

LEAVENWORTH CITY COUNCIL STUDY SESSION MINUTES
November 14, 2023

Mayor Florea called the November 14, 2023 Study Session to order at 5:34 PM.

Council Present: Mayor Carl J. Florea, Sharon Waters, Clint Strand, Jason Lundgren, Anne Hessburg, Zeke Reister, Marco Aurilio and Tibor Lak.

Staff Present: Matthew “Selby”, Chantell Steiner, Lilith Vespier, Kara Raftery (Zupke) and Andrea Fischer.

1. Chamber Report

Executive Director Troy Campbell from the Chamber of Commerce showed the Council the footfall counts for this time in 2022 compared to 2023 and have found that the weekday foot traffic is up considerably for this year.

The Chamber is gearing up for Village of Lights: Christmastown in December. The Chamber website has been updated with the schedules of everything happening at the Gazebo in Front Street Park and at the Festhalle. There is always live music between Monday – Thursday and other special guests such as Manuela Horn. The Christmastown Ambassadors have been selected for this year. There are five non-profit groups that are participating. They are the Marlon Handbell Ringers, Lions Club, Rotary, Royal Bavarians and the Cascade Education Foundation. In total, the non-profits will make around \$16,000.

Chamber President Kevin Reike stated the Chamber general membership meeting will be at Bushel & Bee. The Chamber retreat will be in February and there are a lot of exciting things happening in the New Year.

2. Review of 2024 Planning Commission Docket

Community Development Director Lilith Vespier reported on the draft 2024 Docket that the Planning Commission will take on. She is looking for any input from the Council to add or subtract items from the potential docket; the Council will set the priorities in January. She gave some ideas for potential docket items for the Council to consider. They are Urban Growth Area (UGA) expansion that was started in 2021, changes in state law with HB 1337 and 1293 and possibly HB 1110, recreation level of service, giving the Design Review Board jurisdiction in the multi-family zones and code clean up. They are currently working on cottage housing. Other items from the previous docket that are still to be looked at are to evaluate triplexes and townhomes as distinct land uses, re-examine setbacks, parking, access and lot coverage requirements of accessory dwelling units to incentivize infill development and review manufactured housing siting and form regulations.

Councilmember Lak asked if there was anyone in the UGA that has requested annexing. Director Vespier stated there was a request from up on Ski Hill Drive. He also asked about annexing the water treatment plant as a separate parcel, not expanding the UGA all the way down to the water treatment plant, unless it is recommended by the Planning Commission.

She could continue working with a consultant in order to see where the best options for expanding the UGA.

Councilmember Reister stated he would like to have the Planning Commission look at lowering the height of homes down to 30' from 35' in the hopes of creating more affordable housing. Director Vespier stated the Planning Commission discussed height in depth last year. She felt it was too soon and the City has not allowed the lowered roof height enough time to do anything yet.

3. Resolution XX-2023 – Rate & Fee Schedule 2024 Draft Call for Changes

Finance Director Chantell Steiner stated this is the second version of the draft Rate & Fee Schedule. This version includes the updated utility rates, community development rates as well as public works rates. The Parks and Recreation Service Area (PRSA) met since the last version of this document and have decided to raise most of the pool fees for 2024. The Council did not have any issues with raising those fees.

City Administrator Selby stated that he is considering adding a fee to reserve the Council Chambers for non-city groups that meet there. The library building & maintenance contract, which will be up for approval in the regular City Council meeting this evening, is no longer counting the Council Chambers in their reimbursable space, which brought forth the idea of adding this into our Rate & Fee schedule as there are several groups that use this space. No decisions have been made yet; the Council will be apprised of any decisions at the December 12, 2023 meeting. The Council discussed the pros and cons of having a fee to reserve and use the Council Chambers. Councilmember Waters was opposed to charging a fee to non-profits as it can get expensive for them. Councilmember Hessburg suggested that like the Festhalle, the City could have less expensive rates for non-profits to rent the Council Chambers.

In 2024, all public City meetings will take place in the Council Chambers to make our meetings more accessible as the gate up to City Hall closes at 4:00 PM.

4. Comprehensive Plan Capital Facilities Element

Director Vespier stated every year the City looks to update the Capital Improvement Plan (CIP) that is enclosed in the Comprehensive Plan. This incorporates the projects, goals, vision and budgets for the community. She stated that CIP Manager/Deputy Public Works Director Andi Zontek-Backstrum has been working on this item, getting updated grant funding and working with Director Steiner on budgeting. She reviewed the 2024-2029 projects with the Council, with questions to be researched for the December meeting.

Polly McIntyre asked why the infrastructure under the street for was not being completed prior to the overlay on the streets mentioned. Director Steiner stated the \$60,000 assigned to this is for patchwork on these streets. We will not completely tear up a street until we are ready to fix the infrastructure underneath the street to avoid having to rip up the street to repair the water, sewer or stormwater once it is complete.

This item will be presented to the Planning Commission in a public hearing on December 6, 2023 and will be presented to the Council in a public hearing on January 9, 2024.

5. Lodging Tax Proposal to Help Fund Pathways County-Wide Project

Mayor Florea stated the Chelan-Douglas Transportation Council (CDTC) is looking for matching funds from the various local municipalities for a County wide pathway project. The City would like to contribute \$50,000 in 2024 and \$50,000 in 2025 from lodging tax dollars. This will be an action item at the November 28, 2023 City Council meeting. The CDTC is looking to send out a Request for Qualifications (RFQ) soon. The Council is supportive of this idea.


6. Council Updates/Suggestions for Future Agenda Items

Mayor Florea asked the City Council for suggestions for future topics for Study Sessions. These topics include:

- Auditor Exit Interview
- Grooming of the Front Street hill for sledding – our attorney and insurance representative will be invited to participate
- Parking study update from Rick Williams Consulting


Study Session adjourned at 6:41 PM.

APPROVED



Carl Florea
Mayor

ATTEST



Andrea Fischer
City Clerk