



**City Council Study Session Muni
Services SFA
August 28, 2017 - 5:30 PM
Council Chambers - City Hall
AGENDA**

- I. CALL TO ORDER
 - A. Roll Call
- II. ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS
- III. AGENDA ITEMS FOR COUNCIL DISCUSSION
 - A. [Residential/Commercial Development Overview \(30 Minutes\) \(Snyder\)](#)
 - B. Veterans and Human Services Levy Funds
 - C. Community Meetings and Quorums
 - D. Use of City Facilities
 - E. [Transportation and Parks Mitigation Funds \(20 Minutes\) \(Coleman\)](#)
- IV. MUNICIPAL SERVICES DISCUSSION ITEMS
 - A. [Pioneer Cemetery Master Plan \(20 Minutes\) \(Faber\)](#)
 - B. District Court Briefing Follow-up (15 Minutes) (Roscoe)
 - C. Police Calls for Mental Health Issues (10 Minutes) (Lee)
 - D. Shopping Cart Process and Ordinance Review (15 Minutes) (Snyder)
- V. OTHER DISCUSSION ITEMS
- VI. NEW BUSINESS
- VII. MATRIX
 - A. [Matrix](#)
- VIII. ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office, on the City website (<http://www.auburnwa.gov>), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Residential/Commercial Development Overview (30 Minutes) (Snyder)

Date:

August 22, 2017

Department:

Planning and Development

Attachments:

[Memorandum](#)

Budget Impact:

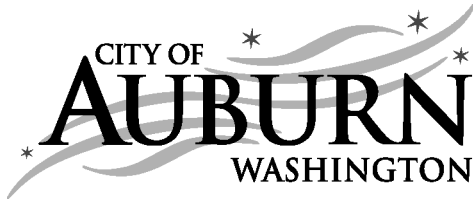
\$0

Administrative Recommendation:**Background Summary:****Reviewed by Council Committees:****Councilmember:**

Meeting Date: August 28, 2017

Staff:

Item Number:



Memorandum

To: City Council Members

From: Jeff Tate, Assistant Director of Community Development

CC: Mayor Nancy Backus

Date: August 22, 2017

Re: Development Review – Briefing Memo

OVERVIEW

During agenda setting discussions for the Public Works and Community Development Special Focus Area, Councilmembers Wagner and DaCorsi indicated a desire for City Council to learn more about the various types of development processes administered by the City. During the August 28, 2017 City Council Study Session staff will provide a presentation with the aid of PowerPoint and several other types of visual aids. Because the PowerPoint presentation utilizes a substantial amount of animation and due to the need for visual aids that illustrate various concepts that will be covered, this memo is provided in lieu of presentation slides.

Staff's intention is to utilize this presentation as a springboard into other more detailed presentations. The information that will be provided at Study Session covers 5 very different, but common, types of development activities. Staff will provide generalized information for each of the 5 processes with the intention to provide follow up presentations for each area that is of interest to City Council. The 5 development procedures that will be discussed include:

- Subdividing Land
- Building a Home Within a Subdivision
- Building a Home Outside of a Subdivision
- New Commercial Construction
- Commercial Tenant Improvements

Within each of these 5 subject areas staff will provide generalized information regarding the following:

- Permit/plan review timeframes
- Overall development timeframes (design, city review, and construction)
- Disciplines involved in the various projects (e.g. planning, fire, traffic engineering, etc.)
- Reference books associated with development review (e.g. city codes, engineering standards, etc.)
- Examples of plan sets and the information that is included
- Fees that customers pay

- Customer service dilemmas that we as a city face when balancing the short term needs of the applicant with the long term needs of the property tax payer and the utility rate payer.
- Other agency involvement

NEXT STEPS

Upon completion of the presentation, staff will be seeking feedback from City Council related to which of the 5 types of developments discussed that Council would like to learn more about. Or, if there were any subjects not discussed and/or information that was missing from the presentation that Council.

ACCESSORY DWELLING UNIT DEVELOPMENT REGULATIONS

The following excerpts from Auburn City Code are provided for assisting City Council with descriptions provided above. Full sections are provided so that context is clear. Items highlighted in red are what staff to believe most pertinent.

ZONING REGULATIONS (ACC TITLE 18)

18.04.018 Accessory dwelling unit.

An “accessory dwelling unit” is a self-contained residential unit that is accessory to a single-family home. An accessory dwelling unit has its own bathroom, kitchen facilities, living and sleeping areas, though it can share other features with the single-family home including the yard, parking, storage or laundry facilities. An accessory dwelling unit excludes accessory residential uses as defined in ACC 18.04.023.

18.31.120 Accessory dwelling units.

Accessory dwelling units are permitted outright in all residential zones that permit single-family homes, and may be developed with new or existing single-family homes. The development standards of the underlying zone and the following siting and performance standards shall apply to all accessory dwelling units as defined by ACC 18.04.018.

A. The home or accessory dwelling unit must be the principal place of residence for the homeowner.

B. Only one accessory dwelling unit may be permitted per single-family residence.

C. An accessory dwelling unit shall not be larger than 50 percent of the square footage of the single-family home with garage space not being included in the calculation. In no case shall the accessory dwelling unit be more than 950 square feet, nor less than 300 square feet, nor have more than two bedrooms.

D. Exterior Appearance/Modifications.

1. Any alterations shall not change the appearance from that of a single-family residence, as determined by the planning director.

2. Only one exterior entrance is allowed to the accessory dwelling unit and it can be located no closer than 10 feet to an adjoining property line.

3. Any exterior stairs shall be placed in the rear or side setback and no closer than 10 feet to an adjoining property line.

4. Where garage space is converted to living space, the garage door shall be replaced with materials that match the exterior of the house. If a detached garage is converted, its appearance must still be that of a detached garage and the detached garage must be able to be used for parking of at least one vehicle.

E. Parking Requirements.

1. The parking required for the existing single-family home must meet all requirements of the zoning code including amount, size and setback requirements in order for an accessory dwelling unit to be allowed.

2. One additional parking space, beyond those required for the single-family home, is required for an accessory dwelling unit. The additional parking space must also meet all requirements of the zoning code.

3. Newly created parking shall make use of existing curb cuts, when possible.

F. An accessory dwelling unit may not be sold as a separate piece of property, or as a condominium unit, unless allowed by the existing zoning on the property.

G. Any homeowner seeking to establish an accessory dwelling unit shall apply for approval in accordance with the following procedures:

1. The homeowner shall apply for an accessory dwelling unit permit with the city. A complete application shall include a properly completed application form, floor and structural plans, and fees.
2. Before issuance of the certificate of occupancy for an accessory dwelling unit, the homeowner must provide a copy of a statement recorded with the county in which the subject property is located. The statement must read:

An application for a permit for an accessory dwelling unit has been submitted to the city of Auburn by the owner of this property. Future owners are advised that the owner of the property must comply with all requirements of the Auburn Zoning Code, as amended, if the accessory dwelling unit is to be occupied or rented.

H. If an accessory dwelling unit is to be removed, appropriate permits and inspections must first be received from the city. If a homeowner wants to remove the statement as required by subsection (G)(2) of this section from the property's title, then the city shall issue an appropriate release upon evidence that the accessory dwelling unit has been removed. The release shall be recorded by the homeowner with the county records and elections office and a copy of the recorded release shall be provided to the city.

WATER, SEWERS AND PUBLIC UTILITY REGULATIONS

Storm Utility:

13.48.230 Connections.

A. Required Connections. All non-single-family residential building permits shall be subject to a mandatory connection to a public storm drainage system where the development has the potential to negatively impact public or private property or receiving waters as determined by the city or whenever an existing public system is available adjacent to the site or where the public system is required to be constructed adjacent to the property as a condition of development.

B. Existing Connections. Properties that apply for a building permit to make an addition, alteration or repairs that have 2,000 square feet or more of new or new plus replaced impervious surfaces or land disturbing activity of 7,000 square feet or more must comply with the applicable Minimum Requirements for Redevelopment as given in Volume I of the SWMM. All redevelopment shall be required to comply with Minimum Requirement No. 2 (Construction Storm Water Pollution Prevention). All redevelopment that exceeds these thresholds shall be required to comply with additional Minimum Requirements as given in Volume I of the SWMM.

REQUIRED PUBLIC IMPROVEMENT REGULATIONS (CHAPTER 12.64A ACC)

12.64A.020 Applicability of chapter.

It shall be a condition of any building, grading and/or special permit meeting one or more of the following criteria that the applicant shall construct or otherwise provide public right-of-way improvements as set forth in ACC 12.64A.030.

A. Four residential dwelling units or less, and the estimated value of the proposed structural improvements exceed 50 percent of the King or Pierce County assessor's value of the existing structure(s) on the subject property; or

B. Commercial development, industrial development, or residential development with more than four dwelling units, and the estimated value of the proposed structural improvements exceeds 25

percent of the King or Pierce County assessor's value of the existing structure(s) on the subject property; or

C. New or additional residential, commercial, or industrial units will be created; or

D. Five or more new parking stalls on the subject property will be created; or

E. A new access point to a public street will be created.

IMPACT FEES

School Impact Fees (ACC 19.02):

19.02.080 Exemptions.

The following development activities are exempt from the requirements of this chapter:

A. Reconstruction, remodeling or construction of housing projects for the elderly, including nursing homes, retirement centers, assisted living facilities or other types of housing projects for persons age 55 and over, which have recorded covenants or recorded declaration of restrictions precluding school-aged children as residents of those projects. This exemption does not include individual single-family homes on platted lots unless the subject plat has such recorded covenants. Where such covenants have not already been recorded, but the exemption is sought, the city may require the recording of a covenant or recorded declaration of restriction precluding use of the property for other than the exempt purpose. If property using this exemption is subsequently used for a nonexempt purpose, then the school impact fees then in effect shall be paid.

B. Rebuilding of legally established dwelling unit(s) destroyed or damaged by fire, flood, explosion, act of nature or other accident or catastrophe; provided, that such rebuilding takes place within a period of one year after destruction and that no additional dwelling units are created.

C. Alteration, expansion, reconstruction, remodeling, or rebuilding of existing single-family or multifamily dwelling units; provided, that no additional dwelling units are created.

D. Condominium projects in which existing dwelling units are converted into condominium ownership and where no new dwelling units are created.

E. Any development activity that is exempt from the payment of an impact fee pursuant to RCW [82.02.100](#).

F. Any development activity for which school impacts have been mitigated pursuant to a condition of a plat, PUD or similar approval to pay fees, dedicate land or construct or improve school facilities, unless the condition of the plat or PUD approval provides otherwise. The condition of the plat, PUD or similar approval must also predate the effective date of fee imposition by the city or its predecessor in interest as provided herein and/or was actually imposed by the city or its predecessor in interest, specifically as a mitigation for impacts addressed in this chapter. Proof must also be submitted to the city that the required mitigation has been tendered for the development activity which would otherwise be subject to this chapter.

G. Any development activity for which school impacts have been mitigated pursuant to a voluntary agreement entered into with the district to pay fees, dedicate land or construct or improve school facilities, unless the terms of the voluntary agreement provide otherwise. The agreement and development activity application must also predate the effective date of fee imposition by the city or its predecessor in interest as provided herein. Proof must also be submitted to the city, prior to issuance of the development activity permit, that the required mitigation has been tendered for the development activity which would otherwise be subject to this chapter.

H. The replacement of a mobile home with another mobile home within an existing mobile home park.

Traffic Impact Fees (ACC 19.04):

19.04.070 Exemptions.

A. The following shall be exempted from the payment of transportation impact fees:

1. Replacement of a structure with a new structure of the same PM peak hour trip generation and use at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure.
2. Alterations, expansion, enlargement, remodeling, rehabilitation or conversion of an existing dwelling unit where no additional dwelling units are created and the use is not changed.
3. Alterations of an existing nonresidential structure that does not expand the usable space.
4. Miscellaneous improvements, including but not limited to fences, walls, swimming pools, and signs.
5. A change in use where the increase in PM peak hour trip generation is less than the threshold stated in ACC [19.04.040\(B\)](#).
6. Demolition, or moving of a structure out of the city.
7. Any building permit application that has been submitted to the department before 5:00 p.m. the business day before the first effective date of the transportation impact fee rate schedule and subsequently determined to be a complete application by the city.
8. All development activity within the “downtown plan area” as defined in ACC [19.04.020\(I\)](#); provided, that this exemption shall sunset on June 30, 2007, unless otherwise extended by the city council.
9. All development activity within the “downtown catalyst area” as defined in ACC [19.04.020\(FF\)](#); provided, that this exemption shall sunset on December 31, 2016, unless otherwise extended by the city council.
10. Fifty percent of all development activity within the “downtown catalyst accessory area” as defined in ACC [19.04.020\(GG\)](#), to the effect that the exemption provided hereby shall be for 50 percent of the applicable transportation impact fees; provided, that this exemption shall sunset on December 31, 2008, unless otherwise extended by the city council.
11. All development activity within the “emergency public interest area” as defined in ACC [19.04.020\(HH\)](#); provided, that this exemption shall sunset on December 31, 2008, unless otherwise extended by the city council.

Fire Impact Fees (ACC 19.06)

19.06.070 Exemptions.

A. The following shall be exempted from the payment of fire protection impact fees:

1. Replacement of a structure with a new structure of the same size and use at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure.
2. Alterations or expansion or enlargement or remodeling or rehabilitation or conversion of an existing dwelling unit where no additional units are created and the use is not changed.
3. Alterations of an existing nonresidential structure that does not expand the useable space and that does not involve a change in use.
4. Miscellaneous improvements, including but not limited to fences, walls, swimming pools, and signs.
5. Demolition or moving of a structure.

6. Any building permit application that has been submitted to the department before 5:00 p.m. the business day before the first effective date of the fire protection impact fee rate schedule and subsequently determined to be a complete application by the city.

7. All development activity within the "downtown plan area" as defined in ACC [19.06.020](#)(I); provided, that this exemption shall sunset on December 31, 2006, unless otherwise extended by the city council. In order to comply with RCW [8.02.060](#)(2), impact fees for development activity in the downtown plan area shall be paid for with public funds other than from impact fee accounts during the exemption period set forth herein.

Park Impact Fees (ACC 19.08)

19.08.060 Exemptions.

A. The following shall be exempted from the payment of parks and recreation impact fees:

1. Replacement of a structure with a new structure of the same use at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure.

2. Alterations or expansion or enlargement or remodeling or rehabilitation or conversion of an existing dwelling unit where no additional units are created and the use is not changed.

3. Miscellaneous improvements, including but not limited to fences, walls, swimming pools, and signs.

4. A change in use where the increase in housing capacity is less than the threshold stated in ACC [19.08.030](#)(B).

5. Demolition or moving of a structure.

6. Any building permit application that has been submitted to the department before 5:00 p.m. the business day before the first effective date of the park impact fee rate schedule and subsequently determined to be a complete application by the city.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Transportation and Parks Mitigation Funds (20 Minutes)
(Coleman)

Date:

August 23, 2017

Department:

Finance

Attachments:

[Memorandum](#)

Budget Impact:

\$0

Administrative Recommendation:**Background Summary:****Reviewed by Council Committees:****Councilmember:****Staff:**

Meeting Date: August 28, 2017

Item Number:

Finance Department Memorandum

Date: August 23, 2017

To: City Council

Cc: Mayor Backus

From: Shelley Coleman, Finance Director

Re: Brief Discussion on Impact and Mitigation fees

Below is a high level discussion on impact fees and mitigation fees. **Impact fees** must be used to construct capital facilities for impacts directly related to development; the facilities must be included in the Capital Facility Plan (CFP); and impact fee funds must be expended or appropriated within 10 years of receiving them. They cannot be used for existing deficiencies:

For example, if a public works maintenance facility was designed and constructed to address both existing deficiencies (say, 60%) and future growth needs (say, 40%), impact fees could be used to pay for up to 40% of the debt service on the bond issued or costs expended for that facility.

Mitigation fees are based on a voluntary agreement with the developer, are often an outcome of the SEPA process and must be spent within five years,

Neither impact or mitigation fees may be used for maintenance, repair, rehabilitation or preservation.

The Chart below is from the 2017 Q2 report.

Fund 124 - Mitigation Fees Summary of Sources and Uses	YTD ACTUALS			BUDGET		
Report Period Through: June 2017	Revenues	Expenditures	Ending Fund Balance	Revenues	Expenditures	Ending Fund Balance
Transportation Impact Fees	\$ 610,108	\$ 451,856	\$ 5,312,547	\$ 800,000	\$ 3,264,472	\$ 919,205
Transportation Migation Fees	72,337	-	336,614	-	30,000	134,550
Fire Impact Fees	109,789	-	409,600	100,000	50,000	350,000
Fire Mitigation Fees	-	-	81	-	-	81
Parks Impact Fees	441,076	100,000	5,147,510	600,000	545,000	1,205,000
Parks Mitigation Fees	-	-	331,327	-	-	330,300
School Impact Admin Fees	5,914	-	52,834	12,000	-	105,115
Wetland Mitigation Fees	-	-	68,835	-	31,570	37,030
Interest and Investment Income	43,870	-	43,870	8,200	-	8,200
Fees in Lieu of Improvements	-	-	122,525	-	-	-
Operating Transfers	-	-	-	400,000	-	400,000
Total	\$ 1,283,093	\$ 551,856	\$ 11,825,743	\$ 1,920,200	\$ 3,921,042	\$ 3,489,481
Beginning Fund Balance, January 2017						
		\$ 5,490,323				
Net Change in Fund Balance, June 2017						
		731,238				
Ending Fund Balance, June 2017						
		\$ 6,221,561				
2017 Budgeted Ending Fund Balance						
		\$ 3,489,481				

General Discussion with RCW References for Further Information

Impact Fees

Impact fees are charges assessed against newly developing property that attempt to recover the cost incurred by a local government in providing the public facilities required to serve the new development. Impact fees are only used to fund facilities, such as roads, schools, and parks, that are directly associated with the new development. They may be used to pay the proportionate share of the cost of public facilities that benefit the new development; however, **impact fees cannot be used to correct existing deficiencies in public facilities.** In Washington, impact fees are authorized for those jurisdictions planning under the Growth Management Act (RCW 82.02.050 - .100), as part of “voluntary agreements” under RCW 82.02.020, and as mitigation for impacts under the State Environmental Policy Act (SEPA – Ch. 43.21C RCW). GMA impact fees are only authorized for public streets and roads; publicly owned parks, school facilities and fire protection facilities.

Impact fees are one-time charges assessed by a local government against a new development project to help pay for new or expanded public facilities that will directly address the increased demand created by development. They may be used for open space, and recreation facilities; school facilities; and fire protection facilities.

Park Impact Fees

Park impact fees must be used for “publicly owned parks, open space, and recreation facilities” that are addressed by a capital facilities plan element of a comprehensive plan adopted under the GMA (RCW 82.02.050(4) and RCW 82.02.090(7)).

Transportation Impact Fees

Transportation impact fees must be used for “public streets and roads” that are addressed by a capital facilities plan element of a comprehensive plan adopted under the GMA (RCW 82.02.050(4) and RCW 82.02.090(7)).

It is unclear whether state law allows these impact fees to be used to fund multimodal improvements, but such use is probably acceptable as long as the improvement is within the street right-of-way - such as bus lanes, sidewalks, or bike lanes - and there is a strong transportation-related justification. However, it is doubtful that impact fees could pay for buses, vanpool vehicles, recreational trails, or other projects outside the right-of-way.

Since impact fees are restricted to capital facilities, they cannot be used to fund transportation studies or operating and maintenance costs.

Voluntary Agreements-Mitigation Fees

RCW 82.02.020 prohibits fees on development collected as part of a voluntary agreement between the developer and the permitting agency unless they are in lieu of a dedication of land or they mitigate a direct impact that has been identified because of a proposed development.

The permitting agency must be able to establish that an impact fee collected pursuant to a voluntary agreement is "reasonably necessary as a direct result of the proposed development or plat." (These impacts are typically identified through the SEPA process). Funds collected under voluntary agreements must be held in a reserve account and expended on agreed upon capital improvements. Fees must also be expended within five years or be refunded with interest.

These types of agreements must be "voluntary," though not voluntary in the usual sense of the term. When a local government presents a developer with the choice of dedicating or reserving land for park or open space or the like or paying a fee in lieu of such dedication or reservation, the developer's agreement to pay a fee in lieu of the dedicating is "voluntary" for purposes of RCW 58.17.020.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Pioneer Cemetery Master Plan (20 Minutes) (Faber)

Date:

August 22, 2017

Department:

Parks/Art and Recreation

Attachments:

[PowerPoint](#)

Budget Impact:

\$0

Administrative Recommendation:

Council to discuss Pioneer Cemetery Master Plan

Background Summary:

The City of Auburn entered into a contract with Hoshide Wanzer Architects to develop the Auburn Pioneer Cemetery Master Plan. Funding for the plan was through an appropriation from King County to 4Culture and the City of Auburn. Components of the plan include:

- Inventory of existing conditions
- Care of grave and markers
- Assessment of available plots
- Concept Plan
- Preliminary Cost Estimate of possible improvements

The Steering Committee for the Master Plan consisted of Calvin Terada, Seattle Buddhist Temple, Charles Natsuhara, White River Buddhist Temple, Craig Hudson, Mountain View Cemetery Manager, Patricia Cosgrove, White River Valley Museum Director, Bob Hoshide, Hoshide Wanzer Architects and Daryl Faber, Director of Parks, Arts and Recreation.

Reviewed by Council Committees:**Councilmember:****Staff:**

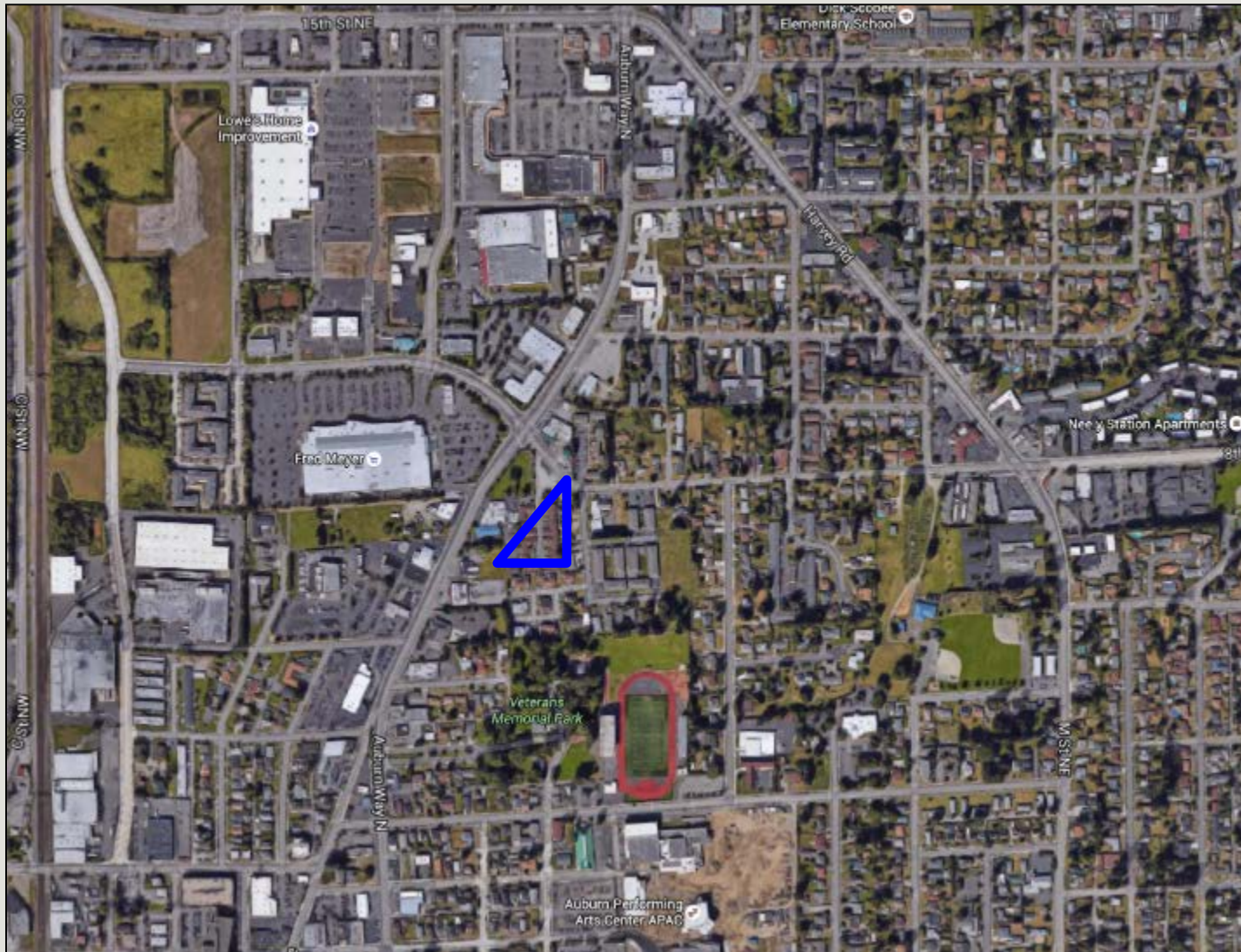
Faber

Meeting Date: August 28, 2017

Item Number:

Auburn Pioneer Cemetery





Auburn Way N & 8th Avenue NE

City-owned since 1962, managed by Parks Dept.

Nominated as City of Auburn Landmark through Interlocal Agreement with King County



1937

4
1711

Survey April 21. 1711. Francis Mather Esq. Surveyor. May 1. 1711. Francis Mather Esq.

The following persons entitled to the several lots were taken thereunto as was then and there the land divided to them as above in this plan the said Francis Mather Esq.

- 1. Francis Mather
- 2. Mr. Mather
- 3. Mr. Mather
- 4. Mr. Mather
- 5. Mr. Mather
- 6. Mr. Mather
- 7. Mr. Mather
- 8. Mr. Mather
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Proved Line of County Road

Land belonging to Rev. Francis Mather.

Was in custody March 2nd and 3rd
 1897. After release, on condition of
 \$1000 bond, he was confined in the
 County Jail at Chicago, Ill. and
 while confined, severely threatened
 by the inmates of the jail, and
 the where named J. H. Ballard
 threatened to kill him. He was
 released and sent to New Rochelle,
 N. Y. where he was kept until
 released on bond of \$1000. He
 returned here on Monday 9th of
 April 1897.
 -Admission Made-
 He was admitted to the County
 Jail at Chicago, Ill. March 2nd
 1897.

This land was situated on the 3rd day of January 1857
in Clatsop Co. It was owned by his wife, M. J. and
John of Linn County, Oregon. It was granted and sold
to L. H. Ballard. I received Christopher's note. A State
bill of Slaughter King Co. Wash. Terry, signed and
in their possession in person for their. The death
was filed for record in the office of the Auditor
of King Co. Wash. Terry, by L. H. Ballard on the 15th of
April 1857. It was filed in the County of King Co.
of the State of Washington. The records of King
County, Wash. Terry.

28873
Filed per Record at the request of Jas. Hart, July 2/00.
H.D. 188, 21/31 m. 12, 21/31 2 1/2/00.

Gymnax Wood,
County Auditor.

[illegible]



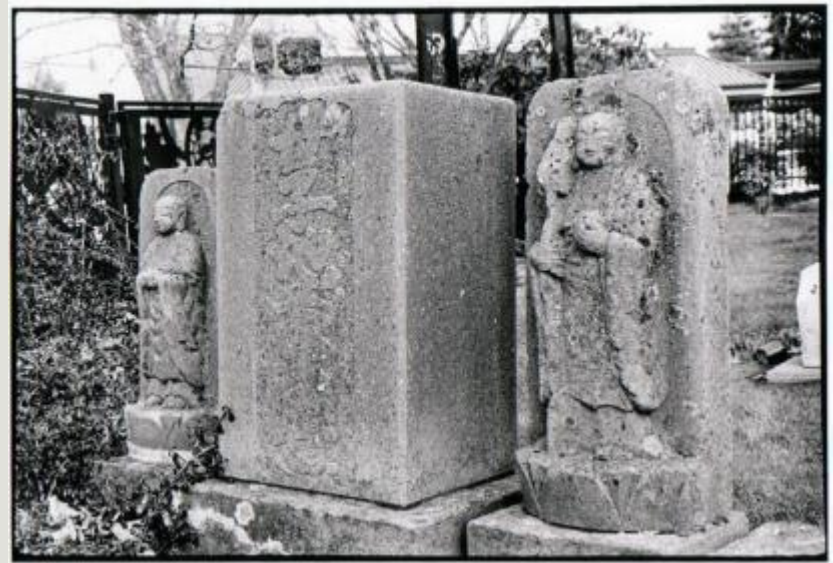
Auburn's Chiyokichi and Sen Natsuhara 1907



During WWII Auburn's Japanese Americans were relocated to WWII concentration camps. From there Chiyokichi Natsuhara and others showed movies for donations, and sent the money they raised home ensuring that flowers were placed on graves on Memorial Day, 1943 – 1945 and that cemetery lawn was mowed.



Example of 1928 marker with kanji script



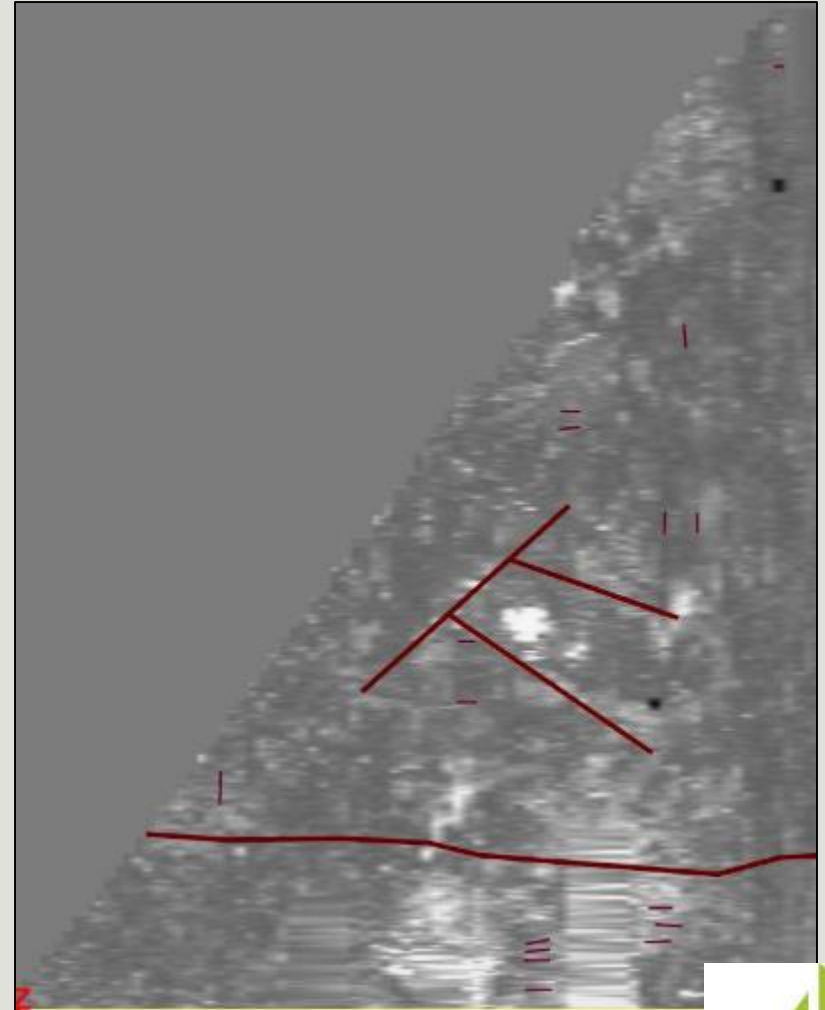
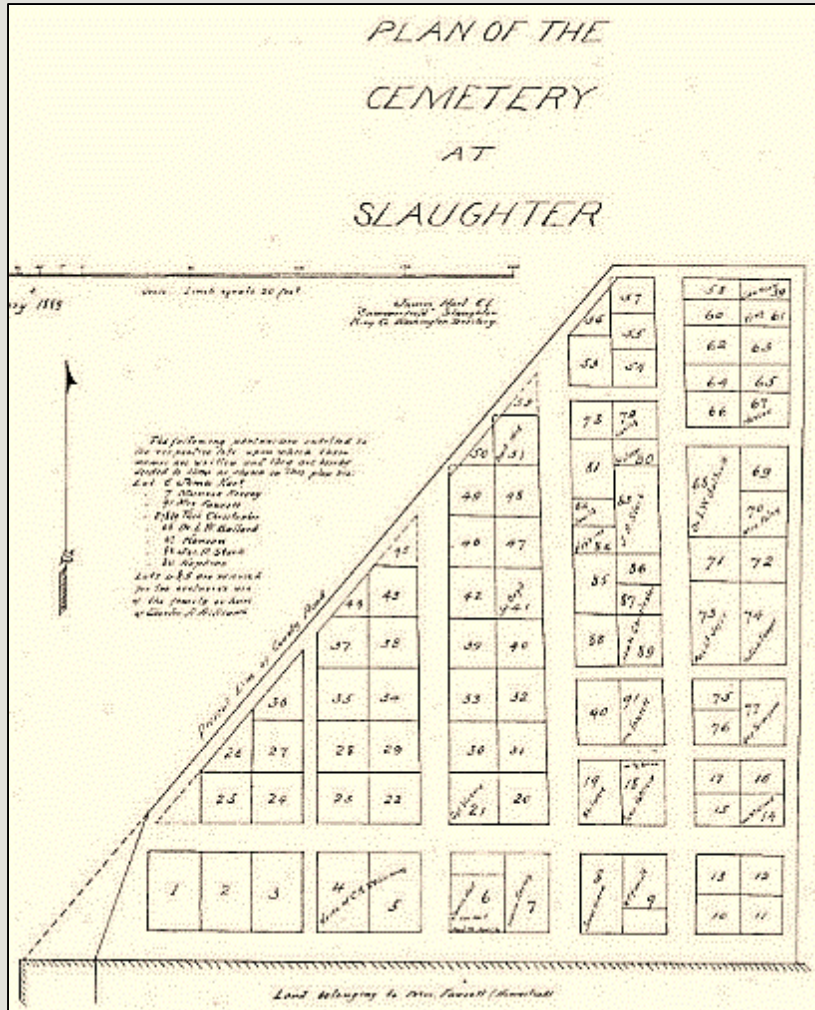
Jizo statues



Monument to "Pioneers of Slaughter"



Ground Penetrating Radar



Master Plan Steering Committee

- **Patricia Cosgrove**, White River Valley Museum
- **Bob Hoshide**, Hoshide Wanzer Architects
- **Craig Hudson**, Cemetery Manager
- **Daryl Faber**, Director PAR
- **Charles Natsuhara**, White River Buddhist Temple
- **Calvin Terrada**, Seattle Buddhist Temple

Steering Committee Meetings

2/16/17

4/20/17

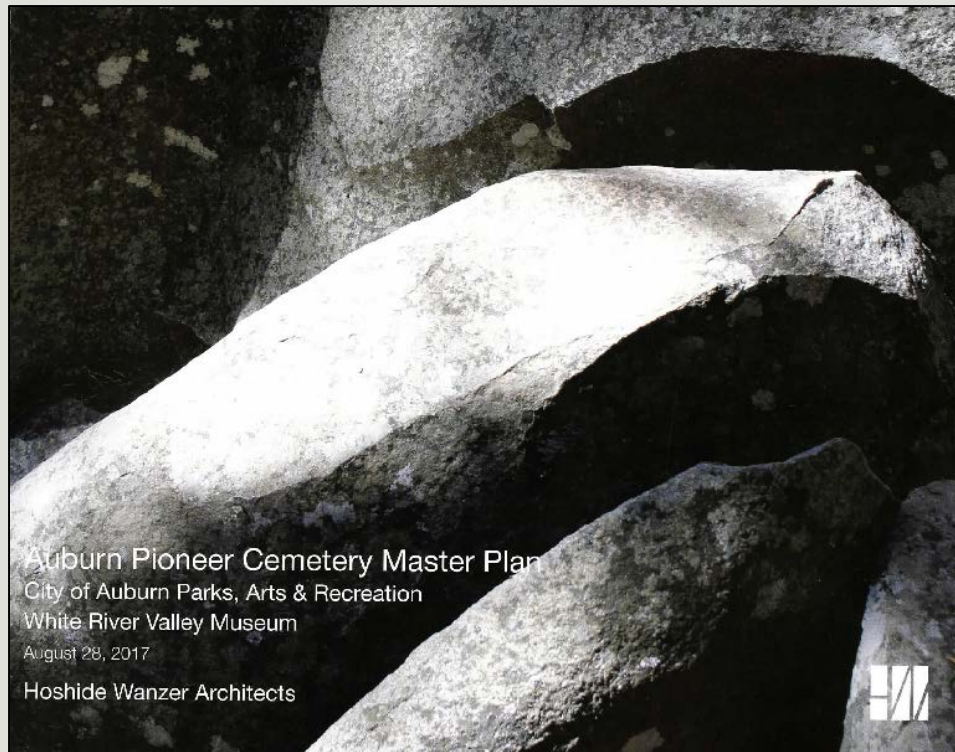
6/29/17

Gathered Community Feedback

Memorial Day, 5/29, 17

Bon Odori, 6/27/17

Master Plan Components



Executive Summary

Existing Conditions

Care of Grave Markers & Statuary

Assessment of Available Plots

Conceptual Plan for Improvements

Preliminary Cost Estimates

Recommendation for Phased Work

Meeting Minutes & Community
Feedback

Inventory of Existing Conditions

Graves

Monuments

Parking and Access

Issues of Historic Preservation

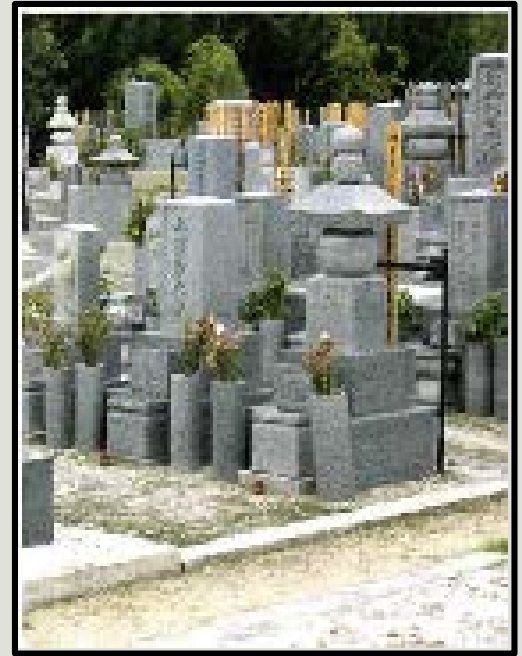


Care of Grave and Inurnment Markers

Long Term Goals

Recommended Care Techniques

Preservation and Maintenance of Markers



Unused Plots ~35



Visitor Amenities

Recommended:

- New pedestrian entry
- Formalized parking
- Hardscape walk ways
- Gathering area
- Improved landscape
- Interpretive signage



Conceptual Plan for Development

Demarcation of Existing
Plots

Pathway and Gathering
Areas

Interpretive Signage

Landscape Improvements

Recommended Phases for
Development

Projected Budget

- \$70,585 Hardscape and Parking
- \$26,155 Interpretive Signs, Gathering Area
- \$42,340 Care of Historic Markers
- \$17,395 Landscape Improvements

\$156,475 Total Anticipated Costs



Future Steps?

WORK BY CITY STAFF

1. Landscape improvements
2. Staff salaries to write grants and conduct fund raising program
3. Design, writing and installation of interpretive materials

SOURCES OF OUTSIDE SUPPORT

1. Individual gifts from families and Buddhist community members
2. 4Culture Preservation Program
3. Washington State Cemetery Preservation Program
4. Washington Trust for Historic Preservation



AGENDA BILL APPROVAL FORM

Agenda Subject:

Matrix

Date:

August 23, 2017

Department:

Administration

Attachments:

[Matrix](#)

[Special Focus Areas](#)

Budget Impact:

\$0

Administrative Recommendation:**Background Summary:****Reviewed by Council Committees:****Councilmember:****Staff:**

Meeting Date: August 28, 2017

Item Number:

COUNCIL MATRIX

NO.	TOPIC	Chair	STAFF LEAD(S)	STUDY SESSION REVIEW DATE(S)	COUNCIL DISCUSSION SUMMARY	ACTION DATE
1	\$20 Car Tab	Chair Wales		TBD Sept 2017 study session		
2	Use of City Facilities		Director Hinman	08/28/2017	Requested by Deputy Mayor Wales	
	Transportation/Parks Mitigation Funds		Director Coleman	08/28/2017	Requested by Deputy Mayor Wales	
	Veterans and Human Services Levy Fund			08/28/2017	Requested by Councilmember Peloza	
2	Capital Projects Update and Featured Capital Project Discussion	Chair Wagner Chair DaCorsi	Vice Director Snyder	TBD		
3	Community Sustainability Series: Economic and Statutory Considerations for Municipalities	Chair Wagner Chair DaCorsi	Vice Director Snyder	Rescheduled for later this year		
4	IT Update on Digital Parity	Chair Wagner Chair DaCorsi	Vice Director Haugan	10/09/2017		
5	Code Enforcement Presentation	Chair Wagner Chair DaCorsi	Vice Director Snyder	10/9/2017		
6	Property at 104th and 102nd	Chair Wagner Chair DaCorsi	Vice Director Snyder	10/9/2017		
7	Business Shopping Carts	Chair Peloza Vice Chair Baggett	Director Snyder	8/28/2017		
8	District Court Briefing Follow-up	Chair Peloza Vice Chair Baggett	Director Roscoe	8/28/2017		
9	Police Calls for Mental Health Issues	Chair Peloza Vice Chair Baggett	Chief Lee	8/28/2017		
10	Pioneer Cemetery	Chair Peloza Vice Chair Baggett	Director Faber	8/28/2017		
11	Third Quarter Financial Report	Chair Baggett Chair Wagner	Vice Director Coleman	TBD		
16	Legal Rights for Undocumented Residents	Chair Trout-Manuel Chair Wales	Vice Director Hinman	future meeting		
17	CDBG Grant Parameters	Chair Trout-Manuel Chair Wales	Vice	9/11/2017		

SPECIAL FOCUS AREAS

HEALTH & HUMAN SERVICES	FINANCE & ECONOMIC DEVELOPMENT	PUBLIC WORKS & COMMUNITY DEVELOPMENT	MUNICIPAL SERVICES
HUMAN SERVICES FUNDING PUBLIC WELLNESS DOMESTIC VIOLENCE SERVICES HOMELESSNESS SERVICES AFFORDABLE HOUSING COMMUNITY SERVICES HUMAN RESOURCES MEDICAL COMMUNITY RELATIONS	CITY BUDGET & AMENDMENTS RISK MANAGEMENT EQUIPMENT RENTAL FACILITIES CITY REAL PROPERTY LEGAL DEVELOPMENT INCENTIVES BUSINESS DEVELOPMENT ECONOMIC DEVELOPMENT STRATEGIES	UTILITIES ZONING, CODES & PERMITS INNOVATION & TECHNOLOGY TRANSPORTATION STREETS ENGINEERING CAPITAL PROJECTS SUSTAINABILITY ENVIRONMENTAL PROTECTION CULTURAL ARTS & PUBLIC ARTS PLANNING	POLICE SCORE JAIL DISTRICT COURT PARKS & RECREATION ANIMAL CONTROL SOLID WASTE EMERGENCY PLANNING AIRPORT AIRPORT BUSINESSES SISTER CITIES MULTIMEDIA
Councilmember Trout-Manuel, Chair Deputy Mayor Wales, Vice Chair	Councilmember Baggett, Chair Councilmember Wagner, Vice Chair	Councilmember Wagner, Chair Councilmember DaCorsi, Vice Chair	Councilmember Peloza, Chair Councilmember Baggett, Vice Chair
2017 MEETING DATES March 13, 2017 May 8, 2017 July 10, 2017 September 11, 2017 November 13, 2017	2017 MEETING DATES March 27, 2017 May 22, 2017 June 12, 2017 July 24, 2017 August 14, 2017 September 25, 2017 November 27, 2017	2017 MEETING DATES April 10, 2017 June 12, 2017 May 22, 2017 August 14, 2017 July 24, 2017 October 9, 2017 December 11, 2017	2017 MEETING DATES April 24, 2017 June 26, 2017 August 28, 2017 October 23, 2017 December 26, 2017