

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
June 11, 2019 8:30 a.m.

8:30 – 8:45 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.

8:45 – 9:15 Hazard Mitigation Plan – County / City Consultant

In the summer of 2018, Chelan County, the Cities of Cashmere, Chelan, Entiat, Leavenworth, and Wenatchee and various Districts (Fire and conservation) started working on updating the County Hazard Mitigation Plan. This collaboration for a Chelan County Multi-jurisdictional Hazard Mitigation Plan is being done to meet the State and Federal requirements for Disaster Planning. The benefits of the planning for disaster include increased public safety, a better understanding of where development should occur, and opportunities for funding before and after a natural disaster.

The planning partnership was formed to pool resources and create a uniform hazard mitigation strategy that can be consistently applied to the Chelan County planning area. To support this work, the City of Leavenworth created a Hazard Mitigation Planning Process webpage in October 2018, which invited the public to meetings and requested individuals to complete a survey.

The City, along with fourteen other districts or jurisdictions, has completed an individual profile documenting known hazards, using baseline data provided by the consultants and available in-house, and providing mitigation strategies, actions and prioritization of projects. The goal of the plan and action steps is to make communities more sustainable and disaster-resilient, and protect people and property. This work was completed by the City in March.

At this time, the consultant, PERT, has compiled all individual profiles and is finalizing a draft of the County's Hazard Mitigation Plan. The Plan includes various actions and projects, intended to reduce known risks. These actions and projects will have an impact on the City resources, including staff time, funding, land uses, etc. Because of these impacts, the intent was to have PERT compile the information with time for the City Council to review and comment prior to the final draft public comment period. However, the public comment period and the City review are now combined and scheduled for June 17-28, 2019. PERT will not be able to meet with the City or provide the draft documents ahead of the comment period.

Since the City Council meeting on the 25th occurs late in the public comment period, the cities of Cashmere and Leavenworth requested that presentation materials be provided by June 10th. If the presentation materials are available, staff will review them with the Council. If not, staff will review draft materials provided to the consultant.

It will be very important to make comment during the public comment period so that changes can be made to the document. After the public comment period, PERT will send a revised draft to the State and FEMA for review and approval. This may take several months but once that is completed

each of the jurisdictions and districts will be asked to adopt the plan. While it is preferred that the jurisdictions and districts adopt first, the County may take final action with or without the jurisdictions and districts adoption completed.

Again, the Plan includes various actions and projects, intended to reduce known risks. These actions and projects will have an impact on the City resources, including staff time, funding, land uses, etc. Therefore, the Council and public review and comments are vital to ensure that the community goals are achieved.

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

- To be Provided at the Meeting

9:15 – 9:35 Discussion on WUI (Wildland Urban Interface) Codes

This time is provided to consider the future adoption of a City Wildland Urban Interface (WUI) code. While the City of Leavenworth has experienced the effects of large regional fires, some of which were very close to the City (1994), the fires have not resulted in the loss of city structures, unlike the Sleepy Hollow and Chelan Complex fires, which destroyed residential and commercial/industrial structures within the cities of Wenatchee and Chelan.

The cities of Wenatchee and Chelan addressed the loss of structures by working with the Community Planning Assistance for Wildfire (CPAW), a national program, funded by the US Forest Service and private foundations, to strengthen existing policies and regulations. Each city worked with stakeholders to develop recommendations which included adoption of a WUI code. Chelan County has also completed a CPAW recommendation process and is now working on a Community Wildfire Protection Plan (CWPP) pending a fire risk map being developed by the Department of Natural Resources in 2020.

The adoption of WUI codes is an important step in protecting people, property, and structures. The City of Leavenworth and Fire District 3 have reviewed the WUI codes for Wenatchee and Chelan and have a few recommendations for strengthening protection to City residents, which will be summarized in a handout at the meeting.

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

- CPAW Recommendations for Wenatchee
- City of Wenatchee WUI Code Chapter 3.36
- City of Chelan WUI Code Chapter 15.06

9:35 – 9:45 Firewise Area Formation

The City Council has expressed some interest in the formation of a Firewise Area. Ross Frank, Fire Commissioner, and member of the Chumstick Wildfire Coalition, and CCFD #3 Deputy Chief of Support Services and Prevention Dave Nalle have been invited to attend Tuesday's meeting to talk about the first steps in moving forward in forming a Firewise Area.

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

- Steps to Achieving National Firewise Area

9:45 – 10:15 Council Communication – Follow-up with Colin Brine, Be Clearly

The Council began the discussion regarding a community dialogue project at the Council Retreat in April of this year. At the May Study Session, Mr. Colin Brine lead the Council in a high-level discussion on what form that process might take. Mr. Brine will be present on Tuesday to discuss in more detail on what the options may be moving forwards on a community discussion project.

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

10:15 – 10:45 City Review: Mission and Vision

This time is provided to allow for the City Council to review and discuss the City's existing vision statement and review the recommendation of a new City Mission Statement. The City Council began this discussion at the City Council Retreat on April 12, 2019. In a review of the City's existing mission statement the Council was in general agreement that the current mission statement would be more appropriately identified as a vision statement and a new mission statement be developed for the City.

The current mission statement which would be proposed as a **vision statement** for the City:

The City of Leavenworth is a community of creative people dedicated, as partners, to effectively serving the diverse needs of City residents, business interests, visitors, and our Upper Valley neighbors.

A mission statement defines the City's business, its objectives and its approach to reach those objectives. The vision statement describes the desired future position of the City. Over the past 6 weeks, City Council Committees have reviewed a number of mission statement examples and wordsmithed the draft language for a mission statement. The current draft **mission statement** is provided below:

The City of Leavenworth endeavors to provide high quality and cost-effective municipal services and programs essential to a desirable community in which to live, work and play.

After a review of the draft mission statement, with the City Council's concurrence, the draft mission statement would be presented for review at the Planning Commission, Residential Advisory Committee, Design Review Board, and Downtown Steering Committee. Comments or recommended changes to the draft will be provided back to the City Council. The discussion regarding this topic today is to review the current draft and set the steps moving forward for public review and eventual adoption by the City Council.

One additional suggestion taken from the Council Retreat; staff will be adding to the write-up of future action items for consideration by the City Council that will include five standard Principle Questions based on the City Council Goals. The Principle Questions would be:

1. Revenue & Fiscal Health – is the requested actions (Ordinance/Resolution/Motion) consistent with the City Council Financial Policy?

2. Infrastructure – Does the requested action support safe and efficient infrastructure?
3. Economic Development Growth and Vitality – is the requested action supportive of the Old-World Bavarian Alpine Theme or promote the diversification of the economic base?
4. Transparency and Accountability – Does the requested action further public understanding and engagement?
5. Community Building – is the requested action supporting residential needs for housing, safety, transportation, and/or affordable governmental services?

The addition of this step in the packet/agenda item write-up will provide the City Council with a metric on how the Council's actions align with the City Council identified goals.

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

- Goal Development Worksheet

10:45 – 11:00 GIS (Geographic Information System) Demonstration

The City has been working with Flo Analytics to provide two interactive web-based maps. One map would be available to the public from the City's website, similar to Chelan County's map. It will include streets, parcels, zoning, city limits, and critical areas. The second map would be available primarily to Public Works staff and provide the location of infrastructure. The goal is to have the maps available no later than July 1, 2019. This time is provided to demonstrate the map functions and gather Council feedback.

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

11:00 – 11:15 Options on Filling Council Open Seat

This time is provided to review the options for the City Council on addressing the vacancy on the City Council with the resignation of Council Member Elmer Larsen at the May 28, 2019 City Council meeting. RCW 42.12.070 provides the general guidelines for filling nonpartisan vacancies. Under RCW 42.12.070 (1) Where one position is vacant, the remaining members of the governing body shall appoint a qualified person to fill the vacant position. A qualified person under RCW 35A.12.030 is a registered voter who has been a resident of the City for at least one year.

The City Council does have great leeway in how they proceed and the process used in consideration of filling the vacancy. If the City Council does decide to fill the vacancy, that individual would serve in that seat until the election results are certified in late November of 2019. At that time the newly elected individual would fill that seat. Listed below are the options available for addressing the Council vacancy:

1. The vacancy could remain unfilled. Under RCW 42.12.070 the City Council has ninety (90) days to fill the vacancy. If the vacancy is not filled by that time, the authority to fill the position would then be transferred to the Chelan County Board of Commissioners. The County Commissioners would then decide on the process for filling or not filling the vacancy, and what process they might use. The initial 90 period would be to the end of

August 2019 and the County would then have the authority to fill the open seat. At the time of certification the seat would be filled based on the result of the election.

2. The City Council could work through a process that has been used in the past to fill vacancies. The City would request candidates to complete a letter of intent and an application. The Council reviews the applications and then holds an open interview session before selecting a candidate by open vote to fill the position.
3. The City Council however is not bound to go through a formal selection process, the City Council could just make an appointment to fill the open seat:
 - a. Currently there are two candidates that have filed for the November 2019 election and are running unopposed to fill City Council positions in 2020. If either of those candidates are available, the City Council could opt to appoint either of those candidates. If both are available the City Council could select either candidate.
 - b. Currently there are several individuals that have served previously on the City Council and still live within the City limits, those community members could be contacted and asked about their interest and/or availability to fill the seat through November 2019. If several are available and interested, the City Council could select their preferred individual.

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

- **RCW 35A.12.030** and **RCW 42.12.070**

11:15 – 11:30 Council Open Discussion

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