



NOTICE OF WORKSHOP MEETING

Council Chambers, 865 SE Barrington Drive

This meeting may be viewed live on YouTube www.youtube.com/cityofoakharbor and on Facebook, or on Channel 10/HD 1090 following the meeting.

NOTICE IS HEREBY GIVEN that the Oak Harbor City Council will hold a Workshop Meeting on May 24, 2023 at 2:00 PM discuss the following agenda items. This meeting will be held in the Council Chambers, 865 SE Barrington Drive .

DATED this 19th day of May, 2023.

Julie Nester, City Clerk

The City Council may meet informally in workshop sessions (open to the public) to do concentrated strategic planning, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Administrator, provided that all discussions and conclusions thereon shall be informal Council may elect disposition of any item if noticed for action at a workshop meeting. Public comment is not normally allowed at workshop meetings, although Council may allow, or request participation.

**** Please Note: Action will be taken****

WORKSHOP MEETING

MAY 24, 2023 CITY COUNCIL AGENDA AT 2:00 PM

- 2:00 P.M. MAYOR**

- 2:05 P.M. PARKS & RECREATION**
 - a. PARKS & RECREATION STAFFING SUPPORT

- 2:20 P.M. DEVELOPMENT SERVICES**
 - a. MULTI-FAMILY TAX EXEMPTION PROGRAM PRESENTATION
 - b. ACTIVE TRANSPORTATION PLAN UPDATE

- 3:00 P.M. ADMINISTRATION**
 - a. CITY ADMINISTRATOR'S REPORT

- 3:10 P.M. CITY COUNCIL**
 - a. INTERVIEWS OF SHORT-LISTED APPLICANTS FOR CITY COUNCIL POSITION 4
 - b. EXECUTIVE SESSION: TO EVALUATE THE QUALIFICATIONS OF APPLICANTS FOR APPOINTMENT TO ELECTIVE OFFICE - CITY COUNCIL POSITION NO. 4, PER RCW 42.30.110(1)(H)

- c. ACTION ITEM: APPOINTMENT OF SELECTED APPLICANT TO ELECTIVE OFFICE - OAK HARBOR CITY COUNCIL POSITION NO. 4

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: May 24, 2023
Subject: a. Parks & Recreation Staffing Support

FROM: Brian Smith, Parks & Recreation Director

SUMMARY STATEMENT

Presentation and discussion with Council on the restructure of Parks and Recreation and staffing needs.

ATTACHMENTS

1. [Parks and Recreation Staffing Support](#)

PARKS & RECREATION STAFFING SUPPORT

City Council Workshop

PARKS & RECREATION DEPARTMENT

- Created in 2022 from Marina, Senior Services, Parks
- Repurposed Parks Manager FT Slot
- Need for Recreational Programming for all ages
- Need to renovate and revitalize end of useful life facilities
- Need for Additional and higher standard of Services and Amenities
- Revenue Sources for Improvements and Growth
- Structure for the Future to support the Vision of City Plans



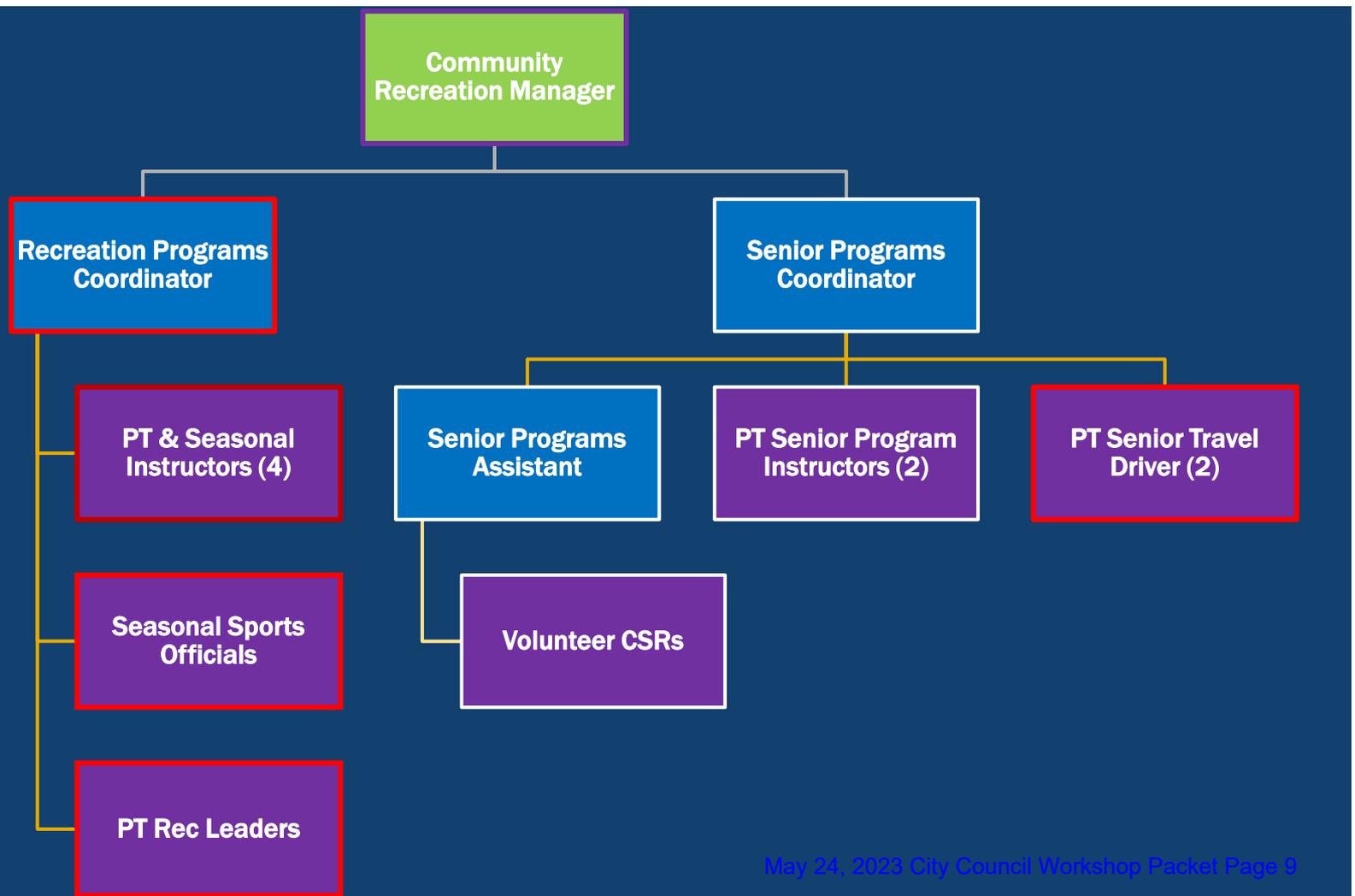
SENIOR SERVICES CHANGE

- Change the name of the Division
- Recreation programs for all ages
- Arts programming
- Sports field reservations
- Special events
- Community Special events permitting assistance
- Therapeutic Recreation for Special Needs and Adaptive Programs



SENIOR SERVICES POSITION CHANGES

- Senior Services Administrator (Re-Class to Community Recreation Manager: \$12,902)
- Recreation Coordinator (New: \$98,700)
- 2 PT Senior Travel Drivers (New: \$18,610)
- PT/Seasonal Sports Officials & Instructors (New: \$46,524)



PARKS POSITION CHANGES

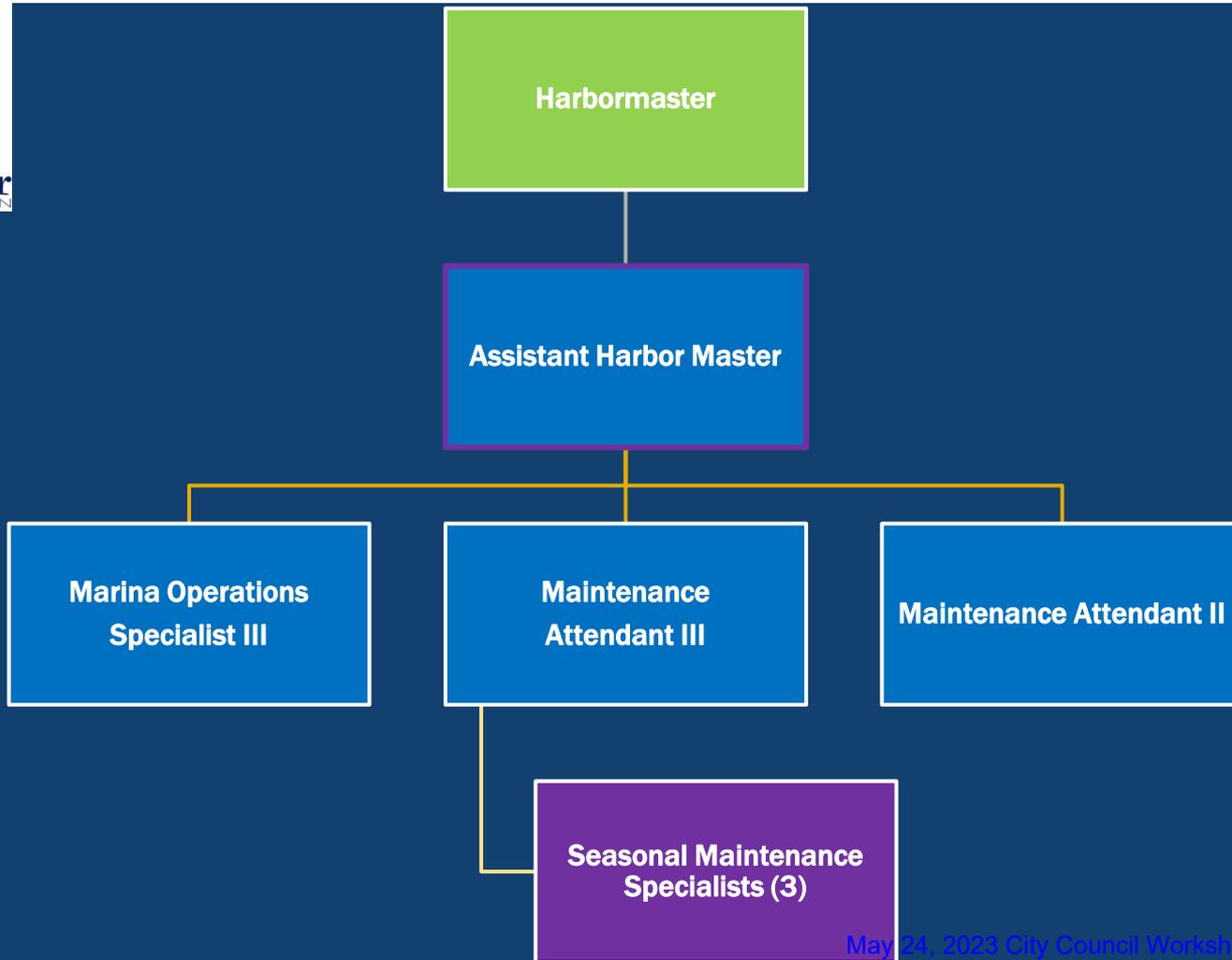
- Parks Coordinator (Re-class to Supervisor: \$11,710)
- Parks Specialist I (New, Replacing Temp position ending June: \$76,306)
- Part-time Specialist (New: \$9,305)
- Parks Maintenance Lead (Re-class to working lead/Specialist III)





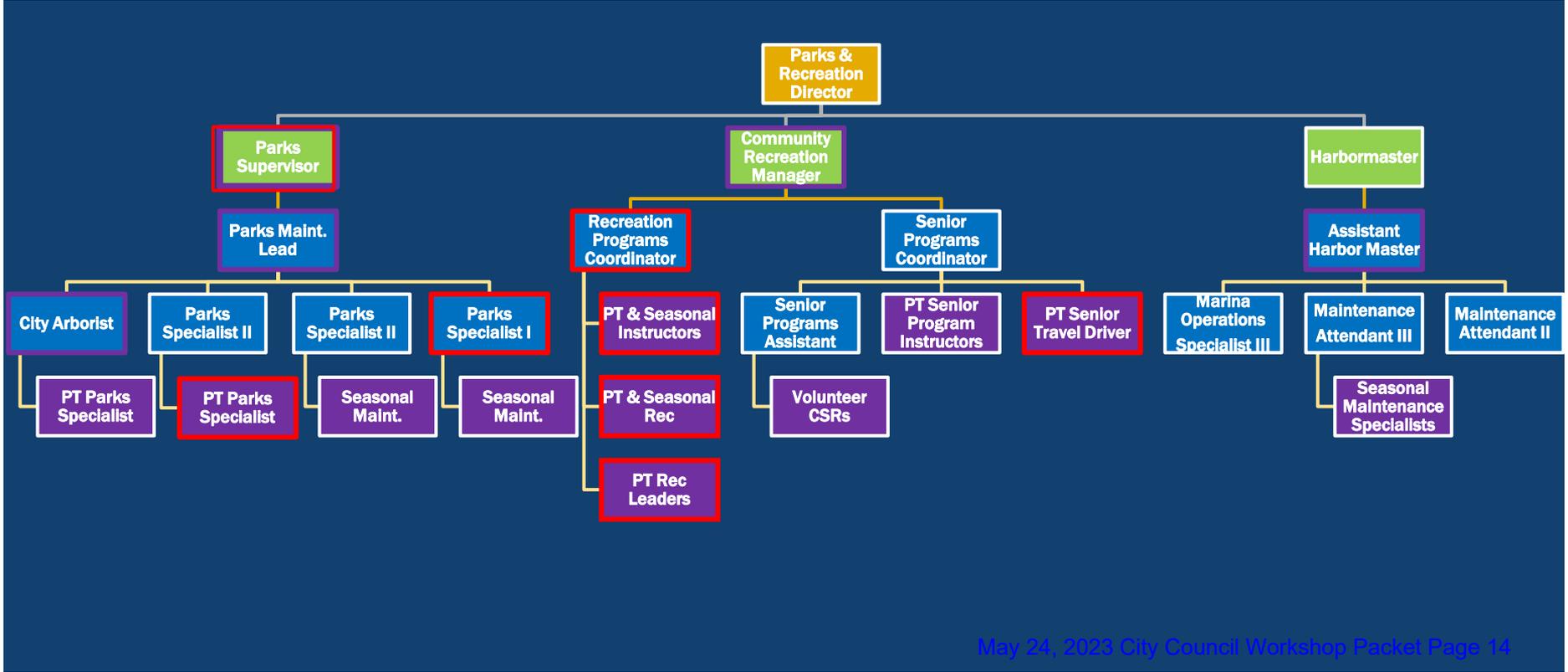
MARINA POSITION CHANGE

- Assistant Harbor Master (Re-Class: \$19,555)





PARKS & RECREATION DEPARTMENT





SUPPORT STAFF FUNDING

- Public Works Budgeted Supervisory Salary Pulled From GF
(\$107,160)
 - Rec Program Revenues (Based on Comparable Actuals)
(\$186,452)*
- Total Projected Funding: (\$293,611)**

*Revenue Phased in as programs develop over 2 years.



SUPPORT STAFF FUNDING

■ Community Recreation Manager	\$12,902
■ NEW Recreation Coordinator	\$98,700
■ NEW PT-Travel(2), Parks(1), Recreation(5)	\$74,439
■ Parks Supervisor	\$11,710
■ NEW Parks Maint. Specialist I	\$76,306
■ Assistant Harbor Master (Marina Enterprise Fund)	\$19,555

\$293,611

Total Staffing

SUPPORT STAFF FUNDING

- **Total Projected Funding (\$293,611)**
- **Total Staffing \$293,611**
- **After phase in, Funding is projected to cover reorganization expenses and potentially provide additional revenue**



CITY OF
Oak Harbor
WHIDBEY ISLAND, WASHINGTON



City of Oak Harbor
City Council
Workshop Agenda Bill

Date: May 24, 2023
Subject: a. Multi-Family Tax Exemption
Program Presentation

FROM: David Kuhl, AICP, Director, and Consultant Anthony Hemstad Development Services

SUMMARY STATEMENT

The goal of this agenda item is to provide an introduction to the Multi-family Tax Exemption Program (MFTE) to Council members prior to developing Oak Harbor's program. Also, to explain how programs were designed and implemented in other jurisdictions and highlight the trade-offs for local governments.

Anthony Hemstad has worked closely with cities and developers. He has developed particular expertise with MFTE and project finance. The project team will be Anthony Hemstad and Cheryl Swab. Hemstad is a former City Manager and works on several MFTE related projects currently. Cheryl Swab spent a 20-year career with the City of Seattle and has deep legislative, policy, and research and development skills.

ATTACHMENTS

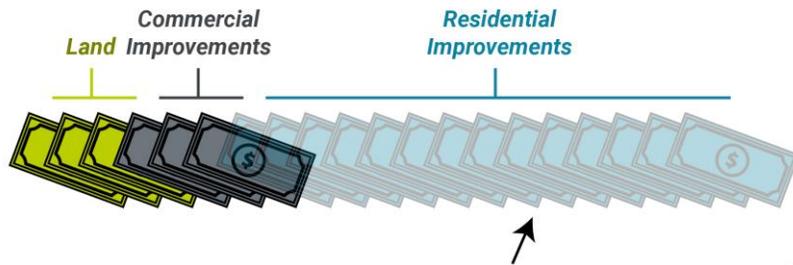
1. [Fact Sheet: What is MFTE](#)
2. [Overview of legislative changes to MFTE Program](#)
3. [Fact Sheet: What is Tax Shift](#)
4. [Presentation](#)

What is MFTE?

MFTE (Multifamily Housing Tax Exemption) programs are property tax waiver programs enacted by cities and counties to support local housing goals. Under [Chapter 84.14 RCW](#), local governments can give exemptions for new construction, conversion, and rehabilitation of multifamily residential improvements with at least four units.

Under these exemptions, a property owner does not have to pay property taxes on the **residential improvements** for a given number of years. The property owner still pays tax on the land and on non-residential improvements like the commercial portion of a mixed-use building.

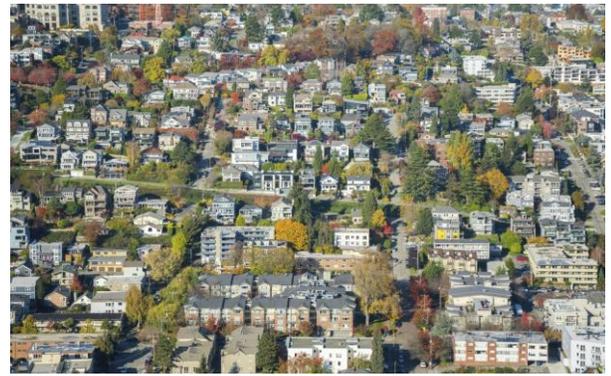
With respect to the annual property taxes collected on a development...



...an exemption under MFTE removes the residential portion of property value from taxation for an eight- to 20-year period.

Advantages

- Cities and counties can give **financial incentives** to meet housing goals without the need for direct funding. This can support affordable housing but can also incentivize market-rate housing in a way that complies with state constitutional requirements.
- Requirements in state law can be **flexible** and let cities and counties **tailor programs to meet policies**. Some programs consider on-site improvements, building requirements, or mandates for services.
- MFTEs are **commonly used** by developers across Washington, who are often familiar with how they operate and how to use them with projects.



Who Uses MFTE?

As of 2022, 55 communities in Washington have active MFTE programs, and 19 communities issued final certificates in 2021.

The exemptions issued in 2021 resulted in:

- 67 new rental properties and 97 owner-occupied housing units
- 7,759 new housing units, including 1,058 rent-restricted units for low-income households

Recently, conditional certificates have also been issued for the 20-year MFTE for permanently affordable housing as well.

Agency contact:

Mary M. Reinbold, AICP
SENIOR PLANNER

Growth Management Services
mary.reinbold@commerce.wa.gov
Phone: 509.638.5449



We strengthen communities

Types of MFTE

MFTE programs are usually divided according to the length of the program:

For an **8-year** MFTE program, there are no requirements for affordable housing, although some cities provide their own requirements. Many communities use this to promote **market-rate housing construction** in neighborhoods where new housing investment is needed.

A **12-year** MFTE program must set aside at least 20% of housing units for **low-** and **moderate-income** households. Under the statute, household income is based on Area Median Income (AMI), with households with incomes at 80% of AMI or less considered “low income”, and households at 115% of AMI or lower “moderate income”. This MFTE is used for providing **affordable rental housing options**, including choices in market-rate private housing projects.

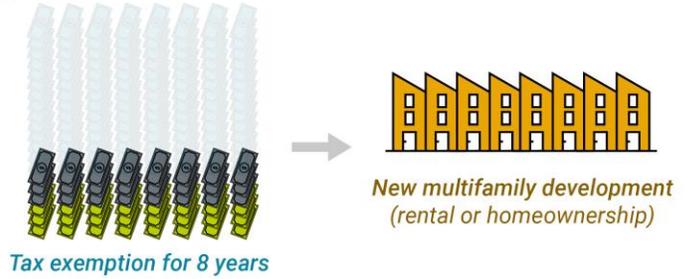
A **20-year** MFTE program requires that 25% of units be sold as permanent affordable housing for households at 80% AMI or below, with a nonprofit or government agency sponsoring the sale and restrictions in place for resale to ensure long-term affordability. This is a new option implemented in 2021 and is intended to be used to encourage **affordable housing homeownership**. There is an option for permanent affordable rentals (20% of units for 99 years at 80% AMI or less) but a deadline for passing this program restricts new programs.

Note that communities can also choose to impose higher affordability requirements and include other requirements for MFTE projects as well.

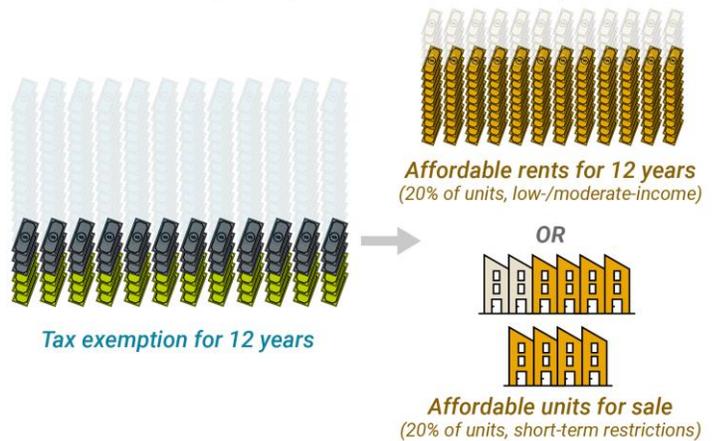
Considerations

- MFTEs can result in either a **loss of tax revenue** to the community, or a **tax shift** where other property owners will pay more in taxes.
- MFTE programs **require staff time** to conduct regular monitoring, oversight, and reporting.
- Regular updates can be necessary to make sure the program provides a **sufficient incentive to maximize public benefits**.

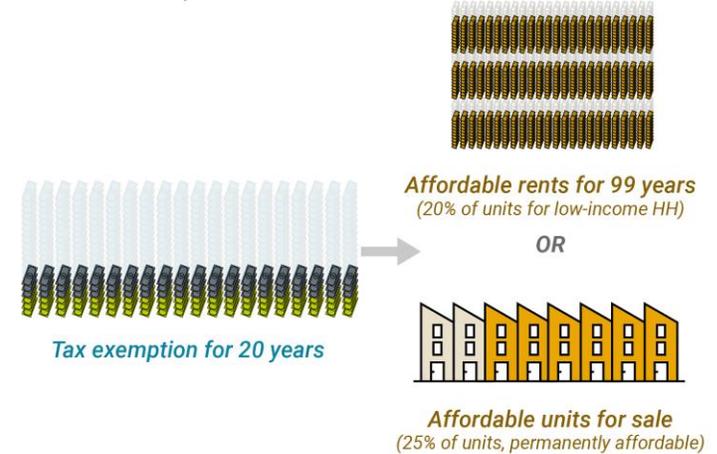
For an 8-year MFTE... tax exemptions are provided as a general incentive for new residential investment.



For a 12-year MFTE... tax exemptions are provided in exchange for at least 20% of units being set aside as affordable for 12 years (rentals or units for sale).



For a 20-year MFTE... tax exemptions are provided in exchange for permanently affordable rental housing / homeownership.



Overview of 2021 Changes to the Multifamily Housing Tax Exemption Program

Introduction

In 2021, [SB 5287](#) made substantial changes to the Multifamily Housing Tax Exemption (MFTE) Program.¹

Washington state adopted the program in 1995, and it has been amended several times since. The Legislature intends to achieve multiple goals through these changes by:

- Incentivizing the development of multiple-unit housing including creating additional affordable housing;
- Encouraging urban development and density;
- Increasing market rate workforce housing;
- Developing permanently affordable housing opportunities;
- Promoting economic investment and recovery; and
- Creating family-wage jobs.²

This is preliminary guidance intended as an overview of the 2021 changes to RCW 84.14. Commerce will issue additional program guidance during 2022.

For more information, please contact:

Mary Reinbold, AICP

mary.reinbold@commerce.wa.gov

509.638.5449

¹ The program, nicknamed the MFTE program, is codified in RCW 84.14 as “New and Rehabilitated Multiple-Unit Dwellings in Urban Centers”

² RCW 84.14.005(2)

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What is the Multifamily Housing Tax Exemption and Why Does it Matter?

The Multifamily Housing Tax Exemption (MFTE) is a tax incentive for the purpose of expanding available housing and affordable housing within designated areas. It encourages the development of multifamily housing in designated “residential target areas”³ by exempting the value of new housing construction, conversion or rehabilitation from property taxes. However, the exemption does not apply to the value of the property itself or non-residential improvements to the property. A local government may choose to offer an 8-, 12-, or 20-year tax exemption. Twelve and 20-year programs must require that a certain percentage of the housing be affordable to low or moderate income households.

A 2019 study showed that since formation of the MFTE incentive in 1995, 424 developments received a tax exemption, and 34,885 new housing units were produced. Of these units, 21% are designated as affordable, while Renton, Seattle, Spokane, and Tacoma produced 82% of the new housing units overall.⁴

Overview of Recent Legislative Changes

The 2021 Legislature amended the MFTE program through [SB 5287](#). In the sections that follow, we will walk you through the revisions and spotlight opportunities to increase the supply of housing and affordable housing.

Extension for completion of MFTE projects delayed by COVID-19

Applicants have three years to complete MFTE buildings, with the option to extend the completion timeline an additional 24 months. To mitigate delays associated with COVID-19, for applicants that submitted prior to February 15, 2020, local governments may choose to extend the completion deadline for an additional five years. The five-year extension would begin immediately following the completion of any outstanding applications or previously authorized extensions, whichever is later.⁵

Smaller jurisdictions now eligible to offer tax exemptions

Until 2021, only the largest jurisdictions in Washington were able to offer an MFTE program. In 2021, the Legislature provided an opportunity for any city that was not already eligible to offer MFTE programs. Cities who qualify under this new provision⁶ may provide the following programs:

- A 12-year exemption where the applicant must commit to renting or selling at least 20% of the multifamily housing units as affordable housing units to low and moderate-income households, and any additional income eligibility conditions adopted by the local government. The area must be zoned to have an average minimum density equivalent to 15 dwelling units or more per gross acre, or for cities with a population over 20,000, the area must be zoned to have an average minimum density equivalent to 25 dwelling units or more per gross acre. This opportunity is available until December 31, 2026.⁷
- A 20-year exemption, where at least 25% of the units must be sold to a qualified nonprofit or local government partner that will assure permanent affordable homeownership. The remaining 75% of units may

³ A residential targeted area must be within an urban center or urban growth area. Urban centers are defined by RCW 84.14.010 to mean a compact identifiable district where urban residents may obtain a variety of products and services. It must contain several businesses that may include but are not limited to shops, offices, banks, restaurants, or governmental agencies; adequate public facilities, including streets, sidewalks, lighting, transit, domestic water, and sanitary sewer systems; and a mixture of uses and activities that may include housing, recreation, and cultural activities in association with commercial or office use.

⁴ JLARC (2019) Tax preference. Retrieved August 11, 2021 from https://leg.wa.gov/jlarc/taxReports/2019/MFTE/f_ii/default.html

⁵ RCW 84.14.090(5)

⁶ RCW 84.14.010(3)(d)

⁷ RCW [84.14.020](#)(1)(a)(iii)

be rented or sold at market rates. The area must be zoned to have an average minimum density equivalent to 15 dwelling units or more per gross acre, or for cities with a population over 20,000, the area must be zoned to have an average minimum density equivalent to 25 dwelling units or more per gross acre. This opportunity is available until December 31, 2031⁸.

A 12-Year extension for existing MFTE projects⁹

Before 2021, the MFTE program had two options for qualifying local governments:

- **An eight-year program:** intended to incentivize the development of multifamily housing for rent or ownership in areas that cities designate as needing a greater diversity of housing, specifically multiunit housing. Affordable housing is not mandatory, but local governments may require affordable housing and other public benefits. The local government may determine the level and duration of affordability.¹⁰
- **A 12-year program:** intended to increase the supply of affordable housing in rental and ownership housing. A minimum of 20% of units must be affordable to low- and moderate-income households for rental, or moderate-income households for units intended exclusively for owner occupancy.¹¹ The level of affordability may be specified by the local government, and may be further detailed by unit size.

With SB 5287, MFTE projects may be extended for an extra 12 years for 8- or 12-year programs that have existing property tax exemptions that are within 18 months of expiration.¹² This action requires city or county approval. Multifamily housing, for which a continuing 12-year exemption is approved, must include 20% of units as affordable units for low-income households, and should no longer include provisions for moderate-income in the 20% affordable units.¹³ Eight-year projects must convert to 12-year programs and include 20% of units as affordable units.

Requirements for buildings that received extensions. Applicants must provide notice to tenants in rent-restricted units at the end of the tenth and eleventh years of the continued 12-year exemption that the exemption will expire and the landlord will provide relocation assistance. Landlords must provide one month's rent as relocation assistance to a qualified tenant in their final month when affordability requirements no longer apply, even when the affordable rent period extends beyond the expiration of the tax exemption. New extensions are not permitted after January 1, 2046. This program is currently time-limited but may be extended if a JLARC review demonstrates that the 12-year extension is well-used.¹⁴

New, 20-year exemption for permanently affordable ownership housing¹⁵

Until January 1, 2032, local governments may offer a 20-year property tax exemption if 25% of the units are sold as "permanently affordable" to households earning 80% area median income (AMI) or less. The other units may be rented or sold at market rates. The jurisdiction may charge a fee to cover administrative fees to manage the units. The development must be sponsored by a non-profit or governmental entity, and is subject to a 99-year resale restriction to ensure permanent affordability. Note the following specifications based on the entity offering the exemption:

- Previously eligible local governments may offer the new 20-year MFTE program and may develop terms that are consistent with RCW 84.14.021(1)(a).
- Newly eligible jurisdictions (under 20,000) must include density requirements of at least 15 dwelling units per acre consistent with RCW 84.14.021(1)(b).

⁸ RCW [84.14.021](#)(1)(b)

⁹ RCW 84.14.020(6)

¹⁰ RCW 84.14.020(1)(a)(ii)(A)

¹¹ RCW 84.14.020(1)(a)(ii)(C)

¹² Commerce assumes this means projects that are within 18 months before expiration of the tax exemption, so that there would be time for new contracts to be negotiated.

¹³ As this component of the program is intended to prevent displacement when a tax exemption ends, building owners are not required to evict moderate-income tenants with the new certificate, but must ensure that new tenants meet the new criteria.

¹⁴ RCW [84.14.020](#), see notes, Tax preference performance statement- 2021 c 187§3

¹⁵ RCW [84.14.021](#)

- Certain cities, such as Shoreline or Bothell, which are along transit lines and have an inclusionary zoning program, are to refer to RCW 84.14.020(1)(a)(ii)(C).

Permanently affordable homeownership units or permanently affordable rental units must be sold or rented to households earning no more than 80% of the area median income for the city or local jurisdiction in which the unit is located. A local jurisdiction may assign and collect an administration fee at each point of sale to cover the administrative costs for oversight of the program to maintain permanently affordable housing units.

For purposes of the 20-year exemption, "**permanently affordable homeownership**" is defined as homeownership that, in addition to meeting the definition of "affordable housing" in RCW 43.185A.010, is:

- Sponsored by a nonprofit organization or governmental entity;
- Subject to a ground lease or deed restriction with a duration of at least 99 years at the initial sale and with each successive sale that includes:
 - A resale restriction designed to provide affordability for future income-qualified homebuyers;
 - A right of first refusal for the sponsor organization to purchase the home at resale;
 - A requirement that the sponsor must approve any refinancing, including home equity lines of credit; and
- The sponsor supports homeowners and enforces the ground lease or deed restriction.

Commerce will provide a template for permanently affordable housing for home or condo ownership through deed restrictions that can be used by a city or local government to ensure compliance. Local governments and their partners may use this template as a basis for their local contracts.

More revised definitions for your code

SB 5287 revised the definitions of several key MFTE terms.

“City” is revised to add subsection d) below.

- A city or town with a population of at least 15,000.
- The largest city or town, if there is no city or town with a population of at least 15,000, located in a county planning under the growth management act.
- A city or town with a population of at least 5,000 located in a county subject to the provisions of RCW 36.70A.215 (Clark, King, Kitsap, Pierce, Snohomish, Thurston, and Whatcom counties).
- NEW: Any city that otherwise does not meet the qualifications under (a) through (c),¹⁶ until December 31, 2031. These cities may offer:
 - A 12-year exemption, subject to certain criteria, mainly that the density is 15 units per gross acre, and at least 20% of the units must be rented or sold to low- or moderate-income households.¹⁷
 - A “Permanently affordable housing” program until December 31, 2031. Residential improvements are exempt for 20 years and at least 25% of the units must be sold to a non-profit or local government partner that will assure permanent affordable home ownership to homeowners at 80% AMI or below. The remaining 75% of units may be rented or sold at market rates.¹⁸

NOTE: Any city that was already authorized to offer an MFTE program may offer the new 20-year program. However, the new cities under part d may only offer the 12- and 20-year programs as listed above. New cities are only granted temporary authority to offer the program, unless a state review shows increasing and compliant use of the 20-year program.

¹⁶ RCW 84.14.010(3)(d)

¹⁷ RCW 84.14.020(1)(a)(iii), may be offered until Dec 31, 2026

¹⁸ RCW 84.14.021(1)(b)

“County” is revised to mean counties with an unincorporated population of at least 170,000, which means that Clark, King, Kitsap, Pierce, and Snohomish counties may now offer an MFTE program.¹⁹

"High cost areas" are removed from the program. This previously allowed a higher rent limit for “affordable” units.²⁰ Any community that currently offers a 12-year property tax exemption based on being a “high cost” area, must remove this provision, and revert to low and moderate income, or in the case of permanently affordable housing, only low income. Any new conditional certificates should not be based on “high cost” rents. Any projects that are completing should be based on the agreement in the conditional certificate, or may offer new regulations to the applicant at the time of the final certificate.

"Multiunit housing" revised to be "a building or a group of buildings." This changes the statute so that units that are not required to be part of a large building. However, they must still meet the definition of multifamily or multiunit housing, which may include duplex, triplex, townhouse, row house or cottage housing, where the development contains at least four units. Commerce suggests that a city require minimum densities to be sure the meet the legislative goals of increased variety of residential opportunities within urban centers, and encouraging development and density. Multifamily units may result from new construction or rehabilitated or conversion of vacant, underutilized, or substandard buildings to multifamily housing. The program still does not apply to transient accommodations or hotels and motels.

Low and moderate income households definitions are both revised to require area median income (AMI) for the county, city or metropolitan statistical area where the project is located. Cities, for which AMI reports are available, should review both city and the county median family income, and choose the value that meets local goals, such as aligning with other affordability programs, or addresses regional housing issues. The [Washington Center for Real Estate Research Housing Market Data Toolkit](#) provides city specific median income data under RCW 36.70A.610. Commerce will also provide links to available data.

Additional criteria for counties to set residential target areas²¹

Counties that choose to designate transit-oriented residential target areas (RTAs)²² may do so until July 15, 2024. Any counties designating RTAs must evaluate displacement risk of people living in the potential RTAs. In addition to meeting the other criteria, the area can only be designated as a RTA if the displacement risk is minimal or mitigated by locally adopted mitigation measures, which may include offering first right of refusal of new MFTE units to those at risk of displacement.

Local governments may choose to add contracting requirements

Local governments may impose additional contracting requirements on MFTE projects, such as prevailing wage, payroll record requirements, apprenticeship, or inclusionary contracting.²³

Reporting to Commerce

Local government reports to Commerce are now due by April 1 following the year final certificates are issued.²⁴ This allows sufficient time for county assessors to provide updated assessments. Reporting requirements have been

¹⁹ RCW 84.14.010(4)

²⁰ “High cost area” was defined as a county where the third quarter median house price for the previous year as reported by the Washington center for real estate research at Washington State University is equal to or greater than one hundred thirty% of the statewide median house price published during the same time period.

²¹ RCW 84.14.040

²² RCW 84.14.040(1)(d)(iii) is specific about the area, “that is located within a designated urban growth area and within 0.25 miles of a corridor where bus service is scheduled at least every thirty minutes for no less than 10 hours per weekday and is in service or is planned for service to begin within five years of designation.”

²³ RCW 84.14.040 (6)

²⁴ RCW 84.14.100

slightly amended to improve accountability, and the following information must be submitted to Commerce each year, for MFTE projects that were finalized in the previous year.²⁵ Reporting requirements include:

1. The number of tax exemption certificates granted.
2. The total number and type of units produced.
3. The number, size, and type of units produced meeting affordable housing requirements.
4. The development cost of each unit produced.²⁶
5. The total monthly rent or total sale amount of each unit produced, affordable and market rent.
6. The annual income and household size of each renter household for each of the affordable units.²⁷
7. The value of the property tax exemption for each project.

A city or county must be in compliance with the reporting section to offer MFTE certificates.

Future Commerce Work Plan for the MFTE Program

The 2021 legislative session brought significant resources to Commerce to implement the MFTE program, along with a significant task list (see Table One below).

- The [State Operating Budget](#) (Section 111, Page 69) provides funding for Commerce to conduct a study and report to the Legislature on city and county implementation of the multifamily housing property tax exemption.
- [SB 5287](#) requires Commerce to develop guidance on the program, develop a template for permanently affordable units, and develop and implement an auditing system.

Commerce intends to hire a consultant to implement much of this work. The consultant will work with a technical advisory committee composed of local government MFTE program administrators and other stakeholders. The study and recommendations are to be completed by June of 2023. The work includes:

- 1) Developing guidance for local governments on the MFTE program, identifying areas where further clarification and study is needed;
- 2) Conducting the study, which may be further scoped by a technical advisory committee; and
- 3) Recommending changes to statute (both technical corrections and substantive amendments).

Commerce is providing this brief overview of 2021 changes and anticipates providing the following items required by SB 5287.

Table One: Commerce Task List to Support the MFTE Program

Commerce Task List	Anticipated Timeline
Develop a template for permanently affordable housing.	Winter 2022
Provide detailed guidance to cities and counties on managing MFTE programs and reporting requirements within them.	Summer 2022
Conduct a required study of the MFTE program.	Winter 2022
Design and implement a plan for auditing or reviewing the number of units at rents the applicant intends to offer.	Spring 2023

²⁵ Annual forms will be available on the Commerce site. Any local government that fails to report to Commerce may not offer new MFTE certificates.

²⁶ Commerce will provide guidance on how to estimate the development cost.

²⁷ Commerce will also provide guidance on how to gather this data as projects are still leasing up in the first year.

What is Tax Shift?

MFTE (Multifamily Housing Tax Exemption) programs can be an effective way of incentivizing market-rate and affordable housing options. To understand how it works stakeholders often ask, "Where does the money come from to pay for the exemption?"

This question can be hard to answer because of how property taxes work in Washington State. When making decisions about an MFTE program, it is important to consider possible tax and revenue impacts.

Generally, these impacts can be distributed in two ways:

- **Foregone tax revenues** that are not collected, which reduce total revenues for a city and other taxing districts (e.g., the port, county, school district, state, etc.).
- A **shift of tax obligations** to all other payers of property taxes in these districts, where there is an increase in taxes collected to offset the losses from the exemption.

How these costs are distributed depends on two things:

- **Levy limits** provided under [RCW 84.55.010](#) mean that property tax levies are restricted to no more than a 1% increase in revenue from the assessed value from the previous year. This restricts how much cities and other districts can raise property taxes on these properties to make up this difference and can mean that deferred taxes will be foregone revenue for these jurisdictions.
- However, **projects that receive MFTEs could still increase that total levy.** Under [WAC 458-12-342](#), county assessors must assess building value during construction and add it to these levy limits, which may not be removed from the total levy amount before the final certificate for exemption is received and the exemption begins.

The amount of tax shift versus deferred revenue depends in part on the practices of the county assessor. However, there are currently no requirements for assessors to consider MFTE in these levy limits. If cities do not consider these effects, an MFTE can shift most or even all of the exempted tax obligations to other properties.



What is MFTE?

MFTE (Multifamily Housing Tax Exemption) programs are property tax waiver programs enacted by cities and counties to support local housing goals.

Under Chapter 84.14 RCW, local governments can give exemptions for new construction, conversion, and rehabilitation of multifamily residential improvements with at least four units.

These exemptions can be provided for different lengths. The eight-year exemption does not require affordable housing, but the 12- and 20-year options have additional requirements to provide on-site affordable units.

Agency contact:

Mary M. Reinbold, AICP
SENIOR PLANNER

Growth Management Services
mary.reinbold@commerce.wa.gov
Phone: 509.638.5449



We strengthen communities

Tax Shift Considerations

If an MFTE is supported through tax shifts, there are some important policy considerations:

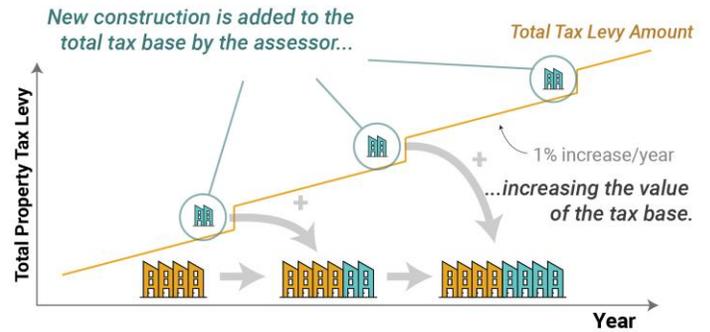
- **Communities may be less likely to support incentives** for market-rate development that use property tax increases, especially for high-end projects that do not seem to provide public benefits.
- **Shifted tax obligations are not usually calculated**, meaning that the full impacts of this program may not be transparent, especially to affected property owners.
- Depending on the popularity of the program, the total increases in property taxes could be **equivalent in magnitude to affordable housing levies** that would require voter approval and have tighter requirements ([RCW 84.55.150](#)).

Foregone Revenue Considerations

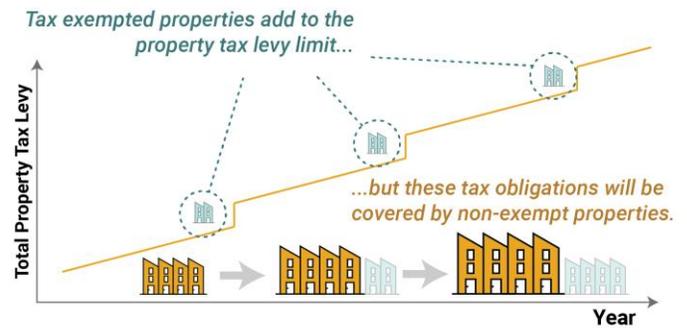
On the other hand, if a city foregoes tax revenue to support MFTEs, there may be other policy concerns:

- **Communities will have reduced long-term tax revenues** from the MFTE program, especially if they will be foregoing most or all of the exempted tax revenue. This can have a significant fiscal impact on local budgets.
- **Other taxing districts may be impacted** by tax exemptions but are not in a position under the statute to object to a community's MFTE program. This can have some significant effects on special districts that cannot make up for this lost revenue in other ways.
- **The total budget impacts may be more unpredictable**, especially without limitations on the number of exemptions issued by the community. However, placing limits on the number and value of exemptions could affect the ability of the MFTE program to meet housing goals.

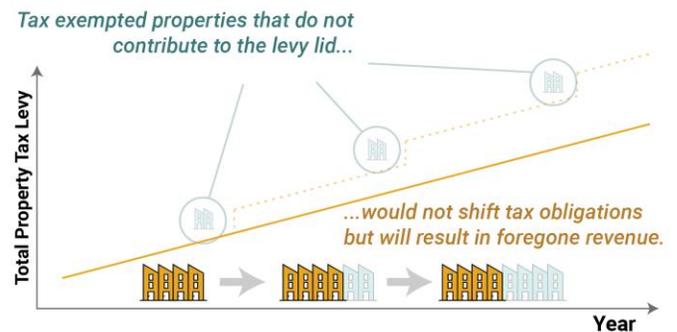
Under typical situations, total property tax levies will increase by 1% over the previous year (plus new development):



If new construction value is added to the levy limit but exempted from property taxes through the MFTE, property tax obligations will be shifted to the rest of the tax base:



However, if exempted value is taken out of the levy limit in some way, the tax levy amount will decrease. This will reduce tax revenue, but note that this is not usually done by assessors in practice.





Multi-Family Tax Exemption Program Introduction

Oak Harbor City Council

May 24, 2023

Hemstad Consulting

Presenters: Anthony Hemstad & Cheryl Swab

What is MFTE?

- Property tax waiver programs enacted by cities and counties to support local housing goals
- Under Chapter 84.14 RCW, local governments can give exemptions for new construction, conversion, and rehabilitation of multifamily residential properties with at least four units
- Established in 1995, targeting infill development in largest cities. Expanded and made more flexible in recent years. Now most communities – including Oak Harbor – can use MFTE

How MFTE Works

- Exempts owners from **ad valorem** property taxes for a set number of years for qualifying housing developments
 - Does not exempt property tax based on the underlying value of the land or any non-multifamily construction/improvements
- Only permitted for development within designated “residential targeted area”
- Can be new construction or rehabilitating existing structures.
- Impact fees and other taxes & mitigations remain

Advantages

- Financial incentives
 - Meeting housing goals without direct funding
- Tailor program to meet policies
 - Cities can design their programs to require certain on-site improvements, building requirements, or mandates for services
- Commonly use
 - MFTE's are successfully used by developers across Washington

Who Uses MFTE?

- As of 2022
 - 55 communities in Washington State have MFTE programs
 - 19 issued final certificates in 2021
- Results
 - 67 new rental properties and 97 owner-occupied housing units
 - 7,759 new housing units, including 1,058 rent-restricted units for low-income households

Source: Washington State Department of Commerce

Types of MFTE Eight-Year Program

- 8-year program
 - No requirements for affordable housing, although it can be required
 - Intended to encourage market-rate housing development in neighborhoods that lack sufficient housing to meet growth needs

Types of MFTE 12-Year Program

- 12-year program
 - Must set aside at least 20% of housing units for low- and moderate-income households (based on Area Median Income) with households at 80% of low income and 115% at moderate income
 - Intended to encourage affordable rental housing options, including choices in market-rate private housing developments

Types of MFTE 20-Year Program

- Requires 25% of units be sold as permanent affordable housing for households at 80% of AMI or below, with a nonprofit or government agency sponsoring the sale and with restrictions in place for resale ensuring long-term affordability
- New in 2021, this is intended to be used to encourage affordable homeownership

Localizing MFTE for Oak Harbor

- Cities can tailor their local MFTE program and set requirements beyond the State minimums
- May choose any combination of 8, 12 or 20-year programs.
- Some cities have added requirements for: prevailing wage, payroll records, apprenticeship programs, inclusionary contracting practices
- May include community qualifications: e.g., affordability requirements for 8-year programs, public benefit improvements
- May allow for 12-year extensions: affordability and relocation conditions required.

Area Median Income Island County

Household Characteristics – HUD Income Limits

The US Department of Housing and Urban Development (HUD) publishes Consolidated Planning/CHAS data, which group households by income level relative to MFI. These data include adjustments to account for differences in household size relative to living expenses. The 2020 Income Limits published for Island County, shown below, calculate eligibility for housing assistance like Section 8 vouchers. To read this table, a family of four making \$26,200 or less per year would be considered extremely low income and may qualify for Section 8 housing vouchers. An extremely low-income two-person household, meanwhile, makes no more than \$18,250 per year in Island County.

Exhibit XII. Housing and Urban Development Income Limits

FY 2020 Income Limit Area	Median Family Income	FY 2020 Income Limit Category	Persons In Family							
			1	2	3	4	5	6	7	8
Island County, WA	\$76,000	Very Low (50%) Income Limits (\$)	26,600	30,400	34,200	38,000	41,050	44,100	47,150	50,200
		Extremely Low Income Limits*	16,000	18,250	21,720	26,200	30,680	36,160	39,640	44,120
		Low (80%) Income Limits (\$)	42,600	48,650	54,750	60,800	65,700	70,550	75,400	80,300

* Extremely low income was defined in the 2014 Consolidated Appropriations Act as the greater of 60 percent of the Section 8 very low-income limit or the poverty guideline established by HHS, provided it does not exceed the 50 percent very low-income limit. In Island County's case, the HUD income limits are greater for one- and two-person households, while the HHS poverty limits are greater for three-person households and larger.

Source: Housing Needs Assessment Oak Harbor 2021

Considerations

- Revenue implications – See Tax Shift slide
- MFTE requires staff time to conduct regular monitoring, oversight, and reporting
- Regular updates can be necessary to make sure the program provides sufficient incentive to maximize public benefits

Source: Washington State Department of Commerce

Residential Targeted Area

- Buildable land within the City where qualifying housing developments may apply for an MFTE
- Must be within an urban center as defined in RCW 84.14.010(17) and so designated by the Council.
- Must currently lack sufficient, desirable, convenient housing to meet the needs of public growth, as determined by the Council

Oak Harbor Housing Needs

- Lower cost rentals and increased moderate-and mid income priced homes with home ownership opportunities
- Housing for seniors: smaller homes; assisted living; multigenerational options to age in place
- Missing middle income housing options: ADU's, townhomes, triplexes, duplexes, cottages, particularly for lower income families and seniors
- Workforce housing: apartments, subsidized
- Aging existing stock in need of repair
- Cost burdened lower income renter households

Source: Housing Needs Assessment Oak Harbor 2021

Housing Action Plan Strategies

- MFTE is part of three of the strategies recommended in the plan
 - Incentivize new rental housing
 - Bring down cost of development
 - Provide a wider variety of housing types

MFTE Revenue Implications

- Underlying tax on unimproved land continues to be collected
- All other taxes/fees collected + stimulus from new residents
- Tax shift may occur – TBD with County Assessor, potentially minimizing financial impact to local government

What are other cities doing?

- Will put together a couple case studies where MFTE is currently being used

Next Steps

- City of Oak Harbor working with Hemstad Consulting to draft new MFTE program
- Upcoming – outreach and analysis to give Council options on what type of MFTE program to adopt & recommended initial RTA(s).

Questions & Comments

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: May 24, 2023
Subject: b. Active Transportation Plan Update

FROM: Rajesh Katakam, AICP, Principal Planner Development Services

SUMMARY STATEMENT

Active Transportation Planning efforts for the City are in full swing currently. As the City Council is aware, the City has hired Toole Design, a consultant group, to help with creating its first Active Transportation Plan. The Plan will identify strategies to improve conditions for walking, biking, and rolling throughout the City. It will identify and prioritize projects that will improve safety, access and connectivity of pedestrian and bicycle networks; develop a strategy for funding, implementation, and maintenance; and improve coordination across City departments to advance equitable and sustainable travel options.

Staff provided an update to City Council at its March workshop. Public input on the project was initiated with an online survey that is active from April 3rd to June 3rd. The first Steering Committee meeting was held on April 20th with good attendance from various agencies. The consultant held focus group meetings with the Opportunity Council and Whidbey Bicycle club for input. The City also had a booth at Holland Happening. For more information on public engagement, please see Attachment 1 – Oak Harbor ATP Draft Engagement Plan.

While the public input for the project is ongoing, staff are working with the consultants on the framework and structure of the Plan. Attached are a few of the documents that are currently in review and discussion. To see the analysis of some of the existing conditions please refer to the Existing Conditions Analysis in Attachment 2. The results of the analysis are provided in Attachment 3 – Network Analysis Initial Findings.

The consultants are working on ways to sort through eventual projects and are proposing ways to prioritize projects. These can be viewed in Attachment 4 – Network Prioritization Approach. The layout of the proposed plan is already under discussion along with its vision and goals. These can be reviewed in Attachments 5 and 6.

The attached documents should be considered as working drafts. They are all under discussion and some changes and amendments should be expected.

Staff will provide a brief presentation at the workshop and open the floor for discussion.

ATTACHMENTS

1. [Oak Harbor ATP Draft Engagement Plan](#)
2. [Existing Conditions Analysis](#)
3. [Network Analysis Findings](#)
4. [Network Prioritization Approach](#)
5. [ATP Outline](#)
6. [ATP Plan Vision and Goals](#)
7. [Presentation](#)

Oak Harbor ATP: Community Engagement Plan

DRAFT VERSION 3 | May 9, 2023

This document outlines the proposed approach to community and stakeholder engagement as part of the Oak Harbor Active Transportation Plan (ATP). This Community Engagement Plan outlines the goals of engagement, and identifies strategies, stakeholders, and engagement methods. Project engagement will include in-person and online forums, with flexibility as public health guidelines allow. It will include both large and small groups to provide ample opportunities for feedback. Public and stakeholder engagement will take several forms throughout the life of the project:

I. Pop-up Events

Staff will be present at [Holland Happening](#). Staff will present maps and visual boards where residents can identify deficiencies in the walking and biking network and priorities for projects, policies, and programs. The purpose is to converse with residents about their barriers, preferences, and goals around walking and biking in Oak Harbor.

II. Steering Committee

The project team will identify a Steering Committee whose members are representative of the community. The Steering Committee will include people from groups that are most impacted by, and can benefit from, high quality pedestrian and bicycle networks. A preliminary list of potential organizations who could be included on the steering committee is shown below. The Steering Committee will convene three times during the project timeline. The first meeting will be to introduce the project and seek input on preferences and desires for active transportation. The second meeting will be to provide feedback on initial findings. The third meeting will be to review and discuss the draft plan.

III. Focus Groups

In addition to the Steering Committee meetings, Toole Design will facilitate up to five focus group discussions (as needed) to facilitate engagement with targeted groups that represent the diversity of Oak Harbor community. Focus groups will center on the needs, experiences, and preferences of community members regarding active transportation in Oak Harbor.

Focus groups may include people from the organizations listed below, as well as others that the City identifies. Each focus group discussion will be approximately one hour long. They will take place at a conference room in the Chamber of Commerce. No City staff will be present during the focus groups. This will allow participants to engage more freely.

Table 1: Potential Stakeholders to Include on Steering Committee and/or Focus Groups

	Organization Name	Community Interest Area
1	Oak Harbor School District	Schools
2	Skagit Valley College: Whidbey Island Campus	Schools
3	Navy-Marine Corps Relief Society	Services and Jobs Access
4	Opportunity Council Island County Resource Center	Services and Jobs Access
5	United Way of Island County	Services and Jobs Access
6	Northwest Workforce Council	Services and Jobs Access
7	Oak Harbor Library	Services and Jobs Access
8	Oak Harbor Police Dept	Public Safety and Emergency Response
9	Island County Emergency Services	Public Safety and Emergency Response
10	Whidbey Island Hospital	Public Safety and Emergency Response
11	Oak Harbor Parks and Recreation	Recreation
12	Whidbey Island Bicycle Club	Recreation
13	Island Transit	Public Transportation
14	Upper Skagit Indian Tribe	Tribe
15	Swinomish Indian Tribal Community	Tribe
16	Samish Indian Nation	Tribe
17	Oak Harbor Lutheran Church	Faith
18	Oak Harbor Youth Coalition	Youth
19	Whidbey Community Foundation	Non-profit
20	Whidbey Life Magazine	Local Media
21	Whidbey News-Times	Local Media

IV. Print and Web Communications

Toole Design will develop communication materials like fact sheets, leaflets, info graphics suitable for print and online distribution for up to two engagement milestones. The City may print and distribute via email, social media, USPS, and by hard copy at community locations, as needed.

V. Stakeholder Walk and/or Bike Ride

After specific project locations have been identified, the project team will lead a stakeholder walk or bike audit to highlight key issues around the area. Toole Design staff will facilitate a walking tour or bike ride with stakeholders, focused on the area around the proposed project location to solicit detailed feedback for development and design. Event could be documented using GoPro or Drone.

VI. Interactive Web Map and Survey

The project team will create a user-friendly interactive web map where the public can provide detailed information about challenges and opportunities for active transportation in Oak Harbor. Toole Design will also prepare a survey to gain insights around barriers to walking, attitudes and preferences, and demographic information. The web map and survey will be used to inform existing conditions analysis, evaluate alternatives, and refine recommendations. It will be distributed via email to existing list serves held by the City. Organizations in Table 1 may be tapped to distribute the survey to their respective networks. The survey will have a soft launch open to City staff only on March 27th. It will open to the public on April 3rd. The survey will remain open for two months before closing on June 3rd.

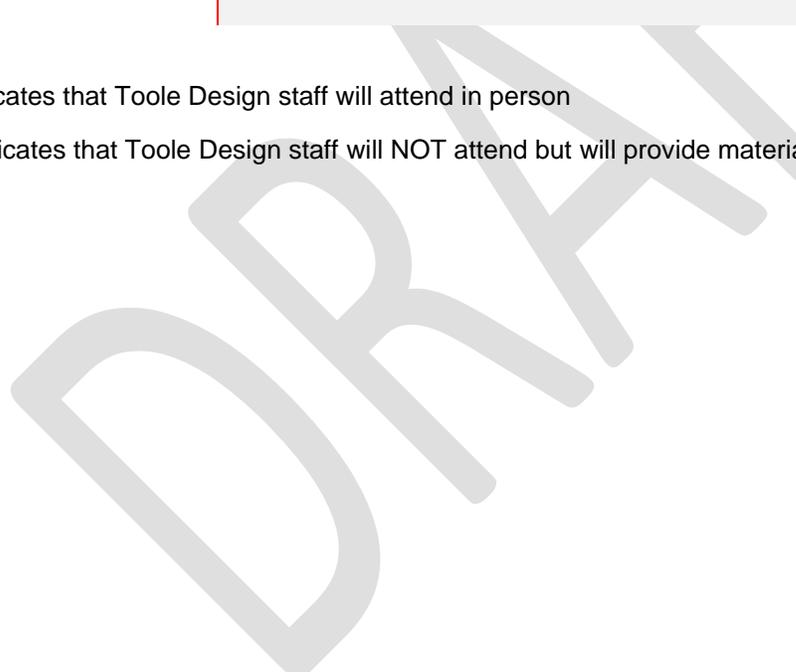
Table 2: Proposed Engagement Timeline

	Estimated Date	Location	Purpose
Identify steering committee invitees	January 2023	Virtual	To begin assembling a standing committee that is representative of Oak Harbor residents and stakeholders
City Open House	April 2023	Oak Harbor City Hall**	Share project information with staff and the public and encourage them to complete the webmap and survey
Publish interactive webmap and survey	April 2023	Virtual	To gain insights around barriers to walking, attitudes and preferences, and demographic information
Steering Committee Meeting #1	April 2023	Virtual (and recorded)	To introduce the project and seek input on barriers, preferences, and goals for active transportation
In-Person Focus Group(s)	Friday, April 28, 2023	TBD*	To engage more deeply with groups who represent the diversity of Oak Harbor
Pop-Up at Holland Happening	Saturday, April 29, 2023	Pioneer Way*	To meet residents at a community gathering and have conversations around their needs for biking and pedestrian infrastructure

Steering Committee Meeting #2	Monday, June 12, 2023, 1-3pm	Virtual (and recorded)	To provide feedback on initial findings and guide development of the draft plan
Virtual Open House	Thurs, August 17, 2023 6-8pm	Virtual (and recorded)	To present the draft recommended projects, policies, and programs and solicit feedback on the and potentially discuss preliminary design concepts
Steering Committee Meeting #3	August 2023	Virtual (and recorded)	To review and provide comments on the draft plan and project proposals
Guided Walking or Biking Tour	July/August 2023	TBD*	To solicit detailed feedback for the development and design of 1-2 projects

* Indicates that Toole Design staff will attend in person

** Indicates that Toole Design staff will NOT attend but will provide materials



OAK HARBOR ACTIVE TRANSPORTATION PLAN

Existing Conditions Analysis

May 12, 2023

CONTENTS

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PROJECT BACKGROUND

The City of Oak Harbor, with the support of Toole Design Group, is developing an Active Transportation Plan that will build upon the City’s existing progress to provide safe connections for residents to bike, walk, and roll to employment centers, schools, businesses, parks, and recreation facilities. The Active Transportation Plan (ATP) aims to enhance quality of life, improving mobility and safety, and supporting local and regional economic vitality, while balancing competing demands for the city’s right of way.

The following existing conditions document is an early step in the ATP process. It benchmarks implementation activities called out in existing plans, including the documentation of existing active transportation infrastructure, policies, and programs. It also presents findings and initial recommendations for the plan’s approach gleaned from interviews with City staff.

PLAN AND POLICY REVIEW

As part of the existing conditions analysis, Toole Design reviewed relevant plans and policies to determine how they would inform the ATP. Table 1 summarizes the policies reviewed and, where appropriate, provides recommendations for updates to those policies that could help improve conditions for biking, walking, and rolling in Oak Harbor:

Table 1: Policies reviewed, with relevant highlights and recommendations

Policy	Summary	Relevant Highlights	Recommendations
Speed Limits (Municipal Code Ch 10.08)	Establishes speed limits for designated streets ranging from 20 – 50 mph (SR 20)	<ul style="list-style-type: none"> - All streets in the City are 25 mph unless otherwise posted - Establishment of 20 mph school zones (p. 2) 	<ul style="list-style-type: none"> - Support proposed 2023 amendment to ordinance would lower speeds 5 mph for all Oak Harbor roads (except those that are 25 and below) - Consider establishing a prima facie speed limit of 20 mph for residential streets unless otherwise marked
Parking and Traffic Control (Municipal Code Ch. 10.12)		<ul style="list-style-type: none"> - Prohibits parking within 20 ft of crosswalks, 30 ft of traffic control devices - Requires vehicles to park within 12’ of the right-hand curb 	<ul style="list-style-type: none"> - Consider strategies for improving sight lines for crosswalks and crosswalk approaches by removing parking and other obstructions (i.e., daylighting) - Consider a provision for floating parking lanes to allow for parking-protected bike lanes or walkways
Street Design Standards (Municipal Code Ch. 11.17)	Provides guidance, specifications, and standards for the design of streets in Oak Harbor.	<ul style="list-style-type: none"> - 11.17.070: “Streets, sidewalks, pedestrian or bike paths shall be linked within and between neighborhoods to create a continuous and interconnected network of roads and pathways” - 11.17-2: 4’ standard bike lanes on 4-lane Principal Arterials and Minor Industrial Arterials 	<ul style="list-style-type: none"> - Include a provision for maximum block length, with the option for longer blocks if mid-block path is provided - Make separated bicycle lanes the standard treatment for Arterials - Bike lanes width should be a minimum of 5 ft

Policy	Summary	Relevant Highlights	Recommendations
Transportation Concurrency (Municipal Code Ch. 11.32)	Assures adequate levels of service on transportation facilities for existing use and new development.	- 11.17-2: Right-of-Way Widths	- Include lane widths of 10-11 ft
General Design Standards (Municipal Code Ch. 21.50)	Implement the goals of the Oak Harbor comprehensive plan for the division of land and set requirements for the design and provision of public infrastructure needed to serve land divisions.	- Specifies a “yellow LOS” as the minimum standard to achieve for pedestrian, bicycle, and transit facilities within their respective priority networks	- Consider establishing a minimum pedestrian and bicycle LOS citywide and moving toward a green LOS for priority networks
Residential Design Standards (Municipal Code Ch. 21.60)	Addresses the street, block and lot layout, landscaping and aesthetic design of subdivisions. Intended to create networks for pedestrians, bikes and vehicular travel within Oak Harbor.	<ul style="list-style-type: none"> - 21.60.050: “Blocks shall be a maximum of 800 feet in length, as defined in Chapter 21.10 OHMC.” (with a provision for blocks up to 1,000 ft with mid-block pedestrian/bike connection) - 21.60.100: “The street pattern utilized for short subdivisions and subdivisions shall be a grid or modified grid, with four- or three-way intersections designed at right angles. Blocks shall be rectilinear.” (with some exceptions) 	- Consider moving street design standards to Ch. 11 and including a reference in Ch. 21
Bicycle Parking Code (Municipal Code Ch. 19.44)	Requires bicycle parking provision for all nonresidential and multifamily uses	- 19.44.030: “Bicycle racks shall be provided for all nonresidential and multifamily uses. Such racks shall provide space for a minimum of one bicycle for each 10 parking spaces required to a maximum of 10 bicycle spaces”	- Reference APBP as standard for bicycle parking in terms of security, durability, location, and of bicycle parking

Table 2 below summarizes the plans reviewed, including their implications for the ATP.

Table 2: Policies reviewed, with relevant highlights and implications for the ATP

Plan	Year	Summary	Relevant Highlights	Implications for ATP
Oak Harbor 2036 Comprehensive Plan	2016	Oak Harbor's Comprehensive Plan is the city's foundational policy document that guides growth and development for the next twenty years and beyond.	<ul style="list-style-type: none"> - The main aims of the Transportation Element are improved safety through multimodal street design and connected networks in alignment with land use, the City's vision (culture, education, economy, and recreation) and anticipated growth. - Maps of existing active transportation facilities (p. 112), transit routes (p.113), Primary Pedestrian Network (p. 118), Bicycle Network (p. 120), crash analysis (p. 121). - Mention of physical barriers including east-west and north-south arterials and poor connections between local streets, lack of sidewalks in older residential areas, and limited bicycle network. 	<ul style="list-style-type: none"> - Prioritize locations with history of collisions when selecting transportation projects. - Incorporate traffic calming measures and reduce lane widths when the opportunity arises - Coordinate with emergency response services. - Enhance and beautify the Waterfront Trail from Scenic Heights to Maylor Point. - Provide facilities including for seniors, children, and people with disabilities, as defined in the Primary Pedestrian Network; Use SRTS program as a model for identifying locations for facilities - ; The Bicycle Priority Network should include on-street bicycle facilities, multi-use paths and bike rack locations. - Facilitate efficient connections by encouraging street system design in a rectangular grid pattern - Maintain pedestrian-oriented atmosphere in the Old Town District (downtown)
Design Regulations and Guidelines	2019	Requirements for site layout, architecture, and landscaping; Includes design requirements for special uses and/or areas (Old Town/downtown, Midway Blvd, SR-20), and examples of successful	<ul style="list-style-type: none"> - Site Plan - Buildings (p. 3) - Site Plan - Streets (p. 6) 	<ul style="list-style-type: none"> - Orient buildings, entrances, windows, and activity to face the street (vibrant street life), with a direct walking route from the sidewalk, and at the setback line. - Buildings should not be barriers especially for pedestrians - Allowance for administrative variance limiting access to only pedestrian and bicycle ways

Plan	Year	Summary	Relevant Highlights	Implications for ATP
		designs to direct the look and function of new development to meet Oak Harbor's goals.	<ul style="list-style-type: none"> - Site Plan – People (p. 7) 	<ul style="list-style-type: none"> - Requirements for human-scaled design, pedestrian walkways, sidewalks in ROW or on-site at least 4 bicycle racks per building, weather protection, and lighting. This requirement ensures that new developments provide robust bicycle and pedestrian infrastructure to support access to destinations within the growing bicycle and pedestrian networks.
ADA Transition Plan	2022	The ADA Transition Plan identifies deficiencies in the City's policies, procedures and physical assets and analyzes any deficiencies. Provides a framework to correct any identified deficiencies to ensure accessibility for City facilities, services, and programs.	<ul style="list-style-type: none"> - Public Works is completing Inventory of Pedestrian Facilities (Rights-of-Way Assessment), tabular inventory and map, to be used to identify gaps in system that are non-compliant (p. 15) - City will develop a policy and procedure to address correction of broken sidewalks, along with developing a prioritized list of gaps in the pedestrian system, following completion of the inventory (p. 20) - Requirement for all new development and alteration of existing streets to be ADA compliant (p. 17) - Consideration of pedestrian push buttons 	<ul style="list-style-type: none"> - "Red" and at times "Yellow" classification areas to be prioritized for ADA upgrades using following four factors: <ul style="list-style-type: none"> - Condition or Existence of the facility, including evaluation of obstructions - Pedestrian volume or anticipated activity level - Pedestrian usage of the adjacent properties (commercial core, 500' of public school, or serving downtown core) - Usage of the facility by persons needing accommodations - In addition to requirement, City to remove obstructions to access for all persons (e.g., utility pole locations, signs, damaged sidewalks) (p. 20) - Recommendation to adopt policy to upgrade pedestrian push buttons at signalized intersections to meet accessibility standards identified in PROWAG guidelines (p. 19)

Plan	Year	Summary	Relevant Highlights	Implications for ATP
Parks, Recreation, and Open Space (PROS) Plan	2019	<p>Outlines comprehensive planning goals for PROS, provides an inventory of existing facilities and Level of Attention. Outlines needs and recommendations for a six-year strategic and implementation plan.</p>	<ul style="list-style-type: none"> - Spatial-based Level of Service assigned for each park based on area/population that a single park serves (e.g., 60% of population or area within ½ mile of a neighborhood park) (p. 21), including trails over 1 mi in length (p. 23) - The Plan for trails is categorized into two systems: one system of trails will be developed to form a loop around the city and connect with surrounding county trails systems, the other will provide internal connections (p. 33) - Potential Trail Network (p. 38) - Inclusion of administrative policies to serve as guidelines for staff to develop work programs and decisions regarding PROS (p. 46) 	<ul style="list-style-type: none"> - Recommendation for building more trails as per the plan to increase LOS and alternative modes of transportation for the community (p. 23) - Recommendations for new trail connections include: NE 7th Avenue Wetland Trails, the East Pioneer Way and waterfront corridor, and the area surrounding Whidbey Ave (p. 35) - Also include Crosby, Heller, Bayshore, and Midway in this discussion - Consider in the development of proposed trail alignments as part of the ATP - PROS Plan includes an Administrative Policy that “trails should be incorporated into the design of all transportation projects” (p.46) , and suggests that trail development complement the Bicycle and Pedestrian Priority Networks in accordance with the Municipal Code statement that “Continuous pedestrian/bike connections shall be provided by aligning with street ends, other pedestrian/bike facilities, and connecting destinations or trails (21.60.200).” - Establish recommended “standards for pedestrian and bicycle/multiuse trails” (p. 46) - Recommendation to provide safe and convenient trails for walking and bicycling between parks, neighborhoods, and major activity centers (p. 6)

Plan	Year	Summary	Relevant Highlights	Implications for ATP
Transportation Plan	2016	The Transportation Plan sets a framework for understanding, prioritizing, measuring, and creating a transportation network to help Oak Harbor achieve its vision of safety for all modes, efficient and interconnected movement, and complimenting land use and county transportation.	<ul style="list-style-type: none"> - Classifications of roadways (p. 11) - Pedestrian and bicycle network section highlights the Waterfront trail, low speed and low volume residential streets, and regional trails (p. 13) 	<ul style="list-style-type: none"> - Suggests identifying short-term, mid-term, and long-term priority projects and support a regional trail system that connects Oak Harbor with Deception Pass, Joseph Whidbey State Park, Dugualla State Park, and several additional parks and beach access areas.
			<ul style="list-style-type: none"> - Community engagement findings (p. 26) 	<ul style="list-style-type: none"> - Traffic Calming along W Whidbey Ave (p. 26) - Improved pedestrian and bicyclist network at various areas (p. 26)
			<ul style="list-style-type: none"> - Transportation Goals and Policies (p. 28) 	<ul style="list-style-type: none"> - Recommendations to increase traffic calming, reduce lane widths, encourage gridded street system design - Development of a bicycle priority network (p. 34) including Pioneer Way, Whidbey Avenue, and Midway Boulevard and at minimum north-south and east-west spines (p. 32) - Development of a pedestrian priority network (p. 33) specifically in dense areas. - Recommended project list and estimated cost (p. 40)¹
			<ul style="list-style-type: none"> - Pedestrian and Bicycle Priority Networks (p. 33-34) 	<ul style="list-style-type: none"> - Review these networks to inform the updated proposed networks in the ATP.
Waterfront Plan	2005	Action plan to enhance the quality of life and economic vitality of Oak Harbor including tourism. Identifies a larger	<ul style="list-style-type: none"> - Waterfront and Trail seen as “crown jewels” in terms of tourism, economic development, and community enhancement (p. 1) 	<ul style="list-style-type: none"> - The suggested next step is Midway Boulevard and along SR 20 (p. 6) - Signage plans mentioned concentrate on Waterfront but could also be integrated in future wayfinding plans
Windjammer Plan	2016	master plan building upon previous studies of the Windjammer area, specifically construction	<ul style="list-style-type: none"> - A new “grand entrance when relocating the historic windmill to the intersection SW Beekman Drive and SW Bayshore Drive Windjammer to 	<ul style="list-style-type: none"> - Outside of park, it may be important to ensure access via bicycle and pedestrian transportation. - Recommendation to use overlay treatment for trails in

Plan	Year	Summary	Relevant Highlights	Implications for ATP
		impacts and project cost to the park for the Oak Harbor Clean Water Facility.	increase visibility from SR 20 and making Windjammer Park more of a destination for local and regional traffic.	the park specifically for ADA accessibility.

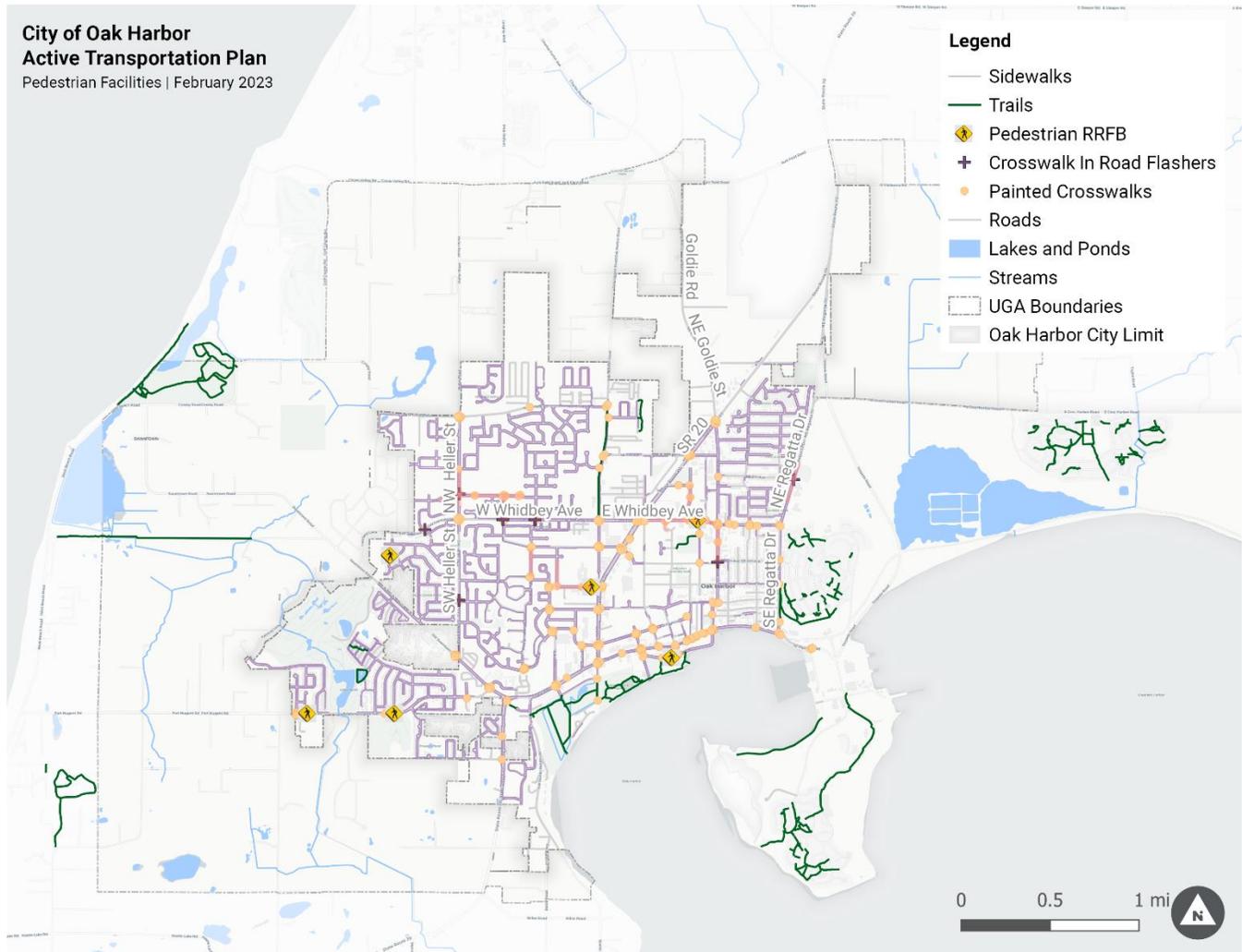
SPATIAL TRENDS

The following maps use City of Oak Harbor GIS data to analyze spatial trends in transportation, demographics,

Map 1: Oak Harbor Pedestrian Facilities

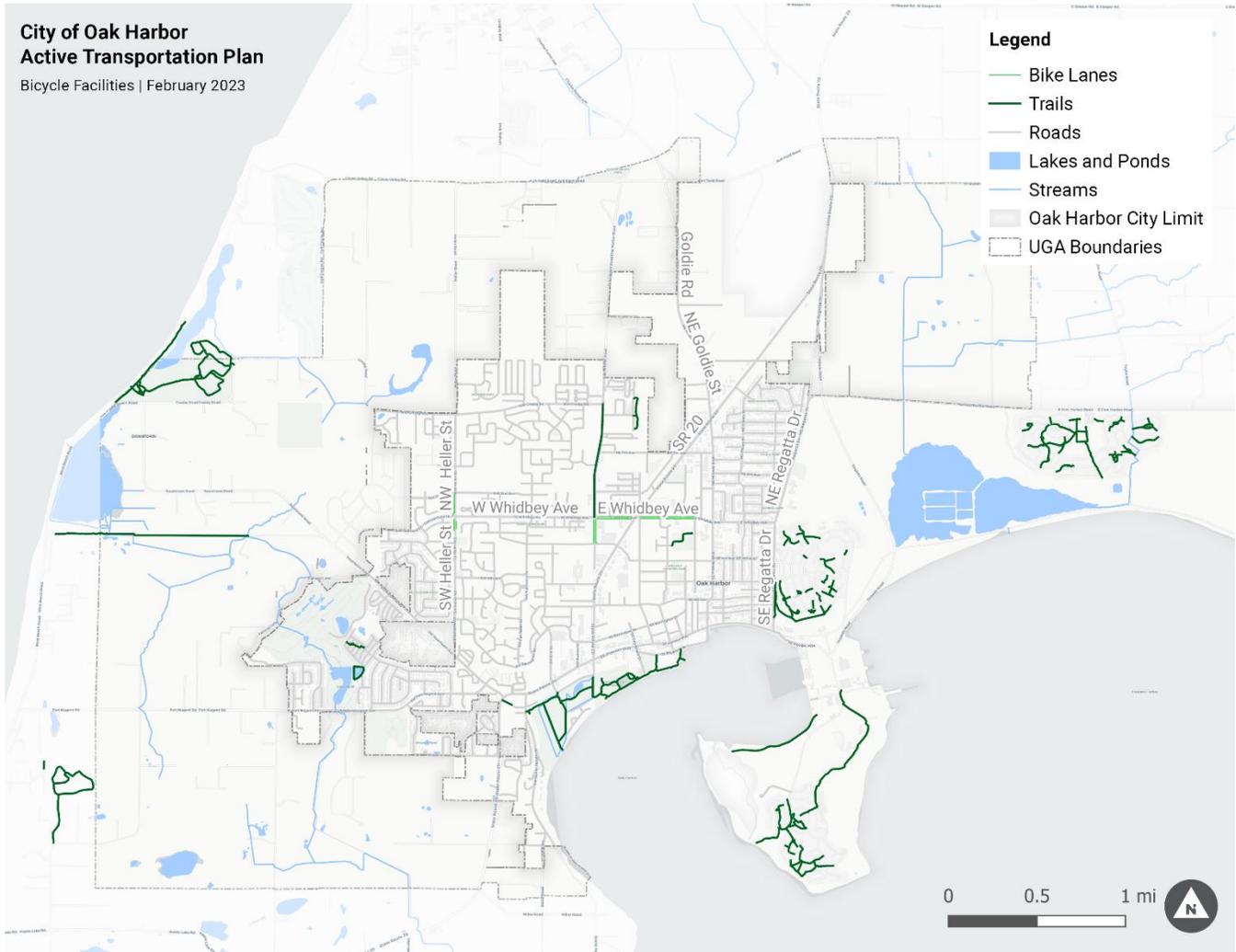
The extensive sidewalk network in Oak Harbor covers downtown and residential areas. Safety interventions for active transportation users include 200 painted crosswalks concentrated in the waterfront and denser neighborhoods in the city as well as 6 RRFBs and 16 school zones across several neighborhoods.

and land use.



Map 2: Oak Harbor Bicycle Facilities

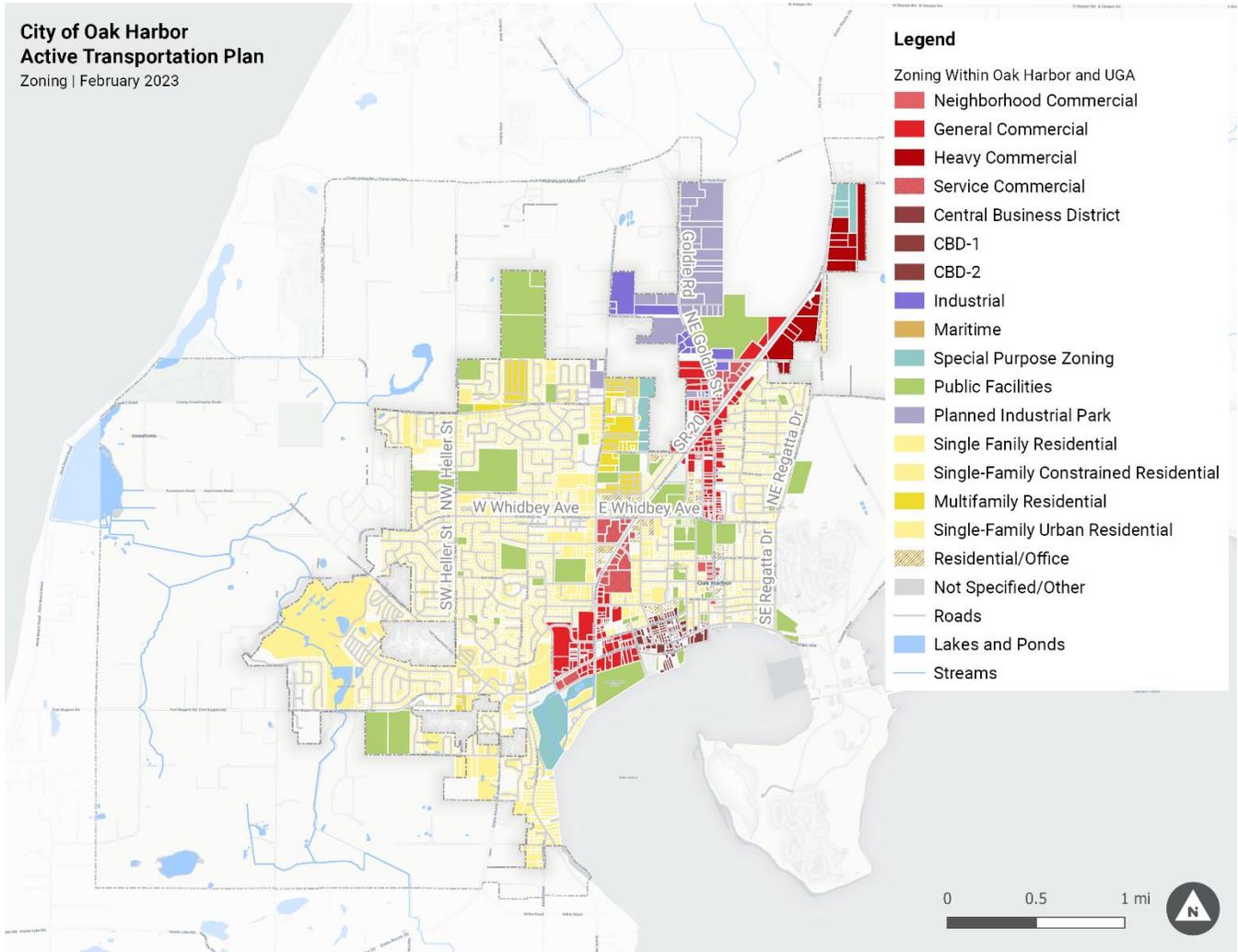
Bike lanes in Oak Harbor are generally limited to trails along the waterfront and in parks and on some major roads including E. Whidbey Ave and SW/NW Heller St.



Map 3: Oak Harbor Zoning

The zoning map shows how the largely residential land use in Oak Harbor. There is commercial and mixed used zoning only present in the Central Business District and along SR 20 and Midway Blvd.

The street network gives an indication of the varied urban form in the city: the urban core and east of the city have a more gridded street network, while the west of the city and the neighborhoods that make up the periphery have more winding roads and cul-de-sacs.



STAFF INTERVIEWS

This section summarizes findings from the interviews in which Toole Design staff posed questions to Oak Harbor staff from Public Works to learn more about how their work influences active transportation planning. Discussion topics also included departmental priorities and how they may align with active transportation, general opportunities, and challenges for active transportation planning in Oak Harbor, and what staff are hoping to achieve through the ATP. The questions were organized into the following summary areas:

Planning and Development	Maintenance and Operations
<ul style="list-style-type: none"> • Departmental Work and Priorities • Project Prioritization • Development Regulations • Land Use and Zoning • Policy and Programming • Funding • General Opportunities and Challenges 	<ul style="list-style-type: none"> • Maintenance and Operations Processes <ul style="list-style-type: none"> ○ ADA Compliance ○ Signal Timing ○ Traffic Calming • Project Prioritization/Process • Seasonal Maintenance • Materials and Equipment • Funding • General Opportunities and Challenges

INTERVIEW PARTICIPANTS

- **City of Oak Harbor**
 - **Rick Fakkema**, Streets Lead, Public Works
 - **Steve Bebee**, Operations Manager, Public Works
 - **Dennis Lefevre**: Senior Planner, Development Services
 - **Ray Lindenburg**, Senior Planner, Long Range Planning
 - **Jonathan Pollock**, Engineering Technician (including Development Review), Public Works
 - **Cac Kamak**, City Project Manager
 - **Alex Warner**, City Engineer
- **Toole Design Group**
 - **Sofia Gulaid**, Planner (Interviewer)
 - **Quinn Kelly**, Planner, Consultant Project Manager (Interviewer)

SUMMARY OF FINDINGS: PLANNING AND DEVELOPMENT

Departmental Work and Priorities

- **Public access to the water is a key issue** for the shoreline management act. There is a waterfront trail and pathways are allowed in wetland buffer areas.
- The Transportation Plan also incorporates bicycle and pedestrian networks and some of those policies have been incorporated into Comprehensive Plan. The Development Regulations come out of this.

Project Prioritization

- There is a yearly Capital Improvement Program. In general, **project lists are informed by citizen input and communicated community need** and are prioritized in an opportunistic manner (e.g. availability of grants).
- The Bike Priority Network from the Transportation Plan also guides the rollout of projects.

Development Regulations

- While the code is not very strong on requirements and design criteria, **design guidelines overall are strong at emphasizing public space, street frontage, pedestrian access, and parking in the back of**

the building. There is sometimes a disconnect with implementation, for example developers do not necessarily include walkways from the sidewalk to the main entrance. The **department works with development teams on creative approaches to meet the intent of the code** (e.g. Sonic Drive in close to a beachfront park has a walk-up window).

- Bike racks for multi-family and commercial projects are not prioritized but often are included at a low quality, pointing to the need for standards for bike parking as ABPB guidance.
- The City is working on updates to the code including street dimensioning and removing the landscape strip because it is difficult to maintain.
- While design guidelines have been around for a long time, but **developers are reluctant because the infrastructure beyond their development (a supporting network for walking and biking) does not exist.** This plan needs to develop these networks in order to plug into the pedestrian and bike entrances that have been built in anticipation.

Land Use and Zoning

- Outside of SR 20 and downtown, there are no small retail areas. Other **nodes of commercial activity don't exist at present due to zoning** other areas are not zoned for commercial activity.
- If commercial activity is only on SR 20, this has implications on safety and limits walkability, posing a barrier for increasing mode shift.
- The east side of Oak Harbor has older infrastructure, and the west side has lower intensity, more suburban-type development patterns but a higher prevalence of sidewalks because of wider street widths and newer development.

Policy and Programming

- The City has installed vehicular wayfinding on SR 20 but there has not been a focus of pedestrian and bicycle wayfinding.

Funding

- Funding is the main barrier to implementing active transportation recommendations.
- The Transportation Benefits District (TBD) is a new funding initiative, and **TBD funds are typically used for resurfacing projects** (could incorporate striping projects).

General Opportunities

- There is an opportunity whenever restriping takes place.
- There are current standards e.g. 5 ft sidewalks.
- Projects presenting new opportunity include the following:
 - **Regatta Drive** and new development by the Navy
 - Potential idea for **O'Leary Street** east of SR 20 as a "hidden treasure" that has the character of Oak Harbor including Gary Oak trees
 - **Pioneer Way/SR 20** to downtown has a lot of redevelopment potential and proximity to the beach

General Challenges

- Urban form can be a challenge – older neighborhoods have narrow pavement, gravel shoulders, no sidewalks.
 - The **west has more** dead ends, cul-de-sacs, and residential zoning but excess pavement presents an opportunity for sidewalks and bike lanes.
 - The **east of the city is older and missing sidewalks.**
 - Car-centric regulations and behaviors including the following: People also park on the shoulder.
 - Some development standards require excessive parking (i.e. 5 parking spaces per single family home).
- Projects with demonstrated need include the following:
 - **Northeast 7th Ave, Columbia, West Whidbey, SR 20** (in particular how planned roundabouts are going to serve bicyclists and pedestrians)
 - Any initiative to connect East and West considering SR 20 as a major barrier to a connected active transportation network

SUMMARY OF FINDINGS: MAINTENANCE AND OPERATIONS

Maintenance and Operations Processes

- **Americans with Disabilities Act (ADA) Compliance**
 - The first step was an ADA inventory a few years ago. It took the form of an Excel sheet and the City is currently working on creating a GIS layer.
 - The City adopted an ADA Transition Plan this year. It does not deal with prioritization outside of apriority for downtown and then main roads).
 - The plan is to incorporate ADA compliance into capital projects and require ADA compliance for new developments or redevelopment including all frontages.
- **Signal Timing**
 - There is one level one signal tech and a level five signal tech on call that does testing/fixes once a month.
 - They do a check of pedestrian lights, school flashing beacons and more every Friday.
 - There are currently no leading pedestrian intervals (LPIs) in Oak Harbor, but the signal techs have worked to extend certain pedestrian crossings (e.g. retirement home, bus barn, etc.).
- **Improved Crosswalks**
 - All major intersections have crosswalks.
 - School zone flashing beacons and mid-block crossing were from a grant in collaboration with the school district.
 - The crosswalk on Whidbey Ave was very controversial because it went against engineering guidance. If it works, they would like to **add a refuge island**.
 - There is a policy on marked crosswalks and crosswalk improvements. Typically the City does not mark crosswalks at residential intersections, only where there is a change in road classification.
 - The City did not do mid-block crossings until 4-5 years ago. Now they do, but they **have to include crossing enhancements** such as bulb outs, advanced signage, RRFBs, raised crossings, reduced lane width fog line, and chevrons.
 - There is no formal policy around crosswalks at bus stops. The **City is interested in increasing coordination with Island Transit** especially in the development review process.
- **Traffic Calming**
 - The City has 12 **speed humps** (from resident request- at least 5 people need to sign on)
 - Other traffic calming includes **speed trailers** (moved on request) and traffic counts/speed collection.

Project Prioritization/Process

- Rick splits up the city by residential quadrant or street class.
- They rate quality for pavement condition index (PCI) then comes back next year to do maintenance.
- They also react to calls and requests, but the request system will be changing this year.
 - In partnership with Island County, there will be a **safety action plan with the MPO for a holistic approach**.
 - This will include an online form to develop a more efficient request system.

Seasonal Maintenance

- **Snow**
 - Plowing takes place with a couple of trucks.
 - The City is moving away from sand to brine.
 - There is sanding on hills and intersections, brining wets the sand and cuts through the snow.
 - In the last two years there has been a snow event twice a year, before that it was once every 5-6 years.
- **Other Seasonal Maintenance**
 - The City also does crack-sealing in the spring and cold patch in the winter.

Materials and Equipment

- Crosswalks are repainted once a year.
- The City **prefers to use 3M** for bike lanes since the reflectivity does not last long with paint.
 - 3M can only be installed on fresh asphalt, inlaid into the hot asphalt and lasts 5-8 years.
- The City has one side sweeper mostly used on non-curb and gutter roads and wastewater collection has a vacuum broom.
- Street sweeping happens after every big windstorm, wastewater collection has a set schedule.

Funding

- The **City is responsible for all sidewalk maintenance**, comes out of City budget.
- Oak Harbor lost a significant amount of state funding recently, and this was the first year they had to pull out of the general fund for street maintenance.
- The **City has been successful with grants** (e.g., recent \$12,000 grant for sidewalk repair recently on SR 20 for 350 ft of repair, TIB Urban Arterial Preservation Grant for North 7th (\$800K), and another similar grant (\$500K)).
- The TBD started in 2020. It provides budget for overlays for the first time (\$1 million per year) and **will also fund some reconstruction**.

General Opportunities and Challenges

- New capital projects include sidewalks and bike lanes.
- Wider roads and lots of pavement allow **space to incorporate bike lanes/path**. but **stormwater management is a challenge**.
- The City is falling behind in having a complete/connected sidewalk network.
- Oak Harbor is **considering a citywide 5 mph speed reduction** as a part of the Safety Action Plan (for streets above 25 mph).
- There are LED street lamps, but there is a balance between interest in “dark skies” (vague reference of light pollution in the code) but also a **need for street lighting at some intersections**.

CONCLUSIONS

Taking into account the findings and recommendations gleaned from the Existing Conditions research, Oak Harbor has made strides in accommodating active transportation in varied urban forms across the city. There are several key challenges and opportunities that will inform the development of the plan, including the prioritization process, engagement methods, and in policy and program recommendations.

City Process and Prioritization

Oak Harbor has made significant progress in terms of facilitating development for pedestrian and bicycle facilities. At the same time, the City needs to be more proactive in terms of prioritization, not just responding to complaints or “squeaky wheels”. The ongoing changes to the reporting system will help create a more standardized process to maintenance and development. This could be further improved through a transparent prioritization process that considers active transportation as a key element for all projects. Prioritization is also integral when navigating a changing funding environment. Establishing a list of recommended projects in the plan will be useful for informing future opportunistic project implementation.

Barriers and Challenges

There are both structural and regulatory barriers to active transportation use in Oak Harbor that inform the plan approach. Land use and zoning have been a barrier for walkability. Encouraging small pockets of commercial/mixed-use development (i.e. urban villages) especially on the west of the city would encourage walkability. Physical barriers include SR 20, which emphasizes a need for connections across the city, and a difference in urban form between east and west of the city. There also need to be tighter standards for bicycle parking to ensure that developer-provided parking allows users to feel safe and secure about their bicycle.

Regulatory Environment and Opportunities

Finally, the development review process and design guidelines have enabled a significant amount of progress in walk, bike, and roll-friendly site planning and development. This has set up an excellent opportunity for the infrastructure for the plan to “plug in” through bicycle and pedestrian network development in the development of this plan.

ENDNOTES

ⁱ **Pedestrian Priority Network Projects as listed in the 2016 Transportation Plan**

T2-10 Loerland Drive Sidewalks Add sidewalks on Loerland Drive between SW Heller Street and Swantown Road. \$588K
T2-11 NE 5th Avenue Sidewalks Add sidewalks on NE 5th Avenue between NE Midway Boulevard to NE Ronhaar Street. \$513K
T2-12 SE Barrington Drive Sidewalks Add sidewalks on Barrington Drive between Ely Street to Hathaway Street. \$195K
T2-13 SE Ely Street Sidewalks Add sidewalks on Ely Street between Barrington Drive to Whidbey Avenue. \$764K
T2-14 Crosby Avenue Sidewalks Add buffered sidewalks on NW Elwha Street to Airline Way. \$1.3M
T2-15 O' Leary Street Sidewalks Add sidewalks on SE Oleary Street between SE 6th Avenue and Whidbey Avenue, and NE Oleary between NE 4th Avenue and NE 6th Avenue. \$663K
T2-16 N Oak Harbor Street Sidewalks Add sidewalks on N Oak Harbor Street between Crosby Avenue and City Limits. \$260K
T2-17 SE 4th Avenue Sidewalks Add sidewalks SE Ely Street to SE Midway Boulevard \$470K

Bicycle Priority Network Projects as listed in the 2016 Transportation Plan

T2-18 Pioneer Way Bike Lane Add bike lane/sharrow on Pioneer Way between SE City Beach Street and Regatta Drive. \$186K
T2-19 N Oak Harbor Street Sharrows Add sharrows on N Oak Harbor Street between Whidbey Avenue and Crosby Avenue. \$2K
T2-20 SW Erie Road Bike Lane Add bike lane on SW Erie Road between Barrington Drive to Pioneer Way. \$38K
T2-21 Crosby Avenue Bike Lane Add bike lane on Crosby Road between Airline Way and N Oak Harbor Street. \$172K
T2-22 SE 8th Avenue Sharrows Add sharrows on SE 8th Avenue between Midway Boulevard to Barrington Drive. \$3K
T2-23 Swantown Avenue Bike Lane Add bike lane on Swantown Avenue between Pioneer Way to Loerland Road. \$143K
T2-24 SW 3rd, SE 4th Avenue Sharrow Add sharrows on SW 3rd/SE 4th Avenue between Fairhaven Drive and Midway Boulevard. \$4K
T2-25 Ely Road Sharrows Add sharrows on Ely Road between Pioneer Way and Whidbey Avenue. \$2K
T2-26 Scenic Heights Area Sharrows Add sharrows on SW Scenic Heights between Waterloo Road and Pioneer Way and Capital Street between SR 20 and Pioneer Way. \$6K
T2-27 Loerland Drive Bike Lane Add sharrows on Loerland Drive between Swantown Avenue and Heller Street. \$98K
T2-28 SE Pasek/Oleary Sharrows Add sharrows on SE Pasek/Oleary Road between Pioneer Way to SR 20. \$5K
T2-29 NE 16th Avenue Sharrows Add sharrows on NE 16th Avenue between Goldie Road and Regatta Drive. \$2K
T2-30 Fort Nugent Area Sharrows Add sharrows on: SW Fairway Point Drive between Fort Nugent Avenue and Swantown Avenue; SW Victory Street between Fort Nugent Avenue and Heller Street; SW Rosario Place between Fort Nugent Avenue and SW 24th Avenue; SW 24th Avenue between SW Rosario Place and SR 20. \$12K
T2-31 Cathlamet Drive Sharrow Add sharrows on Cathlamet Drive between N Oak Harbor Street and Crosby Avenue. \$2K
Total \$35.4M

Oak Harbor Active Transportation Plan

Initial Findings from Network Analysis

DRAFT | March 23, 2023

The following pages include draft map outputs from the Oak Harbor Active Transportation Plan Network Analyses as well as initial summaries of findings. The analyses and methodologies used to create these maps are outlined in the Network Analysis Technical Approach Memo. The three analyses included are:

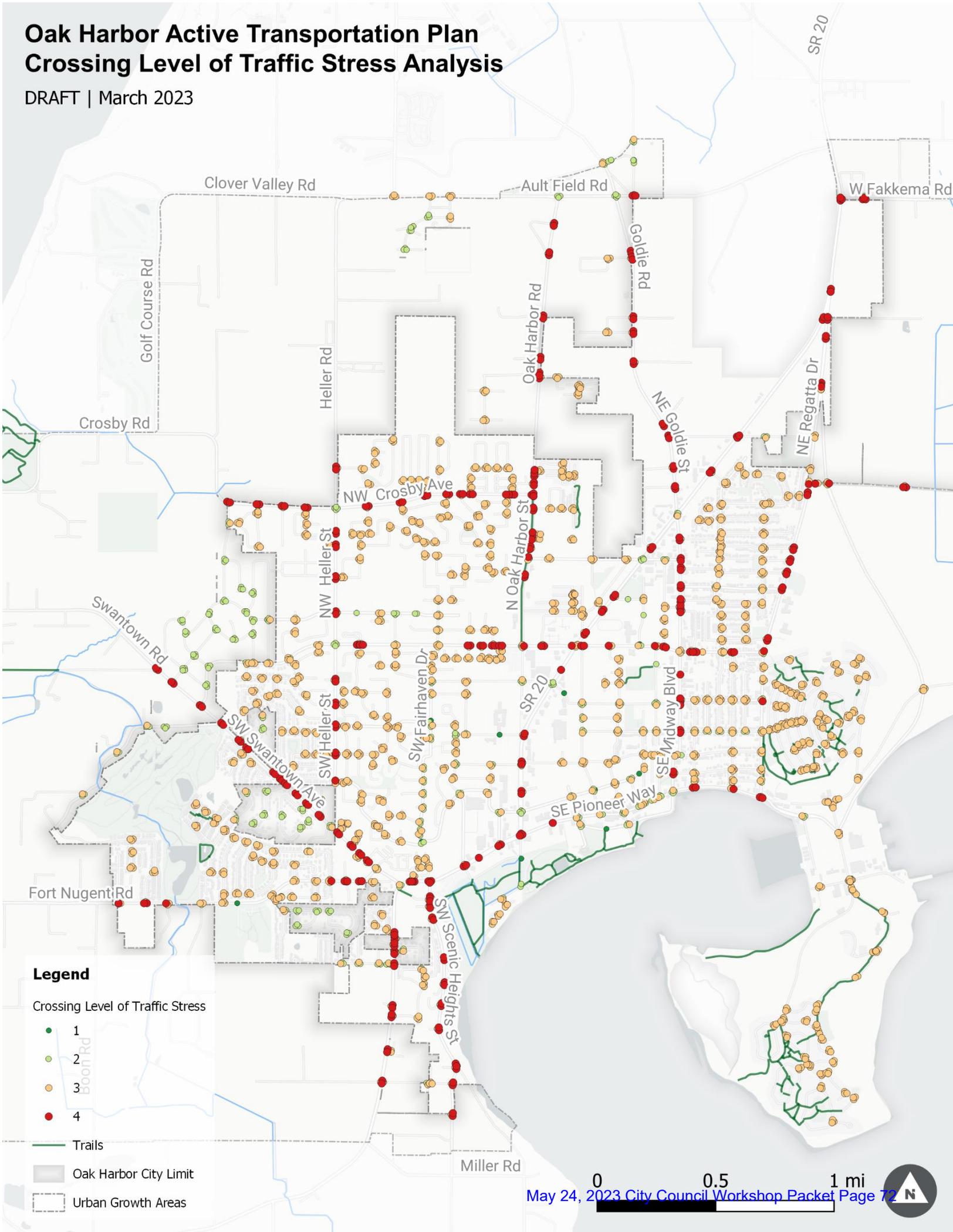
1. Crossing Level of Traffic Stress (PxLTS) Analysis
2. Bicycle Level of Traffic Stress (BLTS) Analysis
3. Sidewalk Coverage Analysis

These analyses will be used to inform network and project development for the active transportation plan. They will help determine where crossing improvements are most needed, what types of bicycle facilities are appropriate for different corridors, and where new sidewalks or walkways are most needed to create a connected network.

Oak Harbor Active Transportation Plan

Crossing Level of Traffic Stress Analysis

DRAFT | March 2023



Legend

Crossing Level of Traffic Stress

- 1
- 2
- 3
- 4

Trails

Oak Harbor City Limit

Urban Growth Areas

0 0.5 1 mi
May 24, 2023 City Council Workshop Packet Page 72



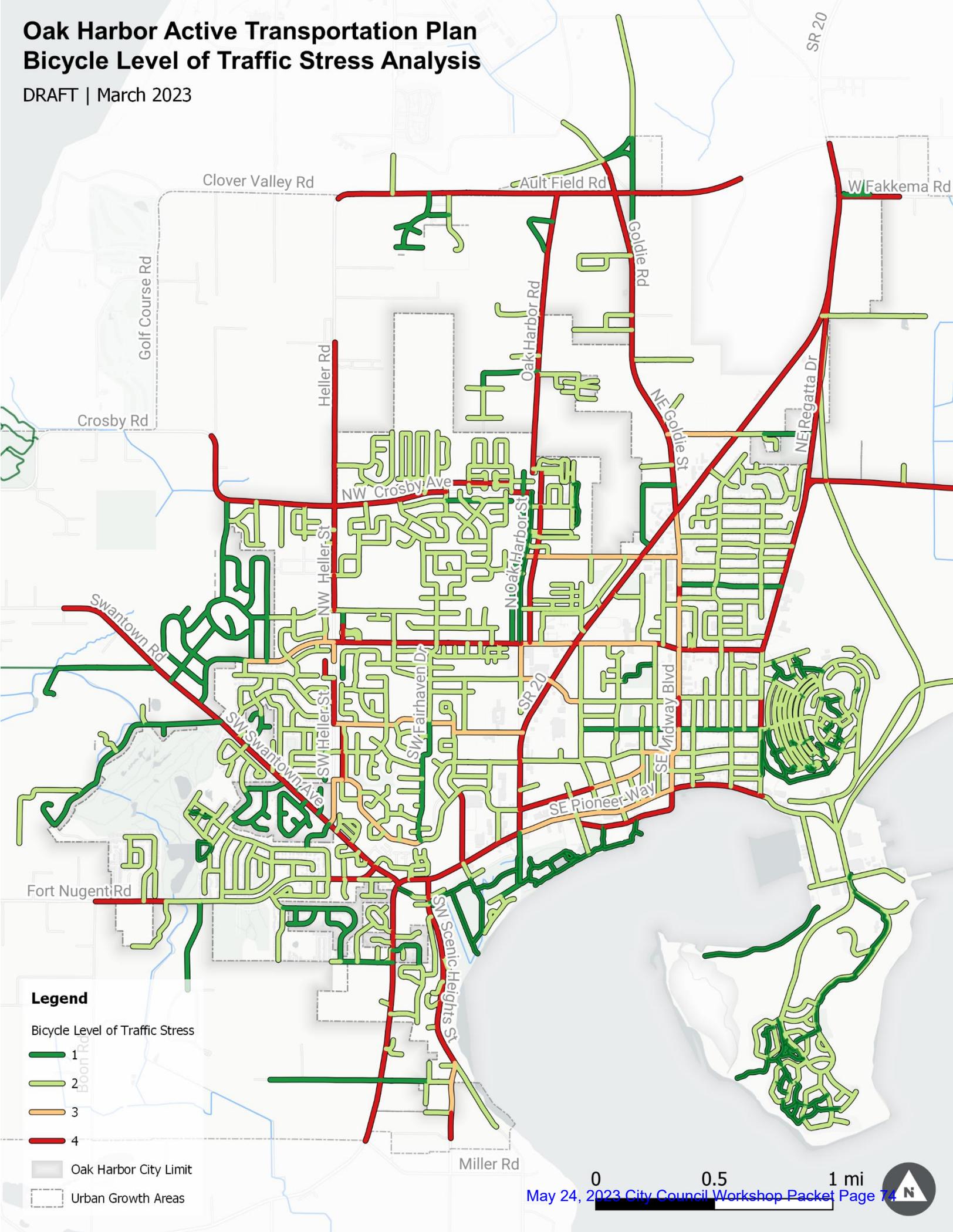
High Stress Crossings are concentrated along the following corridors:

- Crescent Harbor Rd
- Crosby Rd
- Goldie St
- Heller St
- Midway Blvd
- Oak Harbor St
- SE Pioneer Way
- NE Regatta Dr
- Scenic Heights St
- State Route 20
- SW Swantown Ave
- Whidbey Ave

DRAFT

Oak Harbor Active Transportation Plan Bicycle Level of Traffic Stress Analysis

DRAFT | March 2023



Legend

Bicycle Level of Traffic Stress

- 1
- 2
- 3
- 4

Oak Harbor City Limit

Urban Growth Areas

0 0.5 1 mi



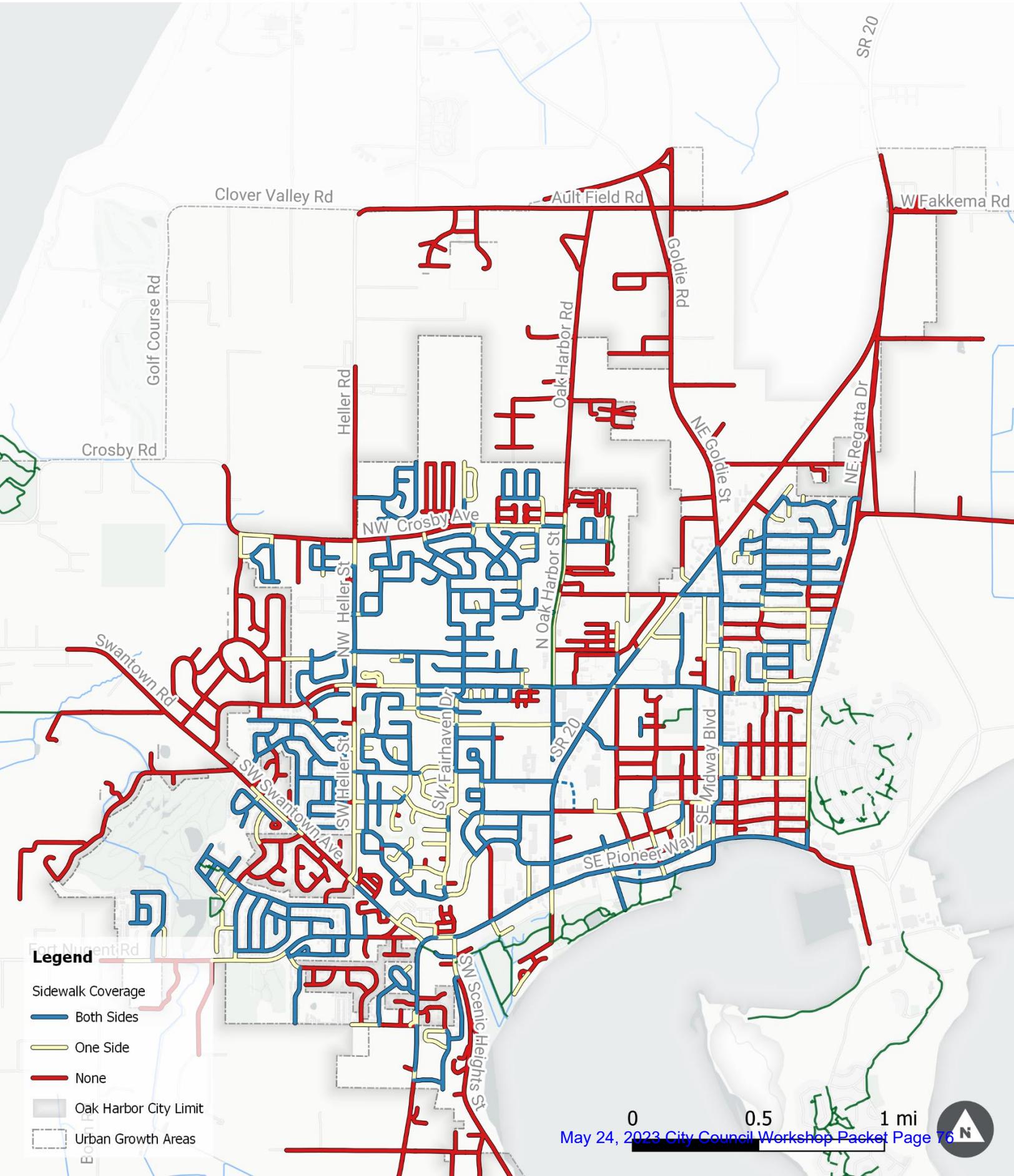
Corridors with a **high Bicycle Level of Traffic Stress** include:

- Ault Field Rd
- Bayshore Dr
- Crescent Harbor Road
- Crosby Rd
- Goldie St
- Heller St
- Midway Blvd
- Oak Harbor Rd
- SE Pioneer Way
- NE Regatta Dr
- Scenic Heights St
- State Route 20
- Swantown Ave
- Whidbey Ave

DRAFT

Oak Harbor Active Transportation Plan Sidewalk Coverage Analysis

DRAFT | March 2023



Legend

Sidewalk Coverage

Both Sides

One Side

None

Oak Harbor City Limit

Urban Growth Areas

0

0.5

1 mi

May 24, 2023 City Council Workshop Packet Page 76

Missing sidewalks are concentrated in:

- Far western neighborhoods off of Swantown Ave
- SE corner of the city, south of Whidbey Ave and east of SR 20
- Mobile home parks on the north end

Major corridors with substantial sections of **missing sidewalks** include:

- Ault Field Rd
- Crosby Ave
- Goldie Rd
- Oak Harbor Rd
- Regatta Dr
- State Route 20
- Swantown Rd

DRAFT

MEMORANDUM

May 12, 2023

To: Cac Kamak and Alex Warner

Organization: City of Oak Harbor

From: Quinn Kelly

Project: Oak Harbor Active Transportation Plan

Re: Active Transportation Network Prioritization Framework

The full completion of the City's active transportation network is a long-term goal. Based on the practical and fiscal limitations, not all projects can be implemented at once. A prioritized project list based on an objective and transparent set of criteria will help the City program its funding for pedestrian and bicycle projects. This ranking should not be viewed as a mandate to complete projects in a particular order, but rather a measure of which projects best meet the overall goals of the Active Transportation Plan (ATP). The order in which projects are built will depend on many factors, including budget/cost, local funds and state/federal grant funding availability, active development, and other implementation opportunities.

Once the recommended active transportation network is finalized, it will be prioritized based on the following criteria:

- » **Mobility:** Proximity to schools, commercial areas, parks, and transit stops
- » **Equity:** Socioeconomic characteristics of neighborhood
- » **Safety:** Posted speed, Traffic volume

While there are other criteria that could be included, we seek to keep the framework as simple as possible for two reasons:

1. It will make the prioritization framework more transparent and easier to communicate to the public
2. It will be easier to replicate the prioritization in the future

The prioritization framework will be based on a point system, wherein each criterion will earn a project a certain number of points and the sum of those points will determine where projects are ranked. The table below summarizes the proposed PMP project scoring system:

Table 1: Active transportation project prioritization criteria

Factor	Criteria	Measure	Points
Mobility (8 points possible)	Proximity to schools	Project is within ½ mile of a K-12 public school	2
	Proximity to parks	Project is within ½ mile of a public park or regional public trail access point	2
	Proximity to transit stops	Project is within ¼ mile of Island Transit bus stop	2
	Multimodal benefit	Project benefits both pedestrian and bicycle network	1
	Connectivity to NAS Whidbey	Project improves multimodal connectivity from Oak Harbor to Naval Air Station Whidbey Island	1
Equity (5 points possible)	Socioeconomic factors	<u>Washington Environmental Health Disparities Map</u> , Socioeconomic factors ¹ <ul style="list-style-type: none"> » 3 points for Socioeconomic Factors score of 9 » 2 points for Socioeconomic Factors score of 8 » 1 point for Socioeconomic Factors score of 7 » 0 points for Socioeconomic Factors score of 5-6 	3
	Proximity to equity priority locations	Project is within ½ mile of a social service provider or subsidized housing	2
Safety (3 points possible)	Posted speed (Corridors Only)	Highest posted speed limit in project area: <ul style="list-style-type: none"> » 2 points for ≥ 35 MPH » 1 point for 30 MPH » 0 points for ≤ 25 MPH 	2
	Lane Count (Corridors Only)	Number of lanes: <ul style="list-style-type: none"> » 1 point for 4-5 lanes » 0 points for 1-3 lanes 	1
	Level of Crossing Stress (Intersections Only)	Pedestrian Level of Traffic Stress score <ul style="list-style-type: none"> » 3 points for PLTS 4 » 2 points for PLTS 3 » 1 point for PLTS 2 » 0 points for PLTS 1 	3

Methodology

These criteria are applied to all **XX** intersection project locations and **XX** corridor projects using the following methodology:

¹ The WA Environmental Health Disparities Map is a statewide tool developed by the UW Department of Environmental & Occupational Health Sciences (DEOHS) in collaboration with partners across Washington, informed by input from affected communities through 11 statewide listening sessions. The socioeconomic factors include educational attainment, housing burden, linguistic isolation, poverty, race, transportation expense, and unemployment. See the [full report](#) for more information about the tool's development and methodology.

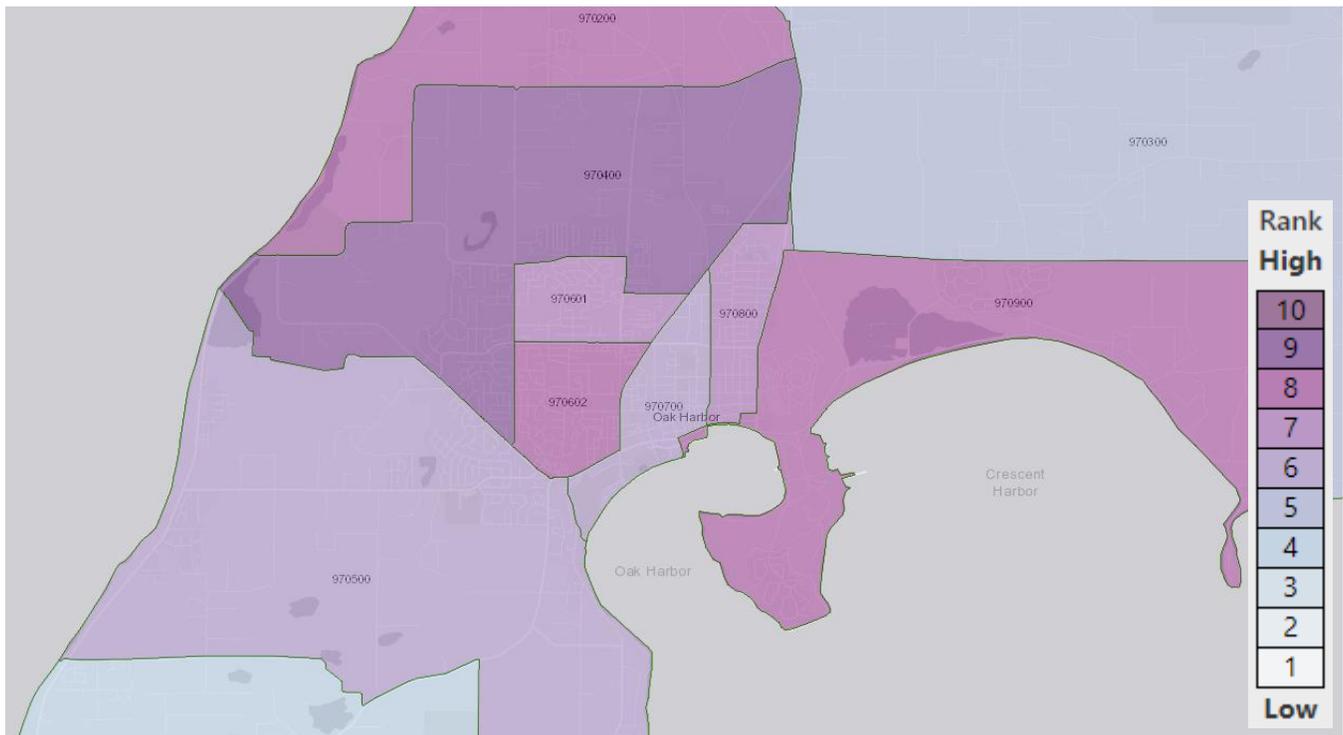
Mobility

Scores for each mobility criteria are calculated based on the straight-line distance between the intersection or corridor project to each of the key facility types: schools, parks and regional public trails, and Island Transit bus stops. For the purpose of this analysis, the combined parks and trails layer excludes private trails and non-park or private open space (e.g., golf courses). The mobility score also includes a bonus point for projects that benefit both the pedestrian and bicycle network (e.g., multi-use trail).

Equity

The Washington Environmental Health Disparities Map ranks Census Tracts on a 1-10 scale based on a variety of socioeconomic, environmental exposures and effects, and sensitive population indicators. Only the socioeconomic factors (including no high school diploma, unaffordable housing, transportation expense, limited English, living in poverty, people of color, unemployment) were used in the analysis. Darker colors correspond with higher levels of vulnerability. The ranking was applied to all intersection and corridor projects based on the Census Tract in which each project is located. For corridor projects that pass through multiple Census Tracts with different ranks, the highest rank along the project corridor is applied.

Figure 1: Snapshot of Oak Harbor from the Environmental Health Disparities mapping tool, Socioeconomic Factors



The locations of subsidized housing and social service providers in Oak Harbor were provided by the Opportunity Center and vetted by City staff. They include the following:

Name	Location Type
North Whidbey Help House	Food Bank & Medical Help
Spin Café	Meals, Laundry, Showers, & Shelter
Opportunity Council	Services
Ryan's House for Youth	Youth Services
Work Source	Employment
SEA MAR Behavioral Health Services	Healthcare
Sea Mar Dental	Healthcare
Sunrise Services	Healthcare
Cambridge Cove	Housing
Chelsea & Newport Apts	Housing
Golden Oaks	Housing
Oak Manor	Housing
Fir Village	Housing
Harbor Ridge	Housing
Harbor Village	Housing
Oak Bay Station	Housing
Oak Harbor Ridge	Housing

Safety

The number of roadway lanes and posted speeds are applied to corridor projects using roadway data provided by the City of Oak Harbor. The PLTS scores for road crossings are calculated based on the number of lanes, speed limit, AADT, and crossing control (e.g., stop control, flashing beacons, etc.). As each intersection project location may have multiple PLTS scores, depending on the number of crosswalks in the intersection, the maximum PLTS score for a given intersection is assigned to each intersection project location. In other words, each intersection project receives a PLTS score based on the *most* stressful crossing within the intersection.

MEMORANDUM

May 12, 2023

To: Cac Kamak, Alex Warner
 Organization: City of Oak Harbor
 From: Quinn Kelly
 Project: Oak Harbor Active Transportation Plan

Re: DRAFT Plan Vision and Goals

Introduction

This memo presents a draft list of proposed goals and strategies for the Oak Harbor Active Transportation Plan (ATP). These draft goals and strategies are intended as a starting point for discussion. They will be refined through internal discussions, analysis, and public engagement, including input from the ATP Steering Committee.

The Active Transportation Plan Vision

To create a network that invites people of all ages and abilities to walk, bike, and roll throughout Oak Harbor.

Goals

<i>Mobility</i>	<i>Health</i>	<i>Safety</i>	<i>Equity</i>
Make walking, bicycling, and rolling a comfortable and attractive transportation option for all.	Promote physical and mental health by creating infrastructure and development that supports increased physical activity and social interaction in daily routines.	Eliminate fatalities and severe injuries for pedestrians and bicyclists by redesigning streets, educating road users, and implementing proven safety countermeasures.	Provide accessible facilities for all through equitable engagement and investments in pedestrian and bicycle facilities that serve those with the highest need.

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May 12, 2023

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ACTIVE TRANSPORTATION PLAN

City Council

PROCESS



City Council approved entering into a contract with Toole Design in November 2022



WSDOT approved the contract in December 2022



First project meeting started in January



Regular meetings scheduled every two weeks to advance project



City Team (Planning, Engineering, Public Information, Finance)

- **Community Engagement Plan**
 - **Pop-up event – Holland Happening** ✓
 - **Steering Committee – First meeting** ✓
 - **Focus Groups -** ✓
 - **Print and web communication -** ✓
 - **Stakeholder walk/bike ride**
 - **Online virtual meeting - August**
 - **Interactive Web Map and Survey** ✓



PROGRESS



OAK HARBOR ACTIVE TRANSPORTATION PLAN PROJECT TIMELINE

Spring 2023 Discovery Phase

- Learn from the community
- Research existing plans and policies
- Analyze the existing bike and pedestrian network

Summer 2023 Plan Development

- Develop policy, program, and project recommendations

Fall 2023 Stakeholder Review

- Review Draft Plan with City Committees and staff
- Make updates based on feedback

Winter 2023 Plan Adoption

- Active Transportation Plan adopted by City Council

2024-2034 Implementation

- City implements the proposed programs and infrastructure improvements

ONGOING INFORMATION AND OUTREACH

Steering
Committee
Meeting One
(April 20th)

Steering
Committee
Meeting Two
(June 12th)

Steering
Committee
Meeting Two
(August TBD)

PROGRESS

1. Oak Harbor ATP Draft Engagement Plan
2. Existing Conditions Analysis
3. Network Analysis Findings
4. Network Prioritization Approach
5. ATP Outline
6. ATP Plan Vision and Goals

2022 ADA Transition Plan

A Pathway Forward



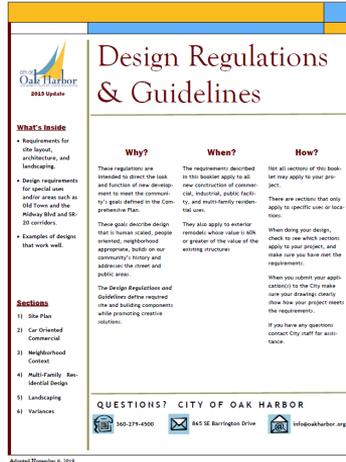
November 15th 2022

Mayor: Bob Severns
 Mayor Pro-Tempore: Tara Hizon
 Councilmembers: Beth Munns, Jim Woessner, Eric Marshall, Dan Evans,
 Shane Hoffmire, Bryan Stucky

Plan Developed by City of Oak Harbor Public Works Department, Engineering Division
 With assistance from Steve Bebee, Public Works Operations Manager
 And Support from: Sandra Plante, Central Services Supervisor
 Rick Takama, Lead Streets Specialist

Plan Approved by:

  
 Elaine Chern, City Administrator Steven Schuler, P.E., Public Works Director Alexander E. Warner, P.E., City Engineer



Design Regulations & Guidelines

What's Inside

- Requirements for site layout, architecture, and landscaping.
- Design requirements for special-use outdoor areas such as Old Town and the Millrace Blvd and 55-20 corridors.
- Guidelines of design that work well.

Why? These regulations are intended to direct the look and function of new development to meet the community's goals defined in the Comprehensive Plan.

When? The requirements described in this booklet apply to all new construction of commercial, industrial, public facilities, and multi-family residential uses.

How? They also apply to exterior improvements whose value is less, or greater, of the value of the existing structure.

When doing your design, check to see which sections apply to your project, and make sure you have met the requirements.

When you submit your application to the City make sure your drawing clearly show how your project meets the requirements.

If you have any questions contact City Staff for assistance.

Sections

- 1) Site Plan
- 2) Car-Oriented Commercial
- 3) Neighborhood Context
- 4) Multi-Family Residential Design
- 5) Landscaping
- 6) Utilities

QUESTIONS? CITY OF OAK HARBOR
 360-278-4300 845 SE Barrington Drive info@oakharbor.org

Adapted December 6, 2019

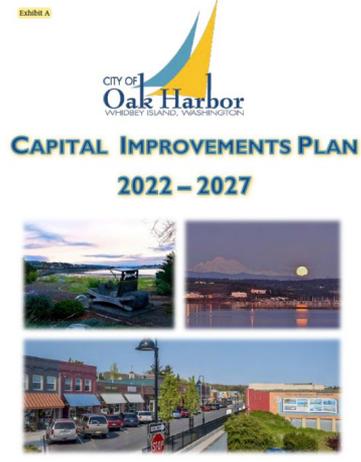
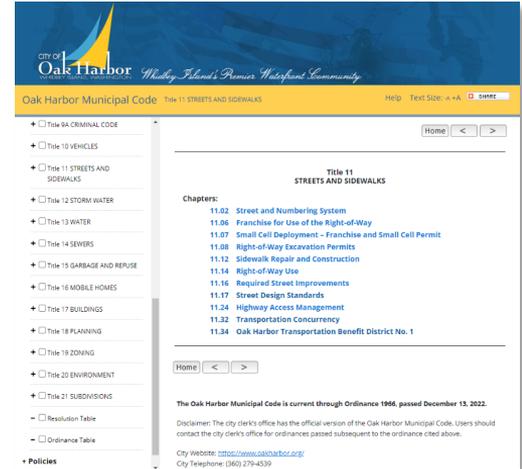


Exhibit A

CITY OF OAK HARBOR
 WHIDDEY ISLAND, WASHINGTON

CAPITAL IMPROVEMENTS PLAN

2022 – 2027

City of Oak Harbor Whiddey Island's Premier Waterfront Community

Oak Harbor Municipal Code Title 11 STREETS AND SIDEWALKS

Home < >

Title 9A CRIMINAL CODE

Title 10 VEHICLES

Title 11 STREETS AND SIDEWALKS

Title 12 STORM WATER

Title 13 WATER

Title 14 SEWERS

Title 15 GARBAGE AND REFUSE

Title 16 MOBILE HOMES

Title 17 BUILDINGS

Title 18 PLANNING

Title 19 ZONING

Title 20 ENVIRONMENT

Title 21 SUBDIVISIONS

Resolution Table

Ordinance Table

• Policies

Title 11 STREETS AND SIDEWALKS

Chapters:

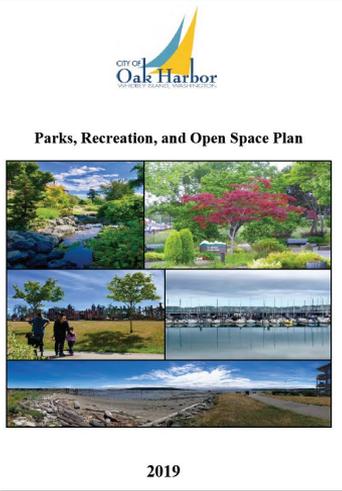
- 11.02 Street and Numbering System
- 11.06 Franchise for Use of the Right-of-Way
- 11.07 Small Cell Deployment - Franchise and Small Cell Permit
- 11.08 Right-of-Way Excavation Permits
- 11.12 Sidewalk Repair and Construction
- 11.14 Right-of-Way Use
- 11.16 Required Street Improvements
- 11.24 Street Design Standards
- 11.24 Highway Access Management
- 11.32 Transportation Concurrence
- 11.34 Oak Harbor Transportation Benefit District No. 1

Home < >

The Oak Harbor Municipal Code is current through Ordinance 1946, passed December 13, 2022.

Disclaimer: The city clerk's office has the official version of the Oak Harbor Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.oakharbor.org/>
 City Telephone: (360) 278-4339

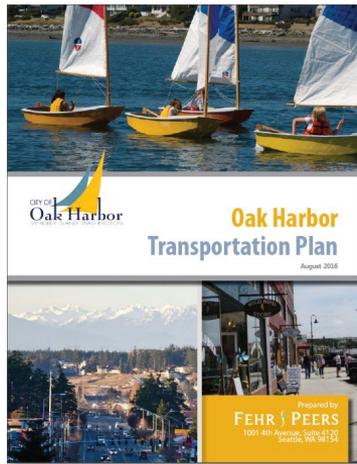


CITY OF OAK HARBOR
 WHIDDEY ISLAND, WASHINGTON

Parks, Recreation, and Open Space Plan



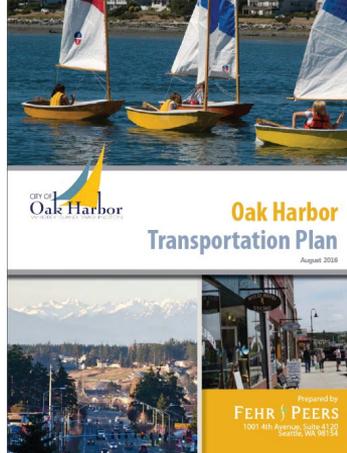
12019



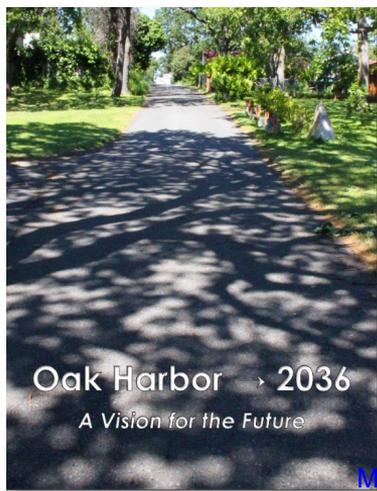
CITY OF OAK HARBOR

Oak Harbor Transportation Plan

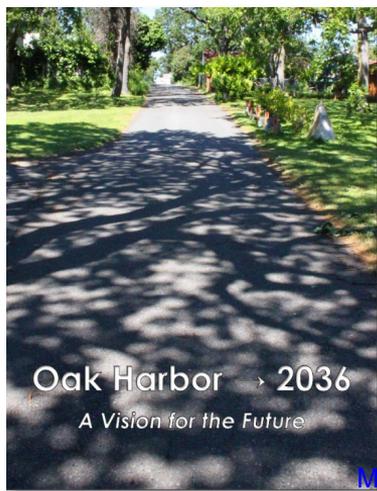
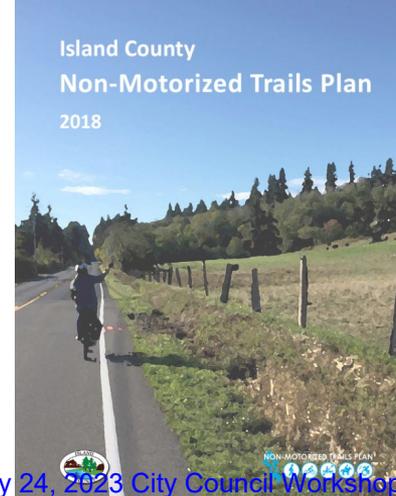
August 2016



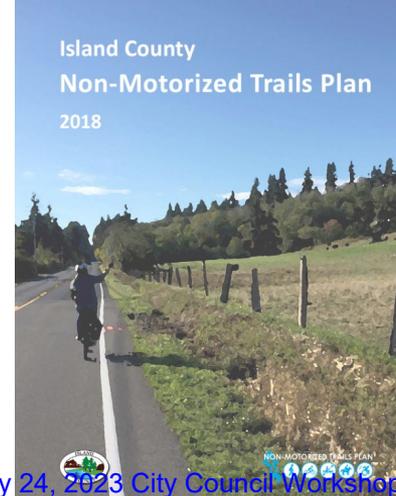
Prepared by **FEHR | PEERS**
 1001 4th Avenue, Suite 101
 Seattle, WA 98101



Oak Harbor > 2036
 A Vision for the Future

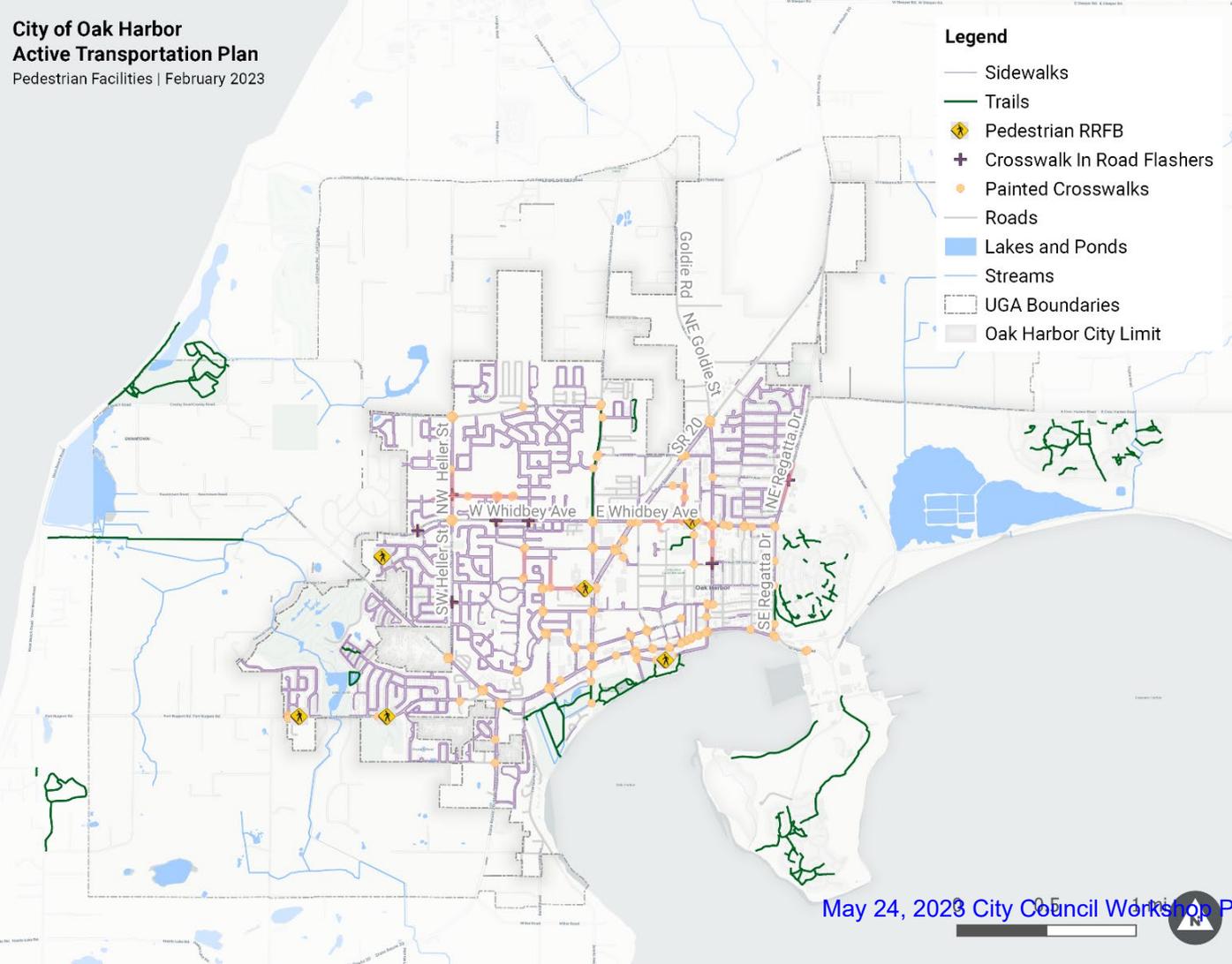
Island County
Non-Motorized Trails Plan
 2018



NON-MOTORIZED TRAILS PLAN

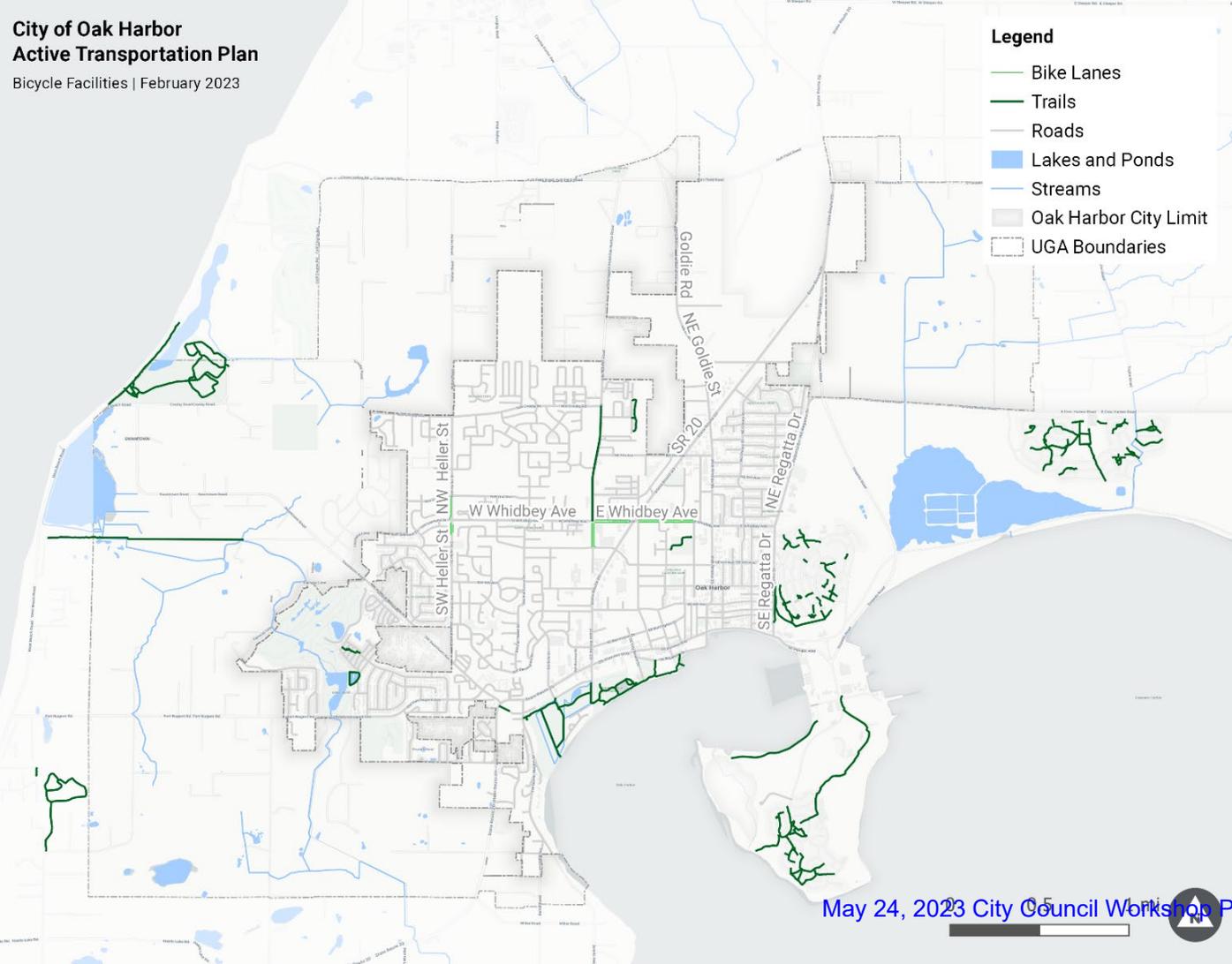
Legend

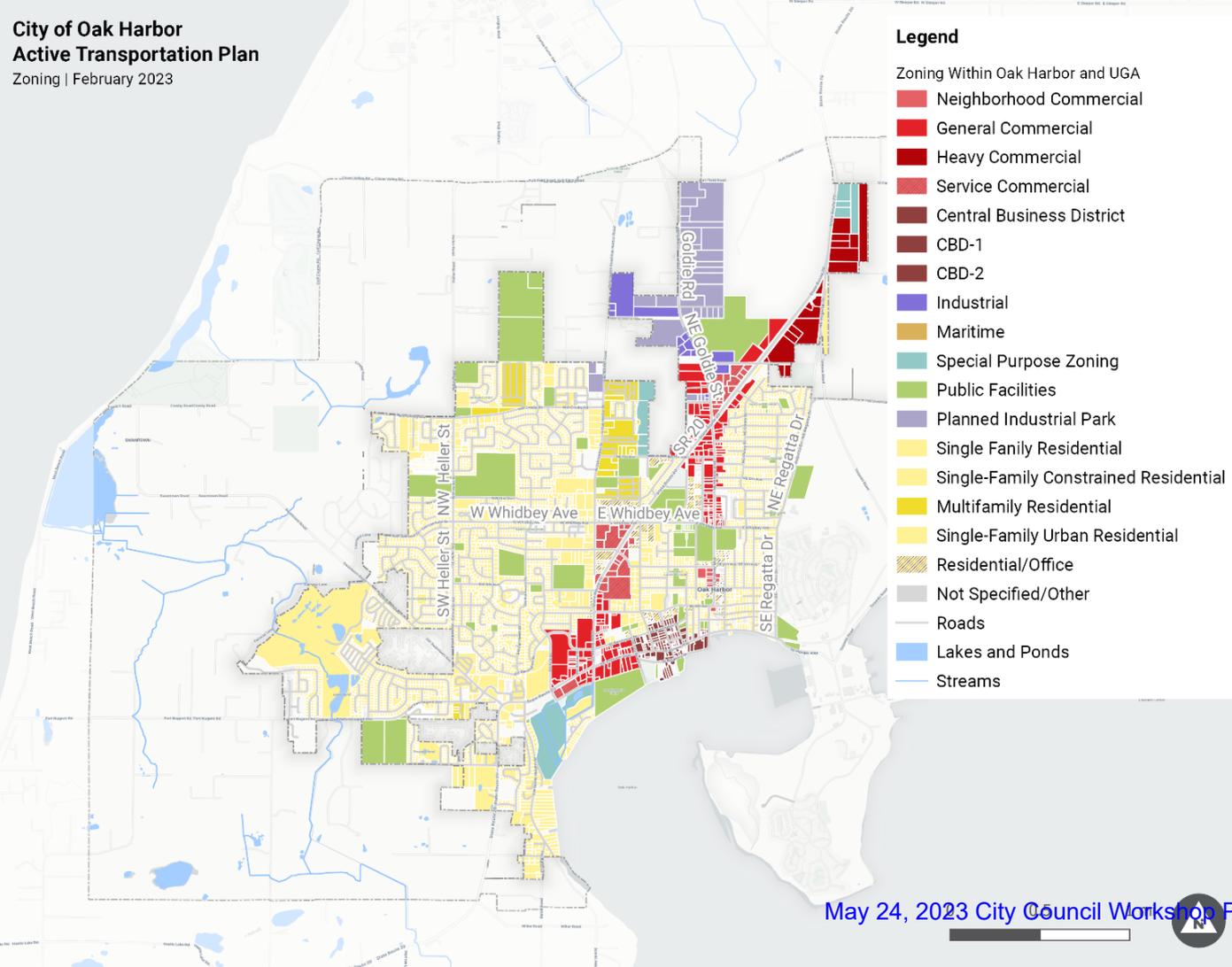
- Sidewalks
- Trails
- ⬠ Pedestrian RRFB
- ⊕ Crosswalk In Road Flashers
- Painted Crosswalks
- Roads
- ▭ Lakes and Ponds
- ▭ Streams
- ▭ UGA Boundaries
- ▭ Oak Harbor City Limit



Legend

-  Bike Lanes
-  Trails
-  Roads
-  Lakes and Ponds
-  Streams
-  Oak Harbor City Limit
-  UGA Boundaries





Legend

Zoning Within Oak Harbor and UGA

- Neighborhood Commercial
- General Commercial
- Heavy Commercial
- Service Commercial
- Central Business District
- CBD-1
- CBD-2
- Industrial
- Maritime
- Special Purpose Zoning
- Public Facilities
- Planned Industrial Park
- Single Family Residential
- Single-Family Constrained Residential
- Multifamily Residential
- Single-Family Urban Residential
- Residential/Office
- Not Specified/Other
- Roads
- Lakes and Ponds
- Streams



Key Take-Aways from Staff Interviews

- **Public access to waterfront using active transportation is key**
- **Reluctance of developers to design for people walking and biking at the site scale because the infrastructure is lacking citywide**
- **City interested in more coordination with Island Transit**
- **Stormwater management is a challenge to incorporating new paths and bike lanes**
- **Upcoming Island County Safety Action Plan presents an opportunity for multimodal safety improvements**

DRAFT ATP VISION

To create a network that invites people of all ages and abilities to walk, bike, and roll throughout Oak Harbor.

DRAFT ATP GOALS

Mobility. Make walking, bicycling, and rolling a comfortable and attractive transportation option for all.

Health. Promote physical and mental health by creating infrastructure and development that supports increased physical activity and social interaction in daily routines.

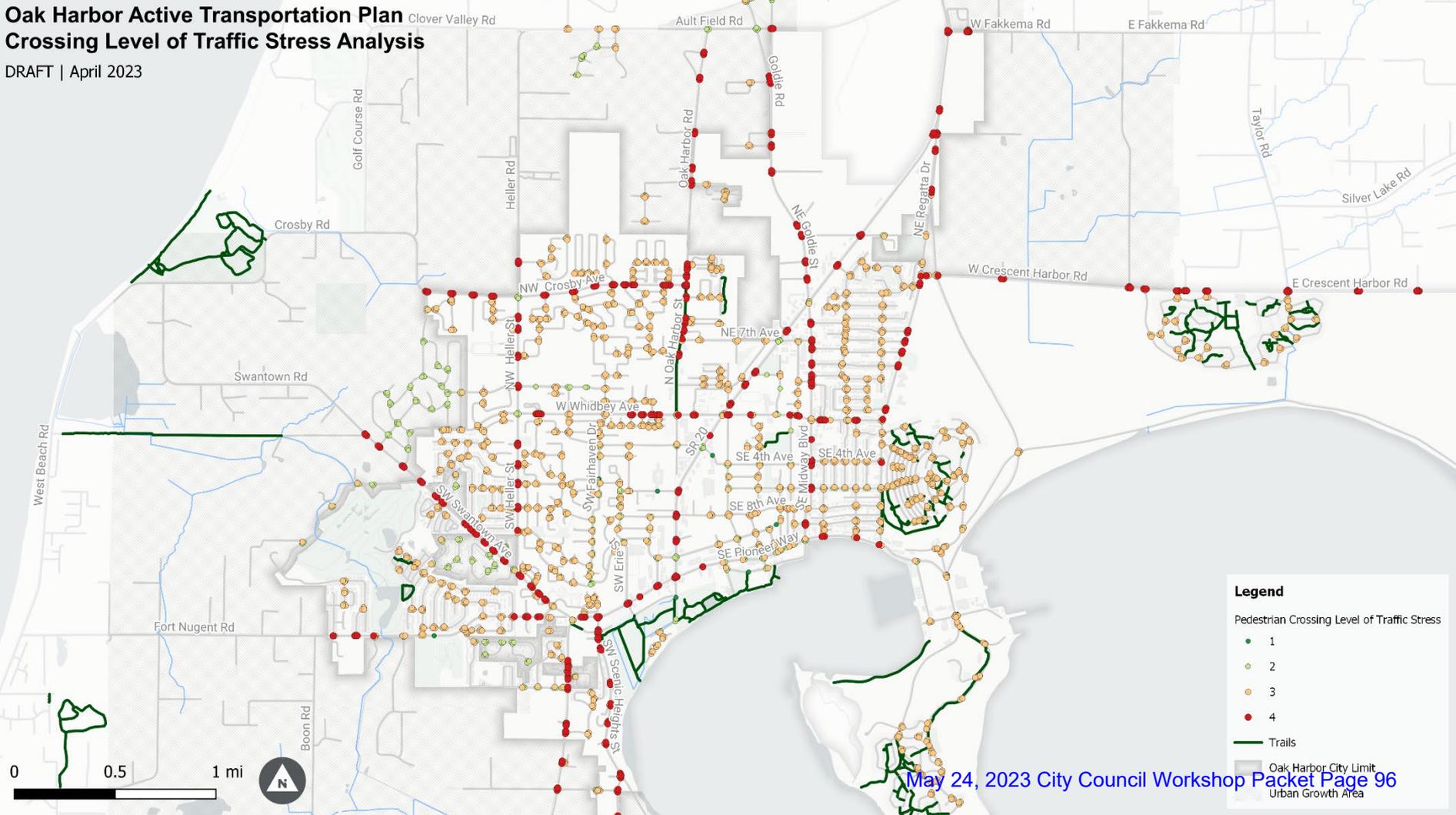
Safety. Eliminate fatalities and severe injuries for pedestrians and bicyclists by redesigning streets, educating road users, and implementing proven safety countermeasures.

Equity. Provide accessible facilities for all through equitable engagement and investments in pedestrian and bicycle facilities that serve those with the highest need.

Oak Harbor Active Transportation Plan

Crossing Level of Traffic Stress Analysis

DRAFT | April 2023



Legend

Pedestrian Crossing Level of Traffic Stress

- 1
- 2
- 3
- 4

Trails

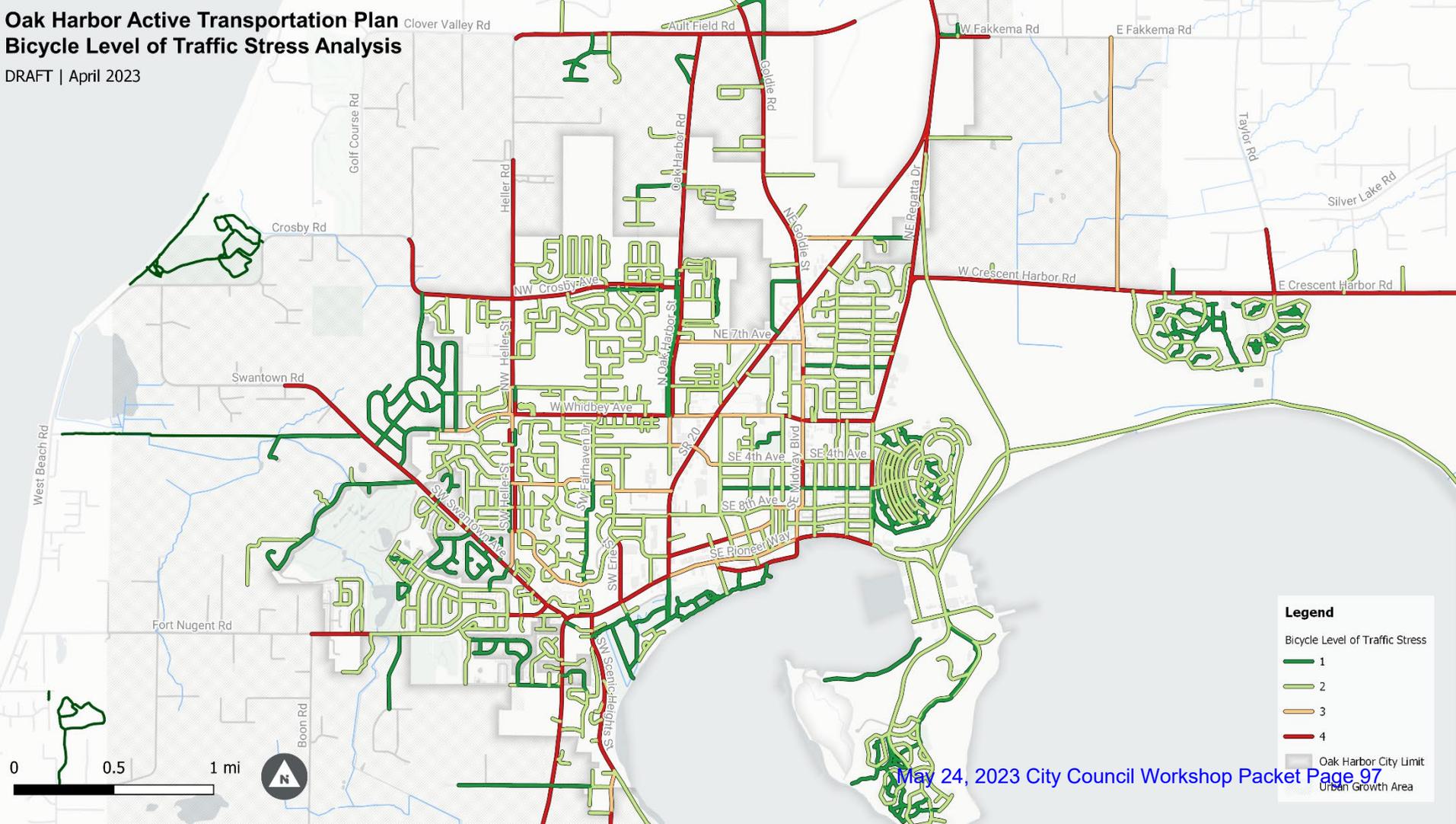
Oak Harbor City Limit

Urban Growth Area

Oak Harbor Active Transportation Plan

Bicycle Level of Traffic Stress Analysis

DRAFT | April 2023



Legend

Bicycle Level of Traffic Stress

- 1
- 2
- 3
- 4

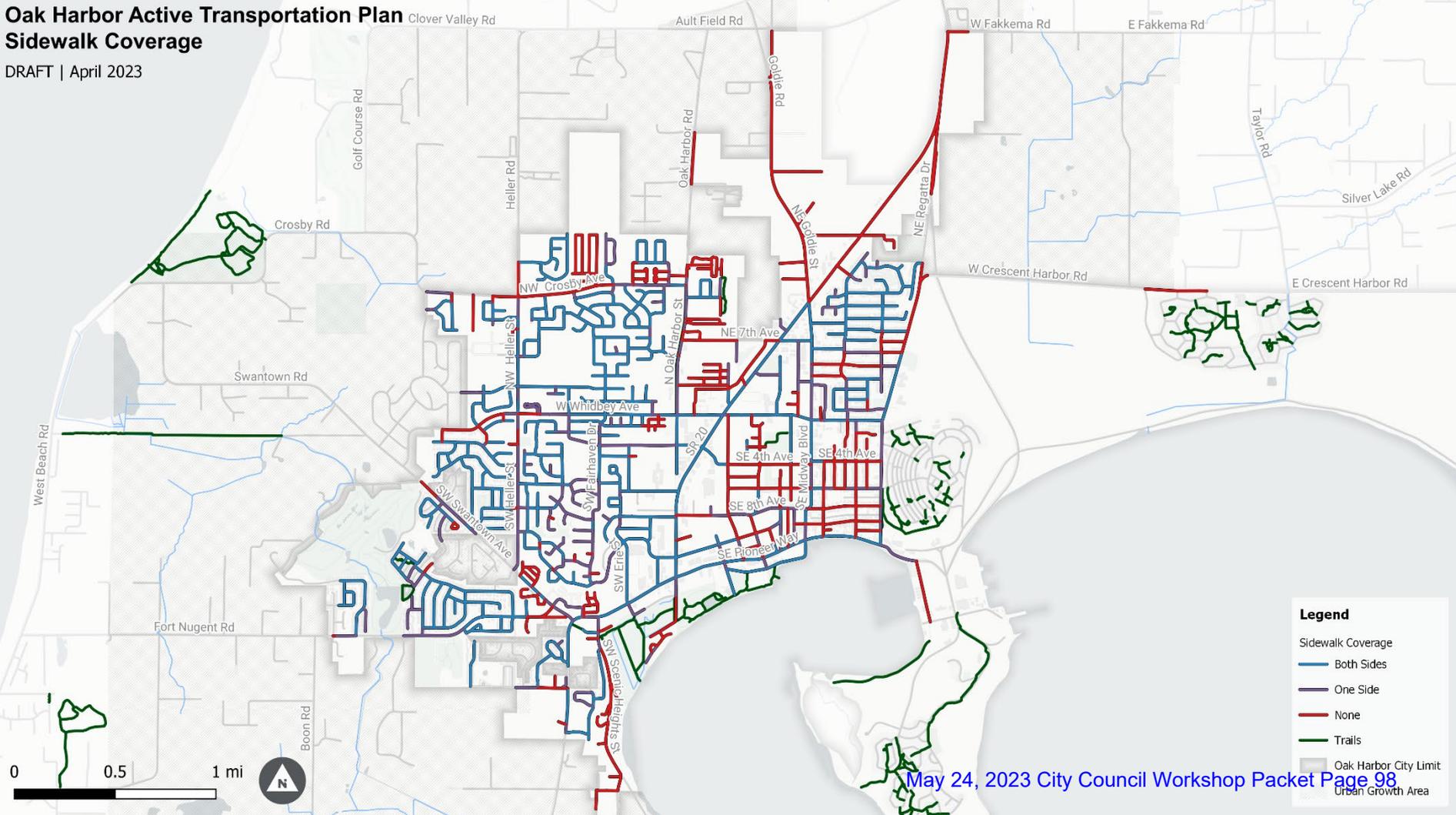
Oak Harbor City Limit
Urban Growth Area



Oak Harbor Active Transportation Plan

Sidewalk Coverage

DRAFT | April 2023



Legend

- Sidewalk Coverage
 - Both Sides
 - One Side
 - None
 - Trails
- Oak Harbor City Limit
- Urban Growth Area

Questions?
Comments

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: May 24, 2023
Subject: a. City Administrator's Report

FROM: City Administrator Blaine Oborn Administration

SUMMARY STATEMENT

The City of Oak Harbor is committed to creating a vibrant and sustainable community by delivering quality services, enhancing the quality of life, and fostering economic opportunities. This mission is achieved by our employees in all aspects of their work. The monthly report highlights our projects, processes, and accomplishments for the prior month. It includes a narrative as well as metric reporting which provides consistent information to City Council and reflects the unique work of each department. From development permitting to citizens served, these metrics show a full-service city in action.

ATTACHMENTS

1. [City Administrator Memorandum](#)
2. [Department Metrics Reporting Period April 1-30, 2023 a](#)

MEMORANDUM

TO: City Councilmembers
FROM: Blaine Oborn, City Administrator
DATE: May 19, 2023
REGARDING: Monthly Report & Department Metrics



MAYOR/EXECUTIVE DEPARTMENT

City Administrator (CA) Leadership:

- Conducted weekly city leadership meetings, department director coordination, unified planning meetings, and regular agenda briefings with Mayor Pro Tem Hizon.
- Attended May 8 Park Board and Marina Advisory Committee meetings.
- Participated in various labor management/union negotiation meetings.
- Department hosted a One Team 2023 update for all employees on May 4, the afternoon included a Wellness Walk and Ice Cream Social.
- Participating in Fire Station 82 internal task force.
- Preparing for upcoming May 31 department directors retreat with a focus on projects.
- Led tours for the public attending the City Hall Open House on April 19.
- Working with Human Resources Director on Class and Compensation Study for non-represented employees.

CA Legislative Outreach:

- Thanks to a great team effort at City Action Days and the support of Rep. Paul, Rep. Shavers, and Sen. Muzzall, the City has received \$621,000 in the State Budget for Oak Harbor Economic Development. More information on grant specifics and plan to come.
- The Mayor and CA met with port attorney on ideas for marina issues.
- Participated in numerous grant opportunity meetings.

CA Community Support:

- Attended the April 26 Council of Government (COG) meeting which included discussions on public and private policing, a letter for Washington State Ferries, as well as an update on the HOME consortium.
- Attended the April 26 Island Regional Transportation Planning Organization (IRTPO) meeting with presentation on SR 5205 Corridor, Infrastructure Investment and Jobs Act (IIJA), and unified Work Program.
- Attended April 28 Broadband Action Team meeting.

Economic Development (ED):

- Coordinator represented the City at the April Chamber of Commerce luncheon and Navy League meeting.
- Coordinator presented at the May 17 joint City Council/Planning Commission meeting.

Communications:

- Issued 8 press releases.
- Responded to 7 Whidbey News-Times inquiries.
- Responded to 42 social media comments.
- Updated website content for Public Works Engineering.
- Promoted the Active Transportation Plan (ATP) survey.
- Mayor Pro Tem Hizon, Communications Manager, Executive Assistant to the City Administrator, Principal Planner, and consultants from Toole design took shifts at the city booth during Holland Happening.
- Photographed the Arbor Day Celebration.
- Organized and held a community open house at City Hall.
- Published advisory board meeting videos on YouTube and added them to the website and Channel 10.

Information Technology (IT):

- Equipment Inventory
- Training new technicians to increase over the phone and on-site assistance.
- SCADA alarm improvements
- Identifying ICOM Spillman options
- Assisting in setup of new office location for Prosecuting attorneys and support staff.
- Review and prioritize ticketing.

Records Management

- Working with IT on the process to reduce records in DataCove and create policies around records management going forward.
- WA State Archives Local Records Grant Program - closing the 2022 Organizing the File Room grant and working on application for 2023 Technology Tools grant application.
- Assisting in upload and transfer of criminal files to Prosecutors system.

Board & Commission Current/Upcoming Vacancies:

- Arts Commission - 1 Position & Alternate
- Historic Preservation Commission - 2 Positions
- Investment Committee - 1 Position
- Planning Commission - 3 Positions
- Salary Commission - 2 Positions & Alternate

Special Event Permitting:

- Six applications are under review for 2023 events.
- Issued permits for April 29-30 Holland Happening, May 4 Marine Swap Meet, and May 20 Community Cares Mental Health Awareness events.

DEVELOPMENT SERVICES

- Working to add code enforcement processing to the Lama permitting system.

- Working with Oak Harbor Main Street Association on the following:
 - Developing solutions to development issues and completing fund raising plans for Serendipity Lane.
 - Coordinating downtown planning through visioning and comprehensive plan update.
 - Coordinating Main Street and Historic Preservation activities to enhance historic structures and reestablish the Historic Preservation Commission and keep the certified local government status.

Long Range Planning

- Community Rating System – exploring the use of the FEMA Program.
- Working Multi-Family Tax Exemption (MFTE) program implementation with consultant as part of the Housing Action Plan.
- The City Council approved SEPA (State Environmental Policy Act) exemption changes on May 16.
- The Active Transportation Program (ATP) survey is ongoing through June 3 at www.oakharbor.gov/atp.
- Coordinating with Island County staff on Buildable Lands Analysis for the 2025 Comprehensive Plan update.
- Conducting public hearings for Ordinance No. 1976: amending Oak Harbor Municipal Code Sections 17.05.030 ‘Permit Fees’ and 17.05.060 ‘Amendments – Additions’ at Planning Commission on May 23 and City Council on June 6.

FINANCE

- The department welcomed Accounting Tech Monika Paquette to the team.
- Finalizing 2022 Financial Statements for submittal to State Auditor.
- Finance Director Goldman will be attending the Government Finance Officers Association (GFOA) National Conference to speak to a national audience on the topic “What Does it Take to Rethink Budgeting.”

FIRE

- The department hosted an Awards and Recognition Ceremony on May 15 to honor and celebrate recently retired, Paid-on-call Firefighters Dwayne Jansen (42 years of service) and Dennis Wright (30 years of service), recognize many firefighters who have earned certifications in the past few years, and present awards for your outstanding service.

HUMAN RESOURCES

- Open recruitments <https://www.governmentjobs.com/careers/oakharbor>
- The Wellness Committee hosted a Lunch & Learn on Aflac benefit options at The Center on April 12.

PARKS & RECREATION

Marina

- American Construction is working on the launch ramp float, and it is anticipated that it will be back in place by July 1.
- The juvenile Coho salmon were released on May 10 to the shrieks and shrills of about 15 preschool children and 12-15 adults. Thank you to the Puget Sound Anglers club for all their help and support with this project.
- Summer seasonal staff have all started and they seem to be a great addition to our awesome marina staff. If you see Dick, Sean, or Peter, please be sure to say hello.
- The marina is filling up faster than anticipated and only has covered and uncovered 28' slips left to rent.

Parks

- Parks purchased a new 96" mower for increasing maintenance operations.
- Arbor Day celebration was a success with 380 students from Broad View Elementary School. School staff along with representatives of the Oak Harbor Garden club, City Council, Park Board and Arts Commission assisted with the event.
- Hanging baskets and flowers for planting around the City have arrived and will be installed in the coming weeks.
- Summer operations are in full swing with testing and fixing irrigation systems and once a week mowing.
- Staff performed clean-up in Windjammer Park and turned-on Shipwreck Shores; the splash park is open on weekends and will be turned on daily starting June 17.

Senior Services

- The Center in Oak Harbor will be closed May 14-23 for the second part of the roof repair. Staff will still be available via phone and email but will be working offsite.
- Senior Services Administrator Liz Lange, and Parks and Recreation Director Brian Smith are attending the Annual Washington Recreation and Parks Association conference in Spokane Washington May 16-19
- The Center staff and volunteers enjoyed running water station #10 at the 21-mile post during the Whidbey Island Marathon.
- The Oak Harbor Senior Center Foundation Wearable Art Show Fundraiser was a success and enjoyed by all. A big thanks to Mayor Pro Tem Hizon for walking in the runway show, and to Councilmember Hoffmire for attending the event. Support and participation from many members of the Arts Commission also made the night a success.
- The trip to Seattle for Shen Yun was sold-out and enjoyed by those who attended.
- Volunteer appreciation week was celebrated with an article in the Island Times highlighting all The Center volunteers and a luncheon at El Cazador. Our volunteers provide more than 5,000 combined hours a year running our front desk, travel program and other classes. They are invaluable!

POLICE

- During National Police Week, May 14-20, we honored the men and women in law enforcement who put their lives on the line every day to keep our communities safe. The weeklong recognition coincided with National Peace Officers Memorial Day on May 15.
- The department hosted an Awards and Recognition event on May 18.

PUBLIC WORKS

- **2023 Pavement Projects:** On April 18, 2023, the City Council authorized a construction contract with Krieg Construction, the low bidder, in the amount of \$745,754 to complete the City's 2023 Transportation Benefit District (TBD) pavement overlay projects. Approximately 2.4 miles of streets will be improved by removing old broken pavement and adding about 2-inches of new asphalt. The City generally selects a quadrant each year in which to focus. In 2022 the City improved streets within the SE quadrant, and in 2023 the focus is the NW, between Oak Harbor High School and Shadow Glen Park. Some of the roads to be upgraded include Columbia Drive, Calista Court, Atlanta Way, Ensign Drive, Ebb Tide Court, 7th Avenue, and Haslo Place. Property owners and residents should look for updates in the mail, on the City's website, street signage, and via social media.

Mayor/Executive - Communications

Social Media Reporting

City of Oak Harbor



5,564

Followers



616

Followers



1,425

Followers



199

Followers



343

Subscribers

Oak Harbor Police Department



10,146

Followers



117

Followers

Oak Harbor Fire Department



2,995

Followers



911

Followers

Oak Harbor Marina



1,692

Followers



197

Followers

The Center



1,202

Followers



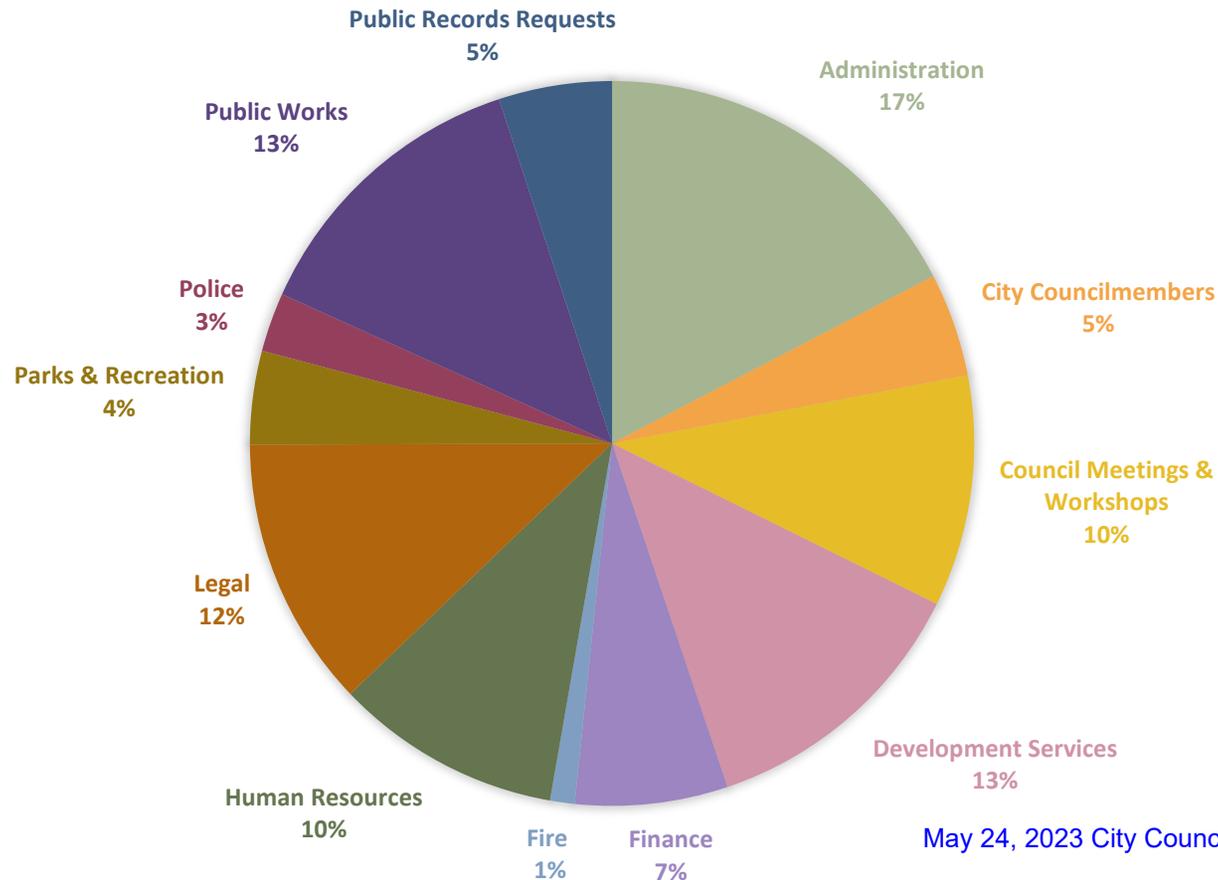
City Administrator's Report May 24, 2023

Legal Department

Reporting Period April 1-30, 2023

City Attorney General Advice, Public Records Requests & Litigation

DEPARTMENT/SERVICE BREAKDOWN LEGAL FEES & EXPENSES \$16,139.72 HOURS 45.1





City Administrator's Report

May 24, 2023

Development Services Department: Active Projects

Reporting Period April 1, 2023 - April 30, 2023

Project Information						Review Status		Submittals in Review	
Status	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments	Document(s)	Date(s) Received
Active	Binding Site Plan	Crosby Villa	1030 Crosby Ave	4 apartment buildings/62 units	2212-0099	Staff	Staff reviewing binding site plan documents	Binding site plan documents	12/22/2022
Active	Commercial	545 Ault Field Rd	545 Ault Field Rd	Construct 2 storage and light industrial buildings	2205-0030	Applicant	Applicant to arrange pre construction meeting		
Active	Commercial	Glint Binding Site Plan	31485 SR 20	Binding Site Plan for Glint Car Wash and Sonic Drive-In	2301-0003	Applicant	Awaiting payment for ROW permit, then need to schedule a pre construction mtg		
Active	Commercial	Tea House	640 E Whidbey Ave	Tea House	2302-0061-PLM 2301-0050-COO 2301-0051- TONI		Permits issued		
Active	Final plat	2910 SW Scenic Heights	2910 SW Scenic Heights	Final plat for 11 lots with single-family homes.	2207-0052		Development agreement complete and recorded 4-07-2023	Final plat application & associated documents	7/26/2022
Active	Non-Residential	Angel de la Creatividad	Flintstone Park	37' tall sculpture	2206-0041	Applicant	Awaiting resubmittal		
Active	Pre App	2030 NE Regatta Dr	2030 NE Regatta Dr	Add commercial buildings in phases - front office/storefront with attached warehouse shop	2304-0022	Staff	Pre Application documents		4/20/2023
Active	Pre App	Waterford Condos	S6565-00-00B25-3	22 Condos in 2 separate buildings	2303-0017	Staff	Pre Application documents		3/22/2023
Active	Preliminary Plat	Ridgeway Heights	R13210-364-1400, intersection of SW 24th and Ridgeway Dr	4.83 acres, 28 single family detached homes	2303-0014	Staff	Staff/Applicant mtg scheduled for 5-2-23		

Development Services Department: Active Projects

Reporting Period April 1, 2023 - April 30, 2023

Project Information						Review Status		Submittals in Review	
Status	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments	Document(s)	Date(s) Received
Active	Preliminary Plat	Shaan Ridge	2000 NE 10th Ave	Development of a 29 lot residential subdivision	2302-0006	Public	Public comment period 4-29-23 thru 5-12-23		
Active	Residential	Bayview Vista	SE corner of SE Barrington Dr and SE Ely Street	48 residential units with parking	2205-0037	Applicant	General contractor information needed		
Active	Residential	Cedar Hill	1851 NW Crosby Avenue	28 lot plat including new internal roads, frontage improvements, utility extensions, stormwater facilities and open space		Applicant	Needs to pay for permits and arrange pre construction mtg		
Active	Residential	Crosby & Heller Multi Family	R13334-350-1180	Construct 12 multi family Townhomes	2302-0007		Staff/Applicant mtg scheduled for 5-2-23		
Active	Residential	Village of Garry Oaks Prelim Plat	30345 SR 20, 1205 SW 24th Ave, 1155 SW 4th Ave, 30433 SR 20 and R13210-295-1480	135 Single Family Lots	Prelim plat PPL-16-01 Civil Plan CIV-16-10 Transportation Concurrency TRC-16-21 SEPA Checklist SEP-16-10	Staff	Reviewing drainage report, current comments for applicant in excess of 400		
Active	Short Plat	Marin Short Plat	1292 SW Swantown Avenue	2 lot subdivision in the Marin Woods PRD	2303-0012	Public	Public comment period 5-3-23 thru 5-17-23		
Active	Site Plan Review	Gentle Dental	751 SE Barrington Dr	Remodel of existing dental clinic	SIT-19-06	Staff	Applicant submitted Civie Plan, Site plan has expired, researching to see if it can be extended.		
Permits Issued	Residential	Barrington Oaks Cottages	476 SE Barrington Drive	7 single family lots. Proposed new construction of 7-unit residential development which will contain five standalone 2-story cottages and one duplex unit. Access will remain from SE Barrington Drive.	Variance VAR-21-01 Site plan SIT-21-01 Civil CIV-21-02 Landscape PLN-20-02 SEPA checklist SEP-21-01 Transportation concurrency TRC-21-01 Pre-application PRE-20-05		Site work underway		

Development Services Department: Active Projects

Reporting Period April 1, 2023 - April 30, 2023

Project Information						Review Status		Submittals in Review	
Status	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments	Document(s)	Date(s) Received
Permits issued	Residential	Crosby Trace	1070 N. Oak Harbor Road R13335-390-0580	Proposal includes 10 buildings with a total of 37 units.	Revised Site Plan SIT-16-08 Revised Civil Plan CIV-16-11 Irrigation/Landscape Plan PLN-16-18 Traffic impact analysis Stormwater Site Plan		Work will be starting soon		
Permits Issued	Residential	Hillside Preliminary Plat PRD	31141 SR 20, R13203-100-3510 R13203-118-3940 R13203-180-3781 R13203-237-3701 R13203-248-3931	192 Single Family Lots	Preliminary Plat PPL-18-01 Preliminary PRD PLN-18-30 Landscape PLN-18-29 SEPA SEP-18-09 Transportation Concurrency TRC-18-2 Land Clearing LND-18-02		Site work underway		
Permits Issued	Residential	Marin Woods Preliminary Plat PRD (under new owners)	1292 SW Swantown Avenue	46 Single Family Lots	Preliminary Plat PPL-15-01 Preliminary PRD PLN-15-09 Landscape PLN-15-01 SEPA checklist SEP-15-09 Land Clearing LND-15-02 Transportations Concurrency TRC-15-11 Civil CIV-19-09		Final Plat approved. Building plans submitted		

LAMA Monthly Permits Report

Reporting Period: April 1-30, 2023

Issued	Type	Number	Fees
Single Family Residential			
04/04/2023	Mechanical	2304-0186-MEC	\$ 34.50
04/10/2023	Plumbing	2304-0199-PLM	\$ 92.00
04/10/2023	Right-of-Way / Excavation	2302-0073-ROW	\$ 92.00
04/10/2023	Mechanical	2304-0185-MEC	\$ 38.50
04/10/2023	Mechanical	2303-0156-MEC	\$ 38.50
04/10/2023	Mechanical	2304-0184-MEC	\$ 38.50
04/11/2023	Sewer Service	2303-0176-SEW	\$ 92.00
04/11/2023	Mechanical	2304-0208-MEC	\$ 38.50
04/12/2023	Mechanical	2304-0213-MEC	\$ 39.50
04/12/2023	Mechanical	2301-0048-MEC	\$ 58.50
04/20/2023	Demolition	2303-0160-DEM	\$ 56.50
04/20/2023	Solar Energy System	2212-0500-SOLR	\$ 908.68
04/20/2023	Mechanical	2304-0248-MEC	\$ 53.50
04/21/2023	Addition Building	2211-0440-ADD	\$ 3,142.01
04/24/2023	Mechanical	2304-0207-MEC	\$ 38.50
04/24/2023	Sewer Service	2304-0256-SEW	\$ 92.00
04/27/2023	Right-of-Way / Excavation	2303-0145-ROW	\$ 92.00
04/27/2023	Plumbing	2304-0241-PLM	\$ 32.00
04/27/2023	Mechanical	2304-0262-MEC	\$ 34.50
04/28/2023	Demolition	2211-0433-DEM	\$ 56.50
04/28/2023	Mechanical	2304-0268-MEC	\$ 34.50
Totals			\$5,103.19
Multi-Family			
04/07/2023	Right-of-Way / Excavation	2304-0190-ROW	\$ 186.00
04/13/2023	Stormwater	2207-0150-STM	\$ 0.00
04/13/2023	Grading	2207-0149-GRD	\$ 440.25
04/13/2023	Sewer Service	2304-0191-SEW	\$ 1,143.42
04/13/2023	Water Service	2304-0189-WAT	\$ 250.93
04/17/2023	Grading	2304-0215-GRD	\$ 272.75
04/26/2023	Fire Alarm	2303-0177-FIRA	\$ 60.00
Totals			\$2,353.35

LAMA Monthly Permits Report

Reporting Period: April 1-30, 2023

Office/Bank/Professional

04/03/2023	Occupancy	2303-0149-COO	\$ 32.00
04/04/2023	Miscellaneous Structure	2210-0364-MISC	\$ 509.03
04/05/2023	Sewer Service	2303-0138-SEW	\$ 92.00
04/13/2023	Right-of-Way / Excavation	2304-0188-ROW	\$ 58.00
04/20/2023	Occupancy	2304-0238-COO	\$ 32.00
04/26/2023	Right-of-Way / Excavation	2304-0259-ROW	\$ 92.00

Totals \$815.03

Retail

04/08/2023	Sign	2301-0035-SIGN	\$ 158.25
04/13/2023	Right-of-Way / Excavation	2304-0192-ROW	\$ 58.00
04/26/2023	Mechanical	2304-0200-MEC	\$ 1,151.65
04/28/2023	Temporary Use	2304-0251-TEMP	\$ 28.00

Totals \$1,395.90

Restaurant

04/20/2023	Fireworks	2304-0247-FIRW	\$ 75.00
04/26/2023	Plumbing	2304-0217-PLM	\$ 195.25
04/28/2023	Occupancy	2304-0245-COO	\$ 32.00
04/28/2023	Tenant Improvement	2301-0051-TENI	\$ 139.23

Totals \$441.48

Auto Related

04/17/2023	Water Service	2304-0218-WAT	\$ 183.73
04/17/2023	Sewer Service	2304-0219-SEW	\$ 287.39
04/21/2023	Sign	2303-0098-SIGN	\$ 119.25

Totals \$590.37

Industrial

04/12/2023	Stormwater	2303-0100-STM	\$ 0.00
04/13/2023	Sewer Service	2303-0117-SEW	\$ 186.00
04/13/2023	Water Service	2303-0118-WAT	\$ 280.00
04/13/2023	Grading	2302-0097-GRD	\$ 23.50
04/17/2023	New Building	2302-0072-NEWC	\$ 12,892.94

Totals \$13,382.44

LAMA Monthly Permits Report

Reporting Period: April 1-30, 2023

Parks & Recreational

04/13/2023	Fireworks	2303-0169-FIRW	\$ 100.00
Totals			\$100.00

Grand Total Permits: \$24,181.76



City Administrator's Report May 24, 2023

Finance - Utility Department

Reporting Period April 1st - April 30th, 2023

of Accounts per Utility

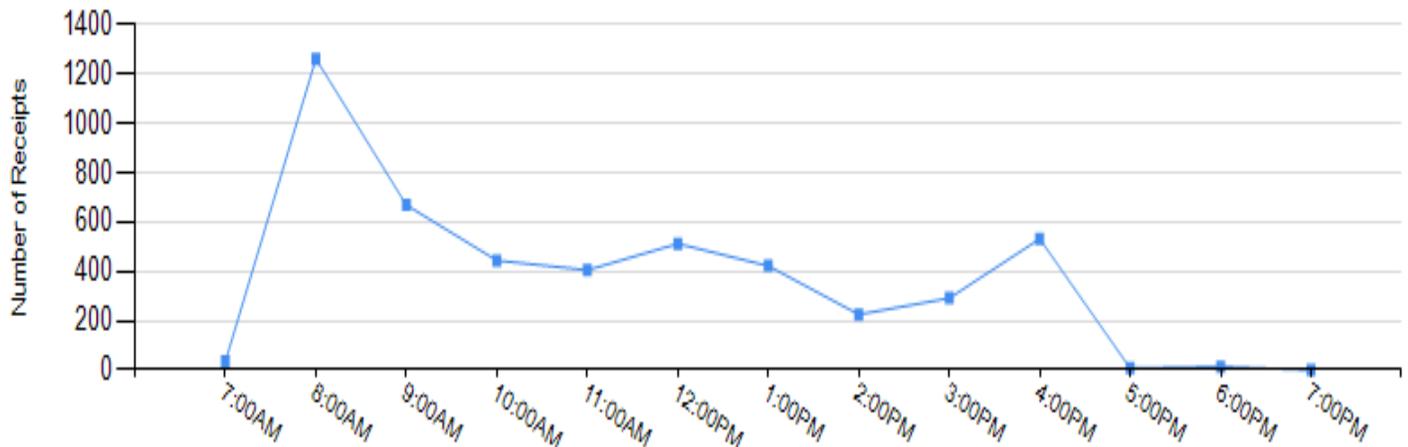
Water	6514
Garbage	6277
Sewer	6226
Storm Drain	6302

of delinquent accounts

810

Total receipt volume report

Hourly Receipt Volume



7:00AM to 8:00AM	36
8:00AM to 9:00AM	1261
9:00AM to 10:00AM	668
10:00AM to 11:00AM	444
11:00AM to 12:00PM	405
12:00PM to 1:00PM	512
1:00PM to 2:00PM	422
2:00PM to 3:00PM	225
3:00PM to 4:00PM	291
4:00PM to 5:00PM	531
5:00PM to 6:00PM	7
6:00PM to 7:00PM	14
7:00PM to 8:00PM	0
Total Receipt Volume	4816



City Administrator's Report May 24, 2023

Human Resources Department

Reporting Period April 1 - April 30, 2023

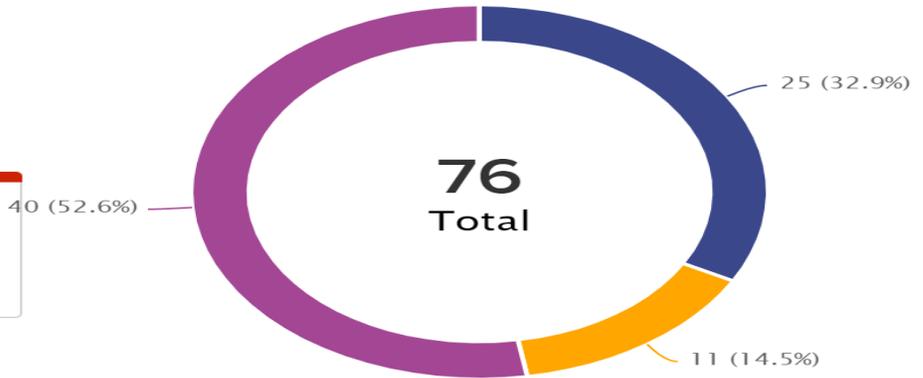
Performance Management

Active Evaluations

- Approval
- Rating
- Before Ratings

67

Evaluations Past Due Date



Recruitment

Class Spec Title	Average Views	Average Applicants	Avg. Conversion Rate
Seasonal Laborer - Public Wo...	691	3	0.3%
Engineering Technician	733	3	0.4%
Police Officer	698	3	0.4%
Storm Drain/Wastewater Coll...	1139	7	0.6%
Seasonal Laborer - Parks (Te...	911	7	0.7%
Seasonal Laborer - Mechanic ...	46	1	2.1%
Water Quality Specialist	20	1	5.0%
Purchasing and Contract Coo...	13	2	15.3%
Senior Planner	4	1	25.0%

Accounting Assistant - Cashier	935	14	1.5%
Assistant Planner	1135	24	2.1%
Seasonal Laborer - Marina (Te...	41	11	26.8%
Accounting Technician - Paya...	39	19	48.7%

How is the "Average (Job) Conversion Rate" calculated?

The views-to-applicants conversion rate is determined by the number of applicants divided by the number of views the job posting received. When a job seeker views your job posting and then submits an application for the roles, they have "converted" to a candidate.

Time to Hire Metrics and Benchmarking Data

Recruitments with Open & Closed dates (continuous)

Your organization is taking **16 days less** than your peers on an average to hire a candidate.



PEER ORGANIZATIONS [View More](#)

We've compared your organization against **15** similar organizations.

Recruitments with Open & Closed dates (non-continuous)

Your organization is taking **43 days less** than your peers on an average to hire a candidate.



PEER ORGANIZATIONS [View More](#)

We've compared your organization against **15** similar organizations.

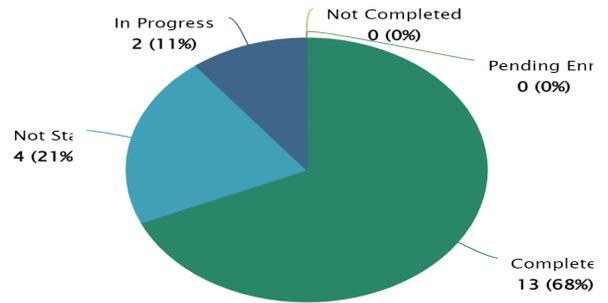
Staffing Changes - Hires, Promotions, Transfers, & Separations

Welcome and congratulate our employees with the City of Oak Harbor:

- Irby, Taylor, separation from employment, Paid-on-Call Firefighter, effective March 17th
- Smith, Richard, rehire employee, Seasonal-Marina, effective April 1st
- VonHaden, Brad, transfer from Storm Drain/WW Collectons II to WWTP OIT, effective April 1st
- Hancock, Chris, separation from employment, Paid-on-Call Firefighter, effective April 14th
- Ching, Conor, separation from employment, Paid-on-Call Firefighter, effective April 15th
- Evans, Dan, separation from employment, Councilmember, effective April 15th
- Jansen, Dwayne, retirement from employment, Paid-on-Call Firefighter, effective April 15th
- Rafferty, Sean, new employee, Seasonal-Marina, effective April 15th
- Benson, Eric, transfer from Storm Drain/WW Collections II to Water Specialist I, effective April 16th
- Hoffman, Jeremy, new employee, Seasonal-Mechanic, effective April 17th
- Wright, Dennis, separation from employment, Paid-on-Call Firefighter, effective April 30th

Training - Learning Management System, Course Activity

TOTAL Enrollments	<u>19</u>
Courses not started	4
Courses in-progress	2
Courses completed	13



Wellness Committee & WellCity Standards

The Wellness Committee monthly meeting was held on April 13, 2023.
 April 12, 2023 the Wellness Committee Lunch and Learn at The Center for Aflac benefit options.

Workers' Compensation (Safety)

The Central Safety Committee quarterly meeting was held on February 23, 2023.
 The next Central Safety Committee quarterly meeting is scheduled for May 25, 2023.

Reported to Human Resources for April 2023:

Accidents or Injuries	0
Incidents or Near Misses	4
Exposures	0

Staffing Summary

Employee workforce summary based on employment status.

Totals as of April:	<u>175</u>
Temporary/Seasonal	5
Paid on Call Firefighters	26
Elected Officials	7
Part-Time	4
Full-Time	133

2023 Staff Anniversary Service Award Recognitions

Employee Last Name	First Name	Years	Position	Anniversary Date
SULLIVAN	KINDLE	17	SD/WW COMPL INSP/EDUCATOR	04/10/2023
BENJAMIN	CHRISTINA	1	PROGRAM ASSISTANT	04/11/2023
FAKKEMA	RICHARD	18	LEAD STREETS SPECIALIST	04/13/2023
LEE-SAUNDERS	STEPHANIE	15	MARINA OPERATIONS SPECIALIST III	04/14/2023
MILES-HORN	WENDY	1	GRANTS ADMINISTRATOR	04/18/2023
PENNINGTON	GINGER	2	BUILDING OFFICIAL	04/19/2023
HENRY	ALYCE	5	MARINA MAINT ATTENDANT III	04/20/2023
LEFEVRE	DENNIS	8	SENIOR PLANNER	04/22/2023



City Administrator's Report

May 24, 2023

Senior Services Department

Reporting Period April 1-30, 2023

Membership

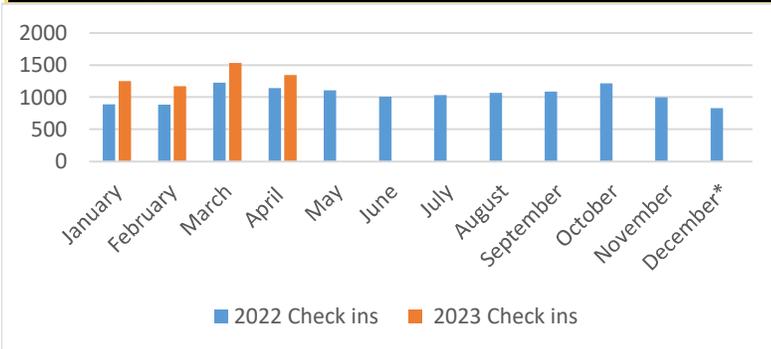
April	920
Prior Month	892

Passport Services



	Passports Accepted		Passport Photo	
	Count	Revenue	Count	Revenue
YTD	386	\$ 13,510	508	\$ 6,096
Budgeted		\$ 32,000		\$ 9,200

Check-Ins (Member Visits To The Center For Classes and Programs)



This count does not include community members coming for passports, Meals on Wheels, in-person lunches or other services not requiring membership.
*Center programs cancelled due to weather for multiple days.

Community Meal Program

Island Senior Resources has resumed a second community meal each week on Fridays starting in May. The OHSC Foundation and Center bridge meal program is now complete and this will be the last time it is reported in these metrics. Over the course of the program we served 3,260 over 91 scheduled lunches.

January	155	May	
February	189	June	
March	237	July	
April	191	August	

Rentals April

The Center is available to rent when not being used for senior programming. In April there were five rentals for the following use: Private parties, club meetings, and corporate trainings.

September	
October	
November	
December	

City Administrator's Report

May 24, 2023



PUBLIC WORKS DEPARTMENT

Reporting Period April 1 - April 30, 2023

<u>PARKS</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Digital Board Banners	Each	12	
Facility Rentals	Each	23	
<u>STREETS</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Tree/Brush Trimming/Weeding ROW/Debris Pickup	Hours	114.50	
Sign Fabrication/Repair/Installation/Cleaning	Hours	25.50	
Special Events/Main Street	Hours	63.00	
Pedestrian and Signal/School Flashers/In Road Inspections	Hours	19.00	
Patching/Pothole Repair/Shoulders	Hours	32.00	
Sidewalk Grinding and Repair	Hours	12.00	
<u>WATER</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Gallons Processed	Gallons	23,419,148	
Average Gallons Consumed/Day	Gallons	780638	
Water Service Requests	Each	214	
After Hour Call Outs	Each	14	
Meter Register Change Outs	Each	0	
Samples (Coliform)	Each	25	
Samples (Chlorine, PH, Temp)	Each	78	
Average Chlorine Residual	mg/L	0.91	
Utility Locates	Each	117	
Water Main Leaks	Each	1	
<u>CLEAN WATER FACILITY</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
DMR Flow	Million Gallons	55.12	
NPDES Permit Compliant	Yes/No	YES	



PUBLIC WORKS DEPARTMENT

Reporting Period April 1 - April 30, 2023

Nutrient Permit DMR OK	Yes/No	YES	
Bio-Solids	Dry Tons	27.10	
<u>METRIC</u>			
<u>WASTEWATER COLLECTIONS/STORM DRAIN</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Catch Basin Inspections	Each	41	
Street Sweeping	Hours	42	
Grease Traps Inspections	Hours	53	Many inspections this month/met with grease pumpers.
Storm Water Inspections	Hours	38	
Source Control Inspections	Hours	26	
<u>SOLID WASTE</u>			
	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Solid Waste Collection-Residential	Tons	371.03	
Solid Waste Collection-Commercial	Tons	324.00	
Yard Waste Collection	Tons	100.57	
Recycling Collection	Tons	84.51	
Residential Requests for Large Item Pickup or Special Requests	Yards	23.00	
<u>EQUIPMENT RENTAL</u>			
	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Unleaded Fuel	Gallons	2298	
Diesel Fuel	Gallons	3344	
Average Cost of Unleaded	Per Gallon	\$3.76	
Average Cost of Diesel	Per Gallon	\$3.89	
Number of Vehicles in Fleet	Each	106	
Number of Equipment in Fleet	Each	164	
<u>EQUIPMENT RENTAL REPLACEMENTS</u>			
	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Number of Replacements Completed	Each	0	9 on order
<u>TECH FUND</u>			
	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Number of Replacements Completed	Each	6	
<u>SHOP FACILITY</u>			
	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Labor Pool at City Hall	Hours	2.50	
Labor Pool at Police Department	Hours	0.00	
Labor Pool at Senior Center	Hours	0.00	
Labor Pool at Library	Hours	0.00	



PUBLIC WORKS DEPARTMENT

Reporting Period April 1 - April 30, 2023

Labor Pool at PW Divisions	Hours	0.00	
<u>ENGINEERING</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Over the Counter ROW Permits	Each	5	
Inspections	Each	6	
Semrau City Engineer Management	Hours	14.25	
Semrau Garry Oaks	Hours	0.00	
Semrau Monthly Total	Dollars	\$ 2,041.50	

OAK HARBOR FIRE DEPARTMENT INCIDENT RESPONSE



MAJOR INCIDENT TYPE	APRIL	2023		2022	
		COUNT	% OF TOTAL	COUNT	% OF TOTAL
Fires		1	1%	5	4%
Overpressure rupture (No Fire)		0	0%	2	2%
Rescue & Emergency Medical Service		67	48%	36	27%
Hazardous Condition (No Fire)		2	1%	6	5%
Service Call		33	24%	43	32%
Good Intent Call		11	8%	15	11%
False Alarm & False Call		25	18%	23	17%
Severe Weather & Natural Disaster		0	0%	0	0%
Special Incident Type		0	0%	3	2%
TOTAL CALLS FOR APRIL		139	100%	133	100%

YEAR TO DATE (January - April)	2023		2022		
	COUNT	% OF TOTAL	COUNT	% OF TOTAL	
MAJOR INCIDENT TYPE					
Fires	17	2.67%	14	3.23%	
Overpressure rupture (No Fire)	0	0.00%	3	0.69%	
Rescue & Emergency Medical Service	281	44.11%	187	43.19%	
Hazardous Condition (No Fire)	8	1.26%	14	3.23%	
Service Call	213	33.44%	107	24.71%	
Good Intent Call	27	4.24%	39	9.01%	
False Alarm & False Call	88	13.81%	59	13.63%	
Severe Weather & Natural Disaster	0	0.00%	5	1.15%	
Special Incident Type	3	0.47%	5	1.15%	
TOTAL CALLS: YEAR TO DATE		637	100%	433	100%



OAK HARBOR POLICE DEPARTMENT APRIL 2023

CLASSIFICATION	CALLS
CALLS FOR SERVICE	1,012
MISDEMEANOR ARRESTS	55
FELONY ARRESTS	6
INFRACTION TRAFFIC	17
CRIMINAL TRAFFIC	8
ASSIST PUBLIC	91
BURGLARY	15
CIVIL	10
COURT ORDER VIOLATION	12
DEATH INVESTIGATION	2
DISORDERLY/TRESPASS/MENTAL HEALTH	95
DOMESTIC VIOLENCE	36
RAPE	1
SUICIDE THREAT	20

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: May 24, 2023

Subject: a. Interviews of Short-listed
Applicants for City Council
Position 4

FROM: Administration. Julie Nester, City Clerk

SUMMARY STATEMENT

Interviews for City Council Position No. 4 -

The Council received a total of nine applications for vacated City Council Position No. 4. One applicant withdrew their application prior to consideration, leaving eight applicants.

At their regular meeting of May 16, 2023, the Council selected a short-list of four applicants to interview at this May 24, 2023 Council Workshop, which is noticed for action.

Four interview questions were provided in the application packet, with the notation that the Council may ask additional questions of the applicants.

The Council will interview each of the applicants in open session in the order in which the applications were received:

John Chaszar

Barbara Armes

Wismine D'Avilar

Christopher Wiegenstein

Following the interviews, the Council will enter into Executive Session to review the qualifications of the applicants per RCW 42.30.110 (1) (h).

The Council will conclude the Executive Session and resume the open session to make the final appointment. The City Clerk will then swear-in the selected appointee.

ATTACHMENTS

1. [Short List Worksheet](#)
2. [John Chaszar - Application](#)
3. [Armes, Barbara - Application](#)
4. [D'Avilar, Wismine - Application](#)
5. [Wiegenstein, Christopher John - Application](#)

2023 City Council Position No. 4 Candidate Selection for Interviews

Name	Hizon	Hoffmire	Marshall	Munns	Stucky	Woessner	TOTALS
John Chaszar	1		1	1	1	1	5
Barbara Armes			1	1	1	1	4
Kelly Beedle	1			1		1	3
Earl (Andy) Plumlee	1		1			1	3
Wismine D'Avilar	1	1	1	1	1	1	6
John Morrison							0
Christopher Wiegenstein	1	1	1	1	1		5
Teresa Addison					1		1
TOTALS	<u>5</u>	<u>2</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u> </u>

APPLICATION FOR APPOINTMENT TO OAK HARBOR CITY COUNCIL POSITION NO. 4

Applicant Information

(Please type or print)

Applicant Name John Chaszar

Residence Address 2700 SW Scenic Heights St Oak Harbor, WA 98277

Mailing Address
(If different) _____

Home Phone _____ Cell Phone 228-323-1427 Other _____

E-mail Address chaszarj@gmail.com

Are you registered to vote within Island County, City of Oak Harbor? Yes

Date of Residency within Oak Harbor City Limits 8/20/2018

Have you continuously lived in Oak Harbor City Limits since the Start date above? Yes

Do you meet the Residency Requirements? Yes

Résumé

Experience

Provide the following information for each corresponding labeled section:

- a) Name of Institution,
- b) Address of Institution,
- c) Dates of service and job function(s)

1. a) Oak Harbor School District
b) _____
c) October 2021-Present Substitute Teacher

2. a) Tropicana Casino and Hotel Evansville
b) 421 NW Riverside Dr Evansville, IN
c) July 2015-July 2021 General Manager Responsible for overseeing all operations and support departments

- 3. a) Argosy Hotel and Casino
- b) 777 Argosy Parkway Riverside, MO
- c) August 2011-July 2014 General Manager Responsible for overseeing all operations and support departments

- 4. a) Hollywood Casino Baton Rouge
- b) 711 River Rd Baton Rouge, LA
- c) July 2010-Dec 2011 General Manager Responsible for overseeing all operations and support departments

- 5. a) Hollywood Casino and Resort
- b) 711 Hollywood Blvd Bay St. Louis, MS
- c) Dec 2001- July 2010 General Manager/Assistant General Manager/Resort Manager

- 6. a) _____
- b) _____
- c) _____

- 7. a) _____
- b) _____
- c) _____

- 8. a) _____
- b) _____
- c) _____

Education

Provide the following information for each corresponding labeled section:

- a) Name of Institution and location
- b) Degree earned, or describe subjects studied
- c) Dates of attendance, or year of completion

- 1. a) Michigan State University East Lansing, MI
- b) Bachelor of Arts-Hotel and Restaurant Management
- c) 9/80-6/84

- 2. a) _____
- b) _____
- c) _____

- 3. a) _____
- b) _____
- c) _____

- 4. a) _____
- b) _____
- c) _____

- 5. a) _____
- b) _____
- c) _____

Related Skills

- 1. Currently the Vice Chair of the Oak Harbor Planning Commission

- 2. Treasurer of the Citizens for Better Schools, a non-profit that worked tirelessly to pass a Capital Bond for the Oak Harbor School District.

- 3. Held several board positions for various Chamber of Commerce's, Visitor Bureau's, and State Gaming Associations.

Selected Accomplishments

- 1. Proud husband and father.

- 2. Was a vital team member in the lobbying effort of the Indiana Legislature that resulted in significant changes in gaming legislation.

- 3. Proud of my career in the gaming industry.

- 4. _____

- 5. _____

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Council Member for the City of Oak Harbor on the following spaces provided:

- 1. **Why are you interested in serving as an Oak Harbor City Council Member?**

I visited Oak Harbor over 30 years ago and fell in love with the area and community. Since then, my family has visited Oak Harbor on an annual basis. Five years ago, my wife and I became "empty nesters" and finally relocated to our dream home in Oak Harbor. My wife and I currently work for the Oak Harbor School District. Oak Harbor has changed, for the positive, greatly over time, and still has so much potential to be a better place to live, play and work. I would be humbled to have the opportunity to contribute to the future of this wonderful community.

2. What strength would you bring to the Council?

As Vice Chair of the Oak Harbor Planning Commission, I already have an insight into the inner workings of the "city process".

Also, I have a strong business background that consistently led with fairness while balancing the needs of the owners, team members and customers.

3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?

1. Affordable housing: Look to incentivize developers that wish to build affordable housing. Look to zone certain areas of Oak Harbor for these incentives.

2. Homeless: Look for solutions to provide alternatives for those less fortunate. This will need to be a coordinated effort with all officials in Island and possibly Skagit county.

3. Smart Building Codes/Zoning: Develop a set of building requirements that maintains a predetermined look and feel for Oak Harbor. An example of such would be Hilton Head, SC. and closer to home, Leavenworth, WA.

4. Explain your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how this has contributed to the Oak Harbor community. Address its relevance to the position of Oak Harbor City Council Member.

As mentioned above, I currently serve on the Oak Harbor Planning Commission and an Executive Board member of the Citizens for Better Schools here in Oak Harbor.

Over the years, I have had the opportunity to be a part of various community boards as well serve as either a Director or the President for such boards. Most recently I served as the President of the Evansville Indiana Convention and Visitors Bureau. Prior to that I served on the Northland Chamber of Commerce as a Director and prior to that served as a Director on the Baton Rouge Area Chamber. My most challenging Chamber appointment was the humbling duties as Chamber of Commerce President in Hancock County, MS. I served as President of this organization prior to, and during the initial rebuilding efforts after the community was devastated by Hurricane Katrina.

5. What do you wish to accomplish during this appointed term as an Oak Harbor City Council Member?

Support fellow elected leaders in executing the duties of their (our) office in doing what is right for the citizens of Oak Harbor.

6. What is your vision for our City and community?

Continue to grow Oak Harbor while keeping in mind that the sense of a small community is why many of us chose to call Oak Harbor our home. There can be a balance of economic growth while maintaining the culture of this quaint Northwest town.

7. Do you participate in or are involved in any contract(s) with the City of Oak Harbor? Please explain your involvement.

N/A

8. Do you hold any other elected public office? If yes, please describe the offices held.

N/A

9. Is there anything else that you may wish to add that would help us get to know you a little better?

I am very passionate about the future of Oak Harbor and wish to play a role in whatever way I can.

Please return this completed application to the City Clerk at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, WA 98277 **no later than 4:30 p.m. on Monday, May 8, 2023.** Applications received after 4:30 p.m. will not be accepted and mailing post-marked applications will not be accepted.

The application and any correspondence should be addressed to:

Julie Nester, City Clerk
Re: Council Member Recruitment
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277

jnester@oakharbor.org

John J. Chaszar

2700 SW Scenic Heights St
Oak Harbor, WA

(228) 323-1427
chaszarj@gmail.com

SUMMARY

Operations Executive with diversified experience in Casino and Hotel Operations, full P&L responsibilities, business development, and profitability in all aspects of Customer Service. Demonstrated leadership in change management, continuous service improvement, and profitability for increased owner value. Ability to develop and train managerial teams and build solid customer relations. Excellent communication and analytical skills and the ability to influence cross-functional teams through coaching and motivational management.

PROFESSIONAL EXPERIENCE

Oak Harbor School District Substitute Teacher/Para-Educator

October 2021-Present

Tropicana Casino Evansville, IN SVP/General Manager (7/15-7/21)

July 2015-July 2021

- Responsible for overall operations of 1150 slots, 40 table games, 6 F&B outlets and two hotels.
- Assisted the company with the negotiation of a \$20M economic development package.
- Provided detail analysis that led to the approval of a \$50M land base casino development.
- Provided strategic direction, transition, and execution of the successful opening of the new land base facility.
- Repositioned F&B product for a higher quality and price value.
- Property generated in excess of \$160M in revenues with a 34%+ net margin.

Penn National Wyomissing, PA Argosy Casino Hotel & Spa Riverside, MO Vice President/General Manager (8/11-7/14)

December 2001-July 2014

- Responsible for the overall operations of 1500 slots, 31 table games, 5 F&B outlets, hotel and spa.
- Responsible for the right-sizing of the operation following the opening of a nearby sister property.
- Focused diligently on 100% compliance in a very strict regulatory environment.
- Property generated in excess of \$150M in revenues with a 30%+ margin

Hollywood Casino Baton Rouge, LA Vice President/General Manager (4/10-11/11)

- Responsible for the overall operations of 1200 slots, 23 tables, and three F&B outlets.
- Oversaw the transition of the night club into the 70's themed Boogie Nights concept.
- Improved the property's employee engagement scores to the top third of the company, from the bottom third, in less than a year.
- Acted in a dual rated role as General Manager of both Argosy and Hollywood while a successor was sought and hired.
- Oversaw the construction and completion of a tunnel bypass to access the property.
- Property generated in excess of \$125M in revenues with a 40%+ margin.

Hollywood Casino Resort Bay St. Louis, MS Vice President/General Manager (7/07-4/10)

- Responsible for the overall operations of 1200 slots, 26 table games, 5 F&B outlets, hotel, spa, and Arnold Palmer Golf Course.
- The property generates in excess of \$100M in revenues with a 20%+ margin.
- Improved EBITDA by 22% in a very difficult economic environment.
- Played a key role in the redevelopment of the property following its destruction by Hurricane Katrina

Other Positions held at the property:

- **Assistant General Manager (9/06-7/07)**
- **Sr. Director of Resort Operations (12/01-9/06)**

Quorum Hotels & Resorts Dallas, TX

February 1988-September 2001

General Manager

Brown Palace Hotel – Denver, Colorado (1/97-9/01)

- Managed the \$27M+ operations for this 241 room, four star, luxury hotel, including Rooms Division, Food & Beverage, and Engineering, property responsibility in absence of the Managing Director.
- Directed the hotel's \$10M guest room renovation and likewise the \$4.5M HVAC installation.

General Manager

Comfort Inn – Denver, Colorado (6/98-9/01)

- Responsible for all aspects of this 231 room limited service operation.
- Achieved an immediate 17% increase in REVPAR through aggressive yield management strategies
- Planned and implemented the hotel's \$5.8M renovation.
- In 2001, the hotel received the Gold Award of Excellence from Choice Hotels.

Resident Manager

Kingston Plantation Resort – Myrtle Beach, SC (10/96-1/97)

- Assistant to the General Manager for this 723 room Conference Center Resort, achieving over \$30M in annualized revenues and with peak staffing at 650 employees.
- Primary responsibilities included managing all aspects of the property's rooms division but more importantly the monitoring and assistance in the transition of ownership and management.

Director of Special Projects

Corporate Office – Dallas, Texas (8/95-10/96)

- Responsible for assisting in the company's acquisition and development activities which includes financial and market analysis, in addition to site inspections.
- Assisted with the overall planning, and operational direction of the company's rooms division.

General Manager

Holiday Inn – Lawrence, Kansas (7/93-8/95)

- Overall responsible for this 192 room mixed use conference facility.
- Restructured all operating and support areas along with the continual achievement of year-end budgeted revenue and profit goals.
- Assisted ownership group in the successful implementation of exit strategies.

Executive Assistant Manager-Rooms

Brown Palace Hotel – Denver, Colorado (12/90-7/93)

- Responsible for the management of Front Office, Housekeeping, Security, Valet, Flower Shop, and Barber Shop operations in this 237 room luxury hotel.
- Exceeded all expectations for a \$6.5 million revenue budget and increased operating department contribution by 40%, while maintaining superior customer service standards.
- Coordinated hotel's centennial gala and guest room renovation.

Hotel Manager

Whitehall & Tremont Hotels - Chicago, Illinois (11/89-12/90)

- Responsible for both Rooms and Food & Beverage operations for this downtown, 350 room, multiple property complex.

Executive Assistant Manager-Rooms

Kingston Plantation Resort - Myrtle Beach, SC (2/88-11/89)

- Managed the Rooms Division and Condominium Rental operation in this 500+ room/condo resort.

EDUCATION

Bachelor of Arts, Hotel & Restaurant Management, School of Business
Michigan State University, East Lansing, MI

Outside Interests

Oak Harbor Planning Commission-Commissioner, Evansville Convention and Visitors Bureau-
President, Missouri Gaming Association-Treasurer, Northland Chamber of Commerce-Board
Member, Platte County EDC-Board Member, Working Families' Friends-Board Member, Hancock
County Chamber of Commerce-President

APPLICATION FOR APPOINTMENT TO OAK HARBOR CITY COUNCIL POSITION NO. 3

Applicant Information

(Please type or print)

Applicant Name Barbara Thompson Armes

Residence Address 351 Northeast Nunan Loop Oak Harbor, WA 98277

Mailing Address
(If different)

Cell Phone 360-770-9889

Email Address rrba34@gmail.com

Are you registered to vote within Island
County, City of Oak Harbor?

Yes

Date of Residency within Oak Harbor
City Limits

2018

Have you continuously lived in Oak Harbor
City Limits since the Start date above?

Yes

Do you meet the Residency Requirements? Yes

Résumé

Experience

Provide the following information for each corresponding labeled section:

- a) Name of Institution,
- b) Address of Institution,
- c) Dates of service and job function(s)

1. a) LD 10 Republican Headquarters

b) 520 E Whidbey Ave Suite 207 Oak Harbor, WA

c) January-November 2020

2. a) Washington Election Integrity Committee

b) N/A

c) 2020-2022

3. a)

b)

c)

4. a)

b)

c)

5. a)

b)

c)

6. a)

b)

c)

7. a)

b)

c)

8. a)

b)

c)

Education

Provide the following information for each corresponding labeled section:

- a) Name of Institution and location
- b) Degree earned, or describe subjects studied
- c) Dates of attendance, or year of completion

1. a) Western Washington University Bellingham, WA

b) BA Human Services

c) 1989

2. a) Galileo Adult School San Francisco, CA

b) Vocational Nurse (licensed)

c) 1969

3. a) Mt. Eden High School Hayward, CA

b) General Studies

c) 1966

4. a)

b)

c)

5. a)

b)

c)

Related Skills

1. Campaign coordinator for Rick Hannold commissioner race in the 2022 election cycle

2. Washington State Legislation 2022-current

3.

Selected Accomplishments

1. Charge Nurse for the Alzheimer/Dementia Residence in Morton, IL 2007-2012

2. Appointed Precinct Committee Officer 2021

3. Elected PCO November 2022

4.

5.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Council Member for the City of Oak Harbor on the following spaces provided:

1. Why are you interested in serving as an Oak Harbor City Council Member?

I moved to Oak Harbor five years ago because my husband is retired military. The beauty of the island inspired me to encourage preservation of our natural resources and increase tourism in the local community of Oak Harbor with an emphasis on the downtown area.

2. What strength would you bring to the Council?

I managed the LD 10 office for local and federal candidates. This volunteer position allowed me to bring awareness of local citizens' concerns regarding Oak Harbor and the surrounding communities. My communication skills have improved due to the countless hours canvassing for election integrity,

doorbelling for local candidates, and attending city council meetings over the last few years. I am not afraid to ask tough questions, do the research, and be a dissenting voice when there is a questionable issue.

3. What are the three highest priorities and/or issues you believe the City needs to address?

How would you propose to address these issues?

Improve infrastructure but not overburden tax payers. This would include repaving roads in the rural areas as well as city streets in Oak Harbor and updating our water works to accommodate increased housing development.

Encourage preservation of our natural resources. I would encourage dialogue between the city and state park administrators to work together to promote more tourism for the Oak Harbor community.

Maintain the relationship between NAS Whidbey and the city and encourage the military residents to be more involved with our local community.

4. Explain your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how this has contributed to the

handicapped people and special needs children. This will ensure everyone in our community can enjoy them.

6. What is your vision for our City and community?

I would like to encourage more tourism for downtown Oak Harbor by welcoming more businesses and retail shops to the area. I would like to work with the Chamber of Commerce and Oak Harbor Main Street to improve local festivals and encourage more programs for local artists in the community. I want to maintain our active military presence in the area and continue to provide a safe environment for our local community.

7. Do you participate in or are involved in any contract(s) with the City of Oak Harbor? Please explain your involvement.

No

8. Do you hold any other elected public office? If yes, please describe the offices held.

Yes, PCO for Precinct 217

9. Is there anything else that you may wish to add that would help us get to know you a little better?

Avid bird watcher

Gardener

Please return this completed application to the City Clerk at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, WA 98277 **no later than 4:30 p.m. on Monday, January 31, 2022.** Applications received after 4:30 p.m. will not be accepted, and mailing post-marked applications will not be accepted.

The application and any correspondence should be addressed to:

Julie Lindsey, City Clerk
Re: Council Member Recruitment City
of Oak Harbor
865 SE Barrington Drive Oak
Harbor, WA 98277
jlindsey@oakharbor.org

Print

Application for Appointment to Oak Harbor City Council Position No. 4 - Submission #15180

Date Submitted: 5/1/2023

Applicant Information

Applicant Name

Wisminé D'Avilar

Residence Address

1624 SW Victory St

Mailing Address (if different)

Home Phone

3606323399

Cell Phone

360-632-3399

Other

Email Address

wisminé.davilar@gmail.com

Are you registered to vote within Island County, City of Oak Harbor?

Yes

Date of Residency within Oak Harbor City Limits

August/2014 to July/2019 & May/2022 to Present

Have you continuously lived in Oak Harbor City Limits since the Start date above?

Yes

Do you meet the Residency Requirements?

Yes

Resume

Experience

Provide the following information for each corresponding labeled section:

- a) Name of Institution,
- b) Address of Institution,
- c) Dates of service and job function(s)

1. a)

North Whidbey Middle School

1. b)

67 NE Izett St, Oak Harbor, WA 98277

1. c)

May/2022 to Present (Dean of Students - Facilitate and implement effective disciplinary interventions and consequences that targets the student's specific behavior. Collaborate with faculty and staff to promote and sustain a safe and positive learning environment. Motivate students in making positive choices).

2. a)

Princess Anne High School

2. b)

4400 Virginia Beach Blvd, Virginia Beach, VA 23462

2. c)

April/2021 to May/2022 (Security Assistant - Escorted disruptive students to location specified by school administration. Helped minimize physical confrontation. Provided security during sport events. Conducted surveillance of school buildings, grounds, and activities. Patrolled hallways, stairwells, restrooms, and parking areas throughout the school day, checked windows, doors, and entrances to secure buildings. Assisted with fire drills and emergency evacuation. Assisted with loading and unloading of buses)

3. a)

The Therapy Network

3. b)

762 Independence Blvd #772 Virginia Beach, VA 23455

3. c)

November/2019 to January/2021 (Patient Care Representative - Assisted in training new hires. Provided and explained the welcome package to the new patient. Communicated with the patient navigators regarding patient's referral and paperwork. Confirmed new patient appointments the day before their scheduled appointment. Assisted the front desk with schedule coordination and optimization by providing guidance. Managed "Loss Patient Report" for follow-up or reschedule. Handled patient referral program. Advocated on behalf of the patients and communicates issues and purpose solution to management).

4. a)

Oak Harbor Intermediate School

4. b)

150 SW 6th ave Oak Harbor, WA 98277

4. c)

August/2018 to September/2019 (Dean of Students - Facilitated and implemented effective disciplinary interventions and consequences that targets the student's specific behavior. Collaborated with faculty and staff to promote and sustain a safe and positive learning environment. Motivated students in making positive decisions).

5. a)

5. b)

5. c)

6. a)

6. b)

6. c)

7. a)

7. b)

7. c)

8. a)

8. b)

8. c)

Education

Provide the following information for each corresponding labeled section:

- a) Name of Institution and location
- b) Degree earned, or describe subjects studied
- c) Dates of attendance, or year of completion

1. a)

Liberty University

1. b)

Pastoral Counseling Certification

1. c)

December/2021

2. a)

Trident University

2. b)

Master's of Business Administration

2. c)

March 2016 to June/2018

3. a)

Trident University

3. b)

Master's of Healthcare Administration

3. c)

March/2016 to June/2018

4. a)

4. b)

4. c)

[Empty text box]

5. a)

[Empty text box]

5. b)

[Empty text box]

5. c)

[Empty text box]

Related Skills

1.

Problem-Solving and Teamwork

2.

Community Outreach and Effective Communication

3.

Leadership and the Epitome of Enthusiasm.

Selected Accomplishments

1.

Teacher Assitant of the Year 2021- 2022

2.

I was nominated for Virginia Beach District-Wide Teacher Assistant of the Year 2021-2022

3.

Extraordinary Women Award 2022

4.

5.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Council Member for the City of Oak Harbor on the following spaces provided:

1. Why are you interested in serving as an Oak Harbor City Council Member?

I am interested in serving because I want to speak and work on behalf of the community of color and those alike (minority) that are not well represented in Oak Harbor Leadership.

2. What strength would you bring to the Council?

I have the ability to connect, sympathize, and empathize with at-risk youth. I bring diversity. I can offer minority perspective to community issues. I'm also a military spouse, I'm accustom to adapting to new environment and fully utilizing all available resources.

3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?

The three highest priorities that I believe the City needs to address are supporting at-risk Youth, addressing homelessness, and increasing parental support resources in the City of Oak Harbor.

Firstly, when addressing at-risk youth I propose implementing more shelters or safe havens within Oak Harbor City Limits.

Secondly, when addressing homelessness a similar approach should be taken because there is a lack of resources for that population on the island.

Lastly, increasing parental support resources for parents with at-risk youth or children's behaviors.

4. Explain your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how this has contributed to the Oak Harbor community. Address its relevance to the position of Oak Harbor City Council Member.

I work with at-risk youth in the School system through the Community Engagement Board and as Dean of Students, and in the community through my nonprofit Heels & Confidence. Through my faith-based nonprofit mentorship program, I mentor women of all ages to find their inner beauty, overcome challenges and make healthy decisions. H & C offers programs such as WOW Girls Club (school-based), which is currently implemented in North Whidbey Middle School and Princess Anne High School (Virginia Beach) to meet the personal needs of students in the school setting.

5. What do you wish to accomplish during this appointed term as an Oak Harbor City Council Member?

During my term as Oak Harbor City Council Member, I want to expand shelters for the at-risk youth within Oak Harbor City Limits.

6. What is your vision for our City and community?

My vision for the city and community is to create a city that embraces its diversity and encourages collaboration among the various communities. This collaboration will foster a community that focuses on supporting our children and young adults with the resources needed to continue to move Oak Harbor forward in the generation to come.

7. Do you participate in or are involved in any contract(s) with the City of Oak Harbor? Please explain your involvement.

No

8. Do you hold any other elected public office? If yes, please describe the offices held.

No

9. Is there anything else that you may wish to add that would help us get to know you a little better?

No

Please return this completed application to the City Clerk at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, WA 98277 **no later than 4:30 p.m. on Monday, May 8, 2023.** Applications received after 4:30 p.m. will not be accepted and mailing post-marked applications will not be accepted.

The application and any correspondence should be addressed to:

Julie Nester, City Clerk
Re: Council Member Recruitment
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277

jnester@oakharbor.org

APPLICATION FOR APPOINTMENT TO OAK HARBOR CITY COUNCIL POSITION NO. 4

Applicant Information

(Please type or print)

Applicant Name Christopher John Wiegenstein

Residence Address 1110 E Whidbey Ave, Oak Harbor, WA 98277

Mailing Address PO Box 891, Oak Harbor, WA 98277
(If different)

Home Phone 406-231-0984 Cell Phone 406-231-0984 Other 360-682-5519

E-mail Address chris@cradlestonellc.com

Are you registered to vote within Island County, City of Oak Harbor? Yes

Date of Residency within Oak Harbor City Limits 10/01/2017

4:11 pm
City of Oak Harbor *[Signature]*

Have you continuously lived in Oak Harbor City Limits since the Start date above? Yes

MAY 05 2023

Do you meet the Residency Requirements? Yes

**PAID
Finance Department**

Résumé

Experience

Provide the following information for each corresponding labeled section:

- a) Name of Institution,
- b) Address of Institution,
- c) Dates of service and job function(s)

1. a) CradleStone, PLLC
b) PO Box 891, Oak Harbor, WA 98277
c) Licensed Mental Health Counselor 2018 - Present

2. a) Monarch School
b) 26 Aspen Lane, Heron, MT 59844

- c) Mental Health and Addictions Counselor 2016 - 2017
- 3. a) Gateway Community Services
 - b) 26 4th Street North, Great Falls, MT 59401
 - c) Addiction and Mental Health Counselor-Case Management 2011 - 2016
- 4. a) New Leaf
 - b) 660 SE Fidalgo Ave, Oak Harbor, WA 98277
 - c) 2022 - Present Treasurer
- 5. a) The Voice for Washington State Addiction Professionals (WAADAC) (WA State affiliate for NAADAC)
 - b) waadac.2020@gmail.com (No physical Address)
 - c) Current Board President (2023-present), Board Member 2017 - Present
- 6. a) Oak Harbor Youth Coalition (OHYC)
 - b) 1601 R. Avenue, Anacortes, WA 98221
 - c) Community Mental Health Professional Board Member 2017 - Present
- 7. a) Kiwanis' Club of Oak Harbor
 - b) PO Box 714, Oak Harbor, WA 98277
 - c) Member 2017 - Present, Current Past President, President 2021 - 2022
- 8. a) Whidbey Homeless Coalition
 - b) 816 Camano Ave, Langley, WA 98260
 - c) Board Member since 2019, Current Board President 2021 - Present
- 9. a) United States Army and Army National Guard
 - b) Multiple Service Locations
 - c) 1991 – 1995

Education

Provide the following information for each corresponding labeled section:

- a) Name of Institution and location
- b) Degree earned, or describe subjects studied
- c) Dates of attendance, or year of completion

- 1. a) University of Providence (Formerly University of Great Falls), Great Falls, MT
 - b) Master of Science Counseling,
Studied and completed psychology classes including ethics, abnormal psychology, developmental psychology, documentation, and counseling techniques.
 - c) 2012 - 2015
- 2. a) University of Providence (Formerly University of Great Falls), Great Falls, MT
 - b) Bachelor of Arts Psychology w/ Counseling Concentration.

Studied psychology classes including ethics, abnormal psychology, developmental psychology, documentation, and counseling techniques. Studied the core curriculum and electives which included speech and music.

c) 2009 - 2012

3. a) University of Providence (Formerly University of Great Falls), Great Falls, MT

b) Associate of Science Addictions Counseling

Studied addiction classes that included ethics, ASAM, developmental psychology, documentation, and counseling techniques. Studied the core curriculum and electives including speech and music.

c) 2009 - 2011

4. a) Walla Walla Community College, Walla Walla, WA

b) Turf Equipment Maintenance

c) 1996-1997

5. a) Oak Harbor School District Oak, Harbor, WA

b) General education K-10 Accomplished WA State GED.

c) 1976-1990

Related Skills

1. Organizing and creating safe places and communities for people from a variety of life backgrounds, ages, and demographics.

2. Connecting with and truly hearing the needs and concerns of our community. Assisting in developing and connecting resources and services for people in need.

3. My experiences as a business owner and the variety of positions I've held as an elected official, volunteer and member on various non-profit boards has given me skills in budgeting and fiscal transparency of taxpayers' funds.

Selected Accomplishments

1. Chairperson for North Whidbey Pool, Park, and Recreation District throughout the pandemic, successfully hired Executive Director, updated John Vanderzicht Memorial

Pool after years of neglect, fostered ideas and positive environment to grow recreations programs.

2. As a member of the board of the Whidbey Homeless Coalition I have worked to improve the circumstances of our most vulnerable Community members. During my 4 years on the board the coalition has purchased a building to serve as a permanent location for The Haven. A shower trailer was also secured. Currently the fire suppression system is under construction. Occupancy is expected Summer 2023.

 3. As a member of the Oak Harbor Youth Commission, I have advocated for training within the community and schools for staff and students with aim of improving mental health awareness and suicide prevention. Working to create an inclusive culture that fosters strong families and focuses on emotional, physical and mental wellness.

 4. WAADAC provides me with legislative involvement in advocating for addictions professionals in WA.

 5. As a veteran I learned responsibility, discipline, teamwork, personal responsibility, resourcefulness, discretion, reliability and working in stressful situation
-

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Council Member for the City of Oak Harbor on the following spaces provided:

1. Why are you interested in serving as an Oak Harbor City Council Member?

As a multiple small business owner in Oak Harbor with both a front facing retail store, Stone Syren and my therapy practice, CradleStone, PLLC, I'm in a unique position of understanding community needs. My grandparents moved to Oak Harbor in 1958 and stayed! All 9 of their children graduated from Oak Harbor High School. After retiring from the Navy my grandfather became an active member of the business community, owning three successful businesses and taking an active role in community activities. His example and that of my mother have led me to feel deeply that I must contribute and give back to my hometown. I bring compassion, transparency and integrity to every community service and personal involvement I have.

2. What strength would you bring to the Council?

My extensive service with and for the community non-profits and local government district has taught me about budgeting, long-term planning, teamwork, and parliamentary procedures in running board meetings. I have learned how to listen to our community and

apply their advice and concerns towards resolving issues and growing these organizations. As a council member for the City of Oak Harbor these skills will help me hit the ground running and support the integrity of our city government.

As a business owner I recognize the importance of community involvement for Oak Harbor's continued growth and development. I'm prepared to bring my knowledge and skills to the Council and use them to I service to the community I love and call home.

3. **What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?**

First, my main priority is to bring the Oak Harbor community together. One idea is to find a way to develop a community/sport complex open to all citizens. I believe the City of Oak Harbor can provide many diverse activities, programs, and venues to help our citizens enjoy this great city.

Second, mental health in our community and across the globe is a major issue worth acting on. There is room in our discussions and planning to find a way to support members of Oak Harbor with avenues to improve mental health.

Third, workforce housing is an issue in keeping our community supported. There must be a way as a city we can find common solutions to ensure our workforce is able to live in the community in which they work.

4. **Explain your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how this has contributed to the Oak Harbor community. Address its relevance to the position of Oak Harbor City Council Member.**

I have extensive experience serving on non-profit boards and growing programs. One of my most recent experiences is serving as an elected Commissioner for North Whidbey Pool, Park, and Recreation District. We have successfully grown recreation programs for our community members of all ages as well as improving the John Vanderzicht Memorial Pool after years of neglect. I will bring this passion for community and goal-minded dedication to service for the city of Oak Harbor.

5. **What do you wish to accomplish during this appointed term as an Oak Harbor City Council Member?**

During these short months of this appointment, I would hope to get some conversations and working groups started to help serve our most vulnerable citizens who find themselves homeless due to a variety of circumstances.

6. **What is your vision for our City and community?**

My vision for our community and the City of Oak Harbor is to - encourage even more opportunities for small business growth, promote partnerships with for-profit and non-profit organizations serving Oak Harbor residents, and foster the development of appealing and engaging places for all to share in being a community.

7. Do you participate in or are involved in any contract(s) with the City of Oak Harbor? Please explain your involvement.

I am the current President of Whidbey Homeless Coalition. We have a public service agreement with the City of Oak harbor until October 2024.

8. Do you hold any other elected public office? If yes, please describe the offices held.

I am the current Commissioner for the North Whidbey Pool, Park, and Recreation District and my term expires December 2023.

9. Is there anything else that you may wish to add that would help us get to know you a little better?

I would like to share my inspiration for being of service to our community. Both my grandfather and mother have been examples of integrity and compassion for a community including family, friends, and strangers alike. With their example I present myself to be of service to all. I believe opportunities for service are a calling and those who can step through the discomfort at times and put others before themselves make effective leaders. This is why I became a Mental health and Addictions Counselor. I only hope to embody a fraction of their inspiration and the service these two wonderful people who have cared for and been active in Oak Harbor.

Please return this completed application to the City Clerk at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, WA 98277 **no later than 4:30 p.m. on Monday, May 8, 2023.** Applications received after 4:30 p.m. will not be accepted and mailing post-marked applications will not be accepted.

The application and any correspondence should be addressed to:

**Julie Nester, City Clerk
Re: Council Member Recruitment
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277**

jnester@oakharbor.org

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: May 24, 2023

Subject: **b. Executive Session: To evaluate the qualifications of applicants for appointment to elective office - City Council Position No. 4, per RCW 42.30.110(1)(h)**

FROM: Administration - Julie Nester, City Clerk

SUMMARY STATEMENT

The City Council selected a short-list of four applicants for vacated City Council Position No. 4 at their May 16, 2023 regular meeting.

The City Council will conduct interviews of the four selected applicants in open session and then enter into Executive Session to review the qualifications of the applicants per RCW 42.30/110 (1) (h). The anticipated duration of the Executive Session is fifteen minutes. Action will be taken following the return to the open session. Executive Sessions are not open to the public.

ATTACHMENTS

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: May 24, 2023

Subject: **c. ACTION ITEM: Appointment
of selected applicant to elective
office - Oak Harbor City
Council Position No. 4**

FROM: Administration - Julie Nester, City Clerk

SUMMARY STATEMENT

A vacancy for City Council Position No. 4 was created with the resignation of Councilmember Dan Evans on April 5, 2023.

Per RCW 42.12.070, the City Council must fill the vacancy within 90 days.

The City advertised the vacancy in the City's paper of record, The Whidbey News Times, April 26, 2023 and May 3, 2023 editions, on the City website, and on City Hall bulletin boards. The City accepted applications until May 8, 2023.

Having selected and interviewed four applicants for the vacated City Council Position No. 4, and having reviewed the qualifications of the applicants in Executive Session per RCW 42.20.110 (1) (h), the City Council now wishes to determine and take action to appoint an applicant for Position No. 4 in open session.

Suggested motion: *"I move to appoint _____ to City of Oak Harbor Council Position No. 4."*

Following the appointment of the selected applicant, the City Clerk will administer the Oath of Office and swear in the appointee.

Position No. 4 is included on the November 7, 2023 General Election ballot. The appointee will serve in Position No. 4 until the General Election is certified on November 28, 2023.

ATTACHMENTS