



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, May 16, 2013 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Felix Menjivar; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; Attorney, Adina Cunningham and Clerk, Amy Taylor.

Position No. 2, Noel Monin was not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Monin. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The evening session was not scheduled due to the Town Council, Planning Commission and staff's participation in an Association of Washington Cities (AWC) sponsored training session concerning land use regulations. The purpose of the training session was to discuss land use laws and best practices for quasi-judicial decision making. Members of the public were invited to attend by registering for the event through AWC.

The Council announced that it would hold an executive session pursuant to RCW 42.30.110(1)(c) to consider the minimum price at which real estate will be offered for sale or lease; following the posted agenda. See Administrator's Report for more information.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation - Poppy Days

At 12:03 p.m., Mayor Lacher proclaimed May 19th through May 31st, 2013 as Poppy Days in the Town of Friday Harbor and urged citizens to support Veterans and the efforts of the American Legion Auxiliary. The Mayor and Council thanked the Auxiliary.

Front Street Landscaping Plan

At 12:06 p.m., Mayor Lacher introduced the presentation by Island Gardens concerning the landscape and planting plan for the Front Street right of way adjacent to the recently completed pedestrian improvements. Steve Schramm, Owner/Designer, described the proposed layout, color palette and maintenance per plant species, and cost projections. Surina Shaffer, Town Gardener, and Sarenas Schumacher, Town Maintenance Worker, offered alternatives to two of the proposed species of

48 plantings that had “thorny” characteristics. Ms. Schumacher and Ms. Shaffer expressed concerns
49 regarding injury from having to remove debris that would be caught in those particular shrubberies.
50 Discussion followed regarding the alternative plantings and cost. Administrator Wilson explained that if
51 the Council was comfortable with the overall concept to authorize the staff to move forward with
52 securing appropriate plantings.

53
54 **Moved by Hushebeck, seconded by Starr, to authorize staff to move forward with**
55 **proposed landscape and planting plan for the Front Street right of way, taking into**
56 **consideration the comments from maintenance and gardening staff, in an amount not to**
57 **exceed \$15,000. Motion passed 4-0 with Monin absent.**

58
59 Front Street Informational Kiosk

60 At 12:35 p.m., Mayor Lacher introduced the presentation by Community Development and Planning
61 regarding signage for the informational kiosk in the Front Street right of way. Mayor Lacher
62 complimented Land Use Administrator Mike Bertrand on behalf of Washington State Ferries for his
63 involvement in the Project. Sandy Strehlou, Historic Preservation Coordinator, provided the preliminary
64 layout and information to be displayed including welcome message, maps, and directional signage.
65 Discussion and inquiry followed regarding content and timeline for fabrication. Ms. Strehlou stated that
66 she could bring additional information to the next meeting if needed. Mayor Lacher thanked Ms.
67 Strehlou.

68
69 **Council consensus to approve the final design, content and layout of kiosk signage on**
70 **June 6, 2013, provided that final review of signage would not delay fabrication and**
71 **installation by the July 4th holiday.**

72
73 Permit Request - Use of Right of Way

74 At 1:00 p.m., Mayor Lacher introduced discussion of an application by Friday Harbor House (FHH),
75 located at 130 West Street, for private use of public right of way. Land Use Administrator, Mike
76 Bertrand, explained that in accordance with FHMC 12.28.140(C), the FHH has submitted an application
77 for use of the Front Street right of way adjacent to their property. This right of way has not been
78 opened by the Town for use by the public but could be opened in the future. FHH is requesting to use
79 this area for events, outdoor dining and small weddings. FHH has submitted an agreeable site plan
80 depicting the area that they desire to use. After review of their application and site visit, staff
81 recommends approval of the license request with the following conditions:

- 82 • Allow for a future public trail connecting the Port property to West Street Park;
- 83 • Term of the license should be for three years with option for renewal after administrative
84 review;
- 85 • Fee for use will be \$500 per year for the use;
- 86 • Applicant shall sign an agreement to indemnify and hold the Town harmless from any claim or
87 loss arising from or in any way connected with said license;
- 88 • License shall be revocable at the will of the Town; and
- 89 • Issuance of a license would be contingent on administrative approval of the land use portion of
90 their site plan, including any grading or site improvements.

91
92 Discussion and inquiry followed regarding improvements and public access to the right of way.
93 Attorney Cunningham stated that the application meets the criteria of our current municipal code.
94 Thomas Sandstrom, representative, thanked the Council for considering the request.

95
96 **Moved by Hushebeck, seconded by Menjivar, to approve the request by Friday Harbor**
97 **House for a license to use the public right located adjacent to 130 West Street, subject to**
98 **the terms and conditions listed in the Staff Report dated May 9th, 2013. Motion passed 4-0**
99 **with Monin absent.**

100
101 Resolution No. 1952
102 At 1:08 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1952, *accepting the bill of*
103 *sale from Gene Gearhart and Susea McGearhart (Grantors) for certain improvements to the Town*
104 *water system; and quit claim deed for Town right of way located at the intersection of Blair and Reed*
105 *Street.* Administrator Wilson explained that the Grantors have installed improvements to the water
106 system within the Blair Avenue and Reed Street public right-of-ways. The Grantors desire to gift said
107 improvements and dedicate that area of which improvements are located in accordance with the
108 Town’s approved extension policy. No discussion followed.

109
110 **Moved by de Freitas, seconded by Starr, to accept the bill of sale from Gene Gearhart and**
111 **Susea McGearhart for certain improvements to the Town water system; and quit claim**
112 **deed for Town right of way located at the intersection of Blair and Reed Street. Motion**
113 **passed 4-0 with Monin absent.**

114
115 Resolution No. 1953
116 At 1:11 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1953, *authorizing the Mayor*
117 *to execute an agreement with San Juan County for building inspection and plan review services.*
118 Administrator Wilson requested that adoption of the agreement be postponed. No action was taken.

119
120 Resolution No. 1954
121 At 1:18 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1954, *authorizing the Mayor*
122 *to execute an agreement with Robertson Construction, LLC for stair tread replacement in the Court*
123 *Street right of way.* Administrator Wilson explained that the staircase connecting First Street to Front
124 Street is in need of repair for safety and aesthetic reasons. Discussion followed regarding the material
125 used for coating.

126
127 **Moved by Starr, seconded by de Freitas, to adopt Resolution No. 1954, authorizing the**
128 **Mayor to execute an agreement with Robertson Construction, LLC for stair tread**
129 **replacement in the Court Street right of way. Motion passed 4-0 with Monin absent.**

130
131 Ordinance No. 1509
132 At 1:21 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1509, *adding a new chapter*
133 *to Title 2 of the Friday Harbor Municipal Code concerning hours of operation for Town Hall.* Section
134 35.21.175 RCW requires that all city and town offices adopt business hours by ordinance. Section 2.02
135 FHMC is adopted to designate 8:00 a.m. to 4:30 p.m. Monday through Friday; exclusive of legal
136 holidays, emergencies and special conditions as the business hours of the Town. No discussion
137 followed.

138
139 **Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1509, adding a new**
140 **chapter to Title 2 of the Friday Harbor Municipal Code concerning hours of operation for**
141 **Town Hall. Motion passed 4-0 with Monin absent.**

142
143 Ordinance No. 1510
144 At 1:22 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1510, *amending Chapter*
145 *10.04 of the Friday Harbor Municipal Code concerning time limited parking.* The purpose of the
146 ordinance is to amend the fire zone to four hour parking on the north side of West Street from First to
147 Second Street. Administrator Wilson explained that this would provide approximately ten more long
148 term parking spaces in the downtown core. No discussion followed.

149
150 **Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1510, amending Chapter**
151 **10.04 of the Friday Harbor Municipal Code concerning time limited parking. Motion**
152 **passed 4-0 with Monin absent.**

153
154 *Certified Municipal Clerk (CMC) Program*

155 At 1:26 p.m., Mayor Lacher introduced discussion of training opportunities for Clerk Taylor. Clerk
156 Taylor explained that she was enrolled in the Northwest Clerks Institute for the week of June 2nd
157 through 9th; and asked for Council’s support while pursuing her CMC designation. Discussion followed
158 regarding professional development and training. No action taken.

159
160 **ADMINISTRATOR’S REPORT**

161 At 1:34 p.m., Administrator Wilson presented the Town Council with an update of the following:

- 162
163
 - Executive session - An executive session was requested to briefly update Council with issues surrounding the proposed lease at Sutton Road.
 - Wildlife Study - The Department of Fish and Wildlife has requested access to Trout Lake to conduct a study and survey for the Fork Tail Snake. The Fork Tail has been located on other islands in the County, but unknown if here on San Juan Island.
 - Pavement survey - Town needs approximately \$53,000 to update its pavement survey. The survey is necessary for future planning and in seeking grants.
 - Labor Institute - AWC recently held their Labor Institute. The subject of absenteeism was an issue.
 - Sunshine Alley - An RFP will be presented for an urban architecture firm to look at beautification of the Alley.
 - Summer Banner - Design of the summer banners are being finalized.
 - Summer Promotion - LTAC will be requesting allocation of \$140,000 for the Hotel Motel Excise Tax Grant Program and the Visitors Bureau will be requesting monies for a special summer promotion campaign at the June 6th meeting.
 - HB (insert ##) - The bill regarding use of hotel motel excise tax passed.
 - Surplus Sale - Town will have a garage sale on May 18, 2013
 - Public Art Policy - Staff will bring forward an ordinance for consideration.
 - Candidate Filing - Deadline for filing for the primary is May 17, 2013.
 - Flags - New flags should be installed by Memorial Day
 - Sunken Parks - New tables installed.

184
185
186 **PAYMENT OF CLAIMS**

187 Moved by Menjivar, seconded by Starr, to approve the payment of Claim Warrant Nos. 37962 through
188 38020 in the amount of \$236, 710.34. Motion passed 4-0 with Monin absent.

189
190 **APPROVAL OF MINUTES**

191 The approval of minutes was postponed until the June 6, 2013 meeting.

192

193 **FUTURE AND NON-AGENDA ITEMS**
194 No future agenda items were forthcoming.

195
196 **CITIZEN RESPONSE**
197 No citizen response was forthcoming.

198
199 **EXECUTIVE SESSION**
200 At 1:49 p.m., Mayor Lacher announced that the Council would be holding an executive session
201 regarding real estate in accordance with the provisions of RCW 42.30.110; which was estimated to last
202 10 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Picinich,
203 Attorney Cunningham and Clerk Taylor. The session ended at 2:09 p.m. for an actual session time of
204 20 minutes. No actions were taken.

205
206 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the
207 meeting at 2:10 p.m. The next regular meeting is scheduled for Thursday, June 6, 2013 at 12:00 p.m.

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209 * * * * *

210 **These minutes were approved on June 6, 2013. The original document is retained by the**
211 **Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday**
212 **Harbor Clerk**