



CITY COUNCIL MINUTES

February 21, 2018

Council attended a Training Session on the Public Records Act and Open Public Meetings Act at 6:00 p.m. Bruce Reim, trainer for Cities Insurance Association of Washington, conducted the training session.

Members Present: Mayor Pro Tem William Coe, Council members Mark Wanke, Matt Moore, Valli Millard, Justin Kooy, Tony Mora, and Kathleen Allstot.

Staff Present: City Administrator Wes Crago, Community Development Director Ron Sell, Community Relations Director Traci Bennett, City Clerk/Finance Director Leslie Trachsler, Recreation Supervisor Brian Dubois, Administrative Assistant-Finance Carrie Lnenicka, Utility Billing Clerk Yasmina Alvarez, Police Records Manager Heather VanPaepeghem and Police Office Manager Jennifer Hansen.

City Council of the City of Ephrata, Grant County Washington met in regular session on February 21, 2018. The meeting was called to order at 7:00 p.m. by Mayor Bruce Reim.

Members Present: Mayor Bruce Reim, Mayor Pro Tem William Coe, Council members Mark Wanke, Matt Moore, Valli Millard, Justin Kooy, Tony Mora, and Kathleen Allstot.

Staff Present: City Administrator Wes Crago, Community Development Director Ron Sell, Public Works Director Bill Sangster, Community Relations Director Traci Bennett, Police Chief Mike Warren, City Clerk/Finance Director Leslie Trachsler, Building Official Bill Cox and Police Office Manager Jennifer Hansen.

Pledge of Allegiance was said.

No public signed up to speak. This meeting is being recorded.

Agenda: Crago advised there were typo corrections made to both Resolutions but there were no additions or corrections to the agenda.

Presentations: None

Consent Agenda: Motion was made to approve consent agenda. (m/s Moore/Allstot)
Motion carried.

Items on the consent agenda are as follows:

Claims #88044 through #88095 in the amount of \$140,593.39
Claims #88042 and #88043 in the amount of \$376.00
Manual Claims #86022018, 87022018, 88022018 and 89022018 in the amount of
\$2,455.07
Electronic Fund Transfer in the amount of \$18,329.14
Minutes of the February 7, 2018 Council meeting

Staff, Committee & Agency Reports - Ephrata Police Department Annual Report:
Police Office Manager Jennifer Hansen reviewed briefly the 2017 Annual Police
Department Report. The Annual Report provides an overview of the department's
community involvement, promotions and awards, training and statistical facts.

**Closed Record Decision – Resolution 18-977, Prairie Bluff Phase-3 Preliminary Plat
Approval:** Crago advised that a closed record decision is based solely on the evidence
presented by the Planning Commission. Director Sell gave a brief staff report. This is a
request from the Planning Commission to approve and allow the development of a
residential major subdivision consisting of 122 lots on 38.55 acres in a Residential-2
zoning district. The proposal is located north of 3rd Avenue NE and east of Ivy Street
NE. A Determination of Non-Significance was issued on January 16, 2018. The current
status of the property is vacant. The lot sizes are consistent with the zoning designation
and the proposal is not located in an environmentally sensitive area.

Public hearing was held before the Ephrata Planning Commission on January 25, 2018.
Resolution #18-003 was approved recommending to Council the adoption of the Prairie
Bluff Phase-3 Preliminary Plat.

Council discussion ensued.

Motion to approve and accept Resolution 18-977 approving Prairie Bluff Phase-3
Preliminary Plat. (m/s Millard/Moore) Motion carried.

**Resolution 18-976 – Setting Public Hearing for Assumption of the Ephrata
Transportation Benefit District by the City of Ephrata:** This resolution sets a public
hearing on the assumption of the Ephrata Transportation Benefit District by the City.
Public Hearing is scheduled for March 7, 2018 at 7:00 p.m.

Motion to approve and accept Resolution 18-976 setting a Public Hearing on the assumption of the Ephrata Transportation Benefit District pursuant to RCW 36.74. (m/s Kooy/Mora) Motion carried.

Approve New Policy 4060 – Uncollectable Debt: This policy memorializes our current process regarding uncollectable debt. Motion to approve and accept Policy 4060 – Uncollectable Debt. (m/s Moore/Coe) Motion carried.

Discussion – Short-Term Vacation Rentals: Crago advised that at this time, this is a discussion item with staff seeking Council comments and direction. This has been through a long process with the Planning Commission which has prepared a draft ordinance for Council consideration. He advised Council move cautiously to give everyone a fair chance to weigh in on this issue.

Director Sell reviewed the history and the process of the Planning Commission in arriving at their recommendation for short-term vacation rentals. This issue was first brought to Council in March, 2017 by a citizen and sent to the Planning Commission for review. Planning Commission began their review in May, 2017 and held open public study sessions twice a month to gather input. Staff and public comments guided the development of the current proposal. Public Hearing on the proposed amendments to the Zoning Code was held before the Planning Commission on January 25, 2018.

Director Sell reviewed the changes that were addressed by the Planning Commission and included in the proposal. Specifically, what the requirements are for Bed and Breakfast (B&B) and Short Term Vacation Rentals.

Requirement for fire sprinkler systems was part of the review by the Planning Commission with guidance sought from the City's attorney, insurance carrier as well as how the building code standards apply. Their interpretation is that a sprinkler system would be required for short term vacation rentals and B&B's over two guest rooms. According to the International Residential Code (IRC), the State has waived the requirement for 1-2 guest room B&B's if the property is owner occupied.

Council member Justin Kooy advised that before Council discussion, he wanted to make them aware of his involvement. He advised that he operated a short term rental on his property and received a notice of violation from the City in early 2017. At which time he discontinued his operation and brought it to the City and Council's attention. He has participated in all of the Planning Commission study sessions and Public Hearing. During this discussion he would like to step down as a Council member and be involved in the discussion as a citizen.

Council member Justin Kooy stepped down.

Council discussion ensued regarding building code standards as they relate to the fire sprinkler requirements; concern regarding the parking impact on the neighborhoods;

allowing a new type of business in a residential zone; collection of the Hotel/Motel Tax; violation of the number of pets code; and public input on this issue.

Justin Kooy commented that when he was operating his short term vacation rental all his guests were excellent. Not all renters are vacationers. Some of his guests were here on business and were looking for a different option than the traditional hotel/motel stay.

Crago advised that there is no pressure to make a decision right away.

Council expressed their desire to hear from the community and directed staff to set a public hearing on this issue for March 7th.

Justin Kooy returned to the Council.

Conversion of Parkway Tennis Courts: Director Bennett reported that the City was approached by Ephrata Youth Baseball regarding the conversion of the old tennis courts at Parkway School into a parking lot. At present, they are unusable due to the dilapidated condition of the tennis courts. The conversion will add 40 much needed parking spaces at the Dave Middleton Field. Parks and Recreation Commission are in favor this request.

Motion to approve the conversion of the Parkway Tennis Courts into a parking lot. (m/s Allstot/Moore) Council discussion ensued, motion carried.

City Administrator Report:

2018 Budget Report: Monthly budget snapshot is everything is tracking normally for this time of year with both revenues and expenses 3.5% below estimated. Cash reserves are up and are climbing slowly. Sales tax is still coming in at historic highs.

There being no further business meeting adjourned at 8:02 p.m.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk