

**CITY COUNCIL, PLANNING
COMMISSION, DESIGN
COMMISSION AND PARK
BOARD SPECIAL MEETING
(PLANNING RETREAT)**

**March 5, 2011
8:30 A.M.**

AGENDA

City of



“Where Dreams Can Soar”

The City of Bonney Lake’s Mission is to protect the community’s livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services.

Website: www.ci.bonney-lake.wa.us

LOCATION: Reed Property, 7109 Barkubein Road, Buckley, WA

I. 8:30 AM - CONTINENTAL BREAKFAST

II. 9:00 AM - CALL TO ORDER – Mayor Neil Johnson, Jr.

A. Welcome and Retreat Overview

B. Roll Call:

Elected Officials: Mayor Neil Johnson, Jr., Deputy Mayor Dan Swatman, Councilmember Laurie Carter, Councilmember Dan Decker, Councilmember Mark Hamilton, Councilmember Donn Lewis, Councilmember Randy McKibbin and Councilmember James Rackley.

Commissioners: Planning Commission Chairman Grant Sulham, Vice Chair Katrina Minton-Davis, Brad Doll, David Eck, Brandon Fredrick, Winona Jacobsen, Richards Rawlings; and Design Commission Chairwoman Debbie Strous-Boyd, Jamie Bendon, Raymond Bunk III, David Colbeth, Thomas Kennedy, Tom Watson, Paul Webber; and Park Board Chairman Darren Proctor, Vice Chair Brian Cebe, Fred Jacobsen, Karen Witters and Valerie Zifka.

[Management Staff expected to be in attendance: City Administrator Don Morrison, Public Works Director Dan Grigsby, Police Chief Mike Mitchell, Community Development Director John Vodopich, Chief Financial Officer Al Juarez, Administrative Services Director/City Clerk Harwood Edvalson, Community Services Director Gary Leaf, and Planning Manager Heather Stinson.]

Page 5 **III. EASTOWN PLAN**

IV. 12:00 PM – LUNCH BREAK

Page 31 **V. 1:00 PM – PARKS, TRAILS, OPEN SPACE AND RECREATION**

Page 51 **VI. 3:00 PM – MIDTOWN PLAN**

VII. 4:15 PM – COUNCIL OPEN DISCUSSION

VIII. 4:30 PM – ADJOURN

**For citizens with disabilities requesting translators or adaptive equipment for communication purposes, the City requests notification as soon as possible of the type of service or equipment needed.
Meals at this meeting will not be provided for the attending public.**

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Agenda

Council Retreat

Saturday, March 5, 2011

7109 Barkubein Road (Former Reed Farm House)

- 8:30am Continental Breakfast
- 9:00am Call to Order and Roll Call
- 9:05am Eastown
- Executive report on Eastown status, issues, and options
 - City's role in Eastown infrastructure
- Rest Break:
- The Vision for Eastown
 - Presentation and discussion of visioning survey results
 - Process to revise and update the Eastown Plan and accompanying development standards and regulations
- Noon: Lunch Break
- 1:00pm Parks, Trails, Open Space, and Recreation
- Executive briefing on draft Park Plan update
 - Long range park/recreation service structure (e.g. Tri-Agency Agreement; Park District, etc.)
 - Park development and financing (future Park Bond election)
 - YMCA/community center
 - YCMA/City Letter of Understanding
 - Extent of City's Role
- Rest Break:
- 3:00pm Midtown Plan
- Planning Area (Boundaries)
 - Select Components to be included:
 - Utilities (water, sewer, stormwater)?
 - Transportation, circulation and transit?
 - Zoning overlays or permitted/conditional use changes?
 - Design standards?
 - Parks?
 - Redevelopment (e.g. Cedar Grove, Fir View)?
 - Other
- 4:15pm Open Council Discussion
- 4:30pm Adjourn

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EASTOWN SEWER SYSTEM UPDATE

INFORMATION FROM RH2 (2/25/2011)

LIFT STATIONS (Eastown and LS18)

- Performed basin plan and capacity analysis for Eastown and reported findings to City
- Performed basing plan and flow and capacity tests for LS18 and reported findings to City
- Received and formatted site survey
- Preliminary alignment and site visit (survey verification, geo-exploration and environmental group)
- Submitted 30% plans and cost estimate for City review (1/27/2011)
- Completed preliminary pump selection (Eastown and LS18)
- Obtained lead agency status for SEPA review process
- Next steps
 - 60% submittal to City, anticipated date: 3/7/2011
 - Finalize documents for permitting (status 90%)
 - City to obtain easement and owner signature authorization (land still owned by WSDOT)
 - Preliminary Specifications
 - City to prepare and process SEPA (one checklist need for all phases of this project)
 - City to obtain site development lead agency status from Pierce County
 - Submit Critical Areas Report to Pierce County (SEPA process needed for this)
 - Submit Building permit application (WSDOT easement needed for this)
 - Finalize documents for permitting, JARPA to be submitted for process by Pierce County (one application needed for all phases of this project, status 90%)
 - Finalize capacity analysis report

OVERALL STATUS 60%

DOWNSTREAM SYSTEM (96th St and SR 410 Crossing)

- Received and formatted alignment survey
- Preliminary alignment and site visit (survey verification, geo-exploration and environmental group)
- Submitted 30% plans and cost estimate for City review (1/27/2011)
- Next steps
 - 60% submittal to City, anticipated date: 3/7/2011
 - Finalize documents for permitting
 - Preliminary Specifications
 - Finalize documents for permitting, JARPA to be submitted for process by Pierce County (one application needed for all phases of this project, status 90%)
 - City to prepare and process SEPA (one checklist need for all phases of this project)

- City to obtain Right-of-Way permits

OVERALL STATUS 60%

UPSTREAM SYSTEM (226th Ave Ct E)

- Received and formatted alignment survey
- Preliminary alignment
- Geo-exploration on Bowen property
- Next steps
 - Obtain City's direction to continue design for proposed improvements
 - Obtain owners' authorization to perform the following
 - RH2 environmental group to perform site visit
 - Additional geotechnical site visit and exploration (if needed)
 - Submit preliminary alignment and cost estimate to City
 - Finalize documents for permitting, awaiting for City to obtain signature from participating owners (status 90%)
 - City to prepare and process SEPA (one checklist need for all phases of this project)
 - City to obtain utility easements
 - City to obtain Right-of-Way permits

OVERALL STATUS 30%

**City of Bonney Lake Public Works Facility
 Eastown Sewer System
 Preliminary Design Cost Estimate**

Eastown Lift Station

Item	Cost
Mobilization, Demo, Site Prep, and Cleanup	\$ 33,000
Temporary Erosion and Sedimentation Control	\$ 23,000
Site Work	\$ 111,000
Structural	\$ 94,000
Mechanical	\$ 34,000
Pumps and Motors	\$ 57,000
Electrical	\$ 95,000
Control Systems	\$ 106,000
Generator	\$ 71,000
O&M Manuals and Construction Records	\$ 5,000
Subtotal	\$ 629,000
9.3% Sales Tax	\$ 58,000
Sub-Total Estimate	\$687,000
Contingency 30%	\$210,000
Eastown Lift Station Total	\$897,000

Downstream Sewer System

Item	Cost
1,000 LF of 12" PVC SDR 35 Gravity Main*	\$ 220,000
2,100 LF of 8" HDPE Force Main*	\$ 285,000
180 Lf Steel Casing and 12" DI Gravity Sewer, SR 410 Boring (Home Depot - LS 18)*	\$ 195,000
3,100 LF One Lane Restoration (96th St E)	\$ 165,000
Sub-Total Estimate	\$865,000
Contingency 30%	\$260,000
Downstream Sewer System Total	\$1,125,000

EASTOWN SEWER SYSTEM IMPROVEMENTS TOTAL**	\$2,022,000
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* Estimates include WSST 9.3%

**Lift Station 18 Retrofit and Eastown Upstream Sewer System not include in estimate

The City does not own its own wastewater treatment plant, but has purchased capacity in the City of Sumner wastewater treatment plant and works closely with Sumner in the planning and improvement of the treatment plant. The City partners with Sumner to fund new construction, operation, and maintenance costs associated with the Wastewater Treatment Plant (WWTP). Costs to the City increase when the amount of use exceeds 50%. Current Bonney Lake use is estimated at 58%. Expansion plans are under development.

Budget Overview

RESOURCE SUMMARY: Wastewater Fund 402	Actual		Budget			
	2008	2009	2010 Adopted	2010 Revised	2011	2012
Charges for Service						
User Charges	\$ 3,171,940	\$ 3,435,414	\$ 3,128,986	\$ 3,128,986	\$ 3,435,500	\$ 3,538,600
Connection Fees	750,968	789,018	1,029,661	1,029,661	450,000	500,000
Interest	69,367	75,611	276,268	276,268	51,500	53,500
Other Revenues	400	1,671	5,000	5,000	5,700	6,100
Revenues	<u>3,992,694</u>	<u>4,301,714</u>	<u>4,439,915</u>	<u>4,439,915</u>	<u>3,942,700</u>	<u>4,098,200</u>
Salary	703,076	784,337	788,667	792,667	814,044	825,728
Benefits	274,449	309,045	343,910	343,910	323,964	355,732
Internal and External Taxes	312,080	328,255	371,378	371,378	382,519	393,995
Other Operating Expenses	1,366,395	1,214,189	1,178,734	1,178,734	1,761,658	1,706,158
Depreciation	1,262,940	1,265,631	-	-	-	-
Transfers Out	469,017	398,615	-	511,274	511,274	511,274
Subtotal - Operating Expenses	<u>4,387,957</u>	<u>4,300,073</u>	<u>2,682,689</u>	<u>3,197,963</u>	<u>3,793,459</u>	<u>3,792,887</u>
Operating Capital						
Construction Projects (O&M)	19,118	8,136	-	-	-	-
Sewer Lift Station Improvements (O&M)	25,519	-	-	-	16,000	16,000
Replacement & Unscheduled (O&M)	-	-	-	-	-	-
Equipment Upgrades	22,753	-	24,000	-	25,000	26,000
Video Upgrades/inspections	16,342	-	23,000	-	24,000	25,000
Sewer Line Repair	69,622	142,954	-	-	-	-
Telemetry Upgrades	10,111	-	-	-	20,000	20,000
Manhole Repair	5,599	-	79,000	-	156,000	85,000
Debt Service Expense	100,499	53,854	649,845	649,845	766,961	763,985
Total Operating Expense	<u>4,657,520</u>	<u>4,505,017</u>	<u>3,458,534</u>	<u>3,847,808</u>	<u>4,801,420</u>	<u>4,728,872</u>
Annual Cash Available for Projects	<u>(664,826)</u>	<u>(203,304)</u>	<u>981,381</u>	<u>592,107</u>	<u>(658,720)</u>	<u>(630,672)</u>
Beginning of the Year Cash Available	9,985,264	9,340,040	6,968,641	6,968,641	8,513,348	3,381,028
Total Cash Available for Projects	<u>9,320,438</u>	<u>9,136,736</u>	<u>7,950,022</u>	<u>7,560,748</u>	<u>7,654,628</u>	<u>2,750,356</u>
Other Financing Sources / (Uses)						
Project Specific Revenue						
FEMA Grant	-	-	-	-	-	-
PWTFL (Sewer Treatment Plant)	-	-	-	2,091,600	2,556,400	-
PWTFL (Sewer Treatment Plant) Proposed	-	-	-	-	1,112,000	-
PWTFL (Sewer Line Replacement)	-	-	1,298,000	1,298,000	-	-
Capital Contributions	4,544	5,869	-	-	-	-
Prior Year Correction	425,767	-	-	-	-	-
Transfer In	-	-	-	-	-	-
Transfer Out (to GGCIP for Public Works Facility)	-	-	-	(1,000,000)	-	-
Construction Projects (detailed on next page)	410,708	2,173,965	9,648,000	1,437,000	7,942,000	4,296,000
End of Year Cash Available	<u>\$ 9,340,040</u>	<u>\$ 6,968,641</u>	<u>\$ (399,978)</u>	<u>\$ 8,513,348</u>	<u>\$ 3,381,028</u>	<u>\$ (1,545,644)</u>
Less Cash Restricted for Future Obligations	-	-	-	-	-	-
End of Year Cash Available	<u>\$ 9,340,040</u>	<u>\$ 6,968,641</u>	<u>\$ (399,978)</u>	<u>\$ 8,513,348</u>	<u>\$ 3,381,028</u>	<u>\$ (1,545,644)</u>

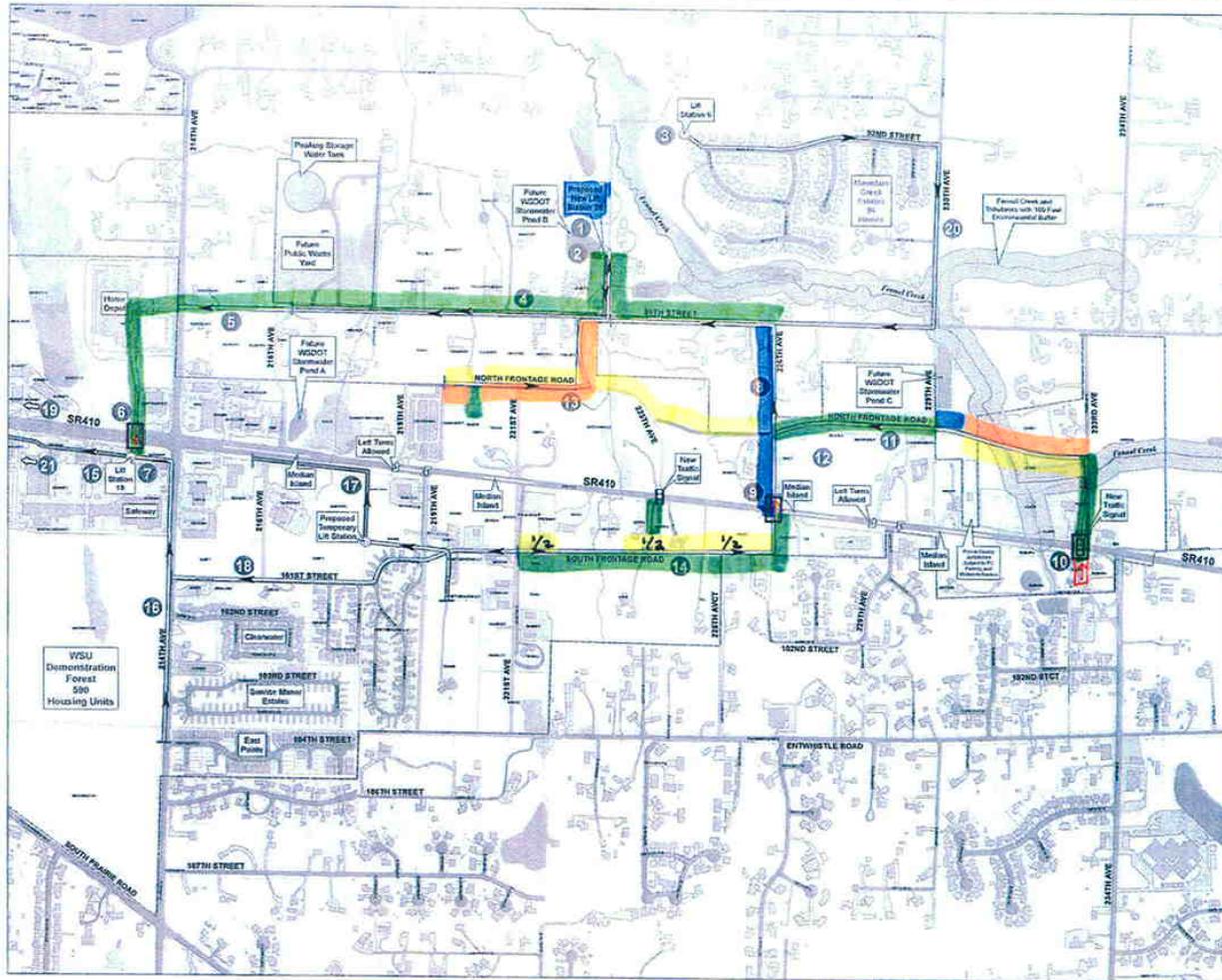
RESOURCE SUMMARY:	Actual		Budget			
	2008	2009	2010 Adopted	2010 Revised	2011	2012
Construction Projects						
82nd Street Sanitary Sewer	-	179,355	-	-	-	-
Church Lake Drive Sewer	-	220,065	-	23,000	-	-
Eastown ULA: Design Efforts	-	-	-	-	370,000	-
Eastown ULA: Lift Station, Pressure Line, LS18 Upgrade	-	-	-	-	1,500,000	-
Eastown ULA: SR410 & 225th Ave Sewer Line Crossing	-	-	-	5,000	-	-
Eastown ULA: SR410 & 233rd Sewer Line Crossing	-	-	-	-	-	-
Eastown ULA: LS18 Upgrade and SR410 Crossing	-	-	-	-	-	400,000
Eastown ULA: Kontos Agmt & LS Site Preservation	-	-	-	-	50,000	-
Eastown ULA: 226th Easement Acquisition	-	-	-	-	50,000	-
Eastown ULA: North Gravity Extension (214th to 216th)	-	-	-	-	250,000	-
Eastown ULA: North Gravity Extension (LS to 226th)	-	-	-	-	-	550,000
Eastown ULA: SR410 & 226th Sewer Crossing	-	-	-	-	-	120,000
Fennel Creek Lift Station	-	-	750,000	-	-	-
GBA Workmaster Software	-	-	-	5,000	-	10,000
Lift Station 17 Improvements	-	-	137,000	-	200,000	-
Lift Station Improvements	-	-	16,000	-	-	-
Public Works Facility	-	74,176	1,000,000	7,000	1,000,000	1,000,000
Replacements & Unscheduled Projects	11,414	109,336	180,000	14,000	185,000	185,000
SCADA Telemetry Update	-	-	-	-	20,000	30,000
Septic System Reduction Program	13,514	18,639	265,000	-	285,000	285,000
Septic System Reduction Program (Kelly Creek Vista Phase 2)	-	-	-	178,000	20,000	-
Septic System Reduction Program (2010 Design)	-	-	-	5,000	-	-
Sewer Lift Station Improvements	2,803	-	-	-	-	-
Sewer Trunk Line Improvements	-	-	1,800,000	-	-	-
Sewer Trunk Line Improvements (PWTF) Angeline Road	-	-	-	13,000	1,500,000	-
Sewer Trunk Line Improvements (PWTF) Phase 3	-	-	-	297,000	-	-
Sewer Trunk Line Improvements (PWTF) Phase 4: 18" Rehab	-	-	-	110,000	1,200,000	-
Sewer Trunk Line Improvements (PWTF) Phase 5	-	-	-	600,000	-	-
SR410 Sewer Main Improvements	-	-	1,300,000	-	-	125,000
SR410 Main Repair (Phase IV)	-	15,214	-	-	-	-
SR 410 Valley Slip Line	-	863,599	-	-	-	-
SR410/Elhi Hill Sanitary Sewer Interceptor	-	437,525	-	-	-	-
Sumner WWTP True-Up Payment	34,276	168,840	200,000	180,000	200,000	200,000
Sumner WWTP Upgrade	-	-	4,000,000	-	1,112,000	1,391,000
Trunk Line Replacement (SR162nd Crossing)	348,701	87,215	-	-	-	-
Total Construction/Capital	\$ 410,708	\$ 2,173,965	\$ 9,648,000	\$ 1,437,000	\$ 7,942,000	\$ 4,296,000

Budget Notes: Connection fees include system development charges that are dependent on development activities, which are slowing significantly due to the recent economic conditions. As a result of the economy, interest earnings are estimated to be 50% less than in prior years.

Goals & New Initiatives

- Complete design and construction of Waste Water Treatment Plant flood wall and plant expansion.
- Complete design and construction of Eastown sewer lift station project that will extend the city sewer system into Eastown.
- Coordinate with Eastown property owners/developers to extend the sewer system to their properties.
- Complete final section lining of the sewer main line to the Sumner Wastewater Treatment Plant (WWTP);
- Complete construction contract to replace force main on Angeline Road.
- Prepare master plan and prioritized list of construction projects. Start design of future construction projects to implement the Septic System Abatement program began in 2008;
- Continue to work with developers in the Southern Sewer Service Area to construct a membrane bio-reactor (MBR) type wastewater treatment facility. Alternatively, expand the Sumner WWTP and connect with new sewer lines extending down off the plateau along Rhodes Lake Road to River Road. Attempt to divert some effluent into this plant in

EASTOWN ~~SEWER SYSTEM~~ & FRONTAGE ROAD ^{BONNEY Lake} Featuring Future Sewer Projects EASEMENTS



FUTURE SEWER PROJECTS

- 12 Future Sewer Project Number
- Lift Station
- SR410 Highway Crossing
- Project Start/Stop
- Flow Direction
- Gravity Main
- Force Main
- Mountain Creek Force Main

FUTURE ROADS BASE MAP

- SR410 Median Islands
- Future Public Roads
- Future Private Roads
- ▭ Tax Parcels
- ▭ Building
- ▭ Paved Road
- ▭ Other Impervious Surface
- ▭ Stormwater Pond
- ▭ Bonney Lake City Limits

FENNEL CREEK & WETLANDS

- ~ Fennel Creek
- ~ Fennel Creek Tributaries
- ⊗ Fennel Creek 100 Foot Buffer
- ⊗ CW Wetlands
- ⊗ Supplemental Wetland Inventory
- ⊗ National Wetlands Inventory

0 1,000 Feet
Scale

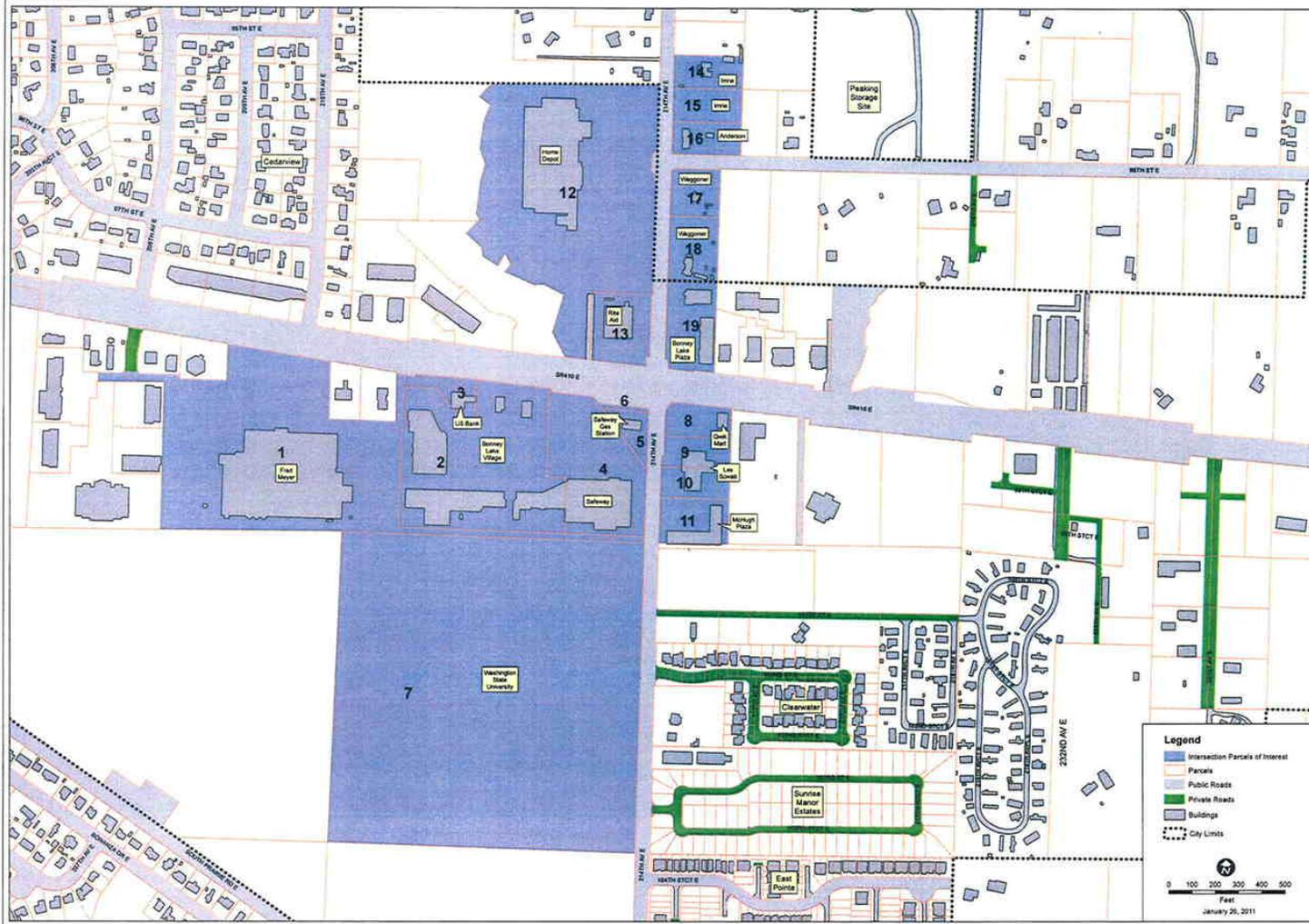
Vicinity Map

August 11, 2010

SEWER
EASEMENT
REQUIRED
SEWER EASEMENT
ACQUISITION
IN PROGRESS
SEWER STOP
EASEMENTS
NOT PROVIDED
FRONTAGE ROAD
EASEMENTS
NOT PROVIDED

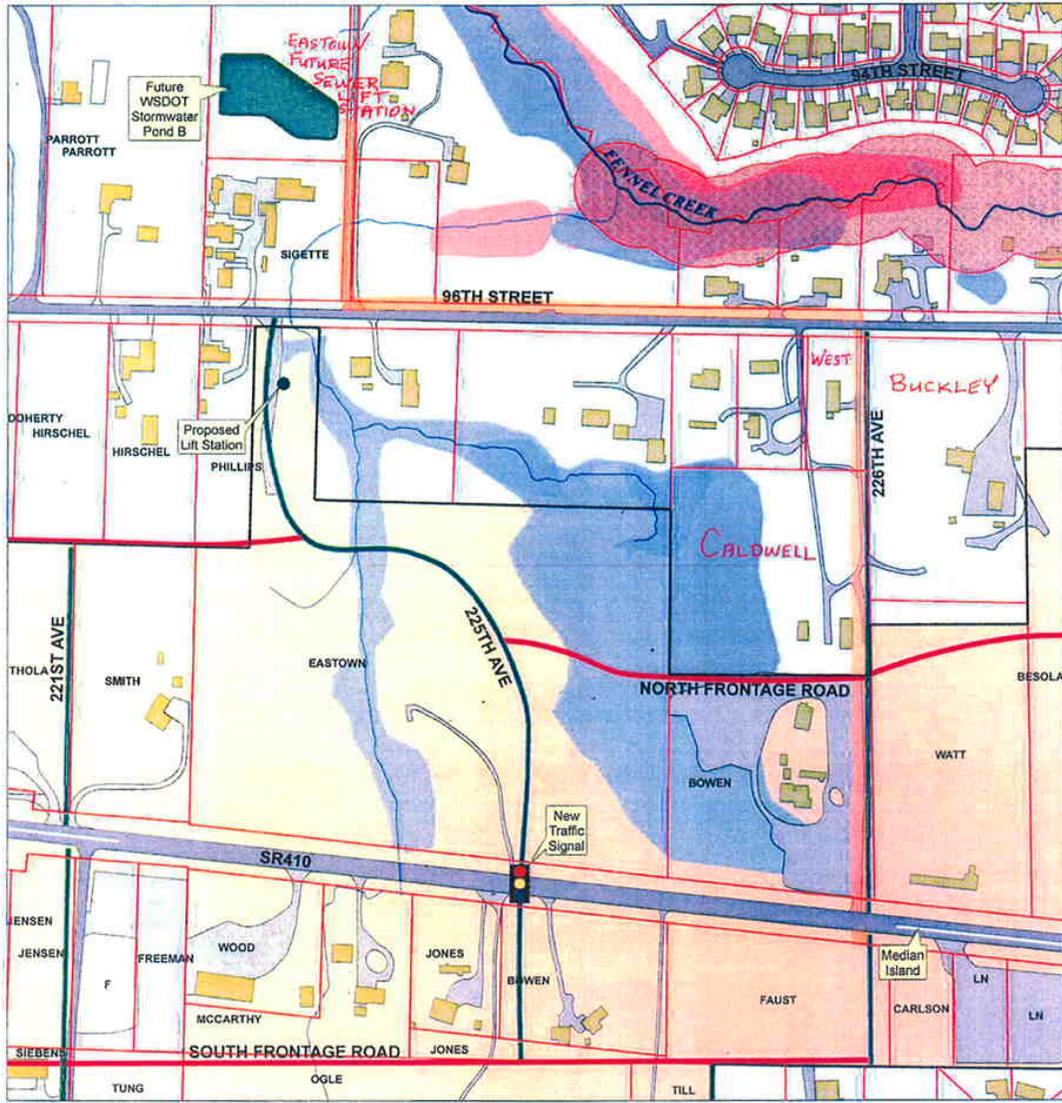
24 Feb 2011

SR410 / 214TH AVE INTERSECTION PARCELS



EASTOWN FUTURE ROAD NETWORK

Featuring Fennel Creek and Wetlands



LEGEND

- Sewer Lift Stations
- ▬ SR410 Median Islands
- ▬ Future Public Roads
- ▬ Future Private Roads
- ▬ Tax Parcels
- Building
- ▬ Paved Road
- ▬ Other Impervious Surface
- ▬ Bonney Lake City Limits

FENNEL CREEK & WETLANDS

- ▬ Fennel Creek
- ▬ Fennel Creek Tributaries
- ▬ Fennel Creek 100 Foot Buffer
- ▬ CWI Wetlands
- ▬ Supplemental Wetland Inventory
- ▬ National Wetlands Inventory
- ▬ Future WSDOT Storm Ponds

EASTOWN SEWER LINE



Vicinity Map



2011 Eastown Visioning Survey - City Official Responses



1. What should Eastown become best known as?

		Response Percent	Response Count
General Retail Center		7.1%	2
Light Manufacturing and Warehousing Center		7.1%	2
Big Box and Large Retail Business Center		39.3%	11
Commercial Mixed Use Center		46.4%	13
	Other (please specify)		4
		answered question	28
		skipped question	2

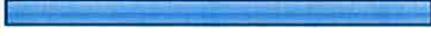
2. Choose the description of Eastown that most closely matches your vision of Eastown?

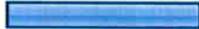
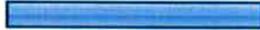
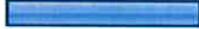
		Response Percent	Response Count
An East end town center that complements the West end town center (Downtown plan)		21.4%	6
A continuation of Midtown		17.9%	5
A unique commercial center that is distinct from both Downtown and Midtown		60.7%	17
	Other (please specify)		1
		answered question	28
		skipped question	2

3. Which general types of land uses would you NOT want to see in Eastown? (Check all that apply)

		Response Percent	Response Count
Heavy Industrial		73.3%	22
Light Manufacturing		10.0%	3
Warehousing		33.3%	10
Professional Offices		13.3%	4
Retail Commercial		6.7%	2
Recreational		20.0%	6
Institutional		6.7%	2
Agricultural		46.7%	14
Multi-Family Residential		43.3%	13
	Other (please specify)		1
	answered question		30
	skipped question		0

**4. Please check the type of commercial or other services that you would like to see developed in Eastown
(Choose all that apply).**

		Response Percent	Response Count
Entertainment and/or recreational facilities		67.9%	19
Specialty food stores		42.9%	12
Specialty retail shops		42.9%	12
Medical services		50.0%	14
Personal services (mail, hair, message, cleaners, etc.)		32.1%	9
Banking and financial services		50.0%	14
Big box and large retail outlets		75.0%	21
Car, RV, or boat dealerships and repair		71.4%	20
Motel/Lodging		64.3%	18
Conference center		39.3%	11
Professional Offices		64.3%	18
Employment based businesses (e.g. call center, processing center)		57.1%	16
Institutional Services (government, education, etc.)		42.9%	12
Agricultural related businesses (not including farming)		14.3%	4
Agricultural related businesses (including farming)		17.9%	5
Light manufacturing (excluding hazardous materials)		57.1%	16
Outdoor storage		3.6%	1
Warehousing and distribution		39.3%	11

Mini-Storage		21.4%	6
Eating and drinking establishments		64.3%	18
Contractor shops		32.1%	9
Fabrication and assembly		42.9%	12
Gas stations		32.1%	9
Drive-thru businesses		17.9%	5
Light and heavy equipment repair		21.4%	6
Other (please specify)			5
answered question			28
skipped question			2

5. Please rate the following general types of design/development standards that you believe should be included in an updated Eastown Plan.

	Essential	Very Important	Somewhat Important	Not Important	Rating Average	Response Count
A mix of architectural styles	7.1% (2)	28.6% (8)	32.1% (9)	32.1% (9)	1.00	28
A principle architectural style to create a consistent theme	20.0% (6)	43.3% (13)	13.3% (4)	23.3% (7)	1.00	30
Building design standards	36.7% (11)	40.0% (12)	20.0% (6)	3.3% (1)	1.00	30
Building height limits	23.3% (7)	16.7% (5)	36.7% (11)	23.3% (7)	1.00	30
Street furniture and public plazas	13.8% (4)	31.0% (9)	17.2% (5)	37.9% (11)	1.00	29
Pedestrian circulation systems	30.0% (9)	26.7% (8)	20.0% (6)	23.3% (7)	1.00	30
Landscaping standards	36.7% (11)	36.7% (11)	23.3% (7)	3.3% (1)	1.00	30
answered question						30
skipped question						0

6. Which of the following do you consider the most critical general design/development standard to impose on Eastown? (You may choose only one)			
		Response Percent	Response Count
Building design standards		70.0%	21
Street furniture and public plaza standards		10.0%	3
Pedestrian circulation system standards		13.3%	4
Landscaping standards		6.7%	2
answered question			30
skipped question			0

7. Where should new developments in Eastown be required to place their parking? (Choose only one)			
		Response Percent	Response Count
Parking in front of the building, requiring the building to be set back from the street		3.8%	1
Parking behind the building, permitting the building to be next to the sidewalk		34.6%	9
Parking to the side of the building; permitting the building to be next to the sidewalk		19.2%	5
The City shouldn't dictate parking location; that decision should be made by the business/developer		42.3%	11
Other (please specify)			8
answered question			26
skipped question			4

1. What should Eastown become best known as?

Other (please specify)

1	Big Box/Large Retail and Light Manufacturing, it would be nice to create jobs.	Feb 15, 2011 6:47 PM
2	I think office and light industrial would also be appropriate in this area.	Feb 15, 2011 11:06 PM
3	With out knowing what the real vision for Downtown and Midtown is, how can we determine what Eastown should look like?	Feb 22, 2011 8:05 PM
4	Retail, office and housing.	Feb 23, 2011 12:56 AM

2. Choose the description of Eastown that most closely matches your vision of

Other (please specify)

1	It would be nice to see a big box store with some retail a few fast food and warehouse. With connectivity and as few signals as possible.	Feb 15, 2011 6:47 PM
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3. Which general types of land uses would you NOT want to see in Eastown?

Other (please specify)

1	Other places better suited for residential uses	Feb 14, 2011 8:04 PM
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4. Please check the type of commercial or other services that you would like to

Other (please specify)

1	This will be a destination type center; not a pedestrian oriented center given its distance from urban developments (there is no UGA on either the north, south, or east)	Feb 14, 2011 8:04 PM
2	Night Clubs/Drinking Establishments	Feb 14, 2011 11:25 PM
3	I would not understand why anything would be limited. At this point and economy can the City really afford to be picky? There may be some services you would rather have located in Midtown or the Downtown Core but if a business coming in can find land or space cheaper out in Eastown then why wouldn't they go there.	Feb 15, 2011 6:47 PM
4	Again, we need to define these desires for the other areas as well before we can say what Eastown should and should not have. If we say that all services can be in all three areas then why have a separation?	Feb 22, 2011 8:05 PM
5	No motels only hotels.	Feb 23, 2011 12:56 AM

7. Where should new developments in Eastown be required to place their

Other (please specify)

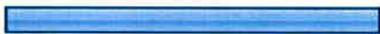
1	Could vary depending on the particular project	Feb 14, 2011 8:04 PM
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7. Where should new developments in Eastown be required to place their

Other (please specify)		
2	Limited parking along SR410 okay, or a provision when no other alternative is practical. However, the standards should prohibit large lots between SR410 and buildings.	Feb 14, 2011 8:53 PM
3	Determine whether or not parking serving the commercial businesses could be built on R5 zoned property in Pierce County.	Feb 14, 2011 10:24 PM
4	I look at the Downtown Core to be the jewel of the City and understand the tougher design standards. If there are to many restrictions placed on Eastown why would a business want to develop here? There is already a big enough obstacle with the fees to build here then you add tough design standards on top of that. If the design standards ask for to much you will nickle and dime a developer to the point of going else where. If you really think about it, how many citizens really care where the parking is. They are going to want the parking closes to the door. How many people taking this survey really go into a new City and notice their parking. I bet you would notice if it was not located by the door.	Feb 15, 2011 6:47 PM
5	I think the site and proposed development should dictate the location of the required parking. Perhaps incentives could be offered to aggregate and share parking locations.	Feb 15, 2011 11:06 PM
6	It depends on the vision of the area, we already have off-set buildings with parking in front for the other areas so unless there is a real vision for Eastown that is different than the other two areas, why should it be any different?	Feb 22, 2011 8:05 PM
7	Require business to business vehicle access to minimize the number of vehicles having to access Hwy 410 to move from business to business.	Feb 23, 2011 12:11 AM
8	Should work in conjunction with the over all visual concept that the City is trying to portray. If you have a good plan for building design then you will get the pedestrian circulation, street furntiure and landscaping that will complement the buildings.	Feb 23, 2011 12:56 AM

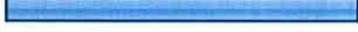
Eastown Property Owners Visioning Survey Responses



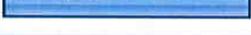
1. What should Eastown become best known as?			Response Percent	Response Count
General Retail Center			18.8%	3
Light Manufacturing and Warehousing Center			0.0%	0
Big Box and Large Retail Business Center			18.8%	3
Commercial Mixed Use Center			62.5%	10
		Other (please specify)		9
		answered question		16
		skipped question		3

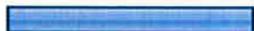
2. Choose the description of Eastown that most closely matches your vision of Eastown?			Response Percent	Response Count
An East end town center that complements the West end town center (Downtown plan)			20.0%	3
A continuation of Midtown			13.3%	2
A unique commercial center that is distinct from both Downtown and Midtown			66.7%	10
		Other (please specify)		6
		answered question		15
		skipped question		4

3. Which general types of land uses would you NOT want to see in Eastown? (Check all that apply)

		Response Percent	Response Count
Heavy Industrial		70.6%	12
Light Manufacturing		23.5%	4
Warehousing		41.2%	7
Professional Offices		11.8%	2
Retail Commercial		5.9%	1
Recreational		11.8%	2
Institutional		23.5%	4
Agricultural		58.8%	10
Multi-Family Residential		29.4%	5
	Other (please specify)		4
answered question			17
skipped question			2

4. Please check the type of commercial or other services that you would like to see developed in Eastown (Choose all that apply).

		Response Percent	Response Count
Entertainment and/or recreational facilities		70.6%	12
Specialty food stores		64.7%	11
Specialty retail shops		70.6%	12
Medical services		70.6%	12
Personal services (mail, hair, message, cleaners, etc.)		52.9%	9
Banking and financial services		64.7%	11
Big box and large retail outlets		82.4%	14
Car, RV, or boat dealerships and repair		47.1%	8
Motel/Lodging		47.1%	8
Conference center		64.7%	11
Professional Offices		70.6%	12
Employment based businesses (e.g. call center, processing center)		41.2%	7
Institutional Services (government, education, etc.)		52.9%	9
Agricultural related businesses (including farming)		17.6%	3
Agricultural related businesses (not including farming)		35.3%	6
Light manufacturing (excluding hazardous materials)		41.2%	7
Outdoor storage		29.4%	5
Warehousing and distribution		41.2%	7

Mini-Storage		29.4%	5
Eating and drinking establishments		82.4%	14
Contractor shops		35.3%	6
Fabrication and assembly		41.2%	7
Gas stations		41.2%	7
Drive-thru businesses		47.1%	8
Light and heavy equipment repair		29.4%	5
	Other (please specify)		5
	answered question		17
	skipped question		2

5. Please rate the following general types of design/development standards that you believe should be included in an updated Eastown Plan.

	Essential	Very Important	Somewhat Important	Not Important	Rating Average	Response Count
A mix of architectural styles	26.3% (5)	21.1% (4)	31.6% (6)	21.1% (4)	1.00	19
A principle architectural style to create a consistent theme	5.6% (1)	11.1% (2)	38.9% (7)	44.4% (8)	1.00	18
Building design standards	26.3% (5)	15.8% (3)	42.1% (8)	15.8% (3)	1.00	19
Building height limits	15.8% (3)	5.3% (1)	26.3% (5)	52.6% (10)	1.00	19
Street furniture and public plazas	0.0% (0)	11.1% (2)	33.3% (6)	55.6% (10)	1.00	18
Pedestrian circulation systems	11.8% (2)	11.8% (2)	41.2% (7)	35.3% (6)	1.00	17
Landscaping standards	26.3% (5)	36.8% (7)	15.8% (3)	21.1% (4)	1.00	19
				answered question		19
				skipped question		0

6. Which of the following do you consider the most critical general design/development standard to impose on Eastown? (You may choose only one)		
		Response Percent Response Count
Building design standards		57.9% 11
Street furniture and public plaza standards		0.0% 0
Pedestrian circulation system standards		21.1% 4
Landscaping standards		21.1% 4
		answered question 19
		skipped question 0

7. Where should new developments in Eastown be required to place their parking? (Choose only one)		
		Response Percent Response Count
Parking in front of the building, requiring the building to be set back from the street		11.1% 2
Parking behind the building, permitting the building to be next to the sidewalk		5.6% 1
Parking to the side of the building; permitting the building to be next to the sidewalk		5.6% 1
The City shouldn't dictate parking location; that decision should be made by the business/developer		77.8% 14
		Other (please specify) 5
		answered question 18
		skipped question 1

1. What should Eastown become best known as?

Other (please specify)		
1	This should include Multi-family as well as Office.	Feb 14, 2011 9:16 PM
2	The size of East Town and length of highway frontage are much to large to be limited to anything but mixed use. Limiting use would delay the already long delayed development of East Town. Some of the larger parcels depth from 410, would have no chance of retail surviving without highway exposure. There are many parcels that can not accomodate big boxes, far removed from frontage, some are well suited for living units that would support the neighboring businesses, areas of light manufacturing would add jobs and contribute again to support neighboring businesses. A half mile of all retail, so close to mid town is doomed to failure, repetition so close to mid town of the same strip mall and eatery theme is not creative use of property.	Feb 14, 2011 10:19 PM
3	The broadest possible zoning under the C2/C3 designation.	Feb 15, 2011 12:25 AM
4	None of the above. There is no need to expand Bonney Lake at this time. Instead of expanding further it is time for Bonney Lake to become more dense with Multi-use building that builds up rather than out.	Feb 15, 2011 12:39 AM
5	costco	Feb 17, 2011 3:11 AM
6	office, retail, industrial, storage	Feb 22, 2011 10:22 PM
7	The current boundries of Eastown will likely expand to 96th and Entwhisle. Within those boundries and given the " blank sheet " aspects, the current C2/C3 is wise.	Feb 23, 2011 3:41 PM
8	Should become what the existing C2/C3 regs allowed when annexed	Feb 24, 2011 3:54 PM
9	Combination of retail, wholesale, big box, light manufacturing, etc., i.e., what is allowed in C-2/c-3 zoning.	Feb 24, 2011 8:39 PM

2. Choose the description of Eastown that most closely matches your vision of

Other (please specify)		
1	With SR 410 intersecting the whole Eastown area and the fact that it is long and somewhat narrow I don't envision an area with parks and pedestrian traffic. More of a drive to shopping, eating, service etc area.	Feb 14, 2011 10:03 PM
2	mixed use	Feb 14, 2011 10:19 PM
3	None of the above. The 'Eastown' should be left as is. If expansion, or new construction is made at all it should only be in the addition of pedestrian/bicycling facilities, parks and trails.	Feb 15, 2011 12:39 AM
4	Commercial / retail center as allowed by C2/C3	Feb 24, 2011 3:54 PM
5	Would like to see Eastown as a family destination place - With several unique restaurants and shops.....	Feb 24, 2011 7:42 PM
6	Eastown will be unique visually from the rest of the City because of the medians down 410 and the limited access and frontage roads. Type of development will depend on market demand and what is allowed in C-2/C-3 zoning and the area will be known as "Eastown".	Feb 24, 2011 8:39 PM

3. Which general types of land uses would you NOT want to see in Eastown?

Other (please specify)		
1	auto dealership and similar use	Feb 22, 2011 10:22 PM

3. Which general types of land uses would you NOT want to see in Eastown?

Other (please specify)		
2	See above 1 and 2	Feb 24, 2011 3:54 PM
3	See above	Feb 24, 2011 7:42 PM
4	Because of the location of Bonney Lake, I feel there would be little demand for the above activity. But, if there was a market for the above, they should be allowed since I believe C-2/C-3 allows.	Feb 24, 2011 8:39 PM

4. Please check the type of commercial or other services that you would like to

Other (please specify)		
1	All but heavy industry, in properly layered areas to buffer retail from living units, and light manufacturing in isolated areas of poor exposure lending itself to retail failure.	Feb 14, 2011 10:19 PM
2	Animal health services(veterinary clinic)	Feb 22, 2011 8:00 PM
3	See above 1 and 2	Feb 24, 2011 3:54 PM
4	No free standing gas stations	Feb 24, 2011 7:42 PM
5	Gas stations connected with Big Box development like @ Safeway, Fred Meyer & Albertson as opposed to stand alone gas station.. Based on market demand I feel any development allowed in a C-2/C-3 zoning should be allowed whether I personally like or would use the services. I feel a diversity of developments would best serve the City..	Feb 24, 2011 8:39 PM

7. Where should new developments in Eastown be required to place their

Other (please specify)		
1	The City should be flexible based on the use. Certain retail uses do not complement parking behind the building.	Feb 14, 2011 9:16 PM
2	Each individual lot should be designed by itself. Building street frontage is important for advertisement but the public should have to be put at risk to get to the building	Feb 14, 2011 10:03 PM
3	The city should build the lift station this year, that is, fully installed by the end of the year.	Feb 15, 2011 12:25 AM
4	Eastown should be a center of mixed needs and activities. The first tenants will set the mood and things will fall into place. This however will only happen with guidelines from the city but not unbendable ordinances that require a lot of changing. The City needs to play up its image as the gate way to the east side of Mt. Rainier.	Feb 24, 2011 7:42 PM
5	I feel the City should have some general objectives for parking and not strict requirements. The developers and Planning Commission working together would then have the opportunity to accomplish the City's vision and the developer's needs to make their development successful.	Feb 24, 2011 8:39 PM

DISCUSSION DRAFT

Sample Planning Process for the Eastown Subarea Plan Update

March 2011 through December 2011

Project Vision and Purpose

In 2004 and 2005 the City went through a public planning process that resulted in an Eastown Subarea Plan. This became part of the Comprehensive Plan adopted by the City.

Since the adoption of the Eastown Subarea Plan, the City Council has received feedback from staff and developers about the Eastown Design Standards. This feedback prompted the City Council to table adoption of the Design Standards, with the goal of rethinking the vision and development standards for Eastown during 2011. Part of the issues raised were that the design standards seemed to be lifted from the downtown plan, and were oriented towards a compact, pedestrian oriented downtown, and were not necessarily appropriate for Eastown with its unique attributes and market.

Eastown Description and Planning Area

As articulated in the Community Character element of the Comprehensive Plan, Eastown is "...from 214th to 234th", is unique in its high proportion of undeveloped land and in its availability for light industrial as well as commercial development. It comprises a peninsula jutting into rural land, more distant from residential concentrations. Where deep-lot development is possible, such as in a large business campus, pedestrian orientation is achievable. Otherwise Eastown is expected to remain highway-oriented."

Key Planning Questions and Issues

1. *Eastown Vision*: How do we envision Eastown to look after its developed? What is the appropriate mix of uses?
2. *Design Standards*: What types of design standards are appropriate and necessary for Eastown? To what degree should the standards be prescribed, and how much left to the market to determine?
3. *Zoning*: What changes to permitted or conditional uses need to be made to fit a newly articulated vision of Eastown?
4. *Inconsistencies with remainder of Comprehensive Plan*: in the Community Character Element of the Comprehensive Plan, Eastown is described as "auto-oriented", yet the current Eastown plan calls for a "pedestrian oriented" community, despite the fact the area to the north, south, and east of Eastown is rural and not even in an urban growth area. The plan needs to be reexamined

DISCUSSION DRAFT

DISCUSSION DRAFT

and the various incompatibilities addressed so that the plan is consistent throughout, and compliments with an updated vision of the area.

Recommended Planning Process and Public Involvement

1. *Eastown Plan Steering Committee:* The Steering Committee would meet regularly in April, May and June, 2011 to help articulate a vision for Eastown, and make recommendations for land use alternatives and standards. This committee would be appointed by the mayor and made up of Eastown property owners, potential Eastown Developers, Bonney Lake citizens, appointed officials, a Planning Commission representative, and a City Council liaison. The Committee would also review and comment on the draft Eastown Plan once it was completed.
2. *Planning Commission.* The report and recommendations of the Steering Committee would be submitted to the Planning Commission for consideration. The Commission would hold hearings on the plan as needed and required by law.
3. *Mailings / Distribution List:* Throughout the process, mailings announcing upcoming meetings and public hearings would be distributed to all Eastown property owners. This outreach effort would be in addition to publication methods required by the Bonney Lake Municipal Code for Comprehensive Plan amendments.
4. *Public Meetings/Hearings:* The public would have the opportunity to speak at Planning Commission and City Council meetings and public hearings.

Planning Process and Timeline

The attached table shows a sample timeline with key dates for updating the Eastown Plan.

DISCUSSION DRAFT

Sample 2011 Eastown Plan Update Review Schedule

Eastown Plan Update	Committee Meetings	1st PC Review	Prelim SEPA	State review started	SEPA issued	NOPH to paper	NOPH issued	Public Hearing	PC Vote on Final Plan	CC packet to Woody	CC Present and Council Review	CC decision
Traditional Planning Staff and Commission Process		June	July 29 th	July 29 th	Aug 12 th	Aug 19 th	Aug 23 rd	Sept 7 th	Sept 21 st	Oct 5 th	Oct 11 th – Dec. 13 th	Dec. 13 th
Steering Committee + Planning Commission Process	April, May, June	June	July 29 th	July 29 th	Aug. 12 th	Aug 19 th	Aug 23 rd	Sept 7 th	Sept 21 st	Oct 5 th	Oct 11 th – Dec. 13 th	Dec. 13 th

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Summary of 2011 Park Plan Update

- I. Overall highlights
 - A. Public Involvement
 - Completed first community park survey since 1997
 - Incorporated Mayor/Council/Commission/Board survey
 - Included input from two youth forums
 - Altogether input from nearly 600 individuals
 - B. City has acquired 87 acres of open space since the last plan update, plus the pending 97 acre Conservation Futures acquisition
 - C. Additional park and open space land will need to be acquired to meet community park needs for a growing population: 150 acres for existing city limits and 248 acres if the CUGA is included. Some of this land deficit can be met by developing some of the recent open space acquisitions into community parks.
 - D. This plan splits Regional Park/Open Space into two sub-categories; there is a surplus of Open Space and a deficit for Regional Park. A cost estimate for a Regional Park is not included yet since the Council will need to decide if it feels Bonney Lake is responsible to provide a Regional Park.
 - E. Trail needs continue to grow; this plan indicates future trail needs will eventually exceed what the Fennel Creek Trail will provide.
- II. Indicators of Need
 - A. NRPA Standards: this plan uses the NRPA standards to quantify the specific amounts needed.
 - B. The community park surveys identify priorities (top priorities are Community Center/YMCA with swimming pool, sport fields, and trails).
 - C. The community surveys included cultural art needs that will be addressed separately in the upcoming Cultural Resources Plan.
 - D. The surveys identified neighborhood parks as the most popular park size, but many neighborhoods already have private HOA parks that currently meet most of that need.
- III. General Findings
 - A. A capital improvement plan for the 2011-2025 planning horizon totaled \$55 million for the existing city limits and \$87 million if the CUGA is included.
 - B. To implement this plan park impact fees will need to increase to a little more than \$5,000 per household. Estimates of future impact fee revenue is based on the latest population forecast.
 - C. Assuming park impact fees increase, a park bond or bonds of about \$27 million would be needed to meet park needs within the existing city limits and \$44 million if the CUGA is included.
 - D. The maximum O&M levy for a metropolitan park district would be about \$1.8 million per year (Assumes District would encompass current City limits only).

TOTAL-ALL SURVEYS

	Total #1	Total #2	Total #3	Total #4	Total #5	Total #6	Total #7
Column B = # Respondents listing item as top priority, Column C as 2nd priority, and so forth							
ACTIVE RECREATION							
Sports Field Complex	201	75	78	62			
Basketball and Tennis Courts	29	83	152	139			
Playground Equipment	91	140	97	85			
Fitness Center/Programs	94	105	87	129			
RECREATION FACILITIES							
YMCA or Boys/Girls Club	177	109	80	46			
City Community Center/programs	115	152	100	42			
Expanded Senior Center	71	52	79	211			
Teen Recreation Center	49	97	139	112			
WATER FEATURES							
Outdoor Boating	29	38	76	264			
Outdoor Swimming	62	118	172	31			
Indoor Swimming Pool	226	93	60	31			
Outdoor Water Park	92	134	100	82			
SPECIAL USE							
Community Garden	158	117	51	73			
Dog Park	149	112	75	78			
Additional Skate Park	50	73	141	124			
BMX Facility	53	85	131	128			
PASSIVE RECREATION							
Trails	232	103	56	21			
Picnic Shelters	105	138	144	25			
Natural Open Space	56	144	171	39			
Disc Golf	19	26	40	325			
CULTURAL ARTS FACILITIES							
Museum	57	81	121	143			
Performing Arts Center	140	141	96	28			
Veteran's Memorial	83	60	122	139			
Amphitheater	124	122	67	91			
SPECIAL EVENT PROGRAMS							
Bonney Lake Days	214	89	56	41			
Tunes at Tapps	62	146	118	73			
Friday Night Flix	38	100	157	104			
Kids Club at Cedarview Park	85	64	69	182			
TYPES OF PARKS 1-4							
Regional Park 50+ acres	141	95	68	93			
Neighborhood 1-10 acres	149	144	92	15			
Pocket Parks < 1 acre	29	67	121	179			
Linear Park (Trails)	80	91	117	110			
CATEGORY IMPORTANCE							
Active Recreation	168	86	74	22	22	19	15
Passive Recreation	21	76	94	93	70	30	25
Recreation Facilities	96	125	80	55	29	14	11
Cultural Arts Facilities	35	21	40	63	74	85	80
Water Features	42	50	67	63	69	56	63
Special Event Programs	31	41	43	75	83	112	20
Special Use	15	11	17	32	61	84	195

Metropolitan Park Districts

Statutory Reference: Chapter 35.61 RCW

Purpose

A metropolitan park district may be created for the management, control, improvement, maintenance, and acquisition of parks, parkways, boulevards, and recreational facilities.

Government Type

Municipal Corporation

Function and Powers of Metropolitan Park District

List of District's Powers

- May purchase, acquire and condemn lands within or without the boundaries of park district.
- May issue and sell warrants, short- term obligations, or general obligation bonds.
- May issue revenue bonds.
- Can petition for the creation of local improvement districts.
- May employ counsel, provide for park police officers, secretary of the board, and all necessary employees.
- May establish civil service for employees.
- Has power to regulate, manage and control, improve, acquire, extend and maintain, open and lay out, parks, parkways, boulevards, avenues, aviation landings and playgrounds, within or without the park district.
- Has power to authorize:
 - conduct and manage the letting of boats, or other amusement apparatus,
 - the operation of bath houses,
 - the purchase and sale of foodstuffs or other merchandise,
 - the giving of vocal or instrumental concerts or other entertainments,
 - the management and conduct of such forms of recreation or business as it shall judge desirable or beneficial for the public, or for the production of revenue for expenditure for park purposes.
- May sell, exchange, or otherwise dispose of surplus property.
- Can annex territory.

Formation of Metropolitan Park District

A metropolitan park district may include territory located in portions or in all of one or more cities or counties, or in one or more cities and counties, when created or enlarged. There are two ways to initiate the formation of a park district: by petition and by a resolution of the governing body or bodies within which the district is to be located. (RCW 35.61.020)

Local Government Resolution Method: A city or county may initiate district formation by adopting a resolution submitting a proposition for its formation to voters within the proposed district boundaries. If the district includes area within the county or other cities and counties, the legislative body of each city and/or county that includes a portion or all of the area in the district must adopt a resolution submitting the proposition to the voters.

Citizen Petition Method: A metropolitan district may be initiated if a petition proposing its creation is submitted to the county auditor of each county in which all or a portion of the proposed district would be located, signed by at least 15 percent of the registered voters residing in the area to be included. Where the petition is for creation of a district in more than one county, the petition must be filed with the county auditor of the county having the greater area of the proposed district, and a copy filed with each other county auditor of the other counties covering the proposed district.

Petition or resolution contents: The petition proposing the creation of a metropolitan park district, or the resolution submitting the question to the voters, must indicate the choice and describe the composition of the initial board of commissioners of the district that is proposed under RCW 35.61.050 and must list a name for the district. (RCW 35.61.030)

Three Governing Body Alternatives

The resolution or petition submitting the ballot proposition must designate the composition of the board of metropolitan park commissioners from among three alternatives. Metropolitan park districts created by a vote of the people prior to June 2002 may not change the composition and method of selection of their governing authority without approval of the voters.

- Five commissioners - elected at time of formation:
 - Five commissioners of the district may be selected at the same election at which the proposition is submitted to the voters as to whether a metropolitan park district is to be formed.
 - The election of park commissioners is null and void if the metropolitan park district is not created.
 - Candidates must run for specific commission positions.
 - No primary is held to nominate candidates.
 - The person receiving the greatest number of votes for each position is elected as a commissioner.
 - The staggering of the terms of office occurs as follows:
 - The two persons elected receiving the two greatest numbers of votes are elected to six-year terms of office if the election is held in an odd-numbered year or five-year terms of office if the election is held in an even-numbered year;
 - The two persons elected receiving the next two greatest numbers of votes are elected to four-year terms of office if the election is held in an odd-numbered year or three-year terms of office if the election is held in an even-numbered year; and
 - The other person elected is elected to a two-year term of office if the election is held in an odd-numbered year or a one-year term of office if the election is held in an even-numbered year.

- The initial commissioners take office immediately when elected and qualified, and, for purposes of computing their terms of office, the terms are assumed to commence on the first day of January in the year after they are elected.
- Thereafter, all commissioners will be elected to six-year terms of office.
- All commissioners serve until their respective successors are elected, qualified, and assume office in accordance with RCW 29A.20.040.
- Vacancies are to be filled as provided in chapter 42.12 RCW.
- District wholly in city or in county:
 - The governing body of such city or legislative authority of such county may be designated to serve in an ex officio capacity as the board of metropolitan park commissioners, provided that when creation of the district is proposed by citizen petition, the city or county approves by resolution such designation.
- District within more than one city, more than one county, or any combination of cities and counties:
 - Each city governing body and county legislative authority may be designated to collectively serve ex officio as the board of metropolitan park commissioners through selection of one or more members from each to serve as the board, provided that:
 - When creation of the district is proposed by citizen petition, each city governing body and county legislative authority approves by resolution such designation.
 - Within six months of the date of certification of election results approving creation of the district, the size and membership of the board is determined through interlocal agreement of each city and county.
 - The interlocal agreement specifies the method for filling vacancies on the board.

Feasibility and Cost Studies Requirement

None required.

State Environmental Policy Act (SEPA) Review

Since "creation of a district" is defined by SEPA regulations (WAC 197-11-704(2)(b)(iv)) as a "nonproject action," the proposed establishment of a metropolitan park district is subject to SEPA review, which, at a minimum, requires a threshold determination under WAC 197-11-310(1).

Hearing Requirement

None required for formation. Hearing required for annexation.

Resubmittal of Petition

Not addressed.

Election to Form District

Where no boundary review board exists

- The ballot proposition authorizing creation of a metropolitan park district appears on the ballot of the next general election or at the next special election date specified under RCW 29A.04.330 occurring 60 or more days after:
 - the last resolution proposing the creation of the park district is adopted;
 - or the date the county auditor certifies that the petition proposing creating the district has sufficient valid signatures.
- Where a petition is filed with two or more county auditors, the county auditors must confer and issue a joint certification.

Where a boundary review board exists:

- Where the proposed district is located wholly or in part in a county where there is boundary review board, notice of the proposal must be filed with the boundary review board.
- A special election is held on the date specified under RCW RCW 29A.04.330 that is 60 or more days after proposal is approved or is deemed to have approved by boundary review board.

City exception:

The creation of a metropolitan park district is not subject to review by a boundary review board if the proposed district only includes one or more cities.

Ballot proposition

The proposition must include the following terms:

"For the formation of a metropolitan park district to be governed by [insert board composition described in ballot proposition]."

"Against the formation of a metropolitan park district."

Election of Commissioners, see Election of Five Commissioners At Formation.

Passage of Proposition

If a majority of the voters voting the creation of the metropolitan park district, the metropolitan park district, is created as a municipal corporation effective immediately upon certification of the election results and its name will be that designated in the ballot proposition. (RCW 35.61.040)

Governing Body

See Three Alternative Governing Body Forms under Formation for details.

- The metropolitan park board may be composed in any of the following alternatives:
 - Five commissioners may be elected at the same election creating the district;
 - For a district located entirely within one city or the unincorporated area of one county, the legislative authority of the city or county may act as the metropolitan park board; or

- For a district located in multiple cities or counties, each legislative authority may appoint one or more members to serve as the board.
- The governing structure of an existing (before June 13, 2002) metropolitan park district may not be changed without the approval of the voters.

Compensation of Governing Body

- Only separately-elected metropolitan park commissioners are entitled to receive compensation.
- Commissioners selected by election according to RCW 35.61.050(2) may provide, by resolution passed by the commissioners, for the payment of compensation to each of its commissioners at a rate of up to 70 dollars for each day or portion of a day devoted to the business of the district.
- Compensation for each commissioner must not exceed \$6,720 per year.
- Any commissioner may waive all or any portion of his or her compensation payable under this section as to any month or months during his or her term of office:
 - By a written waiver filed with the clerk of the board.
 - The waiver must be filed any time after the commissioner's election and prior to the date on which the compensation would otherwise be paid.
 - The waiver must specify the month or period of months for which it is made. (RCW 35.61.150)

Metropolitan Park District Finance

- General Administration
- Tax Authority
- Debt

Adding Area - Enlargement

- Territory by virtue of its annexation to any city that lies entirely within a park district is deemed to be within the limits of the metropolitan park district.
- Such an extension of a park district's boundaries is not be subject to review by a boundary review board independent of the board's review of the city annexation of territory. (RCW 35.61.020)
- The territory adjoining a metropolitan park district may be annexed into the district upon petition and an election.
 - The petition must define the territory proposed to be annexed and must be signed by 25 registered voters, resident within the territory proposed to be annexed, unless;
 - The territory is within the limits of another city, in which case it must be signed by 20 percent of the registered voters residing within the territory proposed to be annexed. (RCW 35.61.250)

Dissolution

- A district may be dissolved by majority vote of members.

- Upon dissolution, the district's liabilities are prorated, and turned over to the city and/or county to the extent the district was respectively located in each, when:
 - Such city and/or county, through its governing officials, agrees to, and petitions for, such dissolution and the assumption of such assets and liabilities, or;
 - Ten percent of the voters of such city and/or county who voted at the last general election petition the governing officials for such a vote. (RCW 35.61.310)
- Disincorporation of district located in county with a population of 210,000 or more and inactive for five years, see Chapter 57.90 RCW.

Financing

Levy Rate Limits on Property Tax

A metropolitan park district (MPD) is a junior taxing district that has two regular property tax levies available - one of 50 cents per thousand dollars assessed valuation (AV) and one of 25 cents. They are considered as one levy for the purposes of the levy limits in chapter 84.55 RCW, which sets limits on the amount by which a levy can be increased. RCW 35.61.210. (Note that the levy is the total dollar amount, not the tax rate.) However, they have different rankings in the prorationing statute, which will be discussed below.

The aggregate regular levy rates of senior taxing districts (counties and cities) and junior taxing districts (fire districts, metropolitan park districts, cemetery districts, library districts, park and recreation district, etc.) may not exceed \$5.90 per thousand dollars AV. If this limit is exceeded, the levy of at least one junior taxing district must be prorated. (See discussion below.) Some property tax levies not subject to this limit include state levies; levies for public utility districts; excess property tax levies; special levies for local school districts; levies for acquiring conservation futures; emergency medical service levies; low income housing levies; ferry district levies; the county criminal justice levy; and, under certain restrictive conditions, the 25 cent metropolitan park district levy and 25 cents of the fire district levy under RCW 52.16.140 or .160. Some of these are, however, subject to the one percent constitutional limit. (*RCW 84.52.043*)

One-Percent Constitutional Property Tax Limit

In addition to the other levy rate limits, both statutory law and the state constitution limit regular property tax levies (including the state levy) to one percent of the true and fair value of the property. This limit does not apply to port or public utility districts. The limit may be exceeded when 60 percent of the voters approve excess or special levies for operations and maintenance (school levies fall in this category) or for the payment of debt service on general obligation bonds. Both kinds of levies have voter turnout requirements. (*Washington State Constitution, Art. 7, Sec. 2; RCW 84.52.050; RCW 84.52.052; RCW 84.52.056*)

Metropolitan Park District Debt Authority

Metropolitan park districts may issue general obligation debt in an amount equal to 2 ½ percent of their assessed valuations. (*RCW 35.61.110*) Of this 2 ½ percent, ¼ percent may be nonvoted (also called councilmanic) debt. (*RCW 35.61.100*) The rest must be voted. The source for repayment of nonvoted debt is the district's general fund. For voted debt, debt service is paid

from an excess property tax levy, which must be passed by a 60 percent vote, with an election turnout of at least 40 percent of those voting in the last general election. (*RCW 84.52.056 and art. 7, sec.2, of the constitution.*) This debt must be used for capital purposes (RCW 84.52.056) and can issued for a maximum of 20 years. (RCW 35.61.100)

Districts may also issue all kinds of short-term debt: tax anticipation notes, bond anticipation notes, revenue anticipation notes, grant anticipation notes as well as use lines of credit.

Comparing Metropolitan Park Districts with Park and Recreation Service Areas and Districts

Almost completely across the board, metropolitan park districts offer more fiscal capacity and flexibility. This is particularly true for its property tax levy. First, the MPD levy is less subject to prorationing. Although MPDs formed on or after January 1, 2002 are further down the ladder than one formed before that date, anything is better than being absolutely the first districts to have their levy cut if prorationing is necessary. That is the situation for park and recreation districts and service areas. MPDs also have a higher maximum levy - 75 cents per thousand dollars AV versus 60 cents. In addition, the MPD levy is voted on by the legislative body and is permanent. Park and recreation districts and service area levies are subject to a vote of the people at least every six years and setting the levy requires a 60 percent majority with a 40 percent voter turnout.

Park and recreation service areas have slightly more generous debt limits than MPDs, having the ability to levy nonvoted debt in an amount equal to 3/8 percent of assessed valuation compared to 1/4 percent for MPDs. The total amount - voted and nonvoted - is the same 2 1/2 percent of assessed valuation. Park and recreation districts may incur nonvoted debt in an amount equal to 1/4 percent of assessed valuation and the total limit is 1 1/4 percent of AV.

Park Development Project Costs

The following is an edited excerpt from the draft 2011 Parks Plan update. The cost estimates listed below are for planning purposes only. They do not include maintenance or programming costs.

Neighborhood parks: \$480,000

Community parks: \$26,750,000

Trails: \$14,179,000

Community center/YMCA: \$14,000,000

Pavilion: \$2,500,000

Total: \$57,909,000

Incorporating the CUGA increases neighborhood park needs by \$1,645,000 (4.7 acres x \$350,000); community park needs by \$19,600,000 (98 acres x \$200,000); trail needs by \$5,700,000; and community center needs by \$5.6 million, thereby increasing the total to \$87,654,000.

Trails, including Fennel Creek

The Fennel Creek Trail Plan estimates that the Fennel Creek Trail with spur to Allan Yorke Park will cost approximately \$7,705,000 for construction plus \$1,000,000 for acquisition plus \$474,000 for wetland mitigation, for a total cost of \$9,179,000. The other trails will cost about \$1,000,000 per mile times 5 miles = \$5,000,000. This million-dollars-per-mile cost estimate assumes that most of the trail right-of-way will have to be purchased, but not all, and that these trails will cost somewhat less than the Fennel Creek Trail per mile. Subdivisions in trail corridors can be required to dedicate trail right-of-way to the public. In addition, the City has acquired the Midtown Park property (former WSU demonstration forest), and will later be dedicated the perimeter trails.

Community Center /YMCA

The civic community center or YMCA should be located in the new Midtown Park. This type of facility had the second highest ranking in the citizen survey. A swimming pool was rated as a very high priority in the citizen survey and should be included in the community center or YMCA. It will cost approximately \$280 per square foot (including soft costs) times 50,000 square feet for a total of \$14,000,000. If a YMCA is built a multi-purpose building space will still likely be necessary

Community Parks By 2025, Bonney Lake will need 150 additional acres of community park. Ideally, this should take the form of several new parks, located so that community parks are dispersed throughout the community. Alternatively, the City could satisfy the deficit in the form of one large park in south or central Bonney Lake. The community surveys and NRPA tables

indicate the park(s) should include softball, baseball, soccer, and multi-purpose fields, tennis and basketball courts, play equipment, picnic areas, and perhaps trails. By fully developing the proposed community parks, the need for ballfield and sport court facilities will be automatically met. The Mid-town Park & Open Space and Brookside parcels can be converted to community parks by investing in additional facilities; using these parcels would reduce needed land acquisition to approximately 85 acres. The cost will be approximately 85 x \$50,000 (for the land, or about \$4,250,000) plus 150 x \$150,000 (for development, or \$22,500,000), for a total of \$26,750,000. Due to the shrinking supply of suitably located vacant land, the City should acquire the site(s) as soon as possible, then construct the park(s) as funding becomes available. Development should be complete by 2025. Incorporating the CUGA, the community park need jumps to 248 acres for a total land and development cost of \$45,250,000 (additional \$19,600,000 for CUGA).

The community surveys and NRPA tables indicate a strong immediate and future need for a sports complex. A sports complex rated third highest in the citizen survey. Such a complex to meet future (2025) needs within the current Bonney Lake city limits would cost approximately \$12 million for constructing a mix of ten natural and artificial turf fields on 40 acres. To meet this (2025) need incorporating the CUGA, approximately 20 natural and artificial turf fields on 80 acres would cost approximately \$24 million. A good start would be to construct a six-field complex on 20 acres at a cost of about \$6 million, assuming current city limits, or a ten-field complex on 40 acres at a cost of about \$12 million, assuming annexation of the CUGA. These design/construction cost estimates are based on an assumption of \$300,000 per acre.

Allan Yorke Expansion Plan Cost Estimate

Multi-purpose building (pavilion)	\$2,500,000
Multi-purpose playfield (includes permits)	500,000
Amphitheater	500,000
Sport courts (2 basketball & 2 tennis)	350,000
Storm facility & parking lot	500,000
BMX facility	100,000
Sidewalk & boardwalk (includes permits)	200,000
Storage shed	225,000
Picnic Shelters (2 large)	<u>75,000</u>
Total	\$4,950,000

DRAFT

2011 Park Plan Capital Improvement Plan, 2011-2025

City Only

Expenditures

Neighborhood parks (1.6 acres)	\$480,000
Community parks (150 acres)	26,750,000
Trails (10.2 miles)	14,179,000
Community Center/YMCA (40,000 s.f.)	<u>13,700,000</u> **
Total	\$55,109,000

Sources of Funds

General Fund	\$1,000,000
Grants	2,750,000
Park Bond(s)	27,657,500
Impact Fees (assumes \$5,175 fee)*	<u>23,701,500</u>
Total	\$55,109,000

City + CUGA

Expenditures

Neighborhood parks (6.3 acres)	\$2,125,000
Community parks (248 acres)	46,350,000
Trails (15.9 miles)	19,879,000
Community Center/YMCA (60,000 s.f.)	<u>19,300,000</u> **
Total	\$87,654,000

Sources of Funds

General Fund	\$1,000,000
Grants	2,750,000
Park Bond(s)	44,239,267
Impact Fees (assumes \$5,453 fee)*	<u>39,664,733</u>
Total	\$87,654,000

*Impact Fee could be as high as \$8,136, based on currently adopted (obsolete) population projections

**Includes pavilion at cost of \$2.5 million

CITY OF BONNEY LAKE
Voted Bonds for Park Improvements
 FOR DISCUSSION PURPOSES (AS OF 6/24/08)

20-YEAR FINANCING OPTIONS

ESTIMATED TAX LEVY IMPACT FOR VOTED BONDS			
Bond Size:	<u>20 Years</u> \$10,000,000	<u>20 Years</u> \$20,000,000	<u>20 Years</u> \$30,000,000
Estimated Total Interest (1):	\$4,966,779	\$9,930,096	\$14,897,315
Average Annual Payment:	\$748,339	\$1,496,505	\$2,244,866
Average Interest Rate:	4.20%	4.20%	4.20%
Tax Levy Impact: (dollars per \$1,000 of assessed valuation)	\$0.33	\$0.65	\$0.98
Tax impact on a homeowner of: \$300,000			
Annual Increase:	\$97.85	\$195.68	\$293.53
Monthly Increase:	\$8.15	\$16.31	\$24.46
Tax impact on a homeowner of: \$200,000			
Annual Increase:	\$65.23	\$130.45	\$195.69
Monthly Increase:	\$5.44	\$10.87	\$16.31

- 1. Interest cost is preliminary and subject to change.
- 2. Assessed valuation for 2008 Tax Collections is: **\$2,294,366,417**

Prepared by: Martin Nelson and Company - Public Finance Department - Phone 1-888-342-6864

CITY OF BONNEY LAKE
Voted Bonds for Park Improvements
 FOR DISCUSSION PURPOSES (AS OF 6/24/08)

25-YEAR FINANCING OPTIONS

<u>ESTIMATED TAX LEVY IMPACT FOR VOTED BONDS</u>			
Bond Size:	<u>25 Years</u> \$10,000,000	<u>25 Years</u> \$20,000,000	<u>25 Years</u> \$30,000,000
Estimated Total Interest (1):	\$6,689,067	\$13,376,024	\$20,068,061
Average Annual Payment:	\$667,563	\$1,335,041	\$2,002,722
Average Interest Rate:	4.44%	4.44%	4.44%
Tax Levy Impact: (dollars per \$1,000 of assessed valuation)	\$0.29	\$0.58	\$0.87
Tax impact on a homeowner of: \$300,000			
Annual Increase:	\$87.29	\$174.56	\$261.87
Monthly Increase:	\$7.27	\$14.55	\$21.82
Tax impact on a homeowner of: \$200,000			
Annual Increase:	\$58.19	\$116.38	\$174.58
Monthly Increase:	\$4.85	\$9.70	\$14.55

- 1. Interest cost is preliminary and subject to change.
- 2. Assessed valuation for 2008 Tax Collections is: **\$2,294,366,417**

Prepared by: Martin Nelson and Company - Public Finance Department - Phone 1-888-342-6864

CITY OF BONNEY LAKE
Voted Bonds for Park Improvements
 FOR DISCUSSION PURPOSES (AS OF 6/24/08)

30-YEAR FINANCING OPTIONS

ESTIMATED TAX LEVY IMPACT FOR VOTED BONDS			
Bond Size:	<u>30 Years</u> \$10,000,000	<u>30 Years</u> \$20,000,000	<u>30 Years</u> \$30,000,000
Estimated Total Interest (1):	\$8,535,410	\$17,075,069	\$25,619,733
Average Annual Payment:	\$617,847	\$1,235,836	\$1,853,991
Average Interest Rate:	4.60%	4.60%	4.60%
Tax Levy Impact: (dollars per \$1,000 of assessed valuation)	\$0.27	\$0.54	\$0.81
Tax impact on a homeowner of: \$300,000			
Annual Increase:	\$80.79	\$161.59	\$242.42
Monthly Increase:	\$6.73	\$13.47	\$20.20
Tax impact on a homeowner of: \$200,000			
Annual Increase:	\$53.86	\$107.73	\$161.61
Monthly Increase:	\$4.49	\$8.98	\$13.47

1. Interest cost is preliminary and subject to change.
2. Assessed valuation for 2008 Tax Collections is: **\$2,294,366,417**

Prepared by: Martin Nelson and Company - Public Finance Department 1-888-342-6864

EXAMPLES OF PARK & RECREATION BALLOT ISSUES
As of March 10, 2008

Voted Bonds Approved

Date	Par Amount	Approval %	Purpose	# of requests for voter approval	
2008	South Whidbey Park and Rec. District	\$1,600,000	61%	various park improvements	1
2007	Lincoln County Park and Rec. District #3	\$870,000	92%	acquire/construct/improve public swimming pool	2
2006	Tacoma Metropolitan Park District	\$26,075,000	62%	acquire/construct/improve facilities	1
2005	Tacoma Metropolitan Park District	\$84,300,000	62%	construct and renovate parks & community centers	1
2005	Peninsula Metropolitan Park District	\$6,530,000	60%	construct sports complex; capital improvements	1
2003	City of Kirkland	\$8,400,000	64%	park acquisition and improvements	1
2002	Quillayute Valley Park and Rec. District (Forks)	\$2,900,000	63%	construct and equip aquatic center	2
2001	Northshore Park and Rec. District	\$3,895,000	61%	construct adult day center	1
2000	Naches Park and Rec. District	\$800,000	70%	expand and improve swimming pool	1
2000	Upper Valley Park and Rec. District (Leavenworth)	\$986,000	65%	new swimming pool	3
2000	South Whidbey Park and Rec. District	\$1,283,000	61%	acquire land, construct trails and fields	3

Voted Bonds NOT Approved

Date	Par Amount	Approval %	Purpose	Number of times the Bond failed	
2007	Eastmont Metropolitan Park District	\$7,360,000	51%	various park and swimming pool improvements	1
2004	City of Bonney Lake	\$8,200,000	50%	parks and open space	1
2003	City of Snoqualmie	\$9,000,000	45%	aquatic center & community center	1
2002	Grandview Park & Recreation Service Area	\$5,900,000	52%	replace swimming pool with aquatic center	2
1998	Upper Valley Park and Rec. District (Leavenworth)	\$2,300,000	53%	acquire property and construct aquatic center	2
1998	South Whidbey Park and Rec. District	\$7,000,000	56%	various park improvements & aquatic center	2

February 15, 2011

City of Bonney Lake
19306 Bonney Lake Blvd
Bonney Lake WA 98391

YMCA of Pierce and Kitsap Counties
1614 S Mildred St Ste 1
Tacoma WA 98465

LETTER OF UNDERSTANDING BETWEEN THE CITY OF BONNEY LAKE AND THE YMCA OF PIERCE AND KITSAP COUNTIES FOR COLLABORATION AND COMMUNITY CENTER DEVELOPMENT TO BUILD A STRONGER COMMUNITY

The case for development:

Scientific market research was conducted in June 2008 by Triangle2 Partners that showed 20,000-25,000 residents of East Pierce County would join a YMCA facility featuring youth, family, adult, and senior citizen programming. In view of the successful development of the Gig Harbor Family YMCA and the unmet need for recreational services in Bonney Lake, it became apparent a facility should be built in Bonney Lake. The City of Bonney Lake and the YMCA of Pierce and Kitsap Counties entered into comprehensive conversations in 2008 to forge a collaborative relationship.

The City and YMCA have the following common interests and goals:

- Dedication to improving the quality of life for all East Pierce County residents by providing health and wellness programs and facilities to fulfill unmet needs in the community.
- Desire to make sound and appropriate decisions based on market research.
- Intention to develop a YMCA that features a comprehensive indoor recreational facility, complimentary to a facility in the City of Sumner. The range of facility will be 40,000 to 50,000 square feet in phase one, with capacity master planned for a comprehensive 70,000 square foot facility.
- Critical path milestones:
 - Letter of Understanding passed by City Council and YMCA Board of Directors by December 2011. This agreement will allow monies pledged to start the site planning and design process for a 40,000 to 50,000 square foot YMCA with competitive pool, master planned for 70,000 square feet. YMCA and the City will coordinate master site planning that includes surrounding recreational land and any necessary shared parking.
 - City of Bonney Lake pledges \$1.0 million to go directly to the YMCA. This currently resides as a line item in the City's 2011/2012 budget.
 - Structure an ownership agreement (preferred) or long-term lease (leased for 30 years and YMCA assumes ownership in 31st year) for up to 10 acres of land on the WSU Forest for the facility and parking. Such an agreement will need to be reviewed and voted on by City Council.
 - With council approval, put an \$8 million bond measure to the voters in the fourth quarter of 2012 or first quarter of 2013 that will cover 66%-75% of the cost to construct a 40,000 to 50,000 square foot YMCA (estimated construction cost is \$300 per square foot).

YMCA and the City will work closely on a co-marketing strategy to ensure a successful bond. These bond dates will be timed with the CUGA annexation so all citizens of Bonney Lake will have the ability to participate. If for some reason the CUGA annexation is put on hold, we still anticipate moving forward.

- The YMCA will begin construction within 12 months of a successfully passed \$8 million bond measure. Construction is anticipated to take 12-18 months, depending on weather and other circumstances. We will anticipate full cooperation and expertise with the City planning department. If the bond measure does not pass, the YMCA will retain land lease for WSU Forest property.

City of Bonney Lake Assets and Benefits

- Mayor, City Council, staff, and citizens want a YMCA and recreational services.
- Commitment to leverage resources to deliver on the vision: \$1 million of budget and voter bond measure.
- Land and site development.
- Provide recreational services to families of Bonney Lake who have showed much interest through various surveys conducted by the City and the YMCA.

YMCA Assets and Benefits

- Staff and volunteers experienced in collaborative models and market research.
- Successful model in Gig Harbor to build upon.
- Assumptions of operational risk providing all other conditions are met.
- Manage all construction and architectural processes, with input from City.
- Offer employment for more than 200 local people.
- Commitment to provide a competitive swimming pool, as requested by the City and its citizens.
- Open to all: commitment to use a sliding scale fee schedule to provide affordable access for all income levels and circumstances.
- Free Teen Late Nite: commitment to open the YMCA every Friday or Saturday night to all teens at no cost to teens or city.

We will strive to work together in a collaborative manner to provide excellent service for the Bonney Lake community in an approach that builds on our strengths and maximizes prudent use of resources. Final documents will be subject to City Council and YMCA Board of Directors approval.

Neil Johnson, Mayor
City of Bonney Lake

Bob Ecklund, President and CEO
YMCA of Pierce and Kitsap Counties



Planning Implementation Tools

Overlay Zoning



Center for Land Use Education

TOOL DESCRIPTION

Overlay zoning is a regulatory tool that creates a special zoning district, placed over an existing base zone(s), which identifies special provisions in addition to those in the underlying base zone. (see Figure 1). The overlay district can share common boundaries with the base zone or cut across base zone boundaries. Regulations or incentives are attached to the overlay district to protect a specific resource or guide development within a special area.

COMMON USES

Natural Resource Protection

Overlay districts can manage development in or near environmentally sensitive areas, such as groundwater recharge areas (e.g. to ensure water quality and quantity), special habitat (e.g. species or feature protection) or floodplains (e.g. prevent flood damage). Common requirements may include building setbacks, density standards, lot sizes, impervious surface reduction and vegetation requirements. Structure requirements could include building floor height minimums and flood-proofing to high water level.

Development Guidance

Overlay zones may also be applied to protect historical areas or encourage or discourage specific types of development. Land within the historic overlay district may be subject to requirements that protect the historical nature of the area (e.g. materials, façade design, or color). A community might use incentives along a transit corridor to encourage higher development densities, target uses or control appearance.

Potential Uses

- ◆ Create a walkable community, connect pathways
- ◆ Preserve/enhance a special district
- ◆ Encourage economic development
- ◆ Preserve/enhance rural character
- ◆ Protect quality of surface water
- ◆ Protect groundwater quality and quantity
- ◆ Manage stormwater
- ◆ Preserve forestry integrity
- ◆ Preserve sensitive area/wildlife habitat
- ◆ Protect aesthetics of the natural environment
- ◆ Preserve farmlands

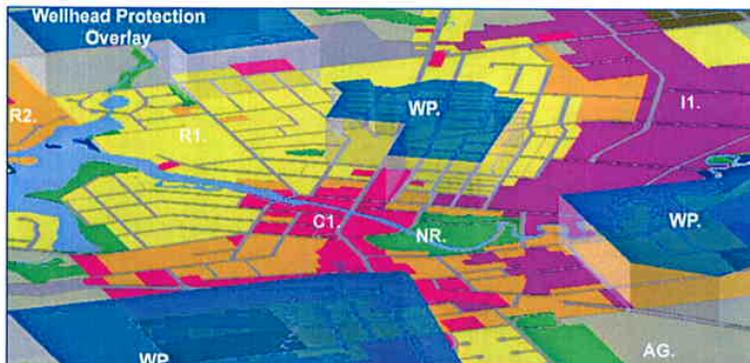


Figure 1. A wellhead protection overlay has special provisions in addition to the requirements of the base municipal zones in order to protect nearby wells from contaminants

IMPLEMENTATION

CREATION

Any governmental unit with the power to create zoning districts can create an overlay district. There are three basic steps to creating an overlay district:

- 1. Define the purpose of the district.** The district should have a clearly defined purpose e.g. to protect drinking water, preserve historical character, minimize erosion from storm water runoff, etc.
- 2. Identify the areas that make up the district.** Mapping district boundaries will depend on the natural or cultural resources and the geographic areas that relate to achieving the purpose of the district. For example, if the purpose of the zone is to protect groundwater, important groundwater recharge areas and areas prone to pollution, such as fractured bedrock or areas with a high groundwater table should be mapped..
- 3. Develop specific rules that apply to the identified district.** In a groundwater recharge district for example, provisions may restrict development or require development guidelines that capture and filter water runoff..

“When reviewing a project of any size in the overlay zone, it is important that the development be consistent not only with the goals and objectives of the overlay but with the long-term goals and strategies of the overall municipal comprehensive plan.”

It is critical that the zoning provisions offer clear guidance to both property owners and the governing body charged with approving proposals. Zoning requirements must be applied equally over all properties within the district. The ordinance not only must comply with any state and federal regulations, but must also be consistent with the goals, objectives, and policies of the municipality’s comprehensive plan.

It is important that the local governing body involve the public to clarify issues and explain the reasons behind mapping district boundaries. An educational program targeting developers and affected property owners will help increase awareness and compliance with the new requirements.

The procedures for adopting an overlay district are the same as for adopting a zoning or rezoning provision. The overlay provisions as well as changes to the zoning map must be approved by the local governing body for adoption.

ADMINISTRATION

Consideration of the overlay district standards can be incorporated into the existing subdivision or site plan review process for large-scale residential developments and most commercial development. Because smaller-scale development will often require only a building permit, it may be necessary to include provisions for a streamlined form of site plan review for these projects. This review could be administered by a municipal board or commission or by a zoning administrator or building inspector. Long-term compliance can be addressed in the existing procedures for current zoning compliance.