

LEAVENWORTH CITY COUNCIL STUDY SESSION MINUTES

April 13, 2021

Mayor Carl Florea called the April 13, 2021 Study Session to order at 8:30 AM.

Council Present: Mayor Carl Florea, Carolyn Wilson, Mia Bretz, Sharon Waters, Clint Strand, Jason Lundgren, Anne Hessburg, and Zeke Reister.

Staff Present: Ana Cortez-Steiner, Chantell Steiner, Maxine Whattam, Christie Voos, Maggie Boles, and Lilith Vespier.

1. Chamber Report

Chamber Director Troy Campbell updated the Council on the recreation ambassador training program that they are beginning this year noting information that is on their website. He stated that they are putting together information related to river use and are working on gathering trail use data. This month is restaurant appreciation month and the Chamber is collecting photos and information to post later as a community showcase; May will focus on Trachten clothing and businesses are encouraged to dress with their best throughout the month. The Chamber Board will be meeting soon to discuss upcoming festival and fundraising opportunities for this year.

2. Interlocal Agreement with LINK

City Administrator Ana Cortez-Steiner updated the Council on the mission to increase capacity of electric vehicles in the Upper Valley. She stated that the goal is to be good stewards of the environment and to increase the planning and use of clean energy. Council members questioned how soon this may go into effect; Senior Planner Maggie Boles noted that LINK has a grant involved and does intend to move forward with installation by June this year. It was noted that the bus chargers being installed will be wireless devices. Councilmember Hessburg noted the location on Exhibit A appears to be conflicting with the other documents. Council questioned who will be responsible for the ongoing electric charges; Development Services Manager Lilith Vespier noted later in the meeting that LINK will be installing a separate meter and will be covering the monthly electrical bills.

3. Solidarity with the Asian and Pacific Islander Community

Mayor Florea stated that the Council is being asked to consider approval of this resolution to show the community's support against the recent increase in hate crimes and in particular with those in regard to the Asian and Pacific Islander Community members. Councilmember Bretz thanked the Mayor for bringing this forward.

4. Cascade Medical Center Needs Assessment

Mayor Florea introduced Diane Blake, CEO with Cascade Medical Center. Ms. Blake updated the Council on concerns with the rapidly rising healthcare costs across the nation and the need to work on managing those costs for our citizens, many of whom are considered to be below poverty levels. Cascade Medical Center (CMC) has been undergoing a Community Health Needs Assessment, this version being the third version thus far. She spoke about the influences

on a person's health and factors involved that have serious effects over time on physical, social, behavioral and mental health. She reviewed some of the programs for mental health, drug abuse, and counseling services that CMC has added to their program and noted improvements that they have been working on for increasing outreach and services. She stated that the level of poverty in the District has enlightened CMC on the need to work on improvements in various areas and to consider pay scales for services to assist those in need. She stated that another focus is being explored on the effects for children and how CMC can support childcare and family wellness. She gave a brief update on the status of public health vaccinations noting that about 30% in this area has begun the process to vaccinate.

5. Housing

Development Services Manager Lilith Vespier updated the Council on findings that have been identified in regard to the 80% to 100% average median income (AMI) levels that have not met the goals that were anticipated for work force housing within the Housing Action Plan, specifically for those between the 80% and 100% AMI.

Administrator Cortez-Steiner identified many factors that affect the health of our citizens and community and noted that housing is an integral element to healthy families. She clarified the potential uses of the City's biennial funding of \$400,000 to be used for finding outcomes, such as housing rehabilitation through construction improvements or to consider other methods of assistance; she noted that this topic will be reviewed in more detail at the Council Retreat. She provided the example of rehabilitation versus building units that would need to be explored through a planning process and request for proposal from local agencies.

Manager Vespier updated the Council on the Housing Action Plan that will have a hearing and potential adoption of the Plan this evening. She clarified that the Plan does not inhibit potential future changes but rather provides a framework for moving forward. Councilmember Bretz questioned whether the City needs to include this in some other planning documents of the City's to ensure projects can be grant funded; Manager Vespier gave a brief explanation of the difference between street and utility infrastructure projects that do require projects being incorporated in other planning documents noting that she does not see any issues at this time. Administrator Cortez-Steiner stated that the Plan is a policy level document and does not include specific projects for funding purposes.

6. District Use Chart and Code Consistency Amendments

Manager Vespier updated the Council on the review processes that the Planning Commission conducted regarding the district use chart. She stated that all uses of each district were first compiled and then they were analyzed for each type of use, as well as definitions were reviewed and updated for clarity. She noted that through the process some conditions were identified to have changed. She began review of Chapter 18.25.030 District Use Chart and identified some of the land uses in various zones to include a Permitted Use, Accessory Use or a Conditional Use Permit process. She identified the use options for Child Day Care to allow for Permitted Use and staff interpretation when permitting that will provide relief from the cumbersome process of a Conditional Use Permit. She noted that Triplex's are currently not included separately but would fall under Multifamily Dwelling under Residential Uses. She then identified the redline changes incorporated within the definitions section noting some specific changes to Commercial Amusement Enterprises to create different criteria for low impact versus high impact projects.

Councilmember Bretz stated she has concern at being specific to various types of uses that may be liked or disliked and would like to see less specificity and more general use of impacts if possible. Council discussed the challenges with listing each and every type of use in the definitions and several members are supportive of incorporating language that focuses on objectives and measurable uses; there was a brief discussion on tiny homes. Manager Vespier updated the Council on some new definitions that have been included, such as Golf Courses, Hostels, and Mobile Food Vendors. Council discussed options for allowance and requirements of Mobile Food Vendors and the difference between delivery of food for restaurant delivery versus onsite serving. The Council also reviewed the requirement for the Bavarian Theme, some were in favor of exemption for mobile vendors while others were open to possible exemptions, specifically if the unit was located outside of the downtown core where all businesses are required to conform to the Theme. Manager Vespier continued to review remaining changes and noted the definition to Vacation Rentals. She stated that Chapter 18.24 Supplementary Residential District Regulations includes a multitude of changes and identified specific changes to sight distances regarding triangles, fences, and changes of different types of accessory buildings that were updated and moved from different sections of the code for code consistencies. She identified challenges for staff in reviewing land uses regarding Chapter 18.56 Variances and spoke about the need to consider future discussions on some wetland areas, such as those near Poplar Street; Council was supportive of looking into this further.

7. Parking: Fees

Administrator Cortez-Steiner reviewed the presentation materials provided regarding parking fees. She identified the major milestones and progress to date noting the need to continue forward with discussions with Council prior to final approval of parking fees, hours, permitting for residential zones, and enforcement fees. She reviewed the parking fee calendar that corresponds to the proposed new rate structures based on demands for Metered Street Parking and Parking Lots. Colors are based on high, regular, regular weekend (yellow correction to weekday), low weekday, and low uses. It was noted to remove the hourly rate identified on the Free Days. She reviewed the proposed rates for the Parking Lots, which have been renamed, and identified the different rates based on demand of the lot and potential to reserve parking locations at higher rates. She clarified that Enchantments (Pool Lot) would not have the proposed rate structure during the pool season to allow for pool patrons to park with time limitations. She then reviewed the Parking Lot inventory and hours and how the hours correlate to the rate structures of the lots. It was noted to consider identifying distance from the Gazebo by feet or mileage rather than blocks.

Communications Analyst Christie Voos reviewed the Enforcement Fees section of the presentation. She identified the purpose of enforcement and reviewed the infraction fee items, which includes Infractions, Incentive to Pay Quickly, Late to Pay, Fail to Appear and Collections. She identified the steps involved from day 1 to day 77 that increases the fee structure from lack of payment to the final step of moving into collections. She then reviewed the specific proposed infraction fees and the timeline of when fees are assessed, as well as the language that will be included on the parking infractions. Councilmembers discussed adding language regarding a grace period of 15 minutes on the infraction notice. Analyst Voos proceeded to review the fees for the Residential Parking section. She noted that costs for the eight residential zone fees would not go into effect until 2023. She proceeded to review the Zone Application, Individual Annual Permit Application, Guest Permit, and Annual Cap on Escalation of Fees. Councilmember Bretz voiced opposition to the Zone Application fee in the future.

8. Draft Resolution XX-2021 Six-Year Transportation Improvement Plan

Interim Public Works Director Maxine Whattam reviewed the presentation materials provided on the Six-Year Transportation Plan (STIP). She identified the legal requirements by State law to annually update and approve a city's STIP. The purpose of the STIP is to identify a comprehensive list of city transportation projects and includes secured and anticipated funding sources. She reviewed top criteria for establishing priority that includes funding, school pedestrian routes, crash history, community planning, non-motorized needs, and economic development. She then identified the proposed 2022 – 2027 list of projects that has been reorganized by priority level. Council and Staff reviewed questions relating to projects for the North Road/Chumstick, Chumstick to Titus and Pine Street to Chumstick projects. Administrator Cortez-Steiner clarified that the City does not intend to fund projects outside of city limits and that partnerships may be formed later for specific projects as they come to fruition.

9. Assistant Field Supervisor Position

Administrator Cortez-Steiner updated the Council on the existing structure of the Public Works Department staff and identified the need to consider a new position that will be an assistant to the Field Supervisor. She noted that this position has been in existence in the past; however, funding for the position is not currently incorporated in the budget.

Field Supervisor Rick Emmons identified the informal recommendation and assignment of this position's role in 2020 by the former Public Works Director from within the existing utility maintenance workers. He then reviewed specific duties that this position would entail to assist in managing existing employees within the streets and solid waste subdepartment functions. He identified the increasing need that has been growing over time for funding of this position to include more coverage within the utilities, streets and solid waste subdepartments. He spoke about increased needs in utility related required certifications, street maintenance and snow plowing. Administrator Cortez-Steiner reviewed the funding breakdown of this new position noting 25% each from Water, Street, and Lodging Tax, 15% Sewer/Stormwater, 7% Parking, and 3% Garbage. She clarified that previous positions added to the Administration were Council driven based on increased requests to address administrative tasks. This position is the first position that is being requested by Staff to increase staffing capacity to assist in maintenance of the city's infrastructure and programs.

10. Quarterly City Administrator Project Report

Due to a lack of time remaining, Mayor Florea suggested Councilmembers reach out to Administrator Cortez-Steiner regarding any questions on this item.

11. Mountain Pact Oil and Gas Moratorium

Due to a lack of time remaining, Mayor Florea stated that this item would be reviewed in more detail this evening if needed.

12. Council Open Discussion / Public Comment Period

None.


Study Session adjourned at 12:09 PM.

APPROVED



Carl Florea
Mayor

ATTEST



Chantell Steiner
Finance Director/City Clerk