



## Special Council Meeting

### COMMUNITY DEVELOPMENT COMMITTEE MEETING AGENDA

4:00 PM August 28, 2019  
1st Floor Conference Room, City Hall

#### 1. ROLL CALL

**Council:** Mayor Scott Korthuis, Brent Lenssen, Nick Laninga, Gerald Kuiken, Kyle Strenholt, Gary Bode

**Staff:** Mike Martin, Heidi Gudde

**Others:** Gary Vis, Kathy Stanford, Doug Mather, Norm Sanga, Lesa Starckenberg Kroontje, Chuck Robinson, Jerilyn Klix-Luna

#### 2. ACTION ITEMS:

A. Approval of minutes from the July 17, 2019 meeting

#### 3. DISCUSSION ITEMS

##### A. Downtown Business Association (DBA) Request for General Funds -

This group was unable to attend the last Finance Committee meeting where other satellite groups' 2020 requests were heard.

Chuck Robinson – Vice President of the DBA spoke regarding the request. He noted that in the past year the DBA has updated flower pots, Christmas lighting, became a non-profit, purchased bike racks, updated agricultural info signs along Front Street, and powder coated the garbage cans.

Request for 2020 is for \$55,750 and increase of \$8,750. Looking to increase the amount of Christmas decorating for this year as well as the increase on the maintenance on the watering tractor, upgrade the water system at the cemetery entrance planters. Additional bike racks and powder coating of the existing metal parts of the benches along Front Street.

Mayor asked about the \$11k used on Christmas decorations. Chuck related that those funds came from the Main Street award not from the City's general fund.

Discussed the powder coating project which is being done in stages.

Bode asked about the award funds and how it was thought to be used for the wayfinding signs. Chuck related that the DBA was asked not to move forward on the wayfinding because of the regional program that was being developed.

Teri Treat is part of the DBA and also the group that is reviewing the regional wayfinding program.

DBA's request to be considered as part of the 2020 budget process.

## **B. Residential Use Restrictions – RV and Boat Storage**

HG gave a summary of the code as it has been written and the recent changes to allow for the parking of RV's on properties between Memorial Day and Labor Day weekend.

Resident, Doug Mather has been parking his RV on his property for some time without knowing that it was in violation of the City code.

Resident, Jerilyn Klix-Luna noted that not everyone can cover the cost of RV storage not to mention the inconvenience of having your RV in storage. GB agreed that it is critical that property owners need the ability to get to their RV throughout a majority of the year.

HG noted that on-street parking pressure will be increased if more properties begin storing RV and boats in their driveways especially as some of the latest subdivisions have lots less than 10,000 sq. ft.

Storage containers enforcement supported by CDC.

### **Conclusions:**

CDC recommended revision to the use restrictions be drafted. Details will need to include:

- Duration of time that RV storage can occur on a residential lot
- Size of a lot that can store RV's
- Condition of the RV to be defined (licensed)
- Potentially a setback required from property lines and / or sidewalks
- Number of recreational vehicles which can be stored

## **C. Duffner Mobile Home Park**

Lesa SK, representing property owner Norm Sanga, introduced the history and topic of Duffner Mobile Home Park (MHP).

Sanga has recognized a need for this sort of housing in the area. He is also investing money into connecting to the City's sewer and decommissioning the septic system(s) – a public and environmental benefit.

32 units are permitted in this non-conforming use. No vacancy at the park as housing in this price range is desperately needed. Lesa related that 90% of the Park's residents are employed in agricultural jobs. 3 are employed at Lynden Door. Residents here are gainfully employed. Lesa noted that Lynden Door has asked the City to consider opportunities for affordable housing – the type that Lynden Door employees could afford.

Additional space is located here where two older homes were removed. This space could accommodate more 8 more units. Code does not allow the use to expand as it is non-conforming. Operating as a non-conforming use also somewhat discourages investment into the property.

Property owner is asking that the code be revised to allow MHP's to be conditional uses or permitted outright in CSR for those properties that currently have an operating MHP. Property owner also asking that RV's also be permitted as permanent living situations at MHP.

Lesa noted that the City has MHP zoning at the Heartland neighborhood but that this did not develop at a manufactured home development so opportunities for MHP living in Lynden are limited.

Text amendment could reference the City's MHP codes.

BL stated that he was not concerned about the expansion of the existing park as long as other codes are met.

SK inquired about eastern expansion or if the additions would occur in the center of the property were the houses were formally located. Sanga confirmed that a neighboring property owner used the southeastern most corner under a lease agreement and that MH additions would occur at the center of the property.

GK asked about the difference between the RV sites versus the MH expansion. Lesa noted that the RV sites are less infrastructure and less permanent than if a MH needed to be moved. Looking at the potential to convert the property to commercial.

GB noted that more people seem to be living at the KOA than before and RV living seems to be needed. Sanga confirmed that at his Hidden Village property the RV spots are typically occupied by single residents.

JK asked about rules of the park as far as maintenance. Lesa noted that the rules could be reviewed and more strongly enforced. The owner would be more apt to do so if the use was permitted.

HG recommended that the criteria for a MHP in CSR zoning should be specific and especially if it is a CUP so that reviewing bodies and the property owner know what to base the review on. Lesa recommended that the use be permitted with specific performance standards which are clearly defined. CUP is an option that is more subjective but if utilized agreed that the criteria should be specific.

#### **D. 610 Front Street Renovation**

- a. Restrictive Covenant – 10' "no build easement" has been discussed before and seems ready to move to Council.
- b. Parking Agreement – easement and parking permits discussed.

Lesa SK, representing the property owner, discussed the conditions of the parking agreement and the cost. Specifically that the property owner was being asked to pay \$7000 for a 'floating' easement (no specific parking spaces will be designated) and was also being asked to purchase annual parking permit for these 3 easement spaces.

CDC agreed that the City may be willing to accept a lump sum for the parking easement spaces and collect annual fees for the other parking permits (non-easement).

Agreement to be modified and brought to Council on September 3.

c. Temporary Construction Easement - has been discussed before and seems ready to move to Council.

d. Dumpster Agreement

Gudde explained the need for the property owner to have a easement to place a dumpster on City property on garbage day. Noted that staff had discussed the need to screen this location or not screen it. CDC agreed that if a screen was installed it would be likely that the dumpster would remain rather than being put back inside the building.

CDC noted that the agreement should be revised to apply to garbage and recycling bins and not just a single dumpster – as this may become a more feasible option than a dumpster.

Staff to modify and bring the easement to Council on September 3.

#### **E. Buildable Lands Program – Contract with Whatcom County for State Funds**

HG gave a summary of the program and the next phase which is data collection. Noted that the funds allotted to the City would likely be put toward staff time as it is difficult to have a consultant sort through the City's permit and plat data. Both the Planning Department and the Public Works Department will be taking time to put this information together. Gudde noted that she intended to research the use of the funds for the City's planned software conversion to a program called Casselle. Ideally Casselle would be able to accommodate the data required for Buildable Lands reporting – which ultimately will need to be done on an annual basis.

Contract will be going to City Council on Sept 3.

#### **F. Budget 2020 - Proposed Planning Department Fee Addendum**

Discussion related to pre-application fees and the City's desire to be development friendly. Discussed fees for cell tower additions and other new fees. Council members requested to see fees for Whatcom County and Everson. CDC advised seeing staff proposed fees at the next CDC meeting.