

Letter from Team Hope Regarding the Planned 5K Run/Relay for Life Event on June 24, 2011

Motion to support the request for the 5K Run/Relay for Life event on June 24, 2011. Elliott Affirmed

Citizen Comment on Non-Agenda Issues

An e-mail communication was received from Bernice Ballamy dated February 7, 2011, regarding the Ellensburg Animal Shelter.

Proposed Resolution – Surplus of Firearms

The proposed resolution declares certain firearms as surplus property.

Motion to adopt Resolution No. 2011-03. Miller Affirmed

Motion to authorize disposal of surplus property by trade to a properly licensed federal firearms dealer. Lillquist Affirmed

Land Development Code Update Steering Committee

Planning Supervisor Bailey reported that a steering committee is no longer needed since the Planning Commission will have a full seven members after appointments are made to the boards and commissions at the next Council meeting.

City Light Contribution to Washoe Park Lighting

Councilmember Bottcher recused himself from the meeting during discussion of this issue.

Barbara Bicchieri and Greg Maes spoke regarding the request that the City donate \$4,000 of the \$5,000 estimated cost to install lighting at the Washoe Park.

Motion to approve the contribution of \$4,000 for the demonstration lighting project at the Washoe Park. Miller

Motion to amend the motion to incorporate the collaboration of the Washoe Tribute Group and Northwest EcoBuilding Guild and Energy Services staff in development of interpretive signage and also include collaboration with the Energy Services Department in the selection of the fixtures. Lillquist Affirmed

Vote on main motion. Affirmed

Councilmember Bottcher returned to the meeting.

Manager's Report

Set Special Meeting

Motion to set a special meeting with the Landmarks and Design Commission on March 14, 2011 at 7:00 p.m. to review and update the Certified Local Government Program. Arango Affirmed

Schedule Public Hearing

Motion to schedule a public hearing for March 21, 2011 to consider the Vista View Annexation. Miller Affirmed

Councilmembers' Reports

Councilmember Elliott met with the Ellensburg Downtown Association about downtown holiday lighting. He reported on an EMS meeting. He stated he will be working with the City Attorney on ordinance language regarding downtown parking for delivery vehicles. He also requested that water rates be revisited for residential fire sprinkler systems.

Councilmember Bottcher reported on Conference of Governments meeting and the E3 Conference. He will be attending the Legislative Action Conference on February 16 and 17.

Councilmember Arango reported on the Mother/Son Bowl-O-Rama sponsored by the Parks Department. She also asked if the City will be designating a new representative to the Kittitas County All Hazard Mitigation Planning Group for the Flood Task Force.

Councilmember Bassett submitted a letter of resignation effective March 4, 2011. Council directed staff to proceed with the application process in which applications will be accepted through 5:00 p.m. on March 1, 2011 and Council will interview applicants at the March 7, 2011

AGENDA REPORT

Date: February 2, 2011
To: City Council
From: Mike Smith, Community Development Director 
Thru: Ted Barkley, City Manager 
RE: Land Development Code Update Steering Committee

Summary: Council has established the Planning Commission as the Steering Committee for the City's Land Development Code Update (LDCU) project. Due to recent resignations, the Planning Commission is currently down to 4 active members which is the minimum number needed to start a Planning Commission meeting and that poses a potential problem in the timely performance of its role as the LDCU Steering Committee.

Background: The Planning Commission is established pursuant to ECC 1.14. Its membership consists of 7 members who are appointed by the Mayor subject to confirmation by the city council for 6-year terms. Not less than 5 members must be residents of the city and all non-city resident members must be residents of Kittitas County. The presence of a majority of the membership (4) shall constitute a quorum and a quorum shall be required to start a meeting.

Currently only 4 of the 7 Planning Commission seats are filled. That means that if one of those 4 members cannot attend a scheduled meeting of the Planning Commission a quorum is not present and the meeting cannot start. All 4 current members are residents from within the City.

In 2010 the City embarked on a major land development code update project to both re-organize the various land use and development codes into a more organized and user-friendly document and to add new code language that implements the goals and policies set forth in the City's 2007 Comprehensive Plan. At that time, City Council established the Planning Commission as the Steering Committee for that project with the mission being to work with staff, the consultants and the public to develop a draft code update.

Because there are currently only enough Planning Commissioners to make a quorum (4 members) it has been a challenge for the Planning Commission to schedule Steering Committee meeting times at which all 4 members would be present to make a quorum and to start the meeting. That has resulted at times with meeting date changes at short notice which is counter-productive to the public's ability to participate in the Steering Committee's process.

City Council has recognized the importance of the Steering Committee's role in this code update project and the need for the Steering Committee to be able to meet at consistent times to better facilitate public participation at those meetings. Council has requested staff to propose a solution to the quorum problem currently posed by the Planning Commission's functioning in its Steering Committee capacity.

Analysis: Because the Planning Commissioners have experience and knowledge related to land use issues within the community it is important to continue to utilize that experience and knowledge in the role of Steering Committee for the Land Development Code Update Project. Ultimately the Planning Commission will have to act as a formal body to make a recommendation to City Council on the final Code update language. However, until that time the members on the Planning Commission could serve in the capacity as the Steering Committee for the code update and continue to utilize their experience and knowledge in land use planning to assist staff, the consultant and the public develop a draft of the code update.

Staff suggests that the Planning Commission's role as Steering Committee for the City's Land Development Code Update Project be discontinued and that the individual members who serve on the Planning Commission be re-appointed as the Steering Committee for the Land Development Code Update Project. That will allow the Steering Committee to meet without having to also meet the Planning Commission's required quorum necessary to start a meeting. And it will help to ensure that the project continues to move on a timely schedule that also provides greater certainty as to meeting dates which will then provide the community with more consistent opportunities to participate in the development of the draft code update.

As the 3 currently vacant Planning Commission seats are filled, City Council could then also appoint those individuals to that Steering Committee.

Recommendation:

- 1) Discontinue the Planning Commission's role as Steering Committee for the City's Land Development Code Update Project
- 2) Appoint Bruce Simpson, David Miller, Bob Hood and Sarah Bedsaul as the Steering Committee for the City's Land Development Code Update Project