



EPHRATA CITY COUNCIL

MAYOR BRUCE REIM MAYOR PRO-TEM WILLIAM COE
COUNCIL MEMBERS: KATHLEEN ALLSTOT, KATHLEEN HARRIS,
SARAH McDONNELL, VALLI MILLARD, MATT MOORE, TONY MORA,

– AGENDA FOR OCTOBER 19, 2022 –

7:00 PM

REGULAR SESSION

1. Called to Order
2. Roll Call
3. Pledge of Allegiance
4. Recording of Meeting: **YES**
5. Additions or corrections to published Agenda
6. Presentations:
 - Certification Presentation to Carrie Lnenicka, Deputy City Clerk/Deputy Finance Director
 - Tom Gains – Grant County update on Jail Facility
 - Tom Cash – Washington State Council of County and City Employees
 - Civil Air Patrol – Proclamation for Wreaths Across America

II

CONSENT AGENDA

1. Approval of Claim Fund Bills and Checks Issued
2. Approval of Council Minutes:
 - a. October 05, 2022 – Regular Meeting
 - b. October 12, 2022 – Special Meeting
3. Set Public Hearing on Ad Valorem Taxes for November 2, 2022 at 7:00 p.m.
4. Set Public Hearing on 2023 Budget for November 2, and 16, 2022 at 7:00 p.m.
5. Approval of Special Event Application:
 - a. Veterans Day Parade, November 11, 2022 at 10:45 a.m. starting at the Court House

III STAFF, COMMITTEE, & AGENCY REPORTS

IV CLOSED RECORD DECISIONS [RCW CHAPTERS 36, 42: OPEN PUBLIC INPUT NOT PERMITTED]

1. Desert Plains Subdivision Preliminary Plat

V PUBLIC HEARINGS

VI ORDINANCES & RESOLUTIONS

1. Resolution 22-08 Approve Desert Plains Subdivision Preliminary Plat

VII ITEMS FOR COUNCIL CONSIDERATION

1. 2023 Budget Update
2. 3rd Quarter Financial Report

VIII ITEMS FOR COUNCIL ACTION

1. Confirm Mayor's Appointment to Lodging Tax Advisory Committee
2. Agreement with SCJ Alliance for Comp Plan and Development Code Update
3. Approve Agreement with OIC of Washington

IX ADMINISTRATION REPORTS

1. Update on Personnel Recruitment



REQUEST TO BE ON COUNCIL AGENDA

COUNCIL MEETS THE FIRST AND THIRD WEDNESDAY'S OF EACH MONTH AT 7:00 P.M. IN ORDER TO BE ON THE AGENDA, PLEASE SUBMIT THIS FORM BY NOON, THE THURSDAY BEFORE THE COUNCIL MEETING.

DATE: 19-October-2022

NAME: Tom Cash

ADDRESS: 8566 Nahahum Canyon Road, Cashmere, WA

ESTIMATED TIME OF PRESENTATION: 5 minutes

(limit between 3-5 minutes)

DESCRIBE SUBJECT YOU WISH TO DISCUSS:

Collective bargaining: Mid-contract wage adjustment

SIGNATURE: 

Note: Please attach any information you wish to be distributed to council and staff.

19.7a



REQUEST TO BE ON COUNCIL AGENDA

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DATE: 10/19/2022

NAME: Jerome Bonneville, Benjamin Belino, Micheal Park Civil Air Pate

ADDRESS: 50 Airport Road

ESTIMATED TIME OF PRESENTATION: 10 minutes

DESCRIBE SUBJECT YOU WISH TO DISCUSS:

Proclamation for Wreaths Across America Dec. 17

SIGNATURE: Bon Belino

Note: Please attach any information you wish to be distributed to council and staff.



CITY COUNCIL MINUTES October 5, 2022

City Council of the City of Ephrata, Grant County Washington met in regular session on October 5, 2022. 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 Kathleen Allstot, Kathleen Harris, Valli Millard, Matt Moore and Tony Mora

Staff Present: City Attorney Anna Franz, Public Works Director Bill Sangster, Community Relations Director Traci Bennett, Fire Chief Jeremy Burns, Police Chief Kurt Adkinson, City Clerk/Finance Director Leslie Trachsler and Deputy City Clerk Carrie Lnenicka

Motion to excuse Council member Sarah McDonnell (m/s Allstot/Harris) Motion carried.

Pledge of Allegiance was said.

No public signed up to speak.

Agenda: There were no additions/correction to the agenda.

Presentations: None

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

Items on the consent agenda are as follows:

Payroll Claims #95590 through #95607 in the amount of \$239,552.71
Claims #95608 through #95610 in the amount of \$2,248.01
Claims #95611 through #95650 in the amount of \$274,600.23
Payroll Checks #47395 through #47454 in the amount of \$49,872.34
Direct Deposit in the amount of \$204,708.29
Payroll ACH in the amount of \$12,128.33
Minutes of the September 21, 2022, Council meeting
Special Event Applications:

- Amended Halloween Trunk or Treat – change location to 1st Ave SW between Basin and Alder Streets

Closed Record Decision Desert Plains Subdivision Preliminary Plat

Motion to table Closed Record Decision Desert Plains Subdivision Preliminary Plat until October 19, 2022 (m/s Moore/Millard) Legal Counsel reminded Council of the rules regarding communications about this hearing. Council discussion ensued. Motion carried.

Resolution 22-08 Approve Desert Plains Subdivision Preliminary Plat: Continued

Public Hearing Desert Plains Subdivision Development Agreement: Continued

2023 Budget Update: Director Trachsler briefed Council that all directors have submitted their budget worksheets. Revenue forecasting is ongoing, and a more comprehensive report will be delivered at the next Council meeting.

Approve Uncollectible Debt Write-Off: Director Trachsler reported that staff has identified 19 accounts that have become legally uncollectible due to the statute of limitations. The appropriate collection procedures have been followed per Policy 4060 and all are beyond the statute, which is 10 years.

Motion to Approve Uncollectible Debt Write-Off (m/s Mora/Moore) Motion carried.

Executive Session:

The Mayor adjourned the meeting to executive session at 7:05 p.m. to discuss:

- Potential litigation (RCW 42.30.110(1)(i)) and
- Collective Bargaining Strategy/Position (RCW 42.30.140(4)(b)) and
- Evaluation of Employee or Applicant (RCW 42.30.110(1)(g)) for thirty minutes.

At 7:35 p.m. the Mayor announced that executive session is being extended for one hour.

Executive session adjourned, no decisions were made, or action taken. Regular meeting reconvened at 8:32 p.m.

Mayor Reim reported to Prothman that Candidate O'Brien is released.

There being no further business meeting adjourned at 8:34 p.m.

Bruce Reim, Mayor

ATTEST:

Carrie Lnenicka, Deputy City Clerk



**CITY COUNCIL MINUTES
SPECIAL MEETING
October 12, 2022**

City Council of the City of Ephrata, Grant County Washington conducted a Special Meeting on October 12, 2022. The meeting opened at 6:00 p.m. by Mayor Bruce Reim and adjourned to executive session to discuss Collective Bargaining Strategy/Position (RCW 42.30.140(4)(b)) and Evaluation of Employee or Applicant (RCW 42.30.110(1)(g)) for approximately one hour.

Members Present: Mayor Bruce Reim, Mayor Pro Tem William Coe, Council members Kathleen Allstot, Sarah McDonnell, Valli Millard, Matt Moore and Tony Mora. Kathleen Harris joined by phone.

Staff Present: City Attorney Anna Franz, and City Clerk/Finance Director Leslie Trachsler

Executive Session adjourned at 7:50 p.m. No decisions were made or action taken.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk

received
10/6/22

SPECIAL EVENT PERMIT APPLICATION

PERMIT APPROVED: YES NO

Authorized City Signature: _____ Date: _____

City of Ephrata
121 Alder Street SW
Ephrata, WA 98823
(509) 754-4601 ph
(509) 754-0912 fax

1. Name of Event: VETERANS DAY PARADE Date(s) of Event: 11-11-22
2. Setup Start Time/Date: 10AM Event Start Time: 1045AM
3. Event End Time: 1115AM Clean Up End Time/Date: 1130 AM
4. Sponsoring Organization: AMERICAN LEGION POST 28
5. Event Coordinator/Primary Contact: MIKE MONTANCI
6. Mailing Address: 204 MARINER RD. EPHRATA
7. Day Phone: _____ Cell Phone: 509-989-4417
8. Email: mmontaney@gmail.com Fax: N/A
9. Secondary Contact: JANE MONTANCI Phone: 509-760-1428
10. Is alcohol being served? YES NO If YES include a copy of the State Liquor Permit.
11. Do you wish to utilize any City property, such as a park? YES NO
If YES, which one(s)? CITY STREETS
12. Will this event include Food Vendors of any type? YES NO
If yes, all vendors must apply for a Temporary Food Service Permit with the County Health District. A list of vendors is required to be submitted with the application.
13. Anticipated number of attendees? 100 IN PARADE 500 SPECTATORS

THE PRIMARY CONTACT MUST LIST A DAY OF EVENT PHONE NUMBER IF NOT LISTED ABOVE.

FOR OFFICE USE ONLY:

| | | | |
|-----------------------|--|------------------|--|
| Park & Rec. | | Code Enforcement | |
| Community Development | | Police | |
| Fire | | Public Works | |

STAFF INITIAL AND DATE UPON APPROVAL OR ATTACH MEMORANDUM WITH CONDITIONS.

PAYMENT AMOUNT: _____ CASH CC CHECK # _____

RECEIVED BY: _____ DATE: _____

FOOD VENDOR LIST FAXED TO HEALTH DISTRICT 509.754-6060. BY: _____

DATE: _____

25th Annual Veterans Day Parade Timeline

Friday 11 November 2022

- 10AM** Participants will begin staging on Division St between Basin and D St. And on C St. between Division and 1st Ave NW
- 1030** Police will close C St between 1st Ave NW and 2nd Ave SW
Participants will begin lining up in C St.
- 1040** Police will block traffic on Basin St from 2nd Ave SW to 1st Ave NW, 2nd Ave SW from C St to Basin St and 1st Ave NW from Basin St to C St.
- 1045** American Legion Riders will make a preparade lap around parade route.
- 1050** The American Legion Color guard will step off to start parade moving south on C St.
- 1057** The parade will halt in front of the Ephrata Recreation Center and the American Legion Honor Guard will move onto sidewalk in front of the WWII memorial and prepare to fire a rifle salute.
- 11AM** The American Legion Honor Guard will fire 3 volleys in honor of those who fought in the great wars defending our nation.
- 1101** The American Legion Honor Guard will rejoin the parade as it resumes marching north on Basin St.
- 1108** The parade will halt in front of the courthouse and the American Legion Honor guard will move onto the grass just north of the Vietnam memorial and prepare to fire a rifle salute
- 1110** The American Legion Honor guard will fire 3 volleys in honor of those who fought in all the wars since WWII defending our nation.
- 1111** The American Legion Honor guard will rejoin the parade which will continue to the corner of C St and division and disband.
- 1130** All participants, including the Ephrata Police Department, will assemble at American Legion Post 28, 276 8th Ave NW for a free luncheon by the American Legion Auxiliary.



NORTH
↑



City Council Report Parks and Recreation

October 13, 2022

PAST ACTIVITY:

1. Parks Commission:
 - a. September meeting held
2. Recreation/Community Programming:
 - a. Registration for girls' basketball opened
 - b. Secured gym space at the high school
 - c. Provide administrative support for Department
 - d. Continue working with AHBL on comprehensive plan
 - e. Adult open gym began
 - f. Sam's Dance began
 - g. Youth flag football league
3. Parks:
 - a. Mowing and maintenance
 - b. Increased vandalism in parks
 - c. Preparing for winterizing
4. Public Relations/Tourism:
 - a. Attend Chamber of Commerce Board meeting
 - b. Reviewed tourism expenses for reimbursement
 - c. Accepting applications for Lodging tax funds
5. Special Events:
 - a. Veteran's Day parade
6. Recreation Supervisor:
 - a. Developing fall and winter programs and activities
 - b. Assisting front counter utilities customers
 - c. Monitoring on-going fall programs
7. Splash Zone:
 - a. Closed and winterized for the season

FUTURE GOALS/ACTIVITY:

1. Continuing administrative responsibilities
2. Continuing to work with and support various community groups
3. Develop new recreation programs and activities
4. Develop a park reservation system
5. Develop tree replacement program



Ephrata Fire Department

Council Report

September Incidents

| | |
|---------------------------------|---------------------|
| Fires | 7 |
| Emergency Medical Call | 24 |
| Hazardous Condition | 1 |
| Service Call | 4 |
| Good Intent Call | 8 |
| Fire Alarm & False Call | 2 |
| Total September Calls | 46 |
| # Overlapping Calls | 1 |
| Total Calls for the year | 416 |
| Total Man Hours on Scene | 172.41 Hours |

- Purchased battery operated equipment in lieu of gas powered
- Painted fire department training center
- Installed new forcible entry prop at the training center
- Started recruit academy with 6 new fire recruits
- Attended Grant County Community Health Coalition focus group
- Attended WFC legislative agenda meeting
- Repaired brush trucks
- Attended MACC meeting for Fire TAC, Board Meeting, Finance Committee
- Working on Phase III Grant County Hazard Mitigation Planning documents
- Attended Fire Defense Committee meetings
- Attended water meetings with Gray & Osborne, and city staff
- Weekly fire department training
- Weekly command shifts

Jeremy Burns, Fire Chief



City of
Ephrata

OCTOBER 13, 2022

Department: Public Works Field Supervisor

past

Activity

Cleaned the head works at the wastewater treatment facility. Hauled bio solids. Completed monthly sewer flushing and inspection. Clean storm drains. Monthly water testing. Daily well chlorine checks. Completed sand haul and painting. Drained Splash Zone and started winterizing. Went over budget with department heads and turned in first attempt. Numerous funerals, and as always responded to all City related calls.

Future

Activity:

Clean head works at the wastewater treatment facility. Monthly sewer flushing. Perform daily Chlorine checks at all well sights. Monthly water testing, start fall cleaning of streets and storm drains, get first round of tree notices out and start winterizing parks. Start getting plow trucks ready for winter and insulate water meters. Continue regular scheduled maintenance on fleet vehicles. Regular summer scheduled Park, street, water, and wastewater maintenance, and as always respond to all City related calls.

Budget

Concerns :

Continue to monitor closely

Other

Issues :

Continuing to maintain social distancing!
And follow health department Covid protocols.

Christian Roeder
Public works field
supervisor



DATE: October 13, 2022
Department: City Clerk/Finance

Past Activity

- Continue to support other departments and commissions
- Monthly duties as assigned
- Assisting as needed on Grant County Landfill Remediation
- Assisted with City Administrator Interviews
- Conducted Customer Service Specialist Interviews
- Entrance Conference with State Auditors Office (SAO) on the 2020 and 2021 Annual Audit
- 2023 Budget – Revenue forecasting/compiling expenditure requests
- Attend EWFOA Fall Conference in Spokane on 10/14/22
- Worked with an Insurance Policy Archeologist to search for pre-1970 records referencing insurance policies/companies

Future Activity

- Normal monthly duties
 - Monthly Balancing of all financial transactions
 - Prepare and submit monthly tax reports
 - Monitor revenues/expenses of the city
 - Monitor Budget
 - Prepare Council meeting Agenda
 - Attend all Council Meetings
 - Initiate Legal Publications as required
 - Provide and monitor requests for Public Records
 - Monitor Records retention/destruction
 - Address Human Resource issues
 - Support staff in their daily operations
 - Monthly Civil Service Commission meeting – as needed
 - Provide Advisory Support to LEOFF I Disability Board
- Continue work with attorney/consultants on Landfill Remediation
- Continue work with attorney/consultant on Water Rights
- Research Lease Agreement on Transportation Center for GTA
- Address issues as they arise with no City Administrator
- Evaluation of Financial Software update
- Work with Public Works Field Supervisor on Accident Prevention Program
- 2023 Budget – continue fine tuning revenues and expenses
- Work with SAO on 2020 and 2021 Annual Audit
- All-Hands training on 11-4-2022 – Enhancing Workplace Climate

Budget Concerns

- Monitoring closely

Other Issues

- Planning an Open House Reception for Terri Moncrief in honor of her retirement and 24 faithful years of service to the City on 11/10/22

Leslie Trachsler

From: CIAW <communications@chooseclear.com>
Sent: Thursday, October 6, 2022 10:00 AM
To: Leslie Trachsler
Subject: Property Coverage Update

CAUTION: External Email



Property Coverage Update

*This communication has been sent to all CIAW members and brokers.
Please feel free to distribute this communication throughout your organization.*

[{Can't see this message? View in a browser}](#)

Dear Member:

This message is to inform you of a change related to property coverage in the Cities Insurance Association of Washington (CIAW). This change will be implemented effective December 1, 2022, for the 2022-2023 coverage term.

HISTORY & CONTEXT

Property coverage is in a time of transition. National and global reinsurance carriers have endured massive property losses. Property coverage, and property values in particular, are under the strictest of scrutiny. Market-wide, we are seeing coverages, limits, and terms changing in response to these losses.

For the last few years, the CIAW Board of Directors has been moving aggressively and proactively to protect our property coverages by raising the required minimum value per square foot and extending our partnership with CBIZ Valuation Group. These steps, while difficult, have allowed the CIAW to mitigate large premium increases and protect your coverage.

THE FUTURE

Given the historic trends in property and the unique challenges in Washington State, there will be a significant change coming to the CIAW property coverage. Effective December 1, 2022, the CIAW Memorandum of Coverage will contain a 115% margin clause, which will cap the Replacement Cost Valuation at 115% of the scheduled value for Real and Personal Property.

The margin clause will provide each member flexibility in scheduling property values, as the pool-wide minimum value per square foot requirement will no longer be enforced. Each member will have the authority to determine the value to be scheduled for each of their properties.

Our partners at CBIZ will continue to provide valuation guidance to the CIAW. The accurate valuation of property, while time consuming, is crucial to ensure members have adequate property coverage in place.

This is a significant change, to be sure. However, it is also beneficial for the long-term sustainability of the CIAW.

If you have any questions or concerns, please reach out to me at any time.

Thank you,

Wes Crago
CIAW Administrator
Clear Risk Solutions

No longer the designated contact for your organization?

If so, complete and submit the attached [Member Contact Change Form](#). In the meantime, **please do not unsubscribe from these emails**. You will stop receiving them as soon as your change request is processed. If you have any questions, please reach out to communications@chooseclear.com.

Want to join our email list?

Subscribe

Clear Risk Solutions
451 Diamond Dr.
Ephrata, WA 98823
(800) 407-2027



Leslie Trachsler

From: Tim Payne <tpayne@ephrataschools.org>
Sent: Friday, October 7, 2022 1:56 PM
To: tpayne@ephrataschools.org
Subject: Community UPDATE

CAUTION: External Email

Greetings and good afternoon.

It's been a while since I have written a Community UPDATE. I want to get back into the habit of sending these out. Sarah Morford, Communications Director, is committed to helping me remember - thank you Sarah.

This UPDATE is going to be dedicated to our upcoming ballot measures, and a bond/construction update.

This November, we are putting before you two levies for your approval. The funds needed for these levies do not add a new tax burden to ratepayers. In 2018, Ephrata Schools made a commitment to keep school bonds and levy taxes close to \$4.70 per \$1,000 of assessed value. Tax rates will remain at this threshold with the approval of these two measures.

Taxpayers will pay a total of \$4.72 in 2023 and \$4.69 in 2024. The district anticipates running a bond in 2026 or 2027 that will fund a remodel to the high school, as well as much needed new square footage. That initiative, which has yet to be developed, will keep tax rates near the \$4.70 threshold in subsequent years due to the tax strategy that was put into place by my predecessor, Dan Martell.

November 2022 Ballot Measures Explained

Proposition #1: Capital Levy for Technology and Infrastructure Improvements

- **Field Lighting Upgrades**
This summer, we replaced poles and lighting on Kiwanis Field. The poles supporting field lights were rotten and a significant safety hazard. Poles and lighting in other sports fields must be assessed and replaced if needed for safety purposes.
- **District Storage Facility Construction**
Ephrata Schools do not have adequate storage to support the needs of our district. We currently rent 10 units throughout the community at a total cost of nearly \$2,400 per month. Construction of a district owned facility will eliminate this monthly expense and efficiently consolidate storage; thus creating a more efficient operation.
- **Transportation / Maintenance Facility Upgrades**
The transportation and maintenance building is one of the oldest facilities in the district. Needed repairs and upgrades are necessary to keep the building operational. Levy funds will allow those modifications.
- **Technology Infrastructure, Equipment and Systems**
Given increased cyber security demands, levy funds will allow us to invest in its infrastructure, funding backbone technology like servers, switches and wiring. In addition, classroom audio visual (AV) equipment will be installed at Parkway and EHS to match technology already installed at other school

buildings. The AV upgrade brings sound amplification into classrooms that is proven to assist with learning. When students hear more clearly, learning increases. Additional funds will support increased wireless infrastructure and access points throughout the district, fund training on technology and pay for installation of these items.

Proposition #2: Purchase of Four Yellow School Buses

- Ephrata continues to grow. With that growth comes the need to add bus routes to support the transportation needs of our students. These funds will allow for that expansion and allow us to rotate our fleet and ensure the safety of our drivers and riders.

Ballots will be mailed on October 19 and are due November 8. We hope that the community of Ephrata will continue its strong support of Ephrata Schools when it comes time to vote.

Bond Update

You may recall that the last bond vote approved funding to remodel Grant Elementary. Last week we opened bids from contractors hoping to approve the project. What we found is that at current pricing, we are unable to afford the project. Bids were submitted at nearly 40% more than what we have budgeted. At this time, we cannot, in good conscience or as good stewards of taxpayer money, accept this project. **Grant Elementary construction will be delayed.**

Our plan, moving forward, is to bid Grant Elementary, the Performing Arts Center (PAC) and Beezley Springs renovations in the summer of 2023. Although construction will be delayed, our community will benefit as this delay allows Columbia Ridge and Ephrata Middle School gymnasium to finish, significantly reducing the impact to gym space that would have occurred if Grant Elementary, the PAC gym, Columbia Ridge and EMS gym were all unavailable at the same time.

We are unbelievably saddened that we are not able to proceed with construction as planned. We remain true to our promise to deliver a new/remodeled and improved Grant Elementary. Any strategy to trim the project down 40% would create a project that is not equitable, and/or will not meet the standards set for an elementary school in Ephrata. We will deliver an improved Grant Elementary when we are financially able to do so - we are hoping for the summer of 2023.

Thank you for all you do to support Ephrata Schools. Here's to a great school year!

#TigerStrong
#TigerPride

It's good to be a Tiger!

Tim Payne
Superintendent



EPHRATA SCHOOL DISTRICT
111 4th Ave. NW | Ephrata WA 98823
Office: (509) 754-2474 | Fax: (509) 754-4712
tpayne@ephrataschools.org | EphrataSchools.org

Leslie Trachsler

From: Tim Dillman <tdillman@ncwlibraries.org>
Sent: Monday, October 10, 2022 4:32 PM
To: Terri Moncrief; Mike Warren; Leslie Trachsler
Subject: NCW Libraries Update on Reimagining Spaces

CAUTION: External Email

Good Afternoon-

As you are aware, the NCW Libraries' Board of Trustees has allocated \$10.3 million from the district's capital reserve to invest in each of the community libraries that we operate. As you heard when we met with you, the primary goals of our Reimagining Spaces Project are to make a visible and lasting impact in every community, and to strengthen our partnerships with you, our building owners. We know that our libraries play an important role in building community vitality, and we believe this project will allow us to dream together about how to leverage the library's place as an asset to your community.

The Reimagining Spaces Project is very close to moving out of the intensive planning phase we have been in and into the much more visible (and exciting!) launch of our first three location updates! Design of our Brewster Prototype is wrapping up and in June we issued a Request for Qualifications (RFQ) for Interior Design Services. The RFQ received 5 submittals from qualified firms, one of which has been selected and will be announced once the contract is finalized.

After carefully considering a wide variety of factors along with input from all of our municipal and building owner stakeholders, we have selected the first cohort of libraries for reimagining. The branches of Peshastin, Curlew, and Entiat will be our area of focus as we move into the winter. Their design process will begin with community engagement at the start of the new year.

Beyond this first cohort we have a tentative mapping of where other communities might fall in the sequence. These are only preliminary and will be firmed up as our designer is brought on board:

| Cohorts 2-3 2023-2024 | Cohorts 4-7 2024-2025 | Cohorts 8-10 2025-2026 |
|--|---|--|
| Bridgeport Chelan Ephrata Manson Omak Oroville Soap Lake | Cashmere East Wenatchee George Grand Coulee Leavenworth Mattawa Okanogan Pateros Tonasket Waterville | Coulee City Moses Lake Quincy Republic Royal City Twisp Warden |

As we near the commencement of your city's Library Reimagining, our team will be reconnecting with you to plan the community engagement phase and partner with your team to ensure that our design process is

collaborative and responsive to your needs. As we mentioned in our community meetings, this will include formalizing an agreement with you that will allow us to move forward with our project in your facility. Should you be interested in following the implementation of earlier projects we will be developing a website and regularly providing press releases to keep the public informed.

If you have questions at any point about the Reimagining Space Project overall or about your project specifically, or if a member of your community needs information, please don't hesitate to reach out to me. My role on the team is to be a liaison between the project team and our NCW Libraries staff and community members.

Tim Dillman | Executive Assistant-Special Projects

(509)663-1117 ext. 116 ☐ (760) 315-2233

16 N. Columbia St. Wenatchee, WA 98801



This email may be subject to Washington State's Public Record Act, chapter 42.56 RCW.



DATE: October 19, 2022

ITEM: CLOSED RECORD HEARING

SUMMARY

1. Desert Plains Subdivision Preliminary Plat.

Attachments:

- Planning Commission Minutes for 8-25-2022
- Planning Commission Resolution 22-03
Recommending Conditional Approval
- Staff Report for 8-25-2022 from Rachel Granrath,
Contract Planner SCJ Alliance with Attachments

BUDGET IMPACTS

1. N/A

If you have any questions, concerns, or require additional information; please contact me prior to the meeting.

PLANNING COMMISSION MINUTES

Date: August 25, 2022

The Ephrata Planning Commission, Grant County, Washington met on August 25, 2022. The meeting is called to order at 7:00 p.m. by Chairman Tom Moncrief and roll was taken.

Members present: Tom Moncrief, David Spencer, Joe Dennis, and Don Guillemette.

Staff present: Anna Franz, City Attorney; Rachel Granrath, Contract Planner; Jeremy Burns, Fire Chief; Bill Sangster, Public Works Director; Bill Cox, Building Official; and Stacy Hooper, Secretary.

The commission reviewed the minutes of the August 11, 2022, Planning Commission meeting. Tom Moncrief asked that Dan Leavitt be removed from Staff Present; Stacy Hooper will remove. Motion made to approve minutes from August 11, 2022, with requested change. Don Guillemette moves to accept motion with changes; David Spencer second's motion; motion approved.

Correspondence: Nothing added

Nothing added and no revisions to published agenda.

7:02 pm Planning Commission begins Desert Plains preliminary plat open record hearing with a closed session with City Attorney and Contract Planner.

7:08 pm Planning commission returns, and Public Hearing is opened by Tom Moncrief introductions of Planning Commission, Staff introductions.

Public Present:

Sherry Lewis, 3230 13th Avenue NE, Lake Stevens, WA 98258

Brandon Bernard, The Consult Me Group – 2909 S. Quillan Street Ste 146, Kennewick, WA 99337

Jeff Fairchild, 4801 S. Morain Street, Kennewick, WA 99337

Randy Fairchild, 448 Sharon Avenue E, Moses Lake, WA 98837

Brett Yancey, 9810 Coho Court, Pasco WA 99301

Jeff Sutton, 250 Simon Street, East Wenatchee WA 98802

Eric Pentico, 15580 Alder Street NW, Ephrata WA 98823

Paul Snyder, 1011 8th Avenue NE, Ephrata WA 98823

Valerie Weaver, 906 8th Avenue NE, Ephrata WA 98823

Donna Chase, 909 8th Avenue NE, Ephrata WA 98823

James Tillotson, 909 8th Avenue NE, Ephrata WA 98823

Vicki Ziemer, 1013 8th Avenue NE, Ephrata WA 98823

Tom Moncrief reviews the application that is before the Planning Commission, and the role the Planning Commission has.

Anna Franz reviews the Appearance of Fairness Disclosures with Planning Commission as follows:

1. Have you had any contact, including through written or other media, with any interested parties in this matter? If "yes", please disclose the nature and substance of the contact. All Commissioners answered "no."
2. Do you have a financial, material, or personal interest in this matter? All Commissioners answered "no."

3. Can you render fair and impartial judgment, without undue or improper influence, over this matter? All Commissioners answered "yes."
4. Does any member of the Public or the Council have a specific objection to any member of the Council hearing this matter? No objections were made.

Tom Moncrief reviews the ground rules for the Public Hearing.

Anna Franz addresses the public, anyone wanting to testify please stand to be sworn in. In response to a question from the public, Anna Franz explains to the public that this is not a question-and-answer session; if you would like to speak you will be sworn in at this time and will be given a chance to speak.

Tom Moncrief swears in three members from the Public.

Tom Moncrief asks for a Staff Report from Rachel Granrath.

Rachel Granrath gives brief introduction and an overview of the proposed project application; an in-depth discussion will be presented addressing property to the North that is the BNSF railroad line; to the East is Undeveloped land; to the South is a single-family home subdivision and to the West is undeveloped land. The applicant has proposed phasing; there are habitat implications on the property that will be discussed; the SEPA process is explained and the MDNS is explained. The Fee in Lieu of parks, or open space dedication is briefly discussed and will be addressed by the developer, comment letters that were received by the public will also be addressed by the developer.

Power Point slide one, Ephrata Zoning Map, location of proposed development is marked in red; land is in the zone R-2 residential housing zone that allows a range of homes that can be developed. Overview of Future Land Use map. Overview of phasing with entrances and grid pattern through the development of 57 acres into about 329 lots. Applicable codes have been evaluated and applied.

Rachel Granrath would like to focus on a few of the approval conditions. There are eleven conditions proposed, some are boiler plate; and a few are project specific. Fish and Wildlife and Traffic Impact will be discussed in more detail.

Developer Agreement - The developer is working with the city on a development agreement. Rachel Granrath explains the purpose of a Development Agreement. This has not been final, staff is being asked for input on this agreement, and it will be presented to council for final approval.

Phasing - Applicant is proposing eleven phases over 7 years, about forty lots in each phase; this can be negotiated in the development agreement. As for part of the phasing of this development; points of access will be considered. Aerial photos indicate that parts have been built out, there are a couple of key connections that are typically required for emergency access that may be missing depending on phasing. Part of the development agreement will determine at what phase the emergency egress will be built.

Landscaping plan proposed by developer is proposed throughout entire development on street frontage. One of the staff concerns is the land buffering requirements. City Code has a landscaping buffer requirement with different uses and developments in EMC section 19.07.040; this property is zoned R-2-, one- and two-family home residences requires a type 2 landscape buffer between land uses; this would be around the outside of the development between different land uses. Staff is concerned that the current proposal does not have specific buffering other than a fence along the BNSF railway, the applicant will provide information regarding the buffering along the BNSF railway. Staff and Applicant have had discussion with the Washington State Department of Fish and Wildlife, there is a shrub steppe habitat, priority habitat that is protected by the state. The applicant has worked out with the Department of Fish and Wildlife that there will be an offsite mitigation requiring that the offsite parcel of land will be deeded as restricted and will be dedicated as land preservation. Staff would like the applicant to address street alignment concerns, there is one specific property adjacent to Ivy Street that has alignment issues. An agreement with this property owner must be entered into or applicant must show another access point.

Tom Moncrief asks commission for questions. No questions.

Tom Moncrief introduces Bill Cox, City of Ephrata Building official, after late arrival.

Tom Moncrief asks for report from Applicant or representative of applicant.

Jeff Sutton, 250 Simon St. East Wenatchee, representing the applicant, agrees with the general staff report and asks for clarifications on some of the conditions within the resolution.

4.1 Attachment One - Developer is asking for a longer phase window to allow both the City and developer to better meet market demands, as opposed to putting 300+ homes on the market in the next 7 years, would like to extend the phasing to 10-15 years, allowing each phase an extra 5 years to allow the developer to respond to the market needs.

4.3 Landscaping Buffering-Applicant would like to propose a site obscuring fence, as the landscape buffering becomes an enforcement issue. Just along BNSF a solid fence is being requested as opposed to landscaping.

Jeff addresses Ivy alignment, there is a Purchase and Sale Agreement with the adjacent property owner addressing the challenges with the shown alignments. The Purchase and Sale Agreement is for the 5 acres that splits the property line hindering the access.

Jeff Sutton asks that the offsite mitigation with the Fish and Wildlife Department be tied to the issuance of the first 14 or 15 building permits. This allows more time to work on the agreement, to work on the legal pieces of the puzzle and the restricted covenants will also allow time to purchase the seventy acres and allows more time for cash flow management. Builder would not be able to pull a 17th or 18th building permit until the offsite mitigation is fulfilled. Applicant is asking for more time to make sure they have the home sales, and the development is going in the right direction.

Tom Moncrief asks for questions from commission, no questions.

Tom Moncrief asks if there are any experts to speak on behalf of the application. No experts to speak.

Tom Moncrief asks for Public Testimony from proponents, for the application, no public testimony.

Tom Moncrief asks for public testimony from opponents, against the application, please limit testimony to 5 minutes.

Vicki Ziemer, 1013 8th Ave NE, neighboring property owner. Vicki Ziemer would like to address four specific concerns regarding the Desert Plains development. The concerns are traffic access, intersection alignments, water and sewer connections, and consistency with neighboring design establishments. Traffic access: the application materials show that the primary access to the 300+ lot Major Plat will be through the Prairie Bluff Neighborhood primarily off of K and L streets and filter indirectly West to 8th and 7th to connect with Ivy and eventually lead to 3rd, which is classified by the City as a collector street not as an arterial. Design features of the Prairie Bluff plat will not allow direct access to K and L; streets from the proposed development do not lead to 3rd Ave NE, they will be concentrating the traffic into utilizing residential streets 8th and 7th to Ivy Street which are already serving the Prairie Bluff neighborhood. There does not appear to be any direct arterials or collector street access to this proposal, or the proposal does not indicate the development of a street designation that can facilitate the traffic volume that will be generated. Suggests looking into access to the north and east of development. Vicki Ziemer discusses the Ephrata Comprehensive Major Street plan. Intersection alignment: she was not aware of the Purchase and Sale Agreement but would like the agreement to be recorded prior to approving the plat. Water and Sewer connections: although it is being done in phases, is the proposal able to meet the city concurrency requirements for these services? Consistency with neighboring design standards: design proposal appears to conflict with the intent of the Ephrata Comprehensive Plan. Vickie Ziemer sites the Ephrata Comprehensive Plan Housing Element goal fifteen.

Point of order was called by Anna Franz and Tom Moncrief in response to disruption from the public.

Pedro Howard, 907 8th NE, concerns as neighbor, no parks or public spaces being proposed. What would happen if easement were not given on Ivy. Ivy is the only way in and out, K and L do not go through, Ivy is the only access point.

Tom Moncrief asks for closing statement from the applicant.

Jeff Sutton, applicant was aware that this is a challenging development. The development does not have direct access; however, the applicant has met the requirements of the City Code and comprehensive plan and hired a traffic engineer to conduct a traffic study and provided the city with a traffic impact analysis, looking at the impacts and any mitigation to those impacts. At this point the only mitigation was potential stop signs, the applicant supports that. Applicant is working with the city on water and sewer availability. Applicant is aware due to gravity they will need to pump sewage in the future. Density proposed is lower; allowed in this zone is eight dwelling units per acre, being proposed is about 5.6. If the Purchase and Sale Agreement does not work out with the Ivy access, they can still make a connection with Ivy to get into the plat.

Ephrata Municipal Code allows for the fee in lieu of parks. This allows the city to invest into the existing larger community parks. Mr. Sutton states that in working with smaller communities he has found that families do not feel safe using the smaller parks, they utilize the larger community parks.

There are some transportation issues with BNSF regarding an additional crossing. Applicant has tried to work these issues out with BNSF, however, there is not an opportunity at this time.

Tom Moncrief asks for additional staff comments.

Rachel Granrath states the applicant is correct that they are meeting the code regarding parks dedication. Rachel suggests, as the city goes through changes to the comprehensive plan, if the city would like to look at park plans being incorporated into developments like these, that is something to look at that could be addressed in the Comprehensive Plan update. Rachel recommends to the Commission looking at the parks fee for future projects for updates to the Comprehensive plan.

Tom Moncrief asked Planning Commission for questions, no questions. Planning Commission closes public hearing at 7:45 and adjourns to closed session.

Planning Commission returns at 8:10 pm

Tom Moncrief- Planning Commission has concluded their deliberation for the matter at hand. The resolution recommending the conditional approval of the Desert Plains Preliminary Plat major subdivision. Besides the recommendations and conditions that are written into the resolution, there is one condition to be revised by staff. Anna Franz, condition 4.2 will be modified to require installation of landscaping buffer on exterior side of fence in a common area, to be maintained and irrigated in accordance with the terms of the development agreement to be established under 4.1.


Tom Moncrief entertains motion to approve resolution and send to council for final decision. Dave Spencer makes motion, Don Guillemette seconds. Resolution approved.

No further business for planning commission.

August 25, 2022, Planning commission meeting adjourns at 8:12 pm.



Tom Moncrief, Planning Commission Chairman

Attest: 

Stacy Hooper, Secretary

Resolution No. 22-03

A RESOLUTION RECOMMENDING THE CONDITIONAL
APPROVAL OF THE DESERT PLAINS PRELIMINARY PLAT,
A MAJOR SUBDIVISION

THE EPHRATA PLANNING COMMISSION DOES HEREBY RESOLVE AS FOLLOWS:

**PLANNING COMMISSION FOR THE CITY OF EPHRATA
FINDINGS OF FACT, CONCLUSIONS, AND RECOMMENDATION
In the Matter of
Desert Plains Subdivision Preliminary Plat Proposal**

Description of Subject Property: The real property which is the subject of this proposal is located North of Prairie Bluff Major Plat and 8th Ave NE and approximately 1.5 miles northeast of Ephrata City Hall in a portion of the Southeast quarter of the Northeast Quarter South of the Railroad Right of Way and the Northeast Quarter of the Southeast Quarter of Section 10, Township 21 North, Range 25 East, WM, Grant County, Washington (Grant County Assessor's Parcel #13-0425-005). Said real property will hereinafter be referred to as the "Subject Parcel."

1. Public Hearing.

- 1.1 The Ephrata Planning Commission is vested with the authority to make recommendations to the Ephrata City Council on major subdivision proposals.
- 1.2 A public hearing was held before the Ephrata Planning Commission on the Desert Plains Subdivision Preliminary Major Plat on August 25, 2022.
- 1.3 Applicant: Jeff and Lisa Fairchild
P.O. Box 2756
Pasco, WA 99302
- 1.4 Purpose: Action on the Desert Plains Subdivision Preliminary Major Plat, a 329 lot residential major subdivision on 57 acres in a Residential-2 zoning district. Said proposal shall hereinafter be referred to as the "proposed subdivision," the "subdivision proposal," or the "development."
- 1.5 Evidence: Major Plat Application
Site location maps
Testimony from Developer and/or Developer's Agent
Testimony from City staff
Staff report (entered into the record)
Written and oral public testimony

- 2. Findings of Fact.** Based on the evidence presented at the public hearing, the Ephrata Planning Commission makes the following Findings of Fact:
 - 2.1 The development is consistent with the Ephrata Comprehensive Plan and meets the requirements and intent of the Ephrata Municipal Code, hereinafter referred to as the "EMC".
 - 2.2 The proposed subdivision does make adequate and appropriate provisions for the public health, safety, and general welfare, and for roads, streets, curbs, gutters, sidewalks, street lighting circuits, alleys, the extension of municipal utilities (sewer and potable water), irrigation water rights-of-way, public rights-of-way, public easements, drainage ways, other public ways, public access, and municipal improvements deemed necessary in conformance with Community Street and Utility Standards and City Design Standards in effect at the time of plat approval.
 - 2.3 The development adequately mitigates impacts identified under Chapters 16 through 20 of the EMC and in response to conditions from the Department of Fish and Wildlife, the applicant has addressed preservation of Shrub Steppe habitat by offsetting a mitigation ratio of 1:1.2 preservation of a deed restricted property of quality habitat to mitigate the 57 acre development as proposed.
 - 2.4 The public interest will be served by the proposed subdivision and the dedications made therein.
 - 2.5 The development does not lower the level of service of transportation and/or neighborhood park facilities below the minimum standards established within the Ephrata Comprehensive Plan.
 - 2.6 The Ephrata Planning Commission has determined that the proposed subdivision conforms to the General Purpose of the Comprehensive Plan and the Ephrata Municipal Code.
 - 2.7 The current comprehensive land use designation of the subject property under the Ephrata Comprehensive Plan is Urban Residential, Mixed Residential Density.
 - 2.8 The subject parcel is currently zoned Residential - 2.
 - 2.9 The lot sizes within the proposed subdivision are consistent with EMC Section 19.04.170.
 - 2.10 The proposed subdivision is compliant with all requirements as listed in Chapter 18.04 EMC. The subdivision proposal complies with all applicable health and zoning regulations and is consistent with the City's Comprehensive Plan.

- 2.11 The area, location, and features of land proposed for dedication under the subdivision proposal are a direct result of the development proposal, are reasonably needed to mitigate the effects of the development, and are proportional to the impacts created by the development.
- 2.12 Notice of the public hearing on the subdivision proposal was published in the Grant County Journal, the City of Ephrata's official newspaper of general circulation, on May 5, 2022, and was mailed to all property owners within 500 feet of the boundaries of the subject parcel on May 5, 2022, consistent with the applicable provisions of the EMC. Notices of the continuances of the public hearing were mailed to all property owners and commenters.
- 2.13 SEPA review was completed on this subdivision proposal. A Determination of Mitigation Non-Significance (MDNS) was issued on this subdivision proposal on May 19, 2022; a revised MDNS was issued on August 16, 2022.

3. Conclusions of Law.

Based on the evidence presented at the public hearing on the Desert Plains Subdivision Preliminary Major Plat Proposal and the foregoing Findings of Fact, the Ephrata Planning Commission makes the following Conclusions of Law:

- 3.1 The subdivision proposal meets the applicable development standards under the EMC.
- 3.2 The subdivision proposal is consistent with the Ephrata Comprehensive Land Use Plan and with the applicable zoning and health regulations of the EMC.
- 3.3 The subdivision proposal is in the best interests of the community and provides for the orderly and efficient division of land.
- 3.4 The proposed subdivision makes adequate and appropriate provisions for the public health, safety, and general welfare, and for roads, streets, curbs, gutters, sidewalks, street lighting circuits, alleys, the extension of municipal utilities (sewer and potable water), irrigation water rights-of-way, public rights-of-way, public easements, drainage ways, other public ways, public access, and municipal improvements deemed necessary in conformance with Community Street and Utility Standards and City Design Standards in effect at the time of plat approval. The development is beneficial to the public health, safety, and welfare and is in the public interest.
- 3.5 The public interest will be served by the proposed subdivision and the dedications made therein.

3.6 The Ephrata Planning Commission shall recommend to the Ephrata City Council that it approve the subdivision proposal subject to the conditions set forth in Paragraph 4.1 below.

4. Recommendation.

The Ephrata Planning Commission, having considered testimony during the public hearing on the Desert Plains Subdivision Preliminary Major Plat Proposal at a public hearing held on August 25, 2022, and having taken and received evidence regarding said Proposal, recommends that the Ephrata City Council approve the Desert Plains Subdivision Preliminary Major Plat Proposal subject to and with the conditions set forth below and directs the Clerk of the Ephrata Planning Commission to forward this Resolution to the Ephrata City Council for its review and consideration.

- 4.1 The Developer will enter into a mutually agreed upon Development Agreement approved by City Council, to be executed prior to recording of the Preliminary Plat, and shall include recommendations from Planning Commission as set forth herein. This agreement shall outline the mitigation requirements and development phasing over the 7 year period. The agreement shall run with the land.
- 4.2 Landscaping shall be installed adjacent to the sidewalk throughout the development, the applicant will submit a final landscape plan at the time of final platting in accordance with the approved preliminary plat.
- 4.3 Properties along the BNSF railroad right of way will require landscape buffering, including an exterior perimeter fence, in a common area maintained by an entity or association with the authority and responsibility to maintain the landscaping and irrigation system, to mitigate noise and visual affects to the development. The developer will include a deed restriction on the properties affected that all required landscape improvements, including but not limited to plants, irrigation, and hardscape (fences), must be maintained and making participation in such entity or association a condition of lot ownership.
- 4.4 The City of Ephrata Public Works Department will conduct an onsite pre-construction conference with before written authorization to proceed will be issued.
 - 4.4.1 During construction, any release of oil, hydraulic fluids, fuels, other petroleum products, paints, solvents, or other deleterious materials must be contained and removed in a manner that will prevent their discharge into water or soil. The cleanup of spills shall take precedence over other work on the site.
- 4.5 The developer is required to obtain all state, local and federal permits including but not limited to the following required permits:

- 4.5.1 The proponent must apply for coverage under the Department of Ecology's Construction Stormwater General Permit at least 60 days prior to start of construction. Additionally, discharge from the dry wells must comply with the ground water quality requirement (non-endangerment standard) at the top of the ground water table.
- 4.5.2 City of Ephrata approval of Erosion, Sediment and Dust Control Plans integrated with Interim Stormwater Management Plans prepared in accordance with the Department of Ecology Stormwater Manual for the Eastern Washington as adopted and implemented by the City of Ephrata.
- 4.5.3 City of Ephrata Mass Grading Permit; Building Permits
- 4.6 Since ground disturbance leads to weeds and dust, the portions of the site not proposed for development at this time shall remain undisturbed as much as possible. Disturbed areas that will not be built on, paved, or landscaped for more than 45 days shall be stabilized through long-term methods such as establishing dryland grasses or native shrub/steppe. The proponent shall ensure that nuisances, such as weeds and dust, do not develop.
- 4.7 To facilitate orderly flow of traffic, provide safe pedestrian facilities, and provide sufficient utility connections, the developer shall construct full-width street and utility improvements to Community Standards for all streets within the plat and shall connect the streets to existing improved City streets. Street construction should also be designed to connect the subdivision with the vacant property to the east of the proposed development. These connections should create a block length not greater than 600 feet and a right of way width of no less than 60 feet.
- 4.8 The Washington State Department of Archaeological and Historic Preservation (DAHP) has determined the proposed subdivision to be an area characterized as moderate to high probability of encountering cultural resources. These resources would be destroyed by ground-disturbing activities. Identification during construction is not a recommended detection method because inadvertent discoveries often result in costly construction delays and damage to the resource. Therefore, a professional archaeological survey of the project area shall be conducted, and a report produced prior to ground disturbing activities. This report shall meet DAHP's Standards for Cultural Resource Reporting.
- 4.9 After review of the proposed site by the Washington State Department of Fish and Wildlife (WDFW) it has been determined that the project site contains City of Ephrata Fish and Wildlife Habitat Conservation Areas, including shrub steppe habitat. WDFW designates shrub steppe habitat as a Washington State Priority Habitat. A site analysis and habitat assessment review have been conducted and a mitigation/habitat management plan has been developed. To mitigate for the impacts to the moderate shrub steppe rating found on the site the proposed development, the proponent has identified 70 acres as an off-site mitigation site to

mitigate the 57 acre parcel to be developed. These sites are identified by the Grant County Auditor as parcels #16- 18260-16 and #16-18260-15. The land is adjacent to land owned and managed by the WDFW and surrounded by large areas of undeveloped shrub steppe habitat and has been determined to be a quality shrub steppe habitat which off sets the site to be developed. The habitat management plan will mitigate impacts of the proposed development at a ratio of 1:1.2 for the 70 acres of low to moderate quality shrub steppe located within the City of Ephrata, with 70 acres of moderate to high quality shrub steppe in an identified wildlife corridor/linkage area. The mitigation site will have a Native Growth Protection Deed Restriction (NGPDR) placed on it and be recorded and 'run with' the title of the property. The restrictions on the 70 acres of land include the following:

- 4.9.1 No structures of any kind allowed.
 - 4.9.2 No driveways, wells, drain fields or other improvements.
 - 4.9.3 Fencing will be minimized.
 - 4.9.4 Any livestock grazing will not be allowed or restricted by a WDFW approved grazing plan.
 - 4.9.5 Motorized vehicles will be restricted to the existing power line maintenance road.
- 4.10 A traffic impact analysis was submitted to the City on July 13, 2022. The city Engineer, Gray & Osborne Consulting Engineers, has provided comments in their Letter Dated July 13, 2022, and determined that the following mitigation efforts are required:
- 4.10.1 Compliance with Ephrata's Comprehensive Plan forecasting for a minimum of 10 years and using an estimated growth rate of 2%.
 - 4.10.2 Verify the level of service standard used in the traffic impact analysis is measured equivalently to the City's standard of a ratio of hourly demand volume versus hourly capacity.
 - 4.10.3 Provide a letter to the City and City Engineer before any final plat is approved from the Fire Department approving the development access points for emergency management purposes.
 - 4.10.4 Intersection alignment to the development on Ivy Street must be worked out prior to final approvals of the preliminary plat.
 - 4.10.5 The development is increasing traffic at existing city streets of Ivy, K, and L street. There is a nexus for improvements to these intersections and the

developer shall mitigate with stop signs and intersection improvements, if necessary, at final plat consideration.

- 4.11 The applicant resubmitted a road alignment exhibit on August 4, 2022, which did not address previous discussions relating to the alignment of Ivy Street NE. The applicant will be required to revise this exhibit to illustrate the access solely on the applicant's property, reworking turning radius, lot alignment, etc., or shall purchase land from neighboring properties to address the alignment.
- 4.12 The proposed subdivision shall meet all Community Street and Utility Standards and Improvement requirements as adopted by the City of Ephrata.
- 4.13 The subdivision proposal shall comply with all local, state, and federal rules, regulations, and laws pertaining to this proposed subdivision.
- 4.14 A street lighting plan as may be required by the City Engineer must be provided. The plan must be approved by the Grant County PUD and include certification that all street lighting fees have been paid or that arrangements acceptable to the city and the PUD have been made for the payment of the required fees.

THIS RESOLUTION was passed and adopted at the regular meeting of the Planning Commission of the City of Ephrata, Washington, on the 25th day of August, 2022.


Tom Moncrief, Chair

ATTEST:

Stacy Hooper, Secretary



August 19, 2022

STAFF REPORT

TO: Ephrata Planning Commission
FROM: Rachel Granrath, Contract Planner SCJ Alliance
DATE: August 25, 2022
REQUEST: Application #22-001: Public Hearing: Preliminary Major Plat for Desert Plains Subdivision

A. Request

Applicant is proposing a subdivision of 57 acres into 329 lots in the Residential-2 Zone. Ivy, K, and L streets NE will be extended northward and new interior streets to serve the subdivision will be constructed. The development will be completed in phases over approximately 7 years with each phase consisting of approximately 40 lots. Various mitigation efforts have been determined as part of this development and outlined as conditions of approval with the SEPA Mitigated Determination of Non-Significance (MDNS) and a proposed Development Agreement.

B. General Information

| | |
|--|---|
| Project Location: | |
| Parcel Number: | Grant County Assessor's Parcel #13-0425-005 |
| Legal Description & size: | SENE S OF RR R/W & NESE 10 21 26, 57 acres |
| Location: | North of Prairie Bluff Major Plat and 8* Ave NE and approximately 1.5 miles northeast of Ephrata City Hall. |
| Owner/Applicant: | Jeff and Lisa Fairchild, PO Box 2756, Pasco WA 99302 |
| Zoning: | Residential 2 (R-2) |
| Comprehensive Plan Designation: | Urban Residential Mixed Urban Density |

| | |
|--|---|
| Existing Land Use & Permit History: | Undeveloped vacant land |
| Adjacent Properties | North: BNSF Railroad/ right of way East: Undeveloped vacant land South: Single family home subdivision West: Ranch home and undeveloped land |
| Critical Areas | Shrub steppe – see survey report and conditions |
| Cultural Resources | High likely discovery site - Inadvertent discovery plan required as conditions |



Figure 1: Vicinity Map - Project Site

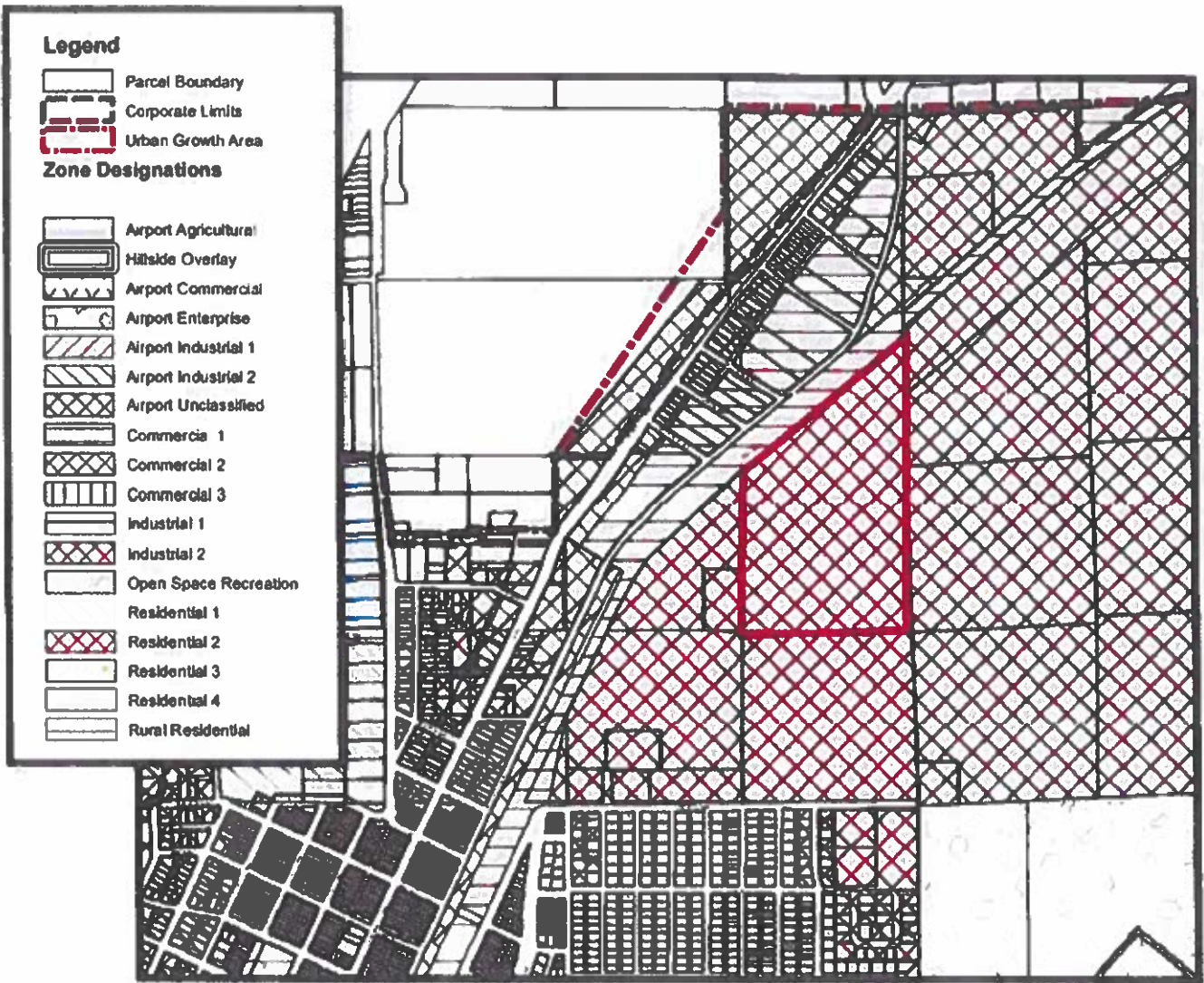


Figure 2 Zoning Map - Subject Properties

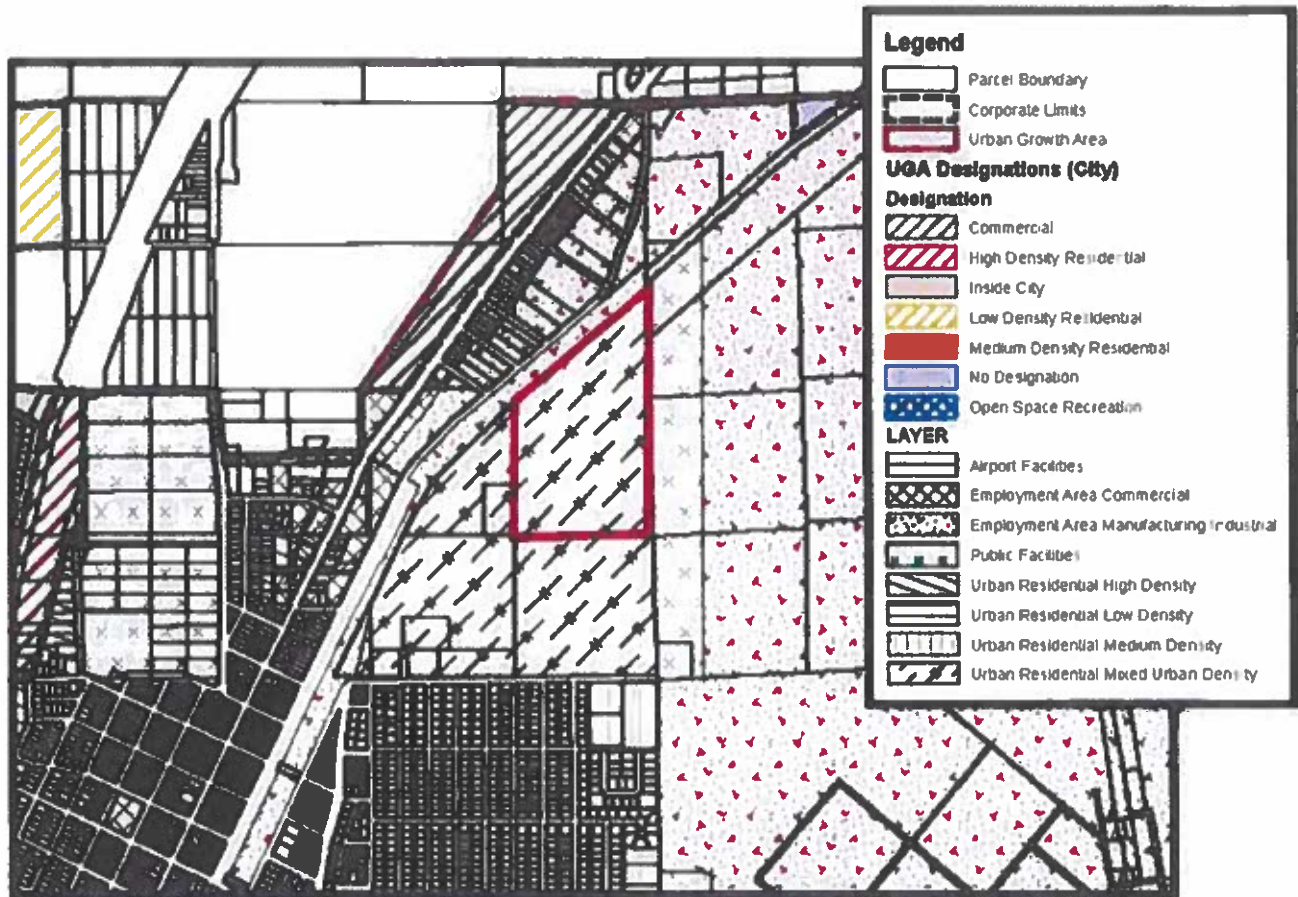


Figure 3 Future Land Use Map - Subject Property

C. Application and Public Hearing Notice

| Application Milestone | Date |
|--|---|
| Application Submitted: | March 30, 2022, additional materials submitted April 15 and April 16 |
| SEPA Determination | Mitigated Determination of Non-Significance (MDNS) – initial issued May 19, 2022/ revised August 16, 2022 Additional mitigated efforts required and submitted to City August 5, 2022 |
| Determination of Completeness issued: | April 25, 2022 |
| Notice of Application: | May 5, 2022 |
| Notice of Public Hearings: | May 5, 2022 (continued to a date certain at meetings) |

D. Noticing and Comments

The following agencies were notified as part of the review process in accordance with Ephrata Municipal Code. Below is a table that summarizes the response date and nature of each comment. Full comment letters are attached as Attachment 5.

| Agencies Notified | Response Date | Nature of Comment |
|--|---|---|
| Ephrata Building Official | No Comment | Lot size clarification; park and open space dedication versus cash in lieu – lack of facility in this part of town. |
| Ephrata Engineering Department | No Comment | |
| Grant County Fire District | No Comment | |
| Grant County Health District | No Comment | |
| Grant County Public Utility District | No Comment | |
| Grant County Assessor Office | No Comment | |
| Burlington Northern Railroad | No Comment | |
| Ephrata School District | No Comment | |
| WA State Dept. of Ecology | May 18, 2022 | Construction stormwater permit and water rights subject to Ecology review and permitting |
| WA State Dept. of Fish and Wildlife: Region Two | May 12, 2022; July 8, 2022 and August 4, 2022 | Shrub steppe habitat, mitigation ratios, management and deed restrictions |
| WA State Dept. of Archaeology and Historic Preservation | May 18, 2022 | Recommends a cultural resource inadvertent discovery plan |
| WA State Dept. of Transportation | No Comment | |
| WA State Dept. of Natural Resources | No Comment | |
| WA Department of Commerce | No Comment | |
| U.S. Bureau of Reclamation | | |
| U.S. National Park Service | No Comment | |
| Confederated Tribes of the Colville Reservation | No Comment | |

The city receives public comments both written and verbal on applications coming before hearing. The following table summarizes public comments, dates received, and nature of the comment.

| Public Comments | Date Received | Nature of Comment |
|-------------------------------|---------------|--|
| Donna Chase | July 4, 2022 | Density of homes; traffic and access concerns; lack of green space; missing a crossing over BNSF railroad |
| James Tillotson | July 5, 2022 | Not opposed to growth but has concerns on increased traffic; lot sizes and no parks proposed in subdivision |
| Michael and Val Weaver | June 7, 2022 | Lack of green spaces and play areas; access to the school property and walking paths; access to development; is this a trailer park or mixed zoning? |
| Kent Ziemer | May 19, 2022 | Traffic access; Water and sewer; pedestrian access; consistency with adjacent neighborhoods and designs; critical areas |

E. Department Analysis

- 1. Applicable Code Analysis:** Staff has provided an evaluation against EMC 17.01.150 (B) illustrating consistency with development regulations and the State Environmental Policy Act (SEPA).

| EMC 17.01.150 (B) Consistency with development regulations and SEPA | |
|--|---|
| 1. The type of land use permitted at the site, including uses that may be allowed under certain circumstances, if the criteria for their approval have been satisfied; | The R-2 Zone is described as a variety of housing options for single family or multifamily. Lots are a minimum of 5,000 sf each. |
| 2. The level of development, such as units per acre, density of residential development in urban growth areas, or other measures of density; | Density is appropriate given the city code and comprehensive plan |
| 3. Availability and adequacy of infrastructure, including public facilities and services identified in the comprehensive plan if the plan or development regulations provide for funding of these facilities as required by Chapter 36.70A RCW; and | Adequate infrastructure and services are in place, this is consistent with the comprehensive plan |
| 4. Characteristics of the development, such as development standards. | The applicant has provided screening to BNSF railroad with a fence. The city requested additional vegetation screening to be maintained by the homeowner. |

| | |
|--|-----------------------------------|
| <p>5. In deciding whether a project is consistent, the determinations made pursuant to subsection (B) of this section shall be controlling.</p> | <p>See conditions of approval</p> |
| <p>6. Nothing in this section limits the city from asking more specific or related questions in subsections (B)(1) through (5) of this section.</p> | <p>See conditions of approval</p> |

2. Comprehensive Plan Consistency

Applicable Comprehensive Goals and Policies: the following goals are applicable to this development and associated conditions of approval.

Land Use Goal 4: To manage development of the community so that the delivery of public facilities and services will occur in a fiscally responsible manner to support development and redevelopment of the city.

Land Use Goal 5: To encourage efficient use of resources by discouraging the inappropriate conversion of undeveloped land into sprawling, low density development.

Land Use Goal 7: To provide flexibility in mixing certain types of uses within an area or development while minimizing negative impacts of potentially incompatible uses.

Land Use Goal 8: To ensure that all development proposals and public policy are considered within the broad framework of the comprehensive plan.

Housing Goal 4: To promote new residential development at densities that will allow cost savings and consolidation of services.

Capital Facilities Goal 2: To ensure future development bears a fair share of facility improvement cost necessitated by the development in order to achieve and maintain the adopted Level of Service (LOS) standards and measurable objectives standards.

3. State Environmental Policy Act (SEPA) Environmental Review: In accordance with the Optional DNS process in WAC 197-11-355, the city issued a Mitigated Determination of Non-Significance (MDNS) on May 19, 2022. However, this was issued prior to all comment windows ending, specifically for the Department of Fish and Wildlife relative to the critical habitat area of the shrub steppe. The City has since issued a revised MDNS on August 16, 2022. SEPA Attachments are included as Attachment 4.

4. Approval Criteria Analysis: Per EMC 18.04.685 a proposed subdivision and dedication shall not be approved unless the City finds that the following are met:

EMC 18.04.685 Approval criteria preliminary plat

(1) Appropriate provisions have been made for: (a-n)

| | |
|---|---|
| a. The public health, safety and general welfare of the community; | Criterion Met: As conditioned the preliminary plat addresses public health, safety and welfare. |
| b. Protection of environmentally sensitive lands and habitat; | Criterion Met: In response to conditions from the Department of Fish and Wildlife, the applicant has addressed preservation of Shrub Steppe habitat by offsetting a mitigation ratio of 1:1.2 preservation of a deed restricted property of quality habitat to mitigate the 57 acre development as proposed. |
| c. Open spaces; | Criterion Met: The applicant has submitted to pay a 'fee in lieu' rather than develop on site recreation and open spaces. While there is a community concern relative to a lack of parks and open space in this area of the City, the applicant has met all current long range plans and codes. |
| d. Community parks and recreation; | See comment for item C above. |
| e. Neighborhood tot lots and play areas; | See comment for item C above. |
| f. Schools and school grounds; | Criterion Met: The development does not include schools but has adequate sidewalk and transportation systems to achieve walkability and connections to such facilities. |
| g. Drainageways; | Criterion Met: Proper drainage facilities are planned and delineated on the development. |
| h. Storm-water detention; | See comment for item G above. |
| i. Connectivity of sidewalks, pedestrian pathways and other planning features that assure safe walking conditions within and between subdivisions and neighborhoods for residents and students who walk to and from schools, parks, transit stops and other neighborhood services; | See comment F above. |
| j. Connectivity of streets or roads, alleys, pedestrian accessways, and other public ways within and between subdivisions and neighborhoods; | Criterion Met (as conditioned): As conditioned in this staff report and MDNS, the transportation layout will adequately serve the neighborhood and transition between existing land uses and neighborhoods. Specifically providing for future connections and re-analyzing the connection at Ivy. |
| k. Transit stops; | N/A |
| l. Potable water supplies; | Criterion Met: There are adequate water services to serve the proposed development. |

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| m. Sanitary wastes; | Criterion Met: There are adequate sewer services to serve the proposed development |
| n. Other public utilities and services, as deemed necessary; and | Criterion Met: The development is served by adequate utilities and services. |

F. Conclusions & Recommendation

EMC 18.04.690 Decisions on preliminary plat states the following:

A. The Planning Commission after reviewing the application materials, maps and reports, staff recommendation, oral and written testimony shall make a recommendation to approve, approve with conditions or deny the subdivision as presented. The Planning Commission shall direct the Community Development Department to prepare a written report setting forth the recommendation of the Planning Commission including: findings, conclusions, decision, staff report, and testimony on the record from agencies and interested parties in the form of a resolution. The decision of the Planning Commission constitutes a recommendation to the City Council. The Planning Commission is a recommending authority only for subdivision applications; the City Council renders the final decision.

Staff is recommending **approval** of the Desert Plains Preliminary Plat with the following conditions (outlined in the MDNS and this staff report):

1. **Development Agreement:** The City and the Applicant will enter into a mutually agreed upon Development Agreement approved by City Council, to be executed prior to recording of the Preliminary Plat, and shall include recommendations from Planning Commission at the duly noticed public hearing. This agreement shall outline the mitigation requirements and development phasing over the 7 year period. The agreement shall run with the land.
2. **Landscaping** shall be installed adjacent to the sidewalk throughout the development, the applicant will submit a final landscape plan at the time of final platting in accordance with the approved preliminary plat.
3. **Properties along the BNSF railroad right of way** will require landscape buffering, including an exterior perimeter fence at a minimum, to mitigate noise and visual affects to the development. The developer will include a deed restriction on the properties affected that all required landscape improvements, including but not limited to plants, irrigation, and hardscape (fences), must be maintained.
4. **The City of Ephrata Public Works Department** will conduct an onsite pre-construction conference with before written authorization to proceed will be issued.
 - a. **During construction,** any release of oil, hydraulic fluids, fuels, other petroleum products, paints, solvents, or other deleterious materials must be contained and removed in a manner that will prevent their discharge into water or soil. The cleanup of spills shall take precedence over other work on the site.

5. The developer is required to obtain all state, local and federal permits including but not limited to the following required permits:
 - a. The proponent must apply for coverage under the Department of Ecology's Construction Stormwater General Permit at least 60 days prior to start of construction. Additionally, discharge from the dry wells must comply with the ground water quality requirement (non-endangerment standard) at the top of the ground water table.
 - b. City of Ephrata approval of Erosion, Sediment and Dust Control Plans integrated with Interim Stormwater Management Plans prepared in accordance with the Department of Ecology Stormwater Manual for the Eastern Washington as adopted and implemented by the City of Ephrata.
 - c. City of Ephrata Mass Grading Permit; Building Permits
6. Since ground disturbance leads to weeds and dust, the portions of the site not proposed for development at this time shall remain undisturbed as much as possible. Disturbed areas that will not be built on, paved, or landscaped for more than 45 days shall be stabilized through long-term methods such as establishing dryland grasses or native shrub/steppe. The proponent shall ensure that nuisances, such as weeds and dust, do not develop.
7. To facilitate orderly flow of traffic, provide safe pedestrian facilities, and provide sufficient utility connections, the developer shall construct full-width street and utility improvements to Community Standards for all streets within the plat and shall connect the streets to existing improved City streets. Street construction should also be designed to connect the subdivision with the vacant property to the east of the proposed development. These connections should create a block length not greater than 600 feet and a right of way width of no less than 60 feet.
8. The Washington State Department of Archaeological and Historic Preservation (DAHP) has determined the proposed subdivision to be an area characterized as moderate to high probability of encountering cultural resources. These resources would be destroyed by ground-disturbing activities. Identification during construction is not a recommended detection method because inadvertent discoveries often result in costly construction delays and damage to the resource. Therefore, a professional archaeological survey of the project area shall be conducted, and a report produced prior to ground disturbing activities. This report shall meet DAHP's Standards for Cultural Resource Reporting.
9. After review of the proposed site by the Washington State Department of Fish and Wildlife (WDFW) it has been determined that the project site contains City of Ephrata Fish and Wildlife Habitat Conservation Areas, including shrub steppe habitat. WDFW designates shrub steppe habitat as a Washington State Priority Habitat. A site analysis and habitat assessment review have been conducted and a mitigation/habitat management plan has been developed. To mitigate for the impacts to the moderate shrub steppe rating found on the site the proposed development, the proponent has identified 70 acres as an off-site mitigation site to mitigate the 57 acre parcel to be developed. These sites are identified by the Grant County Auditor as parcels #16- 18260-16 and #16-18260-15. The land is adjacent to land owned and managed by the WDFW and surrounded by large areas of undeveloped shrub steppe habitat and has been determined to be a quality shrub steppe habitat which off sets the site to be developed. The habitat management plan will mitigate impacts of the proposed

development at a ratio of 1:1.2 for the 70 acres of low to moderate quality shrub steppe located within the City of Ephrata, with 70 acres of moderate to high quality shrub steppe in an identified wildlife corridor/linkage area. The mitigation site will have a Native Growth Protection Deed Restriction (NGPDR) placed on it and be recorded and 'run with' the title of the property. The restrictions on the 70 acres of land include the following:

- a. No structures of any kind allowed
- b. No driveways, wells, drain fields or other improvements
- c. Fencing will be minimized
- d. Any livestock grazing will not be allowed or restricted by a WDFW approved grazing plan
- e. Motorized vehicles will be restricted to the existing power line maintenance road

10. A traffic impact analysis was submitted to the City on July 13, 2022. The city Engineer, Gray & Osborne Consulting Engineers, has provided comments in their Letter Dated July 13, 2022, and determined that the following mitigation efforts are required:

- a. Compliance with Ephrata's Comprehensive Plan forecasting for a minimum of 10 years and using an estimated growth rate of 2%.
- b. Verify the level of service standard used in the traffic impact analysis is measured equivalently to the City's standard of a ratio of hourly demand volume versus hourly capacity.
- c. Provide a letter to the City and City Engineer before any final plat is approved from the Fire Department approving the development access points for emergency management purposes.
- d. Intersection alignment to the development on Ivy Street must be worked out prior to final approvals of the preliminary plat.
- e. The development is increasing traffic at existing city streets of Ivy, K, and L street. There is a nexus for improvements to these intersections and the developer shall mitigate with stop signs and intersection improvements, if necessary, at final plat consideration.

11. The applicant resubmitted a road alignment exhibit on August 4, 2022, which did not address previous discussions relating to the alignment of Ivy Street NE. The applicant will be required to revise this exhibit to illustrate the access solely on the applicant's property, reworking turning radius, lot alignment, etc. or shall purchase land from neighboring properties to address the alignment.

G. Attachments

1. Attachment 1: Resolution 22-03
2. Attachment 2: Application Materials
3. Attachment 3: Reports and Exhibits
4. Attachment 4: SEPA MDNS
5. Attachment 5: Agency & Public Comments
6. Attachment 6: Noticing documents



DATE: October 19, 2022

ITEM: Resolutions

SUMMARY

1. Resolution 22-08 – Approving the Desert Plains Preliminary Plat, a Major Subdivision.

BUDGET IMPACTS

1. N/A

RECOMMENDATION

Staff recommends acceptance and approval of all Items.

ENABLING ACTIONS

Motion to Authorize, Confirm, or Approve and Accept All Items.

If you have any questions, concerns, or require additional information; please contact me prior to the meeting.

RESOLUTION No. 22-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
EPHRATA, WASHINGTON, CONDITIONALLY APPROVING
THE DESERT PLAINS PRELIMINARY PLAT, A MAJOR
SUBDIVISION

WHEREAS, Jeff and Lisa Fairchild (“Developer”) have submitted an application to the City of Ephrata for the Desert Plains Subdivision Preliminary Major Plat, a 329 lot residential major subdivision on 57 acres in a Residential-2 zoning district located North of Prairie Bluff Major Plat and 8th Ave NE and approximately 1.5 miles northeast of Ephrata City Hall in a portion of the Southeast quarter of the Northeast Quarter South of the Railroad Right of Way and the Northeast Quarter of the Southeast Quarter of Section 10, Township 21 North, Range 25 East, WM, Grant County, Washington (Grant County Assessor’s Parcel #13-0425-005); and

WHEREAS, following a duly noticed open record public hearing held before the City of Ephrata Planning Commission on August 25, 2022, to consider the preliminary plat application for the Desert Plains Subdivision, as provided by Chapter 18.04 EMC, the Planning Commission received exhibits and testimony into evidence, and issued Findings of Fact, Conclusions of Law, and Recommendation to the City Council; and

WHEREAS, the City Council held a duly noticed closed record public hearing during the regularly scheduled Ephrata City Council Meeting on October 5, 2022, regarding the preliminary plat application for the Desert Plains Subdivision; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Ephrata, Washington, as follows:

Section 1. Findings of Fact. Based on the evidence presented at the public hearing, the Ephrata Planning Commission makes the following Findings of Fact:

- 1.1 The development is consistent with the Ephrata Comprehensive Plan and meets the requirements and intent of the Ephrata Municipal Code, hereinafter referred to as the “EMC”.
- 1.2 The proposed subdivision does make adequate and appropriate provisions for the public health, safety, and general welfare, and for roads, streets, curbs, gutters, sidewalks, street lighting circuits, alleys, the extension of municipal utilities (sewer and potable water), irrigation water rights-of-way, public rights-of-way, public easements, drainage ways, other public ways, public access, and municipal improvements deemed necessary in conformance with Community Street and Utility Standards and City Design Standards in effect at the time of plat approval.
- 1.3 The development adequately mitigates impacts identified under Chapters 16 through 20 of the EMC and in response to conditions from the Department of Fish and Wildlife, the Developer has addressed preservation of Shrub Steppe habitat

by offsetting a mitigation ratio of 1:1.2 preservation of a deed restricted property of quality habitat to mitigate the 57 acre development as proposed.

- 1.4 The public interest will be served by the proposed subdivision and the dedications made therein.
- 1.5 The development does not lower the level of service of transportation and/or neighborhood park facilities below the minimum standards established within the Ephrata Comprehensive Plan.
- 1.6 The Ephrata Planning Commission has determined that the proposed subdivision conforms to the General Purpose of the Comprehensive Plan and the Ephrata Municipal Code.
- 1.7 The current comprehensive land use designation of the subject property under the Ephrata Comprehensive Plan is Urban Residential, Mixed Residential Density.
- 1.8 The subject parcel is currently zoned Residential - 2.
- 1.9 The lot sizes within the proposed subdivision are consistent with EMC Section 19.04.170.
- 1.10 The proposed subdivision is compliant with all requirements as listed in Chapter 18.04 EMC. The subdivision proposal complies with all applicable health and zoning regulations and is consistent with the City's Comprehensive Plan.
- 1.11 The area, location, and features of land proposed for dedication under the subdivision proposal are a direct result of the development proposal, are reasonably needed to mitigate the effects of the development, and are proportional to the impacts created by the development.
- 1.12 Notice of the open public hearing on the subdivision proposal before the Ephrata Planning Commission was published in the Grant County Journal, the City of Ephrata's official newspaper of general circulation, on May 5, 2022, and was mailed to all property owners within 500 feet of the boundaries of the subject parcel on May 5, 2022, consistent with the applicable provisions of the EMC. Notices of the continuances of the public hearing were mailed to all property owners and commenters.
- 1.13 SEPA review was completed on this subdivision proposal. A Determination of Mitigation Non-Significance (MDNS) was issued on this subdivision proposal on May 19, 2022; a revised MDNS was issued on August 16, 2022.

Section 2. Conclusions of Law. Based on the record before the City Council on the Desert Plains Subdivision Preliminary Major Plat Proposal and the foregoing Findings of Fact, the Ephrata City Council makes the following Conclusions of Law:

- 2.1 The subdivision proposal meets the applicable development standards under the EMC.
- 2.2 The subdivision proposal is consistent with the Ephrata Comprehensive Land Use Plan and with the applicable zoning and health regulations of the EMC.
- 2.3 The subdivision proposal is in the best interests of the community and provides for the orderly and efficient division of land.
- 2.4 The proposed subdivision makes adequate and appropriate provisions for the public health, safety, and general welfare, and for roads, streets, curbs, gutters, sidewalks, street lighting circuits, alleys, the extension of municipal utilities (sewer and potable water), irrigation water rights-of-way, public rights-of-way, public easements, drainage ways, other public ways, public access, and municipal improvements deemed necessary in conformance with Community Street and Utility Standards and City Design Standards in effect at the time of plat approval. The development is beneficial to the public health, safety, and welfare and is in the public interest.
- 2.5 The public interest will be served by the proposed subdivision and the dedications made therein subject to the conditions of approval.

Section 3. The preliminary plat of the Desert Plains Subdivision is hereby approved by the Ephrata Council subject to the following conditions of approval, which shall apply to the Developer and the Developer's heirs, successors in interest, and assigns:

- 3.1 The Developer will enter into a mutually agreed upon Development Agreement approved by City Council, to be executed prior to recording of the Preliminary Plat and within three (3) months of the approval of this Resolution, and shall include the conditions of approval as set forth herein. This agreement shall outline the mitigation requirements and development phasing over the seven (7) year period. The agreement shall run with the land.
- 3.2 Landscaping shall be installed adjacent to the sidewalk throughout the development, the Developer will submit a final landscape plan at the time of final platting in accordance with the approved preliminary plat.
- 3.3 Properties along the BNSF railroad right of way will require landscape buffering, including an exterior perimeter fence, in a common area maintained by an entity or association with the authority and responsibility to maintain the landscaping and irrigation system, to mitigate noise and visual affects to the development. The developer will include a deed restriction on the properties affected that all

required landscape improvements, including but not limited to plants, irrigation, and hardscape (fences), must be maintained and making participation in such entity or association a condition of lot ownership.

3.4 The City of Ephrata Public Works Department will conduct an onsite pre-construction conference with the Developer before written authorization to proceed will be issued.

3.4.1 During construction, any release of oil, hydraulic fluids, fuels, other petroleum products, paints, solvents, or other deleterious materials must be contained and removed in a manner that will prevent their discharge into water or soil. The cleanup of spills shall take precedence over other work on the site.

3.5 The developer is required to obtain all state, local and federal permits including but not limited to the following required permits:

3.5.1 The Developer must apply for coverage under the Department of Ecology's Construction Stormwater General Permit at least 60 days prior to start of construction. Additionally, discharge from the dry wells must comply with the ground water quality requirement (non-endangerment standard) at the top of the ground water table.

3.5.2 City of Ephrata approval of Erosion, Sediment and Dust Control Plans integrated with Interim Stormwater Management Plans prepared in accordance with the Department of Ecology Stormwater Manual for the Eastern Washington as adopted and implemented by the City of Ephrata.

3.5.3 City of Ephrata Mass Grading Permit; Building Permits

3.6 Since ground disturbance leads to weeds and dust, the portions of the site not proposed for development at this time shall remain undisturbed as much as possible. Disturbed areas that will not be built on, paved, or landscaped for more than 45 days shall be stabilized through long-term methods such as establishing dryland grasses or native shrub/steppe. The Developer shall ensure that nuisances, such as weeds and dust, do not develop.

3.7 To facilitate orderly flow of traffic, provide safe pedestrian facilities, and provide sufficient utility connections, the developer shall construct full-width street and utility improvements to Community Standards for all streets within the plat and shall connect the streets to existing improved City streets. Street construction should also be designed to connect the subdivision with the vacant property to the east of the proposed development. These connections should create a block length not greater than 600 feet and a right of way width of no less than 60 feet.

- 3.8 The Washington State Department of Archaeological and Historic Preservation (DAHP) has determined the proposed subdivision to be an area characterized as moderate to high probability of encountering cultural resources. These resources would be destroyed by ground-disturbing activities. Identification during construction is not a recommended detection method because inadvertent discoveries often result in costly construction delays and damage to the resource. Therefore, a professional archaeological survey of the project area shall be conducted, and a report produced prior to ground disturbing activities. This report shall meet DAHP's Standards for Cultural Resource Reporting. Any conditions or mitigation measures recommended by this report shall become conditions of approval for this project.
- 3.9 After review of the proposed site by the Washington State Department of Fish and Wildlife (WDFW) it has been determined that the project site contains City of Ephrata Fish and Wildlife Habitat Conservation Areas, including shrub steppe habitat. WDFW designates shrub steppe habitat as a Washington State Priority Habitat. A site analysis and habitat assessment review have been conducted and a mitigation/habitat management plan has been developed. To mitigate for the impacts to the moderate shrub steppe rating found on the site the proposed development, the Developer has identified 70 acres as an off-site mitigation site to mitigate the 57 acre parcel to be developed. These sites are identified by the Grant County Auditor as Parcel Numbers 16-18260-16 and 16-18260-15. The land is adjacent to land owned and managed by the WDFW and surrounded by large areas of undeveloped shrub steppe habitat and has been determined to be a quality shrub steppe habitat which off sets the site to be developed. The habitat management plan will mitigate impacts of the proposed development at a ratio of 1:1.2 for the 70 acres of low to moderate quality shrub steppe located within the City of Ephrata, with 70 acres of moderate to high quality shrub steppe in an identified wildlife corridor/linkage area. The mitigation site will have a Native Growth Protection Deed Restriction (NGPDR) placed on it and be recorded and 'run with' the title of the property. The NGPDR shall be secured by the Developer prior to any construction. The restrictions on the 70 acres of land include the following:
- 3.9.1 No structures of any kind allowed.
 - 3.9.2 No driveways, wells, drain fields or other improvements.
 - 3.9.3 Fencing will be minimized.
 - 3.9.4 Any livestock grazing will not be allowed or restricted by a WDFW approved grazing plan.
 - 3.9.5 Motorized vehicles will be restricted to the existing power line maintenance road.

- 3.10 A traffic impact analysis was submitted to the City on July 13, 2022. The city Engineer, Gray & Osborne Consulting Engineers, has provided comments in their Letter Dated July 13, 2022, and determined that the following mitigation efforts are required:
- 3.10.1 Compliance with Ephrata's Comprehensive Plan forecasting for a minimum of 10 years and using an estimated growth rate of 2%.
 - 3.10.2 Verify the level of service standard used in the traffic impact analysis is measured equivalently to the City's standard of a ratio of hourly demand volume versus hourly capacity.
 - 3.10.3 Provide a letter to the City and City Engineer before any final plat is approved from the Fire Department approving the development access points for emergency management purposes.
 - 3.10.4 Intersection alignment to the development on Ivy Street must be worked out prior to recording the preliminary plat.
 - 3.10.5 The development is increasing traffic at existing city streets of Ivy, K, and L street. There is a nexus for improvements to these intersections and the developer shall mitigate with stop signs and intersection improvements, if necessary, at final plat consideration.
- 3.11 The Developer resubmitted a road alignment exhibit on August 4, 2022, which did not address previous discussions relating to the alignment of Ivy Street NE. The Developer will be required to revise this exhibit to illustrate the access solely on the Developer's property, reworking turning radius, lot alignment, etc., or shall purchase land from neighboring properties to address the alignment prior to construction of any phases identified by the City as requiring access through Ivy Street NE.
- 3.12 The proposed subdivision shall meet all Community Street and Utility Standards and Improvement requirements as adopted by the City of Ephrata.
- 3.13 The subdivision proposal shall comply with all local, state, and federal rules, regulations, and laws pertaining to this proposed subdivision.
- 3.14 A street lighting plan as may be required by the City Engineer must be provided. The plan must be approved by the Grant County PUD and include certification that all street lighting fees have been paid or that arrangements acceptable to the city and the PUD have been made for the payment of the required fees.

ADOPTED by the City Council of the City of Ephrata, Washington, this 12th day of October, 2022.

Bruce Reim, Mayor

ATTEST:

Leslie Trachsler, City Clerk/Finance Director



DATE: October 19, 2022

ITEM: Item for Council Consideration

SUMMARY

1. 2023 Draft Budget – Presented at meeting
 - Presentation of Staff Objectives
2. 3rd Quarter 2022 Financial Report

RECOMMENDATION Informational

If you have any questions, concerns, or require additional information; please contact me prior to the meeting.

EPHRATA POLICE DEPARTMENT OBJECTIVES FOR 2023

1. Focus on public safety

Objectives:

- 1.1 Prioritize violent crime investigations and arrests
- 1.2 Promptly respond to and investigate non-violent crime
- 1.3 Utilize pro-active policing and patrol tactics to disrupt/prevent crime
- 1.4 Partner with federal, state, and local agencies in crime response/prevention
- 1.5 Enforce traffic and pedestrian safety laws
- 1.6 Use data to drive operations and decision-making

2. Increase community engagement

Objectives:

- 2.1 Provide quality information and resources to the community
- 2.2 Engage in community and school outreach events
- 2.3 Participate in crime prevention programs and activities
- 2.4 Facilitate interaction and service delivery to non-English speaking individuals
- 2.5 Investigate all complaints or concerns regarding the department

3. Provide adequate infrastructure and facilities

Objectives:

- 3.1 Evaluate technology to deliver effective and efficient service
- 3.2 Ensure equipment is serviceable and in alignment with professional standards
- 3.3 Acquire resources needed for effective department operation
- 3.5 Constantly evaluate space allocation and use

Maintain quality personnel & relationships

Objectives:

- 4.1 Actively support the operations of all city departments
- 4.2 Recruit and retain a diverse workforce with a focus on local candidates
- 4.3 Acknowledge outstanding performance and effort
- 4.4 Meet and exceed the training standards for each position in the department
- 4.5 Foster leadership development and succession planning
- 4.6 Recognize and support the physical and mental health of all personnel

4. Maintain an appealing, healthy community

Objective:

- 5.1 Support code enforcement efforts regarding property and vehicles

2023 Ephrata City Council Goals

1. Focus on Public Safety

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| Fire Department Objectives: |
| <ul style="list-style-type: none">• Recruit and retain personnel to meet continued demands for fire and EMS services.<ul style="list-style-type: none">◆ Maintain minimum roster of 30 firefighters, with goal of 40 firefighters max.◆ Certify 75% of the fire department roster as EMT's. |
| <ul style="list-style-type: none">• Continue to provide 24/7 Command Officer, increase volunteer FF command training and engagement. |
| <ul style="list-style-type: none">• Continue nightly volunteer firefighter shifts, assess performance and increase for demands. |

2. Increase Community Engagement

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| Fire Department Objectives: |
| <ul style="list-style-type: none">• Provide community risk reduction education to schools, apartment complexes, community groups, and at-risk populations. |
| <ul style="list-style-type: none">• Continue Touch-A-Truck, participation in high school graduation, and Sage-N-Sun. |
| <ul style="list-style-type: none">• Attend planning commission meetings to engage with the public concerning residential and business development. |
| <ul style="list-style-type: none">• Continue to take an educational approach to fire code enforcement. |

3. Provide Adequate Infrastructure and Facilities

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| Fire Department Objectives: |
| <ul style="list-style-type: none">• Continue with apparatus and equipment replacement schedule approved in the 2015 fire apparatus and equipment initiative.<ul style="list-style-type: none">◆ 2024 fire engine replacement, firefighter PPE, |
| <ul style="list-style-type: none">• Maintain fire station for emergency readiness, and a future objective of community support during a disaster. |
| <ul style="list-style-type: none">• Evaluate the future need for adding an additional fire station which can support the timely response for Ephrata's growth and development. |

4. Maintain Quality Personnel and Relationships

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| Fire Department Objectives: |
| <ul style="list-style-type: none">• Deputy Fire Chief to complete BA and other classes in preparation to become the next Fire Chief.<ul style="list-style-type: none">◆ Currently enrolled in WSU |
| <ul style="list-style-type: none">• Lead team meetings with planning and building departments to ensure common goals and understanding of departmental concerns. |
| <ul style="list-style-type: none">• Enable all personnel to be successful by offering opportunities to utilize their talents, skills, and abilities. Encourage our personnel to have others do the same. |

5. Maintain an Appealing, Healthy Community

Fire Department Objectives:

- Create a cleaner community by utilizing new technologies to reduce carbon emissions.
 - ◆ Replace gas powered equipment with electric options when possible.
 - ◆ Add diesel particulate filters to fire apparatus in the station.
- Perform risk analysis and provide educational opportunities based on run response data.
 - ◆ Provide educational seminars to elderly concerning Slips, Trips, and Falls.
 - ◆ Reduce 911 abuse when fire department administration meets to discuss services for persons with chronic illness, mobility issues, and elderly assistance.

MISSION STATEMENT

The mission of the Ephrata Fire Department is to protect and preserve life and property from fire, medical or environmental emergencies through prevention, education, preparedness and emergency response.

VISION

By embracing technology, diversity and individual talent, we will be recognized, within and beyond our community, as a Fire Department of progressive excellence.

CORE VALUES

SERVICE – The Department continues its call to proudly protect and serve.

BRAVERY – Bravery is not fearlessness, but the ability to overcome fear through fortitude, instinct, compassion for others, and training.

SAFETY – We strive to keep our citizens free from danger. With the best possible equipment and training, the Department can reduce the risk to the public and our members at fires, medical emergencies and other incidents.

HONOR – The enormous commitment necessary to perform the Department's tasks requires excellence of character. Backed by our long history of community service, we inspire each other through pride in our Department, which is a belief that every action reflects on all the members of the Department, both past and present.

DEDICATION – A commitment to the objectives of our mission is an essential part of our code of conduct. The faithful observance of duty calls for us to fulfill our obligations professionally and honestly.

PREPAREDNESS – By combining all of the components of our core values, the Ephrata Fire Department will maintain its constant state of readiness and strive to meet all challenges, traditional and new.



2023 Parks and Recreation Department Objectives

1. Focus on Public Safety
 - Maintain and improve all recreation programs, parks, trails, and recreational facilities to maximize safety, visibility, usability, accessibility, and appeal.
 - Update outdated play structures and facilities.
 - Ensure Splash Zone staff receives all necessary certifications and encourage staff to seek additional training and certificates.
2. Increase Community Engagement
 - Utilize Facebook, city website, print ads, and activity brochures.
 - Update and keep current fillable forms and documents for potential and current employees and instructors.
 - Provide parks, trails, and recreational facilities that serve a diverse public; design the facilities to meet community recreational values and needs.
 - Provide more survey opportunities to the public to understand the wants and needs for recreational programming.
3. Provide Adequate Infrastructure and Facilities
 - Respond to opportunities to acquire land where there is potential to make a significant contribution to the City's overall park and open space system.
 - Acquire new parkland as community growth occurs with a focus on developing new parks in areas that experience the highest population growth.
 - Research and apply for grants for recreation programs, parks, and facilities.
4. Maintain Quality Personnel & Relationships
 - Continue to improve communication and collaboration between employees, departments, and outside agencies.
 - Mentor younger employees for staff succession including retirement timelines.
 - Provide training opportunities
5. Maintain An Appealing, Healthy Community
 - Maintain facilities that offer both passive and active recreation such as sports fields, play structures, and picnic tables or benches.
 - Improve signage at entrances into the City, parks, and Splash Zone



2023 FINANCE DEPARTMENT OBJECTIVES

1. Focus on Public Safety

- Report hazards/complaints to appropriate personnel in a timely manner
- Obtain First Aid Training
 - 50% of office staff to be certified

2. Increase Community Engagement

- Utilize Facebook and City Web Site to communicate with public
 - Update forms on web site to be fillable
 - Implement new financial software that will allow customers greater access to services
- Provide outstanding customer service in all areas
 - Cross train with other positions/departments
 - Provide information to assist public with their needs
 - Go above/beyond to be responsive to requests
- Respond to all complaints in a timely manner
 - Provide what we can do within 24 hours
 - Maintain a positive attitude and communicate respectfully

3. Provide Adequate Infrastructure and Facilities

- Monitor financial resources
 - Maintain target goal for reserve funds per Policy 4085
 - Review and adjust rate structure yearly
 - Monitor loans/grants
 - Compliance with contract terms
 - Revenue sources are adequate to cover debt
 - Invest fund balances
- Budget Conservatively
 - Saving for facility improvement/replacement
 - Current year revenue to cover O&M costs
 - Prior year ending fund balance to cover one-time purchases
 - Pursue grant opportunities as appropriate

4. Maintain Quality Personnel & Relationships

- Communication
 - Collaboration between departments
 - Weekly meetings to keep staff informed
- Employee Recognition
 - Provide Spring BBQ/Fall Training
- Foster/encourage growth, efficiencies, and new ideas
 - Training opportunities
 - Transition to paperless records

5. Maintain an Appealing, Healthy Community

- Encourage Staff wellness
 - Re-initiate Turkey Trot
- Senior Center – set up, clean up, and help serve lunch quarterly
- Park/street trash pick-up – 2 times/year



2023 PLANNING DEPARTMENT OBJECTIVES

1. Focus on Public Safety

- Report hazards/complaints to appropriate personnel in a timely manner.
- Obtain First Aid Training.
- Continue to process code enforcement issues on a complaint based timeline and work to clean up dangerous properties and life safety concerns.
- Continue to follow development codes and standards to meet current standards for safety.

2. Increase Community Engagement

- Utilize City Web Site to communicate with public for all aspects of the development code.
 - Update forms, applications and checklists on the website to be fillable and easily accessible to the public.
 - Update the Zoning Map, Cemetery Map, Comprehensive Plan Map and Critical Areas Mapping for ease of use by the public and provide these maps on the website.
- Provide outstanding customer service in all areas
 - Respond to requests in a timely manner. Return phone calls by end of day the day they are received.
 - Provide information to assist public with their needs
 - Provide a timeline for requests that will take research and provide timely updates for items that will take considerable time to complete.
- Respond to all complaints in a timely manner
 - Provide what we can do within 24 hours
 - Maintain a positive attitude and communicate respectfully

3. Provide Adequate Infrastructure and Facilities

- Monitor and maintain the current code requirements for mandated updates.
- Work with developers to update codes as new technology emerges.
- Be proactive to changes in the industry that will affect current codes. Have routine meetings with the Planning Commission to consider new changes to our standards.
- Review and adjust rate structure yearly
- Monitor loans/grants
- Budget Conservatively

4. Maintain Quality Personnel & Relationships

- Communication
 - Collaboration between departments
 - Daily discussions with keep staff to stay informed
- Foster/encourage growth, efficiencies, and new ideas

- Support and fund training opportunities.
- Support employee networking and growth by allowing employees to attend conferences.
- Transition to paperless records

5. Maintain an Appealing, Healthy Community

- Provide support to agencies like the Health District that safe routes to schools.
- Support code amendments that provide park facilities and walking paths.
- Work with Public Works and the Parks Department to consider changes to the Downtown Street Trees and other similar projects.

2023 Public Works Department Objectives

Council: Goals by Council (numbered items)

1. Focus on public safety

- a. Provide Traffic Control at accidents, festivals, parades, or any emergency event that requires Traffic Control.
- b. Immediate response to downed traffic signs, water main breaks, sewer plugs, through a MACC Call-Out System
- c. Respond to Citizen requests (potholes or storm drain issues, Graffiti, etc.) As soon as possible.
- d. Maintain streets in all weather conditions -Snow, ice, and heavy rains.

2. Increase community engagement

- a. Always work with Public in a courteous manner – always smile.
- b. Assist and Volunteer with Community Events.
- c. Promote the use of Parks and Facilities through upkeep and Maintenance.

3. Provide adequate infrastructure and facilities

- a. Utilize our Planning Documents – Water Comp Plan, Sewer Comp Plan, Six-year Street Plan, and the Capital Improvement Plan.
- b. Transportation Benefit District Fund to improve Roadways.
- c. Seeking Water Rights for future growth
- d. New Reservoir and Pressure Zone in the NE section of Ephrata.
- e. Wastewater Treatment Facility Upgrades
- f. Always looking for funding opportunities.
- g. Monitor and Maintain our Infrastructure (Water, Sewer, Roadway & Buildings).
- h. Monitor all new Developments for Compliance.

4. Maintain quality personnel & relationships

- a. Collaborating with staff on succession including retirement timelines, internal and external relationships.
- b. Communication.
- c. Cross-Training and Safety Training.
- d. Continue to work with other agencies (Port, Grant County, Ephrata School District, State of Washington, and other Cities in the County) on Projects, Equipment and Local Issues.

5. Maintain an appealing, healthy community

- a. Street Cleaning & Sweeping
- b. Paint Striping
- c. Tree Maintenance
- d. Parks and Cemetery Maintenance & Splash zone
- e. Snow Plowing
- f. Work with the Chamber of Commerce on Downtown Tree – Rehab
- g. Assist with Community Events – Parades, Festivals, Sporting and School Events.
- h. Water, Sewer, Storm, and Roadway Maintenance.



MEMORANDUM

To: Mayor Reim and City Council
From: Leslie Trachsler, Finance Director
Date: October 10, 2022
Re: Budget Report January thru September, 2022

TOTAL BUDGET OVERVIEW

- Revenues are 10% below budget.
- Expenses are 33% below budget.
- Compared to the same time frame for 2021
 - 2022 Revenues are same percentage as in 2021
 - 2022 Expenses are 7% less than 2021

GENERAL FUND OVERVIEW

- Revenues are 15% above budget
- Expenses are 21% below budget
- Cash balance has increased 40% from January 1, 2022 – this is after taking the State Local Fiscal Recovery Funds out of the balance. The city received \$1,136,694 in 2021 and \$1,136,694 in 2022. These funds have been earmarked to be used for the construction of a new water tower in the NE section of town. These funds will be transferred to the Water/Sewer Construction fund in the 4th Quarter of 2022.
- Highlights:
 - ❖ Sales Tax: Receipts are 3% higher than 3rd quarter 2021 and are 90% of budget for 2022. It appears that they are starting to level out, we're not seeing record setting highs as we did in 2021.
 - ❖ Utility Taxes: Collections are 83% of budget, making them 8% above projection
 - ❖ Building Permits/Plan Review Fees: Fees are \$171% over budget – Revenue collected is \$265,830 and expenses for Commercial Plan review and contract inspector is \$30,807. We are more than covering the additional expense.
 - ❖ Investment Interest: Interest earnings is 100% over budgeted. City purchased several bonds in 2019 and 2020 before the interest rates dropped.

PARK FUND OVERVIEW:

- Revenues are 22% below budget – property tax is 61% of budget, the next big infusion will be in November.
- Expenses are 13% above budget – this will level off as the pool is 100% of budget.
- Highlights:
 - ❖ Recreation: Summer community events consisted of concerts in the park and drive-in movies.
 - ❖ Splash zone: The season went well with few reported incidences.
 - ❖ Park/Facility Maintenance: New doors and windows for the ERC have been ordered. With the delay in getting materials, this project will probably not be completed until 2023.

LIBRARY FUND OVERVIEW:

- Revenues are 8% below budget – property tax is 61% of budget, the next big infusion will be in November.
- Expenses are 9% below budget
- Highlights:
 - ❖ Building Maintenance: New doors have been ordered. We are hopeful that they will be received and installed this year.

STREET FUND OVERVIEW:

- Revenues are 23% below budget – property tax is 61% of budget.
- Expenses are 17% below budget
- Highlights:
 - ❖ Fuel Tax: Collections are higher than expected, currently they are 82% of budget

TRANSPORTATION BENEFIT DISTRICT (TBD) FUND OVERVIEW:

- Revenues are 1% above budget
- Expenses are 43% below budget
- Highlights:
 - ❖ Construction Projects: Budgeted to pulverize and repave 1st and 2nd NE and Peachtree Drive. Bid opening is scheduled for Wednesday October 12th. I will update Council on the results at the meeting.

WATER/SEWER FUND OVERVIEW:

- Revenues are 12% below budget
- Expenses are 25% below budget
- Highlights:
 - ❖ Construction Projects:
 - Sewer Collection System upgrades have been completed. There were no additional significant archeological findings.
 - Engineers are still working on the bid specifications for the Treatment System.
 - Engineering is progressing on the water tower and pressure zone improvements. We have applied for a loan from Public Works Trust Fund and should know the status sometime this month.

EXPENDITURES

| | | 2022 | 2022 | |
|-------|-----------------------------|------------------|------------------|------------------|
| FUND | | TOTAL | YTD ACTUAL | VARIANCE |
| | | BUDGET | EXPENDITURES | |
| | | W/AMENDMENTS | JAN-SEPTEMBER | |
| 1 | Current Expense | \$ 6,320,568.00 | \$ 3,436,675.74 | \$ 2,883,892.26 |
| 14 | Library | \$ 269,500.00 | \$ 178,088.86 | \$ 91,411.14 |
| 16 | Parks | \$ 1,563,850.00 | \$ 973,737.62 | \$ 590,112.38 |
| 54 | Fire Reserve | \$ 76,000.00 | \$ 74,089.20 | \$ 1,910.80 |
| 57 | Police Reserve | \$ 6,000.00 | \$ 213.61 | \$ 5,786.39 |
| 111 | Transportation Benefit Dist | \$ 528,000.00 | \$ 168,359.24 | \$ 359,640.76 |
| 112 | Street | \$ 593,800.00 | \$ 342,941.89 | \$ 250,858.11 |
| 113 | Sidewalk Construction | \$ 500.00 | \$ - | \$ 500.00 |
| 115 | Cemetery | \$ 179,000.00 | \$ 126,905.26 | \$ 52,094.74 |
| 120 | Conveticn Center | \$ 79,000.00 | \$ 32,367.95 | \$ 46,632.05 |
| 153 | Park Development | \$ - | \$ - | \$ - |
| 155 | Capital Improvement | \$ 127,500.00 | \$ - | \$ 127,500.00 |
| 215 | Fire Bond Redemption | \$ 61,300.00 | \$ 11,684.00 | \$ 49,616.00 |
| 422 | Sanitation | \$ 1,800,700.00 | \$ 1,257,903.61 | \$ 542,796.39 |
| 424 | Water/Sewer | \$ 6,765,555.00 | \$ 3,359,435.76 | \$ 3,406,119.24 |
| 425 | Water/Sewer - Construction | \$ 6,934,300.00 | \$ 766,142.54 | \$ 6,168,157.46 |
| 426 | Public Works Trust | \$ 567,300.00 | \$ 566,895.75 | \$ 404.25 |
| 427 | SRF Reserve | \$ - | \$ - | \$ - |
| 428 | SRF Redemption | \$ 191,000.00 | \$ 190,090.67 | \$ 909.33 |
| 429 | Water Reserve Fund | \$ 1,000,000.00 | \$ 5,081.25 | \$ 994,918.75 |
| 523 | Equipment Rental | \$ 672,750.00 | \$ 398,360.67 | \$ 274,389.33 |
| 525 | Equipment Rental Reserve | \$ 50,000.00 | \$ - | \$ 50,000.00 |
| 702 | Cemtery Care | \$ 2,000.00 | \$ - | \$ 2,000.00 |
| TOTAL | | \$ 27,788,623.00 | \$ 11,888,973.62 | \$ 15,899,649.38 |



DATE: October 19, 2022

ITEM: Items for Council Action

SUMMARY

1. Confirm Mayor's Appointment to Lodging Tax Advisory Committee
2. Approve Agreement with SCJ Alliance for Comp Plan and Development Code Updates
3. Approve Agreement with OIC of Washington for Utility Assistance

BUDGET IMPACTS

1. N/A
2. \$149,922
3. Positive for delinquent utility customers

Staff recommends acceptance and approval of all Items.

**ENABLING
ACTIONS**

Motion to Authorize, Confirm, or Approve and Accept All Items.

If you have any questions, concerns, or require additional information; please contact me prior to the meeting.



**CITY OF EPHRATA
STAFF REPORT**

To: Mayor and City Council
From: Traci Bennett - Director of Community Services
Date: October 6, 2022
Proceeding Type: Council Action
Subject: Appoint Sheryl Dotson to serve on LTAC

Legislative History:

| | |
|------------------------|--|
| • First Presentation: | October 19, 2022 |
| • Second Presentation: | n/a |
| • Requested Action: | Appoint business owner Sheryl Dotson to LTAC |

Staff Report Summary: With the departure Thona Bodi who served as a business representative on the Lodging Tax Advisory Committee, a vacancy has been created.

Discussion/Analysis: The LTAC is responsible for advising the City Council, Mayor and city staff on the tax collected solely by transient lodging establishments that contribute to overnight stays in the businesses. In addition, funds can be used for advertising and promotion of events and community. The Committee reviews applicant requests and advises the City Council and Mayor on funding recommendations.

Staff Recommendation: Mayor and Council appoint a business owner Sheryl Dotson to serve on the LTAC.

Financial Implications: None

Attachments

| | |
|----|------|
| A. | None |
|----|------|



CITY OF EPHRATA STAFF REPORT

To: Ephrata City Council
From: Ron Sell, Community Development Director
Date: October 11, 2022
Proceeding
Type: Discussion Item
Subject: Comprehensive Plan Periodic Update

Legislative History:

- | | |
|------------------------|-------------------------------------|
| • First Presentation: | October 19, 2022 |
| • Second Presentation: | |
| • Requested Action: | Discussion and Direction to proceed |
-

Staff Report Summary: SCJ Alliance is proposing a scope of work to update the Ephrata Comprehensive Plan and associated Development Regulations as needed. This proposal which is titled as a periodic update will go beyond meeting just the legislatively required updates. This project is intended to create a more cohesive plan, not the standard temporary fixes to our twenty-five-year-old plan. The plan is to update the comprehensive plan to include current infrastructure capacities, needed future capacities, an update to the Level of Service Standards, updates to the Future Land Use Map, update to the housing needs and to include all required legislative changes as required in ongoing Growth Management Act legislation.

Discussion/Analysis: The City of Ephrata is currently under a development moratorium for new subdivisions and developments that require new utility services and street improvements. We are currently in the fourth month of a six-month moratorium. Due to staff changes during this moratorium, the city is unable to complete the needed updates in-house in a timely manner. Due to the need to provide a path forward to allow directed growth to continue under a GMA consistent plan and to end the moratorium, this proposed scope of work and fee estimate appear to be in line with industry standards and should be considered as a timely and effective use of city funds.

Staff Recommendation: Staff recommends after discussion with SCJ Alliance that this proposal should be accepted and approved as soon as possible.

Financial Implications: \$149,921.23

Attachments:

| | |
|----|--|
| A. | Scope of Work and Fee Estimate, Comprehensive Plan and Development Code Update |
|----|--|

Legal Review

The following documents are attached and subject to legal review:

| Type of Document | Title of Document | Date Reviewed by Legal Counsel |
|--|--|--------------------------------|
| <ul style="list-style-type: none">Draft Contract for consultant work | Scope of Work and Fee Estimate, Comprehensive Plan and Development Code Update | |



Scope of Work & Fee Estimate Comprehensive Plan & Development Code Update

City of Ephrata, Washington

Prepared for: City of Ephrata

Prepared by: SCJ Alliance

Date Prepared: September 30, 2022

Scope Overview

SCJ Alliance (SCJ) would like to present the following scope of work for the City of Ephrata Comprehensive Plan and Development Code Update. SCJ will provide the following scope of services to the City on a cost not-to-exceed basis. The total timeline for the project is anticipated to run for 9 months, the scope of work has been prepared based on this assumption. Changes to the timeline may require an amendment to the contract to complete the project. Amendments will be submitted to the city for concurrence before additional work takes place.

The scope of services for this effort consists of the following phases of work:

Phase 01 – Project Management

This phase will provide project management, coordination with the client, monthly progress reports, administration support, and invoicing.

Task 01 – Management & Administration

1. *Management* – Ongoing project management to keep the project moving forward, will include coordination, regular check-ins, and all communication with city staff for all phases of the projects.
2. *Billing* – processing invoices and monthly billing.
3. *Project Administrative Support*– miscellaneous administration including filing, contracting, and other administrative project support.

Phase 01 Understanding

1. Expedient and timely invoice processing.
2. Efficient communication with staff to keep project phases on time.

Phase 01 Fee: \$6,084.00

Phase 02 – Baseline

This phase includes a kickoff meeting with City staff, planning commission, and city council. The kickoff meeting will be held with Ephrata staff to review the process and confirm the overall project schedule.



This phase also includes a demographic update, including establishing population forecasts, and review of pertinent regional and local plans.

Additionally, we will conduct a GMA checklist audit for the comprehensive plan and development regulations to determine where the updated plan will need to come into compliance with the GMA.

Task 01 – Kickoff meeting

1. A *kickoff meeting* will be held with City staff to review the proposed process and schedule. This will provide a thorough understanding of requirements for the GMA Compliance checklist, confirm the overall project schedule, and begin the gathering of information/feedback on current issues. Time will be reserved for meeting with local officials to better understand local and current issues facing the Comprehensive Plan update.

Task 02 – Existing Conditions & GMA Audit

1. Update of the demographic information throughout the plan, this includes population projections and analysis of housing needs.
2. Review of pertinent regional and local plans.
3. Prepare an Existing Conditions Report based on baseline analysis.
4. Conduct an audit of the Comp Plan and Development Code by completing the GMA checklist audit for compliance with state regulations.

Task 03 – Land Capacity Analysis

1. Perform a spatial analysis of developable land, critical areas, and infrastructure level-of-service (LOS)
2. Develop a Future Land Use Map (FLUM)
3. Determine future needs and capacity based on FLUM and projected population

Phase 02 - Understanding

1. The City will collect and distribute all materials or planning documents to be reviewed.
2. The City will provide GIS data as needed

Phase 02 - Deliverables

1. Existing Conditions report that will be integrated into the Comp Plan.
2. Provide the City with a copy of the GMA checklist audits.
3. A Future Land Use Map

Phase 02 Fee: \$22,724.00

Phase 03 – Public Engagement

SCJ will develop a detailed and effective public engagement program with the Ephrata community, stakeholders, Planning Commission and City Council. Engagement efforts may be a combination of in-person and virtual formats.

Task 01 – Public Participation Plan Development



1. SCJ will develop a formal public engagement plan that will outline the timeframe, purpose, and participants for each engagement activity.

Task 02 – Community Survey

1. A community survey will be drafted, developed in Alchemer, and distributed in multiple methods throughout the community to gather information and feedback from community members on the future of Ephrata.
2. We will aim to distribute the survey to a wide range of diverse community members.
3. We will summarize the results from the survey and use them to inform the direction of the plan.

Task 03 – Public Engagement Events

1. Schedule, coordinate, and invite the public to engage in the update of the Comprehensive Plan at two different public events. The events will be held at pre-scheduled well-attended events where community members are known to gather, such as farmers markets or street fairs. The outreach events will focus on:
 - a. Event 1: Existing Conditions & Vision for 2044
 - b. Event 2: Rollout of the draft plan for public comment

Phase 03 - Understanding

1. SCJ will coordinate with City staff, as necessary, and will provide the materials for the public engagement events.
2. SCJ will solicit participation from the public by coordinating with the city, local groups, community center, and other necessary local groups.

Phase 03 - Deliverables

1. Provide the city with a public engagement plan.
2. A survey created in Alchemer available in virtual and hard-copy formats
3. Summary report of the survey results
4. SCJ to plan and lead two public engagement events.
5. Summary report of the public events will be provided to the city and integrated into the plan.

Phase 03 Fee: \$17,868.00

Phase 04 – Comp Plan Outline & Policy Framework

This phase includes the preparation of the first draft of the Comp Plan and development of a new policy framework. The draft will be revised based on findings from meetings with the city, the existing conditions report, supporting plans, the GMA checklist audit, and the public outreach. The draft will include all GMA-required elements of the comprehensive plan.



Task 01 – Comp Plan Outline & First Draft

1. Complete the first draft of the Comprehensive Plan Outline including all elements, identifying information needed to complete each section.
 - a. This subtask includes coordination with city staff to update the Land Use, Housing, Transportation, Parks & Recreation, and Capital Facilities Elements of the plan.

Task 02 – Develop Vision, Goals, and Priorities

1. Draft a vision statement, goals, and priorities to guide the development of the comprehensive plan
2. Host an in-person visioning workshop with the city staff and potentially city planning commission and city council to discuss and workshop the vision, goals, and priorities.

Task 03 – Policy Framework

1. Prepare the revised policy framework
2. Prepare an implementation and action plan to accompany the revised policy framework

Phase 03 - Understanding

1. Development of the policy framework and integration into the Comprehensive Plan could significantly change the structure of the current plan.
2. The policy framework will provide the city a clear path forward to implementing projects and policies that achieve their future goals.
3. City staff will be available to answer technical questions and provide additional information about the Land Use, Housing, Transportation, Parks & Recreation, and Capital Facilities Elements of the Plan.

Phase 04 - Deliverables

1. Draft Comprehensive Plan including policy framework and implementation/action plan for City staff review and comment

Phase 04 Fee: \$26,448.00

Phase 05 – Final Comprehensive Plan & Development Code Updates

This phase includes the preparation of the final Comprehensive Plan draft. The final draft will include all necessary updates to the plan to comply with GMA requirements and findings from earlier phases. This task will include all edits based on public and city feedback, as well as formatting, graphics, and proofreading. This task will also include a SEPA review and a completed SEPA checklist for the Comprehensive Plan.

Lastly, we will provide a memo outlining our review of the development code and strategy for implementing code revisions. We will partner with Granrath Law to provide a legal assessment of the code and draft proposed language that can be easily implemented upon adoption. This phase includes one in-person workshop or two virtual workshops with the City, SCJ, and Granrath Law to discuss the proposed code changes. The recommendations will provide guidance for the city to update its Development Code based on the updated Comprehensive Plan. We will include the GMA Checklist Audit of the city's Development Code with the memo.

Task 01 – Final Documents



1. We will finish developing content and formatting the comprehensive plan document
2. A final, proofread draft of the Comprehensive Plan will be provided to the City.
3. A completed SEPA Checklist and provide it to the city
4. Draft and submit a technical memo outlining the recommended Development Code updates to implement the Updated Comprehensive Plan. The memo will include the completed GMA Checklist Audit.

Phase 05 - Understanding

1. Development Code updates will be outlined in a technical memo to the city. The technical memo will include proposed code text. Code adoption procedures are not included in this scope of work. SCJ will prepare a contract amendment with a scope and budget for adoption procedures if the city authorizes the additional work.
2. The City will submit the Comprehensive Plan to the Department of Commerce for a 60-day review and intent to adopt.
3. The City will prepare all notices and issue the SEPA checklist 14-day review to the public and agencies, including uploading all necessary information via the Department of Commerce PlanView website to the SEPA Register.

Phase 05 - Deliverables

1. Final Comprehensive Plan Draft
2. SEPA Checklist
3. Technical Memo outlining all proposed Development Code Updates

Phase 05 SCJ Alliance Fee: \$29,052.00

Phase 05 Subconsultant Fee: \$22,000.00

Phase 06 – Rollout and Adoption

This phase presents the draft plan to the community via a combined workshop with the Planning Commission and City Council. The workshop will solicit comments and public feedback on the final draft of the Comp Plan.

SCJ will revise the plan as indicated in the rollout conversations before presenting the revised draft to the Planning Commission for recommended adoption to the City Council. SCJ will then make additional revisions as appropriate and coordinate with staff on the best ways to bring the plan to City Council.

Task 01 – Adoption of the Comprehensive Plan

1. Combined rollout meeting with the Planning Commission, City Council, and the public to present the final Comprehensive Plan and recommendations for Development Code updates.
2. Final updates to the Comprehensive Plan following the rollout meeting.
3. Planning Commission hearing recommending adoption to the City Council.
4. City Council adoption meeting.

Phase 06 - Understanding



1. SCJ will coordinate with the City to schedule all meetings proposed in this phase. SCJs participation may be in-person or virtual.
2. The City will prepare and publish all applicable notices.
3. SCJ will prepare all applicable materials necessary to Task 01.

Phase 06 - Deliverables

1. City of Ephrata Comprehensive Plan

Phase 06 Fee: \$11,274.00

Phase 98 – Management Reserve Fund

Management Reserve Funds are reserved for amendments to the original proposed Scope of Work. The client may authorize use of Management Reserve Funds to expand on phases or tasks where additional work may be necessary or desired. For example, these funds may be necessary to complete additional development code updates beyond the original scope. Management Reserve Funds will only be used upon agreement between the client and the consultant.

Phase 98 Fee: \$10,000.00

Phase 99 – Expenses

Reimbursable Expenses will be billed on a time and materials basis and include items such as mileage, plan reproductions, copies, etc. See labor estimate table below.

Phase 98 Fee: \$4,341.00

Total Fee: \$149,921.23

See total fee summary on the following page.

These fees are based on our current knowledge of the project. If this scope of work and fee estimate is acceptable to you, please review and we will email you the contract for your signature. All work tasks noted in this scope of work will be completed no later than June 2023.

PHASE AND TASK SUMMARY TABLE



Ephrata Comprehensive Plan Periodic Update

Project #:

P#

| Phase # | Phase Title | SCJ Hours | Total Cost |
|--------------------------------------|---|---------------------|---------------------|
| SCJ Labor | | | |
| Phase 01 | Project Management | | |
| Task 01 | Management & Administration | 50 | \$6,084.00 |
| | | Phase Total: | 50 |
| | | | \$6,084.00 |
| Phase 02 | Baseline Conditions | | |
| Task 1 | Kickoff Meeting | 30 | \$4,186.00 |
| Task 2 | Existing Conditions | 96 | \$11,012.00 |
| Task 3 | Land Capacity Analysis | 62 | \$7,526.00 |
| | | Phase Total: | 188 |
| | | | \$22,724.00 |
| Phase 03 | Public Engagement | | |
| Task 1 | Public Participation Plan Development | 10 | \$1,266.00 |
| Task 2 | Community Survey | 45 | \$5,246.00 |
| Task 3 | Public Engagement Events | 92 | \$11,356.00 |
| | | Phase Total: | 147 |
| | | | \$17,868.00 |
| Phase 04 | Comp Plan Outline and Policy Framework | | |
| Task 1 | Comp Plan Outline & First Draft | 118 | \$13,954.00 |
| Task 2 | Develop Vision and Goals | 40 | \$5,286.00 |
| Task 3 | Policy Framework | 60 | \$7,208.00 |
| | | Phase Total: | 218 |
| | | | \$26,448.00 |
| Phase 05 | Final Comprehensive Plan & Development Code Update | | |
| Task 1 | Final Comprehensive Plan | 116 | \$13,656.00 |
| Task 2 | Development Code Assessment | 116 | \$15,396.00 |
| | | Phase Total: | 232 |
| | | | \$29,052.00 |
| Phase 06 | Rollout and Adoption | | |
| Task 1 | Rollout and Adoption | 86 | \$11,274.00 |
| | | Phase Total: | 86 |
| | | | \$11,274.00 |
| Subtotal: | | | \$113,450.00 |
| Subconsultants | | | |
| Phase 05 | Granrath Law | | \$20,000.00 |
| | Subconsultant Markup: | | \$2,000.00 |
| Subtotal: | | | \$22,000.00 |
| Reimbursable Expenses | | | |
| Phase 99 | Reimbursable Expenses: | | |
| | Copies, Printing, etc. | | \$3,403.50 |
| | Mileage | | \$937.50 |
| | Expenses Markup: | | \$130.23 |
| Subtotal: | | | \$4,341.00 |
| Management Reserve Fund (MRF) | | | |
| Phase 98 | MRF | | \$10,000.00 |
| Total: | | | \$149,921.23 |



CITY OF EPHRATA STAFF REPORT

To: Mayor and City Council
From: Leslie Trachsler, Finance Director
Date: October 12, 2022
Proceeding Type: Council Action
Subject: Agreement with OIC of Washington

Legislative History:

| | |
|------------------------|--------------------------------------|
| • First Presentation: | October 19, 2022 |
| • Second Presentation: | N/A |
| • Requested Action: | Council Motion Authorizing Execution |

Staff Report Summary: This Agreement continues the relationship with OIC for financial assistance to delinquent utility account holders.

Discussion/Analysis: OIC Energy Assistance is offering a Water Assistance Program which is designed to assist households with past due water bills and could assist up to \$2,500. This agreement defines the conditions that the City must agree to in order for OIC to make assistance payments on behalf of eligible households to the City. Presently, OIC has assisted 13 utility account holders totally \$9,799.54. This program provides an additional resource for customers to contact for help in paying their delinquent bills.

Staff Recommendation: Council motion to authorize Administration to execute Vendor Agreement with OIC of Washington.

Financial Implications: Only positive and could have huge impact for struggling households.

Attachments

| | |
|----|---|
| A. | Vendor Agreement with OIC of Washington |
|----|---|

Legal Review

The following documents are attached and subject to legal review:

| Type of Document | Title of Document | Date Reviewed by Legal Counsel |
|------------------|-------------------|--------------------------------|
| • | Vendor Agreement | |

VENDOR AGREEMENT

This agreement, dated as of October 1, 2022 through September 30, 2023, is entered into by and between OIC of Washington, (Agency), and City of Ephrata, a supplier of home water and/or waste water, (*Vendor*).

PURPOSE

Public Law No: 116-260 signed on December 27, 2020, included funding with instructions for the Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services (HHS) to carry out grants to assist low-income households, particularly those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services, by providing funds to owners or operators of public water systems or treatment works to reduce arrearages of and rates charged to such households for such services. This act requires that certain assurances be satisfied before assistance payments are made, on behalf of eligible individuals, to suppliers of drinking water and wastewater. This agreement defines the conditions that the Vendor must agree to so that the Agency can make assistance payments to the Vendor on behalf of eligible households.

AGENCY RESPONSIBILITIES

The Agency shall:

1. Accept and review client applications and determine eligibility of households for payments.
2. Follow procedures that minimize the time elapsing between the receipt of funds and their disbursement to vendor.
3. Make payments in a timely manner to the vendor on behalf of eligible households for the term of this agreement.
4. Follow sound fiscal management policies, including, but not limited to segregation of funds from other operating funds of the agency.
5. Notify customer and/or vendor of the customer's eligibility and total benefit amount.
6. Incorporate policies that assure the confidentiality of eligible household's usage, balance, and payments.
7. Upon request from vendor, provide a statement verifying income of an eligible household for the sole purpose of determining moratorium eligibility, within the statutory guidelines of confidentiality.

WATER VENDOR RESPONSIBILITIES

The Vendor shall:

1. Immediately apply the benefit payment to customer's current/past due bill, deposit/reconnect requirements, or arrearages to eliminate the amount owed by the customer and agree to maintain service to customer for a period of 30 days.
2. Notify the customer of the amount of benefit payment applied to the customer's billing.
3. Keep customer records confidential.
4. Maintain records for four (4) years from the date of this agreement, or long if the vendor is notified that a fiscal audit for a specific program year is unresolved.

5. Not treat adversely, or discriminate against any household that receives assistance payments, either in the cost of the goods supplied or the services provided.
6. Upon request of the agency, provide eligible customer's consumption history and account balance for the sole purpose of determining customer benefit.
7. Comply with the provisions of the state law regarding disconnects and pertinent provisions of the Washington Administrative Code related to moratorium, if governed by that ruling.
8. Make records available for review by authorized staff of the agency and Washington State Department of Commerce and the U.S. Department of Health and Human Services.

REQUIRED RECORDS FOR AUDIT PURPOSES

The vendor will keep records showing the following:

1. Name and address of households who received assistance payments.
2. Amount of assistance to each household.
3. Source of payment.

OTHER PROVISIONS

Term of Agreement

This agreement is effective from the date of execution.

Termination

This agreement may be terminated by either party with a thirty (30) day written notice to the other party. Termination shall not extinguish authorized obligations incurred during the term of the agreement. If funding is withdrawn, reduced, or eliminated by Commerce, the agency has the right to terminate this agreement immediately.

Assignment of Agreement

Neither party may assign the agreement or any of the rights, benefits and remedies conferred upon it by this agreement to a third party without the prior written consent of the other party, which consent shall not be unreasonably withheld.

The vendor and the agency do hereby agree to the conditions set forth in this agreement.

| Agency | Vendor |
|---|--------------------------|
| _____ Signature | _____ Signature |
| <u>Anthony Peterson</u> Printed Name | _____ Printed Name |
| <u>Interim CEO</u> Title | _____ Title |
| <u>OIC of Washington</u> Name of Company | _____ Name of Company |
| _____ Date | _____ Date |