LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall – Council Chambers & Zoom
October 27, 2026 | 5:30 – 6:50 PM

5:30-5:45 P'squosa Memorial at Wenatchee Memorial Park – Process Outline

David Erickson, Director of the City of Wenatchee Parks, Recreation and Cultural Services Department will give a presentation on the creation of P'squosa Plaza in Memorial Park in Wenatchee.

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

- P'squosa Plaza Project Summary
- Presentation Slides

5:45-5:55 Water Availability Denial Dispute for 8919 Icicle Road and 8261 E. Leavenworth Road

John Minerich lives at 8919 Icicle Road and is asking the Council to grant him an additional water service for his Accessory Dwelling Unit (ADU) on his property.

Mark Harriman lives at 8261 E. Leavenworth Road and is asking the Council to grant him an additional water service for his home and shop/farm once constructed, and it is a hardship to drill a well due to the slope of his property.

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

- 8919 Icicle – Original Water Availability
- 8919 Icicle – Current Water Availability
- 8919 Icicle – Information from Homeowner
- 8261 E. Leav. – Water Availability
- 8261 E. Leav. – Email from Maggie Boles
- 8261 E. Leav. – Information from Homeowner

5:55-6:20 Council Budget Priority Review

This time is being provided to allow for an update to the Council on the budget progress and if there are known concerns to gather direction on how to consider potential budget requests and/or reductions to ensure fund balances are meeting the City's current Financial Policy requirements. Public Hearings for the preliminary and final budgets will occur in November with anticipation of passage in December.

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

6:20-6:35 Development Regulations Discussion

This time is provided for the Council to discuss the draft Development Regulations that are currently in review with the Planning Commission. The sections before you tonight include revisions to the Zoning Map, Chapter 14.12 (Off-Street Loading and Parking), Chapter 14.28 (Lighting Standards) and the Bed & Breakfast section within Chapter 18.52 (Conditional Uses). A fee-in-lieu memo from the Planning Commission is also attached for the parking code updates. This time is for the City Council to discuss the direction of these items; no action will be taken on these until after a Public Hearing at the Planning Commission.

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

- Draft Zoning Map
- Draft Bed & Breakfast code
- Draft Chapter 14.12 Off-Street Loading and Parking
- Draft Chapter 14.28 Lighting Standards
- Memo from Planning Commission regarding Parking fee-in-lieu program ideas

6:35-6:50 <u>Front Street Pedestrian Plaza Improvements Discussion</u>

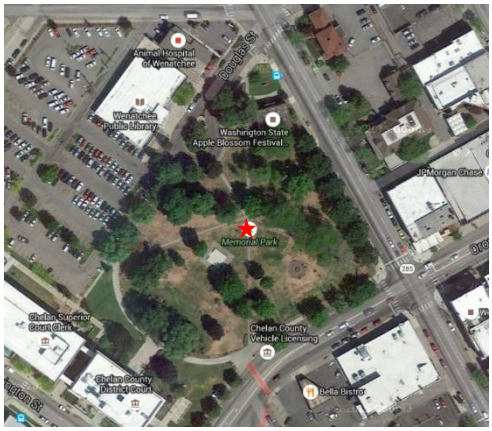
This time is for the Council to review the supplemental agreements No. 1, 2 and 3 with PSOMAS to continue work on the Front Street Pedestrian Plaza project. This item will be on the Legislative meeting agenda to be approved.

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

- Psomas Proposals for Front Street Pedestrian Plaza

P'SQUOSA PLAZA PROJECT SUMMARY

Memorial Park is located in the center of Wenatchee at 2 South Chelan Avenue. The 3.8-acre park is the oldest park in Wenatchee. It is bordered by the Chelan County Courthouse, Wenatchee Library and Orondo and Chelan Avenues. The park features large shade trees, the Mayor's Fountain, artwork and historic displays. The old Carnegie Library is located in the park. The park serves as the home to the Washington State Apple Blossom Festival along with other community functions.







MASTER PLAN UPDATE PROCESS

In 2015, the City undertook a 9-month-long public involvement process that included workshops, meetings, and a community survey to update the master plan for the park. From this, a plan was created that included replacing and upgrading lighting and electrical utilities, improving ADA access and walkways, creating an entrance to the park, and adding a feature that recognizes the first people of Wenatchee. That feature is planned to be located at the confluence of the park walkway system and create a central focus to the park. At that time, the feature was contemplated to be an interactive fountain plaza of some type with seating. An excerpt with some example illustrations is at right. The fountain idea was later dropped due to construction and operational costs and other issues.

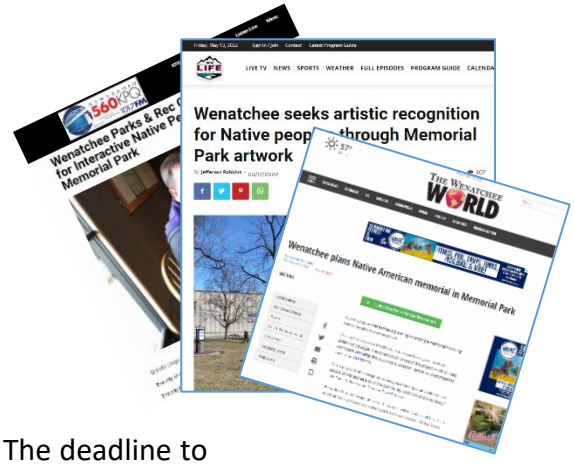

City seeks ideas for Memorial Park, public art



PROJECT TIMELINE AND SUMMARY

From 2016 through 2021 the project sat idle as other projects with dedicated funding were completed. Then, at the end of 2021, the City Council approved funding in the 2022 budget to begin to realize the project. The general goal of the project is to recognize the Wenatchi Tribe as the proud and

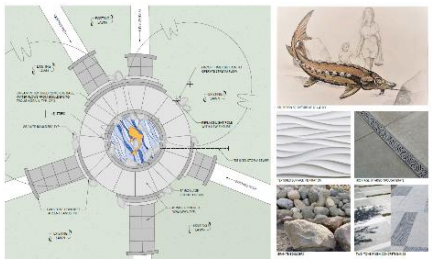
vibrant first people that they were and still are. To solicit artists for the project, the City followed its prescribed Call to Artists Process. The draft Call to Artists for the project was prepared and presented at the February 2022 Arts, Recreation and Parks Commission meeting for review. Following this, a solicitation was distributed to over 475 artists and designers. It was also posted on the city website, and social media page, provided to other artists, sent to the Colville Tribal Tribune, discussed at a variety of public meetings, and also widely promoted by local radio, television and newspaper. The deadline to return submittals was May 13.



From this outreach, only one submittal was received from a design team. Although the number of submittals that were received was disappointing, the one that was provided was from a qualified team that had done similar work previously in the Spokane area. The Arts, Recreation and Parks Commission reviewed the qualifications of the team at their meeting of May 17, 2022 and based on this review, unanimously recommended their selection for the project. The selection was forwarded to the City Council committee and the full Council who discussed the project and approved awarding the contract. One of the key components of the project was that the design team was to complete outreach to the Tribe to solicit input to guide the design. This was to occur from June through October 2022. The designers were provided with contact information for both the community and Tribe, additional resource materials from the Museum as well as more detailed description of project goals as provided by the City Council:

“The overall general goal of the project is to recognize the p’squousa as the proud and vibrant people that they were and that they still are. The installation could include sculptures of adult and child figure digging camas root, or fishing, or a combination, a man and women facing toward Two Bears (Saddlerock). This might be viewed as “past tense” and artistically interesting, but would still like to somehow represent past, present, and future in one not-too-complicated piece. Some other possible “elements“ include: the Wenatchee/Columbia confluence; the geologic formations that are the subject of legends; stewards of natural resources; hunter, gatherer, fisher; life-like (yet not necessarily life-size) figures in traditional and more current style of dress with visages of pride and strength.”

A community project kick-off meeting was conducted in the park in July at which the design team failed to attend and the project was discussed at monthly public meetings. In November, the design team provided a concept plan to the City, however, it became apparent that little to no outreach had been conducted. Following multiple conversations with the design team regarding their progress and to try to get them on track and encourage input, the City expressed its dissatisfaction with the direction of the project,



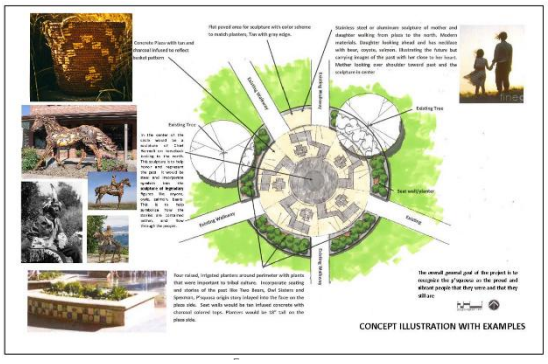
lack of tribal involvement and outreach, and failure to prioritize the project. The design team was released from their contract.

To keep the project moving forward, in November, City staff took the goals of the project expressed by the City Council and information gleaned from the Museum and online research and generated possible design ideas for the project. The design ideas were refined into a unified concept.

DESIGN NOTES

The project creates a highly visible, centerpiece in Memorial Park. The primary feature is a circular plaza shape to symbolize a basket used to collect and hold the stories/legends. The plaza is 24 feet wide and located at the heart of the park at the confluence of the walkway system. The center of the plaza would be eight feet in diameter to allow for the installation of a large sculpture while maintaining a 6-foot walkway around the center circle for pedestrian flow. The paving of the plaza was proposed to colored in a basket pattern.

In the eight-foot diameter center of the circle would be a sculpture of Wenatchi Chief Harmelt on horseback looking toward additional sculptures to the north. This sculpture is to help honor and represent the past. It would be made of found steel items and incorporate symbols into the sculpture of legendary figures like coyote, owl, salmon, and bear from the stories that are proposed to be on educational signs. This is to help symbolize how the stories are contained within, and flow through the people.



Around the perimeter of the circular plaza on four segments between the walkways are raised planters with seat walls. The planters would be 18" high to allow for seating both inside the plaza for educational or informal uses and also outside for park viewing. It will address slope issues around the plaza area. The walls of the planters would be colored to evoke the feel of the rim of the basket. Stories would be contained on signs located in the raised planters like: Two Bears, Owl sisters, Coyote Leading Salmon and also more current information about the Wenatchi Tribe to serve both as an educational and historical component. Artistic elements would adorn the sign bases and include symbols from the stories.

On the northern segment between the two walkways, there would not be a planter wall, with the concrete pattern continuing but instead, it would be placed at the ground level. This would be to evoke the basket edge being dropped to allow the contents of the basket to spill out and exit. This would also create a platform to allow for the addition of a second sculpture. This sculpture would have a more contemporary feel and made of bronze. It would be of a mother and daughter, hand in hand, walking from the basket onward toward the future. They would be wind-blown. The mother would be looking over her shoulder toward the vestiges of the past. The

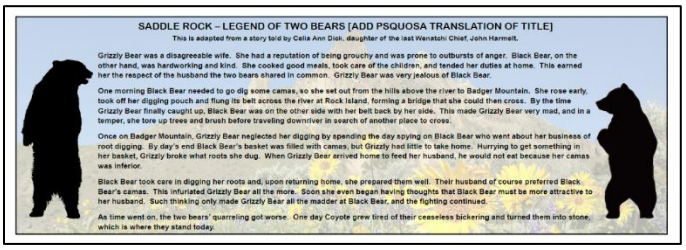
daughter symbolizes the future. She would be sculpted wearing a necklace that has a coyote, bear, owl and salmon to symbolize her carrying the legends of the past with her over her heart into the future.

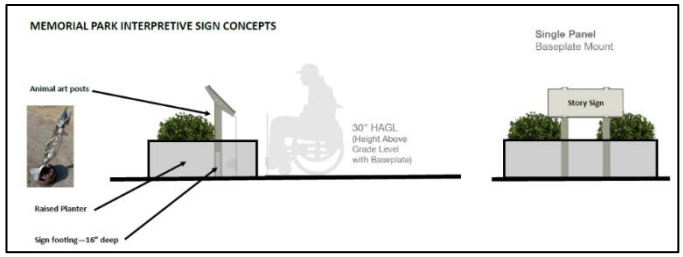
BACK TO THE TIMELINE AND SUMMARY

Through additional research, the artwork of tribal artist Smoker Marchand was located. It provided the inspiration for the central feature of the project and helped to bring the preliminary concept together. Staff reached out to Smoker, shared the project with him, and asked if he would review the concept and if he would be interested in creating the sculpture for it. He reviewed the concept and indicated that he liked it and was excited about it. Unfortunately, he said his health would not allow him to participate in creating the sculpture. Staff asked if he had any protégés he could recommend, but sadly he passed away before he could reply.

The concept was then presented to City Council committees and the Arts, Recreation, and Parks Commission in November 2022 and again in January 2023 to see if the preliminary plan was on track with what they had envisioned. They enthusiastically embraced it and indicated that it should move forward.

In January 2023, City staff reached out to the Colville Tribal Council to seek feedback about the project. Jarred Erickson replied and referred the project to John Sirois. Mr. Sirois then met with City staff on February 1 to discuss the project and arranged to have the project presented at the February 14 Wenatchi Advisory Group (WAG) meeting. The project was well received by the WAG and monthly project updates were provided to the WAG from that point forward with requests by staff for additional input and feedback.





Also in February 2023 City staff received approval and finalized the engineering contract with Pacific Engineering for the engineering of the plaza portion of the project. It was signed by all parties. Staff met with engineers to refine the scope. Survey work was completed and engineering got underway. City staff reached out to Marriah Thornack from the Wenatchee Valley Museum and Mara Bohman, Crystal Miller to try to obtain copies of the stories and JPG of any images available for the interpretive signs and also contacted Wendell George who provided the information about the Wenatchi Tribe – who we are, what we do etc. language for a sign. Mara Bohman reached out to the WAG to seek approval to share the information. The interpretive sign concepts were prepared and distributed the drafts to the WAG for review. Staff also prepared the schematic plans for the sign bases. Staff contacted John Sirios and

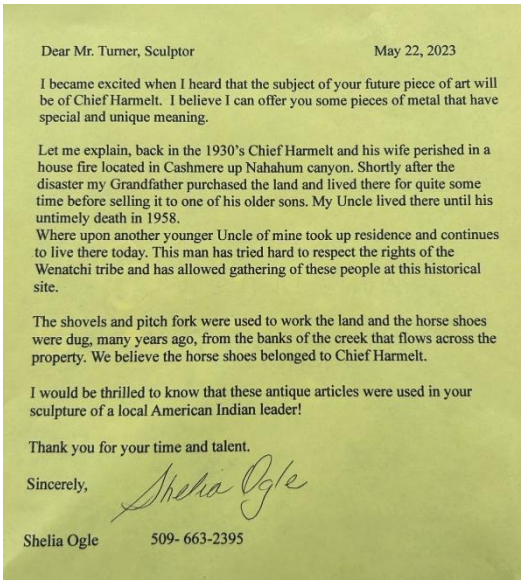


requested he reach out to Bernadine Phillips to see if she would be willing to share a few images of baskets that could be used for the paving pattern in the plaza and then requested comment from the WAG.

For the artwork, staff reviewed over 350 artists on the Washington Artist Register, narrowed the list to those stylistically similar to the project goals, and reached out to prospective artists identified for the project. All of the artists expressed their interest in participating. The artists are: Jud Turner, Swede Albert and Kevin Pattelle. Staff and the artists discussed the specific project element scopes. Draft art agreements were prepared by staff and provided to the City Attorney for review. The agreements were finalized, reviewed by the City Finance Committee review on March 9 and approved by the City Council on April 27. City staff met on-site with electric engineers to review the required utility relocation. In April, staff completed interviews on KPQ about the project.

Artist Jud Turner attended the Arts, Recreation, and Parks Commission meeting in May 2023 to share his progress and ask for help clarifying details and resources for Chief John Harmelt to make sure he is represented correctly. Kasey Koski from the Wenatchee Valley Museum offered to meet with him and provide him with what she had but also recommended reaching out to the WAG for more support. City staff emailed John Sirois and Wendell George to try to set up a meeting when Jud was in Wenatchee on the 24th of May to collect metal from community members to be incorporated into the sculpture. One of the donors provided what was speculated to be horseshoe from Chief Harmelt's former property. City staff reached out to Wendell, John and the WAG seeking direction on whether the artifacts should be provided to the Museum, Advisory Group or incorporated into the sculpture. Wendell indicated that the Council Cultural Committee will provide guidance. Angela Morris from the Chelan Douglas Land Trust also reached out to John and Darnell about the donation since the donation came from a Land Trust member.





Dear Mr. Turner, Sculptor May 22, 2023

I became excited when I heard that the subject of your future piece of art will be of Chief Harmelt. I believe I can offer you some pieces of metal that have special and unique meaning.

Let me explain, back in the 1930's Chief Harmelt and his wife perished in a house fire located in Cashmere up Nahahum canyon. Shortly after the disaster my Grandfather purchased the land and lived there for quite some time before selling it to one of his older sons. My Uncle lived there until his untimely death in 1958.
Where upon another younger Uncle of mine took up residence and continues to live there today. This man has tried hard to respect the rights of the Wenatchi tribe and has allowed gathering of these people at this historical site.

The shovels and pitch fork were used to work the land and the horse shoes were dug, many years ago, from the banks of the creek that flows across the property. We believe the horse shoes belonged to Chief Harmelt.

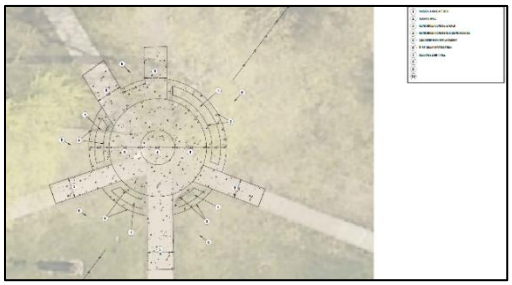
I would be thrilled to know that these antique articles were used in your sculpture of a local American Indian leader!

Thank you for your time and talent.

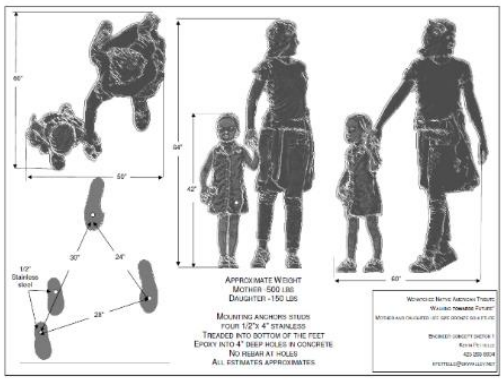
Sincerely, Shelia Ogle

Shelia Ogle 509- 663-2395

The 30% plans for the plaza were delivered by Pacific Engineering and Design to the City for review. (A snip of one of the drawings is at right). Subsequent meetings were held to work through construction details.

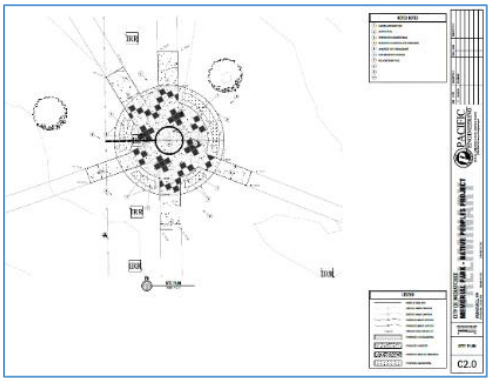


City staff met with Swede Albert and discussed the interpretive sign base artwork, project schedule and signs. Swede provided great insight and direction into the sign concepts. City staff provided the ideas to Wendell, John and, and the WAG for review and comment.



City staff met with artist Kevin Pettelle to discuss the other sculpture and to obtain spatial and weight details for the plaza engineering. The very first artist sketch of the bronze sculpture is at right. Kevin asked if there was a mother and daughter from the Tribe that would like to serve as the models for the sculptures. Recruitment got underway.

In June 2023, plaza engineering and bid document preparation was finished.



City staff reached out to Steven Wynecoop and John Sirios to assist in the continued review of the draft interpretive sign language. Once those are finalized then Swede can begin his sculptures. Met with Swede at the Wenatchee River Institute Salmon Dedication event.



Staff discussed the goals, design philosophy, process and schedule with Kevin Pettelle. Wenatchi tribal member Jordan Lucky and her daughter agreed to be the models for the sculpture. Jordan is the great, great, granddaughter of the last medicine man of the Wenatchi Tribe. Jud Turner continued to make excellent progress on the Chief Harmelt Sculpture. At this time it was approximately 45% complete.

Provided a project update at the P'squouse River Connections meeting.

In July 2023 Construction bidding was conducted. Bids were due Thursday, August 10th at 8am. The request for bids was posted on the City website and also emailed directly to 591 contractors on the small works roster. Unfortunately, no bids were received for the plaza construction so that portion of the project was delayed until early 2024.

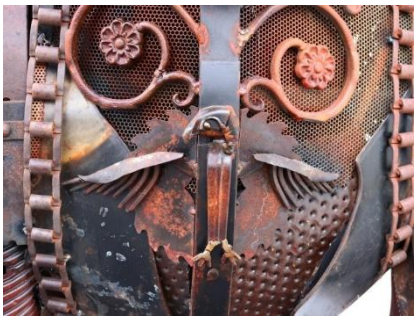
Sculptor Kevin Pettelle came to Wenatchee on Saturday, September 9 and spent the day with staff and Jordan Lucky and her daughter measuring, photographing, and scanning them. That data will be used to create small maquettes of them in the first step of the sculpture creation process. The maquettes are used to set the pose. Once the pose is set then the large sculpture process will begin. On September 23, staff prepared and submitted a research permit to the Colville Tribe for the project in the eventuality that it would be needed.





In November 2023 the City Council approved carrying forward the budget request for the plaza construction into the 2024 budget. Jud Turner continued to work on the sculpture. He completed the sculpture of Quilmiakin and is moving on to the sculpture of Chief Harmelt.









The project was also presented at the P'squouse River Connections meeting on October 18 and it was enthusiastically received by the participants.



The plaza construction was put out to bid again on January 12, 2024, with bids due on February 2. The bid was advertised on the city website, and plan centers and sent directly to 624 contractors on the small works roster. From this solicitation, two bids were received by the deadline. The City Finance Committee reviewed the bid on February 6th and then for City Council awarded the project to the low bidder JM Pacific on February 22nd. The low bid was $223,581.83. A pre-construction meeting was held and material selection was completed on May 21, 2024. Due to an engineering/contractor disagreement, returned to the Finance Committee on May 21, 2024 and requested the reallocation of $36,000 in funding from a different project to be applied to this project to resolve the issue. The request was granted.

A project update was presented at the April 9, 2024 P'squouse River Connection meeting.





Throughout the spring, sculptor Kevin Pettelle continued the process of developing the maquette. After completing the 'sketch maquette' at 10" tall he focused on the 'working maquette' at 20" tall which will be the model used to enlarge the sculpture to the final scale. Staff walked the site with Kevin on April 2 and with some minor corrections, on April 18, 2024 provided the notice to proceed for him to begin work on the final sculptures.



The sign mock-ups were again provided to John Sirios and Shelley Dick for review.

Staff presented the project again at the April 2024 WAG meeting to provide a project update, ask for feedback and to begin planning efforts for the October 13, 2025 dedication event.



Sculptor Jud Turner is continuing his work on the Quilmaikin and Chief Harmelt portion of the sculpture. Work began on the torso of Chief Harmelt.

In early summer 2024 Staff worked with the contractor and engineers to finalize and review construction submittals. Construction finally got underway on July 22, 2024 with the removal of a park tree, salvage of the light pole, demolition, and excavation for the plaza. The water main was relocated, irrigation repaired, rock imported, storm drain connections made, and subgrade compacted to prepare for the planter wall construction. Construction continued throughout the summer with the raised planters constructed, sidewalk connections made, landscaping restored and electrical utilities re-routed and hooked up.







































There were issues with the paver installers so they had to be let go, and the pavers removed and re-installed, which delayed finishing the plaza. The plaza seat wall caps were finished on November 13 and the plaza portion of the project received final acceptance by the City Council on December 5, 2024.

The interpretive signs were sent to the fabricator, were produced, received and provided to Swede Albert. Swede continued working on the interpretive sign bases over the winter.

Staff presented a project update at the Wenatchi Tribe annual meeting on October 25, 2024. About 60 people were in attendance. A project update was also emailed out to the distribution group and an update was provided to the P'Squose River Connections Group.

Sculptor Jud Turner continued his work. He provided the following update on his progress as of October 24, 2024: "The horse body is complete, and I am working on Chief Harmelt now. There is still a lot to do on the body and head. There will be layers representing clothing that have not

been attached to the structure yet. The shiny steel of the clothing will have layers of old metal and not stand out so much.

I am roughing out the head and face using Corten steel - weathering steel that will rust but then seal itself from further rusting. The finish will match the horse once it's completed and treated. The eyes will be stainless steel, the same as the horse. These similarities will help connect rider and horse. At this point, the rough plains of the face are represented with plates of steel. I am in the process of welding and grinding them, and that is why it appears shiny in places. It will not look that way at the end. I will also use some objects on the face to put in detail and keep the overall look of the sculpture. But starting with plates of steel helps to try and create a likeness of a historical figure. The proportions are correct to the reference photos I have, but it's hard to see much detail at this point. I can send more photos as I make progress in the next couple of months.

My goal is to finish the sculpture completely by late spring 2025. And bring it up to Wenatchee to install sometime in the summer.

If you have any feedback, I would love to hear it. My main question is about the headdress. The reference photos I have show a headband with a couple of feathers, and I would like to replicate that in the sculpture. I want to make sure that this is an appropriate representation of Chief Harmelt."





Sculptor Kevin Petelle is working on enlarging the final "Jordan" bronze sculptures. This will continue through the end of the 2024 with the final sculpture projected to be finished by the end of the summer 2025. Staff met with Kevin Petelle on October 21, 2024 and toured the site.

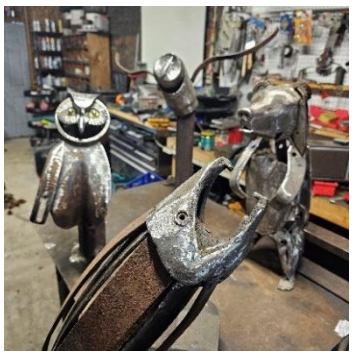
Project updates were provided to the Wenatchi Advisory Group and project email list on November 2, April 2, and May 30.

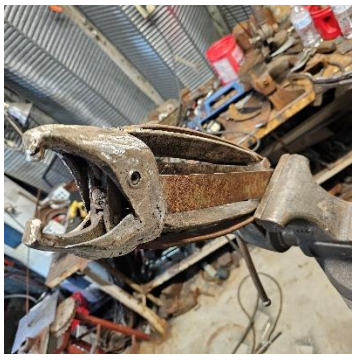
In May 2025, city staff added some additional topsoil as the soil in the planters settled over the winter. Plantings and the drip irrigation system were installed after the Apple Blossom Festival concluded.

Over the Summer in 2025, Kevin Petelle continued work on the Jordan "Water Running Downhill" Sculptures loosely targeting September 22-29 for installation.

Sydney McElroy from the City is coordinating the dedication event for October 13th at 5pm and began working on logistics and sought input on what the program should be, contacts of people who should be invited to attend, and who should be involved in the program. Staff met with John Sirios and Darnell Sam monthly to coordinate the event.

Swede Albert made good progress on the interpretive sign bases and is on track to have them finished by the end of September. Installation is scheduled for September 22-25. Below are a few photos of the fabrication.






Sculptor Jud Turner continued making progress on his sculpture and provided the following update.

- "The Chief's eyes and the horse's eyes are chromed steel and will remain shiny and be the only parts of the sculpture that look like that. Gives them a sense of life and connects man and horse.
- The feathers are made of stainless steel, and several are heat-treated to give a hint of color. They won't rust or change. They are based on the reference photos I am using.
- I am planning to add two strands of braided hair coming down from his head and resting on his shoulders.
- I believe he had these braids, but it's very hard to tell from the photos. I can leave them out if the Tribe would rather I exclude them, or know that he didn't wear his hair in that way.
- The face will darken a little more with rust patina.
- The whole sculpture will be finished and coated with Penetrol - this is a clear oil-based treatment for steel that helps to seal it and prevent rust from continuing. It won't need to be reapplied by your staff. Just the initial application is adequate.

- Please feel free to give any feedback and input."






In August 2025, staff continued to prepare for the dedication event, working through logistics and the program with John Sirios and Darnell Sam.

Installation of the interpretive signs and bases was coordinated with city maintenance staff and Swede Albert. The planters are slated to be emptied of the plants and soil on September 22-23, and then Swede will install the signs on September 24. City staff will follow behind on the 24th and 25th and backfill the planters to wrap up that portion of the project.

Staff reached out to Kevin Petelle on the Jordan sculpture status and confirm the footing and any other installation requirements. He indicated that the sculpture won't be fully finished in time for the dedication event, but he will have a full-sized posable model at the dedication that can be used to get confirmation on the final pose before casting.

Similarly, staff met with Jud Turner on August 19 to discuss logistics for the installation of the Chief Harmelt sculpture and installation timeline. He provided a YouTube video of his progress.

The video may be found at: https://www.youtube.com/watch?v=3GiIyOL94Gs

On September 2, another project update was sent to the people on the distribution list, and on September 10, the project was presented at the P'Squose River Connections meeting.

Jud wrapped up the details on the sculpture on August 28 and it was transported to Wenatchee on September 16 and installed in the park on the morning of September 17.

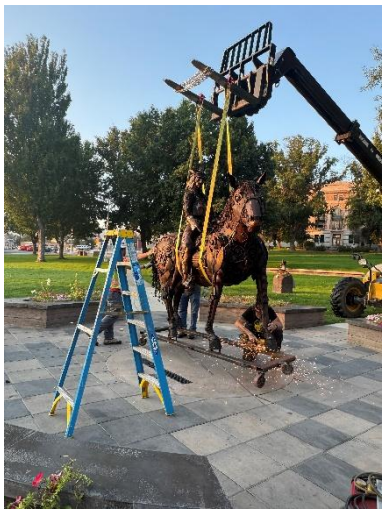




With all of the preplanning efforts, the installation of the 1,668-pound sculpture went very smoothly.



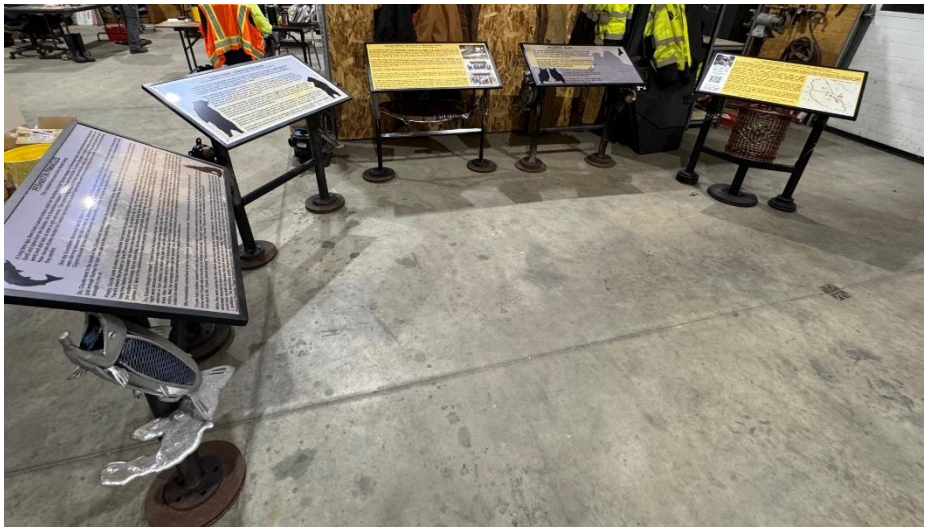


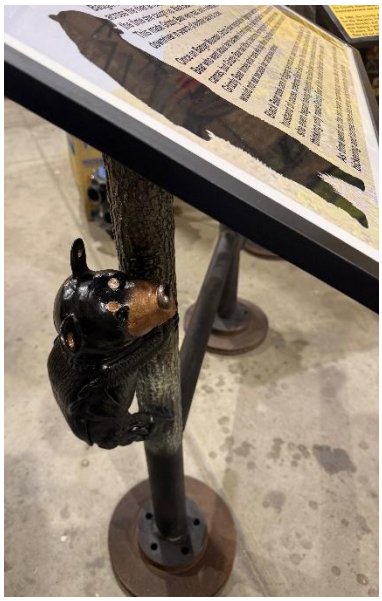






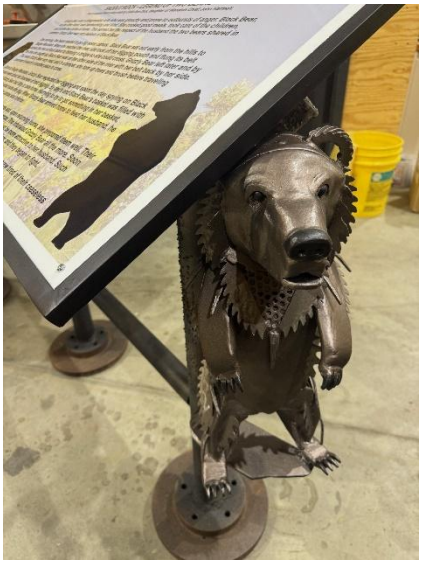
On September 25th, the park maintenance crew removed the plants and soil from the planters to prepare for the installation of the interpretive signs and bases. Swede Albert delivered the signs on September 29th, and on October 7th the park maintenance crew installed them in the plaza.





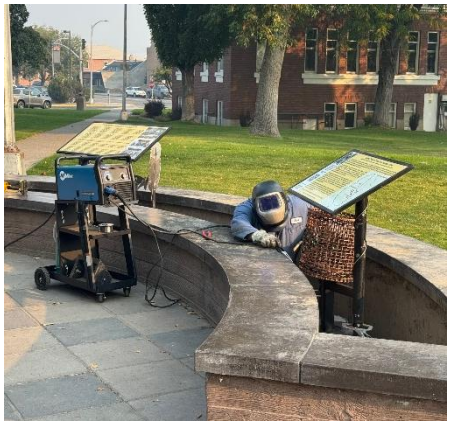








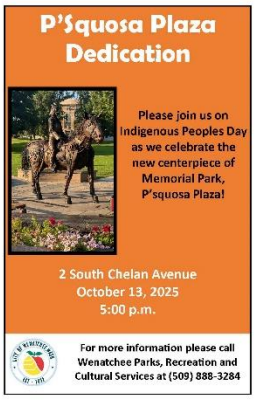




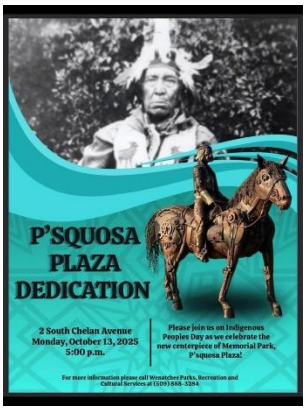




On September 30 the dedication ceremony committee conducted the last planned coordination meeting. The dedication program was finalized and printed, media and dignitaries were contacted and scheduled. Event supplies were obtained.









On October 13, the dedication event was conducted.
https://www.youtube.com/watch?v=Nv5-X7sjrWM



PROJECT BACKGROUND & TIMELINE

The following is a brief summary of the major milestones in the project.

In 2015, the city conducted a 9-month public process to update Memorial Park's master plan, that included workshops, meetings, and surveys. The process resulted in a plan to upgrade utilities, improve ADA access, along with adding a feature to honor Wenatchee's first people.

In late 2021, the City Council approved funding to begin the project. The city issued a Call to Artists in early 2022, reaching out to over 475 artists. Only one submission was received from a qualified team. The design team was tasked with engaging the Tribe for input, but after delays and lack of outreach, the city ended the contract in November 2022. City staff then developed a design concept based on the project goals, additional outreach, and research. The concept was embraced by the City Council, Wenatchi Advisory Group, and Arts, Recreation and Parks Commission.

In early 2023, additional input was solicited to further refine the design. Inspiration for the central sculpture came from the artwork of Smoker Marchand. He was enthusiastic about the project but unfortunately, his health wouldn't allow his participation. Artists Jud Turner, Swede Albert, and Kevin Pettelle were selected to create the artwork, and engineering work for the plaza began. Further outreach was conducted throughout the year and the interpretive sign concepts were finalized, and progress with sculptures was made. Construction of the plaza began in July 2024 and was completed in November 2024. In 2025, the interpretive signs were fabricated and sculptors continued their work, with the artwork installation in the fall.

DESIGN NOTES

The project created a central, circular plaza in the park, is symbolic of a basket that holds stories and legends. The paving pattern was inspired by the work of Bernadine Phillips. The plaza features a sculpture of Wenatchi Chief Harmelt on horseback at its center, representing the past. It is made from locally found steel items and incorporates symbolic figures like coyote, owl, salmon, and bear. Surrounding the plaza are raised planters with seat walls for both educational and informal use, featuring signs with stories of the Wenatchi Tribe. The northern segment of the plaza has a ground-level concrete pattern representing the basket's edge, with a second contemporary sculpture called "Jordan" of a mother and daughter walking toward the bright future, carrying the tribe's legends with them.

ANTECEDENTES Y CRONOGRAMA DEL PROYECTO

A continuación, se presenta un breve resumen de los principales hitos del proyecto.

En 2015, la ciudad llevó a cabo un proceso público de 9 meses para actualizar el plan maestro del Parque Memorial, que incluyó talleres, reuniones y encuestas. El proceso resultó en un plan para modernizar los servicios públicos, mejorar el acceso según la ADA y añadir un elemento en honor a los primeros habitantes de Wenatchee.

A finales de 2021, el Ayuntamiento aprobó la financiación para iniciar el proyecto. A principios de 2022, la ciudad lanzó una convocatoria a artistas, contactando a más de 475 artistas. Solo se recibió una propuesta de un equipo cualificado. El equipo de diseño se encargó de solicitar la opinión de la Tribu, pero tras retrasos y la falta de comunicación, la ciudad rescindió el contrato en noviembre de 2022. Posteriormente, el personal municipal desarrolló un concepto de diseño basado en los objetivos del proyecto, actividades de difusión adicionales e investigación. El concepto fue aprobado por el Ayuntamiento, el Grupo Asesor de Wenatchi y la Comisión de Artes, Recreación y Parques.

A principios de 2023, se solicitaron aportaciones adicionales para perfeccionar el diseño. La inspiración para la escultura central surgió de la obra de Smoker Marchand. Estaba entusiasmado con el proyecto, pero lamentablemente su salud no le permitió participar. Se seleccionó a los artistas Jud Turner, Swede Albert y Kevin Pettelle para crear la obra, y se iniciaron las obras de ingeniería de la plaza. Se realizaron más actividades de difusión a lo largo del año, se finalizaron los conceptos de los letreros interpretativos y se avanzó con las esculturas. La construcción de la plaza comenzó en julio de 2024 y finalizó en noviembre de 2024. En 2025, se fabricaron los letreros interpretativos y los escultores continuaron su trabajo, con la instalación de la obra en otoño.

NOTAS DE DISEÑO

El proyecto creó una plaza central circular en el parque, que simboliza una cesta que alberga historias y leyendas. El diseño del pavimento se inspiró en la obra de Bernadine Phillips. La plaza presenta en el centro una escultura del jefe Wenatchi Hermelt a caballo, que representa el pasado. Está hecha con elementos de acero de la zona e incorpora figuras simbólicas como un coyote, un búho, un salmón y un oso. Alrededor de la plaza se encuentran jardineras elevadas con muros de asientos, tanto para uso educativo como informal, con letreros con historias de la tribu Wenatchi. El segmento norte de la plaza presenta un diseño de hormigón a nivel del suelo que representa el borde de la cesta, con una segunda escultura contemporánea llamada "Jordan", de una madre y su hija caminando hacia un futuro brillante, llevando consigo las leyendas de la tribu.









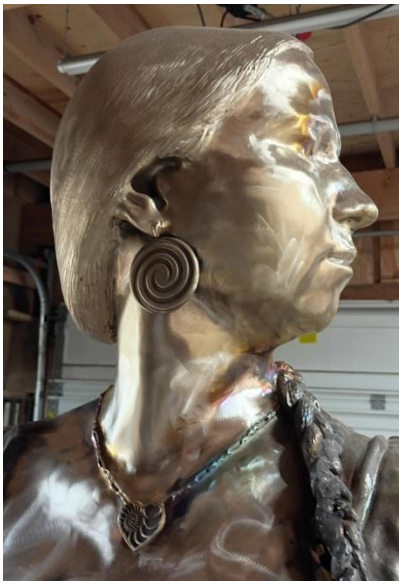
October 14, 2025 – March 2026 – City staff continued follow-up with the bronze artist on the status of the Jordan sculpture. Foundry delays continued to delay the receipt of the sculpture. A 3-d printed model was provided. Followed up with John Sirios, Jordan Lucky, and other interested parties. Completed construction-related paperwork and contracts.

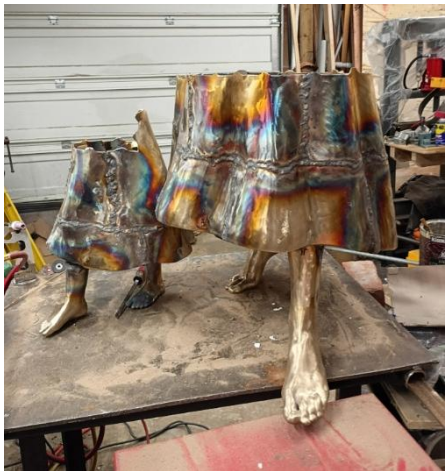


March – June 2026 – Continued follow-up with Kevin Pettelle. As of June 3, Kevin emailed: “I've picked up the bronze castings, and it should take about 4 to 6 weeks to finish. The castings went great, so the build should go fast.”

On July 27, 2026 received an update from Kevin on the sculpture pre-patina. The sculpture was assembled.

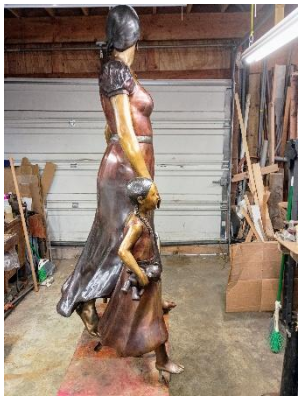






August 14, 2026: The sculpture patina was finished. Coordinated the installation with Kevin. Notified John Sirios, Darnell Sam, Jordan Lucky, Wendell George, Jud Turner, Swede Albert, City Council, the Arts, Recreation, and Parks Commission, and others.






September 2, 2026. City staff and Kevin complete the installation of the sculpture in the park.





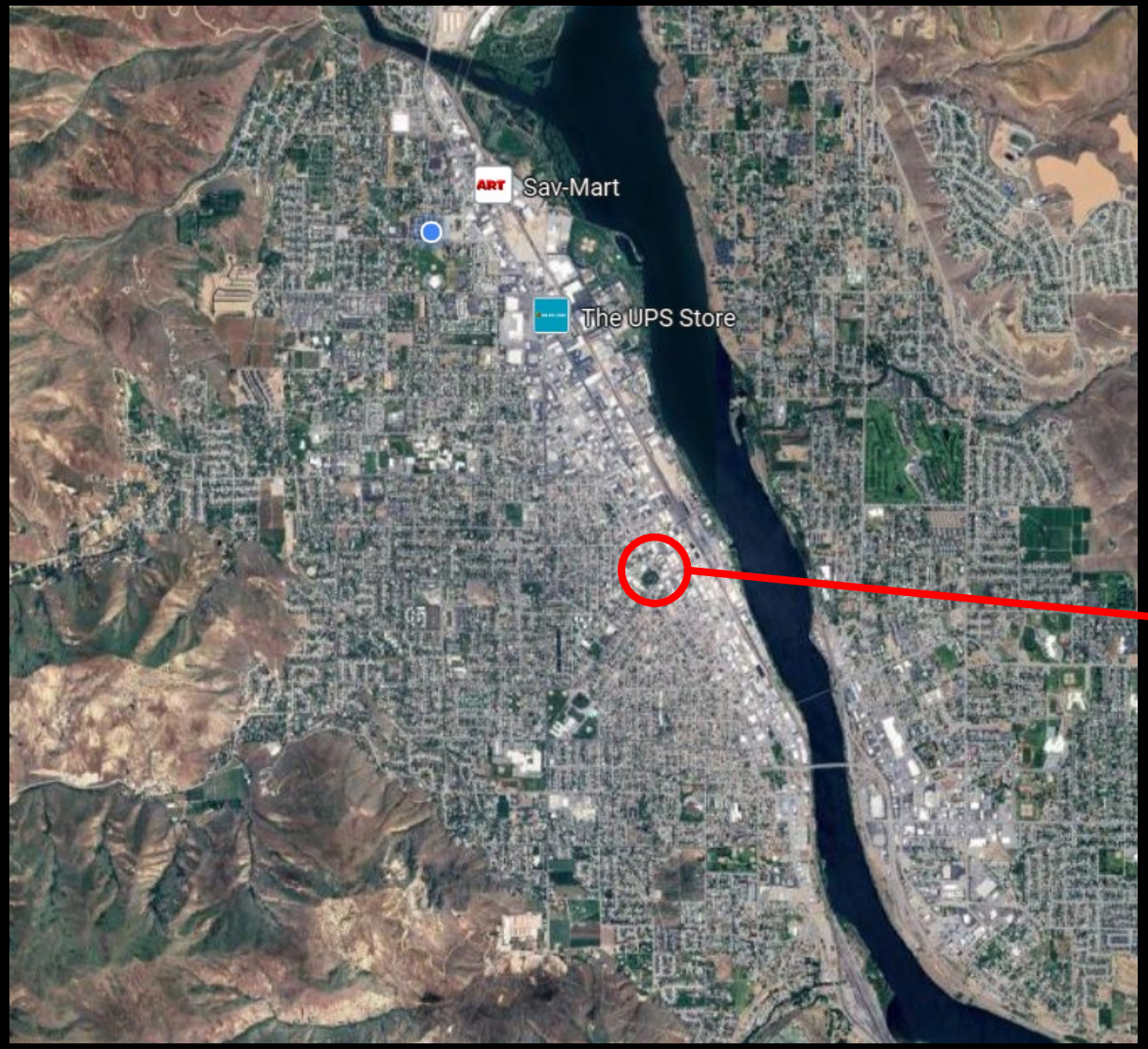




P’Squosa Plaza



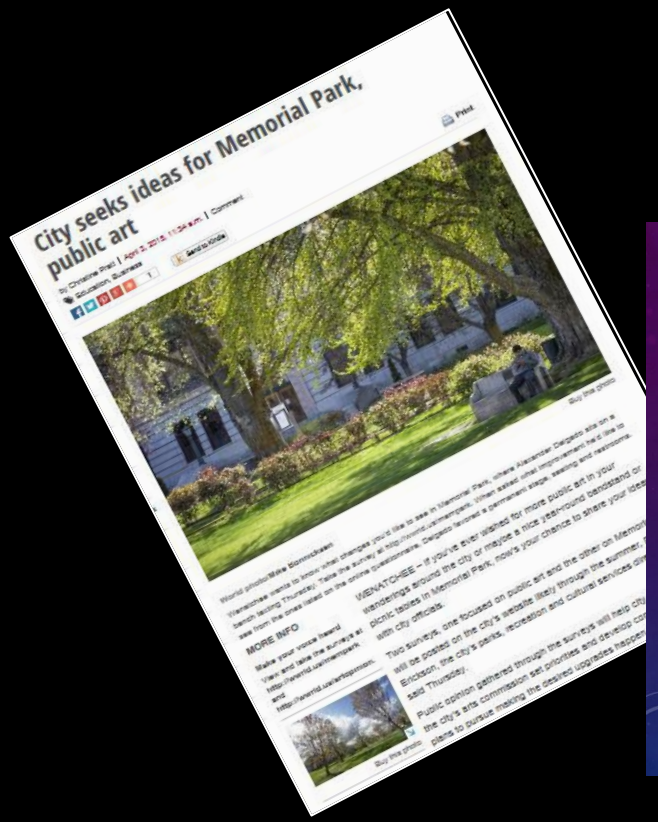
Location


Sav-Mart
The UPS Store


FUNNEL CAKE
LEMONADE
COLD DRINKS

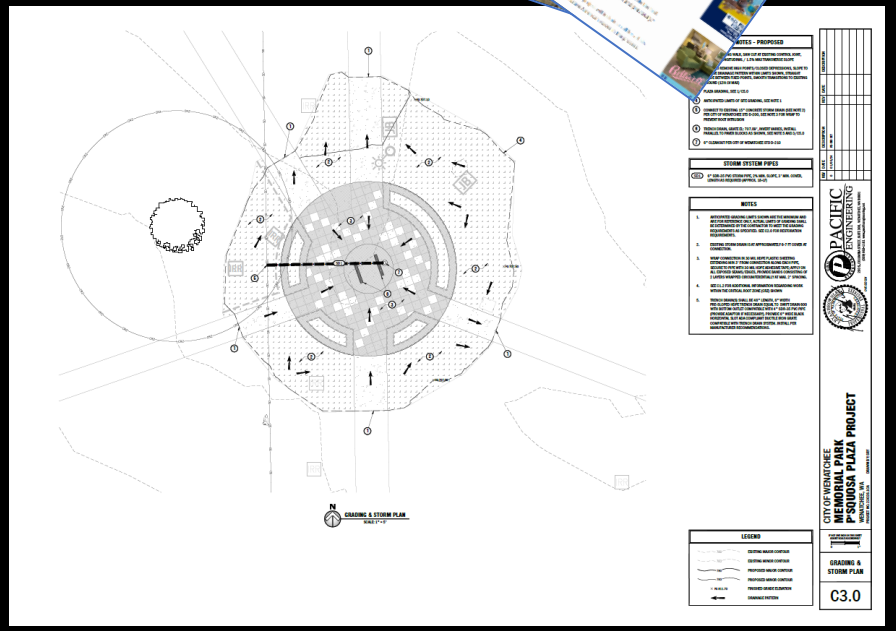

LIBRARY
COUNTY
COURTHOUSE

Project Timeline Highlights





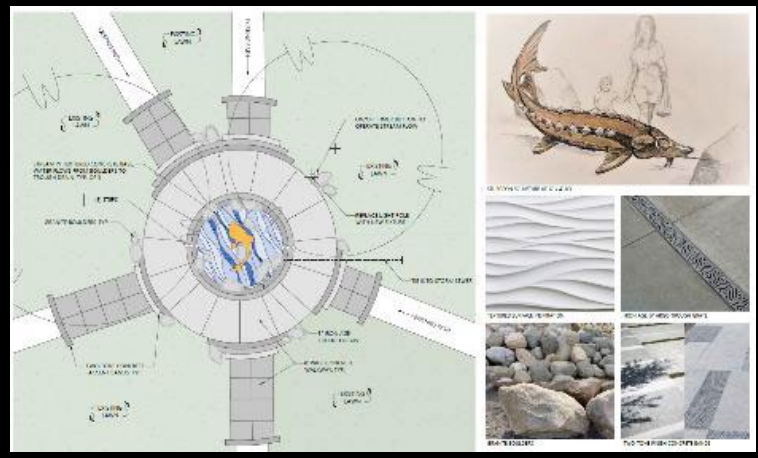


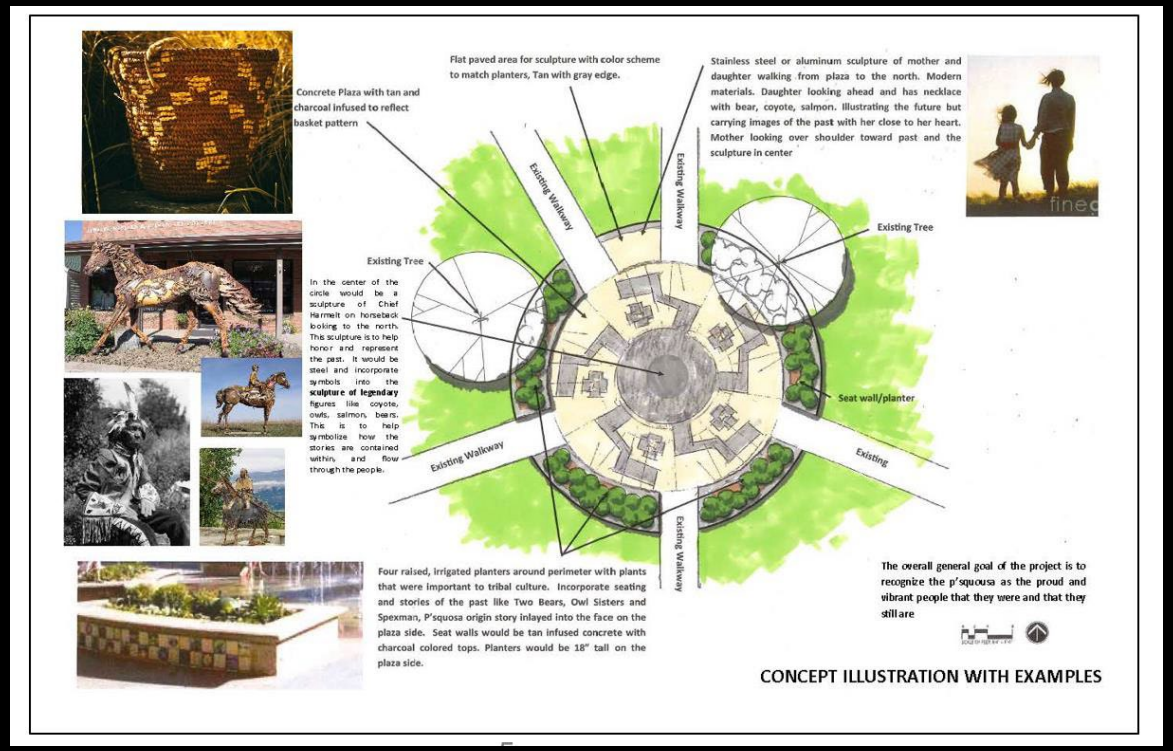


- 2015 Memorial Park Master Plan
- 2021 Budget Approved
- 2022 Design RFP Process
- 2023 Design finalized/artists selected/engineering
- 2024 Construction

DESIGN NOTES: 2022 - 2023

- Highly visible - recognize the people of the Wenatchi Tribe
- Circular plaza
  - Center of walkways, heart of park
  - Basket, paving pattern after Bernadine Phillips
- Interpretive signs
  - Stories of the past, oriented toward features
  - Wendell George
- Chief Harmelt on Horseback
  - Recognize the past, rustic look, center
- Mother and Daughter sculpture
  - Leaving the plaza toward bright future,
  - Modern materials, shiny





Plaza Construction: Summer/Fall 2024









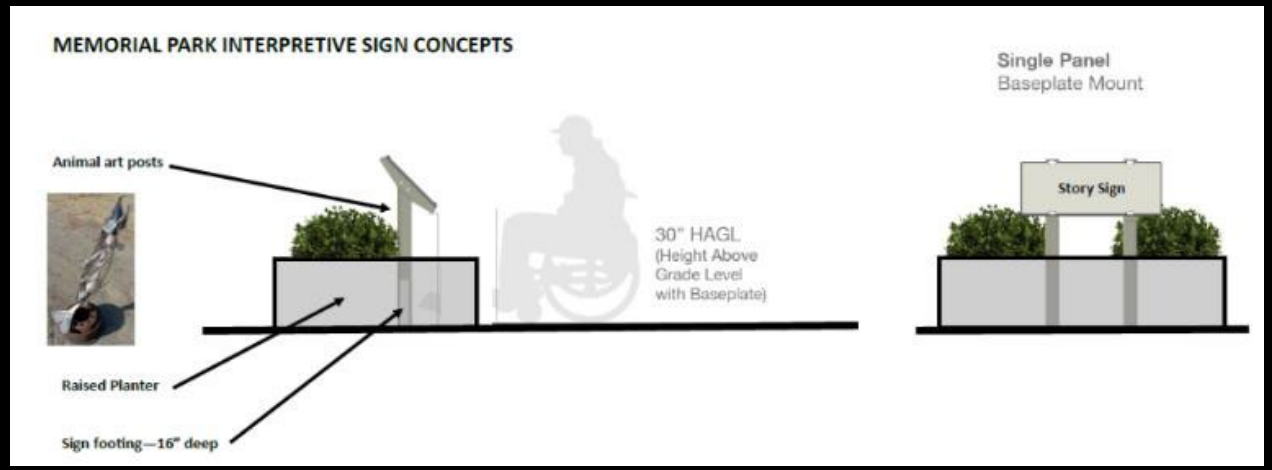


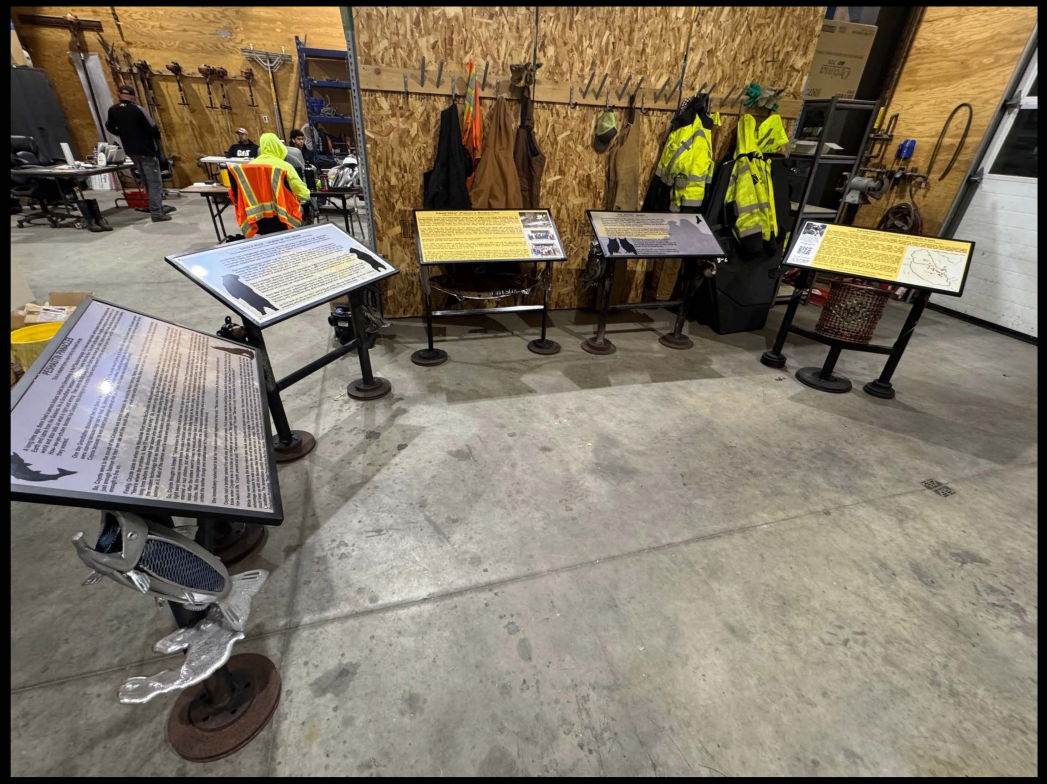
INTERPRETIVE SIGNS AND BASES



- Swede Albert
  - Signs located in planters, oriented toward story.
  - City staff worked with tribal representatives on the messages.
  - Legends of the past/symbols included.
  - Sign includes QR code link to video.





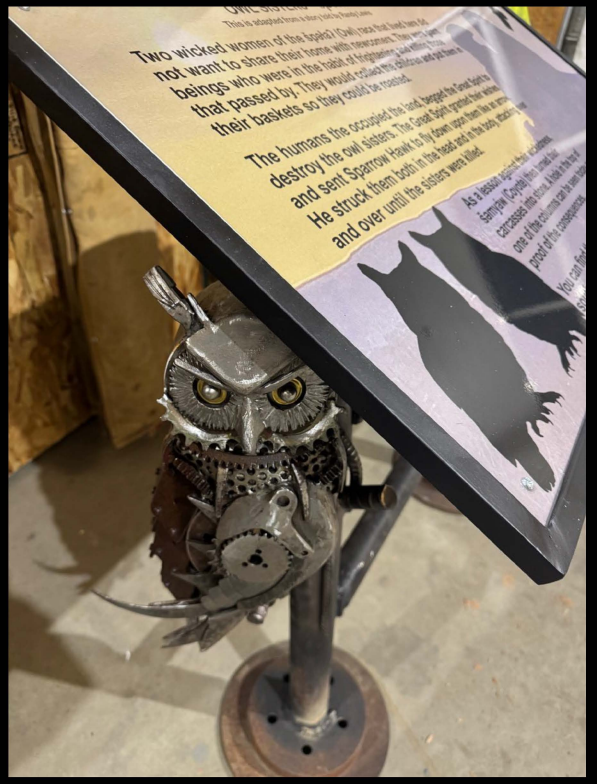




So, Coyote went to the mouth of the Columbia and started swimming. He swam and swam and swam. Finally, Coyote came to where the Wenatchee River meets the Columbia. "There's where the problem is," he said to himself. "There's where the salmon are getting stuck." Coyote thought for a long time before he discovered how salmon could be saved. He realized that the modern technology that we harvest salmon with was not available to him in his time. He knew that if he wanted salmon to survive, he would have to help them get around the dams. Most of the salmon went to waste and rotted on the banks of the river.

So, Coyote thought to himself, "I know what to do. I'm going to create a way for the salmon to get around the dams." Coyote knew right away because even people knew how to make fish ladders. Coyote was married or had children, but when they saw him coming, they would run away and hide. After the sisters went to sleep, Coyote snuck into their lodge and stole their fish. He knew that if he was caught, he would be in big trouble. Coyote was very careful not to make any noise. Well, the youngest sister was the smartest one. She knew that Coyote was coming and she heard him sneaking around. She immediately rushed back to tell her three sisters and mother. Coyote had a brother named Fox who was good friends with Coyote. Fox knew when Coyote was in trouble so he went to find him. Fox found him back to life. Coyote learned his lesson and never stole fish from the sisters again.

While they were [illegible] advantage because [illegible] could keep up with him. Coyote [illegible] Grandfather - The [illegible] Peshastin Pinnacles

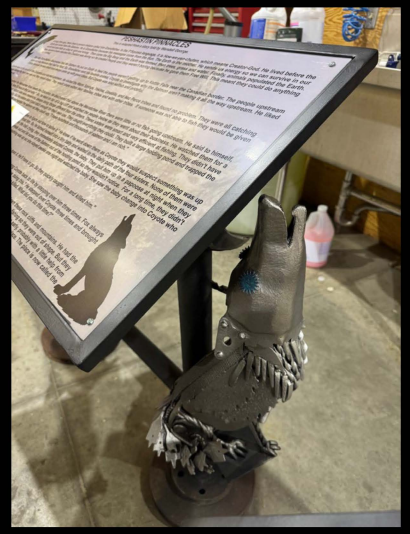


Two wicked women of the tribe [illegible] not want to share their home with newcomers. These beings who were in the habit of trespassing [illegible] that passed by. They would not allow them [illegible] their baskets so they could be noticed.

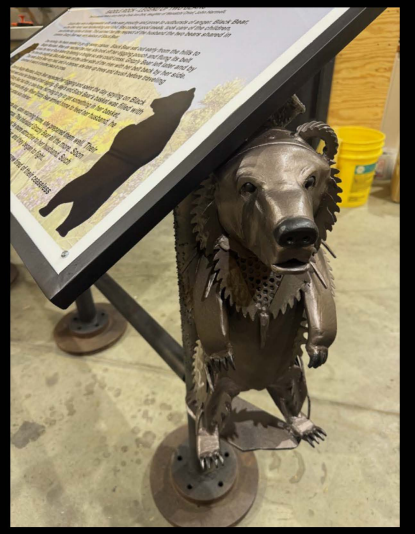
The humans the occupied the land began to feel [illegible] destroy the owl sisters. The Great Spirit granted their wish [illegible] and sent Sparrow Hawk to fly down upon them like a dive [illegible] He struck them both in the head and at the end [illegible] and over until the sisters were killed.

As a lesson [illegible] Sampler Coyote [illegible] [illegible] carcasses into the [illegible] [illegible] one of the [illegible] [illegible] proof of the consequences [illegible]

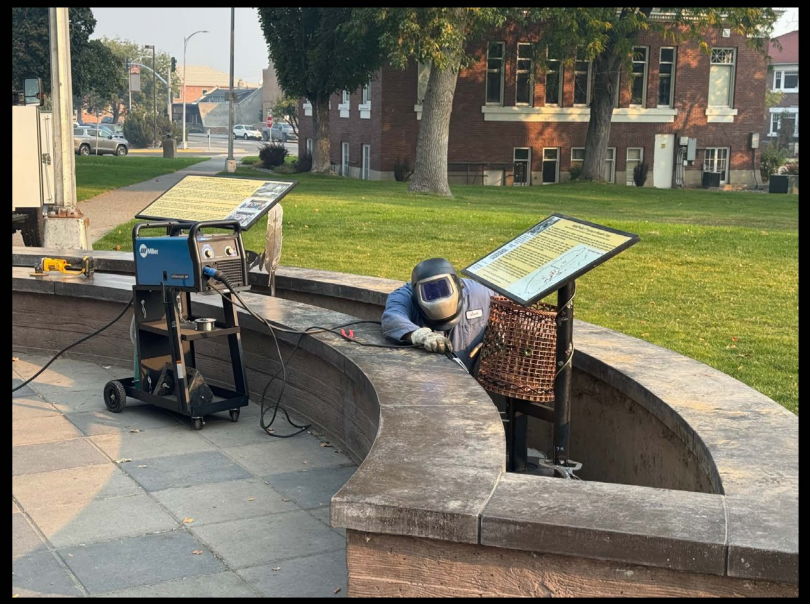















Snpaxq̓ax̓aw̓ (P'squosa or Wenatchi Tribe)
nitiyax



CHIEF HARMELT SCULPTURE

- Jud Turner
- Chief Harmelt on Quilmiakin
- Representing the past
- Found Objects (horseshoes)
- Symbols from stories

















- Installed 9/17/25













JORDAN SCULPTURE

- Kevin Petelle
  - Lifesize bronze sculptures.
  - Jordan Lucky and her daughter
    - Great-great-granddaughter of the last tribal medicine man
  - Jewelry – symbols carried to the future







90% render


















Installed 9-2-26



P'Squosa Plaza Dedication



Please join us on Indigenous Peoples Day as we celebrate the new centerpiece of Memorial Park, P'squosa Plaza!

2 South Chelan Avenue
October 13, 2025
5:00 p.m.

For more information please call Wenatchee Parks, Recreation and Cultural Services at (509) 888-3284

Dedicación Plaza P'Squosa

¡Únase a nosotros en el Día de los Pueblos Indígenas mientras celebramos la nueva pieza central del Parque Memorial, Plaza P'squosa!



2 South Chelan Avenue
October 13, 2025
5:00 p.m.

Para obtener más información, llame a Parques, Recreación y Servicios Culturales de Wenatchee al (509) 888-3284







https://www.youtube.com/watch?v=Nv5-X7sjrWM

QUESTIONS

Contact: Dave Erickson
derickson@wenatcheewa.gov
(509) 888-3284



TAB C

#1-82-F

944

City of Leavenworth
APPLICATION FOR WATER AND/OR SEWER CONNECTION Tap Number

Pd 950.00 4-13-82 #3682

TO: CITY COUNCIL
Leavenworth, Washington

Date: Mar. 8, 1982

The undersigned makes application for the following:

A. Water service connection ✓

B. Sanitary sewer service connection _____

C. Storm sewer service connection _____

The utility service applied for herein shall be for domestic purposes for a single family residence only and the applicant agrees not to change or alter the use of such utilities without the express written consent of the Leavenworth City Council. The undersigned further agrees to pay to the Leavenworth City Clerk, prior to connection of such utilities, the current charges or fees for such service and connection and agrees to abide by all of the city ordinances with respect to such utility service. The applicant further agrees that the city may, without any liability, discontinue the utility service applied for herein upon failure by the applicant or the successor to applicant to comply with any city ordinance related to the utilities or failure by applicant or applicant's successor to timely pay the utility charges.

The utility services applied for herein shall serve the following city/rural real estate in/near the City of Leavenworth, Chelan County, Washington.

Lot No.	Block	Addition
attached		

0	936.00		TRUE	Lynn Armstrong	OLD BRIDGE RD 8002	4	99		
1	937.00		TRUE	Juan Alvarado	E LEAVENWORTH RD 9329	4	99		
2	939.00		TRUE	Chris Fratini	MOUNTAIN HOME RD 9768	4	99		
3	944.00		TRUE	John/Sally Minerich	ICICLE RD 8919	4	99		
4	945.00		TRUE	Vicki Barber	ICICLE RD 9047	4	99		
5	946.00		TRUE	Janice Wakefield	ICICLE RD 7713	4	99		
6	948.00		TRUE	Chip West	ICICLE RD 7715	4	99		

NAME: Henry H. Gebhardt

ADDRESS: 9292 Icicle Rd.

PHONE NUMBER: 548-4441

SIZE::

Water Tap 3/4"

Sanitary Sewer Tap _____

Storm Sewer Tap _____

Tap installed 5-19-82

Pd 50.00 3-8-82 #3654

APPROVED: William E. Schmidt
Superintendent of Utilities
Date: 8 March 1982

Council Utilities Committee Chairman
Date: _____

Mayor
Date: _____

J 60574
EXHIBIT A

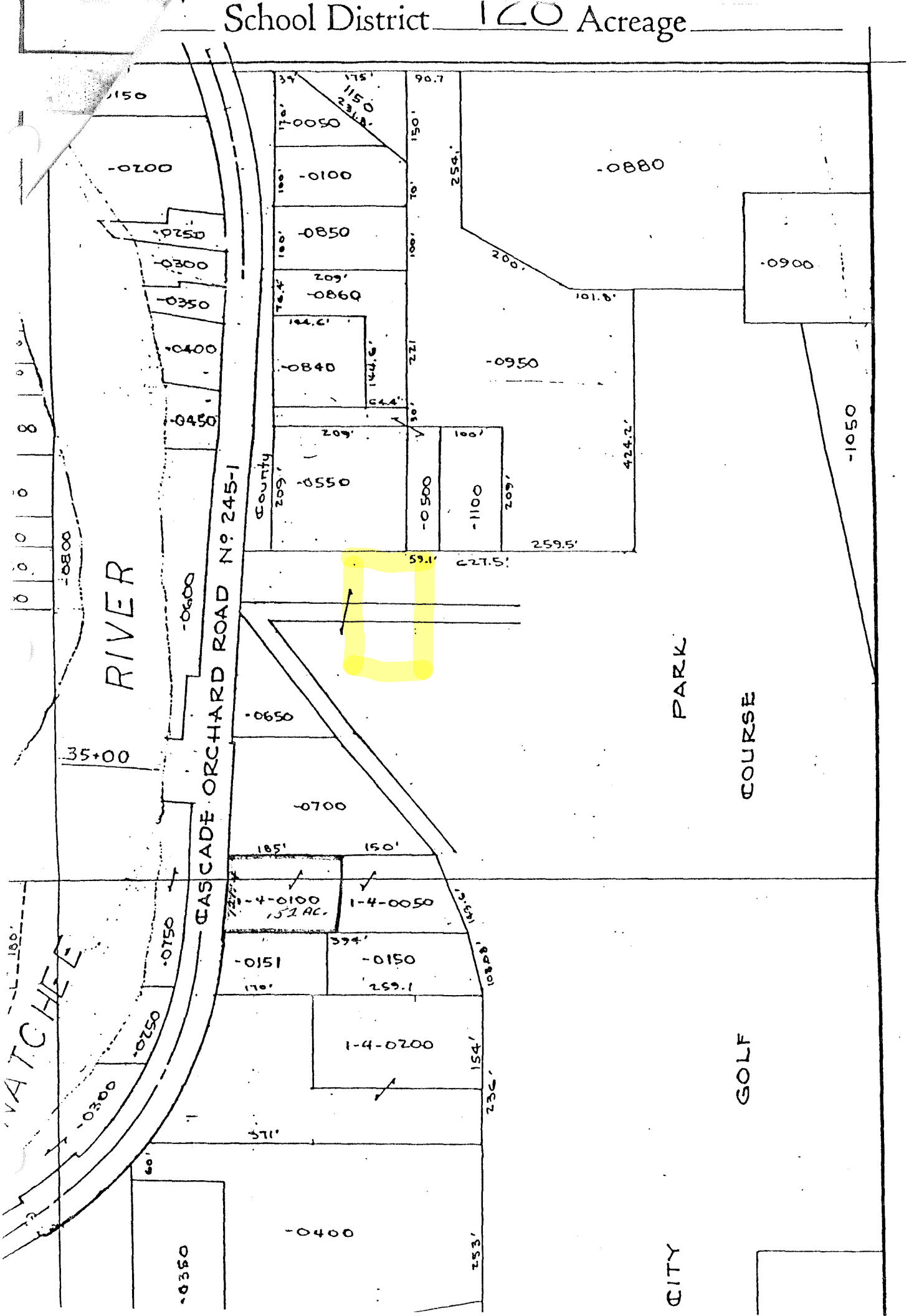
DESCRIPTION

6	5	4	3	2	1	0			
948.00	946.00	945.00	944.00	939.00	937.00	936.00			
TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE			
Chip West		Janice Wakefield	Vick Barber	John/Sally Mmerich	Chris Fratini	Juan Alvarado	Lynn Armstrong		
ICICLE RD 7715		ICICLE RD 7713	ICICLE RD 9047	ICICLE RD 8919	MOUNTAIN HOME RD 9768	E LEAVENWORTH RD 9329	OLD BRIDGE RD 8802		
4		4	4	4	4	4	4		
99		99	99	99	99	99	99		

The west 18[illegible]t of a parcel of land in the east half of the northeast quarter of [illegible]on 14, township 24 north, range 17 east of the Willamette Meridian, C[illegible] County, Washington, described as follows:

Beginning a[illegible]oint on the east line of the county road as conveyed to Chelan C[illegible] by Auditor's File No. 636588, said point being 1091.5 feet south [illegible]e north line of said section 14 and 5 feet east of an iron pipe c[illegible] old right of way common to Meigs and Delzer Tracts as of 1953; th[illegible] south 4°28'15" west along said east right of way line 172.0 feet [illegible]e TRUE POINT OF BEGINNING; thence continuing south 4°28'13" we[illegible]ong said east right of way line 121.4 feet to the north-west corner[illegible]hat certain parcel conveyed to Darrell D. Sweat by Auditor's F[illegible]o. 682117; thence due east along the north line of said Sweat Tract[illegible]0 feet, more or less, to the west margin of Recreation Park Road; [illegible]e north 21°40' west along said west margin 143.6 feet; thence due [illegible]335.0 feet, more or less, to the TRUE POINT OF BEGINNING.

School District 120 Acreage



WATER

AVAILABILITY FORM

City of Leavenworth

APPLICANT INFORMATION / INSTRUCTIONS

APPLICANT'S NAME: John Minerich PHONE: 206-434-8391

HOMEOWNER NAME: John Minerich PHONE:

PROJECT NAME: EMAIL: john.minerich@gmail.com

PHYSICAL ADDRESS: 8919 Icicle Rd PARCEL NUMBER: 2417-1414-0100

TYPE OF CONNECTION: IF ADU, HOW MANY SF: 440 SF

PURPOSE OF REQUEST: For permiting the ADU

PROPERTY LOCATION* (CHECK ONE):

- ☐ INSIDE LEAVENWORTH CITY LIMITS
- ☐ OUTSIDE LEAVENWORTH CITY LIMITS, BUT INSIDE THE CITY'S URBAN GROWTH AREA
- ☒ OUTSIDE LEAVENWORTH CITY LIMITS AND OUTSIDE THE URBAN GROWTH AREA – STOP**

** If you have indicated that the property is outside of the City and UGA, you must provide the following with this request:

1. Documentation that the lot was legally created prior to March 12, 1996, and at least two attempts to drill wells in different locations on parcels 5 acres or greater, or 1 attempt on parcels less than 5 acres, down to bedrock yielded no potable water, or
2. Documentation of a recorded plat or short plat where the City indicated that water would be available and the County approved the lot sizes and final plat based on the City's commitment to provide water, or
3. Documentation that the lot was legally created prior to March 12, 1996, and a written commitment to upgrade or install a new 8-inch water main or request for connection to an existing city approved substandard main that meets the requirements of WAC 246-290-230.

A legible map of the property, showing the general location, including street frontage and nearest cross-street **must be attached**

FOR DEPARTMENT USE ONLY

CITY FILE #WA 20_____-_____ **COUNTY FILE #_____**

DATE OF COMPLETED APPLICATION:_____ **WATER SYSTEM:_____**

WATER MAY BE AVAILABLE IF THE PROPERTY OWNER MEETS THE FOLLOWING CONDITIONS

Such listing is not intended to be an exhaustive list of all conditions which may be required in order to provide service. Other facts may be revealed during subsequent review which require new of changed conditions be met by the property owner prior to service. An application for connection is required to be approved by the City prior to connection to the City's water service:

Per LMC 14.14.100, for all properties located outside of the city's UGA, a water connection shall not be allowed to split into two or more. The lateral line (connection) shall serve a single structure. The existing water connection was only permitted to serve a single family home; the City did not grant a water connection to the detached ADU.

Approval does not constitute or imply future mainline extension and/or connection to the City of Leavenworth water system. Permitting will be required at the time of development.

The conditions of water availability stated within this form expire within one (1) year of the water system purveyor's (City) signature date. A new water availability form shall be resubmitted after this date to confirm water availability.

This checklist was prepared to help applicants comply with the requirements of RCW 19.27.097, concerning the adequacy or inadequacy of the local water system's ability to serve the referenced property. The information provided is intended to summarize the water system's capacity and the required improvements, if any are needed to provide water service.

Ability to provide service per this form assumes availability of 1 (one) equivalent residential unit (ERU).

I. Capacity to provide service

_____ a. The property is within the designated Water System service area and the System has sufficient capacity and water rights to serve this property.

__X__ b. Service to this property is **not available** from the Water System at this time. To serve this property will require:

[ ] Annexation or Boundary Review Board/Department of Health Approvals

[ ] Additional water supply and/or water rights

[X] Other (Describe: Approval from City Council per LMC 14.14.100.G because property is located outside UGA

II. Availability of Domestic Water Service

_____ a. Water will be provided at a minimum pressure of 35 psi by service connection to an existing _____ inch water main located _____ and is approximately _____ feet from the site.

__X__ b. Water service is available after the following improvements are completed:

[ ] _____ feet of _____ inch water mains on _____ to reach the site; and/or

[ ] the construction of a distribution system on the site; and/or

[X] Other (Describe: Approval from City Council per LMC 14.14.100.G because property is located outside UGA

III. Availability of water for fire fighting

_____ 1. The nearest fire hydrant is located at _____ and is within _____ feet of the property.

_____ 2a. Water for fire fighting (is / will be) available at the rate of _____ gpm for a _____ hour duration at no less than 20 psi measured at _____ and _____ feet from the (building/property).

_____ 2b. The fire flow capacity of the water system is unknown without further hydraulic analysis of the water system by an engineer licensed within the state of Washington.

_____ 2c. Fire flow capacity is **not available**.

CHELAN-DOUGLAS HEALTH DISTRICT		CITY OF LEAVENWORTH WATER SYSTEM	
		Andi Forbes - Backstrom	9/14/2026
Authorized Signature	Date	Public Works Director	Date
Title			
		Planning Department	Date
		Signatures of both City departments must be present	

Dear City Council,

I respectfully request the Council's approval to retain and legalize the existing structure so it can be used as housing for my mother-in-law.

My name is John Minerich, and my wife and I have lived in Leavenworth for the past 12 years. When we purchased our home, the property included an existing shed with running water and electricity. Before the short-term rental rules changed, we renovated the structure and added a proper bathroom so it could be used as an additional unit. After the rules changed, we moved into the main house and made it our primary residence. We are now working with the County to permit the structure so my mother-in-law can live there and the unit can be brought into legal compliance. I have completed the required County steps, and this approval is the final item needed before I can submit the application.

I am willing to complete any reasonable corrective work required to bring the structure into compliance and avoid demolition. Demolishing and rebuilding the unit would make the project financially unaffordable. I have attached the documents I intend to submit to the County. If additional information or documentation would assist the Council in reviewing my request, please let me know.

Thank you for your time and consideration. I appreciate the opportunity to work with the City and County toward a solution that brings the structure into compliance and allows my mother-in-law to live near our family.

John Minerich

8919 Icicle Rd.

Leavenworth, WA 98826

STRUCTURAL PHIL

August 22, 2026

Chelan County Community Development
316 Washington Street, Suite 301
Wenatchee, WA 98801
(509) 667-6225

Attn: Sean Williams – Building Permit Technician
Josh Cavallo – Building Official

Re: ADU - After the Fact
Structural Assessment for Parcel Number 2417 1414 0151
8919 Icicle Road Leavenworth, WA 98826 Chelan County

To whom it may concern,

The purpose of this letter is to serve as a permanent record for Chelan County Planning Department.

I visited this property on July 31, 2026 to review the small structure or accessory dwelling unit (ADU). The total area of this ADU is approximately 440 square feet. The construction is graded GOOD quality.

This structure, as built, will safely support all site-specific design gravity loads and will resist the site-specific lateral forces in 2021 International Building Code, as enforced by the Chelan County Community Development - Building Department.

Sincerely,

PHILLIP O. VAN HEYNINGEN
STATE OF WASHINGTON
28655
REGISTERED
PROFESSIONAL ENGINEER

Phillip VanHeyningen, PE
dba Structural Phil

Structural Phil 7675 Nahahum Canyon Road
Cashmere, WA 98815
structuralphil@gmail.com
(509) 881-0824

VISUAL SYSTEM INSPECTION IS REQUIRED BEFORE COVER

PLUMBING
CERTIFICATION PRESSURE TEST

CHELAN COUNTY DEPARTMENT OF BUILDING / FIRE SAFETY & PLANNING FAX# 667 6475

VISUAL SYSTEM INSPECTION IS REQUIRED BEFORE COVER

Building Owner Minerich

Address 8919 Icicle Rd

Contractors Name Ben Wintler (Deceased)

Permit #

Date of Test 6/27/19

License # WINTLBL179C3

☐ Ground Work ☐ Rough Plumbing ☐ Final

DWV			WATER SERVICE	
Air	5	PSI	60	PSI
Water		Head		Working Pressure
Time	15	Minutes	15	Minutes

MINIMUM TEST REQUIREMENT PER THE 1997 UPC & UMC

Air Test – 5 PSI – 15 minutes	Air Test – 50 PSI – 15 minutes
Water Test – 10' Head – 15 minutes	Test at Working Pressure 50 PSI – 15 minutes

I hereby certify the information provided above is the result of the Plumbing System pressure test conducted by the undersigned at indicated address and date. Misrepresentation of this certification is a gross misdemeanor under RCW 9A.72.040 subject to a two year statute of limitation.

Signature

Date 6/27/19

Advanced Blower Door Test Company

Curleata Reykdal - Owner/President — Phone Number: 425.870.1837

Technician Name: Curleata Reykdal	Date: 6/11/2026

Permit #:	Age of House:	
House address & lot #: 8919 · Icicle Road		
City: Leavenworth	State: WA	Zip Code:

Source (circle one):	PLANS	ESTIMATED	MEASURED

Blower Door Fan Location	Front			
Ring (Circle one)	OPEN	A	B 2	Other:
Weather Conditions:	Clear	Rain	Overcast	Other:

Test Required 5.0

Conditioned Floor Area: 432
Volume: 4,320
ACH: 2.9
CFM: 215.7

I certify that these blower door results are accurate and determined using standard industry protocol:	
Company Name:	Advanced Blower Door Test Company
Technician Signature:	Curleata J. Reykdal
Date:	6/11/2026

2018 WSEC Reference:

R402.4.1 Testing-The building or dwelling unit shall be tested and verified as having an air leakage rate of not exceeding 5 ACH50. Testing shall be conducted with a blower door at a pressure of 0.2 inches w.g. (50 Pascals). For this test only, the volume of the home shall be the conditioned floor area on ft2 (2)multiplied by 8.5 feet (2.6m) Where required by the code official, testing shall be conducted by an approved third party. A written report of the results shall be signed by the party conducting the test and provided to the code official. Testing shall be performed at any time after creation of all penetrations of the building thermal envelope. Once visual inspection has confirmed sealing (see Table R402.4.1.1), operable windows and doors manufactured by small business shall be permitted to be sealed off at the frame prior to the test.

During Testing: 1.) Exterior Windows and doors, fireplace and stove doors shall be closed, but not sealed, beyond the intended weather stripping or other infiltration control measures; 2.) Dampers including exhaust, intake, makeup air, back draft and flue shall be closed, but not sealed beyond intended infiltration control measures; 3.) Interior doors, if installed at the time of the test, shall be open. Access hatches to conditioned crawl spaces and conditioned attics shall be open; 4.)Exterior openings for continuous ventilation systems and heat recovery ventilators shall be closed, sealed; 5.)Heating and cooling systems, if installed at the time of the test, shall be turned off; and 6. Supply and return registers, if installed at the time of the test, Shall be fully open.

Results shall be reported as Air Changes per Hour at 50 Pascals (ACH50) and shall be calculated as follows:

50 ACH = (CFM50 X 60)/Volume

Where: CFM50 = Blower door fan at 50 pascal pressure difference

Volume = Conditioned floor area of housing unit x ceiling height.

WW Pumping Services, Inc
1326 – A S. Columbia St
Wenatchee, WA 98801

ON-SITE SEWAGE SYSTEM INSPECTION FORM

(Time of Sale Inspection)

Condition of the Onsite Septic System (☑ by Inspector)

[X] Satisfactory [ ] Needs Corrective Action [ ] Failure

PROPERTY INFORMATION:

Tax Parcel ID # : **2417 1414 0100** Physical Address: **8919 Icicle Rd, Leavenworth, Wa**

GENERAL INFORMATION:

Type of System : **Gravity**
Inspection Done By : **O&M Service Provider** ***Shawn Wood*** Next O&M Required: **3 yr**

Date of Inspection **6.16.26** # of Bedrooms: **3** Occupied: **YES**

Was the original system.....by CDHD [X] Permitted Permit Number: **82-0025**
[X] Inspected Authorized # of bedrooms on permit: **3**
[X] Approved for Use

INSPECTION INFORMATION:

1) Septic Tank(s)

Size of tank: **1000gal** # of compartments: **2 Comp.** Type of tank: **Concrete**
2nd Tank # of compartments: Type of tank:
Access riser (s) present : **YES** Damaged :
Based upon scum and sludge levels, should tank be pumped..... **YES**
Condition of inlet/center/outlet baffles..... **OK**
Outlet baffle screened or equipped with an effluent filter..... **NO**
If yes, was screen/filter cleaned (required at pumping).....
Indication of surface water or root intrusion..... **NO**
Indications of water levels..... **Normal** outlet invert..... **Normal**
If yes, measurement..... the outlet baffle
Was the septic tank pumped..... **YES**
If yes... Company ..... **WW Pumping Service**
Is effluent draining back from drainfield during pumping..... **NO**
Overall condition of septic tank..... [X] Satisfactory [ ] Poor (needs repair/replacement, etc)

2) Pump / Siphon Vault **(Complete for all systems that utilize a pump or syphon) :**

Size of pump chamber..... Riser present.....
Based upon scum and sludge levels, should the tank be pumped.....
1 Minute Draw Down : GPM
Timer Settings (if applicable) On: Dose Volume
Off: Event counter reading (if applicable):
Pump/siphon chamber screened or equipped with an effluent filter.....
If yes, was the screen/filter cleaned (required at pumping,) if no, explain in comment section
Electrical connections in good condition.....
On / Off floats in good working order.....
High / Low level floats & audible/visual alarms.....
Pump / siphon in good working condition.....

3) Drainfield (complete for all systems: gravity, pressure distribution, and sand filter) :

Observation Ports Present: NO If yes, is ponding evident... ___ If yes, explain in comment section.

Evidence of surfacing sewage NO If yes, explain in comment section.

Primary area properly maintained (ie: no roads, buildings or livestock pens, etc...)..... YES

Reserve area properly maintained (ie: no roads, buildings or livestock pens, etc...)..... YES

Flow diversion device (distribution box or "D" box, cam valve, tee, etc) accessible ..... N/A

If yes, is device operational.....

Is drainfield within 50' of any well, spring, or surface water..... NO

4) Pressure Distribution (complete for all systems equipped with a pump or siphon) :

Drainfield/mound equipped with cleanout sweeps.....

If yes, were laterals flushed.....

Pressure head measured and timed draw down taken (record results below).....

If yes, indicate timed drawdown

Indications that orifices were plugged .....

If yes, were laterals cleaned.....

5) Sand Filter (complete only if applicable) :

Distribution method from sand filter to drainflield/mound...

If pumped, is the pump vault accessible.. If yes, sludge level depth in vault

Pump vault water tight.....

Monitoring ports present (pump vault can be utilized to monitor effluent levels) .....

If yes, is the effluent above the lower gravel/sand interface (collection pipes) .....

Clean-out sweeps present .....

If yes, were laterals flushed.....

Pressure head measured and timed drawdown taken (record results below) .....

Indications that orifices were plugged .....

If yes, were distribution laterals cleaned .....

6) Aerobic Treatment Unit (complete only if applicable) :

Manufacturer: Make / Model: Unit Serviced:

Air supply working..... Solids level indicate pumping necessary .....

7) Miscellaneous Items (complete only if applicable) :

Type of disinfection unit ..... Disinfection Unit Serviced.....

Subsurface Drip Drainfield :

Inspect and service filters .....

Checked vacuum breakers and automatic / manual flushing operation .....

System return pressure, dosing frequency, and flow rate, the same as start-up.....

Drip field ponding or soggy ..... If yes, explain in comment section.

Comments / Observations / Recommendations :

O&M Inspection on 3-bdrm Gravity septic system. Ran flow test on system drainfield(s), System had good flow to field(s) throughout test and is functioning normally at time of inspection. No visible signs of failure were observed while on site. NOTE- The System "as-built" shows a diverter valve out a few feet out from setic tank, valve was not visible at time of inspection, so it is unknown if only 1 field is in use or if it is open to both. I recommend finding valve and opening it so both fields are in use all the time. O&M Requirements: 1) This Gravityy system will need to be on a 3yr O&M program to help regulate health and function of this system. 2) WW Pumping Service will notify when next O&M service is Needed

Shawn Wood Date : **6.16.26**

Printed Name / Signature

Disclaimer: I hereby certify with my signature, that my observations recorded on this form are accurate as of the date of this inspection. No determination of future hydraulic performance can be made due to unknown conditions, future water usage over the life of the system, abuse of the system, wastewater strength, and/or inadequate maintenance, all of which will adversely affect the life of the system.

WATER

AVAILABILITY FORM

City of Leavenworth

APPLICANT INFORMATION / INSTRUCTIONS

APPLICANT'S NAME: MARK HARRIMAN / ICICLE VIEW LLC PHONE: 360 223 5917

HOMEOWNER NAME: MARK HARRIMAN PHONE:

PROJECT NAME: HARRIMAN RESIDENCE - FARM EMAIL: markh@displaywerks.com

PHYSICAL ADDRESS: 8261 EAST LEAVENWORTH ROAD PARCEL NUMBER: 241724512050

TYPE OF CONNECTION: WATER IF ADU, HOW MANY SF:

PURPOSE OF REQUEST: BUILDING NEW RESIDENCE AND SHOP

PROPERTY LOCATION* (CHECK ONE):

- ☐ INSIDE LEAVENWORTH CITY LIMITS
- ☐ OUTSIDE LEAVENWORTH CITY LIMITS, BUT INSIDE THE CITY'S URBAN GROWTH AREA
- ☒ OUTSIDE LEAVENWORTH CITY LIMITS AND OUTSIDE THE URBAN GROWTH AREA – STOP**

** If you have indicated that the property is outside of the City and UGA, you must provide the following with this request:

1. Documentation that the lot was legally created prior to March 12, 1996, and at least two attempts to drill wells in different locations on parcels 5 acres or greater, or 1 attempt on parcels less than 5 acres, down to bedrock yielded no potable water, or
2. Documentation of a recorded plat or short plat where the City indicated that water would be available and the County approved the lot sizes and final plat based on the City's commitment to provide water, or
3. Documentation that the lot was legally created prior to March 12, 1996, and a written commitment to upgrade or install a new 8-inch water main or request for connection to an existing city approved substandard main that meets the requirements of WAC 246-290-230.

A legible map of the property, showing the general location, including street frontage and nearest cross-street **must be attached**

FOR DEPARTMENT USE ONLY

CITY FILE #WA 20_____-_____ **COUNTY FILE #_____**

DATE OF COMPLETED APPLICATION:_____ **WATER SYSTEM:_____**

WATER MAY BE AVAILABLE IF THE PROPERTY OWNER MEETS THE FOLLOWING CONDITIONS

Such listing is not intended to be an exhaustive list of all conditions which may be required in order to provide service. Other facts may be revealed during subsequent review which require new of changed conditions be met by the property owner prior to service. An application for connection is required to be approved by the City prior to connection to the City's water service:

Approval does not constitute or imply future mainline extension and/or connection to the City of Leavenworth water system. Permitting will be required at the time of development.

The conditions of water availability stated within this form expire within one (1) year of the water system purveyor's (City) signature date. A new water availability form shall be resubmitted after this date to confirm water availability.

This checklist was prepared to help applicants comply with the requirements of RCW 19.27.097, concerning the adequacy or inadequacy of the local water system's ability to serve the referenced property. The information provided is intended to summarize the water system's capacity and the required improvements, if any are needed to provide water service.

Ability to provide service per this form assumes availability of 1 (one) equivalent residential unit (ERU).

I. Capacity to provide service

_____ a. The property is within the designated Water System service area and the System has sufficient capacity and water rights to serve this property.

_____ b. Service to this property is **not available** from the Water System at this time. To serve this property will require:

[ ] Annexation or Boundary Review Board/Department of Health Approvals

[ ] Additional water supply and/or water rights

[ ] Other (Describe:_____)

II. Availability of Domestic Water Service

_____ a. Water will be provided at a minimum pressure of 35 psi by service connection to an existing _____ inch water main located _____ and is approximately _____ feet from the site.

_____ b. Water service is available after the following improvements are completed:

[ ] _____ feet of _____ inch water mains on _____ to reach the site; and/or

[ ] the construction of a distribution system on the site; and/or

[ ] Other (Describe:_____)

III. Availability of water for fire fighting

_____ 1. The nearest fire hydrant is located at _____ and is within _____ feet of the property.

_____ 2a. Water for fire fighting (is / will be) available at the rate of _____ gpm for a _____ hour duration at no less than 20 psi measured at _____ and _____ feet from the (building/property).

_____ 2b. The fire flow capacity of the water system is unknown without further hydraulic analysis of the water system by an engineer licensed within the state of Washington.

_____ 2c. Fire flow capacity is **not available**.

CHELAN-DOUGLAS HEALTH DISTRICT

Authorized Signature Date

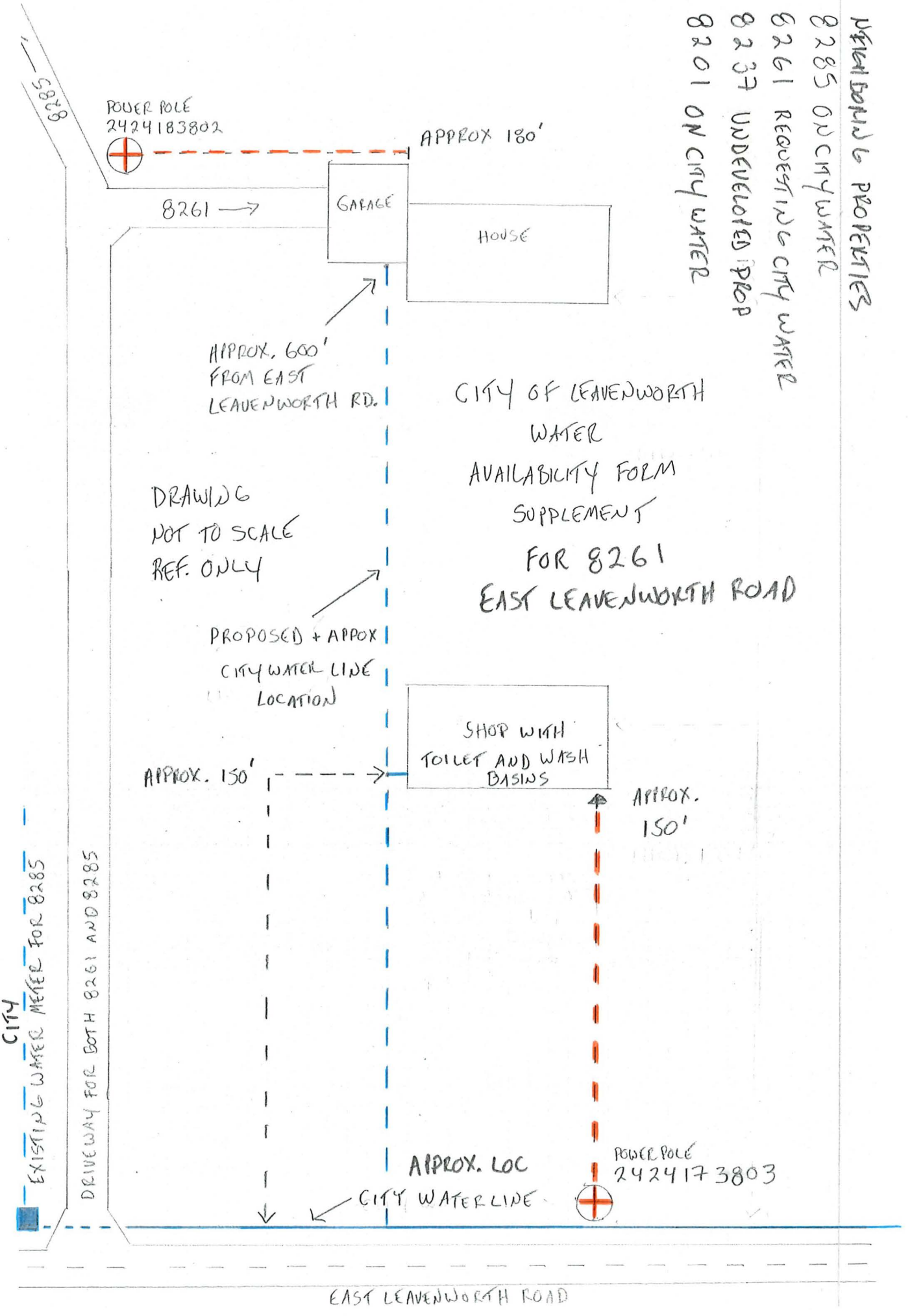
Title

CITY OF LEAVENWORTH WATER SYSTEM

Public Works Director Date

Planning Department Date

Signatures of both City departments must be present



CITY OF LEAVENWORTH
WATER
AVAILABILITY FORM
SUPPLEMENT
FOR 8261
EAST LEAVENWORTH ROAD

PARCELS BOUNDING PROPERTIES
8285 ON CITY WATER
8261 REQUESTING CITY WATER
8237 UNDEVELOPED PROP
8201 ON CITY WATER

Anne Worden

From: Maggie Boles
Sent: Friday, August 21, 2026 3:34 PM
To: MarkH@displaywerks.com
Cc: Anne Worden; Andi Zontek-Backstrum
Subject: PUBLIC WORKS PERMIT: PWD2026-051 - 8261 E LEAVENWORTH RD, LEAVENWORTH

Good afternoon,

Thank you for submitting your request for water availability. Because the property is located outside city limits and its UGA, your request for water availability requires City Council approval, pursuant to LMC 14.14.100(G).

The Council may grant (at their sole discretion) an exception to allow an extension and/or connection to the city water system subject to the criteria below. Requests to the City Council must be submitted at least two weeks prior to the meeting date and must include supporting documentation. Please provide all relevant information in support of your request, documenting compliance with the following:

1. After purchase of property, a plight of the applicant is due to unique and unexpected circumstances over which the property owner has no control, which may include but is not limited to:
    a. At least one attempt to drill a well down to bedrock yielded insufficient quantities of potable water necessary to serve one single-family resident as determined by the city; or
    b. An existing well to bedrock yields insufficient quantities of potable water necessary to serve one single-family resident as determined by the city; or
    c. An existing well is to be abandoned in favor of connection to the city domestic water system due to contamination or other similar health risk from the existing well; or
    d. A recorded subdivision in situations where the final plat was based on the city's prior commitment to provide water and the lot was legally created prior to March 12, 1996; and

Please upload your documents to your existing application (PWD2026-051) through the online permit portal. Once your supporting documentation has been received, we will schedule an action item at the next scheduled city council meeting.

Respectfully,

Maggie Boles, AICP (she/her/hers)
Community Development Director

City of Leavenworth
700 US Hwy 2 | PO Box 287
Leavenworth, WA 98826
(509) 548-5275 ext. 132
(509) 300-8446 cell
cityofleavenworth.com

Pursuant to Chapter 42.56 RCW, email communications with City employees are public records and may be subject to disclosure.

To Leavenworth City Council,

In reviewing the criteria listed for water availability for connection to City water;

1. My parcel (8261 East Leavenworth Road) does not meet any of the 4 listed conditions, that said,

a) The neighboring property (8285 East Leavenworth Road) did not meet any of the 4 listed criteria though a connection to city water was granted.

b) Additionally, property address 8201 East Leavenworth Road is also on city water, which is only two parcels down from mine and did not meet any one of the 4 listed conditions.

c) I am suggesting the city be open to other Well feasibility conditions or lack thereof, and which are not listed can also be a consideration to be granted a connection to city water.

I am respectfully requesting a connection to city water be considered for the following reasons;

In speaking with Tumwater Drilling, we could go ahead and drill a well on the upper portion of property, which is sloped and where the home site is located, however once the Well is drilled Tumwater Drilling requires that service truck has the ability to park directly next to the well for any potential future servicing.

In short, the driveway access & home site are positioned on the slope in such a way where a service truck would not have access to the well once the home is constructed. This is more or less the same scenario the 8285-property faced.

While the home site is located on the sloped upper portion of the property, the plan is to also build a shop (no ADU) on the lower (flat) area of the property within 100 - 150 feet of East Leavenworth Road where the City water line runs along.

The site sketch provided with water availability form also shows proposed connection to city water for the shop. The lower area of the property has been farmed in the past and I plan to farm it again as is allowed by county zoning. Therefore, the lower area of the property is not ideal for a Well location. The shop would support the farm operation and include a bathroom.

The request for City water connection as described above may be viewed as residential and commercial use (I am not sure) though the water availability form does not have a dual use category for consideration by the City.

I am respectfully requesting water availability to city water be granted to support both the residence and farm operation.

Sincerely,

Mark Harriman

360 223 5917

§ 18.52.120. Conditional use permit – Bed and breakfast.

A. The purpose of permitting bed and breakfasts within the residential zoning districts is to provide an option for property owners to supplement household income or to recoup maintenance/development costs for housing stock.

B. No bed and breakfast shall be permitted:

1. On lot sizes less than 6,000 square feet; and

2. When the existing percentage of bed and breakfasts is at or above four percent of the total housing stock permitted within the residential zoning districts. The four percent shall be calculated using the most current Office of Financial Management (OFM) population estimates; specifically for one unit and manufactured housing units within the city limits. ~~The four percent shall be defined by the assessor's data for residential dwellings (State Code 11) in residential zoning districts within the city limits.~~

   Within the county UGA, the total percent of B&Bs shall be four percent of the UGA housing stock within the UGA's residential zoning districts, as determined by the Chelan County Community Development Director. ~~Following the same calculation process as within the city.~~

3. On properties in which the primary residence or accessory dwelling unit was constructed under the City's pre-approved dwelling unit program, except as provided below:
   a. Fee Reimbursement Exception. As a condition of permit approval, such use may be authorized if the fees subsidized by the City under the pre-approved dwelling unit program are reimbursed to the City. The applicant shall submit a reimbursement amount equal to the difference between:
      i. The standard plan review fee, building permit fee, and plan licensing fee that would otherwise apply to an identical residential permit not using the pre-approved program; and
      ii. The plan review fee, building permit fee, and plan licensing fee actually paid by the property owner under the pre-approved program.

Commented [MB1]: Added langauge

Commented [MB2]: Added langauge

Commented [MB3]: This has been drafted and added to this code section based on feedback from the city council.

CHAPTER 14.12
OFF-STREET LOADING AND PARKING[1]

§ 14.12.010. Purpose.

It is the purpose of this chapter to assure an adequate number of off-street parking and loading stalls are provided within the city, and to provide adequate vehicular and pedestrian/bicycle ingress, egress, and loading facilities that will reduce on-street parking, increase traffic safety, maintain smooth traffic flow, and reduce the visual impact of parking lots. Further, it is the intent of this chapter to ensure that off-street parking and loading facilities are designed in a manner that will ensure efficiency, protect public safety and, where appropriate, protect surrounding land uses from adverse impacts. It is further the intent of this chapter to right-size parking supply to meet actual demand, reduce development costs, support housing affordability, minimize impervious surfaces, and advance the City's multimodal transportation and sustainability goals, consistent with the Comprehensive Plan and RCW 36.70A.622.
(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.020. Applicability.

This chapter shall apply to all developments, land use activities and permit applications undertaken in compliance with this title and LMC Titles 15, 16, 17 and 18, as well as any applicable activities governed by the city shoreline master program.
(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.030. Compliance required.

The provision and maintenance of off-street parking and loading stalls are continuing obligations of the property owner. No development, land use, and/or building permit shall be issued until compliance with the provisions contained herein is reviewed and approved by the community development director. The subsequent occupancy and/or use of buildings, structures, and property for which a permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading stalls required by this chapter. Use of property in violation hereof shall be a violation of this chapter, subject to the enforcement provisions found in LMC Title 21.
(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.040. Change of use – Effect.

A. Should the owner or occupant of a lot or building change the use to which the lot or building is put, thereby increasing off-street parking or loading requirements, it is unlawful and a violation of this title to begin or maintain such altered use until the required increase in off-street parking or loading is provided.

B. The addition of housing units in existing buildings is exempt from the requirement of additional parking.

(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

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Commented [TRT1]: This is for compliance with RCW 35A.21.440(2)(b) (about reducing barriers conversion of existing buildings to housing). The RCW can be directly referenced in the code, or if the City is adding code sections on use conversions to add housing, that chapter could eventually be cross referenced here.

Downloaded from https://ecode360.com/LE4514 on 2026-07-14

§ 14.12.045. Expansion of existing use – Effect.

A. Prior to occupancy of an expanded (enlarged) floor area, off-street vehicle parking shall be provided in accordance with LMC § 14.12.150 based on the expanded square footage.

B. The addition of housing units in existing buildings is exempt from the requirement of additional parking.

(Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.050. Requirements for other uses – Authority.

Off-street parking and loading requirements for types of buildings and uses not specifically listed in this chapter shall be determined by the community development director in consultation with the public works director, based upon the requirements of comparable uses listed in this chapter or may be adjusted based upon a professional traffic impact study supplied to and accepted by the city.
(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.060. Requirements – Where more than one use.

In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking and loading shall be the sum of the requirements of the various land uses computed separately. Off-street parking and loading facilities for one use shall not be considered as providing required facilities for any other use.
(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.070. ~~Joint use permitted when~~Shared parking reductions.

~~Owners of two or more uses, structures or parcels of land may agree to use jointly the same parking and loading stalls where the hours of operation do not overlap, provided substantial proof is presented to the city in the form of a written agreement pertaining to the cooperative use of the parking facilities for the life of the related uses.~~

A. Purpose. This section enables parking reductions for mixed-use developments, recognizing that different uses peak at different times.

B. Standard Reduction. Owners of two or more land uses, structures, or parcels of land and/or any development with two (2) or more land uses may reduce total required parking by up to twenty-five percent (25%) without further study, provided:

1. Uses have demonstrably different peak parking periods;
2. A shared parking agreement is recorded;
3. The shared area is within three hundred (300) feet of residential uses and 500 feet of commercial uses served;
4. The Community Development Director, working in coordination with the Public Works Director, approves the arrangement.

C. Shared Parking Study. A reduction greater than twenty-five percent (25%) may be approved upon submittal of a Shared Parking Study by a qualified professional using ULI Shared Parking Manual methodology. The study shall identify peak demands, apply time-of-day and seasonal adjustment factors, and demonstrate no spillover to adjacent properties.

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Commented [TRT2]: This is for compliance with RCW 35A.21.440(2)(b) (about reducing barriers conversion of existing buildings to housing). The RCW can be directly referenced in the code, or if the City is adding code sections on use conversions to add housing, that chapter could eventually be cross referenced here.

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D. Shared Parking Agreement. Any approved reduction requires a recorded agreement in a form approved by the City Attorney. If the arrangement terminates, parking shall be brought into compliance prior to termination.

(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.080. Plan required.

A plan, drawn to scale, indicating how the off-street parking and loading requirements are to be fulfilled shall accompany a request for a building or other parking permit(s). Such plan shall be compliant with applicable development standards within this title. (Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.090. Off-street loading berths.

A. For each use for which a building is to be erected or structurally altered to the extent of increasing the floor area to equal the minimum floor area required to provide loading stalls, and which will require the receipt or distribution of materials or merchandise by truck or similar vehicle, there shall be provided off-street loading stalls on the basis of minimum requirements in the table that follows. Uses with an average of one delivery truck a day or more (not including UPS, FedEx or similar delivery trucks) shall provide a berth area in compliance with other requirements of this chapter.

Industrial, manufacturing wholesale, warehouse, similar uses	
	1 berth for each 50,000 square feet or part thereof, after the first 100,000 square feet
Restaurants	
	1 berth for each 50,000 square feet or part thereof, after the first 100,000 square feet
Hospitals, convalescent/nursing homes and similar institutions	
	1 berth for each 50,000 square feet or part thereof, after the first 100,000 square feet
Department stores, retail and other commercial uses	
10,000 – 20,000 square feet	1 berth
20,001 – 50,000 square feet	2 berths, and 1 additional berth for each additional 50,000 square feet

B. Size. A loading berth shall contain space at least 10 feet wide, 50 feet long and have a height clearance of at least 14 feet.

C. Location.

1. Within the central commercial zoning district, where a structure and/or use 30,000 square feet or less in size is required to provide off-street loading and is adjacent to an existing alley, said alley may be used to fulfill the off-street loading berth.

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2. Berth areas, whether physically designated or not, shall meet the requirements/ intent of the fire code, shall not block parking, shall not impact traffic circulation in a negative manner, shall not impact adjacent properties in a negative manner, and shall not intrude into street rights-of-way.

3. The berth area is not required to be physically demarcated as a loading/ unloading only area and may be used for multiple purposes so long as the functionality of the berth as a loading/unloading area is maintained.

D. Modification. If a loading berth has been provided in connection with an existing use, the loading berth shall not be eliminated if elimination would result in less berth area than is required to adequately handle the needs of the particular use.

(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.100. Stacked parking.

Stacked parking areas must comply with all of the development standards in this chapter, except as superseded by this section.

A. Dimensions. Minimum stall width shall be eight and one-half feet and depth shall be 16 feet.

B. Enclosed. Stacked parking areas shall be located below ground level or enclosed within a structure. Additionally, stacked parking facilities may be located within a parking garage.

C. Layout. Parking layout requirements may be modified when the stacked parking area is fully automated or accessed only by attendants (employees). Stacked parking accessed without an attendant shall meet the layout requirements of LMC§ 14.12.170(D) and (E). All layouts shall be reviewed and approved for adequate fire access.

D. Striping. Stacked parking areas are not required to be striped.

E. Landscaping. Stacked parking areas located below ground level or enclosed within a structure are exempt from landscaping requirements. Stacked parking within a parking garage shall meet the landscaping requirements of LMC § 14.12.190(G).

(Formerly 14.12.115; Ord. 1590 § 1 (Exh. A), 2019; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.105. Off-street loading berth location.

Repealed by Ord. 1672.

(Ord. 1268 (Exh. D), 2005; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012)

§ 14.12.110. Off-street loading elimination prohibited when.

Repealed by Ord. 1672.

(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012)

§ 14.12.120. Off-street parking ~~required when~~Requirements.

~~In all districts, except the central commercial district, for each new structure or change of use which increases the structure or use in area 50 percent or more, there shall be provided~~

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~~and maintained off-street parking facilities in conformance with the provisions of this chapter; provided, however, that in the central commercial district, hotels, motels, bed and breakfasts, apartments and condominiums shall provide off-street parking on a ratio of one parking stall per guest room, suite or dwelling unit, as the case may be. Off-street parking requirements, as contained in this chapter, shall also be mandatory for any new development in the central commercial district that is greater than 10,000 square feet in size.~~

A. General requirement: In all zoning districts, off-street parking shall be provided and maintained in accordance with this chapter for the following:

1. Any new structure; and

2. Any change of use or occupancy that increases the number of required parking stalls; and

3. All new residential units and transient accommodations (e.g. hotels, motels, short-term rentals).

B. Fee-in-lieu options

1. Instead of providing ~~constructing~~ parking onsite, a developer of property located within the Central Commercial zoning district may pay a fee-in-lieu of providing onsite parking.

2. Fee Amount. The City Council shall establish the fee-in-lieu amount, based on the City's cost estimate to construct one public parking space. The fee shall be published in the City's adopted rate and fee schedule and updated to reflect current market rate and construction costs.

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(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.130. Off-street parking elimination prohibited ~~when~~.

If a parking stall(s) has been provided in connection with an existing use or is added to an existing use, the parking stall(s) shall not be eliminated if elimination would result in less stalls than required by this chapter.

(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.140. Off-street parking area measurements.

Repealed by Ord. 1672.

(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012)

§ 14.12.150. Off-street parking ~~number of~~ stalls required.

~~Standards for off-street parking shall be as follows:~~

A. Off-street parking, where required, shall comply with the following minimum standards. Where square feet are specified, area measured is gross floor area (GFA) unless otherwise noted. Fractional spaces shall be rounded up to the nearest whole

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number.

~~When the city has received a shell building permit application, off-street parking requirements shall be based on the possible tenant improvements or uses authorized by the zone designation and compatible with the limitation of the shell permit. Where square feet are specified, the area measured shall be the gross floor area. Where fractional spaces result, the parking spaces required shall be rounded up to the nearest whole number.~~

Land Use Categories[1]	Off-Street Parking Required
Residential	
General Residential	1 per du
Co-Living	0.25 per sleeping unit
Assisted Living	0.5 per bed
Institutional	
Religious Institution	3 per 1,000 sf
Library	2.5 per 1,000 sf
Museum	1 per 1,000 sf
Day Care Center	1 per employee, 1 loading zone per 25 students
Elementary or Middle School	0.1 per student
High School or College	0.25 per student
Auditorium or Theater	0.25 per seat
Recreational	
Family Entertainment Center	2.75 per 1,000 sf
Athletic Club	3.25 per 1,000 sf
Health/Fitness Club	5.25 per 1,000 sf
Public Park	0.75 per acre
RV Park	1 per site
Commercial	
General Commercial/Office	2 per 1,000 sf
Medical/Dental Office	2.5 per 1,000 sf
Restaurant/Food & Beverage Service	9 per 1,000 sf
Restaurant/Food & Beverage Service with Drive Through	5 per 1,000 sf
Transient Accommodation (hotel, motel, short-term rental)	1 per guest room
Industrial	
General Industrial	0.75 per 1,000 sf
Warehousing	0.5 per 1,000 sf
Mini-Warehouse/Vehicle Storage	1.25 per 100 units or storage spaces

Notes: du = dwelling units, sf = square feet of gross floor area

1. Land uses listed in LMC 18.25.030 not included in this list require Director review or study to determine parking requirements

~~Where electric vehicle charging stations are provided in parking lots or~~

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~~parking garages, accessible electric vehicle charging stations shall be provided at 50 percent of the total required ADA spaces.~~

B. When the city has received a shell building permit application, off-street parking requirements shall be based on the possible tenant improvements or uses authorized by the zone designation and compatible with the limitation of the shell permit.

(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1398 § 1 (Exh. A), 2011; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.155. Access standards.

A. Access Preference. The following priority rating is intended to encourage alley use, when feasible. Subdivisions and new access requests should consider how to use alleys for access rather than adding traffic through neighborhoods.

1. Access from the alley is preferred, with ~~an~~ a recorded notice to title/indemnity ~~waiver~~agreement.

2. Access from a shared driveway or easement to a rear parking area, or optionally to a side or front parking area.

3. Access from a single driveway to a rear parking area, or optionally to a side or front parking area.

B. Access. When access is from more than one street, the lesser classified street shall be used; if they have the same classification, the property owner may choose the access street.

(Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.157. Driveway standards.

A. Driveways shall be located a minimum five feet from the property line, except for shared driveways. All driveways shall be located a minimum of three feet from aboveground utilities (such as hydrants, power poles and water boxes).

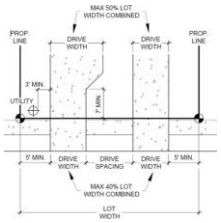
B. Second Driveways. For ~~accessory dwellings, duplexes or multifamily~~residential development, an additional driveway may be placed when all of the following can be met:

1. Access is not provided from a collector street (such as Ski Hill Drive and Pine Street); and

2. No more than 40 percent of the property lot line, if used for combined driveways, is used for the driveway; and

3. The driveway width (combined for more than one driveway) shall be between 10 and 24 feet for the first 10 feet (minimum) of the property, where it may widen to a maximum of 50 percent of the lot width.

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C. Driveways shall be designed and constructed consistent with the adopted construction standards, except driveways from an alley may be graveled. Pervious paving may be used, after the first seven feet from the access point, when meeting the stormwater requirements. If there is a through driveway connecting to both a public street and an unpaved alley, the driveway and associated parking shall be impervious surfaces.

D. Changes to existing driveways, including but not limited to, material changes, new approaches, and increases in dimension shall require administrative review and approval prior to modification.

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~~C.~~E. Driveways shall be designed to meet stormwater requirements.
(Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.160. Residential parking standards.

In addition to the access standards of LMC § 14.12.155 and driveway standards of LMC § 14.12.157, all residential parking shall meet the following:

A. ~~For single- and two-family dwellings,~~Residential parking ~~(any parking of~~requiring four or fewer parking spaces) shall be located on the same lot as the dwelling~~(s)~~ units it serves and may be part of the driveway so long as all required setbacks are met.

1. Where the dwelling has approval as a bed and breakfast, parking may be accessed either from the alley or a street.

~~B. For rooming houses, lodging houses or boardinghouses, parking shall be located within 200 feet from the dwelling, measured in a straight line from the dwelling.~~

~~C.~~B. Multifamily dwellings shall follow ~~the~~ parking lot requirements when ~~five~~ six or more parking spaces are required.

~~D.~~C. Parking may be located after the first seven feet from the property line abutting a street, alley or public access easement.

D. Tandem parking is permitted and may count toward minimum off-street parking requirements at a rate of one space for every 18 linear feet, with provisions for turning radius, if necessary.

E. Parking area shall be paved with a minimum width of 10 feet or the width of the garage, parking stalls, and/or carport, and a maximum of 50 percent of the lot width. On 30-foot-wide lots, the paved area shall be a maximum of 10 feet in width and

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parking shall be at right angles to the street.

F. Parking areas shall follow ~~the~~ adopted construction standards, with the following exceptions:

1. ~~except single family, accessory and duplex~~ Residential parking off a ~~city~~ platted alley may be graveled;~~.~~

2. Residential parking spaces may use grass block pavers, when located outside of the required driveway approach area;

3. Legal nonconforming gravel surfacing within existing designated parking areas may be utilized to satisfy minimum off-street parking requirements for residential uses, up to a maximum of six parking spaces.

~~F.~~

G. Each parking space shall be a minimum of eight ~~and one-half~~ feet by 18 feet.

(Ord. 1146 (Exh. A), 2000; Ord. 1268 (Exh. D), 2005; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1398 § 1 (Exh. A), 2011; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023; Ord. 1694 § 1 (Att. A-1), 2024)

§ 14.12.162. Commercial and industrial parking standards.

In addition to the access standards of LMC § 14.12.155 and driveway standards of LMC § 14.12.157, all commercial and industrial parking shall meet the following:

A. Required off-street parking shall be located in the same zoning district.

~~A.~~B. Off-street parking stalls for all uses and buildings except as otherwise provided in this chapter shall be located not farther than 500 feet from the building or use they are required to serve, measured in a straight line from the building or use.

~~B.~~C. Off-street parking required for uses in the central commercial district may be located not farther than 900 feet from the building or use it is intended to serve.

~~C.~~D. When all or part of the required parking for a use is to be provided on a lot other than the lot on which the use requiring parking is located, a covenant must be recorded to establish off-site parking. The covenant must be submitted to the city by or on behalf of the owner of the off-site parking lot along with written consent of the owner of the lot on which the use requiring parking is located, or such owner's authorized representative. The covenant must be recorded only after the applicant has demonstrated that the off-site parking complies with all applicable requirements of this title and applicable zoning requirements within LMC Title 18.

~~D.~~E. Parking for city-owned and/or managed projects where employees will not be working on site on a daily basis may be located anywhere within the commercial zone districts of the city. If employees work on site, parking for the employees and visitors shall be provided in accordance with the provisions of this chapter.

~~E.~~F. Parking designs shall be consistent with LMC § 14.12.170.
(Ord. 1672 § 1 (Att. A), 2023)

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§ 14.12.165. Off-street parking electric vehicle charging station stalls.

A. ~~Purpose~~Applicability. This section applies to all electric vehicle charging stations located in off-street parking facilities or parking garages within the City~~For all parking lots or garages,~~ except those that include restricted electric vehicle charging stations.

B. All electric vehicle charging stations shall follow the specified requirements in the International Building Code (IBC) for occupancy type, applicable electrical codes, guidelines provided by the energy provider, and the equipment and service provided.~~Number. No minimum number of charging station stalls is required.~~

~~C.~~ Minimum Parking Requirements. An electric vehicle parking space may be included in the calculation for minimum required parking spaces as required by this code; provided that the installation meets the electrical system standards in the International Building Code (IBC) for electric vehicle charging stations and associated supply equipment. ~~An electric vehicle charging station stall may be included in the calculation for minimum required parking stalls that are required pursuant to other provisions of this code.~~

~~D.~~C. Location and Design Criteria. The following required and additional design criteria are provided in recognition of the various parking lot layout options:

1. Where provided, parking for electric vehicle charging purposes is required to include the following:

    a. Signage. Each charging station stall shall be posted with signage indicating the stall is only for electric vehicle charging purposes.

    b. Maintenance. Charging station equipment shall be maintained in all respects, including the functioning of the charging equipment. To allow for maintenance and notification, the owner of any private new electric vehicle charging station that will be publicly available shall be required to provide information on the parking space's geographic location, date of installation, equipment type and model, and owner contact information. ~~A phone number or other contact information shall be provided on the charging station equipment for reporting when the equipment is not functioning or other problems are encountered.~~

    c. Accessibility. Where charging station equipment is provided within an adjacent pedestrian circulation area, such as a sidewalk or accessible route to the building entrance, the charging equipment shall be located so as not to interfere with accessibility requirements of WAC 51-50-005.

    d. Lighting. Where charging station equipment is installed, adequate site lighting shall exist, unless charging is for daytime purposes only.

2. Parking for electric vehicles should also consider the following:

    a. Notification. Information on the charging station, identifying voltage and amperage levels and any time of use, fees, or safety information.

    b. Signage. Installation of directional signs at the parking lot entrance and at appropriate decision points to effectively guide motorists to the charging

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station stall(s).

~~D. Data Collection. To allow for maintenance and notification, the city will require the owners of any private new electric vehicle infrastructure station that will be publicly available (see definition of "electric vehicle charging station – public," LMC § 21.90.030) to provide information on the station's geographic location, date of installation, equipment type and model, and owner contact information.~~

(Ord. 1398 § 1 (Exh. A), 2011; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.170. Off-street parking lot – Design requirements.

Parking lots shall meet the following standards:

A. All parking, maneuvering and loading areas shall be paved.

B. No parking stalls shall be located within 15 feet of an ingress point of a parking lot or designed in a manner which permits backing movements or other maneuvering within a street, other than an alley.

C. Snow storage areas shall not cover catch basins nor eliminate any required parking stalls. If snow storage is not on site, a suitable agreement for off-site snow storage must be approved by the city.

D. The following table shall be the required parking dimensional requirements. Alternatives may be approved by the city engineer when meeting standard design principles.

Angle (in degrees)	Stall Width[a]	Stall Depth[b]	One-Way Aisle Width[c]	Parking Module Width[d]	Vehicle Overhang[e]
0 – Parallel Parking	8 ft. 6 in.	17 ft. 6 in.	10 ft. 0 in.	27 ft. 6 in.	2 ft. 6 in.
45	8 ft. 6 in.	17 ft. 6 in.	12 ft. 6 in.	47 ft. 6 in.	2 ft. 0 in.
60	8 ft. 6 in.	19 ft. 0 in.	14 ft. 6 in.	52 ft. 6 in.	2 ft. 3 in.
75	8 ft. 6 in.	19 ft. 0 in.	17 ft. 6 in.	55 ft. 6 in.	2 ft. 6 in.
90	8 ft. 6 in.	18 ft. 0 in.	20 ft. 0 in.	59 ft. 0 in.	2 ft. 7 in.

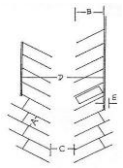
a. Stall width.

b. Stall depth.

c. Aisle width.

d. Parking module width.

e. Vehicle overhang.



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E. Measurements.

a. Aisle Width (Item "c" in Graphic). The minimum aisle width for two-way traffic is 23 feet zero inches for all parking angles. The minimum aisle width for one-way traffic, service drives, or any other vehicle access is 10 feet. However, if the parking aisle also serves as a fire lane, the minimum unobstructed width shall be 20 feet.

b. Parking Stall Depth and Overhangs (Items "b" and "e" in Graphic). If the parking stall has a curb stop, the vehicle overhang dimension that corresponds to the parking angle shall count towards the parking stall depth dimension.

c. Curb Cuts. Curb cuts to all off-street parking lots shall be a minimum of five feet from the aisle edge and not exceed a maximum of 33 feet in total width for two-way traffic. Curb cut width shall be measured from the top of the curb slope. Curb cuts shall be separated a minimum of 10 feet.

d. Curb cuts to all off-street parking facilities for one-way traffic shall be a minimum of 10 feet wider than the access aisle serving the off-street parking facility. The additional 10 feet in width shall be divided so as to ensure the access aisle lane is centered between the curb cuts.

F. Barrier-Free Parking. Parking stalls shall meet the standards set forth in Chapter 51-40 WAC, as it now reads or is hereafter amended.

G. A stormwater drainage plan, including a maintenance plan, utilizing best management practices shall be submitted for approval by the city public works director. Stormwater drainage systems shall be maintained by the property owner.

H. All parking facilities shall be permanently maintained in such a way that dust is not emitted from the parking area/lot, and shall be free of weeds, litter, debris and graffiti. Parking areas/lots shall be striped biannually. Minimum surface requirements of the parking areas/lot shall follow the adopted construction standards.

I. Lighting shall be in conformance with Chapter 14.28 LMC, Lighting Standards.

(Ord. 1146 (Exh. A), 2000; Ord. 1268 (Exh. C), 2005; Ord. 1373 § 1 (Exh. A), 2010;
Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

§ 14.12.180. Off-street parking underground parking – Design requirements.

Repealed by Ord. 1672.
(Ord. 1146 (Exh. A), 2000; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012)

§ 14.12.185. Off-street parking underground parking facility in the multifamily zone district to provide parking for a commercial zone district.

Repealed by Ord. 1672.
(Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012)

§ 14.12.190. Landscaping requirements for parking lots.

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The following provisions shall be required for all parking facilities except those serving residential uses with six spaces or less.~~except single-family, duplex, or accessory dwelling units. Multifamily developments shall meet the requirements of subsection (H) of this section.~~

A. Compliance with the provisions contained in this section shall be demonstrated during the permit review process by submittal of a scaled landscape plan prepared by the applicant. The plan shall include a legend showing botanical and common names, mature plant sizes according to the species and the variety and/or cultivar selected (armor and fruit-litter-free where possible), quantities, locations, dimensions of planted area and percentage of parking lot landscaping. Additionally, if an irrigation system is proposed, the applicant shall submit a separate irrigation plan showing the ~~required permanent, underground automatic~~ irrigation system with the required backflow prevention device. Both plans shall be reviewed and approved by the city prior to any permit approvals.

B. It is the responsibility of the property owner to ensure all landscaped areas shall be continuously maintained in a healthy growing condition, which shall be a pest-free condition (free of harmful insects, diseases, and weed infestations). If living tree, shrub and/or other plant materials are damaged or destroyed by any means, they shall be replaced with suitable materials in suitable quantities. An alternative replacement plan that maintains the continuity of the overall landscape program may be reviewed and approved by the city at the property owner's request.

C. If existing, well-established trees that have a trunk diameter of six inches or greater, as measured four feet above ground level, and/or vegetation (excluding noxious weeds and grasses) can realistically be utilized, they shall be preserved and incorporated into the overall landscape program.

~~C.~~D. Landscaping shall comply with the minimum landscaping recommendations identified in the adopted Wildland-Urban Interface Code, LMC Chapter 15.06.

~~D.~~E. A combination and variety of trees and/or shrubs, as well as living ground cover (can be in conjunction with natural ornamental landscaping materials such as bark), shall be provided in each landscaped area. The plant materials that are chosen shall be those best suited to the climate within the Leavenworth area, and shall be capable of providing shade to the parking facility within 15 years of planting.

~~E.~~F. ~~A permanent, underground, and automatic irrigation system shall be installed and permanently maintained in all landscaped areas.~~ Installation of the landscaping shall include preventative measures intended to reduce the necessary maintenance activities, particularly the incidence of weed growth.

~~F.~~G. The following minimum provisions shall be required for all nonresidential parking facilities:

1. A minimum of 15 percent of the net asphalt area of all surface parking lots shall be landscaped. Projects with 3,000 square feet or less of gross area (pre-landscaping) may qualify for a reduction down to 10 percent (rather than 15 percent) required landscaping if designed with the assistance of a city-approved licensed landscape architect or designer. The city shall have the authority to approve, approve with conditions, or disapprove of the design and has the discretion to determine the required percentage anywhere between 10 and 15 percent. There are no administrative appeals to the decision of the city; however, the applicant may reapply with a revised or new proposal. "Parking

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lots" does not include walkways, pedestrian corridors and/or paths.

2. Where parking facilities adjoin a public right-of-way, except where located adjoining an alley, a landscaped planting strip at least six feet wide shall be established and continuously maintained between the back side of the public sidewalk and the parking lot. Where there exists area between the back side of the sidewalk and the property line, the entire distance between the sidewalk and the property line shall be landscaped. Any planting within 15 feet of a driveway shall not exceed 30 inches in height above street grade.

3. Where parking lots adjoin a residential or recreational zoning district, a landscaped planting strip at least 15 feet wide shall be established and continuously maintained between the parking lot and adjacent properties. If either a fence or wall is incorporated into this landscaping strip, the width may be reduced by 50 percent; provided, that any fencing shall be constructed of wood and be sight-obscuring; and any walls shall be constructed with masonry, blocks or textured concrete, with climbing plants and vines used to add texture and soften the appearance of both sides of the wall. Such wall or fence shall be a minimum of four feet in height, and not exceed the maximum allowed for fencing within the zoning district and, if no standard is specified, no fence or wall shall exceed eight feet in height. No fence within 15 feet of a driveway may exceed three feet in height. The community development director or designee, working in consultation with a landscape specialist, may allow an administrative deviation from the 15-foot-wide landscaping buffer, when demonstrated that the intent of screening, separation, stormwater control, plant health, snow storage and/or other aspects of buffer function and use are not adversely affected. For the purposes of this section, "landscape specialist" may include, but is not limited to, landscape architect, landscape designer, and/or person with knowledge of horticulture, design and biological science to create and maintain outdoor environmental space.

4. Provisions shall be made to ensure that five-foot pedestrian paths connecting the parking lot with the public right-of-way are provided throughout the landscaped areas.

5. At least one tree for every six parking stalls (if less than six, then no tree is required) shall be included in the development of the overall landscape program. The first priority in meeting this provision is to preserve existing, well-established trees that do not interfere with the safety, operation and functioning of the parking lot. Trees shall be dispersed throughout the parking lot, particularly adjacent to public rights-of-way; however, appropriate clustering of trees may be permitted, as approved by the city, particularly when existing trees are preserved within the parking lot.

6. All areas in a parking facility not used for driveways, maneuvering areas, parking stalls or walks shall be permanently landscaped with suitable materials and shall be permanently maintained, pursuant to a maintenance program submitted by the applicant and approved by the city.

7. Landscape borders, such as landscape timbers or blocks, to retain the landscaping materials and also to protect them from intrusion by vehicles are required.

8. To increase the parking lot landscaped area, a maximum of two feet (vehicle overhang area) of the parking stall depth may be landscaped in lieu of asphalt while maintaining the required parking dimensions.

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~~G.~~H. The following minimum provisions shall be required for all structured parking:

1. For the purposes of this provision, "structured parking" means a multi-story car park (also called a parking garage, parking structure, parking ramp, or parking deck) which is a structure designed specifically to be for automobile parking and where there are a number of floors or levels on which parking takes place.
2. The structured parking shall have a continuous five-foot minimum perimeter landscaping strip except on the side property lines of interior lots where adjoining or common-wall construction is approved with an adjacent building. In addition to the applicable requirements of this section, the perimeter landscaping strip for a parking structure shall incorporate some vertical elements, such as trees, at least every 20 feet.
3. Landscaping materials shall be provided in planters and/or pots for five percent of the total surface deck areas. The planters and/or pots shall be distributed throughout the top deck areas and along the perimeter of intermediate decks.
4. For parking incorporated into a building, only the portions outside of the primary structure serving nonparking uses shall be landscaped to the above standards.

~~H.~~I. The following minimum landscaping standards shall be required for all ~~Multifamily Parking Facility. All~~ multifamily parking facilities~~: shall meet the following minimum landscaping standards:~~

1. Planting Area. A minimum five-foot-wide planting strip shall be provided adjacent to all street frontages and along all property lines which front upon a residential district. The total landscaped planting area, exclusive of lawns, shall not be less than eight percent of the gross project area.
2. Trees. One tree shall be required for each 250 square feet of required planting area. Trees of two-inch caliper (measured three feet above ground level) are required. At least one out of every four of the required trees shall be planted within the interior (20 feet from any lot line, unless prevented by the structures). Nuisance trees, which are susceptible to breakage, disease, or insect infestation, or which have undesirable growth habits (roots which invade sewer lines, trees which produce messy blooms and/or fruit) should be avoided.
3. Shrubs. The planting area must be 50 percent covered with shrubs which are two feet or higher at maturity.
4. Ground Cover. Ground cover is required to complete the landscaping of the planting areas.
5. Other Areas. All areas not covered by structures, paving or landscaped planting areas shall be maintained with native ground cover or grasses when adjacent to a residential zoning district.
6. Irrigation and Maintenance. A permanent, underground irrigation system shall be provided for all planting areas and lawns. All plantings shall be the owner's responsibility to maintain and replace as needed.

(Ord. 1146 (Exh. A), 2000; Ord. 1268 (Exh. D), 2005; Ord. 1373 § 1 (Exh. A), 2010; Ord. 1432 § 1 (Att. A), 2012; Ord. 1672 § 1 (Att. A), 2023)

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CHAPTER 14.28
LIGHTING STANDARDS

§ 14.28.010. Purpose.

~~A. It is the purpose of this chapter to encourage lighting practices and systems which will minimize light trespass and glare while maintaining night time safety, utility, security and productivity.~~

A. ~~It is recognized that the residents who live in and near the city of Leavenworth value the natural environment and desire to protect it as a resource which adds to the rural character, quality of life, and economic well being of the city and its surrounding environment and that prevention of overlighting, light trespass, and glare plays an important role in maintaining this character.~~Direct light so it falls only where it is needed.

B. Keep light levels low; use the lowest light level necessary.

C. Use light only when it is needed; minimize light levels at times when it will not be used.

D. Use warmer light colors whenever possible.

E. Minimize adverse offsite impacts of lighting such as light trespass and obtrusive light.

F. Reduce light pollution and skyglow; improve the nighttime environment for astronomy.

G. Help protect the natural environment from the adverse effects of night lighting.

H. Conserve energy and resources to the greatest extent possible.

I. Maintain nighttime safety, utility, security, and productivity.

J. Allow for holiday lighting.

(Ord. 1268 (Exh. C), 2005)

§ 14.28.020. Scope.

The standards included in this chapter are intended primarily for outdoor lighting ~~related to subdivisions, development, and redevelopment~~; however, indoor lighting which has the capacity to create light trespass and glare, such as that within partially enclosed spaces, is also regulated by this chapter.
(Ord. 1268 (Exh. C), 2005)

§ 14.28.030. Conformance with other regulations.

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In the event of conflict between the regulations set forth in this chapter and any other regulations, the more stringent limitation(s) and requirement(s) ~~shall~~ govern unless otherwise interpreted by the community development director.
(Ord. 1268 (Exh. C), 2005)

§ 14.28.040. Definitions.

All definitions relevant to this chapter ~~shall~~ will be included in Chapter 21.90 LMC. Unless specifically defined, words or phrases used ~~shall~~ will be interpreted ~~so as~~ to give them the meaning they have in common usage and to give this chapter its most reasonable application.
(Ord. 1268 (Exh. C), 2005; Ord. 1544 § 1 (Att. A), 2017)

§ 14.28.050. Permits required.

A. Residential lighting permits ~~shall~~ will be reviewed concurrently with the application for a building permit or other related approval.

B. Inspections for compliance with this chapter are required.

C. Building, Subdivision, Landscaping, Parking, and Other Similar Lighting Permits (Does Not Include Single-Family Residential Building Permits). When a person seeks a permit for one of the above-listed project types, a lighting permit ~~shall~~ must be applied for. The applicant ~~shall~~must, as a part of said application, submit sufficient information as delineated by the community development director to determine if the proposed lighting ~~shall~~ must comply with this chapter.

D. Single-Family Residential Lighting Permits – Not Required. Lighting on single-family residential sites (primarily substantial remodels, and new construction) will be reviewed on-site, and compliance with applicable portions of this chapter verified before issuance of the certificate of occupancy. A lighting permit separate from the building permit is not required.

(Ord. 1268 (Exh. C), 2005)

§ 14.28.060. Permit applications.

Persons seeking permits or approval under this chapter ~~shall~~must:

A. Complete and submit an application for a lighting permit.

B. Be issued ~~A~~all permits ~~which shall be issued~~ pursuant to administrative processes outlined under "Limited administrative review" in LMC § 21.09.030.

C. Be have ~~L~~lighting permits~~,~~ within Zone 1 (see LMC § 14.28.080(A)(1)), ~~shall be~~ reviewed and approved by the design review board in addition to the community development director, except projects located in the multifamily zoning district which only require limited administrative review.

(Ord. 1268 (Exh. C), 2005; Ord. 1694 § 1 (Att. A-1), 2024)

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§ 14.28.070. Approval process.

A. Person seeking permits or approval under this chapter ~~shall be~~are subject to the level of review required for the associated building permit pursuant to LMC Title 21. If there is no associated level of review, the application ~~shall~~ will be processed pursuant to "Limited administrative review."

B. Temporary Lighting Permits.

1. The community development director may grant a permit for temporary lighting which is not compliant with the requirements of this chapter if he/she finds the following:

   a. The proposed lighting is designed in such a manner as to minimize lighting impacts as much as is feasible;

   b. The proposed lighting will comply with the general intent of this chapter; and

   c. The permit will be for a limited duration of time.

2. The community development director may grant a renewal of the permit if he/she finds that, because of an unanticipated change in circumstances, a renewal would be in the public interest.

(Ord. 1268 (Exh. C), 2005)

§ 14.28.075. Lighting Zones.

A. Different areas, with different developed and natural conditions, have differing levels of appropriate light usage~~,~~ and different sensitivities to ~~the various obtrusive aspects of~~ light usage. ~~Because of this, f~~Four lighting zones are ~~hereby~~ defined ~~and established. These zones are described as follows and~~ to correspond with the zoned districts of the city's official zone map. Their geographic extent and purpose are described in Table 14.28.075.A – Leavenworth Lighting Zones.~~:~~

Table 14.28.075.A - Leavenworth Lighting Zones

Lighting Zone	Leavenworth Zoning Districts	Lighting Intent
Lighting Zone 1	~~commercial and multifamily~~Recreation: • Recreation District • Recreation Public District	**Low ambient lighting**: Areas where lighting might adversely affect flora and fauna or disturb the character of the area. Areas for low light levels. Lighting may be used for safety and convenience, but it is not necessarily uniform or continuous. After dark hours, most lighting should be extinguished or reduced as activity levels decline.
Lighting Zone 2	~~industrial~~Residential: • Residential 3 District	**Moderate ambient lighting**: Areas of moderate light levels. Lighting may typically be used for safety and convenience but is not necessarily

Commented [TRT1]: Organizing these in ascending order of light allowance will makes organizing the standards a little clearer and aligns Leavenworth's code to other Dark Sky ordinances. This could be helpful if the City decides to add more technical requirements in the future.

Crosswalk of shifts:
LZ 1: (comm & mf) --> (rec & public)
LZ 2: (indust) --> (res)
LZ 3: (res) --> (comm & mf)
LZ 4: (rec & public) --> (indust)

Commented [TRT2]: These intent statements come from the 2011 Dark Sky Model Ordinance, slightly modified for Leavenworth.

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	• Residential 6 District • Residential 8 District	uniform or continuous. After dark hours, lighting may be extinguished or reduced as activity levels decline.
Lighting Zone 3	~~residential~~Multifamily & Commercial: • Multifamily District • General Commercial District • Central Commercial District • Tourist Commercial District	**Moderately high ambient lighting**: Areas of moderately high light levels. Lighting is generally desired for safety, security, convenience, tourism, and holiday light displays and is often uniform or continuous. After dark hours, lighting may be extinguished or reduced in most areas as activity levels decline.
Lighting Zone 4	~~recreation and recreation-public~~Industrial: • Light Industrial District	**High ambient lighting**: Areas of high light levels. Lighting is generally considered necessary for safety, security, conveniency, and productivity and is mostly uniform and continuous. After dark hours, lighting may be extinguished or reduced in some areas as activity levels decline.

~~1. Zone 1: All areas within the city of Leavenworth and its UGA which are zoned commercial and multifamily;~~

~~2. Zone 2: All areas within the city of Leavenworth and its UGA which are zoned industrial;~~

~~3. Zone 3: All areas within the city of Leavenworth and its UGA which are zoned residential; and~~

~~4. Zone 4: All areas within the city of Leavenworth and its UGA which are zoned recreation and recreation-public.~~

§ 14.28.080. General standards, applicable to all lighting zones.

A. All light fixtures must be fully shielded. See example in Figure 14.28.080.A – Shielded, Directional, and Unshielded Lighting Examples.

~~A.~~ B. Shielded directional ~~L~~lighting ~~fixtures shall~~ must be aimed, ~~shielded~~, diffused, ~~and/~~or have a limited height so that the direct illumination ~~shall be~~is confined to the property boundaries of the source ~~as much as is feasible and light spilled into the night sky or adjacent properties is minimized. All zones.~~.

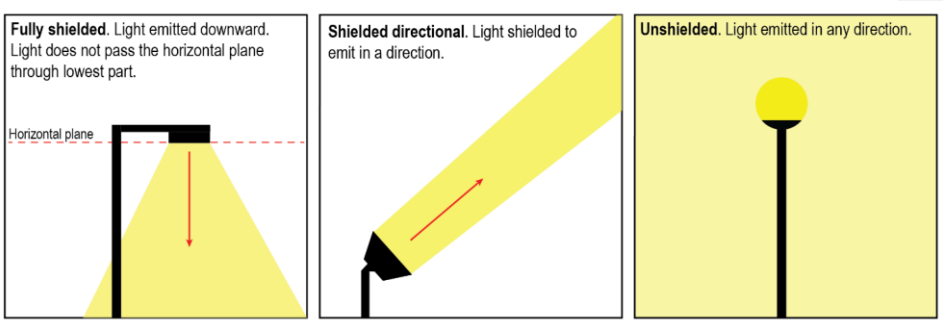
OR

Shielded directional lighting is allowed only if aimed below a horizontal plane and confined to the property boundaries of the lighting source.

Commented [TRT3]: This could be alternative wording for B. Or B could be deleted all together and you could add directional lighting to the prohibited list.

Figure 14.28.080.A – Shielded, Shielded Directional, and Unshielded Lighting Examples

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B.

C. Compliance with the energy conservation standards of the Washington State Energy Code is required. (See the Washington State Energy Code, 2001 Edition.) ~~All zones.~~

D. On new construction and substantial remodels, exterior lighting installations ~~shall~~ must be designed to avoid harsh contrasts in lighting levels for the purpose of reducing glare. ~~Zones 1, 2, and 4.~~

E. Fixtures and lighting systems used for safety and security ~~shall~~ must be in good working order and ~~shall~~ must be maintained in a manner that serves original permit requirements. All zones.

F. Vegetation and landscaping ~~shall~~ must be maintained in a manner that does not obstruct security lighting and minimizes possible entrapment spaces pursuant to original permit requirements. ~~All zones.~~

G. Dark sky hours. Between 11 p.m. and dawn, lighting in all zones should be reduced, extinguished, or installed with motion sensors to the use the lowest possible light level needed for safety, in accordance with the lighting zone intent statements in Table 17.28.075.A – Leavenworth Lighting Zones.

H. Light temperature. Lighting must use warm-toned bulbs under 2300 K.

~~F.~~I. Dark sky season. During peak bird migratory seasons, mid September through early October, and mid April through early May, all lighting in all zones should extinguished or reduced to lowest possible levels from an hour after sunset until an hour prior to sunrise.

(Ord. 1268 (Exh. C), 2005)

Commented [TRT4]: This should apply to all zones - don't see why it should exclude residential zones.

Commented [TRT5]: Possible addition to dark sky hours - consider city-wide campaign during peak migratory seasons.

§ 14.28.090. Specific standards.

In addition to those standards required under LMC § 14.28.080, General standards, the following prescriptive standards will apply within specific areas and for specific uses as delineated below.

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A. Service Station Canopies.

1. Shielding. All ~~luminaires~~ lighting mounted on or recessed into the lower surface of service station canopies ~~shall~~ must be fully shielded and utilize flat lenses.

2. Total Under-Canopy Output. The total light output used for illumination under a service station canopy ~~shall~~ must be limited to the following:

   a. The sum of all under-canopy initial bare-lamp outputs in lumens, ~~shall~~ must not exceed 60 lumens per square foot of canopy.

   b. All lighting mounted under the canopy, including but not limited to ~~luminaires~~ lighting mounted on the lower surface or recessed into the lower surface of the canopy and any lighting within signage or illuminated panels over the pumps, is to be included toward the total at full initial lumen output.

B. Outdoor Recreation Facilities.

~~1. Fixtures shall be fully shielded.~~

~~2~~1. Fixtures ~~shall~~ must remain extinguished outside of normal operating hours.

~~3~~2. Fixtures are exempt from mounting height restrictions but ~~shall~~ must only be elevated to the height necessary to serve the immediate purpose for which they are being used.

C. Open-Air Parking Lots.

~~1. Fixtures shall be fully shielded;~~

~~2~~1. For multilevel parking facilities, the roof level ~~shall be~~is considered an open-air parking lot;

~~3~~2. Fixtures ~~shall~~ must be designed, located, constructed and maintained so that, as much as is feasible, they will not cause direct illumination on adjacent and nearby properties or streets; and

~~4~~3. The mounting height of fixtures ~~shall~~ must not exceed 15 feet above grade or pavement.

D. Parking Structures.

~~1. Fixtures shall be fully shielded.~~

~~2~~1. Interior fixtures ~~shall~~ must be designed, located, constructed, and maintained so that as much as is feasible light and reflected light does not spill over or intrude onto adjacent and nearby properties or streets; and

~~3~~2. The parking structure ~~shall~~ must be designed and constructed so that as much as is feasible, light and reflected light from cars within the structure does not spill over or intrude onto adjacent and nearby properties or streets.

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E. Subdivision Lighting (Applies to Subdivisions for All Land Uses).

1. All lighting for public thoroughfares and pedestrian areas ~~shall~~ must be soft and diffused with the primary purpose of safety;

2. A street light ~~shall~~ must be installed at every corner which borders on a dedicated street;

3. Long blocks ~~shall~~ must contain intermittent lighting which breaks up the block;

4. Street light mounting heights ~~shall~~ must be limited to 20 feet;

5. Light ~~shall~~ must be directed onto sidewalks and streets but not onto adjacent properties; and

~~6. Fixtures shall be fully shielded.~~

F. Commercial/Industrial Lighting (~~Zones 1 and 2~~Zones 3 and 4). Owners of new construction and substantial remodels ~~shall be~~ are required to sign a waiver of protest to participation in a local improvement district which will pay for future lighting infrastructure.

G. Private Installations on City Property.

1. Property owners may install temporary lighting in the right-of-way subject to design approval by the design review board (commercial zones) and engineering approval by the public works director.

2. Street lights installed in the public right-of-way belong to the property owner and are subject to repair and maintenance by the property owner; and

3. The city may require removal of lights within the public right-of-way at any time.

(Ord. 1268 (Exh. C), 2005)

§ 14.28.110. Exemptions.

The following uses are exempt in all zones from all requirements of this chapter. Only the provisions noted following that specific item ~~shall be~~are required.

A. Low-wattage holiday decorations and decorative lighting. All zones.

1. Holiday decorations and decorative lighting ~~shall~~ must conform with LMC § 14.28.120(A).

2. All such lighting and all associated wiring used outdoors ~~shall~~ must be certified for outdoor use by the National Electrical Code.

B. Construction lighting for emergency repairs of a temporary nature. All zones.

C. Diffused, muted lighting used for yards, driveways, landscaping, and/or applied to building faces. Lighting Zone ~~3~~2.

D. Radio, Communication, and Navigation Tower Lighting. For areas which are to be

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exempt, the applicant must demonstrate a verifiable legal or public safety need for exemption to the requirements of this chapter.

(Ord. 1268 (Exh. C), 2005)

§ 14.28.120. Prohibitions.

The following are prohibited:

A. Unshielded lighting. See Figure 14.28.080.A – Shielded, Shielded Directional, and Unshielded Lighting Examples.

~~A.~~B. Blinking, flashing, moving, revolving, flickering, changing intensity or color, chase lighting, rope lights, and neon, except lighting which is required for public safety: ~~Lighting Zone 1~~Lighting Zone 3 (commercial districts only).

~~B.~~C. Any light fixture that may be confused with or construed as a traffic control device: All zones.

~~C.~~D. Any upward oriented lighting, including sign lighting, except as otherwise provided for in this chapter ~~shall only be~~is only allowed when upward-oriented lighting is completely contained by an overhanging architectural element: All zones.

~~D.~~E. Searchlights, beacons, and laser source light fixtures: All zones.

(Ord. 1268 (Exh. C), 2005)

§ 14.28.130. Nonconforming uses.

A. Pre-Existing Nonconforming Lighting.

1. No outdoor lighting fixture which was lawfully installed prior to the enactment of this chapter ~~shall be~~will required to be removed or modified except as expressly provided herein; however, no modification or replacement ~~shall be~~will made to a nonconforming fixture unless the fixture thereafter conforms to the provisions of this chapter.

2. Where an existing legal nonconforming fixture can be adjusted to continue to serve its primary purpose, but provide for less light trespass onto adjacent properties, said fixture ~~shall~~ must be adjusted to come into greater compliance with the requirements of this chapter.

B. Conformance After Abandonment/Damage. In the event that an outdoor lighting fixture is abandoned for more than one year or is damaged to the point of requiring repairs for safe operation, the repaired or replacement fixture ~~shall~~ must comply with the provisions of this chapter.

(Ord. 1268 (Exh. C), 2005)

§ 14.28.140. Variances.

A. Any person desiring a variance from the standards within this chapter may apply to

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the hearing examiner pursuant to the processes in LMC Title 21.

B. Alternative Materials and Methods of Construction or Installation/Operation. The provisions of this chapter are not intended to prevent the use of any design, material or method of installation or operation not specifically prescribed by this code, provided any such alternate has been approved by the community development director.

1. The community development director may approve any such proposed alternate, provided he/she finds that it:

    a. Provides at least approximate equivalence to the applicable specific requirements of this chapter;

    b. Provides for greater compliance with the Old World Bavarian architectural theme and sign ordinances;

    c. Provides for greater public safety; and

    d. Is otherwise satisfactory and complies with the intent of this chapter.

(Ord. 1268 (Exh. C), 2005)

§ 14.28.150. Administrative interpretations.

Administrative interpretations of this chapter ~~shall~~ will be made by the director of community development pursuant to the processes within LMC Title 21.
(Ord. 1268 (Exh. C), 2005)

§ 14.28.160. Appeals.

Appeals of the decisions made under this chapter ~~shall be~~ are pursuant to the processes within LMC Title 21.
(Ord. 1268 (Exh. C), 2005)

§ 14.28.170. Compliance and enforcement.

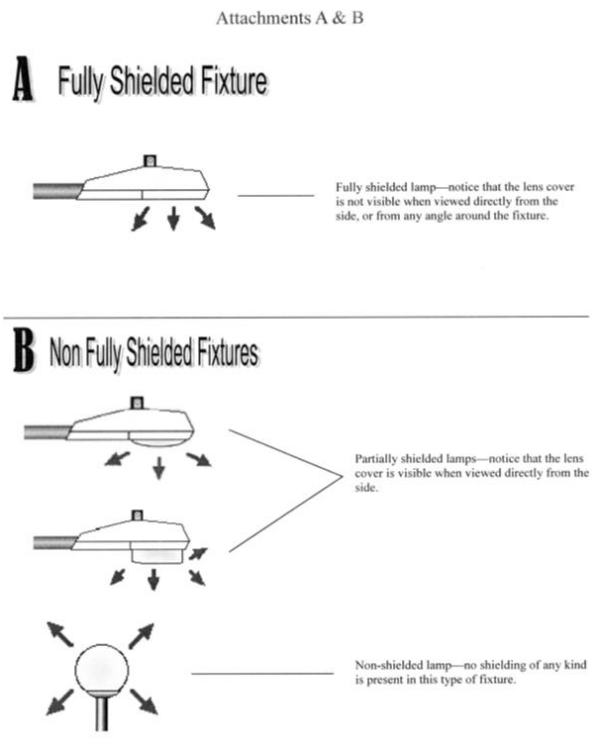
Compliance and enforcement of this chapter ~~shall~~ will be conducted by the director of community development pursuant to the processes within LMC Title 21.
(Ord. 1268 (Exh. C), 2005)

§ 14.28.180. Severability.

If any section, subsection, sentence, clause, or phrase of this chapter is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality ~~shall~~ does not affect the validity or constitutionality of the remaining portions of this chapter.

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Attachments A & B



(Ord. 1268 (Exh. C), 2005)

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Fee-in-lieu (FIL) parking programs for Leavenworth

Simon Farivar

7/6/2026

City of Leavenworth Planning Commission:

The following is a proposal of ideas for a Fee-in-lieu (FIL) parking program for the commercial district in Leavenworth. The program allow developers to pay a fee instead of constructing required off-street parking spaces. The calculation methods vary significantly, below are a few approaches with examples.

1. Cost-to-Construct Method

The fee is based on the municipality's estimate of what it would cost to build one public parking space.

Formula:

Fee = Average cost per structured parking space × Number of waived spaces

Example:

For Leavenworth, the table below calculates the cost based on the Downtown Parking Garage Feasibility & Design study provided by ARC in February of 2026:

Lot Option	Total # of Stalls	Estimated Cost	Per stall cost
A/B +315	399	$38,400,418	$96,242
A/B +240	324	$36,191,108	$111,701
A/B +212	280	$26,985,150	$96,376
A/B +318	354	$41,130,520	$116,188
D/E +566	660	$43,285,496	$65,584
D/E +252	346	$33,649,783	$97,254
D/E +202	296	$33,434,007	$112,953
D/E +195	245	$23,243,884	$94,873

Averages		$34,540,046	$98,896

Municipal costs approximately $99,000 per stall (range $65K-$116K)

#2. Land Value + Construction Cost

Some cities calculate the fee using both the land consumed by a parking space and construction costs.

Example formula:

(Land value per square foot × 252 sq ft per parking stall including aisles) + construction cost + engineering + contingency

For example:

* Land value: $138/sf

(based on vacant land sale NNA Front St, $1.080MM, Evans EtAl)

* 252 sf per stall

(9x18 stall plus apron)

* Construction: $6,300

(including grading and asphalt/concrete)

* Soft costs: $4,000

(WAG)

Total:

Land = $34,776 + Construction = $10,300

Fee = $45,076 per required space

This approach attempts to better reflect the ‘true’ economic cost of replacing private parking.

3. Percentage of Municipal Garage Cost

Some communities intentionally subsidize development where parking is already challenging. Instead of charging the full cost, they assess only a percentage.

Example for Leavenworth based on info in Method 1:

Municipal garage cost:

Approx $99,000 per space

Developer discount table:

$24,750	75%
$29,700	70%
$34,650	65%
$39,600	60%
$44,550	55%
$49,500	50%
$54,450	45%
$59,400	40%
$64,350	35%
$69,300	30%
$74,250	25%

Fee-in-lieu:

Established percentage

4. Flat Fee Established by Ordinance

Many cities simply adopt a fixed amount per parking space.

Examples have included:

*Kirkland, Burien, Blaine, and Port Townsend

These amounts are not consistent, vary widely with each municipality, and appear arbitrary is some instances.

Overall:

The ARC feasibility study appears to provide a concrete basis for estimating the public cost of supplying replacement parking. The table demonstrates that structured parking in Leavenworth is expensive. The most supportable methodology from a valuation

perspective appears to be the cost-to-construct approach, as it is directly tied to the municipality's actual cost of replacing parking spaces. Based on the 2026 Downtown Parking Garage Feasibility & Design Study, the estimated cost of structured parking in Leavenworth averages approximately $98,900 per stall, with individual scenarios ranging from roughly $65,600 to $116,200 per stall. This analysis demonstrates the significant capital investment required for structured parking and provides a defensible benchmark for determining a fee-in-lieu amount.

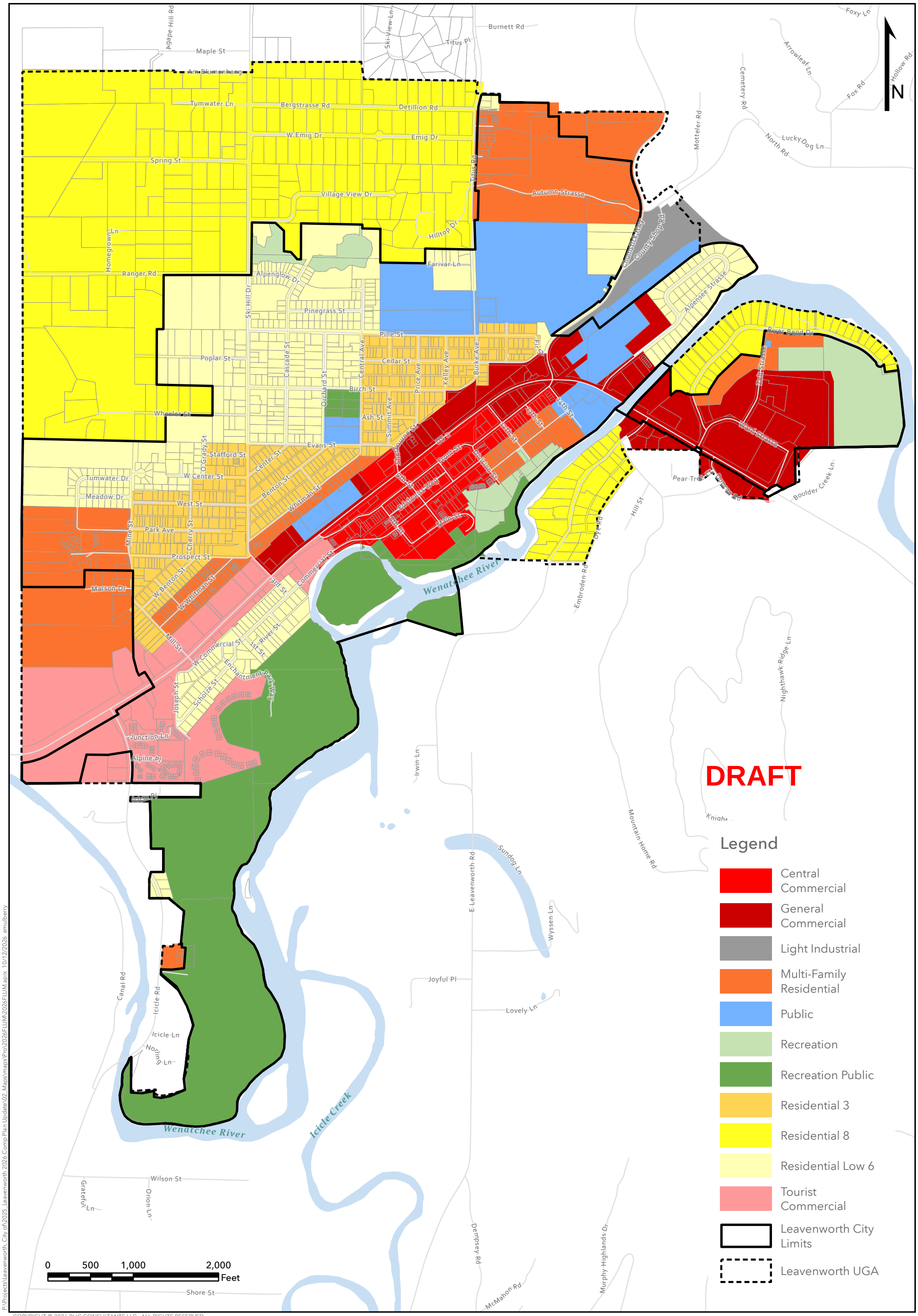
The land value plus construction cost approach produces a substantially lower estimate of approximately $45,100 per stall, most probably reflecting the cost of parking as a secondary or tertiary concern rather than truly structured parking as a primary concern.

While some jurisdictions establish fees through detailed cost analyses, others adopt flat fees by ordinance that may have limited correlation to actual parking replacement costs. This may be the easiest way to impose a fee, however it can appear quite arbitrary.

Opinion:

A fee-in-lieu parking program should be based on a rational, objective methodology rather than an arbitrary dollar amount. Establishing a fee without supporting analysis can create community concerns regarding fairness, consistency, and legal defensibility. If the fee is set too low, it will fail to recover the public cost of providing replacement parking, effectively shifting those costs to taxpayers. Conversely, if the fee is set too high, it may discourage redevelopment and function as a barrier to economic growth. In either case, an arbitrary fee may not reflect the actual economic impact of waving required parking spaces.

Basing the fee on measurable factors such as the cost of constructing public parking facilities, the market value of land required to replace parking, or another documented cost methodology provides a transparent and defensible foundation for the program. An objective approach demonstrates to the Leavenworth constituency that the fee bears a reasonable relationship to Leavenworth’s actual costs and policy objectives. Additionally, a methodology tied to periodically updated market data or construction costs allows the fee to remain relevant over time without relying on subjective adjustments or politically driven decisions.



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GIS Data Source: City of Leavenworth
Data sources supplied may not reflect current or actual conditions. This map is a geographic representation based on information available. It does not represent survey data. No warranty is made concerning the accuracy, currency, or completeness of data depicted on this map.

bhc CONSULTANTS

CITY OF LEAVENWORTH THE BAVARIAN VILLAGE WA

Zoning Map

2026 Comprehensive Plan Update
City of Leavenworth
October 2026

PSOMAS

TAB F

EXHIBIT B

PRIME CONSULTANT COST COMPUTATIONS

Client: City of Leavenworth
Project Name: Front Street - Supplement No. 1
Psomas Project Number: 9LEA010100
Date: 8/7/2026

Task No.	Task Description	Labor Hour Estimate													Total Hours and Labor Cost Computions by Task	
		Principal	Engineering Manager I	Design Engineer III	Senior Project Manager Survey	Survey Crew I (W/Equip)	Survey Crew II (W/Equip)	Project Surveyor II	Surveyor III	Senior Landscape Architect I	Landscape Designer II	Senior Transportation Planner	Transportation Planner III	Business Manager	Senior Admin		
		$318.00	$260.00	$164.00	$290.00	$234.00	$297.00	$192.00	$163.00	$200.00	$126.00	$228.00	$156.00	$194.00	$155.00	Hours	Totals
Task 11 – Project Management, Coordination and Administration																	
11.1	Project Set Up, Change Mgmt, Prog Reports/Invoicing		20							20				6	2	48	$ 10,674.00
11.2	Project Coord, Schedule, Budget Monitoring, Sub Coord		4							6						10	$ 2,240.00
11.3	City Coord Mtgs	6	12							20						38	$ 9,028.00
	Task Total	**6**	**36**	**0**	**0**	**0**	**0**	**0**	**0**	**46**	**0**	**0**	**0**	**6**	**2**	**96**	**$ 21,942.00**
Task 12 – Survey Basemapping Additions																	
	Restroom Bldg, Storm Outfalls, GPR Basements		2		4	12	24	16	30	2						90	$ 19,978.00
	City Pool Parking Lot, Area by the Grange		2		2	40		32								76	$ 16,604.00
	ROW Coordination				2			10								12	$ 2,500.00
	Task Total	**0**	**4**	**0**	**8**	**52**	**24**	**58**	**30**	**2**	**0**	**0**	**0**	**0**	**0**	**178**	**$ 39,082.00**
Task 13 - Tree Succession Plan (Land Meets Water)																	
	Psomas support to LMW	1	2							8	24					35	$ 5,462.00
	Task Total	**1**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**8**	**24**	**0**	**0**	**0**	**0**	**35**	**$ 5,462.00**
Task 14 - Public Facilities Financing Plan (DTA Financing)																	
			4							4						8	$ 1,840.00
	Task Total	**0**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**4**	**0**	**0**	**0**	**0**	**0**	**8**	**$ 1,840.00**
Task 15 - Grant Support																	
			8	16						8	16	8	31			87	$ 14,980.00
	Task Total	**0**	**8**	**16**	**0**	**0**	**0**	**0**	**0**	**8**	**16**	**8**	**31**	**0**	**0**	**87**	**$ 14,980.00**
Task 16 - Downtown Master Plan Update																	
		6								18	48					72	$ 11,556.00
	Task Total	**6**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**18**	**48**	**0**	**0**	**0**	**0**	**72**	**$ 11,556.00**
	Total Labor Hours and Fee	**13**	**54**	**16**	**8**	**52**	**24**	**58**	**30**	**86**	**88**	**8**	**31**	**6**	**2**	**404**	**$ 94,862.00**
Subconsultants																	
	Task 12 - GPR for Subsurface Voids (APS)																$ 4,000.00
	Task 12 - Utility Locates for Sanitary Sewer & Water Main Replacement (APS)																$ 4,000.00
	Task 13 - Tree Succession Plan (Land Meets Water)																$ 8,400.00
	Task 14 - Public Facilities Financing Plan (DTA)																$ 47,440.00
	Subtotal																$ 63,840.00
	Administrative Charge (5%)																$ 3,192.00
	Total Subconsultant Expense																**$ 67,032.00**
Reimbursable Direct Non-Salary Costs																	
	Mileage at current IRS rate																$ 1,700.00
	Per diem																$ 4,000.00
	Total Reimbursable Expense																**$ 5,700.00**
	Management Reserve																**$ 25,000.00**
	Total Estimated Budget																**$ 192,594.00**

Supplement No. 1 – Mapping, Planning
DRAFT - Scope of Work
Leavenworth Front Street
Psomas Project No. 9LEA010100
City of Leavenworth
August 2026

Introduction
This Supplemental Scope of Work (No. 1) provides for additional survey mapping, a tree succession plan, public facilities financing plan, grant support and update to the City of Leavenworth's Downtown Master Plan.

Background
The City of Leavenworth has completed a 10% preliminary plan layout for Front Street (US-2 to Division Street) and for 8th and 10th Streets (Front Street to Commercial Street). This preliminary effort included survey and basemapping, initial stormwater considerations, Bavarian-themed placemaking concepts, and extensive stakeholder engagement. Research and analysis addressed existing site conditions, geotechnical investigation, utilities, heated-pavement system considerations, lighting and electrical needs, site programming, and event operations. The work also advanced concepts for the Royal Lady Plaza and incorporated input from the City Council, Downtown Steering Committee, City staff, and the Chamber of Commerce. Multiple public outreach events gathered feedback from business and property owners regarding operational needs, emergency access, and maintenance considerations. The resulting preliminary plan and planning level cost estimate is supported by the City, the Chamber of Commerce, the Downtown Steering Committee, and the broader Leavenworth community.

Assumptions
The assumptions stated in the original scope of work apply to this supplemental scope of work, in addition to the following:

- At the time of preparing this scope of work, the complete range of funding sources for the project has not been determined. It is possible that future phases of work will be funded through federal sources, and it is the City's intent to develop the project as if it will be.

Project Timeline
It is anticipated that this supplemental scope of work will be completed within six (6) months from Notice to Proceed.

Scope of Work

The Consultant will provide services as described in the following tasks:

Task 11 –Project Management, Coordination and Administration

Work under this task is for project management of the team, including sub-consultants, administrative services, project team coordination, coordination meetings with the City, and quality assurance/ control for submittals.

11.1 Provide project management administrative services, including:

- Project set-up and execution of consultant agreement and related items
- Preparation of monthly invoices with progress reports
- Maintaining project files
- Change management
- Record keeping and project closeout

11.2 Provide overall project coordination, including the specific tasks listed below.

- Project staff management and coordination
- Prepare and update project schedule
- Schedule and budget monitoring
- Subconsultant management and coordination

11.3 Prepare for and attend the following project City coordination meetings.

- Bi-weekly coordination meetings. Assume 12 meetings at 1 hour per meeting. Additional time is included for preparation and notes.

Deliverables

- Monthly invoicing (6 months).
- Meeting agendas and notes, including a summary of decisions made/needed resulting from design coordination meetings.
- Project schedule and updates.

Assumptions

- The bi-weekly coordination meetings will be held virtually unless there is a need for in-person or on-site coordination for specific meetings.
- This task does not include any stakeholder or public engagement.

Task 12 – Survey Base Mapping Additions

Work under this task includes up to 3 days of on-site collection of topographic survey data and associated basemap revisions. It is anticipated that the following features will be added to the base map:

- Areas identified within the red dashed line on the “Front Street Pedestrian Plaza: Additional Survey Needs” exhibit, attached.

- New restroom building – compile CAD file provided by City and complete survey where we could not access during construction.
- Stormwater outfall locations (up to 5).
- Using ground-penetrating radar (GPR), scan for voids such as basements or cellars beneath the existing surface. The area directly in front of each building within project limits will be scanned. Where voids are detected, the corners of the void area will be marked on the surface with paint and those marks will be scanned and added to the existing features basemap drawing. The depth of the voids will also be noted. The total number of void areas is unknown; however, there is a known void area under the sidewalk in front of the Grange and this will be documented and added to the basemap as described.
- Coordination with City regarding ROW, vacation of ROW and/or deed information for the Front Street Park parcels

The Consultant will attempt to visually confirm the connection between surveyed stormwater outfalls and the inlet points of the upstream stormwater conveyance systems. The Consultant may employ a dye test to confirm connections.

Deliverables

- Updated electronic base map file

Assumptions

- GPR services will be provided by APS, a vendor.
- The limits for the survey and features to be collected will be as shown in the attached exhibit labeled “Front Street Pedestrian Plaza: Additional Survey Needs”.
- Survey datums will be NAD83/2011 for horizontal and NAVD88 for vertical.
- Traffic control will not be required.
- Property corners will not be set.
- A Record of Survey is not included.
- Rights-of-Entry for survey will be acquired by the City, if necessary.
- In some locations, basements extend under sidewalks.
- Private irrigation systems are often undetectable and will be mapped to the extent feasible.
- Prior to performing a dye test, the Consultant will provide at least 48 hours of notice to the City.
- The topographic survey and basemapping will meet the requirements of Task 3 under the original agreement.

Task 13 – Tree Succession Plan

The Consultant will coordinate with the City and subconsultant Land Meets Water to prepare a Tree Succession Plan for the overall project footprint. The Plan will evaluate existing tree health and anticipated removals, establish recommendations for ongoing care and maintenance, and

identify strategies to support future tree replacement. The Consultant will facilitate up to two (2) virtual meetings with City staff to review and finalize the Plan.
The Tree Succession Plan may also evaluate interim placemaking and programming alternatives in locations where tree replacement is not feasible. Potential alternatives may include poles with catenary lighting, decorative sculptural elements, or other features that emulate key tree functions and characteristics, such as shade, vertical scale, visual interest, and support for festival and event lighting.

Land Meets Water will develop the Tree Succession Plan in accordance with Exhibit 4. The completed Plan will provide guidance for the selection, procurement, and/or cultivation of replacement trees, as well as complementary placemaking elements, to support future phases of the project.

Deliverables

- Tree Succession Plan (Word document)

Assumptions

- The Tree Succession Plan will serve as a living document and will be refined as the project design advances.
- This task includes development of the first version of the Tree Succession Plan. Future updates and refinements will be addressed through subsequent supplements or amendments as the design progresses.

Task 14 – Public Facilities Financing Plan (DTA Financing)

The Consultant will subcontract with DTA Financing to provide a Public Facilities Financing Plan (PFFP), exploring possible methods to full fund the project, in accordance with Exhibit 6.

Task 15 – Grant Support

The Consultant shall provide grant support services to assist the City in identifying, evaluating, and pursuing external funding opportunities to support implementation of the Project. This task is intended to support grant readiness and competitive application development and will be performed on an hourly basis, subject to City approval, with a not-to-exceed budget of $15,000, unless otherwise authorized in writing by the City.

Grant support deliverables may include, as applicable to each funding opportunity:

- Project descriptions and scope summaries
- Design intent narratives supporting public use, safety, accessibility, and activation
- Concept graphics and diagrams (using existing project materials where available)
- Planning-level cost estimates and funding breakdowns
- Project schedule and readiness information
- Description of community benefits and public outcomes

Deliverables

Grant support deliverables may include:

- Grant opportunity summary and recommended funding pathways
- Draft narrative language and technical attachments for grant applications
- Planning-level cost and scope summaries suitable for grant use
- Supporting graphics or exhibits derived from project design materials

Deliverables will be tailored to the requirements of each identified funding program.

Assumptions

- Grant support services are limited to pre-award assistance and do not include grant administration, reporting, auditing, or reimbursement documentation.
- Cost estimates provided for grant purposes will be planning-level only.
- The City shall serve as the official grant applicant and responsible agency unless otherwise agreed.
- The number of grant applications supported will be limited and defined by task authorization or amendment.

Task 16 – Update 2009 Leavenworth Downton Master Plan

The Consultant shall prepare a supplemental memorandum to the 2009 Leavenworth Downtown Master Plan that updates the "Street Furniture and Urban Design Elements" section to reflect the City's current preferences for downtown streetscape furnishings, urban design features, and placemaking elements. The memorandum shall serve as a resource for both City staff and private property and business owners and shall provide recommendations that are consistent with the urban design vision established for future improvements to Front Street, Front Street Park, and Royal Lady Plaza.

The Consultant shall develop narrative guidance, product recommendations, and supporting imagery for incorporation into the Downtown Master Plan as an appendix or supplemental document. Recommendations may address furnishings, lighting, site amenities, paving materials, wayfinding, landscaping, and other urban design elements that contribute to a cohesive downtown character. The Consultant shall also prepare and deliver one (1) virtual presentation to the Design Review Board to present the proposed recommendations and solicit feedback.

Deliverables

- Supplemental memorandum containing updated Street Furniture and Urban Design Elements guidance. (PDF format)
- Presentation materials for one (1) Design Review Board presentation.

Assumptions

- Services under this task are limited to updates to the "Street Furniture and Urban Design Elements" section of the Downtown Master Plan. No other sections, graphics, or plan content are included.

- The Design Review Board presentation will be conducted virtually and is limited to one (1) meeting.

Management Reserve

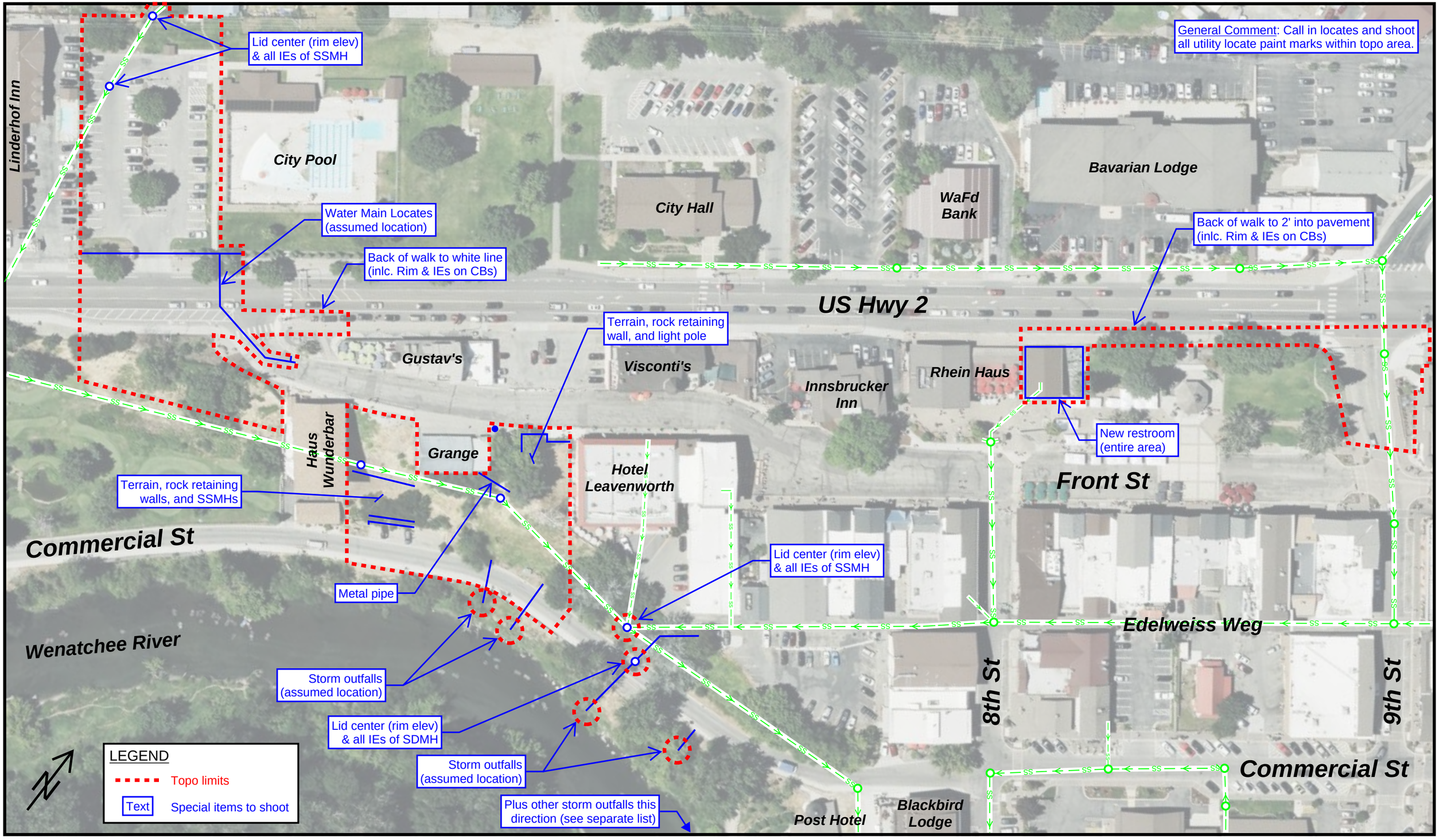
An amount of $25,000 is included in the management reserve. The City must specifically authorize release of management reserve funds in writing prior to the Consultant provided services to be paid under the management reserve budget.

Optional Additional Services

It may be necessary for the Consultant to provide services in addition to those outlined above as requested and approved by the City. It is assumed that additional services could include tasks such as additional design elements, preparation of bid-ready construction documents, subsurface investigations, developing additional illustrative material, assisting in identifying potential funding partners and developing funding applications, and other services not included in this scope of services. At the time these services are required, the Consultant shall provide the City with a detailed Scope of Services and an estimate of costs. The Consultant shall not proceed with the work until the City has authorized the work and issued a Notice to Proceed. The following services are not included in this scope of work but may be added by supplemental amendment as mutually agreed upon by the City and Consultant:

- SEPA and NEPA permitting
- Public/Stakeholder engagement
- Critical areas permitting
- Engineering
- Cultural Resources survey and reporting
- Right-of-way services, including preparation of legal descriptions, preliminary funding estimates, appraisals, acquisition, and certification. In consideration of future federal funding requirements, right-of-way services cannot being until environmental documentation is complete.
- Preparation of a Design Documentation Package, such as Design Analysis, Design Parameters, Project Development Approval Files, and supporting documentation for WSDOT design approval.
- Intersection/Channelization Plans for WSDOT Approval.

Front Street Pedestrian Plaza: Additional Survey Needs



Psomas

July 2026

PSOMAS

EXHIBIT B

PRIME CONSULTANT COST COMPUTATIONS

Client: City of Leavenworth
Project Name: Front Street Pedestrian Plaza: Phase 1 Utilities (Supplement #2)
Psomas Project Number: 9LEA010100
Date: 9/3/2026

Task No.	Task Description	Labor Hour Estimate													Total Hours and Labor Cost Computions by Task	
		Principal	Engineering Manager I	Asst. Engineering Manager	Senior Engineer I	Design Engineer II	Design Engineer III	Senior Project Manager Survey	Senior Landscape Architect I	Environmental Manager	Cultural Resources Manager	Senior CAD Technician	Senior Admin	Office Admin		
		Paul	Karissa	Sam	Kyle	Colton	Grant	Mike	Holly Phuong	Pete	Alicia	Annie	Dani	Carlos		
		$318.00	$260.00	$237.00	$216.00	$153.00	$164.00	$290.00	$200.00	$252.00	$230.00	$175.00	$155.00	$121.00	Hours	Totals
Task 17 - Sanitary Sewer Main Replacement & Water Transmission Main Installation																
17.1	Project Management, Coordination, & Administration	2	20	28	72				20				8	2	152	$ 33,506.00
17.2	Environmental & Cultural Resources Permitting				4					2	8				14	$ 3,208.00
17.3	Utilities Coordination & Potholing				40	8									48	$ 9,864.00
17.4	30% Design Scroll Plot & OPCC		3		28	44	10	2				20			107	$ 19,280.00
17.5	60% Design Plans, Index of Special Provisions, & OPCC		5		65	112	68	4	6			40			300	$ 52,988.00
17.6	90% Design Plans, Special Provisions (Div 2-9), & OPCC		25		48	88	52	1	12			32			258	$ 47,150.00
17.7	100% Design & Bid Set Plans, Contract Manual, & OPCC		11		40	68	44	1	6			20			190	$ 34,110.00
17.8	WSDOT Coordination for Utility Crossing		2		24	8	4								38	$ 7,584.00
17.9	Bid Support		2		16	8	4		1			4			35	$ 6,756.00
	Task Total	**2**	**68**	**28**	**337**	**336**	**182**	**8**	**45**	**2**	**8**	**116**	**8**	**2**	**1142**	**$ 214,446.00**
	Total Labor Hours and Fee	**2**	**68**	**28**	**337**	**336**	**182**	**8**	**45**	**2**	**8**	**116**	**8**	**2**	**1,142**	**$ 214,446.00**
														2027 Assumed Rate Escalation	**5%**	**$ 10,722.30**
Subconsultants																
																$ -
																$ -
															Total Subconsultant Expense	**$ -**
Reimbursable Direct Non-Salary Costs																
															Mileage at current IRS rate	$ 1,000.00
															Reproduction Allowance	$ 250.00
															Per diem	$ 1,100.00
															Total Reimbursable Expense	**$ 2,350.00**
															Management Reserve	**$ 15,000.00**
															Total Estimated Budget	**$ 242,518.30**

Supplement No. 2 – Phase 1 Utilities
Scope of Work
Front Street Pedestrian Plaza Improvements
Psomas Project No. 9LEA010100
City of Leavenworth
September 2026

Introduction

This Supplemental Scope of Work (No. 2) builds on the current Front Street Pedestrian Plaza (plaza project) 10% project design, by adding the design and preparation of bid set documents for early utilities relocations. The utilities to be relocated ahead of the plaza project include sanitary sewer main replacement (Figure 1) and water main transmission pipe installation (Figure 2). Construction of these utility improvements ahead of the plaza project will create focused construction contracts with better bid prices, in addition to upgrading or completing missing parts of the utilities network within the City of Leavenworth (City).

The sanitary sewer main replacement will involve a new alignment that extends beyond the limits of the original boundary for the plaza project and will require additional field topographic survey, as identified in Supplement No. 1. Since the water main transmission pipe installation falls entirely within the limits of the original survey, no additional field effort is anticipated for that portion of the work. The design efforts for this Scope of Work (Supplement No. 2) are assumed to be performed concurrently with the Front Street Park design (Supplement No. 3), although the utilities project is anticipated to be bid and constructed before the Front Street Park work begins.

Background

The City originally identified one block of sanitary sewer main replacement (8th Street, from Front Street to Commercial Street) and one and a half blocks of water main transmission pipe installation (Front Street, from 8th St to midway between 9th and 10th Streets) as a part of the scope of work for the plaza project. Since that time, the City has determined that replacement of the sanitary sewer crossing beneath US-2 is required, and that its realignment is best suited to lie partially within the plaza project limits. As such, an early relocation of the sanitary sewer main is warranted to prevent future disturbance to Front Street after the plaza project is constructed. The sanitary sewer main realignment is expected to connect to other improvements to the system that have been designed by Varella and expected to be constructed in 2027.

The City has also identified a missing span in their 12” water transmission main, which lies adjacent to Front Street Park. Design for installation of this missing segment and connection to the existing water transmission system on each end was originally part of the scope of work for the plaza project, but is now being pulled out for early design and installation. Similar to the

early sanitary sewer main replacement, this early water transmission main installation is warranted to prevent future disturbance to the Front Street Park area after that portion of the plaza project commences.

It is anticipated that the sanitary sewer main realignment and water transmission main installation will require coordination with multiple utility entities, potholing for design information, coordination with the Washington State Department of Transportation (WSDOT) for the planned utility crossing of US-2, SEPA exemption letter, and cultural resources coordination.

A conceptual layout of the proposed sanitary sewer main replacement is included in Figure 1 on the following page.

For the water transmission main installation, there are two potential layouts that may be required: a “short version” and a “long version”. A critical first step in the design phase will be to determine the actual tie-in locations on each end, which will define whether the Consultant design team proceeds with the “short version” or “long version”. A conceptual layout of each version is included in the following pages as Figure 2 and Figure 3.

Assumptions

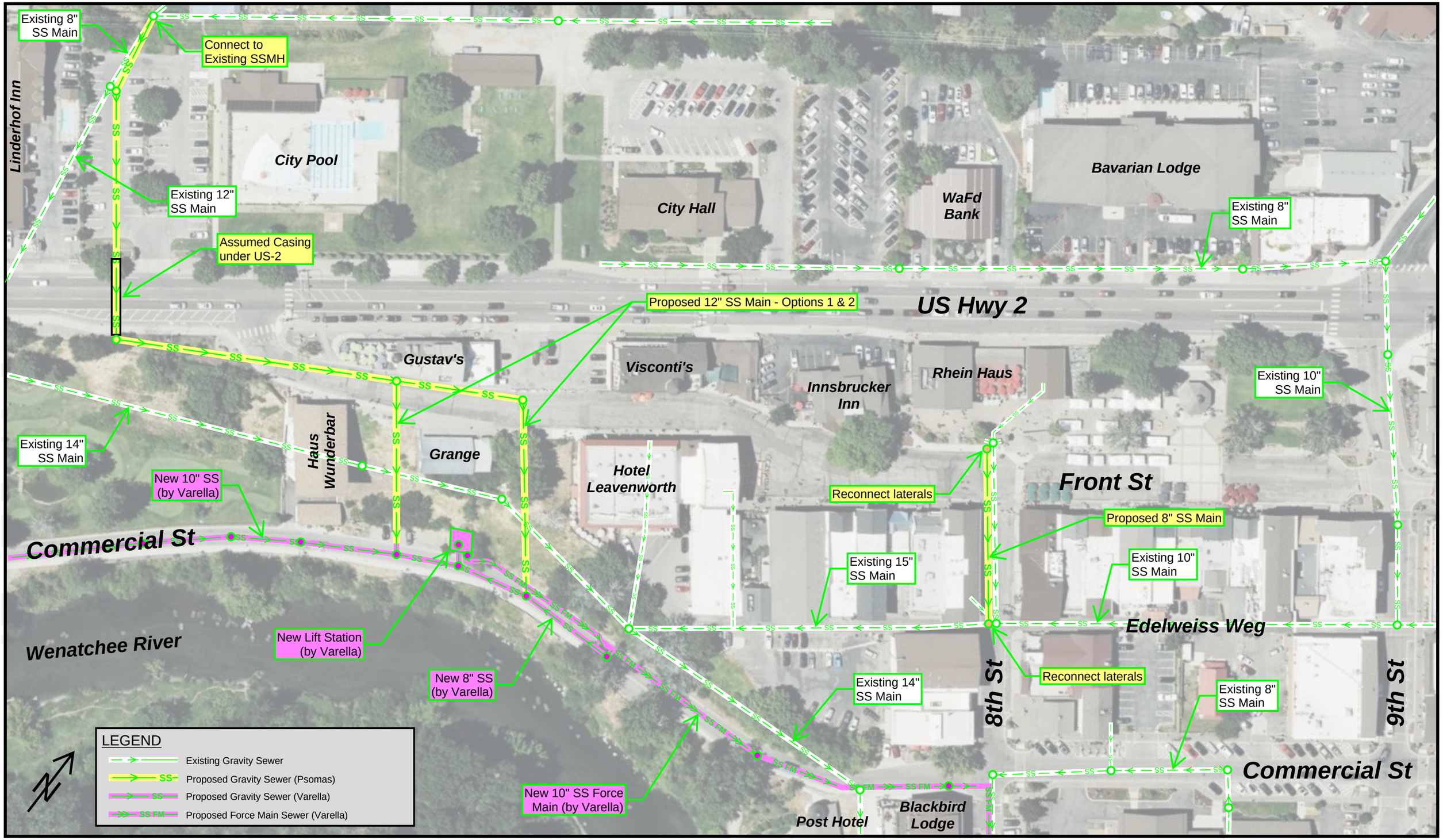
The assumptions stated in the original scope of work apply to this supplemental Scope of Work, in addition to the following:

- At the time of preparing this Scope of Work, the funding source for construction of the Project described herein has not been determined. It is assumed that local funding will be utilized, most likely from the City’s utilities department budget.
- All required field topographic survey work and basemap preparation will be completed under Supplement #1.
- Required geotechnical information for this Scope of Work will be obtained from the geotechnical report that was completed as part of the original plaza project 10% design scope of work.

Project Timeline

It is anticipated that this supplemental Scope of Work will be completed within 16 months from Notice to Proceed. That range is assumed to span from Notice to Proceed in October 2026 through Project Bid Opening in January 2028.

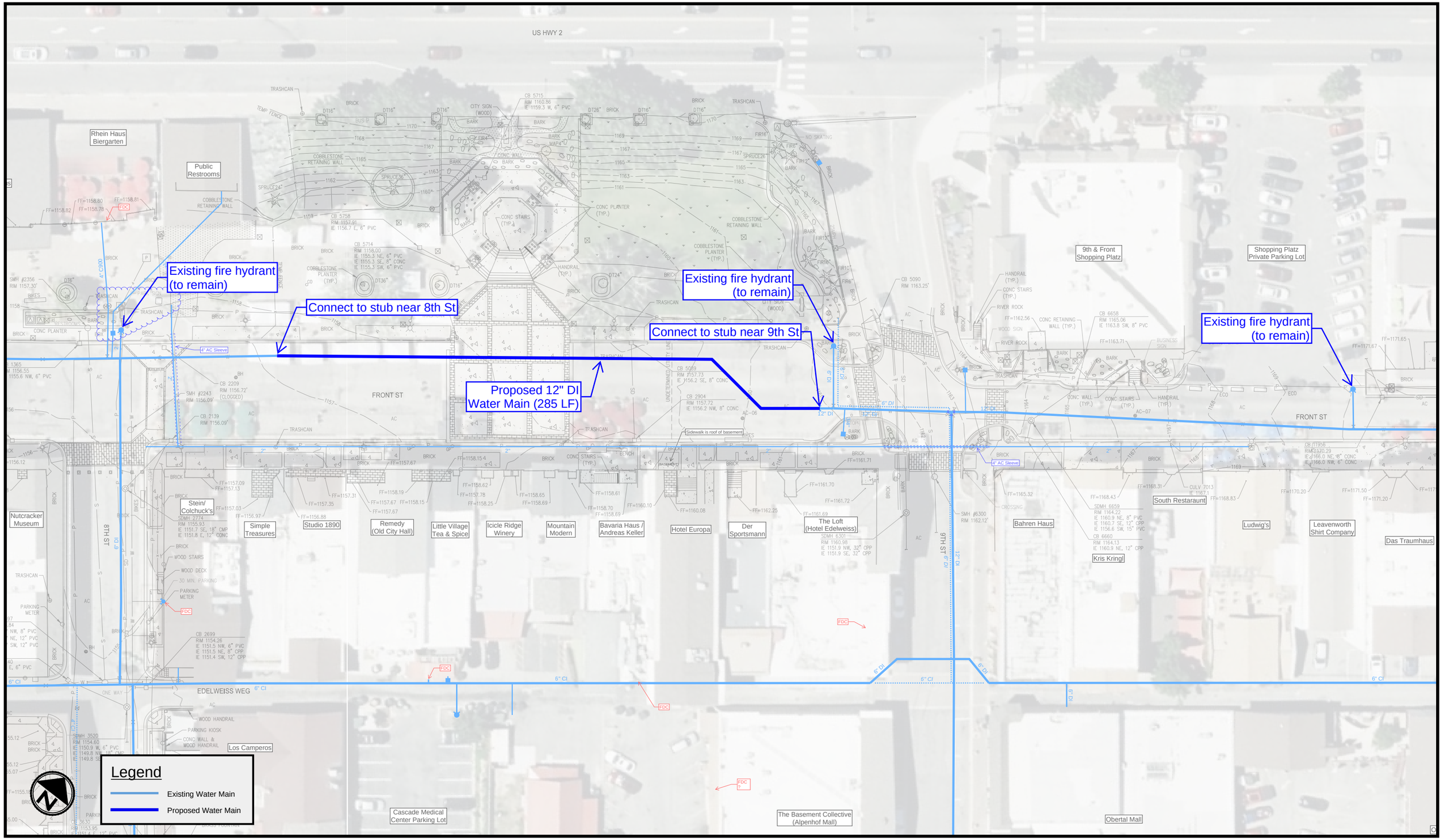
Figure 1 - Conceptual Sanitary Sewer Main Replacement Layout



Psomas

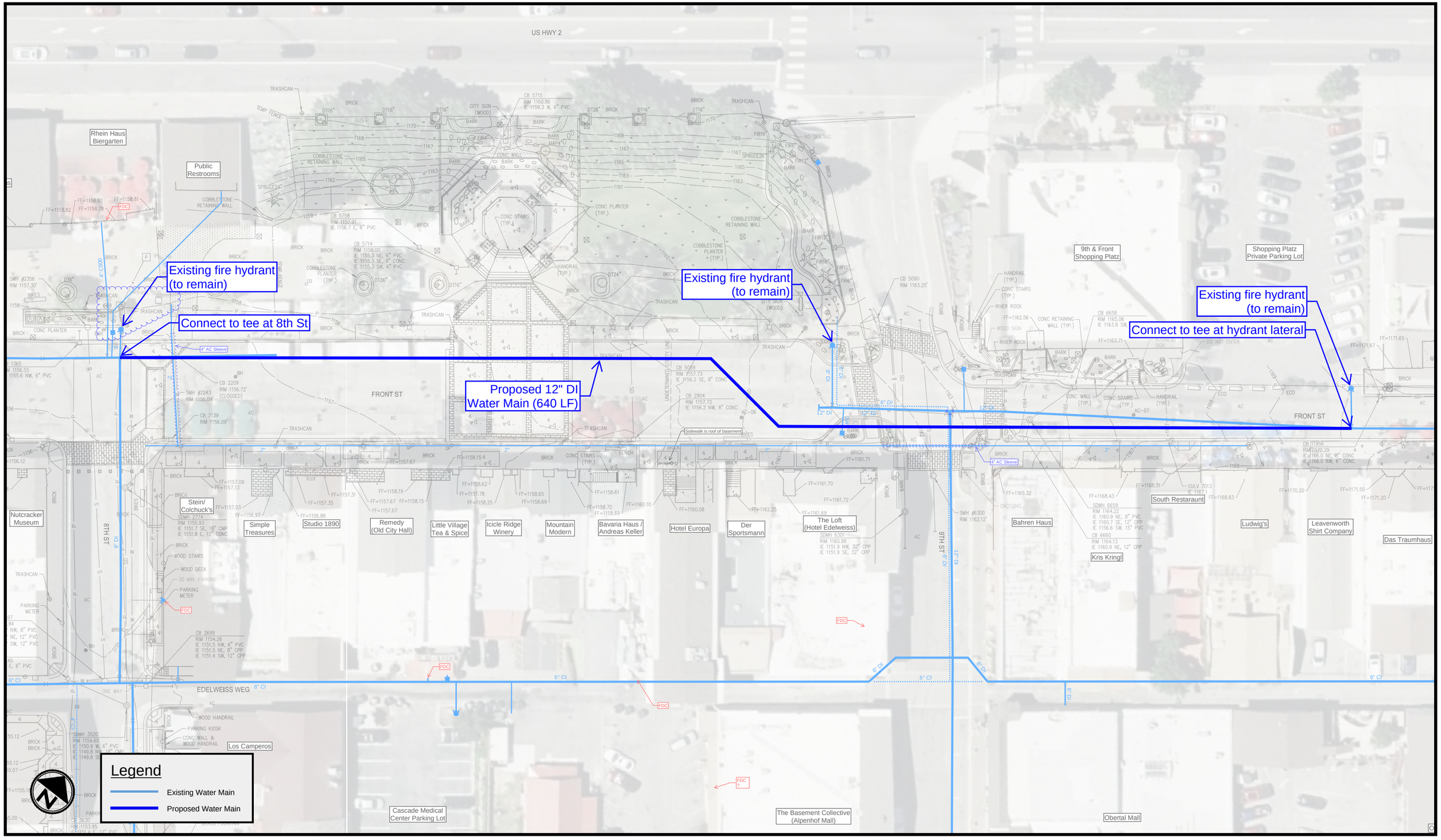
August 2026

Figure 2 - Conceptual Water Transmission Main Layout - "Short Version"



Psomas ***August 2026***

Figure 3 - Conceptual Water Transmission Main Layout - "Long Version"



Psomas ***August 2026***

Scope of Work

The Consultant will provide these services under **Task 17 - Sanitary Sewer Main Replacement & Water Transmission Main Installation**, as detailed in the following subtasks:

- Subtask 17.1: Project Management, Coordination and Administration
- Subtask 17.2: Environmental & Cultural Resources Permitting
- Subtask 17.3: Utilities Coordination & Potholing
- Subtask 17.4: 30% Scroll Plot & Opinion of Probable Construction Cost (OPCC)
- Subtask 17.5: 60% Plans, Index of Special Provisions, & OPCC
- Subtask 17.6: 90% Plans, Special Provisions (Div 2-9), & OPCC
- Subtask 17.7: 100% & Bid Set Plans, Contract Manual, & OPCC
- Subtask 17.8: WSDOT Coordination for Utility Crossing
- Subtask 17.9: Bid Support

Subtask 17.1 – Project Management, Coordination, & Administration

Work under this subtask is for administrative services, project team coordination, coordination meetings with the City, and quality assurance/quality control for submittals. Subtask elements include:

- Provide administrative services, including:
  - Project set-up and execution of Consultant Agreement and related items
  - Preparation of monthly invoices with progress reports
  - Maintaining project files
  - Change management
  - Record keeping and project closeout
- Provide overall project coordination, including:
  - Project staff management and coordination
  - Prepare and update project schedule
  - Schedule and budget monitoring
- Prepare for and attend the following project coordination meeting with the City:
  - 30% Project design kick-off meeting
  - Bi-weekly coordination meetings (assume 24 meetings at 1 hour per meeting, with additional time for preparation and notes)
- Provide QA/QC reviews of deliverables by senior staff prior to submittal to the City.
  - 30% design scroll plot and opinion of probable construction cost
  - 60% and 90% plans, special provisions, and opinion of probable construction cost packages
- Prepare for and attend coordination meetings for other City projects.
  - Assume 4 coordination meetings at 1 hour per meeting, with additional time for preparation and notes
  - Other City projects may include adjacent utility projects (such as the Commercial Street lift station project).
- Prepare and maintain a risk matrix for the Project.

- The matrix will be in an Excel spreadsheet and will be built and maintained by the Consultant as risks are identified
- Mitigation measures will be discussed with the City at coordination meetings and added to the matrix as the Project progresses

Deliverables

- Monthly invoicing (16 months).
- Meeting agendas and notes, including a summary of decisions made/needed resulting from design coordination meetings.
- Record of QA/QC comments on reviewed submittals.
- Project schedule and updates.
- Risk matrix updates.

Assumptions

- The Project duration will be 16 months (active design at 12 months).
- The kick-off meeting and bi-weekly coordination meetings will be held virtually unless there is a need for in-person or on-site coordination for specific meetings.
- No subconsultants will be required for this Scope of Work.
- No federal funds will be involved in the Project.
- See Subtask 17.8 for utility coordination with WSDOT.

Subtask 17.2 – Environmental & Cultural Resources Permitting

Environmental

It is understood by the Consultant that the Project does not require a project-specific State Environmental Policy Act (SEPA) Checklist. Per WAC 197-11-800 (23)(b), the following activities are exempt:

> "(b) All stormwater, water and sewer facilities, lines, equipment, hookups or appurtenances including, utilizing or related to lines 12 inches or less in diameter."

This subtask includes time for SEPA exemption coordination.

Deliverables

- SEPA Categorical Exemption documentation.

Assumptions

- There are no critical areas (wetlands, streams, geologic hazards, buffers, etc.) within the project vicinity and the project will not require preparation of a Critical Areas Report.
- No other applications for environmental permits or approvals are required.
- The City Planning Department will provide a SEPA Checklist exemption letter for the Project.

- Since all new or replaced utility pipes should meet this threshold in WAC 197-11-800 (23)(b), preparation of a SEPA Checklist will not be required.

Cultural Resources

The utility work described in this Supplement No. 2 is not anticipated to utilize Federal or State funding. As such, it is assumed the Project will not be subject to Washington State Governor's Executive Order 21-02 (GEO 21-02), and no Cultural Resources Assessment is required. However, best practices indicate that two tasks should be performed as a part of the Project: 1) an Inadvertent Discovery Plan and 2) a project notice letter to the local tribes detailing the Project and construction work to be performed.

The Consultant will prepare the Inadvertent Discovery Plan to be included in the construction contract documents, which outlines the formal safety and legal protocol to be used during construction to handle unexpected finds like cultural artifacts, historic foundations, or human remains. The Consultant will also determine the potentially affected local tribes and prepare the tribal Project notice letter for the City to send to said tribes during Project design.

Deliverables

- Inadvertent Discovery Plan for construction.
- Tribal Project notice letter for City's use in tribal communication.

Assumptions

- No other cultural resources field work, permits, or documentation will be required.
- All coordination with tribes will be performed by the City.

Subtask 17.3 – Utilities Coordination & Potholing

The Consultant will provide the following utility coordination tasks:

- Coordinate with affected utilities on behalf of the City to obtain and review utility as-built and system information, convey project design information, and identify locations where proposed improvements are in conflict with existing utility infrastructure.
- Document discussions and incorporate conflict solutions into the project design as approved by the City. Known project utilities include: Chelan County Public Utility District (CCPUD); Charter Communications; Ziply Fiber; WSDOT storm drain, electrical, and communication facilities; and City water, sanitary sewer, storm drain, and irrigation facilities.

The purpose of potholing utilities is to attempt to verify actual utility locations, depth of burial, size, and material type. The Consultant will prepare a list of recommended locations for utility potholing during design. The City will utilize its own staff and equipment to provide vactor services for potholing along the corridor. The Consultant will collect and review the City's field findings, coordinate with the affected utilities to resolve location

conflicts, modify the design to avoid known utilities, and minimize impacts to those utilities where complete avoidance is not feasible.

The Consultant will provide the following utility potholing tasks:

- Prepare a pothole exhibit for the City utility crew to use for potholing existing buried utilities to obtain design information.
- Attend field potholing activities to record findings and provide direction where required.
- Input pothole data into CAD for use in project design.

Deliverables

- Notes from utility coordination meetings.
- Pothole data log (PDF).

Assumptions

- The Consultant will communicate Project information directly with utilities on behalf of the City.
- Utility coordination meetings may be held at the Project site, at the Consultant's office, or virtually. Onsite meetings will be limited to one per utility.
- Potholing quantity will be limited to 16 potholes.

Subtasks 17.4 – 17.7

It is assumed that the following plan sheets will be prepared and incorporated into the project at the milestone deliverables shown below.

Sheet Title	Sheet Count	30% Design	60% Design	90% Design	100% Design
Cover Sheet	1	(Scroll Plot – See Subtask 17.4)	X	X	X
Legend & Abbreviations	1		X	X	X
Survey Control & Alignment Plan	2		X	X	X
Typical Sections	2		X	X	X
Typical Details	2		X	X	X
Site Preparation & TESC Plan	3		X	X	X
Sewer Plan & Profile	4		X	X	X
Sewer Details	1		X	X	X
Water Plan & Profile	2		X	X	X
Water Details	1		X	X	X
Site Restoration Plan	3		X	X	X
Site Restoration Details	1		X	X	X
Temporary Traffic Control Plan	4			X	X
Temporary Traffic Control Details	2			X	X
TOTAL SHEETS		-	**23**	**29**	**29**

Design Subtask Assumptions

- There are up to 12 service lateral connections along the combined sanitary sewer main replacement. The service laterals will be reconnected to the replacement pipe.
- Sanitary sewer service laterals will not be reconstructed.
- There are up to 2 service connections and 1 hydrant connection along the water transmission main installation. The services and hydrant lateral will be connected to the new pipe.
- Water services and hydrant laterals will not be reconstructed.

Subtask 17.4 – 30% Design Scroll Plot & OPCC

Services under this task include preparation of a scroll plot showing the preliminary utility design overlaid on the topographic survey basemap and/or satellite imagery. The scroll plot will incorporate the City's conceptual layout and will contain plan views and profile views of the proposed sanitary sewer main and water main transmission pipes.

Deliverables

- 30% design-level scroll plot (one 22"x34" hard copy and PDF).
- 30% design-level opinion of probable construction cost (PDF).

Assumptions

- City staff will review the 30% design-level submittal and provide consolidated comments.

Subtask 17.5 – 60% Design Plans, Index of Special Provisions, & OPCC

Services under this task include preparation of a plan set, index of anticipated special provisions, and opinion of probable construction cost. The Consultant will incorporate City's comments from the 30% design-level submittal review to advance the Project design to a 60% design-level. The plan set will include the following:

- Typical sections and details.
- Horizontal and vertical layout of proposed utility lines, curbs and gutters, sidewalks, curb ramps, and impacted driveways.
- Site preparation and restoration.

Deliverables

- 60% design-level plan set (PDF).
- 60% design-level index of special provisions (PDF).
- 60% design-level opinion of probable construction cost (PDF).

Assumptions

- City staff will review the 60% design-level submittal and provide consolidated comments.
- Profile locations of existing utilities may be assumed until pothole data is obtained.

- Retaining wall design is not anticipated and not included in this Scope of Services.
- For the 60% plan set, the proposed design will be overlaid onto the topographic survey basemap (no aerial image).

Subtask 17.6 – 90% Design Plans, Special Provisions (Div 2-9), & OPCC

Services under this task include preparation of a plan set, special provisions (Divisions 2-9), and opinion of probable construction cost. The Consultant will incorporate City comments from the 60% design-level submittal review to advance the design to a 90% design-level and prepare a plan set that will include the following, in addition to the items from the 60% design-level submittal:

- Landscaping and restoration details.
- Temporary traffic control plans, notes, and detours.

Deliverables

- 90% design-level plan set (PDF).
- 90% design-level special provisions for Divisions 2 - 9 (PDF & Word).
- 90% design-level opinion of probable construction cost (PDF).

Assumptions

- City staff will review 90% design-level submittal and provide consolidated comments.
- WSDOT staff will review 90% design-level submittal and provide consolidated comments.

Subtask 17.7 – 100% Design & Bid Set Plans, Contract Manual, & OPCC

Services under this task include preparation of a bid-ready plan set, contract manual, and opinion of probable construction cost. The Consultant will incorporate City comments from the 90% design-level submittal review and advance the design to a 100% design-level. The contract manual will include standard “front end” documents provided by the City and special provisions for Divisions 1-9, including the following:

- Advertisement for Bids
- Information to Bidders
- City Bid Forms
- City Contract Forms
- Special Provisions
- Prevailing Wage Rates
- WSDOT Standard Plans
- City of Leavenworth Construction Standards

It is anticipated that the 100% design-level submittal will go to the City, unstamped, for a brief final review and comment period. After addressing final comments from the City, the Consultant will prepare the stamped bid set of contract documents.

Deliverables

- 100% design-level plan set (PDF).
- 100% design-level specifications, including City-provided front end documents, and Division 1-9 special provisions (PDF).
- 100% design-level opinion of probable construction cost (PDF).
- Signed, Bid-Ready Final Plans, Specifications, and Opinion of Probable Construction Cost (PDF).

Assumptions

- City staff will review the 100% design-level submittal and provide limited comments.
- The City will provide standard front-end documents for specifications.

Subtask 17.8 – WSDOT Coordination for Utility Crossing

Services under this subtask are for coordination with WSDOT relating to the proposed sanitary sewer utility crossing under US-2, as well as removal or abandonment of the existing sanitary sewer crossing under US-2. Subtask elements include:

- Review of WSDOT utility crossing requirements and policies.
- Coordination with WSDOT staff, including meetings and correspondence.
- Submittal of Project plan and specification documents for WSDOT review.

Deliverables

- Meeting agendas and notes, including a summary of decisions made/needed resulting from design coordination meetings.
- Record of WSDOT comments on reviewed submittals.

Assumptions

- Because the proposed sanitary sewer main relocation will cross under a state highway, WSDOT permits and plan review will be required.
- Coordination with WSDOT will be led by the Consultant, and the City will support such coordination by attending the coordination meetings as described above (2 coordination meetings at 1 hour per meeting, with additional time for preparation and notes).

Subtask 17.9 – Bid Support

The Consultant will support the City during the bidding period, from the start of construction Bid Advertisement through Notice of Award. This subtask includes reviewing and drafting responses to bidder questions, preparation of addenda, attending the bid opening, preparation of certified bid tabulation, and drafting the Notice of Award letter.

Deliverables

- Up to 3 addenda (PDF).
- Certified Bid Tabulation.
- Notice of Award letter.

Assumptions

- The City will coordinate and pay for bid advertisements directly.
- Bidder correspondence will be coordinated through the City.
- The City will host and lead the bid opening.
- The City will review bidder qualifications and send the Notice of Award letter.

Management Reserve

An amount of $15,000 is included in the management reserve. The City must specifically authorize release of management reserve funds in writing prior to the Consultant provided services to be paid under the management reserve budget.

Optional Additional Services

It may be necessary for the Consultant to provide services in addition to those outlined above as requested and approved by the City. It is assumed that additional services could include tasks such as additional design elements, subsurface investigations, property acquisition services, construction phase services, and other services not included in this scope of services. At the time these services are required, the Consultant shall provide the City with a detailed Scope of Work and an estimate of costs. The Consultant shall not proceed with the work until the City has authorized the work and issued a Notice to Proceed.

The following services are not included in this Scope of Work but may be added by supplemental amendment as mutually agreed upon by the City and Consultant:

- NEPA/SEPA permitting and checklist
- Critical areas permitting
- Property acquisition services.
- Preparation of a Design Documentation Package, such as Design Analysis, Design Parameters, Project Development Approval Files, and supporting documentation for WSDOT design approval.
- Services during construction.

PSOMAS

EXHIBIT B

PRIME CONSULTANT COST COMPUTATIONS

Client: City of Leavenworth
Project Name: Front Street
Psomas Project Number: 9LEA010100
Date: 10/1/2026

Task No.	Task Description	Labor Hour Estimate																		Total Hours and Labor Cost Computions by Task	
		Principal	Engineering Manager I	Senior Engineer I	Design Engineer II	Design Engineer III	Senior Landscape Architect I	Project Landscape Architect II	Landscape Designer II	Landscape Designer III	Environmental Manager	Managing Biologist I	Senior Biologist I	Cultural Resources Manager	Cultural Resources PM II	Cultural Resources PM III	Cultural Resources GIS/Tech	Senior CAD Technician	Business Manager	Senior Admin		
		$318.00	$260.00	$216.00	$153.00	$164.00	$200.00	$181.00	$126.00	$145.00	$252.00	$199.00	$153.00	$230.00	$170.00	$196.00	$150.00	$175.00	$194.00	$155.00	Hours	Totals
Task 18.1 – Project Management, Coordination and Administration																					
	Project Set Up, Change Mgmt, Prog Reports/Invoicing		16				32												12	2	62	$ 13,198.00
	Project Coord, Schedule, Budget Monitoring, Sub Coord		16				24							16							56	$ 12,640.00
	30% Kick-off, City Coord Mtgs	40	60				76														176	$ 43,520.00
	QA/QC Reviews	20	24				16														60	$ 15,800.00
	WSDOT Hwy 2 Coordination		4				4														8	$ 1,840.00
	Coordination for Other City Projects	8	8				8														24	$ 6,224.00
	Risk Matrix	4	8				8														20	$ 4,952.00
	Task Total	**72**	**136**	**0**	**0**	**0**	**168**	**0**	**0**	**0**	**0**	**0**	**0**	**16**	**0**	**0**	**0**	**0**	**12**	**2**	**406**	**$ 98,174.00**
Task 18.2 – Stakeholder Involvement																					
	Stakeholder Collaboration	30	2	4			50														86	$ 20,924.00
	Community-Wide Outreach	12	2	8			40														62	$ 14,064.00
	Business & Property Outreach	20	20	6		24	36		24												130	$ 27,016.00
	Graphics & Materials						20		80	180											280	$ 40,180.00
	Task Total	**62**	**24**	**18**	**0**	**24**	**146**	**0**	**104**	**180**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**558**	**$ 102,184.00**
Task 18.3 – Electrical Design (P2S)																					
		4	4				16														24	$ 5,512.00
	Task Total	**4**	**4**	**0**	**0**	**0**	**16**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**24**	**$ 5,512.00**
Task 18.4 – Structural Design (Lund Opshal)																					
		4	4				16														24	$ 5,512.00
	Task Total	**4**	**4**	**0**	**0**	**0**	**16**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**24**	**$ 5,512.00**
Task 18.5 - Stormwater Report																					
	Volume calcs		1	6		40															47	$ 8,116.00
	Conveyance calcs		1	6		28															35	$ 6,148.00
	Core Elements Review		1	6		16															23	$ 4,180.00
	BMP Selection and Design		1	8		24															33	$ 5,924.00
	Report Preparation		1	6		16												4		2	29	$ 5,190.00
	City/Ecology Review		3	8		12															23	$ 4,476.00
	Task Total	**0**	**8**	**40**	**0**	**136**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**4**	**0**	**2**	**190**	**$ 34,034.00**
Task 18.6 - 30% Civil, Utility, and Urban Design Plans and Opinion of Construction Cost (Total Footprint)																					
	Plans		36	108	60	128	40	40	80									254			746	$ 132,630.00
	Opinion of Cost		4	16	16	8	4	4	16												68	$ 11,796.00
	Task Total	**0**	**40**	**124**	**76**	**136**	**44**	**44**	**96**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**254**	**0**	**0**	**814**	**$ 144,426.00**
Task 18.7 - 60% Civil, Utility, and Urban Design Plans and Opinion of Construction Cost (Reduced Footprint)																					
	Plans		18	40	20	52	18	34	60	20								120			382	$ 66,122.00
	Opinion of Cost		4	16	8	8	4	8	16												64	$ 11,296.00
	Task Total	**0**	**22**	**56**	**28**	**60**	**22**	**42**	**76**	**20**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**120**	**0**	**0**	**446**	**$ 77,418.00**

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Task 18.8 - 90% Civil, Utility, and Urban Design Plans and Opinion of Construction Cost (Reducded Footprint)																						
	Plans		20	42	40	30	32	40	60									134			398	$ 69,962.00
	Opinion of Cost		4	8	8	8	4	8	8												48	$ 8,560.00
	Specs		24			16	8	16													64	$ 13,360.00
	Task Total	**0**	**48**	**50**	**48**	**54**	**44**	**64**	**68**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**134**	**0**	**0**	**510**	**$ 91,882.00**
Task 18.9 - 100% & Bid-Ready Civil, Utility, and Urban Design Plans and Opinion of Construction Cost (Reducded Footprint)																						
	Plans		8	20	16	24	16	20	30									60			194	$ 33,884.00
	Opinion of Cost		2	4	8	4	2	6	4												34	$ 6,028.00
	Specs		16			8	8	6													38	$ 8,158.00
	Task Total	**0**	**26**	**24**	**24**	**36**	**26**	**32**	**34**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**60**	**0**	**0**	**266**	**$ 48,070.00**
Task 18.10 - Cultural Resources Inventory & Assessment																						
	Fieldwork														10		4				14	$ 2,300.00
	Cultural Resources Assessment		1				1							24	8	20	24				78	$ 14,860.00
	Built Environment Review (by NW Vernacular, see Subconsultant fees)		2	16			1														19	$ 4,176.00
	Task Total	**0**	**3**	**16**	**0**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**24**	**18**	**20**	**28**	**0**	**0**	**0**	**111**	**$ 21,336.00**
Task 18.11 - SEPA Checklist & Environmental Permitting Memorandum																						
	SEPA Checklist		1	3			1				4	24	12	4							49	$ 9,648.00
	Environmental Permitting Memo		1				1				2	16	8								28	$ 5,372.00
	Task Total	**0**	**2**	**3**	**0**	**0**	**2**	**0**	**0**	**0**	**6**	**40**	**20**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**77**	**$ 15,020.00**
Total Labor Hours		**142**	**317**	**331**	**176**	**446**	**494**	**182**	**386**	**200**	**6**	**40**	**20**	**44**	**18**	**20**	**28**	**572**	**12**	**4**	**3,442**	**$ 646,176.00**
																					2027 Assumed Rate Escalation	**5.0%**	**$ 32,308.80**
Subconsultants																						
																					Task 18.12 - Electrical Design (P2S)		$ 137,200.00
																					Task 18.13 - Structural Design (Lund Opsahl)		$ 55,000.00
																					Task 18.10 - Built Environment Review (Northwest Vernacular)		$ 24,685.00
																					Subtotal		$ 216,885.00
																					Administrative Charge (5%)		$ 10,844.25
																					Total Subconsultant Expense		**$ 227,729.25**
Reimbursable Direct Non-Salary Costs																						
																					Mileage at current IRS rate		$ 6,800.00
																					Per diem		$ 8,000.00
																					Total Reimbursable Expense		**$ 14,800.00**
																					Management Reserve		**$ 25,000.00**
																					Total Estimated Budget		**$ 946,014.05**

Supplement No. 3 – Phase 2 30% Design for Project Extents and Final Design for Front Street Park
Scope of Work
Leavenworth Front Street Pedestrian Plaza Improvements
Psomas Project No. 9LEA010100
City of Leavenworth
October 2026

Introduction

This Supplemental Scope of Work (No. 3) advances the current Front Street 10% project design to a 30% engineering plan set for the project extents shown in Figure 1, and to a 100% design-level engineering plan set for Front Street Park, and for the plaza improvements in the existing roadway area along Front Street adjacent to Front Street Park from 8th Street to 9th Street. The portion of the site that will be advanced to the 100% design-level is shown in Figure 2.

The 30% design will expand the original project limits and incorporate additional areas, including 9th Street from US-2 to Commercial Street and the section of Front Street Park between the large oak tree and the restrooms. The effort will continue stakeholder engagement and further define snow removal operational needs.

Background

The City of Leavenworth has completed a 10% preliminary plan layout for Front Street (US-2 to Division Street) and for 8th and 10th Streets (Front Street to Commercial Street). This preliminary effort included survey and basemapping, initial stormwater engineering, Bavarian-themed placemaking concepts, and extensive stakeholder engagement. Research and analysis addressed existing site conditions, geotechnical considerations, utilities, heated-pavement system requirements, lighting and electrical needs, site programming, and event operations. The work also advanced concepts for the Royal Lady Plaza and incorporated input from the City Council, Downtown Steering Committee, City staff, and the Chamber of Commerce. Multiple public outreach events gathered feedback from business and property owners regarding operational needs, emergency access, and maintenance considerations. The resulting preliminary plan and planning level cost estimate is supported by the City, the Chamber of Commerce, the Downtown Steering Committee, and the broader Leavenworth community.

Since the completion of the 10% preliminary plan, the City has elected to exclude a heated pavement system, water splash feature, and construction of a gazebo/bandshell from the scope of the project.

The project limits for the 30% effort are shown in “Figure 1 – Project Area Extents” below.

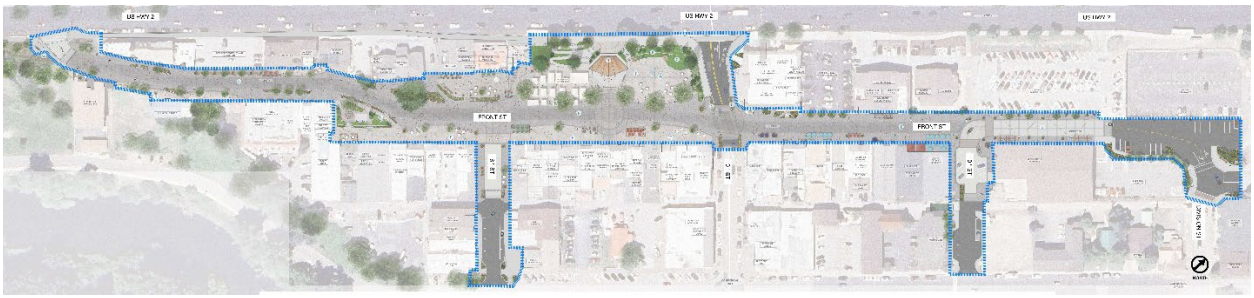


*Figure 1 - Project Area Extents **(blue line)***

The project limits for the 60% through bid-ready design development effort as shown in "Figure 2 – Project Area Extents (for 100% Design) are shown below, in the solid orange line. The area includes the public right of way along Front Street between 9th St and 8th St, and the City's park parcel between 9th St and 8th St.

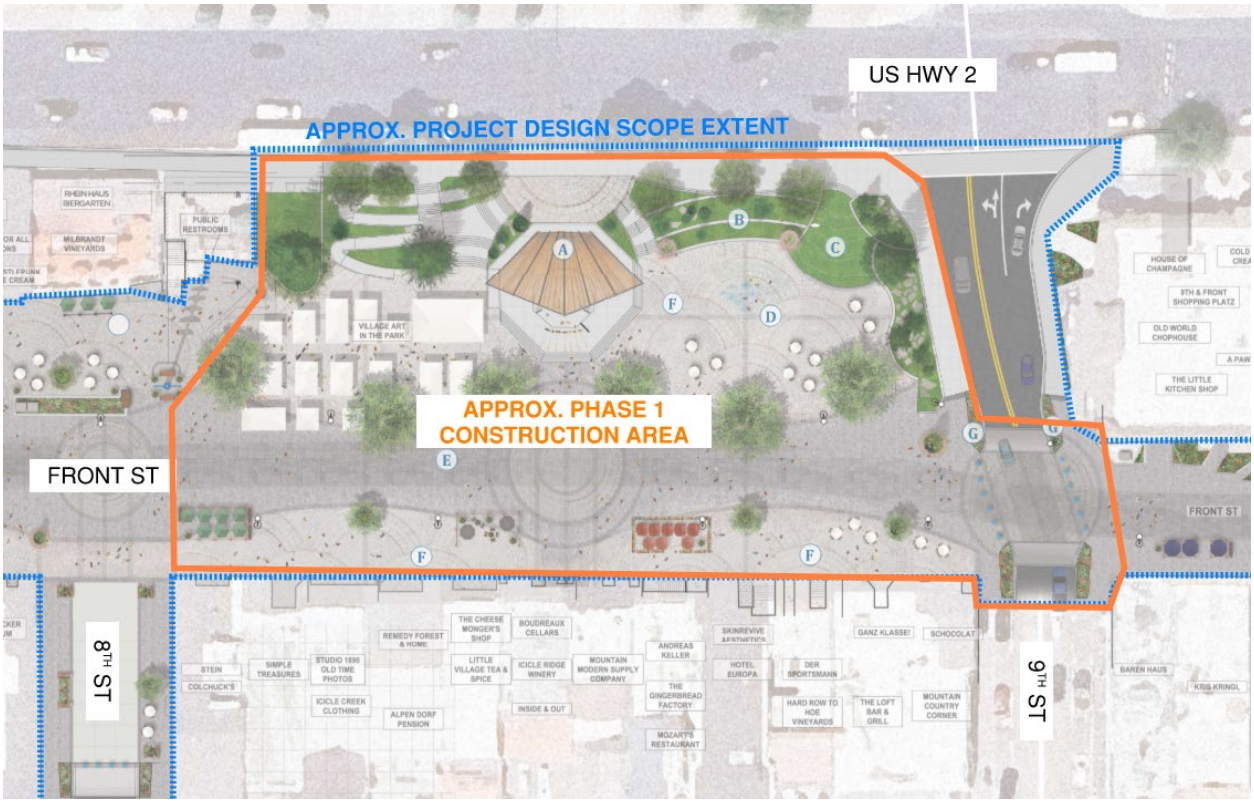


*Figure 2 – Project Area Extents for 100% Design **(orange line)***

Assumptions

The assumptions stated in the original scope of work apply to this supplemental scope of work, in addition to the following:

- At the time of preparing this scope of work, the complete range of funding sources for the project has not been determined. It is possible that future phases of work will be funded through federal sources, and it is the City's intent to develop the project as if it will be.

Project Timeline

It is anticipated that this supplemental scope of work will be completed within 24 months from Notice to Proceed.

Scope of Work

The Consultant will provide these services under **Task 18 – 30% Design for Total Footprint and 100% Design for Front Street Park,** as detailed in the following subtasks:

Task 18.1 – Design Project Management, Coordination and Administration

Work under this task is for project management of the team, including sub-consultants, administrative services, project team coordination, coordination meetings with the City, and quality assurance/ control for submittals.

- Provide project management administrative services, including:
  - Project set-up and execution of consultant agreement and related items
  - Preparation of monthly invoices with progress reports
  - Maintaining project files
  - Change management
  - Record keeping and project closeout

- Provide overall project coordination, including the specific tasks listed below.
  - Project staff management and coordination
  - Prepare and update project schedule
  - Schedule and budget monitoring
  - Subconsultant management and coordination

- Prepare for and attend the following project City coordination meetings.
  - 30% project Kick-off meeting.
  - Bi-weekly coordination meetings. Assume 48 meetings at 1 hour per meeting. Additional time is included for preparation and notes.

- Provide QA/QC reviews of deliverables by senior staff prior to submittal to the City.
  - 30% design plans and opinion of probable construction cost

  - 60% and 90% PS&E packages, for the area shown in Figure 2 only
  - Stormwater report

- Prepare for and attend WSDOT (Hwy 2) Coordination meetings
  - Assume 2 coordination meetings at 1 hour per meeting. Additional time is included for preparation and notes.

- Prepare for and attend coordination meetings for other City projects.
  - Assume 4 coordination meetings at 1 hour per meeting. Additional time is included for preparation and notes.
  - Other City projects may include new development, adjacent utility projects, or other projects that may impact the design, schedule, or construction phasing for the Front Street project.

- Prepare and maintain a risk matrix for the project.
  - The matrix will be in an Excel spreadsheet. It will be built and maintained by the Consultant as risks are identified. Mitigation measures will be discussed with the City at coordination meetings and added to the matrix as the project progresses.

Deliverables

- Monthly invoicing (24 months).
- Meeting agendas and notes, including a summary of decisions made/needed resulting from design coordination meetings.
- Record of QA/QC comments on reviewed submittals.
- Project schedule and updates.
- Risk matrix updates.

Assumptions

- The kick-off meeting and bi-weekly coordination meetings will be held virtually unless there is a need for in-person or on-site coordination for specific meetings.
- Improvements along Hwy 2 will require coordination with WSDOT. Coordination with WSDOT will be led by the City, and the Consultant will support such coordination by attending the coordination meetings as described above.
- Because the proposed sidewalk is within the existing sidewalk limits, no WSDOT permits, design documentation, or plan review is required.

Task 18.2 – Stakeholder Involvement

Work under this task is for stakeholder involvement and public outreach, including meetings, preparation, project goals, feedback, information and supportive feedback for the project goals, understanding business needs, and supporting City communications.

- Specific Stakeholder Collaboration: Prepare and facilitate collaborative Meetings/Workshops to discuss plaza concepts, opportunities, constraints, issues, and concerns. The format of each meeting will be in-person or virtual.
    - (1) City staff & Stakeholder workshop to confirm final design decisions
    - (4) Downtown Steering Committee meetings (two in-person, two virtual)
    - (2) Chamber of Commerce meetings (one in-person, one virtual)
    - (1) Design Review Board meeting (in person)
    - (2) City Council Presentations (two in-person)

- Community-Wide Outreach: Prepare and facilitate collaborative public meetings /workshops to discuss plaza concepts, opportunities, constraints, issues, and concerns with the community.
    - (3) Community Open House or Leavenworth Community Engagement Night (in-person)
    - (1) On-site Outreach Tables (in-person) - event TBD
    - (1) Online survey

- Business & Property Owner Outreach: Meet with each business representative within the limits of improvements and downtown wide. Prepare and facilitate Business & Property Owners in small groups, on various days of the week and time slots to work around business hours. Meetings will be in person and locations provided and coordinated by the City.

  This task includes preparation of exhibits demonstrating a proposed approach to construction phasing, for discussion with property owners. The exhibits will be schematic and intended for a non-technical audience. The effort under this text will be limited to three (3) general exhibits to help business owners understand overall construction phasing ideas, such as potential areas the contractor may use as a lay-down yard, pedestrian detour routes, and work area closures and associated sequencing.

    - (4) Business & Property Owner open house meetings (in-person)
    - (3) Construction phasing exhibits (8 ½ x 11” or 11 x 17” PDF)
    - (1) Online survey

- Prepare and provide graphics and written material for city communications, including website, social media, flyers, online survey(s), and other media. This task includes budget for updates to the 10% illustrative site plan and up to three (3) additional perspective(s) or 3-D model images to share design vision with the public and stakeholders.

Deliverables

- Summary of feedback and consensus.
- Meeting Notes (Electronic PDF).
- Illustrative graphics are explicitly prepared for this task.

Assumptions

- City will coordinate public and stakeholder meetings including identifying participants, meeting times and locations, etc.
- Preparation of detailed construction phasing drawings for individual businesses or specific scenarios will be provided.

Task 18.3 – Electrical Design (P2S)

The Consultant will subcontract with P2S to outline electrical needs and final design considerations for the 30% design elements related to the overall project, the Royal Lady Plaza and the Front Street Park, in accordance with Exhibit 1 and for final design of the reduced project footprint.

Task 18.4 - Structural Design & Plans Preparation (Lund Opsahl)

The Consultant will subcontract with Lund Opsahl to provide structural support services for the 30% design elements and final design for and bid document preparation for retaining walls in Front Street Park and related to underground voids in Front Street adjacent to the park (the area shown in Figure 2 only), light pole foundations, bollards and small structures such as art, in accordance with Exhibit 2.

Task 18.5 – Stormwater Report

The services provided under this task include building on the research and design considerations identified in the 10% design report. Specific tasks include:

- Using the proposed grading and paving/surfacing designs developed under the 30% design task, calculate the size of new and replaced hard surface areas and pollution generating surface areas for the total project footprint.
- Verify the Core Elements of the SWMMEW steps for the project to comply.
- Verify the conveyance design and construction standards that apply to the project.
- Using the design storm event, calculate runoff volumes for collection, conveyance, and treatment facilities.
- Design a collection and conveyance system to modify or replace the existing system, within the project limits (reduced footprint only). Connect the new or modified system to existing discharge pipes.
- Select and size basic treatment facilities (BMPs) to provide the required level of treatment for the calculated runoff volumes and pollutant loading conditions for the reduced project footprint, to meet the requirements of the SWMMEW.
- Document calculations in a draft stormwater report, provide to the City and Department of Ecology for preliminary review. Attend one comment review meeting.

Deliverables

- Draft stormwater report (PDF)

Assumptions

- There are no existing stormwater treatment facilities within or downstream of the project limits.
- The existing stormwater collection and conveyance system discharges to the Wenatchee River through conveyance pipes connecting the site to the river. During the 10% design phase, record drawings were used to approximate the location of the discharge pipes that connect to the existing stormwater system within the project limits. Under a separate task in a separate supplement, the Consultant will complete survey base mapping additions to confirm the locations of the outfalls and connections to them.
- Existing discharge pipes are of sufficient size, location and condition to convey runoff from the project threshold discharge area to the Wenatchee River. No new discharge conveyance will be proposed outside of the project limits and existing discharge points will be maintained.
- Stormwater runoff volumes from within the project limits will be less than or equal to the existing condition. Therefore, a downstream capacity analysis will not be performed.
- The site consists of one threshold discharge area that can be divided into five basins, as described in the 10% Design Report.
- Stormwater runoff from basins outside of the project limits will not require treatment.
- Per the SWMMEW, this project is a Redevelopment project type.
- Proposed improvements will reduce the total pollution generating surface area but will add 5,000 square feet or more of new plus replaced hard surface.
- Basic runoff treatment will be required.
- An “equivalent area” approach may be used when selecting stormwater treatment BMP locations.
- Flow control is not required by the SMMEW, because the project discharges to the Wenatchee River below the Icicle Creek confluence.
- The design will be based on the 2024 Stormwater Management Manual for Eastern Washington.
- The City will provide direction as to the design storm to use in sizing new conveyances and modifications to existing storm systems.

Task 18.6 – 30% Civil, Utility, and Urban Design Plans and Opinion of Construction Cost (Total Footprint)

Services under this task include preparation of a plan set showing the preliminary design overlaid on the topographic survey basemap. The plans will incorporate the concepts shown in the 10% design report and advance the design to approximately the 30% design level. The plans will include an alignment control plan and the following proposed features: limits of site preparation and demolition; limits of site grading; limits of paved and landscaped surfaces and roadway connections; typical sections; stormwater system improvements; lighting system and urban design improvements; and proposed construction phasing plan.

It is anticipated that the following 30% design-level plan sheets will be produced to show the proposed improvements:

Sheet Title	Sheet Scale (at full-size plot)	Sheet Count
Cover, legend/abbrev, control/align	n/a	4
Site Preparation & Demolition	1" = 20'	6
Stormwater Plan & Profile	1" = 20'	12
Site Grading Plan	1" = 20'	6
Typical Details	n/a	2
Typical Sections	n/a	4
Site Plan / Pavement Plan & Typical Details	1" = 20'	8
Landscaping Plan & Schedule/Details	1" = 20'	8
Irrigation Plan & Details	1" = 20'	8
Urban Design Plan (+ urban design package)	1" = 20'	6
Lighting Plan	1" = 20'	8
Construction Phasing Plan	1" = 40'	6
	TOTAL SHEETS	**70**

The Consultant will prepare a 30% design-level opinion of probable construction cost based on the 30% design.

Deliverables

- 30% design-level plan set (PDF)
- 30% design-level opinion of probable construction cost (PDF)
- Urban Design Package (PDF)

Assumptions

- Design, plans preparation, and cost information for electrical and structural work will be prepared under separate tasks and incorporated into the overall opinion of cost for the project.
- City staff and other stakeholders as determined by the City will review the 30% design-level submittal. The City will resolve any conflicting review comments and provide consolidated comments to the Consultant.

Task 18.7 – 60% Design Plans and Opinion of Construction Cost (Reduced Footprint)

For the Front Street Park and for the plaza improvements in the existing roadway area along Front Street adjacent to Front Street Park (the area shown in Figure 2 only), the Consultant will incorporate City comments from the 30% design-level submittal review to advance the project design to a 60% design-level.

It is assumed that the following plan sheets will be prepared and incorporated into the project at the 60% design milestone, with the exception of some detail sheets that will be added at the 90% design submittal:

Sheet Title	Sheet Scale (at full-size plot)	Sheet Count
Cover, legend/abbrev, control/align	n/a	3
Site Preparation & Demolition	1" = 20'	2
Stormwater Plan, Profile & Details	1" = 20'	4
Site Grading Plan	1" = 20'	2
Typical Sections	n/a	2
Site Plan / Pavement Plan & Details	1" = 20'	6
Landscaping Plan & Details	1" = 20'	6
Urban Design Plan & Details	1" = 20'	9
Lighting Plan & Details	1" = 20'	4
	TOTAL SHEETS	**37**

The Consultant will prepare a 60% design-level opinion of probable construction cost based on the 60% design.

Deliverables

- 60% design-level plan set (11" x 17" PDF)
- 60% design-level opinion of probable construction cost (PDF)
- Updated Urban Design package

Assumptions

- Design, plans preparation, and cost information for electrical and structural work will be prepared under separate tasks and incorporated into the overall opinion of cost for the project.
- The Front Street Park and the plaza improvements in the existing roadway area along Front Street adjacent to Front Street Park (the area shown in Figure 2), will be constructed within the limits of the public right-of-way and/or City-owned property.
- The security bollard design along Hwy 2 will be incorporated into the Park improvements as part of this task.
- City staff will review the 60% design-level submittal. The City will resolve any conflicting review comments and provide consolidated comments to the Consultant.

Task 18.8 – 90% Plans, Specifications, and Opinion of Construction Cost (Reduced Footprint)

For the Front Street Park and for the plaza improvements in the existing roadway area along Front Street adjacent to Front Street Park (the area shown in Figure 2 only), the Consultant will incorporate City comments from the 60% design-level submittal review to advance the project design to a 90% design-level.

The plan set that will include the plan sheets listed under the 60% submittal (Task 19), including detail sheets.

The Consultant will prepare a 90% design-level opinion of probable construction cost based on the 90% design.

Deliverables

- 90% design-level plan set (11" x 17" PDF)
- 90% design-level opinion of probable construction cost (PDF)
- 90% design-level special provisions for Divisions 1 through 9 (8.5"x11" PDF & Word).
- Draft Project Manual, including the following:
    - Advertisement for Bids
    - Information to Bidders
    - City Bid Forms
    - City Contract Forms
    - Special Provisions
    - Prevailing Wage Rates
    - WSDOT Standard Plans
    - City of Leavenworth Construction Standards

Assumptions

- Design, plans preparation, and cost information for electrical and structural work will be prepared under separate tasks and incorporated into the overall opinion of cost for the project.
- The security bollard design along Hwy 2 will be incorporated into the Park improvements as part of this task.
- City staff will review the 90% design-level submittal. The City will resolve any conflicting review comments and provide consolidated comments to the Consultant.

Task 18.9 – 100% and Bid-Ready Design Plans, Specifications, and Opinion of Construction Cost (Reduced Footprint)

For the Front Street Park and for the plaza improvements in the existing roadway area along Front Street adjacent to Front Street Park (the area shown in Figure 2 only), the Consultant will incorporate City comments from the 90% design-level submittal review to advance the project design to a 100% design-level set of plans, specifications, and opinion of probable construction cost.

It is anticipated that the 100% design-level submittal will go to the City, unstamped, for a brief, final review and comment period. After addressing final comments from the City, the Consultant will prepare the stamped bid set of contract documents.

Deliverables

- 100% design-level plan set (11"x17" PDF).
- 100% design-level specifications, including City-provided front-end documents, and Division 1 - 9 special provisions (8.5"x11" PDF).
- 100% design-level opinion of probable construction cost (8.5"x11" PDF).

- Signed, Bid-Ready Final Plans, Specifications, and Opinion of Probable Construction Cost
    - (1 full-size hard copy of the plans, 2 half-size hard copies of the plans, and 2 hard copies of the specifications).

Assumptions

- Design, plans preparation, and cost information for electrical and structural work will be prepared under separate tasks and incorporated into the overall opinion of cost for the project.
- City staff will review the 100% design-level submittal and provide limited comments. The City will resolve any conflicting review comments and provide consolidated comments to the Consultant.

Task 18.10 – Cultural Resources Inventory & Assessment (Total Footprint)

The Project is subject to the State Environmental Policy Act (SEPA) (43.21C RCW), is anticipating using local lodging tax revenue, and may involve federal funds, which would require compliance with Section 106 of the National Historic Preservation Act (NHPA), as amended (36CFR800). If the project utilizes state capital funds, it will be subject to Washington State Governor's Executive Order 21-02 (GEO 21-02). The deliverables herein will be prepared to Section 106 standards.

Fieldwork (Psomas)

The Consultant will perform an archaeological pedestrian survey. Due to the ubiquity of hardscapes in the Project Area and landform alteration in Front Street Park, it is unlikely that there will be locations to undertake traditional shovel probe investigation. Therefore, during the pedestrian survey, ground conditions of the Project Area will be documented with photographs and notes, which will help inform the assessment report.

Assumptions

- The Consultant will have safe and full access to the Project Area as needed to facilitate all fieldwork.
- The Consultant will notify affected Tribes a minimum of five days prior to fieldwork, to invite them to participate. This will not replace formal consultation to be undertaken by the lead agency.
- No archaeological sites will be identified or documented during fieldwork.
- If at any time human remains are encountered, work will cease, and notification of local law enforcement and other authorities will proceed as directed by RCW 27.44.
- Treatment of any identified archaeological resources would be determined through consultation with DAHP, the Client, the lead agency, and the affected Tribes, and may require a DAHP-issued excavation permit, not included in this scope.
- If cultural resources are identified during fieldwork, a scope and budget adjustment may be required to conduct any additional work related to the investigation, documentation, evaluation, or management of such resources, including but not limited to archaeological site delineation or evaluation of archaeological site significance.

Cultural Resources Assessment (Psomas)

The Consultant will check DAHP's WISAARD database for information about previous cultural resources assessments in the project vicinity and previously identified archaeological sites. Other background information may be collected from geotechnical studies, local historical societies, libraries, and ethnographic accounts.

The Consultant will prepare a report sufficient to meet standards set forth by the City, the lead agency, and the Washington DAHP. This report will include a description of the Project Area, a summary of compiled background research, field methods, field data, an assessment of the potential for cultural resources to lie within the Project Area, and recommendations for future action pursuant to the identification and preservation of potential cultural resources within the Project Area. If no further cultural resources investigation within the Project Area is recommended following completion of the assessment, the report will include an inadvertent discovery plan (IDP) for use during planned project activities.

Following draft report preparation, the Consultant will transmit the draft report to the Client for review. After one round of Client review, the Consultant will make revisions as required and upload the final report to the Washington DAHP's WISAARD database for City and DAHP review.

Deliverables

- Draft PDF report, transmitted by the Consultant to the Client by email
- Final PDF report, transmitted by the Consultant to the Client by email and submitted by the Consultant to WISAARD and the lead agency within 10 working days of receipt of Client comments.
- Final project Inadvertent Discovery Plan (IDP), if appropriate.

Assumptions

- The draft report will undergo one (1) round of Client review.
- The draft report will include an inadvertent discovery plan (IDP) as appropriate, pending the results of the Consultant's assessment.

Built Environment Review (Northwest Vernacular)

The Consultant will subcontract with Northwest Vernacular (NWV) to complete a historic property inventory of up to thirty-seven (37) reconnaissance level inventory forms for resources 45 years or older within or abutting the project area, in accordance with attached exhibit.

Task 18.11 – SEPA Checklist & Environmental Permitting Memorandum (Total Footprint)

SEPA Checklist

The Consultant will prepare a project-specific State Environmental Policy Act (SEPA) Checklist for the project. For purposes of this scope of services, the Consultant has assumed that the City

will be the SEPA lead agency and that they will issue a SEPA determination consistent with their SEPA rules. At this time, it is reasonable to assume that no additional studies would be necessary to complete the SEPA documentation and that the SEPA determination will be a Determination of Non-Significance (DNS).

Environmental Permitting Memorandum

The Consultant will prepare a memorandum to describe relevant local, state, and federal environmental permits and approvals anticipated on the project. The memorandum will include a matrix describing the expected timelines and reviewing agencies associated with anticipated permit and documentation requirements, for the purpose of project planning and scoping future phases of work. Key environmental considerations to be addressed in the permitting memorandum are those related to work within the shoreline of the Wenatchee River and Water Quality/Stormwater.

Deliverables:

- Draft SEPA Checklist (MSWord format).
- Final SEPA Checklist (PDF format), including edits based on one round of review comments by the City.
- Draft Permitting Memorandum (MSWord format and not to exceed 10 pages).
- Final Permitting Memorandum (PDF format), including edits based on one round of consolidated review comments by the City.

Assumptions:

- There are no critical areas (such as wetlands, streams, geologic hazards, or buffers) within the project vicinity and the project will not require preparation of a Critical Areas Report.
- The City will be responsible for processing and publishing the checklist and SEPA determination, and responding to public and agency comments.
- The SEPA Checklist and Permitting Memorandum will be based on a design level of approximately 30 percent design.
- The project may be funded through federal sources during future stages, which would require a NEPA process. However, at the time of preparing this scope of services, no federal funding sources have been secured for the project and the NEPA process cannot be started. Therefore, the scope of services to be provided by the Consultant under this agreement is limited to the preparation of the memorandum described above. Coordination of the NEPA process and preparation of associated documentation any additional environmental documents or permit applications is excluded. The Consultant may provide additional services related to the NEPA process and/or other environmental permitting and documentation processes under a supplemental agreement.

Management Reserve

An amount of $25,000 is included in the management reserve. The City must specifically authorize release of management reserve funds in writing prior to the Consultant provided services to be paid under the management reserve budget.

Optional Additional Services

It may be necessary for the Consultant to provide services in addition to those outlined above as requested and approved by the City. It is assumed that additional services could include tasks such as additional design elements, preparation of bid-ready construction documents, subsurface investigations, developing additional illustrative material, assisting in identifying potential funding partners and developing funding applications, and other services not included in this scope of services. At the time these services are required, the Consultant shall provide the City with a detailed Scope of Services and an estimate of costs. The Consultant shall not proceed with the work until the City has authorized the work and issued a Notice to Proceed. The following services are not included in this scope of work but may be added by supplemental amendment as mutually agreed upon by the City and Consultant:

- NEPA permitting
- Critical areas permitting
- Right-of-way services, including preparation of legal descriptions, preliminary funding estimates, appraisals, acquisition, and certification. In consideration of future federal funding requirements, right-of-way services cannot being until environmental documentation is complete.
- Preparation of a Design Documentation Package, such as Design Analysis, Design Parameters, Project Development Approval Files, and supporting documentation for WSDOT design approval.
- Intersection/Channelization Plans for WSDOT Approval.