of Review. The director has 90 calendar days from the filing of a complete application for which to approve, disapprove, or return the application to the applicant for modification. This time period may be extended only with the approval of the applicant. If no action can be taken to approve or disapprove the application within the 90 calendar days, the director must notify the applicant and surveyor, if applicable, of the reasons for the delay and steps necessary to complete the application for preliminary review.~~



~~2. Review by the Kitsap County Health District. Following the submission of a complete application for a preliminary large lot subdivision, the application shall be reviewed by the Kitsap County health district as described in BIMC 2.16.070.G.2.~~

~~3. Review by the City Engineer.~~

~~a. Upon receipt of the application and determination of completeness, the director shall transmit a copy of the application to the city engineer.~~

~~b. The city engineer shall provide a written recommendation of approval, approval with conditions, or disapproval of the preliminary large lot subdivision application based on the decision criteria in subsection E.5 of this section.~~

~~c. In making an analysis of whether the application conforms to the "City of Bainbridge Island Design and Construction Standards and Specifications," the city engineer shall assume that each lot within the proposed large lot subdivision will be divided at some time in the future and the city engineer may take such contingency into account in recommending approval, approval with conditions, or disapproving an application.~~

~~4. Review by the Director. Each application for a large lot subdivision shall be reviewed by the director as described in BIMC 2.16.070.G.4. When the director approves the application, approves the application with conditions, or disapproves the application, a written statement of findings and conclusions shall be prepared that supports the director's decision.~~

~~5. Decision Criteria. The director may approve or approve with modification an application for a preliminary large lot subdivision if he or she determines that:~~

- ~~a. The application conforms to all applicable provisions of the BIMC including without limitation (i) the zoning ordinance; (ii) the comprehensive plan; (iii) the shoreline management regulations; (iv) the critical areas ordinance; and (v) the applicable standards and requirements of this title.~~
- ~~b. The city engineer has determined that the preliminary subdivision meets the following decision criteria:
 - ~~i. The large lot subdivision conforms to regulations concerning drainage in Chapters 15.20 and 15.21 BIMC; and~~
 - ~~ii. The large lot subdivision will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; and~~
 - ~~iii. The streets and pedestrian ways as proposed align with and are otherwise coordinated with streets serving adjacent properties; and~~
 - ~~iv. The streets and pedestrian ways as proposed are adequate to accommodate anticipated traffic; and~~
 - ~~v. If the large lot subdivision will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the large lot subdivision, and the applicable service(s) can be made available at the site; and~~
 - ~~vi. The large lot subdivision conforms to the “City of Bainbridge Island Engineering Design and Development Standards Manual,” unless the city engineer has approved a variation to the road standards in that document based on his or her determination that the variation meets the purposes of BIMC Title 17.~~~~
- ~~e. The Kitsap County health district has recommended approval of the application, or approval with conditions.~~

2.16.110 Major conditional use permit.

A. Purpose. A major conditional use permit is a mechanism by which the city may require specific conditions on development or the use of land to ensure that designated uses or activities are compatible with other uses in the same zone and in the vicinity of the subject property. If imposition of conditions will not make a specific proposal compatible the proposal shall be denied.

B. Applicability.

1. As determined by the director, a major conditional use permit shall be secured from the city prior to establishing or expanding a use according to situations that include, but are not limited to: (a) the proposed use or expansion covers 50 percent or greater of the total lot area; (b) the proposed use is accessed by a local or private road; (c) the proposed use or expansion generates more than 36 total trips per day; (d) the proposed use or expansion contains four or more units in a multifamily dwelling; or (e) requests for additional nonresidential building height pursuant to Table 18.12.020-1, 18.12.020-2, or 18.12.020-3.
2. Any activity that is exempt from the request for a minor conditional use permit pursuant to BIMC 2.16.050.B.2 is also exempt from the request for a major conditional use permit.
3. The provisions of this section supplement those of BIMC 2.16.020 and 2.16.100 when the application is for a conditional use permit. In the event of a conflict between the provisions of BIMC 2.16.020 or 2.16.100 and this section, the provisions of this section shall govern.
4. Temporary uses and events may be exempt from some or all of the major conditional use permit requirements if the director determines that their impacts on the immediately surrounding area will be minimal.

C. General Procedures.

1. Major conditional uses shall be approved through the general procedures applicable to quasi-judicial decisions by the hearing examiner in BIMC 2.16.100 except as described below.
- ~~2. An applicant for a major conditional use permit is required to participate in a community meeting through the city's public participation program outlined in Resolution No. 2010 32. The meeting will be held after the design review board meeting, if one is required, during the preapplication conference phase of the project.~~

D. Review Procedures – Proposal Stage. Review of major conditional use permit proposals shall include all of the following:

1. Conceptual Proposal Review Meeting. The conceptual proposal review meeting is a means of screening proposals in their earliest stages of design before proponents are committed to a particular design. The conceptual proposal meeting is an opportunity to ensure that the proponent understands the objectives of the review process, design guidelines, and comprehensive plan goals and policies. This early touch allows review bodies to dialogue in an informal manner with the applicant, review the design guidelines and comprehensive plan goals and policies applicable to the site, and explore design concepts and/or options. It is also a means for staff to acquaint the prospective applicant with the procedural steps for subdivision review. The conceptual proposal review meeting will be held at a meeting of the Design Review Board. Submittal requirements are described in the Administrative Manual, and include a statement of intent, site analysis, and context map. An applicant may request a waiver from the conceptual proposal review meeting if the applicant demonstrates knowledge and understanding of the city's permit processing procedures.
2. Design Guidance Review Meeting. The design guidance review meeting is intended to provide input and guidance to an applicant on consistency with applicable design guidelines and comprehensive plan goals and policies, including recommendations for how the project could be revised to achieve greater consistency. The applicant should also make known the potential need and rationale for any departure from the design guidelines or the City of Bainbridge Island Design and Construction Standards and Specifications. The design

guidance review meeting will be held at a meeting of the Design Review Board. Requirements are described in the Administrative Manual and include a schematic design and completed design guidelines checklist.

3. Preapplication Conference. The applicant shall participate in a preapplication conference in accordance with the provisions and requirements in section 2.16.020.I of this code. As part of the preapplication phase, applicants are required to participate in a community meeting through the city's public participation program outlined in Resolution No. 2010-32, except that the community meeting shall be held at a Planning Commission meeting. The preapplication conference application shall be provided to the Design Review Board.

E. Review Procedures – Application Stage. Review major conditional use permit applications shall include all of the following:

1. Application. An applicant may submit an application for a major conditional use permit at any time after completion of a required the required steps in subsection D of this section or approval of a waiver in accordance with BIMC 2.16.020.I.3 or I.4 or subsection D.1 of this section. The applicant shall submit a complete application with all required submittal requirements listed in the administrative manual.

2. Review and Recommendation by Design Review Board

a. The purpose of the Design Review Board review and recommendation meeting is to review a proposed project for compliance with applicable design guidelines and to ensure that the project reflects any revisions recommended by the Design Review Board at the design guidance review meeting. The Design Review Board will also consider any requested departures from the design guidelines.

b. The Design Review Board will forward written findings, their determination of the project's consistency with the design guidelines, the design guideline checklist, and their recommendation, including any conditions, to the staff planner. Any condition attached to a recommendation must be intended to achieve consistency with one or more specific design guidelines. The Design Review Board's written findings, conclusions, and recommendation will be included in the staff report transmitted to the Director or Planning Commission.

c. A Design Review Board recommendation is not a final decision and therefore there is no appeal of the recommendation.

3. Review and Recommendation by Planning Commission

a. In the case of a major site plan and design review application, the Planning Commission shall review the application prior to the review and final decision by the Director.

b. The purpose of the Planning Commission review and recommendation meeting is to review a proposed project for consistency with applicable design guidelines, BIMC Title 17, and the comprehensive plan.

c. The Planning Commission shall consider the application at a public meeting where public comments will be taken. The Planning Commission shall recommend approval, approval with conditions or denial of an application. In making a recommendation, the Planning Commission shall consider the applicable decision criteria, all other applicable law, and the recommendation of the Design Review Board. If the applicable criteria are not met, the Planning Commission shall recommend the proposal be modified or denied.

d. The Design Review Board's recommendation shall hold substantial weight in the consideration of the application by the Planning Commission. Any deviation from the recommendation shall be documented in their written findings of facts and conclusions.

e. The Planning Commission will forward its written findings of facts and conclusions, their determination of the project's consistency with the comprehensive plan, and their recommendation, including any conditions attached by the Planning Commission and Design Review Board, to the staff planner. The

Planning Commission's written findings, conclusions, and recommendation will be included in the staff report transmitted to the Director.

f. A Planning Commission recommendation is not a final decision and therefore there is no appeal of the recommendation.

4. Review by Director

a. The Director shall review the application materials, staff report, and the recommendations of the Planning Commission and shall prepare a report to the Hearing Examiner recommending approval, approval with conditions, or disapproval of the application.

b. The Planning Commission's recommendation shall hold substantial weight in the consideration of the application by the Director. Any deviation from that recommendation shall be documented in the Director's report.

5. Review and Public Hearing with Hearing Examiner

a. The Hearing Examiner shall consider the application materials and the director's recommendation at a public hearing following the procedures of BIMC 2.16.100.C and applicable provisions of BIMC 2.16.020.

b. The Hearing Examiner shall make compliance with the recommendations of the Planning Commission a condition of approval, unless the Hearing Examiner concludes that the recommendations:

- i. Reflect inconsistent application of design guidelines or any applicable provisions of this code;
- ii. Exceed the authority of the Design Review Board or Planning Commission;
- iii. Conflict with SEPA conditions or other regulatory requirements applicable to the project; or
- iv. Conflict with requirements of local, state, or federal law

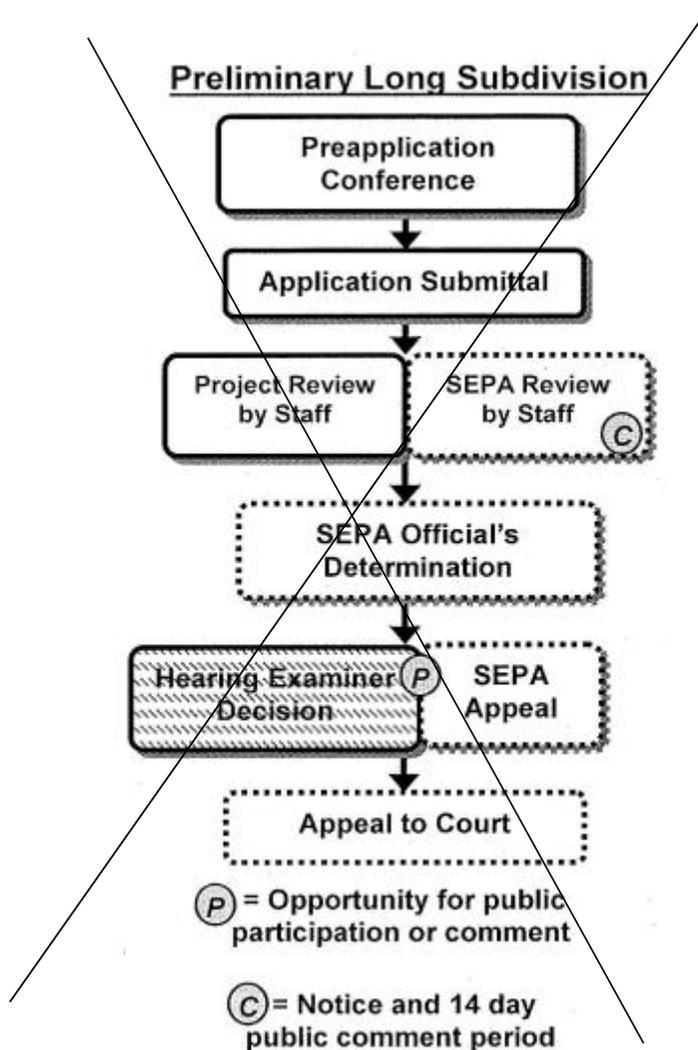
Major Conditional Use Permit



2.16.125 Preliminary long subdivisions.

A. Purpose. This section provides a procedure for ~~city council review and~~ approval of preliminary long subdivision applications in compliance with the provisions of RCW Title 58, BIMC Title 17, and other applicable provisions of Washington State law and this municipal code.

B. Applicability. This procedure applies to all applications for preliminary long subdivisions, ~~as that term is defined in Chapter 17.28 BIMC, and that definition shall prevail over the following summary.~~ Long subdivisions generally involve the division or redivision of land into more than four lots, ~~where some of the lots are smaller than five acres in size.~~



C. General Procedures.

1. Long subdivisions shall be approved through the quasi-judicial hearing examiner approval procedures described in BIMC 2.16.100 except as described below.

2. The provisions of this section shall supplement those of BIMC 2.16.020 and 2.16.030 when the application is for a long subdivision. In the event of a conflict between the provisions of BIMC 2.16.020 or 2.16.030 and this section, the provisions of this section shall govern.

3. Vesting. A proposed long subdivision shall be considered under the subdivision ordinance, zoning or other land use control ordinances, and the State Environmental Policy Act in effect at the time a fully completed application for preliminary approval of the subdivision has been submitted to the city. The requirements for a fully completed application shall be defined by the Administrative Manual.

4. Timeline for Review. The city has 90 calendar days from the filing of a complete application in which to approve, disapprove, or return the application to the applicant for modification. The timeline for review can be extended beyond 90 calendar days if the city determines it has incomplete or insufficient application materials and/or if there are significant changes to application materials. If no action can be taken to approve or disapprove the application within the 90 calendar days, the director must notify the applicant of the reasons for the delay and steps necessary to complete the application.

D. Review Procedures – Proposal Stage. Review of short subdivision proposals shall include all of the following:

1. Conceptual Proposal Review Meeting. The conceptual proposal review meeting is a means of screening short subdivision proposals in their earliest stages of design before proponents are committed to a particular design. The conceptual proposal meeting is an opportunity to ensure that the proponent understands the objectives of the review process, design guidelines, and comprehensive plan goals and policies. This early touch allows review bodies to dialogue in an informal manner with the applicant, review the design guidelines and comprehensive plan goals and policies applicable to the site, and explore design concepts and/or options. It is also a means for staff to acquaint the prospective applicant with the procedural steps for subdivision review. The conceptual proposal review meeting will be held at a meeting of the Design Review Board. Submittal requirements are described in the Administrative Manual and include documentation of the four-step design process, schematic design, and completed subdivision design guidelines checklist. The four-step design process includes:

a. Delineate Natural Space. The applicant shall prioritize natural resources on the site in terms of their highest to least appropriateness for inclusion in the proposed natural area. On the basis of those priorities and practical considerations given to the site's configuration, its context in relation to natural areas on adjoining and neighboring properties, and the applicant's subdivision objectives, natural space shall be delineated in a manner clearly indicating their boundaries as well as the types of resources. The amount of natural space required is provided in 17.12 BIMC.

b. Locate Homesites and Community Space. After delineating natural space, homesite areas and community space shall be identified (a "sketch" diagram is acceptable), using the site analysis and context maps produced for the conceptual proposal review meeting as a base map. The amount of community space required is provided in 17.12 BIMC.

c. Define Access. After locating the natural space, homesites, and community space, the access network shall be defined. The access network shall provide a safe, convenient, and efficient system for vehicular, pedestrian and bicycle circulation and minimize impacts on proposed natural space.

d. Draw Lot Lines. Upon completion of the preceding three steps, draw lot lines to delineate the boundaries of individual lots.

2. Design Guidance Review Meeting. The design guidance review meeting is intended to provide input and guidance to an applicant on consistency with applicable design guidelines and comprehensive plan goals and policies, including recommendations for how the project could be revised to achieve greater consistency. The applicant should also make known the potential need and rationale for any departure from the design guidelines or the City of Bainbridge Island Design and Construction Standards and Specifications. The design guidance review meeting will be held at a meeting of the Design Review Board. Requirements are described in the Administrative Manual and include a schematic design and completed design guidelines checklist.

3. Preapplication Conference. The applicant shall participate in a preapplication conference in accordance with the provisions and requirements in section 2.16.020.I of this code. The preapplication conference application shall be provided to the Design Review Board and Planning Commission.

E. Review Procedures – Application Stage. Review of short subdivision applications shall include all of the following:

1. Application. An applicant may submit an application for a short subdivision at any time after completion of a required the required steps in subsection E of this section or approval of a waiver in accordance with BIMC 2.16.020.I.3 or I.4 or subsection E.1 of this section. The applicant shall submit a complete application with all required submittal requirements listed in the administrative manual.

2. Review by Kitsap Public Health District

a. Upon receipt of the application and determination of completeness, the director shall transmit a copy of the application to the health district.

b. The health district shall provide written recommendation of approval, approval with conditions, or disapproval of the preliminary long subdivision application the decision criteria in subsection F of this section.

3. Review by City Engineer

a. Upon receipt of the application and determination of completeness, the director shall transmit a copy of the application to the city engineer.

b. The city engineer shall provide written recommendation of approval, approval with conditions, or disapproval of the preliminary long subdivision application the decision criteria in subsection F of this section.

4. Review and Recommendation by Design Review Board

a. Review and recommendation by the Design Review Board is optional. The Director shall determine whether review is necessary based on the major issues and specific aspects of the project and any written public comments received during the public comment period.

b. The purpose of the Design Review Board review and recommendation meeting is to review a proposed project for compliance with applicable design guidelines and to ensure that the project reflects any revisions recommended by the Design Review Board at the design guidance review meeting. The Design Review Board will also consider any requested departures from the design guidelines.

c. The Design Review Board will forward written findings, their determination of the project's consistency with the design guidelines, the design guideline checklist, and their recommendation, including any conditions, to the staff planner. Any condition attached to a recommendation must be intended to achieve consistency with one or more specific design guidelines. The Design Review Board's written findings, conclusions, and recommendation will be included in the staff report transmitted to the Director or Planning Commission.

d. A Design Review Board recommendation is not a final decision and therefore there is no appeal of the recommendation.

5. Review and Recommendation by Planning Commission

a. Review and recommendation by the Planning Commission is optional. The Director shall determine whether review is necessary based on the major issues and specific aspects of the project, the Design Review Board recommendation, and any written public comments received during the public comment period.

b. The purpose of the Planning Commission review and recommendation meeting is to review a proposed project for consistency with applicable design guidelines, BIMC Title 17, and the comprehensive plan.

c. The Planning Commission shall consider the application at a public meeting where public comments will be taken. The Planning Commission shall recommend approval, approval with conditions or denial of an application. In making a recommendation, the Planning Commission shall consider the applicable

decision criteria, all other applicable law, and the recommendation of the Design Review Board. If the applicable criteria are not met, the Planning Commission shall recommend the proposal be modified or denied.

d. The Design Review Board's recommendation shall hold substantial weight in the consideration of the application by the Planning Commission. Any deviation from the recommendation shall be documented in their written findings of facts and conclusions.

e. The Planning Commission will forward its written findings of facts and conclusions, their determination of the project's consistency with the comprehensive plan, and their recommendation, including any conditions attached by the Planning Commission and Design Review Board, to the staff planner. The Planning Commission's written findings, conclusions, and recommendation will be included in the staff report transmitted to the Director.

f. A Planning Commission recommendation is not a final decision and therefore there is no appeal of the recommendation.

6. Review by Director

a. The Director shall review the application materials, information provided by the health district and city engineer, staff report, and the recommendations of the Planning Commission and shall prepare a report to the Hearing Examiner recommending approval, approval with conditions, or disapproval of the application.

b. The Planning Commission's recommendation shall hold substantial weight in the consideration of the application by the Director. Any deviation from that recommendation shall be documented in the Director's report.

7. Review and Public Hearing with Hearing Examiner

a. The Hearing Examiner shall consider the application materials and the director's recommendation at a public hearing following the procedures of BIMC 2.16.100.C and applicable provisions of BIMC 2.16.020.

b. The Hearing Examiner shall make compliance with the recommendations of the Planning Commission a condition of approval, unless the Hearing Examiner concludes that the recommendations:

- i. Reflect inconsistent application of design guidelines or any applicable provisions of this code;
- ii. Exceed the authority of the Design Review Board or Planning Commission;
- iii. Conflict with SEPA conditions or other regulatory requirements applicable to the project; or
- iv. Conflict with requirements of local, state, or federal law

F. Decision Criteria for Preliminary Long Subdivisions. The hearing examiner's decision shall include written findings of fact that the application meets all the requirements of the following subsections:

1. The preliminary long subdivision may be approved or approved with modification if:

a. The applicable subdivision design guidelines and development standards of BIMC Titles 17 and 18 are satisfied; and

b. The preliminary long subdivision makes appropriate provisions for the public health, safety and general and public use and interest, including those items listed in RCW 58.17.110; and

c. The preliminary long subdivision has been prepared consistent with the requirements of the four-step design process; and

d. Any portion of a long subdivision that contains a critical area, as defined in Chapter 16.20 BIMC, conforms to all requirements of that chapter; and

e. Any portion of a long subdivision within shoreline jurisdiction, as defined in Chapter 16.12 BIMC, conforms to all requirements of that chapter; and

f. The city engineer's recommendation contains determinations that the following decision criteria are met and such determinations are supported by substantial evidence within the record:

i. The long subdivision meets the requirements of 17.12 BIMC related to streets and pedestrian access, and water, stormwater, and septic facilities; and

ii. The long subdivision conforms to regulations concerning drainage in Chapters 15.19, 15.20 and 15.21 BIMC; and

iii. The long subdivision will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; and

iv. If the long subdivision will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the long subdivision, and the applicable service(s) can be made available at the site; and

g. The proposal complies with all applicable provisions of this code; Chapters 36.70A and 58.17 RCW; and all other applicable provisions of state and federal laws and regulations; and

h. The proposal is consistent with the city's comprehensive plan; and

i. Appropriate provisions for maintenance in perpetuity of natural and/or community space have been made; and

j. The preliminary subdivision design is compatible with the physical characteristics of the proposed subdivision site.

~~D. Vesting. A proposed long subdivision shall be reviewed under all applicable city ordinances and the State Environmental Policy Act in effect at the time of complete application, unless a different result is required by provisions of Chapter 58.17 RCW. A later request for additional information shall not change the date on which the application is considered vested.~~

~~E. Preapplication Conference. The applicant shall provide copies of one or more proposed or "first draft" composite site plans prepared in accordance with flexible lot design standards of BIMC Title 17 and Chapter 18.12 BIMC for the preapplication conference. Applicants are required to participate in a community meeting through the city's public participation program outlined in Resolution No. 2010-32. The meeting will be held during the preapplication conference phase of the project.~~

~~F. Optional Additional Application Materials. In addition to the submittal requirements listed in the administrative manual, the applicant may submit any additional studies, analysis or other information regarding the city's open space area requirement contained in BIMC 17.12.030.A that the applicant desires the city to consider in connection with imposing the open space requirement on the applicant's proposed long subdivision. The studies, reports or other information shall indicate the basis on which they are made, and may include a demonstration that the open space designation required under BIMC 17.12.030.A is not reasonably necessary as a direct result of the proposed long subdivision, and that an alternative open space designation is in an amount that is reasonably necessary as a direct result of the proposed long subdivision. The city shall consider the applicant's open space studies, analysis or other information as a part of processing and reviewing the long subdivision application.~~

~~G. Review of Preliminary Long Subdivision Application.~~

~~1. Timeline for Review. The city has 90 calendar days from the filing of a complete application in which to approve, disapprove, or return the application to the applicant for modification. This time period may be extended only with the approval of the applicant. If no action can be taken to approve or disapprove the application within the 90 calendar days, the director must notify the applicant and surveyor, if applicable, of the reasons for the delay and steps necessary to complete the application for preliminary long subdivision.~~

~~2. Review by the Kitsap County Health District.~~

- ~~a. Upon receipt of the application and determination of completeness, the director shall transmit a copy of the application to the health district.~~
- ~~b. The health district shall review the application to ascertain whether (i) the proposal conforms to current standards regarding domestic water supply and sewage disposal; and (ii) if the proposal is not to be served by public sewers, if each lot has sufficient area and soil, topographic and drainage characteristics to permit an on-site sewage disposal system.~~
- ~~c. The health district shall recommend approval, approval with conditions, or disapproval of an application based on those criteria in subsection G.2.b of this section in a timely manner sufficient to allow the city to comply with the review time requirements of subsection G.1 of this section. If at any time during the application process it appears that the review time cannot be met, it shall be the responsibility of the health district to advise the director of the reasons for the delay.~~

~~3. Review by the City Engineer.~~

- ~~a. Upon receipt of the application and determination of completeness, the director shall transmit a copy of the application to the city engineer.~~
- ~~b. The city engineer shall provide written recommendation of approval, approval with conditions, or disapproval of the preliminary long subdivision application based on the decision criteria in subsection H of this section.~~

~~4. Review by the Director. The director shall review the application materials and information provided by the health district and city engineer and shall prepare a report recommending approval, approval with conditions, or disapproval of the application.~~

~~5. Public Hearing with Hearing Examiner. The hearing examiner will consider the application materials and the director's recommendation regarding the proposed long subdivision application at a public hearing following the procedures of BIMC 2.16.100.C and applicable provisions of BIMC 2.16.020.~~

~~H. Decision Criteria for Preliminary Long Subdivisions. The hearing examiner's decision shall include findings of fact that the application meets all the requirements of the following subsections:~~

~~1. The preliminary long subdivision may be approved or approved with modification if:~~

- ~~a. The applicable subdivision development standards of BIMC Titles 17 and 18 are satisfied; and~~
- ~~b. The preliminary long subdivision makes appropriate provisions for the public health, safety and general and public use and interest, including those items listed in RCW 58.17.110; and~~
- ~~c. The preliminary long subdivision has been prepared consistent with the requirements of the flexible lot design process, unless a flexible lot standard has been modified as part of a housing design demonstration project pursuant to BIMC 2.16.020.S; and~~
- ~~d. Any portion of a long subdivision that contains a critical area, as defined in Chapter 16.20 BIMC, conforms to all requirements of that chapter; and~~
- ~~e. Any portion of a long subdivision within shoreline jurisdiction, as defined in Chapter 16.12 BIMC, conforms to all requirements of that chapter; and~~
- ~~f. The city engineer's recommendation contains determinations that the following decision criteria are met and such determinations are supported by substantial evidence within the record:
 - ~~i. The long subdivision conforms to regulations concerning drainage in Chapters 15.20 and 15.21 BIMC; and~~~~

- ~~ii. The long subdivision will not cause an undue burden on the drainage basin or water quality and will not unreasonably interfere with the use and enjoyment of properties downstream; and~~
 - ~~iii. The streets and pedestrian ways as proposed align with and are otherwise coordinated with streets serving adjacent properties; and~~
 - ~~iv. The streets and pedestrian ways as proposed are adequate to accommodate anticipated traffic; and~~
 - ~~v. If the long subdivision will rely on public water or sewer services, there is capacity in the water or sewer system (as applicable) to serve the long subdivision, and the applicable service(s) can be made available at the site; and~~
 - ~~vi. The long subdivision conforms to the “City of Bainbridge Island Engineering Design and Development Standards Manual,” unless the city engineer has approved a variation to the road standards in that document based on his or her determination that the variation meets the purposes of BIMC Title 17; and~~
 - ~~g. The subdivision conforms to the requirements of this chapter and the standards in the “City of Bainbridge Island Design and Construction Standards and Specifications,” unless the city engineer has approved a variation to the road standards in that document based on his or her determination that the variation meets the purposes of BIMC Title 17; and~~
 - ~~h. The proposal complies with all applicable provisions of this code, unless the provisions have been modified as part of a housing design demonstration project pursuant to BIMC 2.16.020.S; Chapters 36.70A and 58.17 RCW; and all other applicable provisions of state and federal laws and regulations; and~~
 - ~~i. The proposal is in accord with the city’s comprehensive plan.~~
- ~~2. A proposed subdivision shall not be approved unless written findings are made that the public use and interest will be served by the platting of such subdivision.~~



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 4, 2018

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:05 PM) Ordinance No. 2018-47, Updating System Participation Fees for Water and Sewer Utilities - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to forward further consideration of Ordinance No. 2018-47 to the December 11, 2018 Unfinished Business Agenda.

SUMMARY:

Discussion regarding Ordinance No. 2018-47, which proposes to amend the City's Fee Schedule to update the system participation fees for water and sewer.

FISCAL IMPACT:

| | |
|------------------------------------|--|
| Amount: | |
| Ongoing Cost: | |
| One-Time Cost: | |
| Included in Current Budget? | |

BACKGROUND: Studies of the rates, charges, and fees of a utility systems are usually conducted on periodic intervals to insure they provide adequate revenue for the utilities, and to insure the rates, charges, and fees are, and continue to be, in conformance with state law. Such studies are frequently conducted following a utility's completion of periodic comprehensive system plans.

COBI completed updates to its Sewer System Plan in 2015 and its Water System Plan in 2016-17. In both cases, it had been many years since previous plans had been adopted.

It had also been many years since the City's utility rates, charges, and fees had been evaluated and reconsidered. The City had performed a study to update rates in 2009, but never implemented them. As such,

the current rate and fee structure has been in existence for a very long time without review. Therefore, in August 2017, the UAC recommended that a rate study be conducted (see the enclosed memorandum), and the City Council agreed and authorized the current study.

The City-hired consultant, FCS Group, will present their findings and recommendations concerning Water and Sewer Utility System Participation Fees that apply to new development. The UAC reviewed the recommendation and provided the attached memorandum. FCS and the UAC are still developing a recommendation regarding Water and Sewer Utility rates for current customers and will be bringing that recommendation forward in early 2019.

ATTACHMENTS:

[Ordinance No. 2018-47 - Updating Sewer & Water Participation Fees](#)

[BI SPF Update - Final.pdf](#)

[UAC SPF Recommendation.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2018-47

AN ORDINANCE of the City of Bainbridge Island, Washington, updating the City's sewer and water system participation fees, first set by Ordinance No. 1982-20; and amending Section 11 of the City's Fee Schedule, relating to sewer and water system participation fees.

WHEREAS, on June 7, 1982, the City Council adopted Ordinance No. 1982-20, setting sewer and water utility participation fees; and

WHEREAS, on January 13, 1983, the City Council adopted Ordinance No. 1983-01, amending the City's sewer and water system participation fees set by Section E of Ordinance No. 1982-20; and

WHEREAS, on August 18, 1983, the City Council adopted Ordinance No. 1983-09, further amending Section E of Ordinance No. 1982-20 relating to sewer and water system participation fees; and

WHEREAS, on March 21, 1991, the City Council adopted Ordinance No. 1991-13, further amending the City's sewer and water system participation fees set by Section E of Ordinance No. 1982-20; and

WHEREAS, on December 16, 1993, the City Council adopted Ordinance No. 1993-39, further amending the City's sewer and water system participation fees set by Section E of Ordinance No. 1982-20; and

WHEREAS, on November 6, 1997, the City Council adopted Ordinance No. 1997-26, further amending the City's sewer and water system participation fees set by Section E of Ordinance No. 1982-20; and

WHEREAS, on December 14, 2005, the City Council adopted Ordinance No. 2005-18, further amending the City's sewer system participation fees set by Section E of Ordinance No. 1982-20; and

WHEREAS, in March 2018, the City hired the FCS Group to evaluate and provide a recommendation to the City concerning water and sewer system participation fees; and

WHEREAS, in November 2018, the FCS Group submitted a Water & Sewer System Participation Fee Update Final Report to the City ("Final Report"), which contained recommendations related to the City's system participation fees; and

WHEREAS, on November 14, 2018, after reviewing the Final Report, the City's Utility Advisory Committee officially recommended that the City Council adopt the FCS Group's recommendations related to water and sewer system participation fees.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF
BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. Section E.1.a of Ordinance No. 1982-20 is hereby amended to read as follows:

SECTION E. Water and Sewer Rates, Charges, and Fees.

1. SYSTEM PARTICIPATION FEES

a. **WATER**

(1) Residential – Single Family

| | | |
|---|------------|---------------------|
| Meter Size of: 5/8" or 3/4" | \$2,754.00 | |
| <u>5/8"</u> | | <u>\$3,806.00</u> |
| <u>3/4"</u> | | <u>\$5,709.00</u> |
| 1" | 6,885.00 | <u>\$9,515.00</u> |
| 1.5" | 13,770.00 | <u>\$19,029.00</u> |
| 2" | 22,033.00 | <u>\$30,447.00</u> |
| 3" | 44,066.00 | <u>\$60,893.00</u> |
| 4" | 68,854.00 | <u>\$95,145.00</u> |
| 6" | 137,708.00 | <u>\$190,291.00</u> |

(2) Residential – Multi-Family

| | | |
|---|------------|---------------------|
| Meter Size of: 5/8" or 3/4" | \$4,515.00 | |
| <u>5/8"</u> | | <u>\$4,030.00</u> |
| <u>3/4"</u> | | <u>\$6,045.00</u> |
| 1" | 11,287.00 | <u>\$10,075.00</u> |
| 1.5" | 22,575.00 | <u>\$20,150.00</u> |
| 2" | 36,120.00 | <u>\$32,240.00</u> |
| 3" | 72,241.00 | <u>\$64,480.00</u> |
| 4" | 112,876.00 | <u>\$100,750.00</u> |
| 6" | 225,753.00 | <u>\$201,499.00</u> |

(3) Commercial or Other

| | | |
|---|------------|---------------------|
| Meter Size of: 5/8" or 3/4" | \$5,692.00 | |
| <u>5/8"</u> | | <u>\$4,030.00</u> |
| <u>3/4"</u> | | <u>\$6,045.00</u> |
| 1" | 14,231.00 | <u>\$10,075.00</u> |
| 1.5" | 28,462.00 | <u>\$20,150.00</u> |
| 2" | 45,539.00 | <u>\$32,240.00</u> |
| 3" | 91,079.00 | <u>\$64,480.00</u> |
| 4" | 142,311.00 | <u>\$100,750.00</u> |
| 6" | 284,623.00 | <u>\$201,499.00</u> |

| | | |
|--|------------|---------------------|
| (4) Irrigation | | |
| Meter Size of: 5/8" or 3/4" | \$4,498.00 | |
| <u>5/8"</u> | | <u>\$3,357.00</u> |
| <u>3/4"</u> | | <u>\$5,036.00</u> |
| 1" | 11,245.00 | <u>\$8,394.00</u> |
| 1.5" | 22,490.00 | <u>\$16,787.00</u> |
| 2" | 35,984.00 | <u>\$26,860.00</u> |
| 3" | 71,968.00 | <u>\$53,720.00</u> |
| 4" | 112,450.00 | <u>\$83,937.00</u> |
| 6" | 224,901.00 | <u>\$167,875.00</u> |

Section 2. Section E.1.b of Ordinance No. 1982-20 is hereby amended to read as follows:

b. SEWER

WINSLOW

| | | |
|------------------------------------|--------------------------|-----------------------------------|
| (1) Residential – Single Family | \$5,123 | <u>\$8,187.00 (a flat fee)</u> |
| (2) Residential – Multi-Family | 3,178 | <u>\$5,079.00 per living unit</u> |
| (3) Commercial or Other | 5,123 per ERU | <u>\$8,187.00 per ERU</u> |

Where “ERU” is defined as each set of 20-fixtures units as shown on the schedule of fixture units ~~affixed to this amendment~~ on file with the City Clerk.

SOUTH ISLAND SEWER

| | | |
|---------------------------------|--|-----------------------------------|
| (1) Residential – Single Family | | <u>\$3,751.00 (a flat fee)</u> |
| (2) Residential – Multi-Family | | <u>\$2,327.00 per living unit</u> |
| (3) Commercial | | <u>\$3,751.00 per ERU</u> |

Where “ERU” is defined as each set of 20-fixture units as shown on the schedule of fixture units on file with the City Clerk.

Section 3. Section 11.A.1 of the City’s Fee Schedule is hereby amended to read as follows:

11. UTILITY FEES

A. CONNECTION TO CITY UTILITIES

(Required by Ordinance No. 82-20)

1. SYSTEM PARTICIPATION FEES

(Ordinance Nos. ~~97-26 and 2005-18~~ 2018-47)

A. WATER

(1) Residential – Single Family

| | | |
|--|--------------|---------------------|
| Meter Size of: 5/8" or 3/4" | \$2,754.00 | |
| 5/8" | | <u>\$3,806.00</u> |
| 3/4" | | <u>\$5,709.00</u> |
| 1" | \$6,885.00 | <u>\$9,515.00</u> |
| 1.5" | \$13,770.00 | <u>\$19,029.00</u> |
| 2" | \$22,033.00 | <u>\$30,447.00</u> |
| 3" | \$44,066.00 | <u>\$60,893.00</u> |
| 4" | \$68,854.00 | <u>\$95,145.00</u> |
| 6" | \$137,708.00 | <u>\$190,291.00</u> |

(2) Residential – Multi-Family

| | | |
|--|--------------|---------------------|
| Meter Size of: 5/8" or 3/4" | \$4,515.00 | |
| 5/8" | | <u>\$4,030.00</u> |
| 3/4" | | <u>\$6,045.00</u> |
| 1" | \$11,287.00 | <u>\$10,075.00</u> |
| 1.5" | \$22,575.00 | <u>\$20,150.00</u> |
| 2" | \$36,120.00 | <u>\$32,240.00</u> |
| 3" | \$72,241.00 | <u>\$64,480.00</u> |
| 4" | \$112,876.00 | <u>\$100,750.00</u> |
| 6" | \$225,753.00 | <u>\$201,499.00</u> |

(3) Commercial ~~or Other~~

| | | |
|--|--------------|---------------------|
| Meter Size of: 5/8" or 3/4" | \$5,692.00 | |
| 5/8" | | <u>\$4,030.00</u> |
| 3/4" | | <u>\$6,045.00</u> |
| 1" | \$14,231.00 | <u>\$10,075.00</u> |
| 1.5" | \$28,462.00 | <u>\$20,150.00</u> |
| 2" | \$45,539.00 | <u>\$32,240.00</u> |
| 3" | \$91,079.00 | <u>\$64,480.00</u> |
| 4" | \$142,311.00 | <u>\$100,750.00</u> |
| 6" | \$284,623.00 | <u>\$201,499.00</u> |

| | | |
|--|--------------|---------------------|
| (4) Irrigation | | |
| Meter Size of: 5/8" or 3/4" | \$4,498.00 | |
| 5/8" | | <u>\$3,357.00</u> |
| 3/4" | | <u>\$5,036.00</u> |
| 1" | \$11,245.00 | <u>\$8,394.00</u> |
| 1.5" | \$22,490.00 | <u>\$16,787.00</u> |
| 2" | \$35,984.00 | <u>\$26,860.00</u> |
| 3" | \$71,968.00 | <u>\$53,720.00</u> |
| 4" | \$112,450.00 | <u>\$83,937.00</u> |
| 6" | \$224,901.00 | <u>\$167,875.00</u> |

B. SEWER

WINSLOW

| | | |
|------------------------------------|---------------------|--------------------------------|
| (1) Residential – Single Family | \$5,123 | <u>\$8,187.00 (a flat fee)</u> |
| (2) Residential – Multi-Family | 3,178.00 | <u>\$5,079.00 per living</u> |
| | 5,123.00 per ERU | <u>unit</u> |
| (3) Commercial or Other | | <u>\$ 8,187.00 per ERU</u> |

Where “ERU” is defined as each set of 20-fixtures units as shown on the schedule of fixture units on file with the City Clerk.

SOUTH ISLAND SEWER

| | | |
|---------------------------------|--|--------------------------------|
| (1) Residential – Single Family | | <u>\$3,751.00 (a flat fee)</u> |
| (2) Residential – Multi-Family | | <u>\$2,327.00 per living</u> |
| | | <u>unit</u> |
| (3) Commercial | | <u>\$ 3,751.00 per ERU</u> |

Where “ERU” is defined as each set of 20-fixture units as shown on the schedule of fixture units on file with the City Clerk.

Section 4. All portions of any sections or subsections of any previously enacted ordinances of the City of Bainbridge Island, including those ordinances referenced in the recitals to this ordinance, which relate to sewer or water system participation fees and are inconsistent with this ordinance are hereby repealed.

Section 5. This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

PASSED by the City Council this _____ day of _____, 2018.

APPROVED by the Mayor this _____ day of _____, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

| | |
|-----------------------------|-------------------|
| FILED WITH THE CITY CLERK: | November 30, 2018 |
| PASSED BY THE CITY COUNCIL: | |
| PUBLISHED: | |
| EFFECTIVE DATE: | |
| ORDINANCE NO. | 2018-47 |



CITY OF
BAINBRIDGE ISLAND

Water & Sewer System Participation Fee Update

FINAL REPORT
November 2018

Washington

7525 166th Avenue NE, Ste. D215
Redmond, WA 98052
425.867.1802

Oregon

4000 Kruse Way Pl., Bldg. 1, Ste 220
Lake Oswego, OR 97035
503.841.6543

Colorado

PO Box 19114
Boulder, CO 80301-9998
719.284.9168

www.fcsgroup.com

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FCS GROUP
Solutions-Oriented Consulting

TABLE OF CONTENTS

| | |
|---|---|
| Table of Contents | i |
| I.A. Introduction..... | 1 |
| I.B. Methodology | 1 |
| I.B.1. Existing Cost Basis | 2 |
| I.B.2. Future Cost Basis | 3 |
| I.B.3. Functionalization of Cost Basis..... | 4 |
| I.B.4. Customer Base | 6 |
| I.C. SPF Calculations | 7 |

I.A. INTRODUCTION

The City of Bainbridge Island (“City”) imposes System Participation Fees (SPFs) on development occurring in its utility service area. Authorized by Section 35.92.025 of the Revised Code of Washington (RCW), these charges are intended to recover an equitable share of the cost of system infrastructure. **Table 1** summarizes the City’s current SPFs:

Table 1: 2018 System Participation Fees

| | Single-Family | Multi-Family | Commercial | Irrigation |
|--------------------|----------------|-------------------------|------------------------|------------|
| Water SPF: | | | | |
| 5/8” or 3/4” Meter | \$2,754 | \$4,515 | \$5,692 | \$4,498 |
| 1” Meter | \$6,885 | \$11,287 | \$14,231 | \$11,245 |
| 1-1/2” Meter | \$13,770 | \$22,575 | \$28,462 | \$22,490 |
| 2” Meter | \$22,033 | \$36,120 | \$45,539 | \$35,984 |
| 3” Meter | \$44,066 | \$72,241 | \$91,079 | \$71,968 |
| 4” Meter | \$68,854 | \$112,876 | \$142,311 | \$112,450 |
| 6” Meter | \$137,708 | \$225,753 | \$284,623 | \$224,901 |
| Sewer SPF | \$5,123 | \$3,178 per Unit | \$5,123 per ERU | |

The City’s water SPFs went into effect in 1997 with the passing of City Ordinance No. 97-26. To recognize that the potential water demand of a service connection increases with water meter size, the existing charges increase with meter size. The applicable charges also vary by customer class, presumably to reflect differences in each class’ service characteristics.

The City’s sewer SPFs went into effect in 2005 with the passing of Ordinance No. 2005-18. The existing structure effectively defines single-family homes as one equivalent residential unit (ERU), multi-family buildings as roughly 0.62 ERUs per dwelling unit, and commercial users as 1 ERU per 20 fixture units. Note that the City’s sewer SPFs only apply to development in the Winslow area. Development in the South Island service area does not currently pay an SPF directly to the City; it is subject to the following connection charges imposed by Kitsap County Sewer District No. 7:

- South Island properties that were part of Utility Local Improvement District (ULID) #1 pay a connection charge of \$1,600.
- Other South Island properties are subject to a latecomer charge of \$8,720 if they have a reservation number, or \$10,330 if they do not have one.

I.B. METHODOLOGY

SPFs are important in promoting equity between existing customers and growth – without them, existing customers would largely bear the burden of paying for infrastructure oversized to meet anticipated future demands. At its simplest, the SPF methodology involves dividing an eligible

infrastructure cost by a defined number of customer units to arrive at a cost per unit. There are a variety of approaches that are used in the industry to establish defensible charges, including:

- **“System Buy-In” Approach:** Promotes parity between existing customers and growth by ensuring that new customers make an investment in the system that is commensurate with the average investment made by existing customers. It divides the cost of the existing system by the number of customer/capacity units that the existing system can serve. This approach is most appropriate for mature systems with relatively little growth.
- **“System Expansion” Approach:** Most applicable in rapidly growing systems with major expansion needs, this approach determines the charge in a manner comparable to impact fee methods used in Washington State. It identifies the cost of future capital projects that expand system capacity to serve growth, allocating those costs solely to growth.
- **“Buy-In Plus Growth” Approach:** Effectively a combination of the “system buy-in” and “system expansion” approaches, this approach charges growth for a proportionate share of the cost of existing infrastructure and future capital projects that expand capacity to serve growth.
- **“Average Cost” Approach:** This approach recognizes that the utility has invested and will continue to invest in the system to benefit all customers, whether they have already connected or will do so in the future. It divides the total cost of existing assets and planned future projects by the total customer/capacity units that the system will be able to serve.

While the City has some flexibility to define an equitable share of system costs, it should follow a rational approach to consistently determine and implement cost-based charges. This analysis calculated SPFs using the “buy-in plus growth” and “average cost” approaches, which are most commonly used to set connection charges in Washington State.

I.B.1. Existing Cost Basis

The existing cost basis includes the cost of existing facilities of general system benefit, such as storage reservoirs, transmission mains, and pump stations. It intends to recognize the net investment made in existing system assets by ratepayers, and includes the following components:

- **Original Cost of Existing Assets:** RCW 35.92.025 authorizes cities to impose “such reasonable connection charge as the legislative body of the city or town shall determine proper in order that such property owners shall bear their equitable share of the cost of such system.” This includes the documented (non-depreciated) cost of utility assets. The Washington State Supreme Court’s decision in *Boe v. Seattle* limits this cost to original/actual cost and precludes utilities from using current replacement costs as the basis for setting SPFs.
- **Plus – Interest Accrued on Existing Assets:** RCW 35.92.025 allows the SPF to include “interest charges applied from the date of construction of the water or sewer system until the connection, or for a period not to exceed ten years, whichever is shorter, at a rate commensurate with the rate of interest applicable to the city or town at the time of construction or major rehabilitation of the system, or at the time of installation of the lines to which the property owner is seeking to connect but not to exceed ten percent per year.”

- **Plus – Construction in Progress:** The existing cost basis can also include construction in progress, investments that the City has made in infrastructure that are neither booked as assets (having not yet been placed in service) nor included in its forward-looking capital improvement plan.
- **Less – Contributed Assets:** To be conservative, this analysis reflects the more stringent standard that RCW 57.08.005 (11) imposes on connection charges for special-purpose districts – specifically, the existing cost basis excludes assets that were donated or paid for by grants.
- **Less – Utility-Funded Meters & Services:** Recognizing that new development will generally have to pay for the meters and service lines for their properties, the cost basis does not include investments that the City has made in other customers’ meters and service lines.
- **Less – Net Outstanding Debt Principal:** Though not explicitly required by law, this analysis deducts the outstanding principal balance of the City’s water and sewer utility debt (net of available cash and investments) to avoid double charging growth for assets that they will pay for through rates.
- **Less – Provision for Asset Retirements:** Specific to the “average-cost” SPF calculation, this adjustment estimates and deducts the cost of existing assets being replaced by the planned capital projects. It intends to avoid double charging customers for an asset and its replacement.

I.B.2. Future Cost Basis

The future cost basis includes costs associated with planned future capital projects, of which there are three main types:

- Projects that repair or replace existing infrastructure, which are most often needed because existing facilities have deteriorated due to use by existing customers. The “buy-in plus growth” approach excludes these projects as they are unrelated to growth; the “average cost” method includes them in the cost basis but adjusts the existing cost basis as discussed above to avoid double charging customers for existing assets and their replacement.
- Projects upgrading the level of service for all customers to comply with regulatory requirements imposed by State/Federal agencies. The “buy-in plus growth” approach can either exclude these costs as not being directly related to growth or include the share of these costs that is attributable to growth. The “average cost” method includes these project costs in the future cost basis.
- Projects that increase system capacity to serve growth and would generally not be needed in the absence of growth. Both the “buy-in plus growth” and “average cost” approaches include these costs in the future cost basis.

Consistent with the methodology outlined for the existing cost basis, the future cost basis excludes:

- Costs that the City anticipates funding through grants or developer contributions (especially if those projects are contingent on receiving such funding)

- Costs of installing/replacing meters and service lines

I.B.3. Functionalization of Cost Basis

The water and sewer SPF calculations reflect a functionalization of allocable costs to improve equity.

Functionalization of Water SPF

The water SPF includes separate charges for water service and fire protection. The fire protection charge is based on an allocation of costs to fire protection, including both direct facilities (e.g. hydrants) and the oversizing of other facilities (e.g. mains, pumps, reservoirs) to accommodate fire flow. It is weighted to reflect each customer class’ applicable fire flow requirement and is the basis for class-specific water SPFs. This analysis allocates costs between the two cost bases by general asset category, based on the following principles:

- **Supply & Treatment:** Wells and other supply assets are not attributed to fire protection.
- **Pumping:** Booster pump stations and other pumping-related assets are allocated based on an allocation of pumping facilities between fire protection and supply capacity. Table 5.5 of the City’s 2017 Water System Plan shows that the total firm capacity of the City’s booster stations is 1,860 gallons per minute (gpm); Table 5.4 of the 2017 WSP indicates that 130 gpm, or 6.99% of the total firm capacity is needed for fire storage replenishment.
- **Storage:** The allocation of the City’s reservoirs to fire protection is based on an inventory of storage capacity outlined in the 2017 WSP, summarized in **Table 2**:

Table 2: Functional Allocation of Storage Capacity

| Storage Function | Storage Capacity | Fire Protection Share |
|--------------------------|------------------------------|-----------------------|
| Operational Storage | 233,226 gallons | 0.00% |
| Equalizing Storage | 20,374 gallons ¹ | 0.00% |
| Fire Suppression Storage | 540,000 gallons | 100.00% |
| Standby Storage | 133,500 gallons ² | 0.00% |
| Total | 927,100 gallons | 58.25% |

¹Based on the difference between total storage above 30 psi (253,600 gallons) and operational storage.

²Based on the difference between total standby storage (673,500 gallons) and fire suppression storage, which is nested in the total standby storage capacity.

Table 2 indicates that based on a weighted average of storage capacity, 58.25% of the cost of the City’s reservoirs is allocable to fire protection.

- **Transmission & Distribution:** The City sized its transmission and distribution system to meet peak water demands and accommodate the required level of fire flow. Not all mains are oversized for fire flow, however – mains that are too small (e.g. appurtenance piping) do not have the capacity for fire flow, and the City’s largest mains are generally supply transmission mains that are not explicitly sized for fire flow. In the latter case, the water used for fire protection comes

from the City’s reservoirs. This analysis assumes that if the City did not have to provide fire protection,

- 8” mains could be 6” mains
- 10” mains could be 8” mains
- 12” mains could be 10” mains

This analysis estimates the fire protection share of mains based on estimated replacement cost, as shown below in **Table 3**:

Table 3: Functional Allocation of Water Mains

| Diameter | Length | Replacement Cost per LF ¹ | Estimated Replacement Cost | Fire Protection Share |
|--------------------------------|-------------------|--------------------------------------|----------------------------|-----------------------|
| < 4” Mains | 5,753 LF | \$236 | \$ 1,357,684 | 0.00% |
| 4” Mains | 25,683 LF | \$256 | 6,574,848 | 0.00% |
| 6” Mains | 35,482 LF | \$276 | 9,793,032 | 0.00% |
| 8” Mains | 144,335 LF | \$296 | 40,994,599 | 7.04% |
| 10” Mains | 8,458 LF | \$316 | 2,672,728 | 6.33% |
| 12” Mains | 40,450 LF | \$335 | 13,550,750 | 5.67% |
| Hydrants ² | | | 1,161,702 | 100.00% |
| Meters & Services ³ | | | 566,859 | 0.00% |
| Total | 260,161 LF | | \$76,672,202 | 6.50% |

¹Based on data from Table 9.1 of the 2017 WSP; values extrapolated for mains smaller than 6” in diameter.

²Estimated replacement cost of 360 hydrants at a cost of \$3,227 per hydrant. The cost per hydrant was estimated at \$2,500 in 2009 dollars and escalated to 2018 values using the ENR Construction Cost Index. This value is separated out of the estimated replacement cost of 8” mains.

³Estimated replacement cost of 2,928 meter and service equivalents (MSEs) at a cost of \$194 per MSE. The cost per MSE was estimated at \$150 in 2009 dollars and escalated to 2018 values using the ENR CCI. This value is separated out of the estimated replacement cost of 8” mains.

In **Table 3**, the fire protection share is based on the incremental replacement cost of mains that are oversized to provide fire flow. For example, **Table 3** indicates a total length of 144,335 LF of 8” mains in the City’s system (Winslow and Rockaway Beach combined). Based on the estimated unit cost of 10” mains (\$316 per LF), the estimated replacement cost of the City’s 10” mains is \$2,672,728. Without fire flow, this analysis assumes that these mains could be 8” mains with a replacement cost of \$2,503,568 (at \$296 per LF). The difference between these two estimates, \$169,160, represents 6.33% of the total estimated replacement cost of the City’s 10” mains and the portion allocated to fire protection.

Based on the assumptions and other data outlined above, this analysis assigns 6.50% of the cost of the City’s water mains to fire protection.

- **Meters & Services:** Recognizing that new customers will pay for their own meters and service lines, this analysis excludes the historical and planned investments in these facilities.
- **Hydrants:** As hydrants are predominantly attributable to fire protection, this analysis assigns the total cost of these facilities to fire protection.

- **General/Other:** This analysis includes general plant-in-service in the cost basis but does not allocate any of these assets to fire protection on the grounds that they are not directly attributable to fire suppression or the related oversizing of other system components.

Functionalization of Sewer SPF

The sewer SPF includes separate charges for collection and treatment. The recommended methodology applies the collection charge to development in the Winslow and South Island service areas; because the City’s wastewater treatment facilities only serve Winslow, the treatment charge does not apply to South Island development (which would continue to pay any charges imposed by Kitsap County Sewer District No. 7).

I.B.4. Customer Base

Given that the City’s customers can impose significantly different demands on the water and sewer system, the calculation uses the concept of equivalent residential units (ERUs) to standardize the customer base. Under the recommended methodology, the applicable customer base consists of both existing customers and projected growth for the purpose of defining an equitable cost per ERU. Note that existing customers have already paid the applicable SPFs and will pay for a proportionate share of any future costs through water rates.

Water Customer Base

The water SPF calculation defines ERUs based on meter equivalents (MEs), which quantify the maximum continuous flow capacity of each service connection. The general methodology for estimating the water customer base included two steps:

1. Estimating the existing customer base using current customer data.

To assign MEs to various connection sizes, this analysis uses a meter equivalency scale published by the American Water Works Association (3/4” × 3/4” standard). **Table 4** summarizes the City’s existing water customer base:

Table 4: Existing Water Customer Base (2018)

| Meter Size | No. of MEs | Single-Family | Multi-Family | Commercial | Irrigation | Other | Rockaway Beach | Total |
|-------------------|------------|---------------|--------------|------------|------------|-----------|----------------|-------|
| 5/8" × 3/4" | 0.67 | 54 | | 21 | 1 | | | 76 |
| 3/4" × 3/4" | 1.00 | 2,026 | 18 | 109 | 39 | 1 | 66 | 2,260 |
| 1" | 1.67 | 51 | 16 | 52 | 11 | 3 | 2 | 135 |
| 1-1/2" | 3.33 | 7 | 24 | 23 | 9 | | | 63 |
| 2" | 5.33 | | 38 | 34 | 7 | | 1 | 80 |
| 3" | 10.67 | | 3 | 3 | 1 | 1 | | 8 |
| 4" | 16.67 | | 1 | 1 | | | | 2 |
| 6" | 33.33 | | | | | | | 0 |
| Total Meters | | 2,139 | 100 | 242 | 69 | 5 | 69 | 2,624 |
| Total MEs | | 2,171 | 377 | 513 | 139 | 16 | 75 | 3,292 |
| Fire Flow Req. | | 1,000 gpm | 1,500 gpm | 1,500 gpm | 0 gpm | 1,500 gpm | 1,000 gpm | |
| Fire-Weighted MEs | | 2,171 | 566 | 769 | 0 | 25 | 75 | 3,606 |

Based on the information presented in **Table 4**, the existing customer base for the water SPF calculation (excluding the fire protection component) includes 3,292 MEs. The customer base for the fire protection component of the SPF is based on this information as well, but reflects a weighting for applicable fire flow requirements.

- For single-family customers, this weighting factor is 1.00 since 1,000 gpm is the “base” level of fire flow.
- Irrigation meters are not assigned MEs for the purpose of the fire protection component of the SPF, as there is no applicable fire flow requirement.
- For other customers, this weighting factor is 1.50 to recognize the higher fire flow requirement (1,500 gpm vs. 1,000 gpm).

In aggregate, the existing customer base for the fire protection component of the SPF includes 3,606 weighted MEs.

2. Using projections from the 2017 WSP to estimate future growth.

The projection of future ME growth is based on expected growth in demand-based ERUs. Section 3.2.4 of the 2017 WSP indicates that the average consumption per single-family home is 152 gallons per day. With a projected 2018 annual water consumption of 328,886 ccf (based on actual 2017 customer data with an adjustment for assumed growth), this assumption equates to 4,434 demand-based ERUs.

Under the medium demand forecast shown in Table 3.11 of the WSP, the ERU capacity used in the system analysis is 7,641 ERUs – this represents cumulative growth of 72.3% over the existing ERU estimate. While ERUs and MEs do not directly equate to each other, this analysis assumes that they grow together proportionately. Applying the 72.3% growth adjustment to the ME counts provided in **Table 4** results in estimates of 5,673 MEs (72.3% growth over 3,292 MEs, or 2,381 additional MEs) and 6,214 fire-weighted MEs (72.3% growth over 3,606 MEs, or 2,608 additional MEs) by 2035. Note that the SPF calculation reflects projected growth over the full planning period contemplated in the WSP, recognizing that the projects identified in the 2019 – 2024 CIP will benefit growth occurring beyond the next five years.

Sewer Customer Base

Because water meter size is not as good of an indicator of sewer flows as it is of potential water demand, the sewer customer base is derived from ERU estimates provided by the City. Specifically, the City has indicated future projections of 5,588 ERUs for the Winslow area and 423 ERUs for the South Island area. The collection portion of the sewer SPF uses the combined total of 6,011 ERUs; because the treatment portion of the sewer SPF only applies in the Winslow area, it only includes the ERU capacity for the Winslow area.

I.C. SPF CALCULATIONS

Table 5 summarizes the updated SPF calculation for each alternative:

Table 5: Alternatives for Calculating Updated SPF per ME/ERU¹

| Calculation of Water SPF per Meter Equivalent (ME) | Average Cost Method | | | Buy-In Plus Growth Method | | |
|--|---------------------|----------------|----------------|---------------------------|----------------|----------------|
| | Fire | Other | Total | Fire | Other | Total |
| Existing Facility Cost Basis | \$2,114,439 | \$22,199,596 | \$24,314,034 | \$2,123,111 | \$22,581,776 | \$24,704,887 |
| Number of MEs | 6,214 | 5,673 | | 6,214 | 5,673 | |
| Existing Facility Charge per ME | \$340 | \$3,913 | \$4,254 | \$341 | \$3,981 | \$4,322 |
| Future Facility Cost Basis | \$2,064,197 | \$6,369,803 | \$8,434,000 | \$1,999,403 | \$4,010,261 | \$6,009,664 |
| Number of MEs | 6,214 | 5,673 | | 2,608 | 2,381 | |
| Future Facility Charge per ME | \$332 | \$1,123 | \$1,455 | \$767 | \$1,684 | \$2,451 |
| Total Water SPF per ME | \$672 | \$5,036 | \$5,709 | \$1,108 | \$5,665 | \$6,774 |

| Calculation of Sewer SPF per Equivalent Residential Unit (ERU) | Average Cost Method | | | Buy-In Plus Growth Method | | |
|--|---------------------|----------------|----------------|---------------------------|----------------|----------------|
| | Collection | Treatment | Total | Collection | Treatment | Total |
| Existing Facility Cost Basis | \$14,052,669 | \$23,138,908 | \$37,191,577 | \$15,129,889 | \$23,386,195 | \$38,516,084 |
| Number of ERUs | 6,011 | 5,588 | | 6,011 | 5,588 | |
| Existing Facility Charge per ERU | \$2,338 | \$4,141 | \$6,479 | \$2,517 | \$4,185 | \$6,702 |
| Future Facility Cost Basis | \$8,497,000 | \$1,650,000 | \$10,147,000 | \$654,835 | \$82,500 | \$737,335 |
| Number of ERUs | 6,011 | 5,588 | | 971 | 772 | |
| Future Facility Charge per ERU | \$1,413 | \$295 | \$1,708 | \$675 | \$107 | \$782 |
| Total Sewer SPF per ERU | \$3,751 | \$4,436 | \$8,187 | \$3,192 | \$4,292 | \$7,484 |

The technical appendix includes more detailed calculations supporting the SPFs summarized in **Table 5**. Last updated in 2005, the sewer SPF has increased by 46 – 60% due to the addition of assets and the accrual of interest on existing assets. The water SPF has increased more significantly, due in part to the fact that the current charges have been in place since 1997.

The Bainbridge Island Utility Advisory Committee (UAC) considered both of the alternatives shown in **Table 5**, and opted in favor of the “average cost” method as it is more stable over time and less sensitive to allocations of future projects between existing customers and growth than the “buy-in plus growth” method. **Table 6** provides a schedule of SPFs for the recommended alternative:

Table 6: Recommended Updated System Participation Fees

| | Single-Family | Multi-Family | Commercial | Irrigation |
|---------------------------|---------------|------------------|-----------------|------------|
| Water SPF: | | | | |
| 5/8” Meter | \$3,806 | \$4,030 | \$4,030 | \$3,357 |
| 3/4” Meter | \$5,709 | \$6,045 | \$6,045 | \$5,036 |
| 1” Meter | \$9,515 | \$10,075 | \$10,075 | \$8,394 |
| 1-1/2” Meter | \$19,029 | \$20,150 | \$20,150 | \$16,787 |
| 2” Meter | \$30,447 | \$32,240 | \$32,240 | \$26,860 |
| 3” Meter | \$60,893 | \$64,480 | \$64,480 | \$53,720 |
| 4” Meter | \$95,145 | \$100,750 | \$100,750 | \$83,937 |
| 6” Meter | \$190,291 | \$201,499 | \$201,499 | \$167,875 |
| Sewer SPF | | | | |
| Winslow | \$8,187 | \$5,079 per Unit | \$8,187 per ERU | |
| South Island ¹ | \$3,751 | \$2,327 per Unit | \$3,751 per ERU | |

¹South Island connections also pay charges from KCSD #7, which vary from \$1,600 to \$10,330 depending on location and whether or not the property has a reservation number.

It is worth noting that with the updated methodology relying on an allocation of costs to fire protection as the sole means of establishing class-specific SPFs, the charges applicable to classes other than single-family residential actually decrease relative to the existing structure. However, because the single-family SPFs are increasing and most of the expected growth is in the single-family class, the City would still see a net increase in SPF revenue under the recommended charges.

The recommended sewer SPF structure includes two components: a treatment component for capacity at the Winslow Wastewater Treatment Plant, and a collection component for capacity in the City's sewer mains and lift stations. Under this structure, development in the South Island area would only pay the collection portion of the SPF since Kitsap County Sewer District No.7 provides wastewater treatment service there. The City's current sewer SPF does not apply in the South Island area to recognize that development there is subject to the charges imposed by Kitsap County Sewer District No. 7 – however, it is appropriate for the City to recover an equitable share of the cost of its conveyance infrastructure from development.

APPENDIX – SPF CALCULATIONS



City of Bainbridge Island
Water Rate & SPF Study
SPF Calculations

| System Participation Fee - Average Cost Method | | | | | | | | Fire Connection Charge | |
|--|---------------------|------------------|-----------------------------|----------------------|-------------|------------------|---------------------|------------------------|---------------------|
| Supply & Treatment | Pumping | Storage | Transmission & Distribution | Meters & Services | Hydrants | General | Total | | |
| Existing System | | | | | | | | | |
| Plant-in-Service | \$ 4,753,346 | \$ 8,993 | \$ 1,302,129 | \$ 11,746,559 | \$ - | \$ 54,862 | \$ 1,524,323 | \$ 19,390,212 | |
| plus: Construction Work In Progress | 4,371 | - | 15,324 | 30,092 | - | - | 1,591 | 51,377 | |
| less: Contributed Assets | (373,746) | (707) | (102,384) | (2,868,754) | - | (4,314) | (426,285) | (3,776,190) | |
| less: Utility-Funded Meters & Services | | | | | | | | - | |
| less: Provision for Retirement of Existing Assets | (275,647) | - | (4,847) | (89,946) | | - | (20,413) | (390,853) | |
| plus: Interest Accrued on Utility-Funded Assets | 2,697,869 | 3,935 | 731,556 | 5,066,417 | | 29,103 | 510,608 | 9,039,488 | |
| less: Outstanding Debt Principal Net of Available Cash | | | | | | | | - | |
| Net Existing Cost Basis | \$ 6,806,192 | \$ 12,221 | \$ 1,941,778 | \$ 13,884,368 | \$ - | \$ 79,652 | \$ 1,589,824 | \$ 24,314,034 | \$ 2,114,439 |
| Future System | | | | | | | | | |
| 7-Year Capital Improvement Program (Uninflated) | \$ 2,912,000 | \$ - | \$ 3,330,000 | \$ 1,916,000 | \$ - | \$ - | \$ 276,000 | \$ 8,434,000 | |
| less: Grants/Contributions | - | - | - | - | - | - | - | - | |
| less: Utility-Funded Meters & Services | | | | | | | | - | |
| Net Future Cost Basis | \$ 2,912,000 | \$ - | \$ 3,330,000 | \$ 1,916,000 | \$ - | \$ - | \$ 276,000 | \$ 8,434,000 | \$ 2,064,197 |
| Total System | | | | | | | | | |
| Total Cost Basis (Existing + Future) | \$ 9,718,192 | \$ 12,221 | \$ 5,271,778 | \$ 15,800,368 | \$ - | \$ 79,652 | \$ 1,865,824 | \$ 32,748,034 | |
| Reallocation of Net Cost Basis to Fire Connection Charge | - | (854) | (3,070,607) | (1,027,522) | - | (79,652) | - | (4,178,636) | \$ 4,178,636 |
| Net Cost Basis | \$ 9,718,192 | \$ 11,367 | \$ 2,201,170 | \$ 14,772,846 | \$ - | \$ - | \$ 1,865,824 | \$ 28,569,399 | \$ 4,178,636 |
| Share Allocable to Fire Protection (per Functional Asset Allocation) | 0.00% | 6.99% | 58.25% | 6.50% | 0.00% | 100.00% | 0.00% | | |
| Customer Base | | | | | | | | | |
| Existing Meter Capacity Equivalents (MCEs) | 3,292 | 3,292 | 3,292 | 3,292 | 3,292 | 3,292 | 3,292 | 3,292 | 3,606 |
| Growth | 2,381 | 2,381 | 2,381 | 2,381 | 2,381 | 2,381 | 2,381 | 2,381 | 2,608 |
| Total Number of MCEs | 5,673 | 5,673 | 5,673 | 5,673 | 5,673 | 5,673 | 5,673 | 5,673 | 6,214 |
| Total Charge Per MCE | \$ 1,713 | \$ 2 | \$ 388 | \$ 2,604 | \$ - | \$ - | \$ 329 | \$ 5,036 | \$ 672 |
| Existing SPF | | | | | | | | \$ 2,754 | |
| Difference | | | | | | | | \$ 2,282 | |



City of Bainbridge Island
Water Rate & SPF Study
SPF Calculations

| System Participation Fee - Buy-In Plus Growth | | | | | | | | Fire Connection Charge | |
|--|---------------------|------------------|-----------------------------|----------------------|-------------|------------------|---------------------|------------------------|---------------------|
| Supply & Treatment | Pumping | Storage | Transmission & Distribution | Meters & Services | Hydrants | General | Total | | |
| Existing System | | | | | | | | | |
| Plant-in-Service | \$ 4,753,346 | \$ 8,993 | \$ 1,302,129 | \$ 11,746,559 | \$ - | \$ 54,862 | \$ 1,524,323 | \$ 19,390,212 | |
| plus: Construction Work In Progress | 4,371 | - | 15,324 | 30,092 | - | - | 1,591 | 51,377 | |
| less: Contributed Assets | (373,746) | (707) | (102,384) | (2,868,754) | - | (4,314) | (426,285) | (3,776,190) | |
| less: Utility-Funded Meters & Services | - | - | - | - | - | - | - | - | |
| less: Provision for Retirement of Existing Assets | - | - | - | - | - | - | - | - | |
| plus: Interest Accrued on Utility-Funded Assets | 2,697,869 | 3,935 | 731,556 | 5,066,417 | - | 29,103 | 510,608 | 9,039,488 | |
| less: Outstanding Debt Principal Net of Available Cash | - | - | - | - | - | - | - | - | |
| Net Existing Cost Basis | \$ 7,081,839 | \$ 12,221 | \$ 1,946,625 | \$ 13,974,314 | \$ - | \$ 79,652 | \$ 1,610,237 | \$ 24,704,887 | \$ 2,123,111 |
| Future System | | | | | | | | | |
| 7-Year Capital Improvement Program (Uninflated) | \$ 1,274,792 | \$ - | \$ 3,283,575 | \$ 1,335,463 | \$ - | \$ - | \$ 115,834 | \$ 6,009,664 | |
| less: Grants/Contributions | - | - | - | - | - | - | - | - | |
| less: Utility-Funded Meters & Services | - | - | - | - | - | - | - | - | |
| Net Future Cost Basis | \$ 1,274,792 | \$ - | \$ 3,283,575 | \$ 1,335,463 | \$ - | \$ - | \$ 115,834 | \$ 6,009,664 | \$ 1,999,403 |
| Total System | | | | | | | | | |
| Total Cost Basis (Existing + Future) | \$ 8,356,631 | \$ 12,221 | \$ 5,230,200 | \$ 15,309,777 | \$ - | \$ 79,652 | \$ 1,726,071 | \$ 30,714,551 | |
| Reallocation of Net Cost Basis to Fire Connection Charge | - | (854) | (3,046,390) | (995,618) | - | (79,652) | - | (4,122,514) | \$ 4,122,514 |
| Net Cost Basis | \$ 8,356,631 | \$ 11,367 | \$ 2,183,810 | \$ 14,314,158 | \$ - | \$ - | \$ 1,726,071 | \$ 26,592,037 | \$ 4,122,514 |
| Share Allocable to Fire Protection (per Functional Asset Allocation) | 0.00% | 6.99% | 58.25% | 6.50% | 0.00% | 100.00% | 0.00% | | |
| Customer Base | | | | | | | | | |
| Existing Meter Capacity Equivalents (MCEs) | 3,292 | 3,292 | 3,292 | 3,292 | 3,292 | 3,292 | 3,292 | 3,292 | 3,606 |
| Growth | 2,381 | 2,381 | 2,381 | 2,381 | 2,381 | 2,381 | 2,381 | 2,381 | 2,608 |
| Total Number of MCEs | 5,673 | 5,673 | 5,673 | 5,673 | 5,673 | 5,673 | 5,673 | 5,673 | 6,214 |
| Total Charge Per MCE | \$ 1,784 | \$ 2 | \$ 719 | \$ 2,828 | \$ - | \$ - | \$ 333 | \$ 5,665 | \$ 1,108 |
| Existing SPF | | | | | | | | | |
| Difference | | | | | | | | | |



City of Bainbridge Island
Water Rate & SPF Study
Water Asset Inventory

| | |
|-------------------------------|----------------|
| Contributed Assets as of 2008 | \$ (1,665,049) |
| LID Assets | \$ (1,925,969) |
| 2009 - 2017 Contributions | \$ (185,172) |

| 2018 | | | | | | | | | | | |
|--------|--|---------|------|-------------|---------------|-----------------------------|--------------------------|---------------------------|----------------------|--------------------------|-------------------------|
| Asset | Plant In Service - Description | Donated | Year | Useful Life | Original Cost | Function | Allocated Donated Assets | Net Utility Funded Assets | Applicable Asset Age | Applicable Interest Rate | Allocable Interest Cost |
| 000909 | SAND WELLS | | 1988 | 999 Years | \$ 40,000 | Supply & Treatment | (3,145) | \$ 36,855 | 10 | 7.68% | \$ 28,305 |
| 000910 | HOB WELLS | | 1983 | 999 Years | 57,919 | Supply & Treatment | (4,554) | 53,365 | 10 | 9.51% | 50,728 |
| 000911 | LOST PROPERTY - HAYS PROPERTY 1 | | 2001 | 999 Years | 145,354 | General | (11,429) | 133,925 | 10 | 5.15% | 69,005 |
| 000912 | LOST PROPERTY - HAYS PROPERTY 2 | | 2001 | 999 Years | 145,354 | General | (11,429) | 133,925 | 10 | 5.15% | 69,005 |
| 000913 | LOTS A,B,C, SHORT PLAT 502 | | 2001 | 999 Years | 11,600 | General | (912) | 10,688 | 10 | 5.15% | 5,507 |
| 000914 | COOPER CREEK WATERSHED, RIDGE LANE | | 2001 | 999 Years | 73,738 | General | (5,798) | 67,940 | 10 | 5.15% | 35,006 |
| 000915 | GRAND AVE RESERVOIR | | 1991 | 999 Years | 18,727 | Storage | (1,472) | 17,255 | 10 | 6.92% | 11,940 |
| 000916 | KNECTEL TANK | Yes | 1953 | 999 Years | 206 | General | (206) | - | 10 | 2.74% | - |
| 000917 | CASELLA SHORT PLAT- BUILDER DONATED LAND | Yes | 2006 | 999 Years | 23,060 | General | (23,060) | - | 10 | 4.40% | - |
| 000918 | THE HAMLET - BUILDER DONATED LAND | Yes | 2006 | 999 Years | 8,068 | General | (8,068) | - | 10 | 4.40% | - |
| 000919 | CASELLA SHORT PLAT | | 2007 | 999 Years | 17,100 | General | (1,345) | 15,755 | 10 | 4.40% | 6,926 |
| 000920 | THE HAMLET | | 2007 | 999 Years | 5,472 | General | (430) | 5,042 | 10 | 4.40% | 2,216 |
| 000921 | HARBOR SQUARE | | 2007 | 999 Years | 82,800 | General | (6,510) | 76,290 | 10 | 4.40% | 33,536 |
| 000922 | WATER RIGHTS ANALYSIS | | 2008 | 999 Years | 538 | Supply & Treatment | (42) | 496 | 10 | 4.86% | 241 |
| 001025 | BRANDT PROPERTY/MADRONE LN ESMNT | | 2003 | 999 Years | 7,500 | General | (590) | 6,910 | 10 | 4.75% | 3,281 |
| 001022 | MOBILE OFFICE TRAILER | | 1992 | 20 Years | 1,419 | General | (112) | 1,307 | 10 | 6.44% | 842 |
| 001023 | STORAGE BUILDING | | 1992 | 20 Years | 3,683 | General | (290) | 3,393 | 10 | 6.44% | 2,186 |
| 001024 | PW YARD PAVING | | 2003 | 25 Years | 1,167 | General | (92) | 1,075 | 10 | 4.75% | 511 |
| 000923 | SAND WELLS & STORAGE TANK #1 | | 1988 | 67 Years | 867,703 | Supply & Treatment | (68,226) | 799,477 | 10 | 7.68% | 613,998 |
| 000924 | SAND RD WELL #2 | | 1991 | 67 Years | 154,702 | Supply & Treatment | (12,164) | 142,538 | 10 | 6.92% | 98,637 |
| 000925 | SANDS RD PUMPHOUSE | | 1992 | 20 Years | 325,173 | Supply & Treatment | (25,568) | 299,605 | 10 | 6.44% | 192,996 |
| 000926 | ROCKAWAY BCH/TAYLOR AVE WELL | | 1994 | 67 Years | 872,931 | Supply & Treatment | (68,637) | 804,294 | 10 | 6.18% | 497,054 |
| 000927 | FLETCHER BAY WELL | | 1994 | 67 Years | 300,000 | Supply & Treatment | (23,588) | 276,412 | 10 | 6.18% | 170,822 |
| 000928 | COMMODORE WELL | | 1995 | 67 Years | 731,000 | Supply & Treatment | (57,477) | 673,523 | 10 | 5.95% | 400,971 |
| 000929 | TOWN OF WINSLOW WATER SYSTEM | | 1952 | 67 Years | 100,519 | Supply & Treatment | (7,904) | 92,616 | 10 | 2.39% | 22,112 |
| 000930 | HOB WELL 1 - PUMP UNITS | | 1953 | 20 Years | 2,200 | Supply & Treatment | (173) | 2,027 | 10 | 2.74% | 554 |
| 000931 | HOB WELL 1 - REDEVELOPED | | 1973 | 20 Years | 2,350 | Supply & Treatment | (185) | 2,165 | 10 | 5.19% | 1,124 |
| 000932 | HOB WELL 1 - REMODELED PUMP HOUSE | | 1970 | 20 Years | 2,992 | Supply & Treatment | (235) | 2,757 | 10 | 6.33% | 1,744 |
| 000933 | HOB WELL 1 - WATER PUMPS | | 1968 | 20 Years | 1,376 | Supply & Treatment | (108) | 1,268 | 10 | 4.45% | 564 |
| 000934 | WELL 1A - CONSTRUCTION | | 1988 | 67 Years | 13,437 | Supply & Treatment | (1,057) | 12,380 | 10 | 7.68% | 9,508 |
| 000935 | WELL 2 CONSTRUCTION | | 1971 | 67 Years | 22,500 | Supply & Treatment | (1,769) | 20,731 | 10 | 5.47% | 11,349 |
| 000936 | WELL 2 RECONSTRUCTION | | 1982 | 67 Years | 27,162 | Supply & Treatment | (2,136) | 25,027 | 10 | 11.66% | 29,179 |
| 000937 | WELL 3 - FROM PUD | | 1974 | 67 Years | 20,662 | Supply & Treatment | (1,625) | 19,037 | 10 | 6.17% | 11,752 |
| 000938 | WELL 4 CONSTRUCTION | | 1983 | 67 Years | 15,000 | Supply & Treatment | (1,179) | 13,821 | 10 | 9.51% | 13,138 |
| 000939 | WELL 5 CONSTRUCTION | | 1983 | 67 Years | 15,000 | Supply & Treatment | (1,179) | 13,821 | 10 | 9.51% | 13,138 |
| 000940 | WELL 5 50HSP PUMP | | 1983 | 67 Years | 26,545 | Supply & Treatment | (2,087) | 24,458 | 10 | 9.51% | 23,250 |
| 000941 | WELL 6 CONSTRUCTION | | 1985 | 67 Years | 26,250 | Supply & Treatment | (2,064) | 24,186 | 10 | 9.10% | 22,019 |
| 000942 | WELL 6 40HSP CENTRIFUGAL PUMP | | 1997 | 20 Years | 4,982 | Supply & Treatment | (392) | 4,590 | 10 | 5.52% | 2,535 |
| 000943 | WELL 6 PUMP REPLACEMENT | | 1997 | 20 Years | 3,444 | Supply & Treatment | (271) | 3,173 | 10 | 5.52% | 1,752 |
| 000944 | HIGH SCHOOL TANK | | 1990 | 67 Years | 486,337 | Storage | (38,240) | 448,097 | 10 | 7.27% | 325,953 |
| 000945 | HIGH SCHOOL TANK CLEANED & PAINTED | | 1993 | 10 Years | 42,880 | Storage | (3,372) | 39,508 | 10 | 5.60% | 22,115 |
| 000946 | HIGH SCHOOL TANK IMPROVEMENTS | | 2000 | 10 Years | 5,646 | Storage | (444) | 5,202 | 10 | 5.71% | 2,970 |
| 000947 | HIGH SCHOOL TANK IMP PROJECT | | 1977 | 67 Years | 252,868 | Storage | (19,883) | 232,985 | 10 | 5.68% | 132,394 |
| 000948 | HIGH SCHOOL TANK '93 CLN & PNT | | 1993 | 10 Years | 45,014 | Storage | (3,539) | 41,475 | 10 | 5.60% | 23,215 |
| 000949 | KNECTEL TANK BUILD 1952 | | 1952 | 67 Years | 9,619 | Storage | (756) | 8,863 | 10 | 2.39% | 2,116 |
| 000950 | KNECTEL TANK REBUILD 1979 | | 1979 | 67 Years | 84,801 | Storage | (6,668) | 78,133 | 10 | 6.52% | 50,917 |
| 000951 | KNECTEL TANK CLN & PNT | | 1993 | 10 Years | 19,434 | Storage | (1,528) | 17,906 | 10 | 5.60% | 10,023 |
| 000952 | CHERRY/GRAND TANK | | 1979 | 67 Years | 84,801 | Storage | (6,668) | 78,133 | 10 | 6.52% | 50,917 |
| 000953 | CHERRY/GRAND CLN & PNT & REFURB | | 1993 | 10 Years | 42,017 | Storage | (3,304) | 38,713 | 10 | 5.60% | 21,670 |
| 000954 | CHERRY/GRND POTLATCH LN WTR TIE IN | | 1995 | 67 Years | 9,987 | Storage | (785) | 9,202 | 10 | 5.95% | 5,478 |
| 000955 | LOW ZONE RESERVOIR TANK DESIGN | | 2002 | 67 Years | 3,538 | Storage | (278) | 3,260 | 10 | 5.04% | 1,642 |
| 000956 | HIGH SCHOOL RD WTR TRANSMISSION | | 1997 | 67 Years | 92,308 | Transmission & Distribution | (7,258) | 85,050 | 10 | 5.52% | 46,969 |
| 000957 | WTR TRNS WVR RD/WYATT MAIN EXT | | 1997 | 67 Years | 23,471 | Transmission & Distribution | (1,845) | 21,625 | 10 | 5.52% | 11,943 |
| 000958 | WTR TRNS MADISON/SPORTSMAN | | 1997 | 67 Years | 148,216 | Transmission & Distribution | (11,654) | 136,562 | 10 | 5.52% | 75,416 |
| 000959 | WTR TRNS SHEPARD WAY | | 1997 | 67 Years | 5,682 | Transmission & Distribution | (447) | 5,235 | 10 | 5.52% | 2,891 |
| 000960 | NAVY HOUSING WTR MAIN | | 1998 | 67 Years | 173,836 | Transmission & Distribution | (13,668) | 160,167 | 10 | 5.09% | 81,538 |
| 000961 | NEW BROOKLYN WTR MAIN | | 1993 | 67 Years | 89,665 | Transmission & Distribution | (7,050) | 82,615 | 10 | 5.60% | 46,244 |
| 000962 | WINSLOW MANOR WTRLINE | | 1992 | 67 Years | 20,188 | Transmission & Distribution | (1,587) | 18,601 | 10 | 6.44% | 11,982 |
| 000963 | FLUORIDATION/CHLORINATION SYSTEM | | 1997 | 20 Years | 103,200 | Supply & Treatment | (8,114) | 95,086 | 10 | 5.52% | 52,511 |
| 000964 | LOVELL AVE WTRMN REPLAC. & PRV | | 1994 | 67 Years | 137,533 | Transmission & Distribution | (10,814) | 126,719 | 10 | 6.18% | 78,312 |



City of Bainbridge Island
Water Rate & SPF Study
Water Asset Inventory

| | |
|-------------------------------|----------------|
| Contributed Assets as of 2008 | \$ (1,665,049) |
| LID Assets | \$ (1,925,969) |
| 2009 - 2017 Contributions | \$ (185,172) |

| 2018 | | | | | | | | | | | |
|--------|---|---------|------|-------------|---------------|-----------------------------|--------------------------|---------------------------|----------------------|--------------------------|-------------------------|
| Asset | Plant In Service - Description | Donated | Year | Useful Life | Original Cost | Function | Allocated Donated Assets | Net Utility Funded Assets | Applicable Asset Age | Applicable Interest Rate | Allocable Interest Cost |
| 000965 | WTR TRNS SANDS TO NEW BROOKLYN | | 1993 | 67 Years | 802,000 | Transmission & Distribution | (63,060) | 738,941 | 10 | 5.60% | 413,622 |
| 000966 | SANDS RD FIRE HYDRANT | | 1996 | 67 Years | 54,862 | Hydrants | (4,314) | 50,549 | 10 | 5.76% | 29,103 |
| 000967 | LID 16 VALLEY VUE WTRL | Yes | 1993 | 67 Years | 58,111 | Transmission & Distribution | (58,111) | - | 10 | 5.60% | - |
| 000968 | LID 13 HIGH SCHOOL RD | Yes | 1995 | 67 Years | 317,465 | Transmission & Distribution | (317,465) | - | 10 | 5.95% | - |
| 000969 | LID 14 YEOMALT WTRLNE | Yes | 1991 | 67 Years | 150,724 | Transmission & Distribution | (150,724) | - | 10 | 6.92% | - |
| 000970 | LID 15 ALDER AVE IMPR | Yes | 1995 | 67 Years | 83,470 | Transmission & Distribution | (83,470) | - | 10 | 5.95% | - |
| 000971 | LID 19 COMMODORE LN WT | Yes | 1999 | 67 Years | 190,819 | Transmission & Distribution | (190,819) | - | 10 | 5.43% | - |
| 000972 | LID 17 ROCKAWAY BCH WT | Yes | 1995 | 67 Years | 1,125,380 | Transmission & Distribution | (1,125,380) | - | 10 | 5.95% | - |
| 000973 | LOWER MADISON BRIEN BIUNE | | 1999 | 67 Years | 72,389 | Transmission & Distribution | (5,692) | 66,697 | 10 | 5.43% | 36,200 |
| 000974 | FERNCLIFF AVE RECONSTRUCTION | | 2002 | 67 Years | 24,552 | Transmission & Distribution | (1,930) | 22,621 | 10 | 5.04% | 11,396 |
| 000975 | MADISON AVE WATER LINE | | 2002 | 67 Years | 19,181 | Transmission & Distribution | (1,508) | 17,673 | 10 | 5.04% | 8,903 |
| 000976 | FLETCHER BAY WATERMAIN EXT | | 2002 | 67 Years | 20,213 | Transmission & Distribution | (1,589) | 18,624 | 10 | 5.04% | 9,382 |
| 000977 | WELLHEAD PROTECTION ROCKAWAY BCH | | 2002 | 67 Years | 60,061 | Transmission & Distribution | (4,722) | 55,339 | 10 | 5.04% | 27,877 |
| 000978 | WELLHEAD PROTECTION HIGH SCHOOL RD | | 2002 | 67 Years | 34,607 | Transmission & Distribution | (2,721) | 31,886 | 10 | 5.04% | 16,062 |
| 000979 | MISC PAYROLL COSTS CHARGED TO WATER | | 2002 | 67 Years | 4,859 | Transmission & Distribution | (382) | 4,477 | 10 | 5.04% | 2,255 |
| 000980 | WATER PIPE TOTAL LINEAR FEET | | 1990 | 66 Years | 4,975,540 | Transmission & Distribution | (391,217) | 4,584,324 | 10 | 7.27% | 3,334,713 |
| 000981 | SECURITY FENCING AT WELL SITES | | 2003 | 20 Years | 22,245 | Supply & Treatment | (1,749) | 20,496 | 10 | 4.75% | 9,732 |
| 000982 | SUB PUMP FOR TAYLOR WELL | | 2003 | 20 Years | 8,993 | Pumping | (707) | 8,286 | 10 | 4.75% | 3,935 |
| 000983 | FLETCHER BAY/SANDS WELL UPGRADE | | 2003 | 67 Years | 18,889 | Supply & Treatment | (1,485) | 17,404 | 10 | 4.75% | 8,264 |
| 000984 | ERICKSEN AVE WATER MAIN | | 2003 | 67 Years | 231,892 | Transmission & Distribution | (18,233) | 213,659 | 10 | 4.75% | 101,452 |
| 000985 | HIGH SCHOOL RD SEISMIC REFIT/UPGRD | | 2003 | 67 Years | 22,152 | Storage | (1,742) | 20,411 | 10 | 4.75% | 9,692 |
| 000986 | WATER PIPE (\$ COST OF TOTAL LINEAR FEET) | | 2004 | 67 Years | 125,973 | Transmission & Distribution | (9,905) | 116,068 | 10 | 4.68% | 54,291 |
| 000987 | SUNDAY COVE FORCEMAIN/WATERLINE EXTNSN | | 2004 | 67 Years | 34,758 | Transmission & Distribution | (2,733) | 32,025 | 10 | 4.68% | 14,980 |
| 000988 | COOPER CREEK FISH ENHANCEMENT WATER LINE | | 2004 | 67 Years | 15,163 | Transmission & Distribution | (1,192) | 13,971 | 10 | 4.68% | 6,535 |
| 000989 | WING PT./FAIRVIEW WATER MAIN | | 2004 | 67 Years | 86,858 | Transmission & Distribution | (6,829) | 80,028 | 10 | 4.68% | 37,433 |
| 000990 | IRENE PL. WATER MAIN | | 2004 | 67 Years | 44,366 | Transmission & Distribution | (3,488) | 40,878 | 10 | 4.68% | 19,121 |
| 000991 | H.S. ROAD IMPR. | | 2004 | 67 Years | 90,604 | Transmission & Distribution | (7,124) | 83,480 | 10 | 4.68% | 39,048 |
| 000992 | ERICKSEN AVENUE IMPROVEMENTS | | 2004 | 67 Years | 158,773 | Transmission & Distribution | (12,484) | 146,289 | 10 | 4.68% | 68,427 |
| 000993 | SANDS AVENUE WELL #1 | | 2005 | 67 Years | 45,828 | Supply & Treatment | (3,603) | 42,225 | 10 | 4.40% | 18,568 |
| 000994 | HEAD OF THE BAY WELL REHAB | | 2005 | 67 Years | 88,174 | Supply & Treatment | (6,933) | 81,241 | 10 | 4.40% | 35,726 |
| 000995 | MADISON AVE/305 LIGHT INSTALL | | 2005 | 67 Years | 6,940 | General | (546) | 6,394 | 10 | 4.40% | 2,812 |
| 000996 | CASELLA SHRT PLAT-TAPPING TEE, FIRE HYDR | Yes | 2006 | 67 Years | 53,000 | General | (53,000) | - | 10 | 4.40% | - |
| 000997 | THE HAMLET - GATE VALVE, FIRE HYDRANT | Yes | 2006 | 67 Years | 6,800 | General | (6,800) | - | 10 | 4.40% | - |
| 000998 | TELEMETRY MASTER RELOCATION | | 2007 | 10 Years | 133,541 | General | (10,500) | 123,041 | 10 | 4.40% | 54,087 |
| 000999 | FLETCHER BAY WELL TELEMETRY PR00251 | | 2007 | 10 Years | 26,947 | Supply & Treatment | (2,119) | 24,828 | 10 | 4.40% | 10,914 |
| 001000 | HOB SHGS PURCHASE AND INSTALL PR 00268 | | 2007 | 20 Years | 51,771 | Supply & Treatment | (4,071) | 47,700 | 10 | 4.40% | 20,968 |
| 001001 | ALLIANCE PROJECT | Yes | 2007 | 67 Years | 37,118 | General | (37,118) | - | 10 | 4.40% | - |
| 001002 | CASELLA SHORT PLAT | Yes | 2007 | 67 Years | 53,000 | General | (53,000) | - | 10 | 4.40% | - |
| 001003 | THE HAMLET | Yes | 2007 | 67 Years | 6,800 | General | (6,800) | - | 10 | 4.40% | - |
| 001004 | HARBOR SQUARE | Yes | 2007 | 67 Years | 73,853 | General | (73,853) | - | 10 | 4.40% | - |
| 001005 | MADISON SQUARE N | Yes | 2007 | 67 Years | 54,656 | General | (54,656) | - | 10 | 4.40% | - |
| 001006 | PIERCE CORNER | Yes | 2007 | 67 Years | 16,020 | General | (16,020) | - | 10 | 4.40% | - |
| 001007 | WATER MAINS UPGRADE - ANNUAL | | 2008 | 67 Years | 1,526 | Transmission & Distribution | (120) | 1,406 | 10 | 4.86% | 683 |
| 001008 | MADRONE VILLAGE WATER MAIN | | 2008 | 67 Years | 17,261 | Transmission & Distribution | (1,357) | 15,904 | 10 | 4.86% | 7,731 |
| 001009 | HOB WELL PHASE 2 DESIGN PR 00175 | | 2008 | 67 Years | 58,578 | Supply & Treatment | (4,606) | 53,972 | 10 | 4.86% | 26,235 |
| 001010 | HOB WELL PHASE III PR 00250 | | 2008 | 67 Years | 317,179 | Supply & Treatment | (24,939) | 292,240 | 10 | 4.86% | 142,053 |
| 001011 | WEAVER FACILITY RECONSTRUCTION -PR 00362 | | 2008 | 67 Years | 48,646 | Supply & Treatment | (3,825) | 44,821 | 10 | 4.86% | 21,787 |
| 001012 | FLETCHER BAY WELL REHAB/RECONSTC-PR00115 | | 2008 | 67 Years | 90,666 | Supply & Treatment | (7,129) | 83,537 | 10 | 4.86% | 40,606 |
| 001013 | HIGH SCHOOL WATER TANK SAFETY IMPRV | | 2009 | 66 Years | 80,238 | Storage | (6,309) | 73,929 | 9 | 4.62% | 30,745 |
| 001014 | HIGH SCHOOL RESERVOIR - PR 00252 | | 2010 | 66 Years | 94,070 | Storage | (7,397) | 86,674 | 8 | 4.29% | 29,770 |
| 001015 | TAYLOR AV MEMORIAL/PRITCHARD PARK/NIKKEI | | 2010 | 66 Years | 76,698 | Transmission & Distribution | (6,031) | 70,667 | 8 | 4.29% | 24,272 |
| 001016 | WW- ERICKSEN TO MADISON | | 2011 | 66 Years | 1,162,692 | Transmission & Distribution | (91,420) | 1,071,272 | 7 | 4.51% | 338,201 |
| 001017 | WATER TELEMETRY UPGRADE | | 2011 | 13 Years | 20,805 | General | (1,636) | 19,169 | 7 | 4.51% | 6,052 |
| 001018 | COOPER CREEK WATER MAIN REPAIR | | 2011 | 67 Years | 111,372 | Transmission & Distribution | (8,757) | 102,615 | 7 | 4.51% | 32,396 |
| 001019 | FLETCHER BAY VFD | | 2011 | 67 Years | 31,843 | Transmission & Distribution | (2,504) | 29,339 | 7 | 4.51% | 9,262 |
| 001020 | WW PORTION FROM CIP LATE | | 2011 | 66 Years | 34,545 | General | (2,716) | 31,829 | 7 | 4.51% | 10,048 |
| 001021 | HOB WELL 2 AND 5 | | 2012 | 66 Years | 85,157 | Supply & Treatment | (6,696) | 78,462 | 6 | 3.73% | 17,556 |
| 001193 | WW WATER 2012 CAPITAL EXP | | 2012 | 65 Years | 27,356 | General | (2,151) | 25,205 | 6 | 3.73% | 5,640 |
| 001633 | MADISON AVE WATER MAIN UPGRADE | | 2013 | 66 Years | 303,226 | Transmission & Distribution | (23,842) | 279,384 | 5 | 4.27% | 59,660 |
| 001634 | 2013 TELEMETRY UPGRADES | | 2013 | 10 Years | 13,154 | General | (1,034) | 12,120 | 5 | 4.27% | 2,588 |



City of Bainbridge Island
Water Rate & SPF Study
 Water Capital Improvement Program

Project Costs and O&M Impacts in Year: **2018**

Capital Realization Factor: **100%**

| No | Function | Description | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | Type of Capital | | |
|--|-----------------------------|---|-------------------|---------------------|-------------------|------------------|---------------------|-------------------|---------------------|-----------------------|------------|------------------|
| | | | | | | | | | | % Upgrade / Expansion | % R&R | % Utility Funded |
| 1 | | 3a Water Prj 2019 CIP | | | | | | | | 50% | 50% | 100% |
| 2 | Transmission & Distribution | SR 305 Olympic Drive Non-Motorized Improvements | 11,000 | 164,000 | | | | | | 75% | 25% | 100% |
| 3 | Supply & Treatment | Rockaway Intertie | 215,000 | 35,000 | | | | | | 100% | 0% | 100% |
| 4 | Transmission & Distribution | Wyatt Way Reconstruction | 14,000 | 136,000 | | | | | | 42% | 58% | 100% |
| 5 | Transmission & Distribution | High Zone Improvements | 6,000 | | 750,000 | | | | | 100% | 0% | 100% |
| 6 | General | SCADA Upgrades | | - | | | | | | 42% | 58% | 100% |
| 7 | Meters & Services | Meter Replacements | | | - | | | | | 5% | 95% | 100% |
| 8 | Supply & Treatment | Chlorine Generator Upgrades | | 250,000 | | | | | | 5% | 95% | 100% |
| 9 | Storage | New Storage Tank | | 1,000,000 | | | 2,250,000 | | | 100% | 0% | 100% |
| 10 | Transmission & Distribution | Fire Flow Improvements | | | | 75,000 | 350,000 | | | 42% | 58% | 100% |
| 11 | Supply & Treatment | Well Development/Rehab | | | | | | 200,000 | - | 42% | 58% | 100% |
| 12 | Transmission & Distribution | Pipeline Improvements | | | | | | 50,000 | 300,000 | 42% | 58% | 100% |
| 13 | | | | | | | | | | 50% | 50% | 100% |
| 14 | | Water and Sewer Capital Update as of July 25 | | | | | | | | 50% | 50% | 100% |
| 15 | Storage | Tank Storage Improvements | 80,000 | | | | | | | 42% | 58% | 100% |
| 16 | Supply & Treatment | Emergency Generator | 12,000 | | | | | 40,000 | 130,000 | 42% | 58% | 100% |
| 17 | Supply & Treatment | Water Treatment Improvements | 30,000 | | | | | 500,000 | 1,500,000 | 42% | 58% | 100% |
| 18 | Transmission & Distribution | Cave Avenue Pressure Reducing Station | 60,000 | | | | | | | 100% | 0% | 100% |
| 19 | | | | | | | | | | 50% | 50% | 100% |
| 20 | | 3c Fleet 2019 CIP | | | | | | | | 50% | 50% | 100% |
| 21 | General | Van | | 49,000 | | | | | | 42% | 58% | 100% |
| 22 | General | Light Duty Pick Up | | 11,000 | | | | | | 42% | 58% | 100% |
| 23 | General | SUV | | 23,000 | | | | | | 42% | 58% | 100% |
| 24 | General | Van | | | 14,000 | | | | | 42% | 58% | 100% |
| 25 | General | Medium Duty Pick Up | | | 59,000 | | | | | 42% | 58% | 100% |
| 26 | General | Medium Duty Pick Up | | | | 20,000 | | | | 42% | 58% | 100% |
| 27 | General | Light Duty Pick Up | | | | | 13,000 | | | 42% | 58% | 100% |
| 28 | General | Heavy Duty Pick Up | | | | | | 59,000 | | 42% | 58% | 100% |
| 29 | General | Light Duty Pick Up | | | | | | 14,000 | | 42% | 58% | 100% |
| 30 | General | Light Duty Pick Up | | | | | | | 14,000 | 42% | 58% | 100% |
| Total Capital Projects | | | \$ 428,000 | \$ 1,668,000 | \$ 823,000 | \$ 95,000 | \$ 2,613,000 | \$ 863,000 | \$ 1,944,000 | 71% | 29% | |
| Total Upgrade/Expansion Projects | | | 346,328 | 1,262,412 | 780,637 | 39,871 | 2,402,347 | 362,192 | 815,877 | 6,009,664 | 2,424,336 | |
| Total R&R Projects | | | 81,672 | 405,588 | 42,363 | 55,129 | 210,653 | 500,808 | 1,128,123 | | | |
| Projects by Grants / Developer Donations | | | - | - | - | - | - | - | - | | | |
| Projects by Enterprise Fund | | | 428,000 | 1,668,000 | 823,000 | 95,000 | 2,613,000 | 863,000 | 1,944,000 | | | |



City of Bainbridge Island Sewer Rate & SPF Study SPF Calculations

Existing System

| | | | |
|--|---------------|---------------|---------------|
| Plant-in-Service | \$ 13,910,862 | \$ 20,299,140 | \$ 34,210,002 |
| plus: Construction Work In Progress | 134,878 | - | 134,878 |
| less: Contributed Assets | (2,003,748) | (976,529) | (2,980,277) |
| less: Provision for Retirement of Existing Assets | (1,077,219) | (247,288) | (1,324,507) |
| plus: Interest Accrued on Utility-Funded Assets | 4,351,376 | 7,239,481 | 11,590,857 |
| less: Outstanding Debt Principal Net of Available Cash | (1,263,480) | (3,175,897) | (4,439,376) |

Net Existing Cost Basis

| System Participation Fee - Average Cost | | |
|---|----------------------|----------------------|
| Collection | Treatment | Total |
| \$ 13,910,862 | \$ 20,299,140 | \$ 34,210,002 |
| 134,878 | - | 134,878 |
| (2,003,748) | (976,529) | (2,980,277) |
| (1,077,219) | (247,288) | (1,324,507) |
| 4,351,376 | 7,239,481 | 11,590,857 |
| (1,263,480) | (3,175,897) | (4,439,376) |
| \$ 14,052,669 | \$ 23,138,908 | \$ 37,191,577 |

Future System

| | | | |
|---|--------------|--------------|---------------|
| 7-Year Capital Improvement Program (Uninflated) | \$ 8,497,000 | \$ 1,650,000 | \$ 10,147,000 |
| less: Grants/Contributions | - | - | - |

Net Future Cost Basis

| | | |
|---------------------|---------------------|----------------------|
| \$ 8,497,000 | \$ 1,650,000 | \$ 10,147,000 |
| - | - | - |
| \$ 8,497,000 | \$ 1,650,000 | \$ 10,147,000 |

Net Cost Basis

| | | |
|----------------------|----------------------|----------------------|
| \$ 22,549,669 | \$ 24,788,908 | \$ 47,338,577 |
|----------------------|----------------------|----------------------|

Customer Base

| | | |
|-------------------------|-------|-------|
| Number of Existing ERUs | 5,040 | 4,816 |
| Growth | 971 | 772 |
| Total Number of ERUs | 6,011 | 5,588 |

Total Charge Per ERU

| | | | |
|-------------------|----------|----------|----------|
| Existing SPF | \$ 3,751 | \$ 4,436 | \$ 8,187 |
| <i>Difference</i> | | | \$ 5,123 |
| | | | \$ 3,064 |

| | | |
|----------------------|----------------------|----------------------|
| \$ 22,549,669 | \$ 24,788,908 | \$ 47,338,577 |
| 5,040 | 4,816 | |
| 971 | 772 | |
| 6,011 | 5,588 | |
| \$ 3,751 | \$ 4,436 | \$ 8,187 |
| | | \$ 5,123 |
| | | \$ 3,064 |

| System Participation Fee - Buy-In + Growth | | |
|--|----------------------|----------------------|
| Collection | Treatment | Total |
| \$ 13,910,862 | \$ 20,299,140 | \$ 34,210,002 |
| 134,878 | - | 134,878 |
| (2,003,748) | (976,529) | (2,980,277) |
| - | - | - |
| 4,351,376 | 7,239,481 | 11,590,857 |
| (1,263,480) | (3,175,897) | (4,439,376) |
| \$ 15,129,889 | \$ 23,386,195 | \$ 38,516,084 |

| | | |
|-------------------|------------------|-------------------|
| \$ 654,835 | \$ 82,500 | \$ 737,335 |
| - | - | - |
| \$ 654,835 | \$ 82,500 | \$ 737,335 |

| | | |
|----------------------|----------------------|----------------------|
| \$ 15,784,723 | \$ 23,468,695 | \$ 39,253,419 |
|----------------------|----------------------|----------------------|

| | | |
|-------|-------|--|
| 5,040 | 4,816 | |
| 971 | 772 | |
| 6,011 | 5,588 | |

| | | |
|-----------------|-----------------|-----------------|
| \$ 3,192 | \$ 4,292 | \$ 7,484 |
| | | \$ 5,123 |
| | | \$ 2,361 |

| Net Debt Outstanding | | |
|----------------------|-------------|--------------|
| Collection | Treatment | Total |
| | | \$ 5,719,622 |
| 2,891,327 | 7,267,671 | 10,158,999 |
| (1,627,848) | (4,091,775) | (5,719,622) |
| 1,263,480 | 3,175,897 | 4,439,376 |

| Net Debt Outstanding | | |
|----------------------|-------------|--------------|
| Collection | Treatment | Total |
| | | \$ 5,719,622 |
| 2,891,327 | 7,267,671 | 10,158,999 |
| (1,627,848) | (4,091,775) | (5,719,622) |
| 1,263,480 | 3,175,897 | 4,439,376 |

| | | | |
|--------------------------------|-------------|-------------|--------------|
| Total Cash Balances | | | \$ 5,719,622 |
| Outstanding Debt Principal | 2,891,327 | 7,267,671 | 10,158,999 |
| less: Allocated Cash Balances | (1,627,848) | (4,091,775) | (5,719,622) |
| Net Debt Principal Outstanding | 1,263,480 | 3,175,897 | 4,439,376 |



City of Bainbridge Island
Sewer Rate & SPF Study
Sewer Assets

| | |
|-------------------------------|----------------|
| Contributed Assets as of 2008 | \$ (1,585,088) |
| LID Assets | \$ (1,238,525) |
| 2009 - 2017 Contributions | \$ (156,664) |

| Asset | Plant In Service - Description | Donated | Year | Useful Life | 2018 | | Function | Service Area | Allocated Donated Assets | Net Utility Funded Assets | Applicable Asset Age | Applicable Interest Rate | Allocable Interest Cost |
|--------|---|---------|------|-------------|---------------|--|------------|--------------|--------------------------|---------------------------|----------------------|--------------------------|-------------------------|
| | | | | | Original Cost | | | | | | | | |
| 001026 | PUMPING STATIONS - 1990 | | 1990 | 999 Years | \$ 5,711 | | Pumping | Common | \$ (275) | \$ 5,437 | 10 | 7.27% | \$ 3,955 |
| 001027 | PUMPING STATIONS - 1974 | | 1974 | 999 Years | 413,250 | | Pumping | Common | (19,880) | 393,370 | 10 | 6.17% | 242,840 |
| 001028 | PUMPING STATIONS - 1977 | | 1977 | 999 Years | 60 | | Pumping | Common | (3) | 57 | 10 | 5.68% | 32 |
| 001029 | SEWER TREATMENT PLANT | | 1952 | 999 Years | 1,500 | | Treatment | Common | (72) | 1,428 | 10 | 2.39% | 341 |
| 001030 | PARCEL #1 213 WING POINT ESMT | | 1977 | 999 Years | 10,000 | | Collection | Common | (481) | 9,519 | 10 | 5.68% | 5,409 |
| 001031 | PW YARD LAND | | 1999 | 999 Years | 343,397 | | General | Common | (16,520) | 326,877 | 10 | 5.43% | 177,413 |
| 001032 | NO DESCRIPTION | | 1973 | 999 Years | 30,975 | | General | Common | (1,490) | 29,485 | 10 | 5.19% | 15,300 |
| 001033 | BRANDT PROPERTY/MADRONE LN ESMT | | 2003 | 999 Years | 7,500 | | General | Common | (361) | 7,139 | 10 | 4.75% | 3,390 |
| 001034 | CASELLA SHORT PLAT - BUILDER DONATED LAND | Yes | 2006 | 999 Years | 2,806 | | General | Common | (2,806) | - | 10 | 4.40% | - |
| 001035 | CASELLA SHORT PLAT | Yes | 2007 | 999 Years | 2,100 | | General | Common | (2,100) | - | 10 | 4.40% | - |
| 001036 | SOUTH ISLAND SEWER-LID 20-RECORD FEES | | 2009 | 999 Years | 17,574 | | Collection | Common | (845) | 16,729 | 9 | 4.62% | 6,957 |
| 001037 | MOBILE OFFICE TRAILER | | 1993 | 20 Years | 1,419 | | General | Common | (68) | 1,351 | 10 | 5.60% | 756 |
| 001038 | PW YARD PAVING - ALLOCATION | | 2003 | 25 Years | 1,008 | | General | Common | (48) | 959 | 10 | 4.75% | 456 |
| 001039 | WATERFRONT PARK RESTROOMS - PR 00065 | | 2008 | 66 Years | 15,484 | | General | Common | (745) | 14,739 | 10 | 4.86% | 7,165 |
| 001723 | 2016 WWTP HVAC | | 2016 | 25 Years | 14,109 | | Treatment | Common | (679) | 13,430 | 2 | 3.25% | 873 |
| 000131 | GENERATOR-DETROIT DIESEL | | 2006 | 66 Years | 40,000 | | General | Common | (1,924) | 38,076 | 10 | 4.40% | 16,756 |
| 000133 | GENERATOR-ISUZU | | 1994 | 10 Years | 6,000 | | General | Common | (289) | 5,711 | 10 | 6.18% | 3,530 |
| 000134 | GENERATOR-JOHN DEERE | | 2007 | 20 Years | 34,216 | | General | Common | (1,646) | 32,570 | 10 | 4.40% | 14,317 |
| 000135 | GENERATOR-JOHN DEERE | | 2006 | 10 Years | 29,373 | | General | Common | (1,413) | 27,960 | 10 | 4.40% | 12,305 |
| 000136 | GENERATOR-JOHN DEERE | | 2003 | 10 Years | 20,000 | | General | Common | (962) | 19,038 | 10 | 4.75% | 9,040 |
| 000138 | GENERATOR-JOHN DEERE | | 1997 | 10 Years | 25,065 | | General | Common | (1,206) | 23,859 | 10 | 5.52% | 13,176 |
| 000140 | GENERATOR-LUGGER | | 1995 | 10 Years | 6,000 | | General | Common | (289) | 5,711 | 10 | 5.95% | 3,400 |
| 000141 | GENERATOR-ONAN/CUMMINS | | 2003 | 10 Years | 21,415 | | General | Common | (1,030) | 20,384 | 10 | 4.75% | 9,679 |
| 000142 | GENERATOR-ONAN/CUMMINS | | 2002 | 10 Years | 33,303 | | General | Common | (1,602) | 31,701 | 10 | 5.04% | 15,969 |
| 000144 | GENERATOR-ONAN/CUMMINS | | 2000 | 10 Years | 20,000 | | General | Common | (962) | 19,038 | 10 | 5.71% | 10,869 |
| 000146 | GENERATOR-YAN MAR | | 1998 | 10 Years | 18,239 | | General | Common | (877) | 17,362 | 10 | 5.09% | 8,839 |
| 000147 | GENERATOR-YAN MAR | | 1996 | 10 Years | 12,000 | | General | Common | (577) | 11,423 | 10 | 5.76% | 6,577 |
| 000198 | 2007 KOHLER GENERATOR | | 2011 | 25 Years | 76,775 | | General | Common | (3,693) | 73,081 | 7 | 4.51% | 23,072 |
| 001040 | ORIGINAL SEWER TREATMENT PLANT STRUC | | 1952 | 30 Years | 52,423 | | Treatment | Common | (2,522) | 49,901 | 10 | 2.39% | 11,914 |
| 001041 | LID 3A & 3E CONTRACT 1 | Yes | 1979 | 20 Years | 528,344 | | Collection | Common | (528,344) | - | 10 | 6.52% | - |
| 001042 | LID 3A EAGLE HARBOR SWR EXT-N.SHORE CONT | Yes | 1979 | 20 Years | 105,692 | | Collection | Common | (105,692) | - | 10 | 6.52% | - |
| 001043 | LID 3B CAVE AVENUE SEWER EXTENSION | Yes | 1979 | 20 Years | 49,565 | | Collection | Common | (49,565) | - | 10 | 6.52% | - |
| 001044 | LID 3C WILLIAMS EAGLE HARBOR | Yes | 1979 | 20 Years | 70,920 | | Collection | Common | (70,920) | - | 10 | 6.52% | - |
| 001045 | LID 3D-F CHERRY PARK&FAIRVIEW AV SWR EXT | Yes | 1979 | 20 Years | 188,453 | | Collection | Common | (188,453) | - | 10 | 6.52% | - |
| 001046 | LID 4-WING POINT SEWER EXT | Yes | 1979 | 20 Years | 295,551 | | Collection | Common | (295,551) | - | 10 | 6.52% | - |
| 001047 | UPPER HAWLEY LIFT STATION | | 1959 | 20 Years | 40,350 | | Treatment | Common | (1,941) | 38,409 | 10 | 3.56% | 13,664 |
| 001048 | WASTEWATER SEWER TREATMENT PLANT | | 1977 | 67 Years | 1,508,531 | | Treatment | Common | (72,571) | 1,435,960 | 10 | 5.68% | 815,984 |
| 001049 | WASTEWATER SEWER TREATMENT PLANT UPGD | | 1996 | 20 Years | 2,492,923 | | Treatment | Common | (119,927) | 2,372,996 | 10 | 5.76% | 1,366,253 |
| 001050 | HIGH SCHOOL RD SEWER PORTION | | 1993 | 67 Years | 165,025 | | Collection | Common | (7,939) | 157,086 | 10 | 5.60% | 87,929 |
| 001051 | ALDER AVE SEWER UPGRADE | | 1997 | 67 Years | 63,490 | | Collection | Common | (3,054) | 60,435 | 10 | 5.52% | 33,375 |
| 001052 | MADISON AVE SEWER REHAB | | 1990 | 67 Years | 134,852 | | Collection | Common | (6,487) | 128,365 | 10 | 7.27% | 93,375 |
| 001053 | NAVY HOUSING SEWER MAIN UPGRADE | | 1997 | 67 Years | 6,928 | | Collection | Common | (333) | 6,595 | 10 | 5.52% | 3,642 |
| 001054 | COMMODORE SIDE SEWER | | 1996 | 67 Years | 13,008 | | Collection | Common | (626) | 12,382 | 10 | 5.76% | 7,129 |
| 001055 | HIGH SCHOOL RD SEWER EXTENSION | | 1998 | 67 Years | 27,093 | | Collection | Common | (1,303) | 25,789 | 10 | 5.09% | 13,129 |
| 001056 | LYNWOOD CENTER SWR DIST #7 | | 1998 | 67 Years | 772,702 | | Collection | Common | (37,172) | 735,529 | 10 | 5.09% | 374,446 |
| 001057 | LYNWOOD CENTER WW PUMP ST (1997) | | 1997 | 20 Years | 3,243 | | Pumping | Common | (156) | 3,087 | 10 | 5.52% | 1,705 |
| 001058 | LYNWOOD CENTER WW PUMP ST (1998) | | 1998 | 20 Years | 8,085 | | Pumping | Common | (389) | 7,696 | 10 | 5.09% | 3,918 |
| 001059 | WINSLOW BOAT LAUNCH PUMPOUT FACILITY | | 1994 | 67 Years | 60,123 | | Pumping | Common | (2,892) | 57,230 | 10 | 6.18% | 35,368 |
| 001060 | EAGLE/IRENE PLACE SANITARY SEWER DESIGN | | 2000 | 20 Years | 6,870 | | Pumping | Common | (330) | 6,539 | 10 | 5.71% | 3,733 |
| 001061 | EAGLE/IRENE PLACE SANITARY SWR CONSTRUC | | 2001 | 20 Years | 68,688 | | Pumping | Common | (3,304) | 65,384 | 10 | 5.15% | 33,689 |
| 001062 | LOWER MADISON BRIEN BUJNE RECONSTRUCTION | | 1999 | 67 Years | 157,457 | | Collection | Common | (7,575) | 149,882 | 10 | 5.43% | 81,349 |
| 001063 | SWR PIPE (HIST COST OF TOTAL LINEAR FT) | | 2003 | 67 Years | 2,628,691 | | Collection | Common | (126,458) | 2,502,232 | 10 | 4.75% | 1,188,143 |
| 001064 | WINSLOW WAY/MADRONE LN SIDE SEWER CONNCT | | 2003 | 67 Years | 4,730 | | Collection | Common | (228) | 4,503 | 10 | 4.75% | 2,138 |
| 001065 | ERICKSEN AVENUE WATER MAIN - PR 147 | | 2003 | 67 Years | 70,255 | | Collection | Common | (3,380) | 66,875 | 10 | 4.75% | 31,755 |
| 001066 | SEWER PIPE (\$ COST OF TOTAL LINEAR FEET) | | 2004 | 67 Years | 50,268 | | Collection | Common | (2,418) | 47,850 | 10 | 4.68% | 22,382 |
| 001067 | SUNDAY COVE FORCEMAIN/WATERLINE EXTENS | | 2004 | 67 Years | 69,239 | | Collection | Common | (3,331) | 65,908 | 10 | 4.68% | 30,828 |
| 001068 | WWTP EFFLUENT PUMP UPGRADE | | 2004 | 20 Years | 619,293 | | Treatment | Common | (29,792) | 589,501 | 10 | 4.68% | 275,739 |
| 001069 | ERICKSEN AVENUE IMPROVEMENTS | | 2004 | 67 Years | 68,605 | | Collection | Common | (3,300) | 65,305 | 10 | 4.68% | 30,546 |
| 001070 | CASELLA SHORT PLAT - BUILDER DONATED | Yes | 2006 | 67 Years | 6,450 | | Collection | Common | (6,450) | - | 10 | 4.40% | - |
| 001071 | SOUTH ISLAND SEWER - LID 20 | | 2006 | 66 Years | 732,662 | | Collection | Common | (35,246) | 697,416 | 10 | 4.40% | 306,921 |
| 001072 | HORIZON VIEW - LID 21 | | 2006 | 66 Years | 171,272 | | Collection | Common | (8,239) | 163,033 | 10 | 4.40% | 71,748 |
| 001073 | WINERY HYDROMATIC PUMP | | 2006 | 67 Years | 16,097 | | Pumping | Common | (774) | 15,323 | 10 | 4.40% | 6,743 |
| 001074 | SUNDAY COVE PUMP STATION MODIFICATION | | 2007 | 20 Years | 331,983 | | Pumping | Common | (15,971) | 316,012 | 10 | 4.40% | 138,914 |



City of Bainbridge Island
Sewer Rate & SPF Study
Sewer Assets

| | |
|-------------------------------|----------------|
| Contributed Assets as of 2008 | \$ (1,585,088) |
| LID Assets | \$ (1,238,525) |
| 2009 - 2017 Contributions | \$ (156,664) |

| Asset | Plant In Service - Description | Donated | Year | Useful Life | 2018 | | Function | Service Area | Allocated Donated Assets | Net Utility Funded Assets | Applicable Asset Age | Applicable Interest Rate | Allocable Interest Cost |
|--------|--|---------|------|-------------|----------------------|--|------------|--------------|--------------------------|---------------------------|----------------------|--------------------------|-------------------------|
| | | | | | Original Cost | | | | | | | | |
| 001075 | TELEMETRY MASTER RELOCATION | | 2007 | 10 Years | 180,809 | | General | Common | (8,698) | 172,111 | 10 | 4.40% | 75,657 |
| 001076 | INFILTRATION & INFLOW REDUCTION | | 2007 | 20 Years | 21,449 | | Collection | Common | (1,032) | 20,417 | 10 | 4.40% | 8,975 |
| 001077 | ALLIANCE | | 2007 | 67 Years | 8,900 | | Collection | Common | (428) | 8,472 | 10 | 4.40% | 3,724 |
| 001078 | CASELLA SHORT PLAT | | 2007 | 67 Years | 6,450 | | Collection | Common | (310) | 6,140 | 10 | 4.40% | 2,699 |
| 001079 | MADISON SQ. NORTH | | 2007 | 67 Years | 7,685 | | Collection | Common | (370) | 7,315 | 10 | 4.40% | 3,216 |
| 001080 | PIERCE CORNER | | 2007 | 67 Years | 27,125 | | Collection | Common | (1,305) | 25,820 | 10 | 4.40% | 11,350 |
| 001081 | WYATT WAY EAGLE/WEAVER NM PR 00057 | | 2007 | 67 Years | 1,916 | | Collection | Common | (92) | 1,824 | 10 | 4.40% | 802 |
| 001082 | WWTP EFFLUENT PUMP UPGRADE - PR 00190 | | 2008 | 67 Years | 469,295 | | Treatment | Common | (22,576) | 446,719 | 10 | 4.86% | 217,143 |
| 001083 | HEAD OF THE BAY WELL PHASE II - PR 00175 | | 2008 | 20 Years | 27,484 | | General | Common | (1,322) | 26,162 | 10 | 4.86% | 12,717 |
| 001084 | LAND ACQ-WWTP CONSTR&STAGING-PR 00229 | | 2008 | 1 Years | 3,070 | | Treatment | Common | (148) | 2,922 | 10 | 4.86% | 1,420 |
| 001085 | FT WARD HILL REALIGNMENT - PR 00098 | | 2008 | 67 Years | 36,402 | | Collection | Common | (1,751) | 34,651 | 10 | 4.86% | 16,843 |
| 001086 | FORT WARD HILL ROAD GEO STUDY - PR 00264 | | 2008 | 67 Years | 823 | | Collection | Common | (40) | 784 | 10 | 4.86% | 381 |
| 001087 | WING PT. SEWER REPAIR - PR 00334 | | 2008 | 67 Years | 4,704 | | Collection | Common | (226) | 4,477 | 10 | 4.86% | 2,176 |
| 001088 | GRINDER PUMP & PIPING- TAYLOR FORCE MAIN | | 2009 | 66 Years | 4,423 | | Collection | Common | (213) | 4,210 | 9 | 4.62% | 1,751 |
| 001089 | WWTP IMPROVEMENTS | | 2011 | 25 Years | 15,087,559 | | Treatment | Common | (725,816) | 14,361,743 | 7 | 4.51% | 4,534,002 |
| 001090 | WW: ERICKSEN TO MADISON | | 2011 | 66 Years | 540,411 | | Collection | Common | (25,997) | 514,413 | 7 | 4.51% | 162,400 |
| 001091 | TELEMETRY UPGRADE PROGRAM 2011 ONLY | | 2011 | 10 Years | 2,741 | | General | Common | (132) | 2,609 | 7 | 4.51% | 824 |
| 001190 | WWTP CAPITAL PRJ EXP 2012 | | 2012 | 24 Years | 2,917 | | Treatment | Common | (140) | 2,777 | 6 | 3.73% | 621 |
| 001192 | WW SEWER 2012 CAPITAL EXP | | 2012 | 65 Years | 10,892 | | Collection | Common | (524) | 10,368 | 6 | 3.73% | 2,320 |
| 001674 | EAGLE HARBOR BEACH MAINS | | 2014 | 66 Years | 3,470,111 | | Collection | Common | (166,936) | 3,303,175 | 4 | 4.23% | 559,227 |
| 001707 | PORTABLE GENERATOR PLUG LYNWOOD CTR | | 2015 | 20 Years | 20,064 | | General | Common | (965) | 19,099 | 3 | 3.66% | 2,096 |
| 001708 | NT WOODS GENERATOR PLUG | | 2015 | 20 Years | 11,308 | | General | Common | (544) | 10,764 | 3 | 3.66% | 1,181 |
| 001731 | WING POINT WAY SEWER UPGRADE | | 2016 | 20 Years | 392,764 | | Collection | Common | (18,895) | 373,870 | 2 | 3.25% | 24,289 |
| 001751 | SEWER TELEMETRY UPGRADE | | 2017 | 10 Years | 119,987 | | General | Common | (5,772) | 114,215 | 1 | 3.67% | 4,187 |
| 001755 | MADRONA/CITY PARKING LOT - SEWER SECTION | | 2017 | 66 Years | 250,649 | | Collection | Common | (12,058) | 238,591 | 1 | 3.67% | 8,747 |
| 001762 | WINSLOW GROVE SEWER SYSTEM - DEV DONATED | Yes | 2017 | 66 Years | 84,906 | | Collection | Common | (84,906) | - | 1 | 3.67% | - |
| 001769 | ROOST PH.1A SEWER SYSTEM - DEV DONATED | Yes | 2017 | 66 Years | 71,758 | | Collection | Common | (71,758) | - | 1 | 3.67% | - |
| 000005 | 1992 INTERNATIONAL TANKER TRUCK | | 1992 | 10 Years | 121,424 | | General | Common | (5,841) | 115,583 | 10 | 6.44% | 74,455 |
| 000022 | 1998 CHEVY PU | | 1998 | 9 Years | 19,636 | | General | Common | (945) | 18,691 | 10 | 5.09% | 9,515 |
| 000057 | 2003 CHEVY EXPRESS VAN | | 2003 | 10 Years | 24,027 | | General | Common | (1,156) | 22,871 | 10 | 4.75% | 10,860 |
| 000109 | 2008 FORD F450 PU | | 2007 | 10 Years | 15,207 | | General | Common | (732) | 14,475 | 10 | 4.40% | 6,363 |
| 000128 | GENERATOR-CATERPILLAR | | 1980 | 10 Years | 6,000 | | General | Common | (289) | 5,711 | 10 | 8.59% | 4,908 |
| 000139 | GENERATOR-JOHN DEERE | | 1977 | 10 Years | 28,000 | | General | Common | (1,347) | 26,653 | 10 | 5.68% | 15,146 |
| 000159 | LARGE SANDER ATTACHMENT | | 2008 | 10 Years | 33,496 | | General | Common | (1,611) | 31,884 | 10 | 4.86% | 15,499 |
| 000241 | SEWER TELEMETRY DESIGN AND INTEGRATION | | 1993 | 10 Years | 104,718 | | General | Common | (5,038) | 99,680 | 10 | 5.60% | 55,796 |
| 000242 | CHOPPER PUMP | | 1998 | 10 Years | 6,761 | | General | Common | (325) | 6,436 | 10 | 5.09% | 3,276 |
| 000243 | SEWER INSPECTION SYSTEM, PLUS TAXES | | 2000 | 10 Years | 29,755 | | General | Common | (1,431) | 28,324 | 10 | 5.71% | 16,170 |
| 000244 | ROTO SCREEN & BEARINGS | | 2002 | 10 Years | 3,590 | | General | Common | (173) | 3,417 | 10 | 5.04% | 1,721 |
| 000245 | TELEMETRY UPGRADE - SEWER | | 2003 | 10 Years | 7,398 | | General | Common | (356) | 7,042 | 10 | 4.75% | 3,344 |
| 000246 | TELEMETRY UPGRADE - SEWER | | 2003 | 10 Years | 3,748 | | General | Common | (180) | 3,568 | 10 | 4.75% | 1,694 |
| 000247 | LOADER BUCKET ADVERTISING | | 2008 | 10 Years | 283 | | General | Common | (14) | 269 | 10 | 4.86% | 131 |
| 000248 | SEWER CAMERA | | 2009 | 10 Years | 20,294 | | General | Common | (976) | 19,317 | 9 | 4.62% | 8,034 |
| 000277 | WWTP TRUCK WEIGH SCALES - PORTABLE | | 2012 | 5 Years | 7,170 | | Treatment | Common | (345) | 6,825 | 6 | 3.73% | 1,527 |
| 000278 | 2012 GENERATOR SOUND ATTENUATION | | 2012 | 20 Years | 22,511 | | General | Common | (1,083) | 21,428 | 6 | 3.73% | 4,795 |
| | Total | | | | \$ 34,119,759 | | | | (2,980,277) | 31,139,483 | | | \$ 11,590,857 |

| Asset | Construction Work In Progress | Year | Useful Life | Original Cost | Function | Service Area |
|-------|--------------------------------------|------|-------------|-------------------|------------|--------------|
| 00721 | Lovell Pump Station Beach Mains | 2017 | | \$ 55,071 | Collection | Common |
| 00782 | Village Pump Station | 2017 | | 65,441 | Pumping | Common |
| 00783 | New Brooklyn - NT Woods Pump Station | 2017 | | 14,367 | Pumping | Common |
| 00784 | Lynwood Pump Station | 2017 | | 90,243 | Pumping | Common |
| | Total | | | \$ 225,121 | | |



City of Bainbridge Island
Sewer Rate & SPF Study
 Sewer Capital Improvement Program

Project Costs and O&M Impacts in Year: **2018**

CIP Realization Factor: **100%**

| No | Function | Description | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | Type of Capital | | | |
|--|------------|---|---------------------|---------------------|-------------------|---------------------|-------------------|---------------------|---------------------|-----------------------|------------|-------------|------------------|
| | | | | | | | | | | % Upgrade / Expansion | % R&R | % Treatment | % Utility Funded |
| 1 | | 3b Sewer Prj 2019 CIP | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 100% | | | 100% |
| 2 | Pumping | Rehabilitate Pump Station | 475,000 | 425,000 | - | - | - | - | - | 14% | 86% | 0% | 100% |
| 3 | Pumping | Pump Station/Force Main Upgrade | 155,000 | 545,000 | - | - | - | - | - | 14% | 86% | 0% | 100% |
| 4 | Treatment | Rehabilitate Pump Station | 100,000 | 450,000 | - | - | - | - | - | 5% | 95% | 0% | 100% |
| 5 | Pumping | Rehabilitate Pumps | - | 150,000 | - | - | - | - | - | 5% | 95% | 0% | 100% |
| 6 | Pumping | Lift Station SCADA Upgrades | - | 140,000 | - | - | - | - | - | 5% | 95% | 0% | 100% |
| 7 | Pumping | Pump Station & Force Main | - | 750,000 | - | 2,500,000 | - | - | - | 5% | 95% | 0% | 100% |
| 8 | Pumping | Rehabilitate Pump Station | - | - | 100,000 | 450,000 | - | - | - | 5% | 95% | 0% | 100% |
| 9 | Pumping | Rehabilitate Pump Station | - | - | - | 100,000 | 400,000 | - | - | 5% | 95% | 0% | 100% |
| 10 | Collection | Install Gravity Sewers | - | - | - | - | 200,000 | 450,000 | - | 5% | 95% | 0% | 100% |
| 11 | Pumping | Rehabilitate Pump Station | - | - | - | - | - | 100,000 | 500,000 | 5% | 95% | 0% | 100% |
| 12 | Treatment | Extend WWTP Outfall | - | - | - | - | - | 200,000 | 900,000 | 5% | 95% | 100% | 100% |
| 13 | | | - | - | - | - | - | - | - | 100% | | | 100% |
| 14 | | Water and Sewer Capital Update as of July 25 | - | - | - | - | - | - | - | 100% | | | 100% |
| 15 | Pumping | Replace Beach Sewer Force Main | 50,000 | - | - | - | - | - | - | 5% | 95% | 0% | 100% |
| 16 | Collection | Madrona Townhomes/Henshaw | 265,000 | - | - | - | - | - | - | 14% | 86% | 0% | 100% |
| 17 | | | - | - | - | - | - | - | - | 100% | | | 100% |
| 18 | | Fleet and Equipment Contributions | - | - | - | - | - | - | - | 100% | | | 100% |
| 19 | General | Van | - | 12,000 | - | - | - | - | - | 14% | 86% | 0% | 100% |
| 20 | General | Light Duty Pick Up | - | 11,000 | - | - | - | - | - | 14% | 86% | 0% | 100% |
| 21 | General | Video Inspection Camera | - | 35,000 | - | - | - | - | - | 14% | 86% | 0% | 100% |
| 22 | General | Van | - | - | 56,000 | - | - | - | - | 14% | 86% | 0% | 100% |
| 23 | General | Medium Duty Pick Up | - | - | 15,000 | - | - | - | - | 14% | 86% | 0% | 100% |
| 24 | General | Medium Duty Pick Up | - | - | - | 20,000 | - | - | - | 14% | 86% | 0% | 100% |
| 25 | General | Light Duty Pick Up | - | - | - | - | 13,000 | - | - | 14% | 86% | 0% | 100% |
| 26 | General | Vactor Truck | - | - | - | - | - | 460,000 | - | 14% | 86% | | 100% |
| 27 | General | Light Duty Pick Up | - | - | - | - | - | 14,000 | - | 14% | 86% | | 100% |
| 28 | General | Light Duty Pick Up | - | - | - | - | - | - | 14,000 | 14% | 86% | | 100% |
| 29 | General | Van | - | - | - | - | - | - | 92,000 | 14% | 86% | | 100% |
| Total Capital Projects | | | \$ 1,045,000 | \$ 2,518,000 | \$ 171,000 | \$ 3,070,000 | \$ 613,000 | \$ 1,224,000 | \$ 1,506,000 | 7% | 93% | | |
| Total Upgrade/Expansion Projects | | | 131,205 | 216,588 | 14,813 | 155,264 | 31,797 | 103,015 | 84,651 | 737,335 | 9,409,665 | | |
| Total R&R Projects | | | 913,795 | 2,301,412 | 156,187 | 2,914,736 | 581,203 | 1,120,985 | 1,421,349 | | | | |
| Projects by Grants / Developer Donations | | | - | - | - | - | - | - | - | | | | |
| Projects by Enterprise Fund | | | 1,045,000 | 2,518,000 | 171,000 | 3,070,000 | 613,000 | 1,224,000 | 1,506,000 | | | | |
| Total Treatment-Related | | | - | - | - | - | - | 200,000 | 900,000 | | | | |

MEMORANDUM

TO: City of Bainbridge Island City Council

FROM: Utility Advisory Committee

DATE: November 14, 2018

SUBJECT: Recommendation on City's Water and Sewer Utilities' System Participation Fees and Preliminary Report on Water and Sewer Rate Study

The City is in the midst of a study of the rates and fees charged by its water and sewer utilities. The Utility Advisory Committee ("UAC") is recommending approval of the first findings of the rate study, the utilities' "System Participation Fees" (or "SPFs"). The UAC has received and reviewed the report from the consultant, dated November 2018, and is recommending adoption of the fees contained therein.

The UAC is also providing this preliminary report on the status of the remaining portions of the rate study.

I. Background of Rate Study

Studies of the rates, charges, and fees of utility systems are usually conducted at periodic intervals to ensure they provide adequate revenue for the utilities, and to insure the rates, charges, and fees are in conformance with state law. Such studies are frequently conducted following a utility's completion of periodic comprehensive system plans.

COBI completed updates to its Sewer System Plan in 2015 and its Water System Plan in 2016-7. In both utilities, it had been many years since previous System Plans had been adopted.

It had also been many years since the City's utility rates, charges, and fees had been evaluated and reconsidered. The City had performed a study to update rates in 2009, but never implemented them. (This was apparently due to the financial challenges experienced by the City during the recession.) As such, the current rate and fee structure has been in existence for a very long time without review. Therefore, in August 2017, the UAC recommended that a rate study be conducted (see the enclosed memorandum), and the City Council agreed and authorized the current study.

The rate study actually includes an evaluation of six different City rates and fees. They are:

- Winslow water system rates
- Rockaway Beach water system rates
- Winslow sewer system rates
- South Island sewer system rates
- SPFs for both water systems
- SPFs for both sewer systems

In March 2018, the City hired a consultant, Financial Consulting Solutions Group, to evaluate the utilities' rates and make recommendations to City management, the UAC, and ultimately the City Council.

The consultant developed preliminary recommendations which were first presented to the UAC on July 11, 2018. Since that time, the consultant has met with the UAC on August 11 and 22, September 12 and 26, October 3, 10, and 24, and November 14, 2018.

II. Status of Water and Sewer Rate Study

- A. Water Rates. The consultant, staff, and UAC has analyzed and discussed the water rates in detail. There are a number of policy questions to be considered, such as system reinvestment percentages, consolidation of differential rates for Winslow and Rockaway Beach, and phasing any rate adjustments among classes. Additionally, the projects to be included in the recently-adopted 6-year Capital Improvement Plans will have major impact on the rates. Therefore, neither the consultant or the UAC is ready to make final recommendations on water rates.
- B. Sewer Rates. The consultant first submitted its analysis of the sewer rates to the UAC on October 3. There are similar policy questions for the sewer systems as there are for the water systems, and the consultant and UAC are continuing their analysis. Thus sewer rates are not yet ready for council consideration.

III. Recommendation on System Participation Fees

However, the UAC is prepared to recommend approval of revised "system participation fees" (SPFs) as developed by the consultant.

An SPF is a one-time fee paid by a property owner connecting to a utility system. Essentially, a property owner "buys in" to the utility system by paying a fair share of the utility infrastructure.

SPFs vary by the size of a property owner's water meter. Currently, the SPF for a typical single-family home for water is \$2,754 and sewer is \$5123. The consultant's analysis of the SPFs for both the City's water and sewer systems is that the SPFs for single-family accounts are

significantly below where they should be, while the SPFs for multi-family, commercial, and irrigation accounts should be reduced. For comparison purposes, the consultant's calculation is that the typical single family SPF should be raised to \$5733 for water and \$8208 for sewer.

The UAC has reviewed the consultant's analysis, and agrees with its recommendations. The methodology appears to be consistent with industry practices, legal requirements, and the City's financial information regarding its capital infrastructure. The revised SPFs should be implemented as soon as possible.

IV. Conclusion

The consultant and UAC have not yet completed the analysis of the water and sewer rates. Both will continue to work on these subjects over the next few months, and likely will have recommendations ready early in 2019.

However, the consultant and UAC have concluded analyzing the SPFs, and recommend the council take up the proposed revisions now. The rates charged to existing water and sewer customers and the fees charged to newly-connecting property owners are different concepts and affect different city constituencies. They can, and rightly should, be considered independently of each other.

Accordingly, the UAC recommends that the consultant's proposed revisions to the water and sewer SPFs as contained in the November 2018 report be considered by the council soon, and adopted.

APPROVED BY UAC ON NOVEMBER 14, 2018



Andrew Maron and Jeff Kanter, Co-Chairs

Charles Averill, Steven Johnson, Ted Jones, Nancy Nolan, Emily Sato



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 4, 2018

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:35 PM) Transportation Benefit District Fee Increase - Finance,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

I move to forward to the consent agenda for approval at the December 11, 2018, Council meeting Resolution No. 2018-33.

SUMMARY:

Increase the Transportation Benefit District vehicle license fee from the current \$20 per vehicle license to \$30.

FISCAL IMPACT:

| | |
|------------------------------------|--|
| Amount: | |
| Ongoing Cost: | |
| One-Time Cost: | |
| Included in Current Budget? | |

BACKGROUND:

Approval of this resolution would provide an approximate additional \$200,000 in revenue by increasing the vehicle license fee from \$20 to \$30. The City Council has indicated as part of its budget discussions that the additional revenue be dedicated to funding certain types of eligible TBD projects, including traffic calming projects.

ATTACHMENTS:

[TBD Discussion Transmittal for CC 12042018 \(9\).docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Finance and Administrative Services Department
Memorandum

Date: December 4, 2018
To: City Council
Morgan Smith, City Manager
From: Ron Logghe, Interim Accounting Manager
Subject: Increasing Vehicle License Fee for the Transportation Benefit District

To further the discussion of increasing the vehicle license fee from twenty to thirty dollars this memo collects the budget queries and answers given during the proposed budget process related to traffic calming, traffic signs, and the Transportation Benefit District.

In discussions of the 2019 – 2020 Proposed Budget, City Council expressed an interest in raising vehicle license fees.

Staff estimates that raising the vehicle license fee from twenty to thirty dollars will provide an additional \$200,000 per year. Council has expressed an interest in supporting traffic calming, speed signs, and marketing BI ride with this additional revenue.

The next steps to increase the fees are as follows:

- Council takes legislative actions to increase the vehicle license fee.
 - The resolution included with this agenda item can accomplish this action.
 - The resolution included with this agenda item provides for an increase from \$20 to \$30 for an annual vehicle license fee. The maximum allowable vehicle license fee that Council can approve at this time is \$40 per year.
- Staff notifies the Department of Licensing of the new fee and amends the interlocal agreement accordingly.
- Council approves an updated interlocal agreement.
- The new fee will go into effect six months after the resolution is approved.

On the following pages, I am including information provided during the budget process related to Transportation Benefit funds.

2019 – 2020 Budget Queries

Date: October 1, 2018

From: Councilmember Peltier, Councilmember Deets, Mayor Medina

Topic: Speed Readers

QUESTION

Can you provide information about speed readers?

RESPONSE

The City currently uses two different types of feedback signs to provide speed information to drivers, mobile speed readers and a fixed radar feedback sign.

The City has four mobile speed readers, two of which were purchased over ten years ago for about \$10,000 each and two of which were grant-supported purchases in 2017. These signs are placed for one month at a time in different locations around the Island.

Another method of indicating speed to drivers is to install radar feedback signs, which can either be solar or have a hard-wired electrical source.

- Hardwired signs are more reliable and are typically used in school zones. We estimate that seven signs would be needed to cover all existing school zones, at a cost of \$13,000 per sign for purchase and installation, or a total of \$91,000.
- Solar signs are estimated at \$8,000 per sign. The City does not currently have a plan for additional sign installation. Public Works and Police Department staff could develop a plan for solar sign installation based on traffic and accident data, with a proposed number of two additional signs per year for purposes of estimation, or \$20,000 for purchase and installation.

Additional signs of either type will require maintenance time from Public Works staff and would displace or defer other current work items.

Transportation Benefit Fund Fee Increase Discussion Transmittal Memo
R. Logghe/December 4, 2018

Date: October 9, 2018

From: Councilmember Tirman

Topic: Transportation Benefit Fund revenues and eligible uses

QUESTION

Please provide information about the result of changing the vehicle license fee to \$30 from \$20. Could this revenue be used for a traffic calming program?

RESPONSE

The City currently charges a \$20 vehicle license fee. Annual revenue from this fee averages a little more than \$400,000 annually. If we were to increase the fee to \$30 we might expect an additional \$200,000 in revenue from this source or \$600,000 annually. The benefits of traffic calming fit within the criteria for Transportation Benefit Fund revenues as described in RCW [36.73.020](#). Thus, traffic calming projects would likely be eligible to be supported by TBD revenue.

Date: October 12, 2018
From: Councilmember Tirman
Topic: Transportation Benefit Fund

QUESTION

The \$400,000 of car tab funds goes toward what at present? Also, can we 'earmark' or set-aside the \$200,000 plus extra should we raise tabs to \$30 for traffic calming and neighborhood related road projects?

RESPONSE

The City currently uses \$400,000 of annual vehicle license fee revenue as part of the support for the annual road preservation program, which is an yearly expense of roughly \$625,000 to support ongoing road surface repair and maintenance.

Should Council decide to increase the vehicle license fees, the additional revenue can be dedicated to eligible projects, including eligible traffic calming or other congestion-reducing projects. This is a policy decision that can be made by Council and will then be enacted through the budget process when the Transportation Benefit Fund revenue is appropriated.

Date: October 16, 2018
From: Councilmember Tirman
Topic: Transportation Benefit District Fee Change Process

QUESTION

What is the exact process required to raise car tabs?

RESPONSE

The City first levied a \$20 vehicle license fee in 2013. The fee has not changed since that time.

The City Council can increase the vehicle license fee by legislative action. A Council resolution could increase our fees if the fees are at or below \$40. The City would then notify the Department of Licensing of the new fee and amend the interlocal agreement accordingly. The new fee would not be collected until after six months after approval under RCW 36.73.065.

A TBD may only impose a nonvoted vehicle license fee above \$20 as follows:

- Up to \$40, but only if a \$20 fee has been in effect for at least 24 months.
- Up to \$50, but only if a \$40 fee has been in effect for at least 24 months.

If a district intends to impose a vehicle fee of more than \$40 by a majority vote of the governing body, the decision is subject to potential referendum, as provided in [RCW 36.73.065\(6\)](#) and could be reversed by a majority vote of the people.

Voters may approve a vehicle license fee of between \$50 and \$100. The proposition would be placed on a general or special election ballot.

Information about other districts' vehicle license fees and a list of exempt and non-exempt types of vehicles is available at the Department of Licensing site:

<https://www.dol.wa.gov/vehicleregistration/localfees.html>

Date: October 22, 2018

From: Councilmember Tirman

Topic: Transportation Benefit District Fee Increase Details

QUESTION

1. Can seniors and low-income earners be exempt from any car tab increase?
2. Can Council earmark the additional funds raised from putting the amount at \$30 into a dedicated fund for traffic calming and public transport? If it is roughly an additional \$200,000 in annual revenue I'd propose we dedicate half to each effort.
3. If we can dedicate \$100,000 to public transport, can that money be used for marketing BI Ride as well as perhaps offering subsidized rides to youth and seniors?

RESPONSE

1. The vehicle license fee is collected by the Department of Licensing, so the City does not have flexibility with how the fee program is administered. Seniors and low-income earners are not listed in the exemptions of our agreement with the Department of Licensing, so we do not believe that we could offer a senior/low income exemption. There are exemptions allowed by types of vehicles listed in RCW 82.80.140
2. To dedicate the additional funds to a particular purpose, the Council could make a policy decision to set aside a portion of the additional revenue for traffic calming and public transport. There is a separate fund for the Transportation Benefit revenue. Within the fund the City could create a separate account to capture budget and expense for specific eligible uses, like traffic calming and public transport.
3. Transportation Improvement is defined as "a project contained in the transportation plan of the state, a regional transportation planning organization, city, county, or eligible jurisdiction as identified in RCW 36.73.020(2). A project may include investment in new or existing highways of statewide significance, principal arterials of regional significance, high capacity transportation, public transportation, and other transportation projects and programs of regional or statewide significance including transportation demand management. Projects may also include the operation, preservation, and maintenance of these facilities or programs."

RESOLUTION NO. 2018-33

A RESOLUTION of the Bainbridge Island Transportation Benefit District approving an increase of the current twenty dollar vehicle license fee to a thirty dollar vehicle license fee pursuant to RCW 36.73.065.

WHEREAS, the City of Bainbridge Island established a transportation benefit district as authorized by RCW 35.21.225 and subject to the provisions of Chapter 36.73 RCW; and

WHEREAS, the City of Bainbridge Island established a transportation benefit district fee of twenty dollars by passing TBD Resolution No. 2013-01 in the year 2013 pursuant to RCW 36.73.065; and

WHEREAS, RCW 36.73.065 authorizes a transportation benefit district to impose, by majority vote of the district's governing board, a fee of up to forty dollars if a twenty dollar vehicle fee has been imposed for at least twenty-four months; and

WHEREAS, in accordance with RCW 82.80.140, the new vehicle license fee may not be collected until six months after approval of this action by the governing board; and

WHEREAS, the City Council finds it to be in the best interest of the City to increase the vehicle fee from the current amount of twenty dollars to thirty dollars and to use the additional revenue from the increase in fee for eligible purposes under Chapter 36.73 RCW, including traffic calming projects.

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

Section 1. An annual fee in the amount of \$30 is established consistent with RCW 36.73.065, to be collected by the Washington State Department of Licensing on qualifying vehicles as set forth in RCW 82.80.140 and Chapters 36.73 and 46.17 RCW.

Section 2. The vehicle license fee shall take effect for notices mailed in 2019 for vehicle license renewals due as soon thereafter as the Washington State Department of Licensing is reasonably able to incorporate collection of the thirty dollar fee. Vehicle license fees will not be collected sooner than six (6) months after approval as provided in RCW 82.80.140(4).

Section 3. The revenues received from the thirty dollar license fee shall only be expended on transportation projects approved by the city council.

PASSED by the City Council this _____ day of December 2018.

APPROVED by the Mayor this _____ day of December 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.

December _____, 2018
December _____, 2018
2018-33



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 4, 2018

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:05 PM) Solar Access Regulations - Deputy Mayor Deets,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: City Council

RECOMMENDED MOTION:

Council discussion.

SUMMARY:

There are over two hundred solar installations on Bainbridge Island, with a combined installed capacity of more than a megawatt. Among other benefits, these systems substantially reduce Bainbridge Island's carbon footprint. Currently, these—and any future—systems do not have legal protections against shading coming from buildings or vegetation.

State law (RCW 64.04.140) authorizes local governments to use solar easements to ensure access to direct sunlight. While there are no known communities in Washington State that have initiated an ordinance creating solar easements, communities elsewhere in the country have done so. The purpose of this agenda item is for the City Council to consider the merits of pursuing a "solar access ordinance," referring to what has been done in the cities of Ashland, Oregon, and Boulder, Colorado.

FISCAL IMPACT:

| | |
|------------------------------------|----|
| Amount: | |
| Ongoing Cost: | |
| One-Time Cost: | |
| Included in Current Budget? | No |

BACKGROUND:

ATTACHMENTS:

[COBI Solar Access Presentation](#)

[City of Ashland Solar Setback Guide](#)

[City of Boulder Solar Access Guide](#)

FISCAL DETAILS: A fiscal analysis has not been done by the City on this proposal.

Fund Name(s):

Coding:



Protecting Access to the Sun - A Legislative Need -

By Joe Deets
Bainbridge Island City Council
Oct. 2, 2018

Outline

- What is Solar Assess?
- Legal Authorization
- Local Shading Example
- Municipal Examples
- Q & A

What is Solar Access?

- The ability of one property to continue to receive sunlight across property lines without obstruction from another property (buildings, foliage, or other impediments).
- Protection is given as an Easement.

Legislative Declaration on Solar Easements

RCW 60.04.140

“encourage and protect access to direct sunlight for solar energy systems”.

“**solar easements** may be created to assure continued access to direct sunlight.”

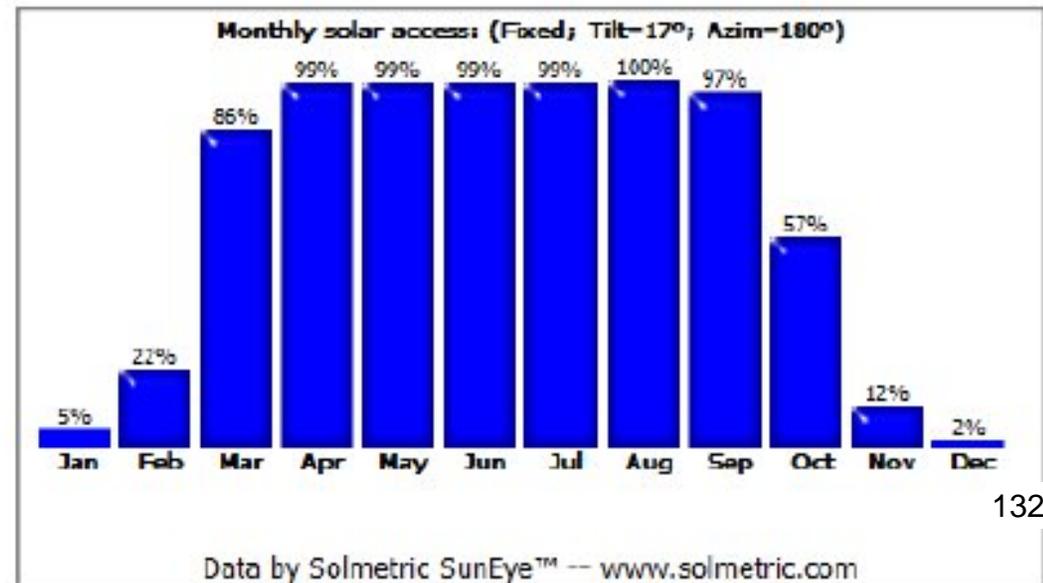
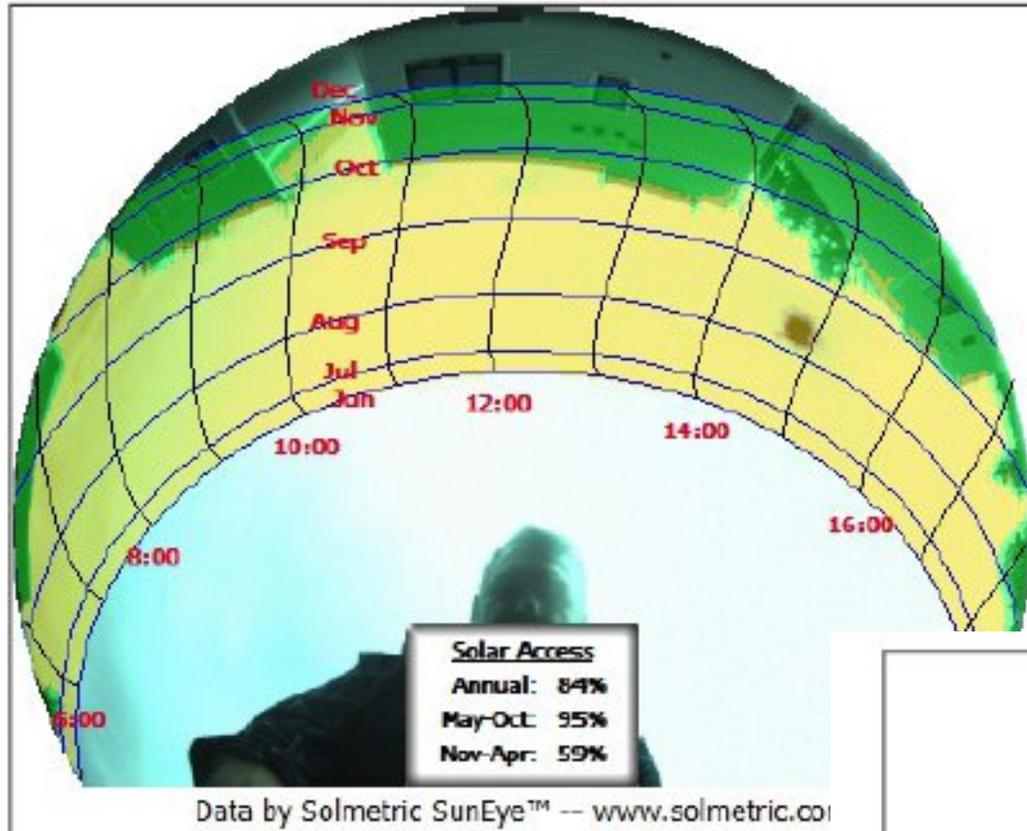
Local Example



Building Setbacks



Site Shade Analysis



Municipal Example #1

Ashland, Oregon

- Intent is to protect the economic value of current and future solar energy systems.
- No structure casts a shadow greater than a 6 ft. tall fence at the northern property line.
- Existing shade is exempted.
- Shading from vegetation is protected through Solar Access Permits.

Municipal Example #2

Boulder, Colorado

- Ordinance guarantees access to the sun for homeowners and renters.
- Degree of solar access protection is determined by the zoning district.
- Building heights are determined by length of shadow occurring on December 21st.

Questions?

Solar Access

CITY OF
ASHLAND

Land Use Ordinance 18.70



SOLAR SETBACK
GUIDE

WHAT IS SOLAR ACCESS?

Solar access simply means access to sunlight. The purpose of the Solar Access Chapter is to provide protection of a reasonable amount of sunlight from shade from structures and vegetation whenever feasible to all parcels in the City to preserve the economic value of solar radiation falling on structures, investments in solar energy systems, and the options for future uses of solar energy. Additionally, the Oregon Department of Energy has determined that structures receiving full sunlight use up to 20% less energy than those that receive only limited sunlight.

The Solar Access Ordinance is designed to protect solar access from shading by structures and from shading by vegetation.

This guide explains protection of solar access from shading by structures. For protection of solar access from shading by vegetation, see Section 18.70.070 Solar Access Permit for Protection from Shading by Vegetation in the Land Use Ordinance.

The goal is to assure that no structure casts a shadow across the northern property line greater than that, which would be cast by a 6 foot tall fence located at the northerly property line. The time of year used to determine the shadow length is during the winter solstice, at 12 noon on December 21. The angle of the sun above the horizon at that time is about 24°.

The following is a step-by-step explanation of how to compute each of the steps necessary to determine the required solar setback for structures (new construction, remodels and additions).

CALCULATING SOLAR SETBACKS

The following steps should be used when calculating the required solar setback for a structure

STEP 1 – Determine the Northern Lot Line

- The solar setbacks pertain to the amount of shadow created by a structure at the north lot line.
- The north lot line is any lot line or lines less than 45° southeast or southwest of a line drawn east-west and intersecting the northern most point of the lot.
- If the northern lot line adjoins any unbuildable area (e.g., street, alley, parking lot, common area) other than a required yard area, for purposes of measuring the solar setback, the northern lot line shall be that portion of the northerly edge of the unbuildable area, which is due north of the actual northern edge of the applicant's property. See Figure 1.

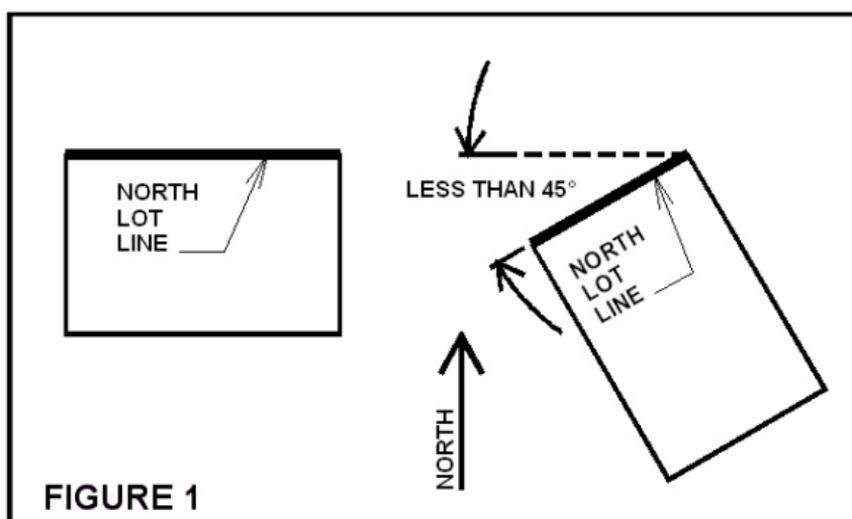


FIGURE 1

STEP 2 – Determine the North/South Lot Dimension

- The N/S lot dimension is simply the average distance between lines from the corners of the northern lot line south to a line drawn east – west intersecting the southernmost point of the lot. See Figure 2.

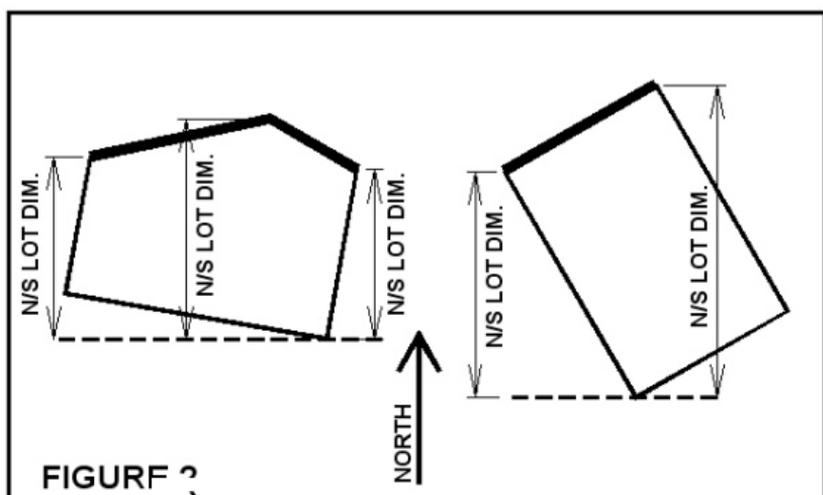
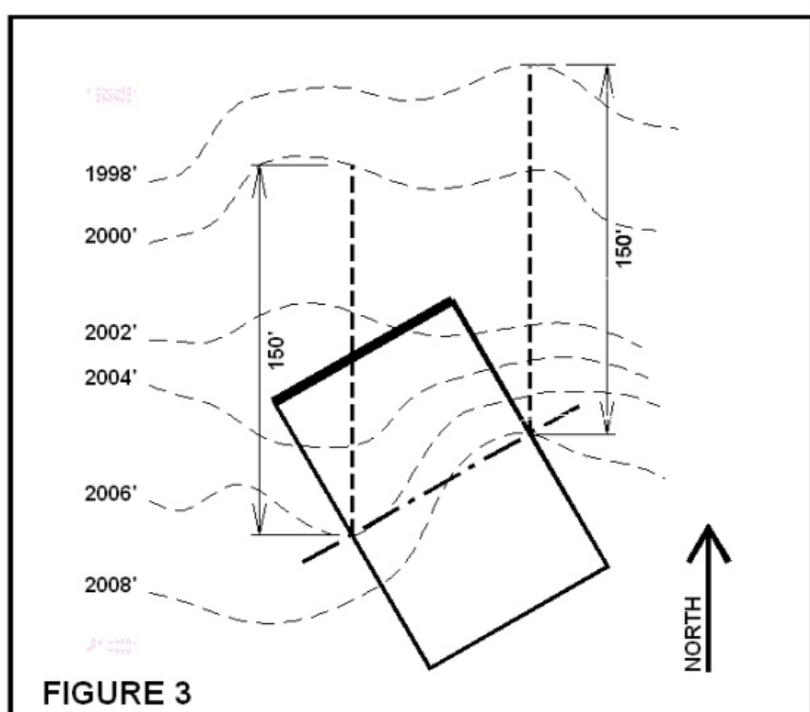


FIGURE 2

STEP 3 - Calculating Average Slope

- Slope is simply defined as the vertical change in elevation divided by the horizontal distance of the vertical change.
- The slope is measured along lines extending 150' from the end points of a line drawn parallel to the north lot line through the mid-point of the north/south lot line. North facing slopes will have **negative values** and south facing slopes will have positive values.
- The slope values calculated are divided by 150; those values are then added together and divided by 2 for the average.



Calculation of average slope (S) example using Figure 3:

$$\text{(East)} \quad 2008 - 1998 = 10 / 150 = -.0667$$

$$\text{(West)} \quad 2006 - 2000 = 6 / 150 = -.0400$$

$$-.0667 + -.0400 = -.1067 / 2 = -.0534$$

Note: The slope is represented as a decimal number as in percent slope.

STEP 4 – Determine Lot Classification

- Lots are classified according to the following formulas:
- Formula I: $30\%.445 + S$
- Formula II: $10\%.445 + S$

Lots whose N/S lot dimension exceeds that calculated by Formula I shall be required to meet Solar Setback Standard A.

Lots whose N/S lot dimension is less than that calculated by Formula I, but greater than that calculated by Formula II, shall be required to meet Solar Setback Standard B.

STEP 5 – Determination of Shade Producing Point

- The angle or the pitch of the roof determines where the Height of the highest shade producing point (H) is located and has a direct effect on the length of the shadow.
- A roof with a pitch of 5 ½ in 12 has an angle of approximately 25 degrees. If the roof pitch is less than 25 degrees the longest shade producing point will be the north wall or eave. If the roof pitch is greater than 25 degrees the shade producing point will be the roof peak.

STEP 6 – Using the Solar Setback

- The Solar Setback is measured along a line parallel to the northern lot line and is the minimum distance that the tallest shade producing point casting the longest shadow to the north is to be setback from the northern lot line.
- The following equations are used in determining the required Solar Setback (SSB):
- H = Height of highest shade producing point
- S = Average Slope of Parcel 150' to north
- .445 = Angle of sun on December 21 at noon
- Setback Standard A:
 $H - 6 / .445 + S = \text{SSB}$
- Setback Standard B:
 $H - 16 / .445 + S = \text{SSB}$

Example:

$$H = 22'$$

$$S = -.04\%$$

$$22 - 6 = 16$$

$$.445 + (-.04) = .405$$

$$16 / .405 = 39.5' \text{ Setback from N lot line}$$

Community Development
Department

51 Winburn Way
Ashland, OR 97520

Phone (541) 488-5305
Fax (541) 552-2050
www.ashland.or.us



Solar Access

In response to the diminishing supply and increasing cost of conventional energy resources, the City of Boulder enacted an ordinance to protect the use of solar energy. The ordinance guarantees access to sunlight for homeowners and renters in the city. This is done by setting limits on the amount of permitted shading by new construction and requiring that new buildings be sited to provide good solar access.

The degree of solar access protection is defined by either a 12 foot or 25 foot hypothetical "solar fence" on the property lines of the protected buildings. The ordinance is designed to protect access for a four hour period on December 21st. Under most circumstances, new structures will not be allowed to shade adjacent lots to a greater extent than the applicable solar fence.

There are three Solar Access Areas in the City of Boulder. Following is a list of zoning districts and which solar access area they fall into:

Solar Access Area I

Lots are protected by a 12 foot "solar fence" as mentioned above. These lots are in RR-1, RR-2, RE, RL-1 and MH zoning districts.

Solar Access Area II

Lots are protected by a 25 foot "solar fence". These lots are in RL-2, RM, MU-1, MU-3, RMX, RH, and I zoning districts.

Solar Access Area III

All other zoning districts are in Solar Access Area III and are protected through the solar permit process

A solar access permit is available to those who have installed or who plan to install a solar energy system and need more protection than is provided automatically in Solar Access Areas I and II. The permit application must include detailed information describing the solar energy system, existing structures and vegetation on adjacent properties and the location and dimensions of the solar easement requested. Solar access permits do not affect vegetation which exists at the time of permit application submittal. Solar access permit application forms are available from the City Department of Planning and Community Development. The Board of Zoning Adjustment will review applications and award permits.

Members of the City of Boulder planning staff are available to answer questions regarding solar access and will be responsible for assuring that all plans are in compliance with the ordinance.

Compliance

When applying for a building permit, an adjusted shadow analysis must be submitted to Inspection Services. Identifying the height and orientation of the proposed building and the slope of the land, the shadow that it will cast on the 21st of December between 10 a.m. and 2 p.m. can be approximated. Complete the following steps and submit the results with the building permit application:

1. *Draw the proposed site plan.* The solar access site plan should be drawn to a scale of measurement (preferably 1:10) and show existing improvements, and the proposed building or addition, property lines, and a north arrow.
2. *Determine the height of the shadow casting portion of the roof.* Label the height of corners and peaks of the proposed roof structure on the site plan.



House to be analyzed below

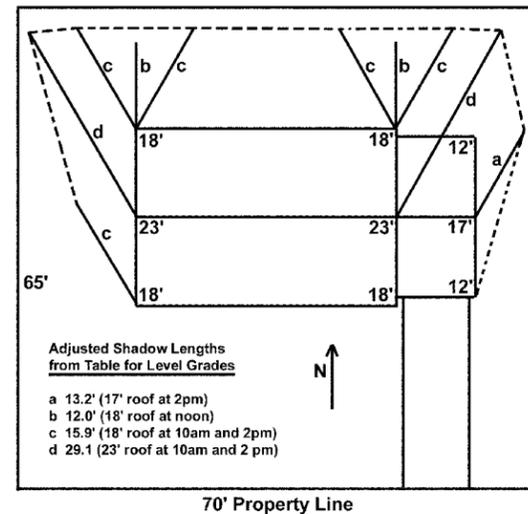


Figure 1. Simplified Shadow Analysis for House in Solar Access Area 1 (Illustration only—not to scale)

Table 1. Adjusted Solar Shadow Lengths for Level Grades

| Solar Access Area I | | | | Solar Access Area II | | | |
|---------------------|-------|-------|-------|----------------------|-------|-------|-------|
| Bldg Ht | 10am | Noon | 2pm | Bldg Ht | 10am | Noon | 2pm |
| 13' | 2.6' | 2.0' | 2.6' | 26' | 2.6' | 2.0' | 2.6' |
| 14' | 5.3' | 4.0' | 5.3' | 27' | 5.3' | 4.0' | 5.3' |
| 15' | 7.9' | 6.0' | 7.9' | 28' | 7.9' | 6.0' | 7.9' |
| 16' | 10.6' | 8.0' | 10.6' | 29' | 10.6' | 8.0' | 10.6' |
| 17' | 13.2' | 10.0' | 13.2' | 30' | 13.2' | 10.0' | 13.2' |
| 18' | 15.9' | 12.0' | 15.9' | 31' | 15.9' | 12.0' | 15.9' |
| 19' | 18.5' | 14.0' | 18.5' | 32' | 18.5' | 14.0' | 18.5' |
| 20' | 21.2' | 16.0' | 21.2' | 33' | 21.2' | 16.0' | 21.2' |
| 21' | 23.8' | 18.0' | 23.8' | 34' | 23.8' | 18.0' | 23.8' |
| 22' | 26.5' | 20.0' | 26.5' | 35' | 26.5' | 20.0' | 26.5' |
| 23' | 29.1' | 22.0' | 29.1' | 36' | 29.1' | 22.0' | 29.1' |
| 24' | 31.8' | 24.0' | 31.8' | 37' | 31.8' | 24.0' | 31.8' |
| 25' | 34.4' | 26.0' | 34.4' | 38' | 34.4' | 26.0' | 34.4' |
| 26' | 37.0' | 28.0' | 37.0' | 39' | 37.0' | 28.0' | 37.0' |
| 27' | 39.7' | 30.0' | 39.7' | 40' | 39.7' | 30.0' | 39.7' |
| 28' | 42.3' | 32.0' | 42.3' | 41' | 42.3' | 32.0' | 42.3' |
| 29' | 45.0' | 33.9' | 45.0' | 42' | 45.0' | 33.9' | 45.0' |
| 30' | 47.6' | 35.9' | 47.6' | 43' | 47.6' | 35.9' | 47.6' |
| 31' | 50.3' | 37.9' | 50.3' | 44' | 50.3' | 37.9' | 50.3' |
| 32' | 52.9' | 39.9' | 52.9' | 45' | 52.9' | 39.9' | 52.9' |
| 33' | 55.6' | 41.9' | 55.6' | 46' | 55.6' | 41.9' | 55.6' |
| 34' | 58.2' | 43.9' | 58.2' | 47' | 58.2' | 43.9' | 58.2' |
| 35' | 60.9' | 45.9' | 60.9' | 48' | 60.9' | 45.9' | 60.9' |
| | | | | 49' | 63.5' | 47.9' | 63.5' |
| | | | | 50' | 66.2' | 49.9' | 66.2' |
| | | | | 51' | 68.8' | 51.9' | 68.8' |
| | | | | 52' | 71.5' | 53.9' | 71.5' |
| | | | | 53' | 74.1' | 55.9' | 74.1' |
| | | | | 54' | 76.7' | 57.9' | 76.7' |
| | | | | 55' | 79.4' | 59.9' | 79.4' |

3. *Draw the approximate shadow cast by the proposed structure.* If your building is on a level lot and if the adjacent property to the north, east and west is part of the same solar access area, use Table 1 to check that your building's shadow is in compliance with the ordinance. Use the shadow pattern illustrated in Figure 1 as an example. Noon shadow lengths are projected directly north. Draw the 10:00 a.m. and 2:00 p.m. shadows at 30 degrees west of north and 30 degrees east of north. After the shadow lines have been drawn, connect the outer band of points to determine the four hour shadow pattern.

Note: If your proposed structure is not located on a level lot, please contact the Planning Department for information on adjusting actual shadow lengths for changes in grade.

4. *If the shadow cast is entirely within your property lines, the proposed building or addition is in compliance.*

5. *If the adjusted shadows cast by the proposed structure do not fall within your property lines, redesign your project or prepare a shadow analysis based on the actual shadows cast by the proposed structure.* An actual shadow analysis illustrates the true impact of all proposed shading on adjacent properties, and is required to demonstrate that the portion of the shadow which exceeds the solar fence falls within an exempt area. An actual analysis is also required as part of an application for an administrative or a board level solar exception. Apply shadow lengths listed in Table 2 to prepare an actual solar analysis.

Table 2. Actual Shadow Lengths On December 21 Solar Shadow Analysis Table for Level Grades

| Bldg Ht. | Length of Shadow | | |
|----------|------------------|--------|--------|
| | 10 am | Noon | 2 pm |
| 10' | 26.5' | 20.0' | 26.5' |
| 11' | 29.1' | 22.0' | 29.1' |
| 12' | 31.8' | 24.0' | 31.8' |
| 13' | 34.4' | 26.0' | 34.4' |
| 14' | 37.0' | 28.0' | 37.0' |
| 15' | 39.7' | 30.0' | 39.7' |
| 16' | 42.3' | 32.0' | 42.3' |
| 17' | 45.0' | 34.0' | 45.0' |
| 18' | 47.6' | 36.0' | 47.6' |
| 19' | 50.3' | 38.0' | 50.3' |
| 20' | 52.9' | 40.0' | 52.9' |
| 21' | 55.6' | 42.0' | 55.6' |
| 22' | 58.2' | 44.0' | 58.2' |
| 23' | 60.9' | 46.0' | 60.9' |
| 24' | 63.5' | 48.0' | 63.5' |
| 25' | 66.2' | 50.0' | 66.2' |
| 26' | 68.8' | 52.0' | 68.8' |
| 27' | 71.5' | 54.0' | 71.5' |
| 28' | 74.1' | 56.0' | 74.1' |
| 29' | 76.7' | 58.0' | 76.7' |
| 30' | 79.4' | 60.0' | 79.4' |
| 31' | 82.0' | 62.0' | 82.0' |
| 32' | 84.7' | 64.0' | 84.7' |
| 33' | 87.3' | 66.0' | 87.3' |
| 34' | 89.9' | 68.0' | 89.9' |
| 35' | 92.6' | 71.0' | 92.6' |
| 36' | 95.3' | 72.0' | 95.3' |
| 37' | 97.9' | 74.0' | 97.9' |
| 38' | 100.6' | 76.0' | 100.6' |
| 39' | 103.2' | 78.0' | 103.2' |
| 40' | 105.9' | 80.0' | 105.9' |
| 41' | 108.5' | 82.0' | 108.5' |
| 42' | 111.1' | 84.0' | 111.1' |
| 43' | 113.8' | 86.0' | 113.8' |
| 44' | 116.4' | 88.0' | 116.4' |
| 45' | 119.1' | 90.0' | 119.1' |
| 46' | 121.7' | 92.0' | 121.7' |
| 47' | 124.4' | 94.0' | 124.4' |
| 48' | 127.0' | 96.0' | 127.0' |
| 49' | 129.7' | 98.0' | 129.7' |
| 50' | 132.3' | 100.0' | 132.3' |
| 51' | 135.0' | 102.0' | 135.0' |
| 52' | 137.6' | 104.0' | 137.6' |
| 53' | 140.3' | 106.0' | 140.3' |
| 54' | 142.9' | 108.0' | 142.9' |
| 55' | 145.6' | 110.0' | 145.6' |

Solar Exemptions

In certain circumstances, if the proposed structure shades an adjacent lot more than shades cast by the solar fence, the structure may still be in compliance. Compliance may be demonstrated through completion of an actual shadow analysis.

1. If an adjacent property is already shaded by existing buildings, mountains or other permanent objects (not including vegetation such as trees), you can build anything which does not add to those existing shadows.
2. If the proposed building or addition would shade part of an adjacent property which is outside the building envelope, the building or addition is exempt from the provisions of the solar ordinance.
3. A minimal amount of shading, as outlined in the solar ordinance, may qualify for an exemption and is not prohibited.

Solar Exception

If your plans actual shadows shade the building envelope of an adjacent property greater than the shadow cast by the solar fence, your options are to redesign your project or apply for a solar exception. Administrative exceptions can be considered if the owners of impacted lots have no objection, and the application complies with the criteria for exception found in section 9-9-17(f) Boulder Revised Code 1981.

A public hearing before the Board of Zoning Adjustment will be required when either the affected property owner objects to the increased shading or staff finds the proposal does not meet the criteria for a solar exception. Applications for an administrative exception or an exception from the Board of Zoning Adjustment are available from the Planning Department.

Solar Siting in New Construction

The ordinance sets standards for the siting of new development. It requires that all units in new developments which will not incorporate solar features include to the maximum extent possible:

1. long axis within 30 degrees of east-west;
2. roofs which are physically and structurally capable of supporting at least 75 square feet of solar collectors per dwelling unit; and
3. unimpeded solar access through the provisions of this ordinance or through private covenants.

Non-residential buildings have similar requirements for siting. Figure 2 is an example of a small project where 100% of the units are sited in accordance with the provisions of this ordinance.

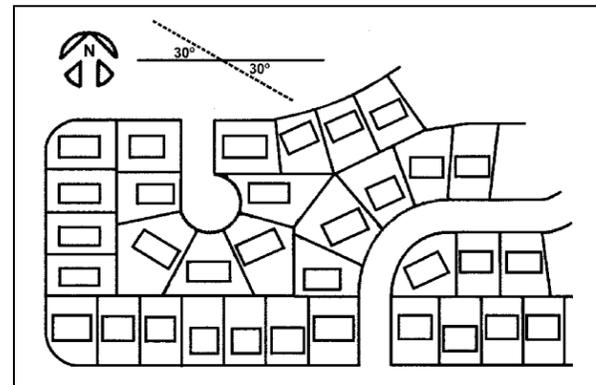
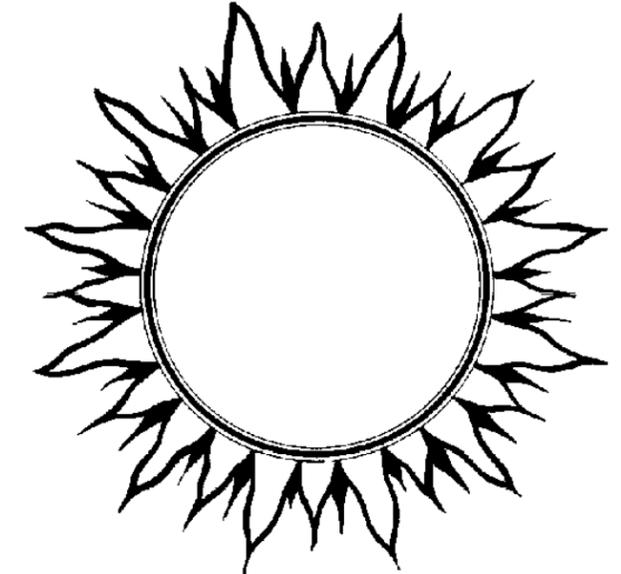


Figure 2. Typical Subdivision Site Plan

The planning staff or the Planning Board may waive the solar siting requirement for reasons of topography or lot configuration; substantial planning and design expenditures incurred before ordinance passage; or reduction in other aspects of energy efficient site planning. The incorporation of solar energy systems or other renewable energy sources may also be viable alternatives to the solar siting requirements.

If you have any questions or would like more information about the requirements of the solar access ordinance, please contact the City of Boulder Planning and Development Services Department at 303-441-1880. Also, the complete ordinance is available on the City website at: www.boulderplandev.net

Solar Access Guide



or Solar Shadow Analysis



City of Boulder

Building Services Center
P.O. Box 791, 1739 Broadway, Third Floor
Boulder, CO 80306

Phone 303-441-1880 • Fax 303-441-3241
Website www.boulderplandev.net

Revised Aug. 2006, 815.pdf



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 4, 2018

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (8:25 PM) Discussion on Diversity and Racial Equity - Councilmember Tirman,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to support the creation of an Ad Hoc Committee on Racial Equity, comprised of no more than three Council liaisons and no more than seven community members to be chosen through a public interview process.

SUMMARY:

The City Council recently heard compelling public comment from a group of concerned citizens around the treatment and marginalization of communities of color on Bainbridge Island. COBI has affirmed its commitment through resolution and in our Comprehensive Plan of ensuring Bainbridge Island is welcoming and an open community to all its residents and visitors. To that end, the City Council wishes to: (1) Hear from the City Manager on current diversity hiring practices within the City; (2) Hear from a panel of citizens representing communities of color on their perspectives and recommended approaches; and (3) Consider the creation of an Ad Hoc Task Force on Racial Equity to address broader systemic concerns of institutional racism on Bainbridge Island and tactical efforts to encourage community awareness and engagement.

FISCAL IMPACT:

| | |
|------------------------------------|--|
| Amount: | |
| Ongoing Cost: | |
| One-Time Cost: | |
| Included in Current Budget? | |

BACKGROUND:

ATTACHMENTS:

[Race Equity Ad Hoc Committee Formation Request](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

AdHoc Committee Formation Request

Request date:

Requested by:

Procedural Authority/Governance Manual Reference(s):

Name of Committee Proposed:

Purpose/ Scope of Work:

Specific task deliverable(s) (recommendation, report, etc.):

Link to Council/Dept work plan:

Reports to: City Council City Manager Public participation/education required? Yes No

Staff support required? Yes No Sunset date:

If Yes, in what form (notes, technical, etc.)?

City Manager's comments:

Members:

Proposed Motion:

Date action taken:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 4, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:55 PM) Formation of Council Ad Hoc Committee for the Suzuki Project - Councilmember Tirman,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to approve the formation of a Council Ad Hoc Committee for the Suzuki project in accordance with the Council Ad Hoc Committee Request form.

SUMMARY:

The City Council will consider approval of the Council Ad Hoc Committee Request for the Suzuki project.

FISCAL IMPACT:

| | |
|------------------------------------|--|
| Amount: | |
| Ongoing Cost: | |
| One-Time Cost: | |
| Included in Current Budget? | |

BACKGROUND:

ATTACHMENTS:

[Suzuki Ad Hoc Committee Formation Request](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

AdHoc Committee Formation Request

Request date:

Requested by:

Procedural Authority/Governance Manual Reference(s):

Name of Committee Proposed:

Purpose/ Scope of Work:

Specific task deliverable(s) (recommendation, report, etc.):

Link to Council/Dept work plan:

Reports to: City Council City Manager Public participation/education required? Yes No

Staff support required? Yes No Sunset date:

If Yes, in what form (notes, technical, etc.)?

City Manager's comments:

Members:

Proposed Motion:

Date action taken:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 4, 2018

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:05 PM) Formation of Council Ad Hoc Committee for Affordable Housing - Councilmember Blossom,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to authorize the formation of a City Council ad hoc committee on affordable housing in accordance with the Council Ad Hoc Committee Formation Request.

SUMMARY:

Council will consider approval of the final Affordable Housing Ad Hoc Committee Formation Request form, which would authorize formation of the committee and also specify the Ad Hoc Committee members.

FISCAL IMPACT:

| | |
|------------------------------------|--|
| Amount: | |
| Ongoing Cost: | |
| One-Time Cost: | |
| Included in Current Budget? | |

BACKGROUND: The City Council previously took action to approve creation of this Ad Hoc Committee, however the committee membership was not identified at that time. This action is needed to confirm the membership of the Ad Hoc Committee, which is indicated on the attached request form.

Section 3.1.3 of the City's Governance Manual describes Council Ad Hoc Committees as follows:

An Ad Hoc Committee is a temporary committee established by Council to investigate and advise Council on a specific policy or issue for future Council action, or to develop a legislative or policy proposal for Council on a particular topic. The Council may appoint up to three Councilmembers to an Ad Hoc Committee, and, if applicable, one or more citizens or subject matter experts who are not city employees. Furthermore, each Ad

Hoc Committee shall include the City Manager (or his or her designee) and any City staff that the City Manager chooses to assign to the Committee. An Ad Hoc Committee shall be dissolved upon completion of the Council-assigned task.

ATTACHMENTS:

[Council Ad Hoc Committee Request Form - Affordable Housing](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

AdHoc Committee Formation Request

Request date:

Requested by:

Procedural Authority/Governance Manual Reference(s):

Name of Committee Proposed:

Purpose/ Scope of Work:

Specific task deliverable(s) (recommendation, report, etc.):

Link to Council/Dept work plan:

Reports to: City Council City Manager Public participation/education required? Yes No

Staff support required? Yes No Sunset date:

If Yes, in what form (notes, technical, etc.)?

City Manager's comments:

Members:

Proposed Motion:

Date action taken:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: December 4, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:10 PM) Future Council Agendas,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Council will review future Council agendas.

SUMMARY:

Council will review future Council agendas.

FISCAL IMPACT:

| | |
|------------------------------------|--|
| Amount: | |
| Ongoing Cost: | |
| One-Time Cost: | |
| Included in Current Budget? | |

BACKGROUND:

ATTACHMENTS:

[City Council Regular Business Meeting 121118](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, DECEMBER 11, 2018**

BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

AGENDA

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
3. **PUBLIC COMMENT - 6:05 PM**
4. **MAYOR'S REPORT - 6:10 PM**
5. **CITY MANAGER'S REPORT - 6:15 PM**
6. **CLOSED RECORD PROCEEDING**
 - 6.A (6:20 PM) Bainbridge Landing Final Long Subdivision, Resolution No. 2018-28 - Planning, 20 Minutes
7. **PUBLIC HEARING(S)**
 - 7.A (6:40 PM) Ordinance No. 2018-45, Extending the Duration of the Interim Official Control Related to the Preservation of Landmark Trees - Planning, 15 Minutes
[Ordinance No. 2018-45, Extending the Duration of the Landmark Tree Interim Official Control Ch. 16.32 BIMC, Preservation of Landmark Trees](#)
 - 7.B (6:55 PM) Ordinance No. 2018-20 Relating to Revisions to BIMC Title 2 related to Land Use Review Approval Bodies and Procedures - Planning, 15 Minutes
8. **UNFINISHED BUSINESS**
 - 8.A (7:10 PM) System Participation Fees for Water and Sewer Utilities - Public Works, 10 Minutes
[Resolution_No._2018-34_Utility_Participation_Fees.docx](#)
[UAC_SPF_Recommendation.pdf](#)

[BI_SPF_Update_-_Final.pdf](#)

- 8.B (7:20 PM) Workplan for Comprehensive Plan Implementation - Executive, 30 Minutes

- 8.C (7:50 PM) Amendments to the Shoreline Master Program (SMP) Relating to Integration of Critical Areas Regulations and Nonconforming Structures, Uses, and Lots - Planning, 30 Minutes
[20181016 Nonconforming Structures Summary Table](#)
[Draft SMP Amendment - Critical Areas & Nonconforming - Public Hearing Draft - All track changes](#)
[October 2, 2018 Presentation - Critical Areas and Nonconforming Structures, Uses, and Lots](#)
[Existing SMP Nonconforming Chapter](#)
[October 8, 2018 Staff Memo - SMP Amendment](#)
[FINAL PC RATIONALE FOR SMP NONCONFORMING AMENDMENTS](#)
[November 27, 2018 Staff Memo - Nonconforming Structures](#)
[September 11, 2018 Staff Memo](#)

- 8.D (8:20 PM) Discussion of Tyler Moniz Project - Mayor Medina, 45 Minutes

9. NEW BUSINESS

- 9.A (9:05 PM) Appointment of Deputy Mayor for January 2019 through June 30, 2019 - Mayor Medina, 5 Minutes

- 9.B (9:10 PM) Appointments to the Climate Change Advisory Committee, Environmental Technical Advisory Committee, Ethics Board, and Marine Access Committee - Mayor Medina 10 Minutes

- 9.C (9:20 PM) Remove Certain City-Owned Properties from Surplus Property Designation - Executive, 15 Minutes

- 9.D (9:35 PM) Ordinance No. 2018-46, Creating a Uniform Process for Removal of Members of Citizen Advisory Committees - Executive, 15 Minutes

- 9.E (9:50 PM) Incarceration of City Prisoners (Jail Contract) - Police, 5 Minutes
[2019 Jail Amendment.pdf](#)

10. CONSENT AGENDA

- 10.A (9:55 PM) Agenda Bill for Consent Agenda, 5 Minutes

- 10.B Accounts Payable and Payroll

- 10.C Special City Council Meeting Minutes, November 17, 2018
- 10.D City Council Study Session Meeting Minutes, November 20, 2018
- 10.E Regular City Council Business Meeting Minutes, November 27, 2018
- 10.F Human Services Funding Advisory Committee (HSFAC) 2019-20 Award Recommendations - Executive, 5 Minutes
[HSFAC Recommendation for 2019-20](#)
- 10.G Lodging Tax Advisory Committee (LTAC) 2019 Funding Recommendations - Executive, 5 Minutes
[2019 LTAC Funding Recommendations](#)
- 10.H Amendment No. 1 to the Professional Services Agreement with Aspect Consulting, LLC, Related to Water Rights - Public Works, 5 Minutes
[Amendment No 1 to the PSA with Aspect Consulting, LLC, Related to the Evaluation of Water Rights](#)
[Professional Services Agreement with Aspect Consulting, LLC, Related to the Evaluation of Water Rights](#)
[Aspect Consulting's Phase 1 Findings and Recommendations](#)
- 10.I Ordinance No. 2018-44 Relating to 2018 4th Quarter Budget Amendments - Finance, 10 Minutes
[ORD 2018-44 2018 4th QTR Budget Adjustments](#)
[Ord 2018- Attachment A - Q3 and 4 Budget Amendments \(First Reading\).pdf](#)
- 10.J Amendment No. 1 to the Contract for Indigent Defense Services, Extending the Term Through December 31, 2019 - Executive, 5 Minutes
[Amendment No 1 to the Contract for Indigent Defense Services](#)
[Contract for Indigent Defense Services](#)
[Resolution No. 2014-14, Adopting Public Defense Standards](#)

11. COMMITTEE REPORTS

- 11.A (10:00 PM) Committee Reports,

12. FOR THE GOOD OF THE ORDER - 10:05 PM

13. ADJOURNMENT - 10:15 PM

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.