

**LEAVENWORTH CITY COUNCIL**  
**Study Session Agenda**  
**City Hall - Council Chambers**  
**January 12, 2021 8:30 – 11:30 AM**

**8:30 – 8:45 Report Chamber**

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.

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

**8:45 – 9:15 Mayor & Mayor Pro Tempore Committee Assignments and Council Policy, Procedures, and Rules of Conduct**

The first meeting of the year is an opportunity for a review of the Leavenworth Municipal Code (LMC) Chapter 2.04 and Resolution No. 1-2020. Members are being provided a copy of the current Council Policy, Procedures, and Rules of Conduct for any suggested modifications or clarifications if needed.

- LMC Chapter 2.04 establishes the purpose of the Study Session, when Study Sessions shall occur, when Council meetings occur, and compensation for the City Council members.
- Resolution No. 1-2020 establishes the policies, procedures and rules of conduct for the City Council and its meetings. Annually the City Council reviews these documents at the first meeting of the year.

This time is also provided for the members of the Council to discuss the process for the election of the Mayor Pro-Tempore and the Council Member assignments to various committees, which will be assigned by the Mayor and Mayor Pro-Tempore at the January 26, 2021 Council meeting. Standing Committees are assigned by the Mayor Pro-Tempore while Ad Hoc Committees are assigned by the Mayor.

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

- LMC 2.04 City Council
- Resolution 1-2020 – Council Policy, Procedures and Rules of Conduct
- Current City Council Committees
- Current City Council Ad Hoc Committees

**9:15 – 9:30 Waste Loop Structure**

This time is provided to inform the Council about the allocation of funds to support the City recycling program. The City has been working with Waste Loop to manage a recycling program at the Public Works facility. Over the years, the recycle center shelter was a small tent. This fall, Waste Loop placed a 10' x 20' pre-fabricated shed to replace the tent. Unfortunately, the shed

requires a building permit due to commercial use and size. The shed has been placed but does not meet the snow load or anchoring requirements. Additionally, it does not meet the front yard setback and will require an Administrative Interpretation of the Code.

Regarding the building code violations, Mark Barnes, Building Official, has been working with Ariaahna at Waste Loop to identify corrections; however, the corrections require a building permit, engineering, and construction modifications to the structure. Waste Loop has stated concerns about a lack of available funds to complete the required engineering, building permit and associated construction activities.

During the December 8, 2020 Council Committee meetings, staff asked if there was support for helping Waste Loop complete the proper placement of the shed. Several councilmembers indicated their support for the recycling center. At this time, the estimate of costs for engineering, interpretation, and building permitting are \$5,215.00; construction costs will be materials and labor, which cannot be determined until the engineering is done. Public Works has verified that they have a qualified staff member who can do the work to further reduce costs.

- Administrative Interpretation \$800.00
- Engineering with G&O \$4,140.00
- Building Permit \$275.00
- Total: \$5,215.00

Funds set aside for Emergency Fire and Recycling, priority #5 from within the General Fund, will be used to complete this project.

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

### **9:30 – 10:10 Sheriff Report Emergency Situations Update**

Undersheriff Jason Mathews will summarize information related to the December 22, 2020 incidents involving an explosive device.

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

### **10:10 – 10:40 Priority Review of Planning Commission Docket**

This time is provided to review, discuss, and prioritize the 2021 Docket that was reviewed at the November Study Session. The Docket is a list of planning projects, approved by the City Council, which the Planning Commission and staff use to focus and prioritize work throughout the upcoming year. While the primary purpose of the Docket is to address Comprehensive Plan amendments, per LMC Chapter 21.31, it has been expanded to include code amendments that are required, or assigned from the Council, to be heard by the Planning Commission. By expanding the Docket, the Planning Commission and Council may efficiently prioritize the overall workload for the year.

The 2021 Docket was developed based on last year's uncompleted projects and items identified by staff, the public, and the Council throughout the year. The draft Docket has been reviewed at

the January 6, 2021 Planning Commission meeting; the Joint Council and Planning Commission Meeting is scheduled for January 26, 2021 with the City Council.

The purpose of this meeting is to prioritize each project on the 2021 Docket. Prioritizing projects allows the Planning Commission and City Staff to focus time on items determined by the Council to best serve the Community (LMC 21.31.030 and .040). In support of the Council's work, the Planning Commission will be considering their priority projects. Final action for the 2021 Docket is anticipated in January with a placeholder for any City map amendment applications received by January 31<sup>st</sup> and any unincorporated amendments received from Chelan County by mid-March, as permitted by code. Depending on the later submittals, the Docket may be amended in March.

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

- Draft 2021 Planning Commission Docket
- 2021 Docket Rating-Prioritizing Sheet (optional use)

#### **10:40 – 10:55 Permit Administration Process**

This time is provided for an overview of Leavenworth's permit process on how and when changes may be made. Emily Guildner of Weed Graafstra & Associates, Inc P.S. will provide a short presentation on the division of responsibilities and potential consequences if the division of responsibilities is not sustained. She will also be available for questions. Lilith Vespier, Development Services Manager, will follow the presentation with a review of the building permit flowchart and an example of the Leavenworth Haus permit for building A.

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

- Full Administrative Review (Commercial Building Permit) Flowchart

#### **10:55 – 11:05 2021 Project Tracker / 2021 Future Council Agenda Items**

This time is provided to review the new year 2021 Project tracking document, and the Future Council Agenda Items document. The Project Tracker provides the Council with quarterly updates on the work and status of a number of Council Priorities or required projects/tasks that need to be completed by the City. It is not a comprehensive list; the project tracker does not include the daily tasks required to provide services and maintain service levels to residents, businesses, or visitors, but provides a good review of the work being completed by the City.

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

- Annual Objective and Project Tracker 2021
- 2021 Future Council Agenda Items

#### **11:05 – 11:10 Quarterly City Newsletter Recommendations – Distribution in March**

The City will be publishing the quarterly Mayor and City Council Newsletter in late February – early March. Article topics at this time include but are not limited to:

- “A Minute with the Mayor” – TBD
- Spring Clean-up Coming Soon – Herb Amick
- Leash Law Reminder and Overnight Rental Hotline – Sue Cragun
- Update on Current / Upcoming City Projects – Herb Amick
- Development Services Project Updates – Lilith Vespier
- Transportation & Parking Program (TAPP) Update – Parking Staff

Staff is requesting any additional suggestions from the Council at this time.

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

### **11:10 – 11:15 Residential Parking Zones**

The Parking Advisory Committee has drafted new language for the Leavenworth Municipal Code Chapter 10.10. The purpose of this Chapter Residential Parking Zones is to provide an orderly and comprehensive system for the establishment of residential parking zones within the designated residential area and to facilitate permitting and enforcement mechanisms to aid in providing on street parking for adjacent property owners, residents and their guests.

Staff will present key components of this draft document including:

- Designation of Parking Zone
- Annual Parking Permit Process
- Exemptions
- Parking Restrictions
- Temporary permits
- Permit Term
- Display of Permits
- Expirations
- Permit Transfers
- Penalties

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

- Draft Chapter 10.10 Residential Parking Zones

### **11:15 – 11:30 Council Open Discussion / Public Comment Period**

This time is for the Council open discussion and public comments.

1. Confirm a Council Retreat Date and Location Preferences
2. Open Public Meetings and Open Public Records Act Training Reminders

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