



117th Ave NE Sidewalk Improvements– 20th St NE to 26th St NE (TBD-04) Project Charter

Date Prepared: 09/11/2025

Date Approved: See Below

Objective

Construct a continuous pedestrian and bicycle multi-use path on the west side of 117th Ave NE, between the intersections with 20th St NE and 26th St NE, which will connect nearby neighborhoods with Lake Stevens High School and North Lake Middle School and contribute to the goal of providing continuous multi-modal connections and increasing walkable paths near school zones. Residents have reported repeated high speeds, which the City confirmed.

Description

This project will complete one of the project segments funded by the Transportation Benefit District (TBD) created by the City Council in Resolution 2022-10 and adopted by City voters on November 8, 2022. Resolution 2022-10 included a list of 20 street segments where completion of a continuous sidewalk is desirable for the City, prioritized based on need. The TBD is funded by a retail sales tax implemented on April 1, 2023, for 10 years to finance the design and construction of the project segments listed in Resolution 2022-10. Project segments have been subsequently numbered TBD-01 through TBD-20 for ease of reference.

This project will construct approximately 2,100 lineal feet of asphalt multi-use path and buffer along the west side of 117th Ave NE. Where driveways meet the new multi-use path, the project will construct driveway ramps or provide crosswalk striping as needed. Additional crosswalks will be created at new crossings. This project, including pedestrian ramps at crosswalks, will be designed and constructed to comply with current Americans with Disabilities Act (ADA) guidelines. Traffic calming elements will be implemented in the project to reduce vehicle speeds.

Primary City Staff Project Roles

- **Ben Romanaggi**, Senior Engineer & Project Manager
- **Phil Stevens**, Public Works Inspector



Pre-Project Budget

Revenue Source(s)

\$ 175,000	Transportation Benefit District Funding (TBP 120, 2024)
\$ 233,000	Fee in Lieu of Sidewalks Fund (2024)
\$ 300,000	Transportation Benefit District Funding (TBP 120, 2025)
<u>\$ 1,200,000</u>	<u>Additional Funding Needed (2026)</u>
\$ 1,808,000	Total Project Funding

Revenue Expenditure(s)

\$ 1,290,000	Construction Costs
\$ 166,000	Design/ Permitting Fees
\$ 230,000	ROW Purchases
<u>\$ 122,000</u>	<u>Construction Contingency (10%)</u>
\$ 1,808,000	Total Project Funding

Applicable Regulations/Reference Documents

- Lake Stevens Municipal Code
- Lake Stevens "Complete Streets" Ordinance (No. 965)
- Public Right-of-Way Accessibility Guidelines (PROWAG) published by the U. S. Access Board and adopted by the U. S. Department of Transportation
- 2019 Stormwater Management Manual for Western Washington, published by the Washington State Department of Ecology
- Standard Specifications for Road, Bridge, and Municipal Construction as published by the Washington State Department of Transportation
 - Note: Based on the project schedule, the design anticipates using the 2025 edition
- Lake Stevens Engineering Design and Development Standards, as applicable

Assumptions

- Substantial design will be completed by a design consultant team contracted to the City.
- Substantial construction will be completed by award of a public works contract to a Prime Contractor, following a public invitation for bids.
- No significant relocations of existing above- and/or underground utilities by the City or others will be required.
- The project scope will be limited to the SEPA categorical exemption identified for non-motorized minor construction per paragraph 2.d of WAC 197-11-800.

- No substantial, additional right-of-way (ROW) acquisition or temporary construction easement (TCE) conditions will apply beyond fair market value compensation agreements.
- The project will retain and incorporate, as much as possible, existing sidewalks, curbs, and ramps that meet project requirements.
- This project will not change the existing alignment or number of travel lanes of 117th Ave NE, aside from limited channelization/stripping.
- Existing streetside and shoulder parking along 117th Ave NE will not be preserved.
- Existing trees will be removed to the extent needed to construct the new multi-use path successfully. An arborist report will determine the necessary tree removal. The project will retain and preserve existing trees whenever possible, provided the preservation does not impose substantial project scope, schedule, or cost increases. The ironwood tree at 11615 117th Ave NE will be protected.
- City staff will lead public notification and engagement/outreach efforts during the project.

Pre-project Out of Scope Determinations/Exclusions

- No new sidewalk/bike lane/multiuse path will be constructed on the east side of 117th Ave NE.
- No Rectangular Rapid Flashing Beacons (RRFBs) or similar pedestrian-activated electronic warning systems will be installed.
- Pervious hardscape surfacing will not be used for this project.
- Existing bus stops will not be improved with bus shelters or similar additions.
- 116th Ave NE/117th Ave NE will not be converted to one-way streets.

Preliminary Delivery Schedule

Milestone/Project Stage	Milestone Start Date	Duration (calendar days)	Milestone Completion Date
Design	9/1/2025	153 days	2/1/2026
ROW Acquisition/TCE Negotiations	12/1/2025	60 days	1/30/2026
Permitting	12/1/2025	30 days	12/31/2026
Invitation for Bids	3/1/2026	21 days	3/22/2026
Construction (to Substantial Completion)	6/1/2026	91 days	8/31/2026

Preliminary Stakeholder(s) Identified

Key Stakeholders	Stakeholder Focus of Interest
Public Works Department	Delivery of an active transportation network and associated improvements on time and on budget, which will also be maintainable at applicable City levels of service
Council/Mayor	Use of sales tax funds to deliver needed pedestrian improvement project segments in the City, as identified in Resolution 2022-10 and voted on by the public in 2022; efficient delivery of project segments
Adjacent Neighbors	Fair ROW acquisition/TCE process including impacts by the project to existing trees, landscaping, parking, mailbox locations, and/or other privately used and/or valued elements currently in the ROW; safe conditions during construction, including access to driveways, utility interruptions, bus stop locations, mail relocation, etc.; increased safe pedestrian/bicycle access on 116 th Ave NE/117 th Ave NE
Nearby Neighbors/Street Users	Increased safe pedestrian/bicycle access on 116 th Ave NE/117 th Ave NE after construction; traffic disruptions during construction, such as access to bus stops, etc.
General Public	Use of sales tax funds to deliver needed pedestrian improvement project segments in the City, as identified in Resolution 2022-10 and voted on by the public in 2022.
School District	Increased safety for students biking/walking, impacts on school buses, and for parents.
Snohomish Fire and Rescue	Follow fire regulations to continue access through the neighborhood.
Emergency Services/Waste Management/Postmaster	Continued service for access through the neighborhood. Allow continued flow of traffic.

Assigned City Staff Roles and Responsibilities (RACI Matrix)

Tasks	Project Manager	City Engineer	Public Works Director	Finance Director	City Admin/Mayor/Council
Scope Management	R	C	A		A
Delivery Schedule	R	I	I		I
Budget Management	R	C	A	C	C

Quality Assurance Management	R	C	C		
Change Management	R	R	A	C	A
Contract Approvals	R	R	C	C	A
Construction Management	R	C	C	I	I
Closeout	R	I	C	C	C

R = Responsible: Do the work

A = Accountable: Make the Decision

C = Consulted: Provides Input

I = Informed: Kept Informed

Change Management

Change management will be implemented following City policy. Potential project changes include, but are not limited to, changes to scope and project characteristics, schedule, and/or project cost.

All substantial scope changes, particularly those altering project cost and/or delivery schedule, will be reviewed by the City staff team outlined in the table below. Changes of substantial magnitude, as directed by the City's municipal code and policy, may also require approval by the City Council.

The individuals listed in the table below who have the authority to approve changes will make the final, formal decisions about proceeding with changes.

Change Management Review and Approval		
Name	Title	Change Approval Authority?
Ben Romanaggi	Project Manager	No (Review Only)
Erik Mangold	Interim City Engineer	No (Review Only)
Aaron Halverson	Public Works Director	Yes
Barb Stevens	Finance Director	No (Finance Review)
Gene Brazel	City Administrator	Yes
Brett Gailey	City Mayor	Yes



Charter Reviewed and Approved by:

Aaron Halverson, Public Works Director

Date

Barb Stevens, Finance Director

Date

Gene Brazel, City Administrator

Date

Brett Gailey, City Mayor

Date