

# LEAVENWORTH CITY COUNCIL STUDY SESSION MINUTES

July 9, 2019

Mayor Cheryl Kelley Farivar called the July 9, 2019 Study Session to order at 8:30 AM.

Council Present: Mayor Cheryl K. Farivar, Carolyn Wilson, Mia Bretz, Sharon Waters, Clint Strand, and Jason Lundgren.

Staff Present: Joel Walinski, Chantell Steiner, Herb Amick, and Lilith Vespier.

## 1. Chamber Report

Chamber Director Nancy Smith updated the Council on the success of Kinderfest last week, what the Chamber is working on for late summer / early fall events, rolling and billboard ads, and other social media sites for advertising Leavenworth. She noted some events for the children that is sponsored by Trout Unlimited.

## 2. Firewise Community

Chumstick Wildfire Director Corrine Hoffman presented the Council with a PowerPoint presentation on ways to continue working to prepare, respond and recover from urban wildfires. She identified ways for the City to partner with the public and agencies through various mechanisms starting with education & outreach to raise awareness and interest. A key step involves community action to find and facilitate "Sparkplugs"; these would be property owners that step forward to assist nodes throughout the community. Some partnership steps that the City can assist in includes having yearly events, such as woody debris recycling, chipper programs, and community workshops. Other partnerships include working with the state legislature, other cities, and agencies for fuel reduction strategies, economic solutions / incentives, beneficial legislative action, creating Firewise USA programs and city code changes for Wildland Urban Interface (WUI Codes). The Council briefly discussed cost challenges with burning permits and how to work with the legislature and Department of Ecology for effective and affordable solutions, such as utilizing incinerator or air curtain burners. Ms. Hoffman identified working with other communities noting that the City of Ashland has been very successful with their programs with residents; she added that they have now come full circle and are looking at ways to be less involved. Council discussed current communities with WUI Codes and to look at what those communities have been doing to help develop codes for Leavenworth; with this comes assessments of current housing and building inventories to strategically assist those owners with upgrading their facilities. The Council reviewed options to make immediate improvements, such as linking up the City's website with partner sites that already have information; this would include the Chumstick Wildfire Coalition.

## 3. Water System Improvements

City Administrator Joel Walinski updated the Council on the ongoing negotiations with the Icicle Work Group and the Department of Ecology to finalize water rights. This will have effects on how the City wants to complete upgrades between the well systems and the Water Plant for pulling water from either the Icicle or the Wenatchee rivers. He identified the City's desire to have uninterrupted water rights versus interruptible, which may limit the City's ability to pull water from either source. He identified the need to also look at major distribution line replacements that are in excess of 50+ years old that are currently leaking throughout the system. He reviewed alternative upgrade options that were incorporated in the updated Water System Plan for the distribution lines, the Water Plant

and meter replacements. Council questioned where to start; Administrator Walinski stated that the first replacement is likely the water meters to eliminate the loss of revenue at that source point then to consider, based on water rights, the Water Plant improvements or distribution lines. He identified state and federal low-interest funding sources to consider in generating the major capital funding needed to pay for the upgrades. Council continued to discuss how best to approach the meter replacements and in what order, as well as who to partner with or seek grant funding from.

#### **4. Development Services Mid-Year Report**

Development Services Manager Lilith Vespier reviewed the reports provided from the Development Services Department in regard to building, construction, and land use permits, processing business licenses, and meeting staff and council objectives. She noted that the staff is currently handling the workload; however, with the upcoming building inspections there may be a need to look at staffing assistance. She provided a brief update on the Leavenworth Haus Apartments Project that will include some communal living units with shared kitchens. Ms. Vespier reviewed the permit figures comparing January through June of 2018 to 2019 that has identified increases in both building and land use permits. She explained the processes involved with conditional use permits in regard to bed & breakfasts and accessory dwelling units. She updated the Council on the staff's current process to acquire a permitting software tracking program that will help to assist in future reporting for the Council and eventually to the public. Ms. Vespier reviewed the staff objectives that includes improved efficiencies for work flow management, staff training and the new permit system. She then reviewed some Council, Planning Commission, and Committee objectives that the department has been working on, including communication efforts, such as providing each Board's meeting minutes and providing monthly progress updates on work being done. She identified regional objectives in regard to collaboration with Chelan County, the State of Washington, and other local jurisdictions.

#### **5. Review Planning Commission Mandatory Updates**

Manager Vespier provided several documents in the packet materials to assist the Council in reviewing the mandatory updates that the Planning Commission is working on in correlation with the Growth Management Act.

She began reviewing the Development Regulations Checklist that includes updates for Critical Areas, Stormwater Drainage and Water Quality, the Shoreline Master Program, Zoning Codes, Rural Zoning (counties only), Resource Lands, Subdivision Codes, Impact Fees, Concurrency and Transportation Demand Management, Siting Essential Public Facilities, Regulations to Implement Optional Plan Elements, Project Review Procedures, and Plan and Regulation Amendments. She proceeded to review the current Leavenworth City Code updates being incorporated that are based on the items that need to be addressed from the checklist. She reviewed the changes that are included within various sections of Title 14 Development Standards, Chapter 18.28 General Commercial District, Chapter 18.32 Central Commercial District, Chapter 18.44 Tourist Commercial, Title 17 Subdivisions, Title 21 Development Code Administration, and Chapter 18.12 Official Zoning Map.

Ms. Vespier reviewed the Critical Areas Checklist which includes some duplication to the Development Regulations Checklist. She identified the areas within the City Code that are being affected, which includes changes to the Definition of Geologically Hazardous Areas and the Definition of Fish and Wildlife Habitat and Conservation Areas, she noted that many of the sections are compliant with current code regulations. She briefly identified the code changes included within the City Code for the critical area updates.

#### **6. Quarterly Update Future Council Agenda Items / Project Tracking**

Administrator Walinski answered questions on the various projects included in the Project Tracker. Staff identified the progress in relation to the Water Rights Application, the Planning Commission updates and in what order they are being considered, Hawk Crosswalks activation, Replacement of Water Intake Screens on the Icicle, the Apple Maggot Quarantine Issues, Water Meter Replacement, Golf Course Lease Renewal, Wastewater Treatment Assessments, Sale of City Property: Golf Course Lots, Chelan Douglas Transportation Council (CDTC) Call for Projects Grant Application, Osborn School Site, Water Rights Transfer Process, Lions Park Pavilion Demolition and Replacement, and the Adventure Park SEPA Appeal.

Council discussed the future Council agenda items and questioned whether the next meeting will be necessary. Administrator Walinski and Mayor Farivar noted the need to have the meeting for water rights, water meters and the golf course property sales. Staff will look at what meeting might be an option for canceling; consideration to cancel the August 13<sup>th</sup> meetings and to move the study session to the August 27<sup>th</sup> meeting was requested.

### **7. Quarterly City Newsletter Recommendations – Distribution in August**

Mayor Farivar asked Council for any specific items to consider for the next newsletter. The Council discussed consideration of an article in relation to the Adventure Park Appeal process and costs; it was noted that this is not further needed at this time. Administrator Walinski suggested an article on the Firewise processes that the Council has been discussing, such as WUI Code updates, and including the need to start the Sparkplug movement through a grassroots effort. Council confirmed the need to include the leash laws, short-term rental enforcement, and the Apple Maggot Quarantine Area. Council suggested including a reminder on water safety and flotation devices and to cover Pine Street, the Pool, and Enchantment Park for the Project Updates.

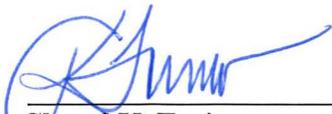
### **8. Council Open Discussion**

Council briefly discussed the Pool diving board removal and how the Upper Valley Park & Recreation Service Area Board is working to address it next year.

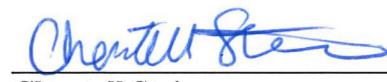
Council discussed current committee assignments and if there are some changes that can be incorporated to fill the vacancies left by the resignation of Councilmember Larsen.

Study Session adjourned at 11:41 AM.

**APPROVED**

  
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**Cheryl K. Farivar**  
Mayor

**ATTEST**

  
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**Chantell Steiner**  
Finance Director/City Clerk