

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### **Town Council – January 4, 2007 @ Noon**

The Town Council met in regular session with Mayor Jones presiding.  
Mayor Jones called the meeting to order at 12:00 pm.

Clerk Wilson administered the Oath of Office to newly appointed Councilmember Kelley Balcomb-Bartok.  
Councilmembers present: Kelley Balcomb-Bartok, Carrie Brooks, Debbie Emery, Wally Gillette, & Liz Illg  
Others present: Town Administrator, C. King Fitch, & Treasurer, Wendy Picinich

Jim Cole, clergyman for the Christ the King Church gave the invocation.

Mayor Jones led the meeting in the Pledge of Allegiance.  
There were no public access items forthcoming.

### Departmental Reports

#### **Community Development**

Land Use Administrator, Mike Bertrand, distributed the year end Building Department Report and commented that although less single family residential building permits were issued in 2006 than 2005, development is anticipated to increase in 2007 based on the creation of the County Village Estates and Friday Cove subdivisions.

Mr. Bertrand explained the upcoming 2007 Town Comprehensive Plan Review reclassification requests; urban growth area expansion; and process.

For the benefit of new Councilmember Balcomb-Bartok, Mr. Bertrand explained the duties included within the Community Development Department.

Mr. Bertrand asked for clarification regarding the upcoming discussion between the public and Town Council in regards to the Draft Washington State Ferries Master Plan for Friday Harbor.

Following discussion, Council indicated they wanted an open public forum so that the public would feel comfortable giving their comments. Councilmember Illg asked Mr. Bertrand to formulate the advantages and disadvantages of said draft master plan to the Town for said public meeting. Mr. Bertrand reminded Council that a decision regarding said draft plan is imminent after the January 18<sup>th</sup> public forum. Council agreed that with staff assistance they would be able to formulate a response regarding said plan for Washington State Ferries that same night.

Discussion and inquiry followed regarding Community Development Department activities.

#### **Historic Preservation**

At 12:16 PM, Historic Preservation Review Board Coordinator, Sandy Strehlou, explained the history and origin of the Town's historic preservation program; thanked Council for increasing her budgeted hours from 24 to 32 in 2007; gave an overview of 2006 activities; design review procedures; accomplishments; and anticipated 2007 historic preservation programs and activities.

#### **Utilities**

At 12:28 PM, Utilities Superintendent, Mike Wilks, noted that he oversees approximately 19 Utility Department employees that provide utility maintenance and operations for the Town.

Mr. Wilks indicated that the sidewalk cleaning machine demonstration was disappointing; as the equipment was too large and hard to maneuver for the downtown core smaller sidewalks.

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Mr. Wilks gave an overview of storm related Utility Department activities; current storm drain and sewer system excavation projects; and grants. Mr. Wilks emphasized that the solar powered floating circulators have continued to work at Trout Lake during the recent inclement weather. Mr. Wilks noted that the new utility worker position approved by Council would be advertised soon. Discussion and inquiry followed regarding Guard Street improvements; chip sealing; water meter assistance; and litter control.

### **Fire**

At 12:41 PM, Interim Fire Chief, Tom Eades, announced that the Annual Town Fire Department Awards Banquet will be held Friday, January 12, 2007. Mr. Eades stated that the Town Fire Department unofficially started in approximately 1913 and was formally founded in 1953. Mr. Eades described the current department personnel and equipment. Mr. Eades reported 124 incidents in 2006, mostly non-emergency type calls. Discussion and inquiry followed.

### **System Administration**

At 12:53 PM, System Administrator, Steve Dubail, distributed and commented on the Autumn 2006 Activity Summary for the System Administration Department. Discussion and inquiry followed.

### Ride Share Program

Mayor Jones noted that per a request by the San Juan Ride Share Program, this discussion would be postponed.

### Planning Commission Nominee

Mayor Jones explained that the Planning Commission nominee under consideration has declined his offer.

### Administrator's Report

At 1:02 PM, Administrator Fitch reported that water and sewer connection fee revenues were below average in 2006.

Mr. Fitch mentioned that discussion regarding a request by the developers at 151 West Street for a limited license to use the public right of way for placement of a 90 foot crane during construction should be forthcoming at the January 18<sup>th</sup> Town Council meeting. Mr. Fitch indicated that he is working with various agencies to implement proper safeguards to protect the public. Discussion followed regarding the particulars of the crane use.

Mr. Fitch noted that the intersection of Caines/Blair/Spring Street is currently under design by MPD Engineering, Inc. and that most likely the right hand turn lane from Blair Avenue to Spring Street will be eliminated.

Administrator Fitch explained that additional water system facility pressure zones need to be built to accommodate fire suppression requirements in the north end of Town. Discussion and inquiry followed regarding the particulars of the project, including: the hydraulic model; amendment process for the 2002 Water System Plan; location; costs; and other possible solutions.

### Minutes

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At 1:37 PM, Councilmember Emery moved and Councilmember Gillette seconded to approve the Town Council minutes of December 21, 2006 noon and 5:30 PM meetings as written. One correction was noted. The motion to pass the minutes as corrected passed unanimously.

### Citizen's Response

None

At 1:38 PM, hearing no further business and no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

### **Town Council – January 4, 2007 @ 5:30 PM**

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Emery, Gillette, & Illg

Others present: Town Administrator Fitch, Attorney Eaton, & Land Use Administrator Bertrand

Mayor Jones led the meeting in the Pledge of Allegiance.

### Housing Needs Assessment

Mayor Jones observed that John Manning of the San Juan County Housing Bank was not in attendance. Mr. Jones allowed that should Mr. Manning arrive this discussion could ensue at that time.

### Culver Avenue Violation

Mayor Jones opened discussion of the land use violation at 282 Culver Avenue. Land Use Administrator Bertrand reported that after further investigation the alleged lot coverage violation was no longer an issue for this development. Mr. Bertrand explained that the two remaining violations at 282 Culver Avenue involved the structure that was built within the Town's right of way and within the setback area. Mr. Bertrand indicated that a variance request may be forthcoming from said property owner. Mr. Bertrand explained how the property owner could avoid a violation for these infringements. Discussion followed regarding policy.

Bill Weissinger, Counsel for said property owner, suggested the Town grant a license to use a portion of the structure within the Town right of way. Mr. Weissinger pointed out that such a license would not solve the setback violation.

It was the consensus of Council that staff should continue with the enforcement of the violation. Councilmember Gillette opposed this action.

Attorney Eaton advised that, should a variance request be forthcoming, a Council decision to grant or deny a variance needs to be based on language and criteria within the Town's municipal code.

### Committee Assignments

Mayor Jones opened Council discussion of the 2007 committee assignments. Following discussion, the committee assignments are as follows:

- Board of Health – Councilmember Illg

- Budget – Deleted

- Centennial – Mayor Jones and Councilmembers Emery and Illg

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Chamber of Commerce – Councilmember Balcomb-Bartok  
Disability Board – Councilmember Brooks  
Economic Development – Councilmember Illg  
Emergency Management Council – Town Administrator and Fire Chief  
Farmhouse Gang – Councilmember Gillette  
Housing Bank Commission – Councilmember Brooks  
Intermodal Transportation – Councilmember Gillette and Land Use Administrator Bertrand  
SJC Land Bank – Mayor Jones  
Law and Justice – Councilmember Emery  
Local Board of Trustees – Mayor Jones and Councilmember Brooks  
Marine Resources – Councilmember Balcomb-Bartok  
SJC Lodging Tax Advisory – Councilmember Balcomb-Bartok  
SJ Island Trails – Councilmember Illg and Land Use Administrator Bertrand  
Scenic Byways – Councilmember Illg and Land Use Administrator Bertrand  
Solid Waste Advisory – Councilmember Gillette  
Town Lodging Tax Advisory – Councilmembers Emery and Balcomb-Bartok  
Utility – Town Administrator  
Water Resource Management – Town Administrator

Mayor Jones asked that the committee list be divided between regulated committees (required by some statutory authority) and non-regulatory committees.

### Non-agenda

Councilmember Brooks questioned the Town's chip seal program. Discussion following regarding the chip seal materials used by San Juan County Public Works in 2006 and their impact on citizen and tourism transportation. Administrator Fitch volunteered to contact San Juan County Public Works and investigate the issue further. Mr. Fitch mentioned that the Town did not have any plans in 2007 to chip seal Town roads until the warmer weather arrived.

Mayor Jones suggested Mr. Fitch obtain a copy of Department of Transportation information regarding the best practices for chip seal.

Councilmember Illg commented that the Trails Committee is also concerned with the poor chip seal work.

Council approved the Mayor sending a Town letter of support for a USDA 523 Technical Assistance Grant on behalf of the Homes for Islanders.

Councilmember Emery inquired about the Islands Lights Festival. Discussion followed regarding financing; high winds; and the lack of lighting display.

Councilmember Illg reminded Council to spread the word regarding the Town Centennial Committee's logo contest. Discussion followed about process.

Administrator Fitch noted that the West Street flag pole was a casualty of the recent wind storms and would need to be replaced or repaired. Councilmember Emery suggested the project wait until after the upcoming development in that area is complete.

Councilmember Illg gave an overview of the draft Town Lighting Study by Brown and Caldwell Engineers. Mayor Jones and Councilmember Balcomb-Bartok requested a review copy of said study.

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Councilmember Balcomb-Bartok commented that Tucker Avenue near the entrance to the Village Grove subdivision needed additional street lights. Councilmember Emery commented that Marguerite Place between Guard Street and Park Street was also in need of additional lighting.

### Claims & Payroll

Councilmember Gillette moved and Councilmember Emery seconded to approve the payment of claim warrants #28699 through #28730 in the amount of \$117,476.97 and payroll warrants #11988 through #12062 in the amount of \$182,197.44. The motion passed unanimously.

### Citizen's Response

None

At 6:38 PM, hearing no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

### **Town Council – January 18, 2007 @ Noon**

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Emery, Gillette, & Illg

Others present: Town Administrator Fitch, Attorney Eaton, Treasurer Picinich, Land Use Administrator Bertrand, and Utilities Superintendent Wilks

Mayor Jones led the meeting in the Pledge of Allegiance.

### Public Access

During public access, Debbie Pigman, San Juan Island Chamber of Commerce Director, thanked Council for the Town's financial support of the Chamber's Visitors Information Center and the anti-litter program. Ms. Pigman stated appreciation for the Town utility crew and other utility franchise crews for their efforts during the recent inclement weather.

Roger Bennett, 1 Spring Street, asked that ribbons be positioned over Front Street to visually illustrate the Washington State Ferries (WSF) overhead pedestrian walkway, which is one of the options in the draft WSF Friday Harbor Terminal Master Plan. Mayor Jones declined to place said ribbons until after hearing public input at the evening Town Council meeting.

### Proclamation

Mayor Jones presented Debbie Dickinson, Relay for Life representative, with a proclamation that designates July 28 and 29, 2007 as Relay for Life Days in the Town of Friday Harbor and encourages Friday Harbor residents and visitors to participate in this event.

### Housing Needs Assessment

Mayor Jones explained the agenda repositioning.

John Manning, San Juan County (SJC) Community and Mental Health Director, asked for Town funding to assist the Housing Bank in updating their housing needs assessment study for San Juan County. Mr. Manning

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indicated that the County's existing housing plan was seven years old and the Town's housing plan 5 years old. Mr. Manning admitted that the County Council did not budget any funds for this study and therefore they were looking for outside funding sources. Following an inquiry by Councilmember Emery, Mr. Manning estimated the cost of the study at \$25,000 to \$50,000.

Councilmember Illg inquired if said study would be a housing study or an income study. Mr. Manning answered that the project is a housing study with an income element, but was not an income study.

Following inquiries from Mayor Jones, Mr. Manning indicated that SJC has approximately \$10-15,000 available as part of the HB 2060 funds that could be used for funding a portion of this study. Mr. Manning answered in the affirmative that said study encompassed all of San Juan County, not just San Juan Island.

Councilmember Balcomb-Bartok asked about the advantage to the Town. Mr. Manning answered that the Town's housing plan would be updated.

Councilmember Emery inquired about the amount spent in 2002 to update the Town's housing element of the Comprehensive Plan. Administrator Fitch answered \$9,000.

Following inquiry by Councilmember Brooks about the Town's housing study, Land Use Administrator Bertrand answered that the Town was currently up to date on its housing study; that the information from the 2002 housing study has not changed significantly; and the Town is not required by the state to update said plan again until 2011.

Councilmember Balcomb-Bartok inquired if there was any advantage to updating the Town's housing study at this time. Mr. Bertrand answered that updating the Town's housing plan would not be beneficial to the Town at this time.

Following further discussion, Councilmember Illg moved and Councilmember Brooks seconded to continue to discuss a potential relationship with the County regarding the housing study. The motion passed unanimously.

### Sheriff Department

Sheriff, Bill Cumming, distributed the 2006 Year End Law Report. Sheriff Cumming thanked the Town Public Works crew for their efforts during the recent snow storm. Discussion followed regarding storm related issues.

Regarding the upcoming Ride Share agenda item, Councilmember Brooks asked Sheriff Cumming the number of sexual predators on San Juan Island. Mr. Cumming answered 6 or 7. Discussion followed regarding the safety of the Ride Share program.

### San Juan Ride Share Program

At 12:22 PM, Mayor Jones opened discussion of the San Juan Ride Share Program which was originally presented at the 12/21/06 noon Town Council meeting. Mayor Jones asked if program supporters, Liza Michaelson and Anne Sheridan, had researched the impact on local taxi companies. Ms. Michaelson answered in the affirmative and indicated that the taxi companies were in support of said program. Following discussion regarding safety and liability, Councilmember Emery moved and Councilmember Balcomb-Bartok seconded to allocate \$750 for the ride share program signage and \$250 towards a public awareness campaign. The motion passed unanimously.

### Front Street Right of Way

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Mayor Jones opened discussion of a proposal for use of a portion of Front Street right of way to stage a construction crane. Administrator Fitch explained the particulars of the request to use a construction crane during development of the property at 151 West Street.

Mike Heacock, Coast Crane Company, explained the particulars of the crane to be used at said site. Discussion followed regarding safety; wind impacts; operation of the remote controlled crane; elevation and crane pad design; possible interference with other Town public works projects; who will operate the crane; lighting, and the projected timeline for the use of the public right of way.

Following discussion, it was the consensus of Council to grant a limited conditional use of the public right of way for placement of a construction crane per the conditions stated in the draft Insurance & Indemnification Covenant.

### Resolution #1553

At 12:50 PM, Mayor Jones introduced draft Resolution #1553. A resolution authorizing the Mayor to execute Change Order #5 on the contract with Award Construction, Inc., for the Guard Street Improvement Project – Phase 3. Administrator Fitch explained the particulars of said resolution. Councilmember Illg moved and Councilmember Emery seconded to adopt Resolution #1553 as stated. The motion passed unanimously.

### Administrator's Report

Administrator Fitch reported that Vern Long has been hired as the new Town Fire Chief and should start work the beginning of February. Administrator Fitch indicated that relocation expenses would be forthcoming for Mr. Long's moving expenses from Wyoming to Friday Harbor. Inquiries followed regarding a contractual agreement for time on the job being tied to costs for relocation expenses. Administrator Fitch indicated that no such agreement had been discussed during the interview process.

Administrator Fitch reported on parking issues located around the new Thrifthouse location on Mullis Street. Town Marshal Bertrand recommended changing nearby Market Street parking from 72 hours to 2 or 4 hour parking and including Spring Street so that parking enforcement personnel could mark cars all the way from the downtown core to this area. Council concluded that the Town Administrator and Marshal should manage said situation as they felt best.

Administrator Fitch informed Council that he plans to deny a request by SJC for an additional crosswalk on Second Street from the eastside SJC Courthouse to their other offices located on the westside of 2<sup>nd</sup> Street because it would require the elimination of on-street parking spaces and a crosswalk is already located at the corner of 2<sup>nd</sup> & Reed Street.

Administrator Fitch indicated that the Town Utility Crew has received an acknowledgment from the Association of Washington Cities (AWC) for helping to make 2005 and 2006 claim free years.

Administrator Fitch requested that the 2007 Town Budget be amended to allocate an additional \$1,083 per year to AWC Risk Management Services for five million dollars more of liability insurance coverage. Council concurred with this expenditure.

### Claims

At 1:14 PM, Councilmember Gillette moved and Councilmember Emery seconded to approve the payment of claim warrants #28739 through #28777 in the amount of \$67,460.95. The motion passed unanimously.

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### Minutes

Councilmember Illg moved and Councilmember Brooks seconded to approve the Town Council minutes of January 4, 2007 noon and 5:30 PM meetings. Councilmember Gillette asked that his opposition to the enforcement of the violation against the Culver Avenue property owners be noted in the 1/4/07 5:30 PM meeting minutes. The motion to approve the minutes as amended passed unanimously.

### Non-agenda

Mayor Jones noted that we would not be in attendance at the 2/2/07 Town Council meeting and possibly the 2/15/07 meeting. He suggested Council select a Mayor Pro-tem for these meetings. Following discussion, it was agreed that Councilmember Brooks would be Mayor Pro-tem at the 2/2/07 meetings and Councilmember Emery at the 2/15/07 meetings.

Councilmember Balcomb-Bartok asked to address citizen complaints regarding the Town's management of the icy/snowy streets. Discussion followed regarding more equipment; corrosive roadway materials; public awareness and responsibility; areas of highest priority; and other solutions to better management of the Town streets during snowy/icy conditions.

Councilmember Brooks expressed concerns regarding drainage in the Hunt Street area. Administrator Fitch indicated that the Town may need to get more aggressive in clearing out the drainage culverts in this area.

Councilmember Brooks questioned the installation of a pedestrian gate in the Carter Street sport fields fencing abutting the Foxhall Subdivision. Land Use Administrator Bertrand explained that his department was waiting for confirmation of the homeowners association status before determining if the gate is allowed under the sports fields conditional use permit.

Councilmember Illg invited Council and staff to a Trails Committee potluck on January 31, 2007 at 6:30 PM in the SJ Island Grange Hall.

At 1:34 PM, hearing no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

### **Town Council – January 18, 2007 @ 5:30 PM**

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Emery, Gillette, & Illg

Others present: Town Administrator Fitch, Treasurer Picinich, & Land Use Administrator Bertrand

Mayor Jones led the meeting in the Pledge of Allegiance.

There were no public access items forthcoming.

### WSF draft Friday Harbor Master Plan

Mayor Jones began the open house regarding the Washington State Ferries (WSF) draft Friday Harbor Master Plan.

Land Use Administrator Bertrand explained the background of the renewed Intermodal Committee and their assignment. Mr. Bertrand indicated that the plan goal (as stated on Page 1 of said plan) was to identify short,



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intermediate, and long-term improvements to reduce the dwell time sufficiently to allow additional service to Friday Harbor.

Mr. Bertrand indicated that he disagrees with said plan's projected increased ferry ridership numbers, because even though population has increased on San Juan Island, the last 10 years of ridership numbers show a decrease not an increase in ferry ridership.

Mr. Bertrand emphasized that this was a planning document, whereas if approved, the next step would be to negotiate a memo of understanding among the entities involved to identify each entities future responsibilities.

Discussion between the Mayor, Council, staff, and the public ensued. Comments and discussion revolved around: projected ridership numbers; growth; what will happen if WSF projected growth does not materialize in relation to said plan; definition of dwell time; how rural counties are normally subsidized by the state; necessary infrastructure improvements to improve ferry dwell times; obtaining or losing an additional scheduled ferry run to Friday Harbor; fare increases; using tourism funds to subsidize the San Juan Island ferry route; whether or not the assumptions made in the draft plan are valid; is this what the Friday Harbor community wants; determining a process for adapting the next phase of plan implementation; including the public in future plan development; maintaining an open dialog for further plan development; the necessity of a kiss-n-ride area for those being dropped off at the ferry terminal; developing a park-n-ride element into the plan; acquisition of more land; consolidating ferry holding areas; protecting the Town's Historic District; promoting walk-on tourism without an adequate island transportation system; shifting the mid-day ferry arrival time so that it does not encounter the lunch hour traffic; how mid-day ferries are used by inter-island workers; adopting the plan to move forward; whether or not the Town of Friday Harbor's vision for itself is to become a ferry loading/unloading terminal; quality of life; trusting the WSF process; if there is a cost benefit to altering the Town's traffic patterns and spending numerous funds towards infrastructure improvements for a problem that only exists six weeks out of the year; using smaller ferry boats to decrease dwell time; placing ribbons to help visualize an overhead pedestrian walkway; rerouting traffic with new signage to assist off-loading drivers and walkers; improving future communication and past experience with Intermodal Study failures; the need for a island wide public transportation system; overhead pedestrian walkways and alternative ways to control pedestrian interference with motor vehicle traffic; what may happen if the initial plan steps are successful; plan is only concept not set in stone; funding; conditional acceptance of the plan; financial impact on the Town for funding improvements; the Port and County participating in the cost of improvements; re-instating quarterly meetings between the Town and County Councils; next steps; impact that more tax exempt property will have on the Town; purchase versus leased land; serving the citizens of Friday Harbor; and improving overall gridlock and traffic circulation.

Following the above discussion, Councilmember Illg moved and Councilmember Balcomb-Bartok seconded to conditionally accept the draft WSF Friday Harbor Ferry Terminal Master Plan and direct staff to articulate the concerns heard this evening. Administrator Fitch suggested each Councilmember put their concerns in writing to staff. Following further discussion, Councilmember Brooks moved and Councilmember Gillette seconded to table the motion until the next Town Council meeting. The motion passed unanimously.

Council agreed to submit their concerns regarding said plan in writing to the Town Clerk by Wednesday, January 24, 2007.

At 7:54 PM, hearing no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### **Town Council – February 1, 2007 @ Noon**

The Town Council met in regular session with Mayor Pro-tem Brooks presiding. Members present: Balcomb-Bartok, Brooks, Emery, Gillette, & Illg

Others present: Town Administrator Fitch & Treasurer Picinich

Mayor Pro-tem Brooks led the meeting in the Pledge of Allegiance.

#### Public Access

Ralph Hahn, San Juan County Economic Development Council (EDC) Executive Director, distributed copies of the 4<sup>th</sup> quarter 2006 reports to the Washington State Department of Community, Trade, & Economic Development (CTED). Mr. Hahn noted that the EDC has hired Alisa Schoultz to coordinate the Roger Brooks Event scheduled on April 5, 2007. Mr. Hahn reported that the EDC is investigating the social and economic impacts of increased ferry fares. Mr. Hahn introduced the new EDC program coordinator, Bill Watson.

#### Ferry Unloading Traffic Circulation

Roger Bennett, 491 Golf Course Road, presented a traffic circulation alternative for the area around the Friday Harbor Ferry Terminal. Mr. Bennett explained that his alternative addresses a majority of the ferry terminal traffic circulation difficulties, but eliminates head-in parking on the first block of Spring Street. Mr. Bennett distributed color maps of said traffic alternative and explained his ideas.

Councilmember Emery inquired if non-ferry traffic traveling to the Port of Friday Harbor during the ferry unloading process would have to cross two lanes of ferry traffic. Mr. Bennett answered in the affirmative.

Councilmember Brooks inquired what a driver in the right lane who realized they needed to be in the left lane to exit up East Street would do. Mr. Bennett answered that the driver would need to change lanes, but indicated that it should not be an issue since the unloading traffic would be traveling at a reduced speed.

Councilmember Balcomb-Bartok suggested a brochure depicting the Friday Harbor off-loading routes could be distributed in Anacortes so that drivers could position themselves in the correct lane initially. Mr. Balcomb-Bartok asked Administrator Fitch if exiting up East Street had been tried previously. Administrator Fitch answered in the affirmative, and indicated that the grade up East Street was difficult for large trucks and described other limitations for the use of East Street. Mr. Balcomb-Bartok asked Mr. Fitch the width of the Town owned property on East Street. Mr. Fitch answered that East Street is 80 feet wide.

Discussion continued regarding other components of Mr. Bennett's alternative traffic plan such as: East Street median movement; different pedestrian unloading alternatives; bicycle alternatives; and eel grass and permitting.

Gordy Peterson, 124 Blackberry Lane and owner of building on the corner of Spring and 1<sup>st</sup> Streets, supported Mr. Bennett's traffic circulation idea because the departure from his parking area on East Street could exit east and west, rather than the current east only route which requires exiting traffic to merge with off-loading ferry traffic. Mr. Peterson suggested that smaller ferries would impact the Town less.

#### Resolution #1554

At 12:55 PM, Mayor Pro-tem Brooks opened discussion of draft Resolution #1554. A resolution authorizing the Mayor to execute Change Order #6 on the contract with Award Construction, Inc., for the Guard Street Improvement Project – Phase 3 in the amount of \$1,780.06. Administrator Fitch explained the particulars of said resolution and noted a correction. Mr. Fitch reported that Award Construction may want an audience with

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Council regarding another change order pertaining to prevailing wages. Councilmember Emery moved and Councilmember Illg seconded to adopt Resolution #1554 as presented. The motion passed unanimously.

### Resolution #1555

Mayor Pro-tem Brooks opened discussion of draft Resolution #1555. A resolution authorizing the Mayor to execute an amendment to the contract with the engineering firm of Gray & Osborne, Inc. for preparing plans and specifications for the construction of Guard Street – Phase 4 in the amount of \$33,181.00. Administrator Fitch explained that the additional expense was because of the cultural and archeological requirement when using federal funds. Councilmember Illg moved and Councilmember Balcomb-Bartok seconded to adopt Resolution #1555 as presented. The motion passed 4 to 1, with Councilmember Gillette opposed due to the 11 foot wide lane widths of the project.

### Administrator's Report

At 1:05 PM, Administrator Fitch reported that the 2006 San Juan County chipseal program is under investigation by the San Juan County Public Works Department. Mr. Fitch indicated that the Town will continue to sweep its roads to eliminate excess chipseal materials from the roadways. Council asked Mr. Fitch to encourage San Juan County to sweep their roads as well.

Administrator Fitch asked Council to look at their personal calendars before the evening Town Council meeting to select a date for a joint meeting between the Town and County Councils. Mr. Fitch asked Council to consider possible agenda items also. Council recommended a noon meeting sometime after the March 1<sup>st</sup> meeting. Clerk Wilson to contact County Clerk Morrison to schedule.

Regarding a previous discussion, Administrator Fitch inquired if additional Council compensation for outside committee meetings was something Council wanted him to pursue. Council answered in the negative.

Administrator Fitch explained a request by the Town Fire Department to purchase a \$10,000 air/rehab support vehicle. Mr. Fitch indicated that said purchase would allow the surplus of three fire equipment vehicles and would be paid out of the Fire Department equipment reserve funds. Following inquiries, it was the consensus of Council to approve the purchase of said equipment.

Administrator Fitch reported that the new Fire Chief is enroute to Friday Harbor and noted a \$2,000 prewrite warrant for moving relocation fees. Mr. Fitch explained his review of the administrative policy regarding the volunteer firefighter pension and disability benefits, which ultimately resulted in a reduced payment for the Town.

Administrator Fitch announced that the 2007 Annual Report is available for Council review. Councilmember Illg suggested Treasurer Picinich give an overview presentation of said report at a future Town Council meeting.

Administrator Fitch reported that the Association of Washington Cities is lobbying for new burning legislation for areas such as San Juan County. Mr. Fitch indicated that until such legislation is approved, the Town will proceed with enforcing the law as adopted at present. Discussion followed regarding a composting program and chipper purchase.

Administrator Fitch explained the particulars of a new modified 327 foot pressure zone to increase fire protection for developments in the north end of Town. Discussion followed regarding procedure; cost; rate study impacts; and location. Administrator Fitch indicated he would continue to work on the process of submitting the necessary information to the State Department of Health.

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Councilmember Balcomb-Bartok inquired about street lighting along Tucker Avenue near Chinook Way. Administrator Fitch reported that he was working on placement of a street light in this area, as well as, along Marguerite Place.

Administrator Fitch informed Council that the cost of a snow plow was approximately \$1,200 and an additional sander unit as \$5,800.

Mayor Pro-tem Brooks moved the payment of claims and payroll to the evening Town Council meeting.

### Minutes

At 1:44 PM, Councilmember Gillette moved and Councilmember Emery seconded to approve the Town Council minutes of January 18, 2007 noon and 5:30 PM meetings as written. The motion passed unanimously.

### Non-agenda

Councilmember Gillette reported on the January 22, 2007 Solid Waste Advisory Committee meeting. Discussion and inquiry followed.

At 1:49 PM, hearing no further business and no objection, Mayor Pro-tem Brooks declared the meeting adjourned.

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Carrie Brooks, Mayor Pro-tem

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Kelle Wilson, Town Clerk

### **Town Council – February 1, 2007 @ 5:30 PM**

The Town Council met in regular session with Mayor Pro-tem Brooks presiding. Members present: Balcomb-Bartok, Brooks, Emery, Gillette, & Illg  
Others present: Town Administrator Fitch

Mayor Pro-tem Brooks led the meeting in the Pledge of Allegiance.

### Public Access

Louise Dustrude informed Council of a petition to be sent to Washington State Ferries regarding ferry tariff fees. Ms. Dustrude invited Council to sign the petition.

### WSF Friday Harbor Master Plan

At 5:37 PM, Mayor Pro-tem Brooks opened discussion regarding the Washington State Ferries (WSF) draft Friday Harbor Master Plan. Ms. Brooks suggested that when the Ferry System is ready to expand their property base, they should lease rather than purchase land. This would allow said land to remain on the Town's property tax roles.

Greg Hertel, Port of Friday Harbor Commissioner, encouraged Council to accept the draft Friday Harbor Master Plan as a plan to implement only if ferry ridership numbers increase and not as a firm design or binding document. Mr. Hertel noted that portions of the improvements listed in the 1998 Intermodal Plan were implemented.

Councilmember Gillette inquired if the Port would support a pedestrian ramp that off-loaded passengers from the ferry to the Port's Spring Street Landing area. Mr. Hertel answered that the Port would not object, but this

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option had been discussed at the Intermodal Committee meetings and discarded because of complications raised by Washington State Ferries.

Discussion continued regarding communication; next steps in the process; special freight sailings; pedestrian/vehicle separations; bicycle accommodations; permitting issues; sidewalk bubbles; double-lane loading; parking spaces; more vehicular holding property; Kiss-n-Ride, smaller boats; tariffs; assumptions within the Plan; joining with state legislators and local entities to jointly discuss this issue; direction of Town growth; who will pay for improvements; the difference between state general funds and capital improvement funds and how they are produced; which state funds would be used to make WSF improvements; state highway system; rumors regarding the number of WSF executive employees; government and private entities managing ferry systems in other states; concerns with the long range implications of approving the plan; and sunken park concerns.

After discussion, Council concluded the following points should be placed in a letter to Washington State Ferries:

- Change Circle Park to Memorial Park throughout the Plan.
- Improve communication between the Town Council and the Intermodal Committee
- Separate off-loading pedestrian traffic from vehicular traffic.
- Include bicycle off-loading accommodations within Plan.
- Town agrees to provide sidewalk bulbs for safer pedestrian crossing of streets.
- Town agrees with double-lane loading.
- Provide separate pedestrian unloading areas on both right and left sides of loading ramp.
- Move dual unloading of passengers to the Intermediate Goals section of Plan.
- No net loss of parking spaces within Town.
- Acquisition of a holding lot. Leasing property would be preferred.
- Provide Park-n-Ride accommodations, such as near the Friday Harbor Airport
- Agree with basic Kiss-n-Ride concept, but not as presented.
- Disagreed with some assumptions made within the Plan.
- Leave Sunken Park alone.

The following tabled motion was revisited: Councilmember Illg moved and Councilmember Balcomb-Bartok seconded to conditionally accept the draft WSF Friday Harbor Ferry Terminal Master Plan and direct staff to articulate the concerns heard this evening.

Councilmember Emery stated her concerns regarding the mid-range and long-range goals; a large fix for a small problem; the Town of Friday Harbor becoming a ferry parking terminal; and not being prepared for this commitment.

Bob Distler, Washington Transportation Committee representative, encouraged Council to send their concerns to their state legislators.

The motion passed 4 to 1, with Councilmember Emery opposed.

### Claims & Payroll

Councilmember Gillette moved and Councilmember Illg seconded to approve the payment of claim warrants #28790 through #28849 in the amount of \$128,431.95 and payroll warrants #12063 through #12108 in the amount of \$191,536.39. The motion passed unanimously.

### Non-agenda

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Mayor Pro-tem Brooks reminded Council that Councilmember Emery would become Mayor Pro-tem beginning 2/13/07.

At 7:27 PM, hearing no objection, Mayor Pro-tem Brooks declared the meeting adjourned.

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Carrie Brooks, Mayor Pro-tem

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Kelle Wilson, Town Clerk

### **Town Council – February 15, 2007 @ Noon**

The Town Council met in regular session with Mayor Pro-tem Emery presiding. Members present: Balcomb-Bartok, Emery, Gillette, & Illg

Council excused the absence of Mayor Jones & Councilmember Brooks.

Others present: Town Administrator Fitch

Mayor Pro-tem Emery led the meeting in the Pledge of Allegiance.

There were no public access items forthcoming.

#### Fire Chief

Administrator Fitch introduced new Fire Chief, Vern Long. Mr. Long gave a brief description of his move from Wyoming to Friday Harbor and indicated he was looking forward to his employment with the Town of Friday Harbor. Mr. Long mentioned that he maintains an open door policy and invited Council to come visit him. Discussion and inquires followed.

#### Non-agenda

At 12:03 PM, Administrator Fitch gave a medical update report on Mayor Jones, Land Use Administrator Bertrand, and Accounting Specialist Keith.

#### Request by Award Construction

Mayor Pro-tem Emery asked the Award Construction representative to come forward and describe their request for consideration of reimbursement of wage rate differentials on the Guard Street reconstruction project – Phase 3.

Patty Vasey, Award Construction Co-owner, described how her company develops their bid amounts; Washington State Department of Labor & Industries Classifications; the omission of classifications within the bidding specification documents which caused this issue; her company accounting practices; and why she felt the Town should pay Award Construction an additional \$5,400.00.

Tani Stafford, Gray & Osborne Engineering representative, described contract language that protects the Town against this claim; how the bidding classification documents within the specifications were obtained; why an omission is not considered an error within specifications; re-calculation of the requested amount to \$4883, which eliminated hours spent on calculating the amount requested from the Town; that the State Transportation Improvement Board has agreed to pay 59% of the agreed upon price should the Council want to approve said request; and the total cost of the project.

Following discussion and inquiry, Councilmember Gillette moved and Councilmember Illg seconded to direct Gray & Osborne Engineering to create Change Order #7 on the Guard Street Project – Phase 3 in the amount of \$4,883. The motion passed unanimously.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### Centennial Committee Update

Mayor Pro-tem Emery updated Council on the Centennial Logo Contest selection process and invited Councilmembers to view the logo selected by the Centennial Executive Committee in the Town Clerk's office and report any concerns. Ms. Emery updated Council on the upcoming Centennial Advisory Committee meeting to be held on 2/21/07. Councilmember Illg mentioned the upcoming visit by destination development specialist, Roger Brooks, on 4/5/07.

### Paperless Packet

Town Clerk Wilson explained how a paperless Council packet would better serve the citizens of Friday Harbor by saving Town resources and broadening public awareness of Town Council agenda information. Computer System Administrator Dubail explained the technical side of a paperless packets process. Discussion followed regarding use of private laptops or Town provided laptops in the future.

### Administrator's Report

Administrator Fitch updated Council on Water Resource Committee meetings regarding water rights and new water development regulations. Discussion and inquiry followed.

Administrator Fitch reported that the Pandemic Response Plan has been submitted to the State Department of Health for their review and approval. Mr. Fitch explained that the local Board of Health has approved the purchase of anti-viral medicine for approximately 30% of the County population and the next step in this process is to obtain funding from the County Council. Mr. Fitch acknowledged that the County and Town need to work on a joint policy regarding employee absenteeism during a pandemic situation.

Administrator Fitch reported on a recent meeting with San Juan County Public Works and the Port of Friday Harbor regarding federal highway monies.

Administrator Fitch noted that a copy of the analysis completed by Brown & Caldwell Engineering for a modified 327' zone has been submitted to the State Department of Health (DOH). Mr. Fitch explained how the state's approval of said analysis will allow developers in the north side of Town to provide interim solutions to their fire suppression systems, until such time as the Town can provide these infrastructure improvements.

Administrator Fitch stated that the Misty Todd project at 151 West Street is also having a fire suppression system issue. Mr. Fitch explained that preliminary analysis of the fire suppression pressure on Front Street indicates that it is not adequate for said West Street development. Mr. Fitch indicated that another test will be completed to verify the analysis. Mr. Fitch explained the particulars of the current piping on Front Street and suggested that Ms. Todd may have to redesign her fire flow development to utilize the West or Spring Street water mains.

Administrator Fitch indicated that a meeting between the Town, Port, and Chevron Oil to discuss contaminated soil is scheduled for Tuesday, 2/20/07.

Administrator Fitch reported that the crane to be used for the development project at 151 West Street is scheduled to arrive on Wednesday, 2/21/07.

Administrator Fitch noted that an extra copy of the draft Downtown Core Lighting Study is available for those Councilmembers that have not already read said study. Mr. Fitch indicated that Gray & Osborne Engineering would like to make a presentation to Council regarding said study sometime in the future.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Administrator Fitch announced that Michael Mayes would like to gift a portion of land on Malcom Street to the Town. Council agreed that Mr. Fitch should draft a resolution to accept said gift.

Administrator Fitch mentioned that the Beach Watchers Group is scheduled to tour Trout Lake and the Town water and sewer treatment plants on March 8<sup>th</sup> with Steve Dubail, the Town's public works outreach and education coordinator.

Administrator Fitch reported that the Town has received 11 Utility Worker One applications to date.

Administrator Fitch presented draft Resolution #1556. A resolution authorizing conditional private use of a portion of Court Street by Anchor Management Services, Incorporated commencing February 18, 2007 and ending September 3, 2007, for the sole purpose of staging vehicles to be loaded on to the Washington State Ferries. Councilmember Illg moved and Councilmember Gillette seconded to adopt Resolution #1556 as presented. Following discussion, the motion passed unanimously.

### Claims

Mayor Pro-tem Emery postponed the approval of claims until the evening Town Council meeting.

### Minutes

Councilmember Gillette moved and Councilmember Balcomb-Bartok seconded to approve the Town Council minutes of February 1, 2007 noon and 5:30 PM meetings. Following revisions, the motion to accept the minutes as corrected passed unanimously.

### Non-agenda

Councilmember Balcomb-Bartok suggested Council write a letter of support for the San Juan County Marine Resources Committee letter to NOAA Fisheries dated 2/15/07 regarding the proposed recovery plan for southern resident killer whales. Council agreed with Administrator Fitch's suggestion that the Town should be listed at the end of said NOAA letter as an entity to receive a copy of the executed letter.

At 1:35 PM, hearing no objection, Mayor Pro-tem Emery declared the meeting adjourned.

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Debbie E. Emery, Mayor Pro-tem

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Kelle Wilson, Town Clerk

### **Town Council – February 15, 2007 @ 5:30 PM**

The Town Council met in regular session with Mayor Pro-tem Emery presiding. Members present: Balcomb-Bartok, Emery, Gillette, & Illg

Council excused the absence of Mayor Jones & Councilmember Brooks.

Others present: Town Administrator Fitch

Mayor Pro-tem Emery led the meeting in the Pledge of Allegiance.

### Public Access

Roger Bennett, 491 Golf Course Road, expressed concerns that there may have been a misconception regarding a loss of parking spaces during his 2/1/07 presentation to Council regarding ferry traffic circulation. Mr. Bennett explained how his traffic circulation alternative resulted in no net loss of parking spaces.



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### WSF Draft Letter Review

Mayor Pro-tem Emery opened discussion of Councilmember Brooks' draft letter regarding the Council's response to the draft Washington State Ferries (WSF) Friday Harbor Master Plan. Following discussion, Council agreed upon modifications to said draft letter; and to stop by Town Hall on Tuesday, February 20<sup>th</sup> to sign the final version.

### Joint Meeting Agenda Topics

Mayor Pro-tem Emery opened discussion of agenda topics for the joint meeting with the San Juan County Council scheduled for March 15, 2007 at noon. Administrator Fitch explained the topics suggested for Council consideration. Mayor Pro-tem Emery noted an email from Councilmember Brooks with her suggested topics.

Following discussion, Council suggested the following agenda items be put forth in order of priority for consideration:

- Legislative Update by County
- Washington State Ferry Issues
- Solid Waste Issues
- Turn Point/Pear Point Road Alternatives
- Capron Funds Update by County
- County Chipseal Program

### Non-agenda

Councilmember Balcomb-Bartok volunteered to draft a brief letter of general Council support for the San Juan County Marine Resources Committee (MRC) letter dated 2/15/07, which was distributed at the noon Town Council meeting, in regards to the Proposed Recovery Plan for Southern Resident Killer Whales. Mr. Balcomb-Bartok indicated that comments regarding said MRC letter need to be submitted by 2/27/07. Councilmembers indicated they had not yet had the time to read said MRC letter. Mr. Balcomb-Bartok suggested he would distribute his draft letter via the Town Clerk for Council review.

Councilmember Illg announced that Jason Robertson, of Barney & Worth, the consulting firm hired to develop an Economic Development element to the County and Town's Comprehensive Plans, would present the Town's element at the March 1, 2007 evening Town Council meeting. Ms. Illg indicated that Mr. Robertson is presenting the San Juan County Economic Development element to the County Council and Planning Commission on 2/23/07 if anyone was interested in attending that session.

Councilmember Emery mentioned she would not be in attendance at the 3/1/07 Town Council meetings.

Councilmember Illg announced that the San Juan Islands Economic Development Council has invited the Skagit Council on Government Transportation Planning Department to discuss transportation issues at their 3/13/07 meeting.

Councilmember Balcomb-Bartok asked when Treasurer Picinich would be making her presentation regarding Town financial reports. Administrator Fitch answered that Treasurer Picinich asked that the presentation be delayed because the Finance Department is currently short-staffed.

### Claims

Councilmember Balcomb-Bartok moved and Councilmember Illg seconded to approve the payment of claim warrants #28858 through #28928 in the amount of \$94,193.80. The motion passed unanimously.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

At 6:36 PM, hearing no further business and no objection, Mayor Pro-tem Emery declared the meeting adjourned.

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Debbie E. Emery, Mayor Pro-tem

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Kelle Wilson, Town Clerk

### **Town Council – March 1, 2007 @ Noon**

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Gillette, & Illg

Council excused the absence of Councilmember Emery.

Others present: Town Administrator Fitch & Treasurer Picinich

Mayor Jones thanked everyone for their support during his absence and then led the meeting in the Pledge of Allegiance.

#### Public Access

Jim Stegall, spokesman for numerous Gerard Park senior housing residents in the audience, explained that a private pedestrian access to Malcom Street from said housing complex has been blocked by the adjacent property owner. Mr. Stegall distributed copies of a dedicated easement for access and utilities, and a letter to the adjacent property owner concerning this issue. Mr. Stegall asked Council to intervene in this private property issue. Following discussion, Mayor Jones indicated further discussion would be held during the non-agenda portion of the meeting.

Louise Dustrude, Tree House Place, indicated that a petition regarding ferry tariff fees has gathered approximately 3000 signatures throughout the Town and County. Ms. Dustrude reported that representatives from the County Council, local schools, Ferry Advisory Committee, and tourist industry are scheduled to speak with several state legislators on March 15<sup>th</sup>. Ms. Dustrude asked that Council pass a resolution in support of their efforts and if possible send a Town Council member to go with them to Olympia. Mayor Jones indicated discussion would be held during the non-agenda portion of the meeting today or this evening.

#### Resolution #1557

At 12:13 PM, Mayor Jones opened consideration of draft Resolution #1557. A resolution authorizing the Mayor to execute Change Order #7 on the contract with Award Construction, Inc., for the Guard Street Improvement Project – Phase 3 in the amount of \$4,883.24. Administrator Fitch explained the particulars of said resolution. Councilmember Illg moved and Councilmember Balcomb-Bartok seconded to adopt Resolution #1557 as stated. The motion passed unanimously.

#### Resolution #1558

Mayor Jones opened consideration of draft Resolution #1558. A resolution accepting the project known as the Guard Street Improvement Project – Phase 3. Administrator Fitch explained the particulars of said resolution. Councilmember Brooks moved and Councilmember Illg seconded to adopt Resolution #1558 as stated. The motion passed unanimously.

#### Resolution #1559

Mayor Jones opened consideration of draft Resolution #1559. A resolution authorizing the Mayor to accept a gift of land from Madison Glenn Properties for a portion of its property on Malcom Street. Administrator Fitch explained the particulars of the gift and its benefit to the Town. Following discussion, Councilmember Brooks

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

moved and Councilmember Balcomb-Bartok seconded to adopt Resolution #1559 as stated. The motion passed with Councilmember Illg abstaining.

### Resolution #1560

At 12:24 PM, Mayor Jones opened consideration of draft Resolution #1560. A resolution authorizing the Mayor to execute an agreement with the San Juan County Economic Development Council to provide economic development services within the Town of Friday Harbor from January 1, 2007 through December 31, 2007 in an amount not to exceed \$7,500.00. Administrator Fitch explained the particulars of said resolution. Councilmember Gillette moved and Councilmember Brooks seconded to adopt Resolution #1560 as stated. Following discussion, the motion passed unanimously.

### Resolution #1561

Mayor Jones opened consideration of draft Resolution #1561. A resolution authorizing the Mayor to offer for public sale such used equipment deemed surplus. Administrator Fitch explained the process for disposal of used Town equipment. Following discussion, Councilmember Illg moved and Councilmember Balcomb-Bartok seconded to adopt Resolution #1561 as presented. The motion passed unanimously.

Following discussion of the various auction methods for disposal of Town equipment, Council asked Administrator Fitch to investigate whether or not the use of a live auctioneer would be worthwhile.

### Ordinance #1331

At 12:41 PM, Mayor Jones opened consideration of the first reading of draft Ordinance #1331. An ordinance adopting refuse rate tables and repealing Ordinance #1325 in its entirety. Administrator Fitch explained the particulars of said ordinance. Discussion followed regarding the Town's recycling program.

### Administrator's Report

Administrator Fitch reported on a meeting with the legal representatives for the Chevron Oil Company regarding contaminates on Front Street. Mr. Fitch indicated that Chevron has agreed to clean up the Front Street contaminates by April 30, 2007 at their expense.

Administrator Fitch reported that further analysis of the fire pressure system on Front Street indicates that it is sufficient to let the development at 151 West Street proceed. Mr. Fitch maintained that the Front Street water main infrastructure would still need to be replaced in the future.

Administrator Fitch reported on renovations at the Town's Sutton Road Solid Waste Facility property in preparation to begin a yard waste program. Mr. Fitch estimated the renovation costs at \$12,000. Discussion followed regarding proposed burn ban legislation; and the lack of appropriately zoned property on San Juan Island for a yard waste/compost site.

Administrator Fitch reported that the cost estimate for a public works yard fence at Marguerite Place is considerably higher than budgeted.

Administrator Fitch indicated that residents of the Fox Hall subdivision have requested the speed limit be lowered from 25 to 20 MPH within their subdivision. Council concurred with this recommendation.

Administrator Fitch reported that an consultant will be hired to perform a cultural and historical study as part of the Corps of Engineers permitting process for the submarine sewer main replacement project.

### Minutes

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Mayor Jones opened consideration of the draft 2/15/07 noon and 5:30 PM Town Council minutes. Councilmember Gillette proposed language to be inserted into the minutes. Following discussion, Councilmember Illg moved and Councilmember Balcomb-Bartok seconded to approve the Town Council minutes of February 15, 2007 noon and 5:30 PM meetings as written. The motion passed 2 to 1, with Councilmember Gillette opposed and Councilmember Brooks abstaining because she was not in attendance at said meetings. Councilmember Gillette asked that the record reflect that he opposed the passage of the minutes because he felt they obtained a major omission.

### Non-agenda

Councilmember Illg encouraged Council and the public to participate in an online drug and alcohol survey prior to March 19. Ms. Illg gave the survey online location.

Councilmember Balcomb-Bartok explained why he failed to write a letter for Council signature regarding the Marine Resource Committee's response to the draft Orca Plan. Mr. Balcomb-Bartok indicated that he sent a letter under his own personal name.

Councilmember Balcomb-Bartok indicated that an invitation was extended to the Marine Resource Committee to attend the March 8, 2007 tour of the Town water and sewer facilities. He directed them to contact Steve Dubail directly if they were interested in attending said tour.

Councilmember Brooks encouraged Council to brainstorm ways to fund Town operations other than sales tax.

Mayor Jones indicated that the items brought forth during public access would be discussed either at the evening Town Council meeting or a future meeting.

Councilmember Illg volunteered to go with the Louise Dustrude group to Olympia, if Council would excuse her absence on March 15<sup>th</sup>. Council supported her going to Olympia and agreed to excuse her absence.

At 1:21 PM, hearing no further business and no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

### **Town Council – March 1, 2007 @ 5:30 PM**

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Gillette, & Illg

Council excused the absence of Councilmember Emery.

Others present: Town Administrator Fitch & Treasurer Picinich

Mayor Jones led the meeting in the Pledge of Allegiance.

There were no public access items forthcoming.

### Economic Development Element

Jason Robertson, Barney & Worth representative, gave a presentation regarding the draft Friday Harbor Economic Development Element of the Town's Comprehensive Plan.

Mr. Robertson gave an overview of said draft element including: purpose of economic development element; key strengths and challenges; employment; planning framework; future strategy and action concepts;

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

implementation; action planning; and future element development. Council discussion and inquiries ensued during and after said presentation.

In answer to Council inquiry, Land Use Administrator Bertrand indicated that an economic development element is not currently a required Comprehensive Plan element, but may be a mandatory by 2011. Mr. Bertrand suggested that Council should direct staff on how to proceed in developing said element prior to the 2008 Comprehensive Plan review process.

Mayor Jones suggested Council discuss the process at a future Town Council meeting. Council agreed to submit any comments or changes to Mr. Bertrand regarding said element. Administrator Fitch agreed to ask Computer System Administrator Dubail to maintain the draft element on the Town's website so that the public will have additional opportunity to review said document.

### Claims & Payroll

Councilmember Gillette moved and Councilmember Brooks seconded to approve the payment of claim warrants #28935 through #28979 in the amount of \$260,517.13 and payroll warrants #12109 through #12154 in the amount of \$179,216.49. Following inquiries, the motion passed unanimously.

### Non-agenda

#### Ferry Tariff Issue

Council discussed draft Resolution #1562. A resolution concerning a sustainable funding source for the Washington State Ferry Service. This issue was presented during public access at the noon Town Council meeting by Louise Dustrude.

Mayor Jones expressed concerns with the sentence: "4. Cancel any proposed plans to initiate a tariff-based priority loading system on the State ferry system." Louise Dustrude explained the reasoning behind that sentence. Discussion followed regarding different ways that a reservations system could be implemented; number of signatures on Ms. Dustrude's petition that were from Town citizens (not known); and how best to influence state legislators.

Councilmember Balcomb-Bartok moved and Councilmember Gillette seconded to adopt Resolution #1562, striking the sentence shown above. Mayor Jones agreed to sign said resolution with this revision. The motion passed unanimously.

#### Gerard Park Access Issue

Administrator Fitch distributed a response from the Gerard Park adjacent property owner regarding the blocked pedestrian access issue conveyed during public access at the noon Town Council meeting.

At 6:43 PM, hearing no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

### **Town Council – March 15, 2007 @ Noon**

The Town Council met in regular session for a joint meeting with the San Juan County Council, Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Emery, & Gillette

Others present: Treasurer Picinich, County Councilmember Rosenfeld, County Councilmember Peterson

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Town Administrator Fitch was absent due to illness.

Mayor Jones led the meeting in the Pledge of Allegiance. There were no public access items forthcoming.

Councilmember Illg's absence was excused.

County Councilmember Rosenfeld explained the absence of County Councilmembers Knapp, Lichter, Myhr, and Ranker and introduced County Councilmember Peterson and County Administrator Pete Rose.

Mayor Jones outlined the purpose of the meeting; a legislative update from the County and joint discussion on topics of mutual concern.

At 12:05 pm, County Councilmember Knapp joined the meeting.

County Councilmember Rosenfeld distributed handouts detailing County legislative priorities and the County's legislative policy position and explained same. Capron Funds will not increase for the foreseeable future. Lobbying in conjunction with the Washington Association of Counties (WAC) regarding anticipated ferry fare increases is underway in Olympia. He noted that trails and the desire to provide for affordable housing by increasing density in Urban Growth Areas (UGA's) were discussed at the recent County legislative retreat.

The Councils discussed various aspects of County Councilmember Rosenfeld's report. Mayor Jones noted that one goal of the Growth Management Act (GMA) is densification. Councilmember Balcomb-Bartok expressed frustration with downtown development initially planned as residences then converted to transient accommodations.

Discussion followed on requiring that a percentage of new urban residential development be affordable. Regarding a potential additional UGA adjacent to the Town, the County is planning to hire a consultant to help "fast-track" the Buck property. County Administrator Rose outlined aspects of the UGA consultant's role.

Councilmember Gillette inquired how the proposed additional UGA would change the balance of housing in Friday Harbor. The Councils discussed same.

Regarding Washington State ferry issues; County Councilmember Rosenfeld distributed a copy of a 03/17/07 letter from the County Council to be sent to Governor Gregoire regarding sustainable ferry funding. He commented on a petition that is being delivered to Olympia regarding ferry service to the San Juans, concerns with establishing a surcharge based reservation system, and the concept of ferry "sheds".

Councilmember Gillette suggested consideration of partnering with the County and the Port to obtain support facilities for a passenger ferry service to Bellingham. The Councils discussed the benefits of same.

Councilmember Emery noted congestion in town due to scheduled ferry arrivals during the town's busiest traffic times. County Councilmember Rosenfeld responded that this was a consideration during the ongoing Intermodal transportation process. Discussion followed on various aspects of ferry service.

The Councils would like discussion of a Town/County/Port partnership regarding an alternative passenger ferry and island-wide transportation issues to be agenda items for a future joint meeting.

Debra Pigman, San Juan Island Chamber of Commerce informed the Councils that an island transportation survey is underway.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

At 12:38 PM, Jon Shannon, San Juan County Public Works Director, briefed the meeting on County progress for finding a solid waste facility site. In response to Councilmember Brooks' inquiry, Mr. Shannon stated that the Town Solid Waste Facility property will be considered for acquisition during the SEPA process. Mayor Jones suggested that the topic be a future joint meeting agenda item.

Regarding problems with the County's recent road chip-sealing project; Mr. Shannon stated that the chip-seal failures are "secondary failures" due to old practices, old equipment, and aggregate and asphalt emulsion problems. He suggested that the failures were actually an opportunity for the County to develop new best practices.

Councilmember Brooks pointed out that the aggregate is too big, the emulsion is different, and that as a result the project is substandard to past projects. Business is being lost, particularly bicycle tour groups. She also stressed that elderly and disabled residents are finding it dangerous or impossible to walk on the chip-sealed streets. She asked when the situation was going to be remedied.

Mr. Shannon replied that the County is in discussions with bicycle tour operators and that their priority is paved road shoulders. He felt that any repairs in the town was up to both Councils. He noted that the project was done under a mutual-aid agreement and that the Town and County Administrators are working on a solution. Repairs on County roads were on track to begin in May and should be completed by the end of June.

At 12:54 PM, the Councils took up discussion of Turn Point/Pear Point Road alternatives. They referred to the San Juan County Public Works May 26, 1999 Turn Point Roadway Alignment Study Draft Supplemental Environmental Impact Statement (EIS). Items discussed were; the increase in traffic if the proposed UGA (Buck property) is developed, making the road one way, installing speed bumps on Warbass Way, and adding one of the road alternatives in the EIS.

Mayor Jones asked the County to add same to their Six Year Transportation Improvement Program.

The Councils discussed various aspects of the issue.

The County Council remarked on the transition from the previous Board of County Commissioners.

Councilmember Brooks asked the County Council to consider providing a secretary for the Housing Bank. The County Council responded that it was their desire that their advisory groups should be provided with adequate staffing.

At 1:06 PM, hearing no further business and no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Steven Dubail, Clerk Pro-tem

### **Town Council – March 15, 2007 @ 5:30 PM**

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Emery, & Gillette

Others present: Attorney Eaton & Treasurer Picinich

Town Administrator Fitch was absent due to illness.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Mayor Jones led the meeting in the Pledge of Allegiance. There were no public access items forthcoming.

Councilmember Illg's absence was excused.

Mayor Jones asked the Council to confirm his appointment of David Waldron to position A, Kevin Peterson to position C, and Michael Jean Carpentier to position E of the Historic Preservation Review Board. The Council unanimously indicated approval of said appointments.

Mayor Jones asked the Council to confirm his appointment of Gina Creone to position 1 and Kay Kohler to position 5 of the Planning Commission.

Councilmember Emery noted the desire for gender diversity on the Planning Commission.

Councilmember Balcomb-Bartok asked Ms. Creone and Ms. Kohler if they would like to say a few words to the Council.

Ms. Creone and Ms. Kohler introduced themselves to the Council.

The Council unanimously indicated approval of said appointments and welcomed the new Planning Commission members.

Mayor Jones introduced draft resolution #1567, a resolution authorizing the Mayor to execute an agreement between the Town of Friday Harbor and the engineering firm of Brown & Caldwell to design improvements to the reclaimed water system at the Wastewater Treatment Plant.

Mayor Jones introduced Jon Beer, PE, consulting engineer with Brown & Caldwell, to explain the particulars of same. Mr. Beer outlined how water is used at the Wastewater Treatment Plant and noted that, following start-up adjustments, the plant has been functioning very well for the past year.

Councilmember Gillette inquired why the Wastewater Treatment Plant was not designed to treat stormwater. Councilmember Gillette inquired why the Wastewater Treatment Plant was not designed to accept septage.

Mr. Beer noted that same was considered during the design process. The town does not produce a significant quantity of septage. Septage is produced outside of the town. San Juan County declined to participate financially. The Council had made a policy decision to not accept septage due to the significant additional design and construction costs.

Councilmember Gillette noted the increased costs of operating the new plant and felt there was "something systematically wrong" with the plant.

Mr. Beer noted that the plant, following start-up adjustments, is now operating well within discharge permit parameters. The plant was not designed to reduce costs but to treat increasing loads and flows.

Councilmember Gillette inquired as to the need for the confidentiality agreement in the proposed contract.

Councilmember Gillette inquired whether the Council would have the opportunity to review the proposed improvements prior to implementation.

Mr. Beer answered in the affirmative and referred the Council to Task 2, Preliminary Design Technical Memorandum, in Exhibit B, Scope of Services, of the proposed agreement.



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Councilmember Balcomb-Bartok inquired as to whether the plant can accept septage.

Mr. Beer responded that modifications would be required and that treating septage on an on-going basis may require expansion of the plant sooner than anticipated.

Attorney Eaton noted cost discussions with San Juan County prior to design of the plant.

Attorney Eaton explained the intent and particulars of the confidentiality clause.

Councilmember Gillette noted the cost of the proposed project.

At 5:52 PM, Councilmember Brooks moved and Councilmember Emery seconded to adopt Resolution #1567. The motion passed unanimously.

Mayor Jones introduced draft ordinance #1332, an ordinance reducing the speed limit on Mason Court and Kelsando Circle, amending Ordinance #945; and repealing Ordinance #1315 in its entirety.

Councilmember Emery noted that the proposed ordinance was requested by the neighborhood.

At 5:54 PM, Councilmember Emery moved and Councilmember Gillette seconded to adopt Ordinance #1332. Following discussion, the motion passed unanimously.

Mayor Jones introduced draft resolution #1563, a resolution adopting certain procedures to acquire public rights of way.

At 5:56 PM, Councilmember Brooks moved and Councilmember Gillette seconded to adopt Resolution #1563. The motion passed unanimously.

Mayor Jones introduced draft resolution #1654, a resolution authorizing the Mayor to execute amendment #1 to the contract with the engineering firm of Gray & Osborne, Inc. for preparing plans and specifications for the construction of Guard Street.

At 5:57 PM, following discussion, Councilmember Emery moved and Councilmember Gillette seconded to adopt Resolution #1564. The motion passed unanimously.

Mayor Jones introduced draft resolution #1566, a resolution authorizing the Mayor to execute amendment #2 to the contract with the engineering firm of Gray & Osborne, Inc. for preparing plans and specifications for the construction of Guard Street and repealing Resolution No. 1555 in its entirety.

At 5:59 PM, Councilmember Emery moved and Councilmember Balcomb-Bartok seconded to adopt Resolution # 1566. The motion passed unanimously.

Mayor Jones introduced draft resolution #1565, a resolution authorizing the Mayor to execute an agreement with SCS Engineers for 2007 groundwater monitoring program services at the Friday Harbor Landfill.

The Mayor and Council discussed the particulars of same.

Councilmember Gillette moved and Councilmember Balcomb-Bartok seconded to adopt Resolution #1565.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Councilmember Brooks pointed out that the annual groundwater monitoring report would cost \$56,000 and that there were no quarterly reports provided. It was noted that, unfortunately, there are no local firms available to perform the required monitoring.

At 6:05 PM, following discussion, the motion passed unanimously.

Mayor Jones introduced for second and final reading draft ordinance #1331, an ordinance adopting refuse rate tables and repealing Ordinance #1325 in its entirety.

Councilmember Brooks moved and Councilmember Emery seconded to adopt Ordinance #1325.

At 6:07 PM, following discussion, the motion passed unanimously.

Councilmember Gillette moved and Councilmember Emery seconded to approve payment of warrants #28995 through #29073 in the amount of \$242,506.13. The motion passed unanimously.

Councilmember Brooks moved and Councilmember Balcomb-Bartok seconded to approve the minutes of the March 1<sup>st</sup>, 2007 noon and 5:30 PM Council meetings as submitted. The motion passed unanimously.

Councilmember Brooks reported ongoing problems with speeding vehicles and pranksters in the Rose Lane neighborhood.

Councilmember Brooks asked if there was a procedure for citizens to request that the Town fix street and drainage problems in the Evergreen II subdivision.

Attorney Eaton summarized development standards "trade-offs" granted by a previous Council to the developer of that subdivision to help affordability.

Council and staff discussed development standards and affordability.

Mayor Jones asked to be informed as to the concerned parties. He requested that Councilmember Balcomb-Bartok join him in meeting with same. Councilmember Balcomb-Bartok concurred.

Councilmember Brooks noted that, if the Urban Growth Area (UGA) is expanded, the Housing Bank requests that some portion of same be required to be available for affordable housing.

Mayor Jones and the Council discussed scheduling a Council work session this summer on the proposed expansion of the UGA and affordable housing.

Councilmember Gillette noted that both topics will be a challenge for the new Planning Commission members.

At 6:20 PM, hearing no further business and no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Steven Dubail, Clerk Pro-tem

**Town Council – April 5, 2007 @ Noon**

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok (late), Brooks, Emery, Gillette, & Illg  
Others present: Town Administrator Fitch & Treasurer Picinich

Mayor Jones led the meeting in the Pledge of Allegiance.

### Public Access

Allison Longley, member of the Islanders for the Environment group, asked for support for a Community Action for a Renewed Environment (CARE) grant.

Richard Walker, San Juan Historical Society board member, reported that the historic buildings located at said society's property on Price Street are desperately in need of more than \$100,000 worth of repairs. Mr. Walker indicated that said society has asked the Land Bank to purchase a historic easement to assist in raising the necessary funds for these repairs, among others. Mr. Walker encouraged the Town Council to support the Land Bank's consideration of their request.

Lee Sturdivant, Larsen Street resident, asked about the timeline for a brightened fog stripe along Tucker Avenue; suggested a raised curb with a 3-4' asphalt pathway along certain rural roads; and indicated support for an island-wide infrastructure tax.

Mayor Jones indicated that further discussion of these issues would be held during the non-agenda portion of this or the evening Town Council meeting.

### Proclamation

Mayor Jones presented Joyce Sobel, San Juan Island Family Resource Center Director, with a proclamation for the Week of the Young Child from April 22<sup>nd</sup> through April 28<sup>th</sup>, 2007.

### Resolution #1570

At 12:18 PM, Mayor Jones opened consideration of draft Resolution #1570. A resolution authorizing the Mayor to execute an agreement for administering a utility reimbursement program. Administrator Fitch explained the particulars of said resolution. Following inquiry, Councilmember Emery moved and Councilmember Balcomb-Bartok seconded to adopt Resolution #1570 as stated. Following comments, the motion passed unanimously.

### Departmental Reports

Historic Preservation – unavailable.

Community Development - Land Use Administrator Bertrand notified Council of upcoming public hearings for the Town Comprehensive Plan; Allen variance request; and a Port of Friday Harbor shoreline permit request. Administrator Fitch reminded Council not to interact with applicants, proponents, or opponents regarding these issues. Mr. Bertrand indicated that a new ordinance will be forthcoming to adopt the 2006 International Building Code in June or July. Following inquiry, Mr. Bertrand indicated that a philosophical discussion regarding zoning for affordable housing could be held following the public hearing on the Town's Comprehensive Plan. At Administrator Fitch's suggestion, Mr. Bertrand reviewed the comprehensive plan update process.

Utilities Department – Utilities Superintendent Wilks announced that Kasey Anderson has been hired to fill the new multi-department utility worker one position. Mr. Wilks discussed the purchase of two new pickup trucks; one which will be equipped with a snow plow and sanding equipment. Mr. Wilks observed that a snow blower will be purchased in future for clearing Town sidewalks of snow. Mr. Wilks spoke with Sheriff Cumming regarding the use of community service labor during snowy conditions in the future. Mr. Wilks reported on the

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

summer litter control schedule; May street striping; the arrival of hanging flower baskets the 2<sup>nd</sup> week of May; and repairs to the Water Treatment Plant filters.

Councilmember Brooks inquired about the efficiency of the Solarbee floating circulators during the winter months. Mr. Wilks answered that they worked surprisingly well during this past rainy season. Councilmember Illg questioned whether or not the Town had a tree beautification plan. Administrator Fitch answered that no additional program has been established other than tree placements within the Town's sidewalk "bubbles". Councilmember Emery inquired if water from the **Wastewater Treatment Plant (WWTP)** could be re-used for irrigation of Town trees. Administrator Fitch answered that the Department of Ecology heavily regulates water re-use and at this point the Town is only planning on using said water within the grounds of the WWTP.

Fire Department – Fire Chief Long announced that the annual Jackson Beach Easter egg hunt will commence on Sunday at 1:00 PM. Mr. Long reported that there has been 25 fire calls so far this year. Discussion and inquiry followed regarding various fire calls, such as the averted fire disaster at the historic buildings located on the south corner of Spring and Front Streets; and the saving of the Friday Harbor Seafood barge from sinking. Mr. Long reported on 9 new recruits and distributed a picture of same.

Administrator Fitch explained new legislation that under specific conditions will allow property owners to burn storm related debris. Mr. Long explained that the Fire Department is recommending that burning of storm related debris be permitted for a period of 30-45 days prior to summer. Council agreed with this suggestion.

Following inquiry, discussion ensued regarding life and safety inspections; sprinkler systems; and financial impacts and insurance benefits of requiring building owners to retrofit their buildings with sprinkler systems. System Administration Department (SAD) – Systems Administrator Dubail distributed the SAD Activity Summary Report for Spring 2007. Mr. Dubail highlighted several items on said report, such as, the tour he led to the Water Treatment Plant and **Wastewater Treatment Plant**; and traffic count equipment layout throughout Town. Discussion followed.

### Resolution #1568

At 1:25 PM, Mayor Jones introduced draft Resolution #1568. A resolution to execute a loan agreement with the Washington State Public Works Trust Fund to fund the construction of the submarine sewer replacement project. Administrator Fitch explained the particulars of said loan and other possible funding opportunities for said project. Following discussion, Councilmember Emery moved and Councilmember Brooks seconded to adopt Resolution #1568 as stated. The motion passed unanimously.

### Resolution #1569

At 1:34 PM, Mayor Jones introduced draft Resolution #1569. A resolution to execute a Bill of Sale for a 1982 GMC Van surplus emergency response vehicle to San Juan County Fire District #2. Administrator Fitch explained the particulars of said resolution. Councilmember Gillette moved and Councilmember Balcomb-Bartok seconded to adopt Resolution #1569 as stated. The motion passed unanimously.

### Administrator's Report

Administrator Fitch distributed a draft Capital Facilities Improvement Summary. Mr. Fitch explained that said summary will be updated as part of the 2002 Town Comprehensive Plan review process. Mr. Fitch noted discussion with the Town Planning Commission regarding the financial impact expanding the urban growth area may have on the Town's infrastructure costs and residents.

Administrator Fitch asked Council to allow the Town's sale of surplus items to follow its standard sealed bid process. Following discussion of expenditures versus revenues, Council agreed to this suggestion. Council requested that further discussion regarding the surplus equipment sale process be placed on their agenda.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Administrator Fitch announced that the final grant payment from the Transportation Improvement Board for the Guard Street – Phase 3 project should be forthcoming soon.

Administrator Fitch explained difficulties that the San Juan Island School District #149 and Friday Harbor Athletic Association are having in regards to bonding for curb, gutter, and sidewalk improvements prior to a building permit being issued. Administrator Fitch indicated that the Friday Harbor Athletic Association (FHAA) has suggested that perhaps the Council would be interested in using public funds towards said bond requirement. Following discussion of the estimated amount (\$53,000); public testimony regarding road improvements; and the value of the project, Councilmember Brooks moved and Councilmember Emery seconded to deny the request by the FHAA for the Town to post their bond for curb, gutter, and sidewalk improvements. The motion passed 4 to 1, with Councilmember Gillette opposed.

At 1:54 PM, hearing no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

### **Town Council – April 5, 2007 @ 5:30 PM**

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Emery, Gillette, & Illg

Others present: Town Administrator Fitch, Attorney Eaton, & Treasurer Picinich

Mayor Jones led the meeting in the Pledge of Allegiance.

There were no public access items forthcoming.

### Continued Administrator's Report

Mayor Jones asked Administrator Fitch to finish his Administrator's report from the noon Town Council meeting.

Administrator Fitch reported that he accepted the health related resignation of Town employee, Mary Keith. Mr. Fitch noted that there may be some re-organization of Town positions due to said resignation. Mr. Fitch reported on other employment recruitment matters.

Administrator Fitch indicated that the Spring Street/Blair Street crosswalk design drawings are complete and the project to add a cross walk at this location should go out to bid in the near future. Mr. Fitch mentioned that the addition of said crosswalk will eliminate the right hand turn lane from Blair Street to Spring Street.

### Non-agenda

Mayor Jones presented the winning Centennial Celebration Logo. Following review of the winning logo, Council asked that the artist be asked to change the water color to blue.

Councilmember Balcomb-Bartok inquired about the status of the historic looking light poles within the downtown core. Administrator Fitch indicated that Historic Preservation Coordinator Strehlou is speaking with the Historic Preservation Review Board regarding the use of a different light pole configuration.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### Town Financial Reports

At 5:45 PM, Treasurer Picinich gave a presentation explaining the Town's financial reports.

### Claims & Payroll

At 6:55 PM, Councilmember Balcomb-Bartok moved and Councilmember Emery seconded to approve the payment of claim warrants #29079 through #29148 in the amount of \$101,160.09 and payroll warrants #12155 through #12239 in the amount of \$194,982.36. The motion passed unanimously.

### Minutes

Councilmember Gillette moved and Councilmember Brooks seconded to approve the Town Council minutes of March 15, 2007 noon and 5:30 PM meetings. Following some wordsmithing by Councilmember Balcomb-Bartok, the motion to approve the minutes as corrected passed unanimously. Councilmember Illg abstained from the vote because she was not in attendance at said meetings.

### Council Retreat Discussion

Mayor Jones opened discussion of a Council retreat. Following discussion, Council asked staff to contact the Friday Harbor House regarding the use of their conference room. Discussion continued regarding a facilitator; staff attendance; possible dates; and agenda items.

### Public Access Discussion

At 7:08 PM, Council began discussing the issues presented during public access at the noon Town Council meeting.

Following discussion, Council asked staff to draft a letter for the Mayor's signature on behalf of the Council in support of the Islanders for the Environment grant application to the Environmental Protection Agency.

Following discussion, Councilmember Illg volunteered to draft a letter for Council signature to the San Juan County Land Bank supporting the San Juan Historic Society's request for consideration of historic easements on the King House and other possible structures located on their property. Discussion of other potential Land Bank purchases within the Town was suggested as a Council retreat agenda item.

### Non-agenda – con't

At 7:31 PM, Councilmember Emery indicated that a Lodging Tax Advisory Committee meeting will be scheduled soon to discuss the Island Ambassador program.

Councilmember Emery noted that she is going to be on the civil service interview panel, as a councilmember, and wanted to make sure this was acceptable to the other Council members. No concerns or objections were expressed.

Councilmember Emery suggested that revisions to the Town signage ordinance be placed on the Council retreat agenda for discussion.

Councilmember Emery noted that the date for filing for re-election is earlier in the year than previous years. Mayor Jones reminded Council of their obligation to file their public disclosure paperwork prior to April 15<sup>th</sup>.

Councilmember Balcomb-Bartok notified Council of a National Oceanic and Atmospheric Administration (NOAA) meeting on April 10<sup>th</sup> at the San Juan Island Grange regarding vessel impacts on killer whales.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Councilmember Balcomb-Bartok mentioned a Marine Resources Committee workshop on Saturday, 3/7/07 to hear comments on strategies for marine stewardship.

Councilmember Brooks mentioned that the Housing Bank is planning on distributing a housing needs assessment report to the San Juan County Administrator and Planning Department on Monday, 4/9/07.

Mayor Jones, Councilmember Brooks, and Councilmember Emery noted various training opportunities they would like to attend. No objections were expressed to their attendance.

At 7:43 PM, hearing no further business and no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

### **Town Council – April 19, 2007 @ Noon**

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Emery, Gillette, & Illg

Others present: Town Administrator Fitch & Treasurer Picinich

Mayor Jones led the meeting in the Pledge of Allegiance.

There were no public access items forthcoming.

#### Resolution #1572

Mayor Jones opened consideration of draft Resolution #1572. A resolution to execute an agreement with Anchor Management for summer traffic control services in an amount not to exceed \$11,105.00 for 2007. Administrator Fitch explained the particulars of said resolution.

Discussion followed regarding overhead costs; cost of living increase; use of Court Street for vehicle staging; use of portable traffic lights; and double lane loading. Mayor Jones indicated he would ask Mike Akin, from Anchor Management, to come to a future Town Council meeting to discuss double lane ferry vehicle loading. Councilmember Brooks moved and Councilmember Gillette seconded to adopt Resolution #1572 as presented. The motion passed unanimously.

#### Parking

At 12:14 PM, Mayor Jones opened discussion of revising vehicle parking regulations concerning time limited parking on Mullis Street and Market Street. Administrator Fitch explained the particulars of said time limited parking modification.

Tim Judkins, Mullis Street property owner, indicated that he polled property owners in the area and that no one stated opposition to implementing time-limited parking along a portion of Mullis Street and Market Street.

John Stimpson, Manager of Market Place, concurred with implementing some type of time-limited parking along said route.

Discussion followed regarding the number of hours to allow vehicles to park in this area; the type of vehicles that currently park there; how this will not solve the issue with large vehicles parking in Town, but will only

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

shift it to a new area; and increased costs in parking enforcement. Following discussion, Council asked staff to draft a new time-limited parking ordinance for consideration at the May 17, 2007 Town Council meeting.

### Resolution #1571

At 12:36 PM, Mayor Jones opened discussion of draft Resolution #1571. A resolution offering for public sale such used equipment deemed surplus. Administrator Fitch explained the particulars of the three additional items requested to be added to the surplus equipment list. Councilmember Emery moved and Councilmember Balcomb-Bartok seconded to adopt Resolution #1571 as presented. The motion passed unanimously.

### Administrator's Report

Administrator Fitch distributed the proposed construction timeline for the submarine sewer main replacement project. Mr. Fitch explained that said project timeline is somewhat mandated by regulatory restrictions. Mr. Fitch asked for Council direction regarding how to best manage the timeline of said project and impact the Town businesses and residents the least.

Administrator Fitch reported on a section of the current submarine sewer main that failed today. Mr. Fitch explained the particulars of the breakage and subsequent actions by staff. Discussion followed.

Administrator Fitch notified Council that the trihalomethane levels for the 1<sup>st</sup> quarter of 2007 are 87.6, which is higher than the allowable level per state regulations. Mr. Fitch acknowledged that this result placed the Town's one year average at 83.3, which mandates a letter be sent to its water customers notifying them of a trihalomethane level violation. Mr. Fitch commented that the Town may combine the notification of this violation with the distribution of its 2007 Consumer Confidence Report to save costs. Mr. Fitch described what actions the Town crew will take to help solve this matter. Council discussed possible solutions to the high organic matter found in the Town's water, such as: dredging the lake; managing the trees at the Town watershed; and alternative treatment options and there associated challenges.

### Payment of Claims

Councilmember Emery moved and Councilmember Illg seconded to approve the payment of claim warrants #29153 through #29221 in the amount of \$117,191.00. Following inquiry, the motion passed unanimously.

### Minutes

Councilmember Brooks moved and Councilmember Gillette seconded to approve the Town Council minutes of April 5, 2007 noon and 5:30 PM meetings as written. Following inquiry, the motion passed unanimously.

### Non-agenda

Administrator Fitch asked for Council input regarding the timeline for the May 3<sup>rd</sup> Council retreat. Following discussion, Council agreed that said retreat should begin at 1:00 PM and end at 6:30 PM.

At 1:31 PM, hearing no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

### **Town Council – April 19, 2007 @ 5:30 PM**

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Emery, Gillette, & Illg



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Others present: Town Administrator Fitch

Mayor Jones led the meeting in the Pledge of Allegiance.

### Public Access

Ralph Hahn, Economic Development Council (EDC) President, distributed a copy of the EDC 1<sup>st</sup> quarter 2007 report submitted to the State. Mr. Hahn commented that the EDC will be coordinating with the San Juan Island Chamber to see how they can assist with implementing ideas suggested by Roger Brooks, a destination specialist. Mr. Hahn encouraged Council to explore the statistics located on the EDC website at [www.islandway.org](http://www.islandway.org).

### Economic Development

Mayor Jones opened discussion of the Barney & Worth draft Friday Harbor Economic Development Element to the Town's Comprehensive Plan. Discussion included: errors in the document; direction and vision for the Town's economic development; previous vision; being proactive versus reactive regarding the direction of the Town's economic development; the need for new public input; and recognizing that the Town and County may have both similar and dissimilar roles in the Town's economic development.

Ralph Hahn described how the EDC is going to work with the County Administrator to finalize San Juan County's comprehensive plan economic development element. Mr. Hahn offered that the Town could participate in this joint collaboration.

Discussion followed regarding the Town's philosophical direction and how this element could impact the Town's infrastructure and financial future; encouraging "green" businesses; Town government responsibilities; other possible enterprise ventures; improving parking and transportation infrastructure to assist economic growth; and process for finalizing this comprehensive plan element.

Council asked that this item be placed on the May 3<sup>rd</sup> Council retreat agenda. Council agreed to review and arrive at said meeting prepared to discuss Section 3 (Key Strengths and Challenges) and Section 4 (Economic Development Visions, Strategies, and Actions) of said draft element. Council also asked that a copy of the Barney & Worth powerpoint presentation be distributed to them for review.

### Council Retreat Agenda

Mayor Jones opened discussion of the agenda items for the Council retreat scheduled on 5/3/07 at 1:00 PM in the San Juan Room of the Friday Harbor House. Besides the economic development discussion, Mayor Jones inquired what other items Council wanted to discuss. Following discussion, each Councilmember volunteered to gather information on the following topics for discussion: Mayor Jones – selective watershed logging; Councilmember Balcomb-Bartok – Town esthetics; Councilmember Brooks – Housing; Councilmember Emery – signage; Councilmember Gillette – transportation infrastructure; and Councilmember Illg – Land Bank with historic preservation.

### Ordinance #1333

At 6:41 PM, Mayor Jones opened discussion of draft Ordinance #1333. An ordinance establishing the date, time, and place for a meeting of the Friday Harbor Town Council to take place at a location other than that specified by Ordinance No. 1135. Councilmember Emery moved and Councilmember Gillette seconded to adopt Ordinance #1333 as presented. The motion passed unanimously.

### Non-agenda

Administrator Fitch reported on specifics of the submarine sewer main line break and the impact it will have on the Wastewater Treatment Plant.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Councilmember Brooks distributed a petition signed by residents from the Greenway Subdivision asking for new street lights. Administrator Fitch explained the particulars of the past history in regards to development standards that were lowered in the interest of keeping said lots affordable. Mr. Fitch estimated the cost of putting in Town standard light poles at approximately \$40 – 50,000. Mr. Fitch suggested the subdivision form a Local Improvement District (LID) to pay for the necessary improvements.

Councilmember Emery asked Administrator Fitch to investigate the need for a new crosswalk at the corner where Nash Street meets Market Street.

Councilmember Ilg inquired about the monitoring of traffic counts within the Town. Administrator Fitch explained the traffic count procedure. Ms. Ilg inquired about pedestrian traffic. Mr. Fitch indicated he would investigate whether or not the Town had that information.

At 7:16 PM, hearing no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

### **Town Council – May 3, 2007 @ 1:00 PM and 5:30 PM**

The Town Council met on its regular day in special session with Mayor Jones presiding for the purpose of holding a Council retreat in the San Juan Room of the Friday Harbor House located at 130 West Street.

Members present: Balcomb-Bartok, Brooks, Emery, Gillette, & Ilg

Staff present: Town Administrator Fitch, Land Use Administrator Bertrand, and Historic Preservation Coordinator Strehlou

Others present: Nancy Jones, Land Bank Commissioner; Debbie Pigman, San Juan Island Chamber of Commerce Director; Journal of the San Juan Island reporter

Mayor Jones explained the format for the retreat meeting.

#### Trout Lake Watershed Planning

Mayor Jones opened discussion of logging the Trout Lake watershed. Discussion followed regarding formulating a forest stewardship plan; revenues that could be gained from said logging; watershed protection and management; other neighboring watersheds; past history; possible upcoming dam infrastructure projects; partnering with other entities to assist in watershed protection; the use of eco-sensitive loggers. Following discussion, Council agreed that developing a Forest Stewardship Plan and logging the Trout Lake watershed had merit and should be explored further.

#### Land Bank Priorities and Historic Preservation

Councilmember Ilg led the discussion regarding the common interests between the San Juan County Land Bank and the Town of Friday Harbor in regards to Historic Preservation. Discussion included how the criteria for use of historic preservation incentives are applied; historic preservation easements; criteria for Town recommendations to the Land Bank for preserving historic structures; new incentives; whether or not to

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

expand the Town's historic district; and providing incentives that make historic preservation economically viable for property owners.

Sandy Strehlou, Historic Preservation Coordinator; encouraged Councilmembers to attend the historic incentives community forum on Friday, June 1, 2007 beginning at 8:30 AM in the Grange Hall.

(At 2:21 PM, Clerk Wilson departed the meeting and Town Administrator Fitch took the following notes until her return.)

Ms. Strehlou presented samples of new incentives the Town could consider to encourage historic preservation of existing structures.

Nancy Jones, Land Bank Commissioner, reminded Council that the Land Bank is also concerned about view protection corridors and suggested the Town present to the Land Bank a list of view areas they would like to see protected. She indicated that 1/3 of the Land Bank funds generated on San Juan Island come from the Town of Friday Harbor.

At 2:30 PM, Mayor Jones called a brief recess. The meeting reconvened at 2:40 PM.

Administrator Fitch asked Council for permission to submit a low interest loan application to the Public Works Trust Fund for stormwater improvements in the Larson Street area. Council approved the request.

### Claims & Payroll

On a motion made, seconded, and passed, Council approved the payment of claim warrants #29229 through #29278 in the amount of \$68,608.65 and payroll warrants #12241 through #12287 in the amount of \$180,935.78.

Mayor Jones suggested Council discuss view protection priorities at the May 17<sup>th</sup> evening Council meeting.

### Affordable Housing

Councilmember Brooks led the discussion regarding affordable housing issues. Her discussion began with a review of the San Juan County Housing Plan dated April 12, 2007. Mike Bertrand presented the draft Planning Commission recommendations for new incentives to encourage the building of affordable housing units within the Town.

Councilmember Emery presented information regarding the County workforce and home ownership.

### Signage Issues

At 4:15 PM, Councilmember Emery led the discussion of Town signage issues. Administrator Fitch explained past history of the Town's sign ordinance. Discussion followed regarding improving visitor signage; signage continuity; lack of actual space/land for putting information or directional signage; the Town's current sign ordinance; and whether visitor signage should depict destinations, amenities, or business recognition.

Debbie Pigman, Chamber Director, commented that the Chamber members have elected to form a downtown design group to discuss the business community's vision for Friday Harbor.

Brief comments followed on how to balance the needs of the business community with Town finances and residents.

(Clerk Wilson returned to the meeting at 4:36 PM, during the above discussion.)

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### Town Aesthetics

At 5:10 PM, Councilmember Balcomb-Bartok led the Council and staff on a tour of Town to point out various areas that need aesthetic improvement.

### Economic Development

At 5:51 PM, Council reconvened at the San Juan meeting room. Mayor Jones postponed the economic development discussion to a future Town Council meeting.

### Transportation

Councilmember Gillette led the discussion of transportation infrastructure issues. Discussion followed regarding passenger only transportation to mainland destination; purchasing land for vehicle parking for visitors and residents; viable Town locations for said parking; if a parking area is necessary outside of the three busiest months of the year. Following all comments, Council indicated that investigating the purchase of additional open public space and parking was worth pursuing further.

At 6:36 PM, hearing no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

### **Town Council – May 17, 2007 @ Noon**

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Emery, Gillette, & Illg

Others present: Treasurer Picinich & Land Use Administrator Bertrand

Mayor Jones led the meeting in the Pledge of Allegiance.

There were no public access items forthcoming.

### Proclamations

Mayor Jones proclaimed May 19<sup>th</sup> through May 28<sup>th</sup>, 2007 as Poppy Days in the Town of Friday Harbor and urged citizens to support their Veterans and American Legion Auxiliary.

Mayor Jones proclaimed May 2007 as National Historic Preservation Month and urged citizens to promote preservation of our heritage resources by participating in this special observance.

### Non-agenda

Land Use Administrator Bertrand distributed the staff report for the 2007 Amendments to the 2002 Comprehensive Plan public hearing scheduled on May 24, 2007. Mr. Bertrand explained the particulars of said staff report and related items. Mayor Jones reminded Council that said public hearing will be their opportunity to ask questions.

Regarding the Intermodal Transportation Plan, Mr. Bertrand indicated that a memorandum of understanding will not be forthcoming due to the state legislature's decision to audit the ferry transportation system. Discussion followed.

### Anchor Management Services Update

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

At 12:15 PM, Mike Akin, owner of Anchor Management Services, updated Council on summer traffic control and WSF terminal operations. Discussion followed regarding double lane loading/unloading; traffic patterns; additional traffic control; pedestrian disruptions; traffic congestion; and employee housing.

### Ordinance #1334

At 12:15 PM, Mayor Jones introduced draft Ordinance #1334 for consideration. Draft Ordinance #1334 amends Ordinance No. 945 and Chapter 10.04 of the Friday Harbor Municipal Code concerning time limited parking. Town Marshal Bertrand suggested that the 4-hour parking limit be extended from 200 feet to 300 feet under Section 2(C)(3) of said draft ordinance. Discussion followed.

Councilmember Illg asked that staff develop a map depicting those areas with time limited parking for distribution. Mr. Bertrand said he would ask Warren Jones, Zoning Coordinator, to create a readable handout.

Following discussion, Councilmember Brooks moved and Councilmember Balcomb-Bartok seconded to adopt Ordinance #1334 including the suggested revision to Section 2(C)(3). The motion passed unanimously.

### Ordinance #1335

At 12:35 PM, Mayor Jones opened consideration of draft Ordinance #1335. An ordinance establishing the date (May 24, 2007), time (5:30 PM), and place (152 First Street North) for a meeting of the Friday Harbor Town Council, to take place at a location other than that specified by Ordinance No. 1135. Councilmember Illg moved and Councilmember Balcomb-Bartok seconded to adopt said ordinance. The motion passed unanimously.

### Claims

Mayor Jones postponed the payment of claims to the evening Town Council meeting.

Mayor Jones complimented Council on their good work and preparedness at the Council retreat on May 3<sup>rd</sup>.

### Minutes

Councilmember Gillette suggested additional language be added to the minutes of May 3, 2007 during discussion of the Trout Lake Watershed Planning. Council concurred. Councilmember Gillette moved and Councilmember Brooks seconded to approve the Town Council minutes of April 19, 2007 noon and 5:30 PM meetings and May 3, 2007 1:00 PM and 5:30 PM as corrected. The motion passed unanimously.

### Non-agenda

Councilmember Balcomb-Bartok commented that the painting improvements to the Town streets and crosswalks are a great enhancement.

Councilmember Brooks commented on affordable housing needs within Friday Harbor. Councilmember Emery encouraged Council to attend a forum on June 20<sup>th</sup> & 21<sup>st</sup> regarding "Smart Growth".

Councilmember Balcomb-Bartok noted that the Evergreen Development is regrouping their Homeowner's Association and may be ready to speak with Council in the near future regarding requested improvements in that development.

At 12:46 PM, hearing no further business and no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### **Town Council – May 17, 2007 @ 5:30 PM**

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Emery, Gillette, & Illg

Others present: Attorney Eaton, & Land Use Administrator Bertrand

Mayor Jones led the meeting in the Pledge of Allegiance.

There were no public access items forthcoming.

#### Ordinance #1334

Regarding the passage of Ordinance #1334 at the noon Town Council meeting, Mayor Jones explained that staff measured the amount of space considered necessary for safety under Section 2(C)(3) of Ordinance #1334 and has requested that Council change the amount of 4-hour time limited parking footage from three hundred feet to five hundred feet. By motion made, seconded, and approved, Council agreed to rescind their earlier passage of Ordinance #1334.

Councilmember Brooks moved and Councilmember Balcomb-Bartok seconded to adopt Ordinance #1334 extending the 4-hour parking limit area described under Section 2(C)(3) from three hundred feet to five hundred feet. The motion passed unanimously.

#### Resolution #1573

Mayor Jones opened discussion of draft Resolution #1573. A resolution by the Council of the Town of Friday Harbor appointing a damage claims agent. Attorney Eaton explained the particulars of said resolution, which appoints the Town Administrator as the designated claims agent to receive claims for damages against the Town per the requirements of Chapter 4.96, RCW. Councilmember Gillette moved and Councilmember Emery seconded to adopt Resolution #1573 as stated. The motion passed unanimously.

#### Land Bank Priorities

Mayor Jones opened discussion of the Town's priorities for Land Bank acquisitions, including view protection areas. Mayor Jones noted that the areas discussed during the Council retreat were the Whale Museum, San Juan Island Grange, and the property on 1<sup>st</sup> Street North next to the Cannery House Restaurant.

Councilmember Emery clarified that she thought Council had determined that asking for the Land Bank to pursue the purchase or protection of a property should be initiated by the property owner and not a Town Council decision. Mayor Jones offered to contact the above listed property owners to see if they were interested in the Town putting their property on a list for Land Bank consideration. Council agreed with Mayor Jones' suggestion.

Following discussion regarding other areas for consideration, such as the dam inundation area and/or watershed protection; amount of Land Bank funds available; and the allowable uses of Land Bank funds; Council determined their Land Bank priorities as watershed development and inundation area protection; view protection easements; and protection of historic properties.

#### Claims

At 5:55 PM, Councilmember Brooks moved and Councilmember Emery seconded to approve the payment of claim warrants #29281 through #29340 in the amount of \$125,109.86. The motion passed unanimously.

#### Non-agenda

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Councilmember Balcomb-Bartok expressed appreciation that a street light has been installed at the entrance to the Village Grove development.

Councilmember Emery stressed that it is her preference that if the Town purchases an electric car for use by the parking enforcement officers to access outer areas of the Town, said car not be used for marking vehicles within the downtown core area. Town Marshal Bertrand assured her that it would not be used in this manner.

Council and staff discussed the process for the upcoming May 24<sup>th</sup>, 2007 public hearing regarding the proposed 2007 amendments to the 2002 Town Comprehensive Plan.

Councilmember Illg stated that Dan Pike, a representative for the Skagit Council of Governments, recently spoke with the San Juan County Economic Development Council in regards to extending their regional transportation planning organization to include San Juan County. Mr. Pike indicated that some of the benefits of joining with other regions to do transportation planning were connectivity; looking at different forms of transportation; and partnering with other entities in the region. Councilmember Gillette indicated that Mr. Pike would like to make a presentation to the Town Council regarding this subject.

Councilmember Emery asked about the progress of the "rideshare program" recently supported by Council. Jack Cory, islandguardian.com publisher, indicated that the program appears to be working.

At 6:15 PM, hearing no further business, Mayor Jones declared the meeting continued until May 24<sup>th</sup>, 2007 at 5:30 PM to hear public testimony regarding the proposed 2007 amendments to the 2002 Town Comprehensive Plan. The meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

### **Town Council – May 24, 2007 @ 5:30 PM**

Mayor Jones called the Town Council continued regular session to order. Council Members present: Balcomb-Bartok, Brooks, Emery, & Gillette

Planning Commission Members present: Arnold, Creone, Cross, Iverson, Kerr & Kohler

Staff present: Administrator Fitch, Attorney Eaton, Land Use Administrator Bertrand; and Zoning Coordinator Jones

Planning Commissioners approved their minutes from a prior meeting.

Planning Commission Chair Iverson explained that the purpose of the meeting was to hear public testimony regarding the proposed 2007 amendments to the 2002 Town Comprehensive Plan.

Council or Planning Commission members answered in the negative to Chair Iverson's question regarding excusing themselves from participation in said public hearing.

There was no audience response to Chair Iverson's inquiry if anyone objected to his or any Councilmember or Planning Commission member's participation in the public hearing process. Council and Planning Commission responded in the negative to inquiries regarding interest in the properties or issues; gain or loss of financial benefit, and communication with opponents or proponents. Councilmember Brooks stated that emails concerning expansion of the urban growth area had been forwarded to Council prior to this meeting. Council

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

and Planning Commission answered in the affirmative regarding hearing and considering the matter in a fair and objective manner. Chair Iverson instructed those present of public hearing procedures.

Land Use Administrator Bertrand entered Exhibits A-K into the record as follows:

- A. Map depicting requested reclassifications of three properties
- B. Paragraph out of Revised Code of Washington (RCW) concerning the Town's responsibilities in regards to the Growth Management Act
- C. Urban growth expansion Proposal A
- D. Urban growth expansion Proposal B
- E. Urban growth expansion Proposal C
- F. Letter from Alison Longley dated 5/21/07
- G. Email from Louise Dustrude dated 5/22/07 & Income Graph
- H. 4-page letter from Nancy DeVaux
- I. 5 page letter from Michael Mayes
- J. Letter from Genevieve Kenny
- K. 3-page letter from John Campbell dated 5/24/07

Mr. Bertrand noted that his presentation regarding the proposed 2007 amendments to the 2002 Town Comprehensive Plan would take place in two parts. His first presentation would address the proposed reclassification requests and the second part address the proposals for urban growth (UGA) area expansion.

Mr. Bertrand described the particulars of the following reclassification requests:

- 325 Blair Avenue – request by Farhad Ghatan to go from professional service to multi-family zone.
- 725 Argyle Avenue – request by Barbara Cox to go from single family to multi-family zone.
- 728 Airport Center Drive – request by Town staff to go from commercial to public service zone to correct an earlier inaccuracy.

Chair Iverson opened the public hearing to comments from the public regarding the above reclassification requests.

Bill Carli, Argyle Avenue, indicated that his property borders the 725 Argyle Avenue reclassification request and that he supports said reclassification.

Mr. Bertrand introduces Exhibit L; a letter dated 5/24/07 from Barbara Cox. No other public testimony was offered on the reclassification requests.

At 5:44 PM, Mr. Bertrand explained minor text, map, and growth rate changes to the Comprehensive Plan. Mr. Bertrand explained the mandated 10 year UGA review process and what the final product is presumed to accomplish. Mr. Bertrand explained how projected growth analysis is determined; the process for analyzing current existing lot utilization; and how this information is used to determine options for the consideration of an expanded urban growth area. Mr. Bertrand explained that the Town is lacking adequate land for industrial and professional service zoning.

Mr. Bertrand described the 3 proposals for accommodating the Town's projected 20 year growth.

Proposal A (designated as Exhibit C) expands the UGA without redensification or changes to the Town's development regulations. Mr. Bertrand noted that this option may have improved transportation access advantages for both Lampard Road and Turn Point Road, which could help to alleviate some of the transportation impacts on Warbass Way;



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Proposal B (designated as Exhibit D) expands the UGA with redensification and changes to the Town's development regulations and also has some transportation advantages;

Proposal C (designated as Exhibit E) changing the Town's development regulations to allow a higher density multi-family zone, thereby accommodating all of the Town's residential needs within its current boundary for the next 20 years.

Mr. Bertrand called attention to a memo dated 5/14/07 from Town Administrator Fitch regarding the potential utility costs associated with expansion of the Friday Harbor UGA (part of the staff report, so no exhibit number assigned).

Chair Iverson opened the public comment portion of the meeting and asked those present to limit their comments to three minutes.

At 6:02 PM, Nancy DeVaux, Executive Director of the Home Trust, supported the expansion of the Town's UGA to allow for permanent affordable housing. Ms. DeVaux distributed a map depicting how the Home Trust would develop a portion of the Buck Property for permanently affordable housing if included into the UGA (Exhibit M).

At 6:09 PM, Chris Wolfe, Salal Neighborhood resident, supported affordable housing; home ownership, and expanding the Town's boundaries, per Proposal A. Mr. Wolfe presented a letter signed by residents of the Salal Neighborhood in support of home ownership and UGA expansion (Exhibit N).

6:12 PM, Larry Soll, Home Trust Boardmember and County resident, supported Proposal A, with one caveat, that the Town requires any annexed property owner to commit 1/3 to 1/2 of their property to affordable housing before approving their annexation into the Town boundaries. Mr. Soll presented his calculations of Town building permit statistics that suggested very few affordable housing units had been built in the Town (Exhibit O).

At 6:20 PM, Roberta Leed, Home Trust Treasurer, indicated that local businesses support affordable housing. She entered 32 letters signed by local businesses supporting affordable home ownership from local businesses (Exhibit P).

At 6:25 PM, Sam Buck Jr., County resident, expressed concerns regarding where our low to medium income residents will live in the future if affordable housing is not accommodated. Mr. Buck supported Proposal A, with the Town and County working together. Mr. Buck entered his written statement into the record (Exhibit Q).

At 6:31 PM, Vivien Burnett, San Juan Valley Road resident, supported affordable housing and including the Buck property into the UGA expansion.

At 6:34 PM, Peter Kilpatrick, Home Trust member, expressed concern about the future of the island residents if affordable housing is not supported by the Town and the County.

At 6:35 PM, Carrie Locker, Salal Neighborhood resident, spoke on the success of the Salal affordable housing project. Ms. Locker supported Proposal A.

At 6:37 PM, Cathy Cavanaugh, Town business person, supported a combination of Proposals A & B.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

At 6:41 PM, Vincent Buck, Seattle resident and owner of property within Proposal A for UGA consideration, indicated that if his property was annexed into the Town the balance of the property would be used for affordable housing and mixed income neighborhoods.

At 6:43 PM, Gay Wilmerding, County resident, supported permanently affordable housing and spoke on the importance of preserving green space and good site planning.

At 6:47 PM, Ray Boreen, County resident, supported including the Buck property in the UGA and indicated that the Buck property gardens and water ponds will be preserved as part of the affordable housing proposal.

At 6:49 PM, Nancy Jones, Harrison Street, supported redensification of the Town including a combination of the UGA proposals submitted to meet the Town's growth projections. Ms. Jones encouraged the Council and Commission to maintain the "walkability" of the Town and discourage suburbia.

At 6:52 PM, Lee Sturdivant, Larsen Street, opposed increasing density within the current Town limits. Ms. Sturdivant indicated that home ownership is necessary to build a strong community.

At 6:57 PM, Chair Iverson called a brief recess.

At 7:05 PM, Howie Rosenfeld, 20 Web Street and San Juan County Councilmember; agreed that San Juan County should be a participant in helping the Town with the cost of expanding the UGA. Mr. Rosenfeld supported Proposal A; noting that the Town is not required to annex property within the UGA into its boundaries.

At 7:09 PM, Bill Weissinger, San Juan Community Foundation Boardmember, encouraged including property within the UGA that could be used for a critical access hospital in the future.

At 7:11 PM, Lovell Pratt, County resident, submitted a letter for consideration (Exhibit R) and expressed support for affordable housing.

At 7:13 PM, Susan Corning, County resident, indicated that her business, Synergy Farm, has staffing problems due to the lack of affordable housing. Ms. Corning supported Proposal A.

At 7:15 PM, Sam Buck Jr. indicated that incentives for affordable housing work in large communities, but not for small communities. Mr. Buck suggested a ½ cent tax for all San Juan Island residences to help pay for infrastructure costs and maintain a stable sustainable community.

At 7:19 PM, Steve Buck, County resident, submitted a letter dated 5/24/07 (Exhibit S). Mr. Buck supported a balance of housing within the Town and indicated that Proposal C would not obtain this balance. Mr. Buck, a real estate agent, noted that property sale listings have dropped. Mr. Buck suggested that land for entry and mid-level housing was needed.

At 7:27 PM, Larry Soll explained what type of affordable housing could be built if annexation of the Buck property was accomplished.

Councilmember Balcomb-Bartok inquired why the Salal affordable housing neighborhood was not built to the maximum density allowed. Mr. Soll answered that less houses were built to provide for quality of life homes.

Nancy DeVaux volunteered the Home Trust to help raise funds for infrastructure costs. Ms. DeVaux suggested interlocal agreements and block grants as a way to raise infrastructure funds.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

At 7:35 PM, Chair Iverson closed the public input portion of the meeting and opened questions from the Town Council and Planning Commission.

Commissioner Arnold questioned the Planning Commission's role in terms of a management agreement for UGA property. Attorney Eaton answered that the role of the Planning Commission was to decide how the Town's land should be designated or expanded to provide for the 20 year growth analysis. Mr. Eaton explained that management of the UGA property would be decided during the time of actual annexation. Mr. Eaton indicated that conditions could be discussed, but not required at this time.

Land Use Administrator Bertrand explained the process that will follow the Town's recommendation to San Juan County regarding the UGA.

Commissioner Cross inquired how the Town can hold developers accountable to built affordable housing. Mr. Bertrand answered that voluntary incentives or mandatory regulations could be required upon annexation.

Mr. Soll stated that in Colorado it was required that developers provide for affordable housing; and that, in his opinion, voluntary compliance does not work.

Mr. Bertrand reminded those present that the Town changed its development regulations so that the development of the Salal Neighborhood could take place.

Councilmember Emery inquired if under-utilized lots in Town were incorporated into the Town's analysis of land designation. Mr. Bertrand explained how Attachment 6 of the staff report was developed.

Councilmember Gillette inquired what Exhibit M, a map, was depicting. Vincent Buck responded that the portion highlighted on said map was the area to be developed by the Home Trust for affordable housing.

Mayor Jones inquired if development of the Buck property was contingent on the Town's annexation of said property. Mr. Bertrand answered that the developer could apply to San Juan County, who has jurisdiction, for a higher development density.

Commissioner Kerr inquired if the Town could expand the UGA larger than needed. Mr. Bertrand observed that the UGA should not be expanded beyond the amount of land necessary to accommodate the 20 year growth analysis.

Councilmember Emery inquired if the proposals presented could be adjusted. Mr. Bertrand answered in the affirmative.

At 8:04 PM, hearing no further inquires from the Council or Commissioners, Chair Iverson closed the public hearing and called a brief recess before the Planning Commission would start their deliberations.

Mayor Jones declared the Council portion of the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

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## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### **own Council – June 7, 2007 @ Noon**

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Emery, Gillette, & Illg

Others present: Town Administrator Fitch & Treasurer Picinich

Mayor Jones led the meeting in the Pledge of Allegiance.

There were no public access items forthcoming.

### BioFuel Presentation

Mayor Jones explained that the biofuel presentation has been postponed.

### Resolution #1574

Mayor Jones opened discussion of draft Resolution #1574. A resolution authorizing conditional private use of a portion of Front Street by the Rotary Club of San Juan Island. Jack McKenna, Rotary Club Vice President, explained the particulars of the "Rock the Dock" event. Discussion followed regarding alcohol use; maintaining access to the US Customs offices; event timeline; and signage. Councilmember Balcomb-Bartok moved and Councilmember Gillette seconded to adopt Resolution #1574 as presented. The motion passed unanimously.

### Resolution #1575

At 12:12 PM, Mayor Jones opened discussion of draft Resolution #1575. A resolution to execute a contract for revisions to the Blair and Spring Street intersection in the amount of \$16,233.00 with Atlantis Construction. Administrator Fitch explained the particulars of said resolution. Discussion followed regarding budgeted funds; loss of right-hand turn lane; safety; and landscaping. Councilmember Gillette moved and Councilmember Illg seconded to adopt Resolution #1575 provided that the sidewalk is built to accommodate future landscape trees. The motion passed unanimously.

### Administrator's Report

Administrator Fitch asked Council to accept a gift of a 1995 Crown Victoria Patrol car from the San Juan County Sheriff's Department to the Town Fire Department. The Fire Chief would use said vehicle and allow his current Chief's vehicle to be used by the Duty Officer as an incentive to stand duty. Council agreed with the acceptance of said gift.

Administrator Fitch mentioned that the electric car proposed to be used by the Town Administrative and Parking Enforcement staff is going to cost \$6,500. Following discussion, Council concurred with the purchase of said electric car.

Administrator Fitch explained the paving project that is currently transpiring as part of the conclusion of the Substantial Shoreline Development Permit for the Friday Harbor Ferry Terminal should be completed next week.

Administrator Fitch reported that copies of the Final Friday Harbor Ferry Terminal Intermodal Master Plan are available for review. Councilmember Illg suggested a copy of the plan be given to the San Juan Island Library. Discussion followed regarding the future of said plan and state funding.

Administrator Fitch questioned if Council wanted to suspend parking restrictions on other holidays beyond Thanksgiving, Christmas, and New Years Day. Following discussion, Council agreed that holiday parking enforcement should remain the same.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Administrator Fitch reported that he was not planning on fencing the Town Shop on Marguerite Street because the estimates were substantially over the amount budgeted in 2007. Discussion followed regarding beautification of said shop area and the need for a new public works yard.

Administrator Fitch commented on the approval letter received from the State Department of Ecology regarding the Town's Trout Lake Emergency Action Plan. Discussion followed regarding the particulars of the inundation study and the confidence in the current dam.

Administrator Fitch noted that a "call for bids" to purchase grinder pumps, as part of the submarine sewer main replacement project, will be advertised soon. Mr. Fitch indicated that the installation of said grinder pumps will be accomplished using Town forces and equipment. Administrator Fitch explained the bid documents as they pertain to grinder pumps. Discussion and inquiry followed regarding the particulars of the project.

Administrator Fitch reported that Mayor Jones will be conducting interviews for the Town Clerk position tomorrow. Mr. Fitch noted that said position has been reorganized to a fully appointed position.

At 1:36 PM, Mayor Jones postponed the remaining agenda items until the evening Town Council meeting and declared this meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

### **Town Council – June 7, 2007 @ 5:30 PM**

The Town Council met in regular session with Mayor Jones presiding. Members present: Balcomb-Bartok, Brooks, Emery, Gillette, & Illg

Others present: Administrator Fitch, Attorney Eaton, & Treasurer Picinich

Mayor Jones led the meeting in the Pledge of Allegiance.

There were no public access items forthcoming.

#### Continued Administrator's Report

Administrator Fitch reported on a letter received from San Juan County Health and Community Services in response to review of the Town's 2006 Annual Landfill Monitoring Report. Two of the monitoring wells at the Town's Sutton Road facility were still showing detection of vinyl chloride. Mr. Fitch explained that the Department of Ecology is suggesting that the Town notify Ecology's Toxic Cleanup Program for listing on the suspected contaminated sites list. Mr. Fitch indicated he would report back to Council when more information on the particulars of said list is known.

#### Black Family Enterprises

At 5:40 PM, Thor Black asked to purchase or lease all or a portion of the Town's landfill property on Sutton Road to locate his grinder business. Discussion followed between Council, staff, and Mr. Black concerning the particulars of Mr. Black's proposed use for said property; the Town's liability commitment for the landfill site; and shortage of Town owned land for future expansion of Town operations. Following discussion, Council agreed that Mr. Black should prepare a conceptual plan for the property for further consideration by the Council.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### Resolution #1576

At 6:20 PM, Mayor Jones opened discussion of draft Resolution #1576. A resolution accepting the bill of sale from San Juan County Public Hospital District #1, dba: Inter-Island Medical Center, for certain improvements to the Town water system. Administrator Fitch explained the particulars of said resolution. Councilmember Brooks moved and Councilmember Gillette seconded to adopt Resolution #1576 as stated. The motion passed unanimously.

### Resolution #1577

At 6:23 PM, Mayor Jones opened discussion of draft Resolution #1577. A resolution to execute a grant agreement with the Washington State Transportation Improvement Board for funding improvements to Hunt Street in the amount of \$46,300.00. Administrator Fitch explained the particulars of said grant agreement resolution. Following Council inquiries regarding the Hunt Street project; how to fix the Town roads that received inadequate oil and rock repairs in 2006; other Town roads that need repairs, Councilmember Illg moved and Councilmember Gillette seconded to adopt Resolution #1577 as stated. The motion passed unanimously.

### Claims & Payroll

Councilmember Brooks moved and Councilmember Emery seconded to approve the payment of claim warrants #29344 through #29435 in the amount of \$173,563.06 and payroll warrants #12288 through #12334 in the amount of \$195,495.54. The motion passed unanimously.

### Minutes

At 6:47 PM, Councilmember Gillette moved and Councilmember Brooks seconded to approve the Town Council minutes of May 17, 2007 noon and 5:30 PM meetings and May 24, 2007 5:30 PM meeting as written. The motion passed unanimously. Councilmember Illg abstained from voting on the May 24, 2007 meeting, as she was not in attendance @ the May 24<sup>th</sup> meeting.

### Non-agenda

Mayor Jones reminded those present that tomorrow was the deadline to register to run for a Town Council position. Councilmember Emery informed the Council that she would not be running for re-election.

Mayor Jones indicated that Administrator Fitch is going to meet with County Administrator Rose regarding possible joint use of new meeting spaces within the former Carlson Building at the corner of Reed and Second Streets.

Mayor Jones informed Council of the schedule for discussion of the 2007 proposed amendments to the 2002 Town Comprehensive Plan. Discussion followed regarding procedure and process.

Councilmember Balcomb-Bartok questioned the procedure for Council member absenteeism. Attorney Eaton read the Revised Code of Washington (RCW) language regarding Council member absenteeism.

Councilmember Illg reminded Council of the San Juan Initiative meeting to be held on June 13<sup>th</sup> at the Mullis Center.

At 7:09 PM, hearing no further business and no objection, Mayor Jones declared the meeting adjourned.

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David F. Jones, Mayor

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Kelle Wilson, Town Clerk

# MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

<b>Thursday, June 21, 2007 – Town Council Chambers – Afternoon Session</b>
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## **CALL TO ORDER**

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the meeting to order at 12:00 p.m.

## **ROLL CALL**

Councilmembers: Ilg, Gillette, Brooks, Balcomb-Bartok. Councilmember Emery arrived late.

Others Present: Mayor David Jones; Administrator, C. King Fitch; Treasurer, Wendy Picinich; Clerk, Kelle Wilson

Town Attorney, Don Eaton was absent.

Mayor Jones conducted the flag salute.

## **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Jones announced that it was Councilmember Gillette's 70<sup>th</sup> birthday.

Councilmember Brooks announced that it was Town Clerk Wilson's last meeting.

## **PUBLIC ACCESS TIME**

None submitted.

## **ACTION AND DISCUSSION ITEMS**

Planning Commission (PC) recommendations for revisions to the 2002 Comprehensive Plan: At 12:06, Land Use Administrator, Mike Bertrand apprised the Council of the Planning Commission recommendations as deliberated at their May 31, 2007 meeting. He stated the revisions to the 2002 Comprehensive Plan will be a two-part process. The Town can act on draft **Ordinance No. 1336** (details below) and later make recommendations to the County concerning the Friday Harbor Urban Growth Area (FHUGA) expansion.

Mr. Bertrand referred to the PC Minutes of May 31, 2007 and explained the individual recommendations for the Buck Property annexation proposal. Briefly, the PC accepted Proposal D along with the redensifications proposed in Proposal B and additional conditions for the Buck property annexation agreement as noted in the PC minutes, with a Management Agreement to specify that no development occurs on the Buck property without adhering to a Master Plan approved by the Town. The annexation proposal will help meet the Town's twenty-year housing requirement.

### Ordinance No. 1336

At 12:10 p.m., Mr. Bertrand explained that the draft ordinance encompasses the recommendations of the Planning Commission for revisions to the 2002 Town Comprehensive Plan and Land Use Map. Mr. Bertrand answered questions regarding the three property reclassifications referenced on May 24, 2007 using Attachment A, the amended land use map. The draft ordinance also includes text revisions reflecting growth rates and the Capital Facilities Improvement Plan. Discussion followed. Councilmember Emery expressed concerns regarding the proposed reclassification abutting of Argyle Avenue.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

**Moved by Brooks, seconded by Illg, to approve Ordinance No. 1336 adopting the 2007 revisions to the 2002 Comprehensive Plan and Land Use Map and repealing Ordinance No. 1305 in its entirety. Motion passed unanimously.**

### Ordinance No. 1337

At 12:17 p.m., Mayor Jones introduced draft Ordinance No. 1337, to adopt the 2006 State Building Code regulations and fee schedule. Mr. Bertrand explained the State has upgraded the 2003 State Building Codes to a 2006 edition. In addition, the Town Fee Schedule for building permits will be revised to include a 1.25 multiplier. Section 2C of the draft ordinance will provide for a fee reduction for plan review of duplicate buildings permitted under the same development permit. He noted the significant savings in regard to affordable housing projects. Discussion followed.

**Moved by Emery, seconded by Illg, to adopt Ordinance No. 1337 adopting State Building Code regulations and repealing Ordinance No. 1252 and Ordinance No. 1306 in their entirety. Motion passed unanimously.**

### Resolution No. 1578

At 12:24 p.m., Mayor Jones opened consideration of a draft resolution authorizing the Mayor to adopt the Trout Lake Dam Emergency Action Plan submitted by the engineering firm of Brown & Caldwell in May of 2007 and reviewed by the Department of Ecology. Administrator Fitch explained the particulars of said resolution and Plan. Inquires followed.

**Moved by Gillette, seconded by Brooks, to adopt Resolution No. 1578 authorizing the Mayor to adopt the Trout Lake Dam Emergency Action Plan. Following comments, the motion passed unanimously.**

### Ordinance No. 1338

At 12:27 p.m., Mayor Jones introduced draft Ordinance No. 1338 revising 2007 salaries of non-represented personnel. Administrator Fitch explained the revised Town of Friday Harbor Organizational Chart and details of said ordinance. He noted that with the anticipated employment of Amy Taylor to the Town Clerk position and reassignment of Kelle Wilson to Finance Officer position; the Town will expect a net savings of \$1,800 in the current budget per year. The Council briefly discussed those position duties and changes to Town Council salaries.

**Moved by Emery, seconded by Illg, to adopt Ordinance No. 1338 revising 2007 salaries of non-represented personnel. Motion passed unanimously.**

## **ADMINISTRATOR'S REPORT**

At 12:39 p.m., Administrator Fitch reported on the administrative items below:

### PFFAP/HB-2260 Grant Funding

Administrator Fitch explained the Public Facility Financing Assistance Program (PFFAP) / House Bill 2260. Per an agreement with the County, the Town receives a twenty-five percent allocation of the .08 sales tax reimbursed back to SJC for this program. In addition, the Town may apply for grant funding with other entities for a portion of the remaining funds. He requested the Council approve Mayor Jones to sign the application for the amount of \$50,000 to supplement funding for the Guard Street-Phase 4 Project. **The Council agreed by consensus for Mayor Jones to sign the application for PFFAP funding in the amount of \$50,000 for reconstruction of Guard Street-Phase 4.** Discussion followed regarding possible "beautification" and widening for safety reasons of that portion of roadway.



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### Risk Management Insurance Pool

Administrator Fitch informed the Council that he has requested an educational seminar/training session with Carol Morris, Land Use Attorney, regarding land use issues and litigation. He will coordinate with Staff, Planning Commission, and Town Council for best available dates and times.

### Six-Year Transportation Improvement Program (TIP)

Administrator Fitch referred to the identified projects in the 2007-2012 TIP adopted by Resolution No. 1532 and asked the Town Council to begin to think about priorities for the 2008 – 2013 TIP. Discussion followed regarding the five projects identified. Administrator Fitch recapped the progress on some of those projects.

### **PAYMENT OF CLAIMS**

Postponed until the evening session of June 21, 2007

### **APPROVAL OF MINUTES**

Councilmember Emery inquired about the postponement of the "Bio-Fuel Presentation" on June 7, 2007. See Non Agenda Items for details.

Moved by Brooks, seconded by Gillette, to approve the minutes of **June 7, 2007 noon and 5:30 p.m. meetings as corrected**. Motion passed unanimously.

### **NON AGENDA ITEMS**

#### Motor Fuel/Bio-Diesel Bid

Councilmember Emery noted that the "Bio-Fuel Presentation" had been postponed on June 7, 2007 and was disappointed to see the Call for Bids for motor fuel published without the Council having an opportunity to discuss a "bio-diesel" option. Discussion followed regarding the product, pricing, equipment and environmental impact. **The Council requested the Call for Bid be amended to include an option for "bio-diesel". Mayor Jones directed the Town Administrator to cancel the current Call for Bids and amend it to include an option for bio-diesel fuel.**

#### Association of Washington Cities (AWC) Conference

Mayor Jones updated the Council on an AWC conference he recently attended. He reported affordable housing was the largest issue faced by those municipalities attending. He stated factors such as escalating real estate value. Discussion followed.

#### Parks Department

Councilmember Balcomb-Bartok complimented the Street and Park departments for the appearance and care of the Town grounds and flower baskets.

#### "Smart Growth with John Pagini"

Councilmember Illg thanked Councilmember Emery for her efforts in coordinating the "Smart Growth with John Pagini" forum.

### **ADJOURNMENT**

Hearing no further business or objection, Mayor Jones declared the meeting adjourned at 1:25 p.m.

# MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

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These minutes were approved on July 19, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



## SUMMARY OF THE MINUTES TOWN COUNCIL FRIDAY HARBOR, WASHINGTON

Thursday, June 21, 2007 – Town Council Chambers – Evening Session

### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the meeting to order at 5:30 p.m.

### ROLL CALL

Councilmembers: Ilg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor David Jones; Treasurer, Wendy Picinich; Town Administrator, C. King Fitch; Attorney, Don Eaton; and Clerk, Kelle Wilson

Mayor Jones conducted the flag salute.

### PUBLIC ACCESS TIME

There were no public access items forthcoming.

### PUBLIC MEETINGS/HEARING

#### SSDP No. 85 and SEPA No. 260 - Port of Friday Harbor (PFH) – Administrative Building

At 5:35 p.m., Mayor Jones opened the public hearing for Shoreline Substantial Development Permit Application No. 85 and SEPA Checklist No. 260; a request by the Port of Friday Harbor to allowing construction of an administration building at 175 Front Street, Friday Harbor.

Mayor Jones asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Jones' inquiry if anyone objected to his or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Jones' inquiry regarding personal interest in the properties or issue. Council responded in the negative to Mayor Jones' inquiry regarding personal gain or loss of financial benefit; and communication with opponents or proponents regarding said permit. Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

Mayor Jones asked Land Use Administrator, Mike Bertrand to present the staff report. Mr. Bertrand explained the proposal meets all shoreline regulations. The only point of mitigation, as shown on Exhibit B of the staff report dated June 13, 2007, is the building height of 28.47 feet which is 1.47 feet above the standard allowable height. He explained Port is not seeking a variance at this time because they are applying for HPRB incentives. Mr. Bertrand then introduced Peter Brachvogel, Architect for the Applicant.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Mr. Brachvogel entered Exhibits A through J, conceptual drawings of the proposed building, into the record. He then detailed the proposed design. Marilyn O'Conner, PFH representative, added comments regarding the design concept; possible vacation of a portion Court Street; and viable options for property purchase or boundary line adjustments to accomplish public access areas.

Mayor Jones opened the public hearing to audience comments.

Carla Higginson, Counsel for the American Legion Post 189, entered a settlement agreement dated 2001, between PFH and Legion regarding height restrictions for future proposed buildings on the site into the record (Exhibit K); and, recent correspondence with the PFH (Exhibit L). Ms. Higginson stated her client is concerned about the height of the proposed building; and has yet to discuss with the PFH the extent of the alleged violation of the agreement. Ms. Higginson requested the Council continue the Public Hearing to allow the Legion and Port an opportunity to discuss and resolve this issue in order to avoid litigation.

Steve Simpson, PFH Director, spoke to said agreement. Mr. Simpson provided background on the 2001 agreement as it related to the "original" proposal. He stated that the settlement agreement does not apply to this new building proposal.

Robert Goodstein, Counsel for the PFH, countered Ms. Higginson's comments. He urged the Council not to delay the Public Hearing, but to leave the record open for additional public testimony. He also stated for the record, that he has in the past worked for the Town and has no conflict of interest.

No further public testimony was forth coming at this time.

Mr. Eaton commented on process regarding the application. Mayor Jones opened the hearing to Council questions.

Per Councilmember Emery request, Mr. Brachvogel expounded on the access to the plaza space located on the roof and housing of the Customs Office. She then asked Mr. Bertrand if the future vacation was included in the 20 percent open-space requirement (see page 6 and 7 of staff report). Mr. Bertrand and Mr. Eaton explained that it was just the footprint of the building that was included in the proposed area for vacation.

Councilmember Gillette expressed concerns about parking availability. He noted the "pay in lieu" option of the proposal. Mr. Bertrand explained possibilities for future availability and that parking on Court Street is contingent to the vacation. Councilmember Emery asked how many spaces would be available in the 6000 feet. The information was unavailable.

Referring to Exhibit F of the conceptual drawings, Councilmember Balcomb-Bartok asked what the actual area was of the over-height portion of the building. Mr. Brachvogel explained that it would be 1 foot 4 inches high by approximately 4 feet wide by approximately 30 feet long. He noted that it was a relatively small area compared to what they could be building. Councilmember Gillette inquired if a drawing of the view from the downstairs portion of the Legion Building was available.

Councilmember Brooks inquired about the size and capacity of the upper portion of the building. Mr. Brachvogel answered it was a 989 square foot building with a capacity of approximately 40 to 60. Ms. Brooks commented on the vegetation and inquired whether it and the trail were part of the proposal. Ms. O'Conner indicated Port maintenance will likely be in charge of landscaping, however that portion of the project is yet to be determined.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Councilmember Brooks asked Ms. Higginson if her impression of the settlement agreement entitled the Legion to retain the existing view indefinitely. Ms. Higginson affirmed citing the view corridor designated by the Town. Ms. O'Conner and Mr. Brachvogel commented to the building height and roof pitch.

Councilmember Illg requested an overview of view corridors; how it applies to this proposal; and, process for Public Notification / Participation. Mr. Bertrand explained.

Attorney Eaton reminded the Council that the purpose of the Public Hearing was to approve or deny the application for Shoreline Management Substantial Development Permit No. 85. He cautioned the Council to only deliberate on the points in the Staff Report.

At 6:31, Mayor Jones closed the public input portion of the hearing, reserving the right to reopen if needed, and opened Council deliberations.

Mayor Jones reminded the Council that the proposal is contingent on the future vacation of the related portion of Court Street. Councilmembers took turn expressing their views of the application. Parking and the testimony of Ms. Higginson remained a concern of the Council. Inquiry and discussion followed.

**Moved by Brooks, seconded by Balcomb-Bartok to adopt the staff report for the Shoreline Management Substantial Development Permit Application No. 85 and SEPA Checklist No. 280, subject to the future vacation of Court Street; and, direct staff to prepare Findings of Fact and Conclusions of Law. Motion Passed Unanimously.**

### ACTION AND DISCUSSION ITEMS

#### Resolution No. 1579

At 6:49 p.m., Mayor Jones introduced draft Resolution 1579, setting a public hearing date on the matter of the possible vacation of a portion of Court Street. Administrator Fitch and the Council discussed and determined the hearing date and time.

**Moved by Illg, seconded by Brook to approve Resolution No. 1579, setting a public hearing date of July 19, 2007 at 5:35 p.m. in the Town Council Chambers, on the matter of the possible vacation of a portion of Court Street. Motion passed unanimously.**

#### Urban Growth Area (UGA) Expansion

At 6:55 p.m., the Council held a work session to discuss the process for deliberations regarding expansion of the Friday Harbor UGA; and, analysis of data indicated in the May 24, 2007 staff report and FH Planning Commission's recommendation. Discussion included direction and vision for the Town UGA; housing needs; cost of transition to the Town; and, stresses to the Town's infrastructure. Mayor Jones asked the Council to direct staff to develop a plan relating to the cost of the UGA expansion. No action was taken. Inquiry followed.

**Moved by Brooks, seconded by Illg to accept the FH Planning Commission's recommendation to accept "Proposal D" with the conditions attached. Deliberations followed. Motion passed with Councilmembers Gillette and Balcomb-Bartok opposed.**

[Clerk's Note: Town Staff will forward the accepted Proposal to San Juan County Community Development and Planning Department.]

### NON-AGENDA ITEMS

#### SJC Housing Bank Commission (HBC)

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Councilmember Brooks presented the Council with the SJC Housing Bank's "Suggested Priorities in Affordable Housing for the San Juan County Council." She detailed sections 1J, 2B, 3A and 3C of the document, which relate to housing in Urban Growth Areas and the Town. Ms. Brooks requested the Council consider forwarding the HBC report to the Town Planning Commission for review to determine methods that these suggestions, as they relate to the TFH, can be implemented. Inquiry followed.

**Moved by Brooks, seconded by Illg to forward the HBC's report to the Town Planning Commission for review and recommendation. Motion passed unanimously.**

### Town Clerk

Councilmember Illg thanked Ms. Wilson for the many years she has been clerking for the Town Council.

### Joint Use Legislative Building

Mayor Jones noted he has had meetings with David Zeretzke, SJC Administrative Services Director, to discuss a 3-5 year lease with options for joint-use of the SJC Legislative Building. The Mayor asked for authorization to draft a lease agreement with SJC.

**Moved by Balcomb-Bartok, seconded by Brooks to authorize the Mayor to draft a lease agreement between the Town and County for joint-use of the SJC Legislative Building. Motion passed unanimously.**

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Illg, second by Emery to approve the payment of claim warrants Nos. 29438 through 29516 in the amount of \$197,699.94. Motion passed unanimously.

### **CITIZEN RESPONSE**

Larry Soll commented on the Council's discussion of affordable housing as related to the Buck Property Annexation proposal. He thanked the Buck family for their generosity. He adamantly voiced that it is necessary for the Town to have flexibility when considering conditions of the proposal.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Jones adjourned the meeting at 8:30 p.m.

\* \* \* \* \*

These minutes were approved and signed on July 19, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### **SUMMARY OF THE MINUTES TOWN COUNCIL FRIDAY HARBOR, WASHINGTON**

**Thursday, July 5, 2007 – Town Council Chambers – Afternoon Session**

### **CALL TO ORDER**

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the meeting to order at 12:00 p.m.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### OATH OF OFFICE

At 12:02 p.m., Mayor Jones introduced the Amy Taylor, newly appointed Town of Friday Harbor Clerk to the Council and public. The Oath of Office was administered.

### ROLL CALL

Councilmembers: Ilg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor David Jones; Treasurer, Wendy Picinich; Clerk, Amy Taylor  
Town Attorney, Don Eaton and Town Administrator, C. King Fitch were absent.

Mayor Jones conducted the flag salute.

### PUBLIC ACCESS TIME

There were no public access items forthcoming.

### ANNOUNCEMENTS/SCHEDULE CHANGES

There were no announcements made.

### DEPARTMENTAL REPORTS

#### Community Development

At 12:03 p.m., Land Use Administrator, Mr. Bertrand distributed a 2007 Year-to-Date Building Department Report dated July 2, 2007. The report summarized that to date there are thirty-five current permits totaling an estimated project value of \$10,358,733.30 and \$107,247.92 in permit fees. Later in discussion, he noted that most of the 2007 construction was permitted in 2006.

Mr. Bertrand informed the Council that the San Juan County (SJC) Planning Commission will likely hold a public hearing in August 2007 regarding the Urban Growth Area expansion boundaries; and, depending on the outcome, be presented to the SJC Council in September 2007.

Mr. Bertrand explained that Homes for Islanders has begun the application process for a nine unit low-income development in the area of Guard and Park Streets. The stormwater/sewer portion of the development will be completed approximately the same time as the Guard Street-Phase 4 project.

Mr. Bertrand listed three upcoming public hearings scheduled for Thursday, July 19, 2007. Those hearings regard the vacation of a portion of Court Street; rezone of the Sears property located on Park Street; and, rezone of Port of Friday Harbor property on Airport Way. Mr. Bertrand encouraged the Council to contact him with any questions they may have prior to the hearing.

Mr. Bertrand informed the Council that he is prepared to brief the Council on the matter of the road vacation for a portion of Beck Street during the evening session of July 5, 2007.

Discussion and inquiry followed regarding Community Development Department activities.

#### Historic Preservation

At 12:08 p.m., Historic Preservation Review Board Coordinator, Sandy Strehlou, provided an overview of May 2007, which was National Historic Preservation Month. Over twenty-five people attended a community forum regarding Historic Preservation Incentives. The purpose of the forum was to identify who is interested in incentives; the types of new incentives available; and, processes to obtain them. Michael Sullivan, presenter

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

of the forum, toured various historic locations and performed architectural forensic work on the circa 1860 "Brown House" located at 1<sup>st</sup> and West Streets.

Ms. Strehlou continued with an overview of 2007 accomplishments and anticipated historic preservation programs and activities. Inquiry and discussion followed regarding the local and national historic registries and potential tax incentives. **The Council by consensus approved the purchase of additional copies of the "2007 Partner In Preservation Award" publication.**

### Utilities

At 12:17 p.m., Utilities Superintendent, Mike Wilks, provided background materials on the use of "Bio-Diesel" fuel; and equipment specifications and manufacturer recommendations. He informed the Council that he agrees with the use of "bio-diesel" for certain applications such as mass public transit, but he had reservations about using the fuel for Town-owned equipment due to our infrequency of use. He stated concerns such as shelf life and limitations of the fuel; consequences of equipment failure; and, possible maintenance and cost. Upon inquiry, Mr. Wilks stated that the two possible vehicles he would recommend to use "bio-diesel" are the Garbage/Waste truck or Street-sweeper. Discussion followed regarding the amount of diesel fuel consumed per year; bidding process; and the grade of products the two local stations have available for purchase. **Mr. Wilks will continue research and work with the Town Administrator to refine the Call-for-Bids to include an option for "Bio-diesel" fuel.**

Mr. Wilks informed the Council of various other activities and projects within the Utilities department including storm-pipe replacements on Tucker, Park and Mullis Streets; and Yard Waste Program. Discussion and inquiry included water tank lighting and levels, Town gardening, and chipseal of certain streets.

### System Administration

At 12:50 p.m., System Administrator, Steve Dubail distributed and commented on the Activity Summary for Summer 2007. His briefing included the recent hardware problem/system failure of the Finance Server and Programmable Logic Controller at the **Wastewater Treatment Facility**. He reported a "live" web-camera has been installed at the Water Treatment Plant so Staff can monitor the water tank levels twenty-four hours per day. Mr. Dubail noted the Town Website averages over 1,000 visits per week and Council packet information and various Town documents are now available on our website. Discussion and inquiry followed.

### Fire

At 12:56 p.m., Fire Chief, Vern Long reported he received some complaints regarding noise levels following the firework activity on July 4, 2007. He then praised the Cannery Village Condo Association for voluntarily installing a new fire alarm system. Mr. Long introduced former Fire Chief Rick Galer to brief the Council on the Centennial of the Friday Harbor Fire Department.

Mr. Galer announced that he has been researching the establishment of the fire department. The official Centennial of the Friday Harbor Fire Department will be July 13, 2009. He informed the Council that he is working with the museum to display the historical fire equipment and will be working with Ms. Strehlou to form a committee for the Centennial. Discussion followed.

## **ACTION AND DISCUSSION ITEMS**

### Resolution No. 1580

At 1:07 p.m., Mayor Jones introduced draft Resolution 1580; to authorize the Mayor to execute an intergovernmental agreement with the San Juan County Sheriff for air tank recharging services. Mayor Jones noted the annual maintenance and quarterly air-testing fees have been the same price since 2001.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Moved by Emery, seconded by Gillette to adopt Resolution No. 1580 as stated. The motion passed unanimously.

### Resolution No. 1581

At 1:09 p.m., Mayor Jones introduced draft Resolution 1581; authorizing the Mayor to accept a proposal from, and execute a purchase agreement with, Vander Yacht Propane to provide propane fuel to the Town of Friday Harbor from August 1, 2007 through July 31, 2008. Discussion and inquiry followed regarding the use of propane fuel as related to the Wastewater Treatment Plant sludge dryer, and if the Town should find alternative ways to use or dispose of its sludge byproducts.

Moved by Brooks, seconded by Balcomb-Bartok to adopt Resolution No. 1581 as stated. Following discussion the motion passed 4 to 1, with Councilmember Gillette opposed.

### **PAYMENT OF CLAIMS AND PAYROLL**

Payment of Claims and Payroll will be approved at the evening meeting of July 5, 2007.

### **NON-AGENDA ITEMS**

#### Town of Friday Harbor Parade Float

Councilmember Balcomb-Bartok suggested the Town set aside funding to build a parade float to represent the Town of Friday Harbor as a form of advertising and "pride to the community". Councilmember Gillette suggested the formation of a committee for planning of the parade float. Councilmember Brooks was favorable of this theme and of 2008 funding to support the float project. Councilmember Illg noted there may be funding available in the Centennial Committee's 2007 Budget which could be used to begin planning for this and other concepts. **No action was taken.**

#### Preparation of Minutes

Councilmember Illg expressed concern over the lack of Minutes from the June 21, 2007 meeting. She stated the minutes should be provided as soon as possible for the spirit of transparency of government. It was noted that due to the transition of the Town Clerk position and the July 4<sup>th</sup> holiday occurring mid-week, the minutes were not yet in approvable form.

### **APPROVAL OF MINUTES**

The minutes of June 21, 2007 will be approved at the regular meeting of July 19, 2007.

### **CITIZEN'S RESPONSE**

No Citizen responses submitted.

### **ADJOURNMENT**

Hearing no further business or objection, Mayor Jones declared the meeting adjourned at 1:15 p.m.

\* \* \* \* \*

**These minutes were approved July 19, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**



# MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007



## SUMMARY OF THE MINUTES TOWN COUNCIL FRIDAY HARBOR, WASHINGTON

Thursday, July 5, 2007 – Town Council Chambers –Evening Session

### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 5:30 p.m.

### ROLL CALL

Councilmembers: Ilg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor David Jones; Treasurer, Wendy Picinich; Attorney, Don Eaton; Clerk, Amy Taylor. Town Administrator, C. King Fitch was absent.

Mayor Jones conducted the flag salute.

### PUBLIC ACCESS TIME

There were no public access items forthcoming.

### ANNOUNCEMENTS/SCHEDULE CHANGES

Treasurer Picinich announced the Town received final notification of a grant award in the amount of \$2,846,000 from the Department of Ecology for the Submarine Sewer-line Replacement Project. Use of this grant funding is contingent upon the Town receiving a zero-interest loan for the same amount. The Town came in at number twelve of eight-five applications.

### ACTION AND DISCUSSION ITEMS

#### County Council Update

At 5:32 p.m., SJC Councilman Howard Rosenfeld presented the Town Council with an update of the following:

- Proposed changes to the SJC 6-Year Transportation Improvement Plan (TIP): The County Council is discussing the possibility of transferring Lafarge, Turn and Pear Point Roads from the SJC 20-Year TIP into the SJC 6-Year TIP. One reason stated was their impact to the UGA expansion. Councilman Rosenfeld suggested this subject be included on the next joint Town / County meeting agenda.
- SJC Legislative Building: The County Council still favors the notion of having a joint use legislative building. They hope the remodel of the SJC Legislative Building may provide an opportunity to do such.
- Washington State Ferries (WSF): SJC is receiving tremendous support regarding ferry issues from eastern Washington State counties through the efforts of Washington State Association of Counties. Mr. Rosenfeld solicited for concerns and/or suggestions of the Town Council. Councilmember Ilg reported Jayne Davis of WSF, will attend the next Chamber of Commerce meeting; the availability of funding for WSF infrastructure; development of a "Special Needs Committee" by Senator Halgon; a survey issued by the League of Women Voters; and, an impact-development study by the SJC Economic Development Council. Councilmember Gillette commented on the building of a high-speed ferry by a Bellingham firm.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

- Orca Whale Protection Ordinance: The County Council is slated to discuss a date for public hearing on July 10, 2007. Enforcement exemptions of the proposed protection ordinance were briefly discussed.
- Trans-border Agreement: The County Council signed the Trans-border Agreement with Island's Trust on June 14, 2007.
- Oil Pollution Prevention and Response Act: In addition to the passage of SJC Resolution No. 19-2007, Councilman Ranker has been working with State Representatives to support the passage the 2007 Oil Pollution Prevention and Response Act.
- SJC Planning Commission (PC): The PC has a current vacancy for a representative of the Town of Friday Harbor. Mr. Rosenfeld invited the Town Council to make recommendations to the County.
- Urban Density: The forum on "Smart Growth with John Pagini" had been a "success". The need for the County and Town to agree on the best model for addressing density in Urban Growth Areas was mentioned.
- Climate Change Policy: The County Council is working towards the development of a policy.
- Travel Incentives for County Councilmembers: The County Council is looking at methods to provide incentives for Councilmembers traveling to Olympia for legislative/policy matters.

Discussion followed:

Councilmember Brooks inquired whether the County has taken any action on the formation of the Adhoc committee proposed at the closing of the "Smart Growth" forum. She has a list of interested individuals to provide to the County Council when appropriate. Mr. Rosenfeld will report back to the Town Council.

Mayor Jones asked for an update on the Transfer Station. Mr. Rosenfeld summarized a recent meeting at the Mullis Center. He derived a strong sense from the meeting that the majority of the attendees did not want the Transfer Station moved to a new location. Although direction at the County level is unclear at this time, Mr. Rosenfeld was of the opinion the Town and County will be able to reach an agreement to keep the Station at its current location for the present time.

Councilmember Illg requested the County Council's "Non-motorized Transportation/Trails Subcommittee" work to include SJC and Town of Friday Harbor into a larger regional transportation planning organization, so that we can benefit from additional opportunities to apply for regional grant funding. Mr. Rosenfeld noted that an agenda for this subcommittee has not yet been set.

### Findings of Fact and Conclusions [SSDP No. 85]

At 5:57 p.m., Mayor Jones introduced the Findings of Fact and Conclusions of Law regarding Shoreline Substantial Permit No. 85 for the Port of Friday Harbor to construct an Administration Building at 175 Front Street, Friday Harbor, Washington. Land Use Administrator, Mike Bertrand briefed the Council on process. Mr. Bertrand answered Council inquiries regarding the "View Protection Overlay" portion of the Findings of Fact. Ms. Picinich explained the process for allocation of fees collected in lieu of parking spaces.

**Moved by Brooks, seconded by Gillette to adopt the Finding of Fact as stated above. Motion passed unanimously.**

### Resolution No. 1582

At 6:08 p.m., Mayor Jones introduced draft Resolution 1582, setting a public hearing date on the matter of the vacation of a portion of Beck Street. Mr. Bertrand and Mr. Eaton explained the particulars of the vacation process and said resolution. Discussion and inquiries followed.

**Moved by Emery, seconded by Brooks to approve Resolution No. 1582, setting a public hearing date of August 2, 2007 at 5:35 p.m. in the Town Council Chambers on the matter of the vacation of a portion of Beck Street. Motion passed unanimously.**

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### PAYMENT OF CLAIMS AND PAYROLL

Moved by Gillette, second by Emery to approve the payment of claim warrants Nos. 29521 through 29584 in the amount of \$78,993.66 and payroll warrants Nos. 12335 through 12420 in the amount of \$197,6193.85. Motion passed unanimously.

### NON-AGENDA ITEMS

#### Joint-Use Legislative Building

Mayor Jones requested the Town Attorney work with the SJC Prosecuting Attorney to develop a draft lease agreement for the sharing/joint-use of the SJC Legislative Building.

#### 6-Year Transportation Improvement Plan

The Council reviewed the current TIP projects and priorities. Discussion included the order of priorities, phasing and allocation of funding.

#### Electric Vehicle

Councilmember Balcomb-Bartok inquired about the performance of the Town's GEM Electric Vehicle. Utilities Superintendent Mike Wilks provided positive feedback.

### CITIZEN'S RESPONSE

No Citizen responses submitted.

### ADJOURNMENT

Hearing no further business or objection, Mayor Jones declared the meeting adjourned at 6:22 p.m.

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These minutes were approved on July 19, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL FRIDAY HARBOR, WASHINGTON

Thursday, July 19, 2007 – Town Council Chambers – Afternoon Session

### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the meeting to order at 12:00 p.m.

### ROLL CALL

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Treasurer, Wendy Picinich; Town Administrator, C. King Fitch; and Clerk, Amy Taylor. Town Attorney, Don Eaton was absent.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Mayor Jones conducted the flag salute.

### **PUBLIC ACCESS TIME**

David Delendorph, SJI Trials Committee Chair, asked to speak after the Watershed Planning Presentation.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

There were no announcements made.

### **ACTION AND DISCUSSION ITEMS**

#### Watershed Planning Presentation

At 12:02 p.m., Will Hamilton of Hamilton Resource Management provided a presentation regarding watershed planning for the Town's watershed at Trout Lake.

Mr. Hamilton began with an overview of his professional background; common elements of resource planning; risks and opportunities surrounding the Trout Lake area; planning framework; general recommendations for implementation; and future planning development. He suggested that the most important tool the Town should implement to protect Trout Lake is a stewardship management plan which includes a clear statement of goals; healthy harvesting/forestry practices; and, assessment of the overall habitat/ecosystem including soil, water quality, timber, local vegetation, etc. Mr. Hamilton indicated the need for a fire management plan to be included in watershed planning and described risks and consequences if fire were to occur. He provided background on the Healthy Forest Restoration and Management Act and potential grant funding through said act. He then described the watershed as a dynamic and living natural resource and suggested the Town define what values it would place on it; whether it economic, conservational or recreational.

Council discussion and inquiries ensued after the presentation. In answer to inquiries, Mr. Hamilton suggested the Town form an adhoc advisory committee as the first step to assess and develop a plan for stewardship of Trout Lake. He noted the Watershed Management Committee should be comprised of a diverse group of stakeholders and volunteers, including representatives from the Land Bank, Economic Development Council, Fire Districts, Conservation District, Recreational/Trails Committees, Dept. of Natural Resources, logging community, and those knowledgeable in environmental sciences and watershed planning. However, he cautioned to limit the size of the group to more effectively accomplish the goals set forth by the Council.

Mayor Jones invited David Delendorph to speak. Mr. Delendorph expressed enthusiasm on behalf of the Trails Committee to aid in development of a watershed management plan. He complimented Mr. Hamilton on his presentation.

Further Council comment and discussion followed regarding the formation, goals and parameters of said committee.

**Moved by Balcomb-Bartok, seconded by Gillette to authorize the Mayor to form a Watershed Management Committee with goals, objectives and limitations set forth by the Mayor or Council. Motion passed unanimously.**

#### Bio-Fuel Presentation by SweetHome BioFuel Products (SHBF)

At 12:32 p.m., Terry Sanders introduced Paul Davis, owner of SHBF and inventor of the SHBF Processor; to give a presentation regarding use of Bio-Fuel products. Mr. Davis described the process of making bio-fuel; specifications of the equipment; comparison to other brands; and, others benefits of the SHBF system. He then invited questions from the Council.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Discussion and inquiry followed including: differences between bio-fuel verses conventional fuels; disposal of waste oil collected by the Town; shelf life, storage, limitations, benefits, and use of bio-fuels; cost comparisons; and federal regulations.

The Mayor and Council thanked Mr. Davis for his presentation.

### Resolution No. 1583

At 1:05 p.m., Mayor Jones introduced draft Resolution No. 1583, authorizing the Mayor to accept a proposal from Scholten's Equipment, Corporation to provide a new rubber track excavator. Administrator Fitch commented the lowest bid from Bobcat West did not meet all specifications; and, that Scholten's Equipment Corporation was the most responsive cost proposal meeting Town specifications. Discussion followed. Utility Manager, Mike Wilks briefly commented on bid specifications and described how this excavator will out-perform current equipment on upcoming street projects. Administrator Fitch commented on inventory rotation.

**Moved by Brooks, seconded by Balcomb-Bartok to approve Resolution No. 1583, as stated. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

At 1:13 p.m., Administrator Fitch presented the Town Council with an update of the following:

- Six-Year Transportation Improvement Plan: The draft plan will go to Public Hearing on August 2, 2007; and that, if the Council is comfortable with the Plan, will be approved by resolution that evening. Discussion and inquiry followed regarding available resources, slated projects, and Regional Transportation Planning Funds.
- AWCRRMS: Carol Morris, Land Use Attorney acting on behalf of Association of Washington Cities Risk Management Services, will be spending the day of August 9, 2007 reviewing forms, procedures, land use issues, litigation and interviewing Town Staff. In the evening she will present an educational seminar/training session regarding public process and hearing procedure with the Town Council, Planning Commission, and Staff.
- Traffic Analysis of Spring and Mullis Streets Intersection: A request has been made by Emergency Medical Services to install crosswalks at the Mullis and Spring Streets intersection, due to the new assisted living complex being built off of Mullis Street. As that area of Town expands, it will be necessary to control traffic and provide additional pedestrian access. Recommends funding is added to the 2008 Budget for a traffic analysis study.
- Weight Limit on Warbass Way: Residents in the area are requesting an analysis be completed due to alleged deterioration of the integrity of the Warbass Way road-bed by traffic from oversize trucks returning from the barge landing at Shipyard Cove. Recommends funding is added to the 2008 Budget for a weight analysis study and the Council discuss the issue at the next joint meeting with the County Council.
- Speed Limit Reduction on Jensen Alley: Residents in the area have requested the speed limit on Jensen Alley be lowered to 20 mph from 25 mph and changed to one-way. Town may reduce the speed limit to 20 mph by ordinance. Discussion and inquiry followed. **Council requested a draft ordinance come back to the Council reducing the speed limit to 20 mph and seek neighborhood input as to changing the direction of traffic flow.**

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

- Blair and Spring Street Intersection – “Bump-out”: Four complaints have been received regarding the 30 foot radius of the bump-out. Large vehicles will need to be cautious as they navigating turns. Some alteration of traffic flow is expected. Discussion and inquiry followed.
- Trihalomethanes (THM) Letter: The Water Distribution and Treatment System measured the THM level at 92.7 ug/L for the second quarter of 2007, making our twelve month average 87.15 ug/L. This makes the Town noncompliant with State standards as the current threshold for the THM level is 80.0 ug/L. The Town is circulating a letter to all water users regarding the drinking water and exploring options to rectify the problem as described in said letter.
- Joint Town and County Council Meeting: The Town Council is due to meet with the County Council for their quarterly meeting. Topics for the agenda need to be defined. The Clerks will contact each other regarding the agenda.
- Asphalt/Concrete Overlay on Hillcrest Place and Harbor and Malcolm Streets: Estimates for the asphalt/concrete overlay to fix Hillcrest Place is \$32,000; Harbor Street is \$60,000; and, Malcolm Street is \$25,000. This is a small city road preservation grant program that provides no-match funding for asphalt/concrete overlays. The Council gave permission to prepare an application for funding.

### PAYMENT OF CLAIMS AND PAYROLL

Moved by Brooks, second by Emery to approve the payment of claim warrants Nos. 29586 through 29646 in the amount of \$143,808.04. Motion passed unanimously.

### NON-AGENDA ITEMS

Councilmember Illg asked the Council if any members had an issue with her attending an AWC Conference in September 2007. The Council encouraged her participation.

Councilmember Illg gave a brief update on the National Scenic Byways (NSB) Conference she attended in May 2007. She reported that the Coordinator for NSB will be in SJC the week of August 5, 2007 to work with SJC on their proposal to the State. There was \$228M in Scenic Byway Funding Program for projects between 1992 and 2006; and \$7.1B in Transportation Enhancement Funding for projects between 1992 and 2005. SJC is the only county state-wide which did not receive any of the Regional Transportation Planning Organization funding.

Councilmember Brooks requested Staff and Council discuss changing commercial parking/loading signage to include taxi vehicles during the evening non-agenda time.

Councilmember Brooks noted she has received several other complaints regarding the newly installed bump-out on Blair and Spring Streets. Mayor Jones invited Sandy Guard to speak. Ms. Guard expressed safety concerns for larger vehicles, specifically school buses, negotiating a right-hand turn at the Blair and Spring Streets intersection. Further discussion ensued regarding the travel-lane size, right-hand turning lane and traffic flow. Administrator Fitch elaborated on safety and adopted street standards.

### APPROVAL OF MINUTES

Moved by Balcomb-Bartok, seconded by Brooks, to approve the minutes of **June 21, 2007 and July 5, 2007 as corrected**. Motion passed unanimously.

### ADJOURNMENT

Hearing no further business and no objection. Mayor Jones adjourned the meeting at 2:00 p.m.

# MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

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These minutes were approved on August 2, 2007. The original signed document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



## SUMMARY OF THE MINUTES TOWN COUNCIL FRIDAY HARBOR, WASHINGTON

Thursday, July 19, 2007 – Town Council Chambers –Evening Session

### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the meeting to order at 5:30 p.m.

### ROLL CALL

Council members: Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Attorney, Don Eaton; and Clerk, Amy Taylor. Treasurer, Wendy Picinich was not present.

### EXCUSED ABSENCES

Mayor Jones asked the Council if they wished to excuse Ms. Illg. Council unanimously approved her absence.

Mayor Jones conducted the flag salute.

### PUBLIC ACCESS TIME

There were no public access items forthcoming.

### PUBLIC HEARINGS/MEETINGS/WORK SESSIONS

#### Public Hearing – Vacation Application No. 21:

At 5:33 p.m., Mayor Jones opened the public hearing to consider Vacation Application No. 21, a petition by the Port of Friday Harbor (PFH) to vacate a portion of Court Street right-of-way.

Mayor Jones asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Jones' inquiry if anyone objected to his or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Jones' inquiry regarding personal interest in the properties or issue. Council responded in the negative to Mayor Jones' inquiry regarding personal gain or loss of financial benefit; and communication with opponents or proponents regarding said permit. Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

Mayor Jones asked Land Use Administrator, Mike Bertrand to present the staff report. Mr. Bertrand reminded the Council that the vacation relates to the Public Hearing on June 21, 2007 regarding the Shoreline Management Substantial Development Permit Application No. 85 and SEPA Checklist No. 280; and, that development of the proposed building is subject to the approval of this application. He entered the following

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

exhibits into the record: Exhibit A – Revised map depicting staff recommendation; Exhibit B – Enlarged conceptual drawing of the proposed building; and, Exhibit C – Map depicting proposed relocation of the existing sewer main. Mr. Bertrand explained Staff recommendations and conditions are as follows:

- Public and rooftop areas of the building proposal must be available to the public on a 24 hour basis to offset loss of public views, with the exception of occasional "event permits"; and
- An adequate 10 foot wide easement granted to, and approved by the Town, to allow pedestrian traffic from the existing stairway / sidewalk, through the area of the proposed parking lot to the right of way on Front Street; and
- PFH must relocate at their expense the existing 8 inch sewer main and dedicate to the Town a 20 foot wide utility easement prior to the issuance of any building permits; and
- PFH and Town will negotiate an appropriate value of said vacated land prior to the relinquishment of any Town owned right-of-way; and
- PFH and American Legion Post 189 (Legion) will enter into a covenant/agreement for a construction setback easement; and
- PFH will seek incentives with the Historical Preservation Review Board and conform to their standards and guidelines.

Mr. Bertrand then introduced Marilyn O'Conner, PFH Representative.

Ms. O'Conner explained the PFH has reviewed and agrees to conditions as listed; however has three points of concern. Ms. O'Conner expressed the PFH would like an exception made to the 24 hour access to the rooftop and public viewing areas. She stated she has been talking with the Town Administrator about the possibility of securing event permits for limited private use of the rooftop area. The second issue was the cost of vacated land, noting the PFH rather invest as much funding as possible into overall improvements. The third was the PFH's desire to explore a joint agreement with the Town for long-term maintenance of the public areas.

Mayor Jones opened the public hearing to audience comments.

Misty Todd, owner of 151 West Street Project, was concerned that maybe a double-standard was occurring in the vacation process commenting on her own experience when she applied for a vacation for a portion of West Street.

Carla Higginson, Legal Counsel for the Legion, spoke in favor of the construction setback condition citing examples by which "damages" to the Legion can be mitigated or eliminated.

Steve Simpson, PFH representative, commented on the agreement for construction setback; Ms. Todd's statement; and assured the Council of the PFH's intent to have as much of the project available to the public as possible.

No further public testimony was forth coming at this time.

Administrator Fitch and Mr. Eaton commented on the negotiation process the Town and PFH will undergo. Mayor Jones opened the hearing to Council questions.

At the request Councilmember Emery, Administrator Fitch explained the spirit of the conversation with Ms. O'Conner relating to event permits.

Councilmember Balcomb-Bartok sought clarification on construction setback easements vs. air-right easements. Mr. Bertrand explained they were one in the same.



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Councilmember Brooks inquired if a lease option in lieu of vacation had been explored; requested staff to indicate the walking path on Exhibit B; identify where the sewer main originates from on Exhibit C; and how the funds from the sale of the right-of-way will be allocated. Mr. Fitch explained the Town was not approached with the option of leasing the right-of-way and that the funds will be allocated in accordance with RCW 35.79.030. Mr. Eaton explained that while possible, a lease option was not practical as the Town requires strict conditions on leases and the portion the Council is considering to vacate is a dedicated street right-of-way which the Town has no intention of developing for its intended purpose.

Councilmember Gillette addressed the differences between the West Street Project and the PFH Proposal. He commented on parking availability and his desire to have the Town earmark funds to develop a parking area or building.

At the request of Mayor Jones, Mr. Eaton listed the Council's options for this proposal and next steps should they approve the application.

Mayor Jones asked for additional audience comments.

Ms. Higginson repeated the Legion's concern regarding the need for the construction setback condition.

Ms. O'Conner commented on the PFH's long-term intention of constructing two-story parking over the existing upper parking lot. She further commented the PFH has no intention to sell property and the intent of the proposed building is to house U.S. Customs and accommodate PFH employee space needs.

Steve Simpson added to Ms. O'Conner's comments stating the PFH does have a policy not to surplus property and the current facilities are inadequate for their needs.

At 6:18, Mayor Jones closed the public input portion of the hearing, reserving the right to reopen if needed, and opened Council deliberations. Mayor Jones requested Mr. Bertrand to repeat the recommended conditions. Councilmembers took turn expressing their views of the application.

**Moved by Balcomb-Bartok, by seconded Emery, to adopt the staff report for Vacation Application No. 21, a request to vacate a portion of Court Street right-of-way, subject to the conditions listed above; and, direct staff to prepare Findings of Fact and Conclusions of Law. Motion Passed Unanimously.**

### Public Hearing – Rezone Application No. 54:

At 6:30 p.m., Mayor Jones opened the public hearing to consider Rezone Application No. 54, a request by Dorothy and Katharine Sears for a zoning designation change from Single Family Residential to Professional Services for tax parcel no. 351456027, located at 775 Park Street.

Mayor Jones asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Jones' inquiry if anyone objected to his or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Jones' inquiry regarding personal interest in the properties or issue. Council responded in the negative to Mayor Jones' inquiry regarding personal gain or loss of financial benefit; and communication with opponents or proponents regarding said permit. Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Mayor Jones asked Mr. Bertrand to present the staff report. Mr. Bertrand commented on the Professional Services designation and requested to defer further comment until Council inquiry. Mr. Bertrand introduced Christopher Hodgkins, Agent for the Proponents.

Mr. Hodgkins submitted a letter as Exhibit A, authorizing him to act as Agent. Mr. Hodgkins described the parcel, neighboring businesses and the Sears' project of opening a private school.

At 6:32 p.m., Mayor Jones opened the public hearing to audience comments. Noting there were no members of the public present.

Councilmember Emery inquired whether public transportation was available and if there would be an impact to the neighborhood from increased traffic. Mr. Hodgkin's described the parking layout of the parcel and that he believed an increase in traffic would be minimal.

Councilmember Balcomb-Bartok inquired why the Sears' were seeking to rezone the property after they began the process of establishing the business. Mr. Hodgkins explained it was solely a timing issue and that the parcel was the second choice for location. The property suddenly became available after the Sears were unable to purchase a different property. On that basis, they submitted the application for rezoning four days before the closing of said property. Councilmember Balcomb-Bartok thanked Mr. Hodgkins for the explanation noting the importance of "not taking Step D before Step C."

Councilmember Brooks reviewed the surrounding zoning and the proper zoning for a school with Mr. Bertrand.

At 6:55 p.m., Mayor Jones closed the public input portion of the hearing, reserving the right to reopen if needed, and opened Council deliberations.

Councilmember Emery repeated concerns over traffic impacts in the neighborhood. There was no other Council discussion.

**Moved by Gillette, by seconded Balcomb-Bartok, to adopt the staff report for Rezone Application No. 54, a request for a zoning designation change from Single Family Residential to Professional Services; and, direct staff to prepare Findings of Fact and Conclusions of Law. Motion Passed Unanimously.**

### Public Hearing – Rezone Application No. 55:

At 6:57 p.m., Mayor Jones opened the public hearing to consider Rezone Application No. 55, a request by the PFH for a zoning designation change from the Commercial Zone to Public Services Zone for tax parcel no. 351491902, located at 728 Airport Circle Drive.

Mayor Jones asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Jones' inquiry if anyone objected to his or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Jones' inquiry regarding personal interest in the properties or issue. Council responded in the negative to Mayor Jones' inquiry regarding personal gain or loss of financial benefit; and communication with opponents or proponents regarding said permit. Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

Mayor Jones asked Mr. Bertrand to present the staff report. Mr. Bertrand described the property in question and nature of the application. No exhibits were submitted. In response to Councilmember Brooks, Mr. Bertrand explained that the change in zoning would provide consistent zoning in the area. Mr. Eaton

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

elaborated that the Town neglected to rezone this parcel with the other Airport parcels during the previous updates to the 2002 Comprehensive Plan; and therefore, he was of the opinion the request is consistent and appropriate. Mr. Bertrand noted that currently the Town may not consider any requests for improvements to existing hangers or buildings on the parcel due to the lack of the appropriate Public Service zoning.

Mayor Jones opened the public hearing to audience comments. No proponents or public were present.

At 7:08 p.m., Mayor Jones closed the public input portion of the hearing and opened Council deliberations.

Councilmember Brooks commented that she agreed the zoning was appropriate. Council concurred.

**Moved by Gillette, by seconded Balcomb-Bartok, to adopt the staff report for Rezone Application No. 55, a request for a zoning designation change from Commercial Zone to Public Services Zone; and, direct staff to prepare Findings of Fact and Conclusions of Law. Motion Passed Unanimously.**

### NON-AGENDA ITEMS

#### Revision to Commercial Loading/Parking Signage to Include Taxis

Administrator Fitch cautioned the Council that this complex recurring issue will result in a broad and publicly impassionate discussion. He encouraged the Council to read of FHMC Title 12 and decide which forum they would like to follow. He explained that some of the issues are: what constitutes a "taxi"; the intent of the request; and, weighing the needs of citizens vs. a private vender. He noted that if the Town designated limited parking spaces for taxies, there would not be a sufficient number to satisfy the need for all vendors. Discussion followed.

### CITIZEN'S RESPONSE

Pamela Fitch expressed apprehensions, in relation to the July 19, 2007 afternoon presentation/discussion, regarding public trails surrounding the Town's watershed area. Noting that Friday Harbor is expanding as an international checkpoint, she asked the Council to exercise prudence as to who have access to our public drinking water supply.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Jones adjourned the meeting at 7:18 p.m.

\* \* \* \* \*

These minutes were approved on August 2, 2007. The original signed document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, August 2, 2007 – Town Council Chambers – Afternoon Session

### CALL TO ORDER

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 12:00 p.m.

### ROLL CALL

Councilmembers Balcomb-Bartok, Emery, Gillette and Illg; Mayor David Jones; Town Administrator, C. King Fitch; Clerk, Amy Taylor; and Treasurer, Wendy Picinich were present.

### EXCUSED ABSENCES

Mayor Jones asked the Council if they wished to excuse Councilmember Brooks due to illness. Council unanimously approved her absence.

Mayor Jones conducted the flag salute.

### ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Jones and Administrator Fitch presented a proclamation to Treasurer Picinich in recognition of her receiving the "Professional Finance Officer Award" from the Washington Finance Officer's Association; and, proclaiming August 2, 2007 as "Wendy J. Picinich Day".

### PUBLIC ACCESS TIME

Craig Goring, member of and accompanied by neighborhood residents of Warbass Way, voiced concerns regarding possible deterioration of the Warbass Way roadbed and urged the Council to not delay in conducting a weight study for traffic using the roadway. Per Mayor Jones' request, Administrator Fitch explained he anticipated an estimate for the cost of the study to be approximately \$8-10 thousand dollars. Discussion and inquiry followed regarding the urgency and budget implications for the study. **Administrator Fitch said he would obtain estimates for performing the study to have available should the Council choose to discuss further or approve going forward.**

### ACTION AND DISCUSSION ITEMS

#### Resolution No. 1584

At 12:12 p.m., Mayor Jones introduced draft Resolution 1584; authorizing the Mayor to accept a proposal from, and execute a purchase agreement with Petro San Juan to provide motor fuels to the Town of Friday Harbor from August 15, 2007 through July 31, 2008. Administrator Fitch explained the Town bid separately on the different motor fuels and Resolution 1584 does not reflect purchasing bio-diesel. Discussion and inquiry followed regarding the use of bio-diesel fuel in Town owned vehicles. **The Council requested the Town Administrator to present a draft resolution to provide bio-diesel fuel for use in the refuse truck and street sweeper.**

**Moved by Emery, seconded by Balcomb-Bartok to adopt Resolution No. 1584 as stated. Motion passed unanimously.**

#### Resolution No. 1587

At 12:20 p.m., the Council considered draft Resolution 1587; authorizing the Mayor to accept a proposal from, and execute a purchase agreement with Island Petroleum Services to provide Bio-Diesel motor fuel to the Town of Friday Harbor from August 15, 2007 through July 31, 2008.

**Moved by Balcomb-Bartok, seconded by Emery to adopt Resolution 1587 as stated. Following discussion the motion passed 3 to 1, with Councilmember Gillette opposed.**

#### Findings of Fact – Rezone Application No. 54

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

At 12:23 p.m., Mayor Jones introduced the Findings of Fact and Conclusions of Law for Rezone Application No. 54, regarding a request for a Zoning Designation Change from Single Family Residential to Professional Services for Lot 27 of Price's Addition to Friday Harbor, located at 775 Park Street, Friday Harbor, Washington for Dorothy and Katherine Sears. The Findings of Fact are per the public hearing of July 19, 2007. The subject property has a residence which a school has been proposed and was approved unanimously by Council motion to be rezoned to Professional Services at said hearing.

**Moved by Gillette, seconded by Balcomb-Bartok to adopt the Finding of Fact as stated above. Motion passed 3-0 with Councilmember Illg abstaining (due to her excused absence on July 19, 2007).**

### Ordinance No. 1339

At 12:27 p.m., Mayor Jones introduced draft Ordinance 1339, rezoning Lot 27 of Price's Addition to Professional Services. Councilmember Emery requested a correction in the language of the first recital of the draft ordinance.

**Moved by Balcomb-Bartok, seconded by Gillette, to adopt Ordinance No. 1339; rezoning Lot 27 of Price's Addition, located at 775 Park Street, Friday Harbor, Washington, tax parcel no. 351491902, from Single Family Residential to Professional Services; and, replacing the 2006 Zoning Designation Map attached to Ordinance No. 1320 with the amended 2007 Zoning Map attached therein. Motion passed 3-0 with Councilmember Illg abstaining (due to her excused absence on July 19, 2007).**

### Findings of Fact – Rezone Application No. 55

At 12:28 p.m., Mayor Jones introduced the Findings of Fact and Conclusions of Law for Rezone Application No. 55, regarding a request for a Zoning Designation Change from the Commercial Zone to the Public Service Zone at 728 Airport Circle Drive, Friday Harbor, Washington for the Port of Friday Harbor and Loren DeShon, tenant. The Findings of Fact are per the public hearing of July 19, 2007. This area had been overlooked during the previous assignment of zoning during the previous annexation by the Town and was approved unanimously by Council motion to be zoned as Public Service to conform with other Port zoning as currently there are three airplane hangers in the area. Councilmember Emery, with the agreement of Administrator Fitch, requested the removal of "and Loren DeShon" from the document due to the fact that the Port is the owner of the property and Mr. DeShon is a tenant that owns an airplane hanger on the subject property.

**Moved by Emery, seconded by Balcomb-Bartok to adopt the Finding of Fact as corrected. Motion passed 3-0 with Councilmember Illg abstaining (due to her excused absence on July 19, 2007).**

### Ordinance No. 1340

At 12:30 p.m., Mayor Jones introduced draft Ordinance 1340, rezoning a portion of the Port of Friday Harbor's Airport, Tax Parcel No. 351491902, located at 728 Airport Circle Drive.

**Moved by Gillette, seconded by Balcomb-Bartok to adopt Ordinance No. 1340, rezoning a portion of a portion of the Port of Friday Harbor's Airport, tax parcel no. 351491902, from the Commercial Zone to the Public Service Zone; and, replacing the 2007 Zoning Designation Map attached to Ordinance No. 1339 with the amended 2007 Zoning Map attached therein. Motion passed 3-0 with Councilmember Illg abstaining (due to her excused absence on July 19, 2007).**

### Ordinance No. 1341

At 12:32 p.m., Mayor Jones introduced draft Ordinance No. 1341, reducing the speed limit on Jensen Alley; amending Ordinance No. 945; and repealing Ordinance No. 1332 in its entirety.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Moved by Emery, seconded by Balcomb-Bartok to approve Ordinance No. 1341, as stated. Motion passed unanimously.

### ADMINISTRATOR'S REPORT

At 12:34 p.m., Administrator Fitch presented the Town Council with an update of the following:

- Directional Change of Jensen Alley: The response from correspondence sent to neighborhood residents and businesses requesting commentary on the change of traffic direction for Jensen Alley is as follow - 9 for no change in direction; 11 for one-way to the west; 1 for one-way to the east; 0 had no opinion.
- State Auditor: The State Auditor will be conducting the yearly audit of the Town from September 10, 2007 through September 28, 2007. Depending on how the Council would like to proceed, either a "formal" or "informal" entrance and exit conference/special meeting will be conducted between that period to discuss the results of the audit.
- AWC Risk Management Services: A reminder that Carol Morris will be conducting an educational/training seminar with the Town Council, Planning Commission and Staff on August 9, 2007 at 5:30 p.m.
- Yard Waste Program: A brochure was presented for the yard waste program. The program is new and will be amended as issues in service are identified.
- Water-User Letter: The 2<sup>nd</sup> quarter letter to water-users regarding THM levels was mailed out.
- Lampard to Hillcrest Sidewalk: The first sketch of the Lampard to Hillcrest sidewalk is being reviewed by Staff. The concept for the project was explained. Discussion followed regarding the "island" at the intersection of Lampard and Hillcrest; where the sidewalk abuts the Town Shop property; and the possibility of a crosswalk on Spring Street near the base of Lampard Road and Town Shop. **Council requested a second design illustrating the sidewalk extending west beyond the Lampard and Hillcrest intersection.**
- Department of Ecology (DOE) Stormwater Permits: As of 2006, DOE requires a stormwater construction permit for any project which disturbs more than 1 acre of topsoil. A representative from DOE requested the Town distribute educational materials. The Council was warned to anticipate complaints as DOE may take over 60 days for issuance of a stormwater permit.
- 2007 Budget Amendment: Two upcoming storm drain projects require an amendment to the 2007 Budget. **The Council did not object to moving forward with the budget amendment process for the following projects:**

The first project is a ditch system replacement at 450 Tucker Avenue. The 12" culvert will be replaced with a 36" culvert. This follows approx. \$2,500 in damages caused by the 2006-2007 winter storms because the culvert could not handle the runoff from Tucker Avenue. This project's estimated cost is \$5,500 for engineering and \$9,000 for installation.

The second project is connecting the catch basin near the Episcopal Church on Park Street to the catch basin at the Middle School. The Episcopal Church is installing curb, gutter and sidewalk in conjunction with their remodel. The project will necessitate all the drainage coming down Park Street to be tied into the catch basin installed at the base of their project and connected to the nearest catch basin to the east. This project's cost is yet to be estimated. \$10,000 is budgeted for installation and at this time.

- Wastewater Treatment Plant: The construction drawings for the reclaimed water system are 60% completed. The project is a 60,000 gallon concrete water tank and associated pumping system. Town will go out to bid sometime in September with construction to follow in November. Discussion followed.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### APPROVAL OF MINUTES

Moved by Gillette, seconded by Balcomb-Bartok, to approve the minutes of **July 19, 2007 as submitted. Motion passed 3-0 with Councilmember Illg abstaining (due to her excused absence on July 19, 2007).**

### PAYMENT OF CLAIMS AND PAYROLL

Moved by Emery, second by Balcomb-Bartok to approve the payment of Payroll Warrant Nos. 12421 through 12468 in the amount of \$196,219.66; and Claim Warrant Nos. 29649 through 29707 in the amount of \$193,154.49. Motion passed unanimously.

### NON AGENDA ITEMS

Councilmember Illg complimented the Street Department on the cleanliness of Town.

Councilmember Balcomb-Bartok commented on the positive article thanking for the Town for installing the Spring and Blair Street "bumpout". Discussion followed regarding moving the stop sign on Blair Street.

Councilmember Illg expressed interest in a "bicycling plan". Administrator Fitch explained that there is fierce competition in regard to use of the right-of-way. He stated that it is up to the Council to set priorities based on community values and from that develop revised road standards. Should those standards include such planning, we can move forward with creation of bicycle lanes/paths. He warned that such lanes could adversely affect parking availability.

Councilmember Gillette commented on the popularity of the sidewalk system in Anacortes where there are wider portions of sidewalk for non-motorized and pedestrian traffic. He inquired whether the Council should consider examining a similar option for portions of the Town. Council discussion followed.

Councilmember Illg suggested the funding in 2008 for a study to develop a non-motorized multipurpose trail plan for the Town. She described her vision of a plan. Council discussion followed. Administrator Fitch suggested Councilmember Illg acquire a map of the Town from Staff and illustrate the route to act as a visual aid for the Council.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jones adjourned the meeting at 1:34 p.m. The next regular meeting is scheduled for Thursday, August 2, 2007 at 5:30 p.m.

\* \* \* \* \*

These minutes were approved and signed on August 16, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, August 2, 2007 – Town Council Chambers –Evening Session**

## **MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007**

### **CALL TO ORDER**

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 5:30 p.m.

### **ROLL CALL**

Councilmembers: Balcomb-Bartok, Emery, Gillette and Illg.

Others: Mayor David Jones; Town Administrator, C. King Fitch; Clerk, Amy Taylor; and Attorney, Don Eaton were present.

### **EXCUSED ABSENCES**

Mayor Jones asked the Council if they wished to excuse Councilmember Brooks due to illness. Council unanimously approved her absence.

Mayor Jones conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

There were no announcements or schedule changes.

### **CITIZEN ACCESS TIME**

There were no public access items forthcoming.

### **PUBLIC MEETINGS/WORK SESSIONS**

#### Public Hearing – Vacation Application No. 22:

At 5:35 p.m., Mayor Jones opened the public hearing to consider Vacation Application No. 22, a petition by the John and Pamela Rogers to vacate a portion of Beck Street right-of-way.

Mayor Jones asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Jones' inquiry if anyone objected to his or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Jones' inquiry regarding personal interest in the properties or issue. Council responded in the negative to Mayor Jones' inquiry regarding personal gain or loss of financial benefit; and communication with opponents or proponents regarding said permit. Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

Mayor Jones asked Zoning Coordinator, Warren Jones to present the staff report. Mr. Jones explained the subject property is a portion of an unopened public right-of-way along the northeasterly portion of Beck Street and approximately 704 square feet in size. Mr. Jones entered Exhibit A – Revised map depicting the vacated portion of Beck Street; Exhibit B – Map of the original Belair plat and how it appears today; and, Exhibit C – Letter from Barbara Buck consenting to an easement to the south of the vacation. Mr. Jones explained Staff recommendation is that Vacation Application No. 22 be approved based on the following:

- County and Town records indicate that Beck Street where it abuts the Rogers' property had been vacated; however recent survey work in the area shows this portion of Beck Street had never been vacated; and
- Rogers' attached garage is encroaching approximately 5 feet into the Town right-of-way; and
- County Assessor records give the legal description of the Rogers property as "together with vacated alley"; and
- Town Staff obtain a right-of-way easement south of the right-of-way of Beck Street (from Barbara Buck) for replacement of the portion being vacated.



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Per Mayor Jones' request, Mr. Eaton explained that Barbara Buck had been in touch with his office and Staff. He read her letter (Exhibit C) into the record. Basically, if approved, the Rogers will pay the Town \$7,500 for the portion of Beck Street being vacated and the Town will pay Ms. Buck \$7,500 to obtain a 10 foot easement on her property.

John Linde, counsel for the petitioners, explained the basis and timeline of the request.

Mayor Jones opened the public hearing to audience comments.

Vincent Buck, owner of the adjacent property, explained that he was in complete accord with the vacation. He stressed it should be contingent upon the completion of a new easement and that it must have sufficient access for emergency response vehicles as it will be the access to his property.

No further public testimony was forth coming at this time. Mayor Jones opened the hearing to Council questions.

At the request Councilmember Emery, Administrator Fitch explained that a 20 foot easement is the minimum requirement for fire apparatus, but could not speak of other access requirements at that time.

Per the inquiry of Councilmember Illg, Mr. Jones used Exhibit B to indicate the other portions of Beck Street which have been vacated.

Mayor Jones asked for additional audience comments. At 5:55 p.m., Mayor Jones closed the public input portion of the hearing, reserving the right to reopen if needed, and opened Council deliberations. Councilmembers took turn expressing their views of the application.

**Moved by Illg, by seconded Gillette, to adopt the staff report and approve Vacation Application No. 22, a request to vacate a portion of Beck Street right-of-way, subject to the conditions listed above. Motion Passed Unanimously.**

### Public Hearing - 2008-2013 Six Year Transportation Improvement Plan (TIP)

At 5:58 p.m., Mayor Jones opened the public hearing for the 2008-2013 Six-Year Transportation Improvement Plan. At Mayor Jones request, Administrator Fitch provided background for the program; introduced the 2008-2013 TIP; and identified its projects.

Mayor Jones opened the public hearing to audience comments. Hearing none, Mayor Jones opened the hearing to Council questions.

Councilmember Illg asked Administrator Fitch to list the funding for each of the projects and inquired if a non-motorized transportation section could be added to the TIP. Council discussion followed. Mayor Jones suggested that the non-motorized portion be included in the 2008 budget as a study. Administrator Fitch agreed and added that it should be funded through local sources, not federal funds.

Councilmember Gillette commented the TIP did not include improvements for parking and stated he would like to see a "Park-and-Ride" as one of the priorities. Councilmember Emery asked if that type of improvement should be on the TIP or ought to be funded locally. Discussion followed regarding if a parking lot is a "transportation improvement".

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Councilmember Balcomb-Bartok asked how priorities are determined for the projects on the plan. Administrator Fitch explained it is a matter of funding and coordination with other utility providers who have a franchise to locate their facilities in the Town right-of-way.

**Moved by Emery, seconded by Balcomb-Bartok to adopt Resolution No. 1585; providing for a Six-Year Transportation Improvement Program for the years 2008 through 2013. Following discussion the motion passed 3 to 1, with Councilmember Gillette opposed.**

### ACTION AND DISCUSSION ITEMS

#### Resolution No. 1586 – Town Legal Notices

At 6:21 p.m., Mayor Jones introduced draft Resolution 1586; authorizing the Mayor to designate the Journal of the San Juans as the source for legal printing and other official publication for Town of Friday Harbor for the period of August 15, 2007 through July 31, 2008; and, execute an agreement with Sound Publishing, Inc. Ms. Taylor explained the Town received one bid to provide legal advertising at a rate of \$6.00 per column inch; classified advertising at a rate of \$1.69 per line; and display advertising at a rate of \$8.00 per column inch.

**Moved by Gillette, seconded by Emery to adopt Resolution 1586 as stated. Motion passed unanimously.**

#### Joint Town and County Council Meeting

At 6:23 p.m., Mayor Jones introduced draft Ordinance 1342; establishing a date and time of August 21, 2007 at 12:00 p.m. in the SJC Council Hearing Room for the joint meeting of the Town and County Councils. Ms. Taylor listed the following agenda items: Turn Point/Pear Point road alterations; Regional Transportation Planning; FH Urban Growth Area; and Six-Year TIP. Discussion followed. Updates on the Council/Town joint-use meeting space and transfer station were added to the items for discussion.

**Moved by Gillette, seconded by Emery to adopt Ordinance 1342 as stated. Motion passed unanimously.**

### NON-AGENDA ITEMS

Administrator Fitch distributed a letter from John E. Shelton, resident of the Warbass Way neighborhood, regarding roadbed conditions on Warbass Way.

Councilmember Gillette redistributed an article from Investor's Daily titled "Al-Gae Gore – Alternative Fuels". This was in response to Councilmember Emery's request during the afternoon meeting for the "source" of the article, as the original handout was body-text only.

### CITIZEN'S RESPONSE

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jones **continued** the meeting at 6:30 p.m. The Council will reconvene on Thursday, August 9, 2007 at 5:30 p.m. The next regularly scheduled is Thursday, August 16, 2007.

\* \* \* \* \*

**These minutes were approved and signed on August 16, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

# MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007



## SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, August 9, 2007 – Town Council Chambers – Continued Session**

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Clerk Taylor announced that Mayor Jones will not be present. Council nominated Councilmember Brooks to act as Mayor Pro-Tem.

### **CALL TO ORDER**

The Town Council reconvened from the August 2, 2007 regular session with Mayor Pro-Tem Brooks presiding. Mayor Pro-Tem Brooks called the regular session to order at 5:30 p.m.

### **ROLL CALL**

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Town Administrator, C. King Fitch; Attorney, Don Eaton; and Clerk, Amy Taylor and Staff. Mayor David Jones and Treasurer Wendy Picinich were not present.

[Clerk's Note: The Council met jointly with the Town Planning Commission. The Planning Commission called a separate roll and will account for their meeting separately.]

### **PUBLIC HEARINGS/MEETINGS/WORK SESSIONS**

#### AWCRMS Sponsored Seminar – Land Use Decision Making

At 5:35 p.m., Administrator Fitch introduced Carol Morris, representative of the Association of Washington Cities Risk Management Services. The Town Council, Town Planning Commission and Staff were present. Ms. Morris presented a training session on "land use decision making." The session included the importance of development regulations; open and closed record public meetings and hearings; appearance of fairness issues and remedies; and, practical advice and tips for elected officials. Discussion and inquiry followed. No action took place.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Pro-Tem Brooks adjourned the meeting at 7:30 p.m. The next regular meeting was scheduled for Thursday, August 16, 2007.

\* \* \* \* \*

**These minutes were approved on August 16, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

# MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007



## SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, August 16, 2007 – Town Council Chambers – Afternoon Session**

### **CALL TO ORDER**

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 12:00 p.m.

### **ROLL CALL**

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; and Clerk, Amy Taylor. Treasurer, Wendy Picinich and Attorney, Don Eaton were not present.

Mayor Jones conducted the flag salute.

### **PUBLIC ACCESS TIME**

There were no public access items forthcoming.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

The posted agenda was revised.

### **ACTION AND DISCUSSION ITEMS**

#### Presentation – SJC Economic Development Council (EDC) – 2006/2007 Annual Narrative

At 12:02 p.m., Mayor Jones began the presentation for the 2006-2007 Annual Year End Report of the EDC. Bill Watson, Program Coordinator, presented the EDC year-end report consisting of a narrative; annual report filed with the State Community, Trade, and Economic Development (CTED) agency for final reimbursement; draft Associate Development Organization (ADO) Contract; and recommendations regarding the EDC Ferry Fare Study. The full text of their Ferry Fare Study is available at [www.islandway.org](http://www.islandway.org). He reported that the EDC has a cash reserve due to increased funding support from the County, Town and Port of Friday Harbor. Mr. Watson spoke of their goals, projects and partnerships with local entities. Regarding the EDC Ferry Fare Study, Mr. Watson provided an overview, stating that although some data is unavailable, they were able to take monthly data and extrapolate annual numbers on full-time residents, part-time residents, and visitor category. Discussion and inquiry followed. The Council will consider the EDC's recommendations at the next meeting.

**No action was taken.**

#### Request – SJI Chamber of Commerce (SJICC) – Partial Promotional Funding of Artstock Fall Festival

At 12:26 p.m., Mayor Jones introduced Debbie Pigman, SJICC Director. Ms. Pigman gave an overview of the Fall Artstock Festival; and rescinded the SJICC's request of \$3,500 for promotional advertising because the timeline for using those funds wasn't feasible. She noted they would seek grant funding for the Festival in 2008. Ms. Pigman then provided a timeline for the fall and winter months which included an update on the Christmas Decoration Committee. Councilmember Emery commented on funding provided through the Public Facilities Financing Assistance Program (PFFAP) and suggested the development of a policy to address additional requests for funding outside of the Lodging Tax Advisory Committee's recommendations. No discussion followed.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### Proposal – Grisha Krivchenia – Collection of Refuse Cooking Oil

At 12:35 p.m., Mayor Jones introduced Grisha Krivchenia. Mr. Krivchenia explained that a group of island residents have formed a "Bio-Fuel Cooperative". He proposed the Town deliver refuse cooking oil, which is currently collected from restaurants and disposed of at the SJC Transfer Station, to the Cooperative. He explained that the Town would continue to pay a disposal fee because the Cooperative is required to dispose of the containers in which the oil is delivered. The fee would be at a significantly lower rate than the SJC Transfer Station. Discussion and inquiry followed. **The Council did not have an objection to the Cooperative continuing to work with Administrator Fitch to determine feasibility of the proposal.**

### Discussion – SJC Proposal - Friday Harbor Urban Growth Area (FHUGA)

At 1:45 p.m., Mayor Jones opened the discussion on the FHUGA. Administrator Fitch introduced the Staff Report for the SJC Planning Commission's public meeting on August 24, 2007. He explained the document is the first draft of the proposed FHUGA. Mr. Fitch explained that the FHUGA will be an extensive joint planning process between the Town and County and shared concerns of both entities. As the process moves forward a new document will be provided. He encouraged the Council to thoroughly examine the information and ask questions of Staff. Ron Hendrickson, SJC Planning Director, emphasized that it will be a collaborative process and answered questions regarding the proposed boundaries and affordable housing statistics which were included in the Staff Report. **No action was taken.**

## ADMINISTRATOR'S REPORT

At 12:58 p.m., Administrator Fitch presented the Town Council with an update on the following:

- Jensen Alley Direction Change – More comments from neighborhood residents were received making the tally of responses equal as far as leaving the alley two-way or changing direction to one-way. Those comments included suggestions to install speed bumps and/or turn outs and restrict to local access only. Discussion followed regarding the recent speed limit change. **No action was taken.**
- Home Trust Letter – Town received a letter from the San Juan Community Home Trust soliciting the Town, as an "Employer", to invest in future affordable housing to be used as employee housing. Discussion followed regarding if there was a need for employee housing. **No action was taken.**
- Warbass Way Roadway Stability Evaluation – The cost estimate for the (weight) study of Warbass Way is \$13,661. The study would document existing conditions, assess causes and future risks, and options that would allow the roadway to operate without safety risks. Discussion followed regarding the possibility of negative findings. **Council requested the Administrator to draft a resolution for their consideration to accept the proposal for a roadway stability evaluation from PanGEO, Inc.**
- Argyle / Spring Streets Preliminary Engineering Study – Gray & Osborne, Inc., engineering consultants, strongly suggest conducting a preliminary engineering study for the Argyle Avenue and Spring Street intersection traffic circle to determine feasibility before designing the actual traffic circle. The cost of the study is \$13,951. The proposal will come back for future consideration.
- WA State Audit Exit Interview – The exit interview with the State Auditor can occur as an informal meeting or in open session. The Auditor's findings will be considered final if reviewed during open session. If conducted as an informal meeting, Staff would have a 30 day commenting period. **Council consensus, at this time, to conduct an informal exit interview.**
- Public Facilities Financing Assistance Program (PFFAP) – Guard Street Phase 4 – Town was successful with the PFFAP grant application for the Guard Street Phase 4 project and awarded \$50,000 by the County.
- Lampard Sidewalk Design Revision – The revised design of the Lampard Sidewalk was presented and differences from the original sketch explained.
- 1923 Cadillac Fire Truck Appraisal – The antique fire truck was appraised at \$1 million and is one of two museum quality left in the country. The Fire Chief is looking into increasing its insurance coverage. Discussion followed regarding alternative housing of the vehicle. **No action was taken.**

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### PAYMENT OF CLAIMS

Moved by Balcomb-Bartok, seconded by Brooks to approve the payment of Claim Warrant Nos. 29710 through 29766 in the amount of \$166,462.02. Motion passed unanimously.

### APPROVAL OF MINUTES

Moved by Gillette, seconded by Emery, to approve the minutes of **August 2, 2007 as corrected**. Motion passed 4-0 with Councilmember Brooks abstaining (due to her excused absence on August 2, 2007.)

Moved by Illg, seconded by Gillette, to approve the minutes of **August 9, 2007 as submitted**. Motion passed unanimously.

### NON AGENDA ITEMS

Councilmember Balcomb-Bartok noted he has been receiving complaints from Village Grove residents because heavy trucks are accessing the ballfield project at the end of Coho Drive. Mr. Bertrand responded that shaping of the cul-de-sac is currently underway and once the curb, sidewalk and gutter are completed, he believed it would be a non-issue.

### CITIZEN RESPONSE

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Jones adjourned the meeting at 1:45 p.m. The next regular meeting is scheduled for Thursday, August 16, 2007 at 5:30 p.m.

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These minutes were approved on September 6, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, August 16, 2007 – Town Council Chambers –Evening Session**

### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 5:30 p.m.

### ROLL CALL

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Attorney, Don Eaton; and Clerk, Amy Taylor. Treasurer, Wendy Picinich was not present.

Mayor Jones conducted the flag salute.

### PUBLIC ACCESS TIME

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

There were no public access items forthcoming.

### ANNOUNCEMENTS/SCHEDULE CHANGES

The posted agenda was revised.

### ACTION / DISCUSSION ITEMS

#### Ordinance No. 1343

At 5:32 p.m., Mayor Jones introduced Ordinance No. 1343; vacating a portion of Beck Street. Administrator Fitch explained the background and logistics of said ordinance.

**Moved by Emery, seconded by Gillette to adopt Ordinance No. 1343; vacating a portion of Beck Street. Motion passed 4-0 with Councilmember Brooks abstaining (due to her excused absence on August 2, 2007.)**

#### Resolution No. 1588

At 5:34 p.m., Mayor Jones introduced Resolution No. 1588; authorizing the Mayor to accept a proposal from and execute a contract with Lawson Construction, Inc. for asphalt Concrete Overlay on Hunt Street.

Administrator Fitch explained that the purpose of the bid was to replace the failed chip seal furnished by the County. The Town received one bid of \$61,725 from Lawson Construction which will be funded through a Transportation Improvement Board grant of \$46,300; and the remainder from the unused funds set aside for "street oiling and rocking". Discussion and inquiry followed.

**Moved by Ilg, seconded by Gillette to adopt Resolution No. 1588 as stated. Motion passed unanimously.**

### PUBLIC HEARINGS/MEETINGS/WORK SESSIONS

#### Variance Application No. 26 & SEPA No. 259

At 5:38 p.m., Mayor Jones opened the public hearing to consider Variance Application No. 26 & SEPA No. 259, a petition by Robert and Vonnie Allen / Park at the Harbor Owners Association (PHOA); to allow non-permitted structures consisting of a deck, fireplace and sink to remain on the subject property, tax parcel no. 351149074, Unit 282 Culver Avenue, that have been constructed within the required side and front yard setbacks.

Mayor Jones asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Jones' inquiry if anyone objected to his or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Jones' inquiry regarding personal interest in the properties or issue. Council responded in the negative to Mayor Jones' inquiry regarding personal gain or loss of financial benefit; and communication with opponents or proponents regarding said permit. Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner. Mayor Jones instructed those present of public hearing procedures.

Exhibits entered into the record are as follows:

- Exhibit A: Replacement Page No. 5 to the Staff report dated May 10, 2007;
- Exhibit B: Letter from PHOA dated February 12, 2007;
- Exhibit C: Letter and Agreement from PHOA dated August 15, 2007;
- Exhibit D: Photographs of subject property submitted with the application;
- Exhibit E: Email from Frank Jensen, neighbor, dated August 15, 2007;
- Exhibit F: Site map of the property generated by Staff (amended during the public hearing);
- Exhibit G: Enlarged photographs of the property from a previous public hearing;
- Exhibit H: Letter with attachments from Susan Kerr, neighbor, dated August 16, 2007;

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

- Exhibit I: Variance Application(s) No. 15 (McGregor), No. 16 (Strickland) and No. 10 (Eaton) with related information;
- Exhibit J1-27: Photographs of the property taken by Attorney Weissinger;
- Exhibit K: Photograph of the property before structures were built;
- Exhibit L: Legal Brief from Attorney Weissinger dated August 9, 2007; and
- Exhibit M: Inspection Report dated September 9, 2004.

Mayor Jones asked Land Use Administrator, Mike Bertrand, to present the staff report. Mr. Bertrand entered Exhibits A through H into the record and described the background of the application, encroachment issues and criteria for a variance.

The encroachment issue consists of three parts as shown on Exhibit F. Part 1 is the cantilevered portion of the deck extending approximately 2 feet into the 5 foot side yard setback and over 30 inches in height above grade; Part 2 is a portion of deck which is over 30 inches in height above grade constructed without a permit in the front yard setback; and Part 3 is a fireplace within the 20 foot front yard setback and extending approximately 9 inches into the Culver Avenue right-of-way (ROW).

Mr. Bertrand explained the Staff recommendations are as follows:

- 1) Deny the request for variance as it does not meet the criteria set forth in FHMC Section 17.84.030 as noted:
  - Section 17.84.030(A) – Approval of the application would grant the applicant a privilege not enjoyed by properties in other multi-family zones;
  - Section 17.84.030(B) – The need for this variance was the result of “property alterations by the applicant” that were constructed without a permit and proper approval;
  - Section 17.84.030(C) – If the variance was to the footprint of the structures, granting the variance would provide the minimum variation necessary to afford relief since the home is approximately 3 feet within the front yard setback;
  - Section 17.84.030 (D1) – Granting this variance would provide the applicant special privilege not enjoyed by property owners in multi-family zones;
  - Section 17.84.030 (D2) – Testimony at previous Council meetings has indicated that other property owners in the area did not favor altering the current standards;
  - Section 17.84.030 (D3) – Detrimental to the public welfare was subjective and must be answered by the Council;
  - Section 17.84.030 (D4) – Granting this variance would allow an incompatible structure to remain in a multi-family zone; and,
- 2) Direct the Applicant to remove the structures (fireplace and portions of the deck) located in the ROW and front/side yard setbacks; and
- 3) Direct the Applicant to lower or remove the portions of the deck that are 30” in height above grade.

Bill Weissinger, Legal Counsel for the Applicants, objected to Staff Recommendation No. 2 because the portion of the structure in the ROW is the subject of another application in which the Applicants will request to lease the ROW should the variance is approved.

Mr. Weissinger entered Exhibits I through J1-27 into the record which was a slideshow presentation to the Council, making a special note of Exhibit J21 – photograph showing the post of the cantilevered portion of the deck. Mr. Weissinger argued that the Council should grant the variance because 1) the Allen’s mistakenly built the structures not knowing a building permit and variance was necessary; 2) the topography of the northerly portion of the property falls away steeply and would make it impossible to construct a deck below the 30 inches above grade requirement; 3) that such topography renders that portion of property unusable; 4) if the Allen’s were to enclose the area beneath the cantilevered portion, the deck/roof would be permitted; and 5) the fireplace wall should be treated as a fence as the firebox is built into the fence and there are no codes



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

defining what constitutes a fence; and 6) the past variance applications submitted in Exhibit I were similar in nature.

Mayor Jones opened the public hearing to audience comments.

At 6:16 p.m., Joan Castaneda, neighbor at 310 Beach Court, described her property in relation to the Allen's. Ms. Castaneda stated that though she thought the deck was quite attractive, as a matter of principle she was concerned that granting an after-the-fact variance for portions of the application would be setting a negative precedent.

Mr. Weissinger rebutted Ms. Castaneda's testimony. He reminded the Council that they should be considering the application as if the structures had not already been built. Mr. Weissinger requested the Council continue the hearing with the public record open if they were not prepared to grant all 3 portions of the variance request. This would be so the applicant may have time submit a revised indemnification agreement in lieu of Exhibit C. Further, Mr. Weissinger raised concerns about the content of Exhibit H, stating that he has not had time to review Ms. Kerr's letters. Mr. Eaton cautioned the Council to not consider any material relating to the hearing which has not been presented by Staff, Applicants or a person giving testimony.

Mayor Jones asked if Staff had further comment.

Mr. Bertrand stated that 1) if the area under the deck were enclosed, a variance would still be required due to the setback requirements because that too would be a structure; and 2) Exhibit I of the Staff Report clearly indicates a fireplace on the building plans and therefore in Staff's opinion the structure serves a "duel purpose" and cannot be a fence.

Mr. Eaton commented on the criteria for a variance, stressing that the Applicants must meet all conditions in this section to be granted the variance; and, the Council must consider the application as if the structures were not in place. Mr. Eaton also recommended the Council continue the hearing with the public record to remain open if they are not going to approve all 3 portions of the application.

At 6:58 p.m., Mayor Jones asked for further public testimony.

Robert Allen, Applicant, entered Exhibit K into the record. He stated that the improvements on his property have the smallest building footprint in the Association. In 1994, they had applied to the Town and subsequently been denied for a stairway to be used as an egress from the back area due to the other units being over developed for lot coverage, which after the fact was erroneous. He stated they had mistakenly built the structures, however have made repeated attempts to rectify that error. He stated they had paid the fines for not having the necessary permitting; acquired the building permit subject to the proper zoning being approved; and modified the deck to meet the proper building code. He appealed to the Council stating that they are making every effort to be good neighbors, improve property values, and nullify the issue.

Mr. Bertrand stated that the Allen's had applied for a permit after the fact, however one was not issued as its approval is pending the result of the variance application.

At 7:08 p.m., Mayor Jones opened the hearing to Council questions.

Councilmember Gillette inquired about the setback requirements on the Castaneda property. Mr. Bertrand stated he would have to analyze their property to give an appropriate answer.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Councilmember Balcomb-Bartok inquired about representations on selected exhibits; topography of surrounding properties; and zoning for the properties contained in Exhibit I.

Councilmember Emery inquired if the chimney of the fireplace was being shortened by the mandate of the Town. Mr. Bertrand explained that it was a requirement of the Association.

Upon further inquiry from Councilmember Balcomb-Bartok, Administrator Fitch answered that the variances for the properties listed in Exhibit I were obtained prior to development and were all zoned single-family residential at the time of the variance applications.

Councilmember Gillette expressed concerns that if the portion of the fireplace located within the ROW were approved, that the Applicants would provide due compensation. Mr. Allen assured the Council that they are willing to pay for leasing the portion of the ROW, however it would be a moot point until the Council approved the variance.

Councilmember Brooks asked Mr. Allen if had he had known he would need a variance and building permitting, would he still request to build the same structures. Mr. Allen answered in the affirmative. Ms. Brooks asked Mr. Bertrand to explain why the cantilevered portion is an encroachment.

Councilmember Emery asked Mr. Bertrand to clarify why a roof would not be an encroachment issue and the differences between this structure and a roof should the area be enclosed.

Per Administrator Fitch's inquiry, Mr. Weissinger entered Exhibit L into the record.

Regarding previous testimony, Councilmember Emery asked Mr. Allen if he had thought to check with the Town to ensure the structures would not be over-developing the property, since in 1994 he had known over-development was an issue. Mr. Allen answered in the negative, stating that they built over the existing patio.

Councilmember Gillette asked Mr. Allen if he used existing surveying markers to determine where he thought he was able to build. Mr. Allen stated that he used the existing aggregate patio footprint.

Councilmember Balcomb-Bartok asked Mr. Allen why there was a "jog" in the fence line.

Mr. Weissinger stated his recollection was that the Allen's were granted a building permit subject to the zoning issues being rectified. He then summarized his previous arguments and repeated his request that the Council continue the hearing, leaving the record open, if they are not prepared to approve all 3 parts of the variance.

Councilmember Illg asked if the sink depicted on the plans was plumbed into the sewer system. Mr. Allen answered in the negative and that he is willing to remove the sink as it is not used.

Mr. Bertrand entered Exhibit M into the record. Discussion followed regarding the building permit in question and the inspection of the said deck made by the Town.

Councilmember Balcomb-Bartok asked Mr. Bertrand to explain the requirements of the zoning code specifically regarding the 30 inch above grade; Councilmember Gillette inquired about fencing; and Councilmember Emery asked about the cantilevered portion of the deck..

Councilmember Balcomb-Bartok asked Mr. Allen about the source of the complaint which raised the issue and the timeline of the structures. Mr. Allen answered that the original fence and deck were constructed in 1994 and the complaint was received in 2004 when the fireplace and upgrade to the deck were constructed.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

At 7:45 p.m., Mayor Jones closed the public input portion of the hearing, reserving the right to reopen if needed, and opened Council deliberations.

Administrator Fitch and Attorney Eaton made an amendment to Exhibit F in order make deliberations clearer.

At 7:55 p.m., the Council took turns expressing their views of the application and their positions based on the required criteria as set forth in FHMC 17.84.020. They are as follows:

[Clerks Note: The Cantilevered portion extending approximately 2 foot into the side yard setback is referred to as Part 1; Main area of deck over 30" above grade located within the front yard setback is referred to as Part 2; and Fireplace as Part 3.]

Councilmember Balcomb-Bartok: Part 1 – Denied; Part 2 – Approved; and Part 3 - Denied

Councilmember Emery: Part 1 – Denied; Part 2 – Approved; and Part 3 - Denied

Councilmember Brooks: Part 1 – Denied; Part 2 – Approved; and Part 3 - Denied

Councilmember Gillette: Part 1 – Approved; Part 2 – Approved; and Part 3 - Approved

Councilmember Illg: Part 1 – Denied; Part 2 – Approved; and Part 3 - Denied

Attorney Eaton noted two of the Councilmembers stated they had visited the Allen's property and should properly disclose such information. Councilmember Balcomb-Bartok disclosed for the record that he visited the property alone and spoke to no one on August 16, 2007 at approximately 2:00 p.m. Councilmember Emery disclosed for the record that she walked on Culver Avenue alone on August 11, 2007 at some point in the afternoon and spoke to no one. Councilmembers Gillette and Illg offered that they occasionally pass the subject property.

Attorney Eaton suggested that the Council continue the public hearing so that the applicants could confer now that the Council had indicated their positions on the variance application.

**Moved by Balcomb-Bartok, seconded by Illg, to continue the open Public Hearing until September 6, 2007 at 5:50 p.m., with the public record to remain open. Motion passed unanimously.**

### NON-AGENDA ITEMS

Councilmember Brooks stated she is still receiving several complaints regarding the Spring and Blair Street "bumpout". Discussion followed.

Councilmember Brooks stated concerns regarding "Timeshares" moving into the community and inquired about the process to limit their occurrence. Attorney Eaton explained it would be a matter of changing the FHMC Title 17 relating to the Comprehensive Plan. Discussion followed regarding what constitutes a timeshare and how they would differ from a hotel or transient rental. Councilmember Brooks expressed interest in incorporating some type of language into the FHMC to address timeshares. Administrator Fitch offered to research the matter.

### CITIZEN RESPONSE

Pam Fitch spoke in favor of the warning barriers on Spring Street near the movie theatre in relation to pedestrian safety.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Jones adjourned the meeting at 9:04 p.m. Council will hold a joint "special" meeting with the County Council on August 21, 2007. The next regular meeting is scheduled for Thursday, September 6, 2007.

# MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

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These minutes were approved on September 6, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



## SUMMARY OF THE MINUTES TOWN COUNCIL

**Tuesday, August 21, 2007 – SJC County Council Chambers – Joint Session**

### CALL TO ORDER

The Town Council and SJC Council met in special session with Mayor Jones presiding. Mayor Jones called the meeting to order at 12:00 p.m.

### ROLL CALL

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Clerk, Amy Taylor; and Staff. Attorney, Don Eaton and Treasurer, Wendy Picinich were not present.

### PUBLIC HEARINGS/MEETINGS/WORK SESSIONS

At 12:00 p.m., Mayor Jones and the Town Council held a joint public meeting with the SJC Council to address issues of mutual concern. Issues brought forth for discussion by the Mayor and representatives of the Town were: Turn Point/Pear Point Road alterations, Regional Transportation Planning, and the Solid Waste Transfer Station. The County initiated discussions regarding the Town of Friday Harbor Urban Growth Area, Regional Transportation Planning Organization (RTPO), and the 6-Year Transportation Improvement Plan. Town and County officials also shared planning efforts and exchanged input regarding affordable housing, upgrading and expanding infrastructure, traffic solutions, trails, and grants.

**ADJOURNMENT** – Hearing no further business and no objection, the session adjourned at 12:46 p.m. The next regular meeting is scheduled for Thursday, September 6, 2007.

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These minutes were approved on September 6, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

# MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007



## SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, September 6, 2007 – Town Council Chambers – Afternoon Session**

### **CALL TO ORDER**

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 12:00 p.m.

### **ROLL CALL**

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; and Clerk, Amy Taylor. Attorney, Don Eaton and Treasurer, Wendy Picinich were not present.

Mayor Jones conducted the flag salute.

### **PUBLIC ACCESS TIME**

There were no public access items forthcoming.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

The posted agenda was revised.

### **ACTION AND DISCUSSION ITEMS**

#### Right-of-Way (ROW) License Application – 618 Warbass Way

At 12:01 p.m., Mayor Jones opened consideration of an application for a license to use a portion of the public ROW that abuts 618 Warbass Way made by the property owners, Wayne Kaemingk and the Timmons family. Administrator Fitch explained the application is a result of the owners wanting to consolidate a series of separate refuse collection areas into a single enclosure at said location within the public ROW; and that upon review finds the request to be consistent with the policies stated in the municipal code and a reasonable request. Discussion and inquiry followed.

**Moved by Gillette, seconded by Balcomb-Bartok to accept the recommendation of the Town Administrator and approve a license for said owners to use a portion of the public ROW that abuts 618 Warbass Way. Motion passed unanimously.**

#### 2007 Economic Development Council (EDC) Ferry Fare Study

At 12:07 p.m., Mayor Jones opened discussion of the EDC's recommendations regarding their 2007 Ferry Fare Study as presented at the August 16, 2007 Town Council meeting. The recommendations as they relate to the Town are 1) to formally accept the study; and 2) continue to work with the County Council to investigate an institutional and permanent "vehicle" by which to regularly communicate our regional transportation issues to state legislature. Discussion and inquiry followed including the accuracy, representation, and assumptions made by the study; and the recommendations of the EDC. The Council was not prepared to accept the recommendations of the 2007 EDC Ferry Fare Study at this point in time.

**Moved by Brooks, seconded by Balcomb-Bartok to postpone the acceptance of the 2007 EDC Ferry Fare Study until additional information can be obtained. Motion passed unanimously.**

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### Argyle Avenue and Spring Street Intersection Preliminary Engineering Study

At 12:13 p.m., Mayor Jones opened discussion of the Argyle Avenue and Spring Street Intersection Preliminary Engineering Study. Administrator Fitch explained the Preliminary Engineering study will document the existing and proposed intersection operations, evaluate the pros and cons of a traffic circle/round, and estimate project costs. Discussion and inquiry followed regarding the current configuration and traffic flow for the intersection; alternatives to the current design; how the findings from this preliminary study would be applied; and timeliness of such a study. Ken Norris, member of the audience and taxi driver for Bob's Taxi, stated concerns regarding a traffic circle/round and proposed an alternative solution involving additional crosswalks and stop signs. **Consensus for the Town Administrator to draft a resolution to authorize the preliminary engineering study for the Argyle Avenue and Spring Street intersection for Council consideration.**

### Resolution No. 1589

At 12:40 p.m., Mayor Jones introduced draft Resolution No. 1589; authorizing the Mayor to execute a contract with the engineering firm of PanGEO, Inc., for a roadway stability study for Warbass Way. Administrator Fitch explained the background of said resolution. Discussion and inquiry followed regarding the scope of work for the study.

**Moved by Gillette, seconded by Brooks, to adopt Resolution No. 1589 as stated. Motion passed unanimously.**

### Resolution No. 1590

At 12:49 p.m., Mayor Jones introduced draft Resolution No. 1590, authorizing the Mayor to execute an intergovernmental agreement with the Washington State Ferries (WSF) for use of the standby electrical generator at the Friday Harbor Ferry Terminal. Administrator Fitch explained the need for and terms of said agreement.

**Moved by Balcomb-Bartok, seconded by Gillette, to adopt Resolution No. 1590 as stated. Motion passed unanimously.**

### Resolution No. 1591

At 12:53 p.m., Mayor Jones introduced draft Resolution No. 1591, accepting certain improvements to the water utility system from MEM Enterprises. Administrator Fitch provided background on the subject portion of the water system within the Nash Street right-of-way; and explained the basis for such gifting. Discussion followed.

**Moved by Brooks, seconded by Illg, to adopt Resolution No. 1591 as stated. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT (Additional items will be discussed during the evening session.)**

At 1:02 p.m., Administrator Fitch presented the Town Council with an update of the following:

- 2008 Dozen Distinctive Destination Application: Sandy Strehlou, Historic Preservation Coordinator requested authorization to draft application materials to nominate the Town as a "2008 Dozen Distinctive Destinations" city. Ms. Strehlou explained that the designation is made by the National Trust for Historic Preservation each year to promote heritage tourism and designated towns/cities benefit from free promotion and advertising. **Council consensus to draft application materials to nominate the Town of Friday Harbor for the 2008 Dozen Distinctive Destinations designation.**

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

- Lampard to Hillcrest Sidewalk: Additional revisions have been made to the design for the Lampard curb, gutter and sidewalk. The bid opening is scheduled for September 12, 2007 and construction scheduled to begin October 6, 2007. Discussion followed.
- Larson Street Storm Drainage Project: The Public Works Trust Fund denied the Town's loan application. Discussion followed regarding the priority of the project and how to fund it. **Council requested the Town Treasurer provide an update regarding Stormwater Revenue Bonds during a future meeting.**
- Hunt Street Asphalt/Concrete (A/C) Overlay: A/C paving on Hunt Street is scheduled to begin September 10, 2007. An additional \$6,943 was obtained through a Transportation Improvement Board grant to help subsidize the project.
- Harrison Street/WSF Ferry Lanes: A section of pavement on Harrison Street near the ferry landing is failing. A budget amendment in the amount of \$6,000 will be needed in order to perform A/C overlay.
- San Juan Sanitation Commercial Recycling: The company shared their commercial recycling report with the Town. It is estimated that 15-18% of recycling is being diverted from the transfer station.
- SJ Community Home Trust: No action was taken at the August 16, 2007 meeting in regard to the letter from the SJC Home Trust soliciting the Town, as an "Employer", to invest in future affordable "employee" housing. **Council consensus to decline the Home Trust's offer to invest in affordable "employee" housing.**
- Water/Sewer Rate Study: Finance Consulting Services Group has provided a proposal to update the 2002 Water and Sewer rate and Right to Connect Charge Study issued by the firm in January 2003. The update will populate the rate model with current information and ignore any calculated changes that the model makes pertaining to a possible cost of service shift between classes of customers. **Council requested Administrator Fitch to include the proposal in the 2008 Budget.**
- House Move: A house will be moved through Town on Wednesday, September 12, 2007 between 1:00 a.m. and 6:00 a.m.
- 8" Cast Iron Water Main: A photo of a removed portion of the ruptured water main was distributed.
- Consumer Price Index (CPI): The CPI has risen 3.9% in the first half of 2007, which will represent an estimated \$49,000 increase in the 2008 Budget labor costs.
- Regional Transportation Planning Organization (RTPO): In relation to the EDC Ferry Fare Study, the Town and County were requested to take appropriate steps to join the Skagit & Island RTPO. The County has inquired if the Town has an interest in jointly signing a letter to the WA State Department of Transportation to request funds for assistance to develop a RTPO program. Discussion followed.

### PAYMENT OF CLAIMS AND PAYROLL

Postponed until the evening September 6, 2007 session.

### APPROVAL OF MINUTES

Postponed until the evening September 6, 2007 session.

### NON-AGENDA ITEMS

There we no non-agenda items forthcoming.

### CITIZEN RESPONSE

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Jones adjourned the meeting at 1:56 p.m. The next regular meeting is scheduled for Thursday, September 6, 2007 at 5:30 p.m.

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## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

These minutes were approved on September 20, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, September 6, 2007 – Town Council Chambers –Evening Session

#### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 5:30 p.m.

#### ROLL CALL

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Attorney, Don Eaton; and Clerk, Amy Taylor. Treasurer, Wendy Picinich was not present.

Mayor Jones conducted the flag salute.

#### PUBLIC ACCESS TIME

There were no public access items forthcoming.

#### ANNOUNCEMENTS/SCHEDULE CHANGES

The posted agenda was revised.

#### PUBLIC HEARINGS/MEETINGS/WORK SESSIONS

##### Public Hearing - Rezone Application No. 56

At 5:35 p.m., Mayor Jones opened the public hearing to consider Rezone Application No. 56, a request for a zoning designation change from Single Family Residential to Multi Family Residential by Barbara A. Cox, located at 725 Argyle Avenue.

Mayor Jones asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Jones' inquiry if anyone objected to his or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Jones' inquiry regarding personal interest in the properties or issue. Council responded in the negative to Mayor Jones' inquiry regarding personal gain or loss of financial benefit; and communication with opponents or proponents regarding said permit. Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

Mayor Jones asked Land Use Administrator, Mike Bertrand to present the staff report. Mr. Bertrand entered Exhibit A, site map depicting subject property, into the record; and described the background of the application and staff evaluation. He recommended the Town Council approve the application based on the following criteria: 1) the request is consistent with the adopted Comprehensive Plan; 2) the request is consistent with the classification of the subject property on the Amended 2002 Comprehensive Plan Land Use



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Map; 3) the residence meets all requirements of the multi family zone; and 4) the proposal meets all criteria of the FHMC that are most applicable to this proposal.

Mayor Jones asked the proponents if they would like to comment.

Rod Kulbach, representative for the Applicant, commented on the future intentions for the residence and property.

Mayor Jones asked if Attorney Eaton or Staff wished to make additional comments. None were forthcoming.

Mayor Jones opened the public testimony portion of the hearing. Hearing none, he opened the hearing to Council questions.

Per inquiry of Councilmember Emery, Mr. Bertrand stated that currently the percentage of multifamily zoning within Town limit is at approximately 32% and there are other applications currently being processed.

Mayor Jones asked for additional audience comments. Hearing none, Mayor Jones closed the public input portion of the hearing at 5:41 p.m., reserving the right to reopen if needed, and opened Council deliberations. Councilmembers took turns expressing their views of the application.

**Moved by Ilg, by seconded Gillette, to adopt the staff report dated August 24, 2007; approve Rezone Application No. 56, a request for a zoning designation change from Single Family Residential to Multi Family Residential; and direct staff to prepare Facts and Findings and Conclusions of Law. Motion passed unanimously.**

### Variance Application No. 26 & SEPA No. 259

At 5:45 p.m., Mayor Jones opened the **continued** public hearing from August 16, 2007 to consider Variance Application No. 26 & SEPA No. 259, a petition by Robert and Vonnice Allen / Park at the Harbor Owners Association (PHOA); to allow non-permitted structures consisting of a deck, fireplace and sink to remain on the subject property, tax parcel no. 351149074, Unit 282 Culver Avenue, that have been constructed within the required side and front yard setbacks.

[Clerks Note: The Cantilevered portion extending approximately 2 foot into the side yard setback is referred to as Part 1; Main area of deck over 30" above grade located within the front yard setback is referred to as Part 2; and Fireplace as Part 3.]

Additional exhibits entered into the record are as follows:

- Exhibit N: Letter from PHOA dated August 30, 2007 and Declaration of Indemnification Agreement;
- Exhibit O: Photographs of the Allen property taken by Attorney Weissinger; and
- Exhibit P: Photographs of the Eaton property taken by Attorney Weissinger

Mayor Jones asked for comments from Staff. Administrator Fitch entered Exhibit N into the record.

Mayor Jones asked the proponents if they had comments. Attorney Weissinger, Legal Counsel for the Applicants, entered Exhibit O and Exhibit P into the record. Mr. Weissinger 1) requested the Council reconsider their position regarding Part 1 of the Variance Application, arguing that in order for the applicants to be treated fairly, the Council should consider the precedence created by the previously mentioned variances; 2) explained the basis of Exhibit N, the Indemnification Agreement; and 3) requested the applicants be granted 90 days to comply with any Council direction.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Mayor Jones asked Staff for additional comments.

In reference to a comment made by Mr. Weissinger, Mr. Bertrand stated for the record that the Town Department of Community Development evaluates every application they receive in a nondiscriminatory manner. Mr. Weissinger stated his comment was meant "in general" context.

Mayor Jones opened the hearing to Council questions.

Councilmember Emery inquired if the shrubbery shown in Exhibit O was located on Town property. Administrator Fitch affirmed it was.

Councilmember Brooks questioned "why" the applicants should be granted Part 1 of the application. Mr. Weissinger stated that allowing the cantilevered portion of the deck would add a significant amount of area to what the Applicants consider their front yard. Councilmember Gillette added that in previous testimony, the Applicants state they were misguided by the architect.

At 6:07 p.m., Mayor Jones closed the public input portion of the hearing, reserving the right to reopen if needed, and opened Council deliberations. The Council took turns expressing their views of the application and their positions based on the required criteria as set forth in FHMC 17.84.020.

**Moved by Brooks, by seconded Emery, to approve Part 2 of Variance Application No. 26 & SEPA No. 259, a petition by Robert and Vonnice Allen / Park at the Harbor Owners Association (PHOA); to allow a portion of deck (main area) over 30" above grade located within the front yard setback; and direct staff to prepare Facts and Findings and Conclusions of Law. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT (Continuation of the Afternoon Session)**

At 6:15 p.m., Administrator Fitch continued presenting the Town Council with an update of the following:

- Budget Process: Town Staff have begun compiling the 2008 Budget. Discussion followed regarding the preferred procedure for presenting the preliminary figures to the Council in the upcoming months. **Council consensus to proceed in the same manner as was followed for the 2007 Budget process.**
- Housing Authority: Town was approached by the County regarding the formation of a joint housing authority. Councilmember Brooks explained the intention of the SJC Housing Bank was not to form a SJC housing authority, but to facilitate ways to work with existing housing authorities to meet SJC needs. Discussion followed. Councilmembers Emery and Brooks suggested inviting SJC Staff and Richard Keefe, Housing Bank member, to a future meeting for an update.
- Warbass Way Road Stability Study/Lab Testing: Six "core samples" will be taken from Warbass Way and examined. PanGEO Inc. will determine, based on certain criteria, which of the samples will be delivered to the lab for testing.

### **NON-AGENDA ITEMS**

Clerk Taylor inquired if the Council would be interested in conducting online web surveys.

Councilmember Balcomb-Bartok inquired about donating used pool water to the fire department.

Councilmember Brooks stated that she has developed a different perspective regarding "Timeshares".

Councilmember Balcomb-Bartok inquired about the utility work being conducted on University Way.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### PAYMENT OF CLAIMS AND PAYROLL

Moved by Balcomb-Bartok, second by Brooks to approve the payment of Payroll Warrants Nos. 12469 through 12516 in the amount of \$206,108.33 and Claim Warrants Nos. 29769 through 29834 in the amount of \$119,978.73. Motion passed unanimously.

### APPROVAL OF MINUTES

Moved by Brooks, seconded by Gillette, to approve the minutes of **August 16, 2007 and August 21, 2007 as corrected**. Motion passed unanimously.

### EXECUTIVE/CLOSED SESSION

At 6:45 p.m., Mayor Jones announced that the Council would be holding an executive session to consider real estate property acquisition in accordance with the provisions of RCW 42.30.110(B). Participants: Town Council, Mayor Jones, Administrator Fitch, Attorney Eaton, Clerk Taylor, and Historic Preservation Coordinator Sandy Strehlou. The session ended at 7:44 p.m. for an actual session time of 59 minutes. **No action was taken.**

### ANNOUNCEMENT

Councilmember Illg thanked Administer Fitch for his work with Washington State Ferries regarding the backup generator agreement which was approved at the noon meeting.

Mayor Jones announced that Mr. Fitch's twentieth anniversary of employment with the Town of Friday Harbor as Town Administrator was today.

### CITIZEN RESPONSE

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Jones adjourned the meeting at 7:50 p.m. The next regular meeting is scheduled for Thursday, September 20, 2007.

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These minutes were approved on September 20, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, September 20, 2007 – Town Council Chambers – Afternoon Session

### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 12:00 p.m.

### ROLL CALL

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Council members: Illg, Gillette, Brooks, and Emery.

Others Present: Mayor, David Jones; Treasurer, Wendy Picinich; Clerk, Amy Taylor; and Staff.

Town Administrator, C. King Fitch; Attorney, Don Eaton were not present.

Mayor Jones conducted the flag salute.

### EXCUSED ABSENCE

Mayor Jones asked the Council if they wished to excuse Mr. Balcomb-Bartok. Council unanimously approved his absence.

### PUBLIC ACCESS TIME

Louise Dustrude presented a petition of approximately seventy signatures requesting the Town construct a sidewalk or walking path along the north side of Spring Street between Price Street and Marguerite Place. Councilmember Emery reminded the Council and audience that Administrator Fitch is examining the issue as the Town does not own easements along the entire portion in question. Councilmember Illg commented on pedestrian safety.

### ANNOUNCEMENTS/SCHEDULE CHANGES

The posted agenda was revised.

Clerk Taylor announced only audio of the meeting would be available due to video recorder malfunction.

### DEPARTMENTAL REPORTS

#### Fire

At 12:03 p.m., Fire Chief, Vern Long reported the department has received 85 fire calls year-to-date and recruitment is currently at 34 active members. Mapping of the Trout Lake Watershed is underway to determine a fire management plan for the area. A preliminary plan should be available for review towards the end of 2007. Discussion and inquiry followed regarding compensation for the volunteers fire fighters.

#### Utility

At 12:10 p.m., Utilities Superintendent, Mike Wilks, reported that the Trout Lake water levels and sampling are satisfactory; listed the project schedule for the street and utility departments; and provided an update on the yard waste program. Discussion and inquiry followed regarding specific projects, water quality, and backup options should an emergency happen in the watershed area. Upon inquiry from Councilmember Illg, Mayor Jones reported he is meeting with William Hamilton, Water Management Consultant, in October regarding the watershed area.

#### Historic Preservation

At 12:23 p.m., Historic Preservation Review Board Coordinator, Sandy Strehlou, reported the Historic Preservation Review Board (HPRB) conducted eleven design reviews during the last quarter; provided a synopsis of the Historic Review Incentives Forum; thanked those who participated during the SJC Fair; and described upcoming projects. Discussion and inquiry followed regarding a local registry for historic buildings and incentives provided through the HPRB.

#### Community Development

At 12:32 p.m., Land Use Administrator, Mike Bertrand reported that the Town has collected \$131,000 in permitting fees year-to-date; parking enforcement has started for the new school year; and the County has changed its position on the Urban Growth Area (FHUGA) expansion proposal. Discussion and inquiry followed regarding the real estate market; upcoming permits; and the FHUGA expansion proposal.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### ACTION AND DISCUSSION ITEMS

#### Resolution No. 1592

At 12:43 p.m., Mayor Jones introduced draft Resolution No. 1592, authorizing the Mayor to execute an agreement with John E. Jensen to provide code compliance services. Upon inquiry, Mr. Jensen stated that he received \$41.00 per hour for the 2006-2007 contract period and if said resolution is approved will receive \$43.50 per hour for the 2007-2008 contract period. The additional \$2.50 is based on the Seattle Consumer Price Index (CPI) of 6.1%. Discussion and inquiry followed regarding code compliance; enforcement issues, and how the CPI was determined.

**Moved by Emery, seconded by Gillette, to adopt Resolution No. 1592 as stated. Motion passed unanimously.**

#### Resolution No. 1593

At 12:58 p.m., Mayor Jones introduced draft Resolution No. 1593, authorizing the Mayor to execute an agreement with the engineering firm of Gray & Osborne, Inc. for preparing a preliminary engineering study for the Argyle Avenue and Spring Street intersection. Discussion followed regarding the deliverables of the study.

**Moved by Emery, seconded by Illg, to adopt Resolution No. 1593 as stated. Motion passed unanimously.**

#### Resolution No. 1594

At 1:02 p.m., Mayor Jones introduced draft Resolution No. 1594, authorizing the Mayor to execute a contract for revisions to Lampard Road. The Town received one bid from Richard Lawson Construction, Inc. in the amount of \$48,210.60 for installation of curb, gutter and sidewalk. Tom Steers, Hillcrest Place resident, expressed concerns regarding the proposed project; requested a crosswalk be added at Marguerite Place; and the sidewalk extended along the north side of Spring Street to Price Street. Discussion followed regarding the petition presented during public access; pedestrian safety; and the project's completion schedule.

**Moved by Illg, seconded by Brooks, to continue consideration of draft Resolution No. 1594 until the evening session of September 20, 2007. Motion passed unanimously.**

### PAYMENT OF CLAIMS

Approval of Claims postponed until the evening session of September 20, 2007.

### APPROVAL OF MINUTES

Moved by Gillette, seconded by Brooks, to approve the minutes of **September 6, 2007 as corrected.** Motion carried.

[Clerks Note: The subject in question will be added to a future agenda.]

### NON-AGENDA ITEMS

Mayor Jones announced he would be unavailable for the evening session and meetings of October 4, 2007; and asked the Council if they would like to nominate a Mayor Pro-Tem.

**Moved by Gillette, seconded by Emery to elect Councilmember Brooks as Mayor Pro-Tem for the evening session of September 20, 2007 and afternoon and evening sessions of October 4, 2007. Motion passed unanimously.**

### CITIZEN RESPONSE

There were no public access items forthcoming.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Jones adjourned the meeting at 1:39 p.m. The next regular meeting is scheduled for Thursday, September 20, 2007 at 5:30 p.m.

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These minutes were approved on October 4, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, September 20, 2007 – Town Council Chambers –Evening Session**

#### **CALL TO ORDER**

The Town Council met in regular session with Mayor Pro-Tem Brooks presiding. Mayor Pro-Tem Brooks called the regular session to order at 5:30 p.m.

#### **ROLL CALL**

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.  
Others Present: Treasurer, Wendy Picinich; and Clerk, Amy Taylor.  
Town Administrator, C. King Fitch; Attorney, Don Eaton; and Mayor, David Jones were not present.

Mayor Pro-Tem Brooks conducted the flag salute.

#### **PUBLIC ACCESS TIME**

There were no public access items forthcoming.

#### **ANNOUNCEMENTS/SCHEDULE CHANGES**

The posted agenda was revised.

#### **ACTION AND DISCUSSION ITEMS**

##### Findings of Fact – Rezone Application No. 56

At 5:33 p.m., Mayor Pro-Tem Brooks introduced the Findings of Fact and Conclusions of Law for Rezone Application No. 56, regarding a request for a zoning designation change from Single Family Residential to Multi Family Residential by Barbara A. Cox, located at 725 Argyle Avenue. The subject property was approved unanimously by Council motion to be rezoned to Multi Family Residential and staff directed to prepare Findings of Fact and Conclusions of Law for Council review and approval per the public hearing of September 6, 2007. Land Use Administrator, Mike Bertrand briefly recalled the public hearing.

**Moved by Illg, seconded by Emery to adopt the Finding of Fact as stated above. Motion passed unanimously.**

##### Stormwater Revenue Bonds

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

At 5:36 p.m., Mayor Pro-Tem Brooks opened the discussion regarding Stormwater Revenue Bonds to fund the stormwater improvements to Larson Street and Tucker Avenue. Treasurer Picinich provided a report analyzing payment options for a \$1,000,000 Stormwater Revenue Bond over a 15, 18, and 20 year period; and, detailed how such a bond may impact "existing equivalent residential units" (ERU) fees over those time periods. Discussion and inquiry followed. **Council requested this topic be added to the October 4, 2007 Agenda.**

### Resolution No. 1594

At 5:45 p.m., Mayor Pro-tem Brooks reintroduced draft Resolution No. 1594, authorizing the Mayor to execute a contract for revisions to Lampard Road. Treasurer Picinich stated that the Contractor is scheduled to begin construction of the sidewalk the beginning of October 2007 to accommodate the Town's needs; and should the resolution be delayed, the Town will forfeit the opportunity to perform the revisions in 2007. In relation to the afternoon discussion regarding the portion of Spring Street, between Marguerite Place and Price Street, the Town would need to purchase easements to construct a sidewalk or walking path. Discussion and inquiry followed. Mr. Bertrand described the Lampard Road sidewalk design and anticipated traffic flow.

**Moved by Emery, seconded by Illg to adopt Resolution No. 1594 as stated. Motion passed unanimously.**

### **NON-AGENDA ITEMS**

Councilmember Gillette distributed an article titled "The Backlash Against Bio-fuels" from Investor's Business Daily, dated September 17, 2007. Discussion followed regarding the Town's use of Bio-fuel.

Councilmember Balcomb-Bartok notified the Council of potential tandem issues resulting from the cul-de-sac area in the Village Grove community. Mr. Balcomb-Bartok described the asphalted area, abutting the Friday Harbor High School ballfield; expressed concerns regarding the stormwater drainage; shared complaints from neighborhood residents regarding use of the cul-de-sac; and inquired about Town standards for curb, gutter and sidewalk in cul-de-sac areas. Mr. Bertrand addressed the stormwater issue first, stating that that 1) the maintenance of the stormwater drainage in question is the responsibility of School District No. 189; 2) the project's engineers have determined the retainage ponds to be of adequate size per the original design; and 3) Town will be meeting with Michael Soltman, School Superintendent, to inspect the stormwater facilities to determine if they were installed and maintained properly per the original design. Mr. Bertrand reviewed other issues resulting from the cul-de-sac area, including access to the ballfield, and measures in which the Town are addressing them. Per the inquiry regarding Town standards, Mr. Bertrand explained the definitions per municipal code and conditional uses per the replating of Village Grove. Discussion and inquiry followed. **Council requested this topic be added to the October 4, 2007 Agenda.**

Councilmember Illg informed the Council that she will be attending the "Sustainable Communities Conference" sponsored by the Association of Washington Cities on September 26-28, 2007.

### **PAYMENT OF CLAIMS**

Moved by Emery, second by Balcomb-Bartok to approve the payment of claim warrants Nos. 29836 through 29897 in the amount of \$141,212.02. Motion passed unanimously.

### **CITIZEN RESPONSE**

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Pro-tem Brooks adjourned the meeting at 6:16 p.m. The next regular meeting is scheduled for Thursday, October 4, 2007.

# MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

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These minutes were approved on October 4, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



## SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, October 4, 2007 – Town Council Chambers – Afternoon Session

### CALL TO ORDER

The Town Council met in regular session with Mayor Pro-Tem Brooks presiding. Mayor Pro-Tem Brooks called the regular session to order at 12:00 p.m.

### ROLL CALL

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Town Administrator, C. King Fitch; Treasurer, Wendy Picinich; and Clerk, Amy Taylor. Mayor David Jones was not present.

Mayor Pro-Tem Brooks conducted the flag salute.

### PUBLIC ACCESS TIME

Mike Calhoon, member of the SJI Community Radio Board, requested a "virtual" permission to locate an antenna at the Town owned Hillview Terrace property, to be used for a non-commercial educational radio station. Mr. Calhoon explained the virtual permission is a requirement of the application to the FCC and will need to be filed by October 12, 2007. Discussion and inquiry followed regarding the site, station, antenna and Hillview Terrace Homeowner Association. **Council will discuss the topic further during the October 4, 2007 evening meeting.**

Doris Estabrooks, SJI resident, presented a petition and educational materials in support of banning polystyrene food containers (Styrofoam) in Friday Harbor. Discussion followed. **Council will discuss the topic further during the October 4, 2007 evening meeting.**

### ACTION AND DISCUSSION ITEMS

#### Stormwater Issues adjacent to the Village Grove Subdivision

At 12:17 p.m., Mayor Pro-Tem Brooks opened discussion regarding stormwater facility concerns resulting from the parcel owned by the SJI School District (sports field project), abutting the Village Grove Subdivision. Councilmember Balcomb-Bartok explained the basis of an email received from Mike Louchs, Village Grove resident; and expressed concerns regarding stormwater drainage for the subject property. Mr. Fitch described 1) requirements of Conditional Use Permit No. 62, which includes the condition that in order to obtain an occupancy permit, a Town approved engineer will inspect the stormwater drainage facilities on the site in order to determine if it is operating adequately; 2) history of the project; 3) current sequencing of the project; and 4) temporary measures being taken to mitigate current stormwater run-off. Michael Soltman, School



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Superintendent, assured the Council that the School District is taking necessary measures to address the concerns noted and that he felt the stormwater system design will be adequate once fully installed.

Mr. Fitch addressed a related issue of the cul-de-sac design located at the end of Coho Way and abutting the subject property. Mr. Fitch explained 1) the Town standard for curb, gutter and sidewalk; and 2) that he had authorized the design to deviate from those standards and the basis thereof. Discussion and inquiry followed regarding the standards and access to the ballfield through the cul-de-sac.

### Issuance of Revenue Bonds for Stormwater Improvements on Larson Street

At 12:48 p.m., Mayor Pro-Tem Brooks opened the discussion of the issuance of a revenue bond for stormwater improvements on Larson Street. Administrator Fitch 1) explained that stormwater improvement projects have become a significant element of Capital Facilities Plan for the Town; 2) recommended stormwater rates be added to the scope of work for the proposed "Water & Sewer Connection Rate Study" to develop appropriate rate increases for ensuing years; and 3) provided preliminary figures for the issuance of a bond and rate increases to fund future stormwater projects. Treasurer Picinich explained the interest structure of a revenue bond. Discussion and inquiry followed.

### Spring Street Right-of-Way Improvements from Marguerite Place to Price Street

At 1:03 p.m., Mayor Pro-Tem Brooks opened discussion regarding the construction of a sidewalk or walking path along the north side of Spring Street between Price Street and Marguerite Place. Administrator Fitch explained the Town would need to acquire proper easements from the Catholic Church (owner) in order to construct a walking path. Discussion and inquiry followed regarding the stormwater ditch along the property; crosswalk placement; and the complicity of the Church allowing the path if the Town funded its construction. **Council consensus to have the Town Administrator contact the Catholic Church to explore options further.**

## ADMINISTRATOR'S REPORT

At 1:13 p.m., Administrator Fitch presented the Town Council with an update of the following:

- Regional Transportation Planning Organization (RTPO) Letter: A draft letter requesting RTPO was provided to the Council. Discussion and inquiry followed regarding joining a RTPO, volunteer and staff time, meetings and funding.
- Town Elected Official Compensation: Per the 2007 AWC Salary and Benefit Survey, compensation averaged from 22 comparable cities is \$220 per month for Councilmembers and \$640 per month for Mayor. Currently, the Town Councilmembers receive \$340 per month and the Mayor receives \$592 per month. Discussion followed regarding raising the salary for the position of Mayor.
- Non-Represented Employee Compensation: Administrator Fitch asked the Council if they preferred a salary comparison/analysis or use of the 3.9% Consumer Price Index (CPI) to determine the 2008 salary increase for non-represented employee. The Council had an interest in reviewing an analysis for the non-represented employee salaries.
- Friday Harbor Urban Growth Area (FHUGA) Boundary Expansion: SJC is recommending a two phase proposal in order to facilitate the annexation of the Buck Property on Turn Point Road. Phase I will include areas on the Town proposed boundary map. Phase II will include areas on the County proposed boundary map.
- Community Development Block Grant (CDBG): SJC will conduct a study to determine the costs for installation of infrastructure, specifically for the Buck Property, included in the FHUGA Phase I. The Town has been asked to co-sign a CDBG grant application with SJC and the Home Trust to help fund the needed infrastructure. Town would match \$1500 if approved for consulting fees. Discussion followed. **Council consensus to authorize the Administrator to co-sign the CDBG grant application and approve the in-kind match of \$1,500 if the funding is approved.**

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

- State Audit Exit Interview: Town successfully passed the State Audit. The Council commended the Town Administration.
- 2008 Preliminary Budget Memo: The distributed memo indicates the preliminary 2008 Town of Friday Harbor Budget is available for review in the Administrator's office. However, the Mayor, as the Chief Administrative Officer, will not have the opportunity to review it until October 10, 2007 as he is currently on vacation.
- Submarine Sewer Replacement Project: Revisions have been made to the schedule for the submarine sewer main replacement project. The schedule was posted for Council review.

### PAYMENT OF CLAIMS AND PAYROLL

Moved by Emery, second by Gillette, to approve the payment of Payroll Claim Warrants Nos. 12517 through 12602 in the amount of \$197,671.94 and Claim Warrant Nos. 29901 through 29959 in the amount of \$103,057.58. **Motion passed unanimously.**

### APPROVAL OF MINUTES

Moved by Emery, seconded by Ilg, to approve the afternoon minutes of **September 20, 2007 as submitted. Motion carried 4-0 with Balcomb-Bartok abstaining due to his excused absence from said meeting.**

Moved by Emery, seconded by Balcomb-Bartok, to approve the evening minutes of **September 20, 2007 as submitted. Motion passed unanimously.**

### NON-AGENDA ITEMS

Non-agenda items were postponed until the evening meeting of October 4, 2007.

### CITIZEN RESPONSE

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Pro-Tem Brooks adjourned the meeting at 1:47 p.m. The next regular meeting is scheduled for Thursday, October 4, 2007 at 5:30 p.m.

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These minutes were approved on October 18, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, October 4, 2007 – Town Council Chambers –Evening Session**

### CALL TO ORDER

The Town Council met in regular session with Mayor Pro-Tem Brooks presiding. Mayor Pro-Tem Brooks called the regular session to order at 5:30 p.m.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### ROLL CALL

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Town Administrator, C. King Fitch; Attorney, Don Eaton; Treasurer, Wendy Picinich; and Clerk, Amy Taylor. Mayor David Jones was not present.

Mayor Pro-Tem Brooks conducted the flag salute.

### PUBLIC ACCESS TIME

There were no public access items forthcoming.

### ACTION AND DISCUSSION ITEMS

#### Spring and Blair Streets Intersection

At 5:32 p.m., Mayor Pro-Tem Brooks presented photographs of the Spring and Blair Street intersection/bumpout and proposed the Town alter the radius in order to make the corner more easily navigable for vehicular traffic. Discussion and inquiry followed regarding the parallel parking space closest to the bumpout, pedestrian safety and traffic flow. **Council consensus for the Administrator to obtain a cost estimate to alter the radius of the sidewalk/bumpout.**

#### Town Hall Renovation Plans

At 5:43 p.m., Mayor Pro-Tem Brooks opened discussion regarding Town Hall facility space needs. Administrator Fitch explained the current configuration of Town Hall; made available the 1998 study and preliminary designs for renovations to the building; and provided the structural history of the building. Discussion followed regarding staff efficiency, current and future space needs, history of the Town Hall building; and options for funding such a project. No action was taken.

#### Ordinance No. 1344

At 6:23 p.m., Mayor Pro-Tem Brooks introduced draft Ordinance No. 1344, rezoning a portion of Lot 1 of the Ellingson Short Plat, Tax Parcel #351491523, located at 725 Argyle Avenue from Single Family Residential to Multi-family Residential. No discussion ensued.

**Moved by Illg, seconded by Gillette, to adopt Ordinance No. 1344 as stated. Motion passed unanimously.**

### NON-AGENDA ITEMS

Councilmember Illg provided brochures; reported on the recent AWC Sustainable Technology Conference in which she attended in September; and expressed an interest in the Town becoming involved in policies for sustainability and climate change.

Mayor Pro-Tem Brooks reopened discussion from the afternoon meeting regarding the ban of polystyrene food containers (Styrofoam). Discussion followed regarding implementing a ban by ordinance verses an educational and voluntary campaign. **Council consensus to draft a resolution declaring Town Hall a "Styrofoam Free Zone" and encourage local Town and County businesses to adopt such measures.**

Mayor Pro-Tem Brooks reopened discussion from the afternoon meeting regarding granting permission to the SJI Community Radio Board to locate and maintain an antenna at the Town owned Hillview Terrace property. Discussion and inquiry followed regarding the application, site, antenna and Hillview Terrace Homeowner Association.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Moved by Gillette, seconded Balcomb-Bartok to authorize the Town Administrator to grant permission and assign a location for the SJI Community Radio Board to house, use and maintain a radio antenna and necessary apparatus on a portion of the Hillview Terrace "water tank" property for a low-frequency, non-commercial, educational radio station; subject to staff recommendations and conditions, approval from the Hillview Terrace Homeowner Association, and any other applicable parties. Motion passed unanimously.

Mayor Pro-Tem Brooks commented on a recent Washington State Ferries meeting in which she attended. Meeting topics included information on the fall ferry schedule, commuter programs, funding and economic development. Discussion followed. Councilmembers Balcomb-Bartok and Illg expressed interest in having representation at the Ferry Summit in Kitsap County this winter.

Mayor Pro-Tem Brooks commented on the lack and need for temporary accommodations (shelter) for people who find themselves in homelessness and/or abusive situations. Discussion followed regarding the limited resources available in San Juan County.

Administrator Fitch inquired if the Town Council desired to begin the process to revise the sign ordinance, noting past comments from the Council and complaints from the business community. Councilmember Emery stated the SJI Chamber of Commerce and FH business community are currently reviewing the ordinance and plan to recommend changes to the Town Council. Discussion followed. Councilmember Balcomb-Bartok, liaison to the Chamber, will attend related Chamber meetings and report their progress to the Council.

### CITIZEN RESPONSE

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Pro-Tem Brooks adjourned the meeting at 7:13 p.m. The next regular meeting is scheduled for Thursday, October 18, 2007.

\* \* \* \* \*

These minutes were approved on October 18, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, October 18, 2007 – Town Council Chambers – Afternoon Session
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### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 12:00 p.m.

### ROLL CALL

Council members: Illg, Gillette, Balcomb-Bartok, and Emery.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Treasurer, Wendy Picinich; and Clerk, Amy Taylor. Attorney, Don Eaton, was not present.

Mayor Jones conducted the flag salute.

### EXCUSED ABSENCE

Mayor Jones asked the Council if they wished to excuse Councilmember Brooks. Council unanimously approved her absence.

### ANNOUNCEMENTS/SCHEDULE CHANGES

There were no announcements.

### PUBLIC ACCESS TIME

Farhad Ghatan, Blair Avenue property owner, commented on the oversized commercial vehicles that are parking for extended periods of time on the south-western portion of Blair Avenue. Mr. Ghatan suggested the Council consider an ordinance that will impose a time limit on these types of vehicles.

Jack Cory, Blair Avenue property owner, commented that parking on the south-western portion of Blair Avenue was "haphazard" and requested the Council extend the striping for parking to Spring Street in order to improve safety, visibility and availability of parking spaces. He was not opposed to imposing time limits in that area.

Ralph Hahn, Director of the Economic Development Council (EDC) presented their quarterly performance report to the Council. The report included a brief narrative. Per Councilmember Illg's request, Mr. Hahn informed the Council of upcoming EDC sponsored workshops and studies.

### ACTION AND DISCUSSION ITEMS

#### Homes for Islanders (HFI) – Utility Connection Fees

At 12:10 p.m., Mayor Jones invited John Campbell, HFI Vice-president, to explain the request by HFI for \$8,000 in "HB2060" funds to partially subsidize Town utility connection fees for very low income home builders at Park Plaza self-help housing project. Mr. Campbell stated that if granted, the funds would aid in reducing the mortgages of at least 2 low-income homeowners. He suggested the Council consider granting the funds directly to HFI to use as a "recycling loan". Administrator Fitch explained 1) there is currently a balance of \$8,000 available in the HB2060 fund per an Interlocal Agreement 05SJ08 with SJC and \$19,000 available in the Utility Connection Deferral Fund per Ordinance No. 1277; 2) the eligible uses and background of each fund; and 3) that the request is feasible should the Council direct staff to develop a policy for distribution of funds. Discussion and inquiry followed including the cost of utility installation and the funding of a rental assistance program.

**Moved by Balcomb-Bartok, seconded by Emery to direct Staff to develop an application process, criteria and protocol for dispersal of HB2060 funds in accordance with RCW 36.22.178. Motion passed 4-0.**

Mayor Jones inquired if the Council wished to address the request of \$8,000 at this time. **Council consensus to establish a policy for dispersal of HB2060 funds prior to considering the request from HFI for \$8,000.**

#### Homes for Islanders (HFI) – Building Permit Fees

In addition to the request for HB2060 funding, HFI had requested consideration of a "50% reduction in building permit fees" for the Park Plaza self-help housing project. Administrator Fitch provided a copy of

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Ordinance No. 1337, outlining the plan review fees of duplicate buildings permitted under the same development. Mr. Campbell thanked the Town for their consideration. No discussion followed.

### SJC Marine Resources Committee (MRC) – Co-sponsor Stormwater Education Grant

At 12:24 p.m., Mayor Jones opened consideration of a co-sponsored Stormwater Education Grant/Agreement with the MRC. Mary Knackstedt, MRC Coordinator explained 1) the grant funding, through the Department of Ecology, would be used to provide technical assistance and educational outreach for businesses in an effort to reduce pollution; 2) the grant would be a collaboration between the MRC, SJC and Town; 3) there are no matching funds required; and 4) applications are due by October 29, 2007. Councilmember Emery inquired if the grant/agreement had any regulatory measures. Ms. Knackstedt answered that the Grant/Agreement is only educational and has no regulatory value. Discussion followed regarding the program and due date of the application.

**Moved by Balcomb-Bartok, seconded by Emery to authorize the Mayor to co-sponsor a Stormwater Education Grant/Agreement with SJC, pending the recommendation of the Town Administrator. Motion passed 4-0.**

## **PUBLIC HEARINGS**

### Amendments to the 2007 Town Budget

At 12:43 p.m., Mayor Jones opened the public hearing to consider amendments to the 2007 Town Budget. Administrator Fitch explained that the Council was informed throughout the year as changes to the Budget were anticipated. Amendments to the 2007 Town Budget included: Adjustment to beginning cash balances; changes in personnel and positions; adjustments to anticipated investment earnings; and increase in travel/training for personnel. Council stated the amendments appeared self-explanatory and each examined specific line items.

At 12:52 p.m., hearing no further Council comment or public input, Mayor Jones closed the public hearing regarding the amended 2007 Town Budget.

### Ordinance No. 1345

**Moved by Ilig, seconded by Balcomb-Bartok to adopt Ordinance No. 1345, amending the 2007 Budget for the Town of Friday Harbor as presented in "Attachment A". Motion passed 4-0.**

## **ACTION AND DISCUSSION ITEMS (continued)**

### Ordinance No. 1346

At 12:55 p.m., Mayor Jones introduced draft Ordinance No. 1346, amending Ordinance No. 945, and FHMC Chapter 10.04, concerning restricted parking on fire apparatus access roads. Administrator Fitch explained the draft ordinance is to restrict vehicles from parking on fire apparatus access roads unless the vehicle is in the process of being loaded or unloaded and the driver thereof is in actual attendance of the vehicle. Discussion followed regarding vehicles blocking fire lanes, ticketing and providing appropriate signage.

**Moved by Gillette, seconded by Balcomb-Bartok to adopt Ordinance No. 1346 as stated. Motion passed 4-0.**

### Discussion of Process – Economic Development Element (EDE) of the Comprehensive Plan

At 1:02 p.m., Mayor Jones opened discussion of process to incorporate an EDE into the Comprehensive Plan. Land Use Administrator Mike Bertrand reminded the Council that in February 2007 the Town received grant money to draft an economic development document and requested approval to forward the draft document to the EDC to edit and format for incorporation into the FH Comprehensive Plan. Discussion and inquiry followed regarding the service the EDC will render, policy and environmental issues.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

**Council consensus to forward the draft 2007 Economic Development Element to the Economic Development Council for review and recommendation.**

### ADMINISTRATOR'S REPORT

At 1:02 p.m., Administrator Fitch presented the Town Council with an update of the following:

- Washington State Ferries (WSF) Letter: The WSF forwarded an informational packet regarding new legislation (ESHB 2358) for long-term sustainability of the Ferry system; and requested representatives to participate in planning efforts. Discussion followed. **Council consensus to appoint Land Use Administrator Mike Bertrand and Councilmember Liz Illg to participate in upcoming "public participation opportunities" and planning efforts concerning ESHB 2358, "the Ferry Bill".** Mr. Hahn suggested that Alex MacLeod, SJC Ferry Advisory Committee Chair, be invited to brief the Council on this issue.
- FH Athletic Association (FHAA) Letter: The FHAA forwarded a letter requesting financial support from the Town to fund parking lot lighting for the sports field project in the amount of \$3,000. Discussion followed including the forthcoming Operational Use Agreement. **Moved by Balcomb-Bartok, seconded by Emery to address the request during the 2008 budget process. Motion passed 4-0.**
- Email: Mr. Bertrand received an email inquiring about the progress of the FHAA sports field project. It requested the correspondence be shared with the Council. Administrator Fitch inquired if the Council would prefer a memo or just the direct response to the sender. Council was favorable to a copy of the direct response to the correspondent.
- SJI Community Radio Board (SJICRB): The Hillview Terrace Home Owners Association withdrew their preliminary support of the SJICRB's application to locate and maintain an antenna at the Town owned Hillview Terrace Property. The SJICRB had mistakenly e-filed their application with the FCC; conveyed their sincerest apologies to the Council; and are taking steps to secure an alternative location and amend/retract the application.
- Spring and Blair Street Intersection Revision: Postponed until Councilmember Brooks can be in attendance.
- Spring Street Right-of-Way (ROW) Improvements: Potential ROW improvements for a walking path on the north side of Spring Street between Marguerite Place and Price Street would cost approximately \$7,000.

### PAYMENT OF CLAIMS AND PAYROLL

Postponed until the evening session of October 18, 2007.

### APPROVAL OF MINUTES

Moved by Gillette, seconded by Emery, to approve the minutes of **October 4, 2007 as submitted.** Motion passed 4-0.

### WORK SESSION

#### 2008 Town Budget

At 1:29 p.m., Mayor Jones presented the preliminary 2008 Town Budget; commented on the introductory memo dated October 17, 2007; and encouraged the Council to keep a "long range view" while reviewing the preliminary budget. Administrator Fitch commented that the preliminary budget contains substantial funding cuts from departments in an effort to balance the document. Further discussion was postponed until the evening session of October 18, 2007.

### CITIZEN RESPONSE

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Jones adjourned the meeting at 1:32 p.m. The next regular meeting is scheduled for Thursday, October 18, 2007.

\* \* \* \* \*

These minutes were approved on November 1, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, October 18, 2007 – Town Council Chambers – Evening Session

#### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 5:30 p.m.

#### ROLL CALL

Council members: Ilg, Gillette, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Attorney, Don Eaton; Treasurer, Wendy Picinich; and Clerk, Amy Taylor.

Mayor Jones conducted the flag salute.

#### EXCUSED ABSENCES

Councilmember Brooks was excused at the October 18, 2007 afternoon meeting.

#### PUBLIC ACCESS TIME

Marc Forlenza, President of the Park at the Harbor Condo Association (PHOCA), requested to speak regarding the request by the SJ Community Theatre to lease a portion of the First Street right-of-way. Mayor Jones postponed statements from the PHOCA until the subject was heard during the allotted agenda time.

Mike Loucks, Village Grove resident, presented a petition of 21 signatures requesting the Town enforce the Village Grove plat agreement and require that the cul-de-sac on Coho drive be built to Town standards; including curb, gutter, and sidewalk. Mr. Loucks commented on construction, aesthetics and access issues relating to the cul-de-sac.

#### ACTION AND DISCUSSION ITEMS

##### Finding of Fact and Conclusions of Law – 282 Culver Avenue

At 5:37 p.m., Mayor Jones introduced the Findings of Fact and Conclusions of Law for Variance Application No. 35, regarding a request by Robert and Vonnice Allen, pertaining to property located at 282 Culver Avenue and commonly referred to as Unit 282, A PARK AT THE HARBOR. Portions of the subject property were granted a variance by Council motion and staff directed to prepare Findings of Fact and Conclusions of Law for Council



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

review and approval per the public hearings of August 16, 2007 and September 6, 2007. Attorney Eaton stated all conditions and declarations of the application have been met.

**Moved by Emery, seconded by Balcomb-Bartok to adopt the Finding of Fact as stated above. Motion passed 3-1 with Gillette opposed.**

### Presentation – SJ Community Theatre (SJCT)– First Street Right-of-Way (ROW)

At 6:40 p.m., Mayor Jones opened consideration of the request by the SJCT to lease a 20 by 65 foot portion of the First Street ROW for the purpose of developing a small garden or park on the northeast side of the SJCT building. Farhad Ghatan, Chair of the SJCT Buildings & Grounds Committee, explained the nature of the request and provided an overview of the SJCT's conceptual plans. Administrator Fitch added that he had spoken with theatre representatives regarding conceptual landscaping improvements and stated allowable uses of the ROW under the FHMC. Mark Forlenza read a letter on behalf of PHCOA requesting the Council not consider the lease request until the SJCT can make plans available to the neighboring residents for comment. Nordine Jensen objected, in general, to public ROW being leased for private use. The Council was favorable to the concept of a garden, however declined to make any decision until further information could be obtained. Mr. Ghatan stated that at this point in time, the project is still in the conceptual stage and assured the Council that they would work with PHCOA to alleviate their concerns. Mr. Forlenza stated that potential privacy, noise and nuisance issues were of major concern, in respect to the project's proximity to the condos. Janice Peterson, President of SJCT Board, commented that the scope of work and design are in preliminary stages and asked the Council narrow the scope of the discussion to the issue at hand. Mayor Jones suggested postponing the lease request until further information could be obtained. Councilmember Gillette expressed desire to have the request to lease a portion of the ROW approved; while the other Councilmembers present preferred to postpone for further discussion.

**Moved by Illg, seconded by Gillette, to postpone the request of the SJCT to lease a portion of the First Street ROW until further information may be obtained. Motion passed 4-0.**

### Resolution No. 1595 – Styrofoam

At 6:02 p.m., Mayor Jones introduced draft Resolution No. 1595, a resolution declaring Town Hall a "Styrofoam Free Zone" and encouraging local businesses to voluntarily ban Polystyrene (Styrofoam) food containers. Discussion followed regarding community support and wording of the resolution, and the impact of foam products on Town owned facilities. Councilmember Gillette expressed concerns regarding the passing of resolutions which only reflect the Council's opinion.

**Moved by Illg, seconded by Balcomb-Bartok to declare Town Hall a "Styrofoam Free Zone" and encourage local businesses to voluntarily ban Polystyrene food containers. Motion passed 3-1 with Gillette opposed.**

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Gillette, second by Emery to approve the payment of Claim Warrants Nos. 29962 through 30014 in the amount of \$92,406.73. Motion passed unanimously.

### **ANNOUNCEMENTS**

Administrator Fitch announced that Town Employee, Matt Pranger severely sprained his ankle in a work related accident at the **Wastewater Sewage Treatment Plant** on October 18, 2007.

### **WORK SESSION**

#### 2008 Town Budget

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

At 6:16 p.m., Mayor Jones opened discussion of the preliminary 2008 Budget. Administrator Fitch explained that requests from departments exceeded anticipated revenues. Therefore, various items were not funded. Administrator Fitch reviewed 1) the introductory memo dated October 17, 2007 which highlighted notable anticipated revenues and expenditures; 2) a spreadsheet containing the various requests from agencies and departments that were either full or partially funded or cut from the budget; and 3) the current fund and specific portions of departmental funds as questions related to the aforementioned spreadsheet. Councilmembers randomly inquired about line items of interest and rate structures reflected in the budget as the Administrator reviewed the various requests.

At 7:04 p.m., Administrator Fitch explained the time limitations for budget adoption set by State Law and recommended the Council convene on November 29, 2007 for the public hearing to adopt the 2008 Budget.

### NON-AGENDA ITEMS

Councilmember Balcomb-Bartok revisited the Village Grove (VG) cul-de-sac issue and urged the Council to maintain the Town's standards for gutter, curb and sidewalk; noted previous points of concern made by Mr. Loucks; and inquired which party should be held responsible should the issue turn into a civil matter. Attorney Eaton responded that he was not prepared to speak to this issue, however provided several scenarios. Administrator Fitch acknowledged that the Town staff worked with representatives of the VG subdivision and School District to develop the conditions that appear on the face of the plat, but basically they were the agreements arrived at by the two negotiating parties. Should VG residents wish to strictly enforce the declarations of the plat agreement, the School may have to comply with them. Administrator Fitch commented that the issues involving the sports field property were not caused by any one party.

In the related issue of stormwater concerns, Administrator Fitch stated the School District has scheduled a Town approved engineer to inspect the stormwater facilities at the project.

**Moved by Balcomb-Bartok, seconded by Illg to direct the Town Administrator to require the School District make necessary revisions to the cul-de-sac on Coho Drive to meet Town standards of curb, gutter and sidewalk. Motion passed 3-1 with Gillette opposed.**

Councilmember Kelley Balcomb-Bartok asked Attorney Eaton if Member Laura Saccio serving on the Lodging Tax Advisory Committee was a conflict of interest and/or appearance of fairness issue, as she also serves on the SJJ Visitor's Bureau Executive Board. Councilmember Emery reminded the Council that though Ms. Saccio is on the LTAC, she does not vote on the SJIVB application and that she serves on the SJIVB as the LTAC representative. Discussion followed regarding appearance of fairness.

In relation to an earlier Public Access issue, Councilmember Emery inquired if the Council wished to address parking on Blair Avenue of commercial vehicles (with signage) for extended periods of time. Discussion followed regarding what constitutes advertising or storage versus parking. Mayor Jones directed Administrator Fitch to stripe the parking area in question. Council will revisit this issue in the future if striping the area does not remedy the situation.

### CITIZEN RESPONSE

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Jones adjourned the meeting at 7:45 p.m. The next regular meeting is scheduled for Thursday, November 1, 2007.

\* \* \* \* \*

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

These minutes were approved on November 1, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, November 1, 2007 – Town Council Chambers – Afternoon Session

#### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 12:00 p.m.

#### ROLL CALL

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Treasurer, Wendy Picinich; and Clerk, Amy Taylor.

Mayor Jones conducted the flag salute.

#### ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Jones and Councilmember Brooks presented a proclamation to Daniel Rateng and a letter of commendation to Joanruth Baumann and Dick Coffey in appreciation for their volunteer efforts in Kunya, Kenya, Africa.

#### PUBLIC ACCESS TIME

Deborah Pigman, SJI Chamber of Commerce Director, thanked the Town for their 2007 Hotel Motel Tax grant funding and urged the Council to renew the Chamber's 2008 grant request of \$20,000 to support operations for the Visitor Information Center.

#### ACTION AND DISCUSSION ITEMS

##### Lodging Tax Advisory Committee Recommendations (LTAC)

At 12:07 p.m., Mayor Jones thanked Councilmember Emery and Balcomb-Bartok and committee members for their efforts on the LTAC. Councilmember Emery introduced LTAC Member David Pass to present the LTAC recommendations for 2008 Hotel Motel Tax grant funding. Mr. Pass listed the recommendations as so:

NW Workforce Development Council	\$1,105.21	Westcott Bay Institute	\$10,214.45
Visitors Bureau		\$68,079.69	Whale Museum
	\$5,642.35		
SJI Chamber – Promotion	\$4,482.23	SJI Chamber – Visitor Center	
	\$8,110.78		
SJI Art Studio Tour	\$1,255.63	Town Graphics	
	\$1,110.76		

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Councilmember Emery commented on the process and criteria used for 2008 funding. Councilmember Balcomb-Bartok informed the Council the process will be reevaluated for 2009 funding and stated his reasons for voting against the recommendations during the LTAC meeting on October 25, 2007. Discussion followed regarding the letter received from Waterworks Gallery regarding the application submitted by the Westcott Bay Institute.

**Moved by Emery, seconded by Balcomb-Bartok to accept the recommendations of the LTAC for disbursement of 2008 Hotel Motel Tax Grant funds; subject to the Applicants' ability to execute a contract with the Town. Motion passed 4-0 with Balcomb-Bartok abstaining.**

### Letter of Intent - Joint Use Meeting Space

At 12:18 p.m., Mayor Jones asked the Council for permission to draft a letter of intent to move forward with negotiations for a joint use meeting space in the SJC Legislative Building. Per Councilmember Illg's inquiry, Mayor Jones explained that said letter will initiate further negotiations, but does not commit the Town to accepting any terms or action for a joint use meeting space with the County. Administrator Fitch commented that he believed the letter was a formality of the County to allow their employees to enter into the negotiating process. Councilmember Gillette inquired about the estimated costs of the meeting space.

**Moved by Brooks, seconded by Emery to authorize the Mayor to submit a letter of intent to the SJC Council to move forward with negotiations for a joint use meeting space in the SJC Legislative Building. Motion passed 4-1 with Gillette opposed.**

## WORK SESSION

### 2008 Town Budget

At 12:28 p.m., Mayor Jones opened discussion of the draft 2008 Town Budget. Administrator Fitch provided a calendar noting the mandatory time limitations set by the State and explained the major steps in the adoption process. Mayor Jones suggested the Council review the document one page at a time, beginning with the Current Fund.

Councilmembers randomly inquired about and commented on line items of interest, rate structures and revenues reflected in the budget such as: property tax levy; personnel staffing and salary increases; allocations to the SJI Chamber, EDC and SJC Sheriff; parking enforcement; election costs; computer software; office furniture; Town infrastructure; and others.

Chief Vern Long reviewed each of the fire department's requests. Mr. Long explained from a safety standpoint, much of the equipment and gear will need to be replaced; and that there are options available for doing that, such as a lease to purchase option. Discussion followed including larger budget items; wildland fire prevention; merging of fire departments; and general funding. Chief Long again stressed the need for adequate safety equipment.

~~Administrator Fitch noted two budget items that were not reflected in the draft budget. The first was the request of the SJI Senior Center for partial funding of an emergency generator. The second was the intention of SJC to raise the real estate excise tax from .08 to .09. If SJC raises the tax, the disbursement of the funds will be amended as well.~~

**[Clerk's Note: The following correction to the above paragraph was made to the minutes on December 6, 2007.]**

**Administrator Fitch noted two budget items that were not reflected in the draft budget. The first was the request of the Mullis Senior Center for partial funding of an emergency generator. The second was a suggestion by the County to utilize the funding received from the State's "Rural**

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

**Sales and Use Tax” statute, aka “Rural County Optional Sales Tax” to fund the Economic Development Council. The tax has been increased from .08 percent to .09 percent; and allowable uses expanded to include the financing of economic development offices.**

At 1:42 p.m., Mayor Jones continued the budget work session at page 29 of the Current Fund until the evening session of November 1, 2007.

### ADMINISTRATOR’S REPORT

At 1:45 p.m., Administrator Fitch presented the Town Council with an update of the following:

- Spring Street and Blair Avenue Intersection Sidewalk Revision: Designs were presented for revisions to the sidewalk at the intersection. “Option 1” will cost approximately \$4,000 and “Option 2” will cost approximately \$5,500.
- Trihalomethanes (THM) Letter: The Water Distribution and Treatment System measured the THM levels at 89.05 ug/L for the third quarter average of 2007. The Town continues to be noncompliant with the State threshold THM level of 80.0 ug/L. The Town will circulate a letter to all water users regarding the drinking water and continue to attempt to alleviate the problem.
- JAR Testing/Study: Funds will be added to the preliminary 2008 Town Budget to conduct testing/study for removal of organic carbons prior to treatment of the drinking water. Roche Harbor is conducting similar testing.
- Washington State Ferries (WSF): In regard to upcoming “public participation opportunities” and planning efforts concerning ESHB 2358, “the Ferry Bill”, WSF suggested that upcoming work sessions are meant for the staffing level, not elected officials, at this point in the process. Land Use Administrator Mike Bertrand will attend quarterly meetings and provide updates to the Council.
- Coho Drive Cul-de-sac Design: The design for revisions to the Coho Drive cul-de-sac was circulated for Council approval.
- Sewer Replacement Project Permits: Town received its Army Corps of Engineers permit for the Sewer Replacement Project.
- SJC Refuse Rate Increase: SJC Solid Waste Department will request the County Council approve a 7.3% refuse rate increase on November 6, 2007.

### PAYMENT OF CLAIMS AND PAYROLL

Postponed until the evening session of November 1, 2007.

### APPROVAL OF MINUTES

Postponed until the evening session of November 1, 2007.

### NON-AGENDA ITEMS

No issues were forthcoming.

### CITIZEN RESPONSE

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Jones adjourned the meeting at 1:49 p.m. The next regular meeting is scheduled for Thursday, November 1, 2007 at 5:30 p.m.

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**These minutes were approved on November 15, 2007 and amended December 6, 2007. The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

# MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007



## SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, November 1, 2007 – Town Council Chambers –Evening Session**

### **CALL TO ORDER**

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 5:30 p.m.

### **ROLL CALL**

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Treasurer, Wendy Picinich; and Clerk, Amy Taylor. Attorney Eaton was not present.

Mayor Jones conducted the flag salute.

### **PUBLIC ACCESS TIME**

Ed Hale, SJC Solid Waste Manager, informed the Council that the SJC Council will be asked to consider a 7.3% increase for tipping fees due to 1) escalation of direct costs to SJC including a 5% increase in ferry fares, labor contracts and hauling fees; 2) the shifting of equipment from the Solid Waste Fund to the SJC ER&R fund; and 3) planning and design for a new SJC transfer station. A 7.3% tipping increase would impact the 2008 Town Budget by approximately \$23,000.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

The order of the posted agenda was revised.

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Gillette, second by Emery to approve the payment of Payroll Warrant Nos. 12605 through 12652 in the amount of \$199,931.42 and Claim Warrant Nos. 30017 through 30063 in the amount of \$142,395.45. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Balcomb-Bartok, seconded by Emery, to approve the minutes of **October 18, 2007 as corrected**. Motion carried 4-0 with Councilmember Brooks abstaining.

### **NON-AGENDA ITEMS**

Councilmember Illg provided a report from Alex McLeod, SJC Ferry Advisory Committee Chair, regarding ferry related issues, goals, facts and ferry fare comparisons; noted the importance for attendance at the Kitsap Ferry Summit; and provided a synopsis of the recent Farmhouse Gang meeting in Mt. Vernon.

Councilmember Balcomb-Bartok inquired about the status of the SJC Transfer Station. Mr. Hale stated the County is waiting for SEPA to finalize the required environmental impact statement before it may move ahead with any further planning. Discussion and inquiry followed regarding the site.

Councilmember Brooks inquired if the Town was paying for the revisions to the Coho Drive cul-de-sac. Administrator Fitch answered in the negative.

# MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

## PUBLIC HEARINGS/MEETINGS/WORK SESSIONS

### Draft 2008 Town Budget

At 5:54 p.m., Mayor Jones opened discussion of the draft 2008 Town Budget and the Council continued to examine line items from the Current Fund. Discussion followed regarding the proposed budget for the fire department including cost of training, fire apparatus roads in the watershed, equipment, repairs to the Fire Station roof and ways to offset costs for fire protection. Administrator Fitch explained the available options for replacement of fire apparatus. No significant concerns were noted for the Community Development, Historical Preservation or Parks portions of the Current Fund.

The Council inquired about projects slated for the repair reserve and street fund. Mayor Jones noted the estimated 2008 Current Fund ending balance of \$100,000.

Council began reviewing the Water Fund. Administrator Fitch explained that all of the proposed utility rate increases for 2008 will total \$9.21 per month for 50 percent of the users. Discussion and inquiry followed regarding improvements; water meter replacements; backflow connection and inspection; existing public works trust fund loans; and water service hookup rights.

The Council inquired about diverting funds from the Current Fund to the utility funds in an effort to maintain lower user rates. Administrator Fitch commented on the philosophy and how such action would impact revenues and service; projected operation costs; supply and demand; and maintenance of the infrastructure.

Following discussion, Mayor Jones deferred review of the Stormwater Fund until the next meeting of the Council.

## NON-AGENDA ITEMS (cont.)

Councilmember Brooks stated she did not favor "Option 1" or "Option 2" for revisions to the Spring Street and Blair Avenue intersection sidewalk (bumpout). Mayor Jones suggested Councilmember Brooks take one of the drawings for additional revisions and return it to Administrator Fitch. Discussion followed regarding eliminating the parallel parking space located at the bumpout.

## CITIZEN RESPONSE

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Jones adjourned the meeting at 7:20 p.m. The next regular meeting is scheduled for Thursday, November 15, 2007.

\* \* \* \* \*

These minutes were approved on November 15, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



## SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, November 15, 2007 – Town Council Chambers – Afternoon Session**

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 12:00 p.m.

### ROLL CALL

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Treasurer, Wendy Picinich; and Clerk, Amy Taylor.

Mayor Jones conducted the flag salute.

### ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Jones presented a proclamation to Don Galt, Jr. in recognition of the Friday Harbor Junior Tigers Football Team winning the North Cascade Youth Football League Junior Division Championship.

### PUBLIC ACCESS TIME

Eliza Buck, SJC Agricultural Resources Committee Coordinator, invited the Councilmembers to attend the San Juan Island Farmer's Market Summit on December 6, 2007. The purpose of the summit is to determine ways that the Market can function year-round on a permanent basis. Councilmember Illg will be one of the facilitators at the meeting.

Ms. Buck also informed the Council that there is a seminar on November 17, 2007 regarding "Genetically Modified Organisms" in packaged food at the Mullis Senior Center.

### WORK SESSION

#### 2008 Town Budget

At 12:04 p.m., Mayor Jones opened discussion of the draft 2008 Town Budget. The Council reviewed the **Sewer** and Refuse Funds.

Sewer Fund: Per Councilmember Illg's request, Administrator Fitch and Treasurer Picinich briefly explained the distribution of the HB 2260 funding and expanded allowable uses per new legislation. Councilmember Emery commented on personnel and administrative costs and Councilmember Brooks on office equipment. **Councilmember Gillette commented on fuel costs and methods for disposal of waste (sludge). Discussion followed regarding marketing and disposal of the sludge.** Councilmember Balcomb-Bartok inquired why there was a \$40K increase for personnel compared to 2007. Ms. Picinich explained the readjustment between the Treatment and Collection departments personnel. Ms. Brooks inquired about the taxes being collected by the State. Ms. Picinich explained that the Town is required to pay a Business and Operation Tax (B&O). Mayor Jones paused the work session in order to conduct the public hearing on revenue resources.

### PUBLIC HEARING

#### 2008 Revenue Resources

At 12:24 p.m., Mayor Jones opened the public hearing on the Town's 2008 Revenue Resources. No public input was forthcoming. Treasurer Picinich gave an explanation of the anticipated current expense revenue resources for 2008. Discussion and inquiry ensued during Ms. Picinich's presentation.

At 12:45 p.m., Mayor Jones inquired if any public input was forthcoming; seeing none, Mayor Jones closed the public hearing on revenue resources.

#### Ordinance No. 1347 – Setting Revenue Resources



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Moved by Brooks, seconded by Emery to adopt Ordinance No. 1347, fixing and levying the amount of Ad Valorem Taxes for the Town of Friday Harbor for the year 2008. Motion passed unanimously.

### WORK SESSION (cont'd)

#### 2008 Town Budget

At 12:46 p.m., Mayor Jones reopened discussion of the draft 2008 Town Budget.

Refuse Fund: Administrator Fitch informed the Council that the fund will need to be recalculated if the SJC Council approves the 7.3% rate increase for the SJC Transfer Station. If approved, the Town should expect an increase of approximately \$23K in tipping fees for 2008. Per Councilmember Illg request, Treasure Picinich explained that the "revenue taxes" are part of the B&O tax imposed by the State. Councilmember Gillette inquired about the baling and disposal of recycled cardboard. Administrator Fitch explained that the Town bales cardboard in an effort to avert excessive quantities from the open bins at the transfer station. Discussion and inquiry followed regarding the value of the recycled material and the recycling program. Councilmember Emery inquired if the refuse fees could be amended in April 2008 to reflect the 7.3% increase by the County. Administrator Fitch affirmed. Councilmember Balcomb-Bartok inquired if money could be transferred from another fund to supplement the Refuse Fund. Administrator Fitch explained money can be transferred from the Current Fund. Treasurer Picinich explained utilities should be self-sufficient. Councilmember Brooks inquired about the progress of the Yard Waste Recycling Program. Discussion followed regarding the origin, chipping, burning and disposal of yard waste. Per Councilmember Illg's request, Administrator Fitch explained that although dollar amounts allocated to the Reserve Funds are discretionary, they are inline with the adopted "Capital Facilities Plan" for financing of future capital projects and equipment.

Mayor Jones recessed the review of further funds until the evening session due to time constraints.

### ADMINISTRATOR'S REPORT

At 1:21 p.m., Administrator Fitch presented the Town Council with an update of the following:

- Reclaimed Water System Improvement Project (WWTP) – The pre-construction meeting was held November 14, 2007. Fifteen general and sub-contractors requested specifications. The bid opening for the WWTP is scheduled for November 29, 2007.
- Guard Street Phase 4 – Opalco, in conjunction with CenturyTel and Time Warner Cable, are requesting bids for the burying of utility wire from Marguerite Place to Park Street. The project start date is anticipated for December 2007. The Town will begin its utility and road work in May 2008. Inquiry followed.
- Resolution No. 1597 – The contract with Gray & Osborne needs to be amended to provide additional right-of-way and easement acquisition services in order to acquire the necessary right-of-way at Harbor Rental & Sawshop for the Guard Street Phase 4 project. **Moved by Balcomb-Bartok, seconded by Emery to authorize the Mayor to execute amendment #3 to the contract with the engineering firm of Gray & Osborne, Inc. for preparing plans and specifications for the construction of Guard Street. Motion passed unanimously.**
- Association of Washington Cities (AWC) Risk Management Insurance: The Town received notice from AWC that the property and liability insurance rates will increase by 4% (a total of \$103,932) for 2008.

### PAYMENT OF CLAIMS

Postponed until the evening session of November 15, 2007.

### APPROVAL OF MINUTES

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Moved by Gillette, seconded by Brooks, to approve the minutes of **November 1, 2007 as amended**. Motion passed unanimously.

### NON-AGENDA ITEMS

There were no items were forthcoming.

### CITIZEN RESPONSE

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection. Mayor Jones adjourned the meeting at 1:37 p.m. The next regular meeting is scheduled for Thursday, November 15, 2007 at 5:30 p.m.

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These minutes were approved on December 6, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, November 15, 2007 – Town Council Chambers –Evening Session**

### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 5:30 p.m.

### ROLL CALL

Council members: Ilg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Attorney, Don Eaton; Treasurer, Wendy Picinich; and Clerk, Amy Taylor.

Mayor Jones conducted the flag salute.

### PUBLIC ACCESS TIME

There were no public access items forthcoming.

### ACTION AND DISCUSSION ITEMS

#### Resolution No. 1596

At 5:32 p.m., Mayor Jones introduced draft Resolution 1596, authorizing the Mayor to sign an Extinguishment of Easement and Surrender of Water Rights document concerning property owned by Rebeka E. Halpern and Jeanne B. Sleeper. Administrator Fitch indicated the location of the subject property on the map and explained Town has no reason to retain the easement. Attorney Eaton added that the property owners forsake any Town water rights by extinguishing the easement. No discussion followed.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

**Moved by Brooks, seconded by Emery to approve draft Resolution 1596 as stated. Motion passed unanimously.**

### WORK SESSIONS

#### 2008 Town Budget

At 5:35 p.m., Mayor Jones opened the work session for the 2008 Town Budget. Council reviewed the Street, Stormwater and Capital Reserve Fund

Street Fund: Administrator Fitch commented on adjusting line items for audit purposes. Councilmember Illg inquired about the purchase of a striping machine versus using contracted services. Administrator Fitch stated using the professional service is more cost effective. Councilmember Gillette provided photos of sidewalks from other communities and asked the design be considered for future sidewalk projects. Discussion followed regarding the cost of sidewalk construction. Councilmember Emery inquired about street lights and noted areas that need lamps. Discussion followed regarding other areas of Town in need of repair and requests for new lighting. Councilmember Brooks inquired about the schedule for street paving projects. Council discussed the priority of paving projects. Councilmember Emery inquired about the funds being allocated for a fence at the Town Shop. Administrator Fitch explained that the Council chose not approve the bid at that time.

Stormwater Fund: Administrator Fitch explained how the fund is structured and its 14% rate increase. Councilmember Emery commented on the revenue taxes applied by the State.

Capital Reserve: Councilmember Emery requested Treasurer Picinich to explain how the 1<sup>st</sup> and 2<sup>nd</sup> 1/4:% Real Estate Excise Tax and others are applied. Administrator Fitch explained that the Real Estate Excise Tax monies can only be used for projects listed in the Capital Facilities Plan. Council discussion followed regarding the listed projects. Councilmember Balcomb-Bartok commented on Hotel Motel Tax. Councilmember Illg requested a presentation on the Larson Street Storm Drainage project. Treasurer Picinich gave an overview of the new finance software. Administrator Fitch explained the decline in Harbor Lease revenue, repairs to the water treatment system, the "rainy day reserve", and intermodal facility reserve. Treasurer Picinich explained the origin of the various reserves. Discussion followed regarding the Capital Reserve ending balance.

Administrator Fitch requested the Council provide feedback in order to provide an updated draft for the next meeting. Discussion of priorities followed.

Mayor Jones continued the Budget work session until November 29, 2007.

### PAYMENT OF CLAIMS AND PAYROLL

Moved by Brooks, second by Illg to approve the payment of claim warrants Nos. 30065 through 30121 in the amount of \$155,373.28. Motion passed unanimously.

### NON-AGENDA ITEMS

Councilmember Brooks presented a design revision to the sidewalk at the Spring Street and Blair Avenue intersection. The proposed revision would "cut back" the existing curbing to allow a wider vehicle lane. Mayor Jones requested a motion for discussion purposes. **Moved by Brooks, seconded by Illg, for Staff to obtain an estimate for the proposed revisions to the sidewalk at the Spring Street and Blair Avenue intersection.** Administrator Fitch requested Councilmember Brooks provide direction as to the dimensions of the proposed design. Discussion followed. **Motion passed unanimously.**

Councilmember Illg requested the Town plant a tree in the available tree-well on Blair Avenue.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Councilmember Balcomb-Bartok requested clarification regarding the joint use meeting space with the County. The newspaper had published the building space would cost the Town \$132,000 per year. Mayor Jones explained that the cost of \$132,000 would apply if the Town exercised its option to buy a share of the building. However, negotiations at present are to lease the space on a trial basis for the cost of \$13,000 per year. If the Town opts to buy the space, any rent paid to the County will be deducted from the sale price.

Councilmember Balcomb-Bartok and Emery were concerned Administrator Fitch received little Council direction concerning the 2008 Budget. Brief discussion followed regarding Council priorities. Mayor Jones informed the Council that he and Administrator Fitch noted their concerns and will provide a revised draft for the public hearing.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jones **continued** the meeting at 7:21 p.m. until Thursday, November 29, 2007 at 5:30 p.m.

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These minutes were approved on December 6, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, November 29, 2007 – Town Council Chambers –Evening Session**

#### CALL TO ORDER

The Town Council reconvened from the November 15, 2007 regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 5:30 p.m.

#### ROLL CALL

Council members: Illg, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Treasurer, Wendy Picinich; and Clerk, Amy Taylor. Attorney Eaton was not present.

Mayor Jones conducted the flag salute.

#### EXCUSED ABSENCES

Mayor Jones asked the Council if they wished to excuse Councilmember Gillette. Council unanimously approved his absence.

#### PUBLIC ACCESS TIME

Several citizens attended to speak regarding the 2008 Town Budget. Mayor Jones requested they speak during the testimony portion of the public hearing.

#### ACTION AND DISCUSSION ITEMS

2008 Town Budget

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## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

At 5:30 p.m., Mayor Jones provided a memo dated November 29, 2007 which summarized further changes to the draft 2008 Town Budget.

Councilmember Emery requested clarification regarding the HB2260 funding for the Economic Development Council as it appears on the replacement pages for the Current Fund. Administrator Fitch explained that the County has decided that the Town will continue to receive its share of the Rural Sales and Use Tax; and fund the Economic Development Council \$7,500. (This appears as revenue on page 1 and expenditure on page 9 of the Current Fund.)

Councilmember Brooks inquired if current legislation regarding state-wide property taxes will hinder the Town's revenue. Administrator Fitch explained the legislation does not affect the 1% property tax increase the Town is currently allowed to collect and is budgeted in 2008. Discussion followed.

### Reclaimed Wastewater Treatment Improvement Project (WWTP)

Administrator Fitch explained the Town received four bids at the bid opening of November 29, 2007 for the Reclaimed Wastewater Treatment Improvement Project. The bids ranged from \$790,000 to \$860,000. The Town estimated approximately \$500,000 for the project. If approved, the balance will be taken from the proceeds of an existing Public Works Trust Fund Loan and the Capital Reserve Fund. It will not affect the Current Fund under consideration. Per Councilmember Emery's inquiry, Treasurer Picinich explained that over time the Town will significantly save on water consumption and thus reduce operating costs of the WWTP as a result of the project.

## **PUBLIC HEARINGS**

### 2008 Town Budget

At 5:38 p.m., Mayor Jones opened the public hearing on the 2008 Town Budget. Mayor Jones opened the public input portion of the hearing.

Debbie Pigman, Director of the SJI Chamber of Commerce, thanked the Council for the 2007 financial support and requested the Town renew its investment of \$20,000 in the Visitor Information Center. Inquiry followed.

Robert Low, Evergreen Subdivision resident, commented on the lack of street lighting and poor road conditions in the development. Mr. Low stated that the portion of road in front of his home is sinking and causing damage to his property.

Councilmember Balcomb-Bartok inquired if the Evergreen Subdivision Association (ESA) has considered the concept of a Local Improvement District (LID) to address the street and lighting issues. Mr. Low stated opposition to the notion, citing the streets are the Town's responsibility. Administrator Fitch gave an overview of the development's history, noting that although he was opposed to the approval of Phase II of the subdivision due to the deviation from adopted standards; property owners, the developer and public repeatedly petitioned the Town Council to substitute the less strict standards of Phase I in order to facilitate affordable housing and the completion of the project. Administrator Fitch stated that the development was essentially built on what is now called a wetland and is suffering from the lack of necessary infrastructure to mitigate the subsurface groundwater. Discussion continued.

Joaquin Hubbard, Evergreen Subdivision resident, stated that Mr. Low's situation could partially be due to actions taken by him and his neighbors. Mr. Hubbard explained that six years ago he and surrounding neighbors received permission dig a ditch to divert the flooding of their lots along the fence line that parallels Rose Lane; which drains on the roadway approximately in front of Mr. Low's property. Mr. Hubbard then asked for clarification on the Phase II portion of the subdivision previously stated and which other

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

neighborhoods have used LIDs. Treasurer Picinich and Administrator Fitch explained that LIDs were commonplace at one point in time and typically only applied to benefiting properties rather than the general public. Administrator Fitch continued to explain that at present, new infrastructure is installed by the developer of the subdivision and its cost is reflected in the market price of the lots.

Doug Brow, Evergreen Subdivision resident, testified that his property is experiencing a similar situation as Mr. Low's and expressed disappointment in the utility rate increases when he feels the stormwater, street conditions, and lighting problems for the neighborhood are not being addressed. Administrator Fitch noted the Capital Facilities schedule of planned improvements. Per Councilmember Balcomb-Bartok's inquiry, Mr. Brow stated he may consider a LID if the payments were fair and reasonable, however he still has concerns about how cost of living increases over the ensuing years may affect the debt repayment.

Cinda Sue Dow, president of the ESA, commented on safety issues resulting from the excessive stormwater forming into ice; disapproved of the concept of a LID; and noted disappointment that the Phase II of the development was approved as it stood.

Discussion and inquiry ensued following each piece of testimony.

Councilmember Illg asked who owned the stormwater retainage pond in the development and if it has been maintained. Administrator Fitch testified that ownership of the facilities is unclear and has not been adequately maintained. Comparing the situation to that of the Village Grove development, Administrator Fitch stated that neighborhood is also experiencing problems with flooding years because of poor maintenance of the facilities.

Administrator Fitch stated for the record that the street lighting in the subdivision is privately owned by the ESA and that the Town never recommended or approved of the non-standard street lighting that was installed. Town took over the electrical service with OPALCO in an effort to provide some lighting after the ESA ceased paying for the electricity to operate them.

Administrator Fitch noted the following budgetary items:

James Cole, EMS, requested the Town install 525 linear feet of guardrail along the 500 block of Tucker Avenue. The request would cost approximately \$25,000.

Town received an asphalt overlay grant from the Transportation Improvement Board; enabling administration to utilize more funds for chipseal of Harbor Street.

The Friday Harbor Athletic Association has requested an additional \$1,400 to be used for street lighting standards. The request was not included in the draft budget.

At 6:32 p.m., Mayor Jones inquired if any other members of the audience would like to offer non-repetitive testimony. Hearing none, Mayor Jones closed the public testimony portion of the hearing and opened Council deliberations.

Council discussion ensued regarding funding that could be cut from the budget and capital facility priorities.

Per Councilmember Balcomb-Bartok's comments, Mayor Jones suggested he form a taskforce to explore solutions and options for stormwater issues in the Evergreen Subdivision. Discussion followed regarding stormwater issues in general.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Administrator Fitch reviewed the street improvement schedule based on available 2008 funding; explained the Firefighter Retirement Fund; and COLA and wage increases for employees. Councilmember Emery noted the Town's water revenue is reduced for 2008. **Treasurer Picinich explained it was due to the anticipated Reclaimed Wastewater Improvement Project.**

Councilmember Balcomb-Bartok inquired if the Council was comfortable with allocating \$15,000 rather than the requested \$20,000 for the SJI Chamber Visitor Information Center. Discussion followed.

At 6:57 p.m., Mayor Jones thanked the Council and closed the public hearing on the draft 2008 Town Budget.

### PAYMENT OF CLAIMS AND PAYROLL

Moved by Brooks, second by Illg to approve the payment of claim warrants Nos. **30123** through **30157** in the amount of **\$69,530.87**. **Motion passed 4-0.**

### NON-AGENDA ITEMS

Councilmember Illg provided the minutes of the SJC Board of Health and gave a brief synopsis of their activities. Councilmember Illg indicated she would like to resign from the Board in 2008. Mayor Jones stated the Council will be reassessing committee assignments in January 2008.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jones adjourned the meeting at 6:58 p.m. The next regular meeting is scheduled for Thursday, December 6, 2007.

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**These minutes were approved on December 6, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**



### DRAFT SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, December 6, 2007 – Town Council Chambers – Afternoon Session**

### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 12:00 p.m.

### ROLL CALL

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Treasurer, Wendy Picinich; and Clerk, Amy Taylor.

Mayor Jones conducted the flag salute.

### PUBLIC ACCESS TIME

Lisa Fyrqvist, Town resident, requested the speed limit at the 500 block of Roche Harbor Road be lowered to 25 mph. Currently, the speed limit is 35 mph at the north entrance to the Town & Country Trailer Park and 25

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

mph at the south entrance. Administrator Fitch explained that in order to change the speed limit, the transition zone entering Town limits from County limits would need to be moved further north. Sheriff Cumming agreed that there are issues with that transition area. Discussion followed.

### ACTION AND DISCUSSION ITEMS

#### Sheriff's Report

At 12:03 p.m., Sheriff Cumming distributed the San Juan County Law and Fire/EMS reports dated November 2007. Mr. Cumming reported on offenses such as robbery and drug related activities; and cited departmental staffing concerns. Councilmember Balcomb-Bartok requested comparative figures be added to the report. Councilmember Illg suggested that a mapping of the problem areas within Town boundaries would be helpful for planning purposes related to street lighting and other improvements. Mr. Cumming addressed questions relating to the distributed reports and the proposed law enforcement and dispatching contracts. Per inquiry, Mr. Cumming explained the contracts include a 3.9% cost-of-living increase. Discussion followed. The Council thanked Sheriff Cumming for the year-end report after the adoption of Resolution Nos. 1598 and 1599.

#### Resolution No. 1598

At 12:13 p.m., Mayor Jones introduced draft Resolution No. 1598, authorizing the Mayor to execute a law enforcement contract with SJC for the year 2008. No discussion followed.

**Moved by Emery, seconded by Balcomb-Bartok to approve Resolution No. 1598, as stated. Motion passed unanimously.**

#### Resolution No. 1599

At 12:14 p.m., Mayor Jones introduced draft Resolution No. 1599, authorizing the Mayor to execute a contract for dispatching services with SJC for the year 2008. Councilmember Brooks requested that language be added to the contract to address the "reporting of criminal activity". Sheriff Cumming will provide a letter of understanding to the Town which expands on the contractual language for the 2008 contract.

**Moved by Balcomb-Bartok, seconded by Illg to approve Resolution No. 1599, as stated. Motion passed unanimously.**

#### Resolution No. 1600

At 12:18 p.m., Mayor Jones introduced draft Resolution No. 1600, authorizing the Mayor to execute an agreement with McConnell Construction for the construction of the Reclaimed Water System Improvement Project. Administrator Fitch explained that the Town received four competitive bids at the bid opening on November 29, 2007 for said improvements to the Wastewater Treatment Plant (WWTP). The Engineer estimated \$513,000 for the completion of the project. Brown and Caldwell Engineering (B&C) analyzed the proposals and recommended that the Town award the contract to McConnell Construction for \$790,619.24. Jon Beer, B&C Project Manager, explained that although the bid amount is substantially higher than anticipated, the fact that four bids were received with a spread of ten percent indicates the bid is reflective of the current bidding climate; and there is no evidence that re-bidding the project would result in lower bids. Discussion followed regarding the purpose for said improvement; reasons for removing it from the original design of the WWTP; and reasons why the bids were substantially more costly than anticipated.

Councilmember Gillette proposed a motion to commission a study by an engineering firm other than B&C to investigate the following questions: 1) Can industrial water usage be reduced at the WWTP? If so, is the proposed improvement required or necessary? 2) How can monetary income for the WWTP be increased? ie: septage treatment 3) How can annual operation costs be reduced for the WWTP? Motion failed due to lack of a second.



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Discussion followed regarding possible hidden costs for said project.

**Moved by Illg, seconded by Brooks to adopt Resolution 1600, as stated. Motion passed 4-1 with Gillette opposed.**

### Resolution No. 1601

At 12:41 p.m., Mayor Jones introduced draft Resolution No. 1601, authorizing the Mayor to execute an agreement between the Town and engineering firm of Brown and Caldwell to provide construction management services during the improvements to the reclaimed water system at the WWTP. Administrator Fitch described portions of the Scope of Services of the agreement and timeline associated with said improvement.

**Moved by Brooks, seconded by Illg to adopt Resolution 1601, as stated. Motion passed 4-1 with Gillette opposed.**

### Resolution No. 1602

At 12:47 p.m., Mayor Jones introduced draft Resolution No. 1602, authorizing the Mayor to execute a grant agreement with the Department of Ecology to fund construction of the Sewer Replacement Project. Administrator Fitch explained that there are strict conditions associated with the \$2,846,000 grant. Discussion followed regarding the funding.

**Moved by Brooks, seconded by Illg to adopt Resolution No. 1602, as stated. Motion passed unanimously.**

### Resolution No. 1603

At 12:48 p.m., Mayor Jones introduced draft Resolution No. 1603, authorizing the Mayor to execute a loan agreement with the Department of Ecology for a State Revolving Fund loan to fund construction of the Sewer Replacement Project. Discussion followed regarding the funding of municipal infrastructure.

**Moved by Brooks, seconded by Illg to adopt Resolution No. 1603, as stated. Motion passed unanimously.**

### Resolution No. 1604

At 12:53 p.m., Mayor Jones introduced draft Resolution No. 1604, authorizing the Mayor to execute an agreement between the Town and engineering firm of Brown & Caldwell to provide construction management services during the Sewer Replacement Project. Administrator Fitch explained that the agreement cost of \$438,923 is partially due to the need to have a qualified onsite inspector throughout the duration of the eighteen-month project. Administrator Fitch reviewed the project schedule and noted that disruptions to the public resulting from the construction activities of this and other projects are anticipated.

**Moved by Balcomb-Bartok, seconded by Emery, to adopt Resolution No. 1604 as stated. Motion passed unanimously.**

### Draft Utility Ordinances

Ordinance No. 1348; amending Ord. No. 1084 and Chapter 13.05 of the FHMC, concerning water rate tables and repealing Ordinance No. 1323 in its entirety.

Ordinance No. 1349; amending Ord. No. 1089 and Chapter 13.21 of the Friday Harbor Municipal Code, concerning **sewer** rate tables and repealing Ordinance No. 1324 in its entirety.

## **MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007**

Ordinance No. 1350; amending Ord. No. 1093 and Chapter 13.28 of the FHMC concerning refuse rate tables and repealing Ordinance No. 1331 in its entirety.

Ordinance No. 1351; amending Ord. No. 914 and Chapter 13.31 of the FHMC concerning storm water rates, and repealing Ord. No. 1326 in its entirety.

No discussion occurred. [Councilmember Gillette addressed the water utility rate increase later, during Non-Agenda Items.]

### **ADMINISTRATOR'S REPORT**

At 1:02 p.m., Administrator Fitch presented the Town Council with an update of the following:

- Agenda: Status report and review of the draft documents concerning Country Village Estates for the evening Town Council Session of December 6, 2007
- 2008 Town Budget: The Town Budget is schedule for adoption on December 20, 2007.

### **PAYMENT OF CLAIMS AND PAYROLL**

Postponed until the evening session of December 6, 2007.

### **APPROVAL OF MINUTES**

Moved by Emery, seconded by Balcomb-Bartok, to approve corrections to the afternoon minutes of November 1, 2007. Motion passed unanimously.

Moved by Emery, Balcomb-Bartok to approve the minutes of November 15, 2007 as submitted. Motion passed unanimously.

Approval of the minutes for the continued meeting of November 29, 2007 are postponed until the evening session of December 6, 2007.

### **NON-AGENDA ITEMS**

Councilmember Illg requested an excused absence for the evening meeting of December 6, 2007 in order to attend to the Ferry Summit; noted the representatives attending; and reviewed priorities that she plans to discuss.

Councilmember Gillette stated strong opposition to the water utility tiered rate system during times of plentiful water supply. Discussion followed regarding the rate structure, water usage, water conservation, and customer base.

Councilmember Balcomb-Bartok asked to be excused from attending the Ferry Summit due to family illness.

Councilmember Brooks gave an update on the emergency services conference that she attended. Discussion followed regarding emergency preparedness and importance of communication among agencies within the community.

Councilmember Balcomb-Bartok commented on the large foam blocks being used for the construction project on Front Street. Administrator Fitch explained that the blocks are biodegradable and not made of Styrofoam; and that the reported debris in the harbor is partially the result of foam chipping away from the dock floats.

Councilmember Illg requested there be a joint Town and County Council meeting scheduled to discuss 2008 Legislative Priorities. Clerk Taylor will coordinate with the County Clerk to determine available dates.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

Councilmember Gillette commented on intergovernmental collaboration. Discussion followed.

Councilmember Brooks inquired if the May 2007 Trout Lake Dam Emergency Action Plan has been tested. Administrator Fitch explained that the Town has not tested the plan because it is in the process of installing the necessary infrastructure and saving for the needed monitoring equipment.

Councilmember Gillette requested that the Town be diligent in servicing the storm drains and ditches in anticipation of the winter rains. Administrator Fitch stated that the publicly owned storm drains and ditches are satisfactory maintained. Per inquiry, Administrator Fitch explained the Town does not have any authority to enforce maintenance of privately owned stormwater facilities beyond the conditions of any plat approval.

Councilmember Balcomb-Bartok inquired if there is a map of the publically and privately owned stormwater facilities/infrastructure. Administrator Fitch will secure the same.

### CITIZEN RESPONSE

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jones adjourned the meeting at 1:36 p.m. The next regular meeting is scheduled for Thursday, December 6, 2007 at 5:30 p.m.

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These minutes were approved on December 20, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### DRAFT SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, December 6, 2007 – Town Council Chambers – Evening Session
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### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 5:30 p.m.

### ROLL CALL

Council members: Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Attorney, Don Eaton; and Clerk, Amy Taylor. Treasurer Picinich was not present.

### EXCUSED ABSENCES

Mayor Jones asked the Council if they wished to excuse Councilmember Illg. Council unanimously approved her absence.

Mayor Jones conducted the flag salute.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### PUBLIC ACCESS TIME

There were no public access items forthcoming.

### ACTION AND DISCUSSION ITEMS

#### Resolution No. 1605

At 5:32 p.m., Mayor Jones introduced draft Resolution No. 1605, authorizing the Town to enforce a Historic Preservation Easement on property owned by the SJC Land Bank. The Land Bank wishes to assure that the future owners of the four parcels of vacant land commonly known as 70, 80, 100, and 200 Malcolm Street, located in the Town's Historic District, be required to develop the property in full compliance with the Town's historic guidelines. Councilmember Brooks inquired if the subject parcels would receive a tax benefit as a result of the easement. Attorney Eaton explained that if the parcels are sold into private ownership, they will be required to pay taxes on the assessed value. Nancy Jones, Land Bank Commissioner, explained the Land Bank's motives for granting the easement. Per inquiry, Attorney Eaton explained the role of the Historic Preservation Review Board and Town in regard to permit review and enforcement of the easement.

**Moved by Gillette, seconded by Emery to approve Resolution No. 1605, as stated. Motion passed 4-0.**

#### Ordinance No. 1352

At 5:41 p.m., Mayor Jones introduced draft Ordinance No. 1352, accepting the Final Plat of Country Village Estates. Administrator Fitch detailed the progress of the subdivision and recommended approval of the plat. Discussion followed regarding the detention pond, sewer pump station generator, and other items included in the Final Punch List dated December 6, 2007. Administrator Fitch noted that in accordance with Ordinance No. 1201, the owners of the Plat of Country Village Estates have furnished a cash bond in the amount of \$20,000 to guarantee establishment of an incorporated Homeowner's Association in order to maintain the privately owned drainage detention facilities located within the subdivision and to correct the deficiencies to the items listed on the Final Punch List. Attorney Eaton explained that the bond will be returned to the Owners pending completion of the conditions of the Final Punch List.

**Moved by Brooks, seconded by Gillette to approve Ordinance No. 1352, as stated. Motion passed 4-0.**

#### Resolution No. 1606

At 5:52 p.m., Mayor Jones introduced draft Resolution No. 1606, accepting certain improvements to the Town water, sanitary, and stormwater systems in the Country Village Estates Subdivision. Administrator Fitch provided background on the subject portion of the water system and the basis for such gifting. Discussion and inquiry followed.

**Moved by Balcomb-Bartok, seconded by Gillette to approve Resolution No. 1606, as stated. Motion passed 4-0.**

### APPROVAL OF MINUTES

Moved by Emery, seconded by Balcomb-Bartok, to approve the minutes of **November 29, 2007** as submitted. Motion passed 4-0.

### PAYMENT OF CLAIMS AND PAYROLL

Moved by Emery, second by Balcomb-Bartok to approve the payment of Payroll Warrants Nos. 12653 through 12700 in the amount of \$195,632.69 and Claim Warrants Nos. 30159 through 30209 in the amount of \$102,082.40. Motion passed 4-0.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### NON-AGENDA ITEMS

Councilmember Brooks, upon talking with constituents, retracted her opinion that the bumpout at the intersection of Blair Avenue and Spring Street was adequate for the time-being and proposed the Council consider her previous proposal to "cut back" the existing curbing to allow a wider vehicle lane. Discussion followed.

Per inquiry from Councilmember Gillette, Administrator Fitch explained that construction is still underway at the intersection of Lampard Road and Hillcrest Place; and the "island" will be installed pending the completion of the traffic lanes.

Councilmember Brooks noted that she is opposed to the concept of a traffic circle at the intersection of Argyle Avenue and Spring Street. Discussion followed.

Councilmember Balcomb-Bartok provided an update regarding the SJC Marine Resources Committee; briefly noting stormwater issues.

Clerk Taylor informed the Council she is coordinating with the County Clerk to determine a date to hold a joint meeting of the Town and County Councils.

### CITIZEN RESPONSE

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jones adjourned the meeting at 6:13 p.m. The next regular meeting is scheduled for Thursday, December 20, 2007.

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**These minutes were approved on December 20, 2007. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**



### SUMMARY OF THE MINUTES TOWN COUNCIL

<b>Thursday, December 20, 2007 – Town Council Chambers – Afternoon Session</b>
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### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 12:00 p.m.

### ROLL CALL

Council members: Ilg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Treasurer, Wendy Picinich; and Clerk, Amy Taylor. Attorney, Don Eaton was not present.

Mayor Jones conducted the flag salute.

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## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### PUBLIC ACCESS TIME

There were no public access items forthcoming.

### ACTION AND DISCUSSION ITEMS

#### Letter of Support – SJC Grant Application

At 12:01 p.m., Mayor Jones introduced discussion of a letter supporting the SJC application for a Community Development Block Grant (CDBG) for an infrastructure analysis study of the Buck Property Affordable Housing Project. Administrator Fitch reviewed the project and process to date, including the purpose of the draft County resolution authorizing SJC submit an application for said grant; and, expressed concerns regarding certain conditions associated with this and future potential CDBG funds. Administrator Fitch explained that CDBG conditions listed in the draft resolution could be interpreted to mean that the Town could be prohibited from collecting the capital costs associated with connecting to, paying for, and using Town utilities associated with this project. This may require the Town to establish a separate user class rate structure for this and other proposed low-income housing while existing rates for other classes are increased to compensate for overall costs. **Council consensus for the Town Administrator to seek clarification of the conditions in question and draft a letter of support for Council consideration at the evening meeting of December 20, 2007.**

#### Resolution No. 1607

At 12:16 p.m., Mayor Jones introduced draft Resolution No. 1607, authorizing the Mayor to execute a contract with Financial Consulting Solutions Group to perform a utility rate and right-to-connect study. Administrator Fitch explained that this update to the 2003 study will cost \$34,600; and is necessary to develop explainable, defensible and equitable user rates for the water, sewer and stormwater utilities. Discussion followed regarding the current rate model and proposed scope of work for this study.

**Moved by Emery, seconded by Balcomb-Bartok to approve Resolution No. 1607, as stated. Motion passed 4-1 with Gillette opposed.**

#### Resolution No. 1608

At 12:23 p.m., Mayor Jones introduced draft Resolution No. 1608, authorizing the Mayor to execute a contract with Brown & Caldwell Engineering to perform an enhanced coagulation study at the Water Treatment Plant. Administrator Fitch explained that this is a pilot study which will attempt to reduce the levels of Trihalomethanes (THM) and bring the Town into compliance with the State Department of Health. Discussion followed regarding this testing process and other treatment programs.

**Moved by Balcomb-Bartok, seconded by Ilg to adopt Resolution No. 1608, as stated. Motion passed unanimously.**

### PUBLIC HEARINGS

#### 2007 Town Budget Amendments

At 12:31 p.m., Mayor Jones opened the public hearing on the amendments to the 2007 Town Budget. No public input was forthcoming. Administrator Fitch gave an explanation of said amendments and year end balance which were listed as "Attachment A" to draft Ordinance No. 1353.

At 12:35 p.m., Mayor Jones inquired if any public input was forthcoming; seeing none, Mayor Jones closed the public hearing on amendments to the 2007 Budget.

#### Ordinance No. 1353 – Adopting 2007 Town Budget Amendments

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

**Moved by Brooks, seconded by Emery to adopt Ordinance No. 1353, adopting 2007 Town Budget amendments. Motion passed unanimously.**

### **ACTION AND DISCUSSION ITEMS (cont.)**

#### Ordinance No. 1348 – Increasing water utility rates

At 12:36 p.m., Mayor Jones introduced draft Ordinance No. 1348, amending Ordinance No. 1084 and Chapter 13.05 of the Friday Harbor Municipal Code, concerning water rate tables and repealing Ordinance No. 1323 in its entirety. Discussion followed regarding the rate structure.

**Moved by Brooks, seconded by Ilg, to adopt Ordinance No. 1348, as stated. Motion passed 3-2 with Balcomb-Bartok and Gillette opposed.**

#### Ordinance No. 1349 - Increasing sewer utility rates

At 12:39 p.m., Mayor Jones introduced draft Ordinance No. 1349, amending Ordinance No. 1089 and Chapter 13.21 of the Friday Harbor Municipal Code, concerning sewer rate tables and repealing Ordinance No. 1324 in its entirety. No discussion.

**Moved by Emery, seconded by Ilg, to adopt Ordinance No. 1349, as stated. Motion passed 4-1 with Gillette opposed.**

#### Ordinance No. 1350 – Increasing refuse utility rates

At 12:40 p.m., Mayor Jones introduced draft Ordinance No. 1350, amending Ordinance No. 1093 and Chapter 13.28 of the Friday Harbor Municipal Code concerning refuse rate tables and repealing Ordinance No. 1331 in its entirety. Discussion followed regarding the 7.5% solid waste utility rate increase by SJC and the Town's recycling program.

**Moved by Emery, seconded by Ilg, to adopt Ordinance No. 1350, as stated. Motion passed 4-1 with Gillette opposed.**

#### Ordinance No. 1351 - Increasing stormwater utility rate

At 12:41 p.m., Mayor Jones introduced draft Ordinance No. 1351, amending Ordinance No. 914 and Chapter 13.31 of the Friday Harbor Municipal Code concerning storm water rates, and repealing Ordinance No. 1326 in its entirety. No discussion.

**Moved by Emery, seconded by Ilg, to adopt Ordinance No. 1351, as stated. Motion passed 4-1 with Gillette opposed.**

### **ADMINISTRATOR'S REPORT**

At 12:44 p.m., Administrator Fitch presented the Town Council with an update of the following:

- Christmas Tree Pickup: Town will have free curbside pickup of Christmas trees on January 8, 2008.
- Trout Lake Water Levels: Town is experiencing a recession in the 2007 year end water level, measuring in at minus 56 inches. Comparisons to previous levels at this time of year are – full in 2006; minus 47 inches in 2005; full in 2004; full in 2003; and, minus 64 inches in 2002.
- WA State Auditor Report: The recent WA State Auditor's Report for the Town of Friday Harbor is available for review.
- Guard Street Easement Acquisition: The Town is experiencing resistance from three property owners in regard to attaining right-of-way easements for the Guard Street Phase 4 project. Town will consider other options if the acquisitions are not made in the near future.
- FH/SJC Council Joint Meeting: Available dates for a joint FH/SJC Council Meeting were listed.

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

- Tucker Street Speed Limit Reduction: Action by the County is currently underway to adjust the transition zone, reduce the speed limit, and improve the road shoulder on Roche Harbor Road / Tucker Avenue near Town & Country Trailer Park. Discussion followed regarding the recent automobile/pedestrian accident in that area.

### APPROVAL OF MINUTES

Moved by Brooks, seconded by Gillette, to approve the minutes of **December 6, 2007 as corrected**. Motion passed unanimously with Illg abstaining.

### PAYMENT OF CLAIMS AND PAYROLL

Moved by Brooks, second by Gillette to approve the payment of Claim Warrants Nos. 30212 through 30282 in the amount of \$170,529.63. Motion passed unanimously.

### NON-AGENDA ITEMS

Councilmember Illg, on behalf of the Transportation and Ferry Taskforce, provided materials and a summary of the recent Ferry Summit.

### CITIZEN RESPONSE

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jones adjourned the meeting at 1:16 p.m. The next regular meeting is scheduled for Thursday, December 20, 2007 at 5:30 p.m.

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These minutes were approved on January 3, 2008 The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



### SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, December 20, 2007 – Town Council Chambers – Evening Session

### CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 5:30 p.m.

### ROLL CALL

Council members: Illg, Gillette, Brooks, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Attorney, Don Eaton; Treasurer, Wendy Picinich; and Clerk, Amy Taylor.

Mayor Jones conducted the flag salute.



## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

### PUBLIC ACCESS TIME

Louise Dustrude, SJI Trails Committee member, spoke in support of the Town's efforts to provide sidewalks and of the letter dated December 17, 2007 from the SJI Trails Committee. Councilmember Gillette noted the recent Lampard Sidewalk Improvement Project turned out well.

### ACTION AND DISCUSSION ITEMS

#### Letter of Support – SJC Grant Application

At 5:32 p.m., Mayor Jones distributed a draft letter addressed to the WA State Community Trade and Economic Development (CTED) supporting the efforts of San Juan County (SJC) to secure Community Development Block Grant (CDBG) funding from CTED for infrastructure analysis of the Friday Harbor Urban Growth Area in order to accommodate permanently affordable housing dwelling units. Discussion followed regarding the language of said letter.

**Moved by Balcomb-Bartok, seconded by Brooks, to approve Council signature on said letter. Motion passed unanimously.**

#### SJC Council Update

At 5:37 p.m., SJC Councilman Howard (Howie) Rosenfeld provided the Town Council an update on the following:

- 2008 Legislative Priorities: The County Council 2008 Legislative Priorities were reviewed. They include 1) Save Mitchell Hill; 2) Oil Spill Advisory Council; 3) Affordable Housing; 4) WA State Ferries; 5) Salmon Recovery; and 6) Orca Protection. Mr. Rosenfeld requested the Town forward their priorities to him as soon as possible.
- Washington State Ferries (WSF): A Ferry Task Force was developed to discuss and develop predictable and sustainable funding for WSF operations and to involve impacted local governments in important decisions that are affecting our communities. Discussion ensued regarding the recent Ferry Summit and our local ferry priorities.
- 2008 SJC Budget: The County Council adopted the 2008 SJC Budget. The budget includes funding for an Affordable Housing Coordinator position for approximately two years.
- Granicus Media Manager Software: The County Council is exploring the use of new software as an alternative to public access television. This proprietary web-based software is designed to allow government municipalities the ability to webcast and archive agendas, minutes and video.
- SJC Solid Waste Rate Increase: The County Council will discuss the 7.3 percent rate increase during the County Council Retreat in February 2008. The Council recognizes this as an opportunity to restructure the current system for tipping charges.
- Roche Harbor Road/Tucker Avenue: The County Council hopes the Town and County can successfully work together to improve the shoulder on Roche Harbor Road/Tucker Avenue near Town & Country Trailer Park.
- Lampard Road Sidewalk Improvements: Mr. Rosenfeld complimented the Town on recent sidewalk improvements on Lampard Road.
- San Juan Valley Road Improvements: County engineers will soon be contacting the Town regarding the placement and size of water main pipe on San Juan Valley Road.
- Historic Preservation Easement: The County Council has concerns regarding the placement of Historical Preservation Easements on the four parcels of land for sale by the SJC Land Bank on Argyle Avenue. Concerns include the difficulty to sell said parcels because of proposed restrictions and Historical Preservation Review Board process.
- New Town Councilmembers: Mr. Rosenfeld offered congratulations to the newly elected Town Councilmembers.

#### FH Lodging Tax Advisory Committee (LTAC)

## MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007

At 5:49 p.m., Councilmember Balcomb-Bartok provided an update regarding the last meeting of LTAC for 2007. The LTAC's goal over the next few months will be to improve the granting process, revise the selection criteria, and develop a "checklist" for applications. Discussion followed. Councilmember Balcomb-Bartok thanked Councilmember Emery for her abundant participation on the LTAC.

### Ordinance No. 1354

At 5:51 p.m., Mayor Jones introduced draft Ordinance No. 1354, adopting the 2008 Town Budget. The public hearing for the 2008 Town Budget was held on November 29, 2007. Councilmember Gillette inquired about the cost of capital expenditures summarized in "Attachment A" of said ordinance. Discussion followed. Councilmember Brooks thanked Mayor Jones, Administrator Fitch and Treasurer Picinich for their efforts in producing the balanced 2008 Budget.

**Moved by Brooks, seconded by Emery, to adopt Ordinance No. 1354, as stated. Motion passed unanimously.**

### Ordinance No. 1355

At 5:55 p.m., Mayor Jones introduced draft Ordinance No. 1355, fixing the 2008 compensation for represented personnel. No discussion followed.

**Moved by Brooks, seconded by Ilg, to adopt Ordinance No. 1355, as stated. Motion passed unanimously.**

### Ordinance No. 1356

At 5:56 p.m., Mayor Jones introduced draft Ordinance No. 1356, fixing 2008 salaries of officials and non-represented personnel. No discussion followed.

**Moved by Emery, seconded by Balcomb-Bartok to adopt Ordinance No. 1356 as stated. Motion passed unanimously.**

### Recognition of Public Service

At 5:57 p.m., Mayor Jones thanked and presented plaques to Councilmember Gillette and Emery for their public service. Councilmembers Brooks and Balcomb-Bartok provided personal tokens and kind words.

### Oath of Office

At 6:02 p.m., Clerk Taylor administered the Oath of Office for the position of Town Councilmember to Kelley Balcomb-Bartok, Carrie Brooks, Carrie Lacher, and Chris Wolf; and for the position of Town Treasurer to Wendy J. Picinich.

## **CITIZEN RESPONSE**

There were no public access items forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jones adjourned the meeting at 6:19 p.m. The next regular meeting is scheduled for Thursday, January 3, 2007 at noon.

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**These minutes were approved on January 3, 2008 The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

## **MINUTES OF THE TOWN COUNCIL OF FRIDAY HARBOR - 2007**

Administrator Fitch noted two budget items that were not reflected in the draft budget. The first was the request of the Mullis Senior Center for partial funding of an emergency generator. The second was a suggestion by the County to utilize the funding received from the State's "Rural Sales and Use Tax" statute, aka "Rural County Optional Sales Tax" to fund the Economic Development Council. The tax has been increased from .08 percent to .09 percent; and allowable uses expanded to include the financing of economic development offices.