

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
April 13, 2021 8:30 – 11:45 AM

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.

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

8:45 – 8:55 Interlocal with LINK

This time is provided to review LINK Transit’s proposal for a bus charging station at the new Park & Ride facility. The location of the charger is partially in the right-of-way and partially on the LINK property. The use of public right-of-way long term requires City Council agreement.

The following item is included under **TAB 9 (Evening Agenda) No Items Under TAB C**:

- Interlocal Agreement

8:55 – 9:00 Solidarity with the Asian and Pacific Islander Community

On March 26, 2021 Governor Jay Inslee joined members of the Washington’s Asian and Pacific Islander community to condemn growing harassment and violence against the Asian and Pacific Islander (API) community in the United States. Throughout the pandemic, there has been a nationwide spike in attacks against Asian Americans; the Group AAPI Hate reports an increase of 2,800 in crimes against the API community in 2020. The Mayor encourages the Council to adopt a resolution of support to the API community.

The following item is included under **TAB 12 (Evening Meeting)**:

- Resolution 7-2021

9:00 – 9:15 Cascade Medical Center Needs Assessment

Cascade Medical Center (CMC) has released relevant findings of its 2019-2021 Community Health Needs Assessment (CHNA) to regional stakeholders. The City sees synergies between the goals of the CHNA and the City’s Housing Action Plan. The CHNA references the Robert Wood Johnson Foundation model which includes housing as an element of positive health outcomes. Based on the Cascade Medical Center’s Health Needs Assessment, Asset Limited, Income Constrained, Employed (ALICE) is a new definition, and understanding, of the struggles of households that earn above the Federal Poverty Level, but not enough to achieve financial stability. ALICE families struggle to balance housing, food, transportation, childcare, health care, and technology. These families make ends meet by forgoing essential services periodically. The CHNA indicates that:

- Leavenworth/Plain have 40% of ALICE and poverty affected individuals
- 22% of this area’s population can be designated as ALICE
- 18% of this area’s population lives in poverty

City housing priorities are designed to address high housing cost burden. The CMC Needs Assessment shows that Leavenworth’s median rent cost burden is worse than in the rest of the State.

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

- Community Health Needs Assessment
https://cascademedical.org/sites/default/files/pdfs/Cascade%20Medical%20CHNA%202019_final.pdf

9:15 – 9:35 Housing

This time is provided to receive evidence, review and discuss housing needs in the community and innovative options to providing housing. Staff will review key elements of the Housing Action Plan and the Cascade Medical Community Health Needs Assessment as they related to affordable, work-force housing and local needs.

Creating a Record for Housing as a Municipal Purpose and Service

To develop a formal public record, staff reminds the Council that at the 2020 Council retreat, the Council indicated that housing was a priority for the 2021 and 2022 Biennial; and consistent with this, the Biennial budget allocated a total of \$400,000 for a housing strategy and developing innovative housing programs. During the City’s FY 21-FY 22 Biennial budget process, the City Administrator proposed allocating \$200,000 per year for housing rehab. At the time of this proposal, staff wanted to focus resources on housing preservation. However earlier this year, additional innovative housing development opportunities became apparent as will be reported. The CMC report for example, provides evidence on the urgency of reducing long term housing burden. Staff is currently working on procurement documents (an RFP) for proposals for construction of housing units available for purchase with reduced housing burden. Information and proposed documentation will be presented and discussed at the April retreat.

Washington State appropriates housing funds through the State’s Housing Trust Fund which provides capital financing in the form of loans or grants to affordable housing projects through annual competitive application cycles. These public funds are granted to housing developers for the creation of housing stock for households ranging from 30% below AMI to less than 80% AMI. In addition to the State’s own use of municipal funds for housing, the State also permits tax levies for the same purpose. The following partial list of RCWs is an example of further public funding mechanisms to support affordable housing.

- RCW 84.52.105- regular property tax levies of up to \$.50 per thousand dollars assessed valuation.
- RCW 82.14. 530- Sales tax ballot authority for up to .1% in sales tax.
- RCW 84.14- Multifamily tax exemption.
- RCW 36.22.178- Surcharges for housing development

Based on CMC's report, housing influences health outcomes. The Housing Action Plan lists four objectives that directly connect with CMS' findings.

1. Increase housing production and more housing supply. While population and housing stock have been stable, job creation has increased resulting in more workers commuting to Leavenworth.
2. Increase homeownership opportunity. Housing prices have risen 73% since 2010, significantly higher than the 18% increase in income over the same period, making homeownership increasingly out of reach for many. The Housing Action Plan notes that more diverse ownership options at lower prices would address the need for more homeownership opportunities for moderate income households, 80% and above AMI.
3. Increase long term rental housing available to lower-income workers and residents. About 27% of Leavenworth's households rent their homes and earn low-incomes, defined as less than 80% of the area median income. The needs assessment finds an undersupply of rentals affordable to lower income households.
4. Increase aging in place housing. Many of the community's low-income households include persons age 62 or older. Opportunities for older adults to downsize frees up existing housing for other long-term residents. However, many of the condominiums, smaller housing units, are located in the commercial areas of town and are used as vacation rentals. Additional housing suitable for older adults in the residential areas is needed.

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

- Housing Action Plan – Key Findings
- MRSC housing resources: <http://mrsc.org/Home/Explore-Topics/Planning/Specific-Planning-Subjects-Plan-Elements/Affordable-Housing-Ordinances-Flexible-Provisions.aspx>

9:35 – 10:20 District Use Chart and Code Consistency Amendments

This time is provided to review the proposed District Use Chart and Code Consistency amendments. The Planning Commission spent most of 2020 reviewing land uses within each zoning district to create a single chart of all uses within the City, known as the District Use Chart. This project was listed as a priority on the 2020 Planning Docket. The project had two goals, (1) streamline all uses into a single chart to provide clarity to residents and (2) review uses, such as commercial enterprise, to determine if/how they are desired in the community. Each use was reviewed in the context of the definition which resulted in several amendments to the definitions.

Additionally, some uses include the type of use, such as Accessory Dwelling Unit, and the standards for placing that use, such as owner occupied, in the same list. Moving the use to a chart also required moving the standards. For this reason, there are multiple code changes associated with the creation of the District Use Chart.

Regarding the Code Consistencies, the planning commission reviewed three code sections:

1. Interpretation of the zoning code was updated to reference Title 21 procedures.
2. Variance Procedure was updated to reference Title 21 procedures. Additionally, the requirements to approve variances were updated.
3. LMC 18.24 Supplementary Residential District Regulations

- a. Sight distance triangle or clear view triangle was defined (added to Chapter 21.90) and the text was clarified as to the use of this regulation for driveways and street intersections. Additionally, the graphic was updated.
- b. Fences will require a building permit to ensure that they are placed in the proper location and height. Additionally, the code was changed limit the front yard fence to three and one-half maximum height (not six feet) and require nonflammable fencing within four feet of a structure (fire protection).
- c. Accessory building location was clarified to no closer to the property line than three feet.
- d. Accessory Dwelling Unit requirements were moved from LMC 18.20.020(B)(5), as part of the creation of a District Use Chart.
- e. Bed and Breakfast requirements were moved from LMC 18.20.030(P), again, as part of the creation of the District Use Chart.
- f. Duplex Dwellings requirements were moved from LMC 18.20.030(I), again, as part of the creation of the District Use Chart. Additionally, the minimum lot size was reduced to 6,000 square feet (rather than 12,000 square feet) and requirements addressed in other code sections were removed.
- g. Home Occupation requirements were moved from LMC 18.20.030(G) and (H), again, as part of the creation of the District Use Chart.

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

- District Use Chart Staff Report
- Code Consistency Staff Report

10:20 – 10:50 Parking: Fees

The Parking Advisory Committee through the City Administrator, present a proposed fee structure: 1. Street parking/meters & hours, 2. Parking lot fees & hours, 3. Residential Parking Zone fees. 4. Permit fees, and 5. Infractions. The City of Leavenworth continues to implement recommendations from the Parking Study, including the adoption of new fees. Council will be asked to adopt fees later in the year.

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

- Presentation

10:50 – 11:00 Draft Resolution XX-2021 Six-Year Transportation Improvement Plan

The Six-Year Transportation Improvement Plan (STIP). STIP is a short-range planning document that is annually updated based on needs and policies identified in the Leavenworth Comprehensive Plan and Transportation Plan. RCW 35.77.010 requires a perpetual 6-year plan. It represents Leavenworth's current complete list of needed projects and programs for the next six years and future years. The document also identifies secured or reasonably expected revenues and expenditures for each of the projects included in the STIP. Typically, projects listed in the first three years of the document are shown as having secured funding, while projects in the further out years can be partially or undetermined regarding funding.

New projects are generated from many sources, including appointed commissions and committees representing parks (bicycle and pedestrian trails) and traffic safety, elected officials, City of Leavenworth staff, and other interested individuals and groups. In many cases, City of Leavenworth staff use tools such as the STIP Pavement Management Program – Performance Management Dashboard to help identify potential new projects. On April 6, 2021, the STIP was shared with the Residential Advisory Committee.

Updated projects from the previous STIP and new projects are then used to create a draft STIP project list. The phasing and funding of these projects is based on an evaluation of project priority compared with priorities laid out in the Leavenworth Transportation Plan, commitments to projects, partnerships the City has entered into with other jurisdictions and agencies, and new opportunities that arise to leverage local transportation funding in combination with other funding sources.

Once the draft STIP has been developed, a public hearing is held to provide an opportunity for the community to comment. The City Council will conduct a public hearing at an evening meeting; based on the results of the public hearing and comments from the Leavenworth City Council, a final version of the STIP will be developed for final Council approval if needed.

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

- PowerPoint Presentation
- Draft Project List

11:00 – 11:20 Assistant Field Supervisor Position

The City Administrator requests for a new Public Works Assistant Field Supervisor position in tonight's budget amendment request. She is using this Study Session to provide more detail on this request. This position had been filled in the past. In the last few years, the position was eliminated from the budget. In 2020, the former Public Works Director, informally assigned one Utility Worker to this role. The Field Supervisor, Rick Emmons, has asked for the formal creation of this position and for internal recruitment. The Interim Public Works Director and the City Administrator support Mr. Emmons request and the level of work justifies this position. The City Administrator would like this position to be funded beginning May 1, 2021.

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

- PW Organizational Chart

11:20 – 11:25 Quarterly City Administrator Project Report

The City Administrator summarizes completed projects for the first quarter of the month:

- ✓ Financial Policy
- ✓ South Interceptor
- ✓ Pine Phase I
- ✓ Osborn purchase
- ✓ Short Term Rental – new scope for Pacific
- ✓ Increased Parking Activity- new scope for Pacific

- ✓ New hires: PRSA and Communications

City staff continues to work on the following 2021 projects:

Public Works- Utilities CIP

- a. WWTP Construction
- b. WTP Upgrades
- c. Replacement of Water Intake Screens
- d. Water Meter Replacement
- e. Storm Water Systems evaluation

Public Works- Transportation Infrastructure

- a. Pine Street Phase II
- b. 14th Street Reclamation
- c. Glacier/DOT lot

Public Works- Parks

- a. Lion's Park Pavilion

City Priorities

- a. Housing Action Plan
- b. Fire Code Amendment
- c. Transportation Element
- d. Alley Access
- e. Icicle lot sale
- f. Front Street Bathrooms
- g. Osborn Visioning
- h. New Construction
- i. Economic Diversification

Transportation and Parking Program

- a. Residential Parking Municipal Code
- b. Parking Fees

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

11:25-11:35 Mountain Pact Oil and Gas Moratorium

Public lands are the backbone of Western mountain communities and vital for mountain way of life. Over the last year as the country has navigated COVID, residents and visitors are finding solace in the outdoors more than ever before.

The pause on new oil and gas leasing on federal public lands was one section out of three in President Biden's executive order on January 27, 2021. By pausing oil and gas leasing for the first time in 40 years, the Biden Administration rightly recognized the federal oil and gas leasing program is fundamentally broken and must be overhauled to address the climate crisis, generate a fair return for taxpayers, respect local landowners, and support communities in the inevitable transition away from fossil fuels.

In partnership with the Mountain Pact, the City Administrator presents a draft resolution for supporting the Biden Administration's temporary ban on oil and gas leasing on Federal Lands.

The following items are included under **TAB 13 (Evening Meeting)**:

- Resolution 8-2021 in Support of President Biden's Temporary Pause on Oil and Gas Leasing on Federal Public Lands.

11:35 – 11:45 Council Open Discussion / Public Comment Period

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

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