



**Council Chambers, 865 SE Barrington Drive  
CITY COUNCIL AGENDA  
August 3, 2016**

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**CALL TO ORDER**

Invocation - Led by John Ney, Pastor of Christ the King Community Church

Pledge of Allegiance - Led by Mayor Severns

Excuse Absent Councilmembers

**1. APPROVAL OF AGENDA**

**2. PRESENTATIONS**

- a. Proclamations
  
- b. Honors & Recognitions
  - i. Life Saving Award for Officer Padrta
  - ii. Recognition of Outstanding Service for Officer Gravel
  
- c. Community Presentations

**3. CITIZEN COMMENT PERIOD**

Citizens may comment on subjects of interest not listed on the agenda or items listed on the Consent Agenda. To ensure comments are recorded properly, state your name clearly into the microphone. Please limit comments to three (3) minutes to ensure all citizens have sufficient time to speak.

**4. CONSENT AGENDA**

Items on the Consent Agenda are considered to be routine by the Council and will be enacted with one motion unless separate discussion is requested. Approval of the Consent Agenda authorizes the Mayor to implement each item in accordance with staff recommendations.

Consent Items

- a. Approve Minutes of the Workshop Meeting on May 27, 2015, the Council Retreat held on June 30, 2016 and the Regular City Council Meeting on July 5, 2016, and the Workshop held July 27, 2016
- b. Approval of Payroll and Accounts Payable Vouchers
- c. Ordinance No.1776: Amending Ordinance 1765

- d. Appointment: Community Police Advisory Board (CAB), High School Alternate Position No. 7 - Austin McBride
- e. Appointment: Community Police Advisory Board (CAB), High School Position No. 7A - Jackson Wezeman
- f. Reappointment: Community Police Advisory Board, Position 8 - Sarah Hackley
- g. Weed, Graafstra and Associates Retainer Agreement for Legal Services
- h. Extend Contract with Interim Police Administrator Terry Gallagher
- i. NE 4th Ave. Water Main Replacement - Contract Close-out

**5. STAFF, MAYOR & COUNCIL COMMENTS**

- a. City Administrator
  - i. Clean Water Facility Project Update
- b. Mayor
- c. Councilmembers

**6. PUBLIC HEARINGS & MEETINGS**

To speak during a scheduled public hearing or meeting, please sign-in on the sheet provided in the Council Chambers. To ensure comments are recorded properly, state your name clearly into the microphone. Please limit comments to three (3) minutes to ensure all citizens have sufficient time to speak.

- a. Ordinance No. 1773: Medical Marijuana Facilities and Cooperatives - Code Amendment
- b. Resolution 16-25: 2016 Surplus List - Enterprise Fund Items No. 2
- c. Revenue Projections for 2017-2018 Biennium Budget
- d. Valley High Investments - Intent to Commence Annexation Proceedings

**7. ORDINANCES & RESOLUTIONS**

- a. Ordinance No. 1772: Impact Fee Deferral - Code Amendment and Resolution 16-20: Amending the Master Fee Schedule, Schedule A Development Services
- b. Resolution 16-23: Adoption of Transportation Plan
- c. Resolution 16-24: Transportation Improvement Program, 2017 - 2022 (*Public Hearing*)

**8. CONTRACTS & AGREEMENTS**

- a. None

**9. OTHER ITEMS FOR CONSIDERATION**

- a. None

**10. REPORTS & DISCUSSION ITEMS**

- a. None

**11. EXECUTIVE SESSION**

- a. None

**ADJOURN**

City of Oak Harbor  
City Council Agenda Bill

Bill No. C/A 4.a  
Date: August 3, 2016  
Subject: Approve Minutes of the  
Workshop Meeting on May 27,  
2015, the Council Retreat held  
on June 30, 2016 and the  
Regular City Council Meeting on  
July 5, 2016, and the Workshop  
held July 27, 2016

**FROM: Administration**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Approve Minutes as presented.

**BACKGROUND / SUMMARY INFORMATION**

**LEGAL AUTHORITY**

**FISCAL IMPACT**

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

**ATTACHMENTS**

1. [5/27/2015 Minutes](#)
2. [6/30/2016 Minutes](#)
3. [7/05/2016 Minutes](#)
4. [7/27/2016 Minutes](#)

**PURPOSE**

**CITY COUNCIL WORKSHOP**

**DISCUSSION**

Oak Harbor City Council  
Workshop Meeting Minutes  
May 27, 2015

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**CALL TO ORDER**

Mayor Pro Tem Paggao called the meeting to order at 3:00 p.m.

City Council members and City Staff introduced themselves.

**ROLL CALL**

City Council Present:

Mayor Pro Tem Danny Paggao  
Councilmember Bob Severns  
Councilmember Beth Munns  
Councilmember Joel Servatius  
Councilmember Beth Munns  
Councilmember Rick Almberg

Staff Present:

City Administrator Larry Cort  
Finance Director Dr. Merriman  
City Attorney Nikki Esparza  
Development Services Director Steve Powers  
Public Works Director Cathy Rosen  
City Engineer Joe Stowell  
Civil Engineer Brad Gluth  
Project Engineer Brett Arvidson  
Police Chief Ed Green  
Fire Chief Ray Merrill  
Human Resources Director Sara Piccone  
Human Resources Analyst Kim Andrews  
Executive Assistant to Dev. Services Kathy Gifford  
Fire Depart. Admin. Assistant Angela Braunstein  
Paralegal Kim Perrine  
Accountant Tallie Boyer  
Senior Planner Cac Kamak

Mayor Dudley and Councilmembers Hizon and Campbell were absent.

**1. DEPARTMENTAL BRIEFINGS**

**a. Introduction of New Employees**

Human Resources Director Sara Piccone introduced the City's newest employee Archaeologist Gideon Cauffman.

**b. Wellness Committee Recognition**

Dr. Cort recognized the Wellness Committee and thanked Dina Nichols for leading the Committee. Participants of the program save the City thousands of dollars on insurance premiums.

Dina Nichols introduced the Wellness Committee Members:

Angela Braunstein, Kim Perrine, Kathy Gifford, Kim Andrews, Sara Piccone, Stephanie Lee, Brad Von Haden, Meg Massey and Janet Sabalausky

**c. Comprehensive Financial Annual Report (CAFR)**

Dr. Merriman presented this item for discussion. Accountant Tallie Boyer assisted during the presentation.

This item includes the summary of the City's operations and Oak Harbor's financial position at the end of the calendar year. This report must be filed with the State Auditor's Office.

Questions from the Council.

**d. Centennial Oak Grove at Boyer Property**

Public Works Director Cathy Rosen explained that as a part of the City's Centennial Celebration, the City plans to plant 100 Garry Oak Saplings and 200 Garry Oak Seedlings. She described the process and explained that the City will be seeking donations to fund the Centennial Oak Grove Project.

Civil Engineer Brad Gluth assisted with questions during the discussion.

Questions from City Council.

**2. PENDING AGENDA ITEMS**

**a. Goldie Road, LLC Annexation Agreement Amendment**

Development Director Steve Powers presented this item for discussion using power point.

Questions about the annexation amendment from Councilmembers.

**b. Amendment to Site Plan Review Procedures Code (OHMC 19.48)**

Development Director Steve Powers provided the staff report. Mr. Powers utilized power point to assist during the presentation.

Questions and Discussion from Council.

**c. Code Amendment OHMC 13.36 – Fire Protection Systems**

Fire Chief Ray Merrill presented this item before Council.

Questions from Members of Council.

**d. WWTP – Site Preparation Project GMP No. 3**

City Engineer Joe Stowell presented this item utilizing power point.

Councilmembers asked questions following Mr. Stowell's presentation.

**e. Island County Mitigation Plan**

Fire Chief Ray Merrill presented this item for discussion.

Council asked follow-up questions.

**f. Amending OHMC Chapter 19.36 entitled 'Sign Code'**

Development Services Director Steve Powers presented the item. Mr. Powers described the Blue Banner Recognition Program which is a part of the proposed code amendment. The Director pointed out particular changes in the draft ordinance amendment.

City Attorney Nikki Esparza assisted during the presentation.

Questions from Members of Council.

**3. EMERGING ISSUES**

**a. County-wide Planning Policies**

Steve Powers, Development Services Director, presented the staff report.

No questions or comments.

**b. Collaborative Art Project between City and Skagit Valley College**

Senior Planner Cac Kamak explained the collaborative art project proposed. Mr. Kamak shared the Arts' Commission position on the proposal.

Councilmembers asked follow-up questions.

Mayor Pro Tem Paggao adjourned the meeting at approximately 4:34 p.m.

Anna Thompson, City Clerk

Oak Harbor City Council  
Council Retreat Special Meeting Minutes  
June 30, 2016

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**ROLL CALL**

City Council Present:

Mayor Bob Severns  
Mayor Pro Tem Danny Paggao  
Councilmember Rick Almberg  
Councilmember Tara Hizon  
Councilmember Erica Wasinger  
Councilmember Joel Servatius  
Councilmember Jim Campbell

Staff Present:

City Administrator Dr. Merriman  
Deputy City Clerk Nicole Tesch

**1. CALL TO ORDER**

Mayor Bob Severns called the meeting to order at 10:08 a.m.

**2. DISCUSSION OF GOVERNANCE, STRATEGIES, AND GOALS FOR THE CITY COUNCIL**

Discussion took place regarding Governance, Strategies, and Goals for the City Council.

Mayor Severns announced a brief recess at 11:08 a.m. and reconvened the meeting at 11:12 a.m.

Mayor Severns called for lunch recess at 12:10 p.m., and reconvened the meeting at 12:54 p.m.

**3. ADJOURNMENT**

The meeting adjourned at 3:31 p.m.

Nicole Tesch, Deputy City Clerk

Oak Harbor City Council  
Regular Meeting Minutes  
July 5, 2016

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**CALL TO ORDER**

Mayor Severns called the meeting to order at 6:00 p.m.

**ROLL CALL**

City Council Present:

Mayor Bob Severns  
Mayor Pro Tem Danny Paggao  
Councilmember Jim Campbell  
Councilmember Joel Servatius  
Councilmember Rick Almberg  
Councilmember Tara Hizon  
Councilmember Erica Wasinger

Staff Present:

City Administrator Dr. Merriman  
City Attorney Nikki Esparza  
Finance Director Patricia Soule  
Public Works Director Cathy Rosen  
Development Services Director Steve Powers  
City Engineer Joe Stowell  
Project Engineer Brett Arvidson  
Senior Planner Cac Kamak  
Chief of Fire Ray Merrill  
Fire Deputy Chief Mike Buxton  
Interim Police Administrator Terry Gallagher  
Building Official Brian Lee  
Economic Development Director Barbara Spohn  
Development Services Admin. Assistant Kathy Gifford

Councilmember Munns was absent.

**INVOCATION/ PLEDGE OF ALLEGIANCE**

The invocation was not presented. Mayor Severns led the pledge of allegiance.

**EXCUSE ABSENT COUNCILMEMBERS**

**Motion:** Mayor Pro Tem Paggao moved to excuse Councilmember Munns, seconded by Councilmember Almberg, unanimously approved.

**APPROVAL OF AGENDA**

**Motion:** Councilmember Almberg moved to approve the Agenda as presented, seconded by Councilmember Servatius, unanimously approved.

**CITIZEN COMMENT PERIOD**

Mayor Severns opened the Citizen Comment Period at 6:02 p.m.

Citizens Speaking

Peggy Gibson  
Jay Long  
Dee Holwitz

After public comments were given, the comment period was closed at 6:09 p.m.

### **CONSENT AGENDA**

- a. Minutes of the Regular City Council Meeting held on June 7, 2016 and Special Meeting held June 15, 2016
- b. Approval of Accounts Payable and Check Numbers
- c. Ordinance No. 1765: Budget Amendment 2016 Beginning Fund Balances
- d. Ordinance No. 1769: Amendment to OHMC 2.29.010 – Increasing the Arts Commission Membership from Seven (7) to Nine (9) Members
- e. Ordinance No. 1774: City Petty Cash and Change Fund Policy Amendment
- f. Resolution 16-19: Whidbey Pedestrian Crossing – Relinquishing Transportation Alternative Program Grant Funds
- g. Appointment: Parks Board, Position 2 –Tom Tveit
- h. Appointment: Marina Advisory Committee, Position 2 – Steve Hucke
- i. Appointment: Community Police Advisory Board, Position 9 - Robert Olson
- j. Reappointment: Arts Commission, Position 8 – K.C. Pohtilla
- k. Reappointment: Parks Board, Position 3 - K.C. Pohtilla
- l. Reappointment: Arts Commission, Position 3 – Kit Christopherson
- m. Pool and Billiards License Application – “The Loakal Public House”
- n. Agreement Renewal: “On De Hook” Marina Stationary Vendor
- o. Contract Amendment: #1: PFM Financial Services Contract
- p. Approval of Terms of Settlement of PERC #27017-U-15-6894
- q. Surplus Authorization – Honda Motorcycle

**Motion:** Councilmember Servatius moved to approve the Consent Agenda as presented. Seconded by Councilmember Campbell, unanimously approved.

### **STAFF, MAYOR & COUNCIL COMMENTS**

#### City Administrator

City Administrator Dr. Merriman commented on staffing levels, council retreat, and reviewed the upcoming meetings schedule.

#### Clean Water Facility Project Update by City Staff

City Engineer Joe Stowell provided the Council with an update on the Clean Water Facility Project.

#### 2016 Whidbey Island Marathon Post-event Report – Elks Lodge, Race Director

Roger Beaumont, Elks Lodge Local Support Manager for the 2016 Whidbey Island Marathon, provided the post-event report to Council.

#### Mayor

Mayor Severns thanked Tom Tveit for his willingness to serve on the Park Board. Mr. Tveit was present for Council approval of his appointment to the Board. The Mayor then noted the new artwork on display in the Council Chambers and presented information about the artist Ruth Mattson.

### Councilmembers

Mayor Pro Tem Paggao commented on the 4<sup>th</sup> of July parade and festivities.

Councilmember Campbell had no comments.

Councilmember Almborg announced Island Transit fees will be implemented in the near future.

Councilmember Hizon thanked the citizens making public comment about code enforcement issues and also thanked the Council for comments during the City Council retreat.

Councilmember Servatius commented on Interim Police Administrator Terry Gallagher's handling of code enforcement issues.

Councilmember Wasinger thanked the Chamber of Commerce and sponsors of the 4<sup>th</sup> of July parade and also commented on the City Council retreat.

## **PUBLIC HEARINGS & MEETINGS**

### Quasi-judicial Hearing – Nightclub Regular License Request – “The Loakal Public House”

City Attorney Nikki Esparza applied the Appearance of Fairness and Quasi-Judicial Procedures. Councilmember Hizon stated that she knew the applicant Kory Dyer but could be impartial. Councilmember Campbell stated that he also knew the applicant and the applicant had told him he planned to open a business a year ago. Councilmember Campbell stated he could be impartial.

There were no requests for disqualification.

Steve Powers, Director of Development Services, provided the staff report.

Mayor Severns opened the public hearing at 6:51 p.m.

### Citizens Speaking

Franji Christian  
Tom Tveit  
Billie Cook  
Bill Ferry  
Mike Thelen  
Kory Dyer  
Mark Szypula  
Richard Everett

After all comments were given, the public hearing was closed at 7:23 p.m.

Questions and comments from the Council.

Regular Meeting Minutes – July 5, 2016

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## **Quasi-judicial Hearing – Nightclub Regular License Request – “The Loakal Public House”**

**Motion:** Councilmember Servatius moved to approve The Loakal Public House nightclub license request, subject to amending section 9.1 [of the recommended Conditions of Approval] to require two instead of four security personnel. The motion was seconded by Councilmember Hizon, unanimously approved.

Mayor Severns called a five (5) minute recess at 7:50 p.m., and reconvened the meeting at 7:57 p.m.

## **ORDINANCES & RESOLUTIONS**

### Ordinance No. 1775: City Credit Card Policy Amendment

Finance Director Patricia Soule provided the staff report.

Mayor Severns opened the item for public comment at 7:58 p.m., no public comments, closed at 7:58 p.m.

Questions and comments from the Council.

### **Ordinance No. 1775: City Credit Card Policy Amendment**

**Motion:** Councilmember Almberg moved to adopt Ordinance No. 1775, seconded by Councilmember Campbell, and the motion passed by unanimous vote.

## **CONTRACTS & AGREEMENTS**

### Purchase Authorization – Vactor Trucks

Public Works Director Cathy Rosen provided the staff report via power point presentation.

Mayor Severns opened the item for public comment at 8:08 p.m., no public comments, closed at 8:08 p.m.

Questions and comments from the Council.

### **Purchase Authorization – Vactor Trucks**

**Motion:** Councilmember Servatius moved to authorize staff to purchase one (1) International vactor off of state contract number 01912 in the amount of \$456,673.29 for the Water Division. Motion seconded by Councilmember Almberg, unanimously approved.

**Motion:** Councilmember Servatius moved to authorize staff to purchase one (1) International vactor off of state contract number 01912 in the amount of \$474,962.67 for the Wastewater Collections Division. Motion seconded by Councilmember Campbell, unanimously approved.

## **OTHER ITEMS FOR CONSIDERATION**

### Recommended Location for the Fire Station

Staff report presented by Ray Merrill, Fire Chief. Chief Merrill reported that this item is information only and that no action is required at this time.

Create New Lieutenant's Position for the Fire Department

Staff report presented by Ray Merrill, Fire Chief.

Mayor Severns opened the item for public comment at 8:19 p.m., no public comments, closed at 8:19 p.m.

Questions and comments from the Council.

**Create New Lieutenant's Position for the Fire Department**

**Motion:** Councilmember Hizon moved to authorize the creation of a new fire lieutenant position. Motion seconded by Councilmember Campbell, approved by majority vote.

Councilmember AlMBERG opposed the motion.

**ADJOURN**

**Motion:** Councilmember Campbell, moved to adjourn, seconded by Councilmember Servatius, unanimously approved.

Meeting adjourned at 8:37 p.m.

Kathy Gifford, Development Services Administrative Assistant

Oak Harbor City Council  
Workshop Meeting Minutes  
July 27, 2016

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**CALL TO ORDER**

Mayor Bob Severns called the meeting to order at 3:00 p.m. and then Councilmembers and City Staff introduced themselves.

**ROLL CALL**

City Council Present:

Mayor Bob Severns  
Mayor Pro Tem Danny Paggao  
Councilmember Joel Servatius  
Councilmember Erica Wasinger

Staff Present:

Development Services Director Steve Powers  
Finance Director Patricia Soule  
City Attorney Nikki Esparza  
Public Works Director Cathy Rosen  
Senior Planner Dennis Lefevre  
Project Engineer Arnie Peterschmidt  
Chief of Fire Ray Merrill  
Accountant Tallie Boyer  
Senior Services Program Assistant Barry Wenaas

Councilmembers Hizon, Campbell, Almberg and Munns were absent.

**1. INTRODUCTION OF NEW EMPLOYEES**

New Employee Barry Wenaas, Senior Services Program Assistant, introduced herself to the Council.

**2. DEPARTMENTAL BRIEFINGS**

**a. Comprehensive Annual Finance Report 2015 (CAFR)**

Finance Director Patricia Soule provided the 2015 CAFR Summary Report. This report is a summary of the City's financial standing at the end of the fiscal year.

Mayor Severns asked when the WA State Auditors will begin work. The Finance Director explained that the Auditors have arrived and will be here for four (4) weeks.

**b. Budget Calendar 2017**

Patricia Soule, Finance Director, reviewed the proposed Budget Calendar with Council.

The Finance Director answered the Council's questions.

### **3. PENDING AGENDA ITEMS**

#### **a. Impact Fees Ordinance Amendment**

Senior Planner Dennis Lefevre provided the staff report.

Questions and discussion from Council. Mr. Powers assisted with questions.

#### **b. Medical Marijuana: Development Standards for Producers, Processors, Retailers, and Cooperatives Ordinance Amendment**

Senior Planner Dennis Lefevre provided the staff report.

Questions from Members of the Council.

#### **c. Valley High Investments Annexation**

Dennis Lefevre, Senior Planner, provided the staff report regarding Valley High Investment's intent to Annex.

Mr. Lefevre and Mr. Powers answered Council's questions.

#### **d. Transportation Plan**

Project Engineer Arnie Peterschmidt presented the Transportation Plan Agenda Item.

Councilmembers asked follow-up questions.

#### **e. Transportation Improvement Plan (TIP)**

Arnie Peterschmidt, Project Engineer, discussed the Transportation Improvement Plan for 2017-2022.

Comments and questions from Councilmembers.

#### **f. Final Acceptance of NE 4<sup>th</sup> Water Line – C. Johnson Construction**

Arnie Peterschmidt provided a summary of the NE 4<sup>th</sup> Water Line project. He explained that Council must authorize the Mayor to execute the Final Acceptance Voucher to accept the project and close out the contract with C. Johnson Construction.

**g. Deception Pass Water Line Bridge Hangers**

Project Engineer Arnie Peterschmidt presented the item, explaining that the Water Line Hangers attached onto the Deception Pass Bridge need to be replaced.

The Bid Opening for the project will be held on Friday, July 28, 2016 at 2:00 p.m. at City Hall Council Chambers.

Staff anticipates awarding the Project Bid at the August 24, 2016 Special Workshop Meeting.

**4. EMERGING ISSUES**

**a. None.**

**ADJOURN**

Mayor Severns adjourned the meeting at 4:52 p.m.

Anna M. Thompson, City Clerk

City of Oak Harbor  
City Council Agenda Bill

Bill No. C/A 4.b  
Date: August 3, 2016  
Subject: Approval of Payroll and  
Accounts Payable Vouchers

**FROM: Patricia Soule, Finance Director**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

I move to approve:

Accounts Payable Vouchers and Payroll Checks, see Voucher Numbers listed in the attachments and Check Numbers listed in the August 3, 2016 Regular Agenda.

**BACKGROUND / SUMMARY INFORMATION**

Oak Harbor Municipal Code Chapter 3.72 establishes procedures for claims (vouchers) payment. The documentation that regularly supports the signature coversheets is attached. Claim coversheets will be provided prior to the City Council meeting for appropriate Council signatures.

The following Voucher and Check Numbers are submitted for approval:

*Accounts Payable Voucher Numbers:*

- Voucher Numbers 167106 - 167428 in the amount of \$4,002,389.30

*Payroll Numbers:*

- Direct Deposit numbers 38536 - 38839
- EFT numbers - 821 - 828
- Payroll check numbers 98995 - 98507

**LEGAL AUTHORITY**

**FISCAL IMPACT**

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

**ATTACHMENTS**

1. [Voucher Listing \(1\)](#)
2. [Voucher Listing \(2\)](#)

**PURPOSE**

**CITY COUNCIL WORKSHOP**

**DISCUSSION**

Voucher List  
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167106	7/11/2016	0008278 HOUSE, EMMA	060116		RELOCATION REIMBURSEMENT	2,458.00
					<b>Total :</b>	<b>2,458.00</b>
167107	7/11/2016	0008284 ECKHOLM, BRUCE	070516		HAY BALES	140.00
					<b>Total :</b>	<b>140.00</b>
167108	7/12/2016	0000066 AWC EMPLOYEES BENEFITS TRUST	071116		PREMIUMS	40.25
					<b>Total :</b>	<b>40.25</b>
167109	7/12/2016	0000860 STANDARD INSURANCE COMPANY	063016		LONG TERM DISABILITY	4,716.14
					<b>Total :</b>	<b>4,716.14</b>
167110	7/13/2016	0000960 REVENUE, WASHINGTON STATE DEPT OF	071016		SALES/USE TAX	53,909.23
					<b>Total :</b>	<b>53,909.23</b>
167111	7/14/2016	0000950 LICENSING, WASHINGTON STATE DEPT OF	071316		CONCEALED WEAPONS PERMITS	1,337.00
					<b>Total :</b>	<b>1,337.00</b>
167112	7/14/2016	0002055 4IMPRINT, INC	4730185		BALLOONS	241.02
					<b>Total :</b>	<b>241.02</b>
167113	7/14/2016	0007449 A-1 PERFORMANCE, INC	25614		REIMBURSABLE EXPENSES	65.54
					<b>Total :</b>	<b>65.54</b>
167114	7/14/2016	0007646 AGENDEASE, INC	20160111		JUL 2016 MONTHLY LICENSE	199.00
					<b>Total :</b>	<b>199.00</b>
167115	7/14/2016	0000028 ALL ISLAND LOCK & KEY	25763		KEYS	43.48
					<b>Total :</b>	<b>43.48</b>
167116	7/14/2016	0007464 ALLIED FIRE & SECURITY	RCB1206060		3RD QTR 2016 MONITORING AGREEMENT	90.00
					<b>Total :</b>	<b>90.00</b>
167117	7/14/2016	0000712 AMERIGAS	3053589189		PROPANE/MARINA	170.89
					<b>Total :</b>	<b>170.89</b>
167118	7/14/2016	0000042 ANACORTES, CITY OF	900-9080-00		JUN 2016 WATER PURCHASED	157,541.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167118	7/14/2016	0000042 ANACORTES, CITY OF	(Continued) 901-9080-01 901-9080-02		JUN 2016 WATER PURCHASED JUN 2016 WATER PURCHASED	1,274.49 15,947.92
<b>Total :</b>						<b>174,763.41</b>
167119	7/14/2016	0008140 ANDERSON, MARY	EXP REIMB EXP REIMB		EXP REIMB EXP REIMB	781.84 8,569.93
<b>Total :</b>						<b>9,351.77</b>
167120	7/14/2016	0008306 ANDERSON, ROBERT	071216		WATER PERMIT DEPOSIT REFUND	293.45
<b>Total :</b>						<b>293.45</b>
167121	7/14/2016	0007077 ANDREWS, SARA	063016		PUBLIC DEFENSE	300.00
<b>Total :</b>						<b>300.00</b>
167122	7/14/2016	0000053 ARROW PEST CONTROL, INC	168633		PEST CONTROL	108.70
<b>Total :</b>						<b>108.70</b>
167123	7/14/2016	0004019 ASSOCIATED PETROLEUM PRODUCTS	0924159-IN 0924514-IN 0931163-IN 0932897-IN 0936142-IN		FUEL FUEL FUEL FUEL FUEL	12,188.12 5,955.84 6,454.10 23,621.21 8,796.58
<b>Total :</b>						<b>57,015.85</b>
167124	7/14/2016	0000055 ASSOCIATION OF WASHINGTON	44993 44994		REGISTRATION/SERVATIUS/WASINGEF REGISTRATION/SOULE	400.00 200.00
<b>Total :</b>						<b>600.00</b>
167125	7/14/2016	0000077 BARGE, JA	EXP REIMB		EXP REIMB	2,980.00
<b>Total :</b>						<b>2,980.00</b>
167126	7/14/2016	0000082 BAYSHORE OFFICE PRODUCTS, INC	0678628-001 0678667-001		SCANS CHAIRS	68.93 410.89
<b>Total :</b>						<b>479.82</b>
167127	7/14/2016	0006233 BEST WESTERN PLUS	4121		HOTEL ACCOMMODATIONS/TYHUIS	170.96

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167127	7/14/2016	0006233 0006233 BEST WESTERN PLUS	(Continued)			<b>Total : 170.96</b>
167128	7/14/2016	0008229 BLACK, JANIECE	TRAVEL REIMB		TRAVEL REIMB	20.32
						<b>Total : 20.32</b>
167129	7/14/2016	0000116 BOON, ALDON	EXP REIMB		EXP REIMB	102.00
						<b>Total : 102.00</b>
167130	7/14/2016	0002551 BOS, BRYON	070816		WELLNESS INCENTIVE	20.00
						<b>Total : 20.00</b>
167131	7/14/2016	0003097 BOYER, TALLIE	070816		WELLNESS INCENTIVE	20.00
						<b>Total : 20.00</b>
167132	7/14/2016	0000123 BRANNAN, CHARLES E	EXP REIMB		EXP REIMB	102.00
						<b>Total : 102.00</b>
167133	7/14/2016	0007025 BRAUN NW, INC	19555		COUPLER	81.31
						<b>Total : 81.31</b>
167134	7/14/2016	0007926 BROWN, MICHAEL	070816		WELLNESS INCENTIVE	20.00
						<b>Total : 20.00</b>
167135	7/14/2016	0005027 BURT'S SAW & MOWER	2941		START ASSY	59.79
						<b>Total : 59.79</b>
167136	7/14/2016	0006016 CARTER, MARGOT L	062316 062916		PUBLIC DEFENSE PUBLIC DEFENSE	900.00 900.00
						<b>Total : 1,800.00</b>
167137	7/14/2016	0007943 CAUFFMAN, GIDEON	070816		WELLNESS INCENTIVE	20.00
						<b>Total : 20.00</b>
167138	7/14/2016	0000160 CENTRAL WELDING SUPPLY	AN 43628		REGULATORS/HIGH PRESSURE CYLIN	1,429.74
						<b>Total : 1,429.74</b>
167139	7/14/2016	0000188 CODE PUBLISHING COMPANY	53529		MUNICIPAL CODE UPDATES	211.42
						<b>Total : 211.42</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167140	7/14/2016	0005773 COMCAST	8498300270032028 8498300271046803		XFINITY INTERNET	19.32 241.38 <b>Total : 260.70</b>
167141	7/14/2016	0008263 CURTIS BLUE LINE	INV34082 INV34433 INV34715 INV36668 INV36671 INV36676		HOLSTER HOLSTER GLOCK WEAPON LIGHT PANTS/FLASHLIGHT/GLOVES/BOOTS PANTS/GLOVES/BOOTS/CHARGE BASE	139.24 139.26 64.24 281.26 507.12 491.77 <b>Total : 1,622.89</b>
167142	7/14/2016	0000222 CUSTOM ENGRAVING	16-594		DOOR PLATES	28.26 <b>Total : 28.26</b>
167143	7/14/2016	0000247 DIAMOND RENTALS	1-538660		PUMPING	200.00 <b>Total : 200.00</b>
167144	7/14/2016	0000273 EDGE ANALYTICAL, INC	15-23439 15-24908 15-25408 16-15623		TESTING TESTING TESTING TESTING	181.00 303.00 253.00 475.00 <b>Total : 1,212.00</b>
167145	7/14/2016	0008216 EFFICIENT COMMUNICATIONS, INC	21959		INTERNAL RAID CNTLR	2,750.13 <b>Total : 2,750.13</b>
167146	7/14/2016	0001666 ENVIRO-CLEAN EQUIPMENT	5378668 S16-062706		FLAP SOLENOID REPLACEMENT	78.87 171.18 <b>Total : 250.05</b>
167147	7/14/2016	0007532 ESPIRITU, CARLOS	EXP REIMB		EXP REIMB	10.00 <b>Total : 10.00</b>
167148	7/14/2016	0008307 EVANS AGENCY, LLC	BL-006071		BUSINESS LICENSE REFUND	25.00 <b>Total : 25.00</b>
167149	7/14/2016	0000308 FEDERAL EXPRESS	5-460-09473		SHIPPING	105.94

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167149	7/14/2016	0000308 0000308 FEDERAL EXPRESS			(Continued)	<b>Total : 105.94</b>
167150	7/14/2016	0000954 FIRE CHIEFS, WASHINGTON STATE ASSOC (	09-8155 7440		REGISTRATION/HAMMOND REGISTRATION/RAMIREZ	525.00 600.00 <b>Total : 1,125.00</b>
167151	7/14/2016	0008122 FRONDOZO, KEVIN	070816		WELLNESS INCENTIVE	20.00 <b>Total : 20.00</b>
167152	7/14/2016	0000355 FRONTIER	240-2350 279-1060 675-1568 675-1669 675-5190 675-6858 679-0500 679-1640 679-1651 679-1789 679-2530 679-2628 679-3902 679-8477		CURRENT PHONE CHARGES CURRENT PHONE CHARGES	1,377.75 67.56 248.13 71.08 42.37 65.76 71.59 65.93 65.76 65.93 65.76 400.85 71.07 92.67 <b>Total : 2,772.21</b>
167153	7/14/2016	0000326 FRONTIER BUILDING SUPPLY	128119		PLYWOOD	147.55 <b>Total : 147.55</b>
167154	7/14/2016	0000330 GARDNER, TERI	EXP REIMB		EXP REIMB	24.40 <b>Total : 24.40</b>
167155	7/14/2016	0000344 GLOBAL EQUIPMENT COMPANY	109678510		QUICK MARK	119.28 <b>Total : 119.28</b>
167156	7/14/2016	0000349 GRAINGER	9144917722 9145714342 9147062351 9147461926		BAND CLAMP CORE BIT CORDLESS DRILL/HAMMER MODULAR TEST	34.84 284.25 534.27 200.01

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167156	7/14/2016	0000349 GRAINGER	(Continued)			
			9147461934		PRESSURE MODULE	594.04
			9147849310		STEAM HOSE	289.68
			9147849328		SPRAY GUN KIT	253.28
			9147849336		DIGITAL MULTIMETER	875.04
			9153059267		COUPLING	16.33
			9153692141		CORE BIT	-284.25
					<b>Total :</b>	<b>2,797.49</b>
167157	7/14/2016	0008121 GRANICUS, INC	77068		SOFTWARE	2,700.00
			7958		MONTHLY MANAGED SERVICE CREDIT	-854.67
					<b>Total :</b>	<b>1,845.33</b>
167158	7/14/2016	0002940 GRAY & OSBORNE, INC	7		PROF SVC/10-INCH PIPELINE BRIDGE I	1,602.85
					<b>Total :</b>	<b>1,602.85</b>
167159	7/14/2016	0000345 GREATER OAK HBR CHAMBER OF COM	03016		COPIES	23.49
			062916		SPONSORSHIP	500.00
			063016		OPERATIONS GRANT	8,333.34
					<b>Total :</b>	<b>8,856.83</b>
167160	7/14/2016	0002747 GUARDIAN SECURITY	665565		ALARM MONITORING	57.00
					<b>Total :</b>	<b>57.00</b>
167161	7/14/2016	0000323 HD FOWLER COMPANY	I4244637		METERS	3,074.94
			I4250410		SADDLES	349.49
			I4251508		FREIGHT	132.65
					<b>Total :</b>	<b>3,557.08</b>
167162	7/14/2016	0000380 HEALTH, WASHINGTON STATE DEPT OF	070516		WATERWORKS AUTOMATIC UPGRADE	87.00
					<b>Total :</b>	<b>87.00</b>
167163	7/14/2016	0000382 HELTSLEY, RAY	EXP REIMB		EXP REIMB	176.40
					<b>Total :</b>	<b>176.40</b>
167164	7/14/2016	0003372 HEMPEL, KYLE	071216		CAMP FEE REFUND	100.00
					<b>Total :</b>	<b>100.00</b>

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167165	7/14/2016	0001251 HEWLETT-PACKARD COMPANY	57341388 57376988		DISPLAY PORT COMPUTER	20.45 1,666.93 <b>Total : 1,687.38</b>
167166	7/14/2016	0003562 HIGH PERFORMANCE SIGNS	20654		DECALS	3,937.50 <b>Total : 3,937.50</b>
167167	7/14/2016	0003095 HOME DEPOT CREDIT SERVICES	1131613 1131616 2014313 2022295 3020037 3593620 4092959 41165 4560048 4560090 4592898 4592899 5570690 560314 564569 6570040 7023075 7560476 7565294 8020802 8022939 8131435		WRENCH BALL VALVE/CLOTH EXTENSION CORD PLYWOOD TRASH CANS DUCT/HOOD/PIPE/TAPE/ELBOW/CAP BREAKER WELDING WIRE/FIBER DISC BREAKERS BREAKERS STRIPING PAINT LADR HK NIGHTLIGHTS/SPADE SHELF 9VOLT HOSE OIL/PADS/BRUSH SET/ROS DISC GLUE/SCREW/PLYWOOD ENR MAX C8 SHUT OFF KIT BATTERIES WASHERS/BOLTS/CONSTRUCTION SEI	7.92 24.21 73.82 26.85 271.33 73.14 -4.04 28.15 8.35 8.63 22.48 8.07 22.19 93.45 70.55 95.13 48.75 36.40 13.55 22.37 45.02 25.21 <b>Total : 1,021.53</b>
167168	7/14/2016	0008308 IGLESIA NI CRISTO	BL-006076		BUSINESS LICENSE REFUND	12.50 <b>Total : 12.50</b>
167169	7/14/2016	0000417 INDUSTRIAL BOLT & SUPPLY	619584-1		PINS/HOUSINGS/WEDGES	595.23 <b>Total : 595.23</b>

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167170	7/14/2016	0000410 ISLAND COUNTY SOLID WASTE	063016 063016A		JUN 2016 TIPPING FEES DISPOSAL CHARGES/#2017	80,936.86 1,369.04 <b>Total : 82,305.90</b>
167171	7/14/2016	0000411 ISLAND COUNTY TREASURER	070516		CRIME VICTIM COMPENSATION	213.33 <b>Total : 213.33</b>
167172	7/14/2016	0000414 ISLAND CUSTOM UPHOLSTERY	363984		PATCHING	86.96 <b>Total : 86.96</b>
167173	7/14/2016	0005445 ISLAND DEFENSE, PLLC	019		JUN 2016 PUBLIC DEFENSE	10,000.00 <b>Total : 10,000.00</b>
167174	7/14/2016	0000415 ISLAND DISPOSAL	070816		JUN 2016 RECYCLING	4,991.40 <b>Total : 4,991.40</b>
167175	7/14/2016	0000433 ISLAND DRUG	114507242476 114508252293		INMATE MEDS EPI PENS	29.90 59.76 <b>Total : 89.66</b>
167176	7/14/2016	0000438 ISLAND PAINT & GLASS	32538		PAINT	49.39 <b>Total : 49.39</b>
167177	7/14/2016	0000441 ISLAND SYSTEMS	242594 242857 243190		WATER/MARINA WATER/MARINA WATER/MARINA	30.60 7.65 22.95 <b>Total : 61.20</b>
167178	7/14/2016	0000445 JACKSON HIRSH, INC	0946660		LAMINATING SUPPLIES	294.08 <b>Total : 294.08</b>
167179	7/14/2016	0000454 JET CITY EQUIPMENT RENTAL	21391 21407 21412 23951		DUMPING DUMPING DUMPING EXCAVATOR	45.27 20.11 29.89 2,239.22 <b>Total : 2,334.49</b>
167180	7/14/2016	0006445 JH HUSBAND ENGINEERING	062816		PROF SVC/PILOTS' MEMORIAL EVALU/	250.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167180	7/14/2016	0006445 0006445 JH HUSBAND ENGINEERING	(Continued)			<b>Total : 250.00</b>
167181	7/14/2016	0008304 KIRSCH, STEVE	071116		MOORAGE REFUND	174.80
						<b>Total : 174.80</b>
167182	7/14/2016	0000494 LAKESIDE INDUSTRIES	5103945MB 5103966MB		ASPHALT ASPHALT	369.29 364.16
						<b>Total : 733.45</b>
167183	7/14/2016	0001662 LEDGERWOOD, MARIANNE	070816		WELLNESS INCENTIVE	20.00
						<b>Total : 20.00</b>
167184	7/14/2016	0005277 LEE, STEPHANIE	070816		WELLNESS INCENTIVE	20.00
						<b>Total : 20.00</b>
167185	7/14/2016	0000979 LES SCHWAB	41400253339 41400254446		THRUST ANGLE ALIGNMENT TIRES	61.14 286.52
						<b>Total : 347.66</b>
167186	7/14/2016	0004502 LEXISNEXIS RISK SOLUTIONS	1404645-20160630		JUN 2016 MINIMUM COMMITMENT	54.35
						<b>Total : 54.35</b>
167187	7/14/2016	0000515 LOGGERS & CONTRACTORS, INC	00066624 00066625		FITTING/HOSE BLADE/BOLTS/NUTS	893.38 162.03
						<b>Total : 1,055.41</b>
167188	7/14/2016	0001909 LONG, JAY	1		DRIVING SERVICES	138.00
						<b>Total : 138.00</b>
167189	7/14/2016	0000524 LYNDEN ICE	113010995 120006372 120006515		ICE ICE ICE	72.00 144.00 956.10
						<b>Total : 1,172.10</b>
167190	7/14/2016	0000530 MAILLIARD'S LANDING NURSERY	117747 117808 117879 118103		YARD WASTE YARD WASTE YARD WASTE YARD WASTE	275.00 248.05 361.10 137.10

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167190	7/14/2016	0000530 MAILLIARD'S LANDING NURSERY	(Continued)			
			118166		YARD WASTE	159.50
			118261		YARD WASTE	224.60
			118315		YARD WASTE	202.55
			118378		YARD WASTE	271.50
			118558		YARD WASTE	135.00
			118603		YARD WASTE	103.85
			118662		YARD WASTE	130.80
			118738		YARD WASTE	143.05
			118804		YARD WASTE	206.05
			118922		YARD WASTE	107.00
			119003		YARD WASTE	159.85
			119068		YARD WASTE	183.30
			119148		YARD WASTE	186.45
			119387		YARD WASTE	161.25
			119460		YARD WASTE	165.10
			119542		YARD WASTE	223.55
			119552		YARD WASTE	5.00
			119593		YARD WASTE	213.05
					<b>Total :</b>	<b>4,002.70</b>
167191	7/14/2016	0004752 MALLORY SAFETY AND SUPPLY	4108385		BATTERY HOLDER	92.58
					<b>Total :</b>	<b>92.58</b>
167192	7/14/2016	0000660 MARKET PLACE FOOD & DRUG	162908		GROCERIES	32.91
			462852		GROCERIES	432.05
			572884		GROCERIES	370.22
					<b>Total :</b>	<b>835.18</b>
167193	7/14/2016	0006072 MASTER'S TOUCH, LLC	P46134		JUN 2016 POSTAGE FOR LATE NOTICE	406.90
			P46145		JUN 2016 POSTAGE FOR STATEMENTS	2,900.16
					<b>Total :</b>	<b>3,307.06</b>
167194	7/14/2016	0006072 MASTER'S TOUCH, LLC	46134		JUN 2016 LATE NOTICES	242.84
			46146		JUN 2016 MAILING SERVICES FOR STA	896.45
					<b>Total :</b>	<b>1,139.29</b>

Voucher List  
City of Oak Harbor

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167195	7/14/2016	0001578 MCPHERSON, CLARK	071116		MOORAGE REFUND	152.32
<b>Total :</b>						<b>152.32</b>
167196	7/14/2016	0000561 MERRIMAN, DOUGLAS	TRAVEL ADVANCE		TRAVEL ADVANCE	83.38
			TRAVEL REIMB		TRAVEL REIMB	69.55
<b>Total :</b>						<b>152.93</b>
167197	7/14/2016	0007722 MERRIMAN, RYAN	070816		WELLNESS INCENTIVE	20.00
<b>Total :</b>						<b>20.00</b>
167198	7/14/2016	0004818 MICHAEL BOBBINK LAND USE SRVCS	070616		JUN 2016 HEARING EXAMINER SERVIC	1,708.33
<b>Total :</b>						<b>1,708.33</b>
167199	7/14/2016	0007129 MICRO PRECISION CALIBRATION, I	STL-26171		CALIBRATION	472.10
<b>Total :</b>						<b>472.10</b>
167200	7/14/2016	0005266 MOFFATT & NICHOL ENGINEERS	719464		PROF SVC/OAK HARBOR F DOCK BRE.	11,260.00
<b>Total :</b>						<b>11,260.00</b>
167201	7/14/2016	0006992 MOON, ANDREW	070816		WELLNESS INCENTIVE	20.00
<b>Total :</b>						<b>20.00</b>
167202	7/14/2016	0007994 MORGAN, LESLIE	TRAVEL ADVANCE		TRAVEL ADVANCE	185.00
			TRAVEL ADVANCE		TRAVEL ADVANCE	96.00
<b>Total :</b>						<b>281.00</b>
167203	7/14/2016	0000586 MOTOROLA SOLUTIONS, INC	13117520		PAGERS	974.13
<b>Total :</b>						<b>974.13</b>
167204	7/14/2016	0004423 MUNICIPAL EMERGENCY SERVICES	IN1042661		POLOS	86.94
<b>Total :</b>						<b>86.94</b>
167205	7/14/2016	0007586 NAGEL, GARRETT	070816		WELLNESS INCENTIVE	20.00
<b>Total :</b>						<b>20.00</b>
167206	7/14/2016	0007670 NETWORKFLEET, INC	OSV000000429549		JUN 2016 MONTHLY SERVICE	243.49
<b>Total :</b>						<b>243.49</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167207	7/14/2016	0000621 NIIRO, CEDRIC	070816		WELLNESS INCENTIVE	20.00
<b>Total :</b>						<b>20.00</b>
167208	7/14/2016	0000672 OAK HARBOR ACE	271707		VINEGAR	9.76
			272702		SCRUB BRUSHES	10.85
			272773		SEALANT/BRUSH	55.42
			272830		RSTP/TRAY SET/COVERS/SPRAYER	79.25
			272833		CIRCUIT/COUPLES	14.69
			272836		FREIGHT	16.07
			272837		BOLT	1.13
			272850		CAP/TEE/ELBOW	26.59
			272854		ELBOW	21.16
			272869		BLADE/BOLTS/FASTENERS	59.77
			272874		SILICONE	7.05
			272879		CAP	3.25
			272906		NIPPLES/BUSHING/TEE/ELBOW	184.62
			273073		PLUG	13.01
			273102		CAR WASH/FASTENERS	16.15
			273133		FASTENERS	5.61
			273152		SUSPENSION SYSTEM	18.47
			273153		SCREWDRIVER/SOCKET SET	32.59
			273157		MALLET/COUPLER	27.14
			273168		SIGNS	6.48
			273179		ADAPTER/BUSHING/NIPPLE/PLUG/TEE	24.10
			273180		PAINT	60.85
			273203		COMP/FASTENERS/CONCRETE	42.30
			273242		TAIL PIECE/COPPER TUBE/BUSHING	32.85
			273250		WRENCHES	44.00
			273280		MARKER/FILTERS	11.83
<b>Total :</b>						<b>824.99</b>
167209	7/14/2016	0000668 OAK HARBOR AUTO CENTER	001-277559		TAIL LIGHT	21.54
			001-277708		FILTERS	40.80
			001-277785		FILTERS	19.62
			001-277867		MINI LAMP	9.77
			001-277947		38 STL	6.33
			001-277997		REPAIR KIT	18.14

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167209	7/14/2016	0000668 OAK HARBOR AUTO CENTER	(Continued)			
			001-278000		FILTERS	71.69
			001-278001		516 STL	6.33
			001-278057		FILTERS	9.13
			001-278058		FILTERS	9.50
			001-278137		FILTERS	40.97
			001-278165		FILTERS	59.92
			001-278214		FILTERS	14.58
					<b>Total :</b>	<b>328.32</b>
167210	7/14/2016	0000676 OAK HARBOR POLICE DEPARTMENT	063016		PETTY CASH	47.87
					<b>Total :</b>	<b>47.87</b>
167211	7/14/2016	0000681 OAK HARBOR SCHOOL DISTRICT	0000150215		JUL 2016 COMPUTER NETWORK SUPP	11,092.00
					<b>Total :</b>	<b>11,092.00</b>
167212	7/14/2016	0003007 OFFICE DEPOT	840421002002		NOTEBOOKS	28.24
			842888707001		INK	275.28
			846800010001		PRIVACY FILTER	201.78
					<b>Total :</b>	<b>505.30</b>
167213	7/14/2016	0001615 PART WORKS, INC	429324		REPAIR KIT	153.33
					<b>Total :</b>	<b>153.33</b>
167214	7/14/2016	0000709 PERS	01173474		JUN 2016 UNFUNDED LIABILITY	26.98
					<b>Total :</b>	<b>26.98</b>
167215	7/14/2016	0000299 PLACE, SANDRA	070816		WELLNESS INCENTIVE	20.00
					<b>Total :</b>	<b>20.00</b>
167216	7/14/2016	0000724 PONY MAILING & BUSINESS CENTER	261365		SHIPPING	32.49
					<b>Total :</b>	<b>32.49</b>
167217	7/14/2016	0004622 POWERS-RANG, LISA	070816		WELLNESS INCENTIVE	20.00
					<b>Total :</b>	<b>20.00</b>
167218	7/14/2016	0006866 PROTHMAN	2016-5485		HUMAN RESOURCES DIRECTOR SEAF	6,166.66

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167218	7/14/2016	0006866 0006866 PROTHMAN			(Continued)	<b>Total : 6,166.66</b>
167219	7/14/2016	0000746 PUGET SAFETY EQUIPMENT	0033894-IN		STEEL TOE CLEATED SOLES	162.57
						<b>Total : 162.57</b>
167220	7/14/2016	0000743 PUGET SOUND ENERGY	200002036917 200004839284 200007268135 220002247165 300000007421		ELECTRICITY/BTWN BAYSHORE DR & I ELECTRICITY/1019 SW SWANTOWN AV ELECTRICITY/SW ERIE ST SW BARRIN ELECTRICITY/SW FAIRWAY POINT DR & ELECTRICITY/STREET LIGHTS	69.80 71.49 179.28 13.64 14,138.91
						<b>Total : 14,473.12</b>
167221	7/14/2016	0000965 REVENUE, WASHINGTON STATE DEPT OF	070716		LEASEHOLD TAX	28,921.15
						<b>Total : 28,921.15</b>
167222	7/14/2016	0002508 RINEY PRODUCTION SERVICES	10-1728		TAPING SERVICES	1,702.19
						<b>Total : 1,702.19</b>
167223	7/14/2016	0003024 ROBBINS, EPHRAIM	070816		WELLNESS INCENTIVE	20.00
						<b>Total : 20.00</b>
167224	7/14/2016	0008305 ROSS, DAVID	071116		DUMPSTER DEPOSIT REFUND	485.32
						<b>Total : 485.32</b>
167225	7/14/2016	0008303 SCHMIDT, LAURENCE	2972		MOORAGE REFUND	274.82
						<b>Total : 274.82</b>
167226	7/14/2016	0000799 SCOTTIES PLUMBING AND REPAIR	41734 41795		TOILET REPAIR SENSOR INSTALLATION	1,035.69 608.70
						<b>Total : 1,644.39</b>
167227	7/14/2016	0005967 SEATTLE AUTOMOTIVE DIST	S6-992062		PUMP ASY	114.22
						<b>Total : 114.22</b>
167228	7/14/2016	0000852 SENIOR CENTER PETTY CASH	071116		CHANGE FUND INCREASE	125.00
						<b>Total : 125.00</b>
167229	7/14/2016	0000817 SHELLEY, TIM	070816		WELLNESS INCENTIVE	20.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167229	7/14/2016	0000817 0000817 SHELLEY, TIM			(Continued)	<b>Total : 20.00</b>
167230	7/14/2016	0000822 SHRED-IT USA, INC	9411203206 9411203381		SHREDDING SHREDDING	56.68 156.04 <b>Total : 212.72</b>
167231	7/14/2016	0000830 SIRENNET.COM	0202652-IN		GUNLOCK TIMER	51.25 <b>Total : 51.25</b>
167232	7/14/2016	0000831 SIX ROBBLEES', INC	14-324895 14-325125 14-325125-1 14-325384 14-325805 1-861621		HUB CAP PALLET/SHOE BOX OIL SEAL LED BEACON PROFILE HUB CAPS COVER	29.07 495.99 48.43 211.74 72.67 207.32 <b>Total : 1,065.22</b>
167233	7/14/2016	0000814 SKAGIT FARMERS SUPPLY	453406 453426		HERBICIDE/SPREADER FENCE POST	164.10 15.21 <b>Total : 179.31</b>
167234	7/14/2016	0000853 SKAGIT RIVER STEEL & RECYCLING	65719		PLATE	229.82 <b>Total : 229.82</b>
167235	7/14/2016	0004821 SME SOLUTIONS, LLC	216308		REPAIR SERVICES	180.50 <b>Total : 180.50</b>
167236	7/14/2016	0000846 SOUND PUBLISHING	WCW701029 WCW702030 WCW706255 WCW706466 WCW707059 WCW708601		CITY NOTICES CITY APPLICATIONS CITY APPLICATIONS CITY NOTICES CITY NOTICES CITY APPLICATIONS	470.07 94.70 166.96 52.33 84.73 149.52 <b>Total : 1,018.31</b>
167237	7/14/2016	0007203 STANFORD, TRAVIS	070816		WELLNESS INCENTIVE	20.00 <b>Total : 20.00</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167238	7/14/2016	0003883 STAPLES BUSINESS ADVANTAGE	3304820192		COVERS	43.86
			3304820193		SHEET PROTECTORS/TAPE	33.33
			3304820194		PAPER CLIPS/GLUE STICKS	21.45
			3305323837		MOP HANDLE	47.59
			3305323841		POCKET PORTS/TONER	714.65
			3305323842		GUIDE/PAPER CLIPS/MARKERS/RUBBE	57.72
			3305323843		SPINDLES	30.68
			3305939561		INK	330.42
			3305939562		SHEET PROTECTOR/MARKERS	54.98
			3305939563		BACKREST	39.11
			3305939564		AIR FRESHENER	135.74
			3306561641		CREDIT	-78.25
			3306561645		CHIP BOX/HANDSET	34.63
					<b>Total :</b>	<b>1,465.91</b>
167239	7/14/2016	0000863 STERKEL, TIMOTHY	EXP REIMB		EXP REIMB	12.31
			EXP REIMB		EXP REIMB	400.00
					<b>Total :</b>	<b>412.31</b>
167240	7/14/2016	0003749 STUMP, PATRICK L	1		DRIVING SERVICES	84.00
			1		DRIVING SERVICES	117.00
					<b>Total :</b>	<b>201.00</b>
167241	7/14/2016	0001287 SUNCRUISER MAGAZINE	5103		ADVERTISING	825.00
					<b>Total :</b>	<b>825.00</b>
167242	7/14/2016	0000874 SURETY PEST CONTROL	1111697		PEST EXTERMINATION	31.52
			1111702		PEST EXTERMINATION	44.57
			1111705		PEST EXTERMINATION	44.57
			1111707		PEST EXTERMINATION	33.70
			1111714		PEST EXTERMINATION	31.52
			1114194		PEST EXTERMINATION	54.35
					<b>Total :</b>	<b>240.23</b>
167243	7/14/2016	0007265 THOMPSON, ANNA	TRAVEL REIMB		TRAVEL REIMB	161.46
					<b>Total :</b>	<b>161.46</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167244	7/14/2016	0007568 THYSSENKRUPP ELEVATOR CORP	3002661530 5000505106		3RD QTR 2016/ELEVATOR SERVICE ELEVATOR REPAIR	314.86 939.16 <b>Total : 1,254.02</b>
167245	7/14/2016	0001053 TREASURER, WASHINGTON STATE	070516		COURT/BC FEES	10,923.71 <b>Total : 10,923.71</b>
167246	7/14/2016	0000287 TYLER TECHNOLOGIES, INC	045-162912		CASHIERING HARDWARE	2,005.52 <b>Total : 2,005.52</b>
167247	7/14/2016	0000923 UNITED PARCEL SERVICE	0000A0182W276		SHIPPING	33.21 <b>Total : 33.21</b>
167248	7/14/2016	0000922 UNUM LIFE INSURANCE COMPANY	062016		LONG TERM CARE	338.12 <b>Total : 338.12</b>
167249	7/14/2016	0004903 US BANK	4485591001332901		CREDIT CARD PURCHASES	4,463.92 <b>Total : 4,463.92</b>
167250	7/14/2016	0004903 US BANK	4485591000119689		CREDIT CARD PURCHASES	2,410.34 <b>Total : 2,410.34</b>
167251	7/14/2016	0004903 US BANK	4485590002431076		CREDIT CARD PURCHASES	1,015.40 <b>Total : 1,015.40</b>
167252	7/14/2016	0004903 US BANK	4485590003222946		CREDIT CARD PURCHASES	950.00 <b>Total : 950.00</b>
167253	7/14/2016	0004903 US BANK	4485590100104948		CREDIT CARD PURCHASES	378.00 <b>Total : 378.00</b>
167254	7/14/2016	0004903 US BANK	4485591000646855		CREDIT CARD PURCHASES	278.04 <b>Total : 278.04</b>
167255	7/14/2016	0000926 USBLUEBOOK	992745		COUPLINGS/ROD	389.66 <b>Total : 389.66</b>
167256	7/14/2016	0008301 VOICE OF THE COMMUNITY	2304		ADVERTISING	499.00

Voucher List  
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167256	7/14/2016	0008301 0008301 VOICE OF THE COMMUNITY	(Continued)			<b>Total : 499.00</b>
167257	7/14/2016	0008302 VP-69 CPO MESS	062916		FACILITY RESERVATION REFUND	50.00
						<b>Total : 50.00</b>
167258	7/14/2016	0000978 WALLACE, RICHARD	EXP REIMB		EXP REIMB	86.03
						<b>Total : 86.03</b>
167259	7/14/2016	0008309 WASHINGTON APPRAISAL SERV, INC	7133 7134		PROF SVC/SLEEPER PIT PROF SVC/SLEEPER PIT	7,809.75 7,712.99
						<b>Total : 15,522.74</b>
167260	7/14/2016	0000969 WASHINGTON STATE FERRIES	*RK271797		FERRY FARE	697.35
						<b>Total : 697.35</b>
167261	7/14/2016	0007331 WASHINGTON TRACTOR	1055062		GASKET/THERMOSTAT	33.34
						<b>Total : 33.34</b>
167262	7/14/2016	0006853 WEED, GRAAFSTRA & BENSON, INC, LAW OI 51			PROF SVC/GENERAL	4,256.00
						<b>Total : 4,256.00</b>
167263	7/14/2016	0001039 WESTERN PETERBILT, INC	S885519		GASKET/O-RINGS/TANK	323.57
						<b>Total : 323.57</b>
167264	7/14/2016	0005064 WHATCOM COUNTY AS FINANCE	24779		2ND QTR 2016 MINI CHAIN	1,051.75
						<b>Total : 1,051.75</b>
167265	7/14/2016	0003067 WHIDBEY ANIMALS' IMPROVEMENT	1296		JUN 2016 ANIMAL SHELTER	8,500.00
						<b>Total : 8,500.00</b>
167266	7/14/2016	0001000 WHIDBEY AUTO PARTS, INC.	289049 289721 289762 389448		LAMP STARTER SOLENOID SOLENOID	11.86 343.73 -150.42 71.92
						<b>Total : 277.09</b>
167267	7/14/2016	0001007 WHIDBEY CLEANERS	284362		PATCH REPAIR	8.95

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167267	7/14/2016	0001007 0001007 WHIDBEY CLEANERS			(Continued)	<b>Total : 8.95</b>
167268	7/14/2016	0001017 WHIDBEY PRINTERS	48476		BUSINESS CARDS/SPOHN	78.10
			48580		ANIMAL LICENSE FORMS	271.09
			48585		DOOR HANGERS	163.59
			48593		INSPECTION REPORTS	476.12
			48604		BUSINESS CARDS/HOUSE	59.79
					<b>Total :</b>	<b>1,048.69</b>
167269	7/14/2016	0007078 WHIDBEY SIGN COMPANY	16349		SIGNS	691.33
					<b>Total :</b>	<b>691.33</b>
167270	7/14/2016	0001010 WHIDBEY TELECOM	4007068		CURRENT NET CHARGES	41.45
			4009929		ALARM MONITORING	65.23
					<b>Total :</b>	<b>106.68</b>
167271	7/14/2016	0001014 WHITNEY EQUIPMENT COMPANY, INC	81174		SALT	2,841.58
					<b>Total :</b>	<b>2,841.58</b>
167272	7/14/2016	0004961 WOODWARD, GREGORY	070816		WELLNESS INCENTIVE	20.00
					<b>Total :</b>	<b>20.00</b>
167273	7/14/2016	0006775 WORKSAFE SERVICE, INC	227902		DRUG TESTING	270.00
					<b>Total :</b>	<b>270.00</b>
<b>168</b>	<b>Vouchers for bank code :</b>	<b>bank</b>			<b>Bank total :</b>	<b>613,696.65</b>
<b>168</b>	<b>Vouchers in this report</b>				<b>Total vouchers :</b>	<b>613,696.65</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167295	7/18/2016	0004903 US BANK	4485590003205248		CREDIT CARD PURCHASES	176.04
<b>Total :</b>						<b>176.04</b>
167296	7/27/2016	0000004 A+ AUTO GLASS & RADIATOR	46986		WINDSHIELD INSTALLATION	292.40
<b>Total :</b>						<b>292.40</b>
167297	7/27/2016	0007449 A-1 PERFORMANCE, INC	25662		JUL 2016 MONTHLY CLEANING	506.55
<b>Total :</b>						<b>506.55</b>
167298	7/27/2016	0000028 ALL ISLAND LOCK & KEY	25549 54169		PADLOCKS/KEYS LOCKSET	200.70 718.51
<b>Total :</b>						<b>919.21</b>
167299	7/27/2016	0001609 ALL QUALITY STITCHES	3056		SHIRTS	50.00
<b>Total :</b>						<b>50.00</b>
167300	7/27/2016	0002044 ANACORTES.NET/HOW IT WORKS	36756		JUL 2016 WEB HOSTING	15.95
<b>Total :</b>						<b>15.95</b>
167301	7/27/2016	0005001 ARAMARK	1988579851 1988579852 1988579853 1988579854 1988579855 1988579856 1988579857 1988584146 1988584149 1988584150 1988590535 1988590536 1988590537 1988590538 1988590539 1988590540 1988590541		UNIFORM SERVICES UNIFORM SERVICES	23.33 14.63 19.10 32.48 22.35 43.26 10.87 16.59 19.94 28.47 24.69 14.63 18.56 17.10 22.35 43.26 10.87

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167301	7/27/2016	0005001 ARAMARK	(Continued)			
			1988594894		UNIFORM SERVICES	19.94
			1988594895		UNIFORM SERVICES	28.47
			1988601283		UNIFORM SERVICES	24.69
			1988601284		UNIFORM SERVICES	14.63
			1988601285		UNIFORM SERVICES	19.10
			1988601286		UNIFORM SERVICES	18.46
			1988601287		UNIFORM SERVICES	20.72
			1988601288		UNIFORM SERVICES	64.89
			1988601289		UNIFORM SERVICES	10.87
			1988605575		UNIFORM SERVICES	16.59
			1988605578		UNIFORM SERVICES	19.94
			1988605579		UNIFORM SERVICES	28.47
			1988611970		UNIFORM SERVICES	24.69
			1988611971		UNIFORM SERVICES	14.63
			1988611972		UNIFORM SERVICES	19.10
			1988611973		UNIFORM SERVICES	18.46
			1988611974		UNIFORM SERVICES	23.13
			1988611975		UNIFORM SERVICES	44.07
			1988611976		UNIFORM SERVICES	10.87
			1988616285		UNIFORM SERVICES	19.94
			1988616286		UNIFORM SERVICES	28.47
			1988622657		UNIFORM SERVICES	43.88
			1988622658		UNIFORM SERVICES	22.74
			1988622659		UNIFORM SERVICES	30.29
			1988622660		UNIFORM SERVICES	33.41
			1988622661		UNIFORM SERVICES	44.23
			1988622662		UNIFORM SERVICES	81.62
			1988622663		UNIFORM SERVICES	18.59
					<b>Total :</b>	<b>1,147.37</b>
167302	7/27/2016	0007533 ARNETT, DANIELLE	EXP REIMB		EXP REIMB	10.00
					<b>Total :</b>	<b>10.00</b>
167303	7/27/2016	0004019 ASSOCIATED PETROLEUM PRODUCTS	0937132-IN		FUEL	6,650.34
			0940584-IN		FUEL	19,716.85
			0942616-IN		FUEL	1,312.54

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167303	7/27/2016	0004019	0004019 ASSOCIATED PETROLEUM PRODUCTS (Continued)			<b>Total : 27,679.73</b>
167304	7/27/2016	0000077	BARGE, JA		EXP REIMB	2.40
						<b>Total : 2.40</b>
167305	7/27/2016	0004733	BARRON HEATING & AIR COND, INC		FULL MAINTENANCE	990.44
				180081	HEATER REPAIR	1,603.11
				180082	EXHAUST FAN CLEANING	1,076.13
				180083	BLOWER REPAIR	755.91
				180190		
						<b>Total : 4,425.59</b>
167306	7/27/2016	0008317	BAXTER, STANLEY	4462	MOORAGE REFUND	80.62
						<b>Total : 80.62</b>
167307	7/27/2016	0000082	BAYSHORE OFFICE PRODUCTS, INC		CHAIRS	410.89
				0679064-001	CHAIR	205.44
				0679095-001		
						<b>Total : 616.33</b>
167308	7/27/2016	0008315	BLACK, PHILLIP	5400	MOORAGE REFUND	317.74
						<b>Total : 317.74</b>
167309	7/27/2016	0000103	BLADE CHEVROLET, INC	175256	REMAN MODULE	339.69
						<b>Total : 339.69</b>
167310	7/27/2016	0007926	BROWN, MICHAEL	051816	WELLNESS INCENTIVE	20.00
						<b>Total : 20.00</b>
167311	7/27/2016	0008318	BURNS, JOHN	6455	MOORAGE REFUND	55.00
						<b>Total : 55.00</b>
167312	7/27/2016	0008319	CAMPBELL, JEROMEY	722	MOORAGE REFUND	50.72
						<b>Total : 50.72</b>
167313	7/27/2016	0006939	CANDLEWOOD SUITES	2852	HOTEL ACCOMMODATIONS	3,115.00
						<b>Total : 3,115.00</b>
167314	7/27/2016	0000627	CAPITAL ONE COMMERCIAL		SUPPLIES	292.82
				1181144	SUPPLIES	415.96
				1186755		

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167314	7/27/2016	0000627 CAPITAL ONE COMMERCIAL	(Continued) 7003731930000197		SUPPLIES	2,336.53
					<b>Total :</b>	<b>3,045.31</b>
167315	7/27/2016	0006215 CAROLLO	0149693		PROF SVC/WASTEWATER TREATMENT	325,881.88
					<b>Total :</b>	<b>325,881.88</b>
167316	7/27/2016	0001235 CARROT-TOP INDUSTRIES	31253600		FLAG POLE KIT/FLAGS	1,229.42
					<b>Total :</b>	<b>1,229.42</b>
167317	7/27/2016	0000150 CASCADE NATURAL GAS	03963180678 08793000004 11829220273 12470743597 13275491754 36624000000 40661045647 45420760055 57309970234 58793000009 62337906945 67984882349 80434000008 82193000005 90134000000 92612025210		NATURAL GAS/210 NATURAL GAS/POLICE STATION NATURAL GAS/208 NATURAL GAS/207 NATURAL GAS/205 NATURAL GAS/FIRE STATION NATURAL GAS/ANIMAL SHELTER NATURAL GAS/202 NATURAL GAS/201 NATURAL GAS/CITY HALL NATURAL GAS/204 NATURAL GAS/209 NATURAL GAS/CITY SHOP NATURAL GAS/ANNEX NATURAL GAS/ADULT CARE CENTER NATURAL GAS/203	11.44 37.07 10.60 10.60 10.60 113.50 76.88 10.60 10.60 146.15 10.60 29.16 178.80 25.13 25.13 10.60
					<b>Total :</b>	<b>717.46</b>
167318	7/27/2016	0000160 CENTRAL WELDING SUPPLY	AN44471		TIP/DIFFUSER/NOZZLE	42.60
					<b>Total :</b>	<b>42.60</b>
167319	7/27/2016	0000179 CLERKS PETTY CASH	071416		PETTY CASH	18.89
					<b>Total :</b>	<b>18.89</b>
167320	7/27/2016	0000188 CODE PUBLISHING COMPANY	53778		MUNICIPAL CODE UPDATES	400.56
					<b>Total :</b>	<b>400.56</b>
167321	7/27/2016	0008312 COHEN, DAVID	19498		BOAT LAUNCH REIMBURSEMENT	150.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167321	7/27/2016	0008312 0008312 COHEN, DAVID			(Continued)	<b>Total : 150.00</b>
167322	7/27/2016	0001433 COLE, DONNA	1 1A 1B		TRAVEL REFUND TRAVEL REFUND TRAVEL REFUND	40.00 20.00 25.00 <b>Total : 85.00</b>
167323	7/27/2016	0005773 COMCAST	8498300270032002 8498300270032028		BUSINESS CABLE XFINITY	119.43 25.61 <b>Total : 145.04</b>
167324	7/27/2016	0000220 CUMMINS NORTHWEST, INC	001-11770 001-12350 001-14390		SENSOR ADAPTER KIT ADAPTER KIT	95.00 900.13 992.48 <b>Total : 1,987.61</b>
167325	7/27/2016	0008263 CURTIS BLUE LINE	INV36922 INV37779 INV38916		SHIRTS SHIRTS/PANTS NIK TEST	92.44 255.71 113.82 <b>Total : 461.97</b>
167326	7/27/2016	0000225 DAILY JOURNAL OF COMMERCE	3315528		BID CALL/BRIDGE HANGER REPLACEM	499.20 <b>Total : 499.20</b>
167327	7/27/2016	0000256 DAY WIRELESS SYSTEMS	188556-00		LOW VISIBILITY	91.31 <b>Total : 91.31</b>
167328	7/27/2016	0000247 DIAMOND RENTALS	1-540054 1-540171 1-540690		BELT CABLES THROTTLE CABLE	184.06 37.19 52.35 <b>Total : 273.60</b>
167329	7/27/2016	0008323 DITCH WITCH NORTHWEST	207617		TAMPER/SHOE	2,396.55 <b>Total : 2,396.55</b>
167330	7/27/2016	0001666 ENVIRO-CLEAN EQUIPMENT	S16-071507		SEAL MATERIAL	257.89 <b>Total : 257.89</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167331	7/27/2016	0006747 EQUINOX RESEARCH & CONSULTING	13-475-17		PROF SVC/WWTP	26,806.09
<b>Total :</b>						<b>26,806.09</b>
167332	7/27/2016	0002900 FASTENAL	WAOAK23879		PLUG/PART RESP	36.94
			WAOAK23909		CABLE TIES	67.81
			WAOAK23970		EYEWEAR/CLEANER/GLOVES	43.65
			WAOAK24009		PRYBAR/EYEWEAR	109.19
<b>Total :</b>						<b>257.59</b>
167333	7/27/2016	0004823 FEENEY WIRELESS	30152113		ANTENNA	280.73
<b>Total :</b>						<b>280.73</b>
167334	7/27/2016	0007929 FEHR PEERS	108677		PROF SVC/OAK HARBOR TRANSPORT	1,158.75
<b>Total :</b>						<b>1,158.75</b>
167335	7/27/2016	0000954 FIRE CHIEFS, WASHINGTON STATE ASSOC (	7462		REGISTRATION/MERRILL	25.00
			7491		REGISTRATION/MERRILL	25.00
<b>Total :</b>						<b>50.00</b>
167336	7/27/2016	0000314 FISHERIES SUPPLY COMPANY	3681648		CONNECTORS/VHF W/CHR BRS FERRI	137.53
<b>Total :</b>						<b>137.53</b>
167337	7/27/2016	0007141 FREEDOM PROPERTIES, LLC	073116		JUL 2016 ANIMAL SHELTER	2,500.00
<b>Total :</b>						<b>2,500.00</b>
167338	7/27/2016	0001733 FRENCH, DAVE	2327		MOORAGE REFUND	242.31
<b>Total :</b>						<b>242.31</b>
167339	7/27/2016	0000355 FRONTIER	007-9244		CURRENT PHONE CHARGES	258.72
			279-0841		CURRENT PHONE CHARGES	79.86
			279-2236		CURRENT PHONE CHARGES	120.88
			675-2111		CURRENT PHONE CHARGES	71.64
			675-3121		CURRENT PHONE CHARGES	65.86
			675-6794		CURRENT PHONE CHARGES	66.28
			679-5551		CURRENT PHONE CHARGES	200.00
			679-8702		CURRENT PHONE CHARGES	75.09
			770-2694		CURRENT PHONE CHARGES	40.11
			770-2715		CURRENT PHONE CHARGES	33.80

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167339	7/27/2016	0000355 0000355 FRONTIER	(Continued)			<b>Total : 1,012.24</b>
167340	7/27/2016	0000329 GALLS	005649287		UNIFORMS/FRONDOZO	298.91
						<b>Total : 298.91</b>
167341	7/27/2016	0000329 GALLS	005612491		SHIRTS	139.37
						<b>Total : 139.37</b>
167342	7/27/2016	0003049 GAMETIME	6159030		PLAYGROUND EQUIPMENT	2,953.39
						<b>Total : 2,953.39</b>
167343	7/27/2016	0006390 GOLDSTAR PRODUCTS, INC	0064296		STERILANT	793.50
						<b>Total : 793.50</b>
167344	7/27/2016	0000349 GRAINGER	9148457840 9152498789		CONVEX MIRROR CONVEX MIRROR	66.04 90.33
						<b>Total : 156.37</b>
167345	7/27/2016	0000345 GREATER OAK HBR CHAMBER OF COM	071816		ADVERTISING	1,158.25
						<b>Total : 1,158.25</b>
167346	7/27/2016	0004974 GREEN LIGHT SOLUTIONS	8385		MAINTENANCE & INSPECTIONS	955.00
						<b>Total : 955.00</b>
167347	7/27/2016	0005311 HB JAEGER COMPANY, LLC	47962/2		COUPLING/PIPE/CLAMP	772.56
						<b>Total : 772.56</b>
167348	7/27/2016	0000323 HD FOWLER COMPANY	I4265526 I4265878		METER SETTER METER GASKET	1,163.99 34.35
						<b>Total : 1,198.34</b>
167349	7/27/2016	0007709 HOFFMAN CONSTRUCTION COMPANY	CWFC14 P19		PROF SVC/CLEAN WATER FACILITY PROF SVC/OAK HARBOR CLEAN WATE	1,870,849.31 62,349.47
						<b>Total : 1,933,198.78</b>
167350	7/27/2016	0003095 HOME DEPOT CREDIT SERVICES	1021959 25207 3971915		GLOSS/PRIMER SIGNS/BUCKETS PRIME HEM-FIR	30.27 39.91 73.38

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167350	7/27/2016	0003095 HOME DEPOT CREDIT SERVICES	(Continued)			
			4021526		BRUSHES/SCOURPADS/TRAYS	91.10
			4590246		LADDER	86.92
			5585255		OIL/FUEL STABILIZER	19.02
			560818		PROTECTOR/BRUSHES	41.59
			6585806		BANDSAW BLADE	65.09
			6972370		FURNITURE MOVERS	9.77
			8022466		WASHERS/BOLTS/NUTS	35.11
			8025528		CEMENT	5.40
			8084926		DRILL KIT	-65.19
			8585056		BOLTS	10.65
			9043048		DRILL KIT	65.19
			9585631		PLUGS	10.58
			9586326		COUPLINGS	17.91
			972257		SEALER/SEAMING TAPE/RUG GRIPPEF	31.33
			9972020		CAP/PIPE	97.08
			9972299		SCREWS	65.19
					<b>Total :</b>	<b>730.30</b>
167351	7/27/2016	0005250 HONEYMOON BAY COFFEE ROASTERS	272279		COFFEE SUPPLIES	93.22
			887507		FILTERS	8.69
			887530		COFFEE SUPPLIES	93.22
					<b>Total :</b>	<b>195.13</b>
167352	7/27/2016	0008278 HOUSE, EMMA	070516		RELOCATION REIMBURSEMENT	2,542.00
					<b>Total :</b>	<b>2,542.00</b>
167353	7/27/2016	0005872 IMPAIRED DRIVING IMPACT PANEL	071516		DUI/UNDERAGE DRINKING PREVENTIC	166.67
					<b>Total :</b>	<b>166.67</b>
167354	7/27/2016	0000417 INDUSTRIAL BOLT & SUPPLY	619584-2		PIPE TEE/STUD LUG	72.58
			621144-1		HOUSING/WEDGES	502.18
					<b>Total :</b>	<b>574.76</b>
167355	7/27/2016	0007465 INKTECHNOLOGIES.COM	1013503-IN		TONER	55.80
					<b>Total :</b>	<b>55.80</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167356	7/27/2016	0001487 ISLAND COUNTY SUPERIOR COURT	071316		COPY COST OF COURT CD	28.50
<b>Total :</b>						<b>28.50</b>
167357	7/27/2016	0000411 ISLAND COUNTY TREASURER	071216		2ND QTR 2016 MUNICIPAL COURT EXP	50,806.24
			2		2ND QTR 2016 JANITORIAL/REPAIRS/O	4,654.50
<b>Total :</b>						<b>55,460.74</b>
167358	7/27/2016	0000415 ISLAND DISPOSAL	4402638		ANIMAL SHELTER	102.41
<b>Total :</b>						<b>102.41</b>
167359	7/27/2016	0000454 JET CITY EQUIPMENT RENTAL	21420		DUMPING	21.74
<b>Total :</b>						<b>21.74</b>
167360	7/27/2016	0006362 KBA, INC	3002872		PROF SVC/CLEAN WATER FACILITY & C	100,642.10
<b>Total :</b>						<b>100,642.10</b>
167361	7/27/2016	0000476 KERR, JACK	073116		JUL 2016 PUBLIC DEFENSE SCREENIN	1,400.00
<b>Total :</b>						<b>1,400.00</b>
167362	7/27/2016	0000491 LABOR & INDUSTRIES, WASHINGTON STATE	271763		INSPECTIONS	365.50
<b>Total :</b>						<b>365.50</b>
167363	7/27/2016	0002227 LABORATORY CORPORATION OF	62051562		LAB SERVICES	89.00
<b>Total :</b>						<b>89.00</b>
167364	7/27/2016	0000494 LAKESIDE INDUSTRIES	5039210MB		ASPHALT	330.94
			5039211MB		ASPHALT	41.37
			5103991MB		ASPHALT	307.98
			5104018MB		ASPHALT	274.21
<b>Total :</b>						<b>954.50</b>
167365	7/27/2016	0000889 LANGUAGE EXCHANGE	8		INTERPRETER SERVICES	666.25
<b>Total :</b>						<b>666.25</b>
167366	7/27/2016	0000979 LES SCHWAB	41400258227		WHEEL ALIGNMENT	90.76
<b>Total :</b>						<b>90.76</b>
167367	7/27/2016	0001909 LONG, JAY	1		DRIVING SERVICES	105.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167367	7/27/2016	0001909 0001909 LONG, JAY			(Continued)	<b>Total : 105.00</b>
167368	7/27/2016	0000524 LYNDEN ICE	113011060		ICE	186.00
						<b>Total : 186.00</b>
167369	7/27/2016	0000530 MAILLIARD'S LANDING NURSERY	120376 120441 120654		YARD WASTE YARD WASTE YARD WASTE	10.00 10.00 10.00
						<b>Total : 30.00</b>
167370	7/27/2016	0004898 MARINE SERVICES	4502		MOORAGE REFUND	108.77
						<b>Total : 108.77</b>
167371	7/27/2016	0000660 MARKET PLACE FOOD & DRUG	462805 462986		GROCERIES GROCERIES	227.51 181.71
						<b>Total : 409.22</b>
167372	7/27/2016	0008316 MARRS, JEFF	6795		MOORAGE REFUND	18.05
						<b>Total : 18.05</b>
167373	7/27/2016	0007306 MASSEY, MEG	TRAVEL ADVANCE		TRAVEL ADVANCE	94.00
						<b>Total : 94.00</b>
167374	7/27/2016	0000040 MATRIX	608493907		LONG DISTANCE	399.59
						<b>Total : 399.59</b>
167375	7/27/2016	0006028 MCI COMM SERVICE	679-3902		LONG DISTANCE	37.41
						<b>Total : 37.41</b>
167376	7/27/2016	0000561 MERRIMAN, DOUGLAS	TRAVEL REIMB		TRAVEL REIMB	864.34
						<b>Total : 864.34</b>
167377	7/27/2016	0008110 MINUTEMAN PRESS	63444		FACT SHEETS/PLOTS/POSTERS	1,330.54
						<b>Total : 1,330.54</b>
167378	7/27/2016	0000587 MOTOR TRUCKS, INC	MV139571 MV139739 MV142394		REM KIT DPF CLEAN AND INSPECT SEAL	-74.13 55.44 28.25

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167378	7/27/2016	0000587 0000587 MOTOR TRUCKS, INC			(Continued)	<b>Total : 9.56</b>
167379	7/27/2016	0004423 MUNICIPAL EMERGENCY SERVICES	IN1047740 IN1047745		COVER/HOSE GAUGE/HOSE/CONSOLE BOARD/HOLD	1,243.53 4,152.56 <b>Total : 5,396.09</b>
167380	7/27/2016	0000958 NATURAL RESOURCES, WASHINGTON STAT FIN CHRG			FIN CHRG	9.00 <b>Total : 9.00</b>
167381	7/27/2016	0008314 NELSON, KRISTINE	2643		MOORAGE REFUND	199.13 <b>Total : 199.13</b>
167382	7/27/2016	0008310 NORTH WEST TOOL REPAIR	072016		VALVE PLATE	258.10 <b>Total : 258.10</b>
167383	7/27/2016	0003946 OAC SERVICES, INC	131464		PROF SVC/OAK HARBOR WWT	2,743.09 <b>Total : 2,743.09</b>
167384	7/27/2016	0000672 OAK HARBOR ACE	272166 273282 273299 273301 273312 273315 273325 273378 273394 273404 273413 273491 273507 273517 273524 273547 273548 273587 273611 273622		NIPPLES SPRAY HEAD CEMENT/PRIMER/ADAPTER NUTS/FASTENERS SPLYFCT/UNION/CONN MALE CONN CONNECT PIPE RING WAX WIRE/WRENCH/LID/BRUSHES CLEANER/KIT DEHUMIDIFY RECEPT BOLTS/WASHERS GLUE/DUCT TAPE DECKSL/FASTENERS INSERT NIPPLES SPRAYPAINT PLUG/OUTLETS	1.62 7.60 27.46 9.21 20.08 1.09 5.97 4.34 2.49 46.43 23.89 4.34 21.73 7.28 22.81 15.25 9.54 9.00 8.67 19.51

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167384	7/27/2016	0000672 OAK HARBOR ACE	(Continued)			
			273646		FASTENERS	1.72
			273654		CAPS/BUTT	4.20
			273658		COUPLE/NIPPLES/PIPE	29.41
			273683		CLEANER	10.86
			273706		GLUE	7.60
			273710		FASTENERS	1.76
			273716		FILTERS	16.27
			273811		DAMP RID	13.02
			273813		CORD/BULBS	65.19
					<b>Total :</b>	<b>418.34</b>
167385	7/27/2016	0000668 OAK HARBOR AUTO CENTER	001-275224		CREDIT	-79.22
			001278658		COIL/STEERING SHIFT	213.67
			001-278720		STEERING WHEEL	15.35
			001-279168		SPARK PLUG	2.56
			001-279220		FILTERS	9.51
			001-279221		FILTERS	4.76
			001-279300		CARB & CHOKE CLEA	3.53
			001-279424		ANTI-FREEZE	36.36
			001-279425		RADIATOR CAP/WATER PUMP	132.14
			001-279430		FILTERS	35.82
			001-279433		OBSOLETE/BONDO	107.45
			001-279449		COOLANT HOSE	9.92
			001-279495		TOOLS/CLAMPS	116.39
			001-279496		DOUBLE X PL	66.74
			001-279530		FUEL CAP	4.96
			001-279924		ROTOR/SEMI-M	104.15
			001-279929		FILTERS	9.48
			001-279934		AXLE SHAFT/OIL SEAL	187.46
			001-280038		RECEIV/CONNECTORS	235.22
			001-280148		BALL BEARING	33.28
					<b>Total :</b>	<b>1,249.53</b>
167386	7/27/2016	0007653 OAK HARBOR PRIMARY CARE, PLLC	062816		INMATE SERVICES	112.00
			070516		INMATE SERVICES	200.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167386	7/27/2016	0007653 0007653 OAK HARBOR PRIMARY CARE, PLLC	(Continued)			<b>Total : 312.00</b>
167387	7/27/2016	0003007 OFFICE DEPOT	848621864001		TONER	417.39
						<b>Total : 417.39</b>
167388	7/27/2016	0000665 OFFICEMAX, INC	539847 560402 601089		DRIVE MARKERS/CABLE FAX	65.21 35.69 163.04
						<b>Total : 263.94</b>
167389	7/27/2016	0006007 O'REILLY AUTO PARTS	2532-376135		COOLANT HOSE	15.00
						<b>Total : 15.00</b>
167390	7/27/2016	0002985 PACIFIC TIRE CO. INC	0101068 0101178		TIRES TIRES	284.30 104.16
						<b>Total : 388.46</b>
167391	7/27/2016	0001615 PART WORKS, INC	429323 429583 430155		SPRAY HEAD/HOSE SPRING BODY ADJUSTMENT SCREW	182.24 64.80 17.56
						<b>Total : 264.60</b>
167392	7/27/2016	0008320 PFM FINANCIAL ADVISORS, LLC	17525		PROF SVC/FINANCIAL ADVISORY SER	50,717.74
						<b>Total : 50,717.74</b>
167393	7/27/2016	0000743 PUGET SOUND ENERGY	200000881421 200000919684 200000947859 200001097589 200001884218 200002036164 200002036719 200002037097 200002037261 200002037501 200002170617 200002511539 200002723381		ELECTRICITY/1500 S BEEKSMA DR DIS ELECTRICITY/WINDMILL ELECTRICITY/CITY SHOP ELECTRICITY/1500 S BEEKSMA DR EB/ ELECTRICITY/1888 NE 5TH AVE PUMP ELECTRICITY/30505 ST ROUTE 20 ELECTRICITY/34777 STATE ROUTE 20 S ELECTRICITY/2000 SW SCENIC HEIGHTS ELECTRICITY/1780 SW SPRINGFIELD C ELECTRICITY/3285 SW SCENIC HEIGHTS ELECTRICITY/552 NW CLIPPER DR ELECTRICITY/2075 SW FT ELECTRICITY/1500 S BEEKSMA DR CM	766.16 10.21 1,792.04 14.82 21.18 70.66 28.53 22.44 10.83 85.52 10.21 47.84 154.04

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167393	7/27/2016	0000743	PUGET SOUND ENERGY			
			(Continued)			
			200003267636		ELECTRICITY/1000 SE IRELAND ST	14.03
			200003459654		ELECTRICITY/1957 FORT NUGENT RD	106.24
			200004342099		ELECTRICITY/650 NE 7TH AVE	27.21
			200004562878		ELECTRICITY/800 SE MIDWAY BLVD	53.50
			200004856627		ELECTRICITY/1577 NW 8TH AVE	10.21
			200005263310		ELECTRICITY/SMITH PARK	10.21
			200005461666		ELECTRICITY/1500 S BEEKSMA DR WK	17.56
			200005933094		ELECTRICITY/700 SE PIONEER WAY LA	3,842.43
			200006103952		ELECTRICITY/5941 STATE ROUTE 20	10.21
			200007702943		ELECTRICITY/700 AV W & MIDWAY BLV	65.64
			200007824192		ELECTRICITY/75 SE JEROME ST	10.21
			200008386993		ELECTRICITY/FABER ST & HARVEST D	10.77
			200008816189		ELECTRICITY/ANNEX	15.90
			200010322895		ELECTRICITY/2330 SW ROSARIO PL	33.14
			200010499248		ELECTRICITY/1948 NW CROSBY AVE	111.82
			200010499446		ELECTRICITY/1661 NE 16TH AVE SWRS	15.76
			200010530240		ELECTRICITY/651 SE BAYSHORE DR LI	35.43
			200010530802		ELECTRICITY/CITY BEACH PARK	126.73
			200010531024		ELECTRICITY/940 SE PIONEER WAY	105.61
			200010531172		ELECTRICITY/1300 NE BIG BERRY LOC	10.77
			200010531354		ELECTRICITY/1500 S BEEKSMA DR CAI	81.14
			200010531941		ELECTRICITY/800 SE DOCK ST	89.20
			200010699706		ELECTRICITY/1500 S BEEKSMA DR BAI	75.15
			200011316839		ELECTRICITY/25 20 & 650 AV W	298.33
			200011551930		ELECTRICITY/ADULT CARE CENTER	23.45
			200011579964		ELECTRICITY/285 SE JEROME ST	31.89
			200012220337		ELECTRICITY/128 E WHIDBEY AVE	10.16
			200012278087		ELECTRICITY/FIRE STATION	923.05
			200012425357		ELECTRICITY/TREATMENT PLANT	2,581.13
			200012838765		ELECTRICITY/PIONEER PARK	12.87
			200013370750		ELECTRICITY/MARINA	1,759.21
			200013968405		ELECTRICITY/1540 SE PIONEER WAY L	99.87
			200014151886		ELECTRICITY/1370 SE DOCK ST	39.46
			200014596478		ELECTRICITY/CITY HALL	794.53
			200015399153		ELECTRICITY/1678 SW 8TH AVE	10.16
			200015618321		ELECTRICITY/600 NE 7TH AVE	99.83

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167393	7/27/2016	0000743 PUGET SOUND ENERGY	(Continued)			
			200015685833		ELECTRICITY/287 SE CABOT DR SWRF	66.66
			200017255619		ELECTRICITY/690 SW HELLER RD WTF	329.12
			200017441482		ELECTRICITY/CITY BEACH PARK	955.15
			200017575347		ELECTRICITY/1367 NW CROSBY AVE S	47.98
			200017653656		ELECTRICITY/3300 OLD GOLDIE RD PL	69.15
			200017654415		ELECTRICITY/1000 SW THORNBERRY I	167.37
			200017853025		ELECTRICITY/2081 NE 9TH AVE SWRPI	11.54
			200017968427		ELECTRICITY/POLICE STATION	1,207.15
			200019043344		ELECTRICITY/90 SE PIONEER WAY LIG	22.07
			200019500517		ELECTRICITY/1137 NW KATHLEEN DR I	27.51
			200020179194		ELECTRICITY/626 CHRISTIAN RD	13.45
			200020308330		ELECTRICITY/1500 S BEEKSMA DR KIT	13.98
			200022441113		ELECTRICITY/980 SW MCCROHAN ST I	31.56
			200022988147		ELECTRICITY/TRAILER PK S END	27.54
			200023231067		ELECTRICITY/945 E WHIDBEY AVE #B	25.39
			200023360569		ELECTRICITY/700 W HELLER RD TRAFI	34.84
			200024715845		ELECTRICITY/1285 NE TAFTSON ST LF	31.15
			200025075157		ELECTRICITY/33500 STATE ROUTE 20	70.45
			220000598098		ELECTRICITY/ANIMAL SHELTER	100.78
			220002244337		ELECTRICITY/END OF GUN CLUB ROA	67.58
			220003651407		ELECTRICITY/101	722.30
			220003735804		ELECTRICITY/275 SE PIONEER WAY	1,126.23
			220005593946		ELECTRICITY/1770 NE GOLDIE ST PUM	16.96
			220005790955		ELECTRICITY/301 SE PIONEER WAY	208.07
			220007681624		ELECTRICITY/2900 N OAK HARBOR RD	24.78
			3000000010516		ELECTRICITY/STREET LIGHTS	66.46
			300000005003		ELECTRICITY/PARKS	398.86
			300000009906		ELECTRICITY/PARKS	10.16
			300000010409		ELECTRICITY/PARKS	64.10
			300000010458		ELECTRICITY/STREET LIGHTS	99.20
					<b>Total :</b>	<b>20,654.83</b>
167394	7/27/2016	0000754 RAINBOW METALS	11838		PLAQUE	159.58
					<b>Total :</b>	<b>159.58</b>
167395	7/27/2016	0007885 REDNECK PROPERTIES, LLC	073116		AUG 2016 PARKING LOT RENTAL	1,666.50

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167395	7/27/2016	0007885 0007885 REDNECK PROPERTIES, LLC	(Continued)			<b>Total : 1,666.50</b>
167396	7/27/2016	0008322 REGAL REMODEL & CONST, LLC	BL-006080		BUSINESS LICENSE REFUND	12.50
						<b>Total : 12.50</b>
167397	7/27/2016	0007200 SAGE SOFTWARE, INC	2001495265		SAGE BUSINESS CARE GOLD RENEW/	2,963.16
						<b>Total : 2,963.16</b>
167398	7/27/2016	0008311 SCHAFER, WILLIAM	VI4980		BOAT LAUNCH REIMBURSEMENT	50.00
						<b>Total : 50.00</b>
167399	7/27/2016	0005967 SEATTLE AUTOMOTIVE DIST	S6-1025186		SPARK PLUG	31.84
						<b>Total : 31.84</b>
167400	7/27/2016	0000852 SENIOR CENTER PETTY CASH	072116		PETTY CASH	251.02
						<b>Total : 251.02</b>
167401	7/27/2016	0005085 SEVERNS, ROBERT	TRAVEL REIMB		TRAVEL REIMB	446.94
						<b>Total : 446.94</b>
167402	7/27/2016	0000816 SHELL FLEET PLUS	0000000065163545607		FUEL	22.06
						<b>Total : 22.06</b>
167403	7/27/2016	0000831 SIX ROBBLEES', INC	14-325693 14-325698 14-326143		BEACON PLATE/CAB RACK BEACON PLATE/CAB RACK WORKLAMP	443.50 443.50 121.94
						<b>Total : 1,008.94</b>
167404	7/27/2016	0000876 SKAGIT VALLEY COLLEGE	23591		2ND QTR 2016 BUILDING OPERATION	23,603.33
						<b>Total : 23,603.33</b>
167405	7/27/2016	0007890 SMARSH, INC	INV00165977		ARCHIVING PLATFORM	229.50
						<b>Total : 229.50</b>
167406	7/27/2016	0000879 SOLID WASTE ASSOCIATION OF	2017-73442		MEMBERSHIP RENEWAL	347.00
						<b>Total : 347.00</b>
167407	7/27/2016	0008138 SOULE, PATRICIA	TRAVEL REIMB		TRAVEL REIMB	141.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167407	7/27/2016	0008138	0008138 SOULE, PATRICIA		(Continued)	<b>Total : 141.00</b>
167408	7/27/2016	0000846	SOUND PUBLISHING		7695124 JUN 2016/PUBLICATIONS-ACCT#801250	770.97
					WCW708762 CITY BIDS	225.52
					WCW709169 CITY BIDS	413.67
					WCW709475 CITY ORDINANCES	76.01
					WCW709476 CITY NOTICES	107.16
					<b>Total :</b>	<b>1,593.33</b>
167409	7/27/2016	0003883	STAPLES BUSINESS ADVANTAGE		3305939565 KEYBOARD DRAWER	25.86
					3306561642 STAMPS	23.22
					3306561643 STAMPS	50.98
					3306561644 STAMPS	19.72
					3306561646 STAPLES/PADS	47.78
					3306561647 TONER/RIBBON	123.53
					3307744062 HANDSOAP	405.34
					3307744063 PRIVACY FILTER	123.04
					3307744064 TONER	109.79
					3307744065 WASTEBASKET/PUNCH	27.61
					3307744066 TONER	72.76
					3307744067 TONER	79.54
					3308145146 COVERS/FILES	31.19
					<b>Total :</b>	<b>1,140.36</b>
167410	7/27/2016	0006673	SUMMIT SAFETY SHOES		9005355 BOOTS/SHELLEY	141.26
					9005442 BOOTS/HUBBARD	135.82
					<b>Total :</b>	<b>277.08</b>
167411	7/27/2016	0000874	SURETY PEST CONTROL		1112456 PEST EXTERMINATION	59.79
					1117467 PEST EXTERMINATION	59.79
					1118048 PEST EXTERMINATION	55.44
					1118320 PEST EXTERMINATION	59.79
					<b>Total :</b>	<b>234.81</b>
167412	7/27/2016	0000881	TAB PRODUCTS CO, LLC		2336635 LABELS	754.48
					<b>Total :</b>	<b>754.48</b>
167413	7/27/2016	0008313	ULLMER, DOUG		VI3638 BOAT LAUNCH REIMBURSEMENT	50.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167413	7/27/2016	0008313 0008313 ULLMER, DOUG			(Continued)	<b>Total : 50.00</b>
167414	7/27/2016	0008167 US BANK AND HOFFMAN CONST	242213000		RETAINAGE-ACCOUNT 242213000	90,204.89
						<b>Total : 90,204.89</b>
167415	7/27/2016	0000934 UTILITIES UNDERGROUND LOCATION	6060177		JUN 2016 LOCATES	130.90
						<b>Total : 130.90</b>
167416	7/27/2016	0000937 VALLEY FREIGHTLINER, INC	2261900034		SWITCH	161.77
						<b>Total : 161.77</b>
167417	7/27/2016	0000932 VERIZON WIRELESS	9768370379		CURRENT COMM CHARGES	5,567.16
						<b>Total : 5,567.16</b>
167418	7/27/2016	0008321 VRABLE, DERIK	072216		PASSPORT FEE REIMBURSEMENT	80.66
						<b>Total : 80.66</b>
167419	7/27/2016	0001044 WASHINGTON CRIMINAL JUSTICE	201126685 201126716		REGISTRATION/SILVEIRA REGISTRATION/ANDREANO/TAYLOR	50.00 6,374.00
						<b>Total : 6,424.00</b>
167420	7/27/2016	0001052 WASHINGTON STATE PATROL	116009053 116009298		BACKGROUND CHECKS BACKGROUND CHECKS	24.00 624.75
						<b>Total : 648.75</b>
167421	7/27/2016	0001039 WESTERN PETERBILT, INC	A221683 A221684 S887140		FRONT LOADER BODY/#62B FRONT LOADER BODY/#59 KNOB	324,098.98 308,810.49 26.72
						<b>Total : 632,936.19</b>
167422	7/27/2016	0006267 WESTERN REFUSE & RECYCLING	143590		VALVE	2,456.63
						<b>Total : 2,456.63</b>
167423	7/27/2016	0003067 WHIDBEY ANIMALS' IMPROVEMENT	062216		HOLDING SERVICES	475.00
						<b>Total : 475.00</b>
167424	7/27/2016	0001000 WHIDBEY AUTO PARTS, INC.	289420 289620		FITTING/HOSE VALVE	51.77 6.50

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167424	7/27/2016	0001000 WHIDBEY AUTO PARTS, INC.	(Continued) 290143 290174		ACETYLENE ACETYLENE	65.04 95.66 <b>Total : 218.97</b>
167425	7/27/2016	0001005 WHIDBEY GENERAL HOSPITAL	WAE69659 WAE69775 WAE78352 WAE78627		INMATE SERVICES INMATE SERVICES INMATE SERVICES INMATE SERVICES	226.10 770.95 141.10 717.40 <b>Total : 1,855.55</b>
167426	7/27/2016	0001017 WHIDBEY PRINTERS	48620 48634 48638		FIRE & LIFE SAFETY INSPECTION FOR BUSINESS CARDS/LEE CAMPING REMITTANCE ENVELOPES	318.94 59.79 357.84 <b>Total : 736.57</b>
167427	7/27/2016	0007078 WHIDBEY SIGN COMPANY	16363 16364		FLAGS BANNER/SIGNS	1,523.32 220.66 <b>Total : 1,743.98</b>
167428	7/27/2016	0001061 XEROX CORPORATION	085275175 701981848		JUN 2016 COPIER RENTAL MAY 2016 COPIER RENTAL	461.28 4,212.60 <b>Total : 4,673.88</b>
134 Vouchers for bank code : bank					<b>Bank total :</b>	<b>3,385,858.55</b>
134 Vouchers in this report					<b>Total vouchers :</b>	<b>3,385,858.55</b>

City of Oak Harbor  
City Council Agenda Bill

Bill No. C/A 4.c.  
Date: August 3, 2016  
Subject: Ordinance No.1776: Amending  
Ordinance 1765

**FROM: Patricia Soule, Finance Director**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Pass Ordinance 1776 amending Ordinance 1765 to correct rounding errors.

**BACKGROUND / SUMMARY INFORMATION**

As Ordinance 1765 was being input into the budget section of the financial system rounding errors were noted. This amendment will clean those up and allow budget amendment to total correctly

**LEGAL AUTHORITY**

**FISCAL IMPACT**

N/A

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

Ordinance 1765 Amending the Bi-Annual Budget for changes to Beginning Fund Balances was approved on July 5, 2016.

**ATTACHMENTS**

1. [Ordinance 1776 correcting Ordinance 1765](#)
2. [BFB with explanations](#)

**PURPOSE**

**CITY COUNCIL WORKSHOP**

## **DISCUSSION**

**ORDINANCE NO. 1776  
AMENDED ORDINANCE NO. 1765**

**AN ORDINANCE OF THE CITY OF OAK HARBOR TO AMEND THE 2015-2016 BIENNIAL BUDGET TO RECONCILE 2015 BUDGETED BEGINNING FUND BALANCES TO ACTUAL BEGINNING FUND BALANCES AS OF JANUARY 1, 2016, AND TO AMEND THE 2015-2016 BIENNIAL BUDGET FOR REQUIRED CHANGES NOTED IN THE CITY OF OAK HARBOR'S MID-BIENNIAL REVIEW PROCESS**

WHEREAS, during the compilation of the City of Oak Harbor 2015-2016 Biennial Budget during the latter months of 2014, estimates of projected expendable resources as of January 1, 2015 are made to estimate the dollar amount of financial resources or beginning fund balances required to meet the anticipated costs of operations and capital construction projects for the biennial period; and

WHEREAS, the City has determined that a budget amendment is needed for fiscal year 2016 of the 2015-2016 Biennial Budget to adjust the 2016 Budgeted Beginning Fund Balances to Actual Beginning Fund Balances; and

NOW, THEREFORE, the City Council of the City of Oak Harbor do hereby ordain as follows:

**Section One:** The revenues and expenditures for all funds requiring a mid-biennial change are hereby amended for the budget year 2016 as set forth below:

<b>Fund #</b>	<b>Name</b>	<b>Amended</b>
001	General	\$15,876,824
002	General Fund Reserves	3,683,688
005	Whidbey Marathon	153,171
101	Streets	2,423,957
104	Arterials	1,404,997
105	Transportation Capital Improvement	1,188,097
106	Paths and Trails	12,422
115	Art Acquisition & Maintenance	63,534
116	Civic Improvement (2%)	887,110
125	Neighborhood Parks	98,092
126	Community Parks	266,335
127	Park Impact Fund	100,657
129	Senior Center	432,403
311	REET 1st 1/4 %	1,532,334
312	REET 2nd 1/4%	938,482
320	Municipal Pier	168,900
325	Waterfront Redevelopment	400,902
401	Water	10,643,357
402	Sewer	37,552,483
403	Solid Waste	5,708,304
404	Storm Drain	3,005,560

410	Marina	1,854,658
411	Water Cumulative Reserve	2,983,161
412	Sewer Cumulative Reserve	5,417,889
413	Solid Waste Cumulative Reserve	117,560
414	Storm Drain Cumulative Reserve	418,494
420	Marina Cumulative Reserve	8,651
501	Equipment Rental	1,266,321
502	Equipment Replacement	10,140,175
510	Facilities	2,676,164
		\$111,424,682

**Section Two: Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

**Section Three: Effective Date.** This ordinance shall take effect five days after publication as provided by law.

Adopted by the City Council this 15th day of October 2013.

CITY OF OAK HARBOR

By \_\_\_\_\_  
Robert Severns, Mayor

Dated: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Anna Thompson, City Clerk

Approved as to Form:

\_\_\_\_\_  
Nikki Esparza, City Attorney

Published: \_\_\_\_\_

City of Oak Harbor  
2015-2016 Mid-Biennial Budget Amendment

Fund#	Name	Adopted BFB	Actual BFB	Change	Adopted Budget	Amended Budget	Change Reasons
001	General	2,655,814	2,083,854	(571,960)	16,448,784	15,876,824	Carryover from 2014
002	General Fund Reserves	3,864,506	3,398,100	(466,406)	4,150,094	3,683,688	Reserve calculation revised
006	Whidbey Marathon	(22,372)	(2,173)	20,199	132,972	153,171	Professional services less than budgeted
101	Streets	847,735	1,401,957	554,222	1,869,735	2,423,957	Carryover from 2014
104	Arterials	715,298	1,281,397	566,099	838,898	1,404,997	Carryover from 2014
105	Transportation Capital Improvement	1,123,591	1,146,129	22,538	1,165,559	1,188,097	Carryover from 2014
106	Paths and Trails	24,037	10,000	(14,037)	26,459	12,422	Transfer to Gen Fund for Veteran's Park
115	Art Acquisition & Maintenance	18,923	63,434	44,511	19,023	63,534	Budgeted Art purchases did not occur
116	Civic Improvement (2%)	521,172	686,210	165,038	722,072	887,110	Carryover from 2014
125	Neighborhood Parks	99,154	97,842	(1,312)	99,404	98,092	Interest earnings less than budgeted
126	Community Parks	274,488	265,685	(8,803)	275,138	266,335	Interest earnings less than budgeted
127	Park Impact Fund	60,250	39,407	(20,843)	121,500	100,657	Revenue received less than budgeted
129	Senior Center	50,968	(2,569)	(53,537)	485,940	432,403	Travel revenue \$44K less than budgeted
311	REET 1st 1/4%	1,144,364	1,356,784	212,420	1,319,914	1,532,334	Budgeted 1/2 of actual received
312	REET 2nd 1/4%	584,226	762,932	178,706	759,776	938,482	Budgeted 1/2 of actual received
320	Construction - Dock Project	167,814	168,900	1,086	167,814	168,900	Carryover from 2014
325	Waterfront Redevelopment	404,499	379,552	(24,947)	425,849	400,902	Carryover from 2014
401	Water	4,167,204	5,161,193	993,989	9,649,368	10,643,357	Carryover from 2014
402	Sewer	45,880,823	16,036,178	(29,844,645)	67,397,128	37,552,483	Waste Water Treatment Plant
403	Solid Waste	2,713,910	2,338,654	(375,256)	6,083,560	5,708,304	Actual expenditures greater than budgeted
404	Storm Drain	331,570	1,216,215	884,645	2,120,915	3,005,560	Carryover from 2014
410	Marina	314,094	506,278	192,184	1,662,474	1,854,658	Actual revenue greater than budgeted
411	Water Cumulative Reserve	2,766,071	2,767,161	1,090	2,982,071	2,983,161	Miscellaneous
412	Sewer Cumulative Reserve	5,283,732	5,295,389	11,657	5,406,232	5,417,889	Miscellaneous
413	Solid Waste Cumulative Reserve	116,796	117,250	454	117,106	117,560	Miscellaneous
414	Storm Drain Cumulative Reserve	416,105	417,994	1,889	416,605	418,494	Miscellaneous
420	Marina Cumulative Reserve	8,530	8,451	(79)	8,730	8,651	Miscellaneous
501	Equipment Rental	143,863	228,298	84,435	1,181,886	1,266,321	Carryover from 2014
502	Equipment Replacement	7,469,094	8,449,419	980,325	9,159,850	10,140,175	Actual expenditures less than budgeted
510	Facilities	345,660	167,682	(177,978)	2,854,142	2,676,164	Pension adj
		82,491,919	55,847,606	(26,644,313)	138,068,998	111,424,682	

City of Oak Harbor  
City Council Agenda Bill

Bill No. C/A 4.d  
Date: August 3, 2016  
Subject: Appointment: Community Police  
Advisory Board (CAB), High  
School Alternate Position No. 7  
- Austin McBride

**FROM: Mayor Severns**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Confirm the Mayor's appointment of Austin McBride to serve a 1-year term on the CAB in the High School Student Member Position 7 beginning August 3, 2016 and ending August 3, 2017.

**BACKGROUND / SUMMARY INFORMATION**

Sydney Prevost served as the former High School Student Member for the Community Police Advisory Board (CAB) from April 21, 2015 through June 1, 2016. The High School Student position term is for only one (1) year.

The Mayor appoints Austin McBride to serve in the High School Student Position No. 7 beginning August 3, 2016 and ending August 3, 2017. OHMC 2.65.010 gives the Mayor authority to appoint an alternate board member for the CAB to serve in the absence of a regular member.

**LEGAL AUTHORITY**

OHMC 2.50.020(3), 2.50.030 (3) and OHMC 2.65.010

**FISCAL IMPACT**

N/A

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

N/A

**ATTACHMENTS**

**PURPOSE**

**CITY COUNCIL WORKSHOP**

**DISCUSSION**



# OAK HARBOR HIGH SCHOOL

Fully accredited by the Northwest Association of Schools and Colleges

Dwight Lundstrom, Principal

Crystal Lane-Cox, Associate Principal • Jerrod Fleury, Associate Principal  
Ray Cone, Career and Technical Director • Nicki Luper, Athletic Director

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Mr. Chargualaf  
#1 Wildcat Way  
Oak Harbor Public Schools  
June 17, 2016

Police Community Advisor Board  
860 S.E. Barrington Drive  
Oak Harbor, WA 98277

Meg Massey:

Find enclosed recommendation forms.

Jackson and Austin are two students who would serve their communities well as Police Community Advisory Board members. Both students are in excellent academic standing. They are also highly involved in extracurricular activities and understand the student community well. Their status as seniors next year will also provide the board with valuable perspectives of student and adolescent/young adult experiences as well as insight into how the police may be more effective in communicating and reaching students and adolescents.

Sincerely,



Mr. Chargualaf  
Teacher, Oak Harbor High School

JUN 20 PM12:13

# Biography Form

Recommended Board Appointment for: Police Community Advisory Board (CAB)

Name: Austin McBride Date: April 18, 2014

Address: 1040 NW Cathlamet drive

City, State, Zip: Oak Harbor WA 98277

Mailing Address (if different): \_\_\_\_\_

Phone: Home 263-201-0162 Work \_\_\_\_\_ Cell 360-824-2305

Email: austinmcb99@gmail.com

Resident of Oak Harbor/Whidbey Island for: 7/8 years / months

Occupation and Place of Employment (if retired, reference previous occupation):

Bussor/dish washer, prep cook Scaball's smokehouse

Local Group or Civic affiliations: S-cubed shooting club

Special Interests: Shooting, hiking, swimming

Other General Comments: S-cubed per club - team captain, NJROTC cadet (3 yrs)

school active shooter training associate, community color guard member.

When completed, please return to:

Meg Massey, Oak Harbor Police Department, 860 SE Barrington Drive, Oak Harbor, WA 98277

City of Oak Harbor  
City Council Agenda Bill

Bill No. C/A 4.e  
Date: August 3, 2016  
Subject: Appointment: Community Police  
Advisory Board (CAB), High  
School Position No. 7A -  
Jackson Wezeman

**FROM: Mayor Severns**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Confirm the Mayor's appointment of Jackson Wezeman to serve a 1-year term on the CAB in the High School Student Alternate Member Position 7A beginning August 3, 2016 and ending August 3, 2017.

**BACKGROUND / SUMMARY INFORMATION**

Chase Powell served as the former High School Student Alternate Member for the Community Police Advisory Board (CAB) from April 21, 2015 through June 1, 2016. The High School position term is for only one (1) year.

The Mayor appoints Jackson Wezeman to serve in the High School Student Alternate Member Position No. 7A beginning August 3, 2016 and ending August 3, 2017.

**LEGAL AUTHORITY**

OHMC 2.50.020 (3) and OHMC 2.50.030 (3).

**FISCAL IMPACT**

N/A

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

N/A

**ATTACHMENTS**

1. [Letter of Recommendation and Biographies](#)

**PURPOSE**

**CITY COUNCIL WORKSHOP**

**DISCUSSION**

# Biography Form

Recommended Board Appointment for: Police Community Advisory Board (CAB)

Name: Jackson Wereman Date: 6-9-16

Address: 349 SW Judson Dr.

City, State, Zip: Oak Harbor WA, 98277

Mailing Address (if different): \_\_\_\_\_

Phone: Home 360-969-0393 Work — Cell 360-969-4207

Email: jawerema@gmail.com

Resident of Oak Harbor/Whidbey Island for: 8 years / months

Occupation and Place of Employment (if retired, reference previous occupation):

I do a little lawn maintenance at Whidbey Avenue Dental Care.

Local Group or Civic affiliations: I am a member of First Reformed Church and a student at the local high school.

Special Interests: I really like Tennis and I enjoy learning a lot.

Other General Comments: I am a dedicated individual who will learn and review the necessary material in order to be the best member I can be.

When completed, please return to:

Meg Massey, Oak Harbor Police Department, 860 SE Barrington Drive, Oak Harbor, WA 98277

City of Oak Harbor  
City Council Agenda Bill

Bill No. C/A 4.f  
Date: August 3, 2016  
Subject: Reappointment: Community  
Police Advisory Board, Position  
8 - Sarah Hackley

**FROM: Mayor Severns**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Reappoint Sarah Hackley to the Police Community Advisory Board (CAB) for a 4-year term beginning September 18, 2016 and ending September 1, 2020.

**BACKGROUND / SUMMARY INFORMATION**

Sarah Hackley was originally appointed on June 7, 2016 to serve the remainder of Ed Johnson's term which he resigned from as of December 31, 2015. If reappointed, Ms. Hackley's term will begin on September 18, 2016 and end September 1, 2020.

**LEGAL AUTHORITY**

**FISCAL IMPACT**

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

**ATTACHMENTS**

**PURPOSE**

**CITY COUNCIL WORKSHOP**

## **DISCUSSION**

**City of Oak Harbor  
City Council Agenda Bill**

Bill No. C/A 4.g  
Date: August 3, 2016  
Subject: Weed, Graafstra and Associates  
Retainer Agreement for Legal  
Services

**FROM: Nikki Esparza, City Attorney**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Authorize the Mayor to sign Retainer Agreement with Weed, Graafstra and Associates.

**BACKGROUND / SUMMARY INFORMATION**

Weed, Graafstra and Associates (WGA) has contracted with the City to provide legal services since 2012. In the past, the retainer agreements entered into provided for a minimum number of hours per month at a discounted rate. Moving forward, the City is not likely to need the previously agreed upon number of hours per month, as the majority of the legal issues that arise can be handled in-house. There will be a need for assistance in the future on several Waste Water Treatment Plant related items and likely on other matters as well. The proposed retainer agreement does not contain a minimum number of hours per month and sets the rate of compensation at \$185/hour for general legal work. This rate is a discount rate for municipal clients. WGA's private client rate is \$225/hour.

It is Staff's opinion that it is in the City's best interest to continue its longstanding relationship with WGA and enter into this agreement for legal services on an as-needed basis.

**LEGAL AUTHORITY**

**FISCAL IMPACT**

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

**ATTACHMENTS**

1. [Weed Graafstra Retainer](#)

**PURPOSE**

**CITY COUNCIL WORKSHOP**

**DISCUSSION**

**RETAINER AGREEMENT  
FOR MUNICIPAL LEGAL AND SUPPORT SERVICES**

**I - PARTIES/EMPLOYMENT**

The CITY OF OAK HARBOR (hereinafter "CITY") agrees to retain the law firm of WEED, GRAAFSTRA AND ASSOCIATES, INC., P.S., 110 Cedar Avenue, Suite 102, Snohomish, Washington, and said law firm (hereinafter "ATTORNEY") agrees to provide municipal law services and legal support services on the terms and conditions stated below. The ATTORNEY shall serve at the pleasure of the Mayor; PROVIDED, that all decisions relative to such employment, or termination of the same, shall be subject to confirmation by a majority vote of the City Council.

**II - QUALITY OF SERVICES**

The ATTORNEY shall perform all legal services covered by this contract in a capable and efficient manner, and in accordance with the professional and ethical standards of the Washington State Bar Association.

**III - COMPENSATION**

A. Basic Services: Basic City Attorney services shall be charged at the rate of \$185.00 per hour and may consist of:

1. To provide municipal law services and support to the Mayor, Councilpersons, City Administrator, City Attorney and administrative heads of the various departments of the CITY under the direction of the Mayor, City Administrator and City Attorney.
2. To prepare such ordinances, resolutions, and instruments as the Mayor, City Council and City Administrator may direct, to render legal advice on all civil and criminal matters, and to prepare or review such correspondence, contracts, easements, and instruments as may be necessary and appropriate. To perform such other municipal legal services as requested.

B. Additional Services: The CITY shall pay the ATTORNEY for the following additional or special legal services at the rate of \$195.00 per hour, or, if said services are performed by a paralegal in the ATTORNEY's office the same shall be compensated at the rate of \$140.00 per hour:

1. Meetings. Attendance, at the request of the Mayor or City Administrator, at evening meetings of CITY boards, City Council, commissions or committees.

2. Local Improvement Districts. All legal services performed in connection with the formation and financing of any LID or ULID (although it is understood that the primary responsibility for this type of legal work will fall under the exceptions referred to in paragraph V below).

C. Litigation. The CITY shall pay the ATTORNEY for all superior and appellate court litigation and all administrative hearings of a quasi-judicial nature, except those conducted by the CITY itself, at the rate of \$200.00 per hour.

D. Time Records. In order to determine appropriate compensation, the ATTORNEY shall maintain accurate time records, copies of which shall be made available to the CITY.

E. Time for Payment. The CITY shall pay all compensation provided herein to the ATTORNEY on a monthly basis, and within two weeks of the date on which each billing statement is received.

#### **IV - REIMBURSEMENT**

In addition to compensation for the legal services specified above, the CITY shall reimburse the ATTORNEY for direct expenses incurred, and costs advanced, including but not limited to court costs, filing fees, witness fees, recording fees, copying expenses at cost, long distance phone calls, library charges for municipal law books, and the cost of travel, at the hourly rate one way, lodging and tuition relating to meetings of the Association of Washington Cities and Association of Municipal Attorneys which shall be pro-rated. However, ordinary law office operating expenses, such as rent and secretarial services, shall not be compensated or reimbursed.

**V - EXCEPTIONS**

This contract shall not cover legal representation relating to insurance defense, the formation and financing of local improvement districts, or other specialized fields where it is agreed by the parties that other outside legal counsel should be retained.

**VI - INSURANCE COVERAGE**

The ATTORNEY shall provide errors and omissions, and malpractice insurance coverage, while providing services under this Agreement. Provided, the CITY shall indemnify and hold the ATTORNEY harmless from any and all claims brought by third parties against the ATTORNEY acting in said capacity.

**VII – EMPLOYMENT**

The CITY agrees for a period of two years from the effective date of this Agreement it shall not employ or contract with any employee, former employee or independent contractor of WEED, GRAAFSTRA AND ASSOCIATES, INC., P.S., for services. This provision shall survive expiration and/or termination of this Agreement.

**VIII - EFFECTIVE DATE AND DURATION**

This contract shall take effect on July 1, 2016 and shall continue indefinitely until terminated or renegotiated by either party upon 60 days' written notice.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2016.

WEED, GRAAFSTRA AND ASSOCIATES, INC., P.S.

CITY OF OAK HARBOR

By: \_\_\_\_\_  
GRANT K. WEED, PRESIDENT

By: \_\_\_\_\_  
ROBERT SEVERNS, MAYOR

ATTEST:

By: \_\_\_\_\_  
ANNA THOMPSON, CITY CLERK

**City of Oak Harbor  
City Council Agenda Bill**

Bill No. C/A 4.h  
Date: August 3, 2016  
Subject: Extend Contract with Interim  
Police Administrator Terry  
Gallagher

**FROM: Dr. Doug Merriman, City Administrator**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Authorize the Mayor to extend the Agreement for Employment Interim Police Department Administrator with Terry Gallagher on a month-to-month basis until such time as a permanent police chief is hired.

**BACKGROUND / SUMMARY INFORMATION**

On June 1, 2016, the City entered into an Agreement for Employment, Interim Police Department Administrator, with Terry Gallagher. Under the terms of the agreement, "Gallagher shall perform all duties and functions required by the interim position of Police Department Administrator and such other and further duties as required by the Mayor or state law." The original contract term was for 90 days.

The City is currently engaged in the final stages of the recruitment and hiring of the next Police Chief. In order to maintain administrative coverage of the Police Department until the start date of the new Chief, an extension of Mr. Gallagher's contract is required. Per the terms of the original agreement, the contract with Mr. Gallagher may be extended month to month upon approval of the City Council. Accordingly, the recommendation is to extend Mr. Gallagher's contract on a month-to-month basis until such time as a permanent chief is hired. The City has the option, per the terms of the agreement, to discontinue this contract extension if necessary.

**LEGAL AUTHORITY**

**FISCAL IMPACT**

The fiscal cost of the extension is \$9,900 per month plus applicable benefits. The amount is budgeted in the current 2015-2016 biennial budget.

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

**ATTACHMENTS**

1. [Original Agreement - Terry Gallagher](#)
2. [Extension to Agreement for Employment](#)

**PURPOSE**

**CITY COUNCIL WORKSHOP**

**DISCUSSION**

**AGREEMENT FOR EMPLOYMENT, INTERIM POLICE DEPARTMENT ADMINISTRATOR**  
**Employment Agreement**

This agreement is hereby entered on the 1st day of June 2016, by and between the City of Oak Harbor, a municipal corporation (hereinafter "City"), and, to wit: Terry K. Gallagher (hereinafter "Gallagher").

- A. The City desires to contractually retain Gallagher to exercise powers and duties of the Interim Police Department Administrator for the City on an interim, temporary basis.
- B. City desires to fix and determine the scope, nature and extent of the services and compensation for those services.

NOW THEREFORE, it is hereby mutually agreed by and between the parties as follows:

1. **TERM:** The operative date of this Agreement shall be June 1, 2016 and shall continue and remain in effect for a period of time of 90 days. This Agreement may be extended on a month to month basis with approval of Council. The term of employment shall conform to the Department of Retirement Systems rules.

2. **SERVICES:** The Interim Police Department Administrator shall serve at the pleasure and discretion of the Mayor pursuant to the terms of this Employment Agreement. The Interim Police Department Administrator shall be subject to the direction and supervision of the Mayor and is not covered by the grievance, disciplinary action and appeals provisions set forth in Chapter 2.34 of the Oak Harbor Municipal Code. Under the direction of the Mayor, Gallagher shall perform all duties and functions required by the interim position of Police Department Administrator and such other and further duties as required by the Mayor or state law. Such duties include, but are not limited to, those described in the City of Oak Harbor job description. Any exceptions to the described job duties shall be documented in writing and will be attached hereto as Exhibit A.

The city understands and Gallagher agrees that he will not be a commissioned law enforcement officer and therefore will not have powers of arrest (as established in RCW 10.31.100) nor be authorized to carry a firearm while on-duty. In performance of the Interim Police Department Administrator duties, it is agreed that management services will be guided by and comply with the City's Personnel Ordinance insofar as practical and where those provisions do not conflict with the terms and conditions of this Agreement or state law.

3. **EMPLOYMENT SCHEDULE:** The Interim Police Department Administrator will normally work up to a 40 hour work week. It is expected due to the nature of the job that from time to time the forty hours per week may be exceeded; no additional pay is expected for the hours in excess of 40 hours per week. Work days and schedule shall be as agreed upon by the Mayor and Interim Police Department Administrator. The City understands and Gallagher agrees that the position is not full-time nor fully compensated.

4. **COMPENSATION:** In consideration for the performance of the services rendered pursuant to this Agreement, the City shall pay the Gallagher a salary of \$9,900.00 per month. Payment schedules shall be in accordance with normal City payroll practices. The City agrees to pay its share of the contract employee's Social Security taxes, including Medicare. If, after the termination of Interim Police Department Administrator services, the City requires the continued services of the Interim Police Department Administrator (court, hearings, etc.) the city shall compensate the Interim Police Department Administrator at the same salary level on an hourly basis. Gallagher expressly waives his right to and declines health care and other benefit coverage that may be available to him by virtue of this Agreement. No PERS or LEOFF contribution will be made.

5. **PROFESSIONAL MEMBERSHIPS AND MEETINGS:** It is understood and agreed that the City benefits from The Interim Police Department Administrator participating in various professional activities relating to peace officer and police department affairs. Therefore, Gallagher may maintain active participation in such professional organizations as authorized by the Mayor and the City Council. Upon written approval of the Mayor, Gallagher may incur and be reimbursed for other reasonable costs and expenses in conjunction with the position of Interim Police Department Administrator.

6. **VEHICLE & EQUIPMENT:** Gallagher shall be furnished a police vehicle for his use while on duty in the City of Oak Harbor. The City shall furnish any and all equipment, etc. as may be needed to carry out the job as Interim Police Department Administrator.

7. **TIME OFF:** The Interim Police Department Administrator, upon employment, shall have flexible work hours granted in accordance with other City Department Heads, prorated for the length of this contract. All time off shall be approved by the Mayor.

8. BENEFITS: Gallagher shall not be entitled to any benefits, payments or compensation other than those enumerated above or as required by law. The City will provide lodging at a maximum rate not to exceed \$110 per night.

9. TERMINATION: In the event that the Mayor elects to do so, the City shall have the right to terminate services with the Interim Police Department Administrator without cause, at any time, upon written notice. The Interim Police Department Administrator shall have the right to voluntarily resign the position with the City at any time upon written notice given ten working days in advance.

10. INDEMNIFICATION BY CITY: City shall, to the maximum extent permitted by law, indemnify and hold The Interim Police Department Administrator harmless against any and all claims, damages and expenses, including reasonable attorney's fees, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with any proceeding arising from the course and scope of employment under this agreement. This shall include indemnification for all incidents arising out of employment with the City. The City shall to the maximum extent permitted by law continue this same indemnification and representation after the Interim Police Department Administrator is no longer employed by the City for any act or incident arising out of employment with the City. This section shall not apply to any intentional tort or crime committed by Gallagher, to any action outside the course and scope of services provided by Gallagher under this Agreement, or any other intentional or malicious conduct or gross negligence by Gallagher.

11. INTEGRATION: This Agreement constitutes the sole and complete agreement between the parties. This Agreement supersedes any ordinance, rule, regulation, policy, or procedure of the City that is inconsistent with the Agreement. No amendments to this Agreement may be made except in writing and signed by the parties.

12. SEVERABILITY: If any of the provisions of this agreement are held invalid or unenforceable, the remainder shall remain in full force and effect.

IN WITNESS THEREOF, the parties have executed this agreement the day and year first above written.

City of Oak Harbor



Robert Severns, Mayor

Date: 6-7-16



Terry K. Gallagher,  
Interim Police Department Administrator

Date: 6-1-2016

**EXTENSION TO AGREEMENT  
FOR EMPLOYMENT  
INTERIM POLICE DEPARTMENT ADMINISTRATOR**

This Extension to Agreement for Employment is hereby entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between the CITY OF OAK HARBOR, a Washington municipal corporation (hereinafter referred to as the "City") and TERRY K. GALLAGHER (hereinafter referred to as "Gallagher").

WITNESSETH:

WHEREAS, the City entered into an Agreement for Employment (hereafter referred to as "Agreement") with Gallagher dated June 1, 2016, to act as Interim Police Department Administrator of the Oak Harbor Police Department; and

WHEREAS, the parties hereto wish to extend the Agreement on a month-to-month basis.

NOW, THEREFORE, the parties hereby extend the Agreement as follows:

- A. Effective September 1, 2016, the terms of the Agreement shall be extended on a month-to-month basis until such time as a permanent Police Chief is hired.
- B. All other terms and conditions of the Agreement shall remain the same.

CITY OF OAK HARBOR

TERRY K. GALLAGHER

\_\_\_\_\_  
Mayor Robert Severns

\_\_\_\_\_  
Terry K. Gallagher

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Anna Thompson, City Clerk

Approved as to form:

\_\_\_\_\_  
Nikki Esparza, City Attorney

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Extension to Agreement for Employment  
Terry K. Gallagher – Page 1

**City of Oak Harbor  
City Council Agenda Bill**

Bill No. C/A 4.i  
Date: August 3, 2016  
Subject: NE 4th Ave. Water Main  
Replacement - Contract Close-  
out

**FROM: Cathy Rosen, Public Works Director and Joe Stowell, City Engineer**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Authorize the Mayor to sign the Final Contract Voucher Certificate for the NE 4<sup>th</sup> Ave Water Main Replacement contract with C. Johnson Construction Inc.

**BACKGROUND / SUMMARY INFORMATION**

On July 7, 2015 City Council approved a construction contract with C. Johnson Construction, Inc. to install a new water main and appurtenances along NE 4<sup>th</sup> Avenue in the amount of \$266,979.16. Staff inspected the work, witnessed operational testing and considered the installation complete on April 27, 2016.

Construction was uneventful and the new water main, fire hydrants and water services were installed per plan without incident.

Project Cost Summary:

- Engineer's Estimate: \$362,569
- Bid Price: \$266,979.16
- Total Construction Cost: \$246,106.53

Two change orders issued:

1. Change Order #1 authorized changing from Ductile Iron Pipe to C-909 PVCO pipe material for a cost savings of \$10,577.49.
2. Change Order #2 authorized substitution of a Thin Lift asphalt overlay of NE 4th Avenue for the Chip Seal restoration that was specified in the project documents at no additional cost.

The attached Final Contract Voucher Certification formally closes the contract with C. Johnson

Construction for work on this project.

## **LEGAL AUTHORITY**

### **FISCAL IMPACT**

Funds Required: \$0

Appropriation Source: Water Utility Fund

## **PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

### **PREVIOUS COUNCIL ACTIONS**

July 7, 2015 – City Council authorized the Mayor to sign a contract with C. Johnson Construction, Inc. for installation of a new water main and appurtenances along NE 4<sup>th</sup> Avenue.

May 19, 2015 – City Council authorized staff to solicit construction bids for the NE 4<sup>th</sup> Avenue Water Main Replacement.

February 17, 2015 – City Council authorized PSA with ERCI for an archaeological investigation of the NE 4<sup>th</sup> Ave Water Main Replacement project site.

October 21, 2014 – City Council authorized Amendment 1 to the agreement with Gray & Osborne for design of the Cross City Transmission Main, South 384 Zone, North End Trunk Main and North Booster Station increasing scope and budget to include design of the NE 4<sup>th</sup> Ave Water Main Replacement Project.

### **CITY COUNCIL WORKSHOPS**

This project has not been presented at a workshop.

### **ATTACHMENTS**

1. [Final Contract Voucher Certificate](#)

### **PURPOSE**

### **CITY COUNCIL WORKSHOP**

### **DISCUSSION**



# Final Contract Voucher Certificate

Contractor: C Johnson Construction, Inc.			
Street Address: P.O. Box 1467			
City: Oak Harbor	State: WA	Zip: 98277	Date: July 15, 2016
City Project Number: ENG 15-01		Federal-Aid Project Number: na	
Contract Title: NE 4 <sup>th</sup> Avenue Water Main Replacment			
Date Work Physically Completed: April 27, 2016		Final Amount: \$246,106.53	

### Contractor's Certification

I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Oak Harbor nor I have I rented or purchased any equipment or materials for any employee of the City of Oak Harbor; I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the City of Oak Harbor for work performed and material furnished under this contract; that I have carefully examined said final estimate and understand the same and that I hereby release the City of Oak Harbor from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.

**X** \_\_\_\_\_  
 Contractor Authorized Signature Required  
  
 \_\_\_\_\_  
 Printed Signature Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**X** \_\_\_\_\_ Notary Public in and for the State of \_\_\_\_\_  
 Notary Signature  
  
 residing at \_\_\_\_\_

### Public Works Department Certification

I certify the attached final estimate to be based upon actual measurements, and to be true and correct

Approved Date \_\_\_\_\_

**X** \_\_\_\_\_  
 Project Engineer / Project Administrator Signature

**X** \_\_\_\_\_  
 City Engineer

The Mayor of Oak Harbor hereby accepts the completed contract pursuant to Section 2.330.010 of the Contract provisions and the Oak Harbor Municipal Code.

**X** \_\_\_\_\_  
 Mayor, City of Oak Harbor

\_\_\_\_\_ Date of Acceptance

Original To:  City Clerk      Copies to:  Project Engineer or Project Administrator     Contractor     File

City of Oak Harbor  
City Council Agenda Bill

Bill No. 5.a.i  
Date: August 3, 2016  
Subject: Clean Water Facility Project  
Update

**FROM: Joe Stowell, City Engineer**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Review report update attached on the Clean Water Facility Project.

**BACKGROUND / SUMMARY INFORMATION**

Regular Meeting Clean Water Facility Report Update per Council request.

**LEGAL AUTHORITY**

**FISCAL IMPACT**

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

**ATTACHMENTS**

1. [8/03/2016 Report](#)

**PURPOSE**

**CITY COUNCIL WORKSHOP**

**DISCUSSION**

City of Oak Harbor  
**Clean Water  
 Facility Project**



**CITY COUNCIL PROJECT UPDATE – August 3, 2016**

*The following is a snapshot of project activities and milestones, as well as anticipated upcoming activities and risks being monitored for the Oak Harbor Clean Water Facility Project. These updates are provided to City Council on a bi-weekly basis.*

**RECENT ACTIVITIES AND MILESTONES (PREVIOUS TWO WEEKS)**

- Site Preparation Package B (Deep Excavation)
  - Completed excavation activities
- Site Preparation Package C (Micropiles)
  - Completed micropile installation and testing
- Deep Foundation Concrete
  - Poured first foundation concrete on June 22
  - Placed foundation grade material called a capillary break
  - Continued concrete placement for facility sumps
  - Open bids on the outfall pipe connector.
- Design
  - The Process Building 100% documents have been completed.
  - Carollo continues work on the non-process facilities
- SRF Funding Increase
  - DOE increased the 2017 CWSRF construction loan to \$44,766,854 from \$42,632,742

**ANTICIPATED/UPCOMING ACTIVITIES AND MILESTONES (NEXT SIX WEEKS)**

- Continue non-process facility design with 90% drawings due in September
- Site Preparation Package B and C
  - **These GMP's are essentially completed**
- Windjammer Park Integration Plan
  - Begin implementation activities
- Deep Foundation Concrete
  - Continue concrete installation
- Process Structures
  - Begin bidding/procurement process

**CLEAN WATER FACILITY DESIGN STATUS**

Item	Description	Progress %
Facility Design – Process Structures	Carollo Engineers is preparing the 100% design drawings for the process structures associated with the treatment plant.	100%
Facility Design – Biosolids Building	Design of the Biosolids building is at approximately 90%.	90%
Facility Design – Admin/Maintenance	Design of the Admin, Maintenance facilities are at approximately 60%.	60%



**CONSTRUCTION PACKAGE STATUS**

Item	Description	Progress %
Site Preparation Package B	The design for the deep excavation package is complete. Construction has begun.	Completed
Site Preparation Package C	Preliminary work has begun on Site Preparation Package C. Work will include micro-piles in the bottom of the deep excavation and installation of a tower crane	Completed
Concrete Package	Design of the concrete structures for the Membrane Bioreactors and Aeration Basins has been completed. GMP #7 has been approved by Council.	Completed

**PERMIT ACQUISITIONS STATUS**

Pending Permits	Description
<ul style="list-style-type: none"> <li>Building permits</li> </ul>	<ul style="list-style-type: none"> <li>The Deep Foundation GMP permit has been issued</li> <li>A building permit application for the process facilities is under review</li> </ul>

**CONSTRUCTION STATUS**

Item	Description	Estimated Completion
GMP #2 (Outfall Construction)	The subcontractor has completed their work. We are currently finalizing the paperwork for this phase of work.	Final Closeout
GMP #3 (Site Preparation A)	The subcontractor has completed their work and the contract is being closed out.	Completed
GMP #4 (Site Preparation B)	Sheet piles and tie-backs have been installed. Deep excavation has been completed. A few miscellaneous tasks remain.	July 2016
GMP #6 (Site Preparation C)	Micropile installation mostly completed. Miscellaneous closeout tasks underway.	July 2016
GMP #7 (Deep Foundation Concrete)	Started installation of rebar and placement of concrete.	May 2017

**COST AND FUNDING STATUS**

Major Cost Item	Cost Estimate	Description
GMP #1 (MBR/UV)	\$2,775,455.58 (includes sales tax)	Awarded by City Council on 12/2/2014 - Includes Membrane Bioreactor and Ultra Violet Disinfection equipment procurement and design support. Does not include installation costs.
GMP #2 (Outfall)	\$2,164,488 (includes sales tax)	Awarded by City Council on 4/21/15 - Construction of a new outfall from approximately the waterfront trail out into Oak Harbor Bay.
GMP #3 (Site Prep A)	\$908,872 (includes sales tax)	Approved by City Council 6/16/15 - Preliminary site excavation and archaeological investigation. Preliminary results indicate this work will come in under budget or be delayed until Site Preparation Package B.

GMP #4 (Site Prep B)	\$5,109,549 (includes sales tax)	Approved by City Council on 10/20/15 - Site Preparation Package B will include utility relocates, minor demolition at the existing RBC Plant, stone column installation, sheet pile installation and deep excavation.
GMP #5 (Biosolids Dryer)	\$2,028,222 (includes sales tax)	Approved by City Council on 10/20/15 - Resolution and GMP #5 regarding a biosolids dryer were approved
GMP #6 (Site Prep C)	<b>\$4,311,589</b> (includes sales tax)	Site Preparation Package C will includes installation of micro-piles, preparation for a tower crane and extension of the outfall to the site.
GMP #7 (Deep Foundation)	<b>\$10,169,937</b> (includes sales tax)	The Deep Foundation package includes the concrete construction to bring the Membrane building to grade and other construction activities.
Overall Project	<b>TBD</b>	90% design documents for the process facilities have been received by the City. Hoffman initiated cost estimates. 90% design for the non- process buildings is expected in late August.

<b>Funding: Pending</b>	<b>Description</b>
2017 CWSRF - WWTP Construction	On June 21, 2016 we received a formal offer from the Department of Ecology for a \$44,766,854 State Revolving Fund Loan at a rate of 1.6% for a term of 20 years. We will be working with DOE to amend our existing funding agreement over the coming months.
Rates	Ordinance 1760 was passed by City Council on March 15, 2016. Staff will continue to evaluate rates as the project progresses.
<b>Funding: In hand</b>	<b>Description</b>
2016 CWSRF – WWTP Construction	The City has been allocated \$15,631,311 at a reduced interest rate of 1.9% for 20 years and an additional \$463,154 forgivable principal for hardship and green project reserve. An additional \$4,586,846 in Centennial Grant has also been obtained.
2015 CWSRF – Outfall Design and Construction	The City has received \$3,200,000 in low interest loans from DOE for design and construction of the new outfall for the wastewater treatment plant. The loan is for 20 years at 2.7% interest.
2015 CWSRF – WWTP Design	The City has received \$8,260,000 in low interest loans for design of the new wastewater treatment plant. The loan is for 20 years at 2.7% interest.
2016 CWSRF – WWTP Construction	The City has been allocated \$15,631,311 at a reduced interest rate of 1.9% for 20 years and an additional \$463,154 forgivable principal for hardship and green project reserve. An additional \$4,586,846 in Centennial Grant was also offered.
Department of Commerce Grant	The City has received a \$2,500,000 grant from the Governors Capital Improvement Program. The city received the grant reimbursement.
Bond Anticipation Note	This note has been repaid with proceeds from the bond sale.
Bonds	The City released bonds and secured a rate of 3.43%. The city closed on the bond sale
Reserves	The sewer fund has been accumulating reserves that have been earmarked for this project.

## COMMUNICATIONS AND OUTREACH STATUS

<b>Upcoming activities or In-Progress activities</b>	<b>Description</b>
Project communications plan	The project team continues to implement the project communications plan through weekly e-mail updates, drop-in times at the construction site, project signage and regular mailers at major milestones. A project mailer will go out in August.
Windjammer Park Integration Plan	Staff is working to implement the plan approved by City Council on June 7 <sup>th</sup> .

## PROJECT CONTACT INFORMATION

### **Web**

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

### **Email**

[treatmentplant@oakharbor.org](mailto:treatmentplant@oakharbor.org)

### **General phone (24-hour)**

360-914-7000

### **Project team contact information**

Joe Stowell, P.E., City Engineer

[360-720-8796](tel:360-720-8796)

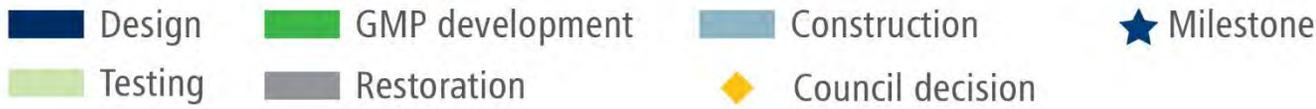
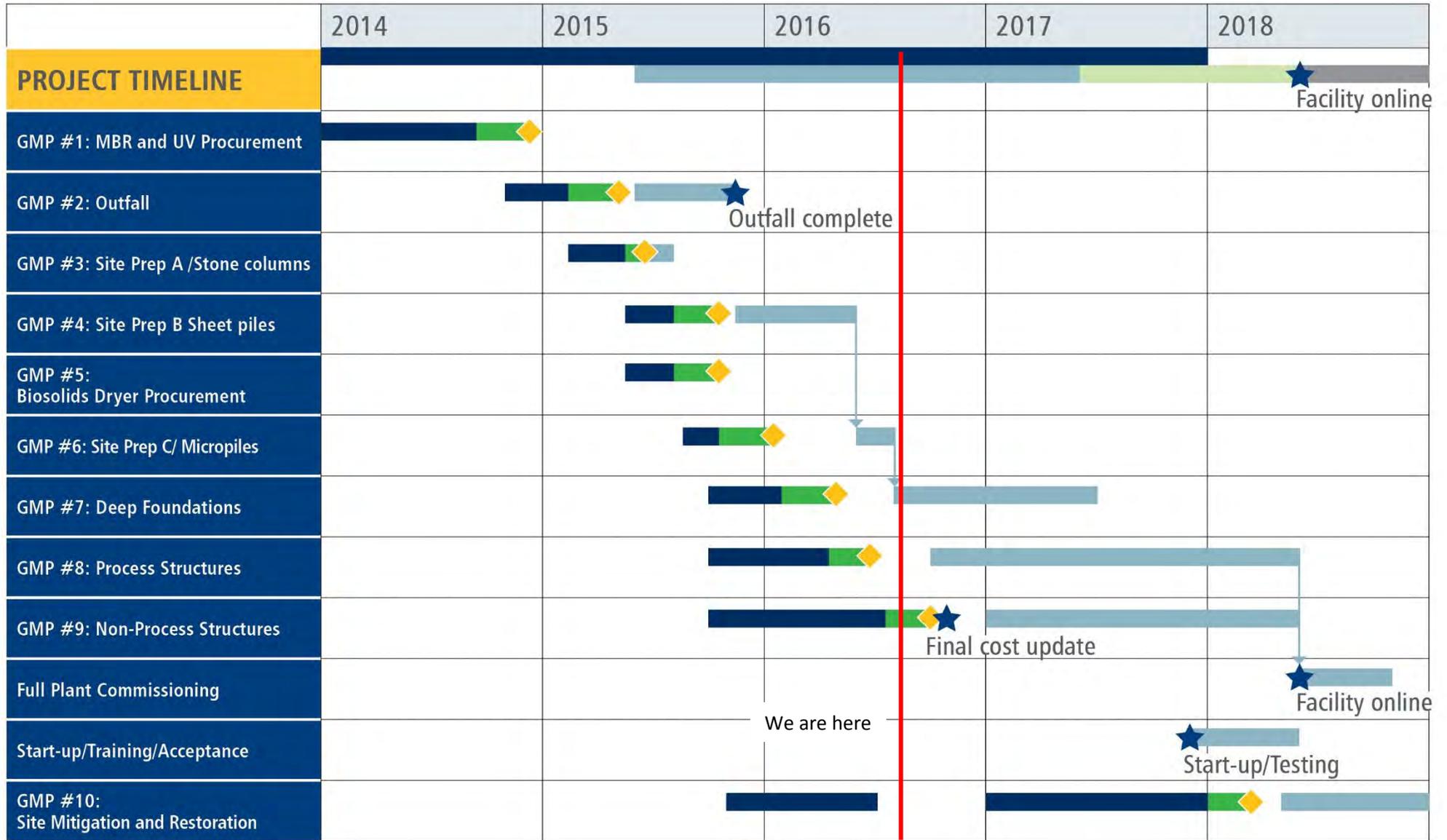
[jstowell@oakharbor.org](mailto:jstowell@oakharbor.org)

Brett Arvidson P.E., Project Engineer

[360-914-7987](tel:360-914-7987)

[barvidson@oakharbor.org](mailto:barvidson@oakharbor.org)

# Schedule



City of Oak Harbor  
City Council Agenda Bill

Bill No. 6.a  
Date: August 3, 2016  
Subject: Ordinance No. 1773: Medical  
Marijuana Facilities and  
Cooperatives - Code  
Amendment

**FROM: Steve Powers, Development Services Director**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Adopt Ordinance No. 1773 Amending Oak Harbor Municipal Code Chapter 19.22, Marijuana Related Uses.

**BACKGROUND / SUMMARY INFORMATION**

In response to the passage of Initiative 502 (legalization of recreational marijuana, November, 2012), the City of Oak Harbor established regulations and siting requirements to maintain the public health, safety, and welfare. These regulations and requirements were codified in Oak Harbor Municipal Code (OHMC) Chapter 19.22, Marijuana Related Uses.

Chapter 19.22 restricts the location of recreational marijuana producers and processors to the Planned Industrial Park and Industrial zoning districts and retailers to the Industrial and Highway Service Commercial (C-4) zoning districts. Further restrictions were placed within 1,000 feet of sensitive areas [1]. By Ordinance No. 1740 (passed September 1, 2015) the City Council extended the moratorium on the establishment of medical marijuana dispensaries and collective gardens for one year. The one-year extension was also intended to provide an opportunity to monitor amendments and new legislation pertaining to the Cannabis Patient Protection Act (CPPA) passed in April 2015.

Several implementing steps have been taken primarily by the Washington State Liquor and Cannabis Board (LCB) and Department of Health (DOH). A review of those steps is below:

- The LCB increases statewide marijuana retailer licenses from 334 to 556. One additional license (for a total of two) was allocated to Oak Harbor.
- Based on a DOH study[2], DOH does not support the establishment of specialty clinics.
- The DOH has established consultant certification requirements to allow recreational marijuana retailers to achieve certification as a medical marijuana retailer.
- A medical marijuana authorization database is created by the DOH.

- Four-member cooperatives have replaced collective gardens (July 1, 2016).
- No cooperative is permitted within 1,000 feet of sensitive areas<sup>[3]</sup> or within one mile of a licensed marijuana retailer.
- A cooperative must be in the domicile of one of the registered participants.
- All LCB marijuana license applications or cooperative registrations are provided to the local jurisdiction for review and comment.

The CPPA required the creation of a statewide regulatory framework paralleling the framework established for the recreational marijuana industry. Consistent with the state approach, staff is proposing the enhancement of OHMC Chapter 19.22 to include medical marijuana regulations and siting restrictions. Proposed Ordinance No. 1773 (Attachment 1) identifies OHMC Chapter 19.22 with the medical marijuana element incorporated. Restrictions for medical marijuana facilities are identical to the restrictions created for recreational marijuana in Chapter 19.22.

It is important to note that the two licenses allocated to the City of Oak Harbor by the LCB have been issued to marijuana retailers. Both retailers are located in conformance with OHMC Chapter 19.22 requirements and both have been certified as medical marijuana retailers. No additional licenses are available in the city at this time.

Proposed Ordinance No. 1773 also includes cooperatives. Smaller in scale than collective gardens, cooperatives must have four-or-less qualifying patients as participants. The cooperative must be at the domicile of one of the participants and be registered with the LCB. Through the registration process, the City of Oak Harbor (through the Office of the Mayor) will be notified. At this point, staff (police, fire, building, development services) will have an opportunity to review the application. Locational restrictions will be applied at this point. Statutory restrictions include the same 1,000 foot buffer from sensitive areas, but add a one mile restricted zone from a licensed retailer (RCW 69.51A.250(3)(a)).

Under RCW 69.51A.250(3)(c), a city or county may prohibit the newly-authorized marijuana cooperatives in certain zones or, presumably, even entirely. Based on the statutory restrictions and the fact that the two licensed retailers have also been certified to sell medical marijuana, additional restrictions on cooperatives would be subjective and not centered on a sound rationale. It could be argued that a qualified patient, residing in an area that is eligible for a cooperative, may opt to purchase medical marijuana (tax-free) from the available medical retailers as opposed to engaging in the coordination, registration, and initial production costs involved in a cooperative. Draft Ordinance No. 1773 does not include any supplemental restrictions on cooperatives beyond that than what is required by state statute.

In conformance with the State Environmental Policy Act a non-project Determination of Non-Significance was issued on June 10, 2016. In addition, the ordinance was transmitted to the Washington Department of Commerce on June 2, 2016 for the required 60-day Notice of Intent to Adopt Development Regulations.

OHMC Section 18.20.270(2)(b) identifies an amendment to regulation as a Type V review process. The Type V review process requires a public hearing before the Planning Commission. All actions taken by the Planning Commission take the form of a recommendation to the City Council. The Planning Commission held a public hearing at their June 28, 2016 meeting. At the conclusion of the public hearing, the Planning Commission moved to forward a recommendation of approval to the City Council. Minutes

from that meeting are included as Attachment 2.

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[1] Sensitive areas include: elementary and secondary schools; playgrounds; recreation center or facility; child care center, public park; public transit center; library; or any game arcade venue featuring primarily video games, simulators, and/or other amusement devices where persons under 21 years of age are not restricted.

[2] “Medical Marijuana Specialty Clinics”, December, 2015.

## **LEGAL AUTHORITY**

### **FISCAL IMPACT**

Funds Required: \$0

Appropriation Source: Not Applicable

### **PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

- September 1, 2015: City Council adopts Ordinance No. 1740 (Extended medical marijuana dispensaries and collective gardens moratorium for one year).
- May 10, 2016: Update to Planning Commission on Cannabis Patient Protection Act implementation status.
- June 28, 2016: Planning Commission public hearing.

### **ATTACHMENTS**

1. [Ordinance No. 1773](#)
2. [Minutes from the June 28, 2016 Planning Commission public hearing.](#)

### **PURPOSE**

### **CITY COUNCIL WORKSHOP**

### **DISCUSSION**

**ORDINANCE NO. 1773**

**AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, AMENDING OAK HARBOR MUNICIPAL CODE CHAPTER 19.22, MARIJUANA RELATED USES, TO INCORPORATE REGULATIONS FOR MEDICAL MARIJUANA PRODUCERS, PROCESSORS, RETAILERS, AND COOPERATIVES, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the voters of Washington State approved Initiative 502 (I-502) in November 2012 legalizing, under state law, the taxing and regulating recreational use of marijuana, codified in Chapter 69.50 RCW; and,

**WHEREAS**, the Oak Harbor City Council agreed that the establishment of marijuana related uses without appropriate regulations could lead to negative secondary impacts to the community; and,

**WHEREAS**, the Oak Harbor City Council adopted Ordinance No. 1685 in February 2014, amending Oak Harbor Municipal Code (OHMC) Title 19, Zoning, by adding Chapter 19.22, Marijuana Related Uses; and,

**WHEREAS**, the purpose and intent of OHMC Chapter 19.22 is to acknowledge I-502 and establish regulations and siting requirements for licensed recreational marijuana producers, processors, and retailers while maintaining the public health, safety, and welfare; and,

**WHEREAS**, legislation was introduced in the Washington State's 2014 Legislative session which would have merged the unregulated medical marijuana industry into the state-licensed recreational market; and,

**WHEREAS**, the Legislature failed to act on the bills, leaving the laws regarding medical marijuana regulations unchanged; and,

**WHEREAS**, in light of the potential for new legislation related to medical marijuana and in accordance with RCW 36.70A.390, Ordinance Nos. 1666, 1686, and 1692 adopted September, 2013; February, 2014; and September 2014, respectively, imposed a total of eighteen months of moratorium on the establishment of medical marijuana dispensaries and collective gardens because of the potential impact on the city's public health, safety, and welfare; and,

**WHEREAS**, the Washington State Legislature passed Second Substitute Senate Bill 5052 in April 2015, also known as the Cannabis Patient Protection Act (CPPA), which establishes guidance for a state regulatory framework for the medical marijuana industry paralleling the recreational framework; and,

**WHEREAS**, the CPPA creates a medical marijuana authorization database for qualifying patients; provides potential endorsement to a licensed recreational marijuana retailer to carry

products identified by the Washington Department of Health (DOH) as beneficial to medical marijuana patients effective July 1, 2016; and, authorizes the establishment of four-member cooperatives also effective July 1, 2016; and,

**WHEREAS**, discussion at the June 23, 2015 City of Oak Harbor Planning Commission meeting involved concerns about preparing local medical marijuana regulations while the state may refine and clarify uncertain sections of the CPPA possibly requiring supplemental local code amendments; and,

**WHEREAS**, the Planning Commission also reasoned that additional time would be valuable to solicit public comment and perception to this issue as well as provide an opportunity to monitor other communities; and,

**WHEREAS**, the Planning Commission continued their discussion on July 28, 2015 of local medical marijuana regulations and unanimously recommended to the City Council approval of Ordinance 1740, extending the duration of the moratorium extended under Ordinance 1692 an additional twelve months to September 1, 2016 along with a revised work plan; and,

**WHEREAS**, the Oak Harbor City Council adopted Ordinance No. 1740 on September 1, 2015; and,

**WHEREAS**, on May 10, 2016 the Planning Commission was briefed on the implementation status of the CPPA including the prohibition on collective gardens; creation of cooperatives; identification of sensitive area buffers; authorization database; medical marijuana certification; and, specialty clinic recommendation; and,

**WHEREAS**, under the CPPA, the Liquor and Cannabis Board (LCB), increased the number of licensed marijuana retailers to ensure the needs of medical marijuana qualifying patients were met; and,

**WHEREAS**, the statewide license increase resulted in one additional license for a total of two retail licenses available within the City of Oak Harbor; and,

**WHEREAS**, both licenses have been issued for the City, and under the authority of the CPPA and DOH requirements, both license recipients have been successfully certified as medical marijuana retailers; and,

**WHEREAS**, as the statewide medical marijuana regulatory framework has been patterned after the recreational framework a similar strategy was engaged for the creation of regulations and siting requirements for medical marijuana retailers in the city; and,

**WHEREAS**, Chapter 19.22, Marijuana Related Uses, was used as a point of departure for the regulation of the medical marijuana industry in the city; and,

**WHEREAS**, under the CPPA, cooperatives may be established whereby qualifying patient members are allowed to produce and process medical marijuana for use only by the cooperative members; and,

**WHEREAS**, these cooperatives must be located in the domicile of one of the members; and,

**WHEREAS**, the Washington State Attorney General issued an advisory opinion in January 2014, that states municipalities can prohibit state-licensed marijuana businesses and registered cooperatives within a city's boundaries or impose zoning and other land use regulations pertaining to such businesses and cooperatives; and,

**WHEREAS**, additional restrictions on cooperatives seem unnecessary and subjective and not centered on a sound rationale; and

**WHEREAS**, a State Environmental Policy Act (SEPA) Determination of Non-Significance was issued on June 10, 2016 in conformance with OHMC Chapter 20.04; and,

**WHEREAS**, procedural requirements have been met by providing a 60-day notice of intent to adopt development regulations with the Washington State Department of Commerce; and,

**WHEREAS**, the City of Oak Harbor Planning Commission held a public hearing on June 28, 2016 to consider this Ordinance and forwarded a recommendation of approval to the City Council; and,

**WHEREAS**, the City of Oak Harbor City Council held a public hearing on August 3, 2016 to consider this Ordinance; and,

**WHEREAS**, nothing in this Ordinance is intended, nor shall be construed, to authorize or approve violation of federal or state law;

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

**Section One.** OHMC Chapter 19.22, entitled "Marijuana Related Uses", added by Ord. No. 1685, is hereby amended to read as follows:

**Chapter 19.22**  
**MARIJUANA RELATED USES**

Sections:

- 19.22.010 Purpose and intent.
- 19.22.020 Definitions.
- 19.22.030 Locations allowed.
- 19.22.040 Development standards.
- 19.22.050 Nonconforming uses.

**19.22.010 Purpose and intent.**

The production, processing and retailing of marijuana are and remain illegal under federal law. Nothing herein or as provided elsewhere in the ordinances of the city of Oak Harbor is an authorization to circumvent federal law or provide permission to any person or entity to violate federal law. Only state-licensed marijuana producers, marijuana processors, ~~and~~ marijuana retailers, and registered cooperatives may locate in the city of Oak Harbor and then only pursuant to a license issued by the state of Washington and only when in full compliance with the local regulations contained herein. These regulations are solely intended to acknowledge the enactment by Washington voters of Initiative 502 (recreational marijuana) and the State Legislature of Second Substitute Senate Bill 5052 (medical marijuana) and associated state licensing procedures and to permit, but only to the extent required by state law, marijuana producers, marijuana processors, ~~and~~ marijuana retailers, and registered marijuana cooperatives to operate in designated zones of the city. These provisions are intended to mitigate potential secondary impacts of marijuana related uses on nearby properties and the community and to promote the public health, safety and welfare through the application of appropriate locational criteria, zoning and development standards. (Ord. 1685 § 2, 2014).

**19.22.020 Definitions.**

(1) “Child care center” means an agency that regularly provides early childhood education and early learning services for a group of children for periods of less than twenty-four hours (Agency defined as in RCW 43.215.010).

(2) “Cooperative” means a group of no more than four registered, qualifying patients or designated providers where producing and processing of medical marijuana or marijuana-infused products are permitted. Cooperatives are only permitted within the domicile of one of the participants.

(3) “Domicile” means a person’s true, fixed, and permanent home and place of habitation for other than educational purposes. It is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere (RCW 250-18-015(2)).

(~~24~~) “Elementary school” means a school for early education that provides the first four to eight years of basic education and recognized by the Washington State Superintendent of Public Instruction.

(~~35~~) “Game arcade” means an entertainment venue featuring primarily video games, simulators, and/or other amusement devices where persons under 21 years of age are not restricted.

(~~46~~) “Library” means an organized collection of resources made accessible to the public for reference or borrowing supported with money derived from taxation.

(~~57~~) “Marijuana” ~~or “marihuana”~~ means all parts of the plant Cannabis, whether growing or not, with a THC concentration greater than 0.3 percent on a dry weight basis; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative,

mixture, or preparation of the plant, its seeds or resin. The term does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seeds of the plant which are incapable of germination.

(8) “Marijuana concentrates” means products consisting wholly or in part of the resin extracted from any part of the plant cannabis and having a THC concentration greater than sixty percent.

~~(69)~~ “Marijuana facility” means a state-licensed recreational or medical marijuana production, processing, or retail facility. Marijuana facilities shall not be a home occupation as defined in Chapter 19.08 OHMC, Definitions, and as authorized under Chapter 19.34 OHMC.

~~(710)~~ “Marijuana-infused products” means products that contain marijuana or marijuana extracts, ~~and~~ are intended for human use, and have a THC concentration greater than 0.3 percent and no greater than sixty percent. The term “marijuana-infused products” does not include usable marijuana or marijuana concentrates.

~~(811)~~ “Marijuana processing facility” means an entity licensed by the state of Washington to process, package, and label usable marijuana and marijuana-infused products for sale at wholesale to marijuana retailers. A marijuana processing facility shall not be a home occupation as defined in Chapter 19.08 OHMC, Definitions, and as authorized under Chapter 19.34 OHMC.

~~(912)~~ “Marijuana processor” means a person licensed by the State Liquor ~~Control~~ and Cannabis Board to process marijuana into, marijuana concentrates, usable marijuana, and marijuana-infused products, package and label marijuana concentrates, usable marijuana and marijuana-infused products for sale in retail outlets, and sell marijuana concentrates, usable marijuana and marijuana-infused products at wholesale to marijuana retailers.

~~(1013)~~ “Marijuana producer” means a person licensed by the State Liquor ~~Control~~ and Cannabis Board to produce and sell marijuana at wholesale to marijuana processors and other marijuana producers.

~~(1114)~~ “Marijuana production facility” means an entity licensed by the state of Washington to produce marijuana for sale at wholesale to marijuana processor licensees and to other marijuana producers. A marijuana production facility shall not be a home occupation as defined in Chapter 19.08 OHMC, Definitions, and as authorized under Chapter 19.34 OHMC.

~~(1215)~~ “Marijuana retailer” means a person licensed by the State Liquor ~~Control~~ and Cannabis Board to sell marijuana concentrates, usable marijuana, and marijuana-infused products in a retail outlet.

~~(1316)~~ “Marijuana retail facility” means an entity licensed by the state of Washington to sell only usable marijuana, marijuana-infused products and marijuana paraphernalia to persons 21 years of age and older. A marijuana retail facility shall not be a home occupation as defined in Chapter 19.08 OHMC, Definitions, and as authorized under Chapter 19.34 OHMC.

(~~417~~) “Playground” means a public outdoor recreation area for children, usually equipped with swings, slides, and other playground equipment, owned and/or managed by a city, county, state, or federal government.

(~~4518~~) “Public park” means an area of land for the enjoyment of the public, having facilities for rest and/or recreation, such as a baseball diamond or basketball court, owned and/or managed by a city, county, state, federal government, or metropolitan park district. “Public park” does not include trails.

(~~4619~~) “Public transit center” means a facility located outside of the public right-of-way that is owned and managed by a transit agency or city, county, state, or federal government for the express purpose of staging people and vehicles where several bus or other transit routes converge. They serve as efficient hubs to allow bus riders from various locations to assemble at a central point to take advantage of express trips or other route-to-route transfers.

(~~4720~~) “Recreation center or facility” means a supervised center that provides a broad range of activities and events intended primarily for use by persons under 21 years of age, owned and/or managed by a charitable nonprofit organization, city, county, state, or federal government.

(~~4821~~) “Retail outlet” means a location licensed by the State Liquor ~~Control~~ and Cannabis Board for the retail sale of marijuana concentrates, usable marijuana, and marijuana-infused products.

(~~4922~~) “Secondary school” means a high and/or middle school: a school for students who have completed their primary education, usually attended by children in grades seven to 12 and recognized by the Washington State Superintendent of Public Instruction.

(~~2023~~) “Usable marijuana” means dried marijuana flowers. The term “usable marijuana” does not include marijuana-infused products or marijuana concentrates. (Ord. 1685 § 3, 2014).

### **19.22.030 Locations allowed.**

---

(1) State-licensed marijuana producers and marijuana processors may locate in the city pursuant to the following restrictions:

- (a) Marijuana producers and marijuana processors must comply with all requirements of state law and the Washington State Liquor ~~Control~~ and Cannabis Board’s regulations.
- (b) Marijuana producers and marijuana processors may locate only in the planned industrial park or industrial district(s).
- (c) Marijuana producers and marijuana processors shall not locate on a site or in a building in which nonconforming production or processing uses have been established in any zone other than the planned industrial park or industrial district(s).
- (d) Marijuana producers and marijuana processors shall not operate as an accessory to a primary use or as a home occupation.

(e) Marijuana producers and marijuana processors shall not locate within 1,000 feet of the perimeter of the grounds of any elementary or secondary school, playground, recreation center or facility, child care center, public park, public transit center, or library, or any game arcade venue featuring primarily video games, simulators, and/or other amusement devices where persons under 21 years of age are not restricted. The distance shall be measured as the shortest straight line distance from the property line of the proposed building/business location to the property line of the entities listed above.

(2) State-licensed marijuana retailers may locate in the city pursuant to the following restrictions:

(a) Marijuana retailers must comply with all requirements of state law and the Washington State Liquor ~~and Cannabis Control~~ Board's regulations.

(b) Marijuana retailers may locate only in the C-4 and industrial district(s).

(c) Marijuana retailers shall not locate in a building in which nonconforming retail uses have been established in any residential or office zone.

(d) Marijuana retailers shall not operate as an accessory to a primary use or as a home occupation.

(e) Marijuana retailers shall not locate within 1,000 feet of the perimeter of the grounds of any elementary or secondary school, playground, recreation center or facility, child care center, public park, public transit center, or library, or any game arcade venue featuring primarily video games, simulators, and/or other amusement devices where persons under 21 years of age are not restricted. The distance shall be measured as the shortest straight line distance from the property line of the proposed building/business location to the property line of the entities listed above. (Ord. 1685 § 4, 2014).

(3) State-registered marijuana cooperatives may locate in the city pursuant to the following restrictions:

(a) Marijuana cooperatives must comply with all requirements of state law and the Washington State Liquor and Cannabis Board's regulations.

(b) Marijuana cooperatives shall be located in the domicile of one of the qualifying participants.

(c) Marijuana cooperatives shall not locate within 1,000 feet of the perimeter of the grounds of any elementary or secondary school, playground, recreation center or facility, child care center, public park, public transit center, or library, or any game arcade venue featuring primarily video games, simulators, and/or other amusement devices where persons under 21 years of age are not restricted. The distance shall be measured as the shortest straight line distance from the property line of the proposed building/business location to the property line of the entities listed above.

(d) Marijuana cooperatives shall not locate within one mile of a marijuana retailer. The distance shall be measured as the shortest straight line distance from property line of the proposed building/business location to the property line of the entities listed above.

**19.22.040 Development standards.**

(1) Marijuana Retail, Processing and Production Facilities. In addition to the standards of the underlying zoning district and all other applicable municipal code regulations, all state-licensed marijuana facilities shall meet the following development standards:

- (a) All facilities must be state-licensed and comply with all of the standards for state-licensed marijuana facilities.
- (b) No marijuana facility shall be allowed as a home occupation.
- (c) The definitions set forth in RCW 69.50.101 through 69.50.102, WAC 314-55-010 and OHMC 19.22.020 shall control.
- (d) Location.
  - (i) No more than one facility shall be located on a single parcel.
  - (ii) Marijuana retail and processing facilities shall be located fully within a permanent structure designed to comply with the city building code and constructed under a building and/or tenant improvement permit from the city regardless of the size or configuration of the structure.
  - (iii) Marijuana production facilities shall be located:
    - (A) Within a permanent, fully enclosed structure designed to comply with the city building code and constructed under a building and/or a tenant improvement permit from the city regardless of the size or configuration of the structure; or
    - (B) In nonrigid greenhouses, other structures, or an expanse of open or clear ground fully enclosed by a physical barrier enclosed by a sight obscuring wall or fence eight feet high.
  - (iv) Marijuana facilities shall not be located in a mobile structure or vehicle.
  - (v) No state-licensed marijuana facility shall be located within 1,000 feet of the perimeter of the parcel on which any of the entities listed below are located. The distance shall be measured as the shortest straight line distance from property line of the proposed building/business location to the property line of the entities listed below:
    - (A) Elementary or secondary school (public or private);
    - (B) Playground;

- (C) Recreation center or facility;
- (D) Child care center;
- (E) Public park;
- (F) Public transit center;
- (G) Library;
- (H) Any game arcade venue featuring primarily video games, simulators, and/or other amusement devices where persons under 21 years of age are not restricted.

(vi) No state-licensed marijuana retail facility shall be located within 1,000 feet of the perimeter of a parcel on which a state-licensed marijuana production or processing facility is located. The distance shall be measured as the shortest straight line distance from property line of the marijuana retail facility to the property line of the marijuana production or processing facility.

(e) No production, processing or delivery of marijuana may be visible to the public nor may it be visible through windows.

(f) Marijuana retail uses shall not include drive-throughs, exterior, or off-site sales.

(g) All fertilizers, chemicals, gases and hazardous materials shall be handled in compliance with all applicable local, state and federal regulations. No fertilizers, chemicals, gases or hazardous materials shall be allowed to enter either a sanitary sewer or a storm water sewer system nor be released into the atmosphere outside of the structure where the facility is located.

(h) No odors resulting from the use of those substances noted in subsection (1)(g) of this section or from the activities conducted within the structure shall be allowed to migrate beyond the interior portion of the structure where a marijuana facility is located.

(i) A city of Oak Harbor business license pursuant to Chapter 5.03 OHMC and a state license pursuant to Chapter 314-55 WAC shall be obtained prior to the start of operations of the facility.

(j) All facilities shall comply with Chapter 19.27 RCW, State Building Code Act, and OHMC Title 17, Buildings. Appropriate permits shall be obtained for all changes of use, tenant improvements, mechanical system improvements, electrical upgrades and similar work. (Ord. 1685 § 5, 2014).

(2) Marijuana Cooperatives. In addition to the standards of the underlying zoning district and all other applicable municipal code regulations, all state-registered marijuana cooperatives shall meet the following development standards:

(a) Only one cooperative may be located per property tax parcel.

(b) A copy of each qualifying participant’s recognition card must be kept at the location at all times.

(c) No cooperative shall be allowed as a home occupation and qualifying participants may not sell, donate, or otherwise provide marijuana, marijuana concentrates, usable marijuana, or marijuana-infused products to a person who is not participating in the cooperative.

(d) Production, processing or storage of plants in a cooperative may not occur if any portion of such activity can be readily seen by normal unaided vision or readily smelled from a public place or the private property of another housing unit.

(e) Cooperatives are not permitted within an accessory use when the accessory use is detached from the domicile.

**19.22.050 Nonconforming uses.**

No use that constitutes or purports to be a marijuana producer, marijuana processor, or marijuana retailer, as those terms are defined in this chapter, that was engaged in that activity prior to the enactment of this chapter shall be deemed to have been a legally established use under the provisions of the Oak Harbor Municipal Code and that use shall not be entitled to claim legal nonconforming status. (Ord. 1685 § 5, 2014).

**Section Two. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

**Section Three. Effective Date.** This Ordinance shall be in full force and effect five (5) days after publishing.

PASSED by the City Council this 3<sup>rd</sup> day of August, 2016.

CITY OF OAK HARBOR

\_\_\_\_\_  
ROBERT SEVERNS, MAYOR

Attest:

Approved as to form:

By \_\_\_\_\_  
Anna Thompson, City Clerk

By \_\_\_\_\_  
Nikki Esparza, City Attorney

Date of Publication: \_\_\_\_\_

Effective Date: \_\_\_\_\_

City staff met to discuss these options and included the first two options in the code amendment (final inspection and certificate of occupancy) Mr. Lefevre also summarized the impact fee lien process.

Mr. Lefevre concluded by asking the Planning Commission to forward a recommendation to the City Council to approve Ordinance No. 1772 amending Oak Harbor Municipal Code Chapter 3.63, Impact Fees and Resolution No. 16-20 amending the City of Oak Harbors' Schedule A, Master Fee Schedule.

Commissioners asked staff how the impact fee deferral process would be applied to a development that has infrastructure installed but no buildings are built for several years. Mr. Lefevre explained that once the developer proposes to build structures on the individual parcels if the developer applied for this deferral process the impact fee would be collected upon final inspection or certificate of occupancy of each individual building. Mr. Powers added that there is no impact to the park system or the transportation system until a building is occupied and the impact fee would only be collected at after a building permit was issued.

There being no public comment the public hearing was closed at 7:45 p.m.

**Motion:** Hal Hovey moved to forward a recommendation to the City Council to approve Ordinance No. 1772 amending Oak Harbor Municipal Code Chapter 3.63, Impact Fees. Motion seconded by Bruce Freeman, majority approved.

**Motion:** Hal Hovey moved to forward a recommendation to the City Council to approve Resolution No. 16-26 amending the City of Oak Harbor's Schedule A, Master Fee Schedule. Motion seconded by Councilmember Jes Walker-Wyse, majority approved.

## **6. MARIJUANA RELATED USES CODE AMENDMENT - Public Hearing**

Mr. Lefevre displayed a PowerPoint presentation (Attachment 1) and summarized the City's implementation of regulations for recreational marijuana since the State's passage of I-502 which legalized recreational marijuana. While waiting for the State to take action on medical marijuana the City passed a moratorium on the establishment of medical marijuana dispensaries and collective gardens for one year and extended it an additional on year. The one-year extension provided an opportunity to monitor amendments and new legislation pertaining to the Cannabis Patient Protection Act (CPPA) passed in April 2015.

Mr. Lefevre summarized the CPPA implementation steps taken by the Washington State Liquor and Cannabis Board (LCB) and Department of Health (DOH). Mr. Lefevre stated that the proposed code amendments to OHMC Chapter 19.22 are consistent with the State approach which parallels the framework established for recreational marijuana regulations and siting restrictions. Mr. Lefevre noted that Cannabis Patient Protection Act (CPPA) prohibits collective gardens as of July 1, 2016 and replaces them with cooperatives. All potential licensed cooperatives must be locally approved.

Mr. Lefevre reported that the proposed code amendments have no additional restrictions outside of the restrictions contained in the CPPA for cooperatives and medical marijuana producers, processors, and retailers are subject to the same restrictions required for recreational marijuana facilities.

Mr. Lefevre asked the Planning Commission to recommend that the City Council approve Ordinance No. 1773 amending Oak Harbor Municipal Code Chapter 19.22, Marijuana Related Uses.

Planning Commission questioned staff about status of Oak Harbor's current marijuana retailers, whether there was enough area open for cooperatives, whether the State will change the restrictions, whether the distance requirements apply to private parks, and asked what would happen if a cooperative was established and a retailer wanted to locate in a commercial space near the cooperative would the retailer be denied occupying that space. Mr. Lefevre explained that the space available to cooperatives followed the State guidelines, the State has the option to change the restrictions, distance requirements do not apply to private parks and a marijuana retailer would not be denied occupying a commercial space near a cooperative, the distance rule only applies to cooperatives.

Public hearing was opened at 8:05. Seeing none the public hearing was closed.

**Motion:** Cecil Pierce moved to forward a recommendation to the City Council to approve Ordinance No. 1773 amending Oak Harbor Municipal Code Chapter 19.22 Marijuana Related Uses. Motion seconded by Hal Hovey, majority approved.

Meeting adjourned at 8:06 p.m.

Katherine Gifford,  
Development Services  
Administrative Assistant

# Medical Marijuana Regulations

## *Code Amendment*



Planning Commission

6/28/2016



### Background

- I-502 (Nov, 2012)
- OHMC Chapter 19.22 (Feb, 2014)
- COH (Ord Nos. 1666, 1686, 1692, 1740)
- 2SSB 5052 (CPPA) (Apr, 2015)



Planning Commission

6/28/2016

2



### CPPA Summary

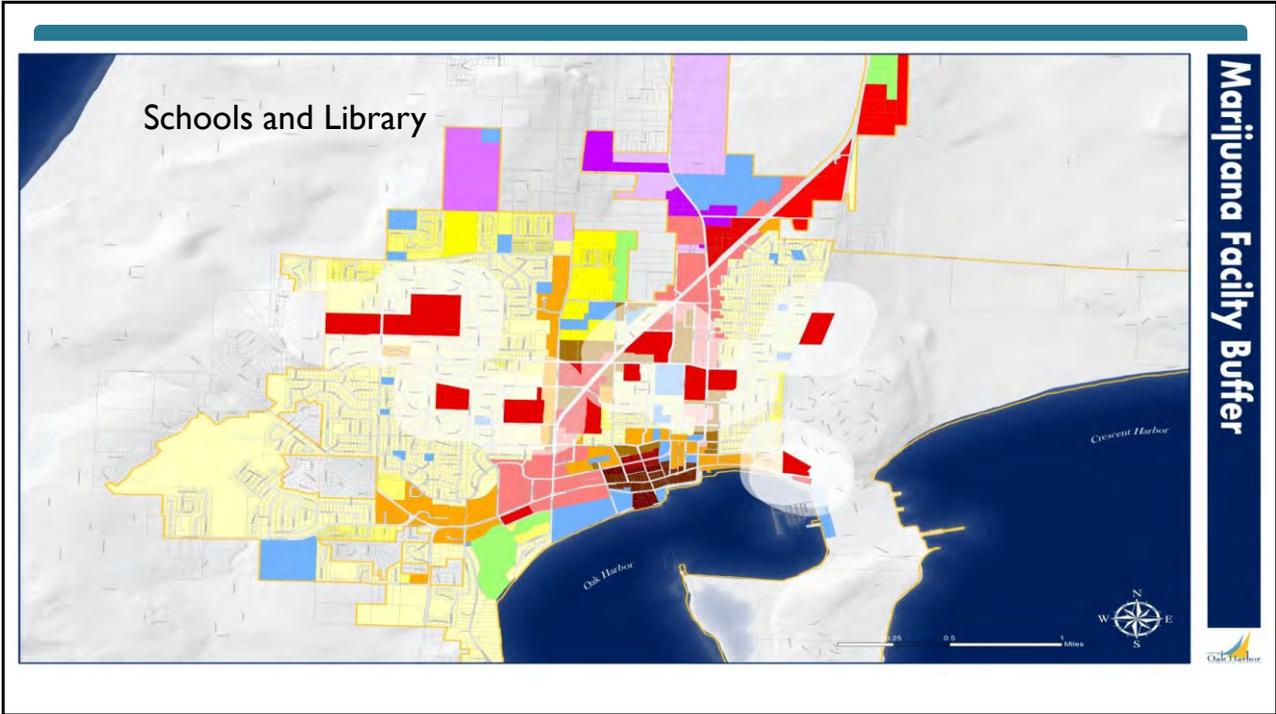
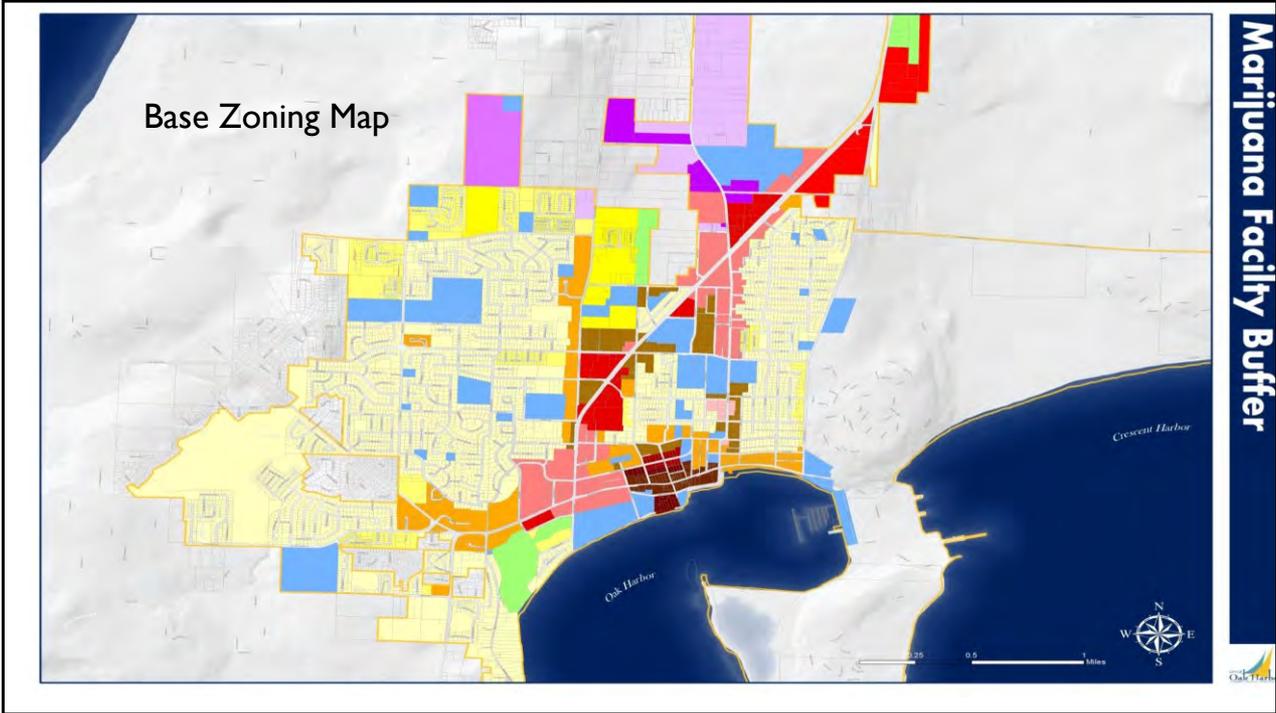
- Marijuana license increase
- Authorization database (qualifying patients)
- Collective gardens (out) Cooperatives (in) July 1
- DOH = process for medical endorsement
- DOH = specialty clinic recommendation

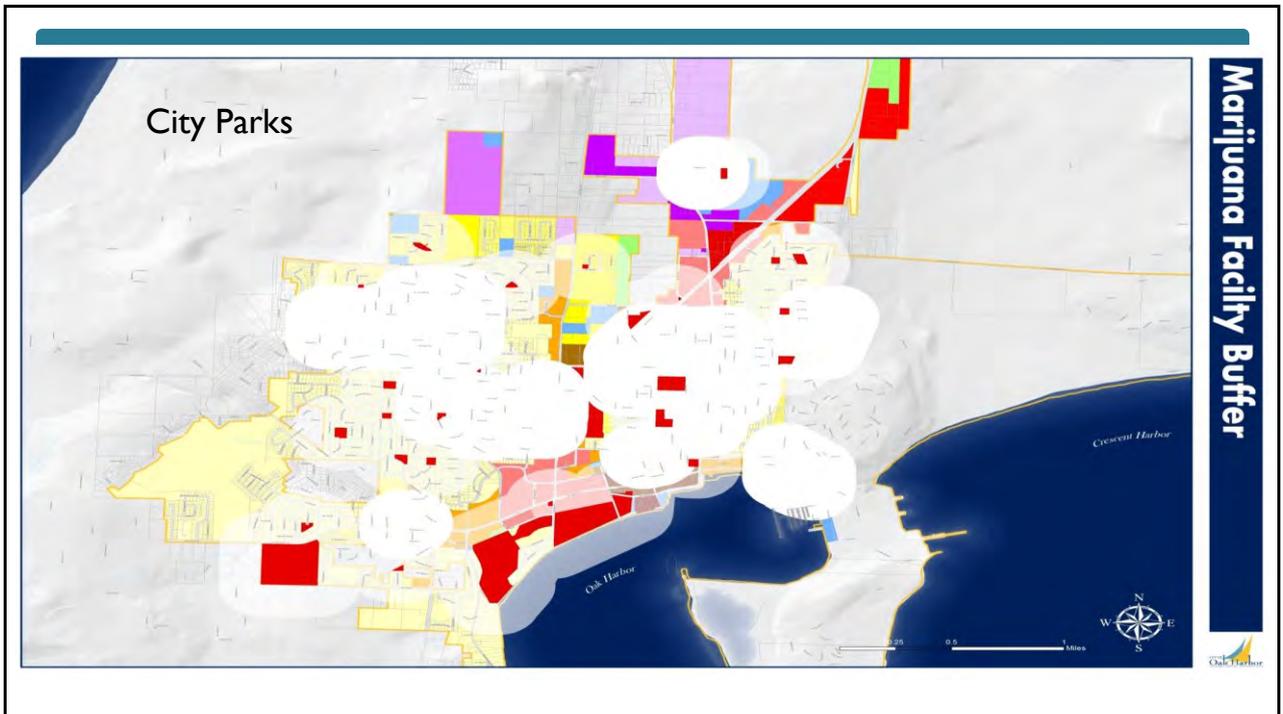
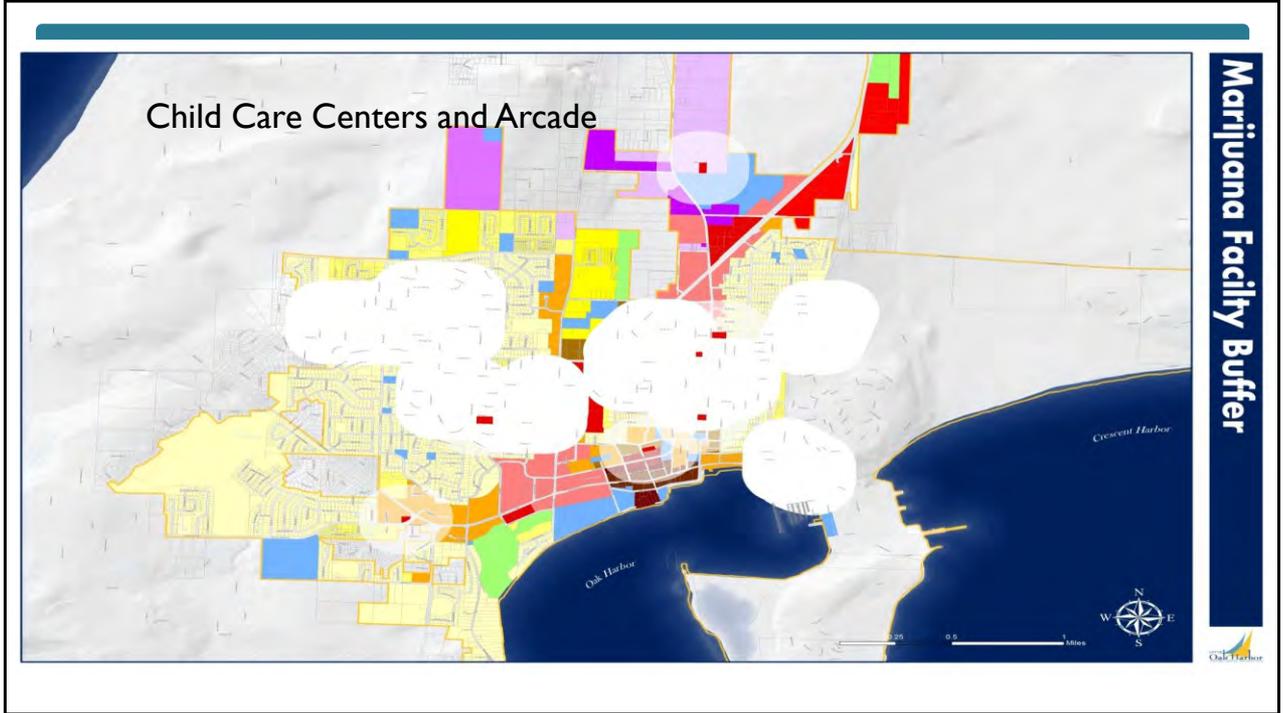


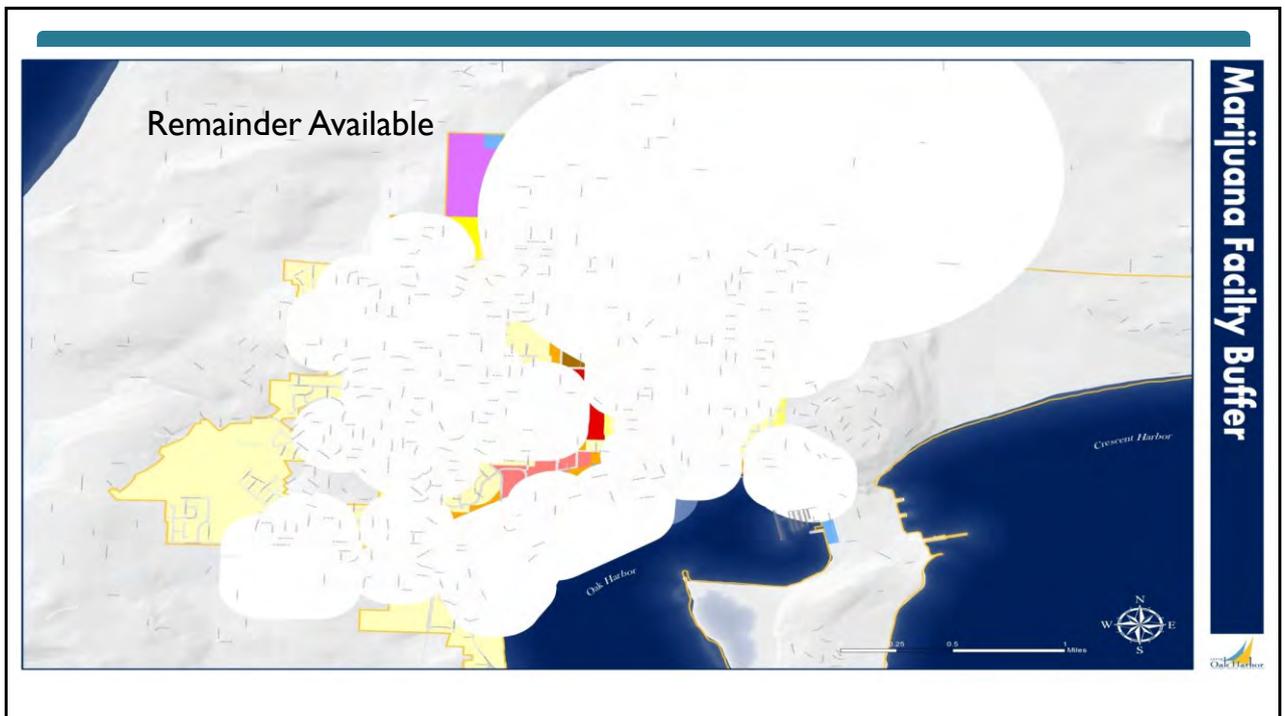
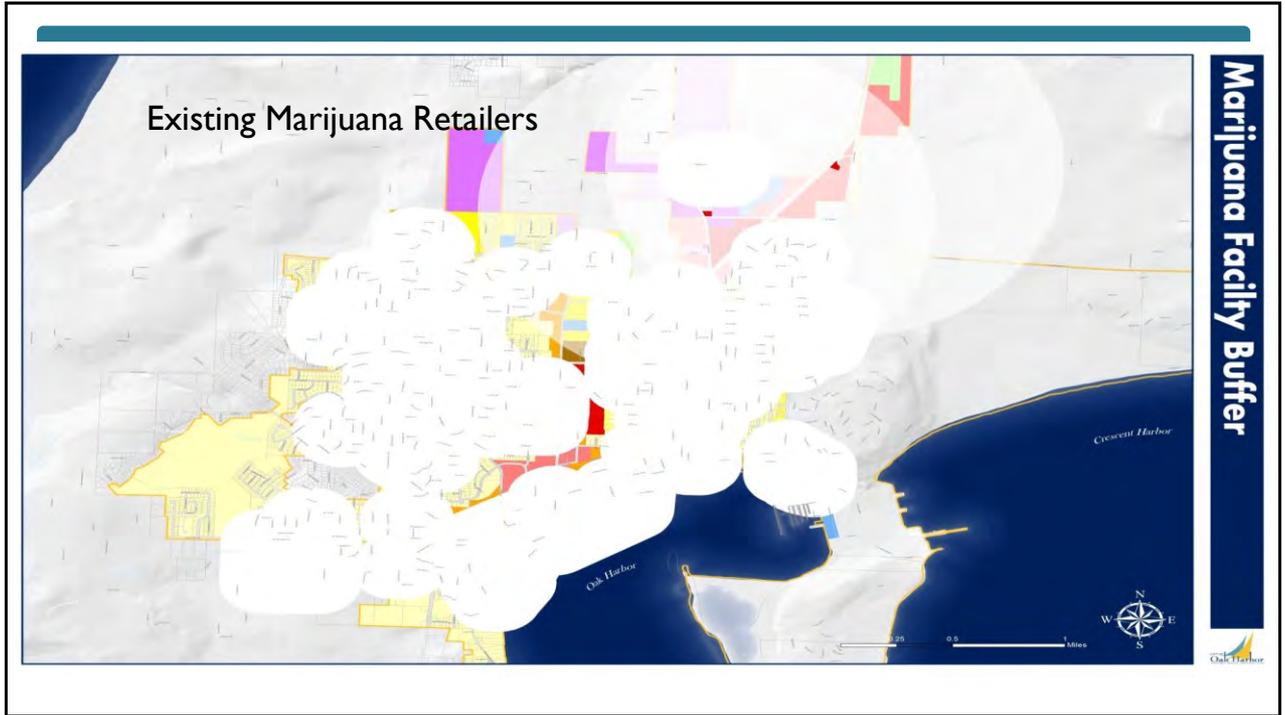
### Local Conditions

- Licenses allocated = 2 Retailers
- Both medically endorsed
- Medical locational restrictions = recreational
- **Cooperative restrictions (1,000'; 1 mile)**
- Cooperative application = local review











NEXT STEPS:

- Planning Commission questions
- Planning Commission recommendation
- City Council workshop: July 27
- City Council adoption: August 3



**City of Oak Harbor  
City Council Agenda Bill**

Bill No. 6.b  
Date: August 3, 2016  
Subject: Resolution 16-25: 2016 Surplus  
List - Enterprise Fund Items No.  
2

**FROM: Cathy Rosen, Public Works Director**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

A motion to adopt Resolution 16-25.

**BACKGROUND / SUMMARY INFORMATION**

Per RCW 35.94.040, a public hearing is required to adopt Resolution 16-25 in order to surplus city property acquired by the utility funds.

A list of surplus items has been attached for your review.

**LEGAL AUTHORITY**

**FISCAL IMPACT**

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

**ATTACHMENTS**

1. [Resolution 16-25](#)
2. [2016 Surplus List-Enterprise Only](#)

**PURPOSE**

**CITY COUNCIL WORKSHOP**

## **DISCUSSION**

RESOLUTION NO. 16-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAK HARBOR, WASHINGTON DECLARING CERTAIN CITY PROPERTY OF THE WATER, SOLID WASTE, STORM DRAIN AND/OR SEWER UTILITY TO BE SURPLUS PROPERTY

WHEREAS, it has been determined that the City has no further use of certain items of personal property; and

WHEREAS, the City Council has determined that these items are surplus property is no longer needed for public use; and

WHEREAS, the fair market value, if any, is determined for the surplus property and its disposal will be for the common benefit; and

WHEREAS, at time of sale of surplus items, moneys, if any, will be allocated back to the appropriate utility fund; and

WHEREAS, RCW 35.94.040 requires that action taken to surplus utility property may only occur by resolution and after a public hearing, which was held August 3, 2016; and

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

- 1) Based upon the findings and the recommendations of the City, the items of property belonging to said City, as shown in Exhibit A attached hereto, are declared to be surplus to the foreseeable needs of the City.
- 2) That it is deemed to be for the common benefit of the residents of said City to dispose of said property.
- 3) That the Mayor or his designee is authorized to dispose of items listed in Exhibit A, attached hereto, in a manner that will be to the best advantage and in a manner which will net the greatest amount to the City of Oak Harbor.

PASSED and approved by the City Council this 3rd day of August, 2016.

THE CITY OF OAK HARBOR

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Mayor

Attest:

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City Clerk

Approved as to Form:

City Attorney

**Surplus List 2016**

<b>Item</b>	<b>Identifier</b>	<b>Division/Department</b>	<b>Condition</b>
G-16 2009 Onan Generator	I090029917	WWTP	Great condition-resale value is high
Bar screen	352	WWTP	Removed from old plant-in recycle bin
Grit Removal	353	WWTP	Removed from old plant-in recycle bin
Comminutor	354	WWTP	Removed from old plant-in recycle bin
Bio-Contactor	355	WWTP	Removed from old plant-in recycle bin
Clarifiers	356	WWTP	Removed from old plant-in recycle bin
Gas Digester	357	WWTP	Removed from old plant-in recycle bin
HTG Digester	358	WWTP	Removed from old plant-in recycle bin
Cholorinator	359	WWTP	Removed from old plant-in recycle bin
Chlorine Mixer	360	WWTP	Removed from old plant-in recycle bin
Metering Equip	361	WWTP	Removed from old plant-in recycle bin
Influent Pumps	362	WWTP	Removed from old plant-in recycle bin
Effluent Pumps	363	WWTP	Removed from old plant-in recycle bin
Sludge Recirculating	364	WWTP	Removed from old plant-in recycle bin
Scum Pump	365	WWTP	Removed from old plant-in recycle bin
Process Water Pump	366	WWTP	Removed from old plant-in recycle bin
Diffuser Assembly	367	WWTP	Removed from old plant-in recycle bin
1989-Piggy Back Blowers	368	WWTP	Removed from old plant-in recycle bin
1990 2 samplers	369	WWTP	Removed from old plant-in recycle bin
6 inch Electric Pump	372	WWTP	Removed from old plant-in recycle bin
Sprocket Levers Chain Case	373	WWTP	Removed from old plant-in recycle bin
Turbidmeter & Equipment	374	WWTP	Removed from old plant-in recycle bin
Tank Skimmers Pump	375	WWTP	Removed from old plant-in recycle bin
1999 Generator	378	WWTP	Removed from old plant-in recycle bin
2000 Digester/Mixer System	379	WWTP	Removed from old plant-in recycle bin
2001 Flowmeter	380	WWTP	Removed from old plant-in recycle bin
Wastewater Sampler	382	WWTP	Removed from old plant-in recycle bin

**City of Oak Harbor  
City Council Agenda Bill**

Bill No. 6.c  
Date: August 3, 2016  
Subject: Revenue Projections for 2017-  
2018 Biennium Budget

**FROM: Patricia Soule, Finance Director**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Hold public hearing on revenue sources for the 2017-2018 budget biennium

**BACKGROUND / SUMMARY INFORMATION**

**RCW 84.55.120 Public Hearing - Taxing district's revenue sources** - A taxing district, other than the state, that collects regular levies shall hold a public hearing on revenue sources for the district's following year's current expense budget. The hearing must include consideration of possible increases in property tax revenues and shall be held prior to the time the taxing district levies the taxes or makes the request to have the taxes levied. The county legislative authority, or the taxing district governing body, if the district is a city, town or other type of district, shall hold the hearing.

**LEGAL AUTHORITY**

**FISCAL IMPACT**

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

**ATTACHMENTS**

**PURPOSE**

Hold a public hearing on revenue sources for the 2017-2018 biennial budget

**CITY COUNCIL WORKSHOP**

**DISCUSSION**

A presentation will be made of the 2017-2018 revenue projections, which are the basis for the initial financial structuring of the City's 2017-2018 biennial budget. As this presentation is for informational purposes with no requested action, a detailed outline and other additional material will be provided at the meeting.

City of Oak Harbor  
City Council Agenda Bill

Bill No. 6.d  
Date: August 3, 2016  
Subject: Valley High Investments - Intent  
to Commence Annexation  
Proceedings

**FROM: Steve Powers, Development Services Director**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Accept the geographic scope as proposed (Attachment 1); require the simultaneous zoning of the proposed annexation area as R1, single family residential; and, require the annexed properties to assume their proportionate share of City indebtedness.

**BACKGROUND / SUMMARY INFORMATION**

Specific authority for annexation is established in RCW 35A.14.010 which states “Any portion of a county not incorporated as part of a city or town but lying contiguous to a code city may become a part of the charter code city or non-charter code city by annexation”. Procedural requirements for the “Direct Petition” method, of annexation are established in RCW 35A.14.120-150. The Direct Petition method is commonly used for municipal annexations.

Prior to the circulation of a petition for annexation, the initiating party or parties, who must be the owners of not less than ten percent in assessed value of the property for which annexation is sought, shall notify the legislative body in writing of their intention to commence annexation proceedings (RCW 35A.14.120). On June 9, 2016, Mr. Colin Smith, representing Valley High Investments, Inc., submitted a notice of intent to commence annexation proceedings (Attachment 2). This notice of intent was for three parcels. The applicant amended this notice of intent by submitting a subsequent notice on June 16, 2016 (Attachment 3) including a fourth parcel. Please see Attachment 1 for the proposed annexation area. As shown in Table 1, the assessed value of the applicant’s parcel exceeds the required ten percent of the total assessed value necessary to commence annexation proceedings.

RCW 35A.14.120 requires the City Council to convene a meeting with the initiating party within 60 days after the filing of the notice of intent. The City Council must decide at this meeting: 1) whether it will accept, reject, or geographically modify the proposed annexation; 2) whether it will require adoption of zoning simultaneously with annexation; and, 3) whether it will require annexed properties to share City indebtedness.

**Table 1.**

Owner	Parcel #	Acreage	Assessed Value (\$)	% of Total
Valley High Investments	R13209-495-1950	3.91	130,000	20%
Virginia Aos	R13209-495-2230	3.91	260,577	40%
Winnifred Kotschwar	R13209-495-2500	3.91	134,000	20%
Alan Lynn	R13209-446-2310	5.00	130,000	20%
4 Parcels	N/A	16.73	\$654,577	100%

The decision of the Council whether to move forward with the proposed annexation is entirely within its discretion. By accepting a proposed intent to annex at this stage, the Council is not committing itself to ultimately annexing the territory proposed. This acceptance authorizes the proponent to circulate a petition for signatories representing not less than sixty percent of the assessed value of the proposed annexation area.

If the Council rejects the proposed annexation at this stage, the initiating parties have no right of appeal.

**1) Whether to accept the annexation as proposed; reject the annexation; or geographically modify the proposed annexation.**

Goals and Policies

The City has adopted goals and policies in the Oak Harbor Comprehensive Plan (June 2016) for considering annexation requests. Goals 4 & 5 of the Urban Growth Area Element and their respective policies, address such issues as maintaining adopted levels of service, ensuring public services can be provided to the annexed area, funding of these services, potential future obligations by property owners, and confirming the annexation is a logical extension of the City's municipal limits (please see Attachment 4 for these goals and policies). A review for consistency with all of the applicable Comprehensive Plan goals and policies will occur in preparation for the necessary public hearing, should the City Council authorize the annexation to proceed.

Geographic Options

The four parcels proposed for annexation are located within the City's urban growth area (UGA) and are contiguous to the existing municipal limits located along the southern right-of-way line of Fort Nugent Road. At this phase of the annexation process, the City Council may accept the annexation as proposed or enlarge the geographic area. As shown on Attachment 1, the remaining portion of the UGA in this area, not included in the proposed annexation, encompasses four additional parcels, two of which are entirely within the UGA and two which are bisected by the UGA boundary. The City Council may enlarge the scope to include the two complete parcels, but may not include the parcels that extend outside of our UGA. The City would be in conflict with the Growth Management Act by annexing lands located

outside of our UGA.

Annexation protocol allows the City Council this one opportunity to enlarge the geographic scope. If Council chooses to enlarge the scope and insufficient signatures are obtained to achieve the required 60% assessed value, the area may be reduced later in the process. However, if parcels are not included at this point, they may not be added later (RCW 35A.14.140). The remaining geographic option is to reject the annexation.

### City Services

In order to provide the Council with an overview of the potential issues associated with the annexation and subsequent development, staff contacted City departments which provided comments and thoughts on potential impacts.

Public Works responded with comments relating to sewer and water service, stormwater and streets. Sewer service may require a lift station from the subject properties to the existing line in Fort Nugent Road. The developer may be eligible for latecomer reimbursement agreements. Water service can be provided from the existing line in Fort Nugent Road. There is a possibility that a pressure boosting station may be necessary to achieve adequate fire flow. Stormwater may be addressed in the Golf Course Drainage Basin Study and Low Impact Development may be an effective method of dealing with stormwater. Street connections shall be aligned with existing street on the north side of Fort Nugent Road. If intersection alignment is not possible, sufficient distance should be provided to prevent the creation of turning movement conflicts.

The Oak Harbor Police Department indicated service and routine patrols exist in Fairway Point which is directly to the north of Fort Nugent Road. The Department also indicated that areas of incorporated lands bordered by unincorporated lands may present jurisdictional confusion for officers.

The Oak Harbor Fire Department noted that developments encompassing 30 or more dwelling units would require two separate fire apparatus access roads. The alternative to this requirement would be individual automatic sprinkler systems.

The City's Finance Department and Building Division did not have comments.

### **2) Whether to require the simultaneous adoption of proposed zoning.**

The City of Oak Harbor's Comprehensive Plan identifies proposed land use designations within the UGA. These designations provide guidance for the types of land uses and residential densities that may be anticipated in areas of the UGA located outside the city limits. This guidance assists in the cost effective and efficient sizing of infrastructure which may be extended into new city developments subsequent to annexation.

The proposed annexation area is identified on the Comprehensive Plan Land Use map as Low Intensity Residential. Residential densities in this designation range from a minimum of 3 dwelling units per acre to a maximum of 16 dwelling units per acre. This designation is implemented by three zoning districts: Single Family Residential (R1); Limited Multifamily Residential (R2); and, Multifamily Residential (R3).

Land to the north is zoned R1 and has been developed into a 140 single-family Planned Residential Development known as Fairway Point. Overall density in this development is 3.8 dwelling units per acre. The aforementioned parcels to the south, located within the UGA but not proposed for annexation are designated Low Intensity Residential. Land to the east and west, located in Island County, are zoned Rural. Single-family residential is a permitted use at 1 dwelling unit per five acres.

Recommended zoning for the parcels within this annexation is single family residential (R1) at a density of 3 to 6 dwelling units per acre.

**3) Whether to require the assumption of all or any portion of existing city indebtedness by property owners within the area to be annexed.**

City indebtedness refers to existing or future bonds, the cost of which is shared by City taxpayers. It is logical for the City to require that properties in the proposed annexation to share in City indebtedness.

**LEGAL AUTHORITY**

Legal authority for municipal annexations are established under RCW 35A.14.010.

**FISCAL IMPACT**

Positive fiscal impacts to the City would be realized in additional property tax assessment and utility fee collection while additional costs may be incurred through the provision of police, fire, and other general city services. As noted in Attachment 4, Urban Growth Area Element policy 4.k indicates the City may require the preparation of a fiscal impact study which addresses long and short-term economic impacts to the City.

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

- September 1, 2015: City Council authorizes circulation of annexation petition for the identical area.

**ATTACHMENTS**

1. [Proposed Annexation Area](#)
2. [June 9, 2016 Notice of Intent to Commence Annexation Proceedings](#)
3. [June 16, 2016 Notice of Intent amends June 9th Notice of Intent to include an additional parcel](#)
4. [City of Oak Harbor Comprehensive Plan Urban Growth Area and Annexation goals and policies.](#)

**PURPOSE**

**CITY COUNCIL WORKSHOP**

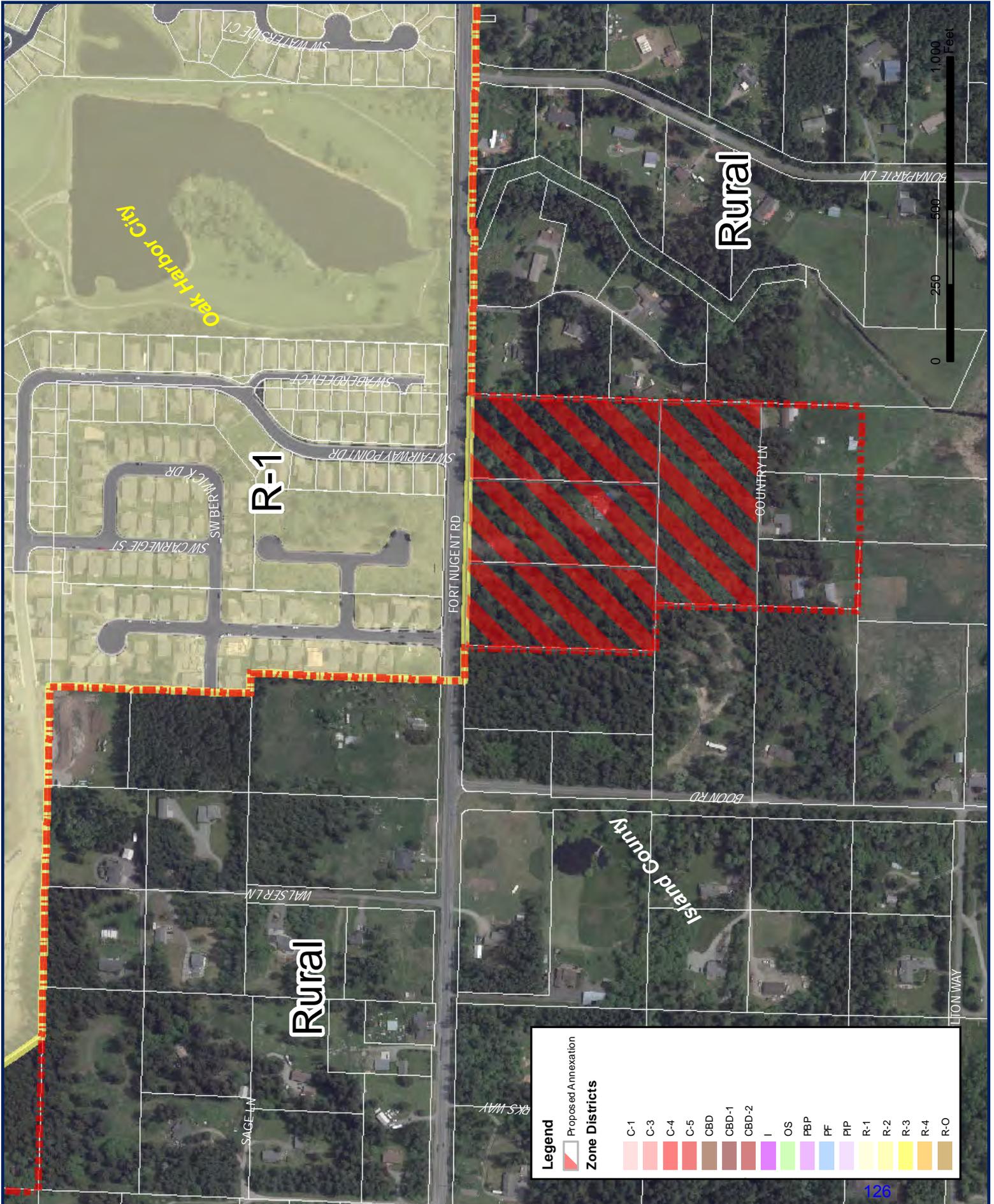
**DISCUSSION**





# Map 3 - Zoning

ATTACHMENT 1



# Valley High Investments, Inc.

ATTACHMENT 2 RECEIVED

41 NE Midway Blvd, #101  
Oak Harbor, WA 98277  
(360) 751-9866  
(360) 675-5341 fax

JUN 09 2016

CITY OF OAK HARBOR  
Development Services Department

## Notice of Intention to Commence Annexation Proceedings

The Honorable Mayor and City Council  
City of Oak Harbor  
865 SE Barrington Drive  
Oak Harbor WA 98277

June 9, 2016

Dear Mayor and City Council:

The undersigned, who represents the owners of not less than ten percent (10%) of the acreage for which annexation is sought, hereby advise the City Council of the City of Oak Harbor that it is the desire of the undersigned owners of the following area to commence annexation proceedings:

The three parcels; R13209-495-1950 (Parcel A), R13209-495-2500 (Parcel B) and R13209-446-2310 (Parcel C) for which annexation is sought herein referred to as "the property" is legally described on Exhibit "A" attached hereto and is geographically depicted on a Island County Assessor's parcel map on Exhibit "B" further attached hereto.

It is requested that the City Council of the City of Oak Harbor set a date, not later than sixty (60) days after the filing of this request, for a meeting with the undersigned to determine:

1. Whether the City Council will accept, reject, or geographically modify the proposed annexation;
2. Whether the City Council will require the simultaneous adoption of the zoning for the proposed area in substantial compliance with the proposed Comprehensive Plan as adopted by City of Oak Harbor; and
3. Whether the City Council will require the assumption of all or any portion of indebtedness by the area to be annexed.

Colin Smith  
Valley High Investments, Inc. Representative



Date: 6/9/2016

Parcel Number of Owner: R13209-495-1950

Cc: Steve Powers, AICP – Planning Services Director

**Exhibit A-**  
**Legal descriptions of Parcels Proposed to be Annexed**

**Parcel A.** R13209-495-1950:

Abbreviated: 30 - W275' OF E825' OF N/2 NE NW EX N40' FOR RD

Full: The West 275 feet of the East 825 feet of the North half of the Northeast Quarter of the Northwest Quarter of Section 9, Township 32 North, Range 1 East of the Willamette Meridian;

EXCEPT the North 40 feet of said premises as deeded to Island County for the right of way under Auditor's File Nos. 396312, 396313 and 396994.

ALSO EXCEPT that portion, if any, lying within Fort Nugent Road along the North line thereof.

Situate in the County of Island, State of Washington.

**Parcel B.** R13209-495-2500:

Abbreviated: 28 - E275' OF N/2 NE NW EX CORD

Full: Situate in the County of Island, State of Washington:

The East 275 feet of the North half of the Northeast Quarter of the Northwest Quarter of Section 9, Township 32 North, Range 1 E.W.M.;

Except that portion lying within Fort Nugent Road.

**Parcel C.** R13209-446-2310:

Abbreviated: 48 - N/2 SE NE NW TGW EAS AF#418785

Full: THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 32 NORTH, RANGE 1, EAST OF THE WILLAMETTE MERIDIAN.

TOGETHER WITH A 30 FOOT EASEMENT FOR INGREE, EGRESS AND THE INSTALLATION OF UTILITIES OVER, UNDER AND ACROSS AS DESCRIBED IN THAT INSTRUMENT RECORDED DECEMBER 14 1983, UNDER AUDITOR'S NO. 418785.

TOGETHER WITH A 60 FOOT EASEMENT FOR INGRESS, EGRESS AND THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF OVERHEAD AND UNDERGROUND UTILITIES OVER AND ACROSS AS DESCRIBED IN THAT INSTRUMENT RECORDED DECEMBER 14, 1983, UNDER AUDITOR'S FILE NO. 418786.



# Valley High Investments, Inc.

41 NE Midway Blvd, #101  
Oak Harbor, WA 98277  
(360) 751-9866  
(360) 675-5341 fax

**RECEIVED**

JUN 16 2016

CITY OF OAK HARBOR  
Development Services Department

## Notice of Intention to Commence Annexation Proceedings

The Honorable Mayor and City Council  
City of Oak Harbor  
865 SE Barrington Drive  
Oak Harbor WA 98277

June 16, 2016

Dear Mayor and City Council:

The undersigned, who represents the owners of not less than ten percent (10%) of the acreage for which annexation is sought, hereby advise the City Council of the City of Oak Harbor that it is the desire of the undersigned owners of the following area to commence annexation proceedings:

The four parcels; R13209-495-1950 (Parcel A), R13209-495-2230 (Parcel B), R13209-495-2500 (Parcel C) and R13209-446-2310 (Parcel D) for which annexation is sought herein referred to as "the property" is legally described on Exhibit "A" attached hereto and is geographically depicted on a Island County Assessor's parcel map on Exhibit "B" further attached hereto.

It is requested that the City Council of the City of Oak Harbor set a date, not later than sixty (60) days after the filing of this request, for a meeting with the undersigned to determine:

1. Whether the City Council will accept, reject, or geographically modify the proposed annexation;
2. Whether the City Council will require the simultaneous adoption of the zoning for the proposed area in substantial compliance with the proposed Comprehensive Plan as adopted by City of Oak Harbor; and
3. Whether the City Council will require the assumption of all or any portion of indebtedness by the area to be annexed.

Colin Smith  
Valley High Investments, Inc. Representative

Date: 6/16/16

Parcel Number of Owner: R13209-495-1950

Cc: Steve Powers, AICP – Planning Services Director

RECEIVED

JUN 16 2016

CITY OF OAK HARBOR  
Development Services Department

**Exhibit A-**  
**Legal descriptions of Parcels Proposed to be Annexed**

**Parcel A.** R13209-495-1950:

Abbreviated: 30 - W275' OF E825' OF N/2 NE NW EX N40' FOR RD

Full: The West 275 feet of the East 825 feet of the North half of the Northeast Quarter of the Northwest Quarter of Section 9, Township 32 North, Range 1 East of the Willamette Meridian;

EXCEPT the North 40 feet of said premises as deeded to Island County for the right of way under Auditor's File Nos. 396312, 396313 and 396994.

ALSO EXCEPT that portion, if any, lying within Fort Nugent Road along the North line thereof.

Situate in the County of Island, State of Washington.

**Parcel B.** R13209-495-2230:

Abbreviated: 29 - W275' OF E550' OF N/2 NE NW EX N40' FOR RD

Full: The west 275 feet of the East 550 feet of the North half of the Northeast quarter of the Northwest quarter of Section 9, Township 32 North, Range E.W.M.

EXCEPT the North 40 feet conveyed to Island County, by Deed dated April 21, 1982, recorded under Auditor's File No. 396318, records of Island County, Washington.

Situate in the County of Island, State of Washington.

SUBJECT TO: Easements, Restrictions, Reservations and Provisions of record, if any.

**Parcel C.** R13209-495-2500:

Abbreviated: 28 - E275' OF N/2 NE NW EX CORD

JUN 16 2016

CITY OF OAK HARBOR  
Development Services Department

Full: Situate in the County of Island, State of Washington:

The East 275 feet of the North half of the Northeast Quarter of the Northwest Quarter of Section 9, Township 32 North, Range 1 E.W.M.;

Except that portion lying within Fort Nugent Road.

**Parcel D.** R13209-446-2310:

Abbreviated: 48 - N/2 SE NE NW TGW EAS AF#418785

Full: THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 32 NORTH, RANGE 1, EAST OF THE WILLAMETTE MERIDIAN.

TOGETHER WITH A 30 FOOT EASEMENT FOR INGREE, EGRESS AND THE INSTALLATION OF UTILITIES OVER, UNDER AND ACROSS AS DESCRIBED IN THAT INSTRUMENT RECORDED DECEMBER 14 1983, UNDER AUDITOR'S NO. 418785.

TOGETHER WITH A 60 FOOT EASEMENT FOR INGRESS, EGRESS AND THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF OVERHEAD AND UNDERGROUND UTILITIES OVER AND ACROSS AS DESCRIBED IN THAT INSTRUMENT RECORDED DECEMBER 14, 1983, UNDER AUDITOR'S FILE NO. 418786.



**City of Oak Harbor Comprehensive Plan (June 2016)**  
**Urban Growth Area Element Goals/Policies**

**Goal 4 - Annexations to the City will occur in compliance with the Washington State Growth Management Act and the following policies:**

- 4.a. Land to be annexed should include only areas seen as logical extensions of the City, located adjacent to existing urban development.
- 4.b. The City should avoid annexations that would result in unincorporated enclaves within the UGA.
- 4.c. Annexations to the City should be based on evidence that public facilities and service capacities already exist or are planned for and can be efficiently, economically, and practically provided by either public or private sources.
- 4.d. Annexations should not diminish the present LOS or create an excessive financial burden to existing and prospective property owners in the City.
- 4.e. Ensure property owners within an annexing area are aware of foreseeable obligations or requirements that may be imposed upon them by the City at the time of annexation.
- 4.f. Require existing buildings, within annexed areas, to meet the City's fire and safety requirements.
- 4.g. Assure that the City's fire rating is not reduced because of annexation.
- 4.h. Maintain the existing level of police service when annexing new areas.
- 4.i. Annexation proposals should describe the method and level of funding for capital facilities needed to serve the annexed area.
- 4.j. Proponents of annexation in developed or partially developed areas should pay their fair share of the costs of urban services and public improvements required to meet the City's LOS standards.
- 4.k. The City may require the preparation of a fiscal impact study which addresses long and short-term economic impacts to the City.
- 4.l. Annex, when possible, areas of sufficient size that square off City boundaries and enhance circulation.
- 4.m. Proposed annexations shall not result in the long-term reduction of the City's established LOS standards.

**Goal 5 - New neighborhoods annexed into the City should contribute in a positive manner to sustain and enhance the quality of life for all Whidbey Island citizens while promoting a strong sense of place for Oak Harbor.**

- 5.a Annexation agreements should include a preliminary plan for a transportation network that emphasizes connections to existing neighborhoods, streets and pedestrian facilities.
- 5.b Where topography allows, new annexation areas should develop in the traditional lot and block grid pattern that typified early Oak Harbor development and enhances the provision of public facilities and services.
- 5.c The City should consider the desirability of acquiring potential new public facilities, such as trails, parks or open space lands, during the annexation review process with the cooperation of the petitioners.
- 5.d In annexation requests where the surrounding land uses could be significantly affected by the potential land uses in the annexing area, the City should require a greenbelt designation of an appropriate width to ameliorate the negative impacts.
- 5.e The City should adopt standards that support the Comprehensive Plan annexation policies.

**City of Oak Harbor  
City Council Agenda Bill**

Bill No. 7.a  
Date: August 3, 2016  
Subject: Ordinance No. 1772: Impact  
Fee Deferral - Code  
Amendment and Resolution 16-  
20: Amending the Master Fee  
Schedule, Schedule A  
Development Services

**FROM: Steve Powers, Development Services Director**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Two recommended actions:

- 1) Approve Resolution No. 16-20, Amendment of Master Fee Schedule; and,
- 2) Adopt Ordinance No. 1772, Deferral of Impact Fees.

**BACKGROUND / SUMMARY INFORMATION**

Impact fees are authorized for Washington State jurisdictions planning under the Growth Management Act and are charges assessed on new development projects that recover the cost incurred by local government in providing public facilities which serve the new development. The City of Oak Harbor has authorized the collection of impact fees for parks (Ordinance No. 1045, May 1996) and transportation (Ordinance No. 1103, September 1997). As established in those ordinances and codified in Oak Harbor Municipal Code (OHMC) Chapter 3.63, Impact Fees, the fees are to be collected at the time the building permit is issued.

With the intent to promote economic recovery in the construction industry, the Washington State Legislature passed Engrossed Senate Bill (ESB) 5923 (see Attachment 1) requiring counties and cities administering an impact fee program to provide an option for impact fee deferral assessed on single-family detached and attached new residential construction. ESB 5923 sets forth specific requirements for the impact fee deferral while allowing the City certain discretion, including the time for deferral and the collection of an administrative fee. A deferral system must include one or more of the following timing options:

- Defer impact fee collection until final inspection;

- Defer impact fee collection until certificate of occupancy; and/or,
- Defer impact fee collection until the time of closing of the first sale of the property occurring after issuance of the building permit.

It is important to note that ESB 5923 limits the term of impact fee deferral to a maximum of 18 months from the date of building permit issuance.

Development Services staff convened a meeting with representatives from the Building, Finance and Legal Departments to discuss these options. Due to the potential confusion involving fund payment source and timing, the third option was removed. In consideration for the first two options, this amendment identifies both options (final inspection and certificate of occupancy) as available to a developer applying for impact fee deferral. The applicant will specify which timing option is chosen.

Creation of an additional application and processing time will impact staff resources. Resolution No. 16-20 (Attachment 2) amends the city's Master Fee Schedule to include a fair and reasonable fee to administer this program (\$50 per application).

An applicant may not apply for impact fee deferral for more than twenty single-family residential construction building permits per calendar year. An applicant for impact fee deferral must grant and record in favor of the City of Oak Harbor an impact fee lien in the amount of the deferred impact fee. Upon receipt of the final impact fee payment, the City will execute a release of deferred impact fee lien for each structure fees have been received. The lien release must be recorded by the applicant and is at the applicant's expense. The City will withhold final inspection or certificate of occupancy will not be issued until the impact fees have been paid in full. If the period of deferral expires and the fees have not been paid, the City may initiate foreclosure proceedings in accordance with RCW Chapter 61.12.

Proposed amendments to OHMC Chapter 3.63 are incorporated in draft Ordinance No. 1772 which is Attachment 3 of this packet.

This procedural ordinance is exempt from the State Environmental Policy Act requirements (WAC 197-11-800(19)(a)) and was transmitted on May 27, 2016 to the Washington Department of Commerce for the required 60-day Notice of Intent to Adopt Development Regulations.

OHMC Section 18.20.270(2)(b) identifies an amendment to regulation as a Type V review process. The Type V review process requires a public hearing before the Planning Commission. All actions taken by the Planning Commission take the form of a recommendation to the City Council. The Planning Commission held a public hearing on June 28, 2016. Subsequent to closing the public hearing, the Planning Commission moved to recommend to the City Council approval of Ordinance No. 1772 and Resolution No. 16-20. Minutes from that meeting are included as Attachment 4.

## **LEGAL AUTHORITY**

## **FISCAL IMPACT**

Funds Required: \$0

Appropriation Source: N/A

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

- June 28, 2016: Planning Commission public hearing.

**ATTACHMENTS**

1. [Engrossed Senate Bill 5923.](#)
2. [Resolution No. 16-20](#)
3. [Schedule "A" - Master Fee Schedule for Development Services \(Land Development & Building\)](#)
4. [Ordinance No. 1772](#)
5. [Minutes from the June 28, 2016 Planning Commission public hearing](#)

**PURPOSE**

**CITY COUNCIL WORKSHOP**

**DISCUSSION**

CERTIFICATION OF ENROLLMENT

**ENGROSSED SENATE BILL 5923**

Chapter 241, Laws of 2015

64th Legislature  
2015 Regular Session

SINGLE-FAMILY DETACHED AND ATTACHED RESIDENTIAL CONSTRUCTION--  
DEFERRED IMPACT FEES

EFFECTIVE DATE: 9/1/2016

Passed by the Senate April 16, 2015  
Yeas 28 Nays 18

BRAD OWEN

**President of the Senate**

Passed by the House April 14, 2015  
Yeas 82 Nays 15

FRANK CHOPP

**Speaker of the House of Representatives**

Approved May 11, 2015 2:46 PM

JAY INSLEE

**Governor of the State of Washington**

CERTIFICATE

I, Hunter G. Goodman, Secretary of the Senate of the State of Washington, do hereby certify that the attached is **ENGROSSED SENATE BILL 5923** as passed by Senate and the House of Representatives on the dates hereon set forth.

HUNTER G. GOODMAN

**Secretary**

FILED

May 12, 2015

**Secretary of State  
State of Washington**

---

**ENGROSSED SENATE BILL 5923**

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AS AMENDED BY THE HOUSE

Passed Legislature - 2015 Regular Session

**State of Washington                      64th Legislature                      2015 Regular Session**

**By** Senators Brown, Llias, Roach, Dandel, Hobbs, Warnick, and Chase

Read first time 02/11/15. Referred to Committee on Trade & Economic Development.

1            AN ACT Relating to promoting economic recovery in the  
2 construction industry; amending RCW 82.02.050 and 36.70A.070; adding  
3 a new section to chapter 44.28 RCW; adding a new section to chapter  
4 43.31 RCW; and providing an effective date.

5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

6            **Sec. 1.** RCW 82.02.050 and 1994 c 257 s 24 are each amended to  
7 read as follows:

8            (1) It is the intent of the legislature:

9            (a) To ensure that adequate facilities are available to serve new  
10 growth and development;

11            (b) To promote orderly growth and development by establishing  
12 standards by which counties, cities, and towns may require, by  
13 ordinance, that new growth and development pay a proportionate share  
14 of the cost of new facilities needed to serve new growth and  
15 development; and

16            (c) To ensure that impact fees are imposed through established  
17 procedures and criteria so that specific developments do not pay  
18 arbitrary fees or duplicative fees for the same impact.

19            (2) Counties, cities, and towns that are required or choose to  
20 plan under RCW 36.70A.040 are authorized to impose impact fees on  
21 development activity as part of the financing for public facilities,

1 provided that the financing for system improvements to serve new  
2 development must provide for a balance between impact fees and other  
3 sources of public funds and cannot rely solely on impact fees.

4 (3)(a)(i) Counties, cities, and towns collecting impact fees  
5 must, by September 1, 2016, adopt and maintain a system for the  
6 deferred collection of impact fees for single-family detached and  
7 attached residential construction. The deferral system must include a  
8 process by which an applicant for a building permit for a single-  
9 family detached or attached residence may request a deferral of the  
10 full impact fee payment. The deferral system offered by a county,  
11 city, or town under this subsection (3) must include one or more of  
12 the following options:

13 (A) Deferring collection of the impact fee payment until final  
14 inspection;

15 (B) Deferring collection of the impact fee payment until  
16 certificate of occupancy or equivalent certification; or

17 (C) Deferring collection of the impact fee payment until the time  
18 of closing of the first sale of the property occurring after the  
19 issuance of the applicable building permit.

20 (ii) Counties, cities, and towns utilizing the deferral process  
21 required by this subsection (3)(a) may withhold certification of  
22 final inspection, certificate of occupancy, or equivalent  
23 certification until the impact fees have been paid in full.

24 (iii) The amount of impact fees that may be deferred under this  
25 subsection (3) must be determined by the fees in effect at the time  
26 the applicant applies for a deferral.

27 (iv) Unless an agreement to the contrary is reached between the  
28 buyer and seller, the payment of impact fees due at closing of a sale  
29 must be made from the seller's proceeds. In the absence of an  
30 agreement to the contrary, the seller bears strict liability for the  
31 payment of the impact fees.

32 (b) The term of an impact fee deferral under this subsection (3)  
33 may not exceed eighteen months from the date of building permit  
34 issuance.

35 (c) Except as may otherwise be authorized in accordance with (f)  
36 of this subsection (3), an applicant seeking a deferral under this  
37 subsection (3) must grant and record a deferred impact fee lien  
38 against the property in favor of the county, city, or town in the  
39 amount of the deferred impact fee. The deferred impact fee lien,

1 which must include the legal description, tax account number, and  
2 address of the property, must also be:

3 (i) In a form approved by the county, city, or town;

4 (ii) Signed by all owners of the property, with all signatures  
5 acknowledged as required for a deed, and recorded in the county where  
6 the property is located;

7 (iii) Binding on all successors in title after the recordation;  
8 and

9 (iv) Junior and subordinate to one mortgage for the purpose of  
10 construction upon the same real property granted by the person who  
11 applied for the deferral of impact fees.

12 (d)(i) If impact fees are not paid in accordance with a deferral  
13 authorized by this subsection (3), and in accordance with the term  
14 provisions established in (b) of this subsection (3), the county,  
15 city, or town may institute foreclosure proceedings in accordance  
16 with chapter 61.12 RCW.

17 (ii) If the county, city, or town does not institute foreclosure  
18 proceedings for unpaid school impact fees within forty-five days  
19 after receiving notice from a school district requesting that it do  
20 so, the district may institute foreclosure proceedings with respect  
21 to the unpaid impact fees.

22 (e)(i) Upon receipt of final payment of all deferred impact fees  
23 for a property, the county, city, or town must execute a release of  
24 deferred impact fee lien for the property. The property owner at the  
25 time of the release, at his or her expense, is responsible for  
26 recording the lien release.

27 (ii) The extinguishment of a deferred impact fee lien by the  
28 foreclosure of a lien having priority does not affect the obligation  
29 to pay the impact fees as a condition of final inspection,  
30 certificate of occupancy, or equivalent certification, or at the time  
31 of closing of the first sale.

32 (f) A county, city, or town with an impact fee deferral process  
33 on or before April 1, 2015, is exempt from the requirements of this  
34 subsection (3) if the deferral process delays all impact fees and  
35 remains in effect after September 1, 2016.

36 (g)(i) Each applicant for a single-family residential  
37 construction permit, in accordance with his or her contractor  
38 registration number or other unique identification number, is  
39 entitled to annually receive deferrals under this subsection (3) for  
40 the first twenty single-family residential construction building

1 permits per county, city, or town. A county, city, or town, however,  
2 may elect, by ordinance, to defer more than twenty single-family  
3 residential construction building permits for an applicant. If the  
4 county, city, or town collects impact fees on behalf of one or more  
5 school districts for which the collection of impact fees could be  
6 delayed, the county, city, or town must consult with the district or  
7 districts about the additional deferrals. A county, city, or town  
8 considering additional deferrals must give substantial weight to  
9 recommendations of each applicable school district regarding the  
10 number of additional deferrals. If the county, city, or town  
11 disagrees with the recommendations of one or more school districts,  
12 the county, city, or town must provide the district or districts with  
13 a written rationale for its decision.

14 (ii) For purposes of this subsection (3)(g), an "applicant"  
15 includes an entity that controls the applicant, is controlled by the  
16 applicant, or is under common control with the applicant.

17 (h) Counties, cities, and towns may collect reasonable  
18 administrative fees to implement this subsection (3) from permit  
19 applicants who are seeking to delay the payment of impact fees under  
20 this subsection (3).

21 (i) In accordance with sections 3 and 4 of this act, counties,  
22 cities, and towns must cooperate with and provide requested data,  
23 materials, and assistance to the department of commerce and the joint  
24 legislative audit and review committee.

25 (4) The impact fees:

26 (a) Shall only be imposed for system improvements that are  
27 reasonably related to the new development;

28 (b) Shall not exceed a proportionate share of the costs of system  
29 improvements that are reasonably related to the new development; and

30 (c) Shall be used for system improvements that will reasonably  
31 benefit the new development.

32 ~~((4))~~ (5)(a) Impact fees may be collected and spent only for  
33 the public facilities defined in RCW 82.02.090 which are addressed by  
34 a capital facilities plan element of a comprehensive land use plan  
35 adopted pursuant to the provisions of RCW 36.70A.070 or the  
36 provisions for comprehensive plan adoption contained in chapter  
37 36.70, 35.63, or 35A.63 RCW. After the date a county, city, or town  
38 is required to adopt its development regulations under chapter 36.70A  
39 RCW, continued authorization to collect and expend impact fees  
40 ~~(shall be)~~ is contingent on the county, city, or town adopting or

1 revising a comprehensive plan in compliance with RCW 36.70A.070, and  
2 on the capital facilities plan identifying:

3 ~~((a))~~ (i) Deficiencies in public facilities serving existing  
4 development and the means by which existing deficiencies will be  
5 eliminated within a reasonable period of time;

6 ~~((b))~~ (ii) Additional demands placed on existing public  
7 facilities by new development; and

8 ~~((c))~~ (iii) Additional public facility improvements required to  
9 serve new development.

10 (b) If the capital facilities plan of the county, city, or town  
11 is complete other than for the inclusion of those elements which are  
12 the responsibility of a special district, the county, city, or town  
13 may impose impact fees to address those public facility needs for  
14 which the county, city, or town is responsible.

15 **Sec. 2.** RCW 36.70A.070 and 2010 1st sp.s. c 26 s 6 are each  
16 amended to read as follows:

17 The comprehensive plan of a county or city that is required or  
18 chooses to plan under RCW 36.70A.040 shall consist of a map or maps,  
19 and descriptive text covering objectives, principles, and standards  
20 used to develop the comprehensive plan. The plan shall be an  
21 internally consistent document and all elements shall be consistent  
22 with the future land use map. A comprehensive plan shall be adopted  
23 and amended with public participation as provided in RCW 36.70A.140.  
24 Each comprehensive plan shall include a plan, scheme, or design for  
25 each of the following:

26 (1) A land use element designating the proposed general  
27 distribution and general location and extent of the uses of land,  
28 where appropriate, for agriculture, timber production, housing,  
29 commerce, industry, recreation, open spaces, general aviation  
30 airports, public utilities, public facilities, and other land uses.  
31 The land use element shall include population densities, building  
32 intensities, and estimates of future population growth. The land use  
33 element shall provide for protection of the quality and quantity of  
34 groundwater used for public water supplies. Wherever possible, the  
35 land use element should consider utilizing urban planning approaches  
36 that promote physical activity. Where applicable, the land use  
37 element shall review drainage, flooding, and storm water run-off in  
38 the area and nearby jurisdictions and provide guidance for corrective

1 actions to mitigate or cleanse those discharges that pollute waters  
2 of the state, including Puget Sound or waters entering Puget Sound.

3 (2) A housing element ensuring the vitality and character of  
4 established residential neighborhoods that: (a) Includes an inventory  
5 and analysis of existing and projected housing needs that identifies  
6 the number of housing units necessary to manage projected growth; (b)  
7 includes a statement of goals, policies, objectives, and mandatory  
8 provisions for the preservation, improvement, and development of  
9 housing, including single-family residences; (c) identifies  
10 sufficient land for housing, including, but not limited to,  
11 government-assisted housing, housing for low-income families,  
12 manufactured housing, multifamily housing, and group homes and foster  
13 care facilities; and (d) makes adequate provisions for existing and  
14 projected needs of all economic segments of the community.

15 (3) A capital facilities plan element consisting of: (a) An  
16 inventory of existing capital facilities owned by public entities,  
17 showing the locations and capacities of the capital facilities; (b) a  
18 forecast of the future needs for such capital facilities; (c) the  
19 proposed locations and capacities of expanded or new capital  
20 facilities; (d) at least a six-year plan that will finance such  
21 capital facilities within projected funding capacities and clearly  
22 identifies sources of public money for such purposes; and (e) a  
23 requirement to reassess the land use element if probable funding  
24 falls short of meeting existing needs and to ensure that the land use  
25 element, capital facilities plan element, and financing plan within  
26 the capital facilities plan element are coordinated and consistent.  
27 Park and recreation facilities shall be included in the capital  
28 facilities plan element.

29 (4) A utilities element consisting of the general location,  
30 proposed location, and capacity of all existing and proposed  
31 utilities, including, but not limited to, electrical lines,  
32 telecommunication lines, and natural gas lines.

33 (5) Rural element. Counties shall include a rural element  
34 including lands that are not designated for urban growth,  
35 agriculture, forest, or mineral resources. The following provisions  
36 shall apply to the rural element:

37 (a) Growth management act goals and local circumstances. Because  
38 circumstances vary from county to county, in establishing patterns of  
39 rural densities and uses, a county may consider local circumstances,  
40 but shall develop a written record explaining how the rural element

1 harmonizes the planning goals in RCW 36.70A.020 and meets the  
2 requirements of this chapter.

3 (b) Rural development. The rural element shall permit rural  
4 development, forestry, and agriculture in rural areas. The rural  
5 element shall provide for a variety of rural densities, uses,  
6 essential public facilities, and rural governmental services needed  
7 to serve the permitted densities and uses. To achieve a variety of  
8 rural densities and uses, counties may provide for clustering,  
9 density transfer, design guidelines, conservation easements, and  
10 other innovative techniques that will accommodate appropriate rural  
11 densities and uses that are not characterized by urban growth and  
12 that are consistent with rural character.

13 (c) Measures governing rural development. The rural element shall  
14 include measures that apply to rural development and protect the  
15 rural character of the area, as established by the county, by:

- 16 (i) Containing or otherwise controlling rural development;  
17 (ii) Assuring visual compatibility of rural development with the  
18 surrounding rural area;  
19 (iii) Reducing the inappropriate conversion of undeveloped land  
20 into sprawling, low-density development in the rural area;  
21 (iv) Protecting critical areas, as provided in RCW 36.70A.060,  
22 and surface water and groundwater resources; and  
23 (v) Protecting against conflicts with the use of agricultural,  
24 forest, and mineral resource lands designated under RCW 36.70A.170.

25 (d) Limited areas of more intensive rural development. Subject to  
26 the requirements of this subsection and except as otherwise  
27 specifically provided in this subsection (5)(d), the rural element  
28 may allow for limited areas of more intensive rural development,  
29 including necessary public facilities and public services to serve  
30 the limited area as follows:

31 (i) Rural development consisting of the infill, development, or  
32 redevelopment of existing commercial, industrial, residential, or  
33 mixed-use areas, whether characterized as shoreline development,  
34 villages, hamlets, rural activity centers, or crossroads  
35 developments.

36 (A) A commercial, industrial, residential, shoreline, or mixed-  
37 use area (~~shall be~~) are subject to the requirements of (d)(iv) of  
38 this subsection, but (~~shall~~) are not (~~be~~) subject to the  
39 requirements of (c)(ii) and (iii) of this subsection.

1 (B) Any development or redevelopment other than an industrial  
2 area or an industrial use within a mixed-use area or an industrial  
3 area under this subsection (5)(d)(i) must be principally designed to  
4 serve the existing and projected rural population.

5 (C) Any development or redevelopment in terms of building size,  
6 scale, use, or intensity shall be consistent with the character of  
7 the existing areas. Development and redevelopment may include changes  
8 in use from vacant land or a previously existing use so long as the  
9 new use conforms to the requirements of this subsection (5);

10 (ii) The intensification of development on lots containing, or  
11 new development of, small-scale recreational or tourist uses,  
12 including commercial facilities to serve those recreational or  
13 tourist uses, that rely on a rural location and setting, but that do  
14 not include new residential development. A small-scale recreation or  
15 tourist use is not required to be principally designed to serve the  
16 existing and projected rural population. Public services and public  
17 facilities shall be limited to those necessary to serve the  
18 recreation or tourist use and shall be provided in a manner that does  
19 not permit low-density sprawl;

20 (iii) The intensification of development on lots containing  
21 isolated nonresidential uses or new development of isolated cottage  
22 industries and isolated small-scale businesses that are not  
23 principally designed to serve the existing and projected rural  
24 population and nonresidential uses, but do provide job opportunities  
25 for rural residents. Rural counties may allow the expansion of small-  
26 scale businesses as long as those small-scale businesses conform with  
27 the rural character of the area as defined by the local government  
28 according to RCW 36.70A.030(15). Rural counties may also allow new  
29 small-scale businesses to utilize a site previously occupied by an  
30 existing business as long as the new small-scale business conforms to  
31 the rural character of the area as defined by the local government  
32 according to RCW 36.70A.030(15). Public services and public  
33 facilities shall be limited to those necessary to serve the isolated  
34 nonresidential use and shall be provided in a manner that does not  
35 permit low-density sprawl;

36 (iv) A county shall adopt measures to minimize and contain the  
37 existing areas or uses of more intensive rural development, as  
38 appropriate, authorized under this subsection. Lands included in such  
39 existing areas or uses shall not extend beyond the logical outer  
40 boundary of the existing area or use, thereby allowing a new pattern

1 of low-density sprawl. Existing areas are those that are clearly  
2 identifiable and contained and where there is a logical boundary  
3 delineated predominately by the built environment, but that may also  
4 include undeveloped lands if limited as provided in this subsection.  
5 The county shall establish the logical outer boundary of an area of  
6 more intensive rural development. In establishing the logical outer  
7 boundary, the county shall address (A) the need to preserve the  
8 character of existing natural neighborhoods and communities, (B)  
9 physical boundaries, such as bodies of water, streets and highways,  
10 and land forms and contours, (C) the prevention of abnormally  
11 irregular boundaries, and (D) the ability to provide public  
12 facilities and public services in a manner that does not permit low-  
13 density sprawl;

14 (v) For purposes of (d) of this subsection, an existing area or  
15 existing use is one that was in existence:

16 (A) On July 1, 1990, in a county that was initially required to  
17 plan under all of the provisions of this chapter;

18 (B) On the date the county adopted a resolution under RCW  
19 36.70A.040(2), in a county that is planning under all of the  
20 provisions of this chapter under RCW 36.70A.040(2); or

21 (C) On the date the office of financial management certifies the  
22 county's population as provided in RCW 36.70A.040(5), in a county  
23 that is planning under all of the provisions of this chapter pursuant  
24 to RCW 36.70A.040(5).

25 (e) Exception. This subsection shall not be interpreted to permit  
26 in the rural area a major industrial development or a master planned  
27 resort unless otherwise specifically permitted under RCW 36.70A.360  
28 and 36.70A.365.

29 (6) A transportation element that implements, and is consistent  
30 with, the land use element.

31 (a) The transportation element shall include the following  
32 subelements:

33 (i) Land use assumptions used in estimating travel;

34 (ii) Estimated traffic impacts to state-owned transportation  
35 facilities resulting from land use assumptions to assist the  
36 department of transportation in monitoring the performance of state  
37 facilities, to plan improvements for the facilities, and to assess  
38 the impact of land- use decisions on state-owned transportation  
39 facilities;

40 (iii) Facilities and services needs, including:

1 (A) An inventory of air, water, and ground transportation  
2 facilities and services, including transit alignments and general  
3 aviation airport facilities, to define existing capital facilities  
4 and travel levels as a basis for future planning. This inventory must  
5 include state-owned transportation facilities within the city or  
6 county's jurisdictional boundaries;

7 (B) Level of service standards for all locally owned arterials  
8 and transit routes to serve as a gauge to judge performance of the  
9 system. These standards should be regionally coordinated;

10 (C) For state-owned transportation facilities, level of service  
11 standards for highways, as prescribed in chapters 47.06 and 47.80  
12 RCW, to gauge the performance of the system. The purposes of  
13 reflecting level of service standards for state highways in the local  
14 comprehensive plan are to monitor the performance of the system, to  
15 evaluate improvement strategies, and to facilitate coordination  
16 between the county's or city's six-year street, road, or transit  
17 program and the office of financial management's ten-year investment  
18 program. The concurrency requirements of (b) of this subsection do  
19 not apply to transportation facilities and services of statewide  
20 significance except for counties consisting of islands whose only  
21 connection to the mainland are state highways or ferry routes. In  
22 these island counties, state highways and ferry route capacity must  
23 be a factor in meeting the concurrency requirements in (b) of this  
24 subsection;

25 (D) Specific actions and requirements for bringing into  
26 compliance locally owned transportation facilities or services that  
27 are below an established level of service standard;

28 (E) Forecasts of traffic for at least ten years based on the  
29 adopted land use plan to provide information on the location, timing,  
30 and capacity needs of future growth;

31 (F) Identification of state and local system needs to meet  
32 current and future demands. Identified needs on state-owned  
33 transportation facilities must be consistent with the statewide  
34 multimodal transportation plan required under chapter 47.06 RCW;

35 (iv) Finance, including:

36 (A) An analysis of funding capability to judge needs against  
37 probable funding resources;

38 (B) A multiyear financing plan based on the needs identified in  
39 the comprehensive plan, the appropriate parts of which shall serve as  
40 the basis for the six-year street, road, or transit program required

1 by RCW 35.77.010 for cities, RCW 36.81.121 for counties, and RCW  
2 35.58.2795 for public transportation systems. The multiyear financing  
3 plan should be coordinated with the ten-year investment program  
4 developed by the office of financial management as required by RCW  
5 47.05.030;

6 (C) If probable funding falls short of meeting identified needs,  
7 a discussion of how additional funding will be raised, or how land  
8 use assumptions will be reassessed to ensure that level of service  
9 standards will be met;

10 (v) Intergovernmental coordination efforts, including an  
11 assessment of the impacts of the transportation plan and land use  
12 assumptions on the transportation systems of adjacent jurisdictions;

13 (vi) Demand-management strategies;

14 (vii) Pedestrian and bicycle component to include collaborative  
15 efforts to identify and designate planned improvements for pedestrian  
16 and bicycle facilities and corridors that address and encourage  
17 enhanced community access and promote healthy lifestyles.

18 (b) After adoption of the comprehensive plan by jurisdictions  
19 required to plan or who choose to plan under RCW 36.70A.040, local  
20 jurisdictions must adopt and enforce ordinances which prohibit  
21 development approval if the development causes the level of service  
22 on a locally owned transportation facility to decline below the  
23 standards adopted in the transportation element of the comprehensive  
24 plan, unless transportation improvements or strategies to accommodate  
25 the impacts of development are made concurrent with the development.  
26 These strategies may include increased public transportation service,  
27 ride sharing programs, demand management, and other transportation  
28 systems management strategies. For the purposes of this subsection  
29 (6), "concurrent with the development" means that improvements or  
30 strategies are in place at the time of development, or that a  
31 financial commitment is in place to complete the improvements or  
32 strategies within six years. If the collection of impact fees is  
33 delayed under RCW 82.02.050(3), the six-year period required by this  
34 subsection (6)(b) must begin after full payment of all impact fees is  
35 due to the county or city.

36 (c) The transportation element described in this subsection (6),  
37 the six-year plans required by RCW 35.77.010 for cities, RCW  
38 36.81.121 for counties, and RCW 35.58.2795 for public transportation  
39 systems, and the ten-year investment program required by RCW  
40 47.05.030 for the state, must be consistent.

1 (7) An economic development element establishing local goals,  
2 policies, objectives, and provisions for economic growth and vitality  
3 and a high quality of life. The element shall include: (a) A summary  
4 of the local economy such as population, employment, payroll,  
5 sectors, businesses, sales, and other information as appropriate; (b)  
6 a summary of the strengths and weaknesses of the local economy  
7 defined as the commercial and industrial sectors and supporting  
8 factors such as land use, transportation, utilities, education,  
9 workforce, housing, and natural/cultural resources; and (c) an  
10 identification of policies, programs, and projects to foster economic  
11 growth and development and to address future needs. A city that has  
12 chosen to be a residential community is exempt from the economic  
13 development element requirement of this subsection.

14 (8) A park and recreation element that implements, and is  
15 consistent with, the capital facilities plan element as it relates to  
16 park and recreation facilities. The element shall include: (a)  
17 Estimates of park and recreation demand for at least a ten-year  
18 period; (b) an evaluation of facilities and service needs; and (c) an  
19 evaluation of intergovernmental coordination opportunities to provide  
20 regional approaches for meeting park and recreational demand.

21 (9) It is the intent that new or amended elements required after  
22 January 1, 2002, be adopted concurrent with the scheduled update  
23 provided in RCW 36.70A.130. Requirements to incorporate any such new  
24 or amended elements shall be null and void until funds sufficient to  
25 cover applicable local government costs are appropriated and  
26 distributed by the state at least two years before local government  
27 must update comprehensive plans as required in RCW 36.70A.130.

28 NEW SECTION. **Sec. 3.** A new section is added to chapter 44.28  
29 RCW to read as follows:

30 (1) The joint legislative audit and review committee must review  
31 the impact fee deferral requirements of RCW 82.02.050(3). The review  
32 must consist of an examination of issued impact fee deferrals,  
33 including: (a) The number of deferrals requested of and issued by  
34 counties, cities, and towns; (b) the type of impact fee deferred; (c)  
35 the monetary amount of deferrals, by jurisdiction; (d) whether the  
36 deferral process was efficiently administered; (e) the number of  
37 deferrals that were not fully and timely paid; and (f) the costs to  
38 counties, cities, and towns for collecting timely and delinquent  
39 fees. The review must also include an evaluation of whether the

1 impact fee deferral process required by RCW 82.02.050(3) was  
2 effective in providing a locally administered process for the  
3 deferral and full payment of impact fees.

4 (2) The review required by this section must, in accordance with  
5 RCW 43.01.036, be submitted to the appropriate committees of the  
6 house of representatives and the senate on or before September 1,  
7 2021.

8 (3) In complying with this section, and in accordance with  
9 section 4 of this act, the joint legislative audit and review  
10 committee must make its collected data and associated materials  
11 available, upon request, to the department of commerce.

12 (4) This section expires January 1, 2022.

13 NEW SECTION. **Sec. 4.** A new section is added to chapter 43.31  
14 RCW to read as follows:

15 (1) Beginning December 1, 2018, and each year thereafter, the  
16 department of commerce must prepare an annual report on the impact  
17 fee deferral process established in RCW 82.02.050(3). The report must  
18 include: (a) The number of deferrals requested of and issued by  
19 counties, cities, and towns; (b) the number of deferrals that were  
20 not fully and timely paid; and (c) other information as deemed  
21 appropriate.

22 (2) The report required by this section must, in accordance with  
23 RCW 43.01.036, be submitted to the appropriate committees of the  
24 house of representatives and the senate.

25 NEW SECTION. **Sec. 5.** This act takes effect September 1, 2016.

Passed by the Senate April 16, 2015.

Passed by the House April 14, 2015.

Approved by the Governor May 11, 2015.

Filed in Office of Secretary of State May 12, 2015.

RESOLUTION NO. 16-20

A RESOLUTION OF THE CITY OF OAK HARBOR AMENDING SCHEDULE "A" OF THE MASTER FEE SCHEDULE (DEVELOPMENT SERVICES – LAND DEVELOPMENT & BUILDING) BY ADDING A FEE FOR IMPACT FEE DEFERRALS

WHEREAS, various City Council ordinances have adopted regulations requiring certain actions and services; and

WHEREAS, Ordinance No. 1772, in compliance with Engrossed Senate Bill (ESB) 5923, has amended Oak Harbor Municipal Code (OHMC) Chapter 3.63, Impact Fees, establishing an impact fee deferral option; and

WHEREAS, Section 1(h) of ESB 5923 allows counties and cities to collect reasonable administrative fees to implement the impact fee deferral program; and

WHEREAS, it is the intent of the City of Oak Harbor to charge fees and charges that are consistent with the services provided and to cover the public cost of providing these services so that the public is not subsidizing individual benefits derived therefrom; and

WHEREAS, the impact fee reduction provisions referenced in OHMC 3.63.020, 3.63.030 and 3.63.065(3) sunset in February 2016 and no longer need to be included;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Oak Harbor as follows:

1. Adoption of the Development Services (Land Development & Building) Master Fee Schedule (Schedule "A"). The City hereby adopts by reference and incorporates herein the attached Master Fee Schedule for Development Services (Land Development & Building – Schedule "A") setting the fees, rates, deposits and other charges. The attached Master Fee Schedule for Development Services replaces Schedule "A" of the Master Fee Schedule that was adopted by Resolution No. 16-04 on January 19, 2016.
2. Severability. If any provision of this Resolution or its application to any person or circumstance is held invalid, the remainder of the Resolution or the application of the provision to other persons or circumstances is not affected.
3. Effective Date. This Resolution shall be in full force and effect immediately.

PASSED by the City Council and approved by its Mayor this 3rd day of August, 2016.

CITY OF OAK HARBOR

\_\_\_\_\_  
ROBERT SEVERNS, MAYOR

Attest:

Approved as to form:

\_\_\_\_\_  
Anna Thompson, City Clerk

\_\_\_\_\_  
Nikki Esparza, City Attorney

Date of Publication: \_\_\_\_\_

Effective Date: \_\_\_\_\_

# MASTER FEE SCHEDULE DEVELOPMENT SERVICES

## LAND DEVELOPMENT

Chapter 3.63	IMPACT FEES	FEE
3.63.020	<u>Payment and amount of park impact fees by subdivider.</u> • Park impact fee: - Single-family residence lot  - Multiple-family, mobile home or modular home lot as computed in the appendix	\$1,673.00 ( <del>Reduced to \$836.50 until 2/17/16</del> ) \$1,344.00 ( <del>Reduced to \$672.00 until 2/17/16</del> )
3.63.030	<u>Payment and amount of park impact fees.</u> • Park impact fee: - Single-family residence lot  - Multiple-family, mobile home or modular home lot as computed in the appendix	\$1,673.00 ( <del>Reduced to \$836.50 until 2/17/16</del> ) \$1,344.00 ( <del>Reduced to \$672.00 until 2/17/16</del> )
3.63.065(3)	<u>Payment and amount of transportation impact fees for development activities.</u> • Transportation impact fee per peak hour generated for: - Nonresidential activities - Residential unit developed	\$589.00 \$907.00 ( <del>Reduced to \$453.50 until 2/17/16</del> )
<u>3.63.075(1)</u>	<u>Deferral of Impact Fees.</u> • <u>Transportation and park impact fees deferral application fee</u>	<u>\$50.00</u>
3.63.090(3)	<u>Appeals.</u> • Impact fee	\$400.00
Chapter 3.64	FEE SCHEDULE	FEE
3.64.040(1)(a)	<u>SEPA.</u> • Written confirmation of exemption	\$77.00
3.64.040(1)(b)(i)	<u>SEPA.</u> • Base fee for submittal of environmental checklist	\$314.00
3.64.040(1)(b)(ii)	<u>SEPA.</u> • Fee if DNS issued that requires public notice	\$234.00
3.64.040(1)(c)(i)	<u>SEPA.</u> • Submittal of preliminary draft EIS	\$3,233.00
3.64.040(d)	<u>SEPA.</u> • Detailed environmental study review	\$250.00

3.64.505	<u>Fees applicable to all land use development processes.</u> <ul style="list-style-type: none"> <li>• Additional notice because of changes or additions to the project initiated by the applicant or where improper notice has been posted by the applicant</li> <li>• Additional publication required because of changes or additions initiated by the applicant</li> <li>• Alternate security approval in lieu of a bond</li> <li>• Application for annexation</li>   <li>• Appeals of administrative decisions by non-elected city officials</li> <li>• Development agreement</li>   <li>• Interpretation of land use code</li>   <li>• Other unspecified development permit fees under OHMC Titles 2, 8, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21 and 22.</li> <li>• Joint use agreement for parking</li> <li>• Penalty permit fee</li>   <li>• Time extensions for land use development permits under Titles 16, 18, 19, 20, 21 and 22: <ul style="list-style-type: none"> <li>- Administrative action</li> <li>- Site plan approval (not in OHMC)</li> <li>- Final plat approval</li>   <li>- Other actions requiring council or hearing examiner approval</li> </ul> </li> </ul>	\$77.00  \$77.00 \$155.00 \$2,341.00 and \$155.00 per acre \$323.00  \$392.00 plus \$77.00 per hour of staff time over 6 hours \$392.00 plus \$60.00 per hour \$308.00  \$308.00 Two times the normal fee for a permit fee.  \$155.00 \$155.00 \$392.00 plus cost of publishing notices \$392.00 plus cost of publishing notices
3.64.510(1)	<u>Streets – Concurrency test fee.</u> <ul style="list-style-type: none"> <li>• Application fee for concurrency test or traffic impact analysis</li> </ul>	\$308.00
3.64.510(4)	<u>Street vacation.</u> <ul style="list-style-type: none"> <li>• Street vacation fee</li> </ul>	\$665.00
3.64.515	<u>Street opening permit fees.</u> <ul style="list-style-type: none"> <li>• First 100 linear feet</li> <li>• Each additional foot, over 100 linear feet</li> <li>• Openings each Curb cut</li> <li>• Openings each fire hydrant</li> </ul>	\$77.00 \$0.18/LFT \$39.00 \$39.00
3.64.520	<u>Utility code permit development fees.</u> <ul style="list-style-type: none"> <li>• LID agreement approval</li> <li>• Utility reimbursement agreements</li> </ul>	\$233.00 \$150.00

3.64.525	<u>Water utility connection fees.</u> <ul style="list-style-type: none"> <li>• Extend or repair of water line from property line to building</li> <li>• Extend or repair of water line from water main to property line.</li> <li>• Making a change to an existing line</li> <li>• Making an opening in a public water main (tap/connection)</li> </ul>	\$77.00 per inspection \$77.00 per inspection \$77.00 \$39.00 per opening
3.64.530	<u>Sewer permit fees.</u> <ul style="list-style-type: none"> <li>• Extending a side sewer from sewer main to property line (OHMC 14.03.130).</li> <li>• Extending a side sewer from the property line to building (building sewer) (OHMC 14.03.130).</li> <li>• Inspection fee/Cleaning</li> <li>• Inspection fee/Cameraing</li> <li>• Inspection fee/Dumping of sewage (contaminated waste)</li> <li>• Storm Controlled Device (not in OHMC)</li> <li>• Installing a grease trap or interceptor (OHMC 14.03.130)</li> <li>• Making a change to an existing line (OHMC 14.03.130)</li> <li>• Making an opening in a public sewer (OHMC 14.03.130)</li> <li>• Multiresidential, add for each dwelling unit over one up to 20 units (OHMC 14.03.130)</li> </ul>	\$77.00 \$77.00 \$0.63 per foot \$0.63 per foot \$105.00 per ton \$35.00 per ton \$0.00 \$77.00 \$77.00 \$24.00
3.64.535(3)	<u>Building code and miscellaneous development permit fees.</u> <u>Grading Permits</u> <u>50 cubic yds or less</u> Plan review Permit fee <u>51 to 100 cubic yds</u> Plan review Permit fee <u>101 to 1,000 cubic yds</u> Plan review <u>Permit fee</u> First 100 cubic yds Each additional 100 cubic yds <u>1,001 to 10,000 cubic yds</u> Plan review <u>Permit fee</u> First 1,000 cubic yds Each additional 1,000 cubic yds	No fee \$23.50 \$23.50 \$37.00 \$37.00 \$37.00 \$17.50 \$49.25 \$194.50 \$14.50

	<u>10,001 to 100,000 cubic yds</u> <u>Plan review</u> First 10,000 cubic yds \$49.25 Each additional 10,000 cubic yds \$24.50 <u>Permit fee</u> First 10,000 cubic yds \$325.00 Each additional 10,000 cubic yds \$66.00 <u>100,001 to 200,000 cubic yds</u> <u>Plan Review</u> First 100,000 cubic yds \$269.75 Each additional 10,000 cubic yds \$13.25 <u>Permit fee (100,001 cubic yds or more)</u> First 100,000 cubic yds \$919.00 Each additional 10,000 cubic yds \$36.50 <u>200,001 cubic yds or more</u> <u>Plan review</u> First 200,000 cubic yds \$402.25 Each additional 10,000 cubic yds \$7.25 Permit fee (see above)	
3.64.545	<u>Zoning permit fees.</u> •Accessory dwelling permit \$308.00 •Comprehensive plan change: -Pre-Application fee \$392.00 -Application fee \$1,562.00 •Conditional Uses: (a) Residentially zoned property and single-family use in other zones \$392.00 (b) All other zones unless use is single-family \$780.00 •Home Occupation review \$0.00 •Land clearing permit: - Application \$308.00 - Land clearing plan time extension \$155.00 - Permit exemption \$0.00 - Land clearing permit – Minor \$0.00 •Landscape alternative compliance \$308.00 •Landscape plan review \$308.00 •Planned Business Park (PBP) Approval -Pre-Application \$392.00 -Preliminary Approval \$1,562.00 + \$77.00/acre •Planned Industrial Park (PIP) Approval \$392.00 -Pre-Application \$1,562.00 + -Application fee \$77.00/acre	

	<ul style="list-style-type: none"> <li>•Planned Residential Development (PRD) Approval <ul style="list-style-type: none"> <li>-Pre-Application</li> <li>-Application Approval</li> </ul> </li> <li>•Pre-Application fee</li> <li>•Rezoning – Map amendments: <ul style="list-style-type: none"> <li>(a) Up to one-half acre in size or to correct split zoning on individual parcels; provided, the costs of publication shall be reimbursed if not used; and further provided, that the cost of publishing the rezone ordinance need not be paid until the council passes the ordinance</li> <li>(b) Up to 10 acres in size</li> <li>(c) Over 10 acres in size</li> </ul> </li> <li>•Temporary use permit</li> <li>•Text amendment to the zoning code</li> <li>•Variance from zoning code requirements: <ul style="list-style-type: none"> <li>(a) Type II process – Residentially zoned property and single-family use in other zones</li> <li>(b) Type III process – All other zones unless use is single-family</li> <li>(c) Administrative</li> </ul> </li> <li>•Zoning request for letter regarding zoning requirements for a particular site</li> </ul>	<p>\$392.00 \$1,560.00 + \$77.00/acre</p> <p>\$392.00</p> <p>\$781.00</p> <p>\$2,341.00 plus \$155.00 per acre \$2,289.00 plus \$155.00 per acre</p> <p>\$22.00 \$1,561.00</p> <p>\$392.00 \$780.00 \$114.00 \$27.00</p>
3.64.550	<p><u>Shoreline master program permit fees.</u></p> <ul style="list-style-type: none"> <li>•Shoreline substantial master program amendment</li> <li>•Shoreline substantial development permit, conditional use or variance: <ul style="list-style-type: none"> <li>(a) Administrative review</li> <li>(b) Project value of up to \$100,000 as determined by the building official</li> <li>(c) Project value of over \$100,000 as determined by the building official (*See code section for further explanation.)</li> <li>(d) Permit revision</li> <li>(e) Permit exempt review letter</li> </ul> </li> </ul>	<p>\$3,453.00</p> <p>\$392.00 \$1,562.00 \$1,562.00 plus \$761.00 for every \$100,000 over \$100,000 or portion thereof increased in value. \$392.00 \$77.00</p>

3.64.555	<u>Site plan fees.</u> <ul style="list-style-type: none"> <li>• Review Process 1 preapplication fee</li> <li>• Review Process 1 application fee (if went through preapplication process)</li> <li>• Review Process 1 application fee (if did not go through preapplication process)</li> <li>• Review Process 2 and 4 preapplication fee (fee subtracted from 1% taken at time of site plan application)</li> <li>• Site Plan Application Submittal for Review Process 2 and</li> </ul> <ul style="list-style-type: none"> <li>•For increases in valuations greater than \$500,000</li> </ul>	\$392.00 \$0.00 \$392.00 \$392.00  1% of the value of proposed development increase as determined by the building department up to and including a total increase valuation of \$500,000 \$75.00 per person per hour in excess of 60 hours along with a minimum fee of \$5,000
3.64.560(1)	<u>Environmental permit fees.</u> SEPA Project Review. <ul style="list-style-type: none"> <li>•Written confirmation of exemption.</li> <li>•Threshold determination of an environmental checklist:</li> <li>• Submittal of environmental checklist</li> <li>• Public Notice (if DNS)  -(*See code for additional costs.)</li> <li>•Environmental impact statement:  -Submittal of preliminary draft EIS  -(*See code for additional costs.)</li> <li>•Detailed environmental study review</li> </ul>	\$77.00  \$314.00 \$234.00  \$3,233.00  \$250.00 (in addition to environmental checklist fee)
3.64.560(3)	<u>Environmental permit fees.</u> <ul style="list-style-type: none"> <li>• Wetland Permits. <ul style="list-style-type: none"> <li>- Application</li> <li>- Administrative variance</li> <li>- Variance requiring a public hearing</li> <li>- Wetland exemption</li> </ul> </li> </ul>	\$308.00 \$114.00 \$392.00 No fee

3.64.565	<u>Subdivision code permit fees.</u> <ul style="list-style-type: none"> <li>•Binding site plan: <ul style="list-style-type: none"> <li>-Pre-Application fee</li> <li>-Variance (admin)</li> <li>-Boundary line adjustment <ul style="list-style-type: none"> <li>(a) Binding site plan application</li> <li>(b) Final binding site plan</li> </ul> </li> </ul> </li> <li>•Short subdivision: <ul style="list-style-type: none"> <li>-Pre-Application fee <ul style="list-style-type: none"> <li>(a) Short subdivision application for preliminary approval</li> <li>(b) Final short subdivision approval</li> <li>(c) Alterations</li> </ul> </li> </ul> </li> <li>•Subdivisions: <ul style="list-style-type: none"> <li>-Pre-Application fee</li> <li>-Variance (admin) <ul style="list-style-type: none"> <li>(a) Subdivision application for preliminary approval</li> <li>(b) Final subdivision approval</li> <li>(c) Alteration</li> </ul> </li> </ul> </li> <li>•Vacation or amendment of plat</li> <li>•Variances under any process in this section</li> </ul>	\$392.00 \$114.00 \$392.00 \$2,341.00 plus \$55.00 per lot Included in above fee \$392.00 \$780.00 plus \$60.00 per lot Included in above fee \$392.00 \$392.00 \$114.00 \$3,084.00 plus \$55.00 per lot Included in above fee \$780.00 \$688.00 plus cost of publishing \$392.00
<b>Chapter 13.24</b>	<b>SERVICE BEYOND CITY LIMITS</b>	<b>FEE</b>
13.24.060	<u>Fire hydrant.</u> <ul style="list-style-type: none"> <li>• Connecting a fire hydrant to a city line outside city limits</li> </ul>	\$1,500.00
<b>Chapter 13.32</b>	<b>RATES AND CHARGES</b>	<b>FEE</b>
13.32.010	Water Service Connection Deposits. (City staff installed services only) (50% surcharge added to the deposit for services outside of the City limits) 3/4" Service (subdivisions under development) 3/4" Service 1" Service 1 1/2" Service 2" Service  <u>Water Meter – Cost of Meter – City Installed</u> 3/4" meter (radio read) 1" meter 1 1/2" meter 2" meter	\$900.00 \$1,000.00 \$1,200.00 \$3,400.00 \$3,600.00  \$348.10 \$465.10 \$857.80 \$1,118.40

<b>Chapter 14.20</b>	<b>WEST SIDE OF OAK HARBOR – SEWER TRUNK LINE CHARGE</b>	<b>FEE</b>
14.20.030(1)	<u>Equivalent residential units – Schedule of fixtures.</u> <ul style="list-style-type: none"> <li>• One residential unit/single-family residence</li> <li>• Multiple-residential units</li> <li>• Nonresidential properties, including all commercial and industrial properties – based on the number of points for the improvements on or to be constructed on the property</li> </ul>	\$425 \$425 times number of residential units \$30.00 shall be added for each point in excess of 20
<b>Chapter 18.20</b>	<b>PERMIT PROCESS</b>	<b>FEE</b>
18.20.515(2)	<u>Closed record appeal on certain Type I review processes.</u> <ul style="list-style-type: none"> <li>• Fee for appeal</li> </ul>	\$50.00
<b>Chapter 18.60</b>	<b>UTILITY SYSTEM DEVELOPMENT CHARGE</b>	<b>FEE</b>
18.60.030(1)	<u>Utility system development charges after July 15, 2004.</u> <ul style="list-style-type: none"> <li>• Water system development charge               <ul style="list-style-type: none"> <li>3/4 inch meter</li> <li>1 inch meter</li> <li>1-1/2 inch meter</li> <li>2 inch meter</li> <li>3 inch meter</li> <li>4 inch meter</li> <li>6 inch meter</li> <li>8 inch meter</li> </ul> </li> <li>• Sewer system development charge               <ul style="list-style-type: none"> <li>3/4 inch meter</li> <li>1 inch meter</li> <li>1-1/2 inch meter</li> <li>2 inch meter</li> <li>3 inch meter</li> <li>4 inch meter</li> <li>6 inch meter</li> <li>8 inch meter</li> </ul> </li> </ul>	\$3,081.00 \$7,703.00 \$15,405.00 \$24,648.00 \$49,296.00 \$77,025.00 \$154,050.00 \$246,480.00  \$1,680.00 \$4,200.00 \$8,399.00 \$13,439.00 \$26,879.00 \$41,998.00 \$76,500.00 \$122,400.00
<b>Chapter 19.20</b>	<b>ZONING DISTRICTS</b>	<b>FEE</b>
19.20.580(1)	<u>Appeals to council.</u> <ul style="list-style-type: none"> <li>• Filing fee to appeal decision by the planning commission on an application of approval of a preliminary or final master plan</li> </ul>	\$100.00
19.20.705(1)	<u>Appeals to council.</u> <ul style="list-style-type: none"> <li>• Filing fee to appeal decision by the planning commission of an application of approval of a site plan</li> </ul>	\$100.00

<b>Chapter 19.52</b>	<b>ADULT ENTERTAINMENT FACILITIES OVERLAY ZONE</b>	<b>FEE</b>
19.52.060(6)	<u>Non-conforming uses.</u> • Application for extension of time	\$713.00

## BUILDING DIVISION

<b>Chapter 3.64</b>	<b>FEE SCHEDULE</b>	<b>FEE</b>
3.64.505	<u>Fees applicable to all land use development processes.</u> • Penalty permit fee. When a permit is applied for after a temporary or permanent stop work order has been issued for the project in question or work has commenced prior to payment of the full permit fees required.  (Other unspecified development permit fees under OHMC Title 17)	Two times the normal fee for a permit fee.
3.64.535(1)	<u>Building code and miscellaneous development permit fees.</u> •Floodplain development permit •Variance	\$155.00 \$114.00
3.64.545	<u>Zoning permit fees.</u> •Temporary use permit	\$22.00
<b>Chapter 11.14</b>	<b>SIDEWALK USE PERMIT</b>	<b>FEE</b>
11.14.055	<u>Fee for sidewalk use permit.</u> • Initial issuance of any sidewalk use permit	\$15.00
<b>Chapter 16.60</b>	<b>INSTALLATION CODE</b>	<b>FEE</b>
16.60.030	<u>Installation permits.</u> • Mobile home installation permit - Single wide - Double or triple wide	\$120.00 \$150.00
<b>Chapter 17.05</b>	<b>INTERNATIONAL BUILDING CODE</b>	<b>FEE</b>
. 1705.030(2)	<u>Permit fees.</u> • Building permit fees • Other inspections and fees • Miscellaneous building permit fees	See below – Table 17-1 See below – Table 17-2 See below – Table 17-3

**TABLE 17-1  
BUILDING PERMIT FEES**

<b>Total Valuation</b>	<b>Fees</b>
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000 or fraction thereof

**TABLE 17-2  
OTHER INSPECTIONS AND FEES**

1. Inspections outside of normal business hours (minimum charge – two hours)	\$60.00 per hour
2. Inspections for which no fee is specifically indicated (minimum charge – one-half hour)	\$60.00 per hour
3. Additional plan review required by changes, additions or revisions to approved plans (minimum charge – one-half hour)	\$60.00 per hour
4. For use of outside consultants for plan checking and inspections, or both	Actual costs

**TABLE 17-3  
MISCELLANEOUS BUILDING PERMIT FEES**

<b>ACTION</b>	<b>FEE</b>
Antenna Tower	\$25.00
Building Code Interpretation	\$329.00
Change Lot After Plan Review or Issuance of Permit	\$100.00
Change Plans During or After Plan Review	New Plan Review Fee
Change or Revise Plans After Issuance of Permit	Current Hourly Rate per IBC or New Plan Review Fee
Covered Patio	Varies by Valuation
Covered Porch	Varies by Valuation
Decks	Varies by Valuation
Demolitions	\$50.00 Plus \$4.50 State Surcharge
Espresso Carts (Portable and Stand Alone)	\$250.00
Factory Built Structures	Varies by Valuation
Fences Over 6 Feet in Height	Current Hourly Rate per IBC for Plan Review Plus \$25.00 Permit Fee

Flagpoles	\$25.00
Fireplaces	
Freestanding (Wood/Gas/Pellet/Propane)	\$35.00
Insert (Wood/Gas)	\$25.00
Fireplace (Masonry)	\$100.00
Mobile Homes, Single Wide	\$120.00
Mobile Homes, Double and Triple Wide	\$150.00
Modular Homes or Buildings	\$500.00
Modular Offices (Job Shacks)	\$350.00
Moved Buildings	\$50.00 Prior to Moving Together with a Building Permit Fee Based on the IBC Valuation for New Building and Cost of Moved Building
Occupancy Permit	\$26.00
Penalty Permit Fee	Double Permit Fee
Re-Roofs – Residential	(Permit Required for Overlays of Two Layers or More) \$25.00
– Commercial	Varies by Valuation
Retaining Walls (Permit Not Required Under Four Feet)	\$100.00 or IBC Valuation, Whichever Is Greater
Satellite Dish	(48" Diameter or Greater) \$25.00
Signs – 25 Sq. Ft. or Less (New Construction)	Permit Fee, Plan Review Fee, and \$4.50 Surcharge Plus \$25.00
– 26 Sq. Ft. or More (New Construction)	Permit Fee, Plan Review Fee, and \$4.50 Surcharge Plus \$50.00
– 25 Sq. Ft. or Less (Existing)	Permit Fee, and \$4.50 Surcharge Plus \$25.00
– 26 Sq. Ft. or More (Existing)	Permit Fee, and \$4.50 Surcharge Plus \$50.00
Solariums	Varies by Valuation
Work Commencing Before Issuance of Permit	(Whichever Is Greater) Double Permit Fee or \$100.00

17.05.035(1)	<u>Building permit – Additional charge.</u> <ul style="list-style-type: none"> <li>• Additional charge to be added to cost of a building permit</li> <li>• Additional surcharge per residential unit on buildings with more than one unit for purposes of paying fees required by RCW 19.27.085</li> </ul>	<b>\$4.50 plus</b>  <b>\$2.00</b>
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<b>Chapter 17.10</b>	<b>INTERNATIONAL MECHANICAL CODE</b>	<b>FEE</b>
17.10.070(3)	<u>Amendments – Additions.</u> • Mechanical permit fees	See below – Table 17-6

**TABLE 17-6 MECHANICAL PERMIT FEES**

<b>ACTION</b>	<b>FEE</b>
<b>Permit Issuance and Heaters</b>	
For the issuance of each mechanical permit	\$23.50
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$7.25
<b>Unit Fee Schedule</b> <i>(In addition to required permits as listed above.)</i>	
<b>Furnaces</b>	
For the installation or relocation of each forced air or gravity type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3 kW)	\$15.00
For the installation or relocation of each forced air or gravity type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3 kW)	\$18.00
For the installation or relocation of each floor furnace, including vent	\$15.00
For the installation or relocation of each suspended heater, recessed wall heater or floor mounted unit heater	\$15.00
<b>Appliance Vents</b>	
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$7.00
<b>Repairs or Additions</b>	
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$14.00
<b>Boilers, Compressors and Absorption Systems</b>	
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	\$15.00
For the installation or relocation of each boiler or compressor over 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW)	\$27.00
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)	\$37.00
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$55.00
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9 kW)	\$93.00
<b>Air Handling</b>	
For each air handling unit to and including 10,000 cubic feet per minute (cfm) (4719 Us), including ducts attached thereto	\$11.00

Note: This fee does not apply to an air handling unit which is a portion of a factory assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.		
For each air handling unit over 10,000 cfm (4719 Us)		\$18.00
<b>Evaporative Coolers</b>		
For each evaporative cooler other than portable type		\$11.00
<b>Ventilation and Exhaust</b>		
For each ventilation fan connected to a single duct		\$7.00
For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit		\$11.00
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood		\$11.00
<b>Incinerators</b>		
For the installation or relocation of each domestic type incinerator		\$18.00
For the installation or relocation of each commercial or industrial type incinerator		\$15.00
<b>Gas Piping Systems</b>		
For each gas piping system of one to five outlets		\$5.00
For each additional outlet over five, each		\$1.00
<b>Miscellaneous</b>		
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which the fee is listed in the table		\$11.00
<b>Other inspections and fees, refer to Table 17-2.</b>		
<b>Chapter 17.12</b>	<b>UNIFORM PLUMBING CODE</b>	<b>FEE</b>
17.12.070(1)	<u>Amendments – Additions.</u> • Plumbing permit fees	See below – Table 17-5

**TABLE 17-5**

**PLUMBING PERMIT FEES**

ACTION	FEE
<b>PERMIT ISSUANCE</b>	
For the issuance of each plumbing permit	\$20.00
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$10.00
<b>UNIT FEE SCHEDULE (In addition to required permits as listed above)</b>	
For each plumbing fixture on one trap or set of fixtures on one trap (including water, drainage piping and backflow protection thereof)	\$7.00
For each building sewer and each trailer park sewer	\$15.00
Rainwater systems per drain (inside building)	\$7.00
For each cesspool (where permitted)	\$7.00
For each private sewage disposal system	\$40.00
For each water heater including vent	\$12.00
For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen type grease interceptors functioning as fixture traps	\$7.00

For each installation, alteration, or repair of water piping or water treating equipment, or both, each	\$7.00	
For repair or alteration of drainage or vent piping, each fixture	\$7.00	
For each lawn sprinkler system on any one meter, including backflow protection devices thereof	\$7.00	
For atmospheric type vacuum breakers or backflow protection devices not included in lawn sprinkler systems:		
1 to 5 devices	\$45.00	
Over 5 devices, each	\$1.00	
For each backflow protection device other than atmospheric type vacuum breakers:		
2 inches (50.8 mm) diameter and smaller	\$7.00	
Over 2 inches (50.8 mm) diameter	\$15.00	
For each graywater system	\$40.00	
For initial installation and testing for a reclaimed water system	\$30.00	
For each annual cross-connection testing of a reclaimed water system (excluding initial test)	\$30.00	
For each medical gas piping system serving 1 to 5 inlets or outlets for a specific gas.	\$50.00	
For each additional medical gas inlet or outlet	\$5.00	
Swimming Pools For each swimming pool or spa:		
Public pool Varies by Valuation Plus Permit Fee	-	
Public spa Varies by Valuation Plus Permit Fee	-	
Private pool Varies by Valuation Plus Permit Fee	-	
Private spa	\$30.00	
Miscellaneous		
For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in this code	\$7.00	
Other inspections and fees, refer to Fee Table 17-2.		
<b>Chapter 19.35</b>	<b>TEMPORARY USE PERMITS</b>	<b>FEE</b>
19.35.060(2)(b)(xi)	Homeless encampment regulations, • Application filing fee	\$22.00
<b>Chapter 19.36</b>	<b>SIGN CODE</b>	<b>FEE</b>
19.36.130(7)	Permits and fees. • Sign permit under 25 sq. ft. • Sign permit 26 sq. ft. and over	\$25.00 \$50.00

**ORDINANCE NO. 1772**

**AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, AMENDING OAK HARBOR MUNICIPAL CODE CHAPTER 3.63, IMPACT FEES, BY REVISING SECTIONS 3.63.020 AND 3.63.030 AND ADDING SECTION 3.63.065(7) AND SECTION, 3.63.075, DEFERRAL OF IMPACT FEES.**

**WHEREAS**, impact fees are authorized for those jurisdictions planning under the Growth Management Act and are charges assessed by local governments on new development projects that recover the cost incurred by local government in providing public facilities required to serve the new development; and,

**WHEREAS**, on May 21, 1996 the City of Oak Harbor City Council adopted Ordinance No. 1045 authorizing the collection of impact fees for parks; and,

**WHEREAS**, on September 2, 1997 the City of Oak Harbor City Council adopted Ordinance No. 1103 authorizing the collection of impact fees for transportation; and,

**WHEREAS**, as established in Ordinance Nos. 1045 and 1103 the park and transportation impact fees are to be collected at the time the building permit is issued; and,

**WHEREAS**, on May 11, 2015 the Washington State Legislature passed Engrossed Senate Bill (ESB) 5923 requiring counties and cities to provide an option for impact fee deferral assessed on single-family detached or attached new residential construction; and,

**WHEREAS**, ESB 5923 sets forth specific requirements for the impact fee deferral while also allowing the City certain discretion, including the time for deferral and the collection of an administrative fee; and,

**WHEREAS**, pursuant to this legislative mandate, the City of Oak Harbor seeks to amend Oak Harbor Municipal Code (OHMC) Chapter 3.63, Impact Fees, to establish a deferral program and the Master Fee Schedule to include an administrative fee for this program; and,

**WHEREAS**, under Washington Administrative Code 197-11-800(19)(a) this procedural ordinance is exempt from the State Environmental Policy Act; and,

**WHEREAS**, in conformance with the requirements of the Washington Department of Commerce the proposed Ordinance was transmitted on May 27, 2016 to satisfy the 60-day review requirement; and,

**WHEREAS**, the City of Oak Harbor Planning Commission held a public hearing on June 28, 2016 to consider this Resolution and Ordinance and forwarded a recommendation of approval to the City Council; and,

**WHEREAS**, the City of Oak Harbor City Council held a public hearing on August 3, 2016 to consider this Resolution and Ordinance; and,

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

**Section One.** OHMC Chapter 3.63.020 entitled “Payment and amount of park impact fees by subdivider”, and Chapter 3.63.030 entitled “Payment and amount of park impact fees”, amended by Ord. No. 1696, in 2014, are hereby amended to read as follows:

**3.63.020 Payment and amount of park impact fees by subdivider.**

All persons proposing any subdivision of property zoned for residential use may pay the impact fee set out hereinafter in accordance with the provisions of this chapter at the time that the plat of the subdivision receives preliminary approval. Payment for short plats may be at the time the subdivision receives administrator’s approval; provided, however, that the impact fees herein assessed may be paid at or before the time of final approval of a long subdivision if such fees are bonded as an additional cost. Impact fees not paid at the time of subdivision or short plat approval shall be paid at the time of building permit issuance. Park impact fees associated with residential short plats and subdivisions may be deferred in conformance with Section 3.63.075 of this Chapter.

The park impact fees imposed in this section for a single-family residence lot and for a multiple-family, mobile home or modular home lot as computed in the appendix shall be in the master fee schedule adopted by resolution of the city council. (Ord. [1696](#) § 3, 2014; Ord. [1697](#) § 1, 2014; Ord. [1473](#) § 2, 2006; Ord. [1103](#) § 3, 1997; Ord. [1045](#), 1996).

**3.63.030 Payment and amount of park impact fees.**

Prior to the issuance of any building permit for any single-family residence, multiple-family residence, or for installation of any modular or mobile home, the park impact fees imposed herein shall be paid, less any credit for impact fees paid under this chapter at time of subdividing property. Park impact fees associated with single-family detached or attached new residential construction may be deferred in conformance with Section 3.63.075 of this Chapter.

**Section Two.** OHMC Chapter 3.63.065 entitled “Payment and amount of transportation impact fees for development activities”, amended by Ord. No. 1735, in 2015, is hereby amended to read as follows:

**3.63.065 Payment and amount of transportation impact fees for development activities.**

(1) The owners of property in which development activity takes place shall pay a transportation impact fee set out hereinafter in accordance with this chapter. Such transportation impact fee shall be deposited with the city prior to written approval from the city which authorizes commencement of such development activity.

(2) “Development activity at the time the building permit is issued according to RCW [82.02.090\(1\)](#)” means any construction or expansion of a building, structure or use, any change in use of a building or structure, or any changes in the use of land that create additional

demand and need for transportation facilities. Transportation impact fees shall be collected at the time the building permit is issued.

(3) The transportation impact fees imposed in this section per peak hour trip generated for nonresidential activities and per residential unit developed shall be in the master fee schedule adopted by resolution of the city council. Peak hour trip generation shall be determined as per Chapter [11.32](#) OHMC.

(4) The following development activities are exempt from imposition of transportation impact fees:

(a) Replacement of a structure with a new structure of the same gross floor area and use at the same site or lot when such replacement occurs within five years of the demolition or destruction of the prior structure.

(b) Replacement, alteration, expansion, enlargement, remodeling, rehabilitation or conversion of an existing dwelling unit where no additional units are created and the use is not changed.

(c) Any building permit for a legal accessory dwelling unit approved under OHMC Title [19](#) (Zoning) as it is considered part of the single-family use associated with this fee.

(d) Alteration of an existing nonresidential structure that does not expand the usable space or change the use.

(5) All commercial development activity occurring within the area zoned central business district (CBD, CBD-1 and CBD-2) is exempt from imposition of transportation impact fees.

(6) The public works director is authorized to adjust the impact fees to be calculated under this chapter where the developer demonstrates that unusual circumstances make the standard impact fee applied to such development unfair or unjust. The circumstances that form the basis for the adjustment shall not be circumstances that are generally applicable to similar land uses or to all development activity in the vicinity. Unusual circumstances may include that the development activity will have substantially less impact on the system improvements than other development activities in the same land use category. Any request for an adjustment shall be made no later than the time of the application triggering imposition of impact fees. Adjustments granted under this section shall not be transferable from one property, project or development activity to another. (Ord. [1735](#) § 1, 2015; Ord. [1696](#)§ 5, 2014; Ord. [1103](#) § 6, 1997).

[\(7\) Transportation impact fees assessed for single-family detached or attached new residential construction may be deferred in conformance with Section 3.63.075 of this Chapter.](#)

**Section Three.** OHMC Chapter 3.63 entitled “Impact Fees”, amended by Ord. No. 1735, in 2015, is hereby amended to add Section 3.63.075 to read as follows:

## Chapter 3.63 IMPACT FEES

Sections:

- 3.63.010 Short title, authority and purpose.
- 3.63.020 Payment and amount of park impact fees by subdivider.
- 3.63.030 Payment and amount of park impact fees.
- 3.63.040 Basis for dedication or assessment of park impact fees.
- 3.63.050 Dedication suitability.
- 3.63.060 Dedication standards.
- 3.63.065 Payment and amount of transportation impact fees for development activities.
- 3.63.068 Credits for transportation impact fees.
- 3.63.070 Fund created – Use of funds.
- 3.63.075 **Deferral of Impact Fees**
- 3.63.080 Refunds.
- 3.63.085 Exemption or reduction for low-income housing.
- 3.63.090 Appeals.
- 3.63.100 Relationship to SEPA.

### **3.63.075 Deferral of Impact Fees.**

Impact fees assessed for single-family detached or attached new residential construction may be deferred at the election of an Applicant for impact fee deferral under the following terms and conditions:

(1) For each single-family residence for which any impact fee deferral is applied for, an administrative fee set in the Master Fee Schedule must simultaneously be paid to the city due to increased burden placed on city staff for processing and monitoring.

(2) A separate application must be submitted for each single-family residence being constructed. Only the first twenty (20) applications per calendar year (based upon date of submittal), by each applicant for impact fee deferral, are eligible for deferral under this section.

(3) The period of deferral expires at:

(a) the time of final inspection by the city;

(b) the time of issuance of a certificate of occupancy by the city; or,

(c) eighteen months after the building permit is issued by the city.

---

(4) The Applicant for impact fee deferral must grant and record in favor of the City of Oak Harbor an impact fee lien in the amount of the deferred impact fee. The lien must be in a form approved by the city and must include:

(a) a legal description, tax account number, and address of the property;

(b) signatures by all owners of the property and persons or entities holding any interest in the property, with all signatures acknowledged as required for a deed and recorded in Island County;

(c) a statement that the lien is binding on all successors in title after the recordation;

(d) a statement that it is junior and subordinate to one mortgage for the purpose of construction upon the same real property granted by the person who applied for the deferral of impact fees.

(5) The amount of impact fees deferred shall be determined by the fees in effect at the time the Applicant applies for a deferral.

(6) If impact fees are not paid in accordance with the deferral, the city may initiate foreclosure proceedings in accordance with RCW Chapter 61.12.

(7) The City shall withhold final inspection or certificate of occupancy will not be issued until the impact fees have been paid in full. Upon receipt of final payment of impact fees deferred under this section, the City shall execute a release of deferred impact fee lien for each single-family attached or detached residence for which the impact fees have been received. The Applicant, or property owner at the time of release, shall be responsible for recording the lien release at his or her expense.

(8) For the purposes of this section the following definitions are applied:

(a) "Applicant for Impact Fee Deferral" means an applicant for a building permit that also makes application for impact fee deferral. It includes an entity that controls the applicant, is controlled by the applicant, or is under common control with the applicant.

(b) "Transfer" means sale as defined in RCW 82.45.010, forfeiture, foreclosure, trade, gift, receivership, bankruptcy or other change in ownership interest in real property or improvements.

**Section Four. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

**Section Five. Effective Date.** This Ordinance shall be in full force and effect five (5) days after publishing.

PASSED by the City Council this 3<sup>rd</sup> day of August, 2016.

---

CITY OF OAK HARBOR

\_\_\_\_\_  
ROBERT SEVERNS, MAYOR

Attest:

Approved as to form:

By \_\_\_\_\_  
Anna Thompson, City Clerk

By \_\_\_\_\_  
Nikki Esparza, City Attorney

Date of Publication: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**Oak Harbor Planning Commission  
Regular Meeting Minutes  
June 28, 2016**

**1. Call to Order**

**2. Roll Call**

Present:

Greg Wasinger  
Bruce Freeman  
Jes Walker-Wyse  
Cecil Pierce  
Hal Hovey  
Alyssa Merriman

Staff Present:

Steve Powers, Development Services Director  
Dennis Lefevre, Senior Planner

**3. Approval of Minutes – May 24, 2016**

**Motion:** Jes Walker-Wyse moved to approve the May 24, 2016 minutes as presented. Motion seconded by Bruce Freeman, majority approved.

**4. Public Comment**

No comments.

**5. IMPACT FEE DEFERRAL CODE AMENDMENT - Public Hearing**

The public hearing was opened at 7:34 p.m.

Mr. Lefevre explained that the Growth Management Act (GMA) authorizes impact fees for jurisdictions planning under the GMA. The City of Oak Harbor has parks and transportation impact fees. These impact fees are an assessment on new developments that help off-set cost impacts on public facilities such as parks, streets, schools and emergency services. The timing for impact fee collection is at the time the building permit is issued.

Mr. Lefevre reported that the Washington State Legislature passed Engrossed Senate Bill (ESB) 5923 requiring counties and cities administering an impact fee program to provide an option for impact fee deferment assessed on single-family detached and attached new residential construction. ESB 5923 allows the City certain discretion, including the time for deferral and the collection of an administrative fee. A deferral system must include one or more of the following timing options:

- Defer impact fee collection until final inspection;
- Defer impact fee collection until certificate of occupancy; and/or,
- Defer impact fee collection until the time of closing of the first sale of the property occurring after issuance of the building permit.

City staff met to discuss these options and included the first two options in the code amendment (final inspection and certificate of occupancy) Mr. Lefevre also summarized the impact fee lien process.

Mr. Lefevre concluded by asking the Planning Commission to forward a recommendation to the City Council to approve Ordinance No. 1772 amending Oak Harbor Municipal Code Chapter 3.63, Impact Fees and Resolution No. 16-20 amending the City of Oak Harbors' Schedule A, Master Fee Schedule.

Commissioners asked staff how the impact fee deferral process would be applied to a development that has infrastructure installed but no buildings are built for several years. Mr. Lefevre explained that once the developer proposes to build structures on the individual parcels if the developer applied for this deferral process the impact fee would be collected upon final inspection or certificate of occupancy of each individual building. Mr. Powers added that there is no impact to the park system or the transportation system until a building is occupied and the impact fee would only be collected at after a building permit was issued.

There being no public comment the public hearing was closed at 7:45 p.m.

**Motion:** Hal Hovey moved to forward a recommendation to the City Council to approve Ordinance No. 1772 amending Oak Harbor Municipal Code Chapter 3.63, Impact Fees. Motion seconded by Bruce Freeman, majority approved.

**Motion:** Hal Hovey moved to forward a recommendation to the City Council to approve Resolution No. 16-26 amending the City of Oak Harbor's Schedule A, Master Fee Schedule. Motion seconded by Councilmember Jes Walker-Wyse, majority approved.

## **6. MARIJUANA RELATED USES CODE AMENDMENT - Public Hearing**

Mr. Lefevre displayed a PowerPoint presentation (Attachment 1) and summarized the City's implementation of regulations for recreational marijuana since the State's passage of I-502 which legalized recreational marijuana. While waiting for the State to take action on medical marijuana the City passed a moratorium on the establishment of medical marijuana dispensaries and collective gardens for one year and extended it an additional on year. The one-year extension provided an opportunity to monitor amendments and new legislation pertaining to the Cannabis Patient Protection Act (CPPA) passed in April 2015.

Mr. Lefevre summarized the CPPA implementation steps taken by the Washington State Liquor and Cannabis Board (LCB) and Department of Health (DOH). Mr. Lefevre stated that the proposed code amendments to OHMC Chapter 19.22 are consistent with the State approach which parallels the framework established for recreational marijuana regulations and siting restrictions. Mr. Lefevre noted that Cannabis Patient Protection Act (CPPA) prohibits collective gardens as of July 1, 2016 and replaces them with cooperatives. All potential licensed cooperatives must be locally approved.

Mr. Lefevre reported that the proposed code amendments have no additional restrictions outside of the restrictions contained in the CPPA for cooperatives and medical marijuana producers, processors, and retailers are subject to the same restrictions required for recreational marijuana facilities.

**City of Oak Harbor  
City Council Agenda Bill**

Bill No. 7.b  
Date: August 3, 2016  
Subject: Resolution 16-23: Adoption of  
Transportation Plan

**FROM: Steve Powers, Development Services Director**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Approve Resolution No. 16-23.

**BACKGROUND / SUMMARY INFORMATION**

For the better part of a year, City staff has been working with Fehr & Peers to develop an updated City of Oak Harbor Transportation Plan (OHTP). This effort ran parallel to the more extensive Comprehensive Plan Update – 2016. The updated information from this plan was used to update the mandatory transportation element (RCW 36.70A.070(6)) of the Comprehensive Plan. The 2016 City of Oak Harbor Transportation Plan and adopting Resolution No. 16-23 are Attachments 1 and 2, respectively.

The Washington State Department of Commerce establishes several required components of the transportation element. These components are identified in Attachment 3 and all have been addressed in the OHTP.

Along with the requirements, this plan incorporated a substantial amount of public input. This was a key ingredient to ensure the transportation concerns and desires of the citizens were met. To reach a broad public profile, several methods of public engagement were utilized including:

- conducting local and regional stakeholder meetings;
- convening several City staff meetings;
- creating and distributing a public survey;
- participation at the Oak Harbor Farmers Market and Driftwood Days;
- providing plan information on the City's website;
- holding two public workshops; and,
- periodic updates at Planning Commission and City Council meetings.

The OHTP identifies the goals, policies, projects, and programs necessary to implement the City's vision of future mobility in and throughout the City of Oak Harbor. The plan emphasizes a future transportation

system that serves all users and modes of travel by offering a safe and robust network of walkways, bicycle facilities, intersections, and roadways.

A current inventory of local and regional transportation facilities, roadway classifications, and existing bicycle and pedestrian amenities was performed. Other local, regional, and state transportation planning efforts were reviewed. A total of 31 intersections were included in the traffic count analysis and recent accident data was assembled involving vehicles, bicyclists and pedestrians. This database created a point-of-departure for other phases of the plan.

Six concise goals, produced through stakeholder and public input, provided overarching priorities that serve the vision of this plan. A set of policies define the proposed methods to implement the goals. These goals and policies, coordinated with land use and demographic trends, regional influences, and additional public input produced a proposed project list. The 50+ proposed projects represented a broad-range of user needs located in all geographic areas of the city. A priority ranking matrix was prepared integrating the six goals into 14 criteria. A top-tier of projects representing the three travel modes (vehicle, bicycle, pedestrian) was identified.

The plan reviews the city's financial capacities for transportation maintenance and capital project development. A financially sustainable six and twenty-year project list was prepared, identifying an annual pavement maintenance and overlay program and NE 7<sup>th</sup> Avenue roadway and pedestrian improvements as top projects. Other high-ranking projects that met multiple scoring criteria in terms of effectiveness, benefit to the community, and ability to be implemented were classified as Tier 1 projects. Tier 1 projects further support the development of Oak Harbor's transportation network and are dependent upon available funding.

The OHTP was integrated into the State Environmental Policy Act (SEPA) checklist prepared for the Comprehensive Plan (SEPA No. 16-04). The checklist was submitted on March 29, 2016 with a determination of non-significance being issued April 15, 2016. The appeal window closed May 6, 2016.

The Type V review process requires a public hearing before the Planning Commission. All actions taken by the Planning Commission take the form of a recommendation to the City Council. The Planning Commission held a public hearing on July 26, 2016. Minutes from that meeting were not prepared in time for this packet. Staff will present the Planning Commission recommendation during this workshop.

## **LEGAL AUTHORITY**

## **FISCAL IMPACT**

Funds Required: \$0

## **PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

1. November 10, 2015: Public Open House.
2. January 19, 2016: City Council meeting (Goals & Policies).
3. February 3, 2016: Public Open House.

4. February 24, 2016: City Council workshop (Draft Project List).
5. March 23, 2016: City Council workshop: (Project Ranking & Funding Concepts).
6. July 26, 2016: Planning Commission public hearing.

#### **ATTACHMENTS**

1. [2016 City of Oak Harbor Transportation Plan](#)
2. [Resolution No. 16-23](#)
3. [WA Department of Commerce transportation checklist.](#)

#### **PURPOSE**

#### **CITY COUNCIL WORKSHOP**

#### **DISCUSSION**



# Draft Oak Harbor Transportation Plan

August 2016



Prepared by  
**FEHR & PEERS**  
1001 4th Avenue, Suite 4120  
Seattle, WA 98154

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## EXECUTIVE SUMMARY

Oak Harbor, named for the Garry Oak trees which line its streets, is a city rich in history and natural beauty. Over the past century, Oak Harbor has grown into Whidbey Island's largest incorporated community. This Transportation Element aims to provide a 20-year vision for Oak Harbor's transportation system, which respects the community's history and character, supports anticipated growth in the region, and builds on Oak Harbor's momentum as an attractive community in which to live, work, and play by supporting safe and comfortable travel by all modes through 2036.

The overall vision for Oak Harbor's Transportation Plan is to provide a safe, balanced, and efficient multi-modal transportation system that is consistent with the City's overall vision and adequately serves anticipated growth. Guidance from City staff, the Planning Commission, City Council, stakeholders, and citizens helped identify several priorities:

- Improve safety for all road users in Oak Harbor through thoughtful planning and street designs that accommodate all modes
- Encourage the efficient movement of people and goods through an inter-connected transportation network that includes streets, sidewalks, bike paths, trails, public transit, and other facilities
- Ensure Oak Harbor's Transportation Plan compliments the City's land use vision and adopted plans, and Island County's transportation network



Oak Harbor, Washington

The Transportation Plan sets a framework for understanding, prioritizing, measuring, and creating a transportation network to help Oak Harbor achieve its vision. This document includes seven chapters:

- **Chapter 1 – Introduction:**  
Describes the purpose of the Transportation Plan and the planning requirements it needs to address. Also provides an overview of Oak Harbor's position in the region and related planning efforts.
- **Chapter 2 – Conditions and Trends:**  
Describes conditions for all travel modes in the existing transportation system. This chapter also

identifies current challenges and trends that will affect Oak Harbor’s transportation network in the future.

- **Chapter 3 – Community and Stakeholder Outreach:**  
Describes the public outreach process conducted as a part of the Transportation Plan Update, as well as the specific stakeholder feedback received from community interests.
- **Chapter 4 – Transportation Goals and Policies:**  
Explains Oak Harbor’s vision for transportation and the goals and policies that serve as the basis for the Transportation Element.
- **Chapter 5 – Future Transportation Vision:**  
Introduces a layered network concept that forms the foundation of this plan to accommodate all modes of travel and create a complete transportation network in Oak Harbor. This section also details how to accommodate each travel mode and establishes the City’s level of service standards.
- **Chapter 6 – Capital Plan:**  
Provides a long-term capital plan based on the community values expressed in the transportation goals and layered network.
- **Chapter 7 – Implementing the Transportation Plan:**  
Evaluates Oak Harbor’s financial conditions over the next 20 years and provides guidance on plan implementation.

To serve as a useful document for the community, including both City staff and the general public, this Transportation Plan focuses on the City’s vision and the projects and programs intended to meet that vision. Technical and supporting information are available in the **Appendix**.



Pioneer Way, Oak Harbor

## CHAPTER 1: INTRODUCTION

Oak Harbor, named for the Garry Oak trees which line its streets, is a city rich in history and natural beauty. Oak Harbor has continued to grow over the past century, aided by the construction of the Deception Pass Bridge in 1936, and the completion of the Naval Air Station Whidbey Island in 1942. Today, Oak Harbor is Whidbey Island's largest incorporated community.

This Transportation Plan aims to provide a 20 year vision for Oak Harbor's transportation system, which respects the community's history and character, supports anticipated growth in the region, and builds on Oak Harbor's momentum as an attractive community in which to live, work, and play by supporting safe and comfortable travel by all modes through 2036.

### PURPOSE

The overall vision for Oak Harbor's Transportation Plan is to provide a safe, balanced, and efficient multi-modal transportation system that is consistent with the City's overall vision and adequately serves anticipated growth. Guidance from City staff, the Planning Commission, stakeholders, and citizens helped identify several priorities:

- Improve safety for all road users in Oak Harbor through thoughtful planning and street designs that accommodate all modes
- Encourage the efficient movement of people and goods through an interconnected transportation network that includes streets, sidewalks, bike paths, public transit, and other transportation facilities
- Ensure Oak Harbor's Transportation Plan compliments the City's land use vision and adopted plans, and Island County's transportation network

The Transportation Plan sets a framework for understanding, prioritizing, measuring, and creating a transportation network to help Oak Harbor achieve its vision.

### PLANNING REQUIREMENTS

Oak Harbor's regional location plays a role in the demands put on its transportation system. The City is located in North Whidbey Island, along the Whidbey Scenic Isle Way Corridor, a state scenic byway that consists of State Route (SR) 525 and SR 20. The byway connects to important regional destinations in Island County, and two ferry terminals, Keystone and Clinton, which provide connections to Port Townsend and Mukilteo, and the greater Washington area. Given Oak Harbor's position on Whidbey Island and status as an attractive summer tourist destination, the City is influenced by many regional travelers and trends.

The City must coordinate its transportation planning with a variety of jurisdictions and agencies, including Island County, Island Transit, Naval Air Station Whidbey, and the State of Washington.

Figure 1 shows the location of Oak Harbor in this regional setting.

Figure 1. Regional Map



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## GMA

The State's Growth Management Act of 1990 requires communities to prepare a transportation plan that ties directly to the City's land use decisions and financial planning. This Transportation Plan Update fulfills the mandate.

Additionally, given the status of State Route 20 as a major transportation corridor that travels through Oak Harbor, this plan aims to coordinate with the Washington State Department of Transportation (WSDOT) to ensure that these state facilities can adequately serve the region's needs.

---

## OTHER PLANS

As part of this planning process, several local, regional, and state plans and documents that influence transportation planning in the City of Oak Harbor were reviewed. This section summarizes some of the key regional plans that were reviewed.

---

## SKAGIT AND ISLAND COUNTIES METROPOLITAN AND REGIONAL TRANSPORTATION PLAN

The Skagit and Island Counties Metropolitan & Regional Transportation Plan (2010-2035), prepared by Skagit Council of Governments, lays out the long term goals for growth management, economic, and transportation issues.

The Plan identifies six key priorities for transportation in the region:

1. Economic Vitality – Promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods.
2. Preservation – Maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
3. Safety – Provide for and improve the safety and security of transportation user and the transportation system.
4. Mobility – Improve the predictable movement of goods and people throughout the region.
5. Environment – Enhance regional quality of life through transportation investments that promote energy conservation, support healthy communities, and protect the environment.
6. Stewardship – Continuously improve the quality, effectiveness, and efficiency of the transportation system

---

## ISLAND COUNTY TRANSPORTATION PLAN

Island County's Transportation Element is intended to serve as guide for making transportation decisions to address both short and long term needs. The overarching goals of the plan are to provide a safe and integrated transportation system that maintains and preserves the existing system, while supporting the land use development and economic vitality. The projects outlined within the county's 20-year project list focus on preserving and managing the existing transportation system and implementing safety projects, rather than adding more roadway capacity.

The Plan identifies six key goals for transportation in Island County:

1. Provide a safe, comfortable and reliable transportation system that provides adequate mobility for people, goods and services, regardless of mode;
2. Support land use development and economic vitality by providing context-appropriate transportation infrastructure;
3. Minimize negative environmental impacts;
4. Preserve prior investments in the transportation system;
5. Promote physical activity by expanding options for active transportation modes;
6. Build strong relationships between Island County and other agencies to engage in cooperative planning of common transportation improvements.

One key project identified in Island County's project list is improvement of the Swantown Avenue/Heller Street/Fireside Lane intersection. The considered improvements include a signal or a roundabout and either would provide for acceptable operations through 2036.

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## STATE ROUTE 20, SWANTOWN ROAD TO CABOT DRIVE, CORRIDOR PRE-DESIGN ANALYSIS

In 2005, WSDOT partnered with the City of Oak Harbor to review SR 20 corridor needs and develop a detailed plan that will facilitate design and construction of future highway improvements. The goal of the analysis was to determine how best to redesign the section of the corridor, between Swantown Road to Cabot Drive, to improve levels of safety and mobility, while encouraging better access to land uses and improving the aesthetics of the corridor to match the city character.

Based on the traffic analysis of six key intersections within the project area, roundabouts were determined to be the best solution to improve safety and mobility along the corridor. In 2012, WSDOT released a briefing report and technical update to the 2005 plan, which further analyzed traffic within the study area and updated the costing estimates of the improvements recommended in the pre-design analysis. As of June, 2015, the project was funded by WSDOT as part of the Connecting Washington Projects Highway Improvements Program<sup>1</sup>. The project is scheduled for implementation between 2027 and 2029.

#### WHIDBEY SCENIC ISLE WAY CORRIDOR MANAGEMENT PLAN

The Whidbey Scenic Isle Way Corridor Management Plan (CMP) was created for the state scenic byway that consists of SR 525 and SR 20 on Whidbey Island. The corridor, which spans from Deception Pass to the Clinton Ferry Terminal, is characterized as a “ribbon of commerce and connectivity for island communities”. The vision of the Whidbey Scenic Isle Way is to enhance visitors’ experience and preserve the quality of life enjoyed by island residents.

The CMP serves as a tool that provides recommendations for specific strategies and actions that improve, enhance, and sustain the corridor’s unique intrinsic qualities and the many enjoyable experiences it offers. In regards to transportation, the plan outline several goals such as promoting the non-driving experience, improving the aesthetics of the transit system and park-and-ride lots, expanding the multiuse trail system, and providing safe and convenient crossing opportunities for pedestrians.

#### ROLE OF THE TRANSPORTATION PLAN

The Transportation Plan provides a framework that outlines the policies, projects, and programs necessary to implement the City’s vision of future mobility in and throughout the City of Oak Harbor. The Transportation Plan also describes the financial environment for transportation investments out to 2036.

In essence, the Transportation Plan informs the development of the Capital Improvement Program by identifying the types of projects the City should

undertake to support future travel trends. The plan also evaluates how these projects coincide with the community’s values and financial resources.



Goldie Road/ NE Midway Boulevard, Oak Harbor



Island County Harbor Station, Oak Harbor

<sup>1</sup> Leap Transportation Document 2015 NL-1

## PLAN ORGANIZATION

This Transportation Plan includes six chapters in addition to the Introduction (**Chapter 1**):

- **Chapter 2 – Conditions and Trends:**  
Describes conditions for all travel modes in the existing transportation system. This chapter also identifies current challenges and trends that will affect Oak Harbor’s transportation network in the future.
- **Chapter 3 – Community and Stakeholder Outreach:** Describes the public outreach process conducted, as well as the specific feedback received from stakeholder members.
- **Chapter 4 – Transportation Goals and Policies:** Explains Oak Harbor’s vision for transportation as well as the goals and policies that form the basis for the Transportation Element.
- **Chapter 5 – Future Transportation Vision:** Introduces the layered network concept that forms the foundation of this plan to accommodate all modes of travel and create a complete transportation network in Oak Harbor. This section also details how to accommodate each travel mode and establishes the City’s transportation level of service standards.
- **Chapter 6 – Capital Plan:**  
Provides the 20 year transportation investment list which reflects on the community values expressed in the transportation goals and layered network.
- **Chapter 7 – Implementing the Transportation Plan:**  
Evaluates Oak Harbor’s financial conditions over the next 20 years and provides guidance on plan implementation.



Old Town District, Oak Harbor



Public Meeting (February 2015), Oak Harbor

## CHAPTER 2: CONDITIONS AND TRENDS

### EXISTING CONDITIONS

This chapter describes how people use Oak Harbor's transportation network today, as well as how that may change over the next 20 years as the region grows. The way people travel is greatly influenced by the built environment, which includes land use and travel corridors, as well as the key destinations where people live, work, play, shop, and recreate. This chapter also describes trends in how people are traveling based on anticipated development patterns and travel mode data.

### LAND USES AND KEY DESTINATIONS

The places where people live, work, and play are impacted by how a city and surrounding communities guide where development occurs. The Land Use Element of this Comprehensive Plan provides the guidance mentioned here. One way a city can influence this is through zoning. Zoning allows a city to encourage specific development, such as homes and businesses, to occur in targeted areas of the city. It is important to consider land use when planning for transportation because it provides insight into areas where more people may concentrate their travel.

The main commercial areas in Oak Harbor, where people tend to shop, are located downtown and along State Route (SR) 20; these areas are zoned Central Business District (CBD) and high intensity commercial as shown in **Figure 2**.

Oak Harbor's Old Town District (downtown) features older buildings that are home to a variety of commercial uses including office and retail, as well as restaurants. The area along SR 20 is characterized by auto-oriented commercial development that features larger scale buildings and parking lots. Other areas of commercial and industrial development are located in the northern portions of Oak Harbor, and military land uses abut the eastern and northern city limits. Much of the remaining City area is zoned for single-family residential.

It is important to consider that areas of commercial, industrial, and dense residential land use tend to have more concentrated trips and can be supportive of alternative modes of travel such as transit, whereas areas of low density residential tend to

have dispersed trip patterns more conducive to trips made by personal vehicle.

### OAK HARBOR'S OLD TOWN DISTRICT

Oak Harbor's Old Town District is characterized as the historical city center. It is a major trip generator for all modes. It features a mix of commercial, residential, and civic destinations such as City Hall and the public library.



Old Town District, Oak Harbor

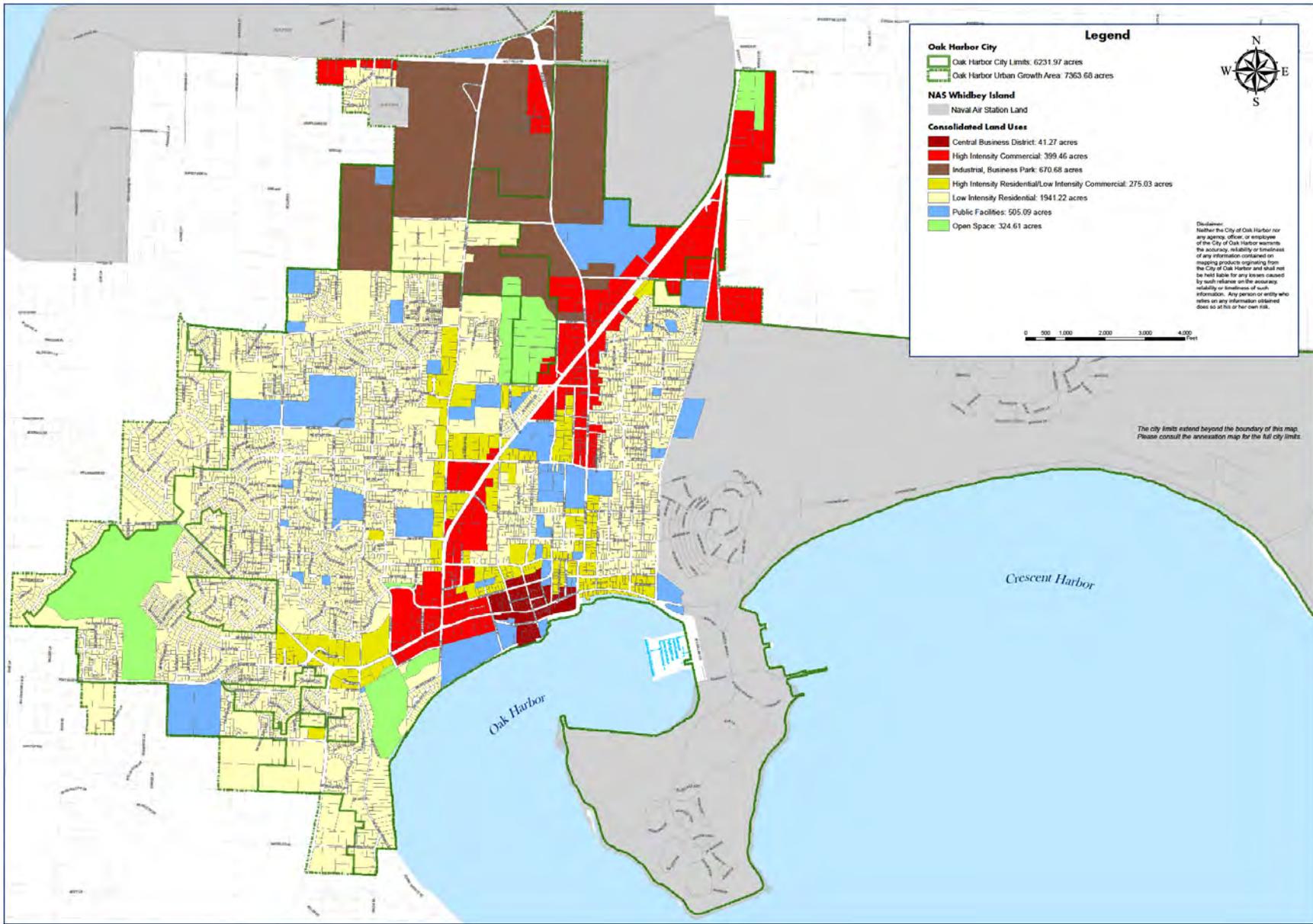
### ISLAND TRANSIT'S HARBOR STATION

Island Transit's Harbor Station serves a major transit hub and transfer center in Island County. Located on Bayshore Drive, the Harbor Station is served by nine transit routes, and connects to destinations as far as the Anacortes Ferry Terminal and the Clinton Ferry Terminal. The Harbor Station is well connected to the Old Town District, and provides access to a nearby surface lot for passengers who access transit by car. There is also bicycle and pedestrian amenities at the station area, including shelters, bathrooms, benches, and bike parking.

### OAK HARBOR'S WATERFRONT

Located on the south side of Oak Harbor's Old Town District, the Oak Harbor Waterfront provides access to parks, trails, and the Marina. Many residents and visitors alike enjoy the waterfront area and travel and recreate on Oak Harbor's Waterfront Trail, which spans the entire City waterfront. The Waterfront Trail serves as a major nonmotorized route for residents and commuters. It connects trail users to destinations in Old Town such as shops, restaurants, and the Skagit Valley College. The trail also provides important connections for marina visitors and residents on liveaboards in the Oak Harbor Marina.

Figure 2. Zoning Map



Consolidated Land Uses



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## NAVAL AIR STATION WHIDBEY

The Naval Air Station (NAS) Whidbey is located on two pieces of land near Oak Harbor. The primary section of the base, Ault Field, is located about three miles north of Oak Harbor. Ault Field features the main airfield, administrative and industrial buildings, a hospital, a variety of housing units, and several recreational areas including an 18-hole golf course, totaling approximately 4,250 acres in size.

The secondary section of the base, Seaplane Base, is located just east of Oak Harbor's Old Town District. The Seaplane Base encompasses approximately 2,820 acres. About twenty percent of this land area is developed, primarily with single family housing and with the Navy Exchange, Commissary, and a gas station. The remainder of the site is covered by forest, wetlands, grasslands, and beaches<sup>2</sup>.

NAS Whidbey's personnel contribute to a significant amount of traffic on roadways leading to Ault Field and the Seaplane Base. Traffic near the bases becomes backed up during shift changes, as personnel enter/exit the base at Goldie Road and West Ault Field Road; Langley Boulevard and West Ault Field Road; and West Crescent Harbor Road and Torpedo Road.

Although the majority of personnel commute by private vehicle, many young personnel do not own a vehicle, and rely heavily on Island Transit, walking, and/or biking for their travel. The growth in population is expected to increase the number of young personnel, who typically lack access to a personal vehicle and are dependent on other modes.

Today, approximately 7,000 personnel are stationed at NAS Whidbey. By 2020, the active duty population is projected to reach 8,000<sup>3</sup>. Anticipated growth and development near NAS Whidbey bases may necessitate roadway and operation improvements.

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## SCHOOLS

The Oak Harbor School District operates neighborhood schools that serve the City and surrounding areas, including:

- Broad View Elementary School

- Crescent Harbor Elementary School
- Hillcrest Elementary School
- Oak Harbor Elementary School
- Olympic View Elementary School
- North Whidbey Middle School
- Oak Harbor Middle School
- Oak Harbor High School

In addition, there are several private schools located within Oak Harbor including: Lighthouse Christian Academy, Oak Harbor Christian School, Montessori Der Kinderhuis, Oak Harbor Seventh Day Adventist Elementary School, and Oak Harbor Bible Baptist Christian School.

The City of Oak Harbor, the Oak Harbor School District, and neighborhood groups have made a commitment to provide safe access to the City's schools through the State Safe Routes to School (SRTS) program. The Oak Harbor SRTS program has been successful in securing grant funding for a variety of programs that support a safer transportation network near schools.

In 2009, the Oak Harbor School District was awarded a SRTS grant of approximately \$360,000 to improve pedestrian access at eight heavily used roadway crossings by school children. The project was implemented by the Washington State Department of Transportation and the City of Oak Harbor, and completed in the summer of 2012.



Crossing near Olympic View Elementary School, Oak Harbor

Growth within the City of Oak Harbor will necessitate the need for new schools. Naval Air

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<sup>2</sup> City of Oak Harbor. 2015. "Comprehensive Plan". <http://www.oakharbor.org/page.cfm?pageId=59>

<sup>3</sup> Whidbey News-Times. 2015. "Navy 'setting the foundation for the next 30 years'" <http://www.whidbeynewstimes.com/news/304773681.html>

Station Whidbey alone is expected to add another 750 elementary students by 2019<sup>4</sup>. Given this growth, the Oak Harbor School Board has approved a plan to create two “hybrid schools”. Instead of two middle schools for grades 6-8, there will be one school for grades 5-6 and one school for grades 7-8.

This could create challenges for school children who may need to cross SR 20 more often, given that their home school will not necessarily be the one closest to them.



Olympic View Elementary, Oak Harbor

#### SKAGIT VALLEY COLLEGE

A branch of Skagit Valley College is located in Oak Harbor at the east end of Pioneer Way. Approximately 1,400 students enroll on the campus annually<sup>5</sup>. The college is served by three Island Transit routes (3, 10, and 12), however the majority of students access the campus by car.

#### PARKS AND RECREATION AREAS

The City’s park system consists of more than 30 parks on over 150 acres of land. The parks feature walking trails, picnic areas, ball fields, playgrounds, a marina, senior center, recreational vehicle park, and access to public shorelines<sup>6</sup>.

In addition to schools and parks, retirement communities are major generators of non-motorized trips. Many residents of retirement communities no longer drive their own vehicles, so they are dependent on privately-operated shuttles, public transportation, walking, biking, and motorized scooters to get to doctors’ appointments,

residences of family and friends, and shopping/dining destinations. There are five retirement communities in Oak Harbor, located in a north-south corridor roughly centered on SR 20.



Flintstone Park, Oak Harbor

#### TRANSPORTATION NETWORK OVERVIEW

Oak Harbor’s transportation network accommodates many modes of travel, including walking, bicycling, public transit, and driving. Vehicular travel is still the primary choice for most travelers in and around Oak Harbor (see **Chapter 3**).

City streets form the foundation of the transportation framework with roadways shaping how residents and visitors experience Oak Harbor. The main travel corridors in Oak Harbor are mostly roadways with sidewalks but also include trails and bus routes. The Old Town District has a relatively well-connected street grid, while the remaining areas of the city are characterized by larger blocks and curvilinear streets, which can make direct connections difficult.

This plan classifies Oak Harbor’s roadways into principal arterials, collectors, and local streets, as shown in **Table 1** displayed **Figure 3**. Examples of each roadway type and the intended uses served are also described below.

<sup>4</sup> Oak Harbor Schools Going “Hybrid” to Save Space. 2016. <http://www.king5.com/story/news/local/2016/03/07/oak-harbor-schools-going-hybrid-save-space/81460794/>

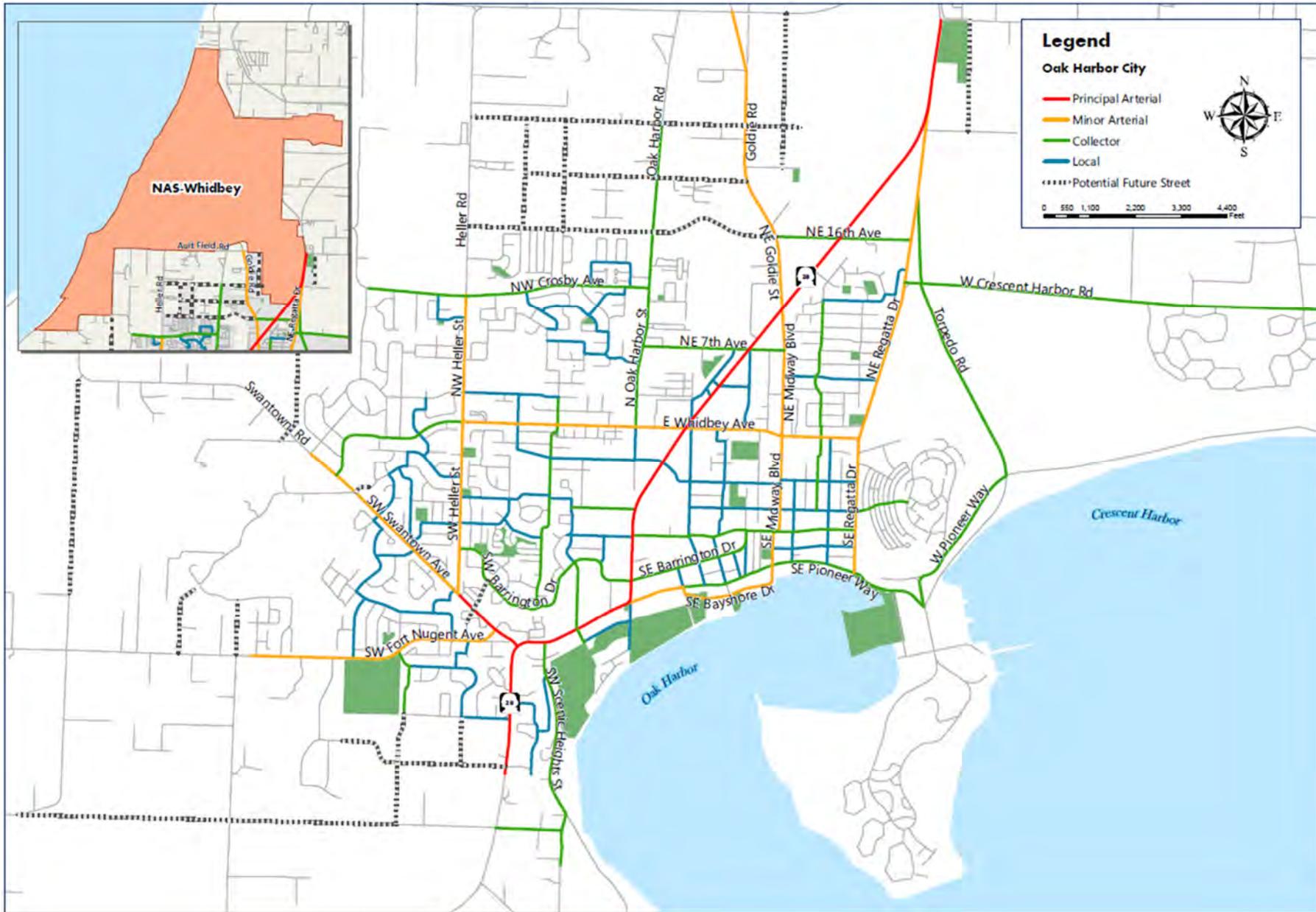
<sup>5</sup> Skagit Valley College. 2010. “2009/2010 Annual Enrollment Report.” <https://www.skagit.edu/imageuploads/file2882.pdf>

<sup>6</sup> Parks, Recreation, and Open Space Plan. 2009.

**Table 1. Classifications of Roadway**

Roadway Type	Description / Purpose	Example	Photo
Principal Arterial	Principal arterials are Oak Harbor’s highest functional classification and tend to carry the highest volumes. Major arterials serve regional through trips and connect Oak Harbor with the rest of the region.	<p><b>SR 20</b></p> <p>Swantown Avenue</p>	
Minor Arterial	Minor arterials are designed for higher volumes, but tend not to be major regional travel ways. Minor arterial streets provide inter-neighborhood connections.	<p><b>Whidbey Avenue</b></p> <p>NE Regatta Drive</p>	
Collectors	Collectors distribute trips between local streets and arterials and serve as transition roadways to or from commercial and residential areas. Collectors have lower volumes than arterials, and can include select traffic elements to balance experience for all modes.	<p><b>NE 7th Avenue</b></p> <p>SW Barrington Drive</p>	
Local Streets	Local streets are the lowest functional classification, providing circulation and access within residential neighborhoods.	<p><b>SE 6th Avenue</b></p> <p>NW Cathlamet Drive</p>	

Figure 3. Roadway Functional Classifications



Roadway Classification



## PEDESTRIAN AND BICYCLE NETWORK

Residents and visitors in Oak Harbor walk and bike as a part of their daily travel for many reasons. Children attending school, commuters taking the bus or connecting with a carpool to get to work and senior citizens making midday trips, all require safe amenities. Over the past five years, Oak Harbor has made great strides in creating a more bicycle friendly and walkable community.

In 2012, Oak Harbor completed the Pioneer Way improvements as part of a downtown revitalization project. The reconstruction project converted Pioneer Way from a two-way to a one-way street and added pedestrian-friendly streetscape enhancements including wider sidewalks, landscape planters, and angled on-street parking.

South of Pioneer Way is Oak Harbor's waterfront trail. Oak Harbor's waterfront trail has grown into a popular pedestrian and recreational facility that spans the entire City waterfront. It connects to some of Oak Harbor's busiest parks and key destinations such as downtown, Skagit Valley College, the public library, and Oak Harbor's Marina.

Oak Harbor's bicycle route network is supported by a network of low speed and low volume residential streets, which offer the basic components of a safe bicycling environment. The City is working to make Oak Harbor more bicycle friendly by investing in bike facilities such as bike lanes and multiuse trails that support local and regional connections.

Locally, Oak Harbor has improved the bike network through projects such as the Freund's Marsh Trail from Scenic Heights Road to Oak Harbor's Windjammer Park. Regionally, Oak Harbor has worked with Island County, through planning efforts such as the Island County Non-Motorized Transportation Plan, to further develop Oak Harbor's bicycle network; identify short-term, mid-term, and long-term priority projects; and support a regional trail system that connects Oak Harbor with Deception Pass, Joseph Whidbey State Park, Dugualla State Park, and a number of additional parks and beach access areas.

**Figure 4** shows the locations of pedestrian facilities and bike facilities in Oak Harbor.

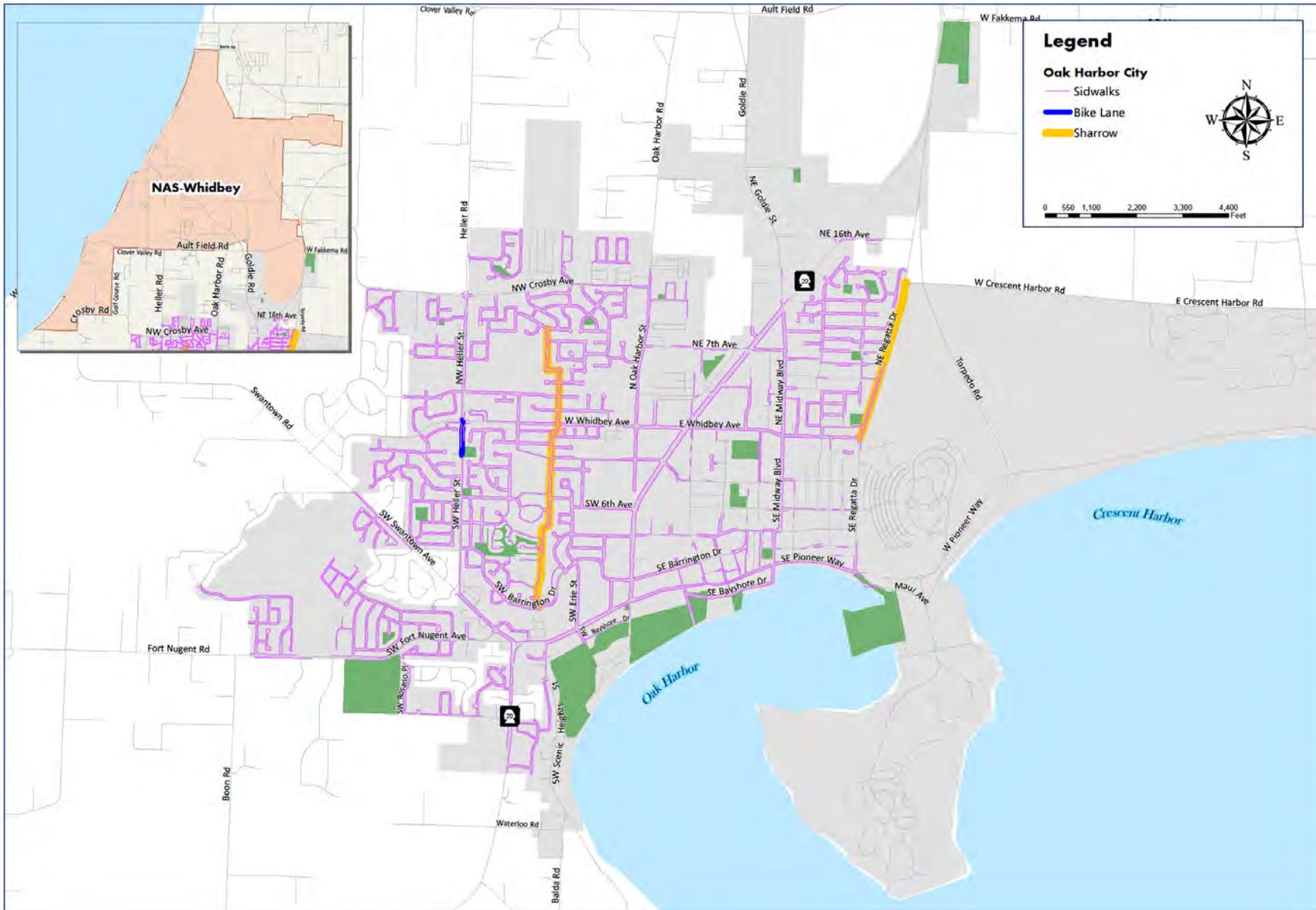


Pioneer Way Improvement Project, Oak Harbor



Pioneer Way Improvement Project, Oak Harbor

Figure 4. Existing Bicycle and Pedestrian Facilities



Existing Bicycle & Pedestrian Facilities



## TRANSIT NETWORK

Island Transit provides local bus, express bus, and para-transit service with connections in Oak Harbor. The majority of transit riders access this transit service by walking or driving to a parking lot or on-street parking and then walking to connect to transit. Six Island Transit routes serve Oak Harbor with frequencies ranging from 20 – 60 minutes. Service is offered throughout all of Whidbey Island's eight park-and-ride lots, which are located along the state scenic byway that consists of the SR 525 and SR 20.

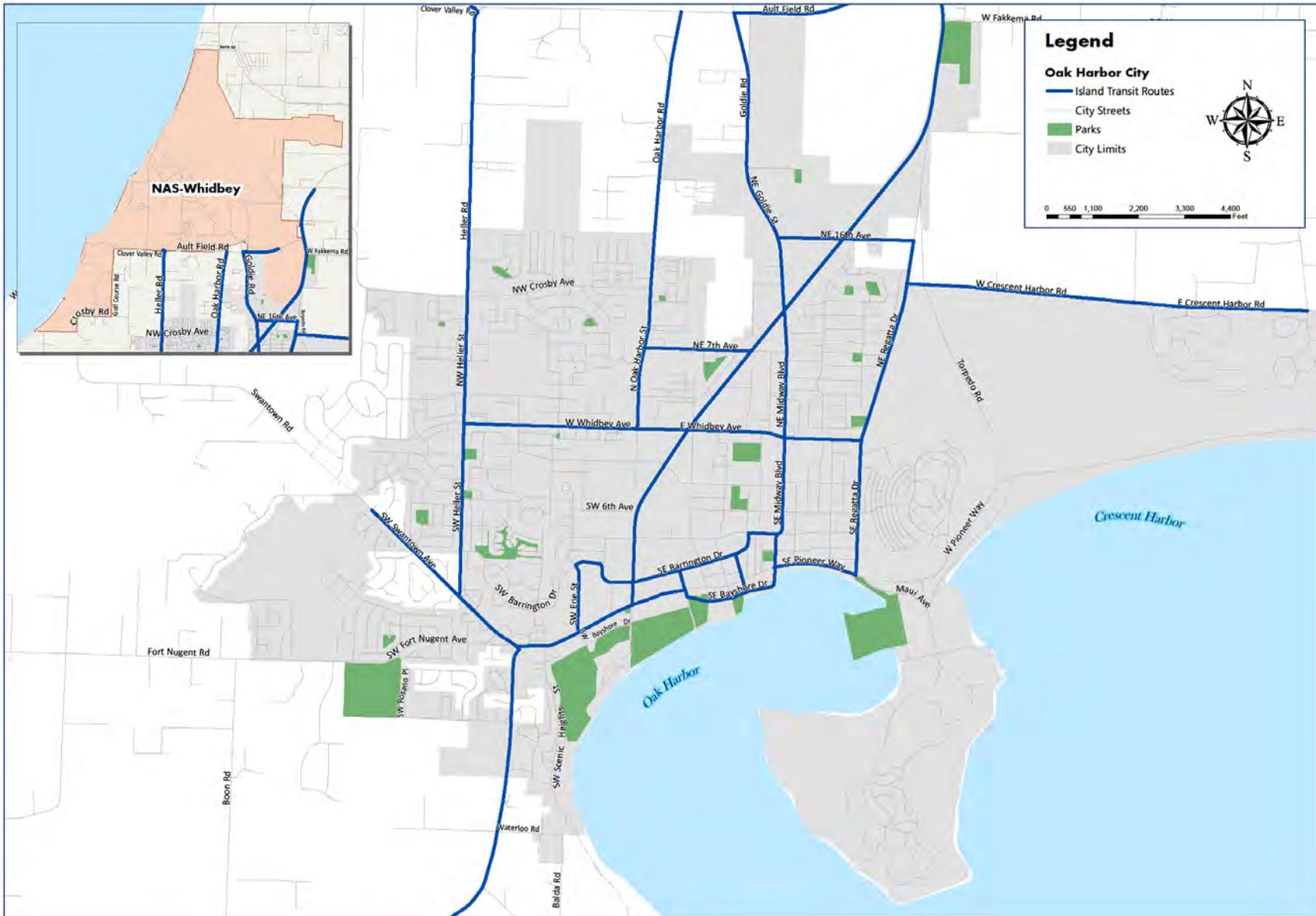
Island Transit connects to each of the ferry terminals on Whidbey Island, and many communities along the scenic byway. In addition, several transit agencies connect to Oak Harbor's transit network including Sound Transit, Skagit Transit, Community Transit, Everett Transit, Jefferson Transit and Whatcom Transit. Island Transit also offers a very successful vanpool and rideshare program

**Figure 5** shows existing transit routes in the City's transit network.



Island Transit's Harbor Station, located in Oak Harbor's Old Town District

Figure 5. Island Transit Routes



Island Transit Routes



## FREIGHT NETWORK

Freight and goods movement is a vital and often underappreciated element of the transportation network. Everyone is directly impacted by how goods are delivered to ports, distribution centers, stores and their homes. The City of Oak Harbor is a key regional player in the movement of goods with major highway and arterial connections to distribution facilities. Further, NAS Whidbey's Ault Field and Seaplane Base rely heavily on the efficient movement of goods.

SR 20, from Deception Pass Bridge through the City of Oak Harbor, is the most heavily-traveled roadway

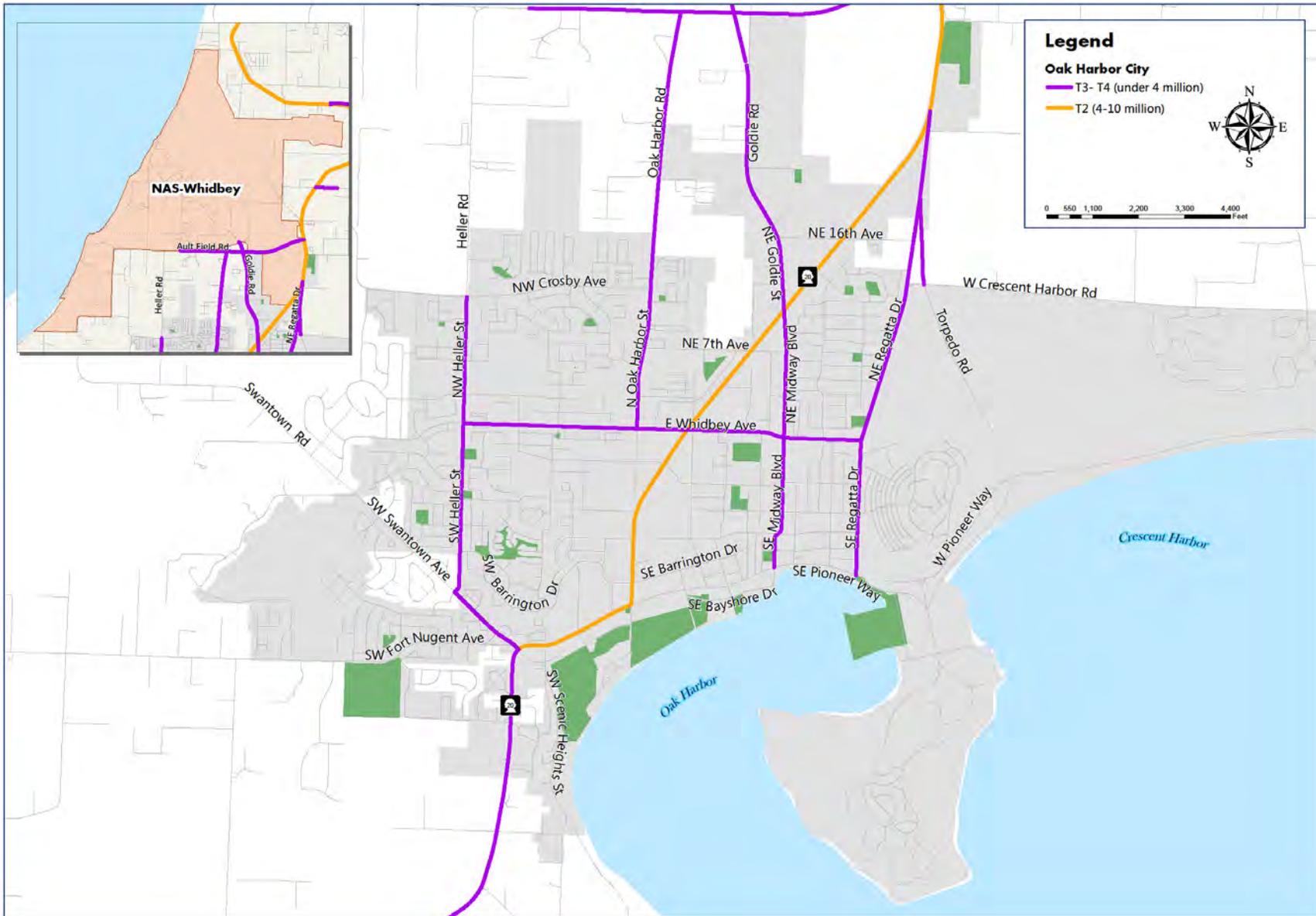
facility in Island County, with approximately 3.6 million tons of freight carried annually along the corridor. In addition, local city arterials such as Regatta Drive, Midway Boulevard, Oak Harbor Street, Whidbey Avenue, Swantown Avenue, and Heller Street serve as key freight arterials that provide connections to regional facilities.

The WSDOT freight corridors within Oak Harbor as well as additional truck routes designated by the City are shown in **Figure 6**.



State Route 20, Oak Harbor

Figure 6. Existing Truck Routes



**Truck Routes**



## AUTO NETWORK

With many Oak Harbor residents, employees, and residents relying on vehicles as their primary mode of transportation, the City's street network is critical to the transportation system. Growth within the region has increased traffic congestion along some of Oak Harbor's roadways.

To understand roadway operations in the City today, 31 intersections in the City of Oak Harbor were evaluated to identify the need for future roadway improvements. The study intersections were analyzed within the area bounded by NE 16<sup>th</sup> Avenue (north), Regatta Drive (east), Swantown Avenue (west), and Pioneer Way (south), as seen in **Figure 7**. Intersections operations were evaluated and assigned a level of service (LOS) grade based on their operations in terms of vehicle delay.

**Table 2** describes the Level of Service definitions laid out in Chapter 16 of the *Highway Capacity Manual (HCM)* (Transportation Research Board, 2010), which is a standard methodology for measuring the performance of intersections and corridors<sup>7</sup>.

**Table 2: Level of Service Definitions**

Level of Service	Description
<b>A</b>	Free-flowing conditions.
<b>B</b>	Stable operating conditions.
<b>C</b>	Stable operating conditions, but individual motorists are affected by the interaction with other motorists.
<b>D</b>	High density of motorists, but stable flow.
<b>E</b>	Near-capacity operations, with significant delay and low speeds.
<b>F</b>	Over capacity, with delays.

The City's existing level of service policy sets the following standards for its roadways:

- LOS D or better for intersections on City streets within the City UGA
- LOS E for intersections along SR 20 within the City UGA

<sup>7</sup> In a few locations, HCM 2000 was used due to limitations in applying the HCM 2010 methodology.

Of the 31 intersections analyzed, all intersections operate at LOS D or better today. These intersections are generally located along key north-south arterials. Given the land use growth anticipated in Island County between now and 2036, some of the intersections that are currently meeting the City's LOS D standard would degrade to LOS E or F by 2036 without the infrastructure improvements identified in this plan. The locations of these intersections are shown in **Figure 8**.

Detailed reports of LOS are available in **Appendix A**.

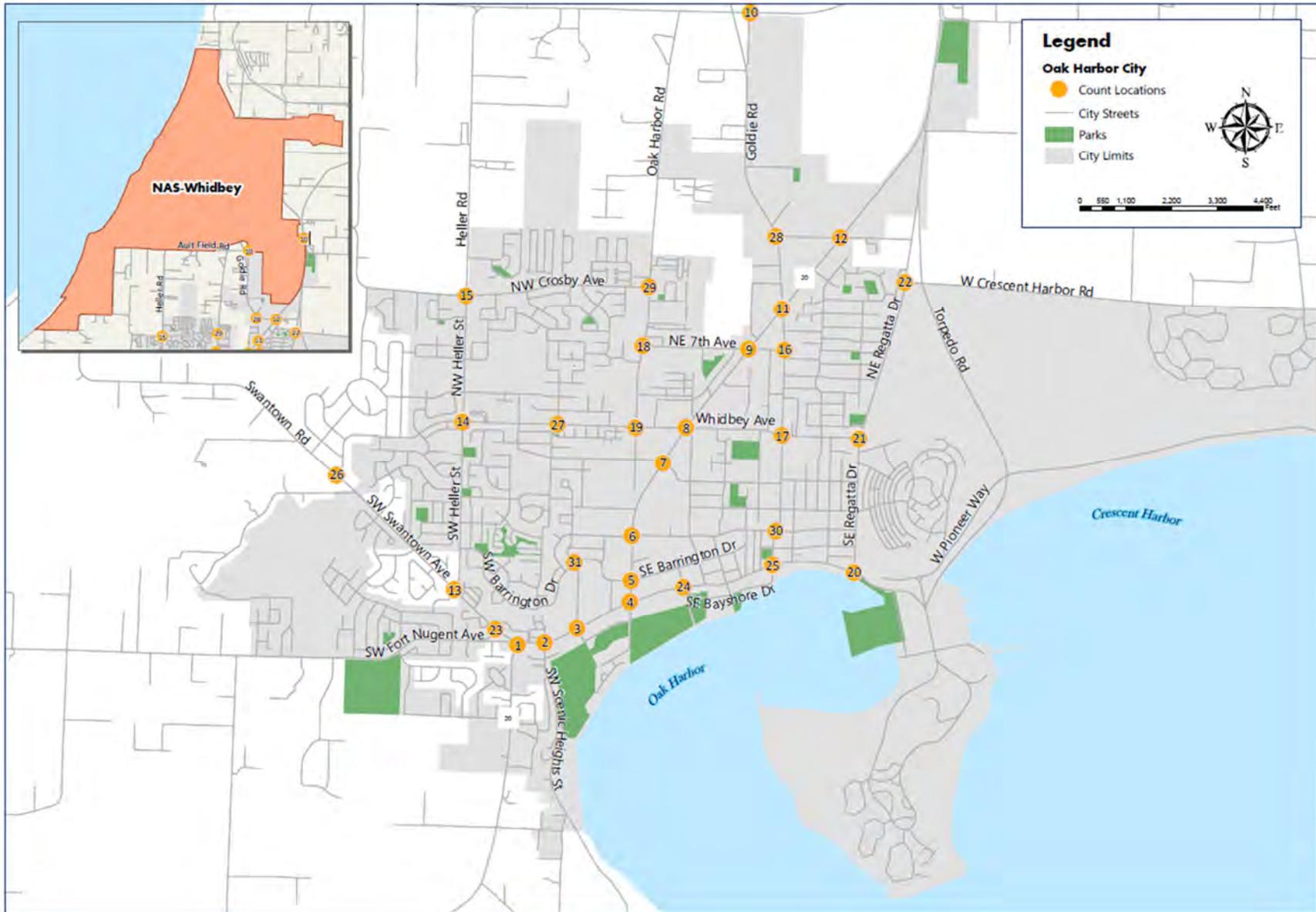


Whidbey Avenue, Oak Harbor



West Pioneer Way, Oak Harbor

Figure 7. Intersection Count Locations



Count Locations





## OPPORTUNITIES AND CHALLENGES

The City of Oak Harbor has several important challenges to face as it prepares for future growth and development. Motor vehicle travel currently dominates the City's transportation network. Oak Harbor is working to create a more balanced network, and addressing the transportation challenges below will be a key to the City's success.

### NETWORK CONNECTIVITY

#### *Barriers to Mobility*

The City's roadway network creates several challenges for local traffic. Few east-west and north-south arterials serve the entire City. Further, poor connections between local streets (e.g. dead ends, cul-de-sacs, misaligned roads, etc.) encourage the use of SR 20 for local trips. This contributes to congestion on SR 20, especially during peak periods. In addition, SR 20 bisects the center of Oak Harbor creating barriers for walking and biking.

#### *Pedestrian and Bicycle Infrastructure*

Sidewalks are generally available along all arterials, streets within the Old Town District, and in newer subdivisions. However, many older residential areas, have incomplete or poorly maintained sidewalks. This limits the mobility of pedestrians between major destinations. The City's existing bicycle network is limited to a small number of trails and on-street facilities. These gaps in infrastructure, along with a topography that includes many hills, create challenges for bicycle travel within the City.

#### *Transit Access and Availability*

With no high capacity local transit system, bus service in Oak Harbor must be reliable and provide significant mobility. The bus routes that currently serve Oak Harbor operate on infrequent service schedules. This creates challenges for transit-dependent riders for accessing their needs, and it forces many potential transit users to drive instead. The City should look for ways to encourage enhanced transit service from Island Transit through investment in transit-supportive amenities to help residents, employees, and visitors access and use transit.

### REGIONAL GROWTH

Regional development outside of the city itself will play a major role in the growing demands on Oak Harbor's transportation network by 2036. Island County is expected to continue adding residents and

jobs during this time period. One major employer that affects Oak Harbor's transportation system most is the Naval Air Station, which expects a surge in employment in the next 2-3 years.

This growth will add traffic to Oak Harbor's streets, as well as SR 20, which has an impact on the quality of life for Oak Harbor residents. To maintain and improve mobility throughout the city, including across SR 20, as well as connectivity to the rest of the region, the City must coordinate with regional partners. Continued coordination with regional entities such as WSDOT, Island Transit, and NAS Whidbey will be critical to ensure a complete and connected transportation system that serves Oak Harbor residents, employees, and visitors moving forward.

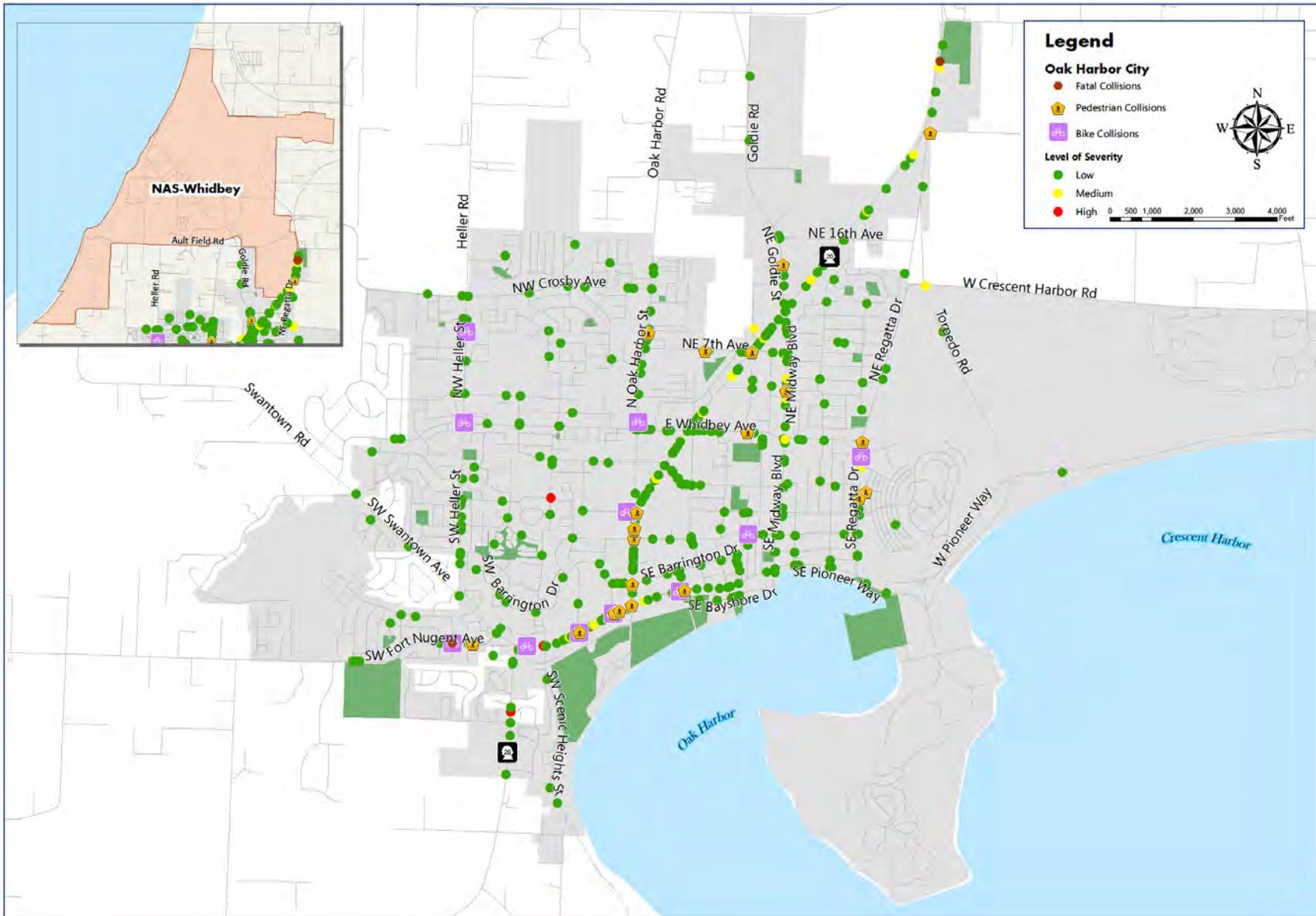
### DOWNTOWN MOBILITY

The City is working to develop safer connections to the Old Town District as part of this Transportation Plan update. By improving bicycle and pedestrian amenities, by adding flashing beacons at crosswalks and bike lanes along Pioneer Way, the City will create a more accessible and attractive downtown. This will enhance the appeal of spending time in the downtown area.

### SAFE ROUTES FOR ALL, ESPECIALLY PEDESTRIANS AND BICYCLES

Since 2010, Oak Harbor has seen 150 to 200 traffic collisions per year. **Figure 9** displays traffic crashes around the City over a five-year period spanning 2010-2014. In an effort to increase pedestrian safety, Oak Harbor has improved pedestrian facilities in the downtown. Sidewalk and crosswalk improvements have created a more welcoming environment for pedestrians moving around downtown, but busy corridors, such as Pioneer Way, SR 20, and Regatta Drive, have still seen a significant number of collisions involving pedestrians and bicyclists.

Figure 9. Collisions in Oak Harbor (2010-2014)



Collisions [2010-2014]



### ***Oak Harbor Travel Demand Forecasting***

The Growth Management Act (GMA) requires that the Transportation Element support the land uses envisioned in the Comprehensive Plan. Thus, an important component of this plan was forecasting how the future land uses envisioned in the City, as well as regional growth, would influence demand on Oak Harbor's transportation network. A description of the travel demand modeling process is provided below with more detail about land use assumptions in **Appendix C**.

**The Tool.** As a part of previous planning efforts, the Skagit Council of Governments created a travel model with the Visum software package. This model forecasted traffic volumes during the evening commute hour (4-6pm) along Oak Harbor's key streets and intersections. This tool provides a reasonable foundation for developing year 2036 forecasts, as the underlying land use assumptions have been updated to match the land use forecasts for the current Comprehensive Plan.

- **Estimate Land Use Growth in the City.** As a part of the Comprehensive Plan update, the City is planning for expected growth in housing units and employment over the next 20 years through 2036. Based on growth estimates from Island County and review by City staff, Oak Harbor is preparing for 1,600 new housing units and 2,000-3,000 new workers by 2036. The City then allocates the growth throughout Oak Harbor based on adopted zoning, observed development patterns, and other city policies.
- **Capture Regional Growth Patterns.** Other communities throughout the region are going through this very same process. Since travel does not stop at a jurisdiction's borders, it is important to capture how regional growth could influence travel patterns on Oak Harbor's streets.
- **Translating Land Uses into Trips.** The next step is evaluating how the City and regional growth assumptions described above translate into walking, biking, transit, and auto trips. The travel model represents the number of housing units and employees in spatial units called traffic analysis zones (TAZs). TAZs can be as small as a few street blocks to as large as an entire neighborhood. They provide a simplified means to represent trip making rather than modeling individual parcels. The travel model estimates trips generated from each TAZ (both inside and outside of the City) using established relationships between different land use types with trip making. These trips are then assigned onto the roadway network to estimate how much traffic would be on each street during the evening commute hour.

## CHAPTER 3: COMMUNITY AND STAKEHOLDER OUTREACH

Development of this Transportation Plan included extensive community outreach through workshops, committee meetings, and a public survey. The City held open public workshops in November 2015 and February 2016 to gain insight on how Oak Harbor citizens would like to prioritize transportation for the next 20 years. The City also provided opportunities for public input at many community events including Oak Harbor’s Farmers Market and Driftwood Day. In addition, the consultant team met frequently with City staff members, the Planning Commission, and City Council throughout the course of the planning effort.

### STAKEHOLDER INTERVIEWS: CURRENT SYSTEM

Stakeholder interviews were conducted to discuss different agencies’ perspectives on the Transportation Plan update, and to identify opportunities and challenges within Oak Harbor’s transportation network. Over the course of the project, the project team met with the following stakeholders:

- Island County
- Island Transit
- Whidbey Bicycle Club
- Oak Harbor Police Department
- Oak Harbor Fire Department
- Naval Air Station (NAS) Whidbey
- Oak Harbor School District
- Washington Department of Transportation
- Oak Harbor Parks and Recreation Department

A variety of responses relating to transportation were provided and feedback is summarized in **Table 3** and displayed in **Figure 10**.

**Table 3. Key Themes from Stakeholder Meetings**

Efficient and Connected Network	Safe Corridors	Downtown Traffic	NAS-Whidbey
<ul style="list-style-type: none"> <li>• Missing bicycle and pedestrian links on Fort Nugent Road, Whidbey Avenue, and other important nonmotorized activity corridors</li> <li>• Poor connections between local streets (e.g. dead ends, cul-de-sacs, misaligned roads, etc.) contribute to local traffic on SR 20</li> </ul>	<ul style="list-style-type: none"> <li>• Traffic calming needed on Whidbey Avenue and other high priority pedestrian corridors</li> <li>• Collision hotspots: Whidbey Avenue Corridor; Crescent Harbor Road and Regatta Drive; SR 20 and Midway Boulevard, Goldie Road, Barrington Drive</li> </ul>	<ul style="list-style-type: none"> <li>• Traffic backups along SR 20 corridor between Cabot Drive and Swanton Road</li> <li>• Traffic congestion on SE Pioneer Way</li> <li>• Challenges associated with connecting the network via Bayshore Drive</li> </ul>	<ul style="list-style-type: none"> <li>• Expected increase in local traffic due to future growth of 2,000-3,000 jobs</li> <li>• Difficult to serve Ault Field and Seaplane Base by transit</li> <li>• Traffic backups during shift changes and gate closures</li> </ul>

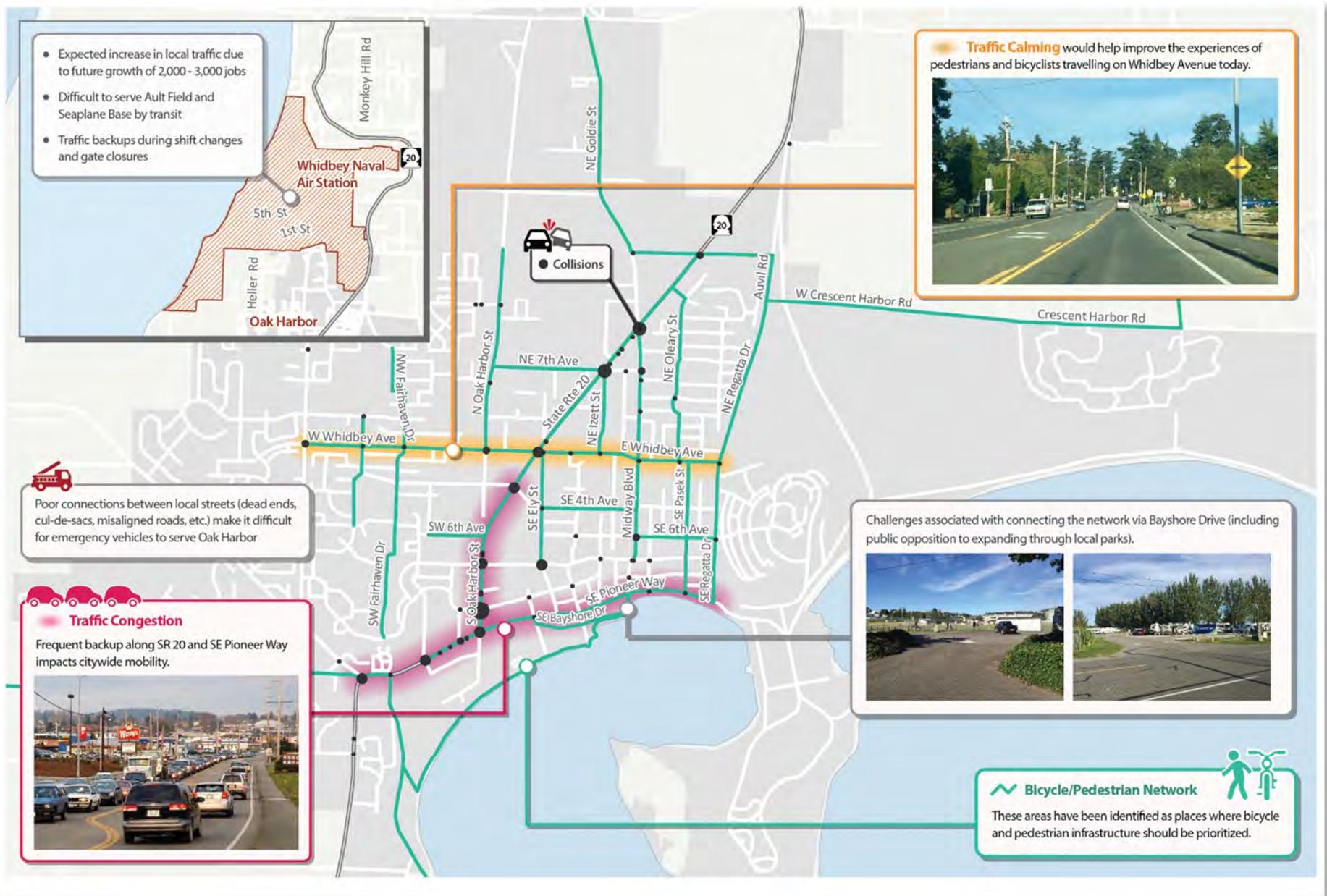


Public Workshop, February 3<sup>rd</sup> 2016



Public Workshop, February 3<sup>rd</sup> 2016

Figure 10. Key Themes Identified in Stakeholder Interviews



## PUBLIC WORKSHOPS & SURVEY: FUTURE NEEDS

Community input regarding the future of transportation in Oak Harbor was collected at two public workshops and through a survey available online and at community workshops and events. Over 100 responses were collected from the survey alone.

### SURVEY RESPONSES

Survey respondents were asked how they travel in the City; which modes they would like to see the City focus their efforts on; and how they envision Oak Harbor's future transportation system. The comments provided through the online survey and public workshops were compiled, reviewed, and analyzed. Overall, respondents showed a desire for multimodal investments to reduce congestion, enhance safety, and improve network connectivity.

The popularity of each mode of travel is shown in **Figure 11**. The modes that need the most attention in the future are identified in **Figure 12**.

### PUBLIC WORKSHOPS

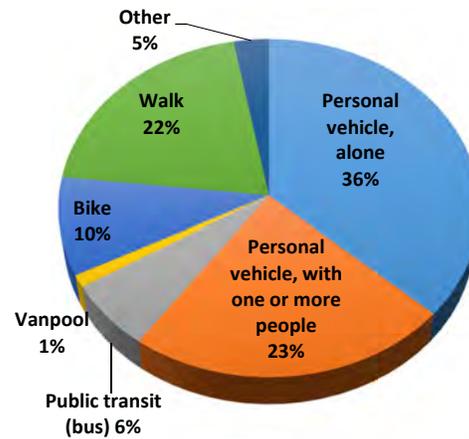
The purpose of the November 10<sup>th</sup> workshop was to share with the public why we are updating the plan and discuss Oak Harbor's existing transportation network and residents' travel behavior. The November workshop also provided an opportunity to gain public input on how residents envision Oak Harbor's future network and to identify areas of the City in need of transportation investments to improve safety and mobility.

The purpose of the February 3<sup>rd</sup> workshop was to share with the public how public input was incorporated into the draft plan from the November workshop, including drafting a 20 - year project list based on the public's shared thoughts on transportation priorities in Oak Harbor. At the workshop participants were given the opportunity to provide feedback on the proposed project list. To facilitate this process, each attendee of the workshop was given ten dots to cast their vote for projects that they felt were most needed.

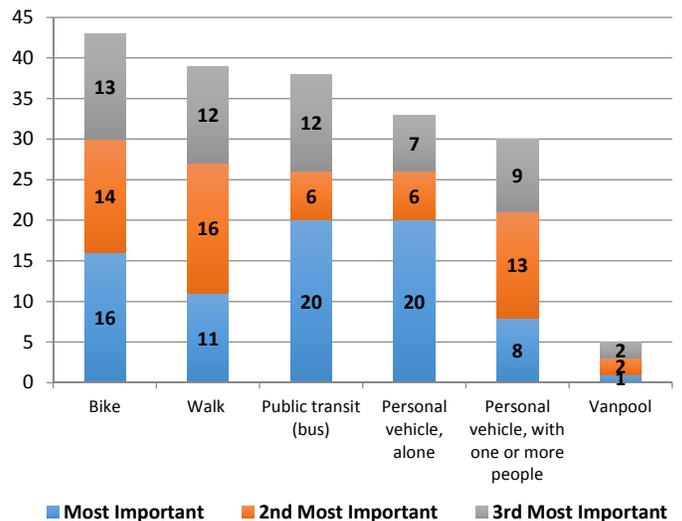
The top five projects identified as part of this process were:

1. NE 7th Avenue Roadway Reconstruction and Pedestrian Improvements
2. Midway Boulevard Road Diet
3. Fort Nugent Bike Lane
4. Midway Boulevard / Goldie Road Bike Lane
5. SW Heller Roadway Improvements

**Figure 11. How Oak Harbor Residents Travel Today (Survey Results)**



**Figure 12. Travel Modes that Need the Most Attention in the Future (Survey Results)**



## CHAPTER 4: TRANSPORTATION GOALS AND POLICIES

Oak Harbor has established six goals to accomplish its overall vision for transportation in the future. The goals establish overarching priorities that serve the vision of this Transportation Element while policies lay out specific actions. Together, the goals and policies lay the foundation for the remainder of this Plan, including the proposed project list and ongoing implementation of the Plan. The consolidated set of goals and policies is included in this chapter.

### GOAL 1 – SAFE FOR ALL USERS

- 1a. Strive to reduce traffic deaths and serious injuries in Oak Harbor to zero by 2030 as part of the State of Washington’s traffic safety efforts using education, enforcement, engineering, emergency medical services, and leadership / policy.
- 1b. Prioritize locations with a history of collisions or other identified safety issues when selecting transportation projects to implement.
- 1c. Keep roadways operating in safe condition by taking steps to secure roadway funding from a variety of sources to maintain, rehabilitate, or replace roadways.
- 1d. Design street improvements to enhance the safe and efficient movement of pedestrians and bicycle traffic. Incorporate traffic calming measures where appropriate.
- 1e. Design new streets and, when the opportunity arises, redesign streets in order to reduce lane widths to accommodate vehicles that use the street most frequently; rather than large vehicles that may use the street only occasionally.
- 1f. Coordinate with emergency response services to ensure adequate and timely access as the city builds out the transportation network.

### GOAL 2 – CONNECTED AND EFFICIENT

- 2a. Encourage the efficient movement of people and goods through an effective and interconnected transportation network that

includes: collector and arterial streets, trails, bike paths, public transit and other transportation facilities and is in balance with the land use and transportation requirements in the City of Oak Harbor.

- 2b. Provide for the efficient movement of people and goods on arterial streets through a balanced approach that only increases the automobile capacity of roadways when necessary.
- 2c. Work toward development of a multi-modal transportation system that achieves the following level of service metrics:
  - i. **Vehicular LOS** Maintain standards that promote growth where appropriate while preserving and maintaining the existing transportation system. Set LOS D as the standard for PM peak hour for allowable PM peak hour delay at intersections, with the exception of intersections along SR 20 within the City UGA, where LOS E operations will be considered acceptable during the PM peak period.
  - ii. **Pedestrian LOS-** Provide sidewalks, trails, and/or separated paths, as defined in Pedestrian Priority Network.
  - iii. **Bicycle LOS-** Provide bike lanes, separated paths, protected facilities, and bicycle boulevards, as defined in Bicycle Priority Network.
  - iv. **Transit LOS-** Partner with Island Transit and other transit operators to provide transit stop amenities and safe access to transit at major transit stops and park and ride facilities.
- 2d. Maintain concurrency between land development and installation of required transportation facilities, consistent with the Capital Improvement Plan.
- 2e. Facilitate efficient connections by encouraging street system design in a rectangular grid pattern with smaller block sizes, frequent interconnections, and clear wayfinding; strongly discourage cul-de-sacs or dead end streets.

- 2f. Coordinate all modes of transportation to enhance effectiveness and efficiency. Promote a transportation network, including non-motorized modes, that allows for convenient access to major destinations within the City of Oak Harbor.

**GOAL 3 – MULTIMODAL, OFFERING USER FRIENDLY TRANSPORTATION OPTIONS**

- 3a. Coordinate with private transportation providers to boost the effectiveness of public transportation providers.
- 3b. Coordinate with Island Transit to identify locations for future transit infrastructure and improvements that will more effectively serve the developing areas of Oak Harbor, such as bus stops, bus pullouts, bus stop shelters, and park-and-ride facilities.
- 3c. Provide incentives for the use of car and van pools through City development standards that support providing park-and-ride lots, designated car pool parking spaces, van pool pick up areas, and other supportive amenities.
- 3d. Participate and support in the planning for long-term sustainability of air and water transportation and facilities.
- 3e. Develop a bicycle priority network for the City of Oak Harbor and the UGA that promotes bicycling as an efficient choice for transportation and recreation. The priority network shall include but not be limited to the following: future on-street bicycle facilities, multi-use paths, and bike rack locations, using context-sensitive designs for bicycle facilities on the different roadway classifications and intersections.
- 3f. Enhance and beautify the Waterfront Trail, from Scenic Heights to Maylor Point, with widening, scenic viewpoints, historical signage and art.
- 3g. Develop and construct a pedestrian priority network for all streets and highways that interconnects with other modes of transportation and prioritizes streets used frequently by school children, senior citizens, people with disabilities, and streets in heavily congested areas. Use the Safe Routes to

School program as a model for identifying locations for these facilities.

- 3h. Maintain a pedestrian-oriented atmosphere in the Old Town District (Downtown).

**GOAL 4 – FINANCIALLY AND ENVIRONMENTALLY SUSTAINABLE**

- 4a. Reduce the vehicular demand on roadways as a method of deferring or negating the need for capacity improvements.
- 4b. Integrate Transportation Demand Management goals with the development review process such that they become a part of any traffic impact assessment and mitigation program.
- 4c. Prioritize roadway preservation projects, review potential roadway preservation funding programs and consider the long term maintenance costs of new transportation capacity projects.
- 4d. Prioritize projects on the City of Oak Harbor Capital Improvement Plan (CIP) by evaluating and ranking them, taking into account their costs and benefits, to ensure effective investment of city funds.
- 4e. Maintain an Impact Fee Program that determines the proportionate share of infrastructure improvement costs to be assessed to new and redevelopment projects. Require proportionate funding of required transportation improvements by property owners and by developers whose developments impact the streets.
- 4f. Evaluate potential federal, state, and other funding (grants and loans) programs that may be compatible with prioritized transportation projects.
- 4g. Coordinate with state and regional agencies to obtain funding for identified improvements for SR-20 within the UGA.
- 4h. Promote property owners to finance neighborhood street improvements, for example through local improvement districts (LIDs).

- 4i. Protect air quality by improving the operating efficiency of the overall transportation system and boosting the non-single occupant vehicle mode share in Oak Harbor.
- 4j. Consider the potential of using roundabouts in lieu of installing new signalized intersections or reconstructing existing signalized intersections.
- 4k. Protect and/or mitigate the preservation of natural vegetation in transportation rights-of-way, particularly regarding the City's trademark Garry Oak trees, in the construction and repair of streets.
- 4l. Protect and/or mitigate environmentally sensitive areas and resource lands when maintaining existing streets and planning for future ones (See Environmental Element.)

#### GOAL 5 – COMPLEMENTARY OF THE CITY'S LAND USE VISION AND OTHER ADOPTED PLANS

- 5a. Locate and design transportation facilities to meet the demands of existing and projected land uses as provided for in the Comprehensive Plan, including the growth anticipated within the Oak Harbor UGA.
- 5b. Implement transportation improvements that respect the community's residential character, natural features, and quality of life.
- 5c. Manage the supply of parking to ensure it serves the community's needs and maintains a positive aesthetic.
- 5d. Support the use of public transit, walking, and bicycling through development regulations and design guidelines that create infrastructure, land use patterns, and developments that are conducive to these modes. Require public transit opportunities for new and re-developed projects. Maintain an emphasis on a bicycle and pedestrian oriented atmosphere during development review.

#### GOAL 6 – INTEGRATED WITH THE REGIONAL TRANSPORTATION NETWORK TO ADDRESS A DIVERSE RANGE OF TRANSPORTATION INTERESTS

- 6a. Ensure efficient management of all transportation resources through cooperation in planning and project development with Federal, State, regional, and local jurisdictions. Work with Island County to continue consistency and interconnectedness in Oak Harbor's Unincorporated UGA.
- 6b. Coordinate planning for transportation improvements and projects with other agencies in order to reduce costs, minimize environmental impacts, reduce duplication of services, and minimize disruption to the general public.
- 6c. Work with adjacent jurisdictions and transportation agencies to identify necessary improvements to the regional roadway system to ensure adequate regional access to and from the City of Oak Harbor.
- 6d. Coordinate with the Washington State Department of Transportation (WSDOT) on capacity improvements, access management and safety issues for SR 20.
- 6e. Continue to encourage the implementation of transportation demand management (TDM) strategies through coordination with WSDOT, Island County, and Island Transit.

## CHAPTER 5: TRANSPORTATION VISION

Oak Harbor envisions a future transportation system that serves all users and modes of travel by offering a safe and robust network of walkways, bicycle facilities, intersections, and roadways. This transportation system is well-linked with the built environment, since the way people travel is greatly influenced by the key destinations where people live, work, play, shop, and recreate.

This chapter describes Oak Harbor's vision for its future transportation network and the infrastructure improvements that will get the City there.

As identified in this plan, most of the improvements are focused on the development of a 'layered' transportation network, which focuses on providing complete accommodation for all modes of travel. While some of the roadway improvements identified in this Transportation Plan needed to meet the City's vehicular level of service (LOS) standard, most of the future improvements focus on providing safer and more complete facilities for walking, bicycling, and riding transit in order to improve access and mobility for all road users.

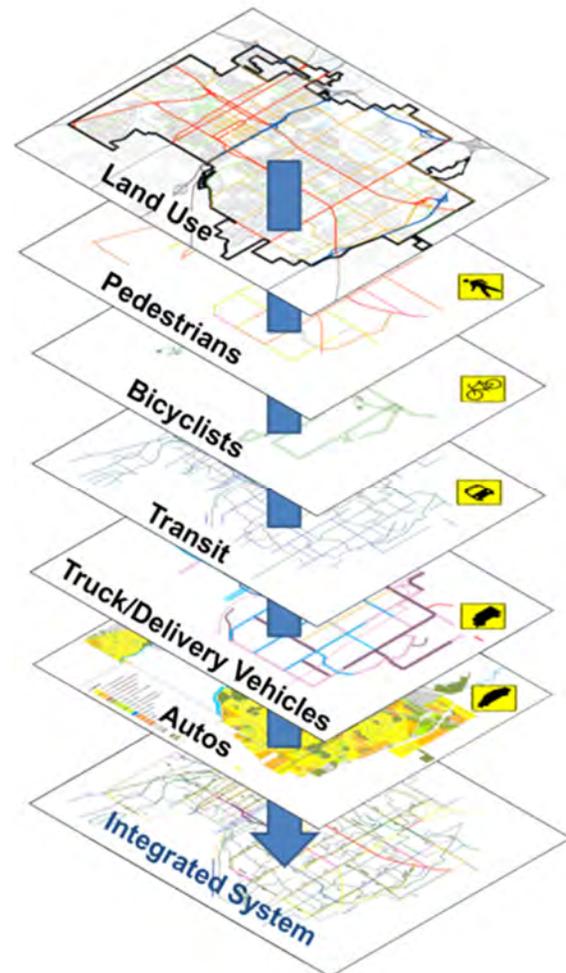
### INTRODUCTION TO THE LAYERED NETWORK

It can be a challenge for a single roadway to meet the demands and expectations of all modes at any given time. This is also generally not desirable from a user or a planning perspective.

In response to this challenge, the City of Oak Harbor has adopted a layered network approach that focuses on how the City's transportation network can function as a system to meet the needs of all users. In such a system, different facilities are identified for different travel needs to ensure that everyone has complete accommodation throughout the overall network. **Figure 13** illustrates the concept of a layered network.

The City will implement this layered network through a system of modal networks that define each street's user priorities and associated infrastructure needs.

Figure 13. Layered Network



### MODAL NETWORKS

Streets in Oak Harbor serve different travel purposes, and the modal networks therefore prioritize a different balance of users on each corridor. Determining how the entire transportation network fits together in Oak Harbor requires identifying desirable streets for each mode, combining them to locate overlaps, and then identifying infrastructure enhancements to ensure safe and complete facilities for all modes. The following sections review the priority networks for each mode and establish their level of service standards.

## WALKING

Walking is the most fundamental transportation mode of all, and effective pedestrian facilities enable community building and social equity. While Oak Harbor’s local streets tend not to need fully separate sidewalks or paths due to their low traffic volumes and slow speeds, the City’s arterials and commercial collectors do warrant dedicated pedestrian infrastructure. Dense areas with commercial land uses and streets that serve schools, parks, and churches are particularly important as they support more pedestrians and may have a larger portion of vulnerable users than other streets. Measures such as increased separation from moving vehicles, marked crosswalks, bulb-out curbing, and sidewalks at crossings.

**Figure 14** highlights the *Pedestrian Priority Network*, which specifies where pedestrian infrastructure should be provided in the long term. Sidewalks on the *Pedestrian Priority Network* should provide both comfort and safe travel space whenever possible and should be buffered where speed limits exceed 25 MPH.

Building on the *Pedestrian Priority Network*,

**Table 4** establishes guidance in terms of the level of accommodation that the City wishes to provide for pedestrians around the City. The highest level of accommodation for walking, indicated in the green row, would provide buffered walkways or facilities in the *Pedestrian Priority Network*. The yellow level of accommodation would make strong progress in building out the *Pedestrian Priority Network* by filling sidewalk gaps to ensure that a sidewalk is provided on at least one side of the street. Incomplete or missing pedestrian facilities would fall into the red category and not satisfy the City’s goals for accommodating pedestrians.

**Table 4: Pedestrian Accommodation Descriptions**

Within Pedestrian Priority Network	
	Pedestrian facility* where indicated in Pedestrian Priority Network, with a buffer
	Pedestrian facility* provided on one side of the street
	No pedestrian facility

## BICYCLING

Oak Harbor already sees some bicycling along the Waterfront Trail, which connects to the Freund Marsh Trail on its western end. The City also has shared-use path on Regatta Drive and Fairhaven Drive, and a bike lane on a portion of Heller Street. Connecting to these routes from other areas of the City can be challenging, however, due to the lack of bicycle infrastructure. Key mobility corridors for bicyclists, such as Pioneer Way, Whidbey Avenue, and Midway Boulevard would be best served with on-street bike lanes, while bike boulevards and shared use paths would suffice on quieter streets.

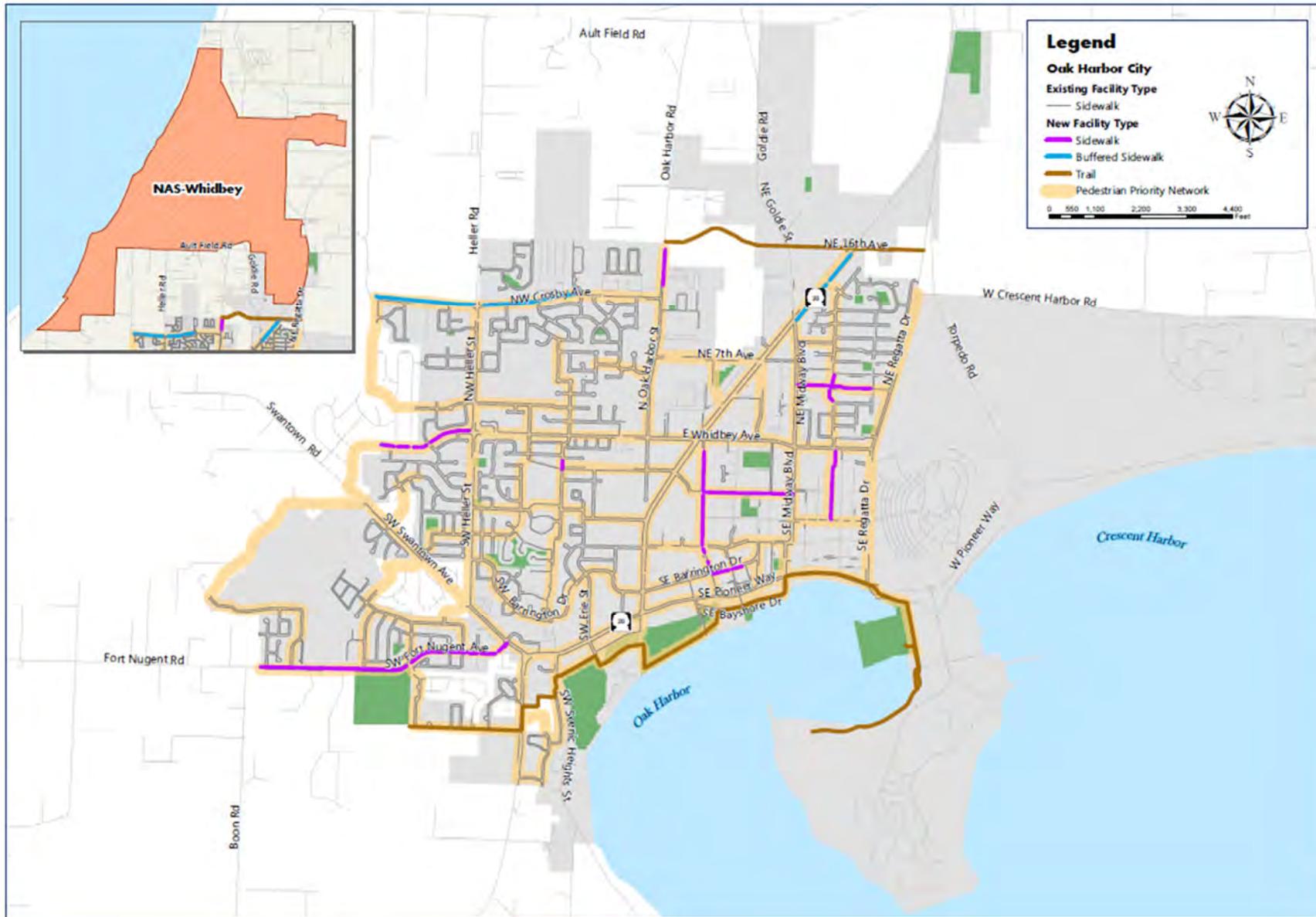
**Figure 15** highlights the *Bicycle Priority Network*, which specifies where bicycle infrastructure should be provided in the long term

The City of Oak Harbor can strive for the green level of accommodation for bicycling by installing the bicycle facilities depicted in the *Bicycle Priority Network* or a facility that offers more separation from vehicle traffic. At a minimum, the City should make meaningful progress toward constructing this network by building some initial north-south and east-west spines, as depicted in the yellow level of accommodation projects. Incomplete or missing bicycle facilities do not meet the City’s desired level of accommodation for bicycling, would fall into the red category as described in **Table 5** below.

**Table 5: Bicycle Accommodation Descriptions**

Within Bicycle Priority Network	
	Provides minimum treatment* recommendation, as shown within Bicycle Priority Network
	Provides a lower-level facility* than recommended in the Bicycle Priority Network
	No bicycle facility

Figure 14. Pedestrian Priority Network



**Pedestrian Priority Network**



**TRANSIT**

Transit operations are out of the City’s direct control, but Oak Harbor can still aim to create an environment that is welcoming to transit. The *Transit Priority Network* identifies the corridors where the City should focus its efforts in **Figure 16**. In addition to the treatments specified on the map, the City can boost transit use by offering:

- Street lighting
- Pedestrian and bicycle facilities for connecting to transit stops
- Real time arrival information

Oak Harbor’s level of transit accommodation is defined based on the amenities discussed below.

The City can reach the highest level of accommodation (green) by providing the level of transit-supportive amenities such as benches, shelters, garbage cans, and lighting, in addition to providing amenities that support pedestrian access such as sidewalks, and marked crosswalks at all stops.

As a minimum target, the City can strive to provide the transit stop amenities depicted in yellow in **Table 6** as well as pedestrian access improvements, such as sidewalks, and marked crosswalks near stops where feasible.



Island Transit Harbor Station, Oak Harbor



Island Transit Harbor Station, Oak Harbor

**Table 6. Transit Accommodations – Stop Amenities and Pedestrian Access**

	Transit Stop Amenities	Pedestrian Access
	Provide high quality stop amenities (benches, shelters, garbage cans, lighting)	Sidewalks and marked crosswalks serving all stops
	Provide some transit stop amenities	Sidewalks and marked crosswalks serving stops where feasible
	No amenities	General lack of sidewalks and marked crosswalks



## FREIGHT AND AUTO

Most trips in Oak Harbor occur along its street network, which serves as the backbone for accessing homes, jobs, and other destinations. Many of these streets are local streets, however, and do not see significant traffic volumes throughout the day. Similarly, goods movement and delivery vehicles use some corridors frequently while other streets see only the occasional local delivery.

**Figure 3** (page 12) calls out the functional classification of each of Oak Harbor's streets, in terms of whether it is an arterial, collector, or local street. These classes indicate the level of priority of each street for automobiles, specifically in terms of facilitating vehicle and freight mobility as well as other modes. The figure also shows potential future street extensions, which may be completed over time as development occurs.

**Figure 6** (page 18) specifies the WSDOT freight classification of Oak Harbor's major streets that support goods movement. These classifications indicate the annual weight of goods that travel a corridor, whether via large trailer loads or smaller delivery vehicles. The functional classification and freight class of a street should guide future investments in streetscape to ensure that streets can carry appropriate freight loads.

Oak Harbor will maintain its current LOS D standard for allowable PM peak hour delay at intersections in most locations, with the exception of intersections along SR 20 within the City and UGA, where LOS E operations will be considered acceptable during the PM peak period in recognition of the need to balance driver experience with other considerations, such as regional travel, cost, right of way, and other modes. This plan also provides an exception for the LOS E operations measured at the intersection of Whidbey Avenue and Fairhaven Drive, since the higher delays would only be experienced by a relatively small number of left-turning vehicles during a short period of the day.

**Appendix A** of this element summarizes existing and future forecast delay at intersections in the City. The capital list provided in the next chapter includes future roadway projects that would maintain the City's LOS standard through 2036.



SE 6<sup>th</sup> Avenue, Oak Harbor



State Route 20, Oak Harbor



NE 7<sup>th</sup> Avenue, Oak Harbor

## CHAPTER 6: CAPITAL PLANS

This chapter presents the capital program that forms the basis of this Transportation Plan. Collectively, this program adds up to \$7 million in transportation improvements to be constructed over the next twenty years as seen in **Table 7**.

The components of the transportation program include \$2.3 million in maintenance, operations and roadway rehabilitation. Maintaining Oak Harbor’s transportation system is important for sustaining the quality and safety of roadways. The program also includes full reconstruction of NE 7<sup>th</sup> Avenue between N Oak Harbor Street and SR 20.

Funding to support this program will come from a number of sources including Oak Harbor’s general funds, gas taxes, property taxes, impact fees, as well as federal and state grants. Since the City’s ability to attract outside funding sources is unknown, this project list may reach beyond 20 year time horizon.

The program was developed to create a transportation system that realizes Oak Harbor’s goal: to provide a safe, balanced, and efficient multi-modal transportation system that is consistent with the City’s overall vision and adequately serves anticipated growth. This vision is guided by the transportation goals outlined in this Plan:

- Goal 1:** Safe for all users
- Goal 2:** Connected and efficient.
- Goal 3:** Multimodal offering user friendly transportation options.
- Goal 4:** Financially and environmentally sustainable.
- Goal 5:** Complementary of the City’s land use vision and other adopted plans.
- Goal 6:** Integrated with the regional transportation network to address a diverse range of transportation interests.

With these goals in mind, as well as completing the layered networks described in the previous chapter, the project list was developed. **Table 7** describes the recommended projects, which represent a balance of safety, maintenance, and operational improvements for all modes. These projects provide a starting point for the City in developing its financially constrained Six-Year Capital Improvement Plan, which is updated annually and is developed based on knowledge related to project feasibility and funding availability.

**Table 7. Twenty Year Transportation Program\***

<i>Investment</i>	<i>Description</i>	<i>Planning Level Cost</i>
Pavement Maintenance	<ul style="list-style-type: none"> <li>• Annual pavement maintenance and overlay program</li> </ul>	\$2.3M
NE 7th Avenue Roadway and Pedestrian Improvements	<ul style="list-style-type: none"> <li>• Full reconstruction of the roadway</li> <li>• Construction of the missing sidewalks on the north side of road and multiuse path on the south side of the road</li> </ul>	\$4.7M
<b>Total</b>		<b>\$7M</b>

\*All of the recommended transportation projects in Table 7 will require further analysis prior to actual construction

While the scope of the 20 year project list exceeds revenues from exclusively city sources over the next few decades, it has been sized to fit within reasonable assumptions for grants and other outside funding sources. Additional projects that were identified as part of the planning process that did not fit within the financially constrained 20 year project list but would further support the development of Oak Harbor’s transportation network are described in **Table 8** and **Table 9** and displayed in **Figures 17-19**.

The additional projects are divided into two categories, Tier 1 and Tier 2. The categories are defined based on how well each project scored (see **Appendix E**) and were received by City staff, City Council, Planning Commission, and the public. Tier 1 projects are those that meet multiple criteria in terms of effectiveness, benefit to the community, and ability to be implemented.

**Table 8. Twenty Year Contingency Project List Tier 1**

<i>Project Number</i>	<i>Project Name</i>	<i>Project Description</i>	<i>Planning Level Cost</i>
<b>Roadway and Intersection Improvement Projects</b>			
T1-1	<b>Midway Boulevard Road Diet and Roadway Reconstruction</b>	Convert existing four-lane undivided roadway segment between Pioneer Way and NE 7th Avenue to a three-lane segment consisting of two through lanes and a center two-way left-turn lane. This project includes sidewalk improvements such as bulbouts, curb ramps and RRFBs, as well as bike lane.	\$10.1M
T1-2	<b>Whidbey Avenue Roadway Reconstruction</b>	Reconstruct Whidbey Avenue between Heller Street and Regatta Drive. This project includes curb, gutter, drainage, transit and nonmotorized improvements (sidewalk maintenance and bike lanes).	\$10.2M
T1-3	<b>Whidbey Road Diet between N Oak Harbor Street and SR 20</b>	Convert existing five-lane undivided roadway segment between N Oak Harbor Street and SR 20 to a three-lane segment consisting of two through lanes and a center two-way left-turn lane. This project will allow for improved bicycle and pedestrian conditions (sidewalk maintenance and bike lanes) while continuing to offer sufficient capacity to provide for vehicle mobility.	\$375K
<b>Pedestrian Priority Network Projects</b>			
T1-4	<b>Whidbey Avenue Pedestrian Refuge Islands at Fairhaven Drive and Jib Street</b>	Construct pedestrian refuge islands at the intersections of Whidbey Avenue and Fairhaven Drive and Whidbey Avenue and Jib Street.	\$140K
T1-5	<b>SW Fort Nugent Avenue Sidewalks</b>	Complete sidewalk network near Fireside Development and Fort Nugent Park (both sides of the roadway).	\$788K
T1-6	<b>SR 20 Sidewalks</b>	Construct buffered sidewalks on SR 20 between Goldie Road and NE 16th Ave/ W Cemetery Road.	\$500K
T1-7	<b>Fairhaven Sidewalks</b>	Complete sidewalk connection between SW 3rd Avenue and SW 2nd Avenue.	\$78K
T1-8	<b>Freund Marsh Trail Improvements</b>	Complete Freund Marsh Trail as planned, including links to neighborhoods and walkable beaches.	\$156K
<b>Bicycle Priority Network Projects</b>			
T1-9	<b>SW Fort Nugent Avenue Bike Lane</b>	Add bike lane on Fort Nugent Road between Swantown Avenue and the City Limits.	\$154K
T1-10	<b>Midway Boulevard/ Goldie Road Bike Lane</b>	Add bike lane on Goldie Road between NE 7 <sup>th</sup> Ave and Ault Field Road.	\$180K
T1-11	<b>Barrington Drive Bike Lane</b>	Add bike lane on Barrington Drive between Fairhaven Drive and SE Ireland Street.	\$154K
T1-12	<b>Citywide Wayfinding Program</b>	Implement a Citywide Wayfinding Program to provide a clear visual language that can be universally understood and that will encourage walking, biking, and transit usage.	\$200K
<b>Total</b>			<b>\$23.0M</b>

\*All of the recommended transportation projects in Table 8 will require further analysis prior to actual construction

**Table 9. Twenty Year Contingency Project List Tier 2**

<i>Project Number</i>	<i>Project Name</i>	<i>Project Description</i>	<i>Planning Level Cost</i>
<b>Roadway and Intersection Improvement Projects</b>			
T2-1	<b>SW Heller Roadway Reconstruction</b>	Roadway improvements between SW Swantown Avenue to W Whidbey Avenue. Project includes overlay, curb and gutter improvement, sidewalk, bike lane, and transit improvements.	\$9.7M
T2-2	<b>NW Heller Roadway Reconstruction</b>	Roadway improvements between Whidbey Avenue to NW Crosby Avenue. Project includes overlay for maintenance, restriping, curb ramps, as well as sidewalk improvements and bike lanes.	\$7M
T2-3	<b>Regatta Drive Roadway Reconstruction</b>	Roadway improvements between Pioneer Way to Crescent Harbor Road. Project includes overlay, curb and gutter improvement, as well as sidewalk improvements and bike lanes.	\$10.1M
T2-4	<b>SE 4th Avenue Roadway Improvements</b>	Reconstruct SE 4th Avenue between SE Ely Street to SE Midway Boulevard. Replace existing water and storm drainage facilities, and add sidewalks near Oak Harbor Elementary School.	\$1.8M
T2-5	<b>Pioneer Way Road Diet between Beeksma Drive to SE City Beach Street</b>	Convert existing four-lane undivided roadway segment between Beeksma Drive and SE City Beach Street to a three-lane segment consisting of two through lanes and a center two-way left-turn lane. This project includes adding a bike lane between Beeksma Drive to SE City Beach Street.	\$118K
T2-6	<b>W. Pioneer &amp; City Beach Intersection Improvement</b>	Reconfigure the intersection of W Pioneer Way and SE City Beach. This project could include signage, a raised intersection or roundabout treatment.	\$200K
T2-7	<b>Oak Harbor at Crosby Avenue Intersection Improvement</b>	Add a RRFB, restripe, and add signage at the intersection of N Oak Harbor Street and Crosby Road.	\$57K
T2-8	<b>Midway Boulevard at Whidbey Avenue Intersection Improvement</b>	Signal modification at all four corners.	\$890K
T2-9	<b>N Oak Harbor Street at NE 7th Ave Intersection Improvement</b>	Add a RRFB, restripe, and add signage at the intersection of N Oak Harbor Street and NE 7th Avenue.	\$40K
<b>Pedestrian Priority Network Projects</b>			
T2-10	<b>Loerland Drive Sidewalks</b>	Add sidewalks on Loerland Drive between SW Heller Street and Swantown Road.	\$588K
T2-11	<b>NE 5th Avenue Sidewalks</b>	Add sidewalks on NE 5th Avenue between NE Midway Boulevard to NE Ronhaar Street.	\$513K
T2-12	<b>SE Barrington Drive Sidewalks</b>	Add sidewalks on Barrington Drive between Ely Street to Hathaway Street.	\$195K
T2-13	<b>SE Ely Street Sidewalks</b>	Add sidewalks on Ely Street between Barrington Drive to Whidbey Avenue.	\$764K
T2-14	<b>Crosby Avenue Sidewalks</b>	Add buffered sidewalks on NW Elwha Street to Airline Way.	\$1.3M
T2-15	<b>Oleary Street Sidewalks</b>	Add sidewalks on SE Oleary Street between SE 6th Avenue and Whidbey Avenue, and NE Oleary between NE 4th Avenue and NE 6th Avenue.	\$663K
T2-16	<b>N Oak Harbor Street Sidewalks</b>	Add sidewalks on N Oak Harbor Street between Crosby Avenue and City Limits.	\$260K
T2-17	<b>SE 4th Avenue Sidewalks</b>	Add sidewalks SE Ely Street to SE Midway Boulevard	\$470K
<b>Bicycle Priority Network Projects</b>			
T2-18	<b>Pioneer Way Bike Lane</b>	Add bike lane/sharrow on Pioneer Way between SE City Beach Street and Regatta Drive.	\$186K
T2-19	<b>N Oak Harbor Street Sharrows</b>	Add sharrows on N Oak Harbor Street between Whidbey Avenue and Crosby Avenue.	\$2K
T2-20	<b>SW Erie Road Bike Lane</b>	Add bike lane on SW Erie Road between Barrington Drive to Pioneer Way.	\$38K

<b>Project Number</b>	<b>Project Name</b>	<b>Project Description</b>	<b>Planning Level Cost</b>
T2-21	<b>Crosby Avenue Bike Lane</b>	Add bike lane on Crosby Road between Airline Way and N Oak Harbor Street.	\$172K
T2-22	<b>SE 8th Avenue Sharrows</b>	Add sharrows on SE 8th Avenue between Midway Boulevard to Barrington Drive.	\$3K
T2-23	<b>Swantown Avenue Bike Lane</b>	Add bike lane on Swantown Avenue between Pioneer Way to Loerland Road.	\$143K
T2-24	<b>SW 3rd, SE 4th Avenue Sharrow</b>	Add sharrows on SW 3rd/SE 4th Avenue between Fairhaven Drive and Midway Boulevard.	\$4K
T2-25	<b>Ely Road Sharrows</b>	Add sharrows on Ely Road between Pioneer Way and Whidbey Avenue.	\$2K
T2-26	<b>Scenic Heights Area Sharrows</b>	Add sharrows on SW Scenic Heights between Waterloo Road and Pioneer Way and Capital Street between SR 20 and Pioneer Way.	\$6K
T2-27	<b>Loerland Drive Bike Lane</b>	Add sharrows on Loerland Drive between Swantown Avenue and Heller Street.	\$98K
T2-28	<b>SE Pasek/Oleary Sharrows</b>	Add sharrows on SE Pasek/Oleary Road between Pioneer Way to SR 20.	\$5K
T2-29	<b>NE 16th Avenue Sharrows</b>	Add sharrows on NE 16th Avenue between Goldie Road and Regatta Drive.	\$2K
T2-30	<b>Fort Nugent Area Sharrows</b>	Add sharrows on: SW Fairway Point Drive between Fort Nugent Avenue and Swantown Avenue; SW Victory Street between Fort Nugent Avenue and Heller Street; SW Rosario Place between Fort Nugent Avenue and SW 24th Avenue; SW 24th Avenue between SW Rosario Place and SR20 .	\$12K
T2-31	<b>Cathlamet Drive Sharrow</b>	Add sharrows on Cathlamet Drive between N Oak Harbor Street and Crosby Avenue.	\$2K
	<b>Total</b>		<b>\$35.4M</b>

\*All of the recommended transportation projects in Table 9 will require further analysis prior to actual construction

Figure 17. Twenty Year Roadway Projects (20 Year Program, Tier 1 and Tier 2)

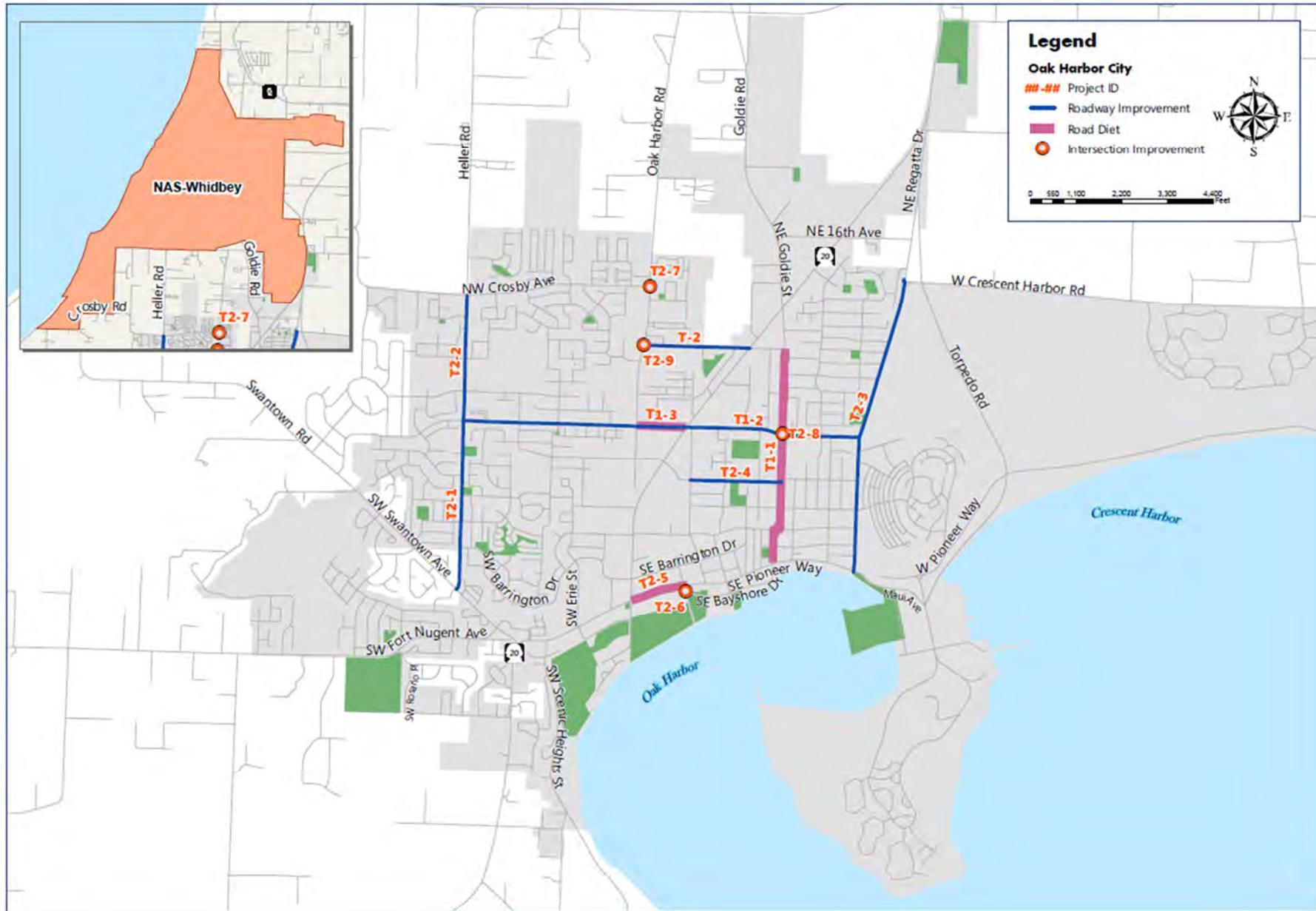
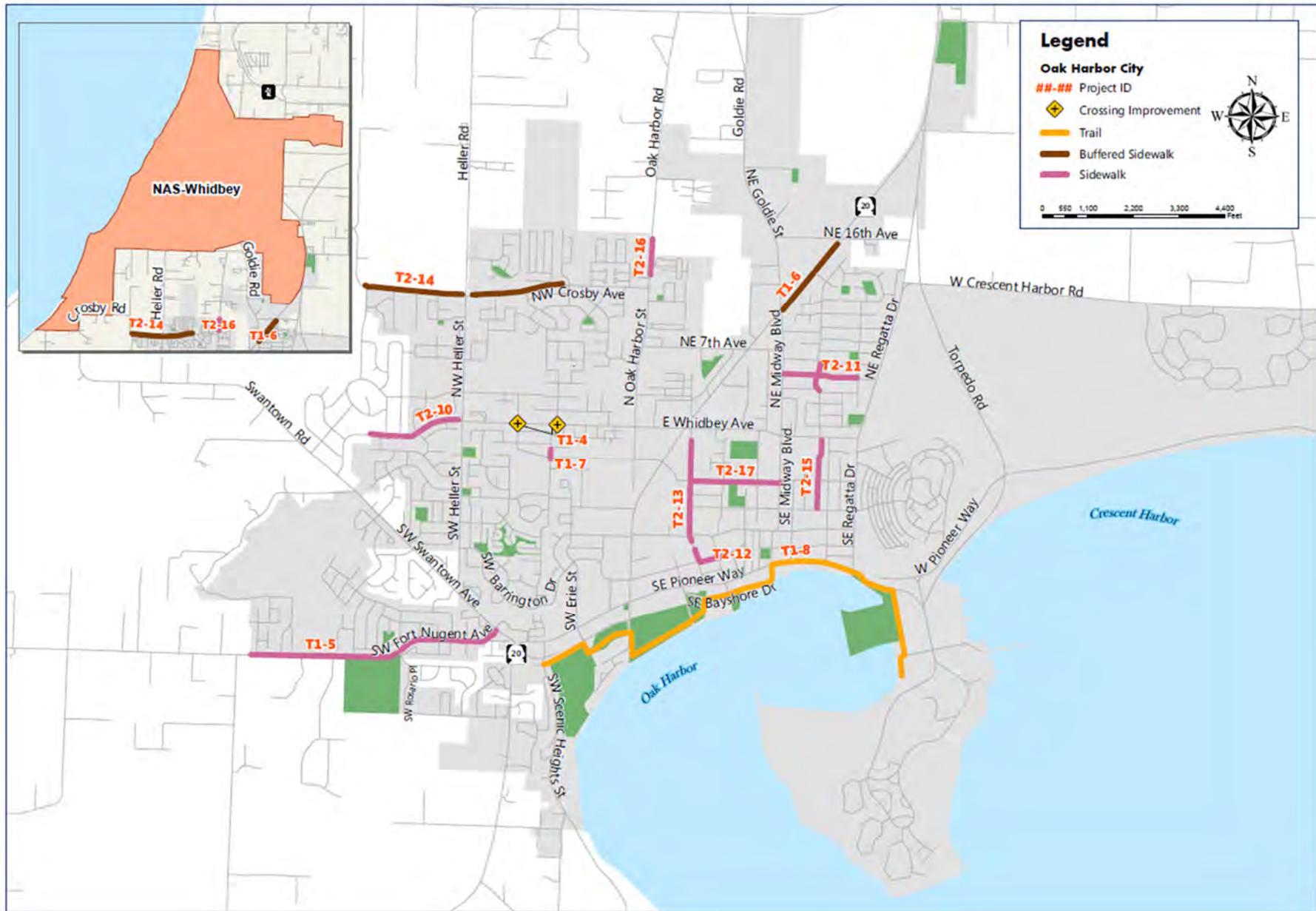


Figure 18. Twenty Year Pedestrian Projects (Tier 1 and Tier 2)



Pedestrian Projects





## REGIONAL COLLABORATION

As stated earlier, the City's top priority in this plan is effective coordination with regional players to ensure that the local and regional transportation systems complement one another. A key element of this will be partnering with neighboring cities, Island County, WSDOT, and Island Transit to ensure regional travel patterns do not impact quality of life in Oak Harbor.

## ROADWAY FACILITIES

There are projects outside of Oak Harbor's purview that will also affect travel in and around the City. One of the biggest projects that will impact travel in Oak Harbor is the completion of six roundabouts on SR 20 (see **Appendix D**). As of June 2015, this project is funded through Washington Legislative Evaluation and Accountability Program Committee (LEAP) Highway Improvements Program. Completion of this roadway is projected to improve safety and mobility within Oak Harbor.

Another key project that that will influence mobility in Oak Harbor is Island County's planned improvement to the Swantown Avenue/Heller Street/Fireside Lane intersection. The considered improvements include a signal or a roundabout and either would provide for acceptable operations through 2036.

As part of this planning process, several transportation projects were identified through stakeholder meetings, public workshops, and project development that fall outside Oak Harbor's city limits and local authority including:

- Pedestrian crossing improvement at SW 24<sup>th</sup> Avenue and SR 20
- Sidewalk improvements on Swantown Ave, Thornberry Drive, Capital Street, Airline Way
- Bicycle improvements on Airline Way and Crescent Harbor Drive
- Intersection improvements on SR 20 and NE 7<sup>th</sup> Avenue, SR 20 and Pioneer Way, and SR 20 and Barrington Drive
- Improved multimodal access to NAS Whidbey via Island Transit
- W Crescent Harbor Road and NE Regatta Drive intersection improvements

## TRANSIT FACILITIES

On the transit side, Island Transit is working to improve transit service and facilities within the City of Oak Harbor. Island Transit has several goals for their future specific to Oak Harbor including:

- Restoring the Harbor Station
- Improving traffic congestion around Harbor Station through better signage, lower speed limits, and/or a 3 way stop near the station
- Reinstatement of Saturday service
- Reinstatement of Oak Harbor City Shuttles
- Reinstatement of Route 6 between Oak Harbor/Coupeville Ferry Terminal
- Continuation of Route 411W services

This Plan will support Island Transit's goals through bicycle and pedestrian access improvements.



Island Transit Paratransit, Pioneer Way

## CHAPTER 7: IMPLEMENTING THE TRANSPORTATION PLAN

The recommended projects and programs of the Transportation Plan were identified in the previous chapter based on their consistency with overall goals of this Plan and the anticipated revenues over the next 20 years. Implementing the Transportation Plan will require close coordination among the City departments, citizens, businesses, and other agencies within the region.

In order to guide the City's implementation of the plan, priority should be assigned to assist in assembling an updated six-year Capital Improvement Program (CIP), working toward the 2036 planning horizon. This chapter summarizes the recommended plan, likely revenue sources, and documents the criteria used to prioritize projects.

The Transportation Plan is a living document and serves as the blueprint for transportation in Oak Harbor over the next several years. Realistically, the plan is most useful over the next five years, at which point it should be updated. Several implementation steps should be initiated over the next couple of years to determine if changes are needed, or to reaffirm a particular strategy.

### OVERVIEW OF COSTS AND REVENUES

A key GMA planning requirement is the concept of fiscal restraint in transportation planning. A fiscally constrained Transportation Plan must first allow for operation and maintenance of existing facilities, and then capital improvements. To introduce fiscal constraint into the plan, an inventory of revenues and costs was undertaken to identify funds that are likely to be available for capital construction and operations.

The proposed Transportation Plan for the City of Oak Harbor contains approximately \$7 million worth in transportation investments over the next 20 years. The Transportation Plan focuses on capital projects that will complete the layered network plan, as well as ongoing pavement maintenance to ensure that the roadway network is kept in good condition.

**Table 10** summarizes how this overall investment would be broken down by transportation improvement category and by prioritization category.

**Table 10: Costs of Oak Harbor Transportation Plan (20+ years)**

<i>Project Needs</i>	<i>Description</i>	<i>20 Year Program</i>	<i>Total Cost</i>	
			<i>Tier 1</i>	<i>Tier 2</i>
Auto/Freight Priority Projects	Traffic signals, intersection improvements, multimodal roadway improvements	\$4.7M	\$20.7M	\$29.9M
Pedestrian Projects	Sidewalks, crossings	\$0	\$1.6M	\$4.8M
Bicycle Projects	Bike lanes, sharrows, trails	\$0	\$688K	\$675K
Pavement Maintenance	Overlay and pavement repair	\$2.3M	\$0	\$0
	<b>Total</b>	<b>\$ 7M</b>	<b>\$ 23.0M</b>	<b>\$ 35.4M</b>

\*Costs denoted in millions

It is worthwhile to note that the City of Oak Harbor anticipates to generate approximately \$350,000 annually for transportation capital projects. Revenues include those from outside sources and grants, general city funds, impact fees, and gas tax receipts. If the city were able to maintain this level of revenue, the City could afford around \$7 million in transportation projects over the next 20 years.

The project list included in the previous chapter includes \$7 million in transportation investments, including ongoing system maintenance, in recognition that the City will be awarded grants over the duration of the plan. In addition, the inclusion of Tier 1 and Tier 2 transportation projects within the Plan acknowledges that should supplementary funding become available, projects that would further support the development of the transportation network have been identified and prioritized as part of this planning process.

## FUNDING APPROACH

The comparison of revenues to costs indicates that the city will need to carefully prioritize its projects, since not all of the transportation needs may be affordable with existing revenue sources during the 20 year period. If this occurs, the City has several options:

- Increase the amount of revenue from existing sources, including impact fees or increased general fund revenues
- Adopt new sources of revenue, such as creating a Sidewalk In-Lieu Fee Program or a Transportation Benefit District
- Develop a grant strategy to secure additional funding for capital projects

The following section describes impact fees, transportation benefit districts, and grant strategies in more detail, and forecasts potential revenue based on stated assumptions.

## IMPACT FEES

State law (RCW 82.02.050) authorizes communities to impose impact fees. Transportation impact fees are a one-time charge paid by development proportional to their impacts to fund improvements

that provide new transportation system capacity. While transportation impact fees cannot be used for roadway maintenance or projects that exclusively address an existing traffic operations or safety issue without providing future capacity, they can fund a wide variety of projects in the street right-of-way.

The City currently has a transportation impact fee program that funds a limited number of roadway improvements. The current fee was developed as part of the last Comprehensive Plan update has a base rate of \$589/PM peak hour trip. The city maintains an impact fee schedule that associates individual land uses, such as single family homes or retail or restaurant space, with the number of PM peak hour trips that they generate. Oak Harbor's current transportation impact fee is among the lowest in the state.

Given the needs identified in the previous chapter, it may make sense for the City to consider updating its impact fee program to increase revenues for transportation and fund a more robust list of projects. Many jurisdictions around the state are looking to increase their impact fee rates and more communities are updating their programs to fund projects that benefit both motorized, as well as non-motorized travelers<sup>8</sup>.

As a part of this process, the City evaluated how an updated Transportation Impact Fee program could contribute funding projects on the Tier 1 Contingency List. The analysis found that based on the planned growth over the next 20 years, as well as the eligible projects on the Tier 1 Contingency List, the City could increase its impact fee to approximately \$6,300 per PM peak hour trip. Assuming that all of the growth anticipated by this Comprehensive Plan occurs, this would result in \$12 million in revenues over the life of this plan.

While this rate is likely unrealistic in the near term, it is a maximum defensible rate that can be reduced by policy to a more palatable level, such as \$1,500-\$2,000 per PM peak hour trip. Even this more modest increase in impact fees would result in \$2-\$3 million increase over what the City currently generates for transportation over the course of the plan.

right-of-way of streets and roads. Many jurisdictions have broadened their interpretation to recognize sidewalk and bike lane projects as eligible under these criteria.

<sup>8</sup> RCW 82.02.050 authorizes funding of projects that add transportation capacity for future development within the

As the City looks to update its transportation impact fee program, it should consider the following updates:

- Fund a more multimodal list of projects
- Re-evaluate the current fee schedule and consider providing a reduction in impact fee rates for uses in Old Town and other walkable areas, in recognition that these uses would generate fewer vehicular uses
- Consider elimination of transportation impact fees charged for changes in use to encourage reuse of existing storefronts
- Phase-in increases in transportation impact fee rates to minimize impacts on development activity in the city
- Periodically review Oak Harbor’s impact fee program vis-à-vis neighboring communities to ensure that the City is charging a fee level that is consistent with regional norms.

---

#### REPLACE SIDEWALK DEFERRAL PROGRAM

The City has an existing sidewalk deferral program (OHMC 17.24), which was created to complete gaps in the City’s sidewalk network. An audit of the program’s performance over time shows that it has resulted in very little actual sidewalk construction.

It may make sense for the City to consider replacing the program with one of the following options:

- Update the impact fee program to fund sidewalk construction along pedestrian priority streets. This approach would result in one simple fee that can be applied to a variety of needs and the city would have 10 years to expend. The potential downsides of using an impact fee are that they cannot be applied to sidewalk construction on smaller, residential streets and that home improvements would not generate impact fees.
- Develop a sidewalk in-lieu fee that would allow the City to collect funds for sidewalk construction in an account and construct sidewalks wherever feasible, rather than in a specific location. In-lieu fees can typically be expended over a 10 year period. The main downside is that it is perceived as an additional fee that property owners need to pay.

Either of the above options would likely contribute to more sidewalk construction than occurs today through the sidewalk deferral program. Both option also provide for simpler administration. While impact fees cannot be as flexible in terms of where they can be expended, there are plenty of needs along the pedestrian priority network, where sidewalk completion is most critical.

---

#### TRANSPORTATION BENEFIT DISTRICT

State law (RCW 36.73) authorizes cities and counties to form transportation benefit districts (TBDs) to raise revenue to fund local transportation projects, usually through vehicle license fees or sales taxes. TBD revenue is typically used for transportation projects such as roadway improvements, sidewalks, bike infrastructure, and transportation demand management. Construction, maintenance, and operation costs are also eligible.

If Oak Harbor chose to create a TBD using a vehicle licensing fee, residents would be required to pay an additional fee when they renew their vehicle tabs (typically a cost of \$20-40 collected every two years). Currently, there are approximately 15,000 registered vehicles within Oak Harbor. If the City adopted a \$20 licensing fee, approximately \$3 million in transportation revenue would be generated over the next 20 years. For reference, additional revenue from the TBD alone could fund the total cost of the bicycle projects recommended as part of this Plan.

---

#### GRANT STRATEGY

The City has experience in competing successfully for grants, as exhibited in recent Pioneer Way streetscape improvements. While grants are among the best ways for cities to attract outside funding, they can be time consuming to put together, straining staff resources at unpredictable times.

Some communities develop annual grant strategies, which identify the projects they want to fund, the grant programs where these projects are most likely to successfully compete, and program resources (either staff time or consultant support) to develop grant applications. Given the robust public outreach process and strong safety and multimodal justifications for many of the projects, many of the projects on this Plan’s Tier 1 Contingency List would likely perform well for Safe Routes to School, WSDOT Bike and Pedestrian Safety, Transportation

Investment Board, or Federal Aid grants. Oak Harbor should consider developing an annual grant strategy to identify funds for design and construction of Tier 1 Contingency Projects.

#### **WHAT ARE POTENTIAL NEW REVENUE SOURCES?**

- Proceeds from General Obligation Bonds
- Creation of Local Improvement Districts
- Creation of a Transportation Benefit District
- Mitigation fees for pedestrian and bicycle facilities
- Reciprocal impact fees with adjacent jurisdictions
- Property tax levy lid lift for transportation
- Business license fee per employee

The city can explore the feasibility and likely revenue amounts from these or other sources, as the plan is implemented over the next several years.

## SETTING PRIORITIES

Project prioritization is needed to help identify when best to fund and implement the projects since funding is limited. Criteria were established to help prioritize the projects and implementation. These criteria, not listed in any priority order, are identified in the following text box<sup>9</sup>.

Using these criteria, the recommended projects were evaluated and ranked based on how well each could meet the criteria. High priority projects for Oak Harbor are those that meet multiple criteria in terms of effectiveness, benefit to the community, and ability to be implemented.



### CRITERIA FOR PROJECT PRIORITIZATION

1. Meets City's transportation goals:
  - Goal 1: Safe for all users.
  - Goal 2: Connected and efficient.
  - Goal 3: Multimodal offering user friendly transportation options.
  - Goal 4: Financially and environmentally sustainable.
  - Goal 5: Complementary of the City's land use vision and other adopted plans.
  - Goal 6: Integrated with the regional transportation network to address a diverse range of transportation interests.
2. Maintains/improves safety of traveling in Oak Harbor
3. Projects received strong public support at public workshops
4. Project costs are aligned with City budget constraints and leverage non-city (federal, state, private) funds

---

<sup>9</sup> See Appendix E for a detailed description for how each project was evaluated and scored relative to the transportation goals using a scoring matrix.

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## APPENDIX A - LOS REPORTS AND COLLISION DATA

This appendix shows level of service (LOS) calculations at 31 intersections for year 2015 Existing conditions, year 2036 No Actions, and year 2036 With Potential Mitigations. The 2015 volumes represent counts collected in fall 2015. For both of the 2036 future scenarios, volumes represent traffic forecasts developed using the Skagit Council of Government's (SCOG) Travel Demand Model and the traffic growth assumptions described in **Appendix C**. The 2036 No Action LOS calculations assume no changes are made to the City's existing transportation system. The 2036 With Potential Mitigations LOS calculations assume intersection improvements to Heller Street and Fireside Lane and West Whidbey Avenue at SW/NW Fairhaven Drive, as well as six roundabouts between Swantown Road to Cabot Drive<sup>10</sup> are in place (see **Appendix D**).

As noted within the plan, the City measures LOS at the intersection level. The City's level of service policy sets the following standards for its roadways:

- LOS D or better for intersections on City streets within the City UGA
- LOS E for intersections along SR 20 within the City UGA

**Table 1. Level of Service— Weekday PM Peak-Hour**

Intersection		EXISTING CONDITIONS			2036 FUTURE (No Actions)			2036 FUTURE (With Potential Mitigations)		
		Control	LOS	Delay	Control	LOS	Delay	Control	LOS	Delay
1.	SR-20 @ Swantown Rd	Signal	C	23.9 sec	Signal	C	26.6 sec			
	Change to Roundabout, two lanes [v/c = 0.387]							RAB	A	6.1 sec
2.	Scenic Heights @ SR-20	TWSC	C	20.7 sec	TWSC	C	24.8 sec			
	Right-in, Right-out restriction on Scenic Heights							TWSC	C	15.2 sec
3.	SW Erie St @ SR-20	Signal	B	18.6 sec	Signal	C	20.9 sec			
	Change to Roundabout, two lanes [v/c = 0.481]							RAB	A	6.7 sec
4.	SE Pioneer Way @ SR-20/Beeksma Dr	Signal	C	23.6 sec	Signal	C	24.3 sec			
	Change to Roundabout, two lanes [v/c = 0.461]							RAB	A	6.1 sec
5.	SR-20 @ Barrington Dr	Signal	B	19.9 sec	Signal	C	20.6 sec			
	Change to Roundabout, two lanes [v/c = 0.532]							RAB	A	8.4 sec
6.	SR-20 @ SW/SE 8th Ave	Signal	B	19.3 sec	Signal	C	22.1 sec			
	Change to Roundabout, two lanes [v/c = 0.391]							RAB	A	6.4 sec

<sup>10</sup> As of June, 2015, the project was funded by WSDOT as part of the Connecting Washington Projects Highway Improvements Program<sup>10</sup>. The project is scheduled for implementation between 2027 and 2029.

Intersection		EXISTING CONDITIONS			2036 FUTURE (No Actions)			2036 FUTURE (With Potential Mitigations)		
		Control	LOS	Delay	Control	LOS	Delay	Control	LOS	Delay
7.	SR-20 @ Cabot Dr/ SW 3rd Ave	Signal	B	16.5 sec	Signal	C	20.5 sec			
	Change to Roundabout, two lanes [v/c = 0.429]							RAB	A	6.5 sec
8.	SR-20 @ E Whidbey Ave	Signal	C	22.0 sec	Signal	C	24.6 sec			
9.	SR-20 @ NE 7th Ave	Signal	B	18.6 sec	Signal	B	19.5 sec			
10.	W Ault Field Rd @ NE Goldie St/ Goldie Rd	Signal	B	17.5 sec	Signal	B	19.4 sec			
11.	N Goldie Rd/ Midway Blvd @ SR-20	Signal	C	21.2 sec	Signal	C	21.2 sec			
12.	SR-20 @ NE 16th Ave/ W Cemetery Rd	Signal	A	7.4 sec	Signal	A	8.4 sec			
13.	Heller St/ Fireside Ln @ SW Swantown Ave	TWSC	D	28.3 sec	TWSC	F	101.7 sec			
	All way stop controlled							AWSC	D	33.5 sec
	Signalized Protected/Permitted Left Turns on Swantown. Split NB/SB on Heller							Signal	B	19.3 sec
	Change to Roundabout, single lane [v/c = 0.616]							RAB	A	8.8 sec
14.	Heller St @ W Whidbey Ave/ SW Loerland Ln	Signal	B	17.9 sec	Signal	C	22.1 sec			
15.	NW Heller St @ NW Crosby Ave	Signal	B	15.8 sec	Signal	B	17.7 sec			
16.	NE Midway Blvd @ NE 7th Ave	TWSC	C	16.2 sec	TWSC	C	18.5 sec			
17.	NE Midway Blvd @ E Whidbey Ave	Signal	D	48.9 sec	Signal	D	52.2 sec			
18.	N Oak Harbor St @ NE 7th Ave	TWSC	C	18.4 sec	TWSC	C	21.9 sec			
19.	N/S Oak Harbor St @ W/E Whidbey Ave	Signal	C	20.4 sec	Signal	C	22.8 sec			
20.	SE Regatta Dr @ SE Pioneer Way	TWSC	C	15.1 sec	TWSC	C	17.2 sec			

Intersection		EXISTING CONDITIONS			2036 FUTURE (No Actions)			2036 FUTURE (With Potential Mitigations)		
		Control	LOS	Delay	Control	LOS	Delay	Control	LOS	Delay
21.	SE Regatta Dr @ E Whidbey Ave	TWSC	C	16.5 sec	TWSC	C	20.1 sec			
22.	NE Regatta Dr @ W Crescent Harbor Rd	TWSC	C	21.5 sec	TWSC	D	32.1 sec			
23.	SW Fort Nugent Ave/ SW Kimball Dr @ Swantown Ave	Signal	C	21.0 sec	Signal	C	23.2 sec			
24.	SE Pioneer Way @ SE City Beach St	Signal	B	12.5 sec	Signal	B	12.6 sec			
25.	SE Midway Blvd @ SE Pioneer Way	Signal	C	24.2 sec	Signal	C	24.4 sec			
26.	Loerland Ln @ Swantown Rd	TWSC	A	9.5 sec	TWSC	A	9.7 sec			
27.	W Whidbey Ave @ SW/NW Fairhaven Dr	TWSC	D	25.6 sec	TWSC	E	40.0 sec			
	Widen North & South Legs and realign for separate SB LT lane							TWSC	D	30.2 sec
	Widen North Leg only for SB RT pocket							TWSC	E	35.7 sec
	All way stop controlled							AWSC	C	20.8 sec
	2 phase signal and EB & WB restriped for LT lane							Signal	A	8.9 sec
Change to Roundabout, single lane [v/c = 0.416]							RAB	A	5.9 sec	
28.	Goldie Rd/ NE Goldie St @ NE 16th Ave	TWSC	B	10.3 sec	TWSC	B	14.1 sec			
29.	N Oak Harbor St @ NW Crosby Ave	TWSC	C	18.4 sec	TWSC	C	24.5 sec			
30.	SE Midway Blvd @ SE 8th Ave	Signal	B	10.3 sec	Signal	B	10.4 sec			
31.	SW Barrington Dr @ SW Erie St	AWSC	B	10.3 sec	AWSC	B	11.1 sec			

Figure 9 in the Transportation Element showed collisions that occurred in the City between 2010 and 2014. Here is the specific breakdown of collisions by type:

<b>Collisions</b>	
Fatal	2
Pedestrian	24
Bike	12
High Severity Collisions:	5
Medium Severity	54
Low Severity	778
Total Collisions	837

Please note that total that some collisions are coded in two categories, for example fatal and involving a pedestrian.

## APPENDIX-B - LAND USE AND TRAVEL DEMAND

The following figures depict housing, trip productions, trip attractions, and trips by traffic analysis zone (TAZ) around Oak Harbor. The 2012-2036 housing map shows the forecasted future housing based on the amount of growth assigned by the Skagit Council of Governments (SCOG) model and vetted by the City. Land use growth informs the City on where to expect increases in travel volumes and translates into future traffic levels through the travel demand forecasting process. The 2012-2036 trip productions, trip attractions, and trip growth figures display where travel is expected to occur in and around Oak Harbor.

The following list provides a description of Figures 1-5:

- **Figure 1: Growth in Households (2012-2036)** — Displays the raw growth in household by TAZ between 2012-2036. Housing data was provided by SCOG regional model. The land use in the SCOG TAZs comprising Oak Harbor was scaled to match City approved growth targets for housing units.
- **Figure 2: Growth in Trip Productions (2012-2036)** — Displays the percent growth in productions by TAZ between 2012-2036. Travel models describe land uses as producing or attracting trips at the TAZ level. Trips are typically “produced” by households and “attracted” to non-households. Production and attractions differ from origins and destinations.
- **Figure 3: Growth in Trip Attractions (2012-2036)** — Displays the percent growth in attractions by TAZ between 2012-2036. Trips are typically “attracted” to non-households, which can include key destinations such as employment centers, schools, and shopping centers.
- **Figure 4: Trip Growth (2012-2036)** — Displays the percent growth in trips by TAZ between 2012-2036.
- **Figure 5: Travel Demand (2012-2036)** — Displays the travel demand by roadway between 2012-2036 and level of service (LOS) calculations at 31 intersections for year 2036.

Figure 1: Growth in Households (2012-2036)

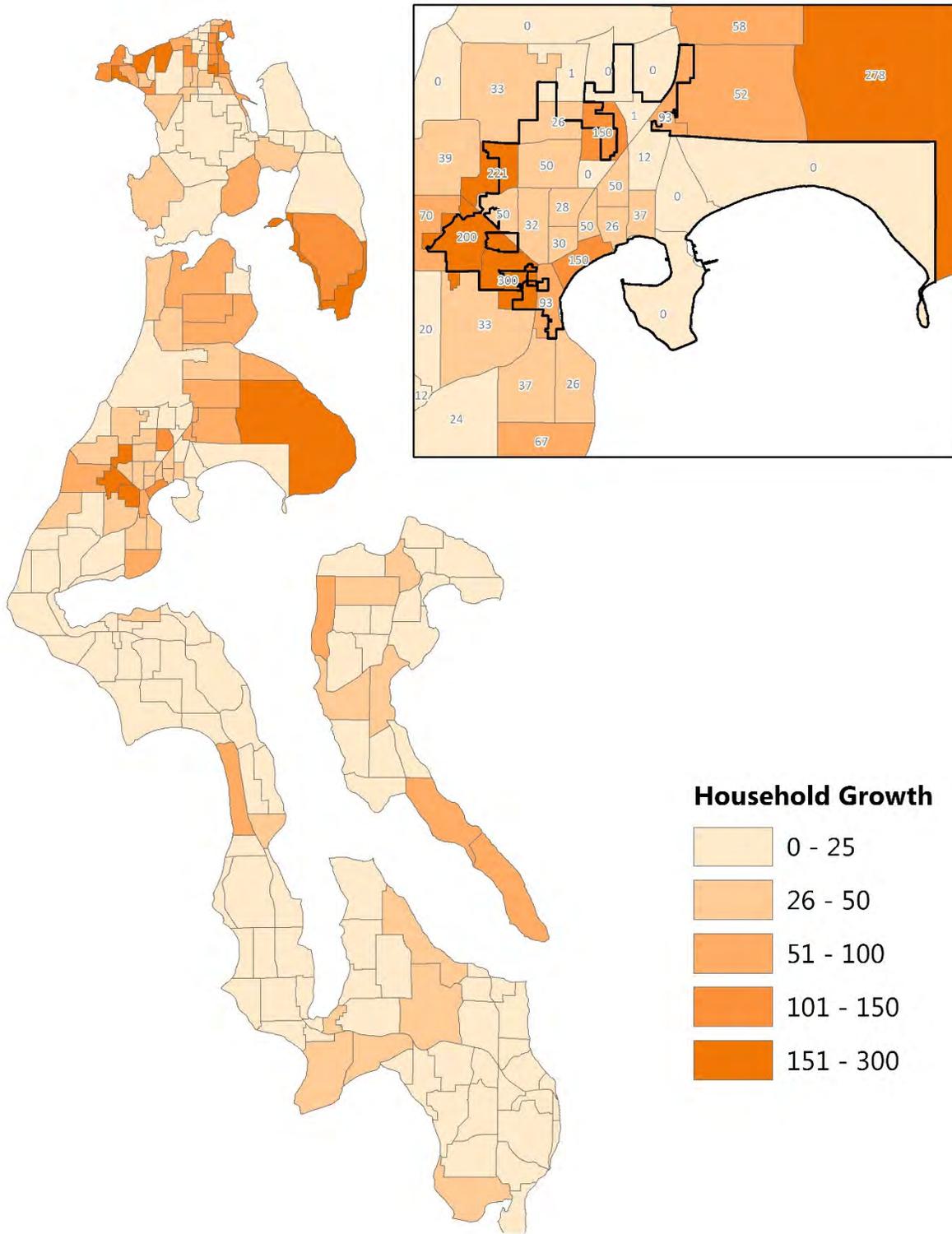


Figure 2: Growth in Trip Productions (2012-2036)

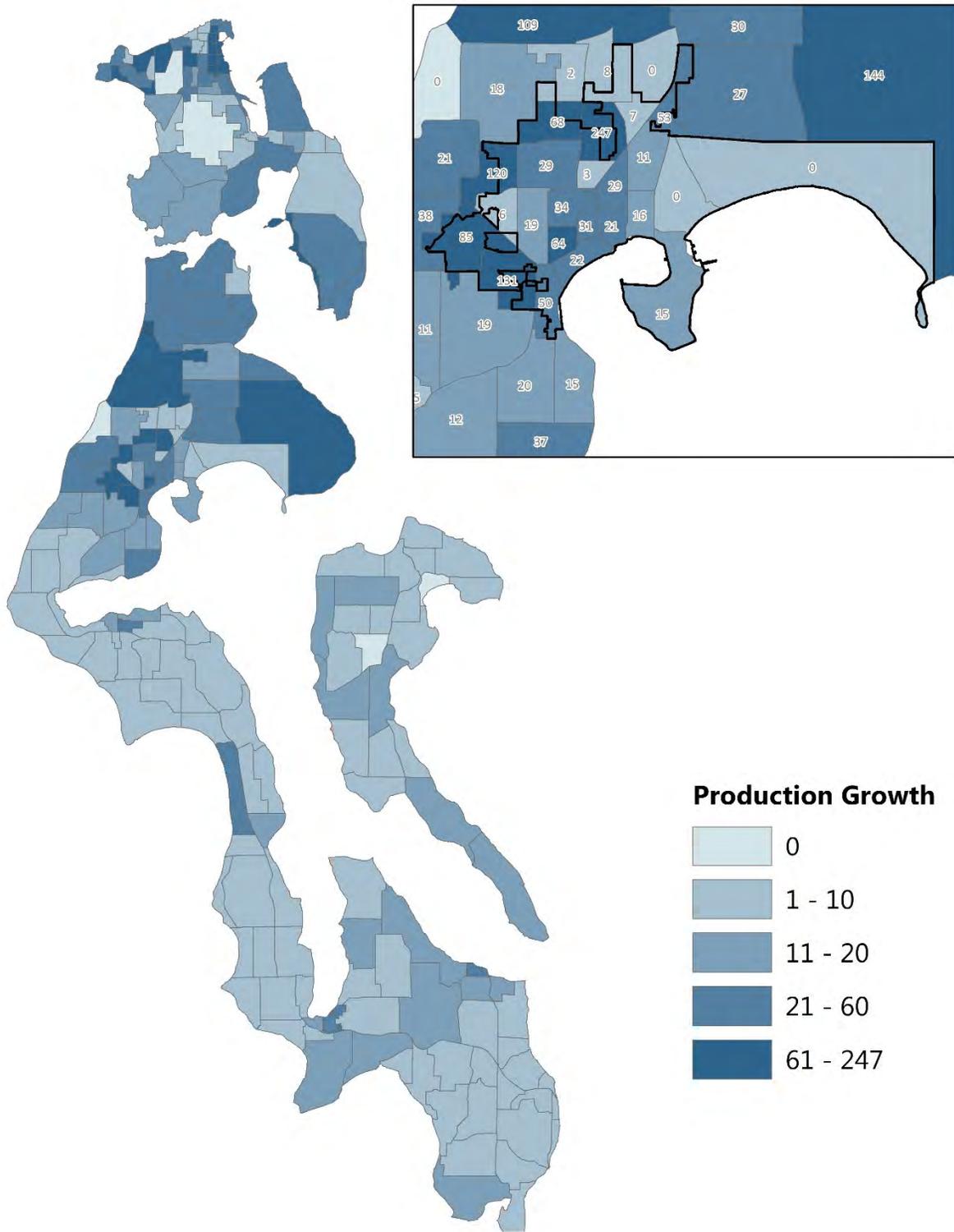


Figure 3: Growth in Trip Attractions (2012-2036)

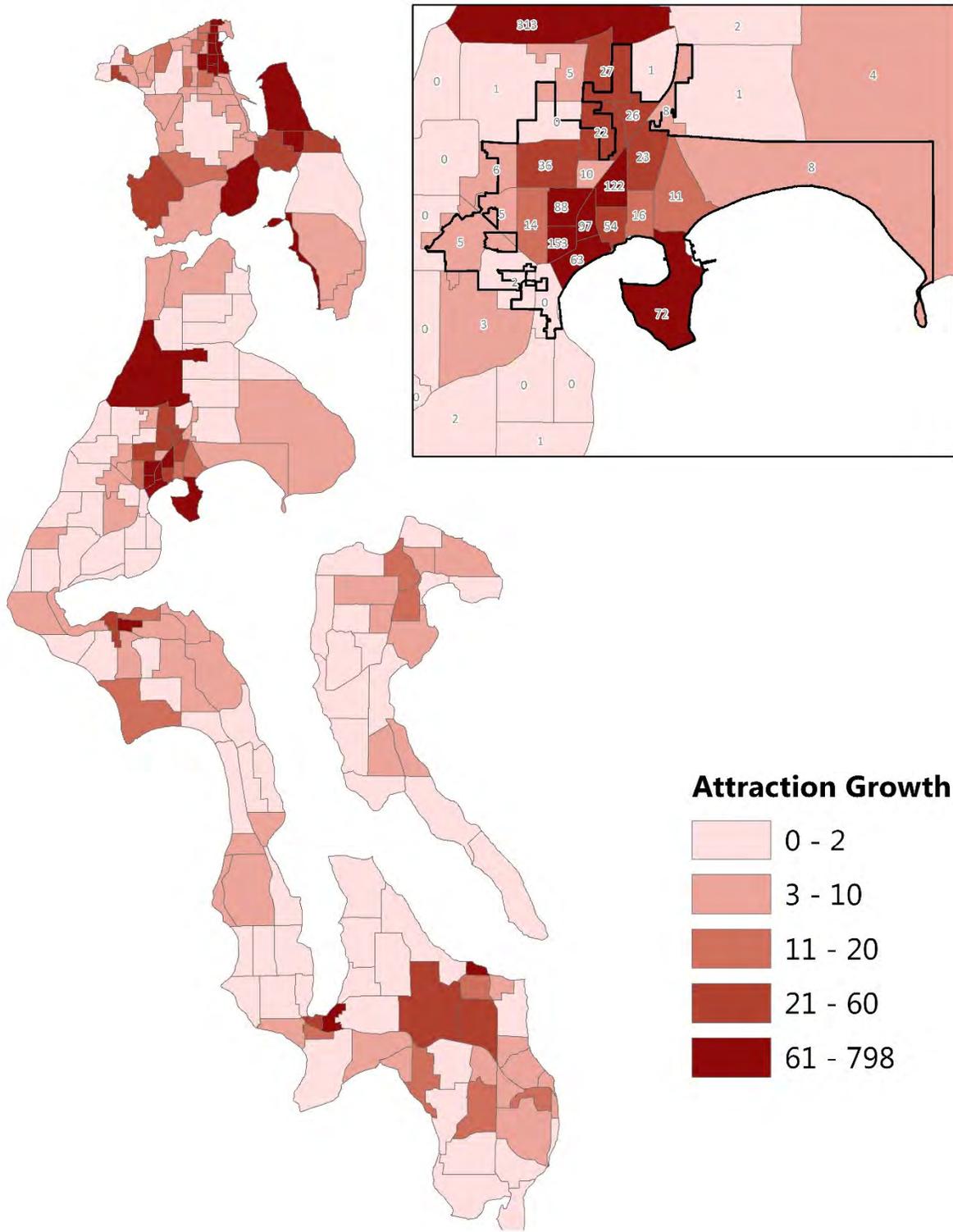


Figure 4: Growth in Trips (2012-2036)

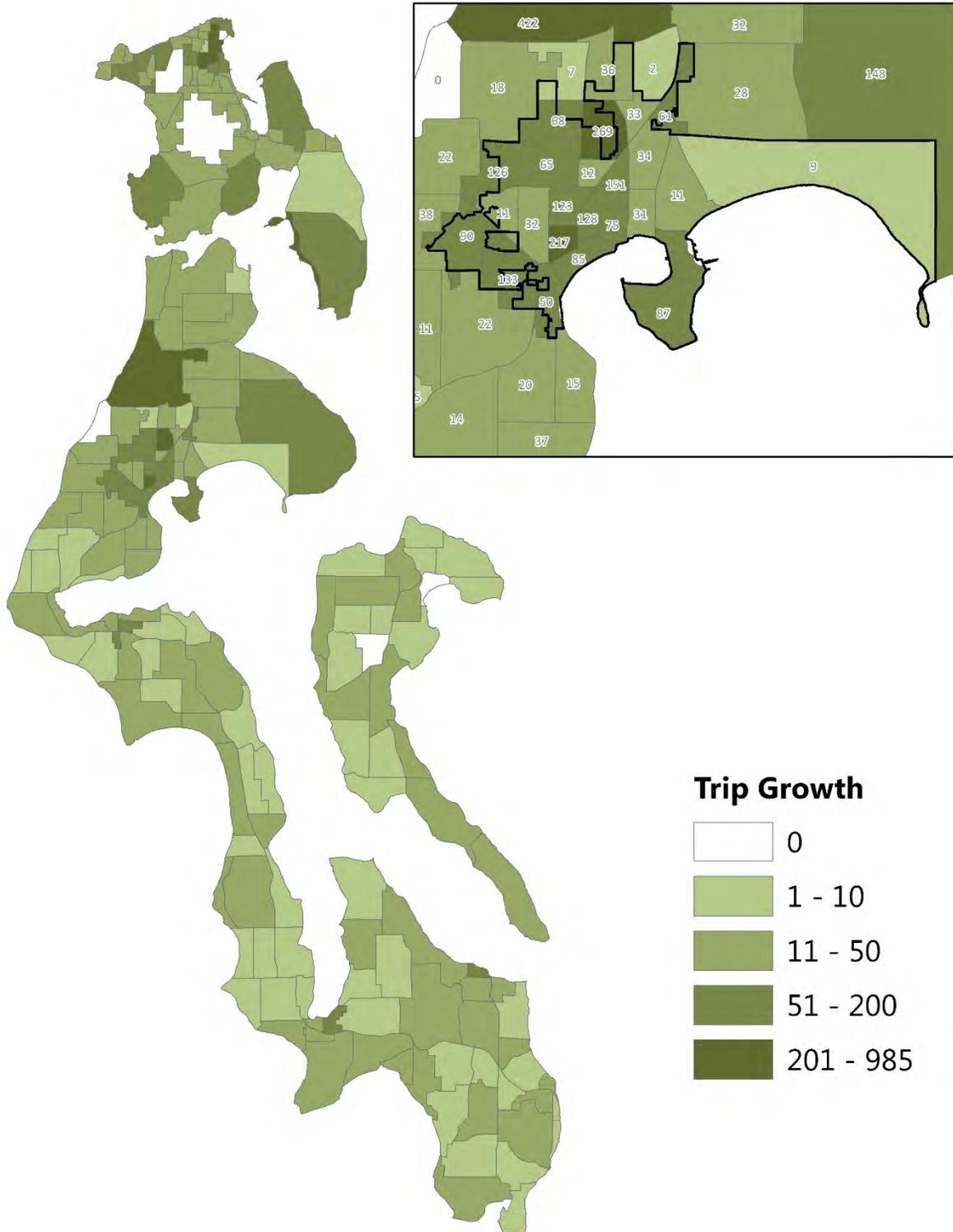
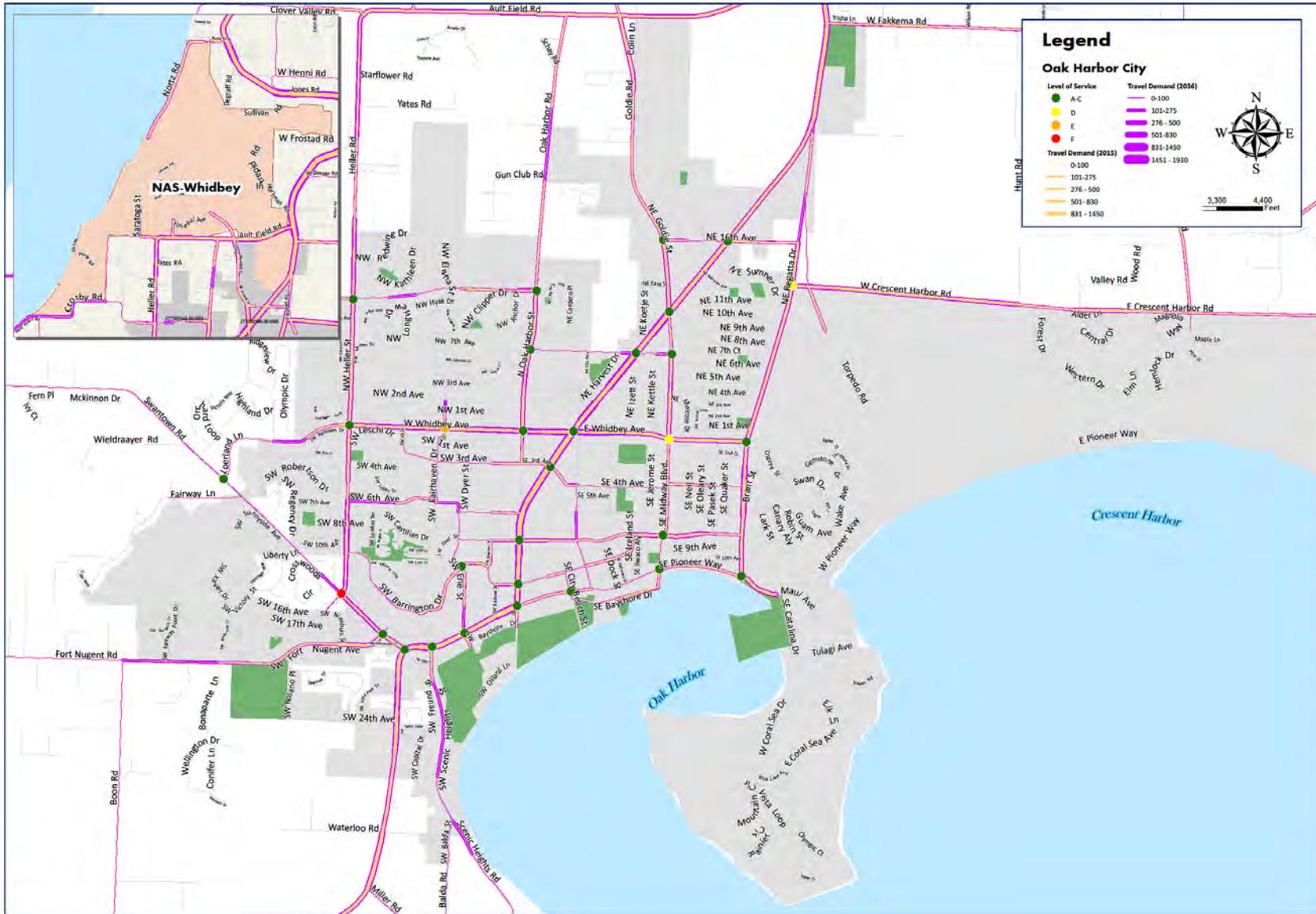


Figure 5: Travel Demand (2012-2036)



Existing and Future Travel Demand



\*Level of Service is depicted for 2036

Skagit Council of Governments

# TRAVEL DEMAND MODEL DOCUMENTATION

March 2015

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## Chapter 1. Introduction

The Skagit Council of Governments Travel Demand Model (SCOG Model) was developed to provide a solid technical basis for evaluating transportation system needs in coordination with long-term planning in Skagit County, Island County, and local cities. The SCOG Model was built using Visum software and is consistent with local and regional growth plans within the two-county region. The SCOG Model is a composite of two separate model networks, one for Skagit County forecasting (Skagit County Model), and the other for Island County forecasting (Island County Model). The general scope of the model is the area of both Skagit and Island counties. Figures 1 and 2 illustrate the SCOG Model extents.

### 1.1 Model Overview

The SCOG Model has a base year of 2013 and forecast horizon years of 2036 for the Island County model and 2040 for the Skagit County Model. The model trip assignment represents the PM peak hour period (one-hour volumes) between 4 and 6 p.m. on a typical weekday. The model has a total of 474 Transportation Analysis Zones (TAZs) including 14 external TAZs. However, each county Visum model has under 400 TAZs total (Skagit County Model has 387 and Island County Model has 206). The 2013 Skagit County Model has 1630 lane miles and the Island County Model has 950 lane miles coded that represent freeways, expressways, arterials, collectors, and a few local streets. The two county models overlap geographic areas, meaning they both share the same TAZs within the North Whidbey Island area and Fidalgo Island. Trip generation is performed in a spreadsheet and then exported to the Visum model software. The Skagit County Model and Island County Model use the same trip generation spreadsheet, which allows for consistency between the two models.

### 1.2 Model Documentation Outline

This report provides details about the structure of the model and the assumptions used in constructing the model.

- **Chapter 2 - Using the Model.** This section explains the basics of the model and how to do routine analysis with the model. This includes quality control checklists to help confirm that the model will perform as designed. Specific model details are presented in later chapters and appendices.
- **Chapter 3 - Travel Demand Inputs.** This section explains the various model inputs relative to estimating travel demands including land use, trip generation, trip distribution, mode choice, and other parameters.
- **Chapter 4 - Travel Supply Inputs.** This section explains the various model inputs relative to the supply or capacity of the network including planned improvements, roadway capacities, and other parameters.
- **Chapter 5 - Validation and Reasonableness Checks.** This section explains how the model compares to existing data sets at forecasting travel conditions.

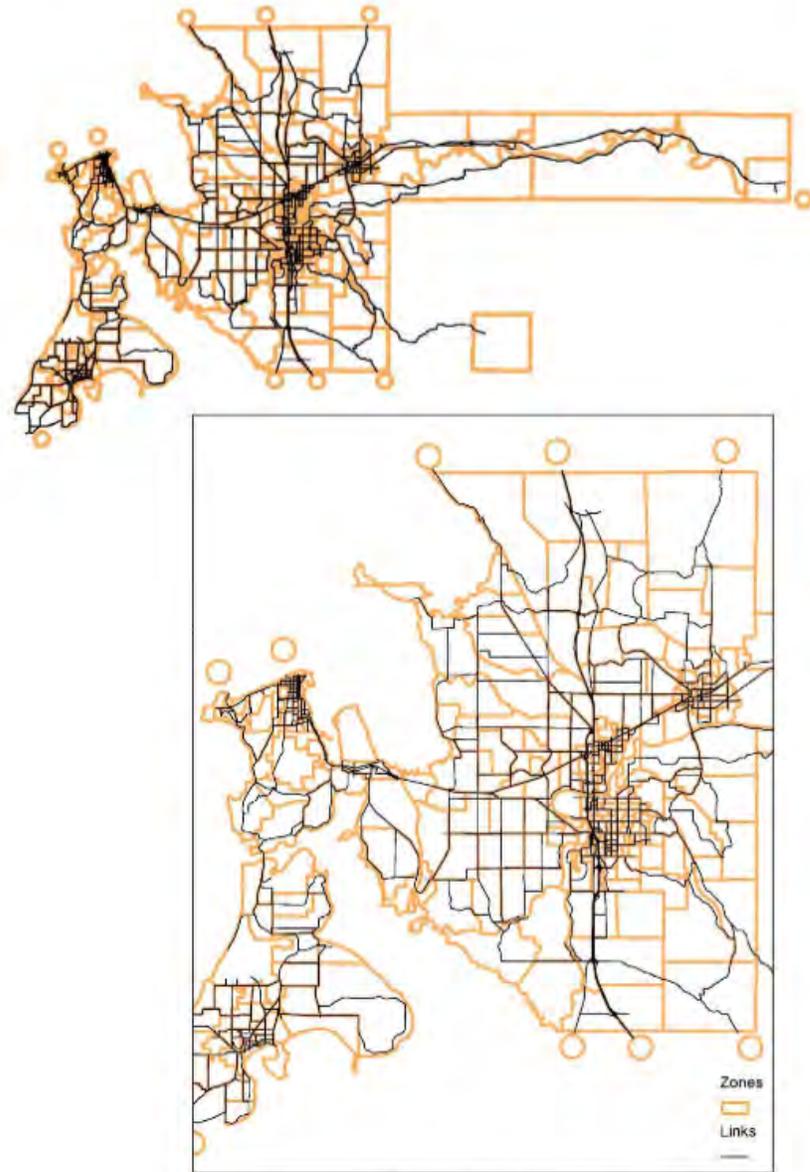


Figure 1. SCOG Travel Demand Model – Skagit County

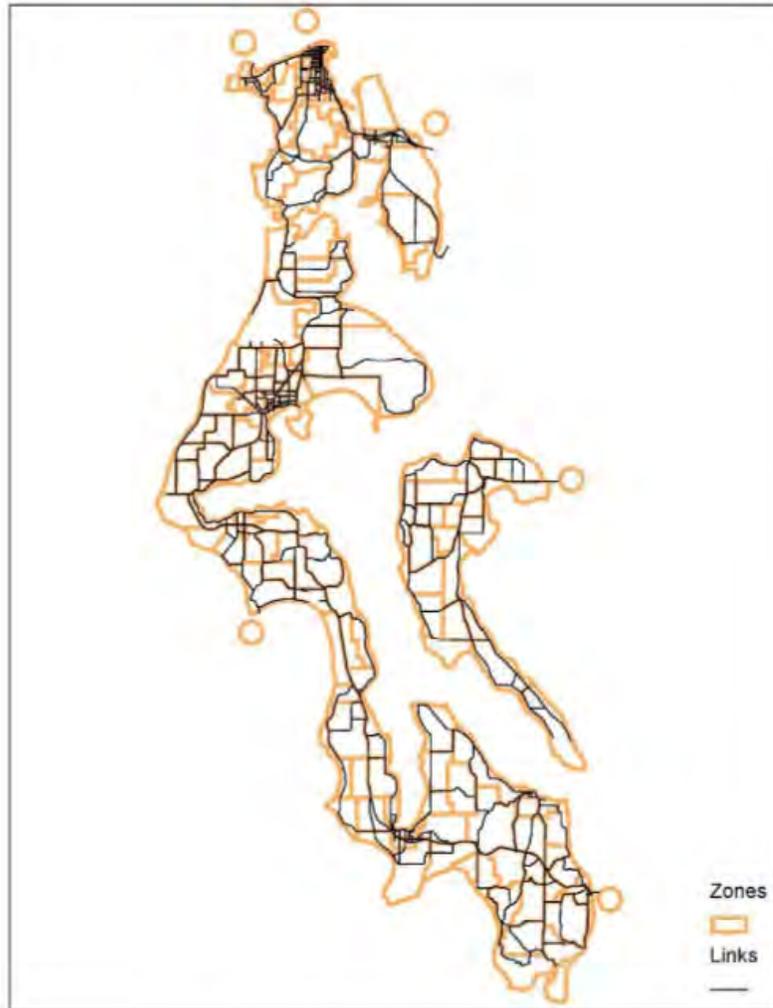


Figure 2. SCOG Travel Demand Model – Island County

## Chapter 2. Using the Model

The main purpose of the model is to run various model scenarios to understand impacts and/or output traffic volume characteristics. Outlined below is how the model can be used or adapted for scenario testing or other analysis. This section describes how the model operates, how to use it when evaluating scenarios, and the method to post-process model volumes.

The anticipated model users of the SCOG model fall into the two general categories below. Chapter 2 is intended primarily for the basic model user.

- **Basic Model User.** These model users are able to perform basic model analysis including select-link/select-zone analysis, small edits to the model network, land use updates to several TAZs, exporting volumes for post-processing, and model plots.
- **Advanced Model User.** These model users can perform all the basic model user tasks as well as changing the TAZ structure, developing a new analysis horizon year and calibration/validation of the model.

### 2.1 Select-Link or Select-Zone Analysis

Using Visum's internal "flow bundle" application, trips using a specific link or zone can be isolated for review. The path volumes are saved for the PM peak period, so flow bundle analysis of the PM peak period does not require the model to be rerun.

#### *Quality Control Tip:*

Be sure to be careful on how multiple links or zones are selected. The order they are clicked as well as the "and" versus "or" parameters can have significant impacts on the resulting output. In addition, be sure that both origins and destinations are chosen when doing select-zone analyses.

### 2.2 Changing the Model Network

The model was developed with that anticipation that the model network would be changed to test various scenarios. Some of the network editing is streamlined so that when the model procedures are run, many network attributes are automatically updated.

#### 2.2.1 Model Links

The model relies on "link types" to assist in link editing. Link types are based on the number of lanes and free-flow (posted) speeds. After editing a link, be sure that the link type attribute is correctly coded. The number of lanes, capacity, and speed is updated for every link when the model is run. NOTE: The transport system link attribute is not automatically set, so manual adjustments are necessary to disable a link. See Appendix A for link types.

#### 2.2.2 Model Nodes

The model relies on "node types" to help define intersection delays. When the model runs, the turn capacities, turn delays, and intersection capacities are automatically updated and applied based on node type. After editing the network, be sure that the node type attribute is

correctly coded. NOTE: The "ControlType" node parameter is not used in the SCOG model. See Appendix A for node types.

### 2.2.3 Model Turns

Model turn attributes need to be checked, because they can impact how the intersection delays are calculated. Besides two-way stop control (TWSC) Intersections (Node Type 5), all node types assign turn capacities and delays based on major-street/minor-street designations as well as turn types (1-left, 2-thru, 3-right, 4-u-turn). Be sure that the nodes "major flows" are correctly oriented, and that the turn type attribute is correctly coded.

For two-way stop control intersections (Node Type 5), the intersection delay is based on intersection capacity and delays and are only applied to the stopped approach. To make this work properly, the approach with the stop sign should have the link attribute "TModel delay link for turns" set to one (1). The rest of the approaches should be set to zero (0).

### 2.2.4 Running the Model

After making network edits, make sure to activate the procedure steps in "Group Set Network Attributes" when running the model. To run the full model, activate all the procedures. If only the trip assignment needs to be run, only activate the procedures in the "Group Final Assignment" along with "Group Set Network Attributes."

#### *Quality Control Checklist:*

The following is a checklist to review after making any network edits. Using graphic parameters to illustrate the active parameters makes the review go quickly.

1. When editing the shape of a link, is the box to "take over length-polygon" checked?
2. Are the link types coded correct?
3. Are the node types coded correct?
4. Is the "TModel delay link for turns" set for stop-controlled approach links?
5. Are the major flows correctly oriented at nodes with traffic control?
6. Are turn type number correct at nodes with traffic control?
7. Are there any "prohibited turns" and "u-turns" in places not expected?
8. When running the model after network edits, were the procedure steps run in "Group Set Network Attributes"?

## 2.3 Changing Land Use

Land use inputs, trip generation, and trip balancing occur in the Trip Generation Spreadsheet.

### 2.3.1 Residential Land Use

Residential land use inputs are summarized by number of household per TAZ. In addition, the total number of households must be subdivided into cross-classification categories of persons per household and workers per household. This distribution into cross-classification categories is not an automatic spreadsheet process.

To make residential land use changes to existing conditions, make edits to the existing trip generation spreadsheet on the "Ex Land Use (HH)" tab.

To make residential land use changes to future conditions, make edits to the future trip generation spreadsheet on the "Fut Land Use (HH)" tab. NOTE: this tab represents growth only in households. This is the same process for both the 2036 Island County Model and the 2040 Skagit County model.

### 2.3.2 Employment Land Use

Employment land use inputs are summarized by number of employees per TAZ, by the categories discussed in Chapter 3. Changing land use has become more difficult with recent employment data suppression policies. Existing employment data is not available to consultants. SCOG processes existing employment data in a separate worksheet, and then transfers the resulting trips into the "SCOG Emp Input" tab.

To make employment land use changes to existing conditions, work with SCOG to make changes and re-export to the "SCOG Emp Input" tab. Alternately, use the factors to scale existing trips to match the number of trips expected in a zone (see Columns O and P on the "Trips\_Both Models" tab).

For the 2036 Island County Model employment changes, you will be making edits on the "Fut Land Use (EMP)" tab, which represents growth only in employees. Only make these type of edits to the Island County TAZs (number 600 or higher).

For the 2040 Skagit County Model employment changes, you will be making edits on the "SCOG Emp Input" tab. Work with SCOG to get the total 2040 attraction trips by trip purpose. Only make these type of edits to the Skagit Model TAZs (below number 600).

### 2.3.3 Export Trips To Visum

Once the land use changes are made as discussed above, the model trips (Productions and Attractions) will be automatically calculated and are ready to export to Visum. First, open the Visum model file and open a Zone listing, and open the list layout "LanduseInput". Next open the trip generation spreadsheet and select the tab to be exported (either "Island Co Export" or "Skagit Co Export"). Copy the contents of that spreadsheet tab, and paste into the Zone listing. Save the Visum file.

### 2.3.4 Running the Model

After making the land use edits, make sure to activate all the procedure steps. All model steps should be run when making land use edits.

#### *Quality Control Checklist:*

The following is a checklist to review after making any land use edits:

1. Were the households expanded into the cross-classification categories?
2. For future horizon scenarios, remember that the residential land use being edited represent growth only, not total land use quantities. Future employment changes depend on the county on how they are updated.
3. After exporting, spot check that the production or attraction values in Visum match the spreadsheet values?

4. When running the model after land use edits, were all the procedure steps run?

## 2.4 Changing the TAZ Structure

Given the complexity of the two county models and the trip generation spreadsheet, it is not recommended to change the TAZ structure (the number of TAZs). The model does use multipoint assignment (MPA), so an alternate method to control where trips enter/exit the model is to provide more TAZ centroid connectors and assign shares (weights) to each connector.

## 2.5 Changing Model Horizon Year

Changing the model horizon year involves both land use changes and changes to external TAZ assumptions. It is not recommended to change the model horizon year without careful adjustments to the trip generation spreadsheet, external traffic volume forecasts, and forecasts of the external-to-external trip table. Because both models share overlapping areas, horizon year changes require land use updates to both county areas, not just one county.

## 2.6 Post-Processing Model Volumes

Post-processing refers to adjusting raw future model volumes to account for model calibration or validation differences inherent in all travel demand models.

The "difference method" is the recommended method to estimate post-processed future turning movement volumes at study intersections. The difference method works by subtracting the existing model volume from the future model volume, and adding that difference to existing counts. The difference method does not produce reasonable results 100 percent of the time, so the results need to be checked for reasonableness, similar to all model post-processing methodologies.

A basic model user can easily copy a Visum listing of turns (or links) and paste into a premade spreadsheet to automate the bulk of the post-processing work.

## Chapter 3. Travel Demand Inputs

Travel demand inputs relate to any element that places trips on study area roadways. Land use plans, trip generation rates, and trip distribution parameters are discussed. Trips linked to areas outside the model study area (external trips) are discussed, as well as traffic counts.

### 3.1 Land Use

Socio-economic information is the basis for estimating the quantity of travel activity in the study area. This land use information was summarized by the categories shown in Table 1. These land use categories are the basic building blocks of travel demand.

**Table 1. Land Use Categories**

Type	Code	Units	Description
Residential	HH(a)_(b)	Households	Households are segmented for cross-classification purposes. The first number "(a)" represents the number of people in the household. The second number "(b)" represents the number of workers in the household.
Employment	RETAIL	Employees	Retail trade, food services
	FIRES	Employees	Finance, insurance, real estate, services
	GOV	Employees	Government
	EDU	Employees	Education
	WTCU	Employees	Wholesale trade, transportation, utilities
	MANU	Employees	Manufacturing
	RESOURCE	Employees	Agriculture, forestry, fishing, mining
	HEALTH	Employees	Health care, social assistance

Source: Transco Group, 2015

To generalize travel activity by small areas, transportation analysis zones (TAZs) were developed. The SCOG model has a total of 474 TAZs. These TAZs were established by reviewing current GIS data sets, US Census boundaries, and past SCOG modeling efforts. Figures 1 and 2 show the general size and extents of the model TAZs.

The existing and forecasted land use was developed by SCOG and BERK Consulting.

### 3.2 Trip Generation

Trips are generated by land uses and are assigned a trip type. In the SCOG model, there are five basic trip types (or the general purpose of the trip):

- Home-Based-Work (HBW): Vehicle trips that have their origin or destination at the place of residence and the other end at the resident's place of employment.
- Home-Based-Other (HBO): Vehicle trips that have their origin or destination at the place of residence and the other end at somewhere other than the resident's place of employment.
- Non-Home Based (NHB): Vehicle trips with no residential trip end.

- King or Snohomish County (KSCO): Any vehicle trip with one trip end in King or Snohomish County.
- Recreation Destinations (REC): Any vehicle trip with one trip end at a major recreation destination, such as: Anacortes Ferry, Keystone Ferry, or SR 20 in eastern Skagit County.

Trip generation rates used in the SCOG Model reflect weekday PM peak hour trips. Households produce a certain amount of trips, and employment areas attract a certain amount of trips. The total households within each TAZ were separated into groups according to household size and number of workers per household, with trip rates ranging from 0.24 to 2.21 depending on household characteristics. These household trip rates are based on the 2008 North Sound Travel Survey (NuStats, April 2009). Trip rates for employees ranged from 0.35 to 1.8 depending on the employee classification, and are based on the previous SCOG Model. Detailed trip generation rates by trip type are included in Table 2.

**Table 2. Trip Generation Rates**

Code <sup>1</sup>	Units	Total	Productions <sup>2</sup>			Attractions <sup>3</sup>		
			HBW	HBO	HNB	HBW	HBO	HNB
HH1_0	Households	0.24	0.0000	0.1933	0.0463	0	0	0
HH1_1	Households	0.32	0.1340	0.1116	0.0734	0	0	0
HH2_0	Households	0.37	0.0000	0.2977	0.0744	0	0	0
HH2_1	Households	0.49	0.1238	0.2826	0.1056	0	0	0
HH2_2	Households	0.75	0.3168	0.2631	0.1729	0	0	0
HH3_0	Households	0.51	0.0000	0.4057	0.1014	0	0	0
HH3_1	Households	0.67	0.1125	0.4160	0.1419	0	0	0
HH3_2	Households	1.02	0.3442	0.4507	0.2294	0	0	0
HH3_3	Households	1.44	0.6048	0.5040	0.3312	0	0	0
HH4_0	Households	0.78	0.0000	0.6233	0.1556	0	0	0
HH4_1	Households	1.03	0.1296	0.6836	0.2149	0	0	0
HH4_2	Households	1.57	0.3968	0.8341	0.3431	0	0	0
HH4_3	Households	2.21	0.8363	0.8740	0.5022	0	0	0
RETAIL	Employees	1.80	0	0	0	0.2380	0.7560	0.7560
FRES	Employees	0.70	0	0	0	0.2100	0.2870	0.2030
GOV	Employees	0.70	0	0	0	0.2940	0.2520	0.1540
EDU	Employees	1.56	0	0	0	0.7800	0.7438	0.0312
WTCU	Employees	0.56	0	0	0	0.4543	0.0177	0.0880
MANU	Employees	0.37	0	0	0	0.1564	0.0222	0.1924
RESOURCE	Employees	0.35	0	0	0	0.2800	0.0000	0.0700
HEALTH	Employees	1.06	0	0	0	0.3180	0.4348	0.3074

Source: Transpo Group, 2015

1. Code represents the land use category. See Table 1 for land use definitions.
2. Productions represent residential land uses. The trips rates were based on information in 2008 North Sound Travel Survey (NuStats, April 2009). Trip from HBW, HBO, and HNB were reassigned to types KSCO and REC based location within the county.
3. Attractions represent employment land uses. The trips rates were based on the previous SCOG model. Trips from HBW, HBO, and HNB were reassigned to types KSCO and REC based location within the county.

Trip generation assigns trips first to the HBW, HBO, and NHB trip types by TAZ. Then a portion of these trips are reassigned to the KSCO and REC trip types. The reason that KSCO and REC trip types were added in the model was to better link sub-regions within the model to key external TAZs. The percent of trips of a sub-region area that traveled to King County, Snohomish County, and recreational areas were based on several studies including the *2008 North Sound Travel Survey* (NuStats, April 2009), the *2006 Washington State Ferry Origin-Destination Survey* (WSDOT, June 2007), and *Census Transportation Planning Products* (2006-2010 five-year estimates).

Trip generation calculations occur in a spreadsheet outside the Visum software platform. The spreadsheet version is more transparent for outside reviews, and is more robust when local and regional agencies update their plans and model inputs. The spreadsheet also allows for the trip generation to be consistent between the Skagit County Model and the Island County Model, even in overlapping areas. When the trip generation spreadsheet is updated, there is a very simple procedure to import the new information in Visum.

### 3.3 Trip Distribution

Trips are distributed between TAZs using the "gravity" model, which is incorporated into the Visum software. This gravity model is built on the theory that, all else being equal, the attraction between two masses will be proportional to the size of the masses and inversely proportional to the distance between the masses. In the travel demand model, the number of trips in a TAZ is used to reflect the size of the mass, and route travel time is used to reflect the distance factor in the gravity model.

The gravity model has parameters to adjust these relationships for each trip purpose. Simply put, these parameters influence average trip lengths of each trip type. In the SCOG Model, the "Combined" utility function controls the impact of the distance factor in the gravity model. In equation form, the function is  $f(U) = a^*(U^b)*(e^{cU})$  where U is travel time between zones. Congested travel times are used for distributing trips. The parameters differ by trip type as shown in Table 3 and are based on guidance in *NCHRP 716 Travel Demand Forecasting: Parameters and Techniques* (TRB, 2012).

**Table 3. Gravity Model Distribution Parameters**

	Skagit County Model			Island County Model		
	a	b	c	a	b	c
Home-Based Work (HBW)	100	-0.02	-0.125	100	-0.45	-0.125
Home-Based Other (HBO)	100	-0.90	-0.10	100	-1.30	-0.10
Non-Home Based (NHB)	100	-0.30	-0.10	100	-0.90	-0.10
King or Snohomish County (KSCO)	100	-0.02	-0.125	100	-0.45	-0.125
Recreation (REC)	100	-0.02	-0.125	100	-0.45	-0.125

Source: Transco Group, 2015

Trip distribution in the SCOG model assigns productions (households) to attraction (destinations) for PM peak hour trips. The model then converts those matrices into origin and destination matrices.

### 3.4 Externals

External TAZs account for trips which start and/or end outside the model study area. The SCOG model has 14 external TAZs. Trip generation for these TAZs is based on the following data sources:

- Current daily traffic volumes
- Historical traffic volumes
- Land use growth forecasts

Existing and forecasted external trips were converted to either productions or attractions by trip type in the trip generation process. Trips from both internal and external TAZs were then distributed according to the gravity model process. External-to-external trips were estimated separately.

### 3.5 Mode Choice

Trip generation procedures produce vehicle trips directly from land use inputs. The conversion of daily person trips to vehicle trips by household type was based on mode split information in the *2008 North Sound Travel Survey* (NuStats, April 2009).

### 3.6 Time-of-Day

Trip generation procedures produce weekday PM peak hour trips directly from land use inputs. The conversion of daily person trips to weekday PM peak hour trips by household type was based on time-of-day information in the *2008 North Sound Travel Survey* (NuStats, April 2009).

### 3.7 Traffic Counts

Existing traffic counts are significant in the development of the model because they directly account for existing travel demands. These existing volume inputs are used in key metrics that determine the validation and reasonableness of the existing year model. Regional roadway counts (daily and hourly) were obtained from local agencies and WSDOT and represent year 2012 or later.

## Chapter 4. Travel Supply Inputs

Travel supply inputs relate to any elements that process trips on study area roadways. Overall network structure is explained as well as link and node types. Volume-delay relationships for various link and nodes types are also discussed.

### 4.1 Existing Street Network

The street network models the available travel supply. In the travel demand model, the street network is composed of links (roadways segments) and nodes (intersections). At the nodes, capacities at turns (turning movements) are used to represent basic traffic control constraints. Travel demand enters and exits the street network at nodes called TAZ centroids. These centroids are connected to the network with links called connectors.

In the SCOG model, the scope of the street network includes most major roads in Skagit and Island counties. Street alignments and attributes of the existing street network (such as posted speeds, lanes, and traffic controls) were obtained from GIS data sources and field observation in spot areas. Visum software allows direct integration with available GIS information. A map of the network is shown in Figures 1 and 2.

### 4.2 Future Baseline Street Network

Adapted from the existing street network, the future baseline street networks include various planned, programmed, or otherwise committed network improvements. As part of the Island County Model development and planning process, several future 2036 baseline network improvements were assumed:

- Rave Road to Houston Road Connector Phase 1 and 2.
- Add traffic signals to the following intersections: SR 20/Troxell Rd; SR 20/Banta Rd; and SR 525/Harbor Ave.
- SR 20, Morris Road to Jacobs Road Safety Improvements. See WSDOT project website for more information on new alignments and intersections.

The 2040 Skagit County Model future baseline model did not have any planned improvements assumptions finalized by the time this model documentation was developed.

### 4.3 Link Types

Link types are used to define the basic roadway attributes assumed by the model. Specific link capacities are assigned to each link type based on access control type, posted speeds, restricted vehicle modes, and number of lanes. For consistency and quality control purposes, the SCOG model automatically updates link speeds and capacities based on a link type lookup table (when the model runs). This reduces the risk for link attribute errors in the model. The link type look up table is provided in Appendix A.

#### 4.4 Node Types and Turn Capacities

Similar to link types, node types are used to define basic intersection control types. These types account for most basic types of intersections. These node types set the assumed turn capacities and basic turn delays from the major and minor approaches. Specific turn capacities are assigned to each node type, based on whether the intersection is uncontrolled, stop-controlled, or controlled with a traffic signal or roundabout.

For consistency purposes, the SCOG Model automatically updates capacities and base delays of turns based on the node type. This reduces the risk for model coding error, and reduces the effort in maintaining the model. Node type descriptions are included in Appendix A.

#### 4.5 Volume-Delay Functions

Volume-delay functions dictate the level of delay along roadways or at intersections as traffic volumes approach network capacity. In other words, they calculate traffic congestion. Volume-delay functions were used to calculate both link (roadway) delays and turn (intersection-related) delays.

In the SCOG Model, link delays were calculated with "Conical" functions and generally follow the characteristics outlined below:

- Freeway Links. Congested speeds remained at freeway speeds until approximately 80 percent of capacity. At 90 percent, speeds drop close to 45 mph. At capacity, speeds represent stop and go conditions (about 30 mph)
- Non-Freeway Links. At 80 percent of capacity, congested speeds drop to about 60 to 70 percent of free-flow speeds. At capacity, congested speeds drop to about 30 to 35 percent of free-flow speeds.

In the SCOG Model, base turn delays were assigned to each turn based on intersection type. Additional turn delays were calculated with the "TModel Nodes" function. This function is sensitive to the volume-to-capacity ratios at the turning movement level. Characteristics of this function parameter set include:

- At 50 percent of turn capacity, additional delays are less than 5 seconds per vehicle.
- At 80 percent of capacity, additional delays are approximately 30 seconds per vehicle.
- At capacity, additional delays are approximately 75 seconds per vehicle.

#### 4.6 Other Inputs

Multipoint assignment (MPA) was used for several TAZs in the SCOG Model. MPA refers to assigning a specific percentage of travel demand to a connector for TAZs that have multiple connectors, rather than allowing the shortest path to the centroid dictate connector traffic. However, the default setting for each TAZ is to not use MPA unless it is needed.

## Chapter 5. Validation and Reasonableness Checks

The process of model validation and reasonableness checks confirms if the model building blocks, if correctly applied, reasonably predict real world travel patterns and is valid for forecasting and other transportation planning purposes. Several statistics were reviewed that were associated with screen line volumes and individual link volumes. Distribution and trip generation characteristics were reviewed using various checks.

### 5.1 Screen Line Analysis

Screen lines (a boundary line which identifies all links between two areas) were defined to compare model travel patterns to actual travel patterns between two areas. Screen line locations for each county model are shown in Figures 3 and 4.

Table 4 shows the screen line results for the Skagit County Model, and Table 5 shows the results for the Island County Model. Percent difference maximums vary by volume and are based on guidance from *Travel Model Validation and Reasonableness Checking Manual* (FHWA, 2010), but generally anything less than 22 percent is acceptable.

**Table 4. Screen Line Results – Skagit County Model**

	Southbound			Northbound			Both Directions		
	Model <sup>1</sup>	Count <sup>2</sup>	Diff <sup>3</sup>	Model	Count	Diff	Model	Count	Diff
<b>North-South Movements</b>									
Deception Pass	642	695	-8%	707	645	9%	1,349	1,340	1%
Southwest County	578	660	-14%	709	645	9%	1,287	1,305	-1%
Skagit River at I-5	3,007	2,450	19%	3,457	3,640	-5%	6,464	6,090	6%
Mount Vernon City	4,050	4,580	-13%	4,323	6,285	-22%	8,373	9,845	-15%
<b>East-West Movements</b>									
Fidalgo/Mainland	1,866	1,400	16%	2,020	1,690	16%	3,686	3,090	16%
Northwest County	1,888	1,670	18%	2,278	2,210	3%	4,267	3,880	9%
Mount Vernon City	609	845	-36%	998	1,355	-36%	1,607	2,200	-37%
West Sedro-Woolley	1,645	1,435	13%	2,056	1,990	3%	3,700	3,425	7%
East Sedro-Woolley	409	335	18%	553	540	2%	962	875	9%

1. Represents the sum of all model volumes crossing the screen line in that direction.  
 2. Represents the sum of all count volumes crossing the screen line in that direction.  
 3. Represents to percent difference between the count and model volumes. Percent difference maximums vary by volume and are based on guidance from *Travel Model Validation and Reasonableness Checking Manual* (FHWA, 2010), but generally anything less than 22 percent is acceptable.

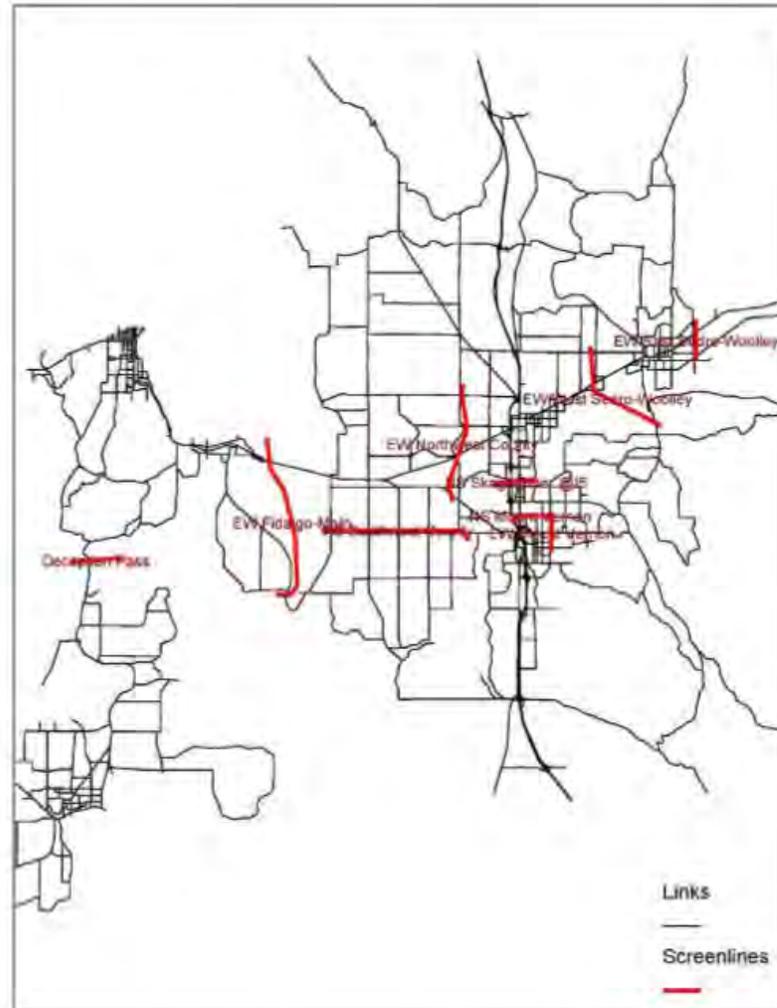


Figure 3. Screen Lines in Skagit County Model

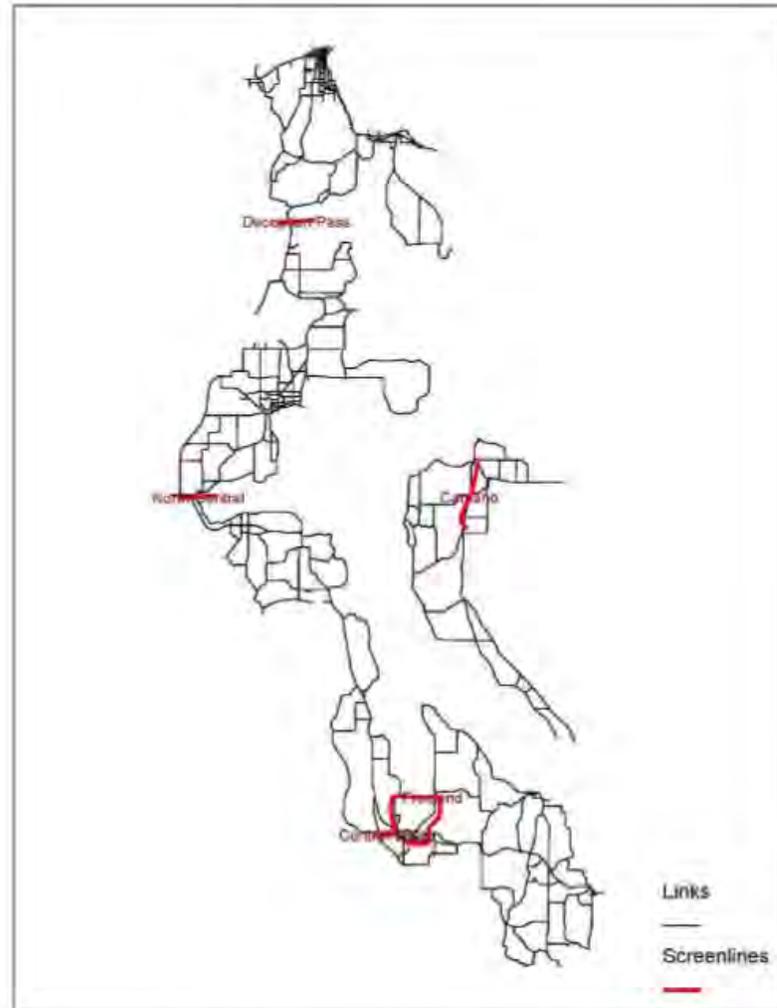


Figure 4. Screen Lines in Island County Model

As shown in Table 4, all but one screen line in Skagit County performed within an acceptable difference of 22 percent. The east-west screen line in the City of Mount Vernon had much lower volumes than what the counts would suggest. Given other screen lines were within targets, this may suggest a localized issue within the model, such as incorrect Mount Vernon land use inputs or poor traffic count quality. Given model travel patterns throughout Skagit County, these results were considered acceptable.

**Table 5. Screen Line Results – Island County Model**

	Southbound			Northbound			Both Directions		
	Model <sup>1</sup>	Count <sup>2</sup>	Diff <sup>3</sup>	Model	Count	Diff	Model	Count	Diff
<b>North-South Movements</b>									
Deception Pass	634	695	-10%	650	645	7%	1284	1340	-4%
North/Central Boundary	519	475	8%	479	530	-11%	998	1005	-1%
Central/South Boundary	443	440	1%	405	485	-20%	848	925	-9%
<b>East-West (Inbound-Outbound) Movements</b>									
	Inbound/Westbound			Outbound/Eastbound			Both Directions		
Freeland Cordon	1214	1350	-11%	1313	1450	-10%	2527	2800	-11%
Camano Central	1263	1210	4%	849	530	18%	1912	1740	9%
<sup>1</sup> Represents the sum of all model volumes crossing the screen line in that direction <sup>2</sup> Represents the sum of all count volumes crossing the screen line in that direction <sup>3</sup> Represents to percent difference between the count and model volumes. Percent difference maximums vary by volume and are based on guidance from <i>Travel Model Validation and Reasonableness Checking Manual</i> (FHWA, 2010), but generally anything less than 22 percent is acceptable.									

As shown in Table 5, all screen lines within Island County performed within an acceptable difference of 22 percent, based on recommendations in the *FHWA Manual*. Given overall model travel patterns, these results were considered acceptable.

## 5.2 Link Volume Analysis

The analysis of roadway link volumes compares roadway model volumes to actual traffic counts, by direction, for all locations where actual traffic counts are provided. Two common link volume statistics were reviewed to evaluate the model validity: Percent Root-Mean-Square-Error (RMSE) and R-squared or "goodness of fit".

Percent RMSE was calculated by roadway group to understand model behavior on key facilities. Percent RMSE is essentially the average of all the link-by-link percent differences—a good statistic to understand percent difference variability on links of a particular functional class. Table 6 shows the percent RMSE results for the different roadway groups during each respective time period. Generally, results below 40 percent RMSE are considered acceptable. In Island County, both state highways and arterials were below this 40 percent threshold. In Skagit County, state highways were below the 40 percent threshold but arterials were just above. This is likely due to the same isolated issues in Mount Vernon that also pushed screen line differences above targets. Collector and local roadways were above this threshold, however they typically have lower volumes that make the 40-percent target more challenging to achieve consistently.

R-squared indicates how well the model volumes represent the actual traffic counts. If model volumes exactly matched the actual counts, the R-squared value would be 1.00. For both

county models, the overall model R-squared was 0.94 or greater which is within guidelines from the *FHWA Manual*.

**Table 6. Link Volume Statistics**

	Skagit County Model			Island County Model		
	RMSE <sup>1</sup>	R-squared <sup>2</sup>	Difference <sup>3</sup>	RMSE	R-squared	Difference
State Highways	18%	0.96	14%	18%	0.88	13%
Arterials	42%	0.73	29%	38%	0.79	26%
Collectors/Local	68%	0.70	46%	44%	0.80	29%
Total	30%	0.95	20%	28%	0.94	18%

1. Percent Root-Mean-Square-Error (RMSE) refers to the percent difference on an average link-by-link basis.
2. R-squared indicates how well the model volumes represent the actual traffic counts. If model volumes exactly matched the actual counts, the R-squared value would be 1.00.
3. Refers to the percent difference on a total volume basis (sum total of all links).

Based on the data shown in Table 6 the SCOG model link-by-link variability (Percent RSME and R-squared) was considered acceptable. Maximums were established based on guidance from *FHWA Manual*. Link analysis scatterplots are shown in Figures 5 and 6.

### 5.3 Distribution Checks

Distribution checks relate to how the model is distributing and assigning trips through the model. The following types of distribution checks were performed for both county models.

#### 5.3.1 Average Trip Lengths

The average trips lengths for the main trip types (HBW, HBO, and NHB) were compared back to trip length information in the *2008 North Sound Travel Survey (NuStats, April 2009)*. For the Skagit County Model, average trip lengths were 20, 15, and 13 minutes for the HBW, HBO, and NHB trips, respectively. For the Island County Model, average trip lengths were 22, 15, and 12 minutes for the HBW, HBO, and NHB trips, respectively. These trip lengths were within 10 percent of the trip length information in the *2008 Travel Survey*.

#### 5.3.2 Select-Link and Select-Zone Analysis

Select-link and select-zone refers to isolating a roadway or TAZ and flagging only those trips on the model network that are associated with that link or zone. This can identify problems with trip generation, trip distribution, and/or trip assignment model parameters. Select-link and select-zone analysis was performed at key roadways and TAZs to test the reasonableness of the model. This included major bridges, external TAZs, and major employment centers. For the SCOG model this process resulting in adjustments to external distribution parameters and improved network coding (nodes, links, and centroid connectors).

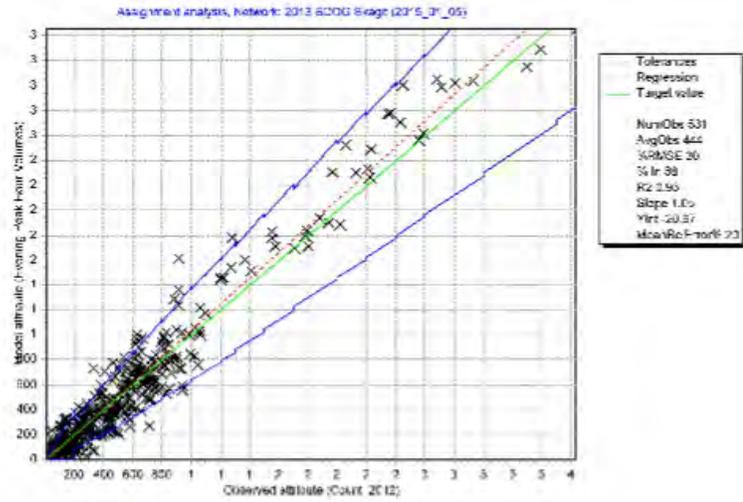


Figure 5. Link Analysis Scatterplot – Skagit County

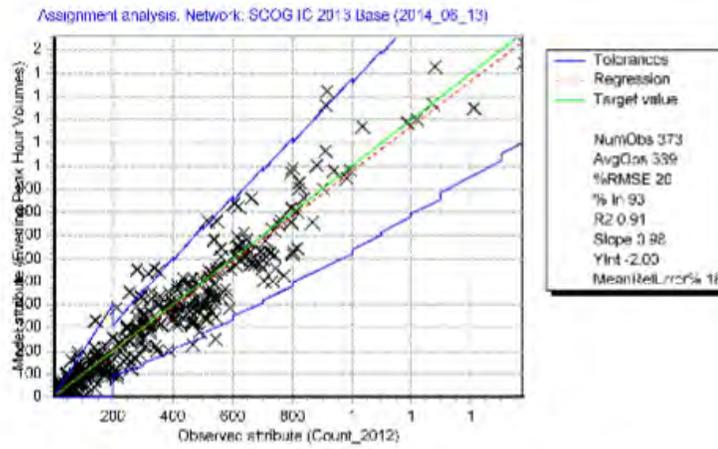


Figure 6. Link Analysis Scatterplot – Island County

**APPENDIX A**  
**Link Type Descriptions**

Link Type	Description	Number of Lanes (per direction)	Capacity (vehicles per hour)	Speed (mph)
1	Blocked	0	0	0
2	Freeway (60mph, 2In per dir)	2	3,600	60
3	Freeway (60mph, 3In per dir)	3	5,400	60
4	Freeway (60mph, 4In per dir)	4	7,200	60
5	Freeway (60mph, 5In per dir)	5	9,000	60
6	Freeway (60mph, 6In per dir)	6	10,800	60
7	Freeway (70mph, 2In per dir)	2	3,600	70
8	Freeway (70mph, 3In per dir)	3	5,400	70
11	Ramps (45mph, 1In per dir)	1	1,500	45
12	Ramps (45mph, 2In per dir)	2	3,000	45
13	Ramps (45mph, 3In per dir)	3	4,500	45
14	Ramps (35mph, 1In per dir)	1	1,200	35
15	Ramps (35mph, 2In per dir)	2	2,400	35
16	Ramps (35mph, 3In per dir)	3	3,600	35
17	Ramps (25mph, 1In per dir)	1	1,200	25
18	Ramps (25mph, 2In per dir)	2	2,400	25
19	Ramps (25mph, 3In per dir)	3	3,600	25
20	HOV (55mph, 1In per dir)	1	1,600	55
21	HOV (55mph, 2In per dir)	2	3,200	55
22	Non-Freeway (55mph, 2In)	1	1,600	55
23	Non-Freeway (55mph, 3In)	1	1,700	55
25	Non-Freeway (55mph, 5In)	2	3,000	55
26	Freeway (55mph, 2In per dir)	2	3,600	55
27	Freeway (55mph, 3In per dir)	3	5,400	55
28	Freeway (55mph, 4In per dir)	4	7,200	55
29	Freeway (55mph, 5In per dir)	5	9,000	55
32	Non-Freeway (50mph, 2In)	1	1,600	50
33	Non-Freeway (50mph, 3In)	1	1,700	50
35	Non-Freeway (50mph, 5In)	2	3,000	50
40	HOV (45mph, 1In per dir)	1	800	45
42	Non-Freeway (45mph, 2In)	1	1,350	45
43	Non-Freeway (45mph, 3In)	1	1,500	45
44	Non-Freeway (45mph, 4In)	2	2,700	45
45	Non-Freeway (45mph, 5In)	2	3,000	45
47	Non-Freeway (45mph, 7In)	3	4,500	45
50	HOV (40mph, 1In per dir)	1	800	40
52	Non-Freeway (40mph, 2In)	1	900	40
53	Non-Freeway (40mph, 3In)	1	1,100	40
54	Non-Freeway (40mph, 4In)	2	1,650	40
55	Non-Freeway (40mph, 5In)	2	2,200	40
57	Non-Freeway (40mph, 7In)	3	4,500	40
60	HOV (35mph, 1In per dir)	1	800	35
62	Non-Freeway (35mph, 2In)	1	900	35
63	Non-Freeway (35mph, 3In)	1	1,100	35
64	Non-Freeway (35mph, 4In)	2	1,650	35
65	Non-Freeway (35mph, 5In)	2	2,200	35
67	Non-Freeway (35mph, 7In)	3	3,300	35
68	Non-Freeway (35mph, 8In)	4	4,500	35
70	HOV (30mph, 1In per dir)	1	800	30
72	Non-Freeway (30mph, 2In)	1	900	30
73	Non-Freeway (30mph, 3In)	1	1,100	30
74	Non-Freeway (30mph, 4In)	2	1,400	30
75	Non-Freeway (30mph, 5In)	2	2,000	30
80	HOV (25mph, 1In per dir)	1	800	25
82	Non-Freeway (25mph, 2In)	1	550	25
83	Non-Freeway (25mph, 3In)	1	825	25
84	Non-Freeway (25mph, 4In)	2	900	25
85	Non-Freeway (25mph, 5In)	2	1,300	25
90	HOV (60mph, 1In per dir)	1	1,600	60
91	HOV (60mph, 2In per dir)	2	3,200	60
92	Non-Freeway (20mph, 2In)	1	350	20
93	Non-Freeway (20mph, 3In)	1	550	20
99	Connector	1	99,999	25

Source: Transpo Group

**APPENDIX A - Continued**

**Node Type Descriptions**

Node Type	Description
1	Shape node (no delay)
5	TWSC (uses node delay, not turn delay)
10	AWSC
20	Roundabout, single lane
25	Roundabout, dual lane
31	Signal, 3 approaches, single LT all, single RT minor
32	Signal, 3 approaches, single LT all, dual RT minor
41	Signal, 4 approaches, single LT all, 1x1 unbalanced volumes
42	Signal, 4 approaches, single LT all, 1x1 balanced volumes
43	Signal, 4 approaches, single LT all, 2x1 unbalanced volumes
45	Signal, 4 approaches, single LT all, 2x2 unbalanced volumes
46	Signal, 4 approaches, single LT all, 2x2 balanced volumes
53	Signal, 3 approaches, dual LT on major only
54	Signal, 4 approaches, dual LT on major only
61	Signal, 3 approaches, dual LT on minor only, single RT minor
62	Signal, 3 approaches, dual LT on minor only, dual RT minor
73	Signal, 3 approaches, dual LT on all approaches
74	Signal, 4 approaches, dual LT on all approaches

Source: Transpo Group

**Turn Capacities and Delays based on Node Types**

Node Type	Turn Capacities (vehicles per hour)						Initial Turn Delay (seconds)					
	Major Approach			Minor Approach			Major Approach			Minor Approach		
	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right
1	99999	99999	99999	99999	99999	99999	0	0	0	0	0	0
5	99999	99999	99999	99999	99999	99999	0	0	0	10	10	5
10	250	450	250	250	450	250	15	15	15	15	15	15
20	800	800	800	800	800	800	5	5	5	5	5	5
25	1200	1200	1200	1200	1200	1200	5	5	5	5	5	5
31	350	2000	750	450	1000	750	12	5	8	12	5	8
32	350	2800	750	450	1000	1200	12	5	8	12	5	8
41	300	1500	450	230	380	380	12	5	8	12	5	8
42	250	800	450	230	600	380	12	5	8	12	5	8
43	500	2800	750	380	630	630	12	5	8	12	5	8
45	400	2800	1050	300	880	880	12	5	8	12	5	8
46	300	1200	500	250	1000	500	12	5	8	12	5	8
53	550	2000	750	450	1000	750	12	5	8	12	5	8
54	700	1500	500	300	1000	500	12	5	8	12	5	8
61	350	2000	750	700	1000	750	12	5	8	12	5	8
62	350	2000	750	700	1000	1200	12	5	8	12	5	8
73	550	2000	750	700	1000	750	12	5	8	12	5	8
74	550	1500	500	550	1000	500	12	5	8	12	5	8

Source: Transpo Group



## SR 20 Swantown Road to Barrington Drive Corridor Pre-design Analysis, Technical Update, April 2012

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### PURPOSE:

This technical paper summarizes additional analysis prepared by WSDOT subsequent to the completion, in 2005, of the State Route 20 Swantown Road to Cabot Drive Corridor Pre-Design Analysis (hereinafter referred to as the Pre-design Analysis).

### KEY FINDINGS:

The following key findings are covered in more detail later in this technical paper.

- Traffic volumes along SR 20 have seen little change since 1999. The study intersections continue to operate well within the adopted level of service standard. Traffic would need to grow 40 percent or more over 2011 peak hour volumes before the intersections begin to fall below the level of service concurrency standard of LOS E.
- WSDOT recently updated the cost estimate for the improvements recommended in the Pre-design Analysis. The 2011 scoping estimate is \$29.9 million (Swantown to Barrington).
- Coupled with more modest growth in traffic volumes, some lower cost alternatives would improve westbound traffic flow between Pioneer and Swantown, but there are trade-offs.

### BACKGROUND:

WSDOT and the city of Oak Harbor completed a Pre-design Analysis in 2005 in order to:

- Examine existing (2004) and future (2030) no-build intersection traffic operations.
- Evaluate future (2030) intersection traffic operations for a set of improvement alternatives.
- Recommend corridor improvements, provide conceptual drawings, planning-level cost estimates and a project phasing plan.

Recommendations from the Pre-design Analysis included the following phased implementation:

- Phase One – two-lane roundabouts at Swantown and at Erie; convert the two-way-left-turn lane to a second westbound through lane from Erie to Swantown; restrict turns at Scenic Heights to right-in/right-out only
- Phase Two – Two-lane roundabouts at Pioneer Way and at Barrington Dr.
- Phase Three – Widen SR 20 to four lanes from Swantown to Pioneer, plus a landscaped median, bike lanes and new sidewalks from Swantown to Barrington
- Phase Four – Two-lane roundabouts at 8<sup>th</sup> Ave, and at 3<sup>rd</sup> Ave/Cabot, along with a landscaped median, bicycle lanes and new sidewalks from Barrington to 3<sup>rd</sup> Ave/Cabot

### 2011 WSDOT SCOPING DESIGN ESTIMATE:

In 2011 WSDOT updated the layouts and cost estimates from the 2005 pre-design analysis for the section of SR 20 from Swantown to Barrington. WSDOT's 2011 estimate is double what was estimated in 2005, as shown in Table 1.

Table 1

	2005 Pre-design	2011 Scoping
Pre-design Analysis, Phases 1, 2 and 3	\$15.5 Million	\$29.9 Million
Pre-design Analysis, Phase 4	\$7 Million	not estimated
Cost basis	2005 dollars	2011 dollars

Reasons for the increased cost include the following:

- 2011 “scoping” estimate is at five percent design completed; the 2005 “planning” estimate was less than one percent design completed. The higher the percent design completed, the better the reliability and accuracy of the estimate.
- We know a lot more about roundabout design and costs in 2011 than we did in 2005. Very few roundabouts had been constructed statewide prior to 2006. Since 2007 twenty roundabouts have been built in Whatcom and Skagit Counties and more are coming.
- The 2011 estimate includes the latest standards and requirements for protection of sensitive areas and treatment of storm water runoff.

**ADDITIONAL ANALYSIS COMPLETED BY WSDOT:**

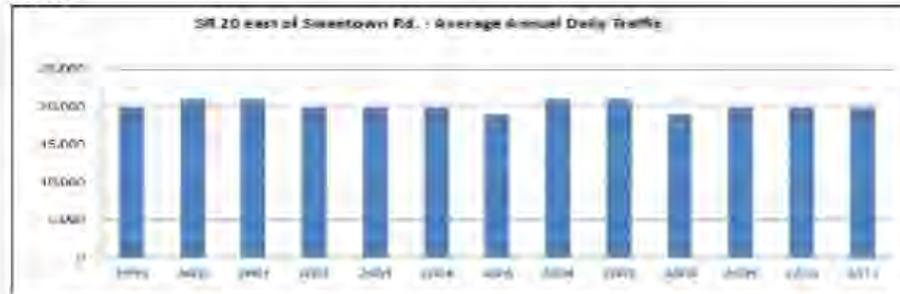
WSDOT investigated a number of potential lower cost alternatives to the improvements recommended in the Pre-design Analysis for the section of SR 20 from Swantown to Barrington. We also gathered and evaluated current traffic information that provides context for evaluating alternatives.

Our analysis shows that traffic volumes along SR 20 have varied little in the past 12 years. The leveling of traffic volumes has enabled the signalized intersections to continue to operate at or near the same level of service during that time. Over the past five years the frequency of traffic collisions has not significantly changed from year to year, and most importantly, there were no serious injury or fatality collisions during that time.

**Average Annual Daily Traffic**

There has been little or no growth in average annual daily traffic volumes along SR 20 in the past 13 years, as shown in Table 2.

Table 2



**Intersection level of service**

The traffic forecasts used for the 2005 pre-design analysis determined that traffic growth would degrade intersection level of service as early as 2010. The forecasted growth did not happen. WSDOT’s updated traffic analysis, recently completed for 2011 peak hour volumes, indicates that all of the study intersections are operating at an acceptable level of service (LOS C). Table 3 provides a comparison of the Pre-design Analysis level of service projected for 2010 versus 2011 actual.

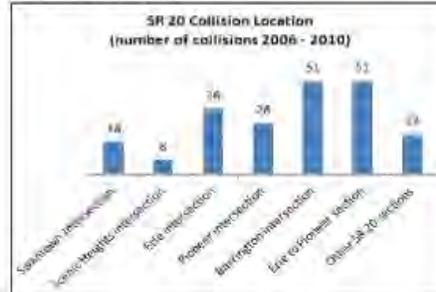
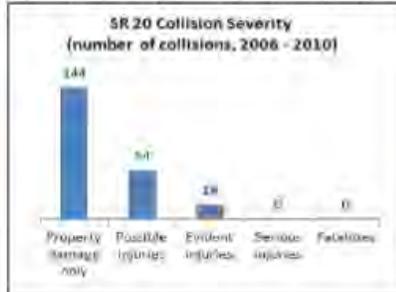
Table 3

	2010 Projected		2011 Actual	
	LOS	Delay	LOS	Delay
SR 20/Swantown	F	82.9 sec	C	21.0 sec
SR 20/Scenic Heights	E	38.2 sec	C	18.4 sec
SR 20/Erie	E	59.2 sec	C	22.2 sec
SR 20/Pioneer	E	60.2 sec	C	26.7 sec
SR 20/Barrington	D	43.9 sec	C	28.5 sec

**Traffic collisions**

There were 214 collisions along SR 20 from Swantown to Barrington over a five year period (2006-2010). Collision frequency per year has been relatively consistent, not showing a trend up or down. The most frequent types of collisions were; rear-end collisions (43 percent of all collisions), opposite direction collisions (14 percent), and enter at angle collisions (12 percent). Only three collisions can be directly attributed to SR 20 westbound traffic merging at the lane drop between Erie and Scenic Heights.

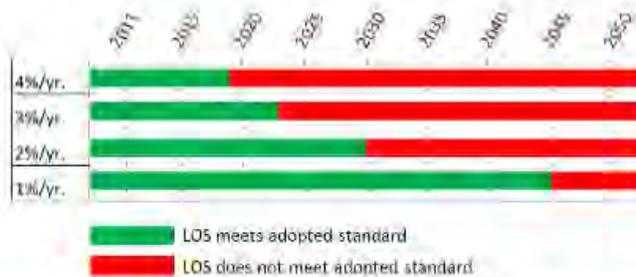
Collision severity and location are shown in the charts below.



**Additional Alternatives**

Over the past several years a number of lane and intersection configurations have been reviewed, in varying degrees of detail, to determine if there are additional lower cost alternatives to the recommendations made in the 2005 Pre-design Analysis. With traffic growing at a much slower rate than originally forecasted, the need for more costly improvements may be delayed further into the future than initially thought.

How far into the future? For an example let's look at the SR 20/Barrington intersection, which had the highest average vehicle delay during peak hour of any of the study intersections in 2011. Traffic would need to grow by over 40 percent for the intersection to fall below the level of service standard for concurrency. At one percent traffic growth per year, it would take about 35 years for the SR 20/Barrington intersection to fall below the concurrency standard. The 40 percent threshold would be reached sooner at higher traffic growth rates, as shown in the chart below.



Compare this to a nearly flat growth rate in SR 20 traffic since 1999 and indications are that major improvements are not needed anytime soon in order to remain within the adopted intersection level of service (LOS E) at the study intersections. Even so, congestion and vehicle delay will increase as traffic grows. Again, using the SR 20/Barrington intersection as an example, the average delay in 2011 pm peak hour conditions was 28.5 seconds per vehicle (LOS C). Average vehicle delay could worsen to 79 seconds per vehicle and still meet the far limit of the LOS E standard. The good news is, there is time to plan and seek funding for incremental improvements in the corridor.

Table 4 on the next page provides a brief recap of eight additional lower cost intersection alternatives that were evaluated by WSDOT following the completion of the Pre-design Analysis. Three of the eight alternatives (alternatives one, seven and eight) were selected by WSDOT traffic engineers for additional traffic evaluation as they were likely to provide the highest benefit relative to their cost. Following Table 4 is a page each for alternatives one, seven and eight, showing the traffic results and a rough sketch layout of what they could look like.

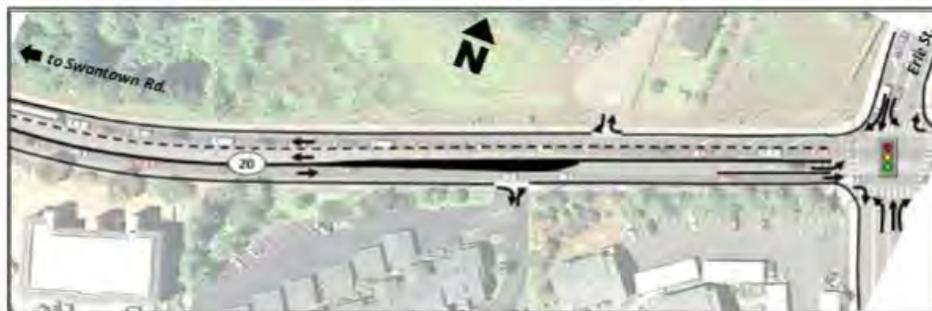
Table 4: Additional Alternatives Evaluated by WSDOT

Alternative	LOS (2011)	Estimated Cost	Benefits	Disadvantages	Notes
1. Convert SR 20 westbound two-way left-turn lane from Erie to Swanton into a second westbound through lane. Parallel median cutting on SR 20 and restrict turns at Soenic Heights to right-or-right-on-only.	LOS C	no estimate available	The lowest cost alternative. Can be implemented quickly.	Eliminate left turns to and from SR 20 and Soenic Heights Dr. and driveway. Resulting in curbside access for Soenic Heights via Winslow Rd.	Future operational life of improvements has not been determined. <a href="#">See sketch page for more details.</a>
2. Same as Alt 1 plus adds U-turn capability at SR 20 Swanton Rd and SR 20 Erie St intersections.	LOS not evaluated	no estimate available	U-turns at Swanton and Erie provide directional travel choices for Soenic Heights travelers.	Right of way, retaining walls and intersection modifications increase cost.	The cost to build a U-turn at Swanton and Erie would approach the cost of a roundabout in these locations while not providing the same level of long term benefits roundabouts would provide.
3. Retain two way left-turn lane and all turning choices to from Soenic Heights Dr. Widen SR 20 to add second westbound travel lane.	LOS not evaluated	no estimate available	Add travel lane capacity without restricting turns at Soenic Heights and driveway.	Cost for right of way and construction for new westbound lane.	
4. Same as Alt 3 but eliminates left turn out from Soenic Heights in order to reduce the right-of-way required to widen SR 20 for the second travel lane.	LOS not evaluated	no estimate available	Less right of way needed versus Alt 3. Retains left turn in from SR 20 to Soenic Heights.	Cost for right of way and construction for new westbound lane.	
5. Same as Alt 4 plus adds U-turn capability at the SR 20 Erie St. intersection.	LOS not evaluated	no estimate available	Compared to Alt 4, adding U-turn at Erie provides alternative for Soenic Heights drivers needing to travel west or south on SR 20.	Small number of left turns from Soenic Heights to SR 20 may not justify the expense.	
6. Same as Alt 1 plus adds a fourth leg to the SR 20 Swanton intersection to provide a new connection to Soenic Heights Dr. The existing intersection at SR 20 Soenic Heights could be closed or remain right-to-right-on-only.	LOS not evaluated	no estimate available	Eliminate full turning access between SR 20 to from driveway and to from Soenic Heights. Could close existing access at SR 20 Soenic Heights.	Cost for right of way and spot to construct fourth leg of intersection.	
7. Same as Alt 1 except replace the signal at SR 20 Swanton with a roundabout.	LOS B or C	no estimate available	SR 20 Swanton roundabout is first step in long-term vision for the corridor. Provides an alternative for left-turns to from SR 20 to Soenic Heights via the roundabout.	Cost for right of way and construction of Swanton roundabout is a lower cost, but not a low cost, alternative. Eliminates left turn out from Soenic Heights to SR 20. Circumvents routing to Winslow Rd. to make finer turns.	<a href="#">See sketch page for more details.</a>
8. Roundabouts at Swanton and Pioneer with uninterrupted median curb at between. Driveway and intersection between Swanton and Pioneer restricted to right-or-right-on-only, including the SR 20 Erie-Byrdville intersection.	LOS B or C	no estimate available	Provides more capacity between Swanton and Pioneer. All turning movements between Swanton and Pioneer can be served. Room to make Erie to Pioneer a lane.	Some of the left turns rerouted to the roundabouts increase trip length. Likely to induce some changes in trip patterns in local street system and at other intersections such as at SR 20 Boreman.	Median the full length of SR 20 between Swanton and Pioneer would eliminate all left turns, including at Erie Byrdville, redirecting those trips to the roundabouts. <a href="#">See sketch page for more details.</a>

**Sketch - Alternative 1:** Restripe existing pavement to add a westbound drop lane on SR 20 from Erie St. to Swantown Rd. with a median curb that restricts access at driveways and at Scenic Heights Dr. to right-in/right-out turns only.

**Location:** SR 20 between Erie St and Swantown Rd.

**Benefits/Disadvantages:** Lowest cost and can be implemented quickly, but eliminates all left turns to/from SR 20 between Erie and Swantown.



**Intersection Traffic Analysis (2011 PM peak hour):**

**Assumptions:**

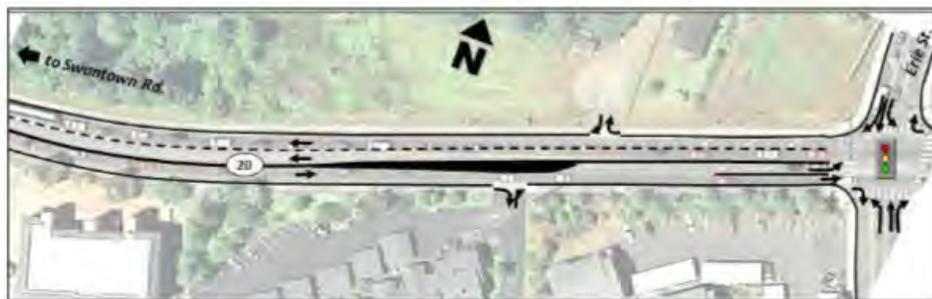
- Left turns from Scenic Heights to SR 20 will reroute to Waterloo Rd
- Left turns from SR 20 to Scenic Heights will reroute to Waterloo Rd

	2011 Existing		2011 Alternative 1	
	LOS	Delay	LOS	Delay
SR 20/Swantown Rd.	C	21.0 sec	C	26.7 sec
SR 20/Scenic Heights Rd.	C	18.4 sec	C	17.8 sec
SR 20/Erie St.	C	22.2 sec	C	22.2 sec
SR 20/Pioneer Way	C	26.7 sec	C	26.7 sec
SR 20/Barrington Dr.	C	28.5 sec	C	28.5 sec

**Sketch - Alternative 7:** Add westbound drop lane on SR 20 from Erie St. to Swantown Rd. with a median curb that restricts access at driveways and at Scenic Heights Dr. to right-in/right-out turns only. Construct a roundabout at SR 20/Swantown Rd. intersection.

**Location:** SR 20 between Erie St and Swantown Rd.

**Benefits/Disadvantages:** Roundabout services left turns from SR 20 into Scenic Heights and provides long-term corridor improvement, but at higher cost than Alternative 1. Unable to make left turns from Scenic Heights to SR 20, rerouting them to Waterloo Rd.



**Intersection Traffic Analysis (2011 PM peak hour):**

**Assumptions:**

- Left turns from Scenic Heights to SR 20 reroute to Waterloo Rd
- Left turns from SR 20 to Scenic Heights reroute to Swantown roundabout

	2011 Existing		2011 Alternative 7	
	LOS	Delay	LOS	Delay
SR 20/Swantown Rd.	C	21.0 sec	B	10.4 sec
SR 20/Scenic Heights Rd.	C	18.4 sec	C	17.8 sec
SR 20/Erie St.	C	22.2 sec	C	22.2 sec
SR 20/Pioneer Way	C	26.7 sec	C	26.7 sec
SR 20/Barrington Dr.	C	28.5 sec	C	28.5 sec

**Sketch - Alternative 8:** Roundabouts at Swantown and Pioneer with an uninterrupted median curb on SR 20 between Swantown and Pioneer, with right-in/right out access at all driveways and intersections in between, including at the SR 20/Erie-Bayshore intersection.

**Location:** SR 20 between Pioneer Way and Swantown Rd.

**Benefits/Disadvantages:** All restricted left turns can be accommodated at the Swantown and Pioneer roundabouts. Adds key long-term corridor improvements. SR 20 would be four lanes between Erie and Pioneer without adding pavement. Disadvantages are cost for R/W and construction, longer trip lengths for some left turns, and diversion of trips to SR 20/Barrington.



**Intersection Traffic Analysis (2011 PM peak hour):**

**Assumptions:**

- Left turns from Scenic Heights to SR 20 reroute to Pioneer roundabout
- (continued on page 9)

	2011 Existing		2011 Alternative 8	
	LOS	Delay	LOS	Delay
SR 20/Swantown Rd.	C	21.0 sec	B	11.9 sec
SR 20/Scenic Heights Rd.	C	18.4 sec	C	21.0 sec
SR 20/Erie St.	C	22.2 sec	C	24.2 sec #
SR 20/Pioneer Way	C	26.7 sec	B	10.7 sec
SR 20/Barrington Dr.	C	28.5 sec	C	28.5 sec

# - delay is for worst movement (northbound right turn)



Assumptions for Alternative 8 traffic analysis (continued from page 8)

- Left turns from SR 20 to Scenic Heights reroute to Swantown roundabout
- Left turns from Erie to SR 20 reroute to Swantown roundabout
- Left turns from SR 20 to Erie reroute to Pioneer roundabout
- Remove signal at SR 20/Erie-Bayshore
- Left turns from Bayshore to SR 20 reroute to Pioneer roundabout
- Left turns from SR 20 to Bayshore reroute to Swantown roundabout

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## APPENDIX E- 20 YEAR PROJECT LIST

This appendix describes the process by which the 20 year project list was developed and evaluated. The 20 year project list was developed to create a transportation system that realizes Oak Harbor's ultimate transportation vision: to provide a safe, balanced, and efficient multi-modal transportation system that is consistent with the City's overall vision and adequately serves anticipated growth. This vision is guided by the transportation goals outlined in this Plan:

- **Goal 1:** Safe for all users
- **Goal 2:** Connected and efficient.
- **Goal 3:** Multimodal offering user friendly transportation options.
- **Goal 4:** Financially and environmentally sustainable.
- **Goal 5:** Complementary of the City's land use vision and other adopted plans.
- **Goal 6:** Integrated with the regional transportation network to address a diverse range of transportation interests.

With these goals in mind, as well as completing the layered networks; evaluating existing and future infrastructure needs based on adopted LOS; reviewing existing transportation plans; and working with the public, Planning Commission, and City Council to identify areas in need of transportation improvements, a draft project list was developed. The draft project list included over 50 potential projects. Each project was evaluated and scored relative to the transportation goals using a scoring matrix. The scoring matrix included 14 metric covering the 6 goals. Each metric's description, as well as its scoring potential, can be seen in **Table 1**. In addition, the composite score of each project evaluated as part of this Plan can be seen in **Table 2**. The composite scores were standardized based on a scale of 1-10 (10 being the highest score possible).

**Table 1: Project Scoring Table**

Goal	Metric Description	Ranking
<b>Safe for all users</b>	1. Addresses location with a history of injury/fatality collisions	4= Fatality and/or bike/ped collision 2= On the top 10 list of collision locations in City 0= Low collision rate
	2. Fixes an identified sight distance issue or identified modal conflict point	4= Identified by City staff, public and/or consultants 2= Conflict with the auto priority network 0= Other
<b>Connected and efficient</b>	3. Consistency with the layered network	2= Yes 0= No
	4. Provides connection to: employment, services, school, retail, government, recreation, or regional transportation.	2= Connects five or more destinations 1= Connects 3 or 4 destinations 0= Connects less than three destinations
<b>Multimodal offering user friendly transportation options</b>	5. Encourages pedestrian travel	2= Exclusive facility (e.g. buffered sidewalk, trail) 1= Pedestrian facility (e.g. sidewalk w/o buffer or one side) 0= Other
	6. Encourages bicycle travel	2=Exclusive facility (e.g. trail, separated bike lane) 1=Shared facility (e.g. bicycle lane, sharrow) 0=Other
	7. Encourages transit travel	2= Infrastructure or access to transit improvement within 1/2 mile proximity 1= Infrastructure or access to transit improvement within 1 mile proximity 0= Other
	8. Supports Auto LOS	2= Currently failing LOS standard 1= Degrades by 1 letter LOS in future 0= No problems in the future
<b>Financially and environmentally sustainable</b>	9. Supports Low Impact Development (LID); (e.g. street width, utilizes permeable surfaces, etc.)	2= Permeable surface, reduction in impervious surfaces 1= Repurpose existing space for multiuse 0= Other
	10. .Project’s costs are aligned with City budget constraints	2= High 1= Medium 0= Low
<b>Complementary of the City’s land use vision and other adopted plans</b>	11.. Project supports the character of Oak Harbor’s Districts	2=Yes 0=No
	12. Project is on the books	2= Yes 0= No
<b>Integrated with the regional transportation network to address a diverse range of transportation interests</b>	13. Supports regional transportation network	2= Offsets SR 20, adds to regional bike/transit network 1= Congestion relief, pedestrian access to transit 0= Other
	14. Project impact per user	2= Impacts a high number of users 1= Impacts a medium number of users 0= Impacts a low number of users

**Table 2: Project Scores**

Project Name	Project Description	Score
<b>Midway Boulevard Road Diet and Roadway Reconstruction</b>	Convert existing four-lane undivided roadway segment between Pioneer Way and NE 7th Avenue to a three-lane segment consisting of two through lanes and a center two-way left-turn lane. This project includes sidewalk improvements such as bulbouts, curb ramps and RRFBs, as well as bike lanes.	7.81
<b>Whidbey Avenue Roadway Reconstruction</b>	Reconstruct Whidbey Avenue between Heller Street and Regatta Drive. This project includes curb, gutter, drainage, transit and nonmotorized improvements (sidewalk maintenance/bike lanes).	7.50
<b>NE 7th Avenue Roadway Reconstruction and Pedestrian Improvements</b>	Full reconstruction of the roadway, lighting, completing the missing sidewalks on the north side of the road, and constructing a natural paved multiuse path on the south side of the road .	7.50
<b>SW Heller Roadway Reconstruction</b>	Repave existing roadway and add curb and gutter improvements between SW Swantown Avenue to W Whidbey Avenue. This project includes sidewalk, bike, and transit improvements.	6.88
<b>Whidbey Avenue Crosswalk</b>	Improve pedestrian crossing on Whidbey Avenue between N Oak Harbor Street and SR 20 near the intersection of Barron Drive.	6.88
<b>Whidbey Road Diet between N Oak Harbor Street and SR 20</b>	Convert existing four-lane undivided roadway segment between N Oak Harbor Street and SR 20 to a three-lane segment consisting of two through lanes and a center two-way left-turn lane. This project will allow for improved bicycle and pedestrian conditions (bike lanes and sidewalks upgrades).	6.88
<b>Regatta Drive Roadway Reconstruction and Bicycle Improvements</b>	Repave existing roadway and add curb and gutter improvements between Pioneer Way and Crescent Harbor Road. This project includes buffered sidewalks on Regatta Drive between SE 9th Avenue to Whidbey Avenue and NE 6th Avenue to Crescent Harbor Road & bike lanes between Pioneer Way and Crescent Harbor Road.	6.88
<b>Midway/Goldie Bike Lane</b>	Add bike lane on Midway Blvd/Goldie Rd between NE 7 <sup>th</sup> Avenue and Ault Field Road.	6.56
<b>NW Heller Roadway Improvements</b>	Roadway improvements between Whidbey Ave to NW Crosby Ave. Project include overlay for maintenance, restriping, and curb ramps.	6.25
<b>Fort Nugent Bike Lane</b>	Add bike lane on Fort Nugent Road between Swantown Avenue and West City Limits.	6.25
<b>Fort Nugent Avenue Sidewalks</b>	Complete sidewalk network near Fireside Development and Fort Nugent Park (both sides).	5.94
<b>Pioneer Way Bike Lane</b>	Add bike lane on Pioneer Way between SE City Beach Street and Regatta Drive.	5.94
<b>Whidbey Avenue Pedestrian Refuge Islands at Fairhaven Drive and Jib Street</b>	Construct pedestrian refuge islands at the intersections of Whidbey Avenue and Fairhaven Drive and Whidbey Avenue and Jib Street.	5.94
<b>Freund Marsh Trail</b>	Complete Freund Marsh Trail as planned, including links to neighborhoods and walkable beaches.	5.63
<b>SE 4th Avenue Roadway Improvements</b>	Reconstruct SE 4th Avenue between SE Ely Street to SE Midway Boulevard. Replace existing water and storm drainage facilities, and add sidewalks near Oak Harbor Elementary School.	5.63
<b>SW Heller Street Bike Lane</b>	Add bike lane on SW Heller Street between Whidbey Avenue to Crosby Avenue.	5.63
<b>N Oak Harbor Street Sharrow</b>	Add sharrow on N Oak Harbor Street between Whidbey Avenue and Crosby Avenue.	5.63

Project Name	Project Description	Score
<b>Barrington Drive Bike Lane</b>	Add bike lane on Barrington Drive between Fairhaven Drive and SE Ireland Street.	5.63
<b>Pioneer Way Road Diet between Beeksma Drive to SE City Beach Street</b>	Convert existing four-lane undivided roadway segment between Beeksma Drive and SE City Beach Street to a three-lane segment consisting of two through lanes and a center two-way left-turn lane.	5.63
<b>Whidbey Ave &amp; SR 20 Lighting</b>	Install additional lighting on Whidbey Ave / SR 20.	5.63
<b>W. Pioneer &amp; City Beach Intersection Improvement</b>	Reconfigure the intersection of W Pioneer Way and SE City Beach. This project could include signage, a raised intersection or roundabout treatment.	5.31
<b>SR 20 Sidewalks</b>	Add buffered sidewalks on SR 20 between Goldie Road and NE 16th Ave/ W Cemetery Road.	5.31
<b>SW Erie Road Bike Lane</b>	Add bike lane on SW Erie Road between Barrington Drive to Pioneer Way.	5.31
<b>Loerland Drive Sidewalks</b>	Add sidewalks on Loerland Drive between SW Heller Street and Swantown Road.	5.00
<b>Fairhaven Sidewalks</b>	Add missing sidewalk connection between SW 3rd Avenue and SW 2nd Avenue.	5.00
<b>NE 5th Avenue Sidewalks</b>	Add sidewalks on NE 5th Ave between NE Midway Boulevard to NE Ronhaar Street.	4.69
<b>SE Barrington Drive Sidewalks</b>	Add sidewalks on Barrington Drive between Ely Street to Hathaway Street.	4.69
<b>SE Ely Street Sidewalks</b>	Add sidewalks on Ely St between Barrington Drive to Whidbey Avenue.	4.69
<b>Crosby Avenue Sidewalks</b>	Add buffered sidewalks on NW Elwha Street to Airline Way.	4.69
<b>Crosby Road Bike Lane</b>	Add bike lane on Crosby Avenue between Airline Way and N Oak Harbor Street.	4.69
<b>SE 8th Avenue Sharrow</b>	Add sharrows on SE 8th Ave between Midway Boulevard to Barrington Drive.	4.69
<b>NE Regatta Dr &amp; E Whidbey Ave Traffic Signal</b>	Install traffic signal at Regatta Drive & Whidbey Avenue.	4.69
<b>Oleary Street Sidewalks</b>	Add sidewalks on SE Oleary Street between SE 6th Avenue and Whidbey Avenue, and NE Oleary between NE 4th Ave and NE 6th Avenue.	4.38
<b>Swantown Avenue Bike Lane</b>	Add bike lane on Swantown Avenue between Pioneer Way to Loerland Drive.	4.38
<b>SW 3rd, SE 4th Avenue Sharrow</b>	Add sharrow on SW 3rd/SE 4th Ave between Fairhaven Drive and Midway Boulevard.	4.38
<b>Ely Road Sharrow</b>	Add sharrow on Ely Road between Pioneer Way and Whidbey Avenue.	4.38
<b>Oak Harbor St &amp; NE 7th Ave Roundabout</b>	Install a roundabout at the intersection of Oak Harbor Street & NE 7th Avenue.	4.38
<b>Bayshore Dr at Flintstone Park Pedestrian Crossing Improvement</b>	Install safe pedestrian crossing on Bayshore Drive at Flintstone Park.	4.38

Project Name	Project Description	Score
<b>SW Fort Nugent Ave at Fort Nugent Park Pedestrian Crossing Improvement</b>	Install lower plantings, traffic calming, sharrows, bicycle exit ramps at existing Fort Nugent Park pedestrian crossing.	4.38
<b>SW 24th Ave &amp; SR 20 Pedestrian Crossing Improvements</b>	Install crossing improvements on SR 20 at SW 24th Avenue.	4.38
<b>Scenic Heights Area Sharrows</b>	Add sharrows on SW Scenic Heights between Waterloo Road and Pioneer Way and Capital Street between SR 20 and Pioneer Way.	4.06
<b>Loerland Drive Sharrow</b>	Add sharrow on Loerland Drive between Swantown Avenue and Heller Street.	4.06
<b>SE Pasek/Oleary Sharrow</b>	Add sharrow on SE Pasek/Oleary Road between Pioneer Way to SR 20.	4.06
<b>NE 16th Avenue Sharrow</b>	Add sharrow on NE 16th Avenue between Goldie Road and Regatta Drive.	4.06
<b>Midway Blvd &amp; 8th Ave Roundabout</b>	Install roundabout at Midway Boulevard and 8th Avenue.	4.06
<b>Bayshore Drive Pedestrian Crossing Improvement</b>	Install Crosswalk on Bayshore Drive and slow speed limit to 25 mph.	4.06
<b>Transit Improvements on Heller Road</b>	Install bus pullouts along Heller Street. Install bus shelter and better lighting.	4.06
<b>N Oak Harbor Street Sidewalks</b>	Add sidewalks on N Oak Harbor Street between Crosby Road and City Limits.	3.75
<b>SW Barlow St &amp; SW Barrington Dr - Roundabout, Walmart Access</b>	Install compact roundabout at SW Barlow Street and SW Barrington Drive. Otherwise reduce demand for back entrance to Walmart.	3.75
<b>Transit Improvements on NW Crosby Ave</b>	Install better lighting on NW Crosby Avenue and bus shelter on Crosby Avenue at Parkwood Manor area.	3.75
<b>Fort Nugent Area Sharrows</b>	Add sharrows on: SW Fairway Point Drive between Fort Nugent and Swantown; SW Victory Street between Fort Nugent and Heller; SW Rosario Place between Fort Nugent and SW 24th Ave; SW 24th Ave between Rosario and SR20	3.44
<b>Cathlamet Drive Sharrow</b>	Add sharrow on Cathlamet Drive between N Oak Harbor Street and Crosby Road.	3.44
<b>Oak Harbor at Crosby Road Intersection Improvement</b>	Add a RRFB, restripe, and add signage at the intersection of N Oak Harbor Street and Crosby Road.	3.44
<b>Intersection Improvement at the Midway Boulevard Northbound and SR 20</b>	Change lane configuration and/or add northbound left turn arrow to better accommodate northbound Midway at SR 20	3.44
<b>Intersection Improvement at Midway Boulevard Southbound and SR 20</b>	Allow left turns when there is a green for through traffic southwest bound at Midway Boulevard and SR 20- permitted protected left turn.	3.44

Project Name	Project Description	Score
<b>7th &amp; Midway Roundabout</b>	Install roundabout at NE 7th Avenue and Midway Boulevard.	3.44
<b>Heller Street and Fireside Lane Intersection Improvement: Signal Option</b>	Traffic signal installation at the intersection of Heller Street and Fireside Lane.	3.13
<b>Heller Street and Fireside Lane Intersection Improvement: Roundabout Option</b>	Construct a roundabout at the intersection of Heller Street and Fireside Lane.	3.13
<b>Whidbey Avenue at Fairhaven Drive: Compact Roundabout Option</b>	Construct a compact roundabout at the intersection of Whidbey Avenue and Fairhaven Drive.	3.13
<b>Midway Boulevard at Whidbey Avenue Intersection Improvement</b>	Signal modification at all four corners.	2.81
<b>Bayshore Drive Extension</b>	Roadway extension between SW Beeksma Drive to SE City Beach Street.	2.50
<b>N Oak Harbor Street at NE 7th Ave Intersection Improvement</b>	Add a RRFB, restripe, and add signage at the intersection of N Oak Harbor Street and NE 7th Avenue.	2.50
<b>Gun Club Road Extension</b>	Extend Gun Club Road between Heller Road to NE Goldie Street.	2.19
<b>Rename 8th Ave SE to Barrington Drive</b>	Rename SE 8 <sup>th</sup> Avenue (Regatta to Ireland) to Barrington Avenue.	2.19
<b>Create Gateways to Downtown at Pioneer Way &amp; City Beach and Pioneer Way and Midway</b>	Reconstruct Pioneer Way entrance (City Beach to Midway) to be wider and more welcoming	2.19

APPENDIX F- 20 YEAR PROJECT LIST COST ESTIMATES

**Table 1: 20 Year Project List Cost Estimates for Select Projects**

Item Description	Unit	Qty	Cost	Total
<b>NE 7th Avenue Roadway Reconstruction and Pedestrian Improvements</b>				
Cut and Fill Grading	CY	258	\$75.00	\$19,350.00
Asphalt	SF	127119	\$7.00	\$889,833.00
Aggregate Base	CY	7062	\$45.00	\$317,790.00
Sidewalk	SF	9639	\$8.00	\$77,112.00
Curb Ramp	EA	3	\$2,350.00	\$7,050.00
Curb and Gutter	LF	6365	\$40.00	\$254,600.00
Street Light w/LED and Foundation	EA	36	\$5,800.00	\$208,800.00
Concrete Removal	SF	1287	\$4.50	\$5,791.50
Striping	LF	11577	\$8.00	\$92,616.00
Permeable Path Material	SY	2547	\$140.00	\$356,580.00
Street Light wiring	LF	15000	\$3.50	\$52,500.00
Conduit	LF	5000	\$7.50	\$37,500.00
Trenching	LF	5000	\$8.00	\$40,000.00
Storm drainage system (catch basins, pipe, detention, and treatment)	EA	1	\$450,000	\$450,000
Electric Service Connection and Meter	EA	3	\$15,000.00	\$45,000.00
<b>Subtotal</b>				<b>\$2,854,522.50</b>
20% Contingency				\$570,904.50
Engineering, Permitting				\$721,356.75
Right-of-way acquisition				\$530,000
<b>Total</b>				<b>\$4,676,783.75</b>
<b>Gun Club Rd. Extension</b>				
Asphalt	SF	250000	\$7.00	\$1,750,000.00
Aggregate Base	CY	4625	\$45.00	\$208,125.00
Cut and Fill Grading	CY	10000	\$75.00	\$750,000.00
Clear, Grub, Tree Removal	SF	125000	\$7.00	\$875,000.00
Striping	LF	25000	\$5.00	\$125,000.00
Roadside Signage	EA	6	\$450.00	\$2,700.00
Curb Ramp	EA	6	\$2,350.00	\$14,100.00
Sidewalk (curb returns @ Intersections)	SF	4800	\$8.00	\$38,400.00
Utility Pole Relocation	LS	8	\$20,000.00	\$160,000.00
Underground Utilities	LS	1	\$150,000.00	\$150,000.00
Right of Way Acquisition	SF	110000	\$75.00	\$8,250,000.00
<b>Subtotal</b>				<b>\$12,323,325.00</b>
20% Contingency				\$2,464,665.00

Item Description	Unit	Qty	Cost	Total
Engineering, Permitting				\$3,696,997.50
<b>Total</b>				<b>\$18,484,987.50</b>
<b>Midway Boulevard Road Diet (Full Reconstruction)</b>				
Cut and Fill Grading	CY	65	\$75.00	\$4,875.00
Asphalt	SF	323310	\$7.00	\$2,263,170.00
Aggregate Base	CY	71846	\$45.00	\$3,233,070.00
Sidewalk	SF	10738	\$8.00	\$85,904.00
Curb Ramp	EA	45	\$2,350.00	\$105,750.00
Curb and Gutter	LF	1458	\$40.00	\$58,320.00
Signal Modification	LS	3	\$175,000.00	\$525,000.00
Striping Removal	LF	0	\$1.50	\$0.00
Striping	LF	27426	\$8.00	\$219,408.00
Concrete Removal	SF	11246	\$4.50	\$50,607.00
RRFB	EA	10	\$12,500.00	\$125,000.00
Utilities	EA	0	\$2,800.00	\$0.00
Bike Lane	LF	5,360	\$133,170	\$135,187.00
Right of Way Acquisition	SF	0	\$150.00	\$0.00
<b>Subtotal</b>				<b>\$6,671,104.00</b>
20% Contingency				\$1,334,220.80
Engineering, Permitting				\$2,001,331.20
<b>Total</b>				<b>\$10,141,844.00</b>
<b>Whidbey Road Diet between N Oak Harbor Street and SR 20</b>				
Striping Removal	LF	5200	\$1.50	\$7,800.00
Striping	LF	8250	\$5.00	\$41,250.00
Signal Mod at Oak Harbor	LS	1	\$159,000.00	\$159,000.00
Roadside Signage	EA	10	\$450.00	\$4,500.00
Pavement Legends	SF	250	\$15.00	\$3,750.00
Curb and Gutter	LF	220	\$40.00	\$8,800.00
Sidewalk	SF	975	\$8.00	\$7,800.00
Curb Ramp	EA	2	\$2,350.00	\$4,700.00
RRFB	LS	1	\$12,500.00	\$12,500.00
<b>Subtotal</b>				<b>\$250,100.00</b>
20% Contingency				\$50,020.00
Engineering, Permitting				\$75,030.00
<b>Total</b>				<b>\$375,150.00</b>

Item Description	Unit	Qty	Cost	Total
<b>Whidbey Avenue Pedestrian Refuge Islands at Fairhaven Drive and Jib Street</b>				
Cut and Fill Grading	CY	0	\$75.00	\$0.00
Asphalt	SF	0	\$7.00	\$0.00
Aggregate Base	CY	0	\$45.00	\$0.00
Sidewalk	SF	5255	\$8.00	\$42,040.00
Curb Ramp	EA	8	\$2,350.00	\$18,800.00
Curb and Gutter	LF	671	\$40.00	\$26,840.00
Signal Modification	LS	0	\$185,000.00	\$0.00
Striping Removal	LF	450	\$1.50	\$675.00
Striping	LF	600	\$8.00	\$4,800.00
Roadside Signage	EA	0	\$2.00	\$0.00
Utilities	LS	0	\$10,000.00	\$0.00
Right of Way Acquisition	SF	0	\$150.00	\$0.00
<b>Subtotal</b>				<b>\$93,155.00</b>
20% Contingency				\$18,631.00
Engineering, Permitting				\$27,946.50
<b>Total</b>				<b>\$139,732.50</b>
<b>Heller Street and Fireside Lane Intersection Improvement (Signal Option)</b>				
Cut and Fill Grading	CY	65	\$75.00	\$4,875.00
Curb Ramp	EA	4	\$3,250.00	\$13,000.00
Sidewalk	SF	2500	\$8.00	\$20,000.00
Striping Removal	LF	400	\$1.50	\$600.00
Striping	LF	800	\$5.00	\$4,000.00
Traffic Signal Installation	LS	1	\$375,000.00	\$375,000.00
Roadside Signage	EA	3	\$450.00	\$1,350.00
<b>Subtotal</b>				<b>\$418,825.00</b>
20% Contingency				\$83,765.00
Engineering, Permitting				\$125,647.50
<b>Total</b>				<b>\$628,237.50</b>

Item Description	Unit	Qty	Cost	Total
<b>Heller Street and Fireside Lane Intersection Improvement (Roundabout Option)</b>				
Cut and Fill Grading	CY	750	\$75.00	\$56,250.00
Asphalt	SF	10800	\$7.00	\$75,600.00
Aggregate Base	CY	200	\$45.00	\$8,991.00
Splitter Islands	EA	4	\$7,500.00	\$30,000.00
Concrete truck apron	SF	6200	\$8.00	\$49,600.00
Curb and Gutter	LF	1800	\$40.00	\$72,000.00
Curb Ramp	EA	8	\$2,350.00	\$18,800.00
Striping	LF	4000	\$5.00	\$20,000.00
Roadside Signage	EA	12	\$450.00	\$5,400.00
Pavement Legends	SF	165	\$15.00	\$2,475.00
Overhead Utility Relocation	LS	1	\$225,000.00	\$225,000.00
Right of Way Acquisition	SF	5372	\$150.00	\$805,800.00
<b>Subtotal</b>				<b>\$1,369,916.00</b>
20% Contingency				\$273,983.20
Engineering, Permitting				\$410,974.80
<b>Total</b>				<b>\$2,054,874.00</b>
<b>Oak Harbor at Crosby Avenue Intersection Improvement</b>				
Remove Asphalt/Concrete	SF	950	\$3.50	\$3,325.00
Asphalt	SF	125	\$7.00	\$875.00
Aggregate Base	CY	2	\$45.00	\$104.06
Sidewalk	SF	500	\$8.00	\$4,000.00
Curb and Gutter	LF	260	\$40.00	\$10,400.00
Striping Removal	LF	400	\$1.50	\$600.00
Striping	LF	800	\$5.00	\$4,000.00
Roadside Signage	EA	3	\$450.00	\$1,350.00
RRFB	LS	1	\$12,500.00	\$12,500.00
<b>Subtotal</b>				<b>\$37,154.06</b>
20% Contingency				\$7,430.81
Engineering, Permitting				\$11,146.22
<b>Total</b>				<b>\$55,731.09</b>

Item Description	Unit	Qty	Cost	Total
<b>Whidbey Avenue at Fairhaven Drive: Compact Roundabout Option</b>				
Concrete truck apron	SF	2050	\$8.00	\$16,400.00
Striping Removal	LF	800	\$1.50	\$1,200.00
Striping	LF	3500	\$5.00	\$17,500.00
Pavement Legends	SF	108	\$15.00	\$1,620.00
Splitter Islands	EA	4	\$7,500.00	\$30,000.00
Roadside Signage	EA	12	\$450.00	\$5,400.00
Curb Ramp	EA	8	\$2,350.00	\$18,800.00
<b>Subtotal</b>				<b>\$90,920.00</b>
20% Contingency				\$18,184.00
Engineering, Permitting				\$27,276.00
<b>Total</b>				<b>\$136,380.00</b>
<b>Midway Boulevard at Whidbey Avenue Intersection Improvement</b>				
Item Description	Unit	Qty	Cost	Total
Signal Modification (4 corners)	LS	1	\$295,000.00	\$295,000.00
Relocate Storm Drain	EA	4	\$3,000.00	\$12,000.00
Sidewalk	SF	1498	\$8.00	\$11,984.00
Curb and Gutter	LF	915	\$40.00	\$36,600.00
Striping Removal	LF	2500	\$1.50	\$3,750.00
Striping	LF	3760	\$5.00	\$18,800.00
Asphalt	SF	180	\$7.00	\$1,260.00
Aggregate Base	CY	3	\$45.00	\$149.85
Remove Asphalt/Concrete	SF	3432	\$3.50	\$12,012.00
Acquire Right of Way	SF	1000	\$200.00	\$200,000.00
Utilities	LS	1	\$1,000.00	\$1,000.00
<b>Subtotal</b>				<b>\$592,555.85</b>
20% Contingency				\$118,511.17
Engineering, Permitting				\$177,766.76
<b>Total</b>				<b>\$888,833.78</b>

Item Description	Unit	Qty	Cost	Total
<b>N Oak Harbor Street at NE 7th Ave Intersection Improvement</b>				
Remove Asphalt/Concrete	SF	1860	\$3.50	\$6,510.00
Asphalt	SF	190	\$7.00	\$1,330.00
Aggregate Base	CY	4	\$45.00	\$158.18
Striping Removal	LF	400	\$1.50	\$600.00
Striping	LF	850	\$5.00	\$4,250.00
Roadside Signage	EA	3	\$450.00	\$1,350.00
RRFB	LS	1	\$12,500.00	\$12,500.00
<b>Subtotal</b>				<b>\$26,698.18</b>
20% Contingency				\$5,339.64
Engineering, Permitting				\$8,009.45
<b>Total</b>				<b>\$40,047.26</b>
<b>Pioneer Way Road Diet between Beeksma Drive to SE City Beach Street</b>				
Striping Removal	LF	1300	\$1.50	\$1,950.00
Striping	LF	2119	\$5.00	\$10,595.00
Roadside Signage	EA	5	\$450.00	\$2,250.00
Pavement Legends	SF	60	\$15.00	\$900.00
Curb and Gutter	LF	55	\$40.00	\$2,200.00
Curb Ramp	EA	2	\$2,350.00	\$4,700.00
RRFB	LS	1	\$12,500.00	\$12,500.00
Bike Lane	LF	1200	\$133,170	\$30,265.00
<b>Subtotal</b>				<b>\$35,095.00</b>
20% Contingency				\$7,019.00
Engineering, Permitting				\$10,528.50
<b>Total</b>				<b>\$118,003.50</b>
<b>SR20 at Barrington</b>				
5 section signal heads	EA	2	\$1,500.00	\$3,000.00
Programming work in controller	LS	1	\$1,200.00	\$1,200.00
Mast arm signs	EA	2	\$350.00	\$700.00
Wiring	LS	1	\$5,600.00	\$5,600.00
Remove signal heads	EA	2	\$450.00	\$900.00
<b>Subtotal</b>				<b>\$11,400.00</b>
20% Contingency				\$2,280.00
Engineering, Permitting				\$3,420.00
<b>Total</b>				<b>\$17,100.00</b>

Item Description	Unit	Qty	Cost	Total
<b>SR 20 @ Pioneer Way</b>				
Modify Signal Phasing Equipment	LS	1	\$4,500.00	\$4,500.00
Programming work in controller	LS	1	\$1,200.00	\$1,200.00
Signage	EA	4	\$350.00	\$1,400.00
<b>Subtotal</b>				<b>\$7,100.00</b>
20% Contingency				\$1,420.00
Engineering, Permitting				\$2,130.00
<b>Total</b>				<b>\$10,650.00</b>
<b>SR 20 @ NE7th Ave</b>				
Cut and Fill Grading	CY	50	\$75.00	\$3,750.00
Asphalt	SF	2250	\$7.00	\$15,750.00
Aggregate Base	CY	42	\$45.00	\$1,873.13
Sidewalk	SF	780	\$8.00	\$6,240.00
Curb Ramp	EA	5	\$2,350.00	\$11,750.00
Curb and Gutter	LF	365	\$40.00	\$14,600.00
Signal Modification	LS	1	\$185,000.00	\$185,000.00
Striping Removal	LF	1000	\$1.50	\$1,500.00
Striping	LF	1500	\$5.00	\$7,500.00
Roadside Signage	EA	450	\$2.00	\$900.00
Utilities	LS	1	\$10,000.00	\$10,000.00
Right of Way Acquisition	SF	1000	\$150.00	\$150,000.00
<b>Subtotal</b>				<b>\$408,863.13</b>
20% Contingency				\$81,772.63
Engineering, Permitting				\$122,658.94
<b>Total</b>				<b>\$613,294.69</b>
<b>SR 20/Goldie/Midway Roundabout</b>				
Item Description	Unit	Qty	Cost	Total
Utilities	LS	1	\$25,000.00	\$25,000.00
Right of Way Acquisition	SF	3040	\$325.00	\$988,000.00
Retaining Wall	LF	150	\$85.00	\$12,750.00
Traffic Signal Removal	LS	1	\$95,000.00	\$95,000.00
Asphalt	SF	22037	\$7.00	\$154,259.00
Aggregate Base	CY	408	\$45.00	\$18,345.80
Sidewalk	SF	6700	\$8.00	\$53,600.00
Concrete Apron	SF	5500	\$8.00	\$44,000.00
Splitter Islands	EA	4	\$11,500.00	\$46,000.00
Cut and Fill Grading	CY	150	\$75.00	\$11,250.00
Curb and Gutter	LF	1743	\$40.00	\$69,720.00
Striping	LF	8000	\$5.00	\$40,000.00
Roadside Signage	EA	12	\$450.00	\$5,400.00

Pavement Legends	SF	450	\$15.00	\$6,750.00
Curb Ramp	EA	8	\$3,250.00	\$26,000.00
Street Lighting	LS	1	\$15,000.00	\$15,000.00
<b>Subtotal</b>				<b>\$1,611,074.80</b>
20% Contingency				\$322,214.96
Engineering, Permitting				\$483,322.44
<b>Total</b>				<b>\$2,416,612.20</b>



FEHR & PEERS

RESOLUTION NO. 16-23

CITY OF OAK HARBOR

**A RESOLUTION ADOPTING THE 2016 OAK HARBOR TRANSPORTATION PLAN**

**WHEREAS**, in October 2007, the City of Oak Harbor, with consultant assistance, completed a Transportation Plan for the purposes of updating the transportation requirements of the City of Oak Harbor's Comprehensive Plan; and,

**WHEREAS**, RCW 36.70A.130(5)(b) required the City of Oak Harbor to review and, if needed, revise the city's Comprehensive Plan by June 30, 2016 and every eight years thereafter; and,

**WHEREAS**, as part of this 2016 Comprehensive Plan update process, the City Council authorized contracting with Fehr & Peers to assist with updating the transportation element of the Comprehensive Plan; and,

**WHEREAS**, the Washington State Department of Commerce has established a checklist to ensure comprehensive plan elements meet specific requirements for Growth Management Act (GMA) conformance; and,

**WHEREAS**, the 2016 City of Oak Harbor Transportation Plan has addressed all GMA transportation requirements; and,

**WHEREAS**, the 2016 City of Oak Harbor Transportation Plan establishes six goals emphasizing safety, efficient connections, multi-modal options, financial and environmental stability, coordination with other local plans, and regional integration; and,

**WHEREAS**, an important part of this process was to ensure a public participation process was developed providing several opportunities to engage the community; and,

**WHEREAS**, successful community outreach was achieved through the distribution of a survey; participation at the Oak Harbor Farmer's Market and Driftwood Days; two community workshops; and project updates on the City of Oak Harbor's website; and,

**WHEREAS**, additional public input and feedback was obtained through regular briefings of the Planning Commission and City Council; and,

**WHEREAS**, the City of Oak Harbor Planning Commission moved to forward a recommendation of approval to the City Council at their July 26, 2016 meeting; and,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Oak Harbor, Washington that the 2016 City of Oak Harbor Transportation Plan is hereby adopted.

Passed by the City Council of the City of Oak Harbor this 3<sup>rd</sup> day of August, 2016

CITY OF OAK HARBOR

\_\_\_\_\_  
Bob Severns, Mayor

Approved as to Form:

\_\_\_\_\_  
Nikki Esparza, City Attorney

**ATTEST:**

\_\_\_\_\_  
Anna Thompson, City Clerk

DRAFT



## Periodic Update Checklist for Cities – Updated July 2014

*Covers laws through 2012*

This checklist is intended to help cities that are fully planning under the Growth Management Act (GMA) to conduct the “periodic review and update” of comprehensive plans and development regulations required by [RCW 36.70A.130\(4\)](#). Cities can use the checklist to identify components of their comprehensive plan and development regulations that may need to be updated to reflect the latest local conditions or to comply with changes to the GMA since their last update.

This checklist includes components of the comprehensive plan and development regulations that are specifically required by the GMA. **Statutory requirements adopted since 2003 are emphasized in highlighted text** to help identify new components of the GMA that may not have been addressed in annual updates or other amendments outside of the required periodic update process.

5. A <b>Transportation Element</b> which is consistent with relevant CWPPs and <a href="#">RCW 36.70A.070(6)</a> and includes:			
a. An <b>inventory</b> of air, water, and ground transportation facilities and services, including transit alignments, state-owned transportation facilities, and general aviation airports. <a href="#">RCW 36.70A.070(6)(a)(iii)(A)</a> and <a href="#">WAC 365-196-430(2)(c)</a> .	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	
b. Adopted <b>levels of service (LOS) standards</b> for all arterials, transit routes and highways. <a href="#">RCW 36.70A.070(6)(a)(iii)(B)</a> , New in 1997. <a href="#">WAC 365-196-430</a>	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	
c. <b>Identification of specific actions to bring locally-owned transportation facilities and services to established LOS.</b> <a href="#">RCW 36.70A.070(6)(a)(iii)(D)</a> , Amended in 2005. <a href="#">WAC 365-196-430</a>	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	
d. A <b>forecast of traffic for at least 10 years</b> , including land use assumptions used in estimating travel. <a href="#">RCW 36.70A.070(6)(a)(i)</a> , <a href="#">RCW 36.70A.070(6)(a)(iii)(E)</a> <a href="#">WAC 365-196-430(2)(f)</a> .	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	
e. A <b>projection of state and local system needs</b> to meet current and future demand. <a href="#">RCW 36.70A.070(6)(a)(iii)(F)</a> <a href="#">WAC 365-196-430(2)(f)</a>	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	

<p>f. A <b>pedestrian and bicycle component</b>.  <a href="#">RCW 36.70A.070(6)(a)(vii), Amended 2005</a>  <a href="#">WAC 365-196-430(2)(j)</a></p>	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	
<p>g. A description of any existing and planned <b>transportation demand management (TDM) strategies</b>, such as HOV lanes or subsidy programs, parking policies, etc.  <a href="#">RCW 36.70A.070(6)(a)(vi)</a>  <a href="#">WAC 365-196-430(2)(i)</a></p>	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	
<p>h. An <b>analysis of future funding capability</b> to judge needs against probable funding resources.  <a href="#">RCW 36.70A.070(6)(a)(iv)(A)</a>  <a href="#">WAC 365.196-430(2)(k)(iv)</a></p>	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	
<p>i. A <b>multiyear financing plan</b> based on needs identified in the comprehensive plan, the appropriate parts of which serve as the basis for the 6-year street, road or transit program.  <a href="#">RCW 36.70A.070(6)(a)(iv)(B)</a> and <a href="#">RCW 35.77.010</a>  <a href="#">WAC 365-196-430(2)(k)(ii)</a></p>	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	
<p>j. <i>If</i> probable funding falls short of meeting identified needs: a <b>discussion of how additional funds will be raised</b>, or <b>how land use assumptions will be reassessed</b> to ensure that LOS standards will be met.  <a href="#">RCW 36.70A.070(6)(a)(iv)(C)</a>; <a href="#">WAC 365-196-430(2)(l)(ii)</a></p>	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	
<p>k. A <b>description of intergovernmental coordination efforts</b>, including an assessment of the impacts of the transportation plan and land use assumptions on the transportation systems of adjacent jurisdictions and how it is consistent with the regional transportation plan.  <a href="#">RCW 36.70A.070(6)(a)(v)</a>; <a href="#">WAC 365-196-430(2)(a)(iv)</a></p>	<input type="checkbox"/> No <input type="checkbox"/> Yes Location(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Further review needed	

**City of Oak Harbor  
City Council Agenda Bill**

Bill No. 7.c  
Date: August 3, 2016  
Subject: Resolution 16-24: Transportation  
Improvement Program, 2017 -  
2022 (Public Hearing)

**FROM: Cathy Rosen, Public Works Director and Joe Stowell, City Engineer**

**INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:**

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

**RECOMMENDED ACTION**

Adoption of Resolution 16-24.

**BACKGROUND / SUMMARY INFORMATION**

The City is authorized and required to adopt a Six-Year Transportation Improvement Program (TIP) annually and forward the program to the State of Washington in accordance with RCW 35.77.010. The TIP is a list of planned transportation capital improvement projects that includes a schedule and basic cost information. The primary purpose of the TIP is to facilitate use of Federal transportation funds awarded to the City. Projects that have Federal funding must appear in the Six-Year TIP at the local and State level so that the City can obligate and eventually use the Federal funds to reimburse the City for specific projects.

The projects listed on the TIP are coordinated with those listed in the Transportation Element of the Comprehensive Plan. A new Transportation Element of the Comprehensive Plan was adopted on June 15, 2016. Coordinating projects among the Transportation Comprehensive Plan, the Six-Year TIP, and the Capital Facilities Plan facilitates our collaboration with other agencies, work with utility companies, and our communication with the public on planned transportation projects. It also helps the City remain focused on a manageable list of transportation projects. The new Transportation Element includes a reduced list of capital transportation projects. This is reflected in the reduction of projects listed in the TIP from eight to two.

The projects in the 2017 – 2022 TIP are; the NE 7<sup>th</sup> Avenue Reconstruction Project and the NW Heller Street Overlay Project. The project to reconstruct NE 7<sup>th</sup> Avenue adding sidewalks, illumination, bike lanes and transit facilities was assessed as the highest priority capital street project during the process of updating the Transportation Element. Overlaying NW Heller Street is a priority maintenance project for which federal funding has been secured.

The Six-Year TIP form includes a number of codes and symbols used in the statewide management of the regional TIP documents. A copy of the TIP code key is attached. A symbol in the status column of “S” means funding is secured while a symbol of “P” indicates the project is not currently funded. The form of the Six-Year TIP includes a priority number associated with each project. Please note that the priority numbering in the TIP is not intended to supersede or be superimposed into the citywide effort of overall capital project prioritization.

## **LEGAL AUTHORITY**

### **FISCAL IMPACT**

Funds Required: none

Appropriation Source:

### **PREVIOUS COUNCIL / BOARD / CITIZEN INPUT CITY PLANNING COMMISSION**

The Oak Harbor Planning Commission held a Public Hearing regarding the TIP on July 26, 2016 and has recommended that the City Council adopt the 2017 - 2022 TIP.

### **CITY COUNCIL WORKSHOPS**

This item was presented at the July 27, 2016 workshop.

### **CITY COUNCIL PREVIOUS ACTIONS**

September 2, 2015 Council adopted the 2016-2021 TIP

### **ATTACHMENTS**

1. [Resolution 16-24](#)
2. [TIP 2017 - 2022](#)
3. [TIP Project Location Map](#)

### **PURPOSE**

### **CITY COUNCIL WORKSHOP**

## **DISCUSSION**

**RESOLUTION NO. 16-24**

**RESOLUTION** adopting the 2017-2022 Six-Year Transportation Improvement Program.

**WHEREAS**, the City of Oak Harbor has reviewed the work accomplished under the prior Six-Year Transportation Improvement Program (2016-2021); and

**WHEREAS**, after an extensive public involvement process the City of Oak Harbor adopted a Comprehensive Plan Transportation Element on June 15, 2016 which established the six-year and long term transportation needs for the community; and

**WHEREAS**, the Planning Commission reviewed the proposed 2017-2022 Transportation Improvement Program (TIP) on July 26, 2016 and recommended approval; and

**WHEREAS**, with respect to the provisions of RCW 35.77.010(2) the City Council finds that the City has identified non-motorized transportation projects in the form of trail projects and street projects which include pedestrian and bicycling facilities; and

**WHEREAS**, with respect to the provisions of RCW 35.77.010(3) the City Council finds that the City is not served by rail transportation and therefore need not plan to preserve railroad right-of-way; and

**WHEREAS**, proper notice has been given; and

**WHEREAS**, a public hearing was held at the Oak Harbor Planning Commission meeting held on July 26, 2016, at the hour of 7:30 p.m. and at said hearing, the Six-Year Transportation Improvement Program 2017-2022 was presented.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Oak Harbor, Washington that the Six-Year Transportation Improvement Program 2017-2022, a copy of which is attached hereto, is hereby adopted as the Six-Year Transportation Improvement Program 2017-2022 for the City of Oak Harbor for the ensuing year, and previous plans are amended accordingly.

**PASSED** by the City Council of the City of Oak Harbor and approved by its Mayor this 3rd day of August, 2016.

THE CITY OF OAK HARBOR

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk

Approved as to Form:

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City Attorney

# Six Year Transportation Improvement Program From 2017 to 2022

Agency: Oak Harbor

County: Island

MPO/RTPO: Island

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	1	NE 7th Ave. Reconstruction NE 7th Ave. N. Oak Harbor St. to SR-20 Street reconstruction, non-motorized facilities, & illumination	WA-09192					03	C G O P S T W	0.480	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2017	STP(R)	65,322	TIB	39,440	18,487	123,249
P	PE	2018	STP(R)	195,966	TIB	118,319	55,462	369,747
P	RW	2019	STP(R)	319,958	TIB	193,182	90,554	603,694
P	CN	2020	STP(R)	1,897,450	TIB	1,145,631	537,015	3,580,096
<b>Totals</b>				<b>2,478,696</b>		<b>1,496,572</b>	<b>701,518</b>	<b>4,676,786</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	123,249	369,747	0	0
RW	0	0	0	603,694	0
CN	0	0	0	0	3,580,096
<b>Totals</b>	<b>0</b>	<b>123,249</b>	<b>369,747</b>	<b>603,694</b>	<b>3,580,096</b>

# Six Year Transportation Improvement Program From 2017 to 2022

Agency: Oak Harbor

County: Island

MPO/RTPO: Island

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	2	NW Heller Street Overlay NW Heller St. W. Whidbey Ave. to NW Crosby Ave. Overlay surface for maintenance; replace curb ramps; striping.	WA-07425					06	C G P S T W	0.600	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	PE	2017	STP(R)	31,192		0	4,868	36,060
S	CN	2017	STP(R)	280,727		0	43,813	324,540
<b>Totals</b>				<b>311,919</b>		<b>0</b>	<b>48,681</b>	<b>360,600</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	36,060	0	0	0	0
CN	324,540	0	0	0	0
<b>Totals</b>	<b>360,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Federal Funds	State Funds	Local Funds	Total Funds
<b>Grand Totals for Oak Harbor</b>	<b>2,790,615</b>	<b>1,496,572</b>	<b>750,199</b>	<b>5,037,386</b>

## **APPENDIX A**

### **IMPROVEMENT TYPE CODES**

- 01 – New Construction Roadway
- 03 – Reconstruction, Added Capacity
- 04 – Reconstruction, No Added Capacity
- 05 – 4R Maintenance Resurfacing
- 06 – 4R Maintenance – Restoration & Rehabilitation
- 07 – 4R Maintenance – Relocation
- 08 – Bridge, New Construction
- 10 – Bridge Replacement, Added Capacity
- 11 – Bridge Replacement, No Added Capacity
- 13 – Bridge Rehabilitation, Added Capacity
- 14 – Bridge Rehabilitation, No Added Capacity
- 15 – Preliminary Engineering
- 16 – Right of Way
- 17 – Construction Engineering
- 18 – Planning
- 19 – Research
- 20 – Environmental Only
- 21 – Safety
- 22 – Rail/Highway Crossing
- 23 – Transit
- 24 – Traffic Management/Engineering – HOV

## **APPENDIX A (continued)**

### **IMPROVEMENT TYPE CODES**

- 25 – Vehicle Weight Enforcement Program
- 26 – Ferry Boats
- 27 – Administration
- 28 – Facilities for Pedestrians and Bicycles
- 29 – Acquisition of Scenic Easements and Scenic or Historic Sites
- 30 – Scenic or Historic Highway Programs
- 31 – Landscaping and Other Scenic Beautification
- 32 – Historic Preservation
- 33 – Rehab & Operation of Historic Transp. Buildings, Structures, Facilities
- 34 – Preservation of Abandoned Railway Corridors
- 35 – Control and Removal of Outdoor Advertising
- 36 – Archaeological Planning & Research
- 37 – Mitigation of Water Pollution due to Highway Runoff
- 38 – Safety and Education for Pedestrians/Bicyclists
- 39 – Establishment of Transportation Museums
- 40 – Special Bridge
- 41 – Youth Conservation Service
- 42 – Training
- 43 – Utilities
- 44 – Other
- 45 – Debt Service
- 47 – Systematic Preventive Maintenance

## APPENDIX B

### FEDERAL FUNCTIONAL CLASSIFICATIONS

#### No Functional Classification

##### < 5,000 Population

Interstate Rural  
Principal Arterial Rural  
Minor Arterial Rural  
Major Collector Rural  
Minor Collector Rural  
Local Access Rural

##### > 5,000 Population

Interstate Urban  
Freeways & Expressways Urban  
Other Principal Arterials Urban  
Minor Arterial Urban  
Collector Urban  
Local Access Urban

## APPENDIX C

### FEDERAL FUND CODES

5307	FTA Urbanized Area Formula Program
5309(Bus)	FTA Bus and Bus Facilities
5309(FG)	FTA Fixed Guideway Modernization
5309(NS)	FTA New Starts
5310	FTA Elderly Persons and Persons with Disabilities
5311	FTA Rural Area Formula Grants
5316	FTA Job Access & Reverse Commute Program (JARC)
5317	FTA New Freedom Program
FTA Discretionary	Discretionary Programs such as Alternatives Analysis (5339) and TIGGER Program
BIA	Bureau of Indian Affairs
BR	Bridge Replacement/Rehabilitation Program
CBI	Coordinated Border Infrastructure
CDBG	Community Development Block Grant (Dept. of Commerce)
CMAQ	Congestion Mitigation and Air Quality
DEMO	Demonstration Projects (High Priority, Sect. 112, 115, 117, 125 and 129)
Discretionary – FBD	Ferry Boat Discretionary
Discretionary – IMD	Interstate Maintenance Discretionary
Discretionary – ITS	intelligent Transportation Systems
Discretionary – PLH	Public Lands Highways (Federal Lands)
Discretionary – SB	Scenic Byways
Discretionary – STP	Surface Transportation Priorities

## APPENDIX C (continued)

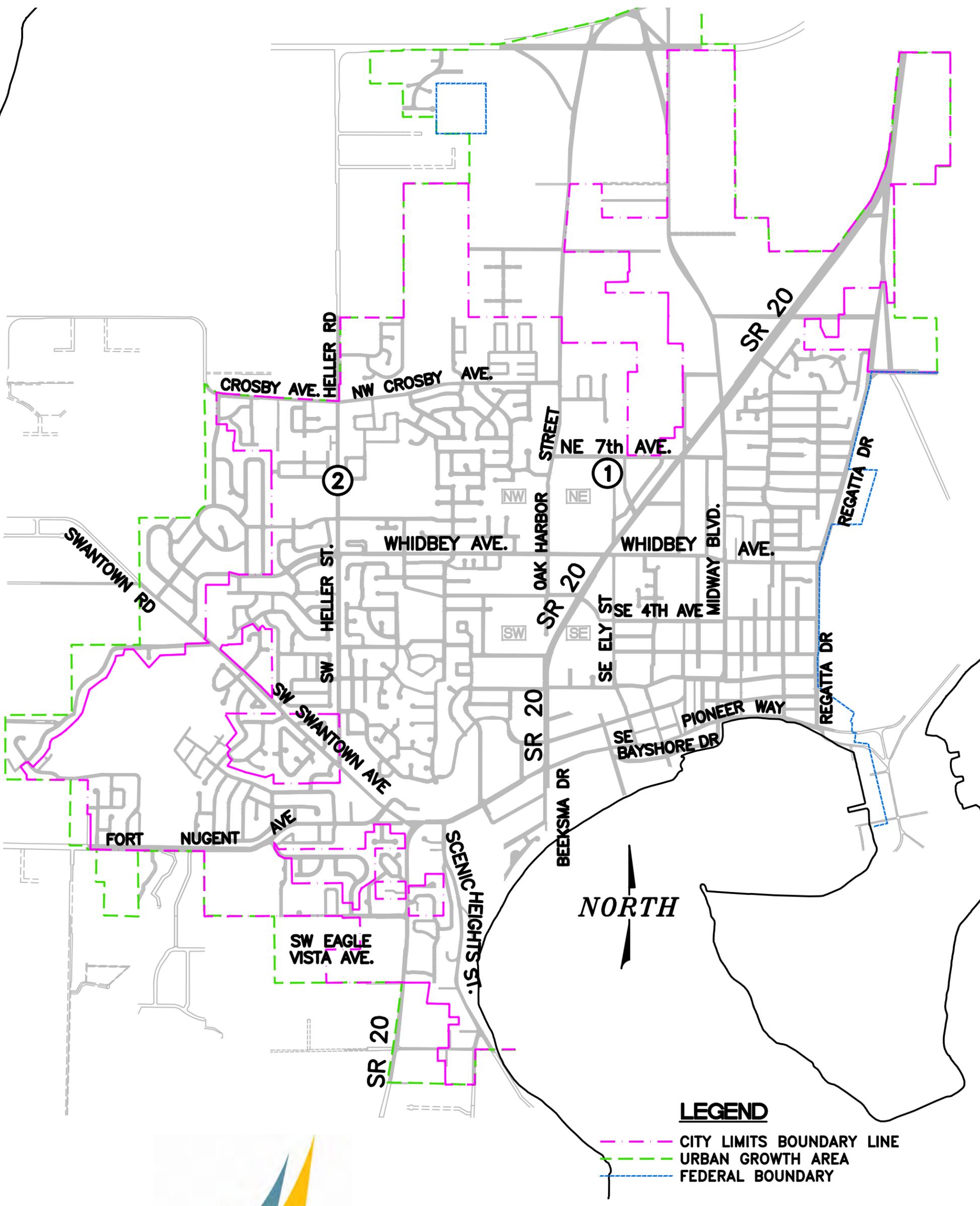
### FEDERAL FUND CODES

Discretionary – TCSP	Transportation, Community & System Preservation Program
DOD	Department of Defense
FMSIB	Freight Mobility Strategic Investment Board
IM	Interstate Maintenance
IRR	Indian Reservation Roads
NHS	National Highway System
SRTS	Safe Routes to Schools
STP	Surface Transportation Program (WSDOT Use Only)
STP(E)	Surface Trans. Program - Enhancements
STP(L)	Surface Trans. Program – Legislative Earmarks
STP(S)	Surface Trans. Program – Safety (Includes Highway Safety Improvement Program, Hazard Elimination, Railway/Highway Crossing Program and 2010-15 County Road Safety Program)
STP(R)	Surface Trans. Program – Rural Regionally Selected
STP(U)	Surface Trans. Program – Urban Regionally Selected

## **APPENDIX C (continued)**

### **STATE FUND CODES**

CRAB	County Road Administration Board
FMSIB	Freight Mobility Strategic Investment Board
PWTF	Public Works Trust Fund
SRTS	Safe Routes to Schools
TIB	Transportation Improvement Board
TPP	Transportation Partnerships Program
WSDOT	WSDOT funds
OTHER	Any other state funds not listed a



# SIX YEAR TRANSPORTATION IMPROVEMENT PLAN 2017-2022