

**CITY COUNCIL  
AGENDA ITEM COVER SHEET**

---

ITEM NO: Public Hearing  
DATE: July 26, 2007  
SUBJECT: 2008-2013 Transportation Improvement Plan  
Public Hearing

CONTACT PERSON: Deborah Knight, City Administrator

**ISSUE:**

The issue before the City Council is to hold a public hearing to take public comment on the 2008-2013 Transportation Improvement Plan (TIP).

**STAFF RECOMMENDATION:**

1. City staff recommend the City Council hold a public hearing to take public comment on the 2008-2013 Transportation Improvement Plan (Attachment A) as required by RCW 35.77.010.
2. Direct staff to return to the City Council with an adopting resolution.

**SUMMARY:**

State law (RCW 35.77.010) mandates that all local jurisdictions annually adopt and submit to the state a six-year program of transportation improvements known as the Local TIP.

The City is currently updating the Capital Facilities Element and Transportation Element of its 2004 Comprehensive Plan. Transportation capital projects are a subset of the Capital Facilities Element. Transportation capital projects are generated out of the 20-year list of projects included in the revised Transportation Element under discussion by the Planning Board and City Council. The funded projects included in the six-year TIP will be included in the six-year Capital Improvement Plan adopted by the City Council later this year.

The importance of the Sultan TIP is that, in most cases, projects must be included on the Local TIP to be eligible for state and federal grant programs. The proposed Local TIP includes several projects that would compete well against state and federal grant program criteria.

## Sultan Six-Year TIP

The proposed City of Sultan 2008-2013 Local TIP includes projects from the 20-year list of transportation projects prepared for the Transportation Element update. The projects were prioritized using the evaluation criteria (Attachment B) approved by the City Council in April 2007.

Three of the projects approved by the City for the 2006 six-year TIP are included in the 2007 TIP. These include:

- (T-45) Alder Street Improvements
- (T-26) North Industrial Park Collector street
- (NM-5) US 2 Multi-purpose trail

Three projects – Date Avenue, Sultan Basin Road Overlay and Widening and 2<sup>nd</sup> Street Construction are uncompleted projects included in the City's adopted 2007 Capital Budget that are fully funded and considered "under construction".

The list includes projects in which the City could be a partner, but not necessarily the lead agency such as (T-34) US2/Downtown Limited Access and (NM-5) US 2 Multi-purpose Trail.

Project costs were reviewed and updated to reflect current market conditions for construction materials.

The project costs listed in the "totals" column of the attachment represent the revised cost estimates prepared by Perteet Engineering or the City Engineer, Jon Stack. Because the Local TIP is not revenue constrained, project costs are given one of two designations:

1. Secured Funding – Projects with secured funding have local or other sources of funding dedicated to support full or partial project implementation.
2. Unsecured Funding – This designation reflects the portion of the project costs that have no dedicated source of funding at this time. Projects outside the six year time frame (2014-2025) are included on the list for planning purposes should funding become available within the six-year time frame.

## BACKGROUND:

The City Council and Planning Board have reviewed the Capital Improvement Plan and the subset list of transportation projects (TIP) at a number of meetings:

- February 2007 – City Council directs staff to begin the annual Capital Improvement Plan (CIP) adoption process. The subset of transportation projects in the CIP become the six-year TIP.
- March 2007 – Planning Board discusses the evaluation criteria used to prioritize capital projects and makes a recommendation to the City Council.
- The CIP was included in the Open House on March 13, 2007. Unfortunately there were no comments from the public on the Capital Improvement Plan.
- April 2007 – City Council approves the evaluation criteria.
- A second open house was held on Tuesday, May 15, 2007 to take public comment on the proposed CIP and six-year TIP.
- A press release asking for public input on proposed projects was sent to local newspapers, posted on the City's website, and Channel 21.
- April 2007 – Council subcommittee reviewed the 20-year list of proposed projects and suggested adding three projects – 1) extending 124<sup>th</sup> Avenue from the Water Treatment Plant to Trout Farm Road; 2) Extending Trout Farm Road north toward the Sultan River crossing; 3) An extension of the Industrial Park Connector road to the Sultan Basin Road.
- May 2007 - Planning Board reviews the 20-year list of transportation projects at its May 1 and May 15 meetings. City Council reviews the 20-year list of transportation projects at its May 10 and May 24 meetings.
- June 2007 – Planning Board reviews the Transportation Element and associated Transportation Improvement Plan. City Council reviews Capital Improvement Plan financial analysis.
- July 12, 2007 – City Council receives staff update on proposed TIP
- July 17, 2007 – Planning Board holds a public hearing on the TIP.

Next Steps – Planning Board continued its public hearing to July 31 pending clarification on number system, project names and project descriptions for non-motorized projects. City Council will receive Planning Board comments and recommendation at its August 9, 2007 meeting. The City Council may decide to amend the TIP prior to final adoption via resolution.

## DISCUSSION:

### Local TIP

The six-year local TIP serves as a rough work plan for the development of local transportation systems and, as such, represents an important planning component under the State's Growth Management Act. The Washington State Department of Transportation (WSDOT) and the Puget Sound Regional Council (PSRC) use Local TIPs as a tool for coordinating the transportation programs of local jurisdictions with those of regional agencies. PSRC also monitors Local TIPs for projects of regional

significance (to be modeled for Air Quality conformity) and projects supported by federal funds. These projects are incorporated into the Regional TIP, which is then forwarded for inclusion in the State TIP.

Because Local TIPs are not revenue constrained, jurisdictions can include projects they would choose to implement within the six-year timeframe, if funding were available. Local TIPs then, by definition, represent a more comprehensive listing of projects deemed necessary to ensure the safe and efficient operation of the City's transportation system.

### Public Comment

Public comment on the TIP has been limited to:

- (T-28) Dyer/Skywall Extension
- (T-44) Pine Rd Extension
- (T-65) extending 124<sup>th</sup> Avenue to Trout Farm Road
- (T-35) Cascade View Drive Realignment
- (NM-1) East Main Street Trail

None of the projects, with the exception of (T-35) Cascade View Drive Realignment and (NM-1) East Main Street Trail, are on the proposed TIP.

Attachment E is a letter from Fire District 5 expressing concerns that the proposed T-35 and NM-1 bisect the Fire District's recently purchased property at US 2 and Cascade View Dr. The Fire District is not supportive of connecting 330<sup>th</sup> to Cascade View Drive through the recently purchased Fire District Property. Although, the Fire Board recognized the need for a roadway connection between US 2 and Cascade View Dr.

City staff recommend leaving T-35 and NM-1 in place but removing the reference in the project to the alignment at 330<sup>th</sup>. The transportation maps will need to be amended as well.

### FISCAL IMPACT:

There is no specific fiscal impact with adopting the 2008-2013 Transportation Improvement Plan because Local TIPs are not revenue constrained. The TIP includes projects the City would choose to implement within the timeframe if funding were available.

The fiscal impact comes from including the TIP in the six-year Capital Improvement Plan. The six-year CIP is the list of facilities (including transportation projects) the City intends to build over the next six-years to meet concurrency with a financing plan to pay for the projects. The six-year TIP shows funding sources for projects between 2008 and 2013.

ALTERNATIVES:

1. Hold the public hearing to take public comment on the 2008-2013 Transportation Improvement Plan (Attachment A) as required by RCW 35.77.010.

Due to its value in planning and its potential use in securing external funding, City staff recommend holding the public hearing for the City of Sultan 2008-2013 TIP.

2. Do not hold a public hearing and direct staff to areas of concern.

This alternative would delay adopting the 2008-2013 TIP. The City would miss the August 1, 2007 deadline for submitting the TIP to the Washington State Department of Transportation.

RECOMMENDATION:

HOLD A PUBLIC HEARING TO TAKE PUBLIC COMMENT ON THE 2008-2013 TRANSPORTATION IMPROVEMENT PLAN (TIP).

DIRECT STAFF TO RETURN TO THE CITY COUNCIL WITH AN ADOPTING RESOLUTION.

ATTACHMENTS:

Attachment A – 2008-2013 Transportation Improvement Plan  
Attachment B – Evaluation Criteria  
Attachment C – Prioritized list of projects  
Attachment D – WSDOT Highways and Local Programs  
Attachment E – June 27, 2007 letter from Snohomish County Fire District 5  
Attachment F - Recommended Transportation Projects (Map)

---

COUNCIL ACTION:

DATE:



## HIGHWAYS & LOCAL PROGRAMS

### Check Us Out

- [H&LP Home](#)
- [Staff](#)
- [Regional Engineers](#)
- [Software](#)
- [Training](#)

[Back to Program Management page](#)

## Six-Year Transportation Improvement Plan (TIP)

This page contains information that can help you build your 2007-2012 Transportation Improvement Program (TIP). In creating your TIP, please remember it should contain all transportation-related projects that you plan to do over the next six years. After you've adopted your TIP, please send copies to your appropriate MPO or RTPO (for additional information and to view a map of the MPOs and RTPOs, please visit <http://www.wsdot.wa.gov/ppsc/planning/rtpomap.htm>) for inclusion into their regional TIP and to your Regional Local Programs Engineer for their review by **August 1, 2006**. Any questions or concerns regarding preparation of your TIP should be directed to your Regional Local Programs Engineer.

**Additional Information:** To assist the preparation of your Six-Year TIP, a sample for calculating the Gas Tax Distribution for Cities and the Office of Financial Management (OFM) Population table are listed below:

### Gas Tax Distribution for Cities on a Per Capita Basis

### OFM Estimated Populations

**General TIP/STIP Requirements:** In preparing the TIPs, it is recommended that local agencies contact their respective MPOs or regional selection bodies to assure that all projects selected for funding actually appear during the first three years of their Six-Year TIP.

In addition, it is important to include all previously selected projects or phases that are anticipated to be obligated in 2007, 2008 and 2009 which includes carryover (2006) projects that are not anticipated to be obligated until 2006. Including these projects in the 2007-2012 TIP will reduce the need for amendments and will speed project funding. Please be as descriptive and accurate as possible when filling out the "Describe Work", "Right of Way" and "Environmental" sections.

Regional TIPs are developed by the Metropolitan Planning Organizations (MPOs) in urban areas, and by Regional Transportation Planning Organizations (RTPOs) in the rural area. As required by SAFETEA-LU, the TIP documents are combined to form a Statewide Transportation Improvement Program (STIP), which is submitted for approval annually to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The STIP must include all federally funded and all regionally significant local and state projects and cover a three-year period. (July 2007 federal law requires the STIP to cover four years.) The STIP document must also be financially constrained, i.e., contain only projects or phases of projects that are fully funded. To assist you in determining your appropriate level of funding, we recommend using the draft FFY 2006 federal funding levels provided to the regional selection bodies as a guide.

**STIP Too v. 5.6 Software:** A computerized version of the 2007 TIP form ([click to view form](#)) using FileMaker Pro software is available and all agencies are encouraged to use this electronic format. The "STIP Too" software will produce the Six-Year TIP and will also create the two export files needed for compiling the project data into the STIP. ([click for printable Request form](#))

If you are interested in using the computerized form and need a CD, please print out,



## Snohomish County Fire District #5

P O Box 149 • 304 Alder Street • Sultan • Washington • 98294  
Phone: (360) 793-1179 Fax: (360) 793-1932

June 27, 2007

City of Sultan

Dear Councilpersons:

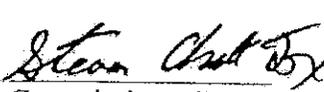
Snohomish County Fire District 5 purchased property located at 33021 Cascade View Drive in October 2005, with the purpose of establishing a new Headquarters Fire Station that could be staffed twenty four hours a day. One of the District's urgent objectives is to reduce the time it takes to respond to 911 emergency calls. This time reduction requires staffing a fire station twenty four hours a day, seven days a week. Our current station at 304 Alder was built as an *on call* volunteer station and is not suitable for around the clock staffing. There are no viable remodeling options available at the existing site because the building does not meet seismic standards, the station has flooded several times, and the lot is too small.

We first attempted to resolve our need for improved facilities by purchasing property from Mr. Sam Wold and had reached agreement with Mr. Wold for the purchase of properties common to U.S. 2 and the Sultan Basin road. This purchase was preempted by the City of Sultan's relocation of the Sultan Basin road. The remaining properties are now unusable to the Fire District. To that end, we purchased other property.

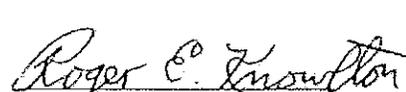
We understand that you are developing a new Transportation Improvement Plan (TIP) as the result of the recent Growth Management Hearings Board (GMHB) Final Decision and Order. Our review of the draft dated June 22, 2007, of your current TIP found a proposed future new road and trail proposed to travel north south directly through our most probable location for this new Fire Station, or at least through the middle of the District's property. These are shown as Projects T-35 and NM-1. This proposed road and trail through the District's property is an unacceptable impediment to the District's intended use of the property.

We believe that this is an unintentional error. It is also inconsistent with Section 8 (Intergovernmental Coordination) of the proposal. This error can easily be corrected by removing this road and trail through the District's property and returning to the road alignment shown in the 2004 Comprehensive Plan prior to submittal to the GMHB.

Sincerely,

  
Commissioner Fox

  
Commissioner Inalls

  
Commissioner Knowlton