CITY OF LANGLEY DRAFT COUNCIL AGENDA
Monday, February 4, 2019 5:30 PM

1. CALL TO ORDER
   a. Flag Salute
   b. Roll Call APPROVAL OF AGENDA

2. CONSENT AGENDA
   The CONSENT AGENDA consists of routine items that normally do not require further Council discussion. A council member may ask questions about an item before the vote is taken, or request that an item be removed from the Consent Agenda and placed on the regular agenda for more detailed discussion. A single vote is taken to approve all items remaining on the Consent Agenda.
   a. Approval of council meeting minutes of 1/22/19.................................1-4
   b. Approval of claims warrants and EFTs in the amount of $26,436.19......................5-10
   c. Approval of Amplified Music Permit – The Machine Shop
   d. Special Occasion Liquor Licenses – Knights of Columbus; Whidbey Island Nourishes
   ..............................................................................................................11-12

4. RECOGNITION/APPRECIATION
   a. Janet Ploof & Bernita Sanstead of Mainstreet

5. COMMISSION AND BOARD REPORTS/PRESENTATIONS

6. CITIZEN COMMENTS *

7. MAYOR’S REPORT

8. UNFINISHED BUSINESS

9. NEW BUSINESS
   a. Approval of Trails and Open Space Commission Trails Vision Plan ..................13-22

10. COUNCIL REPORTS

11. DISCUSSION ITEMS

12. ADJOURNMENT

*Citizen Comments: We welcome comments on subjects of concern or interest that are not on the agenda. Please state your name and address so this can be recorded, and limit your comments to 5 minutes. Questions will be answered immediately if the answer is brief, and the information is available. Otherwise, answers will be provided as soon as possible. Thank you for participating! If reasonable accommodation of a disability is needed please contact Debbie Mahler at (360) 221-4246 at least 48 hours prior to this meeting.

Statement regarding Potential Conflicts of Interest -
Officials, employees, consultants, volunteers and vendors are obliged to withdraw from any involvement in a matter where there is a conflict or perceived conflict, even if they feel certain they can act impartially. If a conflict, or potential conflict exists, the affected party shall declare so at the first public meeting when the matter is being considered. And shall withdraw from the meeting or future meetings for the duration of the discussion of the issue.

Langley is a Civility First City
Council Meeting Minutes
January 22, 2019

Mayor Callison called the meeting to order at 5:30 PM. Present were Council Members Christy Korrow, Dominique Emerson and Peter Morton. Also present were Planning Director Brigid Reynolds, Public Works Director Stan Berryman, Acting Police Chief Don Lauer, and Deputy Clerk Darlene Baldwin. The Mayor led the flag salute. Council Members Ursula Shoudy and Bruce Allen were not in attendance.

MOTION: To approve the agenda as amended. Motion - Emerson, 2nd - Korrow. Motion carried.

MOTION: To approve the consent agenda. Motion - Morton - , 2nd - Emerson. Motion was approved.

CONSENT AGENDA

Approval of council meeting minutes of 1-7-19
Approval of claims warrants Nos. 38008 - 38043, and EFTs in the amount of $141,289.72
Approval of payroll warrants Nos. 37921-37967 and direct deposit run (12/16/18) in the amount of $38,573.90 and Nos. 37976-37985 and direct deposit run (12/31/18) in the amount of $86,566.32
Liquor licenses renewals for Braeburn Eats, The Inn at Langley, The Star Store and Portico Latin Bistro.

COMMISSION AND BOARD REPORTS/PRESENTATIONS

Presentation from the Arts Langley Arts Fund was cancelled.

CITIZEN COMMENTS

Fred Lundahl from the Langley Whale Center shared statics on the number of visitors. They had 23,491 visitors last year which is up 12% from last year. He thanked the city for their continued support and tourism dollars.

UNFINISHED BUSINESS

MOTION: To adopt Ordinance 1052 approving a renewal of a moratorium on short term rentals. Motion - Morton, 2nd - Emerson. Motion carried with all in favor.

Brigid Reynolds gave a report on the original moratorium and how our code is not up to date which included a work plan to guide the process. The moratorium is needed to continue working on the amendments to codes. Planning Advisory Board (PAB) recommends continuing the moratorium, as they need more time to finish the work plan. PAB will bring back regular reports to the council. As a result of the public hearing notice the City received two submissions. Both were complaints regarding the impacts of a short-term rental owned by Fred and Shannon McCarthy at 113 Fourth Street. Because of the complaint,
the Planning Department will begin enforcement action against the property owners.

Melissa Sawatsky asked for guidance on what to do while the moratorium is in place. Brigid shared that for now they need to wait till the codes are in place. She also advised her to come to Planning Advisory Board meetings where the subject is under discussion.

**MOTION:** To approve the First Street Complete Street Project. 
Motion - Emerson, 2nd - Korrow. Motion carried with all in favor.

Stan Berryman presented a brief summary of the Complete Streets project. Peter Morton inquired about the Frick Lane sidewalk and it being part of the project. Stan Berryman reminded the council that the City has a priority list and that Frick Lane is a low priority at this time. Dominique Emerson added she feels that Frick Lane is important and that it breaks up the long street and makes it more pedestrian friendly. Stan Berryman also shared that the project is out to bid for the first step.

Brigid Reynolds added that the First Street Complete Street Project is about the whole project and creating balance. Mayor Tim Callison shared that Frick Lane has the most amount of jay walking and that the Frick Lane sidewalk will be a helpful addition to the City as well as slow down traffic.

**MOTION:** To adopt Ordinance 1051 Re: Housing Code Amendments. Motion - Emerson, 2nd - Morton. Motion carried with all in favor.

**MOTION:** To approve letter of support to the Town of Coupeville Re: Growler letter to the Governor. Motion - Morton, 2nd - Emerson. Motion carried with all in favor.

Christy Korrow shared that the letter of support written to the Mayor of Coupeville from the City of Langley; 1. States our support of Mayor Molly Hughes and Coupeville Town Council. 2. Council agreement to sign and send letters to other elected officials 3. References the City’s comp plan and 4. Identifies some concerns for our own community. Mayor Callison added that we are not the experts but we are in support of Coupeville. Dominique asked that the Mayor sign the letter as a representative of the city. Mayor Callison agreed to be the one to sign the letter.

Dominique Emerson asked about the dramatic increase in flights and if it is addressed in the letter. Peter Morton answered by sharing that the
City of Langley Council letter supports the City of Coupeville’s letter which outlines opposition to the Growler expansion at OLF.

STAFF REPORTS

Community Planning — Brigid Reynolds reported that she met with other planners in Island County. Staff is working on zoning map amendments, code enforcement issues, trail vision plan and mapping updated addressing using G.I.S. viewer which will give the City an up to date database. A Tiny Homes Workshop is to be held in Langley soon.

Public Works — Stan Berryman reported that there is a base installed at the Visitor Center that will be used to display art. The bathroom doors at the Visitor Center have been updated and will hopefully last longer and stay locked during closed hours. Complete Streets is out for bid, looking at having bids received by January 31st. Our City Hall entry way is getting an upgrade, this is necessary as the front beams are rotting. This could mean closing off the front door while repairs are being done and routing people through our back police entrance. LED lightbulbs will be installed over time as replacement needs arise. The water main at Clyde Rd broke and has been repaired. The Water Comp Plan should be done in a few months. There are 6 to 7 years between water and sewer plans. Stan also met with Island County and wants to get paving started this year.

Police — Don Lauer reported that he is excited about the direction the South Whidbey Coalition is heading. He sees it as an effective organization that is a benefit to our community in supporting our youth. The grant was awarded due to the increase in drug use occurring with our youth. Don shared that officer Mason Shoudy was a first responder in two recent significant incidents. He shared that Mason was both professional and effective and is a tremendous asset to the city.

Finance — Debbie Mahler will not be at a council meeting till March as she will be in the Philippines visiting her daughter. We are still in an open period to pay December bills. Month end for December and year-end financial reports will be distributed in March when Debbie returns.

MAYOR’S REPORT

Mayor Callison reported that Todd Morrow is the new Executive Director for Island Transit. Mayor Callison liked some of the proposed route additions which include the City of Langley. Mayor Callison suggested that more route days and times be added. Specifically more transit service on weekends for locals and tourist who want to visit Langley.

January 15th the Mayor went to the Langley Infrastructure Expansion Meeting, South Whidbey Community Coalition Meeting and with the ALERT Core team. The next meeting of the ALERT team will be held January 29, 5:30-7:30 at City Hall in council chambers. This meeting will be for Zone leaders and co-leaders.

March 9th will be the next community Alert Meeting which will be a safety fair. It will be held at the Langley United Methodist Church from 11-2.

NEW BUSINESS
Jill Needham, Planning assistant, gave a power point presentation on the Housing Survey. The survey went out along with the July Utility Bill. The (non-scientific) survey was intended to gather personal opinions and experiences regarding the proposed housing code amendments. The city received 142 surveys back. Approximately 100 people have been added since 2010. $480,000 is the medium home price at this time. The city has a 27% vacant homes rate which consists of part-time residence and rental properties. The proportion of single family detached homes is trending upward. We are missing middle income starter homes. Lack of housing for employees in Langley may have negative economic impacts. From this survey, there may be evidence that most residents support the new code amendments in Ordinance 1051. Lack of housing options are affecting our local work force who are mostly renters.

- 38% were cost burdened, with renters more likely to be affected.
- 4% believed there was enough housing for renters, 7% believe there was enough for buyers.
- 65% in favor of >1 ADU.
- 67% in favor of Tiny Homes.
- 65% in favor of making boardinghouses a permitted use.
- 54% in favor of short-term rental restrictions.

Mayor Callison volunteered to attend Port Meetings.

COUNCIL REPORTS

Christy Korrow met with the Orca Network and shared that there is a new baby in LPod. Good news but, at the same time everyone is wary as all of the last 5 orcas calf’s did not survived. Southern resident orcas were listed as endangered in 2005 and are not recovering. Christy shared postcards that were created in honor of J35, Tahlequah, who carried and grieved for her deceased daughter for 17 days. The post card lists 17 ways to take action.

Dominique Emerson attended the Infrastructure meeting. They are getting ready to present to the City council.

Peter Morton commented on the recent Ethics Training and how it brought up some great discussions and value to the training. Nothing to report on Climate Change and shared there is a lot going on with the Parks Board.

The meeting was adjourned at 6:45 PM.

Respectfully submitted,

Darlene Baldwin
Deputy Clerk
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**Vendor Directory**

Notices & Hoses
Repairs & Maintenance
PO # 01152019

Invoices:
- $417618
- $417618

Total Invoices:
- $417618
- $417618

**Business Licenses/Pennits**
- Invoices Refund / cancel
- Business License #50709
- Business License #50709
- Business License #50709

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**Summary**:

- **Total Western Facilities Supply**: 0
- **Total USBenebook**: 0
- **Total S.W. School Dist. #206**: 0
TO: MAYOR OF LANGLEY

SPECIAL OCCASION #: 090443

KNOTHS OF COLUMBUS, LANGLEY WA
804 3rd AVE
LANGLEY WA 98260

DATE: February 24th 2019
TIME: 4 PM TO 10 PM

PLACE: St Hubert Catholic Church - 804 3rd Ave, Langley

CONTACT: Tex Bunney (DOB 7.17.38) 206-715-4555

SPECIAL OCCASION LICENSES

* __ Licenses to sell beer on a specified date for consumption at a specific place.
* __ License to sell wine on a specific date for consumption at a specific place.
* __ Beer/Wine/Spirits in unopened bottle or package in limited quantity for off premise consumption.
* __ Spirituous liquor by the individual glass for consumption at a specific place.

If return of this notice is not received in this office within 20 days from the above date, we will assume you have no objections to the issuance of the license. If additional time is required please advise.

1. Do you approve of applicant? YES ___ NO ___
2. Do you approve of location? YES ___ NO ___
3. If you disapprove and the Board contemplates issuing a license, do you want a hearing before final action is taken? YES ___ NO ___

OPTIONAL CHECK LIST

LAW ENFORCEMENT
HEALTH & SANITATION
FIRE, BUILDING, ZONING
OTHER:

If you have indicated disapproval of the applicant, location or both, please submit a statement of all facts upon which such objections are based.

DATE SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE
TO: Mayor of Langley

SPECIAL OCCASION #: 097447

WHIDBEY ISLAND NOURISHES
PO BOX 1642
LANGLEY WA 98260

DATE: February 9th 2019
TIME: 6:00PM TO 9:00 PM

PLACE: Useless Bay Coffee Company - 121 Second St - Langley

CONTACT: Pam LeLoup (DOB 02.10.50) 360-331-2349

SPECIAL OCCASION LICENSES

* _ Licenses to sell beer on a specified date for consumption at a specific place.
* _ License to sell wine on a specific date for consumption at a specific place.
* _ Beer/Wine/Spirits in unopened bottle or package in limited quantity for off premise consumption.
* _ Spirituous liquor by the individual glass for consumption at a specific place.

If return of this notice is not received in this office within 20 days from the above date, we will assume you have no objections to the issuance of the license. If additional time is required please advise.

1. Do you approve of applicant?  YES___ NO___
2. Do you approve of location?  YES___ NO___
3. If you disapprove and the Board contemplates issuing a license, do you want a hearing before final action is taken?  YES___ NO___

OPTIONAL CHECK LIST

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| Y___ NO___

If you have indicated disapproval of the applicant, location or both, please submit a statement of all facts upon which such objections are based.

DATE SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE

(2)
Staff Report

To:       City Council
From:     Jill Needham, Planning Assistant
Date:     February 4, 2019

Purpose
To consider and approve a Trails Vision Plan for the Parks & Open Space Commission (POS) to guide future trail projects and efforts.

Background/Discussion
The POS Commission has been working on pedestrian/trail matters over the last few years. As part of the Comprehensive Plan update Commission members guided efforts related to pedestrian and trail policy and mapping. As part of that effort Commission members inventoried sidewalks and found that many of the streets did not have adequately safe pedestrian amenities such as sidewalks or paved shoulders. Four roads were deemed priority (shown on Map 1 in the Vision Plan) for improvements. To bridge this gap in pedestrian transportation, POS recommended a series of potential trail connections that could enhance safety of pedestrians (shown on Map 2 in the Vision Plan). Both maps were adopted with the Comprehensive Plan.

POS has taken an interest in formally establishing the existing trail between Upper Langley and Coles Road and reestablishing the dilapidated Middle Earth Trails (trails behind the Community Center) as their first projects to embark on.

Eventually, the Commission would like to create a trail network connecting the Waterman portion of the trail to other trails leading to Rivendell (south) and downtown (north). The Waterman's have expressed interest in a public trail traversing their property but a route has yet to be agreed upon by other land owners whose land the trail might cross.

The Commission has been working with Kent Hanson, a local attorney and advocate of trails, to discuss legal tools to establish trails on private property. These tools have also been reviewed by the City’s attorney.

The long-term goal is that maps and brochures advertising the trails will be publicly available on the City’s website. It is also the goal of POS to eventually incorporate trails into the existing wayfinding scheme with the addition of pedestrian-oriented signs.

The trails are proposed to be maintained using joint effort between the Public Works department and a citizen volunteer group.

At its meeting of January 9, 2019 the Parks & Open Space Commission unanimously recommends that Council approve the Trails Vision Plan.

Recommendation
That Council approve the Trails Vision Plan.
Parks & Open Space

Trails Vision Plan

City of Langley
Background
The Parks and Open Space Commission was established in August 2008 as a citizen advisory board. After its inception, the Commission worked to establish an inventory of the existing parks, open space, and trails by conducting several tours of Langley parks. Surveys and follow up public meetings were held to gather resident opinions before drafting the Parks, Open Space, and Trails Element of the Comprehensive Plan. Council unanimously approved the Parks, Open Space, and Trails Element in December 2009 after a seventeen-month planning process. This element was further reviewed and revised as part of the 2018 Comprehensive Plan review.

The Commission meets each month every 2nd Wednesday at 3:00pm in the Council Chambers.

The Parks and Open Space Trails Vision Plan serves as a guiding document for the Langley Parks and Open Space Commission to advise Council in acquiring, planning, developing and maintaining recreational trails within the City of Langley, unincorporated Urban Growth Area (UGA) and Joint Planning Area (JPA). As stated in the Comprehensive Plan, the Council wishes to maintain the rural character and walkability of Langley by preserving access to open space and connecting trails.

Few publicly accessible off-road trails exist in the City, UGA, and the JPA. Trails that exist are fragmented and were created, in many instances, without a larger trail system in mind. This plan helps to identify which trail projects are supported by the community and prioritize them for developments, improvements, and possible acquisition.

Purpose
The purpose of the Trails Vision Plan is to provide the Commission, City Council, and community with a guide for the future creation of recreational trails in and around Langley.

Goals of Trails Vision Plan
The 2018 Comprehensive Plan update includes several sets of goals and policies that pertain to the expansion of multimodal transportation with emphasis on pedestrian and non-motorized vehicle traffic. Relevant goals and policies from the Transportation Element and Parks & Open Space Element Comprehensive Plan have been cited below.

Connectivity & Access
- Foster community through a system of interconnected trails that offer diverse, healthy outdoor experiences.
- Develop and implement a multi-modal transportation plan that provides multiple linkages across the whole City, in particular within the City core and to adjoining County roads and trails (T-1.1)
- Create a network of formal public trails which connect with private neighborhood trails.
- Strategically design transportation options— including bike routes, sidewalks, pedestrian trails, and other non-motorized solutions—to support and anticipate land use and economic development goals. (S-3.2)
- Provide a safe system of pedestrian trails that connect different parts of the city and have links to the county trail system (T-3.2)
- Enhance existing and develop new pedestrian connections between neighborhoods and all business centers (T-3.7)
- Construct pedestrian facilities that accommodate persons with different levels of mobility (T-4.2)
- Establish barrier-free access to and from public rights of way, public facilities and private development that is safe and takes the most direct route possible (T-4.3)
- Develop shared use streets/alley designators where the streets are an extension of the parks, open space and trails network.
- Strategically design transportation options—including bike routes, sidewalks, pedestrian trails and other non-motorized solutions—to support and anticipate land use and economic goals (LU-11.6)
- Promote greater walkability in Langley by improving pedestrian connections, increasing densities, and permitting a mix of uses (LU-11.8)

Environment
- Protect, preserve and enhance the city's natural assets including shorelines, streams, views, wildlife habitat, riparian corridors, wetlands, steep slopes and abundant native vegetation (POS-3.2)
- Preserve existing public access and expand new opportunities for the public access and enjoy the waterfront (POS-6)

Acquisition & Funding
- Develop a broad and creative funding strategy to acquire, develop, protect, and manage parks, open space and trails including regulatory and non-regulatory methods (POS-5.1)
- Maximize the use of existing rights of way, including streets for open space, waterfront access, tree planting, landscaping, pedestrian amenities, recreation space, and view corridors (POS-5.4)
Partnerships

- Work to achieve a non-motorized connection from Langley to Saratoga Woods and Putney Woods complex.
- Cooperate with Island County, the South Whidbey School District, the South Whidbey Port Authority, the Whidbey Camano Land Trust, the South Whidbey Parks and Recreation District, and others to develop and maintain park and open space areas and trail corridors (POS-2.2)
- Develop and promote volunteer programs to plan, develop, operate, maintain, and improve parks (POS-2.3)
- Establish guidelines for working with landowners to encourage the donation of trail easements or revocable licenses.
- Work with stakeholders to facilitate a more active waterfront, including expanded marina facilities and increased access to the shorelines via pathways and stairways (LU 4.8)

Publishing

- Create an accurate GIS dataset of trail locations in order to create accurate maps for publication.
- Publish maps of public trails both online and in a physical format.
- Develop a wayfinding program for the City that includes parks, trails, and open spaces (POS-1.7)
Trail Development Priorities

The priorities identified on Map 3 are based upon a public outreach meeting on May 17, 2018. At the public meeting large posters that showed the City of Langley’s current parks and pedestrian easements were displayed for residents to view and interact with. Residents were asked to mark desired routes as well as where they currently walked (Map 3). Map 4 depicts the proposed trail improvements recommended by POS as a result of further discussion at Commission meetings.

POS also prepared an inventory of all existing sidewalks and future trails in Langley. Shown on Map 1 types of pedestrian amenities in Langley. The majority of streets lack sidewalks and most have unpaved shoulders. Map 2 depicts potential trails designated in the Comprehensive Plan.

When formulating recommendations for Council, the committee will identify projects which align with the following priorities:

1. Establish an exterior loop trail that connects trails and shared streets to allow walkers to navigate around Langley.

2. Establish one or more interior loops that connects trails, alleys and shared streets to allow walkers to traverse between the downtown core and residential neighborhoods.

3. Prioritize developing off-road routes to avoid walking along roads.

4. Develop trails that serve to connect the interior and exterior City Loop trails.

5. Adds to the community and provides meaningful public engagement.

6. Partner with other South Whidbey Parks and Recreation, Island County Parks and Recreation, or others to develop and maintain trail corridors.

Mapping & Publication

It is the goal of the POS Commission to have a publishable product that highlights the many open spaces, parks and trails that Langley has to offer. This map could be included in brochures available at City Hall or the Chamber, on the City website and pedestrian orientation kiosks.

It is also the goal of POS to integrate newly established trails into the wayfinding program. The wayfinding scheme will have color coded pedestrian-oriented signs that will point tourists toward parks and trailheads. Most will be directional signs but some will identify parks.
Maintenance

Maintenance will be done jointly with Public Works Department and volunteers to create, improve and upkeep trails. The Public Works Department will focus on city owned public lands and city held easements. Efforts will be made to create a resident reporting system for trail improvement needs (e.g. downed branches or trees, washouts, exposed roots, hazards etc.) This could include a link on the city website and/or a fillable form residents can submit at City Hall to request trail maintenance assistance.

A volunteer group is expected to be the main party responsible for maintenance.

Implementation

On an annual basis, at the August regular monthly meeting, the POS Commission will discuss and identify the next set of projects, including applicable grants and budget requests from Council. Recommendations to Council will be based on how they fit into the established priority list.
Map 1: Sidewalk Inventory

Legend
- One Side of Street has Sidewalk/Walkway
- Both Street Sides have Sidewalks/Walkway
- Unpaved Shoulder (Lacks Pedestrian Amenities)
- Paved Shoulder/Fog Line
- Priority (Lacks Pedestrian Amenities)
- City Limits
Map 3: Results from Public Outreach meeting May 17, 2018

This map was created in response to public outreach and is not formally binding.