

CITY OF LYNDEN



Mayor
Scott Korthuis

Council Members
Gary Bode
Ron De Valois
Gerald Kuiken
Nick H. Laninga
Brent Lenssen
Kyle Strengholt
Mark Wohlrab

Online (Microsoft Teams) City Council Meeting
205 Fourth Street, Lynden, WA, 98264
December 07, 2020

Council members will participate in this meeting remotely through an online web-based meeting platform. Per Washington State Proclamation 20-28 in-person attendance at public meetings is prohibited at this time.

Members of the public may join the city council meeting telephonically by dialing 1-253-948-9362. You will then be prompted to enter the Conference ID 249 220 906#. **It is necessary to enter the # symbol after entering the numerals.**

To join the city council meeting via computer please contact the city clerk at 360-255-7085 before 5 p.m. the day of the council meeting and provide an email address so a meeting invitation can be emailed to you.

If you would like to speak before council, please contact the city clerk before 12:00 noon on Thursday prior to the council meeting so that you can be added to the agenda. The time allotted to speak is up to 4 minutes. You can speak to any topic that is not on that night's agenda. Unscheduled public comments will not be taken at council meeting until further notice.

Call to Order

Pledge of Allegiance

Roll Call

Oath of Office

Approval of Minutes

1. Draft Council Minutes- November 16, 2020

Unscheduled (20 Minutes)

Audience members may address the Council on any issue other than those scheduled for a public hearing or those on which the public hearing has been closed. Prior to

commenting please state your name, address, and topic. Please keep comments under 4 minutes.

Items from the Audience

Scheduled

Consent Agenda

- [2.](#) Approval of Payroll and Claims
- [3.](#) Parks Nuisance Ordinance No, 1614
- [4.](#) Interlocal Agreement – Whatcom Conservation District
- [5.](#) Findings of Fact for the Kamm Creek MPRD – Application 20-02
- [6.](#) Appointment of Laura Burford to the Design Review Board
- [7.](#) Set the Public Hearing for Ord 1613 – Vacate Application 20-02

Public Hearing

- [8.](#) Final Public Hearing on the 2021 Budget
- [9.](#) Public Hearing for Revisions to the Project Manual for Engineering Design and Development Standards
- [10.](#) Public Hearing for Ordinance 1612 – Vacate Application 20-01

Unfinished Business

- [11.](#) Ordinance No. 1611 – Adoption of the 2021 Budget

New Business- None

Other Business

- [12.](#) Draft November Parks Committee Minutes
- [13.](#) Public Works Committee Meeting Minutes November 4, 2020
- [14.](#) Calendar

Executive Session

Adjournment

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	December 7, 2020	
Name of Agenda Item:	Draft Council Minutes- Regular Meeting	
Section of Agenda:	Approval of Minutes	
Department:	Administration	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety <input type="checkbox"/> Finance <input type="checkbox"/> Public Works <input type="checkbox"/> Parks <input type="checkbox"/> Other: N/A	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:	Draft Council Minutes- Regular Meeting	
Summary Statement:	Draft Council Minutes- Regular Meeting	
Recommended Action:	For Council review.	

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



November 16, 2020

1. CALL TO ORDER

Mayor Korthuis called to order the November 16, 2020 regular session of the Lynden City Council at 7:00 p.m. held through an online web-based meeting platform (Microsoft Teams).

ROLL CALL

Members present: Mayor Scott Korthuis and Councilors, Gary Bode, Ron De Valois, Gerald Kuiken, Brent Lenssen, Nick Laninga, and Kyle Strengholt.

Councilor Mark Wohlrab arrived after the first vote of the night.

Members absent: None

Staff present: Finance Director Anthony Burrows, Fire Chief Mark Billmire, Parks Director Vern Meenderinck, Planning Director Heidi Gudde, Police Chief Steve Taylor, Public Works Director Steve Banham, City Clerk Pam Brown, City Administrator Mike Martin, and City Attorney Bob Carmichael.

OATH OF OFFICE- None

APPROVAL OF MINUTES

Councilor De Valois moved and Councilor Bode seconded to approve November 2, 2020 regular council minutes as presented. Motion approved on a 6-0 vote.

Agenda Item No. 15 (New Business)

Resolution No. 1027- Fire Station Remodel Project Funding Proposal

The City of Lynden after considering the emergent needs of the City seeks to improve its fire-fighting capability through infrastructure improvements by remodeling and expanding the City of Lynden Fire Station.

Resolution No. 1027 proposes a funding plan to achieve the needed fire infrastructure improvements. The Finance Committee reviewed this resolution earlier today and approved it for review by the full Council.

CITY OF LYNDEN



CITY COUNCIL
MINUTES OF REGULAR MEETING

Councilor Kuiken moved and Councilor Lenssen seconded to adopt Resolution No. 1027 and authorize the Mayor’s signature. Motion approved on a 6-0 vote with Councilor Strengholt abstaining.

ITEMS FROM THE AUDIENCE

Scheduled- Jeannie & Brian Davidson joined the meeting and made themselves available for questions for agenda items number 17 and 18.

Unscheduled- None

2. CONSENT AGENDA

Payroll information is unavailable at this time because of the finance department’s transition to a new payroll system (Caselle)

Approval of Claims – November 18, 2020

Manual Warrants No.	=	through	=		00.00
EFT Payment Pre-Pays					\$1,844.85
				Sub Total Pre-Pays	\$1,884.85
Voucher Warrants No.	<u>20147</u>	through	<u>20284</u>		\$1,173,841.72
EFT Payments					<u>\$0.000</u>
				Sub Total	\$1,173,841.72
				Total Accts. Payable	\$1,175,686.57

- Renew Biosolids Beneficial Use Contract- Boulder Park Project
- Award Bid for Industrial Condensate Pipeline Hannegan Manhole Project
- Award Bid for Industrial Condensate Pipeline Cured in Place Pipe
- Award Bid for B.C. Avenue to 8th Street Cured in Place Pipe on Sewer Line
- 2021 SCORE Inmate Housing Agreement
- Temporary Fire Station Lease Agreement
- Set Date for the Final Public Hearing on the 2021 Preliminary Budget

Councilor Kuiken moved and Councilor Laninga seconded to approve the Consent Agenda. Motion approved on a 7-0 vote.

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



3. PUBLIC HEARING

Public Hearing for Resolution No. 1026- Revisions to the Project Manual for Engineering Design and Development Standards

The Project Manual for Engineering Design and Development Standards was adopted by City Council on April 5, 2004 and was updated in November 2006 and again November 2010. These standards are required by the City's Growth Management Act and include street, water, sewer, and storm drainage standards. The manual also addresses access issues, permitting processes and procedures, and includes various forms necessary in the development process.

In response to inquiries, changes in technology, and the direction of various City Committees, additions, deletions and/or clarifications have been made to the Project Manual for Engineering Design and Development Standards. Staff presented Council with Resolution No. 1026 along with a list of revisions for Council review.

The Public Works Committee reviewed updates at their November 4, 2020 meeting and recommended that they be forwarded to City Council for consideration.

The Public Hearing was scheduled for November 16, and numerous engineers and consultants were provided with the proposed updates and asked to provide comments. However, a delay in publishing the public notice will not allow adequate time for public comment. The Public Works department has received some written comments which will be included in the staff report presented at the next public hearing scheduled for December 7th council meeting.

Mayor Korthuis opened the Public Hearing at 7:08 p.m.

There were no public comments received at the council meeting. Public Works director Steve Banham stated that staff was reviewing comments received by his office.

Mayor Korthuis closed the Public Hearing at 7:08 p.m.

Councilor Bode moved and Councilor Strengholt seconded that Council open the Public Hearing tonight and continue the Hearing to the December 7, 2020 City Council meeting at which time all comments on Resolution No. 1026- Amendment to the Project Manual for Engineering Design and Development Standards will be submitted. Motion approved on a 7-0 vote.

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



Public Hearing for the 2021 Budget

Per State law this would be the first of two required hearings for public commentary on the 2021 Preliminary Budget as presented to the City Council by Mayor Korthuis at the October 19th City Council meeting.

Mayor Korthuis opened the Public Hearing at 7:11 p.m.

There were no public comments received at the council meeting.

Mayor Korthuis closed the Public Hearing at 7:11 p.m.

No further action taken.

Public Hearing for Ordinance No. 1609- Real Estate Property Tax 2021

The City of Lynden is required by State regulations to adopt the proposed 2021 property tax levy. Attached is a copy of the proposed Ordinance. The mil rate has been calculated on preliminary information received to date from the Whatcom County Assessor's Office. When comparing preliminary 2019 levy rates to 2020 levy rates, the decrease is estimated at 0.114 cents per mil to a mil rate of 1.57560. The final figures for the assessed valuation of the city's tax base are not yet available. Once those are provided by the County Assessor, an ordinance setting the final, exact levy will be provided in January 2021 for consideration.

At today's Finance Committee meeting the draft ordinance was discussed and approved for review by the full Council.

Mayor Korthuis opened the Public Hearing at 7:43 p.m.

There were no public comments received regarding this matter.

Mayor Korthuis closed the Public Hearing at 7:43 p.m.

Councilor Strengholt moved and Councilor Kuiken seconded to adopt Ordinance No. 1609 and authorize the Mayor's signature. Motion approved on a 7-0 vote.

This Public Hearing was conducted later in the meeting but has been included here in the Public Hearing section of the agenda.

CITY OF LYNDEN

CITY COUNCIL
MINUTES OF REGULAR MEETING



4. UNFINISHED BUSINESS - None

5. NEW BUSINESS

Briahna Murray, State Lobbyist with Gordon Thomas Honeywell Governmental Affairs, gave Council a background on 2021 Legislative Session and reviewed the items in the City of Lynden's 2021 Legislative Session included in the packet. That presentation has been made a part of the official council file.

State Advocacy contract with Gordon Thomas Honeywell

Briahna Murray, Vice-President of Gordon Thomas Honeywell Governmental Affairs, has been Lynden's State advocate advocated since 2015. That advocacy has resulted in more than \$8 million worth of capital earmarks for important City projects. The attached contract is virtually identical to its predecessors and continues the relationship with Ms. Murray and her firm. Key terms of this agreement include:

- 1) Cost: \$3,000 monthly for a total of \$36,000 in 2021. The rate is unchanged from previous years and is included in the proposed 2021 budget.
- 2) Scope: The full Scope of Work is delineated in Attachment A on page 3 of the consulting agreement. It includes a range of duties required to advance the City's 2020 Legislative Agenda.

Councilor Strengholt moved and Councilor Kuiken seconded to approve the contract for State-Level Advocacy between the City and Gordon Thomas Honeywell for state-level legislative advocacy in the 2021 legislative session. Motion approved on a 7-0 vote.

2021 Legislative Agenda

Lynden has a practice of adopting a Legislative Agenda that is used to focus advocacy at the State Legislature. This practice formalizes and strengthens our legislative "ask," and gives it added credibility with state lawmakers. We propose the following for the 2020 Legislative Session:

Jim Kaemingk Trail Connection \$1.1 million: This section of trail will link the existing City Trail to the trail around Fisher School that was completed in 2018. The City expects to have the trail under construction in 2021.

West Front Infrastructure \$3 million: This project would provide infrastructure improvements to West Front Street to facilitate development of nearby industrial land.

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



Line and Bradley Roads \$3 million: This is the arterial between Lynden High School and Lynden Middle School. This $\frac{3}{4}$ -mile stretch of road will include a path/sidewalk as well as a widened street and a new culvert.

Duffner Ditch Culvert Replacement \$700,000: The State is replacing most state-owned culverts to improve fish passage. This in turn means that downstream locally owned culverts must also be replaced. The City must replace its culvert on the Duffner Ditch. In addition to the specific projects described above, there are a number of important policy issues at the state level that could directly affect Lynden.

Councilor Kuiken moved and Councilor De Valois seconded to approve the 2021 Legislative Agenda. Motion approved on a 7-0 vote.

Preliminary Approval of the Kamm Creek MPRD- Application 20-02

Bob Libolt, representing Kamm Creek Investments LLC, has requested the approval of a Master Planned Community (MPRD) concept for the 20-acre property located on the west side of Northwood Road approximately 640 feet south of Kamm Road. The property is unique in that it is significantly impacted by critical areas and floodplain. As a result, although the underlying RS-100 zoning allows for up to 4 homes per acre, the proposed development reaches a gross density of only 2 units per acre.

The proposal includes a blend of lot sizes with about 15 lots in the 5,000-6,000-sf range and most of the remaining lots over 7,800 sf in size. Lots are clustered into two groups with wetlands and open areas dividing the development. Each lot borders common space which will be preserved in association with critical areas. (Critical areas report is available but not included in the council packet due to the size of the report).

Staff agrees that the property is a good fit for a planned residential district because of the constraints associated with the critical areas and flood plains. However, a few concerns remained at the conclusion of staff's review. These are addressed in the final TRC report dated October 2, 2020. The conditions related to staff recommendation relate to setbacks, street design, a traffic study update, and lot coverage.

October 8th the Planning Commission held a virtual public hearing regarding the proposal. (Minutes of this meeting were included in the Council packet). The Commission concluded the hearing by confirming most of staff recommendations within the TRC report and recommending approval of the proposal with specific conditions.

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



Councilor Lenssen moved and Councilor Kuiken seconded to preliminary approve the Kamm Creek MPRD and resulting subdivision as recommended and conditioned by the Planning Commission in Resolution 20-08, and to authorize the Mayor's signature on the corresponding Findings of Fact and Conclusions of Law. Motion approved on a 7-0 vote.

Forge Fitness Pre-Lease Building Renovation Agreement

The City is entering into a Lease Agreement with Forge Fitness to operate the recreation facility at 100 Drayton Street in Lynden. That lease becomes effective January 1, 2021. However, Forge Fitness wishes to begin renovations within the facility immediately.

This Pre-Lease agreement allows Forge Fitness to begin renovation as soon as the signatories sign it. It contains standard language that indemnifies the City, and expires January 1, 2021, when Forge Fitness begins to operate the facility.

Councilor Strengholt moved and Councilor Laninga seconded to authorize the Mayor to sign the Pre-Lease Building Renovation Agreement. Motion approved on a 7-0 vote.

Lease Agreement for 100 Drayton Street Facility (Former YMCA)

The Whatcom County Family YMCA ran Lynden's recreation facility at 100 Drayton Street from 1997 until it closed March 17, 2020 due to COVID related problems. The City issued a Request for Information soliciting potential agencies interest in operating the facility. Six parties responded. Subsequently a Request for Proposals was publicized and received three responses.

A panel selected Forge Fitness Inc. as the successful candidate. The Lease Agreement with Forge Fitness is attached. It commits the City to pay \$150,000 for renovations needed to reopen the facility, and \$25,000 each year thereafter to the operator for the cost of renovations the operator expects to make. Together, the City and the operator will pay to remove old ceiling insulation, painting, HVAC work, new flooring, mezzanine construction, and windows and doors among other things.

The operator will pay the City 40% of revenue above \$40,000/month (based on a 3-month average), with those payments to begin April 1, 2021. As part of the agreement, the operator will offer discounted rates to Lynden residents, and will accept government subsidized memberships for seniors.

The Agreement is effective January 1, 2021 and has a 5-year term. It will automatically renew for five, five-year terms unless terminated by either party.

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



Councilor Strengholt moved and Councilor Kuiken seconded to authorize the Mayor to sign the Lease Agreement with Forge Fitness to operate the recreation facility at 100 Drayton Street in Lynden. Motion approved on a 7-0 vote.

6. OTHER BUSINESS

Council Committee Updates

Councilor Wohlrab for the Public Safety Committee reported discussion of:

- Lynden Watch Update
- Overtime hours for Police and Fire
- Recovery fee upwards of 70% of Transport Fees
- Fire Academy recruit update
- Response time just over 4 minutes
- Fire Station remodel costs
- Calls are up
- Fingerprinting available through private vendor
- COVID information from fecal samples that are being collected and how to distribute information to the public
- Possible request for a community advisory board from Better Together group

Councilor Strengholt for the Finance Committee reported discussion of:

- Review of overtime
- Sales tax revenue remains robust
- Caselle update – approximately 90% complete
- Many of the items discussed were on the council agenda
- Monthly financial reports are unavailable due to software conversion

Councilor De Valois for the Parks Committee reported discussion of:

- Request to purchase portion of Dickinson property
- Request from Homestead to take over maintenance of a section of trail
- Park Master Plan went before Planning Commission
- Berthusen restroom has been installed
- Draft ordinance related to noise and behavior at city parks

CITY OF LYNDEN

CITY COUNCIL
MINUTES OF REGULAR MEETING



7. EXECUTIVE SESSION

Council recessed into executive session at 8:03 p.m. to discuss a potential litigation matter. It was anticipated that the executive session would last approximately 20 minutes total and that a decision would likely be made.

The Council meeting reconvened at 8:23 p.m.

Councilor Bode moved and Councilor De Valois seconded that the City Council authorize the payment to Faber Construction \$40,000 to resolve all claims under City of Lynden Project No. 2015-19, Industrial Stormwater to Fishtrap project pursuant to the mediation conducted on Monday, November 9, 2020 with this settlement constituting a binding Agreement. I further move that this payment be mad by a final change order prepared and signed by both parties adding this amount to the final contract value. Motion approved on a 7-0 vote.

8. ADJOURNMENT

The November 16, 2020 regular session of the Lynden City Council adjourned at 8:25 p.m.

Pamela D. Brown, MMC
City Clerk

Scott Korthuis
Mayor

DRAFT

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	December 7, 2020	
Name of Agenda Item:	Approval of Payroll and Claims	
Section of Agenda:	Consent	
Department:	Finance	
Council Committee Review:	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks <input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:	None	
Summary Statement:	Approval of Payroll and Claims	
Recommended Action:	Approval of Payroll and Claims	

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	December 7, 2020	
Name of Agenda Item:	Parks Nuisance Ordinance 1614	
Section of Agenda:	Consent	
Department:	Parks	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input checked="" type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:		
Ordinance 1614		
Summary Statement:		
<p>Due to the increase in vandalism and unsavory behavior by groups of teenagers in our city parks, the city attorney was requested to develop an ordinance regarding Parks Nuisance and behavior that will not be tolerated in our City Parks, including the use of skateboards and bicycles on tennis, basketball, and pickleball courts, climbing on structures, and using foul or obscene language.</p> <p>Enclosed is ordinance # 1614 prohibiting such behavior in its city parks to ensure such parks are safe and pleasant for all members of the public to enjoy.</p> <p>Parks committee has reviewed the ordinance and recommends forwarding Ordinance 1614 to full council for approval</p>		
Recommended Action:		
Motion to approve Ordinance 1614 and authorize the Mayor's signature.		

ORDINANCE NO. 1614

AN ORDINANCE OF THE CITY OF LYNDEN, COUNTY OF WHATCOM, AMENDING CHAPTER 12.24.110 OF THE LYNDEN MUNICIPAL CODE TO PROHIBIT THE USE OF BICYCLES AND SKATEBOARDS ON TENNIS, BASKETBALL, AND PICKLEBALL COURTS, CLIMBING ON STRUCTURES, AND THE USE OF FOUL OR OBSCENE LANGUAGE IN CITY PARKS

WHEREAS, the City of Lynden (“City”) has experienced an increase in certain behavior among visitors to city parks that is damaging to park infrastructure or disruptive to the enjoyment of such parks by the wider public, including the use of skateboards and bicycles on tennis, basketball, and pickleball courts, climbing on structures, and using foul or obscene language; and

WHEREAS, the City desires to amend the Lynden Municipal Code to expressly prohibit such behavior in its city parks to ensure such parks are safe and pleasant for all members of the public to enjoy; and

WHEREAS, this ordinance is declared to be an exercise of the policy power of the City of Lynden, and its provisions shall be liberally construed for the preservation and protection of the natural environment, public peace, health, safety and welfare; and

WHEREAS, the foregoing recitals are material findings and declarations of the Lynden City Council.

NOW THEREFORE, BE IT ORDAINED as follows:

Section 1: Chapter 12.24.110 of the Lynden Municipal Code is amended to read as follows (formatting changes included in double underline text; amendment included in **bold text**):

Chapter 12.24 – CITY PARK

12.24.110 – Certain Acts and Conduct Prohibited

It is unlawful for any person to **engage in the following acts or conduct in any park of the city**:

- A. Throw stones or discharge any firearms.
- B. Drive carelessly.
- C. Make indecent exposure of person.
- D. Operate any gaming device.
- E. Disturb any public meeting.
- F. **Climb on any building, facility, apparatus, or improved area not specifically designated for climbing purposes.**
- G. **Be on the roof of any building or facility except as authorized for construction, repair, operations, or maintenance purposes.**

H. Disturb the peace of others by violent, disorderly, or offensive conduct, by making or causing to be made loud or unusual noises, or by using personally abusive, profane, lewd, vulgar, obscene, or offensive language.

I. Be guilty of any act contrary to the laws of the State.

J. Operate or ride upon any bicycle, skateboard, or other device on any tennis, basketball, pickleball, or similar sports court.

Section 2. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

Section 3. Any ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall be in full force and effect five (5) days after its passage, approval and publication as provided by law.

PASSED by the City Council this 6 day of December 2020 and signed by the Mayor on the _____ day of December 2020.

MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

CITY OF LYNDEN

EXECUTIVE SUMMARY – City Council



Meeting Date:	December 7, 2020	
Name of Agenda Item:	Interlocal Agreement – Whatcom Conservation District	
Section of Agenda:	New Business	
Department:	Public Works	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks <input type="checkbox"/> Public Safety <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Other: _____	Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Attachments:	Interlocal Agreement	
Summary Statement:	<p>Staff has recommended another Interlocal Agreement with the Whatcom Conservation District (WCD) for a Stormwater and Water Conservation Community Education and Outreach Program in 2021. Some of their work scope fulfills certain City requirements under its NPDES Phase II Stormwater Permit. Their Water Conservation efforts fulfill certain Water Use Efficiency requirements from the State Department of Health. This year’s scope of work includes supporting the design of stormwater improvements at the Northwest Washington Fair under a Department of Ecology grant obtained by the City. The WCD will assist with design and project management and their efforts will provide the required grant match.</p> <p>Additionally, through this agreement, the City participates in the Nooksack Basin Water Quality studies that evaluate results of fecal coliform testing to identify sources of contamination. This aids Whatcom County’s Portage Bay Shellfish District.</p> <p>The term of this agreement is January 1, 2021 through December 31, 2021. The Whatcom Conservation District Board approved this at their November meeting.</p>	
Recommended Action:	That City Council approve the Interlocal Agreement with the Whatcom Conservation District and authorize the Mayor’s signature on the agreement.	

INTERLOCAL AGREEMENT

CITY OF LYNDEN - WHATCOM CONSERVATION DISTRICT

Stormwater and Water Conservation Community Education and Outreach Program

This Agreement is made and entered into by the City of Lynden, a Washington municipal corporation, hereinafter referred to as the “City”, and the Whatcom Conservation District, a Washington governmental subdivision, hereinafter referred to as the “WCD”, collectively referred to as “Parties”, to establish an arrangement pursuant to RCW Chapter 39.34 wherein the City will provide funding to the WCD to provide community education and outreach to the mutual advantage of each jurisdiction.

WHEREAS, Whatcom County and WCD are currently working together on a Pollution Identification and Correction (PIC) program as high priority focus under the Portage Bay Shellfish Recovery Plan; and

WHEREAS, a PIC program is a data-driven program guiding pollution tracking activities to areas with the greatest water quality problems to improve and protect water quality; and

WHEREAS, the Fishtrap Creek Watershed has been identified as a contributing source of bacteria within the Portage Bay Shellfish Protection District; and

WHEREAS, the City operates a Municipal Separate Storm Sewer System (MS4) under an NPDES Phase II Stormwater Permit issued by the Washington State Department of Ecology, which includes fecal coliform monitoring to address Total Maximum Daily Load (TMDL) limits on the Nooksack River; and

WHEREAS, the City’s MS4 discharges stormwater into Fishtrap Creek, which discharges into the Nooksack River, and fecal coliform counts taken by Whatcom County at various locations on Fishtrap Creek within the City limits exceed Washington Department of Health (DOH) shellfish standards; and

WHEREAS, the sampling methodology and the public information materials that have been developed under the existing Whatcom County and WCD partnership could be easily extended and adapted to serve the needs of the City; and

WHEREAS, the most efficient use of resources is to have the WCD expand its outreach and education programs consistent with the specific needs of the City to help improve and protect water quality and quantity in Fishtrap Creek and the Nooksack River; which are part of the Portage Bay Shellfish Protection District; and

WHEREAS, the City has obtained a grant from the Department of Ecology (DOE) to design Low Impact Development (LID) stormwater system improvements for the Northwest Washington Fairgrounds (“Fair”) in Lynden; and

WHEREAS, WCD has agreed to work with the Fair to augment the engineering design work to be done by the City under separate contract as match to the DOE grant; and

WHEREAS, the City is expanding its water conservation program to include educational outreach on conservation within the public schools; and

WHEREAS, the WCD is equipped to provide the additional water conservation public outreach services needed by the City; and

WHEREAS, it is in the best interest of each party to enter into this Interlocal Agreement; and

WHEREAS, the recitals herein are a material part of this agreement;

NOW THEREFORE, the WCD and City agree as follows:

- I. *Purpose:* The purpose of this Agreement is to set the terms whereby the City will make available funds to the WCD to implement a community education and outreach program for stormwater pollution prevention to residents within the City of Lynden.
- II. *Administration:* No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- III. *Whatcom Conservation District Responsibilities:* The WCD hereby agrees to provide services as described in Exhibit A, Scope of Work, attached hereto.
- IV. *City Responsibilities:* The City hereby agrees to reimburse the WCD, not to exceed the total budget amount allocated to the WCD as shown in Exhibit B attached hereto, for the costs in providing and performing the services stated in the scope of work.
- V. *Payment:* The WCD shall submit itemized invoices in a format approved by the City. Each request for payment shall include invoices which detail work performed and supplies or materials purchased. The City agrees to pay WCD on a monthly basis, commensurate with portions of the work completed, for performing the work outlined in the scope of work (Exhibit A). WCD's compensation shall be paid monthly on account, for the services performed during that month, with payment due within 30 days of the invoice date. The City of Lynden Finance Department must receive invoices from WCD by the 5th of each month (or the following Monday if the 5th falls on a weekend day) for processing in the current month's run. The Finance Department is required to seek City Council approval to pay invoices during the second Council meeting of the month (third Monday) before payment can be rendered. All invoices must include the services rendered, according to the scope of work (Exhibit A) for which payment is to be rendered. WCD is also responsible for providing a cost tracking report for declining budget balances on invoices. Invoices will be reviewed for completeness before payment will be authorized. The City will compensate the WCD for services rendered within thirty (30) days following receipt of an approved invoice, provided all other terms and conditions of the contract have been met and are certified as such by the Contract Administrator.
- VI. *Term:* This Agreement shall be effective from January 1, 2021 through December 31, 2021; however, this agreement may be extended an additional year if both parties agree to the terms.
- VII. *Responsible Persons:* The persons responsible for administration of this Agreement shall be the City of Lynden Public Works Department Director and the WCD Executive Director, or their respective designees.

- VIII. *Treatment of Assets and Property:* No fixed assets or personal or real property will be jointly or cooperatively acquired, held, used, or disposed of pursuant to this Agreement.

- IX. *Relationship of the Parties:* The Parties are separate entities organized under the laws of the State of Washington and this Agreement is not intended to create any new legal or corporate entity. No agent, employee, servant, or representative of any party shall be deemed to be an employee, agent, servant, or representative or any other party for any purpose. Each party will be solely responsible for its acts and for the acts of its agents, employees, and servants during the term of this Agreement.

- X. *Indemnification:* Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the Parties by reason of entering into this Agreement except as expressly provided herein.

- XI. *Non-discrimination in Employment and Client Services:* Neither Party shall discriminate against any person on the grounds of race, creed, color, national origin, sex, marital status, age, religion, or on the presence of any sensory, mental or physical handicap. No Party shall discriminate against any employee or applicant for employment because of handicap; provided that, this provision shall not apply if the particular disability prevents proper performance of the work involved.

- XII. *Termination:* This Agreement may be terminated by either party effective upon sixty (60) days written notice, mailed postage pre-paid by certified mail, return receipt requested, to the other party's last known address for the purposes of giving notice under this section. If this Agreement is so terminated, the Parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

- XIII. *Modifications:* This Agreement may be changed, modified, amended or waived only by written agreement executed by the Parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

- XIV. *Applicable Law:* In the performance of this Agreement, it is mutually understood and agreed upon by the Parties hereto that this Agreement shall be governed by the laws and regulations of the State of Washington and the federal government, both as to interpretation and performance. The venue of any action arising here from shall be in the Superior Court of the State of Washington in and for Whatcom County.

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

- XVI. *Entire Agreement:* This Agreement contains all the terms and conditions agreed upon by the Parties. All items incorporated herein by reference are attached. No other understandings,

oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto.

XVII. *Counterparts*: This Agreement may be executed in multiple counterparts and each shall be deemed an original, but all of which together constitute a single instrument.

XVIII. *Effective Date*: This Agreement shall be in full force and effect upon filing with the Whatcom County Auditor or upon listing by subject on the City's web site, whichever method of filing is chosen.

IN WITNESS WHEREOF, the Parties have signed this Agreement this ____ day of _____, 2020.

WHATCOM CONSERVATION DISTRICT

CITY OF LYNDEN

By: _____
Heather Christianson, WCD Chair

By: _____
Scott Korthuis, Mayor

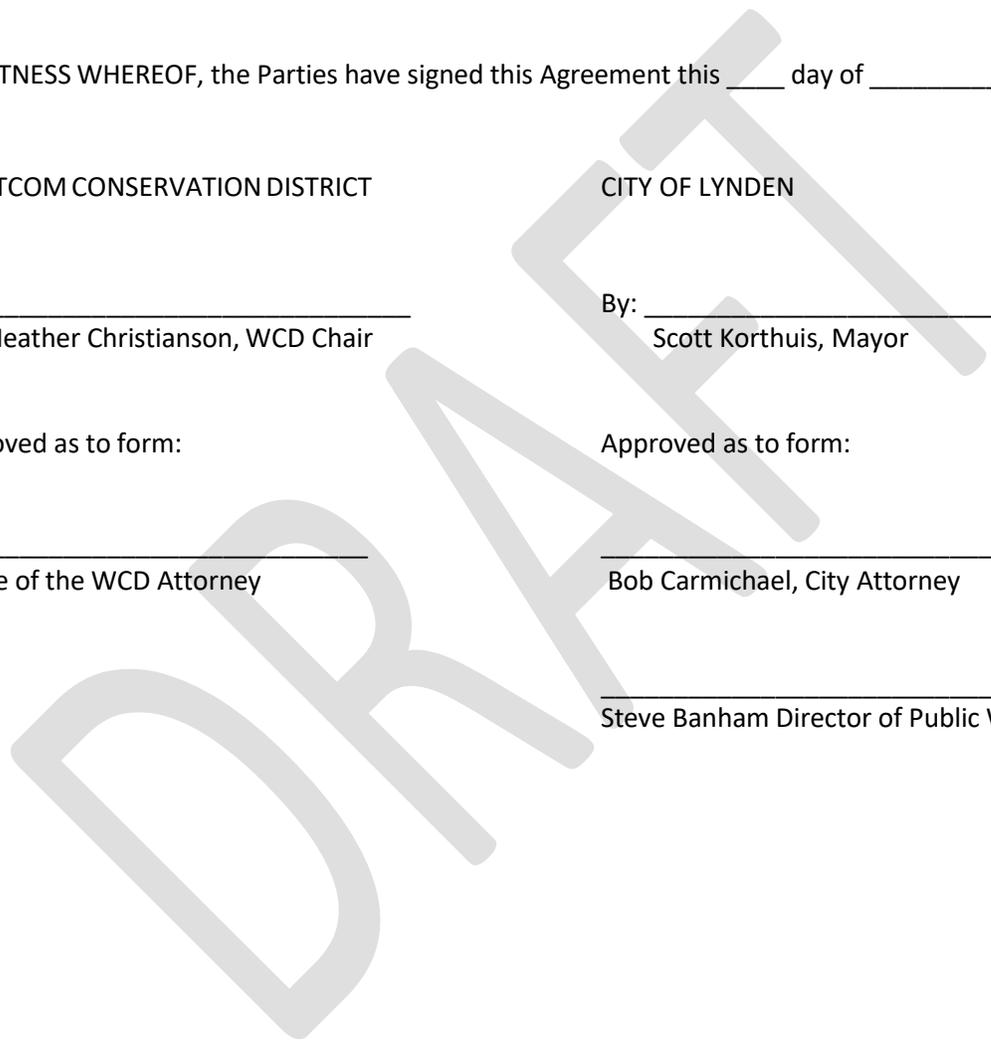
Approved as to form:

Approved as to form:

Office of the WCD Attorney

Bob Carmichael, City Attorney

Steve Banham Director of Public Works



STATE OF WASHINGTON)
) ss.
COUNTY OF WHATCOM).

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

NOTARY PUBLIC in and for the State
of Washington, residing at_____
My commission expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF WHATCOM).

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

NOTARY PUBLIC in and for the State
of Washington, residing at_____
My commission expires: _____

EXHIBIT A - SCOPE OF WORK

Task 1: Program Administration

The WCD will track and report education and outreach activities and landowner assistance provided as part of the Community Education and Outreach Program.

Deliverables:

1. Invoices will be submitted by the 5th of every month or quarterly if no work was performed in a given month.
2. A short progress report summarizing work performed during the invoice period will be included.
3. Annual written reports to include a summary of outreach & education efforts
4. Attend City of Lynden Stormwater meetings quarterly

Task 2: Stormwater Education and Outreach

WCD will collaborate with the City to implement a community education and outreach program for stormwater pollution prevention to residents within the City of Lynden.

Tasks include, but are not limited to the following:

- Develop and distribute education materials on Stormwater
- Implement, monitor and support of pet waste educational campaign
- Coordinate and evaluate school-based Stormwater
- Coordinate public participation activities
- Coordinate water quality sampling efforts to identify areas of concern
- Partner with other organizations to amplify efforts

Deliverables:

1. Educational materials generated
2. Report on number of students, teachers and classrooms visited
3. Water Quality data will be compiled and reported to City
4. Document response procedure for water quality reporting
5. Reports on other jurisdictions efforts in Stormwater
6. Other projects for specific audiences as needed

Task 3: Water Conservation Education and Outreach

WCD will collaborate with the City to implement a community education and outreach program for water conservation to residents within the City of Lynden.

Tasks include, but are not limited to the following:

- Develop and distribute education materials on Water Conservation
- Coordinate and evaluate school-based Water Conservation education program
- Partner with other organizations to amplify efforts

Deliverables:

1. Educational materials generated
2. Report on number of students, teachers and classrooms visited
3. Other projects for specific audiences as needed

Task 4: Northwest Washington Fair Stormwater Improvements

WCD will collaborate with the City and the Northwest Washington Fairgrounds (Fair) to help protect and restore water quality in Fishtrap Creek by reducing stormwater impacts from existing infrastructure and development at the Fair. WCD will provide **in-kind labor** to support the City in their agreement with Dept of Ecology (WQC-2017-LyndPW-00098).

Tasks include, but are not limited to the following:

- Assist with project management
- Assist with livestock waste management design
- Assist in Education and Outreach material development
- Assist in Coordination and reporting with the Fair

DRAFT

EXHIBIT B - BUDGET

Title	Maximum 2021 composite Rate*	Totals
GIS Tech	\$ 53.24	\$ 33,939
Admin	\$ 45.10	
Executive Director	\$ 101.05	
Ed Specialist	\$ 55.93	
Ed Assistant	\$ 32.61	
Fire Prevention	\$ 45.26	
HIP Coordinator	\$ 48.48	
Wetland Specialist	\$ 56.17	
CREP Coordinator	\$ 63.27	
CREP Tech	\$ 51.67	
Livestock Coordinator	\$ 51.92	
Planner	\$ 43.44	
Planner	\$ 45.21	
Assistant	\$ 37.02	
WQ Data Coordinator	\$ 50.61	
Science Coordinator	\$ 64.66	
Scientist	\$ 43.94	
Overhead (30% of salaries/benefits)		\$ 10,182
Total Personnel		\$ 44,121
Supplies/postage	Actual costs	\$ 3,000
Mileage	Actual costs	\$ 250
Lab Fee	Actual costs	\$ 3,000
Other:	Actual costs	
Totals		\$ 50,371

*WCD staff listed may work on any task, not to exceed \$44,121 for salaries/benefits and overhead.

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	December 7, 2020	
Name of Agenda Item:	Findings of Fact for the Kamm Creek MPRD – Application 20-02	
Section of Agenda:	Consent	
Department:	Planning Department	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:		
Findings of Fact for the Kamm Creek MPRD		
Summary Statement:		
<p>On November 16, the City Council granted preliminary approval to the Kamm Creek MPRD application. The MPRD concept for the 20-acre property located on the west side of Northwood Road approximately 640 feet south of Kamm Road. The property is unique in that it is significantly impacted by critical areas and floodplain. As a result, although the underlying RS-100 zoning allows for up to 4 homes per acre, the proposed development reaches a gross density of only 2 units per acre. The proposal includes a blend of lot sizes with about 15 lots in the 5,000-6,000 sf range and most of the remaining lots over 7,800 sf in size. Lots are clustered into two groups with wetlands and open areas dividing the development. Every lot borders common space which will be preserved in association with critical areas.</p> <p>On October 8 the Planning Commission held a virtual public hearing regarding the proposal. (Minutes of this meeting are included in the Council package). The Commission concluded the hearing by confirming most of staff recommendations within the TRC report and recommending approval of the proposal with specific conditions.</p> <p>Findings of Fact, representing the Council’s decision to approve, are attached.</p>		
Recommended Action:		
Motion to approve the findings of fact for Kamm Creek MPRD preliminary approval and authorize the Mayor’s signature on the document.		

CITY OF LYNDEN
FINDINGS OF FACT AND CONCLUSIONS OF LAW

REGARDING THE APPLICATION OF Bob Libolt on behalf of Kamm Creek Investments, LLC, TO SUBDIVIDE PROPERTY	MPRD #20-02
Petitioner	FINDINGS OF FACT, CONCLUSIONS OF LAW, CONDITIONS and DECISION on Master Planned Residential Development #20-02

Kamm Creek Investments, LLC, owners of the premises known as:

PARCEL A:
THE EAST 5 ACRES OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 40 NORTH, RANGE 3 EAST OF W.M., EXCEPT NORTHWOOD ROAD ALONG THE EASTERLY BOUNDARY THEREOF.

PARCEL B:
THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 40 NORTH, RANGE 3 EAST OF W.M., EXCEPT THE EAST 5 ACRES THEREOF. SITUATE IN WHATCOM COUNTY, WASHINGTON.

COMMONLY DESCRIBED AS: 8585 Northwood Road, Lynden

Has applied for a Master Planned Residential Development requesting to develop approximately 20 acres into 40 residential lots within the RS-100 zone. The Lynden Planning Commission held a public hearing on October 8, 2020, and recommended approval to the City Council. Said request having come before the Lynden City Council on November 16, 2020, and the Lynden City Council having fully and duly considered the request, hereby makes the following:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW

- 1.01 Application. Kamm Creek Investments, LLC, (“Agent”) filed an application for a Master Planned Residential Development which was accepted by the City as complete and containing all information required by LMC 17.19.010 on August 28, 2020.
- 1.02 Location. The property is located at 8585 Northwood Road, Lynden.
- 1.03 Ownership. Kamm Creek Investments, LLC is the Property Owner.

1.04 Request. To allow the MPRD / subdivision of property into 40 residential lots within the RS-100 zone.

1.05 Reason for Request. To make effective use of land within the existing city limits where all urban services are available.

1.06 Planning Commission Recommendation. As outlined in Planning Commission Resolution #20-08, the Lynden Planning Commission recommended approval of the Master Planned Residential Development Concept application.

1.07 Conformance with Zoning and Comprehensive Plans. The subdivision of the Property proposed in the application is in conformity with City zoning ordinances, comprehensive plans, and all other applicable City development regulations including Chapter 17.15 LMC.

1.08 Compliance with General Requirements for Subdivision Approval. The application complies with Chapter 18.06 LMC, General Requirements for Subdivision Approval, as applicable.

1.09 Compliance with Lot and Plat Design Standards. The application complies with lot and plat design standards as required under Chapter 18.14 LMC, as applicable.

1.10 Compliance with Project Manual for Engineering Design and Development Standards. The application complies with the development standards and requirements set forth in Title 18 LMC and with the Project Manual for Engineering Design and Development Standards.

1.11 Appropriate Provisions for Promoting Health, Safety and General Welfare. The application makes appropriate provisions for public health, safety and general welfare.

1.12 Open Spaces, Streets, Roads, Sidewalks and Alleys. The application makes appropriate provisions for public open spaces, roads, streets, sidewalks and alleys.

1.13 Potable Water Supplies, Sanitary Wastes and Drainage Ways. The application makes appropriate provisions for public drainage ways, potable water supplies and sanitary wastes.

1.14 Public Interest. The application results in additional infilling within the City consistent with the City's Comprehensive Plan and the Growth Management Act. The public interest will be served by the approval of the application.

1.15 Critical Area Review. The applicant has submitted a Critical Areas Detailed Study that analyzes proposed impacts to the wetlands and regulated streams and their buffers. The Critical Areas Report dated June 29, 2020 is considered preliminary and subject to necessary revisions based on subsequent Army Corps and WDFW permits.

1.16 SEPA Determination. Environmental review of the proposal has been made under the requirements of WAC 197-11 and a mitigated determination of non-significance has been made.

The foregoing Findings of Fact and Conclusions of Law are not labeled. Those sections which are most properly considered Findings of Fact are hereby designated as such. Those sections which are most properly considered Conclusions of Law are also designated as such. From the foregoing Findings of Fact and Conclusions of Law, the Council establishes the following conditions:

CONDITIONS

Any approval of the Petitioner’s application shall be subject to the conditions as listed below:

Lynden Municipal Code (LMC) 19.29 guides the development standards and criteria for approval for Master Planned Residential Developments (MPRDs). The Kamm Creek proposal appears to meet the following requirements consistent with the LMC:

Intent: The primary purpose of a Master Planned Residential Development (MPRD) is to promote creativity in site layout and design by allowing flexibility in the application of the standard zoning requirements and development standards.

The overall intent of the Kamm Creek MPRD appears mostly consistent with the purpose of Planned Residential Developments as outlined in LMC 19.29.010.

Minimum Lot Size: Per LMC 19.29.060(I) the minimum lot size for single family homes within a PRD is 5,000 square feet. The lots proposed in this PRD exceed this minimum. As proposed, the residential parcels range from 5,237 square feet to 10,228 square feet with ten parcels exceeding 9,000 square feet. In addition, the PRD provides common open space. Due to critical areas on the subject property the average area per residence, when divided equally is over 21,000 square feet per home.

Specific Project Comments from the Technical Review Committee:

The application was reviewed against the applicable chapters of the LMC and the Engineering Design and Development Standards and the comments generated have been included below.

Planning Department

1. *Approval Process:* Applicant has acknowledged that the process for this approval includes staff review, a public hearing before the Planning Commission and a decision by the City Council. Please note that a decision by the City Council is equivalent to the preliminary approval of a long plat. When given, this initial approval would authorize the applicant to move forward with infrastructure improvements but return to the Council for final approval. Per LMC 19.29.100 the final development contract, with all exhibits including the final Covenants,

Conditions and Restrictions for the Cedarbrook development must be presented to the Planning Commission for review and the City Council for approval. Final approval by the City Council and completion of any associated punch lists and as-built drawings would then authorize the property to be officially divided, recorded and lot numbers assigned.

2. Density: LMC 19.29.060(1) states that floodplain shall not be included in the gross land area for the calculation of density in a PRD. The project narrative indicates that of the 20 acres on the subject property, 5.2 are within the floodplain. This means that the final density of the PRD is 2.7 units per acre when up to 4 units per acre are permitted (consistent with the underlying RS-100 zoning). Applicant has provided a break-down of density calculations. These must appear in table form on the final drawings.

3. Setbacks: The applicant has indicated that the standard PRD front setback of 15 feet will be met. Staff recommends that the final development agreement also include rear setbacks and side setbacks although. LMC 19.29 does not require specific side and rear setbacks other than the required 25 foot PRD boundary. Lot 11 would require a site-specific standard as the less than the 25 foot perimeter in order to maintain an adequate buildable area. Staff recommends the following:
 - a. PRD perimeter of 25 feet.
 - b. Rear setback of 20 feet on lots less than 7,000 sf. Rear setback of 30 feet on lots greater than 7,000. Open sided patio / deck roofs allowed to encroach up to 12 feet into the rear setbacks.
 - c. Side setbacks of 7 feet. Except, lot 11 – Site specific standard of a reduced PRD perimeter on the eastern property line. Minimum setback of 7 feet consistent with underlying zoning.
 - d. Front setbacks of 15 feet.
 - e. Garage door setback of 24 feet.

4. Lot Coverage: Applicant has indicated that lot coverage is “not expected to exceed 40%”. Staff recommends that language be modified so that a specific maximum lot coverage of 40% be indicated in the final development agreement. Given the amount of common open space, staff is supportive of a 40% lot coverage.

5. Critical Areas: The applicant has submitted a Critical Areas Detailed Study that analyzes proposed impacts to the wetlands and regulated streams and their buffers. The Critical Areas Report dated June 29, 2020 is considered preliminary and subject to necessary revisions based on requested information, subsequent plat design alterations, and Army Corps and WDFW permits.

Proposed wetland fill will require Army Corps permits. Stream crossing work will require a WDFW HPA permit. Staff expects that details of the proposed

mitigation plan will require revisions subject to these permits prior to final plat approval.

- 6. Floodplain: The FEMA designated floodplain and elevation for the Nooksack River shall be indicated on the final plat. Applicant shall confirm the BFE for the subject property and locate and adequately delineate that elevation on the ground. Any approved alterations that would change the on-site location of the BFE will require a LOMA and/or a LOMR-F prior to final plat approval.

Proposed development of the floodplain shall comply with FEMA regulations and LMC 16.12 Floodplain Management. Approval of floodplain development is subject to cut and fill analysis, compensatory storage, and a biological assessment. All of the analysis must occur prior to commencement of work / fill within the flood plain.

Future parcels that contact the floodplain or that are directly adjacent to the floodplain will require an elevation certificate at final occupancy to ensure 2 feet of freeboard above BFE.

- 7. Open Space Standards: An MPRD shall set aside a minimum of seven and one-half percent (7.5%) of the gross land area or 4,000 square feet, whichever is greater, for active recreational uses. The percentage of area set aside for active uses may be reduced per LMC 19.29.080(D)(2) in association with environmentally sensitive areas. The proposal includes 64% open space. Active open space is included in the form of trails.
- 8. Open Space Covenant: Consistent with LMC 19.29 the applicant has agreed to provide LMC 19.29 open a recorded deed restriction or restrictive covenant which runs with the land and assures that said property will remain in open space in perpetuity, consistent with the terms of this chapter, and which shall be held and maintained for such purposes for the common benefit of residents of the development by a homeowner’s association.
- 9. Pedestrian Connections: As noted in LMC 19.29.060(6), in addition to sidewalks fronting residential lots, there must be logical pedestrian connections throughout the project including paved pathways to front doors, and trails within or adjacent to open space areas.

- a. Per staff’s recommendation the applicant has also included an asphalt pedestrian path and public access easement parallel to Northwood Road, west of the existing ditch. A path of this nature is preferred as it will be some time before full roadway improvements will occur on Northwood Road – especially since the property to the east is not within the City’s Urban Growth Area.
- b. Additionally, this development will accommodate the construction of and/or dedication of property for future public use connections to the East Lynden Loop Trail with access provided to the west.

- 10. Mineral Rights: A 1962 real estate contract on the property appears to show that CV Wilder and Ella Wilder maintained ½ of all oil, gas and mineral rights on the subject property. Applicant has been advised that prior to commencement of construction the developer must demonstrate that the title has been cleaned of this claim or verified through the City attorney that work can begin through alternate means.

- 11. Residential Design Standards: Applicant has been advised that homes proposed within the MPRD will be subject to the design standards of LMC 19.22. These also include articulations on building elevations that face toward public streets or shared green spaces, exterior finish details, porches and stoops, and the screening of mechanical equipment.

- 12. Traffic Study: A traffic study has been submitted with the PRD application. However, the study was conducted with the assumption of 35 homes rather than the 40 proposed in the application. The applicant will be required to provide an updated traffic study that is consistent with the final lot count prior to preliminary approval by the City Council. The applicant will be required to present the findings to the City Council at the time of preliminary approval. It is important to note that the private street standard proposed by the applicant is typically reserved for developments that do not exceed 150 average daily trips (ADT). The traffic study, although only analyzing 35 lots, already reaches 330 average daily trips. Per Division 4.3(B) of the City’s Engineering Design Standards, the private street standard for developments exceeding 150 ADTs calls for parking on both sides of the street and sidewalks on both sides of the street.

Although staff recognizes that development near critical areas may warrant a reduction in paved areas and a de-emphasis of auto dependency, the applicant should be aware that the Council may not support the reduced street standard on this scale of a development given that the Kamm Creek PRD is disconnected from other pedestrian networks and bus lines within the City and clearly will require daily use of automobiles.

- 13. Street Design: City of Lynden Engineering Design Standards describe a private street standard in Division 4.3(B) that can be used in PRDs that generate less than 150 average daily vehicle trips. This includes a minimum roadway width of 30 feet that allows for parking on one side and a 5 foot sidewalk on one side. The standard also requires that the roadway be constructed with a vertical curb and gutter.

The applicant has requested that this private street standard be used although the development will generate more than 330 average daily trips.

The applicant has also proposed an alternate design that includes a concrete walkway that is flush with the surface of the street.

Given that many lots exceed 7,000 square feet and can provide on-site parking. And, given that much of the property is constrained by critical areas and flood plain. And, given that the applicant has designed a pedestrian trail system that can take the place of some sidewalk amenities, staff will support the private street standard that calls for parking on one side and sidewalk on one side. However, given the scale of the community and amount of traffic generated, staff cannot support a pedestrian walkway that is not separated from the street. Separated walkways provide a safer environment for pedestrians, especially small children. Staff recommends that vertical curb on the sidewalk side be required. Staff also recommends that a 3-4 foot vegetated parking strip be required to avoid abrupt vertical changes in the sidewalk at each driveway cut. As a result, lots 35-38 may need to be enlarged to accommodate this separated walkway and planting strip and lot 40 may possibly need to be eliminated.

Staff is supportive of the proposed reduced roadway width of 24 feet only in areas within the critical areas and their associated buffers.

14. Posting of Private Streets: Streets within the Kamm Creek PRD must be posted as private. The CC&Rs must address methods of parking enforcement and street maintenance, cleaning, snow clearing, and repair.
15. Driveways: City of Lynden code requires that driveways measure a minimum of 25 feet in depth to accommodate parked vehicles without blocking sidewalks. The PRD originally proposed 20 foot driveways but later, given staff concerns regarding parking, revised the proposal to 24 feet. The applicant has indicated that the proposal will meet the parking standard typical of single family development. Staff is supportive of the 1 foot reduction of driveway length if on-street parking is provided as per the private street standard.
16. Street Design – Pervious Pavement: The communities CC&Rs must specifically address the use of pervious pavement, the need for maintenance, and the responsibility of the HOA of this infrastructure.
17. Street Design – Hydrant Access: If a hydrant is located in an area of the development where streets measure 24 feet in width. It is important to note that it must be expanded to a minimum of 26 feet in width for a minimum distance of 20 feet at the hydrant location. Specifically, for 10 feet on each side of the hydrant. No parking is permitted adjacent to fire hydrants. This restriction must be adequately signed and/or painted on the pavement.
18. Area Break-down: Whatcom County and the City of Lynden have been mandated to participate in an annual report provided to the State which tracks achieved housing density. In an effort to track accurate data for this program all plats and lot line adjustments will be required to provide supporting data. Please provide on the face of the drawing a table which breaks down the total area of the plat drawing after the lot line adjustment into the categories shown below.

Note that in some instances the area may be zero and that “other infrastructure” could refer to area used for sewer pump station, stormwater ponds, etc.

	Plat Area (in sq ft)
Gross plat area	
Reserve tracts	
Critical areas (including buffers)	
Right of ways (ROWs)	
Other infrastructure	
Net developable	
Percent ROW and Infrastructure	%

19. Utility Easements: Per 18.14.075, of the LMC requires 5-foot utility easements around the interior property line of all residential lots. If a deviation to this requirement is requested, it must be included in the future development agreement.

20. Street Trees: The applicant has been advised that, per Sec. 18.14.120, the developer will be required to provide street trees within the dedicated public utility easement adjacent to the street. Without blocking view triangles, there shall be a minimum of one tree per lot with a maximum of fifty feet between trees. Vegetated parking strips are not an adequate location for street trees unless they are 4 feet in width or greater. Maintenance of street trees shall be the responsibility of the adjoining property owner or, if indicated in the CC&Rs, the homeowners association. Please address in CC&R's.

21. Homeowners Association Required: Be advised, per LMC 19.29.130 the MPRD shall have a homeowner's association and enforceable covenant to fund and effectively collect fund for such and organization. Associated agreements and covenants shall apply to all the property with the PRD, shall be recorded and shall run with land. Within one year of preliminary approval the final development contract and the community's covenants, conditions and restrictions (CC&R's) must be presented to the Planning Commission for review and City council for approval. CC&R's must include a management plan for common open space, trails, alleys, mitigated areas, and conservations easements if utilized.

Public Works

- 22. Public Improvements: Be advised, all public improvements must be constructed to the current standards as noted in the City of Lynden Manual for Engineering Design and Development Standards or an equivalent approved through the Planned Residential Development process. A Development Contract to construct will be required prior to any construction. This may be combined with the PRD Contract. Both contracts require Council approval.

- 23. Plat/Interior Street Improvements: If the applicant proposes an alternate frontage improvement plan different than City standard for approval it must provide adequate turn-around within public right-of-way and address the needs of the proposed development (ex. parking, life safety, delivery, waste collection etc.) Any proposed alley shall be private with a minimum clear width of 24-feet. The City's PRD code standard is a street width of 30 feet curb-to-curb with sidewalks on both sides. Staff is concerned that proposed street layout indicates access will be limited to one access during flood events. Maintaining the private street standard is recommended.

- 24. Off-site Street Improvements: Proponents traffic study must address all phases/impacts of the proposed project. Traffic study must meet requirements of City standards. Additional right-of-way may be needed to address west bound right turn movements. The applicant has agreed to dedicate 10 feet of right-of-way to the City along the full frontage of Northwood Road as required by Public Works consistent with the City's transportation plan. A 10-foot utility easement behind the right-of-way shall be dedicated. Northwood frontage improvements are required to the extent they provide for safe ingress and egress from the project. This will also include street lighting and pedestrian connections (see pedestrian connection comment above).

- 25. Stormwater
 - a. A stormwater management plan prepared by a professional engineer will be required for this development and must be approved by the City of Lynden prior to approval of construction plans. This must also address any impacts from seasonal high groundwater and flooding. Prior to site plan and/or preliminary plat approval, a Stormwater Site Plan Narrative per the City's Manual for Engineering Design and Development Standards. addressing all Stormwater minimum requirements shall be submitted. An erosion control plan must be included in the drainage plan and construction plans as necessary.

 - b. All plans must be designed and constructed in compliance with the Department of Ecology's Best Management Practices and the standards approved in the Manual for Engineering Design and Development Standards.

 - c. Stormwater from public streets may be infiltrated within the dedicated right-of-way, or within a separate dedicated tract, if approved/accepted by

the City, but may not be within the street prism. Infiltration areas and street trees should have adequate separation to insure the proper functioning of the drainage system and survival of the tree.

- d. A Construction National Pollutant Discharge Elimination System (NPDES) permit may be needed.
- e. Be advised, proposed lot sizes may make it difficult for any form of onsite facilities to be installed on the lots unless rear setbacks are required.

26. Water

- a. As per 6.2 (M) of the City of Lynden Project Manual for Engineering Design and Development Standards.
- b. As per LMC 18.14.150, the main water line shall be extended to the furthest extent of all properties of this PRD unless it is determined that services, including life-safety are adequately provided elsewhere. Applicant has requested, and staff recommends that water extension beyond the south entrance to Kamm Creek PRD is unnecessary as property beyond the development drops into the floodplain and is not part of the City's Urban Growth Area.
- c. A 20-foot utility easement is required if only water is located within it. If two public utilities are in an easement the minimum width is 30 feet equally spaced.
- d. Each house and/or unit within this plat must be individually metered. Water meters must be located within the City right-of-way or unit / access easement.
- e. If located within the Nooksack Floodplain, water services shall have backflow prevention to protect the City system.
- f. Twelve (12) inch water shall be extended from the current dead end location on Kamm Road east to Northwood and then south on North to the edge of the plat. Water line looping may be necessary to meet fire flow requirements (1500 gpm).

27. Sanitary Sewer

- a. Sanitary sewer and water system design and construction must meet the requirements of the City of Lynden Engineering Design and Development Standards.
- b. The sewer line must be extended to the furthest extend of all properties per City development standards of the proposed development unless it is determined that services are adequately provided elsewhere.

- c. A sewer easement of 20 feet is required for all public systems. If more than one public utility is within the easement the easement shall be 30 feet.
- d. The existing sewer easement shall not be impacted. Any changes to the current sewer access road shall provide an equal or greater access.
- e. Proposal has more units that was anticipated per sewer comprehensive plan and will need to be reviewed for impacts that may require offsite improvements.

Fire and Life Safety

- 28. Minimum Street Width: The private roadway must be expanded to a minimum of 26 feet in width for a minimum distance of 20 feet at the hydrant location. Specifically, for 10 feet on each side of the hydrant.
- 29. Hydrant Requirements: The installation of fire hydrants will be required. Code requires that fire hydrants be installed at intervals not to exceed 500-feet in single family areas and 300-feet in multi-family areas. The final hydrant location will be determined upon review of civil plans and must be approved by the Fire Department.
- 30. Street Addressing: Addresses that cannot be seen from the city street must be posted at both the access easement and on the house.
- 31. Fire Code: Future Development will require full compliance with the Fire Code.
- 32. Fire Impact Fees: Be advised, half of fire impact fees will be due at the time of final development approval (subdivision and half of the fire impact fee will be due at the time of building permit. The current rate of this fee is \$389.00 per multi-family unit and \$517.00 per single family home.

Parks and Recreation

- 33. Trail Dedication: Be advised, dedication of a public trail easement or the granting of public access on trails through an associated restrictive covenant will be required as a condition of the final Master Planned Residential Development approval.
- 34. Park Impact Fees: Be advised, park impact fees will be due at the time of permit. The current rate of this fee is \$546.00 per multi-family unit and \$936.00 for single family home.

Advisory Requirements

- 35. Civil Drawings: The construction drawings for any civil and utility improvements must be submitted for review and approval prior to construction. These drawing must illustrate that the utility improvements and extensions meet the standards listed within the Project Manual for Engineering Design and Development Standards, unless they have been specifically varied by the approval of the plat. It is the project engineer’s responsibility to be aware of these standards.
- 36. Civil Review Deposit Required: Be advised, a review deposit of \$200 per lot, \$2,000 minimum, to review the construction plans and a plat / PRD construction inspection deposit of \$350 per lot, \$5,000 minimum, is due prior to review and construction respectively.
- 37. Bonding Requirements: A post construction maintenance bond in the amount of 10% of the construction costs for public facilities will be required prior to final plat approval. A Performance Bond is required for all work within City right of way. This bond shall be for 150 % of the approved engineer’s estimate for the work.
- 38. Surveying: All surveying work and engineering design must be based on the City of Lynden survey control monuments. AutoCAD files for all improvements must be provided to the City in digital format approved by the City. A copy of the City’s control monuments is available to the project consultant for their use.
- 39. Expiration of Preliminary Approval: Petitioner shall record the final subdivision, PRD and Development Agreement with the County in conformance with LMC 18.06.010.2, 18.06.020 and 18.06.030 within five (5) years of the date this preliminary approval becomes final, after which City approval of this application shall become void; provided that, this one year deadline may be extended for up to one (1) additional year upon application to and approval by the City Council.
- 40. Property Addressing: Be advised, all street addressing must follow the requirements of the Lynden Municipal Code. Addresses will be assigned by the Public Works Department prior to final PRD approval.

II. DECISION

Petitioner’s application to subdivide the parcel described herein into 40 lots known as the “Kamm Creek MPRD”, for future development is hereby **Preliminarily Approved** subject to the conditions set forth in this document.

DATED: _____

Scott Korthuis
Mayor

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	December 7, 2020	
Name of Agenda Item:	Appointment of Laura Burford to the Design Review Board	
Section of Agenda:	Consent	
Department:	Planning Department	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:		
None		
Summary Statement:		
<p>Earlier this year, Denny Vander Velden informed the City that he would be resigning from the Design Review Board, however, kindly agreed to stay until a replacement was found.</p> <p>Just recently, Planning spoke with former Public Works Employee Laura Burford about the possibility of once again being part of the City and she has willingly agreed to serve on the Design Review Board.</p> <p>Planning is looking forward to having Laura back on the team. Her years of experience with the City will be beneficial to the Board. Appointments to the Design Review Board are made by the Mayor and confirmed by the City Council. It is the Mayor's recommendation that Laura Burford be appointed beginning January 2021 and expiring in December 2024.</p>		
Recommended Action:		
Motion to confirm the appointment of Laura Burford to the Lynden Design Review Board for a term beginning January 2021 and expiring on December 31, 2024		

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	December 7, 2020	
Name of Agenda Item:	Set the Public Hearing for Ord 1613 – Vacate Application 20-02	
Section of Agenda:	Consent	
Department:	Planning Department	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:		
Draft Ordinance 1613, Staff Report and Application for Vacation of ROW on Bradley Meadows Lane.		
Summary Statement:		
<p>The City of Lynden Public Works Department has initiated the vacation of a portion of right-of-way located on Bradly Meadows Lane.</p> <p>The curved portion of property to be vacated was originally dedication to accommodate a cul-de-sac but became unnecessary when the street was designed as a through street. The area in question significantly affects the single-family residential property owned by Larry and Diane Haak, located at 1519 Bradley Meadows Lane.</p> <p>It is unclear as to how the dedication for the cul-de-sac remained in place although the design of the Bradley Meadows Lane was altered to accommodate the plat to the north. The issue was discovered when Mr. Haak, in coordination with a City street improvement, began to pursue a short plat which will dedicate the extension of the cross street, Foxtail Street. The Public Works Director agreed to initiate a City-led vacate of the area. Vacation of this unused right-of-way can then be accurately reflected on the subsequent short plat.</p> <p>The draft of the Ordinance 1613, the application for right-of-way and corresponding staff report are attached.</p>		
Recommended Action:		
Motion to set a public hearing for December 21, 2020 to hear public comment on Ordinance 1613 which is proposed to vacate a portion of Bradley Meadows Lane.		

ORDINANCE NO. 1613

AN ORDINANCE VACATING A PORTION OF DIVISION STREET WITHIN THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON

WHEREAS, the City of Lynden heretofore declared its intention to vacate a portion of Bradley Meadows Lane (“the vacation”); and fixed the date of the December 21, 2020 as the date for a public hearing on the vacation; and

WHEREAS, notices were duly mailed on December 2, 2020 and published in the Lynden Tribune on December 2, 2020, and posted in accordance with RCW 35.79.020; and

WHEREAS, no adjoining property owner submitted a protest to the vacation; and

WHEREAS, on December 21, 2020, the City Council of the City of Lynden did convene and hold a public hearing on the vacation and has determined to grant the same; and

WHEREAS, the Lynden City Council has determined that future development to be served by the rights-of-way described in Section 1 (below) and shown on Exhibit A (attached) will be limited, that the portion of the right-of-way to be vacated is not needed by the City, and that the public is best served with the described rights-of-way in private ownership; and

WHEREAS, the City Council has determined that the portion of Bradley Meadows Lane described in Section 1 and shown on Exhibit C will not be extended, or needed to serve as a connector street to other, more widely traveled streets; and

WHEREAS, the City Council has determined that this partial street vacation complies with the requirements of RCW 35.79.035(1)(c);

WHEREAS, the City Council accepts the following: The property was originally dedicated as part of a plat in anticipation of the City needing to construct cul-de-sac on a dead-end road. The property immediately to the north was platted and the road continues north with provision for vehicle return therefore the cul-de-sac was never constructed and will not be needed in the future. Considering these unique circumstances combined with the planned dedication of right of way by the property owner for the needed extension/completion of Foxtail street, it seems unreasonable for the City to charge the applicant for the property previously donated. Therefore, the recommendation to not charge the applicant the assessed value of the property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LYNDEN, WASHINGTON, as follows:

Section 1: That the following described portion of said Bradley Meadows Lane right-of-way is hereby vacated:

DESCRIPTION OF STREET VACATION. PARCEL NO. 400316 442220 0000 BEGINNING AT THE NORTHEAST CORNER OF LOT 1, HATCH LOT LINE ADJUSTMENT, ACCORDING TO THE MAP THEREOF, RECORDED UNDER WHATCOM COUNTY AUDITOR'S FILE NO. 2060403412, RECORDS OF WHATCOM COUNTY, WASHINGTON, ALSO BEING A POINT ON A CURVE TO THE LEFT HAVING A RADIAL BEARING OF SOUTH 86° 07' 10" EAST; THENCE ALONG SAID CURVE HAVING A RADIUS OF 55.00 FEET, THROUGH A CENTRAL ANGLE OF 49° 44' 17" FOR AN ARC LENGTH OF 47.74 FEET TO THE BEGINNING OF A CURVE TO THE RIGHT; THENCE ALONG SAID CURVE TO HAVING A RADIUS OF 25.00 FEET, THROUGH A CENTRAL ANGLE OF 46° 34' 03" FOR AN ARC LENGTH OF 20.32 FEET; THENCE NORTH 00° 42' 26" EAST A DISTANCE OF 59.50 FEET; THENCE NORTH 85° 32' 14" WEST A DISTANCE OF 24.97 FEET TO THE POINT OF BEGINNING. SITUATE IN WHATCOM COUNTY, WASHINGTON.

COMMONLY DESCRIBED AS: 913 square feet of right-of-way on the west side of Bradley Meadows Lane abutting 1519 Bradley Meadows Lane, Lynden.

Section 2: That a certified copy of this ordinance be sent to the Auditor of Whatcom County, Washington, and recorded by said Whatcom County Auditor.

Section 3: This ordinance shall be in full force and effect from and after its passage by the City Council and approval by the Mayor, otherwise as provided by law, five days after the date of its publication.

PASSED by the City Council this _____ day of _____, 2020. Signed and approved by the Mayor this _____ day of _____ 2020.

MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

State of Washington
County of Whatcom

Signed by Mayor Scott Korthuis and attested by Pam Brown before me on this ___ day of _____, 2019.

NOTARY PUBLIC, in and for the
State of Washington, residing at

EXHIBIT "A"

LEGAL DESCRIPTION
PARCEL NO. 400316 442220 0000

LOT 1, HATCH SHORT PLAT, ACCORDING TO THE MAP THEREOF, RECORDED UNDER WHATCOM COUNTY AUDITOR'S FILE NO. 2060403412, RECORDS OF WHATCOM COUNTY, WASHINGTON.

SITUATE IN WHATCOM COUNTY, WASHINGTON.

SUBJECT TO AND/OR TOGETHER WITH ALL EASEMENTS, COVENANTS, RESTRICTIONS AND/OR AGREEMENTS OF RECORD, IF ANY.



EXHIBIT "B"

DESCRIPTION OF STREET VACATION PARCEL No. 400316 442220 0000

BEGINNING AT THE NORTHEAST CORNER OF LOT 1, HATCH LOT LINE ADJUSTMENT, ACCORDING TO THE MAP THEREOF, RECORDED UNDER WHATCOM COUNTY AUDITOR'S FILE No. 2060403412, RECORDS OF WHATCOM COUNTY, WASHINGTON, ALSO BEING A POINT ON A CURVE TO THE LEFT HAVING A RADIAL BEARING OF SOUTH 86° 07' 10" EAST; THENCE ALONG SAID CURVE HAVING A RADIUS OF 55.00 FEET, THROUGH A CENTRAL ANGLE OF 49° 44' 17" FOR AN ARC LENGTH OF 47.74 FEET TO THE BEGINNING OF A CURVE TO THE RIGHT; THENCE ALONG SAID CURVE TO HAVING A RADIUS OF 25.00 FEET, THROUGH A CENTRAL ANGLE OF 46° 34' 03" FOR AN ARC LENGTH OF 20.32 FEET; THENCE NORTH 00° 42' 26" EAST A DISTANCE OF 59.50 FEET; THENCE NORTH 85° 32' 14" WEST A DISTANCE OF 24.97 FEET TO THE **POINT OF BEGINNING**.

SITUATE IN WHATCOM COUNTY, WASHINGTON.

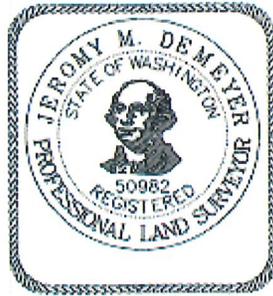
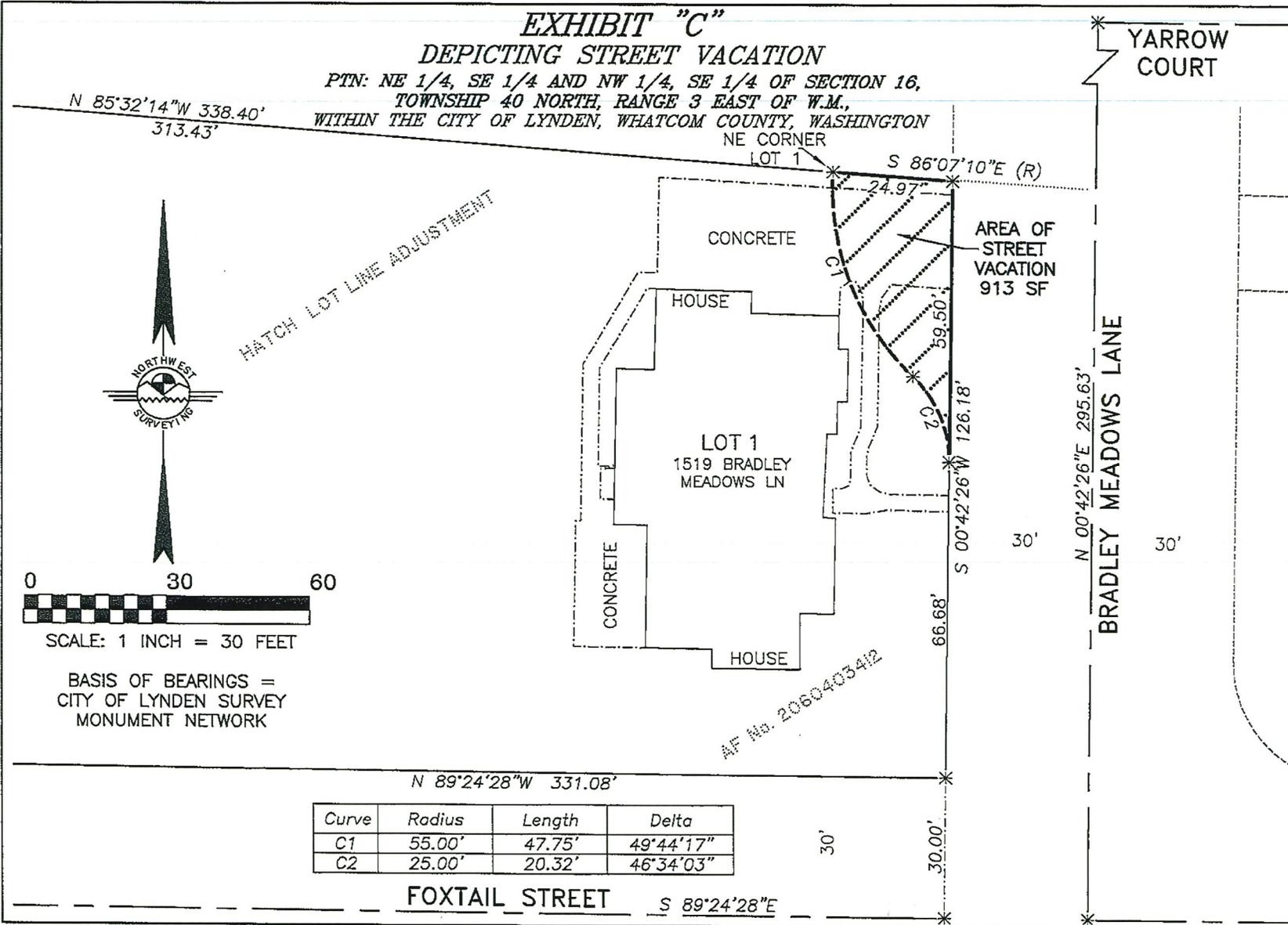


EXHIBIT "C"

DEPICTING STREET VACATION

PTN: NE 1/4, SE 1/4 AND NW 1/4, SE 1/4 OF SECTION 16,
TOWNSHIP 40 NORTH, RANGE 3 EAST OF W.M.,
WITHIN THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON



HATCH LOT LINE ADJUSTMENT

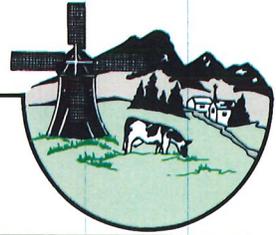


SCALE: 1 INCH = 30 FEET

BASIS OF BEARINGS =
CITY OF LYNDEN SURVEY
MONUMENT NETWORK

Curve	Radius	Length	Delta
C1	55.00'	47.75'	49°44'17"
C2	25.00'	20.32'	46°34'03"

CITY OF LYNDEN



TECHNICAL REVIEW COMMITTEE Development Project Report

Date Issued:	December 14, 2020
Project Name:	Vacate #20-02, Bradley Meadows Lane
Applicant:	City of Lynden
Property Owner:	City of Lynden
Site Address:	Adjacent to 1519 Bradley Meadows Lane
Zoning Designation:	RMD
Application Type:	Street Vacate
Parcel Size:	
Hearing Type:	Quasi-Judicial
Hearing Objective:	To determine whether the City of Lynden should vacate the right-of-way
Date application determined complete:	November 23, 2020
Date of Publication:	December 2, 2020
SEPA Determination:	SEPA Exempt per WAC 197-11-800(i)
Project Description:	The applicant is seeking the vacation along the west side of Bradley Meadows Lane, abutting the 1519 Bradley Meadows Lane parcel.

Summary:

The property in question is located just west of 1519 Bradley Meadows Lane. The property was originally dedicated as part of a plat in anticipation of the City needing a cul-de-sac on a dead-end road. The property immediately to the north was platted subsequently and the road continues north therefore the cul-de-sac was never constructed and will not need to be constructed in the future.

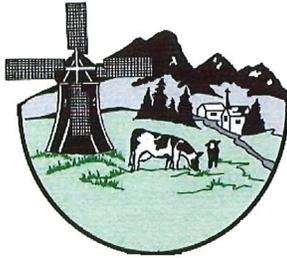
The right-of-way property in question is approximately 913 square feet.

Review Comments:

1. *Transportation and Circulation:* Staff has determined that at this time, the right-of-way is not necessary for transportation circulation or public safety access.

2. *Utility Easement Required:* To allow future maintenance and access for City and franchise utilities, a 10-foot easement will need to be retained over the area being vacated. This easement will run along the easternmost 10 feet adjacent to the unvacated right of way and will match the utility easement on the property to the north.

3. *Appraisal:* As mentioned above, the property was originally dedicated as part of a plat in anticipation of the City needing to construct cul-de-sac on a dead-end road. The property immediately to the north was platted and the road continues north with provision for vehicle return therefore the cul-de-sac was never constructed and will not be needed in the future. Considering these unique circumstances combined with the planned dedication of right of way by the property owner for the needed extension/completion of Foxtail street, it seems unreasonable for the City to charge the applicant for the property previously donated. Therefore, the recommendation to not charge the applicant the assessed value of the property.



City of Lynden

APPLICATION FOR VACATION OF CITY RIGHT-OF-WAY

APPLICANT

Name: City of Lynden, Public Works Department, Steve Banham, Director

Address: 300 4th Street, Lynden WA 98264

Telephone Number: (360) 354-3446 Fax Number: _____

E-mail Address: _____ Banhams@lyndenwa.org

Who is the primary contact for this project? This person will receive all official correspondence for the project. Property owner Applicant

Location of property to be vacated (give brief, common description & attach a complete legal description):

This is an existing City ROW originally intended to provide space for construction of a cul-de-sac in the Hatch Short Plat (See attached exhibit and legal description)

The property is 24.97 x 59.5 = 913 square feet

Provide a brief description of the reason for seeking the vacation (attach additional sheets if necessary):

This property was originally dedicated as part of a plat in anticipation of the City needing a cul-de-sac on a dead end road. The property immediately to the north was platted subsequently and the road continues north therefore the cul-de-sac was never constructed and will not need to be constructed in the future.

Provide a brief summary outlining the effect of the proposed vacation on the surrounding area (attach additional sheets if necessary):

This vacation would remove this unusable remnant of ROW and put the property to beneficial use. This vacation is balanced by a planned dedication of ROW for the extension of Foxtail Street by the same property owner. The vacated property is significantly less than the Foxtail ROW to be dedicated to the City.

[Handwritten Signature]
Applicant's Signature: Steve Banham Digitally signed by Steve Banham Date: 2020.11.23 15:25:25 -08'00' **Date:** 11/23/20

Property Owner's Signature: Steve Banham Digitally signed by Steve Banham Date: 2020.11.23 15:25:44 -08'00' **Date:** 11/23/20

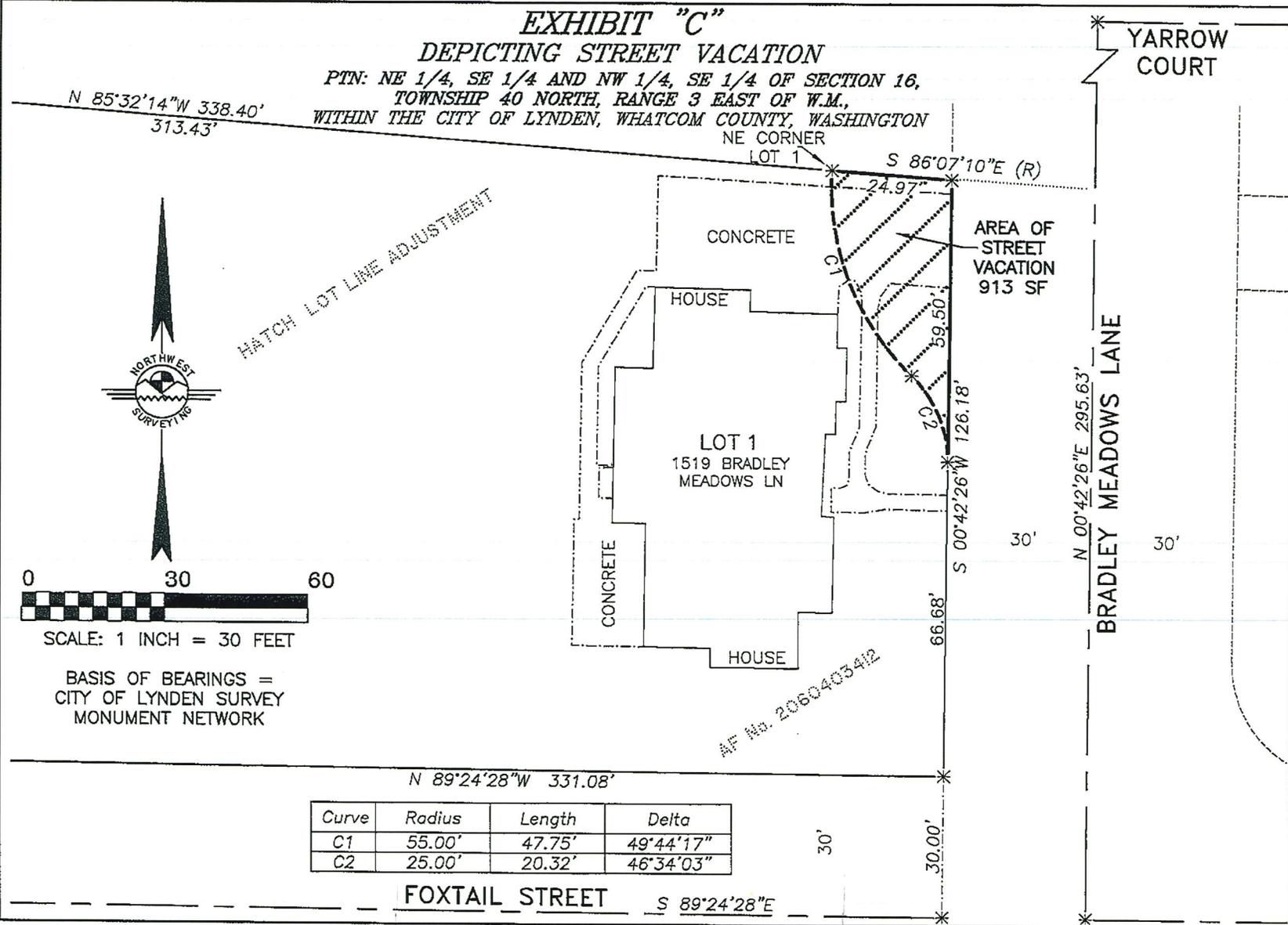
Property Owner's Printed Name: Steve Banham, Public Works Director **Date:** 11/23/20

PRE-APPLICATION MEETING DATE: _____ HEARING DATE: _____
 (APPLICATIONS WILL NOT BE ACCEPTED WITHOUT FIRST HAVING A PRE-APPLICATION MEETING)
 FEE'S PAID (\$300.00) : _____ DATE PAID: _____ RECEIPT #: _____

EXHIBIT "C"

DEPICTING STREET VACATION

PTN: NE 1/4, SE 1/4 AND NW 1/4, SE 1/4 OF SECTION 16,
TOWNSHIP 40 NORTH, RANGE 3 EAST OF W.M.,
WITHIN THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON



N 85°32'14"W 338.40'
313.43'

NE CORNER
LOT 1

S 86°07'10"E (R)
24.97'

AREA OF
STREET
VACATION
913 SF

CONCRETE

HOUSE

LOT 1
1519 BRADLEY
MEADOWS LN

CONCRETE

HOUSE

S 00°42'26"W 126.18'

30'

N 00°42'26"E 295.63'

BRADLEY MEADOWS LANE

30'

YARROW COURT

N 89°24'28"W 331.08'

Curve	Radius	Length	Delta
C1	55.00'	47.75'	49°44'17"
C2	25.00'	20.32'	46°34'03"

30'

30.00'

FOXTAIL STREET S 89°24'28"E



HATCH LOT LINE ADJUSTMENT



SCALE: 1 INCH = 30 FEET

BASIS OF BEARINGS =
CITY OF LYNDEN SURVEY
MONUMENT NETWORK

AF No. 206040342

EXHIBIT "A"

LEGAL DESCRIPTION
PARCEL NO. 400316 442220 0000

LOT 1, HATCH SHORT PLAT, ACCORDING TO THE MAP THEREOF, RECORDED UNDER WHATCOM COUNTY AUDITOR'S FILE NO. 2060403412, RECORDS OF WHATCOM COUNTY, WASHINGTON.

SITUATE IN WHATCOM COUNTY, WASHINGTON.

SUBJECT TO AND/OR TOGETHER WITH ALL EASEMENTS, COVENANTS, RESTRICTIONS AND/OR AGREEMENTS OF RECORD, IF ANY.



CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	December 7, 2020	
Name of Agenda Item:	Final Public Hearing on the 2021 Budget	
Section of Agenda:	Public Hearing	
Department:	Finance	
Council Committee Review:	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:		
None		
Summary Statement:		
As published, 7:00PM on December 7, 2020 is the time and date set for the Final Public Hearing on the 2021 Budget as presented to the City Council by Mayor Korthuis at the October 19th City Council meeting.		
Recommended Action:		
For the Mayor and City Council to conduct the final hearing as required to consider any public commentary on the 2021 Budget.		

CITY OF LYNDEN

EXECUTIVE SUMMARY – City Council



Meeting Date:	December 7, 2020	
Name of Agenda Item:	Public Hearing for Revisions to the Project Manual for Engineering Design and Development Standards	
Section of Agenda:	Public Hearing	
<u>Council Committee Review:</u>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	<u>Legal Review:</u>	
	<input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:		
Draft Resolution No. 1026 Public Comment Summary List		
Summary Statement:		
<p>The Project Manual for Engineering Design and Development Standards was adopted by City Council on April 5, 2004 and was updated in November 2006 and November 2010. These standards are required by the City’s Growth Management Act and include street, water, sewer, and storm drainage standards. The manual also addresses access issues, permitting processes and procedures, and includes various forms necessary in the development process.</p> <p>In response to inquiries, changes in technology, and the direction of various City Committees, additions, deletions and/or clarifications have been made to the Project Manual for Engineering Design and Development Standards. The Public Works Committee reviewed the updates at their October 4, 2020 meeting and recommended that they be forwarded to City Council for consideration.</p> <p>Staff is now presenting proposed Resolution No. 1026 along with a list of revisions for Council review.</p> <p>The Public Hearing was scheduled for November 16, and numerous engineers and consultants were provided with the proposed updates and asked to provide comments. The Public Hearing was opened at the City Council meeting on November 16 and continued. The written comments received to date have been attached.</p>		
Recommended Action:		
That City Council direct staff to make the necessary changes to Resolution No. 1026, Revisions to the Project Manual for Engineering Design and Development Standards to address Public comments and to bring the updated Resolution to City Council for approval.		

Lynden Development Standards – 2020 update

List of Public Comments Nov. 2020.

Mike Bratt (Freeland and Associates, Inc.)

1. Misc. Formatting. [Accepted.](#)
2. Suggested moving 'Fill and Grade Permit' and 'Street Obstruction/Excavation Permit Application' from Div. 9(Standard Forms) Div. 10(Permit Applications). [Accepted](#)
3. Suggested adding NPDES Construction Stormwater General Permit to applicant's checklist in Division 2. [Accepted](#)
4. Suggested replacing mylar plan sheet requirements with digital plan set. [Accepted](#)
5. Asked for clarity on the requirement to label public or private ownership of all facilities. [Under Review](#)
6. Asked if CAD of as-builts could be delivered via a digital file transfer system in addition to a computer disk. [Under Review](#)
7. Suggested consideration of narrower streets to reduce amount of hard surface that would require stormwater treatment. [Under Review](#)
8. Suggested HMA CL ½" PG 64-22 specification be replaced with MSCR test spec. (this comment is in several locations). [Under Review](#)
9. Noted challenges in fitting infiltration systems within the City ROW with spacing requirements in section 4.22.A.10. [Under Review](#)
10. Asked to consider allowing gravel surfacing for parking lots in limited circumstances. [Under Review](#)
11. Asked for clarification if the City inspector would need to conduct a visual inspection of the crushed limestone material for a City trail. [Accepted.](#)
12. Suggested a text section reference for infiltration trenches on figure 4-1. [Accepted.](#)
13. Asked for stormwater clarification on gravel shoulder for trail. [Under Review](#)
14. Asked if permeable pavement would be acceptable for trails. [Under Review](#)
15. Suggested we consider removing figures that are copied from WSDOT, and refer to WSDOT standard plans. [Under Review](#)
16. Suggested to specify concrete thickness for typical sidewalks and sidewalks at driveway entrances on figure 4-18. [Accepted.](#)
17. Asked for max/min. slope for patch adjacent to curb and gutter on figure 4-29. [Accepted.](#)
18. Asked for clarification on grinding on figure 4-35. [Accepted.](#)
19. Asked about conflict in requirements for water velocity in water mains. [Under Review](#)
20. Asked to clarify if bends and service taps are required to be surveyed or if they can be as-built during construction. [Under Review](#)
21. Suggested O&M inspections for stormwater inspections should not need to be done by the engineer of record. [Rejected](#)
22. Consider creating a stormwater facility inspection form. [Under Review](#)

RESOLUTION NO. 1026

A RESOLUTION REVISING THE PROJECT MANUAL FOR ENGINEERING DESIGN AND DEVELOPMENT STANDARDS FOR THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON AMENDING RESOLUTION NO. 827

WHEREAS, the City of Lynden, Whatcom County, Washington last adopted the Project Manual for Design and Development Standards in February 2011; and

WHEREAS, the following sections of the Project Manual for Engineering Design and Development Standards have been revised as follows:

LIST OF REVISED TEXT BY DIVISION:

DIVISION 2 APPLICANT CHECKLIST

Full Section Revision.

DIVISION 3 CONSTRUCTION PLAN REQUIREMENTS

- Section 3.1.B.9** Added Section requiring designation of all facilities as publicly or privately owned on all development plans.
- Section 3.1.C** Updated title of section 3.2.
- Section 3.2** Updated RCW and WAC references.

DIVISION 4 STREET DESIGN STANDARDS

- Section 4.3.B.2** Added section to clarify private bridge requirements. Renumbered following points 5-9.
- Section 4.4.A** Updated HMA terminology.
- Section 4.4.B** Updated HMA terminology.
- Section 4.4.C1** Updated WSDOT section reference.
- Section 4.6.A** Added note that design speed shall be 10 mph over posted speed limit.
- Section 4.6.B** Updated figure references, and added WSDOT design manual references.
- Section 4.7.B** Updated WSDOT design references.
- Section 4.8.B** Added requirement for curbline radius at bulb intersections.
- Section 4.8.D** Added site obstruction requirements.
- Section 4.9.A** Updated WSDOT Design Manual Reference.
- Section 4.9.B.1** Updated WSDOT Design Manual Reference.
- Section 4.9.C** Updated WSDOT Design Manual Reference.
- Section 4.13** Updated figure references.
- Section 4.13.A** Updated figure references.
- Section 4.13.D** Removed repeated references.
- Section 4.13.E** Removed repeated references.

- Section 4.13.G** **Removed repeated references.**
- Section 4.13.J** **Added section to require monument data be submitted to the City.**
- Section 4.15** **Full section revision.**
- Section 4.16.F** **Full section text revision.**
- Section 4.18** **Full section revision.**
- Section 4.19** **Added LED requirement for illumination.**
Revised allowable luminaires.
- Section 4.22.B.3** **Updated HMA terminology.**
- Section 4.22.B.4** **Removed Petrotac requirement at joints.**
- Section 4.23** **Added table 4-4 for parking lots.**
- Section 4.26.1** **Updated WSDOT Design Manual reference.**
- Section 4.26.2** **Updated AASHTO Guide reference.**
- Section 4.26** **Updated bike trail width requirement, and reference figure.**
- Section 4.27** **Added City Trail section.**

DIVISION 5 SITE ACCESS/DRIVEWAYS

- Section 5.5.A** **Revised section formatting. Information is unchanged.**
- Section 5.5.B** **Added section for corner clearances from roundabouts, with associated figures and tables.**
- Section 5.5.C** **Added section for corner clearances exceptions.**
- Section 5.5.D** **Added section access points near stop or signalized intersections.**

DIVISION 6 WATER DESIGN STANDARDS

- Section 6.2.C.3** **Revised flow velocity requirements.**
- Section 6.2.L** **Specified material that thrust blocking can be placed against.**
- Section 6.3.L** **Specified that duplexes, triplexes, and fourplexes need to be individually metered.**

DIVISION 7 SEWER DESIGN STANDARDS

- Section 7.3.D.1** **Added requirement for frost free hose bib within 10'-0" of wet well hatch.**
Added that premanufactured wet wells can be accepted upon approval from the City.
- Section 7.4.C.2** **Added limit of 2 services on a single 6" sewer service.**

DIVISION 8 STORM DRAINAGE AND EROSION CONTROL

- Section 8.2.4** **Added section to require digital copy of stormwater models to be submitted to the City of Lynden.**

DIVISION 9 STANDARD FORMS

Full Section Revision.

DIVISION 10 PERMIT APPLICATIONS

Full Section Revision.

LIST OF REVISED FIGURES BY DIVISION:

*Note: All figures have been updated to be on the most recent title blocks and using uniform font and text size. Some figures have been renumbered,

DIVISION 4 STREET DESIGN STANDARDS

Figure 4-2

- Updated HMA terminology.
- Added notes 8-10.

Figure 4-3

- Updated HMA terminology.
- Added notes 3,4,6-9.

Figure 4-4

- Updated HMA terminology.
- Added notes 3,4,6-9.

Figure 4-5

- Updated HMA terminology.
- Removed specific shoulder requirements.

Figure 4-6

- Figure added for fill slopes.

Figure 4-7

- Figure added for City trail section.

Figure 4-9

- Updated object height requirements.
- Added 18' distance requirement from drivers' eye to edge of traveled way.

Figure 4-12

- Figure added for monument in pavement.

Figures 4-14 through 4-17

- Updated to current WSDOT standard plan.

Figure 4-21 through 4-27

- Updated to current WSDOT standard plan.

Figure 4-28

- Updated HMA terminology.
- Removed Petrotac requirement.
- Revised note organization for clarity, no note content revisions.

Figure 4-29

- Added figure for path adjacent to curb and gutter.

Figure 4-33

- Added “TYPE 3 END-OF-ROADWAY BARRICADE” figure.

Figure 4-34

- Added “TYPE 1 BOLLARD STANDARD” figure.

Figure 4-35

- Added “STANDARD JOINT AT WIDENED STREET” figure.

Figure 4-36

- Added “CASTINGS OUTSIDE OF HARDENED SURFACE” figure.

DIVISION 5 SITE ACCESS/DRIVEWAYS

Figures 5-1 and 5-2

- Split and revised former detail 5-1 for clarity.
- Updated linework for clarity.

Figure 5-3

- Added “ACCESS POINT DISTANCE FROM ROUNDABOUT” figure.

Figure 5-5

- Updated to current WSDOT standard plan.

DIVISION 6 WATER DESIGN STANDARDS

Figure 6-1

- Updated acceptable hydrants.

Figure 6-2

- Arranged for clarity.

Figure 6-3

- Arranged and updated for clarity.

Figure 6-4

- Arranged and updated for clarity.

Figure 6-7

- Added screw-type adjustment valve box requirement.

Figure 6-9

- Arranged and updated for clarity.

Figure 6-13

- Arranged and updated for clarity.

Figure 6-16

- Arranged and updated for clarity.

Figure 6-17

- Updated to current WSDOT standard plan.

Figure 6-18

- Removed Petrotac requirement.

DIVISION 7 SEWER DESIGN STANDARDS

Figure 7-2

- Updated to current WSDOT standard plan.

Figure 7-3

- Updated to current WSDOT standard plan.

Figure 7-4

- Updated to current WSDOT standard plan.

Figure 7-7

- Updated to current WSDOT standard plan.

Figure 7-8

- Revised to show cleanout information.

Figure 7-9

- Added notes 1-3 to specify additional cleanout requirements.

Figure 7-13

- Updated to current WSDOT standard plan.

Figure 7-14

- Removed Petrotac requirement.

DIVISION 8 STORM DRAINAGE AND EROSION CONTROL

Figure 8-1

- Updated to current WSDOT standard plan.

Figure 8-2

- Updated to current WSDOT standard plan.

Figures 8-4 through 8-8

- Updated to current WSDOT standard plan.

Figure 8-9

- Revised to show full height hood for thru-curb frame and grate.

Figure 8-10 and 8-11

- Updated to current WSDOT standard plan.

Figure 8-12

- Removed Petrotac requirement.

Flow chart 8-1 and 8-2 were updated to the most recent Stormwater Management Manual for Western Washington.

WHEREAS, the revised sections of the Project Manual for Engineering Design and Development Standards can be found on the City website at: <https://www.lyndenwa.org/public-works/design-standards/>;

NOW, THEREFORE BE IT RESOLVED by the Lynden City Council of the City of Lynden, Washington, as follows:

Section 1: That the aforesaid Project Manual be adopted as revised as the official Project Manual for Engineering Design and Development standards for the City of Lynden, Whatcom County, Washington.

Section 2: BE IT FURTHER RESOLVED that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this resolution.

Section 3: If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Council hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid or unconstitutional, then the original Resolution or Resolutions shall be in full force and effect.

Section 4: This resolution shall be in full force and effect on November 16, 2020.

PASSED BY THE CITY COUNCIL of the City of Lynden, Whatcom County, Washington, on the 16th day of November, 2020 and signed and approved by the Mayor on the same date.

MAYOR SCOTT KORTHUIS

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	December 7, 2020	
Name of Agenda Item:	Public Hearing for Ord 1612 – Vacate Application 20-01	
Section of Agenda:	Public Hearing	
Department:	Planning Department	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:		
Draft Ordinance 1612, Staff Report and Application for Vacation of ROW on 7 th Street (701 Front St).		
Summary Statement:		
<p>Mark Groeneweg and John Vree, owners of the commercial property located at 701 Front Street have initiated the vacation of a portion of right-of-way located on the west side of 7th Street.</p> <p>The 5-foot strip of property to be vacated was originally dedicated toward right-of-way to accommodate the construction of a public sidewalk and 4 on-street parking. These parking stalls were constructed by the adjacent property owner as a condition of a 2004 Parking Variance to reduce the number of required <u>on-site</u> parking spaces.</p> <p>Recent City-initiated upgrades to 7th Street revised the intersection of 7th and Front Street to meet engineering standards. This resulted in the elimination of 2 of the 4 parking stalls in this location. It also revised the location of the adjacent public sidewalk so that the area originally dedicated in 2005 was no longer needed for public use.</p> <p>Property owners of 701 Front Street have subsequently made plans to construct 2 parking stall on-site which will then be exclusively available their clients. The vacate is needed to accommodate this on-site construction. Based on the assessor’s value of the unimproved land the total value of the right-of-way to be vacated is \$3980.00. However, the Public Works Director is recommending waiving the assessment for the property due to the unique circumstances associated with the original dedication of the 5-foot strip of frontage.</p> <p>The draft of the Ordinance 1612 is attached. The application for right-of-way and corresponding staff report is attached.</p>		
Recommended Action:		
Motion to approve Ordinance 1612 and Mayor’s signature on the document which vacates a portion of 7 th Street and waives the payment of the assessed value due to the unique nature of the original dedication.		

ORDINANCE NO. 1612

AN ORDINANCE VACATING A PORTION OF SEVENTH STREET WITHIN THE CITY OF LYNDEN, WHATCOM COUNTY, WASHINGTON

WHEREAS, the City of Lynden heretofore declared its intention to vacate a portion of Seventh Street (“the vacation”); and fixed the date of the December 7, 2020 as the date for a public hearing on the vacation; and

WHEREAS, notices were duly mailed on October 27, 2020 and published in the Lynden Tribune on November 18, 2020, and posted in accordance with RCW 35.79.020; and

WHEREAS, no adjoining property owner submitted a protest to the vacation; and

WHEREAS, on December 7, 2020, the City Council of the City of Lynden did convene and hold a public hearing on the vacation and has determined to grant the same; and

WHEREAS, the Lynden City Council has determined that future development to be served by the rights-of-way described in Section 1 (below) and shown on Exhibit A (attached) will be limited, that the portion of the right-of-way to be vacated is not needed by the City, and that the public is best served with the described rights-of-way in private ownership; and

WHEREAS, the City Council has determined that the portion of Seventh Street described in Section 1 and shown on Exhibit A will not be extended, and will not serve as a connector street to other, more widely traveled streets; and

WHEREAS, the City Council has determined that this partial street vacation complies with the requirements of RCW 35.79.035(1)(c);

WHEREAS, the City Council accepts the following: The total value of the right-of-way has been determined to be \$3980.00 based on the value of unimproved land in the Assessor’s Files. However, the Public Works Director is recommending waiving this assessment for the property. This land was dedicated to the City in conjunction with the owner constructing 4 parking stalls. The recent completion of the City 7th Street Reconstruction Project reduced the number of stalls to two (2) and uses less of the right of way for parking and sidewalk. With the construction of this City project there will no longer be a public purpose for the unused right-of-way except for the utility easement. The applicant is planning to use the vacated land to construct the parking spaces to replace those that were removed, at the applicants cost. Considering these unique circumstances described above and the need for the City to retain easement rights, it seems unreasonable to the City charge the applicant for the property previously donated.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LYNDEN, WASHINGTON, as follows:

Section 1: That the following described portion of said Seventh Street right-of-way is hereby vacated:

THE NORTH 1/2 OF LOT 6 AND THE NORTHEAST 1/2 OF LOT 7, BLOCK 1, "SUPPLEMENTAL AND CORRECTED PLAT OF LYNDEN," ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 3 OF PLATS, PAGE 48, RECORDS OF WHATCOM COUNTY, WASHINGTON

COMMONLY DESCRIBED AS: 250 square feet of right-of-way on the west side of Seventh Street abutting 701 Front Street, Lynden.

Section 2: That a certified copy of this ordinance be sent to the Auditor of Whatcom County, Washington, and recorded by said Whatcom County Auditor.

Section 3: This ordinance shall be in full force and effect from and after its passage by the City Council and approval by the Mayor, otherwise as provided by law, five days after the date of its publication.

PASSED by the City Council this _____ day of _____, 2020. Signed and approved by the Mayor this _____ day of _____ 2020.

MAYOR

ATTEST:

City Clerk

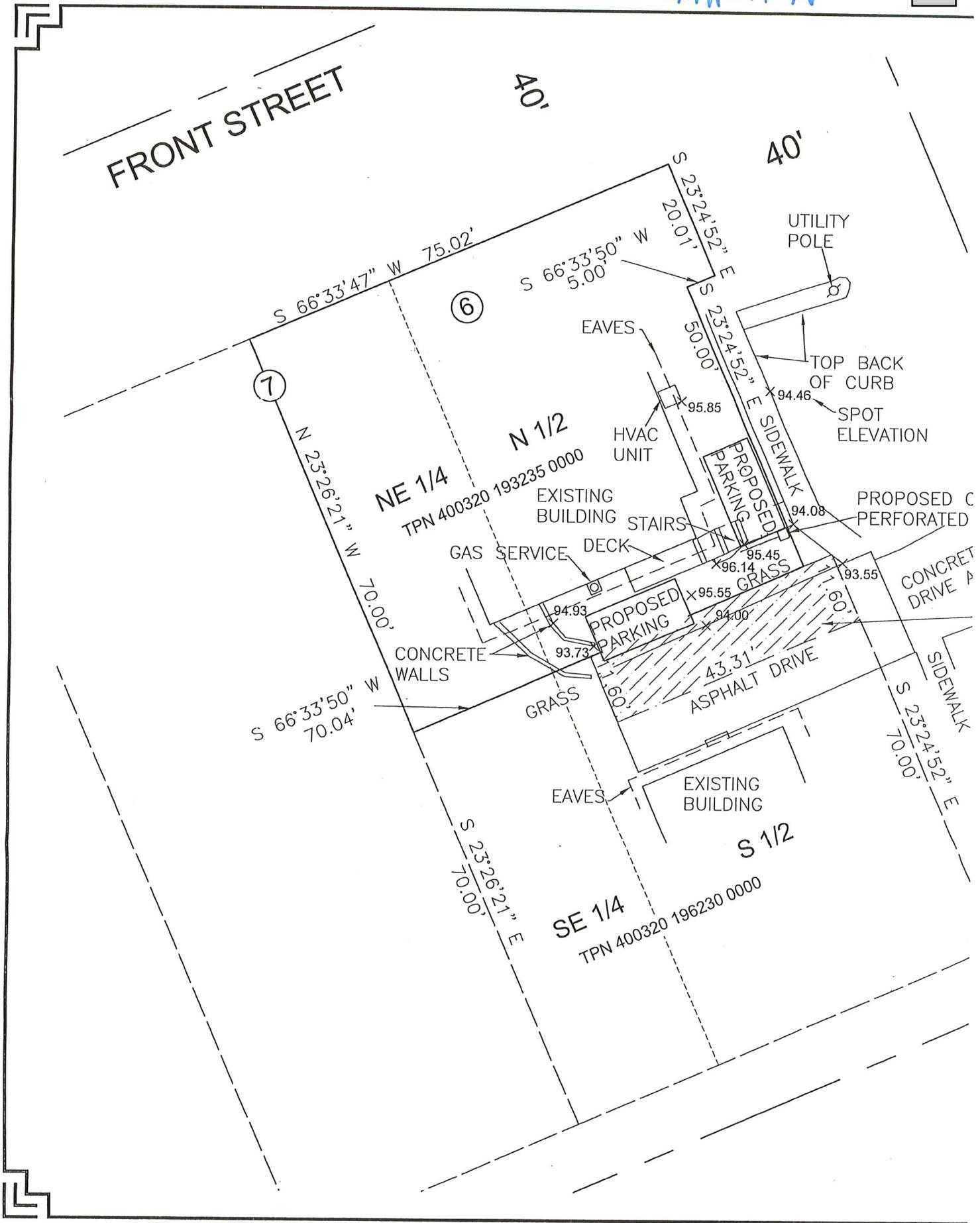
APPROVED AS TO FORM:

City Attorney

State of Washington
County of Whatcom

Signed by Mayor Scott Korthuis and attested by Pam Brown before me on this ___ day of _____, 2019.

NOTARY PUBLIC, in and for the
State of Washington, residing at



CITY OF LYNDEN



TECHNICAL REVIEW COMMITTEE Development Project Report

Date Issued:	November 12, 2020
Project Name:	Vacate #20-01, Groeneweg and Vree
Applicant:	Mark Groeneweg and John Vree
Property Owner:	City of Lynden
Site Address:	7 th Street (701 Front Street)
Zoning Designation:	CSL
Application Type:	Street Vacate
Parcel Size:	
Hearing Type:	Quasi-Judicial
Hearing Objective:	To determine whether the City of Lynden should vacate the right-of-way
Date application determined complete:	October 8, 2020
Date of Publication:	November 18, 2020
SEPA Determination:	SEPA Exempt per WAC 197-11-800(i)
Project Description:	The applicant is seeking the vacation along the west side of 7 th Street, abutting the 701 Front Street parcel.

Summary:

The property in question is located just across the street from the windmill on Front Street. This home was legally converted in 2004 to an office and is used by a CPA. At that time, the property did not have the space to provide the 5 required on-site parking spaces. A variance was approved that allow the owner to create, at their own expense, four angled on-street parking stalls in lieu of the on-site requirement. This action also included a quit claim deed to the city so that the modified sidewalk remained within the ROW.

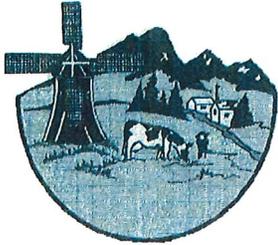
This year the City completed an upgrade to 7th Street at that intersection. To meet engineering standards for intersections only two legal parking stalls were left where there used to be four. Also, the sidewalk was moved far enough away from the subject property that the 5 feet in question are no longer needed within the ROW.

Property owners, Mark Groeneweg and John Vree are requesting that the property line be restored to where it used to be (approximately back of sidewalk). Applicants are planning to install two on-site spaces so that their clients can park in those reserved spots.

The right-of-way property in question is approximately 5-feet in width by 50 feet in length totaling approximately 250 square feet.

Review Comments:

1. *Transportation and Circulation:* Staff has determined that at this time, the right-of-way is not necessary for transportation circulation or public safety access.
2. *Utility Easement Required:* The recent 7th Street project installed a new watermain located approximately 3 feet from the back of the sidewalk. To allow future maintenance and access of this pipe a utility easement will need to be retained over the area being vacated.
3. *Appraisal:* The total value of the right-of-way has been determined to be \$3980.00 based on the value of unimproved land in the Assessor's Files. However, the Public Works Director is recommending waiving this assessment for the property. As mentioned above in the summary above, this land was dedicated to the City in conjunction with the owner constructing 4 parking stalls. The recent completion of the City 7th Street Reconstruction Project reduced the number of stalls to two (2) and uses less of the right of way for parking and sidewalk. With the construction of this City project there will no longer be a public purpose for the unused right-of-way except for the utility easement. The applicant is planning to use the vacated land to construct the parking spaces to replace those that were removed, at the applicants cost. Considering these unique circumstances described above and the need for the City to retain easement rights, it seems unreasonable to the City charge the applicant for the property previously donated. Therefore, the recommendation to not charge the applicant the assessed value of the property.



City of Lynden

APPLICATION FOR VACATION OF CITY RIGHT-OF-WAY

APPLICANT

VAC # 20-01

Name: M&J FRONT LLC, MARK GROENEWEG(50%) & JOHN VREE(50%)

Address: 701FRONT ST LYNDEN WA 98264

Telephone Number: (360) 354-2228 Fax Number: (360) 354-2229

E-mail Address: megcpa@hotmail.com

Who is the primary contact for this project? This person will receive all official correspondence for the project. Property owner Applicant

Location of property to be vacated (give brief, common description & attach a complete legal description):

Previous location of sidewalk vacated by city when sidewalk location was moved as part of city's improvements along 7th st. Please note that about 15 years ago when the city acquired this right-of-way in question, it acquired it from us without compensating us.

The property is 5 x 50 = 250 square feet

Provide a brief description of the reason for seeking the vacation (attach additional sheets if necessary):

Our proposed project is attempting to add two off-street parking spaces for use by employees and customers of our accounting business.

Provide a brief summary outlining the effect of the proposed vacation on the surrounding area (attach additional sheets if necessary):

Relieve parking demand pressure by increasing the supply of parking spaces by two.

Applicant's Signature: Mark Groeneweg Date: 9-3-2020

Property Owner's Signature: Mark Groeneweg Date: 9-3-2020

JOHN VREE

Property Owner's Printed Name: M&J FRONT LLC Date: 9-3-2020

PRE-APPLICATION MEETING DATE: 9-3-2020 HEARING DATE: _____

(APPLICATIONS WILL NOT BE ACCEPTED WITHOUT FIRST HAVING A PRE-APPLICATION MEETING.)
 FEE'S PAID (\$300.00) : _____ DATE PAID: _____ RECEIPT #: _____

Whatcom County Assessor & Treasurer

Property Search Results > 133934 M & J FRONT LLC for Year 2019 - 2020

Property

Account

Property ID:	133934	Abbreviated Legal Description:	LYNDEN N 1/2 OF LOT 6-NE 1/4 OF LOT 7 BLK 1-EXC NE 5 FT OF SE 50 FT THEREOF ADJOINING SEVENTH ST R/W DESC AF 2051100244
Parcel # / Geo ID:	4003201932350000	Agent Code:	
Type:	Real		
Tax Area:	0400 - LYNDEN 504 L C10 LPR	Land Use Code	65
Open Space:	N	DFL	N
Historic Property:	N	Remodel Property:	N
Multi-Family Redevelopment:	N		
Township:	T40N	Section:	20
Range:	R03E	Legal Acres:	0.1100 = 4791.6 sq.

Location

Address:	701 FRONT ST LYNDEN, WA	Mapsco:	
Neighborhood:	2240027200	Map ID:	2DW_S20-S
Neighborhood CD:	2240027200		

Owner

Name:	M & J FRONT LLC	Owner ID:	71270
Mailing Address:	701 W FRONT ST LYNDEN, WA 98264-1819	% Ownership:	100.0000000000%
		Exemptions:	

Pay Tax Due

Taxes and Assessment Details

Property Tax Information as of 10/16/2020

Amount Due if Paid on:  **NOTE:** If you plan to submit payment on a future date, make sure you enter the date and click RECALCULATE to obtain the correct total amount due.

Click on "Statement Details" to expand or collapse a tax statement.

Year	Statement ID	First Half Base Amt.	Second Half Base Amt.	Penalty	Interest	Base Paid	Amount Due
------	--------------	----------------------	-----------------------	---------	----------	-----------	------------

▶ Statement Details							
2020	88593	\$922.24	\$922.14	\$0.00	\$0.00	\$1844.38	\$0.00
▶ Statement Details							
2019	89084	\$899.62	\$899.52	\$0.00	\$0.00	\$1799.14	\$0.00
▶ Statement Details							
2018	89454	\$1004.72	\$1004.66	\$0.00	\$0.00	\$2009.38	\$0.00
▶ Statement Details							
2017	90040	\$893.21	\$893.10	\$0.00	\$0.00	\$1786.31	\$0.00

Values

(+) Improvement Homesite Value:	+	\$0
(+) Improvement Non-Homesite Value:	+	\$114,012
(+) Land Homesite Value:	+	\$0
(+) Land Non-Homesite Value:	+	\$76,300
(+) Curr Use (HS):	+	\$0 \$0
(+) Curr Use (NHS):	+	\$0 \$0
<hr/>		
(=) Market Value:	=	\$190,312
(-) Productivity Loss:	-	\$0
<hr/>		
(=) Subtotal:	=	\$190,312
(+) Senior Appraised Value:	+	\$0
(+) Non-Senior Appraised Value:	+	\$190,312
<hr/>		
(=) Total Appraised Value:	=	\$190,312
(-) Senior Exemption Loss:	-	\$0
(-) Exemption Loss:	-	\$0
<hr/>		
(=) Taxable Value:	=	\$190,312

~~\$190,312~~ = 4791.6 square feet
 39.72 per square foot
 vacates request is for 250' [#]
 = ~~9930.00~~
\$ 3980.00

- Map List
- Taxing Jurisdiction
- Improvement / Building
- Sketch
- Property Image
- Land
- Roll Value History

Year	Improvements	Land Market	Current Use	Total Appraised	Taxable Value
------	--------------	-------------	-------------	-----------------	---------------

2020	N/A	N/A	N/A	N/A	N/A
2019	\$114,012	\$76,300	\$0	\$190,312	\$190,312
2018	\$114,012	\$76,300	\$0	\$190,312	\$190,312
2017	\$104,598	\$70,000	\$0	\$174,598	\$174,598
2016	\$100,053	\$65,000	\$0	\$165,053	\$165,053
2015	\$100,053	\$65,000	\$0	\$165,053	\$165,053
2014	\$100,053	\$65,000	\$0	\$165,053	\$165,053
2013	\$100,053	\$65,000	\$0	\$165,053	\$165,053
2012	\$100,053	\$65,000	\$0	\$165,053	\$165,053
2011	\$100,053	\$65,000	\$0	\$165,053	\$165,053
2010	\$99,899	\$60,900	\$0	\$160,799	\$160,799
2009	\$105,157	\$70,000	\$0	\$175,157	\$175,157
2008	\$105,157	\$70,000	\$0	\$175,155	\$175,155
2007	\$105,157	\$70,000	\$0	\$175,155	\$175,155
2006	\$66,204	\$42,500	\$0	\$108,705	\$108,705

Deed and Sales History

Payout Agreement

[Assessor Home](#)

[Treasurer Home](#)

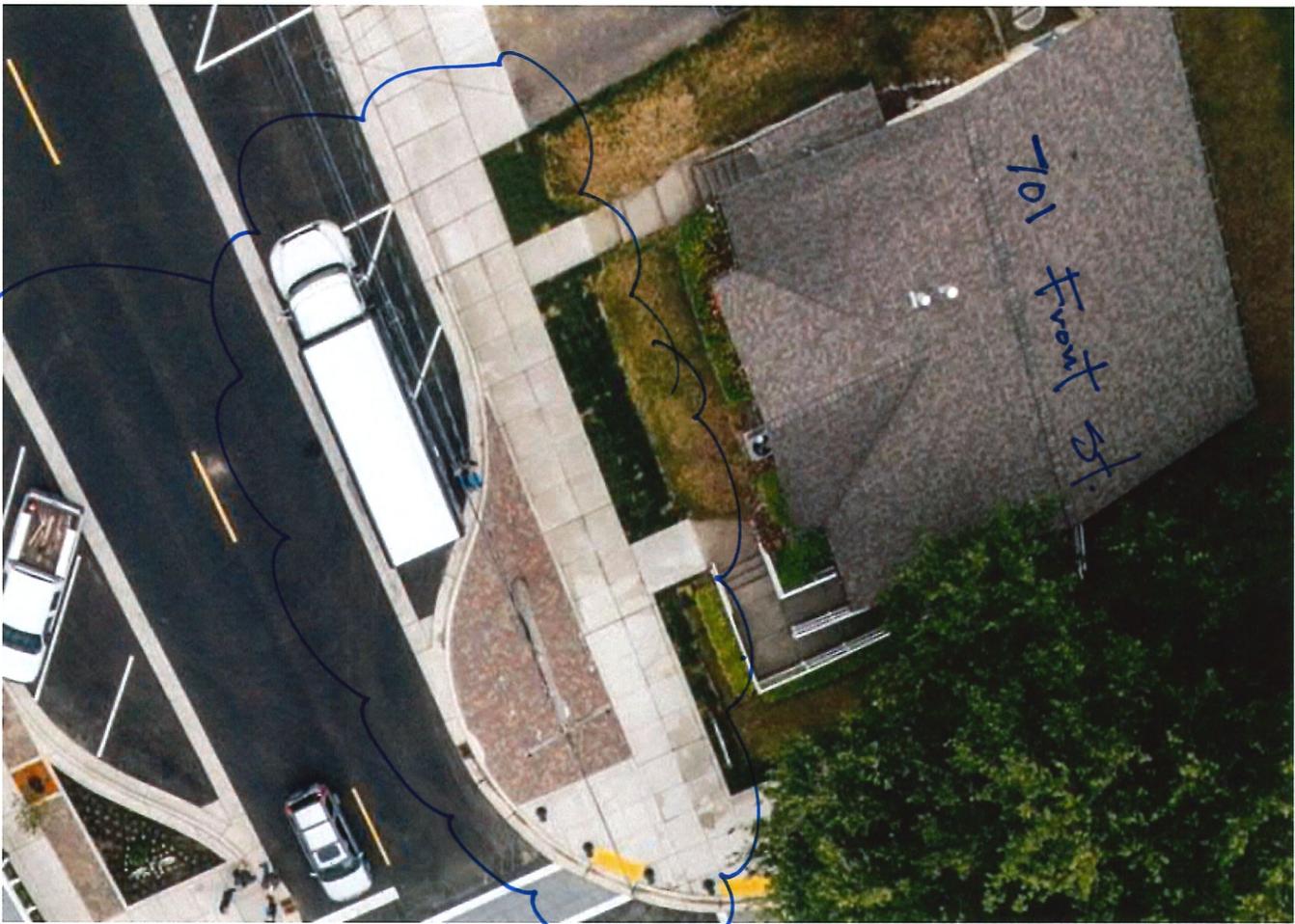
Website version: 9.0.50.1004

Database last updated on: 10/16/2020 2:46 AM

© N. Harris Computer Corporation



On-street parking & sidewalk configuration prior to recent street improvements.



OK Street parking and sidewalk configuration after recent street improvements.

- 8. Evaluation of Request. The property is zoned as CS-1, which requires three parking spaces per 1,000 gross feet of floor area, with a minimum of five stalls. The applicants are proposing, in way of mitigation, improving the parking strip on S 7th Street to place four angle parking stalls within the right-of-way. They are not able to include a fifth stall due to traffic safety considerations. There are other businesses within the CS-1 zone using angle parking within the right-of-way to meet their parking requirements.

From the foregoing Findings of Fact, the Board makes the following:

CONCLUSIONS OF LAW

- 1. The variance does not constitute a special privilege, and is consistent with the limitation upon uses of other properties in the vicinity and zone in which the subject property is located.
- 2. The variance is necessary, because of special circumstances relating to the size, shape, location, and surroundings of the subject property, to provide it with rights and privileges permitted to other properties in the vicinity and zone in which the subject property is located.
- 3. The granting of this variance request will not have a materially adverse impact on the public welfare.

From the foregoing Findings of Fact and Conclusions of Law, the Board makes the following:

DECISION

Petitioner's request for a variance from Section 19.51.040 of the Lynden Municipal Code is hereby granted by a vote of 3-0 to allow the parking strip on S 7th Street to be improved to equip 4 angle parking stalls. This variance approval is subject to the Technical Review Committee Report dated August 22, 2004, and is subject to all zoning and building requirements not specifically varied by this decision.

DATED: August 18, 2004



 CHAIRMAN

PROJECT NAME/NUMBER: BOA #04-02

APPLICANT: Mark Groeneweg & John Vree

PROPERTY OWNER: SKGV LLC

PROPERTY ADDRESS: 701 Front Street

PROJECT DESCRIPTION: The applicants are seeking to vary the requirement of Section 19.51.040 requiring 5 on-site parking stalls.

The Technical Review Committee has reviewed the application materials for compliance with existing City plans, standards and development codes and provides the Planning Commission and City Council with the following comments and recommended conditions.

General Findings:

The applicant has met the minimum submittal requirements and the application was determined to be complete on July 20, 2004. The notice of application was published on August 4, 2004.

The City has received proof of certified mailing and the affidavit of posting in accordance with the City's requirements.

The property is zoned as CS-1 and Section 19.51.040 of the Lynden Municipal Code (LMC) requires three parking spaces per 1,000 gross feet of floor area, with a minimum of five stalls.

Planning and Development

1. The applicants are seeking a variance from the on-site parking requirements of Section 19.51.040 LMC. They are proposing, in way of mitigation, improving the parking strip on S 7th Street to place four angle parking stalls within the right-of-way. They are not able to include a fifth stall due to traffic safety considerations.
2. Chapter 19.47 of the Lynden Municipal Code provides the criteria under which a variance may be granted. The applicants have presented materials responding to those criteria for the Board's use. Staff has the following additional notes for the Board's consideration.
 - a. Other businesses within the CS-1 zone using angle parking within the right-of-way to meet their parking requirements are as follows: New York Life Insurance, Keith Bode, and Telganhoff Business Services. Other

**The Technical Review Committee consists of representatives of the following departments: Planning, Public Works, Fire, Parks, and Administration. Other departments are included in the review process based on the type and extent of the proposal.*

businesses and churches also use parallel parking in addition to off-street parking.

- b. In 1992, the City Council passed an ordinance to exempt all previously existing buildings within the HBD from meeting the parking requirements. This was due in part to prior payments that each of these properties made for the parking lots, and in consideration to the desire to encourage new business downtown. The subject property is on the opposite side of the street from the HBD.

Public Works

- 3. The installation of the new parking stalls must meet the City's standards.

Fire and Life Safety

- 4. The Fire Department has reviewed this request and has no comments on the proposed variance.

Parks and Recreation

- 5. The Parks Department has reviewed this request and has no comments on the proposed variance.

Administration

- 6. The Administration has reviewed this request and has no comments on the proposed variance.

**The Technical Review Committee consists of representatives of the following departments: Planning, Public Works, Fire, Parks, and Administration. Other departments are included in the review process based on the type and extent of the proposal.*

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	December 7, 2020	
Name of Agenda Item:	Ordinance No. 1611 – Adoption of the 2021 Budget	
Section of Agenda:	Unfinished Business	
Department:	Finance	
Council Committee Review:	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:		
Ordinance No. 1611		
Summary Statement:		
<p>The Preliminary 2021 Budget was presented to the City Council by Mayor Korthuis at the October 19, 2020 City Council meeting.</p> <p>The first public hearing for the 2021 Budget was held on November 16, 2020. The final RCW required budget hearing was held earlier this evening December 7, 2020.</p> <p>Ordinance No. 1611 represents the results of the budget process.</p> <p>Passage of this ordinance will finalize and adopt the 2021 budget; and is in compliance with RCW deadlines.</p> <p>The Finance Committee has been presented with this information for their review throughout the budget process, as has Council.</p>		
Recommended Action:		
Approve Ordinance No. 1611 and authorize the Mayor’s signature adopting the 2021 Budget.		

ORDINANCE NO. 1611

AN ORDINANCE FOR THE CITY OF LYNDEN
ADOPTING THE 2021 BUDGET
FOR THE CITY OF LYNDEN, WASHINGTON

WHEREAS, the preliminary budget of the City of Lynden for the year 2021 has been heretofore filed in the office of the City Clerk of the City of Lynden; and

WHEREAS, a notice of such filing and that the City Council would, on the 7th of December, 2020 meet for the purpose of adopting the final budget, and has been duly published by law; and

WHEREAS, the City Council of the City of Lynden has considered said budget and has resolved and determined the separate items thereof,

NOW, THEREFORE, THE CITY OF LYNDEN, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section A. That the final budget including addendums A through K be and the same is hereby adopted and that the appropriation totals be allowed as follows:

GENERAL FUND

CURRENT EXPENSE \$ 17,391,077

SPECIAL REVENUE FUNDS

BERTHUSEN PARK \$ 160,950
HOTEL/MOTEL TAX 140,800
DRUG BUY IMPREST 15,230
PUBLIC FACILITIES PROTECTIVE INSPECTIONS 65,000
TRANSPORTATION BENEFIT DISTRICT 1,920,000

CAPITAL FACILITIES/IMPROVEMENT FUNDS

IMPACT FEES – TRANSPORTATION \$ 215,500
IMPACT FEES – FIRE 136,000
IMPACT FEE – PARK 643,000
STREETS CAPITAL CONSTRUCTION 6,986,167
CITY TRAIL 1,104,000
BENSON ROAD/PEPIN CREEK 5,483,103

RESERVE FUNDS

GENERAL GOV. CAPITAL RESERVE \$ 178,362
POLICE CAPITAL RESERVE 629
POLICE (STATE) SEIZURES/FORFEITURES 5,609
PARKS CAPITAL RESERVE 1,750,760
POLICE CAPITAL (1/10th) of 1% 846,029
FIRE/EMS CAPITAL RESERVE 182,200

DEBT FUNDS

CITY OF LYNDEN NOTE REDEMPTION, A	\$ 1,598,572
CITY OF LYNDEN NOTE REDEMPTION, B	6,106,120
PUBLIC WORK TRUST LOAN – STREETS	130,077
LTGO BOND REDEMPTION 2017 (2005)	430,443
UTGO BOND REDEMPTION 2017 (2007)	386,500
WHATCOM COUNTY EDI LOAN	145,536
PUBLIC WORKS TRUST LOAN - 17TH ST	32,632
2012 LTGO BOND REDEMPTION	746,800
COMMUNITY ECONOMIC REVITALIZATION BOARD	70,432

UTILITY FUNDS

WATER	\$ 13,502,057
SEWER	13,129,927
STORMWATER	2,898,561
AIRPORT	123,450
USDA RURAL DEV. WATER REV BOND GUARANTY	419,957
WA/SE REV REFUNDING BOND, 2017B (2008-1)	210,854
WA/SE REV REFUNDING GUARANTY, 2017B (2008-1)	74,481
2017-A GUARANTY (2003 W/S REV BOND)	146,970
WATER SOURCE	3,733,570
WATER TREATMENT PLANT IMPROVEMENT	2,495,000

TOTAL 2021 BUDGET

Less anticipated cash on hand	\$ 23,908,801	
Anticipated receipts to be raised by taxes, service fees and bond issues	<u>59,697,554</u>	\$ 83,606,355

Section B. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The council hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional.

Section C. This ordinance shall take effect and be in force from and after its passage by the Council and after its approval by the Mayor, if approved, otherwise, as provided by law and five (5) days after the date of its publication.

PASSED BY THE CITY COUNCIL BY AN AFFIRMATIVE VOTE, _____ IN FAVOR _____ AGAINST,
AND SIGNED BY THE MAYOR THIS 7th DAY OF DECEMBER, 2020.

ATTEST:

MAYOR

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

CITY OF LYNDEN 2021 BUDGET

ADDENDUM A

Water Rates

The following rates are adopted with the budget with an effective date of June 1, 2021.

CUSTOMER CATEGORY	MONTHLY BASE CHARGE (Per Unit)	VOLUME CHARGE <5ccf	VOLUME CHARGE 5-18 ccf	VOLUME CHARGE >18ccf
Single Family & Duplex (w/ Separate Meters)				
3/4"	\$ 31.85	\$ 1.57	\$ 2.07	\$ 3.15
1"	48.36	1.57	2.07	3.15
1.5"	94.64	1.57	2.07	3.15
2"	150.68	1.57	2.07	3.15
Low Income Senior Discount	7.35			

CUSTOMER CATEGORY	MONTHLY BASE CHARGE² (per Unit)	VOLUME CHARGE (per ccf¹)
Multi-Family, including Duplex (w/ Single, Shared Meter)		
Business/Commercial/Industrial		
3/4"	\$ 31.85	\$ 1.95
1"	52.56	1.95
1.5"	102.67	1.95
2"	163.07	1.95
3"	325.09	1.95
4"	505.97	1.95
6"	1,009.31	1.95
8"	1,613.60	1.95
Grounds (Irrigation) Meter		
3/4"	\$ 31.85	\$ 2.62
1"	52.56	2.62
1.5"	102.67	2.62
2"	163.07	2.62
3"	325.09	2.62
4"	505.97	2.62
Hydrant Meters	\$163.07	\$ 3.15
Outside City Limits Multiplier	1.5	
Associations (Wholesale) (multiplier already included in rate)		
1 1/2" (Twin Ditch/Meadowbrook)	\$ 154.00	\$ 2.35
2"	244.60	2.35
4" (Berthusen)	758.96	2.35

NOTES:

1. The volume charge is for each hundred cubic feet (ccf) - approximately 748 gallons.
2. In addition to charges levied herein, an additional charge of 6.5% shall be assessed, which shall be paid into the Water Debt Reduction Fund to be used exclusively for debt reduction for construction debt.
3. In addition to charges levied herein, an additional 2% Utility Tax shall be assessed per City Ordinance.

CITY OF LYNDEN 2021 BUDGET

ADDENDUM A

Water Rates, Continued

Classification Information:

- A. Single Family shall include Mobile Homes.
- B. Business/Commercial/Industrial(Non-Permit) covers all non-residential uses, including: Offices and Retail Stores, Churches, Recreation Centers, Service/Gas Stations, Fairgrounds, Hotels/Motels, Nursing Homes, Assisted Living Facilities (without full kitchens, including oven and cooktop), Food and Beverage Establishments, Laundromats, Car Washes, Schools, and Industries which the City has determined do not require a NPDES Permit.
- C. Grounds services shall be for all non-potable uses, including irrigation.

CITY OF LYNDEN 2021 BUDGET

ADDENDUM B

Water General Facility Capital Improvement (FCI) Charges

The following rates are adopted with the budget and become effective January 1, 2021. The rate table below increases the charges by 2% to reflect increases in the cost of construction.

Residential:

	<u>FCI Charge</u>	<u>Meter Installation Fee</u>
Single Family (1 ERU)	\$ 5,197	\$315
Duplex (per unit) ¹	\$ 5,197	\$315
Multi-family (3+ units, per unit) ²	\$ 4,015	Same as Commercial below

Commercial (Non-Residential) and Industrial:

<u>Meter Size</u>	<u>FCI Charge</u>	<u>Meter Installation Fee</u>
3/4-inch	\$5,197	\$315
1-inch	\$8,673	\$441
1-1/2-inch	\$17,324	\$1,707
2-inch	\$27,762	\$1,939
3-inch	\$55,525	\$2,405
4-inch	\$86,727	time & material ³
6-inch	\$173,235	time & material ³
8-inch	\$277,175	time & material ³

Additional Information:

- A. When a service is changed from a smaller meter to a larger meter, the fee calculation shall be the difference between the two.
- B. When a service is changed from a larger meter to a smaller meter, there will be no fee credit adjustment.
- C. Water Associations identified by the Washington State Department of Health (WSDOH) as having a contaminated groundwater source and which agree to connect to the City of Lynden for wholesale water supply will not be charged a General Facilities Capital Improvement (FCI) Charge per the terms of WSDOH loans provided to the City in 2013 for the treatment facility.
- D. Water connections **outside the City Limits** will have a **1.5 multiplier** applied to the above connection charges. New connections outside the City Limits are only allowed with City Council approval.

¹ Both units must be metered unless authorized by Public Works Director
² Multifamily charges are based on 75% of Single Family ERU
³ Actual Cost. Estimate to be provide by City, upon request, prior to installation

CITY OF LYNDEN 2021 BUDGET

ADDENDUM C

SEWER RATES

The following rates are adopted with the budget with an effective date of June 1, 2021.

A Late Payment Fee has been added for Industrial Users.

CONSUMER CATEGORY	MONTHLY BASE CHARGE	CHARGE PER UNIT
Single Family, Duplex, and/or a Multi-Family Dwelling Unit with a Separate Individual Meter	\$ 49.85	N/A
Multi-Family (Including Duplex) with a Connected Single Meter Serving All Units		
First dwelling unit	\$ 49.85	N/A
Each additional dwelling unit	\$ 37.38	N/A
Mobile Home additional unit	\$ 28.03	N/A
Business/Commercial/Industrial – NPDES ⁴ Not Required		
Basic Charge	\$ 49.85	
Volume Charge: per 100 cubic feet (ccf)		\$ 2.77
Industrial Users – NPDES ¹ Permitted		
Basic Charge	\$ 99.70	\$ 2.16
Volume Charge: per 100 cubic feet (ccf)		\$ 0.73
BOD Charge: per pound (lb)		\$ 0.72
TSS Charge: per pound (lb)		
BOD Testing Fee (per sample) ⁵	\$ 52.70 ea.	
TSS Testing Fee (per sample) ²	\$ 19.00 ea.	
Outside City Limits Multiplier⁶	1.5	

Additional Information:

- A. Business/Commercial/Industrial (Non-NPDES Permit) covers all non-residential uses, including: Offices and Retail Stores, Churches, Recreation Centers, Service/Gas Stations, Fairgrounds, Hotels/Motels, Nursing Homes, Assisted Living Facilities (without full kitchens, including oven and cooktop), Food and Beverage Establishments, Laundromats, Car Washes, Schools, and Industries which the City has determined do not require an NPDES Permit.
- B. Multi-Family shall include apartments, duplexes, Independent Living Facilities, and multiple condominium units served by a single meter.
- C. Mixed Use (with a single meter). Consumer Category to be determined by Public Works.
- D. A non-representative sample will be billed as if 100% of the Daily Maximum Demand was delivered.
- E. If an Industrial User exceeds the permit limit for Flow, BOD or TSS; it will result in a rate 3-times the established per unit rate, for each violation over the permit or contract limit.
- F. A pH reading outside the permit limit will result in a rate 3-times the established rate for flow for the period of violation.
- G. A concentration level in mg/l over the permit or contract level will result in a rate three (3) times the established per unit rate for the permit or contract charge.

⁴ National Pollution Discharge Elimination System (NPDES)

⁵ A late payment charge 5% will be added to payments not made within 30 days of invoice

⁶ Residential Outside City Limits Multiplier applied to Base Rate; Commercial Outside City Limits Multiplier applied to Base Rate and Unit Volume; and installation of flow meter(s) will be required.

CITY OF LYNDEN 2021 BUDGET

ADDENDUM D

Sewer General Facility Capital Improvement Charges (FCI)

The following rates are adopted with the budget and become effective January 1, 2021. There is a 2% increase proposed over the 2020 charges to reflect the increased cost of construction.

The general FCI charges applicable to all areas served by the City are shown in the table below in the “All Areas” column and those additional FCI charges only applicable to the East Lynden/ Line Road Sub-Basin, per Ordinance No. 1447, are shown in the “East Lynden” column:

Consumer Category	Unit	All Areas	East Lynden
Single Family Residential Unit		\$ 7,126	\$ 5,300
Duplex	Per unit	7,126	5,300
Multi-Family			
3 or 4 unit building	Per unit	5,279	3,805
5 or more unit building	Per unit	4,465	3,200
Mobile Home Parks			
First 4 pads	Per pad	5,279	3,805
5 or more pads	Per pad	4,465	3,200
	Meter Size	All Areas	East Lynden
Business, Commercial and Industrial Users	¾-inch	\$ 5,279	\$ 3,805
	1-inch	\$ 8,798	\$ 6,335
	1½-inch	\$ 17,585	\$ 12,657
	2-inch	\$ 27,929	\$ 20,256
	3-inch	\$ 56,250	\$ 40,502
	4-inch	\$ 87,876	\$ 63,275
	6-inch	\$ 175,742	\$ 126,531
	8-inch	\$ 281,180	\$ 181,115

Classification Information:

1. Single Family shall include Mobile Homes.
2. Business and Commercial covers all non-residential uses, including: Offices and Retail Stores (with or without public restrooms), Industrial Users (not requiring an NPDES Permit), Churches, Recreation Centers, Service/Gas Stations, Fairgrounds, Nursing Homes, Assisted Living Facilities, without full kitchen (including oven and cooktop) Food and Beverage Establishments, Laundromats, Car Washes, and Schools.
3. Where a property owner is eliminating a septic system and connecting to the City’s sanitary sewer system, the “All Areas” FCI charges shown above may be waived, Per LMC 13.12.55.

CITY OF LYNDEN 2021 BUDGET

ADDENDUM E

STORMWATER RATES

The following stormwater rates reflect a 10% adjustment effective June 1, 2021.

<u>Customer Category</u>	<u>Monthly Base Rate Per Residential Unit</u>	<u>Monthly Increment Rate</u>
Single Family, Duplex and/or Multi-Family Dwelling Unit with Individual Meter	\$ 9.68	N/A
	<u>Monthly Base Rate</u> (up to 10,000 sf Impervious Surface Area)	<u>Monthly Increment Rate</u> (over 10,000 sf Impervious Surface Area)
Non-Single Family	\$ 15.07	\$ 7.38 per each 5,000 sf
NSF w/ Provision of Water Quality	\$ 15.07	\$ 6.05 per each 5,000 sf
NSF w/ Provision of Water Quality & Detention	\$ 15.07	\$ 3.75 per each 5,000 sf
NSF w/ Provision of Water Quality & Retention	\$ 15.07	\$ 1.97 per each 5,000 sf

CITY OF LYNDEN 2021 BUDGET

ADDENDUM F

Stormwater Management General Facility Capital Improvement Charges (FCI)

The following (New Stormwater Connection) rates reflect a 10% adjustment effective January 1, 2021.

Customer Category	Base Fee	Increment over 10,000 SF
Single Family, Duplex and/or Multi-Family Dwelling Unit with Individual Meter ¹	\$ 363.00 /unit	Not Applicable
Non-Single Family (up to 10,000 sf)	\$ 723.00	Additional \$ 312.00 for each 5,000 sf over 10,000 sf
Non-Single-Family w/ Water Quality Treatment	\$ 723.00	Additional \$ 233.00 for each 5,000 sf over 10,000 sf
Non-Single-Family w/ Detention and Water Quality Treatment (up to 10,000 sf)	\$ 723.00	Additional \$ 142.00 for each 5,000 sf over 10,000 sf
Non-Single-Family w/ Retention and Water Quality Treatment (up to 10,000 sf)	\$ 723.00	Additional \$ 71.00 for each 5,000 sf over 10,000 sf

¹ Platted Subdivisions that have constructed City approved stormwater facilities that meet City Standards for water quality and quantity as part of the plat are exempt from General Facility Improvement Charges.

CITY OF LYNDEN 2021 BUDGET

ADDENDUM G

COMPOST FEES

Section 1: Compost Fees (The following rates will be effective January 1, 2021)

Category	Amount	Fee
Citizens	Self-serve – Limited Quantities (under ½ Yard Per Visit	No Charge
Any customer	1 st yard free, then per yard charge up to 50 cubic yards/Year	\$13.00/cubic yard + tax
Any customer	50 to 100 cubic yards/Year	\$ 10.00/cubic yard + tax
Any customer	100 to 299 cubic yards/Year	\$ 7.00/cubic yard + tax
Double Screened	N/A	10% additional cost per cubic yard
Fall Clearance October 1 – December 31	N/A	20% discount per cubic yard

CITY OF LYNDEN 2021 BUDGET

ADDENDUM H

CITY EQUIPMENT RATES

Section 1: Rates for City Equipment – The following rates will be effective January 1, 2021 (The Hourly Labor Rate was increased by 5%)

	Equipment Description	Hourly Rate
1	Vactor	\$136.50
2	Sweeper	105.00
3	Backhoe	36.75
4	Tractor/Mower	31.50
5	Mini Excavator	31.50
6	Flat bed or Dump Truck	31.50
7	Bucket Truck	78.75
8	Utility Truck	31.50
9	Asphalt Roller	31.50
10	Jumping Jack Compactor	15.75
11	Sewer Camera	84.00

Hourly Labor Rate for Equipment Operator	\$ 38.60
--	----------

CITY OF LYNDEN 2021 BUDGET

ADDENDUM I

Public Works Development Review Fees

Review Deposits

Development Type	Amount of Deposit
Residential	\$350.00/lot
Non-Residential	2% of Civil Construction Costs \$5,000.00 Minimum

Inspection Deposits

Development Type	Amount of Deposit
Residential	\$350.00/lot
Non-Residential	2% of Civil Construction Costs \$5,000.00 Minimum

CITY OF LYNDEN 2021 BUDGET

ADDENDUM J

LYNDEN MUNICIPAL AIRPORT FEES

The following fees remain in effect for 2021:

Fuel Profit Margin----- Variable
Fuel price adjustments will be established upon approval of the Public Works Director (or designee) to reflect current market conditions.

Access Fees
(Residential Access from Adjacent Parcels)----- \$ 43.00/month or \$430.00/year if paid prior to January 15 of current year

Off Premises Access Fee
Commercial (Jansen Hangers)----- \$ 280.00/month if 8 or more planes are stored (less than 8 planes - price will be negotiated with Public Works Director). \$2,800.00/year if paid prior to January 15 of current year

Off Premises Access Fee – Lot 6 Milky Way Addition \$43.00 /month or \$430.00
(Property owner located adjacent to the airport is granted access. This lot is grandfathered into the airport overlay zone. per year if paid prior to January 15 of current year.

Off Premises Access Fee – Lot 5 Milky Way Addition \$92.00 /month or \$920.00
(Property owner located adjacent to the airport is granted access. This lot is grandfathered into the airport overlay zone). per year if paid prior to January 15 of current year.

Vehicle Parking

Daily----- \$ 6.00/day*
Monthly----- \$ 32.00/month*
Yearly----- \$ 315.00/year*

* Plus effective leasehold excise tax rate

Note: If Tie-Down Agreement executed, one vehicle may be parked at no charge.

Tie-down Fee

Single/Multi Engine Aircrafts
First night ----- \$ 11.00*
Each additional night ----- \$ 6.00*
Per Month ----- \$ 42.00/month*

* Plus effective leasehold excise tax rate

Note: First night at no charge with fuel purchase

Late Payment Penalty

For airport fees not paid in full when due, there will be a late fee as follows:
Less than \$200 ----- \$ 11.00
\$200 or greater ----- 5% of the outstanding balance

CITY OF LYNDEN 2021 BUDGET

ADDENDUM K

2021 Salary Schedule Non-Represented Positions

3% Between Steps and Ranges	Base Annual
3.25% COLA	Base Monthly
Increase effective 1-1-2021	Base Hourly Rate

Position (+Step Placement)		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Range 1	Parks & Public Works Seasonal (Step Varies)	\$38,606.87	\$39,765.07	\$40,958.03	\$42,186.77	\$43,452.37	\$44,755.94	\$46,098.62	\$47,481.58	\$48,906.03	\$50,373.21
		\$3,217.24	\$3,313.76	\$3,413.17	\$3,515.56	\$3,621.03	\$3,729.66	\$3,841.55	\$3,956.80	\$4,075.50	\$4,197.77
		\$18.56	\$19.12	\$19.69	\$20.28	\$20.89	\$21.52	\$22.16	\$22.83	\$23.51	\$24.22
Range 2		\$39,765.07	\$40,958.03	\$42,186.77	\$43,452.37	\$44,755.94	\$46,098.62	\$47,481.58	\$48,906.03	\$50,373.21	\$51,884.40
		\$3,313.76	\$3,413.17	\$3,515.56	\$3,621.03	\$3,729.66	\$3,841.55	\$3,956.80	\$4,075.50	\$4,197.77	\$4,323.70
		\$19.12	\$19.69	\$20.28	\$20.89	\$21.52	\$22.16	\$22.83	\$23.51	\$24.22	\$24.94
Range 3		\$40,958.03	\$42,186.77	\$43,452.37	\$44,755.94	\$46,098.62	\$47,481.58	\$48,906.03	\$50,373.21	\$51,884.40	\$53,440.93
		\$3,413.17	\$3,515.56	\$3,621.03	\$3,729.66	\$3,841.55	\$3,956.80	\$4,075.50	\$4,197.77	\$4,323.70	\$4,453.41
		\$19.69	\$20.28	\$20.89	\$21.52	\$22.16	\$22.83	\$23.51	\$24.22	\$24.94	\$25.69
Range 4		\$42,186.77	\$43,452.37	\$44,755.94	\$46,098.62	\$47,481.58	\$48,906.03	\$50,373.21	\$51,884.40	\$53,440.93	\$55,044.16
		\$3,515.56	\$3,621.03	\$3,729.66	\$3,841.55	\$3,956.80	\$4,075.50	\$4,197.77	\$4,323.70	\$4,453.41	\$4,587.01
		\$20.28	\$20.89	\$21.52	\$22.16	\$22.83	\$23.51	\$24.22	\$24.94	\$25.69	\$26.46
Range 5		\$43,452.37	\$44,755.94	\$46,098.62	\$47,481.58	\$48,906.03	\$50,373.21	\$51,884.40	\$53,440.93	\$55,044.16	\$56,695.49
		\$3,621.03	\$3,729.66	\$3,841.55	\$3,956.80	\$4,075.50	\$4,197.77	\$4,323.70	\$4,453.41	\$4,587.01	\$4,724.62
		\$20.89	\$21.52	\$22.16	\$22.83	\$23.51	\$24.22	\$24.94	\$25.69	\$26.46	\$27.26
Range 6		\$44,755.94	\$46,098.62	\$47,481.58	\$48,906.03	\$50,373.21	\$51,884.40	\$53,440.93	\$55,044.16	\$56,695.49	\$58,396.35
		\$3,729.66	\$3,841.55	\$3,956.80	\$4,075.50	\$4,197.77	\$4,323.70	\$4,453.41	\$4,587.01	\$4,724.62	\$4,866.36
		\$21.52	\$22.16	\$22.83	\$23.51	\$24.22	\$24.94	\$25.69	\$26.46	\$27.26	\$28.08
Range 7		\$46,098.62	\$47,481.58	\$48,906.03	\$50,373.21	\$51,884.40	\$53,440.93	\$55,044.16	\$56,695.49	\$58,396.35	\$60,148.24
		\$3,841.55	\$3,956.80	\$4,075.50	\$4,197.77	\$4,323.70	\$4,453.41	\$4,587.01	\$4,724.62	\$4,866.36	\$5,012.35
		\$22.16	\$22.83	\$23.51	\$24.22	\$24.94	\$25.69	\$26.46	\$27.26	\$28.08	\$28.92
Range 8		\$47,481.58	\$48,906.03	\$50,373.21	\$51,884.40	\$53,440.93	\$55,044.16	\$56,695.49	\$58,396.35	\$60,148.24	\$61,952.69
		\$3,956.80	\$4,075.50	\$4,197.77	\$4,323.70	\$4,453.41	\$4,587.01	\$4,724.62	\$4,866.36	\$5,012.35	\$5,162.72
		\$22.83	\$23.51	\$24.22	\$24.94	\$25.69	\$26.46	\$27.26	\$28.08	\$28.92	\$29.78
Range 9	Parks Admin. Assistant (S-10)	\$48,906.03	\$50,373.21	\$51,884.40	\$53,440.93	\$55,044.16	\$56,695.49	\$58,396.35	\$60,148.24	\$61,952.69	\$63,811.27
		\$4,075.50	\$4,197.77	\$4,323.70	\$4,453.41	\$4,587.01	\$4,724.62	\$4,866.36	\$5,012.35	\$5,162.72	\$5,317.61
		\$23.51	\$24.22	\$24.94	\$25.69	\$26.46	\$27.26	\$28.08	\$28.92	\$29.78	\$30.68
Range 10	Computer Support Tech. (S-3)	\$50,373.21	\$51,884.40	\$53,440.93	\$55,044.16	\$56,695.49	\$58,396.35	\$60,148.24	\$61,952.69	\$63,811.27	\$65,725.61
		\$4,197.77	\$4,323.70	\$4,453.41	\$4,587.01	\$4,724.62	\$4,866.36	\$5,012.35	\$5,162.72	\$5,317.61	\$5,477.13
		\$24.22	\$24.94	\$25.69	\$26.46	\$27.26	\$28.08	\$28.92	\$29.78	\$30.68	\$31.60
Range 11	Parks Maintenance Worker (S-10) *(See chart)	\$51,884.40	\$53,440.93	\$55,044.16	\$56,695.49	\$58,396.35	\$60,148.24	\$61,952.69	\$63,811.27	\$65,725.61	\$67,697.38
		\$4,323.70	\$4,453.41	\$4,587.01	\$4,724.62	\$4,866.36	\$5,012.35	\$5,162.72	\$5,317.61	\$5,477.13	\$5,641.45
		\$24.94	\$25.69	\$26.46	\$27.26	\$28.08	\$28.92	\$29.78	\$30.68	\$31.60	\$32.55
Range 12	GIS Analyst (S-10)	\$53,440.93	\$55,044.16	\$56,695.49	\$58,396.35	\$60,148.24	\$61,952.69	\$63,811.27	\$65,725.61	\$67,697.38	\$69,728.30
		\$4,453.41	\$4,587.01	\$4,724.62	\$4,866.36	\$5,012.35	\$5,162.72	\$5,317.61	\$5,477.13	\$5,641.45	\$5,810.69
		\$25.69	\$26.46	\$27.26	\$28.08	\$28.92	\$29.78	\$30.68	\$31.60	\$32.55	\$33.52
Range 13		\$55,044.16	\$56,695.49	\$58,396.35	\$60,148.24	\$61,952.69	\$63,811.27	\$65,725.61	\$67,697.38	\$69,728.30	\$71,820.15
		\$4,587.01	\$4,724.62	\$4,866.36	\$5,012.35	\$5,162.72	\$5,317.61	\$5,477.13	\$5,641.45	\$5,810.69	\$5,985.01
		\$26.46	\$27.26	\$28.08	\$28.92	\$29.78	\$30.68	\$31.60	\$32.55	\$33.52	\$34.53
Range 14		\$56,695.49	\$58,396.35	\$60,148.24	\$61,952.69	\$63,811.27	\$65,725.61	\$67,697.38	\$69,728.30	\$71,820.15	\$73,974.75
		\$4,724.62	\$4,866.36	\$5,012.35	\$5,162.72	\$5,317.61	\$5,477.13	\$5,641.45	\$5,810.69	\$5,985.01	\$6,164.56
		\$27.26	\$28.08	\$28.92	\$29.78	\$30.68	\$31.60	\$32.55	\$33.52	\$34.53	\$35.56
Range 15	Street/Utility Technician (S-10)***	\$58,396.35	\$60,148.24	\$61,952.69	\$63,811.27	\$65,725.61	\$67,697.38	\$69,728.30	\$71,820.15	\$73,974.75	\$76,193.99
		\$4,866.36	\$5,012.35	\$5,162.72	\$5,317.61	\$5,477.13	\$5,641.45	\$5,810.69	\$5,985.01	\$6,164.56	\$6,349.50
		\$28.08	\$28.92	\$29.78	\$30.68	\$31.60	\$32.55	\$33.52	\$34.53	\$35.56	\$36.63
Range 16		\$60,148.24	\$61,952.69	\$63,811.27	\$65,725.61	\$67,697.38	\$69,728.30	\$71,820.15	\$73,974.75	\$76,193.99	\$78,479.81
		\$5,012.35	\$5,162.72	\$5,317.61	\$5,477.13	\$5,641.45	\$5,810.69	\$5,985.01	\$6,164.56	\$6,349.50	\$6,539.98
		\$28.92	\$29.78	\$30.68	\$31.60	\$32.55	\$33.52	\$34.53	\$35.56	\$36.63	\$37.73
Range 17		\$61,952.69	\$63,811.27	\$65,725.61	\$67,697.38	\$69,728.30	\$71,820.15	\$73,974.75	\$76,193.99	\$78,479.81	\$80,834.21
		\$5,162.72	\$5,317.61	\$5,477.13	\$5,641.45	\$5,810.69	\$5,985.01	\$6,164.56	\$6,349.50	\$6,539.98	\$6,736.18
		\$29.78	\$30.68	\$31.60	\$32.55	\$33.52	\$34.53	\$35.56	\$36.63	\$37.73	\$38.86
Range 18		\$63,811.27	\$65,725.61	\$67,697.38	\$69,728.30	\$71,820.15	\$73,974.75	\$76,193.99	\$78,479.81	\$80,834.21	\$83,259.24
		\$5,317.61	\$5,477.13	\$5,641.45	\$5,810.69	\$5,985.01	\$6,164.56	\$6,349.50	\$6,539.98	\$6,736.18	\$6,938.27
		\$30.68	\$31.60	\$32.55	\$33.52	\$34.53	\$35.56	\$36.63	\$37.73	\$38.86	\$40.03
Range 19		\$65,725.61	\$67,697.38	\$69,728.30	\$71,820.15	\$73,974.75	\$76,193.99	\$78,479.81	\$80,834.21	\$83,259.24	\$85,757.01
		\$5,477.13	\$5,641.45	\$5,810.69	\$5,985.01	\$6,164.56	\$6,349.50	\$6,539.98	\$6,736.18	\$6,938.27	\$7,146.42
		\$31.60	\$32.55	\$33.52	\$34.53	\$35.56	\$36.63	\$37.73	\$38.86	\$40.03	\$41.23
Range 20	Building Official (S-7)	\$67,697.38	\$69,728.30	\$71,820.15	\$73,974.75	\$76,193.99	\$78,479.81	\$80,834.21	\$83,259.24	\$85,757.01	\$88,329.72
		\$5,641.45	\$5,810.69	\$5,985.01	\$6,164.56	\$6,349.50	\$6,539.98	\$6,736.18	\$6,938.27	\$7,146.42	\$7,360.81
		\$32.55	\$33.52	\$34.53	\$35.56	\$36.63	\$37.73	\$38.86	\$40.03	\$41.23	\$42.47
Range 21	City Clerk (S-5)	\$69,728.30	\$71,820.15	\$73,974.75	\$76,193.99	\$78,479.81	\$80,834.21	\$83,259.24	\$85,757.01	\$88,329.72	\$90,979.61
		\$5,810.69	\$5,985.01	\$6,164.56	\$6,349.50	\$6,539.98	\$6,736.18	\$6,938.27	\$7,146.42	\$7,360.81	\$7,581.63
		\$33.52	\$34.53	\$35.56	\$36.63	\$37.73	\$38.86	\$40.03	\$41.23	\$42.47	\$43.74

CITY OF LYNDEN 2021 BUDGET

ADDENDUM K

2021 Salary Schedule Non-Represented Positions Continued

3% Between Steps and Ranges
3.25% COLA
Increase effective 1-1-2021

Base Annual
Base Monthly
Base Hourly Rate

Position (+Step Placement)		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Range 22		\$71,820.15	\$73,974.75	\$76,193.99	\$78,479.81	\$80,834.21	\$83,259.24	\$85,757.01	\$88,329.72	\$90,979.61	\$93,709.00
		\$5,985.01	\$6,164.56	\$6,349.50	\$6,539.98	\$6,736.18	\$6,938.27	\$7,146.42	\$7,360.81	\$7,581.63	\$7,809.08
		\$34.53	\$35.56	\$36.63	\$37.73	\$38.86	\$40.03	\$41.23	\$42.47	\$43.74	\$45.05
Range 23	Human Resources Manager (S-9)	\$73,974.75	\$76,193.99	\$78,479.81	\$80,834.21	\$83,259.24	\$85,757.01	\$88,329.72	\$90,979.61	\$93,709.00	\$96,520.27
		\$6,164.56	\$6,349.50	\$6,539.98	\$6,736.18	\$6,938.27	\$7,146.42	\$7,360.81	\$7,581.63	\$7,809.08	\$8,043.36
		\$35.56	\$36.63	\$37.73	\$38.86	\$40.03	\$41.23	\$42.47	\$43.74	\$45.05	\$46.40
Range 24	Network Administrator (S-9),	\$76,193.99	\$78,479.81	\$80,834.21	\$83,259.24	\$85,757.01	\$88,329.72	\$90,979.61	\$93,709.00	\$96,520.27	\$99,415.88
		\$6,349.50	\$6,539.98	\$6,736.18	\$6,938.27	\$7,146.42	\$7,360.81	\$7,581.63	\$7,809.08	\$8,043.36	\$8,284.66
		\$36.63	\$37.73	\$38.86	\$40.03	\$41.23	\$42.47	\$43.74	\$45.05	\$46.40	\$47.80
Range 25	PW Program Manager (S-10)	\$78,479.81	\$80,834.21	\$83,259.24	\$85,757.01	\$88,329.72	\$90,979.61	\$93,709.00	\$96,520.27	\$99,415.88	\$102,398.36
		\$6,539.98	\$6,736.18	\$6,938.27	\$7,146.42	\$7,360.81	\$7,581.63	\$7,809.08	\$8,043.36	\$8,284.66	\$8,533.20
		\$37.73	\$38.86	\$40.03	\$41.23	\$42.47	\$43.74	\$45.05	\$46.40	\$47.80	\$49.23
Range 26		\$80,834.21	\$83,259.24	\$85,757.01	\$88,329.72	\$90,979.61	\$93,709.00	\$96,520.27	\$99,415.88	\$102,398.36	\$105,470.31
		\$6,736.18	\$6,938.27	\$7,146.42	\$7,360.81	\$7,581.63	\$7,809.08	\$8,043.36	\$8,284.66	\$8,533.20	\$8,789.19
		\$38.86	\$40.03	\$41.23	\$42.47	\$43.74	\$45.05	\$46.40	\$47.80	\$49.23	\$50.71
Range 27	Parks & Rec. Director (S-10)	\$83,259.24	\$85,757.01	\$88,329.72	\$90,979.61	\$93,709.00	\$96,520.27	\$99,415.88	\$102,398.36	\$105,470.31	\$108,634.42
		\$6,938.27	\$7,146.42	\$7,360.81	\$7,581.63	\$7,809.08	\$8,043.36	\$8,284.66	\$8,533.20	\$8,789.19	\$9,052.87
		\$40.03	\$41.23	\$42.47	\$43.74	\$45.05	\$46.40	\$47.80	\$49.23	\$50.71	\$52.23
Range 28	Planning & Community Dev. Dir. (S-9)	\$85,757.01	\$88,329.72	\$90,979.61	\$93,709.00	\$96,520.27	\$99,415.88	\$102,398.36	\$105,470.31	\$108,634.42	\$111,893.45
		\$7,146.42	\$7,360.81	\$7,581.63	\$7,809.08	\$8,043.36	\$8,284.66	\$8,533.20	\$8,789.19	\$9,052.87	\$9,324.45
		\$41.23	\$42.47	\$43.74	\$45.05	\$46.40	\$47.80	\$49.23	\$50.71	\$52.23	\$53.79
Range 29		\$88,329.72	\$90,979.61	\$93,709.00	\$96,520.27	\$99,415.88	\$102,398.36	\$105,470.31	\$108,634.42	\$111,893.45	\$115,250.25
		\$7,360.81	\$7,581.63	\$7,809.08	\$8,043.36	\$8,284.66	\$8,533.20	\$8,789.19	\$9,052.87	\$9,324.45	\$9,604.19
		\$42.47	\$43.74	\$45.05	\$46.40	\$47.80	\$49.23	\$50.71	\$52.23	\$53.79	\$55.41
Range 30		\$90,979.61	\$93,709.00	\$96,520.27	\$99,415.88	\$102,398.36	\$105,470.31	\$108,634.42	\$111,893.45	\$115,250.25	\$118,707.76
		\$7,581.63	\$7,809.08	\$8,043.36	\$8,284.66	\$8,533.20	\$8,789.19	\$9,052.87	\$9,324.45	\$9,604.19	\$9,892.31
		\$43.74	\$45.05	\$46.40	\$47.80	\$49.23	\$50.71	\$52.23	\$53.79	\$55.41	\$57.07
Range 31		\$93,709.00	\$96,520.27	\$99,415.88	\$102,398.36	\$105,470.31	\$108,634.42	\$111,893.45	\$115,250.25	\$118,707.76	\$122,268.99
		\$7,809.08	\$8,043.36	\$8,284.66	\$8,533.20	\$8,789.19	\$9,052.87	\$9,324.45	\$9,604.19	\$9,892.31	\$10,189.08
		\$45.05	\$46.40	\$47.80	\$49.23	\$50.71	\$52.23	\$53.79	\$55.41	\$57.07	\$58.78
Range 32	Public Works Director (S-10) Finance Director(S-10)	\$96,520.27	\$99,415.88	\$102,398.36	\$105,470.31	\$108,634.42	\$111,893.45	\$115,250.25	\$118,707.76	\$122,268.99	\$125,937.06
		\$8,043.36	\$8,284.66	\$8,533.20	\$8,789.19	\$9,052.87	\$9,324.45	\$9,604.19	\$9,892.31	\$10,189.08	\$10,494.76
		\$46.40	\$47.80	\$49.23	\$50.71	\$52.23	\$53.79	\$55.41	\$57.07	\$58.78	\$60.55
Range 33		\$99,415.88	\$102,398.36	\$105,470.31	\$108,634.42	\$111,893.45	\$115,250.25	\$118,707.76	\$122,268.99	\$125,937.06	\$129,715.18
		\$8,284.66	\$8,533.20	\$8,789.19	\$9,052.87	\$9,324.45	\$9,604.19	\$9,892.31	\$10,189.08	\$10,494.76	\$10,809.60
		\$47.80	\$49.23	\$50.71	\$52.23	\$53.79	\$55.41	\$57.07	\$58.78	\$60.55	\$62.36
Range 34		\$102,398.36	\$105,470.31	\$108,634.42	\$111,893.45	\$115,250.25	\$118,707.76	\$122,268.99	\$125,937.06	\$129,715.18	\$133,606.63
		\$8,533.20	\$8,789.19	\$9,052.87	\$9,324.45	\$9,604.19	\$9,892.31	\$10,189.08	\$10,494.76	\$10,809.60	\$11,133.89
		\$49.23	\$50.71	\$52.23	\$53.79	\$55.41	\$57.07	\$58.78	\$60.55	\$62.36	\$64.23
Range 35		\$105,470.31	\$108,634.42	\$111,893.45	\$115,250.25	\$118,707.76	\$122,268.99	\$125,937.06	\$129,715.18	\$133,606.63	\$137,614.83
		\$8,789.19	\$9,052.87	\$9,324.45	\$9,604.19	\$9,892.31	\$10,189.08	\$10,494.76	\$10,809.60	\$11,133.89	\$11,467.90
		\$50.71	\$52.23	\$53.79	\$55.41	\$57.07	\$58.78	\$60.55	\$62.36	\$64.23	\$66.16
Range 36		\$108,634.42	\$111,893.45	\$115,250.25	\$118,707.76	\$122,268.99	\$125,937.06	\$129,715.18	\$133,606.63	\$137,614.83	\$141,743.27
		\$9,052.87	\$9,324.45	\$9,604.19	\$9,892.31	\$10,189.08	\$10,494.76	\$10,809.60	\$11,133.89	\$11,467.90	\$11,811.94
		\$52.23	\$53.79	\$55.41	\$57.07	\$58.78	\$60.55	\$62.36	\$64.23	\$66.16	\$68.15
Range 37		\$111,893.45	\$115,250.25	\$118,707.76	\$122,268.99	\$125,937.06	\$129,715.18	\$133,606.63	\$137,614.83	\$141,743.27	\$145,995.57
		\$9,324.45	\$9,604.19	\$9,892.31	\$10,189.08	\$10,494.76	\$10,809.60	\$11,133.89	\$11,467.90	\$11,811.94	\$12,166.30
		\$53.79	\$55.41	\$57.07	\$58.78	\$60.55	\$62.36	\$64.23	\$66.16	\$68.15	\$70.19
Range 38	City Administrator (S-10)	\$115,250.25	\$118,707.76	\$122,268.99	\$125,937.06	\$129,715.18	\$133,606.63	\$137,614.83	\$141,743.27	\$145,995.57	\$150,375.44
		\$9,604.19	\$9,892.31	\$10,189.08	\$10,494.76	\$10,809.60	\$11,133.89	\$11,467.90	\$11,811.94	\$12,166.30	\$12,531.29
		\$55.41	\$57.07	\$58.78	\$60.55	\$62.36	\$64.23	\$66.16	\$68.15	\$70.19	\$72.30
Range 39		\$118,707.76	\$122,268.99	\$125,937.06	\$129,715.18	\$133,606.63	\$137,614.83	\$141,743.27	\$145,995.57	\$150,375.44	\$154,886.70
		\$9,892.31	\$10,189.08	\$10,494.76	\$10,809.60	\$11,133.89	\$11,467.90	\$11,811.94	\$12,166.30	\$12,531.29	\$12,907.23
		\$57.07	\$58.78	\$60.55	\$62.36	\$64.23	\$66.16	\$68.15	\$70.19	\$72.30	\$74.46
Range 40		\$122,268.99	\$125,937.06	\$129,715.18	\$133,606.63	\$137,614.83	\$141,743.27	\$145,995.57	\$150,375.44	\$154,886.70	\$159,533.30
		\$10,189.08	\$10,494.76	\$10,809.60	\$11,133.89	\$11,467.90	\$11,811.94	\$12,166.30	\$12,531.29	\$12,907.23	\$13,294.44
		\$58.78	\$60.55	\$62.36	\$64.23	\$66.16	\$68.15	\$70.19	\$72.30	\$74.46	\$76.70
Range 41		\$125,937.06	\$129,715.18	\$133,606.63	\$137,614.83	\$141,743.27	\$145,995.57	\$150,375.44	\$154,886.70	\$159,533.30	\$164,319.30
		\$10,494.76	\$10,809.60	\$11,133.89	\$11,467.90	\$11,811.94	\$12,166.30	\$12,531.29	\$12,907.23	\$13,294.44	\$13,693.28
		\$60.55	\$62.36	\$64.23	\$66.16	\$68.15	\$70.19	\$72.30	\$74.46	\$76.70	\$79.00

CITY OF LYNDEN 2021 BUDGET

ADDENDUM K

2021 Salary Schedule Non-Represented Positions Continued

Non-Represented Positions with 4% COLA

3% Between Steps and Ranges	Base Annual
4% COLA	Base Monthly
Increase effective 1-1-2021	Base Hourly Rate

4%	Position (+Step Placement)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Range 31	Assistant Fire Chief (S-10)	\$94,389.70	\$97,221.39	\$100,138.03	\$103,142.17	\$106,236.44	\$109,423.53	\$112,706.24	\$116,087.42	\$119,570.04	\$123,157.15
		\$7,865.81	\$8,101.78	\$8,344.84	\$8,595.18	\$8,853.04	\$9,118.63	\$9,392.19	\$9,673.95	\$9,964.17	\$10,263.10
		\$45.38	\$46.74	\$48.14	\$49.59	\$51.08	\$52.61	\$54.19	\$55.81	\$57.49	\$59.21
Range 36	Fire Chief (S-9), Police Chief (S-7)	\$109,423.53	\$112,706.24	\$116,087.42	\$119,570.04	\$123,157.15	\$126,851.86	\$130,657.42	\$134,577.14	\$138,614.45	\$142,772.89
		\$9,118.63	\$9,392.19	\$9,673.95	\$9,964.17	\$10,263.10	\$10,570.99	\$10,888.12	\$11,214.76	\$11,551.20	\$11,897.74
		\$52.61	\$54.19	\$55.81	\$57.49	\$59.21	\$60.99	\$62.82	\$64.70	\$66.64	\$68.64

Non-Represented Longevity Pay Policy AD-24, approved Aug. 20, 2018	
\$40.00/mo. beginning 6th year.	
Additional \$6.00/ mo. for each year after six.*	
Amount / mo.	Beginning "n" th year of employment...
\$40.00	6th year
\$46.00	7th year
\$52.00	8th year
\$58.00	9th year
\$64.00	10th year
\$70.00	11th year
\$76.00	12th year
\$82.00	13th year
\$88.00	14th year
\$94.00	15th year
\$100.00	16th year
\$106.00	17th year
\$112.00	18th year
\$118.00	19th year
\$124.00	20th year
\$130.00	21st year
\$136.00	22nd year
\$142.00	23rd year
\$148.00	24th year
\$154.00	25th year
\$160.00	26th year
\$166.00	27th year
\$172.00	28th year
\$178.00	29th year
\$184.00	30th year
\$190.00	31st year
\$196.00	32nd year
\$202.00	33rd year
\$208.00	34th year
\$214.00	35th year**
*Until end of continuous of employment with the City.	
**No current employee exceeds 35 yrs.	

Non-Represented Employees Longevity Compensation as of 1/1/2020*		
Range	Position	Amount / mo.
9	Parks Administrative Assistant	\$124.00
10	Computer Support Techniton	\$0.00
11	Parks Maint. Worker [A]	\$130.00
11	Parks Maint. Worker [B]	\$100.00
11	Parks Maint. Worker [C]	\$88.00
11	Parks Maint. Worker [D]	\$70.00
12	GIS Analyst	\$0.00
15	Street/Utility Technician	\$100.00
20	Building Official	\$0.00
21	City Clerk	\$52.00
24	Network Administrator	\$76.00
24	Human Resources Manager	\$0.00
25	PW Program Manager	\$130.00
27	Parks & Recreation Director	\$220.00
28	Planning & Community Dev. Dir.	\$0.00
31	Asst Fire Chief	\$0.00
31	Finance Director	\$0.00
32	Public Works Director	\$64.00
36	Fire Chief	\$0.00
36	Police Chief**	\$0.00
38	City Administrator	\$52.00
*Longevity increases in month of employee anniversary date.		

Non-Represented Employees Other Compensation as of 1/1/2020			
Range	Position	Type	Amount / mo.
36	Fire Chief**	Deferred Comp.	\$716.17
38	City Administrator	Car Allowance	\$250.00
	Mayor	Car Allowance	\$300.00
**Fire Chief Deferred Comp. is social security replacement (6.2%).			

Non-Represented Positions Annual Clothing Allowance as of 1/1/2020		
Range	Position	Amount / year
11	Parks Maintenance Worker	\$450
15	Street Utility Technician	\$450
20	Bulding Official	\$450
25	PW Program Manager	\$450
32	Assistant Fire Chief	Per Quartermaster
36	Fire Chief	Per Quartermaster
36	Police Chief	\$1,200

Non-Represented Employees Medical Stipend Ord 1554 2018-2021		
Range	Position	Amount / mo.
9	Parks Administrative Assistant	\$200.00
10	Computer Support Techniton	\$200.00
11	Parks Maint. Worker [A]	\$400.00
11	Parks Maint. Worker [B]	\$400.00
11	Parks Maint. Worker [C]	\$400.00
11	Parks Maint. Worker [D]	\$400.00
12	GIS Analyst	\$200.00
15	Street/Utility Technician	\$400.00
20	Building Official	\$400.00
21	City Clerk	\$400.00
24	Network Administrator	\$200.00
25	PW Program Manager	\$400.00

Range	Park Employees - 2020 Steps	STEP
11	Parks Maint. Worker [A]	10
11	Parks Maint. Worker [B]	10
11	Parks Maint. Worker [C]	10
11	Parks Maint. Worker [D]	10

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	December 7, 2020	
Name of Agenda Item:		
Section of Agenda:	Other Business	
Department:	Parks	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input checked="" type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:		
Draft Parks Committee Minutes November 16, 2020		
Summary Statement:		
See Next Page		
Recommended Action:		
For Council Review		



PARKS COMMITTEE MINUTES

Nov. 16, 2020

Virtual

1. ROLL CALL

Members Present: Mayor Scott Korthuis; Ron DeValois, Nick Laninga, Mark Wohrab

Staff Present: Parks Director Vern Meenderinck; and Park Administrative Assist. Nancy Norris

Guest: Tim Broersma

2. ACTION ITEMS:

A. **Approval of Parks Committee Minutes- Oct 19, 2020**

DeValois motioned to approve the minutes, and Wohrab approved the motion.

Action: The Parks Committee Minutes from October 19, 2020 were approved.

B. **Request from Tim Broersma to purchase a parcel of the Dickinson property.**

Mr. Broersma explained how he is in the process of remodeling his home and would be updating the landscape. The Dickinson parcel next to the Broersma home is an awkward parcel that looks to belong to the Broersma's property. For this reason, Mr. Broersma has and continues to maintain the lawn for the Dickinson's.

Action: The Parks Committee denied Mr. Broersma's request to purchase the requested parcel. A long-term plan has not been developed for the property and there are ongoing negotiations with the Department of Ecology for this property.

Mr. Broersma asked if he could make improvements to this parcel at his expense to fit in with his landscape plan for his property. Mr. Broersma noted he would not do anything to the property without the City's approval.

Action: Parks Committee agreed for Mr. Broersma to present his landscape plan and to work with the Parks Director on an agreement.

C. **Request from Homestead to take over open area north of the trail**

Parks has no interest with this swath of property.

Action: Parks Committee declined Homesteads request/offer.



3. INFORMATION ITEMS:

A. Master Plan public hearing comments

The Planning Commission had positive comments on the creation of the master plan and recommended it be forward to City Council for approval.

B. Art wall progress – No Updates

C. Berthusen Restroom report:

Restroom delivered and installed on October 29, 2020. There are a few items that need to be addressed before opening the restrooms. The City has not signed off on the project.

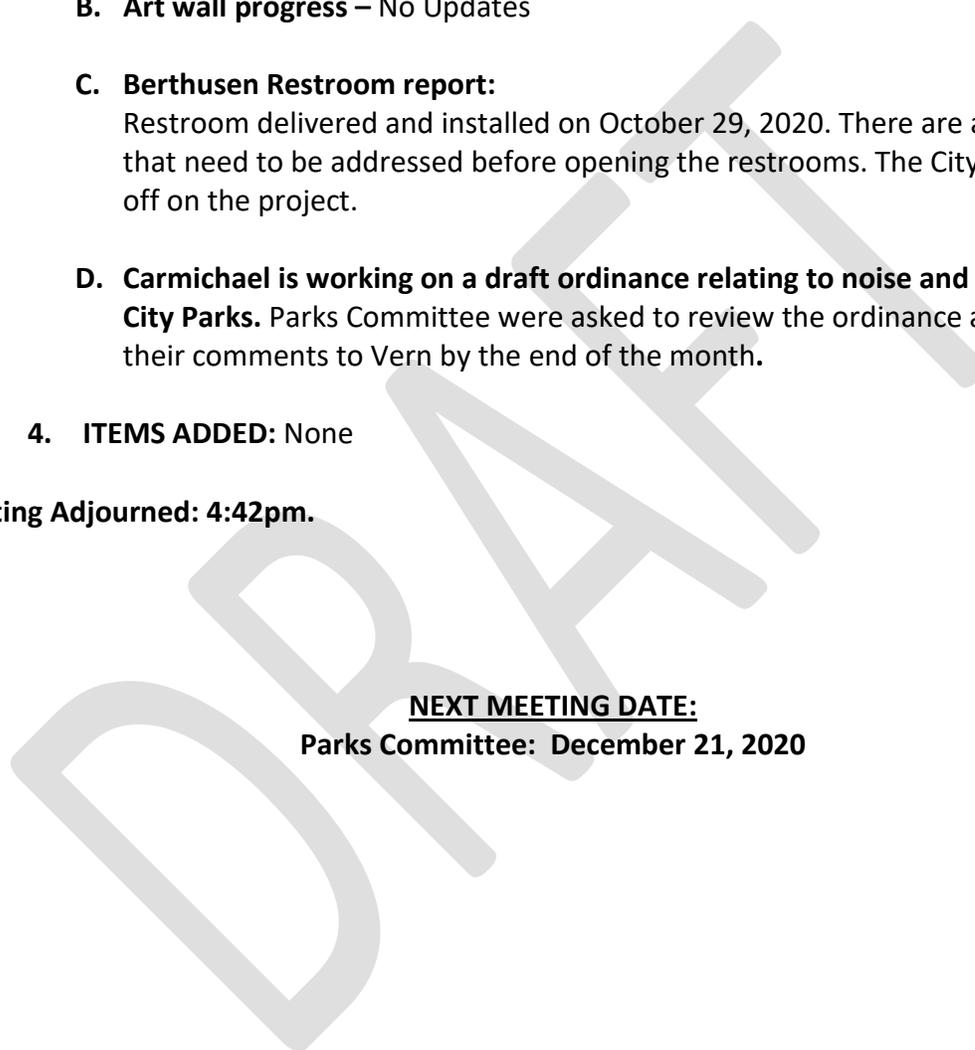
D. Carmichael is working on a draft ordinance relating to noise and behaviors at City Parks. Parks Committee were asked to review the ordinance and return their comments to Vern by the end of the month.

4. ITEMS ADDED: None

Meeting Adjourned: 4:42pm.

NEXT MEETING DATE:

Parks Committee: December 21, 2020



CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	December 7, 2020	
Name of Agenda Item:	Public Works Committee Meeting Minutes November 4, 2020	
Section of Agenda:	Approval of Minutes	
Department:	Public Works	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:		
November 4, 2020 Draft Public Works Committee Meeting Minutes		
Summary Statement:		
Draft minutes for the November 4, 2020 Public Works Committee meeting.		
Recommended Action:		
For Review		



PUBLIC WORKS COMMITTEE MINUTES

4:00 PM November 4, 2020
Microsoft Teams Virtual Meeting
City Hall 2nd Floor Large Conference Room

1. ROLL CALL

Members Present: Mayor Scott Korthuis; Councilors Gary Bode, Ron De Valois

Members Absent: Jerry Kuiken, with notice

Staff Present: City Administrator Mike Martin; Public Works Director Steve Banham, Programs Manager Mark Sandal, Sr. Admin. Assistant Miriam Kentner

Public Present: Gary Vis

2. ACTION ITEMS

A. **Approve Minutes from October 7, 2020**

Bode motioned to approve the minutes and De Valois seconded the motion.

Action

The minutes from October 7, 2020 were approved.

B. **2021 Budget Addendum: Utility Rates and Fees**

The City of Lynden 2021 Budget Addendum was presented to the committee. Rate increases for sewer and water include 2% for new connections' General Facility Capital Improvement (FCI) charges and 10% for Stormwater rates and Stormwater Management General Facility Capital Improvement charges.

Action

The Public Works Committee concurred to recommend forwarding the 2021 Budget Addendum: Utility Rates and Fees for inclusion in the 2021 Budget Addendum.

C. **302 Front Street ADA Parking**

The Committee revisited the discussion of an ADA parking stall request from 302 Front Street [Meraki Salon & Shop] that was discussed at the Public Works Committee on July 8, 2020. At that meeting the Committee supported the installation of an additional stall but asked that staff further investigate any impacts. With this further review it was determined that the additional ADA stall would eliminate two downtown parking stalls.

The Committee discussed the current traffic, parking, and ADA user demand in that area of Front Street and the benefit/need of the ADA stall over two lost stalls

Action

The Public Works Committee concurred to support the installation of an additional ADA parking stall near 302 Front Street.

D. PROJECT- Cured in Place Pipe (CIPP) Projects:

Banham stated staff recently advertised for two Cured in Place Projects: the Sewer Main Line between 10th Street and BC Ave between Liberty and Glenning and the Industrial Condensate Line from Riverview Road to Hannegan Road. Bids are due on November 10th.

Action

The Public Works Committee concurred and directed that staff notify them of the bids received and to forward the favorable bids for BC Avenue CIPP and Industrial Condensate Pipeline CIPP directly to City Council for approval.

E. Industrial Condensate Pipeline Hannegan Manholes

The Committee discussed the Small Works Roster project to install five sanitary sewer manholes along Hannegan Road beginning at Riverview Road and extending south. Banham stated the bids are due on November 10th.

Action

The Public Works Committee concurred and directed that staff notify them of the bids received and to forward the favorable bid for the Industrial Condensate Pipeline Manholes directly to City Council for approval.

F. Biosolids Beneficial Use Services – Boulder Park Contract Renewal

The Committee discussed the agreement between the City of Lynden, King County, and Boulder Park originally entered into in 2004 for the purpose of shipping and beneficially using biosolids at Boulder Park in Douglas County. The biosolids are then applied to agricultural fields. The current contract expires on December 31, 2020 The City uses this as the primary alternative to the production of compost by the Wastewater Treatment Plant.

Action

The Public Works Committee concurred that the new contract between the City, King County and Boulder Park be forwarded to City Council for approval.

3. INFORMATION ITEMS

A. Lynden Rec Center (formerly YMCA)

The Lynden Recreation Center Building (formerly YMCA) was inspected on October 29th by Pillar to Post. Staff will bring the inspection report to the December Public Works Committee meeting.

Weekly Janitorial service began on October 23 and will continue every Friday through 2020.

B. 2020 – 2021 Draft Snow Route Map

Banham presented the Snow Route Map and noted that 17th Street has been added due to the street extension project.

The Public Works crew is installing snow fences this week.

C. PROJECT: Airport PAPI Lights

Banham stated that installation of the PAPI lights was completed on October 30th.

D. PROJECT: 17th Street Extension

Banham provided a detailed breakdown of the estimated latecomer reimbursement for sidewalk, sewer, and water extensions made with this project. The breakdown shows how much would be due from the abutting undeveloped properties at time of development under a Developer Reimbursement (Latecomers) Agreement. This preliminary determination will be sent to the property owner advising them of our intent to form the agreement.

Stremler Gravel has completed the curb and gutters, and paving is expected to start the week of November 9th, weather permitting.

E. PROJECT: Berthusen Park Restroom

Banham stated that Tiger Construction is working on the project and the prefab restroom structure was delivered on October 29th.

F. PROJECT: Judson Street Low Impact Development

Banham stated he has a meeting with property owners on Thursday, November 5 to review the design of the Judson Street Low Impact Development (LID) project.

G. PROJECT: Pepin Creek Main Street Bridge

Banham explained that contractors for other bridge projects in the area are seeing a nine-month lag between order and delivery for bridge girders- this delay could extend the project significantly. Reichhardt and Ebe Engineering are looking at creative construction options to minimize impact to the project timeline.

H. PROJECT: Fire Station Renovation

Banham stated that the advertisement for bids is in the paper today. Builders Exchange of Washington is managing distribution of plans and specifications. The bid opening is scheduled for December 3, 2020.

The meeting was adjourned at 4:43 p.m.

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	December 7, 2020	
Name of Agenda Item:	Calendar	
Section of Agenda:	Other Business	
Department:	Administration	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: N/A
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:	Outlook Calendar	
Summary Statement:	See next page.	
Recommended Action:	None	

December 7, 2020

Monday

7:00 PM - 9:00 PM

Council Meeting -- Annex Council Chamber

December 8, 2020

Tuesday

8:30 AM - 9:30 AM

Leadership Team Meeting -- Annex Council Chamber
LT in Annex until further notice.

4:00 PM - 6:00 PM

Copy: HR Study/Training -- Annex East Training Room

December 9, 2020

Wednesday

All Day

Jury Trial -- Annex Council Chamber; Annex East Training Room; Annex North East Conference Room; Annex South East Conference Room

9:00 AM - 10:00 AM

Check-In Mark/Mike -- Mike's Office

4:00 PM - 6:00 PM

Public Works Committee Meeting -- City Hall 2nd Floor Large Conference Room
Updated to include Teams Meeting link for virtual attendance.

Public Works Committee Meeting is Wednesday at 4:00 pm

We look forward to seeing you in person at City Hall in the upstairs Conference room **or** by joining virtually with Microsoft Teams by clicking the link below.

[Join Microsoft Teams Meeting](#)

[+1 253-948-9362](#) United States, Tacoma (Toll)

Conference ID: 145 812 353#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

December 9, 2020 Continued
Wednesday

7:00 PM - 9:00 PM **Rec. District Meetings -- Annex South East Conference Room**

December 10, 2020
Thursday

2:00 PM - 3:00 PM **Copy: All Staff Meeting- Admin Hosting -- Annex Council Chamber**

7:30 PM - 9:30 PM **Planning Commission -- Microsoft Teams**

December 11, 2020
Friday

10:00 AM - 11:00 AM **Check-In Steve/Mike -- Mike's Office**

11:00 AM - 12:00 PM **Check-In Heidi/Mike -- Mike's Office**

December 14, 2020
Monday

9:00 AM - 10:00 AM **Check-In Vern/Mike -- Mike's Office**

December 16, 2020
Wednesday

All Day Court -- Annex Council Chamber; Annex East Training Room; Annex South East Conference Room; Annex North East Conference Room

4:00 PM - 6:00 PM **Community Development Committee Mtg -- City Hall 2nd Floor Large Conference Room**

7:00 PM - 8:30 PM **Board of Adjustment -- City Hall 2nd Floor Large Conference Room**

December 17, 2020
Thursday

9:00 AM - 11:00 AM **Technical Review Committee Meeting -- City Hall 2nd Floor Large Conference Room**

10:00 AM - 10:45 AM **Copy: Wellness - Toys for Tots - Toy Drive Festivities -- City Hall**
Of course there will be Oliebollen !!

And Toys for Tots collection.... Consider joining us.... More details to come.

December 18, 2020
Friday

8:30 AM - 9:30 AM **Check In-Mike/Anthony -- Mike's Office**

December 21, 2020
Monday

4:00 PM - 5:00 PM **Parks Committee Meeting -- City Hall 1st Floor Large Conference Room**
The December 21st Parks meeting will be an online Teams meeting. The meeting will NOT be held at the city hall.

Microsoft Teams meeting
Join on your computer or mobile app
[Click here to join the meeting](#)
Or call in (audio only)
[+1 253-948-9362,,648066529#](#) United States, Tacoma
Phone Conference ID: 648 066 529#
[Find a local number](#) | [Reset PIN](#)
[Learn More](#) | [Meeting options](#)

7:00 PM - 9:00 PM **Council Meetings -- Annex Council Chamber**