

**CITY OF UNIVERSITY PLACE
MINUTES
Regular Meeting of the City Council
Monday, November 6, 2023**

1. CALL REGULAR MEETING TO ORDER

Mayor Worthington called the Regular Meeting to order at 6:30 p.m.

2. ROLL CALL

Roll call was taken by the City Clerk as follows:

Councilmember Keel	Present
Councilmember Wood	Present
Councilmember McCluskey	Present
Councilmember Flemming	Present
Councilmember Belleci	Present
Mayor Pro Tem Figueroa	Present
Mayor Worthington	Present

Staff Present: City Manager Sugg, City Attorney Kaser, Police Chief Burke, Administrative Services Director Petorak, Finance Director Blaisdell, Public Works Director Ecklund, Community and Economic Development Director Briske, Senior Planner George, and City Clerk Genetia.

3. PLEDGE OF ALLEGIANCE

Councilmember Flemming led the Council in the Pledge of Allegiance.

4. APPROVAL OF AGENDA

MOTION: By Mayor Pro Tem Figueroa, seconded by Councilmember Belleci, to approve the agenda.

The motion carried.

5. PUBLIC COMMENT – The following individual provided comment: George Bell, 4011 Chestnut Drive West.

6. CONSENT AGENDA

MOTION: By Mayor Pro Tem Figueroa, seconded by Councilmember Belleci, to approve the Consent Agenda as follows:

- A. Approve the minutes of the October 16, 2023 Council meeting as submitted.
- B. Receive and File: Payroll for period ending 10/15/23; and Claims dated 10/15/23.
- C. Adopt a Resolution authorizing the cancellation of checks not presented for payment within one year. **(RESOLUTION NO. 1019)**
- D. Adopt a Resolution authorizing the write-off of delinquent accounts receivable over \$1,000. **(RESOLUTION NO. 1020)**
- E. Adopt a Resolution adopting an Electronic Funds Transfer (EFT) Policy and Procedures. **(RESOLUTION NO. 1021)**
- F. Adopt a Resolution adopting the Northeast Business District Plan to establish the specific provisions that align with the redevelopment activity occurring in the district and the City's already adopted code provisions. **(RESOLUTION NO. 1022)**
- G. Adopt a Resolution designating an applicant agent for the purposes of obtaining and administering certain state and federal financial assistance under the FEMA Building Resilient Infrastructure and Communities (BRIC) Grant. **(RESOLUTION NO. 1023)**

- H. Authorize the City Manager to enter into a Professional Services Agreement with Otak, Incorporated to create a 27th Street Business District Plan.
- I. Ratify and confirm the City Manager's previously issued purchase orders and authorize the City Manager to purchase two (2) Ford F450 trucks, one (1) Ford F250 truck and one (1) Ford electric truck for delivery in 2024 in the amount of Two Hundred Forty-Three Thousand Two Hundred Forty Dollars and Forty Cents (\$243,240.40).

The motion carried.

PUBLIC HEARING AND COUNCIL CONSIDERATION

7. 2024 PROPERTY TAX LEVY

Staff Report – Finance Director Blaisdell presented an Ordinance requesting the Pierce County Assessor to levy property taxes for 2024. She indicated that traditionally, the City Council would consider an Ordinance addressing whether to increase the property tax levy by the lower of the Implicit Price Deflator or 1%. However, with the passage of Proposition 1 on April 25, 2023 general election, that process has changed. She explained that when a levy lid lift is passed by the voters, the City Council is required to adopt an Ordinance stating that the ballot measure has passed and that the City requests that the Pierce County Assessor levy the ballot measure on the City's behalf.

Public Comment – None.

Council Consideration – **MOTION:** By Mayor Pro Tem Figueroa, seconded by Councilmember Belleci, to pass an Ordinance requesting the Pierce County Assessor to levy property taxes for 2024.

The motion carried. (ORDINANCE NO. 774)

8. DELTA DEVELOPMENT GROUP CONTRACT AMENDMENT

Staff Report – Administrative Services Director Petorak provided an overview of the City's work progress with Delta Development Group's lobbying services with congressionally directed funding requests. She indicated that the City Manager has implemented a Professional Services Agreement (PSA) with Delta Development Group under the City Manager's authority of \$49,999. The City previously approved a budget of \$60,000 to work with Delta Development Group. Staff requested to amend the contract with the remaining budgeted \$10,001 to meet the budgeted threshold and to close out the year and finish current and upcoming grant applications and congressionally directed funding strategies in November and December. The most recent work conducted by Delta Development Group includes the 2023 Federal FEMA BRIC Application, the PROTECT Grant, the Charging and Fueling Infrastructure Community Program Grant, and additionally, a congressionally directed funding request. These projects total a request for federal funding in amounts totaling close to \$20 million.

Public Comment – None.

Council Consideration – **MOTION:** By Mayor Pro Tem Figueroa, seconded by Councilmember Belleci, to authorize the City Manager to execute an amendment to the Delta Development Group Professional Services Agreement to increase the contract from \$49,999 to \$60,000.

The motion carried.

9. CITY MANAGER & COUNCIL COMMENTS/REPORTS

City Manager Sugg reminded the Council and the public of the Veterans Day Memorial Ceremony event on Saturday, November 11, from 11:00 a.m. to 11:45 a.m., at the Veterans Plaza in Cirque Park.

Public Works Director Ecklund shared information on the upcoming 2024 Puget Sound Regional Council (PSRC) federal grant project selection process and the other changes both PSRC and Pierce County

Regional Council are considering to the process, project elements/categories, emphasis and evaluation criteria of transportation-related projects funded with federal, state, and local funds.

Mayor Pro Tem Figueroa commented that the proposed changes to the PSRC and PCRC selection process that Director Ecklund reported on have yet to be voted on by the executive board. He asked for input for consideration during the deliberation process.

Councilmember Flemming reported that he attended the SSHAP Board meeting last week and talked about the presentation on affordable housing and organization membership on SSHAP. He reminded the public to exercise their right to vote.

Mayor Worthington reported that he attended the AWC legislative briefing, UP After-Hours event, and the Pierce County Public Safety discussion meeting, attended by Pierce County Mayors, City Administrators and Police Chiefs, hosted by the City. He also provided an update on Rainier Communications Commission ILA process. Mayor Worthington announced that Councilmember Flemming has agreed and was appointed by the Council to be the City's voting delegate to the National League of Cities' annual business meeting on November 18, 2023.

STUDY SESSION

10. ACCESSORY DWELLING UNITS

Community and Economic Development Director Briske, along with Senior Planner George, provided a follow-up presentation and discussion on accessory dwelling units as it relates to the differences between the Planning Commission's recommendation on the code amendments, and the changes required by HB1337. Staff presented options for and seek direction from the City Council on the following:

- Setbacks for detached ADUs – (Option 1) one detached ADU with reduced setback, or (Option 2) two ADUs with reduced setbacks.
- Number of ADUs on property smaller than minimum lot size – (Option 1) no ADUs, (Option 2) one ADU or two ADUs (2 ADUs must be allowed on lots that meet the minimum lot size.)
- Parking requirements – (Option 1) adopt the maximum parking allowed by HB-1337 or (Option 2) adopt tiered parking option for ADUs.

Discussion followed regarding ADU square footage, Fire District input on setbacks/access, ADU height limit, definition of a dwelling unit, HB-1110 compliance, sewer system/drain field, regulating type of pavement used for parking (pervious surface), minimum width of driveway, stormwater requirement for new parking, safety requirements, size limit of 600 sq. ft. for tiered parking, parking requirements near transit, and parking requirement for VRBO.

The Council leaned towards Option 2 for substandard lot size and Option 2 for setbacks, and tiered parking.

11. ZONING CODE TEXT AMENDMENTS

MOTION: By Councilmember Belleci, seconded by Councilmember Keel, to table Item 11 to a subsequent agenda.

The motion carried.

12. CITY OF UNIVERSITY PLACE 2024 LEGISLATIVE AGENDA

MOTION: By Mayor Pro Tem Figueroa, seconded by Councilmember Belleci, to table Item 12 to a subsequent agenda.

The motion carried.

13. EXECUTIVE SESSION – At 8:53 p.m., the City Council will recess to Executive Session for approximately one hour to review the performance of a public employee as allowed by RCW 42.30.110(1)(g). The Council is not expected to take further action following the Executive Session.

At 9:50 p.m., 10:27 p.m., and 10:47 p.m., motions were made and were carried to extend the Executive Session to 10:30 p.m., 10:50 p.m., and 11:05 p.m. respectively.

14. ADJOURNMENT – The meeting adjourned at 10:57 p.m. No other action was taken.

Submitted by,

Emy Genetia
City Clerk

UNOFFICIAL DOCUMENT