

CHAPTER THIRTEEN - CAPITAL FACILITIES ELEMENT

INTRODUCTION

This Capital Facilities Element contains the goals and policies for the City's capital facilities and brings a measure of financial reality to the *City of Sequim's Comprehensive Plan*. It not only establishes financial capacity and methods for achieving the goals and policies of this *Comprehensive Plan Update*, it also requires that the City continually evaluate the financial capability of the community to provide adequate funding for these capital facilities and public services that have been identified as necessary to handle the communities planned growth.

For purposes of this *Comprehensive Plan* element, capital facilities only include City administrative facilities, law enforcement and police facilities, emergency operations, parks, streets and pathways, water, sewer, storm water and solid waste. All of these services are provided through the City of Sequim.

GROWTH MANAGEMENT ACT REQUIREMENTS

The Capital Facilities Element is a mandatory component of the *City of Sequim's Comprehensive Plan*. As required by the Growth Management Act, the Capital Facilities Element must include:

- A periodic updating of the inventory of existing public facilities.
- An identification of the public facilities that will be required during the six years following the most recent six years of the plan.
- The proposed location and costs of construction and operation for the required capital facilities.
- A six-year plan to finance the capital facilities that is financially feasible and which identifies the expected sources of revenue.
- A requirement to modify the land use element, reduce the level of service, or reduce costs, if costs exceed revenues in order to balance development of affordable capital facilities with revenue streams.

The inventory of existing capital facilities and a forecast of future needs are presented and evaluated in this Element of the *Plan*. The capital facilities inventory list can be found in the Public Facilities section of the Zoning District Catalogs, and in attached Appendix Item #20.

Capital Facilities Goals and Policies are presented in this chapter, which establish the basis for providing the Capital Facilities. The Capital Facilities Projects list and the Six Year

Capital Facilities Budget Forecast, and its related Financing Plan, are located in the Appendices of this *Comprehensive Plan Update* (Appendix Item #23).

SERVICE AREA BOUNDARIES

This element of the *Comprehensive Plan* examines the capital facilities needs of the City of Sequim and its unincorporated UGA. It assumes that within 20 years the City limits will expand through annexations to include the UGA boundary. Therefore the Levels of Service (LOS) standards, concurrency, and capacity requirements also apply to the entire UGA.

CONCURRENCY

One of the goals of the Growth Management Act is that capital facilities be provided at the same time as the new development so that sufficient capacity is available for handling the increased population. “Concurrency” requires that facilities needed to serve a new development must be in place at the time of the development; or, that there is a financial commitment (typically in a form of a construction bond) to fully fund the provision of the required urban services in a timely manner.

These existing capital facilities must have sufficient capacity to serve the development at build-out while maintaining the established level of service for the present customer base. The Growth Management Act also requires “concurrency” for transportation. For all other capital facilities, the requirement is that they be adequate, based on “Levels of Service.” Local governments may establish concurrency for other capital facilities. The City of Sequim *Comprehensive Sewer Plan and Comprehensive Water Plan* (last revised 2003) established concurrency for sewer and water services.

The Citizens Parks Advisory Board developed the City of Sequim Parks Master Plan, which includes recommendations for purchasing additional park space for those geographic neighborhoods it has identified, and for the enhancement of existing parks and recreational facilities.

CHAPTER THIRTEEN

CAPITAL FACILITIES ELEMENT GOALS

“Goals” are measurable and observable outcomes that the *Comprehensive Plan* anticipates in conformance with the Growth Management Act.

CFG-1

Plan and provide for adequate capital facilities to serve existing and future development in an economic, efficient, and equitable manner.

CFG-2

Adopt and maintain Levels-of-Service (LOS) standards for all capital facilities.

CFG-3

Construct and maintain a balanced system of parks, recreational facilities, and open spaces that respond to the recreational, cultural, environmental, and aesthetic needs and desires of all segments of the community, as defined in the City of Sequim Parks Master Plan.

CFG-4

Allocate the costs of park and recreation facility development, operation, and maintenance in an economic, efficient, and equitable manner.

CFG-5

Continue to make improvements to the existing water distribution system to enable delivery of minimum standards for pressure and fire flow throughout the distribution system.

CFG-6

Establish a program of replacing all undersized lines that are at or exceed capacity in the distribution system in accordance with the Comprehensive Water Plan.

CFG-7

Create an adequate water supply capacity to serve the projected build-out population of the UGA, and minimize the number of individual wells in the City and its unincorporated UGA.

CFG-8

Reduce peak day per capita water use by 20 percent by 2015.

CFG-9

Provide a safe, secure and reliable water supply that meets federal and state standards and that is readily available to all residents in the City and its Urban Growth Area.

CFG-10

Develop a rate adjustment program to provide economic assistance to customers of demonstrated financial need.

CFG-11

Develop and manage the City’s wastewater collection and treatment system efficiently.

CFG-12

Coordinate wastewater facility planning with land use planning, environmental concerns, economic development, and growth management objectives.

CFG-13

Ensure that its wastewater treatment facilities continue to treat wastewater to a level acceptable for reuse (Class A).

CFG-14

Attain 100 percent reuse of its treated wastewater.

CFG-15

Provide potable re-use water when feasible and with approval from the Department of Health.

CFG-16

Complete the replacements and improvements to the wastewater system in conformance with the Sewer Comprehensive Plan.

CFG-17

Identify revenue sources available for wastewater system related materials, projects, facilities, personnel, and maintenance and operation of equipment and the system.

CFG-18

Protect the integrity of the stormwater system through use of current design practices and standards.

CFG-19

Maintain stormwater treatment facilities to ensure their proper and intended function.

CFG-20

Provide financial resources to appropriately operate the Stormwater Drainage Utility, and to periodically construct additional capital improvements to the stormwater system.

CFG-21

Encourage the development of a Performing Arts Center and allow siting of such a facility on City property where practical and feasible.

CFG-22

Provide a new City administrative facility that better serves the needs of the citizens of the City, its UGA, and its employees.

CFG-23

Review the Capital Facilities Element annually in order to assess its applicability and ensure timely updating of all improvement plans and maintaining Level of Service standards for the existing and future population.

CFG-24

Provide solid waste collection, disposal and recycling services that protect the public health, the natural environment, and land use quality.

CFG-25

Ensure that each new development pays a proportionate share of the cost of new capital facilities needed to serve the development, such as water, stormwater, sewer, sanitation, parks, public transit and transportation.

CHAPTER THIRTEEN

CAPITAL FACILITIES ELEMENTS POLICIES

“Policies” are the guidelines as to how the staff and the readers of the *Comprehensive Plan* shall achieve the goals of the Capital Facilities Element, and the Capital Facilities Plan of this *Comprehensive Plan*.

CFP-1

Provide capital facilities within the City, which the City is able to economically and equitably fund or is within the City’s authority to require others to provide such facilities.

CFP-2

Provide water, wastewater, and stormwater facilities that shall be concurrent with new development based on the City’s adopted level-of-service standards.

CFP-3

Encourage the location of community-based capital facilities such as City Hall, civic center campus, libraries, museums, post offices and community centers where they are easily accessible to a majority of their expected users by walking, bicycling, car-pooling and/or public transit.

CFP-4

Support and encourage the joint development and use of capital facilities with other governmental or community organizations in areas of mutual interest and benefit.

CFP-5

Solicit community input on the siting of proposed capital facilities that may have a significant impact on the surrounding community.

CFP-6

Encourage conservation of energy, water, natural resources, and the use of alternative technologies in the location and design of capital facilities.

CFP-7

Ensure that adequate funding is available to support continued operations and maintenance costs of existing capital facilities prior to construction of new capital facilities.

CFP-8

Cooperate with and encourage coordinated planning of multi-jurisdictional capital facilities improvements needed to serve regional growth with other affected agencies within the City, Urban Growth Area, and surrounding region.

CFP-9

Coordinate with regional agencies in planning and providing for solid waste collection, disposal, and recycling facilities and services, within economic reason.

CFP-10

Promote waste reduction and recycling as a means to minimize the waste produced by City residents and businesses.

CFP-11

Provide opportunities for convenient recycling by providing educational materials on recycling, composting, and other waste reduction methods.

CFP-12

Consider geographic equity when acquiring land for parks to ensure a fair distribution of parks, playgrounds, and related recreational opportunities.

CFP-13

Work in cooperation with Clallam County and other recreational agencies to acquire and develop parks, trails, and recreational facilities to serve the needs of the City and its Urban Growth Area population.

CFP-14

Coordinate efforts with the County, School District, and other recreational groups to encourage public use of existing and future recreational facilities.

CFP-15

Explore all means of funding the purchase of land for parks and facilities including, but not limited to, bond issuance, the collection of cash in lieu of land, private donations of land, and federal, state, or local grants.

CFP-16

Adopt a mandatory requirement for dedication of land for a neighborhood park; or, assess and collect in lieu of fees as mitigation for required park lands from new residential developments commensurate with their fair share of the new capital facility acquisition, construction and operational needs.

CFP-17

Assure water policies are kept consistent with the Water Comprehensive Plan.

CFP-18

Allow no new water service connections to new customers outside the UGA, except when the City deems it is in the best interest to its citizens, and for the protection of the City's aquifer.

CFP-19

Provide new water service in instances of emergency as declared by the Clallam County Health Department, and to facilities of regional significance and essential public facilities.

CFP-20

Allow service extensions for system looping or for other specific system needs that provide enhanced service within the service area or to meet prior contract obligations.

CFP-21

Operate the Water Utility as a self-supporting enterprise fund that maintains fiscal solvency and rate stability.

CFP-22

Include conditions that require connection to the City of Sequim water system for all new building permits issued within the unincorporated UGA.

CFP-23

Require developers to pay the onsite and offsite costs of residential water system extensions for all new development.

CFP-24

Acquire all water main extensions as property of the City following installation, approval, and acceptance by the City, which will operate and maintain them.

CFP-25

Assume ownership of the water system infrastructure serving the property upon annexation unless provided otherwise by an existing contract for services.

CFP-26

Pursue taking over the responsibility for water service from any purveyor within the UGA.

CFP-27

Acquire assignment of water rights when it assumes control of water service.

CFP-28

Ensure consistency of the goals, policies, level of service standards and Capital Facilities Element's plans described in the City's *Comprehensive Plan*, Comprehensive Water System Plan and in the Comprehensive Sewer Plan.

CFP-29

Plan for and develop the supply system capacity that will be required to meet the current and future water demands based on the forecasted build-out within the City limits and its unincorporated UGA boundaries.

CFP-30

Take actions needed to ensure that the essential needs of its customers are met and that the available water is equitably distributed in the event of a water supply shortage.

CFP-31

Promote the use of the Class A water from the wastewater treatment facility for non-potable applications and assure its supply capacity.

CFP-32

Require all new commercial and industrial installations to use the non-potable Class A water where it is available, permissible under state guidelines, and is economically viable.

CFP-33

Promote voluntary conservation and prudent use of water by all of its customers, through its own programs and through programs developed in cooperation with other agencies.

CFP-34

Promote programs and ordinances that protect the groundwater resources through identification of boundaries and regulation of activities in wellhead protection and aquifer recharge areas.

CFP-35

Maintain and/or replace, when necessary, water system components and equipment such as meters, hydrants, storage tanks, pump stations, treatment facilities and water distribution mains.

CFP-36

Replacements and improvements to the water system shall be made in accordance with the Water Comprehensive Plan.

CFP-37

Sustain the Capital Improvement Plan (CIP) funding at a level sufficient to maintain system integrity, provide for water system improvements, and enable the City to comply with state and federal requirements.

CFP-38

Assure that capital costs will be reasonably supported within the financial capabilities of the community, when scheduling proposed CIP projects.

CFP-39

Establish fees and charges to recover utility costs related to the true costs of system development.

CFP-40

Construct utility service extensions needed for the orderly development of the utility system, and require that the related costs be shared equally amongst the beneficiaries.

CFP-41

Allocate the water rate structure fairly to customer classes and geographic areas so that they are fair and uniform for all customers within a class, and establish higher rates for customers outside the City limits to reflect the higher cost for providing service outside the City.

CFP-42

Maintain working capital, operating contingency and reserve funds for its existing capital facilities.

CFP-43

Set aside reserve funds at levels necessary to assure fiscal integrity in the event of drought or major water/sewer system failure and to maintain rate stability.

CFP-44

Ensure that funding levels will be consistent with the City's credit rating objectives.

CFP-45

Take appropriate actions necessary to collect unpaid utility bills and developer fees, including filing liens against a property as necessary.

CFP-46

Allocate costs of wastewater collection and treatment in an equitable manner.

CFP-47

Require new development to connect to the City's wastewater collection and treatment system when the development is located within 200 feet of a wastewater collection line.

CFP-48

Allow service connections on City wastewater lines located outside the City and its UGA, for those properties adjacent to, or within six hundred (600) feet of, the wastewater line and for existing subdivisions within six hundred (600) feet of the line.

CFP-49

Apply "Out-of-City" rates to customers connected to City water and sewer storm-drainage systems outside the City limits to reflect the additional costs of services.

CFP-50

Allow no water/sewer expansions except for established contracts that pre-date the original *City of Sequim's Comprehensive Plan's* adoption date (or as addressed in the Water System Comprehensive Plan and/or the Sewer Comprehensive Plan); or in instances of emergency as declared by the Clallam County Health Department; and/or to provide for facilities of regional significance and essential public facilities.

CFP-51

Base the City's wastewater utility rates for commercial and manufacturing uses on the volume and concentration of effluent entering the City's wastewater collection and treatment

system, and any future impacts thereto that are potentially due to the manufacturing processes.

CFP-52

Develop and implement an adequate maintenance schedule for all facilities, and place highest priority upon upgrading aging parts of the wastewater collection and treatment system.

CFP-53

Tier or prioritize the wastewater system infrastructure improvements and service extensions according to the Sewer Comprehensive Plan.

CFP-54

Operate the wastewater utility as a self-supporting enterprise, which continues to maintain fiscal solvency and rate stability.

CFP-55

Provide wastewater utility rate assistance to households with demonstrated financial need.

CFP-56

Require approved source control Best Management Practices to the maximum extent possible.

CFP-57

Maintain the stormwater utility rates at a level appropriate to conduct necessary operation and maintenance activities and related capital improvement projects.

CFP-58

Establish fees and charges to recover stormwater utility costs related to development.

CFP-59

Pursue other funding resources such as state grants and low interest loans to address community stormwater needs.

CFP-60

Seek the involvement of complementary governmental agencies, quasi-governmental and public corporations when considering and developing new capital facilities.

CFP-61

Encourage the creation of a “public benefit corporation” when funding, developing, operating and maintaining a multi-agency capital facility.