

Kelso City Council Agenda

Regular Meeting, 6:00 pm
February 4, 2014
City Hall, Council Chambers
203 South Pacific
Kelso, WA 98626



Special accommodations for the handicapped and hearing impaired are available by special arrangement through the City Clerk's Office at 360-423-0900

Invocation:

Major Dave Davis, Salvation Army

Roll Call to Council Members:

1. Approve Minutes:

1.1. January 21, 2014 – Regular Meeting

2. Public Hearing:

2.1. Six Month Moratorium – Transitional Housing Land Use

3. Consent Items:

3.1. Appointments

3.1.1. Three Rivers Regional Wastewater Authority Board and Solid Waste Advisory Committee

4. Citizen Business:

5. Council Business:

5.1. Cowlitz Ten Year Plan – Update on Homeless Programs and Progress

5.2. Discussion – 2014 Budget Goals & Action Plan

6. Action/Motion Items:

6.1. Resolution

6.1.1. Findings of Fact – Six Month Moratorium for Transitional Housing Land Use

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Other Items:

- City Manager Report
- Staff/Dept Head Reports
- Council Reports
- Other Business
- Executive Session

Pastor Jerry Dahlke, North Gate City Church, gave the invocation. Mayor David Futcher led the flag salute. The Regular Meeting of the Kelso City Council was called to order by Mayor David Futcher. Councilmembers in attendance were: Futcher, Myers, McDaniel, Schimmel, Roberson, Franklin and Archer.

Minutes: Upon motion by Councilmember Schimmel, seconded by Councilmember Myers, 'Approve the Minutes of the 1/07/14 Regular Meeting,' motion carried, all voting yes.

PRESENTATION:

Kelso School District Levy: Kelso School District Superintendent Robert MacGregor and Kelso School Board President Bob Lucas provided an informational presentation to promote a four-year replacement levy for educational programs and building operations and maintenance in a coming special election.

CONSENT AGENDA:

1. **Consult Contract:** Talley Way Bridge Scour Project, H.W. Lochner, Inc.
2. **Auditing of Accounts:** \$2,498,502.12

Upon motion by Councilmember Roberson, seconded by Councilmember Myers, 'Approve the Consent Agenda and the Auditing of Accounts in the amount of \$2,498,502.12,' motion carried, all voting yes.

CITIZEN BUSINESS:

Rick Von Rock: 400 North 7th Avenue, spoke about renovating the City of Kelso's downtown corridor.

Clinton Hash: 1649 North 2nd Avenue, spoke about a bump in the road at the junction of Pacific Avenue and Redpath Street being a hazard.

WALK-ON ITEM:

Ordinance No. 14-3819 – Transitional Housing Land Use Six Month Moratorium:

The Deputy Clerk read the proposed ordinance by title only. Upon motion by Councilmember McDaniel, seconded by Councilmember Myers, 'Adopt Ordinance No. 14-3819, 'AN ORDINANCE OF THE CITY OF KELSO RELATING TO LAND USE ADOPTING A SIX MONTH MORATORIUM WITHIN THE CITY ON THE RECEIPT AND PROCESSING OF APPLICATIONS FOR PERMITS FOR THE ESTABLISHMENT, OPERATION, AND MAINTENANCE OF CERTAIN

TRANSITION HOUSING LAND USES WITHIN THE CITY, DECLARING AN EMERGENCY, SETTING A DATE FOR A PUBLIC HEARING ON THE MORATORIUM AND PROVIDING THAT THE MORATORIUM WILL TAKE EFFECT IMMEDIATELY UPON PASSAGE.’ City Attorney Janean Parker briefed the Council on the emergency fashion of the ordinance. Discussion followed. Councilmembers Myers, Schimmel, McDaniel, Archer and Roberson voted yes. Councilmembers Futcher and Franklin voted no. Motion passed, 5 to 2.

COUNCIL BUSINESS:

2014 Budget Goals and Action Plan Workshop: City Manager Steve Taylor facilitated the workshop. The Council reviewed the strategic priorities that were discussed at the council retreat held in May 2013. Highlights of the action plans and goal items discussed were: enhance street maintenance staffing levels, improve the infrastructure and appearance of the city, revisit the city charter and identify barriers to economic growth. Council gave staff direction to add a street technician position to the Public Works Department.

MANAGER’S REPORT:

Steve Taylor: 1) Provided a report on the South Kelso cleanup event that was held on January 20, 2014. 2) Announced that he will be attending the 2014 AWC Cities Legislative Action Conference.

STAFF REPORT:

Chief of Police Andrew Hamilton: Announced that the 2014 Citizens Academy is accepting applications at this time. An application can be obtained by contacting the City of Kelso, the City of Longview and the Cowlitz County Sherriff’s Department.

COUNCIL REPORTS:

Rick Roberson: 1) Commented on the large turnout for the South Kelso cleanup event. 2) Encouraged people to partake in the Citizens Academy.

Gary Schimmel: No report.

Dan Myers: Announced that he is now a board member on the Longview/Kelso Community Concert Association. He commented that he has information and season tickets if anyone is interested. 2) Provided an update on the last Cowlitz Council of Governments meeting.

Jared Franklin: No report.

Todd McDaniel: No report.

Gary Archer: Provided updates on the ‘Big Idea’ Board meeting and the Park Board meeting that he had recently attended.

David Futcher: 1) Expressed concern about the way some boards are structured. 2) Commented about the “Food Court Wars” episode that was recently taped at the Three Rivers Mall. The episode should air this April. 3) He commented that Sportsman’s Warehouse will be coming to the mall.

There being no further business, Mayor Futcher adjourned the meeting at 7:50 p.m.

MAYOR

CITY CLERK

AGENDA SUMMARY SHEET
Business of the City of Kelso
City of Kelso, Washington

SUBJECT TITLE:

PUBLIC HEARING - PROPOSED RESOLUTION OF THE CITY OF KELSO ADOPTING FINDINGS OF FACT IN SUPPORT OF ORDINANCE 14-3819 ADOPTING A SIX MONTH MORATORIUM ON THE RECEIPT AND PROCESSING OF APPLICATIONS FOR PERMITS FOR THE ESTABLISHMENT, OPERATION, AND MAINTENANCE OF CERTAIN TRANSITION HOUSING LAND USES

Agenda Item: _____

Dept. of Origin: City Manager/City Attorney

For Agenda of: February 4, 2014

Cost of Item: _____

City Manager: Stephen Taylor

PRESENTED BY:

Janean Parker, City Attorney

AGENDA ITEM ATTACHMENTS:

SUMMARY STATEMENT:

The City Council adopted Ordinance 14-3819 on January 21, 2014 adopting a six month moratorium on low barrier housing and urban rest stop facilities. RCW 35.63.200 requires that the City Council hold a public hearing and adopt findings in support of the moratorium within 60 days. Staff researched the matter and determined these type of facilities are not defined within the City's zoning regulations and that the appropriate regulation has not been considered. As a result of staff's research, staff recommends that these emerging land uses be evaluated to determine whether and what amendments to the zoning code are needed to define and zone these land uses. The moratorium would allow time to review and make recommendations related to these uses before any application could be processed.

The proposed resolution sets forth findings and conclusions related to the adoption of the moratorium.

RECOMMENDED ACTION:

Staff recommends council receives public comments on the proposed resolution adopting findings of fact in support of the six month moratorium on the receipt and processing of applications for permits for the establishment, operation, and maintenance of certain transition housing land uses.

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE: Board Appointments

Agenda Item: _____

Dept. of Origin: _____ City Manager _____

For Agenda of: February 4, 2014 _____

PRESENTED BY:

Steve Taylor

Originator: _____

City Attorney: Janean Parker

City Manager: Steve Taylor

Agenda Item Attachments:

SUMMARY STATEMENT:

At the City Council meeting on January 7, 2014, appointments were made to various regional boards and committees. The Kelso positions on the Three Rivers Regional Wastewater Authority Board and Solid Waste Advisory Committee have historically been filled by the City's Public Works Director and were filled on a temporary basis until a new Director was hired. Because of the recent restructuring of the Public Works Department and the decision to leave the Director's position vacant these positions must be filled by existing staff. City Manager, Steve Taylor, has volunteered to serve on the Solid Waste Advisory Committee with Public Works Superintendent, Randy Johnson, serving as the alternate. Community Development Director/City Engineer, Mike Kardas, has volunteered to serve on the Three Rivers Regional Wastewater Authority Board.

RECOMMENDED ACTION:

Appoint Mike Kardas to the Three Rivers Regional Wastewater Authority Board and Steve Taylor to the Solid Waste Advisory Committee with Randy Johnson as an Alternate.

AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE: Cowlitz Ten Year Plan -
Update on Homeless Programs and progress

Agenda Item: _____

Dept. of Origin: _____ City Manager _____

For Agenda of: February 4, 2014

Originator: Steve Taylor

PRESENTED BY:

Steve Taylor

City Attorney: **Janean Parker**

City Manager: **Steve Taylor**

Agenda Item Attachments:

Cowlitz Homeless System Chart
Ideal Homeless System
Cowlitz Trends 2006-2013
Synopsis of Ten-Year Plan

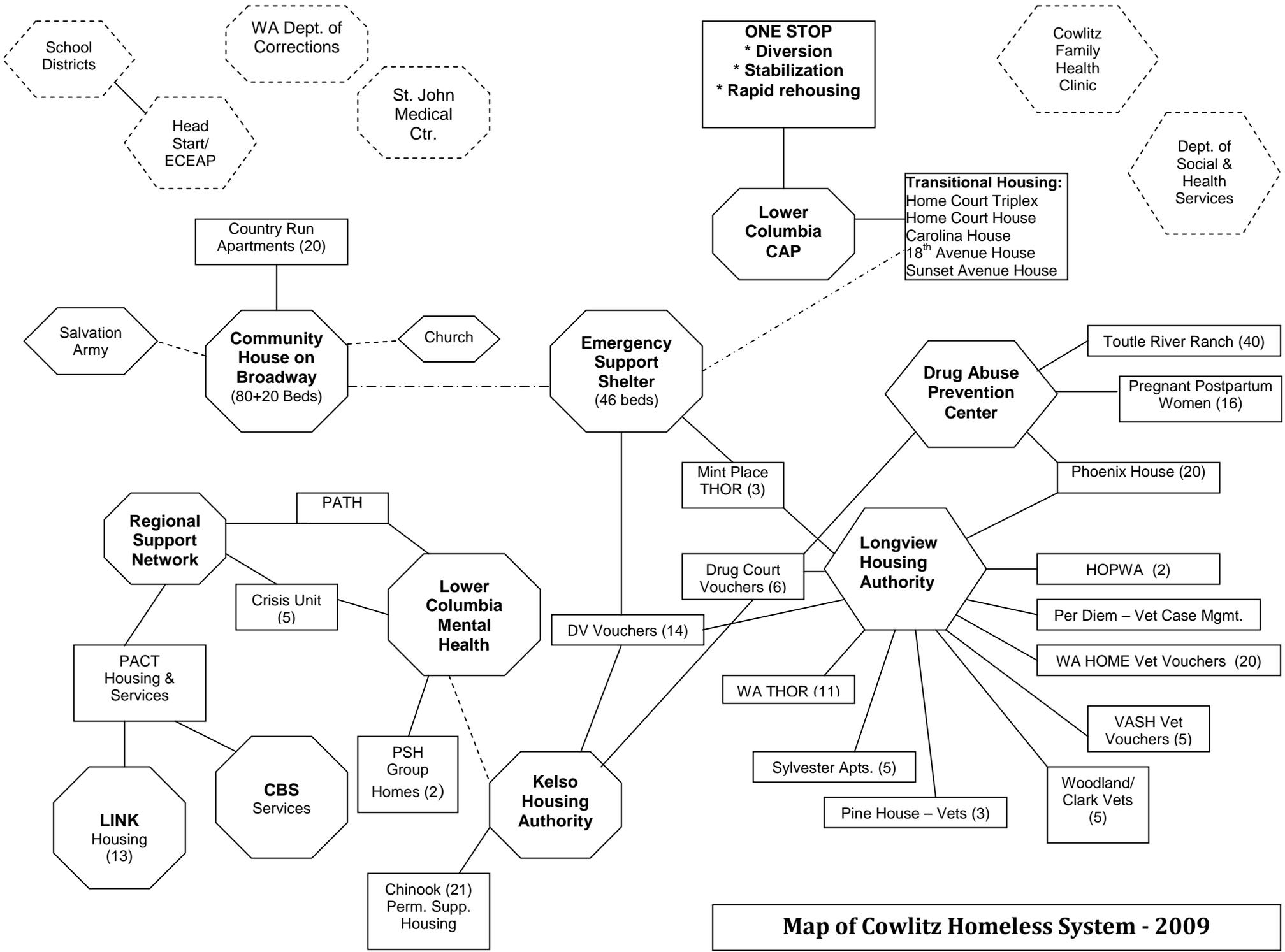
SUMMARY STATEMENT:

Melissa Taylor from the Council of Governments will present an overview of the Cowlitz County Ten Year Plan to End Homelessness, including information about:

- State requirements for local governments to address homelessness
- Performance benchmarks to measure program impact
- Current projects and initiatives of the Coalition/Ten Year Plan

Time will be allotted for Q&A discussion.

RECOMMENDED ACTION:



Map of Cowlitz Homeless System - 2009

Ideal Homeless System

Mild

Prevention
&
Rapid
Rehousing

Rapid
Rehousing

Short-Term
Assistance +
Case Management

Affordable
Housing

Self
Sufficiency



Engagement

✓ Screening
✓ Diversion
✓ Placement
✓ Info Referral

Outreach

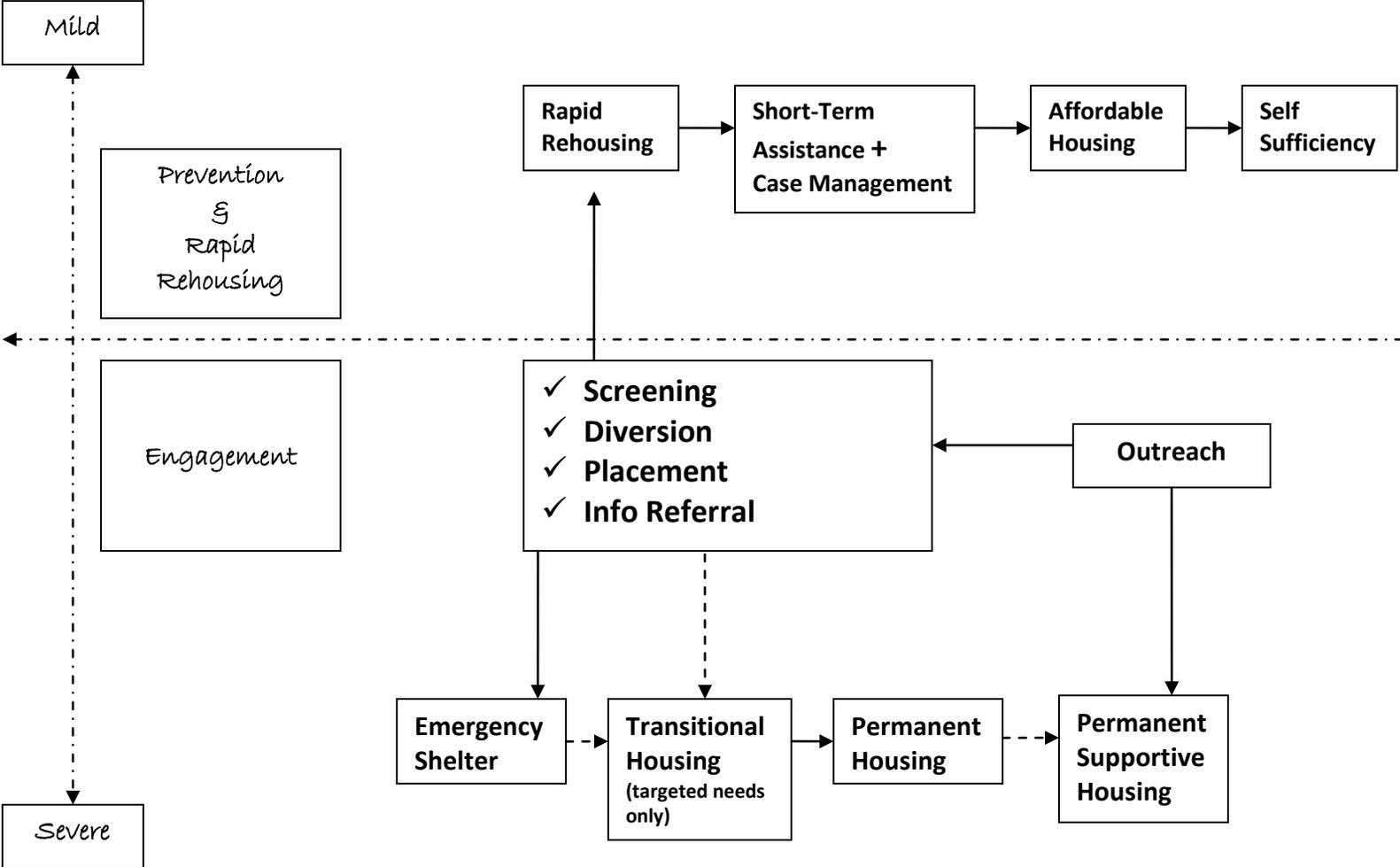
Severe

Emergency
Shelter

Transitional
Housing
(targeted needs
only)

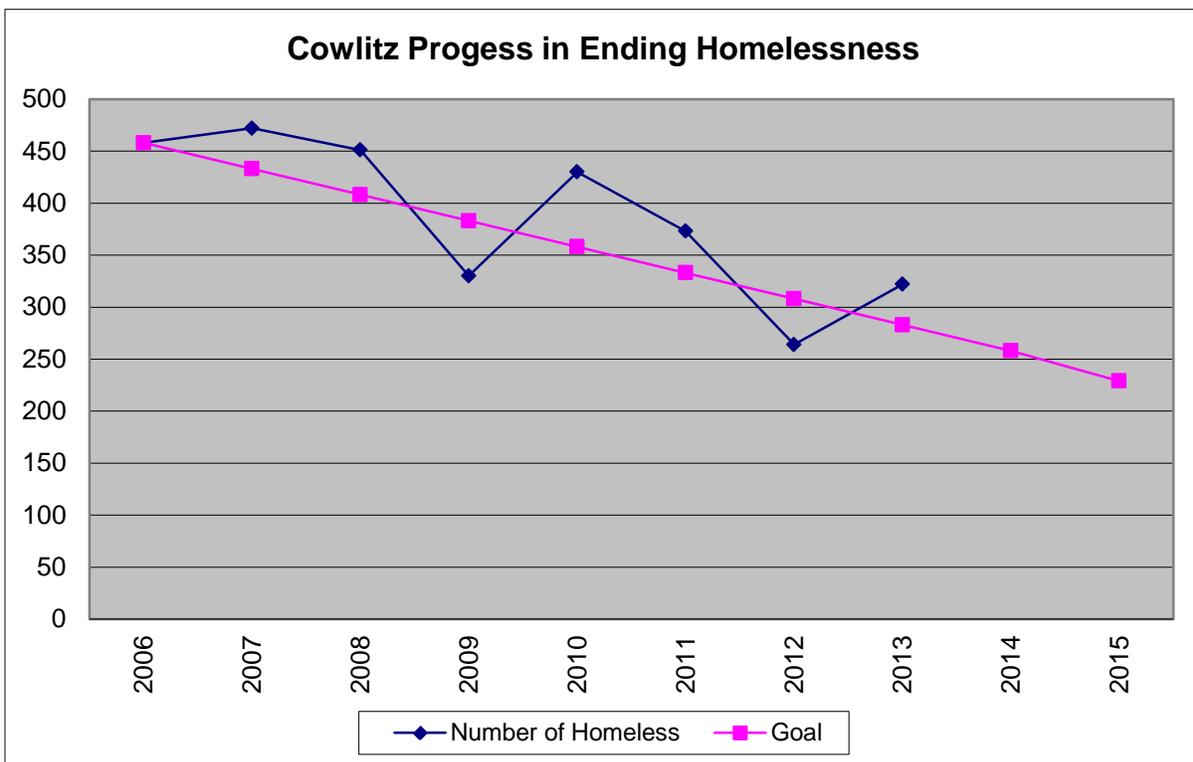
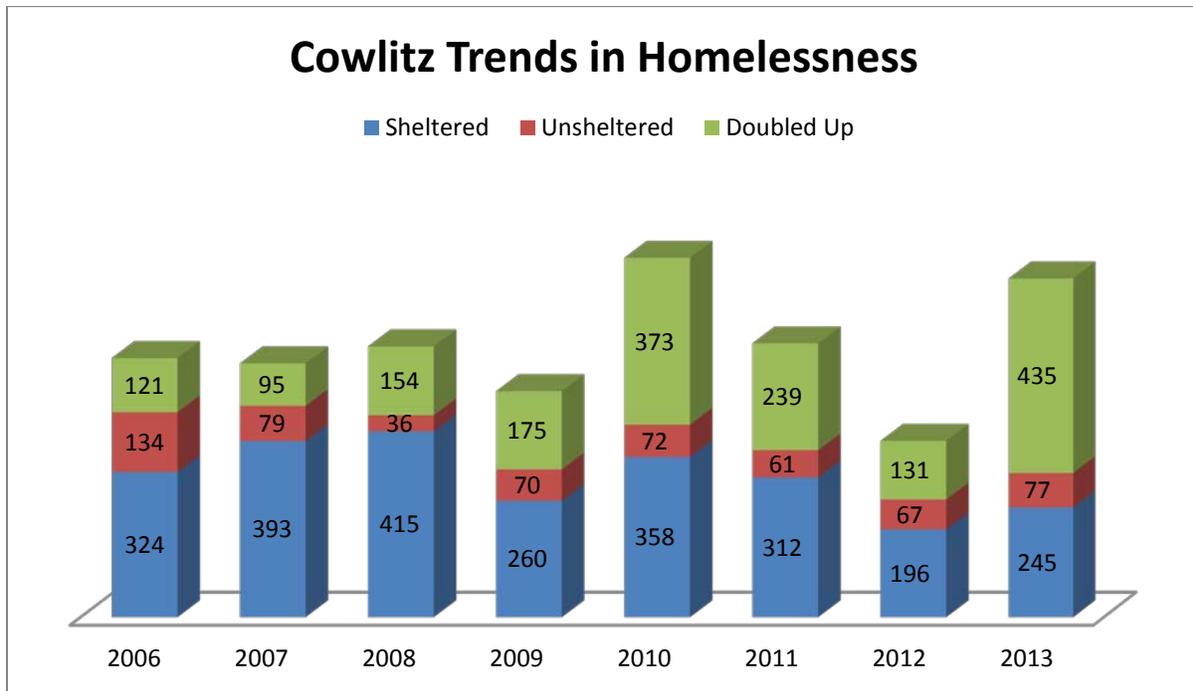
Permanent
Housing

Permanent
Supportive
Housing



Cowlitz Housing First! Coalition

2006-2013 Cowlitz Trends in Homelessness



Synopsis of Cowlitz Ten Year Plan to End Homelessness

2011 Update

KEY BELIEFS & CORE VALUES

1. *There are no “homeless people” but rather people who have lost their homes who deserve to be treated with dignity and respect.*
2. *We need to give consideration to how our limited public resources can be invested for maximum impact.*
3. *There is strength in collaboration and we can all make a difference.*
4. *Homeless is expensive—it’s better to invest in prevention and solutions.*
5. *Housing is a basic human right.*
6. *Our job is to return people to their normal, not our normal.*
7. *We should tackle the most visible and problematic issues first.*

APPROACHES

Increase program effectiveness by placing a strategic focus on preferred solutions:

1. Place primary emphasis on Prevention & Rapid Rehousing, for the most cost-effective approach. Support activities that enhance Rapid Rehousing, such as SOAR, Landlord Incentive Program, discharge planning, etc.
2. Rapidly re-house most people into permanent housing with transitional services; and re-house people with disabilities into permanent housing with supportive services.
3. Make programs more effective by incorporating evidence-based practices.
4. Fund activities that fill gaps and deficiencies in the system, especially services for chronic homeless, ex-offenders, people with co-occurring disorders, and youth.

Align housing & services to end each person’s homelessness as quickly as possible:

1. Reduce reliance on temporary solutions where the person remains in a situation defined as “homeless” such as emergency shelters, transitional housing, or the “status quo” for chronically homeless and unsheltered persons.
2. Increase the focus on short-term and long-term solutions that end the person’s homeless status by providing prevention assistance, rapid re-housing, and permanent supportive housing.

Strategic and targeted use of resources:

1. Avoid fragmentation of homeless housing and services through broader focus on who is served.
2. Reduce duplication and increase service options by expanding partnerships.
3. Provide the least amount of assistance that would be effective in stabilizing households; customize assistance to match each household’s needs and avoid “one-size-fits-all” approaches; employ evidence-based practices to achieve better results.
4. Use the most restrictive funding sources for allowable activities; reserve flexible funds for other priorities.
5. Use local priorities to drive targeted Requests for Proposal and use performance-based contracts to achieve outcome benchmarks; coordinate funding and implementation with other local funders.
6. Require HMIS and data sharing as a condition of funding. Use HMIS, Point In Time Counts, contract performance data and other sources to identify refinements to the system and for periodic reassessment of funding priorities.

2011 Plan Priorities

Short-Term Priorities

1 - 2 Years

Focus on un-served populations

- Chronic Homeless Pilot Program for low barrier housing using Housing First model
- Permanent Supportive Housing Pilot for homeless enrolled/eligible for existing services
- Landlord Incentives Program to assist those with significant barriers to housing
- Urban Rest Stop/Drop In Center to offer hygiene stations and a connection to services
- Extreme Weather Shelter to provide a seasonal shelter option

Increase Access to Housing

- Landlord Incentive Program
- Short-Term Rental Assistance
- Permanent Supported Housing
- Chronic Homeless Housing First Pilot
- Housing Retention Team to assist in maintaining stability for medium to high risk households
- Expand use of Rapid Rehousing model to provide a bridge to Section 8 assistance with expanded PHA partnerships
- SOAR Implementation to expedite access to SSI/SSDI
- Discharge/Reentry Protocols/Agreements with community partners to prevent homelessness
- Coordinated Assessment Tool
- No Wrong Door /Single Point of Entry for access to housing & stabilization services

Transition-Term Priorities

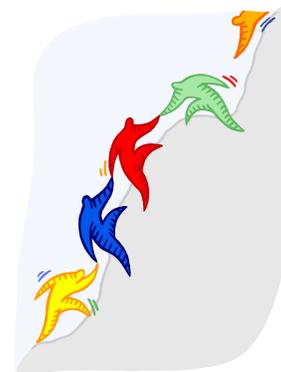
2 - 4 Years

- Housing Clearinghouse will create an on-line inventory of available housing units
- Low Barrier Shelter to provided a fixed location for adults to sleep & outreach services
- Interim Housing to offer short-term placement until rapid rehousing takes place
- Begin conversion of general shelter to permanent supportive housing/affordable housing
- Phase out Tenant Based Rental Assistance; target facility-based transitional housing to high need populations and short-term assistance for non-targeted groups

Long-Term Priorities

4 - 5+ Years

- Youth Drop In Center
- Youth Transitional Housing
- Satellite Service Centers
- Transportation
- Expanded Outreach
- Sub-Acute Detox/Mental Health/Sobering Center



AGENDA SUMMARY SHEET

Business of the City Council City of Kelso, Washington

SUBJECT TITLE: 2014 Budget Goals & Action
Plan Discussion

Agenda Item: _____

Dept. of Origin: _____ City Council _____

For Agenda of: _____ February 4, 2014 _____

Originator: Steve Taylor _____

PRESENTED BY:

Steve Taylor

City Attorney: Janean Parker

City Manager: Steve Taylor

Agenda Item Attachments:

2014 Draft Budget Goals & Action Plan (with additions from 1/21 Council meeting)
Prioritization Exercise

SUMMARY STATEMENT:

The Council discussed the 2014 Budget Goals and Action Plan at the January 21, 2014 regular meeting. In addition to the items presented by the City Manager, Councilmembers listed a number of work plan tasks on a variety of topics. Subsequently, the City Manager provided Council with a prioritization exercise to determine which of the new tasks would be added to the final work plan document, and which would be placed in a hold status for next year. Staff will provide the tabulated results of the exercise at the Feb. 4th meeting for additional Council discussion.

RECOMMENDED ACTION:

Move to adopt 2014 Budget Goals and Action Plan as revised.

2014 Budget Goals & Actions Plan

(blue italicized items from 1/21/2014 Council workshop)

Goal: Well-maintained, reliable public infrastructure systems that encourage economic growth and enhance community quality.

- Action: Complete current phase of West Main Realignment Project.
- Action: Complete Water-Sewer-Drainage utility rate study.
- Action: Administer first full Transportation Benefit District funding cycle and deploy new resources in the most optimum fashion.
- Action: Enhance maintenance staffing levels in Public Works Department.
- Action: Evaluate legislative advocacy service options to assist in securing state and federal resources for critical infrastructure and community improvements.

Goal: Community renewal and economic growth that provides sustainable resources for public services and facilities.

- Action: Draft, review, and adopt updated Comprehensive Plan and commence update to the City's Development Code.
- Action: Adopt Shoreline Master Plan Update.
- Action: Manage implementation of the South Kelso Revitalization Strategies through resources provided by the Americorps Vista program.
- Action: Explore and implement improvements to the City's nuisance and graffiti abatement effort.
- Action: Identify planning opportunities and inventory of funding resources for community revitalization in priority areas of Kelso (West Main, Town Center, South Kelso).

Goal: Consistent, effective delivery of Kelso city services that meets or exceeds standards of professionalism and accountability.

- Action: Present 5-6 year Financial Forecast and draft corresponding department business plans.
- Action: Completion of City Master Fee Schedule with updated fees established to recover the cost of the services provided.
- Action: Enhance customer service delivery through technology investments in utility billing, business licensing, permitting, and public information.
- Action: Evaluate feasibility of public safety service enhancements (Traffic unit; community policing; targeted enforcement).

- Action: Negotiate franchise agreements with Public Utility District and Comcast Cable.

Goal: *Provide proactive and visionary regional leadership.*

- Action: Continue regional outreach and participation to enhance partnership opportunities with public and private sector organizations.
- Action: Review city charter and evaluate potential amendments to be brought forward for voter consideration.
- Action: Facilitate expanded partnership with the SW Regional Airport in the provision of operational and administrative support.

Auxiliary task list

- *Evaluate criteria for establishing local improvement districts and grant funding to address curb, sidewalk, and drainage infrastructure.*
- *Research and evaluate adequate and sustainable funding sources for street maintenance.*
- *Evaluate zoning regulations to allow food trucks in designated commercial areas.*
- *Prepare options for restricting on-street parking in residential zones without adequate road width.*
- *Addressing blight and encouraging revitalization in West Kelso north of Cowlitz Way.*
- *Implement city way-finding project to direct residents and tourists to city attractions and assets. (Discussed as possible Big Idea funding project)*
- *Prepare strategy to encourage economic growth, remove barriers, and foster and inviting environment for entrepreneurs to open businesses in Kelso.*
- *Focus planning efforts on facilitating renewal of the Three Rivers Mall property.*

City Council Prioritization Exercise

You are given seven (7) priority stickers. Place any number of these next to the 2014 Work Plan tasks that you feel are the highest priorities for the coming year. You may use one sticker on up to seven separate items, or any number of stickers (up to seven) on one particular item.

Priority	2014 Work Plan Action Items
	Evaluate legislative advocacy service options to assist in securing state and federal resources for critical infrastructure and community improvements.
	Explore and implement improvements to the City's nuisance and graffiti abatement effort.
	Identify planning opportunities and inventory of funding resources for community revitalization in priority areas of Kelso (West Main, Town Center, South Kelso).
	Enhance customer service delivery through technology investments in utility billing, business licensing, permitting, and public information.
	Evaluate feasibility of public safety service enhancements (Traffic unit; community policing; targeted enforcement).
	Review city charter and evaluate potential amendments to be brought forward for voter consideration.
	Evaluate criteria for establishing local improvement districts and grant funding to address curb, sidewalk, and drainage infrastructure.
	Research and evaluate adequate and sustainable funding sources for street maintenance.
	Evaluate zoning regulations to allow food trucks in designated commercial areas.
	Prepare options for restricting on-street parking in residential zones without adequate road width.
	Implement city way-finding project to direct residents and tourists to city attractions and assets. (Discussed as possible Big Idea funding project)
	Addressing blight and encouraging revitalization in West Kelso north of Cowlitz Way.
	Prepare strategy to encourage economic growth, remove barriers, and foster and inviting environment for entrepreneurs to open businesses in Kelso.
	Focus planning efforts on facilitating renewal of the Three Rivers Mall property.

AGENDA SUMMARY SHEET
Business of the City of Kelso
City of Kelso, Washington

SUBJECT TITLE: A RESOLUTION OF THE CITY OF KELSO ADOPTING FINDINGS OF FACT IN SUPPORT OF ORDINANCE 14-3819 ADOPTING A SIX MONTH MORATORIUM ON THE RECEIPT AND PROCESSING OF APPLICATIONS FOR PERMITS FOR THE ESTABLISHMENT, OPERATION, AND MAINTENANCE OF CERTAIN TRANSITION HOUSING LAND USES

Agenda Item: _____

Dept. of Origin: City Manager/City Attorney

For Agenda of: February 4, 2014

Cost of Item: _____

City Manager: Stephen Taylor

PRESENTED BY:
Janean Parker, City Attorney

AGENDA ITEM ATTACHMENTS:
Proposed Resolution.

SUMMARY STATEMENT:

The City Council adopted Ordinance 14-3819 on January 21, 2014 adopting a six month moratorium on low barrier housing and urban rest stop facilities. RCW 35.63.200 requires that the City Council hold a public hearing and adopt findings in support of the moratorium within 60 days. Staff researched the matter and determined these type of facilities are not defined within the City's zoning regulations and that the appropriate regulation has not been considered. As a result of staff's research, staff recommends that these emerging land uses be evaluated to determine whether and what amendments to the zoning code are needed to define and zone these land uses. The moratorium would allow time to review and make recommendations related to these uses before any application could be processed.

The proposed resolution sets forth findings and conclusions related to the adoption of the moratorium.

RECOMMENDED ACTION:

Motion to approve the resolution adopting findings of fact in support of the six month moratorium on the receipt and processing of applications for permits for the establishment, operation, and maintenance of certain transition housing land uses.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF KELSO, WASHINGTON,
ADOPTING FINDINGS OF FACT IN SUPPORT OF ORDINANCE
NO. 14-3819 ADOPTING A SIX MONTH MORATORIUM ON THE
RECEIPT AND PROCESSING OF APPLICATIONS FOR PERMITS
FOR THE ESTABLISHMENT, OPERATION, AND MAINTENANCE
OF CERTAIN TRANSITION HOUSING LAND USES**

WHEREAS, on January 21, 2014, the City Council adopted Ordinance No. 14-3819 adopting a moratorium on the receipt and processing of applications for permits for the establishment, operation, and maintenance of certain transition housing land uses; and

WHEREAS, pursuant to Ordinance No. 14-3819 and RCW 35.63.200, on February 4, 2014, the City held a public hearing where the City Council took public testimony, and considered the moratorium; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF KELSO DO
HEREBY RESOLVE:

SECTION 1. Findings and Conclusions in Support of a Moratorium. The City Council hereby adopts the following findings and conclusions in support of Ordinance No. 14-3819 adopting a six month moratorium on the receipt and processing of applications for permits for the establishment, operation, and maintenance of certain transition housing land uses:

1. The City Council has heard testimony from concerned citizens regarding the potential for proposed facilities to serve the homeless population known as low-barrier housing facilities and urban rest stop facilities.

2. These types of homeless housing facilities are a developing trend in the provision of social services to better meet the needs of the homeless population. These facilities have minimum admission requirements and do not prohibit illegal or addictive behaviors as a condition of admission and their primary purpose appears to be harm reduction instead of transition to permanent housing.
3. Because of the reduction of minimum admission requirements, there may be additional secondary impacts from such facilities that have not been considered in the zoning
4. The City's zoning code does not address this emerging land use. The zoning code addresses transitional housing facilities for the homeless whose purpose is rapid transition to permanent housing, but the zoning code does not appear to adequately define potential use, which may have additional impacts.
5. The Kelso City Council has directed City staff to review and bring this issue to the Planning Commission to study and make recommendations for the zoning and regulation of low-barrier homeless shelters and urban temporary rest stop land uses within the City; and
6. The City's intent at this time is not to permanently prohibit such uses, but to evaluate appropriate zoning regulations to govern such uses.
7. The City Council finds that the City requires time to review this type of use to develop proposed zoning regulations for these facilities that are appropriate and ensure that any secondary impacts are minimized and mitigated.

8. The City Council finds that a zoning and permitting moratorium should be established to temporarily restrict such land uses until the City staff has had an opportunity to determine what zoning controls are needed; and
9. On January 21, 2014, the City Council adopted this moratorium on an emergency basis in order to prevent the potential adverse impacts on public health, property, safety, and welfare of the citizens and residents while appropriate zoning is considered; and
10. Pursuant to Ordinance No. 14-3819 and RCW 35.63.200, on February 4, 2014, the City held a public hearing where the City Council took public testimony, and considered the moratorium; and

ADOPTED by the City Council and **SIGNED** by the Mayor this _____ day of _____, 2014.

MAYOR

ATTEST/AUTHENTICATION:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY