

**Town of Coupeville**  
**Joint Workshop with Town Council and Town Planning Commission**  
**Tuesday, April 28, 2009**  
**6:30 p.m.**

**PRESENT:** Mayor Nancy Conard, Councilmembers Dianne Binder, Bob Clay, Ann Dannhauer, Molly Hughes and Jim Phay.  
Planning Commissioners: David Day, Molly McPherson, Chet Baker, and Doug McFadyen.  
Tree Committee members: Bob Clay, Ann Dannhauer, Marybeth Budzynski and Rob Harbour.

**STAFF PRESENT:** Public Works Director Malcolm Bishop, Town Planner Larry Kwarsick, Clerk Treasurer Judy Thomas

**JOINT WORKSHOP WITH PLANNING COMMISSION**

**Update from Tree Committee**

Councilmember Clay provided a written report and explained that the Tree Committee began meeting two months ago to discuss community forestry and tree preservation. Some of their proposed goals include establishing a heritage tree program that recognizes selected important trees and working with a variety of agencies to share resources and educational capacity; and develop policies that increase the tree canopy coverage within the Town. The committee suggested the Town's Parks and Recreation Commission should be assigned the task of developing policies and programs for the Town's open spaces, parks, and right-of-ways. Councilmember Clay made it clear that they are primarily addressing town owned properties and right-of-ways. There are some regulations, on private land, that would affect large parcels, prior to development; regarding what a developer can do. Some policies are already in place requiring developers to retain or replace trees. He suggested a theme to promote an urban forestry plan such as '150 in 5' (to plant 150 trees in 5 years), or '50 in 5' (to plant 50 trees in 5 years). There was discussion about the types of trees to be planted and consideration that must be given to obstructing views, and the maintenance in the right-of-ways.

Larry Kwarsick noted that there are, currently, over 60 rules in the Town Code related to vegetation and tree removal.

Councilmember Phay liked the idea of having a plan and involving the community members. Councilmember Hughes suggested that donations could be accepted through the Commemorative Fund to donate a tree in a specific place. Councilmember Dannhauer responded that the code is adequate but could be tightened, that include percentages (of trees) that need to be maintained. Mr. Kwarsick agreed with Councilmember Dannhauer that there are a lot of ordinances that do identify a specific standard i.e. percentage.

Mayor Conard said she would meet with Councilmember Clay and Larry Kwarsick to develop a work plan to implement the Tree Committee's suggestions, have it reviewed by the Tree Committee, and bring it to the Council for review and approval.

**ADJOURNMENT OF JOINT WORKSHOP** - 7:30 p.m.

**Regular Council Meeting  
Tuesday, April 28, 2009  
7:30 p.m.**

**PRESENT:** Mayor Nancy Conard, Councilmembers Dianne Binder, Bob Clay, Ann Dannhauer, Molly Hughes and Jim Phay.

**STAFF PRESENT:** Public Works Director Malcolm Bishop, Town Planner Larry Kwarsick, Clerk Treasurer Judy Thomas

The regular meeting convened at 7:40 pm.

**APPROVAL OF AGENDA**

Mayor Conard asked to revise the agenda to add a fourth item to set a date for a Council Workshop.

**Council Action:** A motion was made by Councilmember Hughes, second by Councilmember Clay, to approve the agenda with one addition, as revised. Motion passed 5-0.

**APPROVAL OF MINUTES**

**Regular Meeting of April 14, 2009 and Workshop of April 3, 2009**

The minutes of the Regular Meeting of April 14<sup>th</sup> were approved with the following corrections: Page 1, last sentence should read, ‘As of today we’ve received 21 applications...’; Page 2, middle of the page in italics, should read, ‘... *a copy of the ordinance (adopted in December 2007) which includes ~~which includes~~ this language...*’; Page 3, Appointments to Boards & Commissions, first sentence should read, ‘...applicants and that in some cities (even with a council/manager mayor/council form of government) the council...’; Page 3, last paragraph, first sentence should read, ‘...the stormwater management element of the ~~comp plan~~ Town Code does not refer to the LID (low impact development) standards manual.’; Page 4, halfway down the page, under Invite Speakers for Future Meetings, second paragraph, second sentence should read, ‘She agree that it is worth looking into and maybe...’. The minutes of the Workshop of April 3<sup>rd</sup> were approved with one correction to the start time of the workshop, as follows: ‘The meeting convened at ~~5:00~~ 5:30 p.m.’

**MAYOR’S REPORT**

- Mayor Conard noted that last Saturday, April 25<sup>th</sup>, there was an MG car rally that came through Coupeville, in honor of Herb Strassler.
- Island County was awarded the ‘Achieve Program Grant’ a program promoting health and well being in communities. 43 communities in the United States applied for the grant and Island County was recognized for providing the #1 application. She has been asked to be on the committee, which will include a training conference in July, on how to develop community action plans.
- She reminded Council that the Penn Cove Water Festival is Saturday, May 16<sup>th</sup> and the Town will be hosting the dinner to the participants.
- She spoke with Keith Higman about composting toilets and whether they could be allowed inside the Town limits. He said there are state standards that would allow them but the property would still need to have water for sinks and showers. Usually, composting toilets

are placed in areas where there is not water available; and they require a lot of maintenance. If you already have a municipal system in place, it can be done but it is questionable whether it is reasonable; reclaiming water is probably better and more efficient.

- She received and forwarded an email from Dr. Roger Case, Island County Health Officer, on swine flu and met with Eve Parrish from NET to discuss measures, in case of a pandemic.
- She explained that she could not attend the previously scheduled Island Transit field trip for May 8<sup>th</sup>, to meet in Greenbank with Langley's mayor and council. Langley Officials can't make it and after further discussion council agreed to cancel the field trip for May 8<sup>th</sup>.
- She will be unable to participate in the PSE field trip to Ellensburg on Saturday, May 9<sup>th</sup>, but Councilmember Clay still plans to attend.
- There will be a public meeting in Oak Harbor on April 29<sup>th</sup> regarding Smith and Minor Islands in the aquatic reserves.
- She received a letter from Governor Gregoire on the state budget and the expectation is that there will be no park closures on Whidbey Island.
- She received a letter of appreciation from Coupeville Superintendent Patti Paige, recognizing Cathy d'Almeida for resolving a utility rate problem with PSE for the school district; which will give them a better rate; and a sizable refund. She commended Ms. d'Almeida and noted that she is really good at this; she learns about resources and applies them to situations.
- A Reminder that the Community Garden opens on Friday, May 1<sup>st</sup> at noon. The garden shed was delivered today, which was built by the Central Whidbey Lions. Tools have been provided by the Coupeville Lions. There are still a few lots available for anyone who is interested.
- She attended two meetings of the Ebey's Trust Board to develop the interpretive plan.
- Tomorrow, she will meet Rick Larson's aide. She added that Representative Rick Larsen and State Senator Patti Murray are working to get federal funding for ferries.

## **NEW BUSINESS**

**Approval of the Special Event Permit Application for the Central Whidbey Chamber of Commerce Memorial Day Parade and Remembrance Ceremony on May 23, 2009 - Staff recommends approval of the special event permit.**

Mayor Conard explained that the staff report is correct except the map which shows the staging area at the elementary school; it will actually be at the high school. Councilmember Clay noted that Coupeville is one of the few communities that recognizes Memorial Day which has become quite an event.

**Council Action:** A motion was made by Councilmember Clay, second by Councilmember Phay, to approve the special event permit for the Memorial Day Parade and Remembrance Ceremony on May 23, 2009. The motion passed 5-0.

**Approval of Interlocal Agreement with Island County for Phytoremediation - Recommend approval of Interlocal Agreement for the provision of phytoremediation services**

Mayor Conard explained that Rex Porter discussed the phytoremediation program at a Council meeting and Council workshop. Island County Health Department has offered \$25,000 for the phytoremediation project and this agreement formalizes the award to the Town of \$12,500 in 2009, an additional agreement will be processed later for \$12,500 in 2010.

Council Action: A motion was made by Councilmember Clay, second by Councilmember Binder, to approve the Interlocal Agreement with Island County for Phytoremediation services. The motion passed 5-0.

**Approval of April Claims and March Payroll Vouchers** - *Staff recommends approval of the April 28, 2009 claims vouchers/warrants #21806 through 21910 for a total of \$135,255.40; and March payroll warrants #12378 through #12417 for a total of \$97,491.20.*

Several questions were asked and answered, and no changes were suggested.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binder, to approve the April 28, 2009 claims vouchers/warrants #21806 through 21910 for a total of \$135,255.40; and March payroll warrants #12378 through #12417 for a total of \$97,491.20. The motion passed 5-0.

### **Set Council Workshop**

Mayor Conard explained that the June 5<sup>th</sup> date for a council workshop was not going to work for her or Ms. Thomas and suggested having workshops on the third Tuesdays of the month. Councilmembers agreed that this would be a good idea but could not meet on the third Tuesday in May. They agreed that the third Tuesdays of June, July and August would work; and the meetings would be scheduled to begin at 6:30 pm and end at 9:00 pm.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binder, to set council workshops for June 16, 2009, July 21, 2009 and August 18, 2009; and the meetings will begin at 6:30 pm and end at 9:00 pm. The motion passed 5-0

### **STAFF REPORTS**

Ms. Thomas provided a written report and added that she is also working on the WCIA Land Use Survey, AWC Salary Survey and AWC Training Survey, along with some annual reports that need to be completed.

Mr. Bishop explained Island County is eligible for stimulus funds for resurfacing roads and that some funds will be available to Coupeville. He proposes to include Front Street (from N Main Street to Alexander Street) and Alexander Street (from Front Street to Coveland Street). Island County is still working out the details, but the resurfacing will have to be done within 60 days. Today was the pre-bid meeting with contractors on the telemetry project; and the bid opening will be on May 19, 2009.

Mr. Kwarsick gave an update on the South Main medical office and medical spa project is going through plan review, with continuing work by Malcolm Bishop and Ryan Goodman on the street improvements and drainage plan; and upon approval they will issue the building permits. Regarding the application to demolish the Libbey House, April 17<sup>th</sup> was the last day for comments and he will finalize the scope and notify on the EIS next week. The Design Review Board (DRB), Island County HRC, and Ebey's Reserve are working to develop a uniform design process within the Ebey's Landing Historical Reserve and making substantial progress to identify critical issues. He suggested another joint meeting of the Town Council and Island County Commissioners to ensure we are compatible on the current proposal.

### **COUNCIL REPORTS**

Councilmember Hughes explained that the Ebey's Trust Board is very busy with many projects, and they are planning an all day planning retreat on May 12, 2009 to review this year's plan and

next year's plan. They are very excited about the joint collaborative design review process. The Agriculture Committee is working on the easement language for Farm 1 and Farm 2, and they are finally on the home stretch with approval from NPS. Final draft on brochure of the farm tour is done. Education and outreach committee is working on Ebey's Forever Conference. It has been a good month for the food bank. The annual Soroptomist Easter Egg Hunt was another success. Saturday, April 25<sup>th</sup> was the Tulip Car Rally with 306 cars that came through town; their charity was the Coupeville food bank and they collected \$1,271, plus 721 items of food. This rally was held in honor of Herb Strassler, a former Town Council member. The Penn Cove Water Festival is in full swing and she noted that this year there is a Friday evening event and Sunday boat tour of Penn Cove. She attended the Scoping meeting on the Libbey House and it was well done and there was a good turnout. She also attended the NET meeting and the Central Whidbey Chamber of Commerce meeting.

Councilmember Binder explained 'Hearts and Hammers' have scheduled their first project for Saturday, May 30<sup>th</sup>. She is working on the annual financial report review with Ms. Thomas. The Tourism meeting is scheduled for this Friday, May 1<sup>st</sup>; and she noted that the State is taking away a lot of CTED funding and they are not sure how that will affect tourism funding.

Councilmember Clay attended the RTPO meeting on April 22<sup>nd</sup> and they discussed regional transportation. This month's Law and Justice meeting was cancelled. He continues to work with the mayor on the police negotiations.

Councilmember Dannhauer explained that she had not attended any meetings since the last council meeting. She attended the Lyceum Lecture on the shoreline, and the speaker was Amy Windrope, of the San Juan Initiative and Puget Sound Partnership. It was an interesting lecture about the shoreline such as: the need for consistency and the planners who had interpreted the code completely different regarding the removal of vegetation; issues regarding the placement of a bulkhead without a permit. Ms. Windrope stressed the need to prioritize critical areas and streams which empty into the Sound; the importance of the geographical features of the shoreline; which are more meaningful than their zoning designations as rural versus urban. The shoreline regulations only apply from the ordinary high-water line inland for 200 feet; but the shoreline is affected further upland than 200 feet.

Mayor Conard called for a short recess at 9:05 pm and reconvened at 9:11 p.m.

## **DISCUSSION**

### **Council Report on NLC Green Cities Conference - April 18-21, 2009 in Portland, Oregon**

Mayor Conard explained that this was the first Green Conference held by the National League of Cities (NLC); and the Town Council supports efforts to 'Go Green'. They (Mayor, four Councilmembers and Cathy d'Almeida) carpooled to and from Mount Vernon; traveled by train between Mount Vernon and Portland; stayed at a 'green certified' hotel; received and used transit passes for all travel during the conference; and they will get memory sticks on all trainings rather than printed materials.

Councilmember Hughes reported on some of the workshops (including mobile workshop tours) she attended during the conference, as follows: 1) *The Portland Farmers Market* supports the region's farms by connecting consumers directly to local food producers; generating \$5.5 million in direct sales to local farmers; supporting agriculture and sustainability. 2) *The Solar Energy Facilities Tour* visited some of Portland's largest solar energy installations including the Portland Habilitation Center's; and noted that Portland has some of the best manufacturers of solar

technology. 3) The *Sunderland Recycling Facility* is operated by the City of Portland for composting leaves from street trees, crushes concrete and asphalt from street maintenance operations, and collects street sanding material for reuse. 4) *Statewide Green Programs* developed by state municipal leagues encourages and recognizes cities that are going 'green'; and discussed what other states are doing. 5) *Sustainable Land Use Planning* session was about how the physical layout of your community impacts sustainability and affects the ability to meet your community's goals. Other sessions included encouraging walkability in your community; *Green Buildings and Operations Track* about saving energy, money and the environment. *New Technologies on Clean Drinking Water* and what some communities are doing to address the diminishing supply of fresh drinking water: any water can be treated for reuse. The common thread of the conference was sustainability and how to reduce your carbon footprint. The Town of Coupeville is on the right path with Cathy d'Almeida. The motto was 'Just Do Something; Stop Talking and Do Something.'

Councilmember Binder provided a written report on some workshops she attended and briefly described some of what she learned. She attended four mobile workshops that included the Portland Farmers Market, *Wastewater Treatment and Biogas Power Generation: Biogas (Digester) Combined Heat and Power* is a process using methane gas from anaerobically digested sewage sludge to produce power to facilities; saving \$500,000 annually in electricity costs. She was pleased with how well Coupeville is doing with the water issues, biosolids, and the climate protection plan; and the efforts of Cathy d'Almeida. Another session was on Sustainable Stormwater - Green Streets Tour and how mini rain gardens have been added to the streets of Portland; and urban settings. The plants in the rain gardens filter the stormwater. The rain gardens are along streets and in parking lots. Some other workshops she attended included the *Solar Energy Facilities Tour, Developing Your City's Sustainability Plan* (noting that we have a great start for a full sustainability program), *Innovations for Energy Utilities, Green Your City: Trees and Parks, and Climate Change Adaptation: Planning for the Future*. Everyone agrees that climate changes are happening now; and it was discussed that Palo Alto, California and Annapolis, Maryland, are experiencing rising water levels due to climate change.

Councilmember Phay gave a report from the notes he'd taken at the conference and described some of the measures that have been taken by the city of Portland, which included: 1) Sustainability and how Portland is addressing the issues; 2) Recycling of leaves, asphalt and concrete; 3) Portland has a great transportation network, connecting places and people via multiple modes of travel. He participated in a nine-mile bike ride and described how Portland has made cycling safe and enjoyable. He discussed the *Solar Energy Facilities Tour*, financial incentives and ideas. The United States consumes 25% of the World's energy consumption and we need to make our goal a sustainable lifestyle. We cannot ignore what our system has become and must move toward sustainability. Coupeville is doing it right, and heading in the right direction.

Mayor Conard discussed the economic impact the Portland Farmers Market has had on businesses. Listening to various speakers, she realized Washington State is unique because of the requirements of the Growth Management Act (GMA); and reinforced what is good about the GMA. Another session was a panel discussion on a regional approach on sustainability; we have a good handle on land use. *Local Food for Local Development* discussed the benefits of local food and reduced transportation, increases in food self-sufficiency rates can translate into local economic benefits. She discussed a federal grant program for school lunch programs that add

\$.70 per meal to use local produce; which Oregon received and their motto is ‘Oregon farmers feed Oregon kids.’ She noted that there were no proprietary presenters at the conference, everyone offered copies of their work and encouraged using it. She discussed the benefits of building ‘green’. She attended the *Sustainable Stormwater - Ecoroof Tour* - It was explained that these vegetated roof systems are a growing effort to promote sustainable development and reduce negative impacts on water, air and the earth. It was a fabulous conference with lots of relevant information. She appreciated that Councilmembers Phay and Binder took four days off from work to attend the conference.

Councilmember Clay explained that he was born in Portland and was very proud of what they have done; and noted that Portland began these efforts in 1970. He attended many of the sessions already discussed and noted that many cities are a long way behind Coupeville on sustainability. After attending the conference it reinforced that the money spent on these efforts is a good use of tax dollars. He also attended the farmers’ market (food only) facility and noted that there are 19 other markets in the Portland area. He talked about the Wastewater Treatment and Biogas Power Generation tour and added that they process the sludge and ship it out; and people want this valuable product. He attended the *Sunderland Recycling Facility* tour. *Streetcars as the Catalyst for Sustainable Development* described how they used streetcars for sustainable development, by placing them in areas to show what can be done to provide people with low-cost transportation in high density areas; and people will move to these areas if there is reliable streetcar transportation connections. Another session he attended was about getting citizens involved in the planning process. Coupeville is doing a lot of what was discussed. Another session was *Green Your City: Trees and Parks* about how parks and trees play an important role in the environmental health of a city and contribute to quality of life. The *Local Food for Local Development* session discussed a program in New Jersey and how they had developed a commercial kitchen for developing new kinds of food; for local agriculture development. He spoke about the importance of networking at conferences and hearing what other cities are doing.

Cathy d’Almeida commended the Council on their reports and her overall impression; she was amazed at how many communities are working on sustainability; it was very impressive. It is a wonderful transformation that we are seeing; and it was a great opportunity for networking. The expo had many resources that support sustainability and she was able to get some good contacts. She noted that Oregon is trying to bring in a lot of economic development around sustainability.

**ADJOURNMENT:** 10:35 p.m.

Respectfully Submitted:

MAYOR:

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Judy A. Thomas, Clerk Treasurer

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Nancy Conard, Mayor