

1. Agenda

Documents:

[PWC AGENDA 4-1-2019.PDF](#)

2. Meeting Materials

Documents:

[NORTHWEST BUILDING AND CONSTRUCTION TRADES COUNCIL \(NWBCTC\)
PRESENTATION.PDF](#)
[PROPOSED NEW CODE FOR VACATIONS OF STREETS AND ALLEYS.PDF](#)
[SIX-YEAR TIP 2020-2025.PDF](#)
[STREET AND UTILITY STANDARDS AMENDMENT FOR ADDRESS NUMERALS
AND LETTERS.PDF](#)
[WCIA GRANT ACCEPTANCE.PDF](#)



AGENDA

PUBLIC WORKS COMMITTEE

Monday, April 1, 2019 - 5:15 PM

Wastewater Treatment Plant – 26729 98th Drive NW

AGENDA

1. Proposed New Code for Vacations of Streets and Alleys
2. Streets and Utility Standards Amendment for Address Numerals and Letters
3. Six-year TIP 2020-2025
4. WCIA Grant Acceptance

Discussion Items:



**CITY OF STANWOOD
PUBLIC WORKS COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER: Discussion
DATE: February 4, 2019
SUBJECT: Presentation from the NWBCTC
CONTACT PERSON: Kevin Hushagen, Public Works Director
ATTACHMENTS: A) Community Workforce Agreement

ISSUE

The issue in front of the Public Works Committee is to listen to a presentation from the Northwest Building and Construction Trades Council (NWBCTC) regarding efforts to implement a Community Workforce Agreement to promote apprenticeship opportunities in the area.

Community Workforce Agreement

I. PURPOSE

The purpose of this Community Workforce Agreement (CWA) is to promote opportunities for (Awarding agency) and surrounding area residents to have a clear and seamless pathway into apprenticeship opportunities. This CWA identifies the roles, responsibilities and establishes a working relationship between (Awarding agency) and the Northwest Washington Building and Construction Trades Council (NWBCTC) for activities promoting and providing access to (Awarding agency) and surrounding area residents generating apprenticeship opportunities.

II. ROLES and RESPONSIBILITIES

(Awarding agency) and the NWBCTC agree to carry out the following lead roles and responsibilities to accomplish the goals of this Community Workforce Agreement:

Roles and Responsibilities of the Northwest Washington Building and Construction Trades Council

- Actively work with Washington State approved apprenticeship and training programs to identify and recruit under-represented groups in the construction trades (i.e., women and minorities), and support (Awarding agency) in their efforts to increase the participation of these designated groups.
- Provide information and assistance to (Awarding agency) to develop and implement an articulated program that will provide (Awarding agency) graduates and (Awarding) County residents a clear and seamless pathway into apprenticeship opportunities.
- Provide (Awarding agency) and its contractor's information regarding apprenticeship opportunities, including services and assistance, to meet RCW 39.04.320.
- Provide technical assistance to (Awarding agency) in the form of sample bid specifications, reporting forms and other relevant documents in order to enhance the ability of (Awarding agency) to generate apprenticeship opportunities.
- Assist and direct (Awarding agency) in the development and enforcement of a tracking system to measure and report all data to analyze program effectiveness.
- Work with Project Contractors and subcontractors as appropriate to assist in meeting the overall participation goals and requirements for new apprenticeship opportunities

Roles and Responsibilities of (Awarding agency)

- Promote and encourage participation of (Awarding agency) high schools in an articulated pre-apprenticeship program that will provide students with a clear and seamless pathway into apprenticeship opportunities.
- Recruit and refer eligible and qualified candidates to the appropriate apprenticeship opportunities.
- Support the apprenticeship utilization goals on all (Awarding agency) school projects.
- Meet RCW 39.04.320 and the exceptions contained therein of 15% of the total construction labor hours to be performed by participants in apprenticeship and training programs. Such apprentices shall be enrolled in apprenticeship programs approved or recognized by the State of Washington.
- Develop a tracking system to measure and report the number of apprentices, the hours worked by them and other pertinent data to analyze program effectiveness.
- Meet with Northwest Building Trades Council in the UA 26 Building located at 780 Chrysler Dr. Burlington, WA 98233, on the third (3) Wednesday of each month at 10:30 am or upon 48-hour notice meet at 12:00 (noon) in an agreed upon MSD Schools location. By request of either party, this monthly meeting may be postponed until the following month, but not to exceed two (2) consecutive month's time without meeting about apprenticeship utilization.

III. APPRENTICESHIP UTILIZATION

(Awarding agency) shall require Project Contractors and subcontractors to implement project apprenticeship programs to meet the requirements of RCW 39.04.320 and to endeavor to meet the goals of this Memorandum of Understanding. The Trades shall assist (Awarding agency) and the Project Contractors and subcontractors in locating and supplying apprenticeship labor in each craft who will participate in training and on the job opportunities to increase the skills of the workforce in (Awarding agency County). Crafts that are The unions within the Trades will not be required to violate the terms of their respective collective bargaining agreements in locating and supplying such apprenticeship labor.

(Awarding agency) shall contractually require the Project Contractors and subcontractors to commit to meet the project apprenticeship participation requirements of fifteen percent (15%) of the total contract labor hours, excluding off-site vendors and suppliers, subject to RCW 39.04.320 and the exceptions contained therein.

The Trades shall provide, upon request by a Project Contractor or any subcontractor signatory to the appropriate CBA, sufficient quantities of qualified, registered

(Washington State Apprenticeship Training Council), approved apprentices to complete assigned tasks. During the initial construction planning period for each project, (Awarding agency) shall require the Project Contractor and subcontractors to prepare and submit a plan for qualified apprenticeship participation. The plan of the Project Contractor and each subcontractor shall estimate the total contract labor hours in order to establish the framework for apprenticeship participation.

(Awarding agency) shall require that the Project Contractor and each subcontractor provide a monthly report of apprentices used that month by craft and trade at each tier and level of work. The report will provide an ongoing update of the progress towards the originally submitted plan.

- a) The apprenticeship monthly report shall identify the individual apprentices who participated.
- b) The apprenticeship program participation requirements shall apply to the total project costs for each project, inclusive of all change orders and amendments to the contract.
- c) All apprenticeship and workforce reports are to be in electronic form. The fields and types of information requested shall be determined mutually between (Awarding agency) and the Project Contractors; with consultation from the Olympic Peninsula Building Trades Council
- d) Bidders shall submit post-bid verification that the subcontractors have been notified of the apprenticeship program requirements.

IV. HELMETS TO HARDHATS.

(Awarding agency) and the Trades recognize a desire to facilitate the entry and training of veterans interested in careers in the building and construction industry. (Awarding agency) and the Trades shall encourage the Project Contractors and subcontractors to utilize the services of the Center for Military Recruitment, Assessment and Veterans Employment (Center) and the Center's "Helmets to Hardhats" program to serve as a resource for preliminary orientation, assessment of construction aptitude, referral to apprenticeship programs or hiring halls, counseling and mentoring, support networks, employment opportunities and other needs as identified by the parties.

(Awarding agency) and the Trades shall endeavor to coordinate with the Center to create and maintain an integrated database of veterans interested in working on these projects and of apprenticeship and employment opportunities for these projects. To the extent permitted by law, the Trades will give credit to such veterans for bona fide, provable past experience.

V. TERMINATION

This Memorandum of Understanding may be terminated by any of the participants upon thirty (30) days written notice, after a suitable attempt has been made through a meeting of the represented parties to resolve any disagreements hereunder. This Memorandum of Understanding shall expire upon the completion of the projects identified herein. No rights or remedies are created by this Memorandum of Understanding.

VI. SIGNATURES

DRAFT



**CITY OF STANWOOD
PUBLIC WORKS COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER: 1

DATE: April 1, 2019

SUBJECT: Title 11 Streets and Sidewalks, Chapter 11.48 Vacations of Streets and Alleys, Edits to SMC 17.81A and Edits to SMC 17.81B

CONTACT PERSON: Amy Rusko, Senior Planner

ATTACHMENTS:

- A. Proposed SMC 11.48 Vacations of Streets and Alleys Code Amendment
- B. Proposed Code Edits to SMC 17.81A and SMC 17.81B

ISSUE

The issue in front of the Public Works Committee is to review the proposed language for the vacation of streets and alleys ordinance and related edits to the Stanwood Municipal Code. The draft ordinance for Chapter 11.48 Vacation of Streets and Alleys establishes procedures to process a vacation of city right-of-way. The changes to Chapter 17 include text edits to three areas of the code that mentioned right-of-way vacations.

BACKGROUND

Over the past several years, the city has received a handful of street vacation applications. The City of Stanwood currently does not have a code section that addresses the process or procedures for street vacations. The City follows Chapter 35.79 RCW for the review and approval of street vacations. In 2017 a draft street vacation ordinance was started, but never completed.

In December of 2017, staff took the draft street vacation ordinance to the Public Works Committee where discussion items included: concerns with the current process, assessing property valuation, creating a new title in the Stanwood Municipal Code and a new chapter for street vacation. Committee recommendation at that time was to take to full council with the recommendation to approve the proposed language for the street vacation ordinance. For unknown reasons, work on the ordinance was delayed.

STATE LAW REGARDING STREET VACATIONS

Vacation of city street rights-of-way is governed by Ch. 35.79 RCW. A road or street vacation is the termination of the public interest in a right-of-way (opened or unopened); it extinguishes the easement for public travel that is represented by the right-of-way. In the typical case, city governments hold an easement for public travel on lands

designated or used as roads, streets, and alleys; they do not generally own the fee title to the property underlining the right-of-way.

A petition by abutting property owners to initiate a city street vacation must be signed by owners of more than two-thirds of the property abutting the street to be vacated. A city street vacations may be initiated by the legislative body.

Vacation of rights-of-way abutting bodies of water is governed by RCW 35.79.035 for cities and generally requires a detailed analysis of an agency's projected needs for waterfront access.

For roads that were platted, but unopened or unused prior to 1905, RCW 36.87.090 should be reviewed to determine if those old roads might have been automatically vacated by operation of law.

Amendments to Code:

Chapter 11.48 Code Regulations:

New Chapter – Attached below.

Chapter 17.81A

Table 17.81A-1 – Changed the permit type name from Right-of-Way Vacation to Vacations of Streets & Alleys.

Chapter 17.81B.515

Removed text that is no longer needed within Chapter 17. The new Chapter 11.48 includes these regulations.

Chapter 17.81B.555

Removed text that is no longer needed within Chapter 17. The new Chapter 11.48 includes these regulations.

Next Steps:

Department of Commerce: 60 day review period

Request for Comments to Agencies

Community Development Committee

Public Works Committee

Planning Commission Public Hearing

City Council Public Hearing

City Council Adoption

Chapter 11.48

VACATIONS OF STREETS AND ALLEYS

Sections:

<u>11.48.010</u>	Statement of Purpose
<u>11.48.020</u>	Petition – Fee – Subdivision Vacation.
<u>11.48.030</u>	Pre-application Procedure.
<u>11.48.040</u>	Petition – Procedure – Investigation.
<u>11.48.050</u>	Resolution Setting Public Hearing.
<u>11.48.060</u>	Compensation.
<u>11.48.070</u>	Nonuser Statute
<u>11.48.080</u>	Public Hearing Notice – Fifty Percent Objection.
<u>11.48.090</u>	Appraisal – Survey – Fees.
<u>11.48.100</u>	Granting Criteria.
<u>11.48.110</u>	Right to Reserve Easements.
<u>11.48.120</u>	Vacation Ordinance.
<u>11.48.130</u>	Notice of Action to Auditor and Appraiser.
<u>11.48.140</u>	Use of Proceeds of Vacation.
<u>11.48.150</u>	Title to Vacated Street or Alley.

11.48.010 Statement of Purpose

This chapter establishes the procedures and criteria that the city will use to decide upon vacation of streets, alleys and other types of public easements relating to street, pedestrian or travel purposes.

11.48.020 Petition – Fee – Subdivision Vacation.

(1) The owner of an interest in any real estate abutting on any street or alley who may desire to vacate any street or alley, or any part thereof, shall petition the City Council for the vacation of such street or alley or any part thereof in the manner hereinafter provided in this chapter and pursuant to Chapter 35.79 RCW. Such petition shall be on such form as may be prescribed by the City, shall contain a full and correct legal description and map of the property sought to be vacated, and shall be signed by the owners of more than two-thirds of the property abutting upon the part of such street or alley sought to be vacated.

(2) Fees to be paid on the filing of a petition shall be established by resolution of the City Council. Until all fees have been paid in full, no action shall be taken on the petition.

(3) If a proposed street vacation is part of a proposed vacation of a subdivision or short subdivision, then the procedure for vacation of subdivisions under RCW 58.17.212 shall be used and complied with, and the street vacation procedure under this chapter shall not be used.

11.48.030 Pre-application Procedure.

(1) Prior to submitting a petition for the vacation of any street or alley, any abutting property owner may submit a written request to the Public Works Director for a pre-application meeting to discuss the proposal. The request shall include a description of the right-of-way for which vacation is intended to be sought, a statement of the applicant's reasons for requesting vacation, and a statement as to how the requested vacation meets the criteria for granting a vacation as set forth in SMC 11.48.100. No fee shall be required in connection with the pre-application meeting request.

(2) Upon receipt of a request for a pre-application meeting, the Public Works Director shall schedule the meeting. The Public Works Director may preliminarily determine if there are any of the granting criteria that the proposal appears incapable of complying with. This preliminary determination shall not be final or binding in any respect. If the applicant thereafter decides to proceed with a street vacation petition, all provisions of this chapter shall apply.

11.48.040 Petition – Procedure – Investigation.

(1) Upon receiving a petition, and payment of fees for the vacation of a City street or alley, and upon completion of the report referenced in Subsection 3 below, from the Public Works Director or designee (hereafter "Public Works Director"), will place the matter upon the agenda of a meeting of the City Council. The Petitioners shall be notified in writing of the date the matter shall come before the City Council.

(2) The City Clerk shall notify the Public Works Director of all proposed vacations. It shall be the duty of the Public Works Director to investigate and report on the matters set forth in SMC 11.48.040(3).

(3) Prior to the presentation of the petition to the City Council, the Public Works Director shall investigate and report on the following:

(a) Ownership of the property abutting on the street or portion sought to be vacated. Proof of ownership of abutting property by the title insurance or certificates may be required, such proof to be furnished by, and at the expense of, the petitioners;

(b) Whether and in what respect the public may be benefited or harmed by the vacation;

(c) Whether the public benefit of the area's use is insufficient to justify the cost of maintenance;

(d) Which property or properties will be directly benefited or adversely affected by the vacation, and in what way;

(e) What effect the vacation will or may have upon property served or which might be served by said vacated street, and whether said street has been opened or constructed, and if so, to what standard;

- (f) How said street relates to other streets and highways, and whether other portions of the subject street or alley have already been vacated;
- (g) Whether the substitution of an alternate way would be more useful to the public;
- (h) Whether future changes in conditions may increase public use or need;
- (i) How and when the street or alley sought to be vacated became a public right-of-way;
- (j) Whether any utilities now exist in said street, or whether such street may be reasonably necessary for future utility uses;
- (k) The necessity or desirability of the City retaining an easement or the right to exercise and grant easements for emergency vehicle access and construction, repair, and maintenance of public utilities and services over the land sought to be vacated;
- (l) Whether any abutting owner would become landlocked or its access substantially impaired; i.e., whether there is an alternative motive ingress and egress, even if less convenient;
- (m) If the right-of-way abuts a body of water, how the proposed vacation would or would not comply with the requirements set forth in RCW 35.79.035;
- (n) Whether there is compliance with the Comprehensive Plan, Transportation Plan and future road alignments; and
- (o) Any other matters relevant to the vacation of the street or alley.

(4) The Public Works Director shall determine the location and general legal description of the street or alley proposed for vacation and sufficiently known to the City.

11.48.050 Resolution Setting Public Hearing.

(1) The City Council shall consider the report of the Public Works Director, shall consider whether the Council will require that the City be compensated as a condition of the vacation, and shall determine whether to adopt a resolution setting a public hearing on the proposed vacation. The Council will generally make its determination regarding compensation before it adopts the resolution, but the Council shall retain the discretion to review its determination following the public hearing.

(2) For both petition and Council-initiated vacations proposed for public hearing, the City Council shall adopt a resolution setting a time for the hearing, which is not less than 20 nor more than 60 days from the date of passage of the resolution.

11.48.060 Compensation.

The City Council may require the petitioners to compensate the City of Stanwood, prior to the vacation becoming effective, in accordance with the following criteria:

(1) If the City Council determines in its discretion to grant the petition for vacation or any part thereof, the Council may by ordinance vacate such street or alley. Except as otherwise provided herein, such ordinance shall not become effective until the City is compensated in an amount which does not exceed one-half the appraised value of the area to be vacated;

(2) Notwithstanding (1) above, when the street or alley has been part of a dedicated public right-of-way for twenty-five years or more, or when the street or alley or portions thereof were acquired at public expense, an amount that does not exceed the full appraised value of the area vacated;

(3) Compensation may be waived or reduced either when the vacation is initiated by the City of Stanwood or when the City Council deems it to be in the best interest of the City in accordance with the following criteria:

(a) When the abutting property is owned by a governmental entity or by a non-profit corporation whose purpose is for the necessary support of the poor or infirm; or

(b) When the street or alley was vacated by the provisions of Section 32, Chapter 19, Laws of 1889-90 (as described in SMC 11.48.050).

(c) When the street or alley (right-of-way) vacated is traded for property of greater or approximately equal value;

(d) When the street or alley (right-of-way) vacated is abutting residential properties and is 1500 square feet or less, the appraisal required under SMC section 11.48.090 may be waived and the value calculated as a percentage of the average Snohomish County Assessor assessed value of the abutting properties.

(e) When the street or alley (right-of-way) vacated is de Minimis, under 500 square feet, or otherwise has little to no assessed value.

11.48.070 Nonuser Statute

(1) Section 32, Chapter 19, Laws 1889-90, is known as the “nonuser” statute and reads as follows: “Any county road, or part thereof, which remains unopened for public use for a period of five years after the order is made or authority granted for opening it, shall be thereby vacated, and the authority for building it barred by lapse of time.”

(2) The nonuser statute was amended in 1909 by adding a significant proviso, which is set forth in the current, codified version of the statute, which reads as follows:

RCW 36.87.090 Vacation of road unopened for five years -- Exceptions.

Any county road, or part thereof, which remains unopened for public use for a period of five years after the order is made or authority granted for opening it, shall be thereby vacated, and the authority for building it barred by lapse of time: PROVIDED, That this section shall not apply to any highway, road, street, alley, or other public place dedicated as such in any plat, whether the land included in such plat is

within or without the limits of an incorporated city or town, or to any land conveyed by deed to the state or to any county, city or town for highways, roads, streets, alleys, or other public places.

(3) The proviso in RCW [36.87.090](#) exempts streets dedicated in a plat from the nonuser statute. In applying this proviso, the statute cannot have a retroactive effect, if it would interfere with vested rights. Thus, where a county road was dedicated and unopened for five years prior to the 1909 proviso and was not annexed into a city during said five year period, the right of abutting property owners to the vacated road vested and is unaffected by the proviso. On the other hand, where the five-year period had not run by the time of the 1909 proviso, the abutting property owner did not have a vested right and the proviso “saved” the unopened road from automatic vacation.

(4) Although the nonuser statute applies without regard to the City’s street vacation process under Ch. 35.79 RCW, property owners who abut a street vacated under the nonuser statute may nonetheless apply to the City to “formally” vacate the street by ordinance. Abutting property owners may use this method to clear title to right-of-way vacated under the nonuser statute rather than filing a quiet title action in Superior Court, which can be more costly and cumbersome than the street vacation ordinance process. Accordingly, the City will consider petitions to formally vacate streets or alleys that have been vacated by operation of the nonuser statute, if said streets or alleys were dedicated and unopened as county roads for five years prior to the 1909 proviso and if the City has not acquired said streets or alleys by prescription /adverse possession, purchase, eminent domain, or other means. The burden shall be on the property owner requesting vacation to provide all necessary title and historical information to the City to demonstrate that the nonuser statute operates to vacate the subject property.

11.48.080 Public Hearing Notice – Fifty Percent Objection.

(1) Upon the passage of the resolution referenced in SMC 11.48.050 the City Clerk shall give twenty days’ notice of the pendency of the petition by a written notice posted in three of the most public places in the City and a like notice in a conspicuous place on the street or alley sought to be vacated. The said notice shall contain a statement that a petition has been filed to vacate the street or alley described in the notice, together with a statement of the time and place fixed for the hearing of the petition. In all cases where the proceeding is initiated by resolution of the City without a petition having been signed by the owners of more than two-thirds of the property abutting upon the part of the street or alley sought to be vacated, in addition to notice hereinabove required, there shall be given by mail at least fifteen days before the date fixed for the hearing, a similar notice to the owners or reputed owners of all lots, tracts, or parcels of land or other property abutting upon any street or alley or any part thereof sought to be vacated, or within 300 feet thereof, as shown on the rolls of the County Treasurer, directed to the addresses thereon shown. Failure to send notice by mail to any such property owner where the current address of such property owner is not a matter of public record shall not invalidate any proceedings in connection with the proposed street vacation. The costs of the notice shall be borne by the applicant.

(2) In all cases, the City shall be prohibited from proceeding further with the street vacation process, if fifty percent or more of the abutting property owners file written objection to the proposed vacation with the City Clerk prior to the time of hearing.

11.48.090 Appraisal – Survey – Fees.

(1) In all cases where the City Council requires compensation for the vacated right-of-way, except for those cases where compensation is waived pursuant to SMC 11.48.040(3), an appraisal of the right-of-way proposed for vacation shall be made. Said appraisal shall be by a professional appraiser selected by the City unless otherwise determined by the Public Works Director. The cost of the appraisal shall be borne by the applicant.

The petitioner may select the appraiser of their choice as follows:

- (a) either from a list of appraisers approved by the City, or
- (b) by selecting a Washington State Certified and licensed Real Estate Appraiser who is familiar with the local market conditions and with a reputation for respecting the rules and regulations applicable to appraisers. The petitioner must submit the Appraisers name and credentials to the City and receive prior written approval by the Public Works Director.

(2) Petition Denial for nonpayment of fee or Failure to submit appraisal.

(3) The petitioners shall provide to the City an accurate professional survey of the property proposed for vacation with the boundaries of the proposed vacation marked upon the ground and an accurate legal description by a licensed surveyor at the applicant's expense.

Pursuant to SMC 11.48.020(2), no action shall take place on the Petition until fees have been paid in full. Therefore, if the application fee is not paid by the petitioner, the professional survey, legal description, and the appraisal is not received by the City within twelve (12) months of the petition filing date, the petition will be denied and the petitioner/applicant/ owner will be required to re-apply and pay a new filing fee.

11.48.100 Granting Criteria.

(1) The City Council shall not vacate any street, alley, or any parts thereof, if any portion thereof abuts a body of saltwater or freshwater, unless such vacation is sought to enable the City or State to acquire the property for port purposes, boat moorage or launching sites, park, viewpoint, recreational, or educational purposes, or other public uses and unless the requirements of RCW 35.79.030 and this chapter are complied with.

(2) The City Council shall use the following criteria for deciding upon all street vacation petitions:

- (a) That the vacation will provide a public benefit, and/or will be for a public purpose, which public benefit may consist of economic and business support derived by the community from the petitioners;
- (b) That the right-of-way vacation shall not adversely affect the street pattern or circulation of the immediate area or the community as a whole;
- (c) That the public need shall not be adversely affected;

- (d) That the right-of-way is not contemplated or needed for future public use;
- (e) That no abutting owner becomes landlocked or its access will not be substantially impaired; i.e., there must be an alternative motive ingress and egress, even if less convenient; and
- (f) That provision has been made for utility easements, when needed for the right to construct, repair, and maintain public utility facilities.

11.48.110 Right to Reserve Easements.

(1) The City Council may, at the time of its public hearing, determine that the City may retain an easement or right to exercise and grant easements in respect to the vacated land for:

- (a) The construction, repair, and maintenance of public utilities and services;
- (b) Public utilities and services;
- (c) Pedestrian trail purposes; and
- (d) Any other type of easement relating to the city's right to control, use and manage rights-of-way.

11.48.120 Vacation Ordinance.

If the City Council determines to grant such petition, or any part thereof, the Council shall authorize by ordinance the vacation of such street or alley, or any part thereof. Such ordinance may provide for the retention by the City of all easements or rights in respect to the vacated land for the construction or repair and maintenance of public utilities and services. If the City Council determines that compensation shall be paid as a condition of the vacation, then the ordinance shall not be published or become effective until all compensation and fees and costs have been paid in full by the petitioners and all conditions imposed by the City Council have been complied with. When there are multiple properties which are adjacent to right-of-way which is petitioned for vacation, any one or more of the applicants may pay the total compensation, fees and costs in order to complete the vacation and to cause the ordinance to be published and become effective. Such payment shall not affect the vacated right-of-way vesting to the adjacent property owner. If the compensation is not paid and the conditions are not complied with within one year from adoption of the ordinance, then the ordinance shall be void unless the one year period is extended by ordinance of the City Council.

11.48.130 Notice of Action to Auditor and Appraiser.

A certified copy of the ordinance vacating any such street or alley, or part thereof, shall be filed with the Snohomish County Auditor's Office. Following the recording of the ordinance, a certified copy shall be sent to the Snohomish County Treasurer's Office.

11.48.140 Use of Proceeds of Vacation.

One-half of the revenue received by the City as compensation for area vacated under this chapter shall be dedicated to the acquisition, improvement, development, and related maintenance of public open space or transportation capital projects within the City.

11.48.150 Title to Vacated Street or Alley.

(1) Pursuant to RCW 35.79.040, and regardless of who pays the compensation, fees and expenses of vacation, vacated streets, or alleys shall belong to the abutting property owners, one-half to each, provided that:

(a) When only part of the street or alley is requested to be vacated, only that portion of the adjacent right-of-way up to the center line shall belong to the abutting owner; or

(b) When the street or alley requested to be vacated is wholly contained within a subdivision and is part of the boundary of the subdivision, the entire street shall belong to the owner or owners of the property within the vacated subdivision, in compliance with RCW 58.17.212; or

(c) When dictated by the particular circumstances of the situation, ownership of the underlying fee of a street or alley may be allocated by the City as equally and fairly as possible.

(2) The ownership of the vacated street or alley shall be set forth in the street vacation ordinance in accordance with SMC 11.48.150(1).

SMC 17.81A and SMC 17.81B Code Amendments (Changes in Red):**SMC 17.81A – Procedures**

Table 17.81A-I: Classification of Permit and Decisions

Type of Application	Public Comment Notice Period	Pre-Application Meeting	Public Meeting/ Recommendation	Open Record Hearing	Decision	Open Record Appeal	Closed Record Appeal	Non-City or Judicial Appeal
Type V:								
Comprehensive plan amendment	NOA 10-day NOH	None	Yes	PC++	PC Recommendation **10-day NOH	No	No	Yes
Development regulations amendments	10-day NOH	None	No	PC++	PC recommendation** CC decision**	No	No	Yes
Annexation	15-day NOA 10-day NOH	CDD, CE	No	CC/SC BRB	CC/SCBRB	No	No	Yes
Final plat	No	No	No	No	CC	No	No	Yes
Right-of-Way Vacation Vacations of Streets and Alleys	10-day NOH	CE	No	CC	CC Committee recommendation CC decision	No	No	Yes
Zoning map amendment	10-day NOH	CDD	No	PC	CC	No	No	Yes

SMC 17.81B – Types of Land Use Review**17.81B.515 Notice of Application.**

(4) ~~(d) Additional Requirements – Right-of-Way Vacation. A written notice giving 20 days' notice of the pendency of the petition for vacation shall be posted in conspicuous place on the street or alley sought to be vacated.~~

17.81B.555 Expiration of Approval.

Approval of the Type IV application, ~~except for right-of-way vacations,~~ shall expire five years from the date approval was final unless significant action proposed in the application has been physically commenced and remains in progress pursuant to SMC 17.81A.250. ~~Right-of-way shall expire one year from the date approved, if compensation has not been provided to the city or other conditions have not been met as required in the vacation decision or ordinance.~~



**CITY OF STANWOOD
PUBLIC WORKS COMMITTEE
AGENDA STAFF REPORT**

ITEM: 3

DATE: April 1, 2019

SUBJECT: Six-Year Transportation Improvement Plan (TIP) 2020-2025
2nd PWC Review

CONTACT PERSON: Kevin Hushagen, Public Works Director

ATTACHMENTS: A – Map of Projects
B – Project Cost Spreadsheet

ISSUE

The issue in front of the public works committee is to review the current Six-Year TIP 2019-2024 and make recommendations for the 2020-2025 Six-Year TIP.

SUMMARY STATEMENT

As required by RCW 35.77.010 the City of Stanwood is required to prepare and adopt a comprehensive transportation improvement plan (TIP) by July of each year for the ensuing six calendar years. In addition, the City of Stanwood's Six-Year TIP is required to be consistent with the adopted comprehensive plan and shall be filed with the Washington Department of Transportation as well as the Puget Sound Regional Council.

The purpose of the comprehensive transportation improvement plan is to assure that each city and town shall perpetually have available advanced plans looking to the future for not less than six years as a guide in carrying out a coordinated transportation program. The approved plan may at any time be revised by a majority vote of the council, but only after a public hearing(s) have been notice and held.

DISCUSSION

The Public Works Committee reviewed the 2020-2025 6-Year Tip on March 4, 2019, staff asked if the committee could bring back their recommendations on April 1st. Staff updated the map (attachment B), by removing the completed projects. After all the projects have been identified and prioritized, Staff will update the CIP and Cost Spreadsheet (attachment C) and bring to the May 6, 2019 PWC meeting for a final review before presenting it to full council.

The following table is a summary of changes that will be made to the 2020-2025 TIP, recommendations made by the Public Works Committee will be added to the table.

SUMMARY OF CHANGES FOR 2020-2025

STREET PROJECTS	UPDATE	REASON
102 nd Street NW Overlay	REMOVED	Project will be completed in 2019
284 th St Improvement: 284 th Street between approx. city limits & 80 th St.	UPDATE PROJECT AREA	68 th east to City Limits portion of the project will be completed in 2019
90 th Ave NW and Viking Way	REMOVED	Project will be completed in 2019
SIDEWALK PROJECTS	UPDATE	REASON
276 th Street NW	REMOVED	Project will be completed by a Developer
TRAIL PROJECTS	UPDATE	REASON
No changes		

STREET PROJECTS - CIP

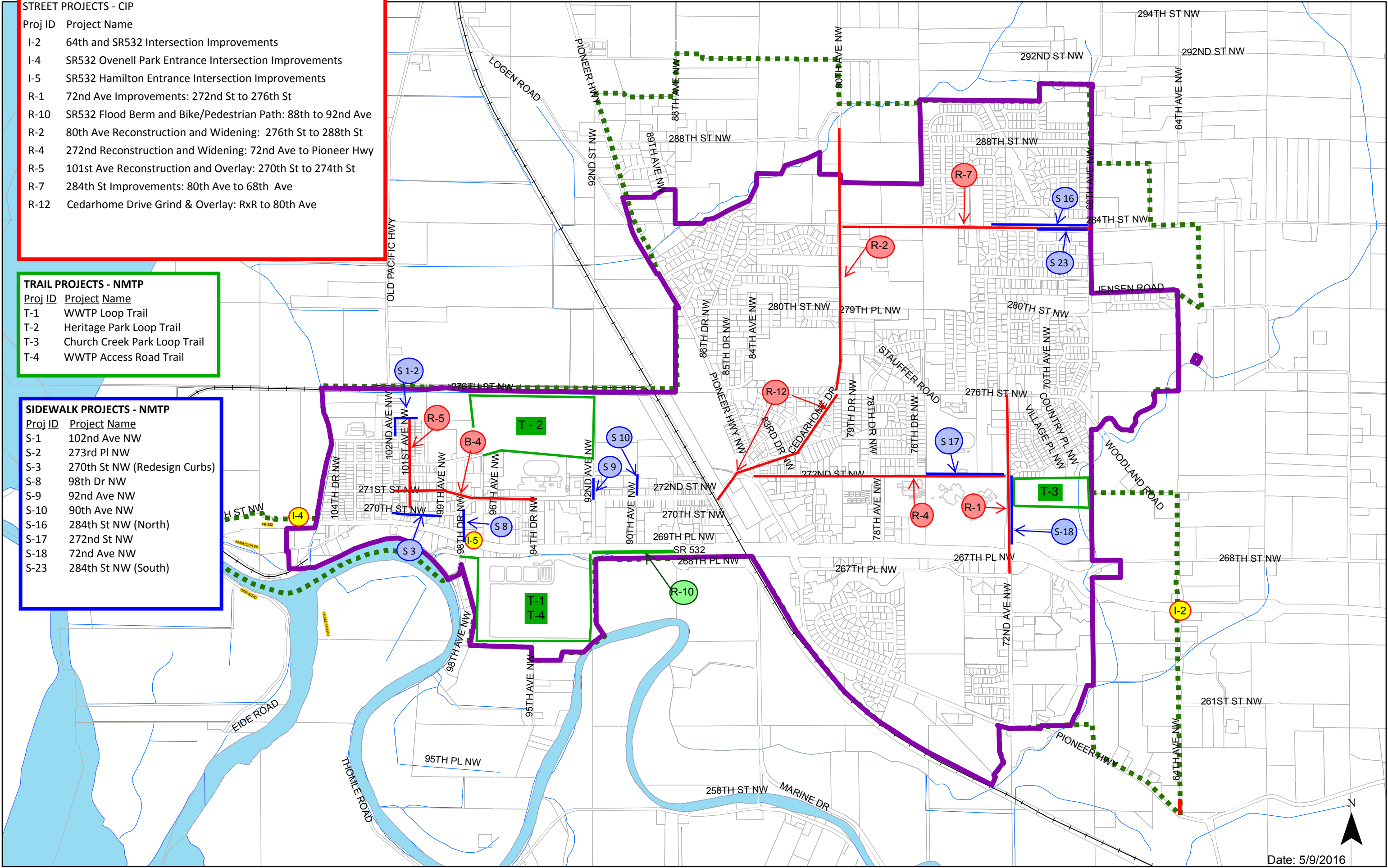
Proj ID	Project Name
I-2	64th and SR532 Intersection Improvements
I-4	SR532 Ovenell Park Entrance Intersection Improvements
I-5	SR532 Hamilton Entrance Intersection Improvements
R-1	72nd Ave Improvements: 272nd St to 276th St
R-10	SR532 Flood Berm and Bike/Pedestrian Path: 88th to 92nd Ave
R-2	80th Ave Reconstruction and Widening: 276th St to 288th St
R-4	272nd Reconstruction and Widening: 72nd Ave to Pioneer Hwy
R-5	101st Ave Reconstruction and Overlay: 270th St to 274th St
R-7	284th St Improvements: 80th Ave to 68th Ave
R-12	Cedarhome Drive Grind & Overlay: RxR to 80th Ave

TRAIL PROJECTS - NMTP

Proj ID	Project Name
T-1	WWTP Loop Trail
T-2	Heritage Park Loop Trail
T-3	Church Creek Park Loop Trail
T-4	WWTP Access Road Trail

SIDEWALK PROJECTS - NMTP

Proj ID	Project Name
S-1	102nd Ave NW
S-2	273rd Pl NW
S-3	270th St NW (Redesign Curbs)
S-8	98th Dr NW
S-9	92nd Ave NW
S-10	90th Ave NW
S-16	284th St NW (North)
S-17	272nd St NW
S-18	72nd Ave NW
S-23	284th St NW (South)



City of Stanwood Six Year Transportation Improvement Plan (2019-2024)

Priority No. / Proj No.	Transportation Capital Project		Funding	2019	2020	2021	2022	2023	2024	Fund Total
1	Sidewalk: 102nd Ave NW		Other Grant Funding							\$ -
S-1	PE	\$ 11,098	TBD Funds							\$ -
	ROW	\$ 40,360	WSDOT Funds							\$ -
	CN	\$ 55,490	TIB Grant Funding							\$ -
	TOTAL	\$ 106,948	PSRC/STP Funding							\$ -
	Comments: West side between 272nd and 276th St		Developer Funded							\$ -
			Local - City	\$ 106,948						\$ 106,948
			SUBTOTAL THIS PROJECT	\$ 106,948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,948
2	284th St Improvements		Other Grant Funding			\$ 744,000	\$ 622,000			\$ 1,366,000
R-7	PE	\$ 1,244,000	TBD Funds							\$ -
	ROW	\$ 622,000	WSDOT Funds							\$ -
	CN	\$ 4,354,000	TIB Grant Funding							\$ -
	TOTAL	\$ 6,220,000	PSRC/STP Funding							\$ -
	Comments: Reconstruction and widen 284th St between approx. 68th Ave & 80th St.		Developer Funded	\$ 500,000				\$ 3,854,000		\$ 4,354,000
			Local - City					\$ 500,000		\$ 500,000
			SUBTOTAL THIS PROJECT	\$ 500,000	\$ -	\$ 744,000	\$ 622,000	\$ 4,354,000	\$ -	\$ 6,220,000
3	92nd Ave NW		Other Grant Funding							\$ -
S-9	PE	\$ -	TBD Funds							\$ -
	ROW	\$ 50,000	WSDOT Funds							\$ -
	CN	\$ 100,000	TIB Grant Funding							\$ -
	TOTAL	\$ 150,000	PSRC/STP Funding							\$ -
	Comments: West side between north of 271st and 272nd		Developer Funded							\$ -
			Local - City	\$ 150,000						\$ 150,000
			SUBTOTAL THIS PROJECT	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
4	Sidewalk: 72nd Ave NW		Other Grant Funding							\$ -
S-18	PE	\$ -	TBD Funds							\$ -
	ROW	\$ 20,000	WSDOT Funds							\$ -
	CN	\$ 250,000	TIB Grant Funding							\$ -
	TOTAL	\$ 270,000	PSRC/STP Funding							\$ -
	Comments: West side between 268th St and 276th St		Developer Funded							\$ -
			Local - City	\$ 20,000	\$ 250,000					\$ 270,000
			SUBTOTAL THIS PROJECT	\$ 20,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000
5	SR532 Ovenell Park Entrance Intersection		Other Grant Funding			\$ 700,000	\$ 2,470,000			\$ 3,170,000
I-4	PE	\$ 330,000	TBD Funds							\$ -
	ROW	\$ 700,000	WSDOT Funds							\$ -
	CN	\$ 2,470,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,500,000	PSRC/STP Funding		\$ 330,000					\$ 330,000
	Comments: SR532 to 270th St		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ 330,000	\$ 700,000	\$ 2,470,000	\$ -	\$ -	\$ 3,500,000

City of Stanwood Six Year Transportation Improvement Plan (2019-2024)

Priority No. / Proj No.	Transportation Capital Project		Funding	2019	2020	2021	2022	2023	2024	Fund Total
6	Sidewalk: 273rd PI NW		Other Grant Funding							\$ -
S-2	PE	\$ 28,742	TBD Funds							\$ -
	ROW	\$ 60,510	WSDOT Funds							\$ -
	CN	\$ 83,200	TIB Grant Funding							\$ -
	TOTAL	\$ 172,452	PSRC/STP Funding							\$ -
	Comments: North side between 100th and 102nd		Developer Funded							\$ -
			Local - City		\$ 172,452					\$ 172,452
			SUBTOTAL THIS PROJECT	\$ -	\$ 172,452	\$ -	\$ -	\$ -	\$ -	\$ 172,452
7	101st Ave Reconstruction & Overlay		Other Grant Funding - CDBG		\$ 660,000	\$ 132,000	\$ 1,848,000			\$ 2,640,000
R-5	PE	\$ 660,000	TBD Funds							\$ -
	ROW	\$ 132,000	WSDOT Funds							\$ -
	CN	\$ 1,848,000	TIB Grant Funding							\$ -
	TOTAL	\$ 2,640,000	PSRC/STP Funding							\$ -
	Comments: 101st Ave between approx. 270th St and 274th St.		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ 660,000	\$ 132,000	\$ 1,848,000	\$ -	\$ -	\$ 2,640,000
8	72nd Ave Improvements		Other Grant Funding - SRTS				\$ 1,000,000			\$ 1,000,000
R-1	PE	\$ 200,000	TBD Funds							\$ -
	ROW	\$ 528,000	WSDOT Funds							\$ -
	CN	\$ 1,000,000	TIB Grant Funding							\$ -
	TOTAL	\$ 1,728,000	PSRC/STP Funding							\$ -
	Comments: Construct 72nd Ave between approx. 272nd NW and 276th St		Developer Funded		\$ 200,000	\$ 528,000				\$ 728,000
			Local - City				\$ 1,000,000			\$ 1,000,000
			SUBTOTAL THIS PROJECT	\$ -	\$ 200,000	\$ 528,000	\$ 2,000,000	\$ -	\$ -	\$ 2,728,000
9	272nd St Reconstruction & Widening		Other Grant Funding - SRTS/CDBG						\$ 2,000,000	\$ 2,000,000
R-4	PE	\$ 800,000	TBD Funds							\$ -
	ROW	\$ 400,000	WSDOT Funds							\$ -
	CN	\$ 2,800,000	TIB Grant Funding							\$ -
	TOTAL	\$ 4,000,000	PSRC/STP Funding							\$ -
	Comments: 272nd St from 72nd Ave to Pioneer Hwy including ROW acquisition.		Developer Funded							\$ -
			Local - City		\$ 2,000,000					\$ 2,000,000
			SUBTOTAL THIS PROJECT	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 4,000,000
10	SR532 Hamilton Entrance Intersection		Other Grant Funding		\$ 525,000	\$ 700,000	\$ 2,275,000			\$ 3,500,000
I-5	PE	\$ 525,000	TBD Funds							\$ -
	ROW	\$ 700,000	WSDOT Funds							\$ -
	CN	\$ 2,275,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,500,000	PSRC/STP Funding							\$ -
	Comments: Sr532 to 98th Dr.		Developer Funded							\$ -
			Local - City							\$ -
			SUBTOTAL THIS PROJECT	\$ -	\$ 525,000	\$ 700,000	\$ 2,275,000	\$ -	\$ -	\$ 3,500,000

City of Stanwood Six Year Transportation Improvement Plan (2019-2024)

Priority No. / Proj No.	Transportation Capital Project		Funding	2019	2020	2021	2022	2023	2024	Fund Total
11	90th Ave NW		Other Grant Funding							\$ -
S-10	PE	\$ 20,814	TBD Funds							\$ -
	ROW	\$ 43,820	WSDOT Funds							\$ -
	CN	\$ 60,250	TIB Grant Funding							\$ -
	TOTAL	\$ 124,884	PSRC/STP Funding							\$ -
	Comments: West side between north of 271st and 272nd		Developer Funded							\$ -
			Local - City		\$ 124,884					\$ 124,884
			<i>SUBTOTAL THIS PROJECT</i>	\$ -	\$ 124,884	\$ -	\$ -	\$ -	\$ -	\$ 124,884
12	Sidewalk: 284th St NW		Other Grant Funding							\$ -
S-16	PE	\$ 30,980	TBD Funds							\$ -
	ROW	\$ 65,220	WSDOT Funds							\$ -
	CN	\$ 89,680	TIB Grant Funding							\$ -
	TOTAL	\$ 185,880	PSRC/STP Funding							\$ -
	Comments: West side between 68th St to 69th St		Developer Funded							\$ -
			Local - City		\$ 185,880	\$ -				\$ 185,880
			<i>SUBTOTAL THIS PROJECT</i>	\$ -	\$ 185,880	\$ -	\$ -	\$ -	\$ -	\$ 185,880
13	Sidewalk: 272nd St NW		Other Grant Funding		\$ 533,436					\$ 533,436
S-17	PE	\$ 88,906	TBD Funds							\$ -
	ROW	\$ 187,170	WSDOT Funds							\$ -
	CN	\$ 257,360	TIB Grant Funding							\$ -
	TOTAL	\$ 533,436	PSRC/STP Funding							\$ -
	Comments: North side between 72nd Ave and West of 76th Dr.		Developer Funded							\$ -
			Local - City							\$ -
			<i>SUBTOTAL THIS PROJECT</i>	\$ -	\$ 533,436	\$ -	\$ -	\$ -	\$ -	\$ 533,436
14	80th Ave Reconstruction & Widening		Other Grant Funding							\$ -
R-2	PE	\$ 1,406,000	TBD Funds							\$ -
	ROW	\$ 703,000	WSDOT Funds							\$ -
	CN	\$ 4,921,000	TIB Grant Funding							\$ -
	TOTAL	\$ 7,030,000	PSRC/STP Funding							\$ -
	Comments: between aprox. 276th St and 288th St		Developer Funded			\$ 2,109,000	\$ 4,921,000			\$ 7,030,000
			Local - City							\$ -
			<i>SUBTOTAL THIS PROJECT</i>	\$ -	\$ -	\$ 2,109,000	\$ 4,921,000	\$ -	\$ -	\$ 7,030,000
15	64th and SR532 Intersection		Other Grant Funding							\$ -
I-2	PE	\$ 525,000	TBD Funds							\$ -
	ROW		WSDOT Funds			\$ 3,500,000				\$ 3,500,000
	CN	\$ 2,975,000	TIB Grant Funding							\$ -
	TOTAL	\$ 3,500,000	PSRC/STP Funding							\$ -
	Comments: 64th & SR532		Developer Funded							\$ -
			Local - City							\$ -
			<i>SUBTOTAL THIS PROJECT</i>	\$ -	\$ -	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 3,500,000

City of Stanwood Six Year Transportation Improvement Plan (2019-2024)

Priority No. / Proj No.	Transportation Capital Project		Funding	2019	2020	2021	2022	2023	2024	Fund Total
16	98th Dr. NW		Other Grant Funding							\$ -
S-8	PE	\$ 20,540	TBD Funds							\$ -
	ROW	\$ 43,240	WSDOT Funds							\$ -
	CN	\$ 59,460	TIB Grant Funding							\$ -
	TOTAL	\$ 123,240	PSRC/STP Funding							\$ -
	Comments: East side between SR532 and 270th St		Developer Funded							\$ -
Local - City					\$ 123,240				\$ 123,240	
SUBTOTAL THIS PROJECT			\$ -	\$ -	\$ 123,240	\$ -	\$ -	\$ -	\$ 123,240	
17	Sidewalk: 284th St NW		Other Grant Funding							\$ -
S-23	PE	\$ 30,980	TBD Funds							\$ -
	ROW	\$ 65,220	WSDOT Funds							\$ -
	CN	\$ 89,680	TIB Grant Funding							\$ -
	TOTAL	\$ 185,880	PSRC/STP Funding							\$ -
	Comments: South side between 68th and east of 70th Ave		Developer Funded							\$ -
Local - City					\$ 185,880				\$ 185,880	
SUBTOTAL THIS PROJECT			\$ -	\$ -	\$ 185,880	\$ -	\$ -	\$ -	\$ 185,880	
18	270th St NW Redesign Curbs		Other Grant Funding					\$ 735,828		\$ 735,828
S-3	PE	\$ 122,638	TBD Funds							\$ -
	ROW		WSDOT Funds							\$ -
	CN	\$ 613,190	TIB Grant Funding							\$ -
	TOTAL	\$ 735,828	PSRC/STP Funding							\$ -
	Comments: East of 98th and 102nd		Developer Funded							\$ -
Local - City									\$ -	
SUBTOTAL THIS PROJECT			\$ -	\$ -	\$ -	\$ -	\$ 735,828	\$ -	\$ 735,828	
19	Sidewalk: Cedarhome Drive NW		Other Grant Funding						\$ 714,612	\$ 714,612
	PE	\$ 119,102	TBD Funds							\$ -
	ROW	\$ 250,740	WSDOT Funds							\$ -
	CN	\$ 344,770	TIB Grant Funding							\$ -
	TOTAL	\$ 714,612	PSRC/STP Funding							\$ -
	Comments: South Side between 271st St and 276th St		Developer Funded							\$ -
Local - City									\$ -	
SUBTOTAL THIS PROJECT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 714,612	\$ 714,612	
TOTAL PROJECT COST ESTIMATE				\$ 776,948	\$ 4,981,652	\$ 8,722,120	\$ 14,136,000	\$ 5,089,828	\$ 2,714,612	\$ 36,421,160

City of Stanwood Six Year Transportation Improvement Plan (2019-2024)

Priority No. / Proj No.	Transportation Capital Project	Funding	2019	2020	2021	2022	2023	2024	Fund Total
		Other Grant Funding	\$ -	\$ 1,718,436	\$ 2,276,000	\$ 8,215,000	\$ 735,828	\$ 2,714,612	\$ 15,659,876
		TBD Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		WSDOT Funds	\$ -	\$ -	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 3,500,000
		TIB Grant Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		PSRC/STP Funding	\$ -	\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ 330,000
		Developer Funded	\$ 500,000	\$ 200,000	\$ 2,637,000	\$ 4,921,000	\$ 3,854,000	\$ -	\$ 12,112,000
		Local - City	\$ 276,948	\$ 2,733,216	\$ 309,120	\$ 1,000,000	\$ 500,000	\$ -	\$ 4,819,284
		TOTAL PROJECT COST ESTIMATE	\$ 776,948	\$ 4,981,652	\$ 8,722,120	\$ 14,136,000	\$ 5,089,828	\$ 2,714,612	\$ 36,421,160



**CITY OF STANWOOD
PUBLIC WORKS COMMITTEE
AGENDA STAFF REPORT**

ITEM NUMBER: 2

DATE: April 1, 2019

SUBJECT: Addition of Address Numerals and Letters to Chapter 2
Transportation and Streets of Street and Utility Standards

CONTACT PERSON: Amy Rusko, Senior Planner

ATTACHMENTS: A: Proposed Edits to Chapter 2 – Transportation and Streets
B: Proposed Commercial & Multi-Family Address Location Detail
C: Proposed Update to the Standard Detail Index

ISSUE

The issue in front of the Public Works Committee is to review the proposed language for address numerals and letters, along with related edits to the details and index of the Street and Utility Standards.

SUMMARY STATEMENT

North County Regional Fire has brought forward concerns with the height and placement of address numerals and letters on buildings within the city. The Fire Department has asked that the city consider a minimum height and width requirement for all address numerals and letters for single-family, multi-family and commercial buildings. Visible addresses will ensure that emergency responders are able to readily identify the location of an emergency.

Amendments to Standards:

Chapter 2 – Transportation and Streets:

Under 2G Roadside Features add section 2G.110 Address Numerals and Letters.

Transportation Standard Details Index:

Add T-22 Commercial and Multi-Family Address Location to the index list.

Transportation Standard Detail:

Add T-22 Commercial and Multi-Family Address Location as a detail.

Next Steps:

Department of Commerce: 60 day review period

Request for Comments to Agencies

Community Development Committee

Public Works Committee

Planning Commission Public Hearing

City Council Public Hearing

City Council Adoption

STANWOOD STREET AND UTILITY STANDARDS

CHAPTER 2

2.00 TRANSPORTATION AND STREETS

2A GENERAL CONSIDERATIONS

2A.010 General

The overall goal of this chapter is to encourage the uniform development of an integrated, fully accessible, public transportation system that will facilitate present and future travel demand with minimal environmental impact to the community as a whole.

This chapter provides minimum development standards supplementing the applicable standards as set forth in Chapter 1.

2B STREETS

2B.010 General

Street design must provide for the maximum loading conditions anticipated. The width and grade of the pavement must conform to specific standards set forth herein for safety and uniformity.

2B.020 Design Standards

The design of streets and roads shall depend upon their type and usage. Standard design structures are shown in the City's Standard Details.

The layout of streets shall provide for the continuation of existing principal streets in adjoining subdivisions or of their proper projection when adjoining property is not subdivided. Minor streets, which serve primarily to provide access to abutting property, shall be designed to discourage through traffic (see the table of the Minimum Street Design Standards).

- A. Alignment. Alignment of arterials, major collectors and minor collectors shall conform with that shown in the Comprehensive Plan.
- B. Grade. Street grade should conform closely to the natural contour of the land. The minimum allowable grade shall be 0.5 percent. The maximum allowable grade shall be 14 percent, depending upon the street classifications.
- C. Width. The pavement and right-of-way width depend upon the street classification. The table of Minimum Street Design Standards show the minimum widths allowed.

Street widths shall be measured from face of curb to face of curb on streets with cement concrete curb and gutter.

Stanwood Street and Utility Standards

- D. The General Notes that follow this page shall be included on any plans dealing with street design.

MINIMUM STREET DESIGN STANDARDS

Design Standard	Arterial	Commercial/Neighborhood Major Collector	Neighborhood Minor Collector	Local Access/Cul-De-Sac
Transportation Standard Detail #	T-2	T-3	T-4	T-5/T-6
ROW Width (minimum)	86-98 ft.	57 ft.	49 ft.	49 ft.
Street Width (minimum)	48-60 ft. plus two 5 ft. bike lanes	36 ft.	28 ft.	28 ft.
Curb Requirements	Cement concrete curb (6") & gutter, both sides	Cement concrete curb (6") & gutter, both sides	Cement concrete curb (6") & gutter, both sides	Cement concrete curb (6") & gutter, both sides
Planter Width (minimum)	8.5 ft. wide both sides	5 ft. wide both sides	5 ft. wide both sides	5 ft. wide both sides
Sidewalk Requirements (minimum)	5 ft. wide both sides	5 ft. wide both sides	5 ft. wide both sides	5 ft. wide both sides
Utility Easements	10 ft. both sides	10 ft. both sides	10 ft. both sides	10 ft. both sides
Minimum-Maximum Grade	.50% to 7%	.50% to 12%	.50% to 12%	.50% to 14%
Intersection Curb Radius	30 ft.	30 ft.	30 ft.	25 ft.
Design Speed (MPH)	45	35	35	25
Stopping Sight Distance	360 ft.	250 ft.	250 ft.	155 ft.
Intersection (Entering) Sight Distance	500 ft., driver's eye 15 ft. back from edge of traveled way and 3.5 ft. above pavement	390 ft., driver's eye 15 ft. back from edge of traveled way and 3.5 ft. above pavement	390 ft., driver's eye 15 ft. back from edge of traveled way and 3.5 ft. above pavement	280 ft., driver's eye 15 ft. back from edge of traveled way and 3.5 ft. above pavement
Utility Easements	10' each side of street	10' each side of street	10' each side of street	10' each side of street
Parking	none	8' each side	8' one side	8' one side
Daily Traffic Volume	> 3000 ADT	1001-3000 ADT	250-1000 ADT	< 250 ADT

2B.030 Street Construction General Notes

1. All workmanship and materials shall comply with the Stanwood Street and Utility Standards and Standard Details and the most current copy of the State of Washington Standard Specifications for Road, Bridge and Municipal Construction.
2. The contractor shall be responsible for all traffic control in accordance with MUTCD. Prior to disruption of any traffic, traffic control plans shall be prepared and submitted to the City for approval. No work shall commence until all approved traffic control is in place.

Stanwood Street and Utility Standards

3. A licensed engineering or surveying firm shall stake all curb and gutter, street grades, sidewalk grades and any other vertical and/or horizontal alignment.
4. Where new asphalt joins existing, the existing asphalt shall be cut to a neat vertical edge and tacked with Asphalt Emulsion type, CSS-1, in accordance with the Standard Specifications. The new asphalt shall be feathered back over existing to provide for a seal at the saw cut location and the joint sealed with grade AR- 4000W paving asphalt.
5. Compaction of subgrade, rock and asphalt shall be in accordance with the Standard Specifications.
6. Form and subgrade inspection by the City is required before pouring concrete. Twenty-four hours notice is required for form inspection.
7. See the Stanwood Street and Utility Standards Chapter 2 for testing and sampling frequencies.
8. Prior to issuance of a Certificate of Occupancy, the Developer shall provide and install all street name, regulatory, warning and guide signs.

2B.040 Functional Classifications

City streets are divided into arterials, major collectors, minor collectors, and local access streets in accordance with regional transportation needs and the functional use each serves. Function is the controlling element for classification and shall govern right-of- way, road width and road geometrics. The City of Stanwood Comprehensive Plan provides street category definitions and street classifications. Streets not included in the Comprehensive Plan will be classified by the Public Works Director.

2B.050 Street Naming/Addressing

Streets and roads shall be named according to specific criteria. All streets lying in Stanwood are designated northwest (NW). "Avenues" run north – south and are numbered with the exception of certain long-standing historical names. "Streets" run east – west and are also numbered except for certain historical names. "Drives" are irregular or diagonal streets over two grid blocks in length not conforming to the grid pattern. "Places" shall be east - west streets, parallel to but between "Streets". "Ways" shall be north - south streets parallel to but between "Avenues". "Courts" shall be cul- de-sacs which cannot be extended. Courts are to be named or numbered and carry the number of the preceding street or avenue. "Loops" shall be small loop-type streets to carry the name of the street from which they originate. "Lanes" shall be private streets.

Note that a few exceptions to the "Place" rule exist within the City. "Manor Place", "Village Place" and "Country Place" function like "Ways". They are addressed as such.

An address number will be assigned to all new buildings at the time the building permit is issued. It is then the owner's responsibility to see that the house numbers are placed clearly and visibly at the main entrance to the property or at the principal place of egress.

The developer must check with the Community Development Director regarding the naming of streets and assigning house numbers. This should be done at the time the

Stanwood Street and Utility Standards

preliminary plat is submitted and again upon approval of the final plat. The Community Development Department will insure that the name assigned to a new street is consistent with policies of the City.

2B.060 Signing

The developer is responsible for providing all traffic control signs. Traffic control signing shall comply with the provisions as established by the US Department of Transportation Manual on Uniform Traffic Control Devices (MUTCD).

Street signs for any private street shall have a white background with green lettering.

2B.070 Right of Way

Right of way widths shall be per the minimum Street Design Standards Table and Transportation Standard Details.

Right-of-way requirements may be increased if additional lanes; pockets; transit lanes; bus loading zones; operational speed; bike lanes; utilities; schools or other factors are required as determined by the Public Works Director.

Right-of-way shall be conveyed to the City on a recorded plat or by right-of-way dedication deed.

2B.080 Private Streets

See definition of private streets in Chapter 1.

Private streets may be allowed under the following conditions:

1. Permanently established by tract providing legal access to serve no more than four dwelling units, and have a minimum 24-foot paved surface with curb and gutter, and have a sidewalk, on one side of the private street 5 feet in width of such a design that prevents parking upon the sidewalk. All sidewalks will meet ADA requirements.
2. Accessible at all times for emergency and public service vehicle use.
3. Will not result in land locking of present or future parcels nor obstruct public street circulation.
4. Covenants have been approved, recorded and verified with the City which provide for maintenance of the private streets and associated parking areas by the owner or homeowners association or other legal entity.
5. A private street shall have a minimum length of 50 feet and a maximum length of 400 feet.
6. Multi-family and mixed use complexes may have private streets that serve up to 4 units as ingress/egress and parking.

Stanwood Street and Utility Standards

2B.090 Street Frontage Improvements

- A. All commercial and residential (including multi-family) developments, plats, and short plats shall install street frontage improvements at the time of construction. Such improvements shall include curb and gutter; sidewalk; street storm drainage; street lighting system; traffic signal modification, relocation or installation; utility relocation; landscaping and irrigation and street widening all per these Standards. Plans shall be prepared and signed by a licensed civil engineer registered in the State of Washington.
- B. All frontage improvements shall be made across full frontage of property, including curb, gutter and sidewalk fronting the property and half street improvements. These improvements shall include a half-street overlay of an existing frontage road and repairing existing damaged pavement and/or subgrade.
- C. Frontage improvements include installation of street illumination in accordance with the requirements of these Standards. Street lighting may be installed on existing utility poles should they exist, otherwise new street lighting poles shall be provided.
- D. Deferral of improvements If the Public Works Director and Community Development Director deem that the above such improvements cannot be accomplished at the time of building construction, a recorded agreement on forms approved by the City Attorney shall be completed which provide for these improvements to be installed at a specific date by the applicant. Financial hardship shall not be considered as a reason for delaying improvements.

2B.100 Cul-de-sac

Streets designed to have one end permanently closed shall have a minimum length of 50 feet and a maximum length of 400 feet. At the closed end, there shall be a widened "bulb" having a minimum paved traveled radius as shown in the Standard Detail. Cul- de-sac length shall be measured along the centerline of the cul-de-sac road from the extension of the intersecting right-of-way line extended to the center of the cul-de-sac bulb. Hammerhead turnarounds may be considered through the modification process in Section 1.055.

2B.110 Temporary Dead Ends

Where a street is temporarily dead ended, turn around provisions must be provided where the road serves more than one lot.

2B.120 Half Street

A half street may be permitted subject to approval by the Public Works Director when:

- A. The half street will be located near the edge of a development and there is a reasonable assurance of obtaining the prescribed additional right-of-way from the adjoining property suitable for completion of a full-section roadway, and

Stanwood Street and Utility Standards

- B. Such alignment is consistent with or will establish a reasonable circulation pattern, and
- C. The right-of-way width shall be half of the required right-of-way width per these Standards plus sufficient right-of-way to install a 12-foot lane for two-way traffic and appurtenant drainage components, and
- D. A minimum 12-foot paved lane is constructed adjacent to the half street improvements consistent with these Standards for two-way traffic. The edge of said lane shall be finished with permanent curb and gutter to insure proper drainage, bank stability and traffic safety.

2B.130 Medians

A median shall be in addition to, not part of, the specified roadway. Medians shall be designed so as not to limit turning radius or sight distance at intersections.

2B.140 Intersections

- A. Traffic control will be as specified in the Manual on Uniform Traffic Control Devices (MUTCD) or as modified by the City Engineer as a result of appropriate traffic engineering studies. Modification to this standard may be considered pursuant to Section 1.055.
- B. Street intersections shall be laid out so as to intersect as nearly as possible at right angles. Sharp angled intersections shall be avoided. For reasons of traffic safety, a "T" intersection (three-legged) is preferable to the crossroad (four-legged) intersection for local access streets. For safe design, the following types of intersection features should be avoided:
 - 1. Intersections with more than four intersecting legs;
 - 2. "Y" type intersections where streets meet at acute angles;
 - 3. Intersections adjacent to bridges and other sight obstructions.

- C. Spacing between adjacent intersecting streets, whether crossing or "T" should be as follows:

Arterial	300 feet
Major Collector	200 feet
Minor Collector	200 feet
Local Access Street	150 feet

When different class streets intersect, the higher standard shall apply on curb radii and intersection spacing. Modification to this standard may be considered pursuant to Section 1.055.

- D. On sloping approaches at an intersection, landings shall be provided with grade not to exceed one foot difference in elevation for a distance of 30 feet approaching any arterial, or 20 feet approaching a collector or local access street, measured from nearest right-of-way line (extended) of intersecting street.

Stanwood Street and Utility Standards

- E. Intersection improvements that occur on State Route 532 shall also be reviewed and approved by the Washington State Department of Transportation.

2B.150 Driveways

A. General

1. All abandoned driveway areas on the same frontage shall be removed and the curbing and sidewalk or shoulder and ditch section shall be properly restored.
2. All driveways shall be constructed of portland cement concrete (PCC) or of hot mix asphalt (HMA) and shall be subject to the same testing and inspection requirements as curb, gutter, and sidewalk construction. PCC driveways for uses other than single-family residential shall have a compressive strength of not less than 4,000 pounds per square inch (PSI).
3. Joint-use driveways serving two adjacent parcels may be built on their common boundary upon formal written agreement by both property owners and approval of the City. The agreement shall be a recorded easement for both parcels of land specifying joint usage.
4. Grade breaks, including the tie to the roadway, shall be constructed as smooth vertical curves. The maximum change in driveway grade shall be 8 percent within any 10 feet of distance on a crest and 12 percent within any 10 feet of distance in a sag vertical curve.
5. No commercial driveway shall be approved where backing onto the sidewalk or street will occur.
6. Driveway access shall not be allowed within 100 feet of a collector intersection or within 50 feet of a local access intersection. This distance shall be measured from nearest edge of proposed driveway access to edge of intersecting road pavement or to the point at which the sidewalk curves at the intersection.
7. Driveways shall be aligned with existing driveways on the opposite side of the street on two or three lane streets. Where the driveways cannot be aligned, the driveways shall be separated in accordance with the Standard Detail.
8. Driveways shall be offset a minimum of 100 feet from existing driveways on the opposite side of streets with four or more lanes.
9. Driveways constructed in areas where vertical curb and gutter frontage improvements are required shall be constructed as drop curb driveways.
10. Residential driveways shall have a minimum separation of ten feet between the nearest edges of the access points.

B. Width

Stanwood Street and Utility Standards

1. Residential driveways for single-family dwellings or duplexes shall have a minimum width of 10 feet and a maximum width of 30 feet.
 2. One-way commercial driveways accessing the public right-of-way shall have a minimum width of 15 feet and maximum width of 30 feet. See Stanwood Municipal Code Section 17.105.120 (6) for parking aisle widths requirements from the driveway.
 3. Two-way commercial driveways shall have a minimum width of 25 feet and a maximum width of 40 feet. See Stanwood Municipal Code Section 17.105.120 (6) for parking aisle widths requirements from the driveway.
 4. A road approach or wider driveway width may be approved by the City Engineer where a substantial percentage of oversized vehicle traffic exists, where divisional islands are desired, or where multiple exit or entrance lanes are needed.
 5. Parking lot circulation and signing needs shall be met on site. The public right-of-way shall not be utilized as part of a one way parking lot flow.
 6. Road approaches and/or ingress and egress tapers may be required in industrial and commercially zoned areas as part of the sign development review process. Tapers shall be designed per Institute of Transportation Engineers specifications.
- C. Access to State Route 532 and Adjoining Streets
- Access to State Route 532 and adjoining City Streets shall comply with Washington Administrative Code Sections 468-51 and 468-52. Fees for processing, review and inspection of projects in areas where Stanwood controls access management shall be in accordance with City of Stanwood City Code in lieu of those listed in the Washington Administrative Code.

2B.160 Sight Obstruction

The following sight clearance requirements take into account the proportional relationship between speed and stopping distance.

The sight distance area is a clear view triangle formed on all intersections by extending two lines of specified length (A) and (B) as shown below from the center of the intersecting streets along the centerlines of both streets and connecting those endpoints to form the hypotenuse of the triangle. The area within the triangle shall be subject to said restrictions to maintain a clear view on the intersection approaches. Refer to Standard Detail T-1 for additional information.

Stanwood Street and Utility Standards

Sight Distance Triangle:

A. Stop or Yield Controlled Intersection

	Sight Distance (Feet)	
	(A)	(B)
Speed Limit	Major Street	Minor Street
20 mph	200	*
25 mph	250	*
30 mph	300	*
35 mph	350	*
40 mph	400	*

*Sight distance measured from a point on the minor road 15 feet from the edge (extended) of the major road pavement and measured from a height of eye at 3.50 feet on the minor road to height of object at 4.25 feet on the major road.

B. Uncontrolled Intersection

	Sight Distance (Feet)	
	(A)	(B)
Speed Limit	Major Street	Minor Street
20 mph	90	90
25 mph	110	110
30 mph	130	130
35 mph	155	155
40 mph	180	180

- C. The vertical clearance area within the sight distance triangle shall be free from obstructions to a motor vehicle operator's view between a height of 3 feet and 10 feet above the existing surface of the street.
- D. Exclusions. Sight obstructions that may be excluded from these requirements include: fences in conformance with this chapter; utility poles; regulatory signs; trees trimmed from the base to a height of 10 feet above the street; places where the contour of the ground is such that there can be no cross visibility at the intersection; saplings or plant species of open growth habits and not in the form of a hedge which are so planted and trimmed as to leave at all seasons a clear and unobstructed cross-view; buildings constructed in conformance with the provisions of appropriate zoning regulations; and preexisting buildings.

Stanwood Street and Utility Standards

2B.170 Surfacing Requirements

Surfacing requirements shall be determined by a geotechnical investigation of the existing soils and pavement design by a licensed engineer. The pavement cross-section shall meet the following minimum requirements.

A. Collector Streets

Surfacing: 4" Hot Mix Asphalt, PG 64-22
Top course: 2" crushed surfacing top course
Base: 16" ballast

Alternate-

Surfacing: 4" Hot Mix Asphalt, PG 64-22
Top course: 4" asphalt treated base
Base- 2" crushed surfacing base course

B. Local Access Street

Surfacing: 3" Hot Mix Asphalt, PG 64-22
Top course: 2" crushed surfacing top course
Base: 8" ballast

Alternate:

Surfacing: 3" Hot Mix Asphalt, PG 64-22
Top course 3" asphalt treated base
Base: 2" crushed surfacing base course

C. City-Owned Parking Lot

Surfacing: 3" Hot Mix Asphalt, PG 64-22
Top course: 2" crushed surfacing top course
Base: 8" ballast

Alternate-

Surfacing: 3" Hot Mix Asphalt, PG 64-22
Top course 2" asphalt treated base
Base: 2" crushed surfacing base course

D. Sidewalks

Surfacing: 4" commercial concrete
Base: 4" crushed surfacing top course

Asphalt sidewalks will not be permitted unless otherwise approved by the Public Works Director.

Stanwood Street and Utility Standards

- E. Class I Bikeway
- | | |
|------------|---------------------------------|
| Surfacing: | Commercial concrete |
| Base: | 2" crushed surfacing top course |
| Alternate- | |
| Surfacing: | 2" Hot Mix Asphalt, PG 64-22 |
| Base: | 4" ballast |

2B.175 Prohibition on Cuts for Newly Paved Streets

The City does not allow street cuts on streets that have been newly paved or resurfaced for a period of three (3) years unless an emergency to public health and safety exists. If a newly paved street is cut for any reason, the required asphalt repairs will be per the Public Works Director or City Engineer. In most cases, the street will need to be entirely resurfaced with a minimum two (2) inch overlay from curb to curb in the area of work., The Public Works Director or City Engineer may allow tunneling as an alternative to street cuts as long as there is enough space outside the paved surface to accommodate the tunneling operation. Tunneling will not be allowed if the asphalt pavement surface will be impacted. All damage caused during the work shall be repaired in kind within five (5) working days from the completion of the work.

2B.180 Temporary Street Patching

Temporary restoration of trenches shall be accomplished by using 0.17 feet Hot Mix Asphalt, PG 64-22 when available or 0.17 feet medium curing (MC-250) Liquid Asphalt (cold mix), 0.17 feet Asphalt Treated Base (ATB), or steel plates.

ATB used for temporary restoration may be dumped directly into the trench, bladed and rolled. After rolling, the trench must be filled flush with asphalt to provide a smooth riding surface.

All temporary patches shall be maintained by the contractor until such time as the permanent pavement patch is in place.

Temporary patches will be completed within the same day as opened unless the Public Works Director has approved other arrangements.

If the contractor is unable to maintain a patch for whatever reason, the City will patch it at actual cost plus overhead and materials.

2B.190 Trench Backfill and Restoration

Trench restoration shall be patch plus half-street overlay meeting the following requirements:

- A. All trench and pavement cuts shall be made by spade bladed jackhammer or sawcuts. The cuts shall be a minimum of 1 foot outside the trench width.
- B. All trenching shall be backfilled with bank run gravel for trench backfill conforming to the WSDOT/APWA Standards. The trench bedding and

Stanwood Street and Utility Standards

backfill shall be compacted to 95 percent maximum density, as determined by ASTM D1557.

Existing material may be used for backfill only outside of the roadway section if it is determined by the City to be suitable for backfill. The contractor may use the native material except that the top 8 inches of trench shall be 2-1/2 inches minus ballast. All trench backfill materials shall be compacted to 95 percent density as determined by ASTM D1557.

Backfill compaction shall be performed in 6 inch lifts.

Replacement of the asphalt pavement or Portland Concrete Cement shall be of existing depth plus 1 inch or 3 inches total, whichever is greater.

- C. Tack shall be applied to the existing pavement and edge of cut and shall be emulsified asphalt grade CSS-1 as specified in the WSDOT/APWA Standards. Tack coat shall be applied as specified in the WSDOT/APWA Standards.
- D. Hot Mix Asphalt, PG 64-22 shall be placed on the prepared surface by an approved paving machine whenever available or as directed by the DPW and shall be in accordance with the applicable requirements of the WSDOT/APWA Standards, except that longitudinal joints between successive layers of asphalt shall be displaced laterally a minimum of 12 inches unless approved as a modification pursuant to Section 1.055. Fine and coarse aggregate shall be in accordance with WSDOT/APWA Standards. Asphalt over 2 inches thick shall be placed in equal lifts not to exceed 2 inches each.

All street surfaces, walks or driveways within the street trenching areas affected by the trenching shall be feathered and shimmed to an extent that provides a smooth-riding connection and expeditious drainage flow for the newly paved surface. Shimming and feathering as required by the City Engineer shall be accomplished by raking out the oversized aggregates from the PG 64-22 mix as appropriate or by using a finer mix.

Surface smoothness shall be per the WSDOT/APWA Standards. The paving shall be corrected by removal and repaving of the trench only.

- E. All joints shall be sealed using paving asphalt AR4000W.
- F. When trenching within the roadway shoulder(s), the shoulder shall be restored to its original or better condition.
- G. The final patch shall be completed as soon as possible however no longer than 30 days after first opening the trench. This time frame may be adjusted if delays are due to inclement paving weather, or other adverse conditions that may exist. However, delaying of final patch or overlay work is allowable only subject to the City Engineer's approval. The City Engineer may deem it necessary to complete the work within the 30 days time frame and not allow any time extension. If this occurs, the Contractor shall perform the necessary work as directed by the City Engineer.

Stanwood Street and Utility Standards

- H. A half-street overlay shall be provided for all travel lanes affected by utility installation when the utility is installed in any manner that is not perpendicular to the road centerline. Existing road edges to remain shall be ground down to accept the asphalt overlay and provide an appropriate centerline and road edge.

2B.200 Staking

- A. All surveying and staking shall be performed by an engineering or surveying firm capable of performing such work. The engineer or surveyor directing such work shall be licensed as a Professional Engineer or Professional Land Surveyor by the State of Washington. A pre-construction meeting shall be held with the City prior to commencing staking. All construction staking shall be inspected by the City prior to construction.
- B. The minimum staking of streets shall be as follows: Stake top back of curb every 50 feet in tangent sections and 25 feet in curved sections plus grade breaks, PVCs, PVTs, high point and low points, with cut or fill to finished grade.

2B.210 Testing

Testing shall be required at the developer's or contractor's expense on all materials and construction as specified in the WSDOT/APWA Standards.

At a minimum, one slump test and two test cylinders shall be taken once per day for concrete construction. Asphalt compaction tests are required as follows:

Under 50 square feet = one

50 - 100 square feet = two

100 - 300 square feet = three

Over 300 square feet = one every 200 sq feet or every 100 lineal feet of trench if applicable

2C SIDEWALKS, CURBS AND GUTTERS

2C.010 General

All properties within commercial zones of the City, properties abutting arterial streets or collector streets and properties upon which there are to be buildings open to the public (e.g. stores), shall, in conjunction with new construction on such properties or alterations or improvements which constitute 25 percent or more of the assessed value of the existing structures on the property, have sidewalks constructed along abutting streets. Curbs and gutters must also be constructed along the abutting street when the conditions of drainage require curbs and gutters.

Stanwood Street and Utility Standards

2C.020 Design Standards

Plans for the construction of sidewalks, curbs and gutters are to be submitted as part of the street plans when applicable.

The following minimum standards must be met in the design and construction of sidewalks, curbs and gutters. These standards may be modified pursuant to Section 1.055.

2C.030 Sidewalks

Sidewalks shall be constructed of commercial concrete four inches thick. When the sidewalk, curb and gutter are contiguous, the width of the sidewalks shall be measured from back of curb and gutter to back of sidewalk. Concrete mix for sidewalks, curb and gutters shall be no less than Class 3000 as outlined in WSDOT/APWA Standards.

- A. Arterial Streets. Sidewalks, curbs and gutters shall be required on both sides of all arterial streets interior to the development. Sidewalks, curbs and gutters shall also be required on both sides of streets contiguous to said development, with provisions made for latecomer agreements. Arterial streets for purposes of this subsection shall include major arterials, secondary arterials and collector streets and defined in the SMC.
- B. Local Access Streets. Sidewalks shall be required on both sides of local access streets interior to the development and on the development side of local access streets abutting the exterior of said development including cul-de-sacs.
- C. The design and construction of all sidewalks, curbs, gutters and walkways shall meet the following minimum standards:

The width of sidewalks shall be as shown in the street design illustrations. Those walkway and bike trails designated in the bike plan of the City as bike paths shall, in addition, meet the minimum width requirements established for said bike paths. The design of all sidewalks shall provide for a gradual rather than an abrupt transition between sidewalks of different widths or alignments.
- D. Form and subgrade inspection by the City are required before sidewalk is poured.
- E. Monolithic pour of curb, gutter and sidewalk will not be allowed, except in pedestrian curb ramp areas.

2C.040 Curb and Gutter

Cement concrete curb and gutter shall be used for all street edges unless otherwise approved by the Public Works Director based on the modification criteria in Section 1.55. All curbs and gutters shall be constructed of Class 3000 Concrete as shown in the Standard Details. No rolled curb will be allowed.

Concrete extruded curb and gutter per WSDOT/APWA Standards is allowed.

Form and subgrade inspection by the City are required before curb and gutter are poured.

Stanwood Street and Utility Standards

2C.050 Handicap Ramps

All sidewalks must be constructed to provide for handicap ramps in accordance with the Federal American Disability Act Requirements.

Handicap ramps shall be constructed of Class 3000 Concrete. Form and subgrade inspection by the City are required before handicap ramp is poured.

2C.060 Staking

All surveying and staking shall be performed by an engineering or surveying firm capable of performing such work. The engineer or surveyor directing such work shall be licensed as a Professional Engineer or Professional Land Surveyor by the State of Washington.

A preconstruction meeting shall be held with the City prior to commencing staking. All construction staking shall be inspected by the City prior to construction.

The minimum staking of curb, gutter and sidewalk shall be as directed by the City Engineer or as follows:

Stake top back of curb every 50 feet in tangent sections and 25 feet in curved sections plus grade breaks, PVCs, PVTs, high point and low points, with cut or fill to finished grade.

2C.070 Testing

Testing shall be required at the developer's or contractor's expense on all materials and construction as specified in the WSDOT/APWA Standards.

At a minimum, one slump test and two test cylinders shall be taken once per day.

In addition, the City shall be notified before each phase of sidewalk, curb and gutter construction commences.

2D BIKEWAYS

2D.010 Urban Trail

Bikeway or Urban Trail construction is required in conjunction with any new development or redevelopment where the estimated cost of improvements on such properties exceeds 25 percent of the value of the existing structures, or plat or short plat approval, when the need for such a bikeway is indicated in the Stanwood Comprehensive Plan and/or the Snohomish County Area Bicycle Plan.

2D.020 Design Standards

The design of bicycle paths shall depend upon their type and usage.

Normally, bikeways are shared with other transportation modes, although they may be provided exclusively for bicycle use. Bikeways are categorized as follows:

Stanwood Street and Utility Standards

- A. Class I Bike Path. A separate trail for use principally by bicyclists, but may be shared with pedestrians. These facilities are separated from motor vehicle roadways.
- B. Class II Bike Lane. A portion of a road that is designated by signs and/or pavement markings for bicycle use. These facilities are usually adjacent to the motor vehicle roadway.
- C. Class III Bike Route. A road that is designated with signs as a bicycle route, where bicycle usage is shared with motor vehicles on the street or, less desirable, with pedestrians on a sidewalk or walkway.
- D. Class IV Shared Roadway. A facility within commercial and high-density urban centers where sidewalk bicycling is not permitted. No special designations or design criteria are directed toward bicycle use. A 14-foot outside travel lane is required when a roadway is designated a shared bikeway.
- E. Class I, II, III, or IV Bikeways, as appropriate, shall be provided when traffic analysis or traffic planning indicates substantial bicycle usage which would benefit from a designated bicycle facility as determined by the City except where noted herein.

2D.030 Staking and Testing

Staking and testing shall be done in accordance with street staking and testing requirements.

2E ILLUMINATION

2E.010 General

All new commercial or residential subdivisions, short plats or property development shall provide street lights for public streets in accordance with the Standards for such improvements of the City and they shall be owned and operated by the City. Illumination is required on frontage streets as well as within developments.

2E.020 Design Standards

A street lighting plan shall be required for all street light installations. Type of installation shall be as set forth in WSDOT/APWA Standards and WSDOT Standard Plans and as directed by the City except where noted herein. Period lighting is required and must be approved by the City.

All public street light designs shall be prepared by an engineering firm capable of performing such work. The engineer shall be licensed by the State of Washington. All developments shall submit the lighting plan on a separate sheet. After system is completed and approved, a set of "as built" mylars or reproducibles shall be submitted to the City as a permanent record.

Calculations should include luminaire spacing; illumination level; uniformity ratio; line losses; power source; and other necessary details for the electrical and physical

Stanwood Street and Utility Standards

installation of the street lighting system. The lighting engineer shall use the WSDOT/APWA Standards and the following table regarding Illumination Levels.

Illumination Levels

Street Classification	Horizontal Foot Candles	Uniformity Ratio (average to minimum)
Arterials	1.5 FC	3:1
Commercial/Industrial Collectors	1.0 FC	3:1
Residential Collectors	0.7 FC	3:1
Local Access Residential Streets	0.3 FC	None; 300-foot maximum spacing

All street lights shall be on two hundred forty volt (240v), single phase systems. The exact location of the power source should be indicated together with the remaining capacity of that circuit. System continuity and extension should be considered.

Contractor cabinets equipped with electrical meters, time clocks, circuit breakers, and other required components are required on commercial installations of five or more street lights.

All street lighting, wiring and service connectors shall be located underground except in residential areas where power distribution poles exist.

Particular attention shall be given to locating luminaries near intersections, at all street ends and at pedestrian, bicycle, and/or equestrian crossings.

Period lighting shall be required by the Public Works Director consistent with the Comprehensive Plan.

The following General Notes shall be included on any plans dealing with street design in addition to all applicable requirements as set forth in Chapter 1.

2E.030 Street Light Construction General Notes

1. All workmanship, materials and testing shall be in accordance with the most current Washington State Department of Transportation/American Street and Utility Association Standard Specifications for Road, Bridge, and Municipal Construction, National Electrical Code and Street and Utility Construction Standards unless otherwise specified below. In cases of conflict, the most stringent guideline shall apply. When the most stringent guideline is not clear, the City Engineer will make the determination. The Electrical Contractor shall be familiar with all above stated publications and guidelines as they will be strictly enforced by the City.

Stanwood Street and Utility Standards

- 2 All safety standards and requirements shall be complied with as set forth by the State of Washington, Department of Labor and Industries.
- 3 The contractor shall be responsible for all traffic control in accordance with the Manual on Uniform Traffic Control Devices. Prior to disruption of any traffic, traffic control plans shall be prepared and submitted to the City for approval (See WSDOT/APWA Standards Plans K2-K21). No work shall commence until all approved traffic control is in place.
- 4 A pre-construction meeting shall be held with the City of Stanwood construction inspectors and the utility provider prior to the start of construction.
- 5 All approvals and permits required by the City of Stanwood shall be obtained by the contractor prior to the start of construction.
- 6 It shall be the responsibility of the contractor to have a copy of an approved set of plans on the construction site at all times.
- 7 All surveying and staking shall be done by a surveying or engineering firm licensed in the State of Washington.
- 8 Temporary erosion control/water pollution measures shall be required in accordance with the WSDOT/APWA Standards and the Stormwater Management Manual for Western Washington. At no time will silts and debris be allowed to drain into an existing or newly installed facility.
- 9 If construction is to take place in the County right-of-way, the contractor shall notify the County and obtain all the required approvals and permits.
- 10 The contractor shall be fully responsible for the location and protection of all existing utilities. The contractor shall verify all utility locations prior to construction by calling the Underground Locate Line, at 1-800-424-5555, a minimum of 48 hours prior to any excavation. The contractor will also be responsible for maintaining all locate marks on the utilities lines that have been located.
- 11 Electrical permits and inspections are required for all street lighting installations within the City. The contractor is responsible for obtaining said permits prior to any type of actual construction. These permits are available from the Department of Labor and Industry which is also responsible for inspection.
- 12 Prior to installation of any materials, the Electrical Contractor shall submit for approval by the City, two copies of material catalog cuts, specifications, shop drawings and/or wiring diagrams. Any materials purchased or labor performed prior to such approval shall be at the contractor's risk.
- 13 Any modification to approved lighting plans shall be reviewed and approved by the City prior to installation. Any approved modifications shall be shown on a mylar as-built supplied to the City after the lighting installation is completed and before final acceptance. It shall be the

Stanwood Street and Utility Standards

responsibility of the Electrical Contractor to ensure these as-builts are provided to the City.

2E.040 Staking

An engineering or surveying firm capable of performing such work shall perform all surveying and staking. The engineer or surveyor directing such work shall be licensed by the State of Washington.

A preconstruction meeting shall be held with the City prior to commencing staking. All construction staking shall be inspected by the City prior to construction.

The minimum staking of luminaries shall be as follows:

- A. Location and elevation to the center of every pole base.
- B. Location and elevation of each service disconnect.

2E.050 Testing

All illumination systems shall be subject to an electrical inspection which shall include megger testing and functional test. Lamp, photocell and fixture shall be under warranty for a period of one year.

2F SIGNALS

2F.010 General

Signals shall be installed per the requirements set forth herein. This work shall consist of furnishing and installing a complete and functional traffic control system of controllers, signals and appurtenances as required by the City.

2F.020 Design Standards

Signal systems shall be designed in accordance with the specifications as set forth in the WSDOT/APWA Standards and WSDOT Design Manual unless otherwise authorized by the City.

All public signal designs shall be prepared by an engineering firm capable of performing such work. The Engineer shall be licensed by the State of Washington. All applicable requirements shall be set forth in the Standards.

2F.030 Induction Loops

Induction loops shall be constructed per WSDOT/APWA Standards Specifications and the following:

- A. Loops shall not be cut into final lift of new asphalt.
- B. Loops shall be preformed in crushed surfacing top course (CSTC) before paving or shall be cut in existing asphalt or leveling course to subbase before intersection is overlaid.

Stanwood Street and Utility Standards

2F.040 Staking

An engineering or surveying firm capable of performing such work shall perform all surveying and staking. The State of Washington shall license the engineer or surveyor directing such work.

A preconstruction meeting shall be held with the City prior to commencing staking. All construction staking shall be inspected by the City prior to construction.

A minimum staking of signals shall be as follows:

- A. Location, with cut or fill to center of all pole bases.
- B. Location of junction box.
- C. Location of all corners of controller base.
- D. Location of service disconnect.

2F.050 Testing

All signals shall be subject to any necessary electrical inspections as well as requirements as set forth in the WSDOT/APWA Standards and WSDOT Design Manual.

A signal system shall not be approved or accepted by the City until the signal has performed correctly to the City's satisfaction for a 30-day "check out" period as outlined below.

WSDOT District 1 laboratory and/or the City of Stanwood may require controller and cabinet testing. All specifications and material samples shall be submitted to the City for review and approval prior to installation.

2F.060 Check-Out Procedure

The contractor shall call for an intersection check-out after completing the controller cabinet installation along with all other signal equipment, complete with wiring connections. All parts and workmanship shall be warranted for one year from the date of acceptance.

New signals shall operate without any type of failure for a period of 90 days. The contractor shall have a person available to respond to system failure within 24 hours during the 30-day check-out period.

Failure of any control equipment or hardware within the checkout period shall restart the 30-day check-out period.

2G ROADSIDE FEATURES

2G.010 General

Miscellaneous features included herein shall be developed and constructed to encourage the uniform development and use of roadside features wherever possible.

Stanwood Street and Utility Standards

2G.020 Design Standards

The design and placement of roadside features included herein shall adhere to the specific requirements as listed for each feature, and when applicable, to the appropriate standards as set forth in Chapter 1.

2G.030 Staking

All surveying and staking shall be performed by an engineering or surveying firm capable of performing such work. The engineer or surveyor directing such work shall be licensed as a Professional Engineer or Professional Land Surveyor by the State of Washington.

A preconstruction meeting shall be held with the City prior to commencing staking. All construction shall be inspected by the City prior to construction.

2G.040 Testing

Testing shall be required at the developer's or contractor's expense on all materials and construction as specified in the WSDOT/APWA Standards and with a frequency as specified in the WSDOT Construction Manual.

2G.050 Survey Monuments

- A. All existing survey control monuments which will be disturbed or destroyed during construction shall be referenced prior to construction and replaced after construction by a professional land surveyor licensed by the State of Washington. All applicable RCWs and WACs will be complied with. The monuments shall be replaced with the proper type; as outlined in B, or C, below, at the expense of the responsible builder or developer.
- B. Street type: arterial, bus routes and truck routes.
A pre-cast concrete monument with cast iron monument case and cover, installed per Standards, is required.
- C. Street type: commercial collector, neighborhood collector and local.
A poured-in-place concrete surface monument, per Standards, is required.
- D. Monument Locations.

Appropriate inner visible monuments as outlined in B or C above shall be placed:

- 1. At all street intersections.
- 2. At the PC and PT's of all horizontal curves or at the PI if it lies in the traveled roadway.
- 3. At all DLC corners, section corners, quarter corners and sixteenth corners that fall within the subdivision. Where these points fall outside of the pavement or sidewalks, a poured-in-place monument per Standards shall

Stanwood Street and Utility Standards

be set so that the top of the monument is one foot below the surface of the ground.

- E. The monument case shall be installed after the final course of surfacing has been placed.

2G.060 Bus Shelter and Amenities

For all new developments, the developer shall coordinate with the City, the Stanwood School District and Community Transit, regarding locations of new bus stops and bus shelters.

2G.070 Mailboxes

- A. During construction, existing mailboxes shall be accessible for the delivery of mail or, if necessary, moved to a temporary location. Temporary relocation shall be coordinated with the US Postal Service. The mailboxes shall be reinstalled at the original location or, if construction has made it impossible, to a location as outlined below and approved by the US Postal Service.
- B. Location
 1. The bottom or base of the box shall be 36 to 42 inches above the road surface.
 2. The front of the mailbox shall be 6 inches behind the vertical curb face or the outside edge of shoulder.
 3. New developments. Clustered mailboxes are required. Contact the US Postal Service for details. Mailboxes in the public right of way require an encroachment permit.
- C. Mailboxes shall be set on posts strong enough to give firm support, but not to exceed 4 x 4-inch wood or one 1 1/2-inch diameter pipe, or material and design with comparable breakaway characteristics.

2G.080 Guard Rails

For purposes of design and location, all guard rails along roadways shall conform to the criteria of the "Washington State Department of Transportation Design Manual" as may be amended or revised.

2G.090 Retaining Walls

- A. Walls over four feet high or walls to be constructed in unstable soil conditions require a structural wall designed and stamped by a professional engineer qualified in retaining wall design. Structural walls require issuance of a building permit prior to construction. The City Building Official may require review of the retaining wall design by the City Engineer.
- B. Rock walls may be used for erosion protection of cut or fill embankments up to a maximum height of eight feet in stable soil conditions which will result in no significant foundation settlement or outward thrust upon the walls.

Stanwood Street and Utility Standards

- C. Any rock wall over 30 inches high in a fill section shall require an engineered design by a geotechnical engineer. The geotechnical engineer shall continuously inspect the installation of the wall as it progresses.

2G.100 Street Trees

Street trees shall be planted in accordance with the Stanwood Municipal Code.

2G.110 Address Numerals and Letters

- A. The design, style, and shape of address numbers shall render them easily readable from the street. Numbers shall contrast with building background.
- B. Commercial and Multi-Family address numbers shall be located on the high point corner of the building facing the street so as to be readily visible from the public street fronting the building at all times.
- C. Address numbers on windows or other glazing require prior approval; contrasting may appear acceptable at certain times of day but may be non-acceptable at others.
- D. In cases where conditions (shadows, overgrown vegetation, building location, etc.) adversely affect the visibility and/or legibility of the numbers, additional numbers, larger numbers or other modifications may be required.
- E. The rear entrances or access doors of all strip malls, commercial center buildings, and other areas with multi-tenant spaces shall be posted with the unit/suite number.
- F. Numeral and Letter Calculations:

<u>Type of Building</u>	<u>Minimum Numeral or Letter Height</u>	<u>Minimum Numeral or Letter Width</u>
<u>Residential</u>	<u>4 inches</u>	<u>2 inches*</u>
<u>Commercial / Multi-Family</u>	<u>10 inches</u>	<u>5 inches*</u>
<u>* Except when the number 1 is used, it may be used in proportion with the other numbers of the address.</u>		

Formatted: Font color: Dark Red

Formatted Table

Formatted: Font color: Dark Red

Formatted: Font color: Dark Red

Formatted: Left, Level 4, Indent: Left: 0", Hanging: 4.53", Space Before: 6 pt, After: 2 pt

Formatted: Centered

STANWOOD STREET AND UTILITY STANDARDS

CHAPTER 2	1
2.000 TRANSPORTATION	1
2A GENERAL CONSIDERATIONS	1
2A.010 General.....	1
2B STREETS	1
2B.010 General.....	1
2B.020 Design Standards.....	1
2B.030 Street Construction General Notes	2
2B.040 Functional Classifications.....	3
2B.050 Street Naming/ Addressing.....	3
2B.060 Signing.....	4
2B.070 Right of Way.....	4
2B.080 Private Streets	4
2B.090 Street Frontage Improvements	5
2B.100 Cul-de-sac.	5
2B.110 Temporary Dead Ends	5
2B.120 Half Street.....	5
2B.130 Medians.....	6
2B.140 Intersections	6
2B.150 Driveways	7
2B.160 Sight Obstruction.....	8
2B.170 Surfacing Requirements.....	10
2B.175 Prohibition on Cuts for Newly Paved Streets.....	11
2B.180 Temporary Street Patching.....	11
2B.190 Trench Backfill and Restoration	11
2B.200 Staking.....	13
2B.210 Testing.....	13
2C SIDEWALKS, CURBS AND GUTTERS	13
2C.010 General.....	13
2C.020 Design Standards.....	14
2C.030 Sidewalks.....	14
2C.040 Curb and Gutter.....	14

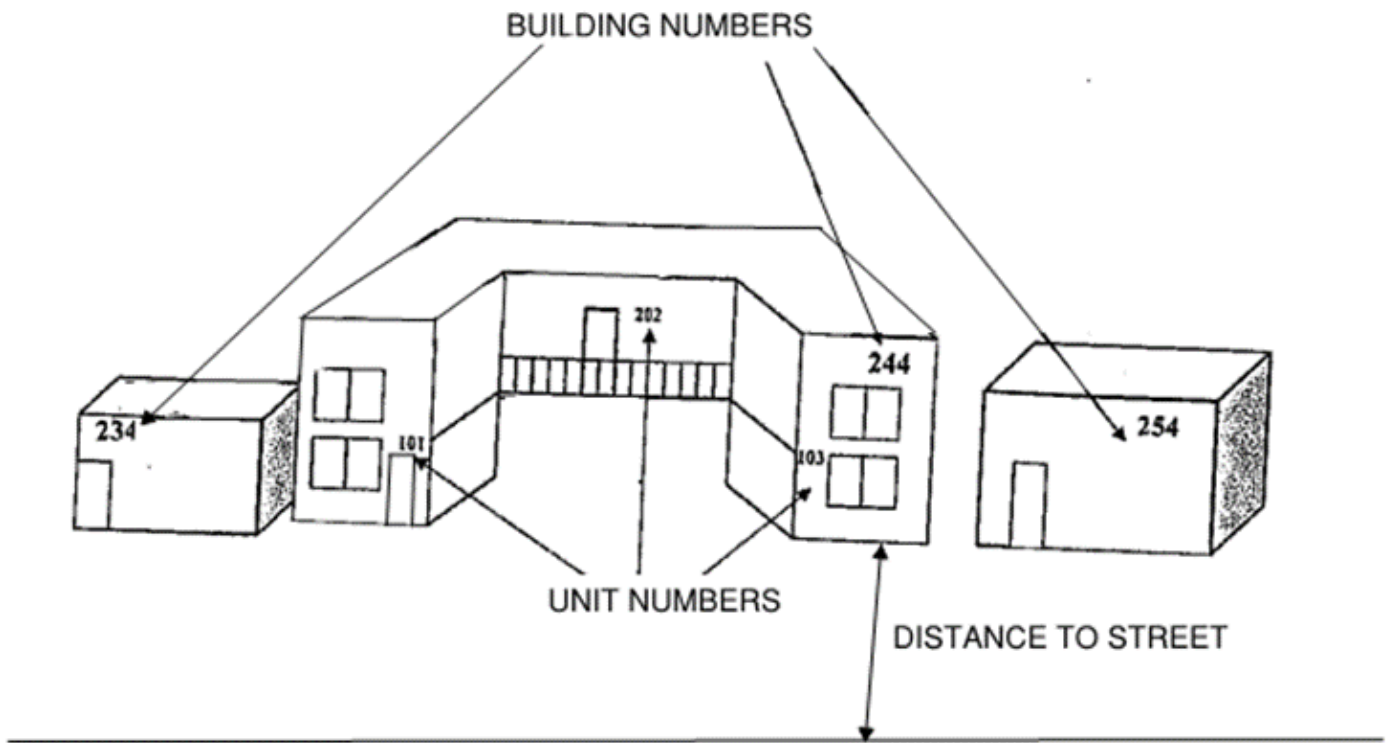
Stanwood Street and Utility Standards

2C.050	Handicap Ramps.....	15
2C.060	Staking.....	15
2C.070	Testing.....	15
2D	BIKEWAYS.....	15
2D.010	Urban Trail.....	15
2D.020	Design Standards.....	15
2D.030	Staking and Testing.....	16
2E	ILLUMINATION.....	16
2E.010	General.....	16
2E.020	Design Standards.....	16
2E.030	Street Light Construction General Notes	17
2E.040	Staking.....	19
2E.050	Testing.....	19
2F	SIGNALS.....	19
2F.010	General.....	19
2F.020	Design Standards.....	19
2F.030	Induction Loops.....	19
2F.040	Staking.....	20
2F.050	Testing.....	20
2F.060	Check-Out Procedure.....	20
2G	ROADSIDE FEATURES.....	20
2G.010	General.....	20
2G.020	Design Standards.....	21
2G.030	Staking.....	21
2G.040	Testing.....	21
2G.050	Survey Monuments	21
2G.060	Bus Shelter and Amenities.....	22
2G.070	Mailboxes.....	22
2G.080	Guard Rails.....	22
2G.090	Retaining Walls.....	22
2G.100	Street Trees.....	23
2G.110	Address Numerals and Letters.....	23

Formatted: Font color: Dark Red

Formatted: Font color: Dark Red

Formatted: Font color: Dark Red



City of Stanwood



TRANSPORTATION STANDARD DETAIL	
COMMERCIAL AND MULTI-FAMILY ADDRESS LOCATION	
DRAWING NO.	T-22

File:STADETTINES

Revised: March 2019

Printed: March 2019



CITY OF STANWOOD

TRANSPORTATION STANDARD DETAILS INDEX

STANDARD DETAILS

T-1	SIGHT OBSTRUCTION	WSDOT F-10.12-02 CEMENT CONCRETE CURBS
T-2	STREET DESIGN—ARTERIAL	WSDOT F-30.10-01 CEMENT CONCRETE SIDEWALK
T-3	STREET DESIGN—COMMERCIAL AND NEIGHBORHOOD COLLECTOR/ MAJOR COLLECTOR	WSDOT F-40.12-02 PARALLEL CURB RAMP
T-4	STREET DESIGN NEIGHBORHOOD COLLECTOR/ MINOR COLLECTOR	WSDOT F-40.14-02 COMBINATION CURB RAMPS
T-5	STREET DESIGN—LOCAL ACCESS AND CUL-DE-SAC APPROACH	WSDOT f-40.15-02 PERPENDICULAR CURB RAMPS
T-6	TYPICAL CUL-DE-SAC	WSDOT F-40.16-02 SINGLE DIRECTION CURB RAMPS
T-7	BIKEWAY CLASSES	WSDOT F-45.10-01 DETECTABLE WARNING SURFACE
T-8	TRENCH RESTORATION	WSDOT M-17.10-02 PARKING SPACE LAYOUTS
T-9	STRIPING DETAIL	WSDOT A-10.30-00 MONUMENT CASE AND COVER
T-10	PAVEMENT MARKINGS	WSDOT B-55.20-00 PIPE ZONE BEDDING AND BACKFILL
T-11	TYPICAL J-BOX LOCATION	
T-12	MAIL BOX CLUSTER STYLE	
T-13	CAST IN PLACE MONUMENT	
T-14	PRECAST CONCRETE MONUMENT	
T-15	FAR SIDE BUS PULLOUT	
T-16	ROCK RETAINING WALL	
T-17	TRENCH DAM	
T-18	DROP CURB DRIVEWAY ENTRANCE	
T-19	90 DEGREE INTERSECTION	
T-20	STREET DESIGN—PRIVATE ROAD	
T-21	COMMERCIAL/ INDUSTRIAL ACCESS POINT SPACING	
T-22	COMMERCIAL AND MULTI-FAMILY ADDRESS LOCATIONS	

City of Stanwood



TRANSPORTATION STANDARD DETAIL

TRANSPORTATION STANDARD DETAILS INDEX

File:STADETTINES

Revised: March 2019

Printed: March 2019

DRAWING NO.

T-0



CITY OF STANWOOD
Public Works Committee

ITEM NUMBER: 4

DATE: April 1, 2019

SUBJECT: Grant Acceptance, Agreement with the Washington Cities Insurance Authority

CONTACT PERSON: David Hammond, Finance Director

ATTACHMENTS: A – Washington Cities Insurance Authority Risk Mitigation Grant Acknowledgement

PURPOSE

The purpose of this agenda item is for Council consideration of and authorization for the Mayor to sign the Washington Cities Insurance Authority Risk Mitigation Grant Acknowledgement.

RECOMMENDATION

Authorize the Mayor to sign the Washington Cities Insurance Authority Risk Mitigation Grant Acknowledgement and accept the 2019 grant award of \$22,500.

SUMMARY

The 2019 budget includes \$50,000 for sidewalk repair. City staff applied for and received partial funding to offset the cost of this work. The grant funded project specifically addresses five streets in the Fox Hill Estates, which have significantly raised sidewalk panels that create tripping hazards. The edges of the raised panel have been ground down and asphalt patching added to mitigate the risk. However, the cause of the problem is the roots of trees that are too big for the space.

DISCUSSION

The edges of the raised panel have been ground down and asphalt patching added to mitigate the risk. However, the cause of the problem is the roots of trees that are too big for the space. This proposed project would remove the trees and rebuild the most seriously affected sidewalk panels. City staff will seek to further reduce the cost of the project by attempting to utilize volunteers during the replanting of the parking strips.

FISCAL IMPACT

The grant agreement requires a 50% city match in the amount of \$22,500 which will not require a budget amendment.

Member: City of Stanwood

WCIA Risk Reduction Grant Acknowledgement

Congratulations! A Risk Mitigation Grant has been awarded to City of Stanwood in the amount of \$22,500 for Sidewalk Repair project. The conditions of the grant are stated in the Risk Reduction Grant Guidelines and further set forth below.

Conditions:

1. Grant funds must be used in accordance with the project as described in the risk mitigation grant application.
2. WCIA staff will reach out to the grantee via e-mail and ask for a status report by June 15, 2019. Grantee will need to provide an update at that time regarding the status of the project.
3. Grantee must provide a second written status report via e-mail to WCIA by October 1, 2019 describing the status of the project including a timeline for anticipated completion.
4. If at any time the Grantee decides to not move forward with the funded project, they are to contact WCIA as soon as possible so that the funds may be redirected and awarded to an alternate project.
5. All projects must be completed, installed, and/or purchased by December 1, 2019.

Please acknowledge your receipt of this agreement with the terms of this letter by signing and returning a copy of this letter within 10 days. Failure to meet any of these conditions may jeopardize any future grant awards.

If the signed acknowledgement letter is not received by WCIA within 10 days of notification of the grant award, the grant may be reallocated to another member.

Key dates: June 14, 2019-First status report due to WCIA
 October 1, 2019-Second status report due to WCIA
 December 6, 2019-Grant reimbursements due to WCIA

Delegate Signature	Delegate Printed Name	Date
Authorizing Authority Signature	Authorizing Authority Printed Name (City Manager/Mayor/City or Town Administrator)	Date

The WCIA Grant Committee is excited to support your project. Thank you for your good work!