Woodinville Emergency Preparedness Commissioners
Vacant, Chair- Pos. 1
Lillie Clinton – Pos. 2
Rick Chatterton – Pos. 3
Al Taylor – Pos. No. 4
Mace Brady – Pos. No. 5
Johanna Berkey – Pos. No. 6
Nancy Montgomery, V. Chair – Pos. No. 7
Janine Brown – Ex officio member
Dominic Marzano – Ex officio member

CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS AND PUBLIC SAFETY COMMISSION AGENDA

March 14, 2011; 7:00 PM
COUNCIL CHAMBERS; 17301 133rd Avenue NE Woodinville, WA 98072
www.ci.woodinville.wa.us

CALL TO ORDER

ROLL CALL

FLAG SALUTE

APPROVAL OF AGENDA IN CONTENT & ORDER

PUBLIC COMMENT
(You are invited to comment on items not listed on our agenda. If you wish to comment on an item listed on our agenda, please save your comments until that issue is presented for discussion. Comments should be limited to 3 minutes per individual.

SPECIAL PRESENTATIONS
1. Fire District Presentation

BUSINESS ITEMS
1. Minutes of January 10, 2010
2. Appointment of Chair and Vice Chair
3. Old Woodinville School Feasibility/Renovation Study
4. Commission Membership Discussion

REPORT FROM EMERGENCY MANAGER

REPORTS FROM COMMISSION MEMBERS

PUBLIC COMMENT

ADJOURNMENT

NEXT REGULAR MEETING: April 11, 2011 7:00 p.m.

AGENDA ITEM 1

CITY OF WOODINVILLE
EMERGENCY PREPAREDNESS AND PUBLIC SAFETY COMMISSION
Regular Meeting

Monday **7:00 p.m.**
January 10, 2011 **City Hall, Council Chambers**

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Acting Chair Nancy Montgomery.

ROLL CALL

PRESENT: Acting Chair Nancy Montgomery and Commissioners Lillie Clinton, Rick Chatterton, Johanna Berkey, Mace Brady, Janine Brown (ex-officio), and Dominic Marzano (ex-officio)

ABSENT: Commissioner Al Taylor.

Also present were Assistant to the City Manager Alexandra Miller, Executive Assistant/Deputy City Clerk Linda Fava, and Management Analyst Zach Schmitz.

FLAG SALUTE

Acting Chair Montgomery led the flag salute.

APPROVAL OF AGENDA IN CONTENT AND ORDER

Acting Chair Montgomery suggested adding Election of Chair and Vice Chair to the agenda. Assistant to the City Manager Alexandra Miller recommended it be included on the February meeting agenda to ensure it was appropriately noticed.

PUBLIC COMMENT – None

SPECIAL PRESENTATION

Kevin Coughlin, Commissioner, Woodinville Fire & Rescue, offered to introduce the executive staff and have them describe what they do and plans for the future. The Commission agreed to schedule this for the February 14 meeting. Commissioner Coughlin briefly described the relationship between the City and Woodinville Fire & Rescue and their boundaries, explaining they are a separate district formed in approximately 1946 with its own elected board. When Woodinville incorporated, the City annexed into the Woodinville Fire District. The Fire District collects property taxes from city and county residents within the district.

Commissioner Coughlin described differences between Woodinville Fire & Rescue and the Bothell Fire Department and statutory responsibilities of the Fire District versus ESCA's contractual responsibilities with participating cities. He commented on the closure of Station 34 when annexation of the Kingsgate area by Kirkland becomes effective June 1, 2011. Fire service

will continue to be provided to the surrounding Woodinville area by Station 31 in downtown Woodinville as well as by surrounding fire departments when necessary via automatic mutual aid. The Fire District will retain Station 34 and relocate the equipment and pay Kirkland approximately $1.8 million, the tax value of property being annexed. Eight Woodinville Fire & Rescue firefighters will be hired by Kirkland.

BUSINESS ITEMS

1. Minutes of December 13, 2010

Commissioner Chatterton moved to approve the minutes of December 13, 2010 as presented. Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

2. Public Safety – *Woodinville Weekly* Article

Commissioners reviewed the article and made minor changes. It was the consensus of the Commission to approve the article for publication.

3. Pet Care in an Emergency – *Woodinville Weekly* Article

Commissioners reviewed the article and made minor changes.

Commissioner Chatterton moved to approve the *Woodinville Weekly* article regarding Pet Care in an Emergency for publication. Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

Commissioner Chatterton advised an article was needed for publication in March.

4. 2011-2012 Work Plan Discussion (continued)

Commissioners Chatterton and Brady described the intent of the revisions made to the 2011-2012 Work Plan. Commissioners reviewed suggested revisions to the Work Plan goals and tasks.

Commissioner Brady moved to delete the green text in Goal 1 and change "Commissioner's" to "Commissioners'." Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

Commissioner Brady moved to approve Goal 2 with the following changes: revise the goal to read "Review and make recommendations concerning *emergency preparedness and* public safety ordinances," remove underscore in reference to paragraph 6 of Ordinance 506, delete task "assess City's emergency response procedures and plans," and delete task "review the coordination of emergency response with the Water District, Fire District and Woodinville Police." Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

Commissioner Brady moved to approve Goal 3 with the following changes, revise goal to read, "Assess and evaluate levels of ~~community~~ *emergency* preparedness and public safety needs." Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

Commissioner Berkey moved to approve Goal 4, deleting the green text. Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

Commissioner Brady moved to approve Goal 5 as presented. Commissioner Chatterton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

Commissioner Chatterton moved to revise Goal 1 to read, "Raise Emergency Preparedness *and Public Safety* Commission's awareness of emergency management and public safety legal mandates and authority. Commissioner Brady seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0).

REPORT FROM EMERGENCY MANAGER

Ms. Miller asked Commissioners how they preferred to receive information from the City, via mail, email, City View, The Wire, etc. Management Analyst Zach Schmitz circulated examples of several other cities' newsletters.

Commissioners' suggestions included the following:

- Print pages in the Commission's packet on both sides
- Publish a bi-annual City View
- Distribute City View in locations where the *Woodinville Weekly* is distributed
- Include City View as a column or insert in the *Woodinville Weekly*
- Include a tear-out section in the City View of City meetings
- Consider including adverting in the newsletter to defray costs
- Change the title of City View to better identify it as a newsletter for Woodinville
- Reduce the number of colors in the newsletter
- Simplify the newsletter and print it on matte paper

Ms. Miller announced CERT Training offered by ESCA beginning January 13 from 7:00 – 10:00 p.m. for 13 weeks.

Ms. Miller announced the launch of Woodinville Patch (www.woodinville.patch.com), an on-line news site for Woodinville. This may be another venue for emergency preparedness articles. She reported information provided by the National Weather Service regarding the snowstorm expected tomorrow.

REPORT FROM COMMISSION MEMBERS

Commissioner Chatterton reported on a pedestrian injury accident that occurred at approximately 5:00 p.m. on a date uncertain at the signalized crosswalk at 178th and Woodinville-Duvall Road. He described his own experience the following day when a car nearly hit him when he activated the pedestrian signal. He suggested adjusting the crossing light so that it is not instantaneous. Ms. Miller advised that accident is under investigation. She explained federal law prohibits having both an in-pavement flashing light at a crosswalk and a pedestrian activated signal. Other Commission suggestions included installing a permanent radar speed sign and a *Woodinville Weekly* article regarding pedestrian safety.

Commissioner Chatterton commented he once resided in Tucson, Arizona and has family in the area and was very saddened by the tragedy that occurred there recently.

Commissioner Brady commended the City for their response following the last snowstorm.

Commissioner Berkey reported she will be absent from the February and March meetings and hoped to return in April.

Commissioner Clinton reported ESCA is offering a CERT refresher class in Brier on January 12.

Ms. Fava advised no applications have been submitted for the vacancy on the Commission; applications are being accepted until January 20, 2011.

Acting Chair Montgomery asked whether Woodinville Fire planned to offer any CERT training. Commissioner Coughlin responded the City's Comprehensive Emergency Management Plan identifies ESCA as the agency to provide CERT classes within the City.

PUBLIC COMMENT – None

UPCOMING AGENDA TOPICS

a) Chair and Vice Chair Elections
b) Fire District Presentation

ADJOURNMENT

Commissioner Chatterton moved to adjourn the meeting. Commissioner Clinton seconded the motion.

Vote: All voted in favor of the motion, and the motion carried (5-0). The meeting was adjourned at 8:41 p.m.

Respectfully submitted,

Linda Fava
Staff Liaison

AGENDA ITEM 2

CITY OF WOODINVILLE, WA

REPORT TO THE EMERGENCY PREPAREDNESS COMMISSION

17301 133rd Avenue NE, Woodinville, WA 98072

To:	Honorable Emergency Preparedness Commission	**Date:** 3/14/11
From:	Alexandra Sheeks, Assistant to the City Manager AS	
Subject:	Appointment of Chair and Vice Chair	

ISSUE: Shall the Emergency Preparedness and Public Safety Commission select a new Chair and Vice Chair?

RECOMMENDATION: To select a new Chair and Vice Chair of the Commission.

POLICY DECISION: Upon selection, the new Chair will preside over Commission meetings for the remainder of the year. The Vice Chair presides over meetings in the absence of the Chair.

BACKGROUND/DISCUSSION: The Bylaws for the Emergency Preparedness and Public Safety Commission provide for the selection of a new Chair and Vice Chair of the Commission at the first regular meeting of the Commission in February of each year.

Roles of the officers include presiding over meetings, appoint standing or special committees, and to see that the transaction of Commission business is carried out according to the Bylaws.

ELECTION RULES

1. Nominations may be offered from the chair, from the floor, by a committee, or by write-in ballot.
2. Nominations may be closed by the chair when it appears that no more nominations will be offered, or they may be closed by a two-thirds majority vote. A motion to close nominations is in order only after a reasonable opportunity to make nominations has been given.
3. Voting is usually done by voice, by roll call, by ballot, or by "acclamation" (when only one candidate has been nominated).

The newly elected Chairman shall be elected and preside over the remainder of the February 14 meeting.

The Bylaws for the Emergency Preparedness and Public Safety Commission are attached.

RECOMMENDED MOTION:

NOMINATE AND ELECT A COMMISSION CHAIR AND VICE CHAIR ACCORDING TO THE ESTABLISHED BYLAWS OF THE EMERGENCY PREPAREDNESS AND PUBLIC SAFETY COMMISSION.

ATTACHMENT 1: Emergency Preparedness & Public Safety Commission Bylaws

AGENDA ITEM 3

CITY OF WOODINVILLE, WA

REPORT TO THE EMERGENCY PREPAREDNESS COMMISSION

17301 133rd Avenue NE, Woodinville, WA 98072

To: Honorable Emergency Preparedness Commission **Date:** 3/14/11

From: Alexandra Sheeks, Assistant to the City Manager AS

Subject: Old Woodinville School House Feasibility/Renovation Study

ISSUE: Shall the Emergency Preparedness and Public Safety Commission review, discuss, and make recommendations to the City Council regarding the findings of the Old Woodinville School House Feasibility/Renovation Study?

RECOMMENDATION: To review, discuss, and determine whether the Commission will provide any recommendations to the City Council regarding this matter.

BACKGROUND/DISCUSSION: In August 2008, the City Council approved a process to deal with the Old Woodinville School House, and budgeted for a study to examine alternatives for the building. In August 2009, the Council approved a $65,000 contract with SHKS Architects to explore rehabilitation and reuse options and costs. SHKS completed its study in late 2010/early 2011.

On February 8, 2011, SHKS presented its report and findings to the City Council, including five different options for rehabilitation or reuse of the site. The Executive Summary of that report, which describes the different alternatives, is included as an attachment to this report. The City Council has asked each City Board/Commission to review this information and provide their comments.

The Emergency Preparedness and Public Safety Commission previously discussed this issue on November 9, 2009.

ELECTION RULES

1. Receive the report and provide comments regarding the identified reuse alternatives to the City Council;
2. Schedule this matter for additional discussion at a future meeting.

RECOMMENDED MOTION:

THIS IS A DISCUSSION ITEM. IT IS RECOMMENDED THAT THE COMMISSION DETERMINE COMMENTS OR RECOMMENDATIONS IT WILL TRANSMIT TO THE CITY COUNCIL.

ATTACHMENT 1: Old Woodinville School House Feasibility/Renovation Study – Executive Summary

SHKS ARCHITECTS

City of Woodinville

Old Woodinville School House Feasibility/Renovation Study

Council Report

January 27, 2011

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      2. KC Technical Paper #20: Certificates of Appropriateness
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    6. 10.14.09 Letter from Julie Koler, KC Historic Preservation Program
  I. Alternative Funding Incentives and Sources — 5 pages

I. Executive Summary

The goal of this study is to present financially feasible development options for reuse of the Old Woodinville Schoolhouse. The City of Woodinville, as owner of the building, is interested in turning the empty facility into a productive economic venture that will have a rent structure that recovers the capital cost of rehabilitation, in addition to ongoing maintenance and operational costs.

SHKS Architects and its subconsultant team observed the building in its existing condition, analyzed relevant codes and developed a basic scope of required repairs and upgrades to the structure, electrical and mechanical systems, and vertical circulation system. The team recommended renovations to interior finishes and to exterior enclosure components. SHKS studied and summarized several comparable projects in the region as successful examples of historic school-to-commercial conversions and adaptations (see Precedents and Comparable Facilities.)

Community input on potential uses and general issues was gathered through on-line and hard-copy questionnaires prepared and collected by the City of Woodinville. The precedents study and preliminary information was presented by SHKS and City of Woodinville staff at a Community Meeting held at the Carol Edwards Center in October of 2009, with informal discussion with interested members of the community.

A real estate rental market study was undertaken to compare current market rates for various commercial uses in the Woodinville and surrounding areas and to project potential Rental Rates for the renovated Woodinville School. Because individual automobiles are the primary means of transportation, the availability of parking is very important to the success of commercial facilities in general. Limited parking adjacent to the Schoolhouse will challenge the viability for most higher traffic tenants (restaurant, retail) and the ability to realize market-rate rents.

Four potential rehabilitation/renovation options have been developed, with associated construction cost estimates ranging from $2.4 million to $3.6 million, not including "soft costs". The intention of the most "basic," Option A is to reduce the initial development investment to the least possible cost necessary to achieve the stated goals. Other higher cost options include increased budgets for framing upgrades to the second floor structure to allow more potential uses, more extensive interior and exterior finish renovations and for restoration and/or replacement of non-original features (ie: doors, casework and trim), primarily at common spaces.

Option D includes a full replacement of all interior structural elements with a new steel frame, with concrete floors and new interior walls and basic finishes at common areas. In this option, the exterior brick envelope is tied into a new steel frame for floors and roof, with new windows, and insulated perimeter and corridor walls, as required to meet current code for new buildings. This option improves the seismic performance of the building to a level beyond what is required by code for existing building with retail, restaurant, classroom or office uses. With this option, the costs for tenant improvements will be higher than that for other options that are more complete. Costs will vary depending on individual tenant needs, but would likely be in the range of $20-50/sf. Depending on lease rates and market conditions, these increased costs may be partially or fully landlord-funded and are not included in the project budget for Option D.

A fifth development scenario, Option E, involves the demolition of the existing Schoolhouse, filling the basement area after demolition and paving the area with asphalt for additional parking for the civic complex, until some other future development proposal, is determined. Demolition of the Schoolhouse will require approval by King County Landmarks, which would likely require satisfactory evidence that renovation of the existing building is not economically viable.

Summary of Old Woodinville School Reuse Options

Option	Building/Demolition Costs		Parking Lot Expansion (110 spaces)	Total Estimated Project Costs	Annual Operating Costs @ $1/sf*
	Construction Costs	Soft Costs			
A: Base Rehab	$ 2,422,775	$ 969,110	$ 568,125	$ 3,960,010	$ 18,435
B: Base Rehab Plus	$ 2,709,716	$ 1,083,886	$ 568,125	$ 4,361,727	$ 18,435
C: Base Rehab Plus + New Windows (Energy Code compliance)	$ 3,004,701	$ 1,201,880	$ 568,125	$ 4,774,706	$ 18,435
D: Steel Frame Structure + Basic Int + Ext Restoration	$ 3,561,316	$ 1,424,527	$ 568,125	$ 5,553,968	$ 18,435
E: Demolish Building - Replace with Parking (20+/- spaces)				$ 208,600	

Notes:

1. Soft Costs include design, engineering, permits sales tax testing and project management.
2. Parking Expansion costs assume no major excavation or fill, and no hazard materials removal with building demolition (south half of existing Carol Edwards Center.)
3. Annual Operating costs do not include leasing/management fees paid by landlord or direct utility charges and other typical NNN costs that are paid by tenants as part of lease rates.
4. Estimated Gross Achievable Annual Rental Income for options A-D is approximately $190,000.
5. Option D Tenant improvement/buildout costs will be greater than buildout costs for Options A-C.

II. Study Components Summary

A. Existing Building Conditions Assessment (see Appendix A for detailed report)
The Building Conditions assessment includes analysis and discussion of architectural, seismic/structural, electrical systems (including power, lighting, and fire alarm systems); and mechanical systems, (including plumbing, heating/ventilation, fire sprinkler systems.)

B. Code and Title Review:

1. Zoning

ZONE: CBD (Central Business District) – same as comprehensive land use plan.
Not in flood plain.

Parcel # 1026059024

AREA CALCULATIONS

	GROSS	LEASABLE	NET (for parking calcs)
Basement:	4,834 sf	2,712 sf	2,712 sf
1st:	6,796 sf	5,740 sf	4,116 sf
2nd:	6,805 sf	5,851 sf	4,592 sf
Total SF:	18,435 sf	14,303 sf	

PROPERTY TITLE: Alcohol restrictions:
Various original deed documents state that certain uses are restricted on portions of the property and specifically forbid the sale and/or consumption of any distilled or malt liquor. Documents provided by the City of Woodinville indicate that this deed restriction applies only to the eastern classrooms on the first and second floors, with a total floor are of roughly 3200 sf. Use of these particular spaces for restaurants serving alcohol or for a wine tasting room would therefore be prohibited. (See Appendix B for site plan with restriction overlay.)

MUNICIPAL CODE:
Permitted Uses Include:

Conference Center, Theater, Church, Library, Museum, Art Gallery,
Secondary or High School, Vocational School, Specialized Instruction School allowed
(pertaining to: art, dance, music, cooking, driving & pet obedience training)
Gymnastics School allowed, provided drop off area does not interfere w/ traffic
Public agency/utility office and archives
Police Facility, Fire Facility (uses subject to more stringent seismic design requirements)
Professional Office
Research, Development & Testing
Building, Hardware & Garden Materials, Department & Variety Stores
Food Stores, Drug Stores, Liquor Stores
Eating & Drinking Places (subject to the City's adopted Design Principles)

Conditional Uses Include:

Elementary & Jr. High School
Food & Kindred Products
Winery/Brewery (*also limited by deed restrictions to certain portions of the building)*

Uses **Not** Allowed:

Civic Center
Community Center (*although similar uses could be defined as a "conference center"*);
(specific community center uses would require an amendment to zoning code)
Sports & Recreational instruction & schools (*could disallow use for exercise/yoga/martial arts and related activities, without an amendment to zoning code.*)
Photocopying & Duplication Service
Farm Product Warehousing, Refrigeration & Storage
Agricultural Crop Sales
Growing & Harvesting Crops

**Conference Center: an establishment developed primarily as a meeting facility; including facilities for recreation and related activities provided for conference participants*

2. Parking

Required Per Zoning Code:

General service uses, institution/business, retail:	1 per 300 sf
Daycare I:	2 per facility
Daycare II:	2 per facility + 1/20 children
Churches, other group assemblies (ie: theater):	1 per 5 fixed seats + 1 per 50 sf gross floor area w/o fixed seats
Outpatient/Veterinary:	1 per 300 sf
Elementary:	1 per classroom + 1 per 50 students (currently 10 classrooms)
Vocational:	1 per classroom + 1 per 5 students
Specialized Instruction:	1 per 2 students
Police facility:	Per Development Services Director
Fire facility:	Per Development Services Director
Food stores < 15,000 sf:	3 + 1 per 350 sf
Restaurants:	1 per 75 sf of dining area
Winery/brewery:	.9 per 1000 sf + 1 per 50 sf of tasting area
Sports field: not listed	

Bicycle facilities required for any development requiring 6 or more spaces, 1 bike space per 12 parking spaces; located within 100' of bldg entrance.

Parking reduction: (requires covenant)

Parking quantities may be reduced when shared with two or more uses if all of the following:
Total parking area exceeds 5000 square feet
Developed as single on-site facilities
Connected w/ pedestrian facilities
Bldg is less than 800 feet from most remote shared facility.
Amount of reduction shall not exceed 10% for each use unless hours of operation for each use separated by (1) hour
Total number of spaces is not less than minimum required for any single use

Parking requirements may also be reduced if transit route is located within 660 feet of site
By 4% for each transit run for Business Services up to 40%; by 2%, up to 20% for each transit run for:
Recreation/Culture
General Services (Daycare, Elementary/Jr High, High School, Outpatient Clinic, Vocational School, Specialized Instruction, Preschool etc.)
Retail Wholesale

ADA Parking:

Per Section 7503 pursuant to RCW 19.27 State International Building Code & RCW 70.92 Public Buildings – provisions for Aged & Handicapped

Loading:

10,000 – 16,000 sf in retail space requires a minimum of (1) 10'x30' loading space

Existing Parking Research:

ARC Architects drawings for the 2007 Carol Edwards Center (CEC) remodel indicate 283 spaces provided on the civic campus, with 207 required for City Hall and 76 spaces available for CEC; this did not take into account projected parking for sports facilities.

Phone conversation with Emily Wheeler, ARC Architects Project Manager for 2009 Playfield project: *ARC negotiated with City for parking modifications made as part of the recent playfield expansion. Ideally, 30 spaces per field would be provided but they could not provide this amount (given peak uses @ CEC). They added 150 spaces and removed 62, for a total net of 283-62 = 221 (note: permit Drawings indicate 224 required).* ***The Schoolhouse was allocated 17 spaces of this total, considering its use as a school.***

Based on recent observations and a recently completed parking study, Civic Complex parking is often filled to capacity for playfields and CEC during peak use periods (ie: summer weekends). Some additional overflow parking is available at the adjacent park southwest of the Civic Complex across 131st Avenue NE, but park and trail users often fill these spaces during peak periods.

Potential Parking Needs:

Development of the Old Schoolhouse will increase parking needs for the Civic Complex. Parking availability will likely be the primary limiting factor for marketability of the Schoolhouse; the provision of more than code-minimum parking will likely translate into higher rent potential.

Assuming **only** retail or office uses on both main and upper levels (at 1 space/300 sf useable space) minimum parking required by code would be 30-40 spaces total. Higher occupancy uses like restaurants, "specialized instruction" facilities or winery tasting rooms will require additional parking. From a restaurant or retail tenant point of view, the more parking available, the better. A restaurant use requires 1 space for each 75 sf of dining room area; assuming the dining area could be approximately two thirds of the entire building area, 8000 sf of dining space would require a minimum of 107 spaces.

Examples of minimum parking needs per code, based on 3 tenant mix scenarios:

	Floor	Use	Flr Area (sf)	car:area ratio	req'd spaces	notes
TM1	B	Storage	2712	1:1000	3	Verify w/parking code
	1	Retail	4116	1:300	14	
	2	Office	4592	1:300	16	
			Total spaces required:		**33**	
TM2	B	Studios	2712	1:300	9	
	1	Retail	4116	1:300	14	
	2	Classrooms	4592	1:300	16	
			Total spaces required:		**39**	

TM3	B	Brewery/Bar	2712	1:50	33	assumes 1500 sf tasting area
	1	Retail/Office	2000	1:300	22	at east wing only
	1	Restaurant	1116	1:75	12	assumes 800 sf dining room
	1	Winery	1000	1:50	17	assumes 800 sf tastingroom
	2	Office	4592	1:300	16	
			Total spaces required:		**100**	

Given the current allocation of 17 parking spaces in the lot to the east of the Old Schoolhouse, a minimum of 16 more spaces would be required to accommodate the lowest projected parking needs (TM1), without factoring in any code-allowed parking reductions. More intensive tenant mixes (TM2, TM3) will require either the reallocation of spaces on the existing lot (with a corresponding reduction in uses and parking by other current uses such as the Carol Edwards Center) and/or the construction of additional parking areas elsewhere on the Civic Complex. Space for new parking could be provided by demolishing the former Public Works facility at the SW corner and/or demolishing some or all of the south half of the former middle school, south of CEC. Refer to Appendix F for parking expansion plan diagrams.

3. Building Code

Occupancy: The building was designated B and A-3 occupancy in the 1990's. A B Occupancy would allow retail, office and general business uses. If the building were to revert to B Occupancy only, the occupant load for the building would be 168, based on gross floor area. The Occupancy Load for an A-3 Occupancy depends on the total square footage of the assembly space(s) and whether the space has fixed seating or not. Conversion of any portion of the basement for an E or I Occupancy, such as daycare centers or school age education uses, will require construction of a second exit path, most easily accomplished by installing a door at the west elevation and providing a new areaway and stairs to grade.

Fire: The current Building Code requires buildings with mixed B and A-3 occupancies to have a 1-hour fire separation between uses if the building is sprinklered and a 2-hour fire separation if it is not sprinklered. For both B and A occupancies, corridors are not required to be sprinklered if they have a 1-hour fire resistance rating; B occupancies are not required to have sprinklers in other locations. Because the building is not in compliance with requirements for minimum separation of existing exits (see #3, below), however, with a B Occupancy the entire building will be required to be sprinklered.

Exiting/Egress: The building is in compliance with current code requirements for stairway and egress width, common path of egress travel, dead ends, maximum travel distance, minimum number of exits, and exit discharge locations. The building is not in compliance with requirements for minimum separation of existing exits. The requirement is for 75' min. between exits for unsprinklered buildings but the existing distance is roughly 69'. The building would be in compliance if it is sprinklered.

Toilet and Lavatory Facilities: Assuming a type B Occupancy throughout, the resulting occupant load for the building would require a minimum of 3 water closets and 2 lavatories per gender. The percentage of fixtures on each floor is determined by the percentage of occupant load per floor. The requirements for a partial or full Assembly occupancy will be greater and will depend on the Occupancy Load for spaces with an A-3 use.

4. Energy Code

Full compliance with current Energy Code can be accomplished with the construction of insulated furring walls at selected exterior wall locations, insulation of existing framed wall cavities, installation of additional insulation in the attic and installation of new insulated windows. Given that the building is an historic landmark, the Energy Code allows for relief from full compliance, subject to the approval of City of Woodinville Building Officials. Any design proposal with less than full Code compliance would be less costly to build, but would likely require a detailed energy analysis considering component trade-offs, such as over-insulation of the attic and the use of storm windows in lieu of installing new windows and insulated furring walls. Options A and B assume that less-than-full compliance with Energy Code would be allowed by Code Officials. Options C and D construction budgets factor in full compliance.

5. ADA/Accessibility Code

The existing building is not in compliance with ADA requirements for building access and would therefore need to be retrofitted with an elevator to serve all floors and 60% of the public entries. A new ramp will be required and is proposed for the main/north entry, which is currently accessible only by an exterior stairway.

The building does not currently meet ADA code with respect to providing accessible toilet facilities; at least one of each type of fixture, element, control or dispenser in each accessible toilet room shall be accessible.

C. Market Study

1. Precedents and Comparable Facilities (see Appendix C)

a. Wallingford Center (Seattle): commercial, retail, restaurant, office, housing
b. Phinney Neighborhood Association (Seattle) community center, classrooms, daycare/preschool
c. Youngstown Cultural Arts Center (Seattle/Delridge) music/art studios, offices, theater, live/work artist housing
d. Good Shepherd Center (Seattle/Wallingford) community center, offices, medical, school, senior center, theater, live/work studios
e. University Heights Center (Seattle/University district) community center, classrooms, offices, senior center

2. Summary of Potential Tenants/Uses/Issues:

a. primary uses preferable/likely on main level: retail, restaurant/cafe, wine education/promotion/sales, culinary school, art gallery, offices, tourist information center
b. primary uses preferable/likely on upper level: offices; alternative medical facilities, (chiropractic, massage, acupuncture, naturopathic); studios for arts and crafts, theater, dance, yoga, Pilates, conditioning/exercise facilities, etc; historic gallery/classroom/education;
c. primary uses likely on basement level: storage, daycare (with additional exits), very basic office space (i.e., for non-profit organizations)
d. parking availability is the primary limiting factor for marketability of the Schoolhouse; assuming **only** retail or office uses on both main and upper levels (at 1 space/300 sf useable space) the minimum parking required by Zoning would be 35-40 spaces. Higher occupancy uses like restaurants, "specialized instruction" facilities or winery tasting rooms will require additional parking spaces. From a restaurant or retail tenant point of view, if more parking is available, the space becomes more attractive and potentially more profitable.

3. **Rent Study:** summary for renovation of Schoolhouse (see Appendix D for full report)
   a. Market Rent projection (as of September 1, 2010)
      1. Main Level: $18/sf/year (+NNN) (potential income of $103,320/yr)
      2. Upper Level: $12/sf/year (+NNN) (potential income of $ 70,212/yr)
      3. Basement: $ 6/sf/year (+NNN) (potential income of $ 16,272/yr)

      Note: NNN = Triple Net: defined generally as costs incurred by Landlord but typically paid by tenants, in addition to base rent. These vary depending on specific lease arrangements and negotiations with individual tenants, but typically include most operational and maintenance costs, property taxes, insurance, utilities, waste removal/recycling, cleaning of interior and exterior common spaces and the like. Triple Net costs vary between facilities but in the recent past, have averaged between $5-6/sf/year. Given the current economic environment and more competition for a limited pool of prospective tenants, some of these operational costs may NOT be fully chargeable to tenants until economic conditions are more favorable to landlords.

      Landlord costs **not** typically back-charged to tenants as part of NNN include property management fees (typically 3%), leasing agents commissions, and a reserve account for long term funds allocated for replacement of major building systems and components (i.e., mechanical, electrical, roofing.)

      Note that the implementation of the Option D renovation plan requires that additional money be spent on tenant improvement construction of interior walls, doors and finishes, compared with Options A, B or C. These additional construction costs are sometimes financed by landlords and factored into lease rates.

D. Community Involvement Activities to date

1. Community Survey: administered by City of Woodinville
2. Open House #1/October 13, 2009: SHKS Presentation and Information Gathering

A follow up Open House to share report findings, relevant issues and renovations options with the community is anticipated but not yet scheduled.

III. Reuse/Rehabilitation Options

A. Assumptions and Qualifications

The current economic climate is a formidable challenge to the success of any new commercial venture. Private development of new leasable retail and office space has ground to a virtual standstill, due in part to oversupply and also due to very limited sources of capital (i.e., traditional bank loans made to developers for construction or by private investors or investment trusts, which typically purchase and hold already-developed properties.)

Many existing available lease spaces in the greater Woodinville area have remained empty for lack of new or expanding business enterprises. Rental rates have declined for most all types of space in the central business district, particularly for retail and office uses. Rental and vacancy rates are included in other sections of this report. The retail climate is unlikely to materially improve until unemployment (or the threat of unemployment) recedes, and consumer confidence once again turns optimistic. One exception to the downward trend is warehouse-type spaces that are being rented to small boutique wine production and distribution facilities, many with retail outlet/tasting rooms and plentiful parking.

Accurate prediction of future market demand for various types of space is difficult to determine even in good economic times. The current economic climate makes accurate prediction very challenging, if not impossible.

B. Redevelopment Goals:

The redevelopment scenarios shown (A, B, C and D) were developed with these general goals:

1. Sustain a valued civic structure.

2. Make the building habitable and safe by replacing or upgrading critical functions to meet current Codes, including seismic/structural systems, ADA/accessibility (new elevator and restrooms), and electrical systems including lighting, fire detection and alarms.

3. Create flexible, functional spaces that will appeal to a variety of potential tenants, with low initial development costs

4. Improve occupant comfort, increase efficiency and lower operating costs by providing new insulation at walls and ceilings, upgrading thermal performance of windows, and providing new HVAC systems and controls.

5. Improve visual appeal by refurbishing or replacing selected interior and exterior finishes.

These first three renovation scenarios range in scope of work from "basic" (Option A) to "better" (Option C). These scenarios achieve the first four goals noted above, with varying degrees of achievement for goal five, with increasing associated costs for each scenario depending on scope of work. Option D is a full replacement of all interior structural elements with a new steel frame, including concrete floors and all new perimeter and corridor walls and finishes and will improve the seismic performance of the building to a level beyond what is required by code for existing building, to allow any potential uses.

A fifth development scenario, Option E, involves the demolition of the existing Schoolhouse, filling the basement area after demolition and paving the area with asphalt for additional parking for the civic complex, or for some other future development proposal, as yet undetermined.

The following Scope of work narratives for each option and the following comparison chart summarize the differences for each option. Refer to Appendix E for plan diagrams and notes.

C. Renovation Options:

1. Scope of Work Narratives: the following items are included in the estimated scope of work

Option A

Exterior
The steel canopy at the SW corner of the building will be removed and damaged areas will be tuckpointed. At windows, existing air conditioning units will be removed; windows with missing, cracked or broken glass will be reglazed; missing and/or deficient glazing putty will be replaced at a portion of the total area; all rotted sills and sash will be repaired with epoxy filler; most of the originally operable sash will be restored to operational with new weather-stripping installed; all windows will be prepped and painted. New interior storm window panels will be installed.

At the north entry, a new concrete ramp from the sidewalk level to the main floor level will be built, with decorative metal railings. The existing front doors and frame will be repainted and provided with new hardware. Existing light sconces at the entry will be salvaged and refurbished. New wall sconces will be installed for pathway and security lighting around the building. Landscaping is limited to repair of disturbed areas at the new ramp at the north entry and at the new elevator lobby entry at the south side.

The existing roof membrane will be removed to allow installation of new wood sheathing (shear diaphragm). The building will be reroofed with a torch-down membrane. The existing parapet cap will be salvaged and reinstalled. Scuppers and downspouts will be cleaned and repainted, or replaced where missing or damaged beyond repair.

Interior
Non-original and non-structural walls and ceilings will be removed. Existing restrooms will be demolished. Existing carpet and sheet goods flooring will be removed throughout the building. Water-damaged wood floors and underlayment will be removed and replaced with new. New carpet and sheet linoleum will be installed at other locations on the main and upper floors. The existing stairs will be refinished and a new tread facing applied. 12"x12" ceiling tiles will be removed and a new layer of ½" gypsum board will be installed at main and upper floor ceilings.

Walls and ceilings will be patched and repaired following installation of new structural, mechanical and electrical work. All new and existing walls, ceilings, doors, casing and woodwork will be prepped and painted. Basement finishes will be cleaned up and painted and this space will be suitable for storage uses.

New ADA-accessible restrooms will be provided at both main and upper levels. All finishes and materials will be new, and of moderate quality. A new four stop elevator and shaft will be installed, including an elevator lobby at each floor and a new entry lobby at grade level on the south side of the building.

Structural work includes adding beams, columns and footings to upgrade the existing main floor structure for greater gravity load capacity, which will provide flexibility and potentially attract more potential tenants and uses. New framing anchors and steel drag strut angles will be installed to connect walls to the roof and floor diaphragms. Selected existing walls will be

reinforced with plywood or concrete to meet code-required lateral/shear loads. Steel moment frames and associated concrete foundations will be installed at east and west classrooms. These frames will run from new concrete foundations to the underside of the roof and will be exposed at the interior.

The existing attic will be super insulated to R80. Subject to confirmation through further study of potential dew point issues, existing wood frame walls will be insulated to their full thickness with blown-in insulation. The ceiling cavity over the basement and crawlspace will be insulated with R30 blown-in insulation. Selected frame walls on the main and upper levels will be furred out and insulated to improve overall energy performance. Note: implementation of this option (with storm windows) is dependant upon some relief from full compliance with the current Energy Code.

Mechanical work includes replacement of all plumbing waste, vent and supply lines to serve the new restrooms. A new fire sprinkler system will be provided at all spaces. A new 6" water main will be installed to provide adequate water for the sprinkler system. The existing boiler and radiator system will be removed and replaced with up to 12 individual electric heat pump split-system heating/air conditioning units, with new supply/return ducting and thermostat controls. Note: reuse of existing boiler, piping and radiator system is possible with minor upgrades and modifications and could reduce initial construction costs by approximately $330,000, although will be more costly in terms of energy use and ongoing maintenance.

Electrical work includes replacement of all electrical systems including new underground service to the building, main and subpanels, all power distribution, energy-efficient lighting, outlets, switches, fire alarm and basic conduit runs for tenant-installed phone/data cabling. New lighting fixtures at lobbies and corridors will complement the historic character.

Option B *(includes all work called for under option A, with additions or changes as noted.)*

Exterior
All brick masonry and concrete sills and base will be chemically cleaned and sealed. In lieu of reusing/repainting the existing doors, the front entry doors will be replaced with new wood doors, similar in style and detail to the original doors. Parking and drive areas to the south and east of the building will be restriped. New building signage will be installed.

Interior
Selected interior walls will be furred out and insulated, to improve performance. All existing wood flooring will be refinished, in lieu of carpet or sheet goods overlay. Existing doors will be replaced with new wood frame and panel doors and hardware in keeping with the historic character of the building, in lieu of repainting the existing non-original flush wood doors. Woodwork and finishes at lobbies and hallways will be restored and refinished.

Option C *(includes all work called for under options A and B, with additions/changes as noted.)*

Exterior
New wood windows similar to the existing will be installed at all openings, in lieu of repair/repainting of existing windows with new storm windows. Some reduction in insulated furring walls is also possible with window replacement. Existing guardrails at areaways and basement entry stairs will be removed and replaced with new painted steel guardrails.

Interior
Structural work includes adding beams and columns to upgrade the existing upper floor structure for greater gravity load capacity, which will allow more potential uses on this level.

Two new bathrooms will be provided at the basement level, to allow tenant uses such as office. New carpet and new gypsum board ceilings will be installed at the basement level. This option includes more extensive patching/repair and refinishing of interior surfaces and finishes, primarily at entry/lobby, stair and corridor areas.

Option D *(includes all work called for under option C exterior, with complete replacement of interior floor, wall and roof structural elements with new steel framing and concrete floors, and selected interior finishes and systems)*

Interior
All interior wood framing of walls, floors, ceiling and roof would be removed and replaced with a new steel frame, with corrugated steel pan and concrete floors, and light gauge interior and exterior metal wall framing. All finishes would be new, but are assumed to be completed only to a standard commercial space finish level, with limited demising walls, basic HVAC, and electrical systems. Interior plan layout for this option would have columns in lieu of bearing walls and finished spaces would be limited to common areas such as bathrooms, lobbies, stairways and corridors. This more open plan layout would allow greater flexibility in terms of leasable space and individual tenant options, but would require tenants to provide full build-outs, which also may be partially or fully landlord-funded. The increase in construction costs for tenant improvements would vary depending on individual tenant needs, but would likely be in the range of $20-50/sf.

This option improves the level of seismic performance for the renovated building to meet code requirements for new buildings, in lieu of meeting code requirements for upgrading existing buildings. For Option D, the performance of the structure in the event of a seismic event will be better than that for Options A, B or C, resulting primarily in a reduced potential for damage to building finishes.

Option E: Building Demolition and Site Reuse

The building and foundation would be razed, basement cavities filled and compacted and the site area graded, compacted and paved with asphaltic concrete for an expansion of adjacent parking facilities. Allowances for lighting, extruded concrete curbs, striping and landscaping of non-paved areas are included in the estimated scope of work. Storm water drainage allowance cost assumes connection to existing on-site storm drainage systems only.

Demolition of the Schoolhouse will require approval by King County Landmarks, which will require satisfactory evidence that renovation of the existing building is not economically viable.

2. Comparison Chart

Scope of Work	Option A	Option B	Option C	Option D
Systems				
Electrical:				
New service/distribution/panels/devices	X	X	X	X
New lighting	X	X	X	X
New fire alarm	X	X	X	X
Mechanical				
Plumbing:				
New waste/vent/supply	X	X	X	X
New ADA restrooms at main/upper	X	X	X	X
New ADA restroom at basement			X	X
HVAC: New split systems w/ducting & controls	X	X	X	X
Fire sprinkler: all new throughout	X	X	X	X
New water service	X	X	X	X
Structural, per plan				
Seismic/lateral upgrades	X	X	X	X
Reinforce 1st floor framing	X	X	X	
Reinforce 2nd floor framing			X	
New steel framing for floors and roof				X
Circulation				
Add elevator and south entry lobby	X	X	X	X
Add wheelchair ramp at north entry	X	X	X	X
Refinish stairs and replace handrail		X	X	X
Envelope				
Windows:				
Repair/repaint existing sash	X	X		
Add interior storm panels	X	X		
Replace windows with new			X	X
Insulation:				
Foam at all framing cavities	X	X	X	
Super-insulate attic	X	X		
Furr out selected exterior walls and insulate			X	
New furring walls at exterior w/insulation				X
Exterior Finishes				
Clean and seal exterior		X	X	X
Install new roof	X	X	X	X
Repair/repaint entry doors; new hardware	X	X		
Replace exterior doors			X	X
Interior Finishes				
Replace damaged wood flooring	X	X	X	
Remove/replace carpet	X	X	X	
Remove/replace linoleum tiles	X	X	X	
Remove damaged ceiling tiles/patch	X	X	X	
Repaint all interior surfaces	X	X	X	
Replace interior doors			X	
Restore/upgrade finishes at common spaces			X	
New interior finishes for basic shell				X

D. Construction Cost Projections

1. Bidding Process – Market Conditions

The Construction Cost Projection is based on the measurement and pricing of quantities wherever information is provided and reasonable assumptions for other work not indicated in the drawings or specifications, as stated within this document. Unit rates have been obtained from historical records and/or discussion with subcontractors.

The unit rates reflect current bid costs in the area. All unit rates relevant to subcontractor work include the subcontractor's overhead and profit unless otherwise stated. The mark-ups cover the costs of field overhead, home office overhead and profit and range from 15% to 25% of the cost for a particular item of work.

Market conditions are currently in a state of flux. Material prices are likely to go up due to manufacturers reducing production. Labor prices are likely to hold steady for the next two years. Contractors and subcontractors are continuing to bid projects at or below costs. This practice will result in subcontractor and contractor failures. At this time, escalation is excluded. Once a firm development schedule is established and the project scope is more well-defined, escalation to the period of actual construction should be accounted for in the final budget plan.

2. Exclusions (costs NOT included in Construction Cost Projection figures)

Washington State Sales Tax
Owner or tenant supplied and installed furniture, fixtures and equipment
Audio visual and security equipment and devices
Hazardous material handling, disposal and abatement
Compression of schedule, shift work, and restrictions on the contractor's working hours
Testing, inspection or construction management fees
Architectural, engineering and other design fees
Scope change and post-contract contingencies
Assessments, taxes, finance, legal and development charges
Environmental impact mitigation
Builder's risk, project close-out and other owner-provided insurance programs

3. Construction Cost Comparison (see Appendix H for Detailed Estimate Spreadsheets)

	Scheme A	Scheme B	Scheme C	Scheme D
Base Costs	$1,764,842	$ 1,973,861	$ 2,188,739	$ 2,594,198
General Conditions @ 10%	$ 176,484	$ 197,386	$ 218,874	$ 259,420
Contractor Fee @ 4%	$ 77,653	$ 86,850	$ 96,305	$ 114,145
Design Contingency @ 20%	$ 403,796	$ 451,619	$ 500,783	$ 593,553
Total Construction Costs	**$2,422,775**	**$ 2,709,716**	**$ 3,004,701**	**$ 3,561,316**

HVAC Deduct Option for System 1a vs System 3: $332,143 deduct for Schemes A, B, C:
System 1a, as described in Mechanical Scope is to refurbish the existing boiler and radiators for a hot water heating system, including new valves. Selection of this option will **not** provide for air conditioning and will result in higher maintenance and operating costs, estimated to be 10-15% higher than with installation of a new HVAC system.

4. Additional Project Costs: Soft Costs (ie: Design/Engineering fees, Permits, WSST, Testing/Inspections, Project Management) are **not** included in Construction Costs noted above and will likely range between 35-45% of the Construction Costs. Based on the range of Construction Costs noted above, the Overall Project Budget could range between $3.3 million at the lower end, to over $5.5 million at the upper end, depending on the final scope.

IV. Historic Preservation and Landmark Status Issues

The Woodinville School was designated a City of Woodinville Landmark by the Woodinville Landmarks Commission on December 20, 2001, filed and transmitted on December 31, 2001, under the letterhead of the King County Office of Cultural Resources. According to the Designation Document (see Appendix H for complete text), the findings included the following statement:

"The school is historically significant under Criterion A1 for its association with the growth and development of the community of Woodinville, and as a well-preserved example of a Works Progress Administration (WPA) project. The school is significant under Criterion A3 as a distinctive example of the WPA Moderne style. The school is significant under Criterion A5 as the work of a notable Washington architect, Frederick Bennett Stephen of Seattle;"

***Designated Features of Significance**: The entire land area of the tax parcel (#1026059024) and the **entire exterior** of the building.*

Protection Measures and Controls:
"No significant feature may be altered; whether or not a building permit is required, without first obtaining a Certificate of Appropriateness from the King County Landmarks and Heritage Commission pursuant to the provisions of KCC 20.62.080 and City of Woodinville Ordinance No. 249 (City of Woodinville Municipal Code 21.31 – Landmark Protection and Preservation).

The following exclusion is allowed: In-kind maintenance and repair.

No new structure, building road, intensive landscaping or fence construction may take place within the boundaries of the designated parcel, whether or not a building permit is required, without first obtaining a Certificate of Appropriateness from the King County Landmarks and Heritage Commission pursuant to the provisions of KCC 20.62.080 and City of Woodinville Ordinance No. 249 (City of Woodinville Municipal Code 21.31 – Landmark Protection and Preservation). "

Regarding potential impacts of compliance with historic preservation requirements, the following text is excerpted from King County Historic Preservation Program, Technical Paper #21:

"Any major restoration work or projects involving alterations to a significant feature of a designated King County Landmark property require a Certificate of Appropriateness (COA), which is obtained through an established design review process."

"A King County Landmark must exhibit physical "integrity." This means that the property retains physical features and design characteristics that contribute to and reflect its historic significance. These features, which are called the "character-defining features," are unique to each property and may include the overall scale and massing of the building, design elements such as front porches or windows, or even planting materials and open space on the building site. The purpose of design review is to ensure that any project involving a Landmark property is carefully planned to maximize and protect the integrity–or historic character–of the property.

"The King County Landmarks Commission uses The Secretary of Interior's Standards for the Treatment of Historic Properties and companion guidelines to guide the COA design review process."

"Every project involving an historic property is unique, so the Standards distinguish between four basic approaches (preservation, restoration, rehabilitation, and reconstruction) and the accompanying guidelines provide further specific guidance. Recommended general guidance is summarized below:

1. *Identify, Retain and Preserve*
   Identify historic building materials and design features that define the character of the property and should be retained in the process of rehabilitation work. These character-defining features are usually noted in the final designation report.

2. *Protect and Maintain*
   Extending the life of the historic building materials through timely and appropriate maintenance is always a priority. Protecting the historic materials typically helps reduce the need for more extensive repairs in the future. It is also important to consider the protection of historic features during a rehabilitation project.

3. *Repair*
   When character-defining features and materials are deteriorated, repair is the first option to consider. Repair also includes the limited replacement of deteriorated or missing parts when there are surviving prototypes.

4. *Replacement*
   When a character-defining feature is too deteriorated or damaged to repair, "in-kind" replacement (using the same design and materials) is the preferred option. If replacement in-kind is not technically or ***economically feasible****, use of a compatible substitute material may be considered."*

Considerations in the Design Review Process

While retaining or restoring a Landmark's historic appearance is always a priority, the design review process acknowledges that changes are often needed to extend the life of the property. In evaluating proposed alterations to historic properties, the Landmarks Commission also considers a number of factors. These include:

- *the extent of impact on the historic property;*
- *the reasonableness of the alteration in light of other alternatives available;*
- *the extent alteration is necessary to meet the requirements of law; and*
- *the extent alteration is necessary to achieve a reasonable economic return*

City of Woodinville Historic Ordinance

On April 17, 2000, prior to the designation of the Woodinville School, The City of Woodinville filed Ordinance 249; the purpose of this ordinance is stated in the following excerpts from Section 1:

A. Designate, preserve, protect, enhance and perpetuate those sites, buildings, districts, structures and objects which reflect significant elements of the city's, county's, state's and nation's cultural, aesthetic, social, economic, political, architectural, ethnic, archaeological, engineering, historic and other heritage;

B. Redesignate two sites in the City of Woodinville, previously designated as historic landmarks by the King County Landmarks and Heritage Commission, as City of Woodinville Landmarks, thereby entitling them to the same advantages, responsibilities and opportunities under the City of Woodinville Ordinance as were available under the King County Landmarks Ordinance and program. These two sites are the Hollywood Farm, 14111 NE 145th Street, and the Hollywood School, 14810 NE 145th Street;"

D. Stabilize and improve the economic values and vitality of landmarks;

E. Protect and enhance the Woodinville tourist industry by promoting heritage-related tourism;

F. Promote the continued use, exhibition and interpretation of significant sites, districts, buildings, structure, and objects for the education, inspiration and welfare of the people of Woodinville;

G. Promote and continue incentives for ownership and utilization of landmarks;

H. Assist, encourage and provide incentives to public and private owners for preservation, restoration, rehabilitation and use of landmark buildings, sites, districts, structure and objects; and

I. Work cooperatively with other jurisdictions to identify, evaluate, and protect historic resources in furtherance of the purposes of this chapter.

Section 2. Landmarks and Heritage Commission
A. The King County Landmarks and Heritage Commission established pursuant to King County Code, Chapter 20.62 is hereby designated and empowered to act as the Landmarks Commission for the City of Woodinville pursuant to the provisions of this ordinance."

***Section 4. Review of building and related permits**. The official responsible for the issuance of building and related permits shall promptly refer applications for permits which "affect" historic buildings, structure, objects, sites, districts, or archaeological sites to the King County Historic Preservation Officer (HPO) for review and comment. For the purposes of this Section, "affect" shall be defined as an application for change to the actual structure, on a property with a landmark structure or designated as a landmark property, or on an adjacent property sharing a common boundary line. The responsible official shall seek and take into consideration the comments of the HPO regarding mitigation of any adverse effects affecting historic buildings, structures, objects, sites or districts."*

V. Project Ownership Structure and Management Options

A number of options might be considered for the renovation and subsequent operation and management of the Old Woodinville Schoolhouse. Each option has strengths and shortcomings, costs and risks, depending on the long and short term goals and objectives of the City. Given the current economic climate, it will likely prove difficult to attract private entities without providing substantial financial or other incentives, including providing additional parking on the Civic Complex that would be dedicated to Schoolhouse tenants.

A. City of Woodinville renovates the structure
   1. City manages in-house
   2. City hires a real estate management company to secure tenants and operate the facility on a day-to-day basis.

B. City sells or leases the structure (as-is) to a private entity;
   1. For-profit/limited partnership
   2. Non-profit/tax-exempt

   Subject to controls established under a lease agreement, this private entity then renovates, manages and operates the facility for an extended period. This option would permit leasing entities to take advantage of grants, tax incentives/credits and other financial benefits not available to public entities. Refer to Appendix for a listing of potential alternative funding sources.

Notes:

"in many instances, tax exempt entities are involved in rehabilitation projects by forming a limited partnership and maintaining a minority ownership interest as a general partner. In these situations, the limited partners would be entitled to the rehabilitation tax credit and the tax exempt entity is able to ensure that their organizational goals are being met."
(*taken from IRS*; http://www.irs.gov/pub/irs-utl/faqrehab.pdf)

A lessee may be allowed to take the tax credit provided the lessee incurs the expense of rehabilitation, and provided "substantial" rehabilitation occurs. To be a qualifying lease, it must extend for a term of 39 years or longer (27.5 years for residential property). Shorter leases can receive credit at a prorated scale.

Note that restrictions apply for leases to tax-exempt entities, such as 501(c) groups. Generally, a "disqualified lease" is one in which the tax-exempt lessee has a greater than 50% ownership in the property, but other restrictions apply as well.

VI. Appendix *(source noted in italics)*

A. Existing Building Conditions Assessment and Appendices — 50+ pages

B. Site Plan with Alcohol restriction overlay *(City of Woodinville)* — 1 page

C. Precedents and Comparable Facilities — 5 pages (11x17)

D. Market Rent Analysis Summary Report *(Integra)* — 36 pages

E. Renovation Options: Plan Diagrams and Scope of Work — 3 pages (11x17)

F. Parking Expansion Options — 3 pages

G. Construction Cost Estimate Spreadsheet *(Haley Consulting)* — 5 pages

H. Historic Preservation Documentation
1. COW Ordinance #249
2. Woodinville/King County Landmark Services Agreement
3. Woodinville Landmarks Commission Landmark Nomination
4. City of Woodinville Schoolhouse Landmark Registration Form
5. KC Historic Preservation Program
    1. Certificate of Appropriateness Procedure
    2. KC Technical Paper #20: Certificates of Appropriateness
    3. KC Technical Paper #21: Preparing a Project for Design Review
6. 10.14.09 Letter from Julie Koler, KC Historic Preservation Program

I. Alternative Funding Incentives and Sources — 5 pages

AGENDA ITEM 4

CITY OF WOODINVILLE, WA

REPORT TO THE EMERGENCY PREPAREDNESS COMMISSION

17301 133rd Avenue NE, Woodinville, WA 98072

To: Honorable Emergency Preparedness Commission **Date:** 3/14/11

From: Alexandra Sheeks, Assistant to the City Manager AS

Subject: Commission Membership Discussion

ISSUE: Shall the Emergency Preparedness and Public Safety Commission discuss the Commission's membership structure?

RECOMMENDATION: To discuss the Commission's membership structure.

BACKGROUND/DISCUSSION: Woodinville Municipal Code (WMC) 2.25.020 provides for the membership structure of the Emergency Preparedness and Public Safety Commission. Specifically, the WMC calls for seven members on the Commission, with two non-voting ex-officio members.

The Commission currently has a position that has been vacant since December 2010, and the City has received no applications despite multiple efforts at outreach. It may be an opportune time for the Commission to discuss the number and qualifications of its members. Staff has added this item to the Commission's 2011-12 Work Plan.

RECOMMENDED MOTION:
FOR DISCUSSION ONLY AT THIS TIME.

Woodinville Weekly

Article Schedule

Woodinville Weekly Article Schedule 2009-2010

All dates are tentative and subject to change.

Topic	Potential Month for Weekly	Assignment	Submit to Staff for Packet	1st Review	2nd review and approval
Introductory Article	July	Commissioners Yabroff, Tountas, and Marzano	Completed		
Family Preparedness	August	Commissioners Montgomery, Chatterton	Completed		
Resources for Family Preparedness	September	Commissioners Montgomery, Chatterton	Completed		
CERT Article/Map Your Neighborhood	October	Commissioners Montgomery, Brown	7/20/2009	7/27/2009	8/10/2009
Wind and Storm Safety/Power Outages	November	Commissioners Yabroff, Marzano	8/17/2009	8/24/2009	9/14/2009
Emergency Supplies for Car	December	Commissioners Tountas/Chatterton	9/21/2009	9/28/2009	10/12/2009
Generator Safety	January	Commissioners Montgomery/Tountas	9/21/2009	9/28/2009	10/12/2009
Emergency Communication	February	Commissioner Taylor	11/2/2009	11/9/2009	12/14/2009
Food Rotation Spring Cleaning	March	Commissioners Clinton/Chatterton	1/11/2010	1/25/2010	2/8/2010
Earthquake Preparedness	April	Chair Yabroff Comm. Chatterton	2/8/2010	2/22/2010	3/8/2010
Post Earthquake Preparedness	May	Comm. Chatterton Comm. Marzano	3/15/2010	3/22/2010	4/12/2010
Water Safety	June	Commissioner Brown	4/12/2010	4/26/2010	5/10/2010
Boat(ing) Safety	July	Commissioner Brady	7/5/2010	7/12/2010	
Travel Tips	August	Commissioner Clinton	8/2/2010	8/9/2010	
Ham Operators	September	Commissioner Berkey	9/6/2010	9/13/2010	
Winter Safety & Fallen Trees	October	Commissioners Chatterton/Brady	10/18/2010	10/25/2010	
Flood Safety	November	Commissioner Brown	11/01/2010	11/08/2010	
Home Fire Safety	December	Commissioner Brady	12/6/2010	12/13/2010	

Woodinville Weekly Article Schedule 2011

All dates are tentative and subject to change.

Public Safety Awareness	January	Commissioner Chatterton/Tountas	1/03/2010	1/10/2010	
Emergency Pet Care	February	Commissioners Brown/Chatterton	2/07/2010	2/14/2010	
	March		3/07/2010	3/14/2010	
Heat Exhaustion	April	Commissioner Berkey	4/04/2010	4/11/2010	
	May		5/02/2010	5/09/2010	
	June		6/6/2011	6/13/2011	
	July		7/5/2011	7/11/2011	
	August		8/1/2011	8/8/2011	
	September		9/6/2011	9/12/2011	
	October		10/3/2011	10/10/2011	
	November		11/7/2011	11/14/2011	
	December		12/5/2011	12/12/2011	

Woodinville Weekly Article Topics by Season

Spring	Summer	Fall	Winter	Year Round
Spring Cleaning	Heat Exhaustion	Wind Storms/Falling Trees/Wires	Snow Storms-Driving in them; what if you get stuck?	Earthquake-Getting prepared, What to do when they strike. Recovery from
Check your pool	Safety in Water/Cottage Lake	Flooding	Cold Weather Travel	Pet Safety
Check your HVAC	Safety in Heat	Power Outages	Holiday Safety-Xmas Trees, Travel, etc.	Volcanoes
Generators	Travel Tips for Summer	Getting Ready for Winter	Dangers of Snow Shoveling-How to Do It Safely	Basic Safety Tips
	West Nile Virus	Generator Safety	Holiday Safety Travel	Preparedness Tips