



## City of Leavenworth

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**City Council**  
Cheryl K. Farivar - *Mayor*  
Carolyn Wilson – *Mayor Pro Tem*  
Mia Bretz  
Margaret Neighbors  
Sharon Waters  
Clint Strand  
Jason Lundgren  
Position No. 7 - *Vacant*  
Joel Walinski - *City Administrator*

### LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers

June 11, 2019 – 6:30 PM

**Call to Order**  
**Flag Salute**  
**Roll Call**

#### **Council Committees – 2<sup>nd</sup> Tuesday**

Economic Development 3:00 PM  
Parks 4:00 PM  
Public Works 5:00 PM

#### **Consent Agenda**

1. Approval of Agenda
2. Approval of May 28, 2019 Regular Meeting Minutes
3. Approval of June 5, 2019 Special Meeting Minutes
4. May 2019 Payroll \$227,049.90
5. 2019 Claims \$325,749.21

**Public Safety Report: Sergeant Scott Lawrence, Liaison Officer**

#### **Councilmember and Committee Reports**

**Mayor / Administration Reports**

**Comments from the Public on Items Not on the Agenda**

**Presentation: 2018 Water Use Efficiency Report Presentation – Ms. Arnica Briody**

#### **Public Hearings:**

1. **Leavenworth Municipal Code Amendments Recommended by the Planning Commission**
2. **Right-of-Way Vacations (to be continued to July 9, 2019)**
3. **Six-Year Transportation Improvement Plan**

#### **Resolutions, Ordinances, Orders, and Other Business**

1. Action: Ordinance 1588 – Leavenworth Municipal Code Amendment – Planned Developments
2. Action: Ordinance 1589 – Leavenworth Municipal Code Amendment – Development Standards
3. Action: Ordinance 1590 – Leavenworth Municipal Code Amendment – Stacked Parking
4. Action: Resolution 09-2019 – Right-of-Way Vacation Setting Public Hearing
5. Action: Resolution 08-2019 Amending Six-Year Transportation Improvement Plan for 2020-2025
6. Action: Mayoral Appointment of Ms. Kayla Applebay to the Parking Advisory Committee
7. Action: Varela & Associates Contract Amendment #2 – Wastewater Treatment Plant
8. Action: Motion to Approve the 2018 Annual Report for the City of Leavenworth

#### **Information Items for Future Consideration**

#### **Adjournment**

**(Next Ordinance is 1591 – Next Resolution is 10-2019)**

## SUPPLEMENTAL COUNCIL AGENDA

### **1. Ordinance 1588 – Leavenworth Municipal Code Amendment – Planned Developments**

The purpose of proposed amendments is to provide more clarity and options to the Planned Development Regulations with the intent of increasing housing options and development.

The City Council appointed a Housing Task Force in April 2016 to evaluate programs and initiatives to produce affordable units and preserve existing units. The Task Force provided various recommendations to the City Council including “a. Review standards and criteria to allow for innovations for a Planned Unit Development (PUD)”. The Planning Commission has reviewed amendments to the Planned Development regulations during their January, February, March, and April meetings. On May 8, 2019, the Planning Commission hosted a duly advertised public hearing, took public comment, and made a formal recommendation to the City Council, as noted in the transmittal memo.

The following items are included under **TAB 1**:

- Transmittal Memo
- Ordinance 1588 (redline and clean versions on attachment A)
- Staff Report to Planning Commission and May 8, Meeting Minutes
  
- **MOTION:** *The Leavenworth City Council moves to approve Ordinance 1588 amending the Leavenworth Municipal Code Chapter 18.40 Planned Development District, as recommended by the Planning Commission.*

### **2. Ordinance 1589 – Leavenworth Municipal Code Amendment – Development Standards**

The purpose of proposed amendments is to modify the development standards for residential zoning districts while simplifying the code requirements into a chart. This amendment will move several code sections into a new Chapter titled Development Standards and modifies the existing standards by reducing lot size requirements for duplexes.

The Mayor’s Housing Task Force recommended “b. Review Multifamily and Residential Zoning i. review lot standards...iii. 30’ width zones, iv. Yard setbacks.” The reduction in lot sizes, dimensional standards, and setbacks is intended to provide greater flexibility and therefore increase options for a range of housing types. With a more diverse housing stock, Leavenworth hopes to provide for the full range of incomes, especially those working mid-range incomes of 80-180% of the Area Median Income. Other options for diversified housing are still pending review with the Planning Commission.

The Planning Commission has reviewed amendments to the Development Standards during their February, March, and April meetings. On May 8, 2019, the Planning Commission hosted a duly advertised public hearing and made a formal recommendation to the City Council, as noted in the transmittal memo.

The following items are included under **TAB 2**:

- Transmittal Memo, see Tab 1
- Ordinance 1589 (redline and clean versions on attachment A & B)
  - **MOTION:** *The Leavenworth City Council moves to approve Ordinance 1589 amending the Leavenworth Municipal Code Development Standards, creating a new Chapter 18.25 and amending Chapters 18.20 Residential Low Density 6,000 District (RL6), 18.21 Residential Low Density 12,000 District (RL12), 18.22 Multifamily Residential District, 18.23 Residential Low Density 10,000 District (RL10), 18.24 Supplementary Residential Districts Regulations, 18.04 General Provisions and Section 21.90.030 Definitions.*

### **3. Ordinance 1590 – Leavenworth Municipal Code Amendment – Stacked Parking**

The purpose of proposed amendments is to increase the options for alternative parking and increasing parking density through stacking of vehicles.

The Planning Commission reviewed new code regulations for stacked parking during their April meeting. On May 8, 2019, the Planning Commission hosted a duly advertised public hearing, took public comment, and made a formal recommendation to the City Council, as noted in the transmittal memo.

The following items are included under **TAB 3:**

- Transmittal Memo, see Tab 1
- Ordinance 1590 (redline and clean versions on attachment A)
  - **MOTION:** *The Leavenworth City Council moves to approve stacked parking, creating a new Leavenworth Municipal Code Section 14.12.115, a new definition in Section 21.90.030, a new permitted use in Sections 18.28.020 General Commercial District, 18.32.020 Central Commercial District, 18.44.020 Tourist Commercial District, and a new accessory use in Sections 18.20.020.B Residential Low Density 6,000 District, 18.21.020.B Residential Low Density 12,000 District, 18.22.020.D Multifamily District, and 18.23.020.B Residential Low Density 10,000 District.*

### **4. Resolution 09-2019 – Right-of-Way Vacation Setting Public Hearing**

For the vacation of public right-of-way, State law RCW 35.79.010, requires that the notice of Hearing be established by City Resolution. The City Council established the hearing notice as part of the consent agenda; therefore, staff is requesting that the duly advertised hearing be continued to July 9, 2019 as documented by Resolution.

The following item is included under **TAB 4:**

- Resolution 09-2019
  - **MOTION:** *The Leavenworth City Council moves to approve Resolution 09-2019 establishing a continued hearing on July 9, 2019 at 6:45 PM for consideration of*

*right-of-way vacations along a portion of Summit Street and a portion of Woodward Street.*

**5. Resolution 08-2019 Amending Six-Year Transportation Improvement Plan for 2020-2025**

The City Council is being asked to approve Resolution 08-2019, which is the City of Leavenworth Six-Year Transportation Improvement Plan (TIP) 2020 – 2025. A public hearing on the Six-Year TIP is being held prior to approval of the final document. The City Council reviewed the TIP at the May 14, 2019 Study Session meeting and was asked to review the document for any additional recommended changes. The City utilizes an alternative format that is more user friendly than the Washington State Department of Transportation (WSDOT) format. Once the City Council has approved the amended Six-Year TIP for 2020-2025, the amended City TIP projects will be entered into the WSDOT format for submission to WSDOT for inclusion on the State Transportation Improvement Plan (STIP). The STIP is a planning document used by the State of Washington; projects that have qualified for state funding or will be considered for state funding need to be identified in the STIP document. The City does have the ability to amend the TIP/STIP at a later date should another project be identified that the City might consider in a grant program.

The following item is included under **TAB 5:**

- Resolution 08-2019 Amending the Six-Year TIP for 2020-2025
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 08-2019 amending the Six-Year Transportation Improvement Plan for 2020 – 2025.*

**6. Mayoral Appointment of Ms. Kayla Applebay to the Parking Advisory Committee**

The City Council is being asked to confirm the Mayor’s appointment of Ms. Kayla Applebay to the City of Leavenworth Parking Advisory Committee. The Committee includes one representative from the Leavenworth Chamber of Commerce; Mr. Doc Elsea has resigned his position on the Committee and the Chamber Board has recommended Ms. Applebay be appointed as the Chamber Board representative on the Parking Advisory Committee.

The table below provides the current names of appointed Parking Advisory Committee members and their terms:

NAME	REPRESENTATIVE	APPOINTED	TERM EXPIRATION
Mia Bretz	City	April 2019	April 2020
Sharon Waters	City	April 2019	April 2021
<i>Vacant</i>	Chamber	April 2019	April 2021
Mike Bedard	Residential	April 2019	April 2021
Anne Hessburg	Residential	April 2019	April 2020
Jesse/Lyman Boyd	Business	April 2019	April 2020
Jean Dawson	Business	April 2019	April 2021
Joel Walinski	Mayors Designee	April 2019	April 2020

There are no items included under **TAB 7**.

- **MOTION:** *The Leavenworth City Council moves to approve the Mayoral appointment of Ms. Kayla Applebay to the Leavenworth Parking Advisory Committee.*

## **7. Varela & Associates Contract Amendment #2 – Wastewater Treatment Plant**

The City Council is being asked to review and consider an amendment to the Owner Engineer Agreement between the City of Leavenworth and Varela & Associates, Inc for the engineering and design work associated with the Wastewater Collection and Treatment Facilities Improvements. This amendment amount is for Thirty-Three Thousand, Nine Hundred and Forty-Eight Dollars (\$33,948). The additional fees are necessary to address the changes to the scope of work and additions that were added as part of the 30% design work. There were four changes to the scope of work that required additional consultant work:

1. The geotechnical investigation findings revealed unforeseen and unanticipated subsurface foundation conditions. Unconsolidated loose fill exists between the abandoned buried aeration basin wall (abandoned during 1998 plant upgrade) and the existing operations building. The findings impacted the tertiary building foundation design and reduced the suitable building area available to avoid bearing on the unconsolidated material. The revised building design resulted in revisions of the existing building configuration and additional design work for the revised building.
2. Added Cross Connection Control (CCC) scope in order for the City to comply with their CCC requirements. The evaluation and discussion with City staff during the 30% design resulted in findings that in-plant water modifications were either insufficient to meet CCC and/or would result in in-plant complications and plant operation limitations. The resulting decision necessitated adding a stand-alone air-gap/repumping system at the head end of the plant to fully comply with the City's CCC requirements and eliminate in-plant operational limitations.
3. The City decision to change the building type from concrete masonry unit (CMU) construction to pre-engineered metal building (PEMB) design. Amendment #1 and 30% design were based on CMU block building and composite roof system of similar design to the existing plant buildings. Due to potential cost savings and due to zoning changes (previously "commercial", now "industrial") which now allows metal building construction, the City requested the change to pre-engineered metal building (PEMB) option.
4. The City decision to change the upgrade from the small clarifiers launder system to the Ovivo submerged orifice launder. While this will increase the overall equipment cost, the submerged orifice launder will result in lower staff time and maintenance cost. The submerged system reduces algae growth on the equipment, hence reduced cleaning frequency.

Attachment #2 of the agreement provides an itemized breakdown of the tasks involved, with the changes, and the associated costs incurred. Attachment #3 of the agreement is a revised schedule. At this time, it is anticipated that the final design will be in August, 2019.

The thirty percent design is the major milestone for this project. The Waste Treatment Facility Plan completed last year provided a general roadmap for the improvements at the WWTP. Starting with that roadmap, City staff and the consultants needed to work through a number of additional details regarding equipment and the layout of the plant to incorporate the improvements that would best serve the City of Leavenworth for the next twenty years. All parties have worked together in good faith in both addressing and accommodating the unforeseen geotechnical circumstances, and in making adjustments during the design phase, to provide the City with a design that best meets the future needs of the City. This collaborative process of investigation and refining the design is working and is a normal part of the design process.

The following items are included under **TAB 7:**

- Exhibit K: Amendment to Owner-Engineer Agreement
- Attachment #1: Project Scope, Scope of Services, Compensation, Schedule, Authorization to Proceed
- Attachment #2: Engineering Scope and Cost Worksheet
- Attachment #3: WWTP Updates Design Schedule
  
- **MOTION:** *The Leavenworth City Council moves to approve an Amendment to the Owner-Engineer Agreement with Varela & Associates for engineering and design work associated with the Wastewater Treatment Plant Improvements and authorizes the Mayor to sign.*

## **8. Motion to Approve the 2018 Annual Report for the City of Leavenworth**

The City Council is being asked to officially approve the 2018 Annual Report for the City of Leavenworth. This year, Finance Director Chantell Steiner met with Deputy Clerk Tami Gates on May 23, 2019 for a final review of the data contained in the report; the report was subsequently filed online to the Washington State Auditor's Office the next day prior to the deadline of May 30, 2019.

The following item is included in the **FRONT BINDER:**

- 2018 Annual Financial Report for the City of Leavenworth
  
- **MOTION:** *The Leavenworth City Council moves to approve the 2018 Annual Financial Report for the City of Leavenworth.*