

CITY OF LYNDEN



Mayor
Scott Korthuis

Council Members
Gary Bode
Ron De Valois
Gerald Kuiken
Nick H. Laninga
Brent Lenssen
Kyle Strengolt
Mark Wohlrab

Online (Microsoft Teams) City Council Meeting
City Hall - 300 Fourth Street
March 07, 2022

Members of the public may choose to join the city council meeting telephonically by dialing 1-253- 948-9362 and entering Conference ID **668 661 442#** . It is necessary to enter the # symbol.

Those wishing to join via computer can do so by using the Microsoft Teams meeting link provided on the city's webpage calendar event.

Members of the public wanting to comment on any item *not on the agenda* are encouraged to contact the City Clerk at 360-255-7085. You will be asked to provide your name, address and a brief description of your comment for the council file.

Members of the public wanting to comment on any item *included in the public hearing section of the agenda* are also encouraged to contact the City Clerk prior to the meeting. The audience will be provided an opportunity to comment on each of the public hearing items. You will be asked to provide your name and address for the council record.

The time limit to speak is 3 minutes.

Call to Order

Pledge of Allegiance

Roll Call

Oath of Office

Approval of Minutes

1. Draft Council Minutes- Regular Meeting

Items from the Audience

Scheduled- None

Unscheduled (20 Minutes)- None

Consent Agenda

- [2.](#) Approval of Payroll and Claims
- [3.](#) Resolution No. 1046 – Ambulance Fee

Public Hearing- None

Unfinished Business - None

New Business

- [4.](#) Appointment to Planning Commission – Khush Brar

Other Business

- [5.](#) Public Works Committee Meeting Minutes February 9, 2022
- [6.](#) Community Development Committee Minutes of 2/23/22
- [7.](#) Draft Public Safety Minutes- January-February 2022
- [8.](#) Calendar

Executive Session

Adjournment

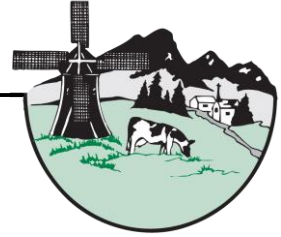
CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	March 7, 2022	
Name of Agenda Item:	Draft Council Minutes- Regular Meeting	
Section of Agenda:	Approval of Minutes	
Department:	Administration	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety <input type="checkbox"/> Finance <input type="checkbox"/> Public Works <input type="checkbox"/> Parks <input type="checkbox"/> Other: N/A	Legal Review:
		<input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:	Draft Council Minutes- Regular Meeting	
Summary Statement:	Draft Council Minutes- Regular Meeting	
Recommended Action:	For Council review.	

CITY OF LYNDEN



CITY COUNCIL MINUTES OF REGULAR MEETING

February 7, 2022

1. CALL TO ORDER

Mayor Korthuis called to order the February 7, 2022, regular session of the Lynden City Council at 7:00 p.m., which was held online, via Microsoft Teams.

ROLL CALL

Members present: Mayor Scott Korthuis and Councilors, Gary Bode, Ron De Valois, Gerald Kuiken, Brent Lenssen, Nick Laninga, Kyle Strengtholt, and Mark Wohlrab.

Members absent: None.

Staff present: Finance Director Anthony Burrows, Fire Chief Mark Billmire, Parks Director Brent DeRuyter, Planning Director Heidi Gudde, Police Chief Steve Taylor, Public Works Director Steve Banham, City Attorney Bob Carmichael, City Administrator John Williams, and City Clerk Pam Brown.

OATH OF OFFICE- None

APPROVAL OF MINUTES

Councilor Strengtholt moved and Councilor Kuiken seconded to approve the January 18, 2022, regular council meeting minutes as presented. Motion approved on a 7-0 vote.

ITEMS FROM THE AUDIENCE

Scheduled: None

Unscheduled: None

2. CONSENT AGENDA

Payroll Liability to January 1 through January 16, 2021

EFT & Other Liabilities

Non-L&I Liabilities

Monthly EFT	\$440,566.24
Check Liability	\$1,545.98
Total Non-L&I Liabilities	\$442,112.22
Quarterly Liabilities	\$14,675.63

Total EFT & Other Liabilities **\$456,787.85**

CITY OF LYNDEN

CITY COUNCIL
MINUTES OF REGULAR MEETING



Payroll Liability to January 16 through January 31, 2021

EFT & Other Liabilities

Non-L&I Liabilities

Monthly EFT	\$564,406.63
Check Liability	\$1,546.77
Total Non-L&I Liabilities	\$565,953.40
Quarterly Liabilities	\$15,250.68

Total EFT & Other Liabilities	\$581,204.08
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Payroll Liability to February 1 through February 15, 2021

EFT & Other Liabilities

Non-L&I Liabilities

Monthly EFT	\$397,798.31
Check Liability	\$1,591.59
Total Non-L&I Liabilities	\$399,389.90
Quarterly Liabilities	\$15,102.00

Total EFT & Other Liabilities	\$415,491.90
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Approval of Claims – February 7, 2022

Manual Warrants No.	<u>23880</u>	through	<u>23881</u>		\$633,312.00
EFT Payment Pre-Pays					\$727,038.67
				Sub Total Pre-Pays	\$1,360,350.67
Voucher Warrants No.	<u>23900</u>	through	<u>23947</u>		\$333,448.68
EFT Payments					\$0.000
				Sub Total	\$333,448.68
				Total Accts. Payable	\$1,693,799.35

Reappointment of Committee Members

Appointment of Joel VanderHoek to Berthusen Park Advisory Committee

Ordinance No. 1643- Setting the Final Property Tax for 2022

Ordinance No. 1644- Complete Streets Policy

Councilor Bode moved, and Councilor Laninga seconded to approve the Consent Agenda. Motion approved on a 7-0 vote.

CITY OF LYNDEN

CITY COUNCIL MINUTES OF REGULAR MEETING



3. PUBLIC HEARING - None

4. UNFINISHED BUSINESS- None

5. NEW BUSINESS - None

6. OTHER BUSINESS

Councilor Lenssen reporting for the Public Safety Committee:

- Police and Fire department overtime
- Fire department recruitment
- Ambulance fee rate increase
- Fire department 2021 Annual Report
- Local thefts
- Plans for jail in Whatcom County
- COVID rampant through Fire and Police staff

Councilor Lenssen reporting for the Community Development Committee:

- January 19 CDC meeting re: survey and responses on CSL zoning

Councilor Bode reporting for the Public Works Committee:

- Procurement of bridge girders for Main Street
- West Front Street reconstruction bids
- KOA erosion and stormwater
- Bradley Road roundabout
- Front Street settlement issues
- Sixth Street sewer pipe
- Plans for the wastewater plant buildings
- Commendation to the public works crew for the great work they did with snow removal.

7. EXECUTIVE SESSION

Council entered executive session at 7:20 p.m. to discuss consideration of site selection or acquisition of real estate purchase or lease as allowed by RCW 42.30.110 (1)(c). The executive session was expected to last 10 minutes without a decision.

Council reconvened at 7:30 p.m.

CITY OF LYNDEN

CITY COUNCIL
MINUTES OF REGULAR MEETING



8. ADJOURNMENT

The February 7 2022, regular session of the Lynden City Council adjourned at 7:30 p.m.

Pamela D. Brown, MMC
City Clerk

Scott Korthuis
Mayor

DRAFT

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	March 7, 2022	
Name of Agenda Item:	Approval of Payroll and Claims	
Section of Agenda:	Consent	
Department:	Finance	
Council Committee Review:	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:	None	
Summary Statement:	Approval of Payroll and Claims	
Recommended Action:	Approval of Payroll and Claims	

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	February 22, 2022	
Name of Agenda Item:	Resolution No. 1046 – Ambulance Fee	
Section of Agenda:	Consent Agenda	
Department:	Fire	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input checked="" type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other:
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input checked="" type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Attachments:	Resolution No. 1046 – Ambulance Fees	
Summary Statement:	<p>Effective the beginning of 2022, surrounding Whatcom County EMS agencies adjusted their mileage rate to \$17, in addition to their base transport fee.</p> <p>Resolution No. 1046 would adjust Lynden's loaded mileage rate from \$15 to \$17 for 2022. Moving forward, at the beginning of each new year, it will also allow the Lynden Fire Department to adjust the mileage rate in conjunction with other Whatcom County EMS agencies.</p> <p>The base rate will adjust annually based on the previous 12-month October to October average CPI-U for the greater Seattle area but will not decrease.</p>	
Recommended Action:	Approve Resolution No. 1046	

RESOLUTION NO. 1046

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LYNDEN, WASHINGTON,
REGARDING THE RATES CHARGED FOR BLS AMBULANCE SERVICE**

WHEREAS, The BLS Emergency Transport rate established by Resolution 967 is hereby revised from and reestablished at the base rate of \$725. Mileage at a rate of \$17 per loaded mile calculated to the tenth of a mile will be added to the base transport rate.

WHEREAS, BLS ambulance fees will continue to be adjusted annually on January 1st based on the previous 12-month average October to October CPI-U for greater Seattle area, but shall not be decreased. Rates will be rounded to the nearest whole dollar. January 1st of each year the mileage rate will be adjusted to the same rate adopted by the majority of Whatcom County EMS agencies.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lynden, Washington, believes it is in the City’s best interest to increase ambulance revenues to offset the cost associated with providing emergency medical services.

PASSED BY THE CITY COUNCIL OF THE CITY OF LYNDEN BY AN AFFIRMATIVE VOTE, _____ IN FAVOR _____ AGAINST AND SIGNED BY THE MAYOR THIS _____ DAY OF FEBRUARY 2022.

MAYOR

SCOTT KORTHUIS

ATTEST:

CITY CLERK Pamela D. Brown

APPROVED AS TO FORM:

CITY ATTORNEY Robert A. Carmichael

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	March 7, 2022	
Name of Agenda Item:	Appointment to Planning Commission – Khush Brar	
Section of Agenda:	New Business	
Department:	Planning Department	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Other: <u>_Mayor_</u>
	Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required	
Attachments:		
Planning Commission Application of Khush Brar		
Summary Statement:		
<p>The Council is being asked to consider and confirm the Mayor’s appointment of Khush Brar to a four-year term on the City’s Planning Commission.</p> <p>Ms. Brar has expressed an interest in serving the community by taking a seat on the Planning Commission which she detailed in her attached application.</p> <p>The Mayor has appointed Khush to a four year term beginning March 8, 2022 and ending March 2026 and asks that the Council confirm this appointment. This confirmation will mean that all seats on the Planning Commission are currently filled.</p>		
Recommended Action:		
Motion to confirm the appointment of Khush Brar to the Lynden Planning Commission to begin a four-year term beginning March of 2022 and concluding in March of 2026.		

CITY OF LYNDEN



ADMINISTRATION DEPARTMENT
Scott Korthuis, Mayor
(360) 354-1170, Option #5

Application for Appointment to Boards and Commissions

<input type="radio"/>	Civil Service Commission
<input type="radio"/>	Historic Preservation Commission
<input checked="" type="radio"/>	Planning Commission

Name: KHUSHDIP KAUR BRAR Date: 02/02/2022
 Street Address: AARON DR
 City: LYNDEN Zip Code: 98264
 Mailing Address (if different from street address): SAME AS ABOVE
 Day Telephone: 360- Evening Telephone: SAME AS DAY Cell Phone: 360-
 E-mail address: _____

1. Name of Board or Commission: PLANNING COMMISSION

2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you're applying? (If applicable, please refer to posting.) yes no

3. Are you a US citizen? yes no

4. Are you registered to vote in Whatcom County? yes no

5. Have you ever been a member of a Board/Commission? yes no
If yes, which: _____ Dates: _____

6. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with the City of Lynden? yes no If yes, please explain: _____

You may attach a résumé or detailed summary of experience, qualifications, & interest in response to the following questions.

7. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education:


BOOKKEEPING TAX FORMS
CUSTOMS AND FREIGHT BROKERAGE FOOD SAFETY MANAGEMENT
BUDGETING OFFICE MANAGEMENT

8. Please describe why you're interested in serving on this board or commission:

Lynden is home to my family and to our future generations hence I would want to contribute in preserving its history and legacy while incorporating advancement in the community that we live in.

9. References- please include daytime telephone number:

SUKHWANT SINGH GILL (FORMER COUNCIL MEMBER AT LARGE-BLAINE) 360-220-1844
ASHLEY BUTENSCHOEN (PRECINCT OFFICER FOR WHATCOM REPUBLICANS) 360-224-4123
RAJ GREWAL (REALTOR) 360-815-9290

Signature of applicant: 

THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the above information will be available to the City Council, City Administrator, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, City staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.

CITY OF LYNDEN

EXECUTIVE SUMMARY – City Council



Meeting Date:	February 22, 2022	
Name of Agenda Item:	Public Works Committee Meeting Minutes February 9, 2022	
Section of Agenda:	Approval of Minutes	
Department:	Public Works	
<u>Council Committee Review:</u>	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
<u>Legal Review:</u>	<input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:	February 9, 2022 Draft Public Works Committee Meeting Minutes	
Summary Statement:	Draft minutes for the February 9, 2022 Public Works Committee meeting.	
Recommended Action:	For Review	



PUBLIC WORKS COMMITTEE MINUTES

4:00 PM February 9, 2022

City Hall 2nd Floor Large Conference Room

1. ROLL CALL

Members Present: Mayor Scott Korthuis; Councilors Gary Bode, Ron De Valois and Jerry Kuiken

Staff Present: City Administrator John Williams; Public Works Director Steve Banham; Programs Manager Mark Sandal; Office Manager Heather Sytsma; and Sr. Admin. Assistant Jessica King

Public Present: Gary Vis

2. ACTION ITEMS

A. **Approve Minutes from January 12, 2022**

De Valois motioned to approve the minutes, and Kuiken seconded the motion.

Action

The minutes from January 12, 2022, were approved.

B. **Pine Street Bridge and 75-Foot Channel North of Main Street**

Staff is requesting to proceed with preliminary design and environmental permitting for the Pine Street bridge and 75-foot-wide City-owned corridor north of Main Street to Westview Place. Preliminary design is required to provide enough data to be eligible to apply for federal funding for this project. The Committee discussed potential federal funding as water from Canada is flowing across the border and causing flooding, thus the federal government may have more resources to deal with this issue. Korthuis has mentioned this when talking with Washington state and federal legislators about the recent flooding.

The Committee is in support of continuing design and environmental permitting for the Pine Street bridge and 75-foot-wide City-owned corridor north of Main Street for a future federal funding application.

The Committee briefly discussed November 2021 flooding and proposed WSDOT culvert replacements on Badger Road with larger culverts. Staff and the Committee feel the culvert upsizing by WSDOT is likely to exacerbate the problem. A letter was written in 2021 to WSDOT expressing the City's concerns.

Action

The Public Works Committee concurred to support proceeding with preliminary design and environmental permitting for the Pine Street bridge and 75-foot-wide City-owned corridor north of Main Street.

3. INFORMATION ITEMS

A. Six Year Transportation Improvement Plan (2023-2028)

Last year’s Six Year Transportation Improvement Plan (STIP) was distributed for information only. The draft 2023-2028 STIP will distributed for discussion at the next Public Works Committee meeting.

De Valois asked about sidewalks on Garden Drive and about the alley on Judson Street Alley. Staff discussed the need to acquire additional right-of-way on Judson Street Alley.

The Committee recommended removing “Wayfinding Signs” from the STIP.

Vis asked about adding trails to the STIP to improve opportunities for funding. Staff will research this and will also be participating in a Recreation Conservation Office webinar later this month with the Parks Department.

B. KOA Stormwater Pond Update

Banham stated that staff continues to explore the issues around the KOA stormwater pond flooding. Banham stated he will contact Eddie Martin regarding this.

C. Sale of West Lynden Pond Capacity by Scholten’s Equipment

Banham stated that the City was contacted by Scholten’s Equipment in 2017 regarding selling their stormwater capacity in the West Lynden Pond; however, at that time there were no benefitting parties interested. Scholten’s is now interested in selling their excess capacity to incoming industrial development. Banham stated this is a private sale, but the City is responsible for confirming that the capacity being sold is the same as the capacity available.

D. Wastewater Treatment Plant – Future Upgrades

Banham distributed a summary of the most cost-effective actions for adding wastewater treatment plant capacity due to expanding industrial use and residential growth. Banham noted that this needs to be acted on soon because the proposed wastewater improvements timeline for construction is 2025 to 2026.

Banham added that there will eventually need to be a secondary clarifier, which isn’t required as soon, but still will require extensive permitting because of the floodway. He added that staff will be pursuing potential grant and loan funding for this expansion. The sewer fund has been collecting connection fees for capital improvements and has a healthy balance.

The first step in this process is to obtain Ecology’s approval of the engineering report before soliciting engineers to perform this project.

E. Whatcom County ARPA Funding Requests

Banham stated that the following funding requests were submitted to Whatcom County for review:

- South Park Water, Street, and Sidewalk Improvements
- Main Street Bridge at Pepin Creek

F. Department of Ecology Grants

Banham stated that the annual draft list of Department of Ecology recommended projects for approval by the Washington State Legislature includes funding for 9th Street and a Street Sweeper. The 9th Street funding wouldn't be available until July 2022. Staff is planning to combine the 8th Street (awarded in 2021) and 9th Street projects into a single 2023 construction project.

G. Projects:

WSDOT Culverts

Banham stated WSDOT has the culvert replacement on Badger Road scheduled for 2022 construction (at Duffner and Pepin). The culvert replacement on Guide Meridian at Duffner Creek is scheduled for 2023.

Bradley Road

Staff is coordinating with the Lynden School District/Lynden High School and is meeting with them next week to discuss plans for a roundabout and high school parking revisions.

Pepin Creek Main Street Bridge

Staff is working on obtaining private property easements for this project and reviewing the 90% design submittal.

Pepin Creek Relocation

Staff is preparing the SEPA application for Planning Department review and determination. This will give tribes and WDFW the opportunity to respond with any concerns.

Main Street Roundabout

This project requires obtaining right-of-way from Whatcom County at the unique Main Street – Berthusen Road intersection. Construction is scheduled for 2023.

Cedar Drive

Staff is developing a cost estimate for 2023 or later construction. This project will include stormwater and sewer improvements, including a sewer pump station.

South Park Street/Waterline

This project is scheduled for 2022 construction using City Transportation Benefit District (TBD) and water funds.

6th Street Sewer CIPP

The pipe has been cleaned. Bid advertisement scheduled for April with construction in May or June.

Grover Street Overlay

Work will occur on Grover Street between 3rd and Lawrence Streets. Staff is working to schedule surveyors, and construction could possibly be delayed until after the Fair. This project uses Washington State Transportation Improvement Board and TBD funds.

East Front Street Stabilization

Sandal stated staff is waiting for a revised scope from GeoEngineers.

West Front Street

Staff is working with Lynden Door to finalize a latecomer assessment for the property on the north side of West Front Street. Staff is also working on finalizing stormwater design and confirming pipe capacity into the West Lynden Detention Facility during high flows.

Industrial Condensate Outfall

Strider Construction's materials staging will occur below the reservoir this month.

Lynden Recreation Center

The siding project is being completed.

4. ITEMS ADDED:

A. Traffic Issue on Pine Street

The Police Department was contacted by concerned parents regarding traffic volume and activity on Pine Street south of Isom Elementary School. People are dropping students off on Pine Street, instead of on Benson Road, and then doing U-Turns in the street and at the intersection south of the school. The City may be able to expand the school zone and add 20 MPH signs. Staff will contact the school district to discuss this issue.

B. Request for Traffic Light on Grover Street at Nooksack Avenue

De Valois stated he was approached by a concerned citizen who requested a traffic light at the intersection of Nooksack Avenue and Grover Street. Banham stated that he will request that staff collect traffic counts in this area. If warranted, staff will consider adding this to the Six Year Transportation Improvement Plan.

C. Pepin Parkway – Opposition to a Road Directly through Park

De Valois stated the last Parks Committee meeting met with opposition to Pepin Parkway going through the park. Banham stated that he and Parks Director DeRuyter met with Chris Overdorf who is helping to developing the Parks Master Plan. There will be an open house opportunity for Benson Park.

D. Lynden Fire Department Plaque

The dedication plaque is now installed on the renovated Fire Department building.

The meeting was adjourned at 5:30 p.m.

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	March 7, 2022	
Name of Agenda Item:	Community Development Committee Minutes of 2/23/22	
Section of Agenda:	Other	
Department:	Planning Department	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input checked="" type="checkbox"/> Review Not Required
Attachments:		
Draft Meeting Minutes of Community Development Committee		
Summary Statement:		
Draft CDC Minutes of 2/23/22 attached for review.		
Recommended Action:		
Council review.		

CITY OF LYNDEN

PLANNING DEPARTMENT
Heidi Gudde – Planning Director
(360) 354 - 5532



COMMUNITY DEVELOPMENT COMMITTEE

MINUTES

4:00 PM February 23, 2022
2nd Floor Conference Room, City Hall

1. ROLL CALL

Council Members: Kyle Strengtholt, Brent Lenssen, Gary Bode
Staff: Dave Timmer, Heidi Gudde, John Williams

2. APPROVAL OF MINUTES

- a. Community Development Committee Meeting Minutes of 1/19/22

3. DISCUSSION ITEMS

- a. Mixed-Use Zoning Code Amendment

Review of Survey Results. Committee and staff reviewed the survey results and conclusions from an online stakeholder survey conducted after the last CDC meeting. Many of the respondents own commercial property or manage rentals within the City. The Committee discussed the survey conclusions which generally indicated strong support of medium to high density housing near existing commercial centers. Results suggested that these sites be maximized with housing units with few commercial requirements or reservations of open / recreational space. The Committee, while interested in the survey results, noted that most respondents stand to profit from higher densities and fewer design requirements. Council members indicated support for on-site amenities enhance the quality of life within the multi-family developments. Noted that in today’s housing market renters may include young families that are not able to purchase due to property costs. This creates a wider demographic of renters within multi-family housing developments.

Parcel by Parcel Review. Gudde presented maps which she had created to generally illustrated which properties would become eligible for the mixed-use overlay under the current proposal. Gudde explained that the proposed criterion for eligibility is: properties that have a CSL or CSR zoning, are within ¼ mile of an existing qualifying commercial center, and are at least 1 acre in size (or 1 acre of common ownership).

The Committee also reviewed which parcels would be candidates for transitioning to residential land uses. Some areas that would transition to residential land uses would become legal non-conforming because of the way the building was constructed or because businesses already exist on the property.

The group discussed the potential need for buffers between industrial and these mixed-use properties. The group also discussed the criteria associated with mixed-use eligibility and what constitutes a “qualifying commercial center”. Drafted criteria include centers which have a minimum of 30,000 sf of commercial space and at least 8 commercial entities which are open to the public.

West Lynden annexation area was reviewed as well. Proposed changes here would be established through an amendment to the Future Land Use Map in the City’s Comprehensive Plan. The Committee indicated support for a proposed shift of planned commercial area south of Birch Bay Lynden Road to transition to industrial and residential land uses which are in higher demand. The Committee also agreed with staff’s suggestion that the future residential areas come into the City with a lower housing density if the mixed-use ordinance is passed that allows for high density housing near commercial centers (as presented). The Committee speculated that additional support for the annexation could be garnered if properties were shifted away from the commercial land use designation. Generally, if capacity for multi-family housing is increased around commercial centers, the City may want to focus on single-family housing in other residential areas of the City to maintain the goal of providing opportunities for single-family housing.

Review of Design Standards and Potential Required Components. The group discussed some of the design requirements presented at the last CDC meeting including the division of mixed-use site and designated uses. The flex space requirement which is designed for pedestrian use but also holds area in reserve for future commercial. Also, the required open space and multi-family amenities.

The Committee agreed that mixed use developments should be required to provide usable recreational space for residents. Inaccessible critical areas (steep slopes, wetlands, etc) cannot be used to meet this requirement but could potentially reduce the required amount of recreational open space. The group also discussed the potential of reducing an open space requirement if the property was located near a public park. Noting, too, that many of the proposed eligible properties are not near public parks.

Conclusions:

- Staff will continue to draft the mixed-use overlay code consistent with the concepts presented so far.

- Staff will consider adjacent land uses, buffering, and how some of our larger ag-equipment commercial properties could be impacted. Also, considering what merit there is in preserving retail opportunities west of the Guide.
- Consider shifting the criteria associated with “qualifying commercial centers” so that the Fair Square would also be included.
- Committee is interested in adding open space requirement to multi-family developments (those not using the mixed use overlay) especially when they are not located within walking distance of a park (an RM-3 example was used) so that resident amenities such as playgrounds are provided.
- A City-lead Comp Plan Amendment will be done by the Planning Department which will collect the parcels that are shifting land uses and amendments to the future land use map for areas within the City’s UGA.
- Consider implications related to the potential conversion of commercial centers to residential uses.
- Staff will continue to move this amendment forward. Planned workshop with the Planning Commission on March 24.
- CDC will see the amendment again on the March 23rd CDC meeting.

b. Parking Code Amendment

Timmer reviewed the status of the parking code amendments which he has been working on at the CDC’s request. Proposed amendments were summarized in the meeting’s executive summary. It was noted that much of the code has been revised to be more concise and user-friendly. Changes generally remove some opportunities for parking reductions. The amendment proposes to reduce the size of a parking stall from 21 feet in length to 19 feet in length.

The Committee was supported of the proposed changes. Discussed, specifically, the change to the parking requirements north of the HBD along the Grover Street frontage. This area would benefit from reduced parking requirements as many of the structures are existing and redevelopment is difficult without the opportunity to add on-site parking.

Conclusions:

- Staff will continue to move this amendment forward. Planned workshop with the Planning Commission on March 24.
- CDC will see the amendment again on the March 23rd CDC meeting.

c. Planned Residential Development Code regarding CCR Approval (LMC 19.29.130)

Gudde introduced this topic. It relates the City’s existing code on approving CCRs of new PRDs as well as a requirement to review amendments to CCRs. Legal counsel and staff are proposing that, upon formation of a PRD, staff should have an opportunity to comment on CCRs to ensure consistency with the approved PRD and City code however, that the City abstain from approving CCRs. Staff proposed that subsequent amendments to CCRs not be reviewed by the City. The City does not enforce private CCRs and has no effective means of monitoring when CCRs might be amended. Additionally, Gudde noted, it is important to consider why the City would be reviewing CCRs – simply for consistency with development standards and not in relation to voting structure, assessments, or any other private management issues.

Committee indicated support for the amendment. Staff noted that although other sections of the PRD code could benefit from an update, at this time, staff capacity limits the amendment to just this section.

Conclusions:

- Staff will continue to move this amendment forward.

Next Meeting Date: March 23, 2022

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:		March 7, 2022
Name of Agenda Item:		Public Safety Draft Minutes- January-February 2022
Section of Agenda:		Other Business
Department:		Police
Council Committee Review:		Legal Review:
<input type="checkbox"/> Community Development	<input checked="" type="checkbox"/> Public Safety	<input type="checkbox"/> Yes - Reviewed
<input type="checkbox"/> Finance	<input type="checkbox"/> Public Works	<input type="checkbox"/> No - Not Reviewed
<input type="checkbox"/> Parks	<input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Review Not Required
Attachments:		
Public Safety Draft Minutes- January-February 2022		
Summary Statement:		
Public Safety Draft Minutes- January-February 2022 attached for review.		
Recommended Action:		
For Council review.		

CITY OF LYNDEN

FIRE DEPARTMENT

Mark Billmire, Fire Chief
(360) 354-4400



Public Safety Committee Meeting Minutes

Online (Microsoft Teams)
4:00 PM January 13, 2022

Call to Order

Roll Call

Members Present: Mayor Scott Korthuis and Councilors Mark Wohlrab, Brent Lenssen, and Gerald Kuiken

Staff Present: City Administrator John Williams, Chief Mark Billmire, Chief Steve Taylor, Assistant Chief Ryan Yoshimoto, and HR Manager Kim Clemons

Approval of Minutes

1. Approval of December 2, 2021 meeting minutes

The December 2, 2021 meeting minutes were approved.

Items from the Audience *Scheduled/ Unscheduled*

None.

Committee Items

2. Public Safety Overtime

December overtime for Fire was 359 hours. The 1 part-time employee worked a maximum of 120 hours, and the 1 volunteer worked 60 hours.

Police overtime was at 367 hours, over half for shift coverage. The newly hired officers are still on FTO status, 1 sergeant on extended FMLA, 1 light duty, several out on sick leave, and bereavement leave. The remaining overtime comprised of holiday, range, etc.

Fire Department Items

3. Staffing

There is one current opening that will be filled on January 16th; however, another vacancy is anticipated as of January 31st. Chief Billmire stated the current hiring list has been exhausted and the process has been started to create a new eligibility list for both part-time and full-time positions. The part-time positions worked out great, but most have either been hired as full-time firefighters here or moved on to other agencies.

4. SSM Update

Danielle Ingham has been offered and accepted the Support Services Manager position, scheduled to start on January 16th. Sarah Silvas has been able to return periodically and offer some training.

5. Fire Monthly Report

Chief Billmire presented the monthly report for December, noting another busy month with 210 calls, 73% EMS calls, 42% overlapping calls. Aid given 16 times, aid received 8 times, 2 in which no Lynden units were available. There were 8 COVID watch calls, and average response time was 4:21. Alcoa donated 4 Connex containers to the department for use at the training site for drill scenarios.

Police Department Items

6. Hiring Update

Officer Lipton started in December, now finishing his FTO training and should be on his own in a few weeks. Officer Ellis started on January 3rd beginning FTO training, expected to last 8 weeks. Both officers are experienced laterals from WA State Patrol.

The sergeant on extended FMLA leave is hoping to return to light duty soon, and possibly to full duty at the end of February.

7. Police Monthly Report

Chief Taylor presented the monthly report for December with 610 total calls, noting an uptick in assaults, domestic violence, and theft categories for the year. The continued pandemic mandates and stress is likely a contributing factor to calls related to public order maintenance, disorderly, domestic, etc.

Added Items

8. City Administrator John Williams overviewed a proposed resolution that will be on the next City Council meeting agenda, adopting the county wide natural disasters plan, which is necessary to be eligible for FEMA funds. The city has participated in the plan in the past, this being the third time it's renewed.

Adjournment

Meeting adjourned at 4:27 p.m.

CITY OF LYNDEN

POLICE DEPARTMENT

Steve Taylor, Police Chief

(360) 354-2828



Public Safety Committee Meeting Minutes

Online (Microsoft Teams)

4:00 PM February 03, 2022

Call to Order

Roll Call

Members Present: Mayor Scott Korthuis and Councilors Mark Wohlrab and Brent Lenssen

Members Absent: Gerald Kuiken

Staff Present: City Administrator John Williams, Chief Mark Billmire, Chief Steve Taylor, Assistant Chief Ryan Yoshimoto, Lieutenant Russ Martin, Lieutenant Jeremy Bos, Support Services Managers Holly Vega and Danielle Ingham

Approval of Minutes

Items from the Audience

Scheduled/Unscheduled

None.

Committee Items

1. **Public Safety Overtime**

Fire Department overtime was at 435.5 for January; 5 firefighters were out due to COVID. Police Department overtime was also up in January due to officers out on COVID leave.

Fire Department Items

2. **Staffing Update**

Chief Billmire welcomed Danielle Ingham, the new Support Services Manager. There is a current full-time firefighter opening, interviews scheduled for next week followed by Chief's interviews. An eligibility list should be ready to be certified at the next civil service meeting in February and hope to have someone onboard March 1st.

3. **Ambulance Fee Resolution**

Chief Billmire overviewed the proposed ambulance fee resolution, similar to the one in 2017. It establishes a means to stay consistent with ambulance mileage rates. Councilor Lenssen recommends moving forward to full council.

4. Fire Monthly Report – January

Chief Billmire presented the monthly report for January, another busy month with 204 calls, 78% EMS, 34% overlapping calls. Aid given 21 times, aid received 6 times, 1 of which no Lynden units available. There were 18 COVID watch calls, and average response time was 4:32. Significant accidents occurred on the Birch Bay Lynden Rd.

5. Fire 2021 Annual Report

Fire 2021 Annual Report was reviewed, topping over 2000 for the year. Annual stats and a pictorial of calls included in the packet. Chief Billmire also has a pictorial of the station renovation available in the station lobby.

Police Department Items

6. Police Monthly Report – January

Chief Taylor presented the monthly report for January noting a decrease in assaults and an increase in thefts. The jail has been unable to operate fully functionally due to COVID restrictions and infrastructure issues, which seems to be a direct correlation to the increase in property crimes, as there is no immediate consequence. Violent crime offenders are still able to be booked into jail.

Staffing has been a struggle the last month as almost every employee has been out with COVID at some point. Officer Lipton has completed FTO training and is on his own; Officer Ellis is well on his way to follow in about a month.

Adjournment

Meeting adjourned at 4:29 p.m.

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:		March 7, 2022
Name of Agenda Item:		Calendar
Section of Agenda:		Other Business
Department:		Administration
Council Committee Review:		Legal Review:
<input type="checkbox"/> Community Development	<input type="checkbox"/> Public Safety	<input type="checkbox"/> Yes - Reviewed
<input type="checkbox"/> Finance	<input type="checkbox"/> Public Works	<input type="checkbox"/> No - Not Reviewed
<input type="checkbox"/> Parks	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Review Not Required
Attachments:		
Summary Statement:		
Recommended Action:		

March 7, 2022
Monday

12:00 AM - 9:00 AM

Mayor Out

All Day

Tim Holleman & Loral Fenton

7:00 PM - 9:00 PM

Online Council Meeting - Microsoft Teams -- Microsoft Teams Meeting; - ONLINE MEETING
I will re-send this link closer to the meeting date.

Pam

Microsoft Teams meeting

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March 8, 2022
Tuesday

8:30 AM - 9:30 AM

Leadership Team Meeting -- Annex Council Chamber; With Masks

March 9, 2022
Wednesday

4:00 PM - 6:00 PM

Public Works Committee -- Microsoft Teams Meeting; City Hall 2nd Floor Large Conference Room
This meeting is being rescheduled to January 12th due to weather.

Thank you,

March 15, 2022 Continued

Tuesday

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3D&reserved=0

Meeting ID: 951 6632 0223
Passcode: 863319
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+16699009128,,95166320223#,,,,*863319# US (San Jose)

Dial by your location
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+1 669 900 9128 US (San Jose)
+1 346 248 7799 US (Houston)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)

Meeting ID: 951 6632 0223
Passcode: 863319
Find your local number: <https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fportofbellingham.zoom.us%2Fu%2FahrHfre1Q&data=04%7C01%7Cwilliamsj%40lyndenwa.org%7C28bfe2978dc047eec3a308d9ceee5e6a%7C2672d8dab19a41e0a467d35f7e9eaf7c%7C0%7C0%7C637768345463050169%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Iik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=MWM%2BFnl1Szf1ZkJo60vSKaAvI8j8kA69Tb9dpb%2Bcq%2Bw%3D&reserved=0>

March 16, 2022

Wednesday

All Day	WMCA Training -- Pasco WA Please See Above
All Day	Court -- Annex Council Chamber; Annex South East Conference Room; Annex East Training Room; Annex North East Conference Room

March 17, 2022
Thursday

All Day WMCA Training -- Pasco WA Please See Above

March 18, 2022
Friday

12:00 AM - 5:00 PM WMCA Training -- Pasco WA Please See Above

All Day PAYDAY

March 19, 2022
Saturday

All Day Email GB/RD Packets Ready Saturday

March 21, 2022
Monday

All Day COUNCIL

3:00 PM - 4:00 PM Finance Committee -- Microsoft Teams Meeting

Microsoft Teams meeting

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March 21, 2022 Continued

Monday

4:00 PM - 5:00 PM

Parks Committee Meeting -- City Hall 1st Floor Large Conference Room