

City of Mount Vernon  
Development Services Committee Meeting  
Minutes from June 20, 2018

Chairperson Mary Hudson, called the meeting to order at 6:00 pm. Present were Council members Mark Hulst, Joe Lindquist, Iris Carias, Richard Brocksmith, Melissa Beaton, Gary Molenaar and Mayor Jill Boudreau. Staff members present were Senior Planner Rebecca Lowell, City Engineer Alan Danforth, and Development Services Director Chris Phillips.

Mr. Hulst moved, second by Ms. Beaton, to approve the minutes from the April 18, 2018 committee meeting.

**Facility Update**

Mr. Phillips presented a power point presentation to brief the Council on general facility maintenance program management (Facility Dude), emergent capital asset management issues and long term facility maintenance plan. Mr. Phillips discussed several projects that have been completed this year and what items are scheduled for next year and as the budget allows.

**SmartGov Update**

Mr. Phillips briefed the Council on the implementation schedule for the new permitting system SmartGov. He also explained that staff will be training in Bluebeam the electronic plan review software that will ultimately tie into the permitting software.

**Downtown Design Standards**

Mrs. Lowell briefed the Council on the process to create the Downtown Design Standards. The procedural code amendments have been drafted and Planning Commission has reviewed them. Makers, Inc. has completed the audit of existing and proposed standards. Staff will then meet with PC members to discuss additions/changes.

**CIP Overview**

Mrs. Lowell announced that she is looking into the City becoming a Certified Local Government. This would allow for the City to apply for special grants from the SHPO and may offer special tax valuation to locally listed properties within the City.

**Civil Project Updates**

Mr. Danforth, City Engineer, briefed the Council on civil projects that have been completed such as East Division School, PUD Water tank on Digby and Division Street, and the Hickox Road Sanitary Sewer Main. He also discussed projects that are in the works such as the City Parking Structure and Library, a 12,000 square foot commercial building at 308 Chenoweth Street and the Skagit Valley Family YMCA.

**Current Project Updates**

Ms. Lowell presented a graph to Council to show current 2018 permit activity and end of year projections. She briefed the Council on upcoming projects to include three new buildings: one on Hickox Road that will house retail sales and service forklifts, Skagit Radiology is constructing a new 16,000 square foot building with landscaping and utility extensions, and a new 10,000 square foot warehouse/office building with landscaping and utility extensions off of Anderson Road is proposed.

**Miscellaneous/Good of the Order**

Mayor Boudreau briefed the Council on the Downtown Redevelopment projects. She explained the process and suggested to Council that they attend a pre-application meeting to see how staff works with potential developers and to see the process that occurs in bringing businesses into existing buildings downtown. Mayor Boudreau explained that the contract is up for the web page mvwashington.org this year. The website is a campaign to market tourism to the City of Mount Vernon. The contract costs \$30,000 a year which comes out of the tourism fund. She asked that council review the site and make suggestions if this site should be continued or if there are other ways we can promote tourism in Mount Vernon.

Mayor Boudreau announced that there will be a community breakfast at the Friendship House and would like a couple of the Council members to attend with her.

In closing, Mr. Phillips announced that there will be joint Committee/Council meeting July 25, 2018 to tour the new elementary school at 400 53<sup>rd</sup> Street.

Meeting adjourned at 8:30 p.m.