

**City Of Woodland**  
**City Council Meeting Agenda Summary Sheet**

<b>Agenda Item:</b> Approval of minutes of February 3 and 10, 2014.	<b>Agenda Item #:</b> ( B) Consent
	<b>For Agenda of:</b> 02/18/2014
	<b>Department:</b> Clerk/Treasurer
	<b>Date Submitted:</b> 02/11/2014

**Cost of Item:** \_\_\_\_\_  
**Amount Budgeted:** \_\_\_\_\_  
**Unexpended Balance:** \_\_\_\_\_

**BARS #:**  
**Description:**

**Department Supervisor Approval:** Mari E. Ripp, Clerk-Treasurer / s /

**Committee Recommendation:** n/a

**Agenda Item Supporting Narrative (list attachments, supporting documents):**  
February 3, 2014 – Regular meeting  
February 10, 2014 – Special meeting / Joint Council and Planning Commission

**Summary Statement/Department Recommendation:**

Recommend approval.

**February 3, 2014**

**DRAFT**

The REGULAR Meeting of the Woodland City Council was held on the above date at the Woodland City Hall, Council Chambers, 200 E. Scott Avenue, Woodland WA. The Regular meeting was called to order by Mayor Grover Laseke at 7:00 p.m. The Pledge of Allegiance was recited.

**PRESENT:** Councilmember Jennifer Heffernan  
Councilmember Al Swindell  
Councilmember Marilee McCall  
Councilmember Marshall Allen  
Councilmember Susan Humbryd  
Councilmember Benjamin Fredricks  
Councilmember Scott Perry

**ABSENT:** None

**STAFF:** City Attorney William Eling  
Clerk-Treasurer Mari Ripp  
Acting Police Chief Brad Gillaspie  
Public Works Director Bart Stepp  
Community Development Planner Amanda Smeller

**CITIZEN COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**

**Letter from Linda L. Goetz** (not able to attend the meeting due to disabilities), member of the National Organization for Women - regarding pay inequities of the female exempt employees (Clerk-Treasurer, Deputy Clerk-Treasurer and Community Development Planner) compared to the male department directors, Public Works Director, Police Chief and Fire Chief in the amount of 20% or more, and the recent salary study of the City.

**CITIZEN COMMUNICATIONS FOR ITEMS ON THE AGENDA**

None.

**PRESENTATIONS**

▪ **Oath of Office – Brad Gillaspie, Acting Police Chief**

Mayor Laseke performed the swearing in / Oath of Office for Brad Gillaspie, Acting Police Chief. Kristi Gillaspie, daughter of Brad Gillaspie, pinned the badge onto Chief Gillaspie.

▪ **Downtown Woodland Revitalization – Tom Golik, President**

Gave a report on the DWR and explained the 2014 Budget request. Outlined current projects of plaques on buildings, downtown hanging baskets and watering (with City assistance), active member of WEDG (Woodland Economic Development Group), Welcome to Woodland sign donation, change of meeting times from evenings to 9:00 a.m., Hot Summer Nights.

## AGENDA APPROVAL

Councilmember McCall moved to approve the Agenda with the addition of an Executive Session relating to hiring/personnel matter at the end of the meeting. Councilmember Fredricks seconded the motion. Discussion followed.

Vote: 7-0 Yes: Heffernan, Swindell, McCall, Allen, Humbryd, Fredricks, Perry; No: None

Abstained: None; Absent: None

Motion passed unanimously.

## REPORTS OF CITY OFFICERS (Limited)

- Mayor
- 2/10/2014 Special meeting 6:30 p.m. Presentation Healthcare Reform Act and what it means to Woodland; 7:00 p.m. Joint Planning Commission / City Council
  - 2/18/2014 Regular Council meeting, TUESDAY due to holiday
  - 2/18/2014 State of the City Address
  - 2/24/2014 Special meeting/workshop (with possible action) 7:00 p.m.
    - a. 12/31/2013 Financial report (Preliminary)
    - b. Exempt Salary Study
    - c. Personnel Policy update (HR Committee report)
    - d. 2014 Budget Cuts Impact Statement
    - e. Department Reports
  - Watering downtown hanging baskets, DWR (Item G); discussion ensued re: moving \$3,000 from DWR (001 General Government line item) and move it to 001 General Facilities R&M for watering of the hanging baskets for summer 2014.
  - Woodland sign-Noel Johnson

**Noel Johnson**, PO Box 1955, Woodland- spoke on the Welcome to Woodland sign project at the triangle (near Goerig Street and Exit 21). Bart Stepp, Public Works Director, asked for direction from the Council on the sign and permit process.

### **Action L) To approve the Welcome to Woodland Sign and Permitting Process Project**

Councilmember Swindell moved to approve the Welcome to Woodland sign and permitting project and direct Public Works Director Stepp to initiate the process. Councilmember Perry seconded the motion. Discussion followed. It was noted that WSDOT has given verbal approval to place the sign on the state property. Mr. Johnson also stated that he will be overseeing the landscaping and costs for this and in the future. Discussion followed.

### **Call for the Question**

Councilmember Perry moved to Call for the Question. Councilmember Swindell seconded the motion.

Vote: 4-3 Yes: Swindell, Allen, Humbryd, Perry; No: Heffernan, McCall, Fredricks

Abstained: None; Absent: None

Motion Passed.

### Main Motion

To approve the Welcome to Woodland sign and permitting project and direct Public Works Director Stepp to initiate the process.

Vote: 4-3 Yes: Swindell, Allen, Humbryd, Perry; No: Heffernan, McCall, Fredricks

Abstained: None; Absent: None

Motion Passed.

- Councilmember Swindell
  - Attended the City Action Days Conference on January 29<sup>th</sup>; He gave a Legislative update. Priorities-Liquor excise & profits, marijuana tax & revenues, transportation funding, , Public Works Trust Fund and restore funding
  - Legislative phone calls at the Port office on Tuesday mornings
- Councilmember Perry
  - RCO-Recreation Conservation Office – attended a webinar last week and their grant funding opportunities
- Councilmember Fredricks
  - Meriwether Homeowners Association request for council to attend their meeting on February 20<sup>th</sup> 7:00 p.m.
- Clerk-Treasurer
  - Liquor license application: Quickway Market, 1280 Lewis River Rd
  - Liquor license renewal: Los Pepe’s, 611 Goerig Street
  - Updated 2014 Council meeting calendar

Recessed at 8:03 p.m. to 8:08 p.m. to

### CONSENT ITEMS

- A. Clerk-Treasurer
  - Approval of Claims Voucher warrant numbers 46018 through 46069 for the month of January, 2014 in the amount of \$1,036,891.60 and payroll warrants numbered 29934 through 29949 for the month of January, 2014 in the amount of \$276,711.99 for a grand total of \$1,313,603.59.
- B. Clerk-Treasurer
  - Approval of minutes of January 15, 21, 25, 27, 2014
- C. Clerk-Treasurer
  - Approval of Special Event: 4/19/2014 Community Easter Egg Hunt at Horseshoe Lake Park by Woodland Moose and authorize fee waiver; and subject to proof of insurance
- D. Clerk-Treasurer
  - Approval of Special Event: 5/9&10/2014 Kids Fishing Derby at Horseshoe Lake Park by Woodland Moose and authorize fee waiver; and subject to proof of insurance
- E. Clerk-Treasurer
  - Approval of Special Event: 9/20&21/2014 Newfoundland Water Rescue Trials at Horseshoe Lake Park by Pacific NW Newfoundland Club and fee of \$250; and subject to proof of insurance
- F. Clerk-Treasurer
  - Approval of Special Event: 12/6/2014 Winter Fest at Hoffman Plaza/Horseshoe Lake Park by Woodland Moose and authorize fee waiver; and subject to proof of insurance

Councilmember Perry moved to approve the Consent Agenda. Councilmember Allen seconded the motion.

Vote: 7-0 Yes: Heffernan, Swindell, McCall, Allen, Humbryd, Fredricks, Perry; No: None

Abstained: None; Absent: None  
Motion passed unanimously.

## ACTION ITEMS

- G. Clerk-Treasurer - Approval of 2014 budget allocation in the amount of \$1,000 for DWR-Downtown Woodland Revitalization (General Fund expense) and authorize Mayor to sign Agreement ; and \$3,000 to watering of downtown hanging baskets

Councilmember Fredricks moved to approve the 2014 budget allocation in the amount of \$1,000 for DWR-Downtown Woodland Revitalization (General Fund expense) and authorize Mayor to sign Agreement; and remaining \$3,000 to go to watering of downtown hanging baskets. Councilmember McCall seconded the motion. Discussion followed.

Vote: 7-0 Yes: Heffernan, Swindell, McCall, Allen, Humbryd, Fredricks, Perry; No: None  
Abstained: None; Absent: None  
Motion passed unanimously.

- H. Public Works - Authorize Mayor to sign contract and related documents with Allcon, LLC for construction of the Public Works Storage Building and authorize budget amendment

Councilmember Swindell moved to authorize Mayor to sign contract and related documents with Allcon, LLC for construction of the Public Works Storage Building in the amount of \$114,039.46. Councilmember Allen seconded the motion. Discussion followed.

### **Amendment**

Councilmember Fredricks moved to authorize the Clerk-Treasurer to prepare the budget amendment to include the transfers as outlined in the Agenda Summary. Councilmember Allen seconded the motion.

Vote: 7-0 Yes: Heffernan, Swindell, McCall, Allen, Humbryd, Fredricks, Perry; No: None  
Abstained: None; Absent: None  
Motion passed unanimously.

### **Main Motion with Amendment**

To authorize Mayor to sign contract and related documents with Allcon, LLC for construction of the Public Works Storage Building in the amount of \$114,039.46 and to authorize the Clerk-Treasurer to prepare the budget amendment to include the transfers as outlined in the Agenda Summary.

Vote: 7-0 Yes: Heffernan, Swindell, McCall, Allen, Humbryd, Fredricks, Perry; No: None  
Abstained: None; Absent: None  
Motion passed unanimously.

I. Public Works - Authorize Mayor to sign contract and related documents with Layne Heavy Civil for construction of the Ranney Well Improvement Project and authorize budget amendment

Councilmember Swindell moved to authorize Mayor to sign contract and related documents with Layne Heavy Civil for construction of the Ranney Well Improvement Project in the amount of \$1,245,090. Councilmember Allen seconded the motion. Discussion followed.

**Amendment**

Councilmember Fredricks moved to authorize the Clerk-Treasurer to prepare the budget amendment to include the transfers as outlined in the Agenda Summary. Councilmember McCall seconded the motion.

Vote: 7-0 Yes: Heffernan, Swindell, McCall, Allen, Humbryd, Fredricks, Perry; No: None  
Abstained: None; Absent: None

Motion passed unanimously.

**Main Motion with Amendment**

To authorize Mayor to sign contract and related documents with Layne Heavy Civil for construction of the Ranney Well Improvement Project in the amount of \$1,245,090 and authorize the Clerk-Treasurer to prepare the budget amendment to include the transfers as outlined in the Agenda Summary. Councilmember Allen seconded the motion. Discussion followed.

Vote: 7-0 Yes: Heffernan, Swindell, McCall, Allen, Humbryd, Fredricks, Perry; No: None  
Abstained: None; Absent: None

Motion passed unanimously.

J. Mayor - Approval of 2014 Council Standing Committee assignments

Councilmember Humbryd moved to approve 2014 Council Standing Committee assignments. Councilmember McCall seconded the motion. Discussion followed.

Vote: 7-0 Yes: Heffernan, Swindell, McCall, Allen, Humbryd, Fredricks, Perry; No: None  
Abstained: None; Absent: None

Motion passed unanimously.

K. Clerk-Treasurer - Resolution No. 641 – amending Resolution No. 635- City Council Standing Committees as described in WMC 2.04.070 and extending the temporary suspension through June 30, 2014 to further test the new method for handling communications, focused study and formulation of policy through City Council Workshops

Councilmember Humbryd moved to adopt Resolution No. 641 – amending Resolution No. 635- City Council Standing Committees as described in WMC 2.04.070 and extending the temporary suspension through June 30, 2014 to further test the new method for handling communications, focused study and formulation of policy through City Council Workshops. Councilmember Allen seconded the motion. Discussion followed.

Vote: 7-0 Yes: Heffernan, Swindell, McCall, Allen, Humbryd, Fredricks, Perry; No: None  
Abstained: None; Absent: None

Motion passed unanimously.

## EXECUTIVE SESSION

The City Attorney asked questions to Councilmember McCall and to the council to determine the intent of the Executive Session and the referenced the RCW. Mayor Laseke announced that the expected duration was 20 minutes with possible action to follow. The council moved into Executive Session at 8:38 p.m.

### 1. Personnel Matter-Police Chief hiring

RCW Section G-qualifications of public employment

RCW Section I, iii. Litigation or legal risks

At 8:58 p.m. the Mayor announced to the public that the Executive Session will continue an additional 10 minutes. The council moved back into regular session at 9:19 p.m.

## ADJOURNMENT

Councilmember Humbyrd moved to adjourn the meeting. Councilmember Heffernan seconded the motion. All: Yes.

The meeting was adjourned 9:20 p.m.

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Grover B. Laseke, Mayor

Minutes approved: \_\_\_\_\_

Attest:

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Mari E. Ripp, Clerk-Treasurer

*These minutes are not a verbatim record of the proceedings.  
A recording is available in the office of the Clerk-Treasurer*

**February 10, 2014**

**DRAFT**

The SPECIAL Joint Meeting of the Woodland City Council and Woodland Planning Commission was held on the above date at the Woodland Police Station, Council Chambers, 200 E. Scott Avenue, Woodland. The meeting was called to order at 6:30 p.m. by Mayor Grover Laseke.

**CITY COUNCIL**

**PRESENT:**

Councilmember Al Swindell  
Councilmember Marilee McCall  
Councilmember Marshall Allen  
Councilmember Susan Humbryd  
Councilmember Benjamin Fredricks  
Councilmember Scott Perry

**ABSENT:**

Councilmember Jennifer Heffernan

**STAFF:**

Clerk-Treasurer Mari Ripp  
Public Works Director Bart Stepp  
Community Development Planner Amanda Smeller

**PLANNING COMMISSION**

**PRESENT:**

Commissioner Mike Amirenini  
Commissioner Deborah Deans  
Commissioner David Simpson  
Commissioner Sharon Watt

**ABSENT:**

Commissioner Tel Jensen

**PRESENTATION:**

Affordable Care Act by Corey Balkan, Interwest Benefits

What it means to the City of Woodland.

1. New Benefit Standards (deductible limits/Out-of-Pocket Maximums/removal of annual and lifetime limits)
2. Grandfathered status – benefits & limitations
3. Communication
4. Cost containment
5. Cadillac tax 2018
6. New Wellness Rules – Rewards and Surcharges

Recessed at 7:06 p.m. to 7:08 p.m.

**CITY COUNCIL & PLANNING COMMISSION JOINT WORKSHOP:  
Progress Report on 2013 Planning Commission Work Items**

*Non-negotiable 2013 Work Items:*

**1. Shoreline Master Program (SMP) Update (ONGOING THROUGHOUT 2014)**

- The City received a \$50,000 grant to update its SMP by June 2014. Consultant work products must be reviewed by staff and the Planning Commission. The City's consultant made three presentations to the Planning Commission in 2013. In mid-2013, the Project Management Team made a change in consultant, as items were not being completed to the level of acceptance by the City and by the Department of Ecology. By the end of 2013, the project was in process again.

**2. Comprehensive Plan and Map Amendments (COMPLETE)**

- The City is required to consider proposed comprehensive plan amendments annually. The City received three applications: Schurman Trial Run Trust rezone proposal, Liberty Evans rezone proposal, and the City of Woodland rezone proposal. All three proposals were approved by the City Council on November 4, 2013.

*Committed to Completing in 2013:*

**3. Sign Code Review (IN PROCESS)**

- Council approved a review of the sign code on May 7, 2012. The purpose of the review is to address vehicles used as signs. In addition, staff has become aware of a number of conflicting or confusing provisions of the sign code that should be clarified. This includes provisions related to the size of "for sale" / "for lease" signs, the location of special event signs, signs in the right of way, and off-premise commercial signs. Although this was added to the list of 2012 work items, no work has been done on this item to date.

**4. Non-conforming Uses Zoning Code Text Change (LU# 211-913) (IN PROCESS)**

- Amendments are being sought to address a number of issues. The existing code uses terms such as "actively used" that are undefined and difficult to interpret. Further, our existing code is unclear on what changes in use are unacceptable when dealing with a property with non-conforming use rights. Finally, the Hearing Examiner's Final Order on the 208 Buckeye (Foglia House) matter called into question current code language and the way the ordinance has been administered.

*Proposed 2013 Work Items:*

**5. Comprehensive Site Plan Review Ordinance (COMPLETED)**

- The City Council approved Ordinance 1276, Site Plan Review, on September 3, 2013.

## **6. Expiration on Approved Variances (IN PROCESS)**

- The Planning Commission recommends a three year expiration date with the possibility of a one year extension. . The next step is to have a public hearing with the Planning Commission on this proposal before moving forward with a recommendation to the City Council.

## **7. Subdivision Phasing After Preliminary Approval (NO WORK TO DATE)**

- During the 2012 Joint Session, Commissioner Simpson asked that subdivision phasing after preliminary approval be added to the list of possible 2013 work items. Review would entail reviewing provisions in WMC 16.14.030 that allow for phasing after preliminary plat approval.

*Likely Additions to 2013 Work Schedule:*

## **8. Amending Multi-family Zoning Standards (IN PROCESS - CODE ENFORCEMENT COMMITTEE)**

- Councilmember Perry expressed concern during the March 2013 joint session meeting about the quality of apartment housing in Woodland. Specifically, he mentioned parking availability, garages, and the general quality of apartment housing. Councilmember Perry will forward the Planning Commission example ordinances that he feels have worked well in other communities.

## **9. Low-density Residential Yard Standards (IN PROCESS - CODE ENFORCEMENT COMMITTEE)**

- After listening to a citizen's concerns regarding yard maintenance in low-density residential districts, the Council asked that a list of concerns go first through Council Committee and then to the Planning Commission.

### **Proposed 2014 Work Items**

*Non-negotiable 2014 Work Items:*

#### **1. Shoreline Master Program (SMP)**

- The City received a \$50,000 grant to update its SMP by June 2014. Consultant work products must be reviewed by staff and the Planning Commission. The City's consultant made three presentations to the Planning Commission in 2013. In mid-2013, the Project Management Team made a change in consultant, as items were not being completed to the level of acceptance by the City and by the Department of Ecology. By the end of 2013, the project was in process again. It is estimated there will be three to five Planning Commission meetings discussing the update.

#### **2. Comprehensive Plan and Map Amendments**

- The City is required to consider proposed comprehensive plan amendments annually. It is unknown at this time if the City will receive any comprehensive plan amendment proposals in 2014.

#### **3. Comprehensive Plan Periodic Update**

- The Comprehensive Plan periodic update is due by June 2016. The City must begin the process in early 2014 to be on schedule. The City received a \$9,000

grant from the Department of Commerce for the update. City staff have taken part in joint meetings with Clark County and the jurisdictions within.

*Committed to Completing in 2014:*

#### **4. Sign Code Review**

- Council approved a review of the sign code on May 7, 2012. The purpose of the review is to address vehicles used as signs. In addition, staff has become aware of a number of conflicting or confusing provisions of the sign code that should be clarified. This includes provisions related to the size of “for sale” / “for lease” signs, the location of special event signs, signs in the right of way, and off-premise commercial signs. Although this was added to the list of 2012 work items, no work has been done on this item to date.

#### **5. Non-conforming Uses Zoning Code Text Change**

- Amendments are being sought to address a number of issues. The existing code uses terms such as “actively used” that are undefined and difficult to interpret. Further, our existing code is unclear on what changes in use are unacceptable when dealing with a property with non-conforming use rights. Finally, the Hearing Examiner’s Final Order on the 208 Buckeye (Foglia House) matter called into question current code language and the way the ordinance has been administered.

#### **6. Expiration on Approved Variances**

- The Planning Commission recommends a three year expiration date with the possibility of a one year extension. The next step is to have a public hearing with the Planning Commission on this proposal before moving forward with a recommendation to the City Council.

*Proposed 2014 Work Items:*

#### **7. Subdivision Phasing After Preliminary Approval**

- During the 2012 Joint Session, Commissioner Simpson asked that subdivision phasing after preliminary approval be added to the list of possible 2013 work items. Review would entail reviewing provisions in WMC 16.14.030 that allow for phasing after preliminary plat approval.

#### **8. Amending Multi-family Zoning Standards**

- Councilmember Perry expressed concern during the March 2013 joint session meeting about the quality of apartment housing in Woodland. Specifically, he mentioned parking availability, garages, and the general quality of apartment housing. Councilmember Perry will forward the Planning Commission example ordinances that he feels have worked well in other communities.

#### **9. Low-density Residential Yard Standards**

- After listening to a citizen’s concerns regarding yard maintenance in low-density residential districts, the Council asked that a list of concerns go first through Council Committee and then to the Planning Commission.

## **10. Gateway Rezone**

- At the end of 2013, the City Council expressed interest in this rezone going forward. Staff has sent letters to Gateway property owners requesting any feedback in this proposal.

### **Proposed 2014 Work Items**

Discussion ensued with the Council and Planning Commission.

Commissioner Simpson stated that the 2014 work items presented look reasonable. He would like to see the nuisance items move along and have action taken as a priority. The Multi-Family zoning standards will need more research and time to consider.

Councilmember McCall suggested that Councilmember Perry, Allen and herself meet as part of the Comp Plan Committee and it can be handled as part of the housing chapter. She requested input from the Planning Commission and Amanda Smeller to develop the tasks of the Committee, the work assignments, timelines, etc.

Commissioner Watt asked if any of the items on the Appendix require immediate attention. She asked what the priority of the Appendix is.

Possibly move Appendix Item 3, 6 and 10 onto the 2014 Work List.

### **Appendix A – Future Work Items**

1. Update WMC Title 12, Streets and Sidewalks, particularly Chapters 12.06, 12.10, 12.14, and 12.16
2. Develop Standards for Solar Panels and Wind Turbines
3. Repeal without Replacement the Condominium Code (WMC 16.20)
4. Adopt Annexation ordinance
5. Develop Flag Lot Standards
6. Review Code on Accessory Structure in Residential Zoning Districts to Allow Sheds/Accessory Structures in Side Yards
7. Adopt Landscaping Standards for Commercial and Residential Zoning Districts
8. Define “Legal Lot”
9. Clarify lot frontage requirements
10. Golf cart zone

### **ADJOURNMENT**

Councilmember Humbryd moved to adjourn the meeting. Councilmember Fredricks seconded the motion.

Vote: 6-0 Yes: Swindell, McCall, Allen, Humbryd, Fredricks, Perry; No: None

Abstained: None; Absent: Heffernan

Motion passed unanimously.

The meeting was adjourned at 8:42 p.m.

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Grover B. Laseke, Mayor

Minutes approved: \_\_\_\_\_

Attest:

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Mari E. Ripp, Clerk-Treasurer

*These minutes are not a verbatim record of the proceedings.  
A recording is available in the office of the Clerk-Treasurer*