



CITY OF LANGLEY

DRAFT COUNCIL AGENDA

Monday, December 16, 2024 @ 5:30 P.M.

City Hall

112 Second Street, Langley, WA 98260

And via Zoom:

<https://us02web.zoom.us/j/85016739615?pwd=hmD9ouWjXMUdgXZ1j92U5TNdXAENA4.1>

Webinar ID: 850 1673 9615

Passcode: 378405

1. **CALL TO ORDER** – 5 minutes
 - a. Opening Words
 - b. Moment of Silence
 - c. Roll Call
2. **CONSENT AGENDA** (The CONSENT AGENDA consists of routine items that normally do not require further Council discussion) – 2 minutes
 - a. Approval of A/P transactions and vouchers #44554 to 44579 in the amount of \$95,450.88, and payroll transactions and vouchers #44551 & 44553 in the amount of \$95,450.88 p. 3
 - b. Approval of Commission Meeting Minutes posted since previous Council Meeting
 - c. Approval of Minutes of 12/02/2024 Council Meeting, p. 25
 - d. Approval of Terra Huey appointment to Dismantling Systemic Racism Commission, p. 50
3. **APPROVAL OF AGENDA** – 3 minutes
4. **PUBLIC COMMENT PERIOD*** - 15 minutes
5. **PRESENTATIONS**

Waste Connections Curbside Recycling, Andrew Riggs, 15 minutes, p. 51
6. **STAFF REPORTS** – 25 minutes
 - a. Finance Director Kelly Beech
 - b. Community Planning Director Meredith Penny – p. 58
 - c. Public Works Director Randi Perry – p. 61
 - d. Chief of Police Tavier Wasser
7. **MAYOR'S REPORT** – 10 minutes, p. 63
8. **PUBLIC HEARINGS/ORDINANCES/RESOLUTIONS** – 30 minutes

- a. First Reading of Ordinance on Amending Ethics Code, 10 minutes, p. 64
- b. First Reading of Ordinance on Dissolution of Lodging Tax Advisory Commission, 10 minutes, p. 78
- c. First Reading of Ordinance on Transportation Benefit District, 20 minutes, p. 82

9. **DISCUSSION**

Housing Element Presentation, Director Penny, 45 minutes, p. 92

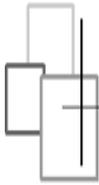
10. **SPECIAL MEETING WORKSHOP/AGENDA TOPICS** – 5 minutes

Next workshop to be held January 13, 2025.

11. **ADJOURN**

***Public Comment:** We welcome requests to comment on subjects that are not on the agenda or requests to comment on a particular agenda item at the time the item is being discussed. The purpose of a public comment is to allow the public to inform the Council of your views. We appreciate and welcome your comments, but please note that we will not be entering into dialogue at this time. Please limit your comments to no more than three minutes and address subjects, not individuals, in an orderly and courteous manner. Please state your name, where you reside, and the subject of your comment.

Thank you for participating! **If reasonable accommodation for a disability is needed, please contact us at (360) 221-4246 at least 24 hours prior to this meeting.**



Payroll Activity

Number	Name	Amount
44551	Chapter 13 Trustee	\$905.00
44552	AFLAC WORLDWIDE HEADQTRS	\$159.08
44553	Health Care Authority	\$29,413.12
12.03.24 EFT	DEPT OF RETIREMENT	\$8,120.19
12.03.24 EFT	City of Langley	\$12,669.24
Direct Deposit Run - 12/2/2024		
	Abraham, Kristen Miller	\$1,683.84
	Beech, Kelly M	\$2,747.69
	Bobis, Harolynne N	\$45.62
	Carlson, Chris	\$114.05
	Cattand, Alexis	\$1,799.92
	Cyr, Craig	\$114.05
	Durr, Robert J.	\$2,335.08
	Fleming, Gail T	\$45.62
	Grove, Timothy J.	\$2,554.52
	Hamilton, Bryan E.	\$2,153.70
	Hathaway, Nicholas G	\$2,383.11
	Herzberg, Robert	\$561.13
	Horstman, Krista Kennedy N	\$456.21
	Liggitt, Charles E.	\$2,451.97
	Marks, Joshua W.	\$1,824.50
	McDivitt, Tara J	\$1,599.82
	Pace, Jeremiah J.	\$1,560.85
	Penny, Meredith B	\$2,903.10
	Perry, Randi M.	\$2,946.73
	Proffitt, Austin L	\$1,854.27
	Salerno, Rhonda A	\$45.62
	Uculmana, Eyleen Carolyn	\$1,955.85
	Wasser, Tavier	\$3,174.80
Total		\$88,578.68



Voucher Directory

Fiscal: : 2024 - December
Council Date: : 2024 - December - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Airgas USA LLC	44554			2024 - December - 2nd Council Meeting	
		Invoice - 5512850594			
			Rent Cyl Spec Large other		
			402-000-000-535-10-30-01	Supplies	\$15.50
				Rent Cyl Spec Large other	
		Total Invoice - 5512850594			\$15.50
	Total 44554				\$15.50
Total Airgas USA LLC					\$15.50
Allied Body Works, Inc.	44555			2024 - December - 2nd Council Meeting	
		Invoice - 72821			
			Replacement lift cylinder for snowdogg, freight charges		
			101-000-000-543-10-47-01	Repair & maintenance	\$291.07
				Replacement lift cylinder for snowdogg, freight charges	
		Total Invoice - 72821			\$291.07
	Total 44555				\$291.07
Total Allied Body Works, Inc.					\$291.07
Bay City Supply	44556			2024 - December - 2nd Council Meeting	
		Invoice - 369963			
			2 Ply kitchen paper towel, Spartan consume eco-lyzer, Spartan non acid bowl, white roll towel, nitrile xl glove		
			001-000-100-518-30-30-01	Facilities Maint. Supplies	\$91.12
				2 Ply kitchen paper towel, Spartan consume eco-lyzer, Spartan non acid bowl, white roll towel, nitrile xl glove	
			105-000-000-557-30-30-01	Public Restrooms-R&M/Misc'l, Supplies.	\$273.56
				2 Ply kitchen paper towel, Spartan consume eco-lyzer, Spartan non acid bowl, white roll towel, nitrile xl glove	
			402-000-000-535-10-30-01	Supplies	\$197.82
				2 Ply kitchen paper towel, Spartan consume eco-lyzer, Spartan non acid bowl, white roll towel, nitrile xl glove	
		Total Invoice - 369963			\$562.50
	Total 44556				\$562.50
Total Bay City Supply					\$562.50

Vendor	Number	Reference	Account Number	Description	Amount
De Lage Landen Financial Services	44557			2024 - December - 2nd Council Meeting	
		Invoice - 83267867			
				Period of performance 11/15/2024-12/14/2024	
			001-000-000-511-60-40-02	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$30.96
			001-000-006-511-60-40-01	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$15.48
			001-000-010-513-10-40-01	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$15.48
			001-000-015-513-10-40-01	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$61.92
			001-000-030-514-20-40-02	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$61.92
			001-000-035-541-99-30-00	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$9.29
			001-000-070-521-20-40-01	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$6.19
			001-000-110-558-60-40-00	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$61.92
			001-000-120-558-50-40-00	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$61.92
			001-000-150-576-80-40-00	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$15.48
			101-000-000-543-10-40-01	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$46.44
			104-000-000-536-10-40-00	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$15.48
			105-000-000-557-30-40-00	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$30.96
			401-000-000-534-10-40-01	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$61.92
			402-000-000-535-10-40-01	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$77.40
			403-000-000-531-10-40-01	Period of performance 11/15/2024-12/14/2024 Professional Services - ADMIN Shared Cost	\$30.95
				Period of performance 11/15/2024-12/14/2024	
		Total Invoice - 83267867			\$619.19
	Total 44557				\$619.19
Total De Lage Landen Financial Services					\$619.19

Vendor	Number	Reference	Account Number	Description	Amount
DMH Industrial Electric Inc	44558			2024 - December - 2nd Council Meeting	
		Invoice - 494127			
				AC rebuild mat-Dismantle, clean&bake, replace gasket, replace start capacitors, replace bearings, replace mechanical seal, assemble, test&paint	
			401-000-000-534-10-47-01	Repairs & Maintenance	\$1,025.37
				AC rebuild mat-Dismantle, clean&bake, replace gasket, replace start capacitors, replace bearings, replace mechanical seal, assemble, test&paint	
		Total Invoice - 494127			\$1,025.37
	Total 44558				\$1,025.37
Total DMH Industrial Electric Inc					\$1,025.37
Edge Analytical Labs	44559			2024 - December - 2nd Council Meeting	
		Invoice - 24-33450			
				Monthly Nutrients #1-November	
			402-000-000-535-90-00-01	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Reimbursable Expenditures	\$394.00
				Monthly Nutrients #1-November	
		Total Invoice - 24-33450			\$394.00
		Invoice - 24-34872			
				Monthly Nutrients #2-November	
			402-000-000-535-90-00-01	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Reimbursable Expenditures	\$259.00
				Monthly Nutrients #2-November	
		Total Invoice - 24-34872			\$259.00
	Total 44559				\$653.00
Total Edge Analytical Labs					\$653.00
Hanson's Bldg. Supply	44560			2024 - December - 2nd Council Meeting	
		Invoice - 2411-070607			
				Epoxy screws, 4x4 PT' treated	
			001-000-150-576-80-40-04	Parks/open Space Maintenance & Improvements	\$46.53
				Epoxy screws, 4x4 PT' treated	
		Total Invoice - 2411-070607			\$46.53
		Invoice - 2411-070759			
				60# concrete 56/pallet	
			001-000-150-576-80-40-04	Parks/open Space Maintenance & Improvements	\$33.42
				60# concrete 56/pallet	
		Total Invoice - 2411-070759			\$33.42
		Invoice - 2411-071155			
				60# concrete 56/pallet, 4x4 PT' treated, 1x6 6' fence board cedar	
			001-000-150-576-80-40-04	Parks/open Space Maintenance & Improvements	\$119.20

Vendor	Number	Reference	Account Number	Description	Amount
				60# concrete 56/pallet, 4x4 PT' treated, 1x6 6' fence board cedar	
		Total Invoice - 2411-071155			\$119.20
	Total 44560				\$199.15
Total Hanson's Bldg. Supply					\$199.15
Invoice Cloud					
	EFT Payment 12/12/2024 4:33:07 PM - 1			2024 - December - 2nd Council Meeting	
		Invoice - 384-2024_11			
				EFT Payment-Biller portal access/additional biller portal/invoice for paperless customers	
			001-000-030-514-20-48-06	Credit fees	\$207.20
				EFT Payment-Biller portal access/additional biller portal/invoice for paperless customers	
		Total Invoice - 384-2024_11			\$207.20
	Total EFT Payment 12/12/2024 4:33:07 PM - 1				\$207.20
Total Invoice Cloud					\$207.20
Island Disposal Inc					
44561				2024 - December - 2nd Council Meeting	
		Invoice - 8354628S144			
				20 Yd roll off-monthly rent	
			001-000-100-518-30-46-01	Utilities-General Government	\$5.71
				20 Yd roll off-monthly rent	
			001-000-110-558-60-46-01	Utilities	\$7.60
				20 Yd roll off-monthly rent	
			001-000-120-558-50-46-01	Utilities	\$7.60
				20 Yd roll off-monthly rent	
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$85.53
				20 Yd roll off-monthly rent	
			101-000-000-543-10-47-00	Utilities	\$9.50
				20 Yd roll off-monthly rent	
			104-000-000-536-10-46-01	Utilities-Cemetery	\$7.60
				20 Yd roll off-monthly rent	
			105-000-000-557-30-46-01	Utilities/VIC & R/R	\$28.51
				20 Yd roll off-monthly rent	
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$9.50
				20 Yd roll off-monthly rent	
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$19.01
				20 Yd roll off-monthly rent	
			403-000-000-531-10-46-01	Utilities	\$9.50

Vendor	Number	Reference	Account Number	Description	Amount
				20 Yd roll off-monthly rent	
		Total Invoice - 8354628S144			\$190.06
	Total 44561				\$190.06
Total Island Disposal Inc					\$190.06
Langley United Methodist					
44562					
				2024 - December - 2nd Council Meeting	
		Invoice - January 2025			
				Storage lease agreement	
			001-000-025-518-50-40-01	Storage Space Rental	\$200.00
				Storage lease agreement	
		Total Invoice - January 2025			\$200.00
	Total 44562				\$200.00
Total Langley United Methodist					\$200.00
Les Schwab Tire Centers					
44563					
				2024 - December - 2nd Council Meeting	
		Invoice - 41300466383			
				Xtreme power battery for PW backhoe	
			101-000-000-544-90-31-02	Fuel & Maintenance	\$118.05
				Xtreme power battery for PW backhoe	
			401-000-000-534-10-47-02	Vehicle Maintenance-Annual	\$118.04
				Xtreme power battery for PW backhoe	
			402-000-000-535-10-40-06	Fleet Maintenance	\$118.04
				Xtreme power battery for PW backhoe	
			403-000-000-531-10-47-02	Annual Equipment Maintenance	\$118.04
				Xtreme power battery for PW backhoe	
		Total Invoice - 41300466383			\$472.17
		Invoice - 41300466487			
				Diesel oil change labor only,oil filter,Reisner oil-2013 Ford F250 super duty-TG vehicle	
			101-000-000-544-90-31-02	Fuel & Maintenance	\$97.29
				Diesel oil change labor only,oil filter,Reisner oil-2013 Ford F250 super duty	
			104-000-000-536-10-32-01	Fuel	\$97.29
				Diesel oil change labor only,oil filter,Reisner oil-2013 Ford F250 super duty	
		Total Invoice - 41300466487			\$194.58
		Invoice - 41300466496			
				Oil change labor passenger,oil filter,Reisner oil, 2013 Ford F250 super duty-Rob's truck	
			402-000-000-535-10-40-06	Fleet Maintenance	\$183.70
				Oil change labor passenger,oil filter,Reisner oil, 2013 Ford F250 super duty-Rob's truck	
		Total Invoice - 41300466496			\$183.70

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 41300466513			
		Diesel oil change labor only,oil filter, Reisner oil -2013 Ford F250 super duty-Josh's truck			
		401-000-000-534-10-47-02		Vehicle Maintenance-Annual	\$97.29
				Diesel oil change labor only,oil filter, Reisner oil -2013 Ford F250 super duty-Josh's truck	
		402-000-000-535-10-40-06		Fleet Maintenance	\$97.29
				Diesel oil change labor only,oil filter, Reisner oil -2013 Ford F250 super duty-Josh's truck	
		Total Invoice - 41300466513			\$194.58
		Invoice - 41300466690			
		Diesel oil change labor only,Reisner oil,oil filter-2007 Ford F350 super duty-Pace			
		401-000-000-534-10-47-02		Vehicle Maintenance-Annual	\$222.88
				Diesel oil change labor only,Reisner oil,oil filter-2007 Ford F350 super duty-Pace	
		Total Invoice - 41300466690			\$222.88
		Total 44563			\$1,267.91
Total Les Schwab Tire Centers					\$1,267.91
Madsen Enterprise Inc.					
44564					
				2024 - December - 2nd Council Meeting	
		Invoice - 2916			
		Water valve installs,machine time and labor,parts and backfill material, sales tax			
		405-000-000-594-34-60-06		CIP W-5 Edgecliff (Furman-Wilkinson) Main	\$9,938.88
				Water valve installs,machine time and labor,parts and backfill material, sales tax	
		Total Invoice - 2916			\$9,938.88
		Invoice - 3070			
		10/04/24, Jetted sewer, machine time and labor, sales tax			
		402-000-000-535-10-47-01		Repairs & Maintenance	\$1,370.88
				10/04/24, Jetted sewer, machine time and labor, sales tax	
		Total Invoice - 3070			\$1,370.88
		Invoice - 3082			
		10/24/24 Sandy Point Rd paving, machine time and labor,sales tax			
		101-000-000-543-10-47-01		Repair & maintenance	\$10,336.00
				10/24/24 Sandy Point Rd paving, machine time and labor,sales tax	
		Total Invoice - 3082			\$10,336.00
		Invoice - 3088			
		Yard waste grinding machine time and labor, grading rock			
		402-000-000-535-10-48-06		Composting/Yard Waste Program	\$7,616.00
				Yard waste grinding machine time and labor, grading rock	
		Total Invoice - 3088			\$7,616.00
		Invoice - 3099			
		Wharf St sewer stub install 11/04/2024,machine time and labor			
		402-000-000-535-10-47-01		Repairs & Maintenance	\$2,985.47
				Wharf St sewer stub install 11/04/2024,machine time and labor	
		Total Invoice - 3099			\$2,985.47
		Total 44564			\$32,247.23
Total Madsen Enterprise Inc.					\$32,247.23

Vendor	Number	Reference	Account Number	Description	Amount
NC Machinery	44565			2024 - December - 2nd Council Meeting	
		Invoice - MNCS2734177			
			2 (9W-8215)-edge, 8 (3F-5108)-bolt		
			402-000-000-535-10-47-01	Repairs & Maintenance	\$411.30
				2 (9W-8215)-edge, 8 (3F-5108)-bolt	
		Total Invoice - MNCS2734177			\$411.30
		Invoice - MNCS2736465			
			8 X 4K-0367, nut		
			402-000-000-535-10-47-01	Repairs & Maintenance	\$9.19
				8 X 4K-0367, nut	
		Total Invoice - MNCS2736465			\$9.19
	Total 44565				\$420.49
Total NC Machinery					\$420.49
Ogden, Murphy, Wallace; Attorneys	44566			2024 - December - 2nd Council Meeting	
		Invoice - 900942			
			Executive,Public Works, Robert-Frosch Shoreline Appeal		
			001-000-000-511-60-40-03	Professional Services - Legal	\$919.30
				Review prior utility billing guidance,review LTAC inquiry, email to Mayor regarding lodging tax use issue	
			001-000-110-558-60-40-03	Professional Svcs Legal	\$118.50
				Telephone conference with D. Williams	
			001-000-110-558-60-40-03	Professional Svcs Legal	\$158.50
				Coles Valley	
			306-000-000-594-34-60-01	Capital Grant Expenditures	\$1,046.10
				Review updated project manual 2025,teams mtg with J. Klika	
		Total Invoice - 900942			\$2,242.40
	Total 44566				\$2,242.40
Total Ogden, Murphy, Wallace; Attorneys					\$2,242.40
Peak Sustainability Group	44567			2024 - December - 2nd Council Meeting	
		Invoice - 64350			
			City of Langley: Climate Element		
			001-000-110-558-70-41-01	GMA/Comp Plan Climate Element Expenses	\$5,283.75
				City of Langley: Climate Element	
		Total Invoice - 64350			\$5,283.75
	Total 44567				\$5,283.75
Total Peak Sustainability Group					\$5,283.75

Vendor	Number	Reference	Account Number	Description	Amount
Puget Sound Energy	44568			2024 - December - 2nd Council Meeting	
		Invoice - 0042-11/22/2024			
			526 Camano Ave #Pump		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$11.33
				526 Camano Ave #Pump	
		Total Invoice - 0042-11/22/2024			\$11.33
		Invoice - 0863-11/22/2024			
			210 Sunrise Ln		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$35.21
				210 Sunrise Ln	
		Total Invoice - 0863-11/22/2024			\$35.21
		Invoice - 0964-11/21/2024			
			208 Anthes Ave #A		
			105-000-000-557-30-46-01	Utilities/VIC & R/R	\$122.49
				208 Anthes Ave #A	
		Total Invoice - 0964-11/21/2024			\$122.49
		Invoice - 1532-11/22/2024			
			3rd St # PK&R		
			101-000-000-542-63-46-01	Street Lighting Utilities	\$59.70
				3rd St # PK&R	
		Total Invoice - 1532-11/22/2024			\$59.70
		Invoice - 1760-11/22/2024			
			179 2nd St #glss shop		
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$20.98
				179 2nd St #glss shop	
		Total Invoice - 1760-11/22/2024			\$20.98
		Invoice - 2896-11/22/2024			
			112 2nd St		
			001-000-100-518-30-46-01	Utilities-General Government	\$454.87
				112 2nd St	
		Total Invoice - 2896-11/22/2024			\$454.87
		Invoice - 3304-11/22/2024			
			125 De Bruyn Ave # 2 Pump		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$344.94
				125 De Bruyn Ave # 2 Pump	
		Total Invoice - 3304-11/22/2024			\$344.94
		Invoice - 3338-11/22/2024			
			203 Anthes Ave		
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$175.82
				203 Anthes Ave	
		Total Invoice - 3338-11/22/2024			\$175.82
		Invoice - 3859-11/25/2024			
			4058 Sandy Point Rd # SWRPMP		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$36.03

Vendor	Number	Reference	Account Number	Description	Amount
				4058 Sandy Point Rd # SWRPMP	
		Total Invoice - 3859-11/25/2024			\$36.03
		Invoice - 5060-11/25/2024			
			800 Cedar Cir #Pump		
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$430.83
				800 Cedar Cir #Pump	
		Total Invoice - 5060-11/25/2024			\$430.83
		Invoice - 7646-11/21/2024			
			949 Al Anderson Ave		
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$127.12
				949 Al Anderson Ave	
		Total Invoice - 7646-11/21/2024			\$127.12
		Invoice - 8083-11/22/2024			
			240 1st St #1 Pump		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$402.52
				240 1st St #1 Pump	
		Total Invoice - 8083-11/22/2024			\$402.52
		Invoice - 8113-12/02/2024			
			Coles Rd Pump		
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$26.32
				Coles Rd Pump	
		Total Invoice - 8113-12/02/2024			\$26.32
		Invoice - 8593-12/05/2024			
			City of Langley		
			101-000-000-542-63-46-01	Street Lighting Utilities	\$1,055.58
				City of Langley	
		Total Invoice - 8593-12/05/2024			\$1,055.58
		Invoice - 8745-11/21/2024			
			818 Dalton Ln		
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$1,177.01
				818 Dalton Ln	
		Total Invoice - 8745-11/21/2024			\$1,177.01
		Invoice - 8978-11/22/2024			
			300 1st St #Park		
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$15.28
				300 1st St #Park	
		Total Invoice - 8978-11/22/2024			\$15.28
		Invoice - 9941-11/21/2024			
			211 1st St #Light		
			101-000-000-542-63-46-01	Street Lighting Utilities	\$19.12
				211 1st St #Light	
		Total Invoice - 9941-11/21/2024			\$19.12

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice -6751-12/02/2024			
			4999 Coles Rd		
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$3,467.93
			4999 Coles Rd		
		Total Invoice -6751-12/02/2024			\$3,467.93
	Total 44568				\$7,983.08
Total Puget Sound Energy					\$7,983.08
Sebo's DO IT Center					
44569					
				2024 - December - 2nd Council Meeting	
		Invoice - A1646715			
			4pk AAA alk battery		
			101-000-000-543-10-30-01	Supplies	\$4.67
			4pk AAA alk battery		
		Total Invoice - A1646715			\$4.67
		Invoice - A1648173			
			WH single pole thermostat		
			401-000-000-534-10-47-01	Repairs & Maintenance	\$24.36
			WH single pole thermostat		
		Total Invoice - A1648173			\$24.36
		Invoice - A1648290			
			Toxic dust respirator,demolition respirator		
			401-000-000-534-80-31-01	Parts, Chemicals & Supplies	\$77.23
			Toxic dust respirator,demolition respirator		
		Total Invoice - A1648290			\$77.23
		Invoice - A1648468			
			Zip-it drain opener for City Hall sink drains		
			001-000-100-518-30-30-01	Facilities Maint. Supplies	\$3.47
			Zip-it drain opener for City Hall sink drains		
		Total Invoice - A1648468			\$3.47
		Invoice - A1648689			
			100' 1/2" liqtite conduit,20 foot led 40w,power snake,breaker 20a 10k aic,wht duplex outlet,12x20 slvr h/duty tarp,ceramic heater,wht thhn wire,blk thhn wire		
			401-000-000-534-10-47-01	Repairs & Maintenance	\$234.91
			100' 1/2" liqtite conduit,20 foot led 40w,power snake,breaker 20a 10k aic,wht duplex outlet,12x20 slvr h/duty tarp,ceramic heater,wht thhn wire,blk thhn wire		
		Total Invoice - A1648689			\$234.91
		Invoice - A1649972			
			7lb sun & shade seed		
			402-000-000-535-10-47-01	Repairs & Maintenance	\$48.95
			7lb sun & shade seed		
		Total Invoice - A1649972			\$48.95
		Invoice - A1650271			
			Brass sweeper nozzle,brass hose shut-off, nuts and bolts		
			101-000-000-543-10-30-01	Supplies	\$21.52
			Brass sweeper nozzle,brass hose shut-off, nuts and bolts		

Vendor	Number	Reference	Account Number	Description	Amount
			402-000-000-535-10-47-01	Repairs & Maintenance	\$6.92
				Brass sweeper nozzle,brass hose shut-off, nuts and bolts	
				Total Invoice - A1650271	\$28.44
				Invoice - B1389238	
				32 oz chem resist bottle,gray outdoor round box,voltage tester, RND gray outdoor cover, Gray flodlght photo cell	
			001-000-100-518-30-30-01	Facilities Maint. Supplies	\$58.34
				32 oz chem resist bottle,gray outdoor round box,voltage tester, RND gray outdoor cover, Gray flodlght photo cell	
			401-000-000-534-80-31-01	Parts, Chemicals & Supplies	\$7.10
				32 oz chem resist bottle,gray outdoor round box,voltage tester, RND gray outdoor cover, Gray flodlght photo cell	
				Total Invoice - B1389238	\$65.44
				Invoice - B1390199	
				H/Duty wax bowl gasket - 402346	
			001-000-100-518-30-30-01	Facilities Maint. Supplies	\$6.08
				H/Duty wax bowl gasket - 402346	
				Total Invoice - B1390199	\$6.08
				Invoice - B1390930	
				50z battery protector, 5/16' wingnut batry termi-n27007	
			402-000-000-535-10-47-01	Repairs & Maintenance	\$11.73
				50z battery protector, 5/16' wingnut batry termi-n27007	
				Total Invoice - B1390930	\$11.73
				Total 44569	\$505.28
				Total Sebo's DO IT Center	\$505.28
				Simmons Garage & Towing	
				44570	
				2024 - December - 2nd Council Meeting	
				Invoice - 26361	
				Oil change-2016 Chevrolet-Colorado LT-2.5L	
			001-000-150-576-80-47-02	Fleet Maintenance	\$89.47
				Oil change-2016 Chevrolet-Colorado LT-2.5L	
				Total Invoice - 26361	\$89.47
				Invoice - 26363	
				BH's truck maintenance	
			101-000-000-544-90-31-02	Fuel & Maintenance	\$74.79
				BH's truck maintenance	
				Total Invoice - 26363	\$74.79
				Invoice - 26369	
				Oil change- 2018 Chevrolet Silverado 1500 LS	
			403-000-000-531-10-47-01	Repair Maintenance Vehicle	\$89.47
				Oil change- 2018 Chevrolet Silverado 1500 LS	
				Total Invoice - 26369	\$89.47

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 26431			
			Oil change-2018 Ford-Police interceptor utility		
			001-000-070-521-20-47-01	Vehicle Maintenance	\$74.79
				Oil change-2018 Ford-Police interceptor utility	
		Total Invoice - 26431			\$74.79
	Total 44570				\$328.52
Total Simmons Garage & Towing					\$328.52
Sound Maintenance Services Inc					
44571				2024 - December - 2nd Council Meeting	
		Invoice - 141666			
			Janitorial Service		
			105-000-000-557-30-40-03	Contract Services (R&R, Chamber 1%, County)	\$1,998.00
				Janitorial Service	
		Total Invoice - 141666			\$1,998.00
	Total 44571				\$1,998.00
Total Sound Maintenance Services Inc					\$1,998.00
U S Postal Service					
44572				2024 - December - 2nd Council Meeting	
		Invoice - Box 366 - 2025 Annual fee for PO Box			
			2025 Annual fee for PO Box		
			001-000-030-514-20-42-05	Postage/UPS/PO Box Rental	\$342.00
				2025 Annual fee for PO Box	
		Total Invoice - Box 366 - 2025 Annual fee for PO Box			\$342.00
	Total 44572				\$342.00
Total U S Postal Service					\$342.00
U.S. Bank N.A. - Custody					
44573				2024 - December - 2nd Council Meeting	
		2024 Admin Fees			
			001-000-030-514-20-48-06	Credit fees	\$350.00
				US Bank	
		Total 2024 Admin Fees			\$350.00
	Total 44573				\$350.00
Total U.S. Bank N.A. - Custody					\$350.00
United Business Machines					
44574				2024 - December - 2nd Council Meeting	
		Invoice - INV528305			
			B/W and color pages		
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$4.28
				B/W and color pages	
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$2.14
				B/W and color pages	

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost B/W and color pages	\$2.14
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost B/W and color pages	\$8.55
			001-000-025-518-90-30-10	Professional Services - Contract - Grant Eligible B/W and color pages	\$2.14
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost B/W and color pages	\$8.55
			001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost B/W and color pages	\$1.28
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost B/W and color pages	\$0.86
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost B/W and color pages	\$8.55
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost B/W and color pages	\$8.55
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost B/W and color pages	\$2.14
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost B/W and color pages	\$6.42
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost B/W and color pages	\$2.14
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost B/W and color pages	\$4.28
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost B/W and color pages	\$8.55
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost B/W and color pages	\$10.69
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost B/W and color pages	\$4.28
			Total Invoice - INV528305		\$85.54
				Total 44574	\$85.54
				Total United Business Machines	\$85.54
				Utilities Underground	
				44575	
				2024 - December - 2nd Council Meeting	
				Invoice - 4110176	
				Excavation notifications for the month:9,modem ticket delivery (fax,printer,etc)	
			403-000-000-531-10-46-01	Utilities	\$14.13
				Excavation notifications for the month:9,modem ticket delivery (fax,printer,etc)	
				Total Invoice - 4110176	\$14.13
				Total 44575	\$14.13
				Total Utilities Underground	\$14.13

Vendor	Number	Reference	Account Number	Description	Amount
VISA	44576				
				2024 - December - 2nd Council Meeting	
				Invoice - 3126-Perry-December	
				to be finished	
			001-000-030-514-20-20-00	Benefits - Finance	(\$14.67)
				Adjustment	
			001-000-030-514-20-30-01	Supplies	\$135.00
				MRSC Rosters	
			401-000-000-534-10-42-01	Training Travel/Meals/Lodging	\$14.35
				Meal-Advanced Electrical Class	
			401-000-000-534-10-42-01	Training Travel/Meals/Lodging	\$11.20
				Ferry-Advanced Electrical Class	
			401-000-000-534-10-42-01	Training Travel/Meals/Lodging	\$11.20
				Ferry-Advanced Electrical Class	
			401-000-000-534-10-42-02	Training Registration Cost	\$42.00
				Water cert renewal	
			401-000-000-534-10-42-02	Training Registration Cost	\$42.00
				Water cert. renewal-Rob Durr	
			401-000-000-534-10-42-02	Training Registration Cost	\$42.00
				Drinking water certification-Tim Grove	
			401-000-000-534-10-42-02	Training Registration Cost	\$42.00
				Waterworks renewal fee	
			402-000-000-535-10-42-02	Training Registration	\$210.00
				Green River Community College-Sample collection techniques	
			402-000-000-535-10-42-02	Training Registration	\$206.40
				Waste water cert.renewal-Rob Durr	
				Total Invoice - 3126-Perry-December	\$741.48
				Invoice - 3732-Hortsman-December	
				Postage,WAPRO,Zoom,MRSC training	
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$1.31
				Zoom	
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$0.50
				Postage	
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$0.25
				Postage	
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$13.06
				Zoom	
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$1.99
				Postage	
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$10.44
				Zoom	
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$10.44
				Zoom	
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$3.74
				Postage	

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-015-513-10-50-02	Training Registration Cost	\$40.00
			MRSC training		
			001-000-025-518-90-30-02	Professional Services - Admin Shared Cost	\$1.31
			Zoom		
			001-000-030-514-20-20-00	Benefits - Finance	(\$4.06)
			Adjustment		
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$4.99
			Postage		
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$1.57
			Zoom		
			001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost	\$1.25
			Postage		
			001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost	\$10.45
			Passport postage		
			001-000-050-518-10-42-02	Training Registration Cost	\$25.00
			WAPRO		
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$1.50
			Postage		
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$1.57
			Zoom		
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$1.04
			Zoom		
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$4.99
			Postage		
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$4.99
			Postage		
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$1.04
			Zoom		
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$3.74
			Postage		
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$1.04
			Zoom		
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$1.04
			Zoom		
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$4.95
			Postage		
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$1.57
			Zoom		
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$1.00
			Postage		
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$2.61
			Zoom		
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$1.00
			Postage		
			401-000-000-534-10-30-01	Supplies	\$146.00
			PW postage		

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-000-534-10-40-01 Zoom	Professional Services - ADMIN Shared Cost	\$1.57
			401-000-000-534-10-40-01 Postage	Professional Services - ADMIN Shared Cost	\$4.99
			402-000-000-535-10-40-01 Postage	Professional Services - ADMIN Shared Cost	\$6.23
			402-000-000-535-10-40-01 Zoom	Professional Services - ADMIN Shared Cost	\$1.57
			403-000-000-531-10-40-01 Postage	Professional Services - ADMIN Shared Cost	\$3.74
			403-000-000-531-10-40-01 Zoom	Professional Services - ADMIN Shared Cost	\$1.04
Total Invoice - 3732-Hortsman-December					\$319.46
Invoice - 3869-Beech-December					
Adobe, Waterless					
			001-000-000-511-60-40-02 Adobe	Professional Services - ADMIN Shared Cost	\$0.54
			001-000-006-511-60-40-01 Adobe	Professional Services - ADMIN Shared Cost	\$5.44
			001-000-010-513-10-40-01 Adobe	Professional Services - ADMIN Shared Cost	\$4.35
			001-000-015-513-10-40-01 Adobe	Professional Services - ADMIN Shared Cost	\$4.35
			001-000-025-518-90-30-02 Adobe	Professional Services - Admin Shared Cost	\$0.54
			001-000-030-514-20-20-00 Payment adjustment	Benefits - Finance	(\$0.11)
			001-000-030-514-20-40-02 Adobe	Professional Services - ADMIN Shared Cost	\$0.65
			001-000-070-521-20-40-01 Adobe	Professional Services - ADMIN Shared Cost	\$0.65
			001-000-110-558-60-40-00 Adobe	Professional Services - ADMIN Shared Cost	\$0.44
			001-000-120-558-50-40-00 Adobe	Professional Services - ADMIN Shared Cost	\$0.44
			001-000-150-576-80-40-00 Adobe	Professional Services - ADMIN Shared Cost	\$0.44
			101-000-000-543-10-40-01 Adobe	Professional Services - ADMIN Shared Cost	\$0.44
			104-000-000-536-10-40-00 Adobe	Professional Services - ADMIN Shared Cost	\$0.65
			105-000-000-557-30-30-01 Waterless	Public Restrooms-R&M/Misc'l, Supplies.	\$204.00
			105-000-000-557-30-40-00 Adobe	Professional Services - ADMIN Shared Cost	\$1.09

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-000-534-10-40-01 Adobe	Professional Services - ADMIN Shared Cost	\$0.65
			402-000-000-535-10-40-01 Adobe	Professional Services - ADMIN Shared Cost	\$0.65
			403-000-000-531-10-40-01 Adobe	Professional Services - ADMIN Shared Cost	\$0.43
Total Invoice - 3869-Beech-December					\$225.64
Invoice - 5847-Penny-December					
Mailchimp,WABO					
			001-000-000-511-60-40-02 Mailchimp	Professional Services - ADMIN Shared Cost	\$1.22
			001-000-006-511-60-40-01 Mailchimp	Professional Services - ADMIN Shared Cost	\$12.24
			001-000-010-513-10-40-01 Mailchimp	Professional Services - ADMIN Shared Cost	\$9.79
			001-000-015-513-10-40-01 Mailchimp	Professional Services - ADMIN Shared Cost	\$9.79
			001-000-025-518-90-30-02 Mailchimp	Professional Services - Admin Shared Cost	\$1.22
			001-000-030-514-20-20-00 Adjustment	Benefits - Finance	(\$6.40)
			001-000-030-514-20-40-02 Mailchimp	Professional Services - ADMIN Shared Cost	\$1.47
			001-000-070-521-20-40-01 Mailchimp	Professional Services - ADMIN Shared Cost	\$1.47
			001-000-110-558-60-40-00 Mailchimp	Professional Services - ADMIN Shared Cost	\$0.98
			001-000-120-558-50-40-00 Mailchimp	Professional Services - ADMIN Shared Cost	\$0.98
			001-000-120-558-50-49-01 WABO	Association Dues	\$109.00
			001-000-150-576-80-40-00 Mailchimp	Professional Services - ADMIN Shared Cost	\$0.98
			101-000-000-543-10-40-01 Mailchimp	Professional Services - ADMIN Shared Cost	\$0.98
			104-000-000-536-10-40-00 Mailchimp	Professional Services - ADMIN Shared Cost	\$1.47
			105-000-000-557-30-40-00 Mailchimp	Professional Services - ADMIN Shared Cost	\$2.45
			401-000-000-534-10-40-01 Mailchimp	Professional Services - ADMIN Shared Cost	\$1.47
			402-000-000-535-10-40-01 Mailchimp	Professional Services - ADMIN Shared Cost	\$1.47
			403-000-000-531-10-40-01 Mailchimp	Professional Services - ADMIN Shared Cost	\$0.98
Total Invoice - 5847-Penny-December					\$151.56

Vendor	Number	Reference	Account Number	Description	Amount
	Total 44576				\$1,438.14
	44580			2024 - December - 2nd Council Meeting	
		Invoice - 3072-Wasser-December			
			001-000-030-514-20-20-00	Benefits - Finance	(\$14.20)
				Adjustment	
			001-000-070-521-20-31-03	Fuel - EV Charging	\$25.30
				Tesla	
			001-000-070-521-20-31-03	Fuel - EV Charging	\$15.93
				Blink	
			001-000-070-521-20-31-03	Fuel - EV Charging	\$11.45
				Tesla	
			001-000-070-521-20-31-03	Fuel - EV Charging	\$22.76
				Tesla	
			001-000-070-521-20-31-03	Fuel - EV Charging	\$9.14
				Tesla	
			001-000-070-521-20-31-03	Fuel - EV Charging	\$17.22
				Blink	
			001-000-070-521-20-31-03	Fuel - EV Charging	\$10.43
				Tesla	
			001-000-070-521-20-42-01	Travel Transportation/Meals/Lodging	\$22.40
				Ferry fare-Lead Conference	
		Total Invoice - 3072-Wasser-December			\$120.43
	Total 44580				\$120.43
Total VISA					\$1,558.57
Vision Municipal Solutions					
	44577			2024 - December - 2nd Council Meeting	
		Invoice - 09-15031-A			
				Taxes from invoice 09-15031	
			001-000-180-594-14-64-02	Vision / Software Maintenance	\$13.49
				Taxes from invoice 09-15031	
		Total Invoice - 09-15031-A			\$13.49
		Invoice - 09-15198			
				Vision software support (annual)-permits/utility billing/financials/payroll/cash management/business licenses/electronic bill pay	
			001-000-180-518-80-32-04	Software and IT	\$11,874.00
				Vision software support (annual)-permits/utility billing/financials/payroll/cash management/business licenses/electronic bill pay	
			401-000-000-534-10-32-01	Office equipment & software	\$1,410.00
				Vision software support (annual)-permits/utility billing/financials/payroll/cash management/business licenses/electronic bill pay	
			401-000-000-534-10-32-01	Office equipment & software	\$254.00
				Vision software support (annual)-permits/utility billing/financials/payroll/cash management/business licenses/electronic bill pay	
			402-000-000-535-10-32-01	Small Office equipment & software	\$254.00
				Vision software support (annual)-permits/utility billing/financials/payroll/cash management/business licenses/electronic bill pay	

Vendor	Number	Reference	Account Number	Description	Amount
			402-000-000-535-10-32-01	Small Office equipment & software	\$1,410.00
				Vision software support (annual)-permits/utility billing/financials/payroll/cash management/business licenses/electronic bill pay	
		Total Invoice - 09-15198			\$15,202.00
		Invoice - 09-15299			
				Utility Statement Automation Service	
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$327.49
				Utility Statement Automation Service	
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$327.49
				Utility Statement Automation Service	
		Total Invoice - 09-15299			\$654.98
		Invoice - 09-15371			
				Prepaid IT professional services (block purchase 01.01.25-12.31.25),annual care	
			001-000-180-518-80-32-04	Software and IT	\$15,375.99
				Prepaid IT professional services (block purchase 01.01.25-12.31.25),annual care	
		Total Invoice - 09-15371			\$15,375.99
	Total 44577				\$31,246.46
Total Vision Municipal Solutions					\$31,246.46
Whidbey Homeless Coalition					
44578				2024 - December - 2nd Council Meeting	
		Invoice - Whidbey Homeless Coalition-2024			
				Whidbey Homeless Coalition-2024	
			001-000-130-565-40-48-06	Homeless Coalition	\$5,000.00
				Whidbey Homeless Coalition-2024	
		Total Invoice - Whidbey Homeless Coalition-2024			\$5,000.00
	Total 44578				\$5,000.00
Total Whidbey Homeless Coalition					\$5,000.00
Whidbey Telecom					
44579				2024 - December - 2nd Council Meeting	
		Invoice - 107701-12/01/2024			
				Internet & broadband	
			001-000-100-518-30-46-01	Utilities-General Government	\$125.00
				Internet & broadband	
		Total Invoice - 107701-12/01/2024			\$125.00
		Invoice - 117032-12/01/2024			
				Langley City Police	
			001-000-070-521-20-46-01	Utilities	\$222.83
				Langley City Police	
		Total Invoice - 117032-12/01/2024			\$222.83
		Invoice - 117034-12/01/2024			
				Langley City water	
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$46.74
				Langley City water	
		Total Invoice - 117034-12/01/2024			\$46.74

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 117035-12/01/2024			
			Langley City Sewer Dept		
			402-000-000-535-10-46-01	Utilities-Sewer Dept. Langley City Sewer Dept	\$51.29
		Total Invoice - 117035-12/01/2024			\$51.29
		Invoice - 117037-12/01/2024			
			Langley Sewer Dept		
			402-000-000-535-10-46-01	Utilities-Sewer Dept. Langley Sewer Dept	\$49.13
		Total Invoice - 117037-12/01/2024			\$49.13
		Invoice - 118627-12/01/2024			
			Langley City Sewer Dept/Fax		
			402-000-000-535-10-46-01	Utilities-Sewer Dept. Langley City Sewer Dept/Fax	\$81.40
		Total Invoice - 118627-12/01/2024			\$81.40
		Invoice - 178633-12/01/2024			
			City of Langley		
			402-000-000-535-10-46-01	Utilities-Sewer Dept. City of Langley	\$38.09
		Total Invoice - 178633-12/01/2024			\$38.09
	Total 44579				\$614.48
Total Whidbey Telecom					\$614.48
Grand Total		Vendor Count	27		\$95,450.88



CITY OF LANGLEY

DRAFT COUNCIL MINUTES

Monday, December 2, 2024 @ 5:30 P.M.

City Hall

112 Second Street, Langley, WA 98260

And via Zoom

Recording may be found at:

https://www.langleywa.org/GMT20241203-013010_Recording.m4a

1. CALL TO ORDER Meeting called to order at 5:30 pm by Mayor Kennedy Horstman

- a. Opening Words
- b. Moment of Silence
- c. Roll Call

City officials in attendance: Mayor Kennedy Horstman, Councilmember Harolyn Bobis, Councilmember Rhonda Salerno, Councilmember Chris Carlson, Councilmember Craig Cyr, Councilmember Gail Fleming

Staff in attendance: Kelly Beech, Director of Finance; Meredith Penny, Director of Community Planning; Randi Perry; Director of Public Works; Tavier Wasser, Chief of Police (joined later in meeting); Kristen Abraham, Interim Deputy Clerk

2. CONSENT AGENDA (The CONSENT AGENDA consists of routine items that normally do not require further Council discussion) (0:01:45)

- a. Approval of Payroll transactions and vouchers 44527 & 44528 the amount of \$72,828.59, and A/P transactions and vouchers #44529 to 44550 in the amount of \$180,017.47
- b. Approval of Commission Meeting Minutes posted since previous Council Meeting
- c. Approval of Council Meeting Minutes of 11/18/2024 and 11/25/2024

Motion to adopt Consent Agenda as presented

Motion: Councilmember Gail Fleming

2nd: Councilmember Chris Carlson

Motion passed unanimously

3. APPROVAL OF AGENDA (0:02:07)

Discussion item added about the start time of special meetings.

Motion to adopt Agenda as amended

Motion: Councilmember Chris Carlson

2nd: Councilmember Gail Fleming

Motion passed unanimously

4. **PUBLIC COMMENT PERIOD (0:03:05)**

Fred Lundahl, President of Chamber of Commerce, thanked the City's support for the Lighting of Langley and reminded people of the upcoming Holly Jolly Parade.

Mike Galion spoke about zoning on the Fairgrounds.

5. **GUEST SPEAKER PRESENTATION**

a. Whidbey-Camano Island Tourism Annual Report, Inge Morascini (0:11:27)

Ms. Morascini provided data about tourism funds and spoke about the work of Whidbey-Camano Island Tourism. (Report can be found at the end of these minutes).

b. Langley Creates and LTAC Funding, Joann Quintana (0:22:44)

Ms. Quintana spoke about Langley Creates and provided illustrations of their proposed project. (Report can be found at the end of these minutes).

Council asked follow-up questions.

Becky Porter made a comment on the project.

6. **MAYOR'S REPORT (0:44:25)**

7. **ORDINANCES/RESOLUTIONS (0:45:25)**

a. Second Reading: Ordinance 1117 2025 Budget, Mayor Horstman

Motion to approve Ordinance 1117, adopting the 2025 Budget, as presented.

Motion: Councilmember Harolynne Bobis

2nd: Councilmember Chris Carlson

Motion passed unanimously

b. First and Second Reading: Ordinance 1118 Budget Amendment for Interfund Loan

Motion to waive the second reading and approve Ordinance 1118, Budget Amendment, as presented.

Motion: Councilmember Rhonda Salerno

2nd: Councilmember Gail Fleming

Motion passed unanimously

c. Local Project Review Act Compliance, Director Penny (0:50:08)

Move to approve Resolution number 853, implementing recent amendments to the Local Project Review Act, RCW 36.70B as enacted by Washington State Second Substitute Senate Bill 5290.

Motion: Councilmember Rhonda Salerno

2nd: Councilmember Chris Carlson

Discussion: Council asked Director Penny about the impact of this resolution on staff.

Motion passed unanimously

8. OLD BUSINESS (01:00:07)

Total Compensation Analysis and Recommendation Authorization, Councilmember Carlson

Councilmember Carlson presented salary comparisons from comparable cities for Council to use as a reference in compensation decisions.

9. DISCUSSION (01:07:30)

a. Land Use Element, Director Penny

Director Penny asked the Council for feedback about different aspects of the Land Use Element.

b. Moving start time of Special Council meetings.

Councilmember Cyr proposed starting Special Meetings at a later time. No final decision was made.

10. COUNCIL ANNOUNCEMENTS (02:00:25)

Councilmember Chris Carlson asked the Council if they would like members of DSR to speak to about a legislative agenda for the coming year. Council agreed.

11. ADJOURN Meeting adjourned at 7:36 P.M. by Mayor Horstman

TOURISM and THE CITY OF LANGLEY



Whidbey *and* Camano
ISLANDS
Washington State - USA

Tourism, Island County's third largest industry, is a significant economic driver for our local economy, with revenues **having grown 54%** in the last 20 years (2004 – 2024). Tourism accounts for **\$177,462,919** of gross revenue in the county, not inclusive of retail sales.

After the military and governmental agencies, tourism has the most people employed. In 2023, an estimated **2356 people were employed in accommodation and food services**. That's 18.9% of all non-farm employees in the county. Another 436 were employed in arts/entertainment and recreation. Another **2348 were employed in retail services**, a sector deeply reliant on tourism.

Tourism accounts for **10% of all sales countywide**.



Whidbey *and* Camano
ISLANDS
Washington State - USA

Langley has the highest dependency on Tourism in Island County with sales that can be attributed to tourism remaining steady, at about **24% to 26%** of all sales.

Langley enjoyed an increase in tourism spending even greater than Island County, showing an **increase of 86.82%** between 2004 and 2024 (projected)

There were approximately **557,328 total trips for the time period of 10/31/2020 – 10/31/2024**. The average length of stay was 1.9 days for an approximate **1,070,009 visitor days**.



ISLANDS
Washington State - USA

Retail Sales for Langley

We can also determine a value for tourism using retail sales figures supplied by the Washington State Department of Revenue. These figures are based on the sales taxes businesses pay to the state monthly or quarterly.

Tourism-related revenue has grown in the past 20 years, even when you adjust for inflation, **accounting for about one-third of all tax revenue.** Revenue since the pandemic has been growing steadily.

	2004	2022	2023	2024
Langley Tourism Total	\$9,946,976	\$19,451,921	\$24,175,377	\$26,567,211
Percentage of all tax revenue	38.02%	30.1%	35.5%	38.4%



Whidbey *and* Camano
ISLANDS
Washington State - USA

Retail Sales for Langley

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	2004	2022	2023	2024
Langley Tourism Total	\$9,946,976	\$19,451,921	\$24,175,377	\$26,567,211
Percentage of all tax revenue	38.02%	30.1%	35.5%	38.4%



Whidbey *and* Camano
ISLANDS
Washington State - USA

Whidbey and Camano Islands Tourism

Formed in 2000 as an Interlocal partnership between the county's three municipalities and Island County.

Funded by an added 2% lodging tax (1% was added for Langley).

Implemented Regenerative Tourism Marketing in 2024 through:

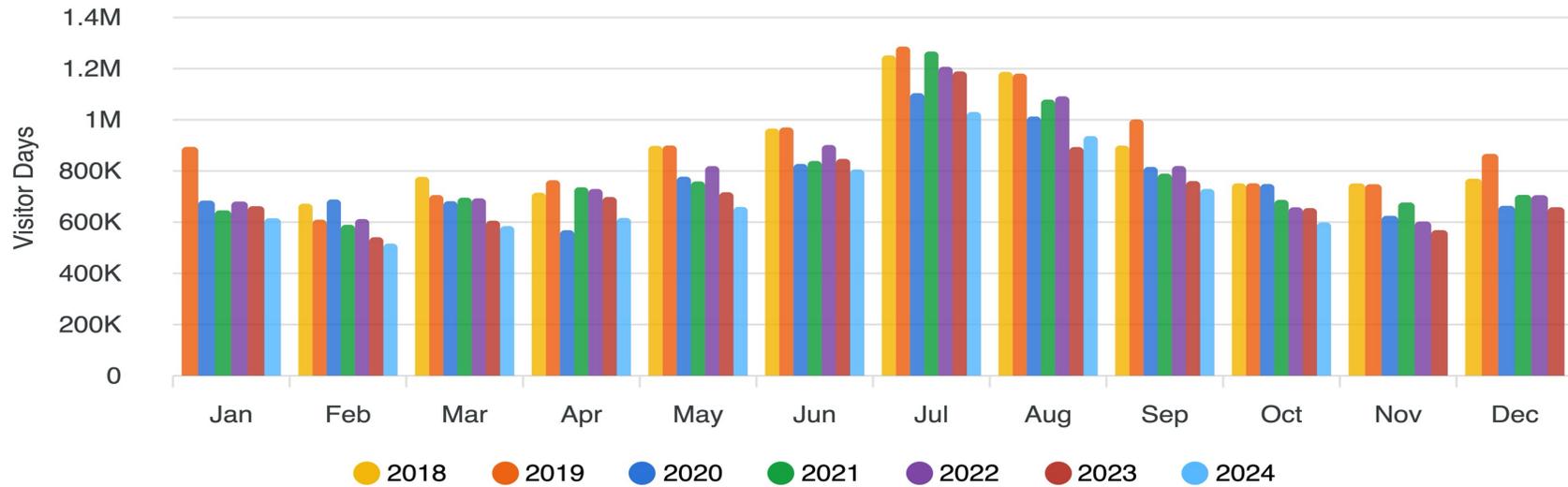
- Target Marketing
- Working with local businesses and non-profits to promote healthy practices
- Presentation and promotion of local voices and faces in marketing
- Hiring local talent to produce marketing

Produces more than \$900,000 in marketing efforts for Island County



Whidbey and Camano
ISLANDS
Washington State - USA

Visitation by Year - Visitor Days



7,094,632 Visitors in the first 10 months of 2024



Whidbey and Camano
ISLANDS
Washington State - USA

\$13.98 million

Total economic impact/ROI
of the Tourism Website
over last 12 months.

Figures based on the One West study finding the total ROI of a website per new visitor of \$37.17 multiplied by the 376,177 new visitors to the Whidbey and Camano Islands Website from 11/21/23 to 11/21/24 as measured by Google Analytics



Whidbey *and* Camano
ISLANDS
Washington State - USA

SOCIAL MEDIA

- **STRATEGY:**

- Enhance organic presence: Use strategic and diverse, high-quality content to boost engagement and reach.
- Run targeted ads: Utilizing paid campaigns to expand audience, drive traffic, and gather insights for data collection.

- **INSTAGRAM:**

- Reach: 63,000 - +243%
- Link Clicks: 534 - +10,600%

- **FACEBOOK:**

- Reach: 343,000 - +2,400%
- Link Clicks: 10,600 - +7,500%

- **BENCHMARKING:**

- +222% in content interactions



One of Camano's most unique eats: Cama Beach Cafe

Organic social posts deployed

PAID MEDIA

o STRATEGY:

- Launch Strategic Campaigns: Use targeted ads for brand awareness, monthly themes, and data collection to engage diverse audiences.
- Enhance Content Reach: Boost posts highlighting seasonal attractions, community stories, and influencer content to build online presence.
- Refine Audience Targeting: Implement geo-targeting, interest-based, and behavioral strategies to attract potential travelers and compete effectively.

o RESULTS:

- Impressions: 551,203
- Link Clicks: 20,065
- 1,867 data collection responses



Creatives deployed

PR Strategy

- Planning and integration with marketing
- Key audience relationship development
- Story pitches and calendar alerts
- Monthly reporting and analysis
- Itinerary development in Travefy
- Media coverage to date yielded
 - 122% impression growth YOY
 - Domain authority 67 (up from 59)



Whidbey *and* Camano
ISLANDS
Washington State - USA

Making fettuccine with Wildly Beloved Foods - New Day NW



seattle
magazine

yahoo!news

TRAVEL+
LEISURE

PR Results

- [126 clips](#), audience of 4.92 billion, 4.63 million estimated views, 67 domain authority
- Developed custom itineraries for 16 media and 5 influencers.
- Secured three broadcast segments on NBC and FOX lifestyle news shows for island organizations.
- Media visits yielded national features in Yahoo Life, Travel + Leisure, US News + World Report, and local features in Seattle Magazine, Seattle Met and more.
- Influencer visits produced more than 100 owned images, 11 blog posts, and 5 collaborated reels .



Whidbey and Camano
ISLANDS
Washington State - USA

Whidbey and Camano Islands Tourism's Newest Efforts Include

Year round broadcast campaign

- 40 TV spots per month run in primetime on PBS. Commercials produced locally.

Advertorial advertising

- Full page “advertorial” ads featured in 425, NW Travel, SIP, amongst others

Embrace Visitor Newspaper

- Bi-monthly broadsheet featuring up to the minute events, articles and visitor information to be distributed in visitor centers and in lodgings. (Joint venture with Whidbey Weekly.)



Whidbey *and* Camano
ISLANDS
Washington State - USA

Interested in learning more?

Check us out: WhidbeyCamanoIslands.com

Drop us a line: Inge@WhidbeyCamanoIslands.com

Reach out: 415-497-0161

Sign-up for news: <https://whidbeycamanoislands.com>



Whidbey *and* Camano
ISLANDS
Washington State - USA

CASCADE OUTDOOR ART AND CULTURAL MUSEUM



Project of Langley Creates
WA State Certified Creative District
City of Langley WA
presented by: Inge Morascini & Joann Quintana

CASCADE OUTDOOR ART AND CULTURAL MUSEUM

-  Information Beacon
-  Story Circle
-  Big Radius Benche
-  Small Radius Benche
-  Entry Monument



Date	No.	Revision Notes

Date	No.	Revision Notes

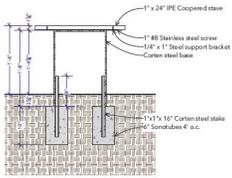
Schematic Design

Prepared by: **ASD**
Date: 11.29.2024

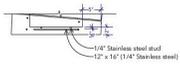
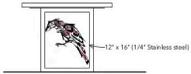
Project for:
Cascade Outdoor Art and Cultural Museum
Cascade Ave, Langley, WA 98260

Site Plan

CASCADE OUTDOOR ART AND CULTURAL MUSEUM

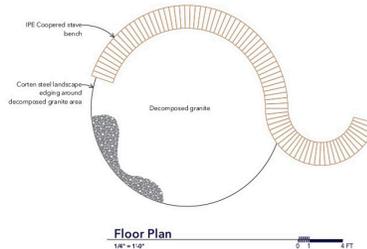
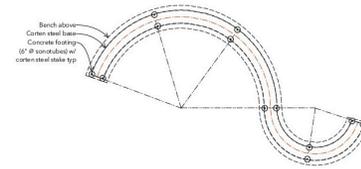
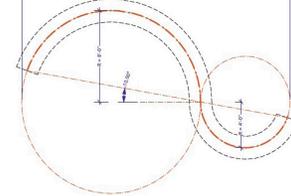
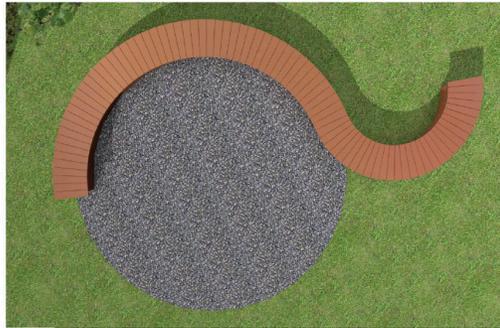


01 SECTION DETAIL
 1" = 1'-0"



02 ELEVATION DETAIL
 1" = 1'-0"

STORY CIRCLE



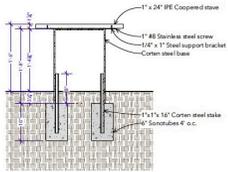
Date	No.	Revision Notes

Schematic Design

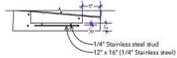
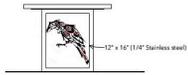
Project Name	ART
Date	11.29.2024
Project	Cascade Outdoor Art and Cultural Museum
Address	Cascade Ave. Langley, WA 98260

Story Circle

CASCADE OUTDOOR ART AND CULTURAL MUSEUM



01 SECTION DETAIL
1" = 1'-0"



02 ELEVATION DETAIL
1" = 1'-0"



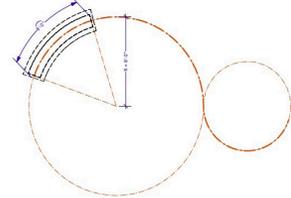
PERSPECTIVE



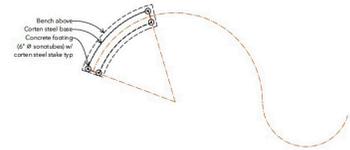
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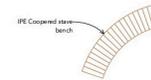
PERSPECTIVE



Big Radius Bench Geometry Diagram
1/8" = 1'-0"



Foundation Plan
1/8" = 1'-0"



Floor Plan
1/8" = 1'-0"

Date	No.	Revision Notes

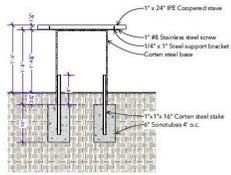
Schematic Design

Designed by: **ART**
 Date: 11-29-2024
 Project: **Cascade Outdoor Art and Cultural Museum**
 Cascade Ave. Langley, WA 98240

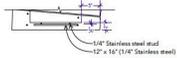
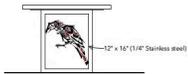
Sheet Title: **Big Radius Bench**

CURVILINEAR BENCH LARGE
3 TOTAL

CASCADE OUTDOOR ART AND CULTURAL MUSEUM



01 SECTION DETAIL
 1" = 1'-0"



02 ELEVATION DETAIL
 1" = 1'-0"



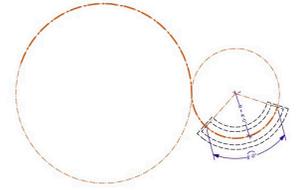
PERSPECTIVE



PERSPECTIVE



PERSPECTIVE



Small Radius Bench Geometry Diagram
 1/4" = 1'-0"



Foundation Plan
 1/4" = 1'-0"



Floor Plan
 1/4" = 1'-0"

Date	No.	Revision Notes

Date	No.	Issue Notes

Schematic Design

Project No. **ART**
 Date: 11/29/2024

Project:
Cascade Outdoor Art and Cultural Museum
 Cascade Ave., Langley, WA 98260

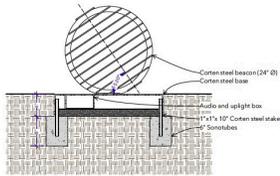
Sheet No.
Small Radius Bench

Drawn By:

CURVILINEAR BENCH SMALL
 3 TOTAL

CASCADE OUTDOOR ART AND CULTURAL MUSEUM

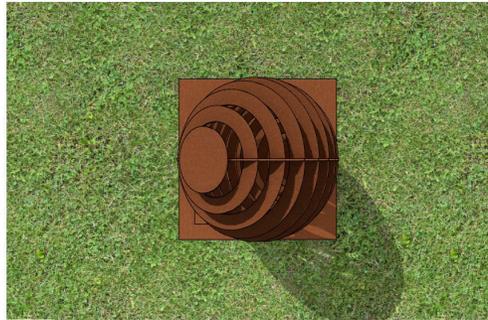
LIGHTED INFORMATIONAL BEACON 9 TOTAL



01 SECTION DETAIL
1" = 1'-0"



PERSPECTIVE



PERSPECTIVE

Corten steel base
Concrete footing
(3' Ø sonotubes) w/
corten steel stake top

Foundation Plan

1/4" = 1'-0"



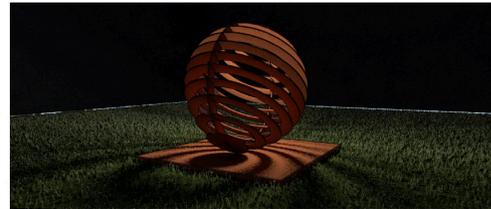
Corten steel beacon: 24" Ø
Corten steel base
Removable panel

Floor Plan

1/4" = 1'-0"



PERSPECTIVE



PERSPECTIVE

Date	No.	Revision Notes

Date	No.	Revision Notes

Date	No.	Revision Notes

Schematic Design

Designed by

AET

Date

11.29.2024

Project

Cascade Outdoor
Art and Cultural
Museum

Cascade Ave. Langley,
WA 98260

Drawn by

Information
Beacon

Scale

4.0

CASCADE OUTDOOR ART AND CULTURAL MUSEUM

ESTIMATE - PHASE ONE RUBY WOODWORKS

Langley Creates
Langley Chamber of Commerce
208 Anthes Ave
Langley, WA 98260

November 29th, 2024

Dear Langley Chamber of Commerce,

Thank you for asking us to implement phase I of the Cascade Outdoor Art and Cultural Museum along Cascade Avenue. Following is a proposed scope of work and budget for this phase.

General Project notes and scope of work by aspect:

- Ruby Woodworks LLC will be the prime contractor and oversee the project to completion.
- Fabrication of the metal components by Mod Studio LLC.

Story Circle Bench

- Fabricate and install 24' serpentine Ipe and Corten steel bench with pierced stainless steel end panels at marked location.
- Landscape large story circle radius with Corten steel edging and decomposed granite.
- Create two unique end panels in collaboration with local artists.

Big Radius Benches

- Fabricate and install three radius Ipe and Corten steel benches with pierced stainless steel end panels at marked locations.
- Create six unique end panels in collaboration with local artists.

Small Radius Benches

- Fabricate and install three radius Ipe and Corten steel benches with pierced stainless steel end panels at marked locations.
- Create six unique end panels in collaboration with local artists.

Information Beacons

Fabrication and installation of metal elements	\$46,000.00
Fabrication and installation of Ipe elements	\$2,525.00
Landscaping	\$1,000.00
Project management	\$6,500.00
	Tax \$5,255.80
	Total \$64,980.80

CASCADE OUTDOOR ART AND CULTURAL MUSEUM

PHASE TWO

- Manufacture and install two entry monuments
- Install electric for information beacons
- Install crevice garden
- Install border at top of bluff as needed
- Coordinate program of information with Langley Library

Current remaining budget: \$70,000





VOLUNTEER APPLICATION

CITY OF LANGLEY

112 Second St./PO Box 366 Langley, Washington 98260 (360) 221-4246

<u>Commission Member</u>	<u>DSR Commission</u>	<u>Sept 23, 2024</u>	
Position <u>Huey</u>	Board/Department <u>Terra</u>	Date	
Name: Last [Redacted]	First [Redacted]	Middle [Redacted]	
Street Address [Redacted]	Home Phone [Redacted]		
Mailing Address (if different) <u>Clinton</u>	WA	Email Address <u>98236</u>	
City	State	Zip	Daytime Phone
Are at least 18 years old?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If not, please specify your age _____

BACKGROUND:

Education BA in Global Studies

Occupation (s): Program Manager, Sound Defense Alliance

Other Volunteer Positions: _____

Hobbies: Art for social change, gardening, construction, sewing/mending

Other applicable experience: Former DSR member, Goosefoot Anti-Racism Task Force member, Community Organizer

SKILLS:

List Applicable Skills Graphic design, marketing, community networking, Zoom management, community organizing, event planning

DESIRE:

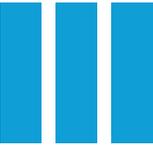
Briefly describe why you are interested in volunteering:

To contribute my insight, lived experiences, and skills to the DSR as a POC and help advise council in reshaping Langley's governmental system to be less racist.

Signature: [Handwritten Signature] Date: Sept 23, 2024



Island Disposal Curbside Recycling Proposal



Why Curbside Recycling?

- **Environmental Impact**
 - Up to 2,400 tons per year reduction in landfill waste
 - Conserves natural resources
 - Reduces pollution
- **Economic Impact**
 - Puts downward pressure on Island County's capital facilities expenses
 - Creates additional jobs for Island County and Washington State residents
 - Extends landfill life-span, reducing costs to customers by opening new cells/landfills
- **Resident Convenience**
 - Easier and more convenient method to recycle – *encourages* diversion
 - Reduces need and/or trips to recycling centers
 - **May** provide waste disposal cost savings to some customers
 - Creates educational opportunities to recycle more/more effectively



Proposal



Island County Board of Commissioners passes a level of service ordinance on Whidbey Island to facilitate a bundled garbage and recycling program.



Island Disposal immediately secures additional hauling trucks and container capital to support the curbside recycling program.



All Island Disposal garbage customers receive a 96-gallon commingled recycling container for biweekly curbside pickup.

Why a Bundled Approach?

- **Reduces costs through economies of scale** – Anticipated service costs will be approximately 30% lower in a bundled program.
- **Island-wide implementation** – The program will cover the entire island from the start, rather than a gradual rollout based on subscriptions.
- **Supports County and State goals** – Encourages recycling and waste diversion, aligning with local environmental objectives.
- **Stabilizes recycling service costs** – Ties recycling fees to garbage service costs, ensuring more predictable pricing.



Acceptance Criteria of Proposed Program

PLASTIC



bottles
(non-prescription OK)



jugs



buckets
(no handles)



dairy tubs

METAL



metal cans

PAPER AND CARDBOARD



mixed paper & empty paper bags



boxes & bags
(flattened, nothing
waxed or refrigerated)



corrugated cardboard
(flattened)

PREPARATION empty · clean (quick rinse) · dry · no lids · do not bag

Why no Glass?

- **Glass breaks in recycle loads**, contaminating other recyclables and reducing overall diversion rates.
- **Glass in commingled loads damages Material Recovery Facilities (MRFs) sorting machinery**, increasing recycling costs.
- **Broken glass in commingled recycling is a safety hazard** to MRF employees during sorting.
- **Only approximately 40% of glass collected in commingled systems is recycled.**
- The **Department of Ecology's "Best Management Practice" (BMP)** recommends **separate glass collection** to avoid these issues.

Current Service Cost vs Projected Cost

Service Level	Monthly Cost (Current)	Recycle Bundled Cost (Projected)
35 gallon weekly	\$22.31	\$28.81
64 gallon weekly	\$32.4	\$38.90
96 gallon weekly	\$46.94	\$53.44
35 gallon EOW	\$16.40	\$22.90
64 gallon EOW	\$24.70	\$31.20
35 gallon monthly	\$8.90	\$15.40



Service Cost and Potential Savings

Service Level	Potential Monthly Savings After Bundling To Downsize
35 weekly → 35 EOW	(\$0.59) (no savings)
64 weekly → 35 weekly	\$3.59
96 weekly → 64 weekly	\$8.04
35 EOW → 35 monthly	\$1.00

Not every customer will be able to downsize cans. Some will, some won't.





To: The Langley City Council

From: Meredith Penny, Community Planning Director

Meeting Date: December 16, 2024

Subject: Update on Work Plan Items and Active Permit Applications

1. Update on Ongoing Projects

*More documents and information on any of the below projects can be found here:

https://www.langleywa.org/departments/community_planning_and_building_department/plans_and_projects.php

a. **Tree Ordinance – Phase I, Monetary Penalties - COMPLETE**

On January 2, 2024, City Council adopted updates to the City's civil penalties ordinance to specifically address unpermitted tree removal. A few tree service providers have noted sections of the new ordinance that could be further clarified. Staff worked with volunteers from the Parks and Open Space Commission to review these proposed changes. The next step will be to draft the changes into an ordinance.

b. **Tree Ordinance – Phase II, Tree Protection Standards**

Staff plan to work with volunteers from the Parks and Open Space Commission to continue developing these ordinance updates, but this item may need to roll over into the 2025 work plan.

c. **Comprehensive Plan Update**

- Staff transmitted City Council's recommendation on the Joint Planning Area overlays to Island County. The Island County Planning Commission and Board of County Commissioners held workshops to discuss the request. The County has sent a letter to the City with further questions, staff will be bringing this to Council for discussion at a future meeting.
- Staff issued an RFP for consultant assistance on the Transportation and Capital Facilities/Utilities Elements and did not receive any responses. Staff have decided the best approach for moving forward is to complete the Capital Facilities/Utilities Element in-house and focus remaining funds on the Transportation Element. Staff issued an RFP for consultant assistance on the Transportation Element and received one response. An interview is scheduled with the respondent for December 17.
- Staff have initiated discussions with the PAB and DSR on the Housing Element, with PWAC on the Capital Facilities Element, and with POSC on open space and habitat corridors. Meanwhile, the consultant team is drafting policies for the Climate Element.

d. **Bluff Management Plan - COMPLETE**

PWAC recommended plan approval on May 15th and Council accepted their recommendation, approving the plan at their May 20th meeting. The City's 2025 budget includes funding to allow the City to begin implementing the vegetation maintenance portion of the plan in late 2025 or early 2026; prioritizing Boy and Dog Park, 1st St, and Cascade Ave for this work.

e. **Critical Areas Ordinance Update - COMPLETE**

At their April 1, 2024 meeting, City Council adopted the updated Critical Areas Ordinance after a second reading. The ordinance went into effect April 11, 2024.

f. **Port of South Whidbey Zoning Code Amendment Request – ON PAUSE**

At the request of the Port of South Whidbey, the Langley Community Planning & Building Department will pause processing of the Port's Zoning Amendment Application, ZCA-23-001. The request is to allow the Port more time to address questions that have arisen from their application. A message from the Port of South Whidbey was distributed to Council, the Planning Advisory Board, and the Planning email distribution list. Processing will recommence when the City receives notice from the Port to do so.

g. **Mixed-use Performance Standards Ordinance**

In 2023, staff identified that the City's zoning code lacked provisions relevant to mixed-use development and recommended City Council adopt an interim ordinance under RCW 35A.63.220 and RCW 36.70A.390 to address

the gaps. The interim ordinance would ensure that development proposals would be reviewed and evaluated under updated zoning standards specific to and appropriate for mixed use development. The ordinance was in effect for six months and expired in November 2023. At PAB’s May 1, 2024 meeting, staff proposed moving forward with codifying the interim mixed-use ordinance to make the provisions permanent. PAB was supportive of this idea. Staff published a SEPA determination and a public comment period was open from May 24, 2024 through June 10, 2024. Staff propose the city adopt a final version of the ordinance as part of the Comprehensive Plan update process.

h. Multifamily Infill Form-Based Code Overlay

To further progress on the PAB’s 2024 work plan, Commissioner Gloster has reached out to for-profit and non-profit housing developers and architects familiar with the Multifamily Form-Based Code Overlay (MFI), LMC 18.13 for suggested revisions. PAB has held multiple discussions to identify minor and/or urgent changes that should be made prior to the Comprehensive Plan update versus changes that are larger or less urgent and would be more appropriate to address as part of the Comprehensive Plan Update. Due to time and funding constraints, staff are recommending that all changes to the MFI code be considered during the Comprehensive Plan Update.

2. Other Activities

- Participated in the Department of Ecology’s Shoreline Management Act Rulemaking Sounding Board meeting.
- Met with the Port of South Whidbey to discuss property boundary issues.
- Met with Langley Mainstreet Association to discuss preliminary proposal for improvements to Frick Lane.
- Participated in the Island County Housing Advisory Board meeting.

3. Update on Land Use Permit Applications

a. Active Land Use Permits

Site Plan Review – 2	Pre-application – 1
Planned Unit Development – 1	Variance - 1
Short Plat – 1	Boundary Line Adjustment - 1

i. Pre-application - Heron Park, Habitat for Humanity – 3rd St - S8526-00-0000A-0

Since the project is receiving SHOP funds, the project has been going through an Environmental Assessment, which is required for all HUD-funded projects. On December 7, 2023, City staff as the Responsible Official for the Environment Determination, signed a Request for Release of Funds and transmitted the request to HUD. On January 4th, HUD authorized Habitat to use the grant funds. The next step in the process will be for Habitat to apply for a Type I administrative site plan and SEPA review. On December 3, 2024, staff held a pre-application meeting with the applicants for their proposed seven-unit development consisting of two duplexes and one triplex.

ii. Preliminary Short Plat – SP-24-001 – 843 Decker Ave

The City has received a preliminary short-plat application for a three-lot subdivision. Staff issued a letter of complete application and noticed it for public comments on September 16, 2024. The comment period concluded on October 7th and no comments were received. Staff issued a review letter with required corrections. Short plat applications require public notice and a final decision by the planning official.

iii. Site Plan Review – Multifamily Infill Cottages – SPR-24-001 – 215 6th Street

On September 24, 2024, an application was submitted for seven cottages proposed on a property with two existing dwelling units. The project is proposed under the multi-family infill code and will require a Type I site plan review. The units are proposed to be condominiums, which also requires a binding site plan. Staff have determined the application is incomplete and are awaiting the submittal of additional required items.

iv. Boundary Line Adjustment – BLA-24-001 – 100 and 104 Brackenwood

On June 28, 2024, staff received an application for a 15-foot boundary line adjustment to accommodate a planned remodel. Staff issued a review letter on August 5, 2024 requesting additional information. The applicants submitted the requested information on November 20, 2024 and staff are reviewing to determine adequacy of the materials.

v. Site Plan Review – Generation Apartments – SPR-23-001 and VAR-23-001 – 2nd and DeBruyn

On December 27, 2023, staff received a permit application for the new construction of 14 apartments units in

three separate buildings under the Multifamily Infill Code, Chapter 18.13. The applicants are also requesting a variance regarding the location of the required landscaping strip in relation to the sidewalk. A notice of application was published starting a 30-day comment period which concluded on March 11th. Staff received 29 comments. Staff organized the comments into a matrix for the applicant's response, along with requirements for additional information. Staff received a response from the applicants on June 20th and issued a second review letter requesting corrections. Staff received a response on August 28th and a public hearing was held on the variance request on November 18, 2024. On December 10, 2024, the hearing examiner issued a conditional approval of the variance request. Staff are addressing the remaining items for the site plan review and working toward issuing a decision

vi. Shoreline Substantial Development and Variance – Retaining Wall - SDP-23-001 and SVAR-23-002

On May 24th, an application for a shoreline substantial development and shoreline variance was submitted to install a soldier pile retaining wall and conduct bluff revegetation. On June 12th staff issued a letter of incomplete application and were awaiting the required items. In the meantime, the applicant has resubmitted the application as an emergency permit. After a peer review of the geotechnical report, staff issued emergency authorization on November 30, 2023. The emergency authorization has since expired and the applicants will be required to go through the normal permit process, which will require a public hearing with the Hearing Examiner and a final decision with the Department of Ecology.

vii. Recent Design Review Board Decisions

The December DRB meeting was cancelled due to no applications being received.

viii. Planned Unit Development (PUD) - Coles Valley – PUD-22-001 – Coles Rd - R32904-194-4850

The applicants responded to the City's December review letter which requested additional and corrected information. City staff reviewed the response and on July 24th, issued a second review letter requesting additional information and indicating additional time was necessary to continue review of two items. On August 20th, staff received a request from the applicant to pause review of their permit application. On November 14, 2024, the applicants submitted a letter withdrawing their PUD permit application.

b. Anticipated Land Use Applications

i. Site Plan Review – Multifamily Infill Townhomes – 1st St and DeBruyn Ave - S7345-00-03020-1, S7345-00-03020-2

Staff held a pre-application conference for six townhomes on two vacant parcels with an existing storage building. The townhomes are proposed to be permanently affordable ownership units. The project is proposed under the multi-family infill code and will require a Type I site plan review.

ii. Site Plan Review Binding Site Plan, Critical Areas Permit, and Variance – Multifamily – 119 6th St

Staff held a pre-application conference on October 8, 2024, with the property owners of 119 6th St to review a proposed multifamily development. There are two existing single-family homes on the property which are proposed to be removed and replaced with four multifamily buildings. The property is entirely encumbered by wetland and stream buffers, but the proposal is looking to reduce impacts from existing conditions by reducing impervious surface and consolidating development further from the wetland and stream. The request will require a Binding Site Plan, Critical Areas Permit, and Variance Application.



MEMORANDUM

To: Langley City Council and Mayor Horstman
From: Randi Perry, Public Works Director
Re: Staff Report
Meeting Date: December 16, 2024

This memo provides the council with an overview of Public Works activity from 11/14/2024 to 12/10/2024.

General

- Lead and Copper Sampling
 - o 19 samples sent to the lab 12/5
 - o 3 additional participants (pending) 12/12
- Budget work – Utility Rates and Fees - PRESENTED
- Source Water Protection Grant – SUBMITTED
 - o Award consideration of full ask (\$30,000) for the next grant cycle (July 2025)
- Monthly Reporting to the state (DOH and DOE)
- IRTPO-TAC Meeting
- Continuing education credits course work. - COMPLETE
- Nutrient Grant reporting- SUBMITTED
- Nutrient Optimization Planning – Nutrient equipment coordination (December 2025).
- Solar Grant – Coordination
- Cost share fence repair at Generation Park (wind damage...twice in different locations)
- Comprehensive plan – begin evaluating data needs for Utilities and Capital Facilities Element.

NOTE: Heat pump replacement at the Sewer Treatment Plant operations building and replacement of failed heating units in the equipment building (necessity) reduced November power usage by 272 average kilowatt hours per day (\$22/day) compared to November 2023.

PWAC

- **There are two vacancies on PWAC**- 1 regular member and 1 alternate.
- Comprehensive Plan- Capital Facilities and Utility Element – Existing plan, goals and policies review and feedback request.
- Discussion and request for research – Utility Discount Program procedure –January Agenda

Langley Infrastructure Project – BID OPENNING – January 16, 2024

- Engineering Coordination –[Addendum 1](#) posted on LIP page and at Builders Exchange
 - o Includes Apprenticeship penalty cap of \$5000.00 and project order consideration
- PSE- Pole relocation/replacement plan under development by PSE.

Safe Streets for All

- Bi-weekly planning meetings in coordination with IRTPO-
- Preliminary project list and solutions were assembled based on public feedback and will require additional planning efforts to implement. The preliminary list needs to be pared down by jurisdiction. It is anticipated that areas identified for a project will be reviewed as part of the update of the Transportation element.
 - o Preliminary SS4A Infrastructure project recommendations:
 - Saratoga and 2nd gateway and pedestrian improvements
 - 1st Street Gateway Improvement
 - Remove centerline striping between Anthes and Wharf

- Install raised crosswalks and scored concrete at cascade and 4th, Second, Wharf, and Anthes
 - Sandy Point Road from Camano/Langley Road to Wilkinson (interagency coordination required)
 - Roundabout at Furman/Cedar Circle/ and Sandy Point and Langley Road/Camano and Sandy Point.
 - Third Street Sidewalks and traffic calming
 - DeBruyn traffic calming – Tighten curb radii
 - 2nd and Park- Consider 4-way stop
- Preliminary SS4A Non-Infrastructure Project recommendation (IRTPO- Island County lead) :
 - Countywide Active Transportation Master Plan Update
 - Countywide complete streets policy
 - Countywide Safe Routes to School Plan
 - Countywide Neighborhood Traffic Management Program
- Staff feedback leans away from speed humps and toward speed tables, raised and signalized crosswalks, and gateways. Request removal of the Furman/Cedar Circle/Sandy Point roundabout (topography, and Decker intersection make this project infeasible), replace with pedestrian improvements and traffic calming.
- PWAC members individually provided feedback at my request. Comments include consideration
 - Consistence between streets for installation of stop signs (i.e. if installation on 2nd, why not on 1st, 6th and Park.
 - ADA accessibility challenges for scored concrete. Concrete alone could accomplish the same visual cues.
 - Generally, not in favor of speed humps due to the challenges they present to cyclists and accessibility concerns.
- The council can provide feedback individually to me via email or request a meeting to discuss.
- Additional public participation opportunities for the Comprehensive Safety Action Plan (CSAP) include the Transportation Advisory Committee Meeting January 9th, 2025 (1pm-3:00) or the IRTPO- Executive Board Meeting January 22nd 2025 (10am-12pm).

<https://www.islandcountywa.gov/calendar.aspx?CID=0&Keywords=&startDate=&enddate=&#nextToCurrentMonth>

Public Works Coordination – Private Development

- Library sidewalk ADA parking/ramp-final ROW condition approved, garden discussion, fuel tank discovery, coordination and remediation planning, generator sizing discussion.
- Generations Place – Variance Hearing
- 119 6th – Preapplication complete
- 1128 Al Anderson - Utility plan approval/new service connection
- 325 Wharf – Meter upsizes to 1” – Complete & Sewer Installation complete – Pending SS inspection report
- 308 DeBruyn – Sewer surety coordination (1 year warrantee) – Letter to release Performance Bond
- 4380 Starlight Lane – County Water Service Application coordination (ADU) – Pending Payment
- 120 Sunrise – Broken Side sewer – PENDING APPLICATION – Follow-up
- 824 Saratoga – Sewer grinder pump relocation request
- 715 3rd- Utility plan submitted – Pending review
- R32902-330-1150- (Sandy Point) Utility Plan and access permit submitted – Pending review

Emergency Response/Trouble Calls

- **11/16/24 – Power outage – Sewer Treatment Plant**
- **11/19/24 – Power outage – Water pumphouse & Sewer Treatment Plant**



To: Langley City Council
From: Kennedy Horstman, Mayor
Meeting Date: December 16, 2024
Subject: Mayor's Report

Continued focus on the City's financial position and legwork on potential mitigation:

1. **YTD 2024 Actual Expenses & Revenue** - We are on target to underrun the 2024 general fund "adjusted budget", but we are still not operating within our means. This may worsen in December with the remaining end of year "heavy hitter" expenses.

2024 Expense thru 11/31	\$ 1,691,994
2024 Revenue thru 11/31	\$ 1,583,542
	\$ (108,452)

2. **Police Guild COLA Negotiation** - We agreed on a 3% increase, a slight reduction to the originally proposed 3.1%.
3. Conducted background research regarding the feasibility of selling city owned property, specifically the library and the post office including initiation of title search.
4. **Transportation Benefit District (TBD)** – Engaged legal counsel to inform our approach to establishing a TBD which could provide streets/transportation funding.
5. Lodging Tax research to understand allowed municipal uses. This research will inform a recommendation regarding the Whidbey Camano Island Tourism interlocal agreement and City of Langley lodging tax allocation.

Community Engagement and Other Activities

1. **Lodging Tax Use and Langley Creates** – I spent significant time listening to constituent concerns regarding this project and engaged the city attorney to determine appropriate application of Washington law to the situation.
2. Participated in the **Whidbey Camano Island Tourism Board** meeting.
3. Held a discussion regarding **PSE's power pole charging program** in order to understand implications related to the City's existing contract with Blink.
4. Worked with Director Penny and Perry to draft a standard statement explaining the Cascade bluff and view situation. The [statement is now available on the City's website](#).



CITY OF LANGLEY

COUNCIL MEMO

To: Langley City Council

From: Kristen Abraham, Interim Deputy Clerk

Date: December 16, 2024

Topic: Ordinances Amending Ethics Code and Repealing LTAC

Introduction:

At the [November 25, 2024 Special Council meeting](#), the Council voted to replace the Ethics Commission and the Lodging Tax Advisory Commission with administrative process. Also at this meeting, the Council voted to approve proposed changes to the Ethics Code, which consisted primarily of including gender neutral language.

Council Action Request:

As a result of the above motions, the following ordinances are submitted for your approval of a first reading:

- Ordinance Amending Code of Ethics
- Ordinance Dissolution of LTAC

Financial & Staff Implications:

Cost of drafting of ordinances, codification and notification.

**CITY OF LANGLEY
ORDINANCE NO. XXXX**

**AN ORDINANCE OF THE CITY OF LANGLEY, WASHINGTON
AMENDING CHAPTER 1.25 OF THE CITY OF LANGLEY MUNICIPAL
CODE, INCLUDING ELIMINATION OF THE ETHICS COMMISSION**

WHEREAS, the City Council of the City of Langley adopted Ordinance No. 1028 effective April 28, 2016, establishing Chapter 1.25 of the Langley Municipal Code (LMC) entitled “Code of Ethics,” and adopted Ordinances 1035 and 1046, which amended Chapter 1.25.

WHEREAS, The City Council has determined that it is in the best interest of the City and the public to include more current and gender-neutral language and to replace the Ethics Advisory Commission with an administrative provision to handle ethics complaints.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON DO HEREBY ORDAIN AS FOLLOWS:

Section 1. Amendment of Chapter in Municipal Code. LMC Chapter 1.25 Code of Ethics is amended as indicated on attachment A, “Code of Ethics Chapter 1.25 revisions December 2024.”

Section 2. Implementation. The Mayor and Interim Deputy Clerk are authorized to implement those administrative procedures necessary to carry out the directives of this ordinance.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of the Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of the Ordinance or its application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, AT A
REGULAR MEETING THEREOF, THIS ____ DAY OF _____, 2024.**

Attest:

Mayor Krista “Kennedy” Horstman

Kristen Abraham, Interim Deputy Clerk

Chapter 1.25
CODE OF ETHICS

Sections:

[1.25.010 Preamble.](#)

[1.25.020 Purpose.](#)

[1.25.030 Values.](#)

[1.25.040 Definitions.](#)

[1.25.050 Principles of conduct.](#)

[1.25.060 Administrative provisions.](#)

[1.25.070 Review of ethics training and advisory board and the current code of ethics.](#)

1.25.010 Preamble.

We are agents of the collective will in whom the city has put its trust and confidence. We as officials, employees, consultants, volunteers and vendors are entrusted with and responsible for the property, resources and reputation of the city.

As such:

- A. We are obligated to make decisions and implement policies free of coercive or other improper influences.
- B. We are advocates for our constituents and recognize the diverse lives and livelihoods that reside together in our village.
- C. We are committed to generating a place of hospitality for diverse sexual, economic, ethnic and religious expressions of self and family. We refuse the mental habit of casting difference in negative value.
- D. We speak generously of and build trust between city officials and staff, whether volunteers or employees, and every citizen **member of the public** in our community.
- E. We use our positions in the best interests of the city rather than for personal interests, whether they be our own interests or those of our family, friends, or business associates.
- F. We do not treat any citizen **member of the public** preferentially. To perpetuate public trust we avoid even the appearance of impropriety.
- G. We acknowledge our obligation to the city of Langley's code of ethics and the underlying values and principles set forth in this document. (Ord. 1046 § 1, 2018; Ord. 1035 § 1, 2017; Ord. 1028 § 2, 2016)

1.25.020 Purpose.

The purposes of this code of ethics are as follows:

- A. To establish standards of ethical conduct for Langley officials, employees, consultants, volunteers and vendors and those who do business with the city;
- B. To provide clear guidance with respect to such standards by clarifying which acts meet ethical standards and which do not;
- C. To promote public confidence in the integrity of Langley's governance and administration;
- D. To provide for the consideration of potential ethical problems before they arise;
- E. To minimize unwarranted suspicion and to enhance the accountability of our city's government; and
- F. To provide for the fair and effective administration of this code.

This code is enacted pursuant to RCW [35A.11.020](#) and is not intended to authorize any conduct prohibited by Chapters [42.23](#) (Code of Ethics for Municipal Officers – Contract Interests), [42.52](#) (Ethics in Public Service), and [42.36](#) RCW (Appearance of Fairness Doctrine) and RCW [42.41.050](#) (Local Government Employee Whistleblower Protection Act). In the event of conflict between this code and any applicable state or federal laws and regulations, the stricter interpretation is to be applied.

Actions taken on behalf of the city of Langley by city officials, employees, consultants, volunteers, or vendors that result in a conviction or a fine are considered to be unethical. **In such cases, ethics advisory ~~opinions~~ decisions will not be rendered until legal processes are concluded.** (Ord. 1046 § 1, 2018; Ord. 1035 § 1, 2017; Ord. 1028 § 2, 2016)

1.25.030 Values.

This code is built on a set of core values that structure ethical practice and interaction between city officials, employees, consultants, vendors and the Langley citizens **members of the public** they represent.

Stewardship – As stewards of our shared commons, we honor the history, culture and future of the citizens **member of the public** who call our community home. We yield our own private interests to act wholeheartedly on behalf of the greater civic environment.

Transparency – In pursuit of transparency we adhere to clear, accurate, honest and open communication principles. All opinions, views and responses are treated with a level of sensitivity that assures both openness and a responsible level of confidentiality.

Fairness – All individuals and ideas are welcome and treated equitably and without prejudice. We strive to achieve a fair distribution of benefits, resources and burdens to all those that we represent.

Diligence – As public servants, we employ the best skills and care in serving the citizens **members of the public** of our community. It is our duty to leave no stone unturned in the pursuit of actions and decisions that will produce the most desirable results for all.

Integrity – Our daily actions are based on a solid habit of honesty. We perform our duties in an open and responsible manner. To do otherwise would be a dereliction of our duty and a breach of trust. (Ord. 1046 § 1, 2018; Ord. 1035 § 1, 2017; Ord. 1028 § 2, 2016)

1.25.040 Definitions.

“Advisory committee **commission**” means a committee, board, commission or other similar city entity that does not have the authority to enact, administer, interpret or execute city laws, but does provide advice or recommendations to a city entity that does have such authority.

“Board” means the ethics training and advisory board.

“City entity” means the Langley city council and any department, office, agency, advisory board, commission, district, administration, division, bureau, committee, or subcommittee of the city, regardless as to whether the entity in question is permanent or temporary, whether its members are employed, contracted or volunteer, how its members were elected or appointed, and whether or not they have formal voting rights.

“Confidential information” means any information to which the city of Langley is entitled by law and has determined to keep confidential, subject to the provisions of the Public Records Act (Chapter [42.56](#) RCW), the Open Public Meetings Act (Chapter [42.30](#) RCW), or other applicable state or federal government law or rule.

“Consultant(s)” means an independent person, proprietorship, partnership, corporation or other similar entity retained by the city of Langley to perform an administrative function or to which a city function may have been outsourced, whether on a temporary or permanent basis. This includes any person advising a city official, and in a position to influence a city decision or action, or have access to confidential information.

“Customer” or “client” means any person or entity that has been supplied goods or services during the previous 12 months by either the official, employee or consultant or his or her **their** outside employer or business; provided, that his or her **their** position in the outside employer or business is such that he or she **they** can reasonably be expected to have knowledge of or influence over the transaction.

“Disclosure” means that city of Langley officials, employees, consultants, volunteers or vendors have a duty to disclose nonconfidential information on request and in accordance with current rules and guidelines pursuant to its own laws and rules or those of any state or federal government including those set forth in the Public Records Act. He or she **They** must do so in a reasonable and timely manner under the circumstances existing at the time.

“Discrimination” refers to differential treatment, conduct or statements based on the protected categories including a person’s sex, sexual identity, gender, race, color, disability, age, national origin, ethnicity or ancestry, religious beliefs, military status, marital status and/or appearance.

“Domestic partner” means an adult who is not married to or in a civil union with an official, employee or consultant but who lives with him or her **them** and shares a common domestic life.

“Elected official(s)” means any official who holds office as a consequence of an election and includes officials appointed to fill any vacancies in elected offices that may occur pending the next general election.

“Employee(s)” means any person employed by the city and subject to the personnel policies of the city, whether temporary or permanent and whether full-time or part-time.

“Ethics” means principles of conduct established in this chapter that govern behavior of an individual or profession.

“Family” means the spouse, child or stepchild, brother or sister, parent or stepparent, niece or nephew, uncle or aunt, and grandparent or grandchild of an official, employee or consultant or their spouse. “Family” includes a domestic partner and any person claimed as a dependent on their latest federal income tax return.

“Financial benefit” means any money, service, license, permit, contract, authorization, loan, discount, travel, entertainment, hospitality, gratuity, or any promise of any of these, or anything else of value. “Financial interest” is a relationship to something such that a direct or indirect financial benefit has been, will be, or might be received as a result. “Financial benefit” does not include a campaign contribution to a candidate equal to or less than \$100.00 to that candidate in any election cycle.

“Gift” means anything that any person transfers to an official, employee or consultant on any basis other than a legal obligation to do so. It includes, but is not limited to, cash, gifts of any kind, paid outings, paid travel, tickets to concerts and sporting events, and any other forms of gifts, gratuities, honoraria or favors. Exceptions include:

1. The gift is based upon a preexisting personal or family relationship with the government employee, so long as the gift is motivated by the relationship (like a birthday present to your sister).
2. The gift is valued at \$20.00 or less, so long as the gift is not cash, and the employee accepts no more than \$50.00 in gifts, in the aggregate, from the same outside source in a calendar year.
3. The gift consists of modest refreshments, such as juice and bagels at a seminar, and not as part of a meal.

“Governed by the code” means any elected official, employee, consultant, volunteer or vendor of the city of Langley.

“Harassment” consists of patterns of behavior, including but not limited to actions, gestures, jokes, innuendos, symbols, unwanted and unwelcomed deeds, that demean, humiliate or insult others. One’s elected office or position of employment can give one authority or power over another, and harassment may include leveraging this power on behalf of one’s own desires, views or intentions. “Harassment” may also refer to calling out the subtle power of the majority to insist that “this is the way we do it.” While bullying and intimidation constitute obvious, large-scale harassing conduct, harassment also includes micro-aggressive actions, like teasing, undermining the credibility of another or repeatedly using metaphors or colloquialisms that call unnecessary attention to and may demean another’s physical bearing or sexual, racial or gender identity. Refusal to accommodate may not only relate to an employer who does not make workspace adjustments, but to co-workers who gather in an inaccessible, thus exclusionary, space.

Harassment can take place not only in the physical presence of each other but via phone and email as well as in the creation of one’s work space – e.g., the visual display of derogatory posters, slogans.

“Ministerial acts” means an action performed in a prescribed manner without the exercise of substantial judgment or substantial discretion as to the propriety of the act.

Nonexhaustive examples of ministerial acts include the issuance of a dog license by a city clerk, the reading of water meters, and the issuing of related invoices.

“Municipal officer” and “officer” shall each include all elected and appointed officers of a municipality, together with all deputies and assistants of such an officer, and all persons exercising or undertaking to exercise any of the powers or functions of a municipal officer.

“Official(s)” means elected officials and any other official of the city other than an employee or consultant, whether paid or unpaid and whether temporary or permanent. It includes all the members of every city entity including advisory committees commissions (see “Advisory committees commissions”) and volunteers.

“Outside employer or business” means a corporation, partnership, sole proprietorship, or other employer other than the city, whether for profit or nonprofit, public sector or private sector, to which an official, employee or consultant is related in one or more of the following ways: (1) he or she they receives compensation, whether actual or deferred, for services rendered or goods sold or produced, and (2) he or she they has have an ownership interest, whether direct or indirect, including options or contingent rights of any kind excluding, in the case of a public corporation, an ownership interest of less than one

percent of the outstanding stock. For the purposes of this definition, “compensation” does not include reimbursement for approved out-of-pocket expenses such as travel expenses. “Person” means any individual, corporation, firm, association or other form of business association, regardless of status as for profit or nonprofit.

“Personal benefit” means benefits other than those that are directly financially advantageous. A “personal interest” means a relationship to something such that a personal benefit has been, will be, or might be obtained by certain action or inaction with respect to it.

“Public domain” means property and information that is available and/or accessible to the public.

“Recusal” means to publicly state the reason for recusal and to withdraw (see “Withdraw”) as an active participant over a particular proceeding because of one’s conflict of interest as described in Section [1.25.050](#).

“Related party” means, in relation to an official, employee or consultant, the following persons:

1. A member of ~~his or her~~ **their** family;
2. Any person with whom ~~he or she has~~ **they have** a regular and close personal relationship;
3. Any person with whom ~~he or she has~~ **they have** a financial or business relationship, including but not limited to:
 - a. An outside employer or business of ~~his or hers~~ **theirs**, or of ~~his or her~~ **their** spouse or domestic partner;
 - b. An employee of ~~his or her~~ **their** outside employer or business;
 - c. A customer or client of ~~his or her~~ **their** outside employer or business; or
 - d. A debtor or creditor of ~~himself or herself~~ **theirs**, or of ~~his or her~~ **their** spouse or domestic partner;
4. A person or entity from whom an elected official has received an election campaign contribution during the past election cycle, either directly or indirectly through a campaign committee of any kind that, in the aggregate, exceeds \$100.00. For the purpose of this clause, donations from a person or entity include donations from any related family member or business;
5. A nongovernmental civic group, union, social, charitable, or religious organization of which ~~he or she or his or her~~ **they or their** spouse or domestic partner is an officer or director.

“Retaliatory action” means:

1. Any adverse change in a city employee’s employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand, unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or
2. Hostile actions by another employee towards an employee that are condoned or encouraged by a supervisor or senior manager or official.

“Vendor” means any person or business supplying products or services to the city as part of an approved contract or purchase order.

“Volunteer” means a ~~citizen committee~~ **an advisory commission** member appointed by the mayor and confirmed by the city council.

“Withdraw” means to physically remove oneself from the discussion room and to refrain from any participation in discussions relating to matters where an official, employee, consultant, volunteer or vendor has disclosed a conflict of interest and has officially recused themselves from the matter. (Ord. 1046 § 1, 2018; Ord. 1035 § 1, 2017; Ord. 1028 § 2, 2016)

1.25.050 Principles of conduct.

Consistent with the purpose and values set forth in this code of ethics, the following principles of conduct are established for all city of Langley officials, employees, consultants, volunteers and vendors:

A. Conflicts of Interest. Conflicts of interest, in which a person has a duty to more than one person or organization, could bring about actions or decisions by city of Langley officials, employees, consultants, volunteers, and vendors that are not in the best interests of the city, its **members of the public** and entities. It is thus imperative that any party governed by this code declare immediately any situation in which they, or persons or entities closely related to them, stand to receive personal or financial gain. It is particularly important to earn and keep the trust of city **members of the public** by preventing conflicts from occurring and disclosing conflicts when they do arise. Specifically:

1. Officials, employees, consultants, volunteers and vendors shall avoid all actual or perceived conflicts of interest. These arise when they use their official position or office to take or fail to take any action, or influence others to take or fail to take any action, in a manner which they know, or have reason to believe, will result in a personal or financial benefit to ~~himself or herself~~ **themselves** or to a related party as distinct from general benefits that are shared with all or a substantial segment of the city’s population.

2. Officials, employees, consultants, volunteers shall not hire or appoint; attempt to influence the hiring or appointment; or supervise any person who is a member of their family.

3. 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.

4. The performance of purely ministerial acts does not give rise to conflicts of interest.

5. Specific actions regarding actual or perceived conflict of interests that must be taken by city officials governed by this code are as follows:

a. Officials shall declare, at the first public meeting when the matter is being considered, any actual or apparent personal or financial conflict of interest, pertaining to any ordinance, resolution, contract, proceeding or other action pending before a city entity in which they participate. The disclosure shall be recorded in the minutes of the meeting.

b. Officials who have disclosed a conflict of interest that may result in a personal or financial benefit for themselves or a related party shall withdraw from the meeting for the duration of the discussion of the issue that has given rise to the conflict of interest.

c. Officials may be challenged and requested to withdraw from participation in a matter, for the reason that ~~he or she has~~ **they have** a conflict of interest, by:

(1) Another member of a city entity;

(2) A party to the current matter; or

(3) Anyone else who may be affected by a decision relating to the matter.

d. If, following a request, an official decides not to withdraw, a decision as to whether or not to require withdrawal shall be taken by:

(1) A vote of the unchallenged members of a city entity where ~~he or she is~~ **they are** a member of, or scheduled to appear before, the entity;

(2) A vote of the unchallenged members of the city council where a council member is the person who is requested to withdraw;

(3) A vote of the city council where the mayor is the person who is requested to withdraw; or

(4) A decision of the mayor in all other cases.

e. If withdrawal as a result of a declaration of a conflict of interest or of a challenge and request for withdrawal results in the lack of a quorum or the failure to obtain a majority vote in a city entity, the situation will be resolved as follows:

(1) Postponement of the decision until a sufficient number of nonconflicted members can attend or the mayor appoints additional nonconflicted members.

(2) Replacement of the conflicted member by an alternate member if available.

f. Officials, employees, consultants, volunteers and vendors, who are in positions requiring judgment and discretionary decision-making and who experience a conflict of interest in a matter before them, shall report that conflict of interest to their supervisor immediately, in writing, and shall not take any action on the matter. The supervisor shall make arrangements for another employee or consultant to address the matter at hand. The employee or consultant with the conflict of interest shall not provide information, hold conversations, participate in meetings or portions of meetings about the matter or in any way participate in its resolution.

g. An official, employee, consultant, volunteer or vendor who has withdrawn or has been required to withdraw from a matter shall not be replaced by a related party or by any other official, employee or consultant (volunteer or vendor) over whom ~~he or she is~~ **they are** in a position to exercise any supervisory authority.

B. Confidentiality.

1. Other than those areas which are proscribed by state (or federal) law to be considered confidential, all information coming to the city of Langley and its employees will be considered to be in the public domain and available to all ~~citizens~~ **members of the public**. Ethical considerations regarding confidentiality for all city of Langley officials, employees, consultants, volunteers or vendors are extremely critical to maintain public trust. Those governed by the code shall not:

a. Make use of information acquired through ~~his or her~~ **their** official position for the personal or financial benefit of ~~himself or herself~~ **themselves** or of a related party;

b. Disclose confidential information; or

c. Refuse to disclose, or obstruct the disclosure of information, which the city is required to disclose pursuant to its own laws and rules or those of the state.

2. Even though most information coming before the city is within the public domain, the management of information coming before officials, employees, consultants, volunteers or vendors in an official capacity must be handled with extreme sensitivity.

a. Courtesy and consideration under the circumstances existing at the time in dealing with the public must be shown by all governed by this Code in carrying out official responsibilities; and

b. Actions which deny the dignity of individuals or conduct which is disrespectful to others under the circumstances existing at the time must be avoided.

C. Improper Influence. Officials, employees and consultants are entrusted with and responsible for the property, resources and reputation of the city. They are obligated to make decisions and implement policies free of coercive or other improper influence. Any exchange of gifts or favors may be interpreted as exerting improper influence on the behavior of representatives of the city of Langley and shall be governed by the following guidelines:

1. To avoid the appearance of improper influence, an official, employee, consultant, volunteer or vendor and ~~his or her~~ **their** spouse or domestic partner shall not, directly or indirectly, solicit or accept a gift from any person or entity that has any of the following relationships with a city entity where ~~he or she is~~ **they are** in a position to exert any influence:

a. Has sought a financial benefit from the city entity within the past 12 months;

b. Is currently seeking a financial benefit from the city entity; or

c. Seeks a financial benefit from the city entity within 12 months of the date of a gift.

2. A person or entity may not give or seek to give a gift to any official, employee, consultant, volunteer or vendor, or to ~~his or her~~ **their** spouse or domestic partner, who is in a position to exert any influence over a city entity with which they have any of the following relationships:

a. Have sought a financial benefit from the city entity within the past 12 months;

b. Is currently seeking a financial benefit from the city entity; or

c. Seeks a financial benefit from the city entity within 12 months of the date of a gift.

3. This section is not intended to prohibit officials, employees, consultants, volunteers and vendors from exchanging minor gifts with their personal friends or family in the course of ordinary social interaction; provided, that those persons do not have business before the city, or their business is with a city entity where the official, employee or consultant is not advising on or participating in the decision-making process, or has previously withdrawn from participation in the matter.

4. This section is not intended to prevent any person from making gifts of property, money, or services to the city as a whole; provided, that such gifts are unconditional in nature; and further provided, that gifts to the city valued in excess of \$20.00 must be approved by the city council.

D. Misuse of Public Resources. Employees, elected officials, consultants and contracted vendors recognize their responsibility to conserve and/or judiciously deploy public resources, making every effort to use official time and city property for and on behalf of the city alone.

1. An official, employee, consultant, volunteer or vendor shall not use or lend, or permit others to use or lend, any city funds, property, or staff for the personal or financial benefit of ~~himself or herself~~ **themselves** or of a related party. This includes, but is not limited to, city funds, office space, supplies, stationery, postage, telephones, equipment and vehicles.

2. Travel and other expense reimbursements shall be for official business only and only for the employee, official, consultant, volunteer or vendor directly involved.

3. The work hours of a city employee should not be requisitioned for an official's electoral or personal life.

4. Persons employed by or elected to city governance consequently will not use or lend, or permit others to use or lend, any public resource. Public resources include, but are not limited to, city funds, office space and supplies, telephones, computers and internet access, equipment and vehicles as well as one's own or another city employee's work hours.

5. Officials, employees, consultants, volunteers and vendors may use any city resources that are generally available to the public, provided this use is on the same terms and conditions as those applicable to the public.

6. Officials, employees, consultants, volunteers and vendors may use city resources when, in the conduct of official business, they are used in a minor way for personal convenience; provided, that this use is according to the city's written policies or has been authorized by the mayor.

7. The use of nonpublic information gained by working for the city – e.g., property sales, redrawing of city boundaries, etc. – should not be used to further one's own personal financial or business ventures or shared with another who could gain fiscal benefit.

8. A public employee, elected official or contracted consultant or vendor may not use his or her **their** signature solely to validate any contract, financial disbursement or any other legal, financial or legislative documents where two signatures are required for validation.

9. Computers and internet access will not be used for political and/or charitable activities or for anything other than de minimis personal use. A de minimis use policy authorizes minimal personal (not business) usage (in terms of frequency and/or duration of occasion), which has little or no impact on public expenses and does not impinge upon human work hours. In the same way that phones can be used by an employee, elected official or contracted individual for a short personal message, so may computers. However, use of internet access for dating services, pornography, on-line education, gambling or religious devotions would constitute misuse of not only public equipment but of work hours.

E. Representation of Private Interests. Officials, employees, consultants, volunteers and vendors must exercise caution when representing the interests of the city and/or themselves. Specifically:

1. Officials, employees, consultants, volunteers and vendors shall not represent any private interests in matters before any city entity. They may, however, appear before a city entity on their own behalf or on behalf of the city.

2. Officials, employees, consultants, volunteers and vendors who appear before the meeting of any city entity as a ~~private citizen~~ **member of the public**, and not in an official capacity, must comply with subsection (A) of this section.

3. Officials, employees, consultants, volunteers will not use their official titles or office ~~stationary~~ **stationery** outside of the necessary work of the city.

4. Officials, employees, consultants, volunteers or vendors will not attempt to persuade any citizen **member of the public** to use a personally preferred vendor or contractor.

5. Officials, employees, consultants, volunteers and vendors who publicly disseminate information relating to the city (e.g., social media, blogs) are strongly encouraged to disclose in such dissemination his or her **their** relationship to the city, and that the views expressed in such dissemination are his or her **theirs** individually and not those of the city, unless authorized by the mayor to act on behalf of the city. Such disclosure will further the important public policy of distinguishing between the actions of individuals who may have some official relationship with the city and the official actions of the city itself. If any such public dissemination is in response to criticism or other communication directed at or regarding his or her **their** official role, the official, employee or consultant is strongly encouraged to respond only in his or her **their** official role.

6. An elected official may always represent his or her **their** constituents in matters of public advocacy, provided no element of additional compensation from the constituent is involved.

7. Unpaid volunteer members of a city entity may represent persons and entities before, and appear before, any city entity other than their own, subject to compliance with subsection (A) of this section.

F. Disclosure. City of Langley officials, employees, consultants, volunteers or vendors have a duty to disclose nonconfidential information on request and in accordance with current rules and guidelines pursuant to its own laws and rules or those of any state or federal government including those set forth in the Public Records Act. They must do so in a reasonable and timely manner under the circumstances existing at the time.

G. Workplace Harassment and Discrimination. The city of Langley flourishes when its elected officials, employees, contractors and/or vendors can anticipate and do comparably offer civil dignity in our human-to-human exchanges. The city seeks to be a workplace, a political organism and civic arena in which persons can appropriately expect to work and to live free from discrimination and unlawful harassment. As such:

1. Officials, employees, consultants, volunteers and vendors shall not use their position to harass, intimidate or discriminate against any co-worker or member of the public based upon a person's sex, sexual identity, race, nationality, age, appearance, religious or ideological beliefs.

2. It is unethical for an official, employee, consultant, volunteer or vendor to disregard any complaints of harassment or discrimination that may have been reported to them, unless they have promptly and in writing referred such complaints to a more appropriate investigatory body.

3. No official, employee, consultant, volunteer or vendor shall take any kind of retaliatory action against any employee because that employee has made a complaint of harassment. (Ord. 1046 § 1, 2018; Ord. 1035 § 1, 2017; Ord. 1028 § 2, 2016)

1.25.060 Administrative provisions.

Ethics complaints and violations shall be directed to the mayor, who will consult with city attorneys for advice on to how to proceed. If the complaints or violations involve the mayor, the mayor pro tempore will consult with the city attorneys for advice on to how to proceed. Final actions, if required, shall be put to the city council for approval.

~~A. Ethics Training and Advisory Board.~~

1. An ethics training and advisory board of not less than three members, appointed by the mayor and confirmed by the city council, is hereby created. Each member shall serve for a three-year term which shall be staggered so that at least one member is appointed each year. A simple majority of the members of the board shall constitute a quorum.

2. All members of the board shall have their primary residence on Whidbey Island south of Classic Road and a majority shall be residents of the city of Langley. No member of the board shall be an official, employee or consultant of the city in any other capacity. Board members shall not receive any remuneration from the city but may be entitled to reimbursement of out-of-pocket expenses on the same basis as volunteer members of other city agencies.

3. Selection of members to the city of Langley ethics training and advisory board and chair appointment shall be in accordance with provisions of Chapter [2.34](#).

4. As an added provision to Chapter [2.34](#), an ethics training and advisory board selection committee shall be appointed by the mayor and include the mayor, the chief of police and one city council member. Candidates must be able to pass a background check requested by the Langley police department. Automatic disqualifiers include:

a. Any prior felony convictions.

b. Any crime committed that would require someone to register as a sex offender.

c. Any crime of moral turpitude.

d. Anyone currently under court ordered supervision for any crime.

e. Any misdemeanor committed within the previous five years.

f. Anyone who is currently the respondent in any domestic violence related court order.

g. Anyone who is currently prohibited by federal or state law from possessing a firearm.

5. The functions of the board shall be to:

a. Provide an ethics orientation and training program for officials related to this ethics code;

b. To the extent requested by the mayor, provide such educational and training resources as may be necessary so that officials, employees, consultants, volunteers and vendors understand their responsibilities and required conduct under this ethics code;

c. Provide advisory opinions about the application of the code at the request of officials, employees, consultants, volunteers, vendors and citizens.

B. Advisory Opinions. If an official, employee, consultant, volunteer, vendor or citizen has any doubt as to whether or not a proposed course of action is in opposition to this code of ethics, they may ask the ethics training and advisory board for an advisory opinion on the matter. Advisory opinions are non-legally binding opinions and educational in nature only. They may not be used as defense against a legal challenge to the situations described in the advisory opinion. The process for requesting an advisory opinion of the ethics training and advisory board follows:

1. Informal discussions with members of the ethics board regarding ethical dilemmas will not be entertained.

2. Advisory opinions will only be rendered after a completed advisory opinion request form as provided on the city's website is sent to the city clerk. The request must be based on the circumstances of the ethical dilemma in relation to the current code of ethics (this chapter) and specifically cite relevant provisions in the principles of conduct (Section [1.25.050](#)).

3. All requests for advisory opinions will be forwarded by the city clerk to the ethics and training advisory board for their review and opinion.
4. Request forms will be reviewed by the chairman or a designated board member for completeness. An incomplete form will be returned to the sender stating the reasons for its return. Board members will not assist in filling out advisory request forms.
5. Complete advisory request forms will be reviewed at the next scheduled ethics board meeting when they will be either accepted or rejected by the board.
6. For each accepted request, the board will endeavor to produce a draft opinion within 30 days from the date of the board's decision to accept the advisory request. The board may take additional time as the circumstances may reasonably warrant. The request must be based on the circumstance of the ethical dilemma in relation to the current code of ethics (this chapter).
7. All draft advisory opinions rendered by the ethics board will be forwarded to the city council for review, comment, and final acceptance.
8. All advisory opinions will become a matter of public record and may be used as instructional case studies to emphasize various principles of the code of ethics. (Ord. 1046 § 1, 2018; Ord. 1035 § 1, 2017; Ord. 1030 § 1, 2016; Ord. 1028 § 2, 2016)

1.25.070 Review of ethics training and advisory board and the current code of ethics:

The ethics training and advisory board and this code of ethics shall come under review annually for effectiveness and prevalence. (Ord. 1046 § 1, 2018; Ord. 1035 § 1, 2017; Ord. 1028 § 2, 2016)

The Langley Municipal Code is current through Ordinance 1115, passed August 5, 2024.

Disclaimer: The City Clerk's office has the official version of the Langley Municipal Code. Users should contact the City Clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.langleywa.org/>

City Telephone: (360) 221-4246

Codification services provided by [General Code](#)

**CITY OF LANGLEY
ORDINANCE NO. XXXX**

**AN ORDINANCE OF THE CITY OF LANGLEY, WASHINGTON
REPEALING SECTION 2.69 OF THE CITY OF LANGLEY MUNICIPAL
CODE, DISSOLVING THE LODGING TAX ADVISORY COMMISSION**

WHEREAS, the City Council of the City of Langley adopted Ordinance No. 1101 effective December 24, 2022, establishing Chapter 2.69 of the Langley Municipal Code (LMC) entitled “Lodging Tax Advisory Commission;” and

WHEREAS, Revised Code of Washington (RCW) 67.28.1816 and 67.28.1817 only requires municipalities with populations greater than five thousand to establish lodging tax advisory committees, the City Council has determined that dissolving the Lodging Tax Advisory Commission and repealing Section 2.69 of the City of Langley Municipal Code is in the best interests of the City and the public.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON DO HEREBY ORDAIN AS FOLLOWS:

Section 1. Repeal of Chapter in Municipal Code. Ordinance 1101 establishing LMC 2.69 Lodging Tax Advisory Commission is hereby repealed.

**~~Chapter 2.69
LODGING TAX ADVISORY COMMISSION~~**

~~Sections:~~

~~**2.69.010 – Created – Purpose.**~~

~~**2.69.020 – Responsibilities.**~~

~~**2.69.030 – Membership and terms.**~~

~~**2.69.040 – Meetings.**~~

Section 2. Implementation. The Mayor and Interim Deputy Clerk are authorized to implement those administrative procedures necessary to carry out the directives of this ordinance. Decisions about distribution of lodging tax funds will be determined by the City Council in accordance with RCW 67.28.1816.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of the Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of the Ordinance or its application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, AT A
REGULAR MEETING THEREOF, THIS ____ DAY OF _____, 2024.**

Attest:

Mayor Krista “Kennedy” Horstman

Kristen Abraham, Interim Deputy Clerk

DRAFT

Attachment A

Current LMC chapter to be repealed:

Chapter 2.69

LODGING TAX ADVISORY COMMISSION

Sections:

[2.69.010 Created – Purpose.](#)

[2.69.020 Responsibilities.](#)

[2.69.030 Membership and terms.](#)

[2.69.040 Meetings.](#)

2.69.010 Created – Purpose.

The lodging tax advisory commission (LTAC) is created to support and act in an advisory capacity and to deliberate and make recommendations on legislative matters relating to the disbursement of the four percent lodging tax that is collected within the city limits of Langley. (Ord. 1101 § 1, 2022)

2.69.020 Responsibilities.

- A. The LTAC shall be responsible to advise and make recommendations to the city council and mayor following review of the city's lodging tax disbursement issues described in Section [2.69.010](#).
- B. LTAC recommendations to the city council shall not supplant administrative advice on policy issues but rather serve to supplement administrative advice. The LTAC and its members shall not interfere with administrative staff functions involving the day-to-day operation of the city.
- C. The LTAC shall be responsible for review of all applications for lodging tax from local organizations and individuals and make recommendations to council for approval. (Ord. 1101 § 1, 2022)

2.69.030 Membership and terms.

- A. The LTAC shall be comprised of seven voting commission members. One of the LTAC commission members shall be a sitting city council member, two members will be representatives of the lodging industry, two members will be representatives from groups eligible to receive funding from the lodging tax revenues, two members will be representatives from the general public and there will be one or more alternate member(s) who is/are not a city council member from any of the above categories who can participate in all discussion and vote in the absence of any regular member.
- B. A majority of citizen members shall work, own businesses, volunteer for nonprofits located within the city, and/or reside within the city limits unless otherwise provided for herein.
- C. Pursuant to Section [2.34.080](#), the mayor shall assign the staff member to the LTAC to provide technical expertise and staff support.
- D. LTAC members shall serve for three years from the date of their appointment. Terms shall be staggered so that no more than two positions need be filled in any one year. The mayor shall

determine which initial members will serve one-year, two-year and three-year appointments. (Ord. 1101 § 1, 2022)

2.69.040 Meetings.

The LTAC shall meet regularly on at least a monthly basis and shall adopt and publish policies regarding the time, place, and frequency of meetings, and adopt rules of procedure governing the conduct of such meetings. If there is no business to conduct, a meeting cancellation notice shall be posted in the same manner as all meeting notices. Special meetings may be held as often as the LTAC deems necessary. Notice of special meetings must be provided in accord with the Washington State Open Public Meetings Act. (Ord. 1101 § 1, 2022)

DRAFT



To: Langley City Council

From: Chris Carlson

Date: 12/16/2024

Topic: Overview of Transportation Benefit Districts (TBDs)

Number of pages: 5

Introduction:

At the 6/24 Council budget workshop, I presented a memo identifying different revenue options available to Langley and the council passed a motion to direct the FPLC to prioritize analysis of those options and to make recommendations prior to 12/31.

The FPLC reviewed the revenue memo and council's directions at their 7/22 meeting and assigned commissioners to perform the analysis.

At the 11/8 FPLC meeting I presented the findings from my analysis into Transportation Benefit Districts (summarized below). **The FPLC discussed the findings and voted unanimously to recommend the council create a TBD and via that mechanism enact a 0.1% sales tax to support streetlight electric utilities and transportation grant matching funds.**

Council Action Request:

Council tonight approves a first reading of the TBD creation ordinance.

Statement as to Action's Importance:

The City's Streets Fund has insufficient and dwindling revenue, which is necessary to fund maintenance and cover matching funds for transportation improvement grants. In absence of dedicated transportation revenue, these costs are incurred by the General Fund. In the 2023 and 2024 budgets, the City Council approved transfers of **\$24,500 from the General Fund to the Streets Fund** to pay for streetlight electric utilities which could have instead been funded by TBD revenue. The Transportation Improvement Plan (TIP) and the upcoming Comprehensive Safety Action Plan (CSAP) provide a detailed prioritized backlog of transportation projects that a Langley TBD could fund. This would enable the city to deliver on high-priority projects that will improve community safety and achieve climate goals by reducing our dependence on high-carbon transportation methods.

Timeline for Action:

January 16th is the deadline for notifying the Department of Revenue of sales tax changes taking effect April 1. The next date that sales tax changes can go into effect is July 1 – losing 1 quarter of potential revenue (approx. \$13,000). Given that there's a 60-90 day lag between collection and receipt of revenue, delay to July means the city would realize minimal benefit in 2025. Enacting on April 1 would also coincide with the Public Safety Sales Tax, potentially making the change more efficient for businesses and the public to accommodate.

Proposed Timeline:

- 12/16/24: Council approves a first reading of TBD creation & assumption ordinance
- 1/6/25:
 - Public hearing on TBD creation ordinance
 - Council approves second reading of TBD creation ordinance
- 1/13/25:
 - Following the council workshop, the first meeting of the TBD is held
 - The council, acting in its TBD board member capacity, approves an ordinance imposing a 0.1% sales tax
- 1/21/25:
 - Council approves first reading of ordinance assuming powers of the TBD
- 2/3/25:
 - Public hearing on ordinance assuming powers of the TBD
 - Council approves second reading of ordinance assuming powers of the TBD

Financial & Staff Implications:

- Legal fees for review of ordinances
- Staff review and noticing of public hearings
- Negligible additional effort for accounting/reporting per Director Beech

Options for Action:

1. Adopt the proposed plan of action and timeline
2. Amend the proposed plan of action and timeline
3. Defer on any decisions tonight

Summary:

Transportation Benefit Districts (TBDs) are quasi-municipal corporations and independent taxing districts created by [Chapter 36.73 RCW](#) that can raise revenue for specific transportation improvements such as roads and sidewalks. Constructions, maintenance, and operation activity costs are eligible to be paid for by revenue the TBD collects. As of January 2024, there are [more than 110 cities and towns in Washington](#) that have established a TBD.

Formation:

Any city or county may form a TBD by ordinance, following a public hearing, if it finds that the action is in the public interest. The TBD shares its boundaries with the establishing jurisdiction, and the city council serves as the TBD's governing board, acting as a separate legal entity. If the jurisdiction that established the TBD votes to "assume" its powers – which 85% of jurisdictions have – the TBD ceases to be a separate legal entity and no longer requires separate meetings ([chapter 36.74 RCW](#)).

Cities can assume the TBD's powers directly to consolidate meetings and financial reporting. To do so the city council must first hold a public hearing according to the requirements of [RCW 36.74.020-.030](#). If, after the hearing, the legislative authority determines that “public interest or welfare would be satisfied” by the assumption of the TBD, it passes an ordinance or resolution that abolishes the TBD governing body and vests the city council with all the rights, powers, functions, and obligations that the TBD governing body possessed.

Operations:

Transportation benefit districts must submit annual financial reports to the State Auditor's Office (SAO) using the [BARS reporting templates \(RCW 43.09.230\)](#).

The BARS Manual covers the requirements for jurisdictions that assume the powers of their TBDs. In particular, a jurisdiction assuming a TBD must:

1. Still file an annual financial report for the year in which the TBD was assumed
2. Submit a New Entity Creation or Dissolution Notification form.

For all future years after this final report is completed, the TBD's activities will be incorporated into the city's regular annual financial report. For more details, see the [BARS Manual](#), Section 3.11.1.120 (see [Assuming the Powers of Your Transportation Benefit District MRSC blog post](#)).

In addition to the SAO annual financial report, [RCW 36.73.160\(2\)](#) requires TBDs to issue a separate annual transportation improvement report detailing the district revenues, expenditures and the status of all projects, including cost and construction schedules. The report must be distributed to the public and newspapers of record in the district. MRSC's conclusion is that this requirement continues even after a city assumes its TBD.

State law does not clearly require TBDs to adopt an appropriations budget. However, adopting a budget would be considered a best practice, and several TBDs have done so, setting up the budget process to coincide with the annual/biennial process used by the establishing jurisdiction. It is up to the TBD governing board to develop and adopt a budget policy.

Under [RCW 36.73.020\(4\)](#), the treasurer of the establishing city or county must serve, in an independent and ex officio capacity, as the TBD treasurer.

TBD Funding Sources:

Sales and Use Taxes ([RCW 82.14.0455](#) and [RCW 36.73.040](#)(3)(a))

The most common TBD funding source is a sales and use tax of up to 0.3%.

A TBD may impose a 0.1% sales tax by majority vote of the governing board. These generally are in effect for 10 years but can be extended. This would generate approximately **\$51,648 based on 2024 projected eligible sales.**

Via a successful (simple majority) ballot proposition, TBDs can raise an additional 0.2% of sales tax which would generate an additional **\$103,296 annually based on 2024 projected sales.**

Vehicle License Fees ([RCW 82.80.140](#), [RCW 36.73.040](#)(3)(b))

TBDs may impose vehicle license fees up to \$50 without voter approval, subject to the following conditions, or may impose fees up to \$100 with voter approval.

A TBD may impose a non-voted vehicle license fee up to \$20 at any time, but a TBD may only impose a non-voted vehicle license fee *above* \$20 as follows:

- Up to \$40, but only if a \$20 fee has been in effect for at least 24 months.
- Up to \$50, but only if a \$40 fee has been in effect for at least 24 months. Any non-voted fee higher than \$40 is subject to potential referendum, as provided in [RCW 36.73.065](#)(6).

Any license fees over these amounts, up to a maximum of \$100, must be approved via ballot proposition by a simple majority of voters. However, most jurisdictions have opted for only the councilmanic (non-voted) fees.

According to [Washington State Department of Licensing data](#), the 98260 zip-code had 6,769 vehicles registered in 2023. 2022 census data say 5,434 people live in the 98260 zip-code, 1,152 (21%) of which live within the Langley city limits. So, we can very roughly project that if the TBD imposed the initial \$20 fee available by councilmanic/board vote, the TBD would generate **approximately \$28,000 annually.**

After 2 years with a \$20 fee, the board could double the fee via councilmanic/board vote generating **approximately \$56,000 annually.**

General obligation bonds ([RCW 36.73.070](#))

A district may issue councilmanic general obligation bonds by board vote, not exceeding **1.5%** of the value of taxable property within the district.

A district may, with voter approval, issue general obligation bonds for capital purposes only that together with any outstanding general obligation indebtedness, cannot exceed an amount equal to **5%** of the value of the taxable property within the district. The district may, if applicable, submit a single proposition to the voters that, if approved, authorizes both the issuance of the bonds and bond retirement property tax levies.

MRSC is only aware of one TBD that has attempted to pass a bond measure, and it failed with 50% of the vote (Auburn TBD, 2012).

According to the [Island County Assessor's 2023-2024 Assessment and Levies Report](#) the current assessed taxable value in Langley is \$475,484,646. I believe this to mean that a Langley TBD could issue **up to \$7,132,269 in councilmanic general obligation bonds. With voter approval**, the TBD could issue **up to \$23,774,232** in general obligation bonds. Details regarding levies, and their ability to pay off general obligation bonds, are being separately analyzed by the FPLC.

Other Revenue Sources Not Applicable or Less Realistic to Langley

Border area fuel tax ([RCW 82.47.020](#))

Only available to TBDs that include a Canadian border crossing.

Impact fees ([Chapter 39.92 RCW](#). See [RCW 36.73.040\(3\)\(c\)](#) and [RCW 36.73.120](#))

Can be applied to commercial and industrial development in accordance with the Local Transportation Act, but this authority is different than the impact fees authorized more broadly for jurisdictions fully planning under the Growth Management Act.

Vehicle tolls ([RCW 36.73.040\(3\)\(d\)](#))

Excess property taxes ([RCW 36.73.060](#))

May only be imposed one year at a time and require supermajority voter approval each time.

Local Improvement Districts (LIDs) ([RCW 36.73.080](#))

A TBD may only form an LID under the petition method, which means the request to form an LID must originate from local property owners rather than the TBD's governing body.

References:

[MRSC Page on Transportation Benefit Districts](#)

[Example TBD Ordinances](#)

[Washington State DoL TBD Fees](#)

ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, ESTABLISHING A TRANSPORTATION BENEFIT DISTRICT WITHIN THE CORPORATE LIMITS OF THE CITY OF LANGLEY, SPECIFYING THE TRANSPORTATION IMPROVEMENTS TO BE FUNDED BY THE TRANSPORTION BENEFIT DISTRICT, AND CREATING A NEW CHAPTER 3.85 OF THE LANGLEY MUNICIPAL CODE ENTITLED "LANGLEY TRANSPORTATION BENEFIT DISTRICT"

WHEREAS, the City of Langley ("City") has the responsibility, to the extent of its resources, for the improvement, maintenance, and protection of public ways within the corporate limits of the City pursuant to RCW 35A.11.020; and

WHEREAS, due to state-wide initiatives in the last 20 years that have stripped the ability of local governments to raise necessary revenues, and declining gas tax revenues with the transition to electric vehicles, as well as rising annual costs, the City has insufficient transportation funding to maintain, operate, replace, expand and improve its transportation system; and

WHEREAS, RCW 36.73 provides for the establishment of transportation benefit districts and for the levying of additional revenue sources for transportation improvements within the district that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels; and

WHEREAS, RCW 35.21.225 authorizes the city council to establish a Transportation Benefit District subject to the provisions of RCW 36.73; and

WHEREAS, the City desires to form a Transportation Benefit District that includes the entire City of Langley as the boundaries currently exist or are hereafter expanded due to annexation; and

WHEREAS, transportation improvements include transportation related maintenance and improvements to city streets and state highways, high-capacity transportation, public transportation, transportation demand management, parking facilities, and other transportation projects designed to reduce congestion on facilities of regional or statewide significance; and

WHEREAS, the City, after giving proper notice, conducted a public hearing and took public comment regarding the proposed establishment of a Transportation Benefit District in accordance with RCW 36.73.050.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LANGLEY,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

SECTION 1. Classification. The new chapter 3.85 adopted in Section 2 of this ordinance is of a general and permanent nature and shall become a part of the Langley Municipal Code.

SECTION 2. Transportation Benefit District Established. A new chapter 3.85 is hereby added to the Langley Municipal Code to read as follows:

TRANSPORTATION BENEFIT DISTRICT

3.85.010 Purpose.

3.85.020 Findings.

3.85.030 Transportation benefit district established.

3.85.040 Governing board – Treasurer.

3.85.050 Authority of district.

3.85.060 Use of funds.

3.85.070 Dissolution of district.

3.85.010 Purpose. The purpose of this chapter is to establish a Transportation Benefit District pursuant to Chapter 36.73 RCW.

3.85.020 Findings.

A. The Langley City Council finds that it is in the public interest to form a Transportation Benefit District to provide adequate levels of funding for transportation improvements that are consistent with existing state, regional, and local transportation plans and are necessitated by existing or reasonably foreseeable congestion levels, as provided in Chapter 36.73 RCW.

B. The Langley City Council further finds that it is in the public interest to provide for transportation improvements that, without limitation, improve multi-modal connectivity throughout the city and that protect the city's long-term investments in its infrastructure, reduce the risk of transportation facility failure, improve safety, continue optimal performance of the infrastructure over time, and avoid more expensive infrastructure replacements in the future.

C. The Langley City Council further finds that the city's six-year

Transportation Improvement Plan shall be updated annually to identify projects that constitute transportation improvements that shall be funded by the Transportation Benefit District as funding becomes available or derived from programmatic identification of transportation related needs which support existing transportation infrastructure.

3.85.030 Transportation benefit district established. There is hereby established a transportation benefit district to be known as the Langley Transportation Benefit District (“the District”) with geographical boundaries coextensive with the corporate limits of the City of Langley as they now exist or may hereafter be altered by future annexation.

3.85.040 Governing board - Treasurer.

A. The governing board (“the Board”) of the District shall consist of the members of the Langley City Council acting ex officio and independently. The Board shall have all duties, powers, and authority of the governing board set forth in Chapter 36.73 RCW.

B. The City of Langley Finance Director shall act as the ex officio treasurer of the District.

C. The Board shall develop and adopt a material change policy to address major transportation plan changes that affect project delivery or the ability of the District to finance the transportation plan. The major change policy shall address those matters set forth in RCW 36.73.160(1).

D. The Board shall provide for the issuance of an annual report meeting the requirements of RCW 36.73.160(2).

3.85.050 Authority of the District.

A. The District shall have and may exercise any and all powers and functions provided by Chapter 36.73 RCW to fulfill the purposes for which the District is established as described in this chapter. This chapter shall be liberally construed to permit the accomplishment of the District’s purposes.

3.85.060. Use of Funds. The funds generated by the District shall be used for any purpose allowed by law, including to operate the District and to make transportation improvements that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels pursuant to Chapter 36.73

RCW. The transportation improvements funded by the District shall be made in an effort to protect the City's long term investments in its infrastructure, to reduce the risk of transportation facility failure, to improve safety, to continue optimal performance of the infrastructure over time, to avoid more expensive infrastructure replacements in the future and to improve multi-modal connectivity within the City of Langley.

3.85.070. Dissolution of District. The District shall be automatically dissolved, pursuant to the procedures set forth in Chapter 36.73 RCW, when all the indebtedness of the District has been retired and when all the District's anticipated responsibilities have been satisfied.

SECTION 3. Severability. If any section, sentence, clause or phrase of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, the invalidity or unconstitutionality does not affect the valid or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

SECTION 4. Effective Date. This ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as required by law.

ADOPTED by the Langley City Council this ____ day of _____,
2025.

CITY OF LANGLEY

KENNEDY HORSTMAN, MAYOR

ATTEST:

APPROVED AS TO FORM OFFICE OF THE CITY ATTORNEY:

FILED WITH THE CITY CLERK:

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NO.



MEMORANDUM

To: Langley City Council
From: Meredith Penny, Director of Community Planning
Re: Review of Existing City Housing Element
Meeting Date: December 16, 2024

The purpose of this memo is to review and gather feedback on the existing Housing Element considering the agreed upon scope of work and public comments received to date.

Please follow these links to find:

- [The complete Comprehensive Plan](#) (Housing Element is pages 49-68 of 184)
- [2023 Housing Action Plan](#)
- [Housing Needs Analysis produced for the Housing Action Plan](#)
- [Department of Commerce guidance on Addressing Racially Disparate Impacts](#)

What is the Housing Element?

The Revised Code of Washington (RCW) section 36.70A.070(2) requires a housing element be included in Growth Management Act comprehensive plans. Per RCW 36.70A.020, local governments are required to “plan for and accommodate” housing affordable to all economic segments, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.

The housing element must include:

- An inventory and analysis of existing and projected housing needs that identifies the number of housing units necessary to manage projected growth.
 - Units for moderate, low, very low, and extremely low-income households
 - Emergency housing, emergency shelters, and permanent supportive housing
- A statement of goals, policies, objectives, and mandatory provisions for the preservation, improvement, and development of housing, including single-family residences, duplexes, triplexes, and townhomes.
- Sufficient capacity of land for housing including, but not limited to, government-assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters, permanent supportive housing, and duplexes, triplexes, and townhomes.
- Adequate provisions for existing and projected needs of all economic segments of the community
 - Consideration for low, very low, extremely low, and moderate-income households
 - Programs and actions to achieve housing availability including gaps in local funding, and other barriers and limitations such as development regulations
 - Consideration of housing locations in relation to employment location
 - Consideration of the role of accessory dwelling units in meeting housing needs
- Identification of local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing
 - Zoning that may have a discriminatory effect
 - Disinvestment
 - Infrastructure availability

- Policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions.
- Identification of areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments; and
- Anti-displacement policies
 - preservation of historical and cultural communities
 - investments in low, very low, extremely low, and moderate-income housing
 - equitable development initiatives
 - inclusionary zoning
 - community planning requirements
 - tenant protections
 - land disposition policies
 - consideration of land that may be used for affordable housing.

Each element of the Comprehensive Plan includes relevant background information, data, analysis, and maps to provide context for its goals and policies. Goals represent the broad aspirations of a community, offering long-term direction and setting the stage for more detailed policies. They should be aspirational and reflect the community's values and priorities. In contrast, policies are specific, actionable guidelines that outline how to achieve these goals, providing detailed instructions for implementing the community's vision.

Reminder of Scope of Work

In August and September of 2023, the Planning Advisory Board and City Council discussed the proposed scope of work for the Comprehensive Plan Update. The City Council expressed that the existing vision statement remains relevant but could use some additions focused on equity. Given the limited resources and the number targeted updates identified, the Council decided that an extensive revisioning process was unnecessary for this update cycle. However, Council would like the city commissions' input on the vision and potential adjustments. Also listed below are the priorities specifically identified for the Housing Element update:

- Increase useability
- Review policies to evaluate what the City has accomplished
- Coordinate with Island County on Countywide Planning Policies
- Provide policy support for potential changes to the Multifamily Infill Code
- Add a sustainability and equity focus throughout
- Evaluate racially disparate impacts in the Housing Element using new Department of Commerce Guidance and review all elements with antiracist focus.
- Create consistency with the recently adopted [2023 Housing Action Plan](#)

Another reason the City is not undertaking an extensive revisioning process, is to minimize zoning changes that could increase development potential and impact sewer treatment capacity. The City adopted the multifamily infill code (LMC 18.13) in 2021 and is currently extending sewer services to the Furman and Decker Avenue neighborhoods. The impact of these developments on sewer system treatment capacity has not yet been quantified. To address this, the City plans to update the Sewer Comprehensive Plan in 2025, with staff advising that additional variables influencing sewer capacity should be minimized. This proactive approach aims to identify need and plan more accurately for the expansion of treatment facility capacity.

Public Comments

As part of the City's public participation plan for the 2025 Comprehensive Plan Update, the City held two community meetings, a workshop with the Chamber of Commerce, and staff attended several summer events. Staff identified the following themes from that outreach relevant to the Housing Element to help inform the update.

- Plan adequate housing for local jobs, most of which are less than AMI
- Housing changes should consider recreation and transportation needs as well

- Do not forget about the aging of Brookhaven senior facility. The number of units needs to be sustained for low-income independent living.
- Focus on increasing diversity, particularly racial diversity
- Address equity
- High need for more affordable housing options
- How can we encourage existing homeowners to create/open/rent additional units within their existing building footprint?
 - Address this via zoning, permitting, and an openness to ADUs/alternatives
- Get serious about multifamily dwellings – barrier to this includes permit issues
- Housing policies should encourage rental housing, particularly apartments
- All these goals (referring to those in the current housing element) need to be doubled down on
- Find areas within the City to infill housing
- Tiny homes are an efficient use of land
- Use of fields around community center for more housing but also more parks
- Housing should be located near parks
- Allow for more housing: along Edgecliff Dr and Sandy Point Rd; in the Suzanne Ct neighborhood; in the Highlands neighborhood; everywhere except in wetlands; along the south end of Al Anderson Ave; near Noble Creek; along 3rd St; and along Saratoga Creek Ln.

Question: As Council reviews the existing Housing Element, consider whether the above comments are reflected. If they are not, what changes could be made to better incorporate this feedback?

Existing Maps

There are not any maps in the current Housing Element, which typically relies more on data and tables to convey the current landscape.

Question: Does Council feel certain maps would be useful in the Housing Element?

PAB Input:

- Location of multifamily buildings compared to single family buildings
- Location of ADUs
- Location of short-term rentals
- Map of development opportunities – could speak with real estate brokers to get this information

Existing Data

As mentioned above, data helps illustrate why the City is pursuing its goals and policies. Below is a list of the types of data included in the current Housing Element and the types of data that are included in the [Housing Needs Analysis](#) produced for the City's [2023 Housing Action Plan](#).

Data in the Current Housing Element	Data in the Housing Needs Analysis produced for the 2023 Housing Action Plan
Housing composition (single-family and multi-family)	Population Growth
Number of bedrooms per dwelling unit	Population Forecast
Age characteristics Langley vs. Island County and WA State	Age Distribution: Langley and Island County
Age profiles	Average Household Size: Langley and Island County
Housing tenure type	Household Size Distribution: Langley and Island County
Percent of income spent on housing – homeowners	Commuting Flows
Percent of income spent on housing – renters	Number of dwelling units
Island County Point in Time Count of homeless persons	Housing Mix: Langley and Comparison Geographies
Average household size	Housing Mix: Assessor Data for Langley
Developed, underdeveloped, and vacant lands	Tenure by Occupied Units: Langley and Island County

Permitted densities by right	Tenure by type of unit
	Housing Vacancy: Langley and Island County
	Vacancy by Reason: Langley, Island County, and WA
	Active Short-term rentals by type
	Year home built
	Income Restricted Units
	Yearly Average of Monthly Median Sales Prices
	Median Home Sale Price: Langley and Comparison Geographies
	Median Gross Rent: Langley and Comparison Geographies
	Gross Rent: Langley and Island County
	Number of cost burdened households
	Change in Cost-Burdened Household
	Percent of Cost-Burdened Households
	Cost-burdened Households by Age and Tenure
	Financially Attainable Housing, by Median Family Income (MFI) for a family of two
	Housing Age: Langley and Island County

Question: What data is critical to telling the story of Langley’s housing landscape? What data would be better left for an appendix or for the next update of the Housing Action Plan?

PAB Input:

- Let’s not duplicate the data in the Housing Element and the Housing Action Plan, but instead have a pointer, unless it’s critical
- Systematic identification of current rental levels and compare it to income to identify a gap
 - Is it worth spending time to continue to document this gap?

Department of Commerce Checklist

During each periodic update cycle, the Washington State Department of Commerce creates checklists for counties and cities to help them ensure all necessary updates are made. The checklist identifies components of comprehensive plans and development regulations that may need updating to reflect the latest local conditions or to comply with Growth Management Act changes since the last periodic update cycle. Attached to this memo is the completed portion of the checklist related to the Housing Element. Below, staff have highlighted the items that need to be addressed.

- Updates are needed to reflect the most recent changes to the Countywide Planning Policies
 - An inventory and analysis of existing and projected housing needs over the planning period, by income band
 - Identification of capacity of land for specific housing types that serve each economic segment of the community
- Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including: zoning that may have a discriminatory effect; disinvestment; and infrastructure availability.
- Establish policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions.
- Identification of areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments.

For more information on the last three bullet points, please see the [WA State Department of Commerce Guidance on Addressing Racially Disparate Impacts.](#)

Question: Does the Council have any concerns, questions, or suggestions on the required update items?

PAB Input:

- Find ways to ensure homeowners on limited incomes are not displaced.

Implementation Progress

The scope of work for this update includes a review of implementation progress on the implementation of goals and policies identified in the 2018 Comprehensive Plan (select amendments made in 2020). Staff have reviewed the Housing Element policies, identifying which have been implemented and how, as well as those that have not yet been implemented. Below is a list of the policies from the Housing Element that remain unimplemented.

- H – 3.2: Encourage new development, remodeling, or adaptation of existing structures for multiple uses including accommodations and access for residents to gather for either impromptu or formal meetings, community affairs, and to provide access to the full range of public services.
- H – 4.6: Consider establishing an inventory of old buildings that could be converted into affordable housing.
- LU – 6.2: Support an ongoing program to inform homeowners, planners, and developers about opportunities to make new and existing housing resource-efficient and environmentally friendly.

It is important to note that most of the City's policies are not implemented just once; rather, they provide ongoing guidance for City actions. Overall, the City has taken some action toward implementing about 90 percent of its housing policies, though some may not be fully realized or are ongoing.

Questions:

- **Are the above policies still valuable in directing the City towards its vision?**
- **Are there any needed adjustments to the above policies to make them clearer or more implementable?**

PAB Input:

- 3.2 – This is not a priority.
- 4.6 – The cost associated with rehab is more than new construction. It is not worth the effort of doing an inventory.
- 6.2 – This is not worth spending City resources on when PSE has a program for this. Could make it simpler by just providing links to other organizations' resources.

Existing Goals and Policies

As mentioned above, goals represent the broad aspirations of a community, offering long-term direction and setting the stage for more detailed policies. They should be aspirational and reflect the community's values and priorities. In contrast, policies are specific, actionable guidelines that outline how to achieve these goals, providing detailed instructions for implementing the community's vision.

Questions:

- **Are the goals and policies consistent with the City's vision?**
- **Do they adequately address the public input received?**
- **What policies do you like?**
- **What is missing?**
- **Which policies could use further clarification?**
- **Should the City consider streamlining or consolidating some of the policies?**

PAB Input:

- 1.1 – Add building heights to this list.
- 4.1 – Add the multifamily tax exemption to this list.
- To address public input, add policies to increase racial diversity and promote equity. Does this mean more multigenerational housing options?

Attachments:

- A. Department of Commerce Checklist – Housing Element
- B. Housing Element Implementation Progress

Please follow these links to find:

- [The complete Comprehensive Plan](#) (Housing Element is pages 49-68 of 184)
- [2023 Housing Action Plan](#)
- [Housing Needs Analysis produced for the Housing Action Plan](#)
- [Department of Commerce guidance on Addressing Racially Disparate Impacts](#)

Periodic Update Checklist for Fully-Planning Cities

Notice: This checklist has been updated with the new 2024 GMA legislation. Rows that include new 2023 and 2024 legislative changes or updated Commerce guidance are shown in light orange , and all statutory changes adopted since 2015 are emphasized in **highlighted** text to help identify new GMA requirements that may not have been addressed during the last periodic update or through other amendments outside of the required periodic update process. Additionally, amendments to the GMA are summarized in [this document](#) on Commerce's [GMA Laws and Rules webpage](#).

City

Staff contact, phone + email

Overview: This checklist is intended to help cities that are fully planning under the Growth Management Act (GMA) conduct the “periodic review and update” of **comprehensive plans** and **development regulations** required under [RCW 36.70A.130 \(5\)](#). This checklist identifies components of comprehensive plans and development regulations that may need updating to reflect the latest local conditions or to comply with GMA changes since the last periodic update cycle (2015-2018).

Local governments should review local comprehensive plan policies, countywide planning policies and multicounty planning policies (where applicable) to be consistent with the new requirements.

Checklist Instructions

Please use the most recent versions of your comprehensive plan and development regulations to fill out each item in the checklist and answer the following questions:

Is this item addressed in your current plan or development regulations? If YES, fill in the form with citation(s) to where in the plan or regulation the item is addressed. Where possible, we recommend citing policy or goal numbers by element rather than page numbers, since these can change. If you have questions about the requirement, follow the hyperlinks to the relevant statutory provision or rules. If you still have questions, visit the Commerce [Periodic Update webpage](#) or contact the [Commerce planner assigned to your region](#).

Is amendment needed to meet current statute? Check YES to indicate a change to your plan will be needed. Check NO to indicate that the GMA requirement has already been met. Local updates may not be needed if the statute hasn't changed since your previous update, if your jurisdiction has kept current with required inventories, or if there haven't been many changes in local circumstances.

Use the "Notes" column to add additional information to note where your city may elect to work on or amend sections of your plan or development regulations, to call out sections that are not strictly required by the GMA, or to indicate if the item is not applicable to your jurisdiction.

Submit your checklist! This will be the first deliverable under your [periodic update grant](#).

PlanView system and instructions: Completed checklists can be submitted through Commerce's PlanView portal. The PlanView system allows cities and counties to submit and track amendments to comprehensive plans or development regulations online, with or without a user account. You can also submit via email: reviewteam@commerce.wa.gov Fill out and attach a [cover sheet](#), a copy of your submittal and this checklist. *Please be advised that Commerce is no longer accepting paper submittals.*

For further information about the submittal process, please visit Commerce's [Growth Management Act Laws and Rules webpage](#).

Need help?

Please visit Commerce's [periodic update webpage](#) for additional resources.

Or contact:

Suzanne Austin, AICP
Senior Planner
Growth Management Services
WA Department of Commerce
509.407.7955
Suzanne.Austin@commerce.wa.gov

Or, [your assigned regional planner](#)

Checklist Navigation

Section I: Comprehensive Plan	Section II: Development Regulations	Appendices
LAND USE	CRITICAL AREAS	APPENDIX A: HOUSING UNIT MINIMUMS PER POPULATION
HOUSING	ZONING CODE	APPENDIX B: ELEMENT UPDATES UNDER HB 1181
CAPITAL FACILITIES	SHORELINE MASTER PROGRAM	
UTILITIES	RESOURCE LANDS	
TRANSPORTATION	ESSENTIAL PUBLIC FACILITIES	
SHORELINE	SUBDIVISION CODE	
ESSENTIAL PUBLIC FACILITIES	STORMWATER	
TRIBAL PLANNING	ORGANIC MATERIALS MANAGEMENT	
CLIMATE CHANGE & RESILIENCY	IMPACT FEES	
ECONOMIC DEVELOPMENT	CONCURRENCY & TDM	
PARKS & RECREATION	TRIBAL PARTICIPATION	
OPTIONAL ELEMENTS	REGULATIONS FOR OPTIONAL ELEMENTS	
CONSISTENCY	PROJECT REVIEW PROCEDURES	
PUBLIC PARTICIPATION	PLAN & REGULATION AMENDMENTS	

Housing Element

New legislation substantially amended the housing-related provisions of the Growth Management Act (GMA), [RCW 36.70A.070 \(2\)](#). Local governments should review local comprehensive plan policies and countywide planning policies to be consistent with the updated requirements. Please refer to [Commerce’s housing webpage](#) for further information. See also [Appendix A](#) of this checklist for the new 2023 minimum housing unit requirements per city population.

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>Notice: For more information about what these housing element requirements involve and what Commerce staff will be reviewing for, please see the Expanded Housing Checklist located on the Updating GMA Housing Elements webpage.</p>				
<p>a. Goals, policies and objectives for:</p> <ul style="list-style-type: none"> the preservation, improvement and development of housing RCW 36.70A.070(2)(b); moderate density housing options including, but not limited to, duplexes, triplexes, and townhomes, within an urban growth area boundary, RCW 36.70A.070(2)(b) and WAC 365-196-410(2)(a); and Consideration of housing locations in relation to employment locations and the role of ADUs. RCW 36.70A.070(2)(d) new in 2021 <p>Notice: These items were separately listed in the previous version of the checklist. No content was changed.</p>	<ul style="list-style-type: none"> Yes: H 2.5, H 4.5, H 4.6, H 4.7, H 4.8, H 4.9 Yes: H 1.3, H 2.3, H 4.10 Yes: H 2.2, H-3.1, H 4.1, H 4.4, H 4.5 	No		Completed: <input type="checkbox"/> Date:
<p>b. An inventory and analysis of existing and projected housing needs over the planning period, by income band, consistent with the jurisdiction’s share of countywide housing need, as provided by Commerce. RCW 36.70A.070(2)(a) amended in 2021, WAC 365-196-410(2)(b) and (c)</p>	No	Yes	This will need to be added in accordance with the updated countywide planning policies.	Completed: <input type="checkbox"/> Date:

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
c. Identification of capacity of land for housing including, but not limited to, government-assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters and permanent supportive housing. RCW 36.70A.070(2)(c) amended in 2021 , WAC 365-196-410(e) and (f)	Yes, Table H-7	Yes	Will need to update this to identify available land for specific housing types that serve each economic segment of the community in accordance with updated state requirements and countywide planning policies.	Completed: <input type="checkbox"/> Date:
d. Adequate provisions for existing and projected housing needs for all economic segments of the community, including documenting barriers and actions needed to achieve housing availability. RCW 36.70A.070(2)(d) amended in 2021 , WAC 365-196-010(g)(ii) , WAC 365-196-300(f) , WAC 365-196-410 and see Commerce’s Housing Action Plan (HAP) guidance: Guidance for Developing a Housing Action Plan .	Yes, pgs. 11-15	Yes		Completed: <input type="checkbox"/> Date:
e. Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including: <ul style="list-style-type: none"> • Zoning that may have a discriminatory effect; • Disinvestment; and • Infrastructure availability RCW 36.70A.070 (2)(e) new in 2021	No	Yes		Completed: <input type="checkbox"/> Date:
f. Establish policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions. RCW 36.70A.070(2)(f) new in 2021	No	Yes		Completed: <input type="checkbox"/> Date:

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p>g. Identification of areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments. RCW 36.70A.070(2)(g) new in 2021</p> <p>Establish anti-displacement policies, with consideration given to the preservation of historical and cultural communities as well as investments in low, very low, extremely low, and moderate-income housing; equitable development initiatives; inclusionary zoning; community planning requirements; tenant protections; land disposition policies; and consideration of land that may be used for affordable housing. RCW 36.70A.070(2)(h) new in 2021</p> <p>See also: Support Materials for Racially Disparate Impacts, Exclusion and Displacement Work</p>	No	Yes		Completed: <input type="checkbox"/> Date:



Housing Element

HOUSING GOALS AND POLICIES

Goal H-1: Innovative and Diverse Housing

Work to provide a mix of housing in Langley and facilitate residential development in the form of single-family homes, duplexes, condominiums, apartments, townhouses, tiny homes, ADU's, housing that allows people to age in place, and other innovative forms of housing.

H- 1.1	<p>Include more flexible development standards to increase housing diversity and affordability including but not limited to:</p> <ul style="list-style-type: none"> • Reducing minimum lot sizes • Increasing density on single family zoned lots • Reducing lot lines to zero for attached multi-family housing • Reducing maximum lot size for clustering • Increasing lot coverage for small lots, accessory dwelling units, and multi-family lots • Reducing setbacks • Narrowing street widths • Permitting shared or common parking between dwellings • Permitting multi-unit housing in single family housing neighborhoods through a form-based overlay. 	<p>Implemented through</p> <ul style="list-style-type: none"> - LMC 17.04.075 - LMC 18.04 - LMC 18.13 - LMC 18.22.155 - LMC 18.22.280 - LMC 18.22.290 <p>Have not reduced lot lines to zero for attached multifamily.</p>
H – 1.2	<p>Encourage developers to design and build innovative housing options including creative housing alternatives for individuals at each stage of life.</p>	<p>Implemented through LMC 18.04</p>
H – 1.3	<p>Enable the ‘missing middle’ housing typology that includes row housing, townhouses and small-scale apartments to be developed as infill within existing single-family neighborhoods.</p>	<p>Implemented through LMC 18.13</p>

Goal H-2: Character and Density

Seek opportunities to ensure that various types and densities of housing are permitted in sufficient numbers to meet projected housing needs, while maintaining the character of existing neighborhoods.

H – 2.1	<p>Expand the areas where multi-family residential housing is permitted.</p>	<p>Implemented through LMC 18.13</p>
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H- 2.2	Encourage attached and detached ADUs in residential zones provided character, scale, and appearance are consistent with the existing dwelling unit.	Implemented through LMC 18.22.155
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H – 2.3	Encourage the distribution of various housing types throughout the city to provide a wide variety of neighborhood settings and avoid undue concentration in particular neighborhoods.	Implemented through LMC 18.13
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H – 2.4	Ensure that new development is sensitive to and reinforces the design character of existing neighborhoods, promotes the pedestrian orientation of neighborhood streets, and encourages street and development patterns that promote social interaction as well as privacy.	Implemented through LMC 18.13, but received feedback that this will need refinement. Also, will be updating the City’s design standards in 2025-2026.
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H – 2.5	Continue the conservation of housing through public investment in the infrastructure needed to service the community (water, sewer, storm drainage, streets, and pathways) and in development regulations necessary to prevent incompatible land uses.	Ongoing policy that continues to guide City actions. Implemented through the Langley Infrastructure Project.
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Goal H-3: Pedestrian Orientation, Community and Safety

Encourage new subdivisions and neighborhoods that are designed to be pedestrian oriented and maintain a development pattern consistent with promoting a sense of community and safety.

H – 3.1	Promote residential development that will facilitate pedestrian and transit access to commercial areas,	Implemented through LMC 18.13.
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	employment, schools, and park or recreational areas.	Updates to the Transportation Element, LMC 15.01, and LMC 18.25 would further support this.
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H- 3.2	Encourage new development, remodeling, or adaptation of existing structures for multiple uses including accommodations and access for residents to gather for either impromptu or formal meetings, community affairs, and to provide access to the full range of public services	Not implemented.
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H – 3.3	Discourage front-access garages and curb cuts. Encourage alleys and shared driveways.	Implemented through LMC 18.13 for multifamily. Not implemented for single-family development.
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H – 3.4	Encourage usable porches facing the street for community vitality and neighborhood surveillance.	Implemented through LMC 18.13 for multifamily. Not implemented for single-family development.
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Goal H-4: Housing Affordability

Enable the opportunity for affordable housing for a diversity of residents within the city of Langley.

H – 4.1	Explore innovative techniques that enable increased housing affordability including but not limited to long term rentals of accessory dwelling units (ADU), a housing trust fund, inclusionary zoning, density bonuses, smaller lot size, elimination of minimum lot size with appropriate open space, expediting permit processing, exempting Real Estate	Implemented: <ul style="list-style-type: none"> - Density bonuses - Waived connection fees - Reduced
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	<p>Excise Taxes (REET) to qualified sellers; incentives such as reduced or waived connection fees and reduced parking requirements, form-based codes, mixed use planned unit development, and other provisions to be determined.</p>	<p>parking requirements</p> <ul style="list-style-type: none"> - Form-based codes - Mixed-use planned unit development - Voluntary inclusionary zoning - Elimination of minimum lot size <p>Not implemented:</p> <ul style="list-style-type: none"> - Housing trust fund - Mandatory inclusionary zoning - Exempting REET
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<p>H – 4.2</p>	<p>Work with Island County and other local governments to investigate and implement regional funding options to support the development and/or maintenance of affordable housing such as a regional housing trust fund, regional housing tax levy, real estate excise tax or other mechanisms.</p>	<p>Implemented through:</p> <ul style="list-style-type: none"> - HB 1590: local sales and use tax of up to one-tenth of one percent for affordable housing, operations and maintenance and associated services. - HB 1406: affordable housing sales tax credit of 0.0146% against the 6.5% state sales tax rate. <p>Not implemented:</p>
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		<ul style="list-style-type: none"> - Housing trust fund - Housing tax levy
H – 4.3	Explore opportunities and mechanisms for workforce housing for residents with incomes between 80% to 120% of Area Median Income (AMI).	Implemented through the City’s Housing Action Plan.
H – 4.4	Encourage new Accessory Dwelling Units (ADU) (both attached and detached) that provide long term rentals using incentives such as reduced connection fees and parking requirements, density bonuses, and permitting more than one ADU on the property that must be served by sewer.	Incentives for ADUs are provided through LMC 18.22.155. They are not specific to long-term rentals, but the City does regulate short-term rentals.
H – 4.5	Study the feasibility of developing an amnesty program to allow owners to regularize existing non-permitted ADU's (both attached and detached).	Implemented through LMC 18.22.155 D and E.
H – 4.6	Consider establishing an inventory of old buildings that could be converted into affordable housing.	Not yet implemented.
H – 4.7	Work to preserve the existing affordable housing stock.	Ongoing policy that continues to guide City actions.
H – 4.8	Work with and support the efforts of nonprofit and governmental housing organizations, such as the Housing Authority of Island County, Saratoga Community Housing, and Habitat for Humanity to develop affordable housing.	Ongoing policy that continues to guide City actions.

H - 4.9	Review the impacts that vacation rentals (Air B&B, VRBO, etc) may be having on long term rentals and housing affordability and if necessary, develop a strategy in response.	Implemented through LMC 5.40 and LMC 18.22.070
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H- 4.10	Allow increased density on existing affordable housing sites.	Already allowed where feasible under zoning code. May want to adjust this language to “encourage” or “incentivize.”
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Goal H-5: Special-Needs Housing

Work with Island County and other appropriate agencies to increase opportunities for residents with special housing needs.

H – 5.1	Encourage special needs housing to be located throughout the City.	Implemented through LMC 18.22.165 and LMC 18.25A
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Goal H-6: Green Housing

Encourage the development of housing and neighborhoods that reduces consumption of water, energy and other resources and are less impactful on the natural environment.

H – 6.1	Reduce barriers and establish development regulations that encourage the development or redevelopment of more energy and water efficient homes and neighborhoods.	Implemented through reduced fee for solar panel permits and through LMC 18.22.250-270.
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H – 6.2	Support an ongoing program to inform homeowners, planners, and developers about opportunities to make new and existing housing resource efficient and environmentally friendly.	Not yet implemented.
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H – 6.3	Facilitate and encourage the use of green building technologies and techniques.	Implemented through reduced fee for solar panel permits and through LMC 18.22.250-270.
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Goal H-7: Mixed Use Neighborhoods

Encourage the creation of mixed-use neighborhoods that integrate a mix of housing types, densities, including affordable housing units, limited commercial services, and access to recreation.

H – 7.1	Establish a mixed-use PUD overlay designation to allow discrete areas to be treated differently and more flexibly than allowed under current zoning standards.	Implemented through LMC 18.26
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H – 7.2	Ensure that mixed use PUD neighborhoods are of sufficient size to promote an appropriate mix of residential and commercial uses.	Implemented through LMC 18.26
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H – 7.3	Limit commercial uses in mixed use PUD neighborhoods to businesses that primarily cater to neighborhood residents, such as small grocery stores, small food service, and personal professional services.	Implemented through LMC 18.26
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