

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
September 10, 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 Parking Advisory Committee Update

The Parking Advisory Committee has met seven times over the summer and have developed a tentative plan for implementing on-street paid parking using smart meter technology. A tentative timeline for implementation would be April of 2020. Today’s discussion is an update on the work of the Committee and the next steps.

The purpose of the Leavenworth Parking Advisory Committee is to assist in the review and implementation of the City of Leavenworth Downtown Strategic Parking Management Plan by determining and recommending action items for the City Council. Decisions and recommendations by the Parking Advisory Committee are based on action items aligned with the Guiding Principles for Downtown Parking Management adopted by the Leavenworth City Council and the Downtown Strategic Parking Management Plan.

The committee membership is reflective of the many stakeholders with concerns about parking within Leavenworth; the members include representation from the Chamber of Commerce, residential community, business owners, the City Council, and local lodging owners. The following table provides the make-up of the committee membership:

Mia Bretz - <i>City Council</i>	Kayla Applebay - <i>Chamber of Commerce</i>
Sharon Waters - <i>City Council</i>	Anne Hessburg* - <i>Leavenworth Resident</i>
Michael Bedard - <i>Leavenworth Resident</i>	Jean Dawson - <i>Leavenworth Business Owner</i>
Jesse Boyd – <i>Leavenworth Hotelier / shared</i>	Lyman Boyd - <i>Leavenworth Hotelier / shared</i>
Joel Walinski - <i>Mayor’s Representative</i>	

*Chair person

Using the Downtown Strategic Parking Management Plan as the guide, the Committee’s primary focus in the initial meetings has been on the management of on-street parking within the downtown commercial core. This work included discussions on timed on-street parking, paid on-street parking, employee parking, residential parking, bike parking, increased parking capacity, and signage.

The Committee at this time is recommending moving forward with developing a paid on-street parking program using Smart Meter Parking Technology. This would also include implementing

several options for employee parking and having the tools in place for a residential parking permit zone program. Parking times for much of the downtown commercial core would be limited to three hours; longer term parking would be encouraged for the off-street parking lots. Implementing a paid on-street parking program using smart meters aligns with a number of Guiding Principles identified in the Strategic Parking Plan:

1. The most convenient on-street parking will be preserved for the priority users; the tourist and local customers.
2. The on-street parking system is a finite resource and will be managed to provide a rate of turnover that supports downtown vitality.
3. The off-street parking resources (parking lots) are managed to address employee parking demands.

Other benefits for implementing paid on-street parking using smart meter technology:

1. Using smart meters will allow for the collection of data that can be used by the Advisory Group to address management of future parking needs and maintain the 85% Occupancy Standard.
2. Smart meters and sensors allow parking availability information to be pushed out to visitors/residents/employees potentially reducing the congestion caused by the search for parking.
3. Enhanced and efficient enforcement of parking violations.
4. On-street parking revenue is estimated to provide an additional revenue source that could be directed toward increased future capacity or parking enhancements (shuttles, signage, etc.)
5. Smart meters provide the option of using Smart Cards, which could allow for Residential Discount Parking Pass, Employee Discount Parking, etc.
6. Smart meters can be turned off and on remotely. Hours and fees can be changed to reflect demand. For example: meters can be turned off in February and March at low use times.
7. Smart meter use is intuitive to the customer and requires less signage than kiosks.

The next step in the process is two-fold: one is to provide information to the public to begin to collect feedback on the implementation of this project; the second is to develop an RFQ/RFP to identify an equipment provider for further development of the paid on-street parking program. Although the make-up of the Committee are members representing a number of interests; suggestions, complaints, and questions need to be brought forward so the Committee can develop a robust program that accounts for many of the parking issues. The equipment provider will be used to ensure that all of the hardware and software components used in this project are tailored for Leavenworth. There are many micro decisions and recommendations yet to be made:

1. Developing the details on employee parking options; this would include the use of the Link Park & Ride, DOT Lot, and other City owned parking lots.
2. Code development for the implementation of a Residential Zone Parking Permit program – this program would limit the parking in certain residential areas if requested by residents of a specific neighborhood.

3. Fine tuning estimates on revenues and expenditures for the program to assist in developing pricing and meter timing.
4. Updating code language for enforcement efforts.
5. Decisions on staffing: to manage the program, provide enforcement, and maintain the system.

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

- Parking Meter Stall and Space Count
- Five Year Total Cost of Ownership
- Specifications for Smart Meters
- Handheld Citation Issuance Specifications
- Sample Smart Parking RFP Requirements

9:15 – 9:30 Planning Commission Recommended Mandatory Code Amendments

As part of the 2017 Comprehensive Plan periodic update, the City was required to review and update development regulations and critical area regulations to address changes in State law, RCW 36.70A.130. Ideally, this work is completed with the Comprehensive Plan; however, the State recognizes the burden this can place on smaller communities and extended the timeline to 2019.

On July 9, 2019, the City Council reviewed the draft amendments and the Department of Commerce checklists. Since that time, the Planning Commission has completed two separate hearings and is forwarding, for your consideration, the Development Standards amendments and the Critical Area regulations amendments.

This time is provided to review and discuss the Planning Commission recommendation prior to the September 24, 2019 hearings.

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

- Transmittal Memo

9:30 – 10:00 Planning Commission Recommended Planned Development (Remanded)

This time is provided to review the Planning Commissions revised recommendation for the Planned Development regulation amendments. The Public Hearing from June 11, 2019 resulted in remanding the draft code amendments for the Planned Development and Development Standards back to the Planning Commission for further public comment and public workshop. The Planning Commission reviewed the Planned Development regulations during the regular July 10, 2019 meeting, a July 31, 2019 special workshop, and the regular August 7, 2019 meeting. The revised Planned Development recommendation shows changes from the additional public comment, highlighted in yellow. Notable modifications include:

- Added a 5' transition area between residential and commercial uses
- Added a minimum project size of 6,000 square feet for affordable housing projects
- Added a minimum project size of 24,000 square feet for other projects

- Added a perimeter setback to meet the underlying zoning
- Clarified that open space is separate from yard requirements
- Removed reduced parking requirements for affordable housing
- Clarified that shared parking shall be for the life of the project by a recorded agreement
- Required height limitation to be consistent with the underlying zoning

Additionally, the Planning Commission recommended adopting the definition of affordable housing consistent with RCW 36.70A.540 Affordable Housing Incentive Programs – Low-income Housing Units.

The remanded Development Standards chart was not reviewed by the Planning Commission due to time constraints. The Planning Commission has asked to bring this item back to the City Council at a later date.

The following items are included under **TAB 1 (evening meeting)**:

- Transmittal Memo
- Draft Planned Development Amendments (remanded)
- Modified Ordinance 1588 with new findings and updated attachments

10:00 – 10:20 Pine Street Beautification

This time has been set aside for Council to discuss the option of providing a “Pine Street Beautification” program for the residents of Pine Street. Now that the Pine Street Project is nearing completion, and has greatly impacted the homes and residents along Pine Street, the idea of softening the impact of the disruption of these properties has been proposed in the form of offering residents of Pine Street the availability of choosing a selected number of trees and/or shrubs (free of charge) to be planted in their yards along the street frontage. These trees and shrubs will be chosen by the resident from a provided list of “fire safe” plantings, with imposed restrictions for planting as to fire safe planting distances and requirements.

The program would consist of the City providing a limited list of acceptable trees and shrubs from which the residents could pick up to 5 shrubs and/or 1 tree. The resident will be required to flag the planting locations (outside of the City ROW along the Pine Street frontage) for pre-approval by the City. The City would then purchase the plant material, deliver the individually requested plantings, and place the plantings at the approved locations for planting by the residents. Survival, maintenance, watering, etc. would be the responsibility of the homeowners.

The approximate cost to the City for the plant material would be as follows:

- 2-5 gallon shrub - \$25 - \$30.00/shrub @ 5 shrubs/resident = \$125 - \$150/resident
- 1” caliper Tree - \$150 - \$200/ tree (depending on variety)/resident

In addition to the “green treatment” there are several areas within the project zone that could be considered unfinished. The federal and state funding used on the project, did limit the amount of improvements that could be made on private property or improvements out of the project area. For example, finishing of the sidewalk on Titus Road at the corner of Pine and Titus. This is located out of the project area, perhaps should have been completed as part of the school improvement

project but was not. There possibly are other areas where private sidewalks could be extended to the new sidewalk, this possibly could be a cost sharing approach.

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

- Proposed list of available plant material and planting requirements

10:20 – 10:30 Resolution XX-2019 Legislative Priorities 2019/2020

The City Council is being asked to review Resolution No. 20-2018, which identified the City’s Legislative Priorities for the 2018/2019 Legislative Session and then provide direction for the development of the legislative priority for the 2019/2020 Session. Much of the legislative focus in last session was on the Capital Expenditure Budget and Affordable Housing programs.

While not specific to the City’s priorities for Housing Affordability or Infrastructure Funding priorities, there were two bills that provided some access to funding for cities for affordable housing. It is commendable that the legislature did provide these new avenues; however, those funds are not available for Leavenworth’s identified “workforce housing” need.

The priorities from Resolution No. 20– 2018 included the following:

1. Infrastructure Funding/Sales Tax Option.
2. Housing Affordability.
3. Recycling and Waste Reduction.
4. Public Works Trust Fund.
5. Secure Funding for MRSC.

The Association of Washington Cities (AWC) in their “Operations: Strong Cities Program” recommends that cities annually review and adopt by motion a list of Legislative Priorities, provide those priorities to their District Legislative representatives, and then follow-up after the Session to see what actions were achieved. Recall in the discussions with Senator Hawkins and Representative Steele, both suggested that the Council continue to develop Legislative Priorities, focusing on the issues that will provide benefit to the City.

Once a 2019 Resolution is approved, the City will furnish the list of priorities to the offices of Senator Hawkins, Representative Steele, and Representative Goehner from the 12th District.

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

- Resolution No. 20-2018

10:30 – 10:50 Water System Capital Improvements

City staff is continuing to work on assisting the City Council in developing a funded 6-year Capital Improvement Program for the City’s Water System. The priorities on that list include a meter replacement program, improvements to the Water Treatment Plant, and replacement of various water transmission lines. Currently City staff is working on developing a WaterSMART Grant Application, which would provide \$300,000 for the Water Meter Replacement program; if

awarded, these funds would be available early in 2020. A resolution committing to the funding of this project will be presented at the evening meeting on September 10, 2019.

As mentioned last month, City staff will also be meeting with funders at the 11th annual Infrastructure Assistance Coordinating Council (IACC) Conference at a Tech Team meeting. A "Tech Team" meeting is an opportunity to present the City's project to funding program staff from multiple agencies, and learn how various programs may be able to assist in funding the City's project. By the end of the meeting, the City will have an actionable plan of next steps to address the issue.

The scope of project that will be presented at the IACC Tech Team will be:

1. Icicle Creek Water Treatment Plant: Estimated Cost of Improvements \$7.5 M
2. Transmission Distribution Line Replacement: Estimated Cost \$3,250,000

The \$7.5 M cost estimate provides the City Council with most options while additional information is gathered to hone in on the specific improvements. At this time, additional information is still needed on slow sand filtration alternative. The scope of the transmission line replacement is from the Water Treatment Plant to the Icicle Ridge Reservoir

One item that is also on the evening meeting agenda is the Council consideration of approval for the purchases of software upgrades to computer and server redundancy for the Water and Wastewater Departments. With the 2020 upgrades to the Wastewater Treatment Plant (WWTP) and proposed future improvements to the Water Treatment Plant (WTP), the outdated and no longer supported existing hardware and software will need to be upgraded to interface with the 2020 WWTP SCADA system improvements and the future WTP SCADA system improvements. These essential improvements include:

- Upgrade of hardware for three servers
- Upgrade of fiber internet at the WWTP
- Installation of server battery backup units at WWTP and the WTP
- Configuring of Site-to Site VPN secure communications between sites
- Software upgrades
- Remote monitoring of SCADA system from phones, tablets, laptops, etc.

FIREFLY (City tech consultants) in conjunction with Z Engineering has provided an estimate for the needed upgrades; this information is available in the packet materials, along with a diagram showing the new configuration.

The following items are included under **TAB 5 (Evening Meeting)**:

- FIREFLY Quote
- SCADA Basic Network Proposal Diagram

10:50 – 11:00 Upper Valley Park & Recreation Service Area Funding Partnership

This time is provided to further discuss the request from the Upper Valley Park and Recreation Service Area (PRSA) Board to conduct a Citywide Community Needs Assessment that was discussed at the August 27, 2019 Study Session. The PRSA Board has been discussing strategic planning for the future existence of the entity over the past two years. At this time, the Board is seeking any partnership funding for an assessment (survey) to get out to the residents of the PRSA's boundaries. As previously noted, the Board has sought grant funding from several sources and unfortunately has not been successful in receiving an award. The Board met with Colin Brine of Be Clearly on conducting the assessment; however, due to the total estimated cost of \$15,000, the Board is preparing to do a Request for Proposal process at this time. The Board has authorized spending of up to \$15,000 and has asked city staff to see if the City Council would be able to participate with a \$5,000 grant to assist in payment of the costs. At this Study Session, the staff and PRSA Board representatives Mia Bretz and Jason Lundgren will answer any additional questions; if the Council would like to entertain assistance, a request will be brought back to Council for approval at the September 24, 2019 Council meeting. With this request in mind, the PRSA Board did want to alert the Council that the upcoming resurface project has been re-evaluated and will be increased by approximately \$11,000, of which the Pool Fund will be able to cover without any additional cost sharing from the City's General or Lodging Tax Funds.

History: The PRSA District was formed in 1997 and is currently scheduled to dissolve by 2022 unless further action is taken by the PRSA, City, and the Chelan County Commissioners. The PRSA is a special purpose district that has a limited life based on either 20 years or until all debt is repaid. Due to the recent 3-year loan to the PRSA from the City, that deadline will be in 2022; prior to this loan, the entity was scheduled to dissolve in December of 2020 with the final debt payment from the original pool construction loan. The City Pool Fund receives nearly 60% of its revenues from the property tax collections; therefore, the existence of the PRSA is critical to the Leavenworth Community for the ongoing support of the pool operations. Additionally, nearly 66% of the property tax revenues received comes from residents located outside of the Leavenworth city limits. In order to re-establish the District, the Chelan County Commissioners will need to approve a resolution and subsequently provide a ballot measure to the voters of the proposed district boundaries. If approved, the City then enters into an agreement with the PRSA for ongoing maintenance. The Board has been researching user data of the City Pool and has found that the majority of users are those closest to the boundaries of the City of Leavenworth and even more so are from within the city limits. The Board continues to discuss what the future boundaries should be and has determined that having an assessment (survey) completed will further assist in what support would be anticipated by the residents within the current boundary area.

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

- Current PRSA Boundary Map

11:00– 11:15 Council Open Discussion

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