

Second Council Meeting of the month Zoom link.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84942834088?pwd=YjdpM1dRSVI3Qmt6ZHAraGc0Vkdwdz09>

Passcode: 283347

Or One tap mobile:

US: +12532158782,84942834088#,,,,*283347# or
+13462487799,,84942834088#,,,,*283347#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 929 205 6099 or +1
301 715 8592 or +1 312 626 6799

Webinar ID: 849 4283 4088

Passcode: 283347

International numbers available: <https://us02web.zoom.us/j/84942834088?pwd=YjdpM1dRSVI3Qmt6ZHAraGc0Vkdwdz09>

**DRAFT AGENDA
CITY OF LANGLEY COUNCIL MEETING
Monday April 18 2022 @ 5:30pm**

NOTE: Times listed are estimates, not limitations

1. CALL TO ORDER

- a. Roll Call-2 minutes

2. CONSENT AGENDA (See below)-3 minutes

- a. Council Meeting Minutes of 04/04/2022.....4-7
- b. Approval of Claim warrants Nos. and EFTs in the amount of \$81,734.50.....8-17
- c. Approval of liquor license Grayhorse Mercantile.....18

3. APPROVAL OF AGENDA-2 minutes

4. PUBLIC COMMENT-30 minutes

5. EXECUTIVE SESSION-NONE

6. PUBLIC HEARING-NONE

7. ORDINANCES AND RESOLUTIONS

8. UNFINISHED BUSINESS

- a. Meeting minutes 03/21/2022-Council Member Craig Cyr...19-25

9. NEW BUSINESS

- a. Affordable Housing Council Presentation-Rose Hughes.....26--33
- b. Housing Action Plan and Implementation Grant Contract Amendment-Meredith Penny, Planning Director.....34-36
- c. ECONorthwest Consultant Contract-Meredith Penny, Planning Director.37-50
- d. Sidewalk Sales – Meredith Penny, Planning Director51-54
- e. Island Senior Resources – Cheryn L. Weiser, Outgoing Executive Director, Michele Cato, Incoming Executive Director and Katheryn Howell, Director of Community Programs (10 minutes)
- f. Police Chief Hiring – Mayor Scott Chaplin (5 minutes)

10. MAYOR’S REPORT –5 minutes

11. STAFF REPORTS-

- a. Randi Perry, Public Works Director-5 minutes.....55-56

- b. Meredith Penny, Planning Director-5 minutes.....57-76

12. COUNCIL REPORTS-15 minutes

- a. Council Member Harolynne Bobis-3 minutes
- b. Council Member Rhonda Salerno-3 minutes
- c. Council Member Thomas Gill-3 minutes
- d. Council Member Craig Cyr-3 minutes
- e. Council Member Gail Fleming-3 minutes

13. 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 Monica Felici 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 and conducts its governance abiding by the Civility First Pledge:

- 1. Value honesty and good will while striving to solve problems.
- 2. Attempt genuinely to understand the point of view of others
- 3. Model civil behavior and tone, online as well as in public by:
 - a. Being kind while maintaining the right to vigorously disagree
 - b. Acting respectfully toward others, including opponents.
 - c. Listening to those who disagree with us, as well as supporters
 - d. Making only accurate statements when defending a position
 - e. Refraining from characterizing adversaries as evil
 - f. Challenge disrespectful behavior, courteously
 - g. encourage any person or organization working on our behalf to meet these same standards from civil discourse

Council Meeting Minutes
Monday April 4, 2022

Meeting was called to order by Mayor Scott Chaplin at 5:30pm

Land Acknowledgement

ROLL CALL

In attendance: Council Member Harolynne Bobis; Council Member Gail Fleming; Council Member Craig Cyr; Council Member Thomas Gill; Council Member Rhonda Salerno; Mayor Scott Chaplin; Monica Felici, Clerk/Treasurer, Randi Perry, Public Works Director and Meredith Penny, Planning Director; Darlene Baldwin, Assistant Clerk

APPROVAL OF CONSENT AGENDA

Motion to Approve Consent Agenda

Motion: Council Member Thomas Gill
2nd: Council Member Gail Fleming

Discussion:

Move minutes to New Business item “c”
Fleming mentioned Activov Contract-questions were answered

Motion Passed unanimously with adjustments

APPROVAL OF AGENDA

Motion to Approve Agenda

Motion: Council Member Thomas Gill
2nd: Council Member Rhonda Salerno

Discussion:

Add to New Business item “d” Judge Vacates Park Washington State Parks and Recreation Commission decision regarding allowing covert military training

Motion Passed unanimously with adjustments

PUBLIC HEARING

1. Vicki Welfare, Langley Library
 - a. Library Improvement process
2. Janice Kliner-Dog House
 - a. Access on Anthes
3. Fred Luundahl-Encouraged allowing limited access on Anthes
4. Heather Ogilvy-Would like to speak after Director Penny's presentation
5. Stef Christensen-Will put question in chat
6. Dominique Emerson-spoke regarding Public Comment process
7. Marie Lincoln-Supports allowing limited access on Anthes
8. Heather Ogilvy-questions regarding traffic study
9. Council Member Thomas Gill would like to have further discussion on handling public comments

ORDINANCES AND RESOLUTIONS-NONE

PUBLIC HEARING-NONE

UNFINISHED BUSINESS

1. Request for approval for new financial program-Monica Felici, Clerk Treasurer
 - a. Reported on need for new financial program
 - b. After discussion decision was made to have Finance and Personnel Commission review
2. Anthes Right-of-way-Randi Perry, Public Works Director and Meredith Penny, Planning Director

Motion to move forward with staff recommendation that the unimproved portion of the Anthes right-of-way which connects First St. to the seawall, remain authorized vehicle access only. Staff can continue to work towards solutions for Public Works maintenance vehicles to gain access to the eastern portions of the seawall, but do not see more frequent vehicle traffic near the park to be in the best interest of the public

Motion: Council Member Gail Fleming
2nd: Council Member Harolynne Bobis

- a. The request was taken to Parks and Open Space Commission and Public Works Advisory Commission
- b. Shared recommendations from both Commissions
- c. Discussion regarding access for the Dog House

PUBLIC COMMENT

Duaine-Original Architect for Dog House

Janice Kliner

Leanne Finlay-typed comments as her speaker was not working

Motion Passed 4 Council Members voting yes, 1 Council Member Voting no

3. Langley Infrastructure Project-Randi Perry, Public Works Director
 - a. Reviewed status of project
 - b. Brought recommendation from the Public Works Advisory Commission for the next step

Motion: Accept the 60% design with the incorporation of the technical comments. Prepare Phase 2C contract and move all projects forward to 90% engineering benchmark. Staff will continue to seek grant and loan funding opportunities and access capital fund availability to complete projects. Phase 3A will begin with bid packaging and construction support.

Motion: Council Member Rhonda Salerno

2nd: Council Member Gail Fleming

PUBLIC COMMENT

Dominique Emerson-original recommendation in line with staff recommendation.

Motion passed unanimously

EXECUTIVE SESSION-Discuss litigation or potential litigation with the governing body's attorney (RCW 42.30.110(1)(a)(i)-After Council discussion the executive session was moved to after unfinished business

Session will be for 35 minutes

Session began at 7:35pm

Session ended at 8:10pm

PUBLIC COMMENT

Leanne Finlay-Citizen Commissions

David Stenberg-Sewer Compacity

Rose Hughes-GAAP

Fergus Ferrier-Accounting for Coles Valley

Janice Kliner-Anthes Access

NEW BUSINESS

1. Judge Vacates Park Washington State Parks and Recreation Commission decision regarding allowing covert military training-Council Member Craig Cyr
 - a. Judge issued surprise ruling

2. Public Works Advisory Commission-Dominique Emerson
 - a. Reviewed mission statement
 - b. Listed members
 - c. Langley Infrastructure Project
 - d. SMART Readers
 - e. Water monitoring systems
 - f. Software to analyze rates
 - g. Spoke about what future projects

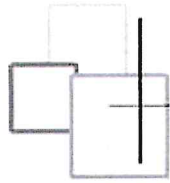
3. Design Review Board did not present

MAYORS REPORT

1. New Police Chief

COUNCIL REPORTS-Postponed

ADJOURNMENT-Mayor Scott Chaplin adjourned meeting at 8:30 p.m.



Voucher Directory

Fiscal: : 2022 - April
Council Date: : 2022 - April - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Airgas USA LLC	0			2022 - April - 2nd Council Meeting	
		Invoice -9987670262			
			402-000-000-535-10-30-01	Supplies	\$14.95
		Total Invoice -9987670262			\$14.95
	Total 0				\$14.95
Total Airgas USA LLC					\$14.95
Ashley's Design & Whidbey Sports	0			2022 - April - 2nd Council Meeting	
		Invoice - 7326			
			001-000-070-521-20-40-01	Professional Services	\$87.12
		Total Invoice - 7326			\$87.12
	Total 0				\$87.12
Total Ashley's Design & Whidbey Sports					\$87.12
Barbara Fournier	0			2022 - April - 2nd Council Meeting	
		Invoice - 04/11/2022			
			105-000-000-582-10-00-00	Refunds-repurchase of plots	\$2,000.00
		Total Invoice - 04/11/2022			\$2,000.00
	Total 0				\$2,000.00
Total Barbara Fournier					\$2,000.00
City of Langley	0			2022 - April - 2nd Council Meeting	
		Invoice - 4/13/2022 9:34:23 AM			
			001-000-120-558-50-40-00	Professional Services	\$4.33
		Total Invoice - 4/13/2022 9:34:23 AM			\$4.33
	Total 0				\$4.33
Total City of Langley					\$4.33

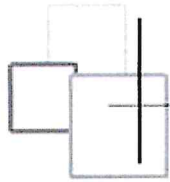
Vendor	Number	Reference	Account Number	Description	Amount
Dept of Retirement					
	OASI 2022			2022 - April - 2nd Council Meeting	
		Invoice -1500158			
			001-000-030-514-20-48-06	Credit fees	\$25.00
			OASI pmt		
		Total Invoice -1500158			\$25.00
	Total OASI 2022				\$25.00
Total Dept of Retirement					\$25.00
Edge Analytical Labs					
	0			2022 - April - 2nd Council Meeting	
		Invoice - 22-10254			
			402-000-000-535-10-40-04	Sewer Plant Testing	\$227.00
		Total Invoice - 22-10254			\$227.00
	Total 0				\$227.00
Total Edge Analytical Labs					\$227.00
Grainger					
	0			2022 - April - 2nd Council Meeting	
		Invoice - 9274938811			
			001-000-150-576-80-30-01	Supplies	\$223.37
		Total Invoice - 9274938811			\$223.37
	Total 0				\$223.37
Total Grainger					\$223.37
Hanson's Bldg. Supply					
	0			2022 - April - 2nd Council Meeting	
		Invoice - 2203-118524			
			402-000-000-535-10-40-01	Professional Services	\$407.63
		Total Invoice - 2203-118524			\$407.63
	Total 0				\$407.63
Total Hanson's Bldg. Supply					\$407.63
Invoice Cloud					
	Cloud apr 2022			2022 - April - 2nd Council Meeting	
		Invoice - April 2022			
			401-000-000-534-10-40-01	Professional Services	\$46.20
			Cloud		
			402-000-000-535-10-40-01	Professional Services	\$46.20
			Cloud		
			403-000-000-531-10-40-01	Professional Services	\$46.20
			Cloud		
		Total Invoice - April 2022			\$138.60
	Total Cloud apr 2022				\$138.60
Total Invoice Cloud					\$138.60

City of Langley Council Meeting
Monday April 18 @ 5:30 PM

Vendor	Number	Reference	Account Number	Description	Amount
			101-000-000-543-10-40-01	Professional Services	\$8.21
			Island Disposal		
			401-000-000-534-10-40-01	Professional Services	\$16.42
			Island Disposal		
			402-000-000-535-10-40-01	Professional Services	\$16.44
			Island Disposal		
			Total Invoice - 7053512S144		\$164.20
	Total 0				\$164.20
	Total Island Disposal Inc				\$164.20
Kenyon Disend PLLC	0			2022 - April - 2nd Council Meeting	
			Invoice - 1091883		
			001-000-000-511-60-40-02	Professional Services	\$284.00
			001-000-010-513-10-40-01	Professional Services	\$944.50
			001-000-030-514-20-40-02	Professional Services	\$699.00
			001-000-110-558-60-40-00	Professional Services	\$2,354.50
			402-000-000-535-10-40-01	Professional Services	\$154.00
			Total Invoice - 1091883		\$4,436.00
	Total 0				\$4,436.00
	Total Kenyon Disend PLLC				\$4,436.00
Langley Main St Association	0			2022 - April - 2nd Council Meeting	
			Invoice - 4 11 2022		
			401-000-000-534-10-49-03	excise tax MainSt credit	\$4,000.00
			402-000-000-535-10-49-03	excise tax MainSt credit	\$4,000.00
			403-000-000-531-10-49-03	excise tax MainSt credit	\$4,000.00
			Total Invoice - 4 11 2022		\$12,000.00
	Total 0				\$12,000.00
	Total Langley Main St Association				\$12,000.00
PACE Engineers, Inc.	0			2022 - April - 2nd Council Meeting	
			Invoice -82761		
			001-000-110-558-60-40-00	Professional Services	\$1,872.50
			001-000-110-558-60-40-00	Professional Services	\$700.00
			001-000-110-558-60-40-01	Professional Fees/reimbursible	\$375.00
			408-000-000-535-40-40-00	Sewer Comp Plan Update	\$4,022.50
			Total Invoice -82761		\$6,970.00
	Total 0				\$6,970.00
	Total PACE Engineers, Inc.				\$6,970.00

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-000-534-10-31-02	Fuel	\$98.11
			SWSD		
			402-000-000-535-10-31-02	Fuel	\$167.72
			SWSD		
			403-000-000-531-10-31-02	Fuel	\$41.43
			SWSD		
			Total Invoice - 4/12/2022 4:08:23 PM		\$985.65
	Total 0				\$985.65
Total S.W. School Dist. #206					\$985.65
Sebo's DO IT Center	0			2022 - April - 2nd Council Meeting	
			Invoice -A1361870		
			101-000-000-542-67-30-01	Street Cleaning supplies	\$17.37
			Total Invoice -A1361870		\$17.37
	Total 0				\$17.37
Total Sebo's DO IT Center					\$17.37
Sound Publishing Inc	0			2022 - April - 2nd Council Meeting	
			Invoice - 8059716		
			001-000-150-576-80-40-00	Professional Services	\$60.69
			101-000-000-544-90-40-01	Professional Services	\$60.69
			401-000-000-534-10-40-01	Professional Services	\$60.68
			402-000-000-535-10-40-01	Professional Services	\$60.68
			403-000-000-531-10-40-01	Professional Services	\$60.68
			Total Invoice - 8059716		\$303.42
			Invoice - wnt951419		
			001-000-030-514-20-40-02	Professional Services	\$49.50
			Total Invoice - wnt951419		\$49.50
			Invoice - wnt951420		
			001-000-030-514-20-40-02	Professional Services	\$43.50
			Total Invoice - wnt951420		\$43.50
	Total 0				\$396.42
Total Sound Publishing Inc					\$396.42
TBL Investigations and Consulting LLC	0			2022 - April - 2nd Council Meeting	
			Invoice - 4/13/2022 11:06:26 AM		
			001-000-070-521-20-40-01	Professional Services	\$1,182.88
			Total Invoice - 4/13/2022 11:06:26 AM		\$1,182.88
	Total 0				\$1,182.88
Total TBL Investigations and Consulting LLC					\$1,182.88

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-010-513-10-40-01	Professional Services	\$21.74
			indeed		
		Total Invoice -3693			\$263.54
		Invoice -5839			
		Perry			
			105-000-000-557-30-47-03	Repair & Maintenance Facilities	\$1,565.70
			Total restroom		
			401-000-000-534-10-47-01	Repairs & Maintenance	\$17.30
			WSF		
		Total Invoice -5839			\$1,583.00
	Total 0				\$2,969.13
Total VISA					\$2,969.13
Vision Municipal Solutions	0				
				2022 - April - 2nd Council Meeting	
		Invoice - 09-10060			
			001-000-180-518-80-32-04	Software and IT	\$7,246.40
		Total Invoice - 09-10060			\$7,246.40
		Invoice - 09-9967			
			001-000-180-594-18-14-00	New Equipment	\$1,845.83
		Total Invoice - 09-9967			\$1,845.83
	Total 0				\$9,092.23
Total Vision Municipal Solutions					\$9,092.23
Whidbey Telecom	0				
				2022 - April - 2nd Council Meeting	
		Invoice - April . 2022			
			001-000-000-511-60-41-02	Telephone	\$80.25
			001-000-010-513-10-41-02	Telephone	\$73.73
			001-000-030-514-20-41-02	Telephone	\$224.54
			001-000-070-521-20-41-02	Telephone	\$243.88
			001-000-100-518-30-40-00	Telephone	\$23.46
			001-000-110-558-60-41-02	Telephone	\$73.73
			001-000-120-558-50-41-02	Telephone	\$64.45
			001-000-150-576-80-41-02	Telephone	\$23.46
			101-000-000-543-10-41-02	Phone	\$73.73
			401-000-000-534-10-41-02	Telephone	\$64.72
			402-000-000-535-10-41-02	Telephone	\$174.09
			403-000-000-531-10-41-02	Telephone	\$23.46
		Total Invoice - April . 2022			\$1,143.50
	Total 0				\$1,143.50
Total Whidbey Telecom					\$1,143.50
Grand Total		Vendor Count	31		\$81,734.55



Voucher Directory

Fiscal : : 2022 - April
Council Date : : 2022 - April - 2nd Council Meeting

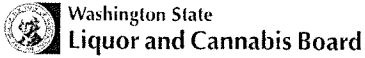
Vendor	Number	Reference	Account Number	Description	Amount
Airgas USA LLC	0			2022 - April - 2nd Council Meeting	
		Invoice -9987670262			
			402-000-000-535-10-30-01	Supplies	\$14.95
		Total Invoice -9987670262			\$14.95
	Total 0				\$14.95
Total Airgas USA LLC					\$14.95
Ashley's Design & Whidbey Sports	0			2022 - April - 2nd Council Meeting	
		Invoice - 7326			
			001-000-070-521-20-40-01	Professional Services	\$87.12
		Total Invoice - 7326			\$87.12
	Total 0				\$87.12
Total Ashley's Design & Whidbey Sports					\$87.12
Barbara Fournier	0			2022 - April - 2nd Council Meeting	
		Invoice - 04/11/2022			
			105-000-000-582-10-00-00	Refunds-repurchase of plots	\$2,000.00
		Total Invoice - 04/11/2022			\$2,000.00
	Total 0				\$2,000.00
Total Barbara Fournier					\$2,000.00
City of Langley	0			2022 - April - 2nd Council Meeting	
		Invoice - 4/13/2022 9:34:23 AM			
			001-000-120-558-50-40-00	Professional Services	\$4.33
		Total Invoice - 4/13/2022 9:34:23 AM			\$4.33
	Total 0				\$4.33
Total City of Langley					\$4.33

Vendor	Number	Reference	Account Number	Description	Amount
Dept of Retirement					
	OASI 2022			2022 - April - 2nd Council Meeting	
		Invoice -1500158			
			001-000-030-514-20-48-06	Credit fees	\$25.00
			OASI pmt		
		Total Invoice -1500158			\$25.00
	Total OASI 2022				\$25.00
Total Dept of Retirement					\$25.00
Edge Analytical Labs					
	0			2022 - April - 2nd Council Meeting	
		Invoice - 22-10254			
			402-000-000-535-10-40-04	Sewer Plant Testing	\$227.00
		Total Invoice - 22-10254			\$227.00
	Total 0				\$227.00
Total Edge Analytical Labs					\$227.00
Grainger					
	0			2022 - April - 2nd Council Meeting	
		Invoice - 9274938811			
			001-000-150-576-80-30-01	Supplies	\$223.37
		Total Invoice - 9274938811			\$223.37
	Total 0				\$223.37
Total Grainger					\$223.37
Hanson's Bldg. Supply					
	0			2022 - April - 2nd Council Meeting	
		Invoice - 2203-118524			
			402-000-000-535-10-40-01	Professional Services	\$407.63
		Total Invoice - 2203-118524			\$407.63
	Total 0				\$407.63
Total Hanson's Bldg. Supply					\$407.63
Invoice Cloud					
	Cloud apr 2022			2022 - April - 2nd Council Meeting	
		Invoice - April 2022			
			401-000-000-534-10-40-01	Professional Services	\$46.20
			Cloud		
			402-000-000-535-10-40-01	Professional Services	\$46.20
			Cloud		
			403-000-000-531-10-40-01	Professional Services	\$46.20
			Cloud		
		Total Invoice - April 2022			\$138.60
	Total Cloud apr 2022				\$138.60
Total Invoice Cloud					\$138.60

Vendor	Number	Reference	Account Number	Description	Amount
			101-000-000-543-10-40-01	Professional Services	\$8.21
			Island Disposal		
			401-000-000-534-10-40-01	Professional Services	\$16.42
			Island Disposal		
			402-000-000-535-10-40-01	Professional Services	\$16.44
			Island Disposal		
			Total Invoice - 7053512S144		\$164.20
	Total 0				\$164.20
	Total Island Disposal Inc				\$164.20
Kenyon Disend PLLC	0				
			2022 - April - 2nd Council Meeting		
			Invoice - 1091883		
			001-000-000-511-60-40-02	Professional Services	\$284.00
			001-000-010-513-10-40-01	Professional Services	\$944.50
			001-000-030-514-20-40-02	Professional Services	\$699.00
			001-000-110-558-60-40-00	Professional Services	\$2,354.50
			402-000-000-535-10-40-01	Professional Services	\$154.00
			Total Invoice - 1091883		\$4,436.00
	Total 0				\$4,436.00
	Total Kenyon Disend PLLC				\$4,436.00
Langley Main St Association	0				
			2022 - April - 2nd Council Meeting		
			Invoice - 4 11 2022		
			401-000-000-534-10-49-03	excise tax MainSt credit	\$4,000.00
			402-000-000-535-10-49-03	excise tax MainSt credit	\$4,000.00
			403-000-000-531-10-49-03	excise tax MainSt credit	\$4,000.00
			Total Invoice - 4 11 2022		\$12,000.00
	Total 0				\$12,000.00
	Total Langley Main St Association				\$12,000.00
PACE Engineers, Inc.	0				
			2022 - April - 2nd Council Meeting		
			Invoice -82761		
			001-000-110-558-60-40-00	Professional Services	\$1,872.50
			001-000-110-558-60-40-00	Professional Services	\$700.00
			001-000-110-558-60-40-01	Professional Fees/reimbursible	\$375.00
			408-000-000-535-40-40-00	Sewer Comp Plan Update	\$4,022.50
			Total Invoice -82761		\$6,970.00
	Total 0				\$6,970.00
	Total PACE Engineers, Inc.				\$6,970.00

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-000-534-10-31-02	Fuel	\$98.11
			SWSD		
			402-000-000-535-10-31-02	Fuel	\$167.72
			SWSD		
			403-000-000-531-10-31-02	Fuel	\$41.43
			SWSD		
			Total Invoice - 4/12/2022 4:08:23 PM		\$985.65
					\$985.65
Total 0					
Total S.W. School Dist. #206					\$985.65
Sebo's DO IT Center					
0					
				2022 - April - 2nd Council Meeting	
			Invoice -A1361870		
			101-000-000-542-67-30-01	Street Cleaning supplies	\$17.37
			Total Invoice -A1361870		\$17.37
					\$17.37
Total 0					
Total Sebo's DO IT Center					\$17.37
Sound Publishing Inc					
0					
				2022 - April - 2nd Council Meeting	
			Invoice - 8059716		
			001-000-150-576-80-40-00	Professional Services	\$60.69
			101-000-000-544-90-40-01	Professional Services	\$60.69
			401-000-000-534-10-40-01	Professional Services	\$60.68
			402-000-000-535-10-40-01	Professional Services	\$60.68
			403-000-000-531-10-40-01	Professional Services	\$60.68
			Total Invoice - 8059716		\$303.42
			Invoice - wnt951419		
			001-000-030-514-20-40-02	Professional Services	\$49.50
			Total Invoice - wnt951419		\$49.50
			Invoice - wnt951420		
			001-000-030-514-20-40-02	Professional Services	\$43.50
			Total Invoice - wnt951420		\$43.50
					\$396.42
Total 0					
Total Sound Publishing Inc					\$396.42
TBL Investigations and Consulting LLC					
0					
				2022 - April - 2nd Council Meeting	
			Invoice - 4/13/2022 11:06:26 AM		
			001-000-070-521-20-40-01	Professional Services	\$1,182.88
			Total Invoice - 4/13/2022 11:06:26 AM		\$1,182.88
					\$1,182.88
Total 0					
Total TBL Investigations and Consulting LLC					\$1,182.88

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-010-513-10-40-01	Professional Services	\$21.74
			indeed		
		Total Invoice -3693			\$263.54
		Invoice -5839			
		Perry			
			105-000-000-557-30-47-03	Repair & Maintenance Facilities	\$1,565.70
			Total restroom		
			401-000-000-534-10-47-01	Repairs & Maintenance	\$17.30
			WSF		
		Total Invoice -5839			\$1,583.00
	Total 0				\$2,969.13
Total VISA					\$2,969.13
Vision Municipal Solutions					
0					
				2022 - April - 2nd Council Meeting	
		Invoice - 09-10060			
			001-000-180-518-80-32-04	Software and IT	\$7,246.40
		Total Invoice - 09-10060			\$7,246.40
		Invoice - 09-9967			
			001-000-180-594-18-14-00	New Equipment	\$1,845.83
		Total Invoice - 09-9967			\$1,845.83
	Total 0				\$9,092.23
Total Vision Municipal Solutions					\$9,092.23
Whidbey Telecom					
0					
				2022 - April - 2nd Council Meeting	
		Invoice - April . 2022			
			001-000-000-511-60-41-02	Telephone	\$80.25
			001-000-010-513-10-41-02	Telephone	\$73.73
			001-000-030-514-20-41-02	Telephone	\$224.54
			001-000-070-521-20-41-02	Telephone	\$243.88
			001-000-100-518-30-40-00	Telephone	\$23.46
			001-000-110-558-60-41-02	Telephone	\$73.73
			001-000-120-558-50-41-02	Telephone	\$64.45
			001-000-150-576-80-41-02	Telephone	\$23.46
			101-000-000-543-10-41-02	Phone	\$73.73
			401-000-000-534-10-41-02	Telephone	\$64.72
			402-000-000-535-10-41-02	Telephone	\$174.09
			403-000-000-531-10-41-02	Telephone	\$23.46
		Total Invoice - April . 2022			\$1,143.50
	Total 0				\$1,143.50
Total Whidbey Telecom					\$1,143.50
Grand Total		Vendor Count	31		\$81,734.55



NOTICE OF LIQUOR LICENSE APPLICATION

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

License Division - P.O. Box 43098
Olympia, WA 98504-3098
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: <http://lcb.wa.gov>

TO: MAYOR OF LANGLEY
RE: NEW APPLICATION

RETURN TO: localauthority@sp.lcb.wa.gov

DATE: 4/05/22

UBI: 604-796-184-001-0001

License: 433345 - 3D County: 15
Tradename: GRAYHORSE MERCANTILE

APPLICANTS:

GRAYHORSE MERCANTILE CORPORATION

Loc Addr: 117 ANTHES AVE
LANGLEY WA 98260-8433

SADINSKY, JENNIFER
1969-01-01

Mail Addr: 115 2ND ST UNIT 373
LANGLEY WA 98260-1914

SADINSKY, DAVID
(Spouse) 1969-08-09

Phone No.: 206-419-0292 JENNIFER SADINSKY

Privileges Applied For:
DIRECT SHIPMENT RECEIVER-IN/OUT WA
GROCERY STORE - BEER/WINE

As required by RCW 66.24.010(8), the Liquor and Cannabis Board is notifying you that the above has applied for a liquor license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of the license. If you need additional time to respond, you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you need information on SSN, contact our CHRI desk at (360) 664-1724.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Do you approve of applicant? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you approve of location? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken? | <input type="checkbox"/> | <input type="checkbox"/> |
| (See WAC 314-09-010 for information about this process) | | |
| 4. If you disapprove, per RCW 66.24.010(8) you MUST attach a letter to the Board detailing the reason(s) for the objection and a statement of all facts on which your objection(s) are based. | | |

DATE

SIGNATURE OF MAYOR,CITY MANAGER,COUNTY COMMISSIONERS OR DESIGNEE

Council Meeting Minutes
Monday March 21, 2022

Meeting was called to order by Mayor Scott Chaplin at 5:00pm

Land Acknowledgement

ROLL CALL

In attendance: Council Member Harolynne Bobis; Council Member Gail Fleming; Council Member Craig Cyr; Council Member Thomas Gill; Council Member Rhonda Salerno; Mayor Scott Chaplin; Monica Felici, Clerk/Treasurer, Randi Perry, Public Works Director and Meredith Penny, Planning Director

APPROVAL OF CONSENT AGENDA

Motion to Approve Consent Agenda

Motion: Council Member Craig Cyr

2nd: Council Member Thomas Gill

Discussion:

Motion Passed unanimously -Council Member Harolynne Bobis not present at this time

APPROVAL OF AGENDA

Motion to Approve Agenda

Motion: Council Member Rhonda Salerno

2nd: Council Member Craig Cyr

Discussion:

Move Public Comment to after Coles Valley presentation

Motion Passed unanimously with adjustments

EXECUTIVE SUSSION-NONE

PUBLIC HEARING-NONE

ORDINANCES AND RESOLUTIONS

1. Ordinance 1093- Uniform Policies for Citizen Commissions
Motion to approve 2nd reading of Ordinance 1093 Uniform Policy for Citizens Commissions

Motion: Council Member Rhonda Salerno

2nd: Council Member Thomas Gill

Motion passed unanimously

2. Ordinance 1094 Update LMC 2.04.010 Council Meeting Time
Motion to approve 1st and 2nd reading of Ordinance 1094 Update LMC 2.04.010 Council Meeting Time

Motion: Council Member Thomas Gill

2nd: Council Member Rhonda Salerno

Discussion: Council Member Craig Cyr amended motion to: Approve as 1st and 2nd reading of LMC 2.04.010 Council Meeting Time suspending 5 days posting

Motion passed unanimously

UNFINISHED BUSINESS

1. Moratorium Update-Council Member Rhonda Salerno
 - a. Withdrew recommendation
 - b. Read statement-attached
2. Coles Valley presentation-Meredith Penny, Planning Director
 - a. Reviewed process of Coles Valley project
 - b. Council Members asked for workshop
 - c. Council Workshop will be Monday March 28th at 6pm via Zoom

PUBLIC COMMENT

Leanne Finlay-Citizen Commissions
David Stenberg-Sewer Compacity
Rose Hughes-GAAP
Fergus Ferrier-Accounting for Coles Valley
Janice Klinier-Anthes Access

NEW BUSINESS

1. Island Transit-Todd Morrow, Executive Director
 - a. Service Improvement Options
 - i. Expansion of Service
 - ii. Decarbonization
 - b. Survey being sent out
2. Climate Crisis Action Commission (CCAC)-Peter Morton, Dean Enell, Derek Hoshiko, and Linda Ervine
 - a. 2022 Work Plan

Motion to approve CCAC 2022 Work Plan

Motion: Council Member Gail Fleming

2nd: Council Member Craig Cyr

Discussion

Motion passed unanimously

3. Parks and Open Space-Council Member Gail Fleming
Motion to pass 2022 Work Plan

Motion: Council Member Harolynne Bobis

2nd: Council Member Thomas Gill

Discussion

Motion passed unanimously

4. Volunteer Application Form-Mayor Scott Chaplin
 - a. Mayor shared screen of application from Caleb Thompson
Motion to approve Volunteer

Motion: Council Member Craig Cyr

2nd: Council Member Rhoda Salerno

Discussion

Motion passed unanimously

5. Job of Hearing Examiner-Council Member Thomas Gill
 - a. Asked if Meredith Penny, Planning Director could review the process
 - b. Will be part of the Workshop on Monday March 28th
6. Advertise Council Quorum-Council Member Rhoda Salerno
 - a. Asked that all Commission meetings be advertised as having a quorum

- b. Suggested following the format of Meredith Penny, Planning Director
- 7. Minimum Wage Increase to \$20.00-Council Member Harolynne Bobis
 - a. Discussion
 - b. Recommended that it be brought to the Finance and Personnel Commission
- 8. New Position-Mayor Scott Chaplin
 - a. Would like to create a position for a Grant Writer and Mayor Assistant
 - b. Discussion

MAYORS REPORT

1. Giving Certificate of appreciation to George Guzman and Officer Hathaway
2. Letter from Hat Island Ferry
3. Hiring of Police Chief moving Forward

STAFF REPORTS

1. Randi Perry, Director of Public Works
 - a. Public Works full time position
 - b. LIP
 - c. Puget Sound Nutrient Permit Grant application
 - d. Asset Management Program
 - e. Reservoir cleaning/level indicator repair bid
 - f. Visitor Center Cleaning
 - g. Storm issue on 4th street
 - h. Cross connection backflow master list
 - i. Island County coordination
 - j. Seawall Park
 - k. PSE meeting with Emily Hagen
 - l. Drinking water nonpayment shut offs/meter reads/billing completed
 - m. Emergence call outs
 - n. PWAC
2. Meredith Penny, Director of Planning
 - a. Presented earlier in meeting regarding Coles Valley
3. Monica Felici, Clerk/Treasurer
 - a. Reviewed monthly tax revenue reports
 - b. Audit
 - c. Business Licensing (BLS) update
 - d. Year-end balancing
 - e. Public Records request
 - f. Contracts
 - g. Attending webinars

- h. Tyler quote for new financial program

COUNCIL REPORTS

1. Council Member Harolynne Bobis
 - a. No report

2. Council Member Rhonda Salerno
 - a. Working with ALE students
 - b. Radar sign removed

3. Council Member Thomas Gill
 - a. Port of South Whidbey

4. Council Member Craig Cyr
 - a. Correct Sales and Hotel/Motel tax tables
 - b. DOT Seminar
 - c. PWAC
 - d. Langley Arts Foundation
 - e. Island Transit
 - f. Grateful for Volunteers

5. Council Member Gail Fleming
 - a. Historic Preservation
 - b. PWAC
 - c. Civility First Pledge

ADJOURNMENT-Mayor Scott Chaplin adjourned meeting at 8:09 p.m.

To: Langley City Council Members

From: Rhonda Salerno, Council Member Position 2

Date: March 21, 2022

Topic: Moratorium Update

Honorable Mayor Chaplin and Fellow Council Members,

I would like to clarify that I have withdrawn my motion to enact a 6-month moratorium, which I initiated at our last Council Meeting. I put this motion forward with substantial reasoning to pause applications for development under our two multi-family codes, which at this time requires no affordable housing, climate sustainability or financial provisions.

The moratorium would not have affected any current applications and was not intended to stop or discourage any development in Langley. It was not put forth maliciously or as an attempt to burden developers. I withdrew my motion at our previous meeting, as it was clear that two council members did not support the action, not because I thought it was not an important step for us as a City to take.

An emergency moratorium is just that, a simple pause to allow time for a city to complete the work that is currently in process before more activity goes forward without those provisions in place. It was a call to action to complete this very important work in a timely fashion.

I think it is very important for us to understand that all of the actions that were stated in the moratorium are ones that are actually already underway in our City. Inclusionary zoning is being crafted with the aid of a \$67,000 grant from the Rural Economic Development Council. This State Funding is intended to make certain that affordability is being addressed in cities all over the state.

Here is part of our City Council and Mayor's work plan for this year. I have highlighted in blue the items that would have been addressed under the moratorium. You all are aware that I have been a strong advocate for affordable housing, creating the Affordable Housing Advisory Committee and holding two extensive Community Meetings last year to understand the need in our City's demographics for affordable housing and strategies to address those needs.

From those two meetings, this Affordable Housing Challenges Report was created which supports an affordable component that meets the needs of young people working in service jobs and young families who are just starting off as new home owners. Besides affordability, we also need to address the burning of fossil fuels and our current climate crisis. This requires managed development and the kind of zoning laws that we are currently in the process of creating.

To claim that this moratorium was intended to decrease the opportunity for affordable housing is just not true. It is also a legal and integritis action that is a common tool used to assure that ordinances in process have time to be completed.

I see my job as a city council member one of a policy maker. This Road Map for elected officials in your Council Member Handbook lays it all out. I'd like to quote the last box which is entitled "Work Toward Tomorrow" ... It says, "Despite the many things elected leaders do daily, it's important to stay focused on the future. This requires you to use your leadership to move the city agenda forward, build trust, and create a civic culture of mutual respect"

As a community, we have created a Comprehensive Plan that specifically lays out our way forward in bringing our codes up to a standard that will shape the future of our city. I have been involved with creating the last two versions of our Comp Plan and am acutely aware of the lack of ordinances that have been put in place over the years to carry out our charge explained in this planning document. It is required of all cities that fall under the Growth Management Act [GMA], of which we are one.

We have an incredible opportunity to affect this movement forward right now with our advisory commissions full to capacity and working diligently toward these goals. Compared to the past when getting residents to participate in these committees was difficult, there is currently a renewed energy and commitment by our residents to serve the government that represents them. We are a city of 1170 residents and currently have more than 77 volunteers advising us, among which is a previous mayor, our own Island County Treasurer, a Restoration Ecologist, a former DOJ Attorney, a retired Boeing Executive, an Infrastructure Consultant and the list goes on. (For you numbers people, that is 20% of our population taking part.) Shortly, you will witness 2 of these amazing advisory commissions present their work plan in which these moratorium goals are being addressed in the areas of climate change and tree protection.

With all of that said, it was not my intention to create a controversy that takes up all of our time and energy and actually slows down our progress in the long run. So I hope we can agree to let this rest and go forward with our good work to create a sustainable, inclusive and equitable place to live. I know we all love living here and care deeply about how our city moves forward and how we leave it for the youth that will come after us. I thank you all for sharing your thoughts and words of what that means for you personally. And, as our inspiring United Student Leaders always say, 'This' is what democracy looks like.

Thank you all for doing the good work!

Date: April 18, 2022
To: Langley City Council
From: Affordable Housing Sub-Committee
RE: Coles Valley PUD Housing Affordability Recommendations

Purpose

To provide Council with recommendations related to the inclusion of affordable housing units in the proposed Planned Unit Development (PUD) application by South Whidbey LLC. While specific recommendations are outlined in the attached document “PUD affordability requirements v.2022-04-08”, this memo lays out the general reasoning behind the recommendations. Many of these recommendations are interrelated and dependent upon each other for effective results, but for the purposes of readability, they are delineated by specific topic.

Background

When the Planned Unit Development (PUD) ch. 18.26 was being prepared the Planning Advisory Board (PAB) and Council wanted to take a proactive approach regarding how affordable housing units will be incorporated into the anticipated Coles Valley development application. The PUD code requires that Council and the developer enter into a Development Agreement, a legal contract between the City and developer that runs with the land. [RCW 36.70B.170](#) details the development standards that may be contained in this contract and affordable housing is one of these elements.

As part of the adoption process the PAB recommended to Council that an ad-hoc committee be established to guide the affordable housing requirement. On April 5, 2021, Council adopted the Planned Unit Development (PUD) Code, Ch. 18.26 and Council gave direction to establish a committee to define appropriate levels of affordable housing and the criteria that would be used in negotiations with a developer as part of any development agreement and PUD application. PAB recommended that the ad hoc advisory committee should consist of individuals from the following groups or areas of expertise.

- Council Member
- Planning Director
- Planning Advisory Board Member
- Representative with experience in residential construction and development costs
- Representative with expertise in affordable housing development and incentives
- Representative from the Dismantling Systemic Racism Advisory Group
- Community representative involved in affordable housing advocacy or provision
- City Attorney to be consulted on an as needed basis

The purpose of the committee is outlined above, and part of its remit was to identify specifics that the affordable housing requirements would include:

- Income level (% of Area Median Income);
- Tenure (ownership vs. rental);
- Size (number of bedrooms);
- Minimum number of housing units; and
- Phasing provisions.

At the City Council's July 6, 2021, meeting, the Council approved the proposed skill set and purpose of this Ad Hoc Advisory Committee. At the October 4 meeting Council approved the committee membership. The committee met the first time on October 22, 2021 and met an additional eleven times up to April 1.

Discussion

At its November 2, 2021, meeting the Committee reviewed research about Inclusionary Zoning¹ (IZ) to provide guidance. Best practices on IZ identifies some specific questions that are important to contemplate when considering an IZ program. Most IZ programs are adopted by an ordinance that applies to more than one project. This is not the case here, however the work completed by the Committee will be helpful for future discussions. The Committee also reviewed IZ programs adopted by Washington State cities with similar characteristics to Langley. Council will recall that two affordable housing events took place in May and September 2021. Following the May event the committee prepared a detailed summary report that also helped guide the committee's deliberations.

A few elements of inclusionary zone programs that warrant mention did not form part of the Committees recommendations for reasons outlined below.

Strong Housing Market - Best practices reveal that IZ programs, which are usually based on incentives rather than mandates, are most successful where there is a 'significant and sustained level of market-rate development in the local market'². This criterion was not discussed by the Committee as the code requires affordable housing units be provided regardless of the market and it's the developers responsibility to determine the viability of a project.

Voluntary or mandatory program - Best practices show that voluntary programs are often not utilized by developers. Langley has voluntary provisions in two chapters, Ch. 18.04 Innovative Affordable Housing Projects and Ch. 18.13 Multi-Family Infill Form-Based Code. Ch. 18.04 was used by Upper Langley for their community and the City has received one application submitted

¹ Inclusionary zoning refers to a range of policies and practices that mandate or provide incentives for the inclusion of affordable housing units in new developments to encourage mixed-income neighborhoods and increase the supply of affordable housing. [What Is Inclusionary Zoning? | Planetizen Planopedia](#)

² Urban Land Institute. The Economics of Inclusionary Development, 2016, IX

pursuant to Ch. 18.13 but it does not include any affordable housing units. The PUD code requires affordable units and is therefore a mandatory program.

Incentives - These may be regulatory incentives, such as increased building height or density or financial, like reduced impact or utility fees. The new Planned Unit Development code has considerable incentives baked into it.

Recommendations

The Committee spent the next nine meetings discussing these questions or criteria with the goal to make recommendations to Council. The Committee's deliberation was detailed, intentional and made the recommendations on a consensus basis. The document "2022-04-12 draft Coles Valley PUD Affordability.doc" gives the precise recommendations, the following is a summary of the major provisions.

1. Definition of Affordable Housing Units

The following is the definition in the Langley Municipal Code: affordable housing units are those for which monthly housing costs including utilities do not exceed 30% of household monthly income for households with incomes at or below the following levels of area median income (AMI), adjusted for household size. Housing costs includes mortgage principal and interest, mortgage insurance, real property taxes, utilities, and hazard insurance, and, if applicable, homeowner's dues and assessments. For rental units, housing costs include utilities, such as water, sewer, garbage and other standard services, as well as any additional recurring assessments or fees associated with occupying the unit. Utility cost allowances shall be determined by average/base rates per unit and utility type. The Committee recommends the definition of affordability per Langley PUD code be changed to align with the definition used by the State Housing Trust Fund. At the time of recommendations, that definition as provided in the Housing Trust Fund Glossary is as follows:

Affordability is achieved when a household's rent and utility costs (other than telephone) do not exceed 30 percent of the monthly income for the targeted income group as adjusted for household size. In the context of homeownership, affordability occurs when a household's monthly housing costs are generally no more than 38% of monthly household income and total debt is no more than 45% of monthly household income. Housing costs include mortgage principal, interest, property taxes, homeowner insurance, homeowner association fees, and land lease fees, as applicable. Total debt includes other debt and utilities.

Typically, funding programs stipulate targeting households earning from $\leq 50\%$ AMI (Area Median Housing Income) for rental units and $\leq 80\%$ AMI for home ownership, and most IZ programs reflect these targets. There are provisions in State law that these levels can be increased based on localized conditions. The Committee based its

recommendations on the fact that there are a relatively large number of rental units in Langley available to households earning no more than 50% AMI (68 units, of which 49 are limited to age 55+.)

The Committee recommends that the rental AMI limit by 80% and ownership AMI limit by 100%. They also recommend that these are the AMI targets are the upper limit.

The Committee wants to see 75% of the affordable units be rentals, due to this being the type of housing that seems most needed to meet the City's housing goals (Housing Action Plan data not yet available to confirm.) However, there was concern that with the proposed sub-divisions amongst seven different developers, that would limit any one developer having sufficient units to qualify for rental construction subsidy programs. Due to this concern, the committee decided to provide flexibility, but to state a strong preference for rentals.

The Committee recommends that affordable units be available as both rental and home ownership and that priority be given to rental units. But that at no point should rentals be less than 50% of the affordable units unless the Housing Action Plan indicates otherwise.

2. Required Number of Affordable Units

This is about establishing the minimum number of affordable housing units that must be included in the development. Examples of inclusionary zoning programs that were reviewed ranged from 10 to 30 %.

The Committee discussed this requirement at length, seeking to balance the needs of the City with realistic considerations around financial feasibility and developer expectations for return on investment. Research was done on likely subsidy funding opportunities and their requirements. The committee determined that a larger number of affordable units would actually increase the likelihood of subsidization awards and private equity incentives, which would in turn make affordable unit construction financially feasible.

At the same time, the Committee recognized that this would be the largest single development opportunity for the City, and therefore the best chance of achieving measurable impact on the lack of housing for the local workforce.

While this work was underway, the City submitted an application to the Dept. of Commerce from South Whidbey LLC which stipulated approximately 50% of the total

PUD units would meet affordability requirements if a CHIP (infrastructure cost offset) award were granted.

The Committee recommends that 30% of all residential units be affordable to income levels stipulated under the separate but interrelated recommendations.

3. Location of units

Best practices suggest that affordable housing units should be scattered around the neighborhood, so they are indistinguishable from market units and reduces the potential for stigmatization, as well as disproportionate distribution of common benefits and maintenance.

The Committee recommends that affordable units be distributed throughout the PUD, in a mixed-income configuration.

The Committee's recommendation recognizes that the details of the application are still unknown and there may be circumstances, due to subsequent subdivisions within the PUD, where concentration of affordable units may be advisable.

The Committee recommends that variance from this recommendation could be identified as a minor amendment per Ch. 18.26 and can be stipulated in the development agreement, but that in no case should the affordable units be distributed through less than three sub-area developments (of the currently proposed 7 sub-area developments.)

4. Term of affordability

Most existing affordable housing programs are required to conform to affordability terms of from 8 to 40 years. While some incentive programs, for example Low Income Housing Tax Credits, have required minimum 12 year terms for the sake of attracting private equity partners, most jurisdictions have recognized a significant loss of units when terms expire and units are converted to market rate. As such, many government programs are now requiring "permanent" affordability, as does LMC Ch. 18.04. The Committee identified the goal that regardless of funding tools the units should stay affordable for as long as possible. The committee did not have enough data to set a recommendation for price appreciation of homeownership units, but a limit must be set to make this provision practicable, and 3% was suggested. Both Habitat for Humanity and Upper Langley have established an appreciation factor in their covenants. As follows, Habitat uses 1.5% compound interest per year based on the initial contribution by the homeowner. This is calculated on the home only as the land is owned by Habitat. Upper Langley also has an escalating appreciation factor.

The Committee recommended that the term be 99 years for rental units and in perpetuity for ownership units. The Committee recognized that for this to be achieved strong legal tools including recorded deed restrictions as well as ongoing management and monitoring to assist in keeping families in their homes are key elements are required components of a program.

5. Program Administration

This criterion is closely tied to the one above in that beyond the construction phase, there is a necessity to provide ongoing resident income qualification and, in the case of ownership, price appreciation compliance, to achieve affordability goals for the long term.

The Committee recommends that identification of contractually-engaged, qualified affordable housing owner/operator(s) be required. The Committee further recommends that for such organization(s) to be considered qualified they shall generally align with those defined under HUD rules for Community Housing Development Organizations (CHDOs).

6. Type and size of units

Ideally there is a mix of single and multi-family units that are suited to households of various sizes. The Committee discussed that much of the new single family homes being built, and that have been built within subdivisions for the past two decades have only two bedrooms. The Committee reflected upon the unmet housing needs of larger families, as well as the ability for young singles entering the workforce to form shared households which provide social and financial mutual aid. Market rate housing that has been developed in Langley over the past two decades has predominately been two-bedrooms or less.

The Committee recommends that 75% of affordable units must have at minimum 3 bedrooms.

7. Non-discrimination

The state mandates that historical policies that led to disparate racial and ethnic outcomes be concretely addressed within jurisdictional Housing Action Plans. Also, with a median age of 64, Langley has an unsustainable demographic tilt, with local employers reaching crisis staffing levels, unable to find housing for a younger workforce, often with children. At the same time, current residents have few options to change housing, due to extremely low inventory. The committee recognized the need to proactive address these dynamics.

The Committee recommends a requirement that all units within the PUD be rented or sold using an affirmative marketing program to current residents of South Whidbey

Island and also to communities which are under-represented in the Langley housing market, such as ethnic and racial minorities.

The Committee expressly recommends that HOA's and rental operators shall not adopt policies that disproportionately affect resident children, or are based on familial status (e.g. restricting use of open spaces by age, or by activity beyond reasonable safety measures.)

8. Quality

Affordable units shall be comparable in terms exterior materials and appearance as the market rate units in the project.

This reflects the committee recommendation that there should be no discernable difference between market and affordable units.

9. Phasing

This element recognizes that the proponent intends to apply for a long plat and develop the underlying infrastructure and then sell of each of the sub-areas or blocks that will be developed by others over unknown time frames. The Committee recognized it is critical to ensure that the affordable housing units are built at the same time as the market units and aren't left until the end.

The Committee recommends that at no time during development, can the number of completed designated affordable units in receipt of certificate of occupancy be less than 30% of all completed units in the project.

10. Bond

Due to the complexity of the South Whidbey LLC proposal, there is significant risk that the PUD will be approved but that the affordable housing unit construction does not proceed, for many foreseeable reasons. Requiring a construction bond is a common method to insure that if a developer does not follow-through on requirements, the jurisdiction can at least recoup funds to provide for the un-completed obligations through other means. Other sections of the Municipal Code identify 110% of the value of the work as a performance bond. However, in terms of what the bond requirement should be in this instance of a specific number of residential units, it was beyond the expertise of the committee to determine how to reasonably value "the work", per typical Langley construction bond requirements. In addition, the committee was unclear whether any bond payment should be remitted to the City, thus mandating the City to fund construction of affordable units elsewhere, or to the County's housing trust fund, which is only now being initiated, or other options not yet defined.

The Committee recommends requirement of a bond against development of affordable units, the terms of which to be determined by more qualified agents on behalf of the City.

11. Short term rentals

Due to the impacts that short term rentals to housing availability in the City as a whole, the Committee recommends that no short-term rental units be permitted in the PUD, the prohibition applicable for both market and affordable units.

The Committee further recommends that HOA policies and/or fees for market-rate PUD units disincentivize purchase or rental as anything other than primary residences.

Washington State Department of Commerce
 Local Government Division
 Growth Management Unit
 Housing Action Plan Implementation (HAPI) Program

1. Contractor City of Langley 112 Second Street, PO Box 366 Langley, WA 98260		2. Contractor Doing Business As (optional) NA	
3. Contractor Representative (only if updated)		4. COMMERCE Representative (only if updated) Lexine Long PO Box 42525 Senior Planner 1011 Plum St SE 360-480-4498 Olympia, WA 98504-2525 lexine.long@commerce.wa.gov	
5. Original Contract Amount (and any previous amendments) \$65,579	6. Amendment Amount Change in Budget Allocations only	7. New Contract Amount Change in Budget Allocations only	
8. Amendment Funding Source Federal: State: X Other:		9. Amendment Start Date Date of Execution	10. Amendment End Date June 30, 2023
11. Federal Funds (as applicable):	Federal Agency: NA	CFDA Number: NA	
12. Amendment Purpose: This amendment reflects the increased cost of the Housing Needs Assessment as a component of Housing Action Plan Implementation, reallocating funds within the overall budget of \$65,579 accordingly.			

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract As Amended and attachments and have executed this Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract As Amended are governed by this Contract Amendment and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget. A copy of this Contract Amendment shall be attached to and made a part of the original Contract between COMMERCE and the Contractor. Any reference in the original Contract to the "Contract" shall mean the "Contract as Amended".

<p>FOR CONTRACTOR</p> <p>_____</p> <p>Scott Chaplin, Mayor</p> <p>_____</p> <p>Date</p>	<p>FOR COMMERCE</p> <p>_____</p> <p>Mark Barkley, Assistant Director Local Government Division</p> <p>_____</p> <p>Date</p> <p>APPROVED AS TO FORM ONLY</p> <p>_____</p> <p>Sandra Adix Assistant Attorney General</p> <p>_____</p> <p>3/20/2014 Date</p>
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This Contract is **amended** as follows:

Attachment B Budget is hereby revised to move \$7,970 from Grant Objective #3: Raise SEPA Exemption levels for minor new construction, to Grant Objective #2: Adopt an Inclusionary Zoning Ordinance, Deliverable 1 – Existing Conditions Analysis and Inclusionary Zoning Ordinance Options.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

Budget

Grant Objective #1: Develop a Housing Action Plan	Commerce Funds
Deliverable 1a. - Public Engagement Plan	\$1,875
Deliverable 2 – Housing Needs Analysis Report	\$12,750
Deliverable 1b. – Public Engagement Results	\$3,750
Deliverable 3. – Draft Housing Action Plan	\$17,000
Deliverable 4. – Adopted Housing Action Plan	\$8,850
Total:	\$44,225

Grant Objective #2: Adopt an Inclusionary zoning ordinance	Commerce Funds
Deliverable 1. - Existing Conditions Analysis and Inclusionary Zoning Ordinance Options	\$13,070
Deliverable 2. – Draft Inclusionary Zoning Ordinance	\$4,250
Deliverable 3. – Adopted Inclusionary Zoning Ordinance	\$2,372
Total:	\$19,692

Grant Objective #3: Raise SEPA exemption levels for minor new construction to reduce barriers to infill development and reduce permit timelines and costs	Commerce Funds
Deliverable 1. – Existing Conditions Analysis and Infill Exemption Options	\$1,000
Deliverable 2. – Draft Ordinance to Increase Infill Exemptions	\$331
Deliverable 3. – Adopted Ordinance to Increase Infill Exemptions	\$331
Total:	\$1,662

Total Grant:	\$65,579
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NOTE: The final Deliverable(s) for this grant represents twenty percent (20%) of the total grant award and payment is contingent upon submittal of a copy of the final deliverable(s).

**CONTRACT FOR SERVICES
CITY OF LANGLEY AND ECONORTHWEST**

THIS CONTRACT FOR SERVICES (“Agreement”) is entered into this ____ day of _____, 2022, by and between the City of Langley, a municipal corporation of the State of Washington (“City”), and ECONorthwest, a Washington corporation (“Contractor”), in consideration of the mutual benefits and conditions contained herein.

WHEREAS, the City has determined the need to have certain services performed for its citizens; and

WHEREAS, the City desires to have the Contractor perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, the parties hereby agree as follows:

- 1. Scope of Services.** Contractor shall perform those services described on **Exhibit A** attached hereto, which is incorporated by this reference as if fully set forth. In performing such services, Contractor shall at all times comply with all federal, state, and local statutes, rules, and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. To the extent that any term or provision of this Agreement conflicts with any term or provision of Exhibit A or any other exhibit hereto, the terms of this Agreement shall control.
- 2. Compensation and Method of Payment.** Contractor will invoice the City monthly based upon the rate set forth in Exhibit A. Contractor shall be paid a total amount not to exceed forty-six thousand nine hundred twenty Dollars (\$46,920.00) without written modification of this Agreement signed by the City. The City shall pay Contractor for services rendered under this Agreement within ten (10) days after City Council voucher approval. Contractor agrees to complete and return the attached **Exhibit B** (Taxpayer Identification Number) to the City prior to or along with the first invoice.
- 3. Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing _____, 2022, and ending June 30, 2023, unless earlier terminated in accordance with Section 9 herein or extended by written amendment in accordance with Section 12 herein.
- 4. Independent Contractor.** The City and Contractor agree that Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create an employer-employee relationship between the parties hereto. Neither Contractor nor any of Contractor’s employees shall be entitled, by virtue of the services provided under this Agreement, to any benefits afforded to City employees. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA,

state industrial insurance, state workers' compensation, or for otherwise assuming the duties of an employer with respect to Contractor or Contractor's employees.

5. **Indemnification.** Contractor shall indemnify, defend, and hold harmless the City, its officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

6. **Insurance.** Contractor shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, or employees. Contractor's maintenance of insurance as required by this Agreement shall not be construed to limit Contractor's liability to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. **Scope of Required Insurance.** Contractor shall maintain insurance of the types and coverage described below:

1. **Automobile liability insurance**, with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident, covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. **Commercial general liability insurance**, written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, which shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, stop gap liability, personal injury and advertising injury. The City shall be named as an additional insured under Contractor's Commercial General Liability insurance policy with respect to the work performed for the City, using an additional insured endorsement at least as broad as ISO CG 20 26.
3. **Workers' compensation coverage** as required by the Industrial Insurance laws of the State of Washington.

- B. Additional Insurance Provisions. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. Contractor's automobile liability and commercial general liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respects the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of Contractor's insurance and shall not contribute with it. Contractor shall provide the City with written notice of any policy cancellation within two (2) business days of Contractor's receipt of such notice.
- C. Certificates of Insurance. Within fifteen (15) days of the execution of this Agreement, Contractor shall deliver original certificates and a copy of amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance coverage required by this Section 6.
- D. Failure to Maintain Insurance. Contractor's failure to maintain insurance as required shall constitute a material breach of this Agreement, upon which the City may, after giving five (5) business days' notice to the Contractor to correct the breach, immediately terminate this Agreement or, at its sole discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due Contractor from the City.
- E. Full Availability of Contractor Limits. If Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and excess or umbrella liability maintained by Contractor, irrespective of whether such limits maintained by Contractor are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by Contractor.

7. Taxes, Licenses and Permits.

- A. Contractor shall procure and maintain a City business license in accordance with applicable City code prior to beginning work under this Agreement. Contractor assumes responsibility for and ensures that all contractors, subcontractors and suppliers shall also obtain a City business license.
- B. Contractor acknowledges that it is responsible for the payment of all charges and taxes applicable to the services performed under this Agreement, including taxes and fees assessed pursuant to applicable City code, and Contractor agrees to comply with all applicable laws regarding the reporting of income and maintenance of records, and with all other requirements and obligations imposed pursuant to applicable law. If the City does not receive, or is assessed, made liable, or responsible in any manner for such charges or taxes, Contractor shall reimburse and hold the City harmless from such costs, including attorneys' fees. Contractor shall also require all contractors, subcontractors and suppliers to pay all charges and taxes in accordance with this Section 7.

- C. In the event Contractor fails to pay any taxes, assessments, penalties, or fees imposed by the City or any other governmental body, then Contractor authorizes the City to deduct and withhold and/or pay over to the appropriate governmental body those unpaid amounts upon demand by the governmental body. This provision shall, at a minimum, apply to taxes and fees imposed by City ordinance. Any such payments shall be deducted from the Contractor's total compensation.
8. **Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by law during the term of this Agreement. The City shall have the right to conduct an audit of Contractor's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of Contractor.
9. **Termination.** This Agreement may be terminated by the City at any time upon seven (7) days' written notice; provided, that if Contractor's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement as provided in Subsection 6(D) herein.
10. **Discrimination Prohibited.** Contractor shall comply with all Equal Employment Opportunity regulations and shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor on the basis of race, color, religion, creed, sex, age, national origin, marital status or the presence of any sensory, mental or physical handicap.
11. **Assignment and Subcontract.** Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.
12. **Entire Agreement; Modification.** This Agreement contains the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto. Proposed changes which are mutually agreed upon shall be incorporated by written amendments or addenda signed by both parties.
13. **Notices.** Notices required hereunder shall be delivered via first class U.S. mail to the addresses below:

To the City of Langley: City Clerk
 City of Langley
 P.O. Box 366
 Langley, WA 98260

To Contractor: Head of Operations and Finance
ECONorthwest
222 SW Columbia, Suite 1600
Portland, OR 97201

14. Security. Contractor will protect confidential information provided by the City pursuant to this Agreement by adhering to policies governing physical, electronic, and managerial safeguards against unauthorized access to an unauthorized disclosure of confidential information. Security standards shall meet or exceed Washington State Office of the Chief Information Officer Standard No. 141.10. Only authorized employees of the Contractor shall have access to the City’s confidential information, and only for the purposes specified in this Agreement. Contractor shall, within 24 hours of discovery, report to the City any use, access to or disclosure of the City’s confidential information not previously authorized by the City.

15. Applicable Law; Venue; Attorneys’ Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly and exclusively in Island County, Washington. The prevailing party in any such action shall be entitled to its costs of suit, including attorneys’ fees and expert witness fees.

BY THEIR SIGNATURES BELOW, the authorized agents of the parties enter into this Agreement as of the day and year first written above.

CITY OF LANGLEY

CONTRACTOR

By: _____
Scott Chaplin, Mayor

By: _____
Morgan Shook, Director/Partner

Attest/Authenticated:

Monica Felici, Clerk-Treasurer

EXHIBIT A:
SCOPE OF SERVICES

Contractor shall furnish and perform services including, but not limited to, the description of work and indicated below:

Housing Action Plan

City of Langley

Overview and Project Context

The overarching purpose of the City of Langley Housing Action Plan (HAP) Project is to stimulate additional affordable housing development, diversify the housing supply, and support more equitable housing access in the City of Langley.

Throughout the last several years, the City of Langley has taken several strides in understanding and addressing its present and emerging housing issues. In 2018, the City engaged residents through a housing survey which revealed concerns surrounding the lack of housing options for both homeowners and renters due to low inventory and increased demand. In 2019, the City took direct action to try and leverage the housing market by adopting code amendments that allowed for more housing types and densities in residential zones (Planned Unit Development and Multifamily Infill Development regulations). The City completed a Housing Challenges Report in 2021 for the City's newly formed Affordable Housing Working Group. These efforts have created a strong foundation for the Housing Action Plan. While the City already has a strong sense of its housing needs, the Washington State Department of Commerce Housing Action Plan grant provides a unique opportunity to take a deeper dive in articulating Langley's current housing needs, developing a concrete plan of action, and even beginning the implementation of strategies, like an inclusionary zoning ordinance.

The approach for the HAP development will:

- Build upon the City's previous work to create a comprehensive community profile.
- Improve the understanding of the dynamics of Langley's housing market and how to calibrate policies, programs, and incentives to work with - rather than against- the market.

- Deliver policy and implementation guidance to meet the City's needs.

The HAP will include a range of actions intended to comprehensively address multifaceted housing challenges through multiple angles. To develop this work plan, the consulting team balanced multiple considerations, including the overall budget, grant schedule, team member capacity, local partner priorities, engagement needs, and ensuring that actions achieve strategic objectives. This document describes the Langley HAP project scope of work.¹

Tasks and Deliverables

Task 1. Kickoff Meeting, Team Meetings, and Project Management

This kickoff meeting will establish project assumptions, key goals, and identify potential challenges. In addition, we will discuss the project tasks, schedule, and logistics at this meeting.

- We will work with the client to narrow and define the full set of project objectives for this project work.
- We would like to discuss any relevant City data that would be helpful to conduct future task work.

This step is crucial from a practical standpoint because it balances efficiency and effectiveness while preventing the misallocation of resources. Essentially this helps to ensure that the City receives the support it needs. Our scope of work and budget assume that this Kickoff Meeting is virtual and will not require travel.

This task also includes time for ECONorthwest to develop and monitor a comprehensive project schedule, coordinate tasks, provide progress reports, and meet with the project team.

SUBTASK DETAIL:

- Subtask 1.1, Kickoff Meeting: ECONorthwest will meet with the City team to discuss the project goals.
- Subtask 1.2, Scoping and Scheduling: ECO will work with the City to narrow and define the full set of research questions unique to the community and determine the best available data to answer the study questions. This step involves the finalization of the work plan.

¹ In 2019, the Washington State legislature adopted House Bill 1923 which awarded grants to various cities to increase residential capacity and address housing challenges. The City of Langley received a grant for the development of this Housing Action Plan. These grants have given cities an opportunity to analyze the housing landscape, community needs, and the expected demand for the next two decades to identify ways to build more housing, diversify the housing options, and more inclusively meet diverse housing needs.

- Subtask 1.3, Project Team Meetings and task coordination: These meetings can be internal, between the City of Langley and the consultant team. This subtask includes time to monitor the schedule, provide progress reports, and host regular check-in meetings (up to 4 meetings), on an as-needed basis.

TASK 1 TIMELINE: The kickoff meeting will be held within two weeks following the notice to proceed. Subtask 1.3 (project team meetings and task coordination) will continue throughout the duration of the project.

TASK 1 DELIVERABLES: Finalized work plan (scope of work) and meeting summary for the project kickoff meeting.

Task 2. Housing Needs Assessment and Existing Conditions Analysis

As a foundational basis for our work, the ECONorthwest team will prepare a complete housing inventory and needs analysis (subtask 2.1). The Needs Assessment serves as a guide for refining policies and programs in response to contemporary housing needs.

At a minimum, this housing assessment would include:

- Build upon the community profile in the Housing Challenges Report with the inclusion of employment and high-level workforce profiles
- Build upon the work completed in the Housing Challenges Report further describe the existing housing characteristics including housing production over time, and type/age of housing.
- Build upon the work completed in the Housing Challenges Report to further describe household characteristics including the size, composition, and tenure (rent vs. own)
- Housing cost burden and affordability analysis
- Project population demographics and income levels for the specified planning horizon (typically 20 years)

Subtask 2.2 will include an existing conditions analysis (to be integrated into the housing needs assessment document). We will start our work with a review of previous city documentation on housing issues to ensure the project team fully encapsulates baseline conditions and the current regional and local housing trends in the island before proposing housing strategy recommendations. Documents in the review will include:

- Survey results from 2018 Housing Survey
- 2018 Comprehensive Plan Housing Element and implementation to date

- 2021 Housing Challenges Report prepared by the Affordable Housing Working Group

This task work will help the team characterize key conditions affecting demand for housing including population growth trends, job growth trends, housing production trends, and housing market dynamics influential to housing demand. This step will include a review of key housing policies and programs and an analysis of their use and possible barriers and opportunities. Policies we expect to review are the adopted 2019 code amendments that focused on increasing housing types such as duplexes, ADUs, and tiny homes, as well as increased densities, along with the newly adopted Multi-Family Infill Code. Other relevant policies will be reviewed as well to help establish a foundation for recommendations. A few key permitting process requirements and fees/incentives will also be analyzed. Coordination with the City during this review will be important to evaluate the effectiveness of these provisions.

Lastly, we will recognize policy compliance requirements. The Existing Conditions and Housing Needs Assessment will serve as a foundational piece for the 2024 Comprehensive Plan Periodic Update, as there are new requirements for the Housing Element outlined in House Bill 1220 that will be accomplished in the scope of this assessment. It will also greatly inform the goals and policies that will be outlined in both the Land Use and Housing Elements. Langley will also be required to adopt comprehensive plan policies that are consistent with those found in the Island Countywide Planning Policies (CPPs). This serves as an opportunity to establish consistency and jumpstart the 2024 Comprehensive Plan Periodic Update.

SUBTASK DETAIL:

- Subtask 2.1, Housing Needs Assessment
- Subtask 2.2, Existing Conditions Analysis

TASK 2 TIMELINE: Approximate duration for this task is three to four months after the kickoff meeting, with an end date of July 2022.

TASK 2 DELIVERABLES: Draft and final housing inventory and needs assessment report including a summary of existing conditions

Task 3. Inclusionary Zoning Program Evaluation

The City is interested in adopting an inclusionary zoning program that will require residential development projects to set aside income-restricted units. ECONorthwest will work closely with the City to further identify the expectations for the analysis of creating an effective inclusionary zoning program. This would include the consideration of voluntary vs mandatory elements as well the set-aside and depth of affordability requirements.

The Housing Needs Assessment completed in Task 2 will greatly inform how to create the greatest number of affordable housing units at the appropriate levels of affordability. We

recommend evaluating development feasibility associated with different Inclusionary Zoning Program options to help inform program recommendations.

First, we will work with the City to understand the building envelope and site considerations that will apply to the base zoning standards as well as with potential incentives (particularly those targeted for affordable housing). Second, we will work with the City to develop a preliminary set of policy and program recommendations to be analyzed.

It is important to understand how the inclusionary zoning program might impact the financial performance of projects to avoid immobilizing residential development. ECONorthwest will use a pro forma analysis to estimate development feasibility and assess the relative strengths and limitations of various policy and zoning actions pertaining to affordable housing production in the context of different market conditions and regulatory frameworks.

A pro forma considers the size of the building allowed by zoning and the revenue that the building can deliver (from rents and sales prices) relative to the costs of constructing and operating the building. Doing this work will require that we define and refine development prototypes. ECONorthwest will develop up to three proto-typical building types, customized for the local conditions in Langley. These prototypes will be analyzed with dynamic pro forma models to test the impacts of potential actions on development feasibility and the income level served. We will develop and analyze prototypes such as:

- Townhomes or other lower-density multifamily residential
- Low rise residential (with surface parking)

We will differentiate these prototypes into a needed number of variants that reflect zoning changes.

- Determine Baseline Development Feasibility. We will assess how much a developer would be willing to pay for property to construct each of the prototypical building types under the planned development code requirements. This will be compared to comparable property sales in the local area to determine how competitive redevelopment is and what financial gap, if any, exists.
- Conduct Sensitivity Analysis. We will utilize the financial pro forma model to test the impact of changes in rents and construction costs and the adoption of an inclusionary zoning program on financial feasibility for the development prototypes.
- Test Impact of Different Policies on Development Feasibility. We will test the impact on development feasibility of a select number of regulatory, subsidy, and other incentives approaches. The analysis will focus on providing an assessment of the strengths and limitations of various actions relative to baseline feasibility conditions.

ECONorthwest will provide a memo that compiles the assessment of the relative strengths, trade-offs, considerations, and limitations of incentive provisions at different market and

development conditions. This memo will include a brief explanation of the market dynamics specific to Langley, in a concise, easy-to-read format that will guide decision-makers. The memo will also describe the data sources, assumptions, and analytical methods.

TASK 3 TIMELINE: Approximate duration for this task is from June 2022 to August 2022.

TASK 3 DELIVERABLE: Memo of inclusionary zoning program evaluation results.

Task 4. Draft Housing Action Plan

Building on the work performed in previous tasks, we will offer strategies and recommendations the City can take to increase the supply and types of housing needed to meet expected growth and minimize potential displacement. This task will include an evaluation of preliminary suggestions to bridge the gap in housing needs and it will include recommendations for how the City can integrate efforts into its comprehensive plan. This review will include the following:

- Potential advantages, drawbacks, partnerships, examples/best practices, and foreseeable implementation costs will be described.
- Equity analysis describing policies and regulations that can promote equity or that should be monitored for displacement risk.

We will create a plan that responds to the needs uncovered in the housing needs and policy analysis, results from the community engagement plan executed by the City's contract planner, staff input, planning boards and commissions, and Council. The main effort in this task will consist of customizing and evaluating recommendations to ensure we offer the most appropriate solutions to Langley's housing needs.

We recommend presenting preliminary recommendations to a planning board or housing focused committee to review recommendation options, discuss considerations, and gain additional feedback (we assume the City staff will be the lead on this sort of review). After incorporating internal comments and edits, a public review draft will be prepared with the intent of soliciting public comment.

TASK 4 TIMELINE: Approximate duration is from August 2022 to November 2022.

TASK 4 DELIVERABLE: Draft Housing Action Plan including strategy evaluation summary

Task 5. Final Housing Action Plan

This task will consist of refining the draft housing strategy recommendations based on feedback and additional review. We will prepare a recommendations framework matrix to summarize the impacts and outcomes of various strategies in a concise format for staff, decision-makers,

and the broader public as appropriate. The action plan will include guidance on possible updates to the Comprehensive Plan and highlight potential regulatory updates.

An implementation plan will be developed in partnership with the City. This plan will include the proposed timeline for implementation (near-, medium-, or long-term) and next step considerations. At a minimum, this implementation plan will include actions to be completed within two years. Lastly, we will ask the City to help identify who should execute different actions and the recommended sequence of actions. This plan will also include performance metrics to help the City gauge the progress towards taking action.

TASK 5 TIMELINE: Approximate duration is from November 2022 to February 2023.

TASK 5 DELIVERABLES: Final Housing Action Plan and implementation plan.

Task 6: Draft Inclusionary Zoning Ordinance

ECONorthwest will prepare a draft inclusionary zoning program recommendation on how the City should structure its land-use code for a successful program. We expect city staff to draft the ordinance (and address any specific land use code changes) and handle presentations to appointed and elected officials for approval. We will support city staff on any technical materials that will be needed for ordinance development.

TASK 6 TIMELINE: Approximate duration for this task is from January/February to April 2023.

TASK 6 DELIVERABLE: Draft inclusionary zoning program recommendations (memorandum).

Schedule

The overall work schedule will generally occur from March 2022 to June 2023. We will confirm or refine the project schedule at the kickoff meeting.

Budget

Line Item	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	TOTALS	
	Kickoff, Ongoing Project Management	Existing Conditions and Housing Needs Assessment	Inclusionary Zoning Program Evaluation	Preliminary Draft Housing Action Plan	Final Housing Action Plan	Inclusionary Zoning Ordinance Recommendation	\$	Percent of Budget
Labor Expenses								
ECONorthwest Total	\$4,400	\$14,520	\$9,020	\$9,120	\$7,630	\$3,280	\$47,970	100.00%
<i>Total</i>	<i>\$4,400</i>	<i>\$14,520</i>	<i>\$9,020</i>	<i>\$9,120</i>	<i>\$7,630</i>	<i>\$3,280</i>	<i>\$47,970</i>	<i>100.0%</i>
Total Labor	\$4,400	\$14,520	\$9,020	\$9,120	\$7,630	\$3,280	\$47,970	100.0%
Non-Labor Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
TOTAL BUDGET	\$4,400	\$14,520	\$9,020	\$9,120	\$7,630	\$3,280	\$47,970	100.0%
PERCENT OF TOTAL	9%	30%	19%	19%	16%	7%	100%	
Total Budget with all Tasks							\$47,970	

EXHIBIT B:
TAXPAYER IDENTIFICATION NUMBER

CITY OF LANGLEY
P.O. Box 366
112 Second Street
Langley, WA 98260
Tel: (360) 221-4246

In order for you to receive reimbursement from the City of Langley, we must have either a Taxpayer Identification Number or a Social Security Number. The Internal Revenue Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires us to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Langley before or along the submittal of the first billing voucher.

Please check the appropriate category:

Corporation Partnership Government Agency
 Individual/Sole Proprietor Other (please explain)

TIN#: ___ - _____

SS#: _____ - ____ - _____

Print Name: _____

Print Title: _____

Business Name: _____

Business Address: _____



City of Langley

Planning Department

To: The Langley City Council
From: Meredith Penny, Community Planning Director
Meeting Date: April 18, 2022
Subject: Street Sales Proclamation

The City has an existing street café ordinance, [LMC 12.18](#). In May of 2020, City Mayor Tim Callison issued a proclamation allowing for sidewalks and parking spaces adjacent to businesses to be converted for retail sales or food service. This proclamation included more flexible provisions than the City ordinance. Attached, is a copy of that proclamation which was originally valid for a period of 30 days.

On April 5, 2021 City Council took action to renew the proclamation through spring of 2022. That extension is due to expire next month on May 26th.

At this time, staff are recommending that due to the state lifting restrictions on restaurant and retail seating capacity, the proclamation not be extended. Staff can conduct outreach over the next month to local businesses and the Chamber of Commerce notifying folks of the lifting of the proclamation. Staff can also work with the Chamber of Commerce to gather feedback on whether adjustments are needed to the City's street café ordinance.

During the height of the Covid-19 pandemic, in order to support local businesses, staff review of their structures and tents was minimal and enforcement was not actively conducted. Staff will be starting to require building permits for all of these structures, even if Council chooses to extend the proclamation again. Temporary tents do require temporary building permits which are valid for 6 months. Safety concerns can arise with how tents are secured and how heating elements are used within them. Businesses who have existing temporary structures will be provided with notice and time to apply for a building permit.

Attachments:

- A. City of Langley May 26, 2020 Proclamation on Sidewalk Sales



City of Langley
Mayor Tim Callison

City of Langley Council Meeting
Monday April 18 @ 5:30 PM
Building A Prosperous Community

PO Box 366
Langley, WA 98260
360.221.4246
www.LangleyWA.org

**CITY OF LANGLEY
WASHINGTON
PROCLAMATION**

WHEREAS, Governor Inslee issued Proclamation 20-05 on February 29, 2020, which declared a State of Emergency for all counties throughout Washington state as a result of the coronavirus disease 2019 (“COVID-19”); and

WHEREAS, Governor Inslee issued Proclamation 20-25, “Stay Home, Stay Healthy”, on March 23, 2020, which was amended on April 2, 2020, to prohibit all people in Washington State from leaving their homes or participating in social, spiritual and recreational gatherings of any kind regardless of the number of participants, and all non-essential businesses in Washington State from conducting business, within the limitations therein, through May 4, 2020; and

WHEREAS, the Governor announced on May 1, 2020 that the “Stay Home, Stay Healthy” restrictions would remain in place at least through May 31, 2020, and implemented Washington’s Phased Approach for Reopening Business and Modifying Physical Distancing Requirements; and

WHEREAS, because of the restrictions imposed on non-essential businesses, local merchants have experienced economic and financial hardships; and

WHEREAS, on March 16, 2020, I executed an Emergency Proclamation in response to the COVID-19 virus, proclaiming a local emergency necessitating the use of emergency powers granted under RCW 38.52.070 and LMC Chapter 4.01; and

WHEREAS, on May 23, 2020 Island County has been granted permission to implement Phase 2 “Stay Home, Stay Healthy”

WHEREAS, in accordance with my March 16, 2020, Emergency Proclamation, I believe authorization of certain retail sales and food service on City sidewalks, parking stalls, limited rights of ways, and private property, with limitations as described below, is necessary to mitigate the economic hardships currently experienced by local merchants.

NOW, THEREFORE, I, Tim Callison, Mayor of Langley, Washington, do hereby proclaim that an emergency exists as described in my March 16, 2020 Emergency Proclamation and that further utilization of the emergency powers granted under RCW 38.52.070 and Chapter 4.01 LMC is necessary to authorize the above-described Sidewalk

Sales for a 30 day period from the date this proclamation is signed or such other date as this Proclamation may be rescinded or amended.

The following regulations shall apply to all Sidewalk Sales:

1. "Sidewalk Sales" means retail sales or food service conducted on parking stalls adjacent to a business located in the City of Langley's Central Business Zone District.

2. For retail businesses, Sidewalk Sales may be conducted between 11:00am and 6:00pm. For food service businesses, Sidewalk Sales may be conducted between 11:00am and 9:00pm. During regular business hours.

3. A valid business license must be present at all businesses conducting Sidewalk Sales.

4. At all times, Sidewalk Sales will leave an unobstructed pedestrian pathway of at least six feet in width. Further, no Sidewalk Sale shall impede or impair emergency response service ingress and egress or impede or impair any emergency response service access to any fire hydrant or building. No Sidewalk Sale shall be located within fifteen feet of a fire hydrant. No Sidewalk Sales shall obstruct a building's entrance, exit, driveway access, cross walk.

5. Pre-approved removable barriers shall be located to separate Sidewalk Sales from vehicular traffic, at all times that the Sidewalk Sales are taking place.

6. Sidewalk Sales are permitted on private property located in the Central Business Zone District and the regulations contained herein shall apply. The private property owner shall be responsible for ensuring there is adequate insurance coverage.

7. Cooking, refrigeration, sinks, food preparation or other related operating equipment shall not be permitted outside.

8. Overhead coverings such as umbrellas, tents and shelters shall be pre-approved and shall not encroach into the pedestrian pathway. Umbrellas may encroach when opened provided they are eight feet above sidewalk grade in height.

9. Heating elements are permitted but must be contained within the designated Sidewalk Sales area.

9. If changes to traffic patterns on public streets are necessary to conduct a Sidewalk Sale, the business owner shall obtain prior written approval from the City, in consultation with the Fire Chief and Police Chief.

10. All food service businesses conducting Sidewalk Sales shall comply with all laws, ordinances, and regulations regarding food handling in an outdoor setting including, but

not limited to, Island County Health Department regulations and Washington State licensing regulations.

11. Prior to any Sidewalk Sales, Chamber of Commerce shall coordinate with City staff to develop forms or other standard operating procedures designed to ensure that businesses utilizing Sidewalk Sales are operating in conformance with this Proclamation. Prior to any Sidewalk Sales, the Chamber of Commerce shall procure and maintain liability insurance naming the City as an additional insured for negligent acts or omissions arising out of any Sidewalk Sale. Such insurance policy shall provide a minimum coverage of \$1,000,000 per claim and shall remain in place through and including September 7, 2020, or such other date as this Proclamation may be rescinded or amended.

12. There are no application fees required for any business undertaking Sidewalk Sales.

13. The City reserves the right to order a business operator to remove Sidewalk Sales that (i) creates a obstruction to, or causes congestion or, pedestrian or vehicular traffic; (ii) the business operations present a danger to the health, safety, or general public welfare; and (iii) the business operator violates these regulations in this Proclamation.

14. Additionally, the City may require removal, temporary or permanent, of the Sidewalk Sales due to city requirements or utility company requirements that have franchise or other right to the public right-of-way. The business owner shall be responsible to the City for any removal costs if a business owner fails to remove the Sidewalk Sales after reasonable written notice from the City. The City is not responsible for any damages or loss of any business personal property.

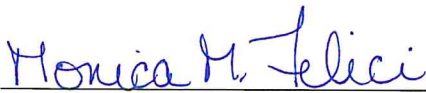
PROCLAIMED ON THE 26 DAY OF May, 2020.

CITY OF LANGLEY



Tim Callison, Mayor

ATTEST/AUTHENTICATED:



Monica M. Felici, City Clerk



City of Langley

MEMORANDUM

To: Langley City Council and Mayor Scott Chaplin
From: Randi Perry, Public Works Director
Re: Staff Report
Meeting Date: April 18, 2022

This memo provides to council an overview of Public Works activity between 3/17/2022 – 4/12/2022.

General

- Public Works full time position– received 2 applications.
 - o Next round of review to take place April 20th.
- Public Works Seasonal Position- Filled
 - o Hank Papritz started 4/11/2022!
- Mowing Season is upon us.
- 1st and Debruyrn Rain Garden Maintenance- UNDERWAY
- Department of Ecology Inspection scheduling - DUE
- Sewer Lift Stations
 - o Cleaning & Pump Maintenance- COMPLETE
- Puget Sound General Nutrient Permit
 - o Implemented testing schedule
- Asset Management Program
 - o Aktivov Contract- SIGNED
 - o Implementation– Ongoing.
- Reservoir Cleaning/level indicator repair bid – AWARDED to Liquivision. Scheduling underway
- Visitor Center Cleaning Contract bid - AWARDED
 - o Contract preparation underway
- Island County coordination
 - o Requested remaining indirect overhead costs (approximately \$59,000) to be reviewed. IC PW director will take to Commissioners for decision.
 - Paid material and installation costs for ADA improvement change order.
 - o Coles Road and Brookshill intersection improvements discussion
- Seawall Park Maintenance
 - o Private property access request – 3 of 6 owners approved access to public works for maintenance for 6 months.
- Streets- Attended joint TAC – IRTPO meeting. Ecology gave a presentation on changing stormwater review processes for federally funded road projects.

LIP

- LIP Project coordination with PSE – Perry working on intake form (PENDING FINAL 60%)
- Local Community Project Grant- Placed in the State budget. Grant details requested & Official Award-PENDING
- Updated JARPA package Wetland Mitigation Plan – SUBMITTED

Emergencies & Call Outs

- 3/29/2022, 3/31/2022, 4/1/2022- Drinking water Pumphouse- System Failure.
 - o Electrician response (x2) to troubleshoot.
 - Staff gathering Well 3 pump issues.
- 4/3/2022 & 4/4/2022- Wastewater Treatment Plant Alarm- Power outage/Blips

Next PWAC Meeting 4/20/2022



To: The Langley City Council

From: Meredith Penny, Community Planning Director

Meeting Date: April 18, 2022

Subject: Update on Ongoing Projects and Active Permit Applications

Update on Ongoing Projects

a. Affordable Housing Ad Hoc Advisory Committee

On April 5, 2021, Council adopted a Planned Unit Development (PUD) Code, Ch. 18.26.

As part of this process, the PAB recommended Council consider the following:

That a committee be formed to define appropriate levels of affordable housing and define criteria that would be used in negotiations with a developer as part of any development agreement and PUD application. Property owners, South Whidbey LLC have been working towards submitting an application for a PUD located off of Coles Rd and referred to as Coles Valley. The Ad Hoc Committee has been meeting regularly in anticipation of this application, to establish the affordable housing parameters required for that PUD. The Ad Hoc Committee will present their final recommendation to Council at their April 18th meeting. The Committee may have one final meeting to debrief, but will disband after that.

b. Housing Action Plan

The Planning Department received a grant award from the Washington State Department of Commerce for \$65,625 to adopt a new Housing Action Plan and to implement some of the strategies from that plan. The grant will run through June of 2023. The following objectives were included in the grant application:

- Grant Objective #1: Develop a Housing Action Plan
- Grant Objective #2: Adopt an Inclusionary Zoning Ordinance
- Grant Objective #3: Raise SEPA exemption levels for minor new construction to reduce barriers to housing development

Staff have been working with former Director Brigid Reynolds of Compass Rose Planning Services on the public participation plan attached to this memo. The Planning Advisory Board reviewed and provided feedback on the public participation plan at their meetings in February and March.

In addition to Compass Rose, staff issued an RFP for another consultant with expertise in housing and economics to assist with grant objectives 1 and 2. The City

received two responses to the RFP and after deliberation with the PAB Chair, the PAB Council liaison, and the Mayor, staff have elected to recruit the services of ECONorthwest. A grant amendment is required to shift funding between a few of the grant tasks to cover the work of ECONorthwest. Staff are requesting Council provide authorization for the Mayor to sign both the grant amendment and contract with ECONorthwest.

Once the contracts are finalized, staff will begin conducting the initial phases of public outreach in accordance with the attached public outreach plan to introduce the community to the project, and how/when to get involved.

c. Critical Areas Ordinance Update

Langley completed the required periodic review and update of its Comprehensive Plan in 2018. A review and update of the Critical Areas Ordinance was not included in this update, as required. Staff's and PAB's workplans for this year include conducting a review and update of the Critical Areas Ordinance prior to the next Comprehensive Plan review cycle in 2025. Staff have issued the attached RFP seeking services of qualified consultants with experience in environmental science and policy, land use planning, and critical areas regulations to assist with the update. The update will include the following tasks.

Task 1 - Critical Areas Ordinance Update

- developing and implementing a public participation plan;
- Evaluating existing conditions, best available science, and changes to state critical areas regulations and guidance.
- reviewing the draft changes to the CAO proposed by staff in 2018;
- identifying areas for improvement in the City's CAO;
- summarizing public engagement results;
- drafting updates to the CAO; and
- providing updated GIS mapping of critical areas where possible.
- In addition to bringing the ordinance up to current standards, staff are also recommending including an evaluation of the geologically hazardous areas regulations in the context of climate change. This was not evaluated during the Shoreline Master Program update.

Task 2 - Raise SEPA Exemption Thresholds

The second Task staff are recruiting assistance with is related to the Housing Action Plan grant. One action up for consideration, is to raise the SEPA exemption thresholds for minor new construction, to reduce barriers to housing infill development. This will include an evaluation of the City's codes in place that can

mitigate any potential impacts from raising the thresholds. Having an updated CAO from Task 1 will help establish a good starting point for the evaluation in Task 2. This will include:

- evaluating existing conditions
- outlining options for infill revisions

d. Wireless Code Update

During their meeting November 16, 2020, Council recommended staff evaluate and update the City's wireless code. The City of Langley wireless facilities ordinance is outdated with regards to regulations for modern technology and recent guidance. Local organization, Citizen League Encouraging Awareness of Radiation (CLEAR) has raised funds to allow the City to work with Mr. Andrew Campanelli, a professional in the legal field of wireless regulations. A contract has been signed with Mr. Campanelli, who has produced a new draft wireless code for the City. Staff have been working with Mark Wahl of CLEAR to give the draft an initial review. After any initial changes are addressed, the following draft will be brought to PAB for discussion at their May meeting. Mr. Campanelli has offered to be available for a certain number of hours to brief staff, PAB, and Council on the new proposed code. The changes are also to be reviewed by the City's attorney before adoption.

2. Update on Permit Applications

a. Land Use Permits

i. Active Land Use Permits

- Boundary Line Adjustment – 1
- Site Plan Review - 1
- Tree Removal – 2

A. Nest Cottage Development – BSP-21-001 – 673 Third St

This permit application was to demolish an existing duplex and construct 9 units under the multifamily infill code. The nine units are to be sold as airspace condominiums and includes 5 cottage units and two duplexes. Staff issued the preliminary binding site plan decision on this first project developed under the multifamily infill code. Staff are working to schedule a pre-construction meeting before the applicants begin the site preparation and infrastructure installation work. After that work is complete, the applicants will need to submit for their final binding site plan. Staff recently received notice that the applicant may be reconsidering their proposal and may opt to develop each parcel separately rather than continue with the binding site plan. Staff are waiting to hear more about how the applicant would like to proceed.

B. Proposed Restaurant – AA-22-001 – 105 1st St

Bazaar Oath LLC is proposing to convert the upstairs of the existing building from retail to a restaurant. This change required a zoning compliance and SEPA review, which were issued on March 4, 2022. The owner of the building applied for design review for some changes they would like to make to the façade, but only received

partial approval with the condition that they come back to the Design Review Board with landscaping, lighting, and signage plans.

C. Savory, a Restaurant – 220 1st St

Planning and Building staff have been contacted by the owner of Savory, a restaurant at 220 1st Street who is working to expand their restaurant seating capacity by 292 square feet. The owner recently applied for a certificate of zoning compliance and was issued an approval on March 18, 2022. SEPA and design review were not required but a building permit will be required.

D. 2nd St Cabins – SPR-22-001 – S3745-00-03004-0

A pre-application conference was held on February 1st with the applicant to discuss their proposal for the construction of three cottage housing units under the new multi-family infill code. The permit application has been submitted. A type 1 Site Plan Review is required, which includes a public comment period. Staff will likely deem the application complete, route it for agency comments, and notice it for public comments the week of April 11th.

E. Shoreline Permits

Staff have recently received the submittal of two shoreline permits. The first is an application for the installation of a roof over and the expansion of existing decks attached to an existing single-family residence. The second, is an application to bore a 110' long conduit for Comcast under the parking lot of 105 1st St. Both applications are shoreline exemptions and therefore include a 14-day public comment period but are administrative decisions.

F. Tree-Removal – 91 Brackenwood Ave

An application for the removal of 15 trees across multiple parcels under the same ownership near Brackenwood Ave was recently received. This includes the removal of several diseased madrona trees, nine douglas fir trees that are within the foundation footprint of a new single family residence, and one diadora cedar and one spruce tree which will be in the location of the new proposed septic system.

Staff have requested the applicant provide the following information before the application can be reviewed.

- Correction of the discrepancy between the parcels listed for removal and the locations of the trees on the map that was provided.
- Description of the species to be selected for replacement and proposed location of the replacement trees.
- Site plan illustrating where the proposed septic and building footprint are in relation to the trees proposed for removal.
- Tree removal permit and geotechnical review for an unapproved tree removal conducted in August 2021.

Tree Removal – 1015 Woodside Lane

An application for the removal of four trees on one parcel to facilitate the development of a single family residence off of Woodside Lane was recently received. Staff are still in the process of reviewing the information submitted.

G. Short-Term Rental License Renewals

Each year, short term rental (STR) license holders must apply to have both their STR license and their City of Langley business license renewed. Staff have received all the renewals for the active STRs in the City except for two, which staff are working to contact.

H. Recent Design Review Board Decisions

The Design Review Board held its meeting on February 15th to consider an application for façade improvements at 105 1st St. They partially approved the request, with the condition that a lighting, landscaping, and signage plan be brought back for consideration. The March Design Review Board meeting was cancelled due to not having any applications to review. Staff are anticipating an application for a new sign at 220 2nd St, which may be reviewed at the Design Review Board's April meeting.

ii. Anticipated Land Use Applications

A. Coles Valley Planned Unit Development (PUD) – Coles Rd - R32904-194-4850

The Coles Valley PUD project proponents have conducted the three steps that are required under the code before they can submit a formal application. Specifically, they have held a pre-application conference with staff in September 2021, held a community meeting in November 2021, and then provided an informational presentation to PAB at their February 2022 meeting. The next step for the applicants is to compile all the staff, public, and commission feedback they have received and consider how to address the feedback in their formal application. Staff are anticipating a formal application from the applicants to come soon. In anticipation of this application submittal, staff provided an informational presentation on the PUD permit review process to Council during their March 21st meeting and continued to their March 28th special workshop. The PAB does not play a formal role in the PUD review process but can provide individual comments during the 14-day comment period or in front of the Hearing Examiner during the public hearing. The staff presentation which addresses a number of frequently asked questions can be found on the City's website [here](#).

B. Savory, a Restaurant – 220 1st St

Planning and Building staff have been contacted by the owner of Savory, a restaurant at 220 1st Street who is working to expand the restaurant seating capacity by 292 square feet. A certificate of zoning compliance will be required, but SPEA and design review will not be required.

C. Saratoga Creek Restoration – 40 Saratoga Creek Ln

Saratoga Creek is one of the higher quality and less-disturbed creeks in the City limits. After crossing under Saratoga Rd, the creek follows a deep and natural ravine until the last roughly 300ft, when it enters a privately-owned and undersized culvert before reaching the Sound via an outfall.

Derek Marks, the Timber, Fish, and Wildlife Manager for the Tulalip Tribes is leading an effort to restore Saratoga Creek in this location, by preparing both a grant funding request and an application to be submitted to Fish and Wildlife for the project. This would involve the removal of the culvert, habitat enhancement, and construction of a protective structure to protect the road and bank.

As a fish habitat enhancement project, a local shoreline permit is not required. Rather the project would be processed through a Joint Aquatics Resources Permit Application (JARPA) filed with the Department of Fish and Wildlife requesting a Hydraulic Project Approval. The City can provide comments on the project during the comment period for the JARPA application.

Staff, Mayor Chaplin, and Derek Marks have been cooperating on conducting outreach to all the private property owners who own sections of the culvert, to gauge their interest in participating in the project.

D. Shoreline Permit - 402 1st St

A draft submittal for a shoreline permit at 402 1st St was recently sent to staff for review. The proposal is for a full interior and exterior remodel of an existing single-family residence, with an addition of a covered entry, new wood cantilevered deck off the upper level, resurfacing/replacement of existing patio and steps, reduction of the footprint of existing asphalt driveway and turnaround area, removal of concrete retaining walls, resurfacing of existing concrete steps, installation of skiff lift, drilling of weep holes into existing concrete bulkhead, and the construction of a storage shed. The existing residence is considered existing non-conforming. After an initial review by staff, it was determined the proposal included expanding the decks and some other improvements into areas where new development is not permitted. The proposal is being reworked by the applicant before a formal application will be submitted.

E. Heron Park, Habitat for Humanity – 3rd St

Habitat for Humanity is proposing a seven-unit development at the property they own off of 3rd St. The proposed development which is being referred to as Heron Park, will consist of three duplexes and one single family unit. All units are proposed as affordable housing home ownership. Habitat for Humanity recently received a \$875,000 direct appropriation from legislature through the State Housing Trust Fund. The City of Langley also jointly applied for a grant for funding to cover the utility participation fees for the development through the State Department of Commerce Connecting Housing to Infrastructure Program (CHIP). Announcement of the awards for the CHIP grants are anticipated in mid-April. Once funded, the project will have to apply for a Type I administrative site plan and SEPA review.

b. Active Building Permits

Single Family New: 11

Single Family Remodel: 11

New ADU: 4

Commercial Remodel: 5

Tenant Improvement: 1

Total Active Projects: 30 (does not include over-the-counter permits)

Attachments:

- A. Housing Action Plan, Public Participation Plan
- B. Request for Proposals (RFP) for Critical Areas Ordinance Update and Evaluation of SEPA Thresholds

Public Participation Plan for Langley's Housing Action Plan

Introduction

The City of Langley has received funding from the Department of Commerce to complete a Housing Action Plan and Implementation actions (HAPI) under RCW 36.70A.600(2). The final Plan will outline existing housing conditions, identify specific housing needs, evaluate funding mechanisms, and create a plan to monitor affordable housing development. Two implementation actions are to establish an inclusionary zoning ordinance and raise SEPA exemption thresholds.

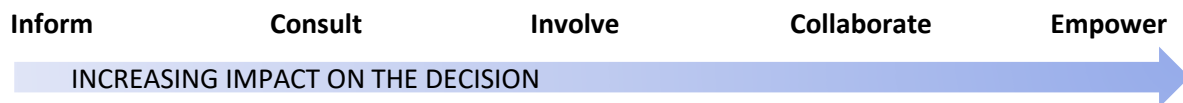
The Housing Action Plan process will begin in early January 2022 with an anticipated completion date of December 2022. The implementation actions will run concurrently with the preparation of the Plan to be completed by March 2023.

The purpose of this Public Participation Plan is to describe how the City will encourage early and ongoing public participation throughout the HAP process. This Plan includes several opportunities for public involvement in a variety of formats.

This Plan is a working document and may be adjusted as needed over the course of the Housing Action Plan preparation to provide for the greatest and most broad public participation.

Public Participation

The International Association for Public Participation (IAP2) has established a public participation spectrum to define the public's role in any public participation process. The following diagram¹ is a graphic representation of this spectrum.



The City has been working on (affordable) housing matters since 2018 following the adoption of the Comprehensive Plan. Since then, a lot of work has been done. In 2018 the Planning Department sent out a survey through utility bills asking questions about housing related costs and seeking input on possible housing related code amendments. We received approximately 140 responses. The respondents acknowledged the growing housing crisis and supported zoning code changes intended to reduce barriers and increase opportunities for the development of additional housing.

In 2021, two virtual community meetings were held on affordable housing. The first meeting used a variety of data points to identify the extent of need. The [Affordable Housing Challenges Report](#) was prepared to capture this information and included recommendations to guide City Council's future decisions. The second meeting detailed a wide range of possible strategies that have been successful elsewhere. Many of these strategies can be implemented in the City by Council, non-profit housing

¹ [Spectrum 8.5x11 Print \(iap2.org.au\)](#)

developers, and others. The HAP process will outline a path and timeline that the City and community can start to implement to continue working on sustainable solutions.

Public Participation Goals

The following goals will guide the public participation efforts for the HAP process:

- Actively seek out and gather information from community residents, business owners, other interested stakeholders and the broader community about their concerns, questions, priorities and suggestions related to affordable housing in the City.
- Use a variety of methods and multiple opportunities to review information, gather input and share this input throughout the process.
- Provide Council, PAB, community residents, business owners and other interested stakeholders with information in a timely manner.
- Inform Council and the PAB of stakeholder input at regular intervals throughout the process.
- Consult with and seek input from neighboring jurisdictions, affordable housing organizations in the region, and tribes.
- Be as inclusive as possible when seeking input.
- Concerted effort will be made to engage with residents in the Furman/Decker neighborhood and hard to reach populations like youth.

Opportunities for Public Participation

The City is committed to being as inclusive as possible throughout this process and will provide numerous opportunities for interested parties to learn about the project, share their input and encourage meaningful dialogue about affordable housing problems and solutions.

The following opportunities will be used to achieve the above-mentioned goals:

Website

A dedicated webpage will be created and be the primary location for all information during this planning process. This will include meeting notices, draft documents, comment matrices, meeting minutes and so on. The webpage for this project can be found here: [locate page link here]

City Hall

All documents will be available for review at City Hall.

Public Notice

The regular public locations for posters are library, post office and City Hall kiosk. Additional locations will include the Star Store and SW Community Center.

Planning Department and Mayors enewsletter.

Door hangers in the Furman/Decker neighborhood.

SW Community Center's pylon sign.

The South Whidbey Record will be kept up to date on the planning process and the City will post official notices with this newspaper.

This method will be used again with more public notice to encourage a larger return rate.

A survey through Survey Monkey or similar tool may also be used.

Planning Advisory Board and City Council Meetings

The Planning Advisory Board (PAB) meetings will be the main forum for this planning project. Discussions will take place during regularly scheduled monthly meetings on the first Wednesday of each month. City Council will be kept abreast of the project with regular updates at key milestones.

Proposed Phases

The following briefly outlines the phases of the consultation process. These phases are in addition to regular briefings with PAB and City Council.

The public participation activities for phases one and two of the preparation of the HAP are located at the left end of the IAP2 spectrum to 'inform' and 'consult'. And developing solutions and recommendations for the HAP will move towards the center of the spectrum to 'involve'. Following adoption of the HAP, as the recommended strategies are formalized and getting implemented that is where the public participation activities move towards the right end of the spectrum as a community wide response and community wide actions.

Phase one – Introduction

- Inform the community and stakeholders of the project
- Host initial community meeting to introduce the project
- Participate in meetings with individual stakeholder groups to introduce the project
- The tools used in this phase
 - o Website
 - o E-newsletter
 - o Public notices

Phase two – Confirm

- Host follow-up community meeting on the draft plan and proposed actions
- Host follow-up meetings with individual stakeholder groups on the draft plan and proposed actions
- The tools used in this phase
 - o Community survey
 - o Website
 - o E-newsletter
 - o Public notices

Phase three – Finalize

- Confirm implementation actions
 - o Inclusionary Zoning Code
 - o SEPA thresholds
- Adoption of HAP and implementation actions
- Tools used in this phase
 - o Website
 - o E-newsletter
 - o Public notices

Stakeholders

The following is an initial list of stakeholder groups with whom the City will coordinate over the course of the project. This list is expected to grow throughout the process.

Community Stakeholders

- Langley residents with a focus on residents in the Furman/Dekker neighborhood.
- General South Whidbey community
- City of Langley Boards/Commissions including
 - Planning Advisory Board
 - Dismantling System Racism
 - Climate Action
 - Design Review Board
 - Parks and Open Space Commission
 - Alert Neighborhood Team Leaders

Business Stakeholders

- Langley Chamber of Commerce
- Langley business owners who have participated in the past including Star Store, Prima Bistro
- Whidbey Island Association of Realtors

Large Employers

- Post office
- School District
- Nichols Brothers Boat Builders
- Whidbey Tel
- SW Fire/EMS
- Payless Grocery store

Youth

- United Student Leaders
- Ryan's House of Hope

Other Governmental Stakeholders

- Port District of South Whidbey Island
- Island County Human Services/Housing Department
- Island County Housing Advisory Board
- Town of Coupeville
- Island County Board of Commissioners
- Sno'Isle Library

Community Organizations

- Readiness to Learn
- South Whidbey Children's Center
- Island Senior Resources
- Goosefoot
- Opportunity Council
- Whidbey Veteran's Resource Center
- Good Cheer Foodbank

Housing Developers/Organizations

- Island County Habitat for Humanity
- Island County Housing Authority
- Island County Homeless Coalition
- Tiny Homes in the Name of Christ
- Eagle Development Group, Bill Criswell
- Low Income Housing Institute
- Richard Queen
- Mathew Swett, Taproot Architects

General Contractors

- Damon Arndt, Next Generation Design & Build

Architects & Consultants

- Ross Chapin
- Eric Richmond, Flat Rock Productions

Anticipated Timeline

The anticipated timeline for the preparation of the Housing Action Plan and implementation actions will begin in early January 2022 with an anticipated completion date of December 2022.

The implementation actions will begin October 2022 and run concurrently with the adoption of the Plan with an anticipated completion date of March 2023.

Phases	Timeframe				
Phase I - Inform	Q2 2022	Q2 2022			
Phase II - Confirm			Q3 2022	Q4 2022	
Phase III - Finalize				Q4 2022	Q1 2023



CITY OF LANGLEY REQUEST FOR PROPOSALS CRITICAL AREAS ORDINANCE UPDATE

SUBMIT PROPOSALS TO:

Meredith Penny
Director of Community Planning
City of Langley
PO BOX 366
Langley, WA 98260
(360) 221.4219
planning@langleywa.org

BY 4:00PM, MONDAY, MAY 2, 2022

CITY OF LANGLEY CRITICAL AREAS ORDINANCE UPDATE

Request for Proposals

INVITATION

The City of Langley, Washington, is seeking the services of qualified consultants with expertise in environmental science and policy, land use planning, and critical areas regulations to conduct two separate but related tasks.

Task 1 – CAO Update

Review and update of the City’s Critical Areas Ordinance (CAO) Langley Municipal Code (LMC) Chapter 16.20.

Task 2 – Raise SEPA Exemption Thresholds

Evaluate the potential for raising the City’s SEPA exemption levels for minor new construction to reduce barriers to housing infill development under the Housing Action Plan and Implementation (HAPI) grant received from the Washington State Department of Commerce.

COMMUNITY BACKGROUND

The City of Langley is a small historic town located on the south end of Whidbey Island overlooking Saratoga Passage. It is a charming community that is characterized by the convergence of beautiful and inspiring natural environments and its historic downtown. Because of these assets, Langley has been called the “Village by the Sea”. It is a vibrant, artistic, human-scaled, and walkable community that supports social and cultural connections amongst locals and visitors. Although the City is one square mile, it is the artistic, cultural, retail, service, and entertainment center for South Whidbey, attracting visitors, retirees, businesses, and new families. The City has a downtown core, secondary commercial districts, a marina, an ‘arts and recreation’ district, and surrounding residential neighborhoods as well as parks and open spaces scattered around the community.

The City’s population is 1,150 and its citizens are very engaged. The City has eleven citizen commissions including Historic Preservation, Design Review, Parks and Open Space, and Planning Advisory. There is an active Chamber of Commerce, Langley Main Street Association, and the Langley Arts Fund which all work to promote and enhance the community.

LAND ACKNOWLEDGEMENT

The City of Langley acknowledges the original inhabitants of this area, the Coast Salish people. Since time immemorial, they have hunted, fished, gathered, and taken care of these lands. The City respects their sovereignty, their right to self-determination, and honor their sacred spiritual connection with the land and water. The City will strive to be honest about past mistakes and bring about a future that includes their people, stories, and voices to form a more just and equitable society.

PROJECT BACKGROUND

The City of Langley developed along the bluffs that overlook Saratoga passage in south Whidbey Island. Four streams cross the city from the south end of town and empty into the Puget Sound at the north end of town. Starting from east to west these include, an unnamed stream near Edgecliff Dr, Noble Creek, Brookhaven Creek, and Saratoga Creek. Inland steep slopes in the city tend to run north/south along ridge lines and they often parallel the streams. Most wetlands in the city are associated with these streams, but there are some wetlands on the east end of town, just south of Edgecliff Dr and north of Sandy Point Rd which do not appear to be associated with any mapped streams. In addition to the bluffs and wetlands, the Edgecliff neighborhood on the east side of the city has a number of complex processes at play, including a perched aquifer.

Task 1 – CAO Update

The City of Langley's [Comprehensive Plan](#) calls for the City to identify, enhance, and restore critical areas.

In 2018, the City adopted updates to the Comprehensive Plan under the state required periodic review and update. In 2020, further updates were made to the Comprehensive Plan to reflect changes made to the Shoreline Master Program and zoning code. The City did not have the capacity at the time, to conduct a thorough a review of the CAO during the 2018 or 2020 updates to the Comprehensive Plan.

After adopting an updated Shoreline Master Program in 2021, the City would now like to conduct a review and update of the CAO prior to the next required periodic review and update of the Comprehensive Plan, due in 2025.

The 2021 Shoreline Master Program update included an evaluation of sea level rise and potential impacts to shoreline properties. The impacts of sea level rise and climate change on steep slopes was reserved for the next CAO update. As such, this will be an important aspect of the project.

Task 2 - Raise SEPA Exemption Thresholds

The City was awarded a HAPI grant through the Department of Commerce in 2021. In 2022, the City will be working with consultants to create a Housing Action Plan and in 2023, implementing a few potential actions from the plan.

One action the City is considering, is to raise the SEPA exemption thresholds for minor new construction, to reduce barriers to housing infill development. This will include an evaluation of the City's codes in place that can mitigate any potential impacts from raising the thresholds. Having an updated CAO from Task 1 will help establish a good starting point for the evaluation in Task 2.

PROJECT OBJECTIVES

Task 1 – CAO Update

In 2018 City of Langley staff drafted some proposed changes to the CAO but these were never finalized. The City is now looking for an organization that can provide their expertise to the process of reviewing and updating the CAO. To specifically include:

- developing and implement a public participation plan;

- evaluating existing conditions, best available science, and changes to state critical areas regulations and guidance;
- reviewing the draft changes to the CAO proposed by staff in 2018;
- identifying areas for improvement in the City's CAO;
- summarizing public engagement results;
- drafting updates to the CAO; and
- providing updated GIS mapping of critical areas where possible.

Staff will provide project management and bring items forward for adoption through the Planning Advisory Board and City Council.

Task 2 - Raise SEPA Exemption Thresholds

After a review and update of the CAO and the development of a Housing Action Plan, the City will be prepared to consider raising SEPA exemption levels for minor new construction as a strategy to reduce barriers to infill housing development. This will include:

- evaluating existing conditions
- outlining options for infill revisions

Staff will provide project management, draft the proposed ordinance, and bring items forward for adoption through the Planning Advisory Board and City Council.

SCOPE OF WORK

The proposed scope of work is intended to be a general outline of the work we anticipate be included in the process. It is not an all-inclusive description of the elements to be included in the update or associated activities.

Task 1 – CAO Update

Summary

The Contractor will:

- Attend and facilitate two (2) community meetings
- Attend and present to two (2) Planning Advisory Board meetings
- Attend and present to two (2) City Council meetings
- Develop outreach materials
- Collect and track all public comments submitted through the process and provide responses as to how the comments were addressed
- Produce deliverables as outlined below.
- Adhere to project schedule and budget

The City will:

- Provide support on mailings, public notices, meeting locations/zoom account, compiling stakeholder contacts, attendance at meetings and other public outreach support throughout the update process
- Review and comment on the drafts produced throughout the process
- Complete the adoption process with the Planning Advisory Board, Department of Commerce, and Langley City Council

Sub-Tasks & Deliverables

1.A. Develop a Public Participation Plan

- Provide for participation and input from community members, local developers, consultants, environmental organizations, and property owners.
- Develop a schedule that outlines how and when the public can provide input on the update process.
- Outline methods to be used for outreach.

Deliverable: Public Participation Plan

1.B. Evaluate Existing Conditions, Best Available Science, and Changes to State Critical Areas Regulations and Guidance

- Review the City's current Critical Areas Ordinance
- Review any relevant previous environmental reports produced for the City
- Review best available science on critical areas regulations
 - Including specifically a review of best available science on climate change impacts on bluffs
- Review state regulations and guidelines on critical areas

Deliverable: Existing Conditions and Best Available Science Review.

Summary of Changes to State Critical Areas Regulations and Guidance.

1.C. Identifying Areas for Improvement in City's Critical Areas Ordinance

- Review draft changes to the CAO proposed by staff in 2018
- Outline suggested improvements to the City's CAO
- Where there are multiple ways to approach an issue, outline the options for the City to consider

Deliverable: Summary of Proposed Improvements and Options to Consider

1.D. Public Engagement Summary

- Collect and track all public comments submitted throughout the process
- Provide responses to how the comments were or were not addressed in the draft ordinance and why
- Summarize the methods of outreach and the common topic areas of input

Deliverable: Public Engagement Summary

Public Comment and Response Matrix

1.E. Draft Updates to the City's Critical Areas Ordinance

- Produce two (2) drafts of the Critical Area Ordinance based on staff, public, commission, and Council feedback
- Produce a final version of the critical areas ordinance for adoption, which addresses all input and complies with GMA

Deliverable: Two (2) drafts and one (1) final version of the Critical Areas Ordinance

Task 2 - Raise SEPA Exemption Thresholds

Summary

The Contractor will:

- Produce deliverables as outlined below.
- Adhere to project schedule and budget

The City will:

- Conduct public outreach including collecting and responding to all public comments
- Draft the proposed ordinance
- Complete the adoption process with the Planning Advisory Board and the Langley City Council

Sub-Tasks & Deliverables

2.A. Perform an Existing Conditions Analysis

- Review local, state, and federal codes to determine the environmental protections that are currently in effect
- Review SEPA exemptions for other cities and the codes in place to mitigate impacts up to the thresholds
- Determine the range of infill exemptions covered by current codes and what additional regulations should be considered to raise the exemption levels

Deliverable: Existing Conditions Analysis

2.B. Draft Options for Raising SEPA Exemption Levels for Minor New Construction to Reduce Barriers for Infill Housing Development

- Outline options the for City to consider regarding raising SEPA exemption thresholds for minor new construction

Deliverable: Infill Exemption Options for City Consideration

SUBMITTAL REQUIREMENTS

Proposals must be provided electronically. Proposals must be clear, succinct and not exceed 20 pages, excluding any addendums attachments. Only complete submittals will be considered for evaluation. All proposals and attachments will become part of the public record. Proposal content must include the following:

1. Cover letter
2. Firm description. Describe your firm's area of expertise, type of organization, length of time in business, number of employees, and other information that would be helpful in characterizing your firm.
3. Project team. The names and qualifications of personnel in the firm who have worked on similar projects and would be made available to work on this project. Identify the Project Manager who will be responsible for the day-to-day management of project tasks and who will be the key point of contact with the City. Identify any sub-consultants (if proposed) and describe their role in the project.
4. Scope of work. Provide a succinct, but detailed description of the process and products that would be delivered based on the Scope of Work section of this RFP.

5. Project schedule and budget. Submit a schedule, itemized task, for completing the scope of work. Include the following cost categories in tabular format.
 - a. Labor costs by:
 - i. Individual (name)
 - ii. Estimated hours by task
 - iii. Hourly rate and total cost
 - b. Overhead.
 - c. Other direct costs. Itemization that may include but are not limited to:
 - i. Transportation
 - ii. Lodging and meal per diem
 - iii. Printing
 - iv. Communication
 - d. General administrative costs. Indicate base used and basis therefore, percentage and total.
 - e. Total project budget.
6. Work samples. Provide digital copies of two example work products that most closely match the product desired in this RFP (weblinks are preferred).
7. References. Include three references for similar projects, including current contact information.

Proposals must be submitted electronically by 4:00 pm on May 2nd to be considered. No amendments to proposals will be accepted after this time. The City of Langley reserves the right to accept or reject any or all proposals.

Submit electronic proposal to:

Meredith Penny
Director of Community Planning
PO Box 366
112 2nd Street
Langley, WA 98260
(360) 221.4219
planning@langleywa.org

All costs incurred by the consultants in the preparation of the response to this RFP, including presentations and/or participation in an interview, shall be borne solely by the respondent.

CONSULTANT SELECTION AND EVALUATION PROCESS

Proposals will be accepted from individuals, organizations (profit or non-profit), or other collaborative arrangements that:

- Are qualified to conduct business in the State of Washington and the City of Langley
- Have expertise in environmental planning and critical areas policy and regulations in Washington State.

The City reserves the right to:

- Qualify, accept, or reject any or all proposals as deemed to be in the best interest of the City.
- Accept or reject any or all proposals and to waive irregularities or technicalities in any proposals when in the best interest of the City.

- Accept or reject any exception taken by a proponent to the terms and conditions of the RFP.
- To request additional information to clarify the content of a proposal.
- To verify the information received in a proposal. If the proponent knowingly and willfully submits false information or data, the City reserves that right to reject the proposal. If it is determined that an agreement was awarded based on false statements or data submitted in response to this RFP, the City reserves the right to terminate the agreement.
- Withdraw the RFP at any time without prior notice. The City makes no representation that any contract will be awarded to any respondent to the RFP.

Interviews may be held to determine the final successful consultant. Any costs associated interviews shall be the responsibility of the respondent.

If an insufficient number of proposals are received or the proposals received are inadequate or do not meet the terms of the RFP or are not cost effective, the City may, at its sole discretion, reissue the RFP or enter into a contract with a consultant of its choice.

Evaluation Matrix

Criteria	Points
Responsiveness and completeness of RFP	5
Team and subconsultant qualifications, credentials, and experience	25
Approach and project understanding	25
Plan budget and value to the City	20
Team schedule and availability	10
Use of local professionals	10
Value added	5

The City will conduct a preliminary evaluation of all proposals to determine compliance with requirements and mandatory document submissions.

The City encourages:

- The use of local professionals in each project to retain maximum economic benefits tied to the community.
- Successful firms to plan and budget for minimum required travel costs as part of the project to make the best possible use of the City's funding.

Minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

Consultant Selection Schedule

The following is the proposed schedule and key dates for finalizing a consultant contract. All dates are subject to change.

RFP Issued	April 2
RFP Close	May 2
Question period ends	April 22
Review of proposals	May 2-6
Consultant selection	May 9
City Council contract authorization	May 16
Project Commencement	May 23

Questions received from consultants related to proposal submissions and their responses will be posted on the City website. All questions must be received by April 22. Any questions received after April 22 will not receive a response.

BUDGET

Conduct a review and update of the Critical Areas Ordinance	\$25,000
Evaluate Opportunities for Raising SEPA Exemption Thresholds	\$5,000
Total	\$30,000

PROJECT TIMING

Task 1 – CAO update	Dec 31, 2022
Task 2 – SEPA Thresholds	June 30, 2023

INQUIRIES

Direct questions regarding the RFP to:
Meredith Penny, Director of Community Planning
City of Langley
planning@langlewa.org