

CITY OF MOUNTLAKE TERRACE

RESOLUTION NO. 792

**A RESOLUTION OF THE CITY OF MOUNTLAKE TERRACE
ESTABLISHING A TOWN CENTER TASK FORCE
THROUGH DECEMBER 2018**

WHEREAS, a Town Center Task Force is desired to help accomplish four key City Council goals:

1. Generate Economic Development Throughout the Community
2. Develop and Implement Effective Communication and Outreach with the Community
3. Implement the Downtown "Main Street" Revitalization Project
4. Protect and Enhance the City's Financial Health and Stability While Maintaining Appropriate and Essential Public Services in a Cost Effective Manner; and

WHEREAS, the City Council desires broad community input to help develop an economic development implementation strategy that will attract, retain and grow a diverse and stable economic base that supports needed goods, services and jobs for residents, while preserving, protecting and enhancing existing single-family neighborhoods; and

WHEREAS, an expanded tax base will allow the city to maintain essential public services such as police, fire, parks and street maintenance, and lessen the tax burden on residents as single-family residents currently pay the largest share of property taxes in Mountlake Terrace; and

WHEREAS, the result of an economic development implementation strategy will be a thriving Town Center and revitalized downtown that will increase residents' shopping, housing, work, and activity choices; and

WHEREAS, with the Civic Campus project under design, Rogers Market property ready for redevelopment, and the Main Street Revitalization Project breaking ground in 2018, the City Council wishes to work together with the community to update the Town Center plan that was adopted in 2007 with several catalyst projects now underway.

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

Section 1. Town Center Task Force Established. The City Council hereby establishes the Town Center Task Force. Applications for consideration of appointment to the Task Force will be received by the City Clerk through February 28 at 5:00 p.m.

Section 2. Purpose. The purpose of the Task Force is to assist in the development of an updated Town Center plan. The Task Force will serve to bring the community together to discuss the wants and needs of residents and Mountlake Terrace business owners and balance them with

development feasibility to help generate economic development. The Task Force is expected to make recommendations for updates to existing codes and standards for the Planning Commission and City Council to consider. It will also recommend economic development implementation strategies for the city to pursue.

Section 3. Membership. The Town Center Task Force shall consist of eleven (11) members including five (5) from the CLEAR stakeholder group and six (6) other at-large members to represent a balance of backgrounds from residents, property owners and Mountlake Terrace business owners. Applicants must be at least 18 years of age and able to regularly attend evening and/or weekend meetings. A well-rounded Task Force with diverse experience and backgrounds is desired. Ideal candidates will include those familiar with land use, design standards, small business operations and marketing.

Section 4. Powers and Duties. The Task Force will assist and advise development consultant SCJ Alliance on the following:

A. Task 1. Review the draft economic profile to be developed by Community Attributes, Inc., and identify areas of focus and refinement prior to final product;

B. Task 2. Attend community open houses, forums and workshops to hear input from residents, property owners, business owners and others on what development, services and jobs are desired in Mountlake Terrace;

C. Task 3. Review community input from Task 2 and identify what of the community's preferences under Task 2 for building design, services and jobs are financially feasible to attract into Mountlake Terrace;

D. Task 4. Identify changes to current zoning, development regulations and design standards necessary to achieve the community's vision in a manner that is financial feasible for development.

E. Task 5. Review and provide comment on SCJ's draft report on an economic implementation strategy that includes any recommended changes to zoning, development regulations and design standards prior to the report being submitted to the Planning Commission and City Council.

Section 5. Town Center Task Force Member Responsibilities & Operating Principles.

Town Center Task Force Member Responsibilities

- Regularly attend Task Force meetings and contribute constructively to the Task Force discussion. Consider and discuss issues from a community wide perspective, as well as that of particular stakeholders.
- Understand and be able to articulate the Task Force's purpose, responsibilities, and work plan.

- Communicate and coordinate with the city staff and city consultants to (a) Represent the Task Force's perspective on key issues; and (b) Convey information from the Task Force back to the community.
- As necessary, participate in the Town Center Task Force's community outreach efforts.
- Review and provide comments on draft reports.
- Provide feedback to the Task Force Chair(s), City staff and City Consultants on Task Force process and progress.

Town Center Task Force Operating Principles

- The Task Force will operate by consensus. All members' positions will be respected and considered, and wherever possible the group will work collaboratively to reach consensus on recommendations.
- The Task Force will communicate questions, issues and suggestions to its City staff liaison, who will coordinate actions and responses among staff and the Task Force.
- Task Force meetings will start and end on time.
- Meeting summaries will be prepared following each meeting, summarizing the issues discussed and the decisions reached. A list of members present will be included in the meeting summary. The Task Force will identify a minutes taker from its membership to complete this task.
- E-mail communications among Task Force members shall be conveyed to the City staff liaison, to coordinate information sharing among Task Force members. No communication intended to reach a consensus on any issue shall be sent via email.
- The Task Force will consist of "principals only" – no alternates.

Section 6. Compensation. The Task Force shall serve without compensation.

Section 7. Governing Authority. The City Council is the governing authority of the Task Force and has the discretion and authority to approve (or disapprove) all procedures, processes, actions or recommendations of the Town Center Task Force.

Section 8. Compliance with Statute, Ordinances, and Policies. The Task Force shall comply with Open Public Meetings Act, the Code of Ethics for Municipal Offices and other applicable laws, ordinances, and city policies. All meetings of the Task Force shall be held at Interim City Hall unless otherwise noted.

Section 9. Organization. The City Council shall appoint an eleven-member Task Force, including a Task Force Chairperson and Vice-Chairperson. The Task Force shall create and fill such other offices as it may determine in its discretion. The Vice-Chairperson shall preside

in the absence of the Chairperson. The Chairperson and Vice-Chairperson shall be voting members of the Town Center Task Force.

The Committee will meet as needed from March 2018 through December 31, 2018 and the City Council will re-evaluate the need to continue at the end of the year. A majority of the members of the Task Force shall constitute a quorum. The Task Force shall keep a written record of its meetings, findings, and determinations, which shall be a public record.

Section 10. Voting. An affirmative vote of the majority of all members present shall be necessary to approve any action, decision or matter before the Town Center Task Force.


Section 11. Vacancies and Removal of Members. Vacancies occurring shall be filled by the City Council. Appointees serve at the pleasure of the City Council and may be removed by majority vote of the Council with or without cause at any time.

Section 12. Staff Support. The City Manager shall appoint the City staff liaison to support the Task Force assignments.

Section 13. Term. Appointed Task Force members shall serve a term commencing March 15, 2018 and end on December 31, 2018. Reappointment, or appointment, of other Committee members thereafter shall be subject to action of the City Council.

Section 14. Effective Date. This resolution shall take effect immediately upon its adoption.

PASSED by the City Council of the City of Mountlake Terrace this 20th day of February, 2018, and signed in authentication of its passage this 20th day of February, 2018.



Mayor Jerry Smith

ATTEST: 

City Clerk

APPROVED AS TO FORM: 

Gregory G. Schrag, City Attorney