

City of Mount Vernon  
Development Services Committee Meeting  
Minutes from August 15, 2018

Chairperson Mary Hudson, called the meeting to order at 6:00 pm. Present were Council members Mark Hulst, Joe Lindquist, Richard Brocksmith, Melissa Beaton, Gary Molenaar and Mayor Jill Boudreau. Staff members present were Senior Planner Rebecca Lowell, Project Development Manager Peter Donovan and Development Services Director Chris Phillips. Absent: Iris Carias

Ms. Hudson moved, second by Ms. Beaton, to approve the minutes from the June 20, 2018 committee meeting.

**Facility Update**

Mr. Chris Phillips, discussed the progress of the emergent capital asset management projects. He explained that City and Police Court Campus HVAC System upgrade will begin on September 24, 2018. Reconfiguration of the PCC office/safety reconfiguration will also begin in August. The following projects have been completed: library ADA Exit Ramp, PCC Emergency Door Project, City Hall HVAC controls and the Assistant Finance Director office was constructed.

**SmartGov Update**

Mr. Phillips briefed the Council on the implementation schedule for the new permitting system SmartGov. He explained that the company had been purchased by Dude Solutions and there were two project managers that left during this time. Mid-September the workflow portion of the set up should be completed, data migration and mapping is ongoing and is approximately 60% complete. Test and evaluation and cut over to Smartgov should begin by the end of September. Blue Beam training and integration will occur at the first of October and public training dates will potentially take place at various times and dates in November.

**Downtown Design Standards**

Ms. Lowell briefed the Council on the process and estimated timelines to create the Downtown Design Standards. The procedural code amendments have been drafted and Planning Commission has reviewed them. Makers, Inc. has completed the audit of existing and proposed standards. Staff will then meet with PC members to discuss additions/changes.

**Landscape Code & Buffer Requirements**

Ms. Lowell briefed the Council on the Landscape requirements codified in the Municipal code Chapter 17.93. She then presented an example landscape site plan to show a typical commercial site in the C-2 zone to show what the site looks like built to the City's Landscape Ordinance. Ms. Lowell then pointed out that landscape screening is required between incompatible zones and/or uses. Additional types of screenings are required for stormwater ponds with 3:1 side slopes or greater, Planned Unit Developments and through the SEPA process.

Ms. Lowell provided the Council with the current City's street list that was supplied by the City's consultant.

Ms. Lowell explained that extensive research goes into creating the landscape code to make sure that it does not burden the developer and same time creates continuity in the community. Ms. Lowell explained to Council that as part of the design standards the landscape requirements are being reviewed

for smaller residential lots. In answering a question from Mr. Brocksmith, Ms. Lowell explained the City's bonding requirements as it relates to securing landscaping requirements and inspection procedures. A typical bond is set for two years. There is a checklist that is handed out to developers to show how the landscaping will be installed. Mr. Phillips explained bonds allow for the City and the Developer to make sure that requirements are completed within the two year required period of time.

#### **Comprehensive Plan Amendments – Traffic Concurrency**

Mr. Phillips briefed the Council on why the City charges applicants Traffic Concurrency Fees for Comprehensive Plans Amendments.

#### **Current Project Updates**

Ms. Lowell presented a graph to Council to show current 2018 permit activity and end of year projections. She pointed out that January to current 160 permits have been issued, which is the highest since 2016.

Mayor Boudreau updated the Council on the property located at I5th and Kincaid Streets. She explained that there is a setback because of some DOE requirements that will need to be met.

#### **Jail Finance Committee Update**

Mayor Boudreau explained that the City is working on an audit of the current agreement with the County.

#### **EMS Transition Update**

Mayor Boudreau explained that several meetings have taken place and the City is happy with the overall process in developing a contract.

#### **Draft 2019 Goals**

Prior to the meeting, Mayor Boudreau sent out spreadsheets to the Council for review. There were no comments from Council. She asked the Council what items should be priorities for 2019 goals. The overall consensus was requirements for Fireworks, eliminating plastic bags, and updating storm water regulations.

Mayor Boudreau mentioned that grants have been applied for to upgrade the City's Eclipse program. Contracts for fire, police and Teamsters will be open next year and inserts will go out in utility bills for voter's rights tax. The City is working with the Safeway Store to help them add safety procedures to reduce loitering and shop lifting. It has been recommended that they update their lighting and have better liquor control.

Mayor Boudreau stated that the City is working with property owners that are subject to land that may attract homeless encampments. The Sanitation Department will be providing the neighbors with safe clean up kits and educating them on clean up procedures.

Mayor Boudreau announced that next Wednesday Kevin will be discussing the School Districts proposal to increase impact fees. She discussed the library project and suggested that a project manager be hired to help with the design and construction of the library. Church leader's breakfast is next Tuesday. Lastly, Mayor Boudreau announced that the Governor's award was presented on Monday for land development of the Jail.

Meeting adjourned at 8:30 p.m.