

AGENDA
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, March 16, 2023 – 3:00 p.m.
Community Rooms

*This meeting may also be accessed through Zoom
at <https://zoom.us/j/93216056382> or by calling (253) 215-8782 and entering
Meeting ID 932 1605 6382.*

CALL TO ORDER/ROLL CALL

DISCUSSION ITEMS

1. Arts Commission Appointee Introductions

Caasi Dickens

Emily Ko Smith

Lea Basile-Lazarus

2. Parks Commission Appointee Introductions

Louise Tieman

Justin Teerlinck

3. Gig Harbor Yacht Club Junior Sail Program Presentation

Joan Storkman, GHYC Junior Sail Program Director

Documents:

[GHYC Junior Sail Presentation.pdf](#)

[GHYC Junior Sail Annual Report.pdf](#)

4. Code Enforcement Program Discussion

Community Development Director Carl de Simas

Documents:

[STAFF MEMO Code Enforcement.pdf](#)

5. Support for Wastewater Nutrient Modeling (UW Puget Sound Institute)

Public Works Director Jeff Langhelm

Documents:

[STAFF MEMO Support for Wastewater Nutrient Modeling.pdf](#)

6. Creative Endeavor Grant Awards

City Clerk Josh Stecker

Documents:

ADJOURN

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

ADA accommodations can be provided upon request. Those requiring special accommodations should contact the City Clerk at cityclerk@gigharborwa.gov or (253) 853-7613 at least 24 hours prior to the meeting.



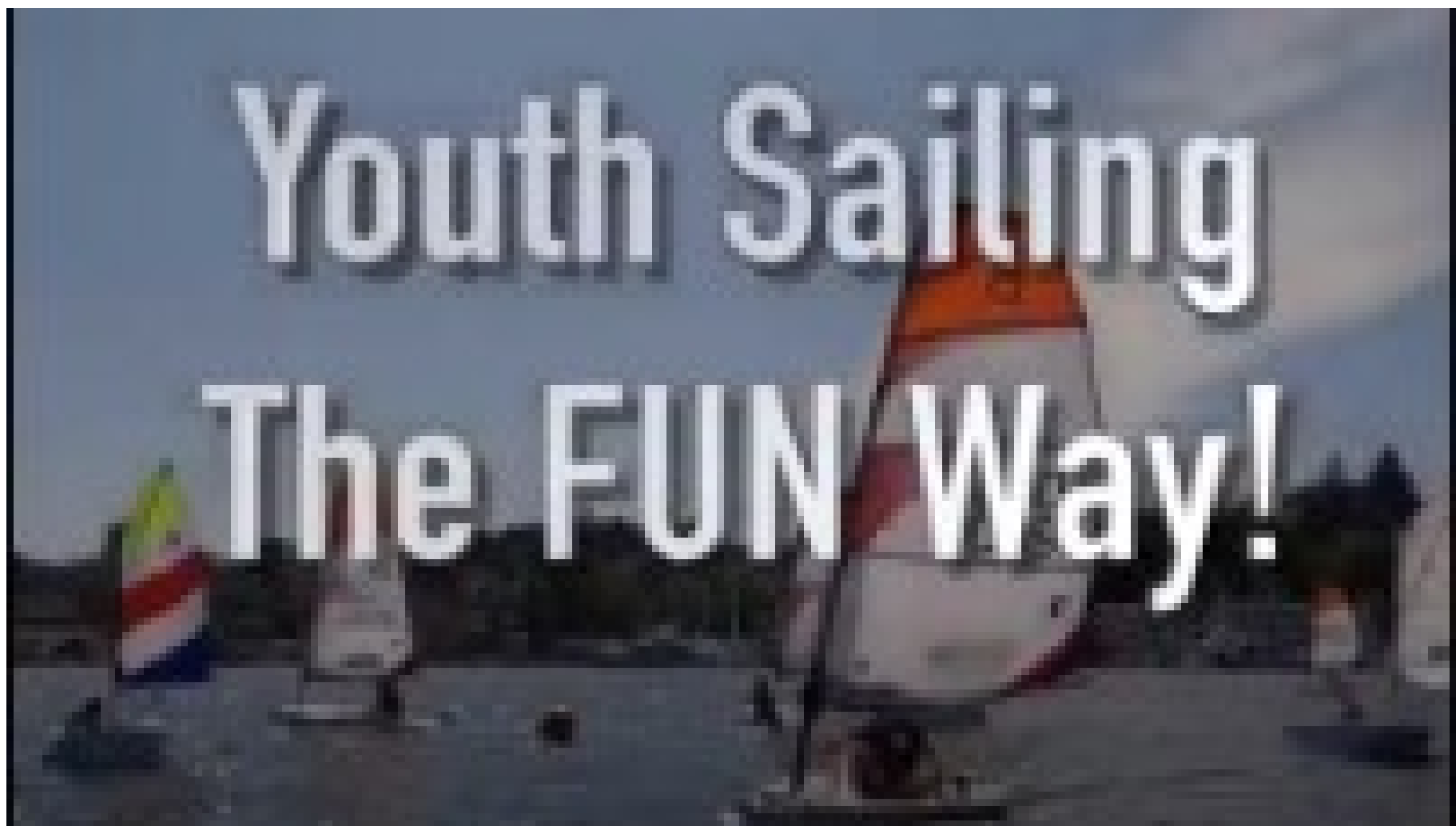
GHYC Junior Sail

Where We Began
Where We Are
Where We're Going

We hope you'll join our journey...

For the kids!

Youth Sailing The FUN Way!



Where We Began

In 2010 a group of GHYC members:

- Formed a 501c3 non-profit
- Acquired donated safety boats
- Purchased 6 sailing dinghies
- Marina space donated, by the Stearns family at W. Shore,
- Operated a program for 40 local kids



Where We Are

- Over 600 kids in Summer Sail Camp
- Robust Scholarship Program
- Narrows Race Team
- Two full time staff
- $\frac{3}{4}$ of a million in assets
- Successful Fundraising
- Steady Partnerships



A young man with brown hair and sunglasses is standing on the deck of a white sailboat. He is wearing a red long-sleeved shirt with 'SMC' on the sleeve and a black life vest. He is holding a rope. The sailboat has 'Laser' written on its side with a red sun logo. The background shows a blue body of water and a city skyline with buildings and a bridge.

Our Programs

Summer Sail Camps: serves over 600 youth each year from June-August

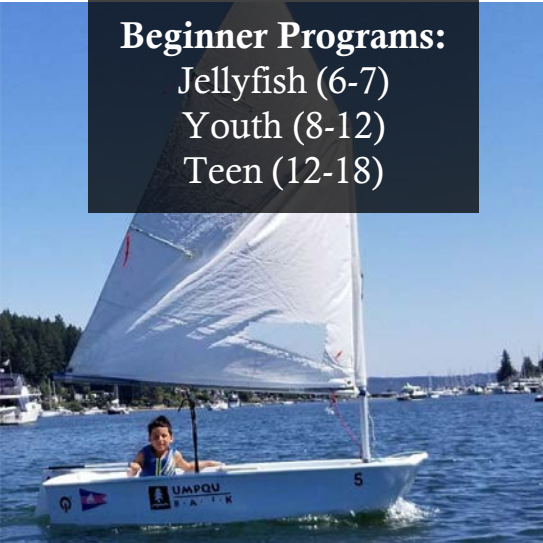
Race Team: serves over 80 youth each year from February - November

Sail Camp

- Sail Camp programs introduce water safety and basic sailing skills
- Sailors progress beginner to intermediate programs and then onto the race team

Beginner Programs:

Jellyfish (6-7)
Youth (8-12)
Teen (12-18)



Intermediate:

Opti (8-12)
Teen (12-18)

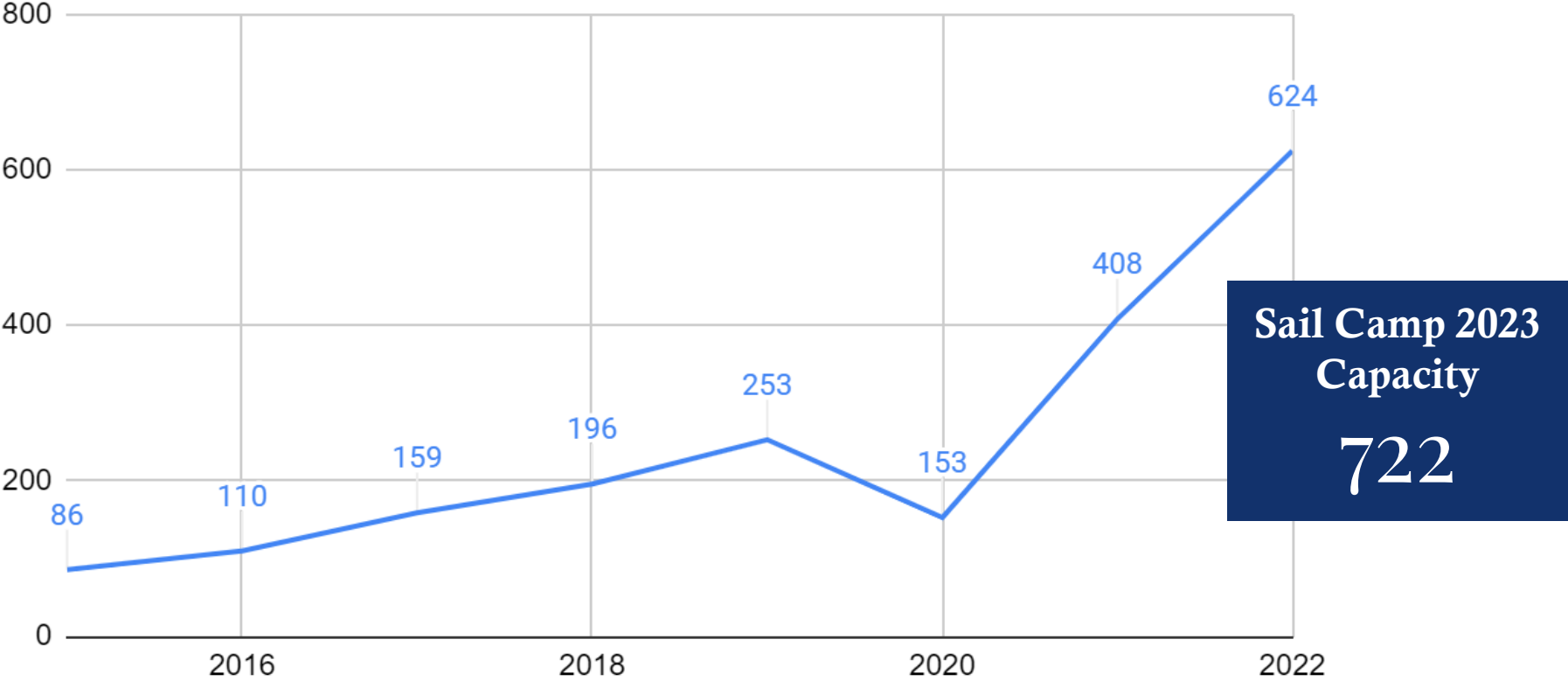


Race Team:

Opti (8-14)
Junior Varsity (12-16)
Varsity (14-18)



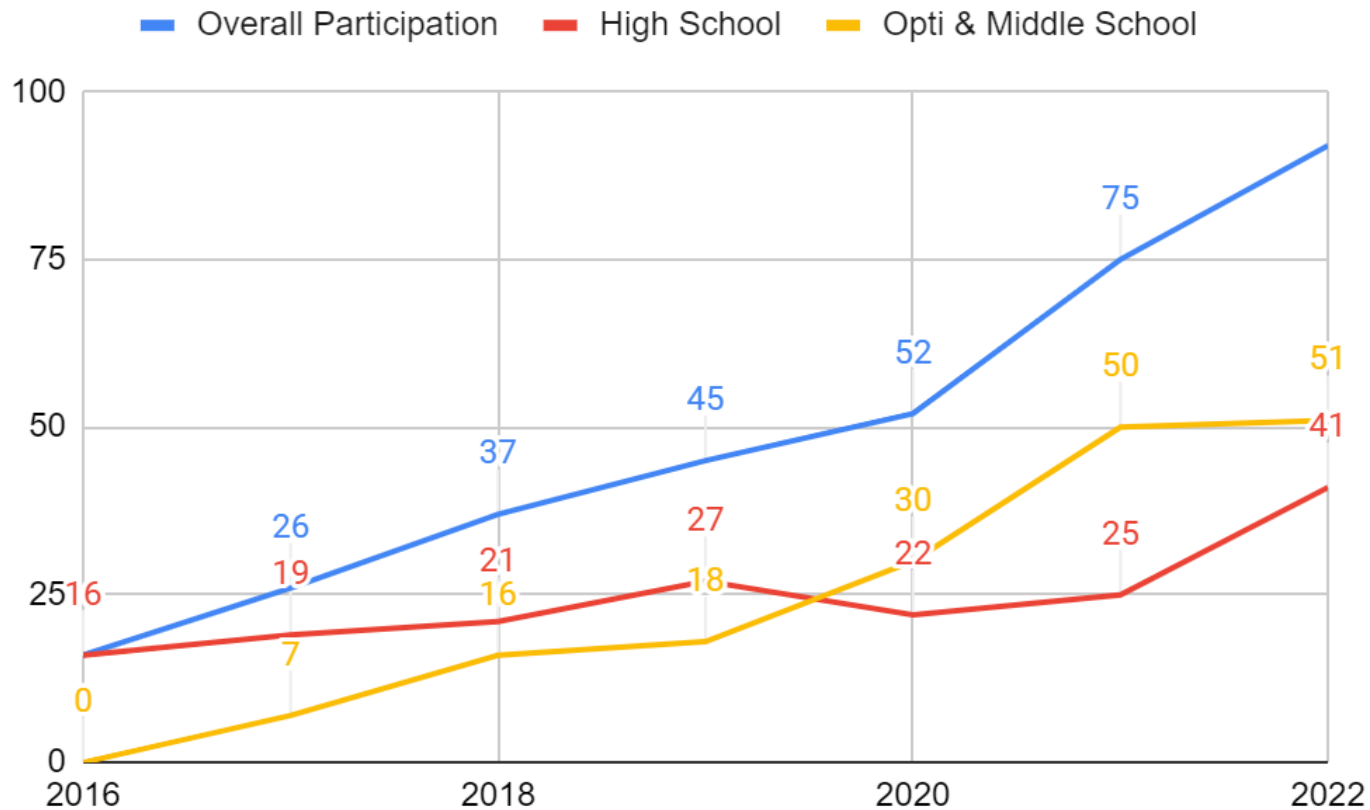
Sail Camp Total Registrations





- Varsity, Junior Varsity, and Opti programs support sailors age 8-18
- Sailors learn to be teammates, leaders, and challenge themselves to grow
- Our program sails at 20+ events each year

Narrows Race Team Total Participants



Summer Race
Team Capacity
60

Developing Leaders

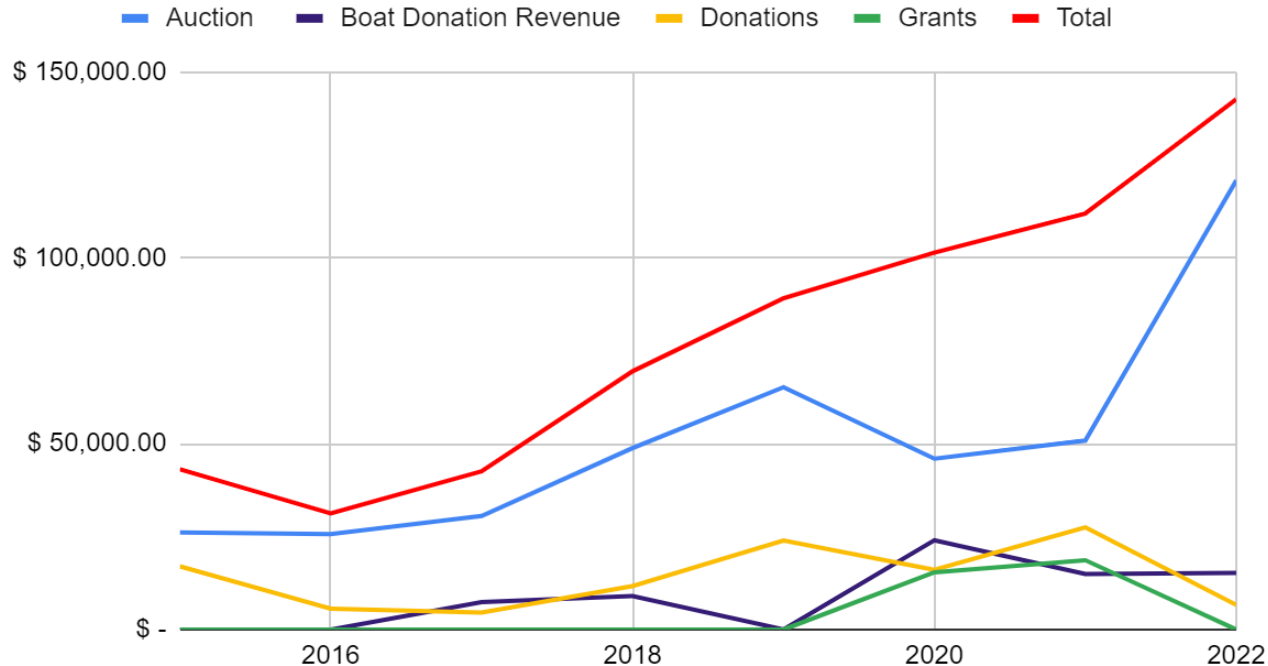
We also provide job training
and employment opportunities



Total Fundraised in 2022 was **\$142,649**

Auction (\$120,824), Boat Donation Revenue (\$15,200), Donations (\$6,625)

GHYC Junior Sail Fundraising Summary



**2023 YTD Grant
Total:
\$16,500**

Scholarships

Scholarships awarded to underserved kids.

2022 - \$11,000

2023 - already - \$23,000



GHYC Junior Sail



Leadership

- Led by a 13 member board
- 30+ volunteers and committee members
- Two full time staff members
- 15-20 Seasonal Coaches & Instructors



Partnerships

- Stearns Family Foundation
- Tacoma Yacht Club
- PenMet Parks
- Gig Harbor Yacht Club
- Boys & Girls Club of South Puget Sound
- Harbor Wild Watch

Current On The Water Facilities



West Shore Marina



TYC Junior Sail

Current Off Water Facilities



PenMet Parks

Where We're Going

Long Term Facility Acquisition

- Provide stability
- Allow growth
- Support community partnerships



West Shore Marina

- Current location

Strengths

- Existing strong relationships
- Existing facility infrastructure

Challenges

- Land space limitations
- Marina operations



Graham Property

- Privately owned
- Near Waterfront Inn

Strengths

- Current owners interested in working with us
- Deep water dock

Challenges

- Zoned residential
- New SEPA requirements



Lee Property

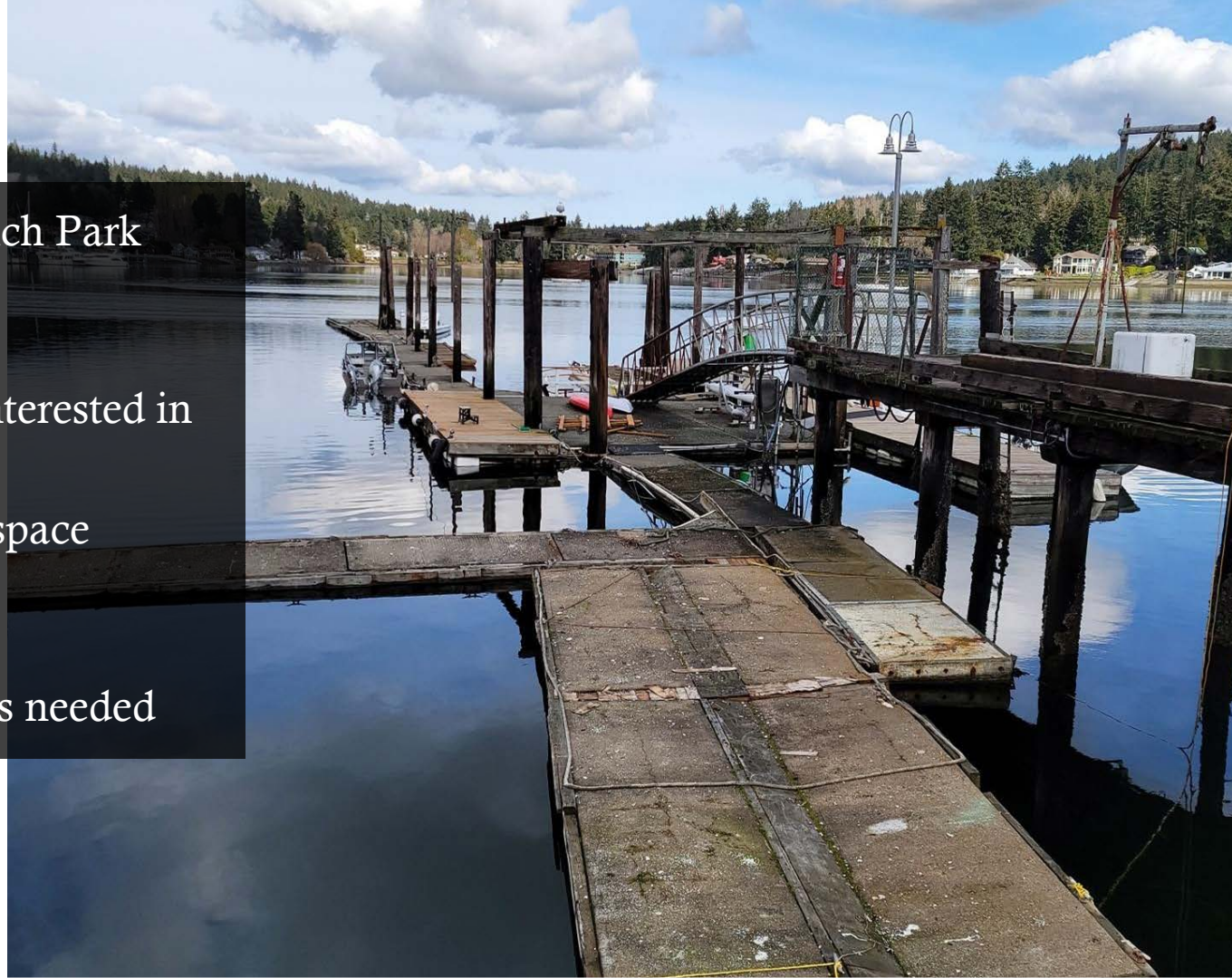
- Adjacent to Ancich Park

Strengths

- Current owner interested in working with us
- Dock and shore space

Challenges

- Dock renovations needed







GHYC Junior Sail

Our journey continues...

We hope you'll join us ...

For the kids!

ANNUAL REPORT

20
22

GHYC Junior Sail is a 501(c)3 nonprofit dedicated to providing a safe, fun and educational environment for youth. Our programs develop local sailors at all skill levels and challenge them to achieve confidence and independence on the water.



GHYC Junior Sail

2022

By the Numbers



\$11,800

awarded in scholarships

624

sail camp registrations

92

race team participants

\$135,700

raised in support

Above: Sailor Finn Deprez finished his Opti career at USODA Nationals and was the top Pacific Northwest Finisher at 77th/148 boats. **Cover top left & Middle:** Opti race team members Olivia Freeman and Callen Niebuhr joined the race program after having a blast at summer camp. **Cover top right:** c420 sailors Annalise Landy and Oona Lacey racing a c420 owned by Tacoma Yacht Club. Our partnership with TYC Junior Sail has allowed many new sailors to get on the water! **Cover bottom right:** Narrows race team sailors at Junior Olympics in August. We saw record numbers of sailors attending events this season. **Cover bottom left:** Laser sailor Nico Konyk executes a flawless role tack at Bellingham Youth Regatta in August.

Who We Are

GHYC Junior Sail aims to build lifelong skills for our campers, race team members and staff. Here, they build confidence, gain skills, and grow as individuals.

We were founded in 2010, by a group of dedicated volunteers who set out to run a small summer camp. Today, we serve over 600 area youth during 9 months of programming each year. We have a large independent volunteer board, as well as two full time staff members. In the summer months, we employ an experienced and enthusiastic group of 15-20 instructors. We love what we do.



Mission and Vision

We provide a safe, fun, and educational environment for youth. Our programs develop local sailors at all skill levels and challenge them to achieve confidence and independence on the water.

A competitive race team and robust family/adult program are natural extensions we desire. Giving back to the program by the sailors and their parents is a key to our success.

We strive to attain a permanent waterfront home in the harbor and to showcase our beautiful harbor by hosting regional events.

My daughter has LOVED sailing camp so much! She had a really tough year. She was diagnosed with ADHD and it was really affecting her behavior and her confidence. Since doing sailing camp, I have seen such a massive improvement in her behavior and her confidence. She really enjoys it. We want to thank you SO much for the opportunity you have given her. We could not have done it without the scholarship.

-Sail Camp Parent.

From the Program Director

GHYC Junior Sail is wrapping up its 13th year of inspiring youth to have a life-long dedication to and love of sailing! From our humble beginnings, we are now in firm financial standing, with a tremendous group of Instructors and Coaches, and a very hard-working Board.

In 2022, Sail Camp taught 600 students how to sail. This is 200 more students than we served in 2021! We also had 60 racers participating on Narrows Race Team and gave out over \$11,000 in scholarships to underserved youth. One parent wrote us saying, "I appreciate that the program is well-run and organized...and also appreciated the scholarship which made this experience possible for my son."

Our amazing 13 member Board, together with our tremendous program leadership team, Sailing Director Ashley Nelson, as well as Assistant Sailing Director, Niko Twilla, worked very hard to provide strong, positive experiences for youth, families, and staff. Again this year we implemented programming for Tacoma Yacht Club enabling us to use TYC's Wollochet Bay facility as well as GHYC Junior Sail's West Shore facility.

The one fundraiser we have each year that allows us to provide boats and equipment for all sailors is the Spaghetti Dinner Auction, an all-volunteer event with racers working hard all night. We set our goal high this year hoping to raise \$75,000. **Instead we raised \$117,800!** As one auction volunteer stated, "I support Junior Sail because there is no overhead—all donations go to the kids!"

GHYC Junior Sail would not exist were it not for the amazing support we receive from so many:

- Stan Stearns family for allowing GHYC Junior Sail to use West Shore Marina for Sail Camp and Narrows Race Team
- Pen Met Parks providing storage of boats and equipment at the old Peninsula Gardens greenhouse.
- Gig Harbor Yacht Club allowing us to use their facility for meetings and the annual Auction.

We are most grateful for the continuous commitment the Stearns family has given to us over the past 13 years, yet our Strategic Plan is to develop a permanent on-the-water facility. The Board has met with PenMet Parks and the City of Gig Harbor this past year to begin to make this dream a reality.

A HUGE thanks to you, our community, that provide tremendous support and shares in the joy, laughter and learning on the waters of Gig Harbor, "the maritime city" ...for the kids!



Joan Storkman
GHYC Junior Sail
Program Director

A year of momentum

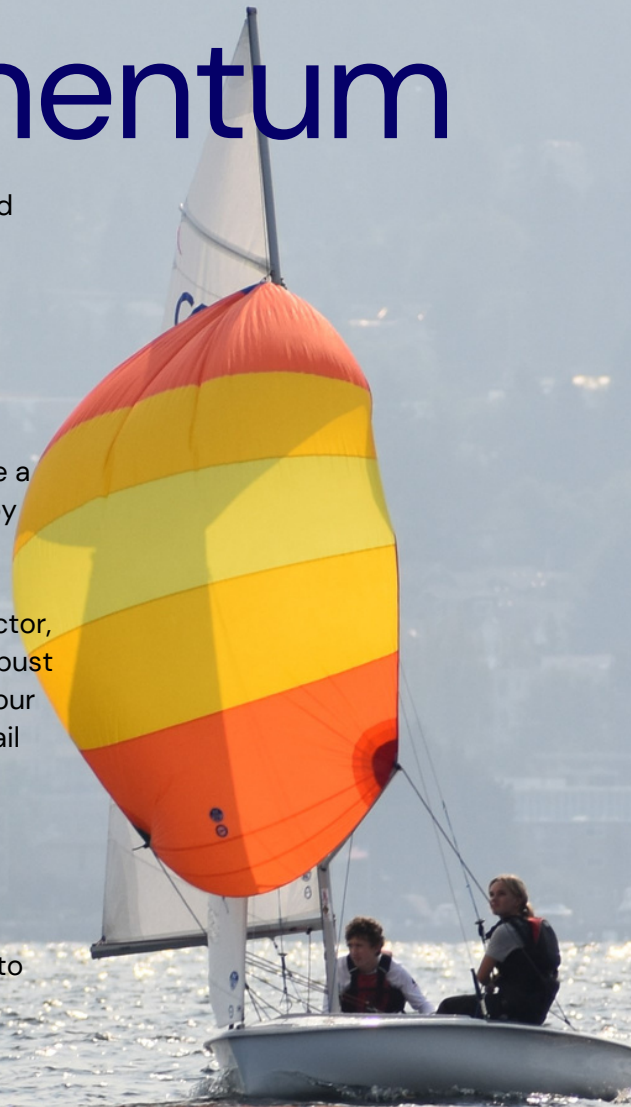
GHYC Junior Sail is blossoming as an organization! Our dedicated and passionate community of donors, board members, staff, sailors, and parents keep us moving forward. The program is poised to develop monumentally over the next 10 years.

We were incredibly fortunate to hire in another excellent staff of veterans to run summer camps and new enthusiastic hires ready to challenge themselves. In the coming year, we are excited to welcome a promising class of instructors who have already gained experience by volunteering their time in our Junior Instructor program.

As I wrap up my third year as the organization's full-time Sailing Director, I'm pleased to report that we are in a strong position to support a robust program moving forward. We've met our enrollment goals, solidified our partnerships, and established a firm financial footing. GHYC Junior Sail has shifted our focus to big picture long term planning, and program quality and development for 2023 and beyond.

I look forward to spending the next year solidifying our foundation, training and developing our new staff members, and supporting the growth and development of our young people. As always, thank you to our wonderful community for your support in this important work.

Ashley Nelson
GHYC Junior Sail
Sailing Director



2022 highlights

1 Built program momentum with record participation in regattas, race programs and camps.

2 Exceeded our fundraising goals, and met our budget, allowing us to focus on the future.

3 Hired Assistant Sailing Director Niko Twilla, allowing us to offer consistent coaching and expand community outreach.

Participation

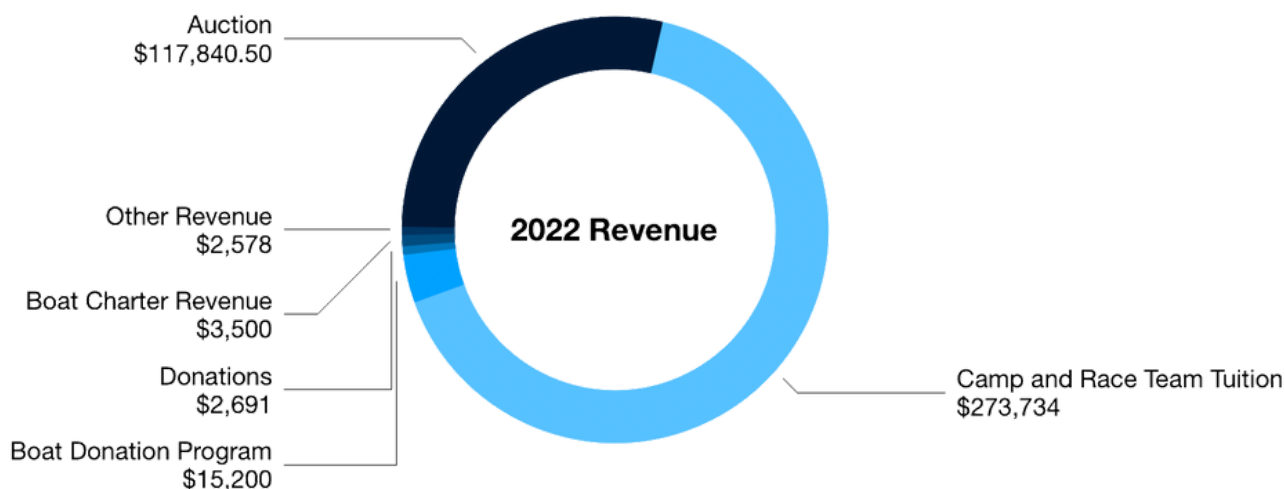
Steady growth in 2023 has supported programming costs and solidified our financial position.



- We saw a high level of interest in our returning Jellyfish program for youth ages 6–7 and a steady demand for our continued programming for ages 8–18.
- Growth numbers include both the GHYC Junior Sail and TYC Junior Sail participation. Our three year agreement with Tacoma Yacht Club has allowed for us to focus on growth and development of programming. By integrating our staff, programming, registration, and scholarship funds we have been able to better serve the Gig Harbor and Tacoma community.
- Our High School race team has returned to pre-pandemic numbers. In 2023 we will work to recruit and solidify participation in our Opti Race team and Junior Varsity Race Team numbers.
- In 2023 we hope to maintain these numbers and focus on staff and program development. This will be through consistent review of survey data and feedback from our participants.

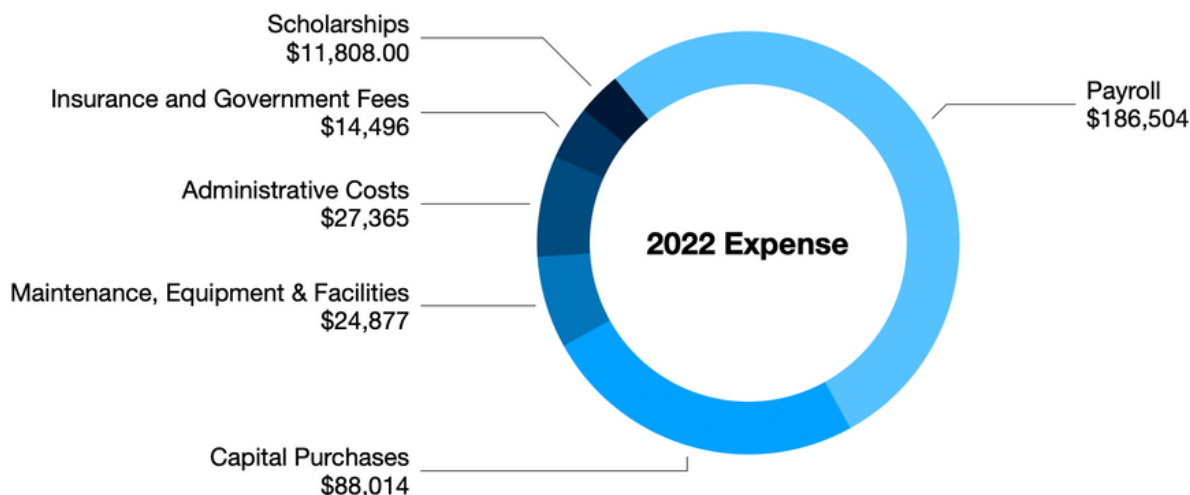
2022 Revenue

2022 was a record year for fundraising and program revenue. 2022 Auction total includes a \$11,825 c420 donation paid directly to the vendor. \$4,220 of bulk gear purchases have been removed from revenue and expenses.



2022 Expenses

Inflation rates and wage increases elevated 2022 expense. We have adjusted tuition revenue targets for 2023 to mitigate this added cost. Capital Purchases included: three c420s, three cFJs, c420 and Opti dollies, Opti trailers, and an outboard engine.



Looking forward

GHYC Junior Sail organizational goals for 2023 and beyond

Pursue the development of a long term waterfront facility

In the next 10 years, GHYC Junior Sail hopes to acquire waterfront property and establish a permanent sailing center. Our vision is that this facility becomes a centerpiece of the community and serves hundreds of youth each year. Furthermore, a permanent location ensures the long-term stability of our program. We have been incredibly fortunate to have facilities provided by the Stearns Family, Pen Met Parks, and Tacoma Yacht Club to run programming for kids and are excited to take this next step.

Right: Facilities provided by the Stearns family at West Shore Marina have helped us get thousands of kids sailing over the last decade out of our trusty trailer.



Expand scholarship programs to reach more underserved youth

GHYC Junior Sail has raised \$21,765 for scholarships in 2023. This is almost double 2022 funding, and will help us to get more underserved youth on the water. Our goal for this year is to allocate all of these funds to families who qualify for financial aid through our scholarship application. To achieve this, we will work with community partners to reach more families who would otherwise not have access to sailing and include our scholarship program in all advertising efforts.

Right: Sailors enjoy our Jellyfish program for 6-7 year olds on Wollochet Bay. Scholarships make days like this possible for all kids. Donations support scholarships at both GHYC Junior Sail and our partner program TYC Junior Sail.



Increase skill and performance of race team programs

Our race teams have been steadily growing and developing and are poised to take the next step in terms of competition and performance. In 2023 our goal is to improve our regional standings in both the Northwest Interscholastic Sailing Association (high school sailing) and the Northwest Youth Racing Circuit. We will strive to do this through consistent coaching in fall and spring for all teams, summer coach recruitment, clinic opportunities, and out of area regatta participation.



It is not an exaggeration to say that this program has saved my daughter's mental health coming out of the COVID pandemic.

After a year at home, she was scared to leave the house and re-engage with the world. We nudged her to try sailing camp last summer — the thought of it terrified her, but she managed to do it with a lot of encouragement. It turned out that she loved it, and she has joined the sail racing team. In a world where tweens and teens struggle to find their identities, she has found a community of like-minded kids who are outside the mainstream — while learning a ton about teamwork, physics, and the environment.

—Narrows Race Team Parent

Hire and develop new staff members

The COVID-19 pandemic has left us with a gap in our staff development pipeline. We recognize that we will need to focus on staff development in the next year to better serve our community and provide quality programming. We are working to train and recruit our post-pandemic staff. In 2023, we have committed to funding staff development through additional training and participation in clinics, coach mentorship opportunities, and US Sailing courses.

2023 Goals

Meet our Racers

The Narrows Race Team began in 2016 as a joint effort between GHYC Junior Sail and TYC Junior Sail. Through the shared use of facilities, coaching, and equipment, we have been able to provide more opportunities for kids in our community. Sailors compete from March through November each year and programs range from age 8 to high school graduation



Record regatta participation, growth in the C420 and Opti Champ fleets, and an intense competitive drive emerged this year.

In spring, our Opti, Junior Varsity and High School race teams continued to build skills and momentum. Sailors put in the hours at practice, regattas and clinics to poise them for a competitive summer.

Many sailors began cracking the top of competitive summer fleets. The team is poised to blossom in the coming years as sailors take on new challenges, pursue opportunities, and push each other to grow. Notable summer finishes include Northwest Youth Racing Circuit (NWYRC) series placements by Bailey Rainbolt and Aspen Merrill (C420), Reagan Starke and West Rainbolt (Opti White Fleet). Top finishers in the competitive ILCA 6 fleet were Camryn Lee (7th overall) and Nico Konyk (12th overall).

Finn Deprez capped off his Opti career with USODA Opti Nationals hosted by Columbia Gorge Racing Association and The Sailing Foundation. Finn was the highest placing finisher from the Pacific Northwest at 77th of 148 boats. Green Fleet participants Reagan Starke and Claire Valiani were inspired after witnessing top level Opti sailors from around the country.

Top Left: Opti Sailors West Rainbolt, Claire Valiani, and Reagan Starke swept White Fleet at Junior Olympics hosted by Seattle Yacht Club this August. **Top Middle:** c420 sailors Corrinne Harrison and Hannah Welch earned their 2nd trophy blanket at the Johnny Adams Memorial Regatta hosted by Port Madison Yacht Club. **Top Right:** ILCA 6 sailor Camryn Lee competed at the US Junior Women's Championship in Marina Del Ray. **Below:** c420 sailors Bailey Rainbolt and Aspen Merrill put their skills to the test at the Cascade Locks in July.



This fall, Varsity sailors balanced onboarding new High School sailors with a competitive push. New sailors brought enthusiasm and hit the ground running attending regattas and building skills quickly. Gig Harbor High School capped off the season placing 5th at Fall Championships to earn a space at Fleet Race Districts this spring. Bellarmine had a strong showing at 9th and Charles Wright placed 12th of 21 teams.

A big thanks to all of our coaches: Ashley Nelson, Niko Twilla, Jake Tiedeman, Thomas Pentimonti, Connor Hoeksema, and Ben Sprenger.

Meet our Supporters

Each year, donors fund major capital purchases for GHYC Junior Sail. This allows us to keep kids safe, provide appropriate equipment for all skill levels, and focus our revenue toward getting more kids on the water. Thank you donors!

2022 Auction Supporters

Thank you so much to all those who supported our 2022 auction. We were able to raise over \$117,000 to support our growing program!

The Stearns Family

Longtime supporters, Stan and Judy Stearns, continued to help us thrive this year through the use of West Shore Marina and generous donations. Their contributions to the program have helped immensely.

A Special Thanks To:

Steve Kienle
The Severson Family Foundation
Mario and Anne Lee
Paul Thorpe
Erik & Kathleen Carlson
Peninsula Yacht Basin
Tom & Cyndee Gray
Multicare
Gayle Kibbs
Doug Peterson
Affinity Ventures NW
John & Nancy Sass
Bidda Adams
Greg & Mary Theo Hoeksema



Above: Long time supporter Stan Stearns meets staff member Dalton Lovett. Each year Stan shares how he was unable to attend sailing classes as a child because they were too expensive. Dalton shared how his experiences as a sailor and coach were made possible through the support of our scholarship program. "Full Circle" moments like this are made possible by our wonderful donors and supporters. **Below:** Sailors ready to serve up some world famous spaghetti.



I like to think of her as reborn in a new boat for the young sailors.

-Alisa Spector, donor of Roughwater 33 "Enchantment"

Boat Donation Program

Our Boat Donation Program continues to help us fund projects and get kids sailing. Thanks to Dale Reiman for helping to raise \$15,200 this year! We have also added three of these boats to our fleet to help facilitate youth programs.

Thanks to 2022 Donors

Ira & Alisa Spector - Roughwater 33
Tricia & John Mulligan - Martin 244
Joel Brazle - Open Skiff
Gail Howe - Rumba Sailboat
Mario & Anne Lee - Laser Sailboat



Left: Long time board members Joan Storkman and Mary Theo Hoeksema enjoy our first in person auction in three years. **Above:** Fleet Manager, Greg Olson, participates in an auction game facilitated by sailor Charlie Christ. **Below:** Board member and auction MC Greg Hoeksema gets everyone excited for bidding. **Bottom Left:** Marti Anderson and her team cook up their famous auction spaghetti.



Meet our Volunteers

Board of Directors

Our board of talented and dedicated volunteers does so much to keep operating smoothly and moving forward. Board members work tirelessly to ensure the security and progress of our organization. Our board is actively involved with the program and does everything from overseeing budgets, hiring, and operations, to meeting with local partners, and making strategic plans for the future. Thank you to all those who currently serve, and have served, on our Board of Directors.

Auction Committee & Volunteers

Auction Committee members work throughout the year to plan our annual fundraiser. We had our largest ever group of volunteers this year, and so appreciate the work of this group to plan the event, organize donations, and advocate for us within the community.

Narrows Race Team

Leadership Committee

Race team families help support the program through membership on the Narrows Race Team Leadership Committee. This group helps plan and adjust programs, hire coaching staff, and maintain healthy relationships with our school partners.

Maintenance Team

Volunteers, led by Fleet Manager Greg Olsen, meet weekly to work on boats, build facilities, and keep everything running smoothly. We could not do it without them!

I choose to invest my time, energy, and resources into this program because I believe in the good it does for our children—

I witness it every day in the responsibility, joy, confidence, grit, friendship, bravery, and skill that these kids bring off the water and into our community. We have a profoundly positive effect on the hundreds of kids we serve each year, but also on everything and everyone those kids touch. This is how we change the world, one little sailor at a time.

—Rachel Rainbolt

GHYC Junior Sail Board Member
& Narrows Race Team Parent

Community Partners

Gig Harbor Yacht Club
West Shore Marina
Pen Met Parks
Tacoma Yacht Club
The Sailing Foundation,
Northwest Interscholastic
Sailing Association
Charles Wright Academy
Bellarmine Preparatory School
Gig Harbor High School

Board of Directors

Joan Storkman
Kathleen Carlson
Dale Reiman
Don Bernard
Greg Olsen
Greg Hoeksema
Mary Godwin-Austen
Mary Theo Hoeksema
Rachel Rainbolt
Pete Clement
Tom Mitchell

Thanks to retiring board
members Alina Messersmith,
and Chris Myers for your
contributions to the program.

Narrows Race Team Leadership Committee

Joan Storkman
Joe Guizzetti
Rachel Rainbolt
Jennifur Newhouse
Michelle Valiani
Elizabeth Embick
Melissa Deprez
Mario Lee
Tanya Starke
Nathalie Op de Beeck

Maintenance Team

Greg Olsen
Dick Strand
Jon Freeman
Dale Reiman
Jim Drake
Dalton Lovett
Mark Lindeman

Staff Members

Anna Sherry
Ashley Nelson
Camryn Lee
Carlos Rivas
Corinne Harrison
Dalton Lovett
Emily Smith
Jaden Unruh
Julia Sherry
Jake Tiedeman
Kel Cowart
Matt Embick
Nico Konyk
Niko Twilla
Peter Ryalls
Reed Kregenow
Sky Rainbolt
Thomas Pentimonti

Junior Instructors

Aspen Merrill
Annalise Landy
Bailey Rainbolt
Brent Hu
Charlie Christ
Chloe Hedge Pollock
Elijah Dekker
Finn Deprez
Hannah Welch
Logan Bugenig
Nex Noland
Oona Lacey
Will Embick

Auction Committee

Anne Hankins
Kerrie Clos
Jon Freeman
Michelle Valiani
Jennifer Hedge
Jennifur Newhouse
Jill Bernard
John Landy
Jay Zeigler

Auction Volunteers

Lisa Embick
Christine Konyk
Sara Christ
Fiona Glass
Helen Sun
Suzanne Palmason
Meg Estep Woolf
Linh Duong
Kelly and Greg Merrill
Ute Brindl
Linda Strand
Frank Hankins
Vicky Alsaker and Ed Nadler
Diana Logan
Rhonda Hauter
John Lavin
Carrie Phinizy
Marti & Mark Anderson
Angela Cochran
Peggy Butler
Alisa Anderson
Val Heckart
Yong Delano
Mike Tunny

And the many other parents,
sailors, businesses and
community members who
supported our event

Thank You

To all those working to make all of
this possible....for the kids!



GHYC Junior Sail



Staff Memorandum

TO: Mayor and City Council

FROM: Staff
Community Development Department

SUBJECT: Code Compliance/Enforcement Program Revisions

DATE: March 10, 2023

At the upcoming City Council Study Session on **March 16, 2023**, Staff will lead a discussion regarding the City's current Code Compliance Program coupled with some recommendations for strengthening the program going forward. Staff will provide Council with detailed information regarding process, civil penalties/infractions (current and proposed), recommendations for improving the program, and ideas for outreach and education to our community. Our hope is that Council will provide Staff with some additional direction regarding items they would like further research on; or, if amenable, direction on regulations they would or would not like to see in a draft ordinance.

The goal of code enforcement is the prevention, detection, investigation and enforcement of the violation of statutes or ordinances regulating public health, safety and welfare. While this goal is common among most jurisdictions, decisions regarding policy priorities, procedures and resource allocation reflect visions unique to each community.

The purpose of this report is to discuss the current process and approach to code compliance in Gig Harbor, compare policy approaches to other jurisdictions and the issue of civil penalties and infractions as it relates to cost benefit.

If you will recall, City Council came together on July 14, 2022, to discuss Code Compliance. In that meeting we discussed the historical approach and how the program and hiring for the position came about.

At that meeting council expressed a desire to see a more robust enforcement program that included civil penalties, assessed fees, and penalties tailored specifically to tree conservation.

As previously discussed in our meeting last year, The Gig Harbor Municipal Codes authorizes the use of civil penalties and increased permit fees as a disincentive to violations, however the

staff time and collaboration between city departments has tended to make these measures cumbersome and sometimes impractical.

Staff will be presenting current process, a streamlined approach to our code, policy and options for council to consider as it relates to civil penalties and assessed fees. The ensuing discussion will include topics such as: the development of new section/title in the Gig Harbor Municipal Code that would consolidate our code compliance process making it easier to apply across all titles; and, civil penalties vs infractions and the relativity to what is termed a limited commission; and, educational material and outreach ideas to better inform the public about the program.

Materials have been provided in your packet and are titled as follows:

- Code Compliance Process Chart
- City of Auburn consolidated code
- 2022 Code Compliance data
- City of Auburn Educational Brochure

Civil penalty and infraction information and recommendations will be presented at the study session, but are not yet ready at this time. We are awaiting some feedback from other staff members, particularly around the tree conservation civil penalties and/or infractions.

Lastly, please note that the Code Compliance Process Chart included with this memo is a mix of both our current program and some new ideas. This is only conceptual at this time and does include some new ideas. New ideas, outside of our current program include:

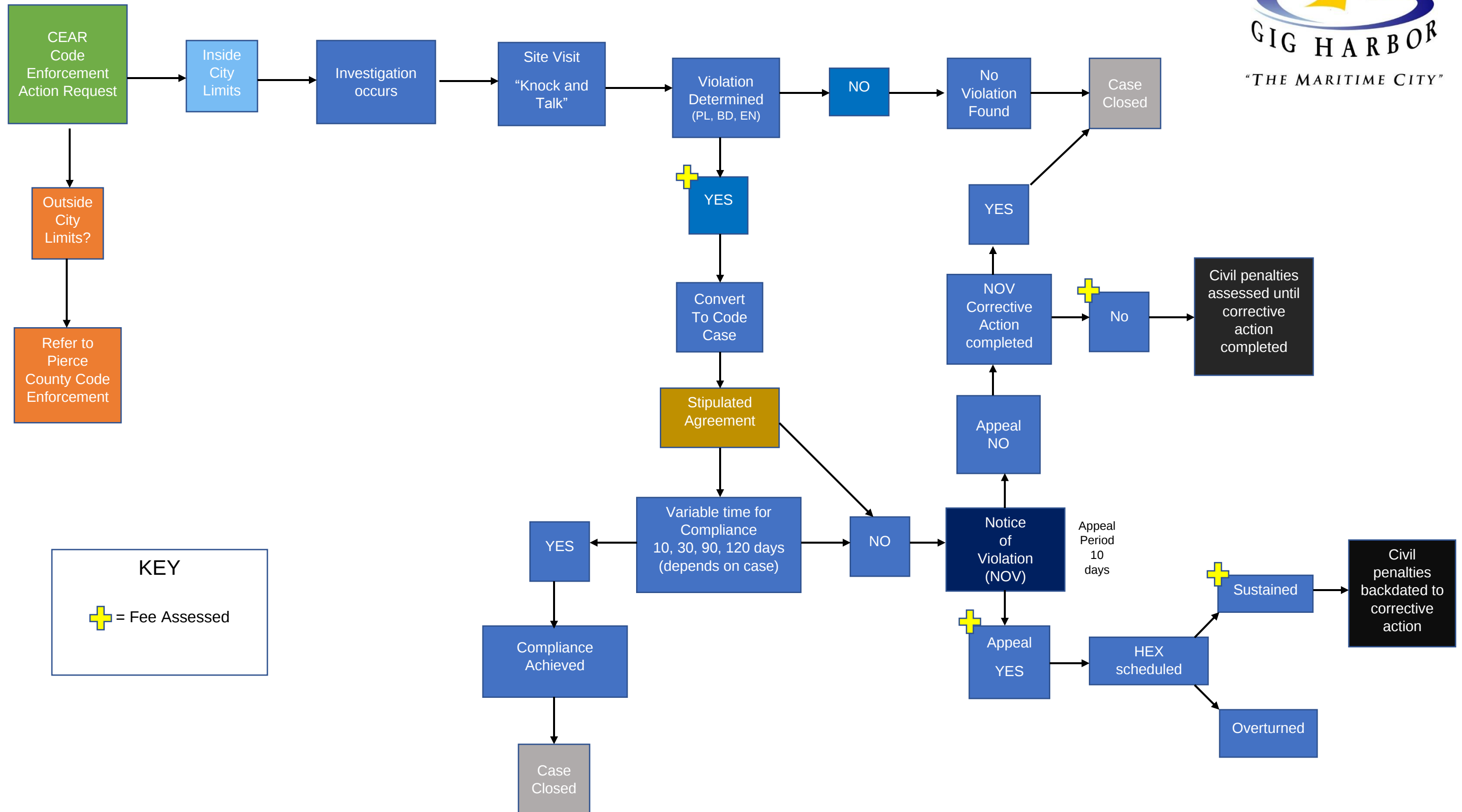
- Additional points where fees might be assessed:
 - o If a violation is determined, an investigation fee, based on the Code Compliance Officer's time, would be assessed.
- Stipulated agreement: an agreement whereby the violator would commit to abating the violation in a specified amount of time and by agreed upon means. This is optional. If the violator chooses not to enter into the agreement, an NOV would be the next step.
- Not shown in the current draft, an additional track may be added specific to illegal tree removal. The process will be based upon recommendations that come from the Urban Forest Management Plan.

Staff will elaborate more on the above items and others at the study session.

Staff's hope is that the council will consider the material received and provide staff with direction on potential next steps. Some potential steps might be: Consolidation of our code as it relates to enforcement, civil infractions and civil penalties, stipulated agreement language.

Please feel free to contact us directly with any questions.

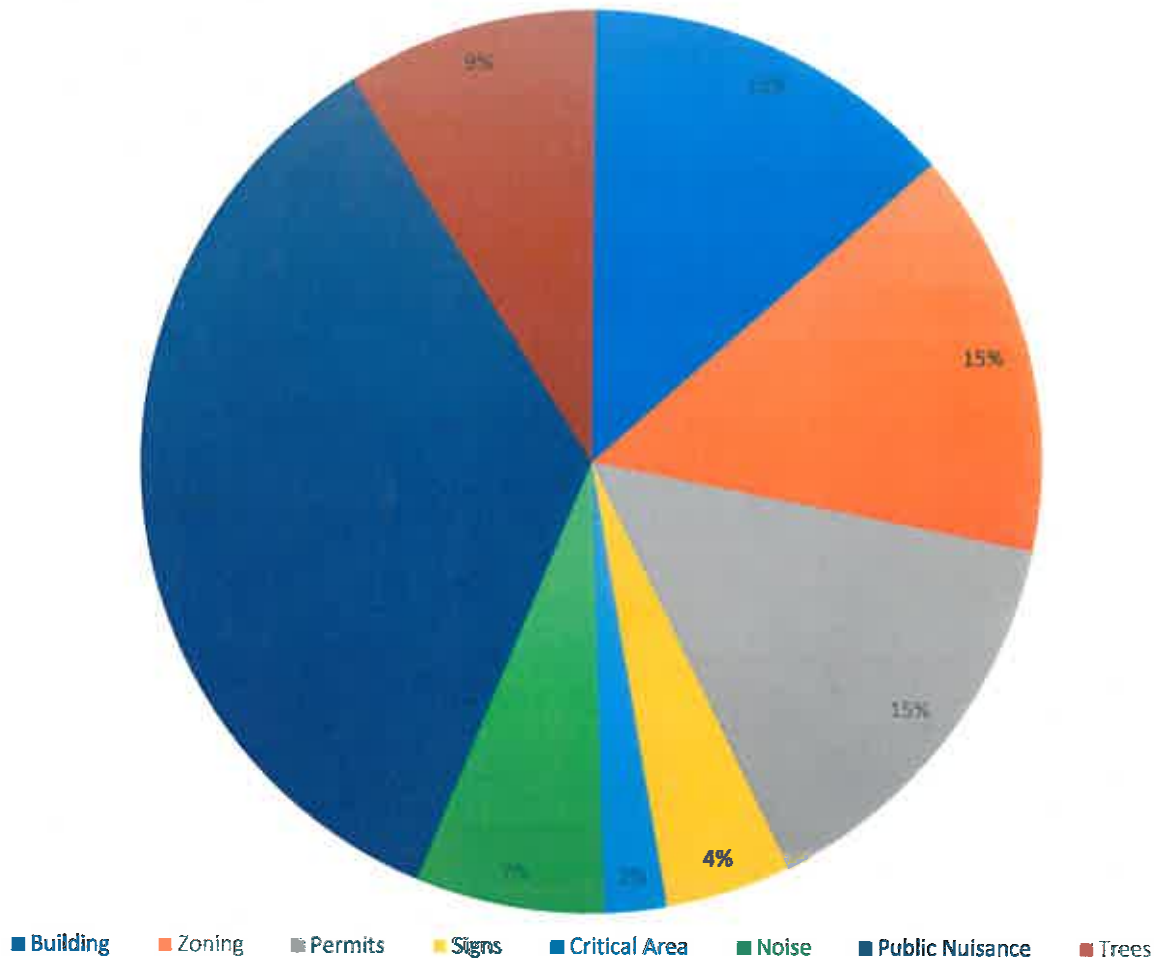
Thank you.



City of Auburn

- **Auburn consolidates their Code compliance chapter to include all titles relevant to code compliance.**
- **Exemptions being Fire and Building which is handled by the Building Inspector or Fire Marshall.**
- *It is the purpose of this chapter to generally provide civil penalties for non-fire code violations of this title and ACC Titles 5, 8, 10, 12, 13, 15, 16, 17 and 18, all standards, regulations and procedures adopted pursuant to those titles, and the terms and conditions of any permit or approval issued pursuant to those titles which do not involve imminent danger to the public health, safety and welfare of persons or property, and such other code provisions as are specified. Criminal penalties provided in this code for non-fire violation of this title and ACC Titles 5, 8, 10, 12, 13, 15, 16, 17 and 18, and all standards, regulations and procedures adopted pursuant to those titles, and the terms and conditions of any permit or approval issued pursuant to those titles whether contained in Chapter 1.24 ACC or in the individual titles are superseded to the extent provided herein. It is the intent of this chapter to permit a timely and efficient means of enforcement, to establish definitions, monetary penalties for violations and a hearing process before the court of limited jurisdiction authorized to hear cases of the city as assigned in the ACC or as otherwise provided by law*

2022 Code Compliance Requests



- Total Requests: 91
- Year End Open Cases: 18
- Appeals: 2
- Case Closure Rate: 80%

Request types:

- **Building:** Construction specific issues (wall, deck, framing, windows)
- **Zoning:** Zoning, Title 17 specific issues (Setbacks, Zone, Land Use, Design)
- **Permits:** Work without permits
- **Signs:** Signs
- **Critical Area:** Wetlands, Streams, Buffers
- **Noise:** Noise Disturbance (different than Public Nuisance)
- **Public Nuisance:** Abandoned vehicles, Illegal dumping/ trash, Abandoned homes, Attractive
- **Trees:** Illegal Tree Removal, Land clearing

Sign Data:

- 1,210 temporary sign permits applied for
- 20.5 staff hours on Sign Sweeps
- 415 signs collected
- Expired: 204
- No Permit: 95
- Unapproved location with permit: 116



In some cases, our Code Compliance Officers must initiate enforcement action in order to achieve compliance. Taking enforcement action may be in the form of fines, penalties, and challenges in obtaining permits or licenses in the future. Some situations have built over months if not years, and they are much more difficult to resolve. Unresolved compliance issues not only impact the property with violations, they also detract from the overall appeal of our community.

Our staff conducts routine inspections throughout the city to note the condition of residences and businesses. We thank you in advance for your cooperation in ensuring your property remains in compliance. We take pride in knowing that by working together, we can help maintain property values, improve the quality of our neighborhoods, and preserve Auburn as a city we are proud to call home.



Your Mayor and City Council value your community pride and dedication to Auburn!

FOR MORE INFORMATION:

Visit AuburnWa.gov/CodeCompliance
or call 253-931-3020, select option #4

Community Development & Public Works
25 W Main St. | Auburn, WA 98001



CODE COMPLIANCE

**BROUGHT TO YOU BY COMMUNITY
DEVELOPMENT & PUBLIC WORKS**



UNDERSTANDING CODE COMPLIANCE IN AUBURN

The City of Auburn has adopted a number of City codes and ordinances; rules and regulations that help our city run smoothly. They set the minimum standards that keep our community safe, and make it a desirable place to live and do business. Your Code Compliance Officers are here to answer your questions, help you understand the City codes and how they apply to your property, home or business and will investigate concerns to determine if a violation of Auburn City code exists. Our Code Compliance Officers work in partnership with community members and law enforcement to promote and maintain the minimum standards established.

In order to keep our city safe and a desirable place to live, work and play we need your help. Compliance issues are brought to our attention in one of two ways. Issues may be identified when our compliance officers are out in the community or they may come to our attention in the form of a complaint from neighbors or residents.

When a violation is identified our approach is to first work collaboratively with the resident, property owner or business to find solutions and gain voluntary code compliance. We encourage our residents to be familiar with City codes to ensure that your property is in compliance with our codes and to help us identify possible violations.

Some of the common violations are:

- Overgrown grass and weeds
- Junk accumulation
- Vegetation encroachment
- Trash, litter and debris
- Inoperable vehicles
- Illegal parking
- Illegal dumping
- Graffiti
- Nuisance animals
- Operating a business without a license



Often times when a violation is identified, a courtesy phone call or letter from our office identifying the areas needing correction is all that is necessary to gain compliance. It is important to identify issues early on and allow our staff to connect with the resident in an effort to resolve the issue quickly. Most people are happy to comply if they know the rules and the reason they exist.

Abandoned properties can create a multitude of violations. Our officers work hard to minimize the impact these properties have on the community. Many of these homes now belong to mortgage holders who are out of state, and can be slow to respond to our requests and inquiries.

If you have questions, concerns, or would like to report an abandoned property in your neighborhood please contact the City of Auburn Permit Center at 253-931-3090.

If you are observing suspicious activity or someone entering an abandoned home, be sure to report that to 9-1-1.

HOW TO REPORT CONCERNS:

ONLINE: www.auburnwa.gov/reporting

MOBILE: Download the YourGOV app for Apple and Android devices

EMAIL: codeenforcement@auburnwa.gov

PHONE: 253-931-3020 option # 4

IN PERSON: Customer Service Center,
1 East Main St., 2nd Floor





PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor and City Council

FROM: Jeff Langhelm, PE, Public Works Director

DATE: March 10, 2023

SUBJECT: Support for Wastewater Nutrient Modeling (UW Puget Sound Institute)

For the past decade or more Washington State Department of Ecology has been working with third party interests and wastewater treatment plant operators to review existing nutrient loadings to the Puget Sound and potential impacts from these nutrient loadings. The result to Gig Harbor of Ecology's work on nutrient loads was the issuance to Gig Harbor of a nutrient general permit in December 2021. Ecology has a website ([here](#)) that provides the background of how these regulations were developed and detailed permit documents related to the issuance of the nutrient general permit.

Subsequently, the City is proceeding on two parallel paths related to nutrient loading. First, the City is working with Carollo Engineers to create a nitrogen optimization plan at the treatment plant and provide the City with support to remain in compliance with the City's nutrient general permit. A summary of where we are with Carollo's findings will be presented to Council at an upcoming Study Session. Second, the City is working with the University of Washington's Puget Sound Institute (PSI) by way of the Puget Sound Clean Water Alliance to provide science-based modeling of nutrients in the southern Salish Sea. The current status PSIs modeling is available at their website [here](#).

While Council authorization is not required for Staff to work with UWs Puget Sound Institute on this modeling, at the March 16 Study Session Staff will review the proposed upcoming PSI modeling effort and will be prepared to answer questions related to the modeling.



MEMORANDUM

DATE: March 8, 2023
TO: City Council
FROM: Josh Stecker, City Clerk
SUBJECT: Creative Endeavor Grant Awards

The city annually accepts applications for funding of artistic events and projects through the Creative Endeavor Grant program. Applicants are reviewed by the arts commission, which then makes funding recommendations to the mayor.

This year, the city received almost \$85,000 in total requests. The annual budget for the grant program is \$35,000, though the grant program was overlooked and not mentioned in the 2023-24 budget. The commission reviewed all of the applications and put forward funding recommendations up to the \$35,000 budget.

The mayor and staff have reviewed the applications received and the arts commission's recommendations. Because of the high level of interest in the program and an increased number of worthy proposals, staff recommends increasing the budget for the grant program to \$50,000 this year.

Attached to this memo is a table of Creative Endeavor Grant applicants. The table shows each applicant's request, the arts commission's recommend funding amount, and an increased funding amount recommended by the mayor and staff.

If council is supportive of increasing the program budget to \$50,000, staff will prepare an agenda bill to authorize the mayor to sign the Creative Endeavor Grants for the March 27 council meeting.

Applicant	Event/Project	Ask	Arts Commission Recommended	Staff Recommendation
Kiwanis Club of Gig Harbor	Gig Harbor Has Talent!	\$1,500.00	\$0.00	\$0.00
Peninsula Hands On Art	Hokusai Waves	\$2,000.00	\$1,400.00	\$2,000.00
Peninsula Hands On Art	Collagraph Printmaking	\$2,000.00	\$1,400.00	\$2,000.00
Narrows Music Society	Harbor Winds Band Spring Concert	\$1,000.00	\$1,000.00	\$1,000.00
Downtown Waterfront Alliance	Coloring the History of Gig Harbor	\$6,120.00	\$3,000.00	\$6,000.00
Gallery Row Gallery	Art Walk	\$3,000.00	\$3,000.00	\$3,000.00
Harbor History Museum	Humanities in the Harbor	\$4,900.00	\$2,000.00	\$4,800.00
Gig Harbor Now	Gig Harbor Fishing Fleet: Yesterday & Today	\$3,500.00	\$0.00	\$0.00
Spectrum Choral Academy	Gig Harbor Sings!	\$7,000.00	\$4,500.00	\$4,500.00
Local Makers LLC	Gig Harbor Spring Market & Festival	\$14,000.00	\$0.00	\$7,500.00
Peninsula Youth Orchestra	Rocking Strings w/Aaron Meyer & PYO	\$6,000.00	\$4,500.00	\$4,500.00
Gig Harbor Open Studio Tour	2023 Open Studio Tour	\$3,500.00	\$2,000.00	\$2,500.00
Olympic Civic Services	Authors & Artists	\$1,500.00	\$500.00	\$500.00
Village Green Project/NW Choir Resources	2023 Gig Harbor Community Chorus	\$5,300.00	\$0.00	\$0.00
TCC Gig Harbor	Write in the Harbor Conference: Youth Summit	\$4,000.00	\$4,000.00	\$4,000.00
GH High School Band Booster	Festival Season	\$8,000.00	\$3,700.00	\$3,700.00
United by Music North America	Fest4All Make Music Day	\$5,000.00	\$4,000.00	\$4,000.00
Garden of Peace	Creative Healing in the Garden	\$1,500.00	\$0.00	\$0.00
Harbor Happiness	Community Enneagram Workshop	\$4,600.00	\$0.00	\$0.00
		\$84,420.00	\$35,000.00	\$50,000.00