

1. City Council Regular Meeting Materials

Documents:

[01-21-25 RM.PDF](#)

[AGENDA 01-21-25.PDF](#)

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Tuesday, January 21, 2025, 6:30 p.m.**



Note: Times are approximate and subject to change.

PUBLIC NOTICE

The University Place City Council will hold its scheduled meetings to ensure essential city functions continue. Members of the public can attend and participate in a Council meeting in the following manners:

- In-person at the City Council Chambers at 3609 Market Place West, Third Floor;
- Watch live broadcast on University Place Television, Lightcurve (formerly Rainier Connect) Channel 12 or Comcast Channel 21 (SD) or 321 (HD);
- Watch live broadcast on the City's YouTube channel www.YouTube.com/UniversityPlaceTV;
- Watch live broadcast on the City's website www.cityofup.com/398/City-Council-Meetings;
- Listen by telephone by dialing 1 509-342-7253 United States, Spokane (Toll), Conference ID: 677 174 151#; or
- Attend virtually by clicking this hyper-link: [Click here to join the meeting](#).

How to participate in Public Comment and public testimony on Public Hearings:

- In-person at the City Council Chambers.
- Written comments are accepted via email. Comments should be sent to the City Clerk at Egenetia@cityofup.com. Comments received up to one hour (i.e., 5:30 p.m.) before the meeting will be provided to the City Council electronically.
- Participation by telephone. Call the telephone number listed above and enter the Conference ID number. Once the Mayor calls for public comment, use the "Raise Hand" feature by pressing *5 on your phone. Your name or the last four digits of your phone number will be called out when it is your turn to speak. Press *6 to un-mute yourself to speak.
- Participation by computer. Join the meeting virtually by clicking on the hyper-link above. Turn off your camera and microphone before you press "Join Now." Once the Mayor calls for public comment, use the "Raise Hand" icon on the Microsoft Teams toolbar located at the top of your screen. Your screen name will be called out when it is your turn to speak. Turn on your camera and microphone (icon located at the top of your screen) to un-mute yourself. Once you are done, turn off your camera and microphone.

In the event of technical difficulties, remote public participation may be limited.

AGENDA

- 6:30 pm **1. CALL REGULAR MEETING TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE – Councilmember Flemming**
- 4. APPROVAL OF AGENDA**
- 6:35 pm **5. PUBLIC COMMENTS**
- 6:40 pm **6A. – CONSENT AGENDA**
- 6G. Motion: Approve or Amend the Consent Agenda as Proposed**

The Consent Agenda consists of items considered routine or have been previously studied and discussed by Council and for which staff recommendation has been prepared. A Councilmember may request that an item be removed from the Consent Agenda so that the Council may consider the item separately. Items on the Consent Agenda are voted upon as one block and approved with one vote.

- A. Approve the minutes of the January 6, 2025 Council meeting as submitted.**
- B. Receive and File: Payroll for period ending 01/15/25.**
- C. Receive and File: Certificate of Recognition – Rick Larson, Economic Advisory Commission.**
- D. Receive and File: Certificate of Recognition – Ron Kent, Economic Advisory Commission.**
- E. Receive and File: Certificate of Recognition – Rick Mehlman, Park Advisory Commission.**
- F. Receive and File: Certificate of Recognition – Sandy McKenzie, Planning Commission.**
- G. Authorize the purchase of one (1) family assist style restroom building in the amount of One Hundred Eighty-Eight Thousand Three Hundred Eighty-Nine Dollars and Four Cents (\$188,389.04), including tax.**

6:45 pm

- 7. CITY MANAGER & COUNCIL COMMENTS/REPORTS** - (Report items/topics of interest from outside designated agencies represented by Council members, e.g., AWC, PRSC, Pierce Transit, RCC, etc., and follow-ups on items of interest to Council and the community.)

STUDY SESSION – (At this time, the Council will have the opportunity to study and discuss business issues with staff prior to its consideration. Citizen comment is not taken at this time; however, citizens will have the opportunity to comment on the following item(s) at future Council meetings.)

7:05 pm

- 8. PIERCE TRANSIT DESTINATION 2045 LONG RANGE PLAN**

7:50 pm

- 9. HB-1110 (MIDDLE HOUSING) COMPLIANCE LEGISLATION**

9:00 pm

- 10. ADJOURNMENT**

***PRELIMINARY CITY COUNCIL AGENDA**

January 25, 2025
Special Council Meeting

February 3, 2025
Regular Council Meeting

February 17, 2025
Regular Council Meeting

March 3, 2025
Regular Council Meeting

Preliminary City Council Agenda subject to change without notice*
Complete Agendas will be available 24 hours prior to scheduled meeting.
To obtain Council Agendas, please visit www.cityofup.com.

American Disability Act (ADA) Accommodations Provided Upon Advance Request
Call the City Clerk at 253-566-5656

APPROVAL OF CONSENT AGENDA

**CITY OF UNIVERSITY PLACE
DRAFT MINUTES
Regular Meeting of the City Council
Monday, January 6, 2025**

1. CALL REGULAR MEETING TO ORDER

Mayor Figueroa called the Regular Meeting to order at 6:38 p.m.

2. ROLL CALL

Roll call was taken by the City Clerk as follows:

Councilmember Boykin	Present
Councilmember Worthington	Present
Councilmember McCluskey	Present
Councilmember Flemming	Present
Councilmember Grassi	Present
Mayor Pro Tem Wood	Present
Mayor Figueroa	Present

Staff Present: City Manager Sugg, City Attorney Kaser, Administrative Services Director Petorak, Police Chief Burke, Community and Economic Development Director Briske, Public Works Director Ecklund, Communications Manager Seesz, Communications Specialist Kleber, and City Clerk Genetia.

3. PLEDGE OF ALLEGIANCE

Councilmember McCluskey led the Council in the Pledge of Allegiance.

4. APPROVAL OF AGENDA

MOTION: By Mayor Pro Tem Wood, seconded by Councilmember Worthington, to approve the agenda.

The motion carried.

5. PRESENTATION

NATO Government Programming Awards – Mayor Figueroa presented the NATO's 2024 Government Programming Awards to Linda Seesz and Amanda Kleber. The City received two Awards of Excellence, two Awards of Distinction and two Awards of Honor. NATO is a national professional association made up of individuals and organizations responsible for, or advising those responsible for, communications policies and services in local government throughout the country.

6. PUBLIC COMMENTS – None.

7. CONSENT AGENDA

MOTION: By Mayor Pro Tem Wood, seconded by Councilmember Worthington, to approve the Consent Agenda as follows:

- A.** Approve the minutes of the November 18, 2024 and December 2, 2024 Council meetings as submitted.
- B.** Receive and File: Payroll for periods ending 11/30/24, 12/15/24 and 12/31/24; Claims dated 11/27/24, 12/15/24 and 12/31/24.
- C.** Adopt a Resolution approving the Economic Development Advisory Commission's 2025 Work Plan.
- D.** Adopt a Resolution approving the Park Advisory Commission's 2025 Work Plan.
- E.** Adopt a Resolution approving the Planning Commission's 2025 Work Plan.
- F.** Adopt a Resolution approving the Public Safety Advisory Commission's 2025 Work Plan.

- G. Adopt a Resolution approving the Second Amendment and Restated Interlocal Agreement between the City and Pierce County Flood Control Zone District for District grant-funded projects.
- H. Ratify and confirm the City Manager's previously issued purchase orders and authorize the City Manager to purchase one (1) Tymo Model 600 Street Sweeper for delivery in 2025 in the amount of Three Hundred Ninety Thousand Five Hundred Sixty-Two Dollars and Eight Cents (\$390,562.08).

The motion carried.

8. CITY MANAGER AND COUNCIL COMMENTS/REPORTS

City Manager Sugg reported on the outcome of the well-attended Tree Lighting event.

Councilmember McCluskey commented on the City's fiscal standing foundation to move forward to 2025 and the success of the Tree Lighting event. She complimented the Communications team for the well-deserved and national NATOA recognition.

Councilmember Flemming wished everyone a happy new year, commended staff for an outstanding Tree Lighting event, and commented on his NATOA conference experience. He congratulated the Communications team for a job well done. He looks forward to an exciting 2025.

Councilmember Grassi wished all a happy new year, thanked staff for putting together a successful Tree Lighting event, congratulated the Communications team on their NATOA awards, and reported attending the Five Guys and Nirvana Salon ribbon cutting events. She looks forward to 2025 and all that the Council will accomplish together on behalf of the community. Lastly, she welcomed Riley Jennison of Covenant High School.

Mayor Pro Tem Wood congratulated the Communications team for the NATOA awards and for a triumphant Tree Lighting event. He also shared information discussed/presented at the Pierce County Climate Change Commission meeting he attended.

Councilmember Boykin wished everyone a happy new year, shared his wonderful time at the Tree Lighting event and acknowledged Police Chief Burke for hosting a community engagement meeting, the 16th CAB holiday reception, the Pierce County Chamber of Commerce for the public officials' holiday reception, and the City's Communications team's outstanding NATOA honors.

Councilmember Worthington remarked about the spectacular Tree Lighting event, reported his attendance to Nirvana Salon's ribbon cutting event, the 16th CAB holiday reception and congratulated the Communications team for the NATOA awards. He noted that the Rainier Communications Commission has elected a new president and that he will be stepping down from the position. Lastly, he wished everyone a happy new year.

Mayor Figueroa shared the positive comments he received from attendees at the Tree Lighting event, talked about the 16th CAB holiday reception, and commented on the Association of Realtors and Pierce County Chamber of Commerce public officials' holiday receptions.

STUDY SESSION

9. 2023-2024 COUNCIL GOALS FINAL REPORT

City Manager Sugg provided a report on Council's 2023-2024 goals, summarizing tasks accomplished within the following areas:

Public Safety

- Passage of the Public Safety Levy
- Increased visibility of patrols
- Hiring of a Community Outreach Officer

- New Police Contract
- Creation of a School Liaison Officer position
- Addition of four (4) Commissioned Officers with the remaining four (4) Officers expected by the end of 2025)

Infrastructure

- Cirque Park – installations of trail and exercise stations, skate park ramps, skate park wall, and field/light repairs. The Cirque Park Site Plan study and the playground construction are underway.
- Other Parks – Kobayashi driveway paving and Curran Orchard irrigation upgrade; hiring of parks maintenance staff; joint Park Advisory Commission and Public Safety Commission study on Kobayashi Park safety; Sunset Terrace parking paving/expansion and Curran Orchard fence replacement are underway.
- Streets – completion of Chambers Creek Road and 35th Street Phase I (BP to 67th) street improvement projects; traffic model rebuild; and installation of parking meters. The ADA Transition Plan update, the 35th Street Phase 2 (BP to Grandview) and 67th Street improvement projects, and the planning for street grids are underway.
- Sewer - the City has long sought the expansion of Pierce County's sewer system to serve neighborhoods with failing septic systems and to reach more difficult locations within the City. Following Council's decision to prioritize the majority of the City's COVID-related federal funding to address this issue, and with the assistance of State grants, the City has awarded bids to construct sewer-related improvements serving five City neighborhoods.

Economic Development

- Completion of the Northeast Business District Subarea Plan, business start-up cost study, and Comprehensive Plan.
- Eleven business ribbon cuttings.
- Continued progress in economic development efforts relevant to Council's adoptions of a form-based code and revised design standards in late 2020, and a series of code amendments regarding regulation of accessory dwelling units.
- The 27th Street Business District Subarea Plan, Wayfinding Signs, and Town Center Business District Subarea Plan are underway.

Recreation - The City is currently in negotiation stages with the University Place School District and the City of Fircrest for recreation programs for youths.

Community Engagement

- On-going publications of Between the Lines, Analytics, and social media/E-Newsletter.
- Continuous FlashVote surveys.
- City events including Duck Daze, Cider 5K, Music on the Square, Orchard Concert, Movie in the Park, National Night Out, Oktoberfest, and Tree Lighting.
- Council meeting promo and individual Council prom videos are underway.

Regional Influence - Members of the City Council are active members/participants of local, regional and national government associations, boards, and commissions.

Lastly, City Manager Sugg stated that although not specifically a 2023-2024 Council goal, restoring the City's financial stability has been either a stated or underlying core goal for almost 20 years. In July 2024, Council authorized the early repayment of \$17.1 million of the City's outstanding debt. The Council's continual commitment to financial prudence has provided the City with the financial strength to pay off over half the City's debt and save over \$4 million in interest payments.

Councilmembers congratulated and thanked City Manager Sugg and staff for these achievements and provided affirmative comments and feedback.

At 8:14 p.m., a motion was made and was carried to extend the meeting for 15 minutes.

10. ADJOURNMENT - The meeting adjourned at 8:20 p.m. No other action was taken.

Submitted by,

Emy Genetia
City Clerk

AGENDA

VOUCHER APPROVAL DOCUMENT



3609 Market Place W, Ste 200
University Place, WA 98466
PH: 253.566.5656 FAX: 253.566-5658

Voucher for pay period ending 01-15-2025

Date		Name	Amount
01/17/2025	3190996	VILLA, EVYN J	2,173.45
01/17/2025	ACH	DIRECT DEPOSIT	283,230.80
01/17/2025	ACH	BANK OF AMERICA	41,657.08
01/17/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	49,199.33
01/17/2025	ACH	WA STATE DEPT OF RETIREMENT SYS	4,285.58
01/17/2025	ACH	AFLAC INSURANCE	142.51
			<u>380,688.75</u>

Preparer Certification:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the above-named governmental unit, and that I am authorized to authenticate and certify to said claim.

Signed: (Signature on file.)

Date:

Steve Sugg, City Manager

CERTIFICATE OF RECOGNITION

The City Council of the City of University Place recognizes

Rick Larson

for his service as a member of the University Place Economic Development Advisory Commission from January 2011 to January 2025. During his terms on the Economic Development Advisory Commission, Mr. Larson was a valued adviser to the City Council. Mr. Larson participated in the development of the City's Housing Action Plan by participating as a member of that project's Advisory Committee as a representative of the Economic Development Advisory Commission. Mr. Larson's long-standing commitment to and passion for the business community in University Place is greatly appreciated.

Presented on January 21, 2025.

Javier H. Figueroa, Mayor

University Place
WASHINGTON 

CERTIFICATE OF RECOGNITION

The City Council of the City of University Place recognizes

Ron Kent

for his service as a member of the University Place Economic Development Advisory Commission from January 2011 to January 2025. Serving as a valued Liaison to the Planning Commission in 2011, Mr. Kent regularly attended meetings of both commissions to keep communication open and provide valuable business insights into planning issues. During his terms on the Economic Development Advisory Commission, Mr. Kent was a key contributor and valued adviser to the City Council. Mr. Kent participated in a significant number of City planning efforts including, but not limited to, development of the City's Regional Growth Center Subarea Plan. Mr. Kent also helped the City establish the 27th Street Business District Plan and the development of the City Wayfinding Signage Plan. The dedication to this important work exhibited by Mr. Kent is greatly appreciated.

Presented on January 21, 2025.

Javier H. Figueroa, Mayor

CERTIFICATE OF RECOGNITION

The City Council of the City of University Place recognizes

Rick Mehlman

for his service as a member of the University Place Park Advisory Commission from September 2022 to January 2025. During his terms on the Park Advisory Commission, Mr. Mehlman was a valued adviser to the City Council. Mr. Mehlman participated in the review of the Cirque Park Master Plan, the review of restroom options at Curran Apple Orchard Park, and the development of a connection trail between Adrianna Hess Park and Paradise Pond Park. As a member of the Park Advisory Commission, Mr. Mehlman supported City staff and U.P. Park and Recreation Foundation in the construction of an Inclusive Playground at Cirque Park. He assisted in selecting consultants for the Cirque Park community center feasibility and space study, and the Creekside Master Plan. Mr. Mehlman's commitment, support and contributions to the City is greatly appreciated.

Presented on January 21, 2025.

Javier H. Figueroa, Mayor

CERTIFICATE OF RECOGNITION

The City Council of the City of University Place recognizes

Sandy McKenzie

for her service as a member of the University Place Planning Commission from January 2021 to January 2025. During her term on the Planning Commission, Mrs. McKenzie was a key contributor and valued adviser to the City Council. Mrs. McKenzie, serving as a member of the Planning Commission, played a vital role in numerous City planning efforts, including, but not limited to, a major periodic update of the City's Comprehensive Plan and development of the Northeast Business District Plan. She was instrumental in recommending amendments to the Municipal Code regarding Small Cell Telecommunications, Food trucks, and Accessory Dwelling Units. She also contributed to the development of the City's Housing Action Toolkit and provided valuable input on the implementation of Middle Housing and of the 27th Street Business District Plan. The dedication to this important work exhibited by Mrs. McKenzie is greatly appreciated.

Presented on January 21, 2025.

JAVIER H. FIGUEROA, MAYOR

University Place
WASHINGTON 

**Business of the City Council
City of University Place, WA**

Proposed Council Action:

Authorize the purchase of one (1) family assist style restroom building in the amount of One Hundred Eighty-Eight Thousand Three Hundred Eighty-Nine Dollars and Four Cents (\$188,389.04) including tax.

Agenda No:

6G

Dept. Origin:

Public Works Operations

For Agenda of:

January 21, 2025

Exhibits:

WA DES Quote

Concurred by Mayor:

Approved by City Manager:

Approved as to form by City Atty.:

Approved by Finance Director:

Approved by Department Head:

Expenditure

Required: \$188,389.04

Amount

Budgeted: \$225,000.00

Appropriation

Required: \$0

SUMMARY/POLICY ISSUES

Under agreement and coordination with Cal Ripken Sr. Foundation (CRSF) and University Place Parks and Recreations Foundation (UPPRF), the City is constructing an inclusive playground and adjacent family assist style restroom at Cirque Park. This is a joint purchase with Cal Ripken Sr Foundation contributing \$175,000.00 in private funds and the City contributing \$50,000.00 from Park Impact Fees as identified in the 2025 Parks CIP Budget.

We are purchasing the restroom building through WA DES Contract # 02620, under Sourcewell Agreement # 081721-CXT from CXT Precast Concrete Products.

ALTERNATIVES CONSIDERED

None.

RECOMMENDATION/MOTION

MOVE TO: Authorize the purchase of one (1) family assist style restroom building in the amount of One Hundred Eighty-Eight Thousand Three Hundred Eighty-Nine Dollars and Four Cents (\$188,389.04), including tax.

AGENDA



**WA Master
Contract No: 02620**



CXT® Precast Concrete Products manufactures restroom, shower and concession buildings in multiple designs, textures and colors. The roof and walls are fabricated with high strength precast concrete to meet all local building codes and textured to match local architectural details. All CXT buildings are designed to meet A.D.A. and to withstand heavy snow, high wind and category E seismic loads. All concrete construction also makes the buildings easy to maintain and withstand the rigors of vandalism. The buildings are prefabricated and delivered complete and ready-to-use, including plumbing and electrical where applicable. With thousands of satisfied customers nationwide, CXT is the leader in prefabricated concrete restrooms.

1. ORDERING ADDRESS(ES): CXT Precast Concrete Products, 606 N. Pines Road, Suite 202, Spokane Valley, WA 99206

2. ORDERING PROCEDURES: Fax 509-928-8270

3. PAYMENT ADDRESS(ES):

Remitting by check:

CXT, Inc., PO Box 676208, Dallas, TX 75267-6208

Remitting by ACH or wire transfer:

Beneficiary: CXT, Inc.

Beneficiary Bank: PNC Bank, Pittsburgh, PA

Account: 1077766885 ABA/Routing: 043000096

Email remittance details to AR@lbfoster.com

4. WARRANTY PROVISIONS: CXT provides a one (1) year warranty. The warranty is valid only when concrete is used within the specified loadings. Furthermore, said warranty includes only the related material necessary for the construction and fabrication of said concrete components. All other non-concrete components will carry a one (1) year warranty. CXT warrants that all goods sold pursuant hereto will, when delivered, conform to specifications set forth above. Goods shall be deemed accepted and meeting specifications unless notice identifying the nature of any non-conformity is provided to CXT in writing within the specified warranty. CXT, at its option, will repair or replace the goods or issue credit for the customer provided CXT is first given the opportunity to inspect such goods. It is specifically understood that CXT's obligation hereunder is for credit, repair or replacement only, F.O.B. CXT's manufacturing plants, and does not include shipping, handling, installation or other incidental or consequential costs unless otherwise agreed to in writing by CXT.

This warranty shall not apply to:

1. Any goods which have been repaired or altered without CXT's express written consent, in such a way as in the reasonable judgment of CXT, to adversely affect the stability or reliability thereof;

2. To any goods which have been subject to misuse, negligence, acts of God or accidents; or

3. To any goods which have not been installed to manufacturer's specifications and guidelines, improperly maintained, or used outside of the specifications for which such goods were designed.

5. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): All prices subject to the "Conditions of Sale" listed on the CXT quotation form.

Customers are responsible for marking exact location building is to be set; providing clear and level site, free of overhead and/or underground obstructions; and providing site accessible to normal highway trucks and sufficient area for the crane to install and other equipment to perform the contract requirements. Site must allow for the crane to be within three feet of the building location and the truck to be within three feet of the crane. Customer shall provide notice in writing of low bridges, roadway width or grade, unimproved roads or any other possible obstacles to access. CXT reserves the right to charge the customer for additional costs incurred for

special equipment required to perform delivery and installation. Customers will negotiate installation on a project-by-project basis, which shall be priced as separate line items. For more information regarding installation and truck turning radius guidelines please see our website at <http://www.cxtinc.com>.

In the event delivery of the building/s ordered is/are not completed within 30 days of the agreed to schedule through no fault of CXT, an invoice for the full contract value (excluding shipping and installation costs) will be submitted for payment. Delivery and installation charges will be invoiced at the time of delivery and installation.

Should the delivery and installation costs increase due to changes in the delivery period, this increase will be added to the price originally quoted, and will be subject to the contract payment terms.

In the event that the delivery is delayed more than 90 days after the agreed to schedule and through no fault of CXT, then in addition to the remedies above, a storage fee of 1-1/2% of contract price per month or any part of any month will be charged.

****Customer is responsible for all local permits and fees.**

6. DELIVERY CHARGE: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers.

7. PAYMENT TERMS: All orders are cash in advance. At CXT's discretion, credit may be given after approval of credit application. Payment to CXT by the purchaser of any approved credit amount is net 30 days after submission of invoice to purchaser. Interest at a rate equal to the lower of (i) the highest rate permitted by law; or (ii) 1.5% per month will be charged monthly on all unpaid invoices beginning with the 35th day (includes five (5) day grace period) from the date of the invoice. Under no circumstance can retention be taken. If CXT initiates legal proceeding to collect any unpaid amount, purchaser shall be liable for all of CXT's costs, expenses and attorneys' fees and costs of any appeal.

8. LIMITATION OF REMEDIES: In the event of any breach of any obligations hereunder; breach of any warranty regarding the goods, or any negligent act or omission of any party, the parties agree to submit all claims to binding arbitration. Any settlement reached shall include all reasonable costs including attorney fees. In no event shall CXT be subject to or liable for any incidental or consequential damages. Without limitation on the foregoing, in no event shall CXT be liable for damages in excess of the purchase price of the goods herein offered.

9. DELIVERY INFORMATION: All prices F.O.B. origin prepaid and added to invoice. CXT operates three (3) manufacturing plants in the United States and will deliver from the closest location on our carriers. Use the information below to determine the origin:

- F.O.B. 6701 E. Flamingo Avenue, Building 300, Nampa, ID 83687 applies to: AK, CA, HI, ID, MT, ND, NV, OR, SD, UT, WA, WY.

- F.O.B. 901 North Highway 77, Hillsboro, TX 76645 applies to AR, AZ, CO, IA, KS, LA, MN, MO, MS, NE, NM, OK, TX.

- F.O.B. 362 Waverly Road, Williamstown, WV 26183 applies to AL, CT, DE, FL, GA, IL, IN, KY, MA, MD, ME, MI, NC, NH, NJ, NY, OH, PA, PR, RI, SC, TN, VA, VT, WI, WV.

- Prices exclude all federal/state/local taxes. Tax will be charged where applicable if customer is unable to provide proof of exemption.

SANTIAGO

Custom building where you can match sections to meet your needs. Sections include restroom, shower, concession, storage, and combination configurations. Standard features include simulated barnwood textured walls, simulated cedar shake textured roof, vitreous china fixtures, interior and exterior lights, off loaded, and set up at site.



CXT
800.696.5766
cxtinc.com

Sections

Restroom*	Qty: =	Shower*	Qty: =
Family Assist Restroom*	Qty: =	Concession*	Qty: =
Family Assist Shower*	Qty: =	Multiuser Room	Qty: =

*Includes 4-gallon water heater.

Total Sections \$

Added Cost Options		Price per unit	Click to select
Final Connection to Utilities (per section)		\$	
Optional Wall Texture (per section) - choose one		Split Face Block (\$5,500) Stone (\$7,000)	
Optional Roof Texture (per section)		Ribbed Metal	\$
Porch/Wing Wall			\$
Insulation and Heaters (per section)			\$
Stainless Steel Water Closet (each)	Qty:	\$	
Stainless Steel Lavatory (each)	Qty:	\$	
Stainless Steel Urinal (each)	Qty:	\$	
Electric Hand Dryer (each)	Qty:	\$	
Electronic Flush Valve (each)	Qty:	\$	
Electronic Lavatory Faucet (each)	Qty:	\$	
Electronic Urinal Flush Valve (each)	Qty:	\$	
Paper Towel Dispenser (each)	Qty:	\$	
Toilet Seat Cover Dispenser (each)	Qty:	\$	
Sanitary Napkin Disposal Receptacle (each)	Qty:	\$	
Baby Changing Table (each)	Qty:	\$	
Skylight in Restroom (each)	Qty:	\$	
Marine Grade Skylight in Restroom (each)	Qty:	\$	
Marine Package (excluding fiberglass doors and frames) (per section)		\$	
Exterior Mounted ADA Drinking Fountain w/Cane Skirt (each)	Qty:	\$	
2K Anti-Graffiti Coating (per section)		\$	
Optional Door Closure (each)	Qty:	\$	
Fiberglass Entry and Chase Doors and Frames (each)	Qty:	\$	
Timed Electric Lock System (does not include chase door) (each)	Qty:	\$	
Exterior Frostproof Hose Bib with Box (each)	Qty:	\$	
Total for Added Cost Options:			\$
Custom Options:			\$
Engineering and State Fees:			\$
Estimated One-Way Transportation Costs to Site (quote):			\$
Estimated Tax:			\$
Total Cost per Unit Placed at Job Site:			\$



Estimated monthly payment on 5 year lease

Disclaimer: Please call to confirm selected sections are compatible.

This price quote is good for 60 days from date below, and is accurate and complete.

I accept this quote. Please process this order.

Company Name

CXT Sales Representative

Date

Company Representative

Date

OPTIONS

Exterior Color(s) (For single color mark an X. For two-tone combinations use W = Walls and R = Roof.)

☐ Amber Rose	☐ Berry Mauve	☐ Buckskin	☐ Cappuccino Cream
☐ Charcoal Grey	☐ Coca Milk	☐ Evergreen	☐ Georgia Brick
☐ Golden Beige	☐ Granite Rock	☐ Hunter Green	☐ Java Brown
☐ Liberty Tan	☐ Malibu Taupe	☐ Mocha Caramel	☐ Natural Honey
☐ Nuss Brown	☐ Oatmeal Buff	☐ Pueblo Gold	☐ Raven Black
☐ Rich Earth	☐ Rosewood	☐ Sage Green	☐ Salsa Red
☐ Sand Beige	☐ Sun Bronze	☐ Toasted Almond	☐ Western Wheat

Special roof color # _____ Special wall color # _____

Special trim color # _____

Stone Color (Mark option with an X.) *If option is not available, verify stone option is selected on previous page.

☐ Basalt* ☐ Mountain Blend* ☐ Natural Grey* ☐ Romana*

Roof Texture *If option is not available, verify roof texture option is selected on previous page.

☐ Ribbed Metal*

Wall Texture(s) (For single texture mark an X. For top and bottom textures use T = Top and B = Bottom.)

*If option is not available, verify wall texture option is selected on previous page.

☐ Split Face Block* ☐ Horizontal Lap* ☐ Board & Batt* ☐ Stucco**
☐ Brick** ☐ Distressed Wood**

Stone Wall Texture (bottom texture only) *If option is not available, verify stone option is selected on previous page.

☐ Napa Valley** ☐ River Rock** ☐ Flagstone** ☐ Stacked Rock**

#Textures not included in CXT's quote are additional cost.

Door Opener

☐ Non-locking ADA Handle

☐ Privacy ADA Latch

☐ Pull Handle/Push Plate

Deadbolt

Accessible Signage

☐ Men

☐ Women

☐ Unisex

Toilet Paper Holder

☐ 2-Roll Stainless Steel

☐ 3-Roll Stainless Steel

Notes:

cxtinc.com
800.696.5766



REPORT/STUDY SESSION



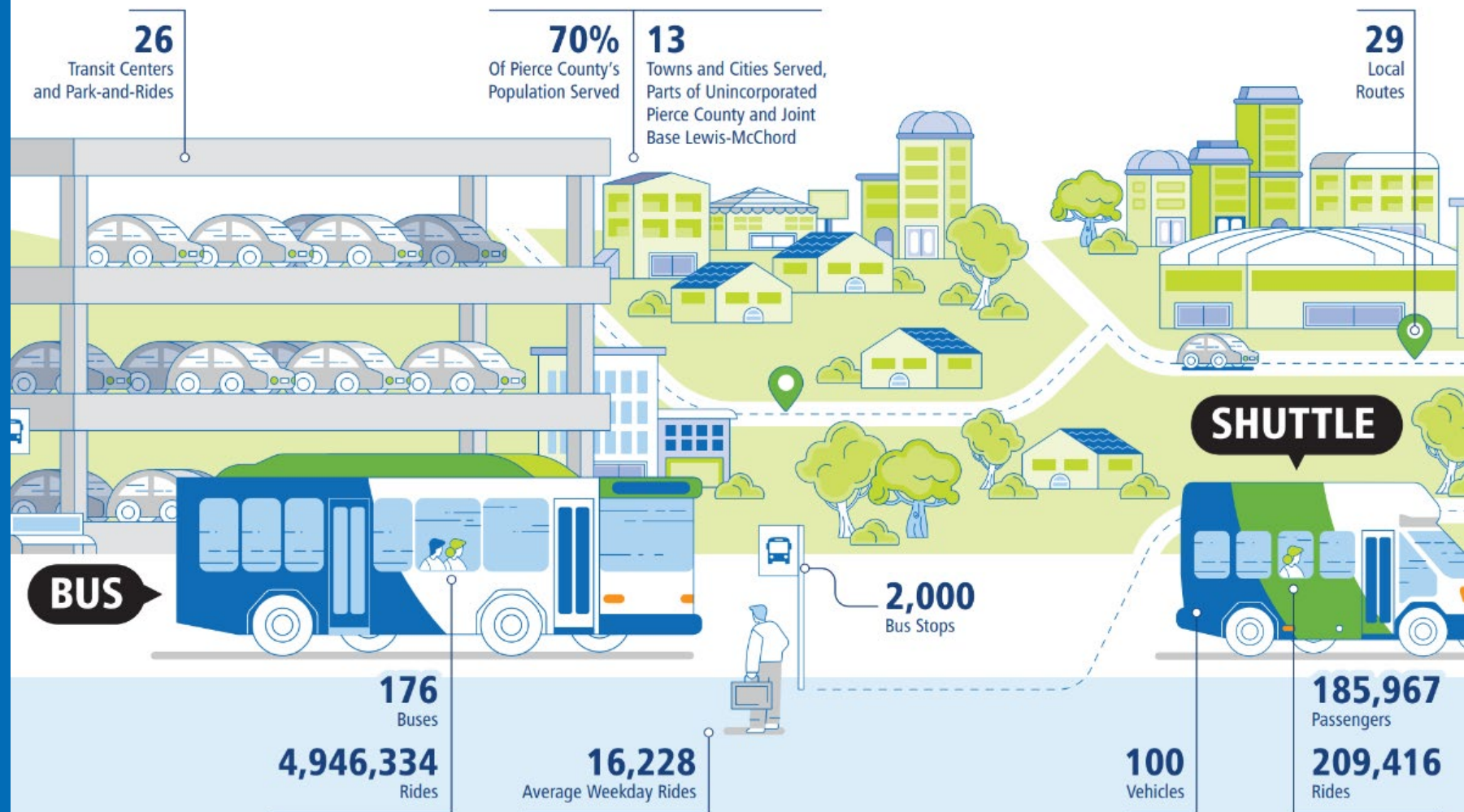
City of University Place City Council Meeting 21 January 2025

Anna Petersen, Senior Planner
Darin Stavish, Principal Planner



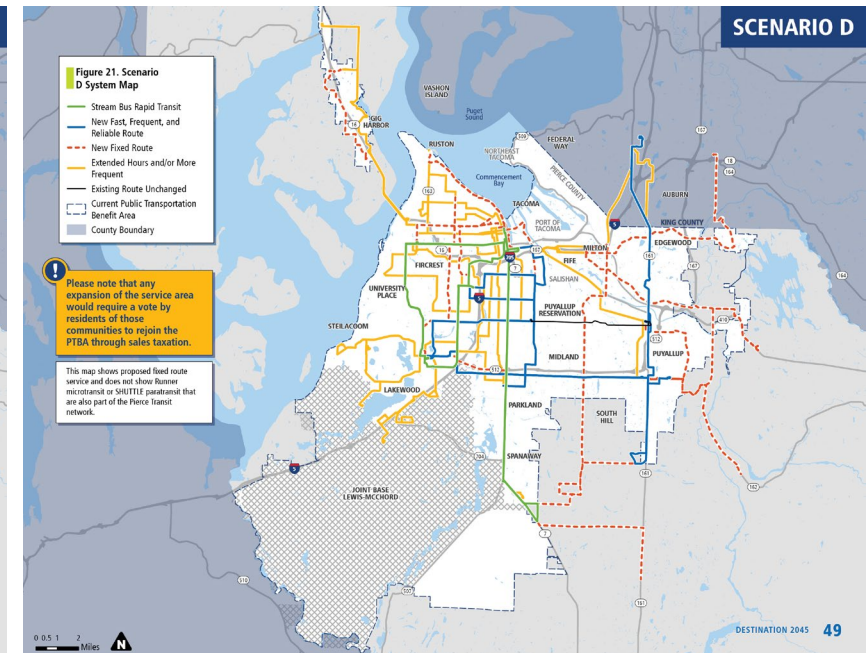
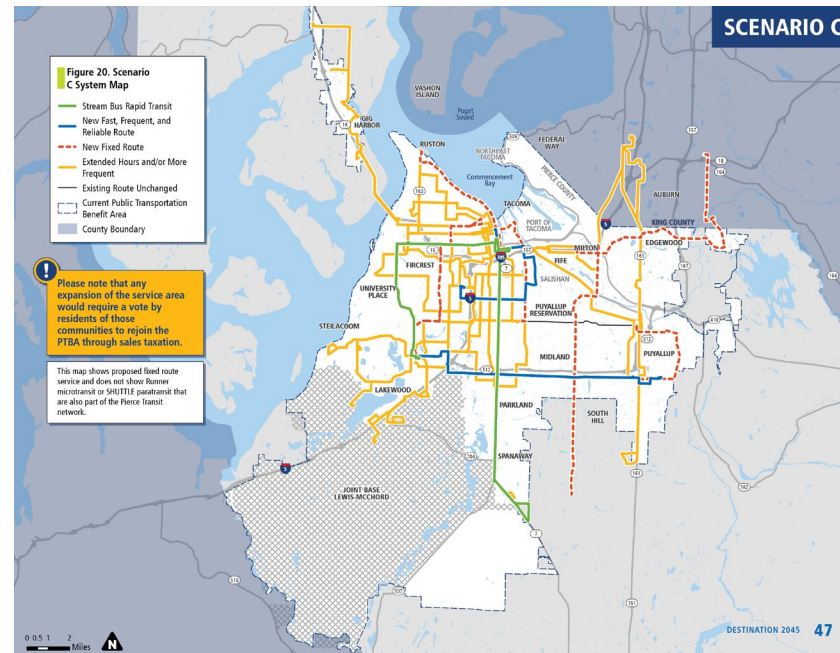
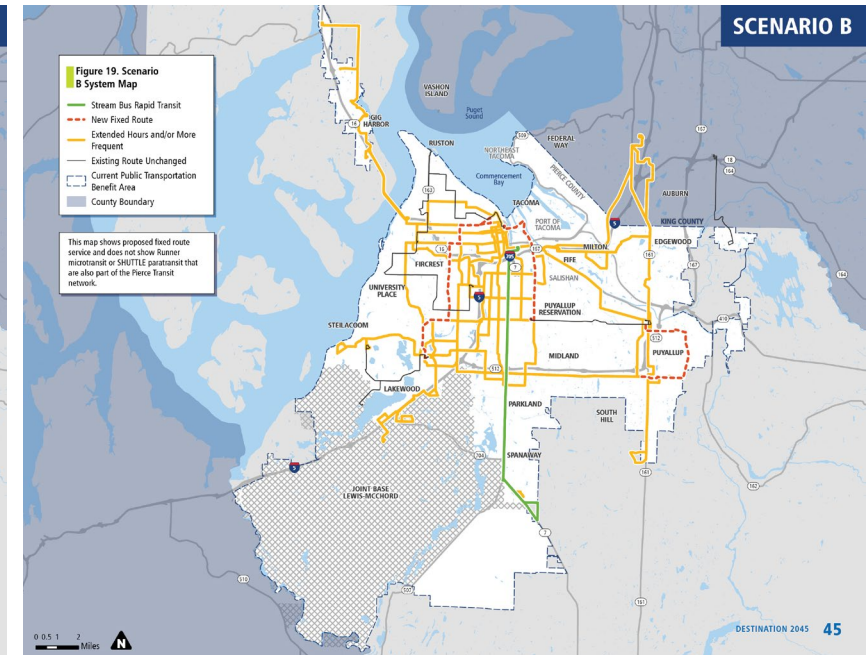
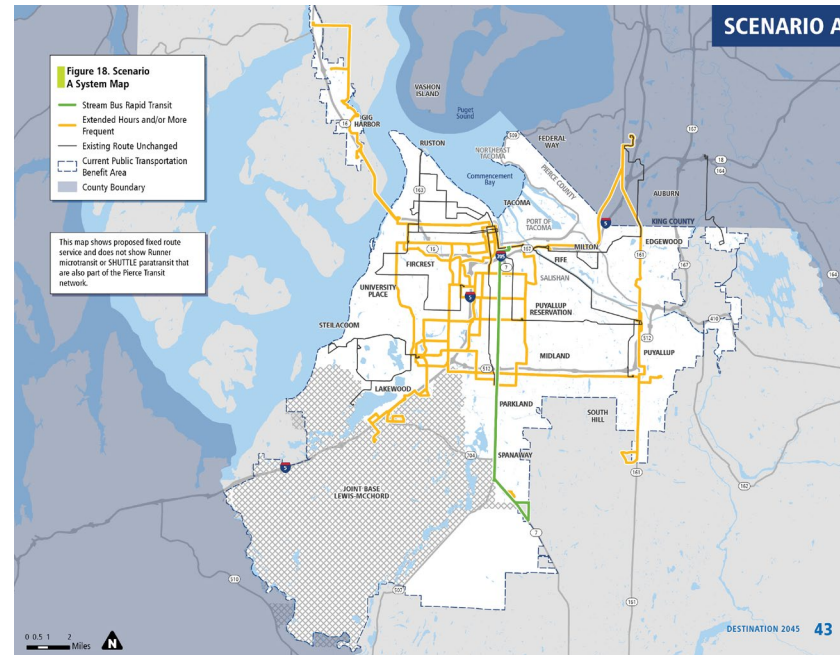
Overview

Matches various elements of the agency's operations, bus fleet, and proposed fixed route future growth scenarios to projected funding assumptions.



Growth Scenarios

Four incremental growth scenarios showcase how the system can grow under different funding assumptions.



Growth Scenarios

Associated maps show type of service and where service improvements occur for existing and new routes.

- Stream Bus Rapid Transit
- New Fast, Frequent, and Reliable Route
- New Fixed Route
- Extended Hours and/or More Frequent
- Existing Route Unchanged
- Current Public Transportation Benefit Area
- County Boundary

! Please note that any expansion of the service area would require a vote by residents of those communities to rejoin the PTBA through sales taxation.

This map shows proposed fixed route service and does not show Runner microtransit or SHUTTLE paratransit that are also part of the Pierce Transit network.

SCENARIO D

Priority to Support Essential Connections

40%

Of Priority Populations with Access to 20-minute or Better Service



60%

Increase in Jobs Accessible for Equity Priority Areas



Priority to Increase Ridership

70%

Increase in Annual Riders by 2045



\$14 - 15

Cost to Pierce Transit Per Rider Served



University Place

Tacoma

0 0.5 1 2 Miles

Rider Performance

Will showcase how different routes have been performing historically.

Fixed-Route Ridership Change

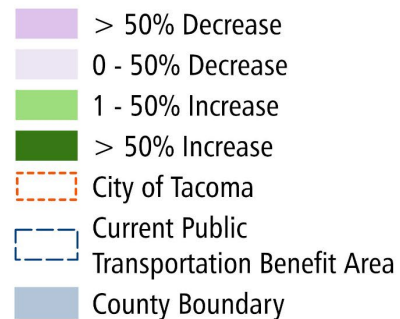
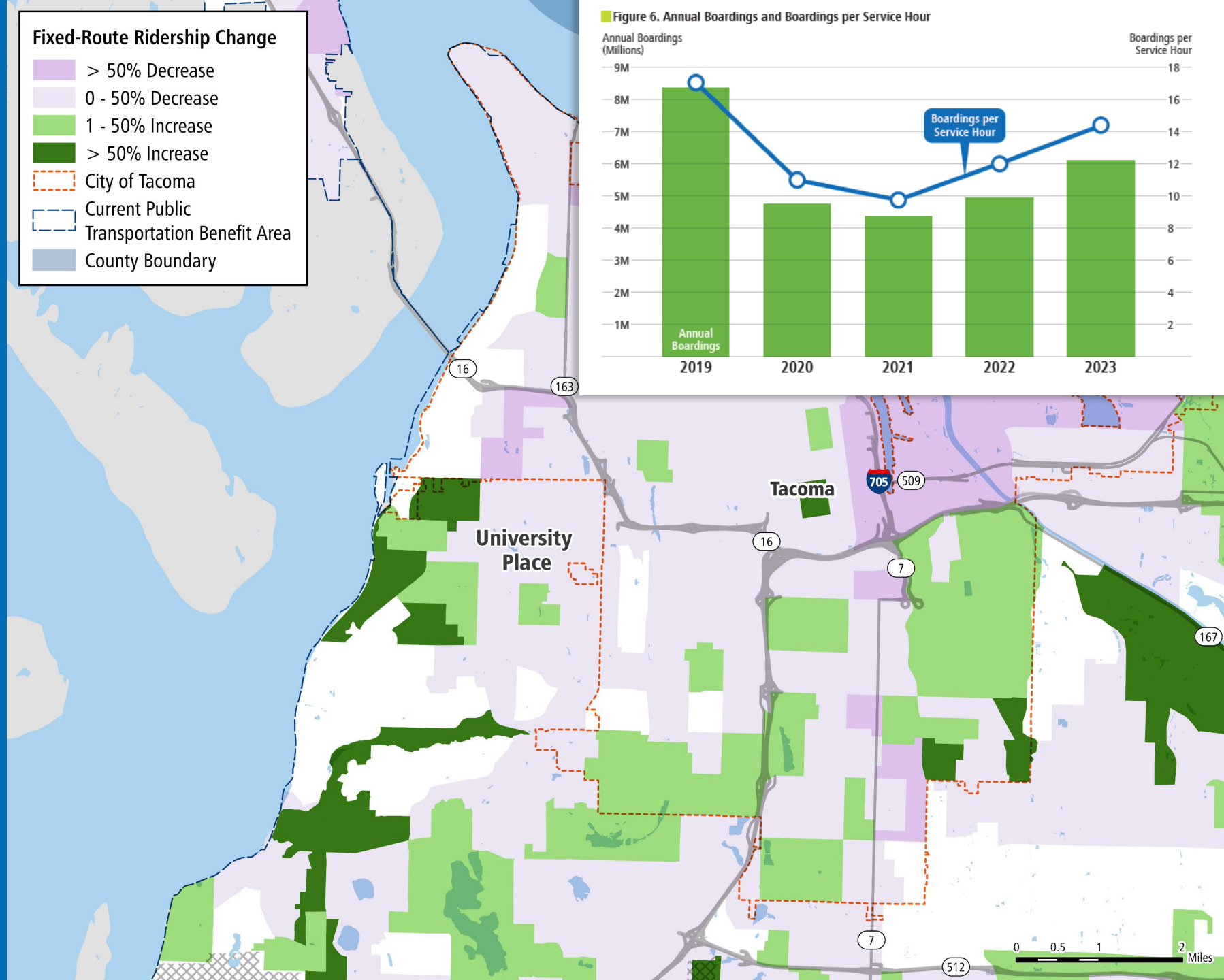
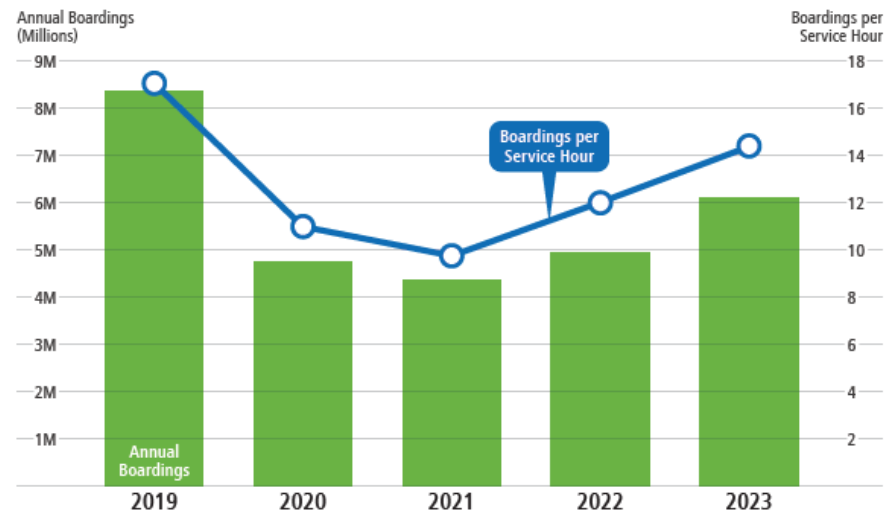
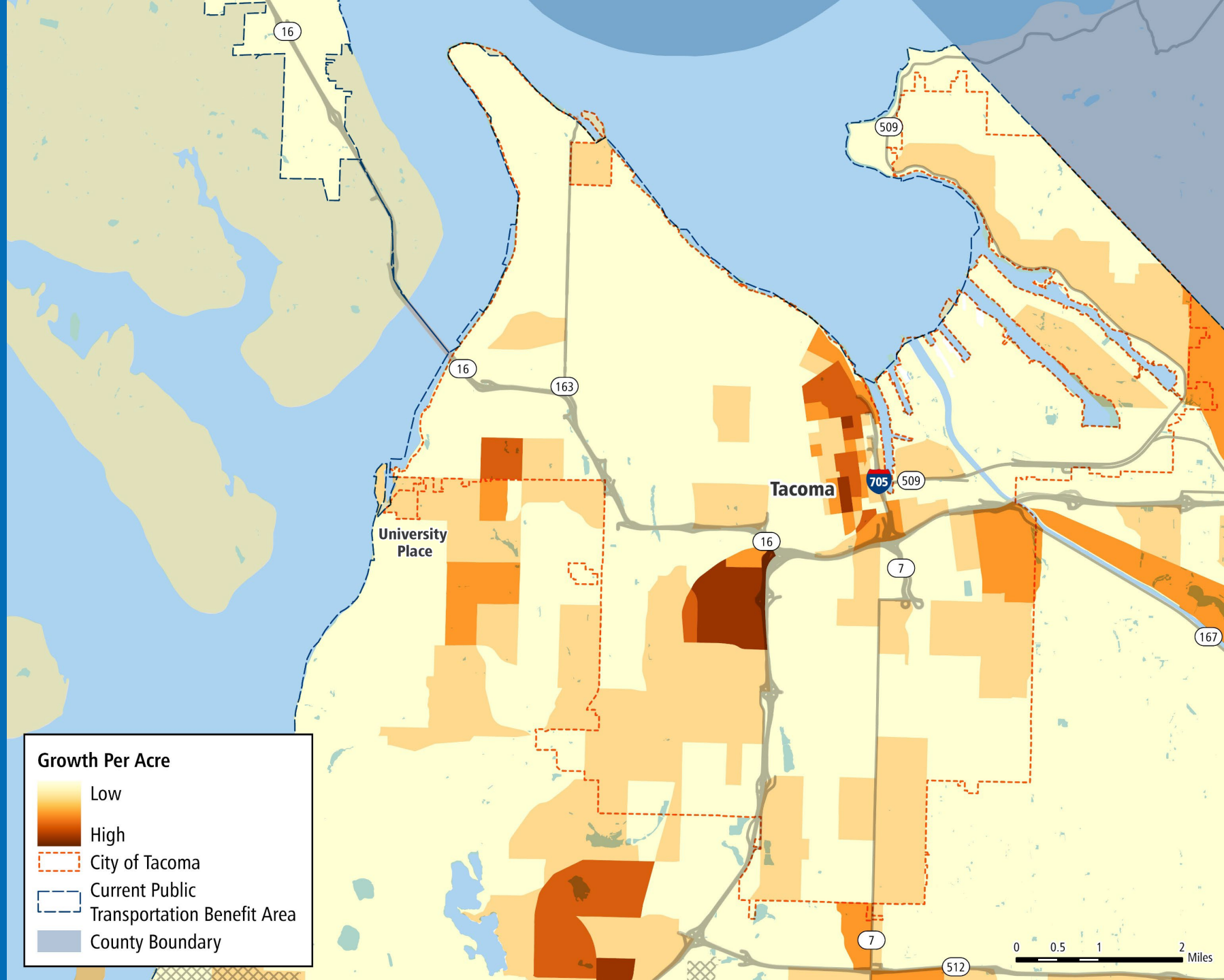


Figure 6. Annual Boardings and Boardings per Service Hour



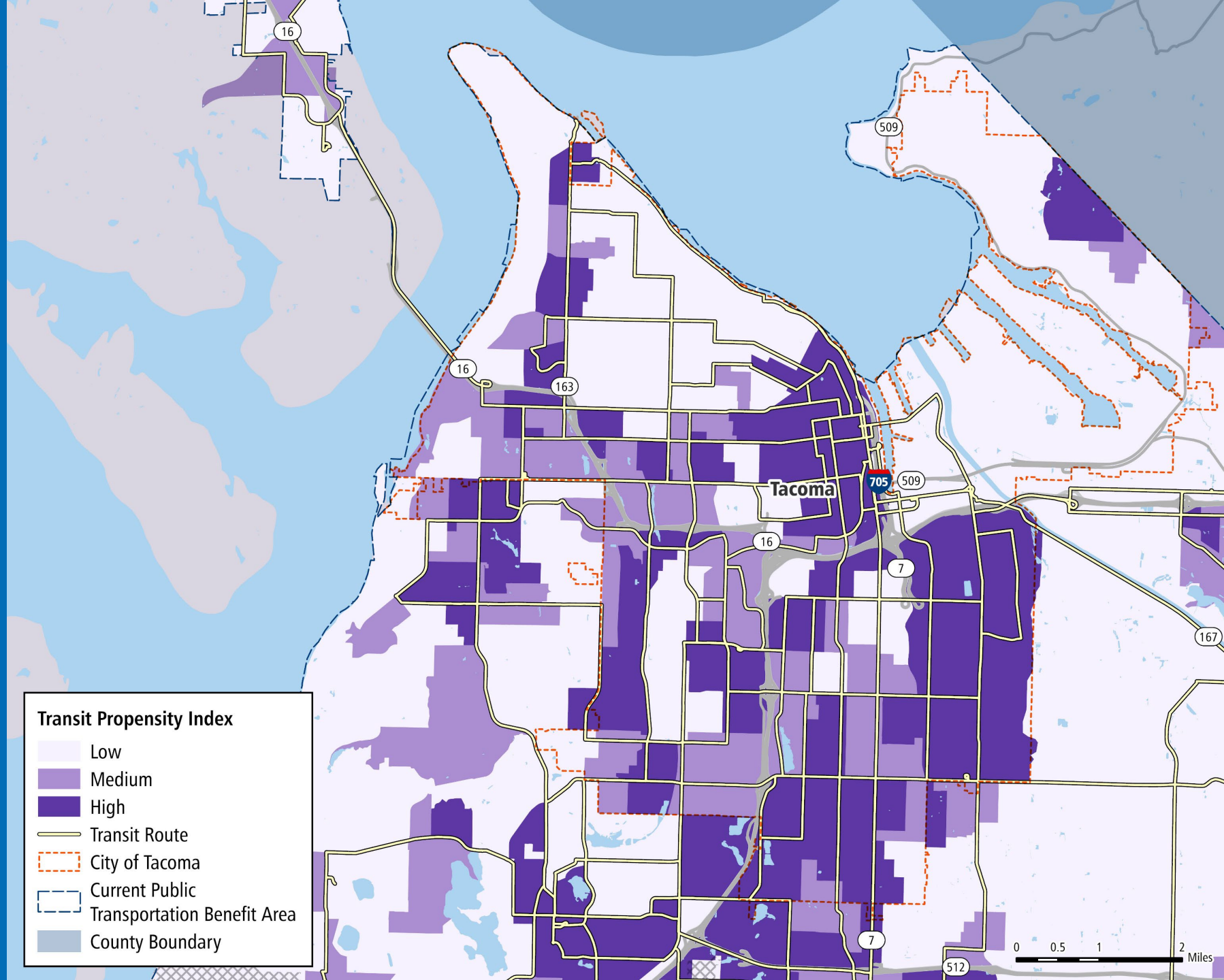
Growth

Will depict projected growth in population, housing, and employment, as per PSRC's VISION 2050 and Pierce County.



Equity Areas

The Transit Propensity Index identifies various measures of inequity in terms of transportation access and was also used.





Capital Needs Outline

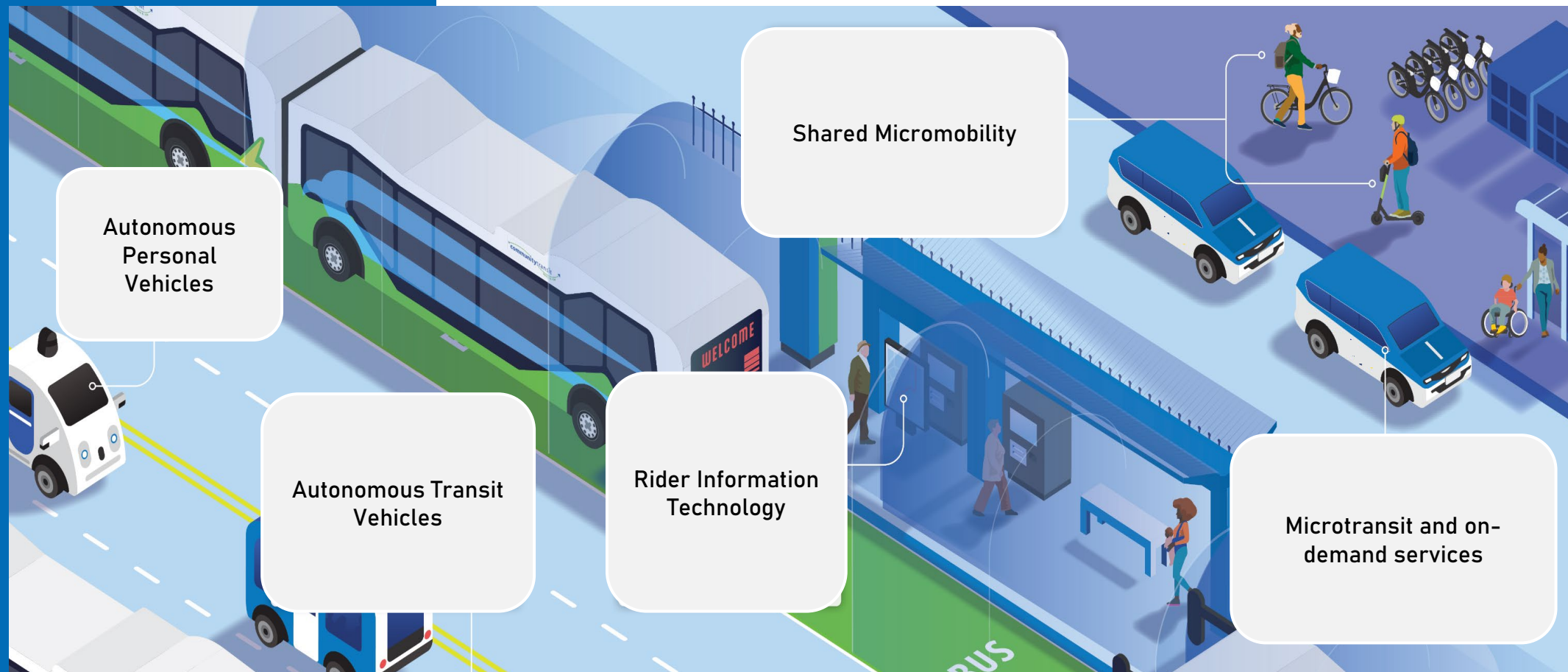
In addition to bus fleet expansion, significant Maintenance & Operations improvements at Lakewood headquarters base will need to be undertaken.

The investment needs and capital growth necessary varies under each scenario. Based on current funding, the maximum growth we can aspire to is **690,000 annual Service Hours**.

For each growth scenario, we will need a fixed route fleet expansion built on top of the current 174 buses in service.

Scenario		Additional Buses
Scenario A		40
Scenario B		70
Scenario C		90
Scenario D		160

Advances in Technology



For more information or
to access the Draft Destination
2045, Appendices, and Online
Comment Form (thru February 3),
please visit:

PierceTransit.org/Long-Range-Plans



Memo

DATE: January 21, 2025

TO: Mayor Javier Figueroa, Mayor Pro-Tem Edward Wood Council Members

FROM: Kenneth George, Planning Manager, Community and Economic Development

SUBJECT: Middle Housing – HB 1110 Implementation

BACKGROUND

During the 2023 legislative session, the State passed Engrossed Second Substitute House Bill 1110 (or HB 1110) that requires cities and counties to increase middle housing types in areas traditionally dedicated to single-family detached housing. University Place is required to implement the requirements of the bill no later than June 30, 2025. In accordance with Resolution No. 1026, the City Council established the 2024 annual work plan for the Planning Commission. The work plan included directing the Planning Commission to start work on implementing the requirements of HB 1110.

Middle housing (sometimes referred to as “missing middle” housing) refers to several housing types that fit between single family detached houses and large multi-family buildings. In general, middle housing includes duplexes, triplexes, fourplexes, fiveplexes, sixplexes, cottage housing, courtyard buildings, townhouses, stacked flats and accessory dwelling units.

The Washington State Department of Commerce developed a [Model Ordinance \(open link\)](#) and [User Guide \(open link\)](#) that jurisdiction could choose to adopt (in whole or in part). However, if cities do not adopt their own regulations by the June 30, 2025 deadline, this model ordinance will supersede, preempt, and invalidate local development regulations. Under the model ordinance, University Place has been designated a Tier 2 City (based on population), which requires the following:

Table Header	BASE REQUIREMENT Minimum number of dwelling units that must be allowed per lot in the R1 and R2 zones	PROXIMITY TO MAJOR TRANSIT Minimum number of dwelling units that must be allowed per lot within ¼ mile walking distance of major transit stop in R1 and R2 zones	WITH AFFORDABLE HOUSING Minimum number of dwelling units that must be allowed per lot with affordable housing in the R1 and R2 zones
TIER 2: Cities with population between 25,000 and 75,000	2 dwelling units per lot	4 dwelling units per lot Note: Currently no Major Transit Stops occur in University Place.	4 dwelling units per lot if at least 1 unit is affordable

Memo

PLANNING COMMISSION MEETINGS

The Planning Commission met twice in 2024 (August 7th and September 18th) to discuss the HB 1110 requirements and how to incorporate them into University Place's zoning regulations. The study session included an interactive discussion to develop public engagement questions for the City's FlashVote. The survey was open from October 2, 2024 to October 4, 2024. The FlashVote survey received 441 responses. [Click here to view the FlashVote results.](#)

The City contracted MAKERS architecture and urban design to help implement the State's requirements. MAKERS has been helping draft the initial concepts for developing new design standards that are intended to apply to middle housing in the city's R1 and R2 zones. MAKERS and staff have also been working on draft code amendments that incorporate the density requirements of HB 1110 into the City's zoning code.

Additionally, on December 6, 2024, Planning staff had an informational table set up during the City's Christmas Tree Lighting event (pictured right). Staff used this opportunity to provide residents with information about the requirements of HB 1110, as well as provide prototypes of the potential building options coming to the R1 and R2 zones.



The Planning Commission is scheduled to meet again in 2025 to review the full draft amendments and hold a public hearing to vote on a recommendation to the City Council (tentatively scheduled for March 2025).

CITY COUNCIL STUDY SESSIONS (2025)

At the January 21, 2025 meeting, City Council will hold its first study session on middle housing and the State requirements of HB 1110.

The City Council will hear a brief presentation from staff on middle housing and the city's options for compliance with HB 1110. Staff will ask the Council to provide feedback on the information provided and ask the Council what additional information might be needed to make the most informed decision on the proposed amendments.



Middle Housing in University

City Council Study Session #1
January 21, 2025

Overview

- What is middle housing?
- State requirements of House Bill 1110
- How House Bill 1110 applies to University Place
- Overview of Proposed Middle Housing Amendments
- What happens next?



What is Middle Housing?

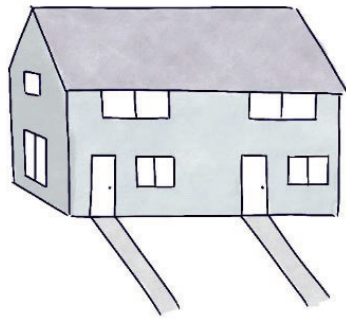
Image from Sightline Institute

Middle housing is housing that falls between single-family houses and larger apartment buildings.



Single-family housing

- Larger units
- Low density
- More expensive to build on a per-unit basis



MIDDLE HOUSING



Multifamily housing

- Smaller units
- High density
- Less expensive to build on a per-unit basis

Allowing middle housing doesn't necessarily **change the scale** of buildings that can be built.

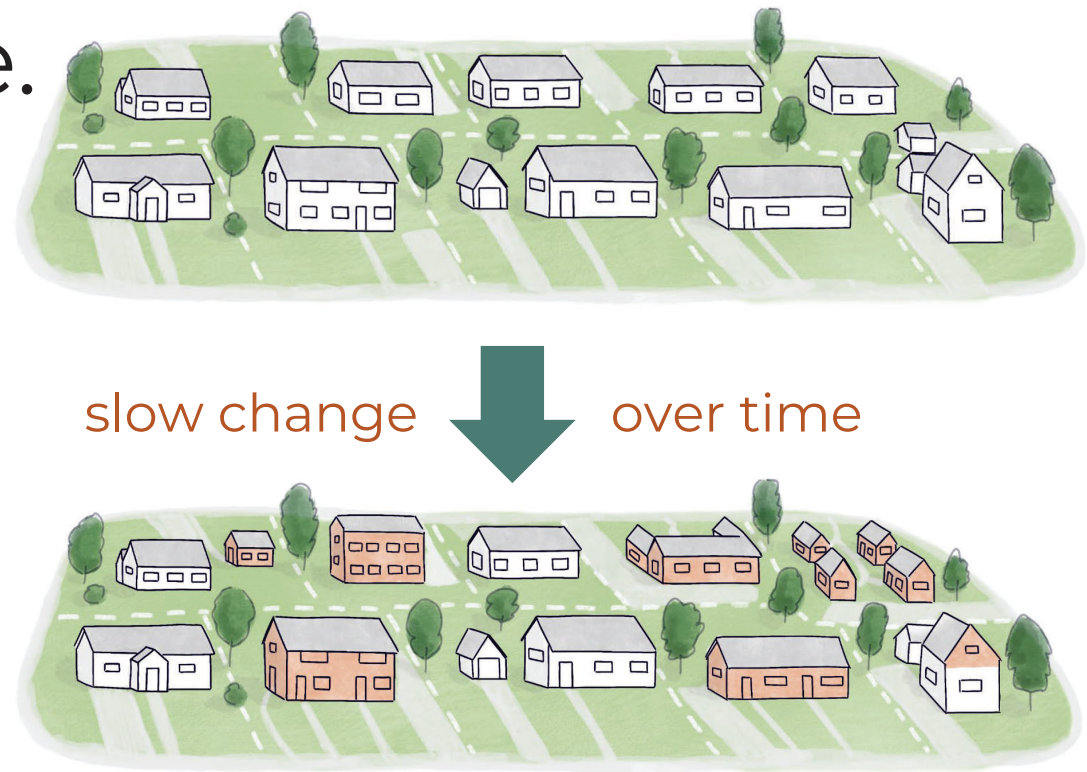
- Some middle housing types can be a similar building size as single-family houses
- Cities can use administrative design standards to address compatibility with single-family houses.



Example from Portland, Oregon

Neighborhoods will see slow **incremental changes** over time.

- Cities that have legalized middle housing types have increased the variety of new housing, though only modest upticks in number of middle housing units.
- Most of the new housing is still single-family or apartment units.



A photograph of a residential street scene. In the foreground, there is a gravel driveway and a wooden utility pole with a mailbox. Two orange traffic cones are placed near the pole. In the background, a large, leafy green tree stands behind a house with a grey roof and white siding. A wooden fence runs along the side of the property. The sky is overcast.

State Requirements: House Bill 1110

In 2023, Washington State adopted House Bill 1110 (HB 1110)

University Place is required under HB 1110 to allow:

- At least **six** of nine middle housing types. 
- At least **two units** on all residential lots.
- At least four units on residential lots if one unit is income-restricted **affordable housing**.
- Allows jurisdictions to apply **design standards** for middle housing types.
- Must apply same **development regulations** as detached single-family homes.

1. Townhouses
2. Duplexes
3. Triplexes
4. Fourplexes
5. Fiveplexes
6. Sixplexes
7. Courtyard buildings
8. Cottage housing
9. Stacked flats

University Place Zoning Map

OVERLAY ZONES

- Transition
- Public Facility
- Chambers Creek Properties
- Day Island
- Day Island South Spit
- Sunset Beach

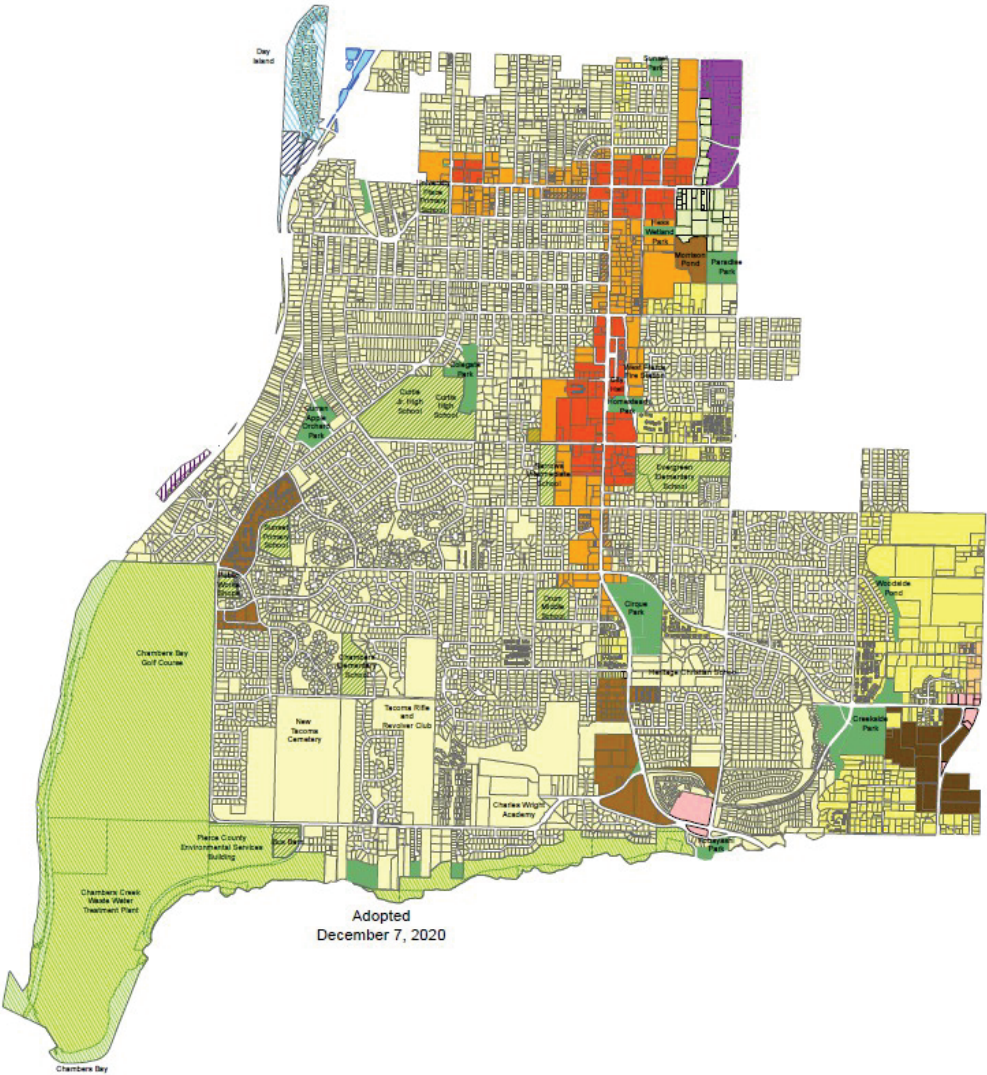
ZONE

- R1
- R2
- MF
- MFH
- MU
- MUM
- MUO
- MU-N 45
- MU-U 75
- MU-U/I 75
- MU-C 110
- NC
- POS

Applicable zones



1:28,000



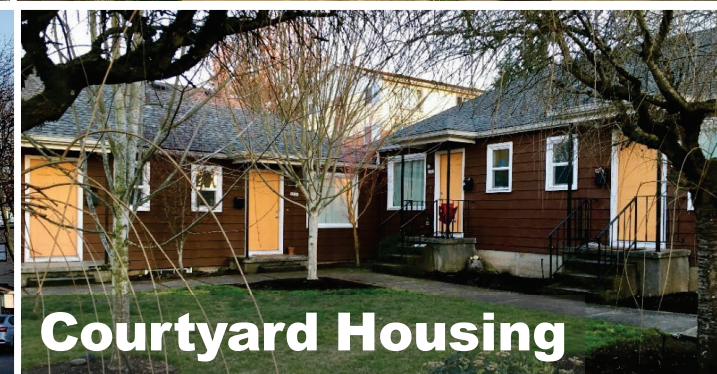
Adopted
December 7, 2020

Proposed Middle Housing Definition

Middle housing:

"means residential buildings that are compatible in scale, form, and character with single-family houses and that contain two to four dwelling units. Middle housing includes duplexes, triplexes, fourplexes, townhouses, courtyard housing, and stacked flats."

Proposed University Place Middle Housing Types



What is **affordable**?

HB 1110 Up to four (4) units allowed if one of the units is income-restricted affordable housing.

Affordability Requirement

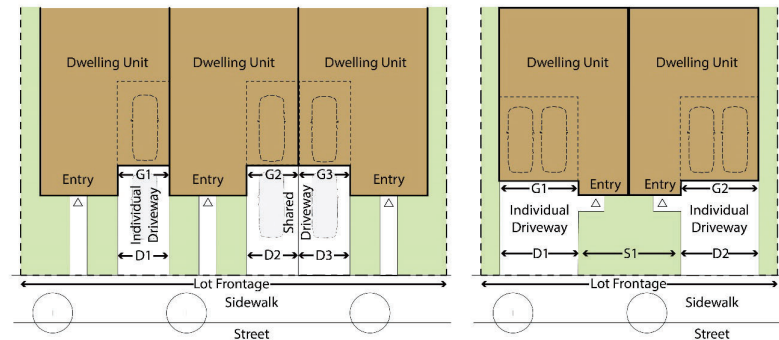
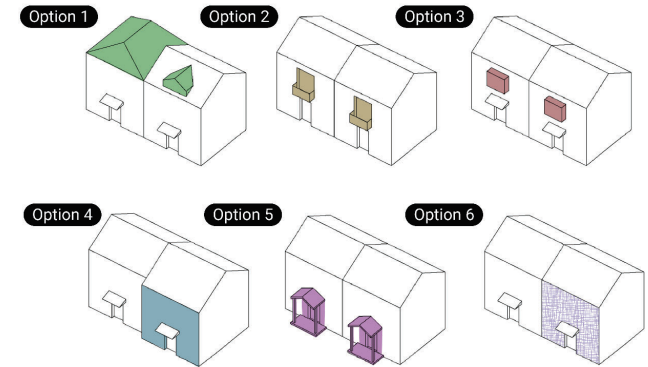
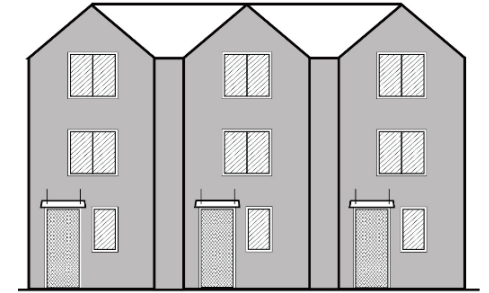
- Cost of units (including utilities other than telephone) must not exceed 30% of the monthly income of a household whose income does not exceed:
 - Affordable rental is 60% of area median income (AMI)
 - Affordable ownership is 80% of area median income (AMI)

Proposed Middle Housing Design Standards

HB 1110 allow jurisdictions to implement design standards for middle housing that address compatibility with single-family houses.

Design Standards Under Consideration

- Entry design
- Minimum window and doors percentage
- Driveway standards
- Façade articulation requirements
- Pedestrian access



Public Engagement

FlashVote

- Open from October 2, 2024 to October 4, 2024.
- Received 441 Responses.

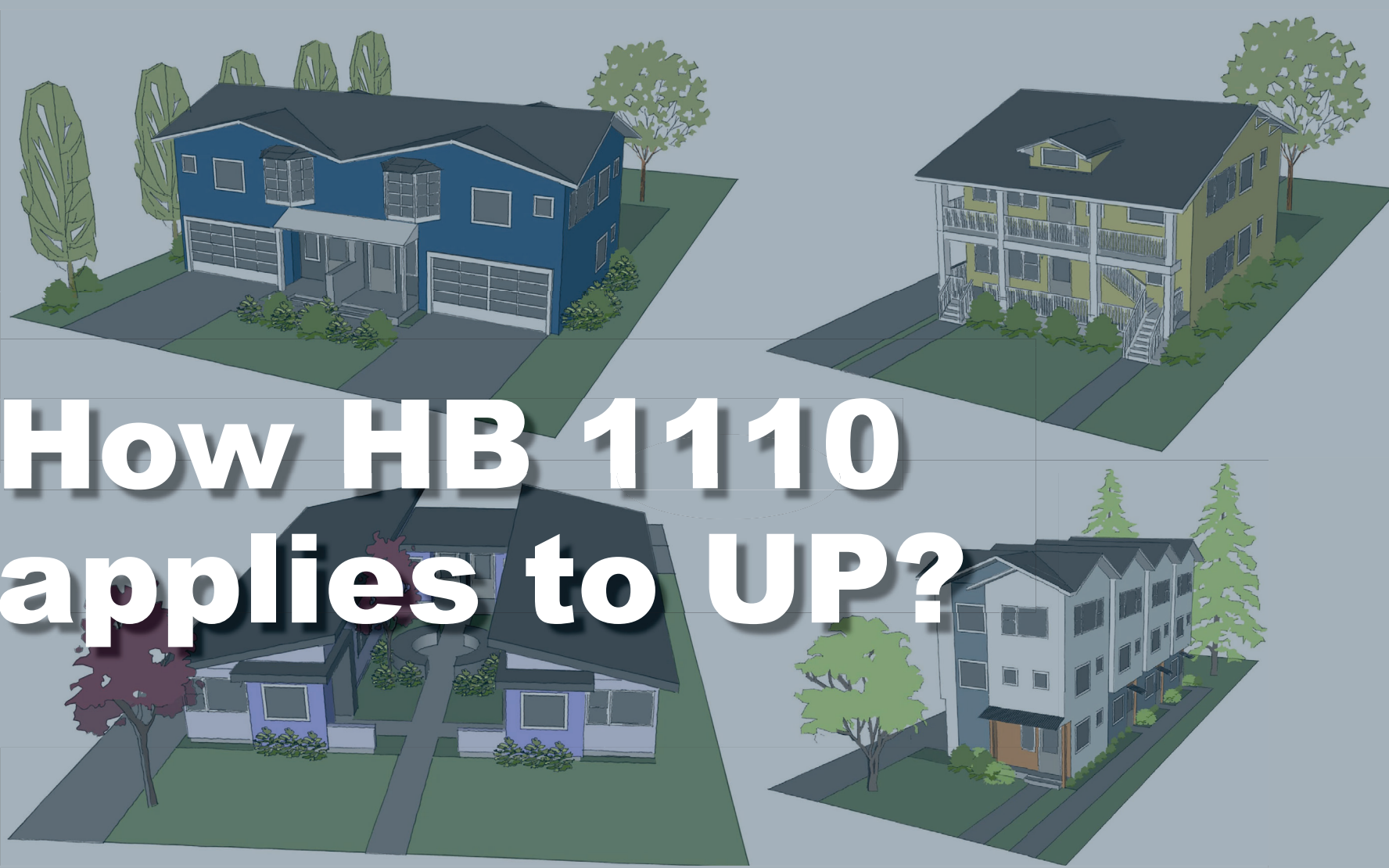
Tree Lighting Event

- Table at City's Christmas Tree Lighting
- December 4, 2024

Future Event

- Duck Daze Table 2025





**How HB 1110
applies to UP?**

Conforming Lot Allowance

This slide represents what is currently allowed on lots that meet the minimum lot size.

No one is required to redevelop their property. However, if they choose, this development route is possible:

House & Two ADUs

For lots that meet the minimum lot size:

- A detached single-family residence can add two ADUs.

Note: The route satisfies HB 1110 requirements. UP is not required to allow any additional middle housing dwelling units – except if a unit is affordable

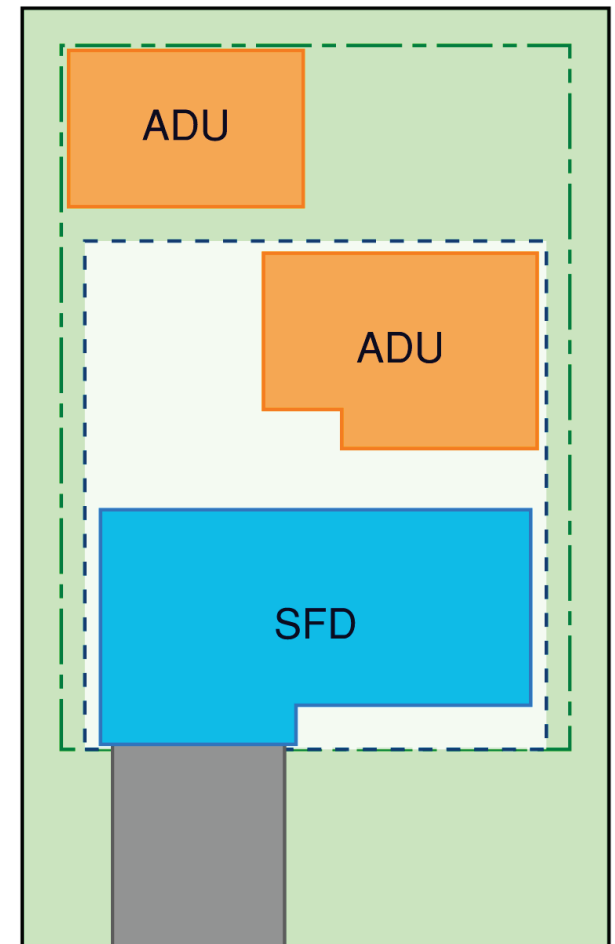


Illustration purposes only – not to scale

Conforming Lot Allowance

This slide represents what is allowed on all lots that meet the current duplex minimum lot size.

No one is required to redevelop their property. However, if they choose, this development route is possible:

Two-Unit Dwelling

For lots that meet the minimum lot size:

- Any two-unit middle housing type allowed.

Note: The route satisfies HB 1110 requirements. UP is not required to allow any additional middle housing dwelling units – except if a unit is affordable.

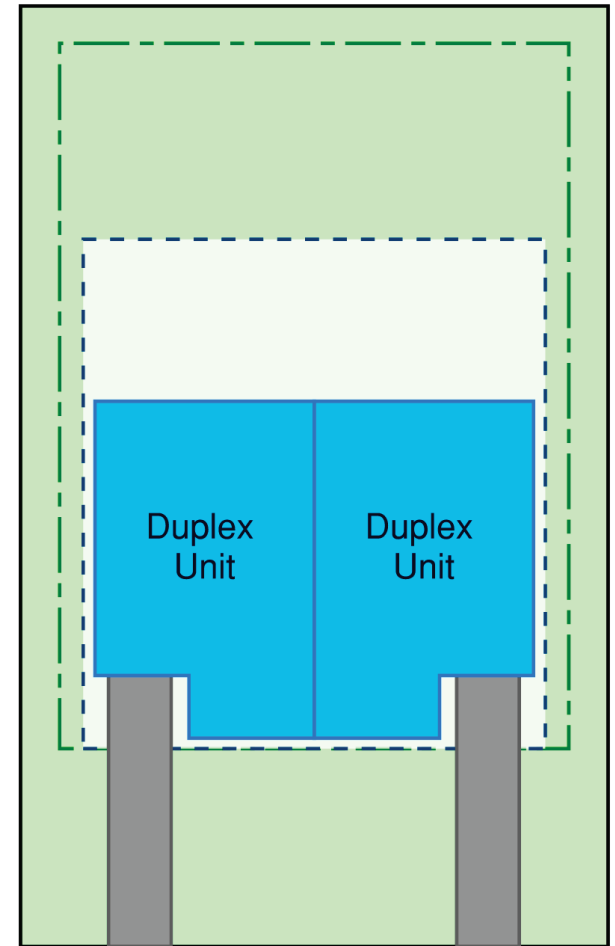


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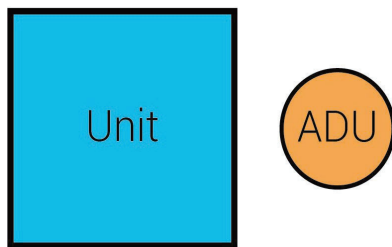
Substandard Lot Allowance

This slide represents Council **options** on lots that **do not** meet the minimum lot size.

Option 1 *(currently allowed)*

Single-family residence and one ADU allowed on a substandard lot.

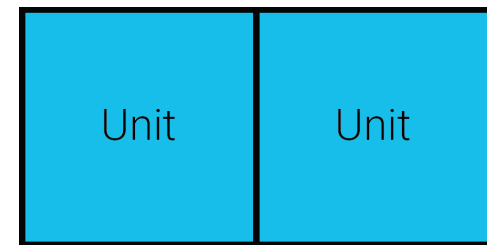
- This option would prohibit a duplex – unless one unit is affordable.
- Any additional units beyond the two require affordability.



Option 2 *(requires amendment)*

Allow a duplex on all substandard lots.

- This option would prohibit an ADU and only allow a duplex as the two units.
- Any additional units beyond the two require affordability.



Option 3: Could allow **either** path, **but not both**.

Fourplexes Will Be Possible with Affordability

The affordability requirement under HB 1110 allows up to four units on lots within the R1 and R2 zones.

Fourplexes, while technically feasible, will be constrained by setbacks, parking, and other design requirements, likely resulting in smaller unit sizes.

Affordability Means:

- Rental is 60% of AMI
- Ownership is 80% of AMI

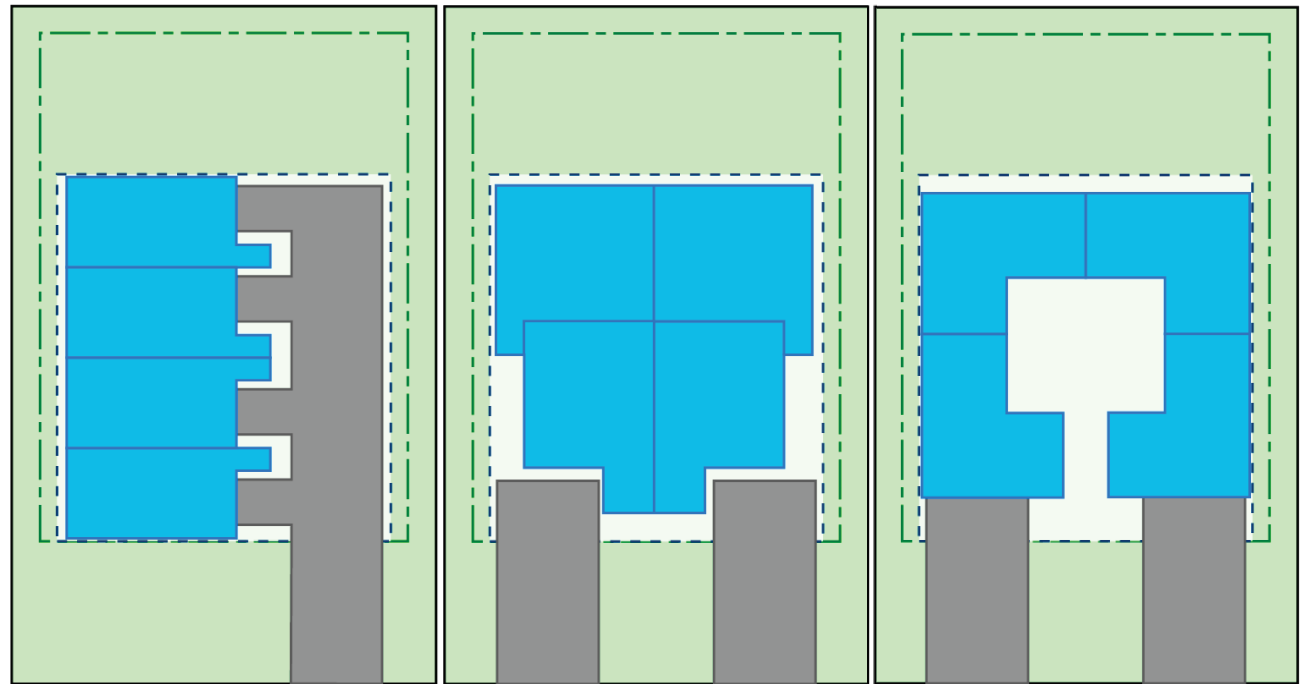
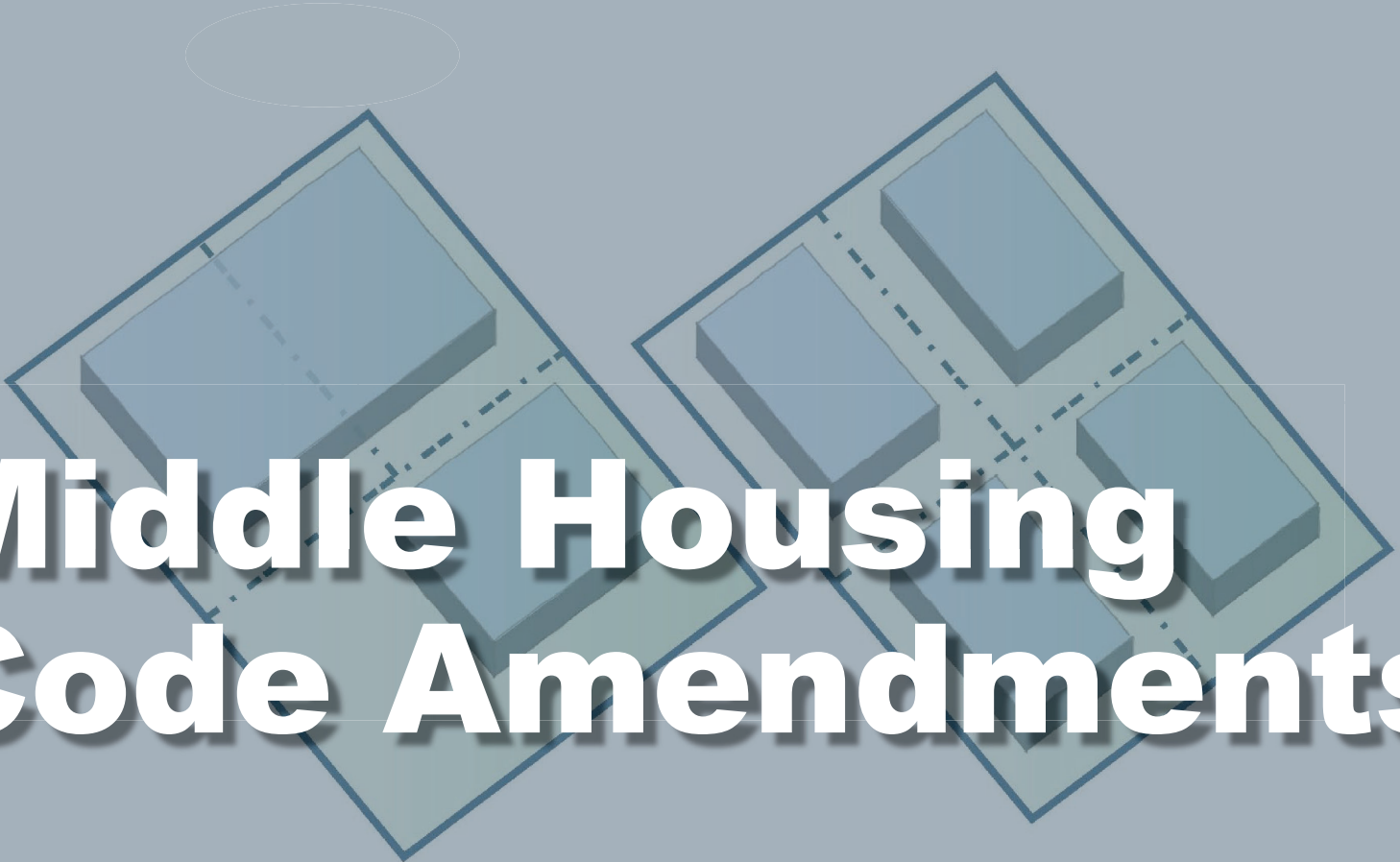


Illustration purposes only – not to scale



Middle Housing Code Amendments

Middle Housing Amendments

Under Consideration

- Definitions for middle housing and middle housing building types.
- Design standards for middle housing.
- Incorporate middle housing development standards.
 - Add middle housing to density and dimensions tables.
 - Add middle housing to parking code.
 - Amend front setbacks for middle housing & single-family.
- Develop a new Unit Lot Subdivision (ULS) process.

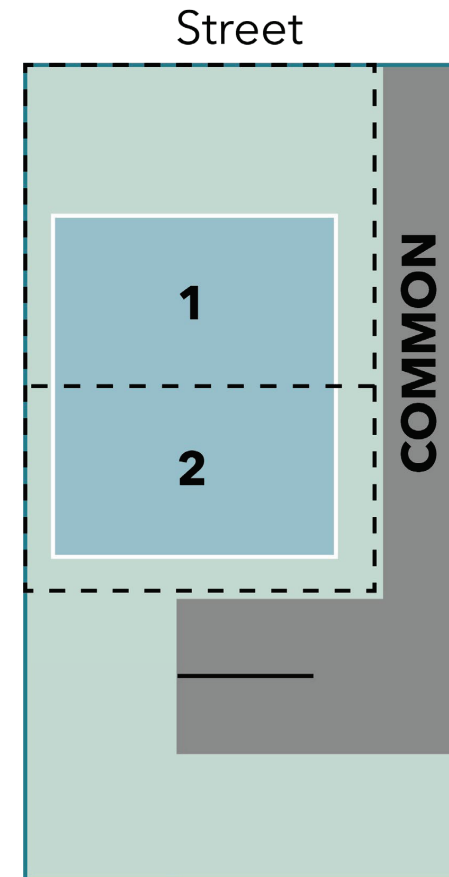
Unit Lot Subdivision Concepts

Unit lot subdivision:

Required per RCW 58.17.060(3)

Unit lot subdivisions (ULS) are a way to divide property for separate ownership, especially for middle housing.

- **Parent Lot** –A legal lot which is subdivided into unit lots through the unit lot subdivision process.
- **Child Lot** –A lot created from a parent lot and approved through the unit lot subdivision process.



What happens **next**?

- Planning Commission will continue to study the draft Middle Housing Code Amendments through February.
- Planning Commission will hold a public hearing on Middle Housing in March.
- City Council to hold study sessions March through May.
- City Council to hold a Public Hearing and adoption by the State deadline of June 30, 2025, or the Commerce Model Ordinance will automatically become effective.

**UNIVERSITY PLACE CITY COUNCIL
Regular Council Meeting
Tuesday, January 21, 2025, 6:30 p.m.**



Note: Times are approximate and subject to change.

PUBLIC NOTICE

The University Place City Council will hold its scheduled meetings to ensure essential city functions continue. Members of the public can attend and participate in a Council meeting in the following manners:

- In-person at the City Council Chambers at 3609 Market Place West, Third Floor;
- Watch live broadcast on University Place Television, Lightcurve (formerly Rainier Connect) Channel 12 or Comcast Channel 21 (SD) or 321 (HD);
- Watch live broadcast on the City's YouTube channel www.YouTube.com/UniversityPlaceTV;
- Watch live broadcast on the City's website www.cityofup.com/398/City-Council-Meetings;
- Listen by telephone by dialing 1 509-342-7253 United States, Spokane (Toll), Conference ID: 677 174 151#; or
- Attend virtually by clicking this hyper-link: [Click here to join the meeting](#).

How to participate in Public Comment and public testimony on Public Hearings:

- In-person at the City Council Chambers.
- Written comments are accepted via email. Comments should be sent to the City Clerk at Egenetia@cityofup.com. Comments received up to one hour (i.e., 5:30 p.m.) before the meeting will be provided to the City Council electronically.
- Participation by telephone. Call the telephone number listed above and enter the Conference ID number. Once the Mayor calls for public comment, use the "Raise Hand" feature by pressing *5 on your phone. Your name or the last four digits of your phone number will be called out when it is your turn to speak. Press *6 to un-mute yourself to speak.
- Participation by computer. Join the meeting virtually by clicking on the hyper-link above. Turn off your camera and microphone before you press "Join Now." Once the Mayor calls for public comment, use the "Raise Hand" icon on the Microsoft Teams toolbar located at the top of your screen. Your screen name will be called out when it is your turn to speak. Turn on your camera and microphone (icon located at the top of your screen) to un-mute yourself. Once you are done, turn off your camera and microphone.

In the event of technical difficulties, remote public participation may be limited.

AGENDA

- | | |
|---------|--|
| 6:30 pm | 1. CALL REGULAR MEETING TO ORDER |
| | 2. ROLL CALL |
| | 3. PLEDGE OF ALLEGIANCE – Councilmember Flemming |
| | 4. APPROVAL OF AGENDA |
| 6:35 pm | 5. PUBLIC COMMENTS |
| 6:40 pm | 6A. – CONSENT AGENDA |
| | 6G. Motion: Approve or Amend the Consent Agenda as Proposed |

The Consent Agenda consists of items considered routine or have been previously studied and discussed by Council and for which staff recommendation has been prepared. A Councilmember may request that an item be removed from the Consent Agenda so that the Council may consider the item separately. Items on the Consent Agenda are voted upon as one block and approved with one vote.

- A. Approve the minutes of the January 6, 2025 Council meeting as submitted.**
- B. Receive and File: Payroll for period ending 01/15/25.**
- C. Receive and File: Certificate of Recognition – Rick Larson, Economic Advisory Commission.**
- D. Receive and File: Certificate of Recognition – Ron Kent, Economic Advisory Commission.**
- E. Receive and File: Certificate of Recognition – Rick Mehlman, Park Advisory Commission.**
- F. Receive and File: Certificate of Recognition – Sandy McKenzie, Planning Commission.**
- G. Authorize the purchase of one (1) family assist style restroom building in the amount of One Hundred Eighty-Eight Thousand Three Hundred Eighty-Nine Dollars and Four Cents (\$188,389.04), including tax.**

- 6:45 pm **7. CITY MANAGER & COUNCIL COMMENTS/REPORTS** - (Report items/topics of interest from outside designated agencies represented by Council members, e.g., AWC, PRSC, Pierce Transit, RCC, etc., and follow-ups on items of interest to Council and the community.)
- STUDY SESSION** – (At this time, the Council will have the opportunity to study and discuss business issues with staff prior to its consideration. Citizen comment is not taken at this time; however, citizens will have the opportunity to comment on the following item(s) at future Council meetings.)
- 7:05 pm **8. PIERCE TRANSIT DESTINATION 2045 LONG RANGE PLAN**
- 7:50 pm **9. HB-1110 (MIDDLE HOUSING) COMPLIANCE LEGISLATION**
- 9:00 pm **10. ADJOURNMENT**

***PRELIMINARY CITY COUNCIL AGENDA**

January 25, 2025
Special Council Meeting

February 3, 2025
Regular Council Meeting

February 17, 2025
Regular Council Meeting

March 3, 2025
Regular Council Meeting

Preliminary City Council Agenda subject to change without notice*
Complete Agendas will be available 24 hours prior to scheduled meeting.
To obtain Council Agendas, please visit www.cityofup.com.

American Disability Act (ADA) Accommodations Provided Upon Advance Request
Call the City Clerk at 253-566-5656