



**City of Camas Planning Conference
Camas Public Library
January 30th and January 31st, 2009**

The Friday, January 30, 2009, City of Camas Planning Conference began at 1:10 p.m. In attendance were Mayor Paul Dennis, Council members Don Chaney, Linda Dietzman, Helen Gerde, Scott Higgins, Steve Hogan, and Melissa Smith. Staff members present were City Administrator Lloyd Halverson, Parks & Recreation Manager Jerry Acheson, Fire Captain/Union President Kevin Bergstrom, Community Development Director Phil Bourquin, Public Works Director Monte Brachmann, Engineering Manager James Carothers, Executive Assistant Leisha Copey, Finance Director Joan Durgin, Battalion Chief Mark Ervin, Planner II Sarah Fox, Assistant Library Director Sandy Glover, Human Resources Director Jennifer Gorsuch, Project Manager Jim Hodges, Police Chief Mitch Lackey, Fire Chief Leo Leon, Operations Manager Eric Levison, Fire Marshall Randy Miller, Police Captain Shyla Nelson, Sr. Administrative Support Assistant Alicia Ramsey and Library Director David Zavortink. Parks Board Chair Brent Erickson, Financial Consultant Paul Lewis and Camas City Youth Council members Stephanie Nicholson and Emma Sagor were present. Editor Heather Acheson from the Camas Washougal Post Record was in attendance. Mike Nerland, Superintendent of the Camas School District, and Tanis Knight, Camas Assistant Superintendent were present to facilitate the meeting.

Approximately 15 members of the public were present.

Mayor extended a welcome to everyone and noted that the Planning Conference provides opportunity for Council, staff and the public to help set the agenda and work-plan priorities for 2009. The Mayor introduced Mike Nerland, Superintendent of the Camas School District and Tanis Knight, Assistant Superintendent and thanked them for facilitating the conference.

Nerland commented that he was honored to have been asked to facilitate the conference again. Nerland asked each participant to introduce themselves and gave a brief overview of the conference schedule.

Communications – Council and Staff: Roles, Responsibilities, Expectations and Balances:

Knight asked the group to participate in a communications activity and she explained the exercise. The exercise is designed to help define Council and staff roles, responsibilities, expectations and balances.

High performing team characteristics (team goals), staff targets, Council member protocols and effective meeting protocols that were defined during the exercise were discussed.

Nerland stated that the information discussed will be summarized and given to Lloyd Halverson, City Administrator. This information may be used to set group norms or protocols if desired.

Nerland thanked the Library Board of Trustees and the Friends and Foundation of the Library for providing the refreshments for the afternoon break.

A break began at 2:12 p.m. and the meeting reconvened at 2:30 p.m.

Nerland reported he received comments from members of the public regarding protocol and communications during the break. Knight gave a brief overview of the suggestions made and the importance of disseminating clear information to members of the audience.

Business/Economic Development:

Phil Bourquin, Community Development Director, gave a PowerPoint Presentation illustrating the infrastructure needed for the land that is available within the City for economic development, which includes commercial and industrial zoning. The presentation included the current comprehensive plan, and the amendments made to the plan to allow for commercial opportunities. Bourquin noted that the water and sewer studies performed north of Lacamas Lake are near completion and will be coming before Council in the future. The Traffic Impact Fee (TIF) studies will need to be performed when funding is available. Bourquin noted that staff will be working on a plan to encourage small businesses to locate in the commercial area east of Safeway. A proposal will be brought forward in the future for Council's consideration.

Nerland inquired and Bourquin responded that land has not been set aside for schools in the plan. Nerland asked Bourquin to keep schools in mind as the plan develops.

Bourquin responded to questions from Council.

Discussion ensued regarding incentives that may bring businesses to Camas. The discussion included the role of the Columbia River Economic Development Council (CREDC) when it comes to recruiting businesses, how the City's legislative agenda fits into the plan and how establishing non-profit organizations associated with downtown revitalization may provide a funding source.

Bourquin summarized the discussion.

Hogan stated the Downtown Vision Coalition (DVC) is in the process of establishing a non-profit organization associated with downtown.

Fire/Emergency Medical Services (EMS):

Leo Leon, Fire Chief, distributed a handout of the agenda items to be discussed. Leon introduced Paul Lewis who performed a financial assessment for a potential fire authority for the City and East County Fire & Rescue (ECF&R).

Lewis gave a PowerPoint Presentation regarding the financial analysis of a Regional Fire Authority (RFA). The presentation illustrated the project purpose, tasks, key assumptions and observations.

Lewis summarized his observations and noted that the analysis establishes feasibility and viability for a fire-only RFA within the \$1.50 statutory cap about 2013-2014, but it is not viable to combine both fire and EMS operations under a RFA, under the same levy. The services may still be combined operationally.

Lewis acknowledged Administration Assistants Alicia Ramsey, Camas Fire Department, Tamara Dinius, ECF&R, Fire Chiefs Leon and Scott Koehler, and the committee for their efforts.

Halverson gave background regarding the evolution of the fire authority. Halverson noted that according to the projections made by Lewis, it is feasible to create a RFA in the year 2014, instead of what was previously anticipated. Discussion ensued regarding the financial analysis, how levies would affect the taxpayers, benefits in setting up a RFA and the differences between a functional consolidation and a RFA.

Halverson inquired whether or not Council would like staff to continue pursuing a potential RFA and if a functional consolidation is a path for staff to continue to explore. Discussion ensued.

Knight asked and Leon responded that the next step will be for Council to consider adoption of an organizational chart for a functional consolidation as well as an interlocal agreement. This matter will come before Council within the next few months. Mayor clarified that there will not be a need for other policy decisions to be made regarding the RFA in 2009.

Nerland asked Council if this matter and the remainder of Leons' agenda items should be continued to Saturday. Leon stated that he does not have any further information to cover regarding the RFA and that the other items were informational and are explained in the handout. Council responded that they had enough details and would read the remainder of the material.

A break began at 4:18 p.m. and the meeting reconvened at 4:25 p.m.

Downtown Vision Coalition (DVC):

Caroline Mercury, Chair of DVC, gave a brief introduction of herself.

Mercury gave a PowerPoint Presentation illustrating an overview of the DVC's vision for 2009. The presentation included the retooling of Farmers Market, the Main Street Program (a non-profit organization) and merchant news.

Mercury summarized the DVC's priorities for the coming year.

In closing, Mercury asked Council for feedback and recommended setting a schedule to meet with Council to give updates regarding DVC's activities.

Mayor explained how the Main Street Program would be established.

Mercury responded to questions from Council.

Sarah Fox, Planner II, commented that Farmers Market is in the process of completing a 501 (c) 3 (non-profit status) application and gave further details regarding the mission and goals of Farmers Market.

Downtown Parking:

Monte Brachmann, Public Works Director, gave a PowerPoint Presentation illustrating how the parking in the downtown corridor has evolved. The presentation included suggested changes from multiple sources. Brachmann asked Council to provide staff with guidance to set a path forward.

Hogan asked what the Camas Hotel proposal entailed. Brachmann read the letter that he received from the Camas Hotel.

Questions were asked and clarifications were made.

Mitch Lackey, Police Chief, explained law enforcement issues regarding loading zones. Lackey suggested converting the two existing loading zones to 10 minute parking to assist with the law enforcement issues.

Discussion ensued regarding parking time limits, loading zones, parking issues and possible alternatives.

Chaney suggested setting a policy to establish a universal approach for these types of issues or requests. Discussion ensued.

Smith suggested that Council be provided with an overlay of the expanded parking in the downtown area and that a committee be set up to establish a policy or a parking strategy.

Mayor concurred with Smith's recommendations and suggested that the committee develop a list of recommendations for Council to review. Discussion ensued.

Mayor also suggested striping the parking area on Cedar Street, next to the game store. Brachmann responded that he would look into the matter.

Comments were made from members of the audience in regards to issuing parking vouchers and other ideas to consider.

Mayor suggested that Smith spearhead the committee and that Hogan inform the DVC that a parking committee is being formed. He asked that any ideas or suggestions be funneled through the committee. Council concurred.

Fireworks Question – Fireworks Ordinance Review:

Higgins stated that the Camas City Youth Council has reviewed the Fireworks Ordinance and they were asked to summarize their findings at the planning conference. Higgins introduced two of the Camas City Youth Council members, Stephanie Nicholson and Emma Sagor.

Nicholson and Sagor presented background regarding the research the Camas Youth Council has performed regarding the Fireworks Ordinance and summarized their findings and conclusions. It was noted that from a safety standpoint the current regulations in place are completely adequate.

Randy Miller, Fire Marshall, commented on the educational process followed in the past regarding the issuance of fireworks permits. Miller reported that citizens have responded well to the education provided. Discussion ensued whether or not it should be mandatory or voluntary for the vendor to provide educational paperwork to customers purchasing fireworks.

Enforcement issues and different options were discussed.

Gerde inquired and Miller responded that he may be able to change the language on the permits without any action from Council.

After further discussion, Halverson summarized that Miller will change the language on the permit review to require vendors to provide educational material to their customers outlining the dates and times of use as provided for in the ordinance.

Nerland thanked Nicholson and Sagor for their work on this matter.

The meeting was dismissed at 5:25 p.m. and Council members were invited to a dinner with the school board.

The Joint Council/School Board Dinner Session began at 5:40 p.m.:

Those in attendance were: Mayor Dennis, Council members Chaney, Dietzman, Gerde, Higgins, Hogan, and Smith. Staff members present were Halverson and Copsey. Camas School staff members Nerland, Knight and Heidi Rosenberg were in attendance. School Board members Connie Hennessey, Casey O'Dell, Doug Quinn and Mary Tipton were present.

Nerland welcomed everyone and thanked the City for providing the dinner.

Introductions were made.

Nerland distributed an agenda and noted that items number one - Program Updates on New Happenings in the Camas School District, and five - Camas School District Bond Update on the agenda will be combined.

Camas School District Bond and Program Updates:

Rosenberg gave a PowerPoint Presentation illustrating the progress of the new elementary schools and updates regarding the Doc Harris Stadium, Hayes Freedom High School, and the New Life Skills House projects. Rosenberg noted that the Hayes Freedom High School is a “net zero” project for electrical use. The presentation also included other capital projects and an update on bond projects.

Nerland, Knight and Rosenberg responded to questions from Council.

Nerland commented on relocations that will take place as soon as the projects are completed.

Higgins commented on traffic issues related to the opening of the new Grass Valley Elementary School. Higgins noted that City staff is working well with the school district to complete the necessary traffic revisions prior to the opening of the school. Halverson commented on the partnership the City has with the Camas School District.

Discussion ensued regarding potential “stimulus package” projects and the use of timber funds.

Nerland briefly commented on current programs throughout the district in the areas of math, science and technology.

Possible Exchange of Value Options Between the City and Camas School District Related to a New Community Center:

Nerland commented on discussions during the City/School Committee meetings regarding the location of the new community center. This item has been added to the agenda to explore the possible option of the City exchanging some property of equal value with the Camas School District. Nerland qualified that this would be if the City expressed interest in locating part of the community center at the James David Zellerbach (JDZ) site.

Mayor gave an overview of the Community Center Development Committee’s (CCDC) progress and the potential sites that have been identified. Mayor asked if Council is receptive, if JDZ is the preferred site chosen by CCDC, to a possible exchange of value. Mayor noted that one option could be a portion of the cemetery property, if Council determines that there are no plans in the future to expand the cemetery.

Dietzman asked and Mayor responded that only a part of the JDZ site would be used for the recreation portion of the community center.

Discussion ensued regarding potential exchange of values.

Mayor asked Council if the concept of a potential exchange of values is acceptable. Council concurred.

Discussion ensued regarding the downtown campus complex concept.

Traffic Issues Near Camas High School:

Nerland and Knight expressed the need to address traffic issues near the high school and for a crosswalk by Lacamas Heights Elementary School.

Halverson noted that the City traffic engineers can take a look at the crosswalk which will be easier to accomplish than a much needed sidewalk along 38th to the light.

Halverson commented that funding will be needed to build the sidewalk.

Discussion ensued regarding potential funding options and alternative solutions to a sidewalk.

Nerland asked for feedback regarding possible solutions to the traffic flow issues at the high school. Discussion ensued.

Quinn suggested having James Carothers, Engineering Manager, observe the high school in the morning and afternoon to help derive a solution to the traffic flow issues. The group agreed with Quinn's suggestion.

A brief discussion ensued regarding future transportation plans in the area.

Information on Road Plowing/Maintenance Plans During Inclement Weather:

Nerland publicly thanked the City for their swift response during the inclement weather. Nerland commented that the City is very proactive and believes the City's actions have helped to keep the kids safe.

Knight commented that she is pleased with how well communications between the City and school have developed.

Nerland echoed the comments made by Knight.

The meeting adjourned at approximately 6:45 p.m.

**City of Camas Planning Conference
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January 30th and January 31st, 2009**

The Saturday, January 31, 2009, City of Camas Planning Conference began at 9:08 a.m. In attendance were Mayor Dennis, Council members Chaney, Dietzman, Gerde, Higgins, Hogan and Smith. Staff members present were Acheson, Bourquin, Brachmann, Carothers, Copsy, Englund, Ervin, Gorsuch, Halverson, Hodges, Lackey, Leon, Levison, Nelson and Zavortink. Planning Commission members Tim Hein, Chair, and David Shepherd were present. Leanne Bremer - Miller Nash, and Todd Johnson - Group Mackenzie, were present. Acheson from the Camas Washougal Post Record was in attendance. Nerland and Knight of the Camas School District were present to facilitate the meeting.

Approximately fifteen members of the public were present.

Nerland welcomed everyone back and thanked the City for the refreshments provided. Nerland gave a brief recap of the Friday session and made opening remarks. Nerland gave a brief overview of the agenda.

Overall Budget Planning Discussion:

Halverson commented that Joan Durgin, Finance Director, is ill and will not be present. Halverson made opening comments and distributed information outlining the preliminary results for 2008 and current forecasting for 2009. Halverson elaborated on the revenues, expenditures and reserves, while summarizing the General Fund and the Growth Management Act (GMA) Capital Projects Fund. Halverson noted that currently the estimated revenue projections for 2009 and the budget look stable.

Halverson expressed appreciation to the departments and managers for achieving and often exceeding the expenditure restraint targets that were set last winter. Halverson also expressed his appreciation to the Mayor for his insight in setting proper targets to be met.

Halverson responded to questions from Council.

Halverson gave examples of unfunded major projects and activities, and projects that have been deferred or are not possible.

Halverson spoke briefly regarding a long term obligation for retiree medical coverage that is paid for by the City on a “pay as you go” method.

Gerde inquired whether or not a cost analysis had been performed on the retiree medical coverage. Halverson responded that it had and that he will get the data disseminated to Council.

Halverson responded to questions from Council.

Gerde inquired as to whether or not the City will still be liable for the retiree medical coverage if an RFA is established. Mayor and Halverson responded that this question will be researched and legal opinion will be sought.

Halverson noted that written documentation will be provided to Council regarding the other funds that Durgin was to summarize. Halverson commented that the water-sewer related funds pose the biggest concern.

Halverson asked Brachmann to discuss the Wastewater Treatment Plant (WWTP) upgrade.

Brachmann gave a PowerPoint Presentation outlining the design of the upgrade to the WWTP. Brachmann explained the emergent need for the upgrade and noted that the estimated cost is \$16.4 million.

Brachmann responded to questions regarding the bidding process. In order to lock in the quoted bid price a decision will need to be made within the next 60 days.

Halverson commented on the funding sources for the WWTP upgrade.

Halverson gave a brief overview of the planned major capital projects and expenditures. Halverson noted that legislators Senator Zarelli and Representative Herrera are trying to push the SR-14 Project back into the biennium budget currently under review.

Halverson commented on various funding sources which may be used to pay for the planned major projects and expenditures. Discussion followed regarding the WWTP, street projects, and potential funding sources.

Dietzman asked and Halverson explained the permissible uses of Real Estate Excise Tax (REET) funds.

Halverson responded to questions from Council regarding REET funds.

Halverson summarized the measures that the City has taken to reduce expenditures. Halverson commented that austerity measures led by the department heads should continue in 2009 with the goal of reducing expenditures and prioritizing functions if the economy does not improve.

Hogan commented briefly regarding the economic conditions of the private sector.

Halverson responded to Chaney's inquiry regarding the indicators used to monitor the budget.

Tim Hein, Planning Commission Chair, inquired as to whether or not the City anticipates the residential property tax revenues decreasing with the decline of home values. Mayor responded they would not and explained why. Mayor also commented on stormwater regulations. Discussion ensued.

Halverson explained that the City continues to work on partnerships, including new partnerships and “consolidation” potentials.

Halverson distributed a handout summarizing revenue options and a Tax and User fee Survey for 2008 from the Association of Washington Cities. Halverson commented briefly regarding specific charges that are under review for services and how they will impact the revenues. Discussion ensued. Halverson suggested that staff research these fees and report their findings back to Council.

Halverson noted that the 2009 Utility Rate Study will be discussed at the worksession on Monday. Consultants will be present to answer any questions.

Halverson stated that the financial policy needs to be reviewed and possibly updated, and that a current copy will be distributed to Council. Halverson noted that special attention should be given to the reserve fund requirements. Halverson suggested that a committee review the financial policies and bring a draft to Council for consideration in late spring.

In conclusion, Halverson suggested the following path forward:

- Utility Rate Study scheduled for the February 2, 2009, worksession, to process findings and draw conclusions.
- Review data from full year-end results by March 1, 2009.
- Major budget review at the April 6, 2009, worksession.
- Review results from the committee on financial polices by June 2009.
- Make policy choices to “drive” the 2010 budget by the end of July 2009.
- Continue aggressive pursuit of partnerships and outside funds.

A break began at 10:44 a.m. and the meeting reconvened at 10:54 a.m.

2009 Community Development Work Plan:

Bourquin distributed a draft of the 2009 Community Development Work Program/Priorities. Bourquin stated that while developing the program staff kept in mind the budget constraints the City is facing. Bourquin gave a brief overview of each of the topics on the work plan.

Bourquin provided an update on the development north of the Lacamas Lake and how it ties into the plan. The development moratorium is set to expire in May 2009. Bourquin suggested revising the development agreements to be more specific as to what must be completed before development could occur. Bourquin gave examples. Bourquin noted that Community Development’s focus will continue to be on economic development.

Bourquin stated there is a mandate that the National Pollution Discharge Elimination System (NPDES) code must be completed and adopted by August 2009. Bourquin confirmed that engineering will be taking the lead on this topic as it relates to stormwater regulations and that a preliminary draft has been developed by staff. Bourquin gave a brief overview of stormwater regulations and its impact on development and noted that staff will need direction from Council on this matter.

Mayor suggested that Council give policy guidance to staff in regards to what stormwater regulations should be included in the NPDES code. Mayor noted that there have been discussions about mitigating impacts. Discussion ensued regarding a pending lawsuit on stormwater regulations and what the path forward should be.

Bourquin summarized Council's desire to set policy to be generally consistent with the positions outlined in the lawsuit. The path forward will be to identify what the City's position is on the lawsuit and research what was adopted by Vancouver and Clark County prior to making the decision. Bourquin noted that this information will be brought back to Council for review.

Bourquin briefly summarized the revisions that staff would like to include in the development agreements north of the lake. Bourquin asked Council for direction. Discussion ensued.

Mayor asked and Bourquin responded that the work plan is in priority order. Mayor requested acknowledgement from Council that the work plan is fine as presented. Council concurred.

North of Lake Annexation Update and Zoning Request:

Bourquin noted that this item is being brought forward at the request of the CJ Denz representatives. Bourquin introduced Leanne Bremer from Miller Nash and Todd Johnson from Group Mackenzie.

Johnson gave a brief history regarding the CJ Denz project.

Bremer reported that CJ Denz is subject to the moratorium and is more than willing to continue working through the issues. They are very committed to taking part in and contributing to the infrastructure planning.

Bremer stated that they are present to request a site specific development agreement. Bremer and Johnson explained the items that they would like to be included in the agreement.

Bremer stated that if the proposal is a potential path forward, they are willing to draft an agreement for review.

Dietzman asked if the existing moratorium would pose a problem to amending one of the development agreements without amending the other agreements bound by the moratorium. Discussion ensued regarding potential solutions and vesting options, concerns regarding stormwater regulations, and potential impacts to other properties annexed in the area.

Mayor suggested listing the areas Council is willing to look at to discuss vesting. After further discussion, the conclusion was to allow the proponents to submit a list to Bourquin of the areas that they would like Council to discuss vesting. This matter will come back to Council for discussion at the March 2, 2009, Worksession.

Nerland checked with Council regarding the schedule of the remaining agenda items. Hogan suggested opening the forum for public comment. Mayor asked Council if they would like to open the forum for ten minutes of public comment. Council agreed.

Public Comments:

Randy Printz, 805 Broadway Street, Suite 1000, Vancouver, WA:

Printz reported that he represents Green Mountain properties. Printz commented that his goal is to get to a point where the City says that enough analysis has been completed so that the Urban Holding is removed. Printz stated that they would agree to vesting if they are unable to get the Urban Holding removed in a reasonable period of time.

Kimbal Logan, 5615 SE Scenic Lane #103, Vancouver, WA:

Logan stated that he is speaking on behalf of the rest of the Lacamas North Shore area. Logan stated that the whole area should be master planned and that he supports all the items CJ Denz is proposing.

Adam Kluka, 7021 NW Friberg Street, Camas, WA:

Kluka suggested developing the 40-acre regional commercial shopping center site across from WaferTech to increase sales tax revenues. Mayor responded that if Kluka or the other property owners have an idea of how that area can be promoted for development Council is open to suggestions.

Mayor and Bourquin responded to Kluka's questions regarding the vesting process.

A lunch break began at 12:18 p.m. and the meeting reconvened at 12:30 p.m.

Issue Regarding Public and Residential Safety and Traffic Management:

James Carothers, Engineering Manager, gave a PowerPoint Presentation illustrating the history of the Neighborhood Traffic Management (NTM) Program. The presentation included options for Council to consider for addressing traffic management projects.

Discussion ensued regarding the options presented.

Halverson proposed that the City complete one project in 2009 with a maximum cost of \$2,000, if one third of the cost is matched.

After further discussion, it was concluded that the City will complete one project per year, if one third of the cost is matched, with a maximum cost to the City of \$1400. The remaining project identified in the NTM as NW 18th Loop/Fargo will be completed in 2009.

Pavement Management:

Carothers gave a PowerPoint Presentation illustrating the Pavement Management Program. The presentation included the lifespan of a road, cost for maintenance, current street status, the goal and funding options. Discussion ensued regarding implementation of a pavement cut restoration fee.

Carothers asked Council if staff should pursue the development and preparation of an ordinance to collect pavement restoration fees. Council concurred. Discussion ensued.

Brachmann inquired as to whether or not the REET funds budgeted for street reconstruction on NE 3rd Avenue may be used for slurry seals. He communicated staff recommends slurry seals because they would enhance the overall health of the street system. Council agreed.

Hogan commented that if the City is going to charge a pavement restoration fee, he would like to see the work standards improved. Brachmann responded that would not be a problem.

Miscellaneous Administration Items - Town Hall Meetings, Updating Wards:

Halverson asked Council if they would like to continue to have town hall type ward meetings scheduled in the spring. Halverson relayed suggestions he received from a Council member regarding the format of the meetings.

After brief discussion, the conclusion is to have the meetings in April or May. The staff reports will be abbreviated and the set up will be changed if there are enough members of the public present. There will be meetings on two different days to encourage greater attendance.

Halverson noted that due to the recent annexation and population growth, the City's wards need to be redistricted.

Halverson explained the methodology used in the past.

Halverson stated that a draft product may be presented to Council in April and adopted in May if Council agrees with the methodology used. Council concurred with the process.

Dietzman inquired about a Council member ending up out of their ward by redistricting. Halverson responded that he would confer with legal counsel for an answer.

Public Comments:

Ken Hadley, 4011 F Circle, Washougal, WA:

Hadley suggested improvements for public involvement at Council meetings. Council and Halverson responded to Hadley's suggestions. Discussion ensued.

Hadley commented on stormwater regulations and suggested that the City obtain a copy of the regulations that were adopted by Clark County.

Hadley voiced his concern regarding the repairs made to a pavement cut on NW Greeley Street between NW 7th Avenue and NW 10th Avenue.

Final Comments:

Closing comments were made.

Halverson thanked everyone for attending the meeting. He also thanked Nerland and Knight for facilitating the meeting.

Smith thanked Copsey and Kristin Berquist, Administrative Assistant, for setting up the conference and providing the refreshments.

The meeting adjourned at 1:33 p.m.

Mayor

City Clerk