

LEAVENWORTH CITY COUNCIL

Study Session Agenda
City Hall - Council Chambers
December 8, 2015 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 – 10:00 Upper Valley MEND – Meadowlark Development

On October 15, 2015 Upper Valley MEND, which is the lead developer of the Meadowlark Housing Development, provided a public press release stating that the project had budget shortfalls. The estimated funding gap of \$1.4 M was attributed partially to the cost of infrastructure and roadways to support the development, and partially to the increased cost of housing construction. A copy of the press release is included under TAB A of the packet material. To address the increased cost pertaining to the infrastructure and roadway development, MEND Representatives, Mr. Brian Koblenz, MEND Board Member and Mr. Chuck Reppas, MEND Executive Director, have met with the Mayor and City Administrator on several occasions since that time. At the initial meeting on October 26, 2015 the following options were provided for the City to consider and study as possible alternatives which could provide some cost savings to the development:

1. Allowing for a single pipe for use of Icicle Irrigation District drainage and Chelan County stormwater by the City accepting the liability for any damage caused by the flooding/blockage/leakage of the pipe caused by stormwater. The current plan is a two pipe system with each agency accepting the liability of their own pipe system. Neither agency, Icicle Irrigation or Chelan County will accept full/limited liability of a shared pipe. Single pipe system has an estimated developer savings of \$200,000.
2. Reduction of the Local Improvement District assessment assignment to the MEND market rate properties within the Meadowlark Development. The City initially provided a reduction of \$193,000 in the LID assessment for the affordable properties within the development. Any reductions in the LID Assessments would require a rewrite of the LID documents and the forgiven assessments would be paid for by the City of Leavenworth. Estimated developer savings of \$315,000.
3. Commitment of expenditure of 2060 (County collected low income housing funds paid back to City). Approximately \$4,000 annually. Previously the City has used the funds for other affordable housing projects or group homes built within the City, in addition since 2011, the City has provided \$45,499 in 2060 Funds to the Meadowlark Development.
4. Forgiving or waiving of utility hookup fees for affordable units and market rate units. Current rate for residential connection fees are \$2,620.45 for a sewer hook-up and \$3,898.80 and a ¾ inch water connection.

5. Provide full amount of Community Development Block Grant (CDBG) for Phase 1 of project. City was awarded \$750,000 CDBG funds based on \$25,000 per affordable home. Phase 1 currently had 22 affordable units; MEND is suggesting that Phase 1 will now have 15 affordable units. Grant termination is in 2019 with commitment of 30 affordable homes having occupancy at that time.
6. Release of \$100,000 Reserve Fund. MEND had provided a \$100,000 reserve fund to the City for the completion of the engineering for the Chumstick Water Sewer Transmission and Lift Station. While the City funded the engineering costs, the \$100,000 Reserve Fund was provided in the event that the Meadowlark Development did not move forward.
7. Accelerate the building permit approval process for housing construction and plat approval.

At a follow-up meeting on November 13, 2015 additional items were asked of the City including consideration of a possible bond by the City or cost sharing by the City to cover a portion of roadways (Titus Collector). The overall request was for a minimum of \$1,000,000 from the City to offset the funding gap in the Meadowlark Development financial packaging. While the City Administration has discussed various options with the City's Public Works Committee and Finance Committee, the time at this study session has been provided for the Meadowlark developers and MEND representatives to discuss their needs with the City Council.

History:

The Meadowlark Development was first introduced to the City Council in June of 2010. It is a mixture of property owned by Upper Valley MEND, a local non-profit community service organization, and private parties, Mr. John Agnew and Mr. Rudy Prey. It also has a mixture of housing types which include affordable homes sold by MEND, market rate homes which will be sold by MEND, and private lots and homes sold by the private developers. The Meadowlark Development is a Planned Development which has gone through several approval processes as the developers have made a number of revisions to the project over time. Initially presented as a 150 unit development with the inclusion of a rental apartment building, the current Phase I of the Planned Development is a less than 30 unit development of single and double unit buildings, all of which will be developed by MEND; the number of affordable vs market rate home ratio varies. The Planned Development process allowed the development several reduced standards and exemptions from current City development codes. Those included shared lot lines and deviations from the current dimensional standards.

For background material, the Council minutes and previous approved City resolutions pertaining to the Meadowlark Development have been provided under TAB A. The resolutions were a tool used to document the commitments made by each partner within the development team and the commitments by the City. The resolutions have been updated over time to show the changes within the project and those commitments.

As of this date the following is a brief summary of the financial commitments made by the City toward the Meadowlark Project:

CDBG Funding \$750,000: The City and Upper Valley MEND worked together on the application of the CDBG. The City was awarded the grant and these dollars are to pay for water and sewer transmission lines within the project area for the affordable housing units. The grant deadline

stipulates that the metric of successfully completing the grant requirement is “approximately 30 affordable homes” by June 30 of 2019. Initially these funds were to be used for both the off site (Chumstick W/S Transmission Lines and Lift Station) and on site lines; over time these funds have been dedicated to providing the utilities lines within the project area. As the developers have changed the scope of the project and reducing the number of affordable units, the City has stipulated that based on the grant award of \$25,000 per affordable unit, the City would limit the amount of CDBG funds in each phase of the project to \$25,000 per affordable unit planned within each phase. In the event that the 30 affordable home metric was not accomplished by the Jun 20, 2019 deadline, the City would have the funds to return to the granting agency to avoid being in default of the grant requirements.

Chumstick Water and Sewer Transmission Line/Lift Station: This project is a commingled project of a grant project which was awarded to the City in 2009 for a multi-use trail and the extension of the water and sewer transmission lines to provide utility services to the full Meadowlark Development. The projects were combined into one project in 2013 by the City in an effort to contain costs for the water/sewer line construction. Because the Meadowlark Development is a mix of ownerships and both market rate and affordable units, the City Council agreed to bond for the water and sewer portion of this project and form a Local Improvement District (LID) which would cover the costs for the utility improvements and create a debt service revenue stream. The City’s cost included the cost of right of way (ROW) necessary for the projects and the grant match necessary for the multi-use trail. In addition, the City Council committed to reducing MENDS share of the LID by \$193,000 for the construction of 30 affordable housing units (Resolution 10-2012). The City at this time has committed to bond for the completion of the project and to accept the burden of debt. The necessary bond at this time is estimated at approximately \$960,060. The debt payment would be collected from individual property owners that benefit from the availability of water and sewer utilities. This benefit is recognized as a higher land value for the developers in which to sell their market rate lots. The City also has committed the financial capital to cover the cost of design for the project, cost of ROW, and cost for the formation of the LID. It is planned that a portion of these costs will be included in the funding of the LID.

Duncan Property Purchase: The City in 2014 purchased the Duncan Property, 2.9 acres located at the west side of the North Road/Chumstick intersection for \$275,000. Originally the purchase of the property was to be limited to the necessary ROW needed for the trail and easements for water and sewer line. The Meadowlark developers were unable to come to an agreement with Ms. Duncan after several years of negotiations; without this land being secured, the Meadowlark Development nor the Chumstick Water/Sewer Line Extension would be possible. In 2014 the City Council directed staff to investigate and negotiate for the purchase of the ROW necessary and/or entire property if necessary. This would allow for the ROW that was needed at this time and the future ROW that would be needed for the future intersection and collector road improvements. Any remaining remnant property could be sold at a future date. The purchase was completed under the review of the Federal Property Acquisition guidelines with approved certification.

2060 Funding: 2060 is a funding source created by the Washington State Legislature. At the county level a surcharge is collected on each recorded document, those funds are then distributed to cities within the county. Since 2011, the City has provided \$45,499 in 2060 Funds to the Meadowlark Development. Funds must be used to support the housing needs of the very low-income (see handout provided in attachments).

One of the significant issues that has faced the City Council with the Meadowlark Development is providing support for the affordable homes within the project while not over extending the City’s

financial commitment to the project which would provide benefit to the private owners and the market rate homes within the project. The Council has a limited authority to provide some assistance for supporting the development of affordable living spaces, however they also must consider the financial impacts to the City and residents and the regulations regarding the gifting of public funds or assistance provided to private developers. Another tool that was used to provide some clarity to the City Council on the financial viability of the project was the “Financial Critical Path and Timetable for Meadowlark Development”. This document again, outlined the commitments by each party and identified key steps within the project development which would allow for verification of the project’s financial viability prior to the City continuing to make financial commitments to the project. The timeline was suspended early in 2014 as the City trudged through the ROW Certification process for the Chumstick Project and the Meadowlark Developers reviewed their development program and plans.

The following documents are included under **TAB A:**

- MEND Press Release October 15, 2015
- MEND Presentation Slides
- Council Minutes June 22, 2010 through August 11, 2015
- Resolution #21-2011 CDBG Grant and Bonding Commitment
- Resolution #10-2012 Bonding Commitment of Chumstick Water/Sewer Line Utilities and LID Commitment
- Resolution #1-2013 Bonding Commitment of Chumstick Water/Sewer Line Utilities and LID Commitment – Change to signify CDBG Funds to be used for utility lines within the project area only
- Resolution #1-2014 Notification to Bond: Chumstick Water and Sewer Lines/Lift Station.
- Resolution #8-2014 LID District 24 Formation (Chumstick Water and Sewer Lines/Lift Station)
- Resolution #20-2014 Reimbursement Obligation for short term LOCAL Program, Duncan Property Purchase for \$275,000
- Resolution #22-2014 LID District 24 Formation (Chumstick Water and Sewer Lines/Lift Station) – Meadowlark change in parcel configuration
- September 12, 2013: Financial Critical Pathway
- 2060 Funds Handout

10:00 – 10:20 Planning Commission 2016 Docket Review

This time is provided to review the draft 2016 Planning Commission Docket with the City Council. During the November 10, 2015 Study Session meeting, a preliminary docket was introduced to the Council.

Every year, the Planning Commission works on the City’s “Docket.” This list of amendments (the Docket) is developed throughout the year from citizen, Council, Planning Commission, and staff comments or requests. The compiled list identifies potential Comprehensive Plan, Zoning Map, Leavenworth Municipal Zoning Code, Leavenworth Municipal Development Code, and miscellaneous Code revisions and/or amendments.

At the beginning of each new year, the Council conducts a "Special and Joint" Planning Commission Meeting (tentatively – January 12, 2016), whereby the proposed "Planning

Commission Docket" for the "2016 Cycle of Amendments" will be presented. The Council and Commission have this opportunity to review, comment, and deliberate on the Docket.

The Development Services Department has prepared an annotated version of the draft Docket (green comments after the listed topic). The annotations / comments are provided for discussion, to help clarify the topic / amendment, and are an effort to explain the need, history or what may become an amendment. These are not (but may be) recommended solutions for consideration or text for an amendment. The amendments require the Planning Commission deliberation and public vetting process. The amendment may change through the public study and discovery process.

The "Docket" is formatted in separate levels of proposed amendments: 1) High Priority – the intent is to complete within the year of the amendment cycle; 2) Medium Priority – if the items within the "high priority" list is going extremely well, as time allows, these may be completed in the amendment cycle year; and 3) Low Priority – these are kept on the list for consideration, but may not be completed. The progression of an amendment depends upon complexity. For example: the "Regional Wetland / Stormwater Strategy / Management Plan" has many aspects, and is anticipated to take considerable time (18 – 36 months), and may remain on the "Docket" until completion. The Planning Commission and Council may notice that many of the amendments are from the previous cycles. As time goes on, the number of amendments "rolling over" should diminish. Finally, not all amendments need to be a part of this annual amendment cycle. Amendments that are a part of the Comprehensive Plan, development regulations, and any other GMA linked / related changes are processed within this amendment cycle. The Development Services Department has included amendments that can be completed under a differing process; for example: "Essential Public Facilities policy." The inclusion of this type of topic is for tracking purposes and some may "overlap" into the development realm.

All requests for city-initiated amendment proposals from the public must be received by December 31st to be considered for the upcoming year's amendment process. By January 31st of each year, all required application materials for proposed map amendments (excluding the unincorporated portions of the urban growth area) which are not city-initiated (i.e., those which are requested by private persons, organizations, agencies, etc.) must be submitted to the City. Map amendments within the unincorporated portions of the urban growth area that are not required to be initiated by the City shall be submitted to Chelan County per the requirements outlined in the Chelan County Code. The Docket includes a "place holder" for such applications.

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

- Draft "Planning Commission Docket" for the "2016 Cycle of Amendments"

10:20 – 10:40 Code Update on Review of Fence Permitting

This time is provided to review a potential amendment to LMC 18.24.020 Fences, walls and hedges – Restrictions.

During the regular Council meeting of October 13, 2015, Jose M. Blazquez, 120 Ski Hill Drive, Leavenworth provided testimony regarding an incorrectly placed fence. Although approved by the City of Leavenworth, it was not placed correctly. Mr. Blazquez stated that he initially placed the fence where he felt the property line was located, but did not get an actual survey. He asked that

the City help him and not penalize him; the City Council heard his plea. The Council agreed that the code may need to be reviewed and possibly amended. City Administrator Walinski and Development Manager Pate reviewed the matter and committed to come back with a recommendation for the Council.

City Administrator Walinski met with the Residential Advisory Committee to receive feedback, input, and discuss a potential change to the fence standards and specifications. As a result of those meetings, the draft fence code amendment was crafted for the Council's consideration. Upon direction, an amendment will be formalized and be presented for adoption by the Council.

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

- Draft Fence Code amendment

10:40 – 11:00 Review Accessory Dwelling Unit (ADU) Changes

This time is provided to review amendment to LMC 18.20.020 (B) (3) - update and modify the accessory dwelling unit standards and specifications.

As included within the Planning Commission 2015 Amendment Docket, the Planning Commission has been asked to review and study "Residential uses: A) Review and study the allowed listed uses for this district, and B) Study substandard lot (less than 60ft) and building size ratio)."

The Planning Commission (with help from the Mayor, Council and Staff) found that an accessory dwelling unit (ADU) update is necessary to address trends and encourage life / safety review and permitting. The update and modification of the accessory dwelling unit standards and specifications was separated from the body of work as "part one" to allow for additional workshops and public outreach to address more complex portions of the residential code update.

The Planning Commission considered the differing and varied housing which plays an important role in achieving Council's priorities to increase the supply of housing options across the City. The update of the ADU regulations to encourage this type of housing helps meet one of many goals within the Comprehensive Plan for infill and meeting other housing needs. One of the clear tasks for the Planning Commission to achieve these objectives is to reduce or remove limitations, restrictions, and/or standards within the ADU sections of the LMC which may encumber ADU development. In addition, the Planning Commission's changes to the LMC creates new relaxed regulations for conversion of existing structures to an ADU which may have the added benefit of removing or reducing illegal "black market / underground" conversions. These incentives included:

- 1) Allowing parking from an alley; and
- 2) Providing more area for living and storage space (increase to 1,200 sq ft); and
- 3) Removal of the requirement for the owner to occupy one of the units.

The desired benefits of these changes as discussed by the Planning Commission included:

- 1) providing an additional rental opportunity in single family neighborhoods while maintaining the streetscape and neighborhood character; and

- 2) expanding housing options beyond owning a house; and
- 3) increasing the rental housing supply / stock.

The Planning Commission considered the changing and growing demographics of the Leavenworth community which desires smaller living spaces and higher densities for better use of existing lands. Finally, the change in ADU standards can provide an opportunity for resident's to gain revenue by renting these ADUs. From time to time, updates and edits to the LMC may be necessary to reflect appropriate changes and where necessary. The text amendment has been reviewed and deliberated upon by the Planning Commission on July 1, 2015, September 2, 2015, October 21, 2015, November 18, 2015, and December 2, 2015.

During the December 2, 2015 public hearing, the Planning Commission received additional public testimony. Due to this testimony, the Planning Commission motioned to continue this hearing to the regular PC meeting in February 2016. The Planning Commission was sensitive to the public testimony and desired more time to address the comments provided:

- 1) The public testimony was regarding the non-satisfaction that removal of "Conversions of existing accessory storage structures, including without limitation garages and carports, to accessory dwelling units shall only occur when that existing structure meets the required yard setbacks for a residence, including without limitation the rear yard requirement, and does not create a nonconformity" was not clear enough; and
- 2) Public testimony regarding separate utility connections to the ADU as a requirement was questioned; the Planning Commission desires direction from the Council as to addressing this (including what would be charged for System Development Costs - fee schedules) during the January joint meeting prior to moving forward with any recommended changes to this provision of the LMC.

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

- Amendment to LMC 18.20.020 (B) (3) - update and modify the accessory dwelling unit standards and specifications.

11:00 – 11:15 End of Year Update Project Tracking / 2015 Future Council Agenda Items

The Council is being provided the quarterly Project Tracking spreadsheets. The Project Tracking is not a comprehensive list of all the work being completed or the tasks underway by the City; however, this does reflect the City projects and tasks that have been directed by the Council as priorities. Each project includes some annotations of status or description, anticipated completion, and stage (progress level). This is intended to relay progress and ensure that the City is on target with the needs of the community and Council priorities. This document is updated and provided to the Council on a quarterly basis. In addition, staff has provided the City Council 2015 Future Agenda Items which includes some items for the January 2016 meetings; the 2016 Future Agenda Items document will be presented by the February study session.

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

- Project Tracking Document
- City Council 2015 Future Agenda Items

11:15 – 11:30 Council Open Discussion

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

FOR IMMEDIATE RELEASE

LEAVENWORTH, WA – After years of planning, site development on Meadowlark Neighborhood started this summer. Permits with Washington State are finalized and local permits are in for final approval. However, as work began on site and construction estimates became firm, unforeseen issues added costs and drove Meadowlark over budget. Upper Valley MEND, the organization that is building the neighborhood, will spend the winter working on finding cost savings and additional funding.

The \$17 million project is 8% over budget. Roughly half of the cost overrun stems from site development issues, the other half from updated house construction cost estimates.

The site development portion – including site grading, underground piping and roads – of Meadowlark is \$750,000 over budget. Most development projects have an off-site infrastructure component in order to extend utilities to the site. However, MEND must do a large amount of off-site infrastructure due to having a land locked parcel of property that is not adjacent to roads and utilities.

These off-site improvements include three components.

1. Once all phases of the project are completed a new road will connect Chumstick Highway and Titus Road, allowing for through traffic.
2. The city water system will be improved and extended even beyond Meadowlark Neighborhood.
3. In order to pipe existing water flow through the Meadowlark site, irrigation water and storm water runoff will need to be piped separately.

While the City of Leavenworth has agreed to fund a percentage of these improvements via a \$750,000 Federal Community Development Block Grant and the extension of the water and sewer transmission lines along the Chumstick Highway to the project site, a large portion of these off-site improvements will be funded by MEND. They will be valuable to the greater community's infrastructure, not just Meadowlark. However, this infrastructure has added significant costs to the neighborhood's budget. While some of these costs were factored into Meadowlark's initial budget, some were unforeseen and have thus added to the budgetary shortfalls MEND faces.

Additional site development costs result from clay-like soil on site. MEND has known about this issue, but the original estimate assumed the ability to use at least some of the native soil. Now it is assumed that MEND will need to export the native soil and import suitable fill material, both significant extra costs. While progress was slowed to determine methods to alleviate the additional costs, the expense of managing the project has continued thus adding time and extra cost to the budget.

The other half of estimated cost overruns stem from home construction issues. With house plans completed in September 2015, a contractor provided an updated estimate of costs, which came out higher than the original estimate done in 2013. Costs have risen because of inflation and construction in general has picked up in the area. MEND will build 53 homes and the new costs are about \$14,000 higher per home, for a total extra cost of \$742,000 for the entire project.

So, what are we doing about this?

1. This fall, MEND is finishing the rockery, grading and excavation off of Titus Road and buttoning up the site for the winter. They will spend the winter working to bring down costs and find other sources of funding.
2. MEND is working on securing additional grant funding from public and private sources.
3. This fall, MEND staff will meet with the City of Leavenworth to discuss alleviating some of the off-site requirements and exploring methods of additional financial support.
4. MEND will work with contractors to find quantity discounts.

MEND also has good news for the rest of 2015. They have a \$100,000 matching grant from Albert Ratcliffe, a Seattle based philanthropist, who began to take an interest in the area after learning roughly 50% of students in the Cascade School District are eligible for the free and reduced lunch program. The first \$100,000 in donations will be matched dollar for dollar until December 31, 2015. For further information on this matching grant opportunity, visit uvmend.org.

Large projects of this nature have a tendency to have unexpected issues arise, often during this phase, when cost estimates become firmer. Residents of the City of Leavenworth have repeatedly expressed the need for affordable housing options in Leavenworth, and MEND is dedicated to ensuring that Meadowlark becomes a reality.

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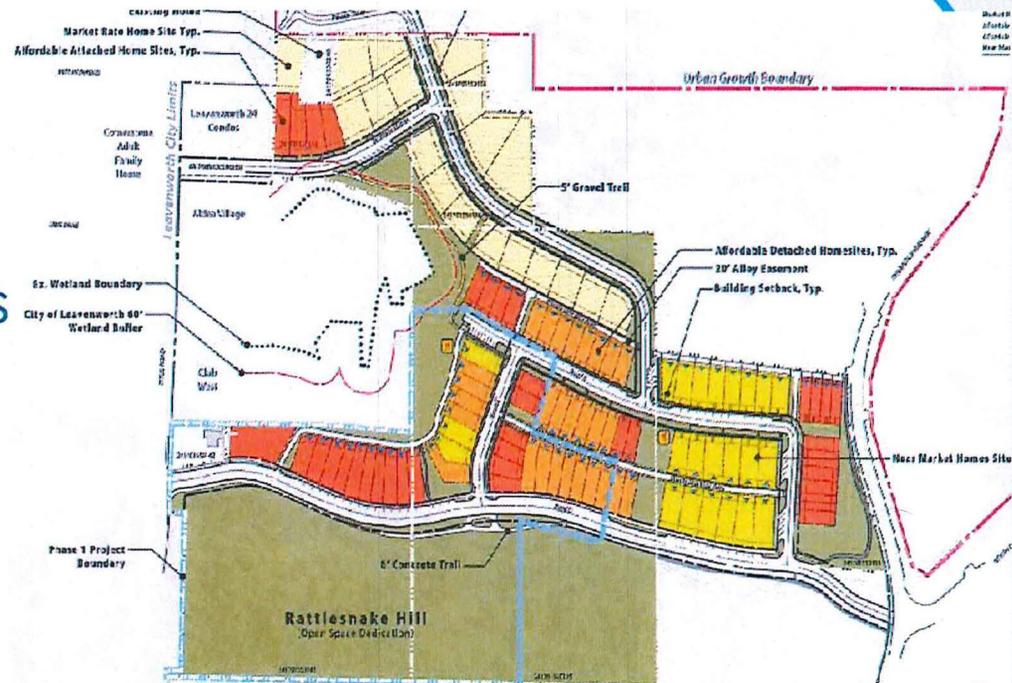


CITY OF LEAVENWORTH/MEND
COLLABORATION FOR
MEADOWLARK

12/8/2015

MEADOWLARK PROJECT

- Upper Valley MEND
 - 30 CLT homes
 - 24 Market rate
 - 6 Market rate lots
- Agnew/Hebert
 - ~40 Homes
- Prey
 - ~20 Homes
- Approximately ~120
- Enhance City infrastructure



LEAVENWORTH HISTORICAL SUPPORT FOR MEADOWLARK

- \$41K in 20/60 funds
- \$193K (of \$965K LID) (MEND share: \$508K; \$193K represents original plan of only 20 CLT homes)
- \$750K management of CDBG (MEND and City both required)
- \$290K purchase of Duncan Property
- Many man-hours
- Collaborative effort on reaching potential solution

ANTICIPATED CITY INCOME FROM MEADOWLARK

Recurring Annually	MEND	Meadowlark
Property Tax	\$16.5K	\$37.6K
Sales Tax	\$ 7.9K	\$17.6K
Excise Tax	\$3.5K	\$ 8K
Taxes on Utilities	\$13.7K	\$27.4K
Total	\$41.6K	\$90.6K

One-Time	MEND	Meadowlark
Sales Tax	\$106.3K	\$190.4K
Hookup SDC	\$506K	\$1012K
Excise Tax	\$70.5K	\$160.5K
Permits	\$72K	\$144K
Total	\$754.8K	\$1,506.9K

REVENUE UPSIDE NOT CONSIDERED

- Increases in home values and wages over time increase recurring revenue
- Additional homes create approximately 40 new permanent jobs
- Increased one-time revenue has trickle down compounding effect
- Water, sewer, garbage etc service fees
- Future Duncan Property appreciation and homes not considered in model

WHERE WE STAND TODAY

---READY TO GO---

- Most financing in place
 - \$1.35M Bank loan
 - \$1.3M Socially responsible funding
 - \$750K CDBG Grant
 - Pending \$600K Housing Trust Fund Grant
 - \$>1M Cash and land donations
- \$1.5M Cost Increases
 - ½ infrastructure (storm water/irrigation piping, managing soil conditions)
 - ½ house construction (updated estimates)
 - Delays (\$200K/year in carrying costs + re-engineering + increased prices)
- Development includes significant value for the City beyond affordable housing (some of which is detrimental for the neighborhood)
 - Modified urban collector from Titus to Chumstick (MEND: \$772K)
 - Linked water system to balance pressure (~\$350K)
 - Extension of the Chumstick trail

MEND SUPPORT REQUEST

- Support components that are of significant value to the City: (Main road, Water connection, affordable homes)
- **\$1M in cost savings and financial support from City**
 - **Some cost savings**
 - **Some foregone revenue**
 - **Some upfront cash recovered from project revenue**
- Cash flow support once capital understood
 - Release \$750K CDBG Phase 1 (vs \$550K with \$25K reserve for CDBG; 15 CLT (vs 22))
 - Release \$100K Bank LID hold
- Support early start home construction
- Process support to facilitate efficient bidding and home permitting
- Understand answers early December; finalize in late January or early February

POTENTIAL SOLUTIONS

- Back to single storm/irrigation pipe (\$150K@24")
- Single storm/irrigation pipe (\$200K@18") (exclusive of above)
- 20/60 funds (\$25K) (Existing and future 3 years)
- Eliminate performance bond for early plat recording (\$60K)
- Forego Hookup SDC (\$480K) (1-1 market/affordable) (suggested by comprehensive plan)
- LID 30 (vs 20) CLT home adjustment \$61K
- Relieve MEND of LID obligation \$254K
- City fund \$200K of Meadowlark Strasse
- Float new bond (~\$43.5K annual cost for \$550K bond)

\$1,830,000 potential (\$1M needed)

LEAVENWORTH CITY COUNCIL MINUTES

June 22, 2010

Brian Thompson-Royer, Executive Director, Upper Valley MEND, 894 Highway 2, Suite L, Leavenworth: Mr. Thompson-Royer handed out maps for his presentation that identified various options for infrastructure improvements for the planned Titus-Chumstick Valley housing area. He explained that the Upper Valley MEND has been working with various private partners, Project Groundwork and RH2 Engineering over the last three months to get to this phase in the project. He is pleased to be presenting in more detail at the Council Study Session on July 13th the plans thus far and the prospect of collaborative partnerships for funding sources with the City and County. He briefly discussed the potential for a \$1 million dollar Community Development Block Grant (CDBG) and how the City could apply for the funding. He noted that he will be meeting with the Department of Commerce tomorrow to review other funding opportunities. He identified some potential for an improvement to the City's other infrastructure areas with the development of this area. Although he hopes to get underway for the infrastructure phase in the next year, he noted that he anticipates the total project to be between three and four years. He thanked his partners in this project for their commitment and work to date and looks forward to the Council's support in the next phase.

July 13, 2010

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

Brian Thompson-Royer, Executive Director, Upper Valley MEND, 894 Highway 2, Suite L, Leavenworth: Mr. Thompson-Royer thanked Council for their time and consideration on the affordable housing project. He stated they are encouraged by Council's comments and look forward to working with Staff. Mr. Thompson-Royer noted that MEND will bring to Council in September the capacity of utilities on Titus, funding estimates for Phase 1, and the CDBG funds scope. Councilmember Lak asked Mr. Thompson-Royer to clarify his statement about the City possibly having some engineering costs associated with this project because the City needs the projection to be more specific for budgetary purposes. Mayor Eaton will meet with the City Management Team to ensure clear expectations going into this project and asked that MEND do the same. Mr. John Agnew thanked the Council for partnering with MEND.

August 24, 2010

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

Mr. Brian Thompson-Royer of Upper Valley MEND presented an update to Council on the Titus-Chumstick affordable housing and utility infrastructure plans. He noted that after meeting with City Staff he found it might be feasible to do a utility extension. Mr. Thompson-Royer said he would like to present a final draft of his report to Council at the first Council meeting in October. Discussion ensued about avoiding legal conflict of private property owners benefiting from the discounted utility extension, traffic impacts in the area, and time lines.

April 26, 2011

1. MEND Project Update

Upper Valley MEND Director Brian Thompson-Royer presented the Council with a PowerPoint presentation that reviewed the old plan versus the new phased plans, timelines, pre-development sources, and preliminary cost estimates for construction that identifies the costs for the city portion for major infrastructure. He reviewed the list of various partners involved for financial support and thanked those present that would like to speak in favor of the project.

Roger Hudson, 237 Birch Street: Mr. Hudson, representing Habitat for Humanity, spoke in favor of the project partly due to the planned closure of Habitat for Humanity. He noted that he is working with MEND to transfer any assets of Habitat for Humanity over to MEND.

Steve McKenna, 12490 Shore Street, Superintendent for Cascade School District: Mr. McKenna reviewed statistics on population data and noted the recent reductions have had a large impact on the District's budget. Current populations figures are close to those from the 1980's. With 32 transfers out of the district in the last two months, they did a survey of the parents and found that most of them moved due to a change to a family's income due to a change in job and lack of affordable housing.

John Agnew, 8120 Dempsey Road, Board Chair for MEND: Mr. Agnew reviewed population and housing statistics that were identified in the Wenatchee World for Leavenworth as having a 5.3% decline in population. He added that other figures from the census bureau showed 1 in 4 homes are vacant in the city limits. He announced that the MEND Board would be having its annual Dessert meeting on May 18th from 6:30 to 8:00 p.m. at the Canyon Wren, Icicle Creek Music Center Campus, to allow for public comment and involvement in the plan for development.

Mark Judy, 12081 Bretz Road, Administrator for Cascade Medical Center: Mr. Judy said he supports this project for the community as well as to help provide housing for many of the service-level employees working in the community that cannot afford to live in Leavenworth.

Darrin Rylaarsdam, 236 Scholze Street, Cashmere Valley Bank Lender: Mr. Rylaarsdam described living in Leavenworth in comparison to a T.V. show that votes to keep or remove people from an island. He said that he believes this project is a good example of how the community is voting to either keep people in or move them out based on housing affordability and availability. He added that Cashmere Valley Bank currently has funding available for loans if the city or others are in need to help get this project off the ground.

Mr. Thompson-Royer thanked the Council and Staff for working with MEND on this project and noted that they look forward to the next steps in the process.

Councilmember DeVries spoke for the Council and said that MEND has come a long way in redeveloping the plans into a realistic project. He said the Council will continue to support a housing project such as this and noted that there is still a need to seek grant funding for the construction phases. He said that the Council will continue to partner with MEND in seeking funding opportunities for the future phases.

City Attorney Terry McCauley commented and recognized former Councilmember Carl Florea for his passion and efforts in the development of MEND. Mayor Eaton added that many people in the community have donated their time and effort to these types of projects and thanked all of those citizens for coming tonight and speaking for the project. Mr. Thompson-Royer closed with

special thanks to David Stipe of Project Groundwork who has greatly helped the project with the engineering and design work to date.

May 24, 2011

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

Chuck Reppas, 12620 Ranger Road: Mr. Reppas noted that he welcomes the public forum for the warehouse project, and will be very interested in participating. He stated that he is here tonight on behalf of Upper Valley MEND; this morning they had a meeting which recognized the significance of the affordable housing project. Chuck also reviewed Brian Thompson-Royer's participation at a meeting on affordable housing and noted that he had received positive feedback from several different agencies on being able to move forward through these difficult economic times. Mr. Reppas clarified an issue of misunderstanding that took place through the media, and wanted the Council and Staff to know that the members of Upper Valley MEND apologize for the misunderstanding and greatly appreciate all of their support.

November 22, 2011

8. Resolution 21-2011 Supporting for Municipal Bond Financing – Meadowlark Development – Upper Valley Mend Development

Administrator Walinski stated that Council is being asked to adopt a resolution committing the City to provide approximately \$815,000 in municipal bonds for the construction of a water main and sewer main trunk line for the Meadowlark Development low income housing project. He added that there were members of Upper Valley MEND at the meeting to update Council on the progress thus far. Administrator Walinski addressed the different phases of the project and how the City would be involved as well as allocation of costs, public/grant funding and reimbursement to the City by the private and non-profit developers through agreements.

Brian Thompson-Royer of Upper Valley MEND introduced the Meadowlark Development and those who will be involved in the project. He spoke to the early stages of construction and the need to create roads, water and sewer infrastructure with an estimated cost of \$3,000,000. He stated that they would not be able to begin the project without the City's help along with grant funding. Mr. Thompson-Royer gave a timeline of the project and what the associated costs would be along the progression of construction. He explained how the City would benefit due to new sales tax revenue, utility reimbursements and property taxes. He added that they continue to carry out fundraising and that the City of Leavenworth support is critical in moving forward. Mr. Thompson-Royer shared his experience in helping families receive and maintain affordable housing over the years. There was a brief discussion as to how many people are employed through Upper Valley MEND. Mr. Thompson-Royer also shared the available positions as well as those services they are currently under contract with. He also identified that condition three and eight of Resolution 20-2011 was repetitive and it was suggested to delete condition three and leave condition eight as it stands.

There was a brief discussion as to the annexation process. Development Services Manager Nathan Pate spoke to the process and stated that the timeline can be relatively short. Mr. Thompson-Royer addressed the processes that Upper Valley MEND has currently undertaken.

John Agnew stated that he and his wife are partners in the Meadowlark Development project as well as he is the Chairman of the Board at Upper Valley MEND. He stated that his property is adjacent to the Meadowlark Development, and he will be developing his property, although not in competition with Meadowlark. Mr. Agnew addressed his background in affordable housing and stated that his experience is part of the reason he joined Upper Valley MEND and is looking forward to the Meadowlark project. Mr. Agnew additionally explained how they will be raising capital and the various types of affordable funding that is available.

Discussion ensued as to how the City could fund the \$815,000 portion of the project trunk water and sewer line. City Attorney Thom Graafstra explained that most of the money could come from Utility Reimbursement Agreements with two of the private land developers regarding debt service and principle on a general obligation bond. A portion of the principle and debt service related to the MEND Project would be deferred and either reimbursed to the City via a CDBG Grant funds or utility hook-up/system development charges. He noted that regardless of the mechanism, the City will be responsible for the responsible agency for the debt service and principle payments. Mr. Agnew stated that once they begin construction of the water main, the developer's land would be liened as collateral for the bond.

Councilmember DeVries motioned to adopt Resolution 21-2011 supporting a commitment to Municipal Bond Financing with the noted change to eliminate item number three. The motion was seconded by Councilmember Farivar and passed unanimously.

January 24, 2012

3. Motion to Set Public Hearing for CDBG Grant Application on February 14, 2012

Director Steiner explained that in order to proceed with the CDBG application, they must hold a Public Hearing as part of the application process. She added that there are other requirements, including resolutions that need to be in place as part of the application process and she will present those documents at the time of the Public Hearing. She noted that the application deadline is March 1, 2012.

Councilmember DeVries motioned to set a public hearing for the CDBG Grant Application in relation to the Meadowlark Development on February 14, 2012 at 6:25 p.m. The motion was seconded by Councilmember Wilson and passed unanimously.

INFORMATION ITEMS FOR FUTURE CONSIDERATION

Mayor Farivar noted that Council will be discussing the "Meadowlark" Planned Development at their next Study Session on February 14, 2012 at 9:00 AM and that they will also be having a special Study Session on February 28, 2012 to discuss parking. She noted that the February 28 meeting would be at 9:00 AM at the Festhalle.

February 14, 2012

MAYOR AND ADMINISTRATIVE REPORTS

Mayor Farivar reported on the earlier morning Study Session. She stated that Nancy Smith from the Chamber of Commerce was there to report on what the Chamber has planned for the spring events in Leavenworth. She said that Upper Valley MEND was there to report on the progress of the Meadowlark Affordable Housing Development. She noted brief discussions regarding the City's quarterly newsletter, annual objective and project tracker, and e-mail and text messaging in regards to Councilmembers.

PUBLIC HEARING: Community Development Block Grant (CDBG) Application @ 6:25 PM

Mayor Farivar opened the Public Hearing at 6:50 PM and began with a staff report from Finance Director Chantell Steiner.

Director Steiner stated that as part of the Community Development Block Grant (CDBG) application process, it is required to hold a public hearing on the planned project for which the application applies. She added that the purpose of the public hearing is to notify and invite citizen input of the activities for which CDBG funds can be used and to discuss the proposed project for the Meadowlark Affordable Housing Development. Ms. Steiner directed the audience to the handouts for the Department of Commerce CDBG Program Fact Sheet and Federal Citizen Participation Requirements for Local Government Application to the State CDBG Program that includes Federal Regulations 24 CFR 570.486(a). She noted that all handouts are available in both English and Spanish.

Director Steiner read aloud the types of CDBG funding for various purposes and noted that the City is applying for a general purpose grant for up to one million dollars. She added that one million is the cap on the grant and the City would likely only be applying for \$750,000 for the Meadowlark Development Project. She then identified the two resolutions that would follow the hearing that authorizes the Mayor to submit the CDBG grant application and the passage of a Grievance Procedure for citizen's to comment on the application.

Mayor Farivar asked for comments from the public.

John Agnew – P.O. Box 2007, Leavenworth: Mr. Agnew stated that he is the chairman of the Upper Valley MEND board of directors. He offered a brief summary of the Meadowlark Development project. He stated the requirements one needs in order to purchase within the Meadowlark Affordable Housing Development. He stated that the CDBG grant is specifically aimed to help Upper Valley MEND underwrite the infrastructure cost for the affordable homes. He noted that all other homes within the project will be providing their own funding and are not included in the CDBG grant.

Mayor Farivar asked if there were any additional comments from the public or from Council. Hearing none, Mayor Farivar closed the Public Hearing regarding the Community Development Block Grant at 6:59 PM.

February 28, 2012

3. Resolution 10-2012 Amending Resolution 21-2011 Mend Bonding Resolution

City Administrator Joel Walinski provided a brief overview of the Meadowlark Development project and the Community Development Block Grant (CDBG) application process. He said that the use of the Council resolution is a tool to track the current responsibilities by each party that has a financial interest in the Meadowlark (Upper Valley MEND Affordable Housing Project) Development. He noted that the resolution will continue to change as the project scope continues to be defined with additional information being developed and new cost estimates being added as the construction plans are perfected. Administrator Walinski addressed the estimated costs involved in bringing the water/sewer infrastructure from the High School to the Meadowlark Development and stated the estimated construction costs at this time range from \$815,000 to \$850,000. He added that the City will bond for this portion of the project. The CDBG grant in the amount of \$750,000 will be used to offset the costs of onsite public utilities constructed in the public Right of Way (ROW). He stated the estimated cost for these improvements at this time are \$1,192,000. These costs would be offset by CDBG Funds and payments by Titus, LLC and Agnew/Hebert property owners.

He stated that of the estimated bond amount of \$815,000, Upper Valley MEND is responsible to reimburse the City \$49,000 from their affordable homes and \$194,000 from their market rate homes, Agnew/Hebert Development will reimburse \$266,000, Titus, LLC (Rudy Prey) will reimburse \$113,000 and the remaining \$193,000 would be paid for by the City of Leavenworth. Administrator Walinski noted that those estimated cost allocations have amended resolution 21-2011. Mr. Walinski also stated that the new resolution identified the on-site public utility project as a City managed project because the City recognizes the benefit in managing utility projects which will eventually be in the City's scope of responsibility. He also stated that although CDBG funds would be used for the project if awarded, prior to the City accepting the funds, the property owners must provide for an adequate funding contingency for unforeseen added construction costs or increased liabilities, and secondly, MEND will need to provide the City with acceptable financial documentation and any agreements pertaining to the development that insure the financial feasibility of the project.

There was much discussion in regards to the lift station. It was noted that analysis found the small lift station model was the most cost effective. Director Schettler explained the different costs involved by using a lift station versus a gravity system. He noted that they considered construction costs as well as the life of the equipment in determining cost effectiveness.

It was noted that there was a typing error and that the HUD SHOP funds should read \$450,000 rather than the printed \$300,000 on Resolution 10-2012.

Councilmember Lak motioned to approve Resolution 10-2012 Amending Resolution 21-2011 Mend Bonding Resolution with the amended HUD SHOP amount of \$300,000 changed to \$450,000. The motion was seconded by Councilmember DeVries and passed unanimously.

April 10, 2012

6. Approval of MEND Request for \$16K from Affordable Housing Surcharge Funds

Administrator Walinski stated that Upper Valley MEND has requested the Affordable Housing Surcharge Funds in the amount of \$16,000. He noted that those funds come from a surcharge put on any document recorded at Chelan County. He said that MEND would like to use those funds for ongoing planning and engineering of the Meadowlark Affordable Housing Development. He stated that those funds may only be used for affordable housing efforts and that Upper Valley MEND is the only such organization in the city. Administrator Walinski further explained that the City has given those funds to MEND in the past and they will enter into an agreement similar to last years, although the City will likely authorize funds of \$8,000 at the current time and \$8,000 later in the year. Director Steiner noted that the release of funds is contingent upon the availability of funding.

Councilmember DeVries motioned to approve the expenditure of \$16,000 Affordable Housing Surcharge Funds and authorizes the Mayor sign the agreement with Upper Valley MEND for the disbursement of these funds. The motion was seconded by Councilmember Lak and passed unanimously.

April 24, 2012

Development Services Manager Nathan Pate reported that the application from the Meadowlark Planned Development has been turned in, reviewed by staff and a notice of incomplete has been issued. He stated on a project of this size, it is not uncommon that a notice of incomplete is initially issued before a review for compliance is initiated. He gave updates to the Council as to the progress on Mountain Meadows, the Posthotel, various permitting and one single family residential project. He confirmed that Leavenworth Spirit will be moving into the Burger King Building and that the Best Western Hotel's footing and foundation plans have been approved for an 18 unit expansion.

May 8, 2012

Development Services Manager Nathan Pate stated that Upper Valley MEND, regarding the Meadowlark low income housing development, has been given their second notice of incomplete application.

May 22, 2012

Administrator Walinski reported on the summary judgment of the water rights case and stated that it is scheduled for June 7, 2012 at 11:00 AM in Wenatchee. He reported that Cary Siess and Don Heffner have completed the classroom portion of the sound level monitoring course and they will be practicing the use of the equipment and completing the certification examination in the next month. He noted that the City did not receive funding for the Community Development Block Grant (CDBG) application which was intended to build the water / sewer infrastructure to the Upper Valley MEND Meadowlark Affordable Housing project. He said that the City scored high enough to deserve the grant funding, although there were other projects that were above the City in terms of need. He noted that Director Steiner worked diligently in order to complete the 2011 Annual Financial Report and stated that it has been provided for Councils review. He added that Director Steiner will briefly review the report at the June Study Session meeting.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA.

Brian Thompson-Royer, 7504 Icicle Road, Leavenworth: Mr. Thompson-Royer stated that unfortunately they did not receive the \$750,000 Community Development Block Grant which has been anticipated to put the initial water and sewer utilities infrastructure to the Meadowlark Affordable Housing Program. He stated that they have been working on the plans and the permitting process. He said that they haven't had much time to address the situation regarding the grant, although disappointed, they are still moving forward on the project.

January 8, 2013

Councilmember Lak reported on the Public Works Committee meeting and stated that they discussed the Meadowlark affordable housing development and the request for a deviation from the standard for road development which is used throughout the city. He said they discussed snow removal, parking and temporary lighting at the former Fruit Warehouse location. Regarding parking, the committee met with TD&H Engineers on Friday, January 4, 2013 to discuss the design and what needs to be done to accommodate events other than parking, such as Oktoberfest. He confirmed that the design work is nearing completion for the Fire Hall parking lot located next to City Hall and that the Icicle Station temporary shelter has informational flyers provided by Rob Eaton and the main signage has been ordered which will be provided by Ray Laramie. The committee also discussed the new well project which is currently under design and anticipated for installation in 2014 as well as the improvements being done to Well #1. He addressed the East Leavenworth Road water main project and stated that they are finalizing those plans with an anticipated bid process by March. He confirmed the downtown way-finding signage has been ordered and will be installed soon and that the US 2 Crosswalk Improvement plans have been approved and they are looking forward to beginning that project.

3. Resolution 1-2013 MEND Bonding Resolution

Administrator Walinski stated that the City Council is being asked to adopt Resolution 1-2013 which is a resolution that updates the prior Resolution 10-2012. He said that the document amends the responsibilities and commitments of the City, Upper Valley MEND, and other property owners of the development which are needed in order to move the Meadowlark affordable housing development forward. He noted one of the changes to be that the property was previously located in the Urban Growth Area and has since been annexed into the City limits. He also noted the estimated cost changes to the construction of the water and sewer systems have been updated. He stated the updated full project cost of the Chumstick water and sewer mainline construction to be \$960,606 which includes a 20% contingency. He noted that the costs have increased, although the City's portion will remain unchanged at \$193,489. He said that the City is working with Upper Valley MEND to secure a Community Development Block Grant and if awarded those funds would be for the construction of the water and sewer mainline within the development area. On a final note, Administrator Walinski explained that going forward, as responsibilities transform, those changes will be reflected as amendments in an updated resolution.

Councilmember Molohon motioned to approve Resolution 1-2013 MEND Bonding Resolution. The motion was seconded by Councilmember Lak and passed unanimously.

June 25, 2013

1. CDBG Grant Award – Meadowlark Development

Chuck Reppas, 12620 Ranger Road, Leavenworth; Mr. Reppas stated that he is the chairman of Upper Valley MEND and he thanked the City for helping MEND in obtaining the \$750,000 Community Development Block Grant (CDBG).

City Administrator Joel Walinski stated that the City was awarded a Community Development Block Grant (CDBG) in the amount of \$750,000 which will provide the utility infrastructure for the Upper Valley MEND Meadowlark affordable housing development. He added that the grant will only cover the utilities tying into the project, but not the utilities to the individual houses within the project. Development Services Manager Nathan Pate stated the progress MEND has made up to this date. He explained the noticing, comment period, and SEPA requirements which will need to be met. He went on to explain the responsibilities required of MEND. Discussion ensued on what the costs are, what the City is committed to, the 90 day timeline in accepting the grant, engineering, and construction. Attorney Cheryl Byer stated how the contract will work and how the engineering pieces come together. Administrator Walinski stated that the deadlines for MEND are clear, hard, and fast. It was stated by a number of council members that MEND must be committed to the project. Council members stated their concerns in regard to MEND not appearing to be serious and some council members questioned if MEND has the necessary funding required in order to proceed with the project.

August 27, 2013

1. Discussion: Meadowlark Development

Development Services Manager Nathan Pate stated that this discussion is a continuation from the recent Study Session meeting and the City wants to keep the communication up to date. He explained the project, what needs to take place, and what has taken place to date. He stated that the Notice of Application has been posted on the site and that the project is currently in the public comment period and the City would like as much public comment as possible. He added that Council will review the public comments received and then there will be further public hearings with the City Council and the Hearing Examiner. He stated the dates of those upcoming hearings. He added that the City and UV MEND have been working together on a Development Agreement (DA) in order to ensure both parties are in agreement with all aspects of the development project as well as identifying individual financial responsibilities and commitments.

Manager Pate addressed the meeting with the County at the Public Works Committee meeting where they discussed the placement of the intersections and roads to the proposed development. He explained that Phase I of the project is beginning with 75 lots and Phase II will have approximately 78 lots. He said the County wants the access to the development on Chumstick Highway at North Road and that they are willing to share in the funding of that piece of the project through grant applications. He went on to explain that per the City's code, a development over 30 lots will need two access roads, so the County suggested breaking up Phase I into Phase 1A and 1B and only providing 1 access to the development and building no more than 29 home sites. Manager Pate then briefly stated what types of streets, curbs, gutters, storm water, and landscaping in open spaces have been reviewed.

Robert Pilkinton, 10380 Chumstick Highway, Leavenworth; Mr. Pilkinton stated that he has no objection to the development, although he objects to the road with two major intersections within 300 feet. He said that he feels safety will be an issue as he believes there will be more accidents due to the amount of traffic that comes down the Chumstick in the morning hours. He said there should only be one intersection.

Wendy Fishburne, 10381 Chumstick Highway, Leavenworth; Ms. Fishburne stated that her driveway would intersect with the proposed intersection. She added that she has two children who ride bikes and has personally witnessed two accidents that have ended on her property. She said the intersection will create a lot of volume of traffic which does not accommodate young families. She said there needs to be one intersection and more green space within the development.

Shannon Duncan, 120 Eastridge Drive, East Wenatchee; Ms. Duncan stated that she grew up in the neighborhood and her father still lives there. She said she is also concerned with the safety issues at hand. She said it was heavily trafficked when she was younger and it is only getting more so. She later questioned how many affordable homes will be allocated at the \$150,000 price point.

Councilmember Larsen stated that he wants to see the project move forward. He also stated although the Department of Transportation suggested a roundabout intersection delaying this construction would allow the project to proceed with a lesser number of home sites in the beginning. He said we need to build for the future and move the traffic away from the pedestrians and children. He reiterated that a roundabout intersection will slow the traffic along Chumstick Highway.

Councilmember Lak stated that they need to discuss the financial aspect of the project and the fiscal responsibility on the City's end. He added that there is nearly one million dollars in taxpayer money that has been committed to the development and the Council wants to be assured that UV MEND has the funds available in the bank prior to starting the project to complete the build out. He reiterated that the City needs a guarantee that the project will be built or the City will be financially responsible for the payback of the \$750,000 CDBG funds with interest.

Councilmember DeVries agreed with Councilmember Lak in that UV MEND's financial reports do not state the amount of cash they have on hand. He stated the amounts shown in their financial statement and questioned whether those are pledges or actual cash, and stressed that he wants to know that there is cash on hand to build the project as pledges do not always come to fruition. He stated that residents, teachers, shop owners, etc. need affordable housing and that the council members support affordable housing in the City of Leavenworth. He said it is a difficult position for the City to be in as all pledges don't always come in at 100%.

Councilmember Molohon stated that he feels the project doesn't necessarily address the City's need for more rental homes. He added that in his opinion, \$150,000 to \$200,000 homes does not seem to be "affordable housing".

John Agnew, 8120 Dempsey Road, Leavenworth; Mr. Agnew stated that he is the Chairman of the UV MEND Board and a private partner in the Meadowlark development. He spoke to the financial soundness of UV MEND and stated that Council is not giving them (UV MEND) credit for the \$1 Million value of the property itself and the amount of money the group has already

spent on completing the engineering and design work for the project. He confirmed that he has worked on similar projects in the past and understands the risks involved. He stated that UV MEND has already spent one million dollars to get the project to the point it is today and that the banks and investors are pledging money until UV MEND can show the investors an actual project. He also noted that UV MEND quit raising money until there is a project as they would need to pay interest to those investors prior to beginning the project. He went on to explain the various affordable housing projects he has worked on throughout his career. He reiterated that he understands the City's caution regarding the financial risk to the taxpayers of the City, although he stated that he feels that caution is unfounded as there is no risk to the City until they start expending the funds. He went on to say that he feels the City is placing an unreasonable burden on the project by trying to reduce the financial risk to the residents of Leavenworth. In closure, Mr. Agnew stated that he feels that the City believes UV MEND to be naïve and/or inexperienced and reiterated that they do have the background and experience to move the project forward and mitigate the risk for the City. He also stated that he feels the City is a legitimate business partner in the project and UV MEND is trying to protect the City's interest. He went on to address concerns that have been raised and then gave Council a timeline to begin the project.

Mayor Farivar questioned Mr. Chuck Reppas's previous statement in the August study session to Council that "UV MEND would have \$781,000 in a socially responsible account by the end of the month". Mr. Reppas confirmed that he made that statement, although Mr. Agnew stated that the money will be in that account no later than mid-September. Mayor Farivar stated that the City is in the position to accept the CDBG grant funds which puts the City in a financial risk. She confirmed that the City will require UV MEND's finances be in place prior to spending any of those grant funds. City Administrator Joel Walinski went on to explain that it is the Council's responsibility to the citizens of Leavenworth to reduce the City's risk regarding the management of the one million dollars of public funds. Councilmember Lak stated that the City is not an investor in the Meadowlark development, but a city government who will help the project come to fruition. On a final note, Mayor Farivar stated that Council will require evidence of sound finances prior to releasing any of the CDBG grant funds for the project this next spring.

Mr. Chuck Reppas, Executive Director of UV MEND stated that the City staff and the County officials have come up with a tremendous solution by sizing down the project to 29 home sites. He confirmed that UV MEND will move forward in this new direction. He stated that he is favorable to the idea of a roundabout intersection as it will slow the traffic on Chumstick Highway. He went on to explain the timeline in beginning the Meadowlark project and the work that it entails. On a final note Mr. Reppas addressed the Development Agreement with the City and stated that he feels the details can be worked out easily. He requested that the City allow the bank to control the draw process for the contractors. He then identified the proposed 29 home sites on a map.

Development Services Manager Nathan Pate stated the process of beginning the first 29 home sites and what will be required in regard to noticing, public comment, and hearings.

City Administrator Walinski confirmed that with the development beginning with fewer affordable homes, the CDBG grant is still to be used for approximately 30 affordable homes. He said that Council needs to ensure that Phase II of the project does get built. Mr. Agnew stated that the City has received the grant because of the plans for 30 affordable homes, and if the City doesn't perform the City is not required to pay back the grant but to relinquish its right to ever

receive a CDBG grant again, unless the funds are repaid. He went on to say that it is not a high risk to the City, as the City doesn't typically qualify for low income grant funding and therefore won't need to apply for CDBG funds in the future. Finance Director Chantell Steiner confirmed that Mr. Agnew's statement is only partially correct in that Leavenworth typically does not qualify but could qualify on joint applications with other agencies.

Jennifer Anderson, 802 Pine Street, Leavenworth; Ms. Anderson questioned the public noticing process since the project has now changed. Manager Pate confirmed that there will be a new public comment period, noticing, postings, and hearings.

Director Steiner reiterated that the City is a large recipient of much grant funding, so the risk to the City to take a grant that took several years to receive and then turn it away is a risk to the City's future grant funding.

Administrator Walinski stated that staff will be working through the Development Agreement in the coming week, the City's date to accept the CDBG grant is September 24, 2013, and that the City is keeping in mind that the grant is taxpayer money and will mitigate the City's risk accordingly. He noted that there will be an action item at a future Council meeting regarding the CDBG grant.

September 24, 2013

PUBLIC HEARING ON MEADOWLARK DEVELOPMENT – DEVELOPMENT AGREEMENT

Mayor Farivar opened the public hearing at 6:57 PM.

Manager Pate addressed the Meadowlark affordable housing project being developed by Upper Valley MEND and private partners and stated that the project originated with an application to subdivide approximately 28 acres between Chumstick Highway and Titus Road in order to provide for a subdivision of mixed housing units of affordable, near market value, and market rate value homes. He said the total project will be made up of approximately 150 homes. He noted that today's conversation is in regard to Phase I of the project. He said that at this time, the City is considering approval of the Development Agreement which is an agreement between the Meadowlark Developers and the City Council to resolve any financial aspects and components, as well as any deviation in order to present a united front for the meeting with the Hearing Examiner. He added that this Development Agreement has specific financial obligations for both parties. He said the City has committed to building a trunk line off-site between the project area, traveling south to the Cascade High School connecting to the existing line, whereby the City will put in sewer and water and a lift station which will be funded through a Local Improvement District (LID). He said that those funding mechanisms are included within the Development Agreement. He addressed the Community Development Block Grant (CDBG) through the Department of Commerce to be used for on-site sewer and water lines which will serve the individual lots whereby the City will review the acceptance of the grant and will be the responsible agency to ensure the grant criteria is met. He said that one of the key components of the grant criteria is in providing 30 affordable housing units. He said that within the DA there are sureties in place to ensure that 1) the City gets the affordable units up front, 2) the LID is formed for payment of the trunk line construction costs, 3) and conditions if met allow for the City to

accept the grant from the Department of Commerce and allow for the expenditure of the grant funds. He said that these are all pieces to be considered in the Development Agreement. He added that the final piece is for Council to consider deviations from the development standards. He stated that it is important that the City, Council, and the Developers be on the same page when going before the Hearing Examiner. He noted the significant deviations to be a reduction in road widths, density issues with reduction of setbacks for lots, and lot sizes and coverage.

Chuck Reppas, 12620 Ranger Road, Leavenworth; Mr. Reppas stated that he is the Executive Director of Upper Valley MEND. He spoke to deviations from the dimensional standards in the Leavenworth Municipal Code and stated that those deviations are always a part of a planned development. From the business end of things, the Developers have substantially reviewed the Development Agreement and all are in agreement and all of the owners have signed the agreement. He said there is one document requiring the bank signature on a CD with \$100,000 in cash collateral with Banner Bank and that agreement is in place, although he stated that the assignment by the bank has not yet been completed. He briefly explained the function of Upper Valley MEND and stated that the organization serves the community in many capacities, including the Community Cupboard. He addressed the amounts of people and families the organization is able to help annually. He shared experiences of volunteers giving back to the community and families who have been helped by their organization. He said he has heard some skepticism and wanted to answer those questions. He addressed the need for affordable housing, how the Meadowlark developers propose to pay for the project, the size of the project, and he reiterated that Upper Valley MEND is a non-profit organization so they will not profit from this project. He added that all costs are covered by grants, contributions, and sales of property. He said that if MEND does manage to generate more income or reduce their costs, then they will put those monies back into the community and will be able to create more affordable homes or help others get into the program. In closing, Mr. Reppas stated that although they are developers, they aren't doing so to generate income but rather to serve the community.

Kiffen Fishburne, 10462 Fox Road, Leavenworth; Ms. Fishburne stated that Mr. Reppas has discussed the Meadowlark Development with her and she believes it is a good idea, although she stated her concern to be the increased traffic that will come from the additional homes. She said she has also discussed her concern for traffic safety with the County.

Skip Clausen, 553 Mountain View Drive, Leavenworth; Mr. Clausen stated that he is for the affordable housing project, but not for the government supporting it and the City being at risk. He questioned if the citizens have any reason to be worried about being at stake for repayment of the grant money.

Shaun Seaman, 10463 Titus Road, Leavenworth; Mr. Seaman stated that he has been kept informed of the project and is in support of the low income housing project. He is not concerned of the noise or traffic as he is supportive of the project being built. He looks forward to having the development as a neighbor. He also stated that he thinks the development benefits the community.

Sharon Waters, 336 Birch Street, Leavenworth; Ms. Waters questioned who will be responsible for the LID and questioned how many of the homes will be "affordable". Development Services Manager Nathan Pate stated that the grant will ensure at least 30 units and that the LID will be paid by the three parties affiliated with the development. Mr. Reppas stepped in and explained how the affordable, near market rate, and market rate homes will be built in various phases.

Mayor Farivar asked if there were any more comments from the public. Hearing none she closed the public hearing at 7:34 PM.

2. Development Agreement with Upper Valley MEND

City Administrator Joel Walinski directed Councilmembers to the Development Agreement packet including all attached exhibits. He then went on to explain the following exhibits:

- 1) Map of Property and Ownership and stated those property owners to be Upper Valley MEND, Titus, LLC, and John Agnew/Patty Hebert;
- 2) Resolution 01-2013 and stated that the Resolution is amending the agreement to enter into municipal bonding for the construction of a utility connection to the Meadowlark Development and repealing Resolution 10-2012;
- 3) Ordinance 1410 and stated the Ordinance provides for the annexation of the three properties into the City of Leavenworth;
- 4) Financial Critical Path and Timetable for Meadowlark Development and stated that it is a document that puts together a timetable of actions that must be completed in order to minimize the risk to the City and put in place commitments for all parties;
- 5) Contract for Preformation Expenditures which he stated to be a contract which focuses on the LID which minimizes the risk to the City as it requires funds to be in place if the project or the LID is not completed;
- 6) Assignment of Funds which assigns a bank account of \$1.5 Million to the City of Leavenworth for security purposes and will need to be in place by April 1, 2014 to insure funding is in place for the additional necessary public improvements needed for this project, such as roads, sidewalks, curb, gutter, etc;
- 7) Deed of Trust, he went on to explain that as per acceptance of the CDBG grant, the City is seeking assurance that 30 affordable homes be built by November 2019 and if default were to take place, the City will have the property, parcel 15, as collateral to pay back the grant;
- 8) Preliminary Plat Showing Lot 15 which he stated to be a map which shows the layout of the development including the affordable homes and the access points for this phase of the Meadowlark Development;
- 9) Meadowlark Dimensional Standards table which he stated shows the various deviations which have been allowed in the planning phases of the Meadowlark Development;
- 10) Planned Development Master Plan which gives the location and placement of the various homes, roads, and future improvements in the development;
- 11) Snow Storage Diagram.

City Attorney Tom Graafstra addressed the Financial Critical Path and Timetable for Meadowlark Development. He stated that the document was drawn up in order to mitigate the risk against the City. He confirmed critical dates and the criteria which must be met by certain dates. He said that tonight's motion is to accept the grant, although there will be no funds expended until next year, after critical timelines are met. He confirmed that steps that have been met to date and the steps that have not been met as of the time of the meeting. He confirmed that the City does not have the signed assignment of funds from the bank and additional documents pertaining to the evidence of existence for Titus LLC and Meadowlark LLC. He reminded the Council that the deadline for acceptance of the Grant is October 1; therefore, these documents must be received prior to this date. He went on to explain which steps will need to be completed next year that are associated with the LID. He confirmed that the only properties involved with the LID are the three properties that make up the development. On a final note, he addressed the

provisions in place to protect the risk to the City and the processes that will take place due to default by Meadowlark.

Councilmember DeVries stated that the timeline was drafted on September 12, 2013, the two most important items on the agenda are for Council to accept the Development Agreement and the CDBG grant, and he asked the City Attorney to confirm whether or not the time lined events have been completed. The City Attorney stated that not all of steps 1-3 have been met. Councilmember DeVries again reiterated that the items on the agenda are to approve the Development Agreement and the CDBG grant and the developers of Meadowlark have not yet completed the necessary items on the timeline. He said he would not be able to support approval on the two items if they are non-compliant.

Attorney Graafstra stated that there is a pathway to achieve compliance and satisfy the City's obligation as it relates to acceptance of the grant. He said that Council can authorize the Mayor to proceed and sign the appropriate documentation and give Meadowlark the opportunity to achieve compliance with the missing components within a specified amount of time.

Councilmember DeVries said that Council has been supportive of the project and they still are, although they have a fiscal responsibility to the citizens of Leavenworth to ensure they do not take unnecessary risks which will jeopardize the City's financial abilities and the ability to obtain grants for other city projects. He repeated that the required items have to be completed in order to gain the Council's support and urged the Meadowlark developers to come forth with the items that have been requested.

Councilmember Meyer stated that his concern is that if Council bends the rules now, down the road the Meadowlark developers may want another extension and that is his fear going forward. Councilmember Molohon stated that the City Attorney's advice was to allow the Meadowlark developers to complete the three items with a minimal extension. He then asked Councilmember Meyer if he would be willing to support that and Councilmember Meyer stated he would. He also stated that he cannot support a second extension in the future.

Councilmember Larsen asked Finance Director Chantell Steiner if the grant were accepted now and then turned back to the Department of Commerce in April, will that be unfavorable to the City in regard to future grant funding? Director Steiner stated that all grant programs are affiliated with each other and it may affect the City in some negative way. Councilmember Larsen asked Mr. Reppas if he would be able to meet the current benchmarks if Council extended the deadline to end of business on Thursday. Mr. Reppas stated that he is still waiting on a bank signature and approval of the assignment, although he confirmed the \$100,000 is in a Certificate of Deposit (CD) at Banner Bank. Mr. Reppas stated his concern to be that he can't confirm that he will be able to obtain a bank signature by end of business Thursday. He expressed his frustration with the paperwork process.

Mayor Farivar stated to Mr. Reppas that the City is also a little frustrated because they are putting forward their full faith and credit of the City of Leavenworth and all of its residents and want to do it in such a way that is cautious and appropriate based on the advice from the City's legal counsel. She explained that the CDBG acceptance was initially due on September 1, although the City was able to get that acceptance date moved up to October 1. She reiterated that the City is working very hard to help the Meadowlark developers meet the deadlines.

City Attorney Graafstra said that when the documentation was originally drafted in August, it originally provided for a cash deposit with the City. He said another alternative would be a letter of credit by a bank, which is a bank guarantee, although the Meadowlark developers decided to go in the direction which has been presented tonight. Mr. Graafstra stated that either scenario will work, although it must be taken care of by end of business Thursday in order to provide for staff review time, the Mayor to sign the documents, and transmittal of the document. Mr. Reppas asked if he could give the City a cash deposit for \$100,000 that would be returned and replaced with an assignment once the documents are executed. Mayor Farivar stated that this would be acceptable.

Councilmember Wilson stated that she has always been concerned with the City of Leavenworth, its citizens, and its finances, although she also feels that Upper Valley MEND has put their heart, soul, blood, sweat, and tears into getting affordable housing to the City and she added that she has faith in them.

Councilmember Lak stated that he has been skeptical, although he wants to see the project take place. He stated that as of tonight, the Meadowlark developers are in default of the agreement. He said he will support the extension of noon on Thursday, but he said he's not comfortable moving forward with a group that is currently in default, and that may go into default again. He reiterated that Council has a responsibility to protect the grant money, the reputation of the City, and future grant funding. He added that the City receives grants to build roads, water / sewer, water towers, and reservoirs and he's not willing to risk losing the funding for those important projects.

City Attorney Tom Graafstra stated to Mr. Reppas that if he can give the City his Certificate of Formation and Articles of Incorporation with his attorneys signature that they are in good standing, those documents will suffice. He said they will also need to provide a \$100,000 cashier's check made out to The City of Leavenworth by end of business Thursday as well. He also stated that he will draw up new documents first thing in the morning to meet this new plan.

Councilmember DeVries motioned to authorize the Mayor to sign and enter into the Meadowlark Development Agreement, subject to the developer completing Critical Path Steps 1 to 3 by noon, Thursday, September 26, 2013 at which time, if the critical path steps have not been fully completed, this authority shall expire. The motion was seconded by Councilmember Molohon and passed unanimously.

3. CDBG Grant Acceptance for Meadowlark Development Project

City Administrator Joel Walinski addressed the Community Development Block Grant (CDBG) Program and stated that it is a General Purpose Grant in the amount of \$750,000. He confirmed that the start date is June 13, 2013 and the end date is November 30, 2019. He noted that the "measurement of success" on the grant, as stated in the contract is that "approximately 30 LMI households will begin receiving a benefit by November 30, 2019". He added that what this means to the Department of Commerce is they will be looking for 30 affordable homes with a certificate of occupancy by the end date of the grant.

Councilmember Lak asked what would happen if the Meadowlark homes don't sell. Mr. Reppas said that is a risk they must take, although they do have a waiting list for the affordable homes.

He noted that they do have an advantage over the regular market place because Meadowlark homes are priced in the \$140,000 – \$160,000 price range.

Shawnee McCartor, 1300 Commercial Street # 216, Leavenworth; Ms. McCartor asked if the affordable homes need to be completed by 2019. The Mayor confirmed that she is correct.

Alex Schmidt, 9097 Icicle Road, Leavenworth; Mr. Schmidt stated that as an observer, he would like to commend the conversations he has heard, the authenticity, and the willingness to work together to provide for affordable housing for the community.

Sharon Waters, 336 Birch Street, Leavenworth; Ms. Waters stated that she is troubled with the meeting because the Meadowlark developers came to the meeting unprepared and has put the Council in the position to make a decision without proper follow through by the Developers. She said it is very unprofessional.

Ken Marson, 10565 Titus Road, Leavenworth; Mr. Marson stated that he disagrees with Ms. Waters comments. He stated that he has worked on projects in the past and he has seen how government works on a higher level. He said that on a higher level they don't get anything done and "we" got something done tonight. He said we had to bend and stretch, but it happened. He commended everyone for doing it. He said that he has noticed in his business, the homes that are selling the quickest in the area are priced at \$200,000 or less. In conclusion, he added that we need to help people get their first start.

Skip Clausen, 553 Mountain View Drive, Leavenworth; Mr. Clausen stated that he likes the Leavenworth City Council and he likes the way they work and protect the residents. He added that he also likes MEND and the idea of affordable housing for the community. He wanted to confirm that there are approximately 30 affordable homes that need to be complete by November, 2019. He added that in the process, 30 homes may be built, but then a new road needs to be built. Mayor Farivar addressed his questions and stated that it is correct, although the City will be working with the County, State, Federal Government, Upper Valley MEND, and Meadowlark LLC in order to find grant funding to help with the road construction for phase II of the project.

Councilmember Molohon motioned to authorize the Mayor to sign and enter into the Community Development Block Grant (CDBG) award of \$750,000 subject to Upper Valley MEND and developers completing Critical Path Steps 1 to 3 by noon, Thursday, September 26, at which time if the critical path steps have not been fully completed, this authority shall expire. The motion was seconded by Councilmember Meyer and passed unanimously.

October 23, 2013

4. Professional Service Agreement with Pace Engineers; Chumstick Utility Extensions

City Engineer Dave Schettler stated that Council is being asked to approve a Professional Services Agreement with Pace Engineers for the Chumstick Utility Extension related to the Meadowlark Development. He noted that the current plans for the project do include locating the utilities beneath the Chumstick Multi-use Trail. He went on to confirm that Pace Engineers began the design of the project in 2011 and the plans for the utilities are 30% complete at this

time. He said that Pace Engineers will complete the design work, Right of Way acquisition, and Cultural Resource investigation under one contract. He added that the Meadowlark Development Agreement provides a \$100,000 reimbursement to the City for the design work should the Meadowlark Development fail to materialize. City Administrator Joel Walinski handed out a new estimate worksheet provided by Pace Engineers.

Councilmember Wilson motioned to approve and authorizes the Mayor to sign the Professional Services Agreement with Pace Engineers; Chumstick Highway and Multi-Purpose Trail and Water/Sewer Utility Extension in an amount not to exceed \$132,657.00. The motion was seconded by Councilmember Larson and passed unanimously.

January 14, 2014

5. Resolution 1-2014 Reimbursement Resolution for Meadowlark LID

Finance Director Chantell Steiner stated that a resolution needs to be in place, as requested by the Bond Council, to ensure that all eligible costs that will be incurred prior to requesting a revenue bond are included in the Local Improvement District (LID). She said that the amount of \$850,000 is an estimate that can be amended at a later date if needed. City Administrator Walinski went on to explain that the City is underway with engineering which will help to determine the final estimated costs for the project. Director Steiner further explained that the LID is for the utility extension project known as the Chumstick Water/Sewer Transmission Line.

Councilmember Meyer motioned to approve Resolution 1-2014 Reimbursement Resolution for the Meadowlark Local Improvement District. The motion was seconded by Councilmember Molohon and passed unanimously.

February 11, 2014

1. Discussion: Meadowlark Development

City Administrator Joel Walinski stated that Council has previously agreed to a Development Agreement with Upper Valley MEND and he gave a brief timeline of the process to date in regard to that agreement, approval of the preliminary plat, and later the request from the developers to change their preliminary plat.

Development Services Manager Nathan Pate addressed the preliminary plat changes and stated the revisions to the plat and planned development. He said that now there will be 29 lots, which includes 22 affordable homes, for the first phase of the subdivision and that the work force housing has been abandoned in the planned development. He detailed the time period for noticing all property owners within 350 feet, notice advertised in the newspaper, the public comment period, and noted that there will be a hearing before the Hearing Examiner on March 27th.

Administrator Walinski stated that with regard to the Development Agreement, there have been changes, although most of the specifications on lot sizes and roadway widths will remain the same. He addressed the cost estimate of the onsite water and sewer which will be covered by the

Community Development Block Grant (CDBG) and the cost estimate of the remaining public utilities. He said that the significant change to the Development Agreement is the Financial Critical Path and Timetable for Development document (Exhibit D). He explained the changes in detail regarding steps 7A, 7B, 8, 9, 10, and 11. He also stated the due dates that each step must be completed in order to continue the project and receive the CDBG funds from the City. There was discussion of the City's function in supplying the water/sewer utilities to the project, the cost to the City, and the surety that the affordable homes will be completed.

Chuck Reppas representing Upper Valley MEND addressed Councilmembers and staff in regard to the Meadowlark Development project. He stated that he met with Representative Brad Hawkins who has agreed to sponsor a request for funding for the Down Payment Assistance Program for the Meadowlark Development project. He added that it is also supported by Representative Condotta and Senator Parlette. He said that Meadowlark developers had originally agreed to build 20 affordable homes and the City agreed to provide \$193,000, although they are now building 30 affordable homes and have not requested the City to provide any additional funds. He said that in itself will be the value the City wishes to be ensured. He added that Mr. Rudy Prey has agreed to be responsible for the \$94,000 financial guarantee for his share of the water/sewer utilities. He confirmed that the looping for the water/sewer utilities will be completed in Phase 1 of the project. He went on to explain the time constraints in dealing with the bank and the appraiser which is why he has requested the May 1 deadline to complete that step. He made a correction to the Financial Critical Path document and stated that the dollar amount in step 9 should be changed to \$550,000. On a final note he said that the Meadowlark Development will be advertised at the Home Show on March 4 at 6:30 PM at the Fire Hall.

Councilmember Lak questioned Mr. Reppas and asked if there is an approved loan from a bank. Mr. Reppas stated that the loan is still in process and he went on to explain what that process entails as well as where additional funds are coming from. There was discussion of the additional timeline extensions, additional work created for City staff due to changes in the submittals, the delay in the bidding process due to the timeline extensions, and the timeline to complete engineering for the project. On a final note, Mr. Reppas went on to briefly explain how the affordable housing sale process works over time in order to ensure the housing remains affordable.

March 25, 2014

Development Services Manager Nathan Pate reported that the Public Hearing with the Hearing Examiner regarding the Meadowlark Development will take place on Thursday, March 27th and that the next Planning Commission meeting will take place on Wednesday, April 2nd. He went on to report on the progress of the Posthotel project.

1. Meadowlark Development Agreement

Development Services Manager Nathan Pate stated that the City Council studied the Development Agreement for the Meadowlark affordable housing project during the March 11, 2014 Study Session meeting. He went on to explain that the agreement is the understanding of the financial arrangement which guarantees that the citizens and the Council uphold the required affordable units pursuant to the Community Development Block Grant (CDBG) award of \$750,000. He added that the applicant has also requested a change to the preliminary plat and

will be taking that to the Hearing Examiner on March 27th at 9:00 AM. He discussed the platting process and what will take place in order to complete the affordable homes. He stated the changes to the Development Agreement and addressed how the grant funding will be used. On a final note, he briefly discussed the Financial Critical Path and Timetable for Meadowlark Development, the financial guarantee, and the changes to that document.

Councilmember Lak motioned to approve the 2014 Meadowlark Development Agreement and authorizes the Mayor to sign. The motion was seconded by Councilmember Molohon and passed unanimously.

2. Resolution 08-2014 Setting a Public Hearing on Meadowlark L.I.D.

City Administrator Joel Walinski stated that the Council is being asked to approve a resolution which declares the intent of the City to consider the formation of a Local Improvement District (L.I.D.) for the construction of the water and sewer infrastructure extension along the Chumstick Highway for the Meadowlark Development and sets a date for the Public Hearing on April 22, 2014 at or after 6:45 PM. He went on to explain the purpose of the L.I.D., the financial responsibility of each owner, the engineering involved, and the three properties which will benefit due to the improvements. He added that those three property owners will be noticed prior to the Public Hearing. There was discussion of the right-of-way location of the utility placement and the project coinciding with the Chumstick Multi-Use Trail project. Mayor Farivar noted that the City will be working with a right-of-way consultant for the purchase of the right-of-way involved.

Mr. Chuck Reppas, Executive Director of Upper Valley MEND expressed his gratitude to the city staff for working diligently on the Meadowlark Affordable Housing project.

Councilmember Meyer motioned to approve Resolution 08-2014 which sets a date for the Public Hearing on the establishment of LID #24 on April 22, 2014 at or after 6:45 PM. The motion was seconded by Councilmember Wilson and passed unanimously.

April 8, 2014

Development Services Manager Nathan Pate reported that the Hearing Examiner has approved the plat revision for the Meadowlark Development which will now allow the developers to proceed with the project and begin to obtain their building permits.

April 22, 2014

PUBLIC HEARING: MEADOWLARK LOCAL IMPROVEMENT DISTRICT FORMATION

Mayor Farivar opened the public hearing at 7:00 PM.

City Administrator Joel Walinski stated that he has provided the Council with a Staff Report that offers some background information regarding the Local Improvement District (LID), maps of the area involved, cost estimates of the project, and an Ordinance to establish the LID.

Mr. Larry Cordes from PACE Engineering addressed the Council and provided a visual presentation showing the water and sewer extension project and how that project will be completed simultaneously with the Chumstick Trail project. He reviewed the construction of the lift station, the location of the water and sewer lines, and additional work that will be completed for the trail project. On a final note he addressed the costs involved with the project and the allocated funds for each aspect of the project. City Administrator Walinski explained how the special benefit was determined for each of the properties included in the LID and added that the special benefit of the combined properties is just over one million dollars while the estimated cost of the project is \$839,600. There was a brief discussion of the City's growth in the next 20-25 years and the life expectancy of the lift station.

Mayor Farivar asked if there were any comments from the public.

Mr. John Agnew addressed the Council and stated that he is Chairman of the Upper Valley MEND Board and a partner in the Meadowlark project. He then introduced the Board members who were in attendance. He briefly updated the Council regarding the interest in the affordable home project and stated that there are currently 45 applicants. He said there has been a lot of interest in both the market rate homes and the affordable homes. There was a brief discussion regarding the applicant qualifications for the affordable homes.

Mayor Farivar asked if there were any more comments from the public. Hearing none she closed the public hearing at 7:24 PM.

3. Ordinance 1470 Meadowlark Local Improvement District

City Administrator Joel Walinski stated that the public hearing was tonight regarding the formation of the LID and that there are a number of items that are in place and there are still two items that need to be taken care of prior to the City Council approval of the LID. One is the completion of the Environmental Compliance issue which is under review and the other is the Bank Assignment for the Prey Property which is in process. He asked to have Ordinance 1470 Meadowlark Local Improvement District moved to the May 27, 2014 City Council meeting.

Councilmember Larsen motioned to continue Ordinance 1470 Meadowlark Local Improvement District to a date certain of May 27, 2014. The motion was seconded by Councilmember Meyer and passed unanimously.

May 27, 2014

1. Ordinance 1470 Meadowlark Local Improvement District #24

City Administrator Joel Walinski stated that the Meadowlark Local Improvement District (LID) #24 was addressed at the April 22, 2014 City Council meeting. He confirmed that the City is still waiting for some of the necessary tasks and reviews to be completed by the Department of transportation and the developers prior to adopting Ordinance 1470. He suggested that the Council continue the Ordinance to a date certain of July 8, 2014.

Councilmember Meyer motioned to continue Ordinance 1470 Meadowlark Local Improvement District #24 to a date certain of July 8, 2014. The motion was seconded by Councilmember Lak and passed unanimously.

July 8, 2014

2. Ordinance 1470 Meadowlark Local Improvement District #24

City Administrator Joel Walinski stated that the Council is being asked to extend Ordinance 1470: Meadowlark Local Improvement District #24 and continue the discussion and consideration to a date certain of August 12, 2014. He went on to say that the City is waiting on the environmental review to be completed by the Department of Transportation, and additionally, the completion of the property acquisition with Chelan County. He added that the City Attorney also recommends that the City wait for all of the final items to be completed by the City as well as the Meadowlark Developers.

Councilmember Larsen motioned to continue Ordinance 1470 to a date certain of August 12, 2014. The motion was seconded by Councilmember Meyer and passed unanimously.

3. Interlocal Agreement Chelan County – Chumstick Right-of-Way

City Administrator Joel Walinski stated that the Council is being asked to approve and authorize the Mayor to sign an Interlocal Agreement with Chelan County regarding the use of right-of-way on the Chumstick Highway for the Chumstick Multi-Use Trail/Water-Sewer Transmission Line Extension Project. He confirmed that the Agreement has been reviewed by the Chelan County Public Works Department, the County Attorney, and the City Attorney and that approval is necessary in order to proceed with the Meadowlark Development and the Chumstick Multi-Use Trail.

Councilmember Larsen motioned to approve and authorizes the Mayor to sign the Interlocal Cooperative Agreement with Chelan County for the Chumstick Multi-Use Trail. The motion was seconded by Councilmember Bangsund and passed unanimously.

August 12, 2014

4. Ordinance 1470 Meadowlark Local Improvement District #24 – continued from 7/8/2014

City Administrator Joel Walinski stated that the Council is being asked to extend the review and approval of this item to a future Council meeting. He said that some items are still in the review process with the Department of Transportation (DOT), although the plans and specs have been reviewed by the DOT and Chelan County, and the environmental review has been completed. He added that the DOT still needs to approve the right-of-way plan which will allow the consultant to enter into negotiations for the purchase of the right-of-way. The City Attorney has advised the City to have as many pieces in place prior to approving LID #24. He confirmed that Upper Valley MEND is currently in the engineering phase of the stormwater and irrigation on the property, although the City has not yet reviewed any of those plans. Administrator Walinski

stated that he is requesting that the Council extend the vote until a date certain of October 14, 2014 when more of the approvals will be in place. Councilmember Meyer questioned the finances in regard to the project and Administrator Walinski confirmed that Banner Bank has given the developers, Upper Valley MEND an extension through the end of September.

Councilmember Wilson motioned to continue Ordinance No. 1470 to a date certain of October 14, 2014. The motion was seconded by Councilmember Meyer and passed unanimously.

October 14, 2014

1. Ordinance 1470 Meadowlark Local Improvement District #24 (continued from 8/12/14)

City Administrator Joel Walinski stated that the City Council began the Local Improvement District (LID) process with a Public Hearing regarding the Meadowlark Development off-site utilities. He noted that since that time, the City Council has continued the adoption of Ordinance 1470 several times. He said that current review of the benefit area and project costs have changed which will require a new public hearing to take place in the future. He went on to say that at this time, with the recommendation of the City Attorney, staff is requesting that the City Council move to table Ordinance 1470 for further review and modification.

Councilmember Meyer motioned to table Ordinance 1470 Meadowlark Local Improvement District #24 for further review and modifications. The motion was seconded by Councilmember Molohon and passed unanimously.

November 12, 2014

2. Resolution 22-2014 Setting a Public Hearing on Meadowlark L.I.D.

City Administrator Joel Walinski stated that the City Council is being asked to approve Resolution 22-2014 which declares the intent of the City of Leavenworth to consider the formation of a Local Improvement District (LID) for the construction of a water and sewer utility extension associated with providing public utilities for the Meadowlark Development and sets a date for a Public Hearing on the establishment of that LID on December 9, 2014 at or after 6:45 PM. He said that this will be the second public hearing regarding the Meadowlark LID and is required because of the addition of two properties which were purchased by Upper Valley MEND and included within the project. He went on to address the updated summary appraisal and benefit analysis for the Council to review. He explained that by adding the water and sewer, the density will be increased and therefore provide more value to the land for the future development. There was a brief discussion of the additional parcels the developers have purchased which will provide a benefit to the City.

Councilmember Larsen motioned to approve Resolution 22 – 2014 which sets a date for the Public Hearing on the establishment of LID# 24 on December 9th, 2014 at or after 6:45 PM. The motion was seconded by Councilmember Lak and passed unanimously.

December 9, 2014

Public Hearing: Meadowlark L.I.D. at 6:45 PM

Mayor Farivar opened the Public Hearing at 7:30 PM.

City Administrator Joel Walinski stated that the Public Hearing is for the formation of the Meadowlark Local Improvement District (LID) which will be used to complete the development of a water/sewer transmission line and lift station for access to the Meadowlark Development area. He displayed a slide show of the property/parcels involved and the proposed project taking place. He noted that this is the second Public Hearing as a new parcel has been added to the LID area. He confirmed that the City has completed an amendment to the benefit analysis to include the new area, the plans and specifications are completed, and the City is moving forward with the property acquisition for the required right-of-way. He explained that there are four property owners that will be assessed the cost of the project, less the City's contribution and will be divided proportionately amongst the four property owners. He stated the total cost of the project to be approximately \$960,000 and that the City has planned to expend \$193,000 in funds. He addressed each parcel within the project and stated their individual assessments. He went on to explain how the land is assessed and confirmed that when the Chumstick water/sewer extension and lift station are added in order to provide sewer and water utilities to the Meadowlark Development area; higher buildable densities of development will be allowed on those properties, which will increase the value of those properties. He stated that currently the current calculated benefit and increased property value is \$1,171,000 for the property area and that this will add further value for the City with the addition of the utility lines.

Mayor Farivar asked if there were any questions from the public.

John Agnew, 8120 Dempsey Road, Leavenworth; Mr. Agnew stated that he is one of the property owners involved with the Meadowlark Development project and that he is also on the Board of the Upper Valley MEND. He asked that City Administrator Walinski readdress how the benefit was calculated and was concerned that the individual property owners were benefitting merely due to the City's contribution. Administrator Walinski stated that the City took the cost of the project, divided that cost amongst four property owners based on the size of the property and benefit, then for the property owned by Upper Valley MEND reduced their proportional assessment by the \$193,000 contribution from the City which is provided to benefit the affordable housing portion of the development only.

Chuck Reppas, 12620 Ranger Road, Leavenworth; Mr. Reppas stated that he is the Executive Director at Upper Valley MEND. He thanked the City Council for the funding that they provided for the Meadowlark Development project. He went on to update the Council regarding the current status of the project, addressed the design work, and stated that the project likely will be underway in the spring of 2015.

Administrator Walinski stated the following items that have been included in the public hearing for the record:

1. Resolution No. 1-2013 – Amending the agreement to enter into municipal bonding for the construction of utility connection to the Meadowlark Development and repealing Resolution 10-2012.
2. Staff Report from December 5, 2014 regarding the Chumstick Highway Utilities Construction Improvement project (#2010-001) proposed Local Improvement District No. 24 December 2014.

3. Map of the four properties within the LID development.
4. Pacific Appraisal Summary Appraisal, December 2, 2013.
5. Pacific Appraisal Summary Appraisal of Special Benefit Analysis Amendment, September 16, 2014.
6. Exhibit C – Estimated Project Costs, which was amended on November 19, 2014.
7. Engineering Sheet regarding design of the Chumstick Highway water/sewer line.
8. Proposed location of the waste treatment plant pump site.
9. Preliminary assessment sheet.
10. Engineer's opinion of probable costs December 3, 2014.
11. Noticing to all property owners, published in the Leavenworth Echo and Cashmere Valley Record on November 19 and 26, 2014.
12. Resolution No. 22-2014 – Declaring the intent of the City Council to consider the formation of a Local Improvement District to be known as Local Improvement District No. 24, for the purpose of constructing extension of the water and sewer transmission lines and lift station to provide utility services for the Meadowlark Development; creating a Local Improvement District and setting a public hearing date to consider the formation of Local Improvement District No. 24.

Mayor Farivar asked if there were any more comments from the public. Hearing none she closed the Public Hearing at 7:44 PM.

RESOLUTIONS, ORDINANCES, ORDERS AND OTHER BUSINESS

3. Ordinance 1470 Meadowlark L.I.D.

City Administrator Joel Walinski stated that the City Council will be asked to review the information regarding the formation of a Local Improvement District (LID) #24 which is the Chumstick Water and Sewer Extension and Lift Station to service the Meadowlark Development. He said that all of the procedural steps have been followed, the purchase of the property for the Right of Way and easements are underway and nearing completion, the engineering is complete, and the estimated assessments for the LID have been made based on the certified engineers estimate. He went on to state that the actual assessments for the LID will be based on actual project costs and assessed to the properties at the close out of the project. He noted that there is still a bond/surety that will need to be paid by Titus Road, LLC to ensure the extension of water and transmission lines to this property within three years after the completion of the initial project.

Councilmember Wilson motioned to adopt Ordinance 1470 Meadowlark Local Improvement District. The motion was seconded by Councilmember Larsen and passed unanimously.

4. Foster Pepper Contract: Bond Counsel Services for Meadowlark LID

Finance Director Chantell Steiner stated that the City Council began discussions on April 22, 2014 to approve the Meadowlark Local Improvement District (LID) ordinance which is now ready for approval by the Council. She said that there is not a set mechanism for financing at this time, although the City will need to secure bond financing services in order to proceed, and that this is the first step in the financing process. She added that the City is requesting a reduced fee in order to support the affordable housing project and confirmed that the Bond Counsel fee

should not exceed \$7,800 as the total cost is anticipated to come in under the \$1 Million threshold.

Councilmember Molohon motioned to approve and authorizes the Mayor to sign the Agreement for Bond Counsel Services with Foster Pepper. The motion was seconded by Councilmember Lak and passed unanimously.

December 29, 2014

1. Duncan Property Acquisition/Purchase of ROW / TCE and Future ROW.

City Administrator Joel Walinski stated that the City Council is being asked to approve the purchase of the “Duncan Property” associated with Right of Way and construction easement necessary for the construction of the Chumstick Trail and Utility Improvement Project and Right of Way necessary for a future roadway and intersection improvements. He went on to explain that there are two projects involved with the property purchase; the Chumstick Multi-Use Trail project and the water and sewer line improvements associated with the Meadowlark Affordable Housing Development project. He said that with the City acquiring the property necessary to complete the two projects, this has left Ms. Duncan with a remnant piece of land which would create a hardship for her as she would be less likely to sell the remaining parcel on its own and has therefore requested that the City purchase the entire piece. He directed the Council’s attention to a map which showed the different parcels being purchased and the individual projects that are scheduled to take place. Councilmembers briefly discussed the designation of construction easement, location of the Right of Way, the identification of use as per the States requirements, and the amount of the real estate closing costs. He confirmed the amount of the sale to be a cost of \$100,808.60 which will be funded through a LOCAL State Funding program or in-house financing through the utility funds. He also stated that the City attorney has reviewed these documents, although this purchase is under the Department of Transportation Federal Highways Program Acquisition procedure.

Councilmember Meyer motioned to approve and to authorize the Mayor to sign closing documents for the purchase of the Duncan Property associated with Right of Way for the Chumstick Trail and Utility Project and future Right of Way needed for Street and Intersection improvements at a cost of \$100,808.60. The motion was seconded by Councilmember Wilson and passed unanimously.

February 24, 2015

1. Department of Transportation ROW Acquisition – Chumstick Trail Properties

City Administrator Joel Walinski stated that the right of way acquisition is necessary in order to complete two projects; the Chumstick Multi-use Trail project and the Chumstick Water/Sewer Transmission Lines that will service the Meadowlark Affordable Housing project. He said that he will address the properties individually and that the Council is being asked to approve and authorize the Mayor to sign the necessary documents for the purchase and acceptance of Right of Way.

Administrator Walinski addressed the Cascade School District property and stated that property consists of a trail easement, utility easement, slope easement, and a temporary construction easement for a purchase price of \$18,300. He went on to say that the acquisition consists of approximately 7,088 square feet of trail property and that the City originally asked for the School District to dedicate the property, although the School District has requested the fee for the purchase of the easements.

Councilmember Meyer motioned to approve and authorize the Mayor to sign the necessary documents for the purchase of the easements from the Cascade School District in the amount of \$18,300. The motion was seconded by Councilmember Molohon and passed unanimously.

Administrator Walinski addressed the Ida Allen Property and stated that property consists of a trail easement, utility easement, slope easement, and temporary construction easement for a purchase price of \$19,400. He said that in addition to the monetary settlement, the Ida Allen Estate representatives requested that the City stub out a water and sewer service line to each of the four parcels for future development. A supplemental agreement was developed for this request and the utility stub outs are included in the current plans.

Councilmember Wilson motioned to approve and authorizes the Mayor to sign the necessary documents for the purchase of the easements from the Ida M. Allen Revocable Living Trust in the amount of \$19,400 and to sign the Supplemental Settlement Agreement for the water and sewer stub outs. The motion was seconded by Councilmember Lak and passed unanimously.

Administrator Walinski addressed the Agnew/Hebert property and stated that the dedicated property consists of a trail easement and the property for the location of the Sanitary Sewer Lift Station. This property per the Meadowlark Development agreement is a dedication of ROW and property. He noted that the Chumstick Multi-use trail runs the full frontage of the Agnew/Hebert property. He went on to say that Mr. Agnew and Ms. Hebert have requested that this agreement be executed after all other property necessary for the project has been completed.

Councilmember Molohon motioned to accept the Agnew/Hebert easement dedication for the Chumstick Multi-use Trail as per the Meadowlark Development Agreement and authorizes the Mayor to sign the necessary documents. The motion was seconded by Councilmember Meyer and passed unanimously.

Administrator Walinski confirmed that all of the offers have been presented to the property owners and will be now be reviewed by WA Department of Transportation. Once approved, the Council will be asked to authorize the bid of the project.

August 11, 2015

5. Easement Agreement – Icicle Irrigation District

City Administrator Joel Walinski stated that the City Council is being asked to approve a Permanent Irrigation Water Conveyance Easement for the Icicle Peshastin Irrigation District on a future City Road Right of Way. He said that the easement is necessary for the further development of the Meadowlark Affordable Housing project and public improvements associated with that project. City Attorney Tom Graafstra stated that there is an area on the

MEND property that has to accommodate street improvements, future stormwater and an irrigation drainage. He went on to say that the construction of the irrigation pipe will be outside the future City ROW, however the Irrigation District will have access to the pipe for maintenance purposes via the future City ROW and, with the easement, will assume liability for the irrigation pipe once the construction is complete and the pipe has been dedicated to the Irrigation District. He said that the City will assume ownership of the road and right-of-way once the construction is completed and the improvements are dedicated to the City. He confirmed that this is an agreement between MEND and the Irrigation District and that the language is mutually acceptable to all of the parties. Administrator Walinski stated that the Council is being asked to approve and accept the permanent easement the way it is written.

Councilmember Bangsund motioned to approve and accept the Permanent Irrigation Water Conveyance Easement as written. The motion was seconded by Councilmember Larsen and passed unanimously.

RESOLUTION NO. 21-2011

CITY OF LEAVENWORTH, WASHINGTON

**A RESOLUTION OF THE CITY OF LEAVENWORTH, WASHINGTON,
AGREEMENT TO ENTER INTO MUNICIPAL BONDING FOR THE
CONSTRUCTION OF UTILITY CONNECTION TO THE MEADOWLARK
DEVELOPMENT**

BE IT RESOLVED by the City Council of the City of Leavenworth, Washington as follows:

WHEREAS, the City of Leavenworth, Upper Valley MEND and the community have the shared goal of affordable housing, and

WHEREAS, the importance of affordable housing enables families raising families to live and work here in the Upper Valley and Leavenworth community, and

WHEREAS, all three property owners (Prey, Agnew, and MEND) in the Planned Development are within the Urban Growth Area of the City and agree to annexation by the City of Leavenworth and move PD approval process to the City as soon as possible, and

WHEREAS, two private property owners agree to pay their pro-rata share of design and construction of these utilities, and

WHEREAS, the private parties agree to pay ongoing interest costs for this bond until the lots are developed according to the terms of the Development agreement between the City of Leavenworth and the three parties, and

WHEREAS, the City of Leavenworth finds a public good in an affordable housing project and a utility line extension which can serve the Meadowlark development, and

WHEREAS, the City may also be compensated for this funding through sales tax revenue estimated from \$7,800,000 total construction costs and additional excise tax from the sale of lots and homes; and

WHEREAS, HUD SHOP funds through Community Frameworks of \$300,000 are committed to the first twenty affordable homes and they have a condition requiring conditional City commitment of funding prior to funds release on December 15, 2011,

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1.

The City of Leavenworth hereby commits to providing a municipal bond estimated in the amount of \$815,000 for the purpose of engineering and utility construction of a water and sewer trunk lines for the planned Meadowlark Development to the High School intersection with County Shop Road, subject to the completion of the following conditions:

1. Completion of a development agreement contract between City and three property owners, Upper Valley MEND, Titus LLC, (Rudy Prey) and Agnew/Hebert to allow for success of the development; and
2. All property owners (Prey, Agnew, and MEND) in the Planned Development shall agree to annexation by the City of Leavenworth. Property owners, their successors, heirs, and assigns shall not protest annexation; and
3. Property development owners Titus LLC (Rudy Prey) and the Agnew/Hebert Development and the Housing Authority/Office of Rural and Farmworker Housing will agree to a Utility Reimbursement Agreement with the City of Leavenworth for their proportional costs of the construction of the water and sewer trunk lines. The Utility Reimbursement Agreement will address principle and interest, other debt service costs, and administrative costs. Such URA will be repaid annually or upon early full payment for a sum of the Bond pro-rata share to be determined by all parties with a final payment on or by the termination of the Bond; and
4. Bond preparation and sale process will be executed after full funding from MEND and partners for utility and road construction commitment is provided; estimated at \$1,800,000 in addition to City municipal bond. This is a combination of private partners (2) commitments and the private, socially responsible investment loan funds established by MEND and Affinity Financing; and
5. Commitment to jointly plan, design and execute engineering and construction contracts for off-site utilities; and
6. Commitment by Upper Valley Mend and the City of Leavenworth to jointly fund the first 30% of engineering for the water trunk line, sewer trunk line, and any necessary utility facilities required from the southeast corner of the project to the High School intersection with sewer main and County Shop Road; and
7. Upper Valley MEND and the City of Leavenworth will jointly complete the application and apply for a Community Development Block Grant (CDBG) estimated at \$350,000 of which a portion shall be reserved for the sole purpose of repayment of the Bond for the City off-site utility extension; and
8. Property owners commitment to required dedication of rights of way (ROW) necessary for subdivision of the first phase of project development (see attached map), construction of the Chumstick Multi-use trail, and future intersection improvements to Chumstick / North Road; and
9. All development by Upper Valley MEND, Office of Rural and Farmworker Housing (ORFH), Titus LLC (Rudy Prey) and the Agnew/Hebert Development are subject to the City of Leavenworth System Development Charges at the rate determined at the time of connection. Such charges are separate and distinct from the agreement to enter into a municipal bond for the construction of off-site City utility extension which serves the Meadowlark Development; and

10. Property owners, their successors, heirs, and assigns shall not protest connecting to water and sewer service when such becomes available in conformance with the City of Leavenworth Municipal Code; and
11. As part of the development and connection requirement to City utilities, water rights that are appurtenant to the land at the time of development shall be transferred to the City in an amount equal to that utilized by the applicant in connecting to the City system.

SECTION 2.

Nothing in this agreement shall bind the City to annex said property nor obligate the City to approve future development of the property, nor impose or not impose any particular conditions or requirements for said development and land use actions. Nor shall the City implement improvements to its utilities and/or roads that may be required to serve the development until such time that all items specified above are completed and approved by the identified property owners and City of Leavenworth.

Passed by the City Council of the City of Leavenworth and approved by the Mayor this 22nd day of November, 2011.

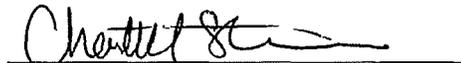
CITY OF LEAVENWORTH

By:



Elmer Larsen, Mayor

Attest:



Chantell Steiner
Finance Director/City Clerk

RESOLUTION NO. 10-2012

CITY OF LEAVENWORTH, WASHINGTON

**A RESOLUTION OF THE CITY OF LEAVENWORTH, WASHINGTON, AMENDING
THE AGREEMENT TO ENTER INTO MUNICIPAL BONDING FOR THE
CONSTRUCTION OF UTILITY CONNECTION TO THE MEADOWLARK
DEVELOPMENT AND REPEALING RESOLUTION 21-2011.**

BE IT RESOLVED by the City Council of the City of Leavenworth, Washington as follows:

WHEREAS, the City of Leavenworth, Upper Valley MEND and the community have the shared goal of increasing the availability of affordable housing; and

WHEREAS, the importance of affordable housing enables families raising families to live and work here in the Upper Valley and Leavenworth community; and

WHEREAS, all three property owners (Upper Valley MEND, Titus LLC, and Agnew/Hebert) near Chumstick Highway are within the Urban Growth Area of the City and have submitted the required request for annexation documents to the City of Leavenworth and move the development agreement approval process to the City as soon as possible; and

WHEREAS, as engineering estimates and costs are reviewed, as they are accepted, it will be necessary to revise funding amounts; and

WHEREAS, two private property owners agree to pay their pro-rata share of design and construction of these utilities; and

WHEREAS, the private parties agree to pay ongoing debt service costs for this bond until the lots are developed according to the terms of a Development Agreement between the City of Leavenworth and the three parties; and

WHEREAS, the City of Leavenworth finds a public good in an affordable housing project and a utility line extension which can serve this project; and

WHEREAS, the City may also be compensated for this funding through sales tax revenue estimated from approximately \$7,800,000 total construction costs and additional excise tax from the sale of lots and homes; and

WHEREAS, HUD SHOP funds through Community Frameworks of \$450,000 were committed to the first thirty (30) affordable homes and they had a condition requiring conditional City commitment of funding prior to funds release on December 15, 2011, which was completed by the City with the adoption of Resolution 21-2011 on November 22, 2011.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1.

The City of Leavenworth hereby commits to providing a municipal bond estimated in the amount of \$815,000 - \$850,000 for the purpose of engineering and utility construction of water and sewer trunk lines along the Chumstick Highway for the property owners identified above from the High School to the intersection with County Shop Road, subject to the completion of the following conditions:

1. Completion of a development agreement contract between City and three property owners, Upper Valley MEND, Titus LLC, (Rudy Prey) and Agnew/Hebert to allow for success of the development; and
2. All property owners (Prey, Agnew, and MEND) in the Planned Development shall agree to annexation by the City of Leavenworth. Property owners, their successors, heirs, and assigns shall not protest annexation; and
3. Property development owners Titus LLC (Rudy Prey) and the Agnew/Hebert Development and Upper Valley MEND will agree to a Utility Reimbursement Agreement (URA) with the City of Leavenworth for their proportional costs of the construction of the water and sewer trunk lines. The Utility Reimbursement Agreement will address principle and interest, other debt service costs, and administrative costs. Such URA will be repaid annually or upon early full payment for a sum of the Bond pro-rata shares to be determined by all parties with a final payment on or by the termination of the Bond; and
4. As of February 9, 2012 the estimated cost allocations of the City bonding would be:

MEND Affordable	\$ 49,000
MEND Market Rate	\$194,000
Agnew/Hebert Development	\$266,000
Titus, LLC (Rudy Prey)	\$113,000
<u>City</u>	<u>\$193,000</u>
Total	\$815,000

5. Bond preparation and sale process will be executed after full funding from MEND and partners for utility and road construction commitment is provided; estimated at \$3,000,000 in addition to City municipal bond. This is a combination of private partners (2) commitments and the private, socially responsible investment loan funds established by MEND and Affinity Financing; and
6. Commitment by Upper Valley Mend and the City of Leavenworth to jointly fund the first 30% of engineering for the water trunk line, sewer trunk line, and any necessary utility facilities required from the southeast corner of the project to the High School intersection with sewer main and County Shop Road, which has been completed as of January 18, 2012; and
7. Upper Valley MEND, Titus LLC, and Agnew/Hebert Property owners have requested that the on-site public utilities (water and sewer) constructed in the

dedicated right of way be accomplished as a City managed project. The City recognizes the benefit of a City managed project for the construction of the on-site public utilities (water and sewer mains) constructed in the publicly dedicated right of way within the project area.

8. Upper Valley MEND and the City of Leavenworth will jointly complete the application and the City of Leavenworth will apply for a Community Development Block Grant (CDBG) estimated at \$750,000 of which funds will be utilized for the construction of the on-site public utilities (water and sewer mains) constructed in the publicly dedicated right of way to benefit 30 low-income housing units within the project area; and
9. Prior to acceptance of a CDBG award, Upper Valley MEND, private property owners Titus LLC and Agnew/Hebert and the City of Leavenworth will establish an adequate commitment of funding in an amount and form acceptable by the City to ensure funding for unforeseen increased construction costs and/or additional liabilities for the construction of the on-site public utilities (water and sewer mains) constructed in the publicly dedicated right of way within the referenced properties; and
10. Prior to the acceptance of a CDBG award, Upper Valley MEND will provide the City with documentation which will include any and all financial agreements pertaining to the Meadowlark development to insure the financial feasibility of the full buildout of at least 30 affordable homes; and
11. Property owners commitment to required dedication of rights of way (ROW) necessary for subdivision comprising at least 30 affordable homes of project development (see attached map), construction of the Chumstick Multi-use trail, and future intersection improvements to Chumstick / North Road; and
12. All homes constructed on properties owned by Upper Valley MEND, Titus LLC (Rudy Prey) and the Agnew/Hebert are subject to the City of Leavenworth System Development Charges at the rate determined at the time of connection. Such charges are separate and distinct from the agreement to enter into a municipal bond for the construction of the City utility extension which will serve the referenced properties; and
13. Property owners, their successors, heirs, and assigns shall not protest connecting to water and sewer service when such becomes available in conformance with the City of Leavenworth Municipal Code; and
14. As part of the development and connection requirement to City utilities, water rights that are appurtenant to the land at the time of development shall be transferred to the City in an amount equal to that utilized by the applicant in connecting to the City system.

SECTION 2.

Nothing in this agreement shall bind the City to annex said property nor obligate the City to approve future development of the property, nor impose or not impose any particular conditions or requirements for said development and land use actions. Nor shall the City implement improvements to its utilities and/or roads that may be required to serve the development until

such time that all items specified above are completed and approved by the identified property owners and City of Leavenworth.

SECTION 3.

Repealer. Resolution 21-2011 is hereby repealed.

Passed by the City Council of the City of Leavenworth and approved by the Mayor this 28th day of February, 2012.

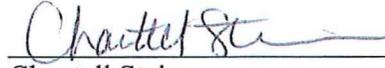
CITY OF LEAVENWORTH

By:



Cheryl K. Farivar, Mayor

Attest:



Chantell Steiner
Finance Director/City Clerk

RESOLUTION NO. 1-2013

CITY OF LEAVENWORTH, WASHINGTON

**A RESOLUTION OF THE CITY OF LEAVENWORTH, WASHINGTON, AMENDING
THE AGREEMENT TO ENTER INTO MUNICIPAL BONDING FOR THE
CONSTRUCTION OF UTILITY CONNECTION TO THE MEADOWLARK
DEVELOPMENT AND REPEALING RESOLUTION 10-2012.**

BE IT RESOLVED by the City Council of the City of Leavenworth, Washington as follows:

WHEREAS, the City of Leavenworth, Upper Valley MEND and the community have the shared goal of increasing the availability of affordable housing; and

WHEREAS, the importance of affordable housing enables families to live and work here in the Upper Valley and Leavenworth community; and

WHEREAS, the three property owners with interests in the success of the Meadowlark Development requested annexation into the City of Leavenworth in 2012 and the City did accept that annexation petition; and

WHEREAS, all three property owners (Upper Valley MEND, Titus LLC, and Agnew/Hebert) near Chumstick Highway are within the City of Leavenworth and undertaking the planned development, development agreement, and subdivision approval processes for the development of the "Meadowlark" planned development and subdivision; and

WHEREAS, as engineering estimates and costs are reviewed, as they are accepted, it will be necessary to revise funding amounts; and

WHEREAS, two private property owners, the owners of the Titus LLC (Rudy Prey) and the owners of the Agnew/Hebert Development, agree to pay their pro-rata share of design and construction of these utilities; and

WHEREAS, the private parties agree to pay ongoing debt service costs for this bond until the lots are developed and sold and/or conveyed according to the terms of a Development Agreement between the City of Leavenworth and the three parties; and

WHEREAS, upon the sale or conveyance of the lot with an outstanding assessment, in accordance with the terms of a Development Agreement, the outstanding balance of the assessment shall be paid to the City for debt service costs for this bond; and

WHEREAS, the City of Leavenworth finds a public good in an affordable housing project and a utility line extension which can serve this project; and

WHEREAS, the City may also be compensated for this bond funding through sales tax revenue estimated from approximately \$7,800,000 total construction costs and additional excise tax from the sale of lots and homes; and

WHEREAS, HUD SHOP funds through Community Frameworks of \$450,000 were committed to the first thirty (30) affordable homes and they had a condition requiring conditional City commitment of funding prior to funds release on December 15, 2011, which was completed by the City with the adoption of Resolution 21-2011 on November 22, 2011.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1.

The City of Leavenworth hereby commits to providing a municipal bond estimated in the amount of \$960,606 for the purpose of engineering and utility construction of water and sewer trunk lines along the Chumstick Highway for the property owners identified above from the High School to the intersection with County Shop Road, subject to the completion of the following conditions:

1. Completion of a development agreement contract between City and three property owners, Upper Valley MEND, Titus LLC, (Rudy Prey) and Agnew/Hebert to allow for success of the development in conjunction with the Planned Development; and
2. Property development owners Titus LLC (Rudy Prey), the Agnew/Hebert Development, and Upper Valley MEND will agree to a Developer Reimbursement and Collection Agreement with the City of Leavenworth for their proportional costs of the construction of the water and sewer trunk lines. The Developer Reimbursement and Collection Agreement will address principle and interest, other debt service costs, and administrative costs. Such Developer Reimbursement and Collection Agreement will be repaid annually or upon early full payment for a sum of the Bond pro-rata shares to be determined by all parties with a final payment on or by the termination of the Bond; and
3. As of December 19, 2012 the estimated cost allocations of the City bonding would be:

MEND Affordable	\$ 81459
MEND Market Rate	\$256162
Agnew/Hebert Development	\$311,053
Titus, LLC (Rudy Prey)	\$118,932
<u>City</u>	<u>\$193,000</u>
Total	\$960,606

4. Bond preparation will be executed after full funding from MEND and partners for utility and road construction commitment is provided; estimated at \$3,000,000 in addition to City municipal bond. This is a combination of private partners (2) commitments and the construction financing established by MEND ; and

5. Commitment by Upper Valley Mend and the City of Leavenworth to jointly fund the first 30% of engineering for the water trunk line, sewer trunk line, and any necessary utility facilities required from the southeast corner of the project to the High School intersection with sewer main and County Shop Road, which has been completed as of January 18, 2012; and
6. Upper Valley MEND, Titus LLC, and Agnew/Hebert Property owners have requested that the on-site public utilities (water and sewer) constructed in the dedicated right of way be accomplished as a City managed project. The City recognizes the benefit of a City managed project for the construction of the on-site public utilities (water and sewer mains) constructed in the publicly dedicated right of way within the project area. The City and Meadowlark Development owners will need to decide the most cost effective approach to accomplish the construction and installation of the on-site public utilities, whether by the developer with City oversight or through a City managed project.
7. Upper Valley MEND and the City of Leavenworth will jointly submit a Community Development Block Grant (CDBG) application to the Washington Department of Commerce in January of 2013. Upper Valley MEND will provide a full and complete CDBG application to the City for review by January 25, 2013. If received by January 25, 2013, the City of Leavenworth will review and submit the CDBG application by January 31, 2013. The CDBG application is estimated at \$750,000 of which funds will be utilized for the construction of the on-site (within the property boundaries) public utilities (water and sewer mains) constructed in the publicly dedicated right of way to benefit 30 low-income housing units within the project area; and
8. If the CDBG is awarded to the City:
 - a. Prior to acceptance of a CDBG award, Upper Valley MEND, private property owners Titus LLC and Agnew/Hebert, the Meadowlark Development property owners will establish an adequate commitment of funding in an amount and form acceptable by the City to ensure funding for the difference between \$750,000 above and unforeseen increased construction costs and/or additional liabilities for the construction of the on-site public utilities (water and sewer mains) constructed in the publicly dedicated right of way within the referenced properties; and
 - b. Prior to the acceptance of a CDBG award, Upper Valley MEND will provide the City with legal documentation which will include any and all financial agreements pertaining to the Meadowlark development to insure the financial feasibility of the full buildout of at least 31 affordable homes; and
 - c. Prior to the acceptance of a CDBG award, property owners are required to dedicate rights of way (ROW) necessary for subdivision comprising the project development for all public utility construction, construction of the Chumstick Multi-use trail, and future intersection improvements of development access roads to the Chumstick Highway; and
9. All homes constructed on properties owned by Upper Valley MEND, Titus LLC (Rudy Prey), and the Agnew/Hebert are subject to the City of Leavenworth System Development Charges at the rate determined at the time of connection.

Such charges are separate and distinct from the agreement to enter into a municipal bond for the construction of the City utility extension which will serve the referenced properties and any Developer Reimbursement and Collection Agreement; and

10. Property owners, their successors, heirs, and assigns shall not protest connecting to water and sewer service when such becomes available in conformance with the City of Leavenworth Municipal Code; and
11. As part of the development and connection requirement to City utilities, domestic water rights that are appurtenant to the land at the time of development shall be transferred to the City in an amount equal to that utilized by the applicant in connecting to the City system.

SECTION 2.

Nothing in this agreement shall bind nor obligate the City to approve future development of the property, nor impose or not impose any particular conditions or requirements for said development and land use actions. Nor shall the City implement improvements to its utilities and/or roads that may be required to serve the development until such time that all items specified above are completed and approved by the identified property owners and City of Leavenworth.

SECTION 3.

Repealer. Resolution 10-2012 is hereby repealed.

Passed by the City Council of the City of Leavenworth and approved by the Mayor this 8th day of January, 2013.

CITY OF LEAVENWORTH

By:



Cheryl K. Farivar, Mayor

Attest:



Chantell Steiner
Finance Director/City Clerk

CITY OF LEAVENWORTH, WASHINGTON

RESOLUTION NO. 1-2014

A RESOLUTION of the City of Leavenworth, Washington, declaring its official intent to reimburse capital expenditures in connection with the Meadowlark Project from proceeds of a future borrowing.

WHEREAS, the City of Leavenworth, Washington (the "City") intends to make expenditures for the Project (identified below) from funds that are available but that are not (and are not reasonably expected to be) reserved, allocated on a long-term basis, or otherwise set aside for those expenditures, and reasonably expects to be reimbursed for those expenditures from proceeds of bonds or other obligations ("bonds") issued to finance those expenditures; and

WHEREAS, certain federal regulations (the "federal reimbursement regulations") relating to the use of proceeds of tax exempt bonds to reimburse the issuer of the bonds for expenditures made before the issue date of the bonds require, among other things, that not later than 60 days after payment of the original expenditure the City (or any person designated by the City to do so on its behalf) declare a reasonable official intent to reimburse those expenditures from proceeds of bonds; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON, as follows:

Section 1. Description of Project for Which Expenditures are to be Made. The City intends to make (and/or, not more than 60 days before the date of this declaration, has made) expenditures, and reasonably expects to reimburse itself for those expenditures from proceeds of bonds, for the construction of water, sewer and other utility infrastructure from Highway 2 to the North Road Intersection, and related improvements, in connection with the Meadowlark Project (the "Project"):

Section 2. Maximum Principal Amount of Obligations Expected to be Issued for the Project. The City expects that the maximum principal amount of bonds that will be issued to finance the Project will be \$850,000.

Section 3. Declaration Reasonable. The City Council has reviewed its existing and reasonably foreseeable budgetary and financial circumstances and has determined that the City reasonably expects to reimburse itself for expenditures for the Project from proceeds of bonds because the City has no funds available that already are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the City for those expenditures on the Project.

Section 4. Limitations on Uses of Reimbursement Amounts. The City will not, within one year after the expected reimbursement, use amounts corresponding to proceeds received from bonds issued in the future to reimburse the City for previously paid expenditures for the

Project in any manner that results in those amounts being treated as replacement proceeds of any tax exempt bonds, *i.e.*, as a result of being deposited in a reserve fund, pledged fund, sinking fund or similar fund (other than a bona fide debt service fund) that is expected to be used to pay principal of or interest on tax exempt bonds. Nor will the City use those amounts in any manner that employs an abusive arbitrage device to avoid arbitrage restrictions.

Section 5. Date of Declaration. This declaration of official intent shall be dated as of the date of adoption of this resolution.

Section 6. Ratification and Confirmation. Any actions of the City or its officers prior to the date thereof and consistent with the terms of this resolution are ratified and confirmed.

Section 7. Effective Date. This resolution shall be in full force and effect from and after its adoption and approval.

The foregoing resolution was ADOPTED by the City Council of the City of Leavenworth, Washington, at a regular open public meeting thereof this 14th day of January, 2014.



Mayor

ATTEST:



City Clerk

CERTIFICATION

I, Chantell Steiner, City Clerk of the City of Leavenworth, Washington, certify that the attached copy of Resolution No. 1-2014 is a true and correct copy of the original resolution adopted on January 14, 2014, as that resolution appears on the Minute Book of the City.

DATED this 14th day of January, 2014.

CITY OF LEAVENWORTH,
WASHINGTON



Chantell Steiner, City Clerk

RESOLUTION NO. 08 - 2014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON, DECLARING THE INTENT OF THE CITY COUNCIL TO CONSIDER THE FORMATION OF A LOCAL IMPROVEMENT DISTRICT TO BE KNOWN AS LOCAL IMPROVEMENT DISTRICT NO. 24, FOR THE PURPOSE OF CONSTRUCTING EXTENSION OF THE WATER AND SEWER TRANSMISSION LINES AND LIFT STATION TO PROVIDE UTILITY SERVICES FOR THE MEADOWLARK DEVELOPMENT; CREATING A LOCAL IMPROVEMENT DISTRICT AND SETTING A PUBLIC HEARING DATE TO CONSIDER THE FORMATION OF LOCAL IMPROVEMENT DISTRICT NO. 24.

WHEREAS, the City Council of the City of Leavenworth intends to order the improvements described in Exhibit A, attached hereto and incorporated by this reference as if set forth in full; and

WHEREAS, the Council desires to form a Local Improvement District for the purpose of making said improvements fully described in Exhibit A; and

WHEREAS, the date, time and place of a public hearing to consider the proposed Local Improvement District and improvements should be established, NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council hereby declares its intent to form Local Improvement District No. 24 pursuant to the resolution method established in RCW 35.43.140 for the construction of water and sewer transmission lines and a lift station more particularly described in Exhibit A attached hereto and incorporated by this reference as if set forth in full. Pursuant to RCW 35.43.140, the nature and territorial extent of the improvement are set forth on Exhibit B.

Section 2. The cost and expense of all labor and material required to make a complete improvement, including legal, engineering, administrative, printing, costs of acquisition, and all other expenses of every kind is approximately \$895,700, and shall be paid from the special assessments and from other funds legally available to the City for such improvements. A local improvement district shall be established embracing as near as may be all the property specially benefited by such improvement and such specially benefited property shall be assessed to pay all of the cost of such improvement under the mode of payment of bonds.

Section 3. A public hearing shall be conducted before the Leavenworth City Council in the City Council Chambers located at City Hall, 700 Highway 2, Leavenworth, Washington 98826, on the 22nd day of April, 2014 at the hour of 6:45 p.m., or as soon thereafter as possible, then and there to present their objections thereto, if any they have. NOTICE IS HEREBY

GIVEN THAT THE ACTUAL ASSESSMENTS FOR THE LOCAL IMPROVEMENT DISTRICT MAY VARY FROM PRELIMINARY ASSESSMENT ESTIMATES SO LONG AS THEY DO NOT EXCEED A FIGURE EQUAL TO THE INCREASED TRUE AND FAIR VALUE THE IMPROVEMENT ADDS TO THE PROPERTY.

Section 4. The Designated City Engineer of the City of Leavenworth is hereby directed to submit to the City Council at or prior to the day of the hearing, the estimated cost and expense of the proposed improvements together with a diagram or print showing thereon the lots, tracts, or parcels of lands or other property which will be specially benefitted thereby.

Section 5. The City Clerk is hereby directed to have this Resolution published in two consecutive issues of the official newspaper of the City, with the first publication to be at least fifteen (15) days before the day fixed for the hearing. In addition, the City Clerk is hereby directed to give notice of the hearing upon formation of the Local Improvement District by mail at least fifteen (15) days before the day fixed for the hearing to the owners of all lots, tracts, and parcels of land or other property to be specially benefitted by the proposed improvement, as shown in the rolls of the County Assessor, directed to the address thereon shown. The notice shall set forth the nature of the proposed improvement, the estimated cost, and the estimated benefits to the particular lot, tract or parcel.

PASSED by the City Council this 25th day of March, 2014, and signed by me in open session in authentication of its passage this 25th day of March, 2014.

APPROVED:



CHERI K. FARIVAR, MAYOR

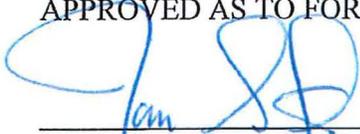
FILED this 25th day of March, 2014.

ATTEST:



CHANTELL STEINER, CITY CLERK

APPROVED AS TO FORM:



THOM H. GRAAFSTRA, CITY ATTORNEY

EXHIBIT A

PROJECT DESCRIPTION

The Water and Sewer Transmission Line Extension and Lift Station project consists of three utility improvements to service the Meadowlark Development. One is the extension and installation of a City 12" Water Transmission line from County Shop Road intersection with the Chumstick Hwy. to the Meadowlark property project property line west of the Intersection of North Road and the Chumstick Hwy. The second is the extension, construction and installation of a 6" diameter force main from the sewer manhole (A8) located in the Cascade High School Parking Lot to a new sewer lift station located NW of the Chumstick Hwy/North Avenue Intersection on the Agnew Hebert Property. The third construction item included in this project is the construction of the sewer lift station located on the Agnew/Hebert Property that would allow for gravity sewer service for the Meadowlark Development.

Form of Reimbursement Resolution

Resolution No. 20-2014

Section 1. The City of Leavenworth (the “Local Agency”) reasonably expects to reimburse the expenditures described herein with the proceeds of a financing contract to be entered into by the Local Agency (the “Reimbursement Obligation”).

Section 2. The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations are for the land acquisition regarding the right-of-way along the Chumstick Trail located between the Cascade School District and North Road on the Chumstick Highway.

Section 3. The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations will be made from the General Fund, Water Fund and Sewer Fund for capital improvements related to transportation and the installation of water and sewer distribution lines.

Section 4. The maximum principal amount of Reimbursement Obligations expected to be issued for the property described in Section 2 is \$275,000.00.

Adopted this 28th day of October, 2014.

Approved:



Mayor, Cheryl K. Farivar



Finance Director, Chantell Steiner

RESOLUTION NO. 22 - 2014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON, DECLARING THE INTENT OF THE CITY COUNCIL TO CONSIDER THE FORMATION OF A LOCAL IMPROVEMENT DISTRICT TO BE KNOWN AS LOCAL IMPROVEMENT DISTRICT NO. 24, FOR THE PURPOSE OF CONSTRUCTING EXTENSION OF THE WATER AND SEWER TRANSMISSION LINES AND LIFT STATION TO PROVIDE UTILITY SERVICES FOR THE MEADOWLARK DEVELOPMENT; CREATING A LOCAL IMPROVEMENT DISTRICT AND SETTING A PUBLIC HEARING DATE TO CONSIDER THE FORMATION OF LOCAL IMPROVEMENT DISTRICT NO. 24.

WHEREAS, the City Council of the City of Leavenworth intends to order the improvements described in Exhibit A, attached hereto and incorporated by this reference as if set forth in full; and

WHEREAS, the Council desires to form a Local Improvement District for the purpose of making said improvements fully described in Exhibit A; and

WHEREAS, the Council previously passed Resolution 08-2014 to consider the formation of LID 24 but since passage of that resolution the affected properties have been changed;

WHEREAS, the Council has determined to begin anew the formation process;

WHEREAS, the date, time and place of a public hearing to consider the proposed Local Improvement District and improvements should be established, NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council hereby declares its intent to form Local Improvement District No. 24 pursuant to the resolution method established in RCW 35.43.140 for the construction of water and sewer transmission lines and a lift station more particularly described in Exhibit A attached hereto and incorporated by this reference as if set forth in full. Pursuant to RCW 35.43.140, the nature and territorial extent of the improvement are set forth on Exhibit B.

Section 2. The cost and expense of all labor and material required to make a complete improvement, including legal, engineering, administrative, printing, costs of acquisition, and all other expenses of every kind is approximately \$960,000, and shall be paid from the special assessments and from other funds legally available to the City for such improvements. A local improvement district shall be established embracing as near as may be all the property specially benefited by such improvement and such specially benefited property shall be assessed to pay all of the cost of such improvement under the mode of payment of bonds.

Section 3. A public hearing shall be conducted before the Leavenworth City Council in the City Council Chambers located at City Hall, 700 Highway 2, Leavenworth, Washington

98826, on the 9th day of December, 2014 at the hour of 6:45 p.m., or as soon thereafter as possible, then and there to present their objections thereto, if any they have. NOTICE IS HEREBY GIVEN THAT THE ACTUAL ASSESSMENTS FOR THE LOCAL IMPROVEMENT DISTRICT MAY VARY FROM PRELIMINARY ASSESSMENT ESTIMATES SO LONG AS THEY DO NOT EXCEED A FIGURE EQUAL TO THE INCREASED TRUE AND FAIR VALUE THE IMPROVEMENT ADDS TO THE PROPERTY.

Section 4. The Designated City Engineer of the City of Leavenworth is hereby directed to submit to the City Council at or prior to the day of the hearing, the estimated cost and expense of the proposed improvements together with a diagram or print showing thereon the lots, tracts, or parcels of lands or other property which will be specially benefitted thereby.

Section 5. The City Clerk is hereby directed to have this Resolution published in two consecutive issues of the official newspaper of the City, with the first publication to be at least fifteen (15) days before the day fixed for the hearing. In addition, the City Clerk is hereby directed to give notice of the hearing upon formation of the Local Improvement District by mail at least fifteen (15) days before the day fixed for the hearing to the owners of all lots, tracts, and parcels of land or other property to be specially benefitted by the proposed improvement, as shown in the rolls of the County Assessor, directed to the address thereon shown. The notice shall set forth the nature of the proposed improvement, the estimated cost, and the estimated benefits to the particular lot, tract or parcel.

PASSED by the City Council this 12th day of November, 2014, and signed by me in open session in authentication of its passage this 12th day of November, 2014.

APPROVED:



CHERYL FARIVAR, MAYOR

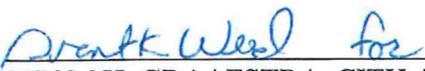
FILED this 12th day of November, 2014.

ATTEST:



CHANTELL STEINER, CITY CLERK

APPROVED AS TO FORM:



THOM H. GRAAFSTRA, CITY ATTORNEY

EXHIBIT A

PROJECT DESCRIPTION

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SEPTEMBER 12, 2013:

**FINANCIAL CRITICAL PATH AND TIMETABLE FOR
MEADOWLARK DEVELOPMENT**

1. Adequate disclosure of good standing of corporate entities (Articles of Incorporation, Certificate of Formation, Certificate of Good Standing) that are Developer.

If this step does not occur, recommendation is that project not proceed and City not accept CDBG grant.

2. Evidence of regulatory compliance for Developer for either/all charitable solicitation, or for a security or note offering (Offering Statement, Exemption letter or approval, attorney opinion).

If this step does not occur, recommendation is that project not proceed and City not accept CDBG grant.

DEADLINE FOR PRIOR TWO STEPS - SEPTEMBER 18, 2013

3. Execution of Contract for Preformation Expenditures and Assignment of Funds of \$100,000.00 to secure Contract for Preformation Expenditures. Signed by Developer (and Bank on Assignment). Deposit of Assignment monies with Bank. Receipt of Developer signed Developer Agreement. Current cost estimate remains: Benefit analysis, \$2,000 per property, City legal review \$7,500, Notices/Publication \$1,000, and Engineering \$85,000.

If this step does not occur, recommendation is that project does not proceed.

DEADLINE FOR STEP 3 – SEPTEMBER 19, 2013

4. City acceptance of CDBG Grant and City authorization for Contract for Reimbursement of Pre-formation Expenditures and Developer Agreement September 24, 2013. Agreement to be signed by applicant prior to consideration by City.

If this step does not occur, recommendation is that project not proceed.

5. For LID Petition certification (done), Engineer's certified cost estimate, receipt of special benefit analysis, preliminary assessment roll.

6. For LID if special benefit analysis does not show special benefit in excess of cost estimate then either:

a. City decision to contribute to buy down so assessment totals less than special benefit, or

b. Developer agreement and deposit of “buy down” funds.

If insufficient special benefit, and/or no agreement on buy down, recommendation is project does not proceed.

DEADLINE FOR STEP 6 – TWO WEEKS AFTER RECEIPT OF SPECIAL BENEFIT ANALYSIS

7. Developer demonstration of capital and delivery of loan commitment letter for buy down funds and developer improvements. For capital, written pledges, or subscription letters for notes or securities. Developer complete submittal of application for preliminary plat for phase I.

If step 7 does not occur, recommendation is that project does not proceed.

DEADLINE FOR STEP 7 – JANUARY 10, 2014

8. Developer delivery of adequate report on progress of deposit of capital, loan funds for developer improvements.

If this step does not occur, recommendation is that project does not proceed.

DEADLINE FOR STEP 8 – FEBRUARY 28, 2014

9. Developer and Bank Assignment of Funds on terms acceptable to City signed. Assignment to cover cost of public improvements by developer and developer costs associated with water and sewer improvements greater than \$750,000. Estimated Developer assignment of \$1-1.5 million. Funds on Deposit with Bank.

10. Developer execution and Delivery of Deed of Trust to City on Tract A.

If either step 9 or 10 does not occur, project does not proceed. City returns CDBG funds to Department of Commerce.

DEADLINE FOR STEP 9 – APRIL 1, 2014

DEADLINE FOR STEP 10 – TWENTY DAYS AFTER RECEIPT OF PRELIMINARY PLAT DECISION IS FINAL. PROVIDED, STEP 10 MUST OCCUR NO LATER THAN _____

11. City authorizes draw on Grant.

12. Public Hearing and possible Resolution to form LID, and confirm preliminary assessment roll. Formation of LID

If Step 12 does not occur, City collects funds under Assignment of Funds for preformation expenditures incurred.

13. Completion of Plans, project manual/contract for LID work and for CDBG Grant work.

14. Developer completion of permitting and approvals. Final construction plans for Phase I.

15. Demonstration of Developer contracting for Developer work.

If any of steps 13-15 do not occur, recommendation is City returns/releases grant, City draws its costs under step 13 above, and City revokes Resolution to form LID. Project stops.

If all steps to 15 have occurred, City release of Assignment of Funds under step 3.

16. City funding for LID work (Existing fund? Inter-fund loan? Bank bridge loan?).

17. City compliance to draw funds on grant work.

18. City Advertise for Bids on LID work.

19. City Advertise for Bids on grant work.

20. Coordinated issuance of Notices to Proceed on LID work, grant work and developer work.

21. City draw on grant funds; city draw on loan funds (LID).

22. Construction of work, inspections/approvals, payment of contractors, project closeout for infrastructure. Payment of all contractors for grant, LID and developer work.

Draw downs on developer funds under Assignment in Step 9. Close out of Assignment.

23. Proceedings leading to final assessment roll.

24. Sale of bonds for LID.

25. Applications for, approvals of later phases.

26. Completion of home construction requirements under Grant

27. Completion of grant requirements – 30 LMI households must be in place.

If Step 27 does not occur, City foreclosure of Deed of Trust given under Step 10.

DEADLINE FOR STEP 27 – JANUARY 31, 2018

2060 Funds

In 2002 the Washington State Legislature passed substitute House Bill 2060 during the 57th Legislative Session. This bill is codified at RCW 36.22.178 and authorized a ten dollar surcharge on documents recorded through the County Auditor's office for the purpose of providing funds for housing programs for extremely low and very low income persons. In Chelan County, these funds are collected and disbursed to the various agencies at the following percentages:

Wenatchee	48%
Chelan	6%
Cashmere	6%
Leavenworth	6%
Entiat	2%
Chelan County	32%

The expenditure of the funds collected from the recording surcharge can be used for the following purposes set forth in RCW 36.22.178:

- (a) Acquisition, construction, or rehabilitation of housing projects or units within housing projects that are affordable to very low-income persons with incomes at or below fifty percent of the area median income;
- (b) Supporting building operation and maintenance costs of housing projects or units within housing projects built with housing trust funds, that are affordable to very low-income persons with incomes at or below fifty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses;
- (c) Rental assistance vouchers for housing projects or units within housing projects that are affordable to very low-income persons with incomes at or below fifty percent of the area median income, to be administered by a local public housing authority or other local organization that has an existing rental assistance voucher program, consistent with the United States department of housing and urban development's section 8 rental assistance voucher program standards; and
- (d) Operating costs for emergency shelters and licensed overnight youth shelters.

Since 2005 SHARE/MEND has been the major recipient of these funds from the City of Leavenworth. Initially these funds were used by the City to offset connection fees for affordable housing. More recently the City provided the funds to MEND to support the Meadowlark Development and the design work for the affordable housing part of the development project. The following spreadsheet provides a breakout of expenditures of these funds since 2005:

2060 Fund Expenditures

AMOUNT	EXPENDITURE DESCRIPTION	DATE
\$12,000.00	SHARE/Titus Road Project Aff. Housing	10/11/2005
\$102.00	Payment to Chelan Co. Housing	N/A
\$4,400.50	MEND/SHARE Water Connection Fee Reduction for low-income housing project.	4/13/2010
\$ 25,000.00	MEND/SHARE Titus-Chumstick Affordable Housing Project. Aka Meadowlark Development	7/12/2011
\$ 5,249.58	City Portion Commitment to use of City's affordable housing funds for 50% of Varela & Associates Contract in relation to the CDBG Application for Affordable Housing - MEND/Meadowlark Development. $\$10,499.15/2 = \$5,249.58$.	1/24/2012
\$ 8,000.00	MEND/SHARE (Meadowlark Development) Request for 50% partial payment of 2012 \$16K funding for affordable housing project.	2012 Budget Process
\$ 7,200.00	MEND/SHARE (Meadowlark Development) Request for final available funds for 2012 \$16K funding for affordable housing project.	2012 Budget Process
\$45,249.58	TOTAL 2060 Dedicated to Meadowlark Development	

Currently this fund has \$12,883.16 funds available. The fund receives a distribution from Chelan County of approximately \$4,000 depending on the number of transactions within Chelan County.

Planning Commission Docket
2016 Cycle of Amendments

High Priority – Should be completed by January 2017 (within the 2016 amendment cycle)

1. City Map Amendments.

The Pine Village KOA property will need a Comp Plan amendment (KOA: R - TC). The Comp Plan needs to be updated to reflect the zoning established by annexation.

"Split Zoning" clean-up city-wide. Alleys as delineators.

2. Private Map, Plan, and Code amendments (application dependent).

TBD - awaiting submittals. Willkommen Village

3. Finalization of the Regional Wetland / Stormwater Strategy / Management Plan.

PC will help develop the master plan. This will include public outreach and CC participation.

4. Economic Development Element review and update.

Over the recent few years, the City has been "whittling down" each element in advance of the mandated deadline to reduce workloads. Include goals to support economic development which may include: Live/ work units, Incubator sites, Home Occupation, Commercial Recreation and more.

5. Mandatory Comp Plan and development regulations update.

Every county and city in the state is required to conduct a periodic update of its comprehensive plan and development regulations (RCW 36.70A.130). Chelan County and its Cities are scheduled for 2017. For example, clean up loose ends from the Housing and Capital Facilities Elements.

6. LMC - Residential uses review and update.

Address Overnight Rentals in the residential neighborhoods; Review and study the allowed listed uses for this district; Study substandard lot (less than 60ft) and building size ratio; and ADU/duplex.

7. LMC - Tiny Homes / Dwelling Units

Trend to address and be proactive? Address Park Models in Pine Village KOA.

8. Transportation Element update - Future Streets Map.

"Grid" Streets update (future street map - addition of streets).

9. LMC - Allow Bed and Breakfast in the Commercial Districts.

Study B&B as an allowed use in the Commercial District, and what standards and permitted outright, or consistently applied CUP?

10. LMC - Sign Code Update

Update necessary to address Reed v. Town of Gilbert, 576 U. S. (2015). The U.S. Supreme Court held that a town sign code that treats various categories of signs differently based on the information they convey violates the First Amendment.

11. LMC - Update the OWBAT Substantial Alteration threshold.

Exempt sprinkler costs or other similar life safety improvements from the calculations of substantial alterations.

12. Clarify distinction of Duplex and new ADU regulations.

With the update of the ADU regulations, how is such differing from a Duplex, and should an ADU be allowed to be placed with a Duplex creating a four-plex?

13. LMC and Comp Plan - Create "forgiving fees" LMC and/or "forgo fees" option.

Create the option for the Council to forgive or forgo fees to support or subsidize City desired projects.

Medium Priority- May be completed in the 2016 amendment cycle, as time allows

1. LMC - Create and review "Short Term Adult Care Facility."

Define the use, determine permitting level, and determine the appropriate zoning district(s).

2. LMC - Create a use matrix and remove standards within definitions.

Modify the allowed uses lists into a chart.

3. LMC - Definitions - consolidation (Compile definitions of LMC Title 21 and Title 18).

For ease of use definitions can be consolidated into one section of the LMC. In addition, the existing LMC uses same terms with differing definitions.

4. LMC - Chapter 14.14 - private driveway.

Reduce from 20ft to 16ft paved surface, and deviation option to reduce to 14ft. Regardless, 2ft compacted gravel shoulders.

5. Wildfire Plan

Planning project to incorporate wild fire prevention measures within the planning documents and city code for Leavenworth and the Urban Growth Area.

6. LMC - Local Improvement Districts

Local Improvement Districts (LIDs) are a means of assisting property owners in financing needed capital improvements through the formation of special assessment districts.

7. Open Space Permitting - Private Parks

Clarify and allow events and festivals in private parks and/or private open space. Amphitheater and more?

8. LMC - Phased Major Subdivisions

Clarify and allow? Establish form and mechanism. Careful review to address the potential for "allocating ERUs" that would be detrimental to other 'timely' (current and active) development.

Low Priority – Keep on the list, and if High and Medium Priority items are completed, then begin

1. LMC - Swimming pools.

Accessory uses do not list swimming pools, but the Department policy is to allow them as accessory uses to residential units. This is true for Motels, Hotels, Bed/Breakfast, and other similar lodging facilities.

2. LMC - Review the LMC regarding Festival and Event Standards (Public and Private Property).

The Department applies (regularly) protective conditions either administratively or through SEPA regarding construction activity to reduce or remove impacts to known festivals, events and weekends. This may need to be considered for incorporation in the LMC.

3. LMC - change the parking standards to reflect "enclosure" and area calculations.

Current LMC excludes uncovered areas in floor area calculations. this may be acceptable for many

occasions, but does not address the number of people to accommodate parking needs of a development. Also, "lot coverage" may be impacted by definition of floor area.

9. LMC - Update the Transient Business License standards and/or add "Limited fruit stands or other similar stands."

Consider and study of such to determine if it can be allowed (or not) where and when (duration). For Example: Limit the size and number: 50 sqft or % if private property is available. NO mobile food or other trucks / trailers / etc.

2016 Amendments outside of the annual Comp Plan PC/CC Cycle, Policies, and other actions

1. Upon completion of the Regional Wetland / Stormwater Strategy / Management Plan, create the interim Stormwater Policy / Standard Operating Procedures to bridge the gap of developing new LMC to implement Plan.
2. LMC - Update and revise provisions for “Overnight Camping” (including RV).
3. LMC - Title 5 and/or 18 - Zoning and/or Business License regulations - add tour businesses, vehicular, walking, other and standards (such as loading, unloading from private property, limitation of walking group size (or determined through SUP), limitation of 2 commercial vehicles in core at any time, signage, etc).
4. LMC - Business License amendments study - 5.04.07 (J): need business license for all commercial operations in the city regardless of permit.
5. LMC - Study requirement of a security (bond) for issuance of Temp C of O. Bond for 150% of construction costs to complete and bonding for longer durations 5-years.
6. Noise Code update
7. Essential Public Facilities policy
8. Sidewalk Use and hazards - Policy or LMC

The annotations / comments are provided for discussion and clarity of the topic. These are not (but may be) solutions or final amendments. The amendments require development through the Planning Commission deliberation and public vetting process. The annotations may change through the study and discovery process. In fact, after study and review, an item may not be recommended for approval. The PC considers all public comments in their deliberations and actions, and incorporates such comments into the amendments, as appropriate.

18.24.020 Fences, walls and hedges – Restrictions.

Notwithstanding other provisions of this title, fences, walls and hedges shall meet the following requirements:

- A. Front and Side Street Yards. Three and one-half feet maximum height within 10 feet of the front and/or side street lot lines. For the purposes of this title, street side yard shall be that yard area which is adjacent to a public street right-of-way, but which does not provide the primary access to the residential structure, and/or which does not serve as the street address for the residence;
- B. Side Yards. Three and one-half feet maximum height within 10 feet of the front lot line; six feet maximum height when more than 10 feet from the front and/or side street lot lines;
- C. Rear Yards. Six feet maximum height;
- D. A fence permit is required for the construction of all fences and walls in residential zoning districts.
- E. Except as required within A, B, and C, the height of a fence may be increased:
 - a. Up to six (6) feet when such fence includes unobstructed gaps of no less than two (2) inches from top to bottom per one (1) foot of solid fencing. For example, cyclone fences without any solid portions are exempt from the height restrictions up to a maximum of six (6) feet of height.
 - b. For solid or view obscuring fences in gradients of one (1) foot of height for every 1.5 feet of distance from the property line up to a maximum of six (6) feet of height.
 - c. To five (5) feet for the protection of an attractive nuisance compliant with the International Codes for pool placement as determined by the City. Such increase in height and determination is not guaranteed, and is at the sole discretion of the City Administrator or designee.
- F. The property owner shall stake the property line prior to fence installation activities, and such stakes shall remain throughout fence installation activities.
- E.G. This chapter applies to all residential districts unless specifically stated otherwise. [Ord. 1089 § 4(Exh. D), 1998.]

Comment [s1]: Potentially remove -

18.24.010 Corner lot – Obstructions to visibility prohibited.

On a corner lot in any residential zoning district, nothing shall be erected, placed, planted or allowed to grow in such a manner as to materially impede vision between a height of two and one-half feet and 10 feet above the centerline grades of the intersecting streets in the area bounded by street lines of such corner lots and a line joining points along such street lines 35 feet from the point of the intersection.

Chapter 18.20
RESIDENTIAL LOW DENSITY 6,000 DISTRICT (RL6)

Sections:

- 18.20.010 Purpose.
- 18.20.020 Permitted uses.
- 18.20.030 Uses requiring a conditional use permit.
- 18.20.040 Yard requirements – Specifications.
- 18.20.060 Lot size.
- 18.20.070 Building height.
- 18.20.080 Lot coverage.
- 18.20.090 Off-street parking.

18.20.010 Purpose.

This is a restricted residential district of low density in which the principal use of land is for single-family dwellings, together with recreational, religious, and educational facilities required to serve the community. The regulations for this district are designed and intended to establish, maintain and protect the essential characteristics of the district, to develop and sustain a suitable environment for family life where children are members of most families, and to prohibit all activities of a commercial nature and those which would tend to be inharmonious with or injurious to the preservation of a residential environment. [Ord. 1089 § 1(Exh. A), 1998.]

18.20.020 Permitted uses.

Those uses not listed as permitted or allowed by a conditional use permit are prohibited; provided, that if a proposed use is not specifically listed, the city administrator and/or his/her designee shall determine if the proposed use is similar to one that is already enumerated in the listed permitted uses and may therefore be allowed, subject to the requirements associated with that use and all other applicable provisions of the Leavenworth Municipal Code. In a RL6 district, the following uses and their accessory uses are permitted outright:

- A. Single-family dwelling;
- B. Accessory building and/or uses as follows:
 - 1. Garage, carport or parking space;
 - 2. Work and/or storage sheds for noncommercial use or equipment;
 - 3. Accessory dwelling unit, meaning a subordinate, habitable living unit added to, created within, or detached from a single-family dwelling that provides basic

requirements for living, sleeping, eating, cooking and sanitation, provided the following minimum requirements are met:

- a. There shall be no more than one accessory dwelling unit per building lot or home site in conjunction with a single-family structure, even if such structure is built on more than one platted lot;
- b. An accessory dwelling unit may be attached to, created within, or detached from a new or existing primary single-family dwelling unit;
- ~~e. The property owner (which shall include title holders and contract purchasers) shall occupy either the primary unit or the accessory unit as their permanent residence;~~
- d.c. The accessory dwelling unit will require one off-street parking space, which is in addition to any off-street spaces required for the primary single-family dwelling unit which may be accessed from an improved and City maintained alley with the recording of a notice to title of an indemnity agreement regarding alley access and maintenance as provided by the City;
- e.d. The total habitable floor area ~~for of any the~~ accessory dwelling unit(s) shall in no case exceed ~~800 square feet for parcels with an area 6,000 square feet or greater and less than 9,000 square feet. The floor area for the accessory dwelling unit shall in no case exceed 900 square feet for parcels with an area greater than 9,000 square feet. Accessory dwelling unit shall in no case be less than 300 square feet, and the accessory dwelling unit shall contain no more than two bedrooms, which are exterior to the entry door of the dwelling unit 1,200 square feet;~~
- f.e. An accessory dwelling unit, together with the primary single-family dwelling unit with which it is associated, shall conform to all other provisions of the LMC;
- g.f. The accessory dwelling unit shall meet the minimum requirements of the International Building Code, International Fire Code, health district and all other local, state and federal agencies;
- ~~h. No more than one family, as defined in LMC 18.08.160, shall be allowed to occupy an accessory dwelling unit;~~
- g. The accessory dwelling unit must be connected to the water and sewer utilities ~~of the dwelling unit and may not, and shall~~ have separate services; and
- ~~i. Garbage shall be co-located and included with the primary residence for pick-up purposes. No monthly charges in addition to those of primary residence, except overloaded container charges;~~
- ~~j. Future subdivision would require compliance with all applicable parts of the LMC including, without limitation, water and sewer hook up; and~~

~~—Conversions of existing accessory storage structures, including without limitation garages and carports, to accessory dwelling units shall only occur when that existing structure meets the required yard setbacks for a residence, including without limitation the rear yard requirement, and does not create a noneconformity;~~

~~k.h. Provide provisions for allowed use (only as long term dwelling not stand alone vacation rental) and not to be sold separately??~~

- C. Family day care home, provided it is licensed by the state and has a current city business license;
- D. Public parks;
- E. Mini-day care center home facility, provided it is licensed by the state and has a current city business license;
- F. Adult family home. See RCW 70.128.175 for definition;
- G. Group A home occupation. Such use shall be secondary to the residential use of the property, and shall be reviewed and approved through the limited administrative review process, provided the following minimum conditions shall apply to the approval of any such application:
 - 1. There shall be no nonresident worker(s). No persons other than the immediate resident(s) of the dwelling/property may be employed in the home occupation;
 - 2. No equipment or employees shall be dispatched from the residential premises, except the owner and owner's vehicle;
 - 3. A maximum of two customers per month shall visit the home occupation;
 - 4. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to require delivery by commercial vehicle or a trailer (vehicles that have a DOT number). Deliveries shall be limited to one per day, regardless of carrier;
 - 5. Not over 20 percent of the total floor area of one floor of the residence shall be used for the home occupation;
 - 6. No article shall be sold or offered for sale on the premises. No stock in trade or commodities kept for sale, which are not produced on the premises, shall be permitted;
 - 7. No parking space shall be obstructed and no additional parking space will be required for the home occupation;
 - 8. A home occupation may be conducted in a detached garage and/or accessory structure with not more than 500 square feet of floor area used for the home occupation; provided, that there shall be only one garage and/or accessory structure on the property and does not eliminate any required parking;
 - 9. No structural alterations shall be allowed to accommodate the home occupation except when consistent with residential construction and occupancy;

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10. A certificate of occupancy will be required for buildings constructed after the date of adoption of the ordinance codified in this section (January 28, 2014) prior to issuance of a home occupation permit;
 11. No sign(s) advertising the business shall be permitted;
 12. No window display and no sample commodities, equipment, vehicles or other materials related to the business shall be displayed or stored outside, with the exception of the owner's vehicle;
 13. No materials or mechanical equipment shall be used which will be detrimental to the residential use of the property or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television, or other factors;
 14. Any occupation which requires licensing, registration or permits, by state or federal statute or requirements or by city ordinance, must be provided at time of application, and at all times thereafter be appropriately licensed, registered, or have a permit and comply with requirements of all such licenses or permits;
 15. For the purposes of this section, any use that is not consistent with the definition of "home occupation," including but not limited to those uses which are similar in nature, shall not be allowed as a home occupation:
 - a. Outdoor storage and/or display of items for sale or advertising purposes shall be prohibited unless for a garage sale and/or rummage sale of a frequency less than two per calendar year for a maximum of two days per event;
 - b. Delivery services, equipment/trailer rental services, industry, kennels, motorized/nonmotorized service and repair, welding and fabrication, antique sales, funeral services, groceries sales, secondhand merchandise sales, equipment rental, physicians, dentists, chiropractors, restaurants excepting home cooking or preserving if conducted solely within the residence, veterinarians, any wholesale or retail sales, and any like or similar uses or activities;
 - c. Transient accommodations;
- H. Group B home occupation. Such use shall be secondary to the residential use of the property, and shall be reviewed and approved through the full administrative review process, provided the following minimum conditions shall apply to the approval of any such application:
1. Not over 50 percent of the total floor area of one floor is to be used for the home occupation;
 2. A home occupation may be conducted in a detached garage and/or accessory structure with not more than 500 square feet of floor area used for the home occupation; provided, that there shall be only one garage and/or accessory structure on the property and does not eliminate any required parking;
 3. Structural alterations consistent with residential development and occupancy shall be allowed which result in compliance with the building, fire safety, and handicap

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accessibility codes and standards. The structure shall be fully compliant with all applicable laws, including but not limited to building, fire and accessibility codes, prior to occupancy;

4. Prior to issuance of a Group B home occupation permit, a certificate of occupancy will be required for buildings constructed after the date of adoption of the ordinance codified in this section (January 28, 2014);
5. No persons other than the immediate resident(s) of the home and, at any given time, one outside employee may be employed in the home occupation;
6. No equipment or employees shall be dispatched from the residential premises, except the owner and owner's vehicle;
7. No article shall be sold or offered for sale on the premises unless by individual appointment which does not exceed occupancy limits within this section and/or the International Building, Residential and/or Fire Codes;
8. No sign(s) advertising the business shall be permitted;
9. No window display and no sample commodities or related materials shall be displayed or stored outside the building;
10. No outdoor storage of stock and trade shall be permitted;
11. No materials or mechanical equipment shall be used which will be detrimental to the residential use of the property or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television, or other factors;
12. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to require delivery by commercial vehicle or a trailer (vehicles that have a DOT number), and there shall be no parking of customer's vehicles in a manner or frequency as to cause disturbance or inconvenience to nearby residents or so as to necessitate on-street parking;
13. Off-street parking stall shall be provided to accommodate all vehicles associated with the operations of the home occupation;
14. Occupancy shall be limited to the maximum allowed by the adopted International Building, Residential and/or Fire Codes. In addition, the development services department may limit maximum occupancy loads based on impacts and/or infrastructure available to support the home occupation. In general, 10 students, customers, and/or clients within each 12-hour period shall be the maximum without the completion of a traffic, access and/or noise study which demonstrates no impact to neighbors, the community, and/or infrastructure. Class times and/or visitor appointments shall be spaced a sufficient time (minimum of 15 minutes) so that there is not an overlap in pick-up and/or drop-off;
15. Hours of operation shall be limited from 8:00 a.m. to 8:00 p.m.;
16. All classes and activities shall occur indoors in a closed window environment that prevents the passage of noise into the outside atmosphere unless such activity does not generate noise or disturbance;

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17. Vehicles shall not be allowed to idle outside of the building;
18. Water and sewer service shall be determined by the city engineer based on the home occupation equivalent residential unit. Water and sewer service shall be connected to the primary residence and shall not be separate. Upgrade of sanitary sewer and water, as necessary, shall be compliant with Chapter 13.04 LMC and other applicable requirements prior to occupancy;
19. Any occupation which requires licensing, registration or permits, by state or federal statute or requirements or by city ordinance, must be provided at time of application, and at all times thereafter be appropriately licensed, registered, or have a permit and comply with requirements of all such licenses or permits;
20. For the purposes of this section, any use that is not consistent with the definition of "home occupation," including but not limited to those uses which are similar in nature, shall not be allowed as a home occupation:
 - a. Outdoor storage and/or display of items for sale or advertising purposes shall be prohibited unless for a garage sale and/or rummage sale of a frequency less than two per calendar year for a maximum of two days per event;
 - b. Events, recitals, performances, promotions, and similar attractions outside of daily operations shall not be allowed unless the applicant completes and obtains approval by the city for a traffic, access and/or noise study which demonstrates no impact to neighbors or the community.
 - c. Delivery services, equipment/trailer rental services, industry, kennels, motorized service and repair, welding and fabrication, antique sales, funeral services, groceries sales, secondhand merchandise sales, equipment rental, physicians, dentists, chiropractors, restaurants excepting home cooking or preserving if conducted solely within the residence, veterinarians, any wholesale or retail sales, and any like or similar uses or activities;
 - d. Transient accommodations. [Ord. 1467 § 1 (Att. A), 2014; Ord. 1423 § 1 (Att. D), 2012; Ord. 1421 § 1 (Att. A), 2012; Ord. 1268 (Exh. D), 2005; Ord. 1089 § 1 (Exh. A), 1998.]

18.20.030 Uses requiring a conditional use permit.

Those uses not listed as permitted or allowed by a conditional use permit are prohibited; provided, that if a proposed use is not specifically listed, the city administrator and/or his/her designee shall determine if the proposed use is similar to one that is already enumerated in the listed conditional uses and may therefore be allowed, subject to the requirements associated with that use and all other applicable provisions of the Leavenworth Municipal Code. In a RL6 district, the following uses and their accessory uses are permitted when authorized in accordance with Chapter 18.52 LMC:

- A. Churches, convents and monasteries;

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- B. Day care center;
- C. Educational institutions;
- D. Mini-day care center, not in family day care provider's home;
- E. Community center buildings, nonprofit;
- F. Public libraries and governmental buildings;
- G. Public recreation areas;
- H. Public museums or art galleries;
- I. Golf courses (not including miniature golf courses, professional putting courses, and/or driving ranges);
- J. Farming, truck gardening and flower gardening;
- K. Educational centers for advanced study and research in an academic field of learning;
- L. Temporary subdivision tract offices subject to approval of the Leavenworth design review board;
- M. Day nurseries and nursery schools;
- N. Two-family dwelling; provided, that the lot size is in conformance with LMC 18.20.060(A), and the project is in compliance with LMC 18.52.130;
- O. Hospital;
- P. Manufactured home park;
- Q. Public utility structures;
- R. (Reserved);
- S. Bed and breakfast facilities, meaning a single-family residential unit which provides transient lodging, and may include breakfast for guests only, for compensation, by renting up to three rooms within the primary residence, provided the following minimum conditions shall apply to the approval of any such conditional use permit:
 - 1. LMC 18.52.120(A) through (F) shall be complied with;
 - 2. The minimum lot size for a bed and breakfast facility shall be 6,000 square feet; and
 - 3. Existing bed and breakfast facilities annexed into the city after the effective date of the ordinance codified in this chapter which do not fully meet the definition and/or requirements of this section shall be allowed to continue as a nonconforming use;
- T. Wireless telecommunications facilities (WTF), in accordance with the requirements of Chapter 18.74 LMC;
- U. (Reserved). [Ord. 1467 § 1 (Att. A), 2014; Ord. 1431 § 1 (Att. A), 2012; Ord. 1421 § 1 (Att. A), 2012; Ord. 1285 § 1 (Exh. A § 1(i)), 2007; Ord. 1205 § 2, 2003; Ord. 1089 § 1(Exh. A), 1998.]

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18.20.040 Yard requirements – Specifications.

- A. Front Yard. There shall be a front yard of not less than 25 feet.
- B. Side Yard. There shall be side yards of not less than five feet.
- C. Rear Yard. There shall be a rear yard of not less than 15 feet for lots without an alley adjacent to the rear yard, and a rear yard of not less than eight feet for lots with an alley adjacent to the rear yard.
- D. For corner lots, 6,000 square feet or greater in size, the street side yard shall be a minimum of 10 feet, and at least one rear yard setback shall be provided. For corner lots less than 6,000 square feet in size, the street side yard shall be a minimum of five feet and at least one rear yard setback shall be provided. For the purposes of this title, street side yard shall be that yard area which is adjacent to a public street right-of-way, but which does not provide the primary access to the residential structure, and/or which does not serve as the street address for the residence. [Ord. 1089 § 1(Exh. A), 1998.]

18.20.060 Lot size.

In a RL6 district, the lot size shall be as follows:

- A. The minimum lot area shall be 6,000 square feet for a single-family dwelling and 12,000 square feet for a duplex.
- B. The minimum lot width at the front building line for new land divisions shall be 60 feet for an interior lot and 70 feet for a corner lot. [Ord. 1089 § 1(Exh. A), 1998.]

18.20.070 Building height.

In a RL6 district, no structure shall exceed a height of 35 feet. [Ord. 1246 § 2, 2005; Ord. 1089 § 1(Exh. A), 1998.]

18.20.080 Lot coverage.

In a RL6 district, buildings and structures shall not occupy more than 35 percent of the lot area. [Ord. 1089 § 1(Exh. A), 1998.]

18.20.090 Off-street parking.

Off-street parking shall be provided as required in Chapter 14.12 LMC. [Ord. 1146 § 1, 2000; Ord. 1089 § 1(Exh. A), 1998.]

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Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
PERS Audit	CS/CB	Spring 2015	100	-	-		The City was recently chosen for a random audit of the City's payroll relating to the PERS (Public Employees Retirement System) for the fiscal year of July 1, 2012 through June 30, 2013. Auditors provided a clean report with no issues found.
Financial Policy Review	CS/JW	April 2015	10	100	-		The Council (Finance Committee) reviewed and found no need to make changes in 2015 to Res. 10-2014 Financial Policies for defining fund balances, reserves, debt capacity, and investments to assist in annual budgeting.
City/TBD/PRSA Biennial Audit	CS	Nov/Dec 2015	15	15	15	95	The City is audited on a biennial basis and this year will be the audit for 2013 and 2014 fiscal years. The PRSA audit was completed in February 2015 for years 2012-2013 with no findings. Auditor's anticipate final review with Council for the City and TBD at the January 12, 2016 study session.
Cost Allocation Plan	CS	Sept 2015	5	25	85	90	In the last audit for the City a recommendation was made to create a written cost allocation plan. This plan should include methodologies for how certain items are expended across multiple funds such as payroll costs, costs charged to the Central Services and Equipment Rental & Revolving Loan Funds, and insurance. At this time the selected consultant has developed a draft of the Cost Allocation Plan and city staff is working on additional final amendments before presenting to the Council for review by the first quarter of 2016.
Quarterly City Newsletter	ALL		25	50	75	100	Publication months: FEB. MAY. AUG. NOV.
Flood Control Zone District (FCZD)	Chelan Cty/HA	Oct. 2015	-	-	5	10	The FCZD Steering Committee has had the initial meeting, the goal of the group is to develop the Chelan County Flood Control Plan. Council provided update at October 2015 Study Session, work continues on developing master plan.
City/TBD/PRSA Annual Reports - 2014	CS	May 30, 2015	25	100	-		These reports are required by the State annually to be completed within 150 days in the year following the previous year.

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Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Lodging Tax Annual Report	CS	March 15, 2015	100	-	-		This report is required by the State to be completed annually by March 15 th of each year.
2016 Budget Amendment	CS/JW	DEC 2015	-	75	90	100	The budget process will begin with an annual retreat in Apr/May and will continue with various stages throughout 2015 for adoption by the last meeting in December. Public hearings are scheduled for the second meeting in October.
Icicle Work Group	JW	TBD	20	20	25	25	The Icicle Work Group is made up of various stakeholders with interests in the stream flow and water rights associated with Icicle Creek. A basic package of projects has been developed with the stakeholders asked to review and support the base package of project to move forward for NEPA/SEPA scope review.
Water Rights Application	JW	TBD	20	0	0	5	SB 5491 Senator Parlette has confirmed moving this bill forward in the 2015/2016 session. This is a priority item for the Council's Legislative Priorities.
Review of Organizational Structure	JW	TBD	-	-	20	20	The Water Supervisor has given notice of retirement February 15, 2016. The recruitment process is underway..
Loadman Weight System	HA/CS	TBD	75	85	85	85	At this point Staff continues to have issues with hardware and software equipment and data collection. Presently the system hardware is being redesigned, at the contractor's expense, in an attempt to meet project specifications.
Grant Administration	CS	Dec. 2015	25	50	75	100	Currently the finance depart.is administering 7 open grants. Grant related projects include Citywide Improvements (DOT -Federal), CDBG (Federal), Commercial Street 3 rd -8 th (DOT- Federal & TIB - State), DOE Solar/Energy (2 DOE grants – both State), Stormwater/Wetland Mitigation Grant (DOE – State). Additionally Finance has billed for the Ice Rink Survey Costs for private “grant” funding and continues to monitor Meadowlark LID Project Costs for the offsite utilities. Finance staff continues to work on closing out the Citywide Improvement grant and will work on closing the Commercial Street project grants next. Two new grants for crosswalks will begin in 2016 for planning stages as well as the TIB Residential repair grant.

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Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Mai Pole Replacement	NP/JW	Oct. 2015	15	15	20	30	Research and investigation continues. A company has been identified to supply a western red cedar replacement pole. The existing base has been examined for reuse. Funding request has been provided to Projekt Bayern for assistance with replacement cost. The existing pole was removed by Public Works staff on November 23, 2015. Replacement tentatively scheduled for Mia Fest 2016.
Union Negotiations	JW/CS	Dec. 2015	0	5	5	90	Teamster 780 Collective Bargaining Agreement expires Dec. 31, 2015. Tentative agreement reached, consideration of approval by members and Council scheduled.
Land Use Element and Land Capacity Analysis update	NP		60	80	100		City Council adopted July 28, 2015 .
International Code Updates LMC Updates	NP	Dec. 2015	50	80	100		City Council adopted August 25, 2015 .
Economic Development Element update	NP	On or before June 30, 2017	-	-	-	-	Update of the entire Comp Plan is mandated. Completing portions in "advance and bite sized pieces" enables a reduced workload. Work begins mid 2015.
Amendments necessary from the WCIA audit of the development and other regulations	NP	Dec. 2015	35	80	100		City Council adopted July 28, 2015.

**Annual Objective and Project Tracker 2015
DECEMBER 2015**

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Regional Stormwater / Wetland Strategy / Management Plan	All	Oct. 2016	15	35	55	60	"Green infrastructure" Planning Commission workshop and public forum (third forum) held on November 18, 2015. Planning Commission will now work on development of Master Plan for Project Area.
TMDL Regulations and Compliance WWTP	JW/HA Varela & Asst.	Initial Project Planning 2016 Construction 2020	10	10	10	15	Letter sent to DOE on 6/11/2015 asking for clarification on TMDL requirements and measurement process. Follow-up emails have occurred in Nov 2015. Implementation of TMDL limits similar to Spokane River interpretation may be possible.
Waste Water Treatment Plant Update	JW/HA Varela & Asst.	December 2016	10	15	15	20	This is the Waste Water Treatment Plant Comprehensive Plan update that is required to be completed by the City prior to the end of 2016. City notified of DOE Low Interest Loan funding award for planning process. DOE Contract Review scheduled for December 9, 2015.
Waste Water Treatment Plant Discharge Permit Renewal	JW/HA	Dec. 2015	20	25	35	40	Discharge Permit renewal is required in 2016 by the DOE. Initial flow information, compliance info, and request for renewal submitted to DOE in August 2014. Renewal appears to be in process through DOE channels.
Study administrative option with clear criteria for granting connection to city water system	NP/JW	Dec. 2015	15	80	100		City Council adopted September 22, 2015

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Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Review and study all Commercial Zoning Districts	NP	Dec. 2015	-	55	99	100	City Council adopted on October 13, 2015.
Create Live / Work Development opportunities	NP	Dec. 2015	15	20	100		City Council adopted September 22, 2015.
Policy for Siting Essential Public Facility	NP/JW	Dec. 2015	-	-	-	-	Result of Capital Facility Plan amendment. This project has not been developed for consideration by Council.
Private Zoning and Comp Plan Map amendment	NP	Dec. 2015	-	80	100		City Council upheld PC denial on August 25, 2015
KOA Annexation	NP/JW	TBD	70	70	70	70	Ownership change of property, annexation progress currently on hold. Staff has met with new owners and provided previous engineering and planning documents. New owner is developing plans for water/sewer and roadway improvements.
Port-a-potty Enclosure at Icicle Station	HA	June 2015	50	50	100		Project completed September 2015.

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Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Festhalle Improvements	JW/HA	TBD	75	80	90	90	The rollover bond funds from 2014 total \$80,000. Leavenworth Electric under contract for electrical upgrades in kitchen. Kitchen appliance purchase underway.
Warehouse Parking Improvements	JW/HA	October 2015	10	15	20	25	Current remaining funds are at \$95,042. Council reviewed scope of improvements with IntegriTech Engineering firm: lighting, fall protection, etc. Follow-up discussion with PUD has occurred, design documents being developed.
Wenatchee River Trails / Bank Restoration	HA / NP	Summer 2015	40	80	80	80	This project is a partnership with Chelan County Department of Natural Resources, includes limiting access to several locations and then improving those access locations. All work with the exception of the rock access steps has been completed. Rock access construction by Chelan County Department of Natural Resources remains unknown at this time.
Scholze Street Alley Sewer Extension	HA	October 2015	90	90	100		Project completed September 2015.
Ice Storm Damage Cleanup and Restoration ROW/Front Street Park/Lions Park	HA	September 2015	30	90	95	100	All removal, pruning, and cleanup of damaged trees has been completed. Replacement trees at Front street park have been installed. Remaining stump grinding and tree replacement completed.
Water Front Park Tree Cleanup	HA	June 2015	100				Assessment of storm damage and clean up. Address public safety tree issues in Water Front Park. Work completed in March.

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Objective Description	Lead	Estimated completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Chumstick W/S - Multi Use Trail Project	JW/HA	Sept. 2015	55	55	55	70	ROW Acquisition & certification completed. DOT currently reviewing final plans and contract. Stormwater Erosion Control Plan for construction under development. Authorization for bid scheduled for Jan. 2016
Meadowlark On-site Utility Improvement Project	JW/H A	TBD	15	18	20	20	This project is the installation of water and sewer utility lines for the Meadowlark Affordable Housing Project. The project will be funded through the CDBG Funds and Funds from the Developer, however the construction project will be managed by the City. Final construction plans are currently under review, City Council will need to authorize this project for bid. The applicant desires to phase the permitting, and a Grade and Excavation be issued for site preparation of a portion of the subject site. Initial clearing, fencing, grubbing, and undocumented fill removal has begun. Rockery installation permit has been issued and initial work has begun as of September 2015. Agreement reached on irrigation pipe easement language. In October Funding issues identified by Developer, discussion with Council scheduled for December 9, 2015.
"Pointy People" Way Finding Project	JW / HA	TBD	25	35	100		Initially approved quantity of "Pointy People" and receivers has been completed and in place for use as of October 9, 2015..
Cemetery Software	AR/HA	2015	60	90	90	95	Project includes replacement of outdated software. Initial data transfer and software installation has been completed. Additional missing data is in the process of being installed in conjunction with fine tuning of the application.
Formulation of City Snow Removal Policy	HA	February 2015	100				The policy was formulated and approved by council February 10, 2015.
City Parking Operations Adjustment	JW/CS	Sept 2015	0	0	20	100	Discussion on parking rates and operation part of annual rate and fee discussions, ongoing at this time. DOT Property acquisition (see below). Council suggested rate changes for the 2016 budget year in anticipation of saving for future purchase/improvements.
Cemetery Kiosk	HA	2015	0	50	50	50	Project involves developing a directional Kiosk at the cemetery based on the capabilities of the new software. Awaiting software completion and data entry of lot information.

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Equipment Purchases:	Lead	Completion Date	2014 Recommended Equipment Purchases			
2014 Street Utility Pick-up	HA/CS	March 2015	100	-	-	This is the replacement of the 1994 Chevy 2500 ¾ Ton pickup in Streets. This truck was ordered in 2014 and delivered in the wrong color; it is currently on reorder. Est. cost is \$25,000.
2015 Dodge Ram 150 2wd	HA/CS	June 2015	100	-	-	This is the replacement of the 1991 Dodge Ram pickup in Parks that will be upgraded to a 4wd small pickup. Staff is currently in process of submitting the request for purchase and delivery by early summer. Est. cost is \$22,500
2014 Truck #22 Truck/Plow/Dump/Sand – Transitioned to a new used 2007 Garbage Truck	HA/CS	Oct 2015	5	5	5	100 This is the replacement of the 1987 International S2600; this is the 3 rd large snow plow replacement and will conclude replacements for these larger trucks until about 2022. This is not a new replacement but rather upgrading trucks that are about 30 years old to a truck that is about 20 years old with a total estimated life of 30 years (city upgrades every 10 years). Est. cost is \$40,000 for the newer used vehicle (new vehicles run in excess of \$100K). Staff requested change for a newer used garbage truck that was authorized by the Council with a not to exceed amount of \$80,000. Truck #22 will be replaced in a future year to be determined after further review.
Other ER&R small replacements/new purchases	HA/CS	Oct 2015	100	-	-	The following items are included in the 2015 budget: Parks: \$2,150 – new small trailer, \$13,000 – new aerator Snowplowing: \$7,590 – new small sidewalk size tractor snow blower/plow, \$4,000 – new Bobcat angle broom for current bobcat ER&R/Shop: \$7,600 – new vehicle lift system, \$2,400 – new laying dolly for moving heavy items. All items have been purchased with exception to the lift system that will be relooked at for future purchasing.

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Objective Description	Lead	Estimated completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Completion of Lions Club Park Restrooms	HA	June 2015	65	95	95	100	All work with the exception of the exterior wall mural has been completed. Mural not scheduled perhaps future project.
Chumstick Trail Property Acquisition	JW	March 2015	75	80	100		DOT ROW Certified
Pool Operations/Maintenance	HA/TR /KL	May 2015	40	90	95	100	This year's improvements have all been completed. winterization scheduled for October/December.
City Wide Improvements Project	TD&H/ JW	July 2014	99	99	100		Punch list: ADA Strips, Curb Line Striping. Items have been completed October 2015.
Facility Energy Audit and Projects	HA/JW	Sept 2015	55	95	98	98	City Hall, Festhalle, Waste Treatment Plant, Outdoor Pool 98% complete. Minor lighting work and punchlist items remains well as monitoring to insure energy savings are achieved.
Well Site Grounds Cleanup	HA	2015	5	20	30	80	Project includes general cleanup and organization of surrounding property. Initial planning completed and work has begun as of April. Work continues with completion scheduled Spring 2016.
Well House Interior Painting	SA/HA	Summer 2015	10	10	10	10	Well #3 Improvements completed, Repair assessment completed, bid specifications are being formulated.
Waterfront Park Restroom Roof Replacement	HA	Spring 2015	50	50	95	100	Old roof removed fall 2014 and replaced with underlayment. New roof installation completed November 2015.
Pavilion Ice Rink Investment Study	JW	June 2015	40	90	100		ECONorthwest Consulting has delivered final document. Council accepted final report at July 14 th Council Session.

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Objective Description	Lead	Estimated completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Residential Street Rehab:	HA/JW	TBD		5	50	100	TIB Grant awarded for Commercial Street (3 rd to Joseph) and Whitman Street.
9th Street Project Repairs	HA	-HOLD					2012 Repairs to be identified and presented to PW Committee.
Commercial (3 rd to 8 th)	JW/ TD&H	Sept. 2015	50	65	98	98	Construction completed November 2015. Paperwork review and processing.
Pine Street Reconstruction – 30% Design	JW/TD &H	August 2015	15	20	20	20	Since last update, City Council has discussed/reviewed ROW width and roadway amenities. STP Planning Grant submitted and not funded. Working with Pine Street Developers to secure ROW for future project.
Royal Lady Plaza Design Development	JW / HA	TBD	10	15	20	25	Design development being reviewed through Downtown Steering Committee. Preliminary scope reviewed by City Council and adjacent property/business owners. Have met with stakeholders to develop funding plan for project, RFQ for Landscape Architect posted, donation funds received by City Council for project, \$60,000.

LEGAL

Objective Description	Lead	Comment
Water Rights Negotiations	JW	Tom Pors, legal consultant, ongoing discussion with Department of Ecology to develop a settlement agreement. Icicle Water Work Group working on identifying projects that may result in additional water rights and litigation settlement. Update to District Court submitted by City and DOE Sept. 2015, Icicle Work Group solution still appears as the best option for both parties.
Charter Communication Franchise Fees	JW/CS	In August of 2014, Charter Communications failed to forward franchise fee payments to City. City has been in correspondence with Charter, negotiations underway. Agreement has been reached and Charter will reinstate and start collecting the franchise fees from customers beginning in January 2016.

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DECEMBER 2015**

Objective Description	New Projects or Pending Projects The items listed below are items that are new for 2015 or on hold from previous years:
<i>"Pocket" Park exploration and study</i>	Parks Plan.
Cross Walk Improvements	City awarded funding for both Hwy. 2. "Gustav" and "Park n Ride" crosswalk improvement areas on June 22, 2015. Initial processing with DOT will begin in August 2015. TD&H Selected as engineering consultant, contract approved.
<i>Water Meter Replacement Project</i>	Submitted application and passed initial threshold with public works board. Legislature cut PWTF funding for 2014. Project on hold until funding secured.
Icicle II Design Work	On hold until funding is secured.
RCO Trails Maintenance Grant	Grant application withdrawal has been authorized.
Enforcement Update	LMC amendment - Continue from Attorney's recommendations to review LMC for "enforcement." Add "repeat offender" for signs in addition to LMC 21 for clarity. Noise Code update and evaluation of the enforcement / penalties sections. Study "junk, garbage and debris on private property" for potential change in enforcement 'tools.' 2015 Summer "educational opportunity" begins in July for portable signs and general commercial compliance.
Animal Control Contract Amendment	Animal Control Contract may need amendments to address transfer of animals and dangerous dog enforcement. In discussion with Wenatchee Valley Humane Society.
Change in City Pay Day	City will be changing to time cards to a 15 day period and pay days from the last day of the month to the 5 th day of the month. This allows for better accuracy in reporting worker hours and reduces audit inquiry. Negotiations underway with Union on change in pay date. 15 day period implemented in April 2015, change in pay day schedule for July 2015. Discussions with Union completed, implementation scheduled for July 5, 2015. Completed.
Park Use Policy Discussions	City has received request for Segway use within parks and the requested commercial use of park system. Council has scheduled meeting to receive public input April 28, 2015. Request for Segway Commercial park use was withdrawn.
Emergency Response Ordinance.	Staff will be reviewing ordinances pertaining to emergency response powers necessary when the Council/Mayor declare a significant disaster has occurred. Ordinance changes may be necessary to ensure City can recover reimbursement funding where possible and address public health issues quickly and deliberately.

**Annual Objective and Project Tracker 2015
DECEMBER 2015**

New Projects or Pending Projects (continued)

<p>Customer Satisfaction Survey</p>	<p>Survey finalized, being handed out with new permits. In addition survey was transmitted to 2014 permittees for survey completion, survey tabulated. Survey sent to 2015 permit applicants October 2015. Report of survey results provided to Council at Nov. 2015 Study Session.</p>
<p>Webpage List Serve</p>	<p>Webpage List Serve added to City Website in June 2015.</p>
<p>“Sister City” Initiative</p>	<p>Selected potential cities identified, next step is to develop introductory letter and package.</p>
<p>Assistance to Leavenworth Winter Sports Club (LWSC), Ski Hill Area</p>	<p>Letter requesting access to water received in June 2015. City has begun engineering review and legal review of providing water access. City Council approved \$20,000 in funding request for LWSC. Design work completed on hydrant access project at reservoir.</p>
<p>SeaTac Advertising Initiative</p>	<p>Item referred to Economic Development Committee for consideration of scope and cost.</p>
<p>Addition of Fire/Water feature in the downtown area.</p>	<p>Item has been referred to the Downtown Steering Committee to be considered with the Royal Lady Plaza Planning.</p>
<p>High Density Development</p>	<p>Review of current duplex, triplex and ADU requirements to address illegal overnight rental activity in residential neighborhoods and potentially increase residential densities.</p>
<p>Bypass Route: Pine Street Extension to Mine Street</p>	<p>Item referred to Public Works Committee, added to Six Year TIP and to be included in future Comprehensive Plan Updates.</p>
<p>Osborn School Site Reuse</p>	<p>Consideration of this item dependent on Cascade School District future buildout decisions. Staff has been in contact with District as to the interest in the City in the future reuse/ownership of property if and when it becomes available.</p>
<p>DOT Property Acquisition</p>	<p>City Council has reviewed possible purchase of a portion of Hwy. 2 DOT Property at August Study Session. Proposal letter sent to DOT Central Region Office, awaiting response. DOT Follow-up and review underway Nov. 2015.</p>
<p>Facebook</p>	<p>Facebook established and being "posted" with City updates. Goal to have 2 posts per week.</p>
<p>Legislative Initiative Resolution</p>	<p>Council approved Top 5 Priority Legislative Initiatives for 2015, Resolution #10-2015. Resolution forwarded to legislative representatives.</p>

CITY COUNCIL 2015 FUTURE AGENDA ITEMS

ITEMS NOT SCHEDULED AT THIS TIME

- Elected Officials Training – Ongoing
- Cemetery Code cleanup – Angela/Herb/Chantell
- Rate & Fee Amendments: Cemetery Rate Adjustments – Parks/Chantell
- Water/Sewer Code Review for Potential Amendments/cleanup – Chantell/Nate
- KOA Annexation & Zoning – Nate
- City Council Tour of Water and Wastewater Treatment Plants

January 7, 2015

Special Study Session Meeting

- Joint Discussion with the Planning Commission on 2015 Docket – Nathan Pate

January 13, 2015

9:00 AM Study Session:

- Chamber Report
- Ice Fest Alcohol Sale in Front Street Park – Joel Walinski
- Mayor Pro-Tem and Committee Assignments – Joel / Sue
- Hearing Examiner & Development Services Department 2014 Year End Review – Nathan Pate
- Project Updates – Joel/Herb/Nate
 - Commercial Street (3rd to 8th)
 - Chumstick Trail / Water/Sewer Extension
 - Pine Street
 - Energy Improvement Project
 - Wetland/Stormwater Regional Plan
- Council Open Discussion Item: Finalize Retreat Meeting Date - Chantell

Council Meeting:

- Public Hearing: Light Industrial @ 6:45 PM – Nathan Pate
- Approval of Park Use: Sale and Consumption of Alcohol Front Street Park – Joel Walinski
- Ordinance 1498 Light Industrial – Nathan Pate
- Mayor Reappoints Design Review Board – Nathan Pate
- Motion to Elect Mayor Pro-Tempore – Sue / Joel
- Prospect Street Dedication – Nathan Pate
- Bavarian Lodge Utility Easement – Nathan Pate
- 2015 Pacific Security Contract – Joel Walinski (current extension ends on 1/4/15)
- Leavenworth Regional Storm Water Quality / Wetland Management Plan – Centennial Grant (WQC-2015-LeavPW-00029) Acceptance
- Future Info Item: Mayor & Mayor Pro Tem Committee Assignments

January 27, 2015 Council Meeting:

- Leavenworth Pride Committee Certificate Presentation to Hank Manriquez
 - Group Funding Report – Timburrr! Winter Music Festival – Sue Cragun
 - Acceptance of 2015 Planning Commission Docket – Nathan Pate
 - Mayor Pro Tempore Standing Committee Assignments – Joel Walinski
 - Mayor Ad Hoc Committee Assignments – Joel Walinski
 - 2015 Emergency Management Contract with Chelan County – Joel Walinski
 - Snowmaking Machine Purchase – Herb Amick
-

February 10, 2015**9:00 AM Study Session:**

- Chamber Report
- Autumn Leaf Association Discussion – President Dan Moody – Joel Walinski
- Discussion: Resolution 1-2015 Snow Plow Policy – Herb Amick
- Quarterly City Newsletter Recommendations – Distribution in March – Sue Cragun
- 2015 Draft Agenda Items & Objectives and Project Tracker – All Staff

Council Meeting:

- Special Use Permit – Noise / Alefest 2015 – Sue Cragun
 - Equip Replacement: 2015 Dodge Ram ½ Ton 4WD Pickup for Parks Light Pick-up - Herb Amick
 - Resolution 1-2015 Snow Plow Policy – Herb Amick
 - Discussion Item: Workgroup for International Building Code Appendices – Nate Pate
 - Info Items: Reminder – Public Disclosure Commission Filing Deadline April 15th
 - Info Items: Reminder – Group Funding Applications due by March 1st – Contact City Hall
 - Info Items: Pine Street Open House – February 18, 2015 @ 6:30 PM in the Festhalle
-

February 24, 2015**Council Meeting:**

- Department of Transportation ROW Acquisition – Chumstick Trail Properties – Joel Walinski
 - School District Property
 - Ida Allen Property
 - John Agnew Property
 - Spring Clean-up Rules & Regulations
 - Discussion: Downtown Pedestrian Wayfinding – Joel Walinski
 - Executive Session: RCW 42.30.110 (1)(i)(i) Pending Litigation
 - Info Items: Group Funding Applications due by March 1st – Contact City Hall
 - Info Items: Council Retreat, April 24, 2015, Bavarian Lodge Montafon Room 7:00 a.m. – 3:00 p.m.
-

March 10, 2015**9:00 AM Study Session:**

- Chamber Report
- Review Lodging Tax Group Funding Requests – Chantell Steiner
- Discussion: Sidewalks and Clean-up – Herb Amick
- Discussion: Segway's – Nathan Pate
- Discussion: Alcohol / Alcoholic Beverages – Joel Walinski

Council Meeting:

- Lodging Tax Group Funding Requests – Chantell Steiner
 - Professional Service Agreement: EKL Consulting, LLC – Cost Allocation Plan – Chantell Steiner
 - Special Use Permit: Village Art in the Park – Sue Cragun
 - IntegriTech General Contract Agreement – Joel Walinski
 - Info: Council Retreat, April 24, 2015, Bavarian Lodge Montafon Room 7:00 AM – 3:00 PM
 - Info: Contracts for Wetland Study – TBD
 - Info: Commercial Street 3rd – 8th St. Bid Award – TBD
-

March 24, 2015 Council Meeting:

- Mayor Reappointment of Chuck Reppas to the Planning Commission – exp. 4/1/2015
 - Stormwater Quality / Wetland Management Master Plan Contracts – Nate Pate
 - Pacific Engineering & Design
 - Grette Associates
 - EcoPlan & Design
 - Power Purchase and Interconnection Agreement Chelan County PUD – Joel / Chantell
 - Items: Reminder – Public Disclosure Commission Filing Deadline April 15th
 - Info Items: Bid Award – Commercial Street 3rd – 8th St. Reconstruction Project TBD
-

April 1, 2015 Special Council Meeting:

- Bid Award – Commercial Street 3rd – 8th St. Reconstruction Project – Joel Walinski
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April 14, 2015**9:00 AM Study Session:**

- Chamber Report
- Sheriff Brian Burnett & Sergeant Kent Sisson - Chelan County Emergency Services Discussion – Joel Walinski
- Hospital Board: Intro and Discussion – Joel Walinski
- Budget Retreat Meeting Topics – Joel Walinski
- 2015 Docket Augmentation and/or Amendment to Address Duplexes in Commercial Districts – Nate Pate
- Regional Stormwater Wetlands Master Plan Update – Nate Pate
- Quarterly Update Future Council Agenda Items / Project Tracking – All Staff
- Quarterly City Newsletter Recommendations – Distribution in May – Sue Cragun
- Council Discussion: Quarterly Leavenworth Pride Award Recipient – To Be Presented at April 28 Council Meeting, write up in May Quarterly Newsletter – Joel/Chantell
- Council Discussion: Fire Wise Update – Joel Walinski

Council Meeting:

- Consent Agenda: PRSA Voucher Request
 - Group Funding Report – Mark Millette – LWSC Moose Dewlap Citizens Trek (881-8006)
 - Contract Amendment – TD&H Engineering – Joel Walinski
 - Professional Service Agreement – MD Square, LLC – Joel Walinski
 - Contract Amendment – PACE Engineering – Joel Walinski
 - Alpine Betterment Corporation Property Dedication/Donation – Nate Pate
 - Resolution 2-2015 Rates & Fees Amended for Pool Rates – Chantell Steiner
 - Ordinance 1499 Quarterly Budget Amendment – Chantell Steiner
 - Motion to Set Public Comment / Discussion for Segway's in the Parks on 4/28/15 @ 6:45 PM
 - Info Items: Final Reminder – Public Disclosure Commission Filing Deadline April 15th
 - Info Item: Council Retreat, April 24, 2015, Bavarian Lodge Montafon Room 7:00 a.m. – 3:00 p.m.
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April 24, 2015 Council Retreat Draft Agenda Bavarian Lodge, Montafon Room:

- Goal Setting and Budget Planning for 2017-2018 7:00 AM to 3:00 PM – Breakfast starts @ 7:00
 - Visioning: Membership Recruitments for Council/PC/DRB (Cheri asked for ½ hr to discuss)
 - Financial Policy Review
 - State Auditor's Office FIT (Financial Intelligence Tool) Reporting / Retail Sales Tax Drivers
 - Lodging Tax Funding
 - Current Project Review
 - Future Initiatives (3 – 10 years outlook – may include items like DOT Lot, Forest Service Office location, Osborne Elementary, Commercial St., Pine Street, Stormwater/Wetland Planning)
-
-

April 28, 2015 Council Meeting:

- Group Funding Report – Kelsy Boyce/Madeline Barnett – Tubbs Romp to Stomp out Breast Cancer (509-679-2559 or 206-805-4919 for Chris McCullough)
 - Public Comment / Discussion for Segway's in the Parks on 4/28/15 @ 6:45 PM
 - Mayor Reappointment of Lisa Romine to the Housing Authority of Chelan Cty. Board of Commissioners (Due May 2017) – Sue
 - Motion to Direct Staff on Segway's – Joel Walinski (Continued to May 26, 2015)
 - Planning Commission Docket Amendment – Nate Pate
 - Special Use Permit: Noise Variance Leavenworth Church of the Nazarene 2015 – Sue Cragun / Joel Walinski
 - Sheriff Contract Amendment – Joel Walinski
 - Discussion: Filing for Election – Chantell Steiner
 - Info: Festival & Event Ad Hoc Committee Meeting May 7, 2015
-
-

May 12, 2015**9:00 AM Study Session:**

- Chamber Report
- Friends Improving Dog Opportunities (FIDO) Presentation – Carin Smith (548-5978) – (need tv)
- Marijuana Retail Discussion – Joel Walinski
- Aaron Schmidt IntegriTech – P1/P2 Parking Improvements – Joel Walinski
- Lodging Tax Group Funding Requests – Chantell Steiner
- Discussion: Future Initiatives Budget Retreat Follow-up – Joel Walinski
- Draft Six-Year Transportation Improvement Plan – Herb Amick

Council Meeting:

- ~~Booster Club Letter for Parking – Sue Cragun (keep for reminder only not for agenda approval)~~
- Consent Agenda – PRSA Voucher Request
- ~~Public Safety 2014 Annual Report – Sheriff Burnett~~
- Budget Retreat Minutes Review & Approvals – Joel Walinski/Chantell Steiner
 - Approval of Minutes
 - Resolution 3-2015 Autumn Leaf Association Lodging Tax Funding
 - Stevens Pass Ski & Stay Program Lodging Tax Funding Authorized
- Special Use Permit: Oktoberfest Noise Permit – Sue Cragun / Joel Walinski
- Professional Service Agreement: CSI for Materials Testing – Joel Walinski
- Info: Motion to Direct Staff on Segway's on May 26, 2015
- Info: Joint Meeting with the Planning Commission on May 26, 2015

May 26, 2015 Council Meeting:

- Consent Agenda: Motion to Set Public Hearing Six-Year Trans. Imp. Plan on 6/9/2015 @ 6:45 PM
- Motion to Direct Staff on Segway's – Nate Pate (Continued from April 28, 2015)
- Discussion Item: Joint Mid-Year Meeting with Planning Commission – Nate Pate
- Meadowlark Subdivision City Street Names – Nate Pate
- Special Use Permit: Edelweiss Air Rights ROW Encroachment – Nate Pate
- Sale of Alcohol in Parks – Staff Direction – Joel Walinski
- Info: Transportation Benefit District Meeting to Follow Regular Council Meeting

June 9, 2015**9:00 AM Study Session:**

- Chamber Report
- Parking P1/P2 Improvements – Aaron Schmidt – Joel Walinski
- Road Section Discussion – Pine Street – Joel Walinski
- Resolution xx-2015 Stop Sign Placement Policy – Joel Walinski
- Royal Lady Plaza Discussion – Joel Walinski

Council Meeting:

- Consent Agenda – PRSA Voucher Request
- Group Funding Reports – Leavenworth Film Festival & Taste of India
- Public Hearing on Six-Year TIP @ 6:45 PM – Herb Amick
- Resolution 4-2015 Amending 6-year TIP for 2016 – 2021 – Herb Amick
- Motion to Approve 2014 Annual Report for the City of Leavenworth – Chantell Steiner
- Info: June 23, 2015 Water Use Efficiency Report

June 23, 2015 Council Meeting:

- Discus: 2014 Water Use Efficiency Report – Stan Adams/Herb Amick
 - Resolution 5-2015 Approving City of Leavenworth Complete Streets – Nate Pate
 - Resolution 6-2015 Stop Sign Placement Policy – Joel Walinski
 - Discus: Population Allocation – Nate Pate
 - Discus: Update Stormwater/Wetland Plan Progress – Nate Pate
-

July 1, 2015 Special Council Meeting:

- Resolution 7-2015 Emergency Ban on Fireworks – Chantell Steiner
-
-

July 14, 2015**9:00 AM Study Session:**

- Chamber Report
- Discussion with PUD CEO Steve Wright – Joel Walinski
- Upper Valley MEND Presentation – Kelly Hassinger – Joel Walinski
- Bicycle Pump Park – Joel Walinski
- Ice Rink Feasibility Study Review – Joel Walinski
- Quarterly Update Future Council Agenda Items / Project Tracking – All Staff
- Quarterly City Newsletter Recommendations – Distribution in August – Sue Cragun

Council Meeting:

- Consent Agenda: Motion to Set Public Hearing – LMC Code and Comprehensive Plan Amendments on 7/28/2015 @ 6:45 PM
 - Ordinance 1500 – Quarterly Budget Amendment – Chantell Steiner
 - Acceptance of Ice Rink Feasibility Study – Joel Walinski
 - Discus: Capital Facility Plan 6-Year Review – Joel Walinski / Nate Pate
 - Executive Session: RCW 42.30.110 (1)(i)(i) Pending Litigation
 - Info Item: Mayor's Annual Breakfast, 8/4/2015 at the Wild Huckleberry, 7:00 – 9:00 a.m.
-
-

July 28, 2015 Council Meeting:

- Public Hearings LMC Code and Comprehensive Plan Amendments @ 6:45 PM
 - Ordinance 1501 Land Use Element and Land Capacity Analysis Update – Nate Pate
 - Ordinance 1502 LMC 21.07.080 Miscellaneous Processes- Development Agreements – Nate Pate
 - Ordinance 1503 Sections 18.12.080 & 18.12.090 DDA Removal; and Update to Section 18.08.120 – Nate Pate
 - Ordinance 1504 LMC - 21.07.020 Pre-application meeting - Remove Mandated Pre-application Notes – Nate Pate
 - Ordinance 1505 LMC 10.29 Side by Side ATV's – Joel Walinski
 - Motions Supporting Bike Pump Track (2 motions) – Joel Walinski
 - Discus: Wetland/Stormwater Update – Nate Pate
 - Executive Session: RCW 42.30.140 (4)(b) Collective Bargaining
 - Info Item: Mayor's Annual Breakfast, 8/4/2015 at the Wild Huckleberry, 7:00 – 9:00 a.m.
 - Info Item: Transportation Benefit District Meeting to follow Regular Council Meeting
-
-

August 11, 2015**9:00 AM Study Session:**

- Chamber Report
- Mike McNeilly – Golf Course Update – Joel Walinski
- Leavenworth Winter Sports Club (LWSC) Water Access – Joel Walinski
 - Water Access
 - Winter Sports Club Sponsorship
- A: Ordinance 1501 Land Use Element and Land Capacity Analysis Update Review – Nate Pate
 - B Population Allocation
- Department of Transportation Parking Lot Update – Joel Walinski
- Council Open Discussion Topics:
 - Hwy. 97 Road Closure 2018
 - Helicopter Training Area
 - City of Leavenworth Facebook Account

Council Meeting:

- Consent Agenda: Motion to Set Public Hearing - LMC International Fire Code Appendices Amendments on 8/25/2015 @ 6:45 PM
 - Consent Agenda: Motion to Set Public Hearing - LMC Water Supply Standards Amendments on 8/25/2015 @
-
-

6:45 PM

- Ordinance 1501 Land Use Element and Land Capacity Analysis Update Continued from July 28 – Nate Pate
 - Easement Agreement – Icicle Irrigation District – Joel Walinski
 - Motion to Set a Meeting Date for Annexation Request – Weinert – Nate Pate
 - Disc: Development Services Department – Status Update – Nate Pate
 - Approval of \$20,000 for Winter Sports Club Sponsorship – Joel Walinski
 - Info: Public Forum: Regional Stormwater/Wetland Master Plan @ 6:30 PM August 25, 2015
-

August 25, 2015 Council Meeting:

- Public Forum: Regional Stormwater/Wetland Master Plan @ 6:30 PM – Nate Pate
 - Public Hearing Rezone Request – Lyman Boyd @ 6:30 PM
 - Public Hearing LMC International Fire Code Appendices Amendments @ 6:45 PM
 - Public Hearing LMC Water Supply Standards Amendments @ 6:45 PM
 - Ordinance 1506 LMC International Fire Code Appendices Amendments – Nate Pate
 - Ordinance 1507 LMC Water Supply Standards Amendments – Nate Pate
 - A) Annexation Request Property Owner Discussion – Weinert – Nate Pate
 - B) Annexation Request Setting Hearing – Weinert – Nate Pate
 - Annexation Request to Consider Intent Letter – Cascade School District – Nate Pate
 - Rezone Request – Lyman Boyd – Nate Pate
 - RCO Trails Grant Withdrawal – Joel Walinski
 - Info Item: Sept. 8, 2015 Chelan County: Housing of Inmates Contract – Director Curt Lutz
 - Info Item: 2015/2016 Biannual Budget Update Review begins with Finance Committee review 9/22/2015
 - EXECUTIVE SESSION: RCW 42.30.110 (1)(i)(ii) Potential Litigation
-

September 8, 2015

9:00 AM Study Session:

- Chamber Report
- Jeff Riviera – U.S. Forest Service Update – Joel Walinski
- Oktoberfest Special Use Permit Update – Joel Walinski
- 2016 Utility Rates – Joel Walinski
- 6-Year Capital Improvement Plan Review – Herb / Joel
- Pine Street Annexation of Residential Homes – Joel Walinski

Council Meeting:

- Consent Agenda: Motion to Set Public Hearings for the Six-year Capital Facilities Plan; Mixed Uses within the Commercial District; and Commercial Zoning District Uses on 9/22/15 @ 6:45 PM (reminder only if changes or move out if needed – last resolution approved 7/10/2012 – this reminder is for Cap. Facilities only)
 - Group Funding Report: Leavenworth Lions Craft Fair
 - Presentation: Peshastin Mill Site – Bob Stroup 548-7662
 - Public Hearing: Annexation Request Weinert Property @ 6:30 PM
 - Ordinance 1509 Annexation Request Weinert Property – Nate Pate
 - Cascade School District – Nate Pate
 - A) Annexation Request Property Owner Discussion
 - B) Annexation Request Setting Hearing
 - Ordinance 1508 The Blue Lotus Foundation Neutral Depository Agreement – Joel Walinski
 - Amendment to Interlocal Agreement Regional Justice Center – Joel Walinski
 - Approve Traffic/Foot Patrols Needed for Oktoberfest – Joel Walinski
 - Special Use Permit Noise - Timbrrr! Winter Music Festival – Joel Walinski
 - Info Item: Committee Budget Reviews Finance & Econ 9/22/15, Parks & Public Works 10/13/15
 - Info Item: Six-Year Capital Facilities Plan Public Hearing and Resolution for Approval
-

September 22, 2015 Council Meeting:

- Consent Agenda: Set Public Hearing on Ad Valorem Tax & Biennial Budget Review on October 27, 2015 @ 6:45 PM
 - Mayoral Proclamation – Support for the "Save Peshastin Waterfront" Initiative
-

-
- Public Hearing Chapter 18.35 "Commercial District Mixed Use Incentives" to encourage housing variety and options (Live / Work Development); and Commercial Zoning Districts – Permitted uses and Conditional Uses Updates @ 6:30 PM – Nate Pate
 - Public Hearing Six-Year Capital Facilities Plan @ 6:45 PM – Joel Walinski / Nate Pate
 - Resolution 8-2015 Six Year Capital Facilities Plan – Joel Walinski / Herb Amick
 - Ordinance 1507 – Amendments to LMC Regarding Water Supply Standards Amendments – Nathan Pate
 - Ordinance 1510 - Amendments to LMC Regarding Mixed Uses within the Commercial Districts (Live / Work Development) – Nate Pate
 - Ordinance 1511 – Amendments to LMC Regarding Commercial Zoning Districts - Permitted Uses and Conditional Uses Updates – Nate Pate
 - Ordinance 1509 – Annexation Request Weinert Property – Nate Pate
 - Motion to Set Meeting Date for Annexation Request – Pete Olson Property – Nate Pate
 - Info Item: City Administrator Annual Review
 - Info Item: Public Works and Parks Subcommittee Meetings for Budget Update 10/13/2015
 - Info Item: Transportation Benefit District Meeting to Follow This Evening
-

October 13, 2015

9:00 AM Study Session:

- Chamber Report
- Discussion Pine Street – Nate/Joel
- Chelan County Flood Control Zone District – Herb Amick
- Icicle Work Group Update – Joel Walinski
- Discussion Rates & Fees – Chantell/Joel
- Quarterly Update Future Council Agenda Items / Project Tracking – All Staff
- Quarterly City Newsletter Recommendations – Distribution in November – Sue Cragun

Council Meeting:

- Consent Agenda: PRSA Voucher Request
 - Group Funding Report – Simply Living Farm
 - Leavenworth Pride Committee Certificate Presentation to Mrs. Terry Anderman – Sue/Cheri
 - Cascade School District – Nate Pate (continued from September 8, 2015)
 - A) Annexation Request Property Owner Discussion
 - Pete Olson Property – Nate Pate
 - A) Annexation Request Property Owner Discussion
 - B) Annexation Request Setting Hearing
 - Ordinance 1511 – Amendments to LMC Regarding Commercial Zoning Districts - Permitted Uses and Conditional Uses Updates – Nate Pate
 - Ordinance 1512 Quarterly Budget Amendment – Chantell Steiner
 - Bid Award - PACE Construction Engineering for Chumstick Trail/Waterline – Joel Walinski
 - 2016 Chelan County Prosecution Agreement – Joel Walinski
 - Executive Session: RCW 42.30.140 (4)(b) Collective Bargaining
-

October 27, 2015 Council Meeting:

- Consent Agenda: PRSA Voucher Request
 - Public Hearing on Ad Valorem (Property) Tax & Biennial Budget Review @ 6:45 PM – Joel Walinski
 - Wood Carving Expenditure Approval – Joel Walinski
 - Resolution 9-2015: 4 Way Stop Sign Approval – Price / Birch – Herb Amick
 - Coordination with Chelan County on Population Allocation – Nate Pate
 - Resolution on Legislative Action – Joel Walinski
 - Final Acceptance West Street – Joel Walinski
 - Final Acceptance Well No. 3 Pump Equipping Project – Joel Walinski
 - Final Acceptance Well No. 3 Equipping Project – Joel Walinski
 - Oktoberfest Wrap-up – Set Public Meeting Date – Joel Walinski
 - Acceptance Charter Communication Settlement – Joel Walinski
 - Info Item: Pine Street Discussion November 10, 2015 – 6:30 PM, City Council Chambers
-

-
- Info Item: Wetland/Stormwater Presentation November 18, 2015 – 7:00 PM, City Council Chambers
-

November 10, 2015

9:00 AM Study Session:

- Chamber Report
- Bike Pump Park – Joel Walinski
- Lodging Tax Budget – Joel Walinski
 - Fund Balance Status
 - LAP Budget Request
- Review of Rate & Fee Schedule for 2016 (Utilities, Parking, Recycle Update) – All Staff
- Initial Review of 2016 Planning Commission Docket – Nathan Pate
- Development Services Survey Results – Joel Walinski

Council Meeting:

- Consent Agenda: PRSA Voucher Requests
 - Public Hearing for Pete Olson Property @ 6:45 PM – Nathan Pate
 - Pine Street Draft Design – Joel Walinski
 - Discussion
 - Decision
 - Ordinance 1513 Adopting Ad Valorem Tax – Chantell Steiner
 - Ordinance 1514 Authorizing Special Levy – Chantell Steiner
 - Authorize Mayor to Sign Tax Levy – Chantell Steiner
 - Resolution 10-2015 Legislative Action – Joel Walinski
 - Authorization – Garbage Truck Purchase – Herb Amick
 - Bike Pump Park Funding Request – Joel Walinski (added from subcommittee)
 - ~~Approval of SUP for Christmas Lighting Festival – 3 yr. renewal in 2017 – Sue Cragun / Joel Walinski~~
-

November 24, 2015 Council Meeting

- Consent Agenda: Set Public Hearing LMC Changes ADU's & Site Development Permits 12/8/15 @ 6:30 PM
 - Oktoberfest Wrap-up Discussion with the Public @ 6:45 PM – Joel Walinski
 - Autumn Leaf Update - Bill Forhan – Joel Walinski
 - Request for Staffing Change – Full Time Position – Herb/Joel
 - Acceptance of Ted Price and Bob Rodgers Donations for Downtown Plaza – Joel Walinski
 - Approval Traffic/Foot Patrols needed for Christmas Lighting – Joel Walinski
 - 2016 Emergency Management Services Contract – Joel Walinski
 - Agreement with WA DOT and TD&H Engineering for US 2 Crosswalk Projects – Joel Walinski
 - Cancel December 22, 2015 Council Meeting – Joel Walinski
 - Info: 2016 Rate & Fee Schedule Adoption
 - Info: Public Open House for Departing Council Members on 12/8/2015 @ 5:00 PM
 - Info: PUD Substation Discussion on 12/8/2015 at 6:00 PM
-

December 8, 2015

9:00 AM Study Session:

- Chamber Report
- Upper Valley MEND – Meadowlark Development
- Planning Commission 2016 Docket Review – Nathan Pate
- Code Update on Review of Fence Permitting – Nathan Pate
- Review Accessory Dwelling Unit (ADU) Changes – Nathan Pate
- End of Year Update Project Tracking / 2015 Future Council Agenda Items – Joel Walinski
-

Council Meeting – Special Start Time 6:00 PM (advertised 12/2):

- PUD Presentation
 - Consent Agenda: PRSA Voucher Request End of Year Final – Chantell Steiner
-

-
- ~~Public Hearing Leavenworth Municipal Code Changes: Accessory Dwelling Units & Site Development Permits 12/8/15 @ 6:30 PM – Cancelled, need to reschedule~~
 - Resolution 11-2015 for 2016 Rate & Fee Schedule – Chantell/Joel
 - Ordinance 1515 Budget Amendment 2015/2016 Budget – Chantell Steiner
 - Annexation Request – East Pine Street Area – Nathan Pate
 - Motion to Set Public Hearing on Annexation Request for East Pine Street Area – Nathan Pate
 - Contract Amendment: IntegriTech On Call Services – Chantell Steiner
 - Letter of Support – Ski Club Snowmaking – Herb Amick
 - Resolution 12-2015 – Icicle Work Group Base Package – Joel Walinski
 - Info: Transportation Benefit District Meeting to Follow This Evening
 - Note: Subcommittee Meetings 2:00, 3:00, and 4:00 PM.
 - Executive Session RCW 42.30.140 (4)(b) Collective Bargaining
-

January 5, 2016 – Tentative – Special Meeting – Oath of Office of new Council and Authorization to Bid Chumstick Waterline/Trail. – Sue press release on or prior to December 31.

January 12, 2016

9:00 AM Study Session:

- 2013 – 2014 Audit Exit Conference – Chantell Steiner
- Ordinance XXXX Accessory Dwelling Units – Nathan Pate

January 12, 2016 Evening:

- Joint meeting with Planning Commission – Nathan Pate
- Ordinance XXXX Accessory Dwelling Units – Nathan Pate
- Ordinance XXXX Annexation Request – East Pine Street Area – Nathan Pate
- Ordinance XXXX Annexation Request Pete Olson Property – Nathan Pate

KOTTKAMP & YEDINAK

435 Orondo Ave. | Wenatchee, WA 98801
PO Box 1667 | Wenatchee, WA 98807

Attorneys

Andrew L. Kottkamp
Nicholas A. Yedinak
Sean R. Esworthy

RECEIVED
DEC 03 2015

December 1, 2015

BY:

Ms. Cheri Farivar, Mayor
City of Leavenworth
P.O. Box 287
Leavenworth, WA 98826

Re: 2015 Hearing Examiner Annual Report

Dear Cheri Farivar:

Enclosed please find the 2015 Hearing Examiner Annual Report. Should you have any questions, please feel free to contact me.

Sincerely,



ANDREW L. KOTTKAMP
City of Leavenworth Hearing Examiner

ALK:csl
Encl

CITY OF LEAVENWORTH LAND USE HEARING EXAMINER **2015 ANNUAL REPORT**

I. INTRODUCTION

The office of City of Leavenworth has utilized a Land Use Hearing Examiner for several years. I have been serving as the City of Leavenworth Land Use Hearing Examiner since October 12, 2004. My current contract with City of Leavenworth is automatically renewed every 3 years. However, it may be terminated at any time.

The Leavenworth Municipal Code requires the Hearing Examiner to report, in writing, to the Mayor at least once per year. The purpose of this report is to review the administration of the City's land use policies and regulating resolutions, as well as reporting on the number and type of decisions rendered since the prior report.

City of Leavenworth land use hearings are held as needed. In 2015 two (2) decisions was rendered.

I charged a flat rate for my services to the City of Leavenworth in the amount of \$550.00. For "special hearings", the Hearing Examiner is compensated the sum of \$130 per hour for all time incurred in reviewing the matter, preparing for the hearing, holding the hearing, and rendering a decision.

II. ANALYSIS

Conditional Use Permit

There was one (2) conditional use permit decisions rendered in 2015.

The first conditional use permit was actually a revision of an existing permit for the Mountain Meadows Assisted Living Facility. This site is located at 320 Park Ave in Leavenworth. This request was for an addition of a single story, 700sf dining room, a 560sf equipment storage room, a relocation of the existing propane tanks and construction of a patio area of approximately 150sf. As the existing structure is approximately 42,237sf, these additions were quite small. No member of the public testified at the hearing and the project was approved subject to 13 conditions of approval.

The second conditional use permit was an interesting matter. This was an application by the Verizon Wireless for a stealth telecommunications facility (wireless antennae) to be located on an existing building. However, it's not just any building. It's the existing "Clock Tower" building at 894 US Hwy 2. This was a very interesting project in that Verizon is utilizing "stealth" antennae technology so that they place the

antennae on the existing building but camouflage the antennas effectively so that, without studying the structure, you really can't notice that there are wireless communication antennae on the building. The only public testimony came from Mr. Lyman Boyd, owner of adjacent property. His concern was whether the wireless telecommunication equipment would interfere with various technology utilized at his property, the Bavarian Lodge. The applicant's representative testified, under oath, that interference with neighboring electrical and mechanical equipment is not anticipated and that he is unaware of any such interference from other similar facilities. The applicant's representative also agreed to the imposition of a conditional of approval that would prohibit interference with neighboring properties and uses.

Ultimately, the Hearing Examiner approved this project subject to 17 conditions of approval.

Conditional use permits continue to be one of the most interesting and challenging areas in the land use decision process. Conditional uses are uses that are allowed within a particular zone unless there are no conditions that can be implemented to insure consistency of the use with the Comprehensive Plan and the Zoning Code and the character of the area. When deciding appropriate conditions of approval, I base those conditions upon the evidence that is submitted during the hearing process. They may be conditions that are suggested by staff, County departments, individual citizens, opponents and other experts and/or lay witnesses. In many applications there is no objection to the particular use and the conditions as proposed by the Zoning Code and Planning staff are implemented. When there are concerns by the public to a particular conditional use permit application, I must make a factual determination as to whether or not those concerns will factually and legally warrant placement of a condition. If conditions are factually and legally appropriate, it is then my responsibility to craft the language of a condition that will address the factual concerns and that can be appropriately monitored.

III. CONCLUSION

Throughout this year, I have never been requested to remove myself as a Hearing Examiner, nor have been required to remove myself as a Hearing Examiner due to any conflict of interest/appearance of fairness issues.

Hearings have been held and evidence gathered in an orderly fashion. Written decisions have been rendered on a timely basis. While I do not know whether any of my decisions from this year have been appealed, I do know that none of my decisions have been returned to me from any higher court.

If you have not already done so, I would invite you to attend a hearing. You will find that I consider it an important part of my duty to allow all members of the public to

present the evidence and testimony they wish to be included into the record, so long as it is consistent with the laws as set forth in this state.

I recently attended the statewide conference of the Hearing Examiners Association of Washington. This is an association of all land use hearing examiners within the State of Washington. This was held in Chelan, Washington in October, 2015. This conference was held over two days.

In 2015, I served as Hearing Examiner for Kittitas County, Douglas County, Chelan County, Garfield County, Columbia County, Grant County, Klickitat County, City of Chelan, City of Mattawa, City of Wenatchee, City of Entiat, City of East Wenatchee, City of Leavenworth, City of Cashmere, Town of Coulee City, City of Grand Coulee, City of Kittitas, City of Rock Island, Town of Waterville, City of Quincy, Town of Waterville and City of Bridgeport. I also serve as Hearing Examiner for Chelan-Douglas Health District.

I would like to commend Nathan Pate and his entire staff for their professionalism in the preparation and presentation of their staff reports and their conduct at hearings. Their diligence and hard work make my job easier as they present the application materials and preliminary evidence in a succinct and easily comprehensible format. It allows me to do my job on a more efficient basis which saves the City money. They are always prepared and always professional at hearings. In short, we have a land use decision process of which the entire City can be proud.

I would be happy to meet with you and the City Council at your convenience in order to discuss policies and implementation of those policies and any other items that may be of interest to you or the City Council.

In summary, the Hearing Examiner process continues to be successfully implemented in City of Leavenworth.

Respectfully submitted this 1 day of December, 2015.

CITY OF LEAVENWORTH LAND USE
HEARING EXAMINER



Andrew L. Kottkamp

Okanogan County Transportation & Nutrition

November 30, 2015

RECEIVED
DEC 02 2015

City of Leavenworth
Mayor Cheri Farivar
PO Box 287
Leavenworth, WA 98826

BY:

Dear Mayor Farivar and Council Members,

Okanogan County Transportation & Nutrition (OCTN) received your check in the amount of \$4,000.00 in support of the senior nutrition programs in Leavenworth.

Your support allows us to help the most vulnerable members of our communities remain independent and healthy for as long as possible.

We recognize the commitment you have made, knowing the difficult funding issues facing everyone. Your support is much appreciated, especially now when funding is so limited.

Thank you again.

Sincerely,



Jennifer Fitzthum
Executive Director

ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
21079	12/09/2015	12/09/2015	4025 Ag Supply Co.	324.98	Straw
	576 80 31 00	Office & Operating Supplie	001 000 576	324.98	Current Expens
21086	12/09/2015	12/09/2015	60 Autumn Leaf Association	5,000.00	Sponsorship Matching Funds
	557 30 44 02	Advertising-Autumn Leaf A	104 000 557	5,000.00	Lodging Tax
21070	12/09/2015	12/09/2015	4242 Bavarian Boondockers	1,250.00	Festhalle Refund Deposit
	347 30 06 03	Room Deposit Fees	110 000 340	-1,000.00	Leavenworth Ci
	347 30 06 04	Equipment Deposit Fees	110 000 340	-250.00	Leavenworth Ci
21080	12/09/2015	12/09/2015	91 Blewett Rock & Gravel	240.17	Top Course
	542 30 31 00	Office & Operating Supplie	101 000 542	240.17	Streets
21081	12/09/2015	12/09/2015	91 Blewett Rock & Gravel	116.75	Top Course
	542 30 31 00	Office & Operating Supplie	101 000 542	116.75	Streets
21082	12/09/2015	12/09/2015	91 Blewett Rock & Gravel	130.01	Base Course
	542 30 31 00	Office & Operating Supplie	101 000 542	130.01	Streets
21083	12/09/2015	12/09/2015	91 Blewett Rock & Gravel	218.73	Top Course
	542 30 31 00	Office & Operating Supplie	101 000 542	218.73	Streets
			Total Blewett Rock & Gravel	705.66	
21027	12/09/2015	12/09/2015	123 Cascade Analytical, Inc.	26.78	Water Testing
	535 80 41 00	Professional Services	404 000 535	26.78	Sewer
21028	12/09/2015	12/09/2015	123 Cascade Analytical, Inc.	89.61	Water Testing
	534 80 51 00	Water Testing	403 000 534	89.61	Water
21101	12/09/2015	12/09/2015	123 Cascade Analytical, Inc.	108.67	Water Testing
	535 80 41 00	Professional Services	404 000 535	108.67	Sewer
21102	12/09/2015	12/09/2015	123 Cascade Analytical, Inc.	66.95	Water Testing
	534 80 51 00	Water Testing	403 000 534	66.95	Water
21103	12/09/2015	12/09/2015	123 Cascade Analytical, Inc.	53.56	Water Testing
	534 80 51 00	Water Testing	403 000 534	53.56	Water

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
			Total Cascade Analytical, Inc.	345.57		
21093	12/09/2015	12/09/2015	125	Cascade Auto Parts Inc	1,324.52	Shop/truck Parts
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	560.91		
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	12.99		
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	16.63		
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	11.21		
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	26.97		
548 68 34 00	Supp Purchased For Invent		501 000 548 Equip Rental &	222.02		
548 68 34 00	Supp Purchased For Invent		501 000 548 Equip Rental &	15.51		
548 68 34 00	Supp Purchased For Invent		501 000 548 Equip Rental &	159.25		
548 68 34 00	Supp Purchased For Invent		501 000 548 Equip Rental &	101.02		
548 68 34 00	Supp Purchased For Invent		501 000 548 Equip Rental &	7.10		
548 68 34 00	Supp Purchased For Invent		501 000 548 Equip Rental &	46.75		
548 68 34 00	Supp Purchased For Invent		501 000 548 Equip Rental &	38.34		
548 68 34 01	SPFI-Garbage Truck		501 000 548 Equip Rental &	39.65		
548 68 35 00	Small Tools & Minor Equip		501 000 548 Equip Rental &	66.17		
21063	12/09/2015	12/09/2015	6084	Cascade Quality Water	13.30	Parks/Cemetary Water
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	13.30		
21064	12/09/2015	12/09/2015	6084	Cascade Quality Water	13.30	Shop Water
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	13.30		
21065	12/09/2015	12/09/2015	6084	Cascade Quality Water	61.35	Cityhall/Breakroom/Council/Conference Room Water
518 20 31 00	Office & Operating Supplie		001 000 518 Current Expens	61.35		
			Total Cascade Quality Water	87.95		
21058	12/09/2015	12/09/2015	135	Cascade Quick Lube, LLC	25.21	Propane
548 68 32 00	Fuel Consumed		501 000 548 Equip Rental &	25.21		
21066	12/09/2015	12/09/2015	2313	Chelan County PUD	145.82	Ski Hill Pump Station
534 80 47 00	Utilities		403 000 534 Water	145.82		
21067	12/09/2015	12/09/2015	2313	Chelan County PUD	18.33	Top Of Ski Hill
534 80 47 00	Utilities		403 000 534 Water	18.33		

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			Total Chelan County PUD	164.15		
21051	12/09/2015	12/09/2015	163	Chelan-Douglas Health District	184.00	FSE Permit Fee/Pool
576 20 31 00	Office & Operating Supplie	176 000 576	Community Sw	184.00		
21052	12/09/2015	12/09/2015	163	Chelan-Douglas Health District	457.00	FSE Permit Fee/Senior Center
569 00 50 00	Council On Aging	001 000 569	Current Expens	457.00		
			Total Chelan-Douglas Health District	641.00		
21091	12/09/2015	12/09/2015	171	Cintas Corporation Loc #607	234.07	Mats
518 20 48 00	Repairs & Maintenance Cit	001 000 518	Current Expens	24.93		
535 80 48 00	Repairs & Maintenance	404 000 535	Sewer	18.30		
548 68 48 00	Repairs & Maintenance	501 000 548	Equip Rental &	145.99		
576 80 48 00	Repairs & Maintenance	001 000 576	Current Expens	44.85		
21092	12/09/2015	12/09/2015	171	Cintas Corporation Loc #607	234.07	Mats
518 20 48 00	Repairs & Maintenance Cit	001 000 518	Current Expens	24.93		
535 80 48 00	Repairs & Maintenance	404 000 535	Sewer	18.30		
548 68 48 00	Repairs & Maintenance	501 000 548	Equip Rental &	145.99		
576 80 48 00	Repairs & Maintenance	001 000 576	Current Expens	44.85		
			Total Cintas Corporation Loc #607	468.14		
21036	12/09/2015	12/09/2015	174	City Of Leavenworth	3,600.00	Holiday Bus Parking P4 Lot
594 73 60 03	Tourism Cap. Imp. Fund Pr	104 000 594	Lodging Tax	3,600.00		
21084	12/09/2015	12/09/2015	174	City Of Leavenworth	5,845.30	City Utilities
518 20 47 00	Utilities	001 000 518	Current Expens	237.32		
535 80 47 00	Utilities	404 000 535	Sewer	770.85		
536 50 47 00	Utilities	001 000 536	Current Expens	17.70		
537 80 47 00	Utilities	402 000 537	Garbage	212.16		
557 30 47 00	Utilities-Street Cans	104 000 557	Lodging Tax	2,175.75		
557 30 47 01	Utilities-Restrooms	104 000 557	Lodging Tax	130.22		
557 30 47 01	Utilities-Restrooms	104 000 557	Lodging Tax	239.14		
557 30 47 01	Utilities-Restrooms	104 000 557	Lodging Tax	711.79		
575 48 47 00	Utility Services	110 000 575	Leavenworth Ci	640.17		
575 48 47 00	Utility Services	110 000 575	Leavenworth Ci	17.70		

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576 20 47 00	Utilities		176 000 576 Community Sw	222.16	
576 80 47 00	Utilities		001 000 576 Current Expens	37.95	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
576 80 47 00	Utilities		001 000 576 Current Expens	166.89	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
576 80 47 00	Utilities		001 000 576 Current Expens	17.70	
Total City Of Leavenworth				9,445.30	
21088	12/09/2015	12/09/2015	199	Commercial Printing Inc	524.09 Winter Newsletter
513 10 41 00	Professional Services		001 000 513 Current Expens	524.09	
21106	12/09/2015	12/09/2015	224	Daily Journal Of Commerce	35.20 Royal Lady Plaza
576 80 44 00	Advertising		001 000 576 Current Expens	35.20	
21033	12/09/2015	12/09/2015	237	Dept of Ecology	30.00 Wastewater Operator Certification A. Muro
535 80 49 00	Misc/Reg/Dues/Subscriptio		404 000 535 Sewer	30.00	
21031	12/09/2015	12/09/2015	239	Dept of Health	42.00 Waterworkds Operator Certification T Valentine
534 80 49 00	Misc/Reg/Dues/Subscriptio		403 000 534 Water	42.00	
21023	12/09/2015	12/09/2015	249	Dept of Transportation	52.53 Commercial St
595 30 63 08	Comm/Waterfront 3-8th Co		101 000 595 Streets	52.53	
21032	12/09/2015	12/09/2015	378	Dex Media	29.95 Advertising
518 90 44 00	Advertising		502 000 518 Central Service	29.95	
21096	12/09/2015	12/09/2015	4806	Drozowski, Jarod	1,665.00 Festhalle Management

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
575 48 41 00	Managerial Services		110 000 575 Leavenworth Ci	1,665.00		
21035	12/09/2015	12/09/2015	6194	EKL Consulting, LLC	1,591.95	City Cost Allocation Draft Plan
518 90 41 00	Professional Services		502 000 518 Central Service	1,591.95		
21026	12/09/2015	12/09/2015	6197	Ellis, Jim	135.00	Cemetery Plot Reimbursement
343 60 10 00	Cemetery Fees-Sale Of Lot:		001 000 340 Current Expens	-135.00		
21062	12/09/2015	12/09/2015	5698	Ferguson Waterworks	1,038.29	Shop Supplies
534 80 48 00	Repairs & Maintenance		403 000 534 Water	1,038.29		
21025	12/09/2015	12/09/2015	298	Firefly Inc.	1,538.53	Web Hosting/Server ManagementEmail Hosting
518 90 41 00	Professional Services		502 000 518 Central Service	1,538.53		
21057	12/09/2015	12/09/2015	298	Firefly Inc.	1,660.69	Anti Virus/Shortel Server/A Knight Computer
594 14 64 00	PC/Finance Staff		502 000 594 Central Service	303.52	A Knight Computer	
594 18 64 30	Server Equipment		502 000 594 Central Service	121.41	Shortel Server	
594 18 64 42	Software Upgrades		502 000 594 Central Service	1,235.76	AntiVirus	
			Total Firefly Inc.	3,199.22		
21029	12/09/2015	12/09/2015	344	Hach Company Inc.	276.31	Motor Gear
535 80 35 00	Small Tools & Minor Equip		404 000 535 Sewer	276.31		
21074	12/09/2015	12/09/2015	345	Haglund's Trophies	103.90	City Council Nameplates
511 60 31 00	Office & Operating Supplie		001 000 511 Current Expens	103.90		
21094	12/09/2015	12/09/2015	417	Jerry's Auto Supply	166.01	Shop Supplies
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	82.39		
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	68.18		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	15.44		
21073	12/09/2015	12/09/2015	5422	Jones Consulting LLC	140.00	Mapping & Analysis
558 60 41 06	Pro.Svs. Non-Reimbursed (001 000 558 Current Expens	140.00		
21090	12/09/2015	12/09/2015	5626	KCDA Purchasing Cooperative	150.86	Festhalle Supplies
575 48 31 00	Office & Operating Supplie		110 000 575 Leavenworth Ci	150.86		
21105	12/09/2015	12/09/2015	5626	KCDA Purchasing Cooperative	795.66	Festhalle/City Hall/Parks/Garbage Supplies

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518 20 31 00	Office & Operating Supplie		001 000 518 Current Expens	108.25		
537 80 31 00	Office & Operating Supplie		402 000 537 Garbage	134.29		
575 48 31 00	Office & Operating Supplie		110 000 575 Leavenworth Ci	401.25		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	151.87		
Total KCDA Purchasing Cooperative				946.52		
21060	12/09/2015	12/09/2015	434	Keyhole Security Inc	233.33	City Hall/Library Locksmith
518 20 48 00	Repairs & Maintenance Cit		001 000 518 Current Expens	233.33		
21071	12/09/2015	12/09/2015	434	Keyhole Security Inc	117.61	Festhalle Service
575 48 48 00	Repairs & Maintenance		110 000 575 Leavenworth Ci	117.61		
Total Keyhole Security Inc				350.94		
21024	12/09/2015	12/09/2015	4890	Kyle Mathison Orchards, INC	120.00	Recycle Dump Fees
537 80 51 03	Recycling Dump Fees		402 000 537 Garbage	120.00		
21053	12/09/2015	12/09/2015	482	Leavenworth Senior Center Inc.	307.20	Recycle Attendant
537 80 41 01	Recycling Pro-Svs-Attenda		402 000 537 Garbage	307.20		
21054	12/09/2015	12/09/2015	482	Leavenworth Senior Center Inc.	500.00	Restroom Lockup
576 80 41 00	ProSvs-Restroom Lockup		001 000 576 Current Expens	500.00		
21055	12/09/2015	12/09/2015	482	Leavenworth Senior Center Inc.	256.00	Restroom Attendant
557 30 41 02	ProSvs - Restroom Attenda		104 000 557 Lodging Tax	256.00		
Total Leavenworth Senior Center Inc.				1,063.20		
21030	12/09/2015	12/09/2015	6198	Metropolitan Compounds, Inc.	555.10	Granular Ice Melt
542 66 31 00	Office & Operating Supplie		101 000 542 Streets	277.55		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	277.55		
21095	12/09/2015	12/09/2015	519	Mid-American Research	982.04	Parks/Festhalle/City Hall Bathroom Supplies
518 20 31 00	Office & Operating Supplie		001 000 518 Current Expens	61.39		
575 48 31 00	Office & Operating Supplie		110 000 575 Leavenworth Ci	257.80		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	662.85		

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21072	12/09/2015	12/09/2015	475 NCW Media, Inc.	31.33	Advertising Resolution1-2015/2-2015-3/2015
	576 20 44 00	Advertising	176 000 576 Community Sw	31.33	
21034	12/09/2015	12/09/2015	582 NW Custom Autoglass	504.06	Chevy Colorado/Broken Windshield From Rock
	548 68 34 00	Supp Purchased For Invent	501 000 548 Equip Rental &	504.06	
21089	12/09/2015	12/09/2015	588 One Call Concepts Inc	18.19	Excavation Notifications - November 2015
	534 80 31 00	Operating Supplies-Distrib	403 000 534 Water	18.19	
21100	12/09/2015	12/09/2015	595 Oxarc Inc.	14.85	WTP Chemical
	534 80 32 00	Operating Supplies-Trtmnt	403 000 534 Water	14.85	
21022	12/09/2015	12/09/2015	346 Pace Engineers, Inc.	2,465.00	Chumstick Hwy Multi-Purpose Trail
	595 20 61 02	Chumstick Multi Trail ROV	101 000 595 Streets	2,465.00	
21068	12/09/2015	12/09/2015	666 Ricoh USA, Inc	295.03	Copier Maintenance
	518 90 45 00	Operating Rentals & Leases	502 000 518 Central Service	295.03	
21085	12/09/2015	12/09/2015	715 Solid Waste Systems Inc	762.69	Garbage Truck Parts
	548 68 34 01	SPFI-Garbage Truck	501 000 548 Equip Rental &	762.69	
21059	12/09/2015	12/09/2015	738 Stoneway Electric Supply Inc.	4,108.86	Stop Sign Poles
	542 64 31 00	Office & Operating Supplie	101 000 542 Streets	4,108.86	
21107	12/09/2015	12/09/2015	3963 TD&H Engineering Inc.	1,171.39	Commercial St
	595 10 40 01	Comm/Waterfront 3-8th	101 000 595 Streets	1,171.39	
21108	12/09/2015	12/09/2015	3963 TD&H Engineering Inc.	1,495.75	Pine Street
	595 10 40 16	Pine Street Planning	101 000 595 Streets	1,495.75	
			Total TD&H Engineering Inc.	2,667.14	
21076	12/09/2015	12/09/2015	817 US Post Office	326.89	Postage
	531 30 42 00	Communications-Phone/Po:	410 000 531 Stormwater	6.53	
	534 80 42 00	Comm-Phone/Postage/Fx	403 000 534 Water	130.76	
	535 80 42 00	Comm-Phone/Postage/Fx	404 000 535 Sewer	130.76	
	537 80 42 00	Comm-Phone/Postage/Fx	402 000 537 Garbage	58.84	

B. Davis

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21077	12/09/2015	12/09/2015	817		
			US Post Office	220.00	City Hall PO Box 287
	518 20 31 00	Office & Operating Supplie	001 000 518	220.00	Current Expens
				546.89	Total US Post Office
21078	12/09/2015	12/09/2015	820		
			USDA Forest Service	140.15	Sewer Transmission Line
	535 80 45 00	Operating Rentals & Leases	404 000 535	140.15	Sewer
21037	12/09/2015	12/09/2015	6238		
			Upper Valley Connection	750.00	Youth Funding
	571 23 49 00	Misc.- Youth Services/Arts	001 000 571	750.00	Current Expens
21069	12/09/2015	12/09/2015	833		
			Verizon Wireless	27.48	WTP Cell Phone
	534 80 42 00	Comm-Phone/Postage/Fx	403 000 534	27.48	Water
21104	12/09/2015	12/09/2015	848		
			WA Assoc Build Officials	95.00	2016 WABO Renewal D Heffner
	559 30 49 00	Misc-Reg/Dues/Subscriptio	001 000 559	95.00	Current Expens
21061	12/09/2015	12/09/2015	870		
			Waste Managment Of	74.90	Recycling
	537 80 51 02	Recycling Dumpster Rental	402 000 537	74.90	Garbage
21056	12/09/2015	12/09/2015	3792		
			Weed, Graafstra & Associates, Inc. P.S.	4,679.00	General Counsel/MEND/Charter Franchise
	515 30 41 00	City Attorney - Prosvs.	001 000 515	1,251.50	Current Expens
	515 30 41 11	Legal-Contract Admin	001 000 515	726.25	Current Expens
	515 30 41 13	Legal - MEND	001 000 515	2,701.25	Current Expens
21087	12/09/2015	12/09/2015	4673		
			Wenatchee Petroleum Co.	277.90	Diesel Fuel
	548 68 32 00	Fuel Consumed	501 000 548	277.90	Equip Rental &
21097	12/09/2015	12/09/2015	900		
			Western Peterbilt Inc	4,435.70	Garbage Truck Parts
	548 68 34 01	SPFI-Garbage Truck	501 000 548	4,435.70	Equip Rental &
21098	12/09/2015	12/09/2015	900		
			Western Peterbilt Inc	43.69	Garbage Truck Parts
	548 68 34 01	SPFI-Garbage Truck	501 000 548	43.69	Equip Rental &
				4,479.39	Total Western Peterbilt Inc
21075	12/09/2015	12/09/2015	932		
			Yonaka Baker, Anita	750.00	City Hall Janitor Services

ACCOUNTS PAYABLE

City Of Leavenworth
 MCAG #: 0222

As Of: 12/09/2015

Time: 16:02:57 Date: 12/03/2015
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 20 48 01			Repairs & Maint-Janitorial	750.00	001 000 518 Current Expens
Report Total:				55,517.59	
Fund					
			001 Current Expense	11,164.42	
			101 Streets	10,276.74	
			104 Lodging Tax	12,112.90	
			110 Leavenworth Civic Center	4,500.39	
			176 Community Swimming Pool	437.49	
			402 Garbage	907.39	
			403 Water	1,645.84	
			404 Sewer	1,520.12	
			410 Stormwater	6.53	
			501 Equip Rental & Revolving Fund	7,829.62	
			502 Central Services	5,116.15	

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, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Leavenworth, and that I am authorized to authenticate and certify to said claim.

Councilmember	Councilmember	Councilmember
Councilmember	Councilmember	Councilmember