



# City Council Meeting Schedule November 2016

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November 1, 2016  
Tuesday, 6:30 p.m.

WORKSHOP MEETING - *CANCELLED*

November 8, 2016  
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

November 15, 2016  
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

November 22, 2016  
Tuesday, 6:30 p.m.

WORKSHOP MEETING  
1. Ambulance Update  
2. Fall Budget Adjustment  
3. HDKP Annual Update  
4. Title 17 Update

November 29, 2016  
Tuesday, 6:30 p.m.

NO MEETING

# Council Workshop Coversheet



Agenda Item Number	1.	Meeting Date	11/22/2016
Agenda Item Type	Presentation		
Subject	Ambulance Utility Cost of Service Study		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Finance		

Info Only	<input checked="" type="checkbox"/>
Policy Review	<input checked="" type="checkbox"/>
Policy DevMnt	<input type="checkbox"/>
Other	<input type="checkbox"/>

## Summary

RCW 35.21.766, which authorizes ambulance utilities such as the one operated by the City of Kennewick, requires that cities must complete a cost of service study to determine the total cost necessary to regulate, operate, and maintain the ambulance utility prior to setting any rates. Since reforming its ambulance utility in 2008 under this RCW, the City of Kennewick has performed the required cost of service study for the utility internally using a model and methodology that several Washington cities utilize. As is the case with most rate and cost of service studies such as this one, there is often value in contracting out the study periodically to obtain an outside perspective on the study and ensure that the methodology being utilized is consistent with industry standards. With that in mind, City staff made a decision to contract out our current cost of service study for the City's ambulance utility and selected FCS Group out of Redmond, Washington, to complete the work. At the November 22nd workshop, FCS group will provide a presentation on the results of the cost of service study, as well as a 5-year projection for the future that was also completed that incorporates the opening of fire station #5 in 2016 and assumptions about the opening of fire station #6 in the southridge area during this 5-year period.

As discussed during the October 25th workshop at the conclusion of the presentation on the 2017/2018 budget proposal, staff will be evaluating alternatives to fund the additional staffing resources that will be required when the City opens fire station #6 in the future and will be bringing back a recommendation to City Council in the future. A change to the City's monthly ambulance charge will be one of the alternatives considered, but staff will not asking City Council to make any decision on this issue at this time.

Through

Attachments:

Presentation

Dept Head Approval

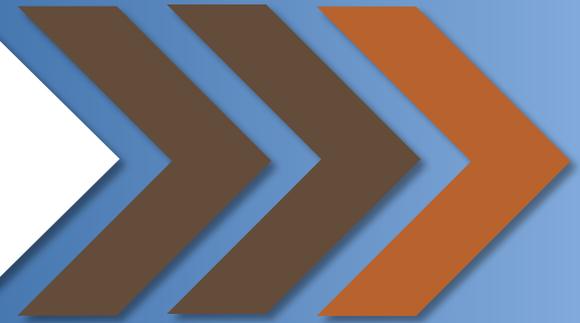
Dan Legard  
 Nov 16, 09:28:52 GMT-0800 2016

City Mgr Approval

Marie Mosley  
 Nov 17, 19:07:55 GMT-0800 2016



City of Kennewick



# Ambulance Cost of Service and Rate Study Results

November 22, 2016



# Discussion Outline

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- ◆ Monthly Ambulance Utility Rate Comparisons
- ◆ Basic Definitions
- ◆ Cost of Service Framework
- ◆ Key Assumptions
- ◆ Customer Account Data
- ◆ In City Availability and Demand Costs
- ◆ In City Full Cost Recovery and Rates
- ◆ Alternative Rate Scenarios
- ◆ Out of City Costs
- ◆ Average Incident and Transport Costs
- ◆ Forecast Assumptions
- ◆ Projected Incident Growth
- ◆ Full Cost Rate Forecast



# Monthly Ambulance Utility Rate Comparisons





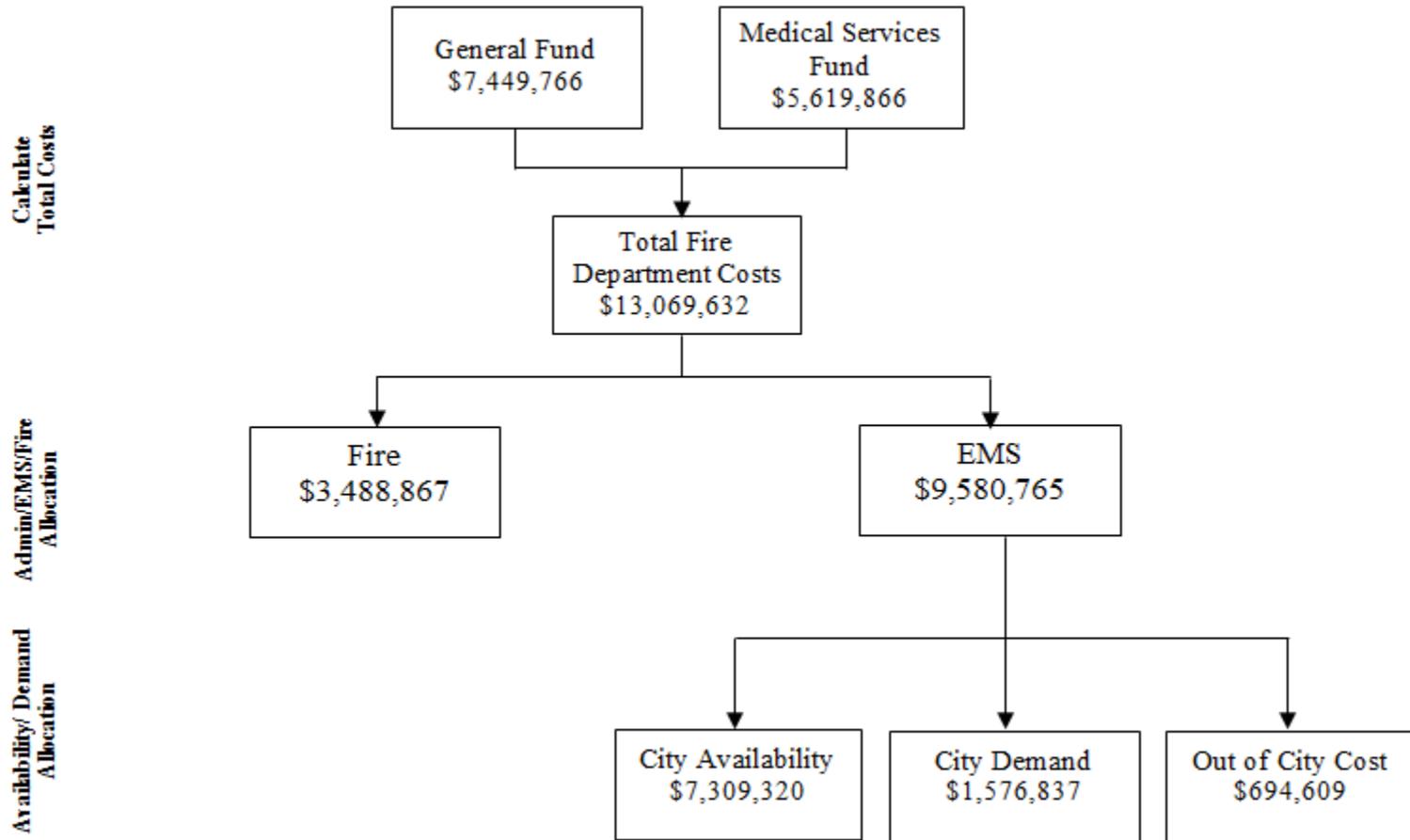
# Basic Definitions

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- ◆ According to RCW 35.21.766:
  - **Availability** costs are attributable to the basic infrastructure needed to respond to a single call for service and may include dispatch, labor, training, equipment, patient care supplies, and equipment maintenance costs
  - **Demand** costs are attributable to the burden placed on the ambulance service by individual calls, such as those associated with the frequency of calls or the distance from hospitals



# Cost of Service Framework





# Key Cost Assumptions

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- ◆ Fire and EMS administration staff costs based on total response time (19% Fire, 81% EMS)
- ◆ Battalion Chief costs based on Battalion Chief response time (81% Fire, 19% EMS)
- ◆ Firefighter and Paramedic costs allocated based on total response time, not including Battalion Chief (15% Fire, 85% EMS)
- ◆ Other costs allocated based on other factors such as square feet, number of calls, all to fire, all to EMS, etc.
- ◆ Out of City demand time is 7% of total demand time, so out of City availability time is 7% of the assumed standby time
- ◆ Personnel costs allocated by availability demand ratio (84% availability, 16% demand), supplies and facility costs allocated to availability, dispatch services allocated to demand
- ◆ Costs across jurisdictions are based on their percentage of EMS incident time



# Customer Data

## ◆ Accounts by Customer Class

Customer Class	Regular	Percent of Billing Units	Medicaid	Percent of Medicaid Billing Units	Total Billing Units	Percent of Total Billing Units
Residential	19,180	58%		0%	19,180	58%
Commercial	2,760	8%		0%	2,760	8%
Multi-Family	9,926	30%		0%	9,926	30%
Municipal	60	0%		0%	60	0%
Senior Assisted Living/Nursing Homes	927	3%	297	100%	1,224	4%
<b>Total</b>	<b>32,853</b>	<b>100%</b>	<b>297</b>	<b>100%</b>	<b>33,150</b>	<b>100%</b>

\*Senior Assisted Living/Nursing Homes units taken out of Multi-Family

## ◆ EMS Incidents by Customer Class

Customer Class	In City Calls	Percentage of Regular Calls	Out of City Calls	Percentage of Out of City Calls	Total	Percentage of Total Calls	Incidents per Billing Unit
Residential	2,611	38%	443	71%	3,054	40%	0.16
Commercial	1,213	17%	13	2%	1,226	16%	0.44
Multi-Family	1,267	18%	24	4%	1,291	17%	0.13
Municipal	236	3%	12	2%	248	3%	4.13
Senior Assisted Living/Nursing Homes	1,042	15%	41	7%	1,083	14%	0.88
Miscellaneous	569	8%	88	14%	657	9%	N/A
<b>Total</b>	<b>6,938</b>	<b>100%</b>	<b>621</b>	<b>100%</b>	<b>7,559</b>	<b>100%</b>	



# In City Availability & Demand Cost

<b>Ambulance Utility Revenue Requirement</b>	<b>Availability</b>	<b>Demand</b>	<b>Total</b>
Annual In City Cost	\$ 7,309,320	\$ 1,576,837	\$ 8,886,157

<b>Offsetting Revenues</b>	<b>Availability</b>	<b>Demand</b>	<b>Total</b>
Emergency Ambulance Service Payments		\$ 1,741,431	\$ 1,741,431
Miscellaneous Revenue	\$ 335		\$ 335
<b>Total Revenue</b>	\$ 335	\$ 1,741,431	\$ 1,741,765

<b>Adjusted Cost</b>	\$ 7,308,985	\$ (164,594)	\$ 7,144,392
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\*Emergency Ambulance Service Payments based on actual payments received for 2015 In City incidents



# Alternative 2015 Rate Scenarios

- Cost recovery percentages represent percent of required ambulance utility fee revenue
- General Fund Contribution includes subsidy to Out of City

Cost Recovery	2015 Cost Recovery (36%)	Full Cost Recovery	75% Cost Recovery	50% Cost Recovery
<b>Monthly Fee</b>	\$ 6.67	\$ 18.12	\$ 13.59	\$ 9.06
<b>Annual Fee</b>	\$ 80.04	\$ 217.47	\$ 163.10	\$ 108.73
<b>Total Annual Cost</b>	\$ 9,580,765	\$ 9,580,765	\$ 9,580,765	\$ 9,580,765
<b>Annual In City Cost</b>	\$ 8,886,157	\$ 8,886,157	\$ 8,886,157	\$ 8,886,157
<b>Revenue</b>				
Ambulance Utility Fee	\$ 2,530,869	\$ 7,144,392	\$ 5,358,294	\$ 3,572,196
Transport Fees	1,741,431	1,741,431	1,741,431	1,741,431
Miscellaneous Fees	335	335	335	335
Net Out of City Revenue	(505,954)	(505,954)	(505,954)	(505,954)
General Fund Contribution	5,119,476	505,954	2,292,052	4,078,149
<b>Total Revenue</b>	<b>\$ 8,886,157</b>	<b>\$ 8,886,157</b>	<b>\$ 8,886,157</b>	<b>\$ 8,886,157</b>

Rate including Out of City Subsidy -				
<b>Monthly Fee</b>		\$ 19.41	\$ 14.55	\$ 9.70
<b>Annual Fee</b>		\$ 232.87	\$ 174.65	\$ 116.43



# Out of City Costs

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<b>EMS Out of City Cost - 2015</b>	<b>Total</b>
<b>Total EMS Out of City Cost</b>	<b>\$ 694,609</b>

<b>Revenue Out of City</b>	
Emergency Ambulance Service Payments	<b>\$ 188,655</b>
<b>Total Revenues Out of City</b>	<b>\$ 188,655</b>

<b>Net Cost Out of City</b>	<b>\$ 505,954</b>
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\*Emergency Ambulance Service Payments based on actual payments received for 2015 Out of City incidents



# Costs by Out of City Jurisdiction

	Richland Fire Department	Benton County	Pasco	Walla Walla	Total
<b>Costs per Jurisdiction</b>	<b>\$ 91,584</b>	<b>\$ 581,528</b>	<b>\$ 19,622</b>	<b>\$ 1,874</b>	<b>\$ 694,609</b>
Availability Cost - EMS	75,202	477,507	16,112	1,539	570,361
Demand Cost - EMS	16,382	104,020	3,510	335	124,248
<b>Revenue per Jurisdiction</b>	<b>\$ 19,949</b>	<b>\$ 164,503</b>	<b>\$ 4,203</b>	<b>\$ -</b>	<b>\$ 188,655</b>
Transport Revenues	19,949	164,503	4,203	-	188,655
<b>Net Cost of Service to City</b>	<b>\$ (71,635)</b>	<b>\$ (417,024)</b>	<b>\$ (15,420)</b>	<b>\$ (1,874)</b>	<b>\$ (505,954)</b>

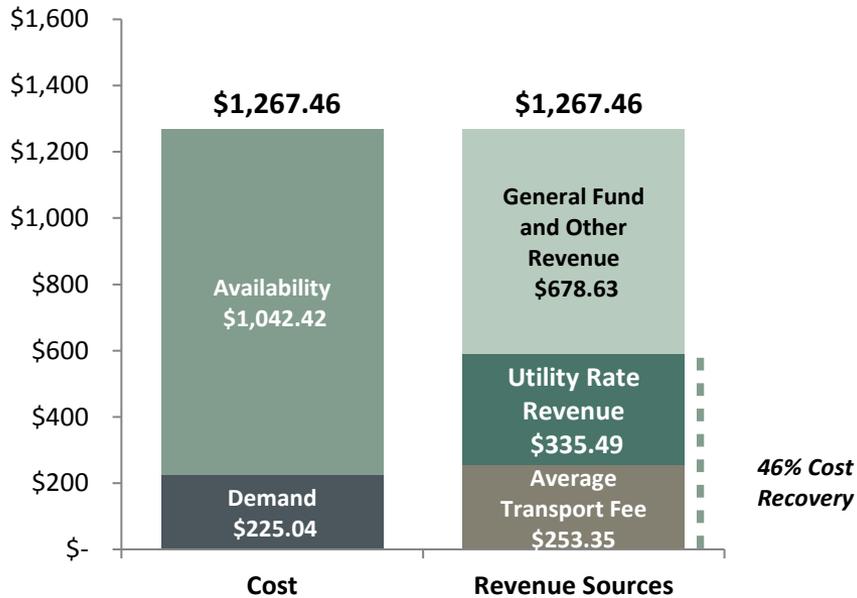
EMS Incidents	Richland Fire Department	Benton County	Pasco	Walla Walla	Total
# of EMS Incidents	95	505	20	1	<b>621</b>
Percentage	15%	81%	3%	0%	<b>100%</b>

EMS Transports	Richland Fire Department	Benton County	Pasco	Walla Walla	Total
# of EMS Incidents	42	302	7		<b>351</b>
Percentage	12%	86%	2%	0%	<b>100%</b>

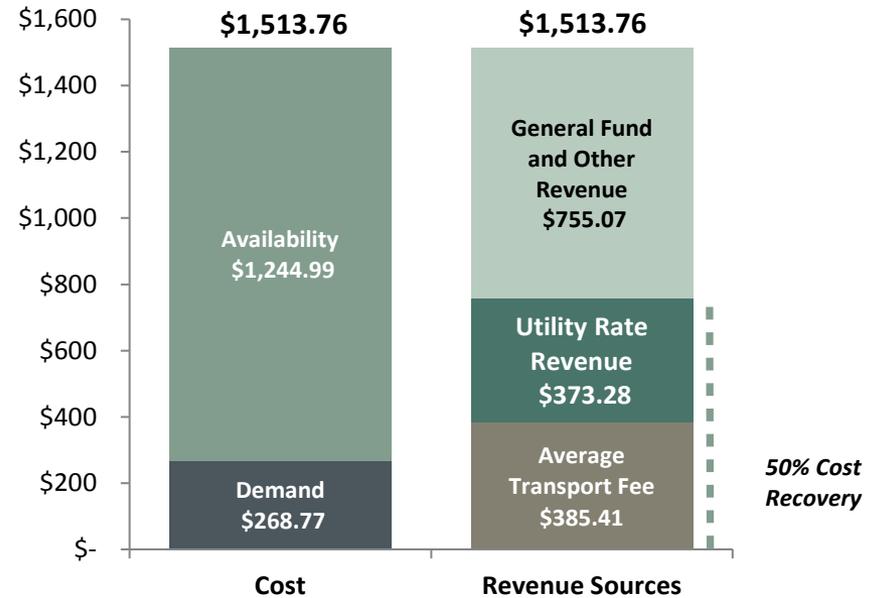


# Average Incident and Transport Costs

## Average Cost per Incident



## Average Cost per Transport





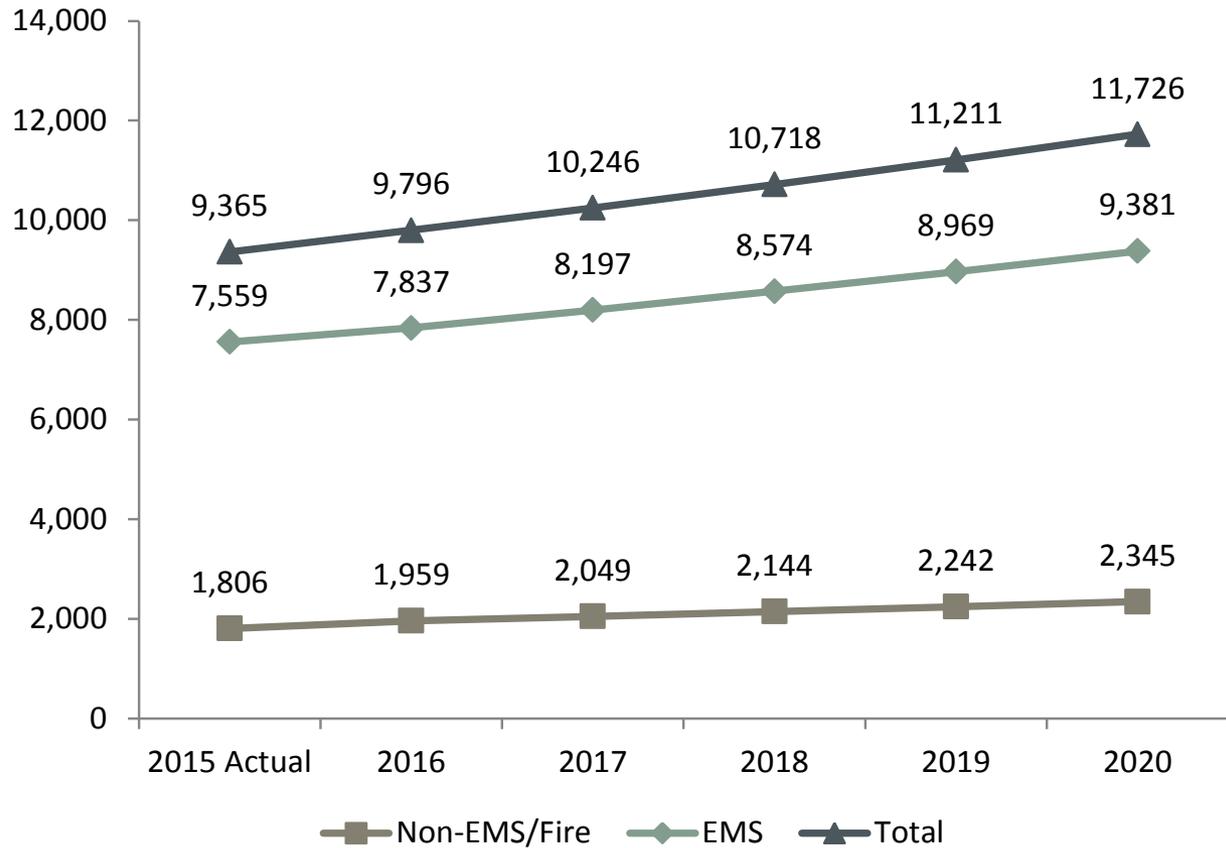
# Forecast Assumptions

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- ◆ Personnel costs inflate by an average of 2.9% (Seattle Non-farm Annual Wage Index)
- ◆ All other costs inflate by an average of 2.3% (Seattle CPI forecast)
- ◆ Annual single family account growth - 1.5%, annual multi-family account growth - 1.2% (Five-year average, Washington State's Office of Financial Management)
- ◆ Annual incident growth - 4.6%
- ◆ 66% of EMS incidents are transported
- ◆ Under HB 2007 legislation, Medicaid reimbursements will increase to the same payment amount as Medicare in 2017
- ◆ Three new captain positions, six new firefighter/paramedic positions, and three new firefighter EMT positions will be added in 2019 with the opening of Station 6 (staggered hiring of four FTEs every three months)

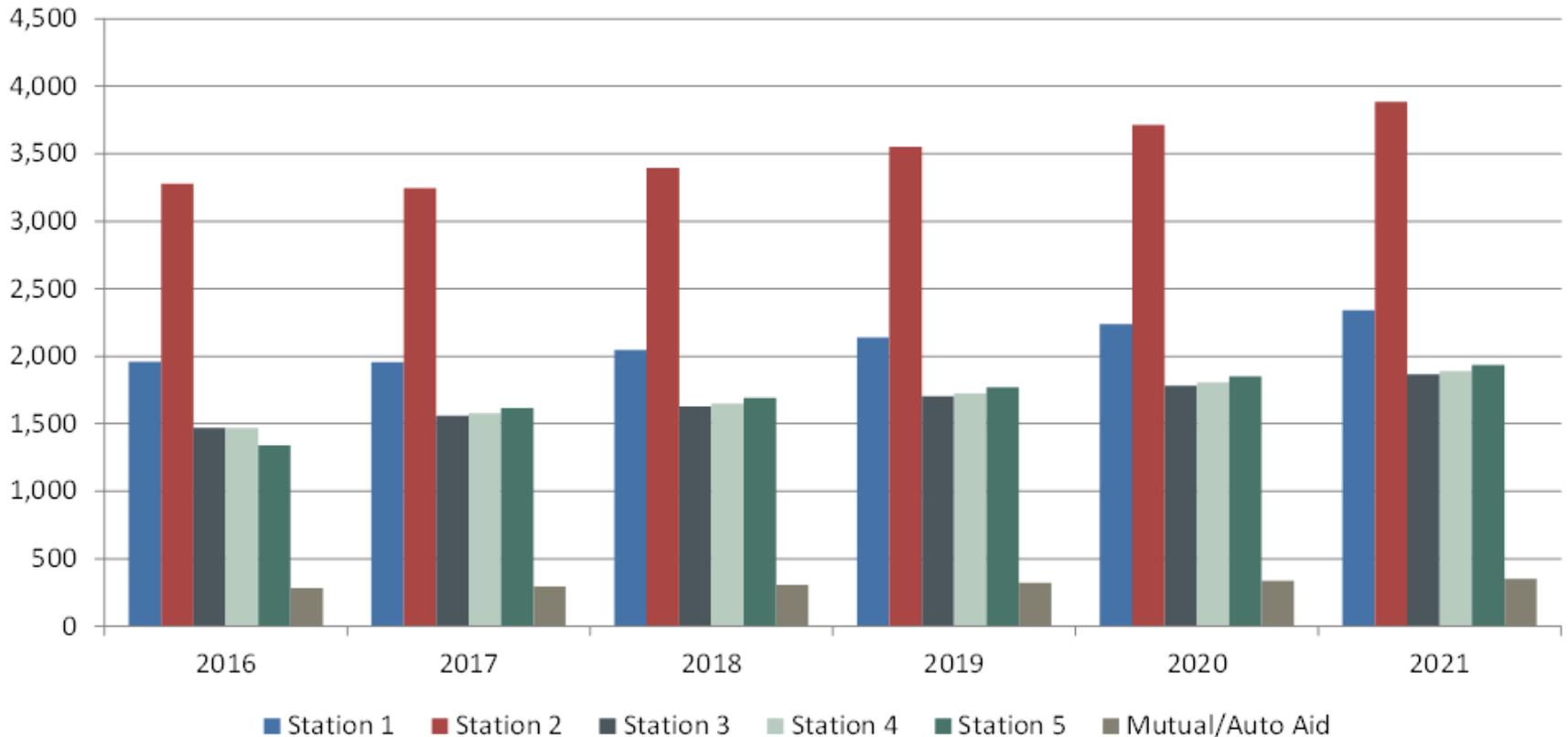


# Projected Incident Growth





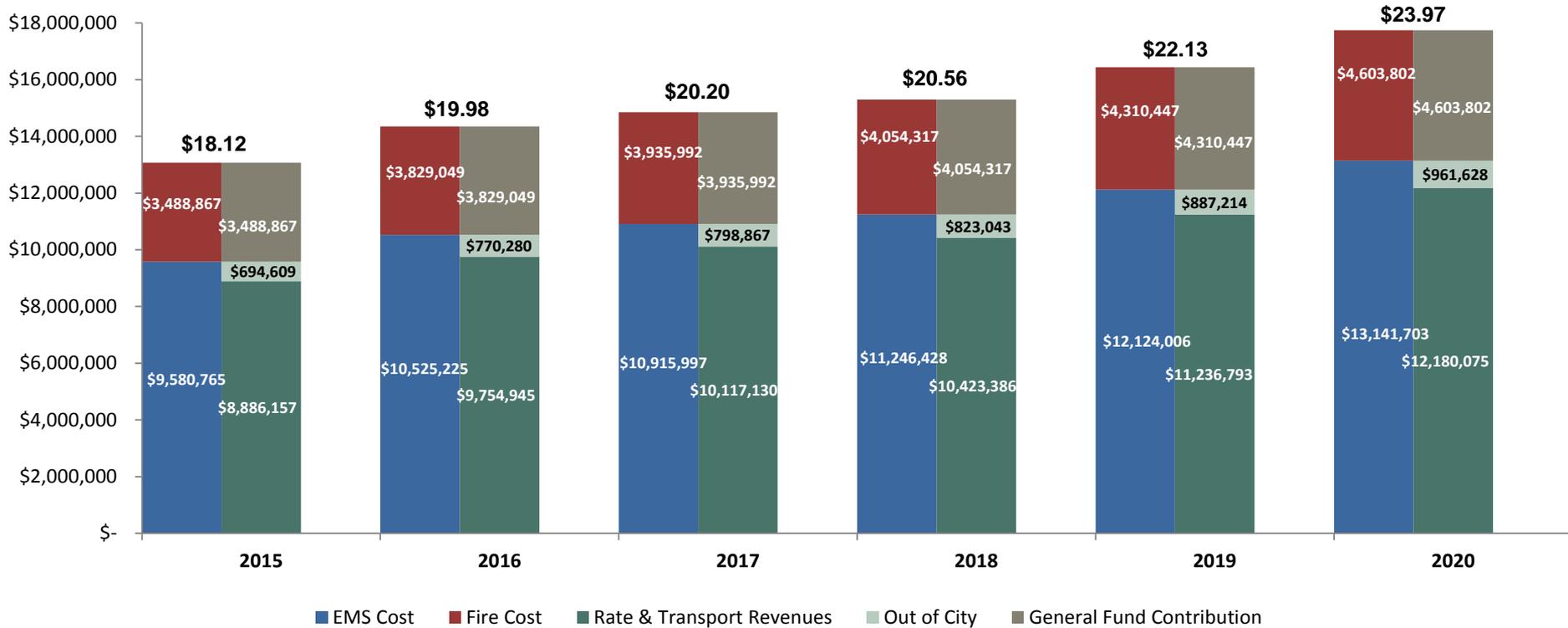
# Projected Incidents by Station



Beginning in 2016, Stations 1, 3, 4 and 5 operate with 3 person jump crews equipped to respond to either a fire or EMS incident, while Station 2 has dedicated 3 person crews to respond to both fire and EMS incidents.



# Full Cost Rate Forecast





# Questions?

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Contact Peter Moy:  
(425) 867-1802 x228  
[www.fcsgroup.com](http://www.fcsgroup.com)

**Council Workshop  
Coversheet**



Agenda Item Number	2.	Meeting Date	11/22/2016
Agenda Item Type	Presentation		
Subject	Fall 2016 Budget Adjustment		
Ordinance/Reso #	5685	Contract #	
Project #		Permit #	
Department	Finance		

Info Only

Policy Review

Policy DevMnt

Other

**Summary**

The fourth and final budget adjustment of the 2015/2016 biennium is scheduled for City Council's consideration at the December 6th Council meeting. At the November 22nd workshop meeting, staff will provide Council with a summary of the major individual items included in the proposed budget adjustment as well as an overview of the total proposed budget adjustment by fund type.

Through

Attachments: PowerPoint

Dept Head Approval

Dan Legard  
Nov 15, 16:57:18 GMT-0800 2016

City Mgr Approval

Marie Mosley  
Nov 17, 19:09:27 GMT-0800 2016



# Fall 2016 Budget Adjustment

City Council Workshop  
November 22, 2016

# Significant Items

- To appropriate for revised revenue projections including anticipated increases in regular/optional sales tax and criminal justice sales tax
- To appropriate for the America's Best Community grant
- To appropriate for additional fire overtime costs, including incident management team (IMT) reimbursements
- To appropriate for replenishment of Risk Management Fund reserves
- To appropriate for the City's 2016 bond issue and completion of Bob Olson Parkway (including outside lanes)
- To appropriate for the Entiat to Canal Drive water main project and replacement of 2 failed influent pumps in the water and sewer fund
- To appropriate for additional capital improvements at the Toyota Center & Arena
- To appropriate for the SR397 stormwater line project & a stormwater rate study
- To appropriate for the replacement of the City's fleet management software utilizing one-time savings in fuel costs



# Fall Budget Adjustment (Thousands)

Fund Type	2015/2016 Adjusted Budget	Fall 2016 Budget Adjustment	2015/2016 Proposed Budget
General & Street	\$ 99,932	\$ 893	\$ 100,825
Special Revenue Funds	19,495	589	20,084
Debt Service Funds	12,855	-	12,855
Capital Funds	53,419	10,820	64,239
Proprietary Funds	98,523	390	98,913
Trust Funds	4,874	-	4,874
Totals:	<u>\$ 289,098</u>	<u>\$ 12,692</u>	<u>\$ 301,790</u>

Questions?

**Council Workshop  
Coversheet**



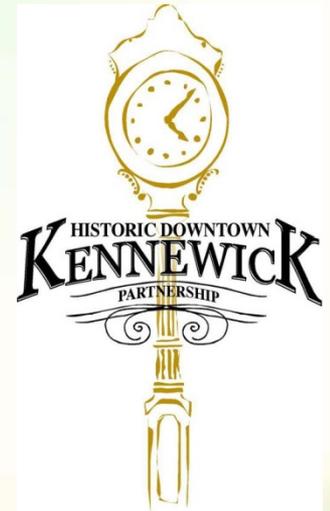
Agenda Item Number	3.	Meeting Date	11/22/2016
Agenda Item Type	Presentation		
Subject	HDKP Annual Report		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Employee & Community Relations		

Info Only	<input checked="" type="checkbox"/>
Policy Review	<input type="checkbox"/>
Policy DevMnt	<input type="checkbox"/>
Other	<input type="checkbox"/>

**Summary**

Dan Smith, Executive Director of the Historic Downtown Kennewick Partnership will provide Council with an annual update of activities and Main Street accomplishments. The HDKP has requested that Council provide \$37,500 in continued Main Street financial support to the group for 2017.

Through	Terry Walsh Nov 17, 07:39:28 GMT-0800 2016	Attachments: 2016 Presentation City Council
Dept Head Approval	Terry Walsh Nov 17, 07:39:30 GMT-0800 2016	
City Mgr Approval	Marie Mosley Nov 17, 19:12:25 GMT-0800 2016	



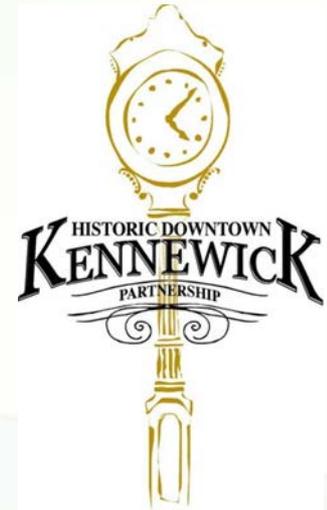
*Historic Downtown Kennewick Partnership  
Annual Report  
11/22/2016*

# Mission Statement

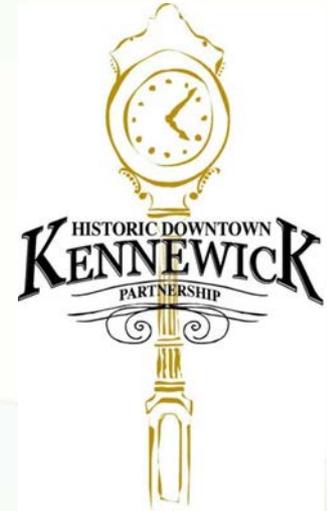
"The mission of the Historic Downtown Kennewick Partnership is to enhance the downtown's economic prosperity and vitality and to preserve its history through community partnerships"

# *National Main Street Approach*

- Design
- Economic Vitality
- Organization
- Promotion



# *Design Committee*



Design works on getting the downtown area into top physical shape and capitalizing on it's best asset such as historic buildings and traditional downtown layouts.

- Downtown Beautification
- Light Box Art
- Skating Rink Christmas Display
- Façade Improvements
- Tree Lighting



# Traffic Box Art Project



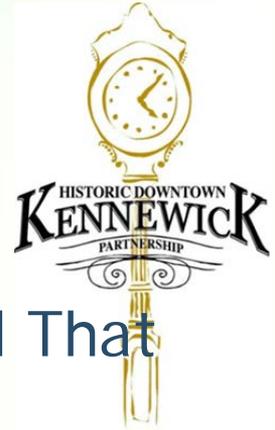


# *Economic Vitality Committee*

The Economic Restructuring Committee helps existing downtown businesses expand and recruits new ones to respond to today's market.

The Economic Restructuring Committee also helps convert unused space into productive property and sharpen the competitiveness of business enterprises.





## *New Businesses*

- R3spond
- Liberation Bike Shop
- Sand Dollar Alpaca
- Thread Resale Boutique
- Myo Therapeutic Massage
- Frenches Recording Studio
- Fur on the Floor

## *Remodeled*

- Bergan's Timeless Treasures

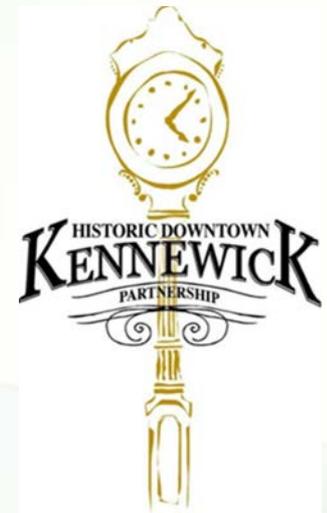
## *Relocated Businesses*

- A Little of...This and That
- Pixel Soft Films
- Meier Architect Group



# *Organization Committee*

The Organization Committee has the tough work of building consensus and cooperation among the groups that have an important stake in the district using the common sense formula of a volunteer-driven program and an organizational structure of board and committees.



# *Membership Benefits*

- Gives you a sense of community
- Offers design and financial assistance
- Help facilitate events
- Assist property owners with web listing of their rentable properties
- Provide business owners a secondary web listing
- A place at the table when vital decisions need to be made
- Welcome Packets to new businesses

# *Downtownner of the Year Banquet*

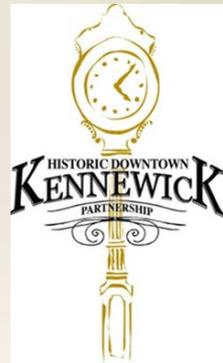


**2015 Downtownners of the Year**  
**Russel Del Gesso**



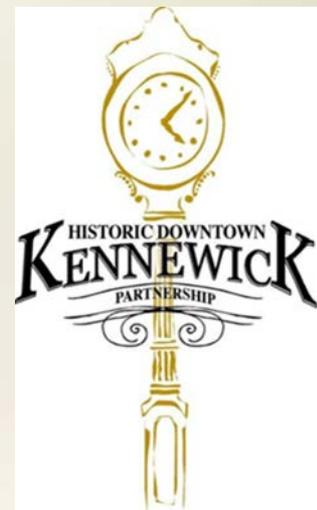
**2015 Volunteer of the Year**  
**Brooke Yount**

**2015 Business of the Year**  
**Victoria's Academy**

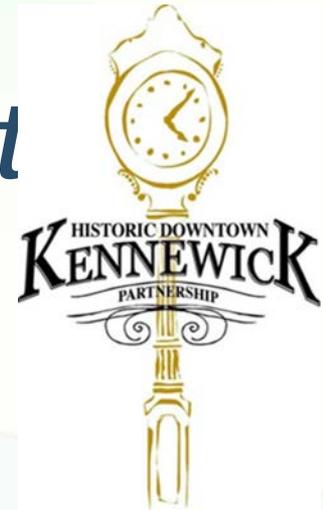


# *Promotion Committee*

The Promotion Committee helps with forging a positive image of the downtown through advertising, retail promotional activity, special events, and marketing campaigns carried out by local volunteers.

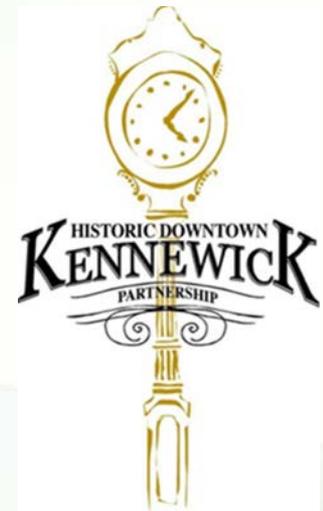


# 2016/17 Promotional Event



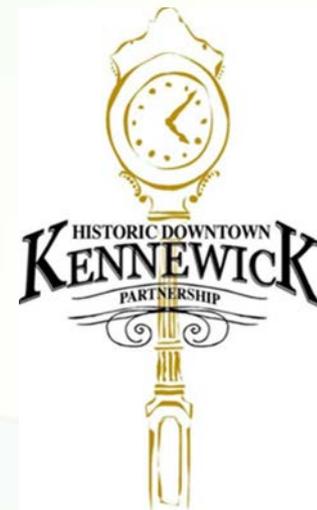
- Art Walk - First Thursdays
- Discover The Charms - May 4<sup>th</sup> - 6<sup>th</sup>
- Classy Chassy Show & Shine - May 12<sup>th</sup> & 13<sup>th</sup>
- Historic Downtown Kennewick Farmers Market - Thursday Nights
- Benton-Franklin County Fair Parade  
& Street Dance - August 18<sup>th</sup> & 19<sup>th</sup>
- Girls' Night Out - October 5<sup>th</sup>
- Halloween - October 31<sup>st</sup>
- A Merry Little Christmas Village - First 2 Saturdays in December
- Centennial Flag Plaza Ice Skating Rink - Weekends in December

# *Kennewick First Thursday & Art Walk*



ARTWALK + MUSIC + EXPLORATION

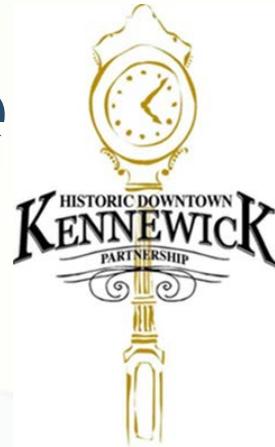
# *Discover The Charms*



DISCOVER THE  
**CHARMS**

OF HISTORIC DOWNTOWN KENNEWICK

# Classy Chassy Show and Shine



**May 13th & 14th**

<b>Friday</b> <b>RALLY</b>	4 pm - 6 pm Starting at Overturf Motors	<b>Saturday</b> <b>SHOW AND SHINE</b>	8 am - 4 pm on Kennewick Avenue Between Washington St. and Dayton St.
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**★ 17TH ★  
ANNUAL**

**Classy Chassy**

**SHOW & SHINE**  
HISTORIC ★ 2016 ★ DOWNTOWN  
KENNEWICK

FOR INFORMATION CALL 509-582-7221 OR  
VISIT THE WEBSITE [WWW.HISTORICKENNEWICK.ORG](http://WWW.HISTORICKENNEWICK.ORG)

**PREMIER SPONSORS:**

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# Historic Downtown Kennewick Farmers Market



HISTORIC DOWNTOWN KENNEWICK

## FARMERS MARKET

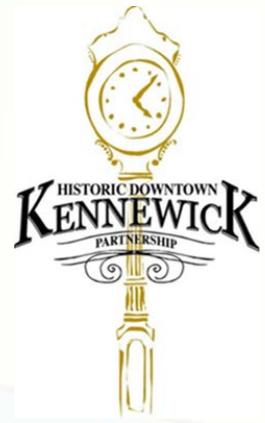


**4-8 PM**  
EVERY THURSDAY  
June 2nd - October 13th  
Flag Plaza - Corner of Benton and W. Kennewick Ave

[www.historickennewick.org](http://www.historickennewick.org)



# Halloween



*Special Thanks to the Merchants Downtown who make this a great event, including Washington Hardware for donating the wagons.*

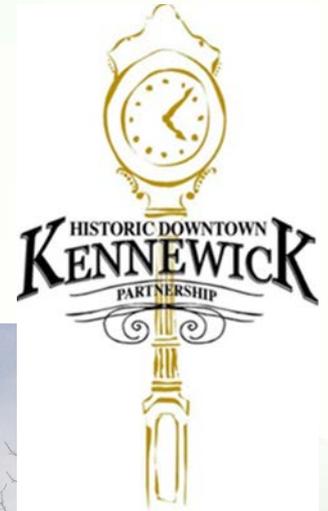


MERRY LITTLE CHRISTMAS VILLAGE  
DECEMBER 3<sup>RD</sup> & 10<sup>TH</sup>, 2016

Ice Skating • Hayrides • Santa  
Activities • Music • Fun!

THE HOLIDAYS ARE COMING TO  
DOWNTOWN KENNEWICK!

# Centennial Flag Plaza Ice Skating Rink



# *Continuing Programs*

- Bridge to Bridge/River to Rail Task Force
  - Taking the lead
  - Linkage - Washington Avenue
  - Anchor location in the Downtown Area
  - Improve Streetscape
    - Enhance Railroad Crossing
    - Walkability/Bikeability

# *Continued Partnerships*

- City of Kennewick
- Port of Kennewick
- Benton/Franklin Council of Gov't
- Visit Tri-Cities
- Tri-Cities Chamber of Commerce
- Businesses inside our boundries

# Questions

## Contact Information:

Dan Smith

Email: [dsmith@historickennewick.org](mailto:dsmith@historickennewick.org)

Office Address: 124 W. Kennewick Ave

Phone Number: 509-582-7221

Website: [Historickennewick.org](http://Historickennewick.org)



# Council Workshop Coversheet



Agenda Item Number	4.	Meeting Date	11/22/2016
Agenda Item Type	Ordinance		
Subject	Amendment to KMC 17.12 Short Plats		
Ordinance/Reso #	5686	Contract #	
Project #	ZOA 16-05	Permit #	PLN-2016-02371
Department	Planning		

Info Only	<input type="checkbox"/>
Policy Review	<input type="checkbox"/>
Policy DevMnt	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>

## Summary

Planning proposes to revise the short plat code into a two step process - a Preliminary Short Plat and a Final Short Plat. The proposal is in response to our Development Community's request the City provide them with a formal approval prior to their investment in the infrastructure requirements.

Also included in the amendment:

Allowing offers or agreement to sell contingent upon recording - which is currently not allowed in the short plat code and will provide consistency with the Platting code;

Proposed general wording and format updates to facilitate electronic advancements without future code revisions;

We propose to add a section for improvements through guarantees to codify current practices.

Proposed SEPA reference changes are to maintain consistency with State Law.

The Planning Commission held a public hearing on November 7, 2016 to consider these proposed changes. City staff presented the draft changes at the hearing; no public testimony was provided at the hearing.

Through

Michelle Dellinger  
Nov 16, 12:16:06 GMT-0800 2016

Dept Head Approval

Gregory McCormick  
Nov 16, 13:38:15 GMT-0800 2016

City Mgr Approval

Marie Mosley  
Nov 18, 07:19:11 GMT-0800 2016

Attachments:

Ordinance - redline  
Presentation

CITY OF KENNEWICK  
ORDINANCE NO. 5686

AN ORDINANCE RELATING TO SHORT PLATS AND AMENDING SECTIONS 17.13.030, 17.13.040, 17.13.050, 17.13.060, 17.13.110, AND 17.13.150; REPEALING AND RECODIFYING SECTION 17.13.090 TO 17.13.075; ADDING NEW SECTIONS 17.13.055, 17.13.081, 17.13.082, 17.13.085, 17.13.092, 17.13.095, 17.13.100, 17.13.105; AND REPEALING 17.13.080 AND 17.13.130 OF THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS FOLLOWS:

**Section 1.** Section 17.13.030 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

**17.13.030: Plat Administrator:** The Planning Director or his/her designee, shall act as the City's Plat Administrator. The Plat Administrator ("Administrator") will summarily approve, conditionally approve, or disapprove proposed final short plats. The Administrator may adopt reasonable rules to implement this Chapter. (Ord. 5686 Sec. 1, 2016; Ord. 5415 Sec. 27, 2012; Ord. 5280 Sec. 1, 2010)

**Section 2.** Section 17.13.040 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

**17.13.040: Preliminary Short Plat Application:** All preliminary short plat applicants must submit a short plat signed application signed by all property owners of the for a short subdivision and consisting of the following:

- (1) A ~~required number of copies and one reproducible~~ copy of a short plat map prepared in a format designated by the Plat Administrator and in accord with Section 17.13.050;
- (2) A title report dated not more than ~~3060~~ days prior to the application date showing the name of anyone with an interest in the land being subdivided;
- (3) A filing fee in accord with the adopted fee schedule; and
- ~~(4) A SEPA checklist consistent with the provisions of KMC 4.08.510(2); and~~
- (5) Those plats proposing individual on-site waste disposal systems as the means of sewage disposal must include a preliminary review from the Benton-Franklin Health District indicating the proposal generally complies with health district regulations or gives specific conditions necessary to bring a proposal into compliance with said regulations. (Ord. 5686 Sec. 2, 2016; Ord. 5415 Sec. 28, 2012; Ord. 5342 Sec. 2, 2011; Ord. 5280 Sec. 1, 2010)

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**Section 3.** Section 17.13.050 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

**17.13.050: Plat Map:** A plat map must be submitted in a format designated by the Plat Administrator on a sheet size capable of printing toof eighteen inches by twenty-four inches, to a scale not to exceed one inch equals one hundred feet, unless otherwise approved by the

Administrator. The plat map must be of the entire contiguous tract and must include the following:

- (1) The parent parcel tax ID number;
- (2) Street address ~~designated by the City shown in brackets~~ on each parcel;
- (3) The boundaries of abutting property, current references to recorded plats of adjoining land by record name, date, number and parcel number;
- (4) A completed survey showing the boundaries of each lot, the total short subdivision, and a description of all monuments set;
- (5) The legal description of the boundary of the short subdivision;
- (6) The location of all existing structures to remain, existing septic tanks, drain fields and wells with dimensions to proposed property lines;
- (7) The location of roads, utilities, easements, or rights-of-way existing and proposed for the short plat;
- ~~(8) Notarized signatures of all parties having an interest in the land agreeing to the division of property and the dedication of any rights of way or easements;~~
- (89) All existing and planned intersection locations and widths to include public and private roadway intersections, driveways, and recorded access easements for roadways shall be shown for a distance of 300 feet from the plat edges along any adjacent roadways. The City Traffic Engineer may consider exceptions to this requirement;

(9) A vicinity map:

(10) Approval of certificates as shown below:

(a) Owner's Certificate and acknowledgement:

(i) Owner's Certificate in the following format:

I/We (owner's name) of (Company name, if owned by a company), hereby certify that we are the owners of the tract of land described hereon and that we have caused said land to be surveyed and the lots created as shown and that the street right-of-way and the utility easements are hereby dedicated to the use of the public.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(ii) Acknowledgement in a format consistent with Section 17.13.140

(b) Land Surveyor's Certificate:

I, (surveyor's name), a registered land surveyor, hereby certify that the short plat as shown hereon is based on an actual field survey of the land described and that all corners and dimensions are correctly shown and that said short plat is staked on the ground as indicated hereon.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(c) Treasurer's Certificate:

I hereby certify that the taxes on the land described hereon have been paid to and including the year \_\_\_\_.

\_\_\_\_\_  
Tax Parcel Number

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\_\_\_\_\_  
Benton County Treasurer

\_\_\_\_\_  
Date

(d) Irrigation District Certificate:

~~(i) Certificate in format determined by the applicable districts. Non-Irrigable Lands (Dry) Certificate. This land is within the Kennewick Irrigation District boundaries, but is not assessed at this time and the irrigation easements are approved as shown.~~

\_\_\_\_\_  
\_\_\_\_\_  
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Signature  
\_\_\_\_\_  
\_\_\_\_\_  
Title  
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\_\_\_\_\_  
Date

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~~(ii) Irrigable Lands Certificate. The irrigation assessments on the land described hereon are paid through the year \_\_\_\_\_. The irrigation right-of-way and easements as shown hereon are hereby approved and the completed irrigation water distribution system has been installed or provision made for its installation.~~

\_\_\_\_\_  
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(e) Public Utility District Certificate:

The utility easements are hereby approved by Benton Public Utility District No. 1.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

(f) City of Kennewick Plat Administrator's Certificate:

The short plat is hereby approved by and for the City of Kennewick, Benton County, Washington.

\_\_\_\_\_  
City of Kennewick File Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City of Kennewick Plat Administrator

\_\_\_\_\_  
Date

(g) Auditor's Certificate:

Filed for record this \_\_\_ day of (Month), (Year), at \_\_\_ minutes past \_\_\_  
and recorded in volume \_\_\_ of surveys, page \_\_\_, at the request of \_\_\_.

\_\_\_\_\_  
Benton County Auditor

\_\_\_\_\_  
Fee number

~~(11) A vicinity map.~~

~~(12) Upon final approval, a plat map must be drawn in ink on good quality mylar, to all the requirements of this section and submitted for signature with the surveyor's certificate, owner's certificate with dedication, acknowledgement, and utility approvals completed. (Ord. 5686 Sec. 3, 2016; Ord. 5575 Sec. 1, 2014; Ord. 5470 Sec. 2, 2012; Ord. 5415 Sec. 29, 2012; Ord. 5280 Sec. 1, 2010)~~

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**Section 4.** Section 17.13.060 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

**17.13.060: Administrative Review:** Upon the receipt of a completed preliminary short plat application, ~~the Administrator will distribute~~ copies of the information will be distributed to any involved parties and agencies as necessary for review. The City Administrator, with the assistance of other reviewing agencies, will ~~determine whether to grant Preliminary Short Plat approval when the following findings are made:~~

- (1) The proposed lots conform to the Kennewick Municipal Code Comprehensive Plan and the zoning ordinance;
- (2) The proposed short subdivision meets the criteria of Section 17.10.080(1);
- (3) Applicable irrigation assessments ~~have will been~~ paid and adequate utility easements will have been provided; and
- (4) The public use and interest will be served by permitting the proposed division of property. (Ord. 5686 Sec. 4, 2016; Ord. 5415 Sec. 30, 2012; Ord. 5280 Sec. 1, 2010)

**Section 5.** Section 17.13.110 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

**17.13.110: ~~No Sale or Transfer Agreement to Sell Upon Recording:~~** An offer or agreement to sell, lease, or otherwise transfer a lot, tract, or parcel of land following preliminary short plat approval which is expressly conditioned on the recording of the final plat is lawful. All payments on account of an offer or agreement conditioned as provided in this section must be deposited in an escrow or other regulated trust account and no disbursement to sellers is permitted until the final plat is recorded. No person may transfer, sell, lease, or offer for transfer, sale, or lease any land subject to the requirements of short plat approval until a short plat has been approved and filed. (Ord. 5686 Sec. 5, 2016; Ord. 5280 Sec. 1, 2010)

**Section 6.** Section 17.13.150 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

**17.13.150: Notice of Application Filing:** Notice of application filing of a short plat adjacent to or within one mile of another municipal boundary, must be given to the appropriate municipal official. Notice of such application filing located adjacent to the right-of-way of any existing or proposed state or federal highway, must be given to the State Department of Transportation. Notice of the application filing may be given to any other agency deemed prudent by the City. (Ord. 5686 Sec. 6, 2016; Ord. 5280 Sec. 1, 2010)

**Section 7.** Section 17.13.090 of the Kennewick Municipal Code, be, and the same hereby is, repealed and recodified as Section 17.13.075 to read as follows:

**17.13.075090: Procedure - Appeal:** Any person aggrieved by the decision of the Administrator to ~~approve~~, conditionally approve, or disapprove a proposed preliminary short plat may appeal the decision to the Hearing Examiner within ten days following issuance of the decision. The Hearing Examiner will hold an open record appeal hearing and may affirm or reverse the Administrator's decision or may remand the application to the Administrator with instructions to approve the same upon compliance with conditions imposed by the Hearing Examiner. Any person aggrieved by a decision of the Hearing Examiner may appeal to the Superior Court of Benton County for such relief as he may be entitled within twenty-one (21) days of the decision. (Ord. 5686 Sec. 7, 2016; Ord. 5415 Sec. 32, 2012; Ord. 5322 Sec. 44, 2010; Ord. 5280 Sec. 1, 2010).

**Section 8.** There is hereby added a new Section 17.13.055 to the Kennewick Municipal Code, to read as follows:

**17.13.055: Conditional Approval of Preliminary Short Plat:** Preliminary Short Plats must be conditionally approved, or returned to the applicant for modification or correction, or denied within 30 days from the date of filing, unless the applicant consents to an extension. The 30-day period does not include the time spent making an environmental determination, and the preparation and circulation of any environmental impact statement required by RCW 43.21C. The reasons for denial must be given in writing. Written findings that are appropriate must be provided with each conditional approval or denial (RCW 58.17.060). A final short plat, meeting all the requirements of this Title, must be submitted to the City for approval within 180 days of the preliminary short plat conditional approval as provided under KMC 4.12.075. (Ord. 5686 Sec. 8, 2016)

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**Section 9.** There is hereby added a new Section 17.13.081 to the Kennewick Municipal Code, to read as follows:

**17.13.081: Final Short Plat Requirements:** All final short plats must provide the following:  
(1) A required number of copies of a short plat map prepared in accord with Section 17.13.040 in a format designated by the Plat Administrator. (Ord. 5686 Sec. 9, 2016)

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**Section 10.** There is hereby added a new Section 17.13.082 to the Kennewick Municipal Code, to read as follows:

**17.13.082: Final Short Plat Administrative Review:** Copies of the information will be distributed to any involved parties and agencies as necessary for review. The City, with the assistance of other reviewing agencies, will determine whether:  
(1) The proposed final short plat meets the conditions of approval of the preliminary short plat.  
(2) The final plat map meets the requirements of KMC 17.13.050, and 17.13.095. (Ord. 5686 Sec. 10, 2016)

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**Section 11.** There is hereby added a new Section 17.13.085 to the Kennewick Municipal Code, to read as follows:

**17.13.085: Final Plat Map:** A final plat map must be submitted in a format designated by the Plat Administrator. The plat map must be of the entire contiguous tract and must include the following:  
(1) All items and certificates required and approved on the Preliminary Short Plat;  
(2) The location of existing roads, utilities, easements, or rights-of-way. (Ord. 5686 Sec. 11, 2016)

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**Section 12.** There is hereby added a new Section 17.13.092 to the Kennewick Municipal Code, to read as follows:

**17.13.092: Approval of Final Short Plat:**  
(1) Upon final approval, a short plat drawn on an eighteen (18) inches by twenty-four (24) inches sheet of material approved by the County Auditor, to all the requirements of this section and submitted for City of Kennewick Plat Administrator's signature with the surveyor's certificate, owner's certificate with dedication, acknowledgement, and utility signatures completed.  
(2) When the Plat Administrator finds that the subdivision proposed for a final short plat conforms to the approved preliminary short plat and meets the requirements of this code and other applicable state laws, it will suitably inscribe and execute its written approval on the face of the plat.  
(3) The original must be filed with the County Auditor.  
(4) Copies of the recorded plat must be furnished to the City in a format designated by the Plat Administrator. (Ord. 5686 Sec. 12, 2016)

**Section 13.** There is hereby added a new Section 17.13.095 to the Kennewick Municipal Code, to read as follows:

**17.13.095: Construction of Improvements:** Prior to final plat approval;  
(1) All public rights-of-way must be improved and utilities installed to the minimum requirements of this code and the preliminary plat. Improvements may be greater than the minimum requirements, subject to approval of the Public Works Director.  
(2) All required infrastructure improvements must be substantially completed as approved by the Public Works Director. Minor improvements consisting only of sidewalks and

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landscaping where applicable, or similar improvements, as determined solely by the Public Works Director may be secured by a plat bond.

(3) In lieu of completion of these minor improvements, prior to recording of the short plat, a plat bond issued by a licensed corporate surety or two individual sureties or other approved surety must be provided, to the full amount of the cost of such work, as estimated or approved by the Public Works Director, including construction inspection costs, but in no case less than \$2,000.00.

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(4) All or a portion of security will be released upon acceptance of the improvements by the Public Works Director, or upon substitution of another guarantee or approved bond or security.

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(5) If, after two years, all improvements are not so improved, the City will cause the improvements to be provided in accord with the approved plans, and the costs thereof must be paid by the bonding company, or out of the savings account assignment or other security.

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(6) In lieu of the plat bond, a cash bond, a certified check, an irrevocable letter of credit, or other surety approved by the City Manager and City Attorney, equal to the cost of improvement multiplied by 125% may be posted. In addition, the City may require security up to two years against any defect in workmanship or materials in the installation of the improvements.

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(7) Improvements must be designed and certified by a registered civil engineer prior to the acceptance.

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(8) All city utility and street improvements must be approved by the Public Works Director prior to final inspection and occupancy of any structure within the plat. (Ord. 5686 Sec. 13, 2016)

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**Section 14.** There is hereby added a new Section 17.13.100 to the Kennewick Municipal Code, to read as follows:

**17.13.100: Approval Before Filing:** The County Auditor may not accept any plat for filing until approved by the City of Kennewick Plat Administrator. Should a plat be filed without approval, the City may compel the auditor and assessor to remove it from their files or records. (Ord. 5686 Sec. 14, 2016)

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**Section 15.** There is hereby added a new Section 17.13.105 to the Kennewick Municipal Code, to read as follows:

**17.13.105: Unauthorized Sale or Transfer:** Whenever any parcel of land is divided, and any person, firm or corporation, or their agent sells or transfers, or offers or advertises for sale or transfer, any such lot, tract, or parcel without having a plat of such subdivision filed for record, the City Attorney may commence an action to restrain and enjoin further subdivisions, sales, transfers, or offers and to compel compliance with this Title. The costs of such action will be taxed against the person, firm, corporation, or agent selling, transferring, or offering the property. (Ord. 5686 Sec. 15, 2016)

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**Section 16.** Section 17.13.080 of the Kennewick Municipal Code, be, and the same hereby is, repealed.

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~~17.13.080; Approval and Filing: Upon receipt of the application, the Administrator will notify the applicant of approval, conditional approval, or denial of the application within 30 days from the date of filing unless the applicant consents to an extension. The reasons for denial must be given in writing. Written findings that are appropriate must be provided with each approval or denial (RCW 58.17.060). If the application is either approved or conditionally approved, the applicant must satisfy all conditions and submit the original of the map to the Administrator for final approval. The applicant must record the original with the Benton County Auditor before the lots may be sold. Upon recording, the applicant must return two (2) copies with one reproducible copy or electronic equivalent of the recorded short plat to the City. (Ord. 5415 Sec. 31, 2012; Ord. 5280 Sec. 1, 2010)~~

Field Code Changed

**Section 17.** Section 17.13.130 of the Kennewick Municipal Code, be, and the same hereby is, repealed.

~~17.13.130; Dedication of Land for Park Purposes: As a condition of the approval of any short plat which will be used for residential purposes, the City will require the dedication of park land in accord with Chapter 17.100, the adopted Comprehensive Plan and the adopted Comprehensive Park and Recreation Plan. In the event that the property proposed to be subdivided is insufficient in size to provide for adequate recreational facilities for the residents in the proposed short plat and the area has been determined to have inadequate park facilities, the short plat will, in most cases, be disapproved, unless other measures which will reasonably protect the public's need for recreational areas can be agreed upon between the subdivider and the City. (Ord. 5280 Sec. 1, 2010)~~

Field Code Changed

**Section 18.** This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this \_\_\_\_ day of \_\_\_\_\_, 2016, and signed in authentication of its passage this \_\_\_\_ day of \_\_\_\_\_, 2016.

Attest:

\_\_\_\_\_  
STEVE C. YOUNG, Mayor

\_\_\_\_\_  
TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5686 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington this \_\_\_\_ day of \_\_\_\_\_, 2016.

Approved as to Form:

\_\_\_\_\_  
LISA BEATON, City Attorney

\_\_\_\_\_  
TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION \_\_\_\_\_

**Zoning Ordinance Amendment 16-05  
Revise KMC 17.13 to create  
Preliminary and Final Short Plat Process  
with additional code clean up**

**City Council Workshop  
November 22, 2016**

- Provide Applicants a formal approval prior to investing in infrastructure *without* time frame changes by implementing a two step process.
- Appeal period of 10 days at Preliminary Short Plat approval stage.
- Provide applicants a way to accept offers or agreements to sell contingent upon recording which is currently not in the code.
- Format wording updates to easily keep up with electronic advances without additional code revisions.
- Improvements through guarantees codified.
- Clean up of wording throughout the code.
- Remove references to SEPA requirements not allowed by State Law.

# Short Plat Code Amendment

- Draft Code Revision sent to Developers Group for review and comment on August 31, 2016.
- Discussed Irrigation District signature process with Kennewick Irrigation District.
- Presented to Developer Luncheon October 18<sup>th</sup> addressing concerns received – No additional comments or concerns from group.
- Received Irrigation District signature process changes from Kennewick Irrigation District.
- Minor changes to 17.13.095 by Public Works redistributed to Developer Group on October 27<sup>th</sup>, 2016.
- Planning Commission Public Hearing November 7<sup>th</sup>, 2016.

# Community Outreach

# Questions



# City Council Meeting Schedule December 2016

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December 6, 2016  
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

December 13, 2016  
Tuesday, 6:30 p.m.

WORKSHOP MEETING

1. Panhandling/Sign Code Update
2. City Manager's 2016 Accomplishments

December 20, 2016  
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

December 27, 2016  
Tuesday, 6:30 p.m.

WORKSHOP MEETING - *CANCELLED*