



City of Leavenworth

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City Council
Cheryl K. Farivar - *Mayor*
Elmer Larsen
Carolyn Wilson - *Mayor Pro-Tem*
Mia Bretz
Margaret Neighbors
Sharon Waters
Clint Strand
Jason Lundgren
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall - Council Chambers

June 12, 2018 - 6:30 PM

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of May 22, 2018 Regular Meeting Minutes
3. Approval of June 6, 2018 Special Meeting Minutes
4. May 2018 Payroll \$217,924.62
5. 2018 Claims \$210,494.90

Public Safety Report: Sergeant Scott Lawrence, Liaison Officer

Group Funding Report: Bavarian Battle of the Bikes – Meg Zapalowski

Presentation: Upper Valley Connection – Maren Cagel & Students

Presentation: 2017 Water Use Efficiency Report – Arnica Briody

Councilmember and Committee Reports

Mayor/Administration Reports

Comments from the Public on Items Not on the Agenda

Public Hearing – Six Year Transportation Improvement Plan @ 6:45 PM

Resolutions, Ordinances, Orders, and Other Business

1. Action: Resolution 8-2018 – Amending Six-Year Transportation Improvement Plan 2019-2024
2. Action: Resolution 9-2018 – Accept and Approve 2018 Water System Plan
3. Action: 2nd Reading – Ordinance 1566 – Prohibition of Vehicle Idling
4. Action: 2nd Reading – Ordinance 1567 – Temporary Parking Lots
5. Action: Motion to Approve the 2017 Annual Report for the City of Leavenworth

Information Items for Future Consideration

Adjournment

Council Committees - 2nd Tuesday

Economic Development 3:00

Parks 4:00

Public Works 5:00

(Next Ordinance is 1568 - Next Resolution is 10-2018)

SUPPLEMENTAL COUNCIL AGENDA

1. Resolution 8-2018 – Amending Six-Year Transportation Improvement Plan 2019-2024

The City Council is being asked to approve Resolution 8-2018, which is the City of Leavenworth Six-Year Transportation Improvement Plan (TIP) 2019 – 2024. 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 8, 2018 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 2019-2024, 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 items are included under **TAB 1**:

- Resolution 8-2018 Amending the Six-Year TIP for 2019-2024
- 2019-2024 Six-Year TIP
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 8-2018 amending the Six-Year Transportation Improvement Plan for 2019 – 2024.*

2. Resolution 9-2018 Accept and Approve 2018 Water System Plan

The State of Washington [per WAC 246-290-100(2)] requires that the City of Leavenworth submit an updated Water System Plan (WSP) to the Department of Health (DOH) for review and approval every six years.

The Water System Plan is an analysis of the City's Water Utility and the assessment of the water production and water distribution system. The plan takes into account the planned growth of the City, the City's current and future water availability, and the condition of the City's water system. That information then provides the basis for future capital improvements to the water system. Currently, the City has the water rights and availability for the 20 year planning horizon. If water rights associated with the Wenatchee Reserve are approved, the City will have water availability secured for the 50 year planning horizon. However, the water system is aging and the focus of the capital improvement identified in the Water System Plan is on addressing deferred maintenance items and not on increasing water production.

The City's last approved WSP was in 2011. The City, in conjunction with Varela and Associates as consulting engineers, have been working with DOH to finalize the update of the 2011 Water System Plan. The Department of Health has completed their review of the updated WSP and is now ready to approve, although before they can approve the WSP, it needs to be adopted by resolution by the City Council. Varela and Associates, along with the Public Works Director, recommend that Council adopt the 2018 Updated Water System Plan. Due to revisions in the

requirements, this update will remain effective for a ten-year span from date of acceptance. The City Council has had several previous study session discussions regarding the Water System Plan.

The Water System Plan is available online at the City's Website:

<http://cityofleavenworth.com/col-assets/uploads/2018/02/14-10-01-Leavenworth-WSP-final-2018.pdf>

The following item is included under **TAB 2:**

- Resolution 9-2018
 - **MOTION:** *The Leavenworth City Council moves to approve Resolution 9-2018 Adopting the 2018 Water System Plan Update.*

3. 2nd Reading – Ordinance 1566 – Prohibition of Vehicle Idling

The City Council is being asked to conduct a second reading of the ordinance to create “Chapter 10.40 - Excessive Idling” and adopt this final iteration of the new Leavenworth Municipal Code. Ordinance No. 1566 adds a new chapter to Title 10 to address excessive idling.

During the regular May 22, 2018 Council meeting, the Council conducted its first reading of the new Chapter to address excessive idling in the residential neighborhoods. The items below are key points of the new Chapter:

1. Idling occurs when a motor vehicle with a diesel or gasoline engine is running, but the vehicle is not in motion. Excessive idling causes an unnecessary release of contaminants into the air, including fine particulates and air toxics. In addition, excessive idling adds noise and disturbance to the neighborhoods.
2. The new chapter will prohibit the idling of a vehicle for more than five (5) minutes, with certain exceptions as outlined within the new chapter.
3. Not all idling complaints will result in violations. In order to verify a complaint and issue an enforcement action, an investigation must be performed and the investigator must verify that the idling exceeds the five-minute limit and is not allowed by one of the exceptions in the idling rule. Pacific Security will be the “ticketing” agency. In addition, the City cannot enforce the idling rule on residential property.
4. The Council will need to determine if idling on the public roadways should be enforced by State and local police departments.

The following item is included under **TAB 3:**

- Ordinance No. 1566
 - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance No. 1566.*

4. 2nd Reading – Ordinance 1567 – Temporary Parking Lots

The City Council is being asked to conduct a second reading of the ordinance to create “Temporary Parking Lots” and adopt this final iteration of the new Leavenworth Municipal Code (LMC). Ordinance No. 1567 creates a new section within the Leavenworth Municipal Code to address and allow “Temporary Parking Lots.” During the regular May 22, 2018 Council meeting, the Council conducted its first reading of the new LMC based on the regular Council Study Session of May 8, 2018. Edits and modifications have been made to reflect the Council’s reading and study of the new LMC section.

The intent of the new LMC is to create “Temporary Parking Lots” consistent with the Leavenworth Parking Study. As the Leavenworth Parking Study continues to refine to the final document, an aspect of creating “Temporary Parking Lots” may be a ‘piece of the puzzle’ in an effort to relieve parking pressures and address the need for additional parking spaces as a short-term solution. The Council is being asked to review and consider a new section of the LMC, which will allow the development of “Temporary Parking Lots.” This section has been revised as discussed during the Study Session.

- This new section is intended to provide alternatives to certain parking standards within the Commercial zoned districts.
- The new section is only applicable to commercial districts with vacant lots.
- At no time does this prevail with new development, additions, and/or change of use for new or existing development.
- Obtaining approval for a Temporary Parking Lot will be via a Special Use Permit (SUP). This means that the City Administrator can grant a SUP upon demonstration that the proposal meets or exceeds specified standards and specifications (prescriptive standards and criteria for approval).
- Each SUP will be required to be renewed annually.
- If and when additional permanent parking lots or parking garages are built, the issuance of new SUP’s or the renewal of the SUP for the temporary parking lots may be suspended.

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

- Ordinance No. 1567
 - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance No. 1567.*

5. Motion to Approve the 2017 Annual Report for the City of Leavenworth

The City Council is being asked to officially approve the 2017 Annual Report for the City of Leavenworth. Councilmember Margaret Neighbors met with Finance Director Chantell Steiner and Deputy Clerk Tami Gates on May 17, 2018 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, 2018.

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

- 2017 Annual Financial Report for the City of Leavenworth
 - **MOTION:** *The Leavenworth City Council moves to approve the 2017 Annual Financial Report for the City of Leavenworth.*