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CITY OF SEDRO-WOOLLEY  
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Regular Meeting of the City Council  
Joint Meeting of the City Council and Planning Commission  
November 14, 2007 – 7:00 P.M. – Community Center

The meeting was called to order at 7:00 P.M.

Pledge of Allegiance

ROLL CALL: Mayor Mike Anderson, Councilmembers: Ted Meamber, Tony Splane, Louis Requa, Pat Colgan, Hugh Galbraith, Rick Lemley and Dennis London. Staff: Clerk/Treasurer Nelson, Attorney/Supervisor Berg, Engineer Freiburger (Late), Planner Moore, Police Chief Wood and Asst. Fire Chief Olson.

Consent Calendar

- Minutes from Previous Meeting (including November 6, 2007 Work Session)
- Finance
  - Claim Vouchers #61797 to #61960 for \$934,573.63
  - Payroll Warrants #41302 to #41399 for \$209,543.38
- Waiver of Fees – Community Center – Central Elementary Parent Group – March 21, 2008
- Request for Out of State Training – Police Department
- Contract – Humane Society of Skagit Valley for 2008
- Contract – Westlaw – On-Line Legal Research Services
- Contract – Jennifer Bouwens – Prosecutor Services for 2008
- Bid Award – 2007 Borseth Sewer Project
- Bid Award – 2007 Roadway Seal Project
- Resolution #759-07 – Declaring Certain Property as Surplus and Authorizing its Disposition

Councilmember Splane questioned the price of Item F – Contract – Westlaw – On-Line Legal Research Services.

Councilmember Meamber moved to approve the consent calendar. Councilmember Requa seconded. Motion carried (7-0).

Special Presentation – Shane Walley – 30 Year Employee Award

Mayor Anderson presented Shane Walley, Public Works employee with a plaque in appreciation for his 30 years of employment with the City of Sedro-Woolley.

## Public Comment

Earnest Taylor – 809 Waldron St., addressed the Council regarding the Rite Aid project and their practice of using containers for additional storage. He also addressed the need for an 8 ft. fence to shield the containers from the residential area and addressed the condition of Waldron Street and requested the street be repaired.

Council discussion ensued regarding Taylor's concerns.

Engineer Freiburger arrived and joined the staff bench.

K.B. Johnson – 889 Carriage Court, requested Council support for the proposed County shooting range to be located at Lake Cavanaugh. Johnson stated he is interested in shooting as a sport and presented information on the benefits and need for a range within Skagit County.

Brett Sandstrom – 432 Talcott St., reported of some vandalism and graffiti within the downtown area and questioned how the City was responding to these recent acts of vandalism.

Mayor Anderson noted the respective property owners have been notified and some are taking steps for repairs. Police Chief Wood stated they have apprehended the suspect of the recent acts and the suspect is also believed to be behind other incidents. Wood spoke of on-going gang training and the implementation of a program for the senior volunteers to help with clean up.

## **UNFINISHED BUSINESS**

### City Hall Update

City Attorney/Supervisor Berg reviewed the cost estimates from Puget Sound Energy and four actions necessary in order to proceed with the moving of the pole. Berg noted that everything else is progressing on schedule and offered tours to any Councilmembers that might be interested.

Councilmember Lemley made a motion to approve MPR 23R, the easement for PSE and the Verizon costs, contingent upon receiving and approving the PSE costs and to approve the Schedule 74 contract with PSE in the maximum amount of \$35,818 and subject to review and approval by the City Attorney. Seconded by Councilmember Meamber. Motion carried (7-0).

### F&S Grade Road/Highway 20 Update (*status unchanged*)

Attorney/Supervisor Berg reported a visit with WSDOT regarding the traffic count which favors a round-a-bout. He noted that Engineer Freiburger has requested the numbers for his review.

Ordinance – Adopting a Fee Waiver Policy for City owned Park Facilities (2<sup>nd</sup> Reading)

Attorney/Supervisor Berg discussed the definitions section of the proposed ordinance.

Councilmember Galbraith moved to pass Ordinance #1588-07 An Ordinance Adopting a Fee Waiver Policy for the Use of City Owned Park Shelters, The Community Center and Other Rented Facilities, to include Sedro-Woolley School District boundaries under “Community Groups” definitions. Seconded by Councilmember Colgan. Motion carried (7-0).

Ordinance – 2008 Salary Ordinance (2<sup>nd</sup> Reading)

Councilmember Lemley moved to approve Ordinance No. 1589-07 An Ordinance Establishing the Salaries and Wages for Elected Officials, Union (Guild) and Non-Union Employees of the City of Sedro-Woolley, Washington, for the Fiscal Year Beginning January 1, 2008. Seconded by Councilmember Requa. Motion carried 7-0).

**NEW BUSINESS**

2008 Budget (1<sup>st</sup> Reading)

a. Budget Update

Clerk Treasurer Nelson reviewed changes that were made to the budget as a result of the last meeting. She noted adjustments were made in the Sewer, Building Department, Executive and ER&R budgets. She also noted the addition of Skagit Domestic Violence to the budget.

b. Budget Ordinance

Nelson reviewed the budget ordinance and noted the budget is more than the 2007 budget due to the City Hall and Public Works Trust Fund Construction. She noted the next meeting will be the second reading of the budget ordinance.

Proposed Revisions to Ordinance 15.04, updating to currently adopted State Codes (1<sup>st</sup> Reading)

Planner Moore reviewed the proposed revision to Ordinance 15.04 to reflect the state adoption of the 2006 editions of the codes the City currently uses along with local amendments. Moore stated this is the first reading only.

**COMMITTEE REPORTS AND REPORTS FROM OFFICERS**

Police Chief Wood – reported there have been 4 officers that have been sent to gang training with additional training scheduled along with the School District in order to learn and come up with ideas to deal with the situation.

Asst. Fire Chief Olson – reported on their assistance with the Lyman Church fire and their emphasis program for changing and checking batteries in smoke detectors.

Planner Moore – announced the removal of the exterior covering in front of Independence Hall which was a result of a Council concern.

Engineer Freiburger – thanked the Council for allowing him to attend his first official Council meeting and noted he will be having reports on a regular basis on the projects that are happening. He passed out his first report stating they will become more comprehensive as time goes. He also passed out a report from Ray Melton, Street Department foreman which covers the status of the storm drainage cleaning within the City.

Attorney/Supervisor Berg – addressed the process for the administration of the Oath of Office to the newly elected Councilmembers.

Clerk/Treasurer Nelson – pointed out an article in the back of the Council packets from Standard & Poors regarding bond ratings which mentions Sedro-Woolley. She also noted the final report from the State Auditors has been received she stated if any Councilmember did not receive their own copy to please see her.

Attorney/Supervisor Berg – noted the need for a short executive session immediately following the Joint Planning/Council meeting.

Councilmember Meamber – announced a donation to the Helping Hands Food Bank of approx \$7,000 from the Sedro-Woolley Rotary Club.

Councilmember Requa – stated the Sedro-Woolley Rotary Club will be contributing \$5,000 for fencing around the Stiles property at Riverfront Park. Requa noted it will be a hands-on project anticipated to be completed sometime next spring.

Councilmember Colgan – thanked the Police Department with traffic control on State Street.

The meeting adjourned for a 5 minute break at 8:07 P.M.

The meeting reconvened at 8:18 P.M. with Planning Commission members joining the Council bench for the scheduled Joint Planning Commission/Council meeting.

Planning Commissioners Present: Dan Lefeber, Pat Huggins, Susie Williams, Rick Judd and Brett Sandstrom.

Planner Moore introduced Jim Hanson of Hanson Consulting who has been working with the City to update the planning procedures and development ordinances in order to streamline the process and to make them more user friendly.

Jim Hanson spoke of the benefits of a streamlined process in order to attract new business into the community. He reviewed the process for his review of the current process, goals for the planning procedures and recommended changes in the review authority which included a Hearing Examiner process, appeal procedure and submittal requirements for various permits issued by the City of Sedro-Woolley. Hanson spoke of the advantages of having a Hearing Examiner.

Discussion ensued to include interaction with the Planning Commission, cost of a Hearing Examiner, pass through billing and the intent to be business and resident friendly.

Councilmember Requa spoke in length regarding his experience of working with Hearing Examiners and predictability of the process. He addressed the benefits, enticement to developers and businesses and a better ability of the Planning Commission to focus on long-range planning.

Commissioner Huggins spoke of the lack of time for the long range planning of which he as a Commissioner would like to spend more of his time on. He also noted the Planning Commission had proposed the use of a Hearing Examiner with the Comprehensive Plan Update approximately 2 1/2 years ago.

Commissioners Lefebber and Judd concurred with Huggins on the benefits of a Hearing Examiner. Commissioner Williams questioned the difference and role of the Planning Commission with a Hearing Examiner.

Attorney/Supervisor Berg explained the working of the Planning Commission with the addition of a Hearing Examiner.

Williams addressed the short review time of the information received and the lack of Planning Commission meetings for the past two months and stated she believes the time could have been spent on training and reviewing information for the benefit of the newer Commission members.

Commissioner Sandstrom noted his vision of his role as a Planning Commissioner which was in line with the comments of Commissioners Huggins, Lefebber and Judd.

Associate Planner Coleman noted the Planning Commission is also responsible for Design Review which would continue under a plan that would incorporate a Hearing Examiner.

Commissioner Huggins questioned the differences between a 9 lot short plat versus a 4 lot short plat and commented on communications of Council revisions to what the Planning Commission has recommended.

Discussion was held regarding education for Planning Commission members, rules for proceedings, code city term regulations, Notice of Application of Developments distance requirements,

Hanson noted the document for review is a preliminary draft and changes can be easily made. Planner Moore noted the next step will be to continue to work with Hanson to further refine the document. It would then be reviewed by the Planning Commission for their official review and comments along with a public hearing. After those steps are completed it would be forwarded to the City Council for final review and adoption.

Councilmember Requa commented on the significance of the proposed document and suggested that all Council and Commission members review the documents, make and forward their comments to Planner Moore and all of the comments be available to both boards for discussion.

Planner Moore requested all comments be submitted to him no later than December 1, 2007.

Mayor Anderson closed the Joint Planning Commission/Council meeting at 9:08 P.M.

The meeting was adjourned to Council executive session for the purpose of personnel for 15 minutes at 9:09 P.M.

The meeting reconvened at 9:40 P.M.

Councilmember Lemley moved to adjourn. Councilmember Galbraith seconded. Motion carried (7-0).

The meeting adjourned at 9:41 P.M.