



City of Leavenworth

700 US Hwy 2 | PO Box 287
Leavenworth, WA 98826
(509) 548-5275
cityofleavenworth.com

MEETING LINKS VIA ZOOM CONFERENCING July 14, 2026

Study Session Begins at 5:30 PM
Legislative Meeting Begins at 7:00 PM

Join Zoom Meeting

<https://zoom.us/j/93233531598?pwd=FisDVjslD1eaedJZ8wPfKdHhBFvRG6.1>

Meeting ID: 932 3353 1598
Passcode: 821270

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

(253) 215-8782

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LEAVENWORTH CITY COUNCIL AGENDA
Leavenworth City Hall – Council Chambers
July 14, 2026 | 7:00 PM

Call to Order
Pledge of Allegiance
Roll Call

Consent Agenda

1. Approval of Agenda
2. 2026 Claims EFT & Checks 72295-72440 = \$1,533,891.39
3. June 2026 Payroll \$529,699.93
4. Professional Services Agreement – Andrew L. Kottkamp –
Hearing Examiner Agreement
5. Supplemental Agreement – BHC Consulting, LLC –
Comprehensive Plan Update
6. Noise Variance – Election Picnic Committee

Upcoming City Meetings

***In Council Chambers unless noted otherwise**

Finance Committee Meeting

July 16th @ 1:00 PM

Parking Advisory Committee Meeting

July 16th @ 4:00 PM

Design Review Board Meeting

July 22nd @ 3:00 PM

Housing Advisory Committee Meeting

July 23rd @ 3:00 PM

Downtown Steering Committee Meeting

July 28th @ 10:00 AM

Comments from the Public on Items Not on the Agenda

7. **Presentation:** Chelan County & Wenatchee Housing Authority – Sasha Sleiman
8. **Public Hearing:** Parks, Recreation and Open Space Plan on July 14, 2026 @ 7:00 PM

Resolutions, Ordinances, Orders, and Other Business

9. **Action:** Resolution 12-2026 – Cost Allocation Plan Update
10. **Action:** Ordinance 1723 – Adoption of Parks, Recreation and Open Space Plan
11. **Action:** Approve Water Connection for 7750 E. Leavenworth Road
12. **Action:** Change Order No. 1 – Clifton Tree Service

Council/Staff Reports

Information Items & Future Considerations

13. Reminder: Mayor's Annual Breakfast at Kristall's – August 5, 2026 from 8:30 AM – 10:00 AM
14. Reminder: Community Block Party at Osborn Property – August 20, 2026 from 4PM – 7PM

Adjournment

(Next Ordinance is 1724 – Next Resolution is 13-2026)

CONSENT AGENDA ITEMS

1. City Council Meeting Agenda:

The following item is included under **TAB 1.**

2. 2026 Claims

The following items are included under **TAB 2.**

3. June 2026 Payroll

The following item is included under **TAB 3.**

4. Professional Services Agreement – Andrew L. Kottkamp – Hearing Examiner Agreement

Per Council direction on December 9, 2025, a Request for Qualifications was sent out to seven law firms on the MRSC small works roster on March 31, 2026. The City received three Statement of Qualifications (SOQ) back by April 30, 2026 deadline. Community Development Director Maggie Boles along with other staff and Councilmembers rated the SOQ with Andrew L. Kottkamp rated the highest amongst the majority of the reviewers.

This contract will procure services of a Hearing Examiner for the City of Leavenworth through December 31, 2029.

The following item is included under **TAB 4.**

- PSA for Hearing Examiner Services

5. Supplemental Agreement No. 1 – BHC Consultants, LLC – Comprehensive Plan Update

The City is requesting approval of Supplemental Agreement No. 1 with BHC Consultants, LLC in the amount of \$66,600 to continue providing the services necessary to prepare the 2026 Comprehensive Plan update. This, in addition to the \$295,000 in the original agreement, brings the grand total to \$361,600.

BHC's current professional services agreement (2/26/2025) between the City of Leavenworth and BHC Consultants, LLC for consultant services for the 2026 Comprehensive Plan Update.

Supplemental Agreement No. 1 is for expanding the scope of services to provide for expanded development code updates, additional public meetings, support with final adoption and to amend the total amount payable for this agreement.

The following item is included under **TAB 5.**

- BHC Supplemental Agreement and Scope of Work

6. Noise Variance – Election Picnic Committee

The following item is included under **TAB 6.**

PROCLAMATIONS/PRESENTATIONS/PUBLIC HEARINGS

7. Presentation: Chelan County & Wenatchee Housing Authority – Sasha Sleiman

Sasha Sleiman the Executive Director of the Chelan County & Wenatchee Housing Authority, will provide the City Council with an update on the Housing Authority's current activities, ongoing initiatives, and items of interest relevant to the community.

There are no items included under **TAB 7**.

8. Public Hearing: Parks, Recreation and Open Space (PROS) Plan on July 14, 2026 @ 7:00 PM

The Leavenworth City Council will hold a public hearing to provide an opportunity for public comment on the City's new Parks, Recreation and Open Space (PROS) Plan. The PROS Plan serves as the City's guide for the acquisition, development, and maintenance of a comprehensive system of parks, trails, recreational facilities, and open space for its community members. This Plan is inclusive of open space, natural areas, trails, and amenities such as ball fields and playgrounds.

The City's Comprehensive Plan includes a Park and Recreation Element which acknowledges this PROS Plan as the City's primary park planning document that reflects the guidelines established by Washington's Growth Management Act (GMA) on park and recreation planning. This PROS Plan will also be used to gain eligibility for outdoor recreation and conservation grants through the Washington Recreation and Conservation Office (RCO). Once this PROS Plan is certified by the RCO, the City is eligible for RCO grant funding for six calendar years from the date of adoption. The Planning Commission held a Public Hearing on June 3, 2026 and received community feedback; Those changes are incorporated into the final 2026 PROS Plan, recommended by the Planning Commission for adoption.

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

- 2026 PROS Plan
- PC Staff Report & Public Comments
- PC Recommended Changes
- PC Hearing Minutes (6.3.2026)

SUPPLEMENTAL COUNCIL AGENDA

9. Resolution 12-2026 – Cost Allocation Plan Update

The City Council reviewed the redline draft of this plan at the Study Session on June 23rd; no comments or additional suggested changes were identified. The Council is now being asked to approve the Cost Allocation Plan update for Finance to proceed with budgeting for the 2027 – 2028 Biennium.

The following items are included under **TAB 9**.

- Resolution 12-2026
- **MOTION TO APPROVE:** *The Leavenworth City Council moves to approve Resolution 12-2026 Cost Allocation Plan Update.*

10. Ordinance 1723 – Adoption of Parks, Recreation and Open Space Plan

Following the City Council Hearing on the 2026 Parks, Recreation and Open Space Plan, and in consideration of the Planning Commissions recommendation to adopt. The Council is being asked to consider Ordinance 1723 to formally approve and adopt the City of Leavenworth Parks, Recreation and Open Space Plan

The following items are included under **TAB 10.**

- Ordinance 1723
- 2026 PROS Plan (**Refer to TAB 8**)
- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1723 – Adoption of Parks, Recreations and Open Space Plan.*

11. Approve Water Connection for 7750 E. Leavenworth Road

The Council is being asked to approve a water connection for 7750 E. Leavenworth Rd.

This request is identical to the request that came before Council in April 2026. On June 23, 2026, staff received a water availability request for a water connection at 7750 E. Leavenworth Rd via a Water Availability Request. Per LMC 14.14.100(H), water connections outside of the UGA that do not fall within certain circumstances listed in subsection (G) require City Council approval. The subject property is identified as Lot 4, Short Plat 1317. The short plat was reviewed and approved by the County in 1986 with shared wells as the approved water source.

In 1995, a developer provided easement to the City for a water line and paid for the design and construction of water line lateral connection to the City water main located on E. Leavenworth Road. The easement for Utilities was recorded in 2005 under AFN 2197630. In 2005, the developer paid for water connections for Parcels 1,2,3 and 4 of the short plat. The property owner is now requesting a water connection to Parcel 4 which was paid for and agreed to by prior City staff.

The following items are included under **TAB 11.**

- Water availability form with additional relevant information
- **MOTION:** *The Leavenworth City Council moves to approve and authorize a water connection for 7750 E. Leavenworth Rd.*

12. Change Order No. 1 – Clifton Tree Service

The City Council is being asked to approve Change Order No. 1 with Clifton Tree Service in the amount of \$105,000.

The City entered into an emergency contract with Clifton Tree Service on December 15, 2026, for emergency tree removal services following the 2025 winter storm. The emergency contract included a not-to-exceed amount of \$30,000 and an expiration date of February 28, 2026.

The initial cleanup efforts were directed by Parks Supervisor John Schons, who provided a list of hazardous trees requiring immediate removal within city limits, including city parks and the Public Works facility grounds. The December invoice totaled \$26,416. Cleanup efforts continued into January, with the majority of the work occurring along Cedar Street and Mill Street. The January invoice totaled \$26,400.

At the January 13, 2026 Study Session, Council discussed the removal of root balls, tree stumps, and remaining tree debris located within City rights-of-way. Council direction was to complete this additional cleanup work in the spring. The final cleanup work was directed by Staff Engineer Tony Cameron and included the removal of root balls, tree stumps, and remaining tree debris from City rights-of-way. Clifton Tree Service submitted an additional invoice in June totaling \$82,108 for this work. Detailed invoices documenting the completed work are included within the packet materials for Council review.

Approval of Change Order No. 1 will increase the contract amount to cover the completed emergency cleanup work associated with the 2025 winter storm.

The following items are included under **TAB 12.**

- Change Order No. 1
- Invoices from Clifton Tree Service
- **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to sign Change Order No. 1 for Clifton Tree Service in the amount of \$105,000 for a total not to exceed amount of \$135,000.*

INFORMATION ITEMS & FUTURE CONSIDERATIONS

13. Reminder: Mayor's Annual Breakfast at Kristall's – August 5, 2026 from 8:30-10:00 AM

There are no items included under **TAB 13.**

14. Reminder: Community Block Party at Osborn Property – August 20, 2026 from 4:00–7:00 PM

There are no items included under **TAB 14.**