



PUBLIC WORKS COMMITTEE MINUTES

4:15 PM January 9, 2019

City Hall 2nd Floor Large Conference Room

1. ROLL CALL

Members Present: Mayor Scott Korthuis; Councilors Gary Bode, Ron De Valois and Jerry Kuiken

Staff Present: City Administrator Mike Martin; Public Works Director Steve Banham; Programs Manager Mark Sandal; and Sr. Admin. Assistant Heather Sytsma

Public Present: Gary Vis, Blake Starkenburg,

2. ACTION ITEMS

A. **Approve Minutes from November 7, 2018**

De Valois motioned to approve the minutes, and Kuiken seconded the motion.

Action

The minutes from November 7, 2018 were approved.

B. **Latecomer's Ordinance and Fee Resolution Update**

Banham presented the Latecomer's Ordinance and Fee Resolution update. He noted that the assessment period for utilities has been increased from 15 to 20 years (street work is still 15); the City is also adding language to update the Ordinance to meet new legislative provisions including the ability for the City to participate in latecomer's agreements.

De Valois asked how the payment of a latecomer's agreement works if a property sells. Banham explained that the latecomer's agreement goes with the property. If a property is sold, the new owner is still obligated to pay for the improvements if terms of the sale did not include a latecomer's agreement pay-off.

Action

The Public Works Committee concurred to forward the Latecomer's Ordinance and Fee Resolution Update to City Council for approval.

C. **House Moving Ordinance Update**

Banham introduced a revision of Ordinance 1435 pertaining to relocation of homes on a parcel of land. Bode stated that the Committee seems to review this issue every four or five years.

Banham explained this update allows historical homes, provided they meet certain conditions, to be relocated within City limits. The current Ordinance restricts homes to being moved within the same parcel of land.

The Committee noted a revision is needed on page 2, section 3 to change the wording to state "The applicant shall, within ten days after making an application to move any building with an area *greater than or equal to 500 square feet...*"

Action

The Public Works Committee concurred to forward the House Moving Ordinance Update to City Council for approval, with the noted correction.

3. INFORMATION ITEMS

A. Community Center Parking Update

Sandal explained the issue of the Community Center and the Inn at Lynden sharing the parking lot at Grover and 5th Streets. When the hotel was built, there was a need for guest parking. Since the Community Center's main use occurs during the day, City code was adopted giving use of the lot to the Community Center between 10 a.m. and 2 p.m. Outside of that timeframe it is first-come first-served. Hotel guests are given parking passes to use the lot between 3 p.m. and 11 a.m.

Sandal stated that the Community Center manager has requested the replacement of the existing old and faded signs restricting parking in that lot. The question is, should the wording on the existing signs continue to be used or should the new signs be re-worded. Bode asked how the existing signs are working. Sandal stated for the majority of the time they have been working. Bode asked who will enforce the parking. Vis stated during events, the Community Center posts someone on-site to turn vehicles away.

The Committee concurred that a general worded sign should be used.

Sandal stated that staff will proceed with putting up new signs at the Community Center.

B. North Prairie Phase 7 (Bob Libolt) Latecomer's Update

Banham stated that the proposed Latecomer's Agreement for North Prairie Phase 7 (Bob Libolt) is for a sewer line from the City's pump station #15 at the corner of Line and Bradley Roads, running east and then north on Northwood Road. Bob Libolt is seeking to recover the cost of constructing the sewer line outside of his development from the whole benefitting area, which includes everything east of the existing Line Road assessment.

Council will be asked to set a Public Hearing for February 4th to hear public comment on the assessment. Banham stated he met with some of the affected property owners January 7th to explain the latecomer process, and then directed if they still had concerns to put those concerns in writing and appear at the public hearing.

Bode asked whether people have the option to opt out of this agreement. Korthuis explained that people only pay if the property is developed, or if the residents want to connect to City sewer.

Banham stated that one concern expressed by residents is, if they own a large parcel but want to connect only the house to sewer, do they have to pay the entire assessment or is there a pro-rated amount. Banham said, in talking with City Attorney Simi Jain, the property owners would have to short plat their property and separate the house parcel from the rest of the property before requesting to connect. The assessment would then be segregated (divided) between the newly created parcels based on the original assessment methodology, square footage in this instance. Additionally, if a property owner is interested in developing property, they can either pay the Latecomer's fees up front or can segregate the assessment to the lots created by the plat they create. The segregation would need to be prior to lot creation and does require Council action.

Bode asked about the "Septic to Sewer" program. Banham stated they will still need to pay the latecomer's assessment but would be eligible for the exemption to the City's sewer connection fee as long as that program is still in place.

Korthuis asked if there is interest charged. Banham stated yes, there is interest calculated, that is unchanged from the current ordinance. It is a fixed rate set by the Federal Reserve one-year treasury bill rate at the time the agreement is executed.

Korthuis noted that the dates on the Resolution for the Latecomer's Agreement fee schedule need to be changed to 2019.

C. Consider Pilot Program to Place Crushed Limestone on East Homestead Boulevard Right-of-Way to Mitigate Tree Root / Sidewalk Issues

Banham stated that the public regularly complains to the City about the condition of the sidewalks on Homestead Boulevard: they are in disarray from tree roots. Martin asked if Homestead thinks this is the City's responsibility. He stated that Homestead is a public street, but the developer retained the responsibility for the trees and the sidewalks. Banham stated he has clarified with Homestead that it is not the City's responsibility to repair these sidewalks. De Valois noted that these sidewalks are probably not ADA accessible in their current condition, and there is high pedestrian use in this area.

Martin suggested that the City direct Homestead to repair the sidewalks. Korthuis offered that the City could do the repairs and send the bill to Homestead. Martin stated that one of the issues is that as time has progressed the homeowner's dues are not enough to cover major repairs within the development.

Vis suggested that if Homestead were to repair the sidewalks, deal with the tree roots and upgrade the street lighting, the City could take them over. Banham stated he looked at this with the recent conversion of street lights to LED. Homestead could not afford to bring them up to standard. Martin asked whether the streets in the development are public. Banham stated that many, including Homestead Boulevard, are public streets.

The Committee discussed the Homeowner's Association and the low dues. They expressed interest in having staff meet with Homestead to discuss the needed repairs. Banham stated he met with them last year and they did eventually fix and clean up things within their skill.

The Committee expressed the preference that staff send a letter to Homestead encouraging them to fix the tripping hazards on sidewalks on Homestead Boulevard.

D. Projects

1. Riverview Road

Banham stated that staff has not yet opened the road to the public because of planned construction to the north, including a fill and grade project on Blake Starkenburg's property and the City's north-south industrial condensate line. Banham stated he doesn't want to keep this closed indefinitely because opening it would improve deliveries to the two City plants.

Bode asked Starkenburg about the standing water on his property. Starkenburg stated once the drainage pipes are open, the water will drain. Korthuis asked about the amount of peat on the property. Starkenburg stated there is six feet or less peat. Starkenburg stated that he is working with Pacific Surveying and Engineering and his project could be underway by the end of February.

Vis stated that the banner hangers are up on the street light poles. He explained that, because the Committee previously had expressed concern about people using Riverview Road as a bypass to downtown, the banners can be added to the street lights to advertise downtown businesses and events.

Starkenburg asked about plantings on the south side of the road. Sandal stated that preliminary planting has been done, but groundwater is being monitored and will be used to determine what type of plants to add to that area.

2. 7th Street Design Alternatives

Banham introduced the 7th Street design alternatives and informed the Committee that staff is planning this intersection considering the long-term, when additional control might be required, hence the discussion of future traffic signals or a roundabout. Of these alternatives, a traditional stop control and possible signals appear to work better than a roundabout and so staff is recommending configuration of the intersection with that in mind. Bode stated he would prefer not to emphasize this intersection as a means to bypass the business district.

Bode asked about the timeframe for construction. Banham stated it is scheduled to occur this summer. Sandal explained that the work south would likely be performed first. This project is partially TIB-funded.

The Committee expressed concern about loss of parking spaces and asked staff to investigate ways to reduce the number lost with the project. Sandal discussed some of the safety concerns related to the intersections. There was considerable discussion about the parking lot on the corner of Front and Grover Streets and ways to retain on-street parking while revising the entrance to the lot to make it more safe. Staff stated that they will work with Reichhardt and Ebe to revise some of the parking spaces. Bode reiterated that as many parking spaces as possible need to be retained downtown.

Vis asked that construction occur after the Raspberry Festival in July.

3. Industrial Condensate North / South Line

Sandal stated that the contractor will be potholing the intersection of Judson Alley and 3rd Street to identify the location of existing utilities in the near future. This is

being closely coordinated with the adjacent furniture store. Completion of the connection in the alley is the final phase of this project.

E. Annual Public Works Accomplishments Report

Banham referred the Committee to the 2018 Annual Public Works Accomplishments Report that was included in the packet. It was a busy and productive year and the entire staff should be proud of their accomplishments.

4. ITEMS ADDED:

A. 2019 Zoning Code Updates

Banham handed out an information sheet prepared by the Planning Department and Building Official that they will be providing to developers outlining changes in the 2019 Zoning Code.

B. Puget Sound Energy, 5th to 7th Streets

Sandal stated that Puget Sound Energy will be moving their overhead lines underground in the alley. The majority of the poles will remain for communication lines and to serve businesses. He stated that PSE is also considering doing this between 3rd and 4th Streets. The east side of 4th Street to the west side of 5th Street has already been done.

The meeting was adjourned at 5:40 p.m.