

CITY OF ELLENSBURG                      Minutes of Council Meeting, Special Session  
Date of Meeting                              July 21, 2010  
Time of Meeting                              8:30 a.m.  
Place of Meeting                              Council Chambers, 501 North Anderson Street

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Councilmembers Present: Bassett, Bottcher, Miller, O'Brien, Tabb, Lillquist.  
Councilmember Absent/Excused: Elliott.

Others present were City Manager Barkley, City Attorney Pidduck, Community Development Director Smith, Planning Supervisor Bailey, City Engineer Lyyski, Deputy Clerk Keno and two members of the audience. Also present were Planning Commission members Mitchell and Miller; Utility Advisory Commission members Richmond and Caron; as well as consultants Kathleen O'Brien, O'Brien and Company; Andy Mortensen and Yvonne Kraus of Transpro; Katie Spatro of Cascadia; and Bob Bengford and John Owen of Makers.

At 8:55 a.m. Councilmember Lillquist called the meeting to order in the absence of the Mayor and Mayor Pro Tem for purposes of accomplishing the action item on the agenda.

**AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH CODEPROS, LLC FOR AS-NEEDED BUILDING PLAN REVIEW SERVICES**

The Building Department contracts out for plan review services for larger projects due to the level of review expertise required. The applicant pays the plan review fees to the City and the City negotiates a percentage of those fees to pay the plan review service firm. Staff would like to add another plan review firm, CodePros, LLC, onto its list of available service providers and to have a contract in place for when that firm is utilized. As business has become more competitive due to the economy, staff desires to have more choices in the firms available so that the best fee can be negotiated. Due to excellent reviews the City reviewed from CWU regarding CodePros work on a university project, staff would like to have the option to be able to utilize CodePros in the future.

Council asked questions of staff.

Authorize City Manager to execute Professional Services Agreement with CodePros, LLC for as-needed Building Plan Review Services.                      Miller  
Approved

Council took a five-minute break at 8:55 a.m. and reconvened at 9:03 a.m.

**KICKOFF WORKSHOP ON THE ENERGY EFFICIENCY AND CONSERVATION STRATEGY AND LAND USE CODE UPDATE PROJECTS.**

After participant introductions, Community Development Director Smith provided the project background and Kathleen O'Brien, Project Principal, presented the consultant team's "Game Plan." The project consists of two contracts with two activities—Code and Land Use Update and Energy Efficiency & Conservation Strategy. A revised Project Kickoff Meeting Agenda and Proposed Workplan & Timeline were distributed and reviewed along with a revised Process Matrix. The land use code update has a briefer and shorter schedule.

Roles, responsibilities and expectations of the various participants over the course of the two year project were reviewed, including a breakdown of the time commitment for each participant. In addition to the Council and City staff there will be involvement from the Planning and Utility Advisory Commissions, general public and stakeholders. The workplan provides ample opportunity for community input in person, through project newsletters and the City's website.

Bob Bengford, Makers, discussed project synergies and gave two sample issues and solutions for a relationship between energy strategy development and a land use code update. Improving connectivity can conserve transportation energy and appropriate roof ease setbacks can conserve building energy. In answer to Council inquiry, the activities done by the non-motorized transportation committee as well as historic preservation efforts will be included as part of the process. During the discussion on the contract

scope and approach Council requested clarity early on with education and a form-based land use code. Council would like to see a provision that would allow for mixed uses in commercial zones as the current code does not support this. In answer to Council inquiry, the City Attorney as well as the City's contracted land use attorney will be involved in the process at the ordinance and major code stage to ensure the code update complies with current state law.

After discussion, issues most important in the land use code update include: parking, land use, making the land use code implement the comprehensive plan, incorporate accessory dwelling units and home-based businesses; consider form-based approach, critical areas ordinance, creeks under the city, brownfield site development, and a neighborhood commercial zone that works. Additional issues include appeals, hearing examiner process, transfer of development rights (TDRs), residential office, commercial zones and planned unit development (PUD).

At 10:55 a.m. Council participated in an exercise to select priorities for the land use code update.

Council took a five minute break at 11:00 a.m. and reconvened at 11:10 a.m.

#### **Energy Efficiency and Conservation Strategy**

The contract to develop the City's energy efficiency and conservation strategy will happen at the same time as the land use code update. The consultant will be reviewing the City's comprehensive plan and current land development building codes to identify obstacles to energy efficiency and conservation. Recommendations for code updates will support and facilitate implementation of the strategy. The consultant will also be identifying alternative implementation activities for the strategy.

The approach for developing strategies for energy independence will be to: 1) build on existing initiatives using existing building stock, energy resources, existing standards and local success stories. 2) remove regulatory barriers, identify provisions that are missing in existing regulations; and 3) identify additional opportunities that make sense such as energy or economic district zoning, modeling/benchmarking, etc.

Approaches will address community energy consumption and building energy consumption. Council and the consultant discussed high energy efficiency goals. Council is interested in efficiency, sustainability and cost savings. Council would like to see projects and the return on investments. Council was asked to select priorities on energy efficiency and conservation strategy.

The consultant will provide a memorandum to the City summarizing the sense of the group from today's workshop.

**ADJOURN** Motion to adjourn at 12:20 p.m.

Lillquist  
Approved

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Mayor

ATTEST:

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City Clerk