

June 9, 2026
5:15 PM

**CITY OF CHELAN
CITY COUNCIL AGENDA**

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL
2. AGENDA CHANGES
3. CITIZEN COMMENTS
Items not on the agenda. Time limited per the Mayor.
4. CONSENT AGENDA
All items under the Consent Agenda are approved with one motion. Suggested Motion: I move to approve the Consent Agenda.
 - A. Approve June 09, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT' s (Councilmember Rivera-Vegas)
 - B. Authorization to Pay June 23, 2026 Accounts Payable Checks and EFT's & Payrolls Checks and EFT's & Payroll Checks and EFT' s (Councilmember Rivera-Vargas)
 - C. Approve the May 26, 2026 Regular Council Meeting Minutes (Deputy City Clerk Couch)
 - D. Approve the June 02, 2026 Council Workshop Meeting Minutes (Deputy City Clerk Couch)
5. SPECIAL PRESENTATIONS, PROCLAMATIONS, AND AWARDS
 - A. America 250 Proclamation (Mayor McCardle)
 - B. Retirement of Outgoing Finance Director Tupling Proclamation (Mayor McCardle)
 - C. Chelan County Sheriff's Office Annual Report (Sheriff Morrison)
 - D. Boys & Girls Club Seasonal Update (Ricardo Chavez, Athletic Director of the Boys and Girls Club)
 - E. Okanogan-Wenatchee Forest Service Update (Holly Krake, District Ranger)
6. PUBLIC HEARINGS
 - A. None
7. MOTION CONSIDERATIONS
 - A. Resolution No. 2026-1483 2027-2032 Six-Year Transportation Improvement Program (Public Works Director Youngren)
 - B. Washington State Recreation and Conservation Office (RCO) Planning for Recreation Access (PRA) Grant Applications (Parks and Recreation Director Cooper)

8. ADMINISTRATIVE REPORTS

- A. Chelan County Regional Justice Center Amendment No. 1 to the Interlocal Agreement for Inmate Housing (City Administrator McAloon)
- B. Policy Level Discussion and Housing Grant Funding (Finance Director Evans)
- C. Lakeside Lodge Parking Discussion (City Administrator McAloon)

9. INFORMATIONAL ITEMS

These items are for informational purposes only and are generally not discussed.

- A. Tentative Advanced Agenda (City Administrator McAloon)
- B. Council Committee Liaison Reports (Various Councilmembers)
- C. Contract Intake Log (City Clerk Gallucci)
- D. Lake Chelan Chamber of Commerce Financial Report (Finance Director Evans)

10. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

11. MAYOR AND COUNCIL COMMENTS

12. EXECUTIVE SESSION

- A. None

13. ADJOURNMENT

Our Vision

Chelan is a rural lakeside community surrounded by pristine natural beauty where generations of visitors and residents enjoy an exceptional quality of life.

Our Guiding Principles & Outcomes

Visionary & Strategic - A city that is forward-thinking, collaborative, and fiscally responsible.

Thriving & Connected - A vibrant, well-planned city where residents have a sense of home.

Healthy & Sustainable - A flourishing city that supports an active community.

Accessible & Welcoming - A safe city where everyone can find community.

The next meeting will be a City Council Special Meeting with the Parks and Recreation Advisory Board on June 18, 2026, beginning at 5:15 p.m. in Council Chambers, 135 E. Johnson Avenue, Chelan, Washington. A City Council meeting packet is available for review on the City's Website: cityofchelan.gov/meetings



City of Chelan

City Council Meeting
May 26, 2026

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Mayor:

Erin McCardle

Councilmembers:

Agustin Benegas
Brad Chitty
Shane Collins
Jon Higgins
Tim Hollingsworth
Cesar Rivera-Vargas
Terry Sanders

Administrative Personnel:

City Administrator Laura McAloon
City Attorney Quentin Batjer
Deputy City Clerk Cailey Couch
Community Development Director John Ajax
Finance Director Heidi Evans
HR/Communication Director Chad Coltman
Parks & Recreation Director Audrey Cooper
Public Works Director Jake Youngren
Public Works City Engineer Travis Denham

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

The meeting was called to order at 5:15 p.m.

2. AGENDA CHANGES

Switched Item No. 12. Closed Session with Item No. 13 Adjournment.

3. CITIZEN COMMENTS

Items not on the agenda. Time limited per the Mayor.

Andrew Manos, resident of Tacoma, voiced his concerns regarding the two parking stalls located at Lakeside Lodge and Suites, as a resident of the Lakeside Villa.

4. CONSENT AGENDA

All items under the Consent Agenda are approved with one motion. Suggested Motion: I move to approve the Consent Agenda.

A. May 26, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT' s

May 26, 2026 Payroll Checks No. 103257 - 103265 & EFT's and Direct Deposits totaling \$323,075.42 and Accounts Payable Checks No. 212944 - 213025 & EFT' s totaling

\$1,485,286.60 and Void Check No. 212806 / RE-Issue and Invoice Check No. 212839 - Check issued to wrong vendor totaling \$0.00.

B. May 12, 2026 Council Meeting Minutes

MOTION:	Move to approve the Consent Agenda.
MOVER:	Councilmember Shane Collins
SECONDER:	Councilmember Tim Hollingsworth
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

5. SPECIAL PRESENTATIONS, PROCLAMATIONS, AND AWARDS

A. Small Business Administration’s (SBA) Office of Disaster Recovery Presentation (Todd Broadman, Public Affairs Specialist – Field Operations Center West)

Todd Broadman, Public Affairs Specialist, visited the City to inform business owners that the Small Business Administration (SBA), in coordination with FEMA, is offering a low-interest federal disaster loan to Washington State businesses, private nonprofit (PNP) organizations and residents affected by severe storms, straight-line winds, flooding, landslides, and mudslides occurring December 5 – 19, 2025.

6. PUBLIC HEARINGS

A. Washington State Department of Health Water Use and Efficiency Goals

The Public Hearing opened at 5:31 p.m.

Public Works Director Youngren provided the staff report sharing the proposed Water Use and Efficiency Goal is to reduce average daily per capita consumption by ten (10) gallons within five (5) years through customer outreach, efficient irrigation practices, and waste elimination. The City's ongoing progress toward this goal includes billing inserts directing customers to conservation resources on the City website.

No public testimony was given.

The Public Hearing closed at 5:36 p.m.

7. MOTION CONSIDERATIONS

A. Ardurra Group Additional Services Addendum No. 2 to Task Authorization No. 1 for the Lift Station No. 1 Upgrades Project

Public Works Director Youngren presented the Additional Services Addendum No. 2 to Task Authorization No. 1 for the Lift Station No. 1 Upgrades. The project encountered a series of technical, regulatory, and site-specific challenges during design, including the discovery of contaminated soils that required coordination with the Washington State Department of Ecology, as well as additional structural, site layout, generator relocation, instrumentation, stormwater, and City-directed design modifications that were not included in the original scope.

MOTION:	Move to authorize the Mayor to finalize and execute the Ardurra Group Additional Services Addendum No. 2 to Task Authorization No. 1 for the Lift Station No. 1 Upgrades Project.
MOVER:	Councilmember Terry Sanders
SECONDER:	Councilmember Agustin Bengas
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

B. RH2 Engineering, Inc. Amendment No. 1 to Task Authorization No. 15 for the Washington Booster Pump Station Improvements

Public Works Director Youngren presented Amendment No. 1 to Task Authorization No. 15. This amendment will complete the preliminary design report, evaluate the bypass pumping configurations, refine hydraulic modeling and system demands, assess control and telemetry improvements between the Washington Booster Pump Station and Fire Pump Station, and advance the 60-percent design plans.

MOTION:	Move to authorize the Mayor to finalize and execute the RH2 Engineering, Inc. Amendment No. 1 to Task Authorization No. 15 for the Washington Booster Pump Station Improvements.
----------------	--

MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

C. Bayley Construction, LP Change Order No. 1 of the Contractor Agreement for the City of Chelan Recycling Center Replacement Project

Public Works Director Youngren shared Change Order No. 1 to the Contractors Agreement authorizes the early engagement of Mechanical, Electrical, and Plumbing (MEP) and metal building subcontractors to support design development, establish defensible construction pricing for insurance claim negotiations, and begin procurement activities to maintain the project schedule.

MOTION:	Move to authorize the Mayor to finalize and execute Bayley Construction, LP Change Order No. 1 of the Contractor Agreement for the City of Chelan Recycling Center Replacement Project.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Jon Higgins
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

D. Ardurra Group, Inc. Additional Services Addendum No. 4 for the SR150 Sewer Main Replacement Project

Public Works Director Youngren presented Additional Services Addendum No. 4 to the State Route 150 Sewer Main Replacement Project. This addendum authorizes Plateau

CRM, a sub-consultant, to continue required archaeological monitoring through project completion and prepare the required final report for the Department of Archaeology and Historic Preservation (DAHP). The additional archaeological monitoring services are to meet regulatory requirements and support continued construction under extended work schedules.

MOTION:	Move to authorize the Mayor to finalize and execute the Ardurra Group, Inc. Additional Services Addendum No. 4 for the SR150 Sewer Main Replacement Project.
MOVER:	Councilmember Agustin Bengas
SECONDER:	Councilmember Shane Collins
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

E. Washington State Department of Transportation (WSDOT) Local Agency Agreement for the Apple Blossom Trail

Public Works Director Youngren presented the Local Agency Agreement for the Apple Blossom Trail. This agreement authorizes the City to access federal highway funds awarded through the Chelan Douglas Transportation Council (CDTC) for preliminary engineering of the Woodin Avenue Pedestrian Extension project. Execution of the agreement with the Washington State Department of Transportation (WSDOT) is required to secure and preserve the federal funding, which is administered on behalf of the Federal Highway Administration (FHWA).

MOTION:	Move to authorize the Mayor to finalize and execute the Washington State Department of Transportation (WSDOT) Local Agency Agreement for the Apple Blossom Trail.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Agustin Bengas
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas,

	Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

8. ADMINISTRATIVE REPORTS

A. Resolution No. 2026-14XX 2027-2032 Six-Year Transportation Improvement Program

Public Works Director Youngren led discussion of the draft 2027–2032 STIP, noting the proposed program includes four recurring annual projects and ten capital projects and studies over the six-year period. Projects are organized around four priority themes: enhancing pedestrian safety, preservation of existing pavements, easing traffic congestion, and development of new walking and biking pathways.

B. Response to Residents Coalition of Chelan County (RC3) Regarding Short Term Rental Cap

Community Development Director Ajax provided Council with a memo responding to concerns raised by the Residents Coalition of Chelan County (RC3), building on discussion from the April 7, 2026 workshop. The memo acknowledges shared concerns regarding housing supply, workforce challenges, and affordability, but explains that supporting research does not fully align with Chelan’s specific conditions. It outlines key areas where the analysis differs and recommends a targeted cap on STR conversions in select zones rather than a blanket cap.

Lynette Grandy, resident of Chelan, inquired if the Planning Commission reviewed the emails regarding the STRs.

Brian Patterson, resident of Manson and the President of RC3, thanked Community Development Director Ajax for the letter and expressed appreciation for the ongoing dialogue. He acknowledged the City and RC3 do not share the same position but stated that RC3 will continue engaging with the community to raise awareness and support further discussion.

9. INFORMATIONAL ITEMS

These items are for informational purposes only and are generally not discussed.

A. Tentative Advanced Agenda (City Administrator McAloon)

B. Council Committee Liaison Reports (Various Councilmembers)

C. Contract Intake Log (City Clerk Gallucci)

10. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

She noted a correction to the Tentative Advanced Agenda, indicating Title 2 updates will be presented in July rather than June 9, 2026. She sought Council's direction on potential development of an outdoor ice rink.

City Attorney Batjer

None.

Deputy City Clerk Couch

None.

Community Development Director Ajax

None.

Finance Director Evans

Reported that staff are finalizing the City's annual report, including components for the airport and sewer district, and are preparing the budget schedule for staff and Council. She also noted that recruitment is underway to fill a front desk vacancy, with the position posted internally and expected to open to the public the week of June 1, 2026.

HR/Communications Director Coltman

Provided an update on cybersecurity efforts following a recent Chelan County ransomware incident. The City has implemented enhanced training tools, including Knowbe4, a cybersecurity program, launched this month, featuring phishing simulations and micro-learning opportunities for staff. He also reported on coordination with the Chelan County Sheriff's Office to provide de-escalation training for staff interacting with the public, particularly in situations involving behavioral or mental health challenges.

Parks and Recreation Director Cooper

Shared a recap of Memorial Day weekend, noting parks experienced high but manageable use levels. She reported that Allied Security has assumed operations of the Phoenix Security business. A ribbon cutting ceremony is scheduled for June 15, 2026 at 6:00 p.m. She also noted the City was awarded funding through the Clean Vessel Act via Washington State Parks for ongoing operation and maintenance of the pump-out station, with a funding agreement expected in June. Additionally, the final report from the National Golf Foundation (NGF) Consulting is anticipated soon, with discussion to follow.

Public Works Director Youngren

Director Youngren highlighted the upcoming Touch-a-Truck event on Emerson Street, with approximately 240 Morgen Owings Elementary students expected to attend. He also reported that Emerson Street sidewalk project is complete, with next steps including solicitation for curb and Americans with Disabilities Act (ADA) ramp improvements.

Chelan County Sargeant Huddleston

Provided a recap of Memorial Day weekend operations, highlighting activity, public safety coordination, including response to a shooting incident and impacts from a computer system outage. He also noted time spent supporting the City Parks operations and the significant park improvements with strong performance from Allied Security.

11. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

Thanked Lynette Grandy for her comment tonight, acknowledging the level of effort, passion, and engagement she has contributed. She also recognized Brian Patterson noting his willingness to engage in respectful and meaningful discussion despite differing viewpoints, and acknowledged the significant work involved in the STR topic. She further addressed comments made on social media, expressing concern that they undermine the credibility of the Council.

Councilmember Benegas

He echoed prior comments and shared appreciation towards City staff, particularly Public Works Director Youngren, for the work related to the Apple Blossom funding.

Councilmember Chitty

Expressed appreciation for the public comment and thoughtful discussion with Community Development Director Ajax.

Councilmember Collins

Thanked Lynette Grandy, Brian Patterson, and John Olson for their participation tonight. He also thanked Public Works Director Youngren and encouraged continued engagement with the Parks and Recreation Advisory Board, and City staff regarding ongoing discussions. He noted the additional perspectives are valuable. He also provided a brief recap of Memorial Day weekend and commented positively on how construction projects were completed in advance.

Councilmember Higgins

Echoed earlier comments, commending the Sheriff's Department and thanking City staff, including Public Works Director Youngren and Community Development Director Ajax, for their information and responsiveness.

Councilmember Hollingsworth

Echoed appreciation for the evening’s discussions, thanking City staff for their responsiveness. He shared positive feedback received from the public regarding Memorial Day weekend, including comments about the Lakeside Trail, park conditions, restroom facilities, barbecue amenities, and the presence of security.

Councilmember Rivera-Vargas

Thanked City staff for their work and the Sheriff’s Office for their quick response to recent incidents.

Councilmember Sanders

Thanked attendees for public comment and acknowledged City staff efforts related to the STR discussion. He also noted Chelan High School student participation in the meeting tonight.

13. ADJOURNMENT

MOTION:	Motion to adjourn the meeting.
MOVER:	Councilmember Jon Higgins
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Agustin Bengas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Cesar Rivera-Vargas, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

12. CLOSED SESSION

- A. RCW 42.30.140(4)(b) provides the Open Public Meetings Act does not apply to that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. – No Final Action will be taken (City Attorney Batjer)

The meeting was adjourned at 7:26 P.M.

Date
Approved:

Cailey Couch
Deputy City Clerk

Erin McCardle
Mayor



City of Chelan

**City Council Workshop Meeting
June 2, 2026**

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Mayor:

Erin McCardle

Councilmembers:

Agustin Benegas
Brad Chitty
Shane Collins
Jon Higgins
Tim Hollingsworth
Cesar Rivera-Vargas
Terry Sanders

Administrative Personnel:

City Administrator Laura McAloon
City Clerk Peri Gallucci
Deputy City Clerk Cailey Couch
Community Development Director John Ajax
Finance Director Heidi Evans
HR/Communication Director Chad Coltman
Parks & Recreation Director Audrey Cooper
Public Works Director Jake Youngren

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:15 p.m.

2. AGENDA CHANGES

None.

3. SPECIAL PRESENTATION, PROCLAMATION, AND AWARDS

A. Main Street Week Proclamation (Mayor McCardle)

Mayor McCardle proclaimed June 8-14, 2026 as Main Street Week in Chelan.

4. PUBLIC HEARING

A. Resolution No. 2026-14XX 2027-2032 Six-Year Transportation Improvement Program (Public Works Director Youngren)

The public hearing opened at 5:19 p.m.

Public Works Director Youngren outlined the Washington State requirements for maintaining the STIP and noted minor revisions made following the May 26, 2026 meeting.

Tammy Hague, resident of Chelan, requested additional information regarding the proposed changes to the Lakeside area.

Lynette Grandy, resident of Chelan, requested the total costs reflected on the spreadsheet be reviewed for accuracy.

The public hearing closed at 5:41 p.m.

5. WORKSHOP DISCUSSION TOPICS

A. Policy Level Discussion and Housing Grant Funding (City Administrator McAloon / Finance Director Evans)

Finance Director Evans reviewed the current structure and funding source of the Affordable Housing Fund (Fund 105), including the current limitations and varying levels of flexibility. She requested Council direction on a proposed policy intended to expand flexibility across funding sources and eligible expenditures. Following discussion, Council directed staff to proceed with drafting the proposed policy.

B. Development Regulations (Community Development Director Ajax)

Community Development Director Ajax shared that the department is updating development regulations in conjunction with the Comprehensive Plan update and to comply with requirements under the Washington State Growth Management Act (GMA). Key updates included: ensuring that emergency shelters and supportive, transitional, and emergency housing are not regulated more restrictively than other residential uses; facilitating the development of housing within existing buildings; and updating Critical Areas regulations to align with state requirements and best available science for the protection of environmentally sensitive and hazardous areas, including wetlands, fish and wildlife habitat, steep slopes, flood-prone areas, and aquifer recharge areas. The adoption deadline is June 30, 2026. The Planning Commission will hold a public hearing and provide a recommendation to the City Council.

C. Short Term Rental Cap (Community Development Director Ajax)

Community Development Director Ajax presented a map illustrating the concentration of short-term rentals and requested Council direction on whether to retain the existing Chelan Municipal Code or direct staff to develop a draft proposal establishing a short-term rental cap. Following discussion, Council directed staff to prepare a draft outlining the short-term rental cap in the Downtown Mixed Use (DMU), Highway Service Commercial (C-HS), and Tourist Mixed Use (TMU) zones, as well as a draft of a potential moratorium.

D. Public Works Project Status Update (Public Works Director Youngren)

Public Works Director Youngren introduced a new feature on the Public Works website, "Building Chelan Together", providing a breakdown of how projects become a reality, building for the long term, staying informed and getting involved, frequently asked

questions and Build with us.

Public Works City Engineer Denham presented a project status update using the story map website. Projects that were discussed were as followed: Airport Waterline Project, Washington Street Booster Pump Station, East Chelan Reservoir Design, Submarine Waterline Replacement, Riviera Drive Watermain Replacement, Boyd and Pinnacle Infrastructure Updates, Clifford Watermain Upsize Contribution, State Route 150 Sewer Mainline Replacement, Lift Station No. 1 and 3 Improvements, Lift Station No. 9 Demo and Removal, Anderson Road Sewer Line Installation, Transfer Station Bypass Valve, Lakeside Trail, Sanders Street Pedestrian Improvements, Farnham and Webster Pedestrian Improvements, Woodin and Center Pedestrian Improvements, Apple Blossom Trail, Johnson and Emerson rectangular rapid flashing beacon (RRFB) Replacement, Recycle Center, Equipment Bay Enclosure, and Miscellaneous Projects.

6. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

Mentioned she has been working for the City for five (5) months now.

City Clerk Gallucci

None.

Community Development Director Ajax

None.

Finance Director Evans

Stated the Annual Report for the Lake Chelan Sewer District, the Airport and the City have all been filed.

HR/Communications Director Coltman

Shared the Finance Department has an open position that has been posted for two (2) days and has already received 22 applications. The position will remain open for three (3) weeks. He also shared the Airport Operations Manager Lerma had passed away.

Parks and Recreation Director Cooper

Provided a recap of the Parks and Recreation Advisory Board special meeting held on Monday, June 1, 2026. The Board expressed interest in holding a joint special meeting with the City Council on Thursday, June 18, 2026, at 5:15 p.m. Council was also reminded of the ribbon cutting ceremony scheduled for June 15, 2026, at 6:00 p.m. Additionally, it was noted that Lake Chelan graduates are hosting a safe and sober graduation event at the putting course.

Public Works Director Youngren

None.

7. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

Reflected on her memories with Airport Operations Manager Lerma, expressed appreciation for Council's thoughtful conversations and clear direction, and invited the community to former Mayor Goedde's retirement and 80th birthday celebration on June 14, 2026.

Councilmember Benegas

Reflected on the conversations held tonight, noting the City is always moving forward.

Councilmember Chitty

None.

Councilmember Collins

Expressed appreciation to those who provided public comment and thanked Community Development Director Ajax for providing clear explanations that help improve understanding of his department's terminology.

Councilmember Higgins

None.

Councilmember Hollingsworth

None.

Councilmember Rivera-Vargas

None.

Councilmember Sanders

Reflected on the discussions held tonight, expressed appreciation to those who provided public comment, and requested additional information regarding the security schedule at City parks.

8. ADJOURNMENT

The meeting was adjourned at 7:24
P.M.

Date
Approved:

Cailey Couch

Erin McCardle

Deputy City Clerk

Mayor

AMERICA 250 PROCLAMATION



City of Chelan

WHEREAS, on July 4, 2026, the United States of America will commemorate the Semiquincentennial—the 250th anniversary of the signing of the Declaration of Independence; and

WHEREAS, this milestone provides an opportunity to reflect upon our nation’s founding ideals and to honor the individuals and communities who have shaped our history; and

WHEREAS, the Northwest Ordinance of 1787 and the Treaty of Paris of 1783 established a framework for the governance and expansion of the United States, ultimately leading to the formation of Washington Territory and its admission as a state in 1889; and

WHEREAS, the City of Chelan is located on lands stewarded since time immemorial by the Chelan (Tsillan) and neighboring tribes, whose lives were closely tied to Lake Chelan and the surrounding lands, the lake being among the deepest in the United States; and

WHEREAS, Chelan was established as a town in the late nineteenth century, officially incorporated in 1902, and developed as a hub for agriculture, transportation, and tourism, supported by steamboat travel on the renowned lake and later by irrigation projects that helped transform the region into a productive orchard area; and

WHEREAS, throughout its history, the City of Chelan has experienced fires, transitions in transportation, and changes in agricultural practices, and in response has exemplified adaptation, rebuilding, resilience, and vision; and

WHEREAS, today Chelan is widely known for its natural beauty, vibrant small-town character, and as a gateway to outdoor recreation, with its approximately 50-mile-long lake of remarkable clarity drawing visitors year-round while maintaining a strong sense of local heritage and community pride; and

WHEREAS, the John Kendrick Chapter, National Society Daughters of the American Revolution, founded in 1914 to promote historic preservation, education, and patriotism, joins with the City in commemorating America 250;

NOW, THEREFORE, I, Erin McCardle, Mayor of the City of Chelan, Washington, do hereby proclaim the year 2026 as AMERICA 250 in Chelan and encourage all residents to commemorate this historic anniversary through education, remembrance, and celebration.

Erin McCardle, Mayor
June 02, 2026

**HONORING JACKIE TUPLING
FOR HER DEDICATED SERVICE TO THE CITY OF CHELAN**



**City of
Chelan**

WHEREAS, Jackie Tupling has faithfully served the residents, staff, and leadership of the City of Chelan since 2016, holding multiple roles within the organization before ultimately serving as Finance Director; and

WHEREAS, throughout her years of service, Jackie consistently demonstrated professionalism, dedication, and a deep commitment to the success of the City organization and the Chelan community; and

WHEREAS, Jackie’s leadership and stewardship helped ensure the City’s financial stability, operational effectiveness, and long-term sustainability through periods of growth, transition, and opportunity; and

WHEREAS, Jackie exemplified the City of Chelan’s CLEAR values through her daily work and leadership:

- Collaboration by building strong partnerships and fostering teamwork across departments;
- Listening by valuing the perspectives of colleagues, elected officials, and community members and approaching challenges with thoughtfulness and understanding;
- Excellence by maintaining high standards of professionalism, accuracy, and public accountability;
- Accountability by serving with integrity, transparency, and a steadfast commitment to responsible stewardship of public resources; and
- Respect by treating everyone she encountered with kindness, patience, and professionalism; and

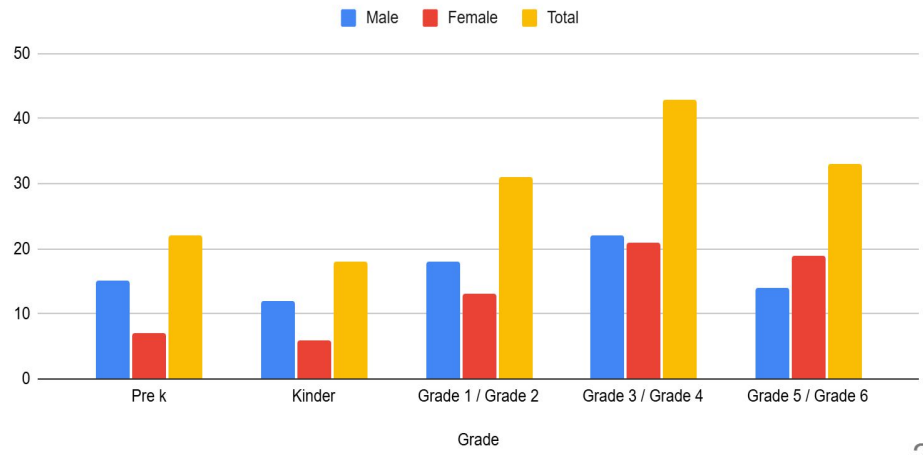
WHEREAS, Jackie’s institutional knowledge, calm demeanor, and willingness to support others have made her a trusted colleague, mentor, and leader whose impact will be felt long after her retirement; and

WHEREAS, while the City will greatly miss Jackie’s steady presence and dedication, her retirement marks the beginning of a well-earned new chapter as she “rides off into the sunset” toward new adventures, treasured time with loved ones, and the opportunities ahead;

NOW, THEREFORE, I, Erin McCardle, Mayor of the City of Chelan, Washington, do recognize and honor Jackie Tupling for her outstanding service, dedication, and lasting contributions to the City of Chelan, and extend their sincere gratitude and best wishes for a joyful and fulfilling retirement.

Erin McCardle, Mayor
May 5, 2026

25 Basketball



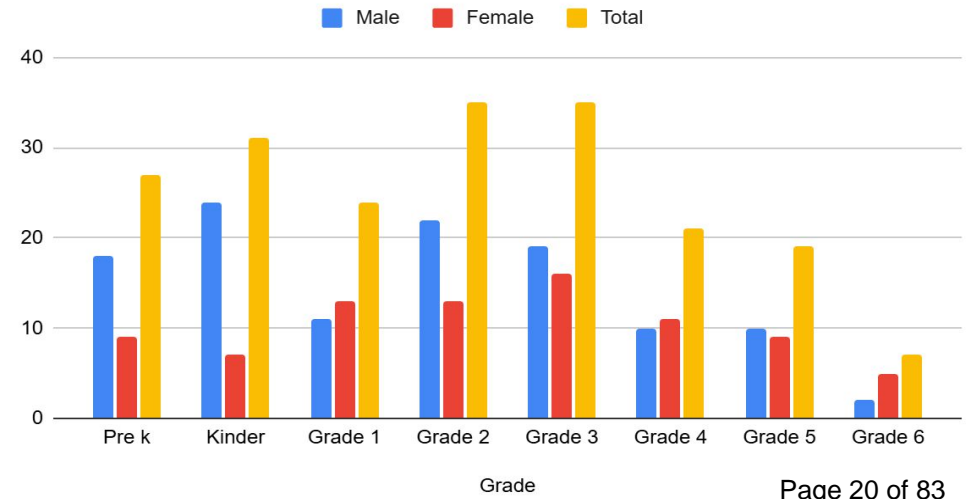
25 season

- 147 kids
- 18 teams

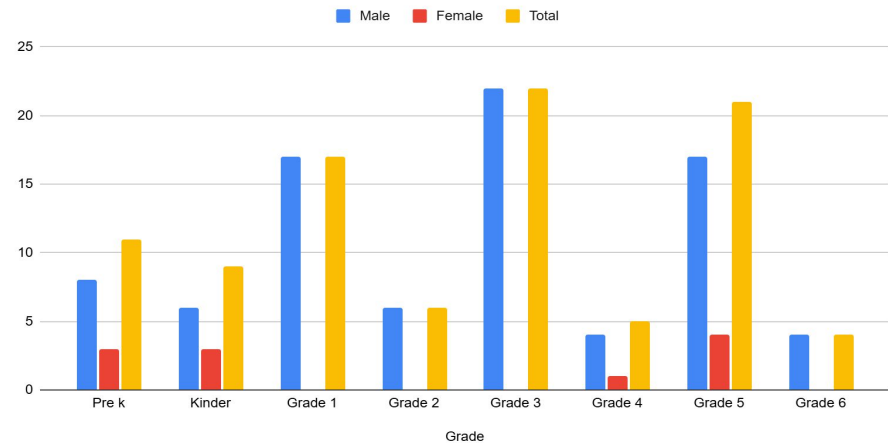
26 season

- 199 kids
- Increase of 52 kids
- 24 teams
- 79 games
- 402 volunteer hours

26 Basketball



25 Flag Football



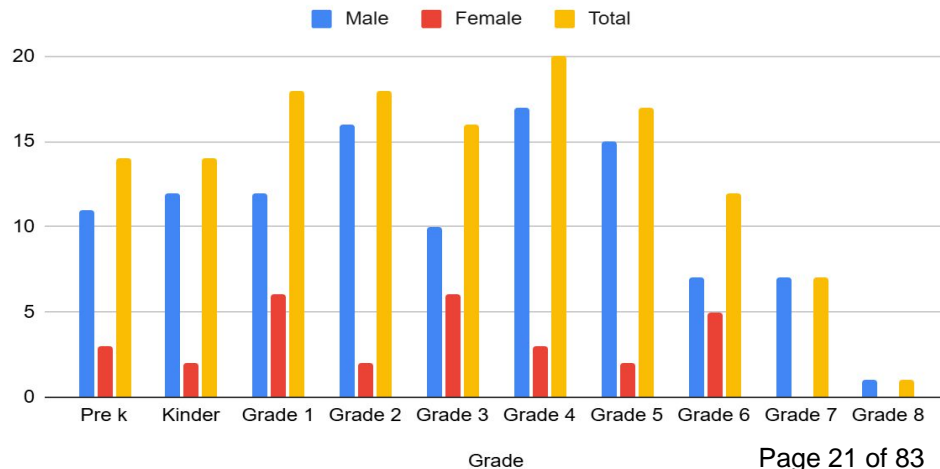
25 season

- 95 kids
- 13 teams

26 season

- 137 kids
- 19 teams
- 58 games played
- 402 volunteer hours

26 Flag Football





Subject/Title: Resolution No. 2026-1483 2027-2032 Six-Year Transportation Improvement Program (Public Works Director Youngren)

Department: Public Works

Staff Contact: Jake Youngren

Guiding Principles: Healthy & Sustainable

Initiatives: Establish a Long-Range Economic Strategy

Reviewed By: City Administrator, and Finance Director

Number of Looks: Look No. 4 of 4

PREVIOUS ACTION TAKEN

Council discussed the beginning steps of creating the proposed 2027-2032 Six Year Transportation Improvement Program (STIP) during the May 5 and May 26, 2026 Council meetings. A public hearing was held on June 02, 2026.

OVERVIEW

BACKGROUND

Washington State law (RCW 35.77.010) requires cities to annually prepare and adopt a Six-Year Transportation Improvement Program (STIP). The STIP identifies transportation projects the City intends to implement over the six-year planning horizon and serves as the basis for federal and state funding applications. The City's street capital fund is primarily funded through Transportation Benefit District revenues, which are explicitly restricted to projects identified on the STIP.

The City Council received briefings on the proposed 2027–2032 STIP at the May 5, 2026 workshop and the May 26, 2026 regular meeting, with a follow-up workshop held June 2, 2026. The proposed STIP reflects refinements developed through those discussions. A public hearing was held prior to this action. Staff is requesting Council adopt the 2027–2032 STIP at the June 9, 2026 regular meeting.

OVERVIEW

The proposed 2027–2032 STIP identifies 17 projects totaling approximately \$50.1 million in planned transportation investments across the six-year planning period. Projects are organized around five priority themes: Preservation of Existing Pavement, Enhancing Pedestrian Safety, New Walking and Biking Pathways, Easing Traffic Congestion, and Emergency Evacuation Routes.

Three recurring annual projects provide a baseline of ongoing investment in pavement preservation, pedestrian infrastructure, and guardrail maintenance. The remaining 14 projects span the full six-year horizon, ranging from near-term pedestrian safety improvements already in or near design to longer-term corridor and bridge improvements.

Notable Changes from the Previously Adopted 2026–2031 STIP

The previously separate Neighborhood Sidewalk Expansion Initiative and ADA Compliance Improvement Project have been consolidated into a single Citywide Pedestrian Infrastructure Initiative, streamlining delivery of pedestrian and accessibility investments under one annual project.

A new Annual Guardrail Repair and Replacement Program has been added as a recurring project to provide a dedicated funding mechanism for ongoing inspection, repair, and replacement of guardrail installations across the City road network.

The Highway 97A / SR 150 Corridor Improvement Program has been added as a new capital project. This project funds evaluation and phased implementation of traffic flow, safety, and intersection improvements along the Highway 97A and SR 150 corridors and their convergence through downtown Chelan.

The Johnson and Sanders Intersection has been added as a new capital project, funding construction of new intersection control at Johnson and Sanders to ease traffic congestion.

The previously separate Woodin Avenue Bridge projects have been replaced by a single Woodin Avenue Bridge 2-Way Conversion project. The Woodin Avenue Bridge Directional Change project has been removed.

The Northshore Trail has been divided into two distinct phases to better reflect the scale and sequencing of that investment. Phase 1 extends the trail from its current terminus to Bighorn Way near the Community Center, and Phase 2 continues the extension to approximately milepost 5.4 near Chelan Shores.

The Woodin Avenue Traffic Calming project has been incorporated into the broader Woodin Avenue Corridor Improvements project, which addresses safety, infrastructure, and traffic-calming needs along the corridor from the Woodin/Webster intersection to the Woodin Avenue Bridge.

Project timing and cost estimates reflect best available judgment at this stage of planning. It is most important that the right projects are identified on the STIP. Street capital budget discussions in fall 2026 will provide further constraints around timing and funding for individual projects.

FINANCIAL IMPLICATIONS

Adoption of the 2027–2032 STIP does not authorize expenditure of funds or commit the City to any specific project budget. The STIP is a planning document that identifies intended projects and establishes eligibility for state and federal funding programs. Funding appropriations for individual projects will occur through the City's annual budget process. There are no direct financial implications associated with adoption of this resolution.

Project costs reflected in the STIP are very approximate at this stage and will require significant refinement. That refinement will occur as part of the City's street capital budget process in fall 2026, where individual project timing and funding will be evaluated in greater detail.

ATTACHMENTS

1. Resolution No. 2026-1482

SUGGESTED MOTION

I move to adopt Resolution No. 2026-1482.

RESOLUTION NO. 2026-1482

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, AMENDING A SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM AND DIRECTING THE SAME TO BE FILED WITH THE CHELAN DOUGLAS TRANSPORTATION COUNCIL AND TO THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION.

WHEREAS, pursuant to the requirements of Chapters 35.77 and 47.26 RCW, the City Council of the City of Chelan has previously adopted a Comprehensive Street Program, including an arterial street construction program, and thereafter periodically modified said Comprehensive Street Program by resolution, and

WHEREAS, the City Council has reviewed the work accomplished under the said Program, determined current and future City street and arterial needs, and based upon these findings has prepared a Six-Year Transportation Improvement Program for the ensuing six (6) calendar years, and

WHEREAS, a public hearing has been held on the said Six-year Transportation Improvement Program, and

WHEREAS, the City Council finds that there will be no significant adverse environmental impacts as a result of adoption or implementation of the Six-year Transportation Improvement Program,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON HEREBY RESOLVES AS FOLLOWS:

Section 1. Program Adopted. The Six-Year Transportation Improvement Program for the City of Chelan, as revised and extended for the ensuing six (6) calendar years (2027-2032 inclusive), a copy of which is attached hereto as Exhibit A and incorporated herein by this reference as if fully set forth, which Program sets forth the project location, type of improvement and the estimated cost thereof, is hereby adopted and approved.

Section 2. Filing of Program. Pursuant to Chapter 35.77 RCW, the City Clerk is hereby authorized and directed to file a copy of this resolution forthwith, together with the exhibit attached hereto, with the Chelan-Douglas Transportation Council and the Washington State Department of Transportation

ADOPTED by the City Council of the City of Chelan and approved by its Mayor this 9th Day of June, 2026.

APPROVED:

By: _____
Erin McCardle, Mayor

AUTHENTICATED:

By: _____
Peri Gallucci, City Clerk

APPROVED AS TO FORM:

By: _____
Quentin Batjer, City Attorney

2027-2032 City of Chelan Six-Year Transportation Improvement Program

							Funding Breakdown			
Project Name	Priority Theme	Project Category	Description	Design Year	Constr. Year	Total Project Cost	City Funds	Federal Funds	State Funds	Other
Citywide Pedestrian Infrastructure Initiative	Enhancing Pedestrian Safety	Recurring Annual Project	This annual project funds expansion of sidewalk infrastructure into areas lacking pedestrian facilities, replacement of existing sidewalks that have deteriorated beyond routine maintenance, and targeted improvements to address ADA deficiencies identified in the City's ADA Transition Plan.	Annual	Annual	\$ 500,000	\$ 500,000			
Annual Pavement Preservation Project	Preservation of Existing Pavement	Recurring Annual Project	This project aims to extend the lifespan of roadways by applying preventive maintenance techniques.	Annual	Annual	\$ 250,000	\$ 250,000			
Annual Guardrail Repair and Replacement Program	Preservation of Existing Pavement	Recurring Annual Project	This recurring annual project funds inspection, repair, and replacement of guardrail installations throughout the City road network to maintain safety standards and address deficiencies identified through routine maintenance operations.	Annual	Annual	\$ 30,000	\$ 30,000			
Lakeside Trail	New Walking/Biking Pathways	Capital Project	Multi-use trail from Woodin/Webster to Water St./Terrace Ave.	2025	2026	\$ 4,250,000	\$ 750,000		\$ 3,500,000	
Downtown Revitalization Project	Enhancing Pedestrian Safety	Capital Project	Upgrade 100 and 200 blocks of Woodin Avenue and adjacent areas. Improvements to include, but not be limited to, sidewalk, lighting, irrigation, power/communciation, and landscaping.	2026	2028	\$ 6,600,000	\$ 600,000		\$ 6,000,000	
Farnham/Webster Intersection Pedestrian Improvements	Enhancing Pedestrian Safety	Capital Project	Pedestrian improvements to crossing at Farnham and Webster, to include pedestrian channeling, RRFBs, and advanced warnings.	2026	2026	\$ 325,000	\$ 50,000		\$ 275,000	
Sanders St. Pedestrian Improvements	Enhancing Pedestrian Safety	Capital Project	New crosswalks and bubl-outs on Sanders at Okanogan and Wapato and improved bike line between the interesections.	2026	2026	\$ 819,759	\$ 10,667	\$ 709,092	\$ 100,000	
Highway 97A / SR 150 Corridor Improvement Program	Easing Traffic Congestion	Capital Project	This project funds evaluation and phased implementation of traffic flow, safety, and intersection improvements along the Highway 97A and SR 150 corridors and their convergence through downtown Chelan. Improvements will address key intersections including Johnson/Columbia, Johnson/Emerson, Johnson/Sanders, Sanders/Woodin, 97A/Woodin, and Farnham/97A, as well as bypass and cut-through route alternatives to be determined through corridor analysis. The project also includes cost-benefit analysis of candidate improvements and potential changes to the Woodin Avenue Bridge configuration. Additional intersections within the corridor area will be evaluated and addressed as identified through design and engineering review.	2027	2028	\$ 8,750,000	\$ 750,000	\$ 4,000,000	\$ 4,000,000	
Apple Blossom Pedestrian Trail	New Walking/Biking Pathways	Capital Project	Extend pedestrian facilities from the football field to Apple Blossom Dr.	2027	2028	\$ 3,300,000	\$ 500,000	\$ 300,000	\$ 1,775,000	\$ 725,000
Woodin and Sanders Intersection	Easing Traffic Congestion	Capital Project	Construction of a new roundabout at the intersection of Woodin and Sanders to ease traffic congestion.	2027	2028	\$ 3,500,000	\$ 500,000		\$ 3,000,000	
Johnson and Sanders Intersection	Easing Traffic Congestion	Capital Project	Construction of new intersection control at the intersection of Johnson and Sanders to ease traffic congestion.	2027	2028	\$ 1,500,000	\$ 500,000	\$ 500,000	\$ 500,000	
Lakeside Park Access and Parking Analysis	Easing Traffic Congestion	Study/Assessment	This analysis would identify opportunitis for additional parking and explore safe access alternatives for lakeside community and park	2027		\$ 100,000				\$ 100,000
Regional Transportation Plan	Emergency Evacuation Routes	Study/Assessment	A regional transportation plan conducted by the MPO will provide data-driven insights, facilatats coordinated planning efforts across jurisdictions, enhances funding opportunities, evaluates emergency preparedness, and promots sustainable transportation solutions that meet the needs of the community.	2027		\$ 275,000	\$ 25,000			\$ 250,000
Northshore Trail Phase 1	New Walking/Biking Pathways	Capital Project	This project funds design and construction of an extension of the existing Northshore Trail from its current terminus to Bighorn Way near the Community Center.	2028	2029	\$ 1,000,000	\$ 100,000	\$ 900,000		
Woodin Avenue Corridor Improvements	Easing Traffic Congestion	Capital Project	This project funds safety and infrastructure improvements along the Woodin Avenue corridor from the Woodin/Webster intersection to the Woodin Avenue Bridge, including traffic calming measures, retaining wall replacement, and other corridor infrastructure needs identified during design.	2030	2031	\$ 1,200,000	\$ 120,000		\$ 1,080,000	
Northshore Trail Phase 2	New Walking/Biking Pathways	Capital Project	This project funds design and construction of an extension of the Northshore Trail from the Community Center area to approximately milepost 5.4 near the Chelan Shores condominium complex.	2030	2031	\$ 2,500,000	\$ 250,000	\$ 2,250,000		
Apple Blossom and Golden Avenue Intersection Improvements	Easing Traffic Congestion	Capital Project	This project addresses deteriorating levels of service at the intersection of Apple Blossom Drive and Golden Avenue identified through preliminary traffic impact analysis. Improvements will be determined through final design and engineering evaluation, with a roundabout as the likely preferred alternative based on preliminary findings.	2030	2031	\$ 1,200,000	\$ 600,000			\$ 600,000
Woodin Avenue Bridge 2-way Conversion	Easing Traffic Congestion	Capital Project	This project funds evaluation, design, and construction of improvements to convert the existing one-way Woodin Avenue Bridge to two-way vehicle operation.	2031	2032	\$ 14,000,000	\$ 500,000	\$ 12,500,000	\$ 1,000,000	
TOTALS						\$ 50,099,759	\$ 4,465,667	\$ 5,509,092	\$ 19,150,000	\$ 1,075,000



Subject/Title: Washington State Recreation and Conservation Office (RCO) Planning for Recreation Access (PRA) Grant Applications (Parks and Recreation Director Cooper)

Department: Parks and Recreation

Staff Contact: Audrey Cooper

Guiding Principles: Visionary & Strategic

Initiatives: Enhance Youth and Family Well-being

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

None.

OVERVIEW

The Washington State Recreation and Conservation Office (RCO) Planning for Recreation Access (PRA) Grant Program provides funding for community-led planning efforts that expand access to outdoor recreation opportunities. The program supports site-specific planning activities that advance projects from concept to construction readiness, including architectural and engineering design, environmental and cultural resource surveys, permitting, and development of construction-ready plans. PRA grants are intended to position agencies for future capital funding opportunities and do not require a local funding match.

Parks staff identified two potential projects that align well with the objectives of the PRA program. The first project is planning and design for the replacement of the aging playground at Don Morse Memorial Park. This planning effort could include the evaluation of site needs, solicitation of input from the community, development of conceptual and final designs, initiating required permitting, and/or preparation of construction-ready documents for a future playground replacement and site improvement project. The second project is Phase 1 planning for Chelan Gorge Park, taking the conceptual designs completed in 2025 and preparing permitting, cultural resources, and/or construction-ready plans for a first phase of park improvements.

The Parks and Recreation Advisory Board reviewed both project concepts at their May 21, 2026 meeting. They determined that each project is a competitive candidate for PRA

funding and aligns with the priorities of the Parks, Recreation, and Open Space (PROS) Plan. Following discussion, the Board recommended that the City pursue applications for both projects if possible. Parks staff confirmed with RCO grant program representatives that the City is eligible to submit applications for both projects during the current grant cycle. Should both applications score high enough to receive funding, the City would ultimately be required to select one project for award acceptance.

City staff are currently preparing grant applications for both projects and seek Council authorization to submit both applications prior to the July 15, 2026, deadline. The PRA program requires no local match, reducing financial barriers to participation. In addition, grant funds awarded through this program may be used as matching funds toward future grant applications for project construction. There are no long-term compliance, obligations or property restrictions associated with this grant. Note that this is a planning grant for up to \$200,000 and not a construction grant. Funding would support the professional services necessary to advance projects to a construction-ready stage, such as architectural and engineering design, permitting, environmental and cultural resource review, preliminary surveys, public engagement, or preparation of final construction documents.

FINANCIAL IMPLICATIONS

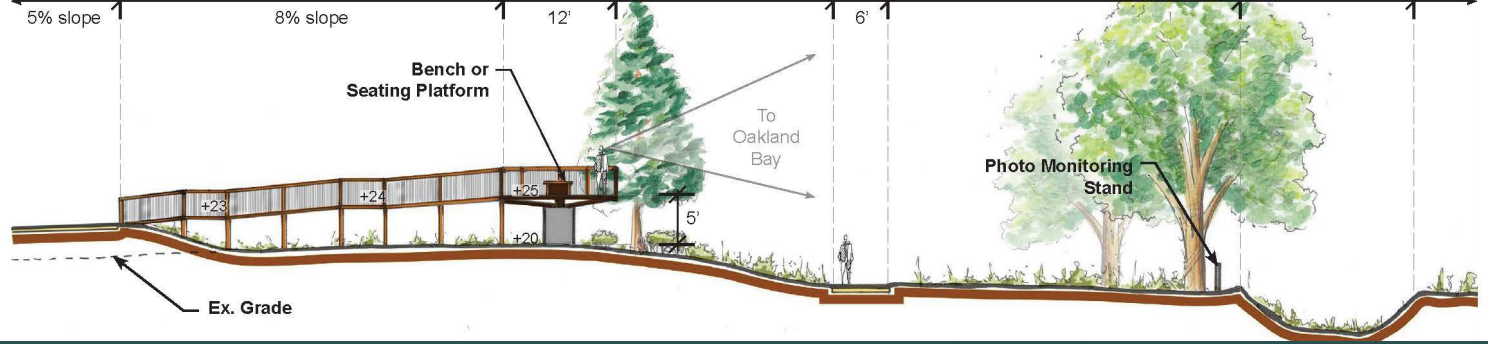
None. If awarded, the grant does not require matching funds from the City.

ATTACHMENTS

- 1. Planning for Recreation Access Fact Sheet

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the two applications for the Washington State Recreation and Conservation Office (RCO) Planning for Recreation Access (PRA) grant.



Planning for Recreation Access Grant Program

2026 Grant Schedule

(Consult the PRA web page for updates)

- May 13: PRISM Online open for applications
- July 15: Applications due

Grant Limits

- Comprehensive Plans: \$100,000
- Site Specific Plans: \$200,000
- No match required

Who May Apply?

- Towns, cities, counties
- Federally recognized Tribes
- Special purpose districts (ports, schools, parks, conservation, etc.)
- Qualified nonprofit organizations

How to Apply

For details, visit

<https://rco.wa.gov/grant/plan-rec-access/>

Recreation and Conservation Office

PO Box 40917

Olympia WA 98504-0917

Telephone: (360) 902-3000

Washington Telecommunications

Relay Service, dial 711

Email: info@rco.wa.gov

Website: <https://rco.wa.gov/>

Grants for Community-Led Planning to Expand Outdoor Recreation Access

The Planning for Recreation Access (PRA) grant program, created in 2021 by the Washington State Legislature, provides planning grants to help communities with limited outdoor access identify recreation needs, engage their residents, and develop plans that improve access and support future recreation investments. The planning grants are for outdoor facilities open to the public.

Grant Categories

Community-wide comprehensive plans that do the following:

- Assess existing conditions and gaps
- Set long-term visions, priorities, and timelines
- Engage the community in the planning process
- Establish eligibility in Recreation and Conservation Office grant programs that require planning

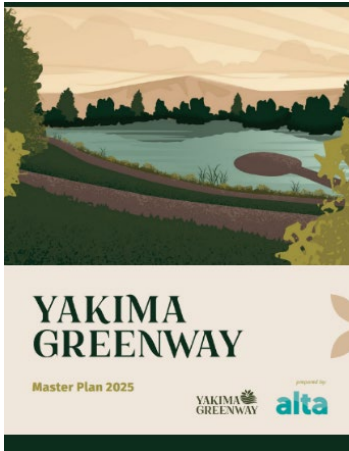
Site-specific plans that may include the following:

- Feasibility studies
- Architectural and engineering designs
- Environmental and cultural resource surveys
- Construction-ready plan sets
- Permitting

Eligible Planning Costs

- Consultant and contract services
- Staff time
- Community outreach
- Project administration

Previously Funded Project Examples

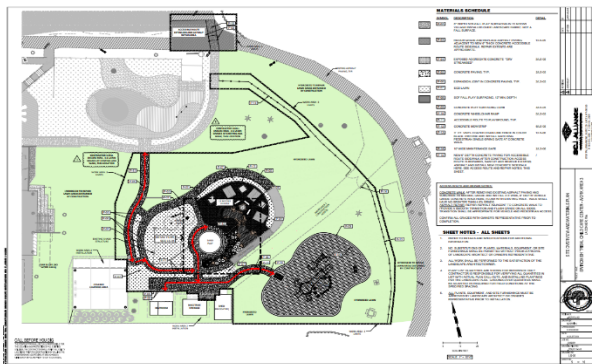
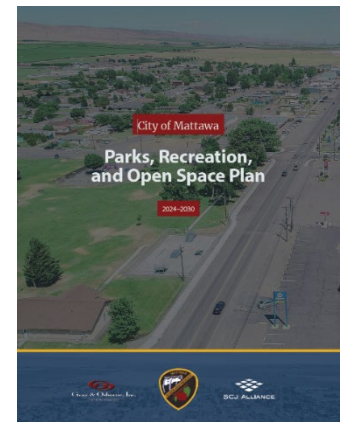


Yakima Greenway Foundation: Renewing the Yakima Greenway Master Plan

The Yakima Greenway Foundation used a \$75,322 PRA grant to hire a consultant to update its master plan that was updated last in 1995. The plan covers twenty miles and includes identifying priorities through community engagement and developing plans to incorporate accessibility and education opportunities, improve safety and road crossings, and accommodate multiple user groups.

City of Mattawa: Parks, Recreation, and Open Space Plan (PROS Plan)

The City of Mattawa, population 3,335, used a \$60,000 PRA grant to hire a consultant to guide the creation of its first PROS Plan. The project included involving stakeholders to develop a needs assessment, conducting a landscape inventory and analysis, establishing mission and vision statements, defining community goals and objectives, developing a strategic plan, setting priorities, and creating conceptual plans and a timeline for a capital improvement program.

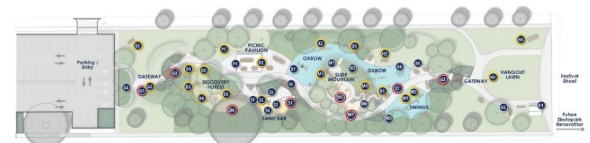


Swinomish Indian Tribal Community: Swinomish Tribe Playspace Design

The Swinomish Indian Tribal Community used a \$45,000 PRA grant to create construction-ready plans and designs for the renovation of a playground. The goals of the project were to improve safety and accessibility, provide protection from the weather, enhance learning opportunities, and better reflect community values. This project completed the final two phases of a three-phased planning project.

City of Longview: Cloney Park Inclusive Playground Design

The City of Longview used a \$250,000 PRA grant to pay for architectural designs, construction blueprints, engineering plans, and permits to redesign a park. The designs included a fully inclusive playground and restrooms and upgrades to the parking lot and lighting. The City received development funds in the following grant cycle, and the ribbon cutting will be held in 2026.



*"When we design for every **body**, we design for **everybody!**"*

Links to projects featured above: [Capitol Land Trust](#), [Yakima Greenway Trust](#), [City of Mattawa](#), [Swinomish Indian Tribal Community](#), [City of Longview](#).



Subject/Title: Chelan County Regional Justice Center Amendment No. 1 to the Interlocal Agreement for Inmate Housing (City Administrator McAloon)

Department: Administration

Staff Contact: Laura McAloon

Guiding Principles: Thriving & Connected

Initiatives: Strengthen Strategic Partnership

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 1 of 2

PREVIOUS ACTION TAKEN

The City has contracted with the Chelan County Regional Justice Center for inmate housing since 2004.

OVERVIEW

The Chelan County Regional Justice Center (CCRJC) provides the City with correctional housing services for persons incarcerated for crimes committed in Chelan city limits. Incarceration can occur pre-conviction while awaiting trial or post-conviction to serve a sentence. The CCRJC interlocal agreement has historically been calculated based on inmate population estimates from prior years with cost inflation figures adjusted regularly. For FY 2027 CCRJC proposes a new model using actual days of inmate housing, billed monthly. Medical expenses incurred for an inmate while incarcerated will continue to be actual costs incurred and are the responsibility of the City and are billed on an as incurred basis.

FINANCIAL IMPLICATIONS

Current monthly rate for 2026 is \$12,846.78. This is based on the annual fee of \$154,161.36, and the annual fee has consistently increased 5% YOY (year-over-year). The average number of inmate days housed over the past 3 years is approximately 707 and is trending down. As of April 30, 2025 the City's actual inmate housing days totaled 178, as compared to 268 for the same period in 2025. Under the new agreement methodology and using actual days of housing in the prior 3 years, here are the monthly amounts the City would have paid for housing using the same methodology as is proposed for 2027:

2023: $748 * \$213 = \$159,324 / 12 = \$13,277$
2024: $794 * \$213 = \$169,122 / 12 = \$14,093.50$
2025: $580 * \$213 = \$123,540 / 12 = \$10,295$

If we conservatively budget in FY27 for 800 nights at \$213, the annual budgeted cost would be \$170,400. Over 2026 figures, that constitutes a 10.5% increase in costs for the City. If we use the 3 year average of 707 inmate days at \$213, the estimated cost would be \$150,591, which constitutes approximately a 2.3% decrease in costs for the City.

ATTACHMENTS

- 1. DRAFT Chelan County Regional Justice Center Amendment No. 1 to the Interlocal Agreement for Inmate Housing

SUGGESTED MOTION

None

**INTERLOCAL AGREEMENT BETWEEN CHELAN COUNTY, WASHINGTON AND THE CITY OF
CHELAN, WASHINGTON, FOR THE HOUSING OF INMATES IN THE CHELAN COUNTY
REGIONAL JUSTICE CENTER**

THIS INTERLOCAL AGREEMENT is made and entered into on this _____ day of _____, 20__ by and between the City of CHELAN, Washington, a Washington municipal corporation, hereinafter referred to as "City", and Chelan County, Washington, hereinafter referred to as "Chelan County", each party having been duly organized and now existing under the laws of the State of Washington.

WITNESSETH:

WHEREAS, The Chelan County Regional Justice Center and the City Mayor or designee are authorized by law to have charge and custody of the County Jail and the City prisoners or inmates, respectively; and

WHEREAS, the City wishes to designate the CCRJC as a place of confinement for the incarceration of one or more inmates lawfully committed to its custody; and

WHEREAS, Chelan County Regional Justice Center is desirous of accepting and keeping in its custody such inmate(s) in the CCRJC for a rate of compensation mutually agreed upon by the parties hereto; and

WHEREAS, RCW 39.34.080 and other Washington law, as amended, authorizes any county to contract with any other county or city to perform any governmental service, activity or undertaking which each contracting county is authorized by law to perform; and

WHEREAS, the governing bodies of each of the parties hereto have determined to enter into this Agreement as authorized and provided for by RCW 39.34.080 and other Washington law, as amended,

NOW, THEREFORE, in consideration of the above and foregoing recitals, the payments to be made, the mutual promises and covenants herein contained, and for other good and valuable consideration, the parties hereto agree as follows:

1. GOVERNING LAW

The parties hereto agree that, except where expressly otherwise provided, the laws and administrative rules and regulations of the State of Washington shall govern in any matter relating to an inmate or inmates confined pursuant to this Agreement.

2. DURATION

This Agreement shall enter into full force and effect from **January 1, 2027 and end December 31, 2027**, subject to termination as provided by Section 3 herein. Nothing in this Agreement shall be construed to require the City to house inmates in Chelan County continuously.

3. **TERMINATION**

(a) Termination of this Agreement by either party may be accomplished on ninety (90) days written notice to the other party and to the State Office of Financial Management as required by RCW 70.48.090 stating the grounds for said termination and specifying plans for accommodating the affected prisoners.

(b) In the event of termination of this agreement for any reason, the City shall compensate Chelan County for prisoners housed by Chelan County after notice of such termination until the City retakes its inmates in the same manner and at the same rates as if this Agreement had not been terminated.

The City and County agree that this contract terminates on December 31, 2027 and the County's notice provisions in RCW 70.48.090 are satisfied for termination on December 31, 2027.

4. **MAILING ADDRESSES**

All notices, reports, and correspondence to the respective parties of this Agreement shall be sent to the following:

Chelan County: Chelan County Regional Justice Center
401 Washington St., Level 2
Wenatchee, WA 98801

Primary Contact Person: Chris Sharp, Director
Secondary Contact: Jeff Jones, Business Manager

City of Chelan: City of Chelan
P.O. Box 1669
Chelan, WA 98816

Primary Contact Person: Laura McAloon, City Administrator
Secondary Contact: Heidi Evans, Finance Director

Notices mailed shall be deemed given on the date mailed. The parties shall notify each other in writing of any change of address.

5. **DEFINITIONS**

The parties hereby agree that the following terms shall have the specified meanings unless indicated otherwise herein:

Day. One prisoner day shall be each day or portion thereof which a prisoner appears in custody on the jail management system. The count shall be conducted by the jail management system and each participating jurisdiction shall be charged for each prisoner who is detained in the Regional Justice Center on a charge and/or conviction from a crime committed within the City's jurisdiction.

6. **COMPENSATION**

(a) **Daily Rate**: The City agrees to pay the County a daily rate for each day or portion of a day a City inmate is in custody at the jail facilities. The daily bed rate for 2027 is \$213.00 per day.

(b) **No Split Billing**: No split billing between agencies for inmates that may be in custody on multiple jurisdictions charges. Each Contract Agency will be responsible for their inmates at the daily rate established.

(c) **Billing**: The County will bill the Contract Agency each month for amounts due to the County under this agreement for the services rendered in the prior calendar month. (The County will run a report from the Jail Management System that will provide how many total bed days the Contract Agency has accumulated for the previous month).

An invoice will be sent on the (1st) first of each month unless it is a weekend or holiday, in this case it will be sent on the first available business day, with the amount due 20 days following the invoice. **If payment is not made by the due date, a late fee of 1% per month of the past due amount will be added to the balance. Late fees will continue to accrue monthly (12% per annum) until the account is current.**

7. **RIGHT OF INSPECTION**

The City shall have the right to inspect, at all reasonable times, all Chelan County facilities in which inmates of the City are confined in order to determine if such jail maintains standards of confinement acceptable to the City and that such inmates therein are treated equally regardless of race, religion, color, creed or national origin; provided, however, that Chelan County shall be obligated to manage, maintain and operate its facilities consistent with all applicable federal, state and local laws and regulations.

8. **FURLOUGHS, PASSES, AND WORK RELEASE**

Chelan County agrees that no early releases or alternatives to incarceration, including furloughs, passes, electronic home detention or work release shall be granted to any inmate housed pursuant to this Agreement without written authorization by the committing court.

9. **INMATE ACCOUNTS**

Chelan County shall establish and maintain an account for each inmate received from the City and shall credit to such account all money which is received and shall make disbursements, debiting such accounts in accurate amounts for the inmate's personal needs. Disbursements shall be made in limited amounts as are reasonably necessary for personal maintenance. The Director of the CCRJC shall be accountable to the City for such inmate funds. At either the termination of this Agreement, the inmate's death, release from incarceration, or return to either the City or indefinite release to the court, the inmate's money shall be transferred to either the inmate's account in care of the City, at such time the City shall be accountable to the inmate for said fund, or to the inmate.

10. **INMATE PROPERTY**

The City may transfer to Chelan County only limited amounts of personal property of the City's inmates' recovered from or surrendered by inmates to the City upon booking. Personal property in excess of one simple "grocery bag" shall at no time be transferred to Chelan County.

11. **RESPONSIBILITY FOR OFFENDER'S CUSTODY**

It shall be the responsibility of Chelan County to confine the inmate or inmates; to provide treatment, including the furnishing of subsistence and all necessary medical and hospital services and supplies; to provide for the inmates' physical needs; to make available to them programs and/or treatment consistent with the individual needs; to retain them in said custody; to supervise them; to maintain proper discipline and control; to make certain that they receive no special privileges and that the sentence and orders of the committing court in the State are faithfully executed; provided that nothing herein contained shall be construed to require Chelan County, or any of its agents, to provide service, treatment, facilities or programs for any inmates confined pursuant to this Agreement, which it does not provide for similar inmates not confined pursuant to this Agreement. Nothing herein shall be construed as to require Chelan County to provide services, treatment, facilities or programs to the City's inmates above, beyond or in addition to that required by applicable law.

12. **MEDICAL SERVICES**

(a) Inmates shall receive such medical, psychiatric and dental treatment when emergent and necessary to safeguard their health while housed in the CCRJC. Chelan County shall provide or arrange for the providing of such medical, psychiatric and dental services. Except for routine minor medical services provided in the CCRJC, the City shall pay directly or reimburse Chelan County for any and all costs associated with the delivery of any emergency and/or major medical service provided to the City's inmates. The City shall be responsible for any and all medical, psychiatric and dental treatment provided outside of the CCRJC and shall be billed therefore. Examples of medical services which may be provided in the CCRJC but which are not routine, and for which the City shall be billed include, but are not necessarily limited to, HIV/AIDS treatment, chemotherapy, dialysis treatment, and hemophiliac treatment and all prescriptions. No dental treatment can be provided in the CCRJC; all dental treatment of the City's inmates shall be billed to the City.

(b) An adequate record of all such services shall be kept by Chelan County for the City's review at its request, to the extent consistent with confidentiality regulations. Any medical or dental services of major consequence shall be reported to the City as soon as time permits.

(c) Should medical, psychiatric or dental services require hospitalization, the City agrees to compensate Chelan County dollar for dollar any amount expended or cost incurred in providing the same; provided that, except in emergencies, the City will be notified by contacting **Finance Director at 509-682-8036** prior to the inmate's transfer to a hospital, if and when circumstances allow, or as soon afterward as practicable.

Commented [LM1]: Clarify to reflect cost sharing between multiple jx that have charges on inmate

(d) The City shall be responsible for non-routine healthcare costs for inmates arrested and incarcerated on a felony offense until that charge is filed in Superior Court. Thereafter, the responsibility

for non-routine healthcare costs for inmates arrested and incarcerated on a felony offense shall lie with Chelan County.

13. **DISCIPLINE**

Chelan County shall have physical control over and power to execute disciplinary authority over all inmates of the City's. However, nothing contained herein shall be construed to authorize or permit the imposition of a type of discipline prohibited by applicable law.

14. **RECORDS AND REPORTS**

(a) The City shall forward to Chelan County before or at the time of delivery of each inmate a copy of all inmate records pertaining to the inmate's present incarceration. If additional information is requested regarding a particular inmate, the parties shall mutually cooperate to provide any additional information in a timely manner.

(b) Chelan County shall keep all necessary and pertinent records concerning such inmates in the manner mutually agreed upon by the parties hereto. During an inmate's confinement in Chelan County, the City shall upon request be entitled to receive and be furnished with copies of any report or records associated with said inmate(s) incarceration.

15. **REMOVAL FROM THE JAIL**

An inmate of the City's legally confined in Chelan County shall not be removed there from by any person without written authorization from the City or by order of any court having jurisdiction. The City hereby designates **Finance Director** the official authorized to direct Chelan County to remove the City's inmates from the CCRJC. Chelan County agrees that no early releases or alternatives to incarceration including furloughs, passes, work release, work crews or electronic home detention shall be granted to any inmate without written authorization from the committing court. This paragraph shall not apply to an emergency necessitating the immediate removal of the inmate for medical, psychiatric, dental treatment or other catastrophic condition presenting an eminent danger to the safety of the inmate or to the inmates or personnel of Chelan County. In the event of any such emergency removal, Chelan County shall inform the City of the whereabouts of the inmate or inmates so removed, at the earliest practicable time, and shall exercise all reasonable care for the safe keeping and custody of such inmate or inmates.

16. **ESCAPES**

In the event any City inmate escapes from Chelan County's custody, Chelan County will use all reasonable means to recapture the inmate. The escape shall be reported immediately to the City. Chelan County shall have the primary responsibility for and authority to direct the pursuit and retaking of the inmate or inmates within its own territory. Any cost in connection therewith shall be chargeable to and borne by Chelan County; however, Chelan County shall not be required to expend unreasonable amounts to pursue and return inmates from other counties, states or countries.

17. **DEATH OF AN INMATE**

(a) In the event of the death of a City inmate, the Chelan County Coroner shall be notified. The City shall receive copies of any records made at or in connection with such notification.

(b) Chelan County shall immediately notify the City of the death of a City inmate, furnish information as requested, and follow the instructions of the City with regard to the disposition of the body. In the case of an unattended death, suspicious death, or criminal case, the Chelan County Coroner would have authority over the deceased and would coordinate with local law enforcement to finish the investigation prior to the release of the deceased inmate. The City hereby designates **Finance Director** the official authorized to request information from and provide instructions to Chelan County regarding deceased inmates. The body shall not be released except on written order of said appropriate official of the City. Written notice shall be provided within three (3) weekdays of receipt by the City of notice of such death. All expenses relative to any necessary preparation of the body and shipment charges shall be paid by the City. With the City's consent, Chelan County may arrange for burial and all matters related or incidental thereto, and all such expenses shall be paid by the City. The provisions of this paragraph shall govern only the relations between or among the parties hereto and shall not affect the liability of any relative or other persons for the disposition of the deceased or for any expenses connected therewith.

(c) The City shall receive a certified copy of the death certificate for any of its inmates who have died while in Chelan County's custody.

18. **HOLD HARMLESS AND INDEMNIFICATION**

Chelan County agrees to hold harmless, indemnify and defend the City, its officers, agents and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of Chelan County, its officers, agents, or employees, in connection with the services required by the Agreement, provided, however, that:

(a) Chelan County's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or negligence of the City, its officers, agents or employees or sub-consultants; and

(b) Chelan County's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the Chelan County and the City or of Chelan County and a third party other than an officer, agent or employee of Chelan County, shall apply only to the extent of the negligence or willful misconduct of Chelan County.

19. **RIGHT OF REFUSAL AND TRANSPORTATION**

(a) Chelan County shall have the right to refuse to accept any inmate from the City when, in the opinion of Chelan County, its inmate census is at capacity that there is a substantial risk that, through usual operation of the jail, the reasonable operational capacity limits of the jail might be reached or exceeded.

(b) Chelan County shall further have the right to refuse to accept any inmate from the City who, in the judgment of Chelan County, has a current illness or injury which may adversely affect the operations of the CCRJC, has a history of serious medical problems, or presents a substantial risk of self-harm.

20. **INDEPENDENT CONTRACTOR**

In providing services under this contract, Chelan County is an independent contractor and neither it or its officers, agents or employees are employees of the City for any purpose, including responsibility for any federal or state tax, industrial insurance or Social Security liability. Neither shall the provision of services under this Agreement give rise to any claim of career service or civil service rights, which may accrue to an employee of the City under any applicable law, rule or regulation.

21. **GENERAL PROVISIONS**

(a) Severability. In the event any provisions of this Agreement shall be determined to be unenforceable or otherwise invalid for any reason, such provisions shall be enforced and valid to the extent permitted by law. All provisions of this Agreement are severable and unenforceability or invalidity of a single provision herein shall not affect the remaining provisions.

(b) Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington, and venue for any lawsuit shall be the Chelan County Superior Court.

(c) Attorney's Fees. In the event it is necessary for either party to utilize the services of an attorney to enforce any of the terms of this Agreement, such enforcing party shall be entitled to compensation for its reasonable attorney's fees and costs. In the event of litigation regarding any terms of this Agreement, the substantially prevailing party shall be entitled, in addition other relief, to such reasonable attorney's fees and costs as determined by the Court.

(d) Waiver of Breach. The waiver by either party of the breach of any provision of this Agreement by the other party must be in writing and shall not operate nor be construed as a waiver of any subsequent breach by such other party.

(e) Savings Clause. Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provisions of this Agreement and any statute, law, public regulation or ordinance, the latter shall prevail but in such event, the provisions of this Agreement affected shall be curtailed and limited only to the extent necessary to bring it within legal requirements.

(f) Filing. This Agreement shall be filed with the Chelan County Auditor's Office pursuant to RCW 39.34.040.

22. **INTERPRETATION**

This Agreement has been submitted to the scrutiny of all parties and their counsel, if desired, and it shall be given a fair and reasonable interpretation in accordance with its words, without consideration or weight given to its being drafted by any party or its counsel. All words used in the singular shall include the plural; the present tense shall include the future tense; and the masculine gender shall include the feminine and neuter gender.

23. **ACCESS TO RECORDS CLAUSE**

The parties hereby agree that authorized representatives of the parties shall have access to any books, documents, paper and record of the other party that are pertinent to this Agreement for the purposes of making audits, examinations, excerpts and transcriptions. All such records and all other records pertinent to this Agreement, and work undertaken pursuant to this Agreement shall be retained by the parties for a period of three (3) years after the final expiration date of this Agreement or any amendments hereto, unless a longer period is required to resolve audit, findings or litigation. In such cases, the parties may expressly agree by an amendment or separate agreement for such longer period for record retention.

DRAFT

24. **ENTIRE AGREEMENT**

This Agreement represents the entire integrated Agreement between the City and Chelan County and supersedes all prior negotiations, representations or agreements, either written or oral.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed in duplicate by the parties hereto and made affective on the day and year first above written.

CITY OF CHELAN, WA

BOARD OF CHELAN COUNTY
COMMISSIONERS

By: _____

Shon Smith, Chair

ATTEST:

Kevin Overbay, Commissioner

City Clerk

Brad Hawkins, Commissioner

DATED: _____

ATTEST:

Anabel Torres
Clerk of the Board

DATED: _____

Approved as to Form:

Chris Sharp, Director
Chelan County Regional Justice Center

City of _____ Attorney

Approved as to Form:

Robert Sealby, Chelan County Prosecutor



Subject/Title: Policy Level Discussion and Housing Grant Funding (Finance Director Evans)

Department: Finance

Staff Contact: Heidi Evans

Guiding Principles: Accessible & Welcoming

Initiatives: Diversify Housing Options

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 2 of 3

PREVIOUS ACTION TAKEN

The Affordable Housing Policy and application was originally adopted on June 23, 2020. Council discussed this item during the June 2, 2026 workshop.

OVERVIEW

This is a continued discussion by the Council regarding the parameters of the City's Housing Grant Funding Program and builds on the discussion had by Council at it's June 2nd workshop. Based on Council direction regarding of how much funding should be awarded each year from the remaining available balance, and any additional parameters, staff will finalize the edits to the existing policy and initiate a new application period for 2026.

To recap, the Affordable Housing Fund (Fund 105) receives funding from three (3) main sources: state shared tax revenue, developer contributions, and council designated contributions during the budget cycle. The City receives approximately \$15,500 a year from affordable & supportive housing state shared tax revenue, and those funds can be spent in accordance with RCW 82.14.540 and Chapters 3.84 & 3.86 of Chelan Municipal Code. These are the most restricted dollars in Fund 105. Funds received from developer or council-driven contributions are more flexible and will be governed by the Council's final policy. The redlined copies you find attached outline staff recommended edits, additional edits requested during the Council workshop and highlighted areas of interest for discussion.

FINANCIAL IMPLICATIONS

The total fund balance as of May 28, 2026 is \$133,214.72 of available funding it could award; \$16,805.81 is restricted as it originates from the state tax revenue and the remaining \$116,408.91 could potentially be awarded under the Affordable Housing Policy.

The City has approximately \$15,500 of state shared tax funds they could award each year, but council did not designate any funding contributions in 2025, nor are there any developer contributions anticipated for the year.

ATTACHMENTS

- 1. Affordable Housing Application - Redlined v2
- 2. Affordable Housing Policy - Redlined v3

SUGGESTED MOTION

None.

Appendix A

Applicant's Name:

Project Name:

City of Chelan 2020 Application for Affordable Housing Funds

I. Introduction.

To be approved for funding, the project must meet the criteria set forth in the City of Chelan's (the "City") Affordable Housing Fund Policy and this application, and must be submitted within the application period.

The initial application period shall open immediately upon the adoption of the Affordable Housing Fund Policy and Application by the City Council and shall close forty-five (45) days thereafter. Annually, the application period shall be from January 1 to March 1.

The signed, original application must be provided to the City. No other forms or versions of this application will be accepted. Please answer all questions. Additional sheets may be attached if space is needed to complete a response (however do not answer questions by only providing attachments). Other attachments to support the project may be included.

It is the responsibility of the applicant to review the application prior to submission to ensure it is complete and accurate. An application may be rejected if incomplete, not signed by the proper authority, or does not clearly define the project.

Applications will be reviewed for eligibility based on the criteria established in the City's Affordable Housing Fund Policy and this application. An applicant's request for a specific amount of funding does not guarantee the project will be awarded that amount.

The City reserves the right to approve, reject, or request additional information or modifications to any or all proposed projects, waive technicalities, and make award(s) as deemed to be in the best interest of the City and its Affordable Housing Fund Policy.

II. Application Instructions.

1. Complete all Applicant Information.
2. Complete Section A: Purpose of Funding.
3. Complete Section B: Development Project Details (*if building permit required for project*).
4. Attach any supporting documents.
5. Provide all required signatures and dates on the **Certification**.
6. Submit the Application to Chelan City Hall, PO Box 1669, 135 E. Johnson Ave., Chelan, WA 98816

III. Application.

APPLICANT INFORMATION

1) Applicant's name:

2) Applicant's mailing address:

3) Applicant's website:

4) Name of contact person, title:

5) Contact information for contact person:

Phone:

E-Mail:

Fax:

6) If the applicant is a partnership or is incorporated, list the names of all partners or all board members and the Board President:

7) Describe the nature of the applicant, including history and mission:

8) Describe prior experience with affordable housing programs:

[Empty text box for describing prior experience with affordable housing programs]

SECTION A: Purpose of Funding

1) Will the project involve residential construction requiring a building permit? Yes No
(If yes, Section B: Development Project Details, must also be completed.)

2) Describe in detail how the funding will be applied:

[Empty text box for describing how funding will be applied]

3) Funding must be used for the development of housing for, or providing housing assistance and education to households earning up to ~~120~~110% of the area median income (AMI). Identify the households within the following categories which this program, activity or development project will serve:

at or below 30% AMI
at or below 50% AMI
at or below 60% AMI
at or below 80% AMI
at or below 90% AMI
at or below 100% AMI
at or below 110% AMI
at or below 120% AMI

4) List all funding sources and amounts for this program, activity, or project, including the funding amount requested from the City in this Application. Attach a separate spreadsheet if necessary.

[Empty text box for listing funding sources and amounts]

5) How will the City’s funding award impact this program, activity, or project?

- a. Cannot proceed without City’s funding award Yes No
- b. City’s funding award will expand access to median or lower income individuals? Yes No
- c. City’s funding award will expand service to more people or households Yes No
- d. Other: _____.

6) Describe how the proposed program, activity, or project is consistent with the City’s Comprehensive Plan, specifically the Housing Element Goals and Policies:

[Empty text box for response to question 6]

SECTION B: DEVELOPMENT PROJECT DETAILS

(Complete if building permit is required for project)

Pursuant to the City’s Affordable Housing Fund Policy, funding for development projects and general facilities charges will be made on a reimbursement basis and is contingent upon the successful completion of the project and the initiation of service to qualified households. Development projects should not be wholly dependent upon receiving a funding award from the City for successful completion.

1) Property address (only projects within the City’s Urban Growth Area will be considered):

[Empty text box for property address]

2) Legal description of property:

[Empty text box for legal description of property]

3) Do you currently own the property? Yes No If you do not own the property, do you have an agreement to purchase? Yes No If yes, please attach a copy.

4) Assessed or appraised value of the property:

[Empty text box for assessed or appraised value]

5) How many **total** units will be in the project upon completion (including either rental or sale units)?

[Empty text box for total units]

6) How many **affordable** units (units at or below ~~120~~110% of the AMI) will be in the project upon completion (including either rental or sale units)?

[Empty text box for affordable units]

7) How many **affordable** units will be made available exclusively to households within the following categories?

[List of categories: at or below 30% AMI, at or below 60% AMI, at or below 80% AMI, at or below 50% AMI, at or below 100% AMI, at or below 110% AMI]

at or below 60% AMI

at or below 80% AMI

at or below 90% AMI
at or below 100% AMI
at or below 110% AMI
at or below 120% AMI

8) Provide a cost breakdown for the project. Attach a separate spreadsheet if necessary.

DESCRIPTION	DOLLAR AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL ESTIMATED COST OF THIS ACTIVITY	\$

9) Attach a proposed site plan and floor plans for the project.

10) Any funding awarded to development projects will be as a reimbursement to offset specific costs. Describe in detail how the award will be applied to this project.

11) Attach a separate sheet to include the following information for each unit.

- a. Will property be owner-occupied or rental;
- b. Proposed monthly rent or proposed sale price;
- c. Occupancy restrictions for each unit (household income in relation to the AMI);
- d. ADA accessibility; and
- e. Identification of utilities included in rent and utilities to be paid by tenant.

12) Any affordable housing units constructed using an award of these funds ~~shall~~ may be subject to a recorded legal commitment in the title of the real property to continuing affordability for a period of years sufficient to reasonably preserve the public’s investment, but in any event not less than fifteen (15) years. Describe the nature of the proposed instrument creating this commitment, including the term and attach a sample:

[Empty rectangular box]

13) Are all other funds identified for this project available and/or committed? Yes No If no, please identify which funds are not and when they will be. (Final award may be withheld until all permits and other funding is complete.)

[Empty rectangular box]

14) What will be the status of your project if you do not receive City funding, or if you do not receive the full amount requested?

[Empty rectangular box]

15) Is funding available for cost overruns? Yes No If yes, please describe the source and how much is available. If no, how will cost overruns be handled?

[Empty rectangular box]

***** Funding will be dependent upon adequate demonstration that the project is serving the populations outlined in this application and the City’s Affordable Housing Fund Policy, and proof of the recording of a legal commitment to continuing affordability. *****

CERTIFICATION

Warning: If you knowingly make a false statement on this application form, you may be subject to civil penalties.

I certify that I have read and understand this application, including the introduction, instructions, and all questions asked, and the information provided is true and correct. I further certify that I have read and understand the Housing Fund Policy and agree to abide by the Policy. I understand that lower levels of AMI may be required for certain funding sources, but at a minimum the participants, private purchaser, or tenants of my affordable housing program, activity, or project must qualify at the ~~110~~120% of AMI of the Wenatchee Metropolitan Statistical Area as determined by the United States Department of Housing and Urban Development.

By signing below, Applicant(s) represents and warrants he/she has full authority to sign this application and agree to its conditions.

_____/_____
Signature of Director/Owner Date

_____/_____
Signature of Board President Date

Certification must be signed by any and all owners.

_____/_____
Signature of Owner Date

_____/_____
Signature of Owner Date

_____/_____
Signature of Owner Date

_____/_____
Signature of Owner Date

_____/_____
Signature of Owner Date

_____/_____
Signature of Owner Date

City of Chelan Affordable Housing Fund Policy

I. Introduction

Pursuant to Chelan City Code 3.84.010, the City of Chelan (the “City”) has established Housing Fund 105 for the purposes of supporting affordable housing within the City. Housing Fund 105 contains monies from various sources such as surcharges, general facilities charges allocations, donations, and grants allocated to the City. Some of the monies in the Housing Fund 105 have restrictions regarding the purposes for which they may be used placed upon them by statute or agreement, while some of the monies remain unrestricted.

The purpose of this Policy is to address issues pertaining to and provide criteria for how any nonrestricted monies in Housing Fund 105 shall be awarded and distributed to requesting organizations.

Additionally, this Policy addresses the application procedure a requesting organization must comply with in order to be awarded monies, both restricted and nonrestricted, from Housing Fund 105.

II. Policy

1. Eligibility. The unrestricted monies in Housing Fund 105 shall be for the purposes of providing funding for the development of housing for, or providing housing assistance and education to households earning up to ~~40~~120% of the area median income (“AMI”). Under this Policy, AMI shall be determined by the United States Department of Housing and Urban Development for the Wenatchee Metropolitan Statistical Area. To be eligible for an award under this Policy, any proposed funding or project must be for the purposes of providing funding for the development of housing for, or providing housing assistance and education to households earning up to ~~40~~120% of the AMI. Nonprofit organizations, public organizations, and for-profit organizations may apply for funding of its project.
2. Development Projects. For development projects requiring a building permit, funding will be awarded to help offset specific, well-defined costs, including but not limited to American’s with Disabilities Act accessibility construction, efficient landscaping, or construction loan interest costs. Such projects should not be wholly dependent on this funding for successful completion. To protect the City from the risks of the construction process, payment will be contingent upon the successful completion of the project and the initiation of service to qualified households.
3. General Facilities Charges. Funding may be awarded to offset, either in whole or in part, general facilities charges (hookup fees) for affordable housing units that meet the eligibility requirements described in this Policy. Funds shall be awarded for new construction ~~only,~~ as well as for conversion or rehabilitation into affordable housing. Applications pursuant to this Policy are encouraged to be submitted prior to project construction, but in any event no later than building occupancy. Any funds awarded for general facilities charges will be

distributed on a reimbursement basis with the organization first paying the fees to the City of Chelan Planning and Building Department, and then requesting reimbursement upon the successful completion of the project and the initiation of service to qualified households.

4. Deed Restrictions. ~~The City reserves the right to impose deed restrictions on Any affordable housing units constructed using funds project awarded funds under this Policy. Real property shall may~~ be subject to a recorded legal commitment in the title of the real property to continuing affordability for a period of years sufficient to reasonably preserve the public's investment, ~~but in any event not less than fifteen (15) years. These terms of any deed restriction will be determined at the discretion of city council or designee concurrent with an award of funding.~~

5. Comprehensive Plan Consistency. Any proposal for funding under this Policy must be consistent with the City's Comprehensive Plan, including but not limited to the Goals and Policies of the Housing Element (Chapter 4).

~~5.6. Administrative/Operational Costs: Should sufficient funding be available within the Housing Fund, no more than 25% of the total amount requested within the grant application shall be used to cover administration or operational overhead costs.~~

~~6.7. Reporting Requirements.~~ Any organization awarded funding under this Policy shall be required to report to the City on how the funds were used to ensure the funds were used appropriately. For development or other ongoing projects, the organization may be required to report to the City on a periodic basis throughout the project. An organization may be required to show proof that the project site is being used for affordable housing purposes such as, proof of sale or rental to households at or below ~~110~~120% AMI, and proof of recorded commitments to affordability. The City will provide the reporting requirements, including timeline and form, at the time of the award.

~~7.8. Funds Affected.~~ This Policy shall pertain only to the unrestricted monies in Housing Fund 105. Any monies with statutory, grant, or other contractual or legal restrictions shall not be affected by this Policy; except that, to the extent such application and review process does not conflict with the statutory, grant, or other contractual or legal restrictions placed on the restricted monies, restricted monies held in Housing Fund 105 shall be subject to the same application and review process, detailed in this Policy, as nonrestricted monies.

~~8.9. Nondiscrimination.~~ The City's policies are developed in compliance with the federal fair housing laws (Civil Rights Act of 1968, Title VIII as amended, Executive Order 11063, as amended by Executive Order 12259, implemented at 24 CFR 107). Any organization and project awarded funding under this Policy shall also comply with these laws.

~~9.10. Application.~~ Any organization requesting funding under this Policy must complete an application to the City requesting such funding. Such application must be completed during the application period prescribed in the application. See Appendix A for a copy of the current application, including the questions and required submittal documents.

Commented [LM1]: The statute limits the City's administrative expenses, but does not limit the use of restricted funds on administrative expenses. Does the Council want to impose a limit on the use of City funds for administrative expenses of a recipient?

~~10~~.11. Application Review. Applications will be reviewed and evaluated by the City Staff based on the criteria established in this Policy and the attached Application. An organization's request for a specific amount of funding does not guarantee the organization will be awarded that amount. City Staff shall make a recommendation to the City Council on each application. Final approval, rejection, or requests for additional information or modification shall be at the discretion of the City Council unless otherwise delegated by the City Council. The City reserves the right to approve, reject, or request additional information or modification to any or all proposed projects.

~~11~~.12. Distribution of Award. Once the City Council, or its delegate, has approved a proposed project and an award amount, the award shall be distributed in an efficient manner to address the needs of the organization and consistent with the legal obligations of the City. The terms of the distribution shall be specified by the City at the time of the award.

~~12~~.13. Policy Effectiveness and Amendments. This Policy is effective from the date adopted by the City Council until otherwise amended or repealed.



Subject/Title: Lakeside Lodge Parking Discussion (City Administrator McAloon)

Department: Administration

Staff Contact: Laura McAloon

Guiding Principles: Accessible & Welcoming

Initiatives: Manage Growth

Reviewed By: City Administrator

Number of Looks: Look No.1 of 1

PREVIOUS ACTION TAKEN

OVERNIGHT PARKING PROHIBITION NEAR LAKESIDE PARK - Chelan Municipal Code (CMC) 10.36.330

The City has taken action to prohibit overnight parking near Lakeside Park multiple times in the past and has amended the area of the prohibition multiple times. The applicable code section is CMC 10.36.330.

In 2007, the City prohibited all overnight parking (11 p.m. to 6 a.m.) on Johnson Place, between Woodin Avenue and Terrace Avenue (Ordinance No. 2007-1334).

In 2012, the City amended the Johnson Place overnight parking prohibition to apply only to "Lakeside Park" and "the west side of Johnson Place between Woodin Avenue and Terrace Avenue (Ordinance. No. 2012-1445).

In 2014, the City amended the Johnson Place overnight parking prohibition area to: "Lakeside Park" and "Terrace Avenue between Johnson Place and Center Street" and "Johnson Place and Terrace Avenue to East Center Street unless permitted" (Ordinance. No. 2014-1470, emphasis added).

2016 was the most recent amendment to the City Code, which currently prohibits overnight parking in the area of Lakeside Park between the hours of 11pm and 6am for: "Terrace Avenue between Johnson Place and North East Center Street" and "Johnson Place from 97A to Terrace Avenue unless permitted" and "All city-owned or managed areas without written permission or camping receipt from the parks department." (Ordinance No. 2016-1515)

PAY PARKING ON JOHNSON PLACE

Around 2017, the City implemented pay parking kiosks in congested parking areas of the City, including Johnson Place and Lakeside Park. Enforcement of the pay parking requirements is dependent on the availability of parking enforcement staff and is often complaint driven only when parking enforcement staff are not on duty.

In 2025, the Parks Department implemented a more robust parking enforcement program using seasonal staff. On Johnson Place, parking enforcement staff observed vehicles with a Lakeside Lodge mirror hangar that appeared to authorize free parking within the paid parking area. The passes were created and issued by Lakeside Lodge for their customers and were used by customers in Johnson Place parking spaces. Parking enforcement staff inquired with Parks leadership about the validity and enforceability of the free parking passes, and it was subsequently determined by the Parks department that no City permit system existed to authorize free parking for Lakeside Lodge patrons.

OVERVIEW

In 2025, following the determination by the Parks Department that no City approved free parking permit program for Lakeside Lodge existed, City Administrator Farris and Interim City Administrator Coltman both engaged in communications with Jon Warren, one of the owners of Lakeside Lodge, regarding the enforcement of the paid parking requirements. Copies of the emails exchanged with Mr. Warren in late 2025 are attached. Ultimately, in November 2025, the City advised him that the Lakeside Lodge parking permits would not be honored starting in 2026.

City Administrator McAloon and Mr. Warren have since had conversations about Lakeside Lodge's need for on-street parking on Johnson Place to accommodate the number of guests who stay at the hotel. Mr. Warren's understanding was that the City's waiver of on-site parking requirements at the time of their 1998 expansion also guaranteed the hotel the right to use parking spaces on Johnson Place. Mr. Warren believed that was a condition of their building occupancy permit at the time. However, City staff have not been able to find supporting documentation for that belief. In discussions with Mr. Warren this spring, he indicated Lakeside Lodge needed 9 - 10 overnight parking stalls by permit. Staff have been working with the City Attorney to develop the overnight parking permits based on the language existing in the CMC section 10.36.330 authorizing parking by permit on Johnson Place.

In addition, Parks and Recreation Director Cooper has been working to implement a paid parking pass program for Lakeside Lodge to use. Lakeside Lodge would be given access to the electronic parking pass system and could purchase daily parking passes for its patrons using their license plate numbers. The City believes that the combination of purchased daily parking passes and an overnight parking permit program for Lakeside Lodge on Johnson Place will address their concerns about adequate guest parking. However, Mr. Warren has requested that he have an opportunity to discuss alternative options for guest parking with the City Council and will be attending the Council meeting for that purpose.

FINANCIAL IMPLICATIONS

The City's proposed solution has no fiscal impact since all of the Johnson Place parking spaces would continue to be pay parking. Should Council desire to move in another direction, staff will analyze the fiscal impact and advise in the future.

ATTACHMENTS

1. Lakeside Lodge parking - 2025.10.16 - Outlook
2. RE_ Lakeside Lodge Parking - 2025.11.06 - Outlook
3. FW_ Lakeside Lodge Parking - 2025.11.20 - Outlook

SUGGESTED MOTION

None.

Lakeside Lodge parking

From Wade Farris <wadef@cityofchelan.gov>

Date Thu 2025-10-16 1:38 PM

To jon@bardsinn.com <jon@bardsinn.com>

Cc Audrey Cooper <audreyc@cityofchelan.gov>; Mayor McCardle <mayor@cityofchelan.gov>; Paul Horne <paulh@cityofchelan.gov>

Mr Warren,

Sorry we have not had a chance to meet and discuss this issue. That said, the City of Chelan has conducted a review of internal documents regarding the parking stalls adjacent to Lakeside Lodge along Johnson Place and Terrace Avenue. This review included an examination of the 1998 building permit, City Development Standards, and consultation with City staff and the City Attorney. During this review the City requested Lakeside Lodge provide any documentation they may possess which outlines an agreement between the City and Lakeside Lodge regarding the parking stalls on these adjacent parking spots.

On October 9th, Lakeside Lodge provided 3 documents to the City to review. Two documents are duplicates of Chelan records regarding the parking credits issued for the building permit to Lakeside Lodge for on-street parking improvements. One record is a letter from WSDOT describing bond estimates for sidewalk improvements along the frontage of Lakeside Lodge.

Based on our internal review, the following statements are provided:

1. The parking credit granted to Lakeside Lodge for their 1998 Building Permits functions solely as an *offset* that reduces the number of on-site parking spaces required under City Development Standards. This credit does **not** confer a property right, exclusive access, or vested interest in the on-street stalls adjacent to the property.
2. The parking stalls along Johnson Place and Terrace Avenue are part of the public right-of-way and remain subject to all applicable City ordinances. The City retains full discretion to manage these spaces, including enforcement, re-striping, or designation of alternative uses.

In accordance with these findings, the City cannot honor Lakeside Lodge parking tags for vehicles parked in the on-street spaces adjacent to the property. These parking spaces are in a Paid Parking area and all vehicles parked in these spaces must have a valid permit. The City is available to meet with you to discuss these findings and to provide guidance on utilizing the City's parking system technology to ensure Lakeside Lodge guest vehicles have a valid permit when parking along Johnson Place and Terrace Ave. We are committed to assisting you in managing parking in compliance with City regulations and I feel confident we can come to a satisfactory agreement.

Look forward to meeting with you to discuss further.

Wade Farris

RE: Lakeside Lodge Parking

From Wade Farris <wadef@cityofchelan.gov>

Date Thu 2025-11-06 2:26 PM

To Jon Warren <jon@bardsinn.com>; Mayor McCardle <mayor@cityofchelan.us>

Cc John Ajax <johna@cityofchelan.gov>; Jake Youngren <jakey@cityofchelan.gov>; Audrey Cooper <audreyc@cityofchelan.gov>; Peri Gallucci <perig@cityofchelan.gov>

Jon,

Thanks for the explanation. City staff will evaluate further and be in touch about further steps. As I said on the phone, it would be extremely helpful if you could find any documentation pertaining to this issue. Staff will also take another look to see what they can find.

Wade

From: Jon Warren <jon@bardsinn.com>

Sent: Thursday, November 6, 2025 9:27 AM

To: Wade Farris <wfarris@cityofchelan.us>; Mayor McCardle <Mayor@cityofchelan.us>

Subject: Lakeside Lodge Parking

CAUTION: External Email

To the Mayor and City Administrator,

The Warren family purchased the original West View Motel in 1997. Before buying the property, we met with the City Planners of Chelan, WA, to discuss the possibility of expanding the existing motel. At that time, we had inherited the existing parking along Johnson Avenue. It was determined that we could add additional units if we were able to purchase several nearby houses that were commercially zoned.

Within the following year, we successfully acquired several of those houses and made plans to relocate them. We then met again with the Planning Department to discuss our expansion project. We began working with CBJ Architects to design plans and elevations for the new development on the recently purchased properties.

The first phase of our project included creating adequate parking for the motel. This phase involved excavating and adding several new parking spaces on Johnson Avenue, with additional parking situated within the property boundary lines. At that time, there was an agreement with the City of Chelan stating that, in order to utilize parking on Johnson and Terrace Avenues, our responsibility was to make improvements to Lakeside Park.

These improvements included repairing the lake seawall, building retaining walls, installing sidewalks, storm drains, and runoff drain fields into Lakeside Park. After completing that work, we were also asked to pave the gravel roads in the area. These efforts cost the hotel hundreds of thousands of

dollars. Although we initially felt it was unfair for us to undertake infrastructure improvements on city property, we believed in being good neighbors and contributing to the beautification of Chelan. We were committed to this community and planned to make it our long-term home.

Before breaking ground, we met with our neighbors to assure them that the construction would enhance the area and the park. While many were initially apprehensive, by the time the project was completed, even those who were opposed recognized that it was a much-appreciated addition to the neighborhood and their property values.

We have always felt a strong commitment to the long-time residents of this area. We are sorry that the city no longer has documentation of our parking agreement, but rest assured that none of our project phases would have ever been approved without an adequate parking agreement in place. From our initial excavation permit to each subsequent phase, we worked closely with city building officials to obtain all required permits and certifications of occupancy for the motel. We also completed a large landscaping project as part of that final approval process.

In conclusion, we have always enjoyed a positive working relationship with the City of Chelan and have no complaints regarding the city's responsiveness. However, it's important to note that if we had not followed every city regulation — including those related to parking — our certificate of occupancy would never have been approved. We understand that parking ordinances may have changed in recent years, but we respectfully request that our property be granted a waiver or grandfathered status based on our original agreement and the commitments we fulfilled to the city.

Sincerely,
Jon Warren

FW: Lakeside Lodge Parking

From Audrey Cooper <audreyc@cityofchelan.gov>

Date Fri 2026-05-29 12:50 PM

To Laura McAloon <lauram@cityofchelan.gov>

Found this in my email search today for Jon Warren's email address.

Thanks,

Audrey Cooper
Parks & Recreation Director

From: Jon Warren <jon@bardsinn.com>

Sent: Thursday, November 20, 2025 3:27 PM

To: Chad Coltman <ccoltman@cityofchelan.us>

Cc: Mayor McCardle <Mayor@cityofchelan.us>; Audrey Cooper <acooper@cityofchelan.us>; John Ajax <jajax@cityofchelan.us>

Subject: Re: Lakeside Lodge Parking

CAUTION: External Email

thank you for getting back to me, Chad. It wasn't exactly what I wanted to hear but now I guess our lawyer over in Seattle will handle from here.

On Thu, Nov 20, 2025 at 1:30 PM Chad Coltman <ccoltman@cityofchelan.us> wrote:

Mr Warren,

Thank you for taking the time to email City Administrator Farris and share the history behind the Lakeside Lodge project and the substantial investments your family has made in the area over the years. Chelan appreciates the long-standing partnership you've maintained with the City.

After reviewing the records available to us and consulting both current and former staff, we want to provide a clear and final clarification regarding parking along Johnson and Terrace Avenues.

While the City did give credits to reduce the required off street (on-site) parking stalls at the time of construction in exchange for improving public parking conditions, that exchange did not—either explicitly or implicitly—grant any ownership, control, or exclusive use of parking within the public right-of-way, nor did it constitute an agreement for free or reserved parking in areas that are now part of the City's paid parking system.

The frontage and public-property improvements your project completed—such as seawall repairs, sidewalks, stormwater features, and roadway work—were typical and expected mitigation measures for a project of that scale. They were not connected to, nor did they create, ongoing parking rights or exemptions from future City parking policies. These kinds of improvements are routinely required

of development projects and do not result in permanent consideration or preferential use of public parking.

We understand there is a belief that a broader parking agreement once existed, but there is no documentation of any such agreement granting special or continuing use rights within the right-of-way, and none of the approvals for the project reference off-site or City-controlled parking as fulfilling required parking obligations.

As we move forward, the City must apply the same parking rules consistently to all businesses and properties, including within paid parking areas and public right-of-way. For that reason, we're unable to grant a waiver or grandfathered status for off-site parking that was never formally approved or vested. When our paid parking program starts in spring of 2026, Parking Enforcement will not honor or recognize anything other than our City-issued parking permits for residents of the Lake Chelan Valley.

We do value your long history as part of the Chelan community, and we want to continue working together constructively. At this point, though, we consider this matter resolved based on the information above and the requirements of City code.

Chad Coltman

Interim City Administrator



CHAD COLTMAN

HR & Communications Director

📞 509-682-8049

✉️ ccoltman@cityofchelan.us

📍 135 E. Johnson Ave.
Chelan WA 98816

NOTICE: This e-mail account is part of the public domain. Any correspondence and attachments, including personal information, sent to and from the City of Chelan are subject to the Washington State Public Records Act, Chapter 42.56 RCW, and may be subject to disclosure to a third party requestor, regardless of any claim of confidentiality or privilege asserted by an external party.



City of Chelan

DRAFT

TENTATIVE ADVANCED AGENDA
For Planning Discussion Purposes Only - this is a work in
progress;
items are tentative and subject to change.
June 01, 2026

June 23, 2026 City Council Meeting - CANCELLED

June 30, 2026 Council Strategic Retreat

1.

July 14, 2026 City Council Meeting

1. Consent Agenda
 - a. Voucher June 23 and July 14/ Minutes
 - b. Resolution No. 2026-1482 Washington State Department of Health Water Use and Efficiency Goals (L2-2)
2. Special Presentations, Proclamations, and Awards
 - a. Chelan Valley Feral Cat Project (Gallucci)
 - b. Parks & Recreation Professionals Day Proclamation – July 17, 2026
 - c. Cascadia Conservation District Presentation (Ryan Williams, Executive Director) CONFIRMED
3. Public Hearings
 - a.
4. Motion Considerations
 - a. Clean Vessel Act Grant Acceptance (Cooper) (L1-1)
 - b. CERB Grant Application (McAloon) (L1-1)
 - c. Policy Level Discussion and Housing Grant Funding (City Administrator McAloon / Finance Director Evans) (L3-3)
 - d. Anchor QEA Amendment No. 1 to the Standard Agreement with Chelan County for the Comprehensive Plan Update Services Project (L1-1)
5. Administrative Reports
 - a. Ordinance No. 2026-16XX Title 2 Administration and Personnel (McAloon) (L1-3)
 - b. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L1-2)
 - c. Comprehensive Plan Update from the June 17th Planning Commission - Foundation:
Chapter 1 (Overview and Vision),
Chapter 2 (Land Use), and Critical Areas Ordinance compliance updates
 - d. Chelan County Regional Justice Center Amendment No. 1 to the Interlocal Agreement for Inmate Housing (McAloon) (L2-3)
6. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Contract Intake Log (Gallucci)

July 28, 2026 City Council Meeting

1. Consent Agenda
 - a. Voucher / Minutes
 - b. Chelan County Regional Justice Center Amendment No. 1 to the Interlocal Agreement for Inmate Housing (Evans) (L3-3)
2. Special Presentations, Proclamations, and Awards

- a.
- 3. Public Hearings
 - a.
- 4. Motion Considerations
 - a. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L2-2)
- 5. Administrative Reports
 - a. Public Works Project Status Update (Youngren)
 - b. Comprehensive Plan Update from the July 15th Planning Commission Community & Housing: Chapter 3 (Subarea Plans), Chapter 4 (Housing), and ESHB 2266 STEP housing code amendments
 - c. Ordinance No. 2026-16XX Title 2 Administration and Personnel (McAloon) (L2-3)
- 6. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Lake Chelan Airport Quarterly Report (Evans)
 - e. Contract Intake Log (Gallucci)

August 04, 2026 City Council Workshop

- 1.

August 11, 2026 City Council Meeting

- 1. Consent Agenda
 - a. Voucher / Minutes
- 2. Special Presentations, Proclamations, and Awards
 - a. Housing Authority of Chelan County & the City of Wenatchee Presentation (Vicki Carr & President & Sasha Sleiman/ McCardle)
- 3. Public Hearings
 - a.
- 4. Motion Considerations
 - a. Ordinance No. 2026-16XX Title 2 Administration and Personnel (McAloon) (L3-3)
- 5. Administrative Reports
 - a.
- 6. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Contract Intake Log (Gallucci)

August 25, 2026 City Council Meeting

- 1. Consent Agenda
 - a. Voucher / Minutes
- 2. Special Presentations, Proclamations, and Awards

- a.
 - 3. Public Hearings
 - a.
 - 4. Motion Considerations
 - a.
 - 5. Administrative Reports
 - a. Comprehensive Plan Update from the August 19th Planning Commission
 - Economy & Climate:
 - Chapter 5 (Economic Development)
 - Chapter 10 (Climate Change and Resiliency)
6. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Contract Intake Log (Gallucci)

Upcoming Topics:

1. Chelan Fire Protection District No. 7 Interlocal Agreement for Fire Protection (McAloon)
2. Public Works Project Status Update
 - October (Youngren)
3. Lake Chelan Airport Quarterly Reports (Evans)
 - Q3 - October, Q4 – January 27
4. Lake Chelan Chamber of Commerce Quarterly Update (Steele / McAloon)
 - Confirmed Scheduled Date: December 1
5. CDRPA / City Joint Meeting (McAloon)
 - September 2026
6. Boys & Girls Club of Snohomish County (Evans) (CONFIRMED Months)
 - September (Recap of Summer), November (Recap of Fall and into Winter)
7. Cascadia Conservation District Presentation (Tentative) 7/14 or 7/28
8. Comprehensive Plan (CONFIRMED)
 - September 22nd – AR - Comprehensive Plan Update from the September 16th PC
 - Infrastructure & Services:**
 - Chapter 6 (Utilities)
 - Chapter 7 (Capital Facilities)
 - Chapter 8 (Parks and Recreation)
 - October 27th – AR- Comprehensive Plan Update from the October 21st PC
 - Mobility & Final Comment:**
 - Chapter 9 (Transportation),
 - the Peterson Place private comprehensive plan proposal,
 - omnibus public comment on the full plan
 - November 10 – Briefing
 - November 24 – Public Hearing
 - December 8 - Adoption

Upcoming Proclamations:

Finance & Accounting Week – September

Arbor Day – Fall
Breast Cancer Awareness Week - October

Liaison Committee Report

Name of Meeting: *

Planning Commission meeting

Date of Meeting: *

2026-05-20

Key Meeting Notes: *

Meeting notes should consist of key agenda items that had significant discussion. Each item can be briefly summarized in 2 - 4 sentences.

Sign code was discussed and public comment was heard.

Question on lighted sign perimeters and location allowed?

2026 Comprehensive Plan update was also given.

Upload applicable meeting documents here if available:

Max upload is 25MB per file

SignCode_Draft.5.15.26.pdf

462.09KB

Submitted By

Signature *

Brad Chitty

Signature Date *

2026-05-28

CITY OF CHELAN

CHELAN MUNICIPAL CODE Chapter 17.58

SIGNS

INITIAL DRAFT FOR REVIEW

Amendments for Compliance with:
Reed v. Town of Gilbert, 576 U.S. 155 (2015)
City of Austin v. Reagan National Advertising, 596 U.S. 61 (2022)

Prepared by:
Community Development Department
May 15, 2026

TABLE OF CONTENTS

17.58.010	Short title
17.58.020	Statement of purpose
17.58.025	Content neutrality and message substitution
17.58.030	Interpretation
17.58.040	Definitions
17.58.045	Sign types
17.58.050	Sign classification
17.58.060	Construction and design standards
17.58.065	Illumination standards
17.58.070	Murals—Standards (reserved)
17.58.080	Nonconforming signs
17.58.090	Administration
17.58.100	Severability and substitution

Chapter 17.58

SIGNS

17.58.010 Short title.

This chapter shall be known as the "sign code" of the City of Chelan.

17.58.020 Statement of purpose.

[NOTE: Purpose statement revised to articulate compelling governmental interests supporting content-neutral regulation per Reed v. Gilbert. Added dark sky/light pollution purpose.]

The purpose of this chapter is to establish reasonable, content-neutral time, place, and manner regulations for signs. These regulations are intended to:

- A. Protect the public health, safety, and welfare;
- B. Reduce traffic hazards caused by signs that distract motorists or obstruct driver vision;
- C. Maintain and enhance the aesthetic character, scenic beauty, and visual quality of the community;
- D. Protect property values by ensuring compatibility between signs and surrounding land uses;
- E. Enable the effective identification of businesses, services, and activities;
- F. Prevent visual clutter that may be harmful to traffic safety, property values, business opportunities, and community appearance;
- G. Minimize light pollution and protect the community's dark sky environment; and
- H. Regulate signs in a content-neutral manner that is consistent with constitutional free speech protections.

17.58.025 Content neutrality and message substitution.

[NOTE: New section. Required by Reed v. Town of Gilbert to ensure the code is content-neutral. The substitution clause ensures noncommercial speech (opinions, political messages, etc.) is never treated less favorably than commercial speech (advertising). This is a standard best practice in post-Reed sign codes nationwide.]

- A. **Content neutrality.** The regulations in this chapter are content-neutral and shall be interpreted and applied without regard to the content of the sign message. No sign permit application shall be approved or denied based on the communicative content, viewpoint, or subject matter of the proposed sign message.
- B. **Message substitution.** Any sign allowed under this chapter to display a commercial message may instead display a noncommercial message, subject to the same size, height, location, lighting, and structural standards that apply to the sign. This provision does not authorize increasing the size or changing the structural type of a sign; it simply ensures that the communicative content of a sign does not determine whether the sign is allowed.

- C. **Severability of content-based provisions.** If any provision of this chapter is found by a court of competent jurisdiction to be an unconstitutional content-based regulation of speech, such provision shall be severed from the remainder of this chapter, which shall continue in full force and effect.

17.58.030 Interpretation.

[NOTE: Added content-neutrality interpretation clause per Reed v. Gilbert.]

If any sections of the sign code conflict, the most restrictive shall govern. If there is a conflict between a general requirement and a specific requirement, the specific requirement shall govern.

All sign regulations in this chapter shall be interpreted and applied in a content-neutral manner consistent with the requirements of CMC 17.58.025. No city official shall consider the message, viewpoint, or subject matter of a sign when determining the applicable regulations, except as may be necessary to distinguish between commercial and noncommercial speech for the limited purpose of applying different regulations to commercial advertising where constitutionally permissible.

17.58.040 Definitions.

For purposes of this chapter, the following terms, phrases, words and their derivatives shall be construed as specified in this section:

[NOTE: Definitions streamlined to necessary definitions only, and revised throughout to remove content-based sign categories and replace with content-neutral structural definitions. Under Reed, a sign type defined by its message (e.g., “political sign,” “real estate sign”) is content-based because an enforcement officer must read the sign to classify it. Sign types must be defined by physical characteristics.]

- A. **Abandoned sign** is a sign that is located on a premises that has been vacant or unoccupied for a continuous period of more than six months, or a sign for which no valid business license or sign permit is in effect.
[NOTE: Revised to focus on property use rather than sign content.]
- B. **Alteration of sign** is any construction material, size, or location change except for normal maintenance to an existing sign.
- C. **Area** or **sign area** is the total area of a sign excluding the sign support structure. The area is calculated by measuring from the outside edge of the frame. (For calculating the area of a double-faced sign, only one side of the sign is to be used.) Architectural embellishments and decorative features which contain no written or advertising copy, which are not illuminated and which contain no logos or trademarks shall not be included in the sign area. Signs painted on or attached to a wall or awning are calculated by imaginary straight lines around the entire copy or grouping of letters, words, or symbols, using a maximum of eight lines.
- D. **Commercial** is any activity carried on for financial gain.
- E. **Highway frontage** is property located outside the downtown planning area, as shown in Figure 1 of CMC 17.14.010(B.), that abuts SR 150 or Highway 97A, as designated by the Washington State Department of Transportation.

- F. **Illuminated sign** is any sign that is lit by an artificial light source, whether internal or external. Illuminated signs are further classified as:
1. **Internally illuminated sign:** A sign where the light source is contained within the sign structure and light is transmitted through a translucent sign face or individual letters/elements.
 2. **Externally illuminated sign:** A sign lit by an external light source directed at the sign face, including spotlights, gooseneck lamps, and similar fixtures.
 3. **Halo-lit sign (reverse channel):** A sign where opaque letters or elements are mounted away from a wall surface, with lighting projected behind to create a halo or silhouette effect.
 4. **Neon sign:** A sign using glass tubes filled with neon or other inert gases that glow when electrified.
- [NOTE: Expanded definitions to support new lighting standards in Section 17.58.065.]
- G. **Nonconforming sign** is a sign located within the city limits of Chelan that was in existence prior to the effective date of the ordinance codifying this chapter which does not conform with the provisions of this chapter. Abandoned signs shall not be considered a nonconforming sign.
- H. **Normal maintenance** is an act of repair or other acts to prevent decline, lapse or cessation from original state or condition.
- I. **Off-premises sign** is a sign that is not located on the same premises as the activity, business, or use to which it relates.
[NOTE: Revised to be a simple location-based definition consistent with Austin v. Reagan.]
- J. **On-premises sign** is a sign that is located on the same premises as the activity, business, or use to which it relates.
- K. **Sign** in the singular or plural, means any communication device, structure, inflatable, or fixture using letters, symbols, trademarks, logos, artwork, or written copy intended to express commercial or non-commercial information, draw attention, or advertise.
- L. **Sign height** is the vertical distance measured from the grade below the sign to the highest point of the sign.
- M. **Wall plane** is that portion of a building face which is contained on one general plane. If there is a shift in the facade forward or back, a new plane is created. A single wall plane may contain windows and doors.

17.58.045 Sign types.

The term “sign” includes, without limitation, the following types of devices:

- A. **Banner sign** is a sign constructed of cloth, fabric or other nonrigid material hanging from a staff, pole or frame or wall mounted. A banner sign shall be regulated based on its physical characteristics and location.
- B. **Electronically changeable message sign** is a sign upon which graphics, symbols or words can be varied upon the face or faces of the sign.

- C. **Freestanding sign** is a sign permanently supported from the ground in a fixed location by a structure of poles, uprights, braces or monumental base and not supported by nor attached to a building.
- D. **Monument sign** is a type of freestanding sign supported by an internal structural framework or integrated into the landscaping or other solid structural features other than support poles.
- E. **Portable sign** is a sign that is capable of being moved easily and not permanently affixed to the ground, a structure, or a building.
- F. **Projecting sign** is a sign other than a wall sign that extends horizontally from and is supported by a wall of a building or structure.
- G. **Sandwich-board sign** is a sign no more than 42 inches in height and 30 inches in width and weighted to prevent it from tipping over.
- H. **Suspended sign** is a sign which hangs below the permanent overhang, marquee or canopy extending over public or private sidewalks or rights-of-way.
- I. **Wall sign** is a sign painted, attached to or erected against and parallel to the wall plane of a building or structure. A wall sign shall be confined within the limits of said wall and shall not extend more than 12 inches from the face of the wall. Awning signs shall be considered wall signs for the purposes of this code.

17.58.050 Sign classification.

[NOTE: The exempt sign list has been restructured from content-based categories to content-neutral categories.]

A. Exempt signs. The following types of signs and devices shall be exempt from the permit requirements of this chapter; provided, that all applicable standards or conditions specified are met:

1. Accessory Signs. Small supplemental signs that provide incidental information and are located on the premises. Accessory signs shall not exceed two square feet per sign and four square feet total per business or use.
2. Address signs, nameplates, and property identification signs not exceeding two square feet;
3. Exterior holiday or festive decoration lights;
4. Flags poles and noncommercial flags and/or insignia of any nation, state, or political subdivision;
5. Signs directing and guiding traffic and parking on private property; provided, that such signs shall not exceed six square feet in area per sign;
6. Sandwich-board signs, subject to the following:
 - a. Limited to one per use or establishment;
 - b. May be placed in front of a use or establishment during operating hours only;
 - c. Shall be placed adjacent to the curb; provided, that such sign shall not be placed in any location which obstructs pedestrian or vehicular travel or visibility, or create blind spots at intersections. In areas with sidewalk business activities, signs shall be attached to sidewalk barriers or within the designated sidewalk business area;
 - d. Shall not exceed forty-two inches in height and thirty inches in width;

- e. Shall be weighted to prevent it from tipping over;
 - f. Shall be painted or finished with a sealer, and
 - g. Shall be nonilluminated.
7. Temporary signs, subject to the following:
- a. In residential zones: maximum six square feet per sign, maximum 42 inches in height, limited to three signs per property;
 - b. In nonresidential zones: maximum 32 square feet per sign, maximum six feet in height, limited to one sign per street frontage. Where a street frontage exceeds 200 feet in length, a maximum of three signs may be permitted on that street frontage;
 - c. Signs shall be securely affixed to a building face / structure or placed in the ground using stakes, posts, or similar supports;
 - d. Signs shall not be placed where they obstruct vehicle driver visibility at intersections, alleys, or driveways;
 - e. Each temporary sign shall not remain for more than 60 consecutive days;
 - f. This category includes signs commonly known as political signs, garage sale signs, real estate signs, banner signs, and similar temporary signs regardless of message content;
 - g. A sign displayed continuously for more than 60 days shall be considered a permanent sign subject to permit requirements;
8. Customer information signs at service windows and entrances, not exceeding four square feet;
- [NOTE: Menu signs replaced with 'customer information signs' based on physical location rather than content.]*
9. Enclosed display cases permanently attached to a building wall, limited to two per building face, not exceeding 24 square feet each;
10. Wall plaques and integral signs, with engraved or cast lettering, cut into a masonry surface or constructed of bronze or other incombustible material, not exceeding four square feet, and permanently affixed flat to a building wall or structure;
- [NOTE: Changed from 'commemorative plaque' (content-based) to 'wall plaque' (physical description).]*
11. Integral decorative or architectural features of buildings, except when such features include moving parts or moving lights;
12. Locally significant vintage signs that are over fifty years old and have been determined by the city council as worthy of preservation based on their contribution to community character. Approved vintage signs shall be restored and maintained in good condition;
13. Signs at properties listed on a federal, state, or local historic register, not exceeding 12 square feet, nonilluminated;
- [NOTE: Removed content restriction on what the sign may say.]*
14. Murals, paintings applied directly to a wall or building, except any portion of a mural that meets the definition of a "sign" in section 17.58.040(K);
15. Signs located at publicly-owned recreational facilities, including athletic field fences, where authorized by the City;

16. Signs of a public entity, including, without limitation, regulatory, wayfinding, and traffic control signs erected by a public entity in the performance of a public duty;
17. Wall graphic, except that portion which contains letters, symbols, trademarks, logos, written copy, moving parts or moving lights;
18. Window signs located on the interior of a window within one foot of the glass or located on the exterior of a window.

B. Prohibited signs. It is unlawful to erect or maintain:

1. Abandoned signs located on a premises that has been vacant or unoccupied for a continuous period of more than six months, or a sign for which no valid business license or sign permit is in effect;
2. Animated signs which include the optical illusion of action or motion or color changes of all or any part of the sign facing to show or give the appearance of video or television-type pictures that required electrical energy;
3. Bench signs located on any part of the surface of a bench or seat;
4. Portable signs that are capable of being moved easily and not permanently affixed to the ground, a structure, or a building, excluding sandwich board signs in accordance with Section 17.58.050(A)(6) and temporary signs in accordance with Section 17.58.050(A)(7);
5. Off-premises signs that are not located on the same premises as the activity, business, or use to which it relates;
[NOTE: Removed CUP pathway for off-premises signs. These are now fully prohibited.]
6. Roof signs or marquee signs which are located on, project or extend above the eave or parapet line of any portion of the building;
7. Signs in a dilapidated or hazardous condition;
8. Signs on doors, windows or fire escapes that restrict free ingress or egress;
9. Flashing signs having lights or illuminations that flash, move, rotate, scintillate, blink, flicker, vary in intensity or color, or use intermittent electrical pulsations. Displays that cycle at intervals of four seconds or more are not considered flashing signs;
10. Moving signs having visible moving, revolving or rotating parts or visible mechanical movement of any kind or other apparent visible movement achieved by electrical, electronics or mechanical means;
11. Signs which purport to be, are an imitation of, or resemble an official traffic sign or signal or which could cause confusion with any official sign, or which obstruct the visibility of any traffic/street sign, signal, or obstruct a vehicle driver's visibility at, including, but not limited to, intersections, alleys, and driveways;
12. Signs of a private entity attached to utility, street light and traffic control standard poles;
13. Signs on any vehicle or trailer parked as a stationary display for advertising purposes on public or private property which are visible from public rights-of-way. This provision shall not prohibit signs which are painted on or magnetically attached to any vehicle operating in the normal course of business;
14. Electronically changeable message signs, except as allowed in section 17.58.060(B)(6);
15. Signs with unshielded external lighting that allows light to project above the horizontal plane;

16. Signs with lighting that exceeds the luminance standards in Section 17.58.065;

[NOTE: NEW: Prohibited sign types related to light pollution prevention.]

17. Inflatable signs, figures, or characters (such as Tube men) intended to advertise or attract attention to a business or activity.

C. Permitted signs. Except as otherwise provided in this title, signs shall be permitted provided they meet all conditions and requirements established in this chapter, including the illumination standards in Section 17.58.065. No sign permit shall be approved or denied based upon the content of the sign message, consistent with Section 17.58.025.

17.58.060 Construction and design standards.

A. General requirements. All signs must conform with the following requirements, unless otherwise provided for in this chapter:

1. Building coverage. Except as provided herein, signs attached to a building face including, but not limited to, wall and projecting signs shall not be located on more than two sides of any building. Exception: If the building contains an individual business or businesses with separate entrances on more than two sides of the building, signs may be located on three sides of the building. Businesses with the main entrance fronting on an alley may use the exception stated above.

2. Clearance. Clearance under the lowest point of any sign which projects out over a public walkway shall not be less than eight feet.

3. Lighting. All illuminated signs shall comply with the illumination standards in Section 17.58.065.

[NOTE: Lighting requirements moved to new comprehensive Section 17.58.065.]

4. Multiple tenant buildings. In buildings with multiple tenants, it shall be the building owner's responsibility to assign the allowed sign size and location between tenants to comply with the sign code.

5. Signs with opposing faces. Signs with opposing faces 135 degrees or less shall be considered a two-sided sign and only one side of the sign shall be used in calculating sign size. If the opposing faces of a sign are more than 135 degrees, both opposing faces shall be used in calculating sign size.

6. Uniform Sign Code. All signs shall be constructed and erected in conformance with the current edition of the Uniform Sign Code, as the same now exists or as may be hereafter amended, which is hereby adopted and incorporated herein by this reference as if fully set forth.

7. Nonconforming uses. For those zoning districts in which nonconforming uses have been permitted, there shall be no signage except one nonilluminated sign not exceeding four square feet in area or six feet in height and such sign shall be located within the property boundaries.

B. Design requirements. The signs specified below shall comply with the requirements set forth herein.

1. Wall signs. The maximum area for the total of all permitted wall signs for any single wall plane shall not exceed ten percent or 50 square feet whichever is less. This shall include all window and door areas and shall be measured from the sidewalk or ground line to the building eave line or parapet. Wall signs may not extend above the building parapet, soffit, the eave line or the roof of the building. A sign applied to or on the covering of an awning shall be considered a wall sign. Signs shall not cover over windows or other significant architectural features, as determined by the director. Where there is more than one tenant on the facade, signs should be centered above the storefront space, where architectural features allow.

2. Freestanding signs. Freestanding or monument signs shall be permitted in accordance with the table below, subject to the following:

- a. The parcel shall have a minimum of fifty (50) feet of street frontage.
- b. The principal building shall be set back a minimum of ten (10) feet from the front property line.
- c. The sign shall be located entirely within the property boundaries and set back a minimum of two (2) feet from any existing or planned sidewalk.
- d. The sign shall not obstruct public walkways or vehicle driver visibility, including but not limited to intersections, alleys, and driveways.
- e. Signs shall be constructed of wood, metal, or other similar durable materials for framing and support or an internal structural framework integrated into landscaping or other solid structural features.
- f. Buildings on corner lots may have one sign per street frontage provided the signs are separated by at least 150 feet (measured in a straight line). Corner lots may use different street frontages separately in terms of calculating maximum sign area.
- g. Properties with more than 200 feet of street frontage may have more than one freestanding sign, such signs shall be spaced a minimum of 100 feet apart.

Freestanding Sign Requirements			
	DMR, DMU, SUD, T-A, PLF Zoning Districts	A, C-HS, C-W, W-I Zoning Districts	Highway frontage
Height Limit	6'	16' or height of structure	25' or height of structure
Maximum Sign Area	20 sf	25 sf	50 sf
Large Parcels	40 sf ₁	50 sf ₁	75 sf ₂
Landscaping₃	1 sf landscaping per 1 sf of sign face	NA	

Notes:

1. Parcels with more than 50 feet of frontage on any one street may increase the maximum size of the sign located on that street frontage by one square foot for each ten lineal feet of street frontage in excess of 50 feet up to the maximum size area.
2. Parcels with more than 100 feet of frontage on any one street may increase the maximum size of the sign located on that street frontage by one square foot for each ten lineal feet of street frontage in excess of 100 feet up to the maximum size area.
3. Landscaping includes a decorative combination of ground cover and shrubs to provide seasonal interest in the area surrounding the sign. Landscaping shall be well maintained at all times of the year. The administrator may reduce the landscaping requirement where the signage incorporates stone, brick, or other decorative materials.



Figure 3. Acceptable Examples of Monument and Freestanding Signs

- 3. *Projecting signs.*** The total area of all projecting signs shall not exceed 15 square feet or project more than five feet from the building face per business property. Projecting signs shall not cover or conflict with windows or other substantial architectural features of a building, as determined by the director. The structure around or supporting the sign, such as wrought iron work, shall not be included in the total sign area.
- 4. *Suspended signs.*** One suspended sign is permitted for each business in a storefront building provided it does not exceed six square feet, 12 inches in height or six feet in length. Suspended signs shall maintain a minimum clearance of eight feet between the walkway and the bottom of the sign.
- 5. *Directory signs.*** In addition to all other signs allowed in this chapter, each tenant or occupant shall be permitted one directory sign not to exceed four square feet attached flush with the wall. Individual signs within an approved directory sign may be added, moved or substituted with signs for new businesses or uses without going through the design review process; provided, that the design is consistent and the provisions of the original permit are met.
- 6. *Electronically changeable message (ECM) signs.*** Any permitted ECM sign shall be subject to the sign size and location restrictions applicable to the sign type and shall comply with applicable Illumination Standards.

 - a. *Public Uses:*** ECM signs may be permitted on properties zoned DP or PLF. The message transition interval for electronically changeable message signs shall be no less than four seconds. Brightness levels shall not exceed 0.3 foot-candles above ambient light, as measured at a distance of 150 feet from the sign face.
 - b. *Fuel Pricing:*** ECM signs may be permitted on nonresidential properties that include on-site vehicle fueling infrastructure and a permanent sign is used to display fuel

prices. Messages shall be displayed as a single continuous static image and shall not scroll, flash, fade, animate, move, or transition.

7. Canopy signs. Canopy signs are allowed a maximum area of 50 square feet per side on any two sides of a canopy structure, and a business symbol, not to exceed 12 square feet, may be allowed on a third side.

8. Lake frontage. For buildings with frontage on Lake Chelan, an additional freestanding or projecting sign shall be allowed on the lake frontage; provided, that the total area of all freestanding and projecting signs shall not exceed 50 square feet per business property.

9. Residential development identification signs. Residential development identification signs shall be placed at the entrance to the development or subdivision and shall not obstruct visibility, create blind spots or obstruct pedestrian travel. Signs shall be a maximum of 50 square feet and shall not exceed six feet in height. Signs shall be limited in number to one per development or subdivision entrance. If lighting is installed, said lighting shall be shielded and directional. The term residential development shall include residential subdivisions, planned developments, condominium developments, and mobile home parks.

10. Non-residential uses in Residential districts. For those residential zoning districts within this title wherein the following non-residential uses are developed, the following requirements shall be met:

a. Private commercial uses. This includes uses such as bed and breakfasts, child day cares, and agriculture. Signs in residential districts shall not exceed 12 square feet in area. Freestanding signs shall not exceed ten feet in height and shall be located within the property boundaries. Only one sign shall be allowed on any site or structure.

b. Non-commercial uses. This includes uses such as churches, schools, and public and community facilities. Signs in residential districts shall not exceed a total of 18 square feet in area. Freestanding signs shall not exceed ten feet in height and shall be located within the property boundaries. Only one sign shall be allowed on any site or structure.

c. Home occupations. Home occupation signs shall not exceed four square feet in area. Freestanding signs shall not exceed six feet in height and shall be located within the property boundaries. Only one sign shall be allowed and said sign shall be nonilluminated.

17.58.065 Illumination standards.

[NOTE: NEW SECTION: Comprehensive illumination standards designed to prevent light pollution while allowing effective signage. Standards based on International Dark-Sky Association recommendations and best practices from communities with dark sky ordinances.]

A. Purpose. The purpose of this section is to establish standards for sign illumination that:

1. Minimize light pollution and preserve the community's dark sky environment;
2. Prevent glare and light trespass onto adjacent properties;
3. Protect traffic safety by preventing driver distraction;
4. Reduce energy consumption; and
5. Maintain the aesthetic character of the community.

B. General illumination requirements. All illuminated signs shall comply with the following:

1. No sign illumination shall cause direct glare into any residential zoning district or dwelling unit.
2. No sign illumination shall cause direct glare that impairs driver vision on any public street or highway.
3. All sign illumination shall be designed, located, and maintained to prevent light from projecting above the horizontal plane of the top of the sign.
4. Sign illumination shall be reduced to 50 percent of daytime levels, or turned off entirely, between 11:00 p.m. and 6:00 a.m., unless the business is open to the public during those hours.
5. All wiring for illuminated signs shall be installed in accordance with the current edition of the National Electrical Code.

C. Externally illuminated signs. Signs illuminated by external light sources shall comply with the following:

1. Light fixtures shall be fully shielded and aimed downward at the sign face at an angle not exceeding 45 degrees from vertical.
2. Light fixtures shall be located above the sign and directed downward, except where physical constraints require fixtures below the sign, in which case fixtures shall be shielded to prevent upward light projection.
3. Light shall not project beyond the edges of the sign face.
4. Fixtures shall use warm-white light sources with a correlated color temperature (CCT) not exceeding 3000 Kelvin.
5. Total illumination on the sign face shall not exceed 100 foot-candles when measured perpendicular to the sign surface.

D. Internally illuminated signs. Signs illuminated by internal light sources shall comply with the following:

1. Cabinet signs (box signs). Internally illuminated cabinet signs are permitted only outside the downtown planning area and if the background is opaque and illumination is limited to translucent letters, logos, or graphic elements ("push-through" or "routed" letters).
2. Channel letters. Internally illuminated channel letters are permitted and shall have:
 - a. Opaque returns (sides); and
 - b. Translucent faces that are not white; or
 - c. Open faces with exposed neon or LED light sources.
3. Luminance limits. Internally illuminated signs shall not exceed the following luminance levels measured at the sign face:

Time Period	Maximum Luminance
Daytime (sunrise to sunset)	5,000 nits (cd/m ²)
Nighttime (sunset to 11:00 p.m.)	500 nits (cd/m ²)
Late night (11:00 p.m. to sunrise)	100 nits (cd/m ²)

4. Halo-lit signs (reverse channel). Halo-lit signs, where letters or elements are silhouetted against a lighted background on the building wall, are encouraged as a low-impact illumination method and shall comply with the following:
 - a. Letters or elements shall be opaque.
 - b. Light sources shall not be directly visible.
 - c. Luminance of the halo effect on the wall shall not exceed 200 nits (cd/m²).
5. Neon signs. Neon signs, and signs using similar gas-discharge tubes or neon-like LED illumination, are permitted and shall comply with the following:

- a. Neon signs are encouraged in the Downtown Planning Area as consistent with historic character.
- b. Exposed neon tubing shall not exceed 800 nits (cd/m²) luminance.
- c. Neon signs shall not flash, blink, or vary in intensity.

E. Prohibited illumination. The following types of sign illumination are prohibited:

1. Unshielded external lighting that allows light to project above the horizontal plane;
2. Searchlights, laser lights, or similar high-intensity light sources;
3. Signs with light sources that blink, flash, rotate, or vary in intensity, except for time and temperature displays;
4. Signs illuminated by exposed incandescent bulbs ("marquee" style), except for designated vintage signs;
5. Signs with lighting that exceeds the luminance standards in this section;
6. Internally illuminated awning signs; and
7. Illuminated signs on residential properties, except address signs not exceeding 0.5 square feet that are indirectly illuminated.

F. Measurement and enforcement. The administrator may require the sign owner to provide certification from a qualified professional that the sign complies with the luminance standards in this section. The city may measure sign luminance at any time using a luminance meter aimed perpendicular to the sign face from a distance of 100 feet or the nearest public right-of-way, whichever is closer.

17.58.080 Nonconforming signs.

A legal nonconforming sign shall not be enlarged, extended, relocated, replaced, or structurally altered in any manner that increases its nonconformity or creates a new nonconformity.

Normal maintenance of a legal nonconforming sign is permitted, provided such work does not increase the sign's size, height, area, illumination, or degree of nonconformity.

Loss of nonconforming status. A nonconforming sign shall immediately lose its nonconforming designation if:

1. The sign is structurally altered in any way, physically enlarged, or moved;
2. The sign structure is replaced; or
3. A new sign is erected on the same premises that, together with the nonconforming sign, exceeds the total signage allowance for the premises under this chapter.

On the happening of any one of the above, the sign shall no longer be designated a nonconforming sign and the sign shall immediately be brought into compliance with this chapter and a new sign permit secured therefor, or the sign shall be removed.

17.58.090 Administration.

A. Permit requirement. No sign governed by the provisions of this chapter shall be erected, altered or relocated without first obtaining a sign permit issued by the city, unless expressly exempt under this chapter.

B. Administration and enforcement. This chapter shall be administered and enforced by the planning and community development director or designee in accordance with Chapter 17.12.

C. Review standards. Sign permits shall be reviewed for compliance with the objective standards of this chapter, including size, height, location, structural type, and illumination requirements. If the proposed sign meets all applicable objective standards, the administrator shall approve the permit. The administrator shall not consider the communicative content of the sign in reviewing the application. A permit shall not be denied based upon subjective aesthetic judgments.

17.58.100 Severability and substitution.

[NOTE: NEW SECTION: Severability and substitution clause to protect code from invalidation if one provision fails.]

A. Severability. If any section, subsection, sentence, clause, phrase, or word of this chapter is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter. The City Council hereby declares that it would have adopted this chapter and each section, subsection, sentence, clause, phrase, and word thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or words may be declared invalid or unconstitutional.

B. Substitution. If any sign that would otherwise be prohibited or more stringently regulated under this chapter is determined by a court of competent jurisdiction to constitute protected noncommercial speech under the First Amendment to the United States Constitution or Article I, Section 5 of the Washington State Constitution, then to the extent necessary to avoid an unconstitutional application, such sign shall be subject to the same regulations as the most permissive category of temporary signs in this chapter.

C. Content neutrality. If any provision of this chapter is found by a court of competent jurisdiction to be content-based and not narrowly tailored to serve a compelling governmental interest, then such provision shall be severed and the remaining provisions shall continue in full force and effect.

Submission Date	City Point of Contact	Company Name	Project Name, Project Number	Term Start Date	Term End Date	Select a Contract Term:	This expense is included in our current budget.	Council Action	Dollar Value
6/2/2026	Audrey Cooper	The Dock Company	Lakeside Park In-Water Work, Change Order #1	2025-09-09	2026-08-31	Extended End Date	Yes	No	\$10,163.45

Lake Chelan Chamber of Commerce
Budget vs. Actual Report - FY2026

BARS	Description	2026 Budget	Jan-May Previously Reported	May	May	June - pending	YTD Totals	Balance
				1st council	2nd council	1st Council		
104-000-000-557-35-41-10	Wages	\$242,000	\$70,065.51	\$8,494.81	\$8,750.48	\$8,568.61	\$95,879.41	\$146,120.59
104-000-000-557-35-41-20	Benefits	\$22,000	\$6,085.92	\$2,139.17	\$98.08	\$2,231.76	\$10,554.93	\$11,445.07
104-000-000-557-35-41-30	Supplies & Materials	\$6,500	\$1,712.46	\$203.10	\$286.80	\$364.34	\$2,566.70	\$3,933.30
104-000-000-557-35-41-40	Advertisement (Marketing)	\$398,000	\$130,990.42	\$10,865.30	\$4,445.00	\$12,710.88	\$159,011.60	\$238,988.40
104-000-000-557-35-41-41	Visitor Center (Building Rent)	\$30,500	\$6,114.00	\$2,038.00	\$0.00	\$0.00	\$8,152.00	\$22,348.00
104-000-000-557-35-41-42	Legal and Professional Fees	\$29,000	\$10,474.00	\$2,771.25	\$0.00	\$2,413.75	\$15,659.00	\$13,341.00
104-000-000-557-35-41-43	Permits	\$1,000	\$280.00	\$0.00	\$0.00	\$0.00	\$280.00	\$720.00
104-000-000-557-35-41-44	Utilities	\$12,000	\$2,603.56	\$106.61	\$636.01	\$108.14	\$3,454.32	\$8,545.68
104-000-000-557-35-41-45	Insurance	\$9,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$750,000	\$228,325.87	\$26,618.24	\$14,216.37	\$26,397.48	\$295,557.96	\$454,442.04