

Upcoming City Council Agenda Items

November 3, 2015

7:00 Regular Meeting:

- [Public Hearing](#) on Ordinance 2292 to adopt 2016 property tax levy
- [Public Hearing](#) on Ordinance 2293 regarding City Manager recommended budget
- [Public Hearing](#) on Ordinance 2295 to approve 13th Street/Avenue A Annexation
- [Action](#) on Ordinance 2294 to adopt 3rd quarter 2015 financial report and budget amendments
- [Action](#) on Resolutions 1332 and 1334 to pay off USDA Loans 3 and 4

The agenda list above is partial and tentative. For further information, click here for the City website:

<http://www.snohomishwa.gov/AgendaCenter/City-Council-Agendas-1>

Cell Tower Application Withdrawn

Many concerned citizens may be breathing sighs of relief. The applicant for the cell tower at the Boys and Girls Club submitted a letter to the City on Thursday formally withdrawing the Verizon Wireless application. This action terminates review and waives rights vested under the current application. This withdrawal also cancels the continued public hearing on the proposal that had been scheduled for November 5. Any new proposal will require a new application.

On October 20, the City received a letter from the applicant requesting a temporary suspension of all review of the cell tower at Averill Park. The expressed intent of the suspension was to "investigate additional options and possibilities that will allow for adequate wireless service" in the search area. According to the applicant's letter, the decision to explore other options was a result of the public comment at the July 31 public hearing on the application. While the request to suspend review was under consideration by the Hearing Examiner, the applicant submitted a second letter withdrawing the conditional use permit application altogether. It is very likely that the organized and determined opposition to the proposal also played a significant role in the applicant's decision to withdraw.

The applicant is anticipated to pursue other opportunities to secure a site for antennas and base station equipment in the general vicinity of Averill Park. This will not necessarily take the form a tower, but may be an extension of an existing utility pole or other means. Engineering analyses submitted by the applicant identify deficiencies in Verizon Wireless' coverage in this area and north and south through the Pilchuck and Snohomish River valleys. City staff has encouraged the applicant to conduct community meetings prior to submittal of another application.

The Planning Commission is currently reviewing new regulations that would address wireless communication facilities more specifically than the current conditional use permit process. Information on draft regulations may be found in the Planning Commission agendas for October and November on the City's website at the following link: <http://www.snohomishwa.gov/agendacenter>. Interested parties are encouraged to attend the Planning Commission meetings and provide comment. Comments may also be submitted in writing to Planning Director Owen Dennison at City Hall or by email at dennison@snohomishWA.gov. All comments on the code amendments will be forwarded to the Planning Commission. A briefing of the City Council on the regulatory proposal is tentatively scheduled for the regular November 17 meeting. Please check the City Manager's Newsletter or the November 17 City Council agenda closer to the meeting date to confirm scheduling.

October 30, 2015

www.snohomishwa.gov

Hal Moe Pool Site Advisory Committee

The City is Requesting Interested Citizens to Help with Master Planning

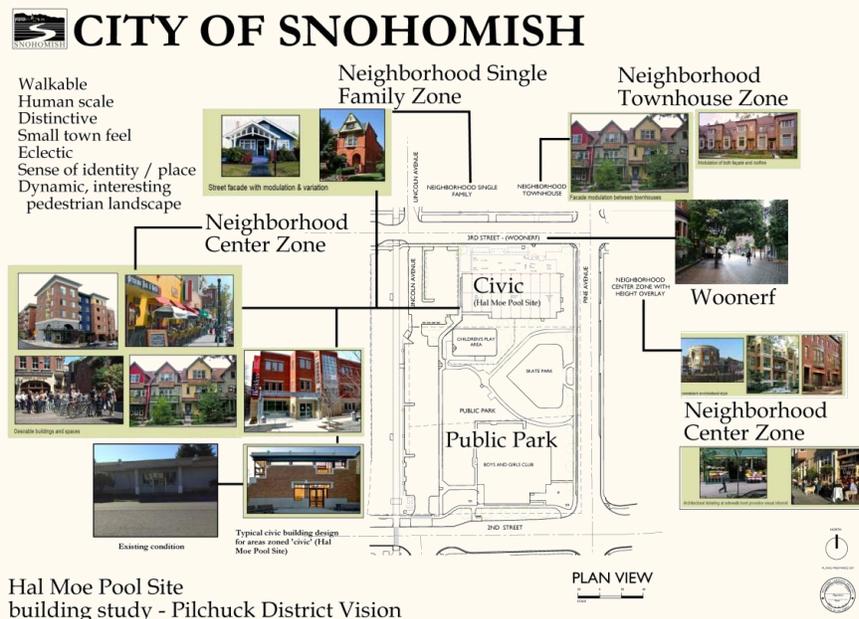
The City is requesting citizen participation in Master Planning for the Hal Moe Pool site. The project involves studying the repurposing of the Hal Moe Pool building as a multi-purpose facility and its relationship to the surrounding land. The site master planning includes the Hal Moe Pool building and entire block located north of Second Street, east of Lincoln Avenue, west of Pine Avenue, and south of Third Street.

If you wish to apply for this City advisory committee, simply complete the application by clicking on this link: <http://ci.snohomish.wa.us/>. The application deadline for this committee is **November 30, 2015**. Members must commit to one Thursday evening meeting per month between 5:30 and 7:00 pm at a local venue, location to be determined. Committee meetings will commence in early 2016 and expected to continue through 2018.

Selection is based on application questions, interview, and a willingness to serve. The Mayor and City Council appreciate your interest and your aspiration to serve the City of Snohomish.

Citizen volunteers play a large role in our City government by participating in key committees. The City of Snohomish has advisory boards and committees appointed by the Mayor with the City Council's consent. Each is unique in its size, meeting schedule, and specific function; however, the overall mission is the same: to make the City of Snohomish a community with a high quality of life and strong character supported by a vital economy and quality City services.

Citizens serving on City advisory boards, committees, and commissions perform a community service by using their skills, interests, and initiatives to make a difference. The Mayor and Council rely heavily on citizen volunteers to study special community issues, obtain public comments on key projects, and offer recommendations on community-related issues.



Hal Moe Pool Site building study - Pilchuck District Vision

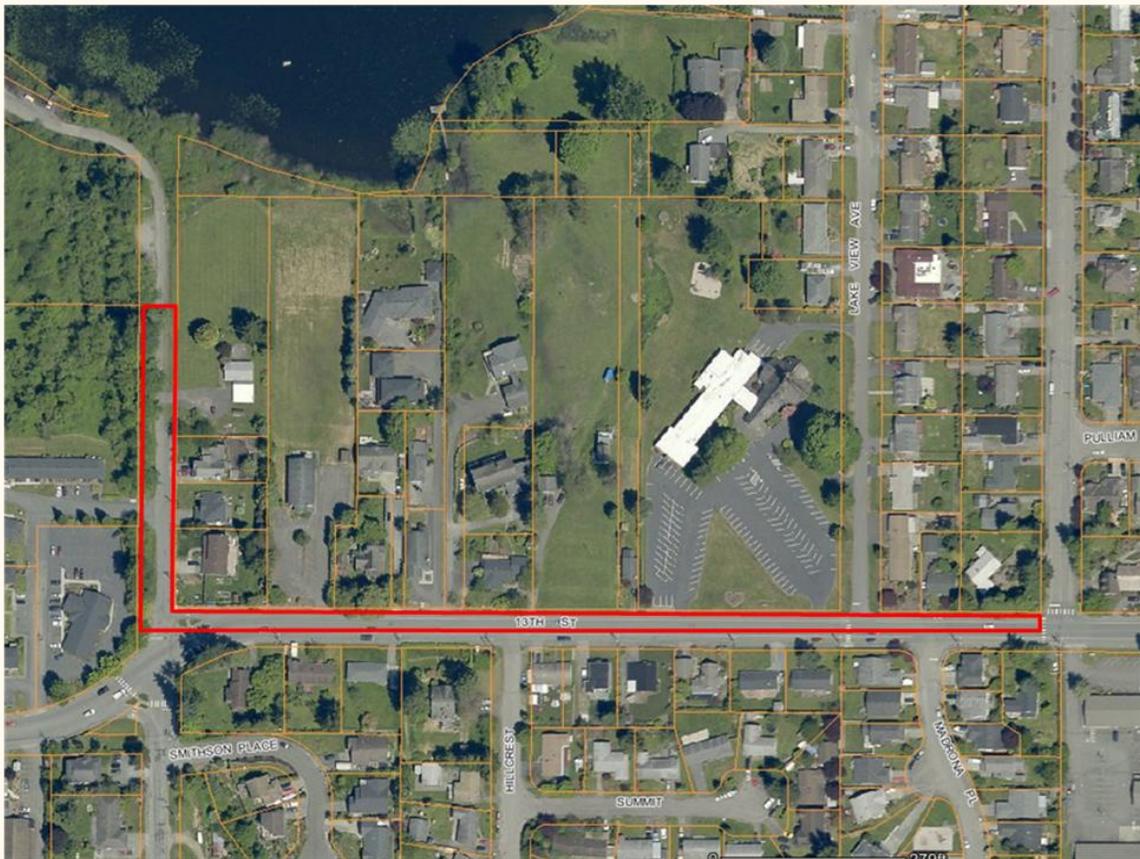
Hal Moe Pool Building and Master Planning Diagram

13th Street and Avenue A Annexation Public Hearing

A public hearing has been scheduled for Tuesday, November 3, 2015 at 7:00 p.m. in the George Gilbertson Room, 1601 Avenue D, for the purpose of taking public testimony on the 13th Street and Avenue A annexation involving 1.58 acres of land entirely comprised of the public rights-of-way of the northern and eastern legs of the 13th Street and Avenue A intersection. All comments, written or oral, for or against, will be heard at that time. Written comments may be submitted to the City Clerk, at 116 Union Avenue, Snohomish, WA 98290.

This unincorporated area within the City limits is entirely within the public right of way of 13th Street and Avenue A. The City has been maintaining, regulating, and paying to illuminate this unincorporated area of right of way. It was determined that a gap in the legal descriptions between previous annexation ordinances resulted in portions of the public right of way of 13th Street and Avenue A being omitted from the annexations to the City. Private properties will not be affected by this annexation. A map of the subject right of way is provided below.

During the October 6, 2015 Council meeting, staff proposed that the City Council annex these rights of way to close this gap. After the public hearing on November 3, 2015, the City Council may direct staff to file the proposed annexation with the Snohomish County Boundary Review Board for consideration and review. If approved by the Boundary Review Board, an annexation ordinance will be presented for the City Council's consideration at a future Council meeting.



Citizens Invited to Apply for Open Government Committee

Snohomish residents and business owners are invited to apply to join a new ad hoc committee designed to create improvements to the City's open government programs.

The seven-member committee will begin meeting mid-January 2016 with the goal of creating a comprehensive plan for improved two-way communications between citizens and City officials. A post card about the application process is being sent next week to all households in the City and applications are due to back to the City by November 18, 2015.

"This is about taking the practice of open government to the next level," said Snohomish Mayor Karen Guzak. "The City Council recognizes that it can be challenging for citizens to have meaningful participation in their city government. The goal of this new committee is to find ways to more effectively exchange information and encourage our citizens to participate in City decision-making in ways that have a positive impact on our community."

The committee is expected to meet at least once per month for six to eight months, with a facilitator assisting the committee in working through various ideas to improve the ways citizens access information about and contribute their ideas for their local government's policies and decisions.

Meetings are expected to occur Monday evenings, and applications to join the committee are available at the City's website: <http://snohomishwa.gov/233/Open-Government>. Citizens selected for the committee are expected to be notified in December. Selected committee members will be receiving a packet of reading materials regarding current best practices in open government programs as a starting point for the group's discussions.

"We're aiming to select a diverse group of citizens, demographically, geographically and ethnically, so that we create a truly representative committee capable of providing the best recommendations to our City Council at the end of this process," said Guzak. "We do not expect committee members to have experience working with our local government but are seeking individuals who can assist us in finding the most effective, feasible and efficient ways to improve the public's access to their government."

The recommendations of the committee will be transmitted directly to the City Council at the end of the group's meeting process.

2015 Calendar:

**Transportation Benefit District
Board Meeting**
Tuesday, November 3
CANCELLED

City Council Meeting
Tuesday, November 3
Regular Meeting 7:00 p.m.
George Gilbertson Boardroom
1601 Avenue D

Planning Commission Meeting
Wednesday, November 4
Regular Meeting 6:00 p.m.
George Gilbertson Boardroom
1601 Avenue D

<http://ci.snohomish.wa.us/AgendaCenter/ViewFile/Agenda/11032015-547>



Snohomish County Launched New Countywide Dispatch System

This past Tuesday morning, October 27, the New World dispatch and reporting writing system for all of the 50+ first responder agencies in Snohomish County was launched. Preparation for the launch has been happening for the past year and all of the hard work ahead of Tuesday morning paid off. The Executive Director for SNOPAC, Kurt Mills, sent out the following email to all first responder agencies:

"I'm pleased to report that the New World System (NWS) go-live has been a success. Yesterday over 4,000 users from 53 Law/Fire/EMS agencies, three jails and two 9-1-1 Centers cut over to the new system in a structured manner with systems coming on line smoothly and ahead of the day's schedule. The utilization of the Incident Management Team has proven immensely valuable in making sure we were positioned for success. NWS advises this was one of the smoothest, most organized cut-overs they have ever seen and owed the credit to the preparations by our county and agencies."

NWS will allow first responders to share information across Snohomish County jurisdictional boundaries. For example, an officer in Lynnwood would know a suspect had recently been arrested for a violent crime in Marysville. The previous technology developed by Northrop Grumman in the early 1990s does not support seamless sharing of information, which created "silos" of information in each jurisdiction.

Your Snohomish Police Department is busy learning all of the features of this new system with initial reports from the field officers that they are pleased with the features and are looking forward to utilizing all of the benefits available with this new technology.

Experience Snohomish App

A promotional graphic for the Experience Snohomish app. It features a hand holding a smartphone displaying the app's interface. The background shows a street scene with buildings and a car. Text includes "SHOP - DINE - ENTERTAINMENT - EVENTS", "EXPERIENCE SNOHOMISH", "WHERE TO GO & WHAT TO DO", and "DOWNLOAD NOW" with App Store and Google Play logos.

SHOP - DINE - ENTERTAINMENT - EVENTS
EXPERIENCE SNOHOMISH

WHERE TO GO & WHAT TO DO

Download on the App Store
ANDROID APP ON Google play

DOWNLOAD NOW

The City of Snohomish has a new communication tool with a new smartphone app providing an enhanced experience for our visitors and residents.

The App, which is developed by CITYCENTER Marketing Solutions, provides current and constantly updated information about all that Snohomish has to offer – including businesses, parks, schools, civic organizations, events, and more. The app gives users a way to communicate with City staff through a report-a-problem link to report pot holes, stop light outages and road debris. It will also be using the cutting edge beacon technology that will allow users to share in real time experiences they have when visiting our parks, events and even some businesses. The App will also make it easy for users to communicate directly with the City's elected officials and staff.

This exciting new app is available as a free download in the Android and IOS App Stores just search for *Experience Snohomish*.

Highlighted Land Use Applications in Process

The applications listed below are currently pending or under review. During the comment period associated with a development proposal, interested parties may submit comments for the project record. For additional information on any of these projects, the project file may be reviewed at City Hall during normal business hours. Staff is also available to respond to questions at the contact information below.

Brandvold Critical Area Variance to construct two single family homes: 302 Cedar Avenue
File #11-14-VAR
Public hearing November 5, 2015, 2:00pm, 1525 Avenue D.
Public comment may be submitted prior to or at the hearing.
More information: contact staff
Staff contact: Brooke Eidem, Associate Planner, 360-282-3167, eidem@snohomishWA.gov

Wireless Facility (Cell Tower) Conditional Use Permit: 402 Second Street (Boys & Girls Club)
File #06-15-CUP (**APPLICATION IS WITHDRAWN** - see separate article in this newsletter)
Continued Public Hearing scheduled for November 5, 2015, is **CANCELLED**.

Posey Short Plat (two-lot short plat): 1706 Seventh Street
File #19-15-SP
Complete application determination issued October 6, 2015.
Notice of Application issued October 16, 2015.
Public comment may be submitted until 5 P.M. on November 2, 2015.
More information: contact staff
Staff contact: Brooke Eidem, Associate Planner, 360-282-3167, eidem@snohomishWA.gov

Cady Landing Pedestrian Bridge: 40 Maple Avenue
File #21-15-SEPA
Pending SEPA Threshold Determination – **APPLICATION IS ON HOLD**
More information: contact staff
Staff contact: Brooke Eidem, Associate Planner, 360-282-3167, eidem@snohomishWA.gov

For a complete list of all land use and development projects currently in review, please visit the City's website. <http://www.snohomishwa.gov/DocumentCenter/Home/View/2376>

CITY OF SNOHOMISH SNOW & ICE RESPONSE PLAN

This Snow and Ice Response Plan has been prepared for the purpose of communicating the designated roadways, in priority order, that will receive snow plowing and sanding services during winter snow and ice events. This Plan also describes sections of roadways that will be closed during winter snow and ice events, and provides a description of plowing and sanding services that will be employed by Public Works. This Plan includes the methods by which roadways will be monitored and Public Works will be alerted to adverse conditions.

This Plan further describes the protocol for Police/Sheriff, Fire, and other departments or agencies to communicate with Public Works Operations when winter snow and ice events or emergencies require action by Public Works personnel.

COMMUNICATION

The Public Works Department will try to anticipate up and coming bad weather conditions but will depend on the Police/Sheriff Department to help assess the weather and roadway conditions and initiate action outside of normal working hours (M-F, 7:00 am to 3:30 pm). The on-duty Standby employee will be responsible for making a city wide assessment after receiving a call. Standby may also initiate sanding/plowing operations at their discretion when necessary.

The Street Department - Senior Maintenance Worker (Lead) can, at his/her judgment, initiate sanding/plowing operations independent of a call from the Police/Sheriff Department or Public Works Management.

The Street Department Lead will be available for callout in severe winter weather events. The Street Department Lead or one of the Public Works Managers may schedule additional personnel to respond when extra help is needed.

When unforeseen severe winter weather events occur and urgent sanding/plowing is necessary, the Street Department Lead shall initiate a rapid response within 1 hour of such an event.

Outside normal working hours, the Police/Sheriff Department will communicate with Operations and Standby using the after-hours answering service. This will ensure a record of all calls is logged as well as making sure the Standby personnel receive the proper message via the standby phone.

Police/Sheriff and Fire may call on Public Works and Standby if emergency access is needed to an area not yet sanded and/or plowed. These calls shall be treated as an immediate priority by Operations personnel.

CORE COMMUNICATION GROUP

Daily status updates via email will be sent during winter weather events requiring sanding, plowing or anti-icing operations. In emergency situations, the Core Group will be apprised of the situation immediately, and be kept updated until the situation is resolved. The Core Group is defined as:

City Manager
Public Works Director
Police/Sheriff Department
Fire Department
Public Works Operations Management
City Hall Front Counter Personnel
Historic Downtown Snohomish
Snohomish Chamber of Commerce

Snow and ice removal contractor for Historic Downtown Snohomish: unknown at this time.

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OPERATIONS

Available Equipment

The City of Snohomish owns the following equipment which is available for snow plowing and sanding services. Snow plowing and sanding equipment is prepared for operation by Street Department personnel and is maintained by the City's Fleet Department.

Equipment - *plowing and sanding*:

- 2 - Dump Truck – 5 yd
- 1 - Drop-in Sander – 4 yd
- 1 – Drop-in Sander – 2 yd
- 2 - Snow Plow – 10' blade

The addition of the second snow plow will better equip staff for unexpected breakdowns and heavy snow removal.

Traffic & Safety signage – miscellaneous signs and barricades

Plowing and sanding equipment will be used to perform plowing and sanding operations on Priority 1 Routes. Depending on weather conditions, plowing and sanding equipment may be used to perform plowing and sanding on Priority 2 Routes, but only after Priority 1 Routes have been taken care of.

It is anticipated that in most snow and ice conditions Priority 3 Routes (all other roads not designated Priority 1 or 2) will not receive plowing or sanding services until all other routes have been cleared.

Available Materials

City of Snohomish Public Works Operations maintains a stock of materials for snow plowing and sanding operations. The following materials are kept in stock at the City Shop facility located at 1801 First Street, Snohomish, WA 98290. Minimum quantities are maintained as indicated below.

Sand - 400 tons

Salt - 40 tons to be mixed with sand at a 1 (salt) to 5 (sand) rate.

Snow Plow Blade – 3 with rubber cutting edge - 2 mounted, one spare

Anti-Icing

Equipment and materials owned and stored by Snohomish County. Service is provided via a standby request and will only be performed when the County is passing through Snohomish to perform its own anti-icing activities.

Trained and Qualified Personnel

City of Snohomish personnel have been trained in snow plowing and sanding operations and are available to perform these services. Several employees have received this training and routinely participate in snow plowing and sanding events. Three of the employees are from the Street Department and the remaining employees are from the Parks/Facilities, Water, and Wastewater/Collection/Stormwater Departments.

In extreme weather conditions other employees who possess a CDL driver license may be called upon to train and participate in snow plowing and sanding activities.

Snow Plowing

Plowing operations shall commence when snow accumulation has reached 2 inches, or sooner according to the judgment of the Street Department Lead. Priority routes have been established and shall be adhered to unless Public Works is contacted by Police/Sheriff or Fire and notified of an emergency priority location. Plowing operations are limited by equipment availability. It is therefore imperative that priority route procedures are adhered to by all plow operators.

During extreme weather events, it may not be possible to reach Priority 2 & 3 areas for some time. The focus will be kept on the Priority 1 routes during these situations so that Police/Sheriff, Fire, and basic services can be provided to those in need.

Sanding

Sanding operations begin when unsafe conditions exist, primarily on hills, sharp corners and intersections. Sanding operations may be initiated by a request from Police/Sheriff, Fire, Public Works Management, or at the judgment of the Street Department Lead.

Known problem areas shall be addressed on a regular basis during hazardous conditions and/or severe weather.

Sand and salt will also be applied during snow events following and/or concurrent to snow plowing.

Application of Anti-Icing Agents

Arrangements have been made with Snohomish County Public Works to apply anti-icing agents on the surface of pre-designated City roadways and bridges when icy conditions have been forecast. Snohomish County Public Works will apply anti-icing agents for the City of Snohomish when the County is applying anti-icing to County roadways adjacent to City limits. This service is contingent upon the availability of Snohomish County personnel. Requests for anti-icing application are facilitated through the Street Department Lead.

AREAS OF PRIORITY

Areas of Road Closure (hills)

Steep hills are considered extremely dangerous during snow and ice conditions and are automatically closed.

The following hills shall be designated as areas of automatic closure during periods of severe winter weather:

- Fifth Street (Avenue A to Avenue B)
- Union Avenue (Second Street to Third Street)
- Tenth Street (Pine Avenue to Maple Avenue)
- Fifth Street (Cedar Avenue to Maple Avenue)

Priority 1 Routes

Main arterials are considered to be the minimum network which must be kept open to provide a transportation system connecting hospitals, fire stations, police stations and emergency rescue units. The attached map designates priority routes.

The following streets shall be designated as Priority 1 for snow and ice removal & sanding operations:

- First Street (Second Street to Lincoln)
- Second Street (Covington Court to Pilchuck River)
- Fourth Street (Avenue D to Maple Avenue)

Tenth Street	(Avenue D to Pine Avenue)
13th Street	(Avenue D to Pine Avenue)
Avenue D	(14th Street to First Street)
Bickford Avenue	(City Limits to 14th Street)
Weaver Road	(Bickford Avenue
Ludwig Road	to Second Street)
Maple Avenue	(Second Street to City Limits)
Pine Street	(Maple Avenue to Tenth Street)
Union Avenue	(First Street to Second Street)
30 th (56 th) Street	(Bickford Avenue to Hwy 9)

The Street Department Lead, Public Works Management, or the Police/Sheriff Department may initiate a road closure in these locations or any other location that is deemed unsafe for vehicular travel.

Priority 2 Routes

The following streets provide significant secondary access routes for emergency responders and community travel and shall be designated as Priority 2.

Avenue A	(Second Street to 13th Street)
Park Avenue	(13th Street to Rainbow Place)
Lincoln Avenue	(City limits to First Street)
Pine Avenue	(Second Street to 16th Street)
Fourth Street	(Maple Avenue to Pine Avenue)

Priority 3

Residential streets and all other local roads not listed as Priority 1 or 2 shall be designated as Priority 3.

GENERAL CONSIDERATIONS

Conditions warranting a Police/Sheriff call to Public Works or the Answering Service include:

- 2 or more inches of snow accumulation
- Observed ice build-up on the roadway
- Hazardous driving conditions

When calling the Answering Service, please include the following information:

- Problem needing attention
- Location of problem area
- Name and return number for confirmation call

EMERGENCY PHONE NUMBERS

Please use the following numbers to contact Operations and/or Standby. When calling after hours please call the **ANSWERING SERVICE** first.

City Hall (M-F, 9:00 a.m. – 5:00 p.m.)

(360) 568-3115

Standby (Answering Service) – 24 hours

(360) 563-2012

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CITY OF SNOHOMISH

