

**Snohomish City Council Minutes
January 3, 2023**

1. **CALL TO ORDER:** Council President Merrill, as Mayor Pro Tem, called the Snohomish City Council Regular Meeting to order at 6:00 p.m., Tuesday, January 3, 2023. The meeting was held in hybrid format with in-person attendance at the Snohomish Carnegie, 105 Cedar Avenue, Snohomish, and remote online access via Zoom.

- a. Roll Call

Present: Councilmembers Lea Anne Burke, David Flynn, Karen Guzak, Judith Kuleta, Felix Neals, Tom Merrill, and Donna Ray

Absent: Mayor Linda Redmon

- b. Pledge of Allegiance

2. **PUBLIC COMMENT:**

Bonnie Headley commented on trees removed by the Library, and stated now was the time to replant.

Terry Lippincott, Snohomish Carnegie Foundation, looked forward to working with the City on the community focus for Carnegie Building use.

Morgan Davis commented on targeted growth, land capacity, and Harvey Airfield.

Sarah Dylan Jensen, Snohomish Farmers Market, appreciated the new direction for the Carnegie Building.

Wendy Weiker, Republic Services Community Relations Manager, thanked City staff for their support during the recent weather events, and provided an update on services.

3. **APPROVE AGENDA** contents and order.

MOTION by Guzak, second by Neals to approve the agenda as presented. Motion passed unanimously (7-0).

4. **CONSENT ITEMS:**

- a. ACCEPT Mayor's Appointments to the Public Safety Commission

- b. ACCEPT Mayor's Appointment to the Youth Council

- c. APPROVE minutes of the December 6, 2022 regular meeting

- d. AUTHORIZE payment of claim warrants #77901-78031 in the amount of \$1,759,587.14 issued since the last regular meeting; and payroll claim warrants #882-887, 3590-3699 in the amount of \$419,129.15 issued December 5 through December 20, 2022.

MOTION by Neals, second by Burke to PASS the Consent Items. Motion passed unanimously (7-0).

5. ACTION ITEMS:

a. APPROVE 2023 Legislative Agenda

City Administrator Heather Thomas provided the updated Legislative Agenda, as discussed with Council at the October 25, 2022 special meeting. She recapped the changes, such as adding environmental sustainability and funding for a shared campus with Fire and Police services.

Public Comment:

Morgan Davis commented on raising property taxes in relation to inflation.

Councilmember Guzak stated the City was limited to raising property taxes 1%, despite the inflation rate.

Councilmember Neals remarked on opportunities for community input on taxes, and appreciated inclusion of the equity policy statement.

MOTION by Guzak, second by Burke to adopt the 2023 Legislative Agenda. Motion passed unanimously (7-0).

b. AUTHORIZE Mayor to Execute Special Event Permit Contract for the 2023 Farmers Market

Director of Community Engagement & Strategic Initiatives (CESI) Shari Ireton explained the purpose of the item was to review a special event permit and contract for the 2023 Farmers Market. Staff met with the Farmers Market several times, with this year's permit drafted based on suggested changes developed during those meetings:

- Returning the Market to the original location by the Carnegie Building.
- Allowing the Market on the full footprint of the Carnegie. In return, the Market would provide the City a booth space that staff could use for community outreach on Market days.
- Beginning the application process in January to provide ample time for permit review and outreach with impacted residents and businesses.
- The Market's willingness to be the City's test run for the new special event permit review process (which will be discussed later in the agenda).
- Closing Cedar Avenue completely to First Street.

Council President Merrill inquired on closing Cedar Avenue and the potential impact of increased foot traffic on the lawn. Director Ireton answered Market and staff would contact affected property owners if the contract was approved. The permit, now a separate process, had not yet been approved, pending results of those conversations. Use of the lawn would be minimal and renting out the venue on Market days was difficult anyway. Other plans for the venue would be elaborated on during the next Discussion Item.

Public Comment:

Morgan Davis suggested the veterans memorial obelisk return to its original location in front of the Carnegie Building.

Karen Crowley commented on recycling opportunities at the Farmers Market, and challenged vendors to use compostable or recyclable material.

Sarah Dylan Jensen, Snohomish Farmers Market, explained few booths are set up on the grass; it was better suited for music, picnics, or simply to enjoy the space.

Councilmembers discussed the suggestion regarding use of recyclable and/or compostable materials. Some issues and comments raised included:

- Require versus encourage use of compostables, and what the City would be able to impose, if anything.
- Clear up any confusion on what was recyclable or compostable; developing a list would be helpful.
- Providing a list to vendors of recyclable/compostable materials, where to find them, and estimated costs.
- Extending any requirements/encouragement to all events, not just the Market.
- Polling vendors for their input; potential benefits and impacts to business.
- Using 2023 as a trial year to gather more information and feedback; utilizing the City's booth at the Market to do so.
- Enlisting Republic Services and Cedar Grove for educational opportunities; developing tool kits for all events.

Councilmembers expressed their excitement at the process and were looking forward to the Market's return this year.

MOTION by Flynn second by Guzak to AUTHORIZE the Mayor to sign a Special Event Contract for the 2023 Snohomish Farmers Market. Motion passed unanimously (7-0).

6. DISCUSSION ITEMS:

a. Carnegie Building Use and Fee Schedule

Director Ireton provided background on work staff has done since the special meeting on September 13, 2022 at which use of the Carnegie Building was discussed with Council. Work included revising the fee structure and use agreements with input from the City's insurance carrier WCIA and City Attorneys. A new fee schedule was developed, with clear definitions, and reservation and discount criteria. Staff will use 2023 to research grants and other funding opportunities for community events, and track reservation and use of the Carnegie to help determine actual revenues and expenditures. Additionally, the Snohomish Carnegie Foundation would provide volunteer docents to staff Open Houses for those wishing to see the building from a historical perspective, and not as a potential rental.

Councilmembers thanked staff for the work in putting the information together, and generally voiced excitement at the prospective use as a community space, referencing recent events.

In response to Council questions, Director Ireton shared that protected events would be covered in the next Discussion Item, and non-profits did not have to be local, but the event had to benefit an organization or entity within the City in order to qualify for discounts. She acknowledged a trial-and-error period, during which new questions could arise, but was looking forward to working with groups that have expressed interest in renting the Carnegie to develop and refine the process.

b. Special Events Permit and Contract Process Update

Director Ireton provided background on the permit process and proposals going forward. Staff worked with WCIA, the City Attorney, and the City's Risk Manager Rebekah Park to re-develop the process, including separating the contract from the permit and clearly defining when either or both would be necessary. Staff also re-developed the application and deadlines, requiring pre-event and post-event meetings with event organizers. Event organizers were also now required to show proof they met with those who may be impacted by their event. A decision tree matrix was put together, which would help when dealing with events that might be protected for the 1st or 14th Amendments. Director Ireton explained how those events could and could not be handled by the City, exclaiming security and safety for all was paramount.

Director Ireton explained a guide would be posted providing direction for other types of events, such as filming or visiting dignitaries. Data would be collected throughout the process to report back to Council. Council had previously suggested limiting the number of events that affect First Street, but staff would like to use the new processes over the year to determine if they help alleviate the challenges previously faced. Event organizers could also utilize the Carnegie Building, given the new direction for its use, potentially alleviating some impacts to First Street. She stated some minor code amendments would be brought before Council related to events, and also asked Council to reconsider when Council approval of a special event permit and contract was needed.

Council asked questions and discussed the topics, including:

- The number of special event permits issued was difficult to determine given past practices. Some events were held with only administrative approval.
- City-sponsored events would follow the same procedures to obtain permits.
- Future code amendments would help define when contracts would be needed for a special event. Council direction would be solicited at that time.
- Moving events away from First Street when feasible or handled in a way to minimize impacts to pedestrian flow.
- Appreciation for extending the timeframe for Council approval of an event contract so as not to happen last-minute.

City Attorney Emily Guildner and Police Chief Rob Palmer helped answer questions related to Constitutionally-protected events. They explained time, place and manner could be regulated. Speech could only be regulated in limited circumstances for public safety. Events in public spaces or traditional public forums, such as parks, could not necessarily be regulated nor be required to obtain a permit. Events could not be regulated or denied based on purpose or viewpoints, but could potentially be regulated or denied if they did not follow established permit procedures. Director Ireton added that extensive preplanning efforts help ensure safety at these types of events.

Council voiced general appreciation for a review of the process, and eagerness to see how the new process works over the year.

RECESS called by Council President Merrill at 7:22 p.m., to reconvene at 7:30 p.m.

c. Restructured Economic Development Committee

Director Ireton provided background of the Economic Development Committee's (EDC)

establishment and past goals and accomplishments. The EDC was never codified, and without set guidelines or workplans, it was difficult for staff and members to meet. Staff were instead interested in developing an advisory committee for staff, not as a Council advisory committee. Meetings could be more flexible, with membership recruitment from a more diverse group of the broader community. The new committee could serve as a sounding board for staff proposals related to such topics as ARPA funding, emergency response plan for business and community continuity, and developing material for businesses new to Snohomish. The EDC was established by ordinance, so would need to be deauthorized. A new ordinance would be drafted and brought before Council outlining the details of the new committee, similar to what was done for the Midtown Task Force.

Council discussed the issue and asked questions, which staff answered:

- The proposed ordinance for the new committee would include a meeting schedule, number of members, membership requirements, guidelines, and expectations.
- Staff can work on the City's economic development strategy with advice from businesses and the new committee.
- HDSA and Chamber of Commerce fill a role for the City, but do not necessarily prioritize policy issues related to economic development.
- The committee could help develop relationships with other County groups to expand the City's access to resources and data.
- Allowing wider recruitment from outside groups, to bring in a more regional perspective.
- Would the Council still need or want an advisory committee, even if the new committee was established to advise staff. If so, Council needed to develop clear direction.
- The new staff advisory committee could evolve into a Council advisory committee.
- HDSA and Chamber focused on the Historic Business District, whereas the new committee would provide City-wide support.
- Potential assistance with redrafting the economic element of the Comprehensive Plan.
- Potentially partner with the Planning Commission to determine economic impacts of zoning or other land use decisions.
- Including a Council liaison to the new group.
- Consider diversity and equitable representation for all to participate.

Council generally agreed that now was a good time to revisit the EDC, and directed staff to move forward as proposed.

d. Housing Assessment and Gap Analysis (HAGA) Update

Planning Director Brooke Eidem provided a slideshow with initial information related to housing options based on compilation of data from a variety of sources. Key points covered were community profile, workforce profile, housing supply, housing demand, land capacity analysis, and next steps.

Council asked questions and discussed several points of the report:

- Available data was from 2019, pre-pandemic, so little data was available related to work-from-home scenarios.
- Employee inflow and outflow to Snohomish compared to other cities.
- In Snohomish, townhomes were considered multifamily.

- Comprehensive Plan updates will need to include housing estimates.
- Council direction on developing policies, such as particular demographics or zoning changes to help identify housing needs.
- City can set policies and zoning, but developers build the housing; policies should be attractive to developers to help drive what gets built.
- Utilizing economic development to better understand workforce inflow and outflow; providing higher income employment opportunities.
- Commercial development considerations and models.
- Maintaining what fits for Snohomish's character, not just what developers want to build.
- Taking a long-term, multi-generational approach to the use of the land.

Director Eidem shared that additional details would be provided at the Council's joint meeting with the Planning Commission in February. Guest speakers will also be present to provide a deeper look at the data, and to help start developing policy ideas.

7. **OTHER BUSINESS/INFORMATION ITEMS:**

Councilmember Ray requested an agenda item to discuss guidance of funding for Arts and Culture, as adopted in the budget. City Administrator Thomas shared staff had begun conversations on the topic, and further information will be presented to Council during the first quarter of 2023.

Councilmember Flynn suggested exploring recycling opportunities throughout the City, such as adding recycling receptacles to First Street, education events for residents and businesses, incentives, and obtaining assistance from HDSA or other organizations. City Administrator Thomas remarked on HB1799 requiring yard and food waste reduction. Snohomish was not yet required to follow the new legislation (due to having a population less than 25,000), but could learn from cities that were currently developing and refining their practices. Staff will present more information to Council at a later date; in the meantime, staff will schedule a meeting with Republic Services, Cedar Grove, HDSA and the Farmers Market to discuss ideas and options.

8. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**

Councilmember Guzak was excited about the funding for the North Sewer Trunkline and how that would help potential growth in that area.

Councilmember Flynn looked forward to 2023 and working on economic development together with the Chamber and HDSA.

Councilmember Kuleta commented on the loss of former Councilmember Larry Countryman, appreciating his dedication to the City and work to preserve its historic properties. She remarked on recent City events, and provided kudos to the City and staff.

Councilmember Ray shared several new Neighborhood Watch groups committed to forming as an example of concern shown towards public safety.

9. **COUNCIL PRESIDENT'S ITEMS/REPORTS:** Council President Merrill expressed appreciation to staff for their work in collecting information and using that data and research to develop discussions and proposals to keep the City moving forward, as seen tonight. He

also thanked Public Works crews for their work during the storms and on the water mains.

10. **STAFF BRIEFINGS:** City Administrator Thomas commented this was a new section to the agenda, and would be used by staff to share brief updates as needed.

11. **CITY ADMINISTRATOR'S COMMENTS:** City Administrator Thomas reported the following:

- Congresswoman DelBene's office secured \$3.75 million in funding for the North Sewer Trunkline. More information will be shared as the funding was released.
- Appreciation to Public Works and CESI staff for their preparation and readiness in responding to the recent weather and flooding events.
- Staff continued to work on planning and developing reports to share with Council throughout the year.

12. **MAYOR'S COMMENTS:** None

13 **ADJOURN.** There being no objection, the meeting adjourned at 8:40 p.m.

APPROVED this 17th day of January, 2023.

CITY OF SNOHOMISH

ATTEST:

Linda Redmon, Mayor

Brandi Whitson, City Clerk