

LEAVENWORTH CITY COUNCIL

Study Session Agenda
City Hall - Council Chambers
February 14, 2012 9:00 a.m.

9:00 – 9:05 Chamber Report

This time is provided for a Chamber of Commerce representative to provide an update to the City Council on items of interest to the Chamber and City.

9:05 – 10:20 Meadowlark Development Discussion

Upper Valley MEND will provide a presentation and update on their Meadowlark Affordable Housing Project and Community Block Grant Funding (CDBG) application.

The “Meadowlark” project is currently working its way through the Planned Development (PD) process with the City’s Development Services Department which ultimately will require consideration of Council approval. The use of a PD allows for the flexibility of the City development standards to create a unique neighborhood to achieve the City’s goal of providing affordable housing opportunities within the community. To date, a pre-application meeting has been held with development representatives and property owners. The City is awaiting the Planned Development Application and Plat application submittal. A draft of the development agreement has been initially reviewed by various agencies. The developer and City staff have also been working on a supplemental document which addresses and provides the justification for the use of different development standards within the PD, but also provides the necessary infrastructure and public Right of Way (ROW) for the City to provide services. This portion of the discussion today will be an update on the PD process and neighborhood development.

The second part of the discussion today will focus on the financing aspects of this project. The City has been supportive of a CDBG application for the funding of infrastructure necessary for the development. If a CDBG grant is awarded, the City would be the fiscal agent for the grant and project expenditures. The City has also committed to bonding for construction of the extension of main sewer and water lines and a Waste Water Lift Station to service the development area. The estimated costs at this time are \$887,000 which includes construction, engineering, project administration and project contingencies. The debt service on the bonding is to be provided by the property owners through a Utility Reimbursement Agreement and other funding sources. The other funding sources included a percentage of the CDBG grant, revenues from System Development Charges (Hook-up Fees), and potential sales tax revenue increase from increased home construction related to the development. The City’s bonding commitment is contingent on the partners within the development securing and demonstrating that the financing is in place for the successful build out of the development. Upper Valley MEND will provide an update on their current financing package for the project and an update on the CDBG funding request. Included in the Study Session material under tab B is information provided by Upper Valley MEND relating to the development and project financing.

10:20 – 10:25 Quarterly City Newsletter Recommendations – Distribution in February

The City will be publishing the quarterly Mayor and City Council Newsletter in February. Article topics at this time include water conservation and water rates, safe sewage disposal of Handy Towels, information directory and an article by the Mayor. Staff is requesting any additional suggestions from the Council at this time. The draft information directory is provided in the Study Session Packet Material under tab C.

10:25 – 10:30 2012 Objectives and Project Tracker

Included behind tab D is a matrix of city-wide or city administered projects. This represents City projects and tasks that have been directed by the Council. Each project includes some annotations of status or description, anticipated completion, and stage (progress level). This is intended to relay progress and ensure that the City is on target with the needs of the community and Council priorities. This document will be updated and provided to the Council on a quarterly basis.

10:30 – 10:35 City E-Mail Discussion

This topic is a discussion on the use and changes of Council Member's email accounts. Email correspondences by Council Members are considered public documents and as such, are subject to public information requests. Mayor Farivar will provide some information she received at a recent Association of Washington Cities training she attended.

10:35 – 10:45 Permit Updates

Included behind tab F is a matrix of current building and land use permit applications from June 2011 to the present day. This is an update to the Council from the last reporting of projects in a comprehensive manner. Within the matrix, there are a few projects that have been highlighted and may be of interest. These select projects have attachments of renderings, designs and other information to provide additional information to the Council. The Council is encouraged to review the materials and ask any questions regarding permitting status, construction activity, or any land use actions.

10:45 – 11:00 Council Open Discussion

This time slot allows for Council discussion of items not on the agenda.