

## CITY OF SAMMAMISH

### LAND ACQUISITION STRATEGY & IMPLEMENTATION PROGRAM

October 17, 2017

#### 1. Introduction

Incorporated in 1999, the City of Sammamish is now home to over 63,000 residents. During this time, the amount of land under City ownership, including parks and open spaces, has grown from 44 acres to 724 acres through transfers, purchases and generous private donations. Recent increases in private development activity throughout the community have spurred discussions about proactively acquiring more land to capture the environmental benefits of preserving natural resources, protecting habitat and retaining tree canopy.

The City Council and City Administration are committed to preserving open space so that future generations may benefit from the natural beauty of Sammamish. Traditionally, this preservation has been accomplished by implementing policies and regulatory tools such as the Comprehensive Plan and Sammamish Municipal Code. However, the City recognizes that public acquisition may provide the only opportunity to preserve land that is under increasing development pressure as the community grows. Since it is impractical for the City to purchase every potentially developable parcel, the City initiated this planning process to help prioritize acquisition efforts.

The City is often approached to acquire land, but there are no guidelines in place to evaluate properties and to determine whether they meet the goals of adopted plans. The proposed land acquisition strategy provides those tools and guides staff to explore the various methods of acquisition in an effort to optimize the use of City resources. Properties that meet the initial screening criteria will be brought to City Council for further consideration.

#### 2. Purpose of Land Acquisition

The City Council created a vision and purpose for the City's Land Acquisition Strategy that focuses on a proactive approach to conserving land for future generations. Special attention was given to critical lands that provide significant environmental benefits while contributing to the community's character and livability. The purpose of this strategy is captured in the statement below:

*Sammamish's community character is embodied in its forested environment made up of natural areas, parks, open space and private property. To preserve this character and provide diverse recreational opportunities for a growing community, the City must proactively acquire land in an efficient and cost-effective manner. The preservation of Sammamish's characteristic landscape and natural features in conjunction with providing greater recreational opportunities will be essential to maintaining the community attributes that make it such a desirable and livable City in the Pacific Northwest.*

### **3. Background Information**

Numerous planning documents adopted by the City Council address the City's approach to the growth of public assets. The goals and policies of these documents, specifically as they relate to land acquisition, are listed in **Appendix A**. These planning documents include:

- Comprehensive Plan, 2015
- Parks and Recreation Open Space Plan (PRO Plan), 2012
- Trails, Bikeways and Paths Plan, 2004
- Town Center Plan, 2008 and Infrastructure Plan, 2009

Planning documents are updated periodically, and any updated goals will be reflected in the revisions to this Strategy. In addition, there are other planning documents that have been completed more recently or are currently under development that will need to be referenced in this document upon their completion. These include the Storm and Surface Water Management Comprehensive Plan, the Urban Forestry Management Plan, the Transportation Master Plan and others.

#### **Emerald Necklace**

This Emerald Necklace is the City's vision for an approximately 28-mile greenbelt encircling Sammamish. The Comprehensive Plan articulates this under Policy EC.1.20, which directs the establishment of a system of protected natural areas that facilitate completion of the vision of an Emerald Necklace and provide improved public access for Sammamish residents. While the primary focus of this strategy lies within the City's Urban Growth Boundary (UGB), a broader vision of areas outside the UGB, such as the Emerald Necklace, should also be given consideration to make important trail and environmental connections.

#### **King County Land Conservation Initiative**

King County has a similar long-term strategy for conserving green spaces, working resource lands and other unprotected lands of high *conservation* value. They have a long-term goal of working with cities to conserve more than 60,000 acres of high conservation value lands within a generation - including farmlands, forest lands, natural areas and trails. At the direction of the City Council, the City will make every effort to partner with the County to align acquisitions that help meet common goals of both agencies.

#### **Easements through Development**

Finally, public easements shall be secured during development review of private properties, wherever possible, to help realize the vision of trail connectivity.

#### 4. Existing Open Space Assets

In February 2017, the City completed an initial inventory and analysis of public and private open spaces within Sammamish. Table 1 provides a summary of the City’s assets at the time of the inventory.

**Table 1 - Summary of City Open Space Assets (as of February 2017)**

Type	Acres
City Parks, Preserves & Facilities	724
City Athletic Fields <sup>1</sup>	N/A
Public Drainage Tracts	329
<b>Total Public Open Space</b>	<b>1,053</b>
Private Open Space	1,659
<b>Total Public and Private Open Space</b>	<b>2,712</b>

The City-owned properties range from heavily-used community parks to local trail connections and natural areas that were preserved for their environmental features. In addition to these properties, the City identified 37.5 miles of public trails within Sammamish that are not included in Table 1. The private open spaces listed in Table 1 belong to homeowners’ associations and are not available for public use, but their significant acreage contributes greatly to the City’s environmental health.

The City also enjoys roughly 742 acres of land inside the City’s boundaries (not included in Table 1), that are owned and operated by other agencies, including the school districts, sewer and water districts and golf courses. Just beyond the City’s boundaries, outside agencies and neighboring jurisdictions own and manage large properties, such as Marymoor Park, Duthie Hill Park, Soaring Eagle Park and Lake Sammamish State Park. These adjacent parks and open spaces also serve the Sammamish community due to their proximity.

#### 5. Public Engagement

The City conducted a public engagement program to better understand the community’s needs and priorities regarding land acquisition and the specific community uses desired with new acquisitions. The public outreach effort included three sets of public meetings, periodic check-ins with the Parks Commission and City Council, and a focus group meeting designed to obtain public feedback on the development of this Strategy. Additionally, the City conducted two surveys, a non-statistically-valid survey through the Virtual Town Hall on the City’s website and a statistically-valid public survey (with similar questions) that was mailed out to a randomly selected group of 4,000 residents in the City.

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<sup>1</sup> The City has a Memorandum of Agreement with two local school districts to utilize school district owned athletic fields for public recreation in exchange for capital improvements to the fields and ongoing maintenance.

The results of these various forms of engagement were consistent and confirmed that residents overwhelmingly support the City acquiring land for public use. The public response indicated a preference toward focusing on land acquisition for the preservation of existing environmental character. The surveys identified that the community's highest priorities were land acquisition for new trails, preserving tree canopy, protecting stream corridors, preserving wildlife habitat and increasing waterfront access.

## **6. Land Acquisition Criteria and Evaluation Process**

The primary goal of the land acquisition evaluation process is to guide the preservation of the City's remaining relatively undeveloped private parcels. To accomplish this goal, the City developed a set of evaluation criteria that may be used to prioritize candidate properties. The criteria will assist the City in the initial review and assessment of eligible properties; however, the criteria are not intended to preclude the acquisition of any other land that the City determines to be in the public interest.

### **Evaluation Criteria**

Properties will be evaluated using a set of overarching criteria that emphasize the established needs and priorities of the community. Upon completion of the evaluation, each property will be placed in one of three categories based on the number of criteria they satisfy: high, medium and low priority acquisition opportunities. It is expected that the high priority candidate properties will be the initial area of focus and will be further evaluated by the City Council.

The criteria are not intended to control the outcome of acquisition efforts. Instead, the criteria will serve as an initial screening tool to meaningfully distinguish between properties. The attributes of a property in one or two criteria may be so compelling that they alone support acquisition. **Appendix B** includes a *Property Acquisition Priority Checklist* for the initial screening of candidate properties.

The *Property Acquisition Priority Checklist* includes 10 criteria by which candidate properties will be screened, including:

#### **A. Legal Public Access or is Adjacent to Existing Publicly-Owned Spaces**

Would the public have access to the property from a legal entrance?

#### **B. Tree Canopy Preservation**

Will the acquisition preserve existing tree canopy?

#### **C. Undeveloped Property with High Ecological Value**

Is the property undeveloped with a high ecological value? Such properties may include mature trees and other important plant and animal habitats.

#### **D. Special Sensitive Areas Protection, Wildlife Viewing, Preservation of Stream Corridors**

Will acquisition support special sensitive areas, wildlife viewing opportunities and/or the preservation of stream corridors?

**E. Expanded Connections in Underserved Areas**

Will acquisition support linking natural areas in parts of the City that are currently underserved? These underserved areas are identified by plans adopted by the City Council.

**F. Expanded Waterfront Access**

Will acquisition increase the availability of waterfront access for the community?

**G. Property Available at or Below Fair Market Value**

Can the property be acquired at or below its fair market value? Is the comparative acquisition cost low in relation to other potential parcels?

**H. Grant Funding or Partnering Organization Available**

Are grant funds, matching funds or donations committed or available to acquire the property? There may be preservation assistance offered by another entity, including matching funds, contributions of a property interest, or an offer to sell at less than full value. There may also be outside organizations who would partner with the City to purchase and/or maintain the property.

**I. Utilities Available at Perimeter**

Are utilities available at the perimeter of the property?

**J. Acquisition Fulfills Implementation Goals of Adopted Plans**

Does the proposed acquisition support City planning goals and policies?

**Acquisition Review Process**

The general process for land acquisition is outlined below. A more detailed step-by-step process for each method of acquisition is included in **Appendix C**.

**A. Review of Parcels**

Nominations or offers for public acquisition will be screened by assigned staff to determine eligibility and to evaluate each parcel according to the criteria in this Land Acquisition Strategy and Implementation Program. The City may conduct a site inspection of the nominated property and may also obtain additional information about the landowner's willingness to sell/transfer the property. Following initial review, assigned staff will summarize their findings, including identifying the number of criteria that would be met by this acquisition using the *Property Acquisition Priority Checklist*.

**B. City Council Review**

Assigned staff, under the direction of the City Manager, will present the acquisition analysis and recommendations to the City Council for review and consideration in executive session, as permitted by RCW 42.30.110. The City Council will consider the recommendation and direct staff to proceed with the acquisition, decline the acquisition or seek additional information.

**C. Additional Check-Points with Council**

The assigned staff will complete negotiations on the property and receive authorization from the City Council to allow the City Manager to execute an agreement with the property owner. Following execution of the agreement, staff will complete the necessary due diligence and, if there are no significant issues, a final deed will be presented to the City Council for approval.

**7. Funding Mechanisms**

The Land Acquisition Strategy will utilize a variety of acquisition methods to purchase land including bargain sales, grants, donations or dedication, public-private partnerships, land trades, acquisition of easements and incentive programs such as the King County Public Benefit Rating System (PBRs) and the sale of Transfer of Development Rights (TDRs). A further discussion of land acquisition methods may be found in Section 8 below.

The City Council, through the regular budgeting process may choose to dedicate funding for land acquisition. Currently, \$13 million is identified for park property acquisition in the 2017-22 Parks Capital Improvement Plan (CIP) The City’s Surface Water Capital Improvement Plan, Transportation Improvement Plan, and General Fund may also provide funding to meet land acquisition goals.

**8. Acquisition Methods**

Methods for land acquisition may be divided into four general categories: purchase, donation, conservation and other. More detail about these categories, and the specific methods within the categories, may be found below.

**Purchase Methods**

The “purchase category” includes methods to achieve an outright purchase of property at fair market value, as summarized in Table 2.

**Table 2 - Purchase Methods Summary Table**

<i>Method</i>	<i>Definition</i>
Fee Simple Purchase	The outright purchase of property at market value based on an independent appraisal.
Option to Purchase	An exclusive right to purchase property, typically including a predetermined purchase price and a specified term of validity.
Right of First Refusal	The right to be the first allowed to purchase a property if it is offered for sale.

## Donation Methods

The “donation category” includes methods to work with a private property owner to ultimately donate property to the City. Table 3 summarizes the techniques for acquisition under this category.

**Table 3 - Donation Methods Summary Table**

<i>Method</i>	<i>Definition</i>
Donation	The gift of property.
Partial Donation	Sale of property for less than fair market value.
Life Estate	Donation or sale of property, with the seller reserving the right to live on and use the property until death or release of life interest.

## Conservation Methods

The “conservation category” includes methods to achieve conservation of property in its current context through use of King County funding programs. These programs have many stipulations and limitations, but when properties are eligible for and fit these programs, these methods are very effective tools to accomplish program goals. Table 4 summarizes the techniques for acquisition under this category.

**Table 4 - Conservation Methods Summary Table**

<i>Method</i>	<i>Definition</i>
Transfer of Development Rights (TDR)	Allows landowners in certain areas of King County to sell development rights from their land to a developer to increase density of development in Town Center. The landowner must put a conservation easement on their property in exchange for the opportunity to sell their development rights.  A similar tool within the City or inter-City may be available in the future.
Public Benefit Rating System (PBRS)	This system encourages voluntary resource conservation on private property, suited for landowners wanting to protect or restore open space resources on their property. PBRS enrollment and associated tax savings are based on a point system.
Conservation Futures Grant Program	County-managed program focused on preserving critical open space in King County.

## Other Methods

The “other methods” category captures other creative tools and techniques to accomplish land acquisition program goals. These methods include the acquisition of partial property rights, such as easements, leases and partnership agreements. Also included are private developer obligations which result in dedications of property. In rare cases relating to essential public facilities, eminent domain may also be a tool for land acquisition. Table 5 summarizes the techniques for acquisition under this category.

Table 5 - Other Acquisition Methods Summary Table

<i>Method</i>	<i>Definition</i>
Public Easement	A right to use someone else’s land for a specific purpose, such as access or conservation.
Lease	Rental of property for use by the holder for a specified term and cost.
Land Trade	Trading a City-owned surplus property for a privately-owned property.
Dedication	Property dedicated by a private property owner or land developer for public use.
Concomitant Agreement	A development agreement tied to the land and setting forth development conditions such as use restrictions, mitigation measures and infrastructure requirements for the property for a duration of time specified in the agreement.
Partnerships	Agreement for public use between agencies or multiple parties or property owners.
Eminent Domain/Condemnation	Compulsory purchase of a property for a specific public purpose at fair market value.

There may be opportunities to utilize more than one method to acquire property. This approach of combining methods could provide the solution to a complex transaction or provide the most cost-effective approach to addressing a specific need. In each case, this list of methods will serve as a reference point when beginning the property acquisition process.

## 9. Implementation Procedures

As a supplement to this strategy, specific implementation procedures for property acquisition have been established to address the variety of acquisition methods identified in this document. They are included in **Appendix C**.

## **10. Public Education**

Educating the public about this strategy and the variety of land acquisition methods available to them is critical to the success of this work.

A subsequent outreach program will be developed to educate the community about the goals of this land acquisition program. Outreach may include information sessions, handouts, social media outreach and the opportunity for individual meetings to talk about land acquisition.

## **11. Non-Acquisition Preservation Tools**

The City currently employs non-acquisition preservation tools to protect certain natural features from development. Critical areas regulations represent one of the strongest non-acquisition preservation tools available. Under the City's critical areas ordinance (Chapter 21A.50 of the Sammamish Municipal Code [SMC]), high-quality wetlands and water features are protected from development with undeveloped buffers that increase in size as the quality of the feature increases.

The SMC also provides protections for steep slopes, geologic hazard areas and landslide hazard areas, which results in additional tree canopy and open space preservation on private and public lands. These critical areas regulations serve as an effective preservation tool.

## **12. Conclusion**

The purpose of establishing a Land Acquisition Strategy and Implementation Program is to standardize and streamline the evaluation process by which City staff screen properties for Council consideration and to provide consistency in the acquisition process. It is intended to be a living document that will be amended to incorporate the goals and objectives of other planning documents as they are implemented. Furthermore, an increase in land under City ownership will necessitate a proportionate increase in resources to plan, manage and maintain these properties in the future.

This Strategy is one part of a coordinated approach to maintain the City's natural landscape and character. Critical area ordinances, development regulations, private stewardship, volunteerism and public ownership are all essential elements of a land preservation program. In concert with these other preservation tools, the City can continue to protect and enhance the unique quality of life in Sammamish.

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**APPENDIX A:  
GOALS FROM ADOPTED PLANS**

## City of Sammamish Comprehensive Plan

The Comprehensive Plan discusses land acquisition as a goal throughout the document, with several Plan elements mentioning a land acquisition strategy. While relatively few detailed objectives are defined, certain portions of the plan include descriptions of specific priorities, including:

1. Environmentally sensitive areas;
2. View corridors;
3. Parcels conveying a unique sense of the community's character or historical tradition;
4. Providing breaks in development patterns along designated arterials; and
5. Passive and active recreation opportunities.

### Goals, Policies and Objectives Directly Related to Land Acquisition

- **Policy LU.2.4:** Establish a program to acquire property for public purposes consistent with the policies of this comprehensive plan. This evaluation should include consideration of the feasibility of both fee simple acquisition and the acquisition of development rights or easements, as well as identification of potential funding sources, grants, and gifting strategies. Priorities for acquisition may include: protection of environmentally sensitive areas, preservation of view corridors, preservation of parcels that convey a unique sense of the community's character or historical tradition, parcels to provide breaks in development patterns along designated arterials, passive and active recreation opportunities.
- **Policy LU.6.5:** Use flexible development regulations, incentives and open space acquisition (or low density zoning where these measures are not adequate) to protect floodplains, small sensitive lakes, riparian corridors, high value wetlands and unstable slopes from degradation and to encourage linking these environmental features into a network of open space, fish, wildlife and pollinator habitat.
- **Policy LU.11.2:** Encourage joint use and development of recreation lands and facilities in accordance with the Parks, Recreation and Open Space (PRO) Comprehensive Plan.
- **Policy EC.1.2:** Encourage the retention and connectivity of active and passive open space and areas of natural vegetation to mitigate harmful impacts of development on the City's lakes, streams, wetlands, erosion and other natural hazard areas, fish, wildlife and pollinator habitat to improve the quality of life.
- **Policy EC.1.22:** Encourage, where appropriate, direct purchase of land within the City by the City for conservation and environmental resources.
- **Goal P.4:** Acquire and develop parks and recreation land, facilities and open space areas to meet the needs of the Sammamish community.
- **Objective P.4.1:** Analyze system wide park needs and develop criteria for acquisition of new park land and facilities.
- **Objective A.1.2:** Purchase or develop two or three additional field sites suitable for the construction of new synthetic turf multipurpose fields.

## Goals, Policies and Objectives that Could Inform a Land Acquisition Strategy

- **Goal LU.2:** Preserve and enhance the natural features, quality, character and function of the City's residential neighborhoods.
- **Goal LU.4:** Ensure that public facilities support and strengthen community character.
- **Goal LU.6:** Promote development design that maintains a harmonious relationship with the natural environment.
- **Goal LU.9:** Encourage sustainable development.
- **Policy LU.1.3:** Recognize and preserve the natural environment as an important element of the City's identity.
- **Policy LU.1.4:** Where appropriate, develop design guidelines and development regulations to support the following: (j) Usable passive and active open space, including community gathering places.
- **Policy LU.5.1:** Designate the general distribution, location and extent of the uses of land for housing, commerce, recreation, open spaces, public utilities, public facilities and other land uses.
- **Policy LU.11.1:** Provide attractive, high-quality parks, recreational areas and streetscapes throughout the City.
- **Policy LU.11.3:** Encourage parks, schools, churches, cultural centers and other public and semi-public buildings to locate on sites that give the community and neighborhoods landmarks and an identity, without creating adverse impacts on environmentally sensitive areas.
- **Goal EC.1:** Serve as a leader in environmental stewardship of the natural environment for current and future generations.
- **Policy EC.1.4:** Protect, where appropriate, the following special areas: (a) Natural areas including significant trees; (b) Scenic areas such as designated view corridors; (c) urban landscaped areas such as public or private golf courses and parks; and (d) land reserved as open space or buffers tracts as part of development, including parcels subject to density averaging.
- **Policy EC.1.18:** Encourage the preservation of open space through incentives, such as the King County Public Benefit Rating System (PBRs), allowing the sale of Transfer of Development Rights (TDRs) generated within Sammamish, or other programs to encourage land donation and conservation in perpetuity. Preservation should focus on important open spaces such as shorelines, landslide and Erosion Hazard Areas Near Sensitive Water Body Overlays, Wetland Management Areas, within or outside of the City.
- **Policy EC.1.19:** Consider the potential for transfer of development rights within, or to areas outside, the City to protect important open spaces within Sammamish such as shorelines, Erosion Hazard Near Sensitive Water Body Overlays and Wetland Management Areas, and others.
- **Policy EC.1.20:** Establish a system of publicly owned, as well as privately owned but protected, natural areas connected to each other to: (a) protect the integrity of fish, wildlife and pollinator habitat and/or conservation sites; (b) strive to protect corridors between natural areas; (c) preserve outstanding examples of Sammamish's diverse natural heritage; (d) provide a broad range of opportunities for access to educational, interpretive and recreational programs in

protected natural areas in ways that do not negatively impact the primary purpose; and (e) facilitate completion of the vision of an Emerald Necklace, an approximately 28-mile non-motorized greenbelt encircling the Plateau, and provide improved public access for Sammamish residents.

- **Policy EC.1.21:** Identify lands designated as open space under the Current Use taxation open-space established according to King County for tax assessment purposes.
- **Goal P.1:** Provide a network of parks, trails, athletic fields and open spaces that delivers a variety of active and passive recreational opportunities to the Sammamish community.
- **Goal P.2:** Identify financing strategies for the development and operations of parks and recreation facilities to serve the citizens of Sammamish.
- **Objective P.2.1:** Utilize impact fees to accommodate growth through the expansion of the parks system.
- **Objective P.2.2:** Seek funding for new parks and facilities and renovations through a variety of sources including capital reserves, real estate excise tax, impact fees, grants, donations, bonds, or levies.
- **Objective P.3.4:** Adopt a six-year capital improvement plan (CIP) every two years, off-cycle from the adoption of the biennial budget.
- **Objective P.4.2:** Utilize the resources of national, regional, state and local conservation organizations, corporations, nonprofit associations and benevolent entities to identify and partner in the acquisition of land for park and recreation needs.
- **Objective P.4.3:** Work with conservation groups and the private sector to acquire, conserve and manage open space land through management practices, donations, bargain sales, or dedication.

## City of Sammamish Parks, Recreation and Open Space Plan

The Parks, Recreation and Open Space Plan provides the most specific and detailed guidance for land acquisition policies of all the City documents, including explicit acquisition goals and criteria for use in evaluating property for acquisition. Criteria include alignment with the Parks and Recreation vision, mission and values; equitable distribution of geographic resources; cost of development; estimated maintenance and operations costs of new land and facilities; and the benefits and potential services of the acquired land. This Plan also identifies the same set of funding strategies discussed in other City documents, including relying on outside sources to accomplish land acquisition.

### Goals, Policies and Objectives Directly Related to Land Acquisition

- **Objective P.1.4:** Explore opportunities for additional off-leash dog parks in Sammamish. Action P.1.4.A: Identify at least one option for a new dog park in Sammamish.
- **Goal P.4:** Acquire and develop parks and recreation land, facilities and open space areas to meet the needs of the Sammamish community.
- **Objective P.4.1:** Analyze system-wide park needs and develop criteria for acquisition of new park land and facilities, including investigating the acquisition of land suitable for a community park in underserved areas of the City; and acquiring the King County “Overlook Property” to establish a future connection to Evans Creek Preserve.
- **Action P.4.1.C:** Establish criteria to help guide park land acquisition decisions. Criteria to include:
  - Alignment with parks and recreation vision, mission and values;
  - Equitable distribution of geographic resources;
  - Cost of development;
  - Estimated maintenance and operations costs of new land and facilities; and
  - The benefits and potential services of the acquired land.
- **Objective P.4.2:** Utilize the resources of national, regional, state and local conservation organizations, corporations, non-profit associations and benevolent entities to identify and partner in the acquisition of land for park and recreation needs.
- **Objective P.4.3:** Work with conservation groups and the private sector to acquire, conserve and manage open space land through best management practices, donations, bargain sales, or dedication.
- **Goal A.1:** Construct new athletic fields, giving priority to the construction of synthetic-turf multipurpose athletic fields.
- **Objective A.1.2:** Purchase or develop two or three additional field sites suitable for the construction of new synthetic turf multipurpose fields.
- **Objective F.1.2:** Plan for the development of additional indoor recreation facilities to better serve the recreational needs of the community.
- **Objective F.1.4:** Provide indoor recreation facilities that are centrally located. Minimize or eliminate the development of neighborhood focused facilities.

## Goals, Policies and Objectives that Could Inform a Land Acquisition Strategy

- **Goal P.2:** Identify financing strategies for the development and operation of parks and recreation facilities to serve the citizens of Sammamish. Identified strategies include impact fees, capital reserves, real estate excise tax, grants, donations, bonds, or levies (Objectives P.2.1-P.2.2).
- **Goal P.3:** Enhance citywide planning for parks, athletic fields, trails and open space.
- **Objective P.3.2:** Complete additional research and analysis to help guide the development of secondary level of service standards. Actions include developing a “green space” map that identifies all public and private parks, open space and trail opportunities in the city; completing a “walkability analysis” that identifies safe walkable routes to parks within ½ mile and 1 mile of each residence; preparing a population density and park distribution analysis; and conducting a statistically valid benchmarking survey for parks services (Actions P.3.2.A-P.3.2.D).
- **Objective P.3.9:** Plan non-motorized trail systems for pedestrian and bicycle access throughout the City and connect adjoining communities through regional linkages.
- **Objective P.5.9:** Coordinate and maintain procedures for identifying and managing open space, conservation, or preservation of lands through mechanisms such as zoning, donation, purchase of easements, or management strategies.
- **Objective P.5.10:** Work with conservation groups and the private sector to acquire, conserve and manage open-space land through management practices, donations, bargain sales, or dedication.
- **Goal F.4:** Explore the establishment of equity partnerships with other public, nonprofit and private indoor recreation service providers.
- **Objective F.4.1:** Recognize that the City does not have to own and operate all the recreation facilities that it utilizes for recreation programs and services.
- **Objective F.4.2:** Actively pursue the establishment of equity partnerships to develop or expand indoor recreation facilities. Equity partnerships may include capital development, operations and service delivery.
- **Objective F.4.3:** Promote the development of special-use facilities through partnerships.
- **Objective F.4.4:** Encourage other indoor recreation providers to bring facilities into the Sammamish market.
- **Goal F.5:** Identify financing strategies for the development and operation of indoor recreation facilities to serve the citizens of Sammamish.
- **Objective F.5.1:** Seek funding for new or renovated indoor facilities through a variety of sources, including capital reserves, real estate excise tax, impact fees, grants, donations, bonds, levies, or partnerships.

## City of Sammamish Trails, Bikeways and Paths Plan

The Trails, Bikeways and Paths Plan has a limited land acquisition focus but provides ample guidance for siting future non-motorized transportation network improvements. The goals can be summarized as emphasizing connectivity between neighborhoods, parks, regional trail systems, schools, civic facilities and commercial centers. The Plan also highlights a preference for developing facilities to serve multiple users and multiple purposes. An additional funding strategy identified in the plan includes the integration of non-motorized facilities development into all new transportation projects and street improvement projects.

### Goals, Policies and Objectives Directly Related to Land Acquisition

- **TBP 4.1:** Preserve process and sensitivity in the compensation and acquisition of private property. The City should establish and closely follow procedures for the acquisition and development of private property for public trail, bikeway and pathway use. These procedures should address such considerations as land dedication, concomitant agreements, fee simple acquisition, public easement acquisition and condemnation.
- **TBP 6.4:** Emphasize primary north/south and east/west access corridors. The City should focus major trail development on primary east/west and north/south corridors as defined in Fig. 5.1. These corridors should be developed to connect priority destinations as defined in [the Trails, Bikeways and Paths Plan], including schools, parks, regional trails, civic facilities and commercial centers.
- **TBP 8.5:** Develop an acquisition process for needed right-of-way. Sammamish should take the following measures to develop a process to acquire right-of-way or public easements for trail use:
  - Acquire and/or condition public easements for trail and other non-motorized transportation improvements through the development review and rezone process when the need is supported by policies adopted in [the Trails, Bikeways and Paths Plan].
  - Establish uniform processes to acquire public trails and paths through donation, tax deduction and exemption programs, development conditions, or purchase. The City should also consider using the assistance of organizations such as land trusts in obtaining property.
  - Develop an information database for granted easements that identifies the key components relative to trail and non-motorized access. The checklist should include width, description, recording date, surface type, type of improvement, management/maintenance responsibility, surveying, staking and signing.

### Goals, Policies and Objectives that Could Inform a Land Acquisition Strategy

- **TBP 3.1:** Provide a variety of trail experiences for uses. The trails, bikeways and paths system for the City of Sammamish should provide experiences for the entire community. The system should provide opportunities for a variety of modes, including, but not limited to, bicyclists, equestrians, runners, walkers and skaters.

- **TBP 3.2:** Provide a variety of trail types within the trail system. The trail system should provide a variety of trail types for use by varied user groups. This can be accomplished by providing trail types with varying surfaces, gradients, widths, visual experiences and environmental surroundings.
- **TBP 4.4:** Design with sensitivity to the environment. The City shall design trails, bikeways and paths with sensitivity to the critical natural features of the community such as wetlands, lakes, streams, significant trees and steep slopes.
- **TBP 4.7:** Design and develop a community trail system that supports but does not assume responsibility for existing private trail networks. The development of [the Trails, Bikeways and Paths Plan] should increase the utility of local private trails to residents by linking to a neighborhood, municipal and regional trails system.
- **TBP 4.9:** Identify and develop a hierarchy of trail, bikeway and path types. The City shall identify and develop a range of facility types for implementation, while balancing the different needs of this system. Trails should range from local and passive recreational facilities to larger, more developed corridors that serve a variety of users and which connect key community facilities. Bike facilities should range from shared routes along roadways to separate shared use path corridors.
- **TBP 6.1:** Coordinate development of right of way and off-street opportunities. The City shall seek to maintain an appropriate balance between providing the efficiencies of multi-use paths located in the right-of-way, and advocating for opportunities outside of the right-of-way that have a clear recreational purpose and emphasis.
- **TBP 6.2:** Emphasize access to the regional trail network. The City shall promote pedestrian and bicycle facilities that connect to adjacent communities as well as regional destinations and businesses via a regional trail network. The City shall plan for connections to the proposed East Lake Sammamish Trail corridor and other significant regional trails.
- **TBP 6.3:** Connect to other identified local and regional destinations. The City shall utilize development of the City trail and non-motorized system to connect neighborhoods to significant destinations as feasible, including schools, civic facilities, commercial areas, residential areas and parks.

## City of Sammamish Town Center Plan

As with the City's Comprehensive Plan, the Town Center Plan provides land acquisition goals that tend to be aspirational rather than specific. Town Center Plan goals are consistent with those of the Comprehensive Plan, including the emphasis on land acquisition to serve multiple purposes and to protect ecologically sensitive areas. The Town Center Plan also includes specific recommended implementation actions that reference land acquisition, including purchasing land and planning for the Green Spine (see Open Space Recommended Implementation Action 3 and Natural Systems Recommended Implementation Action 5).

### Goals, Policies and Objectives Directly Related to Land Acquisition

- **Policy OS-2.2:** The City may need to acquire land or access rights in wetland buffer areas to accommodate the trails and to allow for the environmental enhancement and consistent long-term stewardship of those areas.
- **Policy NS-3.2:** The City should acquire easements and/or land area for key portions of wetlands, wetland buffers and other ecologically valuable and undevelopable lands for the purposes of environmental enhancement, appropriate construction of trails, and consistent long-term stewardship.

### Goals, Policies and Objectives that Might Inform a Land Acquisition Strategy

- **Goal OS-1:** Create a hierarchy of interconnected public and private open spaces, ranging from an active centralized plaza or town square to less formal gathering areas, quiet residential courts and natural open spaces.
- **Policy OS-1.4:** A variety of small open spaces should be developed as part of private development to serve local needs.
- **Policy OS-2.1:** Multi-purpose trails, pathways and sidewalks connecting to the citywide trail system should be developed.
- **Goal NS-3:** Incorporate wetlands, critical areas, open spaces, special habitats and wooded slopes as public amenities as well as protect them as environmental resources.

**APPENDIX B:  
EVALUATION CHECKLIST**

## Property Acquisition Prioritization Checklist

Recommendation Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:			

Prioritization Evaluation Criteria	
<i>Meets Criteria?</i>	<i>Criteria</i>
<input type="checkbox"/>	Property would provide legal public access or is adjacent to existing City-owned property or other publicly-owned open spaces.
<input type="checkbox"/>	Acquisition will support preservation of existing tree canopy.
<input type="checkbox"/>	Property is undeveloped and of high ecological value (mature trees and habitat).
<input type="checkbox"/>	Acquisition will support special sensitive areas protection, wildlife viewing, or stream corridor preservation.
<input type="checkbox"/>	Acquisition will support expanded connections and trails in underserved areas (as identified in an adopted City plan).
<input type="checkbox"/>	Acquisition will support expanded waterfront access for the community.
<input type="checkbox"/>	Property can be acquired at or below fair market value.
<input type="checkbox"/>	Acquisition aligns with grant funding criteria or there is an identified partner for acquisition.
<input type="checkbox"/>	Utilities are available at the perimeter of the property.
<input type="checkbox"/>	Property acquisition directly fulfills implementation of specific plan goals (e.g. Comprehensive Plan, PRO Plan etc.)
	<b><i>Total # of criteria met</i></b>

Prioritization Results			
<input type="checkbox"/>	High	5+ criteria met	The property should be further evaluated for potential acquisition due to strong alignment with the City's Land Acquisition Strategy.
<input type="checkbox"/>	Medium	3-4 criteria met	The property may fulfill a community need and may be further evaluated based on other circumstances (e.g. property can be acquired below market value).
<input type="checkbox"/>	Low	0-2 criteria met	The property is not a priority due to poor match with established City goals and criteria listed above.

<b>Notes:</b>
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**APPENDIX C:  
IMPLEMENTATION PROCEDURES**

## Land Acquisition Methods

Method		Definition	Checklist
Purchase	Fee Simple Purchase	The outright purchase of property at market value based on an independent appraisal.	Yes
	Option to Purchase	An exclusive right to purchase property, typically including a predetermined purchase price and valid for a specified term. The holder is not obligated to purchase the property.	Yes
	Right of First Refusal	The right to be the first allowed to purchase a property if it's offered for sale. The holder is not obligated to purchase the property.	Yes
Donation	Donation	The gift of property.	Yes
	Partial Donation	Sale of property for less than fair market value.	No
	Life Estate	Donation or sale of property, with the seller reserving the right to live on and use the property until death or release of life interest.	Yes
Conservation	Transfer of Development Rights	Voluntary, incentive-based program allowing landowners to sell development rights from their land to a developer to increase density of development at another, typically more urban, location.	No
	Conservation Futures Program	County-managed program focused on preserving critical open space in King County.	No
Other	Public Easement	A right to use someone else's land for a specific purpose, such as access or conservation.	Yes
	Lease	Rental of property for use by the holder for a specified term and cost.	Yes
	Land Trade	Trading a City-owned surplus property for a privately-owned property.	Yes
	Dedication	Property dedicated by a private property owner or land developer for public use.	No
	Concomitant Agreement	A development agreement tied to the land and setting forth development conditions such as use restrictions, mitigation measures, and infrastructure requirements for the property for a duration specified in the agreement.	No
	Partnerships	Agreement for public use between agencies or multiple parties or property owners.	No
	Eminent Domain/Condemnation	Compulsory purchase of a property for a specific public purpose at fair market value.	No

## Fee Simple Acquisition Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Fee Simple Acquisition Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2		Interest Letter Sent	7 days			
3		Negotiate Letter of Intent	30 days			
4		Preliminary Title Report Ordered and Reviewed	10 days			
5		Appraisal Ordered	1 day			
6	a	Appraisal Received/Reviewed	30 days			
	b	City Council Briefing of Status				
	c	Negotiate Purchase & Sale Agreement and Execute	60 days			
7		Due Diligence Begins				
8	a	Boundary Survey/Legal Description Ordered	1 day			
	b	Environmental Phase 1 Assessment Ordered	1 day			
	c	Structural Inspection Ordered <i>If applicable</i>	1 day			
9	a	Boundary Survey/Legal Description Received	30 days			
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days			
	c	Structural Inspection Received/Reviewed	30 days			

<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
<b>10</b>	City Council Approval of Appropriation				
<b>11</b>	Arrange Purchase through Land Trust or Other NGO <i>If applicable</i>				
<b>12</b>	Closing Statement Received from Escrow Officer				
<b>13</b>	RCO Grant Waiver of Retroactivity Submitted <i>If applicable</i>				
<b>14</b>	Deed, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
<b>15</b>	Staff Report with Attachments to PRC				
<b>16</b>	Staff Report with Attachments to Council				
<b>17</b>	Deed Accepted by Council				
<b>18</b>	Documents Submitted to Escrow				
<b>19</b>	Closing Payment Warrant Requested from Finance				
<b>20</b>	Warrant Delivered to Escrow				
<b>21</b>	Closing – Signing and Recordation				

**Additional Notes:**

## Option to Purchase Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Option to Purchase Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2		Interest Letter Sent	7 days			
3		Negotiate Letter of Intent	30 days			
4		Preliminary Title Report Ordered and Reviewed	10 days			
5		Appraisal Ordered	1 day			
6	a	Appraisal Received/Reviewed	30 days			
	b	City Council Briefing of Status				
	c	Negotiate Option Agreement and Execute	60 days			
7		Due Diligence Begins				
8	a	Boundary Survey/Legal Description Ordered	1 day			
	b	Environmental Phase 1 Assessment Ordered	1 day			
	c	Structural Inspection Ordered <i>If applicable</i>	1 day			
9	a	Boundary Survey/Legal Description Received	30 days			
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days			
	c	Structural Inspection Received/Reviewed	30 days			

<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
10	City Council Approval of Appropriation				
11	Exercise Option				
12	Arrange Purchase through Land Trust or Other NGO <i>If applicable</i>				
13	Closing Statement Received from Escrow Officer				
14	RCO Grant Waiver of Retroactivity Submitted <i>If applicable</i>				
15	Deed, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
16	Staff Report with Attachments to PRC				
17	Staff Report with Attachments to Council				
18	Deed Accepted by Council				
19	Documents Submitted to Escrow				
20	Closing Payment Warrant Requested from Finance				
21	Warrant Delivered to Escrow				
22	Closing – Signing and Recordation				

**Additional Notes:**

## Right of First Refusal Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Right of First Refusal Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2		Receive Notice of Offer	7 days			
3		Negotiate Letter of Intent	30 days			
4		Preliminary Title Report Ordered and Reviewed	10 days			
5		Appraisal Ordered	1 day			
6	a	Appraisal Received/Reviewed	30 days			
	b	City Council Briefing of Status				
	c	Negotiate Purchase & Sale Agreement and Execute	60 days			
7		Due Diligence Begins				
8	a	Boundary Survey/Legal Description Ordered	1 day			
	b	Environmental Phase 1 Assessment Ordered	1 day			
	c	Structural Inspection Ordered <i>If applicable</i>	1 day			
9	a	Boundary Survey/Legal Description Received	30 days			
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days			
	c	Structural Inspection Received/Reviewed	30 days			

<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
<b>10</b>	City Council Approval of Appropriation				
<b>11</b>	Arrange Purchase through Land Trust or Other NGO <i>If applicable</i>				
<b>12</b>	Closing Statement Received from Escrow Officer				
<b>13</b>	RCO Grant Waiver of Retroactivity Submitted <i>If applicable</i>				
<b>14</b>	Deed, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
<b>15</b>	Staff Report with Attachments to PRC				
<b>16</b>	Staff Report with Attachments to Council				
<b>17</b>	Deed Accepted by Council				
<b>18</b>	Documents Submitted to Escrow				
<b>19</b>	Closing Payment Warrant Requested from Finance				
<b>20</b>	Warrant Delivered to Escrow				
<b>21</b>	Closing – Signing and Recordation				

**Additional Notes:**

## Donation Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Donation Checklist					
Step	Description	Time	Start Date	Complete Date	Notes
<b>1</b>	City Council Authorization to Proceed				
<b>2</b>	Interest Letter Sent	7 days			
<b>3</b>	Negotiate Letter of Intent	30 days			
<b>4</b>	Preliminary Title Report Ordered and Reviewed	10 days			
<b>5</b>	City Council Briefing of Status				
<b>6</b>	Negotiate Transfer of Real Property Documents	60 days			
<b>7</b>	Due Diligence Begins				
<b>8</b>	a	Boundary Survey/Legal Description Ordered	1 day		
	b	Environmental Phase 1 Assessment Ordered	1 day		
	c	Structural Inspection Ordered <i>If applicable</i>	1 day		
<b>9</b>	a	Boundary Survey/Legal Description Received	30 days		
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days		
	c	Structural Inspection Received/Reviewed	30 days		
<b>10</b>	City Council Approval of Appropriation				
<b>11</b>	Closing Statement Received from Escrow Officer				

<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
<b>12</b>	Deed, Cover Sheet and Resolution Prepared and Sent to Legal for Review				
<b>13</b>	Staff Report with Attachments to PRC				
<b>14</b>	Staff Report with Attachments to Council				
<b>15</b>	Deed Accepted by Council				
<b>16</b>	Documents Submitted to Escrow				
<b>17</b>	Warrant Delivered to Escrow				
<b>18</b>	Closing – Signing and Recordation				

**Additional Notes:**

## Life Estate Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Life Estate Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2		Interest Letter Sent	7 days			
3		Negotiate Letter of Intent	30 days			
4		Preliminary Title Report Ordered and Reviewed	10 days			
5		Appraisal Ordered	1 day			
6	a	Appraisal Received/Reviewed	30 days			
	b	City Council Briefing on Status				
	c	Negotiate P&SA with Life Estate and Execute	60 days			
7		Due Diligence Begins				
8	a	Boundary Survey/Legal Description Ordered	1 day			
	b	Environmental Phase 1 Assessment Ordered	1 day			
	c	Structural Inspection Ordered <i>If applicable</i>	1 day			
9	a	Boundary Survey/Legal Description Received	30 days			
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days			
	c	Structural Inspection Received/Reviewed	30 days			

<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
<b>10</b>	City Council Approval of Appropriation				
<b>11</b>	Arrange Purchase through Land Trust or Other NGO <i>If applicable</i>				
<b>12</b>	Closing Statement Received from Escrow Officer				
<b>13</b>	RCO Grant Waiver of Retroactivity Submitted <i>If applicable</i>				
<b>14</b>	Deed, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
<b>15</b>	Staff Report with Attachments to PRC				
<b>16</b>	Staff Report with Attachments to Council				
<b>17</b>	Deed Accepted by Council				
<b>18</b>	Documents Submitted to Escrow				
<b>19</b>	Closing Payment Warrant Requested from Finance				
<b>20</b>	Warrant Delivered to Escrow				
<b>21</b>	Closing – Signing and Recordation				

**Additional Notes:**

## Public Easement Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Public Easement Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2		Interest Letter Sent	7 days			
3		Negotiate Letter of Intent	30 days			
4		Preliminary Title Report Ordered and Reviewed	10 days			
5		Appraisal Ordered	1 day			
6	a	Appraisal Received/Reviewed	30 days			
	b	City Council Briefing of Status				
	c	Negotiate Easement Agreement	60 days			
7		Due Diligence Begins				
8		Boundary Survey/Legal Description Ordered	1 day			
9		Boundary Survey / Legal Description Received	30 days			
10		City Council Approval of Appropriation				
11		Arrange Easement through Land Trust or Other NGO <i>If applicable</i>				
12		Closing Statement Received from Escrow Officer				

<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
<b>13</b>	RCO Grant Waiver of Retroactivity Submitted <i>If applicable</i>				
<b>14</b>	Easement, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
<b>15</b>	Staff Report with Attachments to PRC				
<b>16</b>	Staff Report with Attachments to Council				
<b>17</b>	Easement Accepted by Council				
<b>18</b>	Documents Submitted to Escrow				
<b>19</b>	Closing Payment Warrant Requested from Finance				
<b>20</b>	Warrant Delivered to Escrow				
<b>21</b>	Closing – Signing and Recordation				

**Additional Notes:**

## Leasing Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Leasing Checklist						
Step		Description	Time	Start Date	Complete Date	Notes
1		City Council Authorization to Proceed				
2		Interest Letter Sent	7 days			
3		Negotiate Letter of Intent	30 days			
4		Preliminary Title Report Ordered and Reviewed	10 days			
5		Appraisal Ordered	1 day			
6	a	Appraisal Received/Reviewed	30 days			
	b	City Council Briefing of Status				
	c	Negotiate Lease	60 days			
7		Due Diligence Begins				
8	a	Boundary Survey/Legal Description Ordered	1 day			
	b	Environmental Phase 1 Assessment Ordered	1 day			
	c	Structural Inspection Ordered <i>If applicable</i>	1 day			
9	a	Boundary Survey/Legal Description Received	30 days			
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days			
	c	Structural Inspection Received/Reviewed	30 days			

<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
<b>10</b>	City Council Approval of Appropriation				
<b>11</b>	Arrange Lease through Land Trust or other NGO <i>If applicable</i>				
<b>12</b>	Closing Statement Received from Escrow Officer				
<b>13</b>	Lease, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
<b>14</b>	Staff Report with Attachments to PRC				
<b>15</b>	Staff Report with Attachments to Council				
<b>16</b>	Lease Accepted by Council				
<b>17</b>	Closing – Signing and Recordation				

**Additional Notes:**

## Land Trade Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Land Trade Acquisition Checklist					
Step	Description	Time	Start Date	Complete Date	Notes
<b>1</b>	City Council Authorization to Proceed				
<b>2</b>	Interest Letter Sent	7 days			
<b>3</b>	Negotiate Letter of Intent	30 days			
<b>4</b>	Dual Preliminary Title Report Ordered and Reviewed	10 days			
<b>6</b>	Dual Appraisals Ordered	1 day			
<b>6</b>	a	Dual Appraisals Received/Reviewed	30 days		
	b	City Council Briefing of Status			
	c	Negotiate Land Trade and Execute	60 days		
<b>7</b>	Due Diligence Begins				
<b>8</b>	a	Boundary Survey/Legal Description Ordered	1 day		
	b	Environmental Phase 1 Assessment Ordered	1 day		
	c	Structural Inspection Ordered <i>If applicable</i>	1 day		
<b>9</b>	a	Boundary Survey/Legal Description Received	30 days		
	b	Environmental Phase 1 Assessment Received/Reviewed	30 days		
	c	Structural Inspection Received/Reviewed	30 days		

<i>Step</i>	<i>Description</i>	<i>Time</i>	<i>Start Date</i>	<i>Complete Date</i>	<i>Notes</i>
10	City Council Approval of Appropriation				
11	Arrange Trade through Land Trust or other NGO <i>If applicable</i>				
12	Closing Statement Received from Escrow Officer				
13	RCO Grant Waiver of Retroactivity Submitted <i>If applicable</i>				
14	Deed, Cover Sheet, and Resolution Prepared and Sent to Legal for Review				
15	Staff Report with Attachments to PRC				
16	Staff Report with Attachments to Council				
17	Deed Accepted by Council				
18	Documents Submitted to Escrow				
19	Closing Payment Warrant Requested from Finance				
20	Warrant Delivered to Escrow				
21	Closing – Signing and Recordation				

**Additional Notes:**

## Condemnation Checklist

Project Number:		Staff:	
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Property Information			
Address:		Parcel No.:	
Owner:		Parcel Size:	
Zoning:		Use:	
Structures:		<input type="checkbox"/> Passed Prescreening/Screening	

Condemnation Checklist									
Step	Description	Time	Start Date	Complete Date	Notes				
<b>1</b>	City Council Authorization to Proceed								
<b>2</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 20px; text-align: center;">a</td> <td>Preliminary Due Diligence</td> </tr> <tr> <td style="text-align: center;">b</td> <td>Meeting with Property Owner</td> </tr> </table>	a	Preliminary Due Diligence	b	Meeting with Property Owner	1-2 months			
a	Preliminary Due Diligence								
b	Meeting with Property Owner								
<b>3</b>	Preliminary Title Report Ordered/Reviewed								
<b>4</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 20px; text-align: center;">a</td> <td>Appraisal Contract Drafted</td> </tr> <tr> <td style="text-align: center;">b</td> <td>Appraisal Ordered</td> </tr> </table>	a	Appraisal Contract Drafted	b	Appraisal Ordered	2 months			
a	Appraisal Contract Drafted								
b	Appraisal Ordered								
<b>5</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 20px; text-align: center;">a</td> <td>Appraisal Received/Reviewed</td> </tr> <tr> <td style="text-align: center;">b</td> <td>City Council Briefing of Status</td> </tr> </table>	a	Appraisal Received/Reviewed	b	City Council Briefing of Status				
a	Appraisal Received/Reviewed								
b	City Council Briefing of Status								
<b>6</b>	Prepare Offer Letter <ul style="list-style-type: none"> <li>• <i>In the amount of the appraisal</i></li> <li>• <i>Include a 21-day review time limit</i></li> </ul>	1 month							
<b>7</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 20px; text-align: center;">a</td> <td> <b>Possession and Use Agreement (P&amp;U)</b> <ul style="list-style-type: none"> <li>• <i>Allows design and construction to begin during negotiations.</i></li> <li>• <i>Required before permitting &amp; construction begins.</i></li> <li>• <i>Include provision stating if an agreement on final purchase price is not reached between both parties, the City has the right to file a condemnation petition wherein a court and jury will determine final compensation.</i></li> </ul> </td> </tr> <tr> <td style="text-align: center;">b</td> <td>Check Provided to City Attorney's Office</td> </tr> </table>	a	<b>Possession and Use Agreement (P&amp;U)</b> <ul style="list-style-type: none"> <li>• <i>Allows design and construction to begin during negotiations.</i></li> <li>• <i>Required before permitting &amp; construction begins.</i></li> <li>• <i>Include provision stating if an agreement on final purchase price is not reached between both parties, the City has the right to file a condemnation petition wherein a court and jury will determine final compensation.</i></li> </ul>	b	Check Provided to City Attorney's Office	2 months			
a	<b>Possession and Use Agreement (P&amp;U)</b> <ul style="list-style-type: none"> <li>• <i>Allows design and construction to begin during negotiations.</i></li> <li>• <i>Required before permitting &amp; construction begins.</i></li> <li>• <i>Include provision stating if an agreement on final purchase price is not reached between both parties, the City has the right to file a condemnation petition wherein a court and jury will determine final compensation.</i></li> </ul>								
b	Check Provided to City Attorney's Office								
<b>8</b>	City Council Briefing of Status & Approval to Begin Condemnation Proceedings								
<b>9</b>	Condemnation Proceedings Begin <ul style="list-style-type: none"> <li>• <i>Pursuant to RCW 8.12</i></li> </ul>	1 month							
<b>10</b>	Notice of Public Hearing on Condemnation Ordinance <ul style="list-style-type: none"> <li>• <i>Notice sent by Certified Mail min. 15 days prior to consideration at City Council and published in newspaper once a week for two weeks prior.</i></li> <li>• <i>Contents set forth in RCW 8.25.290(2)(ii)</i></li> </ul>								

Step	Description	Time	Start Date	Complete Date	Notes
11	City Council Passes Condemnation Ordinance <ul style="list-style-type: none"> <li>• <i>First reading followed by public hearing and testimony.</i></li> <li>• <i>Second reading and adoption at next regularly scheduled meeting.</i></li> </ul>				
12	Updated Title Report Ordered and Reviewed				
13	Condemnation Petition Filed with King County Court <ul style="list-style-type: none"> <li>• <i>Updated Title Report</i></li> <li>• <i>Site plan and boundaries</i></li> <li>• <i>Legal description</i></li> <li>• <i>Check in the amount the City offered for the property. NOTE: 12% annual interest is accrued on the difference between the City's offer and final amount for the actual period of time between deposit and final settlement or trial.</i></li> </ul>	1 month			
14	a Condemnation Lawsuit Begins	8-10 months			
	b Release of Interested Persons (utilities, easements)				
	c Negotiate Final Compensation Amount				
	d If Negotiations Fail, Jury Trial & Decision on Final Compensation				
	e City Council Briefing of Status as needed				
15	Final Decree of Appropriation <ul style="list-style-type: none"> <li>• <i>Final payment deposited with the Court.</i></li> <li>• <i>Court provides Final Decree of Appropriation (receipt of payment).</i></li> </ul>	5 months			
16	City Council Briefing of Status				
17	a Closing Begins	1 month			
	b Updated Title Report Ordered and Reviewed				
	c Title Report, Agreed Judgement, and Final Decree of Appropriation provided to City Clerk				

**Additional Notes:**