



COMMUNITY DEVELOPMENT COMMITTEE

AGENDA

4:00 PM March 20, 2024
2nd Floor Conference Room, City Hall

1. ROLL CALL

Council Members: Brent Lenssen, Gary Bode

Staff: Dave Timmer, John Williams, Heidi Gudde

Guests: none

2. APPROVAL OF MINUTES

- a. Community Development Committee Meeting Minutes of 2/21/24 approved as presented.

3. DISCUSSION ITEMS

- a. Role of the City in Facilitating Downtown Parking - Creating Additional Parking through a Local Improvement District (LID). Committee discussed potential assessment to finance additional parking.
- b. Downtown Parking Enforcement Considerations Points of Discussion
 - 1) Letter to Business Owners from the Chamber and/or Downtown Business association (DBA). Williams reported that the Mayor has proposed that the city partner with these groups regarding parking revision requests. The Mayor anticipates that the letter from the DBA and potentially the Chamber as well would be asking employers to advise their employees to park elsewhere. The city can potentially provide a map or graphic of preferred alternate parking options. The alternative to business cooperation is to create a formal enforcement process on the limited time parking areas. The actions needed to create an enforcement process were also discussed as follows.
 - 2) Zones of Enforcement and Signage. Committee discussed the areas that are in greatest need of parking enforcement. The most parking pressure occurs on Front Street downtown and city-owned lots including the Community Center lot and the Annex building lot. The Committee talked about the pros and cons of removing 3-hour parking restrictions from the side streets between Front and Grover.

If changes were made to parking restrictions the city would need to revise code as these are specifically described in the code.

- 3) License Plate Reader and Data Storage. John Williams reported that he has talked with the City of Bellingham on the equipment and software that they are using for license plate reading and enforcement. The license plate reader and enforcement is stemming from the City of Bellingham's Public Works Department. Additional information yet to be collected from Bellingham.
 - 4) Staffing for consistent enforcement. The Committee discussed the commitment that would be needed from city staff to have regular enforcement. Council and City Administration would also need to decide what department is tasked with enforcement.
 - 5) Prosecution. Williams told the committee a little more about the process for assessing fines to the vehicle to the point where that vehicle will not be able to renew tabs. Per State requirements the City would not be able to process these in our municipal court and so an alternative court for prosecution would be needed.
- c. Text Amendment – LMC 5 Special Events Permits is an amendment to code that the Community Development Department has been revising at the request of City Administration. A few outstanding items including insurance requirements and event centers were returned to the committee for discussion.
- 1) Insurance Requirements discussed by the committee. It's quite clear that all events held on public property will need to list the City as additionally insured. Staff reported back to the group the research on insurance options for events that occur on public property. The best options seem to include (1) that individuals seek coverage through their homeowners insurance; or (2) special programs like those offered through WCIA, the city's insurance carrier. They offer event insurance that is geared for this sort of use. This has been referred to as TULIP coverage which stands for Tenant Users Liability Insurance Policy.

Lenssen also asked about the need for insurance at events at the park. John Williams noted that parks have immunity for events per state code. This would apply to rentals within the park. These facilities are used at the risk of the individual groups and the city has built-in immunity.

- 2) Permits at Events Centers (i.e. NW Washington Fairgrounds). Information collected after the last meeting were discussed. The fairgrounds agreed to communicate with the City related to events that are planned. Additionally, after the last Public Safety Committee meeting, Chief and Lieutenant Bos are requesting that if the

fairgrounds is going to have an event with 500 or more people and alcohol is being served then PD has an opportunity to review the event. The PD would like to review events like this in order to ensure that security is provided at the event – either private security or that PD would require an off-duty officer to provide security.

d. Text Amendment 24-01 – LMC 19.20 ADU Code per HB 1337

Committee discussed the results of the Planning Commission hearing related to the proposal ADU code revisions. Just one day prior to the Planning Commission hearing the Committee had discussed an this item and an alternate start date to the impact fee collection.

Committee asked that Staff include in the executive summary and the option in the motion to begin the impact fee at a different time. Council will be asked, per CDC recommendation, to consider the start of impact fee collection be 2025 rather than the beginning of 2026.

Next Meeting Date: April 17, 2024