



City of Leavenworth

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City Council
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Zeke Reister
Marco Aurilio

PLEASE TAKE NOTICE – RETURN TO IN PERSON MEETINGS

In consideration of the current COVID-19 pandemic restrictions being lifted in Washington State, the City Council will be returning to in person meetings beginning in April. At this time, we will continue to offer the zoom option for attendees that are not able to attend in person. We encourage all City Council and Staff to plan to attend in person, if possible. Staff will ensure hosting of the zoom access approximately 10 minutes prior to each of the scheduled meetings; no meeting business may be discussed prior to the official opening of the meetings. At this time, we continue to hold shorter scheduled meetings for Committee meetings and will provide updates as changes occur. We look forward to seeing you in person.

MEETINGS LINKS VIA ZOOM CONFERENCING July 26, 2022 Pacific Time (US and Canada)

Afternoon Committee Meetings 3:30 PM – 6:00 PM

Housing 3:30 – 4:30 PM * Public Safety 4:30 – 5:15 PM * Finance 5:15 – 6:00 PM

**All Committee Meetings use the same zoom meeting link beginning at 3:30 PM
Councilmembers will attend based on their specific assignments.**

Join Zoom Meeting

<https://zoom.us/j/96333908848?pwd=OEQvODRqNnI1VGIPRTJzbEEeXUnNXUT09>

Meeting ID: 963 3390 8848

Passcode: 151260

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://zoom.us/j/97422452391?pwd=TEZ6bDJBRtUyS2dvdEIWRnJumVc0QT09>

Meeting ID: 974 2245 2391

Passcode: 881146

All Meetings allow for the same dial by your location option using the number listed below:

+1 253 215 8782 US

Or find your local number: <https://zoom.us/u/aCzUEjSWY>

LEAVENWORTH CITY COUNCIL AGENDA
Leavenworth City Hall – Council Chambers
July 26, 2022 – 6:30 PM

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of July 12, 2022 Study Session Minutes
3. Approval of July 12, 2022 Regular Meeting Minutes
4. 2022 Claims \$474,548.10
5. Transportation Benefit District Mid-Year Funding Update and History
6. Proclamation 02-2022 Declaring July 30, 2022 as Captain Charles Frederick Leavenworth Day

Council Committees – 4th Tuesday

Housing – 3:30 PM – 4:30 PM

Public Safety – 4:30 PM – 5:15 PM

Finance – 5:15 PM – 6:00 PM

Public Safety Report: Corporal Monika Haynes, Liaison Officer

Comments from the Public on Items Not on the Agenda

Public Hearing: Ordinance 1589 – Development Standards – Tabled from June 11, 2019 @ 6:30 PM

Public Hearing: Design Review Portfolio – Options for Administrative Approval @ 6:30 PM

Resolutions, Ordinances, Orders, and Other Business

7. Action: Ordinance 1589 – Development Standards
8. Action: Ordinance 1659 – Design Review Board Portfolio–Options for Administrative Approval
9. Action: Koff & Associates Salary Survey Acceptance
10. Action: Ordinance 1660 – Salary Schedule
11. Discus: Highway 2 & Chumstick Mural Consideration

Councilmember and Committee Reports

Mayor / Administration Reports

Committees, Information Items & Future Considerations

12. Housing Committee Agenda Items
13. Public Safety Committee Agenda Items
14. Finance Committee Agenda Items
15. June Planning Commission Minutes

Adjournment

(Next Ordinance is 1661 – Next Resolution is 13-2022)

CONSENT AGENDA ITEMS / REPORTS / PUBLIC HEARING

1. City Council Meeting Agenda

This item is included under **TAB 1.**

2. Study Session Minutes – 7/12/2022

This item is included under **TAB 2.**

3. Regular Meeting Minutes – 7/12/2022

This item is included under **TAB 3.**

4. 2022 Claims

This item is included under **TAB 4.**

5. Transportation Benefit District Mid-Year Funding Update and History

The City Council is provided this biannual report for informational purposes on the uses of the City's Transportation Benefit District dollars that are related to transportation funding.

This item is included under **TAB 5.**

6. Proclamation 02-2022 Declaring July 30, 2022 Captain Charles Frederick Leavenworth Day

This item is included under **TAB 6.**

SUPPLEMENTAL COUNCIL AGENDA

7. Ordinance 1589 – Development Standards – Tabled from June 11, 2019

In the spring of 2019, the Planning Commission recommended amendments to the Leavenworth Municipal Code that would consolidate the residential development standards into one chapter. The amendments included changes to the lot size, width and other dimensional standards which were intended to promote a more diverse housing stock. These changes were remanded by the Council at the June 11, 2019 Hearing. However, the Planning Commission was working through mandatory amendments and was not able to get back to this item before the Housing Action Plan grant was obtained. It was determined to hold the work for the completion of the Housing Action Plan then COVID extended that timeline.

At this time, the amendments have been modified to address residential building height, additional code clarifications, and the inclusion of commercial, park and industrial development standards.

Given the extended time and the change in scope from the remand, staff has drafted a new staff report and resubmitted materials to Department of Commerce.

The Planning Commission held a hearing on the revised amendments at the July 6, 2022 meeting. The hearing included public testimony and modifications to the staff report amendments, shown in the Ordinance attachment. The Planning Commission recommended adoption of the code revisions with modifications based on the staff report findings of fact and conclusions of law.

PUBLIC BENEFIT: These amendments will streamline the development process which saves time and financial resources for both the City and applicants. The amendment to residential height is intended to better define neighborhood character as infill and new development occurs. Current code permits three story residences which the Planning Commission recommends retaining to reduce sprawl, promote density of housing, and account for smaller lots which could support families and duplex or ADU housing options; however, by reducing the overall height by 5' and defining the maximum height, this will provide clear expectation for development.

The City Council is being asked to adopt the amendments, as recommended by the Planning Commission.

The following items are included under **TAB 7:**

- Ordinance 1589 with Attachment
- Staff Report
- Draft PC Minutes – See **TAB 15.**
- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1589 Development Standards.*

8. Ordinance 1659 – Design Review Board Portfolio – Options for Administrative Approval

The City Council is being asked to adopt a new Options for Administrative Approval portfolio for the Old World Bavarian Alpine Theme. The Portfolio is the primary reference for owners, architects and others proposing development in the commercial zoning districts. The new reference portfolio is focused on Administrative Approval actions for outdoor seating, fencing, umbrellas and liquor control board barriers. It is not intended to be the only guidance but rather a support for administrative decisions.

The Planning Commission held a hearing on the portfolio at the July 6, 2022 meeting. The hearing included time for public testimony, no testimony was provided. The Planning Commission recommended adoption of the portfolio based on the staff report findings of fact and conclusions of law.

PUBLIC BENEFIT: The new portfolio will provide specific guidance to applicants and the Administrator which will streamline the permitting submission and processing steps. Streamlined processes save time and finances for both the applicant and the public.

The following items are included under **TAB 8:**

- Ordinance 1659 with Attachment

- Staff Report
 - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1659 Design Review Portfolio – Options for Administrative Approval.*

9. Koff & Associates Salary Survey Acceptance

The City Council is being asked to approve and accept the Koff & Associates Salary Survey for Base Compensation Review, Results, and Recommendations in order to proceed with adoption of the new pay scales for non-represented employees.

The following item is included under **TAB 9:**

- Koff & Associates Base Compensation Review
 - **MOTION:** *The Leavenworth City Council moves to approve and accept the Koff & Associates Base Compensation Review / Salary Survey for non-represented employees.*

10. Ordinance 1660 – Salary Schedule

With the adoption and acceptance of the Koff & Associates Salary Survey, the Council will need to adopt the new pay scale for non-represented employees by Ordinance in order to proceed with providing updated rates to employees. As previously noted in discussions, the ordinance incorporates a retroactive date of January 1, 2022 for the non-represented positions. At the July Study Session, a request to consider a specific COLA increase based on CPI was suggested; due to this being the first year, this is not a factor at this time. Due to the annual adoption of salary schedules, this factor can be further discussed and finalized in December for the 2023 calendar year with the assistance and recommendation by the City Administrator. For consistency purposes, this ordinance includes the new pay scale for non-represented employees and the previously approved pay scale and wages for represented and part-time employees with no changes incorporated.

The following item is included under **TAB 10:**

- Ordinance 1660 – Salary Schedule
 - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1660 approving the Salary Schedule for the City with rates being retroactive to January 1, 2022.*

11. Highway 2 & Chumstick Mural Consideration

This time is to discuss an option for a community mural at Highway 2 and Chumstick, along the existing wall. This project was requested from the Healthy Communities group as a way to showcase local art, history and diversity of our town. It was brought to the Council Parks

Committee June 14, 2022. The existing wall is regulated by the Washington State Department of Transportation (WSDOT) who would review and approve any art work.

The following item is included under **TAB 11:**

- Overview of Proposed Mural Project

COMMITTEES, INFORMATION ITEMS & FUTURE CONSIDERATIONS

12. Housing Committee Agenda Items

This item is included under **TAB 12.**

13. Public Safety Committee Agenda Items

This item is included under **TAB 13.**

14. Finance Committee Agenda Items

This item is included under **TAB 14.**

15. June Planning Commission Minutes

This item is included under **TAB 15.**