

CITY COUNCIL AGENDA

January 6, 2025



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To attend the city council meeting virtually register here:

https://us02web.zoom.us/webinar/register/WN_-SQ_mWC2R7OHkkQYFzgyTg

The 6 p.m. 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.

Closed Captioning is available to Zoom viewers. To enable closed captioning, you will need to click on the "CC" button at the bottom of your Zoom screen and then select either "Show Subtitle" or "View Full Transcript."

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COUNCIL MEETING

GUIDELINES FOR PUBLIC PARTICIPATION

All City Council meetings are broadcast on Charter/Spectrum Channel 191 and available to livestream on Ellensburg Community Television at www.ectv2.com or on YouTube at ECTV Ellensburg. You may also attend by phone, only, and listen to the meeting by following the registration instructions under “Procedure for Remote Participation During Meeting” below. Once you register, you will be sent a meeting invitation with a phone number for the meeting.

Public comment on Non-Agenda Issues (Item No. 7) is limited to a combined total of thirty (30) minutes unless Council votes to extend the time. 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@ellensburgwa.gov. 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@ellensburgwa.gov. 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. Once registered, you will receive an email with the meeting link and phone number (for those who wish to call into the meeting).***
 - a) Anyone wishing to provide public comment on ***Non-Agenda Issues*** (Item No. 7 on the Agenda) must: 1. Register via the Zoom link by no later than 24 hours prior to the meeting; and 2. Provide a description in the Zoom registration form of the topic upon which they wish to speak with sufficient detail to allow the Mayor to determine whether it pertains to City business or a matter over which Council has control.
 - b) Anyone wishing to speak on ***all other Agenda items*** where it specifically states “Public Comment Opportunity” must register prior to 7 p.m. the day of 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. If you wish to speak on an agenda item, you must:
 - a) Wait to be called upon by the Mayor using your name, e-mail, or phone number used to log in to the teleconference.
 - b) 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.
6. Please state your name, whether you live in the City of Ellensburg, Kittitas County or elsewhere, 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, whether you live in the City of Ellensburg, Kittitas County or elsewhere, and whether you are representing only yourself or others.
- ◆ Each speaker's comments are to be limited to 3 MINUTES.
- ◆ Submit any 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).
4. Speakers providing comments on Item 7, Non-Agenda Issues, may only address the Council on matters which concern the City's business or over which the Council has control, and must announce the topic upon which they wish to speak before making their comments.

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
CITY COUNCIL AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Monday, January 6, 2025
6:00 PM – Study Session
7:00 PM - Regular Meeting**

Study Session (No Public Comment)

- A Kittitas County Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP) Overview 6

Pledge of Allegiance

1. Call to Order and Roll Call

2. Proclamations (No Public Comment)

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 December 16, 2024 Regular Meeting 24

5.B Acknowledge Minutes of Boards and Commissions 30

5.C Acknowledge Reappointment of Larry Loveless to LEOFF 1 Disability Board 36

5.D Tree Inventory, Urban Forest Management Plan & Municipal Tree Ordinance Services Agreement 37

5.E Project Acceptance - Bid Call 2024-13 City Wide Crosswalk Striping 60

5.F Approve January 6, 2025 Voucher Listing 61

6. Petitions, Protests, and Communications

6.A Approve the appointment of Emily Brown-Pratz to the Library Board (Public Comment Opportunity) 62

7. Citizen Comment on Non-agenda Issues

8.	Business Requiring Public Hearings	
8.A	Public Hearing to Consider Title 15 Land Development Code Amendments and First Reading of Ordinance 4953 (Public Comment Opportunity)	66
9.	Introduction and Adoption of Ordinances and Resolutions	
10.	Unfinished Business	
11.	New Business	
11.A	Housing & Related Services Revenue Allocation Framework Review (Public Comment Opportunity)	130
12.	Miscellaneous	
12.A	Manager's Report (No Public Comment)	133
12.B	Councilmembers' Reports (No Public Comment)	
13.	Executive Session	
14.	Adjournment	



Meeting Date: January 6, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Kittitas County Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP) Overview
Submitted by: Heidi Behrends Cerniwey, City Manager
Department: City Manager

Suggested Motion/Action:

This item is for information purposes only.

Background/Summary:

Kittitas County Public Health Department leads a comprehensive community health assessment in collaboration with local public health system partners and community members every five years. This assessment leads to the development of a community health improvement plan.

A community health assessment engages community members and local public health system partners to collect and analyze health-related data and information from a variety of sources. The findings of the community health assessment inform community decision-making, the prioritization of health problems, and the development and implementation of a community health improvement plan.

A community health improvement plan is action-oriented and outlines the community health priorities (based on the community health assessment and community input). The plan also includes how the priority issues will be addressed to improve the health of the community.

[Link to view or download current and historical plans and report](#)

Previous Council Action:

None

Analysis:

Staff from the Kittitas County Public Health Department and Kittitas County Health Network (KCHN) will provide an overview of the Community Health Assessment process and goals incorporated into the 2024-2029 Community Health Improvement Plan, which were adopted by KCHN as their strategic plan. They will expand on elements of the Assessment that relate to fitness and public health and food insecurity related to City Council priorities.

Financial Impact:

None at this time.

Budget Adjustment: No

Attachments:

1. 2024-2029 Community Health Improvement Plan

Community Health Improvement Plan

KITTITAS COUNTY 2024-2029

Acknowledgments

AUTHORS

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*Epidemiologist
Kittitas County Public Health Department*

The following organizations contributed time, space, and support for data collection and committee meetings. This Community Health Improvement Plan would not have been possible without their support.

APOYO

City of Cle Elum

Kittitas County Event Center

Kittitas County Health Network

Kittitas Valley Fire and Rescue

Kittitas Valley Healthcare

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A Letter to Kittitas County Residents

Welcome to Kittitas County's 2024-2029 Community Health Improvement Plan!

It has been over two years since the planning began for the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP) process. What started with only a handful of people grew into a dedicated group of diverse Kittitas County community stakeholders. Six months of hard work from the Kittitas County Public Health Department (KCPHD) staff facilitators and community participants resulted in the CHA, the companion to this document. This was followed by another six months for the development of the CHIP.

Why do we spend so much time creating a CHIP? Because this is an important tool to address the community's health needs. A CHIP identifies big issues impacting community health and breaks them down into actionable and measurable activities that our community can work together to accomplish.

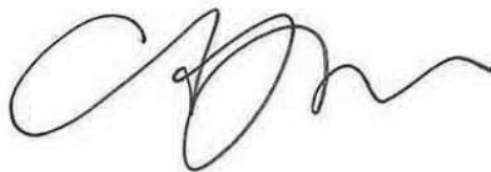
As a local health department, KCPHD leads this project, but the CHA and CHIP do not belong to any one organization. They belong to our community.

We hope that there are two main takeaways from the CHIP. First, that our Kittitas County community can learn about the three strategic health issues that are the highest priority address over the next five years. And second, an understanding of both how we as a community can accomplish these goals and what role local individuals, organizations, and systems can play. When combined, the CHA and the CHIP are a roadmap for community health improvements. For specific ways to engage with and use both the CHA and CHIP, please see page seven of this report.

We want to thank all our community partners who participated in this important work. Appendix A lists the participants, each of whom brought vital perspective and skills to this process. I also want to call out the hard work of KCPHD's Epidemiologist, Lianne Bradshaw, and Assessment Coordinator, MacKenzie Carter. Without their leadership and countless hours of work, this process would not have been possible. And finally, we want to thank the Kittitas County Health Network for their partnership and support in the creation of both the CHA and the CHIP, and for their commitment to the next five years of supporting our community to implement the CHIP strategies.

We hope that the possibilities and opportunities in the CHIP excite you as much as they excite us. Thank you for being a part of Kittitas County and taking these steps to improve the health of the community we love.

Sincerely,

A stylized, handwritten signature in black ink, likely belonging to Chelsey Loeffers.

Chelsey Loeffers, MPH

Director, Kittitas County Public Health Department

Community Health Assessment Executive Summary

Purpose:

The main goal of a Community Health Assessment (CHA) is to understand the current health of a community. It helps to figure out what health problems there are and the community's strengths and weaknesses. A CHA gathers and looks at data about various health topics. It also looks at demographics and social factors. This gives a clear picture of the community's health. Public health professionals, policymakers, and community members can use this information. A Community Health Improvement Plan (CHIP) is then created. The CHIP includes what health issues are most important and what resources are available. The plan explains what actions need to be taken to address those health problems. The ultimate goal is to make life better and healthier for everyone who lives in the community.

Structure:

The Mobilizing for Action through Planning and Partnerships (MAPP) framework guided the CHA and CHIP process, aiming to develop strategies to improve community health and well-being. MAPP involves all stakeholders in the steps of assessment and planning. It identifies strategic issues that focus on key health concerns.

Methods:

Using the MAPP framework, Kittitas County began the CHA-CHIP process in Winter 2022. The CHA-CHIP Stakeholder group formed after months of planning and organizing. It met for the first time in Summer 2022. This group then worked together to create a shared vision for the community's health. They also contributed to four health assessments. The assessments collected information from both community members and professionals working in a variety of fields in the community through the following:

- Multiple collaborative group exercises;
- Analysis of over 100 local health-related variables;
- A community-wide survey, and;
- Two focus groups of underrepresented groups in the community, including:
 - Residents from Upper County
 - Spanish-speaking persons

After combining and analyzing the data from the four assessments, eleven topics were shared with the CHA-CHIP Stakeholder group. This led to the identification of six strategic issues. Finally, the group prioritized the issues based on:

- *Social and financial feasibility*
 - Can this issue realistically be addressed?
- *Impact of not intervening*
 - What happens if nothing is done about this issue?
- *Geographic scope of the issue*
 - How much of the county does this issue impact?

Results:

Three strategic issues rose to the top and were selected to focus on in the CHIP. These were **Access to Care**, **Behavioral Health**, and **Children, Youth, and Families**.



Access to Care



Behavioral Health



Children, Youth, and Families

Community Health Improvement Plan

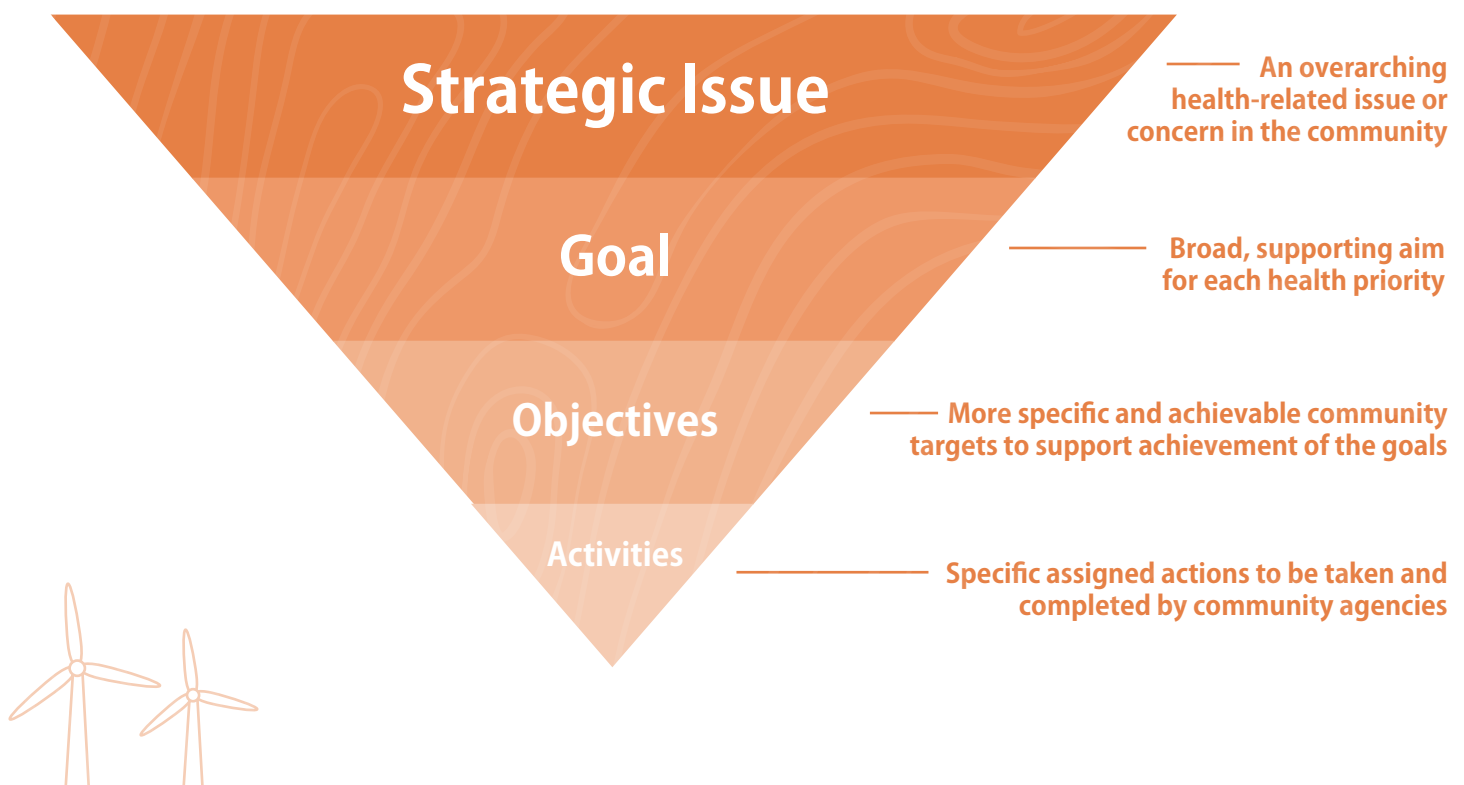
What is a CHIP?

A Community Health Improvement Plan (CHIP) addresses the health needs of a specific community. It serves as a roadmap for local health agencies, community organizations, stakeholders, and residents to work together to improve the health and well-being of the community.

The CHIP looks at a range of health issues using data and input. This includes preventive measures and health disparities. Finally, the CHIP outlines goals, strategies, and action plans. It is a guide for local health and social service organizations, decision-makers, and individuals. The CHIP is a tool for anyone who wants to improve community health.

The CHIP is a Living Document

The health and well-being of our community is always changing. Because of this, improvement plans should be flexible. The CHIP reflects efforts to find the best ways to address community concerns over the next five years. During this time, the CHA-CHIP Stakeholder group will adjust it as monitoring and evaluation takes place on the impacts of the work. For more information on the monitoring and evaluation of the CHIP, please see page 13.



How to Use the CHA and CHIP

How can a resident of Kittitas County use the CHA and CHIP?

1. **Understanding Health Issues:** Use the CHA to learn about important health concerns in your community. For example, diseases or environmental challenges.
2. **Awareness and Advocacy:** Use the knowledge from the CHA to advocate for resources or programs. Engage with local governments and authorities or community organizations.
3. **Participation:** Join CHIP-related events, workshops, or health-related programs to improve community health.
4. **Informed Decision-making:** Use the information from the CHA and CHIP to make informed choices about your health. This includes seeking preventive care or making lifestyle adjustments based on health priorities.
5. **Community Collaboration:** Work with neighbors, community groups, or local leaders to address health concerns together. Together, create a healthier neighborhood.

How can an organization, business, or community partner in Kittitas County use the CHA and CHIP?

1. **Strategic Alignment:** Align organizational strategies, programs, and services with the priorities identified in the CHA.
2. **Resource Allocation:** Divide resources, funding, and efforts towards initiatives outlined in the CHIP. These initiatives target identified health priorities. Ensure effective use of resources.
3. **Partnerships and Collaboration:** Collaborate with other organizations, community groups, or local authorities. Put in place initiatives outlined in the CHIP. Foster partnerships for collective impact.
4. **Program Development:** Create programs or interventions that address specific health issues highlighted in the CHA.
5. **Advocacy and Support:** Advocate for policies, programs, or funding that align with the priorities identified in the CHA and CHIP.
6. **Evaluation and Feedback:** Monitor and evaluate the effectiveness of programs and interventions. Provide feedback for continuous improvement and evidence-based practices.

Strategic Issue #1: Access to Care

What is the issue?

When people do not have access to healthcare, it is hard for them to get the medical care they need. This means they might not get diagnosed with a condition as early, or they might not get treatment at all. And this can lead to big differences in health between different groups in a community. It also affects activities like getting vaccinations or screenings to catch diseases early.

Fixing the problem of healthcare access means making sure everyone can afford healthcare. It also means ensuring they can get the healthcare they need. This means improving healthcare facilities. This means improving healthcare facilities and making healthcare more accessible. It also means giving more resources to make communities healthier. By doing this, more people can reach their health goals.

Why was this selected?

The topic of healthcare in the CHA had strong support from data in all four assessments. The Community Health Status Assessment showed that many people struggled to access routine care. This was especially true for children and those without insurance. The Forces of Change exercise and Local Public Health System Assessment also highlighted a shortage of both general and specialty providers. In the focus groups and survey for the Community Themes and Strengths Assessment, community members shared similar frustrations and challenges.

The CHA assessments revealed that discrimination and a lack of trust in the healthcare system were significant barriers to accessing healthcare. Both the CHA Steering Committee members and community members themselves spoke about this experience.

What is the plan to address the issue?

Objectives 1 and 3 aim to restore trust among those who struggle to access healthcare. This group may face complex health conditions. They may also face obstacles like language barriers or lack of transportation.

Objective 2 points out the lack of information on how to address issues with the healthcare workforce. It aims to gather data to gain a clearer understanding of this problem. Then, decision-makers at healthcare facilities and other organizations will be better able to put in place an evidence-based and long-lasting solution.

Goal: There is readily accessible healthcare for all demographics in Kittitas County

Objective 1: Support the efforts around coordinating services for individuals with complex health and social needs

Activity 1.1.1: Expand Care Coordination services in Kittitas County by increasing bilingual workforce, expanding network of care coordination services, and improving community visibility

Activity 1.1.2: Increase staffing and quality of caregiving staff within the county by supporting caregiver organizations and incentivizing employment opportunities

Objective 2: Conduct an assessment on healthcare workforce needs and improvement strategies

Activity 1.2.1: Hold focus group or key informant interviews with local healthcare and behavioral health employers to gain insight into challenges and successes

Activity 1.2.2: Hold focus groups or key informant interviews with people in the behavioral health workforce with behavioral health lived-experience to gain insight into challenges and successes

Activity 1.2.3: Conduct a Mental Health Needs Assessment to determine areas of concern and opportunities for growth

Objective 3: Addressing barriers to accessing healthcare services (language, location, literacy, stigma, insurance, cultural competency, transportation, technology, nontraditional healthcare needs)

Activity 1.3.1: Enhance and expand harm reduction efforts and supportive services for people with substance use disorder

Activity 1.3.2: Establish and maintain a closed loop and warm handoff referral system county-wide

Activity 1.3.3: Expand mobile and free clinic presence

Strategic Issue #2: Behavioral Health

What is the issue?

Mental health, substance use disorder (SUD), and behavioral health issues do not just impact individuals. They also have consequences for families and society as a whole. Unaddressed behavioral health concerns can lead to increased healthcare expenses. They can also strain social services. This may lead to an increase in homelessness or justice system involvement. These issues also tend to go hand in hand with other health problems, such as chronic diseases. This leads to even more complicated health outcomes.

Many of these problems can be prevented if behavioral health is treated as a public health issue. This means fighting against the stigma and making mental health services more accessible. It means creating supportive systems and environments, and encouraging healthy behaviors.

Why was this selected?

While identifying strategic issues, the CHA-CHIP Stakeholder group combined two topics. Substance Use and Mental Health became Behavioral Health. The data highlighted this issue as a significant concern in Kittitas County.

Mental Health and Substance Use came up in each of the four assessments, focusing on a variety of concerns. These concerns focused on a range of groups of people and services. Often mentioned was a lack of service providers and inpatient care facilities. Specific to children and adolescents were concerns over the state of mental health. Finally, people expressed optimism for the upcoming work of the 1/10 of 1% Mental Health and Chemical Dependency Tax Advisory Board.

What is the plan to address the issue?

Objective 1 is about reducing Behavioral Health stigma by fostering better teamwork among partners.

Objective 2 focuses on prevention and education for youth in Kittitas County.

Goal: Provide mental health and substance use services for all demographics in Kittitas County

Objective 1: Sustained cross-sector collaboration for stigma reduction and resource awareness

Activity 2.1.1: Increase usage and awareness of the resource guide

Activity 2.1.2: Hold Community Conversations events to help reduce stigma within Kittitas County about substance use and behavioral health

Activity 2.1.3: Increase the number of people in Kittitas County workforce with behavioral health lived-experience

Objective 2: Increase evidence-based prevention strategies to identified priority populations

Activity 2.2.1: Implement evidence-based mental health programming in schools

Activity 2.2.2: Increase capacity for and implementation of behavioral health screenings and evaluations in schools and early education settings

Activity 2.2.3: Implement a hub and spoke model youth mentoring program that supports youth in Kittitas County



Strategic Issue #3: Children, Youth, and Families

What is the issue?

The health of children, youth, and families plays a big part in shaping the well-being of our society. The well-being of children and youth affects the health and stability of our community. Their development remains vital, as it influences lifelong physical, mental, and emotional well-being. The health of parents and caregivers is also crucial in creating a safe environment for children to grow.

Tackling the health needs of children, youth, and families in the context of the COVID-19 pandemic is important. Attention on these groups creates better environments for growth, learning, and well-being. This focus also strengthens family bonds and helps us be more resilient in the face of ongoing challenges. Investing in the health of children, youth, and families is an investment in a healthier future. This also builds a strong foundation for a more successful and thriving society.

Why was this selected?

Most of the data showed similar trends for kids in Kittitas County. At the county and state level, children and youth are dealing with worse physical and mental health than in previous years. This information appeared in all four health assessments, as reported by both stakeholders and residents. The data included a variety of health concerns, such as fewer children staying up to date with routine vaccinations, and an increase in poor mental health among adolescents.

What is the plan to address the issue?

Objectives 1, 2, and 3 all aim to promote protective factors for youth. The goal is to address several of the underlying causes of poor mental health and substance use faced by children and youth. This includes opportunities for youth to voice concerns and weigh in on solutions.

Objective 3 focuses on both prevention and promotion of treatment for behavioral health issues faced by the children and youth in our county. The use of age-appropriate providers and facilities would help to reach this goal.

Goal: Children, youth, and families in Kittitas County are safe, healthy, and thriving with equitable access to services

Objective 1: Foster community resilience by increasing the number of protective factors through policymakers and other community groups to improve access to recreation and activities, childcare facilities, mentoring, and other prevention resources

Activity 3.1.1: Provide input into the recreation center planning process by connecting with the City of Ellensburg (Parks and Recreation Committee) and the City of Cle Elum to identify opportunities to influence the process to include equitable community based programs

Activity 3.1.2: Support and promote the Boys and Girls Club efforts in Kittitas County by engaging the leadership to present to and participate in the Kittitas County Health Network

Activity 3.1.3: CHA-CHIP stakeholder agencies complete trainings and give presentations on ACEs and Mental Health First Aid to community leaders and staff of partner organizations

Objective 2: Increase communication between all community partners, parents, and families to address adolescent specific needs

Activity 3.2.1: Hold Parent Networking events in English and Spanish as an opportunity for parents to learn and connect with each other; providing food, child care, parent facilitators, agency resources, and topic presentations and discussions

Activity 3.2.2: Hold peer-led listening sessions for youth in English and Spanish with participants from all school districts, targeting underrepresented youth

Activity 3.2.3: Hold Community Connect events for families with resources and services from across the county by collaborating with KittFam

Objective 3: Increase age-specific mental health and substance use services and providers

Activity 3.3.1: Increase available programs and activities for youth prosocial involvement through promotion and new funding

Activity 3.3.2: Increase available mental health services in schools through funding opportunities

Activity 3.3.3: Provide Mental Health First Aid and Question, Persuade, and Refer (QPR) trainings to local schools

Monitoring & Evaluation

A monitoring and evaluation plan is important for a CHIP because it tracks progress and measures success. It shows whether the strategies put in place are being done as intended and are actually making a difference in the community's health. By checking and evaluating how things are going, it helps us figure out what's working well and what might need adjustments.

When making a plan to check and measure how well a CHIP is working, it's crucial to have clear goals. The plan begins by setting SMART goals — ones that are specific, measurable, achievable, important, and have a time limit. These goals help decide which things to watch to see how well things are going and how to measure if the plan is achieving its aims.

The monitoring and evaluation plan emphasizes the need for solid data collection. It will use a mix of methods, like surveys, interviews, focus groups, and health outcome assessments. Baseline data will set a starting point and act as a comparison against targets. This allows for an accurate measurement of progress over time. Quarterly check-ins will allow for continuous improvement in our efforts. From those conversations and gathered evidence, strategies can shift based on real-time insights.

Progress-tracking and accountability are crucial to the important work in the CHIP. An annual evaluation report will allow community members and partners to stay involved.



COMMITTEE MEETING PARTICIPANTS

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Community Advocate

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Kittitas County Health Network

Amie Wojtyna
Central Washington University

Amy Diaz
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Beth Osiadacz
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Cambron Walker
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Ellensburg Police Department

Jonathan Carlson
MERIT Resource Services

Josh Bender
Ellensburg Police Department

Kate Johnson
Kittitas County Public Health
Department

Katie Estes
Kittitas County Chamber of
Commerce

Kevin Martin
Kittitas Valley Healthcare

Kim Selzler
Community Health of Central
Washington

Lauren Wickerath
Kittitas County Public Health
Department

Lisa Martin
Valley Psychological Services

Logan Denlinger
Happy Feet Academy, LLC

Mackenzie Cohen
The Kittitas Café

Mayra Colazo
Central Washington Disability
Resources

Maggie Amoth
Kittitas County Public Health
Department

Marie Marchand
Kittitas County Public Health
Department

Mark Larson
Kittitas County Public Health
Department

Melissa Denlinger
Happy Feet Academy, LLC

Melissa Denner
MERIT Resource Services

Michele Cawley
Kittitas County Early Learning Coalition

Mitchell Rhodes
Kittitas Valley Healthcare

Nan Doolittle
NW Expressive Arts Response

Nea Alfaro
Kittitas County Public Health
Department

Nicole Klaus
City of Ellensburg

Nicole Matthews
Kittitas County Health Network

Pam Tuggle Miles
Community Health of Central
Washington

Rebekah Moon
Kittitas County Public Health
Department

Rich Elliott
Kittitas Valley Fire and Rescue

Robin Read
Kittitas County Health Network

Ryan Domitz
HopeSource

Sarah Day
Cle Elum Roslyn School District

Sarah Foy
Kittitas County Health Network

Sascha Burckhardt
Kittitas County Health Network

Shereen Hunt
MERIT Resource Services

Sue Gunn
Comprehensive Healthcare

Sue Logsdon
Kittitas County Health Network

Tylene Carnell
Helen House





CITY OF ELLENSBURG

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of City Council, Regular Meeting

December 16, 2024

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 Miller.

1. Call to Order and Roll Call

Roll Call Present: Sarah Beauchamp, Rich Elliott, Nancy Goodloe, Nancy Lillquist, David Miller, Delano Palmer, Joshua Thompson

Others present in person: City Manager Behrends Cerniwey, City Attorney Weiner, City Clerk Leader, Community Development Director Carlson, Public Information Officer Klauss, Assistant Finance Director Bassett, Assistant City Attorney Reiman and approximately 80 members of the public

Others present remotely via Zoom: 42 members of the public

Mayor Elliott read a statement to the audience.

2. Proclamations

3. Awards and Recognitions

4. Approval of Agenda

Councilmember Lillquist moved to approve the Agenda as presented. **Motion Approved 7-0**

5. Consent Agenda

- 5.A Approve Minutes of December 2, 2024 Regular Meeting
- 5.B Approve Minutes of December 2, 2024 Study Session
- 5.C Acknowledge Minutes of Boards and Commissions
- 5.D Natural Gas Purchasing Base Contract
- 5.E First Contract Amendment – Bid Call No. 2024-03 - 2024 City Property Groundskeeping
- 5.F Consultant Agreement Supplement No. 4 Brick Road Improvements Engineering

-
- 5.G 2021-16 Electrical Utility On-Call Construction Services Agreement - Contract Extension Amendment
 - 5.H Award Bid Call 2024-23 Anderson Road Sewer Extension Phase 2
 - 5.I 2025 Payment Agreement with Kittitas County Emergency Medical Services (EMS) and Trauma Care Council
 - 5.J Modification to Interlocal Agreement (ILA) Between the City of Ellensburg and Kittitas County Flood Control Zone District (KCFCZD).
 - 5.K Historic Preservation Grant Extension Request
 - 5.L Authorize City Manager's Signature on a Memorandum of Understanding (MOU) with OPEIU for 2025 VEBA Contributions
 - 5.M Approve December 16, 2024 Voucher Listing

Councilmember Goodloe moved to approve the Consent Agenda as presented. **Motion Approved 7-0**

6. Petitions, Protests, and Communications

- 6.A Approve the following reappointments: Peter Stone and Sarah Bedsaul to the Affordable Housing Commission, Richard Searle to the Civil Service Commission, Steve Townsend, Lacie Dawson, and Carmen Wiggins to the Lodging Tax Advisory Committee (Public Comment Opportunity)
Heidi Behrends Cerniwey, City Manager, presented information in the staff report. Peter Stone was present remotely.

Councilmember Palmer moved to approve reappointments for Peter Stone and Sarah Bedsaul to the Affordable Housing Commission, Richard Searle to the Civil Service Commission and Steve Townsend, Carmen Wiggins and Lacie Dawson to the Lodging Tax Advisory Commission as presented. **Motion Approved 7-0.**

7. Public Comment on Non-agenda Issues

- Paula McMinn, Ellensburg resident, spoke via remote attendance regarding fluoride in city water

8. Business Requiring Public Hearings

9. Introduction and Adoption of Ordinances and Resolutions

- 9.A Second Reading and Adoption of Ordinance 4951 Amending Ellensburg City Code Title 15 Land Development Code (Public Comment Opportunity)
Dan Carlson, Community Development Director, presented information in the staff report.

Councilmember Miller moved to approve second reading and adoption of Ordinance 4951. **Motion Approved 7-0**

- 9.B Second Reading and Adoption of Ordinance 4952 Amending the 2023/2024 Biennial Budget (Public Comment Opportunity)
Keith Bassett, Assistant Finance Director, presented information in the staff report.

Councilmember Goodloe moved to approve second reading and adoption of Ordinance 4952. **Motion Approved 7-0**

- 9.C Resolution 2024-35 (Joint with County) Approving Amendment to Interlocal Agreement with Kittitas County for Court Related Services (Public Comment Opportunity)
Terry Weiner, City Attorney, presented information in the staff report.

Councilmember Palmer moved to adopt Resolution 2024-35, approving the Amendment to the Interlocal Agreement with Kittitas County for Court Related Services with authorization for the City Manager to sign the Amendment. **Motion Approved 7-0.**

10. Unfinished Business

- 10.A Diversity, Equity & Inclusion Commission Spending Plan Updated Request
Nicole Klauss, Public Information Officer, presented information in the staff report.

Councilmember Palmer moved to reconsider the decision made at the December 2, 2024 meeting approving the DEI Commission's 2025 spending plan by amending the plan to include \$1000 for funding the Ellensburg High School Pizza Klatch program and \$400 for the DEI Commission Listening Tours.

- Amanda Rassert, Ellensburg resident and Director of Helen House, spoke in favor of Council funding the Pizza Klatch program
- Candice Comfort, Ellensburg resident, spoke against Council funding the Pizza Klatch program
- Lorraine Barlow, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
- Davey Below, EHS student, spoke in favor of Council funding the Pizza Klatch program
- Richard Wilson, Ellensburg resident, spoke against Council funding the Pizza Klatch program
- Jennifer Hannegan Veibel, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
- Cody Natland, Ellensburg Methodist Church Pastor, speaking on his own behalf, spoke in favor of Council funding the Pizza Klatch program

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- Lacey Ferrell, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
 - Geraldine O'Mahony, Ellensburg resident and Planning Commission member, spoke in favor of Council funding the Pizza Klatch program
 - Sara Selland, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
 - Phil Backlund, Ellensburg community member and DEI Commission member, spoke in favor of Council funding the Pizza Klatch program
 - Abby Alegria, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
 - Lucille Menco, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
 - M. Eliatamby-O'Brien (present remotely), Ellensburg resident and DEI Commission member, speaking on their own behalf, spoke in favor of Council funding the Pizza Klatch program
 - Tylene Carnell, Ellensburg resident and DEI Commission member, spoke in favor of Council funding the Pizza Klatch program
 - Riannan Holwedge, Ellensburg resident and speaking on their own behalf, spoke in favor of Council funding the Pizza Klatch program
 - Joseph Gabriel Pangan Burke, Ellensburg resident, speaking on their own behalf, spoke in favor of Council funding the Pizza Klatch program
 - Dalton Duncan, Ellensburg business owner, spoke against Council funding the Pizza Klatch program
 - Claude Lyman, Ellensburg resident, spoke against Council funding the Pizza Klatch program
 - Steve Verhey, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
 - Andrew Cleman, County resident, spoke against expending the \$1400 in DEI funding
 - Julianne Cleman, County resident, spoke regarding bullying in school and funding all groups
 - Alison Durmond, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
 - Theresa Plue, County resident, spoke regarding resources listed on the Pizza Klatch website in a different city
 - Sarah Norton, County resident, spoke against Council funding the Pizza Klatch program

Council took a five minute break at 8:29 pm and reconvened at 8:35 pm.

- Ron Breckon, County resident, spoke in favor of Council funding the Pizza Klatch program
- Amber Hoefer, Ellensburg resident and member of the DEI Commission, speaking on their own behalf, spoke in favor of Council funding the Pizza Klatch program

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- Elise May, Ellensburg resident, speaking on their own behalf, spoke regarding resources for Pizza Klatch and Helen House
 - Denise Martin, Ellensburg resident, spoke against Council funding the Pizza Klatch program
 - Debbie Stanavich, County resident, speaking on behalf of herself, spoke against Council funding the Pizza Klatch program
 - Molly Macnamera, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
 - Anastasia Rashel, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
 - Pamela Lewis, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
 - Chris Bently, Ellensburg resident and medical provider, spoke in favor of Council funding the Pizza Klatch program
 - Lyle Smith, County resident and business owner, spoke against Council funding the Pizza Klatch program
 - Owen Bulamon, Ellensburg resident, spoke against Council funding the Pizza Klatch program and suggested showing support by proclamation
 - Hondo, CWU student, speaking on their own behalf, spoke in favor of Council funding the Pizza Klatch program
 - Stevanna, Eliatanby-O'Brien, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
 - Elosie Eckland, EHS student, spoke in favor of Council funding the Pizza Klatch program
 - Juniper, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
 - Carol Cox, Ellensburg resident and business member, spoke in favor of Council funding the Pizza Klatch program
 - Kalina Wyman, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
 - Mayor Richard Hink, City of Kittitas, spoke in support of Council and the decisions they make
 - Courtney Garzone, Ellensburg resident, spoke in favor of Council funding the Pizza Klatch program
 - Trip Deboer, Ellensburg resident, spoke against Council funding the Pizza Klatch program
 - April Selden, County resident, spoke in favor of Council funding the Pizza Klatch program
 - Kande Cleary, Ellensburg resident and DEI Commission member, speaking on their own behalf, spoke in favor of Council funding the Pizza Klatch program
 - Hendrick Barlow, Ellensburg resident and EHS student, spoke in favor of Council funding the Pizza Klatch program

Councilmembers each commented on the topic

Vote on the motion. **Motion Approved 6-1 (Thompson voted no)**

11. New Business

- 11.A 2025 City of Ellensburg Legislative Priorities (Public Comment Opportunity)
Heidi Behrends Cerniwey, City Manager, presented information in the staff report.

Councilmember Palmer moved to approve the 2025 City of Ellensburg Legislative Priorities. **Motion Approved 7-0.**

12. Miscellaneous

- 12.A Manager's Report (No Public Comment)
Heidi Behrends Cerniwey, City Manager, presented information in the report. Council will review the board and commission assignments at the January 6, 2024 meeting. Council agreed to participate in the county wide planning process for events concerning the 250th anniversary of the signing of the Declaration of Independence.
- 12.B Councilmembers' Reports (No Public Comment)
- Councilmember Palmer requested the DEI Commission and citizens assist with providing options for bullying support and interfaith coalition creation (gaps in inequity). He reported on the Steer I-90 survey
 - Councilmember Miller attended the Arts Commission meeting
 - Councilmember Lillquist attended a Lightcurve meeting concerning broadband service
 - Councilmember Goodloe attended a DEI Commission meeting
 - Councilmember Beauchamp reported on Lodging Tax and KITTCOM staffing issues
 - Mayor Elliott reported on KITTCOM and commented about board and commission assignments

13. Executive Session

14. Adjournment

Meeting adjourned at 10:04 pm

Mayor

ATTEST:

City Clerk



CITY OF ELLENSBURG

Meeting Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Arts Commission, Regular

November 14, 2024

4:00 PM

Council Conference Room, City Hall

1. Call to Order and Roll Call of Members

Start time:

- 1.A Chair Eyre, Commissioner Marchand, Commissioner Dougherty, Commissioner Oostra, Commissioner Snedeker, Commissioner Scheffer, Commissioner Kooser, Council Member Miller. Welcome any guests.

Guest: None

2. Approval of Agenda

Motion to approve November 14, 2024, Arts Commission meeting agenda.

By: Commissioner Scheffer

Seconded: Commissioner Oostra

In Favor: All in favor

Opposed: None

Motion Carries

3.

3.A Approval of Minutes

Motion to approve October 10, 2024, Arts Commission meeting minutes as presented.

By: Commissioner Scheffer

Seconded: Commissioner Marchand

In Favor: All

Opposed: None

Motion Carries

4. Budget/Financial Report

4.A YTD 2024 Arts Commission Budget Update

4.B 2025 Proposed Arts Commission Spending Plan

Staff gave update of current 2024 Art Commission budget and reviewed the recommendation for the 2025 Arts Commission Spending Plan that will be presented to City Council for approval on Monday, November 18th.

5. New Business

5.A PA-14 Odd Fellows/IOOF Alley Mural Review

Motion to approve mural permit concept for the Odd Fellows alley as presented in PA-14 submitted by Dr. Eliann Carr of the Ellensburg Police Department.

By: Commissioner Scheffer

Seconded: Commissioner Oostra

In Favor: All

Opposed: None

Motion Carries

Note: This mural will be the work of several street artists to cover existing gang graffiti in the alley noted in the application.

5.B Shooters Courtyard Mural

P24-103 Mural Permit Application submitted by Michael Morgan was not approved as presented by the Arts Commission.

The commissioners question the appropriateness of use of copyrighted material and if applicant secured permission for the use of the image.

Applicant will need to provide proof that there is no infringement of any copyright laws prior to Arts Commission approval.

Staff will reach out to applicant to see if they secured permission to use the image.

5.C 2025 Arts Commission Proposed Projects-Draft—see notes on page 24

Commissioners discussed ideas for projects and programming items to discuss further at the upcoming Arts Commission retreat in January.

Commissioner Snedeker suggested that for 2025, commissioners and staff attend various grant projects as they are completed and report back to the commission. Additional discussion on how the commission can track events, projects, to gather and collect data to monitor and improve programming.

6. Unfinished Business

6.A 2024 Project Grant Updates: Staff updated during budget update.

6.B 2025 Poet Laureate Selection Update

Commissioner Eyre reviewed the selection process regarding the Poet Laureate applicants and shared the concerns with the commission and subsequent decision to continue the search for the Poet Laureate as the three candidates were not qualified to fulfill the role. Each selection committee member shared their concerns as well and confirmed the decision to continue the search to find the right candidate to fill the role of Poet Laureate.

6.C Arts Commission Retreat Planning

The Arts Commission Retreat will be held on January 9th Arts Commission Retreat at The Ink tentatively, 4:00-6:00 pm.

Staff will prep agenda and 2025 Proposed EAC Work Plan and send out to commissioners ahead of time for review.

7. Subcommittee Business

7.A

1. Ellensburg Arts & Cultural Alliance: Alex/Staff
2. Funding: Jerry/Jill-Discussed changes to the grant agreement that will need to be update for the 2026 cycle. Also mentioned that the T-Mobile Grant deadline is Dec. 31st—is there a project that we can apply for? Trails? Parks & Rec.
3. Public Art: Alex/Jerry-Nothing to Report
4. Advocacy/Public Relations: Brian/Jeff—nothing to report
5. Art Walk: Jill/Erin: Will be planning a venue meeting in January
6. Poet Laureate: Marie/Jeff: Update given on previous agenda item
7. Creative District: Staff report provided in agenda packet

8. Citizen Comment: No citizen comment provided

9. Staff Updates/Discussion Items

9.A Commissioner Terms Expiring in 2025: Alex Eyre, Jerry Dougherty, Brian Kooser, Erin Oostra

9.B City Council Arts Commission Annual Report and Presentation: Monday, November 18th:

- 2025 Project Grant Recommendations
- 2025 Arts Commission Spending Plan
- Annual Report

9.C Creative District Update

10. Council Representative Update: Nothing to report.

11. Adjournment

Time: 5:17 pm



CITY OF ELLENSBURG

Minutes of Public Transit Advisory Committee, Regular Meeting

Date of Meeting

October 8, 2024

Time of Meeting

3:30 PM

Place of Meeting

**Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

1.A Call the October 8, 2024, PTAC Meeting to Order.

Chair Miller called the October 8, 2024, PTAC Meeting to Order at 3:30 pm.

1.B Roll Call of PTAC Members.

The following PTAC members were in attendance:

Amy Spitznas, Jim Hurson, David Miller, Deja Blanchard and Joey Bryant

Absent: Charles Johnson

Also in attendance were: Betsy Dunbar - COE, Keiko Walsh- HopeSource, Spencer Klewin - HopeSource

No members of the public were present.

2. Approval of Agenda

2.A Motion to Approve the October 8, 2024, PTAC Agenda

A motion to approve the October 8, 2024, PTAC Agenda was made by Amy Spitznas. The motion carried 5-0.

3. Approval of Meeting Minutes

3.A Motion to Approve the August 2024, PTAC Meeting Minutes.

A motion to approve the August 20, 2024, PTAC Meeting Minutes was made by Jim Hurson. The motion carried 5-0.

4. Follow Up Items

4.A Labor Day Parade

Three from our committee walked with the Central Transit bus and handed out frisbees during the Labor Day Parade.

4.B WSDOT Consolidated Operating Grant

The WSDOT Consolidated Operation Grant Application was successfully submitted.

5. Ridership Stats

5.A Review September Ridership Stats

The ridership stats were shared.

6. Agenda Items

6.A None

7. Transit Marketing Updates

7.A Bite of the Berg

Bite of the Berg was a successful event. New SWAG ideas for next year were discussed.

7.B Marketing Agreement

An update was given regarding our marketing ideas and plans for the current future.

7.C Trillium Optibus Agreement Update

The status of the Trillium Optibus Agreement was shared.

8. Transit Updates

8.A ADA Capital Projects Update

An update was given on the 2024 ADA Capital Project. Supply chains will delay the installation of the benches and garbage cans.

8.B Courthouse Sidewalk Project

An update was given on the Courthouse Sidewalk Project. Due to supply chain issues, the bus shelter and amenities will be delayed.

9. Member Updates

9.A Member updates if time permits.

10. Next PTAC Meeting

10.A November 19, 2024

11. Adjournment

The meeting was adjourned at 4:46 pm.



Meeting Date: January 6, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Acknowledge Reappointment of Larry Loveless to LEOFF 1 Disability Board
Submitted by: Beth Leader
Department: City Clerk

Suggested Motion/Action:

Acknowledge the reappointment of retired Law Enforcement Officer Larry Loveless to the LEOFF 1 Disability Board

Background/Summary:

Council adopted Ordinance 4927 in October 2023, creating the City Law Enforcement Officers and Firefighters (LEOFF) 1 Disability Board. Members who served on the Kittitas County LEOFF 1 Disability Board were retirees from the City of Ellensburg, and also agreed to serve on the City board. Per RCW 41.26.110, Law Enforcement and Firefighter board members are elected by retirees who were employed by the City.

Previous Council Action:

Adoption of Ordinance 4927 on October 16, 2023, creating the City's LEOFF 1 Disability Board.

Analysis:

Larry Loveless volunteered to continue serving for the Law Enforcement position on the board. Ballots were sent out to retirees and received back on December 19, 2024 voting in favor of Mr. Loveless.

Financial Impact:

None

Budget Adjustment: No

Attachments:

None



Meeting Date: January 6, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Tree Inventory, Urban Forest Management Plan & Municipal Tree Ordinance Services Agreement
Submitted by: Erin McGowan, Stormwater/Urban Forestry
Department: Public Works & Utilities

Suggested Motion/Action:

Move to approve the Tree Inventory, Urban Forest Management Plan & Municipal Tree Ordinance Services Agreement with Dudek for the amount of \$247,024.09.

Background/Summary:

The City of Ellensburg is working to modernize its urban forestry program through the creation of an Urban Forest Management Plan (UFMP), an updated tree ordinance, and new street tree development standards. This effort, supported by the Washington State Department of Natural Resources (DNR) Community Forestry Assistance Grant, aligns with Ellensburg's 2024-2029 Strategic Vision that prioritizes Sustainable Infrastructure and Energy & Resource Management. These updates aim to strengthen tree protections, expand canopy coverage, and address equity in access to green spaces, particularly in underserved areas.

The Request for Qualifications (RFQ) for this project was open from October 29, 2024, to November 19, 2024. The City received six submissions, which were thoroughly evaluated and ranked. Dudek emerged as the top candidate in this competitive process, bringing their expertise in urban forestry planning, stakeholder engagement, and regulatory development to ensure the success of this project.

Previous Council Action:

Council approved the Department of Natural Resources 2024 Community Forestry Assistance Agreement on October 21, 2024.

Analysis:

The City of Ellensburg has selected Dudek to develop a comprehensive urban forestry program. The project includes creating a tree inventory, developing an Urban Forest Management Plan (UFMP), updating the municipal tree ordinance, and drafting a street tree section for public works standards. This project aims to align the City's urban forest management with sustainability goals, addressing tree equity, stormwater management, extreme heat mitigation, and community engagement.

Key Objectives:

1. Tree Inventory: Assessment of approximately 6,000 city-owned trees, including tree health, risk factors, and vacant planting sites, supported by GIS-based management tools.
2. Urban Forest Management Plan:
 - Utilize the City's recent tree canopy analysis to set actionable goals.
 - Focus on equitable canopy distribution, sustainability, and resilience strategies.
 - Include a phased tree replacement plan for the historic district.
3. Municipal Tree Ordinance Update:
 - Refine regulations to ensure sustainable urban forestry practices.
 - Incorporate community feedback and legal reviews.
4. Street Tree Development Standards:
 - Establish guidelines for tree selection and placement to balance infrastructure and environmental needs.
 - Provide maintenance schedules and construction protection measures.
5. Public Outreach: Develop bilingual educational materials to engage the community and promote urban forestry initiatives.

Anticipated Outcomes:

- Enhanced urban forest management that supports climate adaptation, biodiversity, and public health.
- Clear and enforceable policies for tree preservation and replacement.
- Increased community awareness and participation in sustaining the urban forest.

The project is fully funded by a grant and aligns with the City's broader sustainability and energy objectives. Implementation is expected to span 2025-2026, with regular updates provided to City staff and stakeholders.

Financial Impact:

The total project cost of \$247,024.09 for the Tree Inventory, Urban Forest Management Plan (UFMP), and Municipal Tree Ordinance update is fully funded by the Department of Natural Resources Urban and Community Forestry Program's 2024 Community Forestry Assistance Grant. This grant does not require matching funds, and the upfront costs have been incorporated into the City's 2025/2026 Biennial Budget. The project expenses will be reimbursed by the DNR following the completion of each task.

Budget Adjustment: No

Attachments:

1. DUDEK & Ellensburg Agreement for Urban Forestry Services FINAL

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF ELLENSBURG
AND
DUDEK**

**RELATING TO: TREE INVENTORY, URBAN FOREST MANAGEMENT PLAN &
MUNICIPAL TREE ORDINANCE PROJECT**

THIS COST PLUS FIXED FEE AGREEMENT is made and entered into this 6th day of January 2025 ("Effective Date"), by and between THE CITY OF ELLENSBURG, a non-charter code city of the State of Washington (hereinafter called the "CITY") and Dudek, a California Corporation authorized to do business in the state of Washington (hereinafter called the "CONSULTANT").

1. RECITALS.

1.1. The CITY desires to obtain professional services for work related to the Tree Inventory, Urban Forest Management Plan & Municipal Tree Ordinance project.

1.2. The CITY has solicited for such professional services as required by law, including RCW Chapter 39.80 if applicable.

1.3. CONSULTANT represents that it is available and able to provide qualified personnel and facilities necessary for the work and services contemplated herein, and can accomplish the work and services within the required time period and in accordance with CITY's specifications, WSDOT Standard Specifications (as applicable), and professional standards, provided Consultant is provided an advance written copy of such specifications.

1.4. CONSULTANT agrees to perform the work and services specified herein in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the above representations and the terms, conditions, covenants, and agreements set forth below, the parties hereto agree as follows:

2. SCOPE OF WORK.

2.1. The scope of professional services to be performed and the results to be achieved by the CONSULTANT shall be as detailed in the attached Exhibit A and shall include all services and material necessary to accomplish the work ("Services").

2.2. CONSULTANT shall perform the Services under this Agreement in a manner that is consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar

circumstances in the same or similar locality at the time of performance (the "Standard of Care").

2.3. The CITY may review the CONSULTANT'S work product, and if it is not in accordance with Exhibit A or the Standard of Care, the CONSULTANT shall make such changes as may be reasonably required by the CITY. Such changes shall not constitute "Extra Work" as related in Section 13 of this Agreement.

2.4. The CONSULTANT agrees that all services performed under this Agreement shall be in accordance with the Standard of Care and in compliance with applicable federal, state and local laws.

2.5. The Scope of Work may be amended upon written approval of both parties.

3. TIME OF PERFORMANCE. The CONSULTANT may begin work upon the Effective Date of this Agreement by both parties, or the CITY's issuance of a Notice to Proceed, whichever is applicable, and the duration of the Agreement shall extend through (July 31, 2026). The work shall be completed in accordance with the schedule set forth in the attached Exhibit B.

4. PAYMENT. The CITY shall pay the CONSULTANT as set forth in this section of the Agreement. Such payment shall be full compensation for work performed, services rendered, and all labor, materials, supplies, equipment and incidentals necessary to complete the work.

4.1. Payment shall be on the basis of the CONSULTANT'S standard billing rates multiplied by the actual hours worked, cost for actual labor, overhead and profit plus CONSULTANT'S direct non-salary reimbursable costs for cost plus fixed fee agreements or based on percentage of completed work for lump sum agreements, as set forth in the attached Exhibit C.

4.2. The CONSULTANT shall submit invoices to the CITY on a monthly basis. Invoices shall detail the work, hours, employee name, and hourly rate; shall itemize with receipts and invoices the non-salary direct costs; shall indicate the specific task or activity in the Scope of Work to which the costs are related; and shall indicate the cumulative total for each task.

4.3. The CITY shall review the invoices and make payment for the portion of the project or tasks that have been completed less the amounts previously paid.

4.4. The CONSULTANT invoices are due and payable within 30 days of receipt. In the event of a disputed billing, only the disputed portion will be withheld from payment.

4.5. Final payment for the balance due to the CONSULTANT will be made

after the completion of the work and acceptance by the CITY.

4.6. Payment for "Extra Work" performed under Section 13 of this Agreement shall be as agreed to by the parties in writing.

4.7. The CITY may desire to establish a Management Reserve Fund to provide the Agreement Administrator with the flexibility to authorize additional funds to the Agreement for allowable unforeseen costs, or reimbursing the CONSULTANT for allowable unforeseen costs, or reimbursing the CONSULTANT for additional work beyond that already defined in this Agreement. Such authorization(s) shall be in writing and shall not exceed the lesser of \$15,000 or 10% of the Maximum Compensation as shown in Section 5 of this Agreement. The amount included for the Management Reserve Fund is \$15,000. This fund may not be replenished. Any changes requiring additional costs in excess of the Management Reserve Fund shall be made in accordance with Section 13 – Extra Work.

5. MAXIMUM COMPENSATION.

5.1. The CONSULTANT's total compensation and reimbursement under this Agreement, including labor, direct non-salary reimbursable costs and outside services, shall not exceed the maximum sum of \$247,024,09. This amount is the maximum amount to be paid under this Agreement and shall not be exceeded without prior written authorization from CITY in the form of a negotiated and executed amendment of this Agreement.

5.2. The budget for each task is as set forth in the attached Exhibit C. Budgets for task(s) may be modified upon mutual agreement between the two parties, but in any event, the total payment to CONSULTANT shall not exceed the maximum amount per Section 5.1 above.

6. RELATIONSHIP OF PARTIES.

6.1. The relationship created by this Agreement is that of owner-independent contractor. Neither the CONSULTANT nor CONSULTANT's employees are employees of the CITY and are not entitled to the benefits provided by the CITY to its employees. The CONSULTANT, as an independent contractor, has the authority to control and direct the performance of the details of the services to be provided. No employee, agent, representative or subconsultant of CONSULTANT shall be or shall be deemed to be the employee, agent representative or subconsultant of the CITY. The CONSULTANT shall assume full responsibility for all wages, along with any Federal, State, and local taxes or contributions imposed or required, including, but not limited to, unemployment insurance, Social Security, and income tax, payable as a result of work performed under this Agreement.

6.2. Employees of the CONSULTANT, while engaged in the performance of any work or services under this Agreement, shall be considered employees of the

CONSULTANT only and not of the CITY, and claims that may arise under the Workman's Compensation Act on behalf of said employees while so engaged, and any and all claims made by a third party as a consequence of any negligent act or omission on the part of the CONSULTANT'S employees while so engaged, on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT. On or before the Effective Date, CONSULTANT shall file, maintain and/or open all necessary records with the Internal Revenue Service and the State of Washington, and as may be required by RCW 51.08.195, to establish CONSULTANT's status as an independent contractor.

7. WORK PRODUCT AND DOCUMENTS.

7.1. The work product and all documents produced under this Agreement shall be furnished by the CONSULTANT to the CITY, and upon completion of the work shall become the property of the CITY, for use without restriction and without representation as to suitability for reuse by any other party unless specifically verified or adapted by the CONSULTANT, except that the CONSULTANT may retain one copy of the work product and documents for its records. The CONSULTANT will be responsible for the accuracy of the work, even though the work has been accepted by the CITY.

7.2. In the event that the CONSULTANT shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the CONSULTANT, along with a summary of work as of the date of default or termination, shall become the property of the CITY. Upon request, the CONSULTANT shall tender the work product and summary to the CITY. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the CITY.

7.3. CONSULTANT will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of CONSULTANT.

8. RECORDS. As a public agency, the CITY is subject to the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that CONSULTANT keeps records that are deemed public records and are needed for the CITY to respond to a request under the Act, as determined by the CITY, CONSULTANT agrees to make them promptly available to the CITY. Pursuant to Chapter 40.14 RCW, CONSULTANT shall retain records associated with this Agreement in accordance with the applicable retention schedule. CONSULTANT also agrees to indemnify and hold the CITY harmless from any claims or losses caused by CONSULTANT'S failure to make records available to the CITY as provided in this Agreement.

9. NONDISCRIMINATION. The CONSULTANT shall conduct its business in a manner, which assures fair, equal and non-discriminatory treatment of all persons, in particular:

9.1. The CONSULTANT shall maintain open hiring and employment practices and will welcome applications for employment in all positions, from qualified individuals who are members of minorities protected by federal equal opportunity/affirmative action requirements; and,

9.2. The CONSULTANT shall comply with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto, relating to the establishment of non-discriminatory requirements in hiring and employment practices and assuring the service of all persons without discrimination as to any person's race, creed, color, religion, national origin, status as a military veteran, marital status, gender, sexual orientation, disability or other legally protected classification.

10. SUBCONTRACTING.

10.1. The CONSULTANT shall not sublet or assign any of the work covered by this Agreement without the written consent of the CITY.

10.2. In all solicitation either by competitive bidding or negotiation made by the CONSULTANT for work to be performed pursuant to a subcontractor, including procurement of materials and equipment, each potential subconsultant or supplier shall be notified by the CONSULTANT of CONSULTANT's obligations under this Agreement, including the nondiscrimination requirements.

10.3. In performing this Agreement, the CONSULTANT shall not subcontract with or employ any CITY employee without the CITY's written consent.

11. SUPERVISION, INSPECTION AND PERFORMANCE.

11.1. Even though CONSULTANT is an independent contractor with the authority to control and direct the performance and details of the Services, the Services must meet the approval of CITY and shall be subject to CITY's general right of inspection and supervision to secure the satisfactory completion of this Agreement.

11.2. CONSULTANT represents that it has or will obtain all personnel necessary to perform the Services and that such personnel shall be qualified, experienced, and licensed as may be necessary or required by applicable laws and regulations to perform the Services. All Services shall be performed by CONSULTANT, its employees, or by subconsultants whose selection has been authorized by CITY; provided that CITY's authorization shall not relieve CONSULTANT or its subconsultants from any duties or obligations under this Agreement, or at law, to perform the Services in a satisfactory and competent manner. CONSULTANT shall ensure that all contractual duties, requirements and obligations that CONSULTANT owes to CITY shall also be owed to CITY by CONSULTANT's subconsultants retained to perform the Services.

11.3. CONSULTANT shall be responsible for the professional quality, technical

adequacy, accuracy, timely completion, and coordination of the Services and all plans, designs, drawings, specifications, reports, and other work performed pursuant to this Agreement. CONSULTANT shall perform the Services in accordance with the Standard of Care of its profession in the same or similar localities at the time services are performed. CONSULTANT shall be responsible for the professional standards, performance, and actions of all persons and firms performing the Services under this Agreement. CONSULTANT shall, without additional compensation, correct any specific breach of a contractual obligation in the Services and revise any errors or omissions in any plans, designs, drawings, specifications, reports, and other products prepared under this Agreement.

12. CHANGES IN WORK. Other than changes directed by the CITY as set forth in Section 1 above, either party may request changes in the scope of work. Such changes shall not become part of this Agreement unless and until mutually agreed upon and incorporated herein by written amendments to this Agreement executed by both parties.

13. EXTRA WORK. The CITY may desire to have the CONSULTANT perform work or render services in connection with this project, in addition to the Scope of Work set forth in Exhibit A and minor revisions to satisfactorily completed work. Such work shall be considered as "Extra Work" and shall be addressed in a written supplement to this Agreement. The CITY shall not be responsible for paying for such extra work unless and until the written supplement is executed by both parties.

14. TERMINATION.

14.1. The CITY may terminate this Agreement in whole or in part whenever the CITY determines, in its sole discretion that such termination is in the best interests of the CITY, upon not less than ten (10) days' written notice to the CONSULTANT. Written notice will be by certified mail sent to the consultant's designated representative at the address provided by the CONSULTANT. If this Agreement is terminated in its entirety by the CITY for its convenience, the CITY shall pay the CONSULTANT for satisfactory services performed through the date of termination, but no amount shall be allowed for anticipated profit on unperformed Services or other work.

14.2. The CITY may terminate this Agreement, in whole or in part and at any time, in writing if CONSULTANT substantially fails to fulfill any or all of its material obligations through no fault of CITY. If CITY terminates all or part of this Agreement for default, CITY shall determine the amount of Services performed in accordance with the Standard of Care to the date of termination and the amount owing to CONSULTANT using the criteria set forth below; provided that (a) no amount shall be allowed for anticipated profit on unperformed Services or other work, and (b) any payment due to CONSULTANT at the time of termination may be adjusted to the extent of any additional costs CITY incurs or will incur because of CONSULTANT's default. In such event, CITY shall consider the actual costs incurred by CONSULTANT in performing the Services to the date of termination, the amount of Services originally required which was completed in accordance with the Standard of Care to the date of termination,

whether the Services or deliverables were in a form or of a type which is usable and suitable to CITY at the date of termination, the cost to CITY of either completing the Services itself or employing another firm to complete the Services in addition to the inconvenience and time which may be required to do so, and other factors which affect the value to CITY of the Services performed to the date of termination. Under no circumstances shall payments made under this provision exceed the Schedule of Charges. This provision shall not preclude CITY from filing claims and/or commencing litigation to secure compensation for damages incurred beyond that covered by withheld payments.

14.3. In the event this Agreement is terminated prior to the completion of the work, a final payment shall be made to the CONSULTANT, which, when added to any payments previously made, shall compensate the CONSULTANT for the portion of work completed. Whenever the Agreement is terminated in accordance with this Section 14, the CONSULTANT shall be entitled to payment for actual work performed up to the termination date. Upon such termination, whether for convenience or default, an equitable adjustment in the contract price will be made by the CITY for partially completed items of work, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination under this Section 14 shall not constitute a breach of the Agreement by the CITY.

14.4. CONSULTANT may stop work and/or terminate this Agreement upon 30 days' written notice to CITY in the event CITY is in breach of any provision of this Agreement, and CITY fails to cure such breach during such 30-day period.

15. INDEMNIFICATION/HOLD HARMLESS.

15.1. CONSULTANT shall defend, indemnify and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or resulting from the negligent acts, errors or omissions of the CONSULTANT in performance of this Agreement, except for injuries and damages caused by the sole negligence of the CITY.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONSULTANT and the CITY, its officers, officials, employees, and volunteers, the CONSULTANT's liability, including the duty and cost to defend, hereunder shall be only to the extent of the CONSULTANT's negligence.

Notwithstanding the foregoing, with respect to any professional liability claim or lawsuit, this indemnity does not include providing the primary defense of Indemnitees, provided, however, Consultant shall be responsible for Indemnitee's defense costs to the extent such costs are incurred as a result of Consultant's negligence, recklessness or willful misconduct.

15.2. It is further specifically and expressly understood that the indemnification provided herein constitutes the CONSULTANT's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

15.3. The provisions of this section shall survive the expiration or termination of this Agreement. Further, the indemnity obligations shall extend to claims that are not reduced to a suit and to any claims that may be compromised prior to the culmination of any litigation or the institution of any litigation. Inspection, acceptance or payment by CITY of or for any Services performed by CONSULTANT shall not be grounds for avoidance of any Indemnity Obligations.

16. INSURANCE.

16.1. The CONSULTANT shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, employees or subcontractors.

16.2. CONSULTANT'S maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the CONSULTANT to the coverage provided by such insurance, or otherwise limit the CITY'S recourse to any remedy available at law or in equity.

16.3. Minimum Scope of Insurance. CONSULTANT shall obtain insurance of the types described below:

16.3.1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contract liability coverage; and,

16.3.2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, and personal injury and advertising injury. The CITY shall be named or added as an additional insured under the Consultant's Commercial General Liability insurance policy using ISO endorsement form CG 20 26, or coverage at least as broad; and,

16.3.3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington; and

16.3.4. Professional Liability insurance appropriate to the CONSULTANT's profession.

16.4. Minimum Amounts of Insurance. CONSULTANT shall maintain the

following insurance limits:

16.4.1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

16.4.2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

16.4.3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

16.5. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

16.5.1. Except for Professional Liability, the CONSULTANT's insurance coverage shall be primary insurance with respect to the CITY. Any insurance, self-insurance, or insurance pool coverage maintained by the CITY shall be excess of the CONSULTANT's insurance and shall not contribute with it.

16.5.2. Any payment of deductible or self-insured retention shall be the sole responsibility of the CONSULTANT.

16.5.3. The CONSULTANT'S insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

16.6. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

16.7. Verification of Coverage. CONSULTANT shall furnish the CITY with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the CONSULTANT before commencement of the work.

16.8. Cancellation. CONSULTANT will provide notice to the CITY of any cancellation of coverage by no later than three (3) days after CONSULTANT is notified by its insurer that coverage will or has been canceled, whichever occurs earliest.

16.9. CITY Full Availability of CONSULTANT Limits. If the CONSULTANT maintains higher insurance limits than the minimum amounts shown above, the CITY shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the CONSULTANT, irrespective of whether such limits maintained by the CONSULTANT are greater than those required by this Agreement or whether any certificate of insurance furnished to the CITY evidences limits of liability lower than those maintained by the CONSULTANT.

17. APPLICABLE LAW/VENUE. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington, and in the event of dispute the venue of any litigation brought hereunder shall be Kittitas County.

18. NOTICE. All communications regarding this Agreement shall be sent to the parties at the addresses listed below, or at such other address as given pursuant to this Section, and shall be effective on the next business day if sent by registered or certified mail or deposited with an overnight delivery service.

City of Ellensburg
Department of Public Works
Attention: Erin McGowan
501 N. Anderson
Ellensburg, WA 98926

Dudek
605 Third Street
Encinitas, CA 92024
Attention: Legal Department

19. ENTIRE AGREEMENT. The written terms and provisions of this Agreement, together with all referenced Exhibits, supersede all prior verbal statements of any officer or other representative of CITY, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and the referenced Exhibits.

20. PRIORITY OF DOCUMENTS. In the event that the language and provisions of this Agreement are contrary to or conflict with any language or provisions set forth in any exhibit to this Agreement, the language and provisions of this Agreement shall control, and the contrary or conflicting language or provisions of the exhibit(s) shall be disregarded and shall be considered void.

21. MODIFICATION. No waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of CITY and CONSULTANT.

22. ASSIGNMENT. Any assignment of this Agreement by CONSULTANT without the prior written consent of CITY shall be void.

23. WAIVER. A waiver of any breach by either party shall not constitute a waiver of any subsequent breach.

24. THIRD-PARTY BENEFICIARIES. There are no third-party beneficiaries to this Agreement.

25. EXHIBITS AND SIGNATURES. This Agreement, including its exhibits, constitutes the entire Agreement, supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties. The following exhibits are hereby made a part of this Agreement:

Exhibit A – Scope of Work

Exhibit B – Schedule for the Work

Exhibit C – Consultant Labor Costs and Non-salary Reimbursable Costs & Budget for Each Task

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

CONSULTANT:

Signed by:
By: Joseph Monaco
61A12C85F28P42F...

Printed Name: Joseph Monaco

Title: President and CEO

Tax ID#: 95-3873865

THE CITY OF ELLENSBURG:

By: _____

Printed Name: _____

Title: _____

ATTEST: _____
Clerk

Approved as to Form:

City Attorney

EXHIBIT A – SCOPE OF WORK

a. Project Approach

Dudek understands that the City seeks to develop a comprehensive management plan for their urban forest that aligns with their updated Sustainability and Energy Plan. This project is projected to start with a tree inventory, followed by the development of an UFMP that includes a review of the recent tree canopy analysis and a focus on providing equitable canopy in underserved neighborhoods throughout the City. During the UFMP writing, revision to the City tree ordinance and development of a street tree section within the Public Works Manual will begin in tandem in order to better align them with the UFMP and the City's Strategic Plan.

Each city developing a UFMP is unique and faces different obstacles when progressing toward sustainable urban forest management. Ellensburg has noted that its urban forestry grant is meant to establish a comprehensive urban forestry program to address tree equity, extreme heat, stormwater management, and community engagement. The project team is committed to creating a long-term UFMP that will allow the City to effectively manage, improve, and expand its urban forest equitably, and plan for future impacts from climate change, budget limitations, and urban growth. The project will finish with the production of communication materials that reference the work that has been completed, the regulations that have been passed that most affect residents, and where to find more information.

b. Scope of Work

Task 1: Tree Inventory

Dudek and Starbird Environmental will deploy a team of highly qualified urban foresters, led by our subconsultant and the team of ISA Certified and TRAQ Arborists, to execute the tree inventory phase of the project. The inventory team is well equipped to collect an accurate and detailed inventory of at least 6,000 City-owned trees, providing thorough assessment of each site and maintenance recommendations, as necessary. Their project work plan includes collaborating closely with City officials to accurately collect proposed tree attributes and compiling the database using Esri software. The tree inventory lead will conduct quality assurance to verify superior data accuracy. The entire inventory will be accessible via Esri cloud-based management software, with dedicated GIS analyst support. Additionally, the tree inventory data will be available in various formats, such as Microsoft Excel, Esri Shapefile, and Geodatabase. The inventory will be completed within 3 months of the start date.

Data Collection

During data collection, Dudek and Starbird Environmental will conduct thorough assessments of trees on all designated sites and will inventory stumps and vacant planting sites. The inventory team of ISA Certified Arborists will identify any trees that may need a Level 2 TRAQ assessment. The Dudek team will meticulously evaluate each tree's condition and seamlessly input data directly into Esri software. Leveraging cutting-edge GIS technology, the inventory team will accurately map data points to ensure horizontal accuracy. Additionally, each arborist will be equipped with a tape to measure diameter at standard height, clinometer, laser range finder, and other necessary tools to facilitate comprehensive assessments. Dudek and Starbird Environmental will ensure that no harm is inflicted on City trees and properties during updates and assessments. The inventory team will be outfitted in personal protective equipment aligning with the American National Standards Institute Z133 Standard for tree

EXHIBIT A – CONTINUED

work, including high-visibility safety vests, hard hats, safety glasses, and boots. Additionally, company vehicles will be equipped with first-aid kits, fire extinguishers, and safety cones.

Data Fields

Dudek has completed numerous large-scale tree inventories for state- and federally funded grant projects. All data fields listed in the Request for Proposal (RFP) will be included, and additional data fields and definitions can be modified, per the City's request, during the kickoff meeting.

Tree Health Assessment

The condition of each tree will be assessed according to the ISA rating system and aligned with the health conditions provided in the RFP. The Dudek team will utilize the industry standard definitions for tree condition. During the kickoff meeting, the team will discuss these definitions with City staff to verify alignment and make any necessary adjustments. This collaborative approach ensures accuracy and meets the City's specific requirements.

Quality Assurance

Dudek's quality assurance/quality control program consists of senior staff oversight and administrative management. We are committed to engaging in clear communication and cooperation with the City, holding regular conference calls and preparing agendas to assist teams in clarifying any issues and proceeding with the work in a unified manner. We use check-in meetings with our project teams to allocate resources properly and according to the City's schedule constraints.

Task 1.2: Tree Inventory Summary Report

Upon completion of the tree inventory, Dudek will furnish a comprehensive inventory summary report to the City. This report will include a final narrative summarizing the data collection process, basic inventory statistics, and the identification of high-risk trees requiring priority removal. Furthermore, the report will define terms used during data collection to enhance the utility of the inventory. This ensures clarity and understanding of the inventory findings, facilitating informed decision-making by the City.

Task 1.3: Tree Inventory Management Software and Training

Our team believes that trees are incredibly valuable community assets because they provide immeasurable environmental, economic, and social benefits to the City's communities. In this way, trees are like other valuable City infrastructure, such as streets and sewers. The City can most effectively manage its urban forest through tree management software that provides the ability to maintain a tree inventory, assign routine inspections and maintenance, understand tree conditions, and inform the public.

Dudek's GIS team will deploy a tree management solution that will provide the tools necessary for the City to effectively manage its tree inventory. To accomplish this, Dudek will leverage the power of Esri's web-based mapping platforms, ArcGIS Online or ArcGIS Enterprise, to launch a suite of tools designed specifically for tree inventory management. This suite of tools will include:

- An ArcGIS Field Map for use by mobile staff to conduct tree surveys and record inspection and maintenance activities
- An ArcGIS Survey123 for use by mobile staff to request service
- An ArcGIS Workforce project for use by maintenance supervisors to manage maintenance assignments

EXHIBIT A – CONTINUED

- An ArcGIS Experience Builder application to provide a mechanism for City staff to monitor tree conditions, manage requests maintenance, and maintain a roster of tree species
- An ArcGIS Instant App for use by arborists to add or update trees and planting areas
- A webpage built on ArcGIS Hub to provide information to the public about various City programs related to trees
- A public-facing web application built on ArcGIS Experience Builder to help community members understand the condition of trees in their neighborhood
- A public-facing ArcGIS Survey123 form that provides a mechanism for reporting requests for tree maintenance

Dudek has extensive experience building and maintaining web-based mapping tools for clients in the public and private sectors. We build all of our solutions with the goal of empowering our clients to ultimately own and operate the solution. We avoid building “black box” proprietary solutions that cannot be owned by the client upon project completion.

Beginning at project kickoff, we provide our clients with a toolkit assessment and incorporate teaching into our development, both in terms of how to operate the tools we provide and how to maintain them from an IT/administrative perspective. In addition, because this solution would be deployed using Esri's industry-standard platforms, personnel training and software licensing costs will be significantly lower than those of a non-standard, proprietary mapping solution.

Task 2: Urban Forest Management Plan

The goal of the UFMP document is to clearly display the key findings, Implementation Plan, and other pertinent data so interested parties understand the important steps in developing a healthy and robust urban forest and are encouraged to take action. As such, Dudek will create a document the City can be used to disseminate the UFMP results over a large audience. The UFMP will be user-friendly and graphic based and present the UFMP's major findings and recommendations. It will include technical information and graphics to illustrate important concepts that support the long-term goals and actions. The Implementation Plan will detail a list of specific actions and steps the City can take over a yet-to-be-determined time frame to achieve its goals. The final UFMP will also be provided in a complementary web-based document designed for online functionality to ensure that the document is easy to access and understand in both English and Spanish. Any additional technical information, methods, and analysis not included in the UFMP will be provided as an appendix.

Task 2.1: Assessment of Existing Conditions

Dudek will utilize the City's recent Tree Canopy Cover Assessment to develop our analysis in conjunction with our inventory. Both actions provide a snapshot of current canopy conditions and do not account for future growth or potential increases or losses. To address this limitation, Dudek will conduct a growth analysis that includes estimates of future canopy expansion from existing inventoried trees and considers scenarios where all viable vacant sites are planted. Additionally, the analysis will estimate potential canopy increases by planting in identified potential planting areas. By integrating these estimates, the analysis will help establish realistic canopy cover goals and tree planting targets, ensuring that future growth potential is considered in the City's planning and management strategies. We will measure the inventory data against our sustainability indicators that track various metrics, such as the number of tree species, canopy health, and water requirements, to name a few.

Task 2.2: Community Engagement

Long-term public participation and education are vital steps in creating an actionable UFMP that serves the community. Our public engagement approach is directed toward soliciting community opinions specific to urban

EXHIBIT A – CONTINUED

forest priorities, goals, and stewardship. During the public engagement process, Dudek will ensure that those affected by urban forest management decisions have an opportunity to voice their priorities. Dudek recognizes that each city is unique and requires a tailor-made engagement plan to address community needs and gain buy-in. The consultant team and City staff will identify interested parties, key residents, and/or organizations for engagement to foster diverse community member participation and identify public partnership and education avenues.

Dudek shares the City's commitment to community engagement that achieves a high level of statistical validity and adequately represents the community's values. Dudek will establish representative samples and use clear and unbiased questions, multiple data collection methods, careful analysis, and transparent reporting. By doing so, the City will be assured that the engagement conducted during this project accurately represents the community's opinions and priorities. Our dedication to statistical validity will ensure robust community engagement through every step, from planning to analysis.

Task 2.3: Vision and Goals

Based on our comprehensive analyses, data synthesis, interviews, and community engagement activities, Dudek will create an actionable strategic plan for the City's urban forest that will guide its long-term vision. The strategic plan will follow a logical order and will include the following:

- **Vision:** A statement will be created to establish a vision for the future of the urban forest. This statement will verify that there is a common understanding of the UFMP outcome.
- **Guiding Principles:** Dudek will further refine the vision statement into specific categories based on City, working group, and community member values.
- **Goals:** Dudek will identify the outcomes that the City seeks to achieve for each guiding principle. Goals will be specific, measurable, attainable, realistic, and time sensitive.
- **Actions:** Dudek will identify specific tasks that contribute to the goals and that need to be completed to achieve the vision of the UFMP.

Task 2.4: Policy and Regulatory Framework

Dudek, in conjunction with the Cumming Group, will conduct a comprehensive review of the City's Comprehensive Plan, recently approved Sustainability Plan, and the other plans that impact tree management in Ellensburg. Our comprehensive review of City planning documents and partnership with Cumming Group ensure that the goals and vision of the UFMP are reflective and cohesive with the goals in other planning documents, providing seamless support of City planning goals and easing implementation of the UFMP.

Task 2.5: Equity and Accessibility

Dudek will ensure that underserved, vulnerable, and below-average tree canopy neighborhoods are identified and prioritized in receiving resources and attention from the UFMP and the City. One method we develop is the priority planting plan that targets identified neighborhoods in need of canopy and estimates the number of trees needed to reach parity with the surrounding neighborhoods.

We will analyze accessibility within the urban forest to identify barriers and opportunities for improving access to natural areas, parks, and recreational spaces. Using GIS data, the analysis will map parks, trails, and sidewalks, highlighting gaps in access due to physical barriers, limited American with Disabilities Act-compliant features, or inadequate public transportation. Our analysis will also explore opportunities to enhance connectivity, such as new trails, crossings, and the integration of urban forest elements.

EXHIBIT A – CONTINUED

Task 2.6: Sustainability and Resilience Strategies

Those living within areas of the City with low canopy cover experience higher temperatures due to the urban heat island effect in which hardscape, such as roads, buildings, and parking lots, absorbs heat throughout the day and slowly releases heat at night. One of the goals of the UFMP is to achieve equitable canopy cover by identifying areas within the City where resources are needed most and where their deployment would provide the greatest community benefit. This analysis will prioritize areas based on criteria such as canopy cover, CalEnviroScreen 4.0 data, land use types, and heat exposure. The analysis will use these data to determine if specific areas are lacking tree canopy and other ecosystem services provided by trees (e.g., stormwater capture) and whether these deficits disproportionately impact certain parts of the community. Discussions with City staff and the community will explore strategic tree planting opportunities across various settings, including private properties, school grounds, parking lots, open spaces, and commercial and transportation corridors.

Task 2.7: Maintenance and Implementation Strategies

Based on comprehensive analyses, interviews, and community engagement activities, Dudek will create an Implementation Plan for the City's urban forest. This includes considerations for maintaining healthy City-owned trees, maintaining tree canopy through development, and engaging private property owners in tree planting. The Implementation Plan will include the following:

- **Goals.** Dudek will identify outcomes desired by Ellensburg, including, but not limited to, a tree canopy goal. Goals will be developed based on analysis of the current urban forest program and community priorities. Goals will be specific, measurable, attainable, realistic, and time sensitive.
- **Actions.** Dudek will identify specific actions to help incrementally achieve each goal identified by the UFMP development process.

Following the completion of the Implementation Plan, Dudek and City staff will assign responsible parties, identify costs or funding sources needed, and prioritize objectives into regular measurable milestones for the duration of the UFMP. The goal is to verify that the Implementation Plan is successfully implemented to achieve long-term goals for the Ellensburg urban forest.

Task 2.8: Historic District Street Tree Removal and Replacement Plan

Dudek will produce a removal and replacement plan for the Historic District that is home to some of the largest and oldest trees in Ellensburg. Considering the individual species' average life span, current health, and current risk assessment, we will develop a recommended phased removal from the least healthy to the healthiest, with enough time between plantings to allow the new trees to establish themselves before the next wave of removals happens. This is to ensure the canopy and aesthetic beauty is not lost in one mass removal or storm event.

In order to assist Ellensburg with this task, Dudek will assist City staff in finding funding sources and partnerships from local organizations and funding to federal forestry grants and national tree programs.

Task 2.9: Collaboration and Partnerships

Urban forest management within any city includes multiple actors across all levels of city staff, elected officials, community organizations, and individual community members, with each actor playing a different role in creating a healthy urban forest. To incorporate community input and establish appropriate canopy cover goals and strategies, the Dudek staff anticipates building a small technical advisory committee that includes City staff, local subject matter experts in urban forest adjacent disciplines, and professors from Central Washington. Based on the results of the tree canopy analysis, Dudek will work with Ellensburg and the committee to discuss and develop

EXHIBIT A – CONTINUED

tree canopy goals that are measurable and achievable. The tree canopy target will be driven by environmental concerns, community goals, and intent, and account for factors like the City's growth and housing development mandates, location of underserved and vulnerable neighborhoods, current viable planting sites on public land, and potential planting areas on private property. Dudek will facilitate and summarize notes from core team meetings and share relevant research and information to assist in developing the tree canopy goals.

Task 3: Municipal Ordinance Update

The Ordinance update will be refined based on information gathered during the UFMP information-gathering phase and communication with City staff on their experiences, City Council goals, and community member feedback. The updated drafts will be circulated to the City staff and City Attorney's office for review. Dudek anticipates at least 2 reviews will be needed with a turnaround time of approximately 2 weeks per review.

Task 3.1: Review Current Ordinance

Dudek will perform a comprehensive review of Ellensburg's existing tree ordinance and related plans to help progress the City toward preserving trees when possible and ensuring sufficient replacement of trees that require removal. We will provide specific recommendations for amendments to municipal codes that apply to tree removal ordinances and any others with respect to tree protection. Development of the recommendations is based on promoting sustainable urban forestry practices and draws on information gathered during the review and analysis, input from the municipal staff, and other entities, such as architecture and review boards, city councils, community members, and interested parties.

Task 3.2: Community Engagement

Similar to the UFMP, we will use the existing technical action committee or establish a revised (if needed) technical action committee to ensure that the new Ordinance being developed is feasible to tree care professionals, beneficial to forest adjacent specialists (ecologists, planners, etc.), and desired by residents, balancing tree protection and homeowner autonomy. We plan to meet the committee at least four times, with at least one meeting taking place during the end of the UFMP writing process to ensure forward-thinking actions are being considering when development of the Ordinance takes place.

Task 3.3: Ordinance Development

Within the Ordinance update, Dudek will develop clear guidelines for what is not permitted and which trees are protected, and provide an economic incentive structure to ensure compliance will be encouraged. Dudek will include constant communication with Ellensburg legal counsel before, during, and after recommendations and adjustments are made to ensure time spent developing regulations meets Ellensburg's legal requirements.

Task 3.4: Implementation Plan

Dudek will prepare any training materials, content, and resources to be posted on the City website and/or other educational communications with the public regarding the Ordinance changes. Dudek will provide support to City staff in the implementation of the Ordinance.

Task 3.5: City Council Presentation

Dudek Principal-in-Charge Ryan Allen and Project Manager Cameron Stecki will close out the Tree Ordinance revision by developing a presentation covering the finished Ordinance. We will highlight the key changes and discuss the Implementation Plan for City staff to use as a reference. As part of the presentation, we will discuss how the revisions nest with the Ellensburg Strategic Plan and how they follow the guidelines set out in the UFMP.

EXHIBIT A – CONTINUED

All documents and data used for the project will be consolidated, cleaned, and ready for future use by City staff through an online portal.

Task 4: Street Tree Section for Public Works Development Standards

Task 4.1: Street Tree Guidelines

Based on the tree inventory collected and projected climate, Dudek will create an approved street tree species list. The approved list will target tree species that have a lower inventory count in the City and trees that will perform well in the coming decades in the face of a changing climate. Using the same method, we will produce a list of prohibited and not recommended tree species that are too abundant in the inventory, species that are at greater risk of mortality due to climate change, and species that are at heightened risk of pest infestations based on regional indicators.

Along with approved and prohibited tree lists, Dudek will provide “right tree, right place” standards that recommend height limits for tree species under overhead utilities, or which trees are best around sidewalks and underground utilities.

We will work with City engineers to develop guidelines for tree placement around intersections and utilities, and how to develop built environment solutions to existing infrastructure conflicts. Dudek has the potential to work with ecologists in-house to identify desired wildlife and include those tree species and understory vegetation that promote targeted wildlife.

Task 4.2: Design and Documentation

Dudek will develop drawings and AutoCAD renderings for planting, pruning, and establishment care of trees along with construction protection diagrams and utility distances. From Task 4.1 above, we will ensure that what can be drawn will be drawn to depict Ordinance requirements.

Task 4.3: Pruning and Tree Care

Dudek has developed a deep understanding of best practices for pruning and tree care, utilizing our easy-to-understand graphical interface to communicate recommendations to the general public. We have worked with dozens of cities to provide a maintenance schedule that best accommodates their needs depending on funding, staff availability, or contractor presence. Our maintenance schedule includes the pruning cycle, establishment care, and planting best practices.

Task 4.4: Construction Protection

Development in an urban setting is unavoidable. Dudek has the experience to produce current industry standards for tree protection in and around construction sites, as well as what is recommended to prep trees and the site before construction begins, and what is recommended during and after construction to reduce negative impacts from the disruption.

Task 5: Outreach and Engagement Materials

Once both the UFMP and Tree Ordinance have been approved by City Council, Dudek will begin development on educational materials (in English and Spanish) for public consumption on the highlights from both documents that most impact the community.

EXHIBIT A – CONTINUED

Task 5.1: Tri-Fold Brochures

Dudek will develop a digital template for the brochures through InDesign that can be converted into tri-fold brochures or read online, along with five hard copies. The brochures will contain (in English and Spanish) industry standards for tree planting, pruning, and establishment care guidelines, information on permits for pruning and removals with a QR code that links directly to the permit application, a fact sheet that highlights the key findings from the UFMP, and information on Ellensburg's annual Arbor Day Tree Giveaway Program.

The digital template provided will be in an easy-to-modify format for future updates to the fact sheet, QR code, and dates for Arbor Day Giveaway.

Task 5.2: Field Guide for Rinehart Riverfront Park

Dudek will produce a field guide for Irene Rinehart Riverfront Park that focuses on common tree species and how to identify them, the river's riparian ecosystems and how the trees impact the rivers wildlife, and how the Park's trees impact Ellensburg's urban forest as a whole. The focus for this field guide will be the tangibles that visitors will be seeing, from the tree species that exist currently to what used to be there before development and what is possible going forward. The field guide will be produced in both English and Spanish, with six tangible signs delivered that have a QR code that links directly to the digital field guide.

Task 6: Project Management

Task 6.1: Kickoff Meeting

Dudek will initiate the project with a kickoff meeting between City staff and the Dudek team to identify specific project goals, confirm reporting and communication procedures, and request necessary data for project start. Prior to the kickoff meeting, Dudek will prepare a list of necessary data and key contacts for engagement for the start of the project. Any remaining information not received at the kickoff meeting will be filled through research efforts or further coordination with City staff. An agenda will be provided prior to the meeting, and meeting minutes that summarize major topic discussions will be submitted. Dudek's proposal was prepared in response to the needs identified in the scope of work, but we believe in a flexible and innovative approach to meet the specific needs of each client. Should information gathered during the project identify potential needs that are currently unrealized, the Dudek team will strategize with City staff to addresses those specific needs.

Task 6.2: Monthly Meetings

Following the project kickoff meeting, Dudek will meet monthly (virtually) with City staff to discuss scope of work details and action items and to clearly communicate the progress of the project, ensuring on-time completion of desired deliverables. Monthly meetings will provide an opportunity to discuss community engagement materials and project findings and to provide insight for developing every aspect of this project.

These monthly meetings will occur throughout the duration of the project and will be the main communication channel. Additional project communication that is not addressed during the monthly meetings will occur via email or telephone.

EXHIBIT B – SCOPE OF WORK

Project Schedule																					
Tasks	2025												2026								
	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July		
Task 1: Tree Inventory					Tree inventory																
Task 2: Urban Forest management Plan	Urban Forest Management Plan																				
Task 2.1: Community/City Commission Engagement					Community Engagement																
Task 2.2: Information Gathering	Information Gathering																				
Task 2.3: Urban Forest Plan Development					Urban Forest Plan Development (Writing)																
Task 3: Municipal Ordinance Update											Municipal Ordinance Update										
Task 4: Street Tree Section for Public Works														PW Street Tree Section Development							
Task 5: Outreach and Engagement Materials															Outreach and Engagement						
Task 6: Urban Forest Kickoff & Monthly Meetings	Kickoff Meeting	Monthly Meetings																			

EXHIBIT C – CONSULTANT LABOR COSTS AND NON-SALARY REIMBURSABLE COSTS & BUDGET FOR EACH TASK

Dudek Labor Hours and Rates													Subconsultant Fees							
Project Team Role:		Senior Specialist II	Analyst III	Analyst IV	Analyst III	Analyst V	Specialist II	Analyst IV	Technical Editor II	Creative Services IV	Starbird Environmental	Cumming Group								
Team Member:		Ryan Allen	Cameron Stecki	Jared Davis	Sarah Tian	Alexandria Reed	Madelyn Murray	Martha Tritt	Kathryn Landoe	Joshua Becker	Subcontractor Vendor	Subcontractor Vendor								
Base Rate:		\$74.52	\$38.94	\$38.46	\$38.89	\$47.12	\$40.87	\$36.20	\$36.86	\$50.23										
Overhead Rate (200.84%):		\$151.50	\$79.38	\$78.40	\$79.27	\$96.05	\$83.31	\$73.79	\$75.14	\$102.39										
Fee (15%):		\$33.96	\$17.75	\$17.53	\$17.72	\$21.48	\$18.63	\$16.50	\$16.80	\$22.89										
Billable Rate:		\$260.38	\$136.06	\$134.39	\$135.89	\$164.64	\$142.81	\$126.49	\$128.79	\$175.51	\$0.00	\$0.00	TOTAL DUDEK HOURS	DUDEK LABOR COSTS	community engagement		Tree Inventory		OTHER DIRECT COSTS	TOTAL FEE
												Cumming			Starbird Environmental					
Task 1	Tree Inventory		55								345		55	\$7,443.44			345	\$45,712.50	\$554.10	\$53,750.04
Task 2	Urban Forest Management Plan	35	150	40	40	80	50		12	60		80	467	\$72,721.93	80	\$17,940.00			\$616.40	\$91,278.33
Task 3	Municipal Ordinance Update	25	90	79	60								254	\$37,524.97					\$0.00	\$37,524.97
Task 4	Public Works Street Tree Section Development	30	70	40				40		80			260	\$41,811.82					\$0.00	\$41,811.82
Task 5	Outreach and Engagement Materials	10	70							60			140	\$22,658.93					\$0.00	\$22,658.93
	Total Hours	100	435	159	100	80	50	40	12	200	345	80	1176		80		345			
	Total	\$26,038.48	\$59,187.23	\$21,367.28	\$13,588.79	\$13,171.59	\$7,140.32	\$5,059.54	\$1,545.54	\$35,102.33	\$0.00	\$0.00		\$182,201.09		\$17,940.00		\$45,712.50	\$1,170.50	\$247,024.09
	Percent of Hours (Base)	3%	37%	14%	3%	7%	4%	3%	1%	17%	29%	7%								



Meeting Date: January 6, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Project Acceptance - Bid Call 2024-13 City Wide Crosswalk Striping
Submitted by: Grant Maskal, Construction Project Manager
Department: Public Works & Utilities

Suggested Motion/Action:
Accept Bid Call 2024-13 as complete.

Background/Summary:

The painting of crosswalks, stop bars and sharrows was completed in September 2024 under the City Wide Crosswalk Striping project. This project consisted of installing pavement markings throughout the City to promote safe pedestrian crossings and alternate modes of transportation. This project helped catch the City up with maintenance that was not performed due to the pandemic and following material scarcity between 2020 and 2022. Staff has recently received the necessary project closeout paperwork from the contractor and Council is now being requested to accept the project as complete.

Previous Council Action:

May 6th, 2024 Regular Council Meeting - Council awarded the above-mentioned project to Specialized Pavement Marking, LLC.

Analysis:

The original contract amount bid for the project was \$132,323.80 with the final contract amount of \$124,709.10

Financial Impact:

This project was funded with Street Fund accumulated fund balance.

Budget Adjustment: No

Attachments:

None

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.

Jerica Pascoe

Digitally signed by Jerica Pascoe
Date: 2024.12.31 09:42:54 -08'00'

AUDITING OFFICER

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 JANUARY 2025**. THE COUNCIL, BY A VOTE, HAS APPROVED FOR PAYMENT THE VOUCHERS INCLUDED IN THE AB OVE LIST AND FURTHER DESCRIBED AS FOLLOWS:

Claims Fund				Total Amounts
Check #'s	168456	TO	168703	\$ 1,648,685.28
EFT #'s	7186	TO	7223	\$ 2,408,454.84
Treasure Cash				Total Amounts
EFT #'S	884	TO	931	\$ 608,751.50
Check #'s	34241	TO	34246	\$ 337.20
Payroll Fund				Total Amounts
Check #'s	96330	TO	96337	\$ 4,724.46
Direct Deposits	83096	TO	83340	\$ 530,510.76

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

ATTEST: _____
CITY CLERK



Meeting Date: January 6, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Approve the appointment of Emily Brown-Pratz to the Library Board (Public Comment Opportunity)
Submitted by: Josephine Camarillo, Library Director
Department: City Manager

Suggested Motion/Action:
Approve the appointment of Emily Brown-Pratz to the Library Board

Background/Summary:
The Ellensburg Public Library Board has one open vacancy starting January 1, 2025. One candidate was interviewed on December 17, 2024. The interview panel consisted of Library Director Josephine Camarillo and Library Board Chair Mary James. The Board recommends appointing Emily Brown-Pratz to fill the open vacancy on the Library Board for one term expiring December 31, 2029.

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

- Attachments:**
- 1. 1-6-25 Appointment Emily Brown Pratz
 - 2. EBrown-Pratz Application1



TO: City Council
FROM: Ellensburg Public Library Board
DATE: January 6, 2025 – Council Meeting Date

RE: Recommendation of Appointment

The Ellensburg Public Library Board has one open vacancy starting January 1, 2025. One candidate was interviewed on December 17, 2024. Interview panel consisted of Library Director Josephine Camarillo and Library Board Chair Mary James.

The Board recommends appointing Emily Brown-Pratz to fill the open vacancy on the Library Board for one term expiring December 31, 2029.

From: noreply@civicplus.com
To:
Subject: [Ext] Online Form Submittal: Application for Appointment
Date: Monday, December 2, 2024 1:26:04 PM

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

Application for Appointment

Application for Appointment

For volunteering to serve on a Board or Commission

Boards & Commissions Library Board

Have you attended a meeting for the board or commission you are applying to? Yes

Name of Applicant: Emily Brown-Pratz

Address

Mailing Address (If Different) *Field not completed.*

City Ellensburg

State Wa

Zip 98926

Email Address

Phone Number

Length of Residency in Kittitas County 50 years

Do you live within the city limits? Yes

ECC 1.12.120 Residency qualification. Except where a commission, board or committee specifically requires city residency as a condition of appointment, members of all other commissions, boards and committees shall maintain

residency within the Kittitas County limits. "Residency," as used herein, means residing within the city or county limits, as applicable, both at the time of appointment and for at least 270 days within each calendar year for the duration of the member's term, but shall not include any period for which a member is absent due to military service.

Occupation Status and Background:	Kittitas County Lower District Court, Treatment Court Coordinator (10/2020)
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Merit Resource Services (Formerly Alcohol Drug Dependency Services 10/1999-10/2020)
Graduate Ellensburg High School and Central Washington University

Organization Affiliations:	Ellensburg Morning Rotary Kittitas County Friends of Animals
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Why are you seeking appointment?	I thought it would be interesting. I am an avid reader and have been in a book club for 20 years. I have been a library user most of my life, especially growing up. This committee seems like a good way to get more involved and give back.
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Will you be able to attend meetings regularly if appointed?	Yes
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If your first choice, as listed above, is not available, which other boards or commissions would you be interested in serving on?

Boards & Commissions	Affordable Housing Commission
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Boards & Commissions	Parks and Recreation Commission
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Meeting Date: January 6, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Public Hearing to Consider Title 15 Land Development Code Amendments and First Reading of Ordinance 4953 (Public Comment Opportunity)

Submitted by: Dan Carlson, Community Development Director

Department: Community Development

Suggested Motion/Action:

Move to approve Land Development Code amendments and conduct first reading of Ordinance 4953.

Background/Summary:

The City of Ellensburg is initiating a land development code amendment cycle pursuant to ECC 15.250.100. Amendments to the Land Development Code require a Type V process which includes a recommendation from the Planning Commission to the City Council on the proposed amendments. The proposed amendments include updates to various sections of Title 15 for compliance with Washington State Engrossed House Bill (EHB)1337, to further goals of the City's Housing Action Plan, and to add the option for plat and binding site plan extensions. The proposed amendments are attached.

Middle Housing & Accessory Dwelling Units (Housing Action Plan & EHB1337)

The City's Housing Action Plan was adopted in October 2021 and has the following goals:

1. Produce more housing
2. Add variety to the housing stock
3. Preserve and create income-restricted affordable housing units

Fourteen action strategies were identified to support these three goals. The proposed ECC amendments address the following strategies:

1. Encourage the construction of townhouses
2. Encourage the construction of cottage housing
3. Encourage the construction of accessory dwelling units
4. Encourage the construction of multiplex housing
6. Building added flexibility into the zoning code
9. Update housing incentives to encourage missing middle housing production.

EHB 1337 was adopted in 2023 and requires Growth Management Act (GMA) cities to revise regulations to conform with the following requirements:

- A minimum of two accessory dwelling units (ADUs) must be allowed per lot that meets the minimum lot size for the principal unit.
- ADUs cannot be required to be smaller than 1,000 square feet.
- Setback requirements, yard coverage limits, tree retention mandates, and restrictions on entry door locations shall not be more restrictive for ADUs than the principal housing unit.
- Street improvements may not be required as a condition of permitting ADUs.
- Owner occupancy cannot be required for a principal unit or an ADU.
- Sale or conveyance of a condominium unit independent of the principal unit cannot be prohibited solely on the grounds that the condominium unit was originally built as an ADU.
- Aesthetic standards or design review shall not be more restrictive for ADUs than for principal units.
- Restrictions for how much on-site parking can be required, with a sliding scale for smaller lots. No on-site parking standards may be applied to ADUs located within a half mile of a major transit stop.
- Impact fees cannot be more than 50% of those assessed to the principal housing unit.
- Covenants, conditions, and restrictions (CC&Rs) may not be adopted that limit construction of ADUs.

The Affordable Housing and Planning Commissions held a joint study session in July 2024 to review proposed housing-related changes and provide recommendations and feedback. In August 2024, Community Development held a developer listening session on the proposed code changes and received some specific feedback on code sections.

Preliminary Plat and Binding Site Plan Deadline Extensions

RCW 58.17.140 allows jurisdictions to adopt procedures that allow for plat extensions, but the Ellensburg City Code does not currently allow for any extensions. Therefore, staff is proposing amendments to ECC 15.260.060, 15.260.120, and 15.260.180 that would allow for up to two, one-year extensions to preliminary plat and binding site plan deadlines.

Previous Council Action:

City Council adopted the Housing Action Plan in October of 2021. Council held a study session on the proposed Land Development Code amendments on December 2, 2014. Changes discussed with Council at the study session are included in the proposed amendments.

Analysis:

According to ECC 15.250.100(C), the Council may approve Land Development Code amendments if:

1. The amendment is in accordance with the comprehensive plan;
2. The amendment will not adversely affect the public health, safety or general welfare;
3. The amendment is not contrary to the best interest of the citizens and property owners of the city.

The proposed amendments are consistent with the Goals and Policies of the Housing Chapter of the Comprehensive Plan and EHB 1337. The amendments would encourage production and protection of more housing, middle housing, and affordable housing. The amendments would not adversely affect public health, safety and general welfare, and they are not contrary to the best interests of the City. Therefore, staff recommended that the Planning Commission recommend adoption of the proposed amendments to City Council.

Planning Commission Recommendation:

At the November 14, 2024, Planning Commission public hearing, the Planning Commission recommended adoption of the proposed amendments and with a revision to ECC 15.330.020 clarifying how the affordable housing density bonus is applied.

Additional Changes to Amendments:

Staff has made the following changes to the proposed amendments since the December 2, 2024 Study Session:

- Retained density bonus items in ECC Table 15.330.020
- Retained duplex and townhome provisions in ECC 310.040
- Retained prohibition on ground floor residential uses in C-C and C-C II zoning district in ECC Table 15.310.040
- Added National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide to trail standards in ECC 15.330.020
- Updated affordable housing density bonus in ECC 15.330.020 to clarify how density bonus is applied
- Updated ECC 15.540.040 to add language clarifying that standards for ADUs shall not be more restrictive than principal units
- Deleted minimum bedroom and square footage requirements for ADUs in ECC 15.540.040 per Department of Commerce comments

Financial Impact:

None

Budget Adjustment: No

Attachments:

1. Ordinance 4953- First Reading

ORDINANCE NO. 4953

AN ORDINANCE RELATING TO THE CITY OF ELLENSBURG LAND DEVELOPMENT CODE, TITLE 15; AMENDING CHAPTER 15.130 “DEFINITIONS”; AMENDING CHAPTER 15.260 “SUBDIVISIONS”; AMENDING CHAPTER 15.330 “DENSITY BONUS INCENTIVES”; AMENDING CHAPTER 15.540 “HOUSING TYPE STANDARDS”, AND AMENDING CHAPTER 15.550 “OFF-STREET PARKING”.

WHEREAS, in 2023, the Washington State Legislature passed Engrossed House Bill 1337, which requires cities like Ellensburg to revise development standards for accessory dwelling units; and

WHEREAS, in 2021, Council adopted resolution 2021-30, adopting the City of Ellensburg’s Housing Action Plan, which recommends revisions to our Land Development Code to enable construction of middle housing types to improve housing affordability; and

WHEREAS Revised Code of Washington (RCW) 58.17.140 allows cities to adopt by ordinance procedures that allows extensions to plat applications; and

WHEREAS, proposed amendments to the Ellensburg City Code were issued a State Environmental Policy Act (“SEPA”) Determination of Non-Significance on October 10, 2024; and

WHEREAS, pursuant to RCW 36.70A.106, notice of the City’s intent to amend the Land Development Code was sent to the Washington State Department of Commerce on October 10, 2024; and

WHEREAS, the required Washington State Department of Commerce 60-day notice period concluded on December 9, 2024; and

WHEREAS, the proposed Land Development Code amendments were reviewed by the Planning Commission in a public hearing on November 14, 2024, and the Planning Commission recommended City Council adoption of the amendments included herein; and

WHEREAS, the City Council held a duly noticed public hearing on the matter of adopting the proposed Land Development Code amendments at a regular meeting on January 6, 2025, and approved the proposed amendments;

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

Section 1. The recitals set forth above are hereby adopted as the findings of the City Council and are by this reference incorporated herein as if set forth in their entirety.

Section 2. Section 15.130.160 of the Ellensburg City Code, as last amended by Ordinance 4887, Section 13, is hereby amended to read as follows:

15.130.160 - P definitions.

Park means those areas of land under public ownership devoted to passive and active recreation activities and facilities. Such activities include open spaces, playgrounds, athletic fields, athletic or recreation structures.

Parking space, off-street. "Off-street parking space" means an off-street parking space available for the parking of one motor vehicle conforming to the standards set forth in chapter 15.550 ECC and section 6, parking standards, public works development standards.

Pedestrian accessway refers to a publicly accessible walkway or trail that provides a mid-block connection between streets. See ECC 15.420.020(A)(3) for applicable standards.

Pedestrian-oriented space is defined in ECC 15.520.030(C).

Permeable pavement is a paving system which allows rainfall to percolate through it into the underlying soil or an aggregate reservoir. Examples include porous asphalt, porous concrete, interlocking concrete pavers, and open cell paving grids.

Permit, project permit, or project permit application means any land use or environmental permit or license required from a local government for a project action, including but not limited to building permits, subdivisions, binding site plans, planned unit developments, conditional uses, shoreline substantial development permits, site plan review, permits or approvals required by critical area ordinances, site-specific rezones authorized by a comprehensive plan or subarea plan, but excluding the adoption or amendment of a comprehensive plan, subarea plan, or development regulations except as otherwise specifically included in this subsection.

Person means any individual, partnership, corporation, trust, incorporated or unincorporated association, marital community, joint venture, governmental entity, or other entity or group of persons, however organized. "Person" includes a trustee, a receiver, an assignee, or a similar representative.

Personal service means a use that provides a service that is nonmedical as a primary use and may include accessory retail sales of products related to the services. Examples would include but not be limited to: barber, beautician, masseur, tailors, clothing rental, shoe repair shops, and steam and sauna baths.

Personally identifiable information, for the purpose of chapter 15.370 ECC, means any information that includes, but is not limited to, data that uniquely identify, distinguish, or trace a person's identity, such as the person's name, or address, either alone or when combined with other sources, that establish the person is a qualifying patient or designated provider.

Places of assembly means a structure for groups of people to gather for an event or regularly scheduled program. Examples include but are not limited to arenas, religious institutions, lecture halls, banquet facilities, and similar facilities.

Planning commission means the Ellensburg planning commission created by chapter 1.14 ECC.

Plant means, for the purpose of chapter 15.370 ECC, an organism having at least three distinguishable and distinct leaves, each leaf being at least three centimeters in diameter, and a readily observable root formation consisting of at least two separate and distinct roots, each

being at least two centimeters in length. Multiple stalks emanating from the same root ball or root system shall be considered part of the same single plant.

Precision instrument approach is, for the purpose of chapter 15.350 ECC, designed to provide an approach path for exact alignment and descent of an aircraft on final approach to a runway.

Precision instrument runway 29 is, for the purpose of chapter 15.350 ECC, a 50,000-foot-long trapezoid that is 1,000 feet wide at the point where it meets the primary surface. It has a 50:1 slope for the first 10,000 feet and a slope of 40:1 for the remaining 40,000 feet. The approach surface is 16,000 feet wide at the outermost point.

Preliminary subdivision or plat means a scaled drawing of a proposed subdivision showing the general layout of streets, lots, blocks, rights-of-way, easements and other required elements of a plat which shall furnish a basis for the preliminary approval or disapproval of the general layout of the subdivision and preparation of a final subdivision. See chapter 15.260 ECC.

Premises means a specified lot or tract of land under single ownership.

Preservation planner means, for the purposes of chapter 15.280 ECC, the department of community development employee or consultant assigned to staff the Ellensburg landmarks and design commission and administer the historic preservation program.

Primary surface means, for the purpose of airport overlay zone regulations set forth in chapter 15.350 ECC, a surface longitudinally centered on a runway. When the runway has a specially prepared hard surface, the primary surface extends 200 feet beyond each end of that runway. For military runways or when the runway has no specially prepared hard surface, or planned hard surface, the primary surface ends at each end of that runway. The elevation of any point on the primary surface is the same as the elevation of the nearest point on the runway centerline.

Principal unit is a single-family housing unit, duplex, triplex, townhome, or other housing unit located on the same lot as an accessory dwelling unit.

Process means, for the purpose of chapter 15.370 ECC, to handle or process cannabis in preparation for medical use.

Produce means, for the purpose of chapter 15.370 ECC, to plant, grow, or harvest cannabis for medical use.

Public agency or utility office means a building or portion thereof used primarily for administration purposes by a public agency or utility.

Public meeting means an informal meeting of people to obtain comments from a city commission, committee, or public agency and members of the public prior to a decision on a project permit application.

Public place includes, for the purpose of chapter 15.370 ECC, streets and alleys of incorporated cities and towns; state or county or township highways or roads; buildings and grounds used for school purposes; public dance halls and grounds adjacent thereto; premises where goods and services are offered to the public for retail sale; public buildings, public meeting halls, lobbies, halls and dining rooms of hotels, restaurants, theaters, stores, garages, and filling stations which are open to and are generally used by the public and to which the public is

permitted to have unrestricted access; railroad trains, stages, buses, ferries, and other public conveyances of all kinds and character, and the depots, stops, and waiting rooms used in conjunction therewith which are open to unrestricted use and access by the public; publicly owned bathing beaches, parks, or playgrounds; and all other places of like or similar nature to which the general public has unrestricted right of access, and which are generally used by the public.

Public transportation.

1. *Public transportation* means the conveyance of passengers and/or freight by buses, trains, airplanes or taxis for a fare.
2. *Passenger terminals* means the facilities used as transfer areas, ticketing agencies and administrative offices for "public transportation," excluding taxi stands or bus stops along prescribed bus routes.
3. *Deadhead stations* means the facilities used for the storage and mechanical maintenance of vehicles engaged in "public transportation."

Public use means any use of land by the public or a local, state or federal government agency.

Public utility means any use of land by a local, state, or federal agency, or by any person, firm or corporation licensed or franchised by such a government agency involving the transportation or transmission of materials, signals or electrical energy by vehicle or through conduit, wire, pipe or other similar device. Typical examples of this would include water, gas and sewer mains, television or telephone lines, and refuse collection. For the purpose of this title, such uses located or to be located on the properties they are to serve shall not be included in this definition.

Public works development standards means those standards filed by the director of public works and utilities with the Ellensburg city clerk, as approved and adopted by reference in ECC 4.04.020, including any amendments thereto made in accordance with ECC 4.04.040.

(Ord. 4887 § 13, 2022; Ord. 4804 § 4, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 3. Section 15.260.060 of the Ellensburg City Code, as last amended by Ordinance 4807, Section 32, is hereby amended to read as follows:

15.260.060 Preliminary subdivision (long plat)—Review procedures and criteria.

Procedures.

1. Land subdivisions that create ten or more lots (sometimes referred to as long plats) are subject to the Type IV review process as set forth in chapter 15.210 ECC.
2. Time limits.
 - a. Subdivisions that are granted preliminary approval shall be effective for a period set forth in RCW 58.17.140, during which time the final subdivision application shall be submitted for approval and recording.
 - b. Notwithstanding the foregoing, any applicant that files a plat extension application at least thirty 30 calendar days prior to the original expiration date or the first extension thereof, demonstrating that the that the applicant has attempted in good faith to

complete the required minimal improvement standards per ECC 15.260.070 and submit the final plat within the allowed time period, and that the associated plat extension application fees are paid, shall be granted a one-year extension by the director. Such an extension can be requested and granted two times.

The city shall make a decision on approval or denial of a preliminary subdivision application within 90 calendar days of the determination that the application is complete.

B. *Application contents.* Applications for a preliminary subdivision shall contain the following:

1. The minimum application requirements set forth in ECC 15.220.020 and a completed subdivision application form provided by the department, which shall include the signatures of all owners of interest in the land involved in the preliminary subdivision;
2. Payment of the application fee in the amount established in the city's adopted fee schedule;
3. A completed SEPA checklist and payment of the SEPA application fee;
4. A completed critical area information form or critical area report pursuant to division VI, if applicable;
5. A title report of the property to be subdivided;
6. A recorded copy of the deed for the property to be subdivided;
7. Copies of all existing or proposed restrictive covenants involving the land within the proposed subdivision;
8. Names and addresses of the owner(s) of the property to be subdivided and of any person or entity holding an interest in the property as identified on the title report in subsection (B)(5) of this section;
9. Names and addresses of all property owners within 300 feet of the boundaries of the proposed subdivision as those names appear on the records of the Kittitas County assessor;
10. The preliminary subdivision plat drawing which shall comply with all general drafting standards and tier 3 drafting guidelines required by the city's public works development standards (section 5, drafting standards). Five copies of the drawing shall be provided with the application, along with an electronic copy on CD media in a format readable by the city's current version of AutoCAD, and one reduced copy not to exceed 11 inches by 17 inches. In addition to the drafting standards set forth in the city's public works development standards, such drawing shall clearly show the following:
 - a. Vicinity sketch showing the parcel boundaries and the major street system, with street names, within a one-quarter-mile radius;
 - b. Zoning of the property proposed for subdivision;
 - c. Location and size of existing and proposed utilities, railroads, and irrigation rights-of-way on the property proposed for subdivision;
 - d. Plan view of proposed streets, their names and widths, pedestrian ways, all utilities and easements;
 - e. Location and size of all proposed ditches, culverts, catch basins, detention or retention ponds or other parts of the design for the control of surface water drainage;

- f. Approximate boundaries of all areas subject to irrigation or stormwater overflow;
- g. Location, width and direction of flow of all watercourses on the site; and
- h. Location and identification of all critical areas, including associated buffers, on the property proposed for subdivision or on adjacent properties, as required by division VI.

- 11. Preliminary grading plan pursuant to public works and utilities department requirements;
- 12. Preliminary stormwater plan pursuant to public works and utilities department requirements;
- 13. Preliminary landscaping plan pursuant to divisions IV and V of this title;
- 14. A narrative addressing ownership and maintenance of open spaces, stormwater facilities, public trails and critical areas, and the applicable approval criteria and standards of the Ellensburg Municipal Code. It should also address any proposed building conditions or restrictions;
- 15. Transportation study, if required by the public works and utilities department;
- 16. Location of any proposed building envelopes on the lots being created; and
- 17. Any other information in the opinion of the director which is necessary to determine if the proposed subdivision makes appropriate provisions for physical problems or hazards involving public health, safety and/or welfare.

- C. *Referral to city departments and other agencies for comments.* The community development department shall distribute one copy of the preliminary subdivision application to the public works and utilities department, building department, fire marshal, and any public agency that may be affected by the proposed preliminary subdivision.

Whenever the property proposed to be subdivided is located within one-half mile of the corporate limits of the unincorporated county, a copy of the proposed preliminary subdivision application shall be distributed to the respective jurisdiction.

The community development department will transmit any department or agency review materials to the hearing examiner as part of the staff report on the application.

- D. *Hearing examiner recommendation.* The hearing examiner shall be responsible for holding an open record public hearing pursuant to procedures established in chapter 15.210 ECC to review the proposed preliminary subdivision application together with accompanying materials and documents, land use applications, staff reports and public testimony. Based on the comments and testimony established at the public hearing, the hearing examiner shall make a recommendation on the preliminary subdivision application and any other related land use applications to the city council or return the preliminary subdivision application to the applicant with a request for additional information. If the hearing examiner makes a recommendation, such recommendation shall be for approval, disapproval, or approval with conditions. In recommending any proposed preliminary subdivision, the hearing examiner shall propose written findings of fact and conclusions of law to the city council which shall state fully the reasons for the recommendation.

- E. *City council action.*

- 1. The hearing examiner recommendation, findings and all supporting documents shall be forwarded to the city council. The community development department shall set a date

and time for a public hearing before the city council to review the recommendation of the hearing examiner in a closed record hearing at which no new testimony or information may be presented. The city council shall then make its own decision supported by written findings of fact and conclusions of law and approve, approve with conditions, or disapprove the preliminary subdivision application.

2. Prior to making a decision the city council may refer the preliminary subdivision application back to the hearing examiner for further consideration or may require the applicant to modify the preliminary subdivision application, or require more information to be submitted.

F. *Decision criteria.* The city may approve, approve with conditions, or deny a preliminary subdivision application based on conformance with the following decision criteria:

1. The preliminary subdivision conforms to all applicable zoning standards of the city as set forth in the LDC, including the building setback and intensity standards in chapter 15.320 ECC, the streetscape design standards in chapter 15.410 ECC, the subdivision design standards in chapter 15.420 ECC, the project design standards in division V, and the public works development standards;
2. All lots within the preliminary subdivision are provided with satisfactory access established consistent with the requirements of the public works development standards, ECC title 4, public works, the streetscape design standards and subdivision design and block standards in division IV, and the project design standards in division V;
3. All lots within the preliminary subdivision are provided with adequate provisions for water supplies, sanitary wastewater facilities, and storm drainage and surface water facilities consistent with the requirements of the public works development standards and ECC title 9, utilities;
4. All lots within the preliminary subdivision are provided with adequate provisions for electric service, and for natural gas service if applicable, consistent with the requirements of the city's public works and utilities department design standards and with ECC title 9, utilities;
5. The preliminary subdivision conforms to all applicable critical areas standards set forth in division VI; and
6. The preliminary subdivision makes appropriate provisions for the public health, safety and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, natural gas mains and services, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who walk to and from school.

(Ord. 4807 § 32, 2018; Ord. 4804 §§ 1, 3, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 4. Section 15.260.120 of the Ellensburg City Code, as last amended by Ordinance 4929, Section 2, is hereby amended to read as follows:

15.260.120 - Short subdivision plat (sometimes referred to as short plats)—Review procedures and criteria.

- A. *Procedures.* Short subdivisions are divisions that create nine or fewer lots and are sometimes referred to as short plats. Short subdivision applications are subject to the Type II review process as set forth in chapter 15.210 ECC, with exceptions provided herein.
- B. *Application contents.* Applications for a preliminary short subdivision shall contain all of the items required for a preliminary subdivision in ECC 15.260.060(B) except as follows: no SEPA checklist is required unless the proposed short subdivision is determined to not be exempt from SEPA review.
- C. *Referral to city departments and other agencies for comments.* The community development department shall distribute one copy of the preliminary short subdivision application to the public works department and utilities department, building department, fire marshal, and any public agency that may be affected by the proposed preliminary subdivision.

Whenever the property proposed to be subdivided is located within one-half mile of the corporate limits of the unincorporated county, a copy of the proposed preliminary short subdivision application shall be distributed to the respective jurisdiction.

Comments may be submitted for 14 calendar days after the date of issuance of the notice of application.

- D. *Decision criteria.* The director may approve, approve with conditions, or deny a short subdivision application based on conformance with the following decision criteria:
 - 1. Conformance with applicable provisions of the LDC, including the building setback and intensity standards in chapter 15.320 ECC, the streetscape design standards in chapter 15.410 ECC, the subdivision design standards in chapter 15.420 ECC, the project design standards in division V, the public works development standards, and applicable critical areas standards set forth in division VI;
 - 2. Integration of specific provisions. Short subdivisions shall integrate appropriate provisions for the public health, safety and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, natural gas mains and services, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who walk to and from school;
 - 3. Public interest. The public's interest shall be served by the short subdivision and dedication.
- E. *Time frame for approval.*
 - 1. The administrator shall make a decision on approval or denial of a preliminary short subdivision application within 60 calendar days of the determination that the application is complete. An approved preliminary short subdivision application is valid for five years from date of approval. Failure to submit the final short subdivision

application within that five-year time frame will result in a lapse of the preliminary short subdivision approval.

2. Any applicant that files a plat extension application at least 30 calendar days prior to the expiration, demonstrating that the that the applicant has attempted in good faith to submit the final plat within the allowed time period, and that the associated plat extension application fees are paid, shall be granted a one-year extension by the director. Such an extension can be requested and granted by the director two times.

(Ord. No. 4929, § 2, 11-6-2023; Ord. 4807 § 34, 2018; Ord. 4804 §§ 1, 3, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 5. Section 15.260.180 of the Ellensburg City Code, as last amended by Ordinance 4807, Section 36, is hereby amended to read as follows:

15.260.180 - Binding site plan review procedures and criteria.

- A. *Purpose.* This chapter shall govern a subdivision of land through the optional binding site plan process provided for in RCW 58.17.035, or its successor. If approved under this chapter, a division of land authorized by a binding site plan is exempt from the subdivision and short subdivision regulations and processes. Binding site plans are authorized by RCW 58.17.035, or its successor, to be used for condominiums and for the division of commercial or industrial zoned properties.
- B. *Applicability.* The underlying zoning district standards shall apply for development utilizing the binding site plan process. The binding site plan option shall apply to the following:
 1. Commercial zoned property in the C-H, C-T and C-C II zoning districts;
 2. Industrial zoned property in the I-H and I-L zoning districts;
 3. Condominiums for one or more units in any R-S, R-L, R-M, R-H, C-N, C-C or C-C II zoning district that are owned by an association or other legal entity in which the owners of units therein or their owners' associations have a membership or other legal or beneficial interest; and
 4. Land divisions for the purpose of leasing property that is located:
 - a. Within a manufactured home park; provided, that no residential structure other than manufactured homes is to be placed on the land within a manufactured home park; and
 - b. Within the C-T zoning district; provided, that no residential structure other than recreational vehicles is to be placed on the land within an approved recreational vehicle park.
- C. *Application—Administration.* All applications shall be submitted to the administrator. Binding site plan applications shall be processed as a Type III permit pursuant to the requirements set forth in ECC 15.210.030(C).
- D. *Complete application requirements.* All requests for a binding site plan shall be filed with the administrator together with the application fee as set forth in the adopted fee schedule. An application for a binding site plan shall not be determined to be complete until all of the

following have been provided on the binding site plan drawing or on any other supporting documentation submitted along with the binding site plan drawing:

1. The minimum application requirements set forth in ECC 15.220.020 and a completed binding site plan application form provided by the department, which shall include the signatures of all owners of interest in the land involved in the subdivision application.
2. A recorded copy of the deed for the property proposed for the binding site plan.
3. A current title report on the property proposed for the binding site plan.
4. Copies of all existing or proposed restrictive covenants to be imposed upon land in the binding site plan.
5. Textual description of phasing if proposed, including the timing for all public improvements, required landscaping and binding site plan amenities to be installed with each phase.
6. Names and addresses of all property owners within 300 feet of the boundaries of the property proposed for the binding site plan as those names appear on the records of the county assessor.
7. Any information in the opinion of the administrator which is necessary to determine if the proposed binding site plan makes appropriate provision for physical problems or hazards involving public health, safety and/or welfare.
8. A completed SEPA checklist and payment of the SEPA application fee.
9. A completed critical area information form or critical area report pursuant to division VI, if applicable.
10. A preliminary binding site plan drawing which shall comply with all general drafting standards and tier 3 drafting guidelines required by the city's public works development standards (section 5, drafting standards). Five copies of the drawing shall be provided with the application, along with an electronic copy on CD media in a format readable by the city's current version of AutoCAD, and one reduced copy not to exceed 11 inches by 17 inches. In addition to the drafting standards set forth in the city's public works development standards, such drawing shall clearly show the following:
 - a. Vicinity sketch showing the parcel boundaries and the major street system within a one-quarter-mile radius.
 - b. Zoning of the property within the binding site plan.
 - c. The names and locations of adjacent subdivisions, short subdivisions, and binding site plans.
 - d. Location and size of existing and proposed utilities, railroads and irrigation rights-of-way within the binding site plan.
 - e. Plan view of proposed streets with their names and widths, any proposed pedestrian ways, and all proposed utilities and easements.
 - f. Location and size of all proposed ditches, culverts, catch basins, detention or retention ponds or other parts of the design for the control of surface water drainage.
 - g. Approximate boundaries of all areas within the binding site plan subject to irrigation or stormwater overflow and the location, width and direction of flow of all

- watercourses and the extent and location on the site of the 100-year flood flow from said watercourses.
- h. Name and address of the owner(s) of the binding site plan property and all mortgagee(s) of said property.
 - i. Legal description of the binding site plan property.
 - j. Surveyed boundary lines of the binding site plan property with complete bearings, lineal dimensions and the acreage.
 - k. The length of each lot line, together with bearings and other data necessary for the location of any lot line in the field; lot area in square feet; and number of lots and blocks which shall be numbered consecutively from one to total number of lots.
 - l. All section, township, municipal and city lines lying within or adjacent to the binding site plan property.
 - m. Name, address and official seal of the licensed professional land surveyor preparing the binding site plan drawing.
 - n. Ties and controlling reference points to existing and permanent points, monuments and markers.
 - o. Date, scale, north point and origin of meridian, with the scale shown at 100 feet to the inch unless otherwise approved by the city engineer.
 - p. Proposed phasing plan with clear delineation of each phase.
 - q. Locations of land areas intended to be dedicated for public use or reserved for use of owners of the property in the binding site plan, along with a textual declaration of the dedication or reservation. Any roads not dedicated to the public must be clearly marked on the face of the binding site plan drawing as private roads. (Any dedication, donation or grant as shown on the face of the binding site plan shall be considered for all intents and purposes as a quitclaim deed to the donee or donees, grantee or grantees for his, her, or their use for the purposes intended by the donors or grantors).
 - r. Location, centerline, and width of all existing and proposed rights-of-way and easements along with name of all existing or proposed streets within and adjoining the binding site plan and the name and auditor's file number for all easements.
 - s. The areas and locations of open space, recreational amenities, and critical areas including prescribed critical area buffers.
 - t. Areas designated for landscaping, vehicle use, parking, truck loading, and nonmotorized transportation corridors or pathways.
 - u. The location of all existing and proposed structures.
 - v. A declaration that all development of the property shall conform to that shown on the binding site plan drawing and conditions placed upon the binding site plan; and all provisions, conditions, and requirements of the binding site plan shall be legally enforceable on the purchaser or any other person acquiring a lease or other ownership interest of any lot, parcel, or tract created pursuant to the binding site plan.
 - w. Signatures and date lines for:
 - i. Certification by a registered land surveyor of the state of Washington that the binding site plan and legal descriptions were prepared under his or her direct supervision;

- ii. The approvals of the city engineer, public works and utilities director and community development director;
 - iii. The county treasurer indicating that the real property taxes are current;
 - iv. All owners and all others holding an interest in the binding site plan property with acknowledgments for all such signatures;
 - v. Approval by the mayor; and
 - vi. Approval by the irrigation district, if applicable.
- x. If the binding site plan is in conjunction with condominiums, pursuant to chapter 64.32 or 64.34 RCW, the following statement must be included on the face of the binding site plan:

All development and use of the land described herein shall be in accordance with this binding site plan, as it may be amended with the approval of the city, town, or county having jurisdiction over the development of such land, and in accordance with such other governmental permits, approvals, regulations, requirements, and restrictions that may be imposed upon such land and the development and use thereof. Upon completion, the improvements on the land shall be included in one or more condominiums or owned by an association or other legal entity in which the owners of units therein or their owners' associations have a membership or other legal or beneficial interest. This binding site plan shall be binding upon all individuals or entities now and hereafter having any interest in the land described herein.

- y. All binding site plan designs shall include, as determined by the director, overall site landscaping, pedestrian walkways and connections, parking and circulation, recreational amenities, walls and fences, architectural design guidelines, lighting, and other site plan standards as set forth by the underlying zoning district. For commercial, business park, and industrial divisions, building envelope or use does not have to be identified at the time of the binding site plan. However, site plan review for subsequent building size, location and use will be required when submitted.

E. *Design standards and dedications.* In order to meet the public interest:

- 1. A binding site plan shall conform to the applicable zoning and development standards of the city of Ellensburg land development code codified in this title and the public works development standards and all other city utility development standards;
- 2. Each lot in a binding site plan shall be provided with satisfactory access established consistent with the requirements of the public works development standards and ECC title 4, public works;
- 3. Each lot in a binding site plan shall be provided with adequate provisions for water supplies, sanitary wastewater facilities and stormwater and drainage facilities consistent with the requirements of the public works development standards and ECC title 9, utilities;
- 4. Each lot in a binding site plan shall be provided with adequate provisions for electric utility service, and natural gas utility service if applicable, consistent with the

requirements of the city public works and utilities department and ECC title 9, utilities;
and

5. Approval of binding site plans may be conditioned upon dedications to the city of drainage ways, other public ways, water supplies, sanitary waste facilities, parks, playgrounds, sites for schools, and other needs of the public.
- F. *Administrative review.* Upon deeming the binding site plan to be a complete application and issuing the notice of application pursuant to ECC 15.220.040, the director shall transmit the binding site plan to city departments, the Kittitas Valley Fire and Rescue fire marshal, the SEPA responsible official for any required SEPA review pursuant to chapter 15.270 ECC, and to the landmarks and design commission for any required landmark and design review pursuant to chapter 15.280 ECC. The director shall concurrently perform critical area review if such review is required pursuant to division VI of this title. The community development department will transmit any department or agency review materials to the planning commission as part of the staff report on the application.
- G. *Planning commission recommendation.* The planning commission shall be responsible for holding an open record public hearing pursuant to procedures established in chapter 15.210 ECC to review the proposed binding site plan together with accompanying materials and documents, land use applications, staff reports, and public testimony. Based on the comments and testimony established at the public hearing, the planning commission shall make a recommendation to the city council on the binding site plan for approval, disapproval, or approval with conditions.
- H. *City council action.* The planning commission recommendation, findings and all supporting documentation shall be forwarded to the city council. The community development department shall set a date for a closed record public hearing before the city council to review the recommendation of the planning commission in a closed record hearing at which no new testimony or information may be presented. The city council shall then make its own decision supported by written findings of fact and conclusions of law and approve, approve with conditions, or disapprove the binding site plan.
- I. *Decision criteria.* The city council may approve, approve with conditions, or disapprove a binding site plan based on conformance with the following decision criteria:
 1. Whether the binding site plan conforms to this section;
 2. If appropriate provisions are made for, but not limited to, the public health, safety, and general welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, and shall consider all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and
 3. Whether the public interest will be served by the approval of the binding site plan and any dedication.
- J. *Findings and conclusions.* The city council shall not approve any binding site plan unless written findings are made that:
 1. The binding site plan conforms to this section;

2. Appropriate provisions are made for the public health, safety, and general welfare and for other such open spaces, drainage ways, streets or roads, alleys, playgrounds, schools and schoolgrounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and
 3. The public use and interest will be served by the approval of the binding site plan and any dedication.
- K. *Time limit on action.* An application for a binding site plan shall be approved, approved conditionally or disapproved by the city council within 90 calendar days from the date the application was deemed complete unless the applicant consents to a time extension; provided, that if an environmental impact statement is required as provided in RCW 43.21C.030, the 90-day period shall not include the time spent preparing and circulating the environmental impact statement.
- L. *Duration of approval.* Preliminary approval of the binding site plan shall be effective for five years from the date of such approval by the city council, during which time the final binding site plan may be submitted. Notwithstanding the foregoing, any applicant that files an extension application at least 30 days prior to the expiration, demonstrating that the that the applicant has attempted in good faith to submit the final binding site plan within the allowed time period, and that the associated extension application fees are paid, shall be granted a one-year extension by the director. Such an extension can be requested and granted two times.
- M. *Irrigation water district approval.* Any binding site plan which lies in whole or in part in an irrigation district organized pursuant to chapter 87.03 RCW shall provide for such irrigation water rights-of-way and any other improvements as shall be required by the irrigation district for each parcel of land in such district and such rights-of-way shall be evidenced by the respective binding site plan submitted for final approval to the city council.
- N. *Final binding site plan—Submittal deadline.* Failure to submit the final binding site plan application within five years of preliminary approval will result in a lapse of the preliminary binding site plan approval, unless an extension(s) of the deadline has been granted as provided in subsection L, above.
- O. *Final binding site plan—Application.* The final binding site plan application shall include the same information as for a final subdivision application as set forth in ECC 15.260.100.
- P. *Final binding site plan—Administrative action.*
1. Upon receipt of the final binding site plan application containing the items identified in subsection (O) of this section, the city council shall have 30 calendar days for review to determine conformance with the approved preliminary binding site plan and all applicable regulations and standards. The city council shall make written findings of fact relating to its decision on the final binding site plan and, if approved, shall direct the mayor to sign the final binding site plan. Upon approval by the city council, the director, the city public works and utilities director, and the city engineer shall sign the final binding site plan document and shall present the final binding site plan document to the mayor for signature. The final binding site plan shall then be presented to the county

treasurer for review and signature. Such signatures and approval of the final binding site plan document shall be subject to the following determinations:

- a. The requirements of chapter 58.17 RCW and other applicable state law, the city's comprehensive plan, and any other applicable city ordinances that were in effect at the time of preliminary binding site plan approval, and this title have been met;
 - b. Conditions imposed on the preliminary binding site plan approval, if any, have been met; and
 - c. The bond or other proposed security meets the requirements of the public works development standards and has been approved and accepted by the city engineer.
2. If the final binding site plan is not approved by city council, the decision, along with reasons for denial, shall be communicated in writing to the applicant.
- Q. *Final binding site plan—Filing.* The final binding site plan shall not be officially complete until the signed original final binding site plan and subdivision improvements agreement, if required, have been recorded with the county auditor. Said documents shall be recorded by the director within ten working days after the appeal period has expired, in the presence of the applicant and with the cost of recording paid by the applicant. Filing of the final binding site plan shall not relieve the property owner of the obligation to complete the minimum public improvements.
- R. *Amendment, modification and vacation.* Amendment, modification and vacation of a binding site plan shall be accomplished by following the same procedure and satisfying the same laws, rules and conditions as required for a new binding site plan application, as set forth in this chapter. The vacated portion shall constitute one lot unless the property is subsequently divided by an approved subdivision or short plat. In the event the vacation is of a dedicated road right-of-way, the review process shall follow the city's road vacation process.

(Ord. 4807 § 36, 2018; Ord. 4804 §§ 1, 2, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 6. Section 15.300.040 of the Ellensburg City Code, as last amended by Ordinance 4935, Section 7, is hereby amended to read as follows:

15.300.040 Residential zones and map designations.

- A. *Residential suburban zone (R-S).* The R-S zone is intended to provide for a mix of predominantly single-family detached dwelling units in a walkable neighborhood setting. These purposes are accomplished by:
1. Allowing detached single-family dwellings as the predominant use, with options to integrate accessory dwelling units, duplexes, townhomes, and other compatible housing types in a relatively low urban density.
 2. Providing standards and guidelines that reinforce Ellensburg's established pattern of attractive and walkable residential neighborhoods.
 3. Providing standards and guidelines that promote the integration of usable open space for residential uses.

4. Providing standards and guidelines that encourage parks, trails, open spaces, and natural features to be integrated with the design of new development.
 5. Providing an opportunity to integrate compatible small-scaled retail and service uses in strategic locations that serve the surrounding neighborhood.
 6. Providing a flexible system of bonus incentives (see ECC 15.330.020) that allows for an increase in density in exchange for:
 - a. Energy efficient building and site design;
 - b. Mix of housing types;
 - c. Off-street trails;
 - ~~d. Purchase of transferable development rights (subject to the city adopting a TDR program) that help to preserve valuable resource lands outside of the city;~~
 - ed. Preservation of historic buildings; and/or
 - fe. Affordable housing.
 7. Use of this zone is appropriate for areas designated residential neighborhood in the comprehensive plan.
- B. *Residential low density zone (R-L).* The R-L zone is intended to protect and enhance the character of existing low density residential neighborhoods while allowing for compatible infill development. These purposes are accomplished by:
1. Allowing detached single-family dwellings as the predominant use, with options to integrate accessory dwelling units, duplexes, townhomes and cottage housing.
 2. Providing standards and guidelines that reinforce Ellensburg's established pattern of attractive and walkable residential neighborhoods.
 3. Providing standards and guidelines that promote the integration of usable open space for residential uses.
 4. Providing standards and guidelines that encourage parks, trails, open spaces, and natural features to be integrated with the design of new development.
 5. Providing a minimum density standard to avoid large scale low density sprawl.
 6. Providing a flexible system of bonus incentives (see ECC 15.330.020) that allows for an increase in density in exchange for:
 - a. Energy efficient building and site design;
 - b. Mix of housing types;
 - c. Off-street trails;
 - d. Purchase of transferable development rights (subject to the city adopting a TDR program) that help to preserve valuable resource lands outside of the city;
 - e. Preservation of historic buildings; and/or
 - f. Affordable housing.

7. Use of this zone is appropriate for areas designated residential neighborhood or blended residential neighborhood in the comprehensive plan.
- C. *Residential medium density zone (R-M)*. The R-M zone is intended to provide for a mixture of housing types in a walkable neighborhood setting. These purposes are accomplished by:
1. Allowing a variety of housing types including detached single-family dwellings, cottage housing, townhouses, and multifamily;
 2. Providing standards and guidelines to help ensure that new infill development will be compatible in scale and character with existing development;
 3. Providing standards and guidelines that reinforce and/or enhance the character and walkability of streets within the zone;
 4. Providing standards and guidelines that promote the integration of usable open space for residential uses;
 5. Providing standards and guidelines that encourage parks, trails, open spaces, and natural features to be integrated with the design of new development on large sites;
 6. Providing a minimum density standard to avoid large scale low density sprawl; and
 7. Use of this zone is appropriate for areas designated residential neighborhood, blended residential neighborhood, neighborhood mixed-use or community mixed-use in the comprehensive plan.
- D. *Residential high density zone (R-H)*. The R-H zone is intended to comprise areas for high density multifamily residential development in areas served by transit and within walking distance from commercial services. These purposes are accomplished by:
1. Allowing multifamily dwellings and providing a minimum density limit;
 2. Providing standards and guidelines that promote compact and walkable development patterns that are well integrated with surrounding multifamily developments;
 3. Providing standards and guidelines that promote the integration of usable open space for residential uses; and
 4. Use of this zone is appropriate for areas designated residential neighborhood, blended residential neighborhood, urban neighborhood, neighborhood mixed-use, or community mixed-use in the comprehensive plan.
- E. *Manufactured home park zone (MHP)*. The MHP zone comprises areas developed or suitable for development for placement and occupancy of manufactured homes for residential purposes on rented or leased sites in manufactured home parks. These purposes are accomplished by:
1. Establishing regulations to establish, stabilize, and protect the residential character of the zone and to prohibit all incompatible activities;
 2. Establishing provisions for common open space; and
 3. Establishing standards for a safe and connected circulation system.

(Ord. No. 4935, § 7, 12-18-2023; Ord. 4887 § 18, 2022; Ord. 4807 § 42, 2018; Ord. 4798 § 1, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 7. Section 15.300.050 of the Ellensburg City Code, as last amended by Ordinance 4935, Section 8, is hereby amended to read as follows:

15.300.050 Commercial and industrial zones.

- A. *Commercial neighborhood zone (C-N).* The C-N zone is intended to provide small scale shopping areas to serve the residential neighborhoods in outlying areas of the city. These are intended to be pedestrian-oriented areas in convenient locations and designed compatible with the surrounding neighborhood. These purposes are accomplished by:
1. Allowing small scale retail, personal services and other compatible uses that serve the surrounding residential neighborhood;
 2. Providing a minimum separation of neighborhood commercial zones of 2,000 feet to minimize their overuse, while providing the opportunity for such uses to be within reasonable walking distance of all residential uses;
 3. Providing a maximum size of five acres for neighborhood commercial zones to maintain a small scale and compact, pedestrian-oriented design;
 4. Allowing townhouses and multifamily uses as a secondary use due to their complementary nature and ability to enhance the walkability of these zones;
 5. Providing standards and guidelines that enhance the appearance and function of neighborhood center uses and their compatibility with surrounding residential uses; and
 6. Use of this zone is appropriate areas designated residential neighborhood, blended residential neighborhood, blended residential neighborhood, urban neighborhood, neighborhood mixed-use, or neighborhood commercial in the comprehensive plan.
- B. *Commercial highway zone (C-H).* The C-H zone is intended to accommodate diversified commercial establishments and multifamily residential as a conditional use. In addition, specific areas of the C-H zone which are in the regional retail overlay may have regional retail commercial uses if special development criteria in chapter 15.390 ECC are met. These purposes are accomplished by:
1. Allowing a broad range of commercial uses that serve the community including retail, personal and general services, and office uses;
 2. Allowing small to large scale retail uses, but excluding super scale retail (over 60,000 square feet of floor area) unless associated with a regional retail commercial project meeting the provisions of chapter 15.390 ECC;
 3. Allowing multifamily residential as a conditional use; and
 4. Providing standards and guidelines that enhance the appearance and function of commercial highway uses and their compatibility with surrounding uses.
 5. Use of this zone is appropriate for areas designated community mixed-use, mixed business park, or general commercial and services in the comprehensive plan.
- C. *Light industrial zone (I-L).* The I-L zone is intended to accommodate certain industrial structures and uses having physical and operational characteristics which might adversely

affect the economic welfare of adjoining residential and commercial uses. These purposes are accomplished by:

1. Allowing a range of general service and light industrial uses which can be operated in a relatively clean, quiet and safe manner compatible with adjoining industrial uses and without serious effect, danger or hazard to nearby residential uses;
2. Providing for eating and drinking establishments that serve other permitted uses in the zone;
3. Providing for offices as an accessory use, ~~except where owners have purchased development rights from county properties within defined sending areas (subject to the city's adoption of a TDR program);~~
4. Providing design standards and guidelines that enhance the appearance and function of uses in the zone and their compatibility with surrounding uses;
5. Promoting mixed-use residential as a secondary use in areas identified as industrial residential in the comprehensive plan; and
6. Use of this zone is appropriate for areas designated light industrial or industrial residential in the comprehensive plan.

D. *Heavy industrial zone (I-H).* The I-H zone is intended to accommodate certain industrial structures and uses including large scale or very specialized industrial operations which might have external physical effects of an offensive or hazardous nature. These purposes are accomplished by:

1. Allowing the processing of raw materials and the manufacturing, processing, storing, and compounding of semi-finished or finished durable or nondurable products; and
2. Providing design standards and guidelines that provide for flexibility in the layout of buildings and site features, yet enhance the appearance of I-H zone uses and their compatibility with surrounding uses.
3. Use of this zone is appropriate for areas designated heavy industrial in the comprehensive plan.

(Ord. No. 4935, § 8, 12-18-2023; Ord. 4887 § 19, 2022; Ord. 4807 § 43, 2018; Ord. 4798 § 2, 2018; Ord. 4769 § 12, 2017; Ord. 4656 § 1 (Exh. O2), 2013)

Section 8. Section 15.310.040 of the Ellensburg City Code, as last amended by Ordinance 4929, Section 3, is hereby amended to read as follows:

15.310.040 Use tables.

Table 15.310.040
Residential-Based Uses

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	I-L	NC-MU	RC-MU	I-H	P-R	MHP
RESIDENTIAL, GENERAL															

Dwelling, single-family* (ECC 15.540.020)	P	P	P		P									P
Dwelling, cottage* (ECC 15.540.050)	P	P	P		P								A ⁶	
Dwelling, duplex* (ECC 15.540.030)	P ²	P ²	P		P			P ⁷	P ⁷				A ⁶	
Dwelling, townhouse* (ECC 15.540.060)	P ²	P ²	P	P	P	P ³		P ⁷	P ⁷		P	P		A ⁶
Dwelling, multifamily* (Division V of this title)	P ^{1,5}	P ^{1,5}	P	P	P	P ³	C	P ⁷	P ⁷		P	P		A ⁶
Dwelling, live-work*	P ⁴	P ⁴	P ⁴	P ⁴	P ⁴	P		P ⁷	P ⁷		P	P		
Manufactured home park* (ECC 15.340.040)	C	C	C	P	C									A ⁶ P
GROUP RESIDENCES														
Boarding houses, lodging houses		C	P	P	C			P ⁷	P ⁷		P	P		A ⁶
Adult family home*	P	P	P	P	P	P		P ⁷	P ⁷		P	P		A ⁶
Community residential facility*			C	C	C	C		P ⁷	P ⁷		P	P		P/A ⁶
Senior citizen assisted housing*			P	P	P	P		P ⁷	P ⁷		P	P		A ⁶
Transitional housing*	P ^{5,9}	P ^{5,9}	P ⁹	P ⁹	P ⁹	P ^{3,9}	C ⁹	P ^{7,9}	P ^{7,9}		P ⁹	P ⁹		P ⁹

Permanent supportive housing*	P ^{5,9}	P ^{5,9}	P ⁹	P ⁹	P ⁹	P ^{3,9}	C ⁹	P ^{7,9}	P ^{7,9}		P ⁹	P ⁹		P ⁹	
Indoor emergency shelter*	C ⁹	C ⁹	C ⁹	C ⁹	C ⁹	C ⁹	P ⁹	P ⁹	P ⁹		P ⁹	P ⁹		P ⁹	
Indoor emergency housing*	C ⁹	C ⁹	C ⁹	C ⁹	C ⁹	C ⁹	P ⁹	P ⁹	P ⁹		P ⁹	P ⁹		P ⁹	
RESIDENTIAL ACCESSORY USES															
Accessory dwelling unit* (ECC 15.540.040)	P	P	P	P	P			P ⁷	P ⁷						
Home occupations* (ECC 15.340.020)	P	P	P	P	P	P	P	P ⁷	P ⁷	P	P	P	P	P ⁶	P
Yard sale use	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸	A ⁸
TEMPORARY LODGING															
Bed and breakfast (ECC 15.340.010)	P	P	P	P	P			P ⁷	P ⁷		P	P			

Development conditions:

1. Subject use may be permitted subject to density bonus incentives set forth in table 15.320.030 and chapter 15.330 ECC.
2. Duplexes and townhomes are permitted in the R-L and R-S zones on infill lots (preexisting legal lots of record as of December 31, 2021) notwithstanding the maximum density limits in table 15.320.030. For lots recorded after this date, duplexes and townhomes are permitted in the R-L and R-S zones but must meet the density requirements of ECC 15.320.030.
3. Residential uses are permitted in the C-N zone provided nonresidential uses occupy the ground floor of all buildings fronting on the street. For example, residential uses could be on upper levels of buildings fronting on the street or, for deep lots, subject residential uses may occupy any buildings away from the street and behind the buildings that front onto the street.
4. Nonresidential uses may be permitted within live-work dwellings subject to the permitted uses in the underlying zoning district.
5. Multifamily dwelling units shall not be located adjacent to existing single-family dwellings, except where such uses were approved on an individual plat.

6. All uses permitted in the P-R zone must be either outright permitted and operated as a public use or must be an accessory use to the primary public use (see ECC 15.310.050).
7. Except for lobbies or similar entrances, all permitted residential uses in the C-C and C-C II zones are prohibited within 30 feet of the sidewalk on the ground floor of properties fronting on storefront streets per ECC 15.510.050(E).
8. Yard sales are permitted as an accessory use to a dwelling; provided, that the following conditions are met:
 - a. Only two yard/garage sales per dwelling unit not exceeding three consecutive days in duration are allowed per year;
 - b. The occupant or tenant of the dwelling unit shall supervise and be responsible for the yard/garage sale activities including ensuring that there is no impediment to the passage of traffic on public roads and sidewalks adjacent to the sale;
 - c. No goods are to be displayed in public rights-of-way without first obtaining a right-of-way use permit from the public works and utilities department; and
 - d. Signs advertising the sale shall not be attached to any public structure, sign, sign or utility pole or traffic control devices and shall be removed within 24 hours of the sale completion.
9. Subject to the permanent supportive, transitional housing, emergency housing and emergency shelter facilities standards set forth in ECC 15.340.080.

Table 15.310.040
Nonresidential Uses

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	NC-MU	RC-MU	I-L	I-H	P-R
RETAIL														
Auto sales, new and used							P	P ²	P		P			
Automobile fueling						P	P	P	P		P	P		
Automobile, electric vehicle battery charging station	P ¹	P ¹	P ¹	P ¹	P ¹	P	P	P	P	P	P	P	P	P
Farmers' markets*						P		P	P	P	P			
Fruit stands*	P	P	P	P	P									
Heavy retail (ECC 15.130.080)							P	P ²	P		P	P	P	
Nurseries and greenhouses	P						P	P	P	P	P	P	P	

Restaurants	P	P	P	P	P	P	P	P	P	P	P	P		A ⁶
Bars and brewpubs*						P	P	P	P	P	P	P		A ⁶
Coffee house, espresso bar	P ⁵	P ⁵	P	P	P	P	P	P	P	P	P	P		A ⁶
Retail, small scale (<2,000 sf floor area)	P ⁵	P ⁵	P	P	P	P	P	P	P	P	P			A ⁶
Retail, medium scale (2,000— 20,000 sf floor area)						P	P	P	P	P	P			A ⁶
Retail, large scale (20,001— 60,000 sf floor area)						P ³	P	P	P	P	P			
Retail, very large scale (60,001— 100,000 sf floor area)							P	C	C		P			
Retail, super scale (>100,001 sf floor area)							C				C			
Regional retail commercial projects* (subject to the requirements in chapter 15.390 ECC)	P ⁸	P ⁸	P ⁸	P ⁸	P ⁸	P ⁸	P ⁸			P ⁸	P ⁸	P ⁸		
Marijuana retailer*						P ⁹	P ⁹	P ⁹	P ⁹	P ⁹	P ⁹			
PERSONAL AND GENERAL SERVICE														
Day care I facilities*	P	P	P	P	P	P	P	P	P	P	P	P		A ⁶
Day care II facilities*	C	C	C	C	P	P	P	P	P	P	P			A ⁶
Heavy services (see heavy retail and							P	P ²	P		P	P	P	

services definition in ECC 15.130.080)*														
Hotels/motels*							P	P	P	P	P			
Hospitals*	C	C	C		P			C	P		C			A ⁶
Offices, medical*					P	P	P	P	P	P	P			P/A ⁶
Kennels*							P		P			P		
Nursing homes*	C	C	C	P	P			P	P					P/A ⁶
Marijuana cooperative*	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰
Personal service establishments*	P ⁵	P ⁵	P	P	P	P	P	P	P	P	P			A ⁶
Laundromats and dry cleaners			P	P	P	P	P	P	P	P	P	P		
Places of assembly*	C	C	C	C	P	P	P	P	P	C	C	C		A ⁶
Radio station (commercial)		C					P			P	P	C	C	A ⁶
Veterinary clinic					C	C	P	P	P	P	P	C		
BUSINESS SERVICE														
Conference center*							P	P	P	P	P			A ⁶
Offices, business or professional* , small scale (<2,000 sf floor area)	P ⁵	P ⁵			P	P	P	P	P	P	P	P ⁴		P/A ⁶
Offices, business or professional* , medium scale (2,000— 20,000 sf floor area)	P ⁵	P ⁵					P	P	P	P	P	P		P/A ⁶
Offices, business or professional* , large scale							P	P	P	P	P	P		P/A ⁶

(20,001— 60,000 sf floor area)														
Miniwarehouse facility*			C									C	C	
INDUSTRIAL														
Light manufacturing*							P	P ²	P ²	P ²	P ²	P	P	
Light industry (ECC 15.130.120)								P ^{2,7}	P ^{2,7}	P ^{2,7}	P ^{2,7}	P	P	
Hazardous waste treatment (off-site) (see definition of "off-site" in ECC 15.130.150)												C	C	
Hazardous waste treatment (on-site) (see definition of "on-site" in ECC 15.130.150)							C	C	C			C	C	A ⁶
Heavy industry (ECC 15.130.080)													C	
Marijuana processor*												P ¹⁴	P ¹⁴	
Marijuana producer*												P ¹⁴	P ¹⁴	
Tow vehicle storage area*												P	P	
Vehicle wrecking yard*													C	

Development conditions:

1. Vehicle battery charging stations are permissible for the primary use of residents and their guests in all residential zones. Battery charging station clusters are permitted for multifamily uses located in the R-M and R-H zones.
2. Use must be enclosed entirely within a building.
3. Grocery stores shall be the only retail uses permitted with more than 20,000 square feet of gross floor area.

4. ~~Except for office uses that are accessory to a permitted use, office uses may be permitted through the purchase of transferable development rights, subject to the adoption of a TDR program by the city.~~
5. Subject nonresidential uses may be permitted in the R-S and R-L zones if the planned uses are at least 1,200 feet from an existing C-N zone or commercial use.
6. All uses permitted in the P-R zone must be either outright permitted and operated as a primary public use or must be an accessory use to that primary public use. See ECC 15.310.050.
7. Includes light industrial activities that result in the production of goods placed for on-site retail sale. Special restrictions:
 - a. No power tools or equipment are allowed which by their decibel, frequency, and/or other feature of their operation would negatively impact the surrounding area by reason of decibel levels, light (see chapter 15.580 ECC for standards), dust or other physical effect; and
 - b. Production or manufacturing activity shall not occur between the hours of 10:00 p.m. and 6:00 a.m.
8. Regional retail is administered as an overlay zone pursuant to chapters 15.390 and 15.390A ECC, and only permitted within the designated boundaries identified in figure 15.390.040(A), the south interchange area, and figure 15.390.040(B), the west interchange area. Permitted uses and use restrictions within a regional retail commercial project are described in ECC 15.390.030. Design criteria for regional retail is governed by chapter 15.390A ECC.
9. All marijuana retail, production and processing facilities are subject to the requirements of chapter 15.370 ECC.
10. All marijuana cooperatives are subject to the requirements of ECC 15.370.030, chapter 314-55 WAC and chapter 69.51A RCW.

Table 15.310.040
Special Uses

Use	R-S	R-L	R-M	R-H	R-O	C-N	C-H	C-C	C-C II	NC-MU	RC-MU	I-L	I-H	P-R
PARK, OPEN SPACE AND RECREATIONAL														
Cemeteries, columbarium or mausoleums	P	P												
Golf course	P													P ¹¹
Golf driving range (not associated with a golf course)	C						C							P ¹¹

Recreation— outdoor (commercial)*							P			P	P	C		A
Recreation— indoor (commercial)*					C		P	P	P	P	P	C		A
Recreation— small-scale indoor studios (commercial)*	P	P	P	P	P	P	P	P	P	P	P	C		
Recreational vehicle parks (ECC 15.340.050)							P							
Parks, playgrounds (public or private)	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹		P
CULTURAL AND ENTERTAINMENT														
Adult entertainment establishment*							P ²							
Art, performing arts, and recording studios	C	C	C	C	P	P	P	P	P	P	P	P		P/A ⁷
Museums	C ¹²	C ¹²	C ¹²	C ¹²	P	P	P	P	P	P	P	P		P/A ⁷
Theaters					P	P	P	P	P	P	P	C		
EDUCATIONAL														
Schools	C	C	C	C	C		C	C	C					P ⁵
GOVERNMENTAL														
Court							P	P	P					P
Fire facility							P				P	P		P
Police facility						P ³	P	P ³	P		P	P		P
Public agency or utility office*						P	P	P	P	P	P	P	P	P/A
Public agency or utility yard	P ⁴	P ⁴	P ⁴	P ⁴	P ⁴	P	P	C ⁴	P			P	P	P/A
Utility facility* ⁸	P	P	P		P	P	P	P	P			P	P	P
Fairgrounds														P
Public transportation							P	P	P		P	P	P	P

passenger terminals														
RESOURCE														
Gardening or fruit raising (accessory use or noncommercial)	P	P	P	P	P	P	P	P	P	P	P	P	P	P/A ⁷
Agriculture*	P ⁹													
Small wind energy systems (ECC 15.340.060)	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰ /A ⁷
REGIONAL														
Airport														PC ⁶

Development conditions:

1. Lighting for structures and fields shall be directed away from residential areas through the use of exterior full cut-off shields or through optics within the fixture.
2. Adult entertainment is regulated pursuant to chapter 6.72 ECC. Zoning locational standards within the C-H zone for adult entertainment establishments are:

All such establishments must be at least 1,000 feet from any residential zone, parks, schools, historic district, any dwelling, freeway, highway, interstate, or major arterial (see map on file in the city clerk's office).
3. Limited to "storefront" police offices. Such offices shall not have:
 - a. Holding cells;
 - b. Suspect interview rooms (except in the C-N zone); or
 - c. Long-term storage of stolen properties.
4. Public agency or utility yard conditions:
 - a. Utility yards are only on sites with utility district offices; or
 - b. Public agency yards are limited to material storage, vehicle maintenance, and equipment storage for road maintenance, facility maintenance, and parks facilities.
5. Excluding private or nonprofit commercial schools, for which the principal course work is business, vocational, or technical.
6. A conditional use permit is required for the following uses:
 - a. Facilities to sell, service and store airplanes, service airport patrons, and those ordinarily incidental and essential to operation of a municipal airport; and
 - b. Airport landing areas.

7. All uses permitted in the P-R zone must be either outright permitted and operated as a public use or must be an accessory use to the primary public use; see ECC 15.310.050. Subject uses must be managed by a public agency.
8. Wireless communication facilities, including wireless communication support towers and antenna arrays, are subject to the provisions of ECC 15.340.070 and chapter 15.395 ECC.
9. Agriculture uses are permitted in the subject zone provided the following conditions are met:
 - a. The raising of swine, poultry or goats shall be restricted to youth educational projects or limited household consumption occurring on the same lot, or lots of record;
 - b. No nuisances, such as noise, odor, air pollution, wastes, vibration, traffic or physical hazards, shall result therefrom; and
 - c. Fencing and housing adequate to certain livestock shall be provided where livestock are kept, and all livestock shall be kept and maintained in accordance with applicable laws and regulations.
10. Small wind energy systems on properties listed in the Ellensburg landmarks register are subject to landmarks and design commission certificate of appropriateness.
11. Subject use shall be permitted only if it is a public facility.
12. Museums within the R-S, R-L, R-M and R-H zoning districts are permissible within existing buildings, or if for new construction only if the building is 2,000 square feet or less, and for both options through approval of a conditional use permit.

(Ord. No. 4929, § 3, 11-6-2023; Ord. 4887 § 22, 2022; Ord. 4807 § 44, 2018; Ord. 4804 § 3, 2018; Ord. 4769 § 13, 2017; Ord. 4728 § 4, 2016; Ord. 4724 § 4, 2016; Ord. 4696 § 3, 2015; Ord. 4669 § 3, 2014; Ord. 4656 § 1 (Exh. O2), 2013; Ord. No. 4936, § 5, 2-5-2024)

Section 9. Section 15.320.090 of the Ellensburg City Code, as last amended by Ordinance 4807, Section 46, is hereby amended to read as follows:

15.320.090 – Setbacks from alleys.

Accessory buildings and accessory dwelling units, ~~where built on top of an existing garage~~ may be built to a property line abutting an alley, provided sufficient turning movement and emergency vehicle access is provided within the alley. Minimum side yard setbacks as required by Table 15.320.030 would still apply.

(Ord. 4807 § 46, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 10. Section 15.330.020 of the Ellensburg City Code, as last amended by Ordinance 4807, Section 47, is hereby amended to read as follows:

15.330.020 - Density bonus system for the R-S and R-L zones.

Table 15.330.020 summarizes the types of bonus elements and the range of density bonuses by percentages for each element. Details and conditions for each bonus element are provided in subsections (A) through (EF) of this section. Developments may use a combination of bonus

elements provided they comply with the maximum density provisions set forth for the zone in table 15.320.030. An exception to the maximum density provisions is only provided for projects complying with net zero energy standards as set forth in subsection (A) of this section.

Table 15.330.020
Density Bonuses for the R-S and R-L Zones

Bonus element	Density bonus % increase	Special conditions
Energy efficient construction/Built Green, LEED or other similar environmental certification	25—150%	See subsection (A) of this section for details
Greater mix of housing types	10—15%	See subsection (B) of this section for details. This option may be applied to all development sites with at least 5 acres
Off-street trails	5—20%	See subsection (C) of this section for details
Transfer of development rights (TDR)	Up to 50%	See subsection (D) of this section for details
Historic preservation	15 to 50%	See subsection (<u>DE</u>) of this section for details
Affordable housing	15 to 50 <u>100</u> %	See subsection (<u>EF</u>) of this section for details

A. Energy efficient construction.

1. *Table of green building and energy efficient density bonuses.* Four tiers of density incentives are employed to promote increasing levels of green building performance and higher energy efficiencies (via a green building rating system) in new developments. Applicable green building rating systems shall be indicated on the plat and confirmed with individual building permit application as directed in subsection (A)(2) of this section, project certification. The following table outlines density bonuses associated with specific green building rating systems for single-family, duplex and townhouse developments in the R-S and R-L zones.

Table 15.330.020(A)
Energy Efficiency Density Bonuses for the R-S and R-L Zones

Density bonus	20%	50%	100%	150%
Compliance paths for single-family, cottages, duplexes, townhouses, and multifamily				
Certification level required *	LEED-Silver or Built Green 4-star	LEED-Gold or Built Green 5-star	LEED-Platinum	Living Building Challenge

Conditions/notes:

* Equivalent rating systems which require third party verification maybe be approved at the discretion of reviewing authority.

2. *Project certification.*

a. *Building permit.* The applicant shall submit a building permit that is consistent with all conditions of the land use permit approval. The applicant shall also submit documentation that the project has applied for certification by a green building rating system, such as LEED or Built Green. Proof of ongoing certification shall be required during construction and project certification must be completed prior to final occupancy.

b. *Living Building Challenge.* For projects pursuing the Living Building Challenge for the purpose of a density bonus, the applicant must show proof of pursuing ongoing certification during construction for all required elements. After construction and prior to issuance of the certificate of occupancy, the applicant must show proof of initial project compliance as to the site, materials, indoor quality and beauty/inspiration components of the Living Building Challenge and that the project is likely to achieve the elements of energy and water following 12 months of occupancy as required under Living Building Challenge certification. For those elements of energy and water that require occupancy of the building for 12 months for Living Building Challenge certification, the applicant must submit a report to the city following 12 months of occupancy, demonstrating its progress towards meeting these remaining elements of the Living Building Challenge standard. If certification of those elements has not been achieved, the applicant must provide quarterly reports of progress towards certification of these elements, including additional steps and timeline that will be taken to achieve certification.

B. *Mix of housing types.* Up to a ~~50~~ 15 percent density bonus may be provided for providing a diversity of housing types. ~~This option may be applied to all development sites at least five acres in area.~~

1. Housing mix density bonus table.

Table 15.330.020(B)
Housing Mix Density Bonuses

Housing mix	Density bonus
At least 50% of the dwelling units are "alternative housing types" as defined below. At least 2 alternative housing types must be employed, with each type accounting for no less than 10% of the total units.	10%
At least 67% of the dwelling units are "alternative housing types" as defined below. At least 3 alternative housing types must be employed, with each type accounting for no less than 10% of the total units.	15%

2. Alternative housing types include:

- a. Accessory dwelling units (ADU) complying with design provisions set forth in ECC 15.540.040. Also note that while ADUs do not count as a unit for the purpose of calculating density, they may be counted as an alternative housing type for the purpose of calculating the percentage of alternative housing types to total permitted units;
- b. Small detached single-family dwelling units. This includes dwellings no larger than 1,400 square feet in gross floor area, excluding an attached or detached garage or other nonhabitable floor area. Such dwellings must comply with design provisions set forth in ECC 15.540.020;
- c. Cottage dwelling units, complying with design provisions set forth in ECC 15.540.050. Also note that each cottage shall count as one-half of a dwelling unit for the purpose of calculating allowed density. However, for the purpose of determining the percentage of alternative housing types, each cottage dwelling may be counted as a single unit;
- d. Duplexes complying with design provisions set forth in ECC 15.540.030;
- e. Townhouses complying with design provisions set forth in division V and notably ECC 15.540.060; and
- f. Multifamily buildings, where permitted in the applicable zoning district, complying with design provisions set forth in division V.

3. The specific location, mixture, and amount of housing shall be indicated on the plat to ensure compliance with the density bonus provisions herein.

C. Off-street trails.

1. *Density bonus*. The density bonus percentage is based on the type and length of off-street trail with respect to the size of the development.

Table 15.330.020(C)
Off-street Trail Density Bonuses

Trail type	Trail extent	Density bonus %
Walking, soft surface	>1 lf of trail/4 lf of site perimeter length	5%
	>2 lf of trail/4 lf of site perimeter length	10%
Walking, hard surface	>1 lf of trail/4 lf of site perimeter length	10%
	>2 lf of trail/4 lf of site perimeter length	15%
Multi-use	>1 lf of trail/4 lf of site perimeter length	15%
	>2 lf of trail/4 lf of site perimeter length	20%

2. *Standards for trails*. Trails may either be a soft surface walking path, a hard surfaced walking path, or a wider hard surfaced multi-use pathway. As referenced in the nonmotorized transportation plan, federal, state, and professional guidance exists to ensure the system is designed to provide safe and accommodating facilities. Ellensburg relies primarily on:

- a. The Federal Highway Administration's (FHWA's) National Bicycling and Walking Study: Case Study No. 24—Current Planning Guidelines and Design Standards Being Used by State and Local Agencies for Bicycle and Pedestrian Facilities, has detailed engineering solutions for many nonmotorized situations.
- b. AASHTO Guide for the Development of Bicycle Facilities, 3rd Edition, offers guidelines and minimum design criteria for safe bicycle facilities.
- c. AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, 1st Edition, has guidelines and minimum design criteria for pedestrian facilities.
- d. WSDOT's Bicycle Facility Design Guidance (Chapter 1020) provides uniform minimum standards and criteria for the design and construction of bicycle facilities.
- e. WSDOT's Pedestrian Design Guidance (Chapter 1025) serves as a standard for construction and design of pedestrian facilities.
- f. The John Wayne Pioneer Trail, The Ellensburg Greenway: Reconnection Study (2001) will guide the planning and design of that trail.

g. ADA Accessibility Guidelines for Transportation Facilities is consulted to ensure facilities are available to everyone.

h. Manual on Uniform Traffic Control Devices for Streets and Highways, USDOT, FHWA; as adopted and modified by chapter 468-95 WAC provides standards for signs and other traffic control devices.

i. National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide.

3. *Context.* The trails must be integrated into the design of the development as an amenity. To accomplish this goal, tall fences separating dwellings from trails are prohibited. Fences that separate dwellings in the subdivision from trails shall be less than 42 inches in height or at least 33 percent transparent (those portions of the fence taller than 42 inches in height). Notes referencing these standards shall be included on the plat. Fences adjacent to mid-block trails that run alongside yards are exempt from this standard.

~~D. *Transfer of development rights (TDR).* Developments may purchase the rights to develop additional units through the city's TDR program (subject to the city adopting a TDR program) in the amount equal to a 50 percent increase in on-site density. For example, if 60 dwelling units are permitted under base maximum density requirements, then up to 30 additional dwelling units may be developed on the site if purchased through the city's TDR program.~~

DE. *Historic preservation.*

1. *Density bonus.* For each building that is preserved, the development shall qualify with a minimum of 15 percent and a maximum of 50 percent increase in on-site density for one acre of development. For example, if the development site covers ten acres, the density bonus qualifies for one of the ten acres.

2. *Eligibility.* Properties eligible for this density bonus option must feature a property that is eligible for historic landmark listing under the Ellensburg landmarks register, per ECC 15.280.080. Subject properties must be in habitable condition, or improved to habitable condition. Developments may also receive the density bonus credit if they are moved to another site within the city provided the applicable building/site meets applicable standards set forth in this title.

EF. *Affordable housing.*

1. *Density bonus.* The available density bonus increase is based on the percentage of affordable housing units integrated into the subdivision, with a minimum of 15 percent to qualify and a maximum density bonus increase of ~~50~~ 100 percent. The percentage shall be based on the number of affordable housing units divided by the base maximum density. Up to 50 percent bonus is available for developments affordable to residents earning up to 80 percent of the Kittitas County Area Median Income (AMI) as identified annually by the US Department of Housing and Urban Development (HUD).

To receive density bonuses of more than 50 percent and up to 100 percent, the same calculation applies; plus at least 20 percent of the affordable-designated units must be restricted to and affordable for people earning no more than 60 percent of AMI.

Table: 15.330.020(E)-1

<u>Bonus Percentage (of base density)</u>	<u>Requirements</u>
<u>15 to 50 percent</u>	<u>Affordability at up to 80 percent of AMI (affordable percentage equal to additional allowable percentage)</u>
<u>Above 50 percent up to 100 percent</u>	<u>Above requirements and calculation apply; plus at least 20 percent of affordable units must be affordable at no more than 60 percent of AMI.</u>

~~For example, if an applicant proposes 18 affordable units (up to 80 percent AMI) out of 60 maximum base units (30 percent), then the development is eligible for a 30 percent density bonus increase (in this case, 18 additional units). Even if the applicant seeks other density bonuses, the percentage of the affordable housing units will be measured against the base maximum density (not necessarily the total density, after other density bonuses).~~

Bonus Example 1: A project is eligible for a base maximum density of 60 units. To qualify for a 30 percent density bonus, or 18 additional units (78 total project units), at least 18 units across the project (30 percent of base) must be affordable up to 80 percent AMI. The affordable housing density bonus will be measured against the base maximum density, not the total density of other density bonuses.

Bonus Example 2: A project is eligible for a base maximum density of 20 units. To qualify for a 75 percent density bonus, or an additional 15 units (35 total project units), at least 15 units across the project (75 percent of base) must be affordable up to 80 percent AMI; of the 15 affordable units, at least three (20 percent of bonus) must be affordable at no more than 60 percent AMI.

Table 15.330.020(E)-2 Example Density Bonus Calculations

<u>Example #</u>	<u>Base maximum density</u>	<u>Affordable at <80% AMI</u>	<u>Affordable at <60% AMI</u>	<u>Bonus percentage applied</u>	<u>Total unit eligibility</u>
<u>1</u>	<u>60 units</u>	<u>18 units</u>	<u>0 units</u>	<u>30%</u>	<u>78 units</u>
<u>2</u>	<u>20 units</u>	<u>12 units</u>	<u>3 units</u>	<u>75%</u>	<u>35 units</u>

2. Affordable housing unit requirements.

- a. *Affordability.* Units must be affordable (rent or mortgage and utility allowance do not exceed 30 percent of designated income) to persons with

incomes at or below 80 percent of the median income for Kittitas County residents for a density bonus of 15 to 50 percent. For density bonuses of more than 50 and up to 100 percent, at least 20 percent of affordable units must be affordable (rent or mortgage and utility allowance do not exceed 30 percent of designated income) to persons with incomes at or below 60 percent of Kittitas County median income.

b. *Duration.* ~~Housing~~ Affordable-designated units shall serve only income-eligible households for a minimum period of 25 years from the later of the date when the affordability agreement between the housing owner and the city, as referenced in subsection (F)(3) of this section, is recorded, or the date when the affordable housing becomes available for occupancy as determined by the city;

c. *Designation of affordable housing units.* Prior to the issuance of any permit(s), the director shall review and approve the location and unit mix of the affordable housing units consistent with the following standards:

i. *Location.* The location of the affordable housing units shall be disbursed throughout approved by the city, with the intent that they generally be intermingled with all other dwelling units in the development, not separated in physical access or orientation from market rate units;

ii. *Tenure.* The tenure of the affordable housing units (ownership or rental) shall be the same as the tenure for the rest of the housing units in the development; and

iii. *Size (bedroom).* The affordable housing units shall consist of a range of number of bedrooms that are comparable to units in the overall development; and

iv. *Size (square footage).* ~~In no case shall the affordable housing units be less than 500 square feet for a studio unit, 600 square feet for a one-bedroom unit, 800 square feet for a two-bedroom unit, or 1,000 square feet for a three-bedroom unit;~~

d. *Design.* The exterior design of the affordable housing units must be compatible and comparable with the rest of the dwelling units in the development and must comply with project design provisions specified in division V. ~~The interior finish and quality of construction of the affordable housing units shall at a minimum be comparable to entry level rental or ownership housing in the city; and~~

e. *Timing/phasing.* The affordable housing units shall be available for occupancy in a time frame comparable to the availability of the rest of the dwelling units in the development.

3. *Affordability agreement.* Prior to issuing any building permit, an agreement in a form approved by the director that addresses price restrictions, homebuyer or tenant qualifications, phasing of construction, monitoring of affordability, duration of affordability, and any other applicable topics of the affordable housing units shall be recorded with Kittitas County auditor's office. This agreement shall be a covenant running with the land and shall be binding on the assigns, heirs and successors of the applicant. The city may agree, at its sole discretion, to subordinate any affordable housing regulatory agreement for the purpose of enabling the owner to obtain financing for development of the property.

4. *Monitoring and fee.* The city reserves the right to establish in the affordability agreement referred to in subsection (E)(3) of this section, monitoring fees for the affordable housing unit, which can be adjusted over time to account for inflation. The purpose of any monitoring fee is for the review and processing of documents to maintain compliance with income and affordability restrictions of the affordability agreement.

(Ord. 4807 § 47, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 11. Section 15.540.020 of the Ellensburg City Code, as last amended by Ordinance 4929, Section 6, is hereby amended to read as follows:

15.540.020 - Single-family design standards.

A. *Purpose.*

1. To enhance the character of the street;
2. To maintain "eyes on the street" for safety to pedestrians and to create a more welcoming and interesting streetscape;
3. To deemphasize garages and driveways as major visual elements along the street; and
4. To provide usable yard space for residents.

B. *Entries and facade transparency.*

1. Clear and obvious pedestrian access between the sidewalk and the building entry is required for new dwelling units (the driveway may be used to help meet this requirement);
2. All new houses shall provide a covered entry with a minimum size of three feet by three feet. Covered entries may project up to six feet into the front yard per chapter 15.320 ECC; and
3. At least eight percent of the facade (all vertical surfaces facing the street) shall include transparent windows or doors.

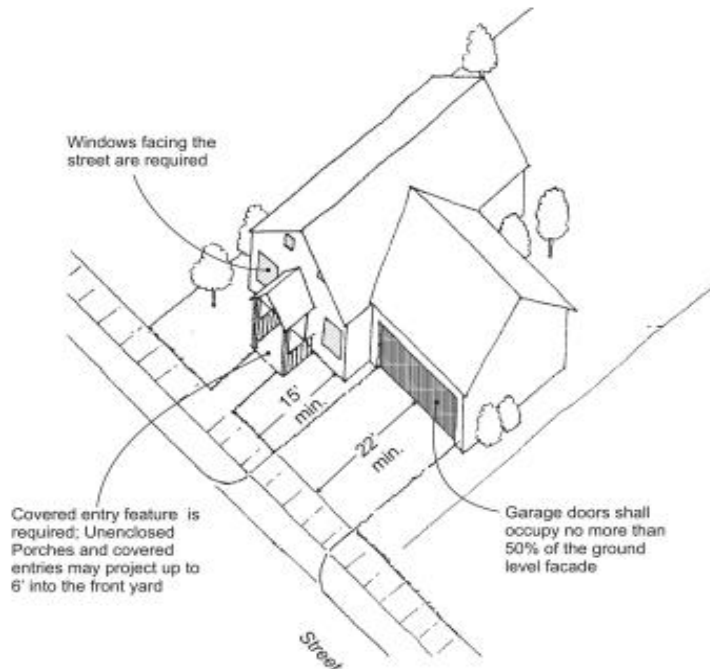


Figure 15.540.020(B). Single-family design requirements.

C. *Garage placement and design.*

1. Where lots abut an alley, the garage or off-street parking area is encouraged to take access from the alley;
2. The garage doors shall occupy no more than 50 percent of the ground-level facade facing the street. Departure: garage doors may exceed this limit up to a maximum of 65 percent of the ground level facade facing the street provided at least two of the following design details are utilized. For front-loaded lots where the garage faces the street and the garage is even with the facade of the house or less than five feet behind the front facade of the house, at least one of the following design details shall be utilized:
 - a. A decorative trellis over the entire garage;
 - b. A window or windows are placed above the garage on a second story or attic space under roofline;
 - c. A balcony that extends out over the garage and includes columns;
 - d. Utilizing all single vehicle car doors as an alternative to wider garage doors suitable for two-car garages;
 - e. Decorative windows on the garage door;
 - f. Decorative details on the garage door. Standard squares on a garage door will not qualify as a decorative detail;
 - g. A garage door color (other than white) that matches or complements the color of the house; and/or
 - h. Other design techniques that meet the intent, as determined by the director.



Figure 15.540.020(C). Garage design detail examples.

3. The minimum garage setback is at least 22 feet from the sidewalk edge.

D. *Driveway standards.* Where a new driveway off of a public street is permitted, the following standards apply:

1. No more than one driveway per dwelling unit;
2. Private driveways shall not exceed the following widths:

Width of lot	Width of driveway
Less than 16 feet	8 feet
16 to 30 feet	50% of lot width
30 to 50 feet	20 feet
Over 50 feet	25 feet

3. Tandem parking configurations may be used to accommodate two-car garages for single-family and duplex structures pursuant to ECC 15.550.040(A).

The width of properties with nonparallel side lot lines shall be determined at the plane of the garage door when determining conformance with the standards above.

Also see section 3, street standards, of the city's public works development standards for additional driveway standards.

E. *Minimum usable open space.* All new single-family residences shall provide a contiguous open space equivalent to ten percent of the lot size (excluding area within an adjacent alley or public right-of-way). ~~Such open space shall not be located within the front yard.~~ The required open space shall feature a minimum dimension of 15 feet on all sides. For example, a 6,000-square-foot lot would require a contiguous open space of at least 600 square feet, or 20 feet by 30 feet in area. Driveways shall not count in the calculations for usable open space. Single-family additions shall not create or increase any nonconformity with this standard.

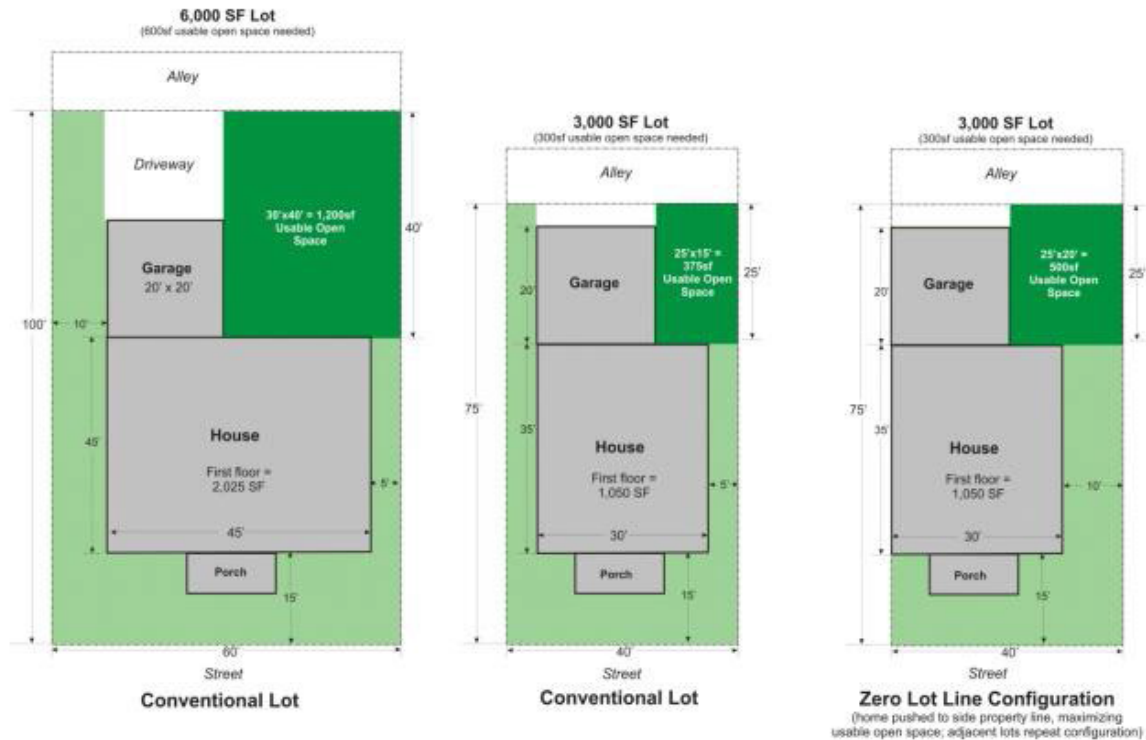


Figure 15.540.020. Examples of how to meet open space requirements for alley-loaded lots.

~~F. *Energy efficiency.* Single-family dwellings and accessory buildings are encouraged to meet the energy efficiency guidelines set forth in ECC 15.530.070.~~

(Ord. No. 4929 , § 6, 11-6-2023; Ord. 4807 § 58, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 12. Chapter 15.540.030 of the Ellensburg City Code, as last amended by Ordinance 4807, Section 58, is hereby amended to read as follows:

15.540.030 - Duplex design standards.

A. *Purpose.* Duplexes should be designed similar in nature to single-family dwellings and shall feature a visible entry and windows facing the street. The visibility of driveways and garages should be minimized and sufficient private open space should be provided.

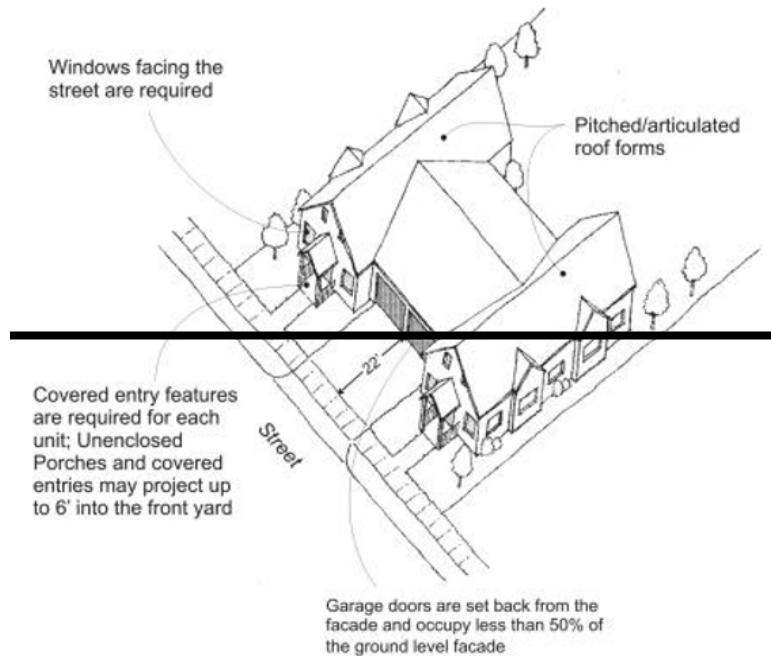
B. *Design provisions.* Specifically, duplexes shall comply with the single-family design provisions set forth in ECC 15.540.020 with the following exceptions and additional provisions:

1. Duplexes may include a 24-foot-wide shared driveway or two 12-foot driveways on opposite ends of the lot;
2. Tandem parking to accommodate two-car garages may be used for duplex structures pursuant to ECC 15.550.040(A); and

3. Separate covered entries for each unit are required (applicable to new buildings only);

4. ~~Duplexes on corner lots shall place pedestrian entries on opposite streets (applicable to new buildings only); and~~

5. ~~Duplexes shall use articulated roof forms to help break up the massing of buildings and distinguish individual units. Duplexes on corner lots may be exceptions, where it is often desirable for a duplex to appear as one dwelling unit (but with entries on opposite streets).~~



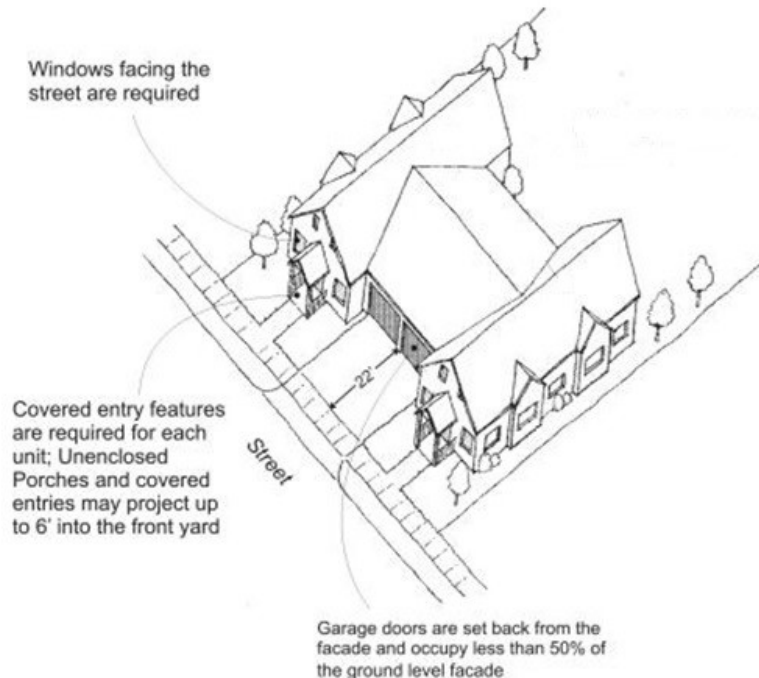


Figure 15.540.030. Diagram illustrating duplex design provisions.

(Ord. 4807 § 58, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 13. Section 15.540.040 of the Ellensburg City Code, as last amended by Ordinance 4810, Section 1, is hereby amended to read as follows:

15.540.040 - Accessory dwelling unit design standards (ADU)

A. Purpose.

1. To provide infill housing opportunities throughout residential zones in Ellensburg;
2. To provide affordable housing options; and
3. To provide an opportunity for rental income for property owners.

B. Standards for all ADUs. An ADU is designed and established to be a separate dwelling unit that is accessory to a principal unit ~~primary single-family dwelling~~. ADUs can be attached to the primary dwelling or detached. ADUs differ from duplexes in the zoning districts where they are allowed and ADUs are subject to specific size and design criteria relative to the primary dwelling unit. ADUs shall not be subject to any more restrictive setback requirements, yard coverage limits, restrictions on entry door locations or aesthetic requirements than the principal unit. If standards conflict, the principal unit standards shall apply.

ADUs are prohibited on any lot of record that is currently developed with a single-family dwelling unit that has been converted to a multifamily use. For example, this would include a single-family dwelling unit that has a defined "unit A" and a "unit B."

~~Subject to the prohibition above, one~~ Two accessory dwelling units ~~are~~ is permitted on any lot of record in any zone that is permits single-family dwellings and is currently developed with a single-family dwelling principal unit provided all of the following conditions are met:

- ~~1. No more than two bedrooms shall be provided in an accessory dwelling unit;~~
- ~~2. ADUs shall contain a minimum of 300 square feet in floor area, exclusive of stairways or garage area; and~~
1. ADUs shall not exceed 1,000 square feet of gross floor area. Gross floor area is the interior habitable area under the International Residential Code, including basements and attics, where they meet height minimums, but does not include a garage or accessory structure; and
- ~~3. ADUs shall not exceed 40 percent of the floor area of a primary dwelling unit or 1,000 square feet, whichever is less, except as follows:~~
 - ~~a. An ADU up to 500 square feet in floor area shall be allowed when the size of the primary dwelling unit would restrict the size of the ADU to less than 500 square feet in floor area. For example: a primary dwelling unit that has a floor area of 1,000 square feet would be allowed an ADU up to 500 square feet rather than an ADU of 400 square feet in floor area (40 percent of 1,000 square feet);~~
 - ~~b. For attached ADUs only, the city may allow for an increased size up to 1,000 square feet maximum in order to efficiently use all floor area on one floor or a portion of an existing house constructed as of December 2, 2013, as long as all other standards herein are met; and~~
42. The presence of an accessory dwelling unit must be clearly identified on each entrance by proper numbering.

C. *Additional standards for a detached ADU (DADU).*

1. DADUs may be separate freestanding structures located to the side or rear of a primary dwelling unit or may be placed next to and/or above a garage. Existing structures or garages can be converted to an ADU provided the conversion does not impact the ability for the principal unit to demonstrate consistency with current parking standards at the time of building application. This conversion shall not make a legal nonconforming structure or garage more nonconforming in relation to setback or building size; and
- ~~2. DADUs are subject to the building placement standards set forth for garages for the applicable land use district in chapter 15.320 ECC;~~
- ~~3. The site coverage of the DADU and accessory buildings shall not exceed 40 percent of the rear yard area;~~
- ~~2. 4. There shall be a minimum separation of 15 feet between the existing dwellings and the DADU, except where the DADU is converted from an existing garage or structure or is built on top of and/or next to an existing garage or structure.; and~~

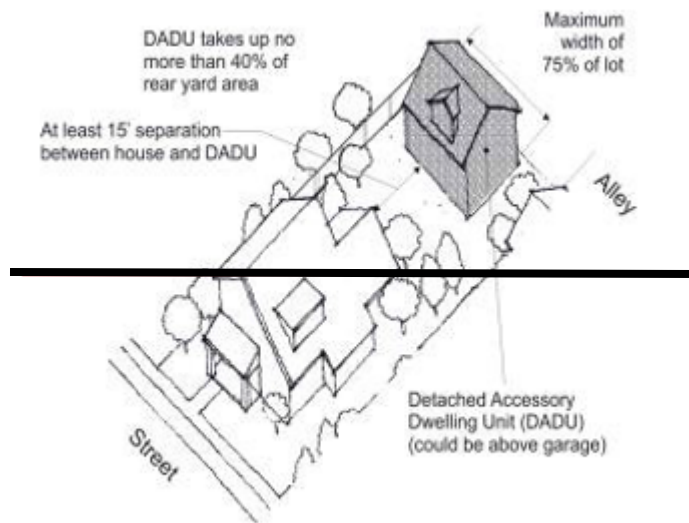


Figure 15.540.040(C). DADU example/standards.

5. ~~The maximum width of the DADU shall be 75 percent of the width of the lot, including all projecting building elements such as bay windows and balconies.~~

(Ord. 4810 § 1, 2018; Ord. 4807 § 58, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 14. Section 15.540.050 of the Ellensburg City Code, as last amended by Ordinance 4807, Section 58, is hereby amended to read as follows:

15.540.050 – Cottage housing design standards.

A. Purpose.

1. To provide an opportunity for small, detached housing types clustered around a common open space;
2. To ensure that cottage developments contribute to the overall character of residential areas;
3. To provide for centrally located and functional common open space that fosters a sense of community;
4. To provide for semi-private area around individual cottages to enable diversity in landscape design and foster a sense of ownership;
5. To minimize visual impacts of parking areas on the street and adjacent properties and the visual setting for the development; and
6. To promote conservation of resources by providing for clusters of small dwelling units on a property.

B. Description. Cottage housing refers to clusters of small detached dwelling units arranged around a common open space.

C. *Lot configuration.* Cottages may be configured as condominiums or fee-simple lots provided they meet the standards herein.

D. *Density calculation ~~bonus~~* Due to the smaller relative size of cottage units, each cottage shall be counted as one-half a dwelling unit for the purpose of calculating density. For example, a cluster of six cottages would be equivalent to three dwelling units. When calculating parking, one cottage shall be counted as one dwelling unit.

E. *Dimensional standards.*

Table 15.540.050(A)
Dimensional Standards for Cottages

Standard	Requirement
Maximum floor area	1,200 1,500 SF
Minimum common space (see subsection (I) of this section for more info)	400 300 SF/unit
Minimum private open space (see subsection (J) of this section for more info)	200 SF/unit
Maximum height for cottages	26 ft. (all parts of the roof above 18 ft. shall be pitched with a minimum roof slope of 6:12)
Maximum height for accessory structures of cottages	18 24 ft.
Setbacks (to exterior property lines)	See ECC 15.320.030
Minimum distance between structures (including accessory structures)	10 ft.
Minimum parking spaces per cottage	See table 15.550.040(A)

F. *Units in each cluster.* Cottage housing developments shall contain a minimum of four and a maximum of 12 cottages located in a cluster to encourage a sense of community among the residents. A development site may contain more than one cottage housing development.

G. *Transparency ~~Windows on the street.~~* - Transparent windows and/or doors are required on at least ~~ten~~ eight percent of the facades (all vertical surfaces) of all cottages facing the street and common open space. ~~For facades facing north, at least eight percent of the facade shall include~~

~~transparent windows or doors.~~ Departures will be considered pursuant to ECC 15.210.060 for cottages where that standard applies to two or more facades, provided the design meets the purpose of the standards.

H. Parking and driveway location and design.

1. Parking shall be located on the same property as the cottage development;
2. Where lots abut an alley, the garage or off-street parking area is encouraged to take access from the alley;
- ~~3. Parking areas shall be located to the side or rear of cottage clusters and not between the street and cottages.~~ Parking is prohibited in the front and interior setback areas;
- ~~4. Parking and vehicular areas shall be screened from public street and adjacent residential uses by landscaping or architectural screens. For parking lots adjacent to the street, at least ten feet of Type C landscaping (see ECC 15.570.040(C)) shall be provided between the sidewalk and the parking area. For parking lots along adjacent residential uses, at least five feet of Type A, B, or C landscaping (see ECC 15.570.040) shall be required. The city will consider alternative landscaping techniques provided they effectively mitigate views into the parking area from the street or adjacent residential uses and enhance the visual setting for the development; Streetscape Design must be provided consistent with relevant standards in ECC Chapter 15.410;~~
- ~~5. Parking shall be located in clusters of not more than five adjoining uncovered spaces (except where adjacent to an alley). Departures will be considered pursuant to ECC 15.210.060 provided alternative configurations improve the visual setting for development;~~
- ~~6. 5. Garages may be attached to individual cottages provided all other standards herein are met. and the footprint of the ground floor, including garage, does not exceed 1,000 square feet. Such garages shall be located away from the common open spaces; and~~
- ~~7. 6. No more than one driveway per cottage cluster shall be permitted, except where clusters front onto more than one street.~~

I. Common open space requirements.

- ~~1. Open space shall abut at least 50 percent of the cottages in a cottage housing development;~~
- ~~2. 1. Open space shall have cottages abutting on at least two sides;~~
- ~~3. 2. Cottages shall be oriented around and have the main entry from the common open space; and~~
- ~~4. Cottages shall be within 60 feet walking distance of the common open space; and~~
3. Open space shall include at least one courtyard, plaza, garden, or other central open space, with access to all units. The minimum dimensions of this open space are 15 feet by 15 20 feet.

~~*J. Required private open space.* Private open space shall be required adjacent to each dwelling unit for the exclusive use of the cottage resident(s). The space shall be usable (not on a steep slope) and oriented toward the common open space as much as possible, with no dimension less than ten feet.~~

~~K. Porches.~~ Cottage facades facing the common open space or common pathway shall feature a roofed porch at least 80 square feet in size with a minimum dimension of eight feet on any side.

~~L. J. Covered entry and visual interest.~~ Cottages located facing a public street shall provide:

1. A covered entry feature (with a minimum dimension of three ~~six~~ feet by three ~~six~~ feet) ~~visible from the street; and~~
2. At least ten feet of landscaped open space between the residence and the street; ~~and~~
3. ~~At least two architectural details, such as:~~
 - a. ~~Decorative lighting;~~
 - b. ~~Decorative trim;~~
 - c. ~~Special door;~~
 - d. ~~Trellis or decorative building element; and/or~~
 - e. ~~Bay window.~~

~~Alternative design treatments will be considered as departures pursuant to ECC 15.210.060 provided the design treatments provide visual interest to the pedestrian.~~

~~M. K. Character and diversity.~~ Cottages and accessory buildings within a particular cluster shall be designed within the same "family" of architectural styles. Examples of elements include:

1. Similar building/roof form and pitch;
2. Similar siding materials;
3. Similar porch detailing; and/or
4. Similar window trim.

A diversity of cottages can be achieved within a "family" of styles by:

1. Alternating porch styles (such as roof forms);
2. Alternating siding details on facades and/or roof gables; and/or
3. Different siding color.



Figure 15.540.050(MK)(1). Typical Sample cottage housing layouts – Example 1.



Figure 15.540.050(K)(1). Sample cottage housing layouts – Example 2.



Figure 15.540.050(M)(2). Cottage housing examples.

~~N. *Energy efficiency.* Cottages and accessory buildings are subject to energy efficiency guidelines and standards set forth in ECC 15.530.070.~~

(Ord. 4807 § 58, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 15. Section 15.540.060 of the Ellensburg City Code, as last amended by Ordinance 4807, Section 58, is hereby amended to read as follows:

15.540.060 - Townhouse Design Standards.

A. Purpose.

1. To ensure that townhouse developments enhance the pedestrian-oriented character of downtown streets;

2. To provide adequate open space for townhouse developments;
3. To reduce the impact of garages and driveways on the pedestrian environment;
4. To reduce the apparent bulk and scale of townhouse buildings compatible with adjacent uses; and
5. To promote architectural variety that adds visual interest to the neighborhood.



Figure 15.540.060(A). Desirable townhouse example. With units fronting on the street and garages placed to the rear accessible from an alley or shared driveway.

B. Entries.

1. Townhouses fronting on a street must all have individual ground-related entries accessible from the street. Configurations where enclosed rear yards back up to a street are prohibited;
2. Separate covered entries at least three feet deep are required for all dwelling units; and
3. For sites without alleys or other rear vehicular access, new buildings are encouraged to ~~must~~ emphasize individual pedestrian entrances over private garages ~~to the extent possible by using both of the following measures: enhance~~ enhancing entries with a trellis, small porch, or other architectural features that provide cover for a person entering the unit and a transitional space between outside and inside the dwelling; ~~and~~
 - a. ~~Provide a planted area in front of each pedestrian entry of at least 20 square feet in area, with no dimension less than four feet.~~
 - b. ~~Provide a combination of shrubs or groundcover and a tree (refer to city arborist or street tree list if available); and~~
4. ~~Planting strips with no dimension less than four feet are required adjacent to the primary entry of all dwelling units. This includes townhouses located to the rear of lots off an alley or private internal drive.~~

C. Garages and driveways.

1. Where lots abut an alley, the garage or off-street parking area should take access from the alley.

2. For lots without alleys, individual driveways off of the street are prohibited (shared driveways are required).
3. Garages facing a public street are prohibited.
4. Internal drive aisle standards.
 - a. Must meet minimum fire code widths;
 - b. Minimum building separation along uncovered internal drive aisles shall be 25 feet. The purpose is to provide adequate vehicular turning radius, allow for landscaping elements on at least one side, and to provide adequate light and air on both sides of the dwelling units and drive aisles, which often function as usable open space for residents; and
 - c. Upper level building projections over drive aisles are limited to three feet, and must comply with provisions in subsection (C)(4)(b) of this section.



Figure 15.540.060(C). Good and bad examples of garage/entry configurations. The left example features a landscaped area and a trellis to highlight the entry. In the middle image, the balconies and landscaped areas deemphasize the garage. In the right image, the lack of landscaping is a glaring omission.

- D. Open space. Townhouse residential units shall provide open space at least equal to ten percent of the building living space, not counting automobile storage. The required open space may be provided by one or more of the following ways:
 1. Usable private open space that is directly adjacent and accessible to dwelling units. Such space shall have minimum dimensions of at least 12 feet on all sides and be configured to accommodate human activity such as outdoor eating, gardening, toddler play, etc.;
 2. Common open space meeting the requirements of ECC 15.520.030(E)(1);
 3. Balconies, decks and/or front porches meeting the requirements of ECC 15.520.030(E)(2); and/or
 4. Community garden space meeting the requirements of ECC 15.520.030(E)(5).

E. *Building design*.~~1. Townhouse articulation.~~ Townhouse buildings shall comply with multifamily building articulation standards as set forth in ECC 15.530.030(D) except that the articulation intervals shall be no wider than the width of units in the building. Thus, if individual units are 15 feet wide, the building shall include at least three articulation features per ECC 15.530.030(D) for all facades facing a street, common open space, and common parking areas at intervals no greater than 15 feet.

~~2. Repetition with variety.~~ (See Figures 15.540.060(E)(2) and 15.540.060(E)(3).) Townhouse developments shall employ one or more of the following "repetition with variety" guidelines:

- ~~a. Reversing the elevation of two out of four dwellings for townhouses;~~
- ~~b. Providing different building elevations for external townhouse units (versus internal units) by changing the roofline, articulation, windows, and/or building modulation patterns;~~
- ~~c. Adding a different dwelling design or different scale of the same design, such as adding a one-story version of the basic dwelling design where two stories are typical (or a two-story design where three stories are typical); and/or~~
- ~~d. Other design treatments that add variety or provide special visual interest. While the variable use of color on buildings can be effective in reducing the perceived scale of the building and adding visual interest, color changes alone are not sufficient to meet the purpose of the guidelines.~~



Figure 15.540.060(E)(2). Acceptable townhouse configuration employing the repetition with variety concept.



~~Figure 15.540.060(E)(3). An acceptable townhouse building. Note the landscaped front yards and individual walkways and entries. The internal units each have distinct, but identical windows and roof forms. The outside unit is differentiated through the use of building materials, window design, unit size, and facade detailing.~~

~~*F. Energy efficiency.* Townhouses are subject to energy efficiency provisions set forth in ECC 15.530.070.~~

(Ord. 4807 § 58, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 16. Section 15.550.040 of the Ellensburg City Code, as last amended by Ordinance 4929, Section 8, is hereby amended to read as follows:

15.550.040 - Computation of required off-street parking spaces.

- A. Spaces required. Except as modified in subsections below, off-street parking areas shall contain at a minimum the number of parking spaces as stipulated in the following table. Off-street parking ratios expressed as number of spaces per square feet means the usable or net square footage of floor area, exclusive of nonpublic areas. Nonpublic areas include but are not limited to building maintenance areas, storage areas, closets or restrooms. If the formula for determining the number of off-street parking spaces results in a fraction, the number of off-street parking spaces shall be rounded to the nearest whole number with fractions of 0.50 or greater rounding up and fractions below 0.50 rounding down.

Table 15.550.040(A)
Computation of Required Off-Street Parking Spaces

Category of land use ¹	Minimum parking spaces required
RESIDENTIAL/LODGING	
Dwelling, single-family	2.0 per dwelling unit; for structures containing more than 4 bedrooms, 1 additional space for each bedroom in excess of 4 shall be provided. NOTE: Tandem parking to accommodate 2-car garages is permitted for single-family units.
<u>1st</u> Accessory dwelling unit	None required
<u>2nd</u> Accessory dwelling unit	<u>1.0 per dwelling unit</u>
Apartment:	
Duplex	2.0 per dwelling unit; for structures containing more than 4 <u>6</u> bedrooms, 1 additional space for each bedroom in excess of 4 <u>6</u> shall be provided. NOTE: Tandem parking to accommodate 2-car garages is permitted for duplex dwelling units.
Townhouse	<u>1.0 per dwelling unit for 1-2 bedroom units. 2.0 per dwelling unit for units with 3-4 bedrooms</u> ; for structures containing more than 4 bedrooms, 1 additional space for each bedroom in excess of 4 shall be provided
Studio units	1.2 <u>1.0</u> per dwelling unit
Studio and 1-bedroom units in C-C zone outside of the downtown historic district	0.7 per dwelling unit
1-bedroom units	1.5 <u>1.0</u> per dwelling unit

Category of land use ¹	Minimum parking spaces required
2-bedroom residential units and larger in C-C zone outside of the downtown historic district	0.7 per bedroom
2-bedroom units or larger	1.0 per bedroom
Cottage housing	1.5 <u>1.0</u> per dwelling unit
Senior housing	1.0 per dwelling unit (this may be reduced based on the characteristics of the use)
Adult family home	2.0 per dwelling unit; for structures containing more than 4 bedrooms, 1 additional space for each bedroom in excess of 4 shall be provided. NOTE: Tandem parking to accommodate 2-car garages is permitted.
Senior citizen assisted housing	1.0 per 2 dwelling or sleeping units
Community residential facilities	1.0 per 2 bedrooms
Boarding houses, lodging houses	1.0 per bedroom
Hotel/motels (where restaurants and conference facilities are included, see standards for applicable use)	1.0 per guest room
Bed and breakfast guesthouse	1.0 per guest room, plus 2.0 per facility

Notes:

- A. In those situations where a particular use is not specifically mentioned in this table, the requirements for off-street parking shall be determined by the director and in accordance with the most comparable use listed.
- B. Uses in the C-C zone. There are no off-street parking requirements for any uses in the C-C zone, except residential uses located outside of the downtown historic district shall provide at least 0.7 parking spaces per bedroom (studio apartments shall be considered a one-bedroom apartment).
- C. Shell building permit applications. When the city has received a shell building permit application, off-street parking requirements shall be based on the possible tenant improvements or uses authorized by the zone designation and compatible with the limitations of the shell permit. When the range of possible uses results in different parking requirements, the director shall establish the amount of parking based on a likely range of uses.

For example, an applicant submits a permit for a 5,000-square-foot shell building in the C-H zone. The zone allows for a range of retail, personal, and general service retail uses. Most permitted uses in this zone fall in the category of general retail and service uses in table 15.550.040(A) which requires one space per 300 square feet of gross floor area. Restaurants require more parking (one space per 200 square feet of gross floor area). While the director might find it unreasonable to require parking for the "worst case scenario" in terms of possible use types, he or she will typically choose a requirement that falls between the possible use scenarios. In this case, the odds are that most possible uses fall in the general retail and service use category with a lower parking requirement, though a slightly higher parking requirement would make sense given the possibility of a use such as a restaurant, which requires greater parking. Thus, a compromise standard, requiring a minimum of one space per 275 square feet of gross floor area, would be reasonable in this instance.

- D. Other provisions of code. Where other provisions of this code stipulate reduced minimum parking requirements, those provisions shall apply.
- E. Bicycle parking. Multifamily and nonresidential developments shall provide for bicycle parking per the standards below:

- 1. Amount of bicycle parking.

Table 15.550.040(B)
Computation of Required Off-Street Bicycle Parking Spaces

Category of land use	Minimum parking spaces required
Single-family dwelling	None
Multifamily dwelling	0.5 space per dwelling unit (units with private garages are exempt)
Hotel/motels	1.0 per 20 guest rooms
Offices, banks, medical clinics, supermarkets, retail shops, department stores, or similar uses	1.0 per 5,000 square feet of gross floor area for up to 50,000 square feet, then 1.0 per 10,000 square feet beyond 50,000
Restaurant, taverns, or similar uses where patrons sit down for service	1.0 per 800 square feet of gross floor area
All other uses	1.0 per 5 required vehicle parking spaces

2. Parking location and design—Nonresidential uses. Bicycle facilities for patrons shall be located within 100 feet of the building entrance and located in safe, visible areas that do not impede pedestrian or vehicle traffic flow. Proper lighting of area is required per chapter 15.580 ECC.

3. Parking location and design—Residential uses. Bicycle facilities for residents shall be located within 100 feet of all building or individual unit entrances and located on the ground level in safe, visible areas that do not impede pedestrian or vehicle traffic flow. Proper lighting of area is required per chapter 15.580 ECC.

4. Bicycle parking hardware shall be installed according to its manufacturer's instructions, allowing adequate clearance for bicycles and their riders.

5. Projects in the C-C zone may contribute to a bicycle parking fund (subject to establishment by the city) maintained by the city in lieu of required parking set forth in table 15.550.040(B). Calculation of the required fund contributions will be based on the cost to purchase, install, and maintain bicycle parking and associated improvements. The cost will be adjusted annually by the city. The fund will be used by the city to provide bicycle parking in the C-C zone and in other locations within the city.

- F. Primary use. The minimum number of parking spaces shall be computed based on the primary uses on the property, except as stated in subsection (G) of this section that addresses accessory uses. When there are two or more separate primary uses on a

property, the required off-street parking for the property is the sum of the required parking for the individual primary uses.

- G. Accessory use. When more than 20 percent of the gross floor area on a property is in an accessory use, the required off-street parking shall be calculated separately for the accessory use and for the primary use and then added together for the total required off-street parking. When 20 percent or less of the gross floor area on a property is in an accessory use, the required off-street parking shall be calculated on the gross floor area of the building as if it were all under the primary use.

Examples:

1. A 40,000-square-foot building containing a 30,000-square-foot warehouse space (75 percent of total) and a 10,000-square-foot accessory office space (25 percent of total). The minimum parking requirement would be calculated separately for the office use and the warehouse use and then added together.
 2. The same 40,000-square-foot building containing a 35,000-square-foot warehouse space (88 percent of total) and a 5,000-square-foot accessory office space (12 percent of total). The required parking would be based solely on the gross floor area of the building as if it were all the primary use (40,000 square feet).
- H. On-street parking. On-street parking immediately adjacent to the property may be counted towards the parking requirement for nonresidential uses.
- I. Off-site parking. Off-site parking is not permitted for residential uses outside of the C-C zone, except for guest parking provisions associated with local access streets per ECC 15.410.040(B)(2). For nonresidential uses, a maximum of 25 percent of the required off-street parking for a building or use may be located on a separate lot of record. Specifically:
1. The location of the off-site parking shall be within 600 feet of any property line of the property for which the off-site parking is provided.
 2. Off-site parking facilities are subject to applicable design provisions in this division, including site orientation standards in chapter 15.510 ECC, site planning and design elements in chapter 15.520 ECC, and landscaping standards in chapter 15.570 ECC.
 3. There shall be sidewalks or paved pedestrian paths between the off-site parking site and the use for which the off-site parking is provided.
 4. There shall be adequate lighting to provide safe walking between the off-site parking and the use for which the off-site parking is provided.
 5. The owner of the off-site parking property shall execute a covenant in a form acceptable to the city attorney that shall clearly:

a. Identify the legal description of the property that is to benefit from the off-site parking lot and the legal description of the off-site property that is to be encumbered in whole or in part by the covenant.

b. Specify the terms and conditions of such encumbrance.

c. Clearly state that the terms of the covenant cannot be modified or revoked without the written consent of the city council.

d. The covenant shall be recorded with the Kittitas County auditor's office to run as a deed restriction on both the benefited and encumbered properties as long as the business requiring these off-street parking spaces is in operation. A copy of the recorded covenant shall be provided to the community development department.

J. Required access. All required off-street parking must have direct and unobstructed access to ingress and egress from a public street, and stacked or tandem parking shall not be counted toward meeting the required off-street parking requirements in any zoning district except for single-family residential structures and duplex dwelling units as per table 15.550.040(A).

K. Setback areas.

1. Required off-street parking spaces ~~are not allowed to~~ may extend into the rear yard setbacks within any required setback area or required open space area in the R-L, R-M, R-O, and R-H zoning districts. Required parking may not extend into required open space. If the lot abuts an alley, parking shall be set back 5 feet from the alley line. Single-family residences located in any of the R-L, R-M, R-O, and R-H zoning districts are allowed to locate the minimum required two off-street parking spaces within the setback areas or required open space area. Any additional parking spaces must be located outside of the required open space and setback areas.

2. At locations where single-family residential parking is permitted within setback or required open space, provisions shall be made to prevent this parking from encroaching upon adjacent sidewalks. For the purposes of this requirement there shall be a minimum of 22 feet between adjacent structures and sidewalks to allow for parking clearance when required parking for single family residential development is sited on the required building setback(s) or open space.

L. Garages. Required off-street parking that is provided in garages or carports shall be credited toward the required off-street parking spaces except that no stacked or tandem parking that blocks off those garages or carport parking spaces from direct or unobstructed access to ingress or egress to a public street shall be credited toward the required parking spaces except for single-family residential structures and duplex structures as set forth in table 15.550.040(A).

- M. Handicapped parking. Off-street parking and access for the physically handicapped shall be provided in accordance with the Uniform Building Code.
- N. Fire lane standards. Fire lanes may be required by the fire codes and by Kittitas Valley fire and rescue within off-street parking facilities. Such fire lanes, including dimensions, width, location, etc., shall be installed as required by the fire code or Kittitas Valley fire and rescue and shall remain in effect throughout the life of the parking facility.
- O. Change in use. Changes in use to a different land use category shall provide the minimum off-street parking for the new general land use category.

(Ord. No. 4929, § 8, 11-6-2023; Ord. 4887 § 33, 2022; Ord. 4810 § 2, 2018; Ord. 4807 § 59, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

Section 17. 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 portions of this ordinance.

Section 18. 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 errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 19. 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 21st day of January 2025.

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. 4953 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, and that Ordinance No. 4953 was published as required by law.

BETH LEADER



Meeting Date: January 6, 2025
City of Ellensburg
City Council Agenda Report

Agenda Subject: Housing & Related Services Revenue Allocation Framework Review (Public Comment Opportunity)
Submitted by: Lily Frey, Housing and Grants Manager
Department: Community Development

Suggested Motion/Action:

Adopt (or modify) the amended revenue allocation framework

Background/Summary:

Affordable Sales & Use Tax and Creation of Affordable Housing Commission Policies

In November 2017, Ellensburg voters approved a one-tenth of one percent (.01%) increase in the City's sales and use tax for housing and related services consistent with RCW 82.14.530 and supports housing and related services for specific populations identified in the RCW whose income is at or below sixty percent of the Area Median Income of Kittitas County. The City Council then established an Ad Hoc Affordable Housing Advisory Committee in early 2018, which provided recommendations to City Council on investment strategies, program objectives, and long-term governance for the revenues generated from the tax.

At its May 21, 2018 meeting, City Council adopted Ordinance 4799, creating a permanent Affordable Housing Commission (the "AHC", codified in Chapter 1.86 of the Ellensburg City Code). At the same meeting, City Council adopted Resolution 2018-17, which established a set of policies to inform future recommendations to be made by the AHC.

The Affordable Housing Commission (AHC) duties and responsibilities include conducting a review of the revenue allocation framework as originally developed by the ad hoc affordable housing advisory committee at the end of each fiscal year (ECC 1.86.050). The current revenue allocation framework was developed by the Ad Hoc Committee and adopted by the City Council concurrently with adoption of Resolution 2018-17, and provides as follows:

- 50% of the revenues collected should be used for repayment of general obligation or revenue bonds for the creation of new affordable housing
- Up to 40% of revenues collected may fund the operations and maintenance costs of new units of affordable housing and facilities; funds not spent on operation and maintenance costs should fund creation of new affordable housing
- 5% of the revenues collected should be kept in reserve
- 5% of the revenues should be held for City administrative costs

SHB 1406 – Sales Tax Credit for Affordable Housing

During the 2019 legislative session the legislature passed SHB 1406 providing a new affordable housing revenue stream for cities and counties that choose to participate. The revenue is a credit against the state sales tax rate of 6.5%. The City Council subsequently adopted Ordinance 4836 in October 2019, which enabled the City to access the sales tax credit amounting to 0.0146% for 20 years.

City's Affordable Housing Funds Expenditures

Under the existing framework, Council has supported investments in the Stuart Meadows and Pathways (1200 S Ruby) projects, and completed preparatory work at the Catherine Property. Council has also funded emergency shelter preparatory work and a lease for the 2024-2025 Cold Weather Shelter facility.

The AHC and City Council have briefly explored issuing bonds for the construction of affordable housing but have not pursued this option since the inception of the sales and use tax.

Since the adoption of the original revenue allocation framework, the City has increased revenues available for affordable housing and the state has developed additional guidance clarifying use of funds. These offer additional uses beyond the current revenue allocation framework. Staff have received interest from community partners interested in funding permanent supportive housing and rapid rehousing programs that are currently not supported to assist with community housing needs allowable under RCW 82.14.530.

To date, the AHC has not issued a standing request for proposals, application, or considered applications for housing services.

The current affordable and supportive housing unassigned fund balance is approximately \$2.7 million. The AHC currently offers an open process for considering applications for affordable housing sales tax funding upon receipt.

Previous Council Action:

As noted, City Council has adopted ordinances and resolutions creating the AHC and implementing sales and use tax, and sales and use tax credit, to support affordable housing in the City.

Analysis:

On November 6, 2024, the AHC reviewed the revenue allocation framework for housing sales and use tax funds. The AHC recommended modifying the framework to include the possibility of funding housing services programs that are allowed under RCW 82.14.530 while ensuring the overall framework remains consistent with the RCW requirements. As part of the budget review, representatives from HopeSource and the International Order of Odd Fellows attended and shared additional information about potential future housing projects and funding requests.

The AHC's recommended revised revenue allocation is:

- 60% for constructing or acquiring affordable housing, and/or operations and maintenance costs of new units of affordable housing
- Up to 30% for the operation, delivery or evaluation of housing-related services; funds not spent on housing services should be used for constructing or acquiring new affordable housing
- 5% kept in reserve
- 5% for City administrative costs

Removing the reference to repayment of general obligation bonds would assist staff in preparing budgets for the use of these restricted funds.

The recommended changes would slightly broaden the potential use of affordable housing sales tax funds, potentially leading to lower carryover fund balances. Sixty plus percent (60+%) of funds would be reserved for housing capital projects and maintenance. Council would continue to review and approve any housing service allocations recommended by the AHC.

Financial Impact:

None at present.

Budget Adjustment: No

Attachments:

None



MANAGER'S REPORT

DATE: January 6, 2025

To: Ellensburg City Council

FROM: Heidi Behrends Cerniwey, City Manager

1. Reallocation of \$4,023.54 for Council-Funded Community Grant

The Board of Directors for Care Net Pregnancy Center of Kittitas County has decided not to accept the awarded \$4,023.54 in Council Funded Grant funds for 2025. The Council subcommittee could recommend reallocation of this amount to one or more of the other applications received for 2025 and return to the full Council for consideration.

2. NFIP Community Assistance Visit (CAV) Completed

City staff received confirmation from the Department of Ecology's recent Community Assistance Visit (CAV) on April 10, 2024, has been completed. This visit is required for participation in the National Flood Insurance Program (NFIP). The revised floodplain regulations, adopted by Council on December 16, 2024, were the final outstanding item needed to complete the compliance visit.

3. Update Council Board & Committee Assignments

Staff request Council identify any changes to their board and commission assignments for 2025.

4. MLK Day Holiday Hours for City Facilities and Services

City facilities will be closed on Monday, January 20, 2025, in honor of Martin Luther King, Jr. Day. The regular City Council meeting scheduled for January 20 will be held on January 21, 2025, per Council Rules of Procedure.

5. Request Joint City Council and PTAC Study Session on January 21, 2025

Staff request Council set a special Joint Study Session with the Ellensburg Public Transit Advisory Committee (PTAC) to discuss renewal of the voted Transportation Benefit District (TBD) Funding of 0.2% Sales and Use Tax and its expanded use for transportation system maintenance in 2025.

6. Tentative Joint Yakama Nation Tribal Council Meeting on March 4, 2025

A joint meeting with the Yakama Nation Tribal Council has been set for Tuesday, March 4, 2025. Staff and Mayor Elliott will work with Tribal Council representatives to establish the agenda and logistical details for the joint meeting.

7. Natural Gas Purchase Notification

Staff is notifying City Council, as required by Chapter 9.80 of the ECC, of a recent natural gas purchase commitment to Shell Energy North America. The purchase commitment is for 500 MMBtus per day starting January 1, 2025, ending March 31, 2025, at \$3.815/MMBtu. Total purchase commitment of 45,000 MMBtus, for a total cost of \$171,675.

Council Board & Committee Assignments December 2024

<u>BOARD OR COMMITTEE</u>	<u>MEETING TIME</u>	<u>REPRESENTATIVE</u>
Affordable Housing Commission 501 N. Anderson Street Ellensburg, WA 98926 Dan Carlson 925-8653	1 st Wednesday Every Month (3 rd as needed) 4:30 p.m. Council Chambers	Palmer
Central Cascades Community Forest Group (Checkerboard Partnership) Mitch Long ‘mlong@kittitasconservationtrust.org 201 W. Pennsylvania Avenue, Suite 201/PO Box 428 Roslyn, WA 98941 509-649-2951	4 th Tuesday 10 am - noon (Zoom or Teanaway Grange)	Lillquist
Chamber of Commerce Liaison 609 N. Main Street Ellensburg, WA 98926 925-2002	No regular meeting	Thompson Heidi or Kelle
City Finance Committee Jerica Pascoe, Finance Director 501 N. Anderson Street Ellensburg, WA 98926 962-7205	Quarterly* (Jan, Apr, July, Oct) *Schedule TBD by Jerica	Miller Thompson Jerica Heidi
Diversity, Equity and Inclusion Commission Nicole Klauss 501 N. Anderson Street Ellensburg, WA 98926 925-8657	2 nd Tuesday Every Month (4 th as needed)	Goodloe
Lodging Tax Advisory Committee Kelle Vandenberg 501 N. Anderson Street Ellensburg, WA 98926 962-7149	1 st Wednesday Every Other Month 2:00 p.m. Council Chambers	Beauchamp
Utility Advisory Committee Buddy Stanavich 501 N. Anderson Street Ellensburg, WA 98926 962-7227	3 rd Thursday Every Month 3:30 p.m. Council Conference Room	Lillquist Goodloe
KITTCOM Administrative Board Rich Elliott 700 Elmview Road Ellensburg, WA 98926 925-8530	2 nd Thursday Every Month 1:30 p.m.	Beauchamp

BOARD OR COMMITTEE	MEETING TIME	REPRESENTATIVE
Kittitas County Airport Advisory Committee Airport Office 3110 N. Airport Road, Suite 1 Ellensburg, WA 98926	2 nd Wednesday Every Month 5:30 p.m.	Lillquist
Kittitas County Conference of Governments Candie Leader 962-7523	Airport Office 3 rd Wednesday 6:00 p.m. Location alternates between Upper and Lower County	Elliott Goodloe
Kittitas County EMS and Trauma Care Council Cheryl Burrows PO Box 821 Cle Elum, WA 98922 674-2932	1 st Thursday Even Months 7:00 p.m. Location alternates between Upper and Lower County	Elliott
Kittitas County Homelessness & Affordable Housing Committee 205 W. 5 th Street, Suite 108 Ellensburg, WA 98926 962-7508	1 st Monday 1:30 p.m. BOCC Auditorium	Goodloe
Kittitas County Law and Justice Council Kittitas County Courthouse 205 W. 5 th Street Ellensburg, WA 98926 Pat Gigstead 962-7670	3 rd Wednesday Every Month 8:00 a.m. BOCC Auditorium	Palmer
Fire Relief & Pension Board Beth Leader, City Clerk 501 N. Anderson Street Ellensburg WA 98926 925-8614	AS NEEDED	Lillquist
Kittitas County Developmental Disabilities Advisory Committee 205 W. 5 th Street Ellensburg WA 98926 Kasey Knutson/Mandy Buchholz 925-7090	2 nd Tuesday Every Other Month 6:00 p.m.	Elliott
Kittitas County Disability Board (LEOFF) Walter Stebok 962-7531	4 th Wednesday Each Month 8:00 a.m. BOCC Conference Room	Lillquist
LEOFF I Beth Leader, City Clerk 501 N. Anderson St Ellensburg WA 98926 925-8416	4 th Wednesday Each Month 8:00 a.m. BOCC Conference Room	Lillquist Thompson

<u>BOARD OR COMMITTEE</u>	<u>MEETING TIME</u>	<u>REPRESENTATIVE</u>
Yakima Basin Fish and Wildlife Recovery Board Alex Conley 1200 Chesterly Drive, Suite 280 Yakima, WA 98902 509-453-4104	One Thursday Afternoon Every Other Month 2:00 p.m.	Lillquist
Kittitas County Solid Waste Advisory Committee Patti Stacie 925 Industrial Way Ellensburg WA 98926 962-7070	AS NEEDED (Generally 2 times per yr.) 6:30 p.m.	Palmer
Steer I-90 Coalition Commissioner Osiadacz 962-7569		Palmer
ASCWU-BOD Liaison President Malik Cantu ASCWU.President@cwu.edu Advisor Joseph Bryant Joseph.Bryant@cwu.edu 400 East University Way Ellensburg, WA 98926 963-1693		Thompson
Public Transit Advisory Committee 501 N. Anderson Street Ellensburg, WA 98926 Betsy Dunbar 925-8680	3 rd Tuesday 3:30 p.m.	Miller
Kittitas County Health Network 700 E. Mountain View Avenue, Suite 501 Ellensburg, WA 98926 Susan Grindle 509-925-1448	3 rd Wednesday 4:00 p.m.	Elliott

COUNCIL LIAISONS TO BOARDS AND COMMISISIONS

Arts Commission – Miller	2 nd Thursday at 4:00 p.m.
Environmental Commission – Lillquist	3 rd Wednesday at 5:15 p.m.
Landmarks and Design Commission – Thompson	1 st and 3 rd (as needed) Tuesday at 5:45 p.m.
Library Board – Beauchamp	2 nd Tuesday at 4:30 p.m.
Parks & Recreation Commission – Thompson & Beauchamp	2 nd Wednesday at 5:30 p.m.
Planning Commission – Miller	2 nd Thursday at 5:45 p.m.

* Mayor is alternate for all liaison assignments