

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
March 14, 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 – 9:25 Autumn Leaf Parade Funding – Bill Forhan

Founded in 1964, Leavenworth's Autumn Leaf Festival celebrates the turning colors of the Autumn Leaves; it is Leavenworth's original festival. Together with the City of Leavenworth's decision to adopt the Bavarian theme, the Washington State Autumn Leaf Festival was instrumental in turning the town into a thriving tourist destination from a dying logging and railroad town. Today, the Autumn Leaf Festival Association (ALFA) participates in parades and festivals across the northwest as a founding member of the Northwest Hosting Association. ALFA's participation in those other festivals has resulted in Leavenworth's festival becoming one of the premier events around the Northwest.

This time has been provided to allow Mr. Bill Forhan the opportunity to discuss the Autumn Leaf Festival with the Council and confirm request for additional funding. The City is the largest single funder for the Autumn Leaf Festival Association (ALFA) at this time and has provided a base funding amount of \$15,300 annually since 2009 from Lodging Tax Funds; years prior may have varied in funding based on a needs assessment. Starting in 2015, ALFA was experiencing a major decline in volunteers, nearly ending the Autumn Leaf Festival all together; the new Board approached the City for additional support as a one-time grant to provide additional funding to the parade participants offering incentive to continue volunteering and opening the door for new volunteers. The City provided two types of grant awards; the first award of \$10,000 was to directly reimburse participants for their transportation and lodging accommodations at other area-wide festivals, the second award of \$5,000 required proof of 100% matching donation dollars by other donors. To date, the Council has reauthorized both of these additional grant funds totaling \$15,000 each year and has incorporated these same dollars in the 2017 Budget. At the October 11, 2016 Study Session, the Council discussed the need to start removing these additional grant dollars back to the base yearly funding of just \$15,300; now that ALFA has restored their event the Council anticipates the ALFA Board to begin seeking other ways to generate necessary operational funding. Based on that discussion, the Council removed the \$5,000 matching grant for 2018 and will anticipate removal of the \$10,000 grant beginning in 2019 allowing ALFA two more years to work on creating new ways to generate additional dollars.

In addition, the City provides overtime staff hours for traffic control on parade day; additional clean-up crews before, during, and after the event; coordinates street closures with the Department of Transportation, Chelan County Sheriff's Department, and Emergency services;

completes street painting at no cost to the event organizers; and provides assistance and support to ALFA for several of their event activities.

There are no items included under **TAB A**.

9:25 – 9:45 Review Lodging Tax Group Funding Requests

This year the City has received three applications for the 2017 Lodging Tax Group Funding. A summary spreadsheet is included detailing each of the applicants and total funds requested. Also included is a copy of the current RCW defining the use of Lodging Tax funding.

In 2012, the Council carefully considered the requirements for the Group Funding Requests after receiving 11 requests for funding which included several events, although wonderful events, did not meet the requirements of this funding program. At that time, the Council stated the primary purpose of these funds is to build events and enhance tourism, all of which is required per State regulations for use of the funds; funding was intended as seed money for the start-up of festivals and events. The Council developed the following criteria that applicants must meet to be considered for funding approval:

- The focus of the Lodging Tax Group Funding program is to provide a source of partial funding for new events and festivals that draw visitors to town to attend the event and encourage overnight stays. Dollars allocated for the event should be focused on advertising of the event to maximize those overnight stays.
- Funding is intended for short term; start up funding (max of 2 years). Are the event coordinators developing a sustainable funding method for the event?
- Funding may be considered for a third year by the Council Economic Development Committee contingent upon the following criteria in the third year request:
 - Funding is available.
 - The event clearly promotes/benefits the Leavenworth Community.
 - The event generates overnight stays.
 - The event organizers are clearly showing progress toward event sustainability.

The total available funding for groups is budgeted at \$10,000 for 2017 with the application requests totaling \$27,500 at this time; future applicant submissions for 2017 may occur as new events are developed later in the year. Of the three applicants, two are first year funding requestors and one is a second year funding request. If the City Council is not able to come to a consensus for the evening meeting allocations, it will be recommended by the Staff to table the evening item until the Economic Development Committee can schedule a meeting to review and provide the full Council with a recommendation for the allocations.

Regarding the Timbrrr! Winter Music Festival previous funding, the report received confirming actual data from the 2014 funding is included at the back of their application for Council consideration of event success.

The following items are included under the **TAB 2 Evening Agenda Items:**

- Summary Spreadsheet of Applicants
- 3 Group Funding Applications
- RCW stating use of Lodging Tax Funds

9:45 – 10:05 Short-Term Rental Enforcement Discussion

This time is provided to discuss the next steps for “Short-Term Rental Enforcement.” On January 24, 2017, the Leavenworth City Council adopted the updated transient rental (or Bed and Breakfast) Ordinance reiterating its existing prohibition on the rental of entire dwellings as vacation rentals. The new Ordinance also affirmed the legalization of short-term rental of a portion of a person’s home when the property owner lives on-site throughout the visitor’s stay and when the property owner obtains appropriate permits, including a Conditional Use Permit and business license. Attached are the applicable Code sections. To be clear, operations of an overnight / short-term / vacation rental without a Conditional Use Permit is a violation of the Leavenworth Code.

As was discussed previously, the steps for the Overnight Rental Enforcement include the following steps:

- (1) Educational Notice in City Newsletter, Public service announcements in Newspaper of Record and Local Radio. This first step of education and public outreach is in progress. The Mayor has discussed this on the radio and the newspaper has provided follow-up stories. We anticipate also publishing information developed by the Development Services Department to be published in the newspaper, the City’s Facebook account, provided on the City’s website and in the quarterly newsletter.
- (2) From citizen’s list of potential violators that the City currently has on file, send a focused “educational” letter from Development Services noting that the property and activity has been brought to the City’s attention as the site of potential overnight rentals in a residential zone in violation of city code. Invite inquiry from the property owner. Advise of date after which active enforcement may occur.
- (3) Establish chain of command for enforcement. Contract for an enforcement officer. If contracting is pursued, establish terms of contract and scope of work.
 - a. This Contract would be limited in time; and seek professional(s) with expertise in the investigation process / field. This focus and emphasis on investigation has two benefits: (1) the evidence and proof of violation needs to be solid; and (2) allow for establishing a template / process for future enforcement. This is due to the relatively new “platform” and flexibility (speed of change, evolution, and/or ability to morph) of this type of violation. Services would include receipt of citizen complaints, prompt visit to sites of alleged violations, inquiry, monitoring of overnight rental websites, and report writing.

b. The Enforcement Officer would not be authorized to issue notices under 21.13 LMC. All voluntary compliance agreements and notices of violations and orders would be issued by the City Administrator or Development Services Manager.

(4) After determining that adequate evidence exists to prove a violation (based on the work of the investigation and documentation of the violation), the City will send the “voluntary correction agreement” letter from the City Administrator. The City Attorney would review the evidence developed and any proposed letter and tendered voluntary correction agreement.

(5) If voluntary correction is not achieved, and/or if a voluntary correction agreement is not received, continued monitoring by the contract enforcement officer will occur for a period specified by contract. If violation persists or returns, AND THE RECORD IS ADEQUATE TO PROVE THE VIOLATION, initiate the “notice of violation and order” as prepared by Thom H. Graafstra with Weed, Graafstra & Associates, Inc., P.S. per LMC 21.13.080. The Notice of Violation and Order would be issued by the City Administrator or Development Services Manager.

(6) If the Notice of Violation and Order is not appealed, but correction does not occur, pursue penalties under LMC 21.13.090 B. Consult with City Attorney on form of notices. If penalties are appealed, consult with the City Attorney concerning the penalties and any appeal to the Hearing Examiner. Prior to any action to reduce penalties to judgment by action in the Chelan County Superior Court, secure approval of Mayor and City Council.

(7) If the Notice of Violation is appealed, consult with City Attorney concerning defense of the Notice of Violation and Order before the Hearing Examiner. Defend strong cases before the Hearing Examiner.

(8) Publicize notable enforcement successes.

One of the next steps and one for Council discussion is the contracting with Pacific Security to complete a few key tasks. The contractual duties of the Pacific Security Officer will be as follows: 1) Monitor Websites offering advertisement for vacation/overnight rentals, 2) Investigate known or suspected overnight rental property, 3) Monitor known or suspected overnight rental property, and document violations, and 4) When authorized by the City Administrator, possibly reserve and actually rent a home property that appears to be in violation of existing code through documentation and testimony. This appears logical and straight forward. In review of the code language, this may lead to Pacific Security going “undercover” to obtain the necessary evidence for proof of violation.

The contract for Pacific Security will include an officer to be available on weekends to respond to “Overnight Rental Complaints”. A phone line will be established for complaints to be taken 24/7 of possible tips on overnight rental activities. If warranted, a Pacific Security officer will respond to collect information and conduct a field investigation and field interviews. Once sufficient data is provided, a report will be provided to the City, and after vetting, the City may send a “Voluntary Correction Letter”. If the voluntary correction is not achieved or responded to, the contract with Pacific Security allows the City to proceed with authorizing surveillance services, which includes, reserving and renting a suspected overnight rental property within the

residential neighborhood. This information is necessary to initiate a “notice of violation and order”.

At Tuesday’s evening meeting, the City Council will be asked to authorize the expenditure of a not to exceed amount of \$60,000 for contractual services with Pacific Security and authorize the City Administrator to approve and direct the expenditures. This is a 6 – month contract. Staff will be providing updates on the enforcement steps over time.

There following item is included under the **TAB 3 Evening Agenda Items:**

- Pacific Security Contract Amendment – Enforcement Services

10:05 – 10:20 Stormwater / Wetland Master Plan Final Review

This time is set aside to review the Regional Stormwater / Wetland Management Master Plan with the Council.

During the regular Council Study Session of December 13, 2016, the Council conducted a detailed review of the Plan. On August 23, 2016, the Master Plan was handed out to the Council. The Planning Commission has studied this Plan for some time, and this final draft was transmitted to the City Council as an opportunity for Council to become familiar with the Plan for subsequent adoption in the future. This “homework” assignment for the Council was to allow early review. On October 19, 2016, the Planning Commission held their public hearing for final recommendation. On October 24, 2016, the final draft Regional Stormwater / Wetland Management Master Plan was transmitted to the Washington State Department of Ecology and U.S. Army Corps of Engineers for their review. The Washington State Department of Ecology and U.S. Army Corps of Engineers has accepted the final draft.

Thom Kutrich, P.E. with Pacific Engineering & Design, PLLC is here to present the final changes to Chapters 3, 4, and 5.

History:

On July 1, 2014, the City was awarded a \$150,000 Centennial Clean Water Program Grant via our funding partner, the Washington State Department of Ecology (Ecology). Securing funding was the top priority and first step in addressing the wetland and stormwater issues in the City and Urban Growth Area. This funding allowed the City to move forward with collecting information to identify the issues and also to develop solutions for addressing wetland and stormwater issues while allowing for future development. On March 24, 2015, the Council approved the Professional Service Agreements (contracts) with three qualified consultants to develop a Regional Stormwater Quality / Wetland Management Master (Plan) for stormwater control, protection, restoration, and enhancement through green infrastructure planning within the Urban Growth Area (UGA) of the City of Leavenworth (City).

The plan is also indebted to the Ballinger, Susan Reynolds, (Feb ‘99), “Leavenworth Water Problems Study”. The documentation of the Ski Hill Drive area issues regarding stormwater, flooding, surface hydrology, hydrogeology, and soils were an important influence on the plan.

Key aspects from the Plan

Planning document:

This is a planning document. Goals, policies, and strategies are included in the plan, to help guide the City through a changing regulatory environment. Topics addressed include comprehensive stormwater planning, compliance criteria, streamlining applicant processes, streamlining engineering requirements, encouraging and promoting local partnerships, financing, use of existing wetlands, and maintaining a citywide stormwater model.

New understanding of stormwater management:

Leavenworth's stormwater infrastructure is neatly divided into four (4) drainage basins, i.e. Ski Hill, Downtown West, Downtown East, and Alpensee. A fifth drainage basin, north and east of Alpensee, will eventually be included as annexations occur within the Urban Growth Area (UGA). Two (2) large tributary areas to the west and north, i.e. Tumwater Mt. and Ski Hill ridge, have a significant impact to the capacity of the existing stormwater infrastructure, i.e. specifically the Ski Hill and Alpensee networks. These tributary areas account for 66% (1,588 acres) of the total 2,614 acre Leavenworth drainage basin. They are directly linked to the lack of capacity in both networks for larger storm events, i.e. 10 year storms or greater.

Leavenworth hydrogeology is generally characterized as: snowmelt from the Tumwater Mt. and Ski Hill tributary areas infiltrate into the ground, reappear as surface waters, and infiltrate again as groundwater flow; wetland waters are a transitional phase of surface to subsurface flows; there may be three aquifers at 15' to 150' depths, all hydraulically connected; groundwater discharges to the surface via upward hydrostatic pressure; and base flow to the Wenatchee River has been observed up to 4 cfs (cubic feet per second). Groundwater issues have been a constant problem for many constituents.

The plan emphasis is on the management of stormwater utilizing water quality treatment, flow control, and naturally occurring wetlands. The methods which attempt to mitigate adverse stormwater impacts are known as Best Management Practices (BMPs). BMPs are approved by Ecology and include well established practices and emerging technologies. BMPs are generally categorized as Source Control, Water Quality Treatment, and Flow Control.

- Source control BMPs are utilized to prevent pollution from ever occurring. They are very cost effective; however, management can be problematic as these BMPs require using specific individual plans, i.e. each control approach is uniquely based on the target pollutant, and responsible self-policing.
- Water quality treatment currently focuses on the application of BMPs to treat the following pollutants; total suspended solids (TSS), hydrocarbons (oils), metals (dissolved), and phosphorus (when mandated by others). Water quality treatment commonly takes the form of bio-filtration such as vegetated filters, swales, and ponds.
- Flow control BMPs are used to control the flow rate and duration of stormwater runoff, preserving the physical capacity of existing infrastructure such as ditches, gutters, culverts, and pipe networks. Flow control commonly takes the form of detention ponds, tanks, and vaults. BMPs can be applied to surface runoff generated by areas as small as a single-family residential driveway. Developments are commonly required to apply BMP(s) to treat project generated surface runoff. Regional (publicly owned) facilities, i.e. an individual or series of BMPs treating a large area, are an effective way to

economically treat surface water runoff. The existing City stormwater utility is an appropriate regulatory vehicle for financing regional capital improvements.

This plan is comprehensive and applies a differing approach (regarding past implementation) with an emphasis on treatment and discharge rather than the emphasis for on-site infiltration. This is due to new modeling and soil types. Infiltration remains a BMP, but hydraulic management has shifted away from infiltration (forcing water into already saturated soils) as the ultimate solution.

New Applicability Thresholds (NOTE: A revised applicability threshold is being prepared at the time of this presentation to Council).

The plan includes a draft resolution intended to replace the “City of Leavenworth Standard Operating Procedures for Stormwater Applicability Thresholds” resolution.

New Capital Improvements based on understanding from study that conveyance is critical.

A draft 6 and 20-year capital improvement program is included. These improvements are recommended based on model simulation results. The simulations illustrate where physical capacity deficiencies and flooding are expected to occur within the network(s).

New Templates for compliance – development options that help in Residential Projects.

Draft residential driveway water quality treatment procedures are included. Draft procedures are included for a developer option to pay a “Fee-in-lieu-of” applying required BMPs.

New Wetland Inventory Report with updated buffers, confirmation with multiple seasons, and more properties reviewed.

Twelve (12) existing wetlands totaling 52.91 acres were identified within the Leavenworth drainage basin. They range in size from 0.02 acres to 42.20 acres. This includes four slope wetlands and six depressional wetlands. They provide a number of benefits and functions such as wildlife habitat, natural water quality improvement, flood storage, recreation opportunities, and aesthetic appeal. Storm drainage discharge to naturally occurring wetlands for the purpose of water quality treatment is prohibited.

This report should be considered a wetland inventory, which maps probable wetlands. It should be noted that this is a large-scale wetland study and thus wetland boundaries were recorded with GPS but not permanently marked on any one property. It provides general information over a large area as the conditions existed when the fieldwork was completed. Because wetlands can change over time, the findings herein should be used as a guide and wetland boundaries should be re-identified based on the recorded GPS locations and verified for site-specific development projects. Not all owners of private property granted access to investigate their properties for wetlands. Where access was not granted, no definitive wetland determination could be made.

To avoid the possibility of misidentifying wetlands as uplands due to a dry-season water table, wetland data were recorded as early in the growing season as was feasible. This occurred from approximately April 8 through May 13, 2015, then again on April 26, 2016.

The following item is included in the front of the binder:

- 2017 Regional Stormwater/Wetland Management Master Plan

10:20 – 10:30 Resolution XX-2017 Review Rate & Fee Changes for Pool

The City Council is being asked to consider new rates for the Leavenworth Hopkins Memorial Pool; if acceptable to the Council, this item will be brought back for approval at the March 28th Council meeting. At the February 15th meeting of the Upper Valley Park & Recreation Service Area Board meeting, the Board discussed the pool budget position and ramifications to the implementation of the new State minimum wage rate increase of \$11.00 per hour up from \$9.47 per hour. In an analysis of the wages paid in 2016, which included a majority of staff at or near the minimum wage range, the estimated increase to the 2017 pool budget will be approximately \$10,000 in increased wages. Provided in the packet are the new pool rates that were voted on by the Board and passed unanimously by a quorum of the Board present.

The Pool is funded by two major types of revenue streams; entry revenues (pool passes and daily passes) and property taxes which are paid by the Service Area residents that include Leavenworth, Icicle Road, Chumstick Highway, Plain and the north side of Highway 2 in Peshastin. Historically, the pool has relied on these revenues as well as additional gap funding when needed for capital related repairs from the City's General Fund. The pool began experiencing major capital repair deficiencies in 2012 that needed to be addressed for the 2013 pool season of which the City's General Fund could no longer afford to support. The timing of this need was critical in the reauthorization of the 6-year Maintenance & Operations (M&O) Levy that generates the annual property tax revenues; the Board presented voters with a levy request to nearly double the property tax increase and was approved bringing the annual revenue of \$55,400 in 2012 to \$110,200 in 2013. This increase was sufficient enough by 2016 to make the repairs, repay any outstanding loans from the City for capital items, and start to build a reserve fund balance for future capital repairs and maintenance.

The current beginning fund balance for 2017 is \$31,942 and was budgeted to increase slightly by approximately \$5,000 prior to the new wage increase. The estimated increase in revenues with the proposed rate changes will generate approximately \$6,000; based on the \$10,000 estimated deficit noted above, this would leave the pool at an estimated ending fund balance of approximately \$33,000. Keep in mind that pool revenues and expenses vary each year based on new staff training costs and most importantly weather. Weather plays a significant role in the costs to heat the pool when the season is cool and revenues can be affected by participant numbers depending on the temperatures outside; hotter days typically take more folks out to the river while cooler days may just experience less activity.

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

- Resolution xx-2017 Rate & Fee Changes for Pool Redline Version

10:30 – 10:45 Development Dept. Review of Transportation Planning for Project Developments and Calculation Process for 50-Foot Building Heights

This time is provided to discuss Traffic Impact Analysis and the calculation process for the building heights. Both these items have generated good public discussion recently; this is an opportunity for the Council to become more informed and to ask any questions that they might have on either of these issues; no action is requested.

Public Works and Development Services Departments work closely to review projects for compliance with varied and many standards and specifications. As you may have heard, “Developers are responsible for development” which is true for the capacity of the street system.

Every new project proposed for Leavenworth must demonstrate that no net negative effect will impact the City, before it can be built. If analysis shows that a proposed project will have a negative “impact” (as defined by the City), the developer must identify mitigation which will correct the impact. The basic requirement of the analytic methodology is to address congestion at individual street intersections or street segments.

The City’s Comprehensive Plan, SEPA, and adopted Level of Service determine the degree of impact / effect and need for a Traffic Impact Analysis / Study. Basically, a Traffic Impact Analysis / Study evaluates local congestion and suggests mitigations which increase capacity at intersections and street segments.

The methodology for creating a Traffic Impact Analysis / Study consists of three parts:

1. Traffic measured on the streets when the project application is accepted - “existing / baseline” Traffic Impact Analysis / Study details - The “existing” conditions include intersections’ geometry, lane configurations, traffic control measures, the number and direction of cars moving through each location at AM and PM peak times of day. The car counts are expressed as volume/capacity (V/C) ratios. These data are then input to a computer model which simulates actual flow conditions. A number of factors must be estimated (or measured) to fine-tune the model, such as incremental delay at arterial stops, frequency of left-turn movements, bus stops, driveway locations, etc. Intersections and street segments to be studied are selected by the City and/or the consultants. For most projects, the traffic-related information given is the total average daily traffic (ADT) at each site, which may or may not contribute to the traffic flow at the study intersections for the subject project.
2. Traffic conditions at some future date when the project is built as proposed - “future project / net difference and proportional share that the development creates.” The next step in the process is to determine the traffic which will be generated by the subject project and its directional components, which are then assigned to study intersections based on anticipated flow patterns. This yields the projected V/C values for “future project”. Leavenworth has adopted Level of Service (LOS) D and base data. It is the responsibility of the developer to provide mitigations to improve traffic at locations to an acceptable LOS D, in conformance with the City’s regulations. LOS (Level of Service) is a convenient way to express the numerical V/C, taking into account the definition criteria adopted by the City. Our Transportation Plan states that no intersection should operate at worse than LOS D, Level of service (LOS) is both a qualitative and quantitative measure of roadway operations. Level of service, as established by the Highway Capacity Manual, uses an “A” to “F” scale to define the operation of roadways and intersections as follows:
 - LOS A: Primarily free flow traffic operations at average travel speeds. Vehicles are completely unimpeded in their ability to maneuver within the traffic stream. Control delays at signalized intersections are minimal.

- LOS B: Reasonably unimpeded traffic flow operations at average travel speeds. The ability to maneuver within the traffic stream is only slightly restricted and control delays at signalized intersections are not significant.
 - LOS C: Stable traffic flow operations. However, ability to maneuver and change lanes may be more restricted than in LOS B, and longer queues, adverse signal coordination, or both may contribute to lower than average travel speeds.
 - LOS D: Small increases in traffic flow may cause substantial increases in approach delays and, hence decreases in speed. This may be due to adverse signal progression, poor signal timing, high volumes, or some combination of these factors.
 - LOS E: Significant delays in traffic flow operations and lower operating speeds. Conditions are caused by some combination of adverse progression, high signal density, high volumes, extensive delays at critical intersections, and poor signal timing.
 - LOS F: Traffic flow operations at extremely low speeds. Intersection congestion is likely at critical signalized intersections, with high delays, high volumes, and extensive vehicle queuing.
3. When and what are the required traffic mitigation measures, if any, will be implemented - “future project plus mitigation”. The developer is only required to address the proportional share of traffic impact generated by their development. Mitigations may be economic, environmental, social or technological in nature.

Riverbend and Hwy 2 intersection:

Results in operations at this intersection moving from acceptable (LOS A-D) do not trigger required mitigation. Traffic LOS E-F requires the developer to address and change the LOS to a lower level. Event traffic is projected to result in gridlock without **any** additional development in Leavenworth. In fact, the measured “existing” traffic has been projected to show traffic congestion operating already at LOS E or F during events.

The Development of Willkommen Village:

As the Willkommen Village area develops, each new project will be required to complete a Traffic Impact Analysis / Study, as determined by the City, prior to processing permit(s). At this time, the new Willkommen Village includes mitigation with a proposed Transit Park & Ride and the installation of a second access. Mitigations are not limited to intersection modifications; and alternative mitigation can be completed to effectively address traffic. Non-intersection-specific mitigations, such as: Park and Ride; Event-specific, special purpose shuttle augmentation; Shuttle, dial-a-ride, minibuses; and improved non-motorized (pedestrian) access and circulation are effective tools. (Some of the mitigation being completed are very high-ticket items and will benefit locations which are congested by traffic from multiple projects. Clearly, these should not bear the total cost of mitigation). In addition, the second access allows for additional traffic flow options. Finally, the cumulative effect of localized development is always considered, and the intersections beyond Riverbend and Highway 2 may be incorporated into future mitigation.

In summary, the process of analyzing and predicting traffic is complicated.

In addition, and as time allows, Development Services would like to discuss building height calculations.

There are no items included under **TAB F**.

10:45 – 11:00 Annual Council Retreat Meeting Topics

The City Council Finance Committee met on February 28th to discuss the annual meeting topics for the Council Retreat that will be held on March 24th. Below are the list of topics recommended for discussion; this time will allow for other members to consider adding other topics to be included.

- Project Status/Current Status Updates
- Mission Statement Review
- Goals & Objectives: Review goal and objective worksheets from the 2016 Retreat:
- Reaffirm priorities:
 - Pine Street
 - Affordable Housing
 - Parking
- City and Public: Communication
- Sustainability: Worksheets and Checklists
- Open discussion on “Community Center”

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

- Mission Statement
- Goals & Objectives from 2016 Retreat

11:00 – 11:15 Council Open Discussion

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