

**CITY OF SEQUIM
CITY COUNCIL MINUTES
SEQUIM TRANSIT CENTER
190 WEST CEDAR STREET
SEQUIM, WA**

JANUARY 10, 2011

5:00 P.M. STUDY SESSION

City Website

Barbara Hanna explained the need for a new website. The website needs to be more personal and easily updated. She explained all the features being considered with a new website.

Lorenzen would like to see links and information on the website for newcomers.

Hanna indicated 28 proposals were received for the new City logo. She is meeting with Dubois and Mayor Hays tomorrow to review several proposals. The process is expected to be completed by mid-March.

Boards/Commissions

a. Review boards and commissions' duties

Burkett indicated it is difficult to obtain applicants for some positions. There may be duplication of roles of staff and the Design Review Board (DRB). There was no activity for the DRB in 2010. We allow non-City residents to participate on City boards and commissions. The DRB currently has 1 vacancy, 4 members and none of them live in the City. He discussed issues concerning the Planning Commission, which currently has 2 vacancies. Joint meetings have been scheduled for the end of the month with the City Council, Planning Commission, DRB and Park Board. The Board of Adjustment (BOA) members include 2 City and 1 County resident with 2 vacancies. The BOA has not met for 2 years. He presented and explained options. Burkett explained the option of hiring a hearing examiner.

Design Review Board

Miller feels it is beneficial to have a DRB with the experts as outlined. Dubois agrees with Miller and should give it a little more time. Perhaps look at making the DRB smaller and qualifications more general. Lorenzen is comfortable with 4 people rather than a hearings examiner. Burkett indicated the staff would complete the code interpretations rather than the DRB. A hearings examiner would not be used in lieu of the DRB. Huizinga feels someone who owns property in the City limits should be allowed to be involved in our committees. Erichsen feels the more people involved, the more chance there is to hear the right answer. He feels more people need to be allowed to "touch" issues. Leaving the decision to one person, may not be the best decision. Perhaps we should expand the duties of the DRB.

Troye Jarmuth, 100 Taylor Cutoff Road, feels that some of these citizens groups are dissolved; the Council is going against what was promised with campaign platforms. Vacancies are nothing new. You don't have to live in the City limits to be a part of the community. A hearings examiner may be expensive. They read code for code. They don't understand the character of the City. She feels the DRB may not need to meet every month and does not think sun-setting the DRB is a good idea.

Mayor Hays believes in the design standards. They need more work. If they had more graphic examples or were form based it would be easier for staff to make preliminary review. The DRB has done a great job in the community. Perhaps the Council should direct the City Manager to have staff discussions with the DRB and get their feedback on improvements. He would like to see the DRB more involved in design standards development. Irvin indicated much of their work was to update some of the problem areas of the standards.

Colleen McAleer, 21 Lighthouse View Drive, a DRB member, feels just as impacted as a person living in the City. She is constantly looking at what is happening in the City. She feels the code needs rewriting. DRB could look at rewriting the code so can accommodate different types of commercial. Balance is key. She would like to see people involved with an historical perspective. Those who own property in the City should have some say.

Miller feels the DRB should have a role in coming up with discretionary standards.

Burkett will continue to work with the DRB to update the code. There will be further discussion on January 31.

Planning Commission

Burkett reviewed the table indicating how the process works at this time. If we were to consider using a hearings examiner, the examiner could handle the highlighted areas. Arguments against a hearing examiner is that not one person is making the decisions. The advantage is many decisions are legal or code interpretations. They can be handled more efficiently reviewing the matters like a judge. When get back to peak development, a hearings examiner could handle issues rather than the Planning Commission and Council having to spend a lot of time on issues.

Mayor Hays feels a hearings examiner can be an effective way to handle mostly legal proceedings. It does task the City to be very clear of the vision for the City and make sure ordinances are all in a row. He has been through the process with a hearings examiner and it can be very effective. We would need to do a lot work with our ordinances.

Erichsen stated there are many things in the code that are not right. If we have someone outside like a hearings examiner doing those things for us, we are not learning. We want to learn and make it better and not be stagnant in saying what we have is perfect.

Miller agrees with Hays and Erichsen. In the long run he feels we will have a hearings examiner. It becomes logical as the City grows. The Planning Commission is doing a fine job. We should

consider requiring a majority of members live in the City. Everyone in Sequim considers the City their home.

Hays suggested having no more than 7 or less than 5. Hall supports having 7 Planning Commissioners. We just need to try harder to recruit.

Mayor Hays feels that working toward a hearings examiner is a good idea and inevitable. Where does staff think we are, what needs to be fixed? He liked it when the Planning Commission had the public hearings and made recommendations to the Council. He would like to have discussion of pros/cons concerning that approach.

Dubois does not feel we are ready for a hearings examiner.

Burkett understands Council is happy with the current status. Further discussions can take place at the joint meetings.

Hall stated we might want to consider inviting Planning Commissioners or Park Board members to attend more of the City Council meetings.

b. 2011 City Council Committee/Liaison Assignments

It was agreed that Dubois and Lorenzen will continue with Clallam Transit and Don Hall will serve as alternate. Mayor Hays will send an email to councilors asking them to indicate their committee preferences. This will be approved at the next meeting.

East End Project

Miller would like expanded coverage on the finances of the project. The technical information was great. Sales tax rate needs to be reflected at 8.6%.

Lorenzen asked about the issues concerning those properties with the right-of-way issues. Burkett feels the property owners may see this as beneficial to their property.

Haines stated we may need to use this document as we are pursuing federal grant money. He asked if the Council is generally comfortable with the document's usage. He will update costs and discuss further at the next Council meeting.

There was Council consensus to use the document.

Mayor Hays called for a break at 6:30. The meeting was reconvened at 6:40.

6:00 P.M. REGULAR COUNCIL MEETING

Mayor Hays called the meeting to order.

PLEDGE OF ALLEGIANCE

ROLL CALL

Clerk Kuznek-Reese called roll. Council members present: Laura Dubois, Erik Erichsen, Don Hall, Ken Hays, Bill Huizinga, Susan Lorenzen, Ted Miller.

City Staff present: City Manager Steve Burkett, Clerk Karen Kuznek-Reese, Interim Planning Director Joe Irvin, Public Works Director Paul Haines, City Attorney Craig Ritchie, Communications Manager Barbara Hanna.

INTRODUCTIONS & CORRESPONDENCE

CEREMONIAL

REPORTS

Boys & Girls Club 2010 Fourth Quarter Report

COMMITTEE, BOARD AND LIAISON SUMMARY

Huizinga reported on Clallam Transit's decision not to drive into the Wal-Mart parking lot. Public transit providing access to private property sets bad precedent and opens CTS to liability.

Miller reported that the Homeless Task Force met last week. There was discussion concerning homeless guidance and the Point in Time coming up in March. They will send questionnaires to the schools. There is need for volunteers for Point in Time assessments. On February 14 a housing advocacy group will be in Olympia to advocate against sun-setting the recording fees which partially funds housing. The second annual Project Homeless Connect is coming up and looking for volunteers. Free bus service is available to this event. Homeless Connect will reimburse CTS for the bussing.

PRESIDING OFFICER REPORT

Hays attended the chamber retreat over the weekend. A report will be provided to the Council at the next meeting. Brief summaries were provided of each agency's activities/goals. They discussed having a joint City Council/Chamber Board meeting.

CITY MANAGER REPORT

Burkett reported that the crews were out yesterday for 12 hours due to the snow. There was one request concerning sidewalks. He noticed there were several businesses with sidewalks covered with snow. Many cities have a requirement that the property owners shovel their sidewalks within a specific time period. This may come up for discussion with Council.

Lorenzen asked if someone slips on the ice in front of a business, who is liable? Ritchie responded we need to pass an ordinance indicating the adjacent property owner is responsible

and needs to keep it clean.

Burkett indicated item 3D on the consent agenda is not ready and is removed. He would like to add a new item about obtaining Council approval of matching money for an EDC grant related to renewable energy.

PUBLIC COMMENTS *(Please limit comments to 3 minutes)*

INFORMATION/COUNCIL QUESTIONS INVITED

1. Design Review Board Annual Report
2. Planning Commission Annual Report

Miller thinks it is an excellent idea to offer more training opportunities to Planning Commissioners.

PUBLIC HEARINGS

CONSENT AGENDA

3. Approve/Acknowledge
 - a. City Council Meeting Minutes – November 15, 2010
 - b. City Council Meeting Minutes – December 13, 2010
 - c. Claim Voucher Recap dated 1/10/2011 total payments \$621,845.22
 - d. ~~Lease Agreement Suite 16~~
 - e. Lease Agreement Suite 17
 - f. Sequim Speaks Appointments
 - g. Ratify 2011 City Council Committee/Liaison Assignments of Dubois and Lorenzen to CTS with Don Hall as an alternate
 - h. Interlocal Agreement with Clallam County re River Road and No Name Road Connector

MOTION to approve Consent Agenda as read made by Lorenzen; second by Dubois.
Carried Unanimously.

UNFINISHED BUSINESS

4. Contracts:

Ritchie indicated he received technical changes today concerning the Visitor Information Center that includes monthly payments. The changes are reflected in an agreement that has been signed by the Chamber Board.

- a. 2011 Memorandum of Understanding with United Way

MOTION to approve a contract with the United Way of Clallam County in the amount of \$1,000 made by Dubois; second by Lorenzen.

Miller is opposed to it as he indicated before. Aye by Hays, Dubois, Lorenzen, Huizinga. Nay by Hall, Erichsen, Miller. **Motion carries.**

b. 2011 Contract with Clallam County Economic Development Council

MOTION to approve a contract with the Clallam County Economic Development Council in the amount of \$5,000 made by Dubois; second by Lorenzen. Aye by Hays, Dubois, Hall, Lorenzen, Huizinga. Nay by Erichsen, Miller. **Motion Carries.**

c. 2011 Contract with Visitor Information Center

MOTION to approve a contract with the Sequim-Dungeness Visitor Information Center as amended in the amount of \$65,675 made by Dubois; second by Lorenzen. Aye by Huizinga, Hall Lorenzen, Dubois, Hays. Nay by Erichsen and Miller. **Motion Carries.**

5. Downtown Plan Status Report

Irvin indicated the purpose of the study was to outline a vision for a healthy and strong downtown. The consultants have identified action to achieve that vision; defined roles and responsibilities to make it happen. He indicated there has been interaction with stakeholders and various groups. He outlined the strengths are that Washington street has a “Main Street” look; City government is located near the core; some attractive streetscapes in the core; committed locally owned businesses; events bring people downtown; cultural attractions include the museum and OTA; underutilized land is available to support growth and new investment.

Weaknesses are that many residents say they rarely go downtown because little happens there; lacks a strong sense of community identity; downtown core feels disconnected from surrounding areas by surface parking, auto-oriented streets and underutilized land; parking issues has not been addressed; few housing units near the downtown commercial core; downtown lacks significant anchor attractions.

There was discussion concerning “community identity” and what does that mean. Huizinga and Lorenzen do not agree with many of the weaknesses.

Preliminary concepts are to improve pedestrian amenities and corridors and improve public spaces such as Bell Creek Greenway, Pioneer Park, street conversions; need more residential in the downtown area; mixed use core with catalyst commercial uses; jobs with family wages; expand downtown events, activities and programs.

Irvin reported on circulation and parking. Missing connections need to be added. Huizinga indicated that Prairie makes the most sense for an east/west connector. Irvin indicated there will be a presentation at the Chamber luncheon on February 8, a community open house on February 10; City Council study session on March 14 and a City Council public hearing on March 28. Council was encouraged to provide their comments to Joe or Steve.

6. Proposed Lobbyist Contract

Burkett stated that to be successful over the short and long term we need a good financial plan and to receive money through grants and loans. The goal is to apply for loans, grants, and appropriations. It will be a very competitive process. There will still be opportunities for grants. In order to compete successfully, it is helpful to have someone with knowledge of how the systems operate. The consultant would charge \$3,200 per month which would be charged to contingencies where there is \$150,000. He would work on Battelle improvements, east end development, ODT, downtown improvements, school resource officer program, and long-term on the Simdars interchange.

There would be expenses incurred as well. Staff or Councilors may need to travel to Washington, D.C. to meet with Congressional delegates.

Burkett will work with the lobbyist to put together a concise proposal to provide for funding opportunities.

MOTION to authorize the City Manager to enter into a contract with Conkling Fiskum & McCormick (CFM) for communication and lobbying services at a rate not to exceed \$3,200 per month for 2011 calendar year made by Hall; second by Lorenzen. **Carried Unanimously.**

NEW BUSINESS

7. Impact Fee Ordinance Clarification

MOTION to adopt Ordinance 2011-001 amending Ordinance 2010-007, Transportation Impact Fees, section four, paragraph A1 and section Five, paragraph A1 regarding credits for certain system improvements made by Dubois; second by Miller. **Carried Unanimously.**

MOTION to adopt Ordinance 2011-002 amending Ordinance 2010-008, Park Impact Fees, section Four, paragraph A1 and section Five, paragraph A1 regarding credits for certain system improvements made by Miller; second by Dubois. **Carried Unanimously.**

8. Amend Utility Line Construction Charges SMC 13.76.010

Haines indicated that this proposed change ensures we can recover costs where there currently is not any system in place to do so.

MOTION to adopt Ordinance 2011-004 amending SMC Chapter and Section 13.76.010 utility line extension construction cost reimbursement made by Lorenzen; second by Miller. **Carried Unanimously.**

9. Approval of Matching Money for EDC Grant for Renewable Energy

Burkett indicated the EDC is applying for a grant. The grant is related to developing an action plan for renewable energy. Many have been working with Charlie Brandt at Battelle regarding a road map. There is a one/one match. The EDC will match \$12,500 with in-kind services and is asking partners to come up with \$12,500 in a cash match. He is asking the City to approve up to \$3,000 toward this effort.

Miller objects to the last minute addition and expectation of approval and hopes this does not become a practice.

MOTION to support this request from the EDC for our share of the match funds not to exceed \$3,000 made by Lorenzen; second by Dubois.

Erichsen cannot support this because he does not know what we are getting for our money, if anything.

This is an investment for the future for this region. It is hope that Sequim is not always an afterthought.

Burkett stated if the grant is received, the region gets \$25,000 from the state and more regional awareness for renewable energy. This will come from the contingency monies.

Vote on the motion. Aye by Hays, Miller, Dubois, Hall, Lorenzen, Huizinga. Nay by Erichsen. **Motion Carries.**

GOOD OF THE ORDER

Lorenzen reminded everyone of the festivities for the Centennial at the high school tomorrow. The schedule is outlined in Sequim This Week.

Dubois indicated there is a joint effort with North Olympic Land Trust and Sequim High School on MLK Day for a cleanup at Siebert Creek.

PUBLIC COMMENTS *(Please limit comments to 3 minutes each)*

Ron Fairclough was at a Council meeting when the building was built on Third Avenue. It was written into the minutes that the building had to be torn down if “they” wanted to buy the right of way.

Vickie Maples, Executive Director Chamber of Commerce, thanked Council for approving the contract. She indicated the agreement was for \$66,000. Burkett added that \$66,000 was included in the budget for the chamber.

MOTION to amend the VIC contract to \$66,000 made by Dubois; second by Lorenzen. Aye by Hays, Dubois, Hall, Lorenzen, Huizinga. Nay by Miller and Erichsen. **Motion Carries.**

Mike McAleer invited everyone to the EDC's annual dinner on January 28 at 5:00 p.m. at 7 Cedars Casino. The Washington State economist will be the speaker.

EXECUTIVE SESSION Mayor Hays announced an executive session to discuss real estate acquisition. It will last approximately 15 minutes and no action is anticipated. The Council recessed to executive session at 8:30 p.m. At 8:45 it was announced that it would be an additional five minutes. The meeting reconvened at 8:50 pm.

NEXT MEETING DATE

Mayor Hays announced the next meeting dates of January 21, and 22, 2011 (Council retreat) and January 24, 2010 (5:00 p.m.)

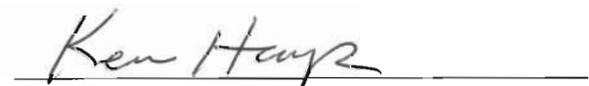
ADJOURNMENT

MOTION to adjourn at 8:50 p.m. made by Lorenzen; second by Erichsen. **Carried Unanimously.**

Respectfully submitted,



Karen Kuznek-Reese, MMC
City Clerk



Ken Hays
Mayor

Minutes approved at a regular Council meeting held on January 24, 2011.