Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public. If you require special accommodations, please call the City Clerk at (425) 921-5732 three days prior to the meeting.

The City Council may consider and act on any matter called to its attention at such meetings, whether or not specified on the agenda for said meeting. Participation by members of the audience will be allowed as set forth on the meeting agenda or as determined by the Mayor or the City Council.

To comment on subjects listed on or not on the agenda, ask to be recognized during the Audience Communication portion of the agenda. Please stand at the podium and state your name and address for the official record. Please limit your comments to the specific item under discussion. Time limitations shall be at the discretion of the Mayor or City Council.

Study sessions of the Mill Creek City Council may be held as part of any regular or special meeting. Study sessions are informal, and are typically used by the City Council to receive reports and presentations, review and evaluate complex matters, and/or engage in preliminary analysis of City issues or City Council business.

Next Ordinance No. 2016-806
Next Resolution No. 2016-537

January 26, 2016
City Council Meeting
6:00 p.m.

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION: Public comment on items on or not on the agenda

NEW BUSINESS:

   A. Ordinance to Approve the Final Plat of Crestview Village and Resolution Accepting Right of Way Dedication on Adjacent Property
      (Rebecca C. Polizzotto, City Manager)
B. Lean Implementation and Customer Service Kaizen  
   (Rebecca C. Polizzotto, City Manager)

C. Proposed Implementation of a Traffic Safety Program  
   (Rebecca C. Polizzotto, City Manager)

D. Supplemental Appointments: 2016 Council Liaison Positions  
   (Rebecca C. Polizzotto, City Manager)

CONSENT AGENDA:

E. Approval of Checks #54805 through #54873 and ACH Wire Transfers in the Amount of $325,664.90  
   (Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd)

F. Payroll and Benefit ACH Payments in the Amount of $276,245.48  
   (Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd)

G. City Council Meeting Minutes of January 5, 2016
H. City Council Meeting Minutes of January 12, 2016

REPORTS:

I. Mayor/Council

J. City Manager

AUDIENCE COMMUNICATION:  
Public comment on items on or not on the agenda

EXECUTIVE SESSION:  
(Confidential Session of the Council per RCW 42.30)

K. Discuss the Performance of a Public Employee per RCW 42.30.110 (1) (g) for approximately 30 minutes.

ADJOURNMENT
AGENDA ITEM: ORDINANCE TO APPROVE THE FINAL PLAT OF CRESTVIEW VILLAGE AND RESOLUTION ACCEPTING RIGHT OF WAY DEDICATION ON ADJACENT PROPERTY

KEY FACTS AND INFORMATION SUMMARY: The owner/developer, Crestview Village 24 LLC has requested approval of the Final Plat of Crestview Village. The plat will subdivide 3.29 acres into 25 lots for single-family home development. The property is located at 2226 and 2304 132nd Street SE, just east of the Silver Lake Water and Sewer District water tank site.

The City’s Hearing Examiner conducted a public hearing on the Preliminary Plat on September 25, 2014, and issued a decision approving the Preliminary Plat with conditions on October 7, 2014. Once the applicant has met the conditions of the preliminary plat, state law requires that the City Council approve a Final Plat that gets recorded and is the instrument that actually creates the lots so they can be sold.

The applicant has complied with or bonded for all Conditions of Approval to the satisfaction of the Engineering Department and the Department of Community and Economic Development. The developer has four approved home permits (models) and has applied for nine additional building permits. The additional building permits cannot be issued and the homes cannot be sold until the Final Plat is approved and recorded.

1. The City is in receipt of performance bonds in the amount of $254,600.00 to provide a surety for the completion of public improvements in the plat, which include erosion control, roadway and storm drainage facilities, curb, gutter and sidewalk.

2. The City is in receipt of performance bonds in the amount of $54,888.75 to provide a surety for the completion of DRB approved landscape plan improvements in the plat.

3. SEPA mitigation fees have been paid to the City, Snohomish County, Fire District #7, and Everett School District.

The plat required only half of the shared access point onto 132nd Street SE to be constructed, with the remaining half to be constructed at such time that the adjacent property to the east is developed. However, in conjunction with the plat construction, the owner/developer received permission from the owner of the adjacent property to the east, Thomas E. Clemans and Deborah L. Clemans, to construct the entire access point, including the east half of the right-of-way that is off-site. The west half of the access point is being accepted by the City as public right-of-way through the Crestview Village Final Plat recording, and since the east half of the access point is outside of the property boundaries of the Final Plat, the dedication of public right-of-way must therefore be completed by a separate right-of-way dedication resolution.
CITY MANAGER RECOMMENDATION:
The City Manager recommends that the City Council adopt the ordinance approving the Final Plat of Crestview Village and the resolution accepting the dedication of land for public right-of-way purposes.

ATTACHMENTS:
- Ordinance approving the Final Plat of Crestview Village (bates stamp 001-032)
- Resolution accepting the dedication of land for public right-of-way purposes (bates stamp 033-041)

Respectfully Submitted:

Rebecca C. Polizzotto
City Manager
ORDINANCE NO. 2016-806

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, APPROVING THE FINAL PLAT OF CRESTVIEW VILLAGE, PROJECT NO. PL2015-0023, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, on April 3, 2014, an application for a 25-lot Preliminary Plat, commonly known as Crestview Village, was submitted by Site Development Associates, LLC, and given City Project File No. PP 14-66; and

WHEREAS, the Responsible Official under the State Environmental Policy Act issued on July 22, 2014, a Mitigated Determination of Non-Significance (MDNS) and Notice of Property Development Impact Mitigation for the preliminary plat pursuant to RCW 43.21C.030(2)(c) and Chapter 17.48 and Chapter 18.04 MCMC; and

WHEREAS, on September 25, 2014, the Hearing Examiner held a public hearing for which proper notice was given, and on October 7, 2014, issued a written decision approving the 25-lot Preliminary Plat of Crestview Village, subject to conditions; and

WHEREAS, on August 31, 2015, Crestview Village 24, LLC submitted a Final Plat application to the City for the approval of the plat of Crestview Village, pursuant to the Mill Creek Municipal Code; and

WHEREAS, City staff has conducted a review of said application and determined that the applicant has complied with the Hearing Examiner Conditions of Approval placed on the Preliminary Plat; and
WHEREAS, City staff has prepared a staff report dated January 26, 2016 [Exhibit A], outlining the Final Plat application’s consistency with the provisions of Chapters 16.04, 16.14, 16.16, 16.20 MCMC, and the adopted Conditions of Approval; and

WHEREAS, on January 26, 2016, the City Council, at a regular meeting and upon proper notice, reviewed the proposed Final Plat of Crestview Village to determine whether the Final Plat was in keeping with the terms and conditions of the Hearing Examiner Decision of Preliminary Plat and Planned Area Development approval; and

WHEREAS, the proposed Final Plat of Crestview Village makes adequate provision for open space, drainage ways, streets and other public ways, water supply and sanitary wastes, parks, playgrounds, and schools; and

WHEREAS, the proposed Final Plat of Crestview Village is beneficial to the public health, safety and general welfare and is in the public interest; and

WHEREAS, City Council hereby finds that the proposed Final Plat of Crestview Village is consistent with the terms and conditions of Preliminary Plat and Planned Area Development approval;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, ORDAINS AS Follows:

Section 1. The Final Plat of Crestview Village File No. PL2015-0023 is approved upon the finding that the stipulations and conditions of the Hearing Examiner placed on the Preliminary Plat, together with the applicable provisions of Chapters 16.04, 16.14, 16.16, and 16.20 MCMC, as fully discussed in the staff report, attached hereto and incorporated by this reference [Exhibit A], have been met by the applicant.
Section 2. The Mayor, City Engineer and Director of Community and Economic Development are hereby authorized to sign the Final Plat of Crestview Village indicating the approval by the City of Mill Creek.

Section 3. Approval of the Final Plat of Crestview Village, City File No. PL2015-0023 will become final upon the applicant filing the Final Plat with the Snohomish County Auditor and completion of recording thereof.

Section 4. If any section, sentence, clause, phrase or application of this ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, phrase or application of this ordinance.

Section 5. This ordinance shall be in full force and effective five (5) days after adoption by the City Council and publication of the ordinance summary that consists of this Ordinance’s Title.

Passed in open meeting this ___ day of ___________ 2016, by a vote of _________ for, _______ against, and ______ abstaining.

APPROVED:

______________________________
MAYOR PAM PRUITT

ATTEST/AUTHENTICATED:

______________________________
CITY CLERK KELLY CHELIN

APPROVED AS TO FORM:

______________________________
CITY ATTORNEY SCOTT MISSALL
EXHIBIT A
CITY OF MILL CREEK
DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT
STAFF REPORT
TO THE MILL CREEK CITY COUNCIL

MEETING DATE: January 26, 2016

APPLICANT: Travis Bradley
Axis Survey and Mapping
15241 NE 90th Street
Redmond, Washington 98052

Owner: Crestview Village 24 LLC
15 Lake Bellevue Drive, Suite 102
Bellevue, Washington 98005

REQUESTED ACTION: Approval of the Final Plat of Crestview Village, PL2015-0023

LOCATION: The property is located at 2226 and 2304 132nd Street SE in the City of Mill Creek. See Attachment 1 – Vicinity Map.

SIZE: Approximately 3.29 acres

LEGAL DESCRIPTION: See Attachment 2.

COMPREHENSIVE PLAN DESIGNATION: Residential - Medium Density (maximum twelve dwelling units per acre)

ZONING DISTRICT: Medium Density Residential (MDR)

BACKGROUND INFORMATION

HISTORY: The requested action is approval of the Final Plat of Crestview Village to subdivide 3.29 acres into 25 lots for single-family home development.

The Crestview Village Preliminary Plat/Planned Area Development received preliminary approval from the Hearing Examiner on October 7, 2014. See Attachment 3 – Findings, Conclusions and Decision, City of Mill Creek Hearing Examiner, Crestview Village, No. PP 14-66.
COMPLIANCE WITH PRELIMINARY PLAT CONDITIONS:

The applicant has complied with the Hearing Examiner Conditions of Approval placed on the Preliminary Plat.

Pursuant to MCMC 16.20, the applicant has completed the required public improvements or has provided security devices acceptable to the City in sufficient amounts to guarantee completion of the plat improvements.

In addition, water and sewer utilities and stormwater facilities have been completed. The applicant has constructed the roadway improvements, which consist of a public road, streetlights, curbs, and gutters, as well as a private park. Four model home permits have been issued on the four lots that have utility connections and fire flow.

No additional building permits can be issued and lots cannot be sold until the final plat is approved and recorded at the Snohomish County Auditor's Office.

FINDINGS OF FACT:

Staff has reviewed the Final Plat application (Attachment 4) in accordance with the provisions of Chapters 16.04, 16.14, 16.16, 16.20 MCMC, and the adopted Conditions of Approval in Attachments 3 and 4 and makes the following findings:

1. The request is for Final Plat approval for the Crestview Village Plat, containing twenty-five lots.

2. The appropriate fees for review of the Final Plat have been paid, pursuant to MCMC 3.42.180.3.b.

3. The City Engineer has reviewed and approved the completed survey computation notes.

4. A title report and a plat certificate have been submitted to the City. Said documents have been reviewed and approved by the City Engineer.

5. The Covenants, Conditions and Restrictions for the future Owners Association has been submitted to the City for review and has been approved by staff.
6. All plan specifications and documents required for public improvements have been reviewed and approved by the City Engineer.

7. All applicable Preliminary Plat Conditions of Approval described in the Hearing Examiner Decision dated October 7, 2014 have been satisfied or bonded for.

8. The Silver Lake Water and Sewer District has approved the construction plans, and has inspected and tested the water and sewer lines.

9. The City is in receipt of performance bonds in the amount of $254,600.00 to provide a surety for the completion of public improvements in the plat, which include erosion control, roadway and storm drainage facilities, curb, gutter and sidewalk.

10. The City is in receipt of performance bonds in the amount of $54,888.75 to provide a surety for the completion of Design Review Board approved landscape plan improvements in the plat.

11. SEPA mitigation fees have been paid to the City, Snohomish County, Fire District #7, and Everett School District.

12. All provisions of Chapters 16.04, 16.14, 16.16, and 16.20 MCMC have been satisfied.

13. The plat is consistent with the provisions of RCW 58.17.110.

RECOMMENDATION: The Director of Community and Economic Development and the City Engineer have reviewed all the required information applicable to the Final Plat of Crestview Village. Based upon the above findings, staff recommends that the City Council approve the Final Plat application.

Attachments:
Attachment 1 – Vicinity Map
Attachment 2 – Legal Description
Attachment 3 – Findings, Conclusions and Decision, City of Mill Creek Hearing Examiner, Crestview Village, No. PP 14-66
Attachment 4 – Proposed Final Plat of Crestview Village - Map
LEGAL DESCRIPTION

ALL THAT PORTION OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 28 NORTH, RANGE 5 EAST W.M., LYING NORTHERLY OF BLOCK 2, HEATHERWOOD GARDEN TRACT NO. 3, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 10 OF PLATS, PAGE 23, RECORDS OF SNOHOMISH COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE WEST LINE OF SAID SECTION 32 WHICH IS 300 FEET SOUTH OF THE NORTHWEST CORNER THEREOF;

THENCESOUTH 89°30'30"EAST ALONG THE SOUTH MARGIN OF COUNTY ROAD FOR 1303.81 FEET TO THE TRUE POINT OF BEGINNING;

THENCE CONTINUE SOUTH 89°30'30"EAST FOR 111.67 FEET;

THENCESOUTH 00°49'50"EAST FOR 650 FEET TO THE NORTH LINE OF SAID BLOCK 2;

THENCENORTH 89°30'30"WEST ALONG SAID NORTH LINE OF BLOCK 2 FOR 111.67 FEET;

THENCENORTH 00°49'50"WEST FOR 650 FEET TO THE TRUE POINT OF BEGINNING;

EXCEPT THE NORTH 15 FEET AS CONVEYED TO SNOHOMISH COUNTY BY DEED RECORDED UNDER AUDITOR'S FILE NO. 8312050061.

SITUATED IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

LEGAL DESCRIPTION

ATTACHMENT 2

Ordinance to Approve the Final Plat of Crestview Village and...
ATTACHMENT 3

FINDINGS, CONCLUSIONS AND DECISION, CITY OF MILL CREEK
HEARING EXAMINER, CRESTVIEW VILLAGE, NO. PP 14-66
BEFORE THE HEARING EXAMINER
FOR THE CITY OF MILL CREEK
In the Matter of the Application of ) No. PP 14-66
Site Development Associates, LLC, ) Crestview Village
on behalf of Crest Vue Village 24, LLC )
For a Preliminary Plat and a Planned Area Development

FINDINGS, CONCLUSIONS, AND DECISION

SUMMARY OF DECISION
The Hearing Examiner APPROVES a Preliminary Plat and APPROVES a Planned Area Development to subdivide 3.29 acres into 25 lots for single-family homes located at 2226 and 2304 132nd Street SE. Conditions are necessary to mitigate impacts of the proposal.

SUMMARY OF RECORD
Hearing Date:
The Hearing Examiner held an open record hearing on the request on September 25, 2014.

Testimony:
The following individuals presented testimony under oath at the open record hearing:

Camille Christ, City Senior Planner
Scott Smith, City Engineer
Tom Rogers, City DCD Director
Andy Reaves, P.E., Project Engineer
Glen Vedera
Jason Shaw
Court Sheehan
Kevin O’Brien

Attorney Patrick Mullaney represented the Applicant

Exhibits:
The following exhibits were admitted into the record:
1. Staff Report, with attachments:
   a. Vicinity Map
   b. Preliminary Plat Map, revised July 30, 2014
   c. Legal Description
   d. Contents of Project File
3. Owner’s Letter of Authorization, signed March 31, 2014

Findings, Conclusions, and Decision
City of Mill Creek Hearing Examiner
Crestview Village, No. PP 14-66
4. SDA Crestview Village Narrative Statement letter to City of Mill Creek, dated March 13, 2014
5. Chicago Title Insurance Company Subdivision Guarantees/Certificate Number 500012106, received April 3, 2014
7. Landscape Plan (Sheet La-1), dated March 15, 2014
8. SDA Revised Project Narrative letter to City of Mill Creek, dated June 30, 2014
9. Determination of Complete Application, dated April 15, 2014
11. Letter from Camille Chriest to Andy Reaves, dated May 15, 2014, Technical Review Committee review comments, with attachments:
   a. Memo from Camille Chriest to Scott Smith, dated May 13, 2014
   b. Email from Scott Rodman to Camille Chriest, dated May 6, 2014, with email string
   c. Snohomish County PUD letter to Camille Chriest, dated May 9, 2014
   d. Email from Maria Dobson-Schmidt to Sherrie Ringstad, dated May 2, 2014, with attached Traffic Mitigation Offer to Snohomish County
   e. Letter from Captain Evan Adolf, Snohomish County Fire District No. 7 to Camille Chriest, dated May 7, 2014
   f. Letter from Chuck Booth, Everett Public Schools, to Camille Chriest, dated May 6, 2014
   g. Email from David Collins to Camille Chriest, dated May 8, 2014, with email string
   h. Preliminary Development Impact Mitigation Checklist, undated
12. Memorandum from Jeff Schramm, Transportation Engineering Northwest Traffic, to Scott Smith, response to WSDOT Comments, dated June 27, 2014
13. Technical Memorandum from Jeff Schramm, Transportation Engineering Northwest, to Scott Smith, Crestview Village Traffic Assessment, dated March 26, 2014
14. Traffic Mitigation Offer to Snohomish County and Snohomish County Traffic Worksheet, received July 2, 2014
15. Record of Developer Obligations for Mitigation of Impacts to Snohomish County Road System, dated July 2, 2014
17. SDA Preliminary Drainage Plan set, revised June 30, 2014:
   a. Title Sheet (Sheet C1.0)
   b. Existing Conditions (Sheet C2.0)
   c. TESC and Grading Plan (Sheet C3.0)
   d. Drainage and Utility Plan (Sheet C4.0)
   e. Road Profiles (Sheet C5.0)
18. Mitigated Determination of Non-Significance and Notice of Property Development Impact Mitigation for the Preliminary Plat/Planned Area Development of Crestview Village (City File PP 14-66), dated July 22, 2014, with attached SEPA checklist and City staff notes, prepared March 13, 2014

Findings, Conclusions, and Decision
City of Mill Creek Hearing Examiner
Crestview Village, No. PP 14-66

Page 2 of 17
The Hearing Examiner enters the following Findings and Conclusions based upon the testimony and exhibits admitted at the open record hearing:

**FINDINGS**

**Application and Notice**

1. Site Development Associates, LLC (SDA), on behalf of Crest Vue Village 24, LLC (Applicant), requests approval of a Preliminary Plat (PP) and a Planned Area Development (PAD), with setback modifications, to subdivide 3.29 acres into 25 lots for single-family homes located at 2226 and 2304 132nd Street SE. 

Exhibit 1, Staff Report, page 1; Exhibit Lb; Exhibit 2; Exhibit 17.

2. The City of Mill Creek (City) determined the application was complete on April 15, 2014. A Notice of Development Application (NDA) for the project was posted at City Hall on April 16, 2014, and posted at the City Library on April 17, 2014. An NDA was posted on the site and published in The Herald on April 18, 2014. A Public Hearing Notice (PHN) was posted at City Hall on August 28, 2014, on the site on September 5, 2014, and at the City Library on September 6, 2014. The PHN was mailed to property owners within 500 feet of the proposed project on September 5, 2014. City Senior Planner Camille Chriest testified that reasonable notice was provided.

Exhibit 1, Staff Report, page 2; Exhibit 9; Exhibit 10; Exhibit 19; Testimony of Ms. Chriest.

**State Environmental Policy Act (SEPA) Review**

3. The City Department of Community Development acted as lead agency and analyzed the environmental impact of the proposal, as required by the State Environmental Policy Act (SEPA), Chapter 43.21C RCW. The City reviewed the Applicant’s Environmental Checklist and information on file and determined that, with conditions, the proposal would not have a probable significant adverse impact on the environment. Tom Rogers, City SEPA Responsible Office, issued a Mitigated Determination of Non-Significance (MDNS) on July 22, 2014, with a comment and appeal deadline of August 6, 2014. Ms. Chriest testified that no MDNS appeal was filed. The MDNS conditions are included as

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1 The property is owned by the Harry and Catharine Revell Living Trust. The owners authorized Site Development Associates, LLC, to act as agent in seeking project approvals. Exhibit 2. The City staff report identifies Crest Vue Village 24, LLC, as the applicant. Exhibit 1, Staff Report, page 1. The signed Traffic Mitigation Offer to Snohomish County, dated June 30, 2014, lists Crest Vue Village 24, LLC as the Applicant. Exhibit 14.

2 The property subject to the application is identified by Assessor’s Parcel Numbers 28053200201400 and 28053200200900. Exhibit 18. A legal description of the subject property is provided in Exhibit 4.
Comprehensive Plan and Zoning

4. The property is designated Medium Density Residential (MDR) by the City Comprehensive Plan. Comprehensive Plan policies are relevant to the proposal. Land Use Element policies establish the city's residential character as a composition of a range of residential densities, with a predominance of single-family communities, requiring compatibility with surrounding land uses and structures within and adjacent to the development, and appropriately-sized property buffers surrounding the peripheries of residential developments to provide and identifiable neighborhood character. Applicable Capital Facilities Element policies require stormwater management facilities that incorporate treatment components. Utilities Element policies mandate that urban development be approved only where services are available and, where possible, all new facilities are located underground. Transportation Element policies establish that projects shall not be approved if they reduce the level of service below established standards, that access points shall be designed and located to minimize traffic flow disruptions, that projects provide for internal circulation, and that public sidewalks be connected with other public/private trail systems where appropriate. Environmental Features Element policies encourage the use of low impact development (LID) techniques to minimize impervious surfaces, require the inclusion of stormwater facilities that meet or exceed current Department of Ecology Stormwater Management Manual requirements, and encourage landscaping with the use of native plant materials and the preservation of wooded areas. Exhibit 1, Staff Report, pages 1 and 10 to 14.

5. The property is located in the Medium Density Residential (MDR) zoning district. There is no minimum lot size in the MDR zone. The number of dwelling units permitted in a planned residential development shall not exceed the density of the comprehensive plan land use designation and the zone district in which the project is located. Mill Creek Municipal Code (MCMC 16.12.050). The maximum allowable density in the MDR zoning district is 12 dwelling units per acre and the minimum density is five dwelling units per acre under Mill Creek Municipal Code (MCMC) 17.12.070. City staff calculated the proposed 25 dwelling units would result in a density of 10 dwelling units per acre. The MDR zoning district requires front yard setbacks of 15 to 20 feet, with garages constructed a minimum of 20 feet from sidewalks; side yard setbacks that total 10 feet; and rear yard setbacks of a minimum of 25 feet from the perimeter of the project and 15 feet for structures not located on the perimeter. MCMC 17.12.080.A. Exhibit 1, Staff Report, pages 4, 5, and 15; Exhibit 1.b.

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3 City staff identified the following Comprehensive Plan polices as relevant to the proposal: Land Use Element Policies 1.01, 1.04, 1.11, 1.12, and 1.13; Capital Facilities Element Policy 2.04; Utilities Element Policies 1.01 and 1.10; Transportation Element Policies 2.02, 3.03, 3.04, 3.06, and 4.01; and Environmental Element Policies 1.01, 1.02, 4.01, and 5.01. Exhibit 1, Staff Report, pages 10 to 14.

Findings, Conclusions, and Decision
City of Mill Creek Hearing Examiner
Crestview Village, No. PP 14-66

Page 4 of 17
Physical Condition and Surrounding Property

6. The property is 3.29 acres and contains two existing single-family houses and various outbuildings. All structures would be removed prior to construction. A majority of the site contains pastured grassland, with some tree clusters, with a slope from two to eight percent. There are no environmentally sensitive areas on the site. Exhibit 1, Staff Report, pages 2 and 11; Exhibit 1.b; Exhibit 16; Exhibit 18.

7. An existing 50 square foot encroachment area on the property to the west is described in a Revocable License agreement between Silver Lake Water District and Catherine Revell, Auditor’s File Number 200608160875. Patrick Mullaney, Applicant Representative, argued that the encroachment is a license that terminates when the property is sold under Sec. 3.1.b of the agreement. He requested that proposed Condition 4, requiring the encroachment to be legally abandoned prior to final plat approval, be deleted. Exhibit 1, Staff Report, pages 7 and 22; Exhibit 5; Exhibit 21; Statement of Mr. Mullaney.

8. The property is bounded by 132nd Street SE on the north. Properties to the north, across 132nd Street SE, are in unincorporated Snohomish County, and include a single-family residence zoned Multiple Residential (MR) and an undeveloped parcel zoned Low Density Multiple Residential. Property to the west is zoned Community Business (CB) and is developed with a Silver Lake Water and Sewer District water tank, and a vacant district office and outbuildings. Property to the south is zoned Low Density Residential (LDR) and developed with single-family residences in the Wexford Court development. Property to the east is zoned MDR and developed with single-family residences. Exhibit 1, Staff Report, pages 2 and 3; Exhibit Lb.

Landscaping and Open Space

9. City code requires on-site open space and recreational facilities in an amount adequate to meet the recreational, health, environmental, and safety needs of the residents, occupants, guests, and visitors of the development. The amount of open space should be proportional to the density of the development, and should meet the purpose and intent of the zone district. The open-space areas should be readily accessible to all residential units. These areas should be appropriately screened and proportioned, and should not have more than five percent grade. MCMC 17.22.060. The proposal provides open space in Tracts 998 and 999. The proposal includes a 50-foot landscaped residential roadway buffer along 132nd Street SE. The Applicant would provide 5,270 square feet of private open space, plus 9,325 square feet in the roadway buffer. Tracts 998 and 999 would be landscaped and would include an underground wet vault. The proposal provides benches and a picnic table in Tract 998 because the development is a single-family project that is located more than one-quarter mile from a public park. Street trees would be provided along the public street. The proposed landscaping of the common areas, roadway buffer, and street trees would be reviewed and approved by the City Design Review Board. Exhibit 1, Staff Report, pages 6, 14, 17, and 22; Exhibit 1.b; Exhibit 7.
Access and Traffic Impacts

10. Access to the site would be via an internal public street from 132nd Street SE (SR 96), a class 3 highway. The internal street, with sidewalks on both sides, would extend south and terminate in a temporary cul-de-sac that would provide access to future development to the east. The internal public street, including a southwest spur, would provide access to Lots 1-25. Exhibit 1, Staff Report, page 6; Exhibit 1b; Exhibit 12; Exhibit 13.

11. Transportation Engineering NorthWest (TENW) submitted a Crestview Village Traffic Assessment, dated March 26, 2014, and a Response to Washington State Department of Transportation (WSDOT) Comments, dated June 27, 2014. The proposed residential development would generate 219 new weekday daily trips, of which 17 would be weekday AM peak hour, and 23 weekday PM peak hour trips. The City and Snohomish County (County) have a Reciprocal Impact Mitigation Agreement for development impacts on interjurisdictional transportation systems and the requirement to mitigate appropriate impacts in accordance with adopted road improvement programs. Following this agreement, the project is required to comply with specific measures identified by the County that are reasonably necessary to mitigate the development’s impacts on directly affected county roads in the surrounding area. Snohomish County Code (SCC) 30.66B.330 provides for the payment of traffic impact fees prior to final plat approval. Separate City transportation mitigation impact fees would also be paid to the City prior to approval of the final plat. Exhibit 1, Staff Report, pages 9 and 24; Exhibit 1b; Exhibit 12; Exhibit 13.

12. WSDOT comments requested a queue analysis for SR-96 at the 21st Avenue SE and 25th Avenue SE intersections, including development of the parcel to the east; elimination of the left-turn lane on SR-96; development of a new local road parallel to SR-96 to connect to 21st Avenue SE or 25th Avenue SE; and extension of the existing traffic curbing from 21st Avenue SE eastward along SR-96 to prevent left turn access to and from the site. TENW responded that the adjacent parcel to the east is not owned by the developer; that a queue analysis did not disclose any adverse impacts to these intersections; that elimination of the center two-way left-turn lane would impact numerous other properties along SR-96; that the City does not have capital project plans to develop a new road parallel to SR-96; and that the queue analysis does not support the need to extend a curb on SR-96 further east from the 21st Drive SE intersection. Frontage improvements along 132nd Street SE are required as provided by MCMC 16.16.050, including removal of existing driveway cuts, and construction of a new single access point with concrete curb, gutter, and sidewalk. Exhibit 1, Staff Report, page 7; Exhibit 12.

13. The preliminary plat has been designed with connecting walkways to the adjacent neighborhoods for access to the site and through the site, including access to potential development of the property to the east. The planned walkways are to be constructed in compliance with the American with Disabilities Act (ADA). Exhibit 1, Staff Report, pages 13 and 20; Exhibit 1b.
14. MCMC 17.27.020 (Off-street parking and requirements) requires single-family dwellings to have two parking spaces per dwelling unit. This proposal provides parking throughout the site in garages, driveways, and on the public road where feasible. The project provides four off-street parking per residential unit: two parking spaces in the garage and two in the driveway. *Exhibit 1, Staff Report, page 6; Exhibit 1.b.*

15. Mr. Mullaney commented on the references in proposed Conditions 13 and 20 to a Development Agreement with WSDOT for work within the State right-of-way. He asked that a different term be used to describe this agreement since the words “Development Agreement” is a document described under the Growth Management Act, RCW 36.70A as an agreement with a developer. City Engineer Scott Smith testified that WSDOT refers to their right-of-way permit as a “development agreement,” and it is required for such work. The City agreed that these conditions could reference permit approval rather than a development agreement. *Statement of Mr. Mullaney; Testimony of Mr. Smith.*

**Stormwater Management**

16. The site lies within a single drainage basin with no upstream drainage to the site. Stormwater currently drains overland from the southwest toward the north before crossing the property boundary and entering the 132nd Street SE right-of-way. Stormwater would be captured and conveyed to a proposed underground wet vault in the northwest corner of the project site within Tracts 998 and 999. The wet vault would provide both flow control and water quality treatment, and would connect to an existing public drainage system on 132nd Street SE. The developed runoff rate would be less than existing flow. The Applicant submitted a Technical Information Report (TIR) prepared by SDA for the proposed development, dated June 30, 2014. The TIR identified a weakly cemented hardpan on site at a depth of 20 to 40 inches. Permeability is moderately rapid above the hardpan and very slow through it. The new drainage system planned for the development would meet City standards and the new requirements of the February 2005 Department of Ecology Stormwater Management Manual for Western Washington with Appendix 1 of the City’s Phase 2 NPDES permit (dated effective September 1, 2012). The TIR also includes a Construction Stormwater Pollution Prevention Plan (CSWPPP) and a Temporary Erosion and Sediment Control (TESC) Plan. Privately owned common areas and facilities would be maintained by the homeowners’ association (HOA) for the new development. *Exhibit 1, Staff Report, pages 7 and 22; Exhibit 16; Exhibit 17.d.*

**Utilities and Services**

17. Utilities and services are available for the development. The site has adjacent water and sewer facilities that can be extended through the Silver Lake Water and Sewer District Developer Extension Process to provide for on-site needs. Silver Lake Water and Sewer District (District) provided the City with a Water and Sewer Availability Letter, dated March 27, 2014. *Exhibit 1, Staff Report, page 6; Exhibit 1.b; Exhibit 6.*
18. Snohomish County PUD No. 1 would provide electrical service to the development. The PUD has reviewed the application and indicated that, although there is capacity to serve the proposed development, upgrading of existing District facilities may be required. Frontier Communications or Comcast would provide telephone communication services. Puget Sound Energy would provide natural gas service. Exhibit 1, Staff Report, page 7; Exhibit 11.c.

19. The City and County Fire District No. 7 have executed an Interlocal Agreement for mitigation of development impacts on fire facilities and services. Captain Evan Adolf of Fire District No. 7 reviewed the project and requested several plat improvements, which have been included in the recommended conditions for the project. The developer is also required to pay mitigation fees for development impacts prior to approval of the final plat. Exhibit 1, Staff Report, pages 9, 24, and 25; Exhibit 11.e.

20. This proposal would increase the demand for the City's park and recreation facilities through the addition of 25 single-family residential units. Fees are required to mitigate the project's impacts on neighborhood and community park and recreation facilities. Mitigation fees to offset impacts are calculated in accordance with City Resolution 2011-477. Exhibit 1, Staff Report, pages 8 and 24.

21. The Everett School District reviewed the proposal. The City and the Everett School District have executed an Interlocal Agreement for mitigation of development impacts on district facilities. Mitigation fees are calculated per the Interlocal Agreement. The proposed development would be serviced by Mill Creek Elementary School, Heatherwood Middle School, and H.M. Jackson High School. According to the Everett School District, the elementary and high schools are over capacity, and require mitigation. The Applicant has signed a voluntary mitigation agreement to pay mitigation fees totaling $53,751.00 for the development impacts. In addition, the Everett School District has determined that students would be picked up and dropped off at the entrance along 132nd Street SE. The District has requested one hard-surfaced, student waiting area be located at the entrance. The hard-surfaced waiting area would be approximately 10 feet by 15 feet, located behind the sidewalk. The waiting area would be connected to the housing units in the development with safe student walkways. Exhibit 1, Staff Report, pages 9 and 10; Exhibit 1.b; Exhibit 11.f.

**Planned Area Development**

22. MCMC 16.12.010 defines a planned area development as an alternate form of development regulation that allows for a more flexible method of developing land. The Applicant requests reductions of the rear yard setbacks to 10 feet for Lots 1-11 and 17-25, and 20 feet for Lots 12-16. City staff determined that the proposed setbacks are necessary to allow the development at the required minimum density and are compatible with the required setbacks in adjacent neighborhoods. City staff determined that the proposed setback modifications would allow more flexibility in the design of the homes.
and would not alter the 40 percent maximum lot coverage standard. *Exhibit 1, Staff Report, pages 4 and 5; Exhibit 1.b*

**Public Comment, and City and Applicant Response**

23. Glen Vedera, a resident in the Wexford Court development to the south, testified about the requested rear yard setback reduction from 25 feet to 20 feet. He requested that no modification be approved. Jason Shaw also testified and opposition to the proposed setback reduction. Court Sheehan testified that the proposed subdivision would be much denser than the Wexford Court development. He also expressed concerns about stormwater detention. Mr. Reaves, Project Manager, testified about the TIR (Exhibit 16) and explained the stormwater design was necessary because of a lack of controlled infiltration. Mr. Mullaney noted that the proposal provides landscaping along the south property line. Kevin O'Brien, a partner in the future ownership of the property, testified that the setback reduction is needed to accommodate standard house footprints and that a 20-foot rear yard setback is the same as the 20-foot setback in Wexford Court. He agreed to add a condition requiring the installation of a six-foot cedar suburban fence, as well as two, two-inch caliper evergreen trees per lot along Lots 12-16. Tom Rogers, City DCD Director, testified that the City code allows flexibility in setbacks to allow a high-quality house to be built and to accommodate an increased number of residences. *Testimonies of Mr. Vedera, Mr. Shaw, Mr. Sheehan, Mr. Reaves, Mr. O'Brien, and Mr. Rogers; Statement of Mr. Mullaney.*

**Staff Recommendation**

24. City staff reviewed the proposal for consistency with the Land Use Map, the applicable policies of the Comprehensive Plan, and the City’s development regulations. City staff recommended approval, with conditions, of the Preliminary Plat and Planned Area Development, including the setback modifications. *Exhibit 1, Staff Report, pages 21 to 25.*

**CONCLUSIONS**

**Jurisdiction**

The City of Mill Creek Hearing Examiner is authorized to hear and decide preliminary plat applications and development permits, including planned area development applications. The Hearing Examiner may grant, deny, modify, or grant with conditions, modifications, or restrictions. *Chapter 4.34 Mill Creek Municipal Code (MCMC); MCMC 14.03.080.A–C.*

**Criteria for Review**

The application shall be compatible with the City code, Comprehensive Plan, and other regulations, laws, policies, goals, and objectives of the City and shall be compatible with applicable state laws and regulations. *Mill Creek Municipal Code (MCMC) 14.03.080.C.*

The criteria for review adopted by the City Council are designed to implement the requirement of Chapter 36.70B RCW to enact the Growth Management Act. In particular, RCW 36.70B.040 mandates that local jurisdictions review proposed development to ensure consistency with City
development regulations, considering the type of land use, the level of development, infrastructure, and the characteristics of development. *RCW 36.70B.040.*

**Preliminary Plat**


In addition, RCW 58.17.110(1) provides that a proposed subdivision shall not be approved unless:

appropriate provisions are made for ... the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and schoolgrounds and ... all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and ... the public interest will be served by the platting of such subdivision and dedication.

**Planned Area Development**

MCMC 16.12.010 defines a planned area development as an alternate form of development regulation that allows for a more flexible method of developing land. Binding site plans are not required for planned residential developments approved in conjunction with a preliminary plat.

MCMC 16.12.020 describes the purposes for planned area development, including:

A. To allow for creative development equal to or superior to traditional lot-by-lot development.
B. To preserve open space, natural vegetation, watercourses, wetlands, historic buildings and places, and other community values.
C. To provide more efficient street and utility systems and retain existing vegetation by clustering buildings.
D. To provide for a variety of housing types in one development with architectural design compatibility.
E. To provide integrated landscape development.
F. To provide for the integration of new development into the existing community while protecting and preserving the values of the surrounding neighborhood.
G. To provide for the site planning and regulation of nonresidential sites not requiring a subdivision for development.
H. To manage stormwater through a land development strategy that emphasizes conservation and use of on-site natural features integrated with engineered, small-scale hydrologic controls to more closely mimic predevelopment hydrologic conditions.
I. To minimize impervious surfaces and effective impervious surfaces.
J. To encourage infiltration as a preferred method of stormwater drainage, when feasible.

*Findings, Conclusions, and Decision*
City of Mill Creek Hearing Examiner
Crestview Village, No. PP 14-66

Page 10 of 17
K. To encourage development of residential environments that is harmonious with on-site and off-site natural and built environments.

L. To further the goals and the implementation of the policies of the comprehensive land use plan. (Ord. 2009-702 § 2 (Exh. C))

MCMC 16.12.040 permits modification to all zoning and subdivision requirements in a planned area development in the interest of the expressed purposes above, except:

A. Permitted uses;
B. Street setbacks on exterior streets in residential zones;
C. Surveying standards;
D. Engineering design and construction standards of public improvements but not including street right-of-way width; and
E. Roadway buffer/cutting preserves consistent with the streetscape element of the comprehensive plan. (Ord. 2009-702 § 2 (Exh. C))

The number of dwelling units permitted in a planned residential development shall not exceed the density of the comprehensive plan land use designation and the zone district in which the project is located. MCMC 16.12.050. Under MCMC 16.12.060, in planned residential developments, open space and community recreation facilities shall be provided pursuant to MCMC 17.22.060. Upon approval of the Hearing Examiner, unbuildable land may be considered for inclusion in the required open-space land upon a showing that such lands can and will be used for specified recreational or community purposes.

MCMC 16.12.090-140 set forth requirements for planned area developments for project descriptions; owners’ association documents; separate approvals for phased development, if applicable; other certificates and approvals; recordings; and time limits.

The criteria for review adopted by the Mill Creek City Council are designed to implement the requirement of Chapter 36.70B RCW to enact the Growth Management Act. In particular, RCW 36.70B.040 mandates that local jurisdictions review proposed development to ensure consistency with City development regulations, considering the type of land use, the level of development, infrastructure, and the characteristics of development. RCW 36.70B.040.

Conclusions Based on Findings

1. With conditions, the proposed preliminary plat would be consistent with the City code, Comprehensive Plan, and other City policies, goals, and objectives. The proposed subdivision is consistent with City Comprehensive Land Use Plan goals and policies because it would convert two single-family homes on 3.29 acres into a subdivision of 25 single-family homes. The proposed subdivision would have a density consistent with the City’s MDR zoning criteria. The proposal includes open space and proposed landscaping as required by the City’s development regulations. Sewer, water, telephone, gas, and power services are available to the site. One access point is proposed for the site from 132nd Street SE via a public street running south and then curving to the east to a temporary turn-a-round that could be extended east should subdivision...
development take place on the adjacent property. Sidewalks are proposed to connect to existing sidewalks where possible. Safe student walkways from housing units to a hard-surfaced, bus waiting area would be built. The project incorporates stormwater management facilities, including an underground wet vault, which would comply with the Department of Ecology Stormwater Manual for Western Washington and City requirements. The proposal provides sufficient open space to meet MCMC requirements. A Planned Area Development is part of this application in order to obtain modifications in rear yard setback requirements. Conditions are necessary to ensure that the Applicant establishes an HOA to maintain common areas and stormwater facilities; follows landscaping and buffer requirements; builds the sidewalks and waiting-area pad to allow for safe walking conditions for students; constructs the required stormwater system; and pays mitigation fees for traffic, parks, fire district, and school impacts, and to ensure that the project proceeds in conformance with the plans on file and with applicable City code, policies, goals, and objectives. *Findings 1, 4–24.*

2. **With conditions,** the proposed preliminary plat would make appropriate provision for all elements identified within RCW 58.17.110, and would serve the public use and interest. The City provided adequate notice and opportunity to comment on the proposal. Proposed development density is consistent with density allowed within the City’s MDR zoning district. Public services, including water, sewer, and fire protection, are available. Open space and landscaping would be provided within the proposed development. The City determined that, with conditions, the proposal would not have a probable significant adverse impact on the environment. MDNS conditions include payment of traffic, parks, fire district, and school impact fees. Sidewalks are planned within the subdivision to connect to existing sidewalks where possible. Safe student walkways from housing units to a hard-surfaced, bus waiting area would be built. A public street would be constructed to serve subdivision lots. Stormwater facilities are proposed, including an underground wet vault for water quality and flow control. A Planned Area Development is part of this application in order to obtain modifications in rear yard setback requirements. Conditions are necessary to ensure that the Applicant follows the modified setback requirements; establishes an HOA to maintain common areas and stormwater facilities; follows landscaping and buffer requirements; builds the sidewalks and waiting-area pad to allow for safe walking conditions for students; constructs the required stormwater system; pays mitigation fees for traffic, parks, fire district, and school impacts, and to ensure that the project proceeds in conformance with the plans on file and with applicable City code, policies, goals, and objectives. *Findings 1–24.*

3. **With conditions,** the preliminary plat application would comply with MCMC 16.04.020 submittal requirements. The City determined that the preliminary plat application was complete on April 15, 2014. A condition is necessary to ensure development as depicted on the preliminary permit. *Findings 1, 2, 24.*

*Findings, Conclusions, and Decision
City of Mill Creek Hearing Examiner
Crestview Village, No. PP 14-66

Page 12 of 17
4. With conditions, the planned area development would comply with the requirements set forth in Chapter 16.12 MCMC. The Applicant submitted a Planned Area Development application in order to obtain modifications in rear yard setback requirements from a minimum 25 feet from the perimeter of the project and 15 feet for structures not on the project perimeter. The proposed reductions would be to 10 feet for Lots 1-11 and 17-25, and 20 feet for Lots 12-16. The proposed setback reduction is compatible with adjacent single-family developments. The proposed setback reduction helps meet the density targets established in the Comprehensive Plan. The modifications allow for flexibility in the designs of homes to be constructed in the development. The modifications do not reduce the 40 percent maximum lot coverage standard. Conditions are necessary to ensure that the Applicant follows setback requirements, to provide a six-foot cedar suburban fence along the property line of Lots 12-16 and add two, two-inch caliper evergreen trees per lot to provide additional buffer from the residential development to the south, and to ensure that the project proceeds in conformance with the plans on file and with applicable City code, policies, goals, and objectives. Findings 1, 3, 6-9, 22, 23.

DECISION

Based upon the preceding Findings and Conclusions, the requests for a Preliminary Plat and Planned Area Development, with setback modifications, to subdivide 3.29 acres into 25 lots for single-family homes located at 2226 and 2304 132nd Street SE, is APPROVED, subject to the following conditions:

1. Development shall occur as portrayed on the Preliminary Plat Map, except as may be modified by the Hearing Examiner following the open record hearing, per MCMC Chapter 4.34.

2. Building setbacks on the lots shall be as follows:

   Front yard setbacks:
   - Average range 15 feet to 20 feet; garages shall be constructed a minimum of 20 feet from the back of sidewalk.

   Rear yard setbacks:
   - 10 feet for Lots 1-11 and 17-25;
   - 20 feet for Lots 12-16

   Side yard setbacks:
   - Total of 10 feet; the entire setback may be allocated to one side.

4 This decision includes conditions required to reduce project impacts as well as conditions required to meet City code standards.

Findings, Conclusions, and Decision
City of Mill Creek Hearing Examiner
Crestview Village, No. PP 14-66

Page 13 of 17
3. All utility, stormwater, drainage, maintenance, and landscaping buffers/easements, together with attendant restrictions and conditions, shall be portrayed on the final plat. Building setback lines shall be shown on the face of the final plat.

4. (deleted by agreement at hearing)

5. In accordance with MCMC Section 16.04.100, the Preliminary Plat approval shall expire and become void if the final plat is not submitted for approval in accordance with the time frames set forth in RCW 58.17.140.

6. The subdivision shall be incorporated into a homeowners’ association that would be responsible for the maintenance of all privately owned common areas and facilities. Homeowners’ association documents in accordance with MCMC Section 16.12.100 shall be submitted with the final plat application and recorded at the time of final plat recording.

7. The developer may assign its rights and obligations under this development approval upon prior written notice to the City identifying the new entity and evidencing the transfer of obligations to the new entity.

8. Landscaping plans for Tracts 998 and 999 and the street trees shall be submitted to the Design Review Board for review and approval in accordance with Chapters 4.18 and 17.34 MCMC. All landscaped areas shall be amended with a minimum thickness of four inches of compost mixed to a minimum depth of six inches.

9. The developer and the City shall enter into an agreement for implementation of the approved landscape plan and enter into a secured performance bond equal to 125 percent of the cost of labor and materials, in accordance with MCMC Section 16.16.040, posted prior to the issuance of the first building permit.

10. Once the developer has fulfilled the obligations of the landscape performance bond, the Applicant shall enter into a two-year maintenance agreement for the approved and installed landscaping in accordance with MCMC Section 16.16.090.

11. Grading, roadway, stormwater, and erosion control plans shall be approved by the City Engineer and Community Development Director prior to any clearing or grading work on the site, Chapter 15.12 MCMC.

12. All public improvement work shall be adequately guaranteed through an agreement and security mechanism acceptable to the City Attorney and City Engineer prior to beginning construction in accordance with Chapters 16.16 and 16.20 MCMC.

13. In accordance with Chapter 16.16 MCMC, the developer shall construct improvements
along the frontage on 132nd Street SE (SR 96). The required frontage improvements shall consist of: (i) Removal of existing driveways; (ii) Replacement of concrete curb, gutter and sidewalk as needed; (iii) Construction of a new single access point as portrayed on the Preliminary Plat; (iv) Permit approval by WSDOT may be required for any work within the State Right-of-Way, and the developer shall be responsible for all associated permitting and inspection costs with WSDOT.

14. The developer shall construct a new public roadway within the development for access to the proposed lots. The roadway shall be designed to accommodate future development on the adjacent parcels with a loop roadway system and a single shared access point on 132nd Street SE. These public improvements shall consist of: (i) Full width of the street and sidewalk cross section with functional elements in accordance with Resolution 2003-338, including vertical concrete curb and gutter, a five-foot wide concrete sidewalk and five-foot wide planter strip; (ii) Street lighting; (iv) Stormwater and drainage facilities; (v) Street trees and landscaping; (vi) Striping and signage; (vii) a temporary cul-de-sac at the southern terminus; (viii) Dedication of public right-of-way and drainage easements as needed to the City of Mill Creek on the final plat.

15. The developer shall submit engineering design plans and documentation to address all required public and private drainage improvements. The approved stormwater system shall include the following elements and conditions per Chapter 15.14 MCMC:

A. Stormwater facilities that meet the requirements of the City of Mill Creek, the February 2005 edition of the Washington State Department of Ecology Stormwater Management Manual for Western Washington, and Appendix 1 of the City’s Phase 2 NPDES Permit (dated as effective September 1, 2012).

B. A final stormwater drainage report signed and stamped by a licensed professional engineer shall be submitted to the City Engineer for review and approval.

C. The property owners shall be obligated to own, maintain and operate the stormwater system outside the public right-of-way to the satisfaction of the City Engineer.

D. Provisions shall be included with the final plat for maintenance of the stormwater system outside the public right-of-way, including, but not limited to, adequate access to maintenance locations, provisions and easements that allow the City to inspect and maintain the system at its discretion, and adequate provisions to ensure uninterrupted function of the facilities for the proposed development.
16. Dust and erosion shall be controlled by promptly covering exposed stockpiles, watering areas of soil disturbance, using a street sweeper on adjacent roads, and other Best Management Practices as directed by the City Engineer, Chapter 15.12 MCMC.

17. All new and existing utilities within the project shall be placed underground in accordance with MCMC Section 17.22.110. The Applicant shall be responsible for all costs associated with undergrounding the utilities. Appropriate easements or right-of-way for all utilities shall be provided by the Applicant and shown on the face of the final plat.

18. The developer shall install a mailbox structure and covered stand for the proposed development in accordance with City standards. The location of the mailboxes shall be approved in writing by both the City and Post Office prior to installation.

19. The developer shall pay mitigation to the City of Mill Creek in the amount of $69,000.00 for impacts to the City roadway system. Payment of traffic mitigation fees to the City of Mill Creek is required prior to approval of the final plat.

20. As part of the WSDOT permit process, operational restrictions may be placed on the SR 96 access point in accordance with City Comprehensive Plan policies and WSDOT design requirements.

21. In accordance with the Reciprocal Impact Mitigation Agreement between the City of Mill Creek and Snohomish County, proof of payment of traffic mitigation fees totaling $35,259.00 shall be provided to the City prior to approval of the final plat.

22. Pursuant to Chapter 17.48 MCMC, the developer shall pay neighborhood park mitigation fees to the City of Mill Creek in the amount of $65,866.48 prior to approval of the final plat.

23. Pursuant to Chapter 17.48 MCMC, the developer shall pay community park mitigation fees to the City of Mill Creek in the amount of $39,989.64 prior to approval of the final plat.

24. In accordance with the Interlocal Agreement between the City of Mill Creek and Snohomish County Fire District No. 7, proof of payment of mitigation fees totaling $8,395.00 shall be provided to the City prior to approval of the final plat.
25. In accordance with the Interlocal Agreement between the City of Mill Creek and the Everett School District, proof of payment of mitigation fees totaling $53,751.00 shall be provided to the City prior to issuance of the first building permit.

26. The developer shall provide one hard-surfaced, student waiting area located within the 132nd Street SE roadway buffer. The hard-surfaced waiting area should be approximately 10 feet x 15 feet in size, linked to the housing units in the development with safe student walkways, and located behind the sidewalk.

27. The developer shall ensure adequate fire flow/hydrants and 4" STORTZ adaptors on all hydrants.

28. The developer shall ensure floor plans that allow for secondary egress (windows) from rooms on either the front or rear of the structure.

29. The developer shall ensure parking is only allowed on one side of the road and is clearly marked with signage.

30. Parking shall be prohibited on the corners. Curbs shall be clearly marked and “No Parking” signage shall be installed prior to final plat approval.

31. The developer shall install a six-foot high cedar suburban fence, and plant two, two-inch caliper evergreen trees per lot along Lots 12-16.

Decided this 7th day of October 2014.

THEODORE PAUL HUNTER
City of Mill Creek Hearing Examiner
Sound Law Center

This decision is final and effective as of the date of this decision. The Applicant, a Party of Record, and/or the City of Mill Creek may appeal this decision only as specifically allowed for in the applicable sections of the Mill Creek Municipal Code (MCMC), including but not limited to Chapter 14.11 MCMC.

Findings, Conclusions, and Decision
City of Mill Creek Hearing Examiner
Crestview Village, No. PP 14-66
Page 17 of 17
AGENDA ITEM #A.

Ordinance to Approve the Final Plat of Crestview Village and...
AGENDA ITEM #A.

Ordinance to Approve the Final Plat of Crestview Village and...
AGENDA ITEM #A.

Ordinance to Approve the Final Plat of Crestview Village and...
RESOLUTION NO. 2016 - _____

A RESOLUTION OF THE CITY OF MILL CREEK, WASHINGTON, ACCEPTING THE DEDICATION OF LAND FOR PUBLIC RIGHT-OF-WAY PURPOSES ON A PORTION OF THE PROPERTY LOCATED AT 2318 132ND STREET SE FROM THOMAS E. CLEMAN AND DEBORAH L. CLEMAN FOR THE CRESTVIEW VILLAGE PRELIMINARY Plat/Planned Area Development.

WHEREAS, on April 3, 2014, the City received an application for the Preliminary Plat/Planned Area Development of Crestview Village, located at 2226 and 2304 132nd Street SE; and

WHEREAS, on October 7, 2014, the Hearing Examiner approved the Preliminary Plat/Planned Area Development of Crestview Village; and

WHEREAS, the Plat required only half of the shared access point onto 132nd Street SE to be constructed, with the remaining half to be constructed at such time that the adjacent property to the east is developed; and

WHEREAS, the owner/developer received permission from the owner of the adjacent property to the east, Thomas E. Clemans and Deborah L. Clemans, to construct the entire access point, including the east half of the right-of-way that is off-site; and

WHEREAS, the full width of the shared access point road improvements have been completed; and

WHEREAS, the west half of the access point is being accepted by the City as public right-of-way through the recordation of the Final Plat of Crestview Village; and

WHEREAS, the east half of the access point is outside of the property boundaries of the Final Plat of Crestview Village, and the dedication of public right-of-way must therefore be completed by a separate instrument; and

WHEREAS, the attached Crestview Village Right-of-Way Dedication document (Exhibit A) has been prepared and has been reviewed by the City Attorney; and

WHEREAS, City approval of the document is necessary for the entire roadway to be public;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, THAT:

Section 1. The Crestview Village Right-of-Way Dedication, as described and depicted in the Crestview Village Right-of-Way Dedication document attached as Exhibit A, is hereby accepted. This Resolution is effective immediately upon adoption.
Section 2. The City Manager is hereby authorized to sign the Crestview Village Right-of-Way Dedication indicating approval by the City of Mill Creek.

Adopted this 26th day of January, 2016 by a vote of ______ for, ______ against, and ______ abstaining.

APPROVED:

________________________________________
PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

___________________________
KELLY M. CHELIN, CITY CLERK

APPROVED AS TO FORM:

___________________________
SCOTT MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: ____________
PASSED BY THE CITY COUNCIL: ____________
PUBLISHED: ____________________________
EFFECTIVE DATE: ______________________
RESOLUTION NO.: ______________________

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**Clemans Right-of-Way Dedication**

1. **Parties**
   
   This Right-of-Way Dedication ("Dedication") is granted and made by Thomas E. Clemans and Deborah L. Clemans, husband and wife ("Clemans"), to and for the benefit of the City of Mill Creek, a Washington municipal corporation having its principal place of business at 15728 Main Street, Mill Creek, Washington, 98012 ("Mill Creek" or "City"). Clemans and Mill Creek may be referred to herein as the "Parties".

2. **Recitals**

   2.1 Clemans is the owner in fee simple of the property described in attached Exhibit A ("Property"). Clemans desires to dedicate a portion of the Property to Mill Creek for public right-of-way purposes, and Mill Creek desires to accept such dedication.

3. **Dedication of Land for Right of Way Purposes**

   NOW THEREFORE, for Ten Dollars and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by Clemans, Clemans makes the following
dedication to Mill Creek for the purposes set forth below:

3.1 Clemans hereby dedicates that portion of the Property legally described in Exhibit B and depicted on Exhibit C ("Dedication Area") to Mill Creek for the use of the City and public forever, including all public road and right-of-way uses, sidewalk, trail, bicycle and commuter uses, utility and franchise uses, and all other related facilities, purposes and uses (collectively "Right-of-Way Facilities"); and together with the right to construct, repair, maintain, improve, replace and alter the Right-of-Way Facilities; and further together with the right to make all necessary slopes for cuts and fills in the original grading and reasonable re-grading of the Right-of-Way Facilities; and further together with the right to drain the Dedication Area over and across the Property where water or surface water might take a natural course.

3.2 Following the original grading of the Dedication Area and installation of Right-of-Way Facilities, no drainage waters on the Property shall be collected, diverted or blocked from their natural course so as to discharge upon the Dedication Area nor to hamper, impair the function or use of, or damage the Right-of-Way Facilities. Enclosing of drainage water in culverts, ditches, troughs or drains, or rerouting thereof across the Property as may be undertaken by or for the owner of the Property shall be done by and at the expense of such owner.

3.3 Clemans shall have no rights in, to or concerning the Dedication Area upon execution of this Dedication, provided that the owner of the Property shall have a reversionary right in the event the Mill Creek City Council upon due action vacates and releases forever all public and City uses of the Dedication Area. Without limiting the foregoing, Mill Creek shall have the right to grant easements or licenses to third-parties for the use of the Dedication Area.

3.4 This Dedication shall be a covenant running with the Property for the benefit of Mill Creek and on behalf of the public, and shall be binding in perpetuity on all subsequent owners, successors and assigns.

3.5 Clemans warrants to Mill Creek that Clemans holds all of the fee simple title in and to the Property and the Dedication Area at the time of executing this Dedication, and has taken all steps necessary to authorize its transfer to Mill Creek.

3.6 Neither Party shall be deemed the drafter of this document, and the Parties intend that this Dedication shall be construed in furtherance of its stated uses and purposes.

3.7 This Dedication shall be effective on date accepted by action of the Mill Creek City Council and shall be evidenced by the signature of the City Manager below. This Dedication shall be recorded by Mill Creek in the real property records of Snohomish County, Washington.

In witness whereof, this Dedication is executed by Clemans on the date stated below:

GRANTORS
Thomas E. Clemans and Deborah L. Clemans, husband and wife

________________________________________  ____________________________
Thomas E. Clemans                      Date

________________________________________  ____________________________
Deborah L. Clemans                      Date

CLEMANS TO MILL CREEK DEDICATION DEED - Page 2 of 4
721534.2/014455.00046  036
STATE OF WASHINGTON )
COUNTY OF SNOHOMISH )

I certify that I know or have satisfactory evidence that Thomas E. Clemans is the person who appeared before me, and said person acknowledged that he signed the instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: _______________, 2016.

__________________________
Print Name: _______________________

NOTARY PUBLIC in and for the State of Washington, residing at ____________
My Appointment expires: _______________

(Use this space for notarial stamp/seal)

STATE OF WASHINGTON )
COUNTY OF SNOHOMISH )

I certify that I know or have satisfactory evidence that Deborah L. Clemans is the person who appeared before me, and said person acknowledged that she signed the instrument and acknowledged it to be her free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: _______________, 2016.

__________________________
Print Name: _______________________

NOTARY PUBLIC in and for the State of Washington, residing at ____________
My Appointment expires: _______________

(Use this space for notarial stamp/seal)
Accepted on behalf of the City of Mill Creek
pursuant to action of the Mill Creek City Council:

______________________________  _______________________
Rebecca Polizzotto, Mill Creek City Manager  Date

Attest:

______________________________
Kelly Chelin, Mill Creek City Clerk

Approved as to Form:

______________________________
Scott M. Missall, Mill Creek City Attorney
EXHIBIT A

LEGAL DESCRIPTION OF ENCUMBERED PROPERTY

(PER DEED OF TRUST RECORDED UNDER AFN 200510200225)

BEGINNING AT THE NORTHWEST CORNER OF SECTION 32, TOWNSHIP 28 NORTH, RANGE 5 EAST, W.M., IN SNOHOMISH COUNTY, WASHINGTON;
THENCE SOUTH 30.00 FEET;
THENCE SOUTHERLY 89°30'30" EAST 1,415.48 FEET TO THE TRUE POINT OF BEGINNING;
THENCE CONTINUE SOUTH 89°30'30" EAST 111.66 FEET;
THENCE SOUTH 0°49'50" EAST 450 FEET;
THENCE NORTH 89°30'30" WEST 111.66 FEET;
THENCE NORTH 0°49'50" WEST 450 FEET TO THE POINT OF BEGINNING;
EXCEPT THE NORTH 15 FEET THEREOF CONVEYED TO SNOHOMISH COUNTY FOR ROAD PURPOSES BY DEED RECORDED UNDER RECORDING NUMBER 8407050189.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

AGENDA ITEM #A.

Ordinance to Approve the Final Plat of Crestview Village and...
EXHIBIT B
LEGAL DESCRIPTION OF DEDICATION

THE NORTH 96.00 FEET OF THE WEST 34.00 FEET OF THE FOLLOWING DESCRIBED PARCEL:
BEGINNING AT THE NORTHWEST CORNER OF SECTION 32, TOWNSHIP 28 NORTH, RANGE 5 EAST, W.M., IN
SNOHOMISH COUNTY, WASHINGTON;
THENCE SOUTH 30.00 FEET;
THENCE SOUTHERLY 89°30'30" EAST, PARALLEL TO THE NORTH LINE OF SAID NORTHWEST QUARTER OF
SECTION 32, 1,415.48 FEET TO THE TRUE POINT OF BEGINNING;
THENCE CONTINUE SOUTH 89°30'30" EAST 111.66 FEET;
THENCE SOUTH 0°49'50" EAST 450 FEET;
THENCE NORTH 89°30'30" WEST 111.66 FEET;
THENCE NORTH 0°49'50" WEST 450 FEET TO THE POINT OF BEGINNING;
EXCEPT THE NORTH 15 FEET THEREOF CONVEYED TO SNOHOMISH COUNTY FOR ROAD PURPOSES BY
DEED RECORDED UNDER RECORDING NUMBER 8407050189, DESCRIBED AS FOLLOWS:
CONTAINING AN AREA OF 3,775 S.F. MORE OR LESS.
EXHIBIT C
DEPICTION OF DEDICATION

132ND ST SE

GRAPHIC SCALE
1"=40'

THIS EXHIBIT HAS BEEN PREPARED TO ASSIST IN THE INTERPRETATION OF THE ACCOMPANYING LEGAL DESCRIPTION. IF THERE IS A CONFLICT BETWEEN THE WRITTEN LEGAL DESCRIPTION AND THIS SKETCH, THE LEGAL DESCRIPTION SHALL PREVAIL.

www.axismap.com

15241 NE 90TH ST
REDMOND, WA 98052
TEL. 425.823--5700
FAX 425.823--6700
AGENDA ITEM: EMPLOYEE PRESENTATION – LEAN IMPLEMENTATION AND CUSTOMER SERVICE KAIZEN.

KEY FACTS AND INFORMATION SUMMARY: The City began implementation of a continuous process improvement program in June, 2015. To facilitate implementation of this program, the City has partnered with the State Auditor’s Office to implement the Lean Management System. This management system is tailored to government services. The goal of Lean is to have employees identify inefficient processes and make recommendations for improvements that will result in resource savings.

The first step in the implementation of the Lean Management System was to provide training to all of the City’s managers and directors. Next, several City employees received the training. The Leadership Team then identified the first service/process to be reviewed under the Lean system. The Team selected the customer service functions for review. Finally, the City was ready to conduct the first Kaizen which occurred during the week of December 7, 2015.

Staff participating in the Kaizen took the work seriously and worked extremely hard to develop recommendations for consideration. Staff is excited to share the process and recommendations with the Council.

CITY MANAGER RECOMMENDATION: The City Manager recommends implementing the recommendations of the Customer Service Kaizen Team.

ATTACHMENTS:

Lean Presentation

Respectfully Submitted:

Rebecca C. Polizzotto
City Manager
Lean is a set of *principles* and *tools* that help people *learn-to-see* and *eliminate waste* following a *methodology* that is *customer focused* and *employee driven*.

Creating flow through the elimination of waste.

Lean focuses on **VALUE** as defined by the *Customer*.

- **Value Added**
- **Non-Value**
- **Non-Value Required**
CPI is a management philosophy that embraces the belief that an organization can be improved dramatically through three lenses:

**Customer Focus**
*Every process has a customer.*

**Identification and elimination of waste***
There are many things we can do to improve our results (from macro processes to daily work).

**Employee involvement**
Employees at all levels of the organization have the insights to transform the organization.

**Employee DRIVEN & Stakeholder involvement.**

*Elimination of waste is also known as process improvement.*
Statements to Embrace

- Lean is 90% culture/people-based and 10% tools-based.
- Lean doesn’t solve all problems.
- Transformation takes time.
- Lean is simple, but it’s not easy.
Lean creates:

- Employee empowerment
- Organizational capacity
- Sustainable success

Lean is a holistic approach to reduce the unnecessary and increase the value.

Short-term fixes
Bureaucracy
Waste
What differentiates Lean?

- **Lean Culture**
  - builds continuous improvement culture by empowering workforce to own the process and its effectiveness

- **Long Term Focus**
  - lives longer than the “flavor of the month”
  - keeps all eyes on what matters through metrics & visual systems
  - aligns with organizational strategic goals

- **Action Oriented**
  - emphasizes “doing” over “planning”
  - delivers fast-results to build momentum & learn from mistakes
  - focuses on immediate, real-time, small changes
Lean Principle

Lean is a journey and a long term commitment.

Based on continuous process improvements made through small process changes that have big impact on performance.
Leadership commitment and support are critical for successful process improvement initiatives:

- Select where to focus improvement efforts
- Define process excellence and set clear goals
- Actively participate in process improvement events
- Assign staff and resources with realistic expectations
- Provide visible support for process improvement efforts
- Monitor progress and hold people accountable
- Clear obstacles to successful implementation
- Recognize and celebrate accomplishments
Lean Implementation and Customer Service Kaizen (Rebecca C. ...
Lean focuses on *VALUE* as defined by the Customer.

All process activities/tasks fall into one of three categories:

- **Value Added**
- **Non Value**
- **Non Value Required**
Value Added Analysis

- **Value Added**
  - The customer must recognize the task as important (enough to pay for it).
  - The product or service must physically change or transform.
  - The task is done right the first time.

- **Non Value Added**
  - Waste. A process step that adds no value to the product or service.
  - Does the customer want to pay for this? Can the supplier eliminate it?

- **Non Value Added, but Required**
  - A process step that adds no value to the product but is currently required to produce the product or service. A required law, regulation, rule etc. Internal or external.
Focus of Lean is eliminating *WASTE* in a process.

Waste = anything other than the minimum amount of product or service value.

- Errors
- Waiting
- Excess Processing
- Communication
- Motion
- Non-used Talent
- Missing Information
Everyone who's ever taken a shower has an idea.

It's the person who gets out of the shower, dries off and does something about it who makes a difference.

Nolan Bushnell
Byproducts of Lean “process” improvements.

Continuous improvement addresses issues people care about the most and changes the culture to a team learning environment.

- Increases customer satisfaction
- Motivates employees
- Grows capacity
- Benefits community
Our Chosen Lean Tool: Kaizen

Translated:

- **Kai** = "change"
- **zen** = "good" (for the better)

- Gradual, orderly, and continuous improvement
- Ongoing improvement involving everyone

- **Hard Work**
  - Courage
  - Humility
For a successful Lean start ....

- Problems & Targets for Improvement
- Leadership, leadership, leadership
- Permission to make mistakes
- Resources
- Job security
The Team

Sponsor  •  Rebecca Polizzotto
Team Lead  •  Michele Miller

Members:
- Gina Pfister
- Kim Mason-Hatt
- Michelle Conner
- Kristen Rasmussen
- Denise Gilbertson
- Christi Amrine

Facilitator  •  Debra Hentz
Sponsor

- Management supporter of improvement event.
- Provides direction and removes barriers to implementation.

Team Lead

- Keeps team in alignment with charter goals and boundaries.
- Responsible for driving implementation post-event.
- Subject Matter Experts that understand current process and design improvements.
- Assist with implementation.

- Subject Matter Experts, Process Co-Owners, and others who are “on call” during the event.
Project Charter

- Goals and Targets
- Team Identification
- Implementation Timeline
- Boundaries for Recommendations
- Stakeholder Engagement and Representation
**Subject**  
Walk-In/Phone-In Customer Service  
**Date:** 12/03/2015

### Background

*Include current condition, why a priority now, cost of current condition and any important details about the specific process/issue.*

- A staffing reorganization and upcoming City Hall and Annex renovation provides an opportunity to improve customer service by using Lean Methodology & Tools.
- Customer service functions are dispersed among all departments in the City.
- A planned City Hall and Annex renovation will result in employees and departments being spread between the existing City Hall and the renovated Annex space.

### Targets (what/how much/by when)

- Design workflows so that customer’s first contact at the City will be able to provide meaningful assistance.
- Minimize the number of “lost” customers or need to redirect customers from one building to another.
- Minimize number of contacts for customers needed to transact intended business.
- Minimize waiting time between the time the person has made contact with a staff person and the time they can begin their business transaction.
- Enhance/Improve the customer experience for walk-in/phone-in customers (transfer procedures).
- Achieve staff efficiency in processing/providing customer service.  
  (Timing – have procedures in place in conjunction with employees moving to new locations)

### Boundaries

*What is relevant to the subject, but not included at this time? These are usually exceptions to the rule or corner cases that add confusion.*

- Segregation of duties to maintain proper financial controls must exist.
- No new positions or position eliminations that result in employee layoffs will result from this study.
- Consider balance of customer service efficiency and staff efficiency in processing.
- Limited to customers within City Hall and Annex Building.
- If additional expenditures are recommended, justify with efficiencies and/or offsetting savings (e.g. free up staff time to work on other priorities).

### Timeline

- **Preparation:** Leadership Training (Complete)  
- **Staff Training:** November 9th and 10th  
- **Kaizen:** Dec 7th - 11th

### The Team

- **Sponsor:** City Manager’s Office  
- **Team leader:** Michele M.  
- Kaizen team members include the following:
  - Gina  
  - Kristen  
  - Michele M.  
  - Kim  
  - Denise  
  - Christi  
  - Michelle C.

**Stakeholders:** walk-in/phone-in Customers  
All City departments
| Day 1 | Create process map  
| Define metrics and set baseline |
| --- | --- |
| Day 2 | Conduct value, waste, and flow analysis  
| Determine root cause analysis |
| Day 3 | Brainstorm possible solutions  
| Pick solutions  
| Create future state map |
| Day 4 | Implement recommendations or create plan  
| Verify changes with process co-owners |
| Day 5 | Establish communication plan  
| Present recommendations to key stakeholders  
| Create check-in schedule |
Day One: Process Mapping

Purpose

To understand all of the steps involved in a process and to analyze each step for value according to the customer’s perspective. Directly attacks and eliminates waste to free up capacity in an organization.
Day Five: Report Recommendations
Lean is simple, but it is not easy.
King County Equipment Storage

One of 3 - 20,000 square foot facilities
Recommendations

Stay tuned for the big reveal.
January 26
AGENDA ITEM: EMPLOYEE PRESENTATION – PROPOSED IMPLEMENTATION OF A TRAFFIC SAFETY PROGRAM.

KEY FACTS AND INFORMATION SUMMARY: The City Council has expressed concerns regarding various traffic safety issues throughout the City. Such concerns include lack of police presence in school zones, speeding, and traffic congestion at intersections such as Bothell Everett Hwy/164th. The staff has spent several months researching options and will present their recommendations at the January 26 council meeting.

CITY MANAGER RECOMMENDATION: The City Manager recommends forming a dedicated traffic unit to address City Council and community concerns regarding traffic safety in Mill Creek. The unit can be funded within the existing budget at minimal additional cost.

ATTACHMENTS:
Traffic Safety Power Point Presentation

Respectfully Submitted:

Rebecca C. Polizzotto
City Manager
Proposal to Address Mill Creek City Council Traffic Safety Concerns
PURPOSE

• A traffic accident is more likely to negatively impact our citizens than any other event.

• With a proactive traffic enforcement program, the City of Mill Creek Police Department can enhance the safety of our citizens.
PROGRAM GOALS

• Reduce traffic related incidents via driver education and enforcement of State and Municipal traffic laws.

• Enhance quality of life for our residents and visitors by increasing pedestrian and motorist safety.

• Work with outside agencies, becoming more involved in WTSC and building regional partnerships.
### Mill Creek Accidents
(Jan 2011 – June 2015)

<table>
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<tr>
<th>Reported Collisions</th>
<th>Fatal</th>
<th>Serious Injury</th>
<th>Hit and Run</th>
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<tbody>
<tr>
<td>975</td>
<td>6</td>
<td>42</td>
<td>197</td>
</tr>
</tbody>
</table>
2015 ACCIDENT STATISTICS

262 Total City-Wide Accidents

- 66 - Bothell Everett Highway (SR 527)
- 55 - 132nd St SE (SR 96)
- 21 - Seattle Hill Road
- 12 - Village Green Drive/Mill Creek Blvd
- 21 - 35th Ave SE
- 26 – 164th St SE
## RESOURCE ALLOCATION – 2015 Officer Activity

<table>
<thead>
<tr>
<th>Officer</th>
<th>Traffic Infraction</th>
<th>Non-Traffic Infraction</th>
<th>Criminal Traffic</th>
<th>Non-Traffic Criminal</th>
<th>Total Tickets</th>
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<td>3</td>
<td>7</td>
<td>12</td>
<td>27</td>
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<td>Totals</td>
<td>567</td>
<td>14</td>
<td>142</td>
<td>122</td>
<td>845</td>
</tr>
</tbody>
</table>
HOW A DEDICATED TRAFFIC UNIT WILL SERVE OUR CITIZENS

• Availability for citizen traffic complaints
• High congestion traffic control (164th St SE)
• Accident reduction through proactive enforcement
• Special event traffic control
• School zone safety enforcement
• Bike lane safety enforcement
• Crosswalk safety enforcement
• Speed limit enforcement
• Engineering support
• Nature trail enforcement (23 miles)
• Commercial motor vehicle enforcement
SNOCOM CITIES WITH DEDICATED TRAFFIC UNITS

Cities With Units
- Mountlake Terrace
- Edmonds
- Mukilteo
- Lynnwood

Cities Without Units
- Brier
- Woodway
- Mill Creek
MILL CREEK POLICE DEPARTMENT
TRAFFIC UNIT

Resources:
• Two Officers
• Unmarked Patrol Vehicle
• Police Motorcycle

Cost:
• Vehicle - $5,000
• Motorcycle Unit - $25,000
• Total Station - $35,000

Potential Grant Funding:
• Mukilteo PD - $9,000
• Lynnwood PD - $434,000
FORMULA FOR SUCCESS

Existing Resources + Small Investment = Safer Community
QUESTIONS?
CITY COUNCIL AGENDA SUMMARY
City of Mill Creek, Washington

AGENDA ITEM: SUPPLEMENTAL APPOINTMENTS: 2016 COUNCIL LIAISON POSITIONS.

KEY FACTS AND INFORMATION SUMMARY: Pursuant to the City of Mill Creek’s Governance Manual, the City Council is to select individual council liaison roles to regional bodies, and community organizations, based upon the desire, qualifications and skills of interested Councilmembers. It is the duty of staff and Council who represent the City to advocate positions that are consistent with City policies, projects and plans. (See section 1.3.5, 1.3.6 and 1.3.7 of the City of Mill Creek Manual of City Governance).

It is customary for the Council to renew and/or revise liaison appointments at the beginning of a calendar year. At their January 5, 2016 meeting, the City Council reviewed and updated such appointment list. Since that meeting, supplemental appointments have come to the attention of the City Manager. The additional appointments are: (1) SERS; (2) AWC Scholarship Committee; and (3) SCCIT.

CITY MANAGER RECOMMENDATION: N/A

ATTACHMENTS:
The current 2016 Liaison Assignments List is attached for Council’s reference.

Respectfully Submitted:

Rebecca C. Polizzotto
City Manager
### 2016 City Assignments List

<table>
<thead>
<tr>
<th>Board/Commission/Committee</th>
<th>Meeting Date/Time &amp; # Meetings Annually</th>
<th>Staff Representatives</th>
<th>2016 Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art/Beautification Advisory Board</td>
<td>2nd Weds/4:00 p.m. (12 mtgs)</td>
<td>Kelly Chelin</td>
<td>Donna Michelson, Mark Bond*</td>
</tr>
<tr>
<td>Joint Fire Board</td>
<td>Quarterly/8:00 a.m. (4 mtgs)</td>
<td>City Manager</td>
<td>Mark Bond, Pam Pruitt, Vince Cavaleri*</td>
</tr>
<tr>
<td>Mayors Lunch Meetings</td>
<td>1st Weds/12 noon (12 mtgs)</td>
<td>N/A</td>
<td>Pam Pruitt</td>
</tr>
<tr>
<td>Parks and Recreation Board</td>
<td>1st Weds/5:00 p.m. (12 mtgs)</td>
<td>Tom Gathman</td>
<td>Sean Kelly, Vince Cavaleri*</td>
</tr>
<tr>
<td>Personnel Committee</td>
<td>Mid-year/year-end (5 mtgs)</td>
<td>N/A</td>
<td>Mike Todd, Donna Michelson, Mark Bond</td>
</tr>
<tr>
<td>Puget Sound Regional Council</td>
<td>Annually</td>
<td>Tom Rogers</td>
<td>Pam Pruitt</td>
</tr>
<tr>
<td>SNOCOM</td>
<td>3rd Thurs/8:30 a.m. (12 mtgs)</td>
<td>Chief of Police</td>
<td>Pam Pruitt</td>
</tr>
<tr>
<td>Snohomish County Tomorrow (SCT) Steering Committee</td>
<td>4th Weds/6:00 p.m. (12 mtgs)</td>
<td>Tom Rogers</td>
<td>Brian Holtzclaw, Pam Pruitt*</td>
</tr>
<tr>
<td>WRIA 8 Forum</td>
<td>3rd Thurs/every other month 3:00-5:15 pm (6 mtgs) January 15, March 19, May 21, July 16, September 17, October 9 and November 19</td>
<td>Scott Smith</td>
<td>Sean Kelly, Vince Cavaleri*</td>
</tr>
</tbody>
</table>

*alternate
| Snohomish Health Board  
(1 rep for Bothell, Brier & Mill Creek) | 2nd Tues/3:00-5:00 p.m.  
(12 mtgs) | N/A | Mark Bond |
|----------------------------------------|--------------------------------------|-----|-----------|
| Mill Creek Business Association | 3rd Tues/12 noon  
(12 mtgs) | Tom Rogers  
Kelly Chelin | Pam Pruitt |
| Community Transit | 1st Thurs/3:00 p.m.  
(12 mtgs) | N/A | Mike Todd |
| Snohomish County Cities & Towns  
(SCC) | 3rd Thurs  
Typically: 5:30 p.m. social  
6:00 p.m. dinner  
(12 mtgs) | N/A | Mike Todd |
| Alliance for Housing Affordability  
(AHA) | Monthly; then Quarterly | Tom Rogers | Brian Holtzclaw |
| SERS | 1st Tuesday of each month | Police Chief |
| SCCIT | Monthly | Scott Smith |
| AWC Scholarship Committee | Annually | Kelly Chelin |

*alternate
Date: January 26th, 2016

<table>
<thead>
<tr>
<th>Dated</th>
<th>Check Numbers</th>
<th>Amount</th>
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<tr>
<td>12/31/2015</td>
<td>2015 Expenditures* 54805-54873</td>
<td>$325,664.90</td>
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</tbody>
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Total

$325,664.90

 Voided Checks

<table>
<thead>
<tr>
<th>Numbers</th>
<th>Explanation</th>
</tr>
</thead>
</table>

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 54805 through 54873, in the amount of $325,664.90.

We recommend approval of the above stated amount with the following exceptions:

______________________________
Councilmember

______________________________
Councilmember

______________________________
Finance Director

______________________________
City Manager
# Accounts Payable

Checks by Date - Detail by Check Date

**User:** jodieg  
**Printed:** 1/21/2016 6:53 AM

## CITY OF Mill Creek, WA

### Void Checks

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<th>Check No</th>
<th>Vendor No</th>
<th>Vendor Name</th>
<th>Check Date Reference</th>
<th>Void Checks</th>
<th>Check Amount</th>
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<td>1,310.88</td>
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<td>54807</td>
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<td>12/31/2015</td>
<td>0.00</td>
<td>42,456.64</td>
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<td>54808</td>
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**AP Checks by Date - Detail by Check Date (1/21/2016 6:53 AM)**

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Total for 12/31/2015: 325,664.90

Report Total (69 checks): 325,664.90

AP Checks by Date - Detail by Check Date (1/21/2016 6:53 AM)
Date: January 26th, 2016

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**Voided Checks**

<table>
<thead>
<tr>
<th>Numbers</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CLAIMS APPROVAL**

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of $276,245.48.

We recommend approval of the above stated amount with the following exceptions:

[Signatures]

Councilmember

Councilmember

[Signatures]

Finance Director

City Manager
## Validator Summary Report

**Report Date:** 01/15/2016  
**Report Time:** 10:27:13 AM  
**Import Date:** 01/15/2016  
**Import Time:** 10:27:10  
**Customer:** City of Mill Creek  
**User:** JOSHROUNDY  
**File:** jan202016

### Exception List:

<table>
<thead>
<tr>
<th>Rec #</th>
<th>Name</th>
<th>ID Number</th>
<th>Amount</th>
<th>D/C</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Total Batches in File:** 1  
- **Total Records In File:** 136  
- **Total Accepted Debit Amount:** $0.00  
- **Total Accepted Credit Amount:** $153,575.93  
- **Total Accepted Dollar Amount:** $153,575.93  
- **Total Accepted Debit Amount:** $0.00

- **Total Batches Accepted:** 1  
- **Total Batches Rejected:** 0  
- **Total Records Accepted:** 136  
- **Total Records Rejected:** 0  
- **Total Accepted Dollar Amount:** $153,575.93  
- **Total Rejected Dollar Amount:** $0.00
Payroll
Deduction Register - Totals Only

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>MEBTA1: MEBT Add &lt; 10% - Employee</td>
<td>176.42</td>
</tr>
<tr>
<td>MEBTA2: MEBT Add &gt;10% - Employee</td>
<td>361.20</td>
</tr>
<tr>
<td>MEBTAA: MEBT Additional Amount</td>
<td>200.00</td>
</tr>
<tr>
<td>MEBT: MEBT - Employee</td>
<td>14,335.46</td>
</tr>
<tr>
<td>MEBTER: MEBT - Employer</td>
<td>13,496.16</td>
</tr>
<tr>
<td>MEBT: MEBT Medicare-EE</td>
<td>37.30</td>
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<tr>
<td>MEBTMR: MEBT Medicare-ER</td>
<td>37.30</td>
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<tr>
<td>MEBTPS: MEBT Premium $S</td>
<td>1,897.96</td>
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<td><strong>Report Total:</strong></td>
<td>30,541.80</td>
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User: brooklyn
Printed: 1/21/2016 - 3:38 PM
Check Date Range: All
Period End Range: 01/01/2016 to 01/15/2016
Batch Info: All
Deductions: MEBTA1, MEBTA2, MEBTAA, MEBT, MEBTER, MEBTME, MEBTMR, MEBTPS
Totals Only
### Validator Summary Report

**Import Date:** 01/21/2016  
**Import Time:** 16:53:40  
**Customer:** City of Mill Creek  
**User:** JOSHROUNDY  
**File:** special pay - landy and cherise

#### Exception List:

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<tr>
<th>Rec #</th>
<th>Name</th>
<th>ID Number</th>
<th>Amount</th>
<th>D/C</th>
<th>Comments</th>
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<tr>
<td>0</td>
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</table>

- **Total Batches Accepted:** 1
- **Total Batches Rejected:** 0
- **Total Records Accepted:** 2
- **Total Records Rejected:** 0
- **Total Accepted Debit Amount:** $0.00  
- **Total Accepted Credit Amount:** $7,886.65  
- **Total Rejected Dollar Amount:** $0.00

**Report Date:** 01/21/2016  
**Report Time:** 04:53:42 PM

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<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>DCARE: Day Care Premium S’s</td>
<td>566.00</td>
</tr>
<tr>
<td>DEFDAY: Def. Day Care - EE</td>
<td>135.00</td>
</tr>
<tr>
<td>DEFHEA: Def Health Care-EE</td>
<td>888.41</td>
</tr>
<tr>
<td>HCARE: Health Care Premium S’s</td>
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<tr>
<td><strong>Report Total:</strong></td>
<td><strong>1,739.78</strong></td>
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</table>
ASSOCIATION OF WASHINGTON CITIES
MILL CREEK, CITY OF

ACCOUNT SUMMARY - contains all changes to this account as of 01/08/2016 02:36:14 PM

Fund: 100

Account Number: 186 L

BILL MONTH: 01/2016
COVERAGE MONTH: 01/2016
PAYMENT DUE BY: 01/10/2016
CURRENT BILLING AMOUNT: $80,993.38
PRIOR OVERAGE OR SHORTAGE: $0.00
ADJUSTMENTS:
TOTAL AMOUNT DUE: $80,993.38

<table>
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<tr>
<th>Fund</th>
<th>Account Number</th>
<th>Bill Month</th>
<th>Amount Paid</th>
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</thead>
<tbody>
<tr>
<td>100</td>
<td>186 L</td>
<td>01/2016</td>
<td>$80,993.38</td>
</tr>
</tbody>
</table>

If you have questions concerning your billing, please contact the Association of Washington Cities Office at (800) 562-8981 or (360) 753-4137 or Northwest Administrators, Inc. at (206) 726-3345.

MAIL PAYMENT TO: If payment is made by check, please print a copy of this page and mail it with your payment to the following address.

ASSOCIATION OF WASHINGTON CITIES
PO BOX 84303
SEATTLE, WA 98124-5603
Payroll
Deduction Register - Totals Only

User: brooklynl
Printed: 1/21/2016 - 3:43 PM
Check Date Range: All
Period End Range: 01/01/2016 to 01/15/2016
Batch Info: All
Deductions: DEFICM, ICMA Totals Only

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>DEFICM</td>
<td>1,085.21</td>
</tr>
<tr>
<td>ICMA</td>
<td>422.73</td>
</tr>
</tbody>
</table>

Report Total: 1,507.94
CALL TO ORDER BY CITY CLERK
City Clerk Kelly Chelin called the meeting to order at 6:00 p.m.

FLAG SALUTE
Flag Salute was conducted.

OATH OF OFFICE
City Clerk Kelly Chelin read the oath of office to newly-elected Councilmembers:
Vince Cavaleri, Mike Todd and Mark Bond.

ROLL CALL
Roll was called by the City Clerk with all Councilmembers present.

AUDIENCE COMMUNICATION
Larry W. (Spelling not confirmed)
1001 East Marine View Drive
Larry spoke about the Academic Link Outreach program and passed out a draft resolution for the Council to consider.

ELECTION OF MAYOR
City Clerk Kelly Chelin conducted the election of Mayor.

NOMINATION: Councilmember Bond nominated Councilmember Pruitt for the position of Mayor, Councilmember Cavaleri seconded the nomination.

NOMINATION: Councilmember Michelson nominated Councilmember Todd for the position of Mayor, Councilmember Kelly seconded the nomination.

After no further nominations, the nominations were closed.
Councilmember Todd and Councilmember Pruitt’s names were highlighted on the paper ballot and passed out to the Councilmembers for voting.

City Clerk Kelly Chelin counted the votes (with City Manager Polizzotto as witness) and read aloud the votes for Councilmember Todd and Councilmember Pruitt.

Councilmember Todd received 2 votes for the position of Mayor. The 2 votes in favor were Councilmember Michelson and Councilmember Todd.

Councilmember Pruitt received 5 votes for the position of Mayor. The 5 votes in favor were Councilmember Kelly, Councilmember Pruitt, Councilmember Holtzclaw, Councilmember Cavaleri and Councilmember Bond.

**OATH OF OFFICE**
City Clerk Kelly Chelin read the oath of office to newly elected Mayor Pam Pruitt.

**ELECTION OF MAYOR PRO TEM**
Mayor Pruitt conducted the election of the Mayor Pro Tem.

**NOMINATION:** Councilmember Cavaleri nominated Councilmember Holtzclaw for the position of Mayor Pro Tem, Councilmember Kelly seconded the nomination.

After no further nominations, the nominations were closed.

Councilmember Holtzclaw’s name was highlighted on the paper ballot and passed out to the Councilmembers for voting.

City Clerk Kelly Chelin counted the votes (with City Manager Polizzotto as witness) and read aloud the votes for Councilmember Holtzclaw.

Councilmember Holtzclaw received 7 votes for the position of Mayor Pro Tem. The vote was unanimous.

**OATH OF OFFICE**
City Clerk Kelly Chelin read the oath of office to newly elected Mayor Pro Tem Brian Holtzclaw.

**NEW BUSINESS**
**Legislative Update from Representative Mark Harmsworth**

Representative Harmsworth discussed priorities and topics for the legislative session with the Council.
City Assignments for 2016

The following agenda summary information was presented:
Pursuant to the City of Mill Creek’s Governance Manual, the City Council is to select individual council liaison roles to regional bodies, and community organizations, based upon the desire, qualifications and skills of interested Councilmembers. It is the duty of staff and Council who represent the City to advocate positions that are consistent with City policies, projects and plans.

It is customary for the Council to renew and/or revise liaison appointments at the beginning of a calendar year.

Council reviewed the list and made edits to the assignments.

MOTION: Councilmember Todd made a motion to accept the 2016 City Assignments List as amended by discussion the Council just had, Councilmember Cavaleri seconded the motion. The motion passed unanimously.

CONSENT AGENDA
Payroll and Benefit ACH Payments in the Amount of $296,641.24.
(Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd)

There were no exceptions by the audit committee.

MOTION: Councilmember Todd made a motion to approve the consent agenda, Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

REPORTS:
Mayor Pruitt reported that she would like to hear from Everett School District before making a decision on the Academic Link Outreach program.

Councilmember Kelly reported that the Park and Recreation Board meeting has been canceled due to the Police Chief reception tomorrow night.

Mayor Pruitt reminded Council to bring their calendars to the next meeting to set a retreat date.

Councilmember Michelson also asked the Personnel Committee to bring their calendars to set up a meeting for the committee.

Mayor Pro Tem Holtzclaw reported that he would like a few minutes on the next Council agenda to discuss a report from Snohomish County Tomorrow.

Councilmember Todd reported on the Economic Alliance Snohomish County meeting he attended this morning.
City Manager Polizzotto reported on the “Put Mill Creek on the Map” program. She thanked Planning Specialist Sherrie Ringstad for her work on this great program. Also, she reported that the Interim Police Chief will be holding Police Department Town Hall meetings on February 16 and February 18. Lastly, she reported that the City will be holding a public reception tomorrow night at City Hall to meet the Police Chief candidates.

ADJOURNMENT
The Mayor adjourned the meeting at 7:22 p.m.

________________________________________
Pam Pruitt, Mayor

________________________________________
Kelly M. Chelin, City Clerk
CALL TO ORDER
Mayor Pruitt called the meeting to order at 6:00 p.m.

FLAG SALUTE
Flag Salute was conducted.

ROLL CALL
Roll was called by the City Clerk with all Councilmembers present.

Note: Councilmember Kelly arrived at 6:02 p.m.

AUDIENCE COMMUNICATION:
There were no comments from the audience.

PRESENTATIONS
Employee Recognition
(Rebecca C. Polizzotto, City Manager)

Milton Thompson, Building Inspector – 10 years of service
Denise Gilbertson, Records Technician – 10 years of service
Bart Foutch, Police Sergeant – 10 years of service
Kim Mason-Hatt, Administrative Assistant – 15 years of service
Kelly Chelin, Director of Public Information/City Clerk – 15 years of service

NEW BUSINESS:
132nd Street Corridor and East Gateway Urban Village (EGUV) Visioning Workshop
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:
On October 6, 2015, the City Council authorized the City Manager to negotiate and execute a contract with ECONorthwest for a market feasibility and fiscal impact study for the 132nd Street Corridor. The contract was executed, and on October 27, 2015, the project was initiated with an introductory presentation to the City Council. On December 8, 2015, ECONorthwest presented the
market feasibility portion of the study. The next step in the project is for the Council to discuss its vision for the future of the EGUV.

ECONorthwest will facilitate the above-referenced discussion with the City Council. In preparation for this meeting, the City Council is asked to review and be prepared to discuss the following questions:

- What City goals would you like to achieve through the development of the EGUV? How will the City be better in the future because of the development?
- What are the words you would use to characterize a successful EGUV site?
- What would the successful development of the remaining EGUV sites look like? Can you picture the types of buildings, uses or businesses that best capture your EGUV vision?
- How should the EGUV relate to neighboring properties and the surrounding area?

Discussion.
The Council held a lengthy session and discussed their vision for the 132nd corridor with the consultant. The consultant will come back to the Council at a future meeting with recommendations.

Summary of 2015 Snohomish County Tomorrow Growth Monitoring Report
(Brian Holtzclaw, Mayor Pro Tem)

The following agenda summary information was presented:
Snohomish County Tomorrow (SCT) annually prepares a report on growth trends in Snohomish County. The report is mandated by the Growth Management Act. On December 2, 2015, the 2015 SCT Growth Monitoring Report was presented to the SCT Steering Committee. Mayor Pro Tem Holtzclaw is the City’s representative on the Steering Committee and will present a summary of the report.

Discussion.
Council discussed the report.

CONSENT AGENDA
Approval of Checks #54686 through #54804 and ACH Wire Transfers in the Amount of $340,089.20.
(Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd)

Payroll and Benefit ACH Payments in the Amount of $256,933.65.
(Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd)

Council Meeting Minutes of December 8, 2015

Council Meeting Minutes of December 22, 2015

There were no exceptions from the audit committee.
MOTION: Mayor Pro Tem Holtzclaw made a motion to approve the consent agenda, Councilmember Todd seconded the motion. The motion passed unanimously.

REPORTS
Mayor Pruitt reminded Council about the Snohomish County Cities dinner on January 21 at the Mill Creek Country Club.

Councilmember Bond reported that he attended his first Snohomish Health District meeting today as the new representative.

Councilmember Michelson reported that the next Art and Beautification Board meeting is tomorrow.

City Manager Polizzotto welcomed Interim City Attorney Scott Missall to the meeting. She reported on the City receiving a grant for a livescan fingerprinting machine. Lastly, she discussed a retreat date with the Council. The Council agreed on Saturday, February 20 to hold a Council retreat.

Councilmember Michelson reminded the Personnel Committee that they need to meet. She would like to coordinate a time for the committee and City Manager Polizzotto to meet to discuss the process.

AUDIENCE COMMUNICATION:
There were no comments from the audience.

ADJOURNMENT
With no objection, Mayor Pruitt adjourned the meeting at 8:12 p.m.

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk