

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, June 12, 2023 – 5:30 p.m.
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 to make public comment.

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 sx̣wəbabc̣ 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.

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND ITEMS NOT ON THE AGENDA

CONSENT AGENDA

1. City Council Minutes

Documents:

[City Council Minutes - May 22, 2023.pdf](#)

[City Council Study Session Minutes - May 25, 2023.pdf](#)

2. Approval of Opioid Abatement Council Interlocal Agreement

Documents:

[AGENDA BILL Opioid Abatement Council.pdf](#)

3. Wilkinson Farm House Lease Amendment #3

Documents:

[AGENDA BILL Wilkinson Farm House Lease.pdf](#)

4. Masonic Lodge Lease Agreement – Amendment #4

Documents:

5. Resolution 1280 Adopting the City of Gig Harbor Two-Year Strategic Plan 2023-24

Documents:

[AGENDA BILL Resolution 1280.pdf](#)

6. Approval of Vouchers

Check numbers 100602 through 100737 and ACH payments approved for payment in the amount of \$1,080,249.72.

7. Approval of Payroll

Check numbers 8388 through 8389 and direct deposit transactions in the total amount of \$542,389.25.

PRESENTATIONS

1. Community Development Week Proclamation

Documents:

[Community Development Week Proclamation.pdf](#)

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

COUNCIL REPORTS / COMMENTS

BUSINESS ITEMS

1. Public Hearing: First Reading of Ordinance 1513 Related to Creation of Historic Preservation Commission

Suggested Motion: None.

- a) Report: Community Development Director Carl de Simas
- b) Clarifying questions from council
- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL Ordinance 1513.pdf](#)
[Public Comment.pdf](#)

2. Resolution 1281 Amending the Wastewater Comprehensive Plan by Revising the Sewer Collection Basin #14 Discharge Location Into Basin #21

Suggested Motion: Move to approve Resolution 1281.

- a) Report: Public Works Director Jeff Langhelm
- b) Clarifying questions from council

- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL Resolution 1281.pdf](#)

3. Resolution 1282 Amending the Wastewater Comprehensive Plan by Revising the Sewer Collection Basin Boundary Between Sewer Collection Basins #2 and #3

Suggested Motion: Move to approve Resolution 1282.

- a) Report: Public Works Director Jeff Langhelm
- b) Clarifying questions from council
- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL Resolution 1282.pdf](#)

4. Professional Service Contract Amendment #4 Award for Public Works Operations Center Building

Suggested Motion: Move to approve and authorize the mayor to execute the Construction Support Services Contract Amendment #4 with Lawhead Architects in the amount of \$ 20,000.

- a) Report: Public Works Director Jeff Langhelm
- b) Clarifying questions from council
- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL PW Ops Center.pdf](#)

ANNOUNCEMENT OF UPCOMING MEETINGS

Documents:

[Upcoming City Meetings.pdf](#)

[City of Gig Harbor Two-Year Strategic Plan 2022-2023.pdf](#)

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; it is not a public forum.

Speakers will be allotted 3 minutes per individual, unless revised by the Mayor. In-person comments shall be made from the microphone, first giving the speaker's name and address. When there are 30 seconds remaining, a yellow light will alert you to summarize your comments. At the end of your comments, the light will turn red and you will hear a beep signifying the end of your comment period. 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 comment, 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 a public meeting, 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 FOR GIG HARBOR CITY COUNCIL MEETING
Monday, May 22, 2023 – 5:30 p.m.
Council Chambers

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

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND ITEMS NOT ON THE AGENDA: Spencer Hutchins commented on representing the city in the state legislature. Ed Nadler commented on Sports Complex funding.

CONSENT AGENDA:

1. City Council Minutes: City Council Study Session Minutes - April 27, 2023; City Council Minutes - May 8, 2023; City Council Study Session Minutes - May 11, 2023
2. Professional Services Contract with Parametrix, Inc., for Lift Station #5A Design and Permitting
3. Purchase Authorization for 2023 Aerial Lift Truck
4. Approval of Vouchers: Check numbers 100493 through 100601 and ACH payments in the amount of \$1,595,118.09.

MOTION: Move to approve the Consent Agenda (Lykins/Barber).

VOTE: Unanimously approved

PRESENTATIONS: Mayor Markley presented a Public Works Week proclamation to Public Works Director Jeff Langhelm. Executive Director Carrienne Ekberg reported on activities with the Downtown Waterfront Alliance.

MAYOR'S REPORT: Mayor Markley reported on the legislative special session and the 2044 Comprehensive Plan visioning fair.

CITY ADMINISTRATOR'S REPORT: City Administrator Katrina Knutson reported that Detective Sergeant Tray Federici received his bachelor's degree and reported on the leadership team retreat and a creative district meeting.

BUSINESS ITEMS

1. **Resolution 1277 Naming the tx^waalqəł Conservation Area at Donkey Creek –**
Parks Manager Jennifer Haro introduced the resolution.

MOTION: Move to approve Resolution 1277 with an amended name of "tx^waalqəł Conservation Area at Donkey Creek" (Woock/Barber).

AMENDMENT: Move to remove the phrase 'at North Creek' from the conservation area name (Henderson/Barber).

VOTE: Amendment passed 5-2 (Councilmembers Rodenberg and Storset opposed)

VOTE: Amended main motion passed 6-1 (Councilmember Rodenberg opposed)

2. **Resolution 1278 Stating the City Council's Determination to Demolish the Masonic Lodge Building and Include the Property in the Crescent Creek Park Master Planning Process** – Parks Manager Jennifer Haro introduced the resolution.

Public Comment: Josie Emmons Turner, Tamara Smilanich, John McMillan, Mary Manning, Stephanie Lile, and Steve Paris commented on preserving the Masonic Lodge building.

No action was taken on the resolution.

3. **Resolution 1279 Authorizing the Submittal of a Conservation Futures Grant Application to Pierce County** – Parks Manager Jennifer Haro introduced the resolution.

MOTION: Move to approve Resolution 1279 (Henderson/Woock).

VOTE: Unanimously approved

4. **Resolution 1276 Amending the Wastewater Comprehensive Plan by Revising the Sewer Collection Basin Boundary Between Sewer Collection Basins #18 and #3** - Public Works Director Jeff Langhelm introduced the resolution.

Public Comment: Brett Allen commented on the resolution on behalf of the applicant.

MOTION: Move to approve Resolution 1276 (Woock/Rodenberg).

VOTE: Unanimously approved

STAFF REPORT: City Attorney Daniel Kenny briefed council on the formation of the Pierce County Opioid Abatement Council.

COUNCIL REPORTS / COMMENTS: Councilmember Barber reported on the Heron's Key environmental sanctuary. Councilmember Lykins reported on the most recent PCRC meeting. Councilmember Rodenberg addressed commission membership requirements.

ADJOURN: The meeting adjourned at 8:24 p.m.

Joshua Stecker, CMC
City Clerk

MINUTES FOR GIG HARBOR CITY COUNCIL STUDY SESSION

Thursday, May 25, 2023 – 3:00 p.m.

Community Rooms or Virtual Link

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 3:03 p.m. Councilmembers Barber, Henderson, Lykins, Martin, Rodenberg, Storset, and Woock were present.

Agenda item #5 was removed.

DISCUSSION ITEMS:

1. **Cultural Access Program Presentation** – Harbor History Museum Executive Director Stephanie Lile provided Council with a PowerPoint presentation on the program and answered questions.

Council took a break at 3:52 p.m. and returned at 3:59 p.m.

2. **2024-2029 Six-Year Transportation Improvement Program (TIP)** – City Engineer Aaron Hulst provided a PowerPoint presentation and answered Council questions.

3. **Unlimited (Voted) Bond Discussion** – Finance Director Dave Rodenbach discussed the memo contained in the packet and answered questions.

General Council consensus was supportive of a councilmanic bond for \$2 million but not supportive of a voted parks bond at this time.

4. **Short-term Rentals Update** – Community Development Director Carl de Simas reviewed the memo contained in the packet and addressed questions.

5. **State Building Code Adoption** – *This item was removed from the agenda.*

EXECUTIVE SESSION: Council entered into Executive Session to discuss potential litigation per RCW 42.30.110(1)(i) for 10 minutes at 4:57 p.m. The Executive Session was extended an additional 5 minutes until 5:20 p.m.

ADJOURN: The meeting adjourned at 5:21 p.m.



Tiffany Aliment
Assistant City Clerk



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

Meeting Date: June 12, 2023

SUBJECT: Approval of Opioid Abatement Council interlocal agreement.

SUBMITTED BY: Katrina Knutson, City Administrator

DEPARTMENT: Administration

PHONE: 851-6127

SUGGESTED MOTION: Move to authorize the mayor to execute the Opioid Abatement Council interlocal agreement and to appoint City Administrator Knutson as the City's PCOAC representative.

BACKGROUND INFORMATION: To date, the City of Gig Harbor as signed off on multiple opioid settlements:

Distributor settlements - McKesson Corp., Cardinal Health Inc., and AmerisourceBergen Drug Corp.

Pharmacy & Manufacturer settlements - CVS, Walgreens, Walmart, Teva, and Allergan. Approx.

The city and county participation in each of these settlements included use of the One Washington MOU, which the city signed in April 2022.

The One Washington MOU required that each Allocation Region create an Opioid Abatement Council (OAC). The interlocal agreement attached is the document which will create the Pierce County area Opioid Abatement Council.

A few key points from this interlocal agreement:

- Each jurisdiction (over 10K population receiving funds from the settlements) are members but can opt out.
- The OAC will fulfill the dashboard and publication requirements from the MOU.
- The OAC will not control policy or Gig Harbor's spending decisions.
- Administrator will be the Pierce County Auditor.
- Provides for the 10% administrative cost allocation – but not all needs to be spent.

This interlocal agreement accomplishes the requirements of the executed One Washington MOU.

The attached interlocal agreement is the same as was presented at first reading except language in Section 4 (A)(4) has been slightly modified to address when a quorum of the opioid abatement council is present. No other changes were made.

FISCAL CONSIDERATION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: Opioid Abatement Council Interlocal Agreement

STRATEGIC PLAN PRIORITY: N/A

**INTERLOCAL AGREEMENT BETWEEN PIERCE COUNTY, CITIES OF AUBURN, BONNEY LAKE,
EDGEWOOD, FIFE, GIG HARBOR, LAKEWOOD, PUYALLUP, SUMNER,
TACOMA, AND UNIVERSITY PLACE, FORMING PCOAC**

This Agreement is made and entered into among Pierce County, a political subdivision of the state of Washington, and the municipal corporations of Auburn, Bonney Lake, Edgewood, Fife, Gig Harbor, Lakewood, Puyallup, Sumner, Tacoma, and University Place each a “Party” and collectively “Parties.”

SECTION 1. RECITALS

WHEREAS, the State of Washington and 33 of its local political subdivisions, including counties and cities and towns with a population of over 10,000, are engaged in litigation with opioid Distributors and Pharmaceutical Supply Chain Participants (“Opioid Litigation”); and

WHEREAS, the Opioid Litigation is expected to result in settlements and/or judgments with direct money payments to the state and its political subdivisions and this Agreement will apply to all Opioid Funds received pursuant to the Allocation Agreement and as a result of future settlements as defined in the One WA MOU; and

WHEREAS, to comply with the One Washington Memorandum of Understanding between Washington Municipalities (“MOU”), attached hereto with Exhibits A and B, and incorporated by reference, which has been previously approved and executed by the Parties and requires the formation of an Opioid Abatement Council (“OAC”); and

WHEREAS, each Party will receive direct distribution of funds from the Opioid Litigation (“Opioid Funds”), based upon the default methodology set forth at Section C.4 of the MOU, for purposes of future opioid remediation, training, and treatment efforts; and

WHEREAS, because each Party has a greater understanding of its own local impacts and local needs for such future opioid remediation, training, and treatment efforts, the undersigned Parties do hereby adopt and implement this Agreement for the creation of the Pierce County OAC (PCOAC), which is bound by the terms of the Agreement herein, as well as the MOU and exhibits thereto, the settlement Agreement provisions, and any applicable state statute(s); and

WHEREAS, each Party shall select a representative to serve as a Council Member to the PCOAC; and

NOW, THEREFORE, it is hereby agreed by the Parties:

SECTION 2. DEFINITIONS

1. "Opioid Litigation" shall mean the litigation between local Parties and Opioid Distributors and Pharmaceutical Supply Chain Participants, and any other settlements entered pursuant to the MOU.
2. "Approved Purpose(s)" shall mean the strategies specified and set forth in the Opioid Abatement Strategies attached as Exhibit A of the MOU.
3. "Council" or "Council Member" as used throughout this Agreement refers to the body or members to the PCOAC.

SECTION 3. PARTICIPATING ENTITIES

The Parties to this Agreement consist of the political subdivisions entitled to payment of the Opioid Funds derived from the Opioid Litigation conducted by the attorneys identified in the MOU. The Pierce County Parties are Pierce County, and the municipalities of Auburn, Bonney Lake, Edgewood, Fife, Gig Harbor, Lakewood, Puyallup, Sumner, Tacoma, and University Place.

SECTION 4. CREATION OF PIERCE COUNTY OPIOID ABATEMENT COUNCIL

The PCOAC shall be comprised of one member from each Party; each appointed by the governing body. Qualified members may be elected officials or duly appointed employees with experience in the subject matter, subject matter experts or community members. The PCOAC may call upon subject matter experts and/or outside bodies or organizations for advice and input as needed.

A. Selection and Meetings

1. **Selection and Terms** – Each Party shall select their representative to the PCOAC from qualified persons and the representative shall be appointed by the Party's governing body. A Party may choose to leave its positions vacant; however, the Council must have a minimum of five filled positions. Using the same process as the primary member selection process, each Party's governing body may also appoint an alternate to serve where the primary appointment is not available to serve. The term shall be for a period of three years. The terms of each Council Member shall be staggered. The selection of the initial panel will identify the term for each initial Council Member in consultation with the other Parties to ensure a staggering of terms. Nothing prohibits a Council Member from serving multiple terms.
2. **Chair** – The PCOAC Members shall select one person to serve as Chair of the PCOAC whose responsibilities will include the right to conduct meetings as well as act as the representative for the PCOAC in other matters. The Chair shall serve for a term of one year. Nothing prohibits a person from serving multiple consecutive terms as the Chair.

3. **Meetings** - Meetings shall be properly noticed to all Council Members and in compliance with RCW 42.30, the Open Public Meetings Act (OPMA). A quorum consists of a majority of members who may attend either virtually or in person. Actions of the Council may be approved by a simple majority of such quorum. While Council Members are not required to attend or participate in meetings, each Council Member shall be responsible for meeting the annual obligations of MOU Section C.4.j.ii to account for proper expenditure of all distributed Opioid Funds.

The first meeting shall occur within 120 days of the recording of this Agreement. At the first meeting the Council shall (1) elect a Chair, (2) adopt a date for a regular annual meeting, (3) assign tasks to the Administrator. The Council may adopt rules of procedures governing meetings of the Council, including deciding the total number of meetings held annually.

4. **Structure of Council** - The PCOAC created in this Agreement is not a separate legal or administrative entity within the meaning of RCW 39.34.030(3).

B. Duties of PCOAC

1. **Oversight:** Overseeing distribution of funds from Parties for Approved Purposes.
2. **Annual Review:** Annual review of expenditure reports from Parties for compliance with Approved Purposes and the terms of the settlement.
3. **Publicly Available Reports** - Reporting and making publicly available all decisions on Opioid Fund allocation applications, distributions and expenditures by the PCOAC or directly by Parties.
4. **Public Dashboard:** Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data from the Parties and for expenditures by PCOAC, which it shall update at least annually.
5. **Data Collection & Guidelines:** Adopt data collection guidelines regarding how Parties share allocation and expenditure data, including the type of data, method, and timing of sharing of data to conduct the annual review. Receive such data to be used for annual report, public dashboard, and if determined to be necessary, report outcomes.
6. **Complaints:** Hearing complaints by Parties regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements. If the PCOAC concludes that a Party's expenditure of its allocation of Opioid Funds did not comply with the Approved Purposes listed in Exhibit A, or the terms of this MOU, or that the Party otherwise misused its allocation of Opioid Funds, the PCOAC may take remedial action against the alleged offending Party. Such remedial action is left to the discretion of the PCOAC and may include withholding future Opioid Funds owed to the offending Party or requiring the offending Party to reimburse improperly

expended Opioid Funds back to the PCOAC to be re-allocated to the remaining Parties.

- 7. Ending of Agreement** – Within the last five years of this Agreement, the PCOAC shall determine the final reporting cycle and ensure that there are sufficient funds to pay any remaining invoices of the Administrator.

C. Duties of Parties

The Parties are expected to conduct required activities in the method best suited to the needs of their respective Parties. It is not anticipated that the PCOAC dictate methods to member Parties. Each Party is responsible for:

1. Developing a methodology for obtaining proposals for use of Opioid Funds.
2. Ensuring there is opportunity for community-based input on priorities for Opioid Fund programs and services.
3. Receiving and reviewing proposals for use of Opioid Funds for Approved Purposes.
4. Approving or denying proposals for use of Opioid Funds for Approved Purposes.
5. Receiving funds from the Trustee according to the allocation amounts listed in the MOU, for Approved Purposes and expending such funds in accordance with Exhibit A. Nothing in this Agreement prohibits the pooling of funds for designated purposes as outlined in Exhibit A. If a Party chooses to pool funds with another Party or Parties, the pooling agreement shall state which Party is responsible for providing expenditure data to the PCOAC, and the pooling Agreement shall be shared with PCOAC Administrator.
6. Reporting to the PCOAC, in accordance with data reporting guidelines, all decisions on Opioid Fund allocation applications, distributions, and expenditures.
7. If a Party elects neither to retain or pool its settlement allocation, its allocation will be reallocated to the other Parties to this Agreement according to the MOU allocation method.
8. Parties shall maintain all records related to the receipt and expenditure of Opioid Funds in accordance with Washington State retention laws, but for no less than five (5) years and shall make such records available for review by other Parties, the PCOAC, or the public.

9. Public Records Requests: Each party to this Agreement shall be responsible for retaining and producing the records it creates, owns or uses, in accordance with applicable public records access and retention laws and regulations. Nothing in this section is intended to require a Party to collect or produce records that are not prepared, owned, used, or retained by that agency as defined by the Public Records Act (RCW 42.56), other than as provided for herein. Each party shall designate a Records Coordinator. The Administrator shall be responsible for maintaining and storing, in compliance with the state Public Records Act (Chapter 42.56 RCW), those records of the PCOAC that are owned, used, created or obtained by the PCOAC. Upon receipt of a request for PCOAC records, the PCOAC Administrator shall timely share the request with the Parties' Records Coordinator. In the event that the Administrator shares a request for PCOAC records with the Records Coordinator, each Records Coordinator notified by the Administrator shall cooperate with the Administrator as requested to fulfill the request, including contacting their respective Council Members to gather records. Parties who receive requests for PCOAC or records related to PCOAC are also encouraged, but not required, to share those with the Administrator.

SECTION 5. ADMINISTRATION OF PCOAC AND EXPENSES

Pierce County agrees to provide for the administration of the PCOAC through the Pierce County Auditor's Office as outlined in this Agreement. The Pierce County Auditor's Office (Administrator) will serve as the administrator for PCOAC and shall perform all administrative functions, including scheduling of meetings, making reports publicly available, maintaining a public dashboard, preparing a report for consideration of the PCOAC at its annual meeting, and other such tasks as assigned by the Chair.

A. Administrative Expenses

10% of the Opioid Funds received by the Parties will be reserved by each Party, on an annual basis, for administrative costs related to the PCOAC. Administrative costs are limited to 10% and every effort shall be made to keep administrative costs below 10%.

The Administrator shall provide itemized invoices for all administrative expenses to each of the Parties before the end of each fiscal year. Each Party will be billed by the Administrator a pro-rated amount based on the overall percentage each Party annually receives in direct allocation from the Trustee. Any reserved funds that exceed a party's pro-rated share of the administrative costs will be reallocated to each Party for Approved Purposes under the MOU.

B. PCOAC Records Retention

The PCOAC Administrator shall maintain PCOAC records according to Washington State

retention laws, but for no less than five (5) years and shall make such records available for review by other Parties or the public. Records requested by the public shall be produced in accordance with the Washington Public Records Act, chapter 42.56 RCW. Nothing in this section supplants any Party's obligations to retain and produce its own records as provided in this Agreement.

SECTION 6. CHAPTER 39.34 REQUIREMENTS

- A. Duration** – This Agreement shall be effective for the time-period that the Parties receive allocations of Opioid Funds under any of the current Opioid Litigation claims and shall continue to be effective until 36 months after the final distribution of such funds.
- B. Structure** – The organizational structure of the PCOAC is set forth above.
- C. Powers** – Each Party shall have the power to allocate, distribute, and manage all funds apportioned to their respective political subdivisions under any and every Agreement to settlement, judgment, or any other method of Opioid Fund allocation provided for in the underlying Opioid Litigation as set forth by the MOU.
- D. Purpose** – The purpose of the PCOAC herein shall be to ensure future remediation of the opioid abuse epidemic and the distribution and management of the funds identified herein.
- E. Financing** – The financing of the PCOAC shall be through the Opioid Funds received as a result of the Opioid Litigation identified herein.
- F. Termination** – This Agreement shall be self-terminating 36 months after the final distribution of funds through or by the Parties to the MOU.
- G. Joint Council** – The PCOAC shall be responsible for ensuring compliance with MOU, applicable state and federal law, and applicable regulations.
- H. Real Property and Personal Property** – This Agreement does not contemplate the joint acquisition of property by the Parties.

SECTION 7. INDEMNIFICATION

Parties agree to fully indemnify all other Parties, for all court awarded penalties, costs, and attorneys' fees incurred by another Party resulting from any claims, including under the Public Records Act, brought against a Party/Parties, where the liability is premised upon the sole acts or omissions by the Party or its appointed Council Member. The PCOAC only acts through the Parties and is not a separate legal entity for purposes of any claim. If more than one Party is held to be at fault, the obligation to indemnify and to pay costs and attorney's fees, will be only to the extent of the percent of fault allocated to each respective Party by a final judgment of the court.

SECTION 8. MODIFICATIONS OR AMENDMENTS

This Agreement may be modified or amended upon written agreement by all Parties. Any modifications or amendments must be consistent with the terms of the MOU and Exhibit A.

SECTION 9. HEADINGS

The article headings in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit, or extend the scope or intent of the articles to which they appertain.

SECTION 10. ENTIRE AGREEMENT

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.

This Agreement sets forth the entire Agreement between the Parties with respect to the subject matter hereof and supersedes all previous discussions and agreements. Understandings, representations, or warranties not contained in this Agreement, or a written amendment hereto shall not be binding on any Party.

SECTION 11. SEVERABILITY

In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

In the event any portion of this Agreement should become invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

SECTION 12. NON-DISCRIMINATION

The Parties, their employees, and agents shall not discriminate against any person based on any reason prohibited by Washington state or federal law as adopted or subsequently amended.

SECTION 13. COMPLIANCE WITH LAWS

The Parties shall observe all federal, state, and local laws, ordinances, and regulations, to the extent that they may be applicable to the terms of this Agreement.

SECTION 14. GOVERNING LAW; VENUE

This Agreement has been and shall be construed as having been made and delivered within the State of Washington and it is mutually understood and agreed by each Party that this Agreement shall be governed by the laws of the State of Washington both as to interpretation and performance. Any action at law, suit in equity, or other judicial proceeding for the enforcement of this Agreement, or any provision hereto, shall be instituted only in courts of competent jurisdiction within Pierce County, Washington.

SECTION 15. RECORDING

Pursuant to RCW 39.34.040, copies of this Agreement shall be filed with the Pierce County Auditor.

SECTION 16. APPROVAL BY LOCAL POLITICAL SUBDIVISION

Adoption of this Agreement by each Party shall be by resolution and by signature below.

WHEREFORE, the undersigned authorities do hereby approve and adopt the Agreement on the Pierce County OAC (PCOAC) as set forth herein.

Done on this ____ day of _____, 2023.



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

Meeting Date: June 12, 2023

SUBJECT: Wilkinson Farm House Lease Amendment #3

SUBMITTED BY: Jennifer Haro, Parks Manager

DEPARTMENT: Public Works

PHONE: 253-853-8253

SUGGESTED MOTION: Move to authorize the city administrator to execute an amendment to the existing lease agreement with Madison Rawson and Luke Plummer for rental of the Wilkinson Farm House located at 4118 Rosedale Street.

BACKGROUND INFORMATION: The proposed lease amendment increases the rent by four percent to \$1,339 per month. The lease would be extended for one year until July 30, 2024.

Staff recommends approval of the lease with the current tenants.

FISCAL CONSIDERATION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: Lease Amendment #3

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

**THIRD AMENDMENT TO LEASE AGREEMENT – RESIDENTIAL BETWEEN THE
CITY OF GIG HARBOR AND MADISON RAWSON AND LUKE PLUMMER**

THIS THIRD AMENDMENT to the existing residential lease agreement is made between the City of Gig Harbor ("Landlord") and Madison Rawson and Luke Plummer ("Tenants") for the home and real property located at 4118 Rosedale Street, Gig Harbor, Washington 98335, Pierce County, (hereinafter the "Property" or "Premises").

RECITALS

WHEREAS, the Parties desire to revise the terms of the agreement; and

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the Parties in this Amendment as follows:

Section 2 of the Lease Agreement is amended to read as follows:

2. Term. This Rental Agreement shall commence on August 1, 2023 for a one-year term. This rental agreement shall continue thereafter on a month-to-month basis until terminated by either party as provided below.

Section 3 of the Lease Agreement is amended to read as follows:

3. Rent.

3.1 Rental Amount and Leasehold Excise Tax. The monthly rental shall be \$1339.00 per month including applicable excise tax due and payable in full in advance of the 7th day of each month, commencing on August 1, 2023.

EXCEPT AS EXPRESSLY MODIFIED BY THIS AMENDMENT, ALL TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have executed this Amendment on this _____ day of _____, 2023.

TENANT:

Madison Rawson

Date

Luke Plummer

Date

LANDLORD:

Katrina Knutson, City Administrator

Date



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

Meeting Date: June 12, 2023

SUBJECT: Masonic Lodge Lease Agreement – Amendment #4

SUBMITTED BY: Jennifer Haro, Parks Manager

DEPARTMENT: Public Works

PHONE: 253-853-8253

SUGGESTED MOTION: Move to authorize the mayor to execute an amendment to the existing lease agreement with the Gig Harbor Cooperative Preschool for use of the Masonic Lodge.

BACKGROUND INFORMATION: The proposed lease amendment maintains the current rent on the property at \$1530.00 per month. The lease would be extended for one year until June 30, 2024.

The Gig Harbor Cooperative Preschool was informed that the City's plans for the Masonic Lodge are undetermined, and that we would only recommend an additional lease for one year. The city has also had hazardous building materials inspections and a mold inspector to examine the preschool's leased area. Lead, asbestos and mold were found. All reports have been provided to the preschool. We are asking them to sign a letter (attached) acknowledging the hazardous building materials and agreeing to best management practices for cleaning and maintenance.

Staff recommends extending the existing lease agreement until June 30, 2024, to accommodate the 2023-2024 school year and enough time to seek a new location.

FISCAL CONSIDERATION: N/A

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS:

1. Lease Amendment #4
 2. Letter regarding hazardous building materials
-

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

**FOURTH AMENDMENT TO THE LEASE AGREEMENT BETWEEN
THE CITY OF GIG HARBOR AND GIG HARBOR COOPERATIVE PRESCHOOL**

THIS FOURTH AMENDMENT to the existing lease agreement is made the City of Gig Harbor ("Landlord"), and Gig Harbor Cooperative Preschool, ("GHCP", "Tenant"), for a portion of the building located at 3025 96th Street, Gig Harbor, Washington 98335, Pierce County (hereinafter the "Property" or "Premises").

RECITALS

WHEREAS, the Parties desire to revise the terms of the agreement;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties in this Amendment as follows:

Section 4.1 of the Lease Agreement is removed and replaced to read as follows:

4.1 The term of this Lease shall terminate on June 30, 2024, unless terminated sooner pursuant to the terms of this Lease. Nothing herein shall obligate the City to enter into any additional Lease Agreements or addenda with the Lessee.

EXCEPT AS EXPRESSLY MODIFIED BY THIS AMENDMENT, ALL TERMS AND CONDITIONS OF THE AGREEMENT, AS PREVIOUSLY AMENDED, SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have executed this Amendment on this day _____ of _____, 2023.

TENANT:

Eryka Anson, President

Date

LANDLORD:

Tracie Markley, Mayor

Date



PUBLIC WORKS DEPARTMENT

May 31, 2023

Gig Harbor Cooperative Preschool
Attn: Eryka Anson, Board President
PO Box 622
Gig Harbor, WA 98335

Re: Lease extension for Masonic Lodge

Dear Ms. Anson,

As you are aware, the City of Gig Harbor has had several contractors and consultants onsite at the Masonic Lodge as we were evaluating the building and helping City Council to make a decision about its future. The reports most relevant to the Preschool pertained to mold, lead and asbestos, which were all found in the preschool's leased area. These reports were provided to the Preschool shortly after they were received.

At the City Council's May 11, 2023 study session, Council directed staff to prepare a resolution authorizing the demolition of the Masonic Lodge. At the May 22 meeting, they declined to move forward with the demolition until more information is collected. There is no timeline for this work to occur, so the City is willing to extend the lease with your organization for one additional school year, provided that you acknowledge the findings and recommendations of the mold and hazardous building materials reports and are willing to accept the risk.

We will require that you agree to the following conditions:

- Review the April 21, 2023 Lead Inspection and Risk Assessment and the May 3, 2023 Asbestos Containing Materials memo prepared by DH Environmental, Inc. and comply with all recommendations contained in the report.
- Do not renovate, demolish, or otherwise disturb the areas identified to have lead based paint or asbestos. Out of an abundance of caution, before any renovation, demo, or other disturbance within the structure is undertaken, the preschool must contact the City which will then evaluate the proposed activity and determine whether it will be allowed, and if allowed, how it can be accomplished in a safe manner. The City retains the right to reject any such project due to potential health/safety risks.
- Do not allow children in those locations where lead-based paint is used and remains in the structure. This includes the interior stairs leading down to the preschool, and a small section of wall identified in the report.
- Areas such as those identified in the second bullet should be watched carefully for deterioration of the painted surfaces. Similarly, the vinyl flooring in the kitchen and employee

restroom should be watched carefully for deterioration. If any deterioration is identified, immediately notify the City and stop using the area.

- Maintain a regular cleaning regimen to ensure that any dust is cleaned effectively with particular focus on those areas identified in the second bullet above. Cleaning recommendations are included below.

Cleaning Uncarpeted Floors

Do use:

- Damp or wet mopping.
- Standard “sponge” or “string” type mops and an all-purpose cleaner or a cleaner made specifically for lead.
- Standard vacuum cleaners if no visible dust or debris from chipping or flaking paint is present.

Do not use:

- Mops with a scrubber strip attached.
- Powered buffing or polishing machines.
- Vacuums with beater bars that may wear away the painted surface.

Cleaning Carpets and Rugs

Do use:

- Wet scrubbing methods to remove stains.
- Steam cleaning methods.
- Standard vacuum cleaners if no visible dust or debris from chipping or flaking paint is present.

Do not use:

- Dry sweeping of surface dust and debris.
- Shaking or beating of carpets and rugs.

Cleaning Walls

Do use:

- Soft cloths to wet wipe walls.
- All-purpose cleaner or a cleaner made specifically for lead.

Do not use:

- Steel wool, scouring pads, and abrasive cleaners.
- Solvent cleaners that may dissolve paint.

Cleaning Other Painted Surfaces

Do use:

- Soft cloths.
- All-purpose cleaner or a cleaner made specifically for lead.

Do not use:

- Abrasive cleaners and scouring pads.
- Solvent cleaners that may dissolve the paint.
- Excessive rubbing of spots to remove them.

Sincerely,



Jennifer S. Haro
Parks Manager

I have read and understand the information set forth in this letter as well as in the April 21, 2023 Lead Inspection and Risk Assessment and the May 3, 2023 Asbestos Containing Materials memo prepared by DH Environmental, Inc. and agree to abide by the restrictions and best practices contained in each. I agree that any violation of these restrictions and best practices will be considered a violation of the Lease (as amended) and will be grounds for immediate termination of the lease.

TENANT:

Eryka Anson, President

Date



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

Meeting Date: June 12, 2023

SUBJECT: Resolution 1280 Adopting the City of Gig Harbor Two-Year Strategic Plan 2023-24

SUBMITTED BY: Katrina Knutson

DEPARTMENT: City Administrator

PHONE: 851-6127

SUGGESTED MOTION: Move to approve Resolution 1280.

BACKGROUND INFORMATION: During its retreat on March 11, the city council held a facilitated discussion to review its priority goals and adopted vision statement. The results of that discussion were combined with the objectives found in the 2023-2024 Budget to form the 2023-24 Strategic Plan. This version of the strategic plan supersedes the 2022-2023 version and incorporates a sixth strategic priority: "Provide a safe, healthy, and inclusive community."

The strategic plan is designed to provide council and the city's residents with a high-level view of the priorities and goals of the city council.

FISCAL CONSIDERATION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: Resolution 1280

STRATEGIC PLAN PRIORITY: N/A

RESOLUTION 1280

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING THE CITY OF GIG HARBOR TWO-YEAR STRATEGIC PLAN 2023-24

WHEREAS, the City Council has identified the need for an overall strategic plan to address major mandatory projects as well as other long and short-term desired objectives; and

WHEREAS, the City Council recognizes this is not a complete list and acknowledges that the Strategic Plan is a priority list constrained by staff and council time; and

WHEREAS, an overall strategic plan will assist the Council to regularly review and benchmark priorities and timelines against the established vision and mission of the City; and

WHEREAS, a facilitated strategic planning retreat for Council was held on March 10, 2023, during which the City Council discussed its priority goals; and

WHEREAS, Council refined its priorities and goals during a study session on March 30, 2023;

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

Section 1. The City Council hereby adopts the City of Gig Harbor Two-Year Strategic Plan 2023-24 (attached as Exhibit A).

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 12th day of June, 2023.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk

City of Gig Harbor Two-Year Strategic Plan 2023-2024

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
Foster a healthy City organization	- Be an exceptional employer - Retain existing workforce - Attract qualified applicants - Ensure safe work environment - Encourage staff training - Encourage and obtain employee feedback - Fill all vacancies in a timely manner	- Re-qualify for AWC Well City designation - Conduct annual employee satisfaction survey	- Develop a staff retention and attraction program - Review and update the City's DEI program - Update Personnel Policies Manual - Update Safety Manual and Accident Prevention Program - Revise employee evaluation process - Develop management training for all new supervisors - Update Job Descriptions and conduct Salary & Benefits Study
Ensure sustainable future for public services and facilities	- Provide more effective municipal services - Increase city communication effectiveness - Listen to community needs and expectations - Source funding for parks, streets/transportation, and utilities - Ensure infrastructure to support community needs	- Update utility rates as needed - Continually improve permit and land use approval processes - Increase resources for capital projects - Review/amend TIP to improve motorized and non-motorized transportation	- Create a City-wide Communications Plan - Update Public Works Standards - Conduct HOA fair - Implement hybrid Court system/electronic case management - Parks Department Organizational Assessment - Complete Construction of Public Works Operations Center - Place Parks Bond on ballot
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 - Enhance walkability and pedestrian/cyclist safety	- Annually docket specific priorities in the Comprehensive Plan - Fund Harbor History Museum operations - Monitor State legislative activity - Support the Arts Commission - Develop Sister City program - Fund Creative Endeavor Grants - Monitor short-term rentals	- Prepare 2024 Comprehensive Plan Periodic Update - Complete annexation study - Develop Housing Needs and Action Plan - Create Historic Preservation Committee - Review businesses and off-street parking requirements - Develop 4th of July event - Establish process and procedure for code compliance program - Establish Park Standards
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 & Sustainability Action Plan (once developed) - Consider possible conservation properties and/or mitigation areas and activities	- Adopt Climate & Sustainability Action Plan - Form Climate Action Committee - Adopt Urban Forest Management Plan/tree retention policies - Develop recycling program in City parks - Install Civic Center electric vehicle charging station - Annex parcels in city's parks system - Update Stormwater Manual - Assess gaps in public charging stations for electric vehicles
Promote and enhance a dynamic and robust economy	- Develop a plan to increase promotion of our local business community - Increase vitality of the city's small businesses - Attract larger business to industrial zone - Maintain and enhance commercial fishing	- Support Downtown Waterfront Alliance - Support Chamber of Commerce - Fund tourism with lodging tax grants - Promote downtown businesses/events - Collaborate with Pierce Transit for trolley	- Design and construct Fishermen's Home Port - Create a Business Retention and Attraction Plan - Evaluate and amend development regulations and fees - Develop and implement a small business fair - Develop Holiday Display Attractions
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	Provide funding for senior programming	- Develop Housing, Health, & Human Services Coordinator position - Provide funding for Senior Center permanent home - Develop a plan to support youth and teen activities - Obtain Police Department accreditation - Update Emergency Management Plan

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

WHEREAS, community development professionals focus on projects and programs in areas such as affordable housing, economic development, land use, transportation, and the environment; and

WHEREAS, the City of Gig Harbor's communities and neighborhoods are the foundation for providing a high quality of life for our residents; and

WHEREAS, these services could not be provided without the dedicated efforts of community development professionals who are committed to the economic, social, and cultural growth of our communities; and

WHEREAS, the year 2023 marks the 47th annual National Community Development Week;

NOW, THEREFORE, BE IT RESOLVED THAT, I, Tracie Markley, Mayor of the City of Gig Harbor, do hereby proclaim the week of June 11 – 17, 2023 as

Community Development Week

in the City of Gig Harbor and I encourage all residents to join me in recognizing our Community Development professionals and the programs and projects that play a vital role in our city.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Gig Harbor to be affixed this 12th day of June, 2023.





Mayor Tracie Markley
City of Gig Harbor



City of Gig Harbor City Council Meeting Agenda Bill

Meeting Date: June 12, 2023

SUBJECT: Public Hearing: First Reading of Ordinance 1513 Related to Creation of Historic Preservation Commission

SUBMITTED BY: Carl de Simas

DEPARTMENT: Community Development

PHONE: 853-7628

SUGGESTED MOTION: None

BACKGROUND INFORMATION: The city is designated as a Certified Local Government (CLG). A CLG means: *The designation reflecting that the local government has been jointly certified by the State Historic Preservation Officer and the National Park Service as having established its own historic preservation commission and a program meeting federal and state standards [Section 17.97.020 GHMC].*

As a CLG, the city is required to create and maintain a local review board [Section 84.26.020 RCW]. This board is defined as: *Any appointed committee designated by local ordinance to make determinations concerning the eligibility of historic properties for special valuation and to approve or deny applications therefor [Section 254-20-030 WAC].*

The city has empowered the Design Review Board (DRB) to act as the local review board. The DRB is made up of seven total members with two of these members serving as “CLG Members.” This has worked for several years and does provide the necessary review to meet the required statutes. However, the DRB is an advisory body that is primarily tasked with review of design alternatives and exceptions from the prescriptive standards of the City’s Design Manual. They hear proposals and recommend approval, approval with conditions, or denial to the Community Development Director.

By contrast, a local review board is meant to be both a recommending body and a decision-making body. This body makes recommendations to the City Council on new properties proposed to be listed on the Local Historic Register. However, when changes are proposed to those properties, or when a property owner wants to apply for Special Property Tax Evaluation, the local review board is the decision-making body. Properties eligible for the Special Property Tax Evaluation are those listed on the Local Historic Register and/or the National Register of Historic Places.

The Local Review Board is also meant to advise the City Council on all matters related to the City’s historic resources. Currently, the City does not have an entity dedicated to overseeing the City’s Historic Preservation Program. The DRB, while capable of achieving this task, is not the proper venue for such matters. In discussions with the WA State Department of Archaeology and Historic Preservation, the agency who oversees the CLG program, we have found that they agree with this assessment and would favor a local review board dedicated to historic preservation.

This ordinance would amend the chapter relating to the DRB [Chapter 2.21 GHMC] to separate it from a newly created commission – the Historic Preservation Commission (HPC) – and, to that end, introduce a new chapter to the code [Chapter 2.26 GHMC]. The ordinance would also amend and update the City’s Historic Preservation chapter [Chapter 17.97 GHMC] to guide the HPC’s functions and maintain consistency with state law.

Staff recommends the Council consider public testimony and review the ordinance accordingly. Should Council determine that substantive changes need to be made to the ordinance, another public hearing will be necessary. If no substantive changes are suggested, and the Council is willing, Staff will prepare to bring the ordinance back for a second reading at your next regularly scheduled meeting.

FISCAL CONSIDERATION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: Ordinance 1513

STRATEGIC PLAN PRIORITY: Maintain small town character and historic preservation while growing responsibly.

ORDINANCE 1513

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO THE CREATION OF AN HISTORIC PRESERVATION COMMISSION AND AMENDING THE MEMBERSHIP AND QUALIFICATIONS OF THE DESIGN REVIEW BOARD; ADDING NEW CHAPTER 2.26 AND AMENDING CHAPTERS 2.21 AND 17.97 OF THE GIG HARBOR MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, historical sites and structures are an integral part of the heritage, education, economic vitality and visual aesthetic of the City of Gig Harbor; and

WHEREAS, the city council wishes to enhance and encourage the continued preservation of its historic resources; and

WHEREAS, Chapter 17.97 of the Gig Harbor Municipal Code is the city's Historic Preservation Program providing procedures for the identification, evaluation, designation and protection of the designated historic and prehistoric resources within the city's boundaries and for the preservation and rehabilitation of eligible historic properties within the city for future generations through special valuation, a tax incentive, as provided for in Chapter 84.26 of the Revised Code of Washington; and

WHEREAS, the city is designated as a Certified Local Government (CLG) as jointly certified by the State Historic Preservation officer and the national Park Service as having established its own local review board and a program meeting federal and state standards; and

WHEREAS, the local review board is responsible for carrying out all activities related to the city's responsibilities under the CLG program; and

WHEREAS, the city's Design Review Board (DRB) currently serves as the city's local review board whereby two members of the DRB are designated CLG members and must be present for all business related to the requirements of Chapter 17.97 GHMC; and

WHEREAS, the DRB is not specifically focused on historic preservation matters and the city desires to create an advisory body whose business would primarily be concerned with historic preservation and the city's responsibilities as a CLG; and

WHEREAS, the city council wishes to reduce the DRB from seven to five members and create an Historic Preservation Commission (HPC) made up of five members; and

WHEREAS, the city council wishes to revise the qualifications for appointment to the DRB; and

WHEREAS, the Washington State Department of Archaeology and Historic Preservation (DAHP) provides oversight and guidance for the Washington State CLG program; and

WHEREAS, DAHP supports the city in its effort to strengthen its historic preservation program through the creation of an advisory body focused only on historic preservation and favors this model over the city's current local review board model;

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

Section 1. Gig Harbor Municipal Code Chapter 2.21 "Design Review Board" is hereby amended as shown in Exhibit A.

Section 2. A new Chapter 2.26 "Historic Preservation Commission" is hereby added to the Gig Harbor Municipal Code as shown in Exhibit B.

Section 3. Gig Harbor Municipal Code Chapter 17.97 "Historic Preservation" is hereby amended as shown in Exhibit C.

Section 4. Transmittal to Department of Commerce. Pursuant to RCW 36.70A.106, this ordinance has been transmitted to the Washington State Department of Commerce, as required by law.

Section 5. Severability. If any section, sentence, clause, or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 6. 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 7. Effective Date. This ordinance shall take effect and be in full force five (5) days after passage and publication of an approved summary consisting of the title.

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof,
held this 26th day of June, 2023.

Tracie Markley
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk

EXHIBIT A

Chapter 2.21 DESIGN REVIEW BOARD (DRB)

Sections:

- 2.21.010 Creation of design review board.
- 2.21.020 Terms, qualifications and appointment of members.
- 2.21.030 Purposes.
- 2.21.040 Additional powers and duties.
- 2.21.050 Limitations.
- ~~2.21.060 Organization.~~
- ~~2.21.070 Staff assistance.~~

2.21.010 Creation of design review board.

A design review board (also referred to as DRB) is hereby created. The design review board shall consist of ~~seven~~ five members. The design review board shall interpret, review and implement design review as provided by the city's adopted design manual in Chapter 17.99 GHMC, ~~and also promote an awareness of the city's history and preservation of the city's historic buildings.~~

2.21.020 Terms, qualifications and appointment of members.

A. Members of the design review board shall be appointed by the mayor and confirmed by the city council and shall serve terms of three years. The terms shall be staggered. All terms shall expire on September 30th. Members of the design review board shall continue to serve until their successors are appointed and ~~qualified. The city council shall appoint a new DRB member to fill vacancies that might arise and such appointments shall be to the end of the vacating member's term.~~ confirmed.

B. Design review board members ~~shall~~ should have qualifications, skills or demonstrated interest in urban design ~~or historic preservation and must be able to demonstrate the ability to read and interpret site plans, elevation drawings, landscape plans, architectural details and other design details and specifications as may be depicted on plans. All DRB members shall reside in the greater Gig Harbor area within Pierce County (west of the Tacoma Narrows Bridge and east of the Purdy Bridge).~~ Members shall meet at least one of the qualifications listed below:

- A licensed architect with experience in urban design;
- A resident with a professional background relating to landscaping, horticulture, arboriculture or forestry design;
- A resident with a professional background relating to urban design (e.g., a professional artist, a civil engineer, planner, building contractor or professional building designer);
- A resident with demonstrated interest and knowledge of urban design, landscaping, horticulture, arboriculture or forestry design (no more than two members shall be appointed from this category);

- A member from the Gig Harbor planning commission (no more than one planning commissioner shall be appointed to the DRB);
- A member from the Gig Harbor Historic Preservation Commission (no more than one historic preservation commissioner shall be appointed to the DRB).

~~Members shall be selected by the council from at least four of the following categories:~~

- ~~1. A licensed architect with demonstrated experience in urban or historic building design (at least one member shall be selected from this category and no more than one member shall be selected from this category; any person who meets the qualifications of this category may not be appointed under another category);~~
- ~~2. A city resident with interest and knowledge of urban design (no more than two members shall be selected from this category);~~
- ~~3. A member from the Gig Harbor planning commission (no more than one member shall be selected from this category);~~
- ~~4. A member with a professional background relating to urban design (e.g., a professional artist, a civil engineer, planner, building contractor or professional building designer) as determined by the city council;~~
- ~~5. A member with demonstrated interest and knowledge of landscaping, horticulture, arboriculture or forestry;~~
- ~~6. An individual with a background in identifying, evaluating and protecting historic resources, selected from among the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation or landscape architecture, or related disciplines. (At least two members should be selected from this category.) Members in this category may participate in all applications reviewed by the DRB pursuant to Chapter 17.99 GHMC (Design Manual), but shall participate in applications received pursuant to Chapter 17.97 GHMC (Historic Preservation).~~

~~The DRB action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the required categorical positions, as long as there is a quorum, unless DRB action is related to meeting certified local government (CLG) responsibilities cited in the certification agreement between the city and the State Historic Preservation Officer on behalf of the mayor, and the State Historic Preservation Officer on behalf of the state.~~

~~Members appointed prior to November 8, 2021, who do not fall into the category restrictions listed above shall be allowed to serve the remainder of their term.~~

2.21.030 Purposes.

The purposes of the design review board are:

- To implement procedures related to the city's design manual as described in Chapter 17.98 GHMC;
- To protect and enhance Gig Harbor's small town characteristics by assuring that decisions on design reflect the intent of the city's design manual and the design element of the city's comprehensive plan;
- To make suggestions on design alternatives which meet the needs of the property or business owner and which are consistent with and meet the intent of the city's design policies;

- D. To make recommendations to the planning commission and city council on policies and ordinances that may affect the city's design and visual character;.
- ~~E. To identify and actively encourage the conservation of the city of Gig Harbor's historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties;~~
- ~~F. To raise community awareness of the city of Gig Harbor's history and historic resources;~~
- ~~G. To serve as the city's primary resource in matters of historic preservation;~~
- ~~H. To serve as the city's local review board as defined in WAC 254-20-030(8) and Chapter 17.97 GHMC.~~

2.21.040 Additional powers and duties.

In addition to the powers set forth in GHMC 2.21.030, the design review board shall:

- A. Recommend to the planning commission for adoption standards to be used by the city or design review board in reviewing outdoor proposals within city limits or its areas of contractual jurisdiction;
- B. Recommend to the city council the purchase of interests in property for purposes of preserving the city's visual characteristics or implementing the provisions of the city's design manual or the design element of the city's comprehensive plan;
- ~~C. Advise the city council on possible incentives to preserve historic structures within the city's historic district;~~
- ~~DC.~~ Recommend to the planning commission and the city council zoning boundary changes which are consistent with the city's design manual and the design element of the city's comprehensive plan;
- ~~ED.~~ Recommend to the planning commission and the city council changes to the Gig Harbor Municipal Code and public works standards which reinforce the purpose of the city's design manual and the design element of the city's comprehensive plan;
- ~~FE.~~ Provide advice and guidance on request of the property owner or occupant on the restoration, alteration, decoration, landscaping, or maintenance of any structure or site within the city's jurisdiction;.
- ~~G. To carry out all activities related to historic preservation as anticipated under the certified local government (CLG) program as provided in Chapter 17.97 GHMC. In carrying out these responsibilities, the DRB shall engage in the following:~~
 - ~~1. Conduct and maintain a comprehensive inventory of historic resources within the boundaries of the city of Gig Harbor and known as the city of Gig Harbor historic inventory, and publicize and periodically update inventory results.~~
 - ~~2. Initiate and maintain the city of Gig Harbor's register of historic places. This official register shall be compiled of buildings, structures, sites, and objects identified by the DRB as having historic significance worthy of recognition and protection by the city and encouragement of efforts by owners to maintain, rehabilitate, and preserve properties.~~
 - ~~3. Review nominations to the city of Gig Harbor's register of historic places according to adopted criteria.~~

- ~~4. Review proposals to construct, change, alter, modify, remodel, move, demolish, or significantly affect properties or districts on the register as provided in GHMC 17.97.050.~~
- ~~5. Participate in, promote and conduct public information, educational and interpretive programs pertaining to historic resources.~~
- ~~6. Establish liaison support, communication and cooperation with federal, state and other local government entities which will further historic preservation objectives, including public education, within the Gig Harbor area.~~
- ~~7. Review and comment to the Gig Harbor city council on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of the city of Gig Harbor, Pierce County, other neighboring communities, the state and federal governments, as they relate to historic resources of the city of Gig Harbor.~~
- ~~8. Advise the Gig Harbor city council on matters pertaining to local history and historic preservation.~~
- ~~9. Provide information to the public on methods of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops, or similar activities.~~
- ~~10. Officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition.~~
- ~~11. Be informed about and provide information to the public and city elected officials on incentives for preservation of historic resources including legislation, regulations and codes that encourage the use and adaptive reuse of historic properties.~~
- ~~12. Review nominations to the State and National Registers of Historic Places.~~
- ~~13. Investigate and report to the Gig Harbor city council on the use of various federal, state, local or private funding sources available to promote historic resource preservation in the city.~~
- ~~14. Serve as the local review board for special valuation as defined in WAC 254-20-030(12), and:~~
 - ~~a. Make determination concerning the eligibility of historic properties for special valuation;~~
 - ~~b. Verify that the improvements are consistent with the Washington State Advisory Council's Standards for Rehabilitation and Maintenance;~~
 - ~~c. Enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2) and as specified under Chapter 17.97 GHMC;~~
 - ~~d. Approve or deny applications for special valuation;~~
 - ~~e. Monitor the property for continued compliance with the agreement and statutory eligibility requirements during the 10-year special valuation period; and~~
 - ~~f. Adopt bylaws and/or administrative rules and comply with all other local review board responsibilities identified in Chapter 84.26 RCW.~~

2.21.050 Limitations.

The design review board may recommend approval, conditional approval or disapproval of project-related designs alterations or design ~~variances~~ exceptions pursuant to the standards in Chapter 17.99 GHMC (Design Manual) and Chapter 17.98 GHMC. The DRB shall have no authority to make final decisions ~~on site plans~~, or to waive, increase or decrease any other code requirements. ~~Site plans shall be reviewed as provided in GHMC Title 19.~~

EXHIBIT B

Chapter 2.26 **HISTORIC PRESERVATION COMMISSION**

Sections:

2.26.010 Creation of historic preservation commission.

2.26.020 Terms, qualifications and appointment of members.

2.26.030 Purpose.

2.26.010 Creation of historic preservation commission.

A historic preservation commission is hereby created. The historic preservation commission (HPC) shall consist of five members.

2.26.020 Terms, qualifications and appointment of members.

A. Members of the historic preservation commission shall be appointed by the mayor and confirmed by the city council and shall serve terms of three years. The terms shall be staggered. All terms shall expire on September 30th.

B. Historic preservation commission members shall have a demonstrated interest and competence or knowledge in historic preservation. Residents may qualify to serve if they have a record of avocational involvement in historic preservation studies or activities. The commission shall also include 2 professional members in the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture, or related disciplines. A broad range of professions shall be represented on the commission to the extent that qualified candidates are available.

2.26.030 Purpose.

The purposes of the historic preservation commission is to carry out all activities related to historic preservation as anticipated under the certified local government (CLG) program as provided in Chapter 17.97 GHMC. In carrying out these responsibilities, the historic preservation commission shall engage in the following:

1. Review nominations to the City of Gig Harbor's register of historic places according to adopted criteria.
2. Review proposals to construct, change, alter, modify, remodel, move, demolish, or significantly affect properties or districts on the register as provided in GHMC 17.97.050.
3. Review and comment to the city council on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of the City of Gig Harbor, Pierce County, other neighboring communities, the state and federal governments, as they relate to historic resources of the City of Gig Harbor.
4. Advise the city council on matters pertaining to local history and historic preservation.

5. Officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition.
6. Review local nominations to the State and National Registers of Historic Places.
7. Investigate and report to the city council on the use of various federal, state, local or private funding sources available to promote historic resource preservation in the city.
8. Serve as the local review board for special valuation per WAC 254-20, and:
 - a. Make determination concerning the eligibility of historic properties for special valuation;
 - b. Verify that the improvements are consistent with the Washington State Advisory Council's Standards for Rehabilitation and Maintenance of Historic Properties;
 - c. Enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2) and as specified under Chapter 17.97 GHMC;
 - d. Approve or deny applications for special valuation; and
 - e. Monitor the property for continued compliance with the agreement and statutory eligibility requirements during the 10-year special valuation period.

EXHIBIT C

Chapter 17.97 HISTORIC PRESERVATION

Sections:

- 17.97.010 Purpose.
- 17.97.020 Definitions.
- 17.97.040 Register of historic places.
- 17.97.050 Review of changes to properties listed on the city's register of historic places.
- 17.97.060 Review and monitoring of properties for special property tax valuation.
- 17.97.070 Summary of historic preservation applications and procedures.

17.97.010 Purpose.

The purpose of this chapter is to provide for the identification, evaluation, designation and protection of designated historic and prehistoric resources within the boundaries of the city of Gig Harbor, and preserve and rehabilitate eligible historic properties within the city for future generations through special valuation, a property tax incentive, as provided in Chapter 84.26 RCW, in order to:

- A. Safeguard the heritage of the city as represented by those buildings, objects, sites and structures which reflect significant elements of the city's history;
- B. Foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on the city's history;
- C. Stabilize or improve the aesthetic and economic vitality and values of such sites, improvements and objects;
- D. Assist, encourage, and provide incentives to private owners for voluntary preservation, restoration, redevelopment and use of outstanding historic buildings, objects, sites and structures;
- E. Promote and facilitate the early identification and resolution of conflicts between preservation of historic resources and alternative land uses; and
- F. Conserve valuable material and energy resources by ongoing use and maintenance of the existing built environment.

17.97.020 Definitions.

The following words and terms when used in this chapter shall mean as follows, unless a different meaning clearly appears from the context:

- A. "Historic inventory" or "inventory" means the comprehensive inventory of historic and prehistoric resources within the boundaries of the city of Gig Harbor.
- B. ~~"Design review board"~~ "Historic preservation commission" or ~~"DRBHPC"~~ "HPC" is the local review board established to carry out the provisions of this chapter as created by Chapter ~~2-212.26~~ 2.26 GHMC.
- C. "Register of historic places," "local register," or "register" means the listing of locally designated properties provided for in GHMC 17.97.040.
- D. "Actual cost of rehabilitation" means costs incurred within 24 months prior to the date of a special valuation application and directly resulting from one or more of the

following: (1) improvements to an existing building located on or within the perimeters of the original structure; or (2) improvements outside of but directly attached to the original structure which are necessary to make the building fully useable, but shall not include rentable/habitable floor space attributable to new construction; or (3) architectural and engineering services attributable to the design of the improvements; or (4) all costs defined as “qualified rehabilitation expenditures” for purposes of the federal historic preservation investment tax credit.

E. “Building” is a structure constructed by human beings. This includes both residential and nonresidential buildings, main and accessory buildings.

F. “Certificate of appropriateness” means the document indicating that the ~~DRB~~HPC has reviewed the proposed changes to a local register property and certified the changes as not adversely affecting the historic characteristics of the property which contribute to its designation.

G. “Certified local government” or “CLG” means the designation reflecting that the local government has been jointly certified by the State Historic Preservation Officer and the National Park Service as having established its own historic preservation commission and a program meeting federal and state standards.

H. “Class of properties eligible to apply for special valuation” means all properties listed in the National Register of Historic Places including but not limited to properties certified as contributing to a National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW; and, all properties listed on the local register including but not limited to properties certified as contributing to a local district which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW. ~~within the city of Gig Harbor listed on the National Register of Historic Places which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW, until the city becomes a certified local government. Once a CLG, the class of properties eligible to apply for special valuation in the city means city historic properties listed on the city’s register of historic places or properties certified as contributing to a city historic register which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.~~

I. “Cost” means the actual cost of rehabilitation, which cost shall be at least 25 percent of the assessed valuation of the historic property, exclusive of the assessed value attributable to the land, prior to rehabilitation.

J. “Emergency repair” means work necessary to prevent destruction or dilapidation to real property or structural appurtenances thereto immediately threatened or damaged by fire, flood, earthquake or other disaster.

K. “Historic property” means real property, together with improvements thereon, except property listed in a register primarily for objects buried below ground, which is listed in a local register of a certified local government or the National Register of Historic Places.

L. “Incentives” are such rights or privileges or combination thereof which the city or other local, state or federal body or agency, by virtue of applicable present or future legislation, may be authorized to grant or obtain for the owner(s) of register properties. Examples of economic incentives include, but are not limited to, tax relief, transfer of

development rights, facade easements, preferential leasing policies, plaques, and beneficial placement of public improvements or amenities.

M. "Local review board" used in Chapter [84.26](#) RCW and Chapter [254-20](#) WAC for the special valuation of historic properties means the ~~design review board~~ historic preservation commission created by Chapter [2.212.26](#) -GHMC.

N. "National Register of Historic Places" means the national listing of properties significant to our cultural history because of their documented importance to our history, architectural history, engineering, or cultural heritage.

O. "Object" means a thing of functional, aesthetic, cultural, historical or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

P. "Ordinary repair and maintenance" means work for which a permit issued by the city is not required by law, and where the purpose and effect of such work is to correct any deterioration or decay of or damage to the real property or structure appurtenance therein and to restore the same, as nearly as may be practicable, to the condition prior to the occurrence of such deterioration, decay or damage.

Q. "Owner" of property is the fee simple owner of record as exists on the records of the Pierce County assessor.

R. "Significance" or "significant" used in the context of historic significance means the following: a property with local, state or national significance is one which helps in the understanding of the history or prehistory of the local area, state or nation (whichever is applicable) by illuminating the local, statewide, or nationwide impact of the events or persons associated with the property, or its architectural type or style in information potential. The local area can include the city of Gig Harbor, Pierce County or Puget Sound, Washington, or a modest geographic or cultural area, such as a neighborhood. Local significance may apply to a property that illustrates a theme that is important to one or more localities; state significance to a theme important to the history of the state; and national significance to property of exceptional value in representing or illustrating an important theme in the history of the nation.

S. "Site" is a place where a significant event or pattern of events occurred. It may be the location of prehistoric or historic occupation or activities that may be marked by physical remains; or it may be the symbolic focus of a significant event or pattern of events that may not have been actively occupied. A site may be the location of ruined or now non-extant buildings or structures if the location itself possesses historic, cultural or archaeological significance.

T. "Special valuation for historic properties" or "special valuation" or "special property tax valuation" means the local option program which when implemented makes available to property owners a special tax valuation for rehabilitation of historic properties under which the assessed value of an eligible historic property is determined at a rate that excludes, for up to 10 years, the actual cost of the rehabilitation (Chapter [84.26](#) RCW).

U. "State Register of Historic Places" means the state listing of properties significant to the community, state, or nation, but which may or may not meet the criteria of the National Register.

V. "Structure" is a work made up of interdependent and interrelated parts in a definite pattern of organization. Constructed by man, it is often an engineering project.

W. "Waiver of a certificate of appropriateness" or "waiver" means the document indicating that the ~~DRB~~HPC has reviewed the proposed whole or demolition of a local register property and failing to find alternatives to demolition has issued a waiver of a certificate of appropriateness which allows the building or zoning official to issue a permit for demolition.

X. "Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties" or "State Advisory's Council's Standards" means the rehabilitation and maintenance standards used by the city ~~design review board~~historic preservation commission as ~~minimum requirements~~standards for ~~determining whether or not an historic property is eligible for maintaining property that has received~~ special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.

Y. "District" is a geographically definable area urban or rural, small or large—possessing a significant concentration, linkage, or continuity of sites buildings, structures, and/or objects united by past events or aesthetically by plan or physical development.

17.97.040 Register of historic places.

A. *Criteria for Determining Designation in the Register.* Any building, structure, or site may be designated for inclusion in the city of Gig Harbor historic preservation register if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community, if it has integrity; is at least 50 years old, or is of lesser age and has exceptional importance; and if it falls in at least one of the following categories:

1. Is associated with events that have made a significant contribution to the broad patterns of national, state or local history;
2. Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;
3. Is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art;
4. Exemplifies or reflects special elements of the city's cultural, special, economic, political, aesthetic, engineering, or architectural history;
5. Is associated with the lives of persons significant in national, state or local history;
6. Has yielded or may be likely to yield important archaeological information related to history or prehistory;
7. Is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event;
8. Is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person;
9. Is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns;
10. Is a reconstructed building that has been executed in an historically accurate manner on the original site;

11. Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

B. *Process for Designating Properties to the City Register of Historical Properties.*

1. Property owners may nominate a building, structure, site, or object for inclusion in the city register of historical properties. Members of the DRBHPC or the DRBHPC as a whole may generate nominations and may sponsor nominations submitted by members of the public. In its designation recommendation, the DRBHPC shall consider the city's historic property inventory and the city comprehensive plan, and shall recommend inclusion on the register only if the owner is willing to have his/her property included on the register.

2. In the case of individual properties, the designation shall include the tax parcel number, a full legal description of the property, references and all features, interior and exterior, and outbuildings that contribute to its designation.

3. In the case of districts, the designation shall include description of the boundaries of the district; the characteristics of the district justifying its designation; and a list of all properties including features, structures, sites, and objects contributing to the designation of the district. The HPC shall consider a simple majority of property owners within the proposed district boundary to be adequate for owner consent. The public, property owner(s) and the authors of the nomination, if different, and lessees, if any, shall be notified of the listing.

34. The DRBHPC shall consider the merits of the nomination, according to the criteria in subsection A of this section at a public meeting. Notice shall be provided to the public and the owner(s) of the property, and the authors of the nomination, as provided in GHMC 17.98.055(C)(1). If the DRBHPC finds that the nominated property is eligible for the city's register of historical properties, the DRBHPC shall make recommendation to the city council that the property be listed in the register with the owner's consent. The city council shall make a final determination according to the criteria in subsection A of this section. The property owners and the authors of the nomination, if different, shall be notified of the listing.

45. Properties listed in the city's register of historical properties shall be recorded on official zoning records with an "HR" (for "historic register") designation. This designation shall not change or modify the underlying zone classification.

C. *Removal of Properties from the Register.* In the event that any property is no longer deemed appropriate for designation to the city's register of historical properties, the DRBHPC may initiate removal from such designation by the same procedure as provided for in establishing the designation, subsection B of this section. The city council makes the final decision on a proposed removal of property from the city's register of historical properties. A property may be removed from the city's register of historical properties without the owner's consent, and the city council shall remove the property from the city's register if the owner requests removal.

D. *Effects of Listing on the Register.*

1. Listing on the city historical register is an honorary designation denoting significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually.

2. Prior to the commencement of any work on a register property, excluding ordinary repair and maintenance and emergency measures defined in GHMC 17.97.020(P) and (J), the owner must request and receive a certificate of appropriateness from the ~~DRBHPC~~ for the proposed work. Violation of this rule shall be grounds for the ~~DRBHPC~~ to review the property for removal from the register.
3. Prior to whole or partial demolition of a register property, the owner must request and receive a waiver of a certificate of appropriateness.
4. Once the city is certified as a certified local government (CLG), all properties listed on the city historic local register or the National Register of Historic Places may be eligible for special tax valuation on their rehabilitation (GHMC 17.97.020(T)).
5. *Plaques.* Owners of properties on a historic register may display a plaque to recognize the property's listing on a specific register.

17.97.050 Review of changes to properties listed on the city's register of historic places.

A. *Review Required.* No person shall change the use, construct any new building or structure, or reconstruct, alter, restore, remodel, repair, move, or demolish any existing property on the city historic register without review by the ~~DRBHPC~~ and without receipt of a certificate of appropriateness, or in the case of demolition, a waiver, as a result of the review.

B. *Exemptions.* Ordinary repair and maintenance, which includes painting, or emergency measures defined in GHMC 17.97.020(J) and (P), do not require a certificate of appropriateness.

C. *Review Process.*

1. *Application for Review and Issuance of a Certificate of Appropriateness or Waiver.* A complete application for a certificate of appropriateness or waiver shall include the following:

- a. A completed application on a form provided by the planning ~~department~~division.
- b. A written description of the existing use of the registered structure and the proposed use of the registered structure.
- c. Comprehensive exterior photographs showing all exterior facades of the registered structures, and close-up photographs of all existing architectural detailing and characteristics of the structure (e.g., siding, trim, turnings, braces, window design). If available, historic photos that show the structure's original or earlier design and detailing.
- d. Comprehensive interior photographs showing room layouts and architectural features and details (e.g., door and trim design, wall finishes and textures, arches, niches, stair details, window design, wall panels, ceiling panels, and fixtures). Interior photographs are necessary only for special valuation applications.
- e. A written description of the proposed changes, holistically, and specifically to any features that contribute to the property's eligibility for inclusion on the local register as described in the form nominating the property to the local register. ~~to the registered structure, including:~~

- ~~i. Information on building materials proposed for removal and/or replacement, and stated reasons for removal or replacement as opposed to repair and retention;~~
- ~~ii. Changes to door and window design (fenestration);~~
- ~~iii. Changes to siding, trim and architectural detailing;~~
- ~~iv. Changes to the existing massing or form of the building, including additions, demolitions, roof modifications, and enclosure of porches, decks, etc.~~
- f. Elevation drawings, minimum one-quarter-inch scale, depicting the structure with all proposed changes (except demolitions).
- g. A written description of proposed cleaning, refinishing or resurfacing techniques, explaining how retained historic materials will be protected and preserved.
- h. A description of existing exterior building colors, original building colors (if known) and proposed building colors.
- i. A statement explaining how the applicant believes the proposed changes meet the criteria for approval outlined in subsection (C)(43) of this section.
- j. A written waiver acknowledging that the application will not be processed under GHMC Title 19.

2. *Review of Permits to Work on a Property Listed on the Register of Historical Properties.* The director or designee shall report any application for a permit to work on a designated city register property to the ~~DRBHPC~~. If the activity is not exempt from review, the staff shall notify the applicant of the review requirements. The city shall not issue any permit for work on a designated city register property until a certificate of appropriateness or a waiver is received from the ~~DRBHPC~~, but shall work with the ~~DRBHPC~~ in providing information on required building and fire code requirements.

3. *~~DRBHPC~~ Review.* All applications for a certificate of appropriateness or a waiver shall be forwarded to the ~~DRBHPC~~ for review and final decision. The ~~DRBHPC~~ shall hold a public meeting on the application and review the proposed work according to the criteria listed in subsection (C)(4) of this section. The ~~DRBHPC~~ shall issue a written decision within 30 days after the public meeting on the application. The ~~DRBHPC~~'s processing of an application is exempt from project permit processing in GHMC Title 19, with the exception of the appeal provisions of Chapter 19.06 GHMC.

The ~~DRBHPC~~'s decision shall be in writing and shall state the findings of fact and conclusions relied upon for the decision. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the certificate of appropriateness. If the owner agrees to the ~~DRBHPC~~'s decision and all conditions pertaining to the decision, a certificate of appropriateness shall be granted by the ~~DRBHPC~~, and the city may issue permits for the proposed work. If the owner does not agree with the ~~DRBHPC~~'s decision, then permits may be issued only if the structure is removed from the city's historic register under the provisions of GHMC 17.97.040(C). Issuance of any permit pursuant to this chapter shall not provide an exemption from compliance with any other applicable code or ordinance including, but not limited to, fire, plumbing, and mechanical codes.

4. *Criteria for Certificate of Appropriateness Approval.* The Secretary of the Interior's Standards for Rehabilitation following standards for rehabilitation and maintenance of historic properties (based upon the Washington State Advisory Council Standards for the Rehabilitation and Maintenance of Historic Properties in WAC 254-20-100) shall be the basis for the DRBHPC's decision on a certificate of appropriateness:

- a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- c. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- h. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- i. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

a. ~~*Rehabilitation.*~~

- i. ~~Every reasonable effort shall be made to provide a compatible use for an historic property which requires minimal alteration of the building, structure, or site and its environment, or to use an historic property for its originally intended purpose.~~

- ~~ii. The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.~~
- ~~iii. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.~~
- ~~iv. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.~~
- ~~v. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be treated with sensitivity.~~
- ~~vi. Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.~~
- ~~vii. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.~~
- ~~viii. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.~~
- ~~ix. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment, and when such design is consistent with all other applicable design and development regulations.~~
- ~~x. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.~~

~~b. *Maintenance.*~~

- ~~i. Buildings and structures shall not be allowed to deteriorate beyond the point where routine maintenance and repair will return them to good condition.~~
- ~~ii. Buildings shall be kept in a safe and habitable condition at all times. Structural defects and hazards shall be corrected. Any condition which constitutes a fire hazard shall be eliminated.~~
- ~~iii. Buildings shall be protected against ongoing water damage due to defective roofing, flashing, glazing, caulking, or other causes. Moisture condensation resulting from inadequate heat or ventilation shall be eliminated if present at levels sufficient to promote rot or decay of building materials.~~
- ~~iv. Deteriorated exterior architectural features and any broken or missing doors and windows shall be repaired or replaced.~~

~~v. Painted exterior surfaces shall be maintained and repainted as necessary to prevent a deteriorated appearance or damage to the substrate. Exterior masonry surfaces shall be tuck pointed where required to maintain the mortar in sound condition. Finished tuck pointing shall match the original mortar joint in hardness and appearance.~~

5. *Demolition.* A waiver of the certificate of appropriateness is required before a permit may be issued to allow whole or partial demolition of a designated city historic property. The owner or his/her agent shall apply to the ~~DRBHPC~~ for a review of the proposed demolition and request a waiver. The waiver shall be placed on the ~~DRBHPC~~'s meeting agenda, and the ~~DRBHPC~~ and applicant shall discuss and consider alternatives to demolition. Additional meetings on the waiver may be held up to 45 calendar days after the initial meeting of the ~~DRBHPC~~ on the waiver, unless either party requests an extension and the owner agrees in writing to the extension beyond the 45 days. If no request for an extension is made and no alternative to demolition has been agreed to, the ~~DRBHPC~~ shall issue the waiver from the certificate of appropriateness. When issuing a waiver, the ~~DRBHPC~~ may request the owner to mitigate the loss of the city historic register property by means determined by the ~~DRBHPC~~. Mitigation may include, but not be limited to: retention of site improvements, structural accessories, materials or design motifs that could be incorporated into new site development; documentation of the historic property, which may include an Historic American Building Survey (HABS); historic plaques or monuments placed on the site to provide information of the site and importance of the historic structure. Any conditions recommended by the ~~DRBHPC~~ may be voluntarily complied with by the applicant. After the property is demolished, the ~~DRBHPC~~ shall initiate removal of the property from the register.

6. *Appeals.* The ~~DRBHPC~~'s decision regarding a certificate of appropriateness or waiver of a certificate of appropriateness may be appealed to the hearing examiner within 10 working days under the provisions of Chapter 19.06 GHMC. The appeal must state the grounds upon which the appeal is based.

17.97.060 Review and monitoring of properties for special property tax valuation. Special valuation for historic properties makes available to property owners a special tax valuation for rehabilitation of historic properties under which the assessed value of an eligible historic property is determined at a rate that excludes, for up to 10 years, the actual cost of the rehabilitation (Chapter 84.26 RCW).

A. *Eligible Properties for Special Property Tax Valuation.* Class of properties eligible to apply for Special Valuation in Gig Harbor means all properties listed in the National Register of Historic Places including but not limited to properties certified as contributing to a National Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW and all properties listed on the local Register of Historic Places including but not limited to properties certified as contributing to a local Register Historic District which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW. ~~The class of historic property eligible to apply for special valuation in the city means all properties listed on the National Register of Historic Places or certified as contributing to a National Register Historic District~~

~~which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW, until the city becomes a certified local government (CLG). Once a CLG, the class of property eligible to apply for special valuation in the city means all properties listed in the city register which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW.~~

B. *Application for Special Property Tax Valuation.* Application for special valuation is made at the Pierce County assessor's office. The assessor then forwards applications to the city for review and a decision by the ~~local review board~~historic preservation commission (DRBHPC).

C. *Contents of a Complete Application.* A complete application for special valuation shall consist of the following documentation:

1. All information required by the Pierce County assessor's office for a complete application;
2. A legal description of the historic property;
3. Comprehensive exterior and interior photographs of the historic property before and after rehabilitation;
4. Architectural plans or other legible drawings depicting the completed rehabilitation work; and
5. A notarized affidavit attesting to the actual cost of the rehabilitation work completed prior to the date of application and the period of time during which the work was performed and documentation of both to be made available to the DRBHPC upon request.

D. *Time Frame for Processing Applications for Special Property Tax Valuation.*

1. Applications for special property tax valuation forwarded to the city by the Pierce County assessor shall be reviewed by the DRBHPC before December 31st of the calendar year in which the application is made, provided the application is submitted in time to be reviewed by the DRBHPC before the end of the calendar year.
2. DRBHPC decisions regarding the applications shall be filed with the assessor within 10 calendar days of issuance.

E. *Application Review Procedures.* Applications for special property tax valuation shall be processed as follows:

1. The assessor forwards the application to the city planning ~~department~~division, which determines if the application is complete.
2. The DRBHPC reviews the application(s) and determines if the properties meet the criteria set forth in subsection (C)(1) of this section.
 - a. If the DRBHPC finds the properties meet the criteria for approval, then, on behalf of the city, it enters into an historic preservation special valuation agreement, set forth in subsection G of this section, with the owner. Upon execution of the agreement between the owner and DRBHPC, the DRBHPC approves the application(s).
 - b. If the DRBHPC determines the properties do not meet all the criteria, then it shall deny the application(s).
3. The DRBHPC provides its decisions in writing and states the facts upon which the approvals or denials are based. The planning ~~department~~division then files copies of the decision with the Pierce County assessor.

4. For approved applications, the planning ~~department~~division:
 - a. Forwards copies of the agreements, applications and supporting documentation (as required by WAC 254-20-090(4) and identified in subsection C of this section) to the Pierce County assessor.
 - b. Notifies the State Review Board that the properties have been approved for special valuation.
 5. For approved applications, the ~~DRBHPC~~:
 - a. Monitors the properties for continued compliance with the terms of the special valuation agreement with the property owner.
 - b. Determines whether or not properties are disqualified from special valuation either because of:
 - i. The owner's failure to comply with the terms of the agreement; or
 - ii. A loss of historic value resulting from physical changes to the building or site.
 6. For disqualified properties, in the event that the ~~DRBHPC~~ concludes that a property is no longer qualified for special valuation, the ~~DRBHPC~~ shall notify the owner, assessor and State Review Board in writing and state the facts supporting its findings.
- F. *Property Review Criteria.* In its review the ~~DRBHPC~~ shall determine if the properties meet all the following criteria:
1. The property is historic property;
 2. The property is included within a class of historic property determined eligible for special valuation by the city under GHMC 17.97.040;
 3. The property has been rehabilitated at a cost which meets the definition set forth in RCW 84.26.020(2) (and identified in GHMC 17.97.020(I)) within 24 months prior to the date of application;
 4. The property has not been altered in any way which adversely affects those elements which qualify it as historically significant as determined by applying the Standards for the Rehabilitation and Maintenance of Historic Properties listed in GHMC 17.97.050(C)(4);
 5. Rehabilitation work done after the property was placed on the national or local register of historic structures and within the past 24 months received or is eligible to receive a certificate of appropriateness as required in GHMC 17.97.050;
 6. Rehabilitation and Maintenance Criteria. The Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties in WAC 254-20-100 shall be used by the ~~DRBHPC~~ as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.
- G. *Agreement.* The following historic preservation special valuation agreement shall be used by the ~~DRBHPC~~ as the agreement necessary to comply with the requirements of RCW 84.26.050(2).

This Historic Preservation Agreement is entered into on this ____ day of _____, 20__ by and between _____ (hereinafter referred to as

APPLICANT) and the ~~Design Review Board~~ Historic Preservation Commission
(~~DRB~~HPCHPC) (hereinafter referred to as LOCAL REVIEW BOARD).

WHEREAS APPLICANT is the owner of record of the historic property commonly known as _____, located at

_____, State of Washington, as more fully described in Exhibit A, attached hereto and incorporated herein by this reference (hereinafter referred to as PROPERTY); and

WHEREAS APPLICANT has requested special valuation of the PROPERTY pursuant to chapter 84.26 RCW; and

WHEREAS the LOCAL REVIEW BOARD has determined that the property has been substantially rehabilitated within the two year period preceding the date of application and the actual cost of said rehabilitation equals or exceeds twenty-five percent of the assessed valuation of the PROPERTY prior to the improvements; and

WHEREAS the LOCAL REVIEW BOARD has verified that the PROPERTY is historic property that falls within a class of property determined eligible for special valuation by local ordinance or administrative rule; and

WHEREAS the LOCAL REVIEW BOARD finds that the rehabilitation work has not altered the PROPERTY in any way which adversely affects those elements which qualify it as historically significant;

NOW THEREFORE, in recognition of the foregoing, the APPLICANT enters into this AGREEMENT with the LOCAL REVIEW BOARD and agrees to adhere to the following terms and conditions for the ten-year period of the special valuation classification:

1. APPLICANT agrees to comply with the Washington State Advisory Council's Standards for the Maintenance and Rehabilitation of Historic Property as set forth in Exhibit B, which is attached hereto and by this reference incorporated herein.
2. APPLICANT agrees the property shall not be altered without the prior written consent of the LOCAL REVIEW BOARD signed by a duly authorized representative thereof. No construction, alteration or remodeling or any other action shall be undertaken or permitted to be undertaken which would affect the historic character of the PROPERTY which classifies it as eligible for special valuation, or which would affect the appearance of the PROPERTY as depicted in the photographs attached hereto and incorporated herein by this reference as Exhibits ____ through ____, or which would adversely affect the structural soundness of the PROPERTY; provided, however, that the reconstruction, repair, repainting, or refinishing of presently existing parts or elements of the PROPERTY subject to this Agreement, damage to which has resulted from casualty loss, deterioration or wear and tear, shall be permitted without the prior approval of the LOCAL REVIEW BOARD, provided that such reconstruction, repair, repainting, or refinishing is performed in a manner which will not alter the appearance of those elements of the PROPERTY subject to this AGREEMENT as they are as of this date. Exterior changes which shall require the consent of the LOCAL REVIEW BOARD shall include, but not be limited to, any substantial structural change or any change in design, color or materials.

3. APPLICANT agrees the PROPERTY shall not be demolished without prior written consent of the local review board.
4. APPLICANT agrees to make historic aspects of the PROPERTY accessible to the public one day each year if the PROPERTY is not visible from a public right of way.
5. APPLICANT agrees to monitor the PROPERTY for its continued qualification for special valuation and notify the Pierce County Assessor within 30 days if the PROPERTY becomes disqualified because of
 - a. a loss of historic integrity,
 - b. sale or transfer to new ownership exempt from taxation, or
 - c. sale or transfer to new ownership which does not intend to agree to the terms of this Agreement nor file a notice of compliance form with the Pierce County Assessor.
6. The APPLICANT and LOCAL REVIEW BOARD both agree that there shall be no changes in standards of maintenance, public access, alteration, or report requirements, or any other provision of this Agreement, during the period of the classification without the approval of all parties to this Agreement.

Term of the Agreement. This Agreement shall take effect immediately upon signature and remain in effect until the property is no longer eligible for special valuation either through disqualification under RCW 84.26.080 or upon expiration of the ten-year period of special valuation commencing January 1, 20____, and ending December 31, 20____.

Hold Harmless. The APPLICANT or its successors or assigns shall hold the State and the LOCAL REVIEW BOARD harmless from any and all liability and claims which may be asserted against the State and the LOCAL REVIEW BOARD as result of this Historic Preservation Special Valuation Agreement or the participation by the APPLICANT in the Special Valuation Program.

Governing Law. The terms of this Agreement shall be construed in accordance with the laws of the State of Washington.

H. *Enforcement.* As the sole remedy for the applicant's breach of the historic preservation special valuation agreement the ~~local review board~~ historic preservation commission may notify the Pierce County assessor to inform the assessor that the property has become disqualified and removed from the city's historic inventory.

I. *Appeals.* Any decision of the ~~DRB~~ HPC acting on an application for special property tax valuation, or any disqualifications of historic properties eligible for special valuation, may be appealed to the county board of equalization.

17.97.070 Summary of historic preservation applications and procedures.

_Historic Preservation Applications					
	Inclusion on Local Register	Removal from Local Register	Certificate of Appropriateness	Waiver of Certificate of Appropriateness	Special Property Tax Valuation
Initiated or requested by:	Owner or DRB HPC	Owner or DRB HPC	Owner	Owner	Owner
Recommendation by:	DRB HPC	DRB HPC	N/A	N/A	N/A
Decision by:	City Council	City Council	DRB HPC	DRB HPC	DRB HPC, as specified in special valuation agreement
Required for:	Honorary designation and/or special tax valuation	Properties that are no longer properly preserved retain Integrity	Alteration of property listed on local historic register	Demolition of structure listed on local historic register	Reduced assessed valuation for 10-year period
Application submitted to:	Planning Dept. Division	Planning Dept. Division	Planning Dept. Division	Planning Dept. Division	Pierce County Assessor
Owner consent required:	Yes	No	N/A	N/A	Yes
Appeal:	No	No	Yes. To Hearing Examiner as per GHMC 17.97.050(C)(6)	Yes. To Hearing Examiner as per GHMC 17.97.050(C)(6)	Yes. To County Board of Equalization

From: [guy hoppen](#)
To: [Mayor & Council](#)
Cc: [Josh Stecker](#)
Subject: Tonights HPC agenda item.
Date: Monday, June 12, 2023 8:09:26 AM

Mayor Markley & Council Members,
While creating a HPC checks a CLG box it I fear it may be an ineffective commission.
As a reactive body the HPC would be rudderless without a trained and experienced
historic preservation professional on staff.

Best,
Guy Hoppen
253 432 9454

TO: Gig Harbor City Council
Design Review Board
DATE June 7, 2023
RE: Historic Preservation at the City
FROM: Lita Dawn Stanton

I respectfully offer my observations regarding the current proposal to create a new Historic Preservation Commission.

I spent over 8 years as the City's Historic Preservationist. It required interfacing with the Dept of Archeology and Historic Preservation (DAHP), managing preservation inquiries and projects, reviewing Certificates of Appropriateness, reporting/presenting to the DRB on behalf of the Planning Dept, writing Preservation Grants and maintaining Preservation Records for the City. Over those years the City added properties to its *Register of Historic Places* (including State and National Register listings) and received funding awards to replace all the Skansie Netshed piling, restore Eddon Boat Building, Ancich Netshed, City Park WPA Shelter and Bathroom, and extend the over-all length of the Maritime Pier based upon the historic Stutz Dock footprint.

The existing configuration approved by DAHP whereby the DRB utilizes two Preservation Members on an "*as needed*" basis is, in my opinion, absolutely adequate for a City of our size since the number of Preservation projects is limited (only a few each year). The City's weakness is that there is no Historic Preservation Professional on staff to do that work.

Before you change the DRB make-up and begin soliciting volunteers for a new Commission, please consider hiring an **experienced Historic Preservation Professional** first.

Expecting a planner to fill-in for a position they may not be adequately trained to perform burdens staff and will add yet another *body of volunteers* for after-hours meetings, transcription of minutes, record-keeping, etc., etc., and does little to expand Gig Harbor's expertise in preservation planning.

Thank you for your consideration.



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

Meeting Date: June 12, 2023

SUBJECT: Resolution 1281 Amending the Wastewater Comprehensive Plan by Revising the Sewer Collection Basin #14 Discharge Location Into Basin #21

SUBMITTED BY: Stephanie Seibel, PE Associate Engineer

DEPARTMENT: Public Works/Engineering

PHONE: 253-853-7626

SUGGESTED MOTION: Move to approve Resolution 1281 for the proposed Wasterwater Comprehensive Plan Technical Amendment regarding Basin #21 and #14.

BACKGROUND INFORMATION: The City of Gig Harbor has received a request from Rush Development Company, LLC (Owner) for a technical amendment to the City's 2018 Wastewater Comprehensive Plan (WWCP) related to the proposed Mallard Landing Lot 7 Senior Living Facility (PL-SPR-19-0003).

The Mallard Landing Lot 7 project is a 6.98-acre residential plat consisting of a single, four-story senior living community building located in the 7000 block of Wagner Way. The parcels comprising Mallards Landing Lot 7 are located in sewer basin #14, which currently pumps directly into Basin #3. This amendment proposes to reduce head pressures in the existing sewer forcemain by redirecting flows being pumped from lift station #14 first into Basin #21, which then pumps into Basin #3.

The proposed amendment would also eliminate a capacity problem that currently exists for the City at lift station #14.

City Staff supports the Owner's proposal as noted in the resolution.

FISCAL CONSIDERATION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: Resolution 1281, Amended Basin Map showing the revised line between Basin #21 and Basin #14.

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

RESOLUTION 1281

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AMENDING THE WASTEWATER COMPREHENSIVE PLAN BY REVISING THE SEWER COLLECTION BASIN #14 DISCHARGE LOCATION INTO BASIN #21

WHEREAS, the City of Gig Harbor has received a request from Rush Development Company, LLC (Owner) for a technical amendment to the city's 2018 Wastewater Comprehensive Plan (WWCP) related to the proposed Mallard Landing Lot 7 Senior Living Facility (PL-SPR-19-0003); and

WHEREAS, the Mallard Landing Lot 7 Senior Living Facility project is a 6.98-acre residential plat consisting of a single, four-story senior living community building located in the 7000 block of Wagner Way, which is located in sewer basin #14; and

WHEREAS, the Owner has proposed to redirect Basin #14 sewer flows from directly discharging into Basin #3 to instead first discharge into Basin #21 using existing sewer collection infrastructure; and

WHEREAS, this amendment would reduce head pressures in the existing sewer forcemain and eliminate a capacity problem that currently exists at Lift Station #14; and

WHEREAS, the Owner has provided a report prepared by RH2 Engineering dated August 9, 2022 that describes the proposal; and

WHEREAS, city staff have reviewed a request by the Owner for a WWCP technical amendment, related technical information from both RH2 Engineering and the City's consultant, HDR, Inc.; and

WHEREAS, Section 1.4.2 of the WWCP requires technical amendments to be adopted by resolution by the city council; and

WHEREAS, the Public Works Director believes the information provided sufficiently justifies a technical amendment to the WWCP.

WHEREAS, at the city's council's May 11, 2023, study session, the city council heard the Owner's requested comprehensive plan amendment and recommended the request move forward to the city council; and

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

Section 1. Appendix B of the WWCP shall be amended to reflect the revisions to the Wastewater Basin Map as provided in the attached Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 12th day of June, 2023.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk

Mallard Landing Lot 7 Senior Living Facility (Basins 14 & 21)

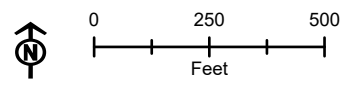


EXHIBIT A

Legend

- Mallard Landing Lot 7
- City Boundary
- Lift Station
- Gravity Sewer Main
- Current Discharge Path (Basin 14 to Basin 3)
- Proposed Discharge Path (Basin 14 to Basin 21)

Basin ID

- 3
- 4
- 14
- 21

The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may exist. 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 contributors, Esri, HERE, Garmin, SafeGraph, GeoTechnologies Inc., METI/NASA, USGS, Bureau of Land Management, EPA, NPS, NOAA, US Census Bureau, USDA



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

Meeting Date: June 12, 2023

SUBJECT: Resolution 1282 Amending the Wastewater Comprehensive Plan by Revising the Sewer Collection Basin Boundary Between Sewer Collection Basins #2 and #3

SUBMITTED BY: Stephanie Seibel, PE Associate Engineer

DEPARTMENT: Public Works/Engineering

PHONE: 253-853-7626

SUGGESTED MOTION: Move to approve Resolution 1282.

BACKGROUND INFORMATION: The City of Gig Harbor has received a request from CES NW Inc. (Applicant) for a technical amendment to the City's 2018 Wastewater Comprehensive Plan (WWCP) related to the proposed Harbor Run Plat (PL-UGA-22-0005).

The proposed 16 residential parcels comprising the Plat are currently located in sewer basin #2, which does not possess the sewer collection infrastructure along Peacock Hill Ave. north of 99th Ct to serve the Plat. However, the Plat is adjacent to the Basin #3 boundary where there is active sewer conveyance within Apollo Way.

City Staff supports the Applicant's proposal as noted in the resolution.

FISCAL CONSIDERATION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: Resolution 1282

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

RESOLUTION 1282

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AMENDING THE WASTEWATER COMPREHENSIVE PLAN BY REVISING THE SEWER COLLECTION BASIN BOUNDARY BETWEEN SEWER COLLECTION BASINS #2 AND #3

WHEREAS, the City of Gig Harbor has received a request from CES NW Inc. (Applicant) for a technical amendment to the city's 2018 Wastewater Comprehensive Plan (WWCP) related to the proposed Harbor Run Plat (PL-UGA-22-0005); and

WHEREAS, the Harbor Run Plat project is a 4.98-acre residential plat consisting of 16 single family lots located in the 10800 block of Peacock Hill Avenue, which is currently located in Sewer Basin #2; and

WHEREAS, the Applicant has proposed the entire Harbor Run Plat connect directly to the city's sewer collection through Basin #3 even though the Harbor Run Plat is located in Basin #2; and

WHEREAS, Basin #2 currently does not have sewer collection infrastructure north of 99th Ct. and Peacock Hill Avenue and such facilities would need to be constructed prior to connecting future buildings proposed by the Harbor Run Plat to the city's sewer infrastructure; and

WHEREAS, Basin #2 discharges into Basin #3, therefore if this proposal is to be considered by the city, city staff requested all sewer collection basins north of the Plat be redirected into Basin #3 so as to clearly establish basin boundaries and reduce future impacts on sewer lift station #2; and

WHEREAS, city staff have reviewed a request by the Applicant for a WWCP technical amendment and related technical information that would amend the boundary between Basin #2 and Basin #3, which was prepared by the Applicant and dated July 2021; and

WHEREAS, the city's consultant, HDR, perform hydraulic analysis modeling to confirm the Applicant's proposal and the capacity of the affected Basins, which is documented in a technical memo dated May 2, 2023 ; and

WHEREAS, Section 1.4.2 of the WWCP requires technical amendments to be adopted by resolution by the city council; and

WHEREAS, at the city's council's May 11, 2023 study session, the city council heard the Applicant's requested comprehensive plan amendment and recommended the request move forward to the city council; and

WHEREAS, The city engineer believes the information provided by the Applicant sufficiently justifies a technical amendment to the WWCP.

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

Section 1. Appendix B of the WWCP shall be amended to reflect the revisions to the Wastewater Basin Map as provided in the attached Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 12th day of June, 2023.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk

Harbor Run Plat (Basins 2 & 3)

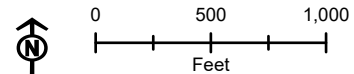
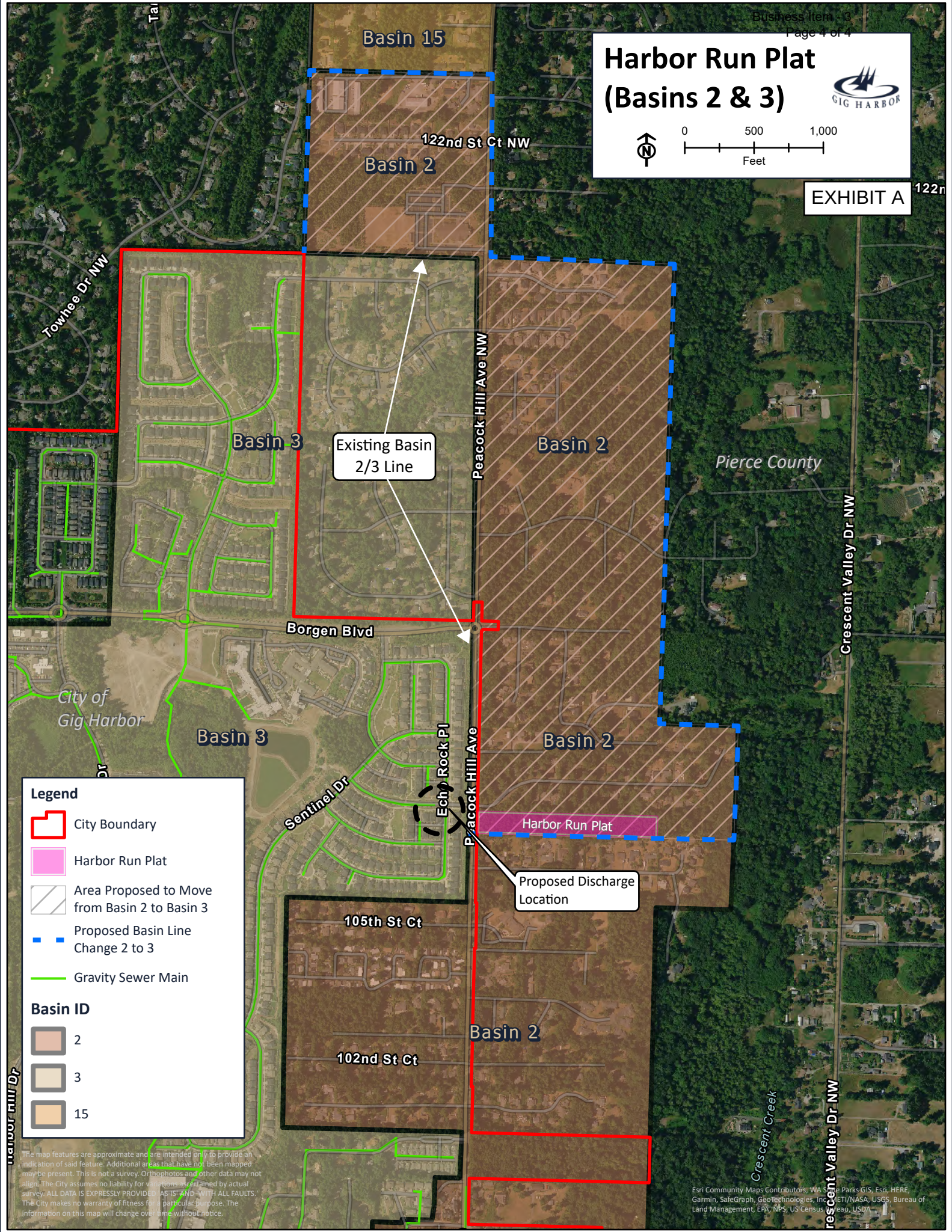


EXHIBIT A



Legend

- City Boundary
- Harbor Run Plat
- Area Proposed to Move from Basin 2 to Basin 3
- Proposed Basin Line Change 2 to 3
- Gravity Sewer Main

Basin ID

- 2
- 3
- 15

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 violations 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.



City of Gig Harbor City Council Meeting Agenda Bill

Meeting Date: May 22, 2023

SUBJECT: Professional Service Contract Amendment #4 Award for Public Works Operations Center Building

SUBMITTED BY: Dean Zavack, PE, Project Manager

DEPARTMENT: Public Works / Engineering Division

PHONE: 253-853-7637

SUGGESTED MOTION: Move to approve and authorize the mayor to execute the Construction Support Services Contract Amendment #4 with Lawhead Architects in the amount of \$ 20,000.

BACKGROUND INFORMATION: On November 9, 2021, Council Study Session staff received direction from City Council to proceed with final design, bidding, and construction of the Public Works Operations Center building. City Council approved the professional services contract with Lawhead Architects to provide final design and permitting and assistance with bidding.

At the request of the Public Works Superintendent, the building internal layout was amended after Contractor award to include internal building revisions that would work better with employee interaction and operations. See Exhibit A: Scope of Work for the internal building changes. This contract amendment proposal is for Lawhead Architects to design and revise the Contract Documents for the required internal building changes. The Construction Costs (contract price change) will be paid for by the budgeted Change Order amount already approved.

Task 10 is set up as Management Reserve for any additional out of scope changes to pay Lawhead Architects, if required, through the remainder of the project construction.

FISCAL CONSIDERATION: The project is included in the 2023-24 Budget and is funded as shown in the table below:

2023-24 Budget Project Funding:	
Parks Capital	\$1,050,000.00
Streets Capital	\$1,050,000.00
Water Capital	\$1,680,000.00
Storm Capital	\$420,000.00
Total Project Funding (includes \$300,000 for Building Equipment/Furnishings and \$3,900,000 for total construction budget)	\$4,200,000.00
Project Expenses:	
Public Works Op Center Bldg. Construction (Contract with Pease and Sons Construction)	(\$3,717,006.21)
Construction Support Services – (Contract with Lawhead Architects)	(\$221,218.65)

Construction Materials Testing and Inspection (Contract with CTL)	Page 2 of 15 (\$19,104.00)
City Engineer Change Order Authority (5% of construction contract)	(\$200,000.00)
Building Revisions and Management Reserve (Contract Amendment #4 to Lawhead Architects)	(\$20,000)
Geotech Services for Unsuitable Fill (Landau Associates)	(\$6,322.00)
<i>Purchase of Equipment and Furnishings*</i>	<i>(\$300,000.00)</i>
Total Construction Project Expenses:	(\$4,483,650.80)

* This expense is an anticipated future purchase in 2024 as the building construction is being completed. Sufficient funds exist in the ending fund balance of the four funds identified above to cover the additional requested expenditure.

Expenditure Required: \$4,183,650.80	Amount Budgeted for Construction (2023-2024): \$3,900,000.00	Appropriation Required: \$0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: Professional Services Contract Amendment #4 with Lawhead Architects

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

**FOURTH AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
LAWHEAD ARCHITECTS, P.S.**

THIS FOURTH AMENDMENT is made to that certain Professional Services Contract dated February 9, 2021, and on December 21, 2021, and on September 13, 2022, and again on March 28, 2023 (the "Agreement"), by and between the City of Gig Harbor, a Washington municipal corporation (hereafter the "City"), and Lawhead Architects, P.S. a corporation organized under the laws of the State of Washington (hereafter the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in the design of the Public Works Operations Center Phase 2 Building Construction Administration and desires to extend consultation services in connection with the project; and

WHEREAS, section 17 of the Agreement requires the parties to execute an amendment to the Agreement in order to modify the duration of work to be performed by the Consultant;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties in this Amendment as follows:

1. Scope of Work. Section 1 of the Agreement is amended to add the work as shown in **Exhibit A**, attached to this Amendment and incorporated herein.

2. Payment. Section 2(A) of the Agreement is amended to increase compensation to the Consultant for the work to be performed as described in **Exhibit A** in an amount not to exceed Twenty Thousand Dollars and Zero Cents (\$ 20,000.00), as shown in **Exhibit B**, attached to this Amendment and incorporated herein.

3. Duration of Work. Section 3 of the Agreement is amended to extend the duration of this Agreement to March 31, 2024.

[Remainder of page intentionally left blank.]

EXCEPT AS EXPRESSLY MODIFIED BY THIS AMENDMENT, ALL TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have executed this Amendment on this _____ day of _____, 20__.

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its Principal

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

City of Gig Harbor Public Works Operations Center Phase 2: New Operations Center Building

EXHIBIT A: SCOPE OF WORK

The following tasks will provide the CITY with building plan revision tasks and a management reserve task for other out of scope work during the construction phase.

Task 9 Building Revisions

A. Admin 102 - Exterior: Remove three (3) smaller windows and add two (2) larger windows, one in Admin 102 & one in Office 103 to match size in Office 104.

ARCHITECT to update drawings and related specifications and issue associated updated drawing related changes.

Structural System at exterior wall where new larger window added to be reviewed and updated stamped calculations provided.

B. Admin 102 - Interior: Add wall, door with half window, and two windows to either side of door Admin 102. Add power and ethernet to new wall either side of new windows.

ARCHITECT and design team to update drawings and related specifications and issue associated updated drawing related changes.

Mechanical & Electrical System components to be coordinated and revised with new enclosed room.

ARCHITECT to issue associated updated drawing related changes in Construction Sketch Addenda (SK) format, either 8.5x11 or 11x17.

ARCHITECT and Design Team will review all product submittals (doors, windows, mechanical & electrical components) associated with these design changes.

ARCHITECT to provide one round of revisions based on review/feedback from CITY.

Deliverables:

- Architectural, Structural, Mechanical, & Electrical Drawings in SK format.
- Updated stamped Structural Calculations

Meetings:

- No meetings planned.

City Responsibilities:

- Provide one (1) round of review comments.

City of Gig Harbor
Public Works Facilities Expansion – Phase 2 A&E Proposal
May 25, 2023

Task 10 Management Reserve

ARCHITECT to provide services for other out of scope work required to complete construction assistance for the project.

Deliverables:

- As required by task.

Meetings:

- As required by task.

City Responsibilities:

- As required by task.

FEE PROPOSAL SUMMARY

The cost of work for services described below shall be on an hourly service basis.
Further breakdown of costs is provided in Exhibit B – Fee Proposal.

9. Building Plan Revisions.....	\$ 9,975.00
10. Management Reserve.....	\$ 10,025.00
Total Fee.....	\$ 20,000.00

ADDITIONAL SERVICES

Any additional work will be reimbursed on an hourly basis at rates specified in the attached Consultant Hourly Rates Summary.

City of Gig Harbor
Public Works Facilities Expansion – Phase 2 A&E Proposal
May 25, 2023

EXHIBIT B: FEE PROPOSAL

CITY of GIG HARBOR Public Works Operation Center - Phase 2 New Building										Exhibit A Schedule of Charges				Lawhead Architects PS May 9, 2023										
Lawhead Architects PS Architect										Lawhead Architect				KPFF Civil	KPFF Structural	Hultz/BHU Mech	Hultz/BHU Elec	EcocoDesign Landscape	TOTAL COST					
Task Description										Principal Level I \$150	Sr Project Manager Level II \$140	Proj. Mgr Proj. Arch Level III \$130	Arch I Proj. Des I Level IV \$110	Arch II Proj. Des II Level V \$90	Expenses	Hours	Reimb.	Fee	Fee	Fee	Fee	Total Fee		
Task 9.A Admin 102 - Exterior										3	10	4	4			21		see below		\$2,400.00	\$1,500.00			
Task 9.B Admin 102 - Interior										3	10	6	4			23								
Sub-Total Hours										6	20	10	8	0		44								
Sub-Total Fee										\$900.00	\$2,800.00	\$1,300.00	\$880.00	\$0.00	\$0.00		\$5,880.00	\$0.00	\$2,520.00	\$1,575.00	\$0.00	\$0.00	\$9,975.00	
Task 10 Management Reserve																				\$10,025.00				\$10,025.00
																				Total Fee				\$20,000.00

ATTACHMENT B – HOURLY RATES



FEE SCHEDULE

Level I	\$150/HR	Principal
Level II	\$140/HR	Sr. Project Manager
Level III	\$130/HR	Project Manager Project Architect
Level IV	\$110/HR	Staff Architect I Project Designer I
Level V	\$95/HR	Staff Architect II Project Designer II
Level VI	\$90/HR	CADD I
Level VII	\$85/HR	CADD II

IN-HOUSE SERVICES

Copies	\$.10/ea.	8 1/2" x 11"
Copies	\$.25/ea.	11" x 17"
Plotting	\$3.00/sf presentation color \$2.50/sf B/W vellum \$2.00/sf B/W bond	
Blueprints	\$1.00/ea.	24"x 36"
Fax	\$.10/sheet	
Mileage	Per Current IRS Rate	

SERVICES

All printing, cad plotting, copying, misc. and sub-consultant services are billed at a multiplier of 1.10 times the direct expense incurred by Lawhead Architects, P.S.

FEE SCHEDULE
STRUCTURAL ENGINEERING SERVICES

Charges for employees are determined by labor category and their respective hourly rates listed below:

<u>Labor Category</u>	<u>Rate</u>
Principal	\$225/Hour
Technical Director	\$210/Hour
Associate	\$185/Hour
Project Engineer	\$150/Hour
Design Engineer	\$125/Hour
BIM Modeler/Drafter	\$135/Hour
Project Coordinator	\$110/Hour
Administration	\$85/Hour



HOURLY BILLING RATES

Principal	\$ 200.00
Associate Principal	\$ 175.00
Senior Engineer	\$ 150.00
Senior Project Manager	\$ 145.00
Project Engineer	\$ 135.00
Project Manager	\$ 125.00
Senior Designer	\$ 110.00
Project Designer	\$ 95.00
CAD Technician	\$ 85.00
Clerical	\$ 55.00

REIMBURSABLE RATES

Printing Drawings (Bond, B&W)	0.40 \$/SF
Printing 11 x 17 (Bond, B&W)	0.35 \$/Page
Printing 8.5 x 11 (Bond, B&W)	0.25 \$/Page
Mileage	0.56 \$/mile
Delivery/Courier	At cost, plus 10%
Outsourced & Other Expenses	At cost plus 10%

ATTACHMENT C – SUBCONSULTANT PROPOSAL LETTERS



May 25, 2023

Lawhead Architects
12342 Northup Way
Bellevue, WA 98005

Attention: Derek Michel

Subject: **Gig Harbor Public Works Facility – Office Revisions**
Engineering Services Proposal (Revision 1)

Dear Derek:

Thank you for this opportunity to submit our proposal to furnish added mechanical and electrical engineering services for this project.

This proposal is for the revisions per your email of 4-18-2023, as revised this month:

1. Upsize the window in office 103 to match the size in office 104.
2. Add a wall, door with half window, and two windows to either side of the door to the admin office 102.
3. Add power and AV outlets to admin office 102.

We assume that the Owner will select any monitor or other AV equipment and provide product information to us.

Lump sum added fee: \$ 1,500

Sincerely,
Hultz | BHU Engineers Inc.

A handwritten signature in dark ink, appearing to read "Rick Hultz", with a stylized flourish at the end.

Rick Hultz, PE
Principal



April 24, 2023

Frank Lawhead
Lawhead Architects
1239 120th Ave NE, Suite D
Bellevue, WA 98005

Subject: Gig Harbor Public Works
Additional Service Structural Fee Proposal

Dear Frank:

Per your request, we are submitting this fee proposal for the re-design of the new Gig Harbor Public Works building. This request is in addition to the initial proposed dated 12/21/2020, the mezzanine removal add-service dated 8/26/2022, and the new overhead door add-service dated 11/8/2022. This add-service request includes revising the window layout along Gridline 3. This proposal is based on information provided to us by Lawhead on 4/18/2023. We have assumed that this scope will be an add on to our existing contract with you for the project.

SCOPE

Provide structural review of the impacts to the bearing and perforated shear wall on grid 3 to accommodate a new window layout. Work will involve review of the current shear wall design, and the potential design of changes required in the wall to accommodate the required openings.

ASSUMPTIONS

- The window openings along Grid 3 will become (2) 4-foot by 4-foot openings instead of the current layout of (3) 2-foot by 2-foot openings.
- No impacts or changes to the building structure beyond the affected wall construction on grid 3 is anticipated.
- No changes to foundations under the wall on grid 3 are anticipated.
- Only drawings with changes caused by the new window openings will be revised and issued. We do not anticipate issuing our entire document set for jurisdictional review.
- Permit submissions will be made to the jurisdiction by others, and any required permit fees will be paid by others.

FEE

We would propose to provide the above-described scope of services on a lump sum basis, with the following breakdown of fees:

Total	<u>\$2,400</u>
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If you have any questions about this proposal, please do not hesitate to contact me at (206) 622-5822.

Frank Lawhead
April 24, 2023
Page 2

Signed,

A handwritten signature in black ink, appearing to read "Mark Jones".

Mark S. Jones, PE
Project Engineer

A handwritten signature in black ink, appearing to read "Jim O. Swenson".

Jim O. Swenson, PE, SE
Associate

Enclosure

10042000589

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

Please see the meeting agenda for specific details on how to attend.

Day	Date	Time	Group	Agenda Items
TH	June 8	12:00pm	Lodging Tax Advisory Committee	
TH	June 8	5:30pm	Design Review Board	Skansie Netshed
M	June 12	5:30pm	City Council	See Agenda
W	June 14	10:00am	Arts Commission	CANCELLED
TH	June 15	3:00pm	City Council Study Session	Planning Commission Appointee Introductions Insightlink Employee Survey Presentation FlashVote Surveys Advisory Board Membership Climate Action Plan Update Active CIP Update
TH	June 15	5:30pm	Planning Commission	2044 Comprehensive Plan Update
W	June 21	10:00am	Arts Commission Special Meeting	Election of Chair Creative District Meeting City Timelines/Processes Harborview/Stinson Sidewalk Art Project Update
TH	June 22	5:30pm	Design Review Board	Cancelled
M	June 26	5:30pm	City Council	Consent: - Professional Services Contract for Well #9 Development and Water Rights Processing - Planning Commission Appointments Business Items: - First Reading and Adoption of Ordinance 1514 Adoption of RCW 7.105 Civil Protection Orders - Public Hearing: Resolution 1283 Adopting Six-Year Transportation Improvement Program (TIP) 2024-29 - Second Reading and Adoption of Ordinance 1513 Establishing the HPC - Professional Services Contract Amendment #1 for Utility Rate Study - Agreement with FISH Food Bank for Human Services Grant - Professional Services Contract for Hearing Examiner
TH	June 29	3:00pm	City Council Study Session	Utility Rates Discussion & Public Outreach Plan Review Monthly Financial Update Proposal for Above-Ground Fuel Storage Tanks at the Operations Center Commercial Fishing Homeport – Moorage, additional mitigation, & agreement for Donation Transportation Project Funding Redistribution

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

Please see the meeting agenda for specific details on how to attend.

Day	Date	Time	Group	Agenda Items
				Murphy's Landing Channel Dredging Update
W	July 5	5:30pm	Parks Commission	CANCELLED
TH	July 6	5:30pm	Planning Commission	
M	July 10	5:30pm	City Council	Business Items: Professional Services Contract Amendment #2 for Commercial Fishing Homeport Resolution xxxx to Make Application for TIB Grants: Wagner/Wollochet Signal and Burnham Drive Phase 1A Half-Width Roadway Improvements
W	July 12	10:00am	Arts Commission	
TH	July 13	3:00pm	City Council Study Session	
TH	July 13	5:30pm	Design Review Board	
TH	July 20	5:30pm	Planning Commission	
M	July 24	5:30pm	City Council	Staff Report: 2 nd Quarter Financials & Budget Update
TH	July 27	3:00pm	City Council Study Session	Sports Complex Phase 2/3 Feasibility Study Update
TH	July 27	5:30pm	Design Review Board	

City of Gig Harbor Two-Year Strategic Plan 2022-2023

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
Foster a healthy City organization	- Be an exceptional employer - Retain existing workforce - Attract qualified applicants - Ensure safe work environment - Encourage staff training - Encourage and obtain employee feedback	- Fill all vacancies in a timely manner - Maintain effective procedures to respond to ADA, FMLA, etc. issues and situations - Maintain collaborative relationships with union representatives - Re-qualify for AWC Well City designation	- Develop a staff retention and attraction program* - Review and update the City's DEI program* - Develop an employee recognition and appreciation program - Update Personnel Policies Manual - Update Safety Manual and Accident Prevention Program - Conduct employee satisfaction survey - Revise employee evaluation process - Develop management training for all new supervisors*
Ensure sustainable future for public services and facilities	- Provide more efficient and effective municipal services - Improve public outreach on capital projects - Increase communications between the City and residents - Better understand community needs and service expectations - Make city meetings more accessible to residents online - Source funding and implement plans for City Parks & Rec, streets/transportation options, utilities - Ensure adequate infrastructure to support community needs	- Update utility rates as needed - Support free vessel pump-out service - Continue implementing permit and land use approval process improvements - Continue and when possible, increase resources dedicated to capital improvement projects - Review/amend TIP to improve motorized and non-motorized transportation	- Develop an online citizen comment/reporting form - Conduct a citizen satisfaction survey* - Create a City-wide Communications Plan* - Update Public Works Standards - Conduct HOA fair - Implement hybrid Court system/electronic case management - Implement hybrid city meetings platform - Develop neighborhood traffic calming policy
Maintain small town character and historic preservation while growing responsibly	- Promote responsible growth in keeping with small town character - Address infrastructure issues to relieve traffic issues - Ensure adequate affordable housing - Focus on character retention and historic preservation - Foster safe, livable and attractive community - Decrease distance to get to a park or open space - Enhance walkability and pedestrian/cyclist safety	- Annually docket specific priorities in the Comprehensive Plan - Provide funding support for Harbor History Museum - Monitor State legislative activity - Provide funding support for Senior Center programming - Maintain/expand support for the Arts Commission and the arts in the city - Implement and support Sister City program* - Continue to fund Creative Endeavor Grants - Implement pedestrian and bicycle projects consistent with adopted Transportation Element	- Revise Municipal Code for short term rentals - Prepare 2024 Comprehensive Plan Periodic Update - Provide funding for Harbor History Museum Maritime Gallery project - Provide funding for Senior Center permanent home - Complete annexation study - Review Design Manual - Develop Housing Needs and Action Plan - Create Historic Preservation Committee - Review parking requirements for businesses and off-street parking - Support funding for youth and teen activities*
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	- Support free vessel pump-out service - Annually review Climate & Sustainability Action Plan (once developed)*	- Adopt Climate & Sustainability Action Plan* - Incorporate climate change into the City's Comprehensive Plan - Form Climate Action Committee* - Adopt Urban Forest Management Plan and update tree retention policies* - Develop recycling program in City parks - Install Civic Center electric vehicle charging station - Pursue opportunities to buy conservation parcels* - Annex parcels in City's park system - Update Stormwater Management and Site Development Manual - Assess gaps in public charging stations in the ROW for electric vehicles
Promote and enhance a dynamic and robust economy	- Develop a plan to increase promotion of our local business community - Increase vitality of the city's small businesses - Attract larger business to industrial zone - Maintain and enhance commercial fishing	- Support Downtown Waterfront Alliance and Chamber of Commerce - Promote tourism-related activities through lodging tax grants - Promote downtown businesses and events to bring in visitors - Continue collaboration with Pierce Transit for downtown trolley service - Produce annual Visitor's Guide - Annually evaluate effectiveness of tourism promotion and lodging tax - Continue supporting visitor-oriented media relations	- Design and construct Fishermen's Home Port - Create a Business Retention and Attraction Plan* - Evaluate and amend (if necessary) development regulations and fees - Develop and implement a small business fair*