

**City of Kittitas**  
**Work/Study Meeting Minutes**  
**August 22, 2017**

**Work/Study Meeting Attendance**

Lou Whitford – Mayor  
Pat Cort - Councilmember  
Ben Whitehurst – Councilmember  
John Camarata – Councilmember  
Liz Smith – Councilmember

Debbie Lee – Clerk/Treasurer  
Michelle Geiger - Safebuilt

**Points of Discussion**

- Councilmember Cort stated she did not see Kittitas Municipal Code on the agenda. Councilmember Cort stated that there are several sections that need looked at and updated so the code language is clearer to understand.
- Michelle explained that years back SCJ Alliance presented the City of Kittitas with some basic codes and that is how they were adopted, over the years they have been amended and updated as needed. The Eagles coming in as a business has brought the off street parking code to the City's attention so this should be addressed soon.
- Mayor Whitford stated that the definitions should be saved for last as there might be more that need to be added or deleted.
- Councilmember Smith wondered what the steps were to change an Ordinance. It was explained that you have an open public meeting and Council votes to approve or deny, a notice is placed in the local newspaper then you upload to Code Publishing. All zoning codes need to be presented to the Department of Commerce before passing. The City attorney should look at the Ordinances for legal reasons.
- Councilmember Cort explained one Ordinance is that trains are not allowed to block the road longer than fifteen minutes but if a train is broke down it can be longer. This code is obsolete.
- Councilmember Smith suggested that Council should make a list and prioritize.
- Mayor Whitford thought the Code for animals and health & safety and off street parking should be addressed first.
- Michelle with Safebuilt also thought a list of prioritized codes should be made and Council

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should take a look at other Cities Ordinances for comparison and wording.

- Councilmember Cort stated that the codes need to be enforced and Council needs to do their job and get them updated. The animal code was updated a few years ago with the permitting of chickens but these need to be enforced to work.
- Councilmember Camarata stated that we only have a part time Code Enforcer, it was explained that 100 % of the Code Enforcement Officer wages comes from the 3/10's fund.
- Councilmember Cort also felt that the Policy & Procedure manual needs updated again even though it was last updated 2 years ago.
- The building permit for the Eagles parking was discussed.
- Michelle with Safebuilt and Mayor Whitford explained that per Kittitas Municipal Code off street parking is required.
- Francis Miglano stated that there are only two apartments at Railroad and their lease with Hiestand's state one parking spot per unit. Even though Kittitas Municipal Code states two spaces are needed.
- Mayor Whitford felt that the parking was tight in the area by the apartment and where the Eagles Club will be located. Mayor Whitford explained that KMC Kittitas Municipal Code states that there needs to be off street parking according to the occupancy load which would be 13 spots. Mayor Whitford measured Railroad Street to the car wash and it measured 600 feet which would allow for 30 spots and Lewis Street measured 150 feet which would allow 7 spots. Also the fenced area could be utilized for parking as well. Mayor Whitford spoke with Scott Moore Public Works Lead and he stated that even if cars were parked on Railroad Street he could plow the snow and dump the snow in the park. Mayor Whitford felt with all of this there is adequate parking.
- Michelle with Safebuilt stated that the off street parking triggered the ability to issue the permit without discussing with Council. Michelle also explained that the existing building had issues with the use because it was not originally permitted for this type of occupancy. The building was a diner then a thrift store. Tenant improvement permits are required for health and safety reasons.
- Mayor Whitford showed a video of a fire in a night club where exits were blocked and doors that did not swing correctly killed people.
- Michelle stated that there are several structures in town with new uses and the buildings were not permitted for the current use. This does not mean the city is prohibiting business the City just needs to make sure they are safe as to not create a liability for the City. Michelle thought annual

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fire inspections should be required when the business license is renewed.

- Mayor Whitford also explained that the occupancy needs to lower to comply with having to install a sprinkler system.
- Discussion was had about issuing a business license without having occupancy. The Eagles Club stated that they could not get insurance etc. until a business license was issued. It was agreed that they could get the business license on the condition that occupancy does not happen until all inspections have been completed.
- Michelle also suggested adding a check list to the tenant improvement permits so citizens understand the process.

**ADJOURN: 6:50 p.m.**

**Attest:**

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Mayor Lou Whitford

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Debbie. Lee Clerk/Treasurer