



COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES

4:00 PM January 23, 2019
2nd Floor Conference Room, City Hall

1. ROLL CALL

Council Members: Brent Lenssen, Kyle Strengtholt, Jerry Kuiken, Mayor Scott Korthuis

Staff: Heidi Gudde

Public: Gary Vis, Kathy Stanford

2. ACTION ITEMS:

A. Minutes from the December 19, 2018 meeting approved with no changes.

3. DISCUSSION ITEMS

B. Development Reports – 2018 Summary

Noted that more permits were issued in 2018 than in 2017 but total value of permits in 2018 was lower. This is likely due to larger projects such as the schools and freezer warehouse in 2017 and more single family homes in 2018.

Discussed typical code violations handled by staff.

C. Planning Department Major Projects List reviewed. The following were discussed.

Park and Trail Masterplan Update with the Parks Department. Parks survey– Staff noted that an opinion survey would soon be released to the public. Concern expressed regarding reaching a full spectrum of the community's demographics. Suggestions made as to the availability of paper versions of the survey at specific locations including the Community Center and City Hall.

Park Impact fees considered. Suggested that the acceptable level of service for parks be increased and additional fees collected.

Pepin Creek. This project divided into several different topics: zoning, design standards, subarea plan approval, and a mitigation study. Progress being made as the zoning amendments / additions proposed to be used in the subarea are going to the Planning Commission on Jan. 24 and the Council in February. Mitigation study to be discussed later in the meeting.

Hearing Examiner - Amendments have been drafted. BL requested a copy of the current draft.

Short Term Rentals – Discussed at an earlier CDC meeting. Suggested that they be approached like home occupations rather than conditional uses. Pros and cons of STR's discussed. More research to be done.

Downtown Sidewalks – This issue was not on the major projects list but was raised by members. Committee concluded that railings and outdoor dining furniture should be removable, ADA accessibility is an important consideration, and having current insurance for each user of public sidewalk (i.e. outdoor dining) is important. Discussion also related to delineation of spaces on sidewalks for the consumption of alcohol. Committee and staff are unclear as to the current WA State Liquor and Cannabis Board requirements regarding the delineation of space. Important factors which the CDC indicated a preference to be addressed is liability / insurance, trash collection, appropriate storage of furniture, providing for snow removal, and sandwich boards. Sandwich board signs have proliferated to a scale where they are used to advertise to vehicular traffic rather than just pedestrian traffic. CDC indicated a preference for stricter enforcement of the display of sandwich board signs even to the extent of having board removed from the street (and available to be claimed later by owners). Council support for additional enforcement should be gauged.

Additional major project summarized by Gudde as described in the staff memo.

D. Pepin Creek Mitigation Study Update – Consultant's Scope and Budget

Staff briefed the CDC on the current status of the mitigation study. The consultant is currently drafting the scope and budget for the project which will determine the fair share assessment of subarea property owners toward the Pepin Creek channel infrastructure as well as assess the impact of the WSDOT culvert project.

The study will verify the feasibility of using SEPA mitigation fees or a Local Improvement District (LID) or a combination of the two. Additionally, the study will determine the formula to be used to calculate fees / assessment on parcels within the subarea. The initial estimate for the cost of the mitigation study is between \$125,000 – \$180,000. Scope, contracts, and funding sources to be reviewed by the CDC at the February meeting.

Pepin Creek project discussed as a whole: In order to provide Council with a complete picture of the Pepin Creek project, the stream relocation design, its costs, and the financial contribution of development in this area, the next steps will be required:

Land Use Planning- finalize the land use planning document (subarea plan) and design standards,

Engineering- complete the proof-of-concept analysis of the alternate channel designs, select a design and estimate its cost,

Financial Analysis- conduct the mitigation study to determine the tools of assessment and the resulting financial contributions of development toward the creek relocation project.

The results of these work items will provide the Council with a more complete picture regarding the build-out of this portion of the UGA. It could also identify the funding gaps and be used to request funding from outside sources.

Staff noted that the time line for completing these items will require an additional 6 month extension of the moratorium. Currently the moratorium is set to expire in early March.

CDC members noted the value of determining the appropriate methodology of financial assessment. Development's contribution will be critical as CDC members expressed concerns about the costs of the channel project as a whole.

CDC also discussed ramifications of halting growth in this portion of the City's UGA and the City's potential opportunities to approach the County and State regarding revisions to GMA standards or funding assistance.

E. (added discussion item) Pepin Creek – Design Standards Update

Feedback has indicated that design standards for residential construction should be applied city-wide rather than exclusive to one area or another. Staff will be taking feedback collected from the Planning Commission and Design Review Board and creating a concise set of design standards applicable to the whole City. Staff anticipates that these can be discussed at the Feb 20th CDC and this discussion include some of the Planning Commission members.

Next Meeting Date: February 20, 2019