



AGENDA – Monday, August 2, 2021

6:30p.m. Workshop

7:00 p.m. City Council Meeting

Zoom Webinar

Meeting ID: 814 5330 4182

Password: 12345678

6:30 WORKSHOP

WS 21-15

Comprehensive Plan and Zoning Code Amendments – TAB A

7:00 p.m. CALL TO ORDER; PLEDGE OF ALLEGIANCE; AND ROLL CALL

Call to order	Mayor Phillips, Council Member Svendsen, Council Member McGuire,
And roll call	Council Member Murry, Council Member Hanson & Council Member Kemmer.

PUBLIC COMMENT

At this time, the Mayor will call for any comments from the public on any subject whether it is on the agenda for any item(s) the public may wish to bring forward and discuss. Preference will be given to those who must travel. **Please limit your comments to three minutes. The City Council does not take any action or make any decisions during public comment.** To request Council action during the Business portion of a Council meeting, contact the City Administrator at least one week in advance of a meeting.

CONSENT AGENDA – TAB B

All matters, which are listed within the consent section of the agenda, have been distributed to each member of the Long Beach City Council for reading and study. Items listed are considered routine by the Council and will be enacted with one motion unless a Council Member specifically requests it to be removed from the Consent Agenda to be considered separately. Staff recommends approval of the following items:

- Minutes, July 19, 2021 City Council Meeting
- Payment Approval List for Warrant Registers 60327-60376 & 88412-88444 for \$235,260.48

- **No Business**

DEPARTMENT HEAD ORAL REPORTS CORRESPONDENCE AND WRITTEN REPORTS – TAB C

- ChargePoint Report
- 2020 Wastewater Treatment Plant Outstanding Performance Award
- Lodging Tax Collections
- Sales Tax Collections
- Transportation Benefit District Collections
- ECY Letter Awarding SMP Grant

FUTURE CITY COUNCIL MEETING SCHEDULE

The Regular City Council meetings are held the 1st and 3rd Monday of each month at 7:00 PM and may be preceded by a workshop.
August 16, 2021, September 7, 2021 & September 20, 2021

ADJOURNMENT

American with Disabilities Act Notice: The City Council Meeting room is accessible to persons with disabilities. If you need assistance, contact the City Clerk at (360) 642-4421 or advise City Administrator at the meeting.

TAB - A



**CITY COUNCIL
WORKSHOP BILL
WS 21-15**

Meeting Date: August 2, 2021

AGENDA ITEM INFORMATION		
SUBJECT: Zoning Updates – Minimum Dwelling Size	<i>Originator:</i>	
	Mayor	
	City Council	
	City Administrator	DG
	City Attorney	
	City Clerk	
	City Engineer	
	Community Development Director	
	Events Coordinator	
	Fire Chief	
	Police Chief	
	Streets/Parks/Drainage Supervisor	
COST: N/A	Water/Wastewater Supervisor	
SUMMARY STATEMENT: Discuss the minimum dwelling size and other possible amendments.		

Workshops are public meetings with the purpose of allowing the City Council to discuss topics. No formal decisions are made at workshops. While almost every meeting when a majority of the city council is present is considered a public meeting, that does not necessitate the Council allowing public comment. If the Mayor and Council request more information or clarification, they may seek input from the audience.

12-8A-4: STANDARDS:**A. Lots:**

1. Lot Size: The minimum lot size is ten thousand (10,000) square feet. Construction on lots platted prior to the effective date hereof, with less than ten thousand (10,000) square feet, will be permitted where total lot coverage does not exceed sixty percent (60%) and where all setback requirements can be met.

2. Lot Coverage: No more than sixty percent (60%) of any lot shall be covered by structures and/or impermeable surfaces.

3. Setback Requirements:

a. Front yard: Ten feet (10') minimum.

b. Side yard: Five feet (5') minimum.

c. Rear yard: Ten feet (10') minimum.

d. Corner lots: Shall have a ten foot (10') minimum setback on each street side and a five foot (5') minimum setback at other property lines.

B. Building Height: The maximum height of a structure shall be thirty five feet (35'), except the maximum height of an accessory building with a gross floor area of less than two hundred (200) square feet shall be fifteen feet (15').

C. Signs: As provided in chapter 14, including article A, of this title.

D. Parking: As provided in chapter 12 of this title.

E. Design Review: All new construction, additions and exterior alterations in this district are subject to design review, as provided in chapter 10 of this title.

F. Landscaping: As provided in chapter 13 of this title.

G. Accessory Building Size: The total square footage of all accessory buildings shall not exceed eight hundred (800) square feet or ten percent (10%) of the total lot area, whichever is greater but in no case more than one thousand two hundred (1,200) square feet.

H. Dwelling Unit Minimum Size: Each dwelling unit must be at least one thousand two hundred (1,200) square feet. (Ord. 959, 10-15-2018)

12-5A-4: STANDARDS:**A. Lots:**

1. Lot Size: Lot area shall be at least six thousand (6,000) square feet. Construction on lots platted prior to the effective date hereof, with less than six thousand (6,000) square feet, will be permitted where total lot coverage does not exceed sixty percent (60%) and where all setback requirements can be met.
2. Lot Coverage: No more than sixty percent (60%) of any lot shall be covered by structures and/or impermeable surfaces.
3. Setback Requirements:
 - a. Front yard: Ten feet (10') minimum.
 - b. Side yard: Five feet (5') minimum.
 - c. Rear yard: Ten feet (10') minimum.
 - d. Corner lots: Shall have a ten foot (10') minimum setback on each street side, and a five foot (5') minimum setback on all other sides.

B. Building Height: The maximum height of a building shall be thirty five feet (35'), except the maximum height of an accessory building with a gross floor area of less than two hundred (200) square feet shall be fifteen feet (15').

C. Signs: As provided in chapter 14, including article A, of this title.

D. Parking: As provided in chapter 12 of this title.

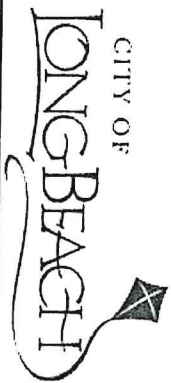
E. Design Review: Permitted uses are exempt from design review. All new construction, additions and exterior alterations for conditional uses are subject to the provisions of chapter 10 of this title.

F. Landscaping: As provided in chapter 13 of this title.

G. Accessory Building Size: The total floor area of all accessory buildings on a lot shall not exceed eight hundred (800) square feet or ten percent (10%) of the total lot area, whichever is greater, but in no case more than one thousand two hundred (1,200) square feet.

H. Dwelling Unit Minimum Size: Each dwelling unit must be at least four hundred ten (410) square feet. (Ord. 959, 10-15-2018)

TAB - B



Warrant Register

Check Periods: 2021 - July - Second

I, THE UNDERSIGNED DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF LONG BEACH, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

Council Member	Council Member	Council Member	Clerk/Treasurer
60327	Bell, Helen S	7/20/2021	\$1,634.02
60328	Binton, Jacob M	7/20/2021	\$2,039.06
60329	Bonney, Matthew T	7/20/2021	\$1,831.24
60330	Payroll Vendor	7/20/2021	Void
60331	Caldwell, Tye J	7/20/2021	\$2,224.73
60332	Payroll Vendor	7/20/2021	Void
60333	Cowser, Eric W	7/20/2021	\$2,937.94
60334	Cox, Mallory E	7/20/2021	\$582.05
60335	Cutting, Jeffrey G	7/20/2021	\$2,317.42
60336	Eastham, Miranda L	7/20/2021	\$2,006.69
60337	Glasson, David R	7/20/2021	\$3,087.19
60338	Goulter, John R	7/20/2021	\$2,248.31
60339	Gray, Karen L	7/20/2021	\$109.53
60340	Hermens, Jessie R	7/20/2021	\$1,503.77
60341	Huff, Timothy M	7/20/2021	\$1,917.73
60342	Jewell, Kyle E	7/20/2021	\$1,551.64
60343	Kemmer, Larry L	7/20/2021	\$1,758.47
60344	Kirby, Gary E	7/20/2021	\$2,302.06
60345	Kitzman, Michael J	7/20/2021	\$2,293.14
60346	Luethe, Paul J	7/20/2021	\$2,449.68
60347	Meiling, Casey K	7/20/2021	\$2,174.15
60348	Metzger, Katie R	7/20/2021	\$1,484.06
60349	Miller, Matt W	7/20/2021	\$1,951.09
60350	Nagy, Branden S	7/20/2021	\$1,587.10
60351	Natsopoulos, Anthony M	7/20/2021	\$2,520.42
60352	Ostgaard, Loretta G	7/20/2021	\$1,419.56
60353	Padgett, Timothy J	7/20/2021	\$1,533.43
60354	Parker, Michael T	7/20/2021	\$2,537.26
60355	Persell, Whitney J	7/20/2021	\$1,422.31

Execution Time: 3 second(s)

60356	Skinner, Gary D	7/20/2021	\$540.41
60357	Smith, Arfel I	7/20/2021	\$2,983.62
60358	Wood, Matthew T	7/20/2021	\$1,740.77
60359	Wright, Flint R	7/20/2021	\$2,936.75
60360	Zuerrn, Donald D	7/20/2021	\$2,492.42
60361	Campbell, Mathias A	7/20/2021	\$1,679.83
60362	Booi, Kristopher A	7/20/2021	\$3,151.49
60363	AFLAC	7/20/2021	\$463.64
60364	Awc - ST & Life	7/20/2021	\$781.35
60365	City of LB Retirement Payback	7/20/2021	\$50.77
60366	City of Long Beach - Fica	7/20/2021	\$14,903.94
60367	City of Long Beach - FWH	7/20/2021	\$11,116.99
60368	Dept of Labor & Industries	7/20/2021	\$2,034.74
60369	Dept of Retirement Systems	7/20/2021	\$15,377.54
60370	Dept of Retirement Systems Def Comp	7/20/2021	\$3,238.33
60371	Employment Security Dept	7/20/2021	\$242.34
60372	Massmutual Retirement Services	7/20/2021	\$525.00
60373	Teamsters Local #58	7/20/2021	\$186.50
60374	WEX Health, Inc.	7/20/2021	\$125.00
60376	Association of WA Cities	7/20/2021	\$28,737.19
88412	Glasson, David	7/22/2021	\$50.40
88413	SUNSET AUTO PARTS, INC	7/22/2021	\$938.77
88414	Hauer's Lawn Care & Equipment	7/22/2021	\$3,000.00
88415	Cascade Columbia Distribution CO	7/22/2021	\$4,347.46
88416	Prestegard, Ray	7/23/2021	\$200.00
88417	WACE	7/26/2021	\$275.00
88418	Dept of Licensing	7/26/2021	\$61.25
88419	Washington State Fire Fighters' Association	7/27/2021	\$710.00
88420	ALS Group USA, Corp.	7/27/2021	\$282.00
88421	Astoria Janitor & Paper Supply	7/27/2021	\$736.52
88422	Basket Case Nursery LLC	7/27/2021	\$239.40
88423	Beckwith & Kuffel	7/27/2021	\$1,440.39
88424	Bishop Red Rock	7/27/2021	\$1,124.90
88425	Charter Spectrum	7/27/2021	\$474.93
88426	Department of Health	7/27/2021	\$312.14
88427	Eradipest LLC	7/27/2021	\$379.05
88428	Ford Electric	7/27/2021	\$1,554.43
88429	Gray & Osborne	7/27/2021	\$41,046.04
88430	Hughes Fire Equipment, Inc	7/27/2021	\$1,557.90
88431	L.N. Curtis & Sons	7/27/2021	\$246.50
88432	Long Beach Commercial Security	7/27/2021	\$124.55
88433	PAPE MACHINERY	7/27/2021	\$602.21
88434	Peninsula Visitors Bureau	7/27/2021	\$13,808.33
88435	Professional Development Academy, LLC	7/27/2021	\$1,995.00
88436	Public Safety Testing, Inc	7/27/2021	\$100.00
88437	Public Utility District 2	7/27/2021	\$9,212.12

88438
88439
88440
88441
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88443
88444

Quill Corporation
Solutions Yes
Traffic Safety Supply Co.
Usa Blue Book
Valley Athletics
Valley Plumbing LLC
Wilcox & Fiegel Oil Co.

7/27/2021
7/27/2021
7/27/2021
7/27/2021
7/27/2021
7/27/2021
7/27/2021

\$216.49
\$124.39
\$275.31
\$1,033.90
\$1,920.00
\$132.96
\$2,005.47

Total
Grand Total

\$235,260.48
\$235,260.48

LONG BEACH CITY COUNCIL MEETING

July 6, 2021

6:15 COUNCIL WORKSHOP

C. Svendsen, C. McGuire, C. Murry, C. Hanson, C. Kemmer and Mayor Phillips were all in attendance.

WS-21-13- Comprehensive Plan and Zoning Code Amendments

Ariel Smith, Community Development Director, presented the workshop bill. The purpose of this workshop is to discuss various zoning code updates.

- No decisions or motions were made at this time.

WS-21-14- Firework Discussion

David Glasson, City Administrator, and Mayor Phillips, led the discussion on firework sales, discharge days and the future of the city's firework show.

- No decisions or motions were made at this time.

7:00 CALL TO ORDER

Mayor Phillips called the meeting to order.

ROLL CALL

David Glasson, City Administrator, called roll with Mayor Phillips, C. Svendsen, C. McGuire, C. Murry, C. Hanson, and C. Kemmer were all in attendance.

PUBLIC COMMENT

No comments

CONSENT AGENDA

Minutes, July 6, 2021, City Council Meeting

Payment Approval List for Warrant Registers 60293-60326 & 88354-88411 for \$311,714.12

C. McGuire made the motion to approve the Consent Agenda. C. Svendsen seconded the motion; 5 Ayes, motion passed.

BUSINESS

AB 21-39 – Resolution 2021-04 Six Year Transportation Plan- PUBLIC HEARING

The Mayor opened the public hearing at 7:06 p.m.

David Glasson, City Administrator, presented the Agenda Bill. RCW 35.77.010 required Cities to adopt a "Six Year Street and Arterial Street Plan" each year.

The Mayor closed the public hearing at 7:10 p.m.

C. Hanson made the motion to adopt Resolution 2021-04, approving the six-year transportation improvement plan for 2022-2027. C. Kemmer seconded the motion; 5 Ayes, motion passed.

AB 21-40 – Resolution 2021-05 for the Capital Facilities Plan – PUBLIC HEARING

The Mayor opened the public hearing at 7:10 p.m.

Ariel Smith, Community Development Director, presented the Agenda Bill. City staff, along with the Mayor, have put together a 6-year plan outlining infrastructure needs. This plan covers the estimated potential cost, the year in which it should be replaced and the possible funding source. This plan serves as a guideline for upcoming projects.

The Mayor closed the public hearing at 7:12 p.m.

C. McGuire made the motion to approve resolution 2021-05 establishing a Capital Facilities Plan for the city. C. Svendsen seconded the motion; 5 Ayes, motion passed.

AB 21-41 – Contract with Systems Interface for Repair and Maintenance Services

David Glasson, City Administrator, presented the Agenda Bill. The wastewater department requested this contract to help with telemetry repair and maintenance.

C. Murry made the motion to authorize Mayor Phillips to execute the agreement. C. Svendsen seconded the motion; 5 Ayes, motion passed.

DEPARTMENT HEAD ORAL REPORTS

CORRESPONDENCE AND WRITTEN REPORTS

- Parks, Streets and Drainage Report for June 2021
- Water Department Report for June 2021
- Wastewater Report for June 2021
- Comment from the public on bike lanes

ADJOURNMENT

Mayor Phillips adjourned the meeting at 7:29 p.m.

Mayor

City Clerk

TAB - C

Assure Station Metrics Monthly Reporting

Company Id
15335

Port Level
A/I

Long Beach - Monthly Report - June 2021

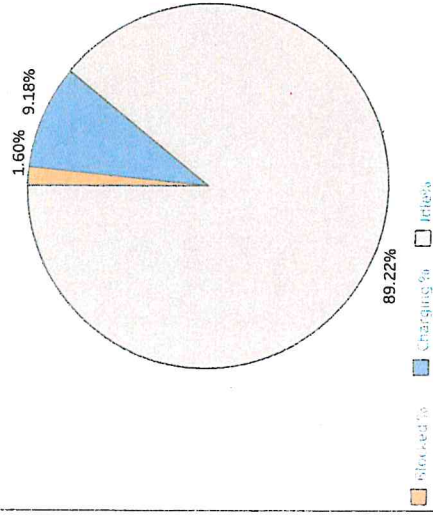
Organization Name
A/I

Month End Date
6/30/2021

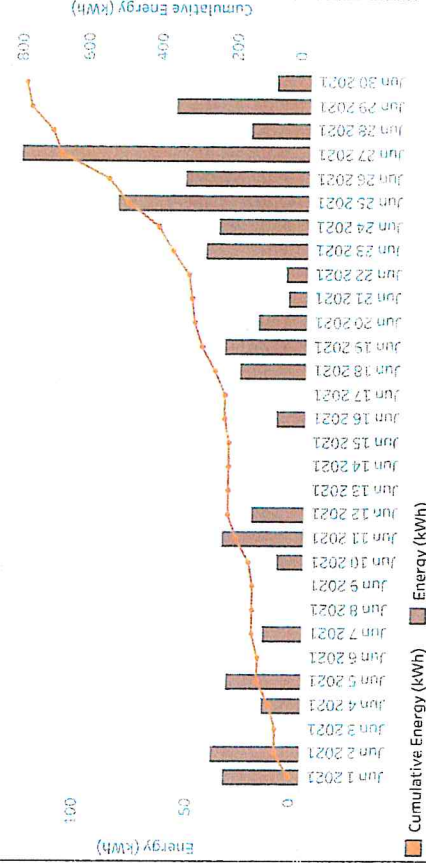


Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Chargepoint Response SLA	Session Count
2	1	171	762	320	96	27	100.00%	61

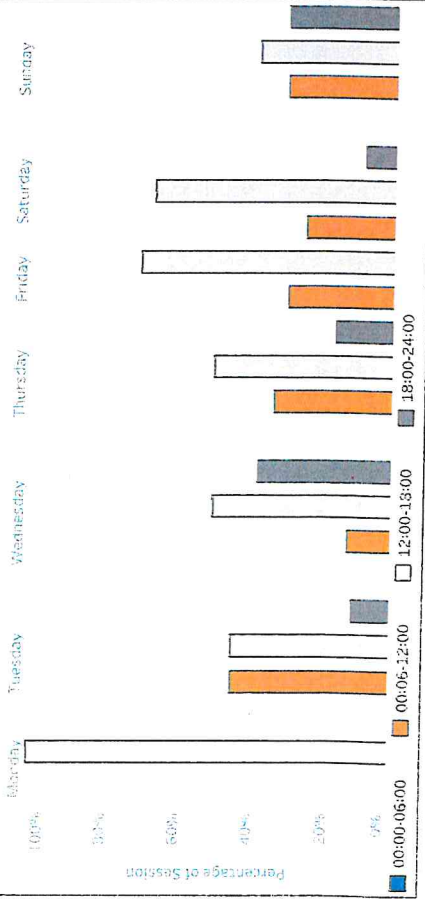
Port Utilization: 24 Hours



Energy Dispensed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	2.54
Average Session Charge Time (Hours)	2.17
Average Session Energy (kWh)	12.48
Average Session Revenue (\$)	2.81
Occupied Hours	155.2
Charging Hours	132.2
Service Tickets	0.0

Assure Station Metrics Quarterly Reporting

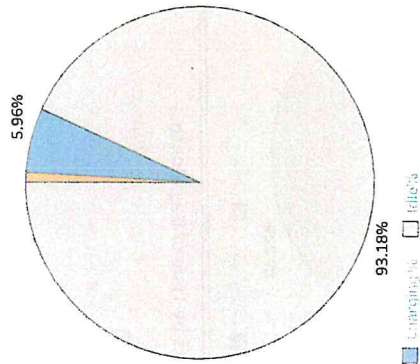


Company ID: 15335
 Port Level: All
 Organization Name: All
 Quarter Year: 6/30/2021

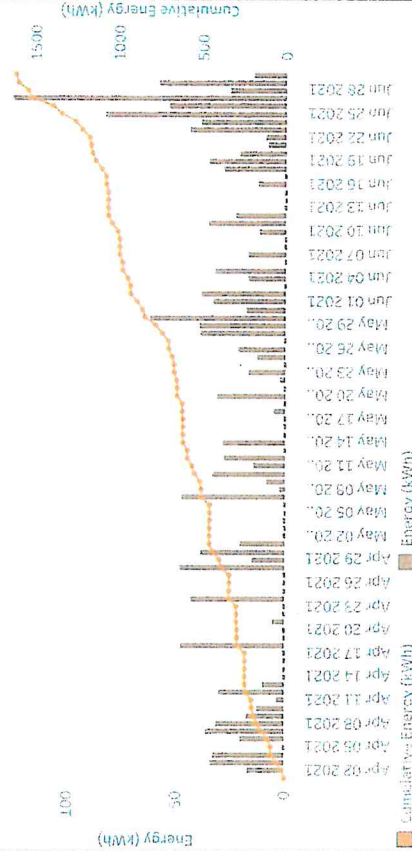
Long Beach - Quarterly Report - 2021 Q2

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Chargepoint Response SLA	Session Count
2	1	365	1,622	681	204	59	100.00%	123

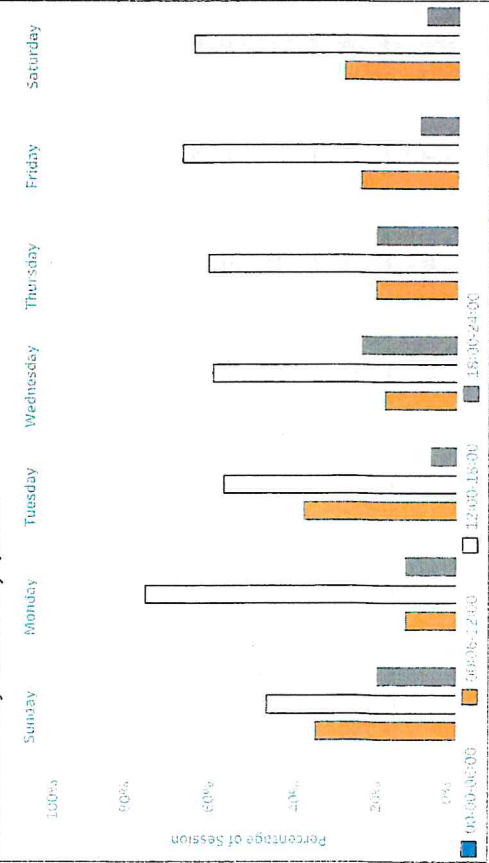
Port Utilization: 24 Hours



Energy Dispensed (kWh) by Day



Session Starts by Time of Day Quarter



Average Session Duration (Hours)	2.42				
Average Session Charge Time (Hours)	2.12				
Average Session Energy (kWh)	13.18				
Average Session Revenue (\$)	2.97				
Occupied Hours	297.9				
Charging Hours	260.5				
Service Tickets	0.0				
Service Entitlement Status Breakdown of Assure Stations					
	Expired	0-30 Days	1-6 Months	6-12 Months	1+ Year
Assure	0	0	0	1	0
SW	0	0	0	1	0

- You dispensed more energy than 63.59 % of other Assure customers.
- You collected more fees than 84.88 % of other Assure customers.
- You fueled more unique drivers than 83.67 % of other Assure customers.
- Your 24 hour charging utilization was higher than 60.41 % of other Assure customers.

- You dispensed more energy than 63.59 % of other Assure customers.
- You collected more fees than 84.88 % of other Assure customers.
- You fueled more unique drivers than 83.67 % of other Assure customers.
- Your 24 hour charging utilization was higher than 60.41 % of other Assure customers.

Station Name	Total Energy (kWh)	Total Sessions	Total Fees (\$)	Gasoline Saved (Gal)	GHG Savings (kg)	Charging Hours	Occupied Hours	Uptime (%)
LONG BEACH STATION 1	1,622	123	\$ 364.91	204	681	261	298	100.00%



Assure Station Metrics Reporting Appendix

Port Utilization Chart: This is a view of station utilization during common business hours.

You can use this information to determine if updates need to be made to pricing / access policies or if stations should be added.

Session Start Distribution Chart: This is a view (by day) of what times drivers start sessions.

You can use this information to fine tune time of day pricing policy rules.

Station / Port Count: In order to be counted, a station must have the "Assure" entitlement applied.

This is the number of stations / ports that currently have the "Assure" entitlement.

Total Revenue: This is the sum of session fees generated by your "Assure" stations minus the ChargePoint service fee (10%).

This is based on session dates (not transaction date which may differ). Your Flex Billing reports should be used for financial reporting.

Energy (kWh): All energy dispensed through your "Assure" stations.

This data point can be useful in reconciling station energy against energy bills.

GHG Savings (kg): All the green house gasses (95% CO2) that would have been released had the miles provided by your stations come from gasoline.

This data point can be useful in sustainability reporting.

Unique Drivers: The number of unique drivers that used your stations this month (a driver would be counted only once even if they used different RFID cards).

An understanding of the number of unique drivers visiting may be useful in creating station messaging / video ads.

Gasoline (Gal) Saved: All the gasoline that would have been burned had the miles provided by your stations come from gasoline.

This data point can be useful in sustainability reporting.

ChargePoint Response SL: Percentage of tickets to which ChargePoint responded within Service Level (1 business day).

ChargePoint holds itself accountable to our Service Level commitment.

Uptime: Percentage of time that your ports were capable of dispensing power.

ChargePoint is committed to keeping your ports dispensing power 98% of the time or better.

Sessions: Total session count.

An understanding of the number of times your stations authorize a session can be useful creating station messaging / video ads.

Average Session Duration: Average amount of time drivers occupy your stations.

This data point can be useful in fine tuning length of stay pricing policy rules.

Average Charging Time: Average amount of time per session energy is flowing.

This data point can be useful in fine tuning length of stay pricing policy rules.

Average Session Energy: Average amount of energy dispensed.

This data point can be useful in fine tuning price per KW pricing policy rules.

Average Session Revenue: Average session fee - 10%.

This data point can be useful in fine tuning minimum & maximum values for pricing policy rules.

Total Hours Occupied: Sum of all session durations.

This is used in part to determine utilization.

Total Hours Charging: Sum of all session charging durations.

This is used in part to determine utilization.

New Service Tickets: Count of trouble tickets tracking issues with a "Assure" station created this month.

This will help in keeping track of station fault issues raised with ChargePoint Support.



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

July 23, 2021

The Honorable Jerry Phillips
Mayor of Long Beach
PO Box 310
Long Beach, WA 98631

RE: 2020 Wastewater Treatment Plant Outstanding Performance Awards

Dear Mayor Phillips:

Congratulations! The Long Beach Wastewater Treatment Plant is receiving the 2020 “Wastewater Treatment Plant Outstanding Performance” award. Of approximately 300 wastewater treatment plants statewide, yours is one of 125 that achieved full compliance with its National Pollutant Discharge Elimination System (NPDES) permit in 2020.

My staff evaluated wastewater treatment plants in Washington for compliance with the effluent limits, monitoring and reporting requirements, spill prevention planning, pretreatment, and overall operational demands of the NPDES permit.

It takes diligent operators and a strong management team, working effectively together, to achieve this high level of compliance. It is not easy to operate a wastewater treatment plant 24 hours a day, 365 days a year, without violations.

Operators faced unprecedented challenges in 2020 and used impressive creativity and shared expertise to manage wipes, gloves, and masks clogging pipes and pumps, and numerous other challenges. Ecology appreciates the extraordinary level of effort your plant operators demonstrated throughout 2020. Talented and proficient operators are critical to successful plant operations and protecting the health of Washington’s waters.

We will announce the 2020 award recipients, including the Long Beach Wastewater Treatment Plant, in the coming weeks.

Please contact Steve Ogle at 360-407-6319 or steve.ogle@ecy.wa.gov if you have any questions or comments about your award.





The Honorable Jerry Phillips

July 23, 2021

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STATE OF WASHINGTON

DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000

711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

Thank you for the excellent service your operators provide to your community and the waters of Washington.

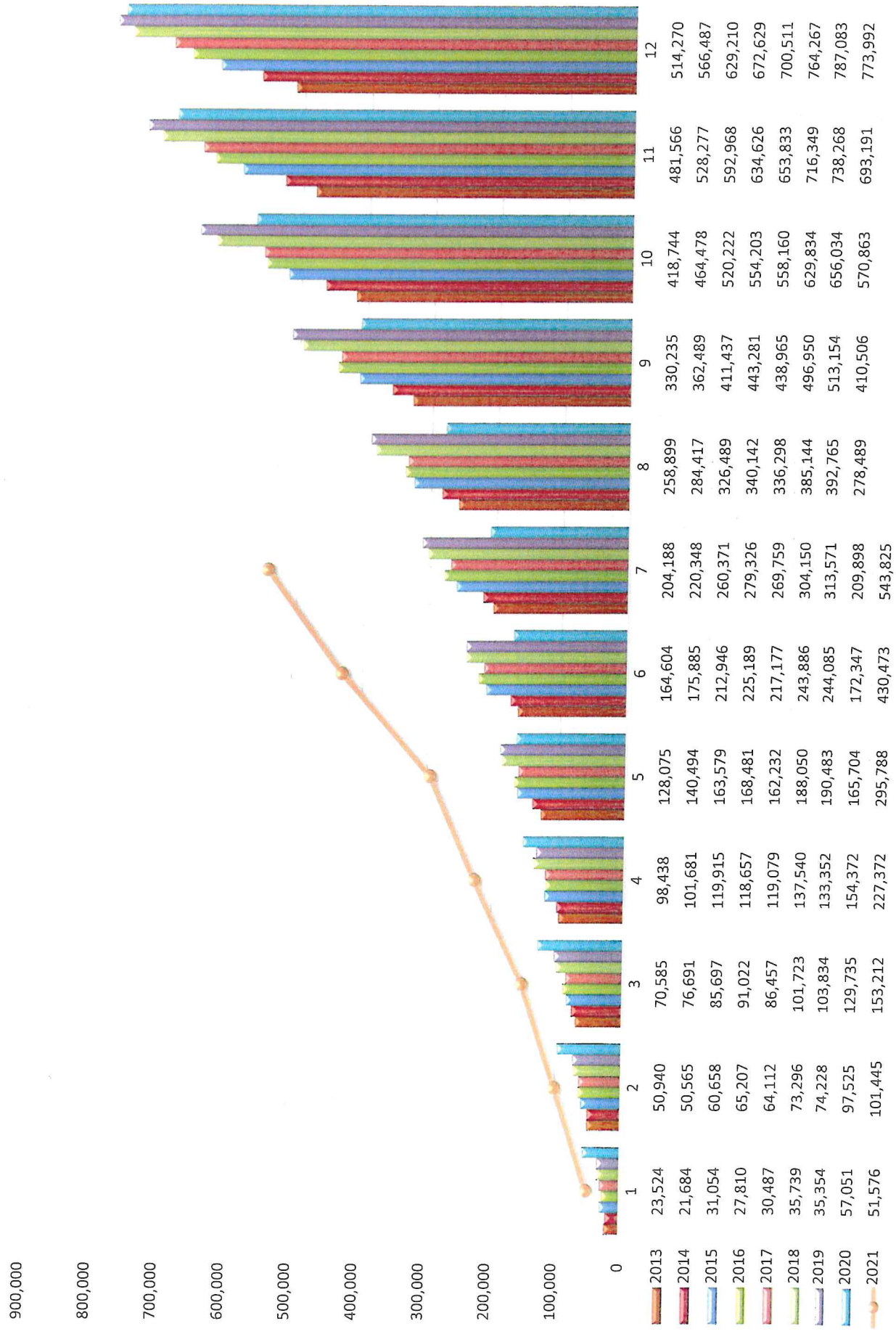
Sincerely,

Vincent McGowan, P.E.

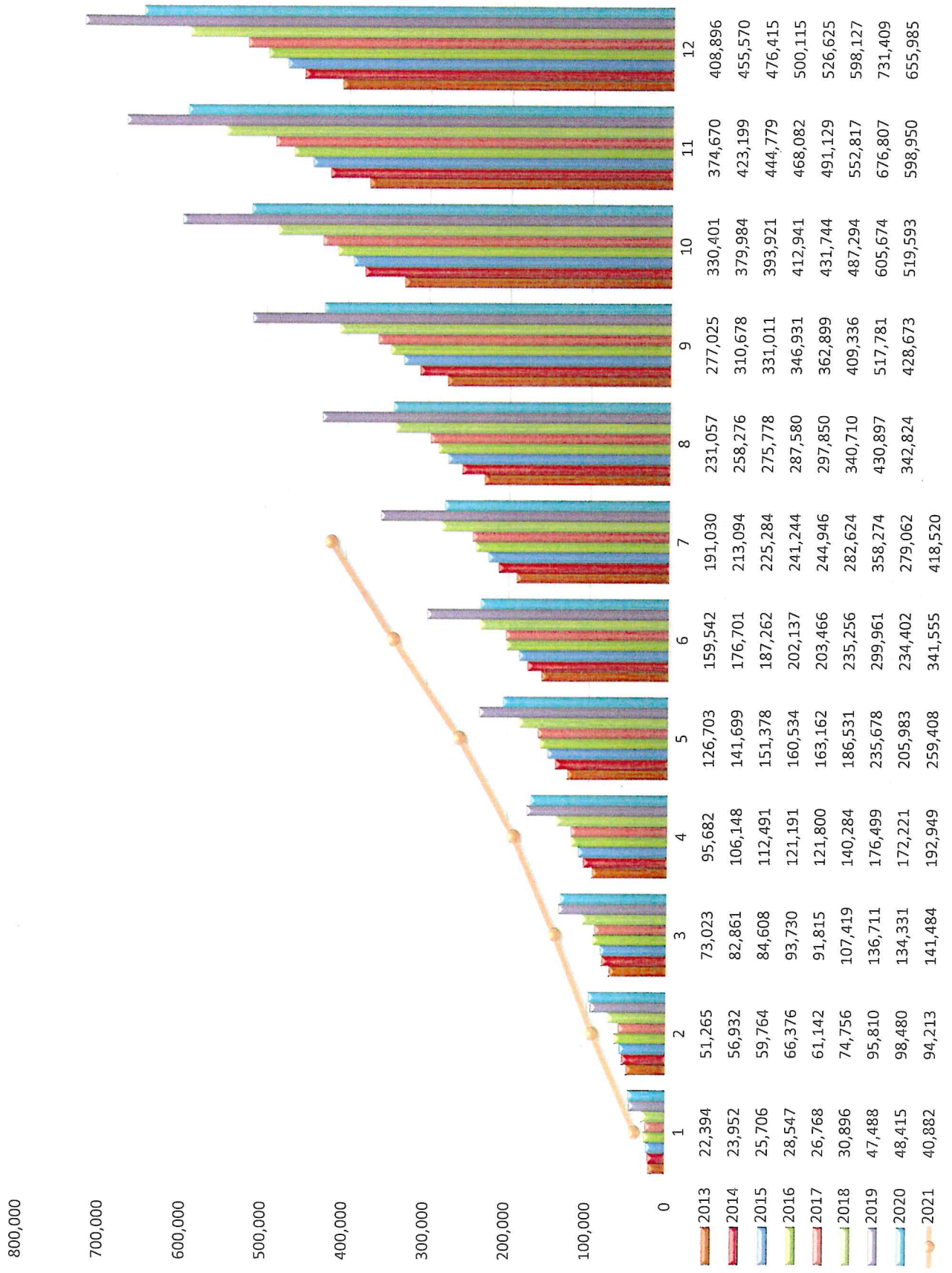
Water Quality Program Manager



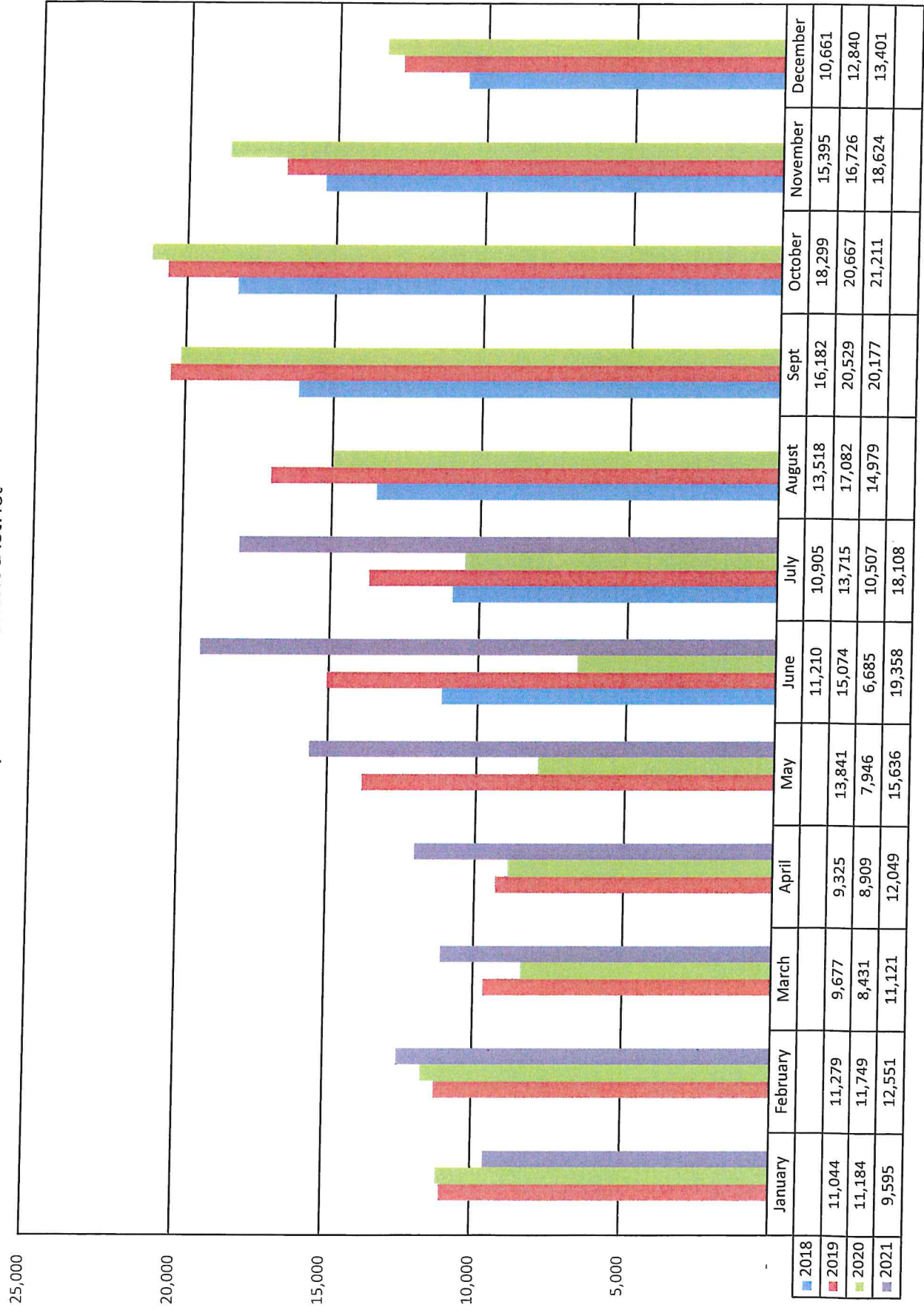
Lodging Tax Collections



Sales Tax Collections



Transportation Benefit District





STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000

711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

July 28, 2021

Ariel Smith
Director of Community Development
City of Long Beach
115 Bolstad Avenue West
PO Box 310
Long Beach, WA 98631

Dear Ariel Smith:

As the next rounds of periodic review of Shoreline Master Programs (SMPs) get under way, the Department of Ecology is awarding grants to cities, towns, and counties to help fund this work. Grant funding for cities and towns is based on population, while funds for counties are a set amount. I am pleased to inform you that Ecology will offer City of Long Beach a grant of \$11,200.00.

Please let us know by October 1, 2021 whether or not you plan to accept the grant. If you do not want the grant, we will reallocate your grant funds to other jurisdictions. If you do not accept the grant your jurisdiction is still required to complete a periodic review of your SMP. Grants will be effective July 1, 2021 and expire on June 30, 2023.

During the SMP comprehensive update process, some jurisdictions worked with others in their region to develop policies and regulations as well as supporting materials. We encourage you to consider collaborating with other jurisdictions for your periodic review work in order to address common issues and improve efficiency. If you have a regional Shoreline Master Program, we can provide a single grant to one coordinating agency that combines the formula grant amount you would each have receive separately.

How to Apply for Grant Funding:

In order to receive grant funds, your jurisdiction must submit a grant application through Ecology's Administration of Grants and Loans (EAGL) online web based system. EAGL grant applications for periodic review will be available on Thursday, July 1, 2021. The SMP Periodic Review application forms include prepopulated language for the standard five tasks and allow an applicant to add additional tasks and task descriptions as needed. The application becomes the foundation of the grant agreement itself. To access the application forms, applicants must first:

- 1) Register for a Secure Access Washington Account (SAW) online services account.
- 2) While logged into your SAW account, register for an EAGL user account.

City of Long Beach
July 28, 2021
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Once you have been validated as a new user by Ecology's EAGL staff, you will have access to EAGL. *Please register promptly as it may take up to three business days for Ecology to approve your user request.*

For step-by-step instructions and to learn more about requirements, please refer to the [2021-2023 SMP Periodic Review Funding Guidelines](#), Chapter 3: Applying for Funding.

Grant management:

All deliverables related to your periodic review work must be uploaded in EAGL. Quarterly payment requests and progress reports (PRPRs) are also required.

Periodic Review guidance:

Ecology has developed guidance documents for periodic reviews. Our Shoreline Planners Toolbox, located at <http://www.ecy.wa.gov/programs/sea/shorelines/smp/toolbox.html>, includes links to the following: Summary of the rule (WAC 173-26-090), checklist, checklist guidance, public participation plan example, scope of work template, FAQ, and various example documents. Click on the Periodic Review heading. We expect that you will find this information helpful.

To learn more about the SMP grant funding and application parameters, please visit our Shoreline Master Programs grant web page, located at <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Shoreline-Master-Program-grants>.

Ecology contact(s):

Your initial Ecology contact for your periodic review work is Kim Van Zwalenburg, Shoreline Planner at (360) 407-6520 or kvan461@ecy.wa.gov. Please ask your staff person assigned to the SMP periodic review to contact Kim Van Zwalenburg in order to initiate the periodic review process and ask questions.

If you have any questions regarding the Periodic Review work, please contact Misty Blair, Shoreline Management Policy Lead, at misty.blair@ecy.wa.gov or 360-649-4309. If you have questions regarding EAGL, please contact Amy Krause at amy.krause@ecy.wa.gov or 360.742.7789.

Sincerely,



Brian Lynn
Coastal/Shorelands Section Manager
Shorelands and Environmental Assistance (SEA) Program

cc: Kim Van Zwalenburg