

**AGENDA**  
**GIG HARBOR CITY COUNCIL STUDY SESSION**  
**Thursday, April 13, 2023 – 3:00 p.m.**  
**Community Rooms**

*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.*

**CALL TO ORDER/ROLL CALL**

**DISCUSSION ITEMS**

**1. Wastewater Comprehensive Plan Amendment - Rosedale  
Preliminary Plat**

Public Works Director Jeff Langhelm

Documents:

[STAFF MEMO Wastewater Comprehensive Plan Amendment for  
Rosedale Preliminary Plat.pdf](#)

**2. Emergency Management Overview**  
Police Chief Kelly Busey

Documents:

[Emergency Management Overview Presentation.pdf](#)

**3. Short-term Rentals Update**  
Community Development Director Carl de Simas

Documents:

[STR Update Presentation.pdf](#)

**ADJOURN**

**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](mailto:cityclerk@gigharborwa.gov) or (253) 853-7613 at least 24 hours prior to the meeting.



PUBLIC WORKS DEPARTMENT

**MEMORANDUM**

TO: Mayor and City Council

FROM: Stephanie Seibel, PE, Associate Engineer

DATE: April 6, 2023

SUBJECT: Wastewater Comprehensive Plan Amendment - Rosedale Preliminary Plat (5000 block of Rosedale St, sewer basin #3 & #18)

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The City of Gig Harbor is currently considering a requested sewer technical amendment to the City's 2018 Wastewater Comprehensive Plan related to sewer basins #3 & #18. These sewer basins are located in the area of Rosedale Street. See the attached map.

The proposed amendment is from a private developer, Katherine Jerkovich, doing business as Harborstone Consulting, LLC. The proposed amendment is related to the proposed Rosedale Plat (PL-PPLAT-22-0002). The Rosedale Plat project is a 38.63-acre residential plat consisting of 30 single family lots located in the 5000 block of Rosedale Street. The Rosedale Plat is located within sewer basin #18. There is currently no sewer infrastructure located within Basin #18.

This amendment proposes to direct flows from basin #18 to #3.

The next opportunity for a comprehensive plan amendment would be application in early 2023 and decision before the end of 2024.

Although the developer has expressed preference for option 1, City staff supports Option 3, as it is most consistent with sewer comprehensive plan requirements. Staff recommends Option 3 be moved forward to a formal technical amendment resolution.



# Technical Memo

Date: April 3, 2023

Project: Gig Harbor Neighborhood Developments

To: Stephanie Seibel, City of Gig Harbor

From: Lisa Tamura, Ty Johnson

Subject: Hydraulic Analysis of Rosedale Development Connection Alternatives (Final)

## Background

A developer is proposing the following four alternatives for the Rosedale development's connection to the existing City of Gig Harbor (City) sewer collection system:

- Option 1 – New low-pressure sewer system with connection to the existing system at approximately Rosedale Street and Schoolhouse Avenue. (Modeling and verification to be performed by Developer)
- Option 2 – New gravity system to future Lift Station 18 at 56th Avenue Ct NW
- Option 3 – New gravity system to interim Rosedale lift station located on the south end of the Rosedale development. The interim lift station force main would connect to the existing system at approximately Rosedale Street and Schoolhouse Avenue.
- Option 4 – New gravity system to interim Rosedale lift station located toward the north end of the Rosedale development. The interim lift station force main would connect to the existing system at approximately Rosedale Street and Schoolhouse Avenue.

Of the four alternatives proposed, the City requested a confirmation analysis be performed for Options 2, 3 and 4. This technical memo describes the results of the analysis performed for these three alternatives.

The City provided the Preliminary Sewer Hydraulics Report prepared by Contour Engineering, LLC (January 13, 2022) describing the hydraulic assumptions, including flow loading assumptions, for the new development.

The City also provided a SewerCAD model of their collection system for hydraulic analysis. The model was built in 2008 and updated in 2015. The model was missing two recent developments near the project area, North Creek Estates and Gig Harbor Heights. Updates were made to the model to reflect these developments and are highlighted in Figure 1. Other than updates needed to represent the proposed Rosedale development alternatives no changes were made to the hydraulic model provided. A model update is in progress.



Figure 1. Model Update – North Creek Estates and Gig Harbor Heights

### Flow Loading

An average flow of 150 gallons per day (gpd) was assumed for each of the 31 proposed lots and a peak factor of 3.6 was applied. This resulted in an average flow of 4,650 and 16,740 gpd, respectively. These flows were spread evenly across the proposed manholes in the development.

For the analysis, the 2050 Peak Hour Flow Scenario defined in the model was used for all existing infrastructure in the model. Other than adding the new proposed flow for the Rosedale development no adjustments to the flow loading included in the model were made.

### Analysis Summary

Hydraulic analysis indicates that all three options are hydraulically viable. None of the options presented resulted in manhole surcharging in the basins downstream of the proposed connection point. The following sections detail results for each individual analysis.

## Option 2 – New Gravity System to Future Lift Station 18 at 56th Avenue Ct NW

Option 2 would convey flow from the new development through new gravity conduit to the future Lift Station 18. An 8-inch conduit (As defined in the City's existing WWCP) set to a minimum slope of 0.5% was added to the model to connect the Rosedale development to the future Lift Station 18 site. The City-provided hydraulic model included Lift Station 18 with an upstream flow loading of approximately 70 gallons per minute (gpm). This flow was redistributed across the three proposed manholes on 55th and 56th avenues. The conduit was added to the model as shown in Figure 2. A profile of the piping from the north end of the Rosedale development gravity conduit to the manhole at the intersection of Rosedale Street and 46th Avenue is shown in Figure 3.

The model results indicate no hydraulic constrictions or overflows would result from the connection of the Rosedale development. The maximum depth (d) of water in a pipe divided by the diameter (D) of the pipe (d/D ratio) is a calculation used to confirm a pipe is not overloaded. A d/D value of 1.0 (100 percent) indicates a full pipe. The model indicates a maximum d/D of 62 percent.

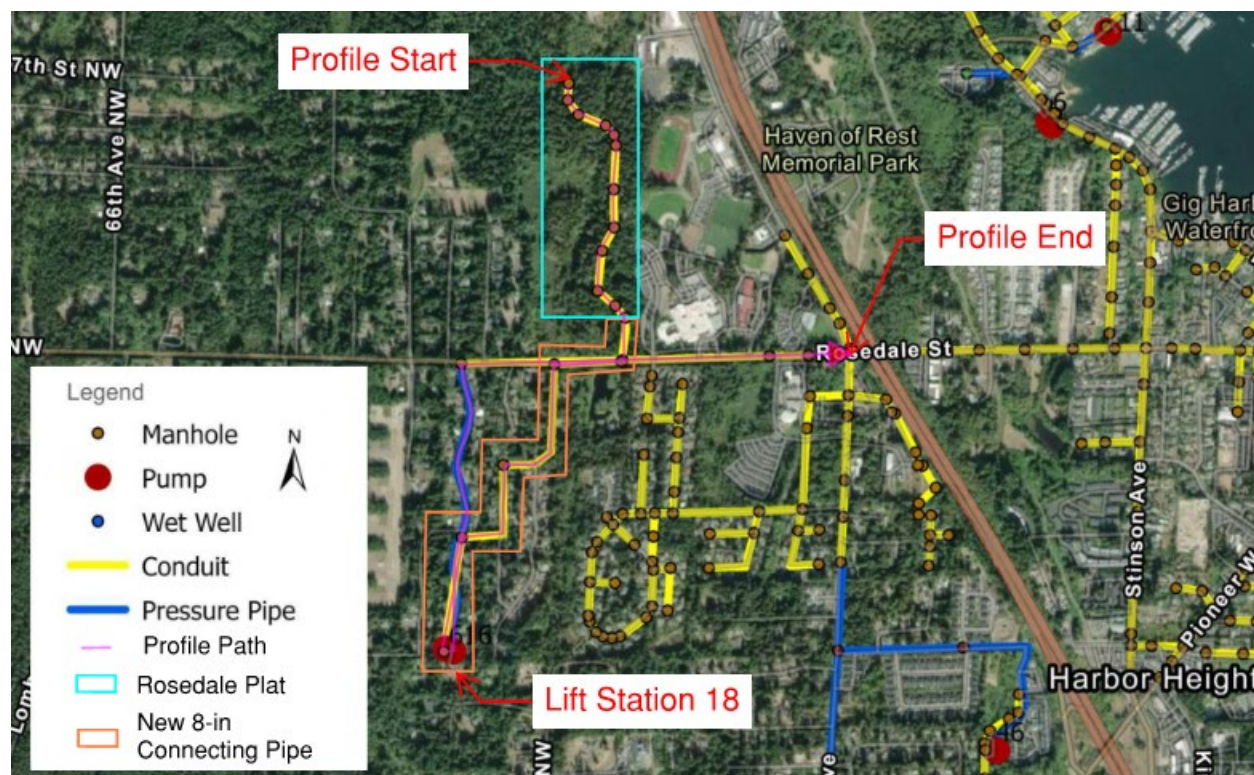


Figure 2. Option 2 Pipe Plan

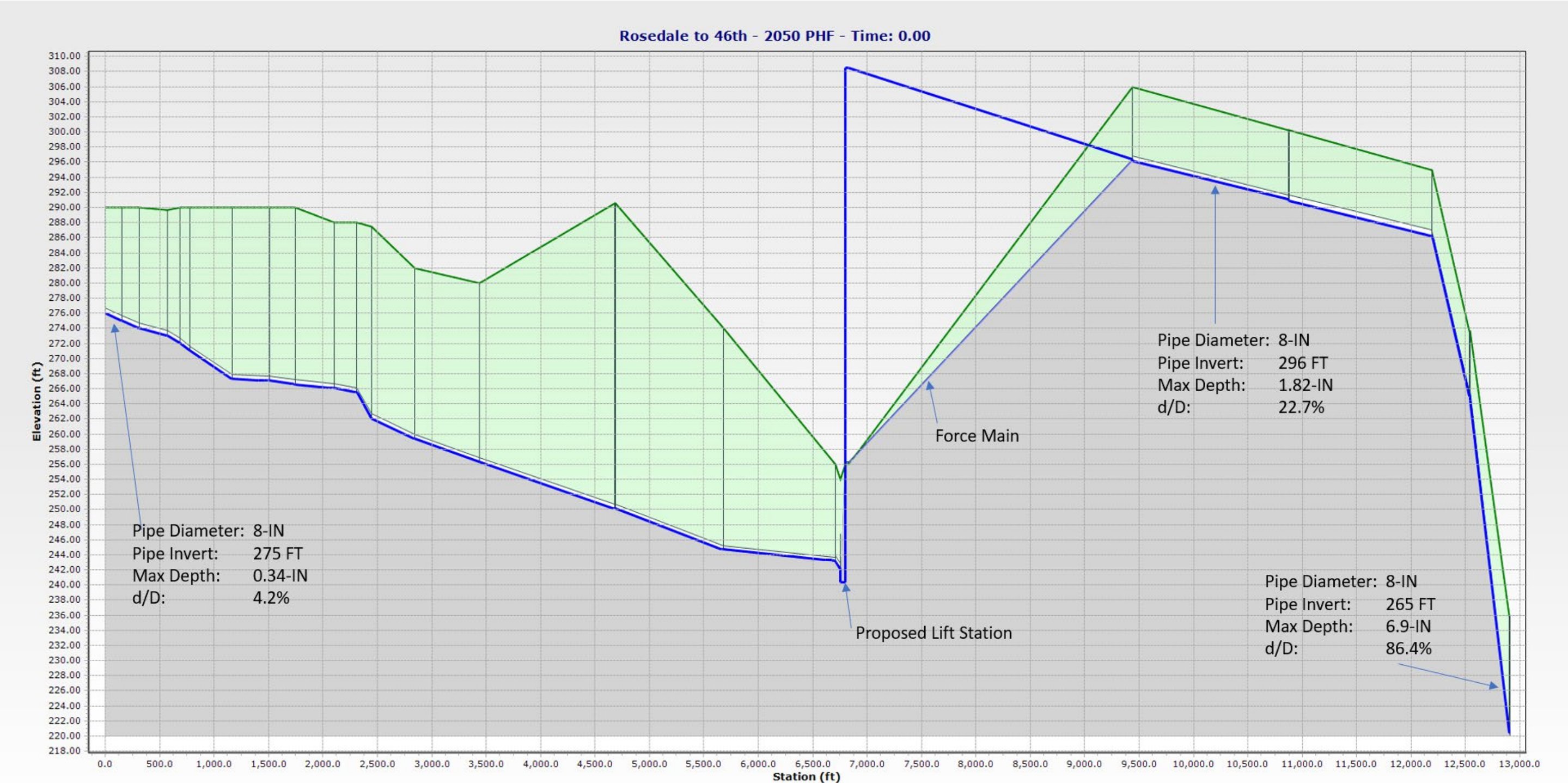


Figure 3. Option 2 Pipe Profile

## Option 3 – New Gravity System to Interim Rosedale Lift Station at South End of Development

Option 3 would convey flow from the new development via an interim lift station at the south end of the development to the existing system at approximately Rosedale Street and Schoolhouse Avenue (Figure 4).

A duty point of 130 gpm at 30 feet of head was used to model the proposed interim lift station, and a 4-inch forcemain was added to the model to convey flows from the lift station to the existing gravity conduit manhole on Schoolhouse Avenue.

A profile of the piping from the north end of the Rosedale development gravity conduit to the manhole at the intersection of Rosedale Street and 46th Avenue is shown in Figure 5.

The model results for Option 3 show no hydraulic constrictions or overflows would result from the connection of the Rosedale development. The maximum depth to diameter (d/D) ratio indicated by the model along the pipe profile is 86 percent.

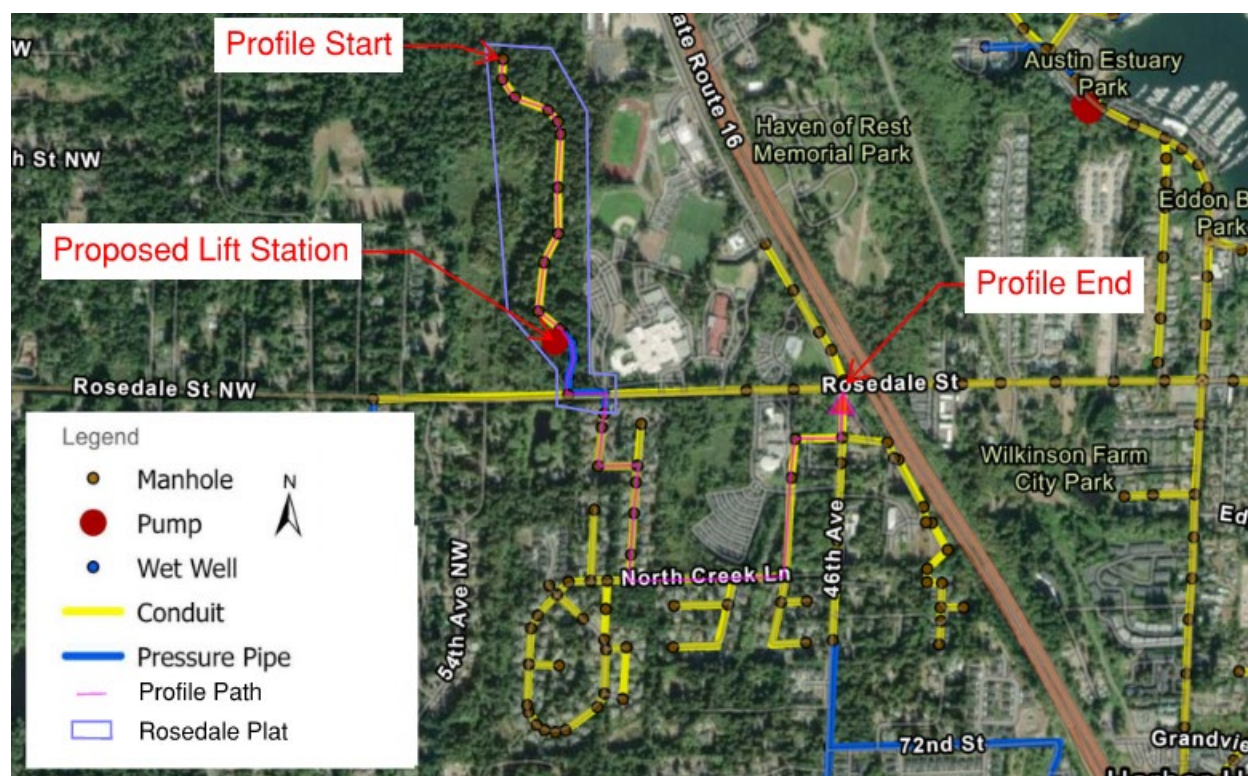


Figure 4. Option 3 Pipe Plan

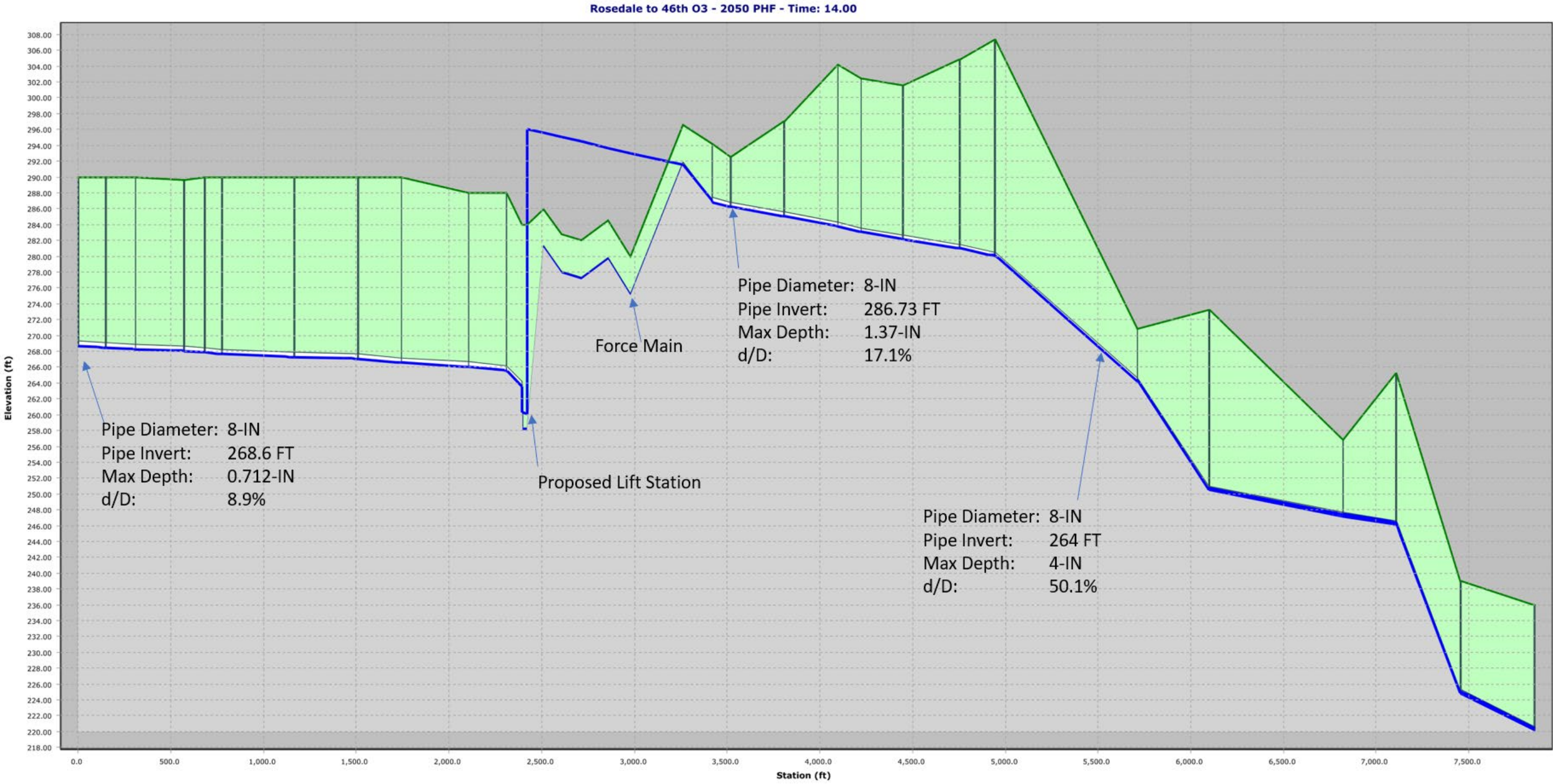


Figure 5. Option 3 Pipe Profile

## Option 4 – New Gravity System to Interim Rosedale Lift Station at North End of Development

Option 4 uses the same lift station design as Option 3 but moves it to a low point in the development at a stream crossing in the north portion of the development rather than having it at the southern terminus of the gravity conduit (Figure 6).

A profile of the piping from the south end of the Rosedale development gravity conduit to the manhole at the intersection of Rosedale Street and 46th Avenue is shown in Figure 7.

The model results for Option 4 show no hydraulic constrictions or overflows would result from the connection of the Rosedale development. The maximum depth to diameter (d/D) ratio indicated by the model along the pipe profile is 86 percent.

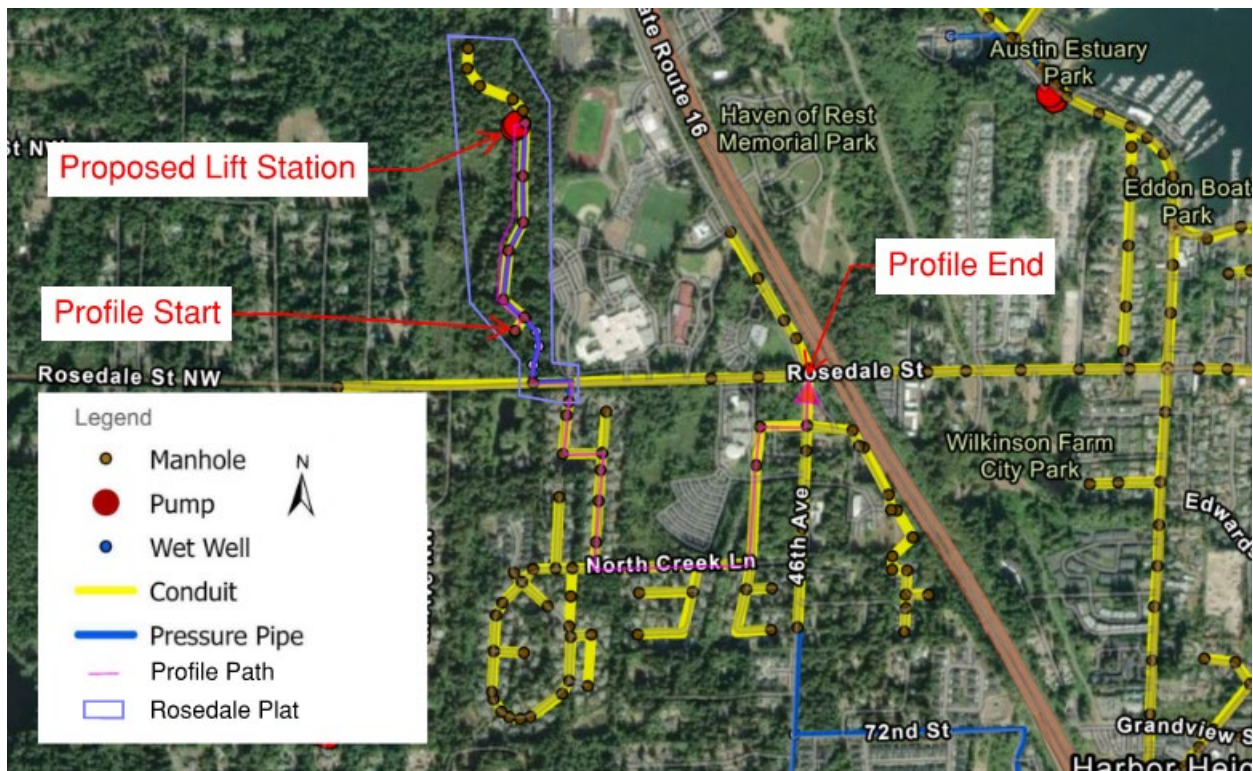


Figure 6. Option 4 Pipe Plan

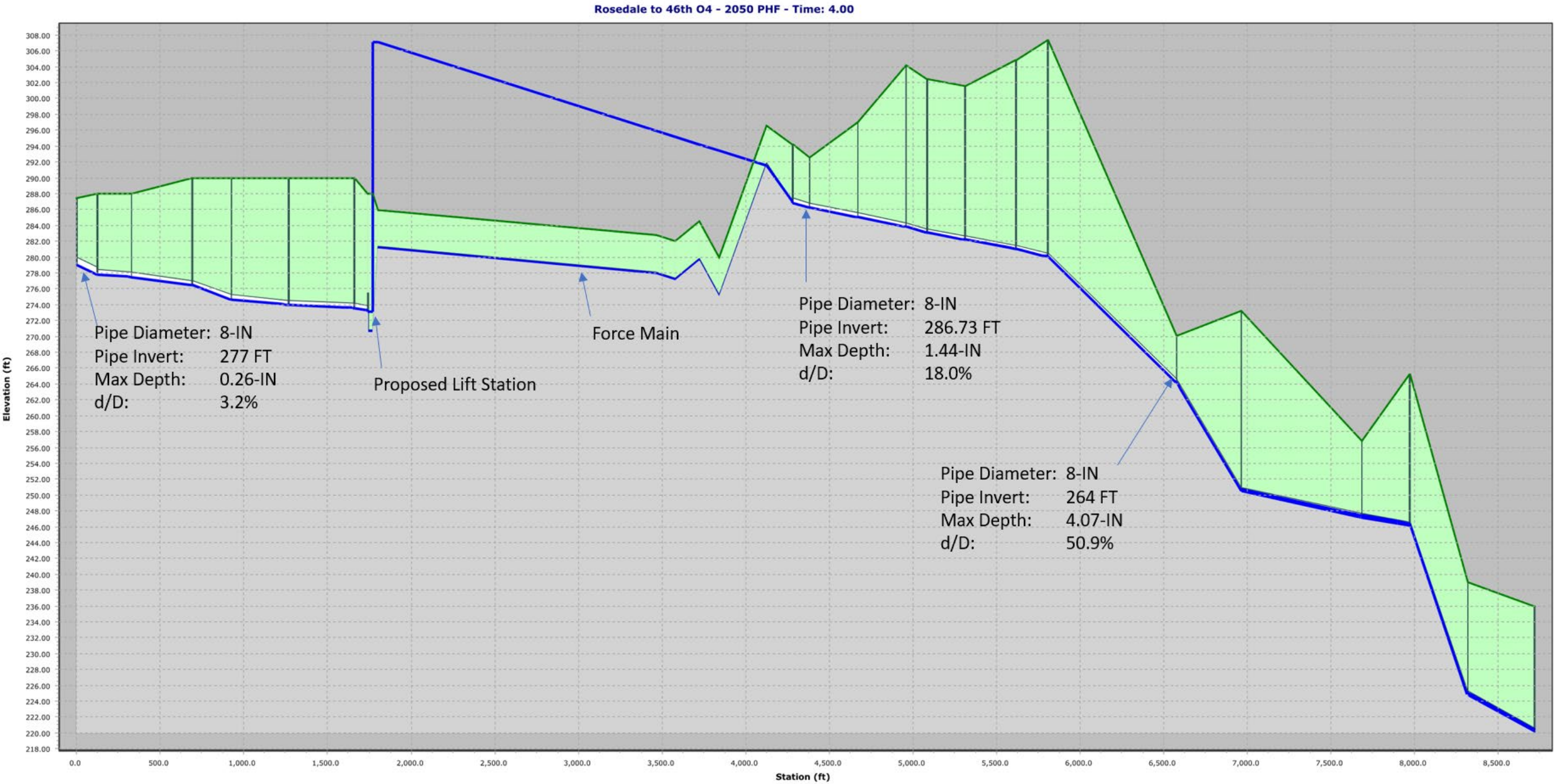
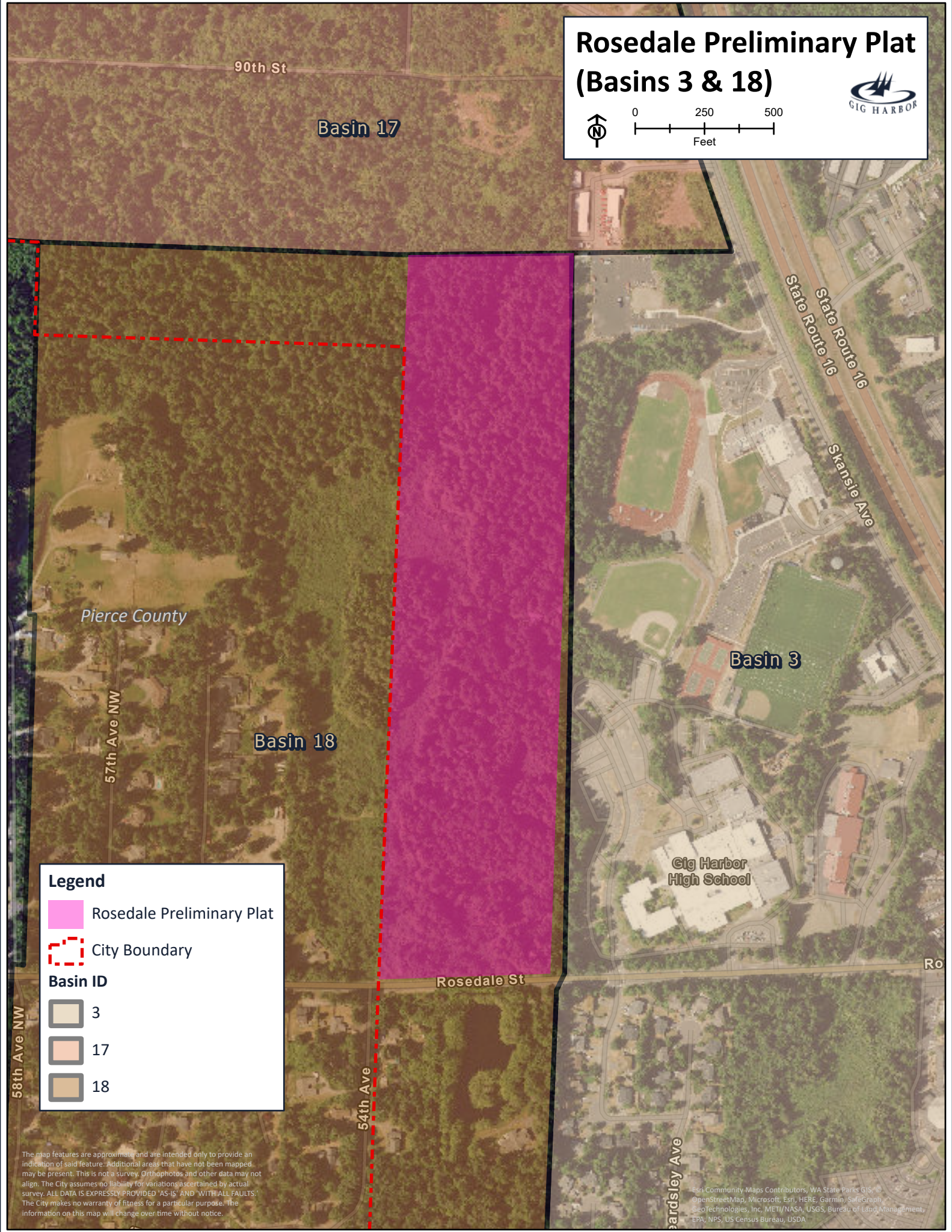
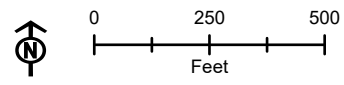


Figure 7. Option 4 Pipe Profile

# Rosedale Preliminary Plat (Basins 3 & 18)



**Legend**

Rosedale Preliminary Plat

City Boundary

**Basin ID**

3

17

18

The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped, may be present. This is not a survey. Orthophotos and other data may not align. The City assumes no liability for variations ascertained by actual survey. ALL DATA IS EXPRESSLY PROVIDED 'AS-IS' AND 'WITH ALL FAULTS'. The City makes no warranty of fitness for a particular purpose. The information on this map will change over time without notice.

Esri Community Maps Contributors, WA State Parks GIS, OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA

# City of Gig Harbor



## Comprehensive Emergency Management Plan (CEMP)

### Emergency Support Function (ESF)

# Elements of Plan

- Base Plan (and Appendices)
  - General Parameters of Emergency Response
  - Assumptions on Types of Emergencies
  - Organizational Structure
  - Emergency Declaration Template

# Elements of Plan

- Emergency Support Functions

- Transportation
- Communications
- Public Works and Engineering
- Firefighting
- Emergency Management
- Mass Care, Emergency Assistance,  
Housing and Human Services
- Resource Support

- Public Health and Medical Services
- Search and Rescue
- Oil and Hazardous Materials
- Agriculture and Natural Resources
- Energy
- Public Safety and Security
- Long-term Recovery
- External Affairs

# Elements of Plan

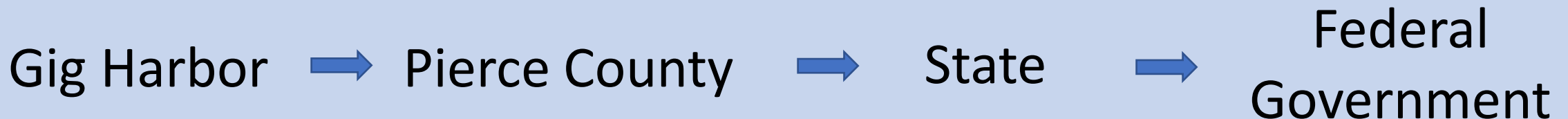
- Support Annexes
  - Direction and Control
  - Financial Management
  - Private Sector Coordination
  - Public Information
  - Worker Safety & Health
  - Emergency Declarations
  - Training and Exercises
  - Volunteer and Donation Management

# Elements of Plan

- Incident Annexes
  - Pandemic
  - Cyber Incident
  - Nuclear/Radiological Incident
  - Damage Assessment
  - Oil Spill
  - Terrorism
  - Law Enforcement and Investigations

# Pierce County Plan - Assumptions

- Political subdivisions (incorporated **cities** and towns) within Pierce County will comply with the intent of Chapter 38.52 RCW and **will provide emergency management functions for their jurisdiction.**
- **All incidents (such as emergencies and major disasters) begin “locally”**—by the impacted Indian tribal government, city, town, or special purpose district—and are the responsibility of those entities having jurisdiction.
- **When an emergency or major disaster is overwhelming**—or imminently will overwhelm—their capabilities, impacted **local governments must request assistance** from the next highest level of government.



# Terms

- NIMS – National Incident Management System
- ICS – Incident Command System
- EOC – Emergency Operations Center
- MACC – Multi Agency Coordination Center

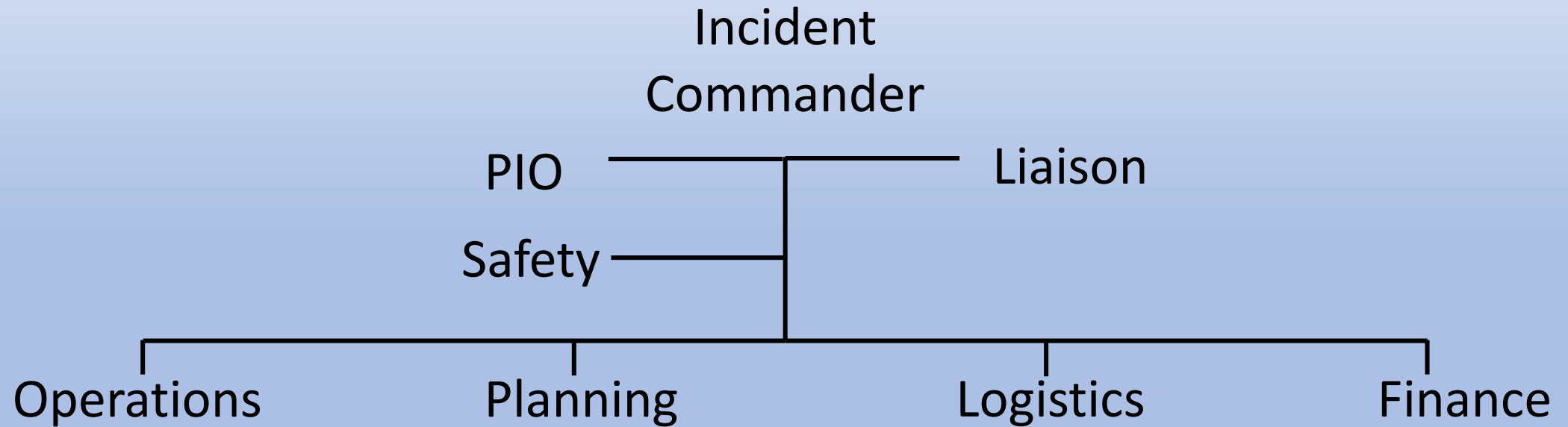
# Pierce County EOC



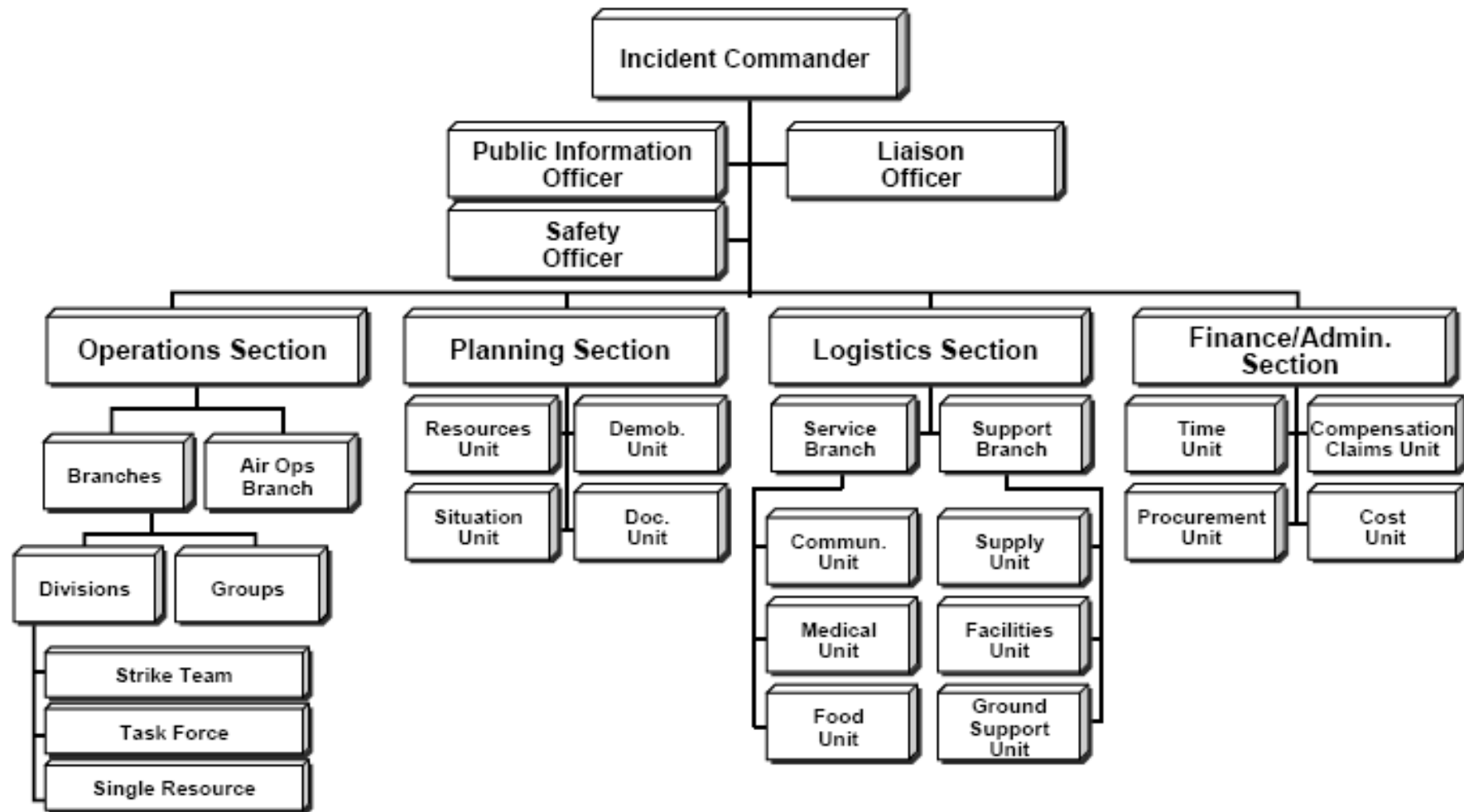
# Peninsulas MACC

| TIER 1                             | TIER 2                                  |
|------------------------------------|-----------------------------------------|
| Gig Harbor Fire                    | Peninsula School District               |
| Key Peninsula Fire                 | PenMet Parks                            |
| Gig Harbor Police                  | Peninsula Amateur Radio                 |
| Pierce County Sheriff              | Tacoma-Pierce County Health             |
| City of Gig Harbor                 | Washington Corrections Center for Women |
| CenturyLink                        | WA Department of Transportation         |
| Peninsula Light                    | Department of Ecology                   |
| KGHP                               | Misc. (Shelters, Churches, FISH, etc.)  |
| Pierce County Emergency Management |                                         |
| St. Anthony Hospital               |                                         |

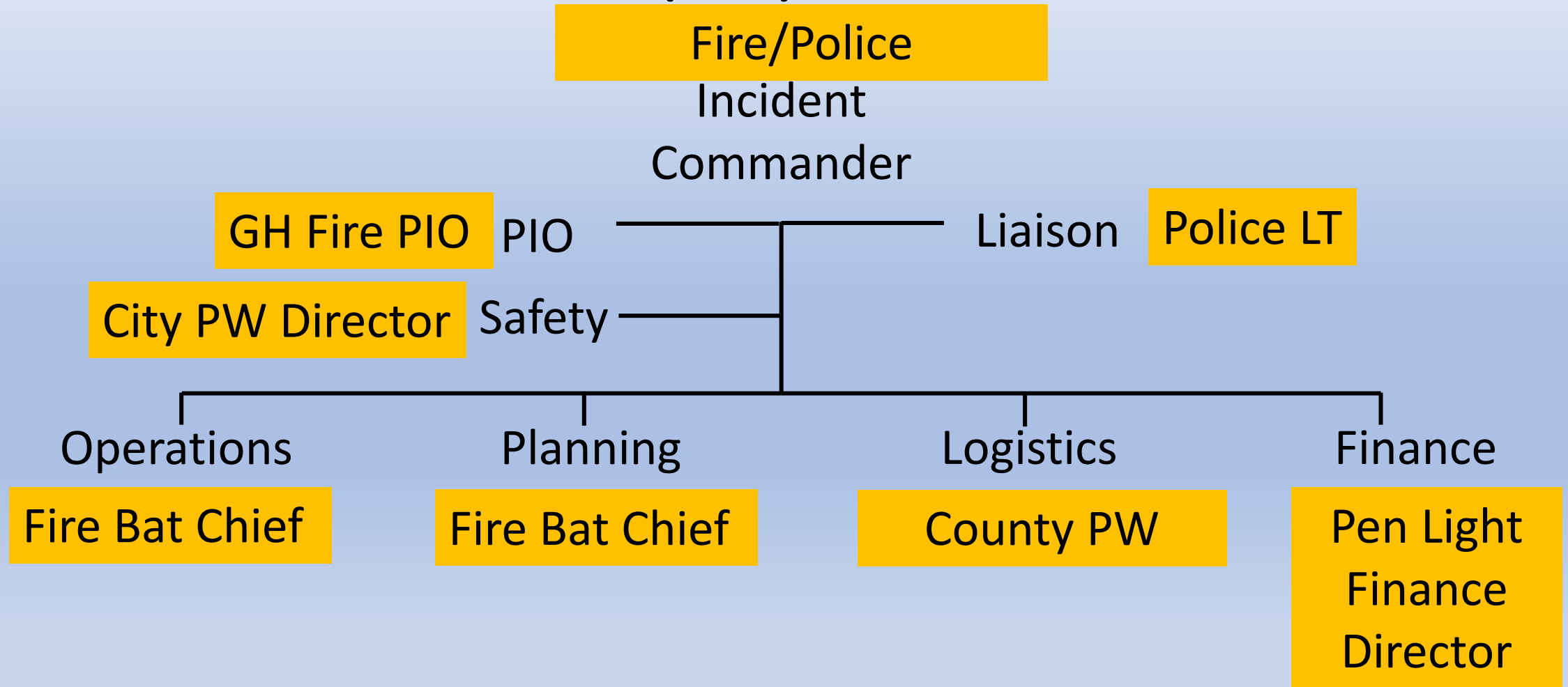
# Incident Command System (ICS)

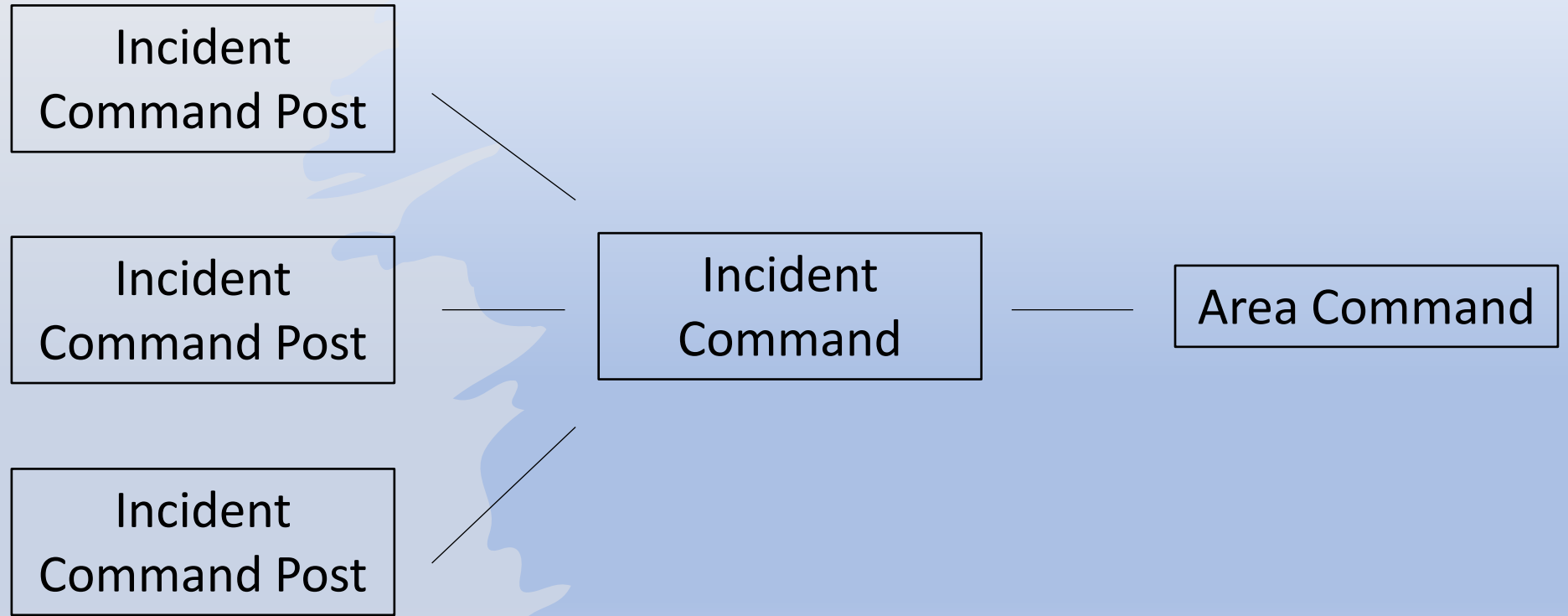


# Incident Command System (ICS)



# Incident Command (ICS)





Large Scale  
Response

# Incident Command (ICS)

City Administrator

Incident  
Commander

Communications Manager

PIO

Liaison

Police LT

PW Supervisor

Safety

Operations

Planning

Logistics

Finance

Police Chief

Police/PW

PW  
Superintendent

Finance  
Director

# Roles - Mayor

- **Make and issue rules and regulations** on matters reasonably related to the protection of life and property as appropriate. Such rules and regulations must be confirmed at the earliest practicable time by the City Council.
- **Obtain vital supplies, equipment, and other resources** lacking and needed for the protection of life and property of the people. If needed immediately, commandeer the same for public use.
- **Requisition necessary personnel or material** of any City department or agency.

# Roles – City Administrator

- Request the City Council to proclaim the existence or threat of an emergency or disaster and the subsequent termination as indicated.
- [Direct coordination and cooperation](#) between divisions, services and staff of the department and services of the City to carry out the provisions of the emergency management program. Resolve questions of authority and responsibility that may arise.
- Responsible for the [emergency operations of departments of the administrative branch](#) of City government.

# Roles – Finance

- Assist City of Gig Harbor departments in administering disaster related expenditures, budgets, overtime, extra-hire and accounting.
- Approve and coordinate emergency and disaster related purchases and expenditures. Process purchasing and procurement requests.
- Ensure time and financial records are completed and maintained.

# Roles – City Council

- [Appropriate funding](#) to meet disaster expenditure needs that exceed department budgets and capabilities.
- [Mandate controls over community hoarding](#) of food, water, gasoline, hygiene items, medicine, etc. (RCW 38.52), if the emergency warrants an emergency proclamation.
- [Enact necessary policies](#) via Resolution in consultation with City Administration and City Attorney.

# Emergency Proclamations

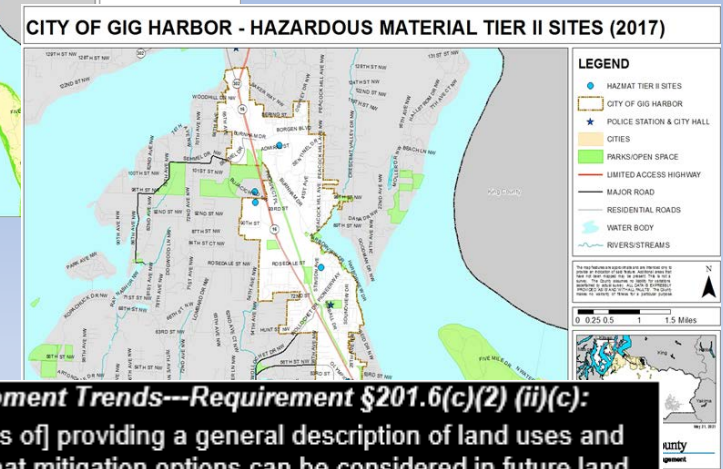
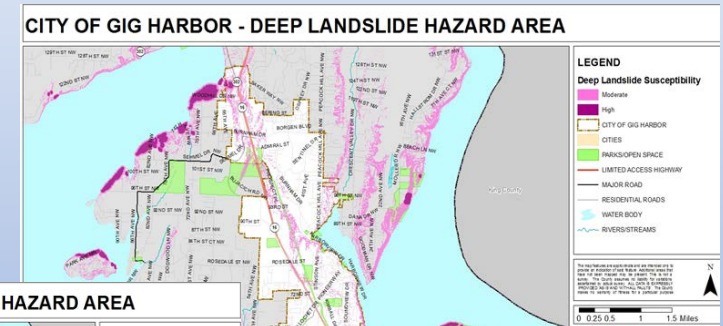
- State of Emergency
- Curfew
- Closure of any or all businesses
- Require the closure of any or all bars, taverns, liquor stores and other businesses where alcoholic beverages are sold or otherwise dispensed.
- Require the discontinuance of the sale, distribution or giving away of gasoline or other flammable or combustible liquids in any container other than a gasoline tank properly affixed to a motor vehicle
- Require the discontinuance of the sale, distribution or giving away of firearms and/or ammunition
- Such other orders as are imminently necessary for the protection of life and property. Any such orders shall be presented to the city council for ratification and confirmation within seven (7) calendar days from the date of the order. If such orders are not so ratified and confirmed, they shall be void.

# Continuity of Operations

- RCW 42.12.070 provides for the filling of vacant elective offices by the City Council.
- Policy Direction
  - Mayor
  - Mayor Pro Tempore
  - City Administrator
- Administrative Management
  - Mayor
  - City Administrator
  - Designee of City Administrator

# Phases of Emergency Management

- Preparedness
- Mitigation
  - Hazard Identification
  - Mapping
  - Planning
- Response ★
- Recovery



| THREAT <sup>2</sup> | LAND VALUE    |        |                 | IMPROVED VALUE  |        |                 | TOTAL ASSESSED VALUE |        |                 |
|---------------------|---------------|--------|-----------------|-----------------|--------|-----------------|----------------------|--------|-----------------|
|                     | Total (\$)    | % Base | Avg. Value (\$) | Total (\$)      | % Base | Avg. Value (\$) | Total (\$)           | % Base | Avg. Value (\$) |
| BASE                | \$725,754,500 | 100%   | \$177,489       | \$997,266,400   | 100%   | \$243,890       | \$1,723,020,900      | 100%   | \$421,380       |
| Avalanche           | NA            | NA     | NA              | NA              | NA     | NA              | NA                   | NA     | NA              |
| Liquefaction        | NA            | NA     | NA              | NA              | NA     | NA              | NA                   | NA     | NA              |
| Deep Landslide      | \$515,804,200 | 24.8%  | \$331,920       | \$582,830,550   | 19.7%  |                 |                      |        |                 |
| Shallow Landslide   | \$923,466,100 | 44.3%  | \$382,388       | \$1,362,748,050 | 46.1%  |                 |                      |        |                 |
| Tsunami             | 39,363,200    | 1.9%   | 351,457.14      | 30,067,600      | 1.0%   |                 |                      |        |                 |
| Volcanic            | NA            | NA     | NA              | NA              | NA     | NA              | NA                   | NA     | NA              |

**Assessing Vulnerability: Analyzing Development Trends—Requirement §201.6(c)(2) (ii)(c):**  
 [The plan should describe vulnerability in terms of] providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.

# City of Gig Harbor



## Comprehensive Emergency Management Plan (CEMP)

### Emergency Support Function (ESF)

# Short Term Rental Program Update

CITY OF GIG HARBOR

APRIL 13, 2023

CITY COUNCIL



# Ordinance 1507

- ▶ Adopted at the Council's February 27, 2023 meeting
- ▶ Effective March 8, 2023
- ▶ Ended the moratorium on acceptance of Lodging, Level 1 applications
- ▶ Created an STR permit process – Type II
- ▶ Allowed STR uses in all zones where dwelling units are permitted
- ▶ Allowed for only one STR permit per owner/operator
- ▶ Established STR performance standards

# STR Program

- ▶ Application packet
  - ▶ [Application](#)
  - ▶ [Application Checklist](#)
  - ▶ [Good Neighbor Policy](#)
  - ▶ [STR Client Assistance Memo](#)
- ▶ [STR Program Web site](#)
- ▶ Granicus – Contract is signed and analysis is underway. First report should be ready in late May.

# Gig Harbor STRs at a Glance

- ▶ 17 complete STR applications submitted since March 8th
- ▶ 7 STR permits issued
- ▶ 2 applicant's from outside of city (inside Gig Harbor Zip)
- ▶ 1 applicant from outside of state
- ▶ 5 applications for "new" STR operations
- ▶ 4 comments received during notice of application periods
- ▶ 3 complaints filed – 1 violation found

# STR Locations

- ▶ Millville – 6 (includes 2 Lodging, Level 1)
- ▶ Finholm – 9 (includes 4 Lodging, Level1)
- ▶ [Maps](#)

# View Basin Data

- ▶ Height Restriction Area (HRA) = ~1400 dwelling units
- ▶ Historic District (includes HRA) = ~250 dwelling units
- ▶ All STRs and pending applications are located within the HRA
- ▶ 11 STRs are located outside of the Historic District

# Discussion