

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
January 10, 2017 9:00 a.m.

9:00 – 9:15 Chamber Report

This time is provided for a Chamber of Commerce representative to provide an update to the City Council on items of interest to the Chamber and City.

9:15 – 10:30 Varela and Associates – Dana Varela – Review of WWTP Facility Plan

This time has been provided to allow Mr. Dana Cowger, PE with Varela & Associates, Inc. and Mr. Mark Esvelt with Esvelt Environmental Engineering, to review with City Council, the Wastewater General Sewer Plan and Facility Plan draft document. Staff and Varela & Associates representatives have reviewed various options for the new required treatment, visited other waste treatment plants using the various technologies, and considered options for the new improvements within the existing footprint of the Waste Treatment Plant. The plan includes current and future collection and treatment plant assessments, proposed collection upgrades and needed improvements and priorities, treatment facility proposed upgrades and options required to meet DOE requirements in 2020, projected costs associated with the aforementioned and funding sources available to assist in the implementation. The discussion this morning will be a high level review of the plan along with the proposed costs of improvements and possible funding sources. At the conclusion of the discussion, Council Members will be asked where they would like to see more detailed information that can be provided at a future date. A full hard copy draft of the Wastewater Facility Plan will be available as well as an electronic version after the meeting on Tuesday.

The following item is included under **TAB A**:

- Discussion Outline

10:30 – 10:50 Discussion on LMC Amendments & Public Hearings

This time is provided to review with the City Council, potential amendments to the Leavenworth Municipal Code (LMC) and/or Comprehensive Plan from the 2016 Docket that will be heard at tonight's hearings.

Development Services presents three (3) private Comprehensive Plan Land Use Designation and Zoning Map amendments and the Planning Commission's recommendation for each:

1. From RL6 to LI / Ida Allen Trust (withdrawn)
2. From RM to GC / Willkommen Village, LLC (denial)
3. From RL 12 to RL 10 / Willkommen Village, LLC (approval)

In addition, the Development Services Department presents one private Leavenworth Municipal Code amendment to increase the building height of the General Commercial (GC) Zoning district from 35' to 50'; and the Planning Commission's recommendation (approval).

Finally, Development Services presents an amendment to LMC Section 18.44.020 Tourist Commercial (TC) listed uses to include "recreational vehicle parks;" and an update to the criteria, standards, and specification for recreational vehicle parks within LMC Chapter 18.51. This review includes an approval recommendation from the Planning Commission.

The following items are included under **TAB B**:

- Ida Allen Trust – Letter of withdrawal / before & after maps
- Willkommen Village before & after maps
- LMC Chapter 18.23 General Commercial District
- LMC Chapter 18.51 Recreational Vehicle Parks – Redline version
- October 19, 2016 Planning Commission Minutes

10:50 – 12:00 Leavenworth Municipal Code (LMC) Amendments regarding the strengthening of the existing LMC for vacation / overnight / short-term rental in the residential neighborhoods. There are three separate sections to this amendment, and are as follows:

- 1.) Amendments to clarify and update the Bed and Breakfast (short-term / vacation / overnight rentals in residential neighborhoods) regulations, criteria, and standards within LMC Chapter 18.52;**
- 2.) Amendments to clarify Duplex and new ADU regulations and other miscellaneous updates within LMC Chapters 18.20, 18.21, 18.22, and 18.23; and**
- 3.) Amendments to varied sections and chapters of the LMC to consolidate land use and development definitions into a single title. Amendment to LMC Chapter 21.90 Common Definitions, Chapter 18.08 Definitions (Zoning), 14.10.210 Definitions (Signs), 14.04.020 Definitions (Developer Reimbursement And Collection Agreements), 14.16.040 Definitions (Residential Structure Design Standards), 14.17.020 Definitions (Flags, Flagpoles, Towers, And Tower Structures), 14.28.040 Definitions (Lighting Standards), 18.50.020 Definitions (Manufactured Home Parks), 21.01.040 Definitions (Introduction), 16.04.040 Additional Definitions (State Environmental Policy Act – WAC).**

This time is provided to review potential amendments to the LMC regarding the strengthening of the existing LMC for vacation / overnight / short-term rental in the residential neighborhoods for the January 24th hearings. The Planning Commission and City Council has reviewed the topic, and found that the amendments are necessary to clarify and strengthen the current code language for ease of understanding and for ease of enforcement.

Planning Commissioners Andy Lane and Scott Bradshaw will be in attendance to provide assistance and the Commission's perspective on the amendments and the public participation that was involved to reach the recommendation. The Planning Commission held nine public study, workshops, and/ or forums (February 3, 2016, March 2, 2016, April 6, 2016, May 4, 2016, July

6, 2016, August 3, 2016, September 7, 2016, October 5, 2016, and October 19, 2016); and one public hearing (November 2, 2016). The Planning Commission amassed considerable information, public comments (written and oral), public testimony, organization's presentations, studies, reports, memorandums, and white papers in preparation for their hearing and subsequent deliberations. Within the Planning Commission's staff report, the Council will see a reflection of the information derived within the Findings of Fact that the Commissioner's transmit to the Council for consideration.

From these meetings and the public hearing, the Planning Commission recommends approval of the amendments.

Planning Commissioners Andy Lane, Scott Bradshaw, and Development Services Staff would like to review with Council the following key aspects of the amendments:

- A) Vacation / overnight / short-term rental in the residential neighborhoods are allowed by permit.
 - A Bed and Breakfast Conditional Use Permit is the only permit that allows for vacation / overnight / short-term rental in the residential neighborhoods.
 - Renting the entire home as a vacation / overnight / short-term rental in the residential neighborhoods is prohibited.
- B) One of the key criteria for obtaining the Bed and Breakfast Conditional Use Permit is occupancy of the home by the owner; and a host must be in the building during occupancy of a renter.
- C) Protection of neighborhood character and safety is at the forefront of the new regulations.
- D) Based on public input, new and more stringent criteria for Bed & Breakfast, a Conditional Use Permit is required.
 - Contact information is clear and readily available.
 - Life health and safety inspections are clearly outlined.
 - Neighborhood nuisances are reduced or removed.
 - Operation plan is necessary.
 - Strong and clear compliance measures are articulated.
 - Licensing, taxes, and monitoring is built into the permit.

The following items are included under **TAB C**:

- Amendments in "Track Changes" Format
- PC Minutes
- PC Staff Report
- Student Executive Summary

12:00 – 12:10 2016 End of Year Update and 2017 Future Council Agenda Items

This time is provided to review the end of year 2016 Project tracking document and the Future Council Agenda Items document. The Project Tracker provides the Council with quarterly updates on the work and status of a number of Council Priorities or required projects/tasks that need to be completed by the City. It is not a comprehensive list, the project tracker does not include the daily tasks required to provide services and maintain service levels to residents, businesses or visitors, but provides a good review of the work being completed by the City.

The following items are included under **TAB D**:

- December 2016 Project Tracker
- 2017 Future Council Agenda Items

12:10 – 12:20 Council Open Discussion

- Mayor and Mayor Pro-tem Committee Assignments

The remainder of this time slot allows for Council discussion of items not on the agenda.