



WORKSHOP AND REGULAR COUNCIL AGENDA

Council Chambers – 1300 1st Street

March 18, 2026

WORKSHOP: 6:00 PM
Grays Harbor College Forestry Program

Regular Council Meeting 7:00 PM

- 1. FLAG SALUTE - PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER - ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**

(The following items are distributed to Councilmembers(A)/Finance Committee(B) in advance for study and review, and the recommended actions will be accepted in a single motion. Any item may be removed for further discussion if requested by a Councilmember.)

A. Minutes Approval:

- i. February 18, 2026

B. Claims Approval:

- i. Approval of EFT's/checks/vouchers numbered 30115 to 30177 in the amount of \$143,868.59.
- ii. Approval of the payroll disbursement for February 2026 in the amount of \$28,015.48.

- 5. COUNCIL COMMENTS**
- 6. COMMITTEE REPORTS**
 - A. Audit & Finance**
 - B. Parks**
 - C. Public Safety**
 - D. Public Works**

7. CITY OFFICIAL REPORTS

- A. Clerk/Treasurer
- B. Police Chief Report
- C. Fire Chief Report
- D. Building Inspector

8. MAYOR'S REPORT

Announcement: City Hall will be closed for a Staff Meeting: Monday March 23, 2026 10am-12pm

9. NEW BUSINESS DISCUSSION

- 1. City's Comprehensive Plan Vicki Cummings, Grays Harbor Council of Government, attending to answer questions on the comp plan. (Electronic file copy attached. Request for hard copy should be submitted to City Hall.)
- 2. Mayor Recommendation for Highland Park Speedbump Installation
- 3. Council Processes, Communications & Request for Information (RFI's)
- 4. Discussion to Move Council Meetings to Twice a Month

10. PUBLIC COMMENTS – Limited to subjects on the agenda

11. NEW BUSINESS – COUNCIL ACTION

- 1. Vote to approve Comp Plan
- 2. Vote to approve Mayor Recommendation for Highland Park Speedbump Installation
- 3. Vote to approve Council Processes, Communications & Request for Information (RFI's)
- 4. Vote to approve

12. PUBLIC COMMENTS

13. COUNCIL COMMENTS

Public comments may be made in-person during the meeting. If unable to attend, please submit comments to mayor@cosmopoliswa.gov by noon on the meeting day.

If you are unable to attend the meeting in person, you may join with the following Zoom Information
Webinar ID: 813 3485 3246
Passcode: 969839
Phone: (253) 215-8782



MEETING MINUTES FOR WORKSHOP AND REGULAR COUNCIL MEETING

**Council Chambers – 1300 1st Street
February 18, 2026 at 6:00 PM**

WORKSHOP

GH Emergency Management, Hannah Cleverly gave presentation.

FLAG SALUTE - PLEDGE OF ALLEGIANCE

CALL TO ORDER - ROLL CALL

Mayor Springer calls the meeting to order; Clerk Grove takes Roll Call.

PRESENT: Councilmember Kim Skinner, Councilmember Jeremy Winn *via Zoom*, Councilmember Justin Spargo, Councilmember Steve Davis, Councilmember Sue Darcy

APPROVAL OF AGENDA

Councilmember Darcy moves to approve the agenda; Councilmember Skinner seconded.

Motion passed unanimously.

CONSENT AGENDA

Councilmember Skinner moves to approve the consent agenda; Councilmember Davis seconded.

Discussion: Councilmember Darcy noted a correction of the location listed on the meeting minutes from last month's meeting.

Motion passed unanimously.

COUNCIL COMMENTS – Councilmember Davis made comment in regards an email received that was sent to all Councilmembers with concerns about the Cosmo Mill Site. Mayor Springer informs there was a response on behalf of the city, and it will not be addressed tonight.

Councilmember Winn comments he received Mayor's response to the concern but did not receive original email. He will be forwarded this email by another Councilmember.

COMMITTEE REPORTS

Auditing – Councilmember Darcy reviewed vouchers.

** Mayor Springer brings attention to not needing separate Auditing and Finance reports, and moving forward these two will be combined into one report. Clerk/Treasurer will do her own finance update in her report. **

Finance – No report.

Parks – Councilmember Spargo reports they had a meeting and working on updating the Comprehensive Parks Plan. Councilmember Winn adds they dove into the Comprehensive Plan and are updating what they can and planning for community involvement soon.

Public Safety – Councilmember Davis said he will defer the bulk of information from their meeting to the chief's report later, and thanks Chief for information they are getting. He speaks about the Flock camera system and thoughts on how it could benefit Cosmopolis.

Public Works – Councilmember Darcy reports during their meeting Donnie spoke about the vandalism in the city that has now been repaired. Locks have been added to the electrical panel at Mill Creek Park and new lights will be installed in the Gazebo. Sign inventory has been done with some replacements put up where needed, with plans for pressure washing others coming up this Spring.

CITY OFFICIAL REPORTS

Clerk Vinyard – Clerk Vinyard gave her introductory report. She spoke on reviewing the interlocal agreement on Law Enforcement with the City of Aberdeen and the transfer of ownership of the current police vehicles in Cosmopolis in exchange for compensation towards the next invoice for payment of Police Services. Gave update on certain savings to the city that have been determined and will continue to be a main priority as well as improving and streamlining processes for staff.

Police Chief Report – with Aberdeen Police Department referred to the three documents provided for the agenda packet tonight. He reports they made an offer on the 3 police vehicles after their staff took all vehicles to Earley Tire for evaluation and utilized KBB to determine the value. Informs that Aberdeen has taken possession of all our police records and evidence on February 4th so any requests will go through them moving forward. Also spoke on the purchase of some training equipment. Gave further information into call types they've received and responded to within the city. Radar speed signs have been installed on 1st and both north and south bound, these devices will capture speed, time and direction.

Fire Chief Report – Chief Coker reported the department had 36 calls for service so far in 2026. Gave full current certification numbers with 11 EMT's with 3 in EMT class to be completed in May, as well as 12 FF1 members with 1 in FF1 academy to be compete in May of this year. 17 members total with 8 positions open to fill. Gave further detail into what is allowable under the city code in regard to the number of members it shall not exceed and should not fall below.

Building Inspector – ***Mayor Springer informs that Mr. Sidor will only attend Council meetings when business is discussed that is pertinent to Permitting and Code Enforcement moving forward. ***

MAYOR'S REPORT – Mayor Springer reports there is maintenance happening at Makarenko Park on the water tower as it needs to be brought to standards.

She addressed the complaints the city has received about big trucks accessing the gate at the end of Franklin Drive to the new development of the new Aberdeen school construction site. She contacted Aberdeen Superintendent's Tracy Sandstrom and Lyn Green and they informed her this message will be passed along that this is no longer an entry point to the site. A new chain and lock will be put on this gate as well.

Updates and repairs will begin at the Fire Museum near Mill Creek Park with plans in the near future to make use of this building once again.

She spoke on the monthly Mayor's letter that went out this month along with water bills with encouraging feedback and appreciation for the updates on what is happening in the city.

Mayor Springer has plans to set-up computers in the Community center to allow citizens who don't have access to computers the ability to come watch previous council meetings if they are interested in becoming more involved or informed on what is happening in their city.

NEW BUSINESS DISCUSSION

- 1. Clerk/Treasurer Step Placement** – Mayor Springer gives details on the increase of this salary step for Jamie Vinyard and data received by Tara Dunford, CPA, in support of this increase. Discussion: Councilmember Davis asks if this would be retroactive, with Mayor saying she needs clarification from Tara on this. She adds the vision for the future is to train Clerk/Treasurer to move into a CFO position, like Montesano.
- 2. Request surplus of Yellow Fire Engine** – Mayor Springer speaks on the need to surplus the Yellow Fire Engine as it is out of compliance with no benefit to the city. Chief Coker adds the age on the engine and the cost of maintenance, with it currently costing the city in insurance payments with no use for it and no benefit.
- 3. White Ford F-150 (Public Works) Surplus** – Mayor Springer speaks on the advice given by PW lead Donnie Fowler, this truck is not in use and needs maintenance to be in working condition, which has been determined as not a good use of city funds.
- 4. Confirmation of appointment of Councilmember Davis to Public Safety Committee** – Mayor Springer informs that a confirmation of appointment is required per City Municipal Code, that is why this will be an action item tonight.

PUBLIC COMMENTS –

NEW BUSINESS – Council Action

- 1. Vote to approve Clerk/Treasurer Step Placement** – Councilmember Davis moves to approve the Step Placement for the Clerk/Treasurer retroactive from the hire date, Councilmember Spargo seconded.

No discussion
Motion passed unanimously

2. **Vote to approve surplus of Yellow Fire Engine** – Councilmember Darcy moved to approve the surplus of the Yellow Fire Engine, Councilmember Davis seconded.
Discussion: Councilmember Davis says these items do age out and keeping up on the maintenance is difficult to overcome when it hasn't been done for years.
Motion passed unanimously
3. **Vote to approve surplus Public Works White Ford F-150** – Councilmember Davis moved to approve the surplus of the PW White Ford F-150, Councilmember Skinner seconded.
Discussion: Councilmember Davis states the same applies to this vehicle as the fire truck, with Councilmember Darcy adding the other two PW vehicles have been up to date with maintenance and there is no need for this third vehicle. Further discussion about using the surplus program for other City properties/vehicles.
Motion passed unanimously
4. **Vote to confirm the appointment of Councilmember Davis to Public Safety Committee** – Councilmember Darcy moves to confirm the appointment of Councilmember Davis to the Public Safety Committee, Councilmember Skinner seconded.
No discussion.
Motion passed unanimously

PUBLIC COMMENTS – No comments.

COUNCIL COMMENTS – Councilmember Skinner comments on being able to watch the speed signs out the window and watching the vehicles speed dropping as they get closer to the sign. Nice to see they are doing the job intended by slowing traffic.

Councilmember Davis comments on exploring moving the council to two meetings per month, he believes 30 days is a long wait time to get business accomplished. He requests this be put on next month's Agenda.

Councilmember Spargo moved to Adjourn the meeting; Councilmember Skinner seconded.

Meeting adjourned at 8:00PM.



PO Box 2007, 1300 First Street
Cosmopolis, WA 98537
(360) 532-9230 Phone (360) 532-9215 Fax

Staff Report – Finance & Administration

Monday March 16, 2026

Good evening, Mayor, Council and Citizens of Cosmopolis,

Time has gone quickly since our last council meeting.

Total claims/vouchers for the month of February: 143,868.59

Total payroll claims/vouchers for the month of February: \$28,015.48

\$20,500.00 was credited back to the general fund expenditures for the completion of transfer/sale of police vehicles that were surplus to Aberdeen Police Department.

Nearly \$8,000.00 has been invoiced in permit fees so far this month.

We are currently detailing a list of furniture/supplies from PD that can also be included to state surplus with additional vehicles that were approved.

We are working closely with CPA, Tara Dunford and remain focused on reconciliations to ensure timely reporting of city financial data.

I strive to keep an open-door policy, and I welcome your comments and communications. If you have questions I can assist with or would like to introduce yourself, I would love to hear from you.

Jamie Vinyard
Interim Clerk/Treasurer



ABERDEEN POLICE DEPARTMENT



Cosmopolis City Council
Police Chief Report
March 18, 2026

City Council Agenda Items: None

Call Statistics:

1) Select call data: Month by month comparison

Call Type	January 2026	February 2026	% difference
Suspicious Persons	2	0	-100%
Welfare Checks	1	0	-100%
Traffic Stops	12	14	17%
Subject Stops	0	0	0%
CFD Aid/Fire Calls	15	25	67%
Criminal Citations	1	2	100%
NOIs	1	1	0%
DUI Arrests	0	0	0%
Drug Possession Citations	0	0	0%
Resisting Arrest Citations	0	0	0%
Assaults	0	0	0%
Thefts	0	0	0%
Burglaries	0	0	0%
Vehicle Thefts	0	0	0%
Total Type A Felony Crimes	0	0	0%
Traffic Accidents	1	1	0%
CPD Jail Bookings	1	1	0%
Total Calls	70	66	-6%
Total Calls Not Counting Aid/Fire Calls	55	41	-25%

Other Items:

- Aberdeen VIPS had an outstanding month in February. They had a total of 207.5 volunteer hours, valued at \$16.66/hour, this is a contribution of \$3,456.95 worth of service to the City of Aberdeen. They continued their patrols with vacation house checks, patrolling alleys, residential neighborhoods, as well as local businesses and around the City of Cosmopolis.
- We are taking applications for two vacant police services officer positions.
- E-bike and bicycle updates.

ACCOUNTABLE • PROFESSIONAL • DEDICATED



COSMOPOLIS FIRE DEPARTMENT

PO Box 2007 / 111 D Street Cosmopolis, WA. 98537

Jacob Coker, *Fire Chief*

City Council Report 03/18/2026

Calls for service

Cosmopolis Fire Department had a total of 63 calls for service for 2026. Since the last report Cosmopolis Fire has had 29 calls for service. Below is a breakdown of calls per call type.

AIDRSP	MEDRSP	LIFT	FALARM	FIRE	FSTRU	DEATH	TOTAL
12	5	6	1	1	2	2	29

Smoke Detectors

Just a reminder if citizens have not done so already, it is best practice to change smoke detector batteries every six months. Easy time frame to remember for battery change outs is at the time change for spring forward and fall back. Cosmopolis Fire Department can assist in the changing of batteries for citizens in Cosmopolis. To set that up you will submit the request though City Hall or emailing Cosifire@Cosmopoliswa.gov.

Respectfully,

Jacob Coker, Fire Chief

Introduction

What is a Comprehensive Development Plan?

The Comprehensive Development Plan (*Plan*) is the official guide for the physical, economic, and social development for Cosmopolis. It contains broad statements of community goals and policies for development and improvement to the city, to make it a more attractive, convenient and orderly place in which to live, work and play. The Plan is intended to help coordinate city programs and regulations to assist the City in achieving its goals for the next 20 years.

The Plan is somewhat idealistic in scope; that is, the plan represents a desirable or ideal vision of the City, which may never be achieved. The Plan should be referenced by the City when making decisions to ensure they help achieve the City's long term goals. The Plan promotes the orderly coordination of actions within the development process.

The Plan itself has three general characteristics. First, it is comprehensive in that the plan includes all geographical and functional elements that have a bearing on development. Second, it is long range in that the Plan looks beyond the present pressing issues to the problems and possibilities of the future. Third, it is flexible; while the plan contains policies to guide decisions, it is likely to change as policies are implemented and the needs of the community change.

Why is a Comprehensive Plan Needed?

The decisions made by local government have a significant influence on the function and development of a community. In fact, the local government is the only entity with both the opportunity and the responsibility to direct the overall development of the community. Along with the local government, other agencies, private developers, citizens, and market forces also play a part in development decisions. Therefore, it is important for the City of Cosmopolis to have a plan for its future. It would be difficult to determine the long-term direction and goals for the City without such a plan.

To avoid making decisions based only on the particulars of each situation and which may conflict with each other, local government needs an instrument which establishes long-range, goals and policies for the physical, economic, and social development of the community in a coordinated and unified manner. The instrument must also be able to aid in making the complex development decisions local governments must make. The Comprehensive Development Plan is such an instrument.

The Comprehensive Plan is also important because it will satisfy the pre-application planning requirements for many state and federal funding programs. The Plan conveys to these agencies what is most important to our citizens and how we intend to solve our own problems. Maintaining and expanding access to these funding sources will be essential if Cosmopolis is to actively address community development needs.

What are the Functions of the Plan?

The Comprehensive Plan is intended to serve a wide range of functions and purposes, which are described below.

- *To Promote the General Welfare:* The Comprehensive Plan serves to promote the general health, safety, and welfare of the community. It does so by establishing general guidelines for development, facilitating the adequate provision of public services, and encouraging planned development.
- *To encourage Coordination:* The coordination of development, community goals, and necessary facilities reduces costs for developers, the community as a whole, and individuals. The Comprehensive Development Plan anticipates future development and needs, and coordinates the development and needs with the existing services, facilities and planned public programs.
- *To Identify and Review City Goals and Policies:* Local governments make policy on a frequent basis. Preparing or updating the Comprehensive Plan gives the City the opportunity to determine if the existing goal policies are still appropriate, and to develop new goals or revise existing policies when needed.
- *To Communicate Goals and Policies:* The Comprehensive Plan contains the goals and policies of a community in written form in a readily accessible location. This aids City decision makers in reviewing developments and directing programs, City staff in administering programs, developers in identifying City requirements, and makes the development process more certain, more efficient, and more cost-effective. The Comprehensive Plan also sets forth the City's policy on growth and development.
- *To Comply with Requirements for Zoning:* The Plan complies with the general principle that zoning be administered in a manner consistent with the goals and policies based on a study and analysis of the community.

How the Plan was Developed?

This plan was developed by the Cosmopolis Planning Commission. The Commission recognized that many changes had occurred in the City of Cosmopolis since the last plan had been adopted. A new plan was needed to meet the needs of the City and its citizens. To understand these changes and needs the Commission drew on many diverse sources of information.

The planning process consisted of eight steps: data gathering and analysis, identifying issues, considering alternatives, developing goals and policies, public hearings, the development of implementing zoning ordinance, recommendations by the Planning commission, and a decision whether to adopt the plan by the City.

- Data Gathering and Analysis: One of the most important sources was the personal knowledge and skills of the Planning Commission members and City staff. In addition to their personal knowledge, the staff of Grays Harbor Council of Governments and citizens at large supplied data in reference to population, housing characteristics, transportation, public facilities, land use trends, future growth potentials, existing plans, and existing ordinances. The Planning Commission relied upon various studies, on site visits as well as the previous Comprehensive Plan.
- Issue Identification: Based on the reports and discussions, issues to be addressed in the Plan and implementing ordinances were identified by the staff, City Council and the Planning Commission.
- Alternative Analysis: Alternatives were analyzed on two levels: Land Use Plan alternatives and Policy alternatives. The Planning Commission identified the map of the City and analyzed the land use policy designations. The chosen alternative for future planning and growth provides land for residential, commercial, and industrial expansion and is related to the city's existing land uses and public facilities. Within this alternative new zones were created to fit the intent of needed growth for heavy commercial/light industrial and a residential zone for moderate density.
- Developing Goals and Policies: Based on the decisions of the Planning Commission, policies and land use maps were developed. The Planning Commission reviewed, revised, deleted, and added to the goals, policies, and Land Use Plan Map.
- Public Hearings: After the Land Use Plan Map was Developed, the Planning Commission held numerous public hearings throughout the city. The comments received were incorporated into the plan.
- Development of Implementing Zoning Ordinances: The decisions on the land use plan map and goals and policies then led to the development of the proposed zoning ordinance provisions to implement the Comprehensive Development Plan.
- Planning Commission Recommendations: The Planning Commission gathers all data together and delivers a written recommendation to the City Council encouraging adoption.
- Adoption of the Plan: The City Council either rejects the Plan, adopts the Plan with modifications or adopts the plan as written.

This plan reflects all of these diverse sources of information. The Planning Commission has fashioned this information into a plan to help guide the future of Cosmopolis.

Chapter 1

Development Goals and Plan Concept

Development goals are general, long-term ends to be achieved through other regulations and policies. They provide guidance as to the intent of the Plan and the context in which they are to be used. The following are goals and guidelines:

Goal-1 Enable and provide for growth in residential, commercial, and industrial uses in appropriate locations.

Goal-2 Retain existing business and industry.

Goal-3 Provide public facilities and services to meet the needs of development in a manner that provides concurrency with other rules and regulations.

Goal-4 Protect existing uses and the environment.

Goal-5 Encourage the revitalization of distressed residential, commercial and industrial areas.

Goal-6 Provide an appropriate level of flexibility for land use.

Goal-7 Develop and maintain a Comprehensive Plan that reflects the City of Cosmopolis and meets the City's changing needs.

The plan concept includes both existing policies and new recommendations. Many of the goals have historically been commonly accepted City goals. Many of the policies have been in place for many years. The Plan seeks to identify and organize existing policies, as well as define new goals and policies.

This plan enables development by identifying areas for new development and listing actions to be taken to accomplish development. Measures to increase compatibility between uses are also included to make Cosmopolis a more desirable community in which to locate new residences, businesses, and industries. The Plan also enables the revitalization of distressed areas through the maintenance and improvement of existing structures, providing for new development in appropriate locations, and specifying City actions to promote rehabilitation and development.

This Plan recognizes that the development and revitalization of Cosmopolis requires a partnership between government, residents, and business. The Plan is based on substantial community involvement and recognition that achieving the Plan's goals will demand continued cooperation and consultation. This does not imply that there is, or should be, complete agreement on all issues, but that a commitment to understand, compromise, and work together is required to resolve differences and function as a healthy community.

This plan has been created with the full realization that diversification, development, and revitalization is long-term, incremental processes that require persistence. The development and revitalization of our City build on the existing elements of the community, which will encourage desired improvements over a number of years. Some changes will be small, others substantial. The Comprehensive Plan seeks to direct these changes to accomplish goals for the benefit of our citizens.

No plan can be expected to last a lifetime. Conditions change through time, and what we value as a community also changes. This Plan is intended to be valid for 20-plus years, but to remain effective and useful it must be reviewed and amended as our conditions, needs and values change.

Chapter 2

Urban and Rural Areas

Introduction

The plan is a vision of how the City of Cosmopolis should look in the future and contains three elements. First, is the pattern of growth and development that recognizes the variety of the natural and manmade features and conditions throughout the City. Secondly, the desires of the residents to have different types of living and working environments are recognized. Finally, the plan should address the need for adequate public facilities and services.

A basic land use planning principal is that development and the providing of public facilities and services needed to support this development should occur concurrently. Concurrency means that adequate public facilities are available when the impacts of development occur. Adequate public facilities are those which have the capacity to serve development without decreasing levels of service below established minimums. Available public facilities are those facilities or services that are either in place or for which a financial commitment is in place to provide those facilities or services within five years.

The delineation of urban areas, rural areas, and those transitional areas best suited for future inclusion as urban growth areas, is important for the City as it plans for the future. Annexation decisions, created either by area petition or the need to secure additional land for residential, commercial or industrial development, will be determined on the City's ability to provide an adequate level of public services. It is compulsory on Cosmopolis, the County, and adjoining municipalities to address this issue as an act of responsible government.

Urban Area Policies

Urban growth refers to development activity that makes intensive use of land for the location of buildings, structures, and impervious surfaces to such a degree as to be incompatible with the primary use of such land for the productions of food, forest products, other agricultural products, fiber, or the extraction of mineral resources. Urban areas are where most new housing and jobs will locate, and where most public spending for facilities, services, and open space will be focused to assure livability and efficiency.

The plan enables residential and employment growth within urban areas in a pattern that protects environmental quality and aesthetic features, encourages community diversity, provides economic opportunities for the growing population, controls public costs by using facilities efficiently, and conserves energy by having jobs, shopping, services and housing near each other. This pattern consists of commercial areas that serve surrounding residential neighborhoods of a wide range of densities. The following policies apply to the urban areas:

- U-1 The City should encourage most population and employment growth to locate in urban areas.
- U-2 Residential development in urban areas should include a full range of single family and multi-family housing types. The overall density should be consistent with the provisions of the zoning code and should be high enough to support efficient urban services and provide affordable housing choices, with a variety of high and low densities based on land form, environmental suitability, and availability or planned availability of facilities and services.
- U-3 The City should encourage commercial development in appropriate locations to meet the needs of the region's economy and to provide employment, retail shopping, services, and leisure-time amenities in diverse settings in all urban areas.
- U-4 Commercial development in urban areas should be designed to meet the shopping and service needs of the surrounding community. These developments should be compatible in size and scope with the surrounding residential areas and be able to be supported by area-wide service levels.
- U-5 Urban growth should be located first, in areas of the City already characterized by urban growth that have existing public facility and service capacities to serve such development. It should secondarily, locate in areas already characterized by urban growth that will be served by a combination both of existing public facilities and services that are provided by either public or private sources.
- U-6 Urban growth areas should be large enough to ensure an adequate supply of residential, commercial and industrial sites for planned urban growth, and small enough to ensure that concurrency can be achieved.
- U-7 The City, county and adjacent municipalities should address the following issues as part of the cooperative process to establish urban growth areas:
 - a. Planning for an orderly progression of annexations or incorporations within urban growth areas during the next 20-year plus planning period.
 - b. Establishment of agreements for interim governance of urban growth areas outside the City which are expected to be annexed.
 - c. Negotiations of agreement for the appropriate allocation of financial burdens resulting from the transition of land from the county to the City.
 - d. Identification of service providers and levels-of-service that will be provided to urban growth areas that lie outside the City and are not needed to accommodate any growth of the City.

- U-8 The City should designate and map urban growth areas within which urban level growth is to be encouraged, and outside of which growth should occur only if it is rural in character and consistent with natural resource policies and rural area policies. An urban growth area may include lands which are located outside the City limits if such lands are characterized by urban growth or are adjacent to land already characterized by urban growth.
- U-9 The City should utilize the following procedures in the designation of urban growth areas:
- a. A determination of the amount of land necessary to accommodate likely growth, which should include a 20-plus year employment and population growth forecast, community growth goals, an identification of the amount of land needed for public facilities and services to support the growth, and an identification of the appropriate amount of open space to be preserved or created in connection with the overall growth pattern.
 - b. A determination of the geographic area to provide the land necessary for anticipated growth, which should include an inventory of available land within the City usable for development. Secondly, an estimate of lands within City boundaries which may be potentially available for the public capital facilities including the utilities necessary to support such growth. Finally, an estimation of undevelopable land to be allocated to open space. The urban growth area should surround or include a geographic area which matches the amount of land necessary to accommodate likely growth, and the area should proceed outward from the present municipal boundaries until the amount of land necessary to accommodate likely growth is included. Area that have existing public facility and service capacities to serve anticipated development should be considered first for inclusion in the urban growth area.
 - c. An evaluation of the future geographic requirements which should include an analysis which anticipates the ability to finance the public facilities and services needed in the urban growth area over a 20 plus year period, the effects of confining growth within these areas to the price of property and its related impact on the ability of residents of all economic strata to obtain affordable housing. The level of population and economic growth contemplated can be achieved within the capacity of available natural resources and without environmental degradation, and the extent to which other governmental land use plans may influence the urban growth area.

Rural Area Policies

The primary land use consideration for development within rural areas involves compatibility with its rural character and providing for a variety of rural densities. The designation and conservation of these areas will maintain rural community character as a valued part of the City's diversity, provide a choice in living environments, maintain a link to our heritage, allow small-scale farming and forestry, and buffer valuable resource lands from incompatible uses. The following policies apply to the rural areas:

- R-1 Rural areas should be defined, identified and mapped as those resource lands with long-term commercial significance.
- R-2 Rural areas should be consistent with one or more of the following criteria:
 - a. Good opportunities exist for small-scale farming and forestry.
 - b. A rural area designation will help buffer nearby resource lands from conflicting urban uses.
 - c. There are major physical barriers to providing urban services at reasonable cost.
 - d. Significant environmental constraints make the area generally unsuitable for intense urban development.
- R-3 The City should preserve long-term rural areas with low residential densities and appropriate public improvements and services to provide for a rural lifestyle and protect rural character.
- R-4 The primary residential land use in rural areas should be very low density. Rural areas should also accommodate resource area-based uses compatible with rural character and a rural level of public facilities and services.
- R-5 Redesignation of rural areas to urban areas should occur only when necessary to achieve an adequate supply of land in order to prevent the premature expansion of urban services into rural areas and to encourage the efficient use of land.
- R-6 The City should assure that portions of rural areas which are designated as future urban growth areas are not allowed to develop at densities and in subdivision patterns which would preclude future urban densities, except where existing environmental constraints, development patterns, and character make high densities impractical.

Chapter 3

Land Use

Introduction

The City of Cosmopolis, over the last two decades, has been subject to unplanned economic restructuring created by erosion of the underlying economic base of timber processing and commercial fishing. Land use issues, as a result, became intertwined with economic issues. The economy needed to diversify, with an emphasis placed during this transition period on the retention of existing businesses, relocating existing businesses into the area, and encouraging the start-up of new business. Also, the increased need for additional housing in this bedroom community for the tri-cities of Aberdeen, Hoquiam and Cosmopolis has resulted in an increased land base through annexation. Cosmopolis has experienced the growth pains of increased interest in housing developments within the last five years. As a percentage of the total amount of developed land in Cosmopolis, residential land uses grew the fastest, followed by commercial uses.

Current projections indicate that land use growth will continue at a steady rate through the next decade. The need for land for various uses will be substantial. In addition, with the new prison coming on line, the need for developable land will continue, resulting in significant land use changes according to the following trends:

- The amount of land used for housing in the last five years has increased 30 to 1 from the fifteen years previously based on building permits for new houses. The type of housing being constructed has changed with manufactured housing meeting the energy requirements causing about twenty percent being manufactured homes and 80 percent being wood framed homes. Additions to existing houses have also increased significantly in the last five years.
- An increase of light industrial or warehouse type construction seems to be the trend in the East-end of town. Commercial and light industrial type businesses are expected to increase with the availability of the railroad property. Demand for commercial and professional type uses seem to be greatest in the center to West-end of town along the main street.
- An increase in the industrial land base has not occurred and is not expected. Weyerhaeuser owns most of the industrial land and has room for expansion. It has recently increased the number of buildings on its site due to the changes in manufacturing processes.
- The amount of land used by schools has not increased and is not expected to increase. Cosmopolis School District is not anticipating a dramatic increase in student enrollment. The State's Superintendent of Public Institution requires a minimum of five acres of land base plus one acre for each one hundred pupils of predicted ultimate maximum enrollment.

The goals, policies, and land use map in this chapter, together with the goals and policies in the other chapters, are designed to address the land use needs of the 2000s and beyond.

Land Use Goals

The following land use goals are the long-term ends to be achieved through the policies, plan map, implementing ordinances, and implementing decisions:

- L-1 Encourage and provide for growth in economic activity and population while maintaining a balanced and orderly pattern of development and protecting the desirable attributes of the City and its environs.
- L-2 Enable appropriate land uses within suitable areas.
- L-3 Provide sufficient space, protected from conflicts, for all land uses.
- L-4 Encourage the redevelopment of under utilized and blighted areas.
- L-5 Provide for the expansion of uses which require additional area while minimizing potential adverse impacts on nearby uses.
- L-6 Minimize land use conflicts and encourages compatibility between land uses through careful and attractive design.
- L-7 Maximize the opportunities provided by the City's waterways and terrain.
- L-8 Provide support for private sector developers to produce in-fill development, while encouraging in-fill development which is attractive to potential residents that is both beneficial and acceptable to existing residents.

Land Use Plan Map

The land use plan map allocates space for the various categories of land use anticipated by this plan. It does so based on the goals and policies of the plan, and as such, the plan map implements those policies based on the following criteria:

- LM-1 The City should update the land use map that is the general, visual representation of the goals and policies of the development plan. In cases of conflict between the plan map and the policies, the policies shall control. The plan map should be amended to reflect changes in policies and circumstances.
- LM-2 The goals, policies, and land use map shall guide land use decision making and implementing measures such as zoning, subdivisions, site plan review and Washington State Environmental Policy Act review.

LM-3 Zoning applications in compliance with the plan map and the land use area policies shall be considered in compliance with the comprehensive development plan, notwithstanding any other policy.

LM-4 The land use map, land use designations, and the densities allowed in the designations should allow for a portion of the Washington State Office of Financial Management's estimated Grays Harbor County population increase of between 78,822 up to 97,231 persons by the year 2020. This equates to a 14 to 30 percent increase within the next 20-years. Currently the population in Cosmopolis is 1,555, with an increase to the above percentages, bringing the population between 1,773 up to a high of 2,022 people by the year 2020.

Land Use Policies

Residential Development

Housing is the major use of land in the City, occupying well over half of its developed land. Policies to accommodate and guide the location and density of residential development is essential to achieve the goals of this Comprehensive Plan. Effective residential development regulations are also essential to protect public health and safety, and to promote a quality living environment. The following policies apply to land use in residential development:

LP-1 The City should enable and promote a wide range of residential development types and densities in various parts of the City to meet the needs of a diverse population and provide affordable housing choices for all income levels.

LP-2 The City should encourage most new residential development to occur in areas where facilities and services can be provided at the lowest public cost. Residential areas should have a variety of housing types and prices, including mobile home or manufactured home parks, multifamily development, duplexes, townhouses, and single family residences.

LP-3 The City should assure the establishment of policies and programs that provide for an integrated residential neighborhood setting, including residential day care facilities and group home facilities.

LP-4 Conditional uses are intended to reduce processing time and produce more consistent decisions. The uses listed as conditional uses have the potential for impacts that preclude the use from being permitted outright in a specific zoning district. The conditional use procedure allows these uses to be considered by the Planning Commission on a case-by-case basis for conformance with the Comprehensive Plan and compatibility with surrounding uses.

Single Family Residential (R-57 & R-100) Area

The Single Family Residential area should protect and maintain single-family residential neighborhoods in a manner that assures neighborhood revitalization. Suitable undeveloped areas are designated Single Family Residential to provide for increased residential development and to designate the major public parks, schools, and semi-public uses which currently exist or are proposed. The single-family residential area should provide a full range of low-intensity housing opportunities. The following policies apply to single family residential areas:

- LP-5 Areas where single family residences are the predominate existing land use should be designated Single Family Residential in the zoning ordinance and accompanying land use map.
- LP-6 Vacant areas adjacent to single-family neighborhoods, where the topography and level of public facilities are suitable for single-family residential development, should be designated Single Family Residential area.
- LP-7 Vacant areas whose access is or will be provided by streets through existing single-family neighborhoods are suitable for Single Family Residential area designation. Where access is provided by streets that border a single-family neighborhood, areas of greater density may be designated where compatible with the other policies of the Comprehensive Plan.
- LP-8 Blocks and half blocks on the borders of single family neighborhoods where over half of the area is occupied by single family dwellings, and including the block or half-block, would provide an area boundary in greater conformity with the criteria noted in policy LP-10.
- LP-9 Areas adjacent to principal and minor arterials should be unsuitable for single family residential area designation, unless needed to provide stable boundaries.
- LP-10 The Single Family Residential area boundaries should separate uses within the area from more intense uses to the extent feasible. Where consistent with this policy and the other area policies, the following features should be used as area boundaries:
 - a. Natural features such as rivers, streams, gullies, and changes in topography.
 - b. Major transportation routes such as highways, arterials, collectors, and railroad lines.
 - c. Platted blocks, lots, and improved alleys.
 - d. It is recognized that more intense uses may need to expand into existing residential neighborhoods designated as single family residential. In general, such

expansion should be discouraged. In areas where no other available sites exist for expanding uses, the new designation should use the minimum amount of land area and should follow this boundary policy. Expanding uses may be required to provide and maintain buffers along the new boundary created by the expansion where necessary to lessen the impacts of the more intensive use on adjacent Single Family Residential areas.

LP-11 The Single Family Residential area should be zoned in conformance with the purpose and appropriate uses of this area and the City's development standards. These standards should also be implemented through the City's other development ordinances and review procedures.

Multi-Family Residential Area

The Multiple Family Residential area should provide for residential neighborhoods with a mix of multi-family residences in areas where the available or planned public facilities are adequate for the allowed density. The area contains provisions to ensure adequate public facilities and amenities are provided. The area also contains requirements to increase compatibility between this area and the single-family residential area. The following policies apply to the multi-family residential areas:

LP-12 Areas of predominantly multi-family housing types, including duplexes and townhouses, should be designated Multiple Family Residential area.

LP-13 Areas with a mixture of single-family detached, duplex, and multi-family housing types where the public facilities are adequate to accommodate the intensity of development allowed by this area, or the needed facility improvements are planned, should be designated Multiple Family Residential area.

LP-14 Areas that border on commercial areas where a transition is needed should be designated Multiple Family Residential area.

LP-15 Vacant areas suitable for residential development where the existing and/or planned public facilities are adequate for the level of development allowed should be designated Multiple Family Residential area. The facilities to be evaluated include street classification and capacity, and water, sewer and surface water capacity.

LP-16 Areas suitable for the Single Family Residential area should be unsuitable for the Multiple Family Residential area designation, as should areas that are committed to commercial or light industrial uses.

Multiple Use Residential Development

The Multiple Use Residential area should provide the opportunity for appropriate types of professional, commercial, and multi-family residential development on the major

highway routes through Cosmopolis while enabling the continuation of existing residential uses. Because of the opportunities provided by the state highways and high levels of transit service, a wide range of uses are allowed within the area. Provisions are included to improve compatibility between the wide range of uses allowed by the Multiple Use Residential area. The following policies apply to multiple use residential development areas:

LP-17 Areas immediately adjacent to a state highway, with a mix of residential and commercial uses, should be designated a Multiple Use Residential area.

LP-18 Areas immediately adjacent to a state highway which is likely to be used for commercial and residential purposes in the next six years.

LP-19 Areas immediately adjacent to principal arterial segments which connect a commercial area of one block or larger with a state highway.

LP-20 Areas, which are not immediately adjacent to a state highway, should be unsuitable for a Multiple Use Residential area.

LP-21 The boundaries of the Multiple Use Residential area should be interpreted flexibly. While the mapped boundary typically extends a one block away from the state highway, the area may be expanded to a greater depth provided all of the following conditions are met:

- a. The development will front upon or have direct access to the state highway or high capacity main arterial.
- b. A sight obscuring buffer shall be maintained on all boundaries with a residential area which are not an alley or street.
- c. Driveways, curb cuts, and other forms of vehicular access to streets opposite the state highway shall be reviewed and approved by the Washington State Department of Transportation and the City on a case-by-case basis.

Multiple Use Development

Economic vitality is essential to quality of life. Continued economic development is necessary to maintain that vitality, providing employment to a diverse population, replacing jobs lost through changes in technology or markets, and to assure a stable and equitable municipal tax base. The economic development role of this Comprehensive Plan is to establish general criteria for the location of commercial growth, to direct public facilities and services to be adequate to support this growth, and to identify general design concepts for commercial development. The following policies apply to multiple use development:

- LP-22 The City should work cooperatively with federal, state, county and local agencies, non-profit organizations, and the private sector to encourage economic development that will provide continuing employment and economic vitality.
- LP-23 The City should provide a full range of municipal services to meet the needs of expanding and new businesses in appropriate locations, and should identify the type and level of public services appropriate to support the degree of economic development being planned.
- LP-24 City land use plans should help diversify and strengthen the municipal, county, state and national economies.
- LP-25 Techniques considered to implement the City's economic development goals should include innovative and flexible land use regulations, expedited permit processing, and planned capital facility improvement programming.
- LP-26 The Multiple Use area should not be expanded into adjacent residential areas unless additional land is needed to accommodate a project that cannot locate elsewhere. The project should substantially contribute to the revitalization of downtown, adequately provide for the parking and public facility needs of the project, and designed to not negatively impact the adjacent residential neighborhoods.
- LP-27 The Multiple Use area should not be expanded into adjacent commercial or industrial areas unless needed to accommodate a project which will be similar in character to the desirable elements of downtown, and which will adequately provide for the project parking and public facility needs.
- LP-28 Adequate lighting, vegetation maintenance, sidewalks, street washing and cleaning, street signage, and roadway markings should be provided on all downtown streets and in alleys.
- LP-29 Sidewalks should be constructed and maintained along all streets within the downtown Multiple Use area for the duration of the use. If the City determines that there are adequate, pre-existing sidewalks, new sidewalks need not be constructed as a condition of new development.
- LP-30 Façade improvements should be encouraged on the building fronts and sides facing those streets defined as existing or potential pedestrian pathways. Special emphasis should be placed on facilitating improvements to public infrastructure, such as sidewalks and lighting, and to the exteriors of privately owned structures located along the state route.

Manufacturing Development

Groupings of similar or compatible industrial uses can improve the flow of shipping and employment traffic, as well as allowing firms to share facilities and services. Groupings also help reduce land use conflicts with less-intensive uses. Light industries are those with relatively minor impacts, such as electronic research and assembly, equipment repair, and light fabrication, with all activities customarily conducted inside a building. These businesses can be successfully grouped with offices and may be compatible with adjacent Multiple Use/Residential areas when developed in a business park or campus-style setting. Heavy industries, such as wood processing, machinery manufacturing, mining operations, and port facilities, may have multiple impacts that are more complicated to mitigate, such as heavy truck traffic, noise, vibration, light, glare and odors. These impacts can best be controlled when heavy industries are separated from residential and commercial uses. The following guidelines apply to development in the manufacturing areas:

- LP-31 Industrial development should be grouped with similar or compatible use in areas to limit land use conflicts, improve traffic flow and safety, and allow businesses to share public facilities and services.
- LP-32 Uses that generate significant non-industrial auto and pedestrian traffic during industrial working hours should be discouraged from locating in industrial areas, if such traffic would be incompatible with the industrial uses.
- LP-33 Industrial parks should be encouraged to develop efficient and attractive working environments, with a mix of uses and at an employee-per-square foot ratio that allows transit use.
- LP-34 Light industrial uses should be discouraged from developing in the Waterfront Development area unless the operation is water dependent.
- LP-35 Industrial development should be designed to be compatible with adjoining uses. Off-site impacts, such as noise, odor, light and glare, and vibration should be mitigated through the pollution control measures, setbacks, landscaping, and other best management practices. Unsightly views of parking areas, loading areas, and storage areas should be screened from adjacent office, retail and residential uses.
- LP-36 Industrial development should have direct access from principal arterials or state routes. Access points should be combined and limited in number to allow for adequate levels of service on arterials. Access through residential areas should be discouraged.

Waterfront Development

The Waterfront Development area should encourage the appropriate redevelopment of under-utilized and vacant waterfront areas suitable for a mix of uses.

Because of the unique opportunities provided by access to shorelines of statewide significance, special provisions are included to assure compatibility among these various uses. Public access to the shoreline should be addressed through the shoreline permit process for any proposed land use action. The following policies apply to waterfront development:

LP-37 Property characterized by all of the following criteria should be located within Waterfront Development areas.

- a. The areas are adjacent to the rivers or harbor, or those which are water dependent.
- b. The areas are characterized by a mix of water-related commercial uses, light industrial uses, and under-utilized or vacant properties.

LP-38 Areas in existing residential neighborhoods designated either Single Family or Multiple Family Residential, or those suitable for industrial or manufacturing uses involving outside activities, should be unsuitable for the Waterfront Development designation.

LP-39 Adequate street lighting should be provided on all streets within this area and where needed on pedestrian paths and accessways. On-site exterior lighting should not reflect onto adjacent uses or property.

LP-40 Sidewalks should be constructed and maintained along all arterials within this area for the duration of the use. If pre-existing sidewalks are determined to be adequate by the City, new sidewalks need not be constructed as a condition of new development.

LP-41 Safe and convenient pedestrian access to and along the waterfront shall be provided where required by the policies of this plan, the City's Shoreline Master Plan, and the Grays Harbor Estuary Management Plan.

LP-42 Exterior storage areas should provide sight-obscuring landscaping, and improved off-street parking facilities should be landscaped so as to buffer such areas from streets, adjacent properties, and shorelines.

LP-43 In areas where river bank or harbor bank erosion has or may occur, adequate protection measures and setbacks may be required by the City Shoreline Hearings Board or the Washington State Department of Ecology to stabilize the bankline or uplands.

LP-44 Residential and commercial uses adjacent to the shorelines should be designed to maximize the buildings waterfront views and encourage use of the waterfront areas. Where public waterfront access is provided or designated, adjacent residential and commercial uses should provide an entrance fronting on the path.

Chapter 4

Economic Development

Introduction

The level of growth and development in the City is, in large part, the result of the regional economic base. A region's economic base is the total level of economic activity within the area, that is the total amount of goods and services produced and sold. The economic well being of area residents is also dependent on the economic activity taking place in the community. A consistent flow of goods and services, in conjunction with a consistent increase in private sector investment, provides a solid foundation for long-term economic growth.

A major goal for the City of Cosmopolis is to encourage economic development that provides for both a strong economy and diverse employment opportunities for area residents. Planning for economic development should utilize a regional perspective as the costs and benefits of economic growth go beyond jurisdictional boundaries.

The economic base of the city and region is done by reviewing present and future economic trends and identifying economic development needs. The key economic development needs identified include:

- To diversify the economy of Cosmopolis and Grays Harbor County. The 1990 Census employment data indicates that approximately twenty-five percent of the employed persons residing in Cosmopolis are directly employed by the forest products industry. Many others employed in the service and trade sectors depend indirectly on the forest products industries for their jobs. While the forest products industry produces major benefits for local residents and businesses, heavy reliance on the forest products industry causes the local economy to follow the up and down turns of this highly cyclical industry.
- To retain and increase economic activity and employment. The three basic industries that have driven the economies of Cosmopolis and Grays Harbor County, have experienced a decline in production and employment since the peak of the late 1970s. The best available forecasts indicate that forest products industry jobs will not reach the employment level of the 1970s peak in the near future. The traditional fisheries have experienced significant permanent job losses. The tourism industry has also experienced declines in the number of jobs, although trends indicate a potential for growth.
- To increase incomes. The lack of employment opportunities and the relatively low pay traditionally associated with some of the area's jobs have resulted in incomes below the state average. According to the U. S. Bureau of the Census, the average 1989 annual wage or salary earnings for households in Cosmopolis were \$30,223, for Grays Harbor County the average earnings were \$23,042, and for Washington State the average earnings were \$31,183. In addition, the earned incomes of female and minority headed households are significantly below the city average.

Economic Development Goals

The economic development goals are the long-term result to be achieved through the implementation of policies in land use decisions according to the following guidelines:

- EG-1 Enable the development of new commercial and industrial uses in appropriate locations.
- EG-2 Encourage increases in the number and variety of jobs available to local residents.
- EG-3 Encourage the retention of existing economic activities and jobs.
- EG-4 Encourage and provide opportunities for increased diversification of the local economy.
- EG-5 Encourage the development and maintenance of attractive, functional, and efficient commercial areas.
- EG-6 Encourage the appropriate redevelopment of vacant and under utilized commercial and industrial sites.
- EG-7 Provide a wider variety of locations for commercial and industrial development.
- EG-8 Work cooperatively with all elements of the local economy, including labor, businesses, and other local governments.
- EG-9 Work cooperatively with new businesses considering locations within Cosmopolis and the region.
- EG-10 Provide the opportunity for the efficient utilization of the area's natural resources and conserve the natural resources upon which the economy depends.

Economic Development Policies

It is essential that the City establish a high level of credibility with governmental lending institutions as a strategy to secure funding for essential projects during periods of limited economic growth. The following economic development policies outline and describe directions for governmental action and decision making to implement the economic development goals:

- EP-1 The City of Cosmopolis should work cooperatively with adjoining cities, the County, the Port of Grays Harbor, the Grays Harbor Chamber of Commerce, the Grays Harbor Economic Development Council, non-profit organizations and the private sector to enable economic development which provides continuing

- employment and economic vitality, and be consistent with this Plan's goals and policies.
- EP-2 The City should make every effort to make a supply of physically suitable and serviced sites potentially available to meet the needs of expanding existing businesses and adding new businesses in appropriate areas.
 - EP-3 The City land use plans should help diversify and strengthen the local economy.
 - EP-4 The City should identify the type and level of public facilities and services appropriate to support the degree of economic development being planned.
 - EP-5 Techniques considered to implement the City's economic development goals should include flexible land use regulations, expedited permit processing, and planned capital improvement programming.
 - EP-6 The City should allow the establishment of home occupation businesses in residential areas, provided that impacts to the character of the neighborhood are appropriately mitigated.

Economic Diversification Policies

The City has been required to develop strategies designed to retain its historic economic base of timber processing and commercial fishing, while expanding its efforts to become a retail and service provider. The following policies apply to the economic diversification:

- EP-7 Adequate areas should be designated for commercial and industrial uses in appropriate locations and at appropriate levels of intensity. Development trends should be monitored to ensure that adequate areas remain available over time.
- EP-8 Adequate areas should be provided to enable the expansion of existing businesses and industries where consistent with the policies of protecting existing neighborhoods and resource areas.
- EP-9 Increased economic diversity should be encouraged by planning for a full range of commercial and industrial uses consistent with the land use policies of the Comprehensive Plan.
- EP-10 Economic development activities and planning for economic growth should be coordinated with public and private economic development groups and other jurisdictions.
- EP-11 The City should continue to participate in cooperative, regional economic development and marketing efforts.

- EP-12 Public facility and services expenditures should be used to demonstrate municipal commitment to development as a method to encourage continued private investment within the City.
- EP-13 Cosmopolis, in cooperation with other public and private economic development agencies, should maintain, within the constraints of available funding, information on the City and region for use in market feasibility studies and other business studies.
- EP-14 City staff, in cooperation with other public and private economic development agencies, should continue to monitor available public sector programs which can assist private firms and maintain contacts with the funding agencies.
- EP-15 The City should maintain the capacity to issue revenue bonds, in cooperation with other local agencies, and actively promote their use for appropriate local projects.
- EP-16 The City should actively seek state and federal funding needed to facilitate the retention of existing firms, the expansion of existing firms, and the siting of new firms and economic activities within appropriate areas of the community.
- EP-17 Local funds should be used to improve or provide public facilities to retain existing firms, for expansions to existing firms, and to establish new firms, provided:
- a. The retention or expansion would not otherwise occur or the new firm would not locate in the community.
 - b. The firm will either employ increased numbers of local residents, retain existing jobs, or pay enough in fees and/or taxes from the expansion or new facility to repay the expenditures and debt service costs within the likely economic life of the facility while also paying for other public facilities and services used.
 - c. State and federal funds are not available or will not fund the full cost of the needed improvements.
 - d. The expenditure of local funds on these improvements will not foreclose improvements needed to support existing development.
- EP-18 The City should explore the feasibility of establishing a revolving loan fund to assist in financing the improvement and expansion of existing businesses and siting new businesses within Cosmopolis. Sources of possible funding include Urban Development Action Grants and other state or federal funds. In administering a revolving loan fund, the City should seek the greatest return possible on all loans.

- EP-19 The City should encourage the State of Washington to allow the deferral of sales tax payments for firms constructing new or expanded commercial and industrial facilities.
- EP-20 The job training and vocational education providers serving Grays Harbor County should be encouraged to continue to provide training opportunities tailored to the needs of specific businesses. The availability of these programs should be publicized as part of the marketing efforts described in the other policies of this element.
- EP-21 Local economic development organizations should work with local businesses to aid them in expanding their product lines and markets particularly in areas outside the region.
- EP-22 Local economic development organizations should identify feasible opportunities for additional products based on local resources and to increase production of resources, which are under utilized within Grays Harbor County. These opportunities should be marketed to private firms.
- EP-23 Public facilities and public services serving commercial and industrial areas should be adequate to enable the efficient operation of these enterprises given the constraints of available funding.
- EP-24 Existing transportation corridors should be maintained and necessary improvements provided in cooperation with other levels of government and private firms and organizations.
- EP-25 Commercial and industrial uses should be protected from incompatible uses and uses which would limit their operations or efficiency.
- EP-26 Important natural resources, such as prime forest lands, prime agricultural lands, and important aquatic areas, should be conserved and used for resource based industries.
- EP-27 Increased retail trade and tourism should be encouraged by protecting and enhancing the appearance of the built and natural environments.
- EP-28 The effectiveness of the City's economic development policies and activities should be evaluated on a regular basis. Adjustments should be made to the policies and activities as needed.

Development Siting Policies

Municipal efforts to either assist in the relocation of an existing local business to a site better suited to meet their long-term needs, or to assist in the effort to recruit new businesses to the area, requires an informational base that involves a wide variety of City services. The following policies apply to development siting:

- SP-1 As demands for commercial or industrial land approach the capacity of the available lands in the designated areas, these areas should be expanded and new areas designated as appropriate.
- SP-2 In designating new or expanded commercial and industrial areas priority should be given to under-utilized and blighted lands suitable for redevelopment for those uses.
- SP-3 New and expanded commercial and industrial areas should conform to the policies of the land use element and this economic development element.
- SP-4 Concentrations of businesses which are complimentary, which attract increased customers, and which provide needed services or goods for nearby producers and consumers, should be encouraged by the land use pattern and its policies.

Redevelopment Policies

The redevelopment of sites with full infrastructure service is essential to the economic diversification strategy of the City. The following policies apply to site redevelopment:

- RP-1 Continuing economic development should be encouraged in existing commercial and industrial areas to maintain the economic and employment base, safeguard private investments, and make use of existing public improvements. This policy recognizes that the type and intensity of uses appropriate to a commercial or industrial area may change over time and beneficial and appropriate changes should be encouraged.
- RP-2 Redevelopment of distressed commercial and industrial areas should be allowed through development incentives and public improvements.
- RP-3 Redevelopment efforts should be planned in cooperation with the businesses, property owners, and residents of the area and the community.
- RP-4 The City should actively seek available state and federal funding to encourage the revitalization of distressed areas by stimulating private sector investment, and should consider the use of private sector mitigation funds as the local match required for grants and loans.

Commercial Development Policies

The City, as an essential public service provider, plays a vital role in the encouragement of the private sector to initiate development. The following policies apply to commercial development:

- CP-1 New commercial firms should be encouraged to locate within the City of Cosmopolis.
- CP-2 The expansion of existing commercial uses is encouraged in appropriate locations.
- CP-3 The prime commercial land within Cosmopolis should be designated for commercial uses.
- CP-4 Safe and attractive pedestrian pathways should be provided to link stores, parking areas, transit stops, and nearby residential neighborhoods. The pathways should be coordinated with the City pedestrian network.
- CP-5 Efforts to attract pass-through travelers such as increased amenities, parks, parking improvements, and public bathrooms should be encouraged. The City should cooperate with interested groups to secure federal and state funds, funds from benefited properties, and other available funds to facilitate the construction of these amenities.
- CP-6 Mixed uses should be encouraged in appropriate commercial areas.
- CP-7 Mixed-use developments should be designed to assure compatibility among the uses. The uses within the development shall be compatible with each other and surrounding uses.
- CP-8 The City, in cooperation with other organizations and private businesses, should develop ample off-street parking in commercial areas with parking deficiencies.
- CP-9 Where commercial uses are located next to residences and no open spaces or edges separate the uses, buffers, fences, or plantings should be required where necessary to lessen the potential for impacts on the residential uses.

Industrial Development Policies

The City's economic diversification strategy is based on the retention of existing businesses while working to provide a reliable level of public services which enables private sector development. The following policies apply to industrial development:

- IP-1 New industrial firms should be encouraged to locate within the City of Cosmopolis and in the Grays Harbor area.

- IP-2 The expansion of existing industrial uses is encouraged in appropriate areas.
- IP-3 A full range of industrial uses should be allowed and encouraged to increase economic diversity.
- IP-4 Industrial uses may expand into designated residential and commercial areas provided:
- a. The land is needed for industrial uses which do not have other opportunities for expansion at their existing site within the City, or in other suitable areas of the City if the business is not currently located in Cosmopolis.
 - b. The land used for expansion is on the border of a residential area.
 - c. The borders between the uses are compact and the residential uses are buffered and screen where needed.
 - d. Access to the industrial uses should not be provided by local or collector arterials serving a residential neighborhood. Plan areas and zoning consistent with this policy should be found to be consistent with the applicable plan area designation criteria and the other policies of this Plan.
- IP-5 Where industrial uses are located next to designated residential areas and no open spaces or edges separate the uses, buffers, fences, or plantings will be required were necessary to lessen the impacts on the residential uses.
- IP-6 The extractive mine industries or extract rock, gravel, fill dirt, and other useful minerals or subsurface resources are important to the continued development of the region. The extraction and processing of these natural resources should be managed to prevent conflicts with nearby land uses and to protect air and water quality. The actual exploration and extraction of these resources shall only be allowed through an unclassified use permit. The processing activities may be allowed at extractive sites through the unclassified use permit where appropriate or in suitable industrial areas as either a permitted or conditional use.
- IP-7 Unclassified use permits for exploration and extraction components of extractive industries should only be granted when impacts on adjoining land uses can be satisfactorily lessened. All permits will require review and renewal dates as a condition of permit issuance to ensure best management practices are used and the extraction operation and any processing activities located outside of an industrial district remain compatible with surrounding uses.

- IP-8 Extractive industries should only be allowed outside of designated natural resource areas and industrial areas when consistent with the following directives:
- a. The site has direct access to arterials. Truck traffic should not use residential collector or local access streets.
 - b. Noise and vibration from extractive operations should be minimized. Operations should be limited to daylight hours.
 - c. Peak surface water runoff should not increase above naturally occurring levels. The runoff and any discharges should not degrade the quality of any receiving waters.
 - d. Buffers and setbacks should be required for heavy equipment, mines, and pits. Fencing should be considered for sites located adjacent to state routes.
 - e. A reclamation plan has been developed and future use determined. A bond or other legally enforceable mechanism will be required to ensure the plan will be implemented.

Development Siting Policies

Municipal efforts to either assist in the relocation of an existing local business to a site better suited to meet their long-term needs, or to assist in the effort to recruit new businesses to the area, requires an informational base that involves a wide variety of City services. The following policies apply to development siting:

- DS-1 When the demands for commercial or industrial land approach the capacity of the available lands in the designated areas, these areas should be expanded and new areas designated as appropriate.
- DS-2 In designating new or expanded commercial and industrial areas priority should be given to under-utilized and blighted lands suitable for redevelopment for those uses.
- DS-3 New and expanded commercial and industrial areas should conform to the policies of the land use element and this economic development element.
- DS-4 Concentrations of businesses, which are complimentary, attract increased customers, provide needed services or goods, for nearby producers and consumers, should be assured by the land use pattern and its policies.

Design Policies

The Comprehensive Plan provides minimal direction in encouraging the implementation of essential design elements that allow for integrated development based on the following policies:

DP-1 Adequate public facilities and amenities should be provided in future commercial and industrial zones as the areas are needed.

DP-2 Requirements and development standards for commercial and industrial areas should be the minimum necessary to provide for adequate public services, attractive and efficient areas, low public service maintenance costs, and to lessen adverse impacts on nearby uses.

DP-3 The type and level of amenities required should be related to the intended use and the location of the development.

DP-4 Building placement and landscaping should be used to separate conflicting uses and to separate intensive uses from adjoining residential areas.

DP-5 Heavy machinery, service entries, storage areas, and loading docks should be screened from adjacent residential areas.

DP-6 Commercial areas should be served by the following improvements:

- a. Paved streets with a capacity adequate to accommodate the level of development and improved sidewalks or walkways.
- b. Curbs and gutters, and other provisions for drainage control.
- c. City water, sewer and storm services.

DP-7 Industrial areas should be served by the following improvements:

- a. Paved streets with a capacity adequate to accommodate the level of development and improved sidewalks or walkways.
- b. Curbs and gutters, and other provisions for drainage control.
- c. City water, sewer, storm services, and industrial water where feasible.

Chapter 5

Housing and Community Development

Introduction

Cosmopolis, incorporated in 1891, is located in the residential and commercial core of Grays Harbor County. Situated along the banks of the Chehalis River and the Grays Harbor Estuary, the City is a contiguous urban area of approximately 1.75 Square-miles. Weather conditions in the City are typical of a transition temperate rain forest region exhibiting cool and moist weather patters, with rainfall averaging 90 to 100 inches annually and temperatures remaining moderate throughout the year.

Population

The population in Cosmopolis, typical of other cities in Grays Harbor County, grew at a slow rate, partly due to the problems of the declining timber industry and the abandonment of the Satsop Nuclear Power Plant, which actually caused a decline in the population in the 1980's. The County's population increased 6.45 percent from 1989 to 1999. Since 1989, Cosmopolis has experienced a modest increase of 8.8 percent in growth reaching an all time high of 1595 people in 2001. The state population increased 23.53 percent during this same time period.

In planning for the future, it is important to consider the foreseeable changes in a city's population. The population will have to be housed, serviced, and provided with transportation facilities. Population estimates should be considered an indicator of growth pressures, rather than a prediction of future population. Future population growth, and the community's attitude towards that growth, will help shape the policies that guide the city.

Age

The percentage of City residents who are age five years and under is slightly lower than the rest of the state, but this changes with each group thereafter. A drop, of 2.3 percent, in the six through sixty-four age groups likely reflects the large out-migration of younger City residents during the economic downturn of the 1980's. The 38.6 median age of Cosmopolis residents is notably higher than the 33.1 median age state average.

Race

Cosmopolis has less racial diversity than the state average. The 1990 Census information for the City of Cosmopolis, indicates that, out of the total population, approximately 3.1 percent is of American Indian descent, approximately 3.3 percent are of Hispanic origin, .3 Black and 1.8 Asian descent. Its percentage of the county's overall population, however, continues to decline.

Living Arrangements

Cosmopolis has the second highest percentage of family households, at 87.2 percent, and the sixth highest percentage of persons per households, at 2.47 percent, of the Grays Harbor cities. Cosmopolis 10.2 percent of female heads of household is slightly lower than the 13.9 percent statewide average. Approximately 28.8 percent of seniors live alone in the City, which is greater than the 28.2 percent state average.

Income

The 1990 - \$14,504 per capita income level of City resident's lagged slightly behind the \$14,923 found in the rest of the state. The estimated median household income of \$29,106 for Grays Harbor County residents in 1999 was the sixth lowest reported for Washington's 39 counties; the state average was \$47,897. Recent trends also show that income levels in the county grew at a significantly lower level than elsewhere in the state.

The United States Census Bureau determines poverty by relating household size to total family income. The poverty threshold for a family of four people in 1989 during the Census was \$12,674 or less. The income threshold limit for a single person under the age of 65 years was \$6,451. For those single individuals 65 and older, the threshold was \$5,947. Cosmopolis's 10.4 percent of people in poverty is slightly lower than the state's 10.9 percent average.

Education

Cosmopolis residents report lower educational attainment than the state average. This is particularly evident in the number of individuals with higher education degrees, with the City exhibiting 78.1 percent compared to the state average of 83.8 percent for a high school degree, and 11.9 percent compared to the state average of 22.9 percent for a bachelor's degree.

Social Service Program

The Department of Social and Health Services (DSHS) report high program use rates by the residents of Aberdeen, Hoquiam, and Cosmopolis. Out of the state's top 100 cities in population, This area ranks number 13 in the percentage of population using DSHS services overall.

Health

Comparisons between state average and the county maternity statistics show that Grays Harbor County has:

1. Lower birth rates.

2. A higher percentage births by mothers 17 and under.
3. A higher rate of mothers smoking during pregnancy.
4. Generally higher infant mortality rates.

Department of Health statistics also show that Grays Harbor County has much higher death rates than the state average for leading causes. Overall, the death rate in Grays Harbor County is 40 percent greater than the state average.

Housing

Housing is the largest single user of land in the City of Cosmopolis, occupying the greatest percent of the developed land. One of the primary determinations of the health and well being of an individual is the housing he or she lives in based on the following:

- *Housing Units by Type*; The City of Cosmopolis has a significantly higher percentage (35%) of single family residences and a significantly smaller percentage (27%) of mobile homes than the statewide averages. A very small percentage (8.7%) of the housing stock in Cosmopolis is multi-family housing. Between 1979 and 1993, the number of single family housing units changed very little in Cosmopolis; the number of multi-family housing units also showed little change in the same period. Between 1993 and 1999, the number of single family housing units increased significantly based on a 30-unit housing project and many other single family residents being built.
- *Housing Age*; Homes built in 1939 or earlier make up 35.3 percent of the total housing stock, which is considerable higher than the reported 15.7 percent state average.
- *Housing Affordability*; The 1997 median home purchase price of approximately \$75,000 for Grays Harbor County falls far below the statewide median of approximately \$150,000. Frequently, the county has the lowest median home purchase price of any county in the state. The median home purchase price does not account for the quality of the housing.

The Washington Center for Real Estate Research developed its Housing Affordability Index based on the ability of a middle income family to make a 20% down payment and carry a 30 year mortgage payment on a median price home. When the index is 100, there is a balance between the family's ability to pay and the cost of the home. An index figure over 200 indicates a more affordable housing market.

Homes priced in the City rank consistently affordable according to this index. A comparison with other counties in the state shows that the county typically falls within the top five for affordability. However, one of the assumptions used for calculating affordability, the ability of a family to make a 20% down payment, takes for granted the ready availability of sufficient savings.

- *Housing Quality*; A 1997 housing condition survey conducted by Neighborhood Housing Services, included in a housing and community development study used as

part of this Chapter, revealed a majority of homes in each census block group need some level of repair. The survey evaluated the exterior appearance of roofs, foundation, windows, and siding. Neighborhood Housing Services also assigned repair cost values to each criteria based on recent housing rehabilitation experience. Survey teams made no attempt to evaluate interior conditions relating to plumbing, electrical, insulation, or interior walls.

The study indicated that Aberdeen has the second highest percentage of single family residential structures reporting one or more deficiencies, proceed by Hoquiam and followed by Cosmopolis. Aberdeen has the highest total repair value at \$18 million, followed by Hoquiam and \$12.7 million and Cosmopolis at \$1.5 million. Repairs for foundation, siding and windows are the most common housing deficiencies in Cosmopolis.

The 1997 Neighborhood Housing Services survey also solicited comments from Residents of Aberdeen, Hoquiam, and Cosmopolis regarding community issues relating to housing, public improvements, social services, and economic development. Distribution and collection of surveys occurred at the South Shore Mall in Aberdeen over a seven-day period.

- *Housing Perceptions*; When the survey asked residents to list the three worst housing problems in their community, they most frequently stated the following issues in priority order:
 1. There is not enough affordable, quality rental housing available.
 2. Cosmopolis housing in general is not affordable and is in poor condition.
 3. Many property owners do not maintain their homes, especially low-income households.
 4. Many landlords do not properly maintain their rental properties.
 5. Housing in the community is in generally short supply.
 6. Property taxes are too high.
 7. There is not enough low-income housing available.
 8. First-time homebuyers have trouble finding affordable housing.
 9. Many homeowners need financial assistance in fixing up or repairing their homes.
 10. Some neighborhoods fail to adequately maintain properties more so than others do.

Housing Goals

Meeting the housing needs of the City requires a coordinated, comprehensive approach. This Element contains the housing goals to address Cosmopolis's identified housing needs; these goals are the long-term ends to be achieved through policies, implementing ordinances and decisions. The following policies apply to housing goals:

- HG-1 Enable the development of new housing in appropriate locations.
- HG-2 Complete an inventory and condition analysis of existing housing and projected housing needs. It should include the identification of sufficient land for housing, including government-assisted housing, housing for low to moderate-income residents, manufactured housing, multi-family housing, group homes, foster-care facilities, and transitional housing facilities.
- HG-3 Encourage the increase in the availability of adequate housing for all social, racial, and economic segments of the City.
- HG-4 Encourage the opportunity for a wide range of choice in housing types and locations.
- HG-5 Encourage the maintenance and improvement of the City's housing and neighborhoods.
- HG-6 Encourage the elimination of housing discrimination based on race, color, ethnic or national origin, religion, sex, age, or household composition.
- HG-7 Advocate for an increase in the availability, affordability, and quality of housing for citizens by:
 - a. Rehabilitating existing housing to improve and maintain its quality.
 - b. Expanding the availability of quality, affordable rentals.
 - c. Encouraging the construction of new single and multi-family housing for households of all income levels.
 - d. Assist in the creation of innovative public and private financing tools for home ownership.
 - e. Examine the establishment of incentives and regulations for property owners to maintain their properties.
 - f. Helping neighborhoods improve their appearance.

Housing Policies

The housing policies outline and describe general directions for governmental action and decision making to implement the following housing goals:

- HP-1 Adequate areas should be designated for all housing types at appropriate densities. Housing trends should be monitored to ensure that adequate areas remain available over time and as housing needs and demands change.
- HP-2 Requirements and development standards for new housing should be the minimum necessary to provide for adequate public services, low public service maintenance costs, and to maintain the desirable attributes of the existing neighborhoods.
- HP-3 Developments, which comply with City policies and standards, should be expeditiously approved.
- HP-4 City staff should be available to provide guidance early in the development process to minimize development costs, decrease review time, and ensure proposals comply with City policies and standards.
- HP-5 City policies and standards should permit flexibility to assure innovation and reduced housing costs while ensuring that adequate facilities are provided and the housing is compatible with the desirable traits of the existing neighborhoods.
- HP-6 Land use policies, standards, zoning, and platting requirements should be based on the desirable characteristics of existing neighborhoods.
- HP-7 Land use policies, standards, zoning, and platting requirements which tend to discourage investment in existing neighborhoods should be revised.
- HP-8 Single-wide or larger Mobile homes meeting the HUD Manufactured Home Construction and Safety Standards Act continued to be allowed in mobile home parks in all appropriate zoning designations.
- HP-9 Manufactured Homes with the characteristics of traditional housing styles should be encouraged in all the appropriate single-family residential zones.
- HP-10 Townhouses should be located in single-family areas in clusters at the average density allowed by the zone after site specific review, the smaller lots being balanced by permanent open space.
- HP-11 The City should participate with Aberdeen and Hoquiam in preparing a joint application to the Community Development Block Grant (CDBG) Program to fund a housing rehabilitation project for low to moderate-income property

owners. Neighborhood Housing Services should design, implement, and administer the program on behalf of the three cities.

- HP-12 The City should support the efforts of Neighborhood Housing Services to rehabilitate existing low to moderate-income, owner-occupied housing in Aberdeen, Hoquaim, and Cosmopolis.
- HP-13 The City should encourage private lenders and non-profits to work together in developing home ownership programs for low to moderate-income and first-time buyers. Programs that help these groups include down payment assistance, reduced mortgage rates, increased loan terms, and reduced down payment requirements.
- HP-14 The City should adopt innovative land use plans and regulations that promote affordability and supply, such as allowing increased density, a variety of housing types in all districts, and cost-effective infrastructure design.
- HP-15 The City should support private and non-profit developers increase the quality and availability of multi-family rental housing.
- HP-16 The City should improve the quality of neighborhoods by encouraging community cleanup activities and enforcing nuisance regulations against property owners who do not maintain their properties.
- HP-17 The clustering of residences on part of a site with the remainder to be permanently maintained as open space should be encouraged in areas where a site's development potential is limited by natural features, such as geologically hazardous areas.
- HP-18 Townhouses should be located in multi-family areas to provide diversity in housing styles and ownership options.
- HP-19 Lot size averaging, lot clustering, flexible setback requirements, and attached and detached housing types should be encouraged in appropriate locations as part of the subdivision review process.
- HP-20 Since multi-family housing designed specifically for the elderly, the disabled, and low to moderate-income populations typically generate less traffic, fewer demands on recreation areas and parking, and has less impact on surrounding areas than other multi-family development of comparable density, the development standards and requirements applied to this housing type should be less. To ensure that the intent of this policy is met, reduced standards should only apply to developments whose funding requires that elderly, disabled, and low to moderate-income residents occupy the housing units.

HP-21 The use of energy conserving and renewable energy technologies should be encouraged. City standards and requirements should allow exceptions to assure energy conservation and renewable energy protection when hazards will not be created.

HP-22 In reviewing residential developments, the potential for renewable energy sources and energy efficient site development techniques to conserve energy should be considered by the City and the applicant.

HP-23 The City should encourage the Housing Authority of Grays Harbor to continue to seek available housing funds to help meet the housing needs of those lower income households which cannot otherwise be adequately housed through existing mechanisms.

HP-24 The City should pursue the following housing strategies:

- a. Support the efforts of Neighborhood Housing Services to rehabilitate existing low to moderate-income, owner-occupied housing in Cosmopolis.
- b. Encourage and assist private lenders and non-profits to work together in developing home ownership programs for low to moderate-income and first-time buyers. Programs that help these groups include down payment assistance, reduced mortgage rates, increased loan terms, and reduced down payment requirements.
- c. Adopt innovative land use plans and regulations that promote affordability and supply. This can occur by allowing increased density, a variety of housing types in all districts, and cost-effective infrastructure design.
- d. Support private and non-profit developers increase the quality and availability of multi-family rental housing.

Community Development

Employment in Cosmopolis is more dependent on forestry, fisheries, personal services, and manufacturing than the state as a whole. While employment in agriculture, forestry, fisheries, social services, personal services, and producer services increased, jobs in manufacturing, construction, and distributive services declined.

Unemployment in Cosmopolis and Grays Harbor County consistently exceeds the state average and has remained high throughout the 1990's. Taxable retail sales also indicate poor economic performance. According to Cosmopolis residents, the major barriers to economic development in their community are:

1. Community attitudes about change and growth.
2. City government.
3. The lack of employment and family wage jobs.
4. Low educational levels among workers and inadequate educational and training programs.
5. The need to recruit more businesses to the area.
6. Environmental issues.

Community Development Goals

The City can play a direct and indirect role in addressing their community development needs. Many of the issues discussed in this plan are not the focus of municipal government. However, whenever the City lacks the resources and expertise to address any of the goals and strategies listed below, it should seek out other public and private organizations to form partnerships in designing and implementing specific action steps. The following goals outline and describe general directions for governmental action and decision making to implement the revitalization of neighborhoods:

- DG-1 Allow residential developments, which are compatible with the desirable elements of an area's character, in existing neighborhoods.
- DG-2 Protect existing residential neighborhoods from the incompatible uses and the adverse impacts of developments. Neighborhoods should be protected from incompatible uses by edges, arterials, open spaces, transitional uses, or buffers. City standards and requirements shall minimize any potential impacts from new developments. Development reviews should take into account probable significant adverse impacts on existing neighborhoods and require mitigating measures to lessen these impacts.
- DG-3 Maintain public facilities and services in existing neighborhoods and, where necessary, upgrade within the constraints of available funds.
- DG-4 Existing housing rehabilitation incentives should be publicized in appropriate ways.
- DG-5 Encourage the revitalization of priority neighborhoods through the targeting of available federal funds for housing rehabilitation and public facilities improvements.

- DG-6 The City should continue to empathize partnerships between the City, neighborhood residents, and the private sector to revitalize targeted neighborhoods.
- DG-7 Continue efforts to work with private land owners to remove deteriorated buildings which cannot be rehabilitated, using available city resources where private resources are not available.
- DG-8 All residential structures shall be maintained in a safe and weather-tight condition.
- DG-9 Vacant lots shall be maintained free of weeds and other noxious vegetation.
- DG-10 Develop and maintain public improvements that protect and enhance the health, safety, and welfare of the community.
- DG-11 Concerted effort to improve the economy of Cosmopolis and the area by:
- a. Recruiting new businesses with employment opportunities that offer family wage jobs.
 - b. Strengthening existing businesses to retain jobs and services.
 - c. Improving educational and training programs that increase worker skills.
 - d. Encourage the community to explore issues and make decisions about growth and change.

Community Development Policies

Cosmopolis intends to address the community development needs of its citizens through implementation of goals, strategies, and policies that are designed to create positive land use results within the City. These goals reflect the expected achievement of the City's efforts to address community needs. The policies are the methods used to attain established goals. Together, they represent the City's planned approach to efficiently and effectively bring about positive change to the community.

- DP-1 The City should support programs and agencies that treat drug and alcohol abuse by adults and teens. City prevention programs, such as DARE, help dissuade youth from abusing drugs and alcohol.
- DP-2 The City should support programs, agencies, and private businesses that provide affordable day care for children.
- DP-3 Support efforts by local organizations and health care practitioners to provide affordable health care to people of all incomes.

- DP-4 Support agencies and organizations providing care and assistance to the elderly and the disabled.
- DP-5 Reduce crime and juvenile delinquency in the community by supporting law enforcement programs and community activities, such as Block Watch.
- DP-6 Work with youth, the school districts, local organizations, and Parks and Recreation Department to increase the number of clean and sober youth activities available throughout the City.
- DP-7 The City should support efforts for the expansion of and enrollment in vocational training and baccalaureate degree programs. These programs should be readily available to both youth and adults.
- DP-8 The City should continue, and increase where financially possible, its support of community spring clean up activities.
- DP-9 The City should regularly hold public forums, workshops, meetings and hearings for all community members that share information on and encourage discussions about sustainable development. The City should use innovative methods to reach out to community members through non-traditional venues.
- DP-10 The City should encourage the retention and expansion of existing businesses in the community by:
- a. Fostering small business development through government and private sector sponsored training and financial assistance.
 - b. Enhancing the City's visitor appeal by supporting efforts at increasing tourism.
 - c. Supporting local downtown commercial revitalization efforts.
 - d. Encouraging small business development through government and private sector sponsored training and financial assistance.
 - e. Linking local businesses with a variety of business development resources.
- DP11 The City should pursue the following public infrastructure strategies:
- a. Upgrade municipal water systems to improve quality and supply.
 - b. Expand and improve surface water drainage systems serving residential and commercial districts.
 - c. Construct new and repair or replace existing sidewalks.

- d. Develop a Citywide network of bicycle lanes and trails.
 - e. Expand City parks, including adding accessibility improvements for the disabled.
 - f. Upgrade and maintain City streets.
 - g. Expand City facilities to accommodate growth in services.
- DP-12 The City should support programs that are designed to attract new businesses and industries to the City by increasing or emphasizing:
- a. Local worker skill levels.
 - b. Suitably zoned lands for a wide range of business types.
 - c. State of the art telecommunications services.
 - d. Access to state and federal development assistance resources.
 - e. Availability of adequate transportation, sewer, water, gas, cable and electrical infrastructure.

Chapter 6

Transportation, Traffic & Circulation

Introduction

Transportation systems are one of the most crucial and expensive public services provided by the City. The appropriate integration of adequate roads and effective public transit is necessary for economic growth and desirable living conditions. Conflict between major transportation routes and nearby land uses can lead to air pollution, traffic congestion, and hazardous conditions for motorists, bicyclists and pedestrians. The planning and coordination of roadway and transit systems to respond to existing and expected growth is essential to make the best use of public funds.

This element is concerned with the variety of transportation systems that serve Cosmopolis, including water-borne commerce, trails, highways, and streets. This element is also concerned with the relationship between transportation systems, land use growth, and economic development. Public investments in transportation systems can predetermine and influence private investment decisions related to development.

Transportation System Goals

The transportation goals are the long-term objectives to be achieved through the implementation of various policies, funding decisions, ordinances, and programs.

- TG-1 Establish and maintain a safe, functional, and efficient multi-modal transportation network in cooperation with other public and private transportation organizations.
- TG-2 Plan, fund, and construct projects that improve surface, air, and water facilities.
- TG-3 Maintain and improve the transportation and circulation system.
- TG-4 The City, Grays Harbor County, the Port of Grays Harbor, and Washington State should facilitate improved truck access to the industrial and commercial areas of the City.
- TG-5 The City and the Grays Harbor Transportation Authority should encourage the continued provision of transit services to meet the needs of City Residents.
- TG-6 The City, the Port of Grays Harbor, and private sector water-dependent uses should encourage the maintenance and continued development of the Grays Harbor Navigation Channel.
- TG-7 Collaborate with the private sector to provide a safe and pleasant pedestrian system which promotes both functional and recreational walking.

TG-8 Encourage bicycle use for recreation and transportation.

TG-9 Require mitigation where possible to minimize the negative aspects of transportation systems on residential neighborhoods.

Transportation System Plan Map

The transportation and circulation plan map provides a correlation between existing transportation facilities and the level-of-service needs of the community.

TM-1 The City should prepare a transportation system plan map which identifies the function of streets within the City and indicates the general location of future development potential which will require an expansion of the circulation system.

TM-2 The transportation system plan map should be coordinated with the adopted street designation map.

TM-3 The City should pursue the planning, design and construction of a connecting street between the Highlands and Olympic Terrace additions via the extension of Paisley Street to DeWitt Drive.

TM-4 The City should pursue the planning, design and construction of an east-west “ring road” or cut-off connecting State Route 105 (Westport Highway) with U.S. 101 south of the City’s area of probable physical expansion. Discourage connections to South Aberdeen, which could allow through traffic of residential streets.

TM-5 Encourage the construction and maintenance of sidewalks in all residential and commercial areas of the City.

TM-6 Encourage the construction of bicycle-pedestrian paths from the City to South Aberdeen via the abandoned railroad.

General Transportation Systems Policies

Effective utilization and management of the platted right-of-ways within the City will ensure the installation of essential pedestrian, vehicular, drainage, and utility facilities that benefit all citizens. The transportation and circulation policies outline and describe directions for municipal decision making which implement the transportation goals. They also establish a framework for functional plans for the state highway and street system, public transit, and major bicycle and pedestrian facilities. Functional plans should define required service levels and facility improvement standards.

- TP-1 The City of Cosmopolis should prepare a transportation system functional plan, which analyzes findings, conclusions and recommendations contained in the City's Six-Year Street Plan, the State's Washington Coastal Corridor Master Plan, and the State's SR-101 Feasibility Report.
- TP-2 First priority should be given to the transportation system improvements, which maintain or improve access, service levels, and safety within already developed areas.
- TP-3 Second priority should be given to transportation system improvements that facilitate increased economic activity and employment.
- TP-4 The City should support highway access to both the City and the Washington coastal areas that are improved in a manner consistent with those concepts noted for Planning Area Two in the Washington Coastal Corridor Master Plan.
- TP-5 The City's Six Year Street Plan and any other functional street or transportation plans should be consistent with the directives provided by the Comprehensive Plan.
- TP-6 New streets should be constructed to serve those portions of the City as they develop. The location and alignment of future streets should be determined during the platting and development review process.
- TP-7 Noise suppression measures and buffers should be provided along or in the middle of the roadway in areas of residential neighborhoods and especially between zones surrounding residential neighborhoods.
- TP-8 Right-of-way requirements for arterial and collector streets should be the minimum necessary to accommodate the roadway at full development for on-street parking, sidewalks, utilities, any planned amenities, and any planned buffers or noise suppression measures.
- TP-9 The City should work collectively with the cities of Aberdeen and Hoquiam, the Port of Grays Harbor, the Grays Harbor Transportation Authority, Grays Harbor County, and the State to establish level-of-service categories based on the Washington State Transportation Research Board's Highway Capacity Manual.
- TP-10 The City should analyze level-of-service issues to determine roadway capacities and examine the opportunity to establish concurrency requirements. Information contained in the Transportation Inventory section for Planning Area Two of the Washington Coastal Corridor, Master Plan should be used in this analysis.
- TP-11 When local and neighborhood circulation patterns are established, the possible future need to re-designate local access streets as collectors or arterials should be evaluated and additional right-of-way acquired where needed.

- TP-12 Whenever possible, new arterial corridors should follow topographic or land use patterns, which minimize disruptive impacts on adjacent property.
- TP-13 Whenever possible, new arterial corridors should be planned so that they do not border either existing or future school sites. Existing streets contiguous to school sites should not be designated as arterials.
- TP-14 New collectors and arterials should not divide industrial sites or interfere with the efficient use of industrial areas.
- TP-15 Access driveways and curb cuts should be limited on arterial and collector streets to maintain traffic capacity. Uses abutting arterial or collector streets should be encouraged to obtain access from side streets and common driveways. Mid-block driveways along arterials, which would adversely impact the level-of-service provided by the street, should be discouraged.
- TP-16 All buildings in the City should be constructed to conform with the building setback area requirements of the various zoning districts to ensure that widening can be efficiently accomplished and to provide a pleasing streetscape.
- TP-17 All new development providing street service to residential areas, commercial areas, and mixed use should have vertical curbs, unless determined by the City to be detrimental to surface water management control.
- TP-18 Street lighting should be provided at all street intersections, cul-de-sacs, and as required by the City for safety.
- TP-19 Right-of-way requirements for local access streets should be the minimum necessary to accommodate the roadway, on street parking, sidewalks, and utilities.
- TP-20 The City should inventory land and transportation facilities and services, including transit alignments, to define existing capital facilities and travel levels as a basis for future planning and funding.
- TP-21 The City should establish level-of-service standards for all arterials and transit routes to serve as an indicator of system performance, with these standards regionally coordinated. The City should establish specific actions to address facilities or services that are operating below the established level-of-service standard.
- TP-22 The City and the Washington State Department of Transportation should plan, design, secure funding, and construct projects which address roadway curvature problems at First Street at Blue Slough, First Street at Second Street intersection, and First Street at the “E” Street entrance into Weyerhaeuser Company.

TP-23 The City should identify system expansion needs and transportation system management needs to meet the current and future location, timing, and capacity demands of future growth.

TP-24 The City should prepare an analysis of transportation system funding capability to assess need in relation to probable funding resources. This analysis should include a multi-year financing plan based on the needs identified in the Six Year Street Plan, a discussion of securing additional funding or reassessing land use assumptions in the event that anticipated funding is insufficient to meet need, intergovernmental coordination efforts, and demand management strategies.

Residential Transportation System Policies

The provision of appropriate pedestrian and vehicular facilities, designed to meet the developed density of residential areas within the City, is an essential function of municipal government. The design and condition of private streets and driveways frequently are overlooked during the traditional planning process, despite the fact they represent potentially dangerous site access issues and costly remedies which far outweigh their importance in the total overall transportation system.

RTP-1 Residential street circulation patterns should be designed as follows:

- a. The topography and other physical features should be taken into account so that impacts from steep grades and difficult lot approaches are minimized.
- b. Numerous intersections and direct connections with arterials should be discouraged.
- c. Intersections should have adequate sight distances, have an angle of intersection as close to 90-degrees as possible, and be safe.
- d. Short distance cul-de-sacs should be included in development design to maintain residential character, while providing adequate vehicular circulation and access for emergency and service vehicles.
- e. Through traffic should travel through residential neighborhoods by the street pattern designed to disperse traffic created by any new development.
- f. Safe and convenient access should be provided to nearby schools and parks.
- g. The street should be integrated with existing street patterns and planned future routes.
- h. Solar exposure should be facilitated when consistent with the policies of this Plan and City-approved traffic circulation design.

RTP-2 Street width in residential neighborhoods should be related to street function and the level-of-service so that the following objectives will be met:

- a. To provide a safe environment for children, bicyclists, and pedestrians.
- b. To provide for overflow on street parking in neighborhoods, provided that adequate fire service access is maintained.
- c. To conserve energy and materials.
- d. To minimize storm water run-off and erosion associated with grading.
- e. To avoid unnecessary development and maintenance costs.

RTP-3 Temporary cul-de-sacs, hammerheads, and other turnarounds may be constructed as part of a development, provided that the street will be extended in the future and that it is constructed to be consistent with Public Works Department and Fire Department policies.

RTP-4 Development approval processes, including rezones, subdivisions, and State Environmental Policy Act reviews, should be used to obtain additional rights-of-way and the construction of streets, sidewalks and bike improvements where required by the policies of this plan.

RTP-5 The development approval process should include equitable ways of ensuring that proposed projects help provide off-site transportation improvements when such projects contribute to an significant adverse impact to the transportation facility's level-of-service.

RTP-6 Any required off-site transportation improvement should include a City approved reimbursement plan which provides partial compensation to the developer from those who subsequently use and benefit from the constructed improvement.

RTP-7 Residential developments adjacent to arterials should be designed to minimize the noise, glare, and traffic impacts to the development from the arterial.

RTP-8 Private streets should be allowed, provided they are constructed to public street standards and are consistent with the following directives:

- a. The private street is an easement or separate parcel and owned in common by all the owners of all property served by the street. Shared ownership of the street should not be separated from ownership of the property served by the private street.

b. A legally enforceable mechanism is established to maintain the street and related drainage facilities. The maintenance mechanism should provide that the City may inspect and order that maintenance and repair work be done on the street and any associated facility, such as sidewalks and drainage structures. Any such agreement shall have a adequate funding mechanism.

RTP-9 Private driveways provide access to individual buildings from streets. All joint access private drives serving two or more dwelling units should comply with the following requirements:

a. Any driveways and parking required by zoning ordinance should either be owned in common by all the owners of all property and buildings served by the drive and parking, or be located within an access easement. The ownership or easement should not be separated from the served property or buildings.

b. If the driveway is owned in common, a legally enforceable mechanism should be established to maintain the driveway, the parking area if owned in common, and related facilities such as sidewalks and drainage structures. The maintenance mechanism should provide that the City may inspect and order that maintenance and repair work be done on driveway and any associated facility. Any such agreement shall have an adequate funding mechanism.

Commercial Transportation System Policies

Road sections located within commercial zoning districts frequently require facilities designed to adequately address high traffic volumes and mixed vehicle use.

CTP-1 Local access streets serving mixed use and commercial areas should have a paved width adequate to accommodate the projected traffic volumes and vehicle types.

CTP-2 Building permit processes and development approval processes, such as rezones or subdivisions, should be used to obtain rights-of-way and the construction of transportation improvements consistent with the policies of this plan.

Industrial Transportation System Policies

The transportation corridor, which provides access to the industrial area, is the State highway system which is within the areas that are designed to provide service for a mix of commercial and residential properties. It is essential that the transportation system continue to be improved to decrease the congestion, which would than decrease the transport time from the industrial sites to their markets. The City of Cosmopolis, the Washington State Department of Transportation, Grays Harbor County, and the adjacent municipalities must continue to improve the industrial transportation system as an essential component of our economic development policies.

- ITP-1 Local access streets serving mixed use and industrial areas should have a paved roadway width adequate to accommodate the projected traffic volumes and vehicle types.
- ITP-2 Building permit processes and development approval processes, such as rezones or subdivisions, should be used to obtain rights-of-way and the construction of transportation improvements required by the policies of this plan.
- ITP-3 The City should advocate that the truck route on the highway is designed to ensure that ample truck ingress and egress is provided to industrial areas while minimizing transportation impacts on residential and commercial areas.
- ITP-4 Private industrial haul roads should be within industrial areas whenever possible, and designed and constructed to minimize impacts on nearby uses and natural resources.

Port and Moorage Facility Policies

The deep-water port of Grays Harbor affords the City of Cosmopolis a substantial degree of economic opportunity associated with international trade.

- PFP-1 The City of Cosmopolis and the Port of Grays Harbor should coordinate land use, economic development, and public facility policies, decisions, and actions which impact both jurisdictions.
- PFP-2 The City should support the continued maintenance and improvement of the Grays Harbor Navigation Channel.
- PFP-3 Small watercraft moorage, docks, boat yards, and facilities and businesses that support both commercial and recreational small craft activities should be encouraged at appropriate locations along the Chehalis River.

Railroad Transportation System Policies

Rail service in the City of Cosmopolis was terminated in 1996, and right of way sold.

- RTP-1 The City encourages any abandoned railroad right of ways to be converted to and be part of the rails to trails program.

Pedestrian Transportation System Policies

The City of Cosmopolis has a higher density populous in the downtown area as compared to the outer boundaries. Pedestrian facilities should be designed and constructed to meet both the recreational and transportation needs of a diverse public.

- PTP-1 The City of Cosmopolis should encourage the development of a pedestrian facility system which provides safe, convenient access to all areas of the community and a variety of employment, shopping, and recreational opportunities.
- PTP-2 Sidewalks should be maintained in a safe, passable condition. The City should continue to maintain those pedestrian facilities of general benefit, with priority given to those areas along highly traveled streets and of greatest pedestrian use.
- PTP-3 The City should complete construction of the South Aberdeen – Cosmopolis Trail-way and pursue funding to plan, design and construct additional pedestrian transportation facilities.
- PTP-4 In construction and repairing sidewalks in residential areas, priority should be given to providing safe access to schools, parks and transit bus stops.
- PTP-5 Sidewalks should be constructed along property frontages as part of the land development process.
- PTP-6 Pedestrian facilities should be considered during the design phase for street construction or reconstruction projects.
- PTP-7 Sidewalks should be constructed, whenever possible, at an elevation equal to or greater than any adjacent area subject to high-frequency localized flooding or impoundment.
- PTP-8 Wheelchair ramps should be incorporated into sidewalk and walkway design, with wheelchair accessibility included in trail system design and construction.
- PTP-9 The City should construction pedestrian facilities along state routes and within right-of-ways that serve as connectors between school sites and the state routes.

Bicycle Transportation System Policies

The main arterials within the City also serve as a major component of the state route transportation system, with average daily traffic counts in excess of 12,000 vehicles during peak vacation season. It is essential that both local residents and tourists be afforded the opportunity to utilize safe and well-designed bicycle facilities.

- BTP-1 The City should prepare a bicycle route plan map, which should display the bicycle route system for the City of Cosmopolis as designated by the Washington State Department of Transportation.
- BTP-2 The designated bicycle routes should be clearly signed, as funding becomes available, to indicate their designation as bicycle routes.

BTP-3 When repairs or improvements are planned for streets designated as bicycle corridors or bicycle courses, consideration should be given to the hazards or impacts of the proposed improvements for bicycle use. The construction of bicycle safety measures should be considered depending on the availability of funding.

BTP-4 The bicycle paths shown on the plan map should be constructed based jointly on the availability of City funds and as part of private sector development on adjacent property.

BTP-5 Ordinances regulating bicycle use in the City of Cosmopolis should be periodically reviewed to ensure they do not unreasonably hinder bicycle use.

BTP-6 The City is encouraged to provide pedestrian facilities along all state routes and within right-of-ways that serve as connectors between school sites and the state routes.

Public Transportation System Policies

Public transit service within Cosmopolis is required to meet the diverse needs of high-density urban population while continuing to provide an effective level of service to and from rural areas.

PTP-1 The City of Cosmopolis should consult with the Grays Harbor Transportation Authority to coordinate land use, transportation, and public facility policies which impact both jurisdictions.

PTP-2 The high level of transit service provided to the City of Cosmopolis and Grays Harbor County should be maintained to the extent possible given funding constraints.

PTP-3 The Grays Harbor Transportation Authority should be encouraged to continue to provide convenient access to employment, commerce, housing, and recreation and reliable connections to other transportation modes.

PTP-4 The City should encourage the Transit Authority to continue the program for installation of benches and shelters at high use bus stop locations as resources allow.

PTP-5 The City should encourage the Transit Authority to continue to provide transportation facilities and services which minimize air, water, and noise pollution.

PTP-6 The City should encourage the Transit Authority to continue to provide accessible and convenient transportation facilities and services for elderly and disabled citizens.

PTP-7 Bus pullouts should be incorporated into road design, as existing streets are reconstructed and new streets built, to improve traffic operation and safety.

Chapter 7

Public Facilities

Introduction

Adequate roads, sewage disposal, water supply, fire and police protection, parks, and other public facilities and services are necessary to protect the public, health, safety and welfare of Cosmopolis residents. Planning for public facilities and services can ensure that they are provided as the community grows, and can reduce costs by encouraging maximum possible use of existing facilities and cost-effective service extensions.

The policies in this Chapter set forth Cosmopolis's approach to assuring adequate facilities and services, providing a basis for adopting technical standards for service levels and facility design, and for deciding when and where such facilities and services should be provided. Other public agency service providers, such as special-purpose districts, may use this plan for their own planning, and to develop standards that can be integrated between the various service providers.

The Comprehensive Plan addresses facilities and services that are closely related to land use. Important facilities, such as social services or criminal justice, are not included in this Comprehensive Plan but are addressed in their respective functional plans.

Public Facility Goals

The public facility goals are the long-term ends to be achieved through policy implementation.

FG-1 Complete an inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities. This should also include an evaluation of the extent to which these facilities possess presently unused capacity.

FG-2 Forecast the future needs of capital facilities based on the maintenance of existing levels of service, and consistent with the growth patterns, densities and growth anticipated in the land use element.

FG-3 Examine alternative locations and capacities as part of a capital facilities planning process.

FG-4 Reassess the land-use element if the projected funding capacities for capital facilities are insufficient to meet existing and future needs.

FG-5 Establish levels of service for the various capital facilities which reflect community goals.

FG-6 Improve public facilities with service deficiencies, within the constraints of available funding.

FG-7 Manage new development, so that potential negative impacts on public facilities are minimized.

FG-8 Closely coordinate all capital facility functional plans and projects with the City of Aberdeen, the City of Hoquiam, and Grays Harbor County to ensure cost-effectiveness and service coverage.

Public Facility Policies

The public facility policies outline and describe directions for governmental action and decision making to implement the goals. The policies should also be applied to specific projects through zoning, conditional use reviews, rezone ordinances, State Environmental Policy Act reviews, and subdivision reviews.

FP-1 Public facilities and services should be provided at levels necessary to support growth and development planned for urban areas. The facilities and services needed to support this growth and development are: transportation, sewage disposal, water, solid waste disposal, surface water management, police and fire protection, schools and libraries, and parks and open space. Facilities for social and health services are addressed in their respective functional plans.

FP-2 First priority should be given to public facility improvements which maintain or improve service within already developed areas.

FP-3 Second priority should be given to public facility improvements that generate increased economic activity and employment.

FP-4 The Comprehensive Plan should be coordinated and mutually consistent with the public facility functional plans.

FP-5 Public facilities in new developments shall conform to the policies and standards in the adopted functional plans.

FP-6 Water, sewer, and storm drainage utility extensions within the City should be accomplished in a coordinated manner, so a full range of utility service is provided to areas in a cost-effective manner.

FP-7 The capital facility functional plans should establish service area boundaries for each type of public facility. The service area boundaries should be consistent and coordinated with land use needs and projected levels of growth.

- FP-8 The development approval process, such as rezoning, subdivision, and State Environmental Policy Act reviews, should be used to obtain on-site utility rights-of-way and the construction of on-site utility facilities.
- FP-9 The development approval process should include equitable ways of insuring that proposed projects help provide off-site utility improvements when the projects contribute to the demand for those improvements. In determining the share to be attributed to the project, the public benefits provided by the project shall be weighted to determine if public participation in the project is warranted.
- FP-10 The City should actively seek state and federal funds for public facility extensions and improvements needed to facilitate the retention and expansion of existing firms and the siting of new firms and economic activities within appropriate areas of the community.
- FP-11 The costs of adequate facilities and services should be kept as low as possible, cost-effective relative to the benefit received, and distributed equitably. Extension of services and construction of facilities to support planned growth should:
- a. Be paid for by those who benefit, to the extent possible;
 - b. Prevent substantially reduced service levels for residents of existing neighborhoods; and
 - c. Be timed to prevent problems before they require expensive remedial action, while avoiding the costs of premature excess capacity in facilities and of services.
- FP-12 The existing and scheduled availability and adequacy of planned facilities and services should be a major consideration in land use plans. Review of individual development proposals should include verification of the availability of all facilities and services essential to public health and safety in time to meet the needs generated by the proposal.
- FP-13 Public facilities and services provided by all agencies, whether directly or by private developer extensions or contributions, should be provided at levels that support existing and planned uses.

Domestic Water Utility Public Facilities

Residents of Cosmopolis, Aberdeen and small areas of the Wishkah River valley receive domestic water from Aberdeen's municipal utility system, which distributes water from the sole surface water source of the Wishkah River watershed. The City has a compelling interest in a safe and adequate water supply to support existing development and expected growth. Federal and State regulations govern water quality standards, and

the City of Aberdeen is responsible for engineering, building, and operating a municipal domestic water system that complies with these regulations.

DW-1 Public spending priorities for domestic water capital facilities and services should be as follows:

- a. First, to maintain or upgrade existing facilities and services where necessary to serve existing development at the applicable level-of-service standards; and
- b. Second, to upgrade facilities and services where possible to support planned growth at the applicable level-of-service standards.

DW-2 The City should continue to periodically update its domestic water utility functional plan, which should contain an inventory of existing capital facilities indicating location and capacities, and include an evaluation of the extent to which the existing facilities possess presently unused capacity. This plan should also forecast the future needs for the capital facilities based on the maintenance of existing levels-of-service, forecast the future needs of the facilities consistent with anticipated growth, and examine the alternative possible locations and capacities of such future needed facilities. This functional plan should analyze the findings, conclusions and recommendations contained in the City's 1996 Water Comprehensive Plan.

Sanitary Sewer Utility Public Facilities

Adequate sewage treatment and disposal are essential to protect public health and safety, and to maintain high quality for all water resource users. Cosmopolis's wastewater is treated by a public sewer system, which conveys wastewater to a central plant for treatment and subsequent discharge into the Chehalis River at the mouth of Grays Harbor. The treatment plant is located in Aberdeen, owned and operated by the City of Aberdeen with Cosmopolis participating through a utility charge.

SS-1 Public spending priorities for sanitary sewer utility public facilities and services should be as follows:

- a. First, to maintain or upgrade existing facilities and services where necessary to serve existing development at the applicable level-of-service standards; and
- b. Second, to upgrade facilities and services where possible to support planned growth at the applicable level-of-service standards.

SS-2 The City should update its sanitary sewer utility functional plan, which should contain an inventory of existing capital facilities indicating location and capacities, and include an evaluation of the extent to which the existing facilities possess presently unused capacity. This plan should also forecast the future needs for the capital facilities based on the maintenance of existing levels-of-service,

forecast the future needs of the facilities consistent with anticipated growth, and examine the alternative possible locations and capacities of such future needed facilities. This functional plan should analyze the finding, conclusions and recommendations contained in the City's current Sewerage Master Plan and the Moderate Risk Waste Management Plan.

Industrial Water Utility Public Facilities

The Cities of Cosmopolis, Aberdeen and Hoquiam receive industrial water from Aberdeen's municipal utility system, which distributes water from the sole surface water source of the Wynoochee River watershed. The three Cities have a compelling interest in a reliable and adequate water supply to support existing industrial development and industrial recruitment efforts. Federal and State regulations govern municipal water transmission, and the City of Aberdeen is responsible for engineering, building, and operating a municipal industrial water system that complies with these regulations. The City of Cosmopolis should maintain an open line of communication and interest in the management, operation and maintenance of the watershed and the reservoir.

IW-1 The City's industrial marketing efforts and those regional industrial marketing efforts should actively promote the available industrial water resource.

IW-2 Public spending priorities for industrial water utility public facilities and services should be as follows:

- a. First, to maintain or upgrade existing facilities and services where necessary to serve existing development at the applicable level-of-service standards; and
- b. Second, to upgrade facilities and services where possible to support planned growth at the applicable level-of-service standards.

IW-3 The City should prepare an industrial water utility functional plan, which should contain an inventory of existing capital facilities indicating location and capacities, and include an evaluation of the extent to which the existing facilities possess presently unused capacity. This plan should also forecast the future needs for the capital facilities based on the maintenance of existing levels-of-service, forecast the future needs of the facilities consistent with anticipated growth, and examine the alternative possible locations and capacities of such future needed facilities. This functional plan should analyze the findings, conclusions and recommendations contained in the City's 1996 Water Comprehensive Plan.

Surface Water Management Utility Public Facilities

Surface water can be managed most effectively by considering potential problems and solutions for an entire drainage basin. A basin may extend into another jurisdiction, so planning and implementation must be coordinated to be effective. Natural drainage systems have many important functions, including storing and regulating surface water

flow, purifying surface water, recharging groundwater, conveying water, and supporting important biological activities. Alteration of existing natural systems results in public costs and can result in environmental degradation, including flooding, erosion, sedimentation, and adverse impacts to water quality and habitat elsewhere in the drainage basin.

SW-1 Surface water management plans should consider entire drainage basins, with responsibility shared where the basin extends into adjacent governmental jurisdictions.

SW-2 Natural drainage systems should be maintained and enhanced to protect water quality, reduce public costs, and prevent environmental degradation. Public improvements and private developments should not alter natural drainage systems without providing acceptable mitigation measures, which significantly reduce or eliminate the risk of flooding or adverse impacts to water quality.

SW-3 Water quality and natural drainage systems should be protected by controlling the quality and quantity of surface water run-off.

SW-4 The City should continue the policy of funding drainage improvements incrementally as part of the operation of the surface water management utility. These incremental improvements should be coordinated with the City's functional drainage system plans. The goal of the utility should be to address priority drainage improvements throughout the City. Each year the funds raised through the utility fee mechanism should be allocated to address drainage projects identified in the utility's functional plan.

SW-5 Public spending priorities for surface water management utility public facilities and services should be as follows:

a. First, to maintain or upgrade existing facilities and services where necessary to serve existing development at the applicable level-of-service standards; and

b. Second, to upgrade facilities and services where possible to support planned growth at the applicable level-of-service standards.

SW-6 The City should update its surface water management utility functional plan, which should contain an inventory of existing capital facilities indicating location and capacities, and include an evaluation of the extent to which the existing facilities possess presently unused capacity. This plan should also identify system deficiencies, forecast the future needs for the capital facilities based on the maintenance of existing levels-of-service, forecast the future needs of the facilities consistent with anticipated growth, and examine alternative possible locations and capacities of such future needed facilities. This functional plan should analyze the findings, conclusions and recommendations contained in the City's current Storm Drainage Requirement document.

- SW-7 New development should not increase peak surface water run-off. New development should not increase total run-off quantity in critical drainage areas, or areas which exhibit erosion hazards or frequent flood hazards. New development should not increase peak storm water runoff discharges above the site's naturally occurring discharge levels, and surface water retention/detention facilities should be provided and maintained to control surface water in excess of the naturally occurring peak discharge.
- SW-8 Site plans and construction practices should be designed to minimize on-site erosion and sedimentation impacts during and after construction.
- SW-9 The City of Cosmopolis will coordinate the improvement and expansion of public facilities with neighboring jurisdictions and public service providers which would be effected by utility decisions.
- SW-10 Those public facilities which have available capacity should be extended to new users outside the City limits in cases where those users will pay the full cost of the extension and a fair share of the operating and system development costs.

Public Safety Public Facilities

Public safety services include police and fire protection, emergency medical services, and animal control. This element is concerned with these services, both public and contracted, as they relate land use. Supporting facilities include police and fire stations, training and equipment maintenance facilities, and shelters for impounded animals.

- PS-1 Public spending priorities for public safety public facilities and services should be as follows:
- a. First, to maintain or upgrade existing facilities and services where necessary to serve existing development at the applicable level-of-service standards; and
 - b. Second, to upgrade facilities and services where possible to support planned growth at the applicable level-of-service standards.
- PS-2 The City should create and update its public safety functional plan, which should contain an inventory of existing public facilities indicating location and capacities, and include an evaluation of the extent to which the existing facilities possess presently unused capacity. This plan should also identify system deficiencies, forecast the future needs for the public facilities based on the maintenance of existing levels-of-service, forecast the future needs of the facilities consistent with anticipated growth, and examine alternative possible locations and capacities of such future needed facilities. This functional plan

- should analyze the findings, conclusions and recommendations on a five-year cycle.
- PS-3 The preferable locations for public safety facilities, such as police and fire stations, are in the public reserve zoned areas. Police and fire stations also may locate outside the public reserve zones on sites with road access of an appropriate level-of-service, when such location would result in a better response time. Facility design and location should be coordinated with nearby jurisdictions.
- PS-4 Police and fire department training facilities and centralized equipment maintenance facilities should locate in public reserve areas or on sites large enough to buffer adjacent uses. They may locate in multi-use or manufacturing zones provided no other reasonable alternative location can be identified.
- PS-5 Animal control shelters should locate in multi-use zones as a conditional use to reduce or eliminate noise and other adverse impacts to adjacent uses.
- PS-6 The City should coordinate future correctional facility obligations with Grays Harbor County and Washington State to ensure a safe, efficient, and comprehensive level-of-service.
- PS-7 The City should analyze the opportunity to provide improved water emergency service by continued training of personnel and updating of equipment and rescue boat.
- PS-8 Municipal, county, state and federal public safety facilities should be considered essential facilities, and should be reviewed from a regional perspective to ensure environmental quality through a process involving public hearings and formal actions by elected officials and the public.
- PS-9 Commercial, public facility, or special construction projects and development plans should be reviewed in a manner consistent with the City's current Development Standards.
- PS-10 The City should periodically review, update and implement the City-wide Emergency Disaster Plan, which addresses coordinated municipal actions in cases of significant adverse natural or man-made emergencies.
- PS-11 The City should consider the expansion of City Hall to provide adequate space for staff, council and public meetings.
- PS-12 The City should consider the expansion or relocation of the Police Station and the City Court Facility. The expansion or relocation of this facility should be considered due to limited expansion potential, age, condition and use. A multiple use facility including all City offices, police and court should be considered.

Parks and Recreation Public Facilities

Active and passive park facilities, and other forms of open space, are essential and unique features of Cosmopolis which provide multiple public benefits for the residents of the area. Public and private park facilities are important factors for quality of life, and must be provided as the City grows.

- PR-1 A wide variety of lands should be preserved for park purposes, including:
- a. Natural areas and natural features with outstanding scenic or recreational value;
 - b. Lands that may provide public access to rivers, creeks, sloughs, or the harbor;
 - c. Lands that define, through their natural features, the boundaries of urban and rural areas, including parks, trails, water features, and scenic corridors;
 - d. Lands that visually or physically connect natural areas, or provide important linkages for recreation, transportation facilities for pedestrians and bicyclists, and plant communities and wildlife habitat; and
 - e. Lands valuable for active and passive recreation, such as athletic fields, trails, fishing and boating, swimming, or picnic areas.
- PR-2 Public spending priorities for public safety public facilities and services should be as follows:
- a. First, to maintain or upgrade existing facilities and services where necessary to serve existing development at the applicable level-of-service standards; and
 - b. Second, to upgrade facilities and services where possible to support planned growth at the applicable level-of-service standards.
- PR-3 The City should continue to regularly update its Parks and Recreation Comprehensive Plan, which should contain an inventory of existing public facilities indicating location and capacities, and include an evaluation of the extent to which the existing facilities possess presently unused capacity. This plan should also identify system deficiencies, forecast the future needs for the capital facilities based on the maintenance of existing levels-of-service, forecast the future needs of the facilities consistent with anticipated growth, and examine alternative possible locations and capacities of such future needed facilities. The functional plan should analyze the findings, conclusions and recommendations contained in the City's most recent Parks and Recreation Comprehensive Plan.
- PR-4 The City should preserve and acquire land for park purposes to meet the present and future needs of all the citizens of Cosmopolis.

PR-5 The City should establish and provide recreational programs sufficient to meet the needs of all the citizens of Cosmopolis.

PR-6 The City should provide recreation facilities designed to meet the needs and desires of all Cosmopolis residents, while providing a high standard of quality in design and maintenance.

Public Library Public Facilities

Libraries compliment school systems as well as provide Cosmopolis residents with cultural, educational and leisure opportunities. Currently, the City of Cosmopolis does not have a public owned library.

PL-1 Public spending priorities for library public facilities and services should be as follows:

- a. First, to maintain or upgrade existing facilities and services where necessary to serve existing development at the applicable level-of-service standards; and
- b. Second, to upgrade facilities and services where possible to support planned growth at the applicable level-of-service standards.

PL-2 The City should update its public library functional plan which should identify system deficiencies, forecast the future needs of a public facility based on the maintenance of levels-of-service. Further, forecast the future needs of the facility consistent with anticipated growth, and examine alternative possible locations and capacities of such future needed facility. This functional plan should analyze the findings, conclusions and recommendations contained in the Timberland Regional Library Long Range Plan document.

PL-3 Public library services should be provided in urban areas on sites with road access of an appropriate level-of-service, when such location would result in better service. Facility design and location should be consistent with the Timberland Regional Library System siting criteria.

Chapter 8

Natural Resources

Introduction

Natural resources in the City of Cosmopolis include forest and farmland, mineral lands, the Grays Harbor Estuary and its related rivers, streams, lake, sloughs, and water shed above Mill Creek Lake. These resources support industries that are an important part of the City's economy, providing jobs and needed products for local use and export. Forest, farmland, soil and water resource areas also provide non-economic resource values such as scenic views and wildlife habitat. Natural resource lands and waters are a major element of the growth and development pattern envisioned in the plan concept because of their long-term economic, cultural and open space significance.

This Chapter establishes policies to guide planning and the conservation of valuable forestlands, farmlands, mineral resources and waterways, and to encourage and promote their productive management by resource industries. The City recognizes that healthy resource industries are essential to the conservation of resource lands and waters.

Natural Resource Goals

Resource industries are productive land and water uses to be revitalized throughout the City. In growing urban areas, many forces work against continued resource management and conservation of productive lands and waters. Urban development adjacent to or near productive lands or waters increases land prices, and results in the economic pressure to convert the land to urban uses. An effective strategy to conserve productive land and water resource industries must establish land use policies and regulations which support resource industries responsible management practices and limit the points of adverse contact and potential conflict with incompatible uses. Encouraging the efficient use of non-resource lands and waters will also help to protect these resources.

NG-1 Enable the continued development of the community and natural resources within the City.

NG-2 Retain the desirable elements of Cosmopolis's character and setting.

NG-3 Minimize the potential undesirable impacts of development.

NG-4 Conserve farmlands, forest lands, mineral resources and waterways for productive use.

NG-5 Provide for the appropriate expansion of the City of Cosmopolis.

NG-6 Plan for regional growth in cooperation with other affected jurisdictions.

Natural Resource Policies

The natural resource policies outline and describe directions for governmental action and decision making to implement the community and natural resources goals. The classification and designation of natural resource lands and waters are an important step in the overall comprehensive development process.

- NP-1 Agriculture, aqua-culture and forestry should be encouraged. Mining should be allowed in areas if adverse impacts can be adequately mitigated.
- NP-2 The City should work with other agencies, special-purpose districts, and private land owners to conserve public and private resource lands and waters, and to encourage continued resource management.
- NP-3 Resource industries should use management practices that protect the environment and adjacent uses, and maintain the long-term productivity of the resource base.

Forest Resource Land Policies

Forest resource lands are primarily used for growing trees for commercial purposes, and exhibit long-term significance for commercial tree production.

- FP-1 The City of Cosmopolis should use the private forest land grades of the Washington State Department of Revenue in the process for determining and mapping forest resource land.
- FP-2 Lands intended for forest production should remain, when possible, in large-acre tracts and ownership patterns conducive to forestry. Any residential development within these areas should be closely monitored and controlled by the Development Standards and all unused, non-developed, land conserved for specific forestry-related purposes.
- FP-3 Land uses adjacent to forest lands should be sited and designed to prevent conflicts with forestry, with new residential development designed and sited to reduce potential conflicts between residences and forest practices on adjacent lands.
- FP-4 Development on land adjacent to forest lands should be designed so as not to interfere with the best management practices in place on the forestlands. Possible interference by the development to the effectiveness of the practices should be addressed by the development rather than encouraging the conversion of the resource land.

- FP-5 Residences within forestlands should be designed and sited to maintain the productivity of the resource land. Design measures and site plan requirements should also be used to provide for fire control and to prevent conflicts with forest management.
- FP-6 The City should encourage public and private forest managers to provide recreation and multiple uses within forest lands, provided that they are compatible with productive forestry practices and other resource management goals.
- FP-7 Forestland should be managed to maintain its productive qualities, to protect air, water quality, habitat, and to minimize adverse impacts to adjacent land uses.

Agriculture Resource Land Policies

City residents have consistently supported efforts to preserve good farmland and active farms for the value of local crops, dairy and livestock, and for scenic and historic values. Farming offers variety in the City's living and working environments, and also serves as an appropriate land use in floodplain areas. Agricultural resource lands are primarily devoted to the commercial production of horticulture, viticulture, floriculture, dairy, apiary, vegetable, animal products, berries, grain, hay, straw, turf, seed, and livestock and which have a long-term commercial significance for agricultural production.

- AP-1 The City should use the land-capability classification system of the United States Department of Agriculture Natural Resource Conservation Service in the process for determining and mapping agriculture resource lands.
- AP-2 The City should encourage farmland conservation and the continuance of agriculture, and assure agriculture practices that protect the environment.
- AP-3 The City should encourage agricultural activities in rural areas and in urban areas that provide large-acre undeveloped tracts. Permanent construction within agricultural areas should, whenever possible, be limited to farm residences, farm buildings, and direct market farm stands, and should not disrupt agriculture within the area.
- AP-4 Land uses adjacent to agricultural areas should be designed to minimize conflicts with agriculture. Residential developments should be low-density and should be clustered, screened, and fenced to increase the distance between housing and agricultural, and to discourage trespass. Proposed commercial and industrial development adjacent to agricultural areas should minimize traffic, noise, and pollution impacts to agriculture.
- AP-5 Agriculture should be managed to maintain water quality, protect fisheries, and prevent erosion of valuable agricultural soils.

- AP-6 Public services and utilities within and adjacent to agricultural areas should be designed to prevent adverse impacts on agriculture and to maintain total farmland acreage, by utilizing the following concepts:
- a. Water lines and mains, sewer lines and interceptors, and other public facilities should avoid crossing agricultural lands unless their purpose is to provide service necessary for agriculture, and they should be installed at times which minimize adverse impacts on seasonal agricultural practices;
 - b. Roads that cross agricultural lands should be aligned, designed, and maintained to minimize impacts on agriculture and farm traffic; and
 - c. Facilities that must be located in agricultural lands to meet urban area needs should be built and located to prevent adverse impacts to agricultural activities. Service providers should mitigate for agricultural land removed from production by utilizing such methods as soil enhancement, land replacement, or parcel consolidation.

Mineral Resource Land Policies

Mining practices are an essential resource industry, and it should be managed to protect water and air quality and minimize problems associated with surface water runoff, dust, and glare. Conflicts between mining and adjacent land uses can also be minimized by using distance or earthen barriers, to reduce off-site ambient noise impacts, and by operating equipment and trucks to ensure safety and reduce noise levels. Mineral resource lands are land primarily devoted to the extraction of minerals or that have identified or potential long-term commercial significance for the extraction of minerals.

- MP-1 The City should use the minerals classification system of the Washington State Department of Natural Resources and the United States Bureau of Mines in the process for determining and mapping mineral resource lands.
- MP-2 The City should identify and preserve opportunities to extract mineral resources, following public study and review, by permitting such activities when:
- a. The proposed site contains a substantial or high-quality deposit of rock, sand, gravel, or other mineral resource; the recovery of which will have public benefits clearly outweighing environmental and other associated costs; and
 - b. Location, parcel size, site characteristics and existing land uses allow operation with limited impacts to adjacent land uses, and environmental quality can be protected when mitigating measures are applied; and
 - c. Roads or similar transport facilities serving, or proposed to serve the site can safely transport mined products when operations begin.

- MP-3 Mineral extraction activities should be regulated through a permitting process which includes public notice and comment, specific duration of operations, and the authority to condition permit extensions or renewals to address new circumstances or impacts. Compliance with environmental, operational, and safety standards should be considered in the granting, renewal, and expansion of mining operations.
- MP-4 Permanent structures not related to or consistent with on-site mineral extraction, including the outdoor storage and parking of transport vehicles and equipment associated with other off-site activities, should be excluded from mining sites.
- MP-5 Mineral extraction sites should be large enough to allow resource removal, and include enough land to confine operational impacts such as ambient noise, reduced air quality, light and glare, and other adverse impacts from property owned or controlled by the mining operator.
- MP-6 The preferred land uses adjacent to mineral extraction operations are mining, open space, forestry, or industrial uses. Any new residential development adjacent to extraction operations should be of a very low density and sited to help minimize potential conflicts between residences and mining.
- MP-7 Extraction and processing of rock, sand, gravel, and other mineral resources should be managed to avoid, or to effectively mitigate, impacts to surrounding land uses and to protect water and air quality. Special operating procedures, landscaping, sight-obscuring fences, buffers, berms, noise-attenuation mufflers and other techniques should be used to minimize off-site impacts.
- MP-8 Truck traffic for mining operations should utilize designated truck routes when available and avoid local neighborhood access streets. Truck traffic should use routes, which produce lower peak traffic volumes in circumstances where two or more arterials provide potential access to the site. Heavy truck traffic affecting residential neighborhoods should be scheduled for non-peak daylight hours.
- MP-9 Extractive operators should provide traffic controls at entrances and exits to the mining site as needed. Trucks and equipment should be operated in such a manner that does not cause excessive damage to road surfaces, prevents debris from being deposited on road surfaces, minimizes noise, and is safe for auto, pedestrian, and bicycle traffic.
- MP-10 Noise and vibration from extraction operations should be minimized. Surface blasting operations and underground blasts causing noticeable vibrations should be limited to daylight hours when adjacent to residential areas. Blasts should be scheduled for regular and predictable times, except in cases of emergencies, with blast time information available to both area residents and municipal emergency services providers.

Aqua-culture Resource Water Policies

The Grays Harbor Estuary, the Chehalis River, Mill Creek and all the associated rivers, creeks and sloughs of the Chehalis River Basin combine to provide the City of Cosmopolis with a unique habitat for resource industries. Aqua-culture resource waters and the underlying aquatic lands primarily devoted to shellfish harvesting and commercial fishing have a long-term commercial significance for harvesting and fish production.

- AP-1 The City should use the commercial, and recreational shellfish growing classification of the Washington State Department of Health, the kelp and eelgrass identification system of the Washington State Department of Natural Resources, and the important habitat and species classification and designation of the Washington State Department of Fish and Wildlife, in the process for determining and mapping aqua-culture resource lands.
- AP-2 Development adjacent to all waters of the state should be consistent with the policies of the City's Shoreline Master Program and the Grays Harbor Estuary Management Plan.
- AP-3 The City should participate in Chehalis River basin-wide planning efforts to coordinate private and public sector development activities to facilitate increased awareness of the resource and to actively address issues related to water quality, habitat value and function, and flooding.
- AP-4 The City should work with Washington State, Grays Harbor County, Quinault Indian Nation, City of Aberdeen, City of Hoquiam, Port of Grays Harbor, special purpose districts, and the private sector to coordinate those land use actions which would impact the ability of the Chehalis River watershed and the Grays Harbor estuary to function as a resource water.
- AP-5 The City should compile and organize data related to surface water management, water quality enhancement programs, flood hazard mitigation, and related information in the context of watershed management as provided by the State's most current edition of the Washington State Water Quality Assessment Report and the associated water resource inventory area concept.
- AP-6 The City should support programs which address the invasion of noxious weeds into the watershed.

Chapter 9

Downtown Development

Introduction

The downtown areas of Cosmopolis have not undergone many dramatic changes in recent years. The downtown corridor is currently under bid for a substantial street, sidewalk, under ground utilities, street trees and landscaping improvement. Cosmopolis along with Aberdeen and Hoquiam serves as the geographical, commercial, transportation, and population center of Grays Harbor County, and is the key route to the Ocean Beaches and the Olympic Peninsula. The Chehalis River acts as the eastern boundary of the downtown area.

Downtown Development Goals

The first key component in downtown revitalization is the partnership between the City government, downtown businesses, downtown property owners, other organizations, and the community as a whole. The second is the realization that downtown revitalization is a long-term incremental process. Incremental change can be accomplished locally and changed over time as successes are achieved and needs change.

DG-1 Continue and strengthen the partnership to revitalize downtown which includes the City, downtown property owners, downtown business owners, and the entire community.

DG-2 Facilitate downtown redevelopment.

DG-3 Maintain and improve the physical facilities downtown including downtown buildings and public facilities.

DG-4 Use the available opportunities to aid in revitalizing downtown.

DG-5 Retain existing businesses appropriate to the role of downtown.

DG-6 Attract compatible new uses and businesses downtown.

Downtown Development Policies

The downtown redevelopment policies outline and describe directions for governmental action and decision making to implement the downtown redevelopment goals. The policies are also applied to specific projects through zoning conditional use reviews, rezone ordinances, State Environmental Policy Act reviews, and long and short subdivision reviews.

- DP-1 The City of Cosmopolis should continue to plan and implement downtown redevelopment activities in cooperation with downtown businesses, downtown property owners, downtown residents, other public and private organizations, and the entire community.
- DP-2 The City of Cosmopolis should, in encouraging the redevelopment of downtown, take an active role in partnership with other affected parties and the community. The City role should include working with the affected parties, to remove barriers to downtown redevelopment, to identify and market rehabilitation opportunities, to provide information on rehabilitation techniques and funding, to help develop organizations to aid in downtown revitalization, and to jointly fund priority public facility improvements within the constraints of available funding sources.
- DP-3 The City should actively seek available state and federal funding for downtown public facility improvements and improvements to private facilities and structures thereby encouraging revitalization and redevelopment by stimulating private sector reinvestment.
- DP-4 A broad variety of compatible uses should be encouraged downtown.
- DP-5 Retail trade and service uses which are complimentary or which reinforce each other's customer attracting potential should be encouraged to concentrate along major pedestrian routes downtown.
- DP-6 Public and private festivals should be allowed downtown. The City should provide appropriate levels of support for the festivals, within tourism funding limitations. Downtown businesses should be enabled to conduct promotions in conjunction with the festivals.
- DP-7 The City should identify public and private sector funding sources to aid in the restoration and improvement of downtown buildings.
- DP-8 The City should encourage the repair and renovation of deteriorated buildings.
- DP-9 The City should encourage property owners to perform store front remodels and restorations based on the original design, and be constructed with materials and techniques compatible with the character of the building.
- DP-10 The repainting and restoration of signs, murals and graphics on side and rear walls should be encouraged.
- DP-11 Store front signs should be designed, whenever possible, to fit and blend with the building on which the sign is to placed.
- DP-12 Information and direction signs should use international symbols whenever possible to assist visitors to the area.

- DP-13 Pedestrian access between the downtown area and the waterfront area should be improved whenever possible to assist in a safer and more accessible manner for visitors and residents alike.
- DP-14 The City should encourage the Grays Harbor Transportation Authority to continue to improve the downtown area pick up point as well as improve the Authority's public transit system through out the entire City.
- DP-15 The City and local private economic development organizations should explore the possibility of the construction and staffing of a visitor information center, public restroom facility, and public parking area for tourists.
- DP-16 The City should explore the establishment of a special valuation tax program for improvements to historic properties to encourage the maintenance, improvement, and preservation of privately-owned historic landmarks.
- DP-17 Downtown businesses should be encouraged to target the visitors who currently pass through downtown on the way to the Olympic Peninsula and Ocean Beaches.
- DP-18 The City should encourage the private-sector to provide visible, easily accessible parking to enable pass through visitors to stop in the downtown shopping area. The City should also pursue funding sources for the construction of public parking facilities.
- DP-19 The City should encourage the retention of existing street trees and flower plantings. The City, the private sector, and volunteer organizations should be encouraged to expand the use of street trees, flower plantings, and other landscaping elements. These landscaping elements should be provided and maintained collaboratively by the City, business and building owners, and volunteer organizations such as the Cosmopolis Beautification Committee and Garden Clubs.
- DP-20 The City should initiate a public awareness campaign aimed at elevating the outward appearance of private property in the City.

Chapter 10

Waterfront Development & Conservation

Introduction

The waterfront areas of Cosmopolis have not undergone many dramatic changes in recent years. Cosmopolis, and the neighboring cities of Aberdeen and Hoquiam, serves as the geographical, commercial, transportation, and population center of Grays Harbor County, and is the key route to the Ocean Beaches and the Olympic Peninsula. The Chehalis River acts as the eastern boundary of the downtown commercial/industrial area as well as the eastern boundary of the City.

Waterfront Development Goals

One of Cosmopolis's most important potential economic and natural resources is the City's waterfront. The waterfront is used for fishing, recreation, commercial and industrial uses. Grays Harbor is the only deep-water port on the Washington Coast. Cosmopolis has many different types of waterfront areas, including the habitat areas of the Chehalis River, Mill Creek and the freshwater lake of Mill Creek Lake.

WG-1 Participate in the management of the Grays Harbor estuary for multiple uses.

WG-2 Allow the appropriate development and use of suitable waterfront areas.

WG-3 Encourage the appropriate redevelopment and use of blighted waterfront areas.

WG-4 Increase appropriate public and private use of the waterfront areas of the City.

WG-5 Protect important waterfront areas and resources.

Waterfront Development Policies

The waterfront development policies outline and describe directions for governmental action and decision making to implement the waterfront development goals. The policies are also applied to specific projects through zoning conditional use reviews, special use permit reviews, re-zone ordinances, State Environmental Policy Act Reviews, discretionary administrative reviews, long and short subdivision reviews and reviews of shoreline permit applications.

WP-1 Waterfront development within the City should be consistent with the findings, conclusions and recommendations contained in the City of Cosmopolis's Shoreline Master Plan, the Grays Harbor Estuary Management Plan, the Port of Grays Harbor's most current Industrial Properties Master Plan, the Washington State Department of Transportation's most current Washington Coastal Corridor

Master Plan, and the most current Revitalization Potentials on the Grays Harbor Waterfront report.

- WP-2 New developments fronting upon the water should provide appropriate levels of public access. The access should be provided as condition of any discretionary land use approvals granted for the property where an access is identified, or where appropriate through a combination of private and public funding.
- WP-3 Public access is necessary to continue the public use of the public shorelines of the City of Cosmopolis. The protection and development of this access is found to be in the public interest of the City.
- WP-4 Waterfront access should be provided as condition of any discretionary land use approval granted for a property where a proposed development would:
- a. Generate increased demand for waterfront access; or
 - b. Reduce public access to the waterfront.
- WP-5 Priority public access facilities should, under appropriate circumstances, be constructed with public funding or a combination of public and private funding.
- WP-6 Circulation plans and development of parking areas should be coordinated with the Transit Authority.
- WP-7 The City should work with business and property owners to prepare a Market Analysis and a Business Development Master Plan which provides findings, conclusions and recommendations concerning the type and number of businesses needed to achieve a successful development environment for the area.
- WP-8 The City and the private sector should examine development of a waterfront park and up-graded boat launch facility at the current boat launch at the foot of 'F' Street along the east bank of the Chehalis River.

Chapter 11

Utilities

Introduction

Utilities include all lines and facilities used to distribute, collect, transmit, control, or dispose of water, surface-water and sanitary sewage, solid waste, electricity, petroleum products, and telecommunications. Most utilities within Cosmopolis are operated by special-purpose districts and private companies, although the City of Aberdeen provides the source of local domestic and industrial water, and sanitary disposal. Surface-water is solely controlled and managed by the City of Cosmopolis. The City's responsibility for utilities provided by other agencies ranges from managing their use of public right-of-way to defining their geographic services areas.

This chapter contains policies to guide the City of Cosmopolis in operating its own utilities, allocating public funds for utilities, reviewing private development proposals, and regulating utility services and facilities provided by other public agencies and the private sector. This section also provides a general framework for utility functional plans, including those prepared by other entities as well as the City. Special-purpose districts and private companies are encouraged to use the Comprehensive Plan in preparing their own plans and capital improvement programs.

General Utility Policies

Functional plans will define required levels-of-service for urban and rural areas. The City, special-purpose district, or private company will provide facility improvement standards where applicable, specify current and potential funding methods, and schedule facility maintenance and construction through capital improvement programs.

- UP-1 Special Purpose District comprehensive plans and proposals should support and be consistent with the land use element whenever possible.
- UP-2 Utilities should be located, designed and constructed to avoid significant adverse environmental impacts and to protect valuable environmental features. Siting decisions should include all relevant planning policies, and should include the following actions:
 - a. Prior consultation with the Utilities and Transportation Commission to determine any impacts of siting selections on the public service obligations of utilities or their rates.
 - b. Review of data on industry design and service standards.

- UP-3 Necessary improvements should be provided where utilities are inadequate to serve existing development in urban areas. Utility capital improvement programs should give priority to improving systems with significant inadequacies.
- UP-4 Utility providers, including the City and special-purpose districts, should plan to eventually serve urban uses and densities throughout all urban areas and those rural areas where the comprehensive plan has determined that urban densities will be appropriate in the future.
- UP-5 Standards and plans for utility service in rural areas and resource lands should be consistent with long-term, low-density development and resource industries. Utility facilities that serve urban areas, must be located in rural areas or resource lands, should be designed and scaled to serve primarily the urban areas.
- UP-6 The City should integrate the mapping of existing and future utility service lines with the land use element of this plan.
- UP-7 Utilities should make joint use of utility rights-of-way whenever possible. Underground utilities should also be grouped together and easily accessible for maintenance, repairs, and expansions.
- UP-8 Above ground utility installations should be designed and located to minimize unsightly views and environmental impacts. Power and telephone poles should be as far from right-of-way centerlines as possible.
- UP-9 Power and telephone wires should be installed underground where feasible, particularly in newly developing and high-density areas.
- UP-10 The directional drilling technique should be used whenever possible to reduce potential adverse impacts to environmentally sensitive areas.

Domestic Water Service Policies

The City of Aberdeen provides domestic water service for all residential and commercial customers within both the Aberdeen and Cosmopolis city limits, as well in areas of unincorporated Grays Harbor County in the Wishkah River Valley where the water supply is located.

The Cities of Aberdeen and Cosmopolis have compelling interest in a safe and adequate water supply to support existing development and expected growth. Federal and State laws govern water quality standards, and the City of Aberdeen is responsible for engineering, building and operating a public water supply in conformance with these laws. The City of Cosmopolis is concerned about the water quality and should request to be a party in the decisions with Aberdeen in the continuing operation of the system.

- DW-1 Level-of-service standards for the water supply assure water quality and adequate domestic supply, and fire-flow levels in urban areas. Level-of-service standards for rural areas must also assure water quality and domestic supply, and provide fire-flow levels consistent with low residential densities.
- DW-2 The City should design system improvements and plan future annexations based on the following factors:
- a. Adequate system capacity to accommodate planned land use intensities in urban areas; and
 - b. The planned area-wide, low residential densities and rural uses in the rural areas.
- DW-3 The decision to provide municipal water to a local geographic section of a rural area should be based on the following factors:
- a. The section has been committed to municipal water service through previous City or County water comprehensive plan; or
 - b. A developer extension to the water system will be paid for only by new development, and is economically feasible with no increase in planned densities; or
 - c. Water quality problems that threaten public health exist which can best be resolved by municipal service; or
 - d. Water quality problems exist that can best be solved by municipal service.
- DW-4 Conservation measures should be included in municipal and special-purpose district plans, as well as the development of new sources, to support planned land uses with reliable service at minimum cost, and to assure maximum net benefit in the allocation of water for industrial, municipal, fisheries, navigation, hydroelectric power, and recreational uses.
- DW-5 Public watersheds should be managed primarily for the protection of drinking water, but should allow for multiple uses, such as recreation and tree harvesting, when such uses do not endanger water quality standards.

Industrial Water Service Policies

The City of Aberdeen is one of only two Washington State municipal utilities that provide industrial-grade water. The Wynoochee River watershed serves as the source of supply for industrial sites located in the City of Cosmopolis.

This supply system, which has a 100 million-gallon per-day capacity, provides the City with a water resource opportunity to create increased industrial development opportunities within the City and in areas immediately adjacent to the City.

- IW-1 The City of Cosmopolis should establish, with the cooperation of the utility users, an equitable rate structure that allows for ongoing maintenance and improvements to deteriorated sections of the conveyance system.
- IW-2 The City should explore state and federal funding sources for system extensions to serve new utility customers.
- IW-3 The City should explore inter-local agreements with special purpose districts and the county concerning opportunities for the operation of the utility as a regional industrial water purveyor.
- IW-4 The City should explore state and federal funding sources for development of a new underground water source and storage.

Sewage Treatment Service Policies

Adequate sewage treatment and disposal are essential to protect the public health and safety, and to maintain a high quality for all water resource users. The City of Cosmopolis's wastewater is treated by a public sewer system, which conveys wastewater to a central plant owned, operated and located in Aberdeen, where it is treated and released into the Chehalis River.

The public sewer system can accommodate dense development and large quantities of wastewater. It is a large, complex, and expensive public utility system that can become cost-effective only at urban densities. The presence or absence of a public sewer system is, because of its expense, a major factor in the ability of both urban and rural areas to accommodate growth.

- ST-1 Public sewers are the preferred method of wastewater treatment for development in urban service areas.
- ST-2 Service areas for sewers should be designated only in urban areas and their identified expansion areas. In designating or adjusting service area boundaries, the following criteria should be applied:
 - a. Detailed land use plans and zoning for urban uses and densities support the proposed expansion; and
 - b. Potential adverse impact of sewers on adjacent rural areas or resource lands, and environmentally sensitive areas will be mitigated; and
 - c. Sewers are technically feasible within the proposed expansion area; and

- d. The proposed expansion can be served by gravity sewer to the existing service area. A optional pressure line or similar approved method may be allowed only if the preferred gravity is not possible; and
 - e. There is sufficient treatment plant capacity and interceptor capacity to serve the entire existing service area as well as the proposed expansion.
- ST-3 Wastewater treatment systems should be designed and located to protect water quality in lakes, streams, sloughs, wells, and aquifers.
 - ST-4 The City should continue with efforts to reduce the level of residential, commercial, and industrial inflow and infiltration into the sanitary sewer system.
 - ST-5 Operation and maintenance standards should be established for both urban and rural service areas. Special programs should be established in areas with a high risk of system failure, depending on utility funding ability.

Solid Waste Service Policies

Solid waste management within the City of Cosmopolis governs refuse at every stage, including storage, collection transfer, resource recovery, and disposal. Most solid waste is collected, taken to transfer stations for recycling or temporary storage, or taken directly to landfills.

The transfer station and landfill are operated by a private company, which has a franchise contract with the City to collect refuse.

- SS-1 Solid waste should be collected and disposed of in ways that minimize land, air, and water pollution, and protects the public health.
- SS-2 Management of solid waste should take a regional approach in planning for future needs, facilities, and services.
- SS-3 Recycling and energy recovery systems should be encouraged when they meet environmental standards because they extend the life of landfills and regain useful materials.
- SS-4 Compost centers should be established at utility sites to encourage the proper disposal of yard waste.

Surface Water Management Service Policies

The management and control of surface and storm water has become more crucial as more land is covered by impervious surfaces such as streets, parking lots, and buildings. The purpose of surface water management is to minimize water quality degradation, flooding, erosion, and attendant property damage. In Cosmopolis, surface

water management is addressed through the operation of a public utility that develops functional plans, operates and maintains area-wide facilities, and develops facility standards which are applied to both public and private development projects.

- SW-1 Surface water management should use and protect natural drainage systems wherever possible.
- SW-2 A basin and watershed approach should be utilized in surface water management, with the responsibility shared between the various municipalities, the county, and the special-purpose district.
- SW-3 Basin and watershed plans should provide for multiple use, including recreation, fish and wildlife enhancement, flood protection, erosion control, and open space.
- SW-4 The City should continue the practice of updating its methodologies in addressing surface water run-off.
- SW-5 Surface water management facilities should be funded through adequate and equitable system fees on contributing and benefiting properties, with the facilities required for new development designed and built for low-cost, long-term maintenance and consistency with water quantity and quality standards.

Energy Service Policies

Electrical service is provided by a special-purpose district, with natural gas service provided by the private sector. Both utilities provide most City residents with energy. Many large generation and transmission facilities are regional facilities subject to federal or state law. Local distribution, transmission, and reception facilities, however, are the responsibility of the City to regulate in order to safeguard public health and safety, and to control aesthetic impacts.

- ES-1 Energy distribution and transmission facilities, such as substations, pump stations, major power lines and pipelines, transmission and reception towers, should be located in industrial areas and resource lands when possible. They should be located in residential areas only when necessary to provide an efficient and cost-effective method of utility service.
- ES-2 The City's siting decisions for energy facilities should be based on the following factors:
 - a. Minimal health risks to residents of neighboring properties, whether from noise, fumes, radiation or other hazards;
 - b. Minimal visual impacts, achieved with buffering through distance and/or landscaping;

c. No adverse impacts on aviation traffic patterns from power lines, transmission towers, or reception towers;

d. Convenient access to a street.

Telecommunication Service Policies

Telecommunications deregulation has created a marketplace with new, more efficient technologies. These technologies should encourage economic development by creating jobs and helping local businesses remain competitive. At the same time, the influx of new telecommunication providers poses a significant challenge to the City as it performs its traditional land use responsibilities.

TC-1 Telecommunication distribution and transmission facilities, such as relay stations and transmission and reception towers, should be located in industrial areas and resource lands when possible. They should be located in residential areas only when necessary to satisfy the technical demands of their grid system.

TC-2 The City should presume a wireless telecommunications facility is safe if it meets the technical emission standards set by the Federal Communications Commission. The facility should not create interference with any other communication signals.

TC-3 The City should encourage the principle of co-location, which affords two or more utility providers the ability to place their transmitting facilities in the same location or on the same tower or pole.

TC-4 The City should encourage the development of state of the art communication systems for city residents.

Chapter 12

Plan Implementation

Introduction

This plan is only effective to the degree it is implemented. This chapter outlines the process and procedures to implement this Comprehensive Plan.

Comprehensive plans are implemented by both the public and private sectors. The private sector builds and develops. The public sector provides public facilities and services and, in certain cases, incentives. This plan contains goals and policies to coordinate public and private actions, to allow private sector development, and to protect the general welfare of the community.

The implementation of this long range Comprehensive Plan requires continued monitoring, review, and plan revision. Over time there will be a need to refine or change the goals and policies of the comprehensive development plan as implementing actions are completed and needs and circumstances change.

Plan Implementation Goals

The plan implementation goals are the long-term ends to be achieved through the policies, implementing ordinances, and implementing decisions.

- PG-1 Efficiently and equitably implement the Comprehensive Plan.
- PG-2 Maintain and strengthen the partnership between government, residents, property owners, and business owners.
- PG-3 Maintain and strengthen communication between government, residents, property owners, and business owners.
- PG-4 Periodically review and update this Comprehensive Plan to ensure that it meets the needs of the community and the plan is effective and efficient.

Plan Implementation Policies

The plan implementation policies outline and describe directions for governmental action and decision making, concerning the plan implementation goals.

- PP-1 Government, residents, property owners, and business owners should jointly participate in all public agency planning for the development and redevelopment of Cosmopolis.

- PP-2 The public should be involved in municipal decisions which utilize the Comprehensive Plan.
- PP-3 The zoning ordinance, short and long subdivision ordinance, shorelines master program, and other development regulations shall be consistent with the adopted Comprehensive Plan.
- PP-4 Functional plans and special purpose plans should be integrated into and be consistent with the adopted Comprehensive Plan.
- PP-5 Decisions on City development projects and public facilities should be consistent with the adopted Comprehensive Plan.
- PP-6 Decisions on specific projects through discretionary administrative reviews, conditional land use reviews, rezone ordinances, special use reviews, State Environmental Policy Act reviews, shoreline permit reviews, and long and short subdivision reviews should be consistent with the adopted Comprehensive Plan.
- PP-7 The Planning Commission should continuously review the Comprehensive Plan and the implementing ordinances to ensure community needs are met, community goals and aspirations are promoted, and appropriate developments are allowed. The Planning Commission should forward the results of any reviews with recommendations to the City Council.
- PP-8 City staff should monitor the effects of the Comprehensive Plan on development and redevelopment activity and report on any identified impacts to the Planning Commission.
- PP-9 Proposed amendments to the Comprehensive Plan should be accompanied by any land use regulatory changes required for implementation so policies and regulations will be consistent.
- PP-10 All Comprehensive Plan text and plan changes should be considered from a City wide perspective which examines the cumulative effects of any proposed change.
- PP-11 All Comprehensive Plan text and plan map changes should be considered in the following manner:
- a. The Planning Commission should hold a public meeting on the proposed change and make a recommendation to the City Council on the proposal.
 - b. The City Council should hold a public hearing on the proposed change and decide whether or not to adopt the change. Changes should be adopted in the form of ordinances.

- PP-12 Land use regulation should be clear and comprehensive so they implement land use plans effectively and efficiently.
- PP-13 The Planning Department should be responsible for implementing the land use regulatory and development incentive actions recommended by this Comprehensive Plan.
- PP-14 The City Department charged with responsibility of administering the various City facilities and services, such as streets and water systems, should be responsible for implementing the actions recommended for those systems by the Comprehensive Plan.
- PP-15 The City of Cosmopolis should participate in cooperative planning efforts to solve regional problems and to pool and distribute data and forecasts.

Chapter 13

Capital Improvements Plan

Introduction

A Capital Improvements Plan presents a priority listing of all needed Capital Improvements for the next six or more years. The main concern of most of the recipients of the citizen questionnaire was Cosmopolis's dependence on the City of Aberdeen for sewer treatment and water. Based on our studies over the past year, and on a poll of citizen opinions, the following is a list of projects for consideration.

1. Sanitary Sewer Trunk Lines extended beyond the Highlands area as well as the DeWitt and Stanford Drive area. Also, a sewer extension to the South in the Golf Course for future development. In order for other recommended projects to take place or become necessary, expected population growth must occur. The greatest potential for future growth lies in the hill areas, but before development of these areas can progress, sanitary facilities must be made available.

Financing of the extended trunk lines would have to come through Public Works grants, Community Development grants, G. O. Bond issue, or L.I.D. Maintenance and operation would be a yearly expense budgeted out of the General Fund.

2. Water Supply and Storage Facility. It is recommended to investigate and develop a new source of water and storage within the control of the City. This new water source and storage should be sized large enough to ensure adequate water supply for fire protection. Financing could be made available through Ref. 27 Funds, Public Works grant, G. O. Bond issue, or Community Development grants. Maintenance and operation would be a yearly expense budgeted out of the General Fund.
3. Maintenance Shop and Garage for City equipment. Due to the inadequate facility in use at the present time, and recognizing the need to protect the substantial investment in machinery, we feel that this project should rank high among priorities.

A new structure and an addition to existing newer building including garages and shop could be financed by Public Works grant, Community Development grants, or a G. O. Bond issue. Maintenance and operation would be a yearly expense budgeted out of the General Fund.

4. Lions City Park Improvements to include new fencing, parking, fill, sod, drainage, play equipment, maintenance building, bleachers, dug-outs, announcer booth, refreshment stand and handicap restrooms. These improvements could easily be achieved in stages as grant funding becomes available. Costs could vary

depending on elevation level and donated time and materials from the public and civic organizations. Financing could be obtained through IAC Grants, Community Development grants, Bishop and Cheney grants, or by G. O. Bonds. Maintenance and operation would be a yearly expense budgeted out of the General Fund.

5. Riverside Park to include dock, boat launching, building and park area on Weyerhaeuser Company property fronting on the Chehalis River. This project would require strong backing from the citizens, Weyerhaeuser Company and special interest groups. Cost of the project could be funded by grants as funding becomes available through IAC grants, G. O. Bonds, or Community Development grants. Maintenance and operation would be a yearly expense funded out of the General Fund.
6. City Hall and Police Facility. Due to the inadequate size and age of both the City Hall and Police facility they have become very high Maintenance. The City should replace both facilities with one complex thus combining maintenance, parking, infra-structure and location. This one complex would make it easier for the general public to access. The dual purpose facility should incorporate an area large enough to house a council chambers for meetings and court, and another open area large enough to be used as a community center for public use such as public meetings or rented out for community use. The project could be funded by a General Obligation Bond, Community Development Grant and/or Public donations. Maintenance and operation would be a yearly expense funded out of the General Fund.
7. Makarenko Park. To include ADA accessible paved trails with interpretive signs, recreation play fields and supporting buildings, parking, community gardens, restrooms, amphi-theater meeting area, and fencing. This park can be done in stages with some volunteer help. This project has strong backing from citizens, special interest groups, and from Weyerhaeuser Company. This project could be partially funded by donations and public involvement. Other funding could be available through grants from various sources such as IAC, Public Works Trust Fund, Community Development grants, Small Cities grant, Cheney and Bishop Foundation grants. Maintenance and operation is paid for by the interest received from the estate of Olevetta Faulkner.
8. Trail Extension through City to Melborne. To include ADA accessible paved trail system with interpretive signs, resting benches and parking to connect from east County to Aberdeen located on the old abandoned railroad. This project will be headed up by the Department of Natural Resources and other local interest groups. The purpose is for an alternative mode of travel other than automobiles on a dedicated trail system. Financing of this project is through tax dollars and the Department of Natural Resources. This trail is to be State owned and maintained so there is not any anticipated costs for maintenance and operation to the City.

9. Recreational facility. To include a facility to house the Recreation programs that the City runs for its citizens. This facility could house the equipment used for recreational programs. Cost of this project would be funded by IAC grants, Community Development grant, G.O. Bonds, or Cheney and Bishop Foundation grants. Operation and maintenance would be a yearly expense funded out of the General Fund.

10. Mill Creek watershed trail system. To include a gravel pathway through the Mill Creek watershed for recreational purposes. The idea is to allow public access to this public reserve area with a trail meandering along the hill side of each side of Mill Creek. This project would be funded by private development, IAC grants, Community Development grants, Cheney and Bishop Foundation grants. Maintenance and operation would be yearly expense funded out of the General Fund.



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Mayor's Recommendation to City Council

Installation of Rubber Modular Speed Bumps: Highland Park (Franklin Street & Dundee Drive) Park Area Traffic Safety Background

The street adjacent to the city park currently has a posted speed limit of 25 mph and does not have sidewalks. The park area is frequently used by children and families, and pedestrians often walk in or near the roadway when accessing the park.

The City has also received a number of calls and concerns from residents regarding the safety of children in this area, particularly with vehicles traveling at speeds unsafe for a park environment. Due to the absence of sidewalks and the level of park activity, there is an increased safety concern regarding vehicle speeds along this section of roadway. To address these concerns, the City has already ordered “Slow – Children Playing” signs for placement near the park area. Additional caution signage warning drivers of upcoming speed bumps would also be installed as part of the proposed traffic calming measures.

Proposal

It is recommended that the City install rubber modular speed bumps on the roadway adjacent to the park in order to reduce vehicle speeds and improve pedestrian safety.

The proposed installation would include:

- Two rubber modular speed bumps
- Placement on both sides of the park area
- Each speed bump would span the full width of the roadway (approximately 18–24 feet) to cover both directions of travel
- Installation would be completed by City Public Works staff, resulting in no outside labor costs

Rubber modular speed bumps are durable, highly visible, and commonly used by municipalities as an effective traffic-calming measure in park zones and residential areas.

Estimated Cost

Estimated cost per speed bump: \$1,200 – \$1,800

This cost includes modular rubber sections, anchors, and reflective striping. With two installations, the total estimated cost would range from approximately \$2,400 to \$3,600.

Funding Source

Funding would appropriately come from the City Street Fund, as these installations represent permanent roadway safety infrastructure intended to improve traffic safety and protect pedestrians in a public park area.

Benefits

- Reduces vehicle speeds in a high pedestrian area
- Improves safety for children and families accessing the park
- Responds to safety concerns raised by residents
- Addresses safety risks on a roadway without sidewalks
- Cost-effective traffic calming solution
- Installation by City Public Works minimizes project costs

Recommendation

It is recommended that the City Council approve the installation of two rubber modular speed bumps on the street adjacent to the park, with funding provided through the City Street Fund.

City of Cosmopolis

Council Information Request & Staff Communication Protocol

Purpose

The purpose of this protocol is to establish a clear and consistent process for City Councilmembers to request information from staff while maintaining appropriate governance roles between the legislative and executive branches of city government.

This process helps to:

- Ensure equal access to information for all councilmembers
 - Protect staff time and workload
 - Maintain appropriate governance structure
 - Improve transparency and efficiency
-

Governance Structure

Under Washington law for Mayor–Council code cities:

Mayor – Executive Branch

The Mayor serves as the City’s Chief Executive Officer and is responsible for:

- Supervising city staff
- Directing administrative operations
- Establishing staff work priorities
- Preparing and administering the city budget

City Council – Legislative Branch

The City Council is responsible for:

- Establishing policy
- Adopting ordinances and resolutions
- Approving the city budget

- Providing oversight as a legislative body

Individual councilmembers **do not supervise staff or direct administrative operations.**

Communication with Staff

Councilmembers may contact staff for:

- Clarification on agenda items
- Access to public information or records
- Basic informational questions related to council business

Councilmembers should **not**:

- Direct staff work assignments
- Request extensive research or analysis without coordination
- Provide operational direction to staff

If staff receive requests involving policy development, research, or operational direction, they should refer the request to the **Mayor**.

Council Information Requests (CIR)

When a councilmember requires research, financial analysis, reports, or staff time beyond simple clarification, the request should be submitted as a **Council Information Request (CIR)**.

Process

1. The councilmember submits the request by email or CIR form.
2. The request is directed to the **Mayor or Clerk-Treasurer**.
3. The Mayor reviews the request and assigns staff work if appropriate.
4. Completed information is shared with the **entire council**.

This process ensures transparency and equal access to information.

Budget and Financial Requests

Budget development occurs through:

- Budget workshops
- Committee meetings
- Public council meetings

Staff will prepare financial analysis **at the direction of the Mayor and Council as a body.**

Staff Workload Considerations

Because the City operates with limited staff resources, requests may be scheduled based on staff capacity and existing priorities.

Equal Access to Information

Information produced in response to a councilmember request will be distributed to **all councilmembers** to maintain fairness and transparency.

Implementation

The City Council may adopt this protocol by motion or resolution and include it in the City's future **Council Policy Manual**.

Council Information Request Form (CIR)

City of Cosmopolis

Councilmember Name: _____

Date Submitted: _____

Requested Information / Topic:

Purpose of Request (optional):

Level of Research Requested:

- Simple information / clarification
- Background information
- Staff research or report
- Financial analysis
- Other: _____

Is this request time sensitive?

- Yes
- No

If yes, requested completion date:

Submitted To:

- Mayor
 - Clerk-Treasurer
-

Staff Use Only

Date Received: _____

Assigned To: _____

Estimated Staff Time:

- Under 30 minutes
- 1-2 hours
- More extensive research required

Date Completed: _____

Response Distributed To:

- Entire Council
- Requesting Councilmember only