

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, February 10, 2025 - 5:30 PM
Council Chambers

This meeting may also be accessed through Zoom at <https://zoom.us/j/93216056382> or by calling (253) 215-8782 and entering Meeting ID 932 1605 6382. Please see the public comment & decorum section at the end of this agenda for information on options for making public comments.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

Before we begin this council meeting we would like to recognize that we are gathered on not only the ancestral and traditional lands of the sx̣wəbabč band of the Puyallup Tribe of Indians, but also on the site of one of the largest and longest standing historic villages of their people, the original inhabitants of the Gig Harbor area.

PRESENTATIONS

1. **Black History Month Proclamation**
Presented to Gig Harbor High School Black Student Union

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

1. **City Council Minutes: January 16 and January 27, 2025**
2. **Approval of Vouchers: Check numbers 107805 through 107926 and ACH transfers in the amount of \$1,949,532.41.**
3. **Approval of Payroll: Checks Numbers 8540 through 8542 and direct deposit transactions in the total amount of \$592,104.99.**
4. **Resolution 1329 Adopting DMA Ventures, LLC Sewer Utility Extension Agreement**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. Department Updates

BUSINESS ITEMS

1. First Reading and Adoption of Ordinance 1535 Adopting Procedures Related to SB 5290

Suggested Motion: Move to approve Ordinance 1535

- a. Staff Report: Jeff Wilson
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

2. Resolution 1330 Adopting a Relocation Assistance Policy

Suggested Motion: Move to approve Resolution 1330.

- a. Staff Report: Human Resources Director Shannon Costanti
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

EXECUTIVE SESSION: To discuss infrastructure and security of agency computer and telecommunications network per RCW 42.30.110(1)(a)(ii)

ADJOURN

PUBLIC COMMENT & DECORUM

The city council desires to allow a maximum opportunity for public comment. However, the business of the city must proceed in an orderly, timely manner. The purpose of a council meeting is to conduct the city's business.

Oral comments may be made in person or by remote connection using the Zoom meetings platform. All persons giving oral public comment will be asked to state their name and whether or not they reside within Gig Harbor city limits. Commenters may verify if their home address is in city limits by visiting <https://www.gigharborwa.gov/451/City-Limits> or by consulting the city limits maps located on the podium or in the back of Council Chambers.

Speakers will be allotted 3 minutes per individual, unless revised by the mayor. In-person comments shall be made from the microphone. Anyone making “out of order” comments may be subject to removal from the meeting.

Public comment may be made remotely via Zoom or by phone during designated portions of the meeting. To speak during the meeting, press the raise hand button near the bottom of your Zoom window or press *9 on your phone. Please refrain from raising your hand until the mayor has announced that she has opened the public comment portion of the meeting. Your name or the last three digits of your phone number will be called out when it is your turn to speak. When using your phone to call in, you may need to press *6 to unmute yourself. All speakers will have up to three minutes to speak.

Instead of making oral comments, written comments may be submitted to the city council at mayorandcouncil@gigharborwa.gov.

All remarks shall be addressed to the council as a body and not to any specific councilmember. All speakers shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities or indulge in derogatory remarks or insinuations with regard to any councilmember, the mayor, or any member of the staff or the public.

There will be no demonstrations during or at the conclusion of any public comment. These guidelines are intended to promote an orderly system of holding public meetings, to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by voicing their opinions.

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

ADA accommodations can be provided upon request. Those requiring special accommodations should contact the city clerk at cityclerk@gigharborwa.gov or (253) 853-7613 at least 24 hours prior to the meeting.

MINUTES
GIG HARBOR CITY COUNCIL MEETING
Monday, January 27, 2025 - 5:30 PM
Council Chambers

CALL TO ORDER/ROLL CALL Mayor Barber called the meeting to order at 5:30 p.m. Councilmembers Coronado, Ekberg, Henderson, Rodenberg, Storset, and Woock were present.

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

MOTION: Move to approve the consent agenda (Coronado/Henderson).

VOTE: Unanimously approved.

1. **City Council Minutes: January 9 and January 13, 2025**
2. **Approval of Vouchers: Check numbers 107705 through 107804 and ACH transfers in the amount of \$2,208,211.93**
3. **Approval of Collective Bargaining Agreement with Teamsters Local Union No. 117 Representing General Non-Supervisory Employees**
4. **Council Committee Assignments**
5. **Appointment of Sue Braaten (Collector) & Miriam Battson (Receiver) to the Lodging Tax Advisory Committee with terms expiring September 30, 2027**
6. **Vactor Truck Purchase Authorization**

MAYOR'S REPORT Mayor Barber reported on:

- Mayor's office hours
- Bujacich Marina fire
- AWC Mayors Conference

CITY ADMINISTRATOR'S REPORT City Administrator Knutson reported on:

- Burnham Drive Salmon Art
- Dorotich Parking

- Police Department Annual Meeting
- Legislative Update
- Pierce County City Manager's meeting

1. Department Updates

2. City Administrator's Presentation

BUSINESS ITEMS

1. **Appointment to Fill Vacant City Council Position 3** City Clerk Josh Stecker provided an overview of the appointment process. Emily Stone, Stephen McDuffie, and Julie Martin introduced themselves as finalists for appointment.

Public Comment: Larry Bradbury, Mary Kolar, and Ray Corpus spoke in support of Julie Martin's appointment. Frank Colony spoke in support of Stephen McDuffie's appointment.

Councilmember Rodenberg nominated Emily Stone. Councilmember Woock nominated Stephen McDuffie. Councilmember Henderson nominated Julie Martin.

MOTION: Move to close nominations (Henderson/Woock).

VOTE: Unanimously approved.

VOTE ON NOMINEES:

- Coronado: Stephen McDuffie
- Eckberg: Emily Stone
- Henderson: Emily Stone
- Rodenberg: Emily Stone
- Storset: Julie Martin
- Woock: Stephen McDuffie

No nominee received four votes, so a second round of voting was required. Julie Martin was removed from the second round as a result of receiving the fewest votes in the previous round.

- Coronado: Stephen McDuffie
- Eckberg: Emily Stone
- Henderson: Emily Stone
- Rodenberg: Emily Stone
- Storset: Emily Stone
- Woock: Stephen McDuffie

Emily Stone received four votes and was appointed to the vacant city council seat. Mayor Barber administered the oath of office and Councilmember Stone joined the council on the dais.

2. **Election of Mayor Pro Tempore** Councilmember Henderson nominated Councilmember Roderberg for Mayor Pro Tempore. Councilmember Rodenberg was unanimously elected Mayor Pro Tempore.
3. **Resolution 1328 Designating the Official Newspaper** City Clerk Josh Stecker introduced the resolution.

MOTION: Move to approve Resolution 1328 (Woock/Henderson).
VOTE: Unanimously approved.

4. **Resolution 1327 Adopting an Amended 2018 Wastewater Comprehensive Plan** Public Works Director Jeff Langhelm introduced the resolution.

MOTION: Move to approve Resolution 1327 (Henderson/Woock).
VOTE: Unanimously approved.

STAFF REPORTS

1. **Quarterly Budget Report** Finance Director Dave Rodenbach presented the reports.

PUBLIC COMMENT ON NON-AGENDA ITEMS Shawn O'Dell gave an update on Washington Water. Julie Ammann reported on the Pierce County Conservation District elections.

COUNCIL REPORTS/ COMMENTS Councilmember Woock reported on attending the KGI Watershed meeting. Councilmember Ekberg thanked Gig Harbor Fire for their response to the Bujacich Dock fire. Councilmember Coronado reported on attending the PCRC growth management council meeting.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. **Upcoming City Meetings**

ADJOURN The meeting adjourned at 6:58 p.m.

Joshua Stecker, CMC
City Clerk

MINUTES
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, January 16, 2025 – 3:00 p.m.
Civic Center Community Rooms A/B or Zoom

CALL TO ORDER / ROLL CALL Mayor Barber called the meeting to order at 3:00 p.m. Councilmembers Coronado, Ekberg, Henderson, Rodenberg, Storset, and Woock were present.

DISCUSSION ITEMS

1. **Councilmember Replacement** – City Clerk Joshua Stecker reviewed the procedure for recruiting a replacement.

Council directed staff to invite the three finalists from the December 12 interviews to the next regular meeting for consideration.

2. **Council Committee Assignments** – City Clerk Joshua Stecker reviewed the current committee assignments and asked council for direction in filling vacancies.

Council agreed to the following committee assignments: LTAC (Storset), PCRC (Coronado; Ekberg), TNAAC (Ekberg), Flood Control (Henderson), Chamber of Commerce (Rodenberg), WSPER (Henderson), SSHAP (Henderson), Sister Cities Council (Rodenberg).

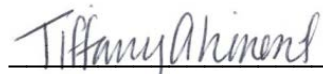
3. **2018 Wastewater Comprehensive Plan** – Public Works Director Jeff Langhelm reviewed the proposed language adjustments.

This will come before council as a Resolution for consideration on January 27.

4. **2024 Comprehensive Plan Periodic Update** – Community Development Director Eric Baker, Interim Community Development Director Jeff Wilson, Senior Planner Jeremy Hammar, and consultants from BERK Consulting continued review of the suggested changes received from council.

Council entered into a 5-minute break at 3:59 p.m. Council returned from break at 4:07 p.m.

ADJOURN The meeting adjourned at 5:01 p.m.



Tiffany Aliment
Assistant City Clerk



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: February 10, 2025

SUBJECT: Resolution 1329 Adopting DMA Ventures, LLC Sewer Utility Extension Agreement

SUBMITTED BY: Public Works Director Jeff Langhelm, PE

DEPARTMENT: Public Works

PHONE: (253) 853-7630

SUGGESTED MOTION: Move to approve Resolution 1329.

BACKGROUND INFORMATION: DMA Ventures, LLC is requesting to connect eight (8) proposed single family residential lots located at 7305 46th Avenue NW, outside city limits but inside the city's urban growth area. DMA Ventures, LLC has requested eight (8) Equivalent Residential Units (ERU's) of sewer. RCW 35.67.310 authorizes the city to provide sewer utility services to property beyond the city limits. Ordinance 1235 allows the extension of sewer utilities to properties within the City's urban growth areas without the requirement to first annex. Ordinance 1235 further provides conditions in Chapter 13.34 of the Gig Harbor Municipal Code (GHMC) for connection to such utilities.

Following the requirements of Chapter 13.34 GHMC, DMA Ventures, LLC has requested the City of Gig Harbor's sewer utility serve this short plat. These parcels, located at 7305 46th Avenue NW, would require DMA Ventures, LLC to install a sewer extension to the parcels, as the city already has an 8-in sewer main located within 46th Avenue NW in front of the short plat. The city currently has capacity to provide the requested utility connections.

FISCAL CONSIDERATION: The proposed utility extension agreement requires DMA Ventures, LLC to pay all costs for designing, constructing, and permitting the necessary extension of the city's sewer utility.

Lastly, as prescribed by Chapter 13.32 GHMC and noted in the proposed utility extension agreement, all general facilities charges and monthly services charges for sewer services outside the city limits shall be charged at 1.5 times the in-city rates.

ATTACHMENTS:

1. Resolution 1329
2. Resolution 1329 Exhibit A

STRATEGIC PLAN PRIORITY: Strategic Plan Priority 2 - Ensure sustainable future for public services and facilities

RESOLUTION NO. 1329

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO EXTENDING SEWER SERVICE OUTSIDE THE CITY, AUTHORIZING THE EXECUTION OF ONE SEWER UTILITY EXTENSION AGREEMENT WITH DMA VENTURES, LLC., TO A EIGHT (8) LOT RESIDENTIAL SUBDIVISION IN PIERCE COUNTY, WASHINGTON.

WHEREAS, DMA Venture, LLC is in the process of permitting through Pierce County a eight (8) lot residential subdivision outside city limits but inside the City's urban growth area; and

WHEREAS, DMA Ventures, LLC has requested connection to the City of Gig Harbor's sewer utility to serve their subdivision known as the 46th Avenue NW Short Plat and located at 7305 46th Avenue NW; and

WHEREAS, RCW 35.67.310 authorize the City to provide sewer utility services to property beyond the City limits; and

WHEREAS, Chapter 13.34 of the Gig Harbor Municipal Code (GHMC) requires the property owner seeking a utility extension to enter into a utility extension agreement with the City as a condition of a utility extension; and

WHEREAS, the City currently has capacity to provide the requested utility connections; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council hereby authorizes the Mayor to execute the Utility Extension Agreements attached hereto as Exhibit A, with the owner, Rush Residential.

Section 2. The City Council hereby directs the City Clerk to record the Utility

Extension Agreements against the Property legally described in Exhibit A of each Utility Extension Agreement, at the cost of the applicant.

PASSED by the City Council this 10th day of February 2025.

APPROVED:

MAYOR MARY BARBER

ATTEST/AUTHENTICATED:

CITY CLERK, JOSH STECKER

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL: 02/10/2025
RESOLUTION NO. 1329

AFTER RECORDING RETURN TO:

The City of Gig Harbor
Attn: City Clerk
3510 Grandview Street
Gig Harbor, WA 98335

WASHINGTON STATE COUNTY AUDITOR/RECORDER'S INDEXING FORM

Document Title(s) (or transactions contained therein):

Utility Extension, Capacity Agreement and Agreement Waiving Right to Protest LID

Grantor(s) (Last name first, then first name and initials)

DMA Ventures LLC

Grantee(s) (Last name first, then first name and initials)

City of Gig Harbor

Legal Description (abbreviated: i.e., lot, block, plat or section, township, range)

THE SOUTH HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE
SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 7, TOWNSHIP 21
NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN, IN PIERCE COUNTY, WASHINGTON

EXCEPT MCDUGAL COUNTY ROAD (46TH AVENUE N.W.)

Assessor's Property Tax Parcel or Account Number: 0221071005

Reference Number(s) of Documents assigned or released: _____

**UTILITY EXTENSION, CAPACITY AGREEMENT
AND AGREEMENT WAIVING RIGHT TO PROTEST LID**

THIS AGREEMENT is entered into this _____ day of _____, 20____, between the City of Gig Harbor, Washington, a municipal corporation of the State of Washington (the "City"), and DMA Ventures LLC, a Limited Liability Corporation (the "Owner").

RECITALS

WHEREAS, the Owner is the owner of certain real property located in Pierce County which is legally described as set forth in Exhibit "A" and shown in the location map in Exhibit "B" attached hereto and incorporated herein by this reference; and

WHEREAS, the Owner's property is not currently within the City limits; and

WHEREAS, the Owner desires to connect to the City sewer utility system, hereafter referred to as the "utility," and the City is willing to allow connection only upon certain terms and conditions in accordance with Title 13 of the Gig Harbor Municipal Code, as now enacted or hereinafter amended; and

WHEREAS, on January 30, 2025 the City Council held a Council meeting on this Utility Extension Capacity Agreement; NOW, THEREFORE,

FOR AND IN CONSIDERATION of the mutual benefits and conditions hereinafter contained, the parties agree as follows:

TERMS

1. Warranty of Title. The Owner warrants that Owner is the owner of the property described in Exhibit 'A', which is attached hereto and incorporated herein by this reference, and is authorized to enter into this Agreement.

2. Extension Authorized. The City hereby authorizes the Owner to extend service to Owner's property from the existing utility line on 46TH AVE NW (Skansie Ave.) at the following location: 7305 46TH AVE NW.

3. Costs. Owner will pay all costs of designing, engineering and constructing the extension. All construction shall be done to City standards and according to plans approved by the City Engineer. Any and all costs incurred by the City in reviewing plans and inspecting construction shall be paid for by the Owner.

4. Sewer Capacity Commitment. The City agrees to provide to the Owner sewer utility service and hereby reserves to the Owner the right to discharge to the City's sewage system eight (8) ERU's; provided however, that the City retains the authority to temporarily suspend such capacity where necessary to protect public health and safety, or where required to comply with the City's NPDES permit, or any other permits required by any agency with jurisdiction. These capacity rights are allocated only to the Owner's system as herein described. Any modification to this

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system must first be approved by the City. Capacity rights acquired by the Owner pursuant to this Agreement shall not constitute ownership by the Owner of any facilities comprising the City sewage system. The City agrees to reserve to the Owner this capacity as set forth in GHMC 13.34.030.

5. Capacity Commitment Payment.

A. The Owner agrees to pay the City within 30 days of City Council approval of this Agreement and prior to the Mayor's execution of this agreement the sum of \$17,352.00, which is fifteen percent (15%) of the current general facilities charge, to reserve the above specified capacity. This payment shall reserve the specified capacity for a period of up to three years from the date of the Mayor's execution.

B. In the event the Owner has not made connection to the City's utility system by the date set forth above and no extension of the commitment period occurs as outlined below, such capacity commitment shall expire and the Owner shall forfeit one hundred percent (100%) of this capacity commitment payment to cover the City's administrative and related expenses.

C. In the event the Pierce County Boundary Review Board should not approve extension of the City's sewer system prior to the expiration of the commitment period, the Owner shall be entitled to a refund of the capacity commitment payment (without interest), less a five percent (5%) administrative fee.

6. Extension of Commitment Period. The Owner may extend the capacity commitment period for the life of the underlying development application or the underlying development approval upon payment of a capacity commitment payment of 100% of the value of the current general facilities charge. At the time of actual connection, per GHMC 13.34.040(7), if the sewer general facilities charge has increased, the Owner shall pay the difference between what was paid for the capacity commitment payment and the actual cost of the current general facilities charge.

7. Permits; Easements. Owner shall secure and obtain, at Owner's sole cost and expense, any and all necessary permits, easements, approvals, and licenses to construct the extension, including, but not limited to, all necessary easements, excavation permits, street use permits, or other permits required by state, county and city governmental departments including, but not limited to, the Pierce County Public Works Department, Pierce County Environmental Health Department, State Department of Ecology, Pierce County Boundary Review Board, and City of Gig Harbor.

8. Turn Over of Capital Facilities. If the extension of utility service to Owner's property involves the construction of water or sewer main lines, pump stations, wells, and/or other City required capital facilities, the Owner agrees if required by the City to turn over and dedicate such facilities to the City, at no cost, upon the completion of construction and approval and acceptance of the same by the City. As a prerequisite to such turn over and acceptance, the Owner will furnish to the City the following:

A. Record drawings in a form acceptable to the City Engineer;

B. Any necessary easements, permits or licenses for the continued operation, maintenance, repair or reconstruction of such facilities by the City, in a form approved by the City Attorney;

C. A bill of sale in a form approved by the City Attorney; and

D. A bond or other suitable security in a form approved by the City Attorney and in an amount approved by the City Engineer, ensuring that the facilities will remain free from defects in workmanship and materials for a period of two years.

9. General Facilities Charges. The Owner agrees to pay the applicable general facilities charges, in addition to any costs of construction, as a condition of connecting to the City utility system at the rate schedules applicable at the time the Owner physically connects his/her property to the system. Any commitment payment that has not been forfeited shall be applied to the City's general facilities charges. Should the Owner not connect 100% of the Sewer Capacity Commitment, the Capacity Commitment payment shall be credited on a prorated percentage basis to the general facilities charges as they are levied.

10. Service Charges. In addition to the general facilities charges, the Owner agrees to pay for utility service rendered according to the rates for services applicable to properties outside the city limits as such rates exist (which is presently at 150% the rate charged to customers inside city limits) or as they may be hereafter amended or modified.

11. Annexation.

A. Owner understands that annexation of the property described on Exhibit 'A' to the City will result in the following consequences:

- i. Pierce County ordinances, resolutions, rules and regulations will cease to apply to the property upon the effective date of annexation;
- ii. City of Gig Harbor ordinances, resolutions, rules and regulations will apply to the property upon the effective date of annexation;
- iii. Governmental services, such as police, fire and utility service will be provided to the property by the City of Gig Harbor upon the effective date of annexation;
- iv. The property may be required to assume all or any portion of the existing City of Gig Harbor indebtedness, and property tax rates and assessments applicable to the property may be different from those applicable prior to the effective date of annexation;
- v. Zoning and land use regulations applicable to the property after annexation may be different from those applicable to the property prior to annexation; and
- vi. All or any portion of the property may be annexed and the property may be annexed in conjunction with, or at the same time as, other property in the vicinity.

B. With full knowledge and understanding of these consequences of annexation and with full knowledge and understanding of Owner's decision to forego opposition to annexation of the property to the City of Gig Harbor, Owner agrees to sign a petition for annexation to the City of the property described on Exhibit "A" as provided in RCW 35.14.120, as it now exists or as it may hereafter be amended, at such time as the Owner is requested by the City to do so. The Owner also agrees and appoints the Mayor of the City as Owner's attorney-in-fact to execute an annexation petition on Owner's behalf in the event that Owner shall fail or refuse to do so and agrees that such signature shall constitute full authority from the Owner for annexation as if Owner had signed the petition himself. Owner further agrees not to litigate, challenge or in any manner contest, annexation to the City. This Agreement shall be deemed to be continuing, and if Owner's property is not annexed for whatever reason, including a decision by the City not to annex, Owner agrees to sign any and all subsequent petitions for annexations. In the event that any property described on Exhibit 'A' is subdivided into smaller lots, the purchasers of each subdivided lot shall be bound by the provisions of this paragraph.

12. Public Works Standards and Utility Regulations. Owner agrees to comply with all of the requirements of the City's public works standards relating to sewer and utility regulations when developing or redeveloping all or any part of the property described on Exhibit "A", and all other applicable sewerage standards in effect at the time.

13. Liens. The Owner understands and agrees that delinquent payments under this agreement shall constitute a lien upon the above-described property. The lien shall be as provided in RCW 35.67.200, and shall be enforced in accordance with RCW 35.67.220 through RCW 35.67.290, all as now enacted or hereafter amended.

14. Termination for Noncompliance. In the event Owner fails to comply with any term or condition of this Agreement, the City shall have the right, at any time, to enter onto the Owner's property and for that purpose disconnect the sewer, in addition to any other remedies available to the City.

15. Waiver of Right to Protest LID. (If applicable)

A. Owner acknowledges that the entire property legally described in Exhibit 'A' would be specially benefited by the following improvements (specify):

Extension of public sanitary sewer gravity main from 46TH Ave NW (Skansie Ave) into the DMA Ventures, LLC short plat, located at 7305 46TH AVE NW, Gig Harbor, WA 98335.

B. Owner agrees to sign a petition for the formation of an LID or ULID for the specified improvements at such time as one is circulated and Owner hereby appoints the Mayor of the City as his attorney-in-fact to sign such a petition in the event Owner fails or refuses to do so.

C. With full understanding of Owner's right to protest formation of an LID or ULID to construct such improvements pursuant to RCW 35.43.180, Owner agrees to participate in any such LID or ULID and to waive his right to protest formation of the same. Owner shall retain the right to contest the method of calculating any assessment and the amount thereof, and shall further retain the right to appeal the decision of the City Council affirming the final assessment roll to the superior

court. Notwithstanding any other provisions of this Agreement, this waiver of the right to protest shall only be valid for a period of ten (10) years from the date this Agreement is signed by the Owner.

16. Specific Enforcement. In addition to any other remedy provided by law or this Agreement, the terms of this Agreement may be specifically enforced by a court of competent jurisdiction.

17. Covenant. The conditions and covenants set forth in this Agreement and incorporated herein by the Exhibits shall run with the land and the benefits and burdens shall bind and inure to the benefit of the parties. The Owner, and every purchaser, assignee or transferee of an interest in the Property, or any portion thereof, shall be obligated and bound by the terms and conditions of this Agreement, and shall be the beneficiary thereof and a party thereto, but only with respect to the Property, or such portion thereof, sold, assigned or transferred to it. Any such purchaser, assignee or transferee shall observe and fully perform all of the duties and obligations of the Owner contained in this Agreement, as such duties and obligations pertain to the portion of the Property sold, assigned or transferred to it. All costs of recording this Agreement with the Pierce County Auditor shall be borne by the Owner.

18. Attorney's Fees. This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. In any suit or action seeking to enforce any provision of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs, in addition to any other remedy provided by law or this agreement. Venue of such action shall lie in Pierce County Superior Court or the U.S. District Court for Western Washington.

19. Notices. Notices and correspondence to the City and Owner shall be sufficiently given if dispatched by pre-paid first-class mail to the addresses of the parties as designated below. Notice to any person who purchases any portion of the Property from the Owner shall be required to be given by the City only for those property purchasers who provide the City with written notice of their address. The parties hereto may, from time to time, advise the other of any new addresses for notice and correspondence.

TO THE CITY:

City Clerk
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335

TO THE OWNER:

DMA Ventures, LLC
6507 84th Ave Ct W.
University Place, WA 98467

20. Severability and Integration. This Agreement and the Exhibits attached hereto constitute the agreement between the parties on this subject matter, and there are no other understandings, verbal or written, that modify the terms of this Agreement. If any phrase, provision, or section of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, or if any provision of this Agreement is rendered invalid or unenforceable according to the terms of any statute of the State of Washington which became effective after the effective date of this Agreement, such invalidity shall not affect the other terms of this Agreement.

DATED this _____ day of _____, 20____.

OWNER:

CITY OF GIG HARBOR

By: _____
Its _____
(Owner, President, Managing Member)

By: _____
Its Mayor

Attest:

City Clerk, Josh Stecker

Approved as to form:
Office of the City Attorney

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the _____ of _____, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

Printed: _____
Notary Public in and for Washington
Residing at: _____
My appointment expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF P I E R C E)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Mayor of

Gig Harbor, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

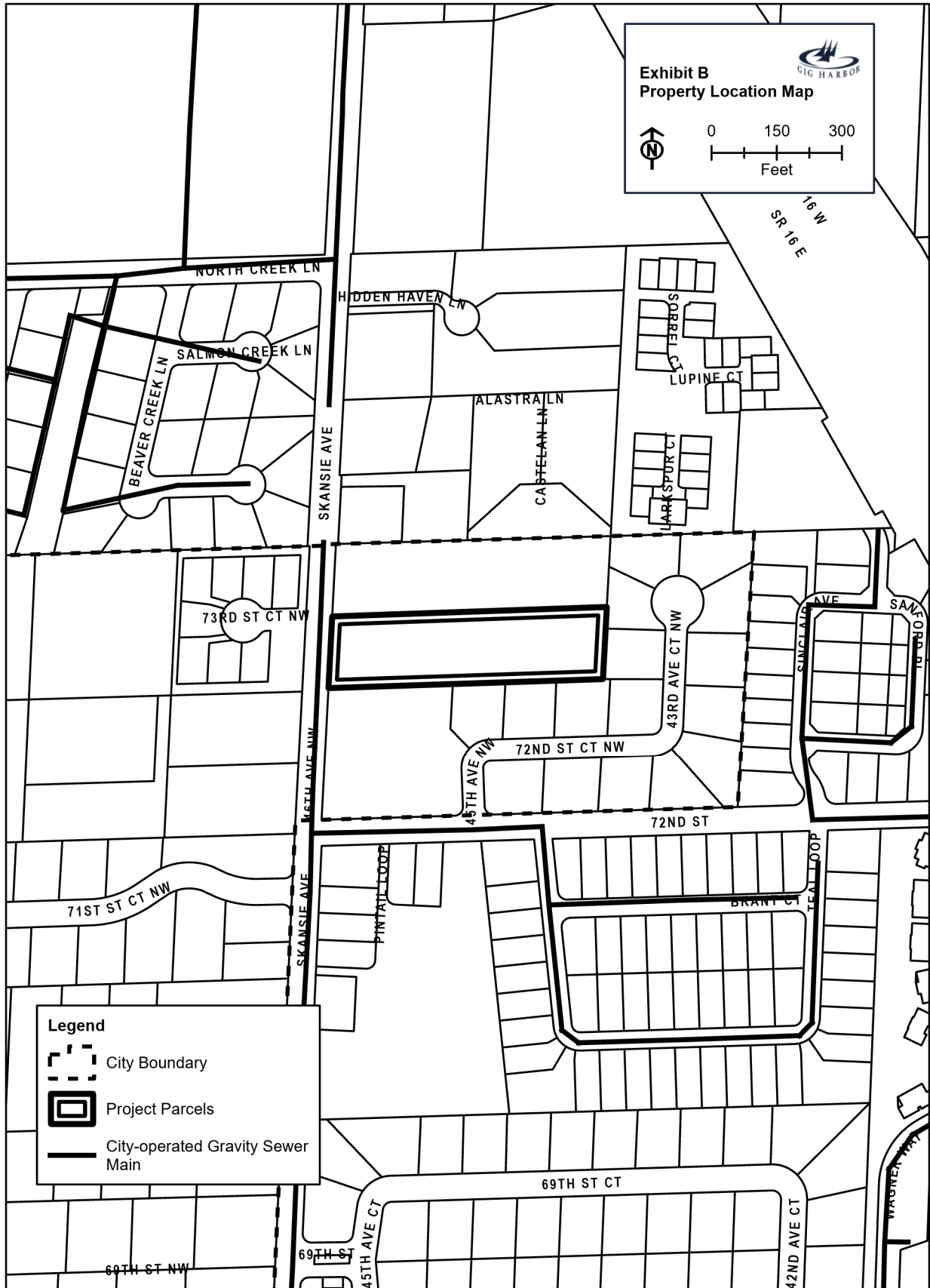
DATED: _____

Printed: _____
Notary Public in and for Washington
Residing at _____
My appointment expires: _____

EXHIBIT A
PROPERTY LEGAL DESCRIPTION

THE SOUTH HALF OF THE NORTH HALF OF THE SOUTHWEST
QUARTER OF THE SOUTHWEST QUARTER OF THE
NORTHEAST QUARTER OF SECTION 7, TOWNSHIP 21 NORTH,
RANGE 2 EAST OF THE WILLAMETTE MERIDIAN, IN PIERCE
COUNTY, WASHINGTON

EXCEPT MCDOUGAL COUNTY ROAD (46TH AVENUE N.W.)





DEPARTMENT UPDATES

Wednesday, February 5, 2025

A TWICE-MONTHLY SUMMARY FROM YOUR CITY OF GIG HARBOR LEADERSHIP TEAM

These department updates are an effort to increase our internal and external communication initiatives, to provide the mayor and city councilmembers with the information they need to serve the public and make informed decisions, and just as importantly, to share citywide information and updates with all staff and residents. Please feel free to send any questions, suggestions, or concerns about this document to communications@gigharborwa.gov.

ADMINISTRATION

City Administrator Katrina Knutson

South Sound Military and Communities Partnership: The City of Gig Harbor is considering joining the South Sound Military & Communities Partnership (SSMCP), a regional collaboration that strengthens the connection between local governments and Joint Base Lewis-McChord (JBLM). Gig Harbor is home to many military families and is uniquely positioned between JBLM and the naval bases in Kitsap County, making it an important part of the broader military-community network. This partnership addresses key issues that impact both military and civilian communities, such as transportation, economic development, education, and healthcare. By joining SSMCP, Gig Harbor would have a direct role in shaping policies and initiatives that support military families, improve regional mobility, and enhance economic opportunities, ensuring a stronger, more connected community for all residents.

At the January 30 city council meeting, City Administrator Knutson discussed this opportunity with the council, which was very interested in learning more. Council expressed strong support for our military families and recognized the value of working alongside regional partners to address shared challenges and opportunities. [Learn more about SSMCP](#).

Summer Pierce Transit Trolley Service:

The City of Gig Harbor is excited to share that we are in discussions with Pierce Transit about expanding summer trolley service!

Since COVID, the trolley has operated on a limited two-day schedule due to staffing challenges. However, early indications from Pierce Transit suggest a strong possibility of restoring full seven-day service. This expansion would enhance transportation options not just for visitors exploring our beautiful city, but also for residents who rely on the trolley for daily travel.



Even better - kids 18 and under will ride for free! Stay tuned for more updates as we work to improve transit access for our community.

Inclement Weather: The housing, health, and human services (H3) program manager partnered with Gig Harbor Police Department (GHPD) and Chapel Hill in preparation for the continued cold weather we've been having. Chapel Hill has been a gracious community partner in hosting a Warming Center throughout the past week for those in the community that need heat. The H3 and GHPD are on call to help assist anyone in need of overnight shelter. The Warming Center hours this week are:

CHAPEL
HILL

WARMING CENTER PRESS RELEASE-INFORMATION
Press Release: Effective 1/21/25
Chapel Hill Church will open its lobby areas as a Day Warming Center any time the low-temp weather forecast low temperatures is 32 degrees or below for 2 consecutive days.

Mon, 20 Jan:	OPEN – 7:30AM-9:00PM
Tue, 21 Jan:	OPEN – 7:30AM-9:00PM
Wed, 22 Jan:	OPEN – 7:30AM-9:00PM
Thur, 23 Jan:	OPEN – 7:30AM-9:00PM
Fri, 24 Jan:	WARMING CENTER CLOSED
Sat, 25 Jan:	WARMING CENTER CLOSED
Sun, 26 Jan:	WARMING CENTER CLOSED - TBD

Address: 7700 Skansie Ave - "Enter at Door D"
Gig Harbor, WA 98335 - 253-405-2829

For Warming Center entry call: 253-405-2829

Point-in-Time: The U.S. Department of Housing and Urban Development (HUD) and Washington State Department of Commerce require communities to conduct a one-day Point-In-Time (PIT) Count to survey individuals experiencing homelessness. PIT Counts are one source of data among many that help us understand the magnitude of the issue and characteristics of people who are homeless in our community.

- Hygiene Kits:** On January 28 the H3 program manager had the opportunity to partner with United Way of Pierce County and help pack the hygiene kits that were to be distributed during the 2025 Point-in-Time. With the hard work of all involved a total of 3,000 hygiene kits were packed.



- Point-in-Time Count:** On January 30, the H3 program manager partnered with FISH Foodbank to interview people and collect information about where they slept the night before, where their last residence was located, what may have contributed to their loss of housing, disabilities the individual may have, and much more. The H3 program manager was able to meet with several people and help connect many with resources for their emergent needs. Point-in-Time data has not been compiled and disseminated yet, but once it is made available, it will be shared with the public.



Pierce County Recovery Navigator Tour: The H3 program manager, Pierce County Councilmember Robyn Denson, and the Homeless Outreach Manager at KP Community Services had the opportunity to meet with the Pierce County Alliance Recovery Navigator Program team. They were able to tour their facility to deepen partnerships and enhance collaborative efforts in supporting Gig Harbor residents. As a key service provider, their work aligns closely with the mission of the city's H3 initiative, and we have already seen the positive impact of our collaboration in connecting individuals to critical recovery services. Strengthening this partnership will allow the H3 program to streamline referrals, expand access to care, and provide more comprehensive support to those most in need in our community.

Faith Leaders Gathering: The H3 program manager assisted the mayor in facilitating the quarterly Faith Leaders Gathering meeting. The last gathering fostered valuable discussions about the future direction of the meetings. The insights shared are instrumental in shaping the approach moving forward. The group unanimously agreed that the Affordable Housing-focused meeting format was the most impactful. As a result, we will continue structuring our meetings around key focus areas, featuring subject matter experts to provide deeper insights and actionable solutions. This strategic approach will strengthen our collective impact and engagement.

COMMUNITY DEVELOPMENT

Community Development Director Eric Baker

In an effort to clarify permitting process for applicants and the public, the city council will be hearing an ordinance on February 10 that will establish review timelines consistent with new state legislation. Additionally, the Comprehensive Plan Update is in the backstretch with council reviewing transportation and capital facilities needs for future growth in the community.

On a sadder note, Natalie Kamieniecki will be leaving the department on February 7. Please come down and bid her a fond farewell as she moves to new adventures.

Building: This year has started off at a brisk pace for the Building/Fire Division. We are up **89%** in permit submittals over the same period last year. This reporting period includes those for a new Pilates studio going into the former Columbia/Umpqua Bank location on Judson, a new ramp system for Pleasure Craft Marina, a re-roof of the Maritime Inn, and additional charging stations at the Hospital.

Some of the Certificates of Occupancy that were issued include one for the Peninsula Equipment Warehouse and Narrows Baseball Club on Bujacich, a new home on Sandin Lane, and the expansion of Revitalize Metabolic Health on Wagner Way. Also finalized was the very cool monument sign at the Harbor Hill Environmental Sanctuary next to Heron's Key.



COURT

[Court Administrator Stacy Colberg](#)

Statewide Juror Demographic Study: In 2022, Gig Harbor Municipal Court was one of several Washington courts invited by Seattle University School of Criminal Justice to participate in the Statewide Jury Demographic Study overseen by the Wahington State Minority and Justice Commission (MJC). The study was mandated in the 2021 Legislative Session under ESSB 5092, which required the Washington Administrative Office of the Courts to provide “all courts with an electronic demographic survey for jurors who begin a jury term.” The survey was voluntary and collected valuable data on each juror’s race, ethnicity, age, sex, employment status, education, and income. Gig Harbor Municipal Court executed a contract with Seattle University to participate in the study and subsequently the survey was embedded in our online jury portal. From there, prospective jurors were invited to participate in the study by answering a series of demographic questions formulated by Seattle University researchers including an optional question about barriers to jury service. You can see details of the study in the 2023 final report [here](#).

Gig Harbor Municipal Court is one of 14 courts recently recognized by the Commission in the [MJC 2024 Annual Report](#) (page 24) for our continued involvement in the study. Our participation would not have been possible without help from City Clerk Josh Stecker and our city ITS team. Great teamwork in action!

FINANCE

[Finance Director Dave Rodenbach](#)

Sales Tax Revenue Update: The January distribution for sales tax represents actual November 2024 sales. The January 2025 sales tax distribution was 1.4% more than January 2024. This continues the trend which has seen the November 2024 and December 2024 distributions increase 1.9% and 4.7% respectively over the same period in 2023. Adding the January 2025 distribution into 2024 sales tax, the city is 0.6% behind the prior year.

HUMAN RESOURCES

[Human Resources Director Shannon Costanti](#)

Advance Your Career: Looking to grow in your career? Check out the [current job opportunities](#) here at the city!

Position	Type	Status
Police Officer - Exceptional Entry	FT	Continuous
Police Officer - Lateral Entry	FT	Continuous
Contract Administrator *Internal ONLY*	FT	Open until 2/5
NPDES Coordinator *Internal ONLY*	FT	Open until 2/5

Utility Billing Technician	FT	Open until 2/6
Associate Planner	FT	Open until 2/10
Principal Planner	FT	Open until 2/17
Development Review Engineer	FT	Open until 2/19
Communications Manager	FT	Closed - selection pending

ITS

Information Technology Services Manager Keith Smith

No updates this week but stay tuned.

POLICE

Police Chief Kelly Busey

Hiring Update: We are scheduled to host oral board interviews for six lateral police officer applicants on Monday with several more interviews to be conducted on February 24. We're hopeful that we'll find some good candidates from this larger-than-has-been-lately pool, as we aim toward full staffing of 26 commissioned officers.

Bank Robbery: On Friday, January 31 at 10:20 a.m., our officers were called to an in-progress bank robbery in the 7100 block of Stinson Avenue. Patrol units and detectives were on scene in less than two minutes and discovered the 27-year-old female suspect still inside the lobby. She was taken into custody without incident. The suspect was brought to the Gig Harbor Police Department for interview and processing. During this time, it was determined that the suspect was likely suffering from a severe mental health crisis during the event.

This does not diminish the potential danger posed by the suspect or impact to those affected during the robbery attempt. She will be booked into the Pierce County Jail on the Robbery charge; however, we are also working with mental health professionals to ensure that her mental health needs are addressed and brought to the attention of the court. We are glad that nobody was injured during the event and are proud of the swift and professional response by our personnel, along with the firm but compassionate follow-up investigation.

PUBLIC WORKS

Public Works Director Jeff Langhelm

Sewage Spill at Alastra Court: On January 23, the city was notified of a sewer spill originating from a townhome subdivision called the Meadows at Alastra Court. The city's wastewater division responded promptly and identified the source of the sewer spill was likely a clogged private sewer main. After notifying the management company for the townhomes, the Department of Ecology, and the Tacoma Pierce County Health Department, the city's wastewater division received permission to

remove the anticipated clog then provided technical assistance to the management company. Public Works staff are cooperating with representatives from both Ecology's wastewater and stormwater programs to support the cleanup efforts related to this sewer spill.

Unanticipated RCO Design Grant for the North Creek Culvert Replacement Project: In late January 2024, the city was notified by the Washington State Recreation and Conservation Office (RCO) that a 2021 grant application to support the design of the city's North Creek Culvert Replacement Project was now eligible for funding. The original grant application was requesting design funds from the [Brian Abbott Fish Barrier Removal Board](#), which is a Washington Department of Fish and Wildlife funding source managed by RCO. Public Works staff quickly responded to RCO to proceed with requested information to initiate the steps necessary to develop a funding agreement. Staff is hoping to have an agreement in place in February 2025.

Verification the City's Watermain Flushing Program is Working: Every few months, the city's water division performs watermain flushing that intentionally stirs up the naturally occurring iron and manganese deposits in our drinking water to remove them from the system. Without this flushing program, any significant flows through the water system would allow those deposits to flow into houses and businesses. As you probably recall, on January 25 a boat caught fire at Bujacich Dock and Gig Harbor Fire & Medic One used a significant volume of city water to fight the boat fire. At the conclusion of the fire, the city's water system worked normally, and no customers notified the city of possible issues related to dirty water.

Snow Response: Before leaving work for the week on January 31, the city's operations division was ready for the forecasted snow. After placing the usual brine solution on city roads for weeks, the weather forecast in early February was adding the possibility of snow to the already below-freezing temperatures. The response by the operations division was well received and well deserved. A large part of their success was due to the recent purchases of reliable and proven snow removal equipment. These purchases benefit both the residents who can travel on relatively clear and safe routes and staff who use safer and more productive equipment.

Ancich Boat Storage Fees: The parks commission will be considering changes to the fee structure at the Ancich Boat Storage Building. Currently, rentals are for 6-month periods. The rental periods end near major holidays, so it is often difficult to get ahold of boat owners if they don't remove their stored contents in a timely manner. Staff is proposing to change the rental agreements to one year, and simplifying the fee schedule. This proposal will be considered by the parks commission on February 5.

Sports Complex Phase 1B Naming: At their January 30 study session, council authorized staff to begin the naming process for Phase 1B of the Sports Complex. With the help of the Clerk's Office, a [form](#) is now live on the city's website. The form will be available until Monday, February 24. All the suggested names will be considered by the parks commission, which will make a recommendation to city council. Council will have the final authority to decide the preferred park name.

Capital Improvement Project Status Updates: For the most recent updates on the city's design and construction projects, see our online [CIP StoryMap](#).



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: February 10, 2025

SUBJECT: First Reading and Adoption of Ordinance 1535 Adopting Procedures Related to SB 5290

SUBMITTED BY: Jeff Wilson, Community Development

DEPARTMENT: Community Development

PHONE: (253) 530-7073

SUGGESTED MOTION: Move to approve Ordinance 1535

BACKGROUND INFORMATION: During the 2023 legislative session, Senate Bill 5290 (background attached) was enacted, introducing more defined permit processing timelines and penalties for non-compliance. Under this bill, permit processing timeframes (limited to city review) were specified as follows: a 60-day processing period for administrative permits; a 100-day period for permits requiring public notice; and a 170-day period for permits requiring a public hearing. Additionally, the bill allows local governments to establish alternative timelines, exceptions, or exclusions to these processing times.

At the December 5, 2024, study session, staff presented recommended timelines for permit processing that were tailored to the specific needs of the city of Gig Harbor. Based on the response at the December 5 meeting, staff has developed the attached draft ordinance to address the requirements of SB 5290. This ordinance describes the proposed amendments several sections in the GHMC to update procedures and timelines for processing permit in accordance with the requirements of SB 5290. In general, the recommended changes are:

- 19.02.003 – an update to our procedures for communicating with applicants with respect to an applications Determination of Completeness.
- 19.02.007 – Specific permit processing timelines for each listed permit type, including exclusions from the processing timelines based on specific circumstances which are beyond the city's ability to control; and a listing of specific actions which are exempted from processing timelines.
- 19.01.007 – Identifying specific permit types which are exempt from processing times. This list include permit types specifically provided for in SB 5290, as well as some local permits which are comparable to those provided for in the statute; together with certain permit types identified by the city for exemption and supports by our special needs/interest.
- 16.05.006 – An amendment to clarify language to process for addressing revisions to an approved preliminary plat which are not defined as "minor" revisions to address inconsistent language.

Adoption of the proposed amendments will establish city permit processing times, a limited list of identified exemptions from processing times, together with limited

exclusions from or additions to permit processing times which are within the parameters established by SB 5290.

Pursuant to SB 5290, the city may also amend our ordinances in the future should it be necessary to make changes to continue to ensure the city is consistent with the intent of SB 5290.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Ordinance 1535
 2. SB 5290 Ordinance Presentation 020325
-

STRATEGIC PLAN PRIORITY: Strategic Plan Priority 2 - Ensure sustainable future for public services and facilities

ORDINANCE 1535

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, AMENDING CHAPTERS 19.01 AND 19.02 OF THE GIG HARBOR MUNICIPAL CODE (GHMC) TO ADDRESS PROJECT PERMIT REVIEW TIMELINES AND REQUIREMENTS; AMENDING CHAPTER 16.05 TO CLARIFY PRELIMINARY PLAT MODIFICATION REQUIREMENTS; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Senate Bill (SB) 5290 amends the Local Project Review Act, Chapter 36.70B RCW, with the intent to increase the timeliness and predictability of local project review; and

WHEREAS, SB 5290 amended RCW 36.70B.080 to establish new permit review timelines for project permit applications submitted to GMA-planning jurisdictions after January 1, 2025; and

WHEREAS, pursuant to RCW 36.70B.140, the city may exclude certain project permits from some provisions of RCW 36.70B including those that the city determines present special circumstances that warrant a review process or time periods for approval which are different from that provided in RCW 36.70B; and

WHEREAS, pursuant to RCW 36.70B.140, the city may exclude the other certain project permits from the provisions of RCW 36.70B which have administrative approvals that are categorically exempt from environmental review under chapter 43.21C RCW, or for which environmental review has been completed in connection with other project permits; and

WHEREAS, the Growth Management Act (“GMA”) requires cities to identify and protect critical areas. To ensure critical areas are correctly identified and classified, applicants are required to provide technical reports and studies to correctly identify and classify any critical areas on property to be developed and ensure that all development proposal apply the correct mitigation and protection measures. Reports submitted by applicants require technical review and evaluation by subject matter experts which the city does not have on staff but retains under contracts. While the consultants are under contract with the city, timelines undertake thorough and correction evaluation for the preservation of the critical areas in accordance with city and state laws required diligent technical work; and

WHEREAS, many land use permits require hearings and decisions by an independent hearing body (Hearing Examiner). The hearing examiner schedules a hearing and issues a decision on certain applications; and

WHEREAS, there are circumstances where the submitted application requires corrections and/or additional information and the applicant is delayed in responding

within the provided time period. During the delayed response time staff resources may be reassigned which results in additional time necessary to reacquaint to the project submittal; and

WHEREAS, the city has a clear interest to protect its future city owned infrastructure by ensuring that project review is thorough and complete and not rushed or limited by project review timelines. Rushed technical review of civil construction permits would likely ultimately cost the city's operating funds in the future to fix construction issues that arose because of inadequate review timeframes; and

WHEREAS, implementing inadequate review timelines for utility infrastructure and transportation infrastructure at the time of civil construction permits would present a detriment to public safety; and

WHEREAS, implementing inadequate review timelines for utility infrastructure and transportation infrastructure at time of civil construction permits would present a detriment critical areas; and

WHEREAS, the majority of engineering construction permits are technical in nature than and require technical review of:

a. Transportation: Complex networks of streets, sidewalks, and other pedestrian facilities that often become city owned. The reviews often include complex vertical curves, complex horizontal curves, ADA technical details, access spacing, sight distance, etc. As transportation review is related to vehicles and pedestrians, public safety would be compromised by imposing inadequate review timelines on transportation components of civil construction permits.

b. Wastewater: Complex networks of structures and pipe systems that most often are proposed to be city owned. Review requires review of technical Autocad drawings in both plan view and profile view. Requires detailed review of pipe type, pipe slopes, manhole invert elevations, technical cross sections, review for potential utility conflicts, consistency with the Ecology Sewer Works Design (Orange Book), review of vertical and horizontal elevations for separation from potable water mains, minimum flows, maximum flows, pipe capacity, maximum pipe slope, minimum pipe slope, pipe anchoring, structure analysis, structure sizing, structure type, structure coating type, etc.

c. Potable Water: Pressurized potable water systems with a complex network of pipes, fittings, hydrants, blow off assemblies, air vac systems, and thrust blocks, that all require detailed technical review at civil construction permit review. Requirements for minimum pressure, maximum pressure, system capacity, safety, water quality testing procedures, and fire flow capacity are typical of construction reviews.

d. Stormwater: The city maintains and NPDES Permit through the Department of Ecology. Department of Ecology Stormwater requirements for western Washington are continuously being updated by ecology. Reviews of stormwater design at civil construction permits is the last chance the city confirms that pollutants and non-detained water is polluting critical areas such as wetlands, creeks, streams, or waters of the Salish Sea (Puget Sound). Stormwater reviews are increasingly complex and

technical in nature. The city reviews technical design components for water quality (treatment), detention (flow control), wetland protection, and temporary erosion and sediment control measures. Reducing the timeline for technical stormwater review during the review of construction permits would be detrimental to critical areas which are regulated locally, at state level, and often federally.

NOW THEREFORE, the City Council of the City of Gig Harbor, Washington, do ordain as follows:

Section 1. Adoption of Findings of Fact. The Gig Harbor City Council hereby adopts the foregoing recitals and incorporates them herein as findings of fact in support of these amendments.

Section 2. GHMC 19.02.003 Amended. GHMC 19.02.003 (C) is hereby amended as follows:

C. *Determination of Completeness.* Within 28 days after receiving a project permit application, the city shall email, mail or personally deliver to the applicant a determination which states either:

1. That the application is complete; or
2. That the application is incomplete and what is necessary to make the application complete.

If an applicant chooses the optional consolidated permit review process set forth in GHMC 19.01.002(B), the determination of completeness shall include all project permits being reviewed through the consolidated permit review process.

Section 3. GHMC 19.02.007 Amended. GHMC 19.02.007 (B) is hereby amended as follows:

B. *Time Period for Decision.* The director shall issue a notice of final decision on a project permit application as follows; ~~within 120 days of the issuance of the determination of completeness pursuant to GHMC 19.02.003~~; provided, that the time period for issuance of a notice of final decision on a preliminary plat shall be 90 days; and 30 days each, for a final plat 30 days, and a short plat 30 days.

1. Type I permits shall be issued within 65 days¹ of the determination of completeness pursuant to GHMC 19.02.003.

2. Type II permits and Final PRD/PUD decisions shall be issued within 100 days of the determination of completeness pursuant to GHMC 19.02.003.

3. Type III, Type IIIA and site specific rezone permits shall be issued within 170 days of the determination of completeness pursuant to GHMC 19.02.003.

4. If an application for a Type I, II, III, of IIIA permit requires more than two review cycles, an additional 45 days shall be added to the timeframes listed above for each subsequent review cycle after the 2nd review.

4. 5. In calculating the time period for decision for issuance of the notice of final decision for a Type I, II, III, of IIIA permit, the following periods shall be excluded:

¹ All deadlines for final decisions are based on calendar days

- a. Any period during which the applicant has been requested by the director to correct plans, perform required studies, or provide additional required information. The period shall be calculated from the date the director notifies the applicant of the need for additional information until the earlier of the date the director determines that the additional information provided satisfies the request for information, or 14 days after the date the additional information is provided to the city;
- b. If the director determines that the information submitted is insufficient, the applicant shall be informed of the particular insufficiencies and the procedures set forth in this subsection (B)(1) for calculating the exclusion period shall apply;
- c. Any period during which an environmental impact statement (EIS) is being prepared pursuant to Chapter 43.21C RCW and GHMC Title 18. The time period for preparation of an EIS shall be governed by GHMC 18.04.140(C);
- d. Any period for consideration and issuance of a decision for administrative appeals of project permits, which shall be not more than 90 days for open record appeals and 60 days for closed record appeals, unless a longer period is agreed to by the director and the applicant;
- e. Any period during which third-party review is required, including, but not limited to, biological consultation, certified arborist review. The period shall be calculated from the date the project files are transmitted to the third-party reviewer until the analysis has been completed and received by the director;
- f. Any period for consideration and issuance of a decision and order by the Hearing Examiner. The period shall be calculated from the date of submittal of project staff report and supporting material to the Hearing Examiner to receipt of the final Hearing Examiner decision and order to the director;
- g. A period equal to the time requested by the applicant for an extension; and
- e. h. Any extension of time mutually agreed to in writing by the director and the applicant.

6. The time limits established in this subsection B do not apply if a project permit application:

- a. Requires an amendment to the comprehensive plan or a development regulation;
- b. Requires siting approval of an essential public facility as provided in RCW 36.70A.200; ~~or~~
- c. Requires a zoning map amendment; or
- d. Is substantially revised by the applicant, in which case the time period shall start from the date that a determination of completeness for the revised application is issued by the director pursuant to GHMC 19.02.003 and RCW 36.70B.070.

Section 4. GHMC 19.01.007 Amended. GHMC 19.01.007 (A) is hereby amended as follows:

A. Whenever a permit or approval in the Gig Harbor Municipal Code has been designated as a Type I, II, III or IV permit, the procedures in this title shall be followed in project permit processing. The following permits or approvals are specifically excluded from the procedures set forth in this title:

1. Landmark/Historic Preservation designations;
2. Street and Alley vacations;
3. Special Use Permits;
4. Encroachment/Street Use Permits;
5. Impact fee decisions; ~~and~~
6. Concurrency determinations;
7. Annexations;
8. Project permits for interior alterations from site plan review, provided that the interior alterations do not result in the following:
 - a) Additional sleeping quarters or bedrooms;
 - b) Nonconformity with federal emergency management agency substantial improvement thresholds; or
 - c) Increase the total square footage or valuation of the structure thereby requiring upgraded fire access or fire suppression systems.
 - d) Nothing in this section exempts interior alterations from otherwise applicable building, plumbing, mechanical, or electrical codes.
 - e) For purposes of this section, "interior alterations" include construction activities that do not modify the existing site layout or its current use and involve no exterior work adding to the building footprint;
9. Civil Construction and Grading permits;
10. Building permits not related to other project permits covered by this Title; and
11. Construction and utility permits not related to other project permits covered by this Title.

Section 5. GHMC 16.05.006 Amended. GHMC 16.05.006 (B) is hereby amended as follows:

Revisions which are not classified as minor revisions in subsection A of this section shall be processed as a new preliminary plat applications ~~in accordance with the procedures established under GHMC Title 19 for a Type III project permit application.~~

Section 6. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause or phrase of this ordinance.

Section 7. Correction of Errors. The city clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 8. Effective Date. This ordinance shall take effect 5 days after passage and publication as required by law.

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof, held this 25th day of November, 2024.

Mary K. Barber
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk



Permit Processing Timelines (SB 5290) Ordinance Consideration

**City Council Hearing
February 10, 2025**

Eric Baker, Community Development

SB 5290

- The state legislature passed SB 5290 requiring cities and counties to increase timeliness and predictability of local project review.
- This provides clarity to applicants and the public making it easier to plan construction/development activities.
- This established standards to the review of many land use and subdivision applications.
- Jurisdictions could use state stipulated time frames or develop their own based on local circumstances. The jurisdiction must provide clear means of meeting these timelines and monitoring compliance.
- Failure to meet time frames may necessitate permit fee refunds.
- SB 5290 became effective January 1, 2025.



Proposed Local Ordinance



Key Terms

- **Determination of Completeness** – When the applicant has submitted all the required materials in a complete form.
- **Type I Approval** – Administrative w/out Notice (e.g. sign permits, BLAs)
- **Type II Approval** – Administrative w/ Notice (e.g. site plan reviews)
- **Type III and IIIA Approvals** – Hearing Examiner review w/ Notice and Hearing (e.g. conditional uses, variances)

General Timelines

- **Type I Approval** – 65 days
- **Type II Approval** – 100 days
- **Type III, Type IIIA and Rezone Approvals** – 170 days

Based on RCW 58.17

- **Preliminary Plats** – 90 days
- **Final Plats** – 30 days
- **Short Plats** – 30 days

How is Time Calculated?

- From the Determination on Completeness to the time comments are returned to applicant for corrections or the application is approved.
- When it is in the applicant's hands for response, the clock stops. When resubmitted to the City, it restarts.
- If there are more than two rounds of comments/resubmittals, 45 days is added to timeline (e.g. for Type II approvals, 100 days would become 145 days).
- Other “clock stop” examples:
 - During preparation of an Environmental Impact Statement
 - For hearings, time from staff report issuance to Hearing Examiner decision.
 - During third-party review (e.g. biological consultations, arborists)
 - Applicant requested extensions

Approvals Not Covered

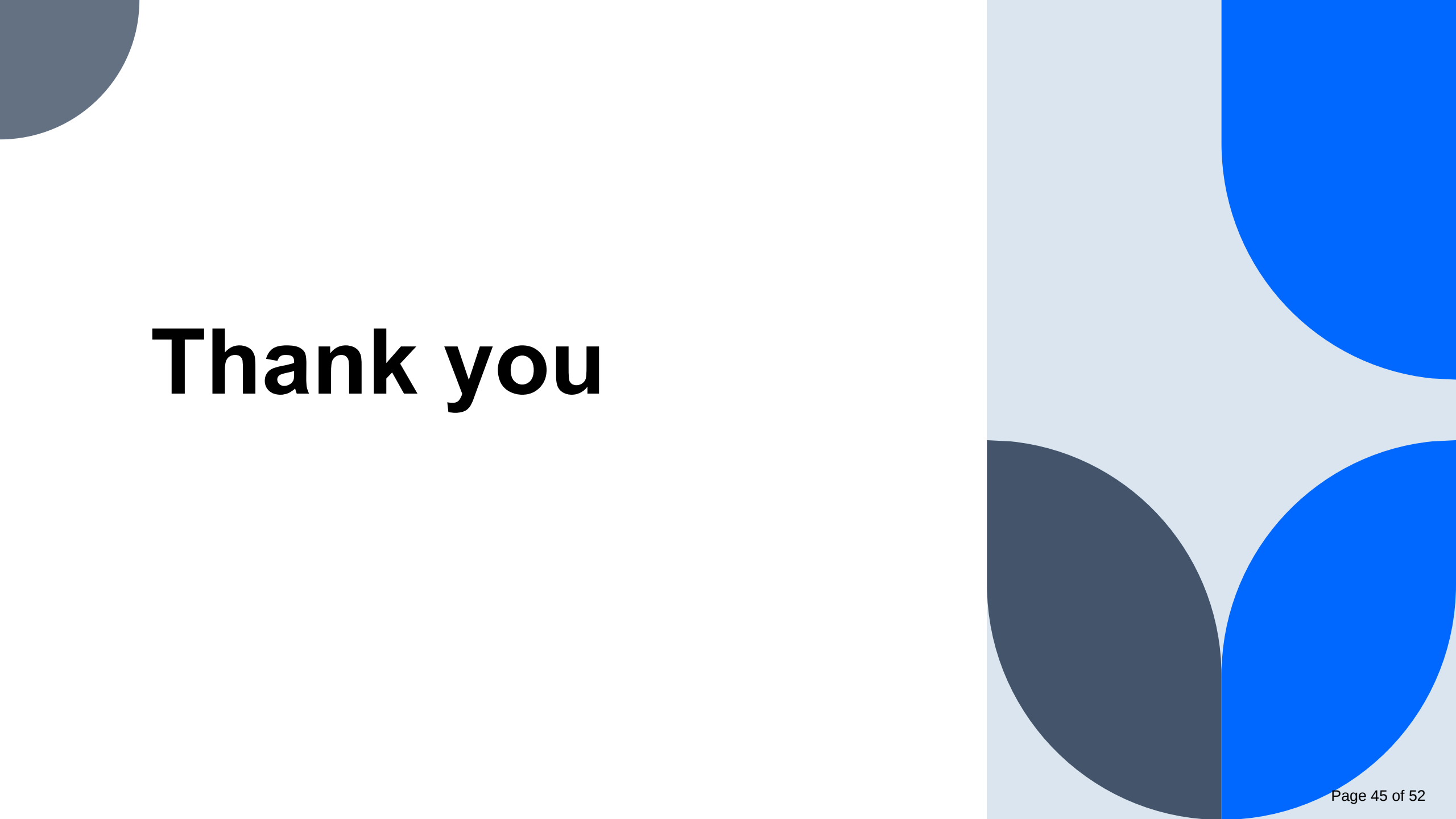
- Landmark/Historic Preservation designations
- Street and Alley vacations
- Special Use Permits
- Encroachment/Street Use Permits
- Impact fee decisions
- Concurrency determinations
- Annexations

Approvals Not Covered

- Applications for interior alterations from site plan review minor in nature (established thresholds)
- Building permits not related to a specific land use/project permit
- Civil Construction and Grading permits
- Construction and utility permits

Considerations

- Timelines are aggressive for some permits
- Continued coordination by reviewing departments
- Improved permit tracking
- Enhanced information regarding application requirements and submittal standards



Thank you



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: February 10, 2025

SUBJECT: Resolution 1330 Adopting a Relocation Assistance Policy

SUBMITTED BY: Human Resources Director Shannon Costanti

DEPARTMENT: Human Resources

PHONE: (253) 851-5039

SUGGESTED MOTION: Move to approve Resolution 1330.

BACKGROUND INFORMATION: Resolution 1330 adopts a relocation assistance policy in support of city recruiting efforts in light of an increasingly competitive market. Consistent with many other public and private sector employers, staff desire to provide for modest reimbursement of relocation expenses for critical, hard-to-fill positions only. The absence of such a policy has restricted our ability to recruit candidates at times and will serve the city well on the rare occasion that it may be needed in the future.

The policy provides a maximum reimbursement of up to \$5,000 for eligible relocation expenses of employees relocating from more than 100 miles away, at the discretion of the city administrator. If the employee terminates or causes termination with the city, for reasons other than layoff, disability separation, or other good cause as determined by human resources, within one year of the date of the employment, the city is entitled to reimbursement of the lump sum compensation.

FISCAL CONSIDERATION: N/A

ATTACHMENTS:

1. R-1330 Relocation Assistance
-

STRATEGIC PLAN PRIORITY: Strategic Plan Priority 1 - Foster a healthy city organization

RESOLUTION 1330

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING A RELOCATION ASSISTANCE POLICY

WHEREAS, the City of Gig Harbor recognizes that its employees are the organization's most important asset and resource for providing quality public services to the residents of Gig Harbor; and

WHEREAS, the absence of a relocation assistance policy has hindered the city's ability to recruit candidates at times in an increasingly competitive market; and

WHEREAS, in accordance with practices established by many other public and private sector employers, the city desires to provide for modest reimbursement of relocation expenses for critical, hard-to-fill positions; and

WHEREAS, city staff believe the relocation assistance policy will serve the city well on the rare occasion that it is needed;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gig Harbor:

Section 1. The Gig Harbor City Council hereby adopts the relocation assistance policy as set forth in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 10th day of February, 2025.

Mary K. Barber
Mayor

Attest:

Joshua Stecker
City Clerk

	CITY OF GIG HARBOR – POLICIES AND PROCEDURES	
	TITLE: RELOCATION ASSISTANCE POLICY	
POLICY MANUAL SECTION & NO.	EFFECTIVE DATE:	APPROVED:

PURPOSE:

To provide modest financial assistance for newly hired employees relocating to the area for critical positions in order to mitigate financial burdens that may be associated with relocation.

SCOPE:

Relocation assistance may be granted to newly hired employees who are required to relocate from greater than 100 miles outside of city limits, subject to the approval of the city administrator or mayor.

POLICY OVERVIEW:

REIMBURSEMENT DETAILS:

- A maximum reimbursement of up to \$5,000 will be provided for eligible relocation expenses.
- Relocation expenses may include moving costs, travel expenses, temporary lodging, and other reasonable relocation-related expenses.
- The transportation of boats, recreational vehicles, firearms, special machinery, outdoor playground equipment, hot tubs, and other specialty items of a similar nature will not be reimbursed by the city.
- Reimbursement is only authorized upon submission of valid receipts and proof of expenses incurred during the relocation process.

APPROVAL PROCESS:

- Pre-authorization of relocation assistance must be established in an employment offer letter or official city memo from the city administrator or mayor prior to hire.

CONDITIONS:

- Relocation assistance must be processed within six months of the employee's start date in the new location.
- Any unused portion of the pre-established relocation allowance will not carry over or be reimbursed.
- If the employee terminates or causes termination with the city, for reasons other than layoff, disability separation, or other good cause as determined by human resources, within one year of the date of the employment, the city is entitled to

reimbursement of the lump sum compensation.

RESPONSIBILITY:

It is the responsibility of the employee to ensure that all expenses comply with this policy and are within the approved limits. Unauthorized expenses or failure to submit timely reimbursement requests may result in denial of the relocation assistance.

This policy is subject to change at the discretion of the city council, city administrator, or mayor.

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

Please see the meeting agenda for specific details on how to attend: <https://www.gigharborwa.gov/811/Agendas-Minutes>

Day	Date	Time	Group	Agenda Items
W	Feb. 12	10:00am	Arts Commission	CANCELLED
TH	Feb. 13	3:00pm	City Council Study Session	• 2024 Comprehensive Plan Update Review (Transportation Element & Capital Facilities Element)
TH	Feb. 20	5:30pm	Planning Commission	Cancelled
M	Feb. 24	5:30pm	City Council Meeting	Consent: • Professional Services Contract – SR16 Westbound On-ramp Design (TSI) • Purchase Authorization - Sweeper Business: • Lease Amendment – YMCA Lease for Sports Complex Phase 1A
TH	Feb. 27	3:00pm	City Council Study Session	• 2024 Comprehensive Plan Update Review (Council Comment Matrix) • CPP-2325 Peacock Hill Half Street Improvement Design Changes • Gig Harbor BoatShop lease revision request
F	Feb. 28	9:00am	City Council Retreat	
W	Mar. 5	5:50pm	Parks Commission	
TH	Mar. 6	5:30pm	Planning Commission	
M	Mar. 10	5:30pm	City Council Meeting	Business: • Resolution 1328 Amending Council Guidelines Staff Report: • Stormwater Management Program Presentation
W	Mar. 12	10:00am	Arts Commission	• 2025 Creative Endeavor Grants Discussion & Recommendation
TH	Mar. 13	3:00pm	City Council Study Session	• B&O Tax Options • Parks Code • Transportation Impact Fee Rate Study Update #2 • Well #9 – Project Update
TH	Mar. 20	5:30pm	Planning Commission	
M	Mar. 24	5:30pm	City Council Meeting	• First Reading of Ordinance XXXX Adopting Comprehensive Plan Update
TH	Mar. 27	3:00pm	City Council Study Session	• Lift Station 1A – Project Update
M	Apr. 14	5:30pm	City Council Meeting	• Second Reading and Adoption of Ordinance XXXX Adopting Comprehensive Plan Update
TH	Apr. 17	3:00pm	City Council Study Session	
M	Apr. 28	5:30pm	City Council Meeting	

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Day	Date	Time	Group	Agenda Items
TH	May 1	3:00pm	City Council Study Session	

City of Gig Harbor Three-Year Strategic Plan 2024-2026

Adopted by Resolution 1317 on July 8, 2024

Vision Statement: *The City of Gig Harbor leads the way in livability, environmental stewardship, economic vitality, and municipal services.*

Priorities	Goals	Actions – Routine/Annual	Actions - Project
1. Foster a healthy city organization	- Be an exceptional employer - Retain existing workforce - Attract qualified applicants - Ensure safe work environment - Prioritize staff training - Encourage and obtain employee feedback - Fill all vacancies in a timely manner	- Re-qualify for AWC Well City designation - Conduct biennial employee satisfaction survey - Promote and enhance the city's DEI program	☐ Update personnel regulations ☐ Update safety manual and accident prevention program ☐ Consider salary & benefits study recommendations ☐ Research and Implement HR Information Systems Improvements
2. Ensure sustainable future for public services and facilities	- Provide effective and efficient municipal services - Increase city communication effectiveness - Listen to community needs and expectations - Source funding for parks, streets, and utilities - Ensure infrastructure to support community needs - Fund only capital projects the city can afford to maintain into the future	- Update utility rates as needed - Continually improve permit and land use processes - Increase resources for capital projects to move through design and construction - Review/amend TIP to improve motorized and non-motorized transportation - Maintain excellent bond rating - Annually evaluate and amend city fee schedules	☐ Create a city-wide communications plan ☐ Update public works standards ☐ Parks division organizational assessment ☐ Explore options for B&O tax and other revenue sources ☐ Explore options for Transportation Benefit District Fund uses ☐ Source funding for Sports Complex Phases 2 & 3 ☐ Develop permit processing timeline goals and metrics
3. Maintain small town character and historic preservation while growing responsibly	- Promote responsible growth in keeping with small town character - Address infrastructure to relieve traffic issues - Ensure adequate affordable housing - Focus on character retention and historic preservation - Decrease distance to get to a park or open space	- Annually docket comprehensive plan amendments - Support Harbor History Museum - Monitor state legislative activity - Support the arts commission - Support sister city program - Fund creative endeavor grants - Monitor short-term rentals - Conduct HOA fair annually - Support community events and programs	☐ Complete 2024 Comprehensive Plan periodic update ☐ Establish park standards ☐ Conduct Crescent Creek Park Master Plan ☐ Complete Sports Complex Phase 1 ☐ Design and construct fishermen's homeport ☐ Solicit nominations for local historic register
4. Promote environmental sustainability and preserve Gig Harbor's natural beauty	- Address climate change - Preserve tree canopy - Preserve and enhance natural character - Add undeveloped land to parks inventory	- Annually review climate action plan - Consider possible conservation properties and/or mitigation areas and activities - Assess gaps of electric vehicle charging stations - Promote commute trip reduction goals - Electrify city fleet	☐ Form climate action committee ☐ Adopt tree retention policies ☐ Annex parcels in city's parks system ☐ Transition city diesel fleet to R99 renewable diesel fuel ☐ Partner with Harbor WildWatch on environmental education
5. Promote and enhance a dynamic and robust economy	- Increase promotion of local business community - Increase vitality of the city's small businesses - Attract larger business to industrial zone - Maintain and enhance commercial fishing - Develop sewer conveyance in unserved/underserved sewer basins	- Support Downtown Waterfront Alliance - Support Chamber of Commerce - Fund tourism with lodging tax grants - Promote downtown businesses/events - Collaborate with Pierce Transit for trolley - Evaluate and amend development regulations	☐ Create a business retention and attraction plan ☐ Develop and implement a small business fair resources ☐ Develop Cultural Access Program ☐ Consider establishment of a Creative District ☐ Develop feasibility study for Community/Cultural Center ☐ Review off-street parking requirements for businesses
6. Provide a safe, healthy, and inclusive community	- Foster safe, livable and attractive community - Ensure city services are available to all residents - Implement DEI in city personnel practices - Enhance walkability and pedestrian/cyclist safety	- Provide funding for senior programming - Develop housing, health, & human services program - Support Community Diversity Engagement Committee - Ensure high standard of ADA compliance - Monitor city water system for possible treatment needs - Evaluate needs for rapid flashing beacon crossings - Continue partnerships for youth opportunities	☐ Provide funding for senior center permanent home ☐ Establish youth council ☐ Obtain police department accreditation ☐ Update emergency management plan ☐ Install Cushman Trail/Harborview Drive Connector Trail ☐ Consider installing speed cameras near parks and schools ☐ Establish an ADA parking program for public right of way ☐ Develop manganese treatment options for city water