

# LEAVENWORTH CITY COUNCIL STUDY SESSION MINUTES

April 9, 2019

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

Council Present: Mayor Cheryl K. Farivar, Elmer Larsen, Mia Bretz, Margaret Neighbors, Sharon Waters, and Clint Strand.

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

Mayor Farivar excused Councilmember Carolyn Wilson and Jason Lundgren.

## 1. Chamber Report

Chamber Director Nancy Smith updated the Council on the Spring Sensations kick-off events that includes passports for children and adults for locally made fruit infused food and wine. She stated that a new event this year is a restaurant savings package that is offered during weekdays at various participating locations. She reviewed the upcoming Maifest event and described some of the festivities such as chainsaw carving and other entertainment. She noted that the Chamber is working on moving the location of the Trachten wardrobe in preparation of painting at the Chamber offices. She updated the Council on the Leavenworth Area Promotions advertising efforts for reader boards, airport advertising, and the new Der Wordbook, a Leavenworth dictionary with fun and exciting words with definitions. She provided other updates on local businesses, announcement of the 2019 Royal Lady, and the search for a new Santa this year.

## 2. Annual Council Retreat Meeting Topics

City Administrator Joel Walinski reviewed the planned agenda for the upcoming annual retreat. He identified the schedule noting areas of flexibility to extend conversations if needed and the expectations for outcomes on the lodging tax policy, a future community meeting, and review of priority projects. He stated that the afternoon will include a facilitator to work with the Council on communication and consensus building. If time allows during the lunch period, there can be an open time for new ideas to be discussed and assigned to a committee.

## 3. Front Street Park & Plaza Master Plan

Administrator Walinski provided the Council with some background history of the formation of the Front Street Park / Downtown Plaza Master Plan that the Downtown Steering Committee has been working on with J.A. Brennan & Associates. He reviewed the elements within the newly designed plan that includes expansion of the restrooms, redesign of the hill that visitors slide down to create less slope and movement, Willkommen sign improvements, new access and seating areas around the park, expanded sidewalks from 8-foot to 20-foot wide through the reduction of two vehicle lanes to one lane with rolled curbs to reduce trip hazards, areas for bollards to allow for street closures during events, and the plan for new tree locations. He talked about the discussions on the improvements that were facilitated by the objective to create a more pedestrian friendly plaza area and to consider further reductions of vehicular traffic when more offsite parking and/or a parking garage is built. Council discussed the need to look at full closure of Front Street to remove vehicular traffic entirely in the future; there was some concern that traffic flow will be further impacted by going down to one lane. Administrator Walinski spoke

about ideas that the Steering Committee has been exploring for funding opportunities that could include grants, a Local Improvement District that charges local businesses annual fees to pay debt service on borrowed funds, use of Lodging Tax funds for hotel/motel support, and other potential reserves. He discussed an option that the Steering Committee has recommended to phase in the restroom expansion, new stairs, and amphitheater seating area if funding can be acquired. The Committee recognizes the need to improve various infrastructure improvements and finds that the restroom expansion is one of the more critical improvements needed soon.

#### **4. Development Services Updates – Planning Commission Workshop Review**

Development Services Manager Lilith Vespier stated that this time is being provided to update the Council on the progress of the Planning Commission and what items are planned for the next several months. She stated that Cryptocurrency is completed with action planned for this evening; she noted that the popularity of this has simmered throughout the County. There was discussion on building requirements for permitted uses and how the code does address specific building requirements in other sections of the code.

Manager Vespier reviewed the recommendations from the Housing Affordability Task Force for various zoning and code changes. She proceeded to review each section of Chapter 18.40 Planned Development District and identified the recommended changes that have been identified by the Planning Commission. She talked about how planned unit development areas create small pockets of community/neighborhood areas that may include gathering amenities such as parks, coffee shops or other small style commercial activities intermingled with residential areas. It was noted that commercial or recreation amenities would need to be considered on a percentage basis of the entire planned development area to curtail expansion of commercial activities into the residential zoning areas. Council discussed concerns of commercial expansion into current residential zones and to ensure that the new regulations limit that ability with strict size limitations. Manager Vespier reviewed the flexibility being included for housing diversification, perimeter transitions, project scope, and road/development improvements for planned developments. She then reviewed the new minimum requirements specific to residential projects that includes density, setbacks, height, lot coverage limits, parking, recreational sites, accessory dwelling units and articulation design for duplex and multifamily units. The final area of this section includes changes for multiple-use project requirements. This includes definitions for uses, parking, height restrictions, specific restrictions for nonresidential uses on size limits and locations, and multifamily architectural style requirements.

Manager Vespier reviewed the new code section for allowance of stacked parking areas. She stated that the Planning Commission reviewed this new code option and have defined this to be allowable within the commercial districts. Council briefly discussed different types of stacked parking options for multi-level, enclosed facilities, and underground options.

Manager Vespier reviewed the Housing Task Force recommendations related to Multifamily and Residential Zoning requirements. She discussed the areas that the Planning Commission has been reviewing noting that minimum lot sizes for single-family units have been tabled at this time. She identified the residential dimensional standards that have been amended which includes duplex lot sizes, minimum lot widths, no changes to maximum building heights, maximum lot coverage, and minimum setbacks for yard and side yards with variations for street sides and alleyways. She then reviewed exceptions for yard requirements and the changes that have been incorporated to allow for further flexibility of accessory structures/buildings, decks,

patios, balconies, yard encroachments such as eaves, gutters and shades, and flag poles, towers and other structures. She identified the administrative deviation allowance and changes to building height limitations.

## **5. Capital Projects Update**

Public Works Director Herb Amick updated the Council on the WSDOT ADA Compliance Project, the City's Crosswalk Improvement Project, the Leavenworth Pool and Surge tank resurfacing project, and the Pine Street Project. He reviewed the WSDOT compliance project noting the need to upgrade those areas due to ADA requirement changes that have occurred; this project will coincide with the City's Crosswalk Project that is scheduled to begin in late April with completion by late May to early June. He stated that Pine Street is anticipated to be bid in May with the planned expectation to begin construction in early June.

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

Administrator Walinski stated that the Council is being provided with this quarterly update and clarified specific project related questions. He identified the Icicle Work Group, noting that although the City Council has provided support for the projects within the Preferred Alternative #1 package of projects challenges still exist, and those need to be explored and resolved prior to any of the projects moving forward. He noted that a subcommittee is getting underway to address the stakeholder's concerns with those various projects. He added that the Department of Ecology has requested up to \$25M in funding from the State Legislature to start with the implementation of various elements of the plan. He also noted that the City's water right request within the Wenatchee Reserve are still being reviewed and finalized. Administrator Walinski updated the Council on the WSDOT property purchase noting that the remaining step is for WSDOT to relocate the antenna before final purchase is completed. Mayor Farivar updated the Council on the progress of the Christmas Lighting Public Safety Committee that will be meeting again in April to discuss further improvements to the 2019 Christmas Lighting parking and traffic flow. The Golf Course Lease is currently under review for the 5-year renewal option of the lease that needs to address changes in state laws, increases in the annual lease payment, and insurance liability changes.

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

Mayor Farivar reviewed the annual summer edition article topics noting this will include a "How To" article on the new HAWK crosswalks. Councilmember Bretz suggested having a staff spotlight that could include a photo and small write-up on who they are, any hobbies they have and what they do at the City. Council discussed the option of creating a Spanish version of the newsletter that could be put up on the website. Councilmember Waters requested that the overnight rental hotline and dogs on leashes reminders continue to be included in all of the newsletters.

## **8. Council Open Discussion**

Councilmember Neighbors updated the Council on the new location for the Upper Valley Museum to be located above the Nutcracker Museum who will be moving downstairs in that building; November is the planned move-in date.

Mayor Farivar provided the Council with the Planning Commission applicants letters of request and reviewed the process she conducted to replace and appoint one of the applicants to the vacancy. She noted that the process for the Planning Commission is the same for the Design Review Board. She explained how each of the interviews are conducted where she spends time getting to know each of them, what their skills and qualifications are, and how best they may fit in with either of the Boards. Manager Vespier and the Planning Commission members are also reviewed on their recommendation for filling the vacancy prior to the Mayor asking for the Council's confirmation of her appointment.

Study Session adjourned at 11:08 AM.

**APPROVED**



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**Cheryl K. Farivar**  
Mayor

**ATTEST**



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**Chantell Steiner**  
Finance Director/City Clerk