

COUNCIL AGENDA

Tuesday, September 6, 2022



Ellensburg City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at ectv2.com or on YouTube at ECTV Ellensburg. Members of the public may attend City Council meetings either in person in the City Council Chambers, 501 N Anderson Street, Ellensburg, WA 98926 or by registering to attend remotely via video conference.

The Study Session will take place in the City Council Chambers, 501 N Anderson Street, Ellensburg, WA 98926. No public comment will be accepted. The meeting is available to livestream on YouTube at ECTV Ellensburg.

To attend the city council meeting virtually register here:
https://us02web.zoom.us/webinar/register/WN_isHuyPMcRkCJuGRHeYSs-A

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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_isHuyPMcRkCJuGRHeYSs-A 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:

1. 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.
2. Please state your name, address, and whether you are representing only yourself or others.
3. Please limit your comments to 5 MINUTES.
4. Submit written comments to the City Clerk.

**CITY OF ELLENSBURG
COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Tuesday, September 6, 2022
6:00 PM – Study Session
7:00 PM - Regular Meeting**

Study Session

1. [Downtown Parking Plan Update](#) [No Public Comment] 7
[Council - Parking Team Update 9-6-2022](#)
[Ellensburg Parking Plan 2019](#)
[EDA Downtownmap Tourist Map 2022](#)
 2. [Community Garden Relocation Discussion](#) [No Public Comment] 83
-

Pledge of Allegiance

1. **Call to Order and Roll Call**
2. **Proclamations**
 - 2.A [Hispanic Heritage Month Proclamation](#) [Public Comment Opportunity] 85
[Hispanic Heritage Month Proclamation English](#)
[Hispanic Heritage Month Proclamation Spanish](#)
3. **Awards and Recognitions**
4. **Approval of Agenda** [No Public Comment]
5. **Consent Agenda** [No Public Comment]

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 August 15, 2022 Regular Meeting](#) 87
[8-15-22 Regular Meeting](#)
- 5.B [Acknowledge Minutes of Boards and Commissions](#) 93
[Arts Commission 6-9-22](#)
[DEI Commission 7-12-22](#)

EBDA/CenterFuse 7-13-22
Environmental Commission 6-15-22
Environmental Commission 7-20-22
Landmarks & Design Commission 6-22-22
Landmarks & Design Commission 8-2-22
Planning Commission 7-14-22

- 5.C [Award Bid Call 2022-15 - Tree Pruning to Wright Tree Service, Inc.](#) 110
- 5.D Approve University Way Banner Request for CWU Homecoming October 10 - 16, 2022 111
[Banner Request - CWU Homecoming](#)
- 5.E Accept Resignation of Hongtao Dang from the Affordable Housing Commission 112
[Hongtao Dang Resignation](#)
- 5.F Accept Resignation of Daphne Condon from the Environmental Commission 113
[Daphne Condon Resignation](#)
- 5.G Accept Resignation of Gwen Budnik from the Arts Commission 114
[Gwen Budnik Resignation](#)
- 5.H [Agreement with Ellensburg School District No. 401 regarding Occupancy Permit for the Ida Nason Aronica Elementary School](#) 115
[Agreement between City of Ellensburg and ESD No. 401 Re: Traffic Queueing](#)
- 5.I Approve September 6, 2022 Voucher Listing 122
[9/6/2022 Voucher Listing](#)

6. Petitions, Protests, and Communications

- 6.A Habitat for Humanity Invitation to Stuart Meadows Groundbreaking [Public Comment Opportunity]
- 6.B Yakima Humane Society Introduction [Public Comment Opportunity]
- 6.C [City Council Position 4 Applications and Introductions](#) [Public Comment Opportunity] 123
[Kathleen Bartholomew Application](#)
[Sarah Beauchamp Application](#)
[Henry Johnston Application](#)
[David Rolfe Application](#)
[Council Appointment Process 2022 - Position 4](#)
- 6.D CenterFuse Semi-Annual Update [Public Comment Opportunity] 146
[2022 Council Presentation Sept 6 Final](#)

7. Citizen Comment on Non-agenda Issues

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

- 9.A [Ordinance 4895 \(Second Reading\) Regulating Camping on City Property](#) [Public Comment Opportunity] 165
[4895 - Ordinance Regulating Camping on Public Property](#)

- 9.B [Ordinance 4896 \(First Reading\) Amending the Building Code Fees in Chapter 3.01 of the Ellensburg City Code and Adding a New Section to the Entitled "3.01.210 Fees - Additional Charges"](#) [Public Comment Opportunity] 176
[Ordinance 4896](#)
[Fee Table Comparisons](#)

10. Unfinished Business

11. New Business

- 11.A [Notice of Intent to Commence Annexation Proceedings - Parcels 744134, 474134, 513634, 503634 Located at 1900 Brick Road](#) [Public Comment Opportunity] 210
[Exhibit 1 Notice of Intention to Annex](#)
[Exhibit 2 Map of Annexation Area](#)

12. Miscellaneous

- 12.A Manager's Report
[9-6-22 Managers Report](#) [No Public Comment] 215

- 12.B Councilmembers' Reports [No Public Comment]

13. Executive Session Per RCW 42.30.110(1)(b), to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. [No Public Comment]

14. Adjournment

Next Ord. 4897
Next Res. 2022-31



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: September 6, 2022

Item Title/Agenda Subject: Downtown Parking Plan Update

Submitted by: Heidi Behrends Cerniwey City Manager Department

Recommended Action or Motion: Provide staff direction on priorities identified by the Parking Team.

Background/Summary: Public parking has been a long-standing concern of businesses and residents in Ellensburg's Downtown. Earlier this year, 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. Additional changes have been made to the Traffic Code to adjust minor areas based on business, construction or safety. At the March 21, 2022 meeting, Council directed staff to establish a parking team to review the 2019 Ellensburg Parking Plan (Plan) and identify preferred strategies for Council consideration.

Analysis: The Parking Team met three times since May 2022 to review the 2019 Plan, created a new parking utilization procedure and conducted parking counts in June 2022, reviewed citation and parking data, and identified preferred strategies to consider for implementation to maximize and expand parking options in the Downtown.

At the meeting, staff will present work to date and recommendations from the Parking Team to solicit further implementation direction from Council.

Financial Impact:

Several proposed actions will require additional budget authority if implemented. This item is for discussion purposes only.

Attachments:

[Council - Parking Team Update 9-6-2022](#)

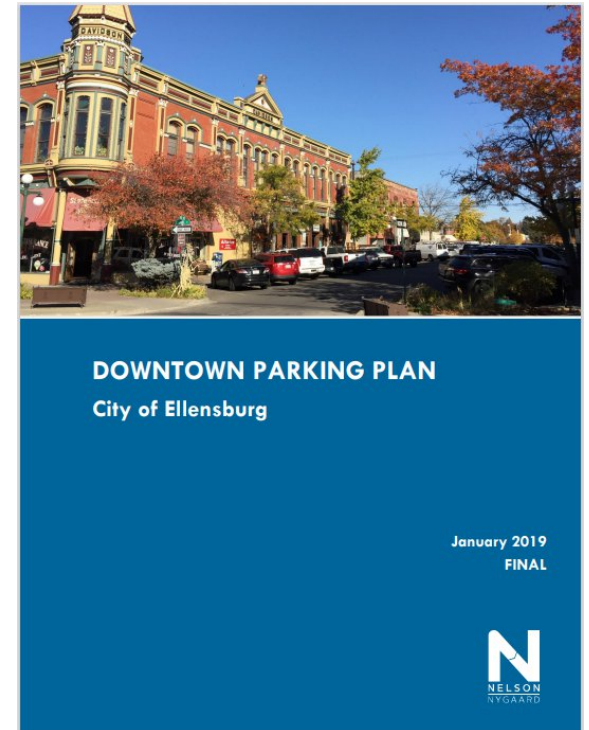
[Ellensburg Parking Plan 2019](#)

[EDA Downtownmap Tourist Map 2022](#)

Study Session – September 6, 2022

Downtown Parking Plan Update

Facilitated by Heidi Behrends Cerniwey, Derek Mayo, and Jim Weed
Original study completed by Nelson-Nygaard, January 2019



Council Discussion

Parking has been central to recent discussions...

- Unity Park
- Streateries
- Pearl Street
- Vibrant Downtown

Goals

- Update on Parking Team activities
- Provide staff direction on priorities identified

Parking Team Recommendations/Actions

1. Parking Team Members

- Katie Glahn, Residential/EDA
- Steve Townsend, Business/Chamber
- Steve Reid, Business/EDA
- Jaime Gutierrez, DT Business
- Derek Mayo, City Engineer
- Captain Jim Weed
- City Manager

2. Reviewed plan and data

3. Updated parking counts

4. Developed list of recommendations

Approach:

- Early wins
- Reasonable solution(s) to mitigate parking loss from Unity Park project (23 spaces)
- Understand trends
- Measure ongoing success

Parking Counts/Dashboard

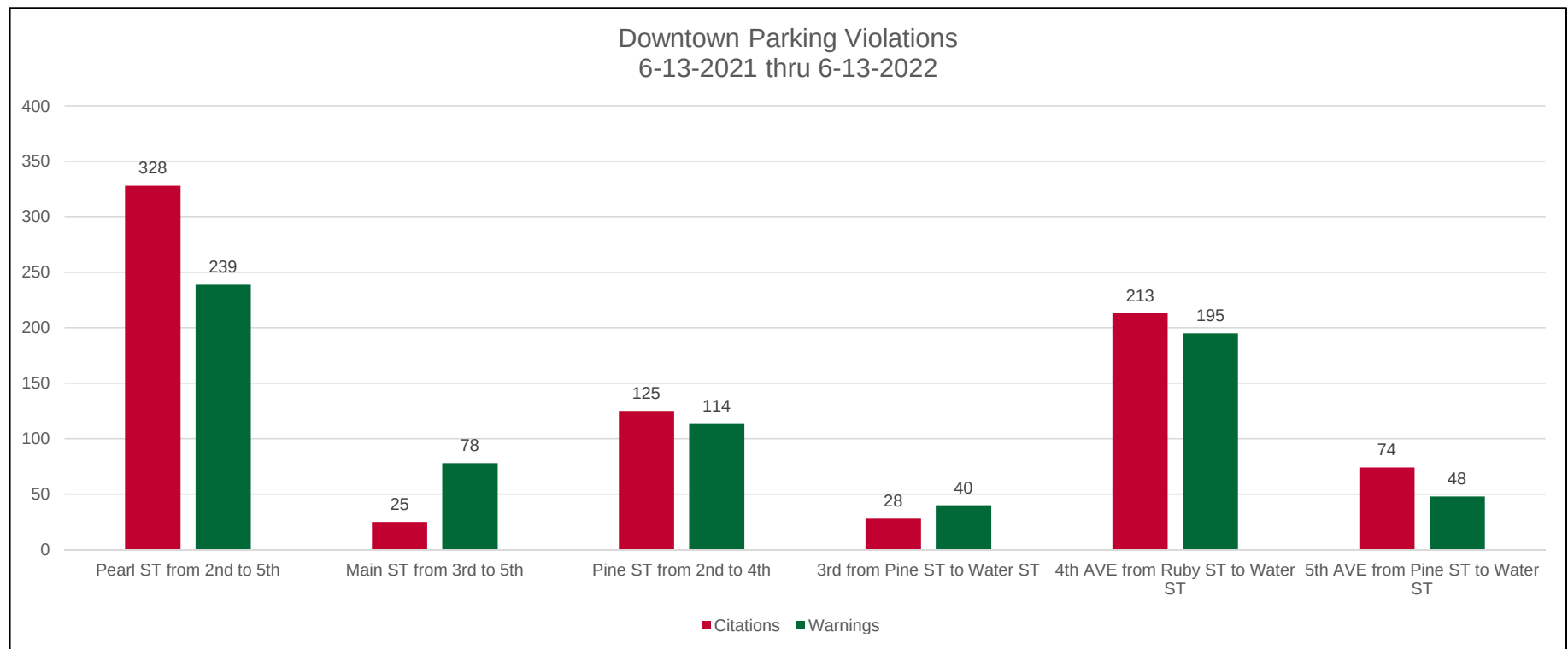
- **Conducted Counts** – Thursday, June 2 and Saturday, June 4
 - GIS tool
 - Procedure – lessons learned
- **Comparative data**
 - On-street
 - Off street changes
 - Utilization highlights

[Downtown Parking Usage \(arcgis.com\)](http://arcgis.com)

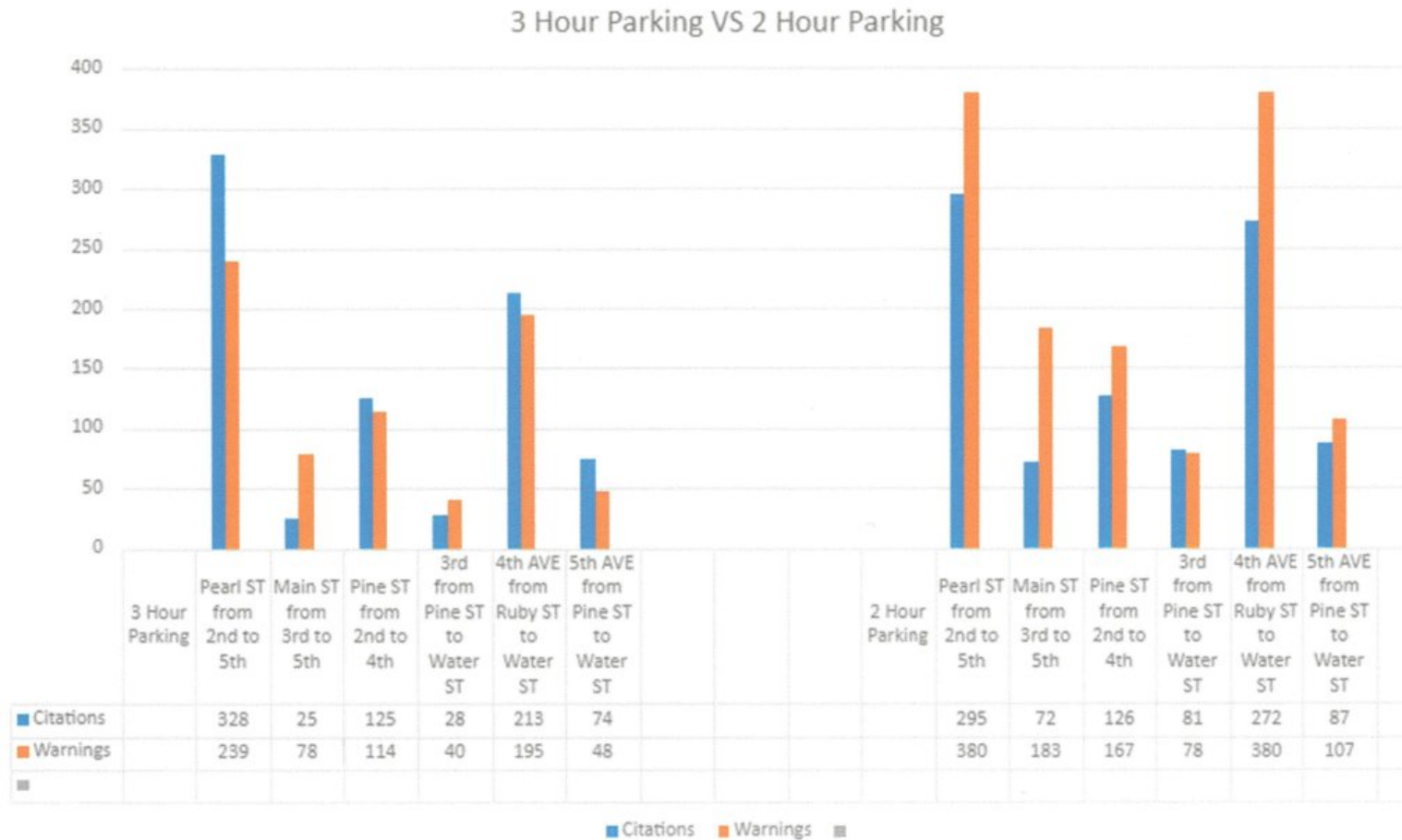
Citation Data

- **Most frequent location: Pearl from 2nd to 5th ; 4th from Ruby to Water**
- **15-min difficult to enforce**
- **Driveway Violations (4th Ave)**
- **Loading Zone (5th Ave)**

Violations by Location



Citations and Warnings – 3-hour vs 2-hour



Parking Team Recommendations

Option		Action/Recommendation	Gap
A1	Continue to explore options to modify on-street regulations (carpool parking spots, EV spots, etc.)	Changes over time: • 2-hr to 3-hour spots (2019) • +/- spots with construction • By request	• EV Strategy
B1	Shared parking agreements	• Samples collected – use maintenance or \$\$ • List of potentially under-utilized lots identified • Matchmaking – employee/residential	• Funding (cash or in-kind) • Partner with EDA to survey businesses and residential needs
B3	Explore permit parking for residents	(equity for shared parking) Landlord purchase a parking pass for tenants – create bank or consider (B1)	

Parking Team Recommendations

Option		Action/Recommendation	Gap
C1	Track and monitor citation data	Reviewed citation data	Alternatives to tire chalk system (4th Circuit)
D1	Downtown wayfinding system/marketing/coordinate with Central Transit	Reviewed wayfinding; standardize signs; maximize on apps/maps	- Funding for signs - Wayfinding plan - Space location apps require meters
D2	Partner with private lots to maximize off-street parking	Establish shared parking agreement or match resident/parking and/or employee parking (B1)	

Parking Team Recommendations

Option		Action/Recommendation	Gap
F1	Support employers/property managers with transportation/parking information	Education – add public lots to visitor map; work with EDA	
F2	Coordinated effort with DT employees/ residents – EDA, Businesses, New Businesses	Highlight as benefit for not having employees park directly in front of business.	
I1	Zoning changes for shared parking in future developments	CC Zone – no required parking	

Parking Team Recommendations

Other ideas:

- Create CWU bridge – path for driverless vehicles from CWU to Downtown
- Flex Parking – change values
- Bicycle parking seems sufficient (H2)
- Shuttling from hotels for big events
- Add metered parking; smart meters (in public or private lots); shared employee lots
- Funding option: Develop parking benefit improvement (PBIA) district to support future investments
- Residential units purchase a 24-hour parking pass for certain spaces/lots
- Relocate skate park (next slide)

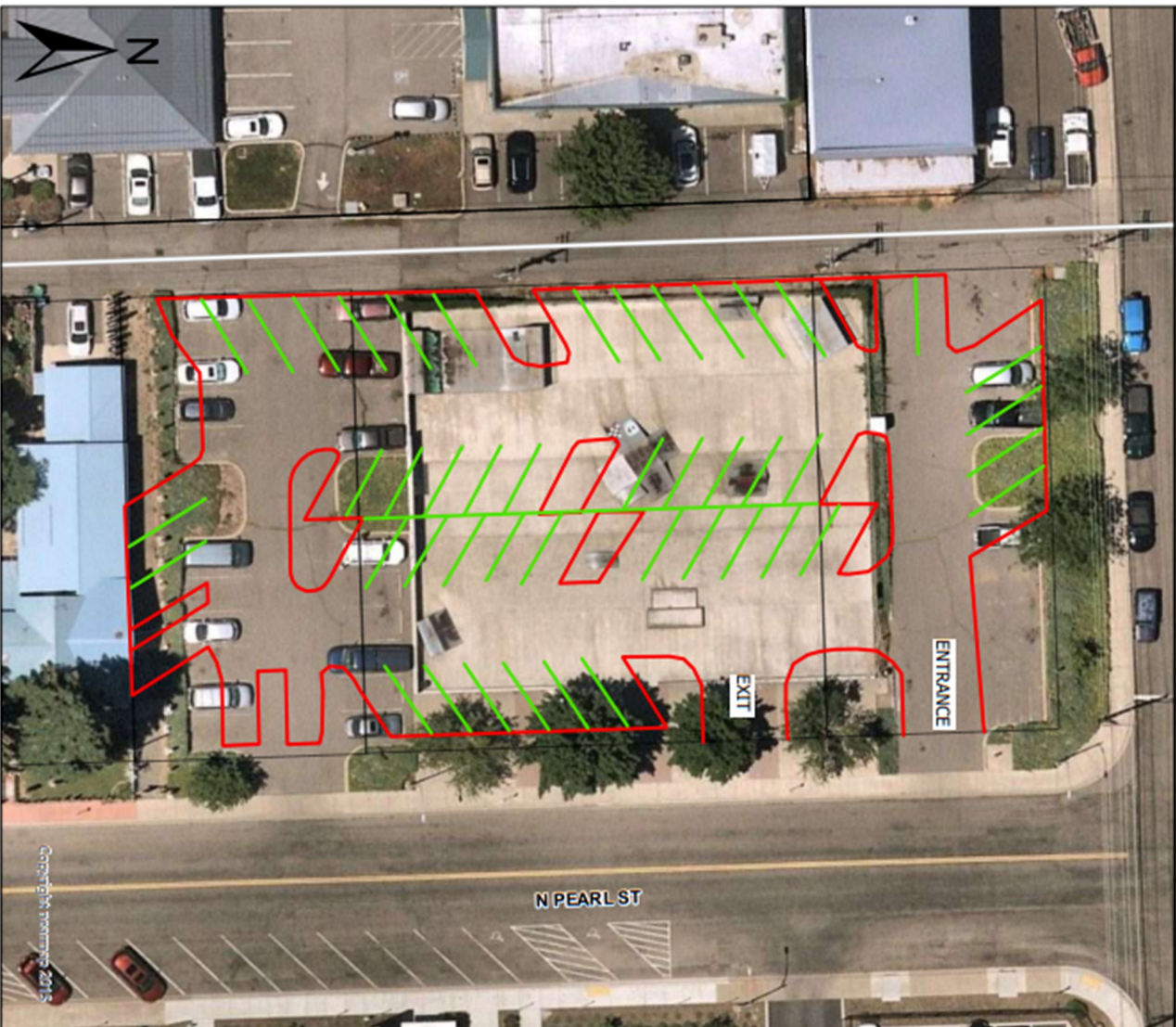


City of
Ellensburg
WASHINGTON

VICINITY MAP

Skate Park - Parking Lot

58 Spaces



More Information

- **Survey Downtown businesses and residents**
 - Perception of safety (South of 3rd Avenue)
 - Employee needs
 - Residential needs
 - Measure utilization in Fall, then annually

Council Feedback

Did we miss anything?

Is Council supportive of selected strategies?

Are there other priorities you would like to be considered?

Interest in exploring transition/Skate Park relocation?



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.

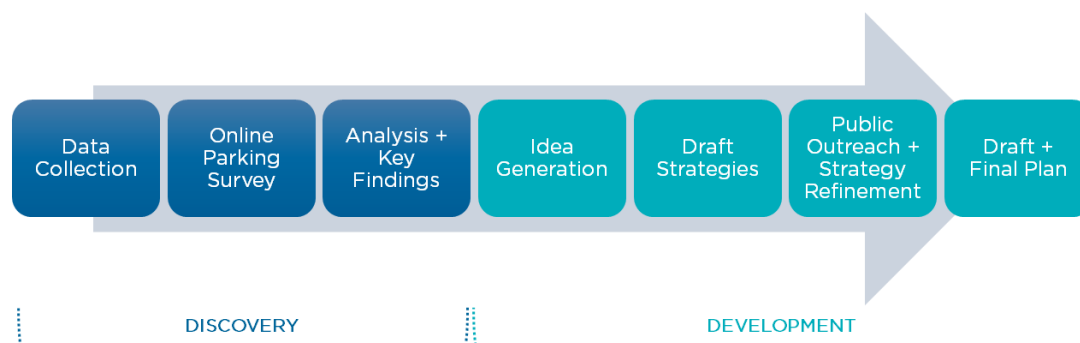
Mobility and access downtown play a fundamental role in Ellensburg's goals, as identified in the City's 2017 Comprehensive Plan. Parking is also central to the economic success of downtown. As downtown grows and evolves, questions have arisen about parking access, management, and policy, both today and 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

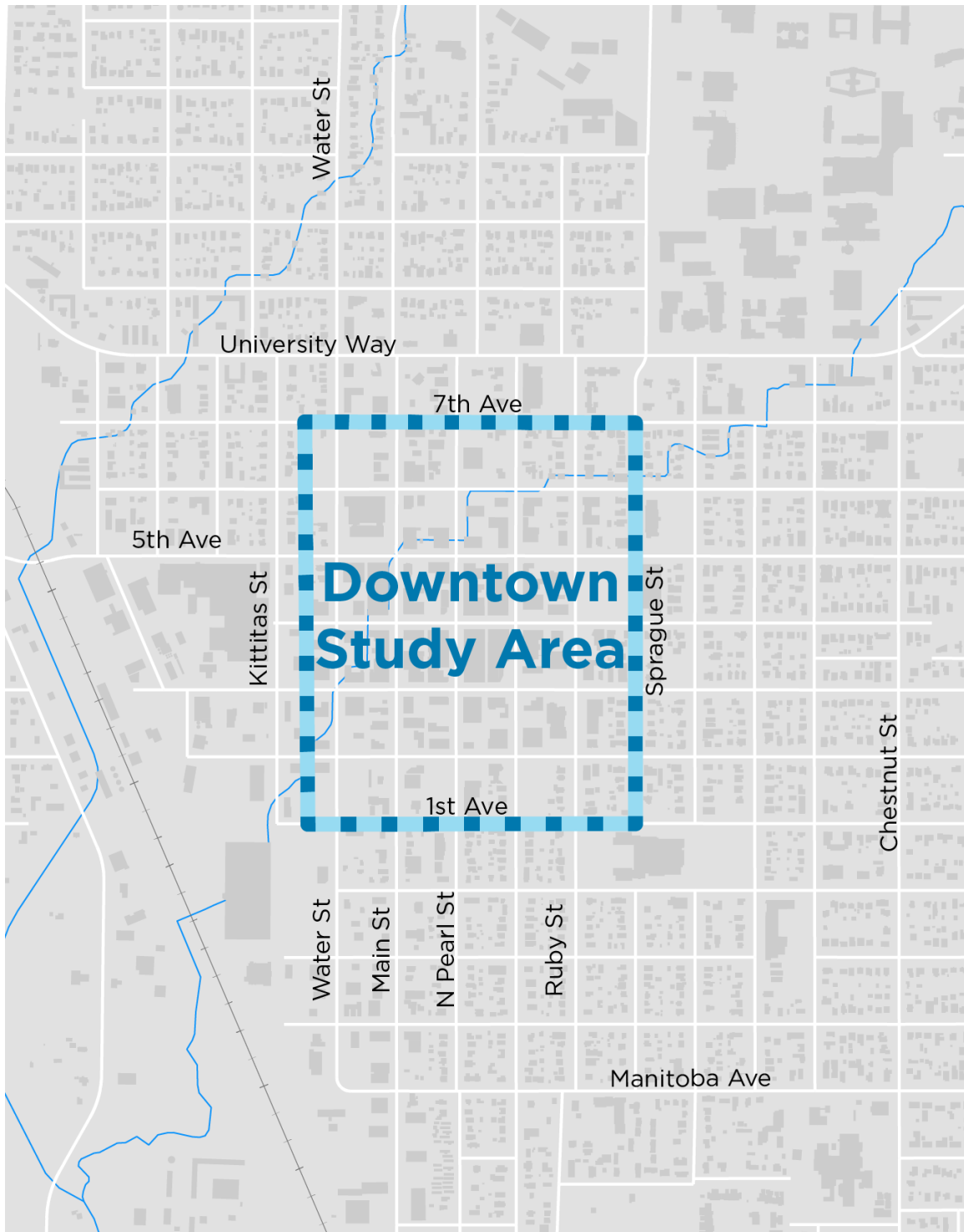
Chapter 2 provides a summary of the public outreach process and community input that informed the development of the plan and its recommendations.

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



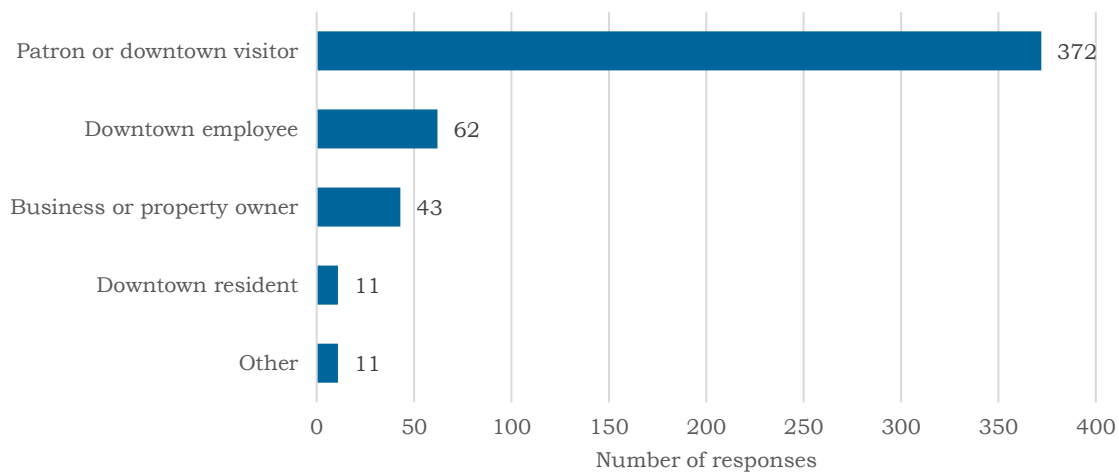
2 PUBLIC OUTREACH SUMMARY

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

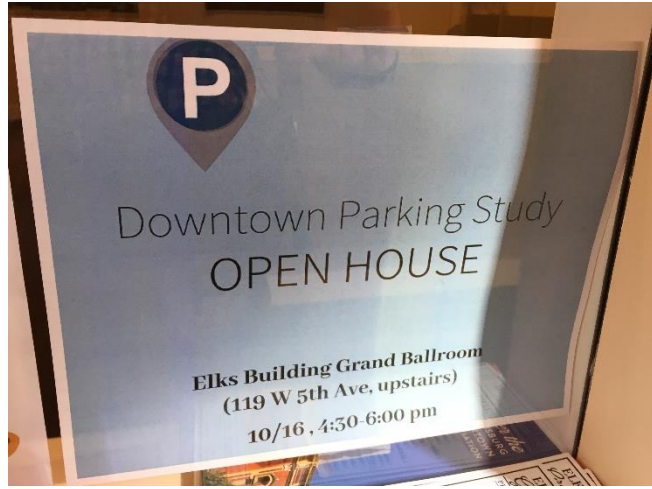
The survey included a series of questions to understand how people use the existing parking supply, identify respondent priorities, and to learn more about parking issues and what improvements or investments the public is interested in pursuing.

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.

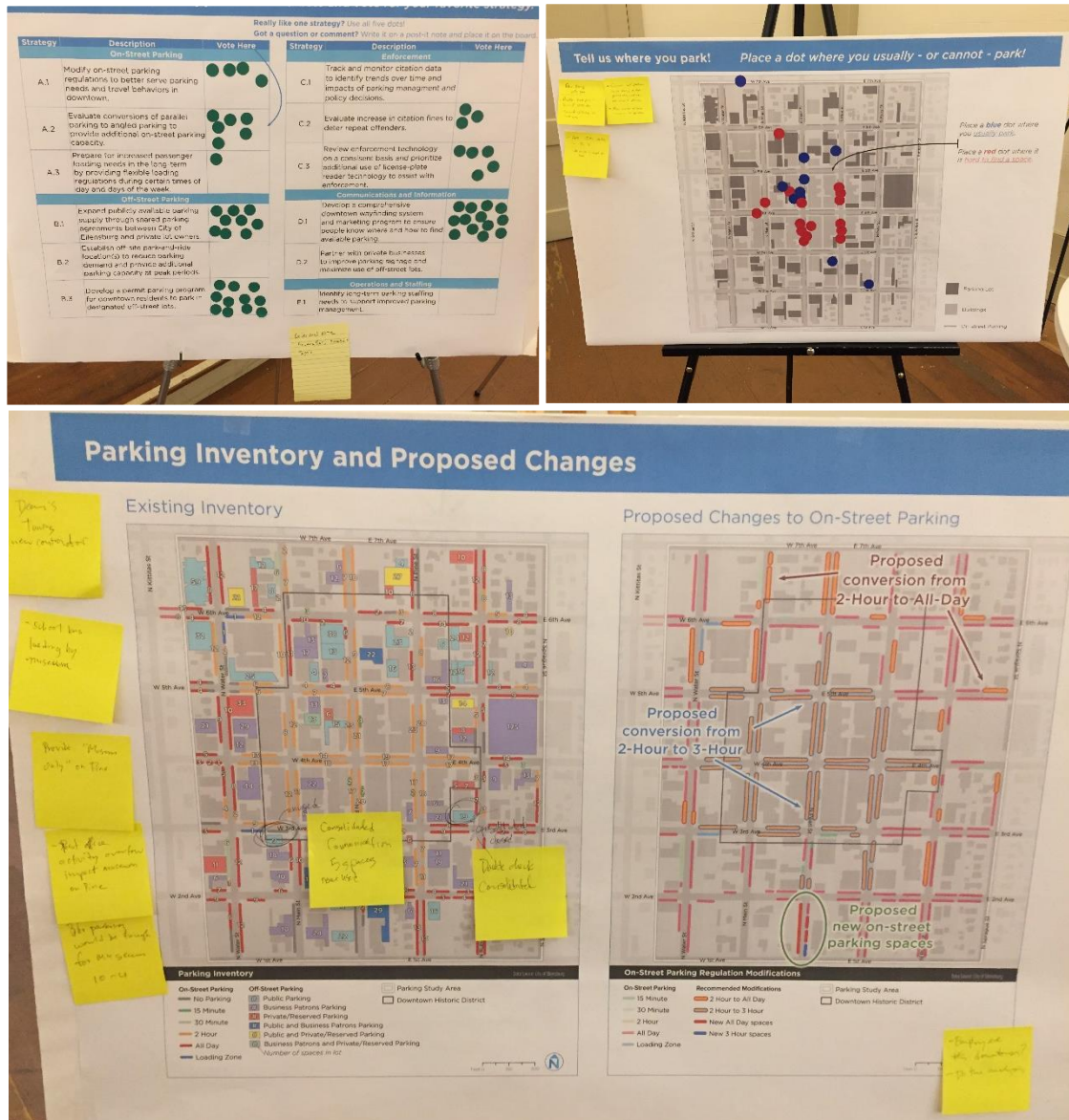


ADDITIONAL CITY FOLLOW-UP

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.

DOWNTOWN PARKING PLAN | FINAL City of Ellensburg

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

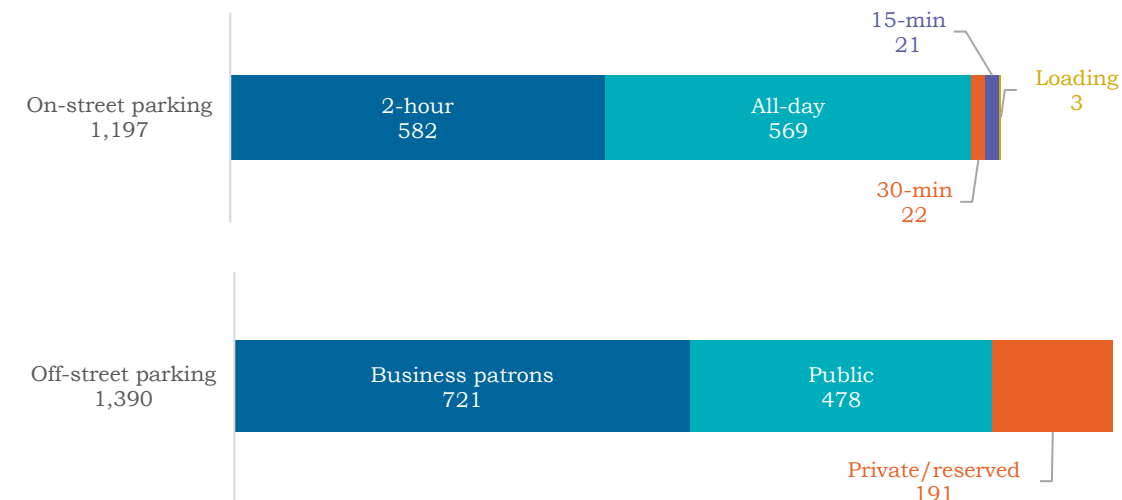
The parking study was a data-driven process that collected information about the existing parking supply, existing parking demand and patterns, and community insights about key parking challenges. This chapter provides a summary of key findings, which serve as the foundation for the recommendations presented 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

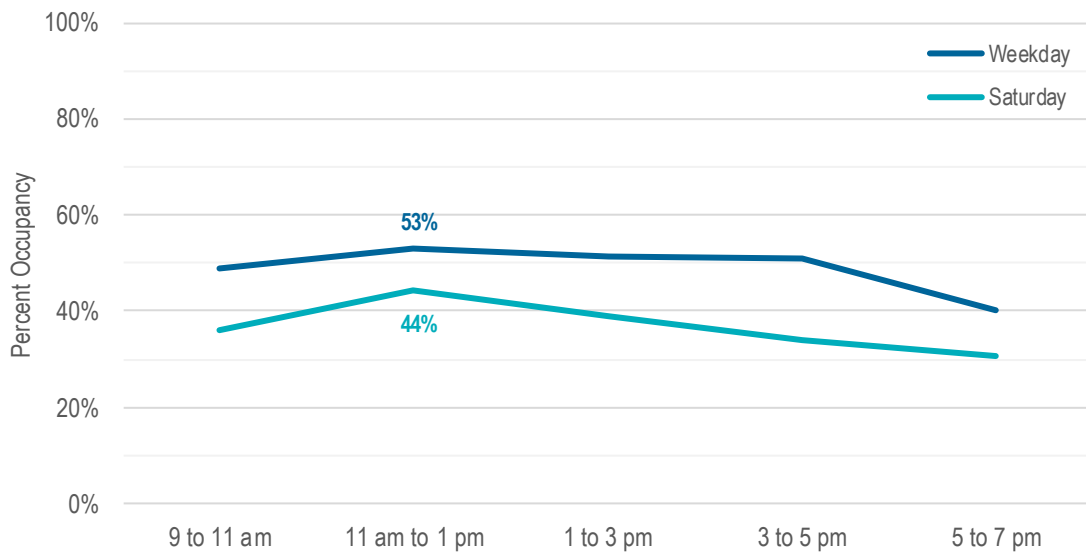


Source: City of Ellensburg

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**

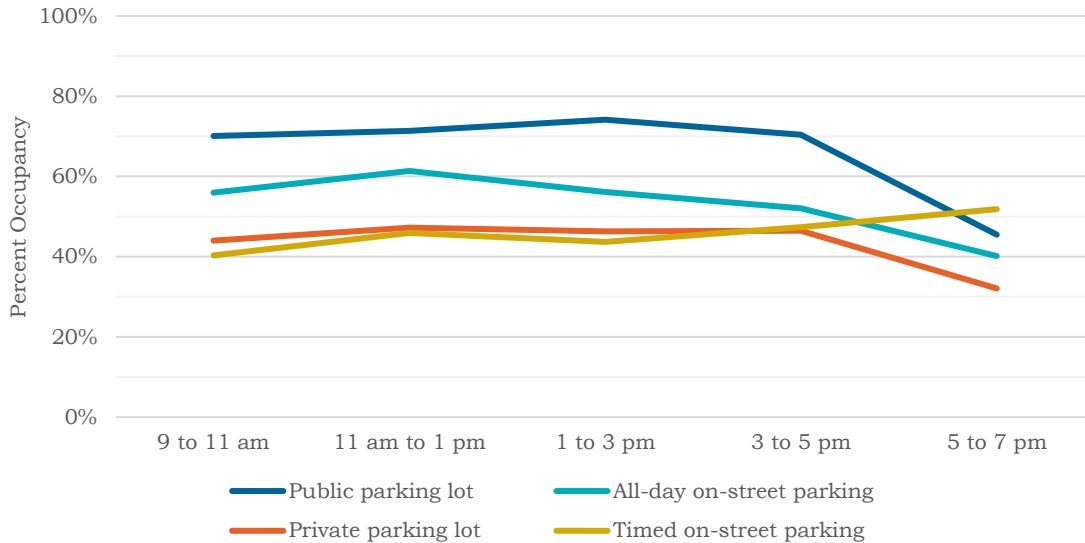


¹ 1,069 privately owned off-street spaces, out of 1,390 total off-street spaces.

² 863 spaces out of 1,069 spaces

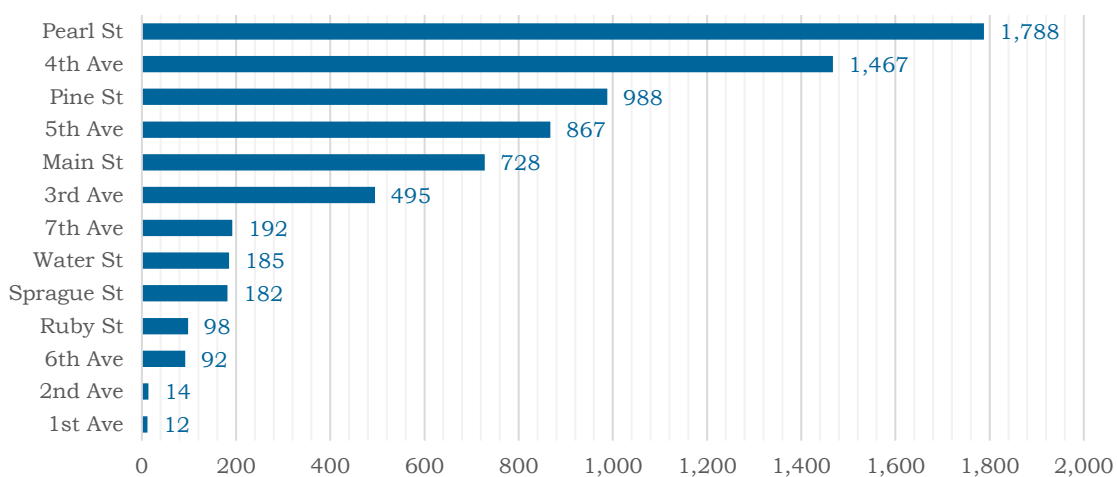
On average, public parking lots are most popular. Private lots are underutilized. Public parking lot occupancy ranges between 70 and 80% between 9 a.m. and 5 p.m., with timed on-street parking and private parking lots averaging between 40-50% during the same period (Figure 9). This suggests people are 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).

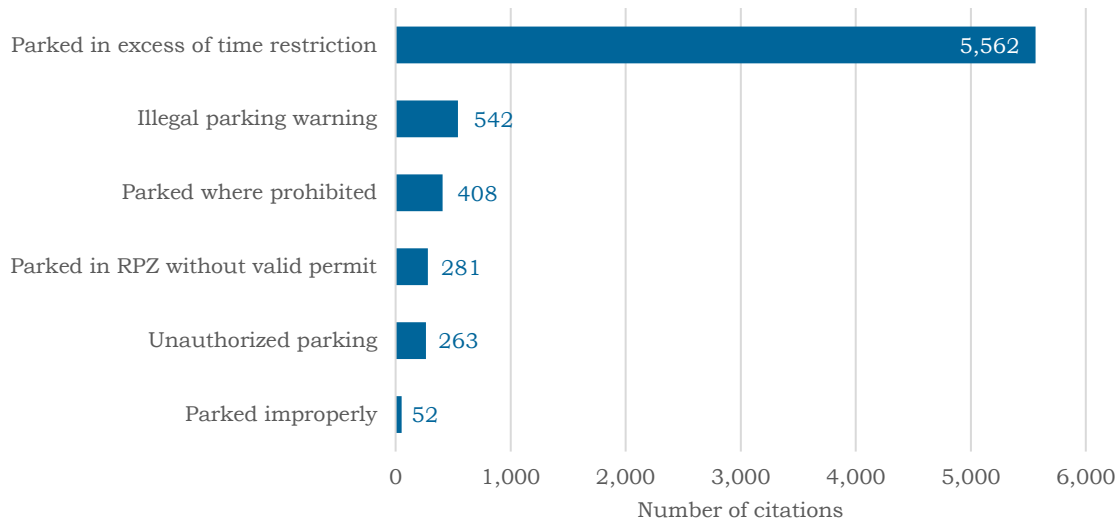
Figure 10 Parking Citations, by Downtown Street (January 2015 – March 2018)



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

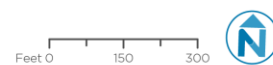
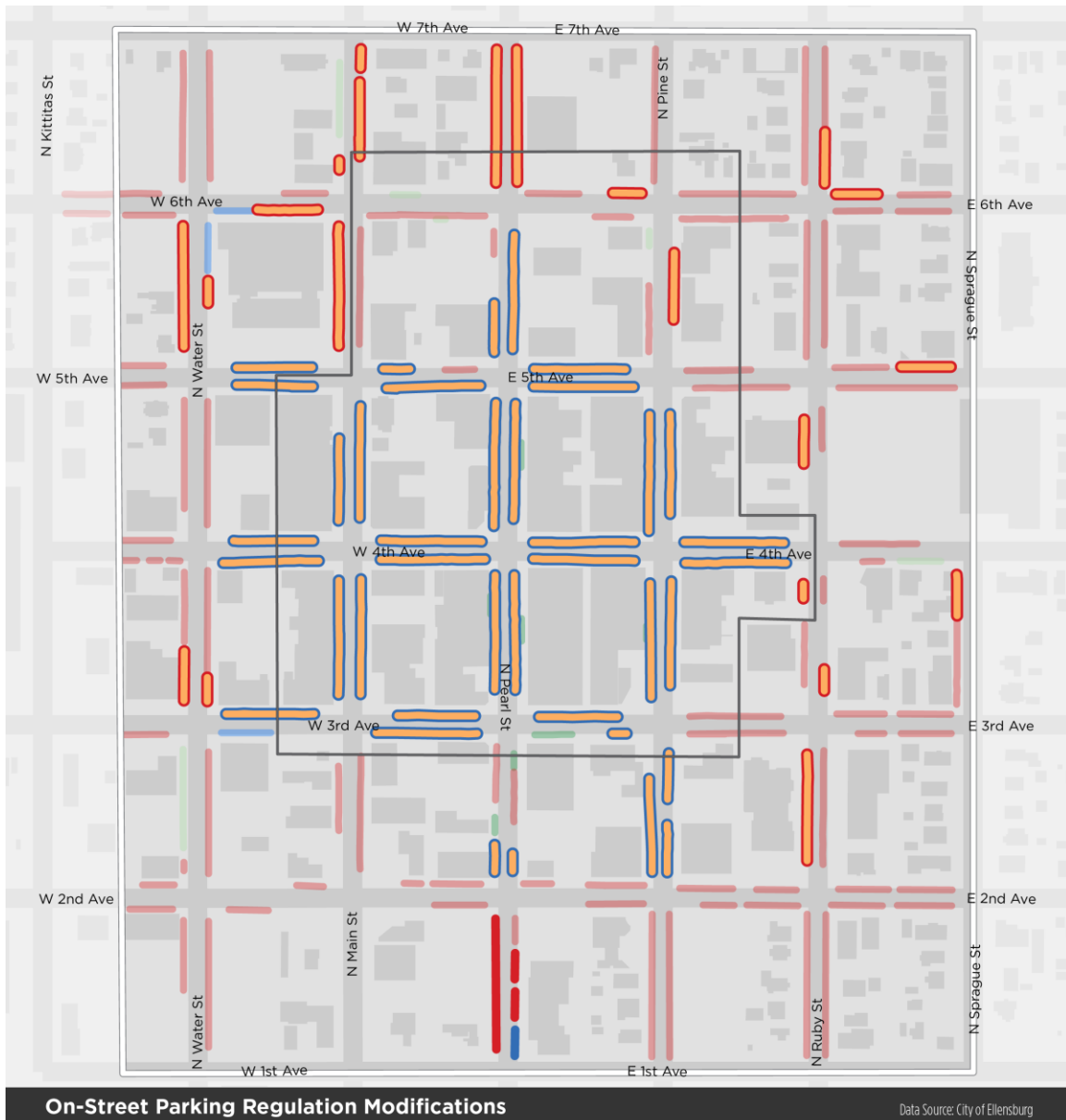
- 20% of survey respondents indicated they typically parked in downtown Ellensburg between two and four hours
- 17% of survey respondent indicated they park in two-hour on-street spaces and move their car to avoid tickets

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



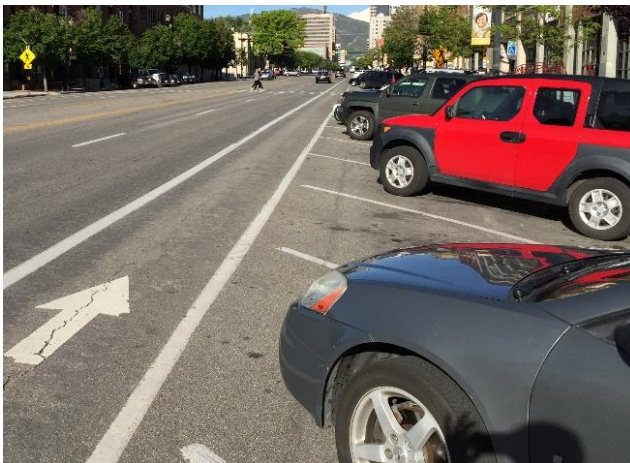
A.2 – As feasible, evaluate conversions of parallel parking to angled parking to provide additional on-street parking capacity. Consider parallel parking when evaluating and designing one-way street conversion.

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

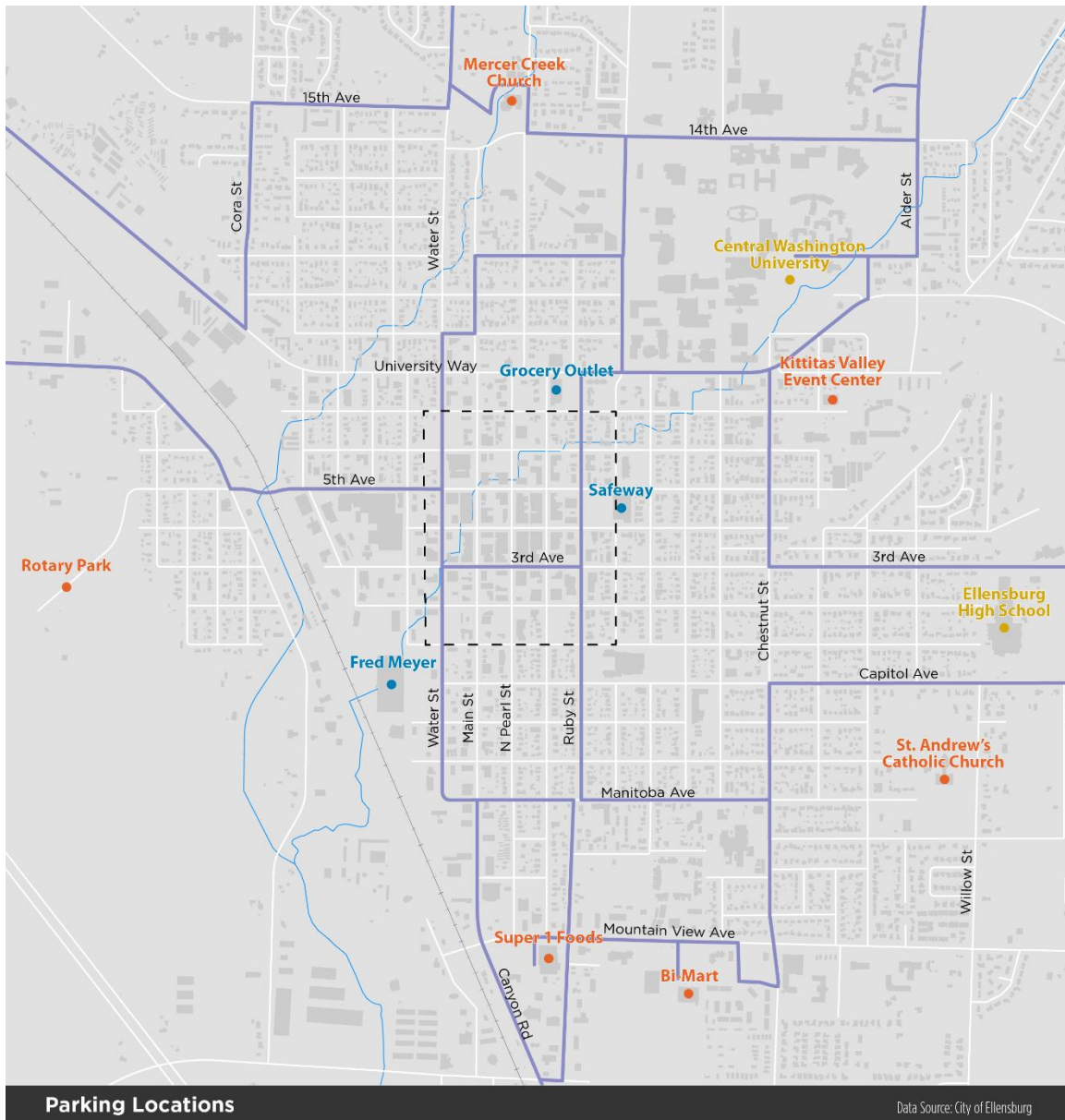
- “When you add in an event of some kind, it can get really frustrating to find a spot within a couple blocks of downtown.”
- “Large events tend to have parking issues, but less on the day-to-day.”

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

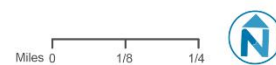


Potential Parking Locations

- 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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- 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)

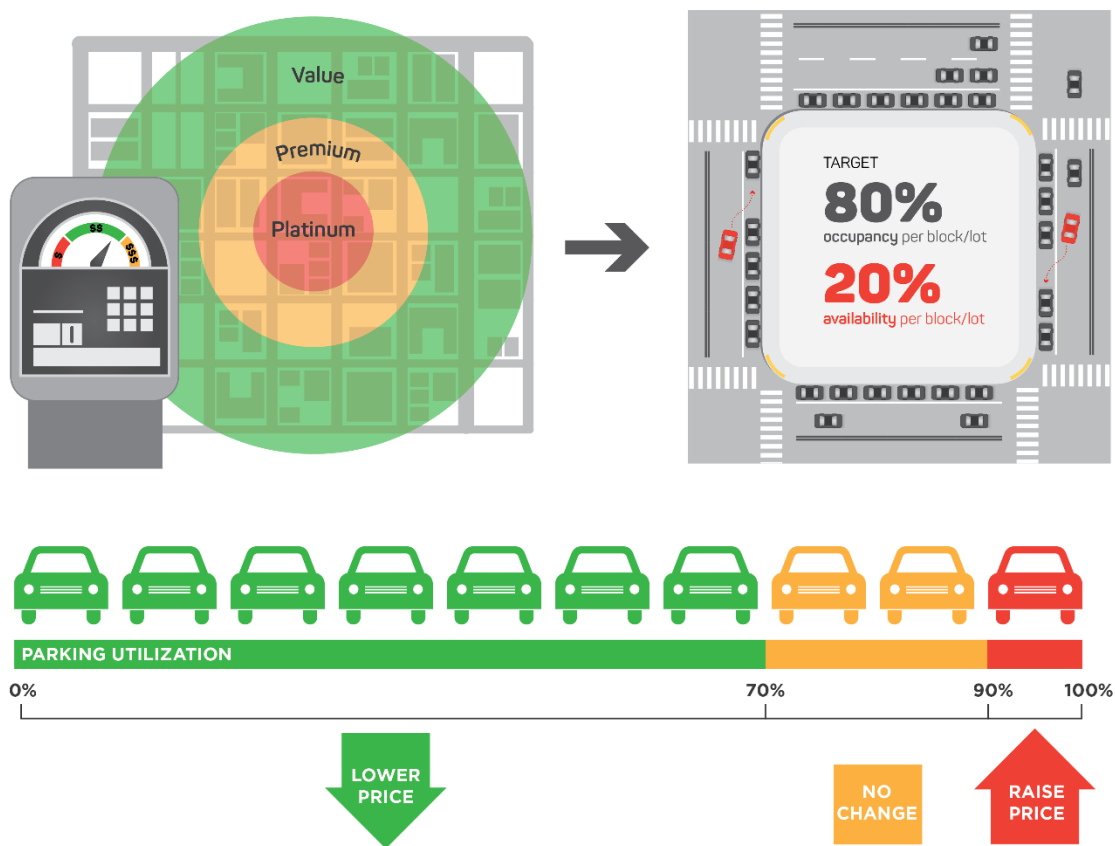
- Evaluate a long-term transition to a **performance-based management approach** for downtown (Figure 17). Performance-based management involves moving from a static system to a demand-based one in which pricing is used to balance demand throughout downtown. The goal is to set prices so that approximately 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.

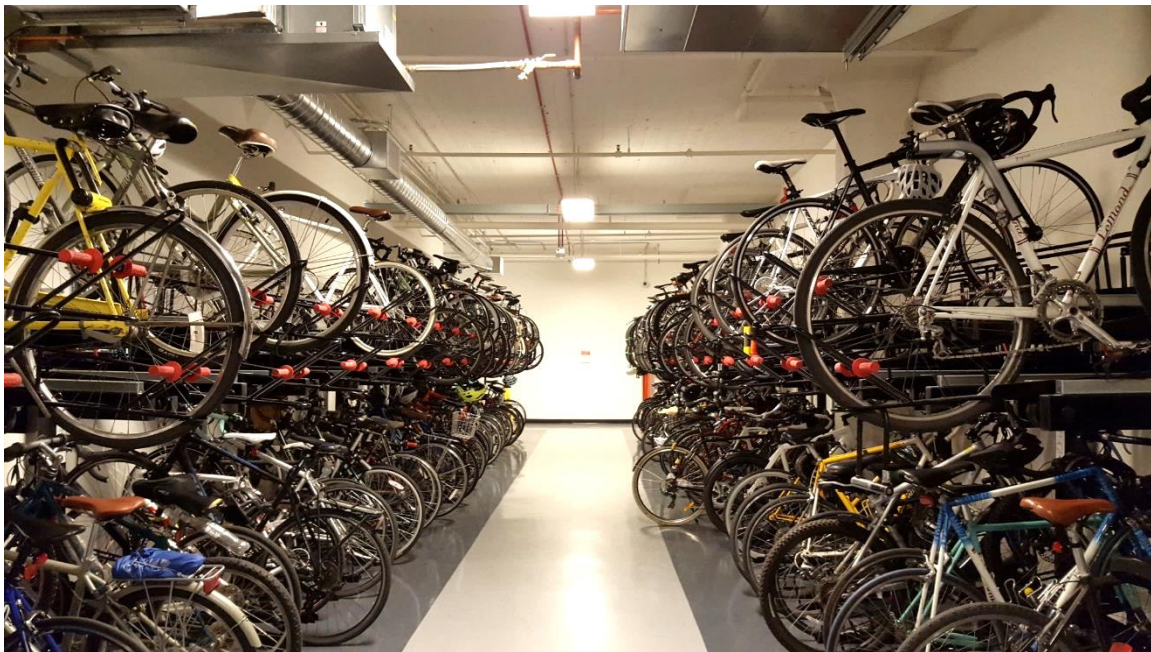
⁸ <https://www.apbp.org/page/Publications>

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			

DOWNTOWN PARKING PLAN | FINAL
City of Ellensburg

#	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			

DOWNTOWN PARKING PLAN | FINAL
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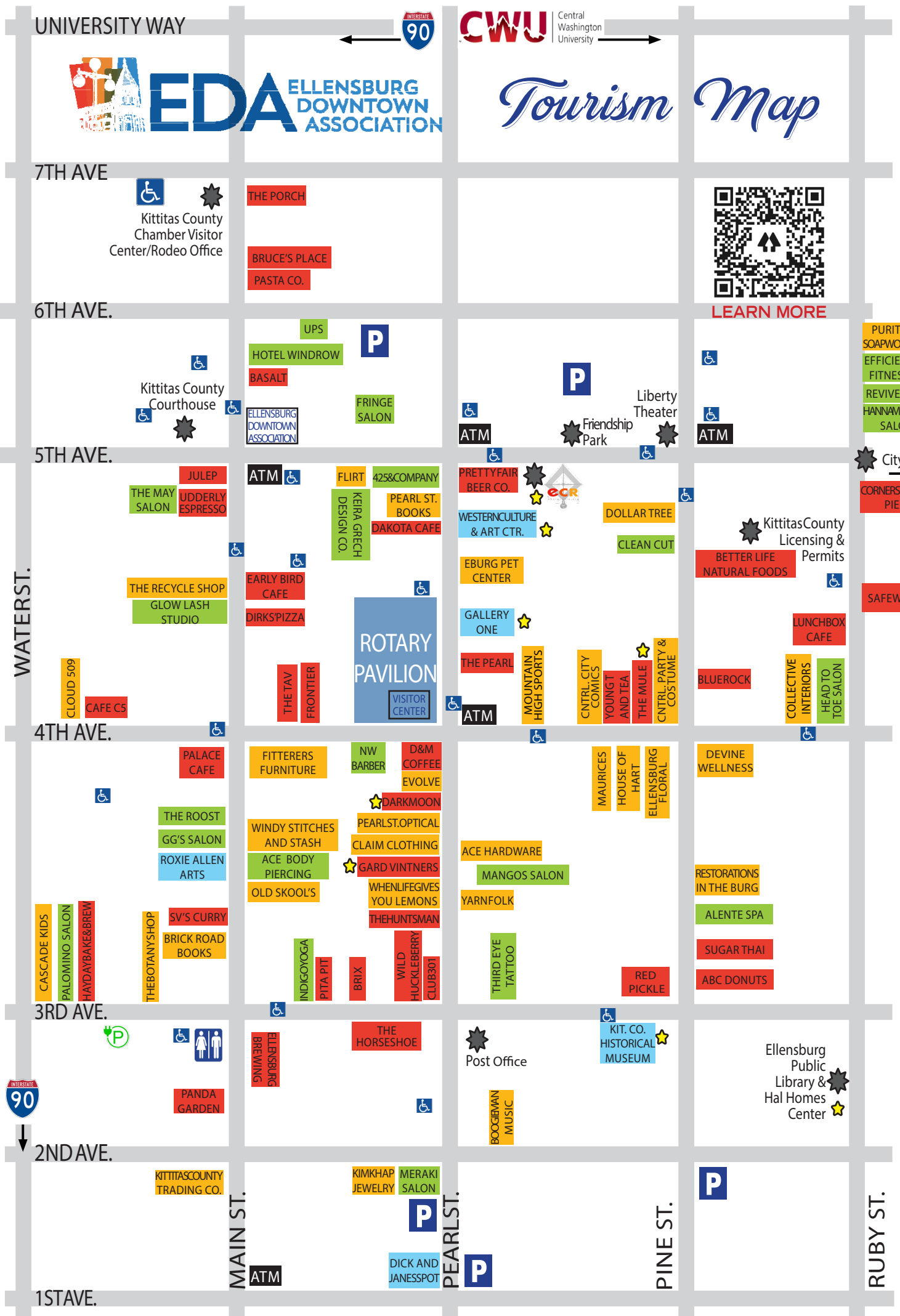
#	Summary	Evaluation			Implementation					Monitoring + Metrics	Partners	
		Priority	Benefit	Cost	Action Steps	Timeline					Lead	Support
						Short	Medium	Long	Ongoing			
D.1	Develop a comprehensive downtown wayfinding system and marketing program to ensure people know where and how to find available 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				



Ellensburg - The Center of Your Adventures

FOOD + BEVERAGE

GALLERY + MUSEUM

RETAIL + SHOPPING

SERVICES



Point of Interest



Art Walk Location



Public Parking



Electric Car Charging



Disabled Parking



Audio Art - A walking musical tour of the art in and around town (eburgradio.org)



Farmers Market takes place every Saturday morning on 4th Ave from May-October

★ FIRST FRIDAY ART WALK

Every first Friday of the month from 5-7 p.m. February-December.



The year-round

DOWNTOWN ELLENSBURG

Experience



In Downtown Ellensburg, you'll experience modern art galleries and museums, friendly restaurants, local brews and flavorful wines from Washington's 14 wine regions. Ellensburg, is increasingly recognized for its downtown festivals, special events and diverse shopping, draws thousands of visitors each year. Check out a snapshot of our favorite annual events below, and learn more at:

ellensburgdowntown.org

Hoedown in Downtown

The Ellensburg Downtown Association happily welcomes back the sound of live music for the annual Hoedown in the Downtown! Join us to help get you in the spirit of the Ellensburg Rodeo and Kittitas Co. Fair. No cost to attend and a family friendly event!

August 31, 2022



Buskers in the Burg

Buskers in the Burg is a chance for street performers from all over to showcase their skills for the Ellensburg community. Head downtown to find busking on the street corners, kids activities and more! This festival is family friendly and FREE!

September 24, 2022



Girls Night Out

An established favorite, Girls Night Out is sure to bring much needed pampering and shopping specials to the ladies of Ellensburg. Grab your friends and take part in this evening of fun, and fabulous deals. Stop by each participating location for a one of a kind shopping experience!

April 28 and December 8, 2022



Moments toRemember

Moments to Remember is a FREE family friendly event is a great way to kick off the holiday season! Start your day with great deals and discounts during Plaid Friday shopping at participating local stores! Finish off the night with great performances and the annual tree lighting at Rotary Pavilion featuring Santa and Mrs. Claus!

November 25, 2022

ANNUAL EVENTS

Winterhop Brewfest
First Friday Art Walk
Ellensburg Farmer's Market
Spring Downtown Clean Up
Spring Girls Night Out
Historic Pub Crawl
Summer Night Market
Children's Day at the Market
Ellensburg Make Music Day
Dachshunds on Parade
Jazz in the Valley
Fair/Rodeo Kickoff Breakfast
Hoedown in the Downtown
Bite of the Burg
Paint Ellensburg
Buskers in the Burg
Fall Downtown Clean Up
Trick-or-Treat Harvest Fest
Moments to Remember
Holiday Girls Night Out



@ellensburgdowntown





CITY COUNCIL AGENDA REPORT

City Council Meeting Date:	September 6, 2022
Item Title/Agenda Subject:	Community Garden Relocation Discussion
Submitted by:	Heidi Behrends Cerniwey City Manager Department
Recommended Action or Motion:	Provide staff direction on relocation of community garden program.
Background/Summary:	Use of City-owned property on 1st Avenue and Pine Street for community garden use began in 2013 with a lease agreement to Elmview Industries and subsequently to FISH to manage the site and program. The parcel was originally purchased by the City to be used for overflow parking for the Library and Hal Holmes Community Center. In 2017, Council began exploring options for use of the property for affordable housing. Beginning in 2018, lease agreements between the City and Elmview, and subsequently FISH, took future use of the property for affordable housing into account and provided terms for potential vacation of the property. The most recent one-year agreement with FISH was approved in April 2022, and included a 30-day termination clause due to the pending affordable housing project proposed for the site. Notice was provided to FISH on August 30, 2022 with a lease termination date of October 31, 2022.
Previous Council Action:	Council took steps to surplus the property for affordable housing at their October 18, 2021 meeting. Council approved an agreement with Stalder Interests, Inc. on August 1, 2022 for development of affordable housing at the 1st Avenue and Pine Street property.
Analysis:	Staff has explored options for relocation within the current parks inventory and met with several community garden participants/advocates to listen to their ideas and develop some priorities for future garden site(s). Staff will review potential sites at the study session meeting.
Financial Impact:	The 2022 amended budget included \$10,000 for improvements to relocate the community garden program. Annual funding for

the water utility to serve the property is included in the City's Manager's budget. Total 2021 expense for water was \$1,066. FISH leases the property from the City for \$1 per year. Participants rent beds for approximately \$10 per bed per season/year.



City of Ellensburg

PROCLAMATION

Hispanic Heritage Month, 2022 Unidos: Inclusivity for a Stronger Nation

Whereas, the Ellensburg City Council is committed to creating a community of belonging that improves the quality of life for all persons we serve; and

Whereas, Hispanic Heritage Month celebrates the Hispanic and Latinx histories, cultures and contributions of those whose ancestors were indigenous to North America as well as Spain, Mexico, the Caribbean, and Central and South America; and

Whereas, what began in 1968 as Hispanic Heritage Week under President Lyndon Johnson and expanded by Present Ronald Reagan to cover a 30-day period starting September 15 of each year, the United States annually observes Hispanic Heritage Month; and

Whereas, the purpose of Hispanic Heritage Month is to create awareness of the contributions of people of Hispanic and Latinx heritage to American society; and recognize the civil rights leaders, community organizers, politicians, teachers, journalists, first responders, artists, healthcare professionals, athletes, inventors, entertainers with a Hispanic or Latinx heritage; and

Whereas, our Hispanic and Latinx community represents over 15% of the population of Ellensburg and provides a diverse cultural heritage that enriches the political, economic and social growth of our community; and

Whereas, the City Council encourages all members of our community to recognize and celebrate the accomplishments and contributions of these Hispanic and Latinx Americans, the importance of social justice and fair representation for this community in all aspects of our City life and experience, and to celebrate this rich culture with events, educational opportunities, language classes, and traditional Hispanic and Latinx foods.

Now, Therefore, the City Council of Ellensburg does hereby proclaim September 15 - October 15, 2022 as Hispanic Heritage Month.

Signed this 6th day of September, 2022.

Nancy Lillquist, Mayor

Attest: _____

City Clerk



City of Ellensburg

PROCLAMATION

Mes de la Herencia Hispánica 2022

Unidos: Inclusividad para una nación más fuerte

Considerando que el Consejo Municipal de Ellensburg tiene el compromiso de crear una comunidad con sentido de pertenencia que mejore la calidad de vida de todas las personas a las que servimos; y

Considerando que el Mes de la Herencia Hispánica celebra las historias, las culturas y las contribuciones de la población hispanica y latina cuyos ancestros fueron nativos de América del Norte, así como de España, México, el Caribe, y América Central y del Sur; y

Considerando que, creado en 1968 como la Semana de la Herencia Hispánica durante la presidencia de Lyndon Johnson y luego ampliado por el presidente Ronald Reagan a un periodo de 30 días a partir del 15 de septiembre de cada año, todos los años se celebra en los Estados Unidos el Mes de la Herencia Hispánica; y

Considerando que el propósito del Mes de la Herencia Hispánica es generar conciencia sobre las contribuciones de las personas de procedencia hispanica y latina a la sociedad estadounidense, así como reconocer a los líderes de derechos civiles, organizadores comunitarios, políticos, docentes, periodistas, trabajadores de servicios de emergencia, artistas, profesionales de la salud, atletas, inventores y animadores de procedencia hispanica o latina; y

Considerando que nuestra comunidad hispanica y latina representa más del 15 % de la población de Ellensburg y aporta una herencia cultural diversa que enriquece el desarrollo político, económico y social de nuestra comunidad; y

Considerando que el Consejo Municipal anima a todos los miembros de nuestra comunidad a reconocer y celebrar los logros y contribuciones de estas personas hispanicas y latinoamericanas, la importancia de la justicia social y la representación justa de esta comunidad en todos los aspectos de la vida y experiencia en nuestra ciudad, así como a celebrar esta rica cultura mediante eventos, oportunidades educativas, clases de idiomas y comida tradicional hispanica y latina.

Ahora, por lo tanto, el Consejo Municipal de Ellensburg proclama por este medio el periodo del 15 de septiembre al 15 de octubre de 2022 como Mes de la Herencia Hispánica.

Firmado este 6º día de septiembre de 2022.

Nancy Lillquist, alcaldesa

Testifica: _____

Secretario municipal



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

August 15, 2022

7:00 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

Pledge of Allegiance

The Pledge of Allegiance was led by Councilmember Tabb

1. Call to Order and Roll Call

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

Also present in person: City Attorney/Assistant City Manager Weiner, City Clerk Leader, Executive Assistant Gigstead, Engineering Manager Mayo, Civil Engineer Slyfield, Transit Manager Dunbar, HR Director Young and approximately eleven members of the public

Also present remotely via Zoom: City Manager Behrends Cerniwey, Community Development Director Ayling and approximately seven members of the public

2. Proclamations

2.A. International Overdose Awareness Day Proclamation
Doug Fulp was present to read the proclamation.

Councilmember Elliott moved to Approve the Mayor's signature on the proclamation.
Motion Approved 7-0.

2.B. Constitution Day and Citizenship Day 2022 Proclamation
Teresa Plue was present to read the proclamation.

Councilmember Elliott moved to Approve the Mayor's signature on the proclamation.
Motion Approved 6-0 (Councilmember Goodloe abstained).

3. Awards and Recognitions

3.A. Recognition of Councilmember Bruce Tabb
Mayor Lillquist presented Councilmember Tabb with a certificate of appreciation and recognized his accomplishments throughout his years of service.

4. Approval of Agenda

Councilmember Elliott moved to Approve the agenda as presented. **Motion Approved 7-0.**

5. Consent Agenda

- 5.A. Approve Minutes of August 1, 2022 Regular Meeting
- 5.B. Approve Minutes of August 1, 2022 Study Session
- 5.C. Acknowledge Minutes of Boards and Commissions
- 5.D. Amendment to Professional Services Agreement with Brookhouse Professional Services LLC
- 5.E. Energy Conservation Agreement (ECA) Contract No. 17ES-11475 between Bonneville Power Administration (BPA) and City of Ellensburg (Ellensburg)
- 5.F. Project Acceptance - Bid Call 2021-01 Main Street Corridor Intersection Enhancements
- 5.G. Facility use agreement between the City of Ellensburg and KITTCOM
- 5.H. Accept resignation of Jim Nale from the Lodging Tax Advisory Committee
- 5.I. Award Bid Call 2022-13 15kV Medium Voltage Underground Distribution Cable to General Pacific, Inc.
- 5.J. Update of Right of Way Procedures
- 5.K. Award Bid Call 2022-11 for Middle Reach Reecer Creek Flood Hazard Reduction and Floodplain Restoration Project
- 5.L. Approve University Way Banner for League of Women Voters for October 24 - November 6, 2022
- 5.M. Approve Voucher Listing for August 15, 2022

Councilmember Elliott moved to Approve the Consent Agenda as presented. **Motion Approved 7-0.**

6. Petitions, Protests, and Communications

- 6.A. Resolution to provide enforcement of the Ellensburg Rodeo's Double Cross (XX) Resolution
Diana Tasker spoke on behalf of the Rotary Cowboys and the Double Cross ordinance

Councilmember Elliott moved to Approve Resolution 2022-30. **Motion Approved 7-0.**

7. Citizen Comment on Non-agenda Issues

Pat Kelleher, 6530 Wilson Creek Rd, commented on the Unity Park meeting, Be Heard Eburg site and comments posted on the website.

8. Business Requiring Public Hearings

8.A. Public Hearing to consider adoption of the 2022-2027 Transit Development Plan and acceptance of the 2021 Annual Report.

The Mayor opened the public hearing. Betsy Dunbar, Transit Manager, presented information in the staff report and reviewed the 2021 Annual Report.

With no questions or comments from the public or Council, the Mayor closed the public hearing.

Councilmember Elliott moved to Approve adoption of the 2022-2027 Transit Development Plan and approve the 2021 Annual Report. **Motion Approved 7-0.**

8.B. Resolution 2022-27 to Declare City Property known as Catherine Park, Parcel 694034, as Surplus for the Public Benefit of Affordable Housing

The Mayor opened the public hearing. Jamey Ayling, Community Development Director, presented information in the staff report.

Teresa Plue, 140 Woodhouse Loop, spoke regarding history of use by the Ellensburg Rodeo.

Alan Crankovich, 1314 E Radio Rd, speaking on behalf of his wife and himself, spoke regarding the intended use of the park and requested Council delay their decision.

Logan Scully, 1304 E Radio Rd, spoke regarding the size of the lot and water on the property.

Anthony Anderson, 1005 Chamith Ln, spoke regarding use of the property and requested Council delay their decision to surplus.

Debra Wall, 1306 Radio Rd, spoke regarding the property and requested another location be selected for housing.

Marcia Rorty-Greenfield, 6 Viewpoint Rd, spoke regarding benefits of the park.

Stephen Greenfield, 6 Viewpoint Rd, spoke regarding a request for Council to delay the decision to surplus the property.

Marcia Rorty-Greenfield spoke further regarding affordable housing.

Councilmember Goodloe and Mayor Lillquist asked questions of staff. With no further comments or questions from the public or council, the Mayor closed the public hearing.

It was asked if there is a timeline or deadline for the issue and the City Attorney replied there was not.

The Mayor reopened the public hearing for additional questions from Council.

The Mayor closed the public hearing.

Councilmember Tabb moved to Approve Adoption of Resolution 2022-27 declaring parcel 694034 as surplus for the purpose of being developed as affordable cottage housing. **Motion Approved 7-0.**

8.C. Resolution 2022- 28 to Declare Whitfield Triangle Surplus to City Needs and Amending Resolution 1963-17

The Mayor opened the public hearing. Terry Weiner, Acting City Manager, presented information in the staff report.

Nancy Moss, 1118 Franklin St., spoke in favor of keeping the property as a park.

KT Kelleher, 6420 Wilson Creek Rd, spoke regarding the Parks and Recreation Commission vote in favor of using funds from the sale of the property for Reed Park improvements.

Pat Kelleher, 6530 Wilson Creek Rd, spoke in favor of the property surplus and information available to the public.

Councilmember Elliott asked about designation in the resolution for use of the funds from the sale. It was explained Council can direct staff to use the funds from the sale for a specific purpose.

Councilmembers asked questions of staff. With no further questions or comments from the public or Council, the Mayor closed the public hearing.

Councilmember Elliott requested Council consensus for direction to staff to use the funds from the sale of the property for Reed Park and Council agreed.

Councilmember Elliott moved to Approve adoption of Resolution 2022- 28 declaring Whitfield Triangle as surplus to city needs and directing the removal of a portion of a restrictive covenant from Resolution 1963-17 upon the sale of the property pursuant to RCW 35.A.21.410. **Motion Approved 7-0.**

8.D. Resolution 2022-29 - Outside Utility Agreement for Walter T. Coy II and Mary A. Coy at 400 W Helena Avenue

The Mayor opened the public hearing. Hunter Slyfield, Civil Engineer, presented information in the staff report.

With no questions or comments from the public or Council, the Mayor closed the public hearing.

Councilmember Elliott moved to Approve adoption of Resolution 2022 -29 authorizing the Outside Utility Agreement extension request and the Mayor to execute the Agreement. **Motion Approved 7-0.**

9. Introduction and Adoption of Ordinances and Resolutions

9.A. Ordinance 4895 (First Reading) Regulating Camping on City Property
Terry Weiner, Acting City Manager, presented information in the staff report.

Council asked questions of staff.

Councilmember Elliott moved to Approve conducting first reading of Ordinance 4895 to regulate camping on City-owned property. **Motion Approved 7-0.**

10. Unfinished Business

11. New Business

11.A. Memorandum of Understanding (MOU) with OPEIU Local 8, Amending Job Title, Wage, and Department for the GIS Coordinator Position
Lisa Young, Human Resources Director, presented information in the staff report.

Councilmember Elliott moved to Approve authorizing the City Manager to sign the MOU, or a substantially similar document, once formally approved by the Union. **Motion Approved 7-0.**

12. Miscellaneous

12.A. Manager's Report
Terry Weiner, Acting City Manager, presented the report.

He acknowledged it was City Manager Executive Assistant, Laurie Gigstead's, last meeting.

An Executive Session was needed for potential litigation per RCW 42.30.110(1)(i) and was anticipated to last ten minutes. No action was requested.

12.B. Councilmembers' Reports

- Councilmember Elliott attended Planning Commission and KITTCOM meetings
- Councilmember Goodloe attended a DEI Commission meeting and retreat
- Councilmember David Miller attended an Arts Commission meeting

- Councilmember Monica Miller attended a Reed Park stakeholder meeting, Parks & Recreation Commission meeting, and requested consideration of gender inclusion in proclamations
- Councilmember Winn attended a Lodging Tax meeting, bowling alley committee meeting where proposals were reviewed
- Mayor Lillquist attended National Night Out and the Gladiator Dash

13. Executive Session

13.A. Per RCW 42.30.110(1)(i), to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Council recessed to Executive Session at 9:35 pm and was expected to last approximately ten minutes. No action as anticipated.

Council reconvened at 9:44 pm.

14. Adjournment

Meeting adjourned at 9:44 pm

Mayor

ATTEST: _____
City Clerk



CITY OF ELLENSBURG	MINUTES OF ARTS COMMISSION, Regular Meeting
Date of Meeting:	June 9, 2022
Time of Meeting:	4:00pm
Place of Meeting:	CCCR and ZOOM

1. CALL TO ORDER

Chair Eyre called the meeting to order at 4:04pm

2. ATTENDANCE

PRESENT: Alex Eyre, Jerry Dougherty, Cassandra Town, Brian Kooser, Gwen Budnik, Courtney Blackstock

COUNCIL LIASON: David Miller

ABSENT: None

VISITOR(S): None

STAFF: Josephine Camarillo

3. APPROVAL OF AGENDA

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

4. CORRESPONDENCE AND CITIZEN COMMENTS

None

5. GUEST SPEAKER/PRESENTER

None

6. APPROVAL OF MINUTES

MOTION made by Eyre to approve May 2022 minutes, seconded, motion approved.

7. BUDGET/FINANCIAL REPORT

No report

8. NEW BUSINESS

State Arts Commissioner Annette Roth visit Ellensburg on June 13. Two meetings will be held: 1pm at Hal Holmes for Creative Sector stakeholders and 5pm Special Meeting with EAC.

Staff reviewed 2022 mid-year review and 2023 spending plan that will be presented to City Council. Commissioner will review further and send more content. Commission asks to reinstate staff position in 2023 budget.

9. UNFINISHED BUSINESS

Skate Park Mural Update- Proposal will be presented to Council on June 21, 2022.

10. SUBCOMMITTEE BUSINESS

- A. Cultural Assessment: Next meeting June 20 for part 1 and June 29 for part 2, 4-6pm zoom. EAC invited to attend. Implementation and planning is done with next steps is to put it into action. Need to identify road blocks and what we want to see happen, 3-5 year plan on implementation.
- B. Funding: Applications are now open, need to host grant workshops.
- C. Public Art: Panel selected three new art acquisitions for permanent collection. Purchase of Don O'Conner piece could be possibility but Art Policy doesn't allow for individual bidding.
- D. Advocacy/Public Relations: City Art map, Town and Blackstock working on most recent spreadsheet. They will meet with IT dept July 29th.
- E. Art Walk: Eyre looking at new signage, commission can generate own artwork or pay \$60 for other to design. \$2050 approximate cost to refurbish 20 signs, double sided. Two new venues added with music playing outdoors during last art walk.

11. UNSCHEDULED BUSINESS

None

12. ANNOUNCEMENTS

June 3, 2022 Poet Laureate installation and Arts Treasure Award presentation.
Classics in Ellensburg event well attended.
BE Heard Ellensburg, updated design plans, June 8 Jerry attended.

13. NEXT MEETING

August 11, 2022

14. ADJOURNMENT

With no further discussion, meeting adjourned at 5:13pm
Next meeting August 11, 2022

Respectfully submitted,
Josephine Camarillo, Staff Liaison
Drafted: 6-9-22
Approved: 8-11-22

CITY OF ELLENSBURG

**Minutes of Diversity, Equity & Inclusion
Commission Meeting**

Date of Meeting

July 12, 2022

Time of Meeting

3:00 PM

Place of Meeting

Council Chambers, 501 North Anderson St.

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present: Kandee Cleary, Tylene Carnell, Daniel Amos, Alex Mandujano, Mayra Colazo, and Nancy Goodloe (Chair)

Absent: Teresa Divine (excused)

Also present: Nicole Klauss, Public Information Officer (Recording Secretary); Heidi Behrends Cerniwey, City Manager.

Commissioner Cleary moved to approve an excused absence for Commissioner Divine for July 12, 2022. **Motion Approved 5-0.**

2. Approval of Agenda

Commissioner Amos moved to approve the agenda. **Motion Approved 5-0.**

3. Approval of Minutes from May 10, 2022 Meeting

Commissioner Colazo moved to approve the June 14, 2022 minutes. **Motion Approved 5-0.**

4. Correspondence and Public Comment

There was no correspondence or public comment.

5. Unfinished Business Review Brainstorming

Commission members reviewed the brainstorming exercise from the previous meeting and added new ideas to the list. The list will be discussed and prioritized at the DEI Commission Retreat.

6. DEI Commission Retreat

The Commission agreed to use identified facilitator Phil Backlund for the Commission retreat, tentatively set for August 12, 2022, pending facilitator availability.

7. ESD Collaboration

The City Manager discussed an opportunity to work with the Ellensburg School District on partnerships. The superintendent will attend the DEI Commission's August meeting to discuss further.

8. Subcommittee Reports

Commissioner Carnell said her committee met and talked about the grant process needing clarity and figuring out who the grant is meant to fund if it is something the commission proceeds with.

9. Commission Member Reports

Commissioner Colazo reported on an HR Conference that she attended.

10. Upcoming Events/Activities/Dates

Klauss reminded the commission of the deadlines for the Hispanic Heritage Month Proclamation.

11. Staff Report

There was no staff report.

12. Review Next Meeting/Adjournment

Meeting adjourned at 4:21 p.m.

Nicole Klauss

Drafted: 7/18/22

Approved: 8/9/22



Centerfuse

Ellensburg Business Development Authority
BOARD OF DIRECTORS MEETING MINUTES
Regular meeting held synchronously in-person and virtually
Wednesday, July 13, 2022
4:00-5:30 PM

Members in Attendance: Garrett Poshusta, Chair; Grant Clark, Treasurer; Del Bankston, Secretary; John Perrie, Board Member; Jennifer Lubanski, Board Member, and James Jankowski, Board Member

Excused: Jared Vallejo, Board Member; Andreas Bohman, Vice Chair

Absent: Bob Rapp, Board Member

Others present: Rich Elliott, Ellensburg City Council liaison; and Margaret Reich, Executive Director

1. Meeting Called To Order

The Chair called the meeting to order at 4:04 PM

2. Approval of Agenda

Motion to approve the July 2022 meeting's agenda by Del Bankston, second by John Perrie.
Motion approved by unanimous vote.

3. Approval of Minutes

Motion to approve the June 2022 regular meeting minutes by Grant Clark, second by Del Bankston. Motion approved by unanimous vote.

4. Public Comment

Chair Poshusta mentioned he and his family are relocating to Seattle in September, and that he will continue to serve as Chair and on the CenterFuse board through the end of the calendar year.

5. Board Business

a. Organizational Effectiveness

Grant Clark, Treasurer presented the financial reports.

Executive Director Reich updated the board on the tenant move at the EBDA Airport Building, the future need to replace insulation, and the tenant proposal to cost share additional temperature control in unit #1 bay. The board discussed and decided they are not prepared to move ahead with the cost share for the additional temperature control.



Executive Director Reich updated the board on summer staffing, the intent to continue to locate a firm to perform a staffing study, and the status of the city's economic development fund.

Executive Director Reich informed the board of the USDA funding decision to award a \$25,000 grant to CenterFuse for the project that would create an inventory non-residential buildings and land in Ellensburg.

Motion to accept the \$25,000 grant funding from USDA Rural Business Development Grant program and authorize staff to proceed with submitting grant award documents by Grant Clark, second by Del Bankston. Motion approved by unanimous vote.

b. Build Local Capacity

The board packet contained information about the City's Preliminary Budget Adoption Schedule. The board directed staff to schedule a meeting with the city, Chair Poshusta and Treasurer Clark to learn more about CenterFuse's funding. Executive Director Reich let the board know the Clymer Foundation's grant application to Washington Commerce's Building for the Arts Grant Program was submitted, the TIP Opportunity Workshop is being held July 20th, and the Creative Workgroup continues to meet to implement the action plan. Staff has met with the Community Economic Revitalization Board (CERB) to determine if funding for a makerspace and performance hall feasibility study is of interest. CERB advised yes however at the reduced maximum funding level of \$25,000.

Motion to approve Resolution 2022-4 directing staff to pursue a grant application to the Community Economic Revitalization Board in the amount of \$25,000 and commit \$5,000 in cash match by James Jankowski, second by Jennifer Lubanski. Motion approved by unanimous vote.

Council member Elliott mentioned that recent changes to fire code may adversely impact food truck businesses.

c. Marketing

The Start In Ellensburg website received updates to the zoning layers to align with recent city code action, and an email was set to developers letting them know of the update. The online data contained in the key industry spotlight summaries was updated. A draft analytics report was shared with the board, and the Marketing Advisors will meet between now and the next meeting to discuss further.

d. Business Recruiting

Executive Director Reich reported on the status of the prospective large distribution center, Consolidated Communications broadband project, and a discussion with Rob Ogburn about the forthcoming Cat Tank business plan competition. Funding a project manager to assist with the student-led Cat Tank was deemed necessary, and staff identified the city's Community Grant Program as a source of funding.

Motion to approve Resolution 2022-5 authorizing staff to pursue a grant application to the City of Ellensburg's Community Grant Program in the amount of \$12,000 and

commit \$15,000 in cash match by Jennifer Lubanski, second by Grant Clark. Motion approved by unanimous vote.

Staff has met with the Community Economic Revitalization Board (CERB) to determine if funding for a feasibility study for private development at the I-90 West Interchange is of interest. CERB advised yes at the maximum funding level of \$50,000. And only one grant application per applicant per grant cycle.

Motion to approve Resolution 2022-6 directing staff to pursue a grant application to the Community Economic Revitalization Board in the amount of \$50,000 and commit \$12,500 in cash match by John Perrie, second by Del Bankston. Motion approved by unanimous vote.

6. For the good of the order

The dates for the Washington Economic Development Association's summer conference are August 9-11, 2022, which conflicts with the date of the regularly scheduled board meeting (second Wednesday of the month or August 10th). The board is required to meet four times per year; however, the board wishes to meet monthly due to the volume of work being undertaken. The date of the August CenterFuse Board meeting will not be August 10th, and instead on August 17th.

7. Adjournment – time 5:37 Motion to adjourn by Del Bankston

Drafted: 7/14/2022

Approved: *Del Bankston*

Submitted by: Margaret Reich

ELLENSBURG ENVIRONMENTAL COMMISSION

**June 15, 2022 Regular Meeting
(5:16 p.m. to 6:15 p.m.)
Hybrid Meeting In-Person and Zoom**

Members Present: Christina Wollman, Kristine Steinkoenig, Andrea Sledge, Steve Luten, Jean Marie Linhart, and Raven Harlin

Members Absent: Daphne Condon

Also present: Council Member Winn, Council Liaison; Heidi Behrends Cerniway, City Manager; and Laura Wilson, Recording Secretary

CALL TO ORDER

Commissioner Wollman called the meeting to order at 5:16 p.m.

AGENDA

The agenda was acknowledged with no changes.

MINUTES

Commissioner Linhart moved to approve the April 20, 2022 regular meeting minutes. Commissioner Sledge seconded the motion. The motion passed with all in favor.

CITIZEN COMMENT

There was no citizen comment.

BICYCLE ADVISORY

Council Member Winn provided an updated on the Ride to Renslow event.

STAFF UPDATE/DISCUSSION ITEMS

City Manager Cerniway gave a presentation on the Sustainability and Energy Plan. The Environmental Commission will be updated as the plan is drafted.

Planner Wilson led the Commissioners in a discussion to update the Water Quality Grant application. There was consensus to review the application in November.

ADJOURNMENT- The meeting adjourned at 6:15 pm.

ELLENSBURG ENVIRONMENTAL COMMISSION

**July 20, 2022 Regular Meeting
(5:16 p.m. to 6:05 p.m.)
Hybrid Meeting In-Person and Zoom**

Members Present: Christina Wollman, Kristine Steinkoenig, Daphne Condon, Steve Luten, Jean Marie Linhart, and Raven Harlin

Members Absent: Andrea Sledge (excused)

Also present: Council Member Winn, Council Liaison; and Laura Wilson, Recording Secretary

CALL TO ORDER

Commissioner Wollman called the meeting to order at 5:17 p.m.

AGENDA

The agenda was acknowledged with no changes.

MINUTES

There were no minutes to approve.

CITIZEN COMMENT

There was no citizen comment.

NEW BUSINESS

P22-057 Foster North Subdivision

Council Member Winn recused himself from the discussion. Planner Wilson presented the Foster North Subdivision SEPA. The commission discussed the number of lots, critical areas present, vegetation, and possible bike lanes.

Motion

Commissioner Linhart moved that the Environmental Commission require the developer add bike lanes on Helena Avenue when constructing the subdivision. Commissioner Luten seconded the motion. The motion passed with all in favor.

Motion

Commissioner Condon moved that the Environmental Commission request the developer incorporate native vegetation project planting strips. Commissioner Linhart seconded the motion. The motion passed with all in favor.

Motion

Commissioner Wollman moved the Environmental Commission recommend the developer make a long-term management plan for the wetland area. Commissioner Luten seconded the motion.

Motion

Commissioner Linhart moved that the Environmental Commission recommend the developer not extend the natural gas to the subdivision if it is not required by the city and instead use electric heating and cooling for the subdivision. Commissioner Condon seconded the motion. The motion passed with all in favor.

BICYCLE ADVISORY

There was no bicycle advisory update.

STAFF UPDATE/DISCUSSION ITEMS

Commissioner Linhart stated she would be absent from the August 17, 2022 meeting.

ADJOURNMENT- The meeting adjourned at 6:05 pm.



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Landmarks & Design, Regular Meeting

June 22, 2022

5:45 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present- In Person: Fred Redmon, Amy McCoy

Roll Call Present-Via Zoom: Dorothy Stanley, Marty Blackson, Zane Kanyer,

Absent: Monica Miller, Darren Reid

Also present in person: Jamey Ayling, Interim Community Development Director.

2. Approval of Agenda

Commissioner Stanley moved to approve the agenda. **Motion Approved 5-0.**

3. Approval of the Minutes

3.A. Approve Minutes of the May 3, 2022, Regular Meeting.

Commissioner Stanley moved to approve the minutes as presented.

Motion Approved 5-0.

3.B. Approve Minutes of the June 7, 2022, Regular Meeting

Commissioner Stanley moved to approve the minutes as presented.

Motion Approved 5-0.

4. New Business

A. Introduction of Landmarks and Design Commission Applicant. Fennelle Miller has applied for the vacancy on the LDC, and attended the meeting.

B. (P22-065) Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed repainting and addition of awnings on the Cadwell-Lyon's Block, 300 N. Main St., Parcel ID #887033.

Chair McCoy opened the public hearing. There was no appearance of fairness issues.

Chair McCoy opened the floor to public comment. There were no comments from the Public. The commission asked questions.

1. The applicant identified the awning was to be used for aesthetics and to unify the storefront but shall have no signage.
2. Discussion- awning would not have signage.

Chair McCoy closed the public hearing.

Director Ayling presented the staff report and exhibits, and motioned to approve the proposal with no conditions.

Commissioner Kanyer read the findings of fact as outlined in the staff report and made a motion that the certificate of appropriateness be **granted** by the LDC for the proposed awning and repainting for 300 N Main Street, as proposed with **no conditions**. Commissioner Redmon seconded. **Motion Approved 5-0.**

- C. Jamey Ayling discussed future Streatery ordinance and LDC involvement. City Council has requested that the LDC create design standards. A subcommittee was formed with Commissioners McCoy, Redmon, and Kanyer. The subcommittee will make a recommendation to the LDC. The LDC shall make a recommendation of design standards to the City Council.

4. Old Business

- A. Commissioner Redmon reviewed Unity Park Meeting Notes

5. Citizen Comment

None.

6. Staff Update/Discussion Items

- A. Open Public Meeting Act Training.
- B. No meeting Wednesday July 6
- C. Reminder of Jurassic Parliament Training on July 5.
- D. Per discussion on June 7 meeting, Commissioners City emails are signed up to receive the CLG emails from DAHP now.

7. Commission Representative Update

- A. EDA Update-Commissioner Reid not present.
- B. Commissioner Kanyer discussed middle housing initiatives and the impacts/opportunities with preservation.
- C. Commissioner Kanyer discussed encouragement from local representatives to seek grants for local projects in the upcoming biennium budget.
- D. Commissioner Stanley inquired about Wood's Ace Hardware. Pre-App has been submitted.
- E. Commissioner Stanley 413 West Ninth discussed.
- F. Commissioner McCoy discussed brick deterioration.

8. Adjournment

Commissioner Stanley made a motion to adjourn the meeting, Commissioner Kanyer seconded. Meeting Adjourned at 6:45 p.m.

Respectfully Submitted,

Stacey Henderson
Drafted: 6/30/2022
Approved: 8/2/2022



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Landmarks & Design, Regular Meeting

August 2, 2022

5:45 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present- In Person: Darren Reid

Roll Call Present-Via Zoom: Chair Amy McCoy, Dorothy Stanley, Monica Miller, Zane Kanyer

Absent: Marty Blackson

Also present Via Zoom: Jamey Ayling, Community Development Director.

2. Approval of Agenda

Commissioner Stanley moved to approve the agenda. **Motion Approved 4-0.**

3. Approval of the Minutes

3.A. Approval of Minutes from the June 22, 2022 LDC meeting. Commissioner Stanley corrected the minutes that Amy McCoy was present in person rather than present via zoom. Commissioner Stanley moved to approve the amended minutes as presented. **Motion Approved 4-0.**

4. New Business

5. Old Business

A. Demolition Ordinance Discussion and Update by Planner Henderson. City Attorney reviewed the revised ordinance draft and recommended to discuss the following items to gain clarity from commissioners before proceeding.

1. Discuss the expansion of parameters for demo review to any eligible property over 50 years old, or an eligible list of structures on a City Inventory.
2. Discuss issuing Waiver of COA for proposed demolitions instead of a COA.
3. Discuss demolition review standards for applicants, such as providing a draft design for a proposed new structure, documentation on building being structurally sound by Licensed Architect, economic hardship to restore to safety, upkeep standards.

Members stated each of their preferences and discussed what the LDC intended by the proposed changes. A defined buffer around historic district, inventory list, and standards of care were considered. Public education and resources available were seen as needed. Henderson will present a draft in September.

6. Citizen Comment

None.

7. Staff Update/Discussion Items

- A. Next meeting-Tuesday August 16
- B. City emails
Not discussed
- C. CLG First Railroad Survey Update
 - 1. Survey will be complete after meeting in August
- D. Streatery Subcommittee Update
 - 1. Subcommittee to schedule another meeting to finalize design requirements to be brought back to LDC
- E. Interview to be scheduled for LDC applicant

8. Commission Representative Update

- A. EDA Update
 - 1. Location changed
 - 2. Hiring for Marketing
 - 3. Night Market
- B. Unity Park Update
 - 1. Fred absent. Update read by Henderson

9. Adjournment

Commissioner Kanyer made a motion to adjourn the meeting. Commissioner Reid seconded the motion. Meeting Adjourned at 6:45 p.m.

Respectfully Submitted,

Stacey Henderson
Drafted: 8/11/2022
Approved: 8/12 /2022



CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes Planning Commission, Regular Meeting

July 14, 2022

5:45 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Roll Call Present In-Person: Fred Padjen, George Bottcher, Ed Harrel

Roll Call Present-Via Zoom: Sigrid Davison

Absent: Geraldine O'Mahony, Sathy Rajendran

Also present: Jamey Ayling, Interim Community Development Director; Laura Wilson, Community Development Planner

2. Approval of Agenda

Chair Padjen moved to Approve the Agenda. **Motion Approved 4-0.**

3. Approval of the Minutes

- a. Approval of Minutes of the May 12, 2022, Planning Commission Meeting
- b. Approval of Minutes of the June 9, 2022, Planning Commission Meeting

Commissioner Harrel made a motion to approve the minutes. **Motion Carried 4-0.**

4. New Business

- a. Introduction of Delano Palmer, Applicant for Planning Commission Vacancy- Mr. Palmer is out of town so introduction is tabled to the next meeting.
- b. Open Record Public Hearing (QUASI-JUDICIAL) to consider a Conditional Use Permit Request (P22-029) submitted by Gregory and Sara Singer, Property Owners, to construct a new Mini Warehouse Facility at on Old Highway 10, east of 2015 Old Highway 10 (parcel #'s 952909 and 952910), in the Commercial Highway (C-H) zone.
 - 1. Director Ayling presented the staff report and recommended to Planning Commission to approve the Conditional Use Permit. No public testimony. Discussion occurred. Applicant applied for Conditional Use Permit prior to revised ordinance adopted May 16, 2022, that eliminated mini warehouses. Applicant was present and answered questions. Commissioner Bottcher made a motion to approve Conditional Use Permit as presented by staff and findings of fact referenced. Planning Commissioners discussed Conditional Use Permit. Commissioner Bottcher made an amended motion that maintenance of landscaping requirement be relayed from Building Department staff to Code Enforcement to enforce policies and procedures regarding property. **Motion failed.** Commissioner

Bottcher made an amended motion to approve Conditional Use Permit P22-029 as presented by staff with the additional condition that the landscape screening and buffer requirement as presented get recorded with the Kittitas County Auditor's Office. **Motion passed 3-1** Commissioner Padjen voted no.

5. Old Business

6. Citizen Comment

7. Staff update/Discussion Items

- a. Sign Code and demo ordinance will be brought to Planning Commission for revision.
- b. Shoreline Master Program update presented by Ayling. Open house was held.
- c. Discussion on Gateway Project on University way.

8. Commission Representative Update

9. Adjournment Chairman Padjen adjourned the meeting at 6:51 p.m.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: September 6, 2022

Item Title/Agenda Subject: Award Bid Call 2022-15 – Tree Pruning to Wright Tree Service, Inc.

Submitted by: Josh Mathews Public Works & Utilities

Recommended Action or Motion: Award Bid Call 2022-15 for Tree Pruning to Wright Tree Service Inc., the lowest responsive and responsible bidder.

Background/Summary: Public Works and Utilities annually requests bids from contractors on the Small Works Roster for our annual tree pruning contract. This service provides clearance for the City's overhead electrical distribution system and is necessary to reduce power outages, for safety and reliability. The City sent bids to three contractors on the City's Small Works Roster for this type of work, but only received one bid in response, from Wright Tree Service, Inc.

Previous Council Action: N/A

Analysis: The submitted prices are for hourly rates and include a 3-person crew, lift truck, chipper and dump truck. The evaluated bid amounts shown are based on the contracted scope of work, which is estimated at 360 hours of tree pruning. Last year's unit price was \$363.18 per hour.

Contractor	Rate (per hour)	Evaluated Bid
Wright Tree Service	\$259.53	\$93,430.80

Staff recommends that City Council award the contract for Bid Call 2022-15 for tree pruning to the only responsive and responsible bidder, Wright Tree Service Inc. for 360 hours at a unit cost of \$259.53 per crew hour or a not to exceed total of \$93,430.80.

Financial Impact: Funding for the proposed tree pruning contract is included in the adopted 2022 Light Fund budget.

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 Homecoming

Contact Person: Robbi Goninan

Phone Number: 5099631684

Banner Hang Dates (Monday-Sunday): October 10-16, 2022

☒ CWU Scheduling Center has reserved the banner dates.

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

☒ Banner should be double-sided and 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)

Homecoming This Week (red banner, black text)

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: _____

Laurie Gigstead

From: Jamey Ayling
Sent: Thursday, August 11, 2022 8:17 AM
To: Laurie Gigstead
Subject: Affordable Housing Commission vacancy

From: Hongtao Dang <Hongtao.Dang@cwu.edu>
Sent: Wednesday, July 6, 2022 5:30 PM
To: Jamey Ayling <aylingj@ci.ellensburg.wa.us>
Subject: [Ext] RE: AHC meeting link

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

Hi Jamey,

Are we meeting today? I might have missed it.

I want to let you know that I am changing my job and have accepted a job at Washington State University in Pullman, WA. My first day starts on August 16. Maybe it's time to find a replacement for me.

Sorry about the late notice. It's been a great pleasure to serve on the commission.

Best regards,
Hongtao

Laurie Gigstead

From: Laura Wilson
Sent: Thursday, August 18, 2022 9:37 AM
To: Laurie Gigstead
Subject: FW: Final Commission Meeting

Laurie,
I wanted to let you know that Commissioner Condon's last meeting was yesterday. She is moving out of state.

Thank you,

Laura J. Wilson
(509)962-7235
wilsonl@ci.ellensburg.wa.us

From: Daphne Condon <daphne.condon@ci.ellensburg.wa.us>
Sent: Tuesday, July 26, 2022 11:27 AM
To: Laura Wilson <wilsonl@ci.ellensburg.wa.us>
Subject: Final Commission Meeting

Hello Laura,

I hope that you are well. I am reaching out to inform you that the Environmental Commission meeting in August will be my final meeting as a commission member. Unfortunately, I will be moving out of the state for school in September so I will no longer be able to hold this position. It has been a pleasure serving on this commission, and I look forward to our meeting next month.

Thank you so much. Please let me know if I should pass this information on to a different individual.

Best,

Daphne Condon

Laurie Gigstead

From: Josephine Camarillo
Sent: Friday, August 19, 2022 1:36 PM
To: Laurie Gigstead
Cc: Alex Eyre
Subject: FW: [Ext] Resignation

Hi Laurie,
Please see message below.
Thanks,

Josephine Yaba Camarillo (she/her)
Library Director | City of Ellensburg
Ellensburg Public Library
209 North Ruby Street | Ellensburg, WA 98926
P. (509) 962-7252
camarilloj@ci.ellensburg.wa.us
<https://ci.ellensburg.wa.us/144/Library>

From: mombudnik <mombudnik@gmail.com>
Sent: Friday, August 19, 2022 1:34 PM
To: Josephine Camarillo <camarilloj@ci.ellensburg.wa.us>
Subject: [Ext] Resignation

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

Hi Josephine,
I would respectfully like to tender my resignation from the Art Commission, effective immediately due to poor health. I can no longer live up to my responsibilities on the Commission. I have thoroughly enjoyed working with all of you over the past four years and am so sorry that this has happened. I wish all of you much success in the future.

Your civil servant and friend,
Gwen Budnik

Sent from [Mail](#) for Windows



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: September 6, 2022

Item Title/Agenda Subject: Agreement with Ellensburg School District No. 401 regarding Occupancy Permit for the Ida Nason Aronica Elementary School

Submitted by: Terry Weiner City Attorney Department

Recommended Action or Motion: Authorize the Mayor to sign the Agreement with the Ellensburg School District No. 401 regarding the Occupancy Permit for the Ida Nason Aronica Elementary School.

Background/Summary: Ellensburg School District No. 401 (ESD) opened a new elementary school, Ida Nason Aronica, in September 2021. Upon opening, the school experienced significant traffic queueing on Cora St. along with other traffic impacts to the surrounding neighborhood. The queueing was a cause of concern because of the potential traffic safety and first responder impacts. The ESD worked on operational changes to try and eliminate the queueing during the 2021-22, which were partially successful. The ESD and the City have since been working on an agreement to set forth the roles and responsibilities for addressing any remaining traffic impacts for the 2022-23 school year and beyond.

Previous Council Action: N/A.

Analysis: Traffic queueing on Cora St. began with the opening of Ida Nason Aronica Elementary School last year. Combined with the opening of the newly renovated Mt. Stuart Elementary School at the same time, queueing would sometimes reach as far back as 15th Avenue and would, at times, block the Palouse to Cascades Trail crossing. There are various factors contributing to the queueing problem, including the size of the parent parking area, school events, timing of morning/afternoon releases for the school in conjunction with the Mt. Stuart Elementary School, and other issues. The ESD made several operational changes during the school year which reduced, but did not eliminate the queueing, especially for the afternoon school release.

The Agreement reached by the parties allows for the City to continue access of ESD video recordings of the parking lot entrance/exit, establishes queueing standards based on the City's Public Works Development Standards, and sets forth corrective actions the ESD must take to eliminate queueing if operational changes are not successful. The Agreement also outlines roles and responsibilities for the potential future extension of Cora St. north to Helena Avenue.

Financial Impact: None.

Attachments:

[Agreement between City of Ellensburg and ESD No. 401 Re: Traffic Queueing](#)

AGREEMENT BETWEEN THE CITY OF ELLENSBURG AND
ELLENSBURG SCHOOL DISTRICT No. 401
REGARDING THE OCCUPANCY PERMIT FOR
THE IDA NASON ARONICA ELEMENTARY SCHOOL

This Agreement regarding the Certificate of Occupancy for the Ida Nason Aronica Elementary School ("Agreement") is entered into on this ____ day of September, 2022 ("Effective Date") by and between the City of Ellensburg ("City") and the Ellensburg School District No. 401 ("District"), both of which are Washington municipal corporations. The City and District are each a "Party" and collectively the "Parties" to this Agreement.

WHEREAS, the District applied for approvals from the City to construct a new school, Ida Nason Aronica Elementary School ("Ida Nason Aronica"), located at 2100 N. Cora Street, Ellensburg, in 2020 (the "Project"); and

WHEREAS, the City issued a Temporary Certificate of Occupancy ("TCO") with a special stipulation for Ida Nason Aronica, the term of which has been extended to allow the Parties to negotiate this Agreement to address requirements for the queuing of vehicles waiting to enter the Ida Nason Aronica parking lot along N. Cora St.;

WHEREAS, the District made changes to operational handling of traffic issues to address queueing of vehicles onto N. Cora St., which has resulted in a reduction of the queueing of vehicles waiting to enter the Ida Nason Aronica parking lot on N. Cora St.;

WHEREAS, the queueing of vehicles south of Ida Nason Aronica on N. Cora St. remains a concern for the Parties because of the potential to impact traffic safety for students, staff and the public, as well as response times for first responders; and

WHEREAS, the TCO will expire on September 17, 2022, and the City is willing to issue a permanent Certificate of Occupancy based on the District's agreement to certain conditions, as set forth below, and after the District and/or its contractors submit the portal list and their request for a certificate of occupancy and complete the punch list of outstanding items for Ida Nason Aronica;

NOW, THEREFORE, the Parties agree as follows:

1. **Term of Agreement.** The term of this Agreement shall be in perpetuity from its Effective Date unless terminated as provided in other terms of this Agreement.

2. **Video Recordings/Monitoring.**

a. The video camera on the southwest corner of Ida Nason Aronica shall remain in position for a period of at least five (5) years to record N. Cora St. and the driveway into the school. Any alternative methods of monitoring shall be approved in writing by the City, which approval will not be unreasonably withheld.

b. Video recordings shall be kept by the District for a minimum of two weeks.

c. The City of Ellensburg may request video footage for randomly selected days to observe and/or verify if any queueing is occurring at the Ida Nason Aronica parking lot entrance. The City may also supplement the video recordings with random traffic monitoring visits. The District will provide copies of the recordings within forty-eight (48) hours of request by the City.

3. Queueing Standards

a. Consistent with the City's Public Works Development Standards, the District's "proposed use of property shall be arranged such that cars will not be queued across sidewalks or into roads" (hereinafter, "Queueing").

b. Vehicles stopped on Cora Street to allow passage of emergency or police vehicles or pedestrians are not considered Queueing vehicles.

4. Corrective Actions

a. If in review of video footage, Queueing of vehicles across the sidewalk and onto Cora Street, in violation of local codes (including the adopted Fire Code), is observed more than once per week on average over a three consecutive week period, then corrective actions shall be required by the District to resolve the issue (hereinafter, "Correction Actions").

b. Notwithstanding anything in this Agreement, Corrective Actions by the District will follow procedures in the Ellensburg City Code and will include City issuance of a notice of violation, an opportunity for the District to cure the violation or enter into a voluntary correction agreement, and a right to appeal before the hearing examiner, as provided in the code.

c. Corrective Actions may require construction or design of capital improvements include, but are not limited to, parking lot expansion, expansion of parent pickup lanes, or other physical improvements designed and constructed by the District to eliminate Queueing of vehicles onto N. Cora St. The City will allow up to 18 months for the District to design, permit, and construct such Corrective Actions, if required, subject to extensions due to delays outside the control of the District, including permitting and construction delays. Corrective Actions that require the District to adopt operational changes will not require additional traffic analysis.

d. Operational Corrective Actions include, but are not limited to, communications with parents, changes in pick-up/drop-off operations, and changes in school start/dismissal times. Operational Corrective Actions must result in compliance with the Queueing standards within ten (10) school days of implementation. Continuing violations of the Queueing standards following implementation of operational corrective actions will require construction or design changes per subsection (c), above.

e. The provisions governing Corrective Actions above are not exclusive and both the District and City maintain any and all other rights and remedies available under this Agreement and at law and in equity.

5. Helena Avenue and N. Cora St. future construction

a. The City of Ellensburg has secured funding and will complete the design of the extension of Helena Ave. along the northern boundary of the District's properties, as well as the design of the west half of N. Cora St. and the extension of N. Cora Street from the Palouse to Cascades Trail to Helena Ave. No design funds will be requested from the District for this design project phase.

b. The District agrees to not protest the formation of a future Local Improvement District (LID) for the construction of improvements outlined in subsection (a), above. However, the District may protest the amount and method of assessment, consistent with the requirements of state law, including Chapter 35.44 RCW.

6. Final Certificate of Occupancy. The City will issue the final Certificate of Occupancy for Ida Nason within five (5) business days after notification from the City that it has verified the District and/or its contractors have submitted the portal list and their request for a certificate of occupancy and completed the punch list of outstanding items for Ida Nason Aronica to the City's satisfaction. Issuance of the final Certificate of Occupancy will not relieve the District of its continuing obligation to comply with the City's Queuing standards as set forth in this Agreement.

7. General Terms.

a. Complete Agreement; Modification. This Agreement contains the entire agreement of the Parties, and this Agreement may only be modified in writing following approval of the City Council and the District's School Board.

b. Additional Acts. To the extent required and authorized by law, the District and the City commit to take whatever additional acts that may be reasonably required to achieve the purposes of this Agreement.

c. Neutral Authorship. Each provision of this Agreement has been reviewed and negotiated, and represents the combined work product, of both the District and the City. No presumption or other rules of construction that would interpret the provisions of this Agreement in favor of or against the District or the City shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement.

d. Notices. All notices or other communications shall be deemed sufficient hereunder if made in writing and delivered both by electronic mail and by first-class mail, postage prepaid, to each Party at its respective address set forth below, or such other address as such Party may hereafter designate to the others in writing:

To District:

Jinger Haberer, Superintendent
1300 E. 3rd Avenue
Ellensburg, WA 98926-3576
Email: jinger.haberer@esd401.org

To City:

Heidi Behrends Cerniwey, City Manager
501 N. Anderson Street
Ellensburg, Washington 98926
Email: cerniweyh@ci.ellensburg.wa.us

e. Compliance with Law. The Parties shall comply with all applicable federal and state laws and regulations. Nothing in this Agreement shall be construed to limit or alter the underlying statutory authority or the responsibilities of City or District.

f. No Third Parties. This Agreement is solely for the benefit of the Parties hereto and no third party shall be entitled to claim or enforce any rights hereunder.

g. Governing Law and Venue. This Agreement shall be interpreted and construed under the provisions of the laws of the State of Washington. Except as otherwise required by applicable law, any legal action under this Agreement shall be brought in Kittitas County Superior Court.

h. Non-Waiver. The waiver by any Party of any breach of any term, covenant, or condition of this Agreement shall not be deemed a waiver of such term, covenant, or condition or any subsequent breach of the same or any other term, covenant, or condition of this Agreement.

i. Termination. This Agreement may be terminated upon the written agreement of the Parties upon such terms as shall be mutually agreed to by them.

j. Execution. The representative of each Party represents and warrants that the representative is duly authorized to execute this Agreement for the Party, and this Agreement is binding on the Party. This Agreement may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above.

[Remainder of page left intentionally blank]

ELLENSBURG SCHOOL DISTRICT #401 CITY OF ELLENSBURG

Jinger Haberer, Superintendent

Nancy Lillquist, Mayor

Approved as to form:
Attorney for District

Attest: _____
City Clerk

Approved as to form: City Attorney

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

8/30/22
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 **6th DAY OF SEPTEMBER 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	158695	TO	158915	\$ 1,139,451.01
EFT #'s	5685	TO	5723	\$ 1,967,566.71

Payroll Fund				Total Amounts
Check #'s	95787	TO	95790	\$ 4,707.74
Direct Deposits	69255	TO	69476	\$ 418,836.05

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: September 6, 2022

Item Title/Agenda Subject: City Council Position 4 Applications and Introductions

Submitted by: Heidi Behrends Cerniwey City Manager Department

Recommended Action or Motion: Conduct initial introductions of applicants for consideration of appointment.

Background/Summary: With the resignation of Councilmember Bruce Tabb from Council Position 4, the Ellensburg City Council must appoint a City resident to complete the term which expires December 31, 2023.

Previous Council Action: Staff advertised the vacancy on the City's website, social media, and in the Daily Record. Qualifications include being a registered voter of the City of Ellensburg and a resident of the City for at least one year prior to the appointment.

Five (5) applications were received prior to the August 26, 2022 deadline. One applicant withdrew prior to the publication of the agenda. The four applicants have been invited to attend the September 6, 2022 regular City Council meeting for introductions. Copies of the applications and interview process are attached. A special meeting has been scheduled for Monday, September 12, 2022 at 6:00 p.m. to conduct interviews of applicants. Candidates have been asked to submit a written response to one question by 5:00 p.m. on September 6, 2022. Interview questions have been provided to the applicants in advance.

Applicants for City Council Position 4 are as follows:

- Kathleen Bartholomew
- Sarah Beauchamp
- Henry D. Johnston
- David Rolfe

Analysis: N/A

Financial Impact: N/A

Attachments:

[Kathleen Bartholomew Application](#)

[Sarah Beauchamp Application](#)

[Henry Johnston Application](#)

[David Rolfe Application](#)

[Council Appointment Process 2022 - Position 4](#)

Laurie Gigstead

From: noreply@civicplus.com
Sent: Tuesday, August 16, 2022 10:50 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment to City Council

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 to City Council

Application for Appointment to Ellensburg City Council

Name of Applicant:	Kathleen Bartholomew
Address:	308 S. Ruby St.
City:	Ellensburg
State:	WA
Zip:	98926
Phone Number:	2063562599
Email Address:	kathleenbart@msn.com
Length of Residence in Ellensburg:	2 years 10 months
Background you bring to this position:	I am a Registered Nurse and Nurse Leader with a Master's Degree, author of 3 books, and top health care culture expert in the U.S. most recently quoted in the Wall Street Journal; author of several Op Ed's and letters to the editor for the Seattle Times, mother of five and grandmother of six.
Please list any organizations you are affiliated with:	Not for profit: Nurses Transforming Health Care, American Nurses Association
Why are you seeking this appointment?	Because I have been asked twice by citizens to apply; because I have a wide lens and a perspective that uplifts humanity; because I am concerned about the city where my grandchildren live and am recognized for being able to find the common denominator in group settings and have been a leader in my profession for twenty years.

Will you be able to attend
meetings regularly if
appointed? Yes

Please attach a current
resume or list of related
experience. [Resume 2021.docx](#)

I understand that to be eligible for appointment to the Ellensburg City Council I must
(1) be a registered voter of the City of Ellensburg at the time of filing this application
for Council appointment, and (2) be a resident of the City for at least (1) year
preceding the date of appointment.

Electronic Signature Kathleen Bartholomew

Date 8/16/2022

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

Kathleen Bartholomew, RN, MN

308 S. Ruby Street
Ellensburg, WA 98926

206-356-2599

Kathleenbart@msn.com

Education: University of Washington, Seattle, WA
Masters in Nursing, June, 2005

Rockingham Community College, Wentworth, NC
Associate Degree in Nursing, May 1994

West Chester University, West Chester, PA
Bachelor of Science in Liberal Arts, August 1991

Experience: December 2014 – March 2020
Senior Associate at HRS Consulting providing training, education, and consulting services to federal healthcare facilities to improve their culture and reliability.

December 2005 – present
National and international public speaker providing senior leadership, manager, staff and faculty in-services, and nurse leadership training for numerous hospitals and colleges; keynote for first academic conference on hostility in United States, National Leadership Conference and National Student Nurses Association. Maintained staff nurse per diem position on surgical unit at Swedish Medical Center until 1/09. Areas of expertise: power, relationships, leadership and culture of healthcare. Guest Op Ed Writer for Seattle Times.

December 2005- June 2007 – Convergent Knowledge Solutions
Consultant to hospitals and ambulatory surgery centers teaching various aspects of applied patient safety: crew resource management, team work/communication, hand-offs and checklists. Expert translator of high reliability organization philosophy and tactics to medicine.

February 2000- December 2007
Manager, Orthopedics and Spine - Swedish Medical Center, Seattle, WA
Managed a staff of eighty-five employees. Responsibilities included recruitment and retention, staff education, staffing, scheduling, and disciplinary actions. Full responsibility for daily operation of 57 bed unit/12,000 patient days. Recognized for high patient, physician and staff satisfaction scores. Worked directly with COO and physicians to plan and design a free-standing Orthopedic Specialty Hospital.

October 1998 – February 2000

Unit Supervisor, Orthopedics: Swedish Medical Center, Seattle, WA
Worked directly with manager to oversee activities of busy 29 bed Orthopedic unit.

Responsible for scheduling, competencies, and providing expert clinical advice for difficult cases as well as daily operations of two units.

1996 – 2000

Neurology Staff RN, Swedish Hospital Medical Center, Seattle
Initially worked as a per-diem nurse through-out the hospital before accepting a position in Neurology with a dynamic team of doctors, nurses and social workers. Recognized for astute clinical skills, integrating patient's emotional and psychological needs into the plan of care and patient advocacy.

Sept.,1996 – March 1997

Supervisor: Wesley Long Nursing and Rehabilitation Center, NC
Managed a staff of 16 to provide nursing services for 140 geriatric patients in accordance with Medicare guidelines. Acted as a liaison for physicians, family members, and upper management.

Publications:

Bartholomew, K. (2021) By design: aligning structure with values to impact outcomes. International Journal of Public Health, <https://openaccesspub.org/jphi/article/1725>

Burroughs, J. (2018) Essential Operational Components for High Performing Healthcare Enterprises. Healthcare Administration Press, Contributing chapter author." The Evolving Role of the Nurse". Winner, book of the year by the American College of Healthcare Executives

Bartholomew, K. (2018) Not so smart: how cell phone use hurts our patients and our profession. American Journal of Nursing, June.

Bartholomew, K. (2017) Bullying and Medical Errors and MD vs RN: The Patient Always Loses. The Physician Report, Summer. A Physicians Insurance Publication

Bartholomew, K, Griffin, M, Robins, A. (2016) The Dauntless Nurse: Communication Confidence Builder. Amazon

Bartholomew, K. (2014) Ending Nurse to Nurse Hostility, second edition text, HCPro, Marblehead MA.

Bartholomew, K., Burroughs, J. (2014) New ways for physicians and nurses to work together. Physician Executive Journal, Vol. 40. Issue #3

- Bartholomew, K. (2013) Hold high the lantern: illuminating culture, power and perception. *Beginnings*. 2013 Aug;33(4):14-7
- Bartholomew, K. (2014) Horizontal hostility: how it affects your patients. *OR Connection*, June, 2014
- Bartholomew, K. (2013) Saving Bonnie, *JAMA Intern Med*. 2014 Jan;174(1):13.
- Charney, W., Bartholomew, K. et al. *Epidemic of Medical Errors and Hospital-Acquired Infections Systemic And Social Causes*. (2012) CRC Press.
- Bartholomew, K, Nance, J. (2012) *Charting the Course:How to Launch a St. Michael's Class Hospital*. Second River Press, MT
- Bartholomew, K. (2012) The Grey Zone. *OR Connection*, May
- Bartholomew, K., Bujak, J. (2011) Transforming physician-nurse relationships. *Healthc Exec*. 2011 Jul-Aug;26(4):56, 58-9
- Bartholomew, K. (2010) A failure to rescue ourselves, *AJN*, Nov.
- Bartholomew, K., Nance, J. (2009) The Silent Treatment. *OR Connection*, Vol. 4, Issue 2
- Bartholomew, K. (2009) Breaking our cultural chains. *OR Connection*, to be published 12/15/09
- Bartholomew, K. (2008) Lateral violence: Why it's serious and what OR Managers can do. *OR Manager*; December
- Bartholomew, K., Cohen, S. (2008). *Our Image, Our Choice; perspectives on shaping, empowering, and elevating the nursing profession*. HCPPro, Marblehead, MA
- Bartholomew, K. *Managing RN/RN and RN/MD Conflict in the ICU: Productive ways of communicating*. *ICU Management* 3: 2007
- Bartholomew, K. (2007). *Stressed out about communication skills*. HCPPro, Marblehead, MA.
- Bartholomew, K. (2005). *Speak your truth: proven strategies for effective nurse-physician communication*. HCPPro, Marblehead, MA
- Bartholomew, K. (March 2006). *Ending nurse to nurse hostility: why nurses eat their young and each other*. HCPPro, Marblehead, MA
- Manion, J. & Bartholomew, K. (2004) Community in the workplace. *Journal of Nursing Administration*, Vol. 34, No. 1

Bartholomew, K. & Curtis, K. (2004) High tech, high touch, why wait? Nursing Management, Sept.

Bartholomew, K. (2004) The working wounded. NeuroNewsletter 2005. Seattle, WA.

OPINION-EDITORIAL:

How the Sport of Politics Keeps Us Divided

<https://www.sanjuanjournal.com/opinion/how-the-sport-of-politics-keeps-us-divided-guest-column/>

Nurse's Role Undervalued

<https://www.seattletimes.com/opinion/dont-believe-greys-anatomy-or-er-nurses-role-underestimatedundervalued/>

The Culture of Health Care Secrecy Harms Patients

http://seattletimes.com/html/opinion/2019995667_kathleenbartholomewopedxml.html

Healthcare: A New Civil Rights Movement?

http://seattletimes.com/html/opinion/2016439515_guest08bartholomew.html

Students in Washington Schools Need Nurses

http://seattletimes.com/html/opinion/2021167450_kathleenbartholomewopedxml.html

Nurses Struggle against the Odds

<https://www.seattlepi.com/local/opinion/article/Nurses-struggle-against-the-odds-1236643.php>

Media:

The Wall Street Journal, "Can Hospitals Learn About Safety from Airlines?" Sept. 5 2021

Once a Nurse with Leanne Meier on Voice America, Feb. 2021

<https://cdn.voiceamerica.com/health/011707/meier020821.mp3>

TEDx Nursing Lessons for the World 2017

<https://m.youtube.com/watch?sns=em&v=Qh4HW3yx00w>

NPR, "The People's Pharmacy"

<http://www.peoplespharmacy.com/2014/07/05/952-why-is-flying-saferthan-health-care-developing-a-safety-culture-1/>

Awards:

Health Leaders Media: Top 20 Leaders changing healthcare in 2010

<http://www.healthleadersmedia.com/20people/>

The Truth About Nursing: “Nurses Advocating in the Media” Top Ten Awards.

<http://www.truthaboutnursing.org/press/awards/2011/awd.html>

The Truth About Nursing: “Best Media Depiction of Nursing” OpEd Piece, Seattle P I

http://seattlepi.nwsourc.com/opinion/314710_nurses08.html

Selected Presentations:

Veterans Administration Healthcare System 2016-2019

HCA West Florida Division, Leadership Presentation to 850 leaders

North Dakota Board of Nursing Retreat, July 2018

Northwest Organization of Nurse Executives, May, 2018

Nationwide Children’s, June, 2018 Leadership Retreat

Kaiser Mid-Atlantic Executive Team, June, 2018

Whidbey Naval Base Stand-Down, Jan 2017

Charlie Norwood Medical Center, VA, Augusta, 2017 4 months

Dartmouth – Hitchcock Medical Center, Workshop, May, 2017

Duke University, “The Dauntless Nurse” all day presentation

Emergency Room Nurses National Keynote, September, 2016

Duke University, March 2016

Registered Practical Nurses National Keynote, 2016

Georgia Hospital Association, Nurse Leaders 2015

Elsevier Keynote, 2015

Dartmouth-Hitchcock Medical Center, 2015

Covenant Health, CN 2015

Select Medical Keynote, 2015

Tennessee Hospital Association, 2014

Nebraska Hospital Association, 2014

S.E. Georgia Hospital Association, 2014

Duke University Patient Safety Day 2014

National Council of the State Boards of Nursing 2014

American College of Healthcare Executives, 2012, 13, 14

FOJP Physicians Insurance, 2014

Alberta Aim, 2014

Ontario Nurses Association Keynote, 2012

United States Military, Guest Speaker, Landstuhl, Germany, 2012

Sanford Health Year of the Nurse, 2012

McGill University School of Nursing, 2012

Maryland Healthcare Leaders, 2012

Press Ganey 2007, 2009

Critical Care Canada, 2012

Board Retreats: Wellmont, St. Francis, Sacramento; Valley Medical, Highline Hospital, Columbia Hospital, NY

VONE, CONE, IONE

Emergency Room Nurses Association Keynote

Critical Care Canada Keynote
U.S. Conference on Lateral Violence Keynote
Medical Surgical Nurses Association Keynote
Truth About Nursing, Keynote
Nursing Management Congress
Inova Health System
Student Nurses Association Keynote
Riverside Health System, VA
Columbia Memorial System, OH
Lee Memorial Health System, FL
CNO Roundtable
VHA System Leadership Retreat
Sigma Theta Tau International 2007, 2009

Laurie Gigstead

From: noreply@civicplus.com
Sent: Wednesday, August 24, 2022 10:13 AM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment to City Council

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 to City Council

Application for Appointment to Ellensburg City Council

Name of Applicant:	Sarah Beauchamp
Address:	1111 N Cora Street Apt. A
City:	Ellensburg
State:	Washington
Zip:	98926
Phone Number:	4253447173
Email Address:	sarahmayb@hotmail.com
Length of Residence in Ellensburg:	4 years
Background you bring to this position:	As a Business Owner with 25 years' experience in the Business Hospitality and Service Industry and nearly 4 years serving the Ellensburg and Kittitas Community, I am delighted to bring a diverse set of skills to the City Council.
Please list any organizations you are affiliated with:	Ellensburg Downtown Association Equity Committee Member Helen House Board Member Ellensburg Farmers Market Board Member Lodging Tax Advisory Committee
Why are you seeking this appointment?	I am seeking to be a part of Ellensburg City Council to bring a unique and fresh perspective to our downtown (and beyond). I hope to make a positive impact on areas/topics such as economic vitality/development, building the relationship between Ellensburg/downtown and CWU, revitalization of historic downtown, creating and enhancing a diverse and inclusive community and more.

Will you be able to attend
meetings regularly if
appointed? Yes

Please attach a current
resume or list of related
experience. [Sarah Beauchamp Resume.pdf](#)

I understand that to be eligible for appointment to the Ellensburg City Council I must
(1) be a registered voter of the City of Ellensburg at the time of filing this application
for Council appointment, and (2) be a resident of the City for at least (1) year
preceding the date of appointment.

Electronic Signature S. Beauchamp

Date 8/24/2022

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



Sarah Beauchamp

BUSINESS OWNER

119 E 4th AVE
Ellensburg, WA 98926

eburgmule1@gmail.com

www.themulecocktailbar.com

425-344-7173

EDUCATION

Everett Community College
Associates of Art and Science
Degree

SKILLS

Leadership

●●●●●●●●

Project Management

●●●●●●●●

Problem Solving

●●●●●●●●

Communication

●●●●●●●●

OBJECTIVE

As a Business Owner with 25 years' experience in the Business Hospitality and Service Industry and nearly 4 years serving the Ellensburg and Kittitas Community, I am delighted to be submitting my resume and application today to the City of Ellensburg, WA Government for the City Council Position 4.

WORK EXPERIENCE

BUSINESS OWNER

The Mule Cocktail Bar

2017 - Present

- Create business plans, arrange financials, hire staff, review sales, oversee daily activities, and identify new business opportunities.
- Lead and direct team members on effective methods, operations, and procedures
- Carefully interview, select, and train new employees
- Organize special events in the restaurant, including private parties, public events, and community partnership events
- Develop annual food and beverage marketing plan and strict budget to maximize profits
- Calculate appropriate food and beverage inventory and maintain close relationships with suppliers
- Promote a positive atmosphere and continue to go above and beyond to guarantee each customer receives exceptional service
- Meet and greet all customers and encourage feedback that is used to instill positive change

COMMUNITY INVOLVEMENT

- Ellensburg Downtown Association Equity Committee Member
- 2019 and 2021 Official Sponsor of Ellensburg Downtown Associations Girl's Night Out Events
- Donated meals during pandemic to Ellensburg Police Department, Fire Department, State Patrol, Emergency Staff at KVH
- Awarded 2020 'Best New Business'
- Work with Ellensburg Downtown Association on Hometown Holidays and promotional committee on community events
- Helen House Board Member
- Advocate for the LGBTQ+ Community including Helen House and CWU/Ellensburg Pride
- Ellensburg Farmers Market Board Member
- Lodging Tax Advisory Committee

Laurie Gigstead

From: noreply@civicplus.com
Sent: Wednesday, August 3, 2022 5:19 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment to City Council

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 to City Council

Application for Appointment to Ellensburg City Council

Name of Applicant:	Henry D. Johnston
Address:	301 E Third Avenue
City:	Ellensburg
State:	WA
Zip:	98926
Phone Number:	208-310-6676
Email Address:	henry@johnston-williams.com
Length of Residence in Ellensburg:	Almost 5 years
Background you bring to this position:	My resume speaks for itself in terms of my history in business management within the funeral industry realm. I deal in the realm of high/tense emotions on a daily basis and feel that I can bring a breadth of knowledge in terms of common sense in approaching problems, without getting caught up in the emotion of the arguments surrounding them. My husband and I live downtown Ellensburg above our business and have two sons. I want to make Ellensburg a better place to live for not only my family but for everyone who chooses to call Ellensburg home.
Please list any organizations you are affiliated with:	Board Member - Kittitas County Chamber of Commerce Board Member - Hospice Friends Board Member/Incoming President - Washington Cemetery, Crematory & Funeral Association

Member of the Academy of Professional Funeral Service Practice, holding the industry designation of CFSP since 2019.

Why are you seeking this appointment?

I bring a unique perspective to the position as a small business owner who is trying to make a living in Ellensburg and Washington State. I'm responsible for signing paychecks for my staff every two weeks and making sure that they'll clear the bank. I mention this because I believe that the local business community - those responsible for paying property taxes, state B&O taxes, state sales tax, city sales tax, use tax... the list goes on and on - are underrepresented on the current city council.

Will you be able to attend meetings regularly if appointed?

Yes

Please attach a current resume or list of related experience.

[Johnston, Henry - Resume.pdf](#)

I understand that to be eligible for appointment to the Ellensburg City Council I must (1) be a registered voter of the City of Ellensburg at the time of filing this application for Council appointment, and (2) be a resident of the City for at least (1) year preceding the date of appointment.

Electronic Signature

Henry D. Johnston

Date

8/3/2022

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

Henry D. Johnston, CFSP

301 E. Third Avenue – Ellensburg, Washington 98926
208-310-6676 henry@johnston-williams.com

Professional History

Johnston & Williams Funeral Homes and Crematory

07/2020 - Current

Ellensburg & Cle Elum, Washington

President & CEO - Funeral Director & Embalmer

Responsible for all aspects of daily operation of the funeral homes and care of remains the same as when serving as General Manager before becoming the owner. Additionally, responsible for daily/weekly/monthly/quarterly bookkeeping and accounting tasks including managing budgets, managing payroll/signing paychecks and other big picture related ownership related tasks such as company culture, vision and values. Identified and implemented the necessary requirements to earn NFDA's "Pursuit of Excellence" award in 2021.

Steward & Williams/Cascade Funeral Homes

11/2017 – 7/2020

Ellensburg & Cle Elum, Washington

General Manager - Funeral Director & Embalmer

Responsible for all aspects of daily operation of the funeral homes and care of remains including: removals, embalming, dressing and other preparation; meeting with client families and arranging all aspects of disposition including planning and the proper and professional execution of services including adherence to all FTC and state guidelines related to funeral service; general tasks including automotive care, building maintenance and other necessary tasks; merchandising including inventory, product selection and ordering and maintaining appropriate pricing. This position also has full P&L responsibility to ensure profitability of the firms as well as the supervision and management of a team of two full time employees and six part time employees.

Kramer Funeral Homes

07/2016 – 11/2017

Palouse & Tekoa, Washington

Interim Manager - Funeral Director & Embalmer

Responsible for many aspects of daily operations of the funeral home in Palouse substantially similar to those while working for Kimball/Bruning, with the addition of entering and preparing accounts payable/receivable and other administrative tasks. Managed the implementation of new concepts to the firm including tribute videos, customized memorial folders and live streaming/recording of services for out of town family members. Developed logo and brand recognition for the firms which included establishing a website and social media presence as well as modernizing the cremation arrangement processes and protocols. Identified and implemented the necessary requirements to earn NFDA's "Pursuit of Excellence" award for 2017 including very successful community outreach events that included a suicide prevention outreach event with our local community college, a holiday memorial service and a tour/discussion for our local hospice group.

Kimball Funeral Home

Bruning Funeral Home

05/2013 – 07/2016

Pullman, Washington

Colfax, Washington

Funeral Director & Embalmer Intern

Responsible for many aspects of daily operation of the funeral homes and care of remains including: removals, embalming, dressing and other preparation; meeting with client families and arranging all aspects of disposition including planning and the proper and professional execution of services including adherence to all FTC and state guidelines related to funeral service; general tasks including automotive care, building maintenance and other necessary tasks; merchandising including inventory, product selection and ordering and maintaining appropriate pricing; administrative tasks including permanent records/case file management, prep and other administrative duties as delegated. I also served as a commissioner for the Colfax Cemetery District and was the primary individual responsible for maintaining accurate cemetery records and completing property sales.

Wysup Chrysler Jeep Dodge RAM

07/2010 – 05/2013

Pullman, Washington

Customer Relations Manager

Responsibilities included reviewing daily sales and service records and making follow-up contact to ensure complete customer satisfaction; receiving and resolving customer complaints as they arose; ensuring strict adherence to Chrysler's facility and operational standards including quarterly dealer standards audits; maintained proper corporate messaging displays in the sales and service departments; departmental financial reviews with recommendations to improve efficiency/profitability; dealership OSHA safety compliance and

Laurie Gigstead

From: noreply@civicplus.com
Sent: Wednesday, August 3, 2022 2:07 PM
To: Laurie Gigstead
Subject: [Ext] Online Form Submittal: Application for Appointment to City Council

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 to City Council

Application for Appointment to Ellensburg City Council

Name of Applicant:	David Rolfe
Address:	2309 N. Spar Lane
City:	Ellensburg
State:	WA
Zip:	98926
Phone Number:	509-969-8393
Email Address:	david.rolfe@yahoo.com
Length of Residence in Ellensburg:	16 Years
Background you bring to this position:	My background is a combination of recreation management, community development, and education. Serving as a youth coordinator for two city municipalities in Washington, I learned not only how to serve youth, but the inner-workings of local government. I took this experience and used it as I worked for the Boy Scouts of America, as well as served as the Executive Director for Citizens for Safe Yakima Valley Communities, a non-profit organization primarily focused on gang and drug reduction in Yakima County. Both positions required me to manage volunteers and actively fund raise through giving campaigns and grant-writing. Lastly, I currently serve as Associate Professor of Sport Management at Central Washington University. I teach courses within sport and recreation management and maintain an active research agenda.

Please list any organizations you are affiliated with: Northwest Center for Sport
SWERVE (Community Bicycle non-profit in greater Tulsa, OK)
Washington Recreation and Parks Association
Global Sport Business Association
(Former Lion, Rotarian)

Why are you seeking this appointment? My biggest reason to apply to this post is a desire to serve my community. I believe that Ellensburg is an incredible City, and I want to see it thrive. I also believe that I have the skills and abilities to assist the City Council. With my background in municipal Recreation, non-profit administration, drug prevention, fundraising, and education, I believe that my diverse skill-set will supplement an already skilled City Council and cadre of City Employees.

Will you be able to attend meetings regularly if appointed? Yes

Please attach a current resume or list of related experience. [David T Rolfe Resume for City Council.docx](#)

I understand that to be eligible for appointment to the Ellensburg City Council I must (1) be a registered voter of the City of Ellensburg at the time of filing this application for Council appointment, and (2) be a resident of the City for at least (1) year preceding the date of appointment.

Electronic Signature David Rolfe

Date 8/3/2022

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

David T. Rolfe, Ed.D.

2309 N. Spar Lane
Ellensburg, WA 98926
david.rolfe@yahoo.com, 509-969-8393

Education

- 2013 - 2016 University of Arkansas Fayetteville, AR
- Ed.D. Recreation and Sport Management.
 - Dissertation: “Physically Strong, Mentally Awake, and Morally Straight: Boy Scouts of America as a Viable Prevention for Substance Use”.
- 2012 - 2013 University of Illinois at Urbana-Champaign Urbana, IL
- M.S. Recreation, Sport and Tourism.
- 2000 – 2005 Central Washington University Ellensburg, WA
- B.S. Recreation and Tourism Management; Minor in Music.

Academic Experience

2020 – Present Central Washington University, Ellensburg, WA
Associate Professor – Tenure achieved 2 years ahead of schedule

Teach undergraduate courses in Sport and Recreation Management with special focus on Community Recreation and Sport. Additionally, conduct original research and provide service to the University and community at-large.

2016 – 2020 Central Washington University, Ellensburg, WA
Assistant Professor

Teach undergraduate courses in Recreation, Sport, Tourism, and Event Management with special focus on Community Recreation and Sport. Additionally, conduct original research and provide service to the University and community at-large.

07/13 – 07/16 University of Arkansas, Fayetteville, AR
Graduate Teaching and Research Assistant

Teach undergraduate courses in Recreation and Sport. Assist faculty in academic research involving recreation, community development, and sport.

Funded Grants

- Federal Drug Free Communities Grant (2017) - \$625,000.00 – secondary author of DFC grant. Funding team member of Safe Yakima Youth Coalition.
- University of Arkansas Travel Grant (2016) \$1,100.00
- University of Arkansas Travel Grant (2014) \$1,100.00
- University of Arkansas Travel Grant (2013) \$1,100.00
- University of Arkansas Graduate Assistantship (2013-2016) Stipend + full tuition waiver
- Yakima Valley Community Foundation Grant (2012) \$105,000.00 written as Executive Director of Safe Yakima Valley
- Federal Drug Free Communities Grant (2011) - \$625,000.00 – secondary author of DFC grant. Assisted in the grant-writing while serving as Executive Director of Safe Yakima Valley
- “100 Jobs for 100 Kids” Youth Employment Program (2011-2013) – approximately \$25,000.00 written in program-specific, local grants each year as Executive Director of Safe Yakima Valley
- Bank of America – Community Development Grant (2011) \$5,000.00 written as Executive Director of Safe Yakima Valley.

Awards

- Outstanding Doctoral Student of the Year. (2015) University of Arkansas - Recreation and Sport program.
- Second place winner at *Abstract to Contract* University of Arkansas student research competition. **Rolfe, D.** & Moiseichik, M. (2014) Natural disasters and parks and recreation: Joplin and Moore stories. Fayetteville, Arkansas.
- National Chairman’s Award (2013). Community Anti-Drug Coalitions of America. Washington, D.C.
- “Southeast Yakima Make a Difference” Award (2013). Opportunities Industrialization Center of Washington. Yakima, Washington.

Professional Experience

05/14 – 08/14 Muskogee Parks and Recreation Muskogee, OK
Consultant

Worked with consulting team to review, evaluate, and make recommendations for the City of Muskogee, Oklahoma Parks and Recreation Department. Emphases included: facilities, risk management, personnel, and programming. All recommendations based on benchmarks set by the National Recreation and Parks Association.

02/11 – 06/13 Safe Yakima Valley, Yakima, WA
Executive Director

Led non-profit organization in coordinated and sustainable crime reduction, drug prevention, and community engagement programs. Recruited, managed, and led Board of Directors and staff. Prepared and oversaw budget and strategic plan. Supervised 12 volunteer “Action Teams”. Ensured sustainability and development through grant-writing, coordination of fundraising events, and donation solicitation. Implemented Office of National Drug Control Policy “Drug Free Communities” grant project focusing on youth substance abuse reduction. Intensive advocacy via television, print, radio, internet, and presentations to community groups. Administered programs which included: fundraising banquets, town hall meetings, strategic planning retreats, community cleanups, youth career fairs, and other community safety outreach events. While serving as Executive Director, Safe Yakima Valley won two awards: the Community Anti-Drug Coalitions of America “National Chairman’s Award”, and the Yakima regional “Make a Difference” award.

12/08 – 02/11 Boy Scouts of America, Yakima, WA
District Executive

Served the Yakima Region for the Boy Scouts of America. Trained and recruited adult volunteers, presented to various community groups, recruited youth membership, operated and managed summer resident camp, trained summer camp staff, fundraised, supervised advisory committee, developed program activities for youth, provided assistance and service to adult volunteer leaders, enforced BSA policies, and created promotional materials.

06/05 – 02/06 Longview Parks and Recreation Longview, WA
Recreation Coordinator

Developed recreational programming for youth aged 1-13 including large-scale community recreation events, family fun nights, arts, music, dance, and other enrichment activities. Coordinated and supervised after-school program at four elementary schools. Duties included: purchasing supplies,

coordinating special guests, and hiring, training, and supervision of staff. Special event planning and implementation.

10/04 – 05/05 Yakima Parks and Recreation Yakima, WA
AmeriCorps/After-School Coordinator

Coordinated AmeriCorps program through parks and recreation. Interviewed, trained, and supervised AmeriCorps crew members. Recruited and promoted youth programs. Coordinated two elementary after-school programs, as well as an evening program for at-risk middle school youth.

06/04 – 09/04 Yakima Parks and Recreation Yakima, WA
Recreation Intern

Managed hiring, training, and curriculum development for summer playground staff. Assisted in special summer events. Responsible for marketing and promotion of multiple programs. Led and coached several youth sports camps.

Volunteer Experience

2016 - 2019	Safe Yakima YOUTH, Funding Team Member
2012 - 2013	Yakima County Gang Commission, Ex Officio
2011 – 2013	Yakima Downtown Rotary Club, Member
2011 - 2013	Yakima Chamber of Commerce, Ex Officio
2010 - 2013	Yakima Lions Club, Board of Directors

Professional Affiliations

2016 – Present	Washington Recreation and Parks Association
2014 – Present	Global Sport Business Association
2019 – 2021	North American Society for Sports Management
2017 – 2019	Sport and Recreation Law Association
2017 – 2019	Society of Public Health Educators
2014 – 2016	World Leisure Organization
2013 - 2014	Arkansas Recreation and Parks Association
2011 – 2016	Community Anti-Drug Coalitions of America
2004 – 2019	National Parks and Recreation Association
2002 – 2006	Washington Recreation and Parks Association

Council Position No. 4 Process for Appointment

Post Council seat opening by July 22

Close applications by August 26

Application includes a written response to the following due by 5:00 pm on September 6, 2022:

- Question: What do you believe are the most important decisions that the Ellensburg City Council makes for the community? (Maximum length of 2 pages, single spaced)

Step 1: Tuesday, September 6 City Council Meeting – 7:00 p.m. Candidate Introductions

All candidates will be invited to introduce themselves at the public meeting:

- Please tell us about yourself and why you feel you are qualified to represent the Ellensburg community on City Council? (3 minutes)

Step 2: Interviews for Council Position 4, followed by Selection at a Special Meeting on Monday, September 12 at 6:00 p.m.

Each candidate will be presented with six questions. (Questions were provided in advance of the interview.)

- If there was one project or area of emphasis you would like to see the City focus on over the next 4 years, what would it be and why?
- What would you propose the City do to increase public engagement in decision-making (such as commenting on plans, projects, priorities, and policy changes)?
- What do you think that City government's role can or should be in promoting economic vitality?
- What do you think City government's role can or should be in addressing housing affordability?
- What do you think City government's role can or should be in building a safe and inclusive community? What is the role of the Diversity, Equity, and Inclusion Commission in achieving a safer and more inclusive community?
- The community is deeply divided about a hypothetical issue of importance to Ellensburg's future. Describe how you would go about deciding how to vote.
- Follow-up question(s) as time allows.

Public Comment: An opportunity for public comment will follow scheduled interviews.

Select Candidate and Appoint to Seat at Same Special Meeting on September 12

City Council will proceed with deliberation and procedures to select the individual for appointment to Council Position 4 in an open meeting.

Per RCW 42.30.110(1)(h), an executive session will be posted on the agenda, should Council find it necessary evaluate the qualifications of a candidate for appointment to the elective office. All interviews and final action appointing a candidate to elective office shall be in the meeting open to the public.

Semi-Annual Report to Ellensburg City Council

September 6, 2022



CENTERFUSE

Ellensburg Business Development
Ellensburg, WA

Public Development Authority

- Authorized by RCW. 35.21.730 and Chapter 1.62.16 of Ellensburg City Code
- Nonprofit IRS designated 501c6
- 9-member volunteer board and part-time Executive Director



Mission: Strategically recruit businesses, and connect them to resources so they can start, grow, and prosper

Strategic Goal: Recruit businesses who align with the Ellensburg community and raise the area's median income

WHO WE ARE

Our organizational history

Getting Started

Council ordinance to create EBDA 1993 under the name Phoenix Group/EDGKC. EBDA assumes incubator management in 1994 and hires a fulltime director in 1995. Secures CERB grant/loan to build the Airport building 1999

1990's

Contract Services

Kittitas County Chamber assumes both property management and board support. City owns Incubator Building free and clear

2000's

2010's

A New Chapter

Chamber contract ends 2017 and city hires PT manager. Updates to Bylaws and Charter. EBDA owns Airport Building free and clear. EBDA hosts Unwind event and rebrands as CenterFuse

2020's

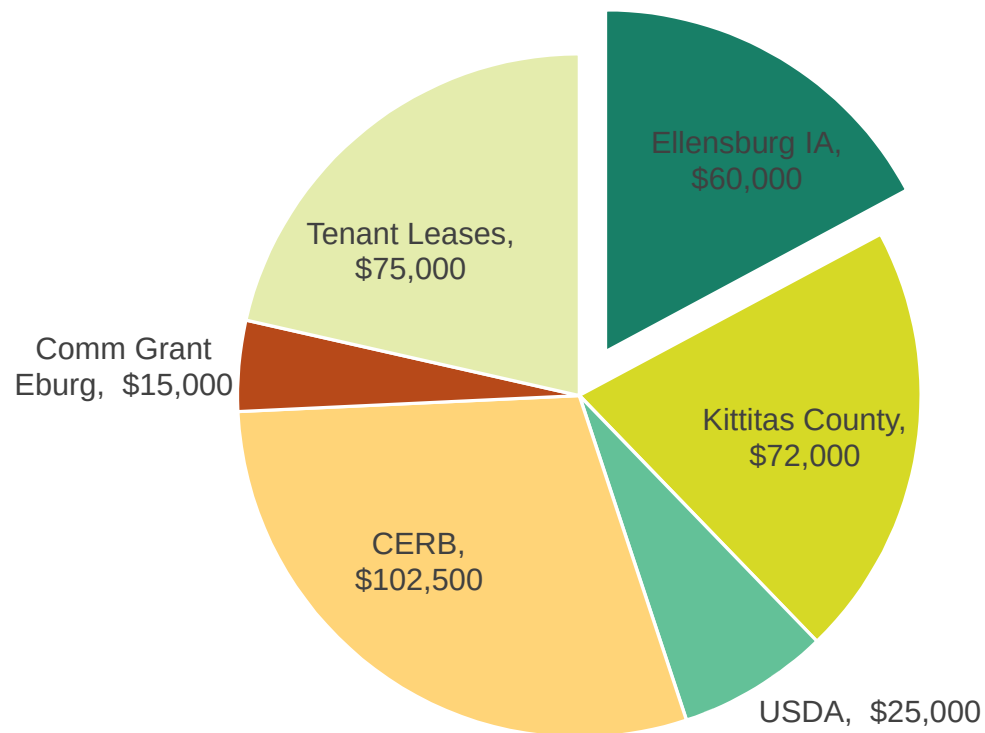
A brighter future

COVID-19 struck. CenterFuse hires a PT Executive Director. Board set strategies and workplans for 2021 and 2022, released a Broadband Feasibility Study, facilitated the sale of the Incubator Building, launched Start In Ellensburg website, secured external funding for priority work

WHO WE ARE

Organizational & Project Funding

2022 Revenue Streams



WHO WE ARE

2022 CenterFuse Officers

**Garrett
Poshusta,
Chair**

**Andreas
Bohman,
Vice Chair**

**R. Grant
Clark,
Treasurer**

**Del
Bankston,
Secretary**



WHO WE ARE

Economic Development



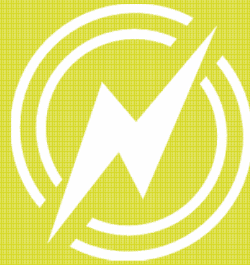
What is it?

Economic development is the intentional practice of improving a community's economic well-being and quality of life. It includes a broad-range of activities to attract, create, and retain jobs, and to foster a resilient, pro-growth tax base and an inclusive economy. The practice of economic development comprises of a collaborative effort involving industry, government and myriad community stakeholders.

Source: International Economic Development Council

WHAT WE DO

2022 Strategic Targets



Organizational effectiveness

Chart a path to create and sustain a high performing and effective board, staff with a supportive organizational construct and diversified funding streams

Build local capacity

Facilitate connections between public/private stakeholders that spark economic growth and reduce barriers to investment and development in Ellensburg

Market Ellensburg

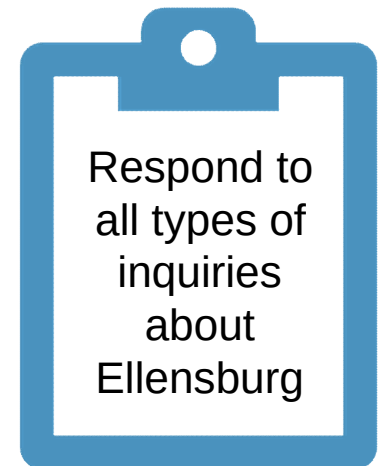
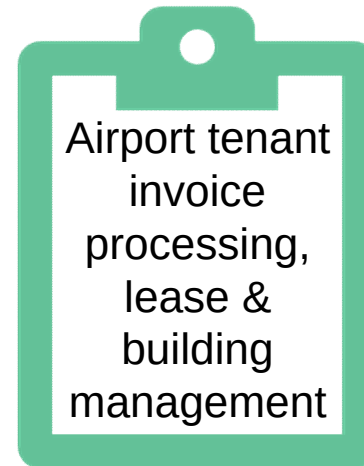
Increase awareness of CenterFuse and engagement with prospective and existing businesses, partners and Ellensburg residents

Recruit businesses

Support community values and the use of data to recruit businesses resulting in jobs that raise Ellensburg's median wage

WHAT WE DO

...and the day-to-day operations



Communications

Twice yearly
reports to
Council

Stop by our
office, email or
give us a call

Monthly
Board
Meetings

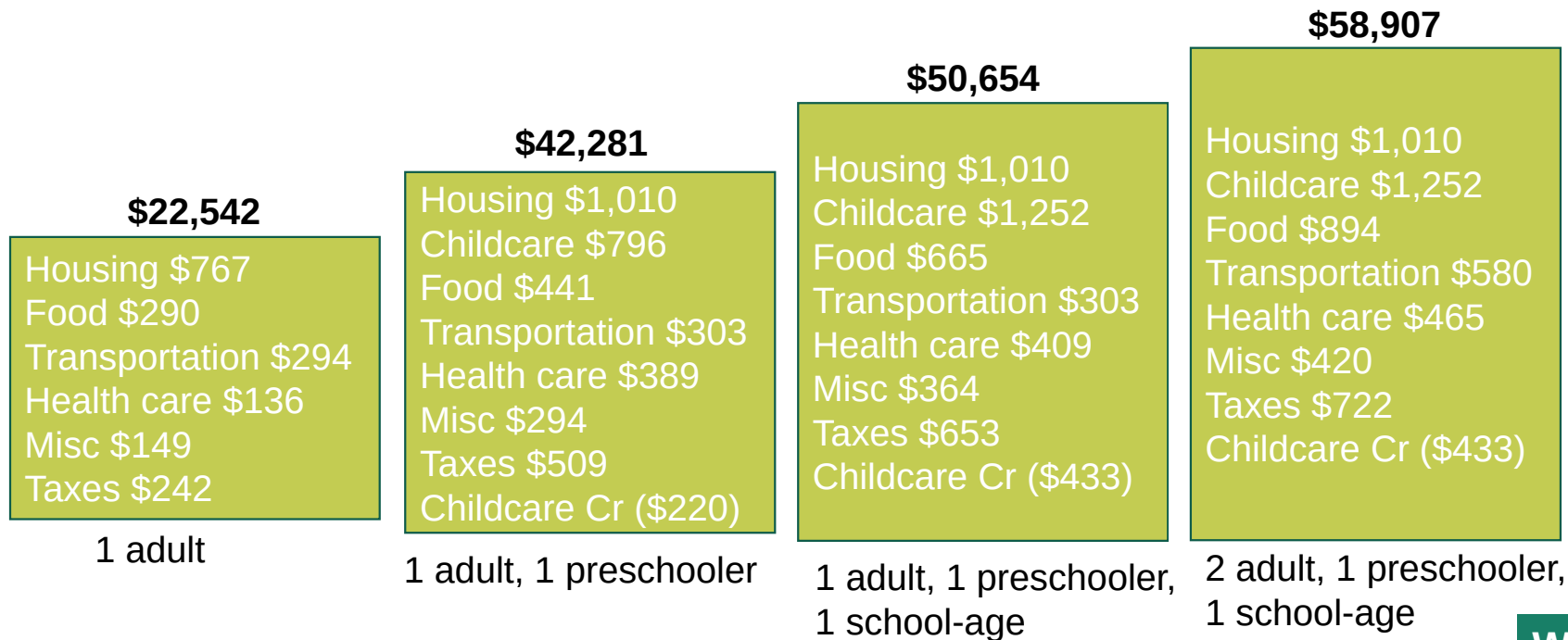
Council board
liaison

Visit our
websites.
Meeting
minutes
online



WHAT WE DO

Self-sufficiency: Income needed to meet basic needs

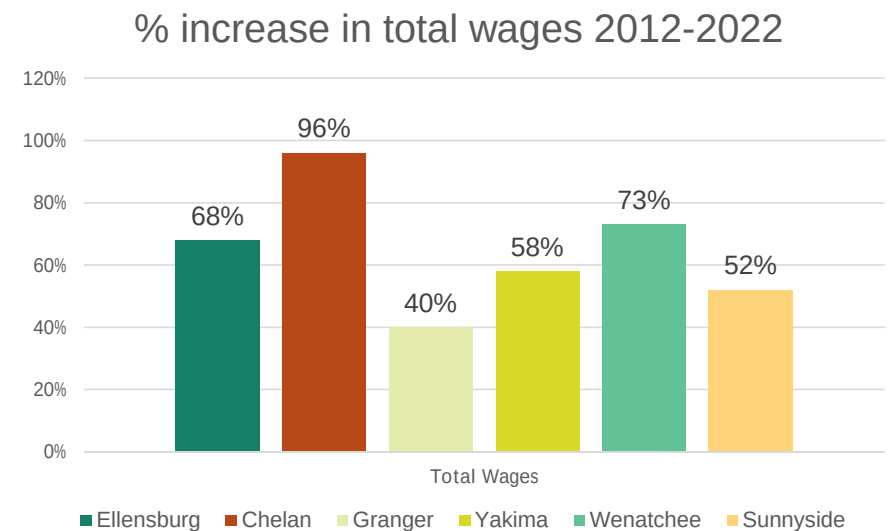
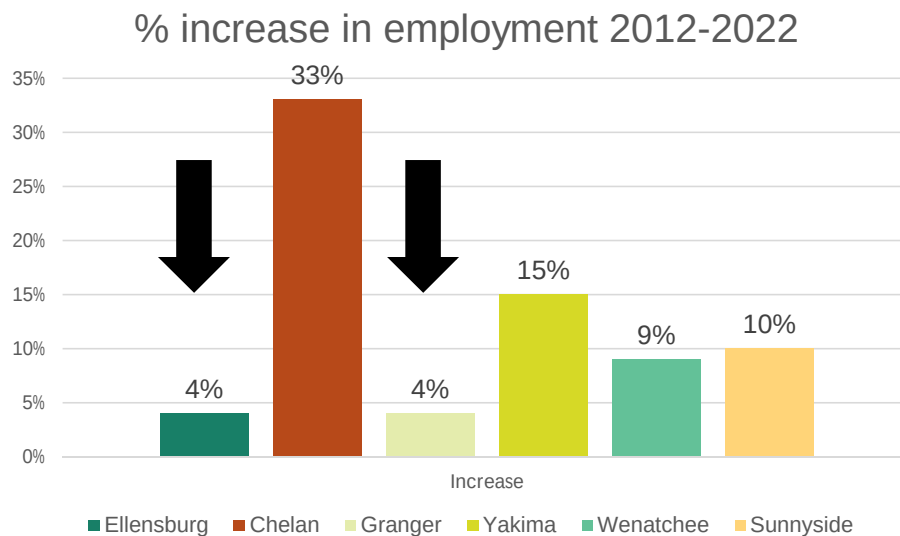


The self-sufficiency standard varies by family type

Source: www.selfsufficiencystandard.org

WHY IT MATTERS

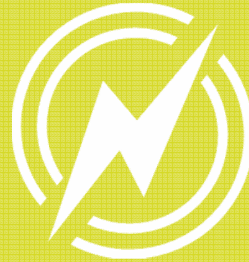
Job growth lower, total wages on par with peer communities



Source: JobsEQ

WHY IT MATTERS

Investment in Ellensburg



Priority Work funded through Partnerships



COMMUNITY BENEFIT...

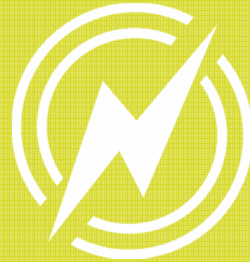
\$512,250

ROI

\$60,000

RESULTS & OUTCOMES

Increased Development Interest



CenterFuse delivers to businesses a concierge service

Noteworthy connections

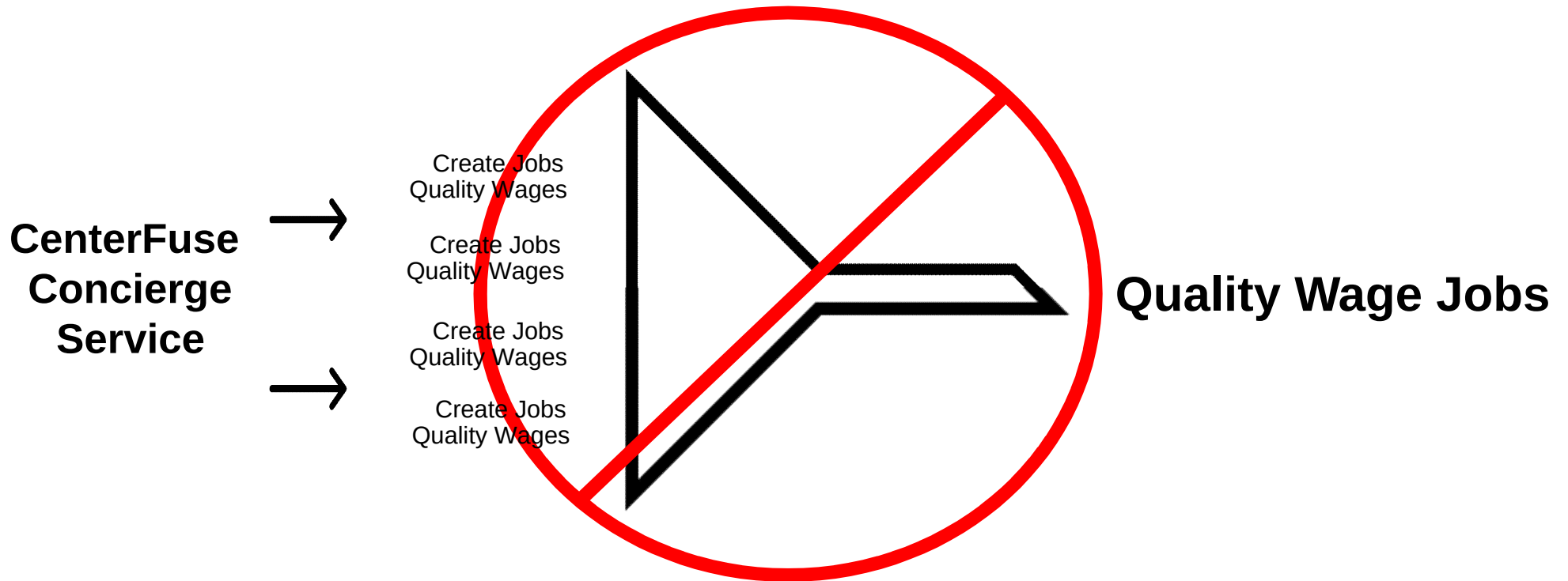
Solutions to

- **Start**
- **Grow**
- **Prosper**

- Hosted, facilitated developer directed meeting with potential large distribution center - 1,000,000+ SF, 240 new jobs and \$14 million annual wages
- County-Airport tenant 100 acres, 300,000 SF, 150 new jobs and \$8-10 million annual wages
- Broadband expansion to over 6,000 customers
- Small business co-location and expansion

RESULTS & OUTCOMES

Current Business Climate



Community Benefit...*improving the Ellensburg community's economic well-being and quality of life*



Desired Future Business Climate

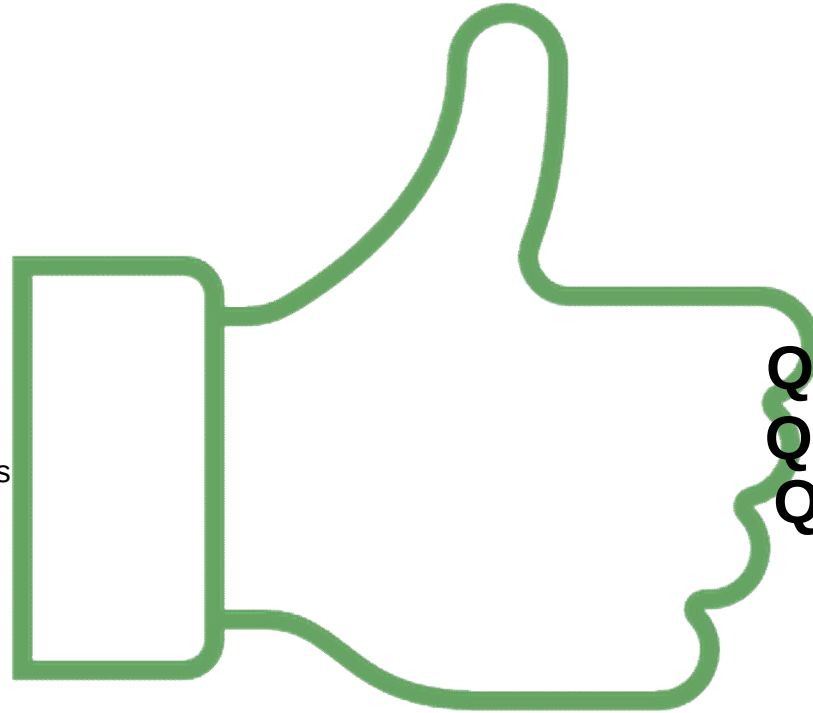
**CenterFuse
Concierge
Service**



Create Jobs



Quality Wages



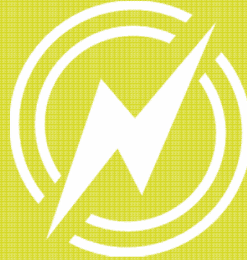
**Quality Wage Jobs
Quality Wage Jobs
Quality Wage Jobs**

Community Benefit...*improving the Ellensburg community's economic well-being and quality of life*

Increased property and sales tax revenue to the City



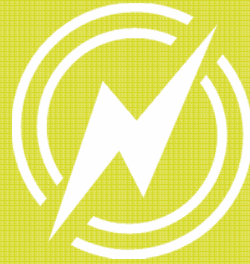
How do we get there?



...opportunities to do better

- **Cost of doing business**
- **Public information**
- **Reinvestment**

City Collaboration



Ignite new conversations

...to intentionally improve the Ellensburg community's economic well-being and quality of life

- Fully engage with CenterFuse in the update of the Comprehensive Plan Economic Development Chapter
- Pass a resolution to study and adjust city fees and incentives, and cost to developer of city infrastructure in comparison to peer communities every 3 years to ensure Ellensburg's competitive position in business recruitment
- Create/maintain an online tool (map) showing all permit activity
- Explore offering, as other jurisdictions do, a free pre-development conference and commit to no more than 30-days from application intake to building permit issuance
- Consider financially supporting recommendations contained in the consultant's staffing plan report for CenterFuse

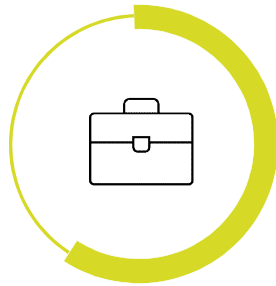
THE ASK

CenterFuse's Focus Continues to be...



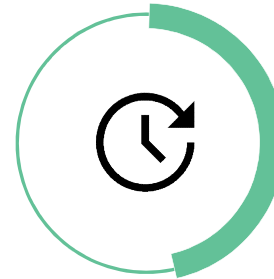
Business growth

Diversify and expand Ellensburg's business profile and ensure all know the importance why Ellensburg is THE place to start, grow and prosper



Quality job creation

Attract jobs that provide the income levels needed for employees and their families to meet their monthly expenses and savings plan



Long term lens

Think, plan, do, evaluate. Secure data to inform decisions and share Ellensburg's competitive position



Collaboration

Identify, build and sustain lasting relationships that are mutually beneficial for Ellensburg today and in the future

Thank you! Questions?



CenterFuse Board

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CITY COUNCIL AGENDA REPORT

City Council Meeting Date: September 6, 2022

Item Title/Agenda Subject: Ordinance 4895 (Second Reading) Regulating Camping on City Property

Submitted by: Terry Weiner City Attorney Department

Recommended Action or Motion: Conduct second reading and adoption of Ordinance 4895 to regulate camping on City-owned property.

Background/Summary: Ellensburg has experienced more impacts from the increasing issue of homelessness over the past several years. The causes of homelessness are complex and varied. City staff and the Ellensburg Police Department engage with community organizations and other local resources to connect those persons with appropriate services. In addition, the Kittitas County Ministerial Association has been operating a Cold Weather Overnight Shelter since 2014. The Cold Weather Shelter operates from approximately mid-November to mid-March, weather-dependent, but there is no emergency overnight shelter operating the remainder of the year (March through November) in the county.

As a consequence of the increase in homeless individuals within the City, homeless persons have been observed camping or squatting on park property, including Unity Park, Friendship Park and other park properties as well as other City-owned properties such as the Library. This has led to increased trash, debris and, at times, human waste being observed in these areas. Staff has also noted at least one individual using park restrooms as temporary housing, which precludes their use by the public as restrooms. And earlier this year one or more individuals were camping on the property currently leased by the City for use as the Community Garden.

Parks and other public property are intended for shared use by the public, and are not intended for use as habitation. Like many communities, Ellensburg seeks to further exercise its police powers to regulate these public areas within the constraints of the law. Although overnight camping in City

parks is prohibited by ECC 2.34.160(J), there is no other camping prohibition on other City property. Moreover, the recent case of *Martin v. Boise*, 920 F.3d 584 (9th Cir. 2019) limits the City's ability to criminally cite individuals for camping on public property if there is no (or limited) homeless shelter bed space available at the time enforcement is sought. However, the Court also recognized that cities could identify certain areas where no public camping could occur so long as there was not a total camping ban on all public property.

Previous Council Action:

Council held a study session on June 6, 2022 to discuss problems associated with the City's homeless population and camping on public property. At a joint study session held on December 9, 2021, the Kittitas County Board of County Commissions (BOCC) and City Council created an Ad Hoc Committee on Homelessness, with an update provided at their subsequent June 16, 2022 joint study session.

Council held first reading of Ordinance 4895 at its August 15, 2022 meeting.

Analysis:

Proposed Ordinance 4895 would prohibit camping and storage of personal property on all City-owned property. Removal of unauthorized encampments and personal property would require posted notice before removal, and storage of personal property for at least sixty (60) days. However, consistent with the *Boise* decision, enforcement of the ordinance is suspended if there is no available overnight shelter space available for the individual violating the ordinance. Nonetheless, and also consistent with the *Boise* decision, the ordinance would enforcement at certain locations, including City Hall, the Library, Unity Park, Friendship Park, and various Public Works & Utilities properties. In addition, the camping regulations could be fully enforced to the extent there is space available at the Cold Weather Shelter or other available shelter option. It is anticipated, however, that enforcement action will only be taken in cases where other criminal or unsafe activities are occurring until a year-round sleep center is established.

The proposal to support a year-round overnight sleep center has been proposed to Kittitas County, and the County's Homelessness and Affordable Housing Committee voted to support the proposal at its July 29, 2022 meeting. Staff

anticipates the proposal will be on the Board of County Commissioners' agenda for consideration in September. If the proposal moves forward with funding and construction, the City would be able to fully enforce the camping regulations for all City-owned property.

Financial Impact:

There is no direct fiscal impact resulting from the ordinance. Staff anticipates bringing forward a separate funding request for the overnight sleep center at a later date.

Attachments:

[4895 - Ordinance Regulating Camping on Public Property](#)

ORDINANCE NO. 4895

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO CAMPING AND CREATING A NEW CHAPTER TO THE ELLENSBURG CITY CODE ENTITLED “5.70 REGULATING PUBLIC CAMPING.”

WHEREAS, Article XI, section 11 of the Washington State Constitution authorizes the City to make and enforce in its limits all such local police, sanitary and other regulations as are not in conflict with general laws; and

WHEREAS, the City of Ellensburg is a non-charter optional code city as provided in Title 35A RCW and incorporated under the laws of the state of Washington; and

WHEREAS, the City of Ellensburg has a homeless population that lives in its public areas using makeshift and temporary shelters and tents; and

WHEREAS, the City of Ellensburg has experienced public health, safety, and welfare problems that are associated with the homeless population camping on City-owned property; and

WHEREAS, camping without adequate sanitation services, such as sewer, water, and garbage, presents a significant public health and safety concern due to increased risk of spread of disease and potential for citizens contracting illnesses; and

WHEREAS, public property is intended for, and should be, available to the public for its intended purposes, including daily City operations, park recreational use, pedestrian, bicycle and vehicular transportation, and other public uses; and

WHEREAS, the City Council recognizes the importance of working with outside and contracted agencies to create permanent overnight shelter space for the homeless population; and

WHEREAS, the City Council wishes to protect the public health, safety and welfare of its residents and visitors by identifying public areas and rights of way that are not suitable for overnight camping;

NOW, THEREFORE, the City Council of the City of Ellensburg, Washington do hereby ordain as follows:

Section 1. Findings. The City Council hereby finds that the recitals set forth above are hereby adopted as findings for this Ordinance and incorporated herein as such.

Section 2. A new chapter entitled “5.70 Regulating Public Camping” is hereby added to the Ellensburg City Code to read as follows:

Chapter 5.70 REGULATING PUBLIC CAMPING

Sections

- 5.70.010 Purpose.**
- 5.70.020 Definitions.**
- 5.70.030 Unlawful camping.**
- 5.70.040 Storage of personal property in public places.**
- 5.70.050 Removal of unauthorized encampments and individual camps.**
- 5.70.060 Penalty for violations.**
- 5.70.070 Enforcement suspended.**
- 5.70.080 No public duty created.**
- 5.70.090 Severability.**

5.70.010 Purpose.

It is the purpose of this chapter to prevent harm and to promote the public health, safety and general welfare and environment by keeping public streets, sidewalks, parks, and other city-owned and/or city-maintained public property and public rights-of-way within the city readily accessible to the public, and to prevent use of city-owned and/or city-maintained public property for camping purposes or storage of personal property which interferes with the rights of others to use the areas for the purposes for which they were intended.

5.70.020 Definitions.

The following definitions are applicable in this chapter unless the context otherwise requires:

“Camp” or “camping” means to pitch, erect, or occupy camp facilities, or to use camp paraphernalia or both, for the purpose of, or in such a way as will facilitate, taking up temporary residence overnight; or parking a camper, recreational vehicle, trailer, or other vehicle for the purpose of taking up temporary residence overnight.

“Camp facilities” include, but are not limited to, tents, huts, temporary shelters made of any material, campers, recreational vehicles, or trailers.

“Camp paraphernalia” includes but is not limited to tarpaulins, cots, beds, sleeping bags, hammocks and/or cooking facilities and similar equipment.

“City” means the city of Ellensburg.

“Contraband” means any item, material, or substance that is unlawful to produce or possess.

“Litter” shall have the same meaning as used in RCW 70A.200.030(6) and (11) as adopted or may be amended.

“Park or park facility” means any building, structure, equipment, sign, shelter, swimming pool, vegetation, playground, real property, or other physical property owned or controlled by the city for park purposes. Park or park facility includes all associated areas, including but not limited to parking lots for parks.

“Personal property” in addition to its common meaning, means an item that is:

1. Reasonably recognizable as belonging to a person;
2. In its present condition has apparent utility and/or value; and
3. Is not unsanitary.

“Right-of-way” shall have the same meaning as is stated in ECC 15.130.180.

“Solid waste” shall have the same meaning as used in RCW 70A.205.015(22) as currently enacted or may be amended.

“Store” means to put aside or accumulate for use when needed, to put for safekeeping, or to place or leave in a location.

“Trail” means a public path owned, operated, or maintained by the city for the primary purpose of walking, biking or other non-vehicular travel.

“Unauthorized encampment” means two or more camp facilities in an identifiable area which appear to be used for unlawful camping. For purposes of this chapter an identifiable area includes areas where the camp facilities are in sight of each other and/or areas where each camp facility is located within 300 feet of another camp facility.

“Vehicle” means the same as defined in RCW 46.04.670, as currently enacted or hereafter amended.

5.70.030 Unlawful camping.

A. It is unlawful for any person to camp, occupy camp facilities for purposes of habitation, or use camp paraphernalia in the following areas, except as otherwise provided by the Ellensburg City Code or where specifically designated:

1. Any street, alley, sidewalk or right-of-way;
2. Any trail, park, or park facility, except as authorized by the Parks & Recreation Director pursuant to ECC 2.34.160(J);
3. Any publicly owned parking lot or publicly owned area, improved or unimproved; or
4. Any other city-owned or city-maintained property.

B. It is unlawful for any person to occupy a vehicle for the purpose of camping while that vehicle is parked in the following areas, except as otherwise provided by ordinance or as permitted pursuant to ECC 2.34.160(J):

1. Any park;
2. Any street, alley or right-of-way; or
3. Any publicly owned or maintained parking lot or other publicly owned or maintained area, improved or unimproved.

5.70.040 Unlawful storage of personal property in public places.

A. It is unlawful for any person to store personal property, including camp facilities and camp paraphernalia, in the following city-owned and/or city-maintained areas, except as otherwise provided by the Ellensburg City Code:

1. Any right-of-way;
2. Any trail, park, or park facility;
3. Any publicly owned parking lot or publicly owned area, improved or unimproved; or
4. Any other city-owned or city-maintained property.

B. This section shall not apply to vehicles, including trailers, recreational vehicles, and campers, which are legally parked in rights-of-way, unless otherwise prohibited by law.

5.70.050 Removal of unauthorized encampments and individual camps.

A. The personal property, camping paraphernalia, camp facilities, and all other property, contraband, litter, and/or solid waste located at an unauthorized encampment may be removed subject to the following provisions:

1. Upon a determination by law enforcement or designated city personnel that an area constitutes an unauthorized encampment or that an individual is engaged in unlawful camping or storage of personal property in public places.
2. Property which presents an immediate and substantial risk of harm. If the unauthorized encampment, unlawful camping, or unlawful storage of personal property results in an immediate and significant risk of harm to any person or impedes pedestrian or vehicular traffic, then police, city staff and/or its contracted agent may immediately remove any personal property, camping paraphernalia, camp facilities, and all other property, contraband, litter, and solid waste, which shall be stored or disposed in the manner as set forth below in subsection (3)(b) below.
3. Except as stated in subsection (A)(2) above, prior to removing property from an unauthorized encampment or unlawful camp, or removing personal property unlawfully stored on city-owned or city-maintained public property, the following shall occur:
 - a. The city shall post at least a 48-hour advanced notice, which shall include the following:
 - i. The address or location of the unauthorized encampment, unlawful camping, or unlawful storage of personal property;
 - ii. A statement that camping or storage activity is prohibited by ECC 5.70.030 and/or 5.70.040;
 - iii. A statement that any individual continuing to use the area for unlawful camping or storage of personal property may be subject to criminal penalties pursuant to ECC 5.70.060;
 - iv. A statement that any personal property, camping paraphernalia, camp facilities, and all other property, contraband, litter, and solid waste remaining after the notice period is subject to removal and, as may be applicable, temporary storage by the city.
 - b. At the end of the 48-hour notice period, any personal property, camping paraphernalia, camp facilities, and all other property, contraband, litter, and solid waste may be removed by city personnel or agents thereof. Furthermore:

- i. Any personal property that is removed shall be stored by the city for at least sixty (60) days prior to being disposed of;
- ii. Notice of where personal property removed from the encampment may be claimed shall be posted at the location;
- iii. If the name and contact information for the owner of a particular item of personal property can reasonably be identified, the city shall attempt to contact the identified owner and provide notice that the item has been removed and how to claim the item;
- iv. Any contraband located at the area shall be seized and properly disposed or retained as evidence of criminal activity; and
- v. Any litter or solid waste found at the area shall be properly disposed of.

5.70.060 Penalty for violations.

Violation of any of the provisions of this chapter is a misdemeanor and shall be punished upon conviction of such violation by a fine of not more than \$1,000 or by confinement not to exceed 90 days, or by both such fine and confinement. Each and every day, or portion thereof, that the violation continues shall constitute a separate violation.

5.70.070 Enforcement suspended.

A. Except as otherwise provided in this section, there shall be no enforcement of criminal provisions of this chapter when there is no available overnight shelter space or beds available in homeless shelters located in the city. The space is considered available if the individual could not use the space due to voluntary actions such as intoxication, drug use or unruly behavior.

B. Notwithstanding subsection (A) above, all provisions of this chapter shall continue to apply to camping, storage of personal property, including camp facilities and camp paraphernalia, and unauthorized encampments at the following:

- 1. The following real property owned by the city:
 - a. The Ellensburg City Hall (Kittitas County parcel number 197433);
 - b. The City Library and Hal Holmes Community Center (Kittitas County parcel number 107033);
 - c. Unity Park (Kittitas County Parcel Number 146933) and Friendship Park (Kittitas County Parcel Number 066933);
 - d. The Public Works & Utility Department's Shop and Warehouse Facility (Kittitas County parcel numbers 326833 and 518633); and

e. The Wastewater Treatment Facility and associated property adjacent to or in proximity of the facility and/or the Yakima River (Kittitas County parcel numbers 168733, 188733, 178733, 228733, 698733, 598733, 028733, 258733, 17163).

2. Park facilities, including but not limited to all buildings, structures, equipment, shelters, swimming pools, water recreation facilities, playgrounds, bathrooms, courts or designated sports fields available for reservation; and

3. Public rights-of-way and city-owned real property within 30 feet of such rights-of-way.

C. Nothing in this chapter shall preclude enforcement of any other federal, state, or local laws, including enforcement of Chapter 2.34 ECC.

5.70.080 No public duty created.

A. It is expressly the purpose of this chapter to provide for and promote the health, safety, and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons or individual who will or should be especially protected or benefited by the terms of this chapter.

B. Nothing contained in this chapter is intended nor shall be construed to create or form the basis of any liability on the part of the city or its officers, employees, or agents for any injury or damage resulting from any action or inaction on the part of the city related in any manner to the enforcement of this chapter by its officers, employees, or agents.

5.70.090 Severability.

If any portion of this chapter, or its application to any person or circumstances, is held invalid, the validity of the chapter as a whole, or any other portion thereof, or the application of the provision to other persons or circumstances is not affected.

Section 2. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 3. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 6th day of September, 2022.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4895 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4895 was published as required by law.

BETH LEADER



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: September 6, 2022

Item Title/Agenda Subject: Ordinance 4896 (First Reading) Amending the Building Code Fees in Chapter 3.01 of the Ellensburg City Code and Adding a New Section to the Entitled "3.01.210 Fees - Additional Charges"

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: Conduct first reading of Ordinance 4896.

Background/Summary: The City of Ellensburg has adopted the International Building Codes, which includes the Uniform Building Code (UBC) and International Residential Code (IRC) under which permits are reviewed and issued. Permits require fees to cover the reviews and inspections conducted to verify compliance with the approved construction drawings. RCW 19.27.100 allows cities to impose fees to cover the cost of these services. In reviewing the adopted building permit fee table a discrepancy was discovered between the 1997 UBC fee table which most jurisdictions use and the adopted fee table in Section 3.01.180 of the Ellensburg City Code for the highest valuation projects. Staff has researched other comparable jurisdictions' fee tables and propose a reduction to the fee table to closer align with other jurisdictions and reflect charges incurred to do reviews and inspections.

In addition, construction commencing prior to permit issuance has been a problem in the past. The building code includes a section for the building official to establish a fee for work commencing before permit issuance, and this ordinance will establish that fee at twice the normal permit fee.

Previous Council Action: N/A.

Analysis: The 1997 Uniform Building Code provides a building permit fee table that most jurisdictions model their own permit fee table after. This is a valuation based permit schedule that sets permit fees based on a project value in ranges. The City of

Ellensburg building permit fee table is modeled after this 1997 UBC fee table structure. There is a discrepancy in the tables once it reaches projects valued at \$100,000 and up. The existing fee table only has two categories for projects over \$100,000 valuation and staff proposes adding a third category to appropriately charge for those projects. The biggest discrepancy is in projects over \$1 million in valuation the 1997 UBC table has a base fee for the first million and then \$3.15 per each additional \$1,000 or fraction thereof whereas the existing table in Chapter 3 has a base fee for the first \$500,000 plus \$11.00 for each \$1,000 or fraction thereof. Staff would propose to reduce those fractional fees as demonstrated in the proposed fee table.

Projects that commence construction prior to issuance of a permit pose potential safety issues. The International code for both residential and commercial projects have a provision for the building official to establish a fee in addition to the permit fee that can be charged for work that has commenced without a permit. Staff proposes this fee should be established as doubling the permit fee. The establishment of the fee will be codified in the code by adding a new section titled fees - additional charges. Establishing the fee in code will help to reduce the amount of repeat offenders that continue to start construction without a permit.

The Planning Commission considered the proposed amendments at their regular meeting on August 25, 2022 and recommended that Council consider the amendments as presented by staff.

Financial Impact:

The reduction of fees would have an impact on the General Fund reducing projected revenues for building projects valued at \$500,000 or more. The full effect is unknown as revenues are directly related to the amount of construction activity in any given year.

Attachments:

[Ordinance 4896](#)
[Fee Table Comparisons](#)

ORDINANCE NO.4896

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, RELATING TO CHAPTER 3.01 “BUILDING CODES”, AMENDING SECTION 3.01.180 AND ADDING A NEW SECTION TO THE ELLENSBURG CITY CODE ENTITLED “3.01.210 FEES – ADDITIONAL CHARGES”

WHEREAS, on March 22, 2018, the Governor approved Engrossed Second Substitute House Bill 1622, which increased the State Building Code Council (SBCC) building permit surcharge charged by the State of Washington to cities for building permits; and

WHEREAS, effective July 1, 2018 projects permitted under the International Residential Code (IRC) began incurring an SBCC \$6.50 surcharge for the first unit and \$2.00 for each additional unit; and

WHEREAS, projects permitted under the IBC (International Building Code) incur have a \$25.00 surcharge; and

WHEREAS, the Planning Commission at its August 25, 2022 meeting considered and recommended amendments to reduce the fees for projects valued over \$100,001; and

WHEREAS, a charging mechanism to double permit fees to those persons or businesses who commence construction prior to permit issuance by the City is in the best interests of the City and its residents; and

WHEREAS, the City Council of the City of Ellensburg hereby finds that it is in the best interest of the City and its residents to amend the fee schedule to reflect the increase in the SBCC surcharge and reduce the building fees for projects \$100,001 and up in valuation.

NOW, THEREFORE, the City Council of the City of Ellensburg, Washington do hereby ordain as follows:

Section 1. Section 3.01.180 of the Ellensburg City Code, as last amended by Section 3 of Ordinance 4643, is hereby amended to read as follows:

A. The schedule of fees for building permits shall be as follows:

Table of Building Permit Fees

\$ Value of Project	State Fee	Building Fee	Subtotal	Plan Check	Total
1 500	\$4.50	\$27.73	\$32.23	\$18.02	\$50.25

Table of Building Permit Fees

\$ Value of Project		State Fee	Building Fee	Subtotal	Plan Check	Total
501	600	\$4.50	\$31.33	\$35.83	\$20.36	\$56.19
601	700	\$4.50	\$34.93	\$39.43	\$22.70	\$62.13
701	800	\$4.50	\$38.53	\$43.03	\$25.04	\$68.07
801	900	\$4.50	\$42.13	\$46.63	\$27.38	\$74.01
901	1,000	\$4.50	\$45.73	\$50.23	\$29.72	\$79.95
1,001	1,100	\$4.50	\$49.32	\$53.82	\$32.06	\$85.88
1,101	1,200	\$4.50	\$52.92	\$57.42	\$34.40	\$91.82
1,201	1,300	\$4.50	\$56.52	\$61.02	\$36.74	\$97.76
1,301	1,400	\$4.50	\$60.12	\$64.62	\$39.08	\$103.70
1,401	1,500	\$4.50	\$63.72	\$68.22	\$41.42	\$109.64
1,501	1,600	\$4.50	\$67.32	\$71.82	\$43.76	\$115.58
1,601	1,700	\$4.50	\$70.92	\$75.42	\$46.10	\$121.52
1,701	1,800	\$4.50	\$74.52	\$79.02	\$48.44	\$127.46
1,801	1,900	\$4.50	\$78.12	\$82.62	\$50.78	\$133.40
1,901	2,000	\$4.50	\$81.72	\$86.22	\$53.11	\$139.33
2,001	3,000	\$4.50	\$98.24	\$102.74	\$63.85	\$166.59
3,001	4,000	\$4.50	\$114.76	\$119.26	\$74.59	\$193.85

Table of Building Permit Fees

\$ Value of Project		State Fee	Building Fee	Subtotal	Plan Check	Total
4,001	5,000	\$4.50	\$131.28	\$135.78	\$85.33	\$221.11
5,001	6,000	\$4.50	\$147.80	\$152.30	\$96.07	\$248.37
6,001	7,000	\$4.50	\$164.32	\$168.82	\$106.80	\$275.62
7,001	8,000	\$4.50	\$180.84	\$185.34	\$117.54	\$302.88
8,001	9,000	\$4.50	\$197.36	\$201.86	\$128.28	\$330.14
9,001	10,000	\$4.50	\$213.88	\$218.38	\$139.02	\$357.40
10,001	11,000	\$4.50	\$230.40	\$234.90	\$149.76	\$384.66
11,001	12,000	\$4.50	\$246.92	\$251.42	\$160.49	\$411.91
12,001	13,000	\$4.50	\$263.44	\$267.94	\$171.23	\$439.17
13,001	14,000	\$4.50	\$279.96	\$284.46	\$181.97	\$466.43
14,001	15,000	\$4.50	\$296.48	\$300.98	\$192.71	\$493.69
15,001	16,000	\$4.50	\$313.00	\$317.50	\$203.45	\$520.95
16,001	17,000	\$4.50	\$329.52	\$334.02	\$214.18	\$548.20
17,001	18,000	\$4.50	\$346.04	\$350.54	\$224.92	\$575.46
18,001	19,000	\$4.50	\$362.56	\$367.06	\$235.66	\$602.72
19,001	20,000	\$4.50	\$379.08	\$383.58	\$246.40	\$629.98
20,001	21,000	\$4.50	\$395.60	\$400.10	\$257.14	\$657.24

Table of Building Permit Fees

\$ Value of Project		State Fee	Building Fee	Subtotal	Plan Check	Total
21,001	22,000	\$4.50	\$412.12	\$416.62	\$267.87	\$684.49
22,001	23,000	\$4.50	\$428.64	\$433.14	\$278.62	\$711.76
23,001	24,000	\$4.50	\$445.16	\$449.66	\$289.35	\$739.01
24,001	25,000	\$4.50	\$461.68	\$466.18	\$300.09	\$766.27
25,001	26,000	\$4.50	\$473.59	\$478.09	\$307.84	\$785.93
26,001	27,000	\$4.50	\$485.51	\$490.01	\$315.58	\$805.59
27,001	28,000	\$4.50	\$497.43	\$501.93	\$323.33	\$825.26
28,001	29,000	\$4.50	\$509.35	\$513.85	\$331.08	\$844.93
29,001	30,000	\$4.50	\$521.27	\$525.77	\$338.82	\$864.59
30,001	31,000	\$4.50	\$533.18	\$537.68	\$346.57	\$884.25
31,001	32,000	\$4.50	\$545.10	\$549.60	\$354.32	\$903.92
32,001	33,000	\$4.50	\$557.02	\$561.52	\$362.06	\$923.58
33,001	34,000	\$4.50	\$568.94	\$573.44	\$369.81	\$943.25
34,001	35,000	\$4.50	\$580.86	\$585.36	\$377.56	\$962.92
35,001	36,000	\$4.50	\$592.77	\$597.27	\$385.30	\$982.57
36,001	37,000	\$4.50	\$604.69	\$609.19	\$393.05	\$1,002.24
37,001	38,000	\$4.50	\$616.61	\$621.11	\$400.80	\$1,021.91

Table of Building Permit Fees

\$ Value of Project	State Fee	Building Fee	Subtotal	Plan Check	Total
38,001 39,000	\$4.50	\$628.53	\$633.03	\$408.54	\$1,041.57
39,001 40,000	\$4.50	\$640.45	\$644.95	\$416.29	\$1,061.24
40,001 41,000	\$4.50	\$652.36	\$656.86	\$424.04	\$1,080.90
41,001 42,000	\$4.50	\$664.28	\$668.78	\$431.78	\$1,100.56
42,001 43,000	\$4.50	\$676.20	\$680.70	\$439.53	\$1,120.23
43,001 44,000	\$4.50	\$688.12	\$692.62	\$447.28	\$1,139.90
44,001 45,000	\$4.50	\$700.04	\$704.54	\$455.02	\$1,159.56
45,001 46,000	\$4.50	\$711.95	\$716.45	\$462.77	\$1,179.22
46,001 47,000	\$4.50	\$723.87	\$728.37	\$470.52	\$1,198.89
47,001 48,000	\$4.50	\$735.79	\$740.29	\$478.26	\$1,218.55
48,001 49,000	\$4.50	\$747.71	\$752.21	\$486.01	\$1,238.22
49,001 50,000	\$4.50	\$759.63	\$764.13	\$493.76	\$1,257.89
50,001 51,000	\$4.50	\$767.89	\$772.39	\$499.13	\$1,271.52
51,001 52,000	\$4.50	\$776.15	\$780.65	\$504.49	\$1,285.14
52,001 53,000	\$4.50	\$784.41	\$788.91	\$509.86	\$1,298.77
53,001 54,000	\$4.50	\$792.67	\$797.17	\$515.23	\$1,312.40
54,001 55,000	\$4.50	\$800.93	\$805.43	\$520.60	\$1,326.03

Table of Building Permit Fees

\$ Value of Project	State Fee	Building Fee	Subtotal	Plan Check	Total
55,001 56,000	\$4.50	\$809.19	\$813.69	\$525.97	\$1,339.66
56,001 57,000	\$4.50	\$817.45	\$821.95	\$531.34	\$1,353.29
57,001 58,000	\$4.50	\$825.71	\$830.21	\$536.71	\$1,366.92
58,001 59,000	\$4.50	\$833.97	\$838.47	\$542.08	\$1,380.55
59,001 60,000	\$4.50	\$842.23	\$846.73	\$547.45	\$1,394.18
60,001 61,000	\$4.50	\$850.49	\$854.99	\$552.82	\$1,407.81
61,001 62,000	\$4.50	\$858.75	\$863.25	\$558.18	\$1,421.43
62,001 63,000	\$4.50	\$867.01	\$871.51	\$563.55	\$1,435.06
63,001 64,000	\$4.50	\$875.27	\$879.77	\$568.92	\$1,448.69
64,001 65,000	\$4.50	\$883.53	\$888.03	\$574.29	\$1,462.32
65,001 66,000	\$4.50	\$891.79	\$896.29	\$579.66	\$1,475.95
66,001 67,000	\$4.50	\$900.05	\$904.55	\$585.03	\$1,489.58
67,001 68,000	\$4.50	\$908.31	\$912.81	\$590.40	\$1,503.21
68,001 69,000	\$4.50	\$916.57	\$921.07	\$595.77	\$1,516.84
69,001 70,000	\$4.50	\$924.83	\$929.33	\$601.14	\$1,530.47
70,001 71,000	\$4.50	\$933.09	\$937.59	\$606.51	\$1,544.10
71,001 72,000	\$4.50	\$941.35	\$945.85	\$611.87	\$1,557.72

Table of Building Permit Fees

\$ Value of Project	State Fee	Building Fee	Subtotal	Plan Check	Total
72,001 73,000	\$4.50	\$949.61	\$954.11	\$617.24	\$1,571.35
73,001 74,000	\$4.50	\$957.87	\$962.37	\$622.61	\$1,584.98
74,001 75,000	\$4.50	\$966.13	\$970.63	\$627.98	\$1,598.61
75,001 76,000	\$4.50	\$974.39	\$978.89	\$633.35	\$1,612.24
76,001 77,000	\$4.50	\$982.65	\$987.15	\$638.72	\$1,625.87
77,001 78,000	\$4.50	\$990.91	\$995.41	\$644.09	\$1,639.50
78,001 79,000	\$4.50	\$999.17	\$1,003.67	\$649.46	\$1,653.13
79,001 80,000	\$4.50	\$1,007.43	\$1,011.93	\$654.83	\$1,666.76
80,001 81,000	\$4.50	\$1,015.69	\$1,020.19	\$660.20	\$1,680.39
81,001 82,000	\$4.50	\$1,023.95	\$1,028.45	\$665.56	\$1,694.01
82,001 83,000	\$4.50	\$1,032.21	\$1,036.71	\$670.93	\$1,707.64
83,001 84,000	\$4.50	\$1,040.47	\$1,044.97	\$676.30	\$1,721.27
84,001 85,000	\$4.50	\$1,048.73	\$1,053.23	\$681.67	\$1,734.90
85,001 86,000	\$4.50	\$1,056.99	\$1,061.49	\$687.04	\$1,748.53
86,001 87,000	\$4.50	\$1,065.25	\$1,069.75	\$692.41	\$1,762.16
87,001 88,000	\$4.50	\$1,073.51	\$1,078.01	\$697.78	\$1,775.79
88,001 89,000	\$4.50	\$1,081.77	\$1,086.27	\$703.15	\$1,789.42

Table of Building Permit Fees

\$ Value of Project	State Fee	Building Fee	Subtotal	Plan Check	Total
89,001 90,000	\$4.50	\$1,090.03	\$1,094.53	\$708.52	\$1,803.05
90,001 91,000	\$4.50	\$1,098.29	\$1,102.79	\$713.89	\$1,816.68
91,001 92,000	\$4.50	\$1,106.55	\$1,111.05	\$719.25	\$1,830.30
92,001 93,000	\$4.50	\$1,114.81	\$1,119.31	\$724.62	\$1,843.93
93,001 94,000	\$4.50	\$1,123.07	\$1,127.57	\$729.99	\$1,857.56
94,001 95,000	\$4.50	\$1,131.33	\$1,135.83	\$735.36	\$1,871.19
95,001 96,000	\$4.50	\$1,139.59	\$1,144.09	\$740.73	\$1,884.82
96,001 97,000	\$4.50	\$1,147.85	\$1,152.35	\$746.10	\$1,898.45
97,001 98,000	\$4.50	\$1,156.11	\$1,160.61	\$751.47	\$1,912.08
98,001 99,000	\$4.50	\$1,164.37	\$1,168.87	\$756.84	\$1,925.71
99,001 100,000	\$4.50	\$1,172.63	\$1,177.13	\$762.21	\$1,939.34
100,001 500,000	\$1,172.63 for the first \$100,000 plus \$6.60 for each additional \$1,000 or fraction thereof to and including \$500,000; plan check fee shall be 65% of the building fee				
500,001 and up	\$5,822.00 for the first \$500,000 plus \$11.00 for each additional \$1,000 or fraction thereof; plan check fee shall be an additional 65% of the building fee				

Table of Building Permit Fees

<u>\$ Value of Project</u>		<u>State Fee</u>	<u>Building Fee</u>		<u>Plan Check</u>	
<u>1</u>	<u>500</u>	<u>SBCC Charge</u>	<u>\$27.73</u>		<u>\$18.02</u>	
<u>501</u>	<u>600</u>	<u>SBCC Charge</u>	<u>\$31.33</u>		<u>\$20.36</u>	
<u>601</u>	<u>700</u>	<u>SBCC Charge</u>	<u>\$34.93</u>		<u>\$22.70</u>	
<u>701</u>	<u>800</u>	<u>SBCC Charge</u>	<u>\$38.53</u>		<u>\$25.04</u>	
<u>801</u>	<u>900</u>	<u>SBCC Charge</u>	<u>\$42.13</u>		<u>\$27.38</u>	
<u>901</u>	<u>1,000</u>	<u>SBCC Charge</u>	<u>\$45.73</u>		<u>\$29.72</u>	
<u>1,001</u>	<u>1,100</u>	<u>SBCC Charge</u>	<u>\$49.32</u>		<u>\$32.06</u>	
<u>1,101</u>	<u>1,200</u>	<u>SBCC Charge</u>	<u>\$52.92</u>		<u>\$34.40</u>	
<u>1,201</u>	<u>1,300</u>	<u>SBCC Charge</u>	<u>\$56.52</u>		<u>\$36.74</u>	
<u>1,301</u>	<u>1,400</u>	<u>SBCC Charge</u>	<u>\$60.12</u>		<u>\$39.08</u>	
<u>1,401</u>	<u>1,500</u>	<u>SBCC Charge</u>	<u>\$63.72</u>		<u>\$41.42</u>	
<u>1,501</u>	<u>1,600</u>	<u>SBCC Charge</u>	<u>\$67.32</u>		<u>\$43.76</u>	
<u>1,601</u>	<u>1,700</u>	<u>SBCC Charge</u>	<u>\$70.92</u>		<u>\$46.10</u>	
<u>1,701</u>	<u>1,800</u>	<u>SBCC Charge</u>	<u>\$74.52</u>		<u>\$48.44</u>	
<u>1,801</u>	<u>1,900</u>	<u>SBCC Charge</u>	<u>\$78.12</u>		<u>\$50.78</u>	
<u>1,901</u>	<u>2,000</u>	<u>SBCC Charge</u>	<u>\$81.72</u>		<u>\$53.11</u>	
<u>2,001</u>	<u>3,000</u>	<u>SBCC Charge</u>	<u>\$98.24</u>		<u>\$63.85</u>	
<u>3,001</u>	<u>4,000</u>	<u>SBCC Charge</u>	<u>\$114.76</u>		<u>\$74.59</u>	

Table of Building Permit Fees

<u>\$ Value of Project</u>		<u>State Fee</u>	<u>Building Fee</u>		<u>Plan Check</u>	
<u>4,001</u>	<u>5,000</u>	<u>SBCC Charge</u>	<u>\$131.28</u>		<u>\$85.33</u>	
<u>5,001</u>	<u>6,000</u>	<u>SBCC Charge</u>	<u>\$147.80</u>		<u>\$96.07</u>	
<u>6,001</u>	<u>7,000</u>	<u>SBCC Charge</u>	<u>\$164.32</u>		<u>\$106.80</u>	
<u>7,001</u>	<u>8,000</u>	<u>SBCC Charge</u>	<u>\$180.84</u>		<u>\$117.54</u>	
<u>8,001</u>	<u>9,000</u>	<u>SBCC Charge</u>	<u>\$197.36</u>		<u>\$128.28</u>	
<u>9,001</u>	<u>10,000</u>	<u>SBCC Charge</u>	<u>\$213.88</u>		<u>\$139.02</u>	
<u>10,001</u>	<u>11,000</u>	<u>SBCC Charge</u>	<u>\$230.40</u>		<u>\$149.76</u>	
<u>11,001</u>	<u>12,000</u>	<u>SBCC Charge</u>	<u>\$246.92</u>		<u>\$160.49</u>	
<u>12,001</u>	<u>13,000</u>	<u>SBCC Charge</u>	<u>\$263.44</u>		<u>\$171.23</u>	
<u>13,001</u>	<u>14,000</u>	<u>SBCC Charge</u>	<u>\$279.96</u>		<u>\$181.97</u>	
<u>14,001</u>	<u>15,000</u>	<u>SBCC Charge</u>	<u>\$296.48</u>		<u>\$192.71</u>	
<u>15,001</u>	<u>16,000</u>	<u>SBCC Charge</u>	<u>\$313.00</u>		<u>\$203.45</u>	
<u>16,001</u>	<u>17,000</u>	<u>SBCC Charge</u>	<u>\$329.52</u>		<u>\$214.18</u>	
<u>17,001</u>	<u>18,000</u>	<u>SBCC Charge</u>	<u>\$346.04</u>		<u>\$224.92</u>	
<u>18,001</u>	<u>19,000</u>	<u>SBCC Charge</u>	<u>\$362.56</u>		<u>\$235.66</u>	
<u>19,001</u>	<u>20,000</u>	<u>SBCC Charge</u>	<u>\$379.08</u>		<u>\$246.40</u>	
<u>20,001</u>	<u>21,000</u>	<u>SBCC Charge</u>	<u>\$395.60</u>		<u>\$257.14</u>	
<u>21,001</u>	<u>22,000</u>	<u>SBCC Charge</u>	<u>\$412.12</u>		<u>\$267.87</u>	

Table of Building Permit Fees

<u>\$ Value of Project</u>	<u>State Fee</u>	<u>Building Fee</u>		<u>Plan Check</u>	
<u>22,001</u> <u>23,000</u>	<u>SBCC Charge</u>	<u>\$428.64</u>		<u>\$278.62</u>	
<u>23,001</u> <u>24,000</u>	<u>SBCC Charge</u>	<u>\$445.16</u>		<u>\$289.35</u>	
<u>24,001</u> <u>25,000</u>	<u>SBCC Charge</u>	<u>\$461.68</u>		<u>\$300.09</u>	
<u>25,001</u> <u>26,000</u>	<u>SBCC Charge</u>	<u>\$473.59</u>		<u>\$307.84</u>	
<u>26,001</u> <u>27,000</u>	<u>SBCC Charge</u>	<u>\$485.51</u>		<u>\$315.58</u>	
<u>27,001</u> <u>28,000</u>	<u>SBCC Charge</u>	<u>\$497.43</u>		<u>\$323.33</u>	
<u>28,001</u> <u>29,000</u>	<u>SBCC Charge</u>	<u>\$509.35</u>		<u>\$331.08</u>	
<u>29,001</u> <u>30,000</u>	<u>SBCC Charge</u>	<u>\$521.27</u>		<u>\$338.82</u>	
<u>30,001</u> <u>31,000</u>	<u>SBCC Charge</u>	<u>\$533.18</u>		<u>\$346.57</u>	
<u>31,001</u> <u>32,000</u>	<u>SBCC Charge</u>	<u>\$545.10</u>		<u>\$354.32</u>	
<u>32,001</u> <u>33,000</u>	<u>SBCC Charge</u>	<u>\$557.02</u>		<u>\$362.06</u>	
<u>33,001</u> <u>34,000</u>	<u>SBCC Charge</u>	<u>\$568.94</u>		<u>\$369.81</u>	
<u>34,001</u> <u>35,000</u>	<u>SBCC Charge</u>	<u>\$580.86</u>		<u>\$377.56</u>	
<u>35,001</u> <u>36,000</u>	<u>SBCC Charge</u>	<u>\$592.77</u>		<u>\$385.30</u>	
<u>36,001</u> <u>37,000</u>	<u>SBCC Charge</u>	<u>\$604.69</u>		<u>\$393.05</u>	
<u>37,001</u> <u>38,000</u>	<u>SBCC Charge</u>	<u>\$616.61</u>		<u>\$400.80</u>	
<u>38,001</u> <u>39,000</u>	<u>SBCC Charge</u>	<u>\$628.53</u>		<u>\$408.54</u>	
<u>39,001</u> <u>40,000</u>	<u>SBCC Charge</u>	<u>\$640.45</u>		<u>\$416.29</u>	

Table of Building Permit Fees

<u>\$ Value of Project</u>	<u>State Fee</u>	<u>Building Fee</u>		<u>Plan Check</u>	
<u>40,001 41,000</u>	<u>SBCC Charge</u>	<u>\$652.36</u>		<u>\$424.04</u>	
<u>41,001 42,000</u>	<u>SBCC Charge</u>	<u>\$664.28</u>		<u>\$431.78</u>	
<u>42,001 43,000</u>	<u>SBCC Charge</u>	<u>\$676.20</u>		<u>\$439.53</u>	
<u>43,001 44,000</u>	<u>SBCC Charge</u>	<u>\$688.12</u>		<u>\$447.28</u>	
<u>44,001 45,000</u>	<u>SBCC Charge</u>	<u>\$700.04</u>		<u>\$455.02</u>	
<u>45,001 46,000</u>	<u>SBCC Charge</u>	<u>\$711.95</u>		<u>\$462.77</u>	
<u>46,001 47,000</u>	<u>SBCC Charge</u>	<u>\$723.87</u>		<u>\$470.52</u>	
<u>47,001 48,000</u>	<u>SBCC Charge</u>	<u>\$735.79</u>		<u>\$478.26</u>	
<u>48,001 49,000</u>	<u>SBCC Charge</u>	<u>\$747.71</u>		<u>\$486.01</u>	
<u>49,001 50,000</u>	<u>SBCC Charge</u>	<u>\$759.63</u>		<u>\$493.76</u>	
<u>50,001 51,000</u>	<u>SBCC Charge</u>	<u>\$767.89</u>		<u>\$499.13</u>	
<u>51,001 52,000</u>	<u>SBCC Charge</u>	<u>\$776.15</u>		<u>\$504.49</u>	
<u>52,001 53,000</u>	<u>SBCC Charge</u>	<u>\$784.41</u>		<u>\$509.86</u>	
<u>53,001 54,000</u>	<u>SBCC Charge</u>	<u>\$792.67</u>		<u>\$515.23</u>	
<u>54,001 55,000</u>	<u>SBCC Charge</u>	<u>\$800.93</u>		<u>\$520.60</u>	
<u>55,001 56,000</u>	<u>SBCC Charge</u>	<u>\$809.19</u>		<u>\$525.97</u>	
<u>56,001 57,000</u>	<u>SBCC Charge</u>	<u>\$817.45</u>		<u>\$531.34</u>	
<u>57,001 58,000</u>	<u>SBCC Charge</u>	<u>\$825.71</u>		<u>\$536.71</u>	

Table of Building Permit Fees

<u>\$ Value of Project</u>	<u>State Fee</u>	<u>Building Fee</u>		<u>Plan Check</u>	
<u>58,001 59,000</u>	<u>SBCC Charge</u>	<u>\$833.97</u>		<u>\$542.08</u>	
<u>59,001 60,000</u>	<u>SBCC Charge</u>	<u>\$842.23</u>		<u>\$547.45</u>	
<u>60,001 61,000</u>	<u>SBCC Charge</u>	<u>\$850.49</u>		<u>\$552.82</u>	
<u>61,001 62,000</u>	<u>SBCC Charge</u>	<u>\$858.75</u>		<u>\$558.18</u>	
<u>62,001 63,000</u>	<u>SBCC Charge</u>	<u>\$867.01</u>		<u>\$563.55</u>	
<u>63,001 64,000</u>	<u>SBCC Charge</u>	<u>\$875.27</u>		<u>\$568.92</u>	
<u>64,001 65,000</u>	<u>SBCC Charge</u>	<u>\$883.53</u>		<u>\$574.29</u>	
<u>65,001 66,000</u>	<u>SBCC Charge</u>	<u>\$891.79</u>		<u>\$579.66</u>	
<u>66,001 67,000</u>	<u>SBCC Charge</u>	<u>\$900.05</u>		<u>\$585.03</u>	
<u>67,001 68,000</u>	<u>SBCC Charge</u>	<u>\$908.31</u>		<u>\$590.40</u>	
<u>68,001 69,000</u>	<u>SBCC Charge</u>	<u>\$916.57</u>		<u>\$595.77</u>	
<u>69,001 70,000</u>	<u>SBCC Charge</u>	<u>\$924.83</u>		<u>\$601.14</u>	
<u>70,001 71,000</u>	<u>SBCC Charge</u>	<u>\$933.09</u>		<u>\$606.51</u>	
<u>71,001 72,000</u>	<u>SBCC Charge</u>	<u>\$941.35</u>		<u>\$611.87</u>	
<u>72,001 73,000</u>	<u>SBCC Charge</u>	<u>\$949.61</u>		<u>\$617.24</u>	
<u>73,001 74,000</u>	<u>SBCC Charge</u>	<u>\$957.87</u>		<u>\$622.61</u>	
<u>74,001 75,000</u>	<u>SBCC Charge</u>	<u>\$966.13</u>		<u>\$627.98</u>	
<u>75,001 76,000</u>	<u>SBCC Charge</u>	<u>\$974.39</u>		<u>\$633.35</u>	

Table of Building Permit Fees

<u>\$ Value of Project</u>	<u>State Fee</u>	<u>Building Fee</u>		<u>Plan Check</u>	
<u>76,001 77,000</u>	<u>SBCC Charge</u>	<u>\$982.65</u>		<u>\$638.72</u>	
<u>77,001 78,000</u>	<u>SBCC Charge</u>	<u>\$990.91</u>		<u>\$644.09</u>	
<u>78,001 79,000</u>	<u>SBCC Charge</u>	<u>\$999.17</u>		<u>\$649.46</u>	
<u>79,001 80,000</u>	<u>SBCC Charge</u>	<u>\$1,007.43</u>		<u>\$654.83</u>	
<u>80,001 81,000</u>	<u>SBCC Charge</u>	<u>\$1,015.69</u>		<u>\$660.20</u>	
<u>81,001 82,000</u>	<u>SBCC Charge</u>	<u>\$1,023.95</u>		<u>\$665.56</u>	
<u>82,001 83,000</u>	<u>SBCC Charge</u>	<u>\$1,032.21</u>		<u>\$670.93</u>	
<u>83,001 84,000</u>	<u>SBCC Charge</u>	<u>\$1,040.47</u>		<u>\$676.30</u>	
<u>84,001 85,000</u>	<u>SBCC Charge</u>	<u>\$1,048.73</u>		<u>\$681.67</u>	
<u>85,001 86,000</u>	<u>SBCC Charge</u>	<u>\$1,056.99</u>		<u>\$687.04</u>	
<u>86,001 87,000</u>	<u>SBCC Charge</u>	<u>\$1,065.25</u>		<u>\$692.41</u>	
<u>87,001 88,000</u>	<u>SBCC Charge</u>	<u>\$1,073.51</u>		<u>\$697.78</u>	
<u>88,001 89,000</u>	<u>SBCC Charge</u>	<u>\$1,081.77</u>		<u>\$703.15</u>	
<u>89,001 90,000</u>	<u>SBCC Charge</u>	<u>\$1,090.03</u>		<u>\$708.52</u>	
<u>90,001 91,000</u>	<u>SBCC Charge</u>	<u>\$1,098.29</u>		<u>\$713.89</u>	
<u>91,001 92,000</u>	<u>SBCC Charge</u>	<u>\$1,106.55</u>		<u>\$719.25</u>	
<u>92,001 93,000</u>	<u>SBCC Charge</u>	<u>\$1,114.81</u>		<u>\$724.62</u>	
<u>93,001 94,000</u>	<u>SBCC Charge</u>	<u>\$1,123.07</u>		<u>\$729.99</u>	

Table of Building Permit Fees

<u>\$ Value of Project</u>	<u>State Fee</u>	<u>Building Fee</u>		<u>Plan Check</u>	
<u>94,001 95,000</u>	<u>SBCC Charge</u>	<u>\$1,131.33</u>		<u>\$735.36</u>	
<u>95,001 96,000</u>	<u>SBCC Charge</u>	<u>\$1,139.59</u>		<u>\$740.73</u>	
<u>96,001 97,000</u>	<u>SBCC Charge</u>	<u>\$1,147.85</u>		<u>\$746.10</u>	
<u>97,001 98,000</u>	<u>SBCC Charge</u>	<u>\$1,156.11</u>		<u>\$751.47</u>	
<u>98,001 99,000</u>	<u>SBCC Charge</u>	<u>\$1,164.37</u>		<u>\$756.84</u>	
<u>99,001 100,000</u>	<u>SBCC Charge</u>	<u>\$1,172.63</u>		<u>\$762.21</u>	
<u>100,001 to 500,000</u>	<u>\$1,172.63 for the first \$100,000 plus \$6.60 for each additional \$1,000 or fraction thereof to and including \$500,000; plan check fee shall be 65% of the building fee</u>				
<u>500,001 to 1,000,000</u>	<u>\$3,972.63 for the first \$500,001 plus \$4.75 for each additional \$1,000 or fraction thereof; plan check fee shall be an additional 65% of the building fee</u>				
<u>1,000,001 and over</u>	<u>\$6,347.63 for the first \$1,000,001 plus \$3.65 for each additional \$1,000 or fraction thereof; plan check fee shall be an additional 65% of the building fee</u>				

B. For the purpose of determining the construction value of work proposed under an application for a building permit, the Table of Square Foot Construction Costs hereinbelow shall be applied to the type of work based upon the classification of the building group and type of construction, multiplied by the number of square feet to be constructed. The resulting construction value shall then be applied to the Table of Building Permit Fees hereinabove in order to determine the building permit fee for the work proposed.

C. The building official at his/her discretion may choose to accept alternative means of determining building values for buildings or work having values in excess of \$500,000. The alternative means which the building official may in his/her discretion accept include, but are not

limited to, publicly solicited construction bids or architectural or engineering estimates. Acceptance of these alternative methods of determining the construction value for work proposed under a building permit shall only be used if, in the opinion of the building official, the alternative methodology is subject to accurate, public verification on the part of the building official.

Table of Square Foot Construction Costs

Classification		Type of Construction								
Group		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with stage	178.41	172.65	168.34	161.37	149.67	148.93	156.13	138.41	133.25
A-1	Assembly, theaters, without stage	164.62	158.86	154.55	147.58	135.88	135.15	142.35	124.62	119.47
A-2	Assembly, nightclubs	138.44	134.15	130.76	125.65	116.66	116.35	121.28	107.23	103.62
A-2	Assembly, restaurants, bars, banquet halls	137.47	133.18	128.82	124.68	114.72	115.38	120.31	105.29	102.65
A-3	Assembly, churches	165.10	159.34	155.04	148.06	136.32	135.60	142.82	125.07	119.91
A-3	Assembly, general, community halls, libraries, museums	140.57	134.81	129.53	123.53	110.82	111.07	118.29	99.56	95.37

Table of Square Foot Construction Costs

Classification		Type of Construction								
Group		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-4	Assembly, arenas	137.47	133.18	128.82	124.68	114.72	115.38	120.31	105.29	102.65
B	Business	141.36	136.35	132.05	125.88	112.65	111.94	121.02	100.65	96.63
E	Educational	150.22	145.12	140.96	134.68	124.29	121.34	130.27	111.00	106.78
F-1	Factory and industrial, moderate hazard	84.91	81.01	76.63	74.16	64.14	65.03	71.18	54.64	51.79
F-2	Factory and industrial, low hazard	83.94	80.04	76.63	73.19	64.14	64.06	70.21	54.64	50.82
H-1	High hazard, explosives	79.62	75.72	72.31	68.86	59.98	59.91	65.88	50.49	N.P.
H234	High hazard	79.62	75.72	72.31	68.86	59.98	59.91	65.88	50.49	46.67
H-5	HPM	141.36	136.35	132.05	125.88	112.65	111.94	121.02	100.65	96.63
I-1	Institutional, supervised environment	139.34	134.59	131.01	125.72	115.40	115.36	124.86	106.16	101.95
I-2	Institutional, hospitals	235.00	230.00	225.69	219.52	205.78	N.P.	214.67	193.80	N.P.
I-2	Institutional, nursing homes	164.35	159.34	155.04	148.87	136.08	N.P.	144.02	124.10	N.P.

Table of Square Foot Construction Costs

Classification		Type of Construction								
Group		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
I-3	Institutional, restrained	160.45	155.44	151.14	144.97	132.95	131.29	140.12	120.97	115.01
I-4	Institutional, day care facilities	139.34	134.59	131.01	125.72	115.40	115.36	124.86	106.16	101.95
M	Mercantile	103.11	98.83	94.46	90.34	80.91	81.57	85.96	71.48	68.83
R-1	Residential, hotels	139.77	135.01	131.44	126.16	115.92	115.89	125.38	106.68	102.46
R-2	Residential, multiple family	117.21	112.45	108.87	103.59	93.47	93.43	102.93	84.23	80.02
R-3	Residential, one- and two-family	112.25	109.17	106.49	103.56	98.79	98.56	101.79	94.12	88.62
R-3	Residential, conversion of garage to habitable living	Calculated at R-3 construction cost rate less utility construction cost rate (\$88.62 – \$34.48)								54.14
R-3	Residential, finished habitable basement	Calculated at 80% of R-3 construction cost rate (\$88.62 x 80%)								70.90
R-3	Residential, conversion of unfinished	Calculated at R-3 finished basement construction cost rate less unfinished basement construction cost rate (footnote b. below) (\$70.90 – \$15.00)								55.90

Table of Square Foot Construction Costs

Classification		Type of Construction								
Group		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
	basement to habitable living									
R-4	Residential, care/assisted living facilities	139.34	134.59	131.01	125.72	115.40	115.36	124.86	106.16	101.95
S-1	Storage, moderate hazard	78.65	74.75	70.37	67.57	58.04	58.94	64.91	48.55	45.70
S-2	Storage, low hazard	77.68	73.78	70.37	66.92	58.04	57.97	63.94	48.55	44.73
U	Utility, miscellaneous	60.06	56.79	53.42	50.73	44.11	44.11	47.36	36.21	34.48
U	Residential, pole buildings	Calculated at 80% utility construction cost rate (\$34.48 x 80%)								27.58
U	Residential, carports (with 1 or more walls)	Calculated at 80% of utility construction cost rate (\$34.48 x 80%)								27.58
U	Residential, porches, carports (open all sides)	Calculated at 50% of utility construction cost rate (\$34.48 x 50%)								17.24
U	Residential, uncovered decks	Calculated at 20% of utility construction cost rate (\$34.48 x 20%)								6.90

a. Other miscellaneous fees are included in the following table:

Table of Other Miscellaneous Fees

Inspection for which no fee is specifically indicated (2 hr. min.)	\$47.00 hr.
Additional plan review required by changes, additions or revisions to plans (1 hr. min.)	\$47.00 hr.
Reinspection fee (1 hr. min.)	\$47.00 hr.
Final inspection of expired noncommercial projects less than 3 years old	\$47.00 hr.
Outside consultants	(actual cost)
Demolition (all structures) (2 hr. fee)	\$94.00
Moved building	(by valuation)
Fence	\$15.00 (ln. ft.) based on valuation
Foundation	\$45.00 (ln. ft.) based on valuation
Residential reroof	\$208.00 (per square) based on valuation
Commercial reroof	(by valuation)
Window replacement (by window)	(by valuation)
Manufactured Homes (3 hr. fee)	\$141.00
Commercial coach/ modular building	(cost of placement)
Swimming pool (above ground) (2 hr. fee)	\$94.00
Swimming pool (below ground)	(by valuation)

* The final construction value of the project shall be the decision of the building official who has the authority to use other information including but not limited to plans, specifications, contractor bids, and other information supplied by the applicant and/or design professional in responsible charge of the project.

b. Unfinished basements (all use groups) = \$15.00 per sq. ft.

c. For shell-only buildings deduct 20 percent

d. N.P. = not permitted

e. Work consisting of remodel and/or repair of existing residential and commercial structures shall be valued according to the Table of Remodel Valuation. The remodel valuation is a percentage of the square foot values for new construction shown for the relevant building group and type of construction and the percentage used in the table is determined by the scope of work. The final construction value of the project shall be the decision of the building official who has the authority to use other information including but not limited to plans, specifications, contractor bids, and other information supplied by the applicant and/or design professional responsible for the project.

Table of Remodel Valuation

Extent of Alteration	% of Building Valuation¹	Definition²
Minor	20%	• Addition, removal or repair of some walls or partitions • Minor mechanical, electrical or plumbing work, such as residential remodeling of bathrooms or kitchens • Some refinishing of existing walls, ceilings and floors • Replacement of some windows • Replacement of ceiling grid
Major	50%	• Addition or removal of many walls • Extensive mechanical, electrical or plumbing work • Significant refinishing of walls, ceiling and floors

Table of Remodel Valuation

Extent of Alteration	% of Building Valuation ¹	Definition ²
		• Replacement of many windows • Limited structural modification and addition
Full ³	80%	• Demolition of all nonstructural portions leaving a structural shell • Installation of new or substantial replacement of mechanical, electrical or plumbing • Significant structural upgrading • Extensive structural repair

¹ Percentage of new construction valuation per city of Ellensburg Table of Square Foot Construction Costs.

² The extent of alteration includes one or more of the listed items. The floor area shall be calculated based on the entire area of the rooms where the alterations are proposed. If a project has areas for which it is reasonable to distinguish as being of different categories, it is appropriate to calculate the areas separately to develop the valuation.

³ Applications where the scope of work exceeds the description for “full” in the Table of Remodel Valuation shall be considered a rebuild and require full payment of fees.

D. When a plan or other submittal is required to be submitted by provisions of the International Building Code and related international codes adopted by the city, a plan review fee shall be paid at the time of submitting plans and specifications for review. Said plan review fee shall be as follows:

1. Residential plan review fees shall be 65 percent of the building permit fee.
2. Nonresidential plan review fees shall be 65 percent of the building permit fee.
3. Master plans for residential structures consisting of four dwelling units or less: 65 percent of the building permit fee plus an hourly fee of \$47.00 per hour for review of alternative features submitted for use with the master plan.

4. Review of master plans for reissuance of additional building permits: if no change to master plan or complete project site plans, no charge; \$50.00 for review of new sites not previously approved with master plan plus \$47.00 per hour for review of any new alternate features submitted for use with the master plan.

5. Arrangements for special services in conjunction with a plan review shall be subject to mutual agreement between the city and the applicant. Any additional costs incurred by the city for providing such special services shall be charged to the applicant in addition to the regular plan review fee. [Ord. 4643 § 3, 2013; Ord. 4467 § 2, 2007; Ord. 4390, 2004; Ord. 4314, 2002; Ord. 4190, 1999; Ord. 4019 § 1, 1996; Ord. 3799 § 3, 1992; Ord. 3655 § 2, 1989; Ord. 3625 § 1, 1988.]

Section 2. A new Section entitled “3.01.210 – Fees - additional charges” is hereby added to the Ellensburg City Code to read as follows:

3.01.210 Fees – additional charges.

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to the following fees in addition to the required permit fees:

Commercial or industrial building: Twice the normal and customary permit fee

Residential building: Twice the normal and customary permit fee

Such fees must be paid before review of any application, including building plans, by the department.

Section 3. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 4. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the ____ day of September, 2022.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City, do hereby certify that Ordinance No. 4896 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4896 was published as required by law.

BETH LEADER

EXTRACTED FROM 1997 UNIFORM BUILDING CODE

TABLE NO. 1-A – BUILDING PERMIT FEES

This is a “valuation” based permit schedule

TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$23.00
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof
Other Inspections and Fees:	
1. Inspections outside of normal business hours	\$47.00 per hour *
2. Reinspection fees assessed under provisions of Section 305.8	\$47.00 per hour *
3. Inspections for which no fee is specifically indicated (minimum charge – one-half hour)	\$47.00 per hour *
4. Additional plan review required by changes, additions or revisions to plans	\$47.00 per hour *
5. For use of outside consultants for plan checking and inspections, or both	Actual costs **

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

** Actual costs include administrative and overhead costs.

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SCHEDULE E

City of Quincy Rate Resolution

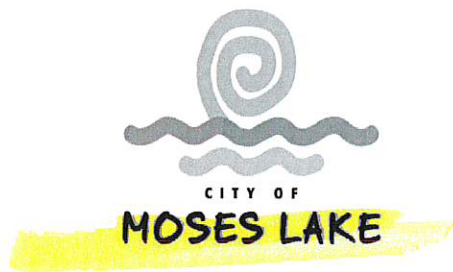
Building Codes Rates, Fees and Charges

1. Building Permit Fees.

- a. Schedule. The schedule for Building Permit Fees set out in the 1997 Uniform Building Code, Table 1-A, set out below. The valuation of each project and the building permit fee shall be determined by the Code Enforcement Officer based upon the "April Building Valuation Data Sheet" published in the Building Standard by the International Conference of Building Officials:

Total Valuation	Fee
\$1.00 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$69.95 for the first \$2,000 plus \$14 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000, or fraction thereof
Other Inspection Fees:	
1. Inspection outside of normal business hours.....	\$47.00 per hour*
(minimum charge--two hours)	
2. Reinspection fees assessed under provisions of Section 305.8.....	\$47.00 per hour*
3. Inspections for which no fee is specifically indicated.....	\$47.00 per hour*
(minimum charge--one-half hour)	
4. Additional plan review required by changes, additions or revisions to plans.....	\$47.00 per hour*
(minimum charge--one-half hour)	
5. For use of outside consultants for plan checking and inspections or both.....	actual cost**
*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
**Actual costs include administrative and overhead costs.	

- b. Exception for Non Structural Modifications. In the cases of re-roofing, residing or window replacement for occupancies within the Residential zones where no structural changes will occur, the building permit fee shall be twenty-five dollars (\$25).
- c. Plan Review Fee. The plan review fee shall be sixty-five percent (65%) of the building permit fee. Provided, however, in the discretion of the Code Enforcement Officer, the plan review fee may be reduced to twenty-five percent (25%) for buildings such as warehouses, indoor recreational facilities, car ports and sheds due to their relative simplicity, or to buildings with repetitive floor plans such as multi-floor apartment buildings, or similar house plans within a subdivision.
- d. Reactivation Fees.
- 1) Reactivation Fee (<1yr.): To reactivate a permit after permit expiration, if within 1 year of expiration, the permit fee shall be one half of the amount required for a new permit, or \$400.00, whichever is less, provided no changes have been made, or will be made in the original plans and specifications for such work.



BUILDING PERMIT FEES

The following is a guide to assist you with calculating Building Permit fees associated with your project. Please call the Department of Community Development at (509)764-3756 if you need further clarification or if you have any questions.

VALUE OF CONSTRUCTION

The total valuation is based off data representing average square foot cost for construction. The actual square foot costs vary depending upon they type of construction and building usage. A sample of square foot costs for certain structures is included below.

Single Family Dwelling/Additions	\$112.65
Garage	\$44.63
Decks (uncovered)/Patio (covered)	\$16.25
Decks (covered)	\$21.65

TOTAL VALUATION	FEES
\$1.00 to \$500.00	\$30.00
\$501.00 to \$2,000.00	\$30.00 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$75.75 for the first \$2,000.00 plus \$14.00 for each additional \$1000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$397.75.00 for the first \$25,000.00 plus \$10.10 for each additional \$1000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$650.25 for the first \$50,000.00 plus \$7.00 for each additional \$1000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,000.25 for the first \$100,000.00 plus \$5.60 for each additional \$1000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,240.25 for the first \$500,000.00 plus \$4.75 for each additional \$1000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,615.25 for the first \$1,000,000.00 plus \$3.65 for each additional \$1000.00, or fraction thereof

RESOLUTION NO. R-2018-054

A RESOLUTION amending the Fee Schedule for Building Permit/Plan Review Fees for the City of Yakima

WHEREAS, on September 5, 2017 the City Council adopted a Fee Schedule for Plumbing, Mechanical and Building Permit/Plan Review Fees, and

WHEREAS, on March 22, 2018, the Governor approved Engrossed Second Substitute House Bill 1622, which increased the State Building Code Council (SBCC) building permit surcharge charged by the State of Washington to cities for building permits, and

WHEREAS, the current surcharges are \$4 50 for the first unit and \$2.00 for each additional unit for dwelling units, apartments and motel rooms, and

WHEREAS, the current surcharges are \$4 50 for all other building permits, and

WHEREAS, effective July 1, 2018, projects permitted under the IRC (International Residential Code) will have a SBCC \$6 50 surcharge for the first unit and \$2.00 for each additional unit, and

WHEREAS, projects permitted under the IBC (International Building Code) will have a SBCC \$25.00 surcharge, and

WHEREAS, the City did not choose to increase fees associated with permits, and this is an increase in the SBCC surcharged charged to the City; and

WHEREAS, this resolution and the attached amendments to the fee schedule does not increase the fee or permit amounts other than increasing the fees to include the increase in the SBCC surcharge, and

WHEREAS, the City Council of the City of Yakima hereby finds that it is in the best interest of the City and its residents to amend the fee schedule to reflect the increase in the SBCC surcharge, now, therefore,

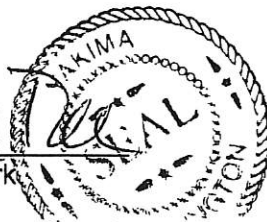
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF YAKIMA:

The attached Schedule of Permit Fees is hereby adopted, shall replace the building permit and plan review fees previously adopted, shall not affect the plumbing or mechanical fees previously adopted, and shall become effective immediately

ADOPTED BY THE CITY COUNCIL this 19th day of June, 2018

ATTEST


Sonya Claej Tee, City Clerk




Kathy Coffey, Mayor

\$68,001.00	- \$69,000.00	\$715.35	\$464.98	\$1,180.33
\$69,001.00	- \$70,000.00	\$721.79	\$469.17	\$1,190.96
\$70,001.00	- \$71,000.00	\$728.22	\$473.35	\$1,201.57
\$71,001.00	- \$72,000.00	\$734.66	\$477.53	\$1,212.19
\$72,001.00	- \$73,000.00	\$741.10	\$481.72	\$1,222.82
\$73,001.00	- \$74,000.00	\$747.53	\$485.90	\$1,233.43
\$74,001.00	- \$75,000.00	\$753.97	\$490.08	\$1,244.05
\$75,001.00	- \$76,000.00	\$760.41	\$494.27	\$1,254.68
\$76,001.00	- \$77,000.00	\$766.84	\$498.45	\$1,265.29
\$77,001.00	- \$78,000.00	\$773.28	\$502.63	\$1,275.91
\$78,001.00	- \$79,000.00	\$779.72	\$506.82	\$1,286.54
\$79,001.00	- \$80,000.00	\$786.15	\$511.00	\$1,297.15
\$80,001.00	- \$81,000.00	\$792.59	\$515.18	\$1,307.77
\$81,001.00	- \$82,000.00	\$799.03	\$519.37	\$1,318.40
\$82,001.00	- \$83,000.00	\$805.47	\$523.55	\$1,329.02
\$83,001.00	- \$84,000.00	\$811.90	\$527.73	\$1,339.63
\$84,001.00	- \$85,000.00	\$818.34	\$531.92	\$1,350.26
\$85,001.00	- \$86,000.00	\$824.78	\$536.10	\$1,360.88
\$86,001.00	- \$87,000.00	\$831.21	\$540.28	\$1,371.49
\$87,001.00	- \$88,000.00	\$837.65	\$544.47	\$1,382.12
\$88,001.00	- \$89,000.00	\$844.09	\$548.65	\$1,392.74
\$89,001.00	- \$90,000.00	\$850.52	\$552.84	\$1,403.36
\$90,001.00	- \$91,000.00	\$856.96	\$557.02	\$1,413.98
\$91,001.00	- \$92,000.00	\$863.40	\$561.20	\$1,424.60
\$92,001.00	- \$93,000.00	\$869.83	\$565.39	\$1,435.22
\$93,001.00	- \$94,000.00	\$876.27	\$569.57	\$1,445.84
\$94,001.00	- \$95,000.00	\$882.71	\$573.75	\$1,456.46
\$95,001.00	- \$96,000.00	\$889.14	\$577.94	\$1,467.08
\$96,001.00	- \$97,000.00	\$895.57	\$582.12	\$1,477.69
\$97,001.00	- \$98,000.00	\$902.01	\$586.30	\$1,488.31
\$98,001.00	- \$99,000.00	\$908.44	\$590.49	\$1,498.93
\$99,001.00	- \$100,000.00	\$914.88	\$594.67	\$1,509.55
\$100,001.00	- \$500,000.00	\$914.88 For the first 100,000 plus \$5.25 for each additional 1,000 or fraction thereof. The Plan Review fee will be 65% of the calculated Building Permit fee.		
\$500,001.00	- \$1,000,000.00	\$2924.74 For the first 500,000 plus \$4.48 for each additional 1,000 or fraction thereof. The Plan Review fee will be 65% of the calculated Building Permit fee.		
\$1,000,001.00	- And up	\$5070.22 For the first 1,000,000 plus \$3.02 for each additional 1,000 or fraction thereof. The Plan Review fee will be 65% of the calculated Building Permit fee.		

3.01.180 Rates and fees – Building.

A. The schedule of fees for building permits shall be as follows:

Table of Building Permit Fees

\$ Value of Project		State Fee	Building Fee	Subtotal	Plan Check	Total
1	500	\$4.50	\$27.73	\$32.23	\$18.02	\$50.25
501	600	\$4.50	\$31.33	\$35.83	\$20.36	\$56.19
601	700	\$4.50	\$34.93	\$39.43	\$22.70	\$62.13
701	800	\$4.50	\$38.53	\$43.03	\$25.04	\$68.07
801	900	\$4.50	\$42.13	\$46.63	\$27.38	\$74.01
901	1,000	\$4.50	\$45.73	\$50.23	\$29.72	\$79.95
1,001	1,100	\$4.50	\$49.32	\$53.82	\$32.06	\$85.88
1,101	1,200	\$4.50	\$52.92	\$57.42	\$34.40	\$91.82
1,201	1,300	\$4.50	\$56.52	\$61.02	\$36.74	\$97.76
1,301	1,400	\$4.50	\$60.12	\$64.62	\$39.08	\$103.70
1,401	1,500	\$4.50	\$63.72	\$68.22	\$41.42	\$109.64
1,501	1,600	\$4.50	\$67.32	\$71.82	\$43.76	\$115.58
1,601	1,700	\$4.50	\$70.92	\$75.42	\$46.10	\$121.52
1,701	1,800	\$4.50	\$74.52	\$79.02	\$48.44	\$127.46
1,801	1,900	\$4.50	\$78.12	\$82.62	\$50.78	\$133.40
1,901	2,000	\$4.50	\$81.72	\$86.22	\$53.11	\$139.33
2,001	3,000	\$4.50	\$98.24	\$102.74	\$63.85	\$166.59
3,001	4,000	\$4.50	\$114.76	\$119.26	\$74.59	\$193.85
4,001	5,000	\$4.50	\$131.28	\$135.78	\$85.33	\$221.11
5,001	6,000	\$4.50	\$147.80	\$152.30	\$96.07	\$248.37
6,001	7,000	\$4.50	\$164.32	\$168.82	\$106.80	\$275.62
7,001	8,000	\$4.50	\$180.84	\$185.34	\$117.54	\$302.88
8,001	9,000	\$4.50	\$197.36	\$201.86	\$128.28	\$330.14
9,001	10,000	\$4.50	\$213.88	\$218.38	\$139.02	\$357.40
10,001	11,000	\$4.50	\$230.40	\$234.90	\$149.76	\$384.66
11,001	12,000	\$4.50	\$246.92	\$251.42	\$160.49	\$411.91
12,001	13,000	\$4.50	\$263.44	\$267.94	\$171.23	\$439.17
13,001	14,000	\$4.50	\$279.96	\$284.46	\$181.97	\$466.43
14,001	15,000	\$4.50	\$296.48	\$300.98	\$192.71	\$493.69
15,001	16,000	\$4.50	\$313.00	\$317.50	\$203.45	\$520.95
16,001	17,000	\$4.50	\$329.52	\$334.02	\$214.18	\$548.20
17,001	18,000	\$4.50	\$346.04	\$350.54	\$224.92	\$575.46
18,001	19,000	\$4.50	\$362.56	\$367.06	\$235.66	\$602.72

\$ Value of Project		State Fee	Building Fee	Subtotal	Plan Check	Total
97,001	98,000	\$4.50	\$1,156.11	\$1,160.61	\$751.47	\$1,912.08
98,001	99,000	\$4.50	\$1,164.37	\$1,168.87	\$756.84	\$1,925.71
99,001	100,000	\$4.50	\$1,172.63	\$1,177.13	\$762.21	\$1,939.34
100,001	500,000	\$1,172.63 for the first \$100,000 plus \$6.60 for each additional \$1,000 or fraction thereof to and including \$500,000; plan check fee shall be 65% of the building fee				
500,001	and up	\$5,822.00 for the first \$500,000 plus \$11.00 for each additional \$1,000 or fraction thereof; plan check fee shall be an additional 65% of the building fee				

B. For the purpose of determining the construction value of work proposed under an application for a building permit, the Table of Square Foot Construction Costs hereinbelow shall be applied to the type of work based upon the classification of the building group and type of construction, multiplied by the number of square feet to be constructed. The resulting construction value shall then be applied to the Table of Building Permit Fees hereinabove in order to determine the building permit fee for the work proposed.

C. The building official at his/her discretion may choose to accept alternative means of determining building values for buildings or work having values in excess of \$500,000. The alternative means which the building official may in his/her discretion accept include, but are not limited to, publicly solicited construction bids or architectural or engineering estimates. Acceptance of these alternative methods of determining the construction value for work proposed under a building permit shall only be used if, in the opinion of the building official, the alternative methodology is subject to accurate, public verification on the part of the building official.

Table of Square Foot Construction Costs

Classification		Type of Construction								
Group		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with stage	178.41	172.65	168.34	161.37	149.67	148.93	156.13	138.41	133.25
A-1	Assembly, theaters, without stage	164.62	158.86	154.55	147.58	135.88	135.15	142.35	124.62	119.47
A-2	Assembly, nightclubs	138.44	134.15	130.76	125.65	116.66	116.35	121.28	107.23	103.62
A-2	Assembly, restaurants, bars, banquet halls	137.47	133.18	128.82	124.68	114.72	115.38	120.31	105.29	102.65
A-3	Assembly, churches	165.10	159.34	155.04	148.06	136.32	135.60	142.82	125.07	119.91
A-3	Assembly, general, community halls, libraries, museums	140.57	134.81	129.53	123.53	110.82	111.07	118.29	99.56	95.37
A-4	Assembly, arenas	137.47	133.18	128.82	124.68	114.72	115.38	120.31	105.29	102.65
B	Business	141.36	136.35	132.05	125.88	112.65	111.94	121.02	100.65	96.63
E	Educational	150.22	145.12	140.96	134.68	124.29	121.34	130.27	111.00	106.78
F-1	Factory and industrial, moderate hazard	84.91	81.01	76.63	74.16	64.14	65.03	71.18	54.64	51.79
F-2	Factory and industrial, low hazard	83.94	80.04	76.63	73.19	64.14	64.06	70.21	54.64	50.82
H-1	High hazard, explosives	79.62	75.72	72.31	68.86	59.98	59.91	65.88	50.49	N.P.
H234	High hazard	79.62	75.72	72.31	68.86	59.98	59.91	65.88	50.49	46.67
H-5	HPM	141.36	136.35	132.05	125.88	112.65	111.94	121.02	100.65	96.63
I-1	Institutional, supervised environment	139.34	134.59	131.01	125.72	115.40	115.36	124.86	106.16	101.95
I-2	Institutional, hospitals	235.00	230.00	225.69	219.52	205.78	N.P.	214.67	193.80	N.P.

Ellensburg

84,001	85,000	\$4.50 ^{6.50 or 25.00}	\$1,048.73	\$1,053.23	\$681.67	\$1,734.90
85,001	86,000	\$4.50	\$1,056.99	\$1,061.49	\$687.04	\$1,748.53
86,001	87,000	\$4.50	\$1,065.25	\$1,069.75	\$692.41	\$1,762.16
87,001	88,000	\$4.50	\$1,073.51	\$1,078.01	\$697.78	\$1,775.79
88,001	89,000	\$4.50	\$1,081.77	\$1,086.27	\$703.15	\$1,789.42
89,001	90,000	\$4.50	\$1,090.03	\$1,094.53	\$708.52	\$1,803.05
90,001	91,000	\$4.50	\$1,098.29	\$1,102.79	\$713.89	\$1,816.68
91,001	92,000	\$4.50	\$1,106.55	\$1,111.05	\$719.25	\$1,830.30
92,001	93,000	\$4.50	\$1,114.81	\$1,119.31	\$724.62	\$1,843.93
93,001	94,000	\$4.50	\$1,123.07	\$1,127.57	\$729.99	\$1,857.56
94,001	95,000	\$4.50	\$1,131.33	\$1,135.83	\$735.36	\$1,871.19
95,001	96,000	\$4.50	\$1,139.59	\$1,144.09	\$740.73	\$1,884.82
96,001	97,000	\$4.50	\$1,147.85	\$1,152.35	\$746.10	\$1,898.45
97,001	98,000	\$4.50	\$1,156.11	\$1,160.61	\$751.47	\$1,912.08
98,001	99,000	\$4.50	\$1,164.37	\$1,168.87	\$756.84	\$1,925.71
99,001	100,000	\$4.50	\$1,172.63	\$1,177.13	\$762.21	\$1,939.34
100,001	500,000	\$1,172.63 for the first \$100,000 plus \$6.60 ^{5.00} for each additional \$1,000 or fraction thereof to and including \$500,000; plan check fee shall be 65% of the building fee				
^{to 4,000,000} 500,001 and up		3,177.63 ^{4.75} \$5,822.00 for the first \$500,000 plus \$1.00 for each additional \$1,000 or fraction thereof; plan check fee shall be an additional 65% of the building fee				

100,000 or ~~\$1,172.63~~ ^{3.65} 6347.63

tion value of work proposed under an application for a building permit, the Table of Square Foot Construction Costs hereinbelow shall be applied to the value of the work proposed, multiplied by the number of square feet to be constructed. The resulting construction value shall then be applied to the Table of Estimated Construction Costs hereinbelow.

The City may choose to accept alternative means of determining building values for buildings or work having values in excess of \$500,000. The alternative means shall be approved by the City Council.



CITY COUNCIL AGENDA REPORT

City Council Meeting Date: September 6, 2022

Item Title/Agenda Subject: Notice of Intent to Commence Annexation Proceedings –
Parcels 744134, 474134, 513634, 503634 Located at 1900
Brick Road

Submitted by: Jamey Ayling Community Development

Recommended Action or Motion: Following consideration of the notice of intent to commence annexation proceedings, staff recommends that City Council:

1. Set annexation area as shown on the attached map.
2. Direct simultaneous adoption of zoning as provided for in this agenda report.
3. Determine whether the City shall require the assumption of all or of any portion of existing city indebtedness by the area to be annexed.

Background/Summary: A notice of intent to commence annexation (EXHIBIT 1) was received by the Community Development Department to consider annexation of parcels 744134, 474134, 513634, 503634 located at 1900 Brick Road. The notice of intent consists of signatures from the owners of the property. This is a notice of intent for four parcels with one property owner, therefore the owners' signature is 100% of the total assessed property value.

A map of the parcels proposed to be annexed is attached to this report (EXHIBIT 2). Per Chapter 35A.14 RCW, City Council is to determine the following at this initial meeting:

1. Whether the City will accept, reject, or geographically modify the proposed annexation. Acceptance does not constitute approval, but rather affirms the process of consideration will continue. Once a geographic boundary has been set at this meeting, it cannot be expanded to include additional area.
2. Whether the City shall require the simultaneous adoption of the proposed zoning for the parcel proposed to be annexed.
3. Whether the City shall require the assumption of all, or part of, existing City indebtedness by the area, if annexed.

If Council agrees to move forward with the intent to annex, the requestor then files a petition for annexation with City Council. The petition is reviewed by City staff, and must be sent to the County Auditor within three days of receipt of the petition. The Auditor must then certify the petition within a reasonable amount of time.

After receipt of the Auditor's certification of the petition to annex, Council may then schedule a public hearing to formally consider and act upon the proposed annexation. A decision to approve the annexation is implemented by ordinance, which may be given first reading at the conclusion of the public hearing.

Previous Council Action: N/A.

Analysis: The proposed parcels to be annexed are not currently served by City utilities nor does the property have a Utility Extension Agreement. Once the property is annexed, further development will necessitate connection to City utilities. The parcels are bordered by City limits on the south and west sides. Annexation of these parcels would be a logical extension of the City limits.

Staff recommends Residential Low density (R-L) zoning for the parcels proposed to be annexed. These parcels are designated as Residential Neighborhood in the Comprehensive Plan and are adjacent to Residential Low zoning to the south of the parcels, the R-L zone is consistent with the Comprehensive Plan designation.

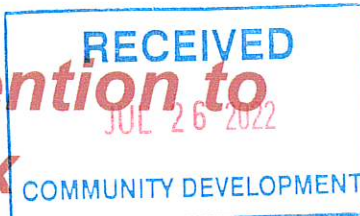
Financial Impact: No fiscal impact at this time.

Attachments:

[Exhibit 1 Notice of Intention to Annex](#)
[Exhibit 2 Map of Annexation Area](#)



Notice of Intention to Annex



PF-04
FORM

Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) permits@ci.ellensburg.wa.us

NOTICE OF INTENTION TO COMMENCE ANNEXATION TO THE CITY OF ELLENSBURG, WASHINGTON

TO: THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON

The undersigned, representing the ownership of more than ten percent of the acreage of the real property for which annexation is sought, as more particularly described below, hereby gives notice to the City Council of the City of Ellensburg, Washington, of their intent to commence annexation proceedings.

The City Council of the City of Ellensburg is hereby requested to set a date not later than 60 days after the date this NOTICE OF INTENTION is filed with the Community Development Department for a meeting with the initiating party to determine whether the city will accept, reject, or geographically modify the proposed annexation, whether it will require the simultaneous adoption of a proposed zoning regulation, and whether it will require the assumption of all or any portion of existing city indebtedness by the area sought to be annexed.

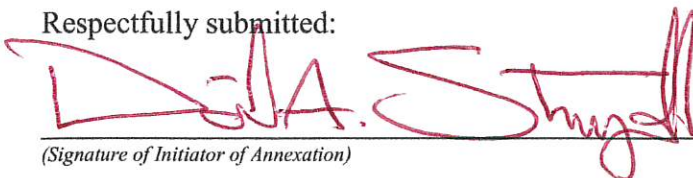
Information regarding real property for which annexation is sought:

1900 Brick Road	Ellensburg, WA 98926
<i>(Street address of property)</i>	<i>(City, State, Zip Code)</i>

775536, 744134, 474134, 513634, 503634	36.38
<i>(Parcel Number)</i>	<i>(Acreage)</i>

I O O F LODGE 20, Mailing Address: PO BOX 154, ELLENSBURG, WA 98926-1911
<i>(Legal)</i>

Respectfully submitted:



(Signature of Initiator of Annexation)

David A. Sturgell

(Printed Name of Initiator of Annexation)

Mailing Address: PO BOX 154, ELLENSBURG
<i>(Petitioner's Address)</i>

Ellensburg, WA 98926-1911
<i>(City, State, Zip Code)</i>

Office: (509) 962-9768 Mobile: (509) 929-3258
<i>(Phone number)</i>

26 July 2022
<i>(Date Signed)</i>

*** List this same information for all signers representing the ownership of at least 10% of the most recent assessed valuation of the real property for which annexation is sought. Attach additional sheets, as necessary.*

*** Provide a location map identifying the area you are requesting to be annexed.*

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Signature of Petitioner)	(Printed Name of Petitioner)

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Petitioner's Address)	(City, State, Zip Code)

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Phone number)	(Date Signed)

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Signature of Petitioner)	(Printed Name of Petitioner)

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Petitioner's Address)	(City, State, Zip Code)

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Phone number)	(Date Signed)

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Signature of Petitioner)	(Printed Name of Petitioner)

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Petitioner's Address)	(City, State, Zip Code)

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Phone number)	(Date Signed)

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Signature of Petitioner)	(Printed Name of Petitioner)

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Petitioner's Address)	(City, State, Zip Code)

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Phone number)	(Date Signed)

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Signature of Petitioner)	(Printed Name of Petitioner)

XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Petitioner's Address)	(City, State, Zip Code)

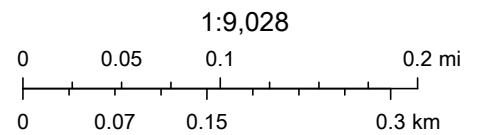
XXXXXXXXXXXXXXXXXXXXX NONE XX	XXXXXXXXXX NONE XXXXXXXXX
(Phone number)	(Date Signed)

Exhibit 2



8/24/2022, 9:16:10 AM

- Override 1
- City Limits
- County Parcels
- Urban Growth Area
- Road
- Parcels
- Major Arterial



Google Maps



MANAGER'S REPORT

DATE: September 6, 2022
To: Ellensburg City Council
FROM: Heidi Behrends Cerniwey, City Manager

1. Council Funded Grant Program Subcommittee Designation.

The application period for the Council Funded Grant Program closed on August 31, 2022. Council is requested to designate the subcommittee that will review and rank the grant applications. Last year's subcommittee included Councilmember Goodloe, Councilmember David Miller, and Councilmember Tabb.

2. Reassign Councilmember Tabb's Boards and Commissions.

Councilmember Tabb was the Council representative on the following boards and commissions:

- Affordable Housing Commission (Chair)
- Finance Committee
- Kittitas County Council of Governments (COG)
- Kittitas County Chamber of Commerce Liaison (Alternates with Monica Miller)
- Public Transit Advisory Commission (Chair)

3. City Receives Washington State Broadband Office Matching Grant.

Staff was recently notified the City will receive a matching grant in the amount of \$109,393 to run concurrent with the City's NTIA federal contract for a middle mile broadband development. This matching grant supplements the City's federal award of \$473,573 to complete a "middle mile" fiber installation project that will connect two remote City wells to the system and allow a private partner to serve up to 50 unserved and underserved residences in rural Kittitas County with broadband.

4. Notice of Public Hearing – Surplus Property.

Staff is notifying Council that a public hearing is scheduled for the September 19, 2022 Council meeting to consider a resolution to surplus property owned by the City on Dolarway Road.