

COUNCIL AGENDA

Monday, March 21, 2022



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AMERICANS WITH DISABILITIES ACT

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COUNCIL MEETING GUIDELINES FOR PUBLIC PARTICIPATION

All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at www.ectv2.com or on YouTube at [ECTV Ellensburg](https://www.youtube.com/channel/UCtV2mZqjR9bW). You may also attend by phone, only, and listen to the meeting by following the registration instructions under “Remote testimony during the meeting,” below. Once you register, you will be sent a meeting invite with a phone number for the meeting.

City Council accepts testimony or comments in person or via remote testimony under Citizen Comment on Non-Agenda Items (Item No. 7) as well as for all other topics under the Regular Agenda. Testimony or comments will be accepted in the following manner:

SUBMISSION OF WRITTEN COMMENTS

- **Written comments submitted in advance of meeting**
Submit written comments by mail to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or via email to: cityclerk@ci.ellensburg.wa.us. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.
- **Comments for public hearings**
Written comments must be received by the City Clerk by 5 p.m. on the meeting date. Comments can either be mailed to Beth Leader, City Clerk, Ellensburg City Hall, 501 N. Anderson St., Ellensburg, WA 98926, or sent via email to: cityclerk@ci.ellensburg.wa.us. Comments received by 5 p.m. on the meeting date will be compiled, sent to the City Council and entered into the record.

PROCEDURE FOR REMOTE PARTICIPATION DURING MEETING

1. ***Advance registration is required to provide public comment or hearing testimony via remote meeting attendance.*** Anyone wishing to speak on items under the Agenda must register prior to 7 p.m. the day of the meeting. Register for the meeting at: https://us02web.zoom.us/webinar/register/WN_GbGahTWoQxu5KxqjRx-9bw. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).
2. **Join the meeting early**, as you may need to download the app in advance to participate. Once you've joined the meeting, your camera and microphone will be muted until you are recognized by the Mayor to speak.
3. Please note that there may be several items on the City Council Agenda that will precede the agenda item you wish to address.
4. **The Mayor will identify the agenda item** and ask if anyone wishes to speak on the matter.
5. Any interested person may provide comments: 1) under Item 7 on non-agenda items, or 2) on any listed agenda items. If you wish to speak, you must:
 - a) **Raise your “virtual hand”** in the corner of Zoom application on the computer screen or press *9 on your phone. Raising your hand signals the moderator that you wish to speak.
 - b) **Wait to be called upon by the Mayor** using your name, e-mail, or phone number used to log in to the teleconference.
6. **Please state your name, address, and whether you are representing only yourself or others.**

PROCEDURE FOR IN-PERSON PARTICIPATION (COUNCIL CHAMBERS)

- ◆ When recognized, approach the microphone provided on the right side of the room.
- ◆ Please state your name, address, and whether you are representing only yourself or others.
- ◆ Each speaker's comments are to be limited to 3 MINUTES.
- ◆ Submit written comments to the City Clerk.
- ◆ Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
- ◆ Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).

PUBLIC COMMENT RULES FOR ALL MEETING PARTICIPANTS

1. Each speaker's comments are to be limited to 3 MINUTES.
2. Speakers are cautioned not to engage in conduct that disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting.
3. Speakers may not identify themselves as candidates for elective public office or make any statements which assist or discuss the campaign of a candidate for elective office or discuss or campaign for or against a ballot proposition (unless the ballot proposition is being considered as part of the City Council agenda item).

Please note: City Council Rules provide that no action will be taken by the Council at the meeting at which a subject is first introduced during the citizen comment period (Item 7 on the Agenda). Council may consider an item at a future meeting, thus you may wish to concisely state your concern and request placement of your matter on a future agenda. Staff will follow up with speakers as necessary.

CONSENT AGENDA

Members of the audience may request items be removed from the consent agenda by asking for recognition and making the request during Agenda Approval. Items will not be removed from the consent agenda unless your request is confirmed by a councilmember.

AGENDA ITEMS

If you wish to have an item placed on a Council agenda, a written request should be delivered to the City Manager's Office prior to noon on the Monday preceding the Council meeting. Assistance will be provided in preparing a request if you wish to contact the City Clerk at (509) 925-8614.

PUBLIC HEARINGS

City Council accepts testimony or comments in person or via remote testimony on a particular subject schedule for Public Hearing. Council will consider all testimony, respond to any questions, and take action after the public hearing is closed. Testimony or comments will be accepted in the following manner:

- ◆ When recognized,
 - If attending in the Council Chambers, approach the microphone provided on the right side of the room.
 - If attending remotely, raise your "virtual hand" in the corner of Zoom application on the computer screen or press *9 on your phone.
- ◆ Please state your name, address, and whether you are representing only yourself or others.
- ◆ Please limit your comments to 5 MINUTES.
- ◆ Submit written comments to the City Clerk.

**CITY OF ELLENSBURG
COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And virtually via Zoom
Monday, March 21, 2022
7:00 PM - Regular Meeting**

Pledge of Allegiance

- 1. Call to Order and Roll Call**
- 2. Proclamations**
- 3. Awards and Recognitions**
- 4. Approval of Agenda**

5. Consent Agenda

Items listed below have been distributed to Councilmembers in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Councilmember or at the request of a member of the public with concurrence of a Councilmember. Requests to remove items should be made under Item 4 Approval of Agenda.

- | | |
|---|----|
| 5.A Approve Minutes of March 7, 2022 Regular Meeting
3-7-22 Regular Meeting Minutes | 7 |
| 5.B Approve Minutes of March 7, 2022 Joint Study Session with the Utility Advisory Committee
3-7-22 Joint Study Session Minutes | 12 |
| 5.C Acknowledge Minutes of Boards and Commissions
Affordable Housing Commission Minutes 1-5-22
Affordable Housing Commission Minutes 2-2-22
Arts Commission Minutes 2-10-22
EBDA/CenterFuse Minutes 2-9-22
Library Board Minutes 2-8-22
LTAC Minutes - February 2, 2022
Parks & Recreation Minutes 1-12-22
Parks & Recreation Minutes 2-9-22
Planning Commission Minutes 1-13-22
Planning Commission Minutes 1-27-22
Planning Commission Minutes 2-10-22 | 13 |

5.D	Approve University Way Banner Request for CWU Orientation - July 4 - 31, 2022 CWU Orientation Banner Request	41
5.E	Approve University Way Banner Request for CWU Welcome Week - September 12-25, 2022 CWU Welcome Week Banner Request	42
5.F	Lease Agreement with FISH Community Food Bank for the Community Garden FISH Community Garden Lease 2022	43
5.G	2021-2023 Biennial Stormwater Capacity Grants 2021-2023 Stormwater Capacity Grant Agreement	52
5.H	Award Bid Call 2021-14 Dolarway Substation Power Transformer	74
5.I	Approve March 21, 2022 Voucher Listing 3-21-22 Voucher Listing	76
6.	Petitions, Protests, and Communications	
6.A	Board and Commission Appointments B and C Agenda Report Chart 3-21-22 LTAC Appointment Recommendation Memo Sarah Beauchamp Application EBDA/CenterFuse Recommendation Jennifer Lubanski Application	77
6.B	FISH Update by Peggy Morache, Executive Director	
6.C	Airport Status and Master Plan Update by Ken Grannan, Airport Director for Kittitas County	
7.	Citizen Comment on Non-agenda Issues	
8.	Business Requiring Public Hearings	
9.	Introduction and Adoption of Ordinances and Resolutions	
10.	Unfinished Business	
10.A	Ellensburg Downtown Parking Plan Discussion Ellensburg Parking Plan 2019	86
10.B	Pearl Street Promenade Discussion	146
11.	New Business	

12. Miscellaneous

12.A Manager's Report

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[3-21-22 Managers Report](#)

12.B Councilmembers' Reports

13. Executive Session

14. Adjournment

Next Ord. 4886

Next Res. 2022-10



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

March 7, 2022

7:00 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And virtually via Zoom

Pledge of Allegiance

Girl Scout Troop 2206 was present and led the Pledge of Allegiance.

1. Call to Order and Roll Call

Roll Call Present: Rich Elliott, Nancy Goodloe, Nancy Lillquist, David Miller, Monica Miller, Adam Winn

Absent: Bruce Tabb

Others present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, Executive Assistant Gigstead, Library Director Camarillo, Senior Electrical Engineer Meyer, Police Chief Wade, Police Captain Weed, KVFR Chief Sinclair and approximately ten members of the public

Others present remotely via Zoom: Approximately twelve members of the public

Councilmember Elliott moved to Approve an excused absence for Councilmember Tabb.

Motion Approved 6-0.

2. Proclamations

2.A. National Developmental Disabilities Awareness Month
Devin Beach was present remotely to read the proclamation.

Councilmember Elliott moved to Authorize the Mayor's signature on the proclamation.

Motion Approved 6-0.

2.B. Irish American Heritage Month 2022
Geraldine O'Mahoney was present to read the proclamation.

Councilmember Elliott moved to Approve the Mayor's signature on the proclamation.

Motion Approved 6-0.

2.C. National Women's History Month
Michele Cawley was present remotely to read the proclamation.

Councilmember Monica Miller moved to Approve the proclamation for National Women's History Month. **Motion Approved 6-0.**

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Elliott moved to Approve the Agenda as presented. **Motion Approved 6-0.**

5. Consent Agenda

5.A. Approve Minutes of February 22, 2022 Regular Meeting

5.B. Approve Minutes of February 22, 2022 Joint Study Session with Council and the Utility Advisory Committee

5.C. Acknowledge Minutes of Boards and Commissions

5.D. Grant agreement with the Washington State Dept. of Ecology (DOE) and an Agreement for Professional Services with Coho Water Resources, LLC for the "Ellensburg Aquifer Storage and Recovery (ASR) Feasibility Study."

5.E. Approve quote from Anixter Inc. for 15kV Medium Voltage Underground Distribution Cable

5.F. 2022 First Choice Health Updated Documents

5.G. Approve March 7, 2022 Voucher Listing

Councilmember Elliott moved to Approve the Consent Agenda as presented. **Motion Approved 6-0.**

6. Petitions, Protests, and Communications

6.A. Bookworms to Earthworms Seed Share Library

Sasha Geise, Public Library Circulation Assistant, was present to review the new program offered at the library. Brochures about the program were distributed to Council. No action was required and was for information only.

6.B. Kittitas Valley Fire & Rescue (KVFR) Update by Chief Sinclair

John Sinclair, KVFR Chief, was present to give a District update and review department statistics. Mayor Lillquist asked questions of Chief Sinclair and requested an annual report to Council.

6.C. CenterFuse Semi-Annual Report

Margaret Reich, EBDA/CenterFuse Executive Director, presented a semi-annual report. Board members, Garrett Poshusta, Del Bankston and Andreas Bohman were also present. Council asked questions for clarification. No action was required and was for information only.

7. Citizen Comment on Non-agenda Issues

Pat Kelleher, 6530 Wilson Creek Road, spoke regarding Cora Street issues and Helena Avenue improvements.

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

9.A. Resolution to Reject All Bids for Bid Call No. 2022-03 Distribution Transformers
Paul Meyer, Senior Electrical Engineer, presented information in the staff report.

Councilmember Elliott moved to Approve adoption of Resolution 2022-09 rejecting bids for distribution transformers. **Motion Approved 6-0.**

10. Unfinished Business

11. New Business

11.A. Ellensburg Animal Shelter & Control Services Future Outlook
James Weed, Ellensburg Police Department Captain, presented information in the staff report and reviewed a presentation that included options available for future animal shelter services. Council asked questions of staff.

Paula Hake, 207 E 17th Ave, spoke against hiring a private organization to run Ellensburg animal shelter services

Andrea Wing, 2700 N Susie Court, read a letter written by the Kittitas County Friends of Animals Board

Delores Gonzales, 407 S Sprague St, spoke regarding the continued need for shelter services in Ellensburg

Milt Johnston, 1211 Vuecrest, spoke regarding the increased need for animal shelter services

Dr. Erin Zamzow, 1051 McCullough Rd, attending remotely, spoke regarding her experiences in Ellensburg as a veterinarian and encouraged increased support for shelter services

Council discussed items including forming an advisory board, issues relating to privatization and grant funding opportunities available to non-profit entities.

Andrea Wing commented regarding the ability of non-profits to obtain grants.

Milt Johnston commented regarding the ability of KCFOA to fundraise and provide services and future monetary support by Kittitas County;
Jill Scheffer, 414 S Willow St., spoke regarding commitment of public funds to non-profits and ability to obtain grant funding;
Dr. Erin Zamzow commented regarding a non-profit's business model and ability to provide services

Council consensus was to direct staff to develop a Request for Proposals (RFP) document.

Councilmember Elliott moved to Approve directing staff to formulate an RFP to solicit proposals to initiate shelter care services for the City of Ellensburg and the Ellensburg Police Department involve community partners and animal welfare advocates in the formulation of the RFP. **Motion Approved 6-0.**

Councilmember Monica Miller asked that it be specified that the KCFOA be the community partner that participates in the RFP development.

11.B. Summer Experiences & Enrichment for Kids Fund (SEEK Fund) Grant Acceptance and Subcontractor Agreement
Brad Case, Parks & Rec Director, presented information in the staff report.

Jill Scheffer, present remotely, spoke about the programs in partnership with Kittitas Environmental Education Network (KEEN) with grants through the Association of Washington Cities.

Councilmember Elliott moved to Authorize accepting the grant and approve the Mayor/Manager to sign the grant contract agreement and approve the necessary budget adjustments. **Motion Approved 6-0.**

11. Miscellaneous

12.A. Manager's Report

The City Manager reviewed the report. Council consensus was to follow the Governor's order on mask mandates for City facilities.

The City Manager read a statement from Parks & Recreation Director Case recognizing the professionalism of Ellensburg Police Department officers Ingraham and Anderson.

A 2021 Year in Review Report was distributed to Council.

12.B. Councilmembers' Reports

- Councilmember Elliott will be absent March 21, 2022 meeting and he spoke about a draft proposal submitted to police, mental health and public transit concerning cabulance services

-
- Councilmember Goodloe attended the Homelessness & Affordable Housing committee meeting
 - Councilmember D. Miller attended a KCCOG meeting
 - Councilmember M. Miller stated the Adult Activity Center will host an open house on April 12, 2022 from 1:30 to 3:30 pm. She toured the Public Library, and spoke about a Be Heard Eburg survey
 - Councilmember Winn attended the Lodging Tax Advisory Committee meeting and requested the Pearl Street Promenade discussion be placed on the March 21, 2022 Agenda
 - Mayor Lillquist requested an excused absence for the March 21, 2022 meeting.

Councilmember David Miller moved to Approve an excused absence for Mayor Lillquist at the March 21, 2022 meeting. **Motion Approved 6-0.**

She congratulated the Ellensburg High School women's basketball team on their state championship and the CWU women's basketball team on their GNAC championship. She attended meetings with Ellensburg School District regarding Cora Street traffic and Central Washington Disability Resources concerning accessibility issues. She participated in an interview with 88.1 the 'Burg and the Point in Time (PIT) count. She also attended a Mayor's meeting held by Representative Schrier.

13. Executive Session

14. Adjournment

Meeting adjourned at 10:21 pm

Mayor

ATTEST: _____
City Clerk



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

**Minutes of City Council Joint Study Session with
the Utility Advisory Committee**

March 7, 2022

6:00 PM

**Council Chambers 501 North Anderson Street
Ellensburg, WA 98926
And virtually via Zoom**

Study Session

Meeting called to order at 6:00 pm

Councilmember Tabb was absent

Others present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, IT & Telecomm Manager Faubion and Chris Walker with NoaNet

Others present virtually via Zoom: Utility Advisory Committee members Nate Sitton and Jim Goeben

1. Continue - Northwest Open Access Network (NoaNet) Broadband Feasibility Study Presentation and Discussion
Chris Walker with NoaNet was present to continue the discussion regarding the broadband analysis update and reviewed information in a presentation.

Council asked questions and discussed the strategic considerations presented. Staff will gather information for the next steps for Council to consider.

2. Adjournment
Meeting adjourned at 6:55 pm

Mayor

ATTEST:

City Clerk



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY AFFORDABLE HOUSING COMMISSION

Date and Time: Affordable Housing Commission meeting, February 2, 2022 - 4:30 p.m.

Place of Meeting: Remote meeting held via Zoom

Present (in-person): Bruce Tabb, John Perrie

Present (virtual): Sarah Bedsaul, Hongtao Dang, Charli Sorenson, Jordan Ruhle,

Absent: Hannah Tower

Others Present: Planning Manager, Jamey Ayling; Community Development Director, Kirsten Sackett; Habitat Area Director Kelle Dvorak Vandenberg

1. CALL TO ORDER

Chair Tabb called the meeting to order at 4:32 pm.

2. APPROVAL OF THE AGENDA

Commissioner Perrie made a motion to approve the agenda. Commissioner Bedsaul seconded. Commissioner Sorenson called for a correction to a spelling error in the agenda. **All in favor of the amended agenda, motion passed.**

3. APPROVAL OF MINUTES OF JANUARY 5, 2022

Commissioner Sorenson moved to approve the January 5, 2022 minutes. Commissioner Bedsaul seconded. **All in favor, motion passed.**

4. NEW BUSINESS

a. Catherine Park – discuss potential options for affordable housing project

Chair Tabb introduced the topic. Planning Manager Ayling explained that he had sent out in the packet information. He provided some information from the Land Development Code, noting that the property was zoned R-L, which would allow for 8 dwelling units per acre. This equates to 6 allowed units, which could be allowed for 6 single-family units, if a developer went with the cottage option they count as ½ dwelling units so they could have up to 12 cottage dwelling units. In the city code the square footages allowed for cottages is 1200 so they are quite large. He said that the access to the property is through an access easement through the radio station property. The property also has utility easements along the perimeter of the property.

Chair Tabb noted that incentives were built in that no one has taken advantage. Commissioner Perrie asked whether there were proposed comp plan changes to this property, and Chair Tabb noted that it wasn't the comp plan it was the Land Use code that was being worked on. Planner Ayling stated that the Housing Action Plan did contain a strategy to create a pilot project to partner with a professional to design a potential site plan for the property. He suggested that the property is a great candidate for an affordable housing project and if done affordably could have higher densities- maybe get up to 18 cottages.

Commissioner Bedsaul said she loves the idea of putting together something more prescriptive. That said, if they market it and get zero interest, she wouldn't mind allowing for a modification that would be more appealing. Commissioner Ruhle also agreed that it sounded like a good proposal.

Commissioner Sorenson thinks that using the property for affordable housing is better than selling the property. She thinks we should develop 2 or 3 options for how the property could be developed. Commissioner Perrie said since this is one of the gateways to the city the proposed project should be an attractive design that the City could be proud of. Commissioner Dang agrees with the idea to use it for affordable housing with utilizing this property. Another option is a project he is already working on with a different project with a homeowner to do a build challenge and the plans are almost ready. In the future a home this design could be built and owned or offered by the city. It could be owned by the city or a non-profit, or CWU and put out for affordable housing in the future. It will also be on the US Dept of Energy's website and should be a very public project. Commissioner Bedsaul, suggested that Commissioner Dang should encourage CWU to donate a piece of property to continue building these green houses.

Chair Tabb asked about the possibility of townhouses, and Ayling said it might also be possible. Commissioner Perrie would like to see us develop possibilities that the private sector would ok at and be willing to build. In response to a question from Commissioner Bedsaul, Chair Tabb responded that City Council wasn't trying to be prescriptive about the future use of the property but would likely be open to a public/private partnership for development on the property.

Chair Tabb feels the quickest way to get this turned around would be to hire a professional to design the site plan options. The Affordable Commission has money to spend. Director Sackett noted that we could try to bid it out and get some plans. Planner Ayling thinks that he could start with an idea and then send it out to a professional.

Director Sackett asked for clarification of what was done with Council on the surplus issue. Chair Tabb noted that originally it was just surplus the property and going to sell it. The AHC would need to have a proposal to council for their review.

Chair Tabb thinks it would be best to first see a high level site plan design for how the housing units should be thought out a bit regarding the use and what could fit on the site, and then make sure the AHC is in agreement before the recommendation goes back to City Council. At that point, if Council approves surplus of the property it for affordable housing purposes, they could then go on to give latitude to start marketing the project to outside developers.

Commissioner Dang said that if they got some high level drawings, they could work on adding the details. He suggested adding a few units for transitional housing.

Chair Tabb said that the Commission will need to do some work about sustainability of the affordability component of these projects in a private sector model. Commissioner Perrie said he is concerned by the time it might take which might be too long with council unless we come to

them with a viable project.

5. OLD BUSINESS

6. CITIZEN COMMENT

Ms. Vandenberg said that this sounded like an exciting project and she thanked the commission for thinking outside of the box. She suggested that if the Commission wanted to look at some of these flexible types of builds there are examples out of Seattle and the Upper County.

7. STAFF UPDATE/DISCUSSION ITEMS

a. Update on Affordable Housing Projects

Planning Manager Ayling said that Stuart Meadows is scheduled to go for final plat approval to City Council on February 22. Once the plat is recorded they will be able to submit for building permits.

1st and Pine project, a draft contract is currently under negotiation. The City does need to verify that the applicant is also seeking the HUD funds.

Addison Place senior housing project, Hopesource will be going back to the County to ask for additional funding to assist with the overage amount on the bid. Planner Ayling said that he urged HopeSource to also seek out additional funding sources. Chair Tabb asked if the contract was at a place where the lack of progress would be a reason to pull back and reallocate the funds. Commissioner Bedsaul asked if giving them a deadline would be helpful, and Planner Ayling said he would visit with legal counsel for guidance.

Chair Tabb asked for the status of this project to be put on the agenda for the March 2 meeting. This would be added to more detail around Catherine Park.

b. Monthly Budget Report.

Planner Manager Ayling reviewed the monthly funding brought in, and shared the total fund balance, without the Stuart Meadows allocation being removed.

Chair Tabb said we talked about creating a marketing plan, and he asked if the Commission should create a subcommittee to focus on developing a plan. They are currently sitting on a lot of money. Commissioner Perrie – willingness of the private sector to participate and the capacity of the city to help them.

Commissioners Bedsaul and Ruhle were interested in working with Chair Tabb. The three of them will meet next week to begin discussions.

8. COMMISSION REPRESENTATIVE UPDATE

Chair Tabb said the City and County are pulling together an ad hoc committee on homelessness, and he shared the organizations that will be represented on the committee. Among other items they will be looking at creating regulatory framework that will be responsive to the homelessness issue.

9. ADJOURNMENT

Chairman Tabb adjourned the meeting at 5:24 pm.

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



ARTS COMMISSION

February 10, 2022

4:00pm

ZOOM/CCCR

Alex Eyre, Chair, term expires May 31, 2025

Vacant, Co-Chair, term expires May 31, 2023

Laura Bobovski, term expires May 31, 2022

Jerald Dougherty - term expires May 31, 2025

Gwen Budnik, term expires May 31, 2022

Cassandra Town, term expires May 31, 2022

Brian Kooser, term expires May 31, 2025

1. CALL TO ORDER

Chair Eyre called the meeting to order at 4:01pm

2. ATTENDANCE

PRESENT: Alex Eyre, Jerry Dougherty, Cassandra Town, Gwen Budnik, Laura Bobovski,

COUNCIL LIASON: David Miller

ABSENT: Brian Kooser

VISITOR: Monica Miller, Jennifer Lubanski

STAFF: Josephine Camarillo, Nicole Klauss

3. APPROVAL OF AGENDA

MOTION made by Bobovski to approve the agenda, seconded by Budnik, motion approved.

4. CORRESPONDENCE AND CITIZEN COMMENTS

VMT- Jessica Black, proposing to reallocate 2022 grant funds to another project.

CWU JEN Club- Corie Williamson, proposal to fund upcoming club project.

Both requests to be discussed under Subcommittee Business

5. GUEST SPEAKER/PRESENTER

None

6. APPROVAL OF MINUTES

MOTION made by Town to approve January 2022 minutes, seconded by Budnik, motion approved.

7. BUDGET/FINANCIAL REPORT

2021- Reviewed and discussed.

FFAW invoices payments are being received apart from a few still outstanding.

8. NEW BUSINESS

Unity Park Update- study session occurred on 2/7, work is still ongoing with conversations surrounding streeteries and promenade. Survey results can be found here <https://www.beheardeburg.com/pearl-street-promenade>

Marketing Brainstorm- Nicole has been working with the EDA to help better promote the Art Walk. Cultural Assessment can also be used as a marketing tool. Perhaps do a monthly feature on a local artist.

May Arts Education Month- Monica Miller would like Commission to submit a Proclamation to recognize Arts Education Month. David Miller will contact City Manager and Mayor. Eyre and Town will work on proclamation verbiage.

9. OLD BUSINESS

Library Bus Shelter still a work in progress. Eyre will follow-up.

10. SUBCOMMITTEE BUSINESS

A. Funding:

VMT- Jessica Black requesting 2022 Rising Stars grants fund be reallocated to another production *Nunsense* in the Fall due to director of original proposal being unavailable. Because the original proposal involved youth, the Commission would like a new application from VMT for new proposal. Staff will direct Black to resubmit application for next meeting.

CWU JEN Club- Corie Williamson, proposal to fund upcoming club project Women in Jazz Day (WIJD), an annual event the CWU JEN Club presents to address the absence of female representation in Jazz. WIJD is free for all and features clinics by some of the most notable names in Jazz today.

MOTION made by Dougherty to allocate up to \$400 for CWU JEN Club for their upcoming Women in Jazz Day. Bobovski seconds, motion passed.

Poet Laurette- One application has been submitted, deadline February 15 midnight.

B. Public Art: Dougherty still working with AAC to install City Art pieces

C. Advocacy/Public Relations: None

D. Art Walk: Bobovski met with EDA and will work together to promote Art Walk, possibly work on a map and list of venues. EDA will reach out to CWU to generate interest and businesses to help further develop FFAW. Budnik also

spoke with EDA. New possible venue on Pine Street, Chiropractic and Jiu-Jitsu. She will follow-up with business with further details about becoming a venue. Budnik request we work with schools for Art Education month. She will follow-up.

11. UNSCHEDULED BUSINESS

Budnik has option for Kooser regarding Puppet Lab relocation, Foundry Building.

12. ANNOUNCEMENTS

There is a vacancy on the Arts Commission. Announcement and application on City website.

DEI working on statement recognizing ancestral lands.

13. NEXT MEETING

March 10, 2022

14. ADJOURNMENT

With no further discussion, meeting adjourned at 5:15pm

Respectfully submitted,
Josephine Camarillo, Staff Liaison
Drafted: 2-10-22
Approved: 3-10-22



Centerfuse

Ellensburg Business Development Authority

BOARD OF DIRECTORS MEETING MINUTES

Regular meeting held synchronously in-person and virtually

Wednesday, February 9, 2022

4:00-5:30 PM

Members in Attendance: Garrett Poshusta, Chair; Andreas Bohman, Vice Chair; Grant Clark, Treasurer; Del Bankston, Secretary; John Perrie, Board Member; Jared Vallejo, Board Member; James Jankowski, Board Member, and Bob Rapp, Board Member

Others present: Madison Ford, Monica Miller, Heidi Cerniway, Amanda Blackmore, Bryan Elliott, Sarah Read, Jennifer Lubanski; Rich Elliott, Ellensburg City Council liaison, and Margaret Reich, Executive Director

1. Meeting Called To Order

Meeting was called to order at 4:00 PM

2. Approval of Agenda

Motion to approve the meeting's agenda by Jared Vallejo, second by Grant Clark. Motion approved by unanimous vote.

3. Approval of Minutes

Motion to approve January 2022 regular meeting minutes by John Perrie, second by Grant Clark. Motion approved by unanimous vote.

4. Board Business

Chair Poshusta introduced an updated format for board meetings that follows the board approved 2022 goals.

a. Organizational Effectiveness

Treasurer Grant Clark presented the financial reports including an update on collections activity and cash management account.

Executive Director Reich discussed the process for filling board vacancies, the potential sale of the Airport Building (Kittitas County continues to express interest), file sharing with the board and gave a legislative update.



Board advisors Clark, Perrie and Poshusta met between the January and February board meetings to discuss moving forward with this strategic goal and how to engage the full board.

Chair Poshusta presented information about economic development organization's structure. Board members voiced commitment to focusing on Ellensburg, not disconnecting from the city, and adding some flexibility to work outside of the UGA.

Motion to approve direct staff to retain professional counsel (e.g., legal and accounting) to acquire information about options for organizational structure including pros, cons of each and recommendations by Del Bankston, second by John Perrie. Motion approved by unanimous vote.

b. Build Local Capacity

Executive Director Reich shared a draft presentation prepared for the March 7th Ellensburg City Council meeting. Board members affirmed content and weighed in with edits.

Executive Director Reich advised the board that no action, that she is aware of, is happening with the countywide economic development plan.

c. Marketing

The StartInEllensburg website is delayed until mid-February. Website content and navigation updates are in progress.

d. Business Recruiting

Council liaison Elliott updated the board on the potential for a biomass business including \$800 billion federal funding from Interior and Agriculture. Recognizing time constraints, the board asked staff to do some initial exploration into feasibility and opportunity.

Board advisors Rapp and Poshusta met to discuss moving forward with this strategic goal. Key industries include Healthcare, Technology, Construction, Distribution/Warehousing/Logistics and Light Industrial.

5. **For the good of the order**

Guests introduced themselves.

6. **Adjournment** – time 5:38 Motion to adjourn by Jared Vallejo

Drafted: 2/18/2022

Approved: *Del Bankston*

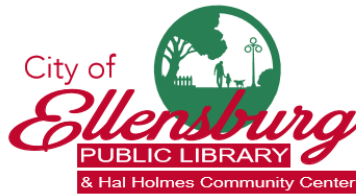
Submitted by: Margaret Reich

CITY OF ELLENSBURG

Date of Meeting:

Time of Meeting:

Place of Meeting:



LIBRARY BOARD

February 8, 2022

4:30pm

Council Chamber/ZOOM

Marty Blackson, Chair, term expires December 31, 2022

Loretta Gray, Secretary, term expires December 31, 2022

Mary Holmgren, term expires December 31, 2026

Andreina Delgado, term expires December 31, 2023

Julie Cloninger, term expires December 31, 2024

Andrea Sledge, term expires December 31, 2026

Mary James, term expires December 31, 2022

1. CALL TO ORDER

Chair Blackson called the meeting to order at 4:35 pm

2. ATTENDANCE

PRESENT: Marty Blackson, Julie Cloninger, Andreina Delgado, Loretta Gray, Mary Holmgren, Mary James

COUNCIL LIASON: Monica Miller

ABSENT: Andrea Sledge

VISITOR: None

STAFF: Josephine Camarillo

3. APPROVAL OF AGENDA

Motion made by Holmgren to approve the agenda, seconded by James, **motion approved.**

4. APPROVAL OF MINUTES

Motion made by Cloninger to approve January minutes, seconded by Holmgren, **motion approved.**

5. CORRESPONDENCE AND CITIZEN COMMENTS

None

6. REPORTS

A. Director's Report: (1) The library was closed for two days because of the snowstorm. (2) Library/HH staff retreat takes place on February 25. (3) The Library plans to have a Seed Library. (4) Morgan Middle School students conducted research on local history. (5) Hotspots are available for checkout, and laptops are being prepared. (6) Youth Services prepared Grab & Go bags with an MLK theme; Youth Service will begin ZOOM storytime soon. (7) Adjustments to the collection and circulation statistics were discussed. (8) Hal Homes events discussed, including the availability of a warming shelter during the severe snow storm.

- B. Budget Report: The bottom line for 2021 was satisfactory. Areas of overspending were balanced by areas of underspending.
- C. Friends of the Library Report: There was a \$5000 donation at the end of year. A tea will take place in April.

7. **OLD BUSINESS**

A. None.

8. **NEW BUSINESS**

A. Patron Exclusion Parameters were discussed.

9. **UPCOMING PROGRAMS**

For February, the following are scheduled: I Love My Library Craft Station, Library Book Club meeting, Staff Retreat, and Friends of the Library meeting.

10. **UNSCHEDULED BUSINESS**

Brainstorming session and fundraising event for Library expansion will be addressed in the future.

11. **NEXT MEETING**

March 8, 2022

12. **ADJOURNMENT**

With no further discussion, meeting adjourned by Blackson at 5:10 pm

Respectfully submitted,
Loretta Gray, Secretary

LODGING TAX ADVISORY COMMITTEE

February 2, 2022 (2:05 p.m. to 2:17 p.m.)

Members Present: Steve Townsend, Jim Nale, Lacie Dawson, and Marie Smith.

Members Absent: None.

Others Present: Laurie Gigstead, Executive Assistant, Adam Winn, City Councilmember, and Matt Anderson, Director of Tourism.

1. **Call to Order.** Steve Townsend, Vice Chair, called the meeting to order at 2:05 p.m.
2. **Minutes of the December 8, 2021 meeting.** Moved and seconded (Jim/Marie) to approve minutes as written. Motion approved.
3. **Correspondence and Public Comment Period.** Laurie advised that Monica Miller was appointed to City Council so her position as a receiver is now vacant. Laurie introduced Adam Winn, City Councilmember. Adam advised that he is attending board and commission meetings to familiarize himself with them and find the best fit for Council assignments.
4. **Unfinished Business.**
 - A. **Budget/Financials Review.** Reviewed and acknowledged.
 - B. **Tourism Report.** Matt briefly discussed some Brew Fest data and some general tourism data from the end of 2021. He advised that a majority of the hits are on the Gather page and Events page.
5. **New Business.**
 - A. **Confirm Steve Townsend as Vice Chair for 2022.** Moved and seconded (Marie/Lacie) to designate Steve Townsend as Vice Chair for 2022.

With no further business, the meeting was adjourned at 2:17 p.m.

Respectfully submitted,
Laurie Gigstead
Recording Secretary

Drafted: 02/02/2022

Approved: 03/02/2022

**Parks & Recreation Advisory Commission
Meeting Minutes – January 12, 2022**

DATE OF MEETING: January 12, 2022
MEMBERS PRESENT: Laci Harrison (remotely), Dan Witkowski (remotely), Ali Brown (remotely), Ali Burton (remotely), Kathleen Kelleher (remotely), Fiona Corner (remotely) Nikki Pollock (in person)
OTHERS PRESENT: Parks & Recreation Director Case, Council Liaison Elliott
LOCATION: Meeting was held at the Council Conference Room and Remotely

CALL TO ORDER – Commission Chair Harrison called the meeting to order at 5:31pm.

MEETING MINUTES - The meeting minutes from the November 10, 2021 meeting were approved with a correction to Commission member Harrison's last name. ***All in favor.***

NEW BUSINESS – Commission Elections – Nominations were taken for the position of commission chair and vice chair. For the position of chair Laci Harrison was nominated and selected and for the position of vice chair Dan Witkowski was nominated and selected.

Pearl Street Promenade Survey Results- Staff reviewed the survey results the city received through their 'Be Heard Eburg' online community engagement platform. Over 730 responses were received over a one-month period of time. The survey consisted of seven questions related to the closure of Pearl Street, between 4th & 5th Avenue to vehicular traffic. The community was very split in their support of the project, they were either very supportive or strongly against the idea. The reasons for supporting it was created a more walkable, vibrant downtown. The reasons against the idea focused around downtown parking and traffic patterns.

OLD BUSINESS - Discussion of Council Action Regarding Surplus of Whitfield Triangle and Catherine Park – The staff shared with the Commission the action City Council took regarding the surplus of Whitfield Triangle and Catherine Park. Whitfield Triangle was declared surplus and will be sold on the open market. The proceeds from that sale will go back to the parks & recreation department. The Council did not make a decision on Catherine Park rather they referred the matter back to the Affordable Housing Commission for further review and discussion.

COMMISSION MEMBER REPORTS

Commission member Witkowski inquired about the sidewalks being plowed at West Ellensburg Park after the recent snow event. Staff reported that the crews were out taking care of sidewalks in the downtown and then would be getting out to park facilities.

Commissioner Pollock discussed the need for additional signage at the Rotary Park XC skiing trails highlighting trail etiquette

Commissioner Harrison, the proud owner of new dog, talked about how well used the Rotary Park off leash park is

Commissioner Brown talked about the lack of a restroom at Kiwanis Park. Staff said that there are portable restrooms at a few different park facilities during the winter months. Portable restrooms are located in parks spread out through town in order to provide access to all neighborhoods with a park restroom. Portable restrooms are located at Rotary Park, North Alder Street Park, Mountain View Park. There are vault toilets available at IRRP and Paul Rogers Park. People using Veterans Memorial Park have access to the pool restroom.

UPCOMING MEETING ITEMS

Update on Unity Park

STAFF REPORT

1. Over 200 kids have signed for the boy's youth basketball program and the youth indoor soccer program. Additional volunteer coaches are needed in the basketball program.
2. A community group continues to meet about the development of a new skate park at Kiwanis Park.
3. City parks crews have been busy the last week with snow and ice removal through the city. The focus thus far has been on sidewalks on and adjacent to city owned property.
4. In honor of Martin Luther King Jr. Day, the Washington Outdoor School, in cooperation with the City of Ellensburg Diversity, Equity and Inclusion Commission, will be putting out signage at Paul Rogers Park with quotes from Dr. King. The signs will be placed on January 17th and will remain at the park through the end of January.
5. The Kittitas Valley Memorial Pool & Fitness Center has been very busy but operating with significant staffing shortages.
6. The recent winter weather has provided optimal cross-country skiing conditions at Rotary Park. Volunteers from the Ellensburg Ski Club groom the trails with equipment the City helped purchase through the Park Partnership program. All along the same lines, sledding at North Alder Street Park has been very popular with many families. To encourage families to use the park, city staff has placed lights around the picnic shelter to provide additional lighting as well as placing a portable restroom at the park.

Meeting adjourned at 6:34pm.

**Parks & Recreation Advisory Commission
Meeting Minutes – February 9, 2022**

DATE OF MEETING: February 9, 2022
MEMBERS PRESENT: Laci Harrison (remotely), Dan Witkowski (remotely), Ali Brown (remotely), Ali Burton (remotely), Kathleen Kelleher (remotely), Fiona Corner (remotely) Nikki Pollock (remotely)
OTHERS PRESENT: Parks & Recreation Director Case, Council Liaison Monica Miller and two members from the public
LOCATION: Meeting was held at the Council Conference Room and Remotely

CALL TO ORDER – Commission Chair Harrison called the meeting to order at 5:30pm.

MEETING MINUTES - The meeting minutes from the January 12, 2022 meeting were approved with a correction to Commission member Harrison's last name. ***All in favor.***

NEW BUSINESS – Unity Park Master Plan Draft Public Engagement Process – Staff reviewed with the Commission a draft process being considered for the development of the Unity Park master plan which is outlined as follows:

Step One - Reengagement- bring back the three stakeholder groups (city staff & commissions, event organizers, downtown business owners and residents). Would be half a day event, an hour with each group, could do this remotely. City staff would identify and invite stakeholder members, many of the original stakeholders are still in the community.

Step Two - Community Outreach – Walker Macy would develop a set of questions or information that staff would get out to the community to gather feedback on park design. This would include outreach through 'Be Heard Eburg' the city's online community engagement platform, civic organization talking tour, working with and having the Ellensburg Downtown Association set up focus groups.

Step Three - Refining and Developing Two Concept Plans – The city would provide you with the all the information we receive during steps 1 & 2, WM works their magic and comes up with the two concept plans.

Step Four – Taking it to the Streets – We take the concept plans and roll them out to the stakeholder groups, parks & recreation commission and community. We envision this being the only visit WM would make to Ellensburg.

Step 5 – Final Plan – based on additional information received in step 4, WM develops the final plan which is then presented remotely to the Parks & Recreation Commission and City Council for final approval.

The Commission asked if the remote meetings could include closed captioning (staff will research) and making sure that ADA accessibility within the park and the streets/parking along Pearl and 4th Avenue is something that is included in the park planning.

Pearl Street Promenade Pedestrianization Report Review - Staff gave an overview of the ECONorthwest final report on the Pedestrianization of Pearl Street. Project next steps includes Walker|Macy, through the Unity Park design work, looking at options on how to create connectivity between Unity Park and Pearl Street and for Council to revisit some of the strategies identified in the 2019 parking plan. Commission members had comments about the number of community members who participated in the 'BeHeard Eburg' survey expressing concerns about the project and concerns about to access businesses for those who are disabled.

OLD BUSINESS – Commission Chair Harrison talked about the increase of dog waste being left at city parks, specifically at North Alder Street Park and the Palouse to Cascade Trail Reconnection Route, where she picked up multiple bucket's worth of waste. This issue has recently been highlighted through various social media posts about waste along the State owned and operated section of the Palouse to Cascades Trail and at Paul Rogers Park. Staff stated that there are 19 mutt mitt dispensers located throughout the Ellensburg parks system, including 2 at City Hall. Staff will reach out to the property management teams at the two large apartment complexes bordering North Alder Street Park and the Palouse to Cascades Trail Reconnection asking for assistance in reminding their tenants that there is a leash law and that pet owners must pick up after their pets, as well as place additional temporary signage at parks reminding people to pick up after their pets.

COMMISSION MEMBER REPORTS

Commission Chair Harrison

UPCOMING MEETING ITEMS

Update on Unity Park

STAFF REPORT

1. Due to staffing shortages the hours at the Kittitas Valley Memorial & Fitness Center will be reduced. 2. Park picnic rentals will be available to rent June 1 – October 2. Those wishing to use shelters outside of these dates can use them on a first come first serve basis. 3. The Ellensburg Racquet & Recreation Center has been seeing a lot of use the past three months. 4. Park restrooms are scheduled to open back up for the season on Monday, March 21, the first day of the Ellensburg School District's spring break. 5. The city athletics program is currently registering kids for the youth running club and youth volleyball. 6. Field lights for the Rotary Park youth baseball/softball fields are scheduled to arrive Monday, February 14th. 7. Graffiti at the Kiwanis Park picnic shelter is scheduled to be removed in the next couple of days. The cold weather has prevented park staff from painting over it.

Meeting adjourned at 6:50pm.



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY PLANNING COMMISSION

Date and Time: Planning Commission Meeting of January 13, 2022 at 5:45 p.m.
Place of Meeting: Hybrid - In Person at City Hall, 501 N. Anderson Street, and Virtual Zoom Meeting
Present (in Person): Fred Padjen, Beverly Heckart
Present (Virtual): Ed Harrell, Sathy Rajendran, Geraldine O'Mahony
Absent: Sigrid Davison, George Bottcher
Others Present: Community Development Director Kirsten Sackett (in-person); Planning Manager Jamey Ayling (virtual), Rich Elliott, Council Liaison (virtual)

1. CALL TO ORDER

Chair Padjen called the meeting to order at 5:45 pm.

Commissioner Rajendran made a motion to excuse Commissioner Davison because of illness. Commissioner Harrell seconded. All in favor, motion passed.

2. APPROVAL OF AGENDA

Commissioner Heckart moved to approve of the agenda as submitted. Commissioner Harrell seconded. All in favor, motion passed.

3. APPROVAL OF MINUTES of December 16, 2021 Planning Commission Meeting

Commissioner Heckart moved to approve the minutes with edits previously submitted to Staff. Commissioner Rajendran. All in favor, motion passed

4. NEW BUSINESS

5. OLD BUSINESS

6. CITIZEN COMMENT

No members of the public in attendance.

7. STAFF UPDATE

a. Update on Zoning and Land Development Code Ordinance

Director Sackett discussed the process that occurred in the past with making updates to the Land Development Code. She shared screen to show the Commission the maps of each of the proposed zone boundary changes. She then shared screen to display the Land Use Chart tables that are being updated with new columns to add the two new mixed-use zones and deleting the C-T zone. She explained that City Council had reviewed the draft ordinance over four work sessions, and asked staff to make modifications to various portions of the use charts. She explained that the changes were highlighted in yellow and talked through the rationale for the changes. She said that the

next step is to initiate the SEPA process, and when that is complete the ordinance will come back to the Planning Commission for a public hearing.

Chair Padjen noted that he felt there are some areas that need to be revisited in the use tables, since it has been some time since the Commission did all of the work. Director Sackett encouraged the commission members to really take a look at the ordinance and come to staff with any questions or concerns so they can be addressed prior to the public hearing. Sackett said she will send the updated ordinance for the commissioner's review as soon it was ready for SEPA. Chair Padjen asked questions about some of the descriptions in the ordinance regarding the Multifamily Tax Exemption (MFTE) program, to which Planning Manager Ayling responded.

b. Six-month planning commission work plan

Director Sackett shared screen to show the dates and topics for each of the Planning Commission meetings to be held each month through June 2022. She then went over the topics to be covered and suggested that the Commissioner's may want to review the Comp Plan for any edits or changes to be made as they are reviewing them at the future meetings. Commissioner Heckart asked about a joint meeting with the Affordable Housing Commission (AHC). Director Sackett will get that on the schedule, but she first needs to determine the availability and workload of the AHC. It is possible it will be at the March 24th meeting. Commissioner Rajendran asked about getting a copy of the schedule. Director Sackett will send a copy to the commissioners.

8. COMMISSION REPRESENTATIVE UPDATE

Chair Padjen asked for an explanation of the Multifamily Tax Exemption (MFTE). Planner Ayling described the program and how it benefits developers that are building in the -C zone. He also said that Council had recently reviewed an ordinance to expand the Residential Targeted Area of MFTE program to also include the boundaries of the CC-II zoning district.

9. ADJOURNMENT

Chair Padjen adjourned the meeting at 6:45 pm.



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY PLANNING COMMISSION

Date and Time: Planning Commission Meeting of January 27, 2022 at 5:45 p.m.
Place of Meeting: Hybrid - In Person at City Hall, 501 N. Anderson Street, and Virtual Zoom Meeting
Present (in Person): Fred Padjen, Beverly Heckart & George Bottcher
Present (Virtual): Ed Harrell, Sathy Rajendran, Geraldine O'Mahony, Sigrid Davison
Absent: Rich Elliot Council Liaison
Others Present: Community Development Director Kirsten Sackett (in-person); Planning Manager Jamey Ayling (virtual), Adam Winn, Council Member (virtual)

1. CALL TO ORDER

Chair Padjen called the meeting to order at 5:45 pm.

2. APPROVAL OF AGENDA

Commissioner Heckart moved to approve of the agenda as submitted. Commissioner Harrell seconded. All in favor, motion passed.

3. APPROVAL OF MINUTES of January 13, 2022 Planning Commission Meeting

Commissioner Heckart moved to approve the minutes with edits previously submitted to Staff. Commissioner Rajendran. All in favor, motion passed

4. NEW BUSINESS

5. OLD BUSINESS

6. CITIZEN COMMENT

No members of the public in attendance.

7. STAFF UPDATE

a. Review of Introduction Section of Comprehensive Plan

Director Sackett discussed the proposed changes to the Introduction section of the Comp Plan, which included reference to the outreach work that was undertaken to develop the DEI chapter. Commissioner Heckart thought that it could be shortened to be less bureaucratic and said she would send her recommendations to staff. Director Sackett thought she and Commissioner Heckart could work on it off line. Director Sackett gave some background on how and when the 2017 Comprehensive Plan was adopted. She said that the next period update to the comp plan is due in 2026, so they will begin work on that in 2024. This year staff is proposing to update several sections of the plan simply because the Housing needs assessment provided more current data.

Commissioner O'Mahony asked who the Introduction was written for. Director Sackett said that it was for the general public. Commissioner O'Mahony also agreed that the writing seemed like it was aimed at administration not the public. Commissioner O'Mahony also asked if this would be translated into Spanish for more accessibility. Director Sackett said she would find out what it would take to have the translation completed. She also suggested that if the commission wanted to make extensive changes, that perhaps a sub-committee could be formed to work on the documents, as the department's staffing capacity is currently very limited.

Commissioner O'Mahony suggested that there should be an executive summary of each of the chapters so that it can be more easily understood by the general public. Commissioner Bottcher noted that there is already an introduction to each chapter and even though there is a lot of content that needs to be reviewed, anyone who is going to be proposing a development in the city will read the details.

Director Sackett commented that even though she said that the Comprehensive Plan was written for the public, it is probably most commonly used by developers and by staff. She shared her screen to display the Comp Plan documents online. She pointed out that each chapter starts with a short summary of what is within the chapter. There was discussion about how to make changes either to the website or links. Sackett suggested that the introductions/summaries could be on the website, in addition to being within the Comprehensive Plan document. Planning Manager Ayling feels that the Comprehensive plan should be left mostly alone and have the website go more in depth for explanations for the general public. Commissioner O'Mahony thinks that a lot more work could be done if we want to make this document more accessible for the general public and more involved with the comp plan. Commissioner Bottcher wondered if that was really necessary. There was additional discussion about who the audience was and how to engage with them, and about the layout of the website.

Director Sackett shared screen and displayed the chapters that she will be bringing to subsequent meetings for discussion.

Regarding the Introduction, Commissioner Heckart thought the values statement should be at the beginning of the chapter instead of at the end. All commissioners agreed with that idea.

Commissioner Davison noted that on page 9 the value statement at the top should be revisited because she is not sure the comment reflects that skin color might be representing the idea of race, and wondered if that is the way it should be. She also feels that instead of sexual orientation the term should be sexuality. Additional discussion was held about the verbiage of the value statements, and the process that was used to develop them at the previous community workshops.

b. Discussion of Comp Plan docketing process in ECC 15.250.090

Director Sackett shared screen to show the commission the Comprehensive Plan docketing procedures with a time line of events according to the procedures outlined in the Land Development Code. Director Sackett said that she had researched other communities and found that most other jurisdictions have an earlier submission date for docketing requests. She recommended adopting something similar so that Community Development staff has time to get the docket items fully developed and through the process. Chair Padjen noted that staff wants to make it 9-12 months instead of less than 6 months. Commissioner Bottcher asked how many times the

docketing hasn't happened by the deadline. Director Sackett responded that the 2020 docket items were not adopted until January of 2021. The Department of Commerce had been contacted about this for approval, but it is best to always aim to meet the deadlines.

Commissioner Bottcher also asked if the docket items could come in at different times instead of all at once. Director Sackett said that all docket requests are required to be reviewed concurrently, and that they all need to go through SEPA all at once, etc. Chair Padjen clarified that the first four items of the comp plan docketing process need to begin earlier in the year. Planner Ayling noted that since we don't know what the docket will be – as it could be two items or thirteen - and this process can only be done once a year so we want to make the process easier for staff. Director Sackett is recommending that the city code is amended so that it doesn't include specific dates and months, but simply that the adoption needs to be finalized by year end. Commissioner Bottcher suggested that the code follow the State RCW rules for this process instead of having our own time frames. Sackett said when the revisions are made to the chapter, it will come back to the Commission for review.

8. COMMISSION REPRESENTATIVE UPDATE

9. ADJOURNMENT

Chair Padjen adjourned the meeting at 7:05 pm.



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY PLANNING COMMISSION

Date and Time: Planning Commission Meeting of February 10, 2022 at 5:45 p.m.
Place of Meeting: Hybrid - In Person at City Hall, 501 N. Anderson Street, and Virtual Zoom Meeting
Present (in Person): Beverly Heckart & George Bottcher
Present (Virtual): Ed Harrell, Sathy Rajendran, Geraldine O'Mahony, Sigrid Davison
Absent: Fred Padjen
Others Present: Community Development Director Kirsten Sackett (in-person); Planning Manager Jamey Ayling (virtual); Rich Elliot Council Liaison

1. CALL TO ORDER

Commissioner Rajendran called the meeting to order at 5:45 pm.

2. APPROVAL OF AGENDA

Commissioner Heckart moved to approve of the agenda as submitted. Commissioner Bottcher seconded. All in favor, motion passed.

3. APPROVAL OF MINUTES of January 27, 2022 Planning Commission Meeting

Commissioner Heckert moved to approve the minutes as corrected. Commissioner Harrel seconded. All in favor, motion passed

4. NEW BUSINESS

5. OLD BUSINESS

6. CITIZEN COMMENT

No members of the public in attendance.

7. STAFF UPDATE

Discussion on amendments to streetscape design requirements of ECC 15.410 specific to local streets.

Director Sackett shared screen to show the commission the map she sent out to explain the streetscape design issues that need to be addressed. She explained that section 15.410 outlines the requirements for street design on new subdivisions. When the code was adopted in 2013, it included a requirement that new streets include a landscaping strip between the curb and sidewalk. Subdivisions approved prior to this time did not require planter strips. With the map she was able to point out a subdivision with the new landscaping strips in the vicinity of an undeveloped piece of property that would be allowed to continue with the old sidewalk design because it was infill lot abutting already developed sidewalks on either side. Sackett displayed the city map to show the Sanders Mill development in town and explained what their requirements would be. She stated that the

developer had previously submitted civil plans for the entirety of the subdivision which were approved under the previous code requirements. The subdivision had been built out in phases, and the final phases had not been completed prior to the expiration date.

Commissioner Bottcher asked if the developer is vested even though his paperwork has expired. Director Sackett noted that he is not vested for the remaining phases of the subdivision that did not receive final plat approval. She said that staff are not opposed to allowing the developer to use his previously approved plans in light of the street types along his existing development.

Commissioner Heckart asked about other developments that have or do not have the planter strip. Commissioner Bottcher asked how long the developers are vested. Director Sackett noted that subdivisions have 5 years to complete their development, but they can ask for an extension of an additional 5 years, allowing for 10 years in total. Director Sackett also noted that the city is working on a GIS map to show where the approved plats are in the city. There was discussion about the different areas of development in the city limits and where the infill lots would allow for the street design with landscaping strips.

Director Sackett shared screen to display potential revisions to ECC 15.410, and she said that staff have also held discussion on a suggested change to remove the 20-foot wide street option for local access streets. She displayed the GIS map to show where the 20-foot street section had been utilized for Landon Lane, and explained that it was problematic for the fire department. Commissioner Bottcher noted that he feels that the development code is too restrictive and maybe the city should leave more tools in the toolbox. Commissioner Harrell agreed that we need to keep options open, but if the 20-foot road option is available developers will want to use it because it is cheaper. Commissioner Davison thinks that it might work if the development actually used the bulb-out sections as depicted in example picture in the city code. Director Sackett noted that example wasn't able to be followed because of the narrowness of the lot. Commissioner Bottcher likes the planting strip for the snow removal off the sidewalk. Commissioner Bottcher asked about the approval process for street size.

Council Liaison Elliott noted that the fire code is the fire code and the development code should not conflict with what will be required by the fire code. Director Sackett noted that she will be meeting with Fire Marshal Delvo to make sure any code amendments will be in line with the fire code. Commissioner Bottcher worries about the amount of asphalt used in our city street. Commissioner Davison commented that she feels that the planting strips are not very attractive as they could be. Commissioner Bottcher commented that he is concerned about vesting rights that cities offer to developers and he would caution that it sets a precedent for future development. He thinks we should be restrictive on the exceptions allowed. Commissioner Heckart doesn't think it is very fair to require the green strips when there are so many neighborhoods that don't have them in the same area of the town. Discussion was held about the neighborhoods, safety and attractiveness of green spaces.

Director Sackett asked each of the commissioners if they support the change of the code- just a straw poll to see if staff should continue down this path. Commissioner Bottcher is not. Commissioner Davison would like to see the safety issue addressed and wants to make sure that the exceptions don't happen in many instances. Commissioner Harrell is in agreement with the language sent out in the packet and he is in favor of green space. Commissioner Rajendran agrees with Commissioner Harrell. Commissioner Heckart is okay with allowing where they won't go in but want them for future development. Sackett said that this topic will be discussed by Council in a future study session. Commissioner Bottcher

said he appreciates all of the work that goes into the code development, he wants to allow flexibility but also wants to require the green spaces next to the sidewalk. There was more discussion about the green spaces and sidewalk standards.

8. COMMISSION REPRESENTATIVE UPDATE

9. ADJOURNMENT

Vice Chair Rajendran adjourned the meeting at 6:43 pm.



**COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street, Ellensburg WA 98926**

MINUTES OF ELLENSBURG CITY AFFORDABLE HOUSING COMMISSION

Date and Time: Affordable Housing Commission meeting, January 5, 2022 - 4:30 p.m.

Place of Meeting: Remote meeting held via Zoom

Present (in-person):

Present (virtual): Sarah Bedsaul, John Perrie, Hannah Tower, Hongtao Dang, Charli Sorenson, Jordan Ruhle, Bruce Tabb

Absent:

Others Present: Planning Manager, Jamey Ayling; Community Development Director, Kirsten Sackett

1. CALL TO ORDER

Vice-Chair Bedsaul called the meeting to order at 4:30 pm.

Introduction of new commission member Jordan Ruhle. Chair Tabb suggested that he meet with Planner Ayling and himself to go over information about the commission.

2. APPROVAL OF THE AGENDA

Commissioner Bedsaul made a motion to approve the agenda with an amendment to review New Business last. Commissioner Perrie seconded. **All in favor, motion passed.**

3. APPROVAL OF MINUTES OF DECEMBER 1, 2021

Commissioner Tower moved to approve the December 1, 2021 minutes. Commissioner Perrie seconded. **All in favor, motion passed.**

4. NEW BUSINESS

a. Catherine Park – discuss potential options for affordable housing project

Planning Manager Ayling explained that City Council is considering surplusing a City-owned parcel of property for the purposes of affordable housing. He shared an aerial photo on the screen, to depict the location off Vantage Hwy next to the radio station. He also explained the various easements (access and utility) on the property. Chair Tabb said that Council had considered looking at selling some surplus property, but this parcel was deemed as possibly eligible for an affordable housing project.

He also said the property could be considered as the location for a demonstration project for perhaps a cottage housing project. Commissioner Perrie said that when the property was donated, there was a lot of feeling in the neighborhood. The person who donated it, did not want to donate it, but Commissioner Perrie said that the City should look into whether or not there were any conditions restricting the type of use or development on the property. Chair Tabb said that the only caveat he was aware of was regarding the naming of the park. Planner Ayling also didn't recall reading any other restrictions, but he said that staff would do additional research.

Commissioner Bedsaul wanted to know if City Staff could take some time to determine how 'developable' the property actually is – regarding access and other land development code requirements. She said she doesn't want developers to be presenting proposals that will just not be workable on the site.

Commissioner Sorenson said she had been surprised when she saw it on the City Council agenda. She does feel that the Commission should be part of the conversation, but she also thinks that if it was donated for the purposes of a park, but if it is going to be converted to housing there should be some outreach to the surrounding neighborhood. She was also curious to know why the commission had not been included in the process.

Director Sackett provided some explanation about the executive session process with Council for reviewing surplus properties. Chair Tabb asked Planner Ayling what the next steps would be to decide if the Catherine Park parcel is usable for affordable housing before looking for developers to develop the area and then there would need to be communication with the neighbors.

Commissioner Sorenson thinks the parcel would be a good location for multifamily building instead of a single family house.

Commissioner Dang asked if when the city decided to surplus a parcel is there any indication for a developer to know that the city is thinking about using it for affordable housing. Commissioner Dang thought it might be useful to find developers to work with to design a project versus simply offering up property. Chairman Tabb suggested that we could make more effort to reach out to the development community beyond the online resources and announcements. Commissioner Bedsaul thinks this goes along with the idea of being more prescriptive with what the city wants to see developed on a property. Chair Tabb would also like to see a parallel process of accruing the funding that could be used for a wide range of projects. He would like to see the City help with the retention of affordable housing, in addition to creation. Chair Tabb said that the Housing Action Plan called for this type of activity as well.

5. OLD BUSINESS

6. CITIZEN COMMENT

There was no citizen comment.

7. STAFF UPDATE/DISCUSSION ITEMS

a. Update on Affordable Housing Projects

Planning Manager Ayling said that Hopesource is ready to proceed with their Addison Place project once they close their finance gap. They are looking for other sources beyond the Affordable Housing Commission and will provide a more thorough report to the City by next week.

Chairman Tabb asked about the time frame in the performance contract, and Ayling responded that he is working with the City Attorney and Hopesource to compile more detailed information to bring back to the Commission.

There was some additional discussion about the reasons for the delay and the funding gap. Commissioner Dang asked what the funding gap? Planner Ayling noted it was \$330,000.00 short. Commissioner Sorenson asked if the shortage is Covid related or if is it something else. Planner Ayling noted that part of HopeSource's shortage is attributed to Pandemic and new plans- cost changed. Hopesource will be coming to a future meeting to further discuss with the AHC.

Update on Habitat-Stuart Meadows. The final plat application has been submitted to Community Development just today. Civils have been approved by Public Works and a bond is in place for that part of it. The Final Plat will get a review and then be put onto a Council agenda soon so that they are able get the lot/parcel numbers assigned.

The contract is still in development for the 1st and Pine St site, with more information needed from the awardee.

b. Multi Family Tax Exemption Project.

Planning Manager Ayling said that he presented to City Council this past Monday to consider expanding the MFTE program into the CC-II zone. Staff presented a resolution to the commission in December, and with the first reading of the ordinance in January to Council. There will be a second reading in February and then the updated information will be incorporated.

c. Monthly Budget Report.

Ayling said he failed to include the budget report in the packet, but the revenues collected over the year were over \$624,129.00, which was 110% of what was anticipated for the year. He said he will email it to the Commission following the meeting. The next step is to work on an advertisement scheme to look for partners to spend this money.

8. COMMISSION REPRESENTATIVE UPDATE

Chair Tabb said that he has just completed two consecutive-two year terms serving as Mayor. At the Council meeting this past Monday, the Council selected Nancy Lilquist to serve as Mayor. Tabb explained that he is still a member of City Council and will remain as chair of the Affordable Housing Commission.

Tabb then mentioned the collaboration between the City and County on developing an Interlocal Agreement. He said that this has huge implications for ensuring that development in the UGA will align with City standards for both road construction and permitted land uses. He said there were also discussions with the County about homelessness in the community on a year-round basis, beyond the cold weather shelter. He is looking to bring together the different players in the community to progress the physical capacities and supportive services that could be made available.

Commissioner Sorenson said she had been on the COVID recovery fund committee, which was a local effort to raise money and help local businesses and homeowners get through and survive. She said they helped raise \$90,000, and until that time, she didn't realize how many people were living in RV's and similar locations. The federal funding opportunities were not available for people

in those living situations. In light of this, she thought it would be useful for the City to determine if there is some property that might be useable for transitional housing.

9. ADJOURNMENT

Chairman Tabb adjourned the meeting at 5:32 pm.

Central Washington University

University Way Banner Request Form

Please fill out form and return to Schedule@cwu.edu. The Scheduling Center will submit your form to the City.

Name of Event/Program: _____

Contact Person: _____ Phone Number: _____

Banner Hang Dates (Monday-Sunday): _____

- ☐ CWU Scheduling Center has reserved the banner dates.
Phone: 509-963-1321 or 509-963-1641, Email: schedule@cwu.edu
- ☐ This Banner is a **maximum of 30' x 52"** and a **minimum of 24' x 48"** with **3" turnback at the top and bottom of the banner that will allow steel cable to be strung through it. No grommets.**
 - We recommend that wind flaps be cut into the banner to prevent wind damage



* Example of a correctly made banner.

Provide an Example of Your Banner in the Box Below (Please fill in writing and logos)



Important Notes:

Banners affiliated with University business have priority. Therefore, banners from non-University groups requesting dates that conflict with a University banner may be rescheduled

If your banner does not meet manufacturing specifications, we will be unable to process your request and the banner will not be hung

The CWU Scheduling Center will not be held responsible for any weather-related damage that occurs to your banner

For more information please contact CWU Student Union Operations & Scheduling Center at 509-963-1321 or 509-963-1641.

City of Ellensburg approved by: _____ Date: _____

Disapproval/Reasons: _____

Central Washington University

University Way Banner Request Form

Please fill out form and return to Schedule@cwu.edu. The Scheduling Center will submit your form to the City.

Name of Event/Program: CWU Welcome Week

Contact Person: Jenna Hyatt Phone Number: 509-963-1515

Banner Hang Dates (Monday-Sunday): 9/12/22 - 9/25/22

- CWU Scheduling Center has reserved the banner dates.

Phone: 509-963-1321 or 509-963-1641, Email: schedule@cwu.edu

- This Banner is a **maximum of 30' x 52"** and a **minimum of 24' x 48"** with **3" turnback at the top and bottom of the banner that will allow steel cable to be strung through it. No grommets.**

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City of Ellensburg approved by: _____ Date: _____

Disapproval/Reasons: _____



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	March 21, 2022
Item Title/Agenda Subject:	Lease Agreement with FISH Community Food Bank for the Community Garden.
Submitted by:	Heidi Behrends Cerniwey City Manager Department
Recommended Action or Motion:	Authorize the City Manager to execute the Lease Agreement on the City's behalf with FISH Community Food Bank.
Background/Summary:	In April of 2021 the City executed a one year agreement with FISH Community Food Bank (FISH) for the operation of the community garden on City owned property south of the public library. The current lease term expires April 30, 2022. The property was acquired by the City to meet parking requirements associated with the library expansion project and the parking is currently served on the north portion of the acquired parcel leaving the balance of the property for other uses. The 2021 agreement provided for renewal with the requirement that requests for renewal be provided to the City before February 28, 2022. FISH has contacted the City Manager requesting renewal of the lease agreement to continue the operation and a lease agreement has been prepared for Council's consideration.
Previous Council Action:	Council previously authorized a lease agreement with FISH for the operation and maintenance of the community garden on April 5, 2021.
Analysis:	The City entered into a one year lease agreement with FISH in 2021 for the purpose of making surplus, unused property available to FISH to operate a community garden. Allowing FISH to manage the property as a community garden has benefited the City by eliminating the requirement for ongoing maintenance in the form of litter and weed control. The previous arrangement with FISH resulted in beneficial use of the property and continuing the arrangement with FISH will assist in the ongoing maintenance of the property and further benefit the FISH program and mission.

The property encompassed by the garden was included among properties made available for affordable housing. In the event the affordable housing project proposed by Stalder Holdings LLC is ready to proceed, the City reserves the right to terminate the agreement under the termination provisions of the agreement. Staff recommends renewing the lease agreement for one year and future renewal will be evaluated against the need to vacate the property for the affordable housing project.

Financial Impact:

The fiscal impact associated with this agreement is the provision of water to the garden. The total utility expense associated with the garden has been: 2018 - \$752.84; 2019 - \$843.91; 2020 - \$916.44; 2021 - \$1,066.04. The amount budgeted in 2022 for the community garden utilities is \$1,000.

Attachments:

[FISH Community Garden Lease 2022](#)

**LEASE BETWEEN THE CITY OF ELLENSBURG
AND FISH COMMUNITY FOOD BANK**

This is a LEASE AGREEMENT ("Lease") made between the City of Ellensburg, Washington, a municipal corporation ("Lessor" or "City"), and Friends in Service to Humans Community Food Bank, of Ellensburg, Washington, a non-profit corporation, ("Lessee" or "FISH"), for the purpose of establishing a Community Garden.

WHEREAS, the City of Ellensburg owns land parcels adjacent to the Ellensburg City Library parking lot located at or near the intersection of N. Pine Street and E. 1st Avenue, Ellensburg, Washington, and more particularly described below; and

WHEREAS, FISH has operated a community garden on the reference parcels under a lease agreement which terminates April 30, 2022; and

WHEREAS, FISH has provided ongoing maintenance in the form of litter and weed control; and

WHEREAS, local production of food can improve nutrition for City residents especially those who have inadequate gardening space, while enhancing household food budgets; and

WHEREAS, native plant gardens provide beauty, wildlife and bird habitat, and educational opportunities; and

WHEREAS, gardening is a healthy, wholesome and educational activity suitable for people of all ages and abilities, and can add to the social fabric of Ellensburg; and

WHEREAS, local gardening would be beneficial use of unused or underused City parcels that are located near households without adequate land for gardening; and

WHEREAS, FISH is an existing Ellensburg-based non-profit organization which exists to serve members of our community who are hungry and in need of resources

that will help them have a better quality of life and is willing and able to manage a Community Garden;

NOW THEREFORE, in consideration of the mutual promises set forth in this agreement, the parties agree as follows:

1 PARCEL, TERM AND RENT

- 1.1 Grant of Lease. City leases to FISH the approximately 21,780 square foot area within the unused parcels identified as Parcel 937033 ("Lot 3A") and Parcel 617033 ("Lot 5") bounded by N. Pine Street and E. 1st Avenue (collectively referred to as "the Unused Parcels") as shown in Exhibit A.
- 1.2 Use. FISH will use the Unused Parcels for the sole purpose of operating a Community Garden with plots to be assigned by FISH to members of the public.
- 1.3 Term. The term of this Lease is one (1) year, starting on May 1, 2022 and ending on April 30, 2023. This Lease will terminate upon the expiration of this term unless earlier terminated by either party as described in Section 3.
- 1.4 Renewal. This Lease may be renewed for an additional year subject to mutual agreement of the parties and continued availability of the property. FISH shall provide written notice to the City of its desire to renew the lease no later than February 28, 2023.
- 1.5 Purpose and Consideration. The parties acknowledge that the Community Garden is a public amenity and that FISH will maintain the Community Garden as an aesthetic asset for the citizens of Ellensburg. To the extent feasible, produce grown at the Community Garden will be donated to organizations serving those members of the community in need of food who are unable to satisfy their own needs because of lack of resources such as the FISH Community Food Bank. On the date that this Lease is signed FISH will pay the City one dollar (\$1) in rent.
- 1.6 Utilities. City will pay for the reasonable water usage for the Community Garden during the period of the lease. FISH will use reasonable efforts to ensure there is no undue wastage of water, and that its use will be similar to comparable community gardens in the area.
- 1.7 Transfer and Assignment. Without prior written approval from City, FISH may not assign, mortgage, pledge, encumber, or otherwise transfer this Lease, or sublet or allow the Unused Parcels or any part of the Unused Parcels to be used or occupied by others, except by persons maintaining a plot and who are party to the gardener agreement contemplated by Section 2.8 below. Any request from

FISH to transfer this Lease may be denied by City for any reason whatsoever. Any attempted transfer in contravention of this Section 1.7 is void and is a default under this Lease.

2 OPERATION AND MAINTENANCE

- 2.1 Parcel As-Is. FISH acknowledges that City makes no representations, warranties, promises or guarantees of any kind to FISH, including, without limitation, any representations about the quality, condition, or suitability of the identified property for use as a community garden. In deciding to enter this Lease, FISH has made its own independent evaluation of the suitability of the Unused Parcels for a community garden.
- 2.2 Hours of Operation. Gardeners may be in the garden from sunrise to sunset.
- 2.3 Chemical Applications. FISH may allow gardeners to use or apply fertilizers, pesticides, herbicides, or rodenticides only if they are labeled “organic.”
- 2.4 Composting. Only garden waste can be composted; FISH shall not allow kitchen waste products (meat scraps, kitchen oils, or bread) to be composted. Trimmings and garden refuse not being used as compost must be removed from the Community Garden area.
- 2.5 Water Spigot. FISH shall take reasonably appropriate measures to ensure water obtained from the spigot located on the property is used only by persons using plots for purposes allowed under this Lease. Any damage or destruction of the water spigot due to the negligence of gardeners using the community garden shall be the sole responsibility of FISH to repair or replace.
- 2.6 No City Responsibilities. FISH has sole responsibility for the planning, setup, management, and carrying out of operations on the Unused Parcels, including, without limitation, obtaining any permits required for operating a community garden. Except as specifically required in this Lease, City has no current or future obligation to make any alterations, improvements or repairs of any kind on the property, or to provide any services or any other support whatsoever.
- 2.7 Comply with Laws. FISH will use and operate the property in compliance with all applicable zoning, environmental, and other laws and regulations.
- 2.8 Garden Rules. FISH will operate the garden in accordance with a set of garden rules that it shall develop and submit to the City for approval prior to adoption. FISH will require all persons to whom it licenses plots to enter into a gardener agreement and waiver of liability form acceptable to City.

- 2.9 ADA Access. At least one area garden plot must be ADA accessible either through the use of a raised bed adjacent to the existing sidewalk at least 24 to 30 inches in height, or by the provision of large pots or elevated table beds.
- 2.10 Maintenance. FISH has the sole responsibility for the maintenance of all garden plots, including those that are vacant and not in use. FISH will maintain Unused Parcels in order to abide by generally accepted community standards of aesthetics and upkeep. FISH will remove weeds, graffiti, and trash in a timely manner from all areas of the Unused Parcels.
- 2.11 Commercial Enterprise Prohibited. FISH will not undertake or allow the undertaking of any commercial enterprise, including but not limited to sales of produce, on the Unused Parcels. This provision is not intended to prohibit FISH from charging users a reasonable garden plot rental and/or maintenance fee.
- 2.12 No Alteration. FISH may not make or permit any alterations or improvements to the Unused Parcels without City's prior written consent.
- 2.13 Existing Trees. FISH may not undertake, permit to allow the destruction or removal of any existing trees on the Unused Parcels without City's express written consent.

3 TERMINATION

- 3.1 Termination by FISH. This Lease may be terminated by FISH for any reason at any time. Such termination will be effective three months after delivery of written notice by FISH to the City as provided in Section 6.6 below.
- 3.2 Termination by the City: This Lease may be terminated by the City for any reason at any time. Such termination will be effective three months after delivery of written notice by FISH to the City as provided in Section 6.6 below.
- 3.3 Breach by FISH. If FISH breaches any of its duties or obligations under this Lease, City may provide FISH with written notice of the breach. If FISH fails to cure the breach within thirty (30) days after receipt of such notice, City may terminate this Lease by providing written notice, with the termination effective thirty (30) days after delivery of such notice to FISH. City will, in its sole discretion, determine whether there has been a breach of the lease and/or whether the breach has been cured.
- 3.4 Yielding Possession. Upon termination of this Lease, FISH will leave and surrender the property to the City in at least as good order and condition as on the date that this Lease is signed.

- 3.5 **Holding Over.** If City terminates this Lease, any holding over by FISH after termination of this Lease without City's express written consent is not a renewal or extension of the Lease and will not give FISH rights in or to the Unused Parcels.
- 3.6 **Cumulative Remedies.** All of City's rights, powers and remedies under this Lease are cumulative and not alternative and will be in addition to all rights, powers, and remedies given to City at law or in equity. The exercise of any one or more of these rights or remedies will not impair City's right to exercise any other right or remedy including any and all rights and remedies of a landlord under any similar, successor, or related laws.

4 INDEMNITY, HOLD HARMLESS AND WAIVER OF LIABILITY

- 4.1 **Indemnification and Hold Harmless.** FISH will defend, indemnify, and hold City and City's officials, officers, employees, agents, and assigns (collectively "City Parties") harmless against all claims, liabilities, losses, damages, expenses, and attorneys' fees (together "Losses"), including, without limitation, Losses arising from any death, property damage, or injury of any nature whatsoever that may be suffered or sustained by FISH or any of FISH's licensed gardeners, employees, contractors, family members, guests, or any other person in relationship with FISH or FISH licensed gardeners or persons otherwise participating in or present in the Garden, or any other person or entity (collectively "FISH Parties"), which may arise directly or indirectly from (a) FISH Parties' use or operation of or presence on the Unused Parcels, or (b) any breach by FISH of this Lease, including, without limitation, FISH's failure to enforce garden rules and regulations, except to the extent the Loss is caused by the gross active negligence or willful misconduct of City, or (c) arising from or connected to this Lease. This Section 4.1 will survive any termination of this Lease.
- 4.2 **Waiver of Liability.** FISH releases and waives all claims against any City Parties with respect to or arising out of (a) any death or any injury of any nature whatsoever that may be suffered or sustained by FISH from any causes whatsoever, except to the extent that such injury or death is caused by the gross active negligence or willful misconduct of City Parties; (b) any loss or damage or injury to any property on or about the Unused Parcels belonging to FISH, except to the extent such injury or damage is to property not covered by insurance carried (or required to be carried) by FISH and is caused by gross active negligence or willful misconduct of City Parties; or (c) the conditions of the property and it is for use as a community garden. Subject to the prior provisions, City shall not be liable for any damage or damages of any nature whatsoever to FISH caused by any damage or inconvenience which may arise through repair, maintenance, or alteration of any part of the property, or by anything done or omitted to be done by FISH Parties or any other person on the property. In addition, City shall not be liable for any Losses for which FISH is required to insure. This Section 4.2 will survive any termination of this Lease.

5 INSURANCE

- 5.1 Insurance. FISH agrees to have and maintain for the duration of the Lease, a Commercial General Liability insurance policy insuring FISH to an amount not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage. FISH shall name the City as an additional insured and provide to the City an endorsement evidencing such coverage. Cancellation of liability coverage during the term of this Agreement will constitute a breach and City shall have the option to terminate this Lease immediately.
- 5.2 Evidence of Insurance. On or before City delivers possession of the property to FISH, FISH will provide City with a copy of the insurance policies required by Section 5.1 and a copy of the endorsement naming City as an additional insured.

6 GENERAL PROVISIONS

- 6.1 Entire Agreement. This Lease is the entire agreement between City and FISH and supersedes all prior or contemporaneous written and oral agreements, negotiations, correspondence, course of dealing and communications between City and FISH relating to the same subject matter.
- 6.2 Modification and Severability. This Lease cannot be changed orally. This Lease may be modified only as stated in a writing signed by both City and FISH which states that it is an amendment to this Lease. If any provision in this Lease is held invalid or unenforceable, the other provisions will remain enforceable, and the invalid and unenforceable provision will be considered modified so that it is valid and enforceable to the maximum extent permitted by law.
- 6.3 Waiver. Any waiver of any term of this Lease must be in writing. Failure, neglect, or delay by a party at any time to enforce the provisions of this Lease will not be considered a waiver of that party's rights under this Lease. Any waiver shall not be considered a waiver of any later breach or of the right to enforce any provision of this Lease.
- 6.4 Third-Party Beneficiaries. This Lease is for the exclusive benefit of City and FISH, and not for the benefit of any third party including, without limitation, any gardener, employee, or volunteer of FISH. All City Parties are an express third party beneficiary of this Lease.
- 6.5 Governing Law; Jurisdiction and Venue. This Lease is governed by Washington state law, FISH consents to the exclusive jurisdiction and venue in Kittitas County, Washington.

6.6 Written Notification. Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent by first class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within two business days from the time of mailing if mailed within the State of Washington as provided in this Section.

If to City:
City of Ellensburg
Attn: Director of Parks and Recreation
501 North Anderson Street
Ellensburg, WA 98926

If to FISH Community Food Bank:
FISH Community Food Bank
Attn: Executive Director
804 Elmview Road
Ellensburg, WA 98926

DATED this _____ day of April, 2022.

FISH, LESSEE:

THE CITY OF ELLENSBURG, LESSOR:

By: _____

By: _____

Printed
Name: _____

Heidi Behrends Cerniwey,
City Manager

Title: _____

ATTEST: _____
Clerk

Approved as to Form:

City Attorney

EXHIBITS

Exhibit A: Map of the Area to be Leased



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: March 21, 2022

Item Title/Agenda Subject: 2021-2023 Biennial Stormwater Capacity Grants

Submitted by: Erin McGowan Public Works & Utilities

Recommended Action or Motion:

1. Authorize the Public Works & Utility Director to execute the grant agreement with the Washington State Department of Ecology and amend the City's Stormwater budget to reflect the grant amount.
2. Approve the necessary budget amendments.

Background/Summary: The City of Ellensburg has received funding from the Washington State Department of Ecology's Capacity Grant Program. The funding is offered to all 114 jurisdictions that have a municipal stormwater National Pollutant Discharge Elimination System (NPDES) permit.

Capacity Grant funds are negotiated each biennium through the legislative branch. Funding is tied to the State Operating Budget and issuance is dependent on a balanced budget. The Stormwater Utility is able to use these funds to offset the cost of work related to the implementation of municipal stormwater NPDES permit requirements.

Previous Council Action: None

Analysis: The grant amount is \$70,000. There is no City match requirement. Expenditures can be reimbursed dating back to the effective date of the agreement, July 1, 2021. The agreement expires on March 31, 2023.

At the time of application it was unclear if the City would be funded due to State budget constraints. The Stormwater budget did not reflect the additional revenues. The Stormwater budget will need to be amended to accommodate the grant agreement amount.

It is anticipated that the Utility Advisory Committee will forward a favorable recommendation to the City Council at its March

17, 2022 meeting.

Financial Impact:

The grant has no match requirements. The Stormwater budget did not reflect the additional revenues and will need to be amended to accommodate the grant agreement amount of \$70,000. This will not have a negative impact on the budgeted ending fund balance.

Attachments:

[2021-2023 Stormwater Capacity Grant Agreement](#)



Agreement No. WQSWCAP-2123-EllePW-00169

WATER QUALITY STORMWATER CAPACITY AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF ELLENSBURG

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and City of Ellensburg, hereinafter referred to as the "RECIPIENT," to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	2021-2023 Biennial Stormwater Capacity Grants
Total Cost:	\$70,000.00
Total Eligible Cost:	\$70,000.00
Ecology Share:	\$70,000.00
Recipient Share:	\$0.00
The Effective Date of this Agreement is:	07/01/2021
The Expiration Date of this Agreement is no later than:	03/31/2023
Project Type:	Capacity Grant

Project Short Description:

This project will assist Phase I and II Permittees in implementation or management of municipal stormwater programs.

Project Long Description:

N/A

Overall Goal:

This project will improve water quality in the State of Washington by reducing stormwater pollutants discharged to state water bodies.

Agreement No: WQSWCAP-2123-EllePW-00169
Project Title: 2021-2023 Biennial Stormwater Capacity Grants
Recipient Name: City of Ellensburg

RECIPIENT INFORMATION

Organization Name: City of Ellensburg

Federal Tax ID: 91-6001245

DUNS Number: 060041985

Mailing Address: 501 North Anderson St
Ellensburg, WA 98926

Physical Address: 501 North Anderson St
Ellensburg, Washington 98926

Organization Email: morrowj@ci.ellensburg.wa.us

Contacts

Agreement No: WQSWCAP-2123-EllePW-00169
Project Title: 2021-2023 Biennial Stormwater Capacity Grants
Recipient Name: City of Ellensburg

Project Manager	Jon Morrow Stormwater Utility Manager 501 North Anderson Street Ellensburg, Washington 98926 Email: morrowj@ci.ellensburg.wa.us Phone: (509) 925-8619
Billing Contact	Michelle Dufault P.W. Operations Analyst 501 N. Anderson Street Ellensburg, Washington 98926 Email: dufaultm@ci.ellensburg.wa.us Phone: (509) 962-7234
Authorized Signatory	Ryan Lyyski Public Works and Utilities Director 501 North Anderson Street Ellensburg, Washington 98926 Email: lyyskir@ci.ellensburg.wa.us Phone: (509) 962-7230

Agreement No: WQSWCAP-2123-EllePW-00169
Project Title: 2021-2023 Biennial Stormwater Capacity Grants
Recipient Name: City of Ellensburg

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Water Quality
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Water Quality
300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Kyle Graunke PO Box 47600 Olympia, Washington 98504-7600 Email: kygr461@ecy.wa.gov Phone: (360) 407-6452
Financial Manager	Kyle Graunke PO Box 47600 Olympia, Washington 98504-7600 Email: kygr461@ecy.wa.gov Phone: (360) 407-6452

AUTHORIZING SIGNATURES

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in this Agreement.

RECIPIENT acknowledges that they had the opportunity to review the entire Agreement, including all the terms and conditions of this Agreement, Scope of Work, attachments, and incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this Agreement. Furthermore, the RECIPIENT has read, understood, and accepts all requirements contained within this Agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

No subsequent modifications or amendments to this agreement will be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement. ECOLOGY and RECIPIENT may change their respective staff contacts without the concurrence of either party.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement and bind their respective organizations to this Agreement.

Washington State
Department of Ecology

City of Ellensburg

By: _____

By: _____

Vincent McGowan, P.E.

Date

Ryan Lyyski

Date

Water Quality

Public Works and Utilities Director

Program Manager

Template Approved to Form by
Attorney General's Office

SCOPE OF WORK

Task Number: 1 Task Cost: \$2,000.00

Task Title: Project Administration/Management

Task Description:

- A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report (including photos).
- B. The RECIPIENT shall maintain documentation demonstrating compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.
- C. The RECIPIENT shall manage the project. Efforts include, but are not limited to: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY's grant and loan administrative requirements.

Task Expected Outcome:

- * Timely and complete submittal of requests for reimbursement, quarterly progress reports, Recipient Closeout Report, and two-page Outcome Summary Report.

- * Properly maintained project documentation.

Recipient Task Coordinator: Jon Morrow

Project Administration/Management

Deliverables

Number	Description	Due Date
1.1	Progress Reports that include descriptions of work accomplished, project challenges, and changes in the project schedule. Submitted at least quarterly in EAGL.	
1.2	Recipient Closeout Report (EAGL Form).	
1.3	Two-page draft and Final Outcome Summary Reports.	

Agreement No: WQSWCAP-2123-EllePW-00169

Project Title: 2021-2023 Biennial Stormwater Capacity Grants

Recipient Name: City of Ellensburg

SCOPE OF WORK

Task Number: 2 Task Cost: \$68,000.00

Task Title: Permit Implementation

Task Description:

Conduct work related to implementation of municipal stormwater National Pollutant Discharge Elimination System (NPDES) permit requirements. If the RECIPIENT is out of compliance with the municipal stormwater National Pollutant Discharge Elimination System (NPDES) permit, the RECIPIENT will ensure funds are used to attain compliance where applicable. The following is a list of elements RECIPIENT's project may include.

- 1) Public education and outreach activities, including stewardship activities.
- 2) Public involvement and participation activities.
- 3) Illicit discharge detection and elimination (IDDE) program activities, including:
 - a) Mapping of municipal separate storm sewer systems (MS4s).
 - b) Staff training.
 - c) Activities to identify and remove illicit stormwater discharges.
 - d) Field screening procedures.
 - e) Complaint hotline database or tracking system improvements.
- 4) Activities to support programs to control runoff from new development, redevelopment, and construction sites, including:
 - a) Development of an ordinance and associated technical manual or update of applicable codes.
 - b) Inspections before, during, and upon completion of construction, or for post-construction long-term maintenance.
 - c) Training for plan review or inspection staff.
 - d) Participation in applicable watershed planning effort.
- 5) Pollution prevention, good housekeeping, and operation and maintenance program activities, such as:
 - a) Inspecting and/or maintaining the MS4 infrastructure.
 - b) Developing and/or implementing policies, procedures, or stormwater pollution prevention plans at municipal properties or facilities.
- 6) Annual reporting activities.
- 7) Establishing and refining stormwater utilities, including stable rate structures.
- 8) Water quality monitoring to implement permit requirements for a Water Cleanup Plan (TMDL). Note that any monitoring funded by this program requires submittal of a Quality Assurance Project Plan (QAPP) that the DEPARTMENT approves prior to awarding funding for monitoring.
Monitoring, including:
 - a) Development of applicable QAPPs.
 - b) Monitoring activities, in accordance with a DEPARTMENT- approved QAPP, to meet Phase I/II permit requirements.
- 9) Structural stormwater controls program activities (Phase I permit requirement)
- 10) Source control for existing development (Phase I permit requirement), including:
 - a) Inventory and inspection program.
 - b) Technical assistance and enforcement.
 - c) Staff training.
- 11) Equipment purchases that result directly in improved permit compliance. Equipment purchases must be specific to implementing a permit requirement (such as a vacuum truck) rather than general use (such as a pick-up truck). Equipment

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purchases over \$5,000 must be pre-approved by Ecology.

Documentation of all tasks completed is required. Documentation may include: field reports, dates and number of inspections conducted, dates of trainings held and participant lists, number of illicit discharges investigated and removed, summaries of planning, stormwater utility or procedural updates, annual reports, copies of approved QAPPs, summaries of structural or source control activities, summaries of how equipment purchases have increased or improved permit compliance. Capital construction projects, incentives or give-a-ways, grant application preparation, TAPE review for proprietary treatment systems, or tasks that do not support Municipal Stormwater Permit implementation are not eligible expenses.

Task Goal Statement:

This task will improve water quality in the State of Washington by reducing the pollutants delivered by stormwater to lakes, streams, and the Puget Sound by implementing measures required by Phase I and II NPDES permits.

Task Expected Outcome:

RECIPIENTS will implement measures required by Phase I and II NPDES permits.

Recipient Task Coordinator: Jon Morrow

Permit Implementation

Deliverables

Number	Description	Due Date
2.1	Documentation of tasks completed	

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Recipient Name: City of Ellensburg

BUDGET**Funding Distribution EG220305**

NOTE: The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.

Funding Title: 2021-23 capacity grant Funding Type: Grant
Funding Effective Date: 07/01/2021 Funding Expiration Date: 03/31/2023

Funding Source:

Title: Model Toxics Control Operating Account (MTCOA)

Fund:

Type: State

Funding Source %: 100%

Description: MTCA

Approved Indirect Costs Rate: Approved State Indirect Rate: 30%

Recipient Match %: 0%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

2021-23 capacity grant	Task Total
Project Administration/Management	\$ 2,000.00
Permit Implementation	\$ 68,000.00

Total: \$ 70,000.00

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Funding Distribution Summary**Recipient / Ecology Share**

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
2021-23 capacity grant	0.00 %	\$ 0.00	\$ 70,000.00	\$ 70,000.00
Total		\$ 0.00	\$ 70,000.00	\$ 70,000.00

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS**GENERAL FEDERAL CONDITIONS**

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY**EXCLUSION:**

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal

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Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.

8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$25,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required DUNS number, at www.fsrs.gov <http://www.fsrs.gov> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov>.

For more details on FFATA requirements, see www.fsrs.gov <http://www.fsrs.gov>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf) <https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the [System for Award Management \(SAM\)](https://sam.gov/SAM) <https://sam.gov/SAM> exclusion list.

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GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

GENERAL TERMS AND CONDITIONS

For DEPARTMENT OF ECOLOGY GRANTS and LOANS

06/24/2021 Version

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
 - Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
 - * For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.

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- For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).
 - b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.
- RECIPIENT shall:
- Keep the IDP at the project site.
 - Make the IDP readily available to anyone working at the project site.
 - Discuss the IDP with staff, volunteers, and contractors working at the project site.
 - Implement the IDP when Cultural Resources or human remains are found at the project site.
- c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
- d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
- e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

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j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

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The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at:

<http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at:

<https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

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Recipient Name: City of Ellensburg

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
- b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
- c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
- d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.
- e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
- f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:
 - 1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
 - 2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.
- g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

Agreement No: WQSWCAP-2123-EllePW-00169

Project Title: 2021-2023 Biennial Stormwater Capacity Grants

Recipient Name: City of Ellensburg

22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
- b) Be kept in a common file to facilitate audits and inspections.
- c) Clearly indicate total receipts and expenditures related to this Agreement.
- d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

Agreement No: WQSWCAP-2123-EllePW-00169

Project Title: 2021-2023 Biennial Stormwater Capacity Grants

Recipient Name: City of Ellensburg

27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

- a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
- b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing,

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no

Agreement No: WQSWCAP-2123-EllePW-00169

Project Title: 2021-2023 Biennial Stormwater Capacity Grants

Recipient Name: City of Ellensburg

event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments.

If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions



CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	March 21, 2022
Item Title/Agenda Subject:	Award Bid Call 2021-14 Dolarway Substation Power Transformer
Submitted by:	Paul Meyer Public Works & Utilities
Recommended Action or Motion:	Award the Dolarway Substation Power Transformer bid to the lowest qualified responsive bidder, Virginia Transformer Company, Inc., in the amount of \$932,447 plus tax.
Background/Summary:	The Public Works and Utilities Light Department published Bid Call 2021-14 for the purchase of a substation power transformer. This transformer is planned to be installed at the City's Dolarway Substation. This transformer will replace the existing D1 transformer located in BPA's Ellensburg Substation, which is the smallest and oldest transformer in our system. This upgrade and replacement is part of the City's Electric Utility System Plan. Bids were received and evaluated with consideration taken for both their initial cost, future operating costs, delivery, warranties, and other issues. The future costs are represented by a value placed on the electrical load and no load losses, which occur within the core and windings of each unit. Staff has determined that a low loss unit, which consumes less electricity over its expected life, is the best investment for the City and its ratepayers.
Previous Council Action:	Previous informational update on 2/16/2021 and agreement for professional services awarded to D'Hittle on 09/07/2021.
Analysis:	Staff received nine (9) bids with a low bid of \$932,447 and a high bid of \$1,516,165 including tax and an average of \$1,193,082.89. After detailed analysis of all bids staff determined that Virginia Transformer Corp. was the lowest responsive and responsible bidder with a bid of \$932,447. It is anticipated that the Utility Advisory Committee will forward a favorable bid award recommendation to City Council at the UAC's March 17, 2022 meeting.

Financial Impact:

The original estimate for this equipment was \$881,000 and the lowest responsive bid was for \$932,447 or approximately 6% over the original estimate. This increase is due to current market conditions, and budgeting for this project the Light Department has included a 15% contingency. The City Light Utility has adequate funds to accommodate the additional costs.

VOUCHER APPROVAL

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED, OR THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY OF ELLENSBURG, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.


AUDITING OFFICER

3/14/2022
DATE

CLAIMS VOUCHERS AUDITED AND CERTIFIED BY THE AUDITING OFFICER HAVE BEEN RECORDED ON THE ATTACHED LISTING, WHICH HAS BEEN MADE AVAILABLE TO THE COUNCIL AS OF THIS **21ST DAY OF MARCH 2022**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE ABOVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Claims Fund			Total Amounts	
Check #'s	156683	TO	156888	\$ 699,867.99
EFT #'s	5372	TO	5395	\$ 2,458,458.12

Payroll Fund			Total Amounts	
Check #'s	95677	TO	95682	\$ 7,790.35
Direct Deposits	66532	TO	66754	\$ 389,074.89

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: March 21, 2022

Item Title/Agenda Subject: Board and Commission Appointments

Submitted by: Laurie Gigstead City Manager Department

Recommended Action or Motion:

1. Conduct the introductions of Sarah Beauchamp and Jennifer Lubanski; and
2. Consider the appointments of Sarah Beauchamp to the Lodging Tax Advisory Committee and Jennifer Lubanski to the Ellensburg Business Development Authority Board.

Background/Summary: Two people have applied and have been interviewed by City boards and commissions and recommended for appointment by a subgroup or the whole.

Previous Council Action: N/A

Analysis: As directed by Council, the applicants have completed the preliminary process of attending a meeting of the board or commission and participating in an interview.

The LTAC subcommittee is recommending (memorandum attached) appointment of Sarah Beauchamp to the vacant receiver position. The EBDA/CenterFuse board is recommending Jennifer Lubanski (email attached) to fill their current vacancy. The attached chart shows the current vacancies and applicants. The Applications for Appointment are included with the agenda report. Three applications received by the City were referred to EBDA/CenterFuse for consideration.

There are currently two vacancies on the Lodging Tax Advisory Committee - one receiver and one collector, and one vacancy on the Ellensburg Business Development Authority Board.

Financial Impact: N/A

Attachments:

[B and C Agenda Report Chart 3-21-22](#)
[LTAC Appointment Recommendation Memo](#)

Sarah Beauchamp Application
EBDA/CenterFuse Recommendation
Jennifer Lubanski Application

Boards and Commissions	Affordable Housing Commission	Arts Commission	Civil Service Commission	Diversity, Equity & Inclusion Commission	Ellensburg Business Development Authority Board	Environmental Commission	Landmarks and Design Commission	Library Board	Lodging Tax Advisory Committee	Parks and Recreation Commission	Planning Commission	Public Transit Advisory Committee	Senior Citizens Advisory Commission	Utility Advisory Committee
MEMBERS	7	7	3	7	9	7	7	7	7	7	7	7	7	7
Residency Requirements	Y	N	Y	Y	N	Y	Y	Y	N	Y	Y	N	N	Y
Current Members within City Limits	6	1	3	6	4	6	5	5	2	5	7	7	3	7
Current Members Outside City Limits	1	5	0	1	4	0	1	2	3	2	0	0	2	0
Current Members Outside but in UGA	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VACANCIES	0	1	0	0	1	1	1	0	2	0	0	0	2	0
APPLICANTS														
Sarah Beauchamp									1 st					
Jennifer Lubanski					1 st									



TO: City Council
FROM: Lodging Tax Advisory Committee
DATE: March 21, 2022
RE: Recommendation of Appointment

Sarah Beauchamp submitted an Application for Appointment to the Lodging Tax Advisory Committee (LTAC) on February 15, 2022. She was invited to attend the March 2, 2022 Lodging Tax Advisory Committee meeting. At the March 2, 2022 meeting she introduced herself to the members and observed the meeting. After the meeting staff confirmed that Sarah wanted to proceed with the interview process.

On March 8, 2022, the LTAC subcommittee consisting of Councilmember Adam Winn, LTAC member Marie Smith , and Laurie Gigstead, staff, conducted the interview.

The Lodging Tax Advisory Committee currently has two vacancies – one collector and one receiver. Based on the interview and Sarah's involvement with the Ellensburg Downtown Association, the Chamber of Commerce and the hospitality industry, the subcommittee is recommending that the City Council appointment Sarah Beauchamp to the vacant Lodging Tax Advisory Committee – receiver position.

Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, February 15, 2022 12:22 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

Application for Appointment

Application for Appointment
For volunteering to serve on a Board or Commission

Boards & Commissions	Lodging Tax Advisory Committee
----------------------	--------------------------------

Have you attended a meeting for the board or commission you are applying to?	No
--	----

Name of Applicant:	Sarah Beauchamp
--------------------	-----------------

Address

Mailing Address (If Different)	<i>Field not completed.</i>
--------------------------------	-----------------------------

City	Ellensburg
------	------------

State	Wa
-------	----

Zip	98926
-----	-------

Email Address

Phone Number

Length of Residence in Ellensburg	4 years
-----------------------------------	---------

Do you live within the city limits?	Yes
-------------------------------------	-----

If applying for the Sr. Citizens' Advisory Board, are	No
---	----

you at least 55 years of age?

Occupation Status and Background:	Downtown business owner in the hospitality industry 25+ years in the hospitality industry
Organization Affiliations:	member of Kittitas County Chamber of Commerce member of Washington Hospitality committee member for Downtown Ellensburg Association Board member for Helen House
Why are you seeking appointment?	Given my background in the hospitality industry and as a current downtown business owner, I would love the opportunity to help advise our council to promote our city through tourism.
Will you be able to attend meetings regularly if appointed?	Yes
If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?	
Boards & Commissions	Parks and Recreation Commission
Boards & Commissions	Ellensburg Business Development Authority

Email not displaying correctly? [View it in your browser.](#)

Laurie Gigstead

From: Heidi Behrends Cerniwey
Sent: Thursday, March 10, 2022 8:10 AM
To: Margaret Reich
Cc: Laurie Gigstead
Subject: RE: [Ext] Board Vacancy Recommendation

Margaret,
Thanks for the message. We'll add this to the March 21 City Council meeting agenda.
Kind regards,
Heidi

Heidi Behrends Cerniwey, MPA, ICMA-CM
City Manager | **City of Ellensburg**
501 North Anderson Street | Ellensburg, WA 98926
P. (509) 962-7221
cerniweyh@ci.ellensburg.wa.us
www.ci.ellensburg.wa.us



From: Margaret Reich <director@ellensburgcenterfuse.com>
Sent: Thursday, March 10, 2022 7:14 AM
To: Heidi Behrends Cerniwey <cerniweyh@ci.ellensburg.wa.us>
Subject: [Ext] Board Vacancy Recommendation

CAUTION - EXTERNAL EMAIL: The email below is from an external source. Please exercise caution before opening attachments, clicking links, fulfilling requests, or following guidance.

At the March 9, 2022 CenterFuse board meeting, the board endorsed the application received from Jennifer Lubanski to fill the current vacancy and voted in favor of appointing her to the board. Please find Jennifer Lubanski application attached to this email for reference.

If it's possible to place this on the March 21st council agenda, that would be greatly appreciated.

Margaret Reich, M.P.A.
CenterFuse
207 N. Pearl Street, #2
Ellensburg
(509) 955-3880
Visit us online at ellensburgcenterfuse.com

New submission from Application for New Board Members

Ellensburg CenterFuse <margaret@ellensburgcenterfuse.com>

Sun 2/13/2022 8:09 PM

To: Margaret Reich <director@ellensburgcenterfuse.com>

Date

02/13/2022

Name

Jennifer Lubanski

Address

Ellensburg, WA 98926

[Map It](#)

Email

Phone where we can reach you during the day

Do you live in Ellensburg?

Yes

What is your current occupation and background?

Currently, I am a mental health counselor in private practice. My undergraduate degree is in Education with minors in both English and church ministries. While in college I ran a large after school program for Bellevue Montessori school where I was also immersed in the Montessori philosophy of education. I taught kindergarten and first grade for 6 years before I married and made the shift to supporting my husband's motion graphics business. Later, I worked on a research project through the University of Washington where we implemented in-home behavioral therapy for toddlers diagnosed with autism. My history is widely varied but centered on human development, project management, and relationships. My role is generally creating startups or providing leadership and training to existing programs. I have coached and encouraged executive leaders in various industries including, construction, retail, design, gaming, pastoring, and counseling. I have served as a state approved trainer and in-home service provider for the department of children and family services, I have credentials to supervise other counselors, and I have led large groups of volunteers for church and community programs.

<https://www.linkedin.com/in/jennifer-lubanski-1321221>

What organizations are you affiliated with?

I am a National Board Certified Counselor, Ordained as a Minister through the Assemblies of God, I am a participant of the Kittitas Ministerial Association, A member of the American Counseling Association, and American Association of Christian Counselors.

What interests you in serving on the Centerfuse Board?

I desire to see our community thrive financially using our inherent strengths. I believe I could support and encourage

this reality by serving on the center fuse board.

How did you learn about CenterFuse?

In the process of applying for an open city council position, I learned about Centerfuse.. I was invited attend meetings, learn more about city commissions, and consider joining one.. I was inspired by the Centerfuse meeting I attended and, upon reflection, feel I have some valuable insights and experiences to offer this team.

What skills and attributes do you possess that will add value to the work of CenterFuse?

Here are some strengths I believe I could bring to this commission. First, my generational connection to the community. This is valuable to the team for the purpose of designing and marketing ideas for economic growth that the community would embrace.. Second, I believe my experience as a female small business owner provides a unique perspective concerning how making a living wage is achievable for women with children. Finally, as a mental health counselor, I operate in connection to healthcare which is one of the identified "key industries" for development in the Centerfuse plan. Finally, my grit has made me persevere to learn the ins and outs of starting a business or program from scratch. I know how to listen to smart people and ask the right questions to birth a bespoke solution.

As a member of the board, will you be able to attend monthly meetings on a regular basis?

Yes



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: March 21, 2022

Item Title/Agenda Subject: Ellensburg Downtown Parking Plan Discussion

Submitted by: Heidi Behrends Cerniwey City Manager Department

Recommended Action or Motion: This item is for review and discussion only to consider process to identify future implementable actions.

Background/Summary: Public parking has been a long-standing concern of businesses and residents in Ellensburg's Downtown. During Council discussions about potential pedestrianization of Pearl Street between 4th and 5th Avenue (Pearl Street Promenade), Council requested review of the strategies outlined in the 2019 Ellensburg Parking Plan and actions to continue implementation to address ongoing concerns about Downtown parking.

Previous Council Action: The 2019 Ellensburg Parking Plan was completed by Nelson Nygaard and accepted by the City Council on March 4, 2019. In the meeting on May 6, 2019, Council directed staff to implement initial actions to: 1) convert 2-hour parking to 3-hour parking and changing some of the 2-hour parking to all day parking; and 2) expanding some 24-hour parking. These actions were adopted through Ordinance 4833 Title 8 - Traffic Code Revisions on August 19, 2019.

At the study session meeting on February 7, 2022, Council reviewed a consultant report from ECONorthwest and survey results and outlined future steps to continue 1) Proceed with Unity Park Master Plan and provide more public input opportunities; 2) Review and continue implementation of strategies outlined in the 2019 Ellensburg Parking Plan to address ongoing concerns about Downtown parking; 3) Work closely with the Ellensburg Downtown Association (EDA) to explore potential benefits and drawbacks of expanding events and activities. More information can be found on the City's website at: [Pearl Street Promenade | City of Ellensburg \(beheardenburg.com\)](https://www.beheardenburg.com)

Analysis:	Staff will present an overview of the parking strategies outlined in the 2019 Parking Plan and request direction.
Financial Impact:	This item is for discussion purposes only. Financial impact will vary based on future actions selected for implementation.
Attachments:	Ellensburg Parking Plan 2019



DOWNTOWN PARKING PLAN

City of Ellensburg

January 2019
FINAL

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1 INTRODUCTION

WHY STUDY PARKING?

Ellensburg's historic downtown is a unique draw for people to live, work, and play. In recent years it has experienced a surge in activity, from new restaurants and retail to the ongoing renovation of the Elks Building and construction of Hotel Windrow. Additional commercial and residential development is planned, seeking to capture and leverage the current vitality and promising future of downtown.

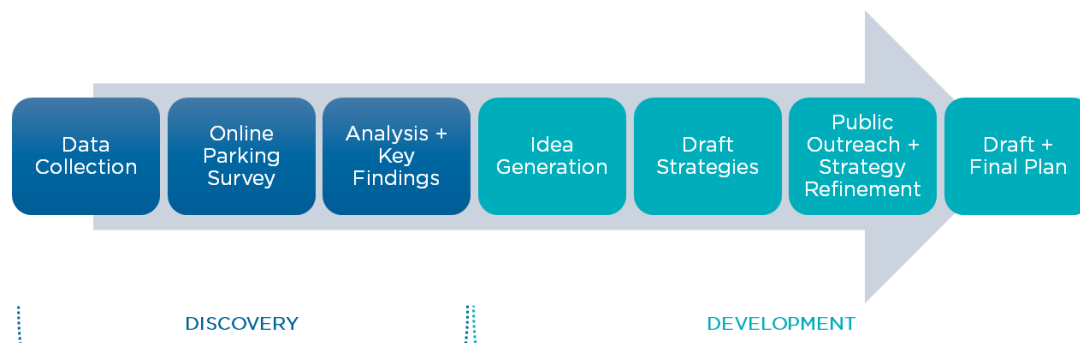
Mobility and access downtown play a fundamental role in Ellensburg's goals, as identified in the City's 2017 Comprehensive Plan. Parking is also central to the economic success of downtown. As downtown grows and evolves, questions have arisen about parking access, management, and policy, both today and into the future. There is also a recognition that while access for vehicles will remain a priority in downtown Ellensburg, the future parking system and its management must complement new mobility approaches that offer robust multimodal choices.

The City of Ellensburg initiated this study to first ensure that staff, decision makers, and the community have a full, data-driven understanding of downtown's parking challenges and opportunities. Second, the parking study offered an opportunity to define a roadmap and set of definitive actions to improve the use of current parking as Ellensburg further evolves in the coming years.

HOW WAS THE PLAN DEVELOPED?

The Downtown Parking Plan was developed over a two-phase planning process (Figure 1). The first phase focused on **Discovery** – collecting data within the study area (Figure 4), analyzing the data, and identifying key issues and opportunities. The second phase focused on **Development** – the generation, sharing, and refinement of parking strategies.

Figure 1 Study Planning Process



SUMMARY OF PARKING STRATEGIES

Downtown Ellensburg's parking challenges require a diverse set of approaches, changes, and investments. There is no silver bullet. To achieve short- and long-term success, the Downtown Parking Plan proposes a suite of 20 specific strategies, organized across 11 categories, and grouped into two major groups – **Management and Policy**.

The Management strategies address on-the-ground regulation and operation of the on- and off-street parking system. The Policy strategies prioritize strategic revisions to city policy to support development and management of the parking system.

Figure 2 shows the plan's organization of the strategy categories. Each of the 20 strategies are discussed in detail in Chapter 4.

Figure 2 **Strategy Framework**



Quick Wins

Implementation of the Downtown Parking Plan will not, and should not, happen right away or all at once. Some strategies will take additional time to further plan, design, or fund. Some may be dependent on implementation of others first. Furthermore, changing the perception and expectation around parking can be difficult.

That said, immediate progress is within reach. Figure 3 shows the quick wins the City of Ellensburg should prioritize to build momentum in 2019.

Figure 3 Downtown Parking Quick Wins



Modify on-street regulations to provide more all-day options outside the core (Strategy A.1).



Pilot a shared parking program with private lots, including 1-2 new facilities open to employees and the public (Strategy B.1).



Design and adopt a downtown parking brand and develop wayfinding guidance (Strategies D.1 & D.2).



Adjust citation rates to ensure compliance with time limits and prioritize on-street spaces for customers (Strategies C.1 and C.2).



Create an agreement template that can be used to support shared parking (Strategy B.1).



Adopt formal monitoring program and metrics for tracking progress (Strategy G.2).

OVERVIEW OF PLAN

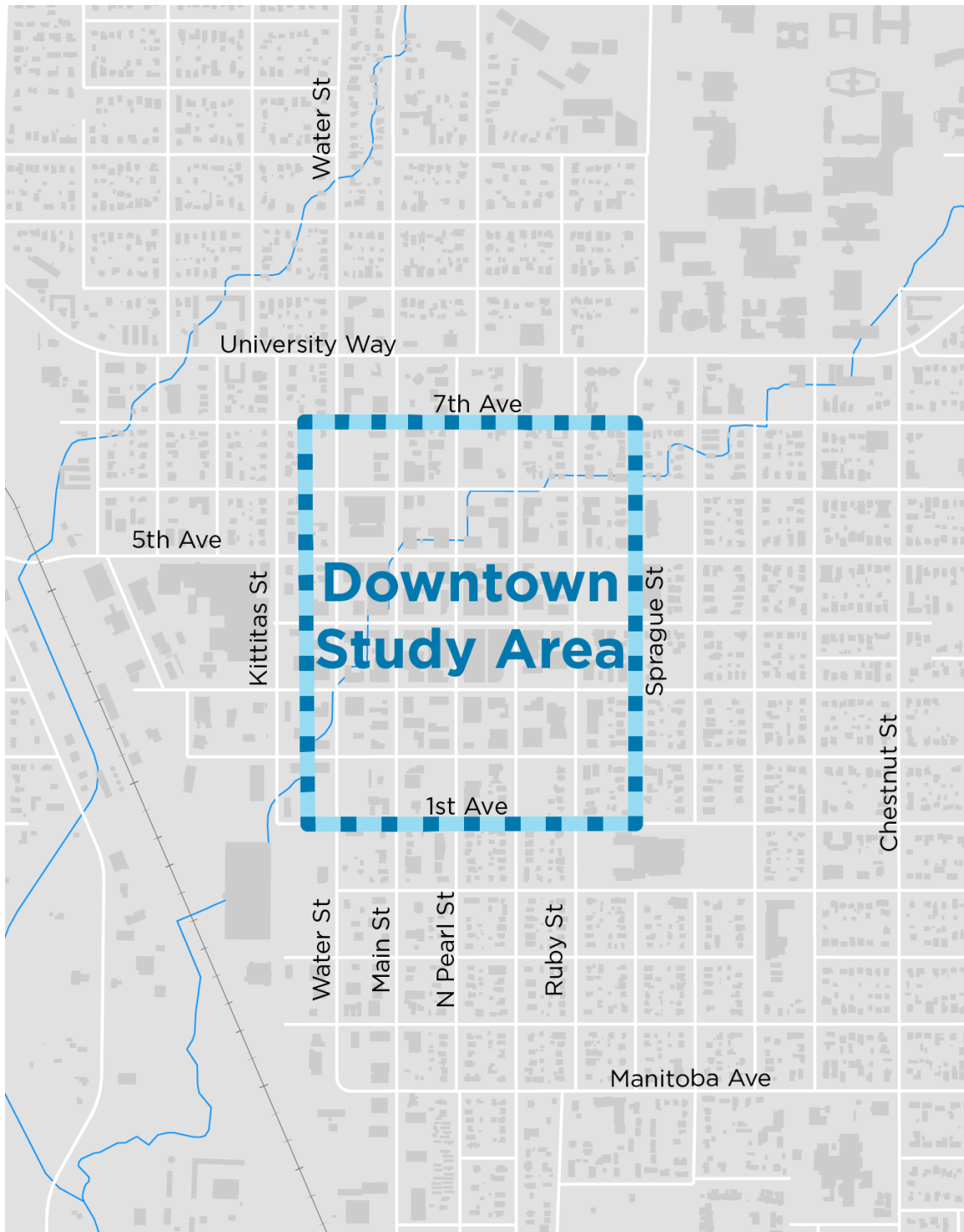
Chapter 2 provides a summary of the public outreach process and community input that informed the development of the plan and its recommendations.

Chapter 3 provides a summary of the key findings from the Existing Conditions Report (Appendix), including the parking inventory and occupancy analysis.

Chapter 4 provides detailed description of the 20 strategies designed to improve both on-the-ground parking management and city parking policy.

Chapter 5 provides a proposed implementation plan, including a matrix summarizing key actions, phasing, thresholds, and partners by strategy.

Figure 4 Study Area



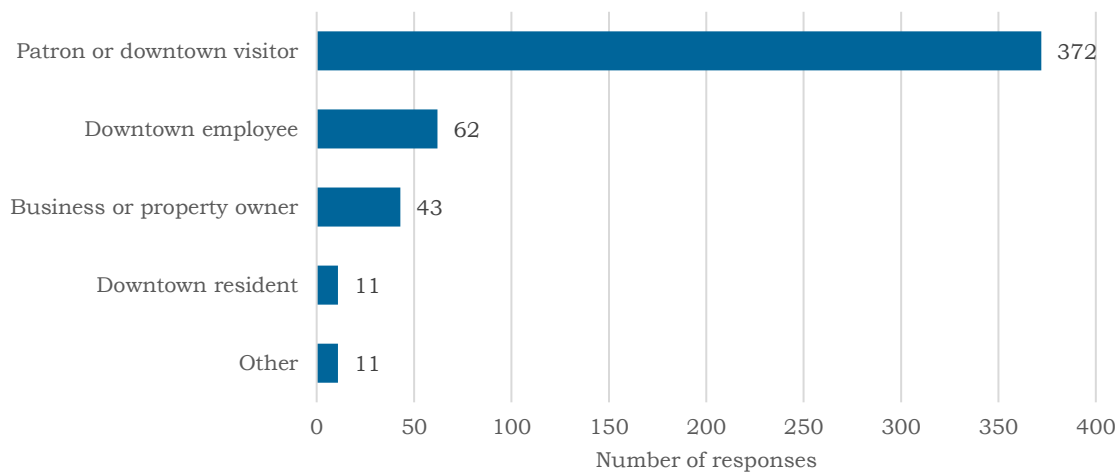
2 PUBLIC OUTREACH SUMMARY

The analysis of downtown parking was rooted in understanding the community's parking needs, concerns, and experiences. There were three primary outreach opportunities throughout the plan, including an online parking survey, an open house, and direct communication between the City of Ellensburg, Ellensburg Downtown Association, and downtown stakeholders.

ONLINE PARKING SURVEY

An online parking survey was conducted in May 2018 to better understand the parking behavior of downtown Ellensburg residents, employees, and visitors. The survey received 499 responses, with approximately three-fourths of respondents self-identifying as downtown visitors and patrons (Figure 5).

Figure 5 Survey Respondents, by User Group



Source: Downtown Parking Study 2018 Survey

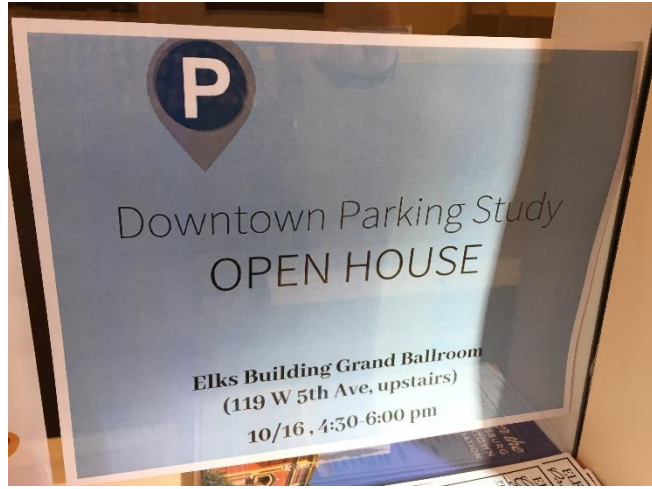
The survey included a series of questions to understand how people use the existing parking supply, identify respondent priorities, and to learn more about parking issues and what improvements or investments the public is interested in pursuing.

OPEN HOUSE

The City of Ellensburg partnered with the Ellensburg Downtown Association (EDA) to host a Parking Study Open House on October 16, 2018.

Notifications of the event were sent out via the EDA and the City of Ellensburg Facebook pages, the City of Ellensburg's Twitter feed, the EDA's merchant and business e-mail list, and to survey respondents who provided an email address.

Approximately 20 people attended the workshop, including members of City Council and representatives from downtown businesses. Attendees were briefed about the work to date, key analysis findings, and draft recommendations. Attendees were then asked to indicate locations where they typically parked, locations where it was hard to find a space, to vote on the strategies they supported most, and provide additional feedback and comments. A sample of the feedback is shown in Figure 6.



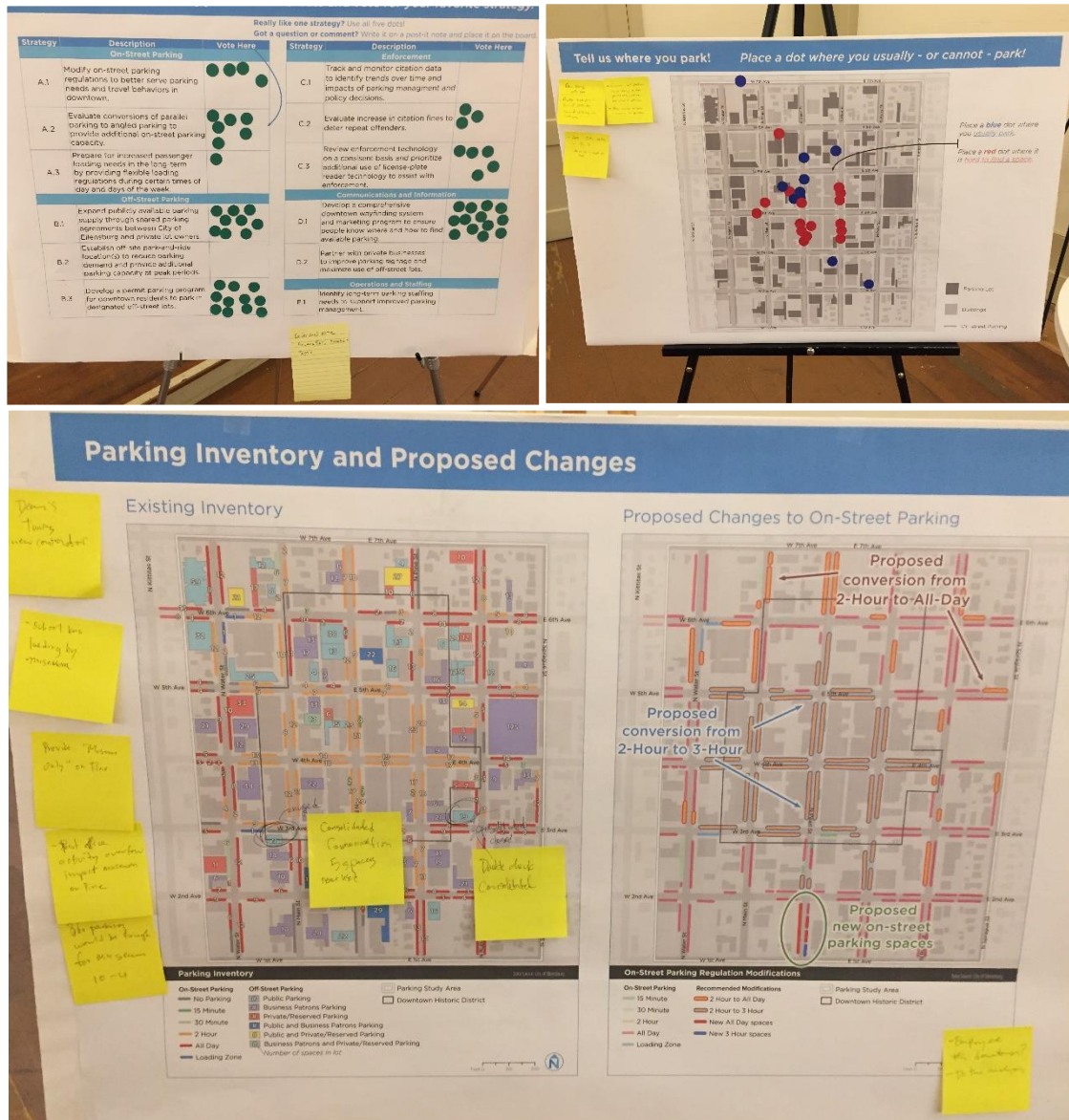
ADDITIONAL CITY FOLLOW-UP

Following the open house, the City of Ellensburg and the EDA reached out to stakeholders to gather additional comments and feedback on draft recommendations. A copy of the presentation from the open house and a summary of the key themes and issues identified through the outreach process to date were shared in an EDA e-newsletter that was sent out to downtown businesses, property owners, and merchants.

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Figure 6 Open House Feedback Stations



The City hosted a public open house where community members received an overview of the project work to date, key data findings, and proposed strategies. Attendees were then able to provide feedback at a set of interactive stations with city staff and the consultant team.

3 SUMMARY OF KEY FINDINGS

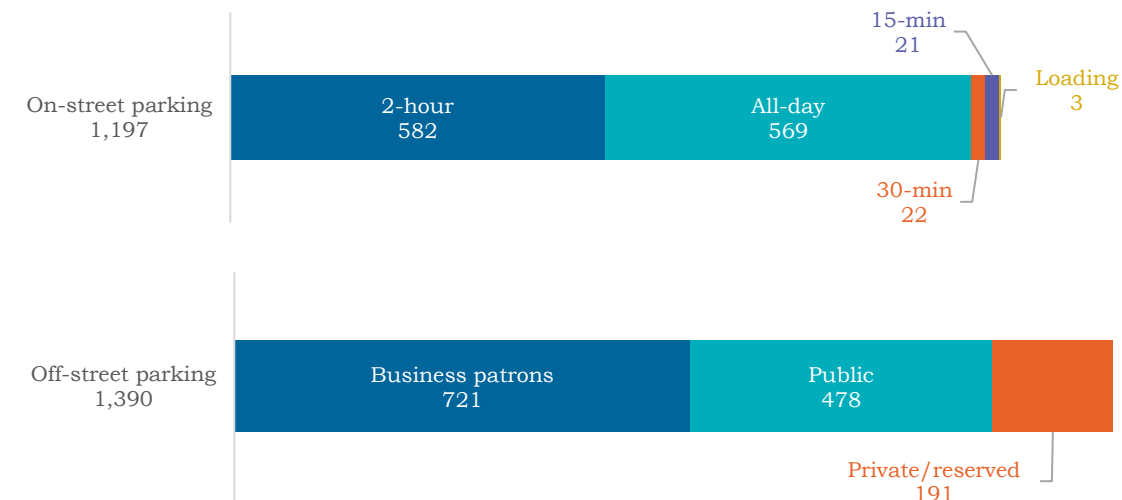
The parking study was a data-driven process that collected information about the existing parking supply, existing parking demand and patterns, and community insights about key parking challenges. This chapter provides a summary of key findings, which serve as the foundation for the recommendations presented in Chapter 4. Please refer to the **Appendix** for the detailed data analysis and existing conditions.

Parking utilization data was gathered on Tuesday, May 8 and Saturday, May 19, 2018 with volunteers who conducted manual field counts. These two dates were identified because they represent “typical” weekdays and Saturdays, and were both during Central Washington University’s spring quarter. The Saturday date was selected to coincide with the Kittitas County Farmers Market. Counts were conducted in two-hour increments between 9 a.m. and 7 p.m.

KEY FINDINGS

There are 2,587 parking spaces in downtown Ellensburg, with more than half of spaces located in off-street lots. More than half of parking spaces in downtown Ellensburg are in off-street lots, representing approximately 54% of the inventory (Figure 7). Two-hour and all-day spaces are the most common on-street spaces, and business patron and public parking are the most common off-street spaces.

Figure 7 Downtown Parking Inventory

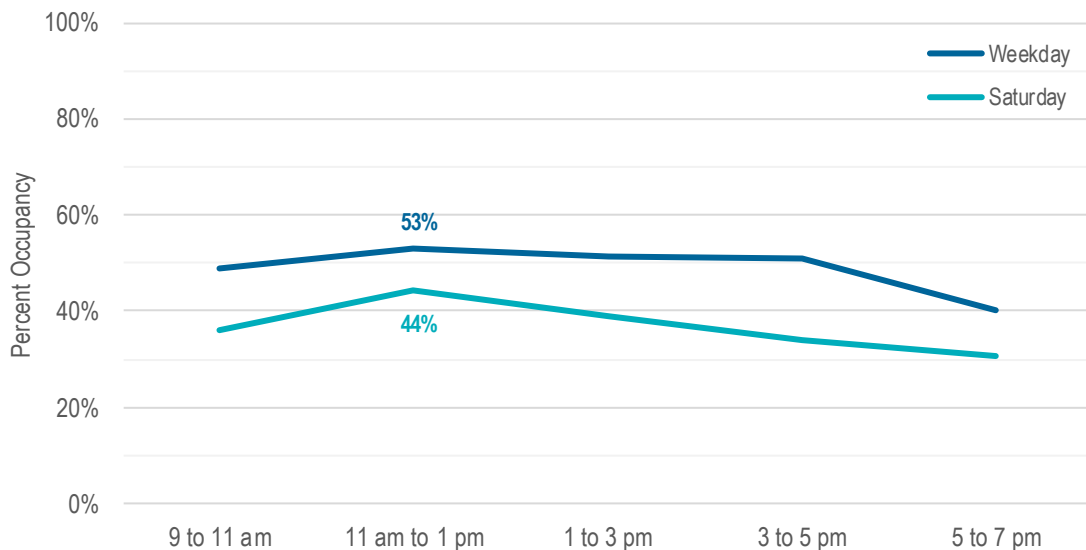


Source: City of Ellensburg

Management of downtown parking is dispersed. All on-street spaces are managed by the City of Ellensburg. However, 77%¹ of off-street spaces are owned by private businesses and companies, and not under the jurisdiction of the City of Ellensburg. Approximately 81% of these privately owned spaces² are restricted to patrons of specific businesses, or are reserved for private use. Twelve percent of off-street parking is owned by the City of Ellensburg, and 11% is owned by Kittitas County. The majority of these publicly owned spaces are available for public use..

Parking occupancy on a typical day is highest between 11 a.m. and 1 p.m. Downtown has many underutilized parking spaces, even at peak periods. During times of peak parking demand, approximately 53% of spaces were occupied on weekdays, and 44% of spaces were occupied on weekends (Figure 8). Parking utilization data show that while individual blocks and lots in the core have higher levels of demand, many parking spaces remain available on nearby blocks or in other lots, even during the busiest time of day.

Figure 8 **Parking Occupancy, by Day and Time of Day**

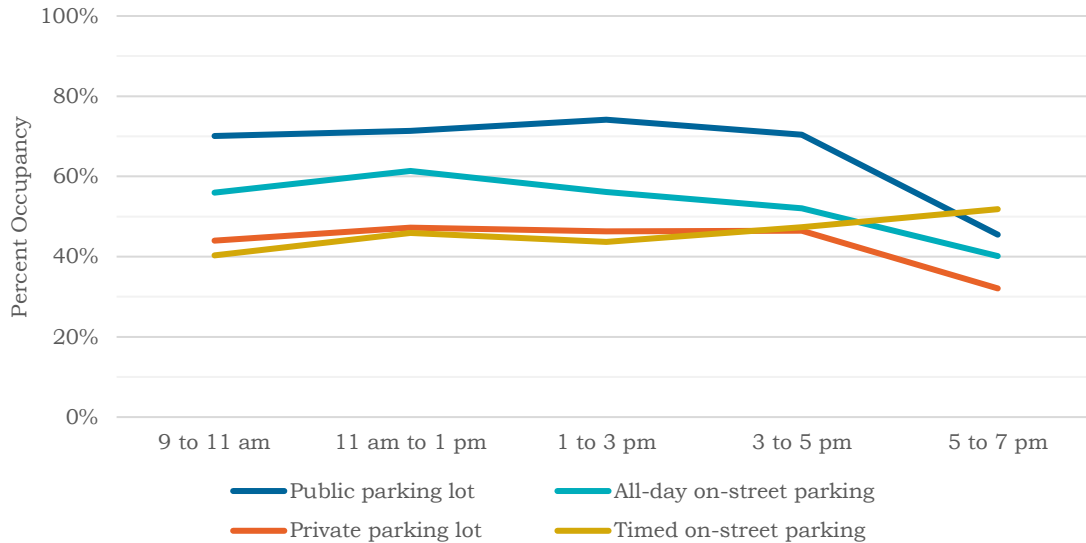


¹ 1,069 privately owned off-street spaces, out of 1,390 total off-street spaces.

² 863 spaces out of 1,069 spaces

On average, public parking lots are most popular. Private lots are underutilized. Public parking lot occupancy ranges between 70 and 80% between 9 a.m. and 5 p.m., with timed on-street parking and private parking lots averaging between 40-50% during the same period (Figure 9). This suggests people are looking to park in locations that are not restricted to specific purposes or businesses, and locations where parking durations are long enough to allow people to complete errands or remain parked all day without moving their vehicle.

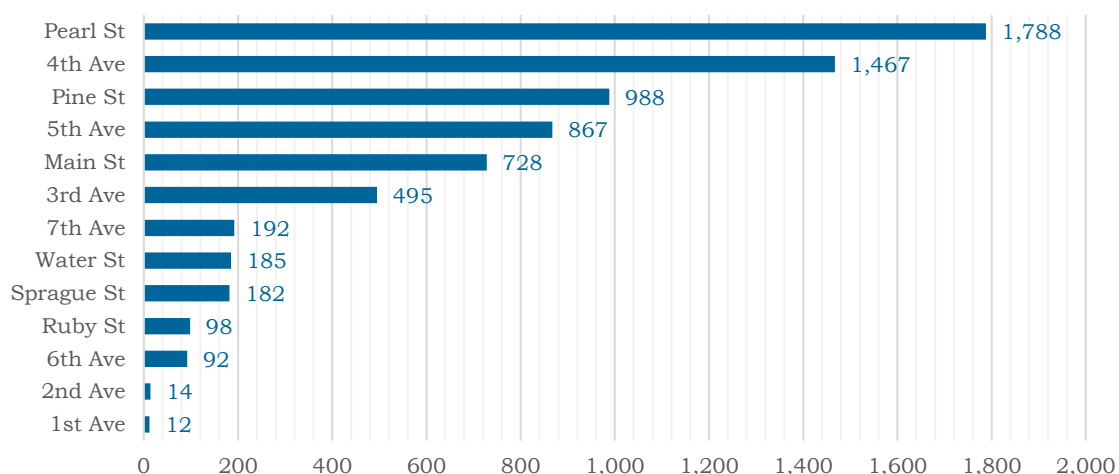
Figure 9 Weekday Parking Occupancy, by Parking Type



The majority of downtown parking citations occur on five downtown streets.

Between January 2015 and April 2018, there were approximately 7,000 downtown parking violations, or approximately 2,000 per year. The five streets with the most violations represent 82% of all citations. Pearl Street and 4th Avenue had the most citations, followed by Pine Street, 5th Avenue and Main Street (Figure 10).

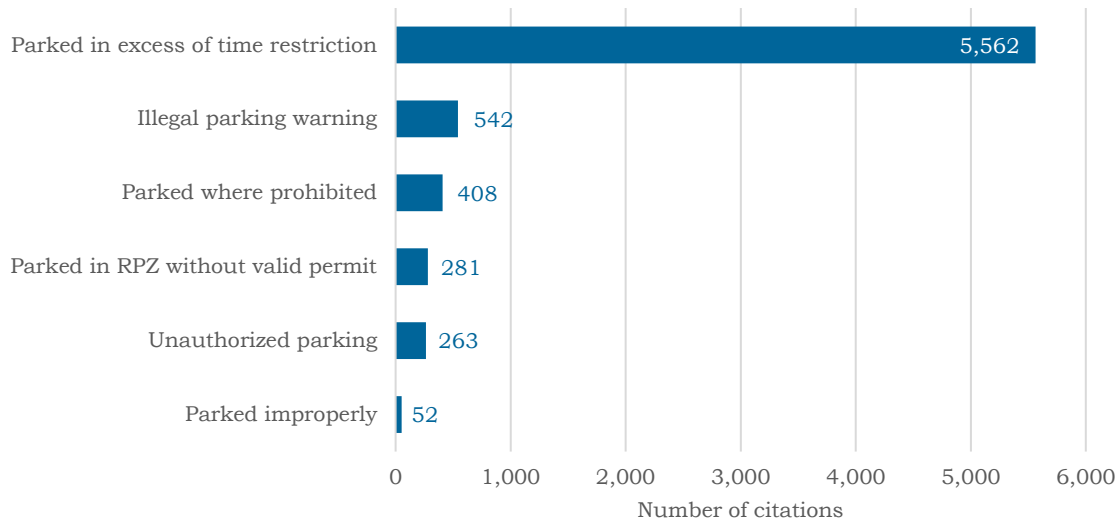
Figure 10 Parking Citations, by Downtown Street (January 2015 – March 2018)



Source: City of Ellensburg

Many overstay the on-street time limits. The most frequent parking citation in downtown Ellensburg was for people parking in excess of the two-hour time restrictions. Approximately 78% of all parking violations between January 2015 and March 2018 were for exceeding time restrictions (Figure 11). Approximately four-fifths of these time restriction violations were first-time warnings for people parked in two-hour spaces. The majority of the remaining violations were for people who parked in two-hour spaces for two or more times.

Figure 11 Downtown Parking Violations, by Type (January 2015 – March 2018)



Source: City of Ellensburg

Most of downtown Ellensburg does not have minimum on-site parking requirements. The majority of downtown is located in the C-C (Central Commercial) zone, which has no minimum parking requirements and allows developers the flexibility to build parking based on market need. Housing located outside the Downtown Historic District, however, is still required to include on-site parking. City staff and stakeholders indicated that recent and planned developments in downtown would not have been financially viable if parking minimums had been in effect.

The parking experience is not easy or intuitive for many individuals. The parking experience in downtown Ellensburg is the result of many components, including inconsistent signage, and a variety of parking regulations and hours when regulations are in effect (Figure 12). Respondents to the online survey indicated that the current system can be difficult to navigate or confusing. Some of the feedback included: “Signage is confusing and inconsistent,” “Parking signage needs to be clearer,” “Signage is very small and confusing.”

Figure 12 Parking Signage



Existing parking signage in downtown Ellensburg is often restrictive and provides minimal information about where to find available parking. Public signage is limited and does not easily distinguish public parking facilities. For visitors, especially those new to downtown, the lack of signage can exacerbate anxiety about tickets and perceptions of limited available parking.

4 PARKING STRATEGIES

Following the analysis presented above, the project team developed a package of strategies that address Ellensburg's parking issues, including increasing parking availability, enhancing enforcement of parking regulations, and implementing a signage and wayfinding program. The strategies were developed based on a review of the existing downtown parking inventory and demand, citation data, city code, the downtown parking survey, as well as conversations with the staff from the City Ellensburg and the Ellensburg Downtown Association.

The strategies are designed to improve both on-the-ground parking **management** and city parking **policy**. The strategies are mutually supportive of one another and often one strategy is dependent upon other strategies.

The strategies are proposed to be implemented over time, with some strategies intended for short-term implementation, while others will become more necessary and/or feasible in the future.



This chapter describes the proposed strategies, including the following elements:

- The **description and rationale** serve as the introduction for each strategy. It includes the purpose and justification behind the strategy, and a narrative describing what the strategy is and its intended outcomes.
- The list of **action steps** identifies the various activities that the City of Ellensburg or other relevant partners should take to implement the strategy.
- The **evaluation** is located in a callout box to the side that includes a high-level indicator of cost, its relative benefit, and the level of priority for the strategy.
- Some strategies include a **best practices** section that highlights how other communities and cities that have implemented a similar strategy.

Why shouldn't the city just build a parking garage?

The Downtown Parking Plan does not recommend a parking garage, as development of a city-funded parking garage was deemed not necessary or feasible at this time. Specific reasons for this finding include:

1. **Simply put, downtown has a management challenge, not a supply problem.** The data collected indicates a typical peak occupancy of 53%, meaning there are over a 1,200 spaces available even when busy.
2. **Better use of existing supply provides a more cost-effective solution.** Existing spaces, especially on-street spaces and off-street lots outside the immediate core, are consistently underutilized. Better access to these spaces, typically within a 3-5 minute walk of the core, should be prioritized over new construction of parking.
3. **Building off-street parking does not guarantee its use.** As in all downtowns, visitors to Ellensburg will first seek out a front-door on-street space over parking in a lot or garage. If on-street parking remains free, and there is a cost to park in a new garage, there is even less incentive to park there.
4. **A parking garage is very expensive.** The City of Ellensburg has limited resources and must be strategic with their use. If the City were to build a 300-space garage at \$20,000 per space, it would cost the City **\$6 million in construction costs alone**. This translates to **\$1,800 per space per year** (\$16+ million over 30 years) to operate, maintain, and pay off the debt service. Given those annualized costs, the City would need to generate \$5+ per space per day just to break even.*
5. **The Plan includes a package of strategies that can provide timely improvement.** A new parking garage would take years to design, fund, and build. The strategies proposed offer more readily implementable solutions to improving parking access and the customer experience. Any further evaluation of a parking structure should only occur after all other elements of this plan have been fully implemented and demand continues to exceed targets (see Strategy G.1 and G.2).

EXAMPLE GARAGE COSTS

$$\begin{array}{rcl} \$20,000 / \text{space} & + & 30 \text{ years at } 5\% \\ \text{construction} & & \text{Debt service} \\ & & \$500 / \text{space} / \text{year} \\ & & \text{O\&M} \end{array} =$$
$$\begin{array}{rcl} \$1,800 / \text{space} & \div & 336 \\ \text{annualized costs} & & \text{use days per year} \end{array} =$$
$$\begin{array}{c} \$5.36 / \text{space} / \text{day} \\ 100\% \text{ cost recovery} \end{array}$$

* Assumes \$20,000 per space construction costs, 5% loan over 30 years, \$500 per space per year in O&M costs, and average 28 use days per month. Does not include land costs or taxes. Source of construction costs: <https://wginc.com/wp-content/uploads/2018/07/Parking-Construction-Cost-Article-17x11-8.5x11-Pages.pdf>

SUMMARY MATRIX

Figure 13 presents a high-level summary of the proposed strategies. The strategies are organized into two main groups: **Management** and **Policy**. Each group is divided into categories (identified by a unique letter). Individual strategies are assigned a letter and a number. Each strategy is also presented based on its expected benefit (high, medium, low), relative cost (\$-\$\$\$), and priority (high, medium or low).

Figure 13 Summary of Strategies

Strategy	Summary	Priority	Benefit	Cost
MANAGEMENT				
A - On-street Parking	A.1 – Modify on-street parking regulations to better serve parking needs and travel behaviors in downtown.	High	● ● ●	\$\$
	A.2 – As feasible, evaluate conversions of parallel parking to angled parking to provide additional on-street parking capacity. Consider parallel parking when evaluating and designing one-way street conversion.	Low-Medium	● ●	\$\$\$
	A.3 – Prepare for increased passenger loading needs in the long term by providing flexible loading regulations during certain times of day and days of the week.	Low	●	\$
B – Off-street Parking	B.1 – Expand <u>publicly available</u> parking supply through shared parking agreements between City of Ellensburg and private lot owners.	High	● ● ●	\$\$\$
	B.2 – Establish off-site park-and-ride location(s) to reduce parking demand and provide additional parking capacity at peak periods.	Low	● ●	\$\$\$
	B.3 – Develop a permit parking program for downtown residents to park in designated public and private off-street lots.	Medium	● ●	\$\$
C – Enforcement	C.1 – Continue to track and monitor citation data to identify trends over time and impacts of parking management and policy decisions.	High	● ●	\$\$
	C.2 – Evaluate increase in citation fines to deter repeat offenders.	High	● ●	\$
	C.3 – Review enforcement technology on a consistent basis and prioritize additional use of license plate recognition (LPR) technology to assist with enforcement.	Medium	● ●	\$\$

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Strategy	Summary	Priority	Benefit	Cost
D – Communication, Information, and Education	D.1 – Develop a comprehensive downtown wayfinding system and marketing program to ensure people know where and how to find available parking. Coordinate wayfinding and marketing efforts with Central Transit.	High	● ● ●	\$\$\$
	D.2 – Partner with private businesses to improve parking signage and maximize use of off-street lots.	High	● ● ●	\$\$
E – Operations and Staffing	E.1 – Identify long-term parking staffing needs to support improved parking management.	Low	●	\$\$\$
F – Demand Management and Employee Mobility	F.1 – Support employers and property managers with transportation information.	Medium	● ●	\$
	F.2 - Establish a coordinated effort to provide transportation information and mobility options to downtown employees and/or residents.	Medium	● ●	\$\$\$
POLICY				
G – Parking Management and Monitoring	G.1 – Identify parking management principles and targets to effectively manage parking demand and supply. Evaluate use of performance-based management in the future.	Medium	● ●	\$\$
	G.2 – Adopt a formal monitoring program for downtown parking.	Medium-High	● ● ●	\$\$
H – Parking Requirements	H1. – Modify vehicle parking requirements and policies to right-size parking requirements and facilitate development.	Medium	● ● ●	\$
	H2. – Modify bicycle parking requirements to require all developers to include bicycle parking. Modify the amount of bicycle parking that is required.	Low-Medium	●	\$
I – Cooperative Parking	I.1 – Modify the zoning code to make it easier for developers and property owners to share parking supply and reduce overall parking required.	Medium-High	● ● ●	\$
J – Facility Design	J.1 – Support a park-once downtown by improving pedestrian safety and comfort, including investing in landscaping, lighting, crosswalks, and encouraging ground-floor uses.	Low	●	\$
K – Demand Management	K.1 – Evaluate requirements for new developments to implement transportation demand management (TDM) to reduce parking demand and improve mobility options.	Low-Medium	●	\$

STRATEGY DETAILS

Management

A. On-Street Parking

A.1 - Modify on-street parking regulations to better serve parking needs and travel behaviors in downtown.

Most on-street parking spaces in downtown Ellensburg are two-hour spaces. For some people, two-hour spaces are not long enough for their trip needs, resulting in violations of the two-hour limit, chain parking (moving a vehicle to avoid time limit), or frustration with the downtown parking experience.

Evaluation

Priority High

Benefit ●●●

Cost \$\$

Long-term parkers (i.e. employees) should not park in prime, front-door spaces. By doing so, customer and visitor access is restricted, impacting local businesses. Instead, peripheral locations are better suited for longer-term parking needs. Occupancy data show that some of the two-hour spaces at the edge of downtown are underutilized, presenting an opportunity to create more all-day parking spaces.

Action Steps (Short-Term)

To ensure the parking system accommodates a variety of all user needs, the City should make the following changes:

1. Convert all two-hour spaces to three-hour spaces in the downtown core
2. Convert a portion of peripheral two-hour spaces to all-day parking

Figure 14 provides an initial proposal of where two-hour spaces may be able to be converted to all-day parking (shown with a red outline) and where two-hour spaces would be converted to three-hour spaces (shown with a blue outline).

In addition to these changes, on-street parking is proposed to be added to both sides of Pearl Street between 1st and 2nd Avenues. These should be all-day spaces, with a few 15-minute spaces in front of the police department. This will add at least 20 spaces to the on-street parking supply. To address increased activity and demand near Main Street and 5th Avenue, new loading or 15-minute zones will be added.

Key Facts

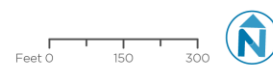
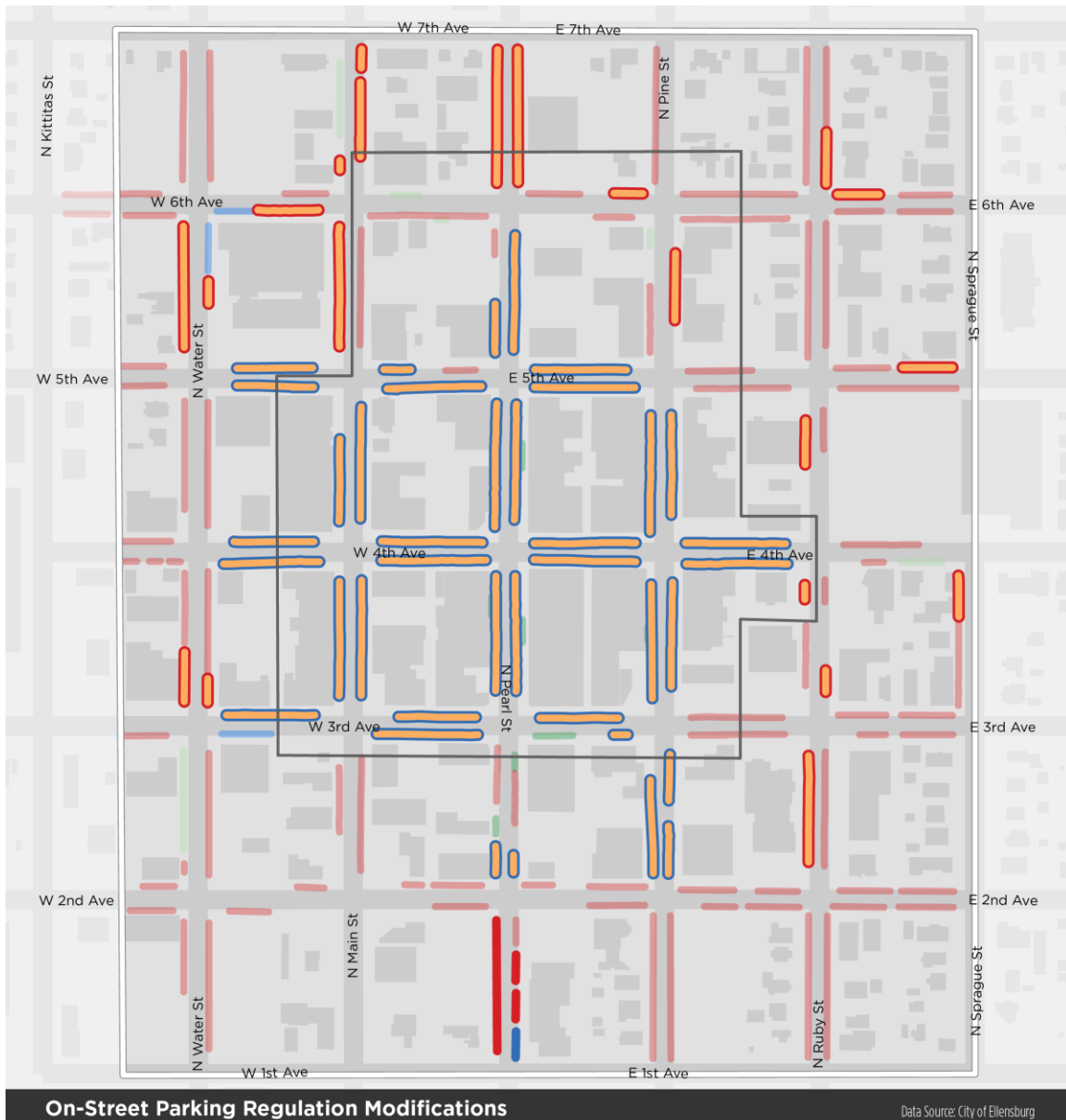
- 20% of survey respondents indicated they typically parked in downtown Ellensburg between two and four hours
- 17% of survey respondent indicated they park in two-hour on-street spaces and move their car to avoid tickets

Survey Respondent Feedback

"Two-hour parking is not long enough to get things done if you want to go to a few shops and walk between them."

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Figure 14 Proposed On-Street Parking Modifications



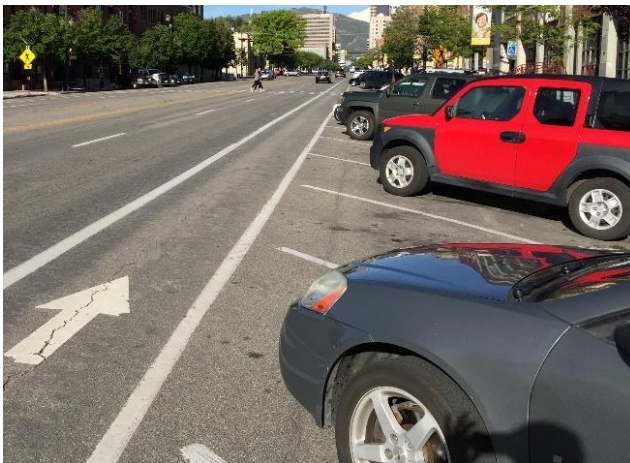
A.2 – As feasible, evaluate conversions of parallel parking to angled parking to provide additional on-street parking capacity. Consider parallel parking when evaluating and designing one-way street conversion.

In the future, additional on-street parking capacity may be needed. One option to increase on-street parking supply is to convert parallel parking to angled parking on streets where this treatment is feasible given current street dimension, traffic volumes and speeds, and community support. Angled parking could be implemented in coordination with two-way to one-way street conversion.

Evaluation	
Priority	Low-Medium
Benefit	●●
Cost	\$\$\$

Action Steps (Medium-/Long-Term)

- To determine corridors and blocks where parallel parking can be converted, the City should review street widths and traffic data. Such conversions usually require an existing travel or center turn lane, and traffic volumes should be analyzed to determine what impacts eliminating a lane may have.
- Angled parking, if determined to be feasible, can be applied to just one side of the street – or both sides of the street if right-of-way exists.
- Potential locations for angled parking include Pearl Street between 6th and 7th Avenues on the west side (contingent on construction of a curb), Main Street, and/or Water Street.
- Ellensburg should also consider implementing back-in angled parking when considering angled parking.
 - Back-in angled parking uses the same dimensions as head-in/back-out parking, but back-in parking can provide visibility and safety benefits. First, drivers do not blindly back into an active travel lane, which is especially beneficial for streets that are popular bicycling routes and pedestrian corridors. Second, vehicle doors open in a way that limits access to the travel lane and directs people to the sidewalk, rather than the street. Lastly, trunks open to the sidewalk, allowing for loading and unloading to occur outside the travel lane.
 - Potential drawbacks of angled parking include driver confusion and general lack of awareness of how to park. This can be mitigated with proper signage and increased adoption and enforcement over time.



Many cities utilize back-in angled parking as a means to improve safety and convenience. Clear sightlines and eye contact between all road users ensures safer parking maneuvers. Clear signage is instrumental in overcoming user confusion. Salt Lake City (left) and City of Spokane (right).

A.3 – Prepare for increased passenger loading needs in the long term by providing flexible loading regulations during certain times of day and days of the week.

Shared mobility services (such as taxis and other ride-hail or for-hire vehicles – e.g., Lyft and Uber) are increasingly popular transportation options. This is especially the case for evening and weekend trips in downtowns, and with younger populations.

Evaluation	
Priority	Low
Benefit	●
Cost	\$

These services provide space-efficient transportation options in areas with limited parking supply, or areas where parking is not the highest and best use of limited real estate. Additionally, accommodating shared mobility services can be a strategy for improved safety as it provides a viable alternative to driving for people who are impaired. Despite these benefits, these services may have heavy loading and drop-off volumes and could impact traffic flow.

Downtown Ellensburg does not currently have high parking demand in the evenings or on weekends, but over the long-term the City should develop policies to coordinate increased use of passenger loading zones.

Action Steps (Long-Term)

- Identify specific times of day and/or days of the week when loading spaces for taxis and ride-hail services would have the greatest use. For example, Fridays and Saturdays from 6 p.m. to 2 a.m. the following day.
- Identify specific standard parking spaces and convert to passenger loading spaces at designated times. These spaces should be parallel spaces in areas with high pedestrian volumes, and a concentration of retail, restaurants, and bars.
- Conduct outreach to local businesses, as well as taxi and ride-hail companies, to provide input and direction on recommended locations and times.
- Implement signage and education program for new loading policy and spaces. Enforce spaces appropriately, with warning citations during initial launch.
- Coordinate with Strategy A.1 to identify zones for flexible loading near areas with increasing activity and demand, such as near Main Street and 5th Avenue.



Cities have begun to implement various policies within their downtowns to improve passenger loading and prepare for additional shared mobility services.

B. Off-Street Parking

B.1 - Expand publicly available parking supply through shared parking agreements between City of Ellensburg and private lot owners.

Most off-street parking in downtown Ellensburg is restricted to certain users, primarily based on whether or not they are patronizing an individual business. These parking spaces tend to be underutilized for all or part of the day, in part because of restrictive policies that prevent general use by all members of the public.

Evaluation

Priority High

Benefit ●●●

Cost \$\$\$

To increase use of these spaces, and provide additional parking for downtown employees, guests, visitors, and the general public, the City should consider developing a shared parking program with private lot owners to allow for general public parking.

Key Facts

- 66% of off-street parking supply in downtown Ellensburg is private, reserved, or only available to patrons of specific businesses
- 77% of off-street parking is privately owned.
- Peak parking occupancy on weekdays in private or restricted spaces is 47%

There are some basic types of agreements which the City could enter into with a willing private property owner. These include:

1. Leasing of the private lot: Under this arrangement the City would essentially rent the parking spaces from the property owner, and would be entitled to control any pricing and regulations of the facility. The City would enforce compliance with regulations.
2. Private owner, public management: Under this arrangement the City would pay for the installation of meters and signage. The City and the property owner would establish cost-sharing and liability agreements. The City would be responsible for parking enforcement and would collect all citation revenue.

Liability issues often emerge as a potential concern, yet these issues are typically covered in standard liability coverage in any land use policy to cover public passage. In addition, liability can be more comprehensively addressed through well-written shared parking agreements that include provisions about requiring the lessor to maintain a good state of repair, ADA access, etc., and the lessee to provide adequate and appropriate signage for patrons and take actions to avoid overcrowding or other hazardous situations.

Action Steps (Short-Term)

- Identify relatively large lots (or portions of large lots) to use as public parking. Typically, these should be lots that have low or intermittent use, or excess capacity.
 - Examples may include individual small lots, or portions of large parking lots with available supply, like Safeway, or Grocery Outlet. These locations are provided as examples of potential lots, but are not recommendations for where shared parking agreements should be implemented. The City will need to conduct its own analysis and engage in negotiations with lot owners that are interested in pursuing such an agreement.
 - Coordinate with strategy B.2 for identifying off-site parking facilities.
- Conduct outreach to lot owners to identify interested parties and potential partners.
- Create a shared parking agreement template that can be used by private facility owners.

Action Steps (Medium-Term)

- Develop a partnership program and shared parking agreement with private lot owners, specifying cost-sharing agreements and other key provisions.
- Coordinate with strategy D.2 to provide signage at private parking facilities.
- Implement a pilot program at one or two facilities.
- Expand and adjust program as needed.
- To reduce parking constraints within proximity to areas with increasing activity and demand (such as Main Street and 5th Avenue), identify publicly owned lots within one or two blocks and develop a partnership to provide public long-term parking for high demand land owners.

Best Practices – Shared Parking

Asheville, NC

Drivers in downtown Asheville can pay for the city's on-street parking and private lot off-street parking using the Passport Parking App. Private lots became part of the same payment system after lot owners approached Passport, the third-party provider of Asheville's parking app. Signage denotes the parking zone number and provides instructions to pay for parking using a mobile phone. If users do not have a smartphone, they can still pay using their phone by calling a number and specifying the zone or by texting a code (after registration).

The lot owner posts signage describing the rates and regulations for the lot. Some lots maintain their private parking for periods of the day and convert to public parking in off-hours. Others operate as privately-owned, public parking throughout the entire day. Either way, private lot owners are able to take advantage of the city's easy-to-use parking system without giving up control of the lot itself.

The Asheville example highlights how cities themselves may not need to convince private lot owners once pay-by-cell programs have become established in a city. Sometimes, the ease and simplicity offered by the app is enough of an incentive to motivate lot owners to seek out participation themselves.



Private lot with public payment after 5 p.m. in Asheville, NC

Walnut Creek, CA

The City of Walnut Creek enables shared public-private parking operations, but is not directly involved in the management or contracting of operations. Shared public-private parking has been driven by the private sector: 70% of the downtown parking supply is private parking, all managed by one operator. The operator, Regional Parking, was the catalyst for opening up underutilized supply after hours to public use for a fee, identifying the potential for private owners and operators to capitalize on underutilized supply after business hours.

The after-hours operations, enforcement, and collection of revenue are contracted to the private operator. Many of the lots are metered to set time limits, and enforced by the operator. One example is the CitiBank parking lot, which is available to customers only and free of charge during the day, and open to the public for a fee in the evenings.

The City's role in enabling the operation of this public-private supply is simply to establish and enforce codes to ensure the site has proper signage before it is used by the public for a fee. The Private Parking Lots Ordinance requires all private lots to be certified by the City and defines signage requirements. The City takes no part in management, enforcement, or collection, and as such has no liability or insurance responsibilities. The City does not actively approach private owners to increase the supply. The City has found more and more businesses are seeking to capitalize on their parking, adding a few certified public-private lots each year.

The City had to establish a policy on who had the right to provide public-private shared parking for a fee, as well as to set the standard for adequate signage so customers could be clear on what service they were using, when they could use it, and how much it would cost, as well as set a limit to the maximum cost per day.



Left: Excess parking at a shopping center is leased to employees who register with a parking program.

Right: Parking at CitiBank is for customers only during the day, but available to the public after the bank closes.

B.2 - Establish off-site park-and-ride location(s) to reduce parking demand and provide additional parking capacity at peak periods and during events.

In the future, if parking demand begins to grow, it may become necessary to identify remote parking lots to increase downtown parking supply. Park-and-ride lots could be identified to serve different functions, and would be connected to downtown by different service providers. Options include:

Evaluation	
Priority	Low
Benefit	●●
Cost	\$\$\$

- Lots serving **downtown employees** should ideally be located along Central Transit routes that provide direct service to downtown Ellensburg. These park-and-ride lots could be permanent facilities.
- Lots serving **special occasions, large events, or conferences** could be connected to downtown by a private shuttle provided by the event organizer. Because these types of events are infrequent now, the remote lot could be leased on a case-by-case basis. In the future when events are more common, a dedicated lot may need to be identified.
- Lots that are provided for **downtown residents** who have residential parking permits (strategy B.3), with a dedicated shuttle provided by the City to connect residents to their parking location.

Survey Respondent Feedback

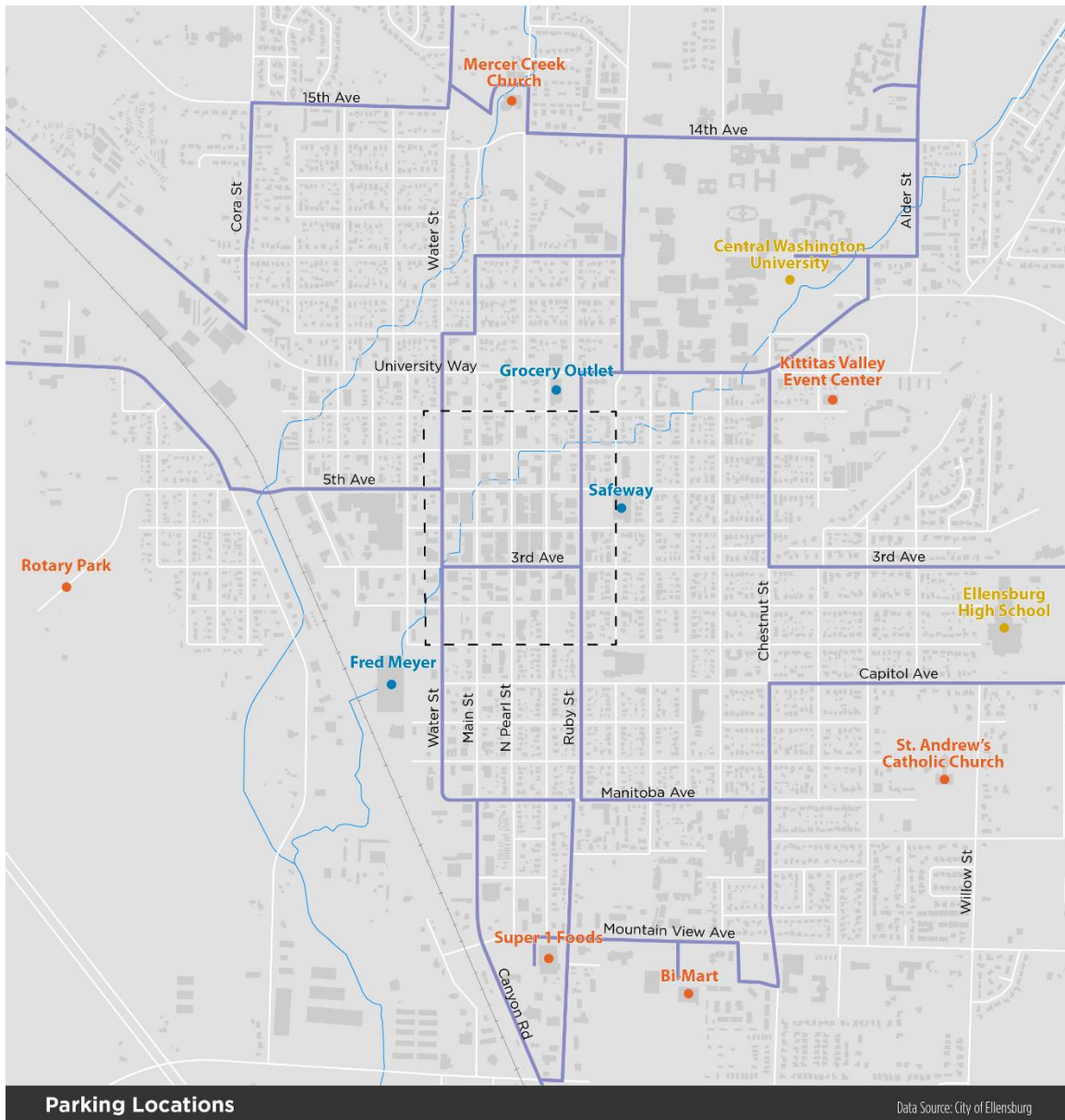
- “When you add in an event of some kind, it can get really frustrating to find a spot within a couple blocks of downtown.”
- “Large events tend to have parking issues, but less on the day-to-day.”

Action Steps (Medium-/Long-Term)

- Identify potential sites for employee park-and-ride locations, special event parking, and downtown resident off-street parking.
- Identify attendance threshold for special events where off-site parking would be required or recommended. Identify changes to permits for these large events in regards to off-site parking and shuttle services.
- Conduct outreach to lot owners and managers to identify interested parties and potential partners.
- Coordinate with Central Transit to identify park-and-ride locations and adjustments to route alignments, frequency, and timings to best serve employee demand.
- Examples of potential off-site lots that could be leased for special events include Rotary Park, Kittitas Valley Event Center, St. Andrew’s Catholic Church, Mercer Creek Church, Super 1 Foods, or Bi-Mart. During summer months or weekends, Central Washington University and Ellensburg High School may also be potential options (Figure 15). These locations are provided as examples of potential lots, but are not recommendations. The City will need to conduct its own analysis and engage in discussions with lot owners that are interested in providing parking for special events.
- Coordinate with strategy B.1 to identify parking lots that can serve as public parking or employee/resident parking.
- Coordinate with Hotel Windrow to identify large events or groups that will use hotel event space and implement private shuttle to connect hotel with off-site parking lot.

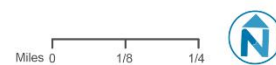
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Figure 15 Potential Park-and-Ride Locations



Potential Parking Locations

- Year-round off-site location
- Seasonal off-site location
- Locations for additional public parking supply or employee/resident parking
- Central Transit routes
- ▭ Parking Study Area



B.3 – Develop a permit parking program for downtown residents to park in designated public and private off-street lots.

The current code prohibits people from parking for more than 24 hours in any single on-street location (ECC 8.12.040 24-hour parking restriction). This provision is intended to allow city crews the ability to conduct street sweeping and remove snow, as well as minimize long-term vehicle storage at the curb. However, the current provision presents challenges for downtown residents who do not have a dedicated off-street parking space.

Evaluation	
Priority	Medium
Benefit	●●
Cost	\$\$

Action Steps (Medium-Term)

- Coordinate with strategy B.1 and B.2 to provide off-street public and private parking locations for downtown residents.
- Identify one or two off-street lots where residents would be able to park their vehicles overnight or for extended periods. City could support partnerships between local lot owners and businesses/residential buildings to lease a portion of spaces, lease an entire lot, or purchase an entire lot. City should encourage agreements that specify which parties are responsible for maintenance, lighting, snow removal, signage, and permit enforcement.
- City should encourage the development of an application system for the parking permits to handle resident parking requests. Applications should verify downtown residency via identification, utility bill, or other appropriate method. Residents should re-apply on an annual basis.
- Permit costs should be set to cover program administration costs. Costs should be reviewed on an annual basis to ensure cost recovery.

C. Enforcement

C.1 - Continue to track and monitor citation data to identify trends over time and impacts of parking management and policy decisions.

No one wants a parking ticket, but the rules must be enforced to ensure the parking system functions effectively. The City currently monitors citations, but a formalized tracking and reporting program can help to better identify trends, allocate resources, and address challenges prior to community frustration.

Evaluation	
Priority	High
Benefit	●●
Cost	\$\$

Action Steps (Short-Term)

- Develop a consistent system to analyze parking citations in downtown Ellensburg. Issues and challenges are most likely to be addressed by leadership when there is data to demonstrate the concerns. Coordinate with Strategy G.2.
- Track the following key metrics:
 - Total citations issued
 - Citations by type/block/zone/facility
 - Appeals requested and won by block/zone/facility/issuing officer
 - Citation collection rate
 - Scofflaws cited
 - Number of outstanding citations
- Develop a summary report of key violation findings every six months or annually. Share report with parking management staff, Downtown Association, elected leaders, and the public.
- Use findings from report to recommend additional management and policy changes, including additional data gathering, changes to city code, and modified enforcement strategies.
- Collaborate with Ellensburg police to develop an enforcement strategy that focuses on the most common behaviors to reduce their occurrence.
 - Enforce ECC 8.14.140 (chain parking unlawful) to reduce the frequency in which people move their vehicles within the two-hour parking zone.
 - Coordinate with strategy C.3 to include chain parking as a violation that license plate recognition (LPR) software can identify.

Key Facts

- 78% of parking violations in downtown Ellensburg are given to people who park in excess of time restrictions.
- Of these violations, 37% are for people who have violated the 2-hour parking zone two or more times. This represents 29% of all downtown parking violations.

Survey Respondent Feedback

- “The 2-hour parking enforcement works well. Keep it up!”
- “Current enforcement is too easy to circumvent. Employees simply move their car every few hours or erase the chalk mark.”

C.2 - Evaluate increase in citation fines to deter repeat offenders.

Appropriate fines can provide an effective deterrent to illegal parking. Currently, Ellensburg's fine structure likely does not effectively deter parking violations, especially those violations that limit access for customers and visitors. As discussed, consistent violations of the two-hour limit is a major challenge in downtown and impacts access to local businesses.

Evaluation	
Priority	High
Benefit	●●
Cost	\$

Action Steps (Short- to Medium-Term)

In the short- to medium-term, the City should further evaluate changes to the parking violation structure, including:

- Evaluate increase in \$25 fine for time-of-stay violations to deter long-stay parkers from using short-term on-street spaces.
- Add progressive fines for third, fourth, and fifth violations. The fine for each subsequent violation should increase to more strongly deter repeat offenders. Figure 16 includes an example of how time-of-stay fines could increase.
- Consider adjusting all violation rates every few years to account for inflation, or add code language that automatically increases fines based on the Consumer Price Index (CPI) at a pre-determined frequency. This ensures the relative cost of violating parking regulations remains the same over time.

Figure 16 Proposed Violation Schedule for ECC 8.14.080

Violation Sequence	Existing Fine	Proposed Fine
1st	Warning	Warning
2nd	\$25	\$25
3rd		\$35
4th		\$50
5th		\$75

C.3 - Review enforcement technology on a consistent basis and prioritize additional use of license plate recognition (LPR) technology to assist with enforcement.

Parking enforcement technology changes over time as vendors update and upgrade their equipment. New technologies also allow for more effective enforcement of the system. The City should review its technology systems and vendor agreements on a periodic basis to ensure it has the best equipment, and stays up-to-date with the state of the practice.

Evaluation	
Priority	Medium
Benefit	●●
Cost	\$\$

Action Steps (Ongoing)

- At termination of each vendor contract, issue a new RFP for appropriate equipment to ensure the City gets the most up-to-date technology and is in-line with the state of the practice.
- Ensure contracts require consistent vendor reporting and thorough maintenance provisions.

Action Steps (Short-Term)

- Identify current state of parking technology and software. Identify gaps and new technology that would be beneficial to the City.
- Prioritize use of license plate recognition (LPR) software and hardware for enforcement needs, including the need to track chain parkers (coordinate with strategy C.1).

D. Communication, Information, and Education

D.1 - Develop a comprehensive downtown wayfinding system and marketing program to ensure people know where and how to find available parking. Coordinate wayfinding and marketing efforts with Central Transit.

Wayfinding signage helps orient visitors, shoppers, and residents alike, pointing them to area parking facilities, retail establishments, pedestrian and bicycle access routes, and other important destinations. Wayfinding strategies seek to efficiently coordinate movement within an area, pointing users of all modes of travel to the best access routes for their destination. It represents an important part of a comprehensive circulation and parking management strategy, improving the customer-friendliness of a district.

Evaluation	
Priority	High
Benefit	●●●
Cost	\$\$\$

Parking signs can help direct motorists to underutilized off-street facilities, freeing up the most convenient spaces, maximizing the efficiency of a parking system, and reducing the time it takes for drivers to find a place to park. Wayfinding can also help dispel perceived shortages in parking.

Survey Respondent Feedback

- “I don't like the red signs that specify no parking between 2-6 a.m. and look just like the ‘No Parking Anytime’ signs. I've lived here several years and I still forget I can park in those spaces during the day.”
- “Signage is confusing and inconsistent - everyone who works in my office has been ticketed at least once!”
- “Signage is very small and confusing whether it's a 15 minute spot or a 2 hour.”
- “Parking signage needs to be clearer with a map that gets sent to all residents or at least easily accessible on a website.”

Action Steps (Short-Term)

- Initiate a parking branding and wayfinding study in coordination with Ellensburg Downtown Association and appropriate city departments, including the Landmarks and Design Commission. A wayfinding program should include a suite of static, directional, informational, and dynamic variable message signs (VMS). VMS would allow for continually updated real-time information, be integrated across facilities, and facilitate distribution to websites and mobile apps.
- Adopt a formal parking brand and style guide for signage, wayfinding, and collateral.

Action Steps (Medium-Term)

- Implement signage at all publicly-owned parking lots, and within the public right-of-way.
- Update signage for on-street parking regulations to improve clarity and comprehension. Signs should be designed for easy interpretation and be as simple as possible.
- Augment existing parking communications and marketing in the downtown. Potential elements include:
 - Parking website
 - User-friendly parking collateral, including parking map, brochure, and FAQ
 - Leverage city social media channels for information and ongoing updates
 - Provide mobile trainings and informational sessions with key stakeholders
 - Market multimodal options as a parking management strategy

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City of Ellensburg

- Provide marketing materials and communication suggestions to local hotels to share with guests when they book a room prior to arrival
- Educate all hotel staff on parking and mobility options to enable them to answer guest questions and encourage preferred behavior

Best Practices – Branding and Wayfinding

Go Park City, Park City, UT



Park City, Utah has a branded parking system – Go Park City – that provides clear, well-defined information to drivers regarding time limits, hours of enforcement, and whether payment is required to park.

SacPark, Sacramento, CA



Sacramento has a unified parking program which uses a consistent brand, style, and format for all its signage.

Boulder, CO



A dedicated parking website provides users a convenient and dynamic way to find parking options in downtown Boulder, Colorado.

D.2 – Partner with private businesses to improve parking signage and maximize use of off-street lots.

A large portion of downtown Ellensburg’s parking supply is owned and managed by private owners. Typically, these parking spaces are available to individual groups of people or patrons of specific businesses, but some parking spaces are available for the public to use throughout the day. The lack of effective signage may limit the use of these spaces, which increases demand for front door on-street parking spaces.

Evaluation	
Priority	High
Benefit	●●●
Cost	\$\$

The City of Ellensburg should explore partnerships with a targeted number of private lots to provide signage and increase visibility of the parking on the condition the public is permitted access to the lots for some or all of the day.

This strategy could be implemented independently and/or as part of Strategy B.1.

Survey Respondent Feedback

- “I believe that [some] private lots could be utilized for public parking with proper signage.”
- “Some of the private lots aren't even 50% utilized which are closer to downtown and would free up street spaces being used.”

Action Steps (Short-Term)

- Identify one or two lots in the downtown to establish a pilot signage program. The City would pay for the installation and maintenance of signage, and the private owners would agree to allow public parking for all or a portion of the day, provide lighting, and maintain and clean the lot.
- Monitor the pilot program and identify issues and opportunities. If successful, develop further partnerships with modifications to the partnership agreements or contracts based on the findings from the pilot program.
- Identify lots in proximity to the hotel that could partner with the City to improve signage and allow public parking

Best Practices – Park Omaha Partners

Park Omaha – the brand for Omaha Public Works Parking Division – launched the Park Omaha Partners program to “boost the number of public parking spaces and help visitors easily locate them in the popular downtown area”.³ The program provides a user-friendly, online process for property owners to offer their unused spaces, at a specified schedule, to the Park Omaha network through a shared parking agreement. The process begins with an online application – see below.

Accepted Partner locations are added to the Park Omaha interactive map.⁴ An expanded map view also provides information on rates, hours of operation, and payment options. Park Omaha identifies these facilities, as “partner” facilities, and distinguishes them from Park Omaha facilities, in its maps and information materials. As Partner facilities, private lots are given official (copyrighted) signage/iconography with a distinct logo that identifies them as part of the City parking system, while indicating that hours of access, rates, and other regulations may vary from standard Park Omaha facilities. The copyrighted branding helps to prevent unapproved private lots from using the same design and calling themselves Park Omaha Partners.

One of the key tools to make this work has been facilitating payment via the Park Omaha App. Partner facilities are given a unique payment-zone designation to use this mobile-payment system, allowing drivers to pay for parking exactly as they would in a City facility. Payment revenue goes directly to the facility owners, thus allowing private facility owners to monetize their excess parking without having to set up payment systems. This has been a critical component in recruiting new Partners to the program.

Interested in becoming a Park Omaha Partner?

If your residential or business building has unused parking spaces (for example after 5 p.m. or on weekends) and you would like to be part of the shared Park Omaha Partner program, fill out the form below or call City of Omaha Parking Division at 402-444-PARK to learn more.

NAME OF FACILITY

LOCATION OF FACILITY *

TYPE OF FACILITY *

AVAILABILITY *

How many spaces will you have available for public parking?

HOURS/RATES *

³ <https://parkomaha.com/about/park-ohama-partners/>

⁴ <https://parkomaha.com/map/>

E. Operations and Staffing

E.1 - Identify long-term staffing needs to support improved parking management.

The current parking staff at the City of Ellensburg are committed to their work and offer great service. At this time, staffing is streamlined to manage a relatively small and straightforward parking system.

Evaluation

Priority	Low
Benefit	●
Cost	\$\$\$

This plan proposes a suite of near- and long-term strategies to improve parking. Some of these

recommendations can be implemented with existing staffing levels. However, as parking demand grows in the downtown and key elements of the plan are implemented, additional staffing may be required. An audit of staffing needs would allow the city to identify long-term needs and ensure future parking management success.

Key Facts

- Parking enforcement is managed by the police department
- Ellensburg police have between two and three full-time equivalents for enforcement

Action Steps (Medium-Term)

- Conduct a staffing audit to identify key challenges, limited skill sets, or other management hurdles that make parking management and parking enforcement difficult.
- Develop a long-term staffing management plan to address the shortcomings, provide staff training, and improve parking management and enforcement.

Action Steps (Long-Term)

- If necessary, evaluate a new parking management position or designate parking management responsibilities to an existing staff person.

F. Demand Management and Employee Mobility

F.1 - Support employers and property managers with transportation information.

Employee parking was identified as a key concern from many individuals, including the need for employees to access parking, and the impacts of employees parking in spaces that could be better used for the general public or business patrons. Studies completed in other cities have found that up to 20% of downtown retail area parking demand may be comprised of employees.

Evaluation	
Priority	Medium
Benefit	●●
Cost	\$

There is a benefit to encourage and incentivize employees (and downtown residents) to park away from key retail streets which, ideally, are primarily used by customers. In addition, many successful downtowns have prioritized reducing parking demand by encouraging use of other modes.

Action Steps (Short-Term)

- Provide information to employees and residents on where to park, how to get around downtown, information on the transit system, and bike routes.
- Ensure employers and property owners are informed of parking rules and are encouraged not to park in short-term spaces.

F.2 - Establish a coordinated effort to provide transportation information and mobility options to downtown employees and/or residents.

Demand management is a holistic strategy which aims to reduce parking constraints by informing employees and downtown residents on where it is acceptable to park, and by reducing the overall number of people that drive. A potential strategy to support demand management for a business district like downtown Ellensburg is a Transportation Management Agency (TMA). See the description of a TMA on the following page.

Evaluation	
Priority	Medium
Benefit	●●
Cost	\$\$\$

Action Steps (Medium-Term)

- Develop a Downtown Employee/Resident Parking Program that shares information, develops marketing materials, and serves as the key advocate for proper education of downtown employees and residents.
- Partner with the Ellensburg Downtown Association to share information by hosting information sessions with employers, employees, and property owners to provide opportunities to share relevant information and education downtown employees on the transportation options that are available.

Action Steps (Long-Term)

- In the long term, explore the creation of a Transportation Management Agency (TMA) for downtown businesses.

Best Practices - Transportation Management Association

A Transportation Management Association (TMA) is a membership-based, public-private partnership for the purpose of providing and promoting transportation options for commuters and patrons to reduce traffic congestion. A TMA is typically made up of businesses and municipalities to support the implementation, monitoring, and promotion of existing or new non-drive alone transportation options.

A TMA is responsible for coordinating local transportation issues within a limited geographic area to address the needs of businesses, employers, and employees. They act as the liaison between local governmental agencies, employers, and land owners to establish policies, programs, and services to support transportation and economic development.

A TMA is typically a not-for profit organization with an acting Advisory Board, elected on a one vote per participating business basis. A TMA in Ellensburg could be overseen by a board of directors made up of representatives from the City of Ellensburg, the Ellensburg Downtown Association, and other employers, land owners, and businesses.

Before a formal TMA can be formed, the founders and municipality will need to determine how the group will be funded. A standard approach often relies on a combination of property assessments, annual dues, and/or local and regional grants.

Upon formation, the TMA should work with the City to determine the minimal services and responsibilities under the TMA's purview – for example, funding specific transportation options, leading seasonal promotions, or distributing travel information.

Major programs and services typically offered by TMAs include:

- Liaison between government departments, transit agencies, and employers
- Informational and educational services regarding parking and mobility
- Advocacy efforts
- Employer/employee outreach
- Shuttle services
- Ride share and carpool matching
- Bike parking programs
- Incentive programs

Policy

G. Parking Management and Monitoring

G.1 - Identify parking management principles and targets to effectively manage parking demand and supply. Evaluate use of performance-based management in the future.

Ellensburg does not have formal goals and/or principles to guide downtown parking management. Formal goals and principles can establish clear guidance for the public about how effective parking management can result in positive impacts for local businesses, employees, residents, and visitors. Formal goals can also remove the politics from parking, providing data-driven processes and methods to respond to changes before they impact downtown, businesses, and/or perceptions.

Evaluation	
Priority	Medium
Benefit	●●
Cost	\$\$

At this time, parking demand in Ellensburg does not necessitate pricing of parking. Other strategies in this plan should be implemented first to mitigate parking challenges. However, as growth comes to downtown and parking demand increases, the City should further evaluate the use of pricing to manage parking. Any future pricing should employ performance-based management, adjusting rates to demand and utilizing net revenue to fund improvements in downtown parking.

Action Steps (Short-Term)

- Adopt a set of formal parking goals and principles, such as:
 - **Convenient** - Put the customer first by creating a user-friendly and intuitive parking experience
 - **Coordinated** - Share parking spaces between uses and users to the greatest degree possible
 - **Flexible** - Adjust regulations on a periodic basis to manage short- and long-term changes in parking demand
 - **Equitable** - Provide a diverse range of parking choices and prices for all users of the system

Action Steps (Medium-/Long-Term)

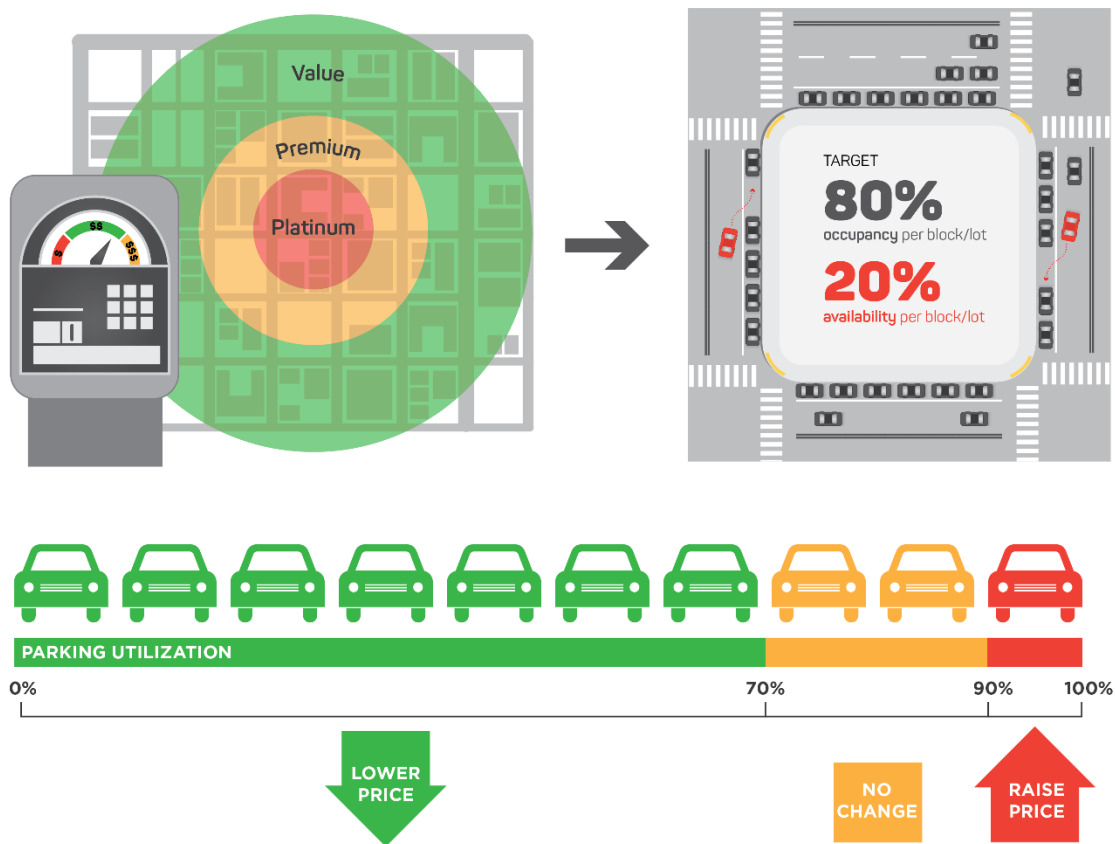
- Evaluate a long-term transition to a **performance-based management approach** for downtown (Figure 17). Performance-based management involves moving from a static system to a demand-based one in which pricing is used to balance demand throughout downtown. The goal is to set prices so that approximately 10% of spaces are available at any time. Demand can be effectively managed so that when a motorist chooses to park, they can do so without circling the block or searching aimlessly.

An ideal occupancy rate for on-street, curb spaces is approximately 70-80% at even the busiest hour, a rate which leaves about one out of every seven spaces available, or approximately one empty space on each block face. For off-street facilities where parking turnover is less frequent, target rates should be even higher, at approximately 80-90%, to ensure that supply is optimally utilized.

For a given block or off-street facility, the “right price” is the lowest price that will achieve this goal. This means that pricing should not be uniform: the most desirable spaces need

- higher prices, while less convenient lots cost less or may even be free. Prices could also vary by season, day of week, or time of day. Consistent data collection and monitoring is key to effective rate adjustments.
- A transition to performance-based pricing should be informed by consistent data collection. As the City reviews occupancy data on a periodic basis, it should be to prioritize further evaluation of pricing if demand within downtown consistently reaches 75% occupied at peak periods.
 - If pricing is enacted, create a Parking Benefit District (PBD). PBDs allow cities to return all or a portion of net parking revenue generated through meters to an entity representing the district for extra maintenance, security, beautification projects, and other mobility improvements.

Figure 17 How Does Performance-Based Management Work?



Performance-based management can be simple and straightforward. Many cities use tiered pricing, with the most popular spaces, or "platinum," set at a higher rate than the less convenient, or "value" spaces. This structure provides flexibility and choice within the parking system for users. Prices and regulations can be adjusted once or twice a year based on observed parking occupancy.

G.2 – Adopt a formal monitoring program for downtown parking.

To ensure effective implementation and tracking of the plan recommendations, the City of Ellensburg should adopt a formal monitoring program.

Evaluation	
Priority	Medium-High
Benefit	●●●
Cost	\$\$

Clear and consistent data is essential to understanding and communicating the impacts of parking management and policy changes on parking availability. Improved data tracking and reporting will document actual usage of the parking system, explain how the system functions, and, most importantly, inform the management of the parking supply by providing crucial information upon which staff makes decisions.

Monitoring will be crucial as downtown grows and evolves in the coming years. New residential units and revitalization of key parcels have the potential to increase and reshape the nature of parking demand in downtown. Effective monitoring of the system relative to this growth will enable decision makers and staff to effectively calibrate management strategies based on actual data.

Finally, monitoring and reporting also offers an opportunity to better educate City staff, City Council, businesses, and the community about the benefits and use of the parking system. Annual reporting will significantly improve transparency of the system.

Action Steps (Short-Term)

- Develop and adopt specific benchmarks/metrics for parking system performance, including occupancy targets by block and facility, and citations by location and type. As described in Strategy G.1, a typical occupancy target for on-street spaces is 70-80% and 80-90% for off-street lots. A transition to performance-based pricing should be informed by consistent data collection. As the City reviews occupancy data on a periodic basis, it should be to prioritize further evaluation of pricing if demand within downtown consistently reaches 75% occupied at peak periods.
- Develop and track development in downtown, including number of projects, land use, project size, and parking supply by year.
- Work with property owners to conduct periodic surveys of existing parking occupancy at a representative sample of land uses (i.e. office, retail, and residential). Utilize data to review and calibrate land use policy and management practices.
- Identify key issues and specific thresholds that would trigger a change in parking policy or operations. Some examples include occupancy exceeding a certain threshold for more than a specified number of hours on an average day, a new building or development that is expected to increase parking demand at a time when parking supply is already limited, or an increase in certain types of parking citations.

Action Steps (Ongoing)

- Collect data consistently to monitor trends and track benchmarks. Parking management is dependent upon data. Consistent data, and effective use of that data, is essential to improving parking availability and convenience.
 - Conduct parking occupancy data collection on a recurring basis, at a minimum of once per year.

- The data collection should include, at a minimum, occupancy by block and by off-street lot, on an hourly basis from morning to evening, and on weekdays and weekends.
- Counts should be done at the same time each year to ensure data consistency over time.
- If a full occupancy count is not feasible due to staffing or financial constraints, consider using a small sample of locations to estimate overall occupancy.
- In addition to parking occupancy, consider collecting data on average length of stay, and conducting annual intercept or online surveys to gauge public and business perception of parking and parking trends.
- Dependent on specific issue and data findings, implement and/or modify key strategies. Potential actions are summarized in Figure 18.
- Develop an annual report to summarize data and key findings. Use report to provide basis for decision making, and support general parking management. Coordinate with Strategy C.1 and include enforcement and citation metrics.
- After every new project or redevelopment is completed, conduct a parking evaluation within a nearby radius of the project one or two months after opening. Use results and findings to inform future parking and transportation efforts and updated or modified strategies and policies.

Figure 18 Example of Potential Issues and Actions

Issue	Action	Relevant Strategy
High on-street demand in the core – occupancy consistently above target rates	▪ Implement performance-based management and on-street pricing.	G.1
Underutilized off-street lots – occupancy consistently below target rates	▪ Adjust shared parking program and increase incentives for private lot owners ▪ Expand wayfinding and marketing program	B.1 D.1
Significant new residential development and increasing demand for on-street spaces	▪ Expand/implement shared parking program for residents ▪ Explore residential permit programs ▪ Provide additional TDM and mobility programs for residents ▪ Explore additional adjustments to parking code	B.1 B.3 K.1 H.1
Increased loading activity	▪ Implement changes to curb policies to minimize loading activities	A.3
Limited employee parking; on-going time stay violation	▪ Increase citation rates ▪ Adjust enforcement practices and use of license plate recognition technology	C.1 – C.3

H. Parking Requirements

H.1 - Modify vehicle parking requirements and policies to right-size parking requirements and facilitate development.

The majority of downtown Ellensburg is located within the C-C (Central Commercial) zone. This zone has no minimum onsite parking requirements, allowing developers the flexibility to build parking based on market need. The only exception is for housing that is constructed outside the Downtown Historic District – where minimum parking requirements apply.

Evaluation	
Priority	Medium
Benefit	●●●
Cost	\$

In other downtown and downtown-adjacent zones, such as CC-II (Central Commercial II) and R-O (Residential Office), parking minimums still apply. The existing ratios for office, retail, and restaurants in the CC-II and R-O districts, however, are higher than is typical in other parts of the country and the observed data suggests the existing parking requirements are not appropriately tied to parking demand.

In addition to modifying minimum parking requirements, other changes to parking policy can right-size the parking requirements and increase the redevelopment potential of downtown Ellensburg.

Key Concept – Minimum Parking Requirements

Minimum parking requirements dictate how much parking must be built, depending on a development's size and land use category. They are often set based on a particularly influential industry guidebook, ITE Parking Generation, which uses a limited number of suburban sites to generate an average parking demand for each of more than 100 land use categories. The presumption that parking demand is the same for every building with the same land uses is often inaccurate. Density and diversity of nearby land uses, the price of parking, and the convenience of transit service are key determinants of parking demand.

Research has shown that parking minimums increase the cost of housing and construction by forcing developers to dedicate a portion of a limited building envelope to car storage, at great expense – between \$20,000 and \$40,000 per space. The provision of each additional space increases rents by an average of \$225 per month⁵. Assuming typical development costs, the provision of a parking space per unit can increase development costs by 12.5%, or 25% with two parking spaces⁶.

More and more, cities are eliminating minimum parking requirements and/or reducing parking requirements⁷. Parking *continues to be built* in these cities, but at a rate that is reflective of market conditions and supportive of cost-effective development.

⁵ <https://www.reinventingparking.org/2015/06/how-much-does-one-parking-spot-add-to.html>

⁶ <http://www.vtpi.org/park-hou.pdf>

⁷ <https://www.google.com/maps/d/viewer?mid=1fpQabG3XKyHHZYnlmQobUHjwuLI&usp=sharing>

Action Steps (Medium-/Long-Term)

- In the CC-II and R-O zones, **reduce the parking minimums** for office and retail from 3.3 spaces to 2.0 spaces per 1,000 sq. ft., and reduce the parking minimums for restaurants from 5.0 spaces to 2.0 spaces per 1,000 sq. ft. (Figure 19). Based on observed data, the existing ratios are too high for City of Ellensburg and have the strong potential to result in increased development costs and underutilized supply. By lowering minimums, parking is *still required*, and more parking can be built if needed, but Ellensburg can provide additional flexibility to developers to improve site design and project outcomes.
- **Create an exemption to minimum parking requirements** for changes of use below 5,000 square feet. Current parking requirements may limit the development of small parcels and/or historic uses because the cost of including parking (or space needed for that parking) may financially prohibit the parcel's redevelopment. Allowing small parcels to be redeveloped with no parking will improve their redevelopment potential.

Figure 19 Proposed Revisions to Parking Minimums (CC-II and R-O Zones)

Land Use	Existing Parking Minimum (per 1,000 sq. ft.)	Proposed Parking Minimum (per 1,000 sq. ft.)
Offices, banks, medical clinics, supermarkets, retail shops, department stores, or similar uses	3.3	2.0
General retail or service use with drive-in facility	3.3	2.0
Restaurant, taverns, or similar sit down uses	5.0	2.0
Drive-in restaurant	5.0	2.0

H.2 - Modify bicycle parking requirements to require all developers to include bicycle parking in the C-C zone. Modify the amount of bicycle parking that is required.

Like vehicle requirements, the Ellensburg code requires developers to include bicycle parking in their developments. However, the code does not reflect current state of the practice. Key issues include: the number of bicycle spaces required for some uses is tied to the number of vehicle spaces required, developers have the option to forgo bicycle parking in the C-C zone, and there is no distinction between short- and long-term bicycle parking in the code.

Evaluation	
Priority	Low-Medium
Benefit	●
Cost	\$

The City of Ellensburg should modify requirements for bicycle parking to account for actual bicycle parking needs, require provision of bicycle parking to provide options and alternatives to driving, and to ensure bicycle parking is appropriate for an array of trip purposes.

Action Steps (Medium-Term)

- **Evaluate existing downtown bicycle parking supply and demand** in regards to short-term and long-term bicycle parking. Short-term bicycle parking typically includes sidewalk bicycle racks and is intended for short trips. Long-term bicycle parking typically includes indoor secure bicycle parking, bicycle lockers, or bicycle cages. These facilities are intended for stays of greater than two hours. Similar to the need for downtown areas to have a mix of on-street and off-street vehicular parking, Ellensburg should have a mix of racks and indoor/secure bicycle parking. Examples of short- and long-term bicycle parking are in Figure 20 and Figure 21.
- **Modify bicycle parking requirements** in ECC 15.550.040(B) to include requirements for short-term and long-term bicycle parking, rather than a single number of required spaces. Modify requirements for “other uses” that are based on the number of required vehicle parking spaces to be based on the size of the building, number of units, or number of people expected to use the facility. Ratios for short- and long-term parking developed by the Association of Pedestrian and Bicycle Professionals (APBP) in their *Bicycle Parking Guidelines*⁸ (Figure 22) can serve as a guideline for Ellensburg.
- **Require all new developments in the C-C zone to provide bicycle parking** as required by the zoning code. This would eliminate the current option to pay into a bicycle parking fund. The cost to include bicycle parking is very minimal relative to the overall cost of development, and bicycle parking helps reduce overall vehicle parking demand.

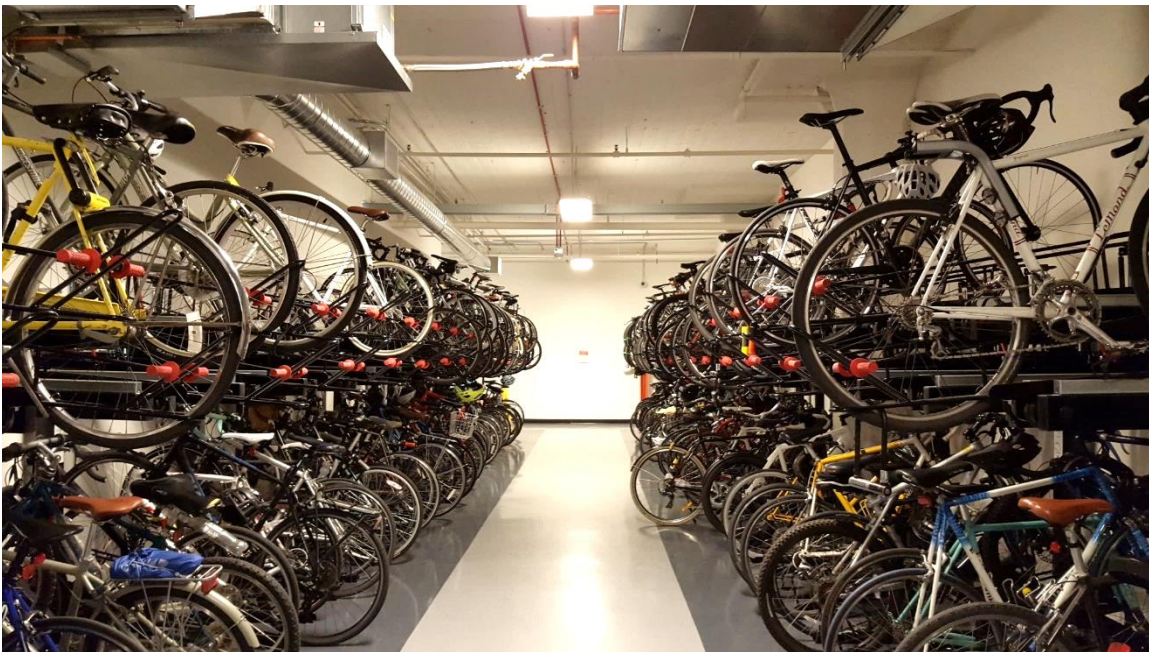
⁸ <https://www.apbp.org/page/Publications>

Figure 20 Example of short-term bicycle parking



Source: Nelson\Nygaard

Figure 21 Example of indoor, long-term bicycle parking



Source: Nelson\Nygaard

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Figure 22 Recommended Bicycle Parking Requirements⁹

Land Use	Short-Term Parking	Long-Term Parking
Residential		
Multi-family dwelling	0.05 per bedroom	0.5 per bedroom
Cultural/Recreational		
Library, governmental buildings	0.10 per 1,000 sq. ft.	2.0 per 20 employees
Church, theater	2% of maximum daily attendance	1.0 per 20 employees
Health care, hospital	0.05 per 1,000 sq. ft.	Greater value of: 1.0 per 20 employees 0.015 per 1,000 sq. ft.
Day-care center for 15 or more children	1.0 per 20 students of planned capacity	1.0 per 20 employees
Nursery school and K-3 schools	1.0 per 20 students of planned capacity	2.0 per 20 employees
Schools with grades 4-6, middle/junior high school, and high schools	1.0 per 20 students of planned capacity	2.0 per 20 employees, and 1.0 per 20 students of planned capacity
Colleges and universities	2.0 per 20 students of planned capacity	Greater value of: 2.0 per 20 employees, and 2.0 per 20 students of planned capacity 0.05 per 1,000 sq. ft.
Commercial		
Retail	0.50 per 1,000 sq. ft.	0.085 per 1,000 sq. ft.
Office	0.05 per 1,000 sq. ft.	0.10 per 1,000 sq. ft.
Auto-related	0.05 per 1,000 sq. ft.	0.085 per 1,000 sq. ft.
Public parking lots and garages	1 per 20 vehicle spaces	1 per 20 vehicle spaces
Industrial/Manufacturing		
Manufacturing and production	As determined by staff	0.067 per 1,000 sq. ft.

Source: Association of Pedestrian and Bicycle Professionals. *Bicycle Parking Guidelines*. 2nd Edition. 2010.

⁹ APBP recommends a minimum of two short-term and two long-term bicycle parking spaces, regardless of land use, size, or number of occupants.

I. Cooperative Parking

I.1 - Modify the zoning code to make it easier for developers and property owners to share parking supply and reduce overall parking required.

Different land uses have different periods of parking demand. For example, an office use has peak demand during the middle of the day, and a movie theater has peak demand during the evening and on weekends. The differences in peak demand may allow these uses to share a common parking facility. Cooperative (shared) parking leverages these different periods of demand and can help to maximize existing resources in a cost-effective manner.

Evaluation	
Priority	Medium-High
Benefit	●●●
Cost	\$

ECC 15.550.060 indicates that cooperative parking is allowed upon the approval of the Community Development Director. To facilitate cooperative parking in the downtown and encourage the provision of public supply as part of new development, cooperative parking should be permitted without Director's approval if certain conditions are met. Increasing the share of parking that can be off-site, and expanding the range of potential off-site locations, can also reduce the cost of development and increase the viability of development in the downtown core.

Action Steps (Short-/Medium-Term)

- Modify the ECC to allow cooperative parking within a single mixed-use building without requiring Director's approval if certain conditions are met.
- Modify off-site parking requirements so that up to 50% of required off-street parking can be provided off-site and expand eligibility shed¹⁰ to 1,320 feet (ECC 15.550.040.I).
- Include provisions in the code that allows parking to remain open for non-exclusive use by the general public during the primary use's non-business hours.
- Consider provisions that reduce overall parking burden (in zones where parking is required) if property owners share parking.



The graphic illustrates the effectiveness of shared parking. An office and diner do not share parking in the morning (top), day (top-middle), and evening (lower-middle). With shared parking (bottom), 20% fewer overall spaces are needed.

¹⁰ Eligibility shed is the distance from the property undergoing development in which off-site parking can be located.

J. Facility Design

J.1 - Support a park-once downtown by improving pedestrian safety and comfort, including investing in landscaping, lighting, crosswalks, and encouraging ground-floor uses.

There is an existing supply of underutilized parking outside the downtown core. To improve access to these facilities, and to encourage a “park-once” downtown and ensure all parking facilities are used optimally, the City should improve pedestrian safety and comfort on the key corridors that connect to these sites. Improving the pedestrian quality of select corridors can expand the area of downtown that people are willing to walk from. This can help mitigate high parking demand in the core, and increase use of the peripheral parking supply.

Evaluation	
Priority	Low
Benefit	●
Cost	\$

Action Steps (Medium-Term)

- Identify key pedestrian corridors where investments in pedestrian safety and comfort can improve access to underutilized publicly available parking. Investment may include physical or aesthetic elements such as landscaping, signage, pedestrian-scale lighting, traffic calming and pedestrian crossings, or may be based on policy and development requirements such as limiting or reducing curb cuts, and encouraging active ground-floor uses.
- Evaluate design requirements that can ensure re-use of parking facilities if parking demand falls considerably in the future.

K. Demand Management

K.1 - Evaluate requirements for new developments to implement transportation demand management (TDM) to reduce parking demand and improve mobility options.

In order to increase multimodal trips and reduce parking demand, the City should leverage new growth to enhance mobility choices for employees, residents, and visitors. Transportation demand management (TDM) can incentivize more trips by walking, biking, or transit.

Evaluation	
Priority	Low-Medium
Benefit	● ●
Cost	\$

Action Steps (Long-Term)

- Evaluate TDM requirements for all new developments within the C-C zone and above a certain size. Potential size thresholds include:
 - Residential: 20+ units
 - Non-residential: 20,000 square feet
- Potential implementation models include:
 - Adoption of minimum baseline TDM measures. Examples of minimum measures may include car sharing, shared bikes, indoor bike parking, showers/lockers, onsite bicycle repair stations, transit/mobility screens, or other mobility programs.
 - Creation of a point-based system, allowing developers to choose from a menu of TDM measures to meet a minimum number of TDM “points.” Point threshold could vary by development location, land use, and intensity.
- Evaluate current Central Transit system and how well it serves downtown mobility needs, and identify potential changes to route alignments, frequency, and span.
- Consider TDM requirements for hotels or sub-districts in downtown where parking constraints are particularly acute.

Figure 23 Examples of TDM infrastructure and programming



Left: Do-it-yourself bicycle repair station with air pump and tools. Right: Shared vehicle for tenants in residential building.

5 IMPLEMENTATION ROADMAP

Implementation of the Downtown Parking Plan will not, and should not, happen right away or all at once. Some strategies will take additional time to further plan, design, or fund. Some may be dependent on implementation of others first. Furthermore, changing the perception and expectation around parking can be difficult.

This chapter provides a proposed roadmap for implementation of the plan's 20 strategies. The intent of the roadmap is to ensure that the proposed strategies move forward and action is taken to address key challenges. The implementation program includes a series of "Quick Wins" that could demonstrate immediate progress, as well as a more detailed implementation matrix that summarizes for each strategy:

- **Evaluation:** relative priority, benefit, and cost
- **Implementation:** key actions steps and general timeline/phasing
- **Monitoring:** key metrics/thresholds that can guide future action
- **Partners:** lead and support for implementation

QUICK WINS

Outlined below are some quick wins the City of Ellensburg and its downtown partners should prioritize to build momentum in 2019.



Modify on-street regulations to provide more all-day options outside the core (Strategy A.1).



Pilot a shared parking program with private lots, including 1-2 new facilities open to employees and the public (Strategy B.1).



Design and adopt a downtown parking brand and develop wayfinding guidance (Strategies D.1 & D.2).



Adjust citation rates to ensure compliance with time limits and prioritize on-street spaces for customers (Strategies C.1 and C.2).



Create an agreement template that can be used to support shared parking (Strategy B.1).



Adopt formal monitoring program and metrics for tracking progress (Strategy G.2).

IMPLEMENTATION MATRIX

Figure 24 Implementation Matrix

#	Summary	Evaluation			Implementation					Monitoring + Metrics	Partners	
		Priority	Benefit	Cost	Action Steps	Timeline					Lead	Support
						Short	Medium	Long	Ongoing			
A.1	Modify on-street parking regulations to better serve parking needs and travel behaviors in downtown.	H	●●●	\$\$	Confirm blocks for conversion of 2-hour spaces to 3-hour.	X				- Track occupancy at 2/3-hour and all-day spaces. - Adjust enforcement based upon occupancy and complaints.	- City of Ellensburg	- Ellensburg Downtown Association (EDA)
	Confirm blocks for conversion from 2-hour spaces to all-day parking.				X							
	Acquire new signage and install signs where necessary to enact new parking regulations.				X							
A.2	Evaluate conversions of parallel parking to angled parking to provide additional on-street parking capacity. Consider parallel parking when evaluating and designing one-way street conversion.	M-L	●●	\$\$\$	Review street widths, traffic data, vehicle speeds, and presence of bike and transit.		X			- Assess corridor feasibility based on: street widths (>60 feet), traffic volumes (<10,000-15,000 ADT), vehicle speeds, transit and bike operational needs.	- City of Ellensburg	- Central Transit - EDA
					Conduct outreach and confirm modifications with stakeholders.		X					
					Identify and select corridors where parallel parking can be converted. Conduct traffic analysis as needed. Develop striping drawings.		X	X				
					Implement new angled parking.			X				
A.3	Prepare for increased passenger loading needs in the long term by providing flexible loading regulations during certain times of day and days of the week.	L	●	\$	Identify specific times of day and/or days of the week when loading spaces for taxis and ride-hail services would have the greatest use.			X		- Track on-street occupancy on weekends and during late evenings. - Monitor high volume locations and times of taxi/ride-hail pick-up and drop-off.	- City of Ellensburg	- Taxi companies - Ride-hail companies
					Identify locations to convert standard parking spaces to passenger loading spaces, and the times when loading would be in effect.			X				
					Conduct outreach to businesses and taxi/ride-hail companies.			X				
B.1	Expand publicly available parking supply through shared parking agreements between City of Ellensburg and private lot owners.	H-M	●●●	\$\$\$	Identify relatively large lots (or portions of large) to use as employee/public parking.	X				- Identify lots with 25+ spaces and <65% occupancy - Identify areas with >50% on-street occupancy - Monitor number of shared/public spaces per year (trend up) - Monitor program costs	- City of Ellensburg - Private lot owners	- EDA - Employers and business owners
					Conduct outreach to lot owners to identify interested parties and potential partners.	X						
					Develop a partnership program and shared parking agreement template with private lot owners, specifying cost-sharing agreements and other key provisions.	X	X					
					Coordinate with strategy D.2 to provide signage at private parking facilities.	X	X					
					Implement a pilot program at one or two facilities.		X	X				
					Expand and adjust program as needed.				X			

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#	Summary	Evaluation			Implementation					Monitoring + Metrics	Partners	
		Priority	Benefit	Cost	Action Steps	Timeline					Lead	Support
						Short	Medium	Long	Ongoing			
B.2	Establish off-site park-and-ride location(s) to reduce parking demand and provide additional parking capacity at peak periods and during events.	M-L	●●	\$\$\$	Identify potential sites for employee park-and-ride locations, special event parking, and downtown resident off-street parking.	X	X			- Identify lots with 25+ spaces and <65% occupancy - Monitor number of park-and-ride spaces per year and level of use. Expand locations and/or frequency of transit service if parking demand at facilities exceeds 95% at peak. - Monitor transportation impacts of large events and evaluate impacts of shuttles and/or off-site parking	- City of Ellensburg - Central Transit	- EDA - Employers and business owners
					Conduct outreach to lot owners to identify interested parties and potential partners.		X	X				
					Identify attendance threshold for special events where off-site parking would be required or recommended. Identify changes to permits for these large events in regards to off-site parking and shuttle services.		X					
					Coordinate with Central Transit to identify park-and-ride locations and adjustments to route alignments, frequency and timings to best serve employee demand.		X	X				
					Coordinate with Hotel Windrow to identify large events or groups that will use hotel event space and implement private shuttle to connect hotel with off-site parking lot.	X	X		X			
B.3	Develop a permit parking program for downtown residents to park in designated public and private off-street lots.	M	●	\$\$	Coordinate with strategy B.1 and B.2 to provide off-street parking locations for downtown residents.		X	X		- Identify lots with 25+ spaces and <65% occupancy - Identify areas with >50% on-street occupancy - Track number of downtown resident parking permits sold and/or issued - Track occupancy and permit use in designated lots - Monitor program costs	- City of Ellensburg - Private lot owners	- Property owners
					Identify one or two off-street lots where residents would be able to park their vehicles overnight or for extended periods.		X					
					Develop an application system for the parking permits to handle resident parking.		X					
					Set permit costs and reviewed on an annual basis to ensure cost recovery.		X		X			
C.1	Continue to track and monitor citation data to identify trends over time and impacts of parking management and policy decisions.	H	●●	\$\$	Develop a summary report of key violations every six months or annually. Share report with staff, Ellensburg Downtown Association, elected leaders, and the public.	X			X	- Track number and trends of violations, by violation type per year - Track number and trends of time-of-stay violations by street	- City of Ellensburg - Ellensburg PD	
					Review summary report findings to track trends and develop additional recommendations, policy and code changes, and enforcement modifications.				X			
					Collaborate with Ellensburg Police Department to develop enforcement strategy that focuses on most common behaviors to reduce their occurrence.	X			X			
C.2	Evaluation increase in citation fines to deter repeat offenders.	H	●●	\$	Evaluate increase in \$25 fine for time-of-stay violation to deter long-stay parkers from using short-term on-streets spaces.	X	X			- Track number and trends of citations per year - Track cost of citation relative to inflation over time - Track number and trends of individuals who have multiple time-of-stay violations in a single year, over time	- City of Ellensburg - Ellensburg PD	
					Add progressive fines for third, fourth, and fifth violations. The fine for each subsequent violation should increase to more strongly deter repeat offenders.		X	X				
					Consider adjustments to violation rates every few years to account for inflation or change code to automatically increase fines based on Consumer Price Index at a pre-determined frequency.				X			
C.3	Review enforcement technology on a consistent basis and prioritize additional use of license plate recognition technology to assist with enforcement.	H	●●	\$\$	At termination of each parking technology vendor contract, issue a new RFP for appropriate equipment to ensure the city gets the most up-to-date technology and is in-line with the state of the practice.				X	- Vendor contract costs - Number of maintenance and technical issues per month - Number of chain parkers cited per year	- City of Ellensburg - Ellensburg PD	- Parking technology vendors
					Ensure contracts require consistent vendor reporting and thorough maintenance provisions.				X			
					Identify current state of parking technology and software. Identify gaps and new technology that would be beneficial to the city.	X						
					Prioritize use of license plate recognition software and hardware for enforcement needs, including tracking chain parkers (coordinate with C.1).	X			X			

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#	Summary	Evaluation			Implementation					Monitoring + Metrics	Partners	
		Priority	Benefit	Cost	Action Steps	Timeline					Lead	Support
						Short	Medium	Long	Ongoing			
D.1	Develop a comprehensive downtown wayfinding system and marketing program to ensure people know where and how to find available parking. Coordinate wayfinding and marketing efforts with Central Transit.	H	●●●	\$\$\$	Initiate a parking branding and wayfinding study to recommend locations, design and other details for a suite of static, directional, informational, and dynamic variable message signs.	X				- Track parking occupancy by parking type, especially for public and shared lots. - Assess user feedback on ease of parking	- City of Ellensburg - Private lot owners	- EDA - Employers and business owners
					Adopt a formal parking brand and style guide for parking.	X	X					
					Implement signage at all publicly-owned lots and in the public right-of-way.		X					
					Update signage for on-street parking regulations to improve clarity and comprehension.		X					
					Augment existing parking communications and marketing in downtown with a parking website, maps and brochures, social media and mobile trainings.		X	X	X			
D.2	Partner with private businesses to improve parking signage and maximize use of off-street lots.	H	●●●	\$\$	Identify one or two lots in the downtown to establish a pilot signage program.	X				- Occupancy rates of off-street lots (and difference in occupancy between standard off-street lots and lots in pilot signage program) - Program costs	- City of Ellensburg - Private lot owners	- EDA - Employers and business owners
					Monitor the pilot program and identify issues and opportunities.	X	X					
					If pilot is successful, develop further partnerships with modifications based on the findings from the pilot program.	X	X					
E.1	Identify long-term parking staffing needs to support improved parking management.	L	●	\$\$\$	Conduct a staffing audit to identify key challenges, limited skill sets, or other management hurdles that make management and enforcement difficult.		X			- Periodic skills and gap assessment of parking staff	- City of Ellensburg	
					Develop a long-term staffing management plan to address the shortcomings, provide staff training, and improve parking management and enforcement.		X					
					Evaluate new parking management position or designate parking management responsibilities to an existing staff person.			X				
F.1	Support employers and property managers with transportation information.	M	●●	\$	Provide information to employees and residents on where to park, how to get around downtown, information on the transit system, and bike routes.	X			X	- Percent of downtown employees parking on-street vs off-street - Percent of downtown residents parking in preferred or designated locations	- City of Ellensburg - EDA	- Employers and business owners
					Ensure employers and property owners are informed of parking rules and are encouraged not to park in short-term spaces.	X			X			
F.2	Establish a coordinated effort to provide transportation information and mobility options to downtown employees and/or residents.	M	●●	\$\$\$	Develop a Downtown Employee/Resident Parking Program that shares information, develops marketing materials, and serves as the key advocate for proper education of downtown employees and residents.		X			- Mode split of downtown employees - Mode split of downtown residents	- City of Ellensburg - EDA	- Employers and business owners
					Partner with the EDA to share information by hosting workshops and trainings with employers, employees, and property owners.		X					
					Explore creation of a Transportation Management Agency (TMA).			X				

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#	Summary	Evaluation			Implementation					Monitoring + Metrics	Partners	
		Priority	Benefit	Cost	Action Steps	Timeline					Lead	Support
						Short	Medium	Long	Ongoing			
G.1	Identify parking management principles and targets to effectively manage parking demand and supply. Evaluate use of performance-based management in the future.	M	●●	\$\$	Adopt a set of formal parking goals and principles.	X				- Percent occupancy by time of day, by block and off-street lot. - Begin transition to pricing and performance-based management if peak demand begins to consistently exceed 80% in some or all of downtown.	- City of Ellensburg	
					Evaluate a long-term transition to performance-based management.		X	X				
					If pricing is enacted, create a Parking Benefit District (PBD) to allow return of all or a portion of net parking revenue generated through meters to downtown.			X				
G.2	Adopt a formal monitoring program for downtown parking.	M	●●●	\$\$	Develop and adopt specific benchmarks/metrics for parking system performance, including occupancy targets by block and facility, and citations by location and type.	X				- Parking occupancy by time of day, by block and off-street lot - Number and size of downtown development projects, including number of units or square feet, and number of parking spaces	- City of Ellensburg	- EDA - Property owners - Employers and businesses
					Develop and track development in downtown, including number of projects, land use, project size, and parking supply by year.		X		X			
					Work with property owners to conduct periodic surveys of existing parking occupancy at a representative sample of land uses (i.e. office, retail, and residential). Utilize data to review/calibrate policy and management practices.		X		X			
					Collect data consistently to monitor trends and track benchmarks. Conduct parking occupancy data collection on a recurring basis, at least annually.				X			
					Develop an annual report to summarize data and key findings. Use report to provide basis for decision-making, and support general parking management.				X			
H.1	Modify vehicle parking requirements and policies to right-size parking requirements and facilitate development.	M	●●	\$	In the CC-II and R-O zones, reduce the parking minimums for office and retail from 3.3 spaces to 2.0 spaces per 1,000 sq. ft., and reduce the parking minimums for restaurants from 5.0 spaces to 2.0 spaces per 1,000 sq. ft.		X	X		- Number of spaces per square feet for office, retail and restaurants - Number of new office, retail or restaurants in CC-11 and R-O zones - Number of redeveloped parcels below 5,000 sq. feet	- City of Ellensburg	- Developers
					Create an exemption to minimum parking requirements for changes of use below 5,000 square feet.		X	X				
H.2	Modify bicycle parking requirements to require all developers to include bicycle parking, and to change the amount of bicycle parking that is required.	M	●	\$	Evaluate existing downtown bicycle parking supply and demand in regards to short-term and long-term bicycle parking.	X	X			- Number of short and long-term bicycle parking in downtown - Occupancy by time of day for short and long-term bicycle parking - Number of bicycle parking spaces included in new developments	- City of Ellensburg	
					Modify bicycle parking requirements in ECC 15.550.040(B) to be based on the size of the building, number of units, or number of people expected to use the facility, instead of the number of required vehicle spaces. Include requirements for short-term and long-term bicycle parking.		X					
					Require all new developments to provide bicycle parking as required by the zoning code. This would eliminate the current option to pay into a bicycle parking fund.		X					
I.1	Modify the zoning code to make it easier for developers and property owners to share parking supply and reduce overall parking required.	H	●●●	\$	Modify the city code to allow cooperative parking as of right.	X	X			- Number of cooperative parking contracts - Number of spaces open for public use during non-business hours	- City of Ellensburg	- Property owners - Developers
					Modify off-site parking requirements so that up to 50% of required off-street parking can be provided off-site and expand eligibility shed to 1,320 feet.	X	X					
					Include provisions in the code that allows parking to remain open for non-exclusive use by the public during the primary use's non-business hours.	X	X					
					Consider provisions that reduce overall parking burden (in zones where parking is required) if property owners share parking.	X	X					

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#	Summary	Evaluation			Implementation					Monitoring + Metrics	Partners	
		Priority	Benefit	Cost	Action Steps	Timeline					Lead	Support
						Short	Medium	Long	Ongoing			
J.1	Support a park-once downtown by improving pedestrian safety and comfort, including investing in landscaping, lighting, crosswalks, and encouraging ground-floor uses.	L	●	\$	Identify key pedestrian corridors where investments in pedestrian safety and comfort can improve access to underutilized publicly-available parking.		X			- Qualitative evaluation of pedestrian environment along downtown streets, with particular focus on streets connecting to parking supply. - Key factors include sidewalk width, trees and vegetation, lighting presence, crosswalks, wayfinding, ground floor uses and curb cuts.	- City of Ellensburg	- EDA
					Evaluate design requirements that can ensure re-use of parking facilities if parking demand falls considerably in the future.			X				
K.1	Evaluate requirements for new developments to implement transportation demand management (TDM) to reduce parking demand and improve mobility options.	L-M	●●	\$	Evaluate TDM requirements for all new developments within the C-C zone and above a certain size.		X	X		- Number and size of downtown development projects, including number of units or square feet, and number of parking spaces - Mode share of occupants in new developments, in comparison to older, established buildings	- City of Ellensburg	- EDA - Central Transit
					Evaluate current transit system downtown mobility needs, and identify potential changes to route alignments, frequency and span.			X				
					Consider TDM requirements for hotels or sub-districts in downtown where parking constraints are particularly acute.			X				



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: March 21, 2022

Item Title/Agenda Subject: Pearl Street Promenade Discussion

Submitted by: Brad Case Parks and Recreation

Recommended Action or Motion: Review closure options and provide direction to staff.

Background/Summary: The City is looking at the feasibility of closing Pearl Street between 4th & 5th Avenue to vehicular traffic in order to expand the footprint of Unity Park and as a way to increase the vitality of downtown. To help with that decision making process, the City hired ECONorthwest to study the closure of Pearl Street. The report completed by ECONorthwest focused on understanding how a closure would impact traffic, vehicular circulation, business activities, and the overall health of the downtown business district. Additionally, the City gathered community input utilizing an online survey about about the closure through 'BeHeard Eburg', the City's civic engagement platform, which received 738 responses.

Previous Council Action: On February 7, 2022 Council held a study session to discuss the ECONorthwest report. At the conclusion of the presentation, staff laid out a series of next steps which included revisiting the 2019 parking plan and being mindful of how Unity Park and Pearl Street interface with each other during the master planning process of Unity Park.

During Councilmember reports at the March 7, 2022 City Council meeting, Council requested staff bring the promenade discussion back to Council at the March 21, 2022 meeting so they could continue the discussion about the three closure options and possibly remove options from future consideration due to concerns being voiced by the community.

Analysis: The closure options identified by ECONorthwest that Council could consider, if they decide to move forward with a closure of Pearl Street, are:

- A temporary closure– flexible pilot program that closes the street for periods of time – example closing the street for ‘Jazz in the Valley’ weekend.
- A seasonal closure – which would result in creating a full time pedestrian street for a few months out of the year, presumably during the summer.
- A permanent closure- which would require larger investment including paving, seating and street features.

Financial Impact:

NA



MANAGER'S REPORT

DATE: March 21, 2022
TO: Ellensburg City Council
FROM: Heidi Behrends Cerniwey, City Manager

1. Waste Management Spring Cleanup Days.

The Waste Management contract with the City of Ellensburg provides for a fall and spring waste disposal coupon program. The coupons are valid for each Waste Management customer (one per subscribing household) to self-haul to the County Transfer Station. Customers are required to show proof of residency. Coupons have been mailed out and are available at City Hall. The spring event is scheduled for April 9-16, 2022. Waste Management customers within the City limits who are unable to haul garbage to the transfer station because of disability may request curbside collection of extra garbage during Spring Cleanup Days by calling the City of Ellensburg at 509-962-7230.

2. City Parks Update.

Beginning Monday, March 21, all City park restrooms will be open for the season. Restrooms will be unlocked in the mornings and closed in the evenings. The Irene Rinehart Riverfront Park access road will open Monday, April 4. The gate will be opened each morning and closed each evening.

3. Council Retreat.

We have scheduled the Council Retreat for Friday, April 15 from 8:00 a.m. – 1:00 p.m. The retreat will be held at the CWU Foundry on Main Street. Additional details will be distributed at the Council meeting.