

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

JUNE 27, 2011

5:00 P.M. STUDY SESSION

Long-Range Financial Plan

Goschen reported the forecast includes small deficits in 2012-2013 followed by small surpluses in 2014-2017. There is a high level of uncertainty around the economy and growth.

Building permits increased in 2010 over 2009 but 2011 has started out slow. Retail sales have been steady but there has been a 35% decline in construction which was offset by 4.2% growth in other sectors. A 2-3% growth rate is used in the assumptions. This LRFP reflects annexations taking place in 2014 and 2016. New construction value added to property tax rolls is expected to be weak through 2014. The same sales tax figures were used in 2011 as used in 2010.

Utility tax base grows with growth in households and jobs. We don't know of any new rate increases in the near term. The only increases are based on inflation.

Key assumptions include future staffing increases based on projected demand and based on department specific cost increases; revenues have not kept up with inflation. It is anticipated a new patrol officer and a portion of a support person will be hired in 2016 in the police department. Staffing per population has been going down. \$100,000 was put away in 2011 for capital expenditures. This needs to be at approximately \$300,000. It will phase in over years. The ending cash reserves for 2011 are estimated at \$1.6 million for 2011 which is over the council-set minimum of \$1 million.

Shoreline Master Plan

Nelson-Gross reported there are 2 miles of applicable shoreline. The city will actually exercise jurisdiction of less than a mile. Policy decisions will need to be made on such things as types of uses requiring a Conditional Use Permit, where and how large buffers will be, what to do with "no net loss", native vegetation and/or tree removal, regulation of critical areas (Pitship Marsh) and their buffers, other land use regulations that you may want to include in the SMP.

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: Erik Erichsen, Don Hall, Ken Hays, Bill Huizinga, Susan Lorenzen, Ted Miller.

MOTION to excuse Laura Dubois who is on vacation made by Lorenzen; second by Miller. **Carried Unanimously.**

INTRODUCTIONS & CORRESPONDENCE

CEREMONIAL

REPORTS

COMMITTEE, BOARD AND LIAISON SUMMARY

Hall attended Clallam Transit and Park Board meetings.

Miller attended the Peninsula Development District meeting. There was a PEAK leadership presentation saying businesses in Sequim are ill prepared for emergencies.

PRESIDING OFFICER REPORT

Mayor Hays reported he and Burkett made a presentation at a chamber meeting. They provided state of the city and project updates. This may be done again in the fall.

Hays and Burkett also attended the AWC Conference. It was a great experience and networking opportunity. He provided information on some of the sessions he attended. He participated in the Parade of Flags. While at the conference he attended the Risk Management meeting.

CITY MANAGER REPORT

Burkett provided information concerning sessions he attended at the AWC Conference. Burkett provided information and showed slides of the Kids' Fishing Day. 4,000 pounds of trout were planted and over 1,000 were caught.

Burkett introduced Susanne Connelly, the City's new Human Resources Director.

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

INFORMATION/COUNCIL QUESTIONS INVITED

1. Finance/PW Analyst position

This is a new position; we will hire someone in the short term. This will come back at the July 11 meeting.

PUBLIC HEARINGS (Legislative)

Mayor Hays read the rules for the hearings. Mayor Hays announced the public hearing on the downtown plan will be held first.

2. Downtown Plan

The public hearing was opened at 6:20 p.m.

Hugo stated the Downtown Plan will be adopted as a sub area plan and will be a component of the Comp Plan. It needs to be consistent with the Comp Plan and its vision statement. It will provide for a downtown that has the capacity to grow as the community grows. We need a Downtown Plan that forms the heart of community and has the capacity to grow. The Planning Commission reviewed the Plan in great detail and recommended adoption. The Design Review Board (DRB) has also reviewed the Plan.

Mark Hinshaw, LMN Architects, identified all the outreach opportunities that were held in developing the Plan. There are a series of policies to adopt regarding land use and intensity. The Plan includes improved east-west circulation; addresses different street types, parking as a shared resource, provides for the use of bicycles and electric scooters; possible future bypass. The economic development component retains existing businesses; includes a variety of restaurants and fresh food; programming of events and festivals; organizational efforts; investment in a new city hall; unique destination hotel; cinema; and utilizes the resources available through the "Main Street" program. Housing policies include moderately higher density and residential neighborhoods with modest infill. Capital Facilities includes major civic buildings in the core; highlights key intersections; Seal Street would be treated as a shared space and would be able to continue to drive on it, seating around it, and other options. It includes an enhanced way-finding system especially where public is located; provide more public parking and have pedestrian routes and corridors. Pioneer Park can anchor the east end of the downtown core. The Park could connect to Etta Street. Redesign of Seal Street could create a woonerf. Utilities need to replace all under sized utilities; and we are looking at recycling.

The plan includes short, mid term and long term strategies, provides development bonuses, maximum building height, and design standards and guidelines.

Burkett added that Public Works is developing a Capital Improvements Program. This will identify high priority projects and a way to fund them. The city facilities will be completed as part of the capital planning and part of the Comp Plan.

Hugo reviewed the recommendations and comments from the Planning Commission. Some of these included that the ODT was omitted from the downtown plan. This will be addressed in the Plan. The Planning Commission desired a sister park at the northeast corner of Washington and Sequim. They also recommended the Plan provide for connections between Cedar/Bell and Washington Streets. Our blocks are 600 to 900 feet long. Most urban blocks are 200-300 feet. There was a recommendation to change threshold to mitigate a blank wall from 50' to 30'. The DRB also concurred. Guidelines and standards will be added for signs. The Planning Commission wants to remove the prohibition of commercial uses with a drive thru in the MU zone and only have the prohibition apply in the downtown core. Public art could contribute to a fund to support cultural activities. They would like that to be an option. The Planning Commission recommended a requirement for buildings to set within 5' of the property line. As an option, the Planning Commission recommended that requirement not apply at corners.

There was discussion concerning setbacks. If someone proposes a public space that meets certain criteria, they receive development incentives.

Public Comment:

Gary Zellmer stated he has owned the property at Washington and Sequim Ave for 14 years. He wants to do what is best for Sequim and also protect their property rights and their tenants. He is opposed to a woonerf on Seal Street.

Nancy O'Brien owns the brick apartments across from City Hall that fronts on Seal Street. That half block has 21 public parking spaces. The alley is used by businesses and is the only access for the business. It is not vehicle friendly, it is pedestrian friendly. For the city to change the street function minimizes what is going on and the people involved. There is not enough room to add anything there now. The space is too small and congested for a woonerf.

Stan Berman supports Zellmer and O'Brien comments. He has contacted the Public Works offices to be notified of the meeting. He has not received any notification. Seal is a dangerous street. It is impossible to see traffic when you pull off Seal Street. Some of the parking spaces should be eliminated before someone is killed.

Ron Fairclough, 153 W. Spruce, spoke in favor of higher stories on buildings.

Hugo indicated he received 3 letters; one on May 5 from the Zellmers, May 17 from Christine Ritch, May 16 from Robin Reese of Sequim Tax Service. He recommends deliberations be continued to July 11. Council can then direct staff to prepare an ordinance to adopt the plan or can continue again.

Mayor Hays continued the public hearing to July 11. Huizinga would like to see staff's recommendations on the DRB and Planning Commission recommendations. Hugo will have that information available in two days.

Erichsen would like to limit the comments to those items which they have not heard tonight. There was Council discussion concerning Seal Street and the issues raised by the citizens during the public hearing. Council would like the next staff report to address these concerns.

Mayor Hays feels we already have the aspects of a woonerf on Seal Street. He would like staff to consider calling this something other than a woonerf.

The public hearing was continued to July 11, 2011.

3. Ordinance No. 2011-013 Proposed Sign Ordinance

Mayor Hays opened the public hearing at 7:40 p.m.

Ritchie provided history of the sign codes and identified the outreach opportunities that have taken place with this revision. The new code calls code violations an infraction.

Public Comment:

Bill Littlejohn, 253 Medsker, stated any sign at intersections or roundabouts are unnecessary. They also should not block sidewalks.

Mike McAleer, Sequim Association of Realtors, has a rule that if a property is sold or no longer on the market, the sign is to be removed within four days. This ordinance could be tightened up to match their requirement. Open house signs should have the same consideration as garage sales. They would like one on the property and up to 3 others. The signs should be removed immediately after the conclusion of the open house. Temporary signs shall be removed after 12 consecutive months. There are some who have not sold their properties within 12 months. This may be an issue.

Gary Zellmer is not sure how the code addresses for lease signs. He feels they should be left up until the occurrence happens.

Ritchie suggests there could be extended time periods for economic reasons and these could sunset in a time certain.

Mayor Hays announced the public hearing on the sign code is continued to our July 11, 2011.

4. 2011 Budget Amendments and Ordinance No. 2011-014

Mayor Hays opened the public hearing at 8:23 p.m.

Burkett indicated this includes moneys not spent in the previous fiscal year, received new revenue or new expenditures.

The public hearing was closed at 8:26 p.m.

MOTION to adopt Ordinance No. 2011-014 authorizing expenditures of funds for matters not foreseen or provided for in the 2011 budget made by Miller; second by Lorenzen. **Carried Unanimously.**

CONSENT AGENDA

5. Approve/Acknowledge
 - a. City Council Meeting Minutes – June 6, 2011
 - b. City Council Meeting Minutes – June 13, 2011
 - c. Claim Voucher Recap dated 6/27/11 total payments \$491,377.66
 - d. Park Board Reappointments (Allan Goff and Colleen Robinson)
 - e. Travel Policy Revisions

MOTION to adopt Consent Agenda as presented made by Hall; second by Miller. **Carried Unanimously.**

UNFINISHED BUSINESS

6. Ordinance No. 2010-025 Renewable Energy and Energy Efficiency Ordinance

Hugo outlined the history and addressed the three options being presented.

MOTION that the Council take no action on Ordinance 2010-025 and instead direct that solar access and other energy-efficient community development strategies be a part of the scoping process in the new Comprehensive Plan, providing opportunity to link solar-efficient subdivision design with other community development purposes and methods of implementation made by Miller; second by Erichsen. **Carried Unanimously.**

7. Proposal for Partnership with Olympic Theatre Arts

Burkett stated this was discussed at the last meeting and staff was asked to develop a proposed agreement. This proposed agreement implements key elements. Success is defined with 40 paid admissions per month.

It is not the intent to have controversial movies. The parties will mutually agree on any movies selected and will focus on films that build community.

MOTION to approve the proposed contract between Olympic Theatre Arts and the City of Sequim declaring a sole source supplier and selecting a \$5.00 admission fee per attendee made by Lorenzen; second by Hall. **Carried Unanimously.**

8. Comp Plan Steering Committee members

Burkett stated the Council has established a Comp Plan Steering Committee with 10 members, 3

of which are council members. We are still advertising for citizen involvement

MOTION to appoint Bill Huizinga, Erik Erichsen and Ken Hays as the Council representatives to the Comp Plan Steering Committee made by Miller; second by Erichsen. **Carried Unanimously.**

NEW BUSINESS

9. Interagency Agreement with Clallam County for Street Construction Services

Haines stated that some streets need resurfacing in 2011. The City has limited resources. This will utilize water and sewer funds to resurface streets that have been damaged by utility line construction. North Blake and South Sequim Avenues have been identified as the highest priority. We will target the last 2 weeks of July once the Lavender Festival is over for construction. He has received an estimate from the County for the work to be completed.

There was discussion about the importance of resurfacing Fir Street.

MOTION to authorize the Mayor to sign the Interagency Agreement between Clallam County and the City of Sequim for street construction services and to allow the agreement to be subject to City Attorney approval for any changes in language needed to execute the agreement with the County and for an amount not to exceed \$115,000, half from water replacement reserves and half from sewer replacement reserves, made by Huizinga; second by Lorenzen.

Hall will vote no because he wants to see the money put toward Fir Street.

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

10. Request for Re-naming Reuse Water Demonstration Site Playfields

Haines reported that Sequim Family Advocates (SFA) has requested to honor a large donor to build the playfields. City policy allows for naming of playfields and parks. They have requested the playfield be named the Albert Haller Playfields.

Hall stated the Park Board unanimously approved this request.

Hays suggests Albert Haller Playfields include Sequim because the city has also made a large contribution.

MOTION to rename the reuse site playfields to the “Albert Haller Sequim Playfields” made by Hall; second by Miller.

Craig Stevenson requested it be the Albert Haller Playfields because Sequim is not listed on

other parks.

Amendment to the motion to rename to Albert Haller Playfields made by Lorenzen; second by Huizinga. Aye by Hays, Erichsen, Hall, Lorenzen, Huizinga. Nay by Miller. **Motion Carries.**

Vote on the original motion with amendment to rename the playfields to the Albert Hall Playfields. **Carried Unanimously.**

GOOD OF THE ORDER

Huizinga commended the SFA for raising the funds for the playfields.

Burkett welcomed Lorenzen back.

Kuznek-Reese announced that the first Music & Movies in the Park will take place tomorrow night.

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

EXECUTIVE SESSION

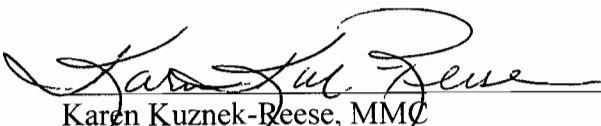
NEXT MEETING DATE

Mayor Hays announced the next meeting dates of July 11, 2011 (6:00 p.m.) and July 25, 2011 (6:00 p.m.)

ADJOURNMENT

MOTION to adjourn at 9:05 p.m. made by Lorenzen; second by Miller. **Carried Unanimously.**

Respectfully submitted,



Karen Kuznek-Reese, MMC
City Clerk



Ken Hays
Mayor

Minutes approved at a regular Council meeting held on July 11, 2011.