

AGENDA
CITY OF STEVENSON COUNCIL MEETING
March 21, 2024
6:00 PM, City Hall and Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjvA/>

Items with an asterisk (*) have been added or modified after the initial draft publication of the Agenda.

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor to call the meeting to order, lead the group in reciting the pledge of allegiance and conduct roll call.

2. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion. Please submit written comments to City Hall in person at 7121 E. Loop Rd, via mail to PO Box 371, Stevenson, WA 98648 or via email to leana@ci.stevenson.wa.us by noon the day of the meeting for inclusion in the council packet.]*

a) Public Comments Received

3. CHANGES TO THE AGENDA: *[The Mayor may add agenda items or take agenda items out of order with the concurrence of the majority of the Council].*

a) *3/18 changes include:

- Corrected name of new Planning Commission Member (item 4d)
- Added water leak adjustments (item 4i-j)
- Revised Zoning Amendment attachment to include exhibits (item 6a)

b) **3/20 changes include:

- Added contract amounts for rate hearing (item 6c)
- Added updated sewer ordinance (item 7a)
- Added Fire Department report (item 10c)

-Added Homeless Housing Council Report (item 10d)

-Added voucher detail (item 12a)

c) ***3/21 changes include:

-Added contract and amounts for Grayling contract (item 9a)

4. CONSENT AGENDA: The following items are presented for Council approval. *[Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

a) Authorize Mayor Anderson to Sign Letters Against Bigger Trucks - The Coalition Against Bigger Trucks (CABT) requests letters against increasing the size and weight limits on commercial trucks. More information can be found online at cabt.org.

b) Approve Temporary Construction Agreement with Northwest Pipeline - Public Works Director Carolyn Sourek presents the attached agreement for NW Pipeline to use a section of city property for their project (less than 2,000 sq ft) and cut down a group of trees (about 5 or 6 of varying sizes and conditions) in relation to the project for a total of \$1,500 as outlined in the agreement. A larger copy of the map is also attached for easier viewing.

c) Approve Skamania County Incarceration Services Agreement - City Administrator Leana Kinley presents the 2024-25 contract with Skamania County for Incarceration services for council approval. There is a \$5 increase to the inmate fee, or an 8% increase, which was last changed in 2018 (6 years ago).

d) *Appoint Tony Lawson to Planning Commission - The Planning Commission recommends City Council appoint Tony Lawson to fill position #2, which was vacated by the expiration of Davey Ray's term.

e) Liquor License Renewals - Columbia Gorge Interpretive Center, Fraternal Order of Eagles, Stevenson Farmers' Market, Rock Creek Tavern and 54 40 Brewing Company.

f) Water Adjustment - Wesley Gillian (meter No. 405000) requests a water adjustment of \$528.73 for a water leak which they have since repaired.

g) Water Adjustment - Stevenson Dental Care (meter No. 202700) requests a water adjustment of \$342.37 for a water leak which they have since repaired.

h) Water Adjustment - Penny Edlund (meter No. 801600) requests a water adjustment of \$595.10 for a water leak which they have since repaired.

- i) ***Water Adjustment** - SCSD Admin Building (meter No. 405900) requests a water adjustment of \$73.31 for a water leak which they have since repaired.
- j) ***Water Adjustment** - SCSD Grade School (meter No. 205950) requests a water adjustment of \$10.06 for a water leak which they have since repaired.
- k) **Minutes** of February 15th regular meeting, February 22nd special meeting and March 2nd council retreat.

MOTION: To approve consent agenda items a-k.

5. SHERIFF'S OFFICE REPORT:

- a) **Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month is presented for council review.

6. PUBLIC HEARINGS:

- a) ***Zoning Text Amendment First Reading** - Community Development Director Ben Shumaker presents the attached staff memo and ordinance about street side setback amendments in the R2 and R3 districts for public comment and council discussion.
- b) **Floodplain Management Program First Reading** - Community Development Director Ben Shumaker presents the attached staff memo and ordinance about amendments to the City's Floodplain Management Regulations based on FEMA guidance for public comment and council discussion.
- c) ****Utility Rates and System Development Charges** - City Administrator Leana Kinley presents a staff memo and draft ordinance for council review and discussion. There will be a Public Hearing at the March 25th Special Council Meeting where additional information on changes requested will be available.

MOTION: To approve ordinance adopting sewer rates for 2024 as presented.

7. SITUATION UPDATES:

- a) ****Sewer Ordinance Discussion** - Staff presents a memo and a complete updated ordinance to SMC 13.08 Sewer and Pretreatment as discussed for council review and direction. If the draft is deemed suitable for public engagement, the next step will be to establish a timeline for future workshops and hearings and create informational materials for public distribution on the updated changes.

8. UNFINISHED BUSINESS:

- a) **Parks Plan Review** - Community Development Director Ben Shumaker presents the final draft of the Stevenson Parks Plan for council consideration.

MOTION: To approve resolution 2024-427 adopting a parks, recreation and open space plan for the Stevenson community.

9. COUNCIL BUSINESS:

- a) ***Approve Agreement with Grayling Engineers** - Public Works Director Carolyn Sourek presents the contract with Grayling Engineers for design engineering services related to the Cascade Avenue Utility project in the amount of \$168,233.

MOTION: To approve the contract with Grayling Engineers for Cascade Avenue Utility Improvements project design engineering services in the amount not to exceed \$168,233.

- b) Broadband Update** - Community Development Director Ben Shumaker will give an update on broadband.
- c) Discuss Crosswalk Safety** - Councilmember Pat Rice brought up Crosswalk Safety at the last council meeting. Attached is an email related to the concerns for council discussion on what level of resources to allocate to this matter.
- d) Discuss Creation of Council Agenda Committee** - Councilmember Pat Rice has requested to help create the agenda for council meetings. In the council rules of procedure a committee may be established to create the agenda. The discussion will be over whether or not council would like to create a committee and who would be on the committee or council may revised policies around the creation of the agenda for council approval. This can also include whether or not to add an opportunity for public comment at the end of the meeting as requested by Councilmember Dave Cox at the last meeting.
- e) Discuss Office Space Needs for City Council** - Councilmember Pat Rice requested office space within City Hall for meetings and work related to his position. While he has found another option outside of City Hall, there remains the question over what level of support does council need in order to effectively perform their role. Does the city need to provide laptops or network enabled tablet devices? More work is being done online making these types of devices almost a requirement of the position. Are there other needs that should be considered and what resources does council want to put towards this effort?

10. INFORMATION ITEMS:

- a) Financial Report** - The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.
- b) Planning Commission Minutes** - Minutes are attached from the Planning Commission meeting for the prior month.

c) ****Fire Department Report** - The Stevenson Fire Department's report for February 2024 is presented for council review.

d) ****Housing Programs Report** - The report for the prior month on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- b) Carolyn Sourek, Public Works Director
- c) Leana Kinley, City Administrator

12. VOUCHER APPROVAL:

a) ****February 2024 payroll and March 2024 AP checks** have been audited and are presented for approval. February payroll check 17647 total \$128,128.41 which includes EFT payments. March 2024 AP checks 17646 and 17648 thru 17718 total \$903,027.37, which includes EFT payments. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

13. MAYOR AND COUNCIL REPORTS:

14. ISSUES FOR THE NEXT MEETING: *[This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]*

a) Attached is a list of items staff is working on for future meetings.

15. EXECUTIVE SESSION - City Council will convene in Executive Session under:

a) **RCW 42.30.110(1)(i)** to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

16. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

-Monday, March 25th, 6pm, Special City Council Meeting

-Public Hearing on Water and Sewer Rates and System Development Charges

-Monday, April 8th, 6pm, Planning Commission Meeting

-Tuesday, April 16th, 4pm-7pm, Park Plaza Open House at Hegewald Center Auditorium.

-Thursday, April 18th, 6pm, City Council Meeting



City Code Violations and enforcements Public comment for the city of Stevenson and Skamania County BOCC

1 message

Mitch Patton <nwtsrinc@gmail.com>

Tue, Feb 20, 2024 at 3:49 PM

To: City of Stevenson <citycouncil@ci.stevenson.wa.us>

Cc: Ben Shumaker <ben@ci.stevenson.wa.us>, Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, rmuth@kilmerlaw.com, Kick <kick@co.skamania.wa.us>, Commissioners <commiss@co.skamania.wa.us>, planningcommissioners <planningcommissioners@co.skamania.wa.us>

During the last city council meeting, there was a discussion about city code violations and how to address them cost-effectively. From what I understood from Ben Shumaker and Robert Muth, it was deemed not cost-effective to pursue many of these violations. I recall hearing the phrase "bang for the buck" mentioned once or twice, which got me thinking about other properties in the Stevenson areas where I had done some brush mowing in the past few years. Let's just say there are many properties in violation of many city codes!

My concern here is about the issue of code enforcement. It seems like in many cases situational ethics are being used which appears to be common in Skamania County. To be clear, if the city is going to have codes, they should enforce them equally for all. and they should be written very clearly many of these city codes are outdated and unjust and need to be removed altogether.

Council members, it is crucial to ensure that decisions regarding codes and their enforcement are explicitly written, without leaving room for discretion to use these codes as leverage against property owners whom the city may not favor. If a code cannot be clearly expressed in a few words, it is likely unnecessary. Many city codes may already fall under state or federal regulation; therefore, the city could significantly reduce its codes by enforcing state and federal WAC and RCW only.

I also believe our county could benefit from applying a similar approach to streamline its codes and code enforcement. Both the city and county have become overly stringent with codes, often making it difficult for the public to comprehend their intended enforcement purposes. This situation reminds me of my old dog, "RIP" King Kong, who would endlessly chase his tail, occasionally even biting it, ultimately only making himself more agitated.

Thanks for your time and keep the public in mind at all times. we can make the city and county great once again with your help.

--

Mitch Patton 360-903-9040

"Never give up, for that is just the place and time that the tide will turn."

- Harriet Beecher Stowe, from "Oldtown Folks"



Leana Kinley <leana@ci.stevenson.wa.us>

Accused of stealing \$15.98 from Fred Meyer, an Oregon leader loses her \$151,320 job, faces censure

1 message

Perry Colburn <perryleecolburn@gmail.com>

Wed, Mar 6, 2024 at 2:10 AM

To: Scott Anderson <scott.anderson@ci.stevenson.wa.us>, commissioners@co.skamania.wa.us, rcmuth88@gmail.com

Cc: rcmuth88@gmail.com, leana@ci.stevenson.wa.us, Pat Rice <pat.rice2056@gmail.com>,

michael.d.johnson@ci.stevenson.wa.us, Dave Cox <dave.cox@ci.stevenson.wa.us>, kristy.mccaskell@ci.stevenson.wa.us



Open APP

Accused of stealing \$15.98 from Fred Meyer, an Oregon leader loses her \$151,320 job, faces censure

The Oregonian

I found this on NewsBreak: Accused of stealing \$15.98 from Fred Meyer, an Oregon leader loses her \$151,320 job, faces censure



[Click to read the full story](#)

Hello Leanna,

I would like to enter this email into the official minutes of the next city council meeting,

Thank you.

My name is

Perry colburn

North Bonneville.

My question is for Robert Muth,

Mr Muth; Topic ; dishonesty.

Given the recent events concerning the accusations of mistruths directed at your newly elected council member Pat Rice which not only turned out to be GROSSLY unwarranted but outright lies themselves.

Which now has clearly established UNQUANTIFIABLE DAMAGE

Against Mr Rice an innocent person I might add.

Our question (your citizens) is

Where ? We're you as city attorney Mr Muth in all of this sir ?

Why didn't you bring the meeting to order ?

Did you not know Scott new he had allowed not one but two council members to perpetrate the crime against Mr Rice ?,
Allowing them to take a fall as well !

Citizens are extremely puzzled and dismayed.

To say TRUST in council has a fleeting narrative at this point would be an understatement.

So where are we as a community legally speaking because of all this ?, and what is now your role as council and what is your fiduciary responsibilities at this juncture?

To the Citizens who pay you.

Stealing is DISHONEST !

Would you agree mr MUTH ?,

And I believe LYING is as well.

So as a community, where does that leave us?,

Recalls? Terminations?, disciplinary actions?,

Accountability??

How does that play out ?

We the citizens are requesting a formal public council meeting to educate us as to your responsibilities and intentions at this point as a tax payer employee.

Another words mr Muth ,

Where do you fit in to all of this ?, and what do you intend to do about it ?, as it appeared you fell short of your responsibilities if indeed you also knew Scott was untruthful.

Thank you for your review of public comments.

Perry Colburn.



City of Stevenson

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

The Honorable Marie Gluesenkamp-Perez
United States House of Representatives
1431 Longworth House Office Building
Washington, DC 20510

Dear Representative Gluesenkamp-Perez,

Re: Local Concerns of Federal Truck Weight/Size Increases

As the county seat of Skamania County, our elected officials and professional staff are dedicated to providing the highest quality of life to our residents, which includes both proper maintenance of city infrastructure and a commitment to public safety. We recently learned that reoccurring legislative proposals to introduce bigger trucks to our roads is being pushed again in Congress, even though this have been voted down on a bipartisan basis several times.

As I'm sure you are aware, nestled along the Columbia River Gorge, our big issue with commercial semi-trucks is that we get a steady amount of traffic coming through our city because trucks often divert from Interstate 84 across the river and come through our town to avoid the weigh station on the Oregon side. Both State Route 14 and 1st Street have been designated as a truck route because there is so much traffic, even though generally trucks should remain on state highways. Our public works department maintains 1st Street, which means heavier trucks would very likely increase damage to pavement and small infrastructure. Longer trucks would have more difficulty parking, making turns due to extra length and depending on weight, could be more damaging to street pavement.

Finally, safety should be a priority for all of us. According to an in-depth study by the USDOT in 2016, heavier and longer trucks are a bad idea all around when it comes to safety. Higher crash rates, longer stopping distance and more out-of-service violations would lead to even more crashes and injuries, according to the report.

We recognize you have opposed legislation allowing longer trucks previously and want to thank you for your understanding. We hope you will remain opposed if these bills come up for a vote.

Best Wishes,

Scott Anderson, Mayor
Scott.anderson@ci.stevenson.wa.us



City of Stevenson

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

The Honorable Patty Murray
United States Senate
154 Russell Senate Office Building
Washington, DC 20510

Dear Senator Murray,

Re: Local Concerns of Federal Truck Weight/Size Increases

As the county seat of Skamania County, our elected officials and professional staff are dedicated to providing the highest quality of life to our residents, which includes both proper maintenance of city infrastructure and a commitment to public safety. We recently learned that reoccurring legislative proposals to introduce bigger trucks to our roads is being pushed again in Congress, even though this have been voted down on a bipartisan basis several times.

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We recognize you have opposed legislation allowing longer trucks previously and want to thank you for your understanding. We hope you will remain opposed if these bills come up for a vote.

Best Wishes,

Scott Anderson, Mayor
Scott.anderson@ci.stevenson.wa.us



City of Stevenson

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

The Honorable Maria Cantwell
United States Senate
511 Hart Senate Office Building
Washington, DC 20510

Dear Senator Cantwell,

Re: Local Concerns of Federal Truck Weight/Size Increases

As the county seat of Skamania County, our elected officials and professional staff are dedicated to providing the highest quality of life to our residents, which includes both proper maintenance of city infrastructure and a commitment to public safety. We recently learned that reoccurring legislative proposals to introduce bigger trucks to our roads is being pushed again in Congress, even though this have been voted down on a bipartisan basis several times.

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We recognize you have opposed legislation allowing longer trucks previously and want to thank you for your understanding. We hope you will remain opposed if these bills come up for a vote.

Best Wishes,

Scott Anderson, Mayor
Scott.anderson@ci.stevenson.wa.us

TEMPORARY CONSTRUCTION WORKSPACE AGREEMENT

For Five Hundred Dollars (\$500.00) and other valuable consideration, **City of Stevenson**, whose address is **P. O. Box 371, Stevenson, WA 98648** ("Grantor") does grant to **NORTHWEST PIPELINE LLC, a Delaware limited liability company, located at** located at 2800 Post Oak Boulevard, Houston, TX 77056 ("Grantee"), its agents, contractors and employees, the right and privilege of using a specified parcel of land for the purpose of access, pipeline maintenance and construction activities associated with the 2024 Blue Lake-Red Bluff Replacement Project ("Construction Workspace"), which property is situated in Skamania County, State of Washington, and more particularly described below:

Assessor Parcel Number 02070210040000

A PORTION OF SECTION 02, TOWNSHIP 2 NORTH, RANGE 7 EAST OF THE WILLAMETTE MERIDIAN.

The approximate location of the Construction Workspace is designated on Exhibit "A" attached hereto and made a part of this agreement.

It is understood and agreed by Grantor and Grantee said construction workspace is to be used in connection with the maintenance work of the Red Bluff Replacement Project. Upon completion of the above described work and final restoration of the Construction Workspace, Grantee's interest in said land will revert to Grantor, except as provided by separate instrument.

Grantee agrees within a reasonable time (no more than 90-days) following the completion of its work and subject to weather and/or soil conditions, will as near as practicable restore said Construction Workspace to its original contours. Grantee will compensate Grantor for adequately documented damages, directly resulting from its work (i.e. loss of business, timber, growing crops, pasture, and livestock). Damages to other real or personal property will be repaired by Grantee or the Grantor will be compensated for such repairs. Specific conditions, which will apply to the initial construction of facilities, are described in Exhibit "B" attached hereto and made a part of this agreement.

To the extent any use of the Construction Workspace results in or causes damages to any adjoining property, Grantee shall be solely responsible for any such damages or costs associated therewith and will further indemnify and hold harmless Grantor, its agents, employees, or third-parties from any such costs or expenses, including but not limited to attorney fees, court costs or other expenses associated with the resulting damage. This indemnity does not include any damage or costs caused by Grantor or its representatives.

Grantee will possess the above-described rights and such rights will be binding upon Grantor, its heirs, legal representatives, and successors in title.

This agreement may be enforced by filing an action with the Superior Court of Skamania County, Washington. The prevailing party to any such dispute shall be entitled to an award of its reasonable attorney fees, court cost, expert fees and other associated costs.

WITNESS THE EXECUTION THIS ____ day of _____, 2024.

GRANTOR:

City of Stevenson

By:

GRANTEE:

NORTHWEST PIPELINE LLC

Jean Brady, Attorney in Fact

EXHIBIT "A"

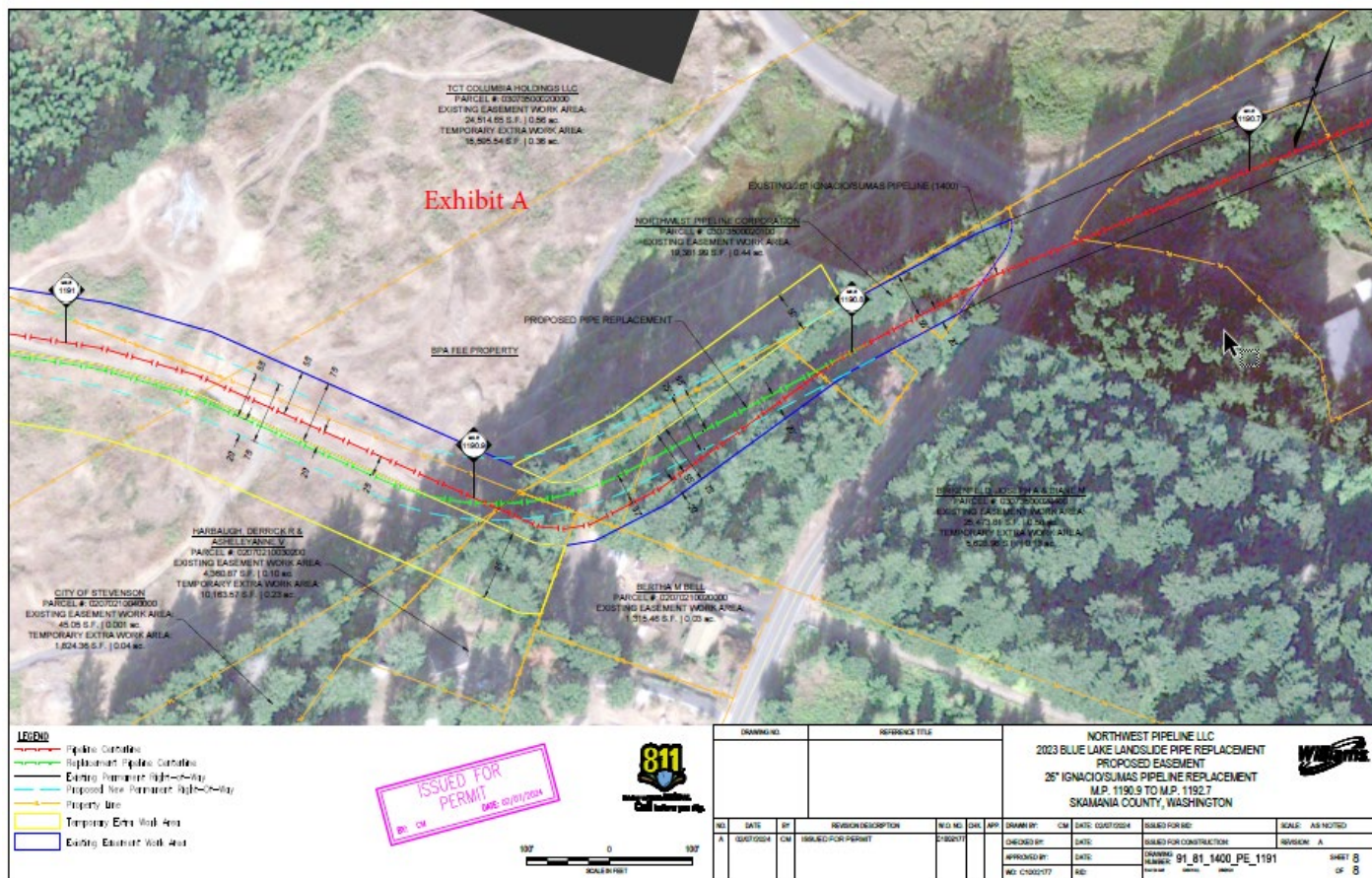
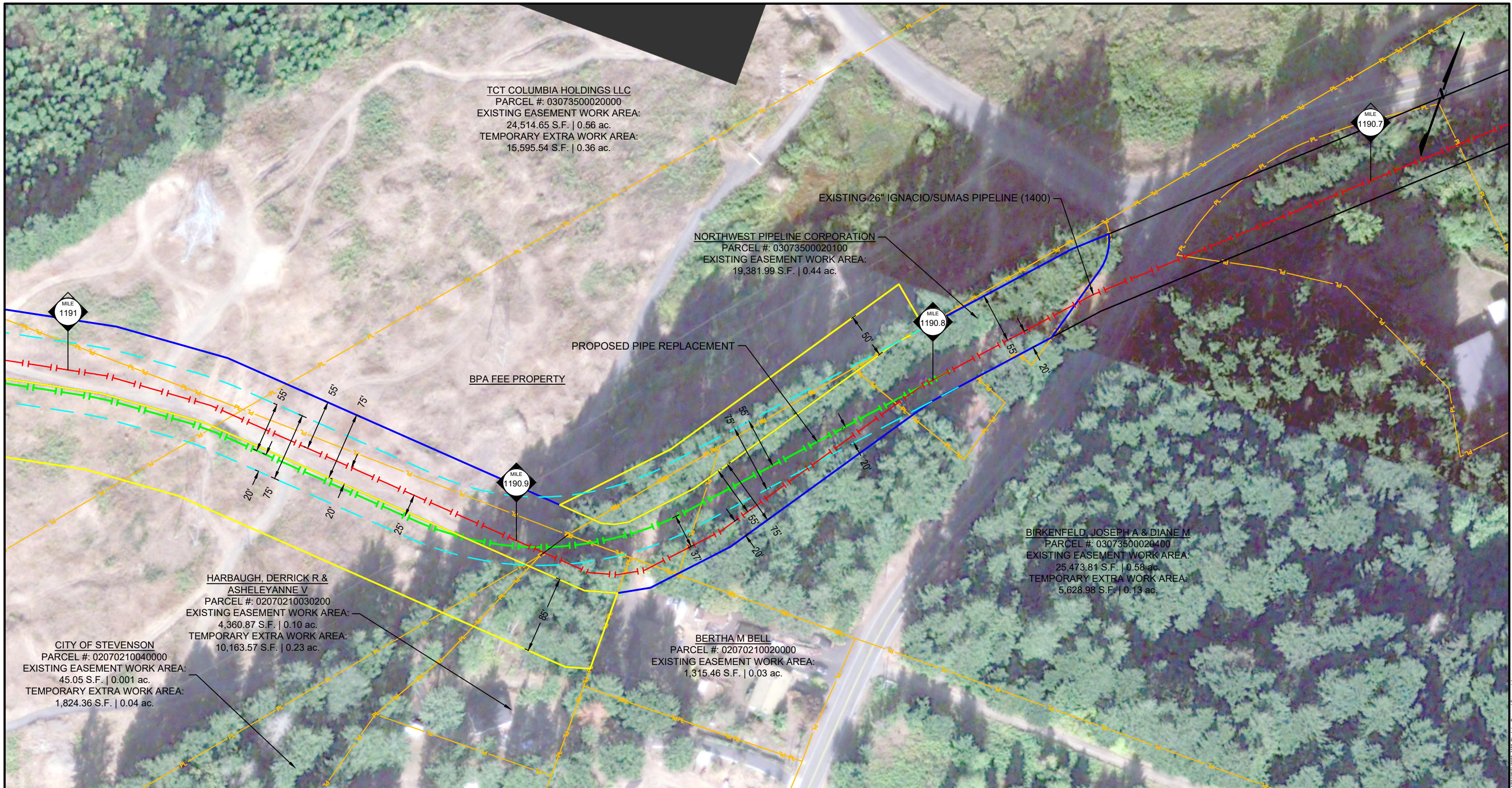


EXHIBIT "B"

CONSTRUCTION STIPULATIONS

In accordance with the terms and conditions of the agreement, the Grantor and Grantee agree that the natural gas pipeline facilities will be constructed on Grantor's property in accordance with the following terms and conditions:

1. Grantee will notify Grantor, in writing or by phone, of the commencement of construction activity 2 days prior to start of construction preparation of the right of way on the Grantor's land.
2. Grantee will construct its pipeline and related facilities in compliance with engineering design and safety standards of the USDOT in force at the time of construction.
3. Grantee will remove all construction waste and debris after completion of construction activities.
4. Grantee will compensate the Grantor One Thousand Dollars (\$1000.00) for timber removed from the Grantor's property.
5. Grantee will restore the property after construction to as close to the original condition as is practical.
6. Grantee will re-seed disturbed areas along ROW with a seed mix native to the area or as specified by the Grantor. Replant timber as required by affiliated permits.
7. Grantee will restore all access roads or driveways disturbed by construction to condition equal to or better than existed prior to construction. Restoration will include final grading where necessary.
8. Grantee will protect all survey monuments located within the ROW. In the event survey monuments are disturbed and/or destroyed, it will be the responsibility of the Grantee to re-establish and survey monuments in conformity with survey standards then currently established for the State of Washington.



TCT COLUMBIA HOLDINGS LLC
 PARCEL #: 03073500020000
 EXISTING EASEMENT WORK AREA:
 24,514.65 S.F. | 0.56 ac.
 TEMPORARY EXTRA WORK AREA:
 15,595.54 S.F. | 0.36 ac.

NORTHWEST PIPELINE CORPORATION
 PARCEL #: 03073500020100
 EXISTING EASEMENT WORK AREA:
 19,381.99 S.F. | 0.44 ac.

HARBAUGH, DERRICK R &
 ASHELEYANNE V
 PARCEL #: 02070210030200
 EXISTING EASEMENT WORK AREA:
 4,360.87 S.F. | 0.10 ac.
 TEMPORARY EXTRA WORK AREA:
 10,163.57 S.F. | 0.23 ac.

CITY OF STEVENSON
 PARCEL #: 02070210040000
 EXISTING EASEMENT WORK AREA:
 45.05 S.F. | 0.001 ac.
 TEMPORARY EXTRA WORK AREA:
 1,824.36 S.F. | 0.04 ac.

BERTHA M BELL
 PARCEL #: 02070210020000
 EXISTING EASEMENT WORK AREA:
 1,315.46 S.F. | 0.03 ac.

BIRKENFELD, JOSEPH A & DIANE M
 PARCEL #: 03073500020400
 EXISTING EASEMENT WORK AREA:
 25,473.81 S.F. | 0.58 ac.
 TEMPORARY EXTRA WORK AREA:
 5,628.98 S.F. | 0.13 ac.

- LEGEND**
- Pipeline Centerline
 - Replacement Pipeline Centerline
 - Existing Permanent Right-of-Way
 - Proposed New Permanent Right-of-Way
 - Property Line
 - Temporary Extra Work Area
 - Existing Easement Work Area

ISSUED FOR PERMIT
 BY: CM
 DATE: 02/07/2024



DRAWING NO.		REFERENCE TITLE		NORTHWEST PIPELINE LLC 2023 BLUE LAKE LANDSLIDE PIPE REPLACEMENT PROPOSED EASEMENT 26" IGNACIO/SUMAS PIPELINE REPLACEMENT M.P. 1190.9 TO M.P. 1192.7 SKAMANIA COUNTY, WASHINGTON							
NO.	DATE	BY	REVISION DESCRIPTION	W.O. NO.	CHK.	APP.	DRAWN BY: CM	DATE: 02/07/2024	ISSUED FOR BID:	SCALE: AS NOTED	
A	02/07/2024	CM	ISSUED FOR PERMIT	C1002177			CHECKED BY:	DATE:	ISSUED FOR CONSTRUCTION:	REVISION: A	
							APPROVED BY:	DATE:	DRAWING NUMBER: 91_81_1400_PE_1191	SH 18	
							WO: C1002177	RID:	6:44:24 AM CMAYALL	2/8/2024	

**CONTRACT FOR INCARCERATION SERVICES
CITY OF STEVENSON**

THIS CONTRACT, made and entered into this 21st day of March, 2024, by and between the **COUNTY OF SKAMANIA**, a legal subdivision of the State of Washington, hereinafter referred to as "**COUNTY**," and the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as "**CITY**,"

WITNESSETH:

WHEREAS, RCW 39.34.180 requires each city and town to be responsible for the incarceration of their misdemeanants and gross misdemeanants ("inmates") referred from their respective law enforcement agencies; and

WHEREAS, the **CITY** previously contracted with the Skamania County Sheriff's Office to serve as its law enforcement agency; and

WHEREAS, the **CITY** does not have any facilities in which to incarcerate its inmates; and

WHEREAS, the **COUNTY**, by and through its Sheriff, owns and operates the Skamania County Jail; and

WHEREAS, the **CITY** desires to contract with the **COUNTY** to incarcerate its inmates; and

WHEREAS, the **COUNTY** wishes to provide the **CITY** these incarceration services, including the Skamania County Sheriff's Non-Custody Work Crew Program; and

WHEREAS, this contract is authorized by the provisions of RCW 39.34.010 and is required by RCW 39.34.180; and

WHEREAS, the parties have considered the anticipated costs of providing the incarceration services, including the Skamania County Sheriff's Non-Custody Work Crew Program, have anticipated the potential revenues for providing these services, and continue to consider alternatives to and for incarceration services.

NOW, THEREFORE, it is hereby agreed as follows:

1. Services.
The County agrees to provide the City a jail facility and the necessary personnel to incarcerate the City's inmates generally in the same manner as it confines inmates derived from the unincorporated areas of the County.

The County also agrees to provide supervision, control, and the necessary equipment for participation in the Skamania County Sheriff's Non-Custody Work Crew Program.

For purposes of this agreement, the term "City inmates" shall mean those inmates who are arrested, booked, sentenced, or held in the County Jail on crimes, or suspected crimes, involving misdemeanors or gross misdemeanors within the City limits. "City inmates" shall not include those people who are arrested on, charged with, or convicted of a felony offense, (even if that crime arises out of the same transaction or occurrence as a misdemeanor or gross misdemeanor), and shall not include offenses committed by juveniles except those crimes prescribed by the City of Stevenson Code.

For purposes of this agreement, the term "Skamania County Sheriff's Non-Custody Work Crew Program" shall mean that program supervised by the Skamania County Sheriff's Office whereby inmates perform various work within the City and County, as directed by the Skamania County Sheriff's Office., using equipment provided by the Skamania County Sheriff. Said participation shall be subject to approval by the Skamania County Sheriff's Office. Each work crew day shall begin at 8:00 AM and end at 5:00 PM. Work crew may be served, as determined by the terms of the inmate's sentence, in lieu of jail, or for payment of fines.

2. Payments

As consideration for providing this facility and these services, upon presentation of an invoice statement that provides the inmate's name and dates of incarceration, the City shall pay the County as follows:

- 2.1 Sixty-five dollars (\$65.00) per day for each City inmate incarcerated in the Skamania County Jail. A City inmate is incarcerated in the County Jail if they are held in excess of four (4) hours from the completion of the booking process. For every City inmate placed into the County Jail, the City shall be charged for at least one (1) day. A day shall mean a calendar day.
- 2.2 The sum of twenty-five dollars (\$25.00) for each City inmate booked into the County Jail. The County will first assess the twenty-five dollar fee to the inmate. That portion of the twenty-five dollar fee that the inmate cannot pay will be assessed to the City. The City shall not be charged more than one booking charge for each City inmate for the same criminal conduct. The City shall not be charged a booking fee if the booking charge(s) is out of the same transaction or occurrence as a felony charge.
- 2.3 The sum of ten dollars (\$10.00) for each full day that a City inmate participates on the Skamania County Sheriff's Non-Custody Work Crew. The parties agree that the inmate shall also be charged an initial \$10.00 participation fee. The City shall not be responsible for reimbursement of the participation fee, and the Skamania County Sheriff's Office agrees to hold the City inmate solely responsible for payment of the participation fee.

3. Term.

The duration of this agreement shall be for a two-year period beginning January 1, 2024 and

ending December 31, 2025. Upon the mutual written consent of both parties, this agreement can be extended for successive one (1) year period. This agreement may also be terminated by the mutual written consent of both parties at any time, or by either party for any reason upon ninety (90) day's written notice.

4. Operational Control.

The Skamania County Sheriff shall have exclusive control of the Sheriff's Office and jail staff personnel, and sole responsibility for their compensation. The County Sheriff shall also have exclusive control of the day-to-day operations of the Skamania County Jail in performing this contract and the City inmates will be subject to the same rules and regulations required of the other inmates. The County Sheriff shall also have exclusive control of the day-to-day operations of the City inmates who perform work on the Skamania County Non-Custody Work Crew Program.

5. Health Care.

Pursuant to RCW 70.48.130, the County shall provide routine and regular health care checkups on the City inmates. The City shall be responsible for any extraordinary or emergency medical costs incurred by the City's inmates provided, if at all reasonably practicable, the County shall provide the City notice prior to incurring any extraordinary or emergency medical costs. Such extraordinary or emergency medical costs shall include but not be limited to surgeries, treatment of broken bones, major dental care, or any medical or dental services that require the inmate to leave the jail facility. The City shall not be responsible for the costs for any medical treatment that is required due to injuries sustained while the inmate is incarcerated in the County jail or while the inmate is working on the Skamania County Sheriff's Non-Custody Work Crew Program that result from injury caused by other inmates, or injuries that are caused by property or persons under the control and supervision of the Skamania County Sheriff's Office.

6. Services Provided.

Unless otherwise specified, services provided by the County shall be the type commensurately rendered to the unincorporated areas of Skamania County related to misdemeanants and gross misdemeanants. Incarceration services will be available to the City on a twenty-four (24) hour per day, seven (7) days per week basis; provided that to alleviate overcrowded conditions or other factors, the Skamania County Sheriff's Office reserves the right to matrix, reject, release or give earned good-time credit to the City's inmates in the same fashion as it handles and administers the other inmate population.

7. Independent Contractor/Hold Harmless/Indemnification.

The parties intend that an independent contractor/County relationship will be created by this agreement. No agent, employee, servant or representative of the City shall be deemed to be an employee, agent, servant or representative of the County for any purpose. The City shall protect, defend, save harmless and indemnify the County from and against all claims, suits and/or actions arising from negligent acts or omissions of the City in the performance of this agreement. The County shall protect, defend, hold harmless and indemnify the City from and against all claims, suits and actions arising from negligent acts or omissions of the County in the performance of this agreement.

8. Full Cooperation.

The City agrees to cooperate fully with the County in the performance of this contract and to furnish the County with any information available to the City that the County may require in the course of the performance of this contract. The Skamania County Sheriff's Office, including the jail personnel, shall have all authority granted to a non-charter code city under the laws of the State of Washington. The County agrees to provide the City with daily reporting updating the City on the inmates currently incarcerated in the County Jail and the inmates currently working through the Skamania County Sheriff's Non-Custody Work Crew Program, the number of days that each inmate has been incarcerated or successfully performed on the Skamania County Sheriff's Non-Custody Work Crew Program, and the expected date of release.

9. Modifications.

No changes or additions to this agreement shall be valid or binding upon either party unless such changes or additions be made in writing and executed by both parties.

10. Attorney Fees.

If any suit or action is filed by any party to enforce or interpret a provision of this contract, Or otherwise with respect to the subject matter of this contract, the prevailing party shall be Entitled, in addition to other rights and remedies it might have, to reimbursement for its Expenses incurred with respect to such suit or action, at trial & on appeal, including court Costs and reasonable attorney's fees.

11. Entire Agreement.

This contract is the entire agreement between the parties and supersedes all previous agreements or understandings between them. This contract may be modified only in writing, provided both parties have signed the amended document. This contract is not intended to affect or otherwise change any other agreements between the County and the City.

12. Laws of Washington.

This contract shall be governed by and construed under the laws of the State of Washington, and any action brought to enforce the terms of this contract, shall be brought in a court of competent jurisdiction located in Skamania County.

13. Effective Date.

This contract shall take effect immediately after it has been executed and copies filed as set forth in section 14 of this agreement.

14. Interlocal Agreement Representations

This is an interlocal agreement pursuant to RCW Ch 39.34 and the parties make the following representations:

- a. Duration. This AGREEMENT shall terminate on December 31, 2025 or as otherwise provided in paragraph 3.0, above.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the City of Stevenson to contract with Skamania County for law enforcement services.
- d. Manner of Financing. The parties intend to finance this agreement in cash as part of their general funds budgets.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement as provided in paragraph 3.0, above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The City of Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.
- h. Filing. Prior to its entry into force, this agreement shall be filed with the Skamania County Auditor or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source.

[Signatures appear on the following page]

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

**CITY OF STEVENSON,
A MUNICIPAL CORPORATION**

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Mayor

Chairman

Commissioner

City Clerk

Commissioner

Summer Scheyer, Skamania County Sheriff

APPROVED AS TO FORM ONLY:

ATTEST:

City Attorney

Clerk of the Board

APPROVED AS TO FORM ONLY:

Skamania County Prosecuting Attorney

MINUTES
CITY OF STEVENSON COUNCIL MEETING
February 22, 2024
6:00 PM, City Hall and Remote

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:00 pm.

PRESENT

Councilmembers Dave Cox, Kristy McCaskell, Michael D. Johnson, Pat Rice, and Lucy Lauser.

Community Development Director Ben Shumaker and Public Works Director Carolyn Sourek were also present.

2. COUNCIL BUSINESS:

- a) **Sewer Ordinance Discussion** - Staff presented the results of the committee and the proposal included in the January and February council packets for council discussion and direction. The council discussed the proposed changes to the sewer ordinance regarding the requirement to connect. Staff will compile changes discussed in a final ordinance for council review at the March 21st council meeting prior to engaging the public further on the matter.

3. ADJOURNMENT - Mayor Anderson adjourned the meeting at 8:15 pm.

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON COUNCIL MEETING
February 15, 2024
6:00 PM, City Hall and Remote

- 1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor Anderson called the meeting to order at 6:01 p.m., led the group in reciting the pledge of allegiance and conducted roll call.

PRESENT

Elected City Officials: Mayor Scott Anderson; Councilmembers Dave Cox, Michael Johnson, Lucy Lauser, Pat Rice.

City Staff: City Administrator Leana Kinley; Community Development Director Ben Shumaker, Public Works Director Carolyn Sourek, City Attorney Robert Muth, Stevenson Fire Chief Rob Farris

Guests: Skamania County Undersheriff Tracy Wyckoff

Public Participants: Mary Repar, Perry Colburn, Rick Jessel, Leslie Harris and others unidentified.

2. PUBLIC COMMENTS:

>Perry Colburn of North Bonneville spoke about comments made at the January 18th meeting. He also noted his concerns with current staffing levels within the Skamania County Sheriff's Office.

>Rick Jessel of Stevenson thanked the City Council and city staff for the work and outreach to the public regarding the Sewer Committee. He stated his appreciation for the opportunity to provide comments to a diverse group of people.

>Mary Repar of Stevenson commented she has filed a shoreline appeal to a shoreline development in Stevenson over public access. She spoke about potholes on SR 14, undergrounding of utilities, the need for affordable broadband and the need for enforcement of car registrations.

3. CHANGES TO THE AGENDA:

- a) ***2/13 changes** include:
- Added Liquor License Renewals (item 4e)
 - Added Parks Plan Report (item 9c)
 - Added Emergency Services Interlocal (item 9h)
 - Added Fire Department Update (item 10d)
 - Added Planning Commission Minutes (item 10e)

b) **2/14 changes include:

- Added public comments (item 2a)
- Added comments to Sewer Committee Update (item 7a)
- Updated Code Enforcement staff memo (item 9b)
- Added Five County Cooperative Fire Services Mutual Aid Agreement (item 9i)
- Added Housing Programs Report (item 10f)
- Added Vouchers (item 12a)

4. CONSENT AGENDA: The following items were presented for Council approval.

- a) Water Adjustment** - Paul and Mirta Spencer (meter No. 501400) requested a water adjustment of \$35.42 for a water leak which they have since repaired.
- b) Approve Resolution 2024-424 Banking Authorization** - City Administrator Leana Kinley presented resolution 2024-424 updating the banking authorization by adding Deputy Clerk/Treasurer Anders Sorestad for council consideration.
- c) Approve Resolution 2024-425 Revising Fire Chief Pay** - City Administrator Leana Kinley presented Resolution 2024-425 revising the Fire Chief Pay to a \$1,000 monthly stipend with an effective date of January 1, 2024, which is in line with the 2024 adopted budget.
- d) Approve Resolution 2024-426 Revising City Council Rules of Procedure** – City Administrator Leana Kinley presented the attached resolution 2024-426 amending the city council rules of procedure adjusting the end time of Council meetings from 10 p.m. to 9 p.m. Updating the language for remote attendance was also included.
- e) *Liquor License Renewals** - A&J Stores, Skunk Brothers Spirits, Hotel Stevenson.
- f) Minutes** of January 18, 2024 Regular City Council Meeting and the January 25, 2024 special City Council meeting.

Item 4. c) was removed from the consent agenda to **item 9. a) 1** at the request of Councilmember Rice.

MOTION to approve consent agenda items a-f, with the exception of c, was made by Councilmember Rice, seconded by Councilmember Cox.

Voting aye: Councilmembers, Johnson, Lauser, Cox, Rice.

5. SHERIFF'S OFFICE REPORT:

- a) Sheriff's Report** - The Skamania County Sheriff's Office report for activity within Stevenson city limits for the prior month was presented for council review.

6. PUBLIC HEARINGS:

- a) **Utility Rates and System Development Charges** - City Administrator Leana Kinley presented and explained a staff memo and draft ordinances for council review and discussion. Attached were comments received regarding the utility rates. Input regarding the rates will be used to draft the final documents for the March 22nd, 2024 public hearing.

Public Hearing was opened at 6:12

>Mary Repar commented on the rate increases affecting those on fixed incomes. She stated everyone should pay their fare share, and expressed concerns that people would be priced out of water usage.

>Leslie Harris of Stevenson stated new water meters can't be shut off by homeowners in the event of a leak. She also spoke about rising water costs and their impact on her household.

Public Hearing was closed at 6:31

Following additional Council discussion, it was agreed to move forward with the structural changes proposed and to consider rates and rate changes at an upcoming council retreat. City Attorney Muth shared the council could not pass a blank ordinance, and the rate increases would have to be included in any ordinance language for final adoption.

7. SITUATION UPDATES:

- a) **Sewer Committee Update** – After presenting an initial set of proposed sewer ordinance changes at the September 21st, 2023 Council meeting to address issues related to enforcement of the current ordinance, a committee was formed including members of the community, local business owners, elected officials, and city employees to gain greater understanding of these issues and brainstorm alternative solutions. The committee met five times in the past three months.

Community Development Director Ben Shumaker presented an update on the results of the committee and a revised proposal for council discussion and direction. A report from the committee facilitator with notes and recommendations was included in the meeting packet.

8. UNFINISHED BUSINESS:

- a) **First Reading City Hall Hours Ordinance** - City Administrator Leana Kinley presented and explained a staff memo and ordinance for council discussion and consideration. She recommended a public poll to gather input on the changes to City Hall hours of operation.

After Council discussion, it was agreed to wait for the survey results, moving action on the ordinance creating SMC Chapter 2.02 City Hall and SMC 2.02.010 City Hall Hours of Operation was to a second reading on March 21st, 2024.

- b) **Approve Committee Appointments** - Mayor Scott Anderson presented the 2024 draft committee and board appointments for council discussion and approval.

Councilmember Cox requested to be on the Community Action Team committee.

Councilmember Rice requested to be on the .09 committee as well as the CAT committee.

MOTION to approve the committee appointments with Councilmembers Cox and Rice serving on the CAT Committee, and Councilmember Rice serving on the .09 Committee was made by Councilmember Johnson, seconded by Councilmember Lauser.

Voting aye: Councilmembers Johnson, Lauser, Cox, Rice

9. COUNCIL BUSINESS:

- a) **First Reading Ordinance 2024-1207 Extending Interim Financing** - City Administrator Leana Kinley presented and explained ordinance 2024-1207 extending interim financing with Cashmere Valley Bank for the wastewater collection system upgrade project funded by USDA RD in the amount of \$873,000. A term sheet with details on the financing was included. This ordinance is time sensitive.

MOTION to approve ordinance 2024-1207 authorizing an extension of the bond anticipation note in the maximum principal amount of \$873,000 pending issuance of a water and sewer revenue bond for the wastewater system upgrade project was made by Councilmember Cox, seconded by Councilmember Johnson.

Voting aye: Councilmembers Johnson, Lauser, Cox, Rice

1. **Approve Resolution 2024-425 Revising Fire Chief Pay** - City Administrator Leana Kinley presented Resolution 2024-425 revising the Fire Chief Pay to a \$1,000 monthly stipend with an effective date of January 1, 2024, which is in line with the 2024 adopted budget.

- a. Stevenson Fire Chief Rob Farris joined the meeting and shared information on the history of the Fire Chief's pay.

MOTION to table **Resolution 2024-425 Revising Fire Chief Pay** was made by Councilmember Rice.

The motion died due to lack of a second.

MOTION to approve Resolution 2024-425 revising the Fire Chief pay to a \$1,000 monthly stipend as proposed was made by Councilmember Lauser, seconded by Councilmember Cox.

Voting aye: Councilmembers Johnson, Lauser, Cox.

Voting nay: Councilmember Rice.

- b) **Code Enforcement Discussion** - City Administrator Leana Kinley presented the staff memo for council discussion as requested at the December 21st council meeting.

Council discussed options regarding guidance for city staff in responding to nuisance issues, including bringing requests to Council for additional actions, were considered.

Mayor Anderson called for a short recess at 8:22 p.m.

The meeting was called back to order at 8:30 p.m.

- c) ***Park Plan Review** - Community Development Director Ben Shumaker presented the initial draft of the Stevenson Parks Plan for council discussion. This is being paid for through a 100% grant from the Recreation and Conservation Office (RCO). There is a request to RCO to extend the March 1st deadline for adoption to allow for adequate review time.

Shumaker provided information and updates on the collaborative effort between local agencies (Port of Skamania, Stevenson-Carson School District, City of Stevenson, the Pool District, and Skamania County.) A State Environmental Policy Act threshold determination to determine any significant adverse environmental impact is next. Outreach to adjacent property owners affected by capital projects will be taking place. He expects to be requesting final approval of an open space parks and recreation plan in March 2024.

- d) **Authorize Mayor to Sign Public Works Board Loan Contract** - City Administrator Leana Kinley presented a draft contract from the Public Works Board for the Cascade Avenue Utility Upgrades Project. The offer of financing was accepted at the November 16, 2023 City Council meeting.

MOTION to authorize the Mayor to sign the Public Works Board loan contract PC24- 96103-015 for a total of \$2,238,000 with \$1,902,300 in loan funding at an interest rate of 1.38% for a 20-year term and a grant of \$335,700 for the Cascade Avenue Utility Upgrades Project was made by Councilmember Cox, seconded by Councilmember Johnson.

Voting aye: Councilmembers Johnson, Lauser, Cox, Rice.

- e) **Discuss Safe Streets and Roads for All Grant** - City Administrator Leana Kinley presented the memo from the Regional Transportation Council regarding a partnership to create a Safety Action Plan for council discussion. There will be a future request for the City to put funds toward the match needed, between \$1,000 to \$20,000, with some staff time counting as match. The safety plan will allow the city to apply for state and federal grants for projects identified in the plan.

Council requested further details on the match, but suggested a maximum of \$10K be considered.

- f) **Discuss Complete Streets** - City Administrator Leana Kinley presented and explained the grant notice for the Transportation Improvement Board's Complete Streets program, which could be used for projects in the city's Capital Improvement Program, for council discussion. In order to qualify the City would need to adopt a Complete Streets ordinance.

- g) **Discuss Council Workshops** - The proposed council workshops schedule with topics for 2024 was attached. The upcoming workshop was rescheduled to March 25th, 2024. Councilmembers will email City Administrator Leana Kinley with workshop ideas.
- h) ***Approve Skamania County Emergency Services Mutual Aid Agreement** – City Administrator Leana Kinley presented a draft of the Skamania County Emergency Services Mutual Agreement on behalf of Fire Chief Rob Farris for council consideration.

MOTION to approve the Skamania County Emergency Services Mutual Aid Agreement as presented was made by Councilmember Cox, seconded by Councilmember Johnson.

Voting aye: Councilmembers Rice, Johnson, Lauser, Cox.

10. INFORMATION ITEMS:

- a) **Skamania County Chamber of Commerce Report** describing some of the activities conducted in the prior year.
- b) **Grant Writing Funding** program through Washington State/Economic Development Districts.
- c) **Skamania County Regional Transportation Plan** - Adopted January 2024
- d) ***Stevenson Fire Department Report** for January 2024 was presented for council review.
- e) ***Planning Commission Minutes** from the January 2024 meeting.

11. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Ben Shumaker, Community Development Director** provided updates regarding a Commissioner vacancy on the Planning Commission; reviews and changes to floodplain regulations; changes to side setback reductions; and future review of salon use in multi-family residences, with public involvement initiated.
The Commission approved a shoreline substantial development permit for a development on Rock Cove at the January 22nd, 2024 PC meeting. An appeal has been filed regarding public access.
Commissioner Ray has opted to not renew for another term; he will be the first recipient of the legacy tree program recognizing his service.
- b) **Carolyn Sourek, Public Works Director**, provided updates on street and sidewalk projects; water testing requirements; wastewater, and sewer projects; equipment repairs, new equipment acquisitions; staff training; grant applications and Request for Qualifications for consultant services.
- c) **Leana Kinley, City Administrator** provided updates on the Department of Retirement Systems audit, the year-end financial reports, and the Park Plaza project.

12. VOUCHER APPROVAL:

- a) ****January 2024 payroll and February 2024 AP checks** were audited and presented for approval. January payroll check 17580 total \$140,556.47 included EFT payments. February 2024 AP checks 17581 thru 17645 total \$550,792.79 included EFT payments. The AP check register with fund transaction summary was attached for review.

MOTION to approve vouchers as presented was made by Councilmember Cox, seconded by Councilmember Johnson.

Voting aye: Councilmembers Johnson, Rice, Lauser, Cox.

13. MAYOR AND COUNCIL REPORTS:

- a) Commissioner Cox appreciates serving on the County Fair Board.

14. ISSUES FOR THE NEXT MEETING:

- a) Councilmember Lauser requested information on adding to the affordable housing fund and exploring options to mitigate the impact of short term rentals/long term vacancies on housing.
- b) Community Development Director Shumaker Broadband was asked to provide an update on broadband expansion projects at the March 2024 Council meeting.
- c) Councilmember Rice spoke about crosswalk safety.
- d) Councilmember Cox asked Council to consider a procedure allowing for public comment to be provided at the end of meeting.

15. ADJOURNMENT - Mayor Anderson adjourned the meeting at 9:37.

=====

Scott Anderson, Mayor

Date

MINUTES
CITY OF STEVENSON SPECIAL COUNCIL RETREAT
March 02, 2024
9:00 AM, Hegewald Center-West Meeting Room
710 SW Rock Creek Dr.
Stevenson, WA 98648

1. CALL TO ORDER/MEETING PURPOSE/OUTCOMES: Outcomes: Clarified Focus Areas for 2024-2027 Strategic Plan implementation and Clarified Strategies for 2024-2027 Strategic Plan Implementation.

Mayor Anderson called the meeting to order at 9:00 am.

PRESENT

Councilmembers Dave Cox, Kristy McCaskell, Michael D. Johnson, Pat Rice, and Lucy Lauser

Community Development Director Ben Shumaker, Public Works Director Carolyn Sourek and City Administrator Leana Kinley were also present.

The overall agenda is listed below with notes and a copy of the slides used during the meeting attached to these minutes.

2. WELCOME AND CONNECTION: Question for the Day: What is the conversation you most want to have at a strategic level for today's session?

3. GROUP PROCESS:

- a) **Strategic Planning:** Purpose, Overview of Process and History
- b) **Strategic Plan Status:** Successes, Review (attached or online at <https://city-stevenson-wa-clear.doc.cleargov.com/56/349/d>)
- c) **Assessment Outcome:** Review Survey Outcome (attached)
- d) **Context Mapping:** Environmental Scan (PEST)
- e) **Top Priorities:** Discussion on high level priorities that emerged in survey, comparison to 2022. Rate study Capital Improvement Program list included as requested at February 15th council meeting for discussion of Infrastructure/Utilities and Financial Health priorities.
- f) **Strategies:** Discuss top priority strategies as related to implementation of the strategic plan.

4. GENERAL DISCUSSION-Q&A

5. NEXT STEPS

6. WRAP UP/ADJOURNMENT - Mayor Anderson adjourned the meeting at 1:00 pm.

Scott Anderson, Mayor

Date

City of Stevenson

Strategic Planning Session Recap: March 2, 2024

This is a transcription of the work session conducted with Council. Below is the outcome of the discussion from the top four strategic priorities of the current strategic plan. The bulleted items below are the themes that resulted from the discussion with Council.

Further work will be done to take the high level them and review them in juxtaposition to existing priorities, process and procedures. A summary of this will be provided at the April 25, 2024 Council meeting.

Financial Health

Question: What does financial health mean? What are the elements of it?

- Revenue \geq Expenses
 - Sustainable / diverse funding
 - W/o overburden today or tomorrow
 - Includes reserves
 - Enough revenue to meet current and future needs
- Revenue sources
 - Knowing tools for revenue diversity
 - Understanding sources and uses
 - Diverse funding sources
 - Sustainable revenue streams
 - Outside revenue
 - Grants
 - Investors
 - Business / tourism growth
- Budgeting for future
- Long-term financial planning
- Adequate reserves to cover future costs
- Efficient use of funds

- Good money management
 - Policies in place to support fiscal responsibility
 - Paying with cash on hand rather than with loans or grants
 - Proactive vs. reactive
 - Expenses = Operations + capital improvement + reserve
- Run city today / improves the future
- Investment includes: equipment, labor, materials
- Operations
 - Watch every penny
 - Maximize what you get with every \$
 - Personnel – pick the best people for the money spent
- Financial health balanced with Community diversity & strength
- Prioritize – watch opportunity costs
- Concise, good communication around financial health
- Today = tomorrow, consider equitable; small and large

Infrastructure – Utilities (Maintenance of Current & New Growth)

Question: What are the top priorities for Infrastructure? How will it be funded? What resources are needed – staff time, partners etc..?

- Reliable, safe, affordable, accessible / equitable
- Customer rates
- Proactive maintenance of existing

Expansion

- Plan for operations & improvements
- Strategic expansion (growth, leverage other opportunities)
- Plan for growth

Funding (rates, taxes, grants , developers)

- Weighing revenue sources
- Partnerships for resources and sources (county, state, other utilities)

- Loans / grants
- Funding with staff time

Prioritization

- Balance staff time with interest rates / funding support

Governance – *Council Rules of Procedure*

Question: What does working as a governing body look like? What are the elements of it?

- Authority of the Council exists when meeting in a convened Council meeting (Body of the Council)
- United front supporting Council decisions (& each other)
- Create the decision / policy; support the decision / policy
- Adhering to policy
- Integrity / Ethics (following code of behavior)
- Understanding roles and responsibilities (Mayor, Council & staff)
- Forming and accepting consensus
- Agree to disagree
- Processing moral and civic values
- Recognize competing interests
- Be cognizant of community needs and serve them
- Communication
 - Good at all levels
 - Public communications (both ways)
 - Accurate and consistent with Council

Internal Processes

Question: What does this entail? What are the elements of it?

- Clarity of Roles and responsibilities – why & how
- Policies – council (what), procedures – staff (how) and guidelines
- Policy driven internal processes

- Communications: Policy and implementation
- Performance evaluation and adjustments (big picture)
- Task management prioritization – ‘opportunity cost management’
- Permitting / bill paying

Structural documents

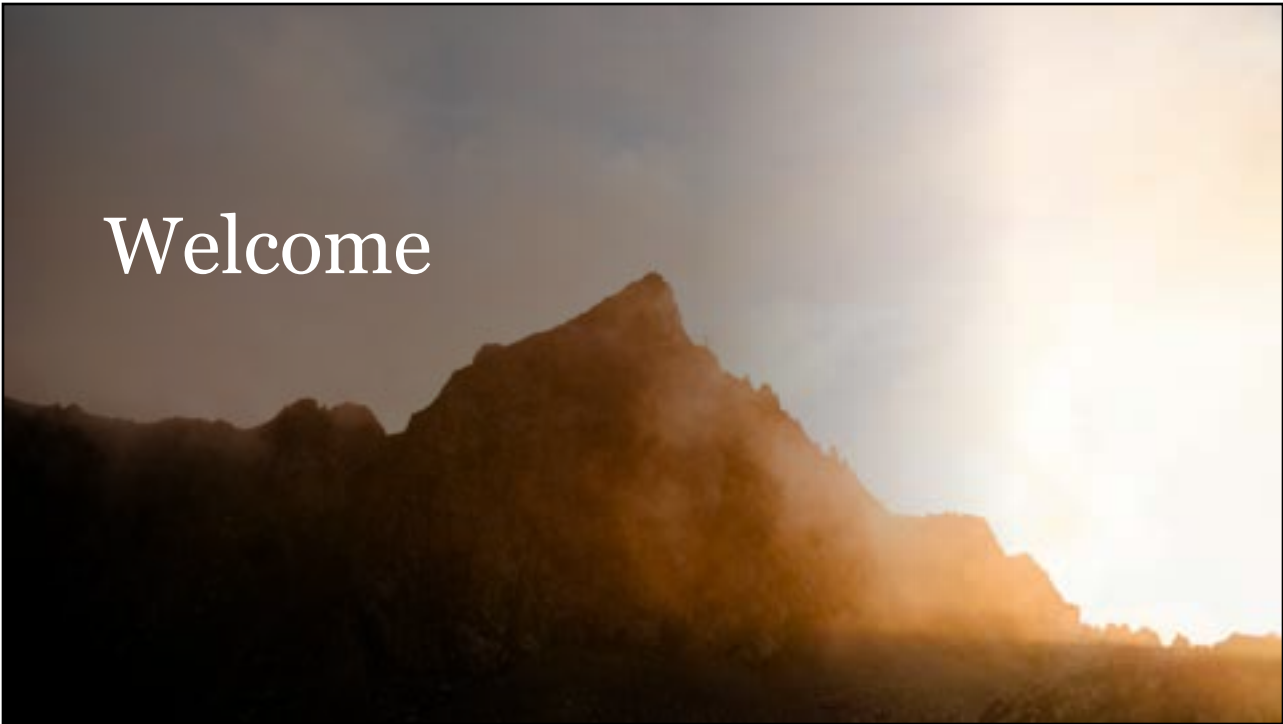
- Service level agreements; response time expectations
- Strategic Plan
- Comprehensive plan
- CIP

Successes

Question: What are the successes or big wins over the past two years?

- Waste water project
- Streamlining processes
- Increase in projects / project management
- Flourishing downtown
- Increased agency communications / relationships
- Technology investment implementation
- Financial health
- Continued improvement of aging infrastructure
- ‘Dig once’ policy
- Transition with new staff / training / knowledge base
- Movement / execution of plan

Welcome



**STRATEGIC PLAN
REVIEW**



Outcome

- Greater understanding of the strategic plan that focuses on the most important areas to address in the coming two years



Agenda

- Purpose of Strategic Planning
- Strategic Planning Process
- Strategic Plan Status
- Assessment Outcome
- Context Map
- Top Priorities
- Top Strategies
- Wrap up

Breaks throughout



Roles

Participants

- Listen
- Contribute
- Absorb
- *Stay high level & strategic*

Alison

- Subject matter experts
- Provide information
- Stimulate conversation
- Keep the time and flow



Group Participation

- Think expansively - big picture (vision)
- Balance participation (Step forward, step back)
- Be curious
- One conversation at a time
- Listen for all voices -- speak up when you have a different perspective
- Change your mind when warranted

- Candid and respectful dialog
- Disagree with ideas, not with people
- Share responsibility for the quality of our social interaction
- See your worldviews as lenses, not truths
- DWYGTD
- Use parking lot



Group Participation



STRATEGIC PLAN REVIEW



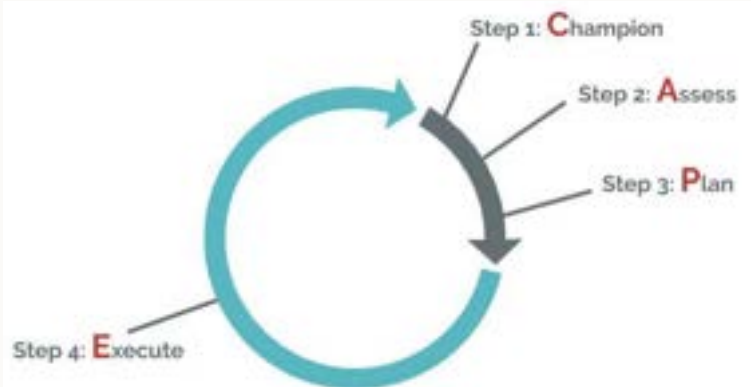
Benefits of Strategic Planning

- Align people and resources
- Tell stakeholders where you're going and invite their participation
- Demonstrates good stewardship
- Ensures consistency from year to year, beyond the term of any one leader
- Provides direction so people can do the tactical work



Strategic Planning Process

The CAPE Cycle



Strategic Planning Process

Planning Flow

Vision: aspiration (why)

Mission: business (how)

Focus Areas: achievements (what)

Strategies: methods (what we're doing)

Goals: metrics (measuring progress)

Tactics: actions (how it gets done)



Structure of Plan

Focus Area

High level theme of the organization's strategy focus.

Strategies

Methods that support the Focus Area

Tactics

Approach to achieve strategy - multiple items that are measurable. This is work of staff to implement the plan.

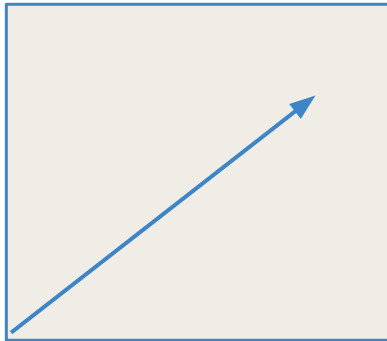
Goals

A specific and measurable desired accomplishment.

Can be a specific result or a process.

Strategic Planning

The Plan



What actually happens



STRATEGIC PLAN REVIEW





Mission

The importance Mission

- North star
- Lens for decision making



Mission Statement

Mission:

Stevenson is committed to investing in improved infrastructure, stewardship, community and human development.

We adapt, evolve, and progress to maintain our resilient and inviting small town feel in an agile/nimble and fiscally responsible way.





STRATEGIC PLAN REVIEW



History and Process

2022 Retreat

- Pre-Session Assessment Survey
- May 2022 Session
 - Top Priorities
 - SWOT
 - Focus Areas
 - Strategies
 - Work Plan Items
- July 2022
 - Prioritization of Strategies through lens of Work Plan

Quarterly Reviews 2022-2023





STRATEGIC PLAN REVIEW



**What are the
successes in the Past
2.5 years?**

STRATEGIC PLAN REVIEW





STRATEGIC PLAN REVIEW



Strategic Plan

Focus Areas



Organizational Health and Sustainability

Overall Progress

85%



Strategies

5



Build and Maintain the Municipal Infrastructure

Overall Progress

41%



Strategies

5



Improve Land Use and Development Planning

Overall Progress

25%



Strategies

3



Focus Area I: Organizational Health & Sustainability

Strategies

● Complete
 ● On Track
 ● Minor Disruption
 ● Major Disruption
 ● Not Started
 ● Future



Focus Area II: Build and Maintain the Municipal Infrastructure

Strategies

● Complete
 ● On Track
 ● Minor Disruption
 ● Major Disruption
 ● Not Started
 ● Future



Focus Area III: Improve Land Use and Development Plan

Strategies

● Complete
 ● On Track
 ● Minor Disruption
 ● Major Disruption
 ● Not Started
 ● Future

Planning and Zoning Updates

Action Items **4**

Progress  60%

Status No data available

Housing

Action Items **5**

Progress  16%

Status No data available

Strengthen Partnerships

Action Items **4**

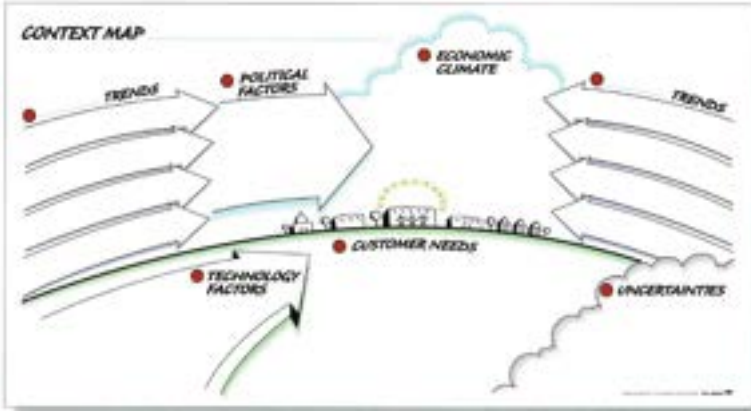
Progress  0%

Status No data available



**STRATEGIC PLAN
REVIEW**





CONTEXT MAP



ASSESSMENT



Top Priorities

Assessment Results

1. Infrastructure
2. Affordable Housing
3. Process improvement

SWOT

STRENGTHS

1. Staff / Commitment to Excellence
2. Vibrant Downtown
3. Vision / Strategic Direction

OPPORTUNITIES

1. Partnerships
2. Infrastructure
3. Funding

WEAKNESSES

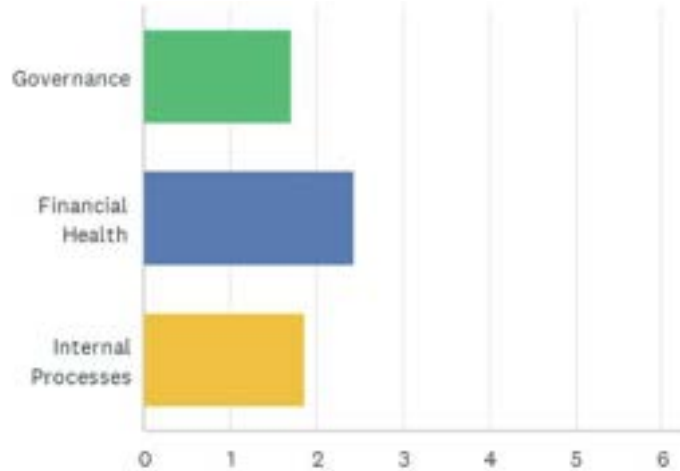
1. Communication / PR
2. Aging Infrastructure
3. Capacity / Focus on Priorities

THREATS

1. Economy
2. Natural Disaster

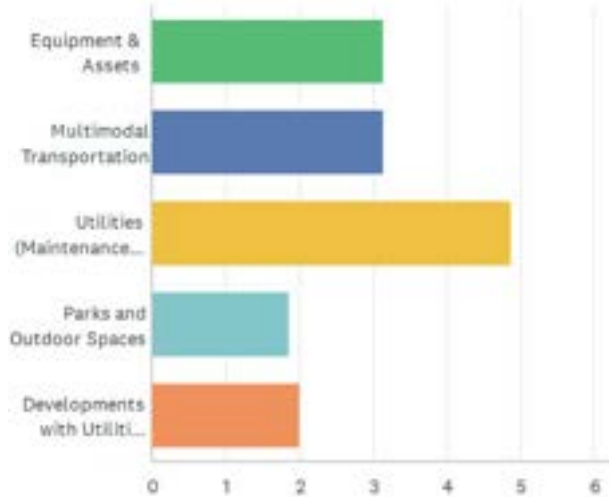
FOCUS AREA I: Organizational Health & Sustainability

Strategies Ranked in order of importance



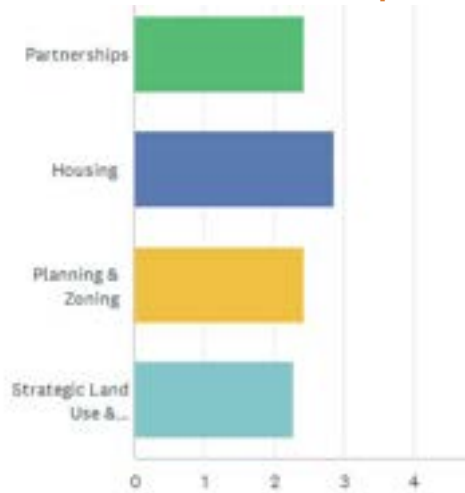
FOCUS AREA II: Building & Maintaining Municipal Infrastructure

Strategies Ranked in order of importance



FOCUS AREA III: Improve Land Use & Development Plan

Strategies Ranked in order of importance



Strategies Overall Ranking - 2024

1. Financial Health
2. Utilities (Maintenance of Current & New Growth)
3. Governance
4. Internal Processes
5. Planning & Zoning
6. Housing
7. Strategic Land Use & Development
8. Equipment & Assets
9. Multimodal Transportation
10. Partnerships
11. Parks & Outdoor Spaces
12. Developments with Utilities Partners (gas, electric, broadband, phone)

Priorities by Strategies Compared

2022 Strategic Planning Prioritization (Ranked Order of Importance)

1. Internal Processes
2. Utilities (Maintenance of Current & New Growth)
3. Planning & Zoning
4. Developments with Utilities Partners (gas, electric, broadband, phone)
5. Parks & Outdoor Spaces
6. Housing
7. Governance
8. Multimodal Transportation
9. Partnerships
10. Strategic Land Use & Development
11. Financial Health
12. Equipment & Assets

2024 Strategic Planning Prioritization (Ranked Order of Importance)

1. Financial Health
2. Utilities (Maintenance of Current & New Growth)
3. Governance
4. Internal Processes
5. Planning & Zoning
6. Housing
7. Strategic Land Use & Development
8. Equipment & Assets
9. Multimodal Transportation
10. Partnerships
11. Parks & Outdoor Spaces
12. Developments with Utilities Partners (gas, electric, broadband, phone)

Top Priorities

Priorities Comparison from Assessment

1. Infrastructure
Utilities (Maintenance of Current & New Growth)
2. Affordable Housing*
3. Process improvement
(Internal Processes)

SWOT

STRENGTHS

1. Staff / Commitment to Excellence
2. Vibrant Downtown
3. Vision / Strategic Direction

OPPORTUNITIES

1. Partnerships
2. Infrastructure
3. Funding

WEAKNESSES

1. Communication / PR
2. Aging Infrastructure
3. Capacity / Focus on Priorities

THREATS

1. Economy
2. Natural Disaster

Financial Health *Utilities* *Governance* *Internal Processes*



STRATEGIC PLAN REVIEW

Discussion

Financial Health

What does financial health mean? What are the elements of it?



Discussion

Utilities (Maintenance of Current & New Growth)

What are the top priorities for Infrastructure? How will it be funded?
What resources are needed - staff time, partners etc..?

This ties to the Capital Improvement Plan.



Discussion

Governance

What does working as a governance body look like? What are the elements of it?



Discussion

Internal Process

What does this entail? What are the elements of this?





STRATEGIC PLAN REVIEW



Thank You



Alison Hart, Founder & Chief Strategist

A.Hart Associates

alison@ahartassociates.com

503.231.5421

ahartassociates.com





City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: City Council
FROM: Ben Shumaker
DATE: March 21st, 2024
SUBJECT: ZON2024-01 Residential Street Side Setback Requirements; Periodic Zoning Use Review

Introduction

The City Council is asked to hear public testimony on a potential zoning code text amendment. The City Council is not expected to adopt the amendments at tonight's meeting. Upon receipt of testimony, the Council may consider:

- Altering the current draft amendments for future consideration
- Conducting additional public outreach/ referring the matter back to the Planning Commission for additional deliberation
- Abandoning the amendments and moving on to other matters

The public is asked to provide testimony to the City Council on the proposed amendment. Testimony generally means expressing opposition/support of the proposal along with a discussion of rationale. To provide effective testimony, the public is asked to conduct its fact-finding endeavors in advance of the meeting. City staff is available for this purpose (509-427-5970 or planning@ci.stevenson.wa.us) and can answer questions about the amendment's content & context, public involvement, and anticipated effects.

Amendment Content & Context

The Planning Commission has recommended the amendments included as Attachment 1. The changes would:

- Amend SMC 17.13.020 to add Salon as a subcategory of the land use "Personal services, along with a description of the land use.
- Amend SMC 17.15.040 to indicate that Salon uses can be permitted on a case-by-case basis in the R3 Multi-Family Residential zoning district.
- Amend SMC 17.15.060 to alter street-side setbacks in the R2 Two-Family Residential and R3 districts.

The amendments related to Salons incorporate a 2022 use interpretation by the Planning Commission allowing the same. The amendments related to street-side setbacks in the R3 District match the front yard setback standards of the same district. The changes proposed in the R2 District better align that district's regulations with its intent to be more permissive than the R1 Single-Family Residential District.

Public Involvement

Prior to making their recommendation, the Planning Commission held a workshop Q/A session to engage the public on the setback proposal. A notice was sent prior to the workshop to each affected landowner. The notice explained the proposal and invited recipients to the workshop. Participation at the workshop was minimal. The public attending in a broad sense supported reducing setbacks regulations for existing development in the residential core. Tonight's public hearing has been advertised according to requirements.

Effect

If the Salon addition is adopted, the 112 tax parcels (113 minus the 1 existing parcel already approved for usage as a salon) will be able to ask the Planning Commission to approval salon usage of the property. If the setback amendment is adopted, the new regulations would apply to 60 tax parcels. See below.

Zone	Total # Parcels	Corner Parcels		Suspected Nonconforming Corner Parcels	
		#	%	#	%
R2	90	30	33.3%	12	40.0%
R3	113	30	26.5%	6	20.0%

The figures above are approximate based on review of aerial photographs and assessor's parcel maps. This method has many inherent limitations.

Next Steps

Direction from the City Council will be implemented. If the proposal continues, a SEPA threshold determination will be issued related to the draft. Pending review of the determination, adoption could occur at the next City Council meeting.

Prepared by,

Ben Shumaker
Community Development Director

Attachment

- 1- Recommended Draft Amending Ordinance
- 2- City of Stevenson Zoning Map

CITY OF STEVENSON
ORDINANCE 2024-

AMENDING THE STEVENSON ZONING CODE (SMC TITLE 17); PROVIDING DIMENSIONAL FLEXIBILITY NEAR STREETS IN THE R2 TWO-FAMILY RESIDENTIAL AND R3 MULTI-FAMILY RESIDENTIAL DISTRICTS; AND CODIFYING A USE INTERPRETATION RELATED TO SALONS IN THE R3 MULTI-FAMILY DISTRICT.

WHEREAS, dimensional flexibility in the R2 Two-Family and R3 Multi-Family residential districts is an important component of implementing SMC 17.12.050, which establishes these districts as less restrictive than other districts and embracing the challenge of construction/reconstruction on lots in these districts which are not as wide as lots in other districts; and

WHEREAS, dimensional flexibility near streets should not come at the expense of pedestrian convenience or safety and safeguards are required to ensure vehicles in driveways do not overhang into streets and pedestrians can be seen near driveways; and

WHEREAS, the following use interpretations conducted under SMC 17.12.020 have been reviewed for inclusion in the periodic amendment included in this ordinance:

- ZON2022-04 related to Personal Service (salon) uses in the R3 Multi-Family District; and

WHEREAS, this ordinance is adopted under the City’s municipal authority under RCW 35A.63.100; and

WHEREAS, this ordinance implements 2.12, 2.13, 2.14, 2.15, 3.1, 3.2, 3.6, and 7.2; and

WHEREAS, the City Council provided notice and held a public hearing prior to adoption of this ordinance pursuant to RCW 35A.63.070; and

WHEREAS, the City has reviewed the provisions of this ordinance according to the State Environmental Policy Act and determined it is not likely to have a significant adverse environmental impact; and

AND WHEREAS, the Stevenson City Council finds that the best interests of the public health, safety and welfare would be served by the amendments herein,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STEVENSON, STATE OF WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1 – Section 17.13.020 – “General Sales or Service Uses” shall be amended by adding the underlined text as shown in Exhibit ‘C’. The amendments add “Salon” as a specific

subcategory of the “Personal Services” use category. All other provisions of Chapter 17.13 shall remain in effect without amendment.

Section 2 – Section 17.15.040– “Uses” shall be amended by adding the underlined text as shown in Exhibit ‘B’. The amendments establishes “Salon” uses as a conditional use in the R3 Multi-Family Residential District. Notwithstanding the amendments made via Section 3, below, all other provisions of Chapter 17.15 shall remain in effect without amendment.

Section 3 – Section 17.15.060– “Residential Dimensional Standards” shall be amended by deleting the ~~struck through~~ text and adding the underlined text as shown in Exhibit ‘A’. The amendments alter the street side yard setback in the R2 Two-Family and R3 Multi-Family residential districts. Notwithstanding the amendments made via Section 2, above, all other provisions of Chapter 17.15 shall remain in effect without amendment.

Section 4 – This ordinance affects the Stevenson Comprehensive Plan and Title 17 of the Stevenson Municipal Code only insofar as set forth herein. All other provisions of Title 17 shall remain in full force and effect, and that where the provisions of this ordinance are the same as the provisions they replace, the provisions of this ordinance shall be interpreted as a continuation of those previous provisions and not as a new enactment.

Section 5 – If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to any person, is, for any reason, declared invalid, in whole or in part by any court or agency of competent jurisdiction, said decision shall not affect the validity of the remaining portions hereof.

Section 6 – This ordinance shall become effective following passage and publication as provided by law.

Passed by a vote of _____ at the City Council meeting of _____, 2024.

SIGNED:

Scott Anderson, Mayor of Stevenson

APPROVED AS TO FORM:

ATTEST:

Robert C. Muth, City Attorney

Leana Kinley, Clerk/Treasurer

17.15.060 Residential dimensional standards.

A. Compliance Required. All structures in residential districts must comply with:

1. The applicable dimensional standards contained Table 17.15.060-1: Residential Dimensional Standards.
2. All other applicable standards and requirements contained in this title.

Table 17.15.060-1: Residential Dimensional Standards						
District	Maximum Height of Building	Front	Minimum Setbacks			
			Side, Interior	Side, Street	Rear, Interior Lot	Rear, Through Lot
R1	35 ft	20 ft	5 ft	15 ft	20 ft ¹	20 ft
R2	35 ft	20 ft	5 ft	15 ft 10 ft ^{3,4}	20 ft ¹	20 ft
R3	35 ft	10 ft ^{3,4}	5 ft ²	15 ft 10 ft ^{3,4}	20 ft ¹	20 ft
MHR	35 ft	30 ft	15 ft	20 ft	20 ft ¹	20 ft
SR	35 ft	30 ft	15 ft ¹	20 ft	20 ft ¹	20 ft

1-5 ft for residential outbuildings that are both 12 ft in height or less and 200 sq ft in size or less

2-A 10-foot setback is required when adjacent to an R1 or R2 district.

3-See also SMC 17.15.130.B.3.

4-However, no structure shall be located within a pedestrian visibility area (SMC 17.10.632).

B. Exceptions. The following exceptions are permitted to the standards of Table 17.15.060-1:

1. Properties receiving approval to deviate from standards according to SMC 17.38 - Supplementary Provisions.
2. Properties obtaining variance approval in accordance with SMC 17.46 - Adjustments, Variances, and Appeals.
3. Properties receiving modification approval in accordance with SMC 17.17 - Residential Planned Unit Developments.

17.15.040 Uses.

- A. Types of Uses: For the purposes of this chapter, there are 4 kinds of use:"
 - 1. A permitted (P) use is one that is permitted outright, subject to all the applicable provisions of this title.
 - 2. An accessory (A) use is permitted on properties containing permitted uses, provided that:"
 - a. The accessory use or activity may be regarded as incidental or insubstantial in and of itself or in relation to the principal use on the lot; and
 - b. The accessory use or activity is commonly or frequently associated with the principal use on the lot.
 - 3. A conditional (C) use is a discretionary use reviewed by the Planning Commission according to the process and criteria in SMC 17.39 - Conditional Uses.
 - 4. A prohibited (X) use is one that is not permitted in a zoning district under any circumstances.
 - 5. When a letter or use category is not listed in this table, an interpretation may be initiated under SMC 17.12.020.
- B. Use Table. A list of permitted, accessory, conditional and prohibited uses in residential districts is presented in Table 17.15.040-1: Residential Districts Use Table.

Table 17.15.040-1 Residential Districts Use Table					
Use	R1	R2	R3	MHR	SR
Residence or Accommodation Uses					
Dwelling					
Single-Family Detached Dwelling	P	P	P	P	P
Mobile Home	X	X	X	P	X
Travel Trailer	—	X	—	—	X
Accessory Dwelling Unit (SMC 17.40.040)	A	—	—	—	A
Multi-Family Dwelling	C ¹	P	P	C ¹	C ¹
Temporary Emergency, Construction or Repair Residence	C ²	C ²	C ²	—	C ²
Townhome (SMC 17.38.085)	—	C ⁸	P	—	—
Renting of no more than 2 rooms, rented by the month or longer, provided the parking requirements of SMC 17.42 are met.	A	A	A	A	A
Boarding House	C	C	C	—	C
Residential Care					
Adult Family Home	P	P	P	P	P
Assisted Living Facility	—	—	C	—	C
Nursing Home	—	—	C	—	—
Overnight Lodging					
Vacation Rental Home	P	P	P	P	P
Bed & Breakfast	C	C	P	C	C
Hostel	C	C	P	C	C
Hotel	X	X	C	X	C
Campground	X	X	X	C	C
Dormitory facility related to a public, private or parochial school	C	C	C	—	C
Miscellaneous Incidental Uses					
Residential Outbuilding	A/C ^{3,4}	A/C ^{3,4}	A/C ⁴	A/C ^{3,4}	A/C ³
Swimming pool, spa or hot tub, and associated equipment	A	A	A	A	A
Buildings and uses related to, and commonly associated with a mobile home park such as a recreation area, laundry, facility office, and meeting rooms	—	—	—	A	—
General Sales or Service Uses					
Electric Vehicle Station					

Restricted Access, Gradual Charging EV Station	A	A	A	A	A
Restricted Access, Rapid Charging EV Station	C	C	C	C	C
Public Access, Gradual Charging EV Station	—	—	C	—	—
Street—Side Access, Gradual Charging EV Station	—	—	C	—	—
Retail and wholesale sales of agricultural and animal products raised or produced on the premises	—	—	—	—	A
Rental Operations	—	—	—	—	—
Self-Storage Units	—	—	—	—	X
Professional Office	—	C	C	—	—
Veterinarian	—	—	—	—	C
Child Day Care Facility					
Family Day Care Home	P	P	P	P	P
Mini-Day Care Center	C	C	C	C	C
Child Day Care Center	—	C	C	C	C
<u>Personal Services</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
<u>Salon</u>	<u>—</u>	<u>—</u>	<u>C</u>	<u>—</u>	<u>—</u>
Home Occupation	A	A	A	A	A
Transportation, Communication, and Utility Uses					
Public Transportation Stops and Shelters	—	—	—	—	C
Boating Facility or Overwater Structure ⁹	See SMP				
Parking Facility					
Accessory Parking	A	A	A	A	A
Non-Accessory Parking	—	—	—	—	C
Utility or Communication Facility	C	C	C	C ⁵	C
Wireless Telecommunications Facility⁶					
Minor Wireless Telecommunications Facility	P	P	P	P	P
Intermediate Wireless Telecommunications Facility (SMC 17.39.170)	C	C	C	C	C
Major Wireless Telecommunications Facilities (SMC 17.39.170)	C	—	—	—	C
Wind Power Generation Facility⁶					
Minor Wind Power Generation Facility (SMC 17.39.165)	C	C	C	C	C
Hazardous Waste Storage	C	C	C	C	C
Arts, Entertainment, and Recreation Uses					

Public Assembly	-	-	-	-	-
Wedding Venue	—	—	—	—	C
Park, Playground or Outdoor Recreation Area	C	C	C	C	C
Golf Course	—	—	—	—	C
Education, Public Administration, Health Care, and Other Institutions Uses					
Public, Private or Parochial School	C	C	C	—	C
Nursery School or Similar Facility	—	—	—	C	—
Library	C	C	C	—	—
Government Administration Building	—	—	C	—	—
Fire, Police, or Emergency Services Station	C	C	C	—	C
Hospital	—	—	C	—	—
Church or Other Religious or Charitable Organization	C	C	C	—	C
Cemetery or Mausoleum	—	—	—	—	C
Agriculture, Forestry, Fishing and Hunting Uses					
Subsistence or hobby type gardening	P	P	A	P	P
Indoor or Outdoor Horticultural Activity	P	P	P	P	P
Nursery	—	—	C	—	P
Farm Animals (SMC 17.40.095)	C ⁷	X	X	X	P
Urban Farm Animals (SMC 17.40.095)	A	A	A	A	P
Pets	A	A	A	A	A
Kennel	C	X	X	X	C
Miscellaneous/Other Uses					
Signs listed with a "C" in Table 17.15.145-1 and any other sign identifying and/or related to any conditional use or existing nonconforming use.	C	C	C	C	C
Signs identifying and/or related to any principal or accessory use allowed in this chapter.	A	A	A	A	A

1-Conditional use permits for Multi-Family Dwellings which exceed the maximum number of dwelling units allowed in SMC Table 17.15.050-1 are only considered when submitted as part of an R-PUD proposal under SMC 17.17 - Residential Planned Unit Developments.

2-A conditional use permit is only required for a temporary emergency, construction or repair residence after the expiration of the initial 6-month grace period.

3-Up to 4 residential outbuildings on a property is considered an accessory Use. When at least 4 residential outbuildings already exist on a lot then an additional residential outbuilding is considered a conditional use. During the conditional use review process, the planning commission may establish size, serial proliferation and other limitations on such buildings.

4-A residential outbuilding that is subordinate to the main use on the lot is considered an accessory use. A residential outbuilding which is not subordinate to the main use on the lot is considered a conditional use. During the conditional use review process, the planning commission may establish size, serial proliferation and other limitations on such buildings.

5-Despite the general exclusion of overhead elements from this use category, any utility or communication facility in the MHR district with an overhead element greater than 35 feet is considered a conditional use.

6-See also SMC 17.36-WW Wind/Wireless Overlay District.

7-In granting a conditional use request for farm animals in the R1 district, the planning commission shall find, at a minimum, that the proposal is compliant with the performance standards in SMC 17.40.095.

8-Townhomes in the R2 District are subject to review according to the density and parking requirements of the R3 Multi-Family Residential District and shall connect to the municipal sewer system.

9-See SMC 18.08 and the Shoreline Master Plan for use allowances related to this use category.

17.13.020 General sales or service uses.

General sales and service land uses comprise the vast majority of establishments typically associated with commercial land use. The general sales or service uses considered by the Stevenson Zoning Code appear in Table 17.13.020-1.

Table 17.13.020-1: General Sales or Service Uses		
Use	Description	Reference
1. Automobile Service Station	A commercial establishment for the sale on the premises of motor vehicle fuel, including electrical energy, and other petroleum products and automobile accessories, and for the servicing, lubrication and minor repair of automotive vehicles. Unless specifically listed in the district, Automobile Service Stations include Battery Exchange Stations, Vehicle Repair, Carwashes and Public Access, Rapid Charging EV Stations.	RCW 35A.63.107
a. Battery Exchange Station	A staffed or fully automated facility that will enable an electric vehicle with a swappable battery to enter a drive lane and exchange the depleted battery with a fully charged battery through a process which meets or exceeds any standards, codes, and requirements set forth by Chapter 19.28 RCW and consistent with rules adopted under RCW 19.27.540.	RCW 19.27.540, RCW 19.28
b. Carwash		
c. Vehicle Repair		
2. Electric Vehicle (EV) Station	A public or private parking space (1)served by equipment designed specifically to transfer electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle, (2) meets or exceeds any standards, codes, and regulations set forth by Chapter 19.28 RCW, and (3) is consistent with rules adopted under RCW 19.27.540. Electric vehicle stations are distinguished by the following types of access and charging levels:	RCW 19.27.540, RCW 19.28, RCW 35A.63.107
a. EV Station Access	<ol style="list-style-type: none"> 1. "Public Access EV Station" is available for use by the general public and not located on a public right-of-way. Examples include stations at a park & ride lot, a public library lot or a shopping center lot. 2. "Restricted Access EV Station" is restricted to authorized users and not located on a public right-of-way. Examples include stations at a single-family home, designated employee parking areas, or fleet parking areas not accessible to the general public. 3. "Street-Side Access EV Station" is available for use by the general public and located on a public right-of-way subject to 	SMC 12.02

	the rules adopted under SMC 12.02 - Use of City Rights-of-Way.	
b. EV Station Charging Level	Charging level categorizes the indicators of electrical force, or voltage, at which an electric vehicle's battery is charged: 1. "Gradual Charging EV Station" operates on a circuit no greater than 240 volts of alternating current. This includes what the industry currently refers to as levels 1 and 2 charging stations. >2. "Rapid Charging EV Station" operates on an industrial grade outlet greater than 240 volts of alternating current. This includes what the industry currently refers to as Level 3 charging stations.	
3. Retail	Commercial establishments providing merchandise for sale directly to the consumer. Retail establishments may also provide after-sales services, such as repair and installation. Unless specifically listed in the district, Retail Sales include all subcategories listed herein.	
a. Outdoor Recreation Store	A Retail use specializing in sporting goods or equipment related to outdoor recreational endeavors (e.g., water sports, bicycling, skiing, fishing, photography, camping and hiking).	
b. Specialty Food Shop	A Retail use carrying specialty food items (e.g., coffee, tea, confectionery products, nuts, spices, gourmet foods, etc.).	
c.	Specialty Retail Shop	A Retail use specializing in one type or line of merchandise (e.g., antiques, apparel, books, games, jewelry, shoes, stationary, etc.).
d.	Retail and wholesale sales of agricultural and animal products raised or produced on the premises.	
4. Bank or Financial Institution		
5. Rental Operation	Commercial establishments providing tangible goods (e.g., personal items, consumer electronics, furniture, clothing, tools, machinery, equipment, etc.) or other items of value to customers in exchange for a periodic rental or lease payment. Unless specifically listed in the district, Rental Operation includes all subcategories listed herein.	

Exhibit C- Amendment to SMC 17.13.020

a. Recreational Equipment Rental	A Rental Operation leasing equipment for recreational activities (e.g., water sports, bicycling, skiing, fishing, photography, camping and hiking).	
b. Self-Storage Units	A Rental Operation leasing space (i.e., rooms, compartments, lockers, containers, or outdoor space) where clients store and retrieve personal property.	
c. Truck, trailer or equipment rental	A Rental Operation leasing large vehicles and equipment (e.g., trucks, moving vans, buses, semi-trailers, utility trailers, travel trailers, recreational vehicles, off-road vehicles, etc.) when drivers or operators are not provided.	
6. Professional Office	Commercial establishments performing professional, scientific, clerical, and technical services for others. Unless specifically listed in the district, Professional Office includes all subcategories listed herein.	
a. Veterinarian		
7. Food Services	Commercial establishments preparing and serving food and/or beverages for consumption on or off the premises. Unless specifically listed in the district, Food Service includes all subcategories listed herein.	
a. Drive-Through Food Service		
b. Mobile-Food Cart	A Food Service use that is conducted from a motorized vehicle, a non-motorized cart or a unit that is similarly designed to be readily movable.	
c. Tasting Room	A Food Service use conducted as an incidental use to an on-premises brewery, cidery, distillery, winery or food processing use. A Tasting Room providing food service products from the on-premises processing use may also serve food and beverages processed at off-premises establishments.	
8. Child Day Care Facility	A building or structure in which an agency, person or persons regularly provide care for a group of children for periods of less than 24 hours. Child Day Care Facility includes family day care home, mini-day care center, and child day care center.	RCW 35.63.170, RCW 35A.63.210, RCW 35A.63.215
a. Family Day Care Home	A day care home for the care of 6 or fewer children during part of the 24-hour day, located in the dwelling of the provider under whose direct care the children are placed.	
b. Mini-Day Care Center	A child day care facility providing care during part of the 24-hour day to 12 or fewer children in a facility other than the family dwelling of the person or persons under whose direct care the children are placed, or for the care of 7 through 12 children in the family dwelling of such person or persons.	

Exhibit C- Amendment to SMC 17.13.020

<p>c. Child Day Care Center</p>	<p>A day care facility that provides for the care of 13 or more children. If located in a private family residence, the portion where the children have access must be separate from the family living quarters, or that portion of where the children have access must be used exclusively for their care during the hours that the child day care center is operating.</p>	
<p>9. Personal Services</p>	<p>Commercial establishments providing individual services generally related to personal needs. Unless specifically listed in the district, Personal Services includes all subcategories listed herein.</p>	
<p>a. Recreation Services</p>	<p>A Personal Services use providing services related to recreational amenities, including lessons and tours for such activities as water sports, bicycling, skiing, fishing, photography, camping and hiking.</p>	
<p><u>b. Salon</u></p>	<p><u>A Personal Services use providing services related to barbering, hair styling, or the cosmetic arts (e.g., makeup, skin care).</u></p>	
<p>10. Home Occupation</p>	<p>A commercial activity that: (a) is conducted by a person on the same residential district or legacy home lot where such person resides; (b) provides each outside employee with a legal off-street parking space; and (d) is not so insubstantial or incidental or is not so commonly associated with the residential use as to be regarded as an accessory use (see SMC 17.10.020), but that can be conducted without any significantly adverse impact on the surrounding neighborhood.</p> <p>Without limiting the generality of the foregoing, a use may be regarded as having a significantly adverse impact on the surrounding neighborhood if: (a) goods, stock in trade, or other commodities are displayed; (b) more than 2 nonresidents on the premises are employed in connection with the purported home occupation; (c) it creates objectionable noise, fumes, odor, dust or electrical interference; (d) there is any exterior manifestation of the home occupation, except for an allowed sign no larger than 2 square feet pertaining to the home occupation; or (e) more than 25% of the total gross floor area of residential buildings plus other buildings housing the purported home occupation, or more than 500 square feet of gross floor area (whichever is less), is used for home occupation purposes.</p>	<p>SMC 17.10.020, SMC 17.13.010</p>

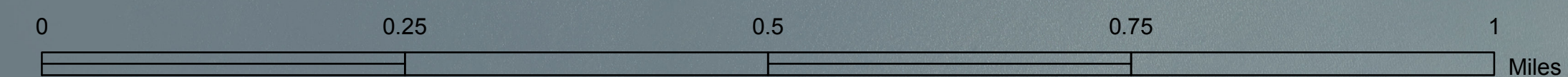


Zoning Map City of Stevenson

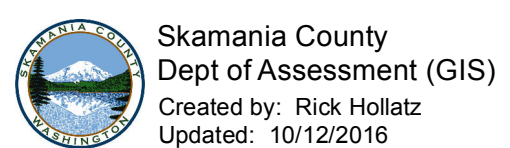
- Commercial (C1)
- Education District (ED)
- Commercial Recreation (CR)
- Light Industrial (M1)
- Public Use and Recreation (PR)
- Single Family Residential (R1)
- Two Family Residential (R2)
- Multi-Family Residential (R3)
- Multi-Family Residential Overlay (R3)
- Suburban Residential (SR)

- Stream
- Parcel
- City Limits
- Urban Area

Mayor _____	Date _____
Clerk - Treasurer _____	Date _____
Attorney _____	Date _____



Notes:
 When Printed to ANSI D (22"x34"): 1 inch = 500 feet
 Absolute scale: 1:6,000
 Aerial Photo Date: 7/6/2015
 Projected Coordinate System: NAD 1983 HARN StatePlane
 Washington FIPS 4602 Feet
 Projection Name: Lambert Conformal Conic
 Planar Units: US Survey Feet



Skamania County
 Dept of Assessment (GIS)
 Created by: Rick Hollatz
 Updated: 10/12/2016

DISCLAIMER: This map product was prepared by Skamania County and is for information purposes only. It may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: City Council
FROM: Ben Shumaker
DATE: March 21st, 2024
SUBJECT: Floodplain Management Program – Public Hearing Report

Introduction

The City Council is asked to hear public testimony on a proposed amendment to the City's Floodplain Management Regulations. The City Council is not expected to adopt the amendments at tonight's meeting. Upon receipt of testimony, the Council may consider:

- Adopting the amendments at its May regular meeting,
- Making limited alterations to the draft amendment
- Abandoning the amendments and moving on to other matters

The public is asked to provide testimony to the City Council on the proposed amendment. Testimony generally means expressing opposition/support of the proposal along with a discussion of rationale. To provide effective testimony, the public is asked to conduct its fact-finding endeavors in advance of the meeting. City staff is available for this purpose (509-427-5970 or planning@ci.stevenson.wa.us) and can answer questions about the amendment's content & context, public involvement, and anticipated effects.

Amendment Content & Context

The Planning Commission has recommended the amendments included as Attachment 1. The changes would:

- Amend SMC 15.24 to include all components that are required of the City to remain consistent with the Code of Federal Regulations provisions related to the National Flood Insurance Program.
- Amend SMC 15.24 to include components recommended by the Federal Emergency Management Agency to improve the functionality of the regulatory program.

FEMA and the Department of Ecology have been leading the effort to update the floodplain maps consistent with the Code of Federal Regulations. The updated floodplain maps are scheduled to become effective on May 22nd, 2024. City regulations must reference the updated maps and other regulatory amendments are required if property owners within Stevenson are to maintain or obtain insurance under the National Flood Insurance Program. Failure to adopt the required amendment will deprive property owners of that coverage option.

Public Involvement

The Planning Commission engaged sent a notice to each property owner affected by the map change. The notice included a copy of the FEMA-suggested changes, invited questions, and welcomed recipients' participation at the Planning Commission meeting where the recommendation was made. Staff received questions from 2 property owners about the map change and one email articulating flooding issues on property outside the FEMA designated floodplain. No property owners chose to participate in the Planning Commission's meeting.

Additionally, the City—working with FEMA during their map-drafting process—sent a notice and map to each property owner affected by the map change and their right to challenge the draft. No challenges were filed for areas in the City.

Tonight’s public hearing has been advertised according to requirements.

The Department of Commerce received a 60-day notice of intent to adopt these development regulations, which are a component of the City’s Critical Areas Ordinance.

Effect

The existing maps were developed in the mid-1980s using the technology available at the time supplemented with local knowledge of flood conditions. The new maps are more scientifically defensible, with detailed assessments of terrain and hydrologic expectations.

	Current, 1980s-Era Maps	New, 2020s-Era Maps
Parcels in Special Flood Hazard Area	64	66
Structure in Special Flood Hazard Area	7	3
Source: FEMA Region X Mitigation Division		

For some communities the new maps expand floodplains and require insurance where it had never been required before. For Stevenson, this is not the case. Here, we could be said to exist in a flooded state already. Construction of the Bonneville Dam inundated areas that were susceptible to flooding. The table above reflects the scope of the change for Stevenson property owners. Four fewer preexisting developments will be required to obtain flood insurance. Two additional parcels will be subject to the floodplain regulations. Regulatory buffers protecting fish and wildlife habitat also avoid development in areas susceptible to flooding. Limited impacts are expected upon adoption of the draft changes.

Next Steps

Direction from the City Council will be implemented. If the proposal continues, a SEPA threshold determination will be issued related to the draft. Pending review of the determination and comments received through the Department of Commerce review process, adoption can occur at the May regular City Council meeting.

Prepared by,

Ben Shumaker
Community Development Director

Attachment

- 1- Recommended Draft Amending Ordinance

CITY OF STEVENSON

ORDINANCE NO. 2024-1208

AN ORDINANCE OF THE CITY OF STEVENSON AMENDING THE FLOODPLAIN MANAGEMENT REGULATIONS, A COMPONENT OF THE CRITICAL AREAS REGULATIONS IN ORDER TO MAINTAIN PARTICIPATION IN THE NATIONAL FLOOD INSURANCE PROGRAM; AND REPEALING PORTIONS OF ORDINANCE 864 AND 1123.

RECITALS

WHEREAS, the State of Washington has, in RCW 36.70A (the Growth Management Act [GMA]), authorized and required the City of Stevenson (City) to adopt, and periodically update, development regulations ensuring the conservation of agricultural, forest, and mineral resource lands and precluding land uses or developments that are incompatible with critical areas.

WHEREAS, critical areas include frequently flooded areas and are valuable and fragile natural resources with significant development constraints that, in their natural state, provide many valuable social and ecological functions;

WHEREAS, if the City's floodplain regulatory program is inconsistent with federal expectations, property owners within the City are not eligible to participate in the National Flood Insurance Program;

WHEREAS, the City relied on technical assistance from the Federal Emergency Management Agency and the National Flood Insurance Program Flood Damage Prevention Ordinance Washington Model (Revised 12/09/2019) for the basis of the regulatory changes;

WHEREAS, the regulations promulgated below have been evaluated and determined to implement Objectives 2.2, 2.6, and 2.14 of the Stevenson Comprehensive Plan;

WHEREAS, the City Planning Commission, after soliciting, receiving, and evaluating public input and comment on the proposed regulations, has considered and recommended City Council approval of these regulatory changes; and

WHEREAS, the City has reached a Determination of Non-Significance under the State Environmental Policy Act;

AND, WHEREAS, the City Council has conducted a public hearing on the proposed update the critical areas ordinance;

NOW, THEREFORE, the City Council of the City of Stevenson do ordain as follows:

Section 1 –Chapter SMC 15.24—Floodplain Management Regulations (portions of Ordinance 864, Section 1) shall be amended as described in Exhibit A.

Section 2 – This ordinance affects SMC 15.24 of the Stevenson Municipal Code only insofar as set forth herein. All other provisions of SMC 15.24 shall remain in full force and effect, and that where the provisions of this ordinance are the same as the provisions they replace, the provisions of this ordinance shall be interpreted as a continuation of those previous provisions and not as a new enactment.

Section 3 – If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

This Ordinance shall take effect immediately upon passage.

PASSED by the City Council of the City of Stevenson and approved by the Mayor this _____ day of _____, 2024.

Mayor of the City of Stevenson

APPROVED AS TO FORM:

ATTEST:

Robert C. Muth, Attorney for the City of Stevenson

Clerk of the City of Stevenson

Chapter 15.24 FLOODPLAIN MANAGEMENT REGULATIONS

15.24.010 Statement of purpose.

It is the purpose of this chapter to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas by methods and provisions designed for:

- A. Restricting or prohibiting uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
- B. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- C. Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;
- D. Controlling filling, grading, dredging and other development which may increase flood damage; and
- E. Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas.

15.24.020 Definitions.

Unless specifically defined in this section, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

"Alteration of watercourse" means: Any action that will change the location of the channel occupied by water within the banks of any portion of a riverine waterbody.

"Appeal" means a request for a review of the ~~permit-floodplain~~ administrator's interpretation of any provision of this chapter or a request for a variance.

"Area of special flood hazard" means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year.

"Base flood" means the flood having a one percent chance of being equalled or exceeded in any given year.

"Base Flood Elevation (BFE)" means ~~the elevation to which floodwater is anticipated to rise during the base flood.~~

"Basement" means any area of the building having its floor sub-grade (below ground level) on all sides.

"Development" means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of special flood hazard.

"Elevation certificate" means the official form ~~(FEMA Form 81-31)~~ used to track development, provide elevation information necessary to ensure compliance with community floodplain management ordinances, and determine the proper insurance premium rate with Section B completed by community officials.

"Existing manufactured home park or subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

"Expansion to an existing manufactured home park or subdivision" means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including

the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

"Flood or Flooding" means :

- 1) A general and temporary condition of partial or complete inundation of normally dry land areas from:
 - a) The overflow of inland or tidal waters.
 - b) The unusual and rapid accumulation or runoff of surface waters from any source.
 - c) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
- 2) The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (1)(a) of this definition.

"Flood" or "flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from:

1. The over flow of inland or tidal waters; and/or
2. The unusual and rapid accumulation of runoff of surface waters from any source.

"Flood elevation study" means :-An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards. Also known as a Flood Insurance Study (FIS).

"Flood Insurance Rate Map (FIRM)" means the official map on which the Federal Insurance Administration Administrator has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

"Flood Insurance Study" means the official report provided by the Federal Insurance Administration that includes flood profiles, the Flood Boundary-Floodway Map, and the water surface elevation of the base floodsee Flood Elevation Study.

"Floodplain or flood-prone area" means :-Any land area susceptible to being inundated by water from any source. See "Flood or flooding."

"Floodplain administrator" means :-The community official designated by title to administer and enforce the floodplain management regulations.

"Floodproofing" means :-Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate risk of flood damage to real estate or improved real property, water and sanitary facilities, structures, and their contents. Flood proofed structures are those that have the structural integrity and design to be impervious to floodwater below the Base Flood Elevation.

"Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than ~~one foot~~ a designated height.

"Functionally dependent use" means :-Aa use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, and does not include long-term storage or related manufacturing facilities.

"Highest adjacent grade" means :-The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

"Historic structure" means a:-Any structure that is:

-
- 1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
 - 2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
 - 3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or
 - 4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - a) By an approved state program as determined by the Secretary of the Interior, or
 - b) Directly by the Secretary of the Interior in states without approved programs.

"Lowest floor" means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this chapter found at Section 15.24.090(A)(2) of this chapter.

"Manufactured home" means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

"Manufactured home park or subdivision" means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

"New construction" means structures for which the start of construction commenced on or after the effective date of the ordinance codified in this chapter and includes any subsequent improvements to such structures.

"New manufactured home park or subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

"Person" means a natural person, his heirs, executors, administrators and assigns; a firm, partnership, corporation or association, its or their successors or assigns, or the agent thereof; and state and local governments and agencies.

"Recreational vehicle" means a vehicle which is:

1. Built on a single chassis;
2. Four hundred square feet or less when measured at the largest horizontal projections;
3. Designed to be self-propelled or permanently towable by a light duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

"Start of construction" includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within one hundred eighty days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the state of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling;

nor does it include the installation of streets and/or walkways; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

~~"Structure" means an edifice or building of any kind artificially built up or composed of parts joined together in some definite manner, that is principally above ground, including a gas or liquid storage tank. For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.~~

~~"Substantial Damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.~~

~~"Substantial improvement" means any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds fifty percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage," regardless of the actual repair work performed. either:~~

- ~~1. Before the improvement or repair is started; or~~
- ~~2. If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.~~

This term does not, however, include either:

1. A project for improvement of a structure to correct previously identified existing violations of ~~comply with existing~~ state or local health, sanitary or safety code specifications that have been identified by the local code enforcement official and that which are ~~solely the minimum~~ necessary to assure safe living conditions; or
2. Any alterations of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."~~a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.~~

"Variance" means a grant of relief by a community from the terms of the floodplain management regulations.

15.24.030 ~~Lands to which this c~~Chapter applicabilityes.

1. This chapter shall apply to all areas of special flood hazards within the jurisdiction of the city.
2. All development within special flood hazard areas is subject to the terms of this chapter and other applicable regulations.
3. In the interpretation and application of this chapter, all provisions shall be:
 - a. Considered as minimum requirements;
 - b. Liberally construed in favor of the governing body; and,
 - c. Deemed neither to limit nor repeal any other powers granted under state statutes.

15.24.040 Basis for establishing the areas of special flood hazard.

The areas of special flood hazard identified by the Federal Insurance ~~Administration Administrator~~ in a scientific and engineering report entitled "The Flood Insurance Study (FIS) for Skamania County and Incorporated Areas" dated May 22, 2024, and any revisions thereto, with accompanying Flood Insurance Rate Maps (FIRMs)

~~dated May 22, 2024, as Zone A as shown on the Flood Insurance Rate Map for City of Stevenson, WA, Community No. 530161 A, Panels 01-02, dated July 17, 1986 and Skamania County Washington, Community No. 530160, Panel 425, dated August 5, 1986, including any revisions thereto, and any revisions hereafter, are adopted by reference and declared to be a part of this chapter. The Flood Insurance Rate Map is FIS and FIRM are on file at City Hall, 7121 East Loop Road, Stevenson, WA.~~

15.24.044 Penalties for Noncompliance.

~~No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Violations of the provisions of this chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions), shall constitute a misdemeanor. Any person who violates this chapter or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$1,000 or imprisoned for not more than 90 days, or both, for each violation, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the City from taking such other lawful action as is necessary to prevent or remedy any violation.~~

15.24.046 Abrogation and Greater Restrictions

~~This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.~~

15.24.048 Warning and Disclaimer of Liability.

~~The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of City of Stevenson, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder.~~

15.24.050 Establishment of development permit.

- A. A development permit shall be obtained before construction or development begins within any area of special flood hazard established in this chapter. The permit shall be for all structures including manufactured homes and for all other development, including fill and other activities.
- B. Application for a development permit shall be made on forms furnished by the ~~permit-floodplain~~ administrator and may include but not be limited to; plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing. Specifically, the following information is required:
 - 1. Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures;
 - 2. Elevation in relation to mean sea level to which any structure has been floodproofed;
 - 3. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Section 15.24.080(B); and
 - 4. Description of the extent to which a watercourse will be altered or relocated as a result of proposed development.

15.24.060 ~~Designated of the permit~~Designation of the floodplain administrator.

The building official for the city is appointed as permit-floodplain administrator to administer and implement this chapter by granting or denying development permit applications in accordance with its provisions.

15.24.070 Duties and responsibilities of the permit-floodplain administrator.

Duties of the permit-floodplain administrator shall include, but not be limited to:

- A. Permit Review.
 1. Review all applications for development permits to determine that the permit requirements of this chapter have been satisfied;
 2. Review all applications for development permits to determine that all necessary permits have been obtained from those federal, state or local governmental agencies from which prior approval is required, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 USC 1334.
- B. Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with Section 15.24.040, the permit-floodplain administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source, in order to administer Sections 15.24.090 and 15.24.100.
- C. Information to be Obtained and Maintained.
 1. Where base flood elevation data is provided through the Flood Insurance Study, FIRM, or required as in subsection B of this section, obtain and record the actual (as-built) elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement. Recorded on a current elevation certificate (FF 81-31) with Section B completed by the local official;
 2. For all new or substantially improved floodproofed nonresidential structures where base flood elevation data is provided through the FIS, FIRM, or as required in Subsection B of this section:
 - a. Obtain and record the elevation (in relation to mean sea level) to which the structure was floodproofed; and
 - b. Maintain the floodproofing certifications required in Section 15.24.050(B)(3);
 3. Maintain for public inspection all records pertaining to the provisions of this chapter.
- D. Alteration of Watercourses.
 1. Notify adjacent communities and the Department of Ecology prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.
 2. ~~Assure that the flood carrying capacity of the altered or relocated portion of said watercourse is maintained. Require that maintenance is provided within the altered or relocated portion of such watercourse so that the flood-carrying capacity is not diminished.~~
- E. Interpretation of FIRM Boundaries. Make interpretations where needed, as to exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation. Such appeals shall be

granted consistent with the standards of Section 1910.6 of the rules and regulations of the National Flood Insurance Program (24 CFR 1909, etc.).

- F. Base Flood Elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, the Floodplain Administrator shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data in accordance with Volume 44 Code of Federal Regulations Section 65.3. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements will be based upon current data.
- G. Notify the Federal Insurance Administrator in writing of acquisition by means of annexation, incorporation or otherwise, of additional areas of jurisdiction.

15.24.075 Variance procedure.

- A. Appeal Board.
 - 1. The appeal board as established by the city council shall hear and decide appeals and requests for variances from the requirements of this chapter.
 - 2. The appeal board shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the permit-floodplain administrator in the enforcement or administration of this chapter.
 - 3. Those aggrieved by the decision of the appeal board, or any taxpayer, may appeal such decision to a court of competent jurisdiction.
 - 4. In passing upon such applications, the appeal board shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter, and;
 - a. The danger that materials may be swept onto other lands to the injury of others;
 - b. The danger to life and property due to flooding or erosion damage;
 - c. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - d. The importance of the services provided by the proposed facility to the community;
 - e. The necessity to the facility of a waterfront location, where applicable;
 - f. The availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
 - g. The compatibility of the proposed use with existing and anticipated development;
 - h. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - i. The safety access to the property in times of flood for ordinary and emergency vehicles;
 - j. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and
 - k. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.
 - 5. Upon consideration of the factors set out in subsection (A)(4) of this section and the purposes of this chapter, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purposes of this chapter.

-
6. The ~~permit-floodplain~~ administrator shall maintain the records of all appeal actions and report any variances to the Federal Insurance Administration upon request.

B. Conditions for Variances.

1. Variances may be issued for the reconstruction, rehabilitation, or restoration of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure;
~~structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in this section.~~
2. Variances shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.
3. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
4. Variances shall only be issued upon:
 - a. A showing of good and sufficient cause;
 - b. A determination that failure to grant the variance would result in exceptional hardship to the applicant;
 - c. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
 - d. A showing that the use cannot perform its intended purpose unless it is located or carried out in close proximity to water. This includes only facilities defined in Section 2.0 {or the numbering system used by the community} of this ordinance in the definition of "Functionally Dependent Use."
5. Variances as interpreted in the National Flood Insurance Program are based on the general zoning law principle that they pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods. As such, variances from the flood elevations should be quite rare.
6. Variances may be issued for nonresidential buildings in very limited circumstances to allow a lesser degree of floodproofing than watertight or dry-floodproofing, where it can be determined that such action will have low damage potential and otherwise complies with Section 15.24.080.
7. Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.
8. Records of all variance actions, including justification for their issuance, shall be maintained.

15.24.080 General standards for flood hazard reduction.

In all areas of special flood hazards, the following standards are required:

- A. Anchoring.

-
1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads including the effects of buoyancy.
 2. All manufactured homes must likewise be anchored to prevent flotation, collapse or lateral movement, and shall be installed using methods and practices that minimize flood damage. Anchoring methods may include but are not limited to, use of over-the-top or frame ties to ground anchors (Reference FEMA's "Manufactured Home Installation in Flood Hazard Areas" guidebook for additional techniques).
- B. Construction Materials and Methods.
1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
 2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
 3. Electrical, heating, ventilation, plumbing, and air-conditioning equipment and other service facilities shall be designed and/or otherwise elevated or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- C. Utilities.
1. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;
 2. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharge from the systems into floodwaters; and
 3. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.
- D. Subdivision Proposals.
1. All subdivision proposals shall be consistent with the need to minimize flood damage;
 2. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
 3. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage; and
 4. Where base flood elevation data has not been provided or is not available from another authoritative source, it shall be generated for subdivision proposals and other proposed developments which contain at least fifty lots or five acres (whichever is less).
- E. Review of Building Permits. Where elevation data is not available either through the Flood Insurance Study or from another authoritative source, applications for building permits shall be reviewed to assure that proposed construction will be reasonably safe from flooding. The test of reasonableness is a local judgment and special consideration should be given to historical data, high water marks, and photographs of past flooding where available. The lowest floor elevation of 2 feet above highest adjacent grade will be the minimum requirement. Failure to elevate at least two feet above grade in these zones may result in higher insurance rates.

15.24.090 Specific standards for flood hazard reduction.

In all areas of special flood hazards where base flood elevation data has been provided as set forth in Section 15.24.080(B), the following provisions shall apply:

-
- A. Residential Construction.
1. New construction and substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to or above base flood elevation.
 2. Fully enclosed areas below the lowest floor that are subject to flooding are prohibited, or if used solely for parking, access or storage shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:
 - a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
 - b. The bottom of all openings shall be no higher than one foot above grade.
 - c. Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
- B. Nonresidential Construction. New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor, including basement, elevated one foot or more above the base flood elevation; or, together with attendant utility and sanitary facilities, shall:
1. Be floodproofed so that below one foot or more above the base flood level the structure is watertight with walls substantially impermeable to the passage of water;
 2. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and
 3. Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting provisions of this subsection based on their development and/or review of the structural design, specifications and plans. Such certifications shall be provided to the official as set forth in Section 15.24.070(C)(2).
 4. Nonresidential structures that are elevated, not floodproofed, must meet the same standards for space below the lowest floor as described in subsection (A)(2) of this section.
 5. Applicants who are floodproofing nonresidential buildings shall be notified that flood insurance premiums will be based on rates that are one foot below the floodproofed level (e.g. a building constructed to the base flood level will be rated as one foot below that level). Floodproofing the building an additional foot will reduce insurance premiums significantly.
- C. Manufactured Homes.
1. All manufactured homes to be placed or substantially improved on sites shall be elevated one foot or more above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.
 2. A plan for evacuating residents of all manufactured home parks or subdivisions located within flood prone areas shall be developed and filed with and approved by appropriate community emergency management authorities.
- D. Recreational Vehicles. Recreational vehicles placed on sites within Zones A1—30, AH, and AE on the community's FIRM shall either be:
1. On the site for fewer than one hundred eighty consecutive days;
 2. Be fully licensed and ready for highway use; or;
-

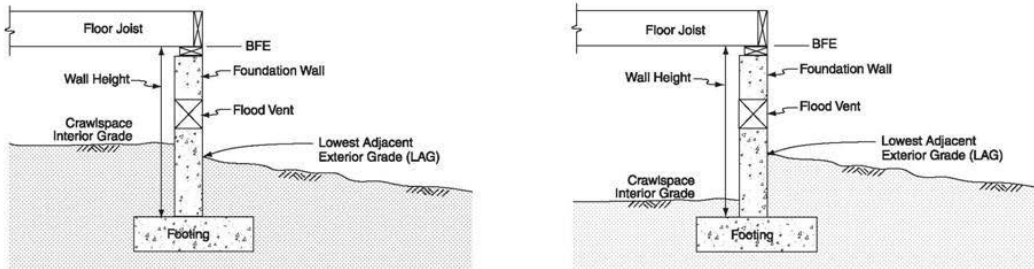
3. Meet the permit requirements of Section 15.24-.050 and the elevation and anchoring requirements for manufactured homes in Section 15.24.080(A).

A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

E. Below-Grade Crawlspace.

1. The interior grade of a crawlspace below the BFE must not be more than 2 feet below the lowest adjacent exterior grade, as shown in FEMA Technical Bulletin 11-01 and SMC Figure 15.24.090-1.

Figure 15.24.090-1



Preferred Crawlspace Construction

Below-Grade Crawlspace Construction

2. The height of the below-grade crawlspace, measured from the interior grade of the crawlspace to the top of the crawlspace foundation wall must not exceed 4 feet at any point.
 - a. The height limitation is the maximum allowable unsupported wall height according to the engineering analyses and building code requirements for flood hazard areas. This limitation will also prevent these crawlspaces from being converted into habitable spaces.
3. There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be adequately flood vented per SMC 15.24.090(A)(2) and should be drained within a reasonable time after a flood event. The type of drainage system will vary because of the site gradient and other drainage characteristics, such as soil types. Possible options include natural drainage through porous, well-drained soils and drainage systems such as perforated pipes, drainage tiles, or gravel or crushed stone drainage by gravity or mechanical means.
4. The velocity of floodwaters at the site should not exceed 5 feet per second for any crawlspace. For velocities in excess of 5 feet per second, other foundation types should be used.
5. Below-grade crawlspace construction in accordance with the requirements listed above will not be considered basements.
6. Buildings constructed with subgrade crawlspace in the Special Flood Hazard Area may have a 20% increase in flood insurance premiums.

15.24.092 AE and A1—30 Zones with base flood elevation by no floodways.

In areas with base flood elevations (but a regulated floodway has not been designated), no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1—30 and AE on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

15.24.094 Floodways.

Located within areas of special flood hazard established in SMC 15.24.040 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwaters that can carry debris, and increase erosion potential, the following provisions apply:

- A. Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer is provided demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels during the occurrence of the base flood discharge.
- B. Construction or reconstruction of residential structures is prohibited within designated floodways, except for (i) repairs, reconstruction, or improvements to a structure which do not increase the ground floor area, and (ii) repairs, reconstruction or improvements to a structure, the cost of which does not exceed 50% of the market value of the structure either (A) before the repair, or reconstruction is started, or (B) if the structure has been damaged, and is being restored, before the damage occurred. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or to structures identified as historic places, may be excluded in the 50%.
- C. If section A of this section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this chapter.

~~15.24.100 Encroachments.~~

~~The cumulative effect of any proposed development, when combined with all other existing and anticipated development, shall not increase the water surface elevation of the base flood more than one foot at any point.~~

15.24.110 Repeal of conflicting ordinances and provisions.

All ordinances or provisions of this code which are inconsistent with the provisions of this chapter shall be and the same are repealed.



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: City Council
From: Leana Kinley, City Administrator
RE: Water and Sewer System Development Charges and Monthly Rates
Meeting Date: March 21, 2024

Executive Summary:

The City Council held a public hearing on January 18th with a presentation by Brooke Tacia from FCS Group, Inc. on the water and sewer monthly rates and System Development Charges (SDCs). There was a council workshop on January 25th to further discuss the rates and SDCs. There was an additional Public Hearing on February 15th and there was a request for more information related to the Capital Improvements included in the study and to analyze the impact of changing the base rates for transient lodging from ½ to 1 full unit. Additionally, there was a request to look at the possibility and impact of sales tax revenues being used for the utilities.

As there are still outstanding questions on directions for how to update the rates, there are potential revenue losses which need to be discussed.

This memo will address those additional requests and ways to address the potential revenue shortfall. The memo from February 15th is included to assist in addressing the questions that remain outstanding and additional items can be found in the February 15th packet found online at <https://www.ci.stevenson.wa.us/meetings>.

Overview:

Capital Improvement Costs

A copy of the document prepared for the March 2nd Council Retreat is attached. This adds the description of the projects, groups the projects that are planned to be constructed at the same time, and is color coded with grey cells being water projects and green cells being sewer projects.

Ultimately these projects outlined in the respective water or sewer plans will need to be completed to ensure adequate water and sewer services. Delaying projects will end up costing the city more money in the long run due to inflation.

Transient Lodging Base Fee Changes

There was an initial analysis on the change to transient lodging to determine total potential revenue impact by staff. Further analysis is being done by FCS Group. Their analysis will not be ready by the March 21st meeting and will be presented at the March 25th Special Meeting.

Sales Tax Use for Utilities

Generally, it is not recommended to use General Fund revenues for Proprietary Funds. If this is a direction the council would like to pursue there are a few options. On page 168 of the attached Revenue Guide for WA Cities and Towns produced by the Municipal Research Services Center (MRSC) there is a list of unrestricted revenues that may be used for any lawful government purpose. The City currently allocates half of the sales tax received (.5%) tax to the Street Fund. The remaining .5% remains in the General Fund to support ongoing operations.

The current revenues for the General Fund are sufficient to meet existing service level needs. Allocating a substantial amount of revenue to the proprietary funds on a long-term basis is not sustainable with current revenue sources without impacting existing service levels.

If the council is open to discussion on voter-approved options, there may be a way to allocate sales tax revenues on a regular basis without impacting current service levels. Due to restrictions on revenue uses, it can get a bit complex and is ultimately about the color of money and what can be used where. FCS Group will be analyzing the potential impact of this option, and it can be discussed further at the March 25th meeting.

Rate Adoption Timeline

There are still options the council wants to pursue for long-term utility rate setting. The longer this decision takes, the greater the impact on revenues for projects in process. To allow the council ample opportunity for making a decision without rushing, staff propose adopting a rate increase for 2024 at the 10% recommended increase for sewer, effective as of the April 2024 billing cycle. This would then be reflected in utility bills residents receive the beginning of May.

The current funding for the wastewater system improvements are expected to be exhausted this year and the balance will need to come from the rates. The budget outlined for 2024 covered this difference, yet with the delay on direction for how to proceed and final decision for rates there is a concern the revenue needs will not be met.

A summary of current contracted amounts, existing funding, and remaining balances will be provided ahead of the meeting.

Action Needed:

- Changes to the CIP?
- Further Information on Sales Tax Option?
- Adoption of 2024 sewer rates

Review from February 15th meeting:

- Water Rates-Across the board annual increase of 7% from 2024-2028?
- Sewer Rates-Across the board annual increases of 10%, 10%, 3.5%, 3.5% and 3%?
- Move forward with the sewer cost-of-service rate increase for High and Very High?
 - If yes, across-the-board rate increase, or change the BOD rate only (variable impact to customers)?

- Adjust the income tier removing the senior and social security disability requirement and adding a second tier at 400% the national poverty rate for a 25% discount?
- Remove the ability to no longer be charged for a voluntarily shut-off meter (temporary/snowbirds)?
- Existing customers with demolition permits and no new building permit (vacant land):
 - Continue to require the base fees to be paid and no system development charges will be required when rebuilding occurs? Like the requirement for snowbirds or developed properties with utilities that have been shut-off.
OR
 - Require the customer to pay the back-billing from time of disconnect to reconnect, or SDCs, whichever is less?
- Remove construction water rate class?
- Implement the scaling options for System Development Charges?
- Commercial connections follow new flow and BOD calculations, or pull out some other standard rate multipliers similar to existing structure?



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: City Council
From: Leana Kinley, City Administrator
RE: Water and Sewer System Development Charges and Monthly Rates
Meeting Date: February 15, 2024

Executive Summary:

The City Council held a public hearing on January 18th with a presentation by Brooke Tacia from FCS Group, Inc. on the water and sewer monthly rates and System Development Charges (SDCs). There was a council workshop on January 25th to further discuss the rates and SDCs. This memo will address the questions the council brought up and outline decisions for the council to make.

Overview:

Revenue Requirements

There were charts in the attached presentation from the January 25th meeting which showed the revenue requirement need for both the water and sewer fund. The charts below have the dollar amount for the revenue needs for each utility. The Capital Improvement Projects used to calculate the figures below are in the attached document "Rate Study CIP List."

Water	2024	2025	2026	2027	2028
Operations & Maintenance	\$ 893,000	\$ 939,000	\$ 936,000	\$ 980,000	\$ 1,010,000
Current Debt Obligations	\$ 61,000	\$ 61,000	\$ 61,000	\$ 37,000	\$ 37,000
New Debt Obligations	\$ 37,000	\$ 60,000	\$ 120,000	\$ 147,000	\$ 146,000
Capital	\$ 4,000	\$ 19,000	\$ 48,000	\$ 97,000	\$ 172,000
Revenue @ Current Rate	\$ 932,000	\$ 945,000	\$ 954,000	\$ 966,000	\$ 978,000
Surplus / (Deficiency)	\$ (63,000)	\$ (134,000)	\$ (211,000)	\$ (295,000)	\$ (387,000)
Sewer	2024	2025	2026	2027	2028
Operations & Maintenance	\$ 1,261,000	\$ 1,265,000	\$ 1,313,000	\$ 1,362,000	\$ 1,410,000
Current Debt Obligations	\$ 75,000	\$ 479,000	\$ 479,000	\$ 479,000	\$ 480,000
New Debt Obligations	\$ 16,000	\$ 40,000	\$ 40,000	\$ 104,000	\$ 103,000
Capital	\$ 254,000	\$ 2,000	\$ 30,000	\$ 1,000	\$ 32,000
Revenue @ Current Rate	\$ 1,461,000	\$ 1,477,000	\$ 1,488,000	\$ 1,503,000	\$ 1,518,000
Surplus / (Deficiency)	\$ (145,000)	\$ (309,000)	\$ (374,000)	\$ (443,000)	\$ (507,000)

Water Utility Rates

There seemed to be consensus regarding an across-the-board rate increase rather than either option to remove the 400 ft³ of usage within the base fee. The rates in the proposal reflect an annual increase of 7% for 2024-2028. The table below reflects this change.

	2023	2024	2025	2026	2027	2028
Meter Size	Inside City					
Up to 3/4"	37.04	39.63	42.40	45.37	48.55	51.95
1"	60.78	65.03	69.58	74.45	79.66	85.24
1 1/2"	146.72	156.99	167.98	179.74	192.32	205.78
2"	282.98	302.79	323.99	346.67	370.94	396.91
3"	508.52	544.12	582.21	622.96	666.57	713.23
4"	610.12	652.83	698.53	747.43	799.75	855.73
6"	1,625.27	1,739.04	1,860.77	1,991.02	2,130.39	2,279.52
Transient Lodging	18.52	19.82	21.20	22.69	24.28	25.98
	Outside City					
Up to 3/4"	54.62	58.44	62.53	66.91	71.59	76.60
1"	103.51	110.76	118.51	126.81	135.69	145.19
1 1/2"	211.29	226.08	241.91	258.84	276.96	296.35
2"	408.82	437.44	468.06	500.82	535.88	573.39
3"	737.86	789.51	844.78	903.91	967.18	1,034.88
4"	887.42	949.54	1,016.01	1,087.13	1,163.23	1,244.66
6"	2,353.13	2,517.85	2,694.10	2,882.69	3,084.48	3,300.39
	Usage (per ft ³)					
Inside Usage	0.047	0.050	0.054	0.058	0.062	0.066
Outside Usage	0.056	0.060	0.064	0.068	0.073	0.078
Hydrant Fees	0.056	0.060	0.064	0.068	0.073	0.078

Sewer Utility Rates

Similar to the water utility rates, there seemed to be consensus on an across-the-board rate increase rather than either option to remove the 400 ft³ for commercial customers. The rates below reflect an increase of 10%, 10%, 3.5%, 3.5%, 3% from 2024-2028.

Class of Service	2023	2024	2025	2026	2027	2028
Residential						
Single ¾" Residential	\$116.46	128.11	140.92	145.85	150.95	155.48
Multifamily-per dwelling unit	\$116.46	128.11	140.92	145.85	150.95	155.48
Non-Residential						
Transient quarters	\$58.24	64.06	70.46	72.93	75.48	77.74
Other Commercial						
¾" water service	\$116.46	128.11	140.92	145.85	150.95	155.48
1" water service	\$242.05	266.26	292.89	303.14	313.75	323.16

1.5" water service	\$360.65	396.72	436.39	451.66	467.47	481.49
2" water service	\$545.54	600.09	660.10	683.20	707.11	728.32
3" water service	\$782.72	860.99	947.09	980.24	1,014.55	1,044.99
4" water service	\$1,019.90	1,121.89	1,234.08	1,277.27	1,321.97	1,361.63
6" water service	\$1,684.03	1,852.43	2,037.67	2,108.99	2,182.80	2,248.28
Mobile Home Sites						
With or without individual connections-per dwelling unit/space	\$116.46	128.11	140.92	145.85	150.95	155.48

Usage² Rates for Non-Residential/Commercial						
Flow Surcharge	\$0.059	0.065	0.072	0.075	0.078	0.080
BOD Surcharge³						
Low	\$0.000	0.000	0.000	0.000	0.000	0.000
Medium	\$0.023	0.025	0.028	0.029	0.030	0.031
High	\$0.047	0.052	0.057	0.059	0.061	0.063
Very High	\$0.092	0.101	0.111	0.115	0.119	0.123

Cost of Service Adjustment

More information was requested regarding the adjustment to double the annual increases for High and Very High customers. There are two ways to go about this change. One is to have an across the board increase of double the annual increase (base rate, flow and BOD charge). With this change, the impacts for the first year for all customers in the High and Very High classes are listed below:

Meter	Strength	Account	Average Bill		\$ Change	% Change
			2023	2024 ATB	2024 ATB	2024 ATB
3/4	High	54-40 Brewing Company	\$ 127.06	\$ 152.47	\$ 25.41	20.0%
3/4	High	Big River Grill	\$ 727.41	\$ 872.88	\$145.48	20.0%
3/4	High	Gotta' Hava' Java'	\$ 137.27	\$ 164.73	\$ 27.45	20.0%
3/4	High	Gross, Justin	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	Hunsaker Oil Company	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	La Casa de Sabor	\$ 174.09	\$ 208.90	\$ 34.82	20.0%
3/4	High	Main Street ... Singh	\$ 216.20	\$ 259.43	\$ 43.24	20.0%
3/4	High	Moon River Home & Living	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	Red Bluff Tap House	\$ 425.98	\$ 511.17	\$ 85.19	20.0%
3/4	High	Red Oak Properties LLC	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	Rock Creek Tavern LLC	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	The Cabin	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	The Kellogg Group	\$ 220.53	\$ 264.64	\$ 44.10	20.0%
3/4	High	Toledo, Carlos & Jennifer	\$ 116.46	\$ 139.75	\$ 23.29	20.0%
3/4	High	Walking Man Brewing LLC	\$ 346.38	\$ 415.66	\$ 69.27	20.0%

3/4	High	A&J Select Market	\$ 562.46	\$ 674.95	\$ 112.49	20.0%
1	High	El Rio	\$ 337.26	\$ 404.71	\$ 67.45	20.0%
1	Very High	LDB Beverage	\$ 1,730.27	\$ 2,076.33	\$ 346.05	20.0%
1.5	Very High	Eagles Lodge	\$ 716.99	\$ 860.39	\$ 143.40	20.0%
2	Very High	Port Tichenor Building	\$ 2,160.35	\$ 2,592.42	\$ 432.07	20.0%
2	Very High	Walking Man Brewing LLC- Brewhouse	\$ 150.23	\$ 180.27	\$ 30.04	20.0%

Another way to calculate the increase would be in the BOD surcharge rate since that is what is used to pay for the increased costs associated with the type of effluent. This allows the revenues to follow the increased expenses more closely, such as hauling biosolids. More BOD, more solids to remove. This leads to a different distribution on the cost-of-service impact as there are many businesses that don't use more than 400 ft³ of flow, and only have the 10% impact.

Meter	Strength	Account	Average Bill		\$ Change	% Change
			2023	2024 COS	2024 COS	2024 COS
3/4	High	54-40 Brewing Company	\$ 127.06	\$ 141.80	\$ 14.74	11.6%
3/4	High	Big River Grill	\$ 727.41	\$ 917.15	\$ 189.75	26.1%
3/4	High	Gotta' Hava' Java'	\$ 137.27	\$ 154.99	\$ 17.72	12.9%
3/4	High	Gross, Justin	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	Hunsaker Oil Company	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	La Casa de Sabor	\$ 174.09	\$ 202.53	\$ 28.45	16.3%
3/4	High	Main Street ... Singh	\$ 216.20	\$ 256.92	\$ 40.72	18.8%
3/4	High	Moon River Home & Living	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	Red Bluff Tap House	\$ 425.98	\$ 527.86	\$ 101.88	23.9%
3/4	High	Red Oak Properties LLC	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	Rock Creek Tavern LLC	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	The Cabin	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	The Kellogg Group	\$ 220.53	\$ 262.52	\$ 41.99	19.0%
3/4	High	Toledo, Carlos & Jennifer	\$ 116.46	\$ 128.11	\$ 11.65	10.0%
3/4	High	Walking Man Brewing LLC	\$ 346.38	\$ 425.06	\$ 78.67	22.7%
1	High	A&J Select Market	\$ 562.46	\$ 680.07	\$ 117.61	20.9%
1	High	El Rio	\$ 337.26	\$ 389.22	\$ 51.96	15.4%
1.5	Very High	LDB Beverage	\$ 1,730.27	\$ 2,291.52	\$ 561.24	32.4%
2	Very High	Eagles Lodge	\$ 716.99	\$ 837.29	\$ 120.29	16.8%
2	Very High	Port Tichenor Building	\$ 2,160.35	\$ 2,834.09	\$ 673.74	31.2%
	Very High	Walking Man Brewing LLC- Brewhouse	\$ 150.23	\$ 174.83	\$ 24.60	16.4%

The Crossing and La Casa de Sabor have closed. They are currently being billed base fees as they don't go over 400 ft³ of water usage for the flow charges.

The first question is whether the council wants to move forward with the cost-of-service rate increase. If yes, does council want the across-the-board rate increase, or the change to the BOD rate only (variable impact to customers)?

Discount Tiers

The current discount is available to low-income seniors or those with social security disability with an income less than 200% of the federal poverty level. Customers complete the application process through Senior Services where they can be connected to energy discounts and other services.

Adding a moderate-income tier, at a 25% discount, would be applicable to customers with an income less than 400% of the federal poverty level, and less than the Moderate Income identified for Skamania County through the Community Development Block Grant (see attached 2023-CDBG Income Limits Chart). The number of customers which would qualify is unknown. From the 2015 American Communities Survey, Stevenson has a population of just over 48% that are low-moderate income.

The applications would go through Washington Gorge Action Programs and in discussions with them they request a modest fee of \$10-\$20 per application to cover staff time and associated costs.

These changes are reflected in the proposed ordinance changing SMC 13.10 Water and Sewer Service Charges, sections 13.10.100, 13.10.110 and 13.10.120.

Snowbirds/Temporary Shutoffs

The current ordinance allows customers to have their water be shut-off temporarily and not be billed monthly fees. Upon reconnection they will pay 5 months the base water fee, even if they are also connected to sewer. This is mostly used by residents who leave for long periods of time and come back periodically. The challenge for the utilities is the infrastructure they are connected to still needs to be maintained while they are away, and the capacity of the system takes into consideration their connection. The base fees cover the ongoing maintenance needs to ensure the system is available when they return. For snowbirds, this may be an annual shut-off of around 8 months (October-May).

For properties with existing connections and that have been demolished, there may be a few options for council.

- Continue to require the base fees to be paid and no system development charges will be required when rebuilding occurs. This would be like the requirement for snowbirds or developed properties with utilities that have been shut-off.
- Require the customer to pay the back-billing from time of disconnect to reconnect, or SDCs, whichever is less.

This change would be made by repealing Ordinance 2019-1153 and modifying the language in the updated legislation based on direction from the council.

Construction Water

The current ordinance allows properties under construction to be billed for water usage only and not pay any base fees up until the property receives final occupancy. There are currently 9 properties where this is implemented. Two of the properties are submeters for alternate billing of sewer charges (Walking Man Brewhouse separate from the Restaurant, and Skamania County Jail separate from the Courthouse Lawn). The remaining 7 are for building permits that have not received final occupancy, and most are very close, waiting on final inspections for Building, Planning and Public Works.

Once a property connects to the utility system, they are able to use that system at full capacity. It is also counted towards the city's overall capacity for connections. By not having a separate utility payment type for these customers, it also reduces the risk of billing errors. The new permitting process is online

and the Utility Clerk is not a CloudPermit user and would need to be notified of new certificates of occupancy outside of the system, creating a potential gap in the process.

The draft ordinance amending SMC 15.01.030 removes the need for a temporary water/sewer permit during construction and removes the ability to bill usage only.

System Development Charges

There seemed to be consensus regarding the scaling options based on size of home for both water and sewer system development charges. The ranges were chosen based on fixture counts for water connections and square footage for sewer connections for average home sizes in Stevenson. The rates in the proposal below reflect this change and the maximum allowable charge as identified during the study.

Water System Fees and Charges	
System Development Charges	
Meter Size	Fee
5/8": <25 Fixture Units	\$8,223
3/4": <55 Fixture Units	\$12,334
1": <130 Fixture Units	\$20,556
1.5"	\$41,113
2"	\$65,781
3"	\$123,339
4"	\$205,565
6"	\$411,130
Installation Costs	Time and Materials

Wastewater System Fees and Charges	
System Development Charges	
Charge Type	Fee
Residential ERU < 1,500 SqFt	\$6,683
Residential ERU 1,500-2,599 SqFt	\$8,910
Residential ERU > 2,600 SqFt	\$11,607
Commercial Flow(gallon)*	\$14.88
Commercial BOD (pound)*	\$5,666
Residential single-family service inspection	\$100
All other service inspections	\$300

*Flow can be calculated based on meter size for commercial use. The mid-point of the BOD class can be used for the BOD calculation, or it can be calculated.

There are additional types of use classifications in the existing rate table for SMC 13.10.080. Direction is needed on whether some of these classes remain, such as hotels and schools, or if all commercial customers will follow the flow and BOD calculations.

These decisions will be incorporated into changes to necessary ordinances and the rates will be added to a new revised comprehensive rate schedule resolution. The resolution will include all city fees, in addition to the utility rate changes.

Action Needed:

- Water Rates-Across the board annual increase of 7% from 2024-2028?
- Sewer Rates-Across the board annual increases of 10%, 10%, 3.5%, 3.5% and 3%?
- Move forward with the sewer cost-of-service rate increase for High and Very High?
 - If yes, across-the-board rate increase, or change the BOD rate only (variable impact to customers)?
- Adjust the income tier removing the senior and social security disability requirement and adding a second tier at 400% the national poverty rate for a 25% discount?
- Remove the ability to no longer be charged for a voluntarily shut-off meter (temporary/snowbirds)?
- Existing customers with demolition permits and no new building permit (vacant land):
 - Continue to require the base fees to be paid and no system development charges will be required when rebuilding occurs? Like the requirement for snowbirds or developed properties with utilities that have been shut-off.
OR
 - Require the customer to pay the back-billing from time of disconnect to reconnect, or SDCs, whichever is less?
- Remove construction water rate class?
- Implement the scaling options for System Development Charges?
- Commercial connections follow new flow and BOD calculations, or pull out some other standard rate multipliers similar to existing structure?

Project Name	Description	Unescalated Capital Cost													
		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Water Treatment Plant (Painting)	Interior of the Water Treatment Plant has evidence of corrosion due to wet environment. In order to maintain the longevity of the building, the interior of the plant needs to be painted. (The results of the Long Term Water Supply Study may determine whether this project is advanced.)	\$ 12,000	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Long Term Water Supply Study	There are issues drawing water at the Rock Creek Intake. This study will determine if the well could suffice as a long term source. The outcome would determine if money should be invested on (1) replacing or rehabilitating Rock Creek Intake, or (2) constructing infrastructure to treat the well water for permanent use. Hegewald Well treatment identified as project 3 on page 93 of the Water System Plan.	-	400,000	300,000	-	-	-	-	-	-	-	-	-	-	
Church Reservoir Transmission	The project involves the replacement of the six-inch reservoir transmission main routed along School Street and Russell Avenue. This line is undersized to provide existing and future fire flow goals to the commercial district. Replacing the six-inch main with, at a minimum, an eight-inch main will improve fire flow capabilities to the downtown commercial area. Total length is approximately 1,450 feet. Project 7 on page 94 of the Water System Plan.	-	-	-	425,000	-	-	-	-	-	-	-	-	-	
School St. Waterline Replacement	2) replacing approximately 1,300 feet of six-inch AC mains with eight-inch ductile iron on Upper School Street between Hot Springs Alameda Road and Kanaka Creek Road, section 6.4.1 Leak Reduction Program, page 98.	-	-	-	250,000	-	-	-	-	-	-	-	-	-	
Frank Johns South	The first project is the construction of a new PRV station intertie with PZ 3. The PRV would replace a closed valve on Frank Johns Road near Gale Street. Addition of an intertie in this location increases available fire flow to the Frank Johns and Loop Road areas. The second project is the replacement of undersized AC water mains in Frank Johns Road from Gale Street to Loop Road. Replacing the six-inch water main with an eight-inch main increases available fire flow to the Frank Johns and Loop Road areas. Total length is approximately 900 feet. The third project is the replacement of undersized AC water mains in Frank Johns Road from Loop Road to just north of Highway 14. Replacing the six-inch water main with an eight-inch main satisfies available fire flow to the lower reaches of Frank Johns Road. Total length is approximately 1,000 feet.	-	-	-	-	283,000	-	-	-	-	-	-	-	-	
Frank Johns PRV	In addition to the projects described above and described in the Water System Plan, it is recommended that the remaining AC water mains in the zone be upsized to eight-inch when they are replaced as part of the City's AC pipe replacement program. Opportunities to transfer lower elevation portions of this area to PZ 1 should be explored as new development is proposed east of the downtown area. Project 8 on page 94 of the Water System Plan.	-	-	-	-	157,000	-	-	-	-	-	-	-	-	
Frank Johns North	As part of the dig once practice, the Main D phase 2 will complete the project outlined in the General Sewer Plan 5.2.1 (Project S-04) page 79: extend Sewer Main D north along East Loop Road and Frank Johns Road to provide an available sewer to connect to for properties currently on septic. Spur lines will be provided to serve properties on Thomas Street, Jordan Street, Carrick Road, and Gale Street. It would also allow for future extension north on Frank Johns Road beyond current city limits to serve new development after annexation. The project consists of installing 3,500 feet of 8-inch sewer pipe. It will provide possible sewer connection for 31 properties currently on septic as well as future service to undeveloped properties located near the line.	-	-	-	-	237,000	-	-	-	-	-	-	-	-	
Main D Extension (phase 2)		-	-	-	-	1,230,000	-	-	-	-	-	-	-	-	
Cascade Interceptor Phase 2 (MH CI-4 to 12)	This portion of the existing 12-inch Cascade Interceptor is undersized for year 2040 peak flows. It starts at MH CI-4 and continues upstream to MH CI-12 at the intersection of Russell Avenue and Railroad Street. The project consists of replacing 1,650 feet of 12-inch sewer pipe with new 18-inch pipe. This is project 5.1.3 (Project S-03) in the General Sewer Plan-page 77.	-	-	-	-	1,050,000	-	-	-	-	-	-	-	-	

Project Name	Description	Unescalated Capital Cost													
		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
SW Atwell Rd	The project is the replacement of undersized AC waterlines along SW Atwell Road between Rock Creek Drive. Replacement of this four-inch main with an eight-inch main will increase available fire flow to this area thereby meeting the 2,000 gpm fire flow goal. Total length is approximately 1,000 feet. Identified in project 7 on page 94 of the Water System Plan.	-	-	-	-	-	-	-	263,000	-	-	-	-	-	-
NE Major St (water)	Replacement of an undersized AC water main in Hillcrest Avenue and NE Major Street. Replacing the four-inch water main with an eight-inch main satisfies available fire flow to the lower reaches of NE Major Street. Total length is approximately 500 feet. Project 9 in the Water System Plan-page 95. Per dig-once practice, will plan to add sewer to the area to maximize infrastructure improvement funding.	-	-	-	-	-	132,000	-	-	-	-	-	-	-	
Sheppard-Major-Loop (WW Extension not estimated)		-	-	-	-	-	-	-	-	-	-	-	-	-	
Vancouver West Waterline (not on plan)	Upsize and extend water mainline along Vancouver from Lasher to Rock Creek Dr. Add fire hydrant to meet standards for minimum distance between. Project driven by development and to replace an existing section of 4" AC line (Section 6.4 Ongoing Pipe Replacement on page 97 of the Water System Plan). Opportunity to remove connection through the County property and invest in future looping.	-	-	-	-	-	385,000	-	-	-	-	-	-	-	
Cascade Ave Water	The existing 8-inch sewer in Cascade Avenue, east of Russell Avenue between MH CI-13 and CI-15 is undersized for existing and future peak flows. This line should be upsized prior to any capacity upgrades to the Kanaka Pump Station. The project consists of replacing 920 feet of 8-inch sewer pipe with new 12-inch pipe. (project 5.1.1 S-01 in the General Sewer Plan page 77) Section 6.4 - Ongoing Pipe Replacement and 6.4.1 Leak Reduction Program focuses on replacement of outdated water mains (page 97-98). Cascade Avenue is an AC line and with the dig once practice there is a cost savings to having the projects done at the same time.	-	50,000	1,000,000	-	-	-	-	-	-	-	-	-	-	
Cascade Avenue Sewer (8-12")		-	50,000	1,000,000	-	-	-	-	-	-	-	-	-	-	
Ryan Allen Waterline & Rock Creek PRV	The project is the replacement of undersized AC waterlines along Rock Creek Drive between Ryan Allen Road and Monda Road and along Rock Creek Drive from Monda Road to the intersection with the water main from the Angel Heights PRV. Replacement of these six-inch mains with eight-inch mains will increase available fire flow to this area thereby meeting the 2,000 gpm fire flow goal for future commercial development. Total length is approx. 1,430 feet. Per dig-once practice, will plan to add sewer to the area to save costs. Identified in project 7 on page 94 of the Water System Plan. Also the first is the relocation of the existing pressure reducing station near the Interpretive Center to restructure the service zone for this area. Relocating this pressure reducing station from Rock Creek Drive to just north of the intersection of Ryan Allen Road and Foster Creek Road will benefit this area by transferring existing waterlines on both roads from PZ 2 to PZ 1.-project 12 on page 95 of the Water System Plan. And section 6.4.1 Leak Reduction Program-page 98 in the Water System Plan outlines: 1) replacing approximately 2,000 feet of six-inch AC mains with eight-inch ductile iron on Ryan Allen Road between Foster Creek Road and SW Rock Creek Drive	-	-	-	-	-	-	644,000	-	-	-	-	-	-	
Rock Creek Drive		-	-	-	-	-	-	375,000	-	-	-	-	-	-	
Ryan Allen (WW)-Waterline		-	-	-	-	-	-	500,000	-	-	-	-	-	-	
West-End Looping	A second improvement for PZ 2 is to provide looping at the west end of the system by extending the 12-inch water mains adjacent to Skamania Lodge to the proposed PZ 1 waterline extension at the west end of the system. This improvement will require the installation of a pressure reducing valve to connect the two zones. Total length is approximately 2,500 feet. Project 12 on page 95 of the Water System Plan.	-	-	-	-	-	-	657,000	-	-	-	-	-	-	

Project Name	Description	Unescalated Capital Cost													
		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Maple Way East	The first project includes an extension of an eight-inch main north on Maple Way Road from the intersection with Gropper, and an extension of eight-inch main along West Loop Road. Total length of pipe is approximately 5,700 feet. The second project is a eight-inch main on Maple Way Road between West Loop and Kanaka Creek Road that will provide the backbone for future development. Total length of pipe is approximately 1,700 feet. Identified as project 13 in the Water System Plan-pg 96.	-	-	-	-	-	-	1,323,000	-	-	-	-	-	-	-
Maple Way West		-	-	-	-	-	-	412,000	-	-	-	-	-	-	-
Zone 4 Predesign	A single project is identified for Zone 4 and will be dependent upon development extending into this higher elevation area. This project includes construction of a 500,000-gallon reservoir, booster pump station, PRV intertie, and extension of a 12-inch water main north along Kanaka Creek Road to the future PZ 4 reservoir site. Total length of pipe is assumed to be approximately 4,600 feet for cost estimating purposes. Because this is outside of the Retail Service Area, a water system plan amendment will be needed to expand the boundary. Project 14 in the Water System Plan, page 96.	-	-	-	-	-	-	75,000	-	-	-	-	-	-	
Zone 4 Improvements		-	-	-	-	-	-	4,038,000	-	-	-	-	-	-	
Water System Plan	Required by law to update the Water System Plan every 10 years. Also identified as project 10 on page 95 of the Water System Plan.	-	-	-	-	200,000	-	-	-	-	-	-	-	-	
GSP update	Majority of projects in current Plan will be completed by 2025. Additional phases of WWTP upgrades and sewer line extensions need to be reviewed and planned for with updated cost estimates.	-	75,000	-	-	-	-	-	-	-	-	-	-	-	
Foster Creek Rd-by int. w/Rock Creek Dr. (WW Ext.not estimated)(S-06)	Section 5.2 - Extensions to unsewered areas (page 77) of the General Sewer Plan and 5.2.4 Other Extension Projects (page 79)	-	-	-	-	-	-	200,000	-	-	-	-	-	-	
WW Line Extensions	Section 5.2 - Extensions to unsewered areas (page 77) of the General Sewer Plan-change due to change in policy being discussed.	-	150,000	-	-	-	-	-	-	-	-	-	-	-	
Ryan Allen (WW)to Hollstrom	This project will extend sewer closer to properties within city limits that are currently on septic to allow conversion to the sewer system. The new sanitary sewer will start from the intersection of Ryan Allen Road and Iman Cemetery Road, continue east to Foster Creek Road, and then continue north to the intersection of Foster Creek Road and Hollstrom Road. Spur lines will be provided to serve properties on Lakeview Road and SW Jayden Lane. The project consists of installing 4,000 feet of 8-inch sewer pipe. It will provide a possible sewer connection to 24 properties currently on septic as well as future service to undeveloped properties located near the line. Project 5.2.3 (Project S-06) in the General Sewer Plan-page 79.	-	-	-	-	-	-	-	-	-	-	-	-	1,525,000	

Water Project
Combined Water/Sewer project
Sewer Project

CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2024-XXXX

**AN ORDINANCE ESTABLISHING CHARGES FOR THE USE OF THE SEWER SYSTEM FURNISHED BY
THE CITY OF STEVENSON**

AND REPEALING ORDINANCE NO. 2022-1190

WHEREAS, it is necessary to revise the user charge system in the City of Stevenson to provide funds sufficient to meet all expenses associated with the City’s wastewater treatment system; and

WHEREAS, the City must pay all expenses associated with said treatment works and collection system and charge users of said system accordingly; and

WHEREAS, the City of Stevenson Wastewater Treatment Plant is in need of major construction to meet new Department of Ecology standards and increased loading on the plant; and

WHEREAS, the Department of Ecology has identified several capital facilities improvements that are in the process of being completed in the next two years and the City will need to accrue sufficient funds to address these improvements and associated debt repayments; and

WHEREAS, the City conducted a rate study in 2023 to evaluate recent operational changes, asset needs and secured funding packages on the future rate needs; and

WHEREAS, the City held Public Hearings on January 18, February 15 and March 21, 2024 regarding these rate changes.

NOW, THEREFORE, the city council of the city of Stevenson do ordain as follows:

SECTION I

It is determined and declared to be necessary and conducive to the protection of the public health, safety, welfare, and convenience of the City to collect charges from all users who contribute wastewater to the City’s treatment works. The proceeds of such charges so derived will be used for the purpose of operating, maintaining, and retiring the debt for such public wastewater treatment works.

SECTION II

Unless the context specifically indicates otherwise, the meaning of terms used in this ordinance shall be as follows:

BOD: (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20°C, expressed in milligrams per liter (mg/l).

“Residential” shall mean any contributor to the City’s treatment works whose real estate or building is used for domestic dwelling purposes only.

SECTION III

1. The user charge system shall generate adequate annual revenues to pay the costs of annual operation and maintenance including replacement and cost associated with debt retirement of bonded capital associated with financing the treatment works which the City may by ordinance designate to be paid by the user charge system.
2. The total user charge collected shall be deposited to the water/sewer fund and will be kept in two primary accounts:
 - a. User charges shall be collected and deposited in the water/sewer operating cash account; and,
 - b. The City may designate deposits to the Replacement Account/ Sewer from the water/sewer operating cash account to ensure replacement needs over the life of the treatment plant at the direction of the City Council.

SECTION IV

Each user shall pay for the services provided by the City based on their use of the treatment works as determined by water meter(s) acceptable to the City as outlined in Exhibit A.

SECTION V

The City shall review the user charge system annually and revise user charge rates as necessary to ensure that the system generates adequate revenues to pay the costs of operation and maintenance including replacement and that the system continues to provide for the proportional distribution of operation and maintenance including replacement costs among users and user classes.

BE IT FURTHER ORDAINED that Ordinance 2022-1190 and all other Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

The effective date of this Ordinance shall be the April 2024 billing cycle.

Passed by the City Council of the City of Stevenson at its regular meeting held on the ____ day of _____, 2024.

Mayor of the City of Stevenson

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Robert C. Muth, City Attorney

Exhibit A

Rates Effective for 2024

Class of Service	Base Fee
Residential	
Single ¾" Residential	\$128.11
Multifamily-per dwelling unit	\$128.11
Non-Residential	
Transient quarters	\$34.06
Other Commercial	
¾" water service	\$128.11
1" water service	\$266.26
1.5" water service	\$396.72
2" water service	\$600.09
3" water service	\$860.99
4" water service	\$1,121.89
6" water service	\$1,852.43
Mobile Home Sites	
With or without individual connections-per dwelling unit/space	\$128.11
Special Services-Public and Private	
Meeting halls and churches	Same as applicable commercial rate
Schools	Same as applicable commercial rate
Convalescent homes, nursing homes and detention facilities	Same as applicable commercial rate
Hospitals and clinics	Same as applicable commercial rate
Industrial	
Dry industrial	Same as applicable commercial rate
Wet industrial	Same as applicable commercial rate
Downspout/Sump Pump Connection¹	\$10.00

Usage² Rates for Non-Residential/Commercial	
Flow Surcharge	\$0.065
BOD Surcharge³	
Low	\$0.000
Medium	\$0.025
High	\$0.052
Very High	\$0.101

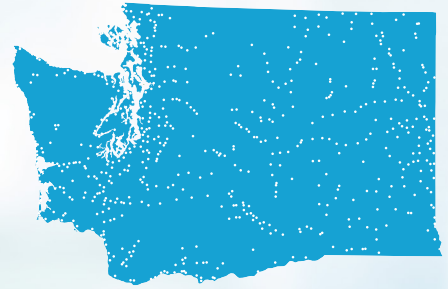
- 1- The charge for connections to downspouts or sump pumps will be removed upon city verification that the rain catchment system, or any rain or groundwater collected in the structure, is not transferred to the sewer system.
- 2- Flow based on water consumption charged per cubic foot over 400 cu/ft. Industrial users will be charged based on a consumption factor as determined by the City.
- 3- BOD Surcharge applies to commercial customers based on the following classification:

Strength Category	BOD Strength	Types of Typical Users
Low	<300mg/L	Public Facilities, Hotel/Motel w/o Restaurant, General Retail, Office Space, Industrial w/o Process Discharge
Medium	301-600 mg/L	Hotel/Motel w/Restaurant, School w/Cafeteria, Laundromat, Nursing Home, Hospital
High	600-2,000 mg/L	Grocery Store, Bakery, Restaurant, Coffee Shop
Very High	>2,000 mg/L	Food Production, Brewery, Distillery, Cider Production, Dairy, Industrial w/Process Discharge

Additional fees for BOD₅ testing at the request of the customer will be billed at actual rates for staff time, materials and testing services used plus 17% overhead.

Rates for 2025 and beyond shall increase 5% per year.

Revenue Guide



for Washington Cities and Towns



2019 re-write created in partnership with

The Center for Government Innovation, a service of the Washington State Auditor's Office



REVENUE GUIDE FOR WASHINGTON CITIES AND TOWNS

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DISCLAIMER

The content of this publication is for informational purposes only and does not represent criteria for legal or audit purposes. It is intended to provide city staff and officials with an overview of their available revenue options, restrictions on the use of such revenues, and key questions to consider. It is not intended to replace existing prescriptive guidance in the BARS Manual, issued by the State Auditor's Office. You should contact your own legal counsel if you have a question regarding your legal rights or any other legal issue.

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2601 4th Avenue, Suite 800
Seattle, WA 98121-1280

(206) 625-1300
(800) 933-6772

www.MRSC.org

Revision History

MRSC does our best to update this publication every year to reflect any new legislation or other relevant information impacting city and town revenues. Below is a summary of significant recent changes. If you are aware of any other sections that you think need to be updated or clarified, please contact mrsc@mrsc.org. To make sure you have the most recent version, please go to mrsc.org/publications.

DATE	SUMMARY
<p>November 2023</p>	<p>Retail Sales and Use Taxes</p> <ul style="list-style-type: none"> • Affordable Housing Sales Tax Credit (HB 1406). New legislation allows all jurisdictions to use revenues for rental assistance and limited administrative costs, regardless of population (SB 5604). • Annexation Services Sales Tax. New legislation temporarily reinstates and expands this sales tax credit (HB 1425). • Criminal Justice Sales Tax. Removed reference to 2021 “fiscal flexibility” bill, which expires December 31, 2023. • Cultural Access Program (CAP) Sales Tax. New legislation allows jurisdictions to impose sales tax councilmanically; through December 31, 2024 this sales tax may only be imposed by counties (HB 1575). • Public Safety Sales Tax. Removed reference to 2021 “fiscal flexibility” bill, which expires December 31, 2023. <p>Lodging Tax (Hotel/Motel Tax)</p> <ul style="list-style-type: none"> • Reporting Requirements. Removed reference to exact date of JLARC reporting deadline. Deadline is established internally by JLARC and subject to change. <p>Real Estate Excise Taxes</p> <ul style="list-style-type: none"> • REET 1 – The “First Quarter Percent.” Removed reference to 2021 “fiscal flexibility” bill, which expires December 31, 2023. • REET 2 – The “Second Quarter Percent.” Removed reference to 2021 “fiscal flexibility” bill, which expires December 31, 2023. <p>“State Shared” Revenues</p> <ul style="list-style-type: none"> • Criminal Justice Distributions. Removed reference to 2021 “fiscal flexibility” bill, which expires December 31, 2023. • Streamlined Sales Tax (SST) Mitigation Payments. Deleted section; payments expired June 30, 2021.

DATE	SUMMARY
December 2022	<p>Retail Sales and Use Taxes:</p> <ul style="list-style-type: none"> • Transportation Benefit District Sales Tax. Maximum authority increased to 0.3%; up to 0.1% can potentially be imposed councilmanically; may be renewed in 10-year increments indefinitely (ESSB 5974 § 406-407). • Timing of Sales Tax Rate Changes. Updated Department of Revenue contact information. <p>Other Excise Taxes:</p> <ul style="list-style-type: none"> • Border Area Fuel Tax. Maximum voter-approved tax rate increased to 2 cents per gallon plus inflation adjustment. (ESSB 5974 § 405). <p>“State Shared” Revenues:</p> <ul style="list-style-type: none"> • Cannabis (Marijuana) Excise Tax. Distribution formula changed (E2SSB 5796). Updated terminology from “marijuana” to “cannabis” for consistency with new state law (2SHB 1210).
March 2022	<p>Property Taxes:</p> <ul style="list-style-type: none"> • The 1% Annual Levy Lid Limit (101% Limit). Added reference to tax increment financing areas in context of calculating levy increases (ESHB 1189). • Levy Lid Lifts. Removed statement that cities must use banked capacity before seeking a levy lid lift; this is no longer the Department of Revenue’s interpretation. <p>Retail Sales and Use Taxes:</p> <ul style="list-style-type: none"> • “Optional” Sales Tax/Second Half-Cent. Minor updates to reflect Klickitat County imposing full half-cent. • Affordable Housing Sales Tax Credit (HB 1406). Added annual reporting requirements under WAC 365-240-030; removed information concerning certain deadlines that have passed. • Criminal Justice Sales Tax. Fiscal flexibility bill temporarily expands use of revenues (E2SHB 1069 § 5). • Housing & Related Services Sales Tax. Expanded use of revenues (ESHB 1070) and updated number of jurisdictions that have imposed this tax. • Mental Health & Chemical Dependency Sales Tax. Use of revenues for cities expanded (E2SHB 1069 § 7). Pierce County enacted this sales tax effective July 2021, so cities over 30,000 population in Pierce County are no longer eligible. • Public Safety Sales Tax. Fiscal flexibility bill temporarily expands use of revenues (E2SHB 1069 § 6).

DATE	SUMMARY
<p>March 2022 (continued)</p>	<p>Business and Utility Taxes & Fees:</p> <ul style="list-style-type: none"> • Business and Occupation (B&O) Taxes. Clarified that maximum 0.2% non-voted tax rate only applies to retail businesses where the tax is measured by gross receipts/income. • Utility Taxes. Any city or town imposing a utility tax on the gross revenues of its own municipal water, sewer/wastewater, or stormwater utility must disclose the tax rate to its customers (SHB 2889). <p>Real Estate Excise Taxes (REET):</p> <ul style="list-style-type: none"> • REET 1 – The “First Quarter Percent”. Fiscal flexibility bill temporarily expands use of revenues (E2SHB 1069 § 10-11). • REET 2 – The “Second Quarter Percent”. Fiscal flexibility bill temporarily expands use of revenues (E2SHB 1069 § 12-13). <p>Other Excise Taxes:</p> <ul style="list-style-type: none"> • Leasehold Excise Tax. State now distributes revenue monthly instead of on a bimonthly basis (ESSB 5251 § 17). <p>“State Shared” Revenues:</p> <ul style="list-style-type: none"> • Criminal Justice Distributions. Fiscal flexibility bill temporarily allows supplanting (E2SHB 1069 § 3-4).
<p>November 2020</p>	<p>Other Revenue Sources:</p> <ul style="list-style-type: none"> • Transportation Benefit District (TBD) Vehicle License Fees. The state Supreme Court struck down Initiative 976 as unconstitutional, allowing cities to continue collecting and expending TBD vehicle license fees.
<p>August 2020</p>	<p>Property Taxes:</p> <ul style="list-style-type: none"> • Validation/Voter Turnout Requirements. Added flowchart to help explain which ballot measures require validation and which do not. <p>Business and Utility Taxes & Fees:</p> <ul style="list-style-type: none"> • Utility Taxes. New court decision affirming ability to impose utility taxes on other municipalities (Lakehaven Water & Sewer District et al. v. City of Federal Way). Also clarified federal statutory citations regarding taxation of cable TV, satellite TV, and Internet services.

DATE	SUMMARY
<p>June 2020</p>	<p>Property Taxes:</p> <ul style="list-style-type: none"> • Affordable Housing Levy. New legislation expands use of revenues to include affordable homeownership programs for “low-income” households up to 80% of county median income (SB 6212). • Cultural Access Program Levy. New legislation providing county uniformity regarding use of revenues (SB 5792). <p>Retail Sales and Use Taxes:</p> <ul style="list-style-type: none"> • Housing & Related Services Sales Tax. New legislation allows city council to optionally impose this sales tax without voter approval (HB 1590). Bill also re-imposes county “right of first refusal” deadline of September 30, 2020; cities may not impose this sales tax before that deadline. • Affordable Housing Sales Tax Credit (HB 1406). Anticipated legislation to fix drafting error and extend deadline to adopt qualifying local tax (HB 2797) was vetoed. • Cultural Access Program Sales Tax. New legislation providing county uniformity regarding use of revenues (SB 5792). <p>Other Revenue Sources:</p> <ul style="list-style-type: none"> • Tourism Promotion Area Fees. New legislation removed 40,000 county population requirement; any city/county may now impose these fees (ESSB 6592). Bill also provided additional definitions and authorizes additional fee up to \$3 per room per night through 2027, but fees must be repealed if enough lodging businesses petition the legislative body. • Transportation Benefit District (TBD) Vehicle License Fees. Lower courts have largely upheld Initiative 976, which has now been appealed to the state Supreme Court.

DATE	SUMMARY
<p>November 2019</p>	<p>Property Taxes:</p> <ul style="list-style-type: none"> • Regular Levy (General Fund). New legislation clarifying expiration and use of revenues for fire pension levy (SSB 5894). <p>Retail Sales and Use Taxes:</p> <ul style="list-style-type: none"> • Sales Tax Exemptions. Updated exemptions for sales to nonresidents (ESSB 5997) and mergers, annexations, and consolidations (SB 5337). • Affordable Housing Sales Tax Credit (HB 1406). New legislation establishing affordable housing sales tax credit (SHB 1406). <p>Business and Utility Taxes & Fees:</p> <ul style="list-style-type: none"> • Business and Occupation (B&O) Taxes. Added reference to 2019 model ordinance updates regarding allocation and apportionment (SHB 1403). <p>Real Estate Excise Taxes:</p> <ul style="list-style-type: none"> • Real Estate Excise Taxes (REET). New legislation adopting graduated state real estate excise tax (ESSB 5998). • REET 2 – the “Second Quarter Percent.” New legislation expanding REET 2 revenues for affordable housing and homelessness (EHB 1219). <p>“State Shared” Revenues:</p> <ul style="list-style-type: none"> • City-County Assistance (ESSB 6050) Distributions. Changing distribution formula due to new graduated state REET scale (ESSB 5998). • Streamlined Sales Tax (SST) Mitigation Payments. Extending SST mitigation payments to June 30, 2021 for certain cities (ESHB 1109, Section 722). <p>Other Revenue Sources:</p> <ul style="list-style-type: none"> • Franchise Fees. New FCC order requiring cities to count most non-monetary in-kind contributions toward the 5% cable franchise fee. • Transportation Benefit District (TBD) Vehicle License Fees. Citizen initiative repealing TBD license fee authority, pending legal challenges (I-976).
<p>February 2019</p>	<p>Entire document reviewed, re-written, and re-published in its entirety.</p>

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Introduction

The foundation of any city government is its fiscal health. The revenues it receives, both present and projected for the future, set the stage for discussing what services to provide as well as the level of those services – including the facilities, equipment, and infrastructure that will be needed.

MRSC’s *Revenue Guide for Washington Cities and Towns* provides information on all the major revenue sources and most of the minor ones that are available to cities and towns in Washington State. This guide is intended to help city elected officials and staff members by providing a comprehensive explanation of the city’s revenue sources and potential new revenue options to support those services your city has determined are essential to its taxpayers. This guide is not an administrative manual – for that level of detail, you should refer to resources such as the Department of Revenue’s *Property Tax Levies Operations Manual* or the *Tax Reference Manual on State and Local Taxes*.

The *Revenue Guide for Washington Cities and Towns* has been one of MRSC’s core publications for many years. It was first published in 1992 with an update released in 2009. The current edition was completely rewritten and re-organized in 2019 to help clarify the multitude of often confusing revenue options, as well as to include new and additional revenue sources that were not addressed previously.

This publication has been written and researched by MRSC consultants, and any conclusions within this document are MRSC’s and MRSC’s alone. The primary authors are Toni Nelson and Steve Hawley, with subsequent contributions by Eric Lowell. Graphics and document assembly have been provided by Marissa Roesijadi and Angela Mack.

The Center for Government Innovation of the State Auditor’s Office contributed funding for the 2019 re-write, as well as valuable review and feedback. We would particularly like to thank Kristen Harris and Sherrie Ard at SAO for their review and assistance throughout this process. We would also like to thank Alice Ostdiek at Stradling, Yocca, Carlson & Rauth, P.C. for her review of the property tax chapter, as well as all other individuals who provided feedback and assistance.

If you have any questions, comments, concerns, or suggestions regarding this document, please contact MRSC.

How to Use this Document

MRSC's *Revenue Guide for Washington Cities and Towns* is intended to help city staff members and elected officials better understand their existing revenue sources and potential options for new revenues. The document is organized by type of revenue:

- Property taxes
- Sales and use taxes
- Business and utility taxes & fees
- Lodging taxes (hotel/motel tax)
- Real estate excise taxes (REET)
- Other excise taxes
- “State-shared” revenues
- Other revenue sources
- Special taxing districts

However, there is also an appendix that provides a “menu” of the major revenue sources by program area, such as transportation revenues, police and criminal justice revenues, or unrestricted revenues.

We also provide a basic history of local taxing powers in Washington, as well as a series of in-depth questions to help you evaluate potential new revenue sources, whether voted or non-voted.

This document is designed to be viewed electronically or printed as a hard copy. However, viewing this document electronically will provide you with maximum interactivity and functionality. (We recommend Adobe's free [Acrobat Reader](#) software program to ensure all features work correctly.)

If you are viewing this document electronically, the table of contents is interactive, which allows you to click on any topic and go directly to that page. At any time, you can return to the table of contents using the navigation button at the bottom of each page. Throughout this guide, you will also find many hyperlinks that will take you to other sections of the document or online resources such as RCWs or helpful resources.

You can also use Ctrl-F (Windows) or Command-F (Mac) to search for specific keywords within this document.

MRSC will update this publication each year as needed to reflect new legislation, changes in interpretation made by court decisions or Attorney General opinions, and other changes as appropriate. To make sure you are using the most up-to-date version of this publication, please visit mrsc.org/publications. There is a revision history near the beginning of this document that summarizes the recent changes.

If you have any questions, comments, concerns, or suggestions regarding this document, please contact MRSC.

A Brief History of Local Taxing Power in Washington¹

Local governments in Washington State do not possess inherent taxing authority and must obtain the authority to impose taxes and fees from the state constitution and/or statutes adopted by the state legislature.

At the most basic level, there are two categories of taxes in Washington: property taxes and excise taxes. Property taxes are the oldest form of taxation in Washington and are the largest single revenue source for many local governments. Excise taxes are the broadest category of taxes and represent all other forms of taxes except for property tax, with sales taxes being the most significant excise tax for local governments.

The history of local government taxing power in Washington dates back to territorial days, and up until the early 1930s property taxes were the predominate form of revenue. The first state legislative session in 1890 also authorized first, second, third, and fourth class cities to impose business license taxes, and by 1932 Seattle was levying an occupation tax which is believed to be the first instance of a city imposing a business & occupation (B&O) tax.

During the Great Depression of the 1930s, significant changes were made to the array of taxes that were imposed by Washington State, some of which significantly impacted local government. The first change was placing a limit on the cumulative rate of property taxes that could be imposed upon the taxpayer in any given year – people’s Initiative 64, which reduced property taxes by almost 50%. This resulted in the second most significant change in state taxing power – the imposition of a variety of excise taxes. The Revenue Act of 1935 reduced the state’s dependency upon property tax by authorizing a wide array of excise taxes, including a retail sales tax and new business and occupation taxes.

However, this additional excise authority was only granted to the state. It was not until 1970 that the state finally provided legislative authority to cities and counties allowing them to impose a sales and use tax of 0.5% for general local government purposes. In 1982, the legislature authorized cities and counties to impose a second 0.5% on retail sales for general government purposes, resulting in a combined total of 1% that is still in place today. During this same legislative session, there were new restrictions placed on cities’ authority to impose B&O and utility taxes. These significant changes in taxing authority provided many local governments with opportunities to diversify their revenue streams.

Over the course of the past several decades, the state legislature has authorized cities and towns to impose other sales taxes and excise taxes for specific purposes, all of which will be discussed in the following pages of this *Revenue Guide*.

Property taxes and excise taxes are imposed differently – property taxes are based upon changing property values and must be re-calculated and re-imposed every year, while excise taxes, once adopted, remain in effect on all taxable events that occur now and in the future.

Property taxes have also seen a number of additional restrictions over the past century, beyond the cap on the cumulative property tax rate adopted in the 1930s. In 1971, a “106% levy lid” on property tax increases from

¹ This information comes primarily from [The Closest Governments to the People: A Complete Reference Guide to Local Government in Washington State](#), by Steve Lundin and edited by the Division of Governmental Studies and Services at Washington State University. A copy of the full document is posted on the MRSC website.

one year to the next was enacted, which limited the total amount of property tax revenue local governments could generate each year. In 2001, voters approved Initiative 747, ultimately resulting in legislation that reduced the limit on annual increases for property tax levies to 1% – also known as the “101% levy lid,” which is still in effect today.

In addition to property taxes and excise taxes, many analysts recognize a third category of taxes: income taxes, which have been imposed by the vast majority of states as well as a number of cities around the country. However, income taxes are not currently used at either the state or local levels in Washington. At the same time that voters placed the first restrictions on property taxes during the Great Depression, voters also approved a statewide graduated income tax (Initiative 69). However, a divided state Supreme Court soon struck the initiative down as unconstitutional, ruling that an income tax was a property tax and that, as such, a graduated income tax violated the uniformity clause of the state constitution.² Later attempts to establish an income tax were also unsuccessful. In 1984, the state legislature enacted [RCW 36.65.030](#), which prohibits any city or county from levying a tax on “net income.”

Local government revenues have evolved significantly throughout Washington’s history and continue to do so today. This *Revenue Guide* provides the most current and up-to-date information, but each legislative session brings new thoughts, ideas, and concepts that result in changes and additional options. We will update this guide as needed to reflect those changes.

2 This interpretation has been criticized by legal scholars.

Key Considerations for Evaluating Revenue Sources

There are several factors to consider when analyzing if it's in the city's best interests (both fiscal and political) to impose new taxes and fees. Local governments cannot necessarily provide all of the services requested by the public, and of all the revenue options available, there are some that will meet your city's goals and objectives and others that will not.

To that end we have provided a list of key questions to consider when identifying and evaluating potential revenue sources. Answering these questions can help you more clearly articulate your city's revenue goals.

- **What do you need the revenue for?** Some revenue sources are unrestricted and may be used for any lawful governmental purpose. Others are restricted to specific purposes under state law. Some may be imposed permanently, while others are temporary. Are you looking to increase your general fund (current expense) budget or pay for basic governmental services, operations, or maintenance? Creating a new program or preparing for a major capital project? Bridging a temporary revenue shortfall or replacing lost funding? Are you planning to supplant (replace) existing funding and re-structure how a program is financed? If so, make sure you read the statutes carefully, as some revenue sources specifically restrict or prohibit supplanting.
- **How much revenue do you need to generate?** Your local revenue capacity depends on factors such as statutory limitations, your local economy, and your demographic profile. For instance, is your city largely residential, or does it have lots of businesses and retail sales? Do you have hotels and tourist attractions? How active is your real estate market?
- **Who will pay and who will benefit?** Will the taxes or fees be paid by local property owners? Businesses and utility companies? Shoppers? Tourists? Real estate buyers and sellers? Vehicle owners? Property developers? Will the revenue source result in an overall tax increase, or is it a credit against an existing state or county tax? Who will benefit from the additional spending?
- **Do you need voter approval?** If so, you must plan ahead and consider additional factors such as election timing, election costs, and voter turnout as described on the next page.
- **When do you need the revenue?** Some revenue sources have certain deadlines set by state statute. For instance, property taxes may only be levied once a year and must be certified to the county assessor by November 30 for the forthcoming year, while sales tax rates may only change on January 1, April 1, or July 1 and the state Department of Revenue must receive notice at least 75 days in advance. You may have to wait several months before you start receiving these additional revenues, or longer if you time it poorly. It pays to include this analysis in your planning process.
- **Is the revenue source subject to possible referendum?** You can't please everyone, but presumably you need a certain level of support from local residents or businesses. If your city has adopted powers of initiative and referendum, some revenue sources could be subject to referendum. Even if your city or town does *not* have powers of initiative and referendum, some revenue options are still subject to referendum as prescribed by statute.
- **What are the limitations?** For instance, property tax revenues are generally limited to a 1% annual increase, even if your assessed valuation is increasing faster than 1%, and certain property tax levies could potentially be reduced through prorationing. Sales taxes have no such limitations but can be significantly

impacted during economic downturns. And “state shared” revenues could be reduced or eliminated during any legislative session, particularly if state revenues are declining.

- **Are there any unique statutory requirements?** Some revenue sources may have other specific statutory requirements – for instance, requiring revenue sharing with the county, requiring the creation of an advisory committee, establishing a slightly different tax base than usual, etc.

KEY CONSIDERATIONS FOR VOTED REVENUE SOURCES

If your revenue source requires voter approval, there are additional considerations, such as:

- **When is the filing deadline?** For voted revenue sources, you must consider not only the notification deadlines (such as certifying property taxes to your county assessor and notifying DOR of sales tax rate changes), but also the election dates and filing deadlines discussed below.

To ensure timely receipt of funds, you must work backwards. For instance, if you want to increase next year’s property tax revenues through a levy lid lift: property taxes must be certified to the county assessor no later than November 30, which means the levy lid lift must appear before voters no later than the general election in early November, which means you must file notice with the county auditor no later than the date of the primary election in early August. If you wait for “budget season” in August or September to start considering the levy lid lift, it will be too late – you will have missed the deadline, and any potential receipts from the levy lid lift will be delayed for an entire year.

For a summary of the various deadlines, see [Key Deadlines for Voted Property Taxes and Sales Taxes](#).

- **What are the approval requirements?** Does the ballot measure require a simple majority (50% plus one), such as a sales tax or levy lid lift? Or does it require a 60% supermajority, like bond measures, excess O&M levies, and certain EMS levies? Are there minimum validation (voter turnout) requirements?
- **When should the measure appear on the ballot?** There are four possible election dates for local governments in Washington – special elections in February and April, the primary election in August, and the general election in November ([RCW 29A.04.330](#)). Most measures may appear on the ballot at any one of those elections, but there are a couple exceptions (such as public safety sales taxes, which by statute may only appear at a primary or general election).

Voter turnout will almost certainly be highest in November and lowest in February and April, and the composition of the electorate may differ for some jurisdictions. Election timing may also affect election costs and the timing of receipts.

- **What other measures or candidates are appearing on the ballot?** Ask around to find out what other ballot measures may be appearing before your city’s voters. It’s possible you might not want to go head-to-head with certain ballot measures, as voters may not like voting on too many taxes at the same time. Alternatively, you might want to “ride the coattails” of a popular measure or candidate by appearing on the same ballot.
- **How have other ballot measures fared recently?** You can research local ballot measures across the state at MRSC’s [Local Ballot Measure Database](#), which we update after every election once counties certify the results. For revenue measures, you can filter by statutory authority (sales taxes, property taxes, levy lid lifts, etc.), government type (such as city or county), subject (fire protection, libraries, affordable housing, etc.), or even by county. You may want to contact jurisdictions that have attempted similar measures to gain their insight.

- **What will you do if the ballot measure fails?** Will you abandon your attempt or go back to the drawing board? Will you be forced to cut services or lay off employees? Will you submit a scaled-back version to voters in the hopes they will pass it next time?

Or will you submit the exact same measure to voters a second time, in the hopes that the result will be different due to changes in turnout, the composition of the electorate, enhanced public outreach by support groups, or news media coverage? For instance, some jurisdictions that place an item on the primary election ballot will file an identical (or very similar) resolution for the November general election. If the measure succeeds in August it is simply removed from the November ballot, but if it fails it will appear before voters again in November. It is not uncommon for a ballot measure that failed by several percentage points in a special or primary election to pass in the next general election, although passage is certainly not guaranteed.

- **How much will the election cost?** It costs money for counties to administer elections, and counties pass those costs along to the jurisdictions holding the elections (see [RCW 29A.04.410](#)). These costs include postage and printing for the ballots and voters’ pamphlets, temporary election workers and staffing, supplies, transportation, required elections notices, and administrative overhead costs.

If your city already has other city measures or candidates on the same ballot – such as city council/mayoral elections, which typically occur at primary and general elections in odd-numbered years³ – the additional costs for a ballot measure will be minimal. But if the city does not have other measures or candidates on the ballot and would not otherwise be conducting an election, the election costs will be significantly higher.

Election costs may also vary depending on whether you are submitting the measure at a special, primary, or general election. For example, special election costs may be higher than primary or general election costs because there are typically fewer local governments participating in special elections and sharing the costs. Contact your county auditor to get estimates.

- **What are the ballot title requirements?** The ballot title is the actual text of the measure that will appear on voters’ ballots. The ballot title must be written by the city attorney and must comply with [RCW 29A.36.071](#) regarding ballot title composition and length. However, some revenue sources have additional ballot title requirements set by statute.
- **Will your city prepare informational materials?** [RCW 42.17A.555](#) prohibits city elected officials and employees from using “public facilities” to promote or oppose any ballot proposition. Broadly speaking, this means city staff and officials cannot support or oppose a ballot proposition during work hours, within their official capacities, or using city supplies, equipment, funds, or facilities. However, cities may prepare and distribute fact sheets or other informational materials for voters if such information is fair and objective and the city shares the information via normal, customary means of providing information. For more information, see our webpage on [Use of Public Facilities to Support or Oppose Ballot Propositions](#).

3 City officials are elected in odd-numbered years pursuant to [RCW 29A.04.330](#).

KEY DEADLINES FOR VOTED PROPERTY TAXES AND SALES TAXES

As mentioned previously, if you are considering a voted revenue increase you must plan ahead and keep the various statutory requirements and deadlines in mind. Here are key dates to remember.

- **Property tax levies** are set on an annual basis. All city property taxes for the upcoming year must be certified to the county assessor no later than November 30 ([RCW 84.52.070](#)).
- **Sales tax rate changes** may only take place on January 1, April 1, or July 1, and may not take effect until 75 days after the state Department of Revenue receives notice of the change ([RCW 82.14.055](#)).

The election dates and filing deadlines are established by [RCW 29A.04.330](#). To place an item on the ballot for the February or April special elections, your jurisdiction must file the resolution at least 60 days before the election date. For the primary election, you must file the resolution no later than the Friday immediately before the first day of regular candidate filing in May. And for the general election, you must file the resolution no later than the date of the August primary election.

Below is a quick summary, assuming the county promptly notifies DOR of any sales tax changes and certifies its levy to the county assessor by November 30.

Election (RCW 29A.04.330)	Filing deadline (RCW 29A.04.330)	Approved sales tax increases take effect (RCW 82.14.055)	Approved property tax increases take effect (RCW 84.52.070)
February special	Early-to-mid December	July 1 of election year	Next year
April special	Late February	January 1 of next year	Next year
August primary	Early-to-mid May	January 1 of next year	Next year
November general	Date of August primary	April 1 of next year	Next year

Property Taxes

Property taxes are, for many cities, the primary source of revenue. Most of a city's property tax revenue comes from its general fund levy, which may be used for any lawful governmental purpose, but cities also have a few additional property tax options that may only be used for certain restricted purposes. This chapter will discuss the property tax authority provided to cities and towns.

Washington's "budget-based" property tax structure is very complicated. We plan to limit our discussion of property taxes to what city officials and staff members really need to know in order to develop property tax levy projections and to consider potential options, and even that is pretty complicated.

For a more detailed look at property taxes, refer to the state Department of Revenue's [Property Tax Publications](#), and particularly the [Property Tax Levy Manual](#).

WHAT IS A BUDGET-BASED PROPERTY TAX?

Perhaps the most important concept to understand regarding Washington's property tax system is that it is a "budget-based" property tax.

This means that cities and other taxing districts, as part of their annual budget process, must first establish the total dollar amount of property tax revenue they wish to generate for the upcoming year, subject to several restrictions. Once the total dollar amount is established, the county assessor calculates the levy rate – the rate that each property owner must pay – based on the total assessed valuation of all properties.

This "budget-based" process is the reverse of most other states in the country. Almost every other state uses a "rate-based" property tax system, in which governments establish the levy rate that each property owner must pay, which is then multiplied by the assessed value to determine the total dollar amount of revenues generated.

There are three main components to the property tax calculation: the levy amount, the assessed value, and the levy rate.

Levy Amounts vs. Levy Rates

To understand this budget-based system, and in particular the various limitations on how much property tax revenue local governments can generate, it is extremely important to understand the difference between *levy amounts* and *levy rates*. Some limitations are based on levy rates, while others are based on levy amounts, and the two are often confused.

The **levy amount** – sometimes referred to as simply the "levy" – is the total dollar amount of property taxes to be collected in one year. In the example on the next page, the levy amount is *\$1 million*.

The **levy rate** is how much any individual property owner owes, expressed as a dollar amount per \$1,000 assessed value. In the example, the levy rate is *\$2.50 per \$1,000 assessed valuation*.

Under the budget-based system, the city establishes its desired levy amount first, and then the county assessor uses the assessed valuation (discussed in more detail below) to calculate the subsequent levy rate. This formula is expressed as:

$$\text{Levy Amount} \div (\text{Assessed Value} \div 1,000) = \text{Levy Rate per } \$1,000 \text{ AV}$$

For example:

Levy amount requested by city for general fund	÷	(Citywide assessed value ÷ 1,000	=	Levy rate
\$1 million	÷	(\$400 million ÷ 1,000 = \$400,000)	=	\$2.50 per \$1,000 AV

However, there are multiple restrictions placed on how fast the levy *amount* can increase, as well as maximum levy *rates* for individual levies (such as general fund levies or EMS levies) and maximum *aggregate (combined) levy rates*. These restrictions are all intended to protect citizens from excessive taxation, but they also limit the amount of property tax revenue that local governments can generate. The property tax process can be complicated and confusing, but we will do our best to explain it in more detail throughout this chapter.

Assessed Value

The other primary factor in determining the levy rate each year is the assessed value. Property taxes are assessed and collected at the county level. The amount that each property owner pays, and the total property tax revenue a city can generate, depends in large part on the value of the properties within the city, known as the **assessed value** or **assessed valuation** and commonly abbreviated as **AV** or **AV**.

The assessed valuation is the true and fair value as provided in Article VII, §2 of the WA State Constitution and further defined in [Chapter 458-07 WAC](#), which states that “true and fair value” means market value and is the amount of money a buyer of property would pay to a willing seller.

The county assessor’s office is responsible for assessing all property located wholly within the county, including both the incorporated areas (cities and towns) and the unincorporated areas of the county. In determining true and fair value, the assessor may use a sales (market data), cost, or income approach, or a combination of the three approaches ([WAC 458-07-030](#)). In addition, the state Department of Revenue is responsible for assessing intercounty, interstate, and foreign utility company property (known as **state-assessed utilities**).

Counties must update assessed valuations for all properties every year, with physical inspections of each property at least once every six years ([RCW 84.41.030](#) and [84.41.041](#)). Most counties conduct inspections on a six-year cycle, meaning that they inspect roughly one-sixth of the properties within the county each year and update their assessed values accordingly. A few counties use a four-year inspection cycle and inspect roughly one-quarter of the properties each year.⁴ The annual revaluations in between each inspection are estimates based on statistical analysis and market data.

⁴ As of 2016, 35 counties inspected properties on a six-year cycle, while four counties (Chelan, Ferry, Pend Oreille, and Wahkiakum) used a shorter four-year inspection cycle.

The levy rate for any taxing district must be uniform for each property within its boundaries (article VII, section 2 of the Washington State Constitution). That is to say, a city’s general fund levy rate per \$1,000 AV must be the same for each property within the city.⁵

State law also establishes a separate valuation system for certain agricultural, timber, and open space land based on “current use” value, which is lower than the “true and fair value.”⁶ In addition, all properties owned by federal, state, tribal, and local governments (municipal corporations); public and private schools; and churches are exempt from property taxes.

The county assessor must notify each taxing district within the county, including every city and town, of its total assessed value before the levy certification deadline, so the taxing district can calculate its levy amounts for the upcoming year and certify them to the county assessor by (see [Annual Levy Certification Process](#)).

5 However, there may be some exceptions for senior, disabled, or low-income residents. There are also certain tax abatement programs that reduce a property’s taxable value to provide financial incentives for economic development or historic preservation.

6 Current use values are permitted under article VII, section 11 of the Washington State Constitution. See also [chapter 84.34 RCW](#) and [chapter 458-30 WAC](#).

MAXIMUM AGGREGATE LEVY RATES

There are several different limitations on the maximum levy rate (per \$1,000 AV) that cities and other local governments may impose on property located within their jurisdiction. Some of the limits are aggregate and limit the total property tax burden on property owners, while others establish maximum levy rates for specific types of levies such as the city general fund levy or EMS levies.

This section will discuss the aggregate (total combined) levy limitations. The rest of the property tax chapter contains information on the various types of levies and their maximum levy rates.

Tax Code Areas

To understand maximum aggregate levy rates, it is important to understand the relationship and difference between “taxing districts” and “Tax Code Areas.”

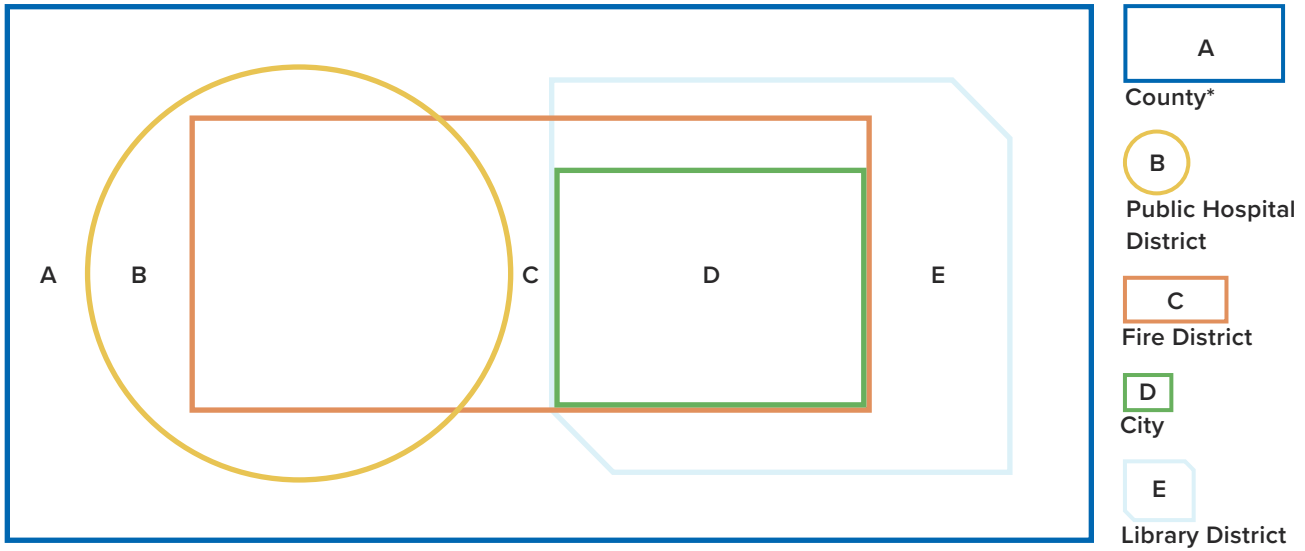
- **Taxing districts** are individual governmental units with property tax authority, such as a county, city, fire protection district, or library district. Governmental units *without* property tax authority (such as public transportation benefit areas) are not considered taxing districts for these purposes.
- **Tax Code Areas**, or **TCAs**, are unique combinations of overlapping taxing districts.

To demonstrate how multiple taxing districts overlap to form unique Tax Code Areas, see the example on the next page. This example shows a hypothetical county with a city and several taxing districts (fire, library, and public hospital). The districts overlap to form seven different Tax Code Areas, no two of which are the same. (Note that the county itself is actually two separate taxing districts – one for the current expense levy, which is imposed countywide, and one for the road levy, which is only imposed within unincorporated areas.)

Of course, in reality the picture is often much more complicated, as there are many additional taxing districts that may be involved such as school districts, park districts, cemetery districts, port districts, public utility districts, EMS districts, and more. But the same general principles will still apply.

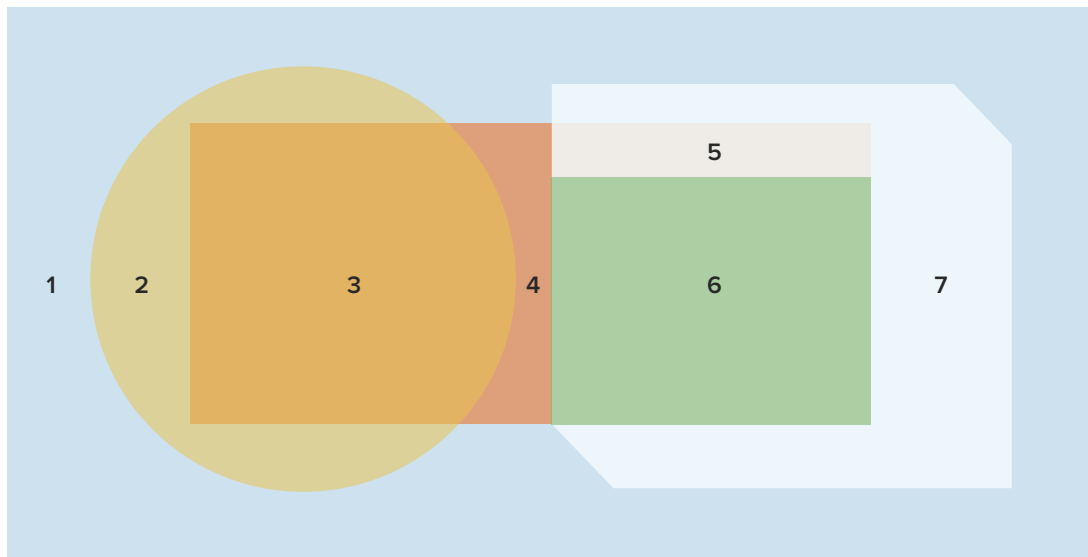
According to the state Department of Revenue, there are approximately 3,200 unique Tax Code Areas throughout the state as of 2021. The number of TCAs within each county depends on the number of taxing districts within that county, as well as how they overlap geographically, since each district may have different service boundaries.

Taxing Districts Example



*County current expense levy is countywide, but county road levy is only in unincorporated areas

Tax Code Areas



Taxing District	Belongs to Tax Code Area(s)						
	1	2	3	4	5	6	7
County Current Expense	X	X	X	X	X	X	X
County Road	X	X	X	X	X		X
City						X	
Fire District			X	X	X	X	
Public Hospital District		X	X				
Library District					X	X	X

Since Washington uses a budget-based property tax system (see [What is a Budget-Based Property Tax?](#)), each taxing district establishes its desired levy amount for the upcoming year during the budget process. The levy rate for that taxing district is then calculated based on the assessed valuation within that taxing district.

Once the levy rate has been determined for each taxing district, the levy rates are added together within each TCA. This provides a total (aggregate) levy rate that each property owner within the TCA must pay.

As noted earlier, the levy rate per \$1,000 AV for any individual taxing district (city, county, etc.) must be uniform throughout the district, meaning each property owner pays the same rate. Similarly, the aggregate (total combined) levy rate within each Tax Code Area also must be uniform.⁷

However, different properties within a single city may belong to different Tax Code Areas, and the aggregate levy rate may vary considerably between TCAs. For instance, Bothell lies partially within King County and partially within Snohomish County. The city's levy rate must be the same for every property within the city, regardless of which county the property is located in. However, the counties will almost certainly have different property tax rates, which means the taxpayers within the King County portion of the city will pay a different aggregate levy rate than those taxpayers in the Snohomish County portion of the city.

State law and the state constitution have established two limitations on the maximum aggregate levy rate within any individual Tax Code Area: the \$10 constitutional limit (which includes both the state and local governments) and the \$5.90 local government limit (which applies to most, but not all, local government levies).

\$10 Constitutional Limit

Article 7, section 2 of the Washington State Constitution (also codified at [RCW 84.52.050](#)) limits the total regular property tax rate on any individual property (i.e., within any individual Tax Code Area) – including state, county, city, and most local government property taxes – to 1% of the property's true and fair value. Since the levy rate is expressed as a dollar amount per \$1,000 assessed value, and since 1% of a property's value is equivalent to \$10.00 per \$1,000 assessed value, this is often referred to as the \$10 limit.

To limit the confusion between the aggregate levy rate limit and the 1% inflation increase allowed each year (see [The 1% Annual Levy Lid Limit \("101% Limit"\)](#)), we will refer to the constitutional levy rate limit as the \$10 limit.

Almost every property tax levy in the state is subject to the \$10 constitutional limit. However, the state constitution establishes three important exceptions:

- Port districts and public utility districts are exempt from the \$10 limit.
- Any taxing district may exceed the \$10 limit with a voter-approved "excess levy" for maintenance and operations purposes, which for cities and most other jurisdictions⁸ may only be approved one year at a time (see [Excess Levies \(Operations & Maintenance\)](#)).
- Any taxing district may exceed the \$10 limit for the repayment of voter-approved general obligation debt, until the debt is repaid (see [G.O. Bond Excess Levies \(Capital Purposes\)](#)).

⁷ This does not mean the tax bill is the same for all property owners, however. The levy rate is multiplied by the assessed value for each individual property to determine the tax bill. Since different properties have different assessed values, each property owner within the same Tax Code Area must pay the same levy rate but will owe a different amount of tax.

⁸ Fire districts and school district are the only local governments authorized to impose a multi-year excess levy. All other taxing districts, including counties, cities, and towns, may only impose one-year excess levies.

Everything under the \$10 limit is generally referred to as a “regular” levy. Any levies above the \$10 limit, which require voter approval, are generally referred to as “excess” levies. The term “special” may be used to describe any regular or excess levy that is levied for a specific purpose.

Of this \$10, no more than \$3.60 may be imposed by the state⁹ ([RCW 84.52.065](#)) and no more than \$5.90 may be used by most local governments (see below). That adds up to a maximum of \$9.50, which leaves at least \$0.50 extra that may be used for certain local government levies outside the \$5.90 limit.¹⁰

\$5.90 Local Limit

By statute, the aggregate (total) regular levy rate for most local governments combined – including “senior taxing districts” such as cities and counties, as well as “junior taxing districts” such as fire districts and park districts – may not exceed \$5.90 per \$1,000 assessed valuation within any individual Tax Code Area ([RCW 84.52.043](#)). This \$5.90 limitation is a subset of the \$10 constitutional limit – in other words, all levies that are subject to the \$5.90 statutory limit are also subject to the \$10 constitutional limit.

However, this statute also provides several exemptions. The following local levies *are* subject to the \$10 constitutional limit but are *not* subject to the \$5.90 local limit:

- Affordable housing levies
- County conservation futures levies
- County criminal justice levies
- County ferry district levies
- Emergency medical services (EMS) levies
- Up to \$0.25 of a fire district or regional fire authority levy, if protected from prorationing by the legislative body
- Regional transit authority levies (Sound Transit)

There are also a few other, narrower exemptions, including certain flood control zone levies, a portion of metropolitan park district levies for metropolitan park districts with a population of 150,000 or more (with voter approval), and King County’s transit levy.

There are four types of local government levies that are not subject to either the \$5.90 or \$10 limits:

- General obligation (G.O.) bond excess levies
- Excess maintenance & operation levies
- Port district levies
- Public utility district levies

⁹ In 2017 and 2018, the state Legislature temporarily adjusted the state levy rate to provide additional funding for the state’s share of K-12 education. The maximum levy rate in 2019 is \$2.40/\$1,000 AV and in 2020 and 2021 is \$2.70/\$1,000 AV. In 2022, the maximum rate returns to \$3.60/\$1,000 AV.

¹⁰ In reality, there will be more than \$0.50 available if the state is levying less than its maximum \$3.60 and/or the local districts are levying less than the maximum \$5.90.

The chart below demonstrates both the \$10 constitutional and \$5.90 local government limits.



Prorating

Once each taxing district establishes its desired levy amount for the upcoming year, no later than November 30 for cities, the county assessor calculates the levy rate for each taxing jurisdiction based on the assessed valuation within that jurisdiction. The county assessor then adds up the levy rates for each Tax Code Area.

If either the \$10 constitutional limit or the \$5.90 statutory limit is exceeded within any individual Tax Code Area, the county assessor must reduce the local levies to \$10 or \$5.90 according to the statutory formula found in [RCW 84.52.010](#), a process known as “prorating.” Prorating essentially establishes a levy hierarchy, and levies on the lowest rungs of the ladder are reduced or eliminated until the \$10 or \$5.90 limit is no longer exceeded. The formulas for prorating depend on which limit – \$10 or \$5.90 – was exceeded. (Remember that certain levies are exempt from the \$5.90 or \$10 limitations and are not counted for those purposes.)

First, the county assessor must check to make sure that the \$5.90 local limit has not been exceeded within any Tax Code Area. If the \$5.90 limit has been exceeded, the assessor must reduce the affected levies to a total combined rate of \$5.90.

After the assessor has checked the \$5.90 limit and, if necessary, conducted any prorating, the assessor must then make sure the \$10 constitutional limit has not been exceeded. If the \$10 limit has been exceeded within any Tax Code Area, the assessor must reduce the affected levies to a total combined rate of \$10.

The prorating order for both the \$5.90 and \$10 limits is shown on the next page. In general, the city general fund levy is protected from prorating. However, some other city levies may be subject to prorating.

Since the levy rate within each taxing district must be uniform, any taxing district affected by prorating must reduce its levy throughout the entire district, and not just within the affected Tax Code Area.

For a more detailed discussion of prorating, including examples, refer to the [DOR Levy Manual](#).

Property Tax Prorating Order ([RCW 84.52.010](#))

\$5.90 reductions take place first, followed by \$10 reductions

Levy Type	\$5.90 Reduction Order	\$10 Reduction Order
(a) County road levy shift*	1st	1st
(b) City fire pension levy* – only if city is annexed to fire/library district		
Flood control zone district – up to \$0.25 if protected under RCW 84.52.816	—	2nd
King County transit levy	—	3rd
(a) Fire protection district – up to \$0.25 if protected under RCW 84.52.125	—	4th
(b) Regional fire authority – up to \$0.25 if protected under RCW 84.52.125		
County criminal justice	—	5th
County ferry district	—	6th
Metropolitan park district of 150,000+ population – up to \$0.25 if protected under RCW 84.52.120	—	7th
(a) County land conservation futures	—	8th
(b) Affordable housing		
(c) EMS – first \$0.20		
EMS – remaining \$0.30	—	9th
Cultural access program	2nd	10th
(a) Park and recreation district	3rd	11th
(b) Park and recreation service area		
(c) Cultural arts, stadium, and convention district		
(d) City transportation authority (monorail)		
Flood control zone district – portion not protected under RCW 84.52.816	4th	12th
(a) Public hospital district – first \$0.25	5th	13th
(b) Metropolitan park district – first \$0.25, if not protected under RCW 84.52.120		
(c) Cemetery district		
(d) All other junior taxing districts not otherwise mentioned in this chart		
Metropolitan park districts created in 2002 or later – remaining \$0.50	6th	14th
(a) Fire protection district – \$1.00 under RCW 52.16.140/RCW 52.16.160 , if not protected under RCW 84.52.125	7th	15th
(b) Regional fire authority – \$1.00 under RCW 52.26.140(1)(b) and (1)(c), if not protected under RCW 84.52.125		
(a) Fire protection district – \$0.50 under RCW 52.16.130	8th	16th
(b) Regional fire authority – \$0.50 under RCW 52.26.140(1)(a)		
(c) Library district		
(d) Public hospital district – remaining \$0.50		
(e) Metropolitan park districts created in 2001 or earlier – remaining \$0.50		
(a) County current expense levy	9th	17th
(b) City regular (general fund) levy		
(c) County road levy		
Regional transit authority	—	
State school levies	—	18th
(a) Port district	—	—
(b) Public utility district		
(c) Excess levy		
(d) G.O. bond levy		

* Not officially considered “prorating” under [RCW 84.52.010](#). However, neither a road levy shift (see [RCW 84.52.043](#)) nor a city firefighters’ pension fund levy (if the city is annexed to a library district, fire district, or regional fire authority – see [RCW 41.16.060](#)) may cause any other taxing district to have its levy reduced. These levies must be reduced, eliminated, or “bought down” before prorating takes place.

Buy-Down Agreements

If either the \$5.90 or \$10 limits are going to be exceeded, state law allows taxing districts to potentially reduce the impacts of prorationing through the use of levy “buy-down” agreements ([RCW 39.67.010](#) and [RCW 39.67.020](#)). A buy-down agreement allows a taxing district to avoid prorationing by paying another taxing district to reduce its levy so that the \$5.90 or \$10 levy limits are no longer exceeded.

If a city levy is in danger of being reduced or eliminated through prorationing, the city can potentially buy down the levy rate of a smaller taxing district (such as a park district or cemetery district) within the affected Tax Code Area. We suggest buying down the levy rate of the jurisdiction with the lowest assessed valuation, which will minimize the city’s buy-down costs.

A levy buy-down also may be politically prudent in case a city levy increase, such as a levy lid lift, might cause the levy of a junior taxing district to be reduced through prorationing.

If a buy-down agreement is signed, the city must notify the governing bodies of every taxing district whose property tax levy could be adversely impacted by the agreement.

For examples of buy-down agreements, visit MRSC’s [Sample Document Library](#).



REGULAR LEVY (GENERAL FUND)

Quick Summary

- Primary source of property tax revenues for cities – revenues are unrestricted and may generally be used for any lawful governmental purpose.
- Maximum levy rate varies between \$1.60 and \$3.825 depending on whether city is annexed to a fire district/library district, participates in a regional fire authority, and/or has a fire pension fund.

RCW: [84.52.043\(1\)](#); other statutes may apply

The general fund levy – often referred to as simply the “regular” property tax levy – is the primary source of property tax revenue for any city or town.¹¹ The maximum levy rate depends on whether the city is annexed to a fire protection district or library district, participates in a regional fire authority (RFA), or has a pre-LEOFF firefighter’s pension fund.¹²

- **If your city IS NOT annexed to a fire district or library district and does not participate in a regional fire authority:** Your maximum levy rate is \$3.375 per \$1,000 assessed value ([RCW 84.52.043\(1\)](#)).
- **If your city IS annexed to a fire district or library district or participates in a regional fire authority:** Your maximum levy rate is \$3.60 per \$1,000 assessed value, minus the actual regular levy rate(s) imposed that year by those districts that the city is annexed to.¹³ Fire districts and regional fire authorities have a maximum regular levy rate of \$1.50,¹⁴ while library districts have a maximum regular levy rate of \$0.50.¹⁵ Depending on which districts your city is annexed to and what their levy capacity is, your city’s levy rate may be reduced as low as \$1.60.

Note: Your city levy rate is *not* impacted by any library/fire excess levies, voted general obligation bond levies, or fire district EMS levies.

- **If your city has a pre-LEOFF firefighters’ pension fund:** You may impose an additional levy of up to \$0.225 on top of the rates listed above ([RCW 41.16.060](#)). The use of these funds has been extended to include LEOFF 1 medical benefits, and the city’s fire pension levy authority will expire when there are no longer any pre-LEOFF or LEOFF 1 retiree medical obligations remaining.

See the table on the next page for a summary.

¹¹ Technically speaking, most local government levies (except for voted excess levies) are considered to be “regular” levies. This includes some other levies that may be imposed by cities, such as EMS levies. See the definition in [RCW 84.04.140](#).

¹² The firefighters’ pension fund levy under [RCW 84.52.763](#) and [RCW 41.16.060](#) is available to all cities and towns that had a regularly organized, full-time, paid fire department employing firefighters entitled to benefits under a pension system in existence before March 1, 1970 – the date that the statewide Law Enforcement Officers’ and Fire Fighters’ Retirement System (LEOFF) took effect.

¹³ See [RCW 84.52.769/RCW 52.04.081](#) for fire protection districts, [RCW 84.52.044](#) for regional fire authorities, and [RCW 27.12.390](#) for library districts.

¹⁴ The maximum fire protection district levies are provided in [RCW 52.16.130](#), [RCW 52.16.140](#), and [RCW 52.16.160](#). The maximum regional fire authority levies are provided in [RCW 52.26.140](#). However, the maximum levy rates will be reduced to \$1.00 if the fire district/RFA imposes fire benefit charges (see [RCW 52.18.065](#) and [RCW 52.26.240](#)).

¹⁵ The maximum library district levies are provided in [RCW 27.12.050](#), [RCW 27.12.150](#), and [RCW 27.12.420](#).

Summary of Maximum Regular (General Fund) Levy Rates for Cities

City is:		Maximum levy rate per \$1,000 AV	
Annexed to library district?	Annexed to fire district/RFA?	Without fire pension fund	With fire pension fund
No	No	\$3.375	\$3.60
Yes	No	\$3.10* <i>(\$3.60 minus \$0.50 library levy)</i>	\$3.325* <i>(\$3.60 plus 0.225 fire pension levy minus \$0.50 library levy)</i>
No	Yes	\$2.10* <i>(\$3.60 minus \$1.50 fire levy)</i>	\$2.325* <i>(\$3.60 plus \$0.225 fire pension levy minus \$1.50 fire levy)</i>
Yes	Yes	\$1.60* <i>(\$3.60 minus \$1.50 fire levy minus \$0.50 library levy)</i>	\$1.825* <i>(\$3.60 plus \$0.225 fire pension levy minus \$1.50 fire levy minus \$0.50 library levy)</i>

* Maximum "safe" levy rate, assuming fire/library districts levy their maximum rates.

Note that this table shows the maximum "safe" levy rates, assuming that the fire district, library district, and/or regional fire authority levies its maximum possible rate. For instance, if your city does not have a firefighters' pension levy and is annexed to a fire district that only levies \$1.00, your maximum statutory levy rate will increase to \$2.60 per \$1,000 AV (\$3.60 minus \$1.00). Likewise, if your city has a firefighter's pension fund and is annexed to a library district that only levies \$0.30, your maximum statutory levy rate will increase to \$3.525 per \$1,000 AV (\$3.60 minus \$0.30 plus \$0.225).

While this might provide your city with extra revenue potential, you should proceed cautiously. If your city levy rate is higher than the "safe" levy rate, you may be forced to reduce your levy in the future if the fire/library district or RFA increases its levy rate. This can cause significant fiscal distress if the city had not strategically anticipated the possibility.

Use of Revenues

General fund levy revenues are generally unrestricted and may be used for any lawful governmental purpose, with two possible exceptions:

- **Levy lid lifts.** If voters approved a levy lid lift (see [Levy Lid Lifts](#)) for the general fund where the revenues were authorized for a specific purpose, the extra revenue resulting from the levy lid lift must be used for the purpose(s) stated in the ballot measure.
- **City fire pension levy.** While this is considered part of the general fund levy, the extra levy rate up to \$0.225 is restricted for the firefighters' pension fund unless the city has a qualified actuary make a determination that all or part of the additional levy is unnecessary to meet the requirements of the pension fund, in which case the levy may be omitted, reduced, or used for any other municipal purpose.

If the city no longer has any pre-LEOFF firefighter beneficiaries receiving benefits, the levy may be used for LEOFF 1 medical benefits ([RCW 41.26.150\(1\)](#)), and any amount remaining after the LEOFF 1 medical benefits may be spent for any other municipal purpose. The city's fire pension levy authority will expire when there are no longer any LEOFF 1 retiree medical obligations remaining.

1% Annual Levy Limit

The general fund levy is subject to the 1% annual "levy lid" (see [The 1% Annual Levy Lid Limit \("101% Limit"\)](#)). If your city's assessed value is increasing more than 1% per year, excluding new construction and state-assessed utilities, your levy rate will begin to decrease as a result. However, if you are levying less than your statutory maximum rate, your city can potentially increase its regular levy above the 1% annual levy lid using non-voted banked capacity (if available – see [Banked Capacity](#)) or a voted levy lid lift (see [Levy Lid Lifts](#)).

Prorationing

The general fund levy is subject to both the \$5.90 local limit and \$10 constitutional limit (see [Maximum Aggregate Levy Rates](#)). However, it is among the very last levies that would be ever subject to prorationing. In the event that either the \$5.90 or \$10 constitutional limits are exceeded, there should be no impact on the city general fund levy.

However, the firefighters' pension levy (for those few cities that levy it) does not have the same protection. If the city is annexed to a library district or fire protection district, [RCW 41.16.060](#) states that the city may not levy the firefighters' pension tax if it causes the combined levies of all taxing districts to exceed the \$5.90 or \$10 limits. This provision does not apply to cities that are not annexed to a library district or fire protection district.¹⁶ If the city is annexed and either the \$5.90 or \$10 limits are exceeded, the fire pension levy must be reduced, eliminated, or "bought down" before any prorationing can be calculated by the county assessor.

¹⁶ To understand why, consider that the general fund statutory maximum levy rate for a city that has a firefighters' pension fund and is not annexed is \$3.60 per \$1,000 AV (\$3.375 plus \$0.225). If the city is annexed, on the other hand, the maximum combined levy rate for the city, fire district, and library district combined increases to \$3.825 per \$1,000 AV (\$3.60 plus \$0.225).

AFFORDABLE HOUSING LEVY

Quick Summary

- Property tax – additional levy up to \$0.50 per \$1,000 assessed valuation.
- Revenues restricted to finance affordable housing for “low-income” and “very low-income” households.
- Requires simple majority voter approval.
- Subject to \$10 constitutional limit but not \$5.90 limit.

RCW: [84.52.105](#)

Any city or town may impose a property tax levy up to \$0.50 per \$1,000 of assessed valuation to finance affordable housing for “very low-income” households and affordable homeownership for “low-income” households ([RCW 84.52.105](#)). The levy may be imposed each year up to 10 consecutive years and requires voter approval.

Counties also have similar authority under the same statute, but the combined city/county levy rate may not exceed \$0.50 per \$1,000 AV.

Use of Revenues

Originally, the revenues could only be used to finance affordable housing for very low-income households. The statute defines “very low-income household” as:

[A] single person, family, or unrelated persons living together whose income is at or below fifty percent of the median income, as determined by the United States department of housing and urban development, with adjustments for household size, for the county where the taxing district is located.

Effective October 1, 2020 the state legislature also authorized the revenues to be used for affordable homeownership, owner-occupied home repair, and foreclosure prevention programs for “low-income households.” The definition of “low-income household” is identical except that households are eligible if their income is at or below 80% of the county median income.

Before imposing the levy, the city must declare the existence of an emergency with respect to the availability of affordable housing for low-income or very low-income households within its jurisdiction and adopt an affordable housing finance plan for the expenditure of the levy funds to be raised. The adopted plan must be consistent with either the locally adopted or state-adopted comprehensive housing affordability strategy, required under the National Affordable Housing Act ([42 U.S.C. Sec. 12701](#)).

Ballot Measure Requirements

An affordable housing levy must be approved by a simple majority vote, and there are no validation/minimum voter turnout requirements. The statute does not specifically address when this levy may be presented to the voters, which leads us to conclude that the ballot measure can be presented at any special, primary, or general election.

According to MRSC’s [Local Ballot Measure Database](#), Bellingham and Vancouver are the only two cities that have presented this levy to the voters in recent years, and both were successful (although other cities have used levy lid lifts, sales taxes, or other revenue sources for affordable housing purposes).

1% Annual Levy Lid Limit

The affordable housing levy is subject to the 1% annual “levy lid” (see [The 1% Annual Levy Lid Limit \(“101% Limit”\)](#)). If your city’s assessed value is increasing more than 1% per year, excluding new construction and “add-ons,” your levy rate will begin to decrease as a result. However, since affordable housing levies are temporary and will expire after no more than 10 years, the 1% levy lid is probably not a big concern. Any adjustments to produce more revenue can be made in the reauthorization ballot measure.

Prorationing

The affordable housing levy is not subject to the \$5.90 local limit, but it is subject to the \$10 constitutional limit and may be subject to prorationing if the \$10 limit is exceeded (see [Maximum Aggregate Levy Rates](#)). However, this levy is fairly high on the prorationing “ladder” and there are a number of other local government levies that would be reduced or eliminated prior to the affordable housing levy.

In the event that both a county, and a city or town within the county, pass affordable housing levies, the combined rates of these levies may not exceed \$0.50 per \$1,000 of assessed valuation in any area within the county. If the combined rates exceed \$0.50, the levy of the last jurisdiction to receive voter approval must be reduced or eliminated so that the combined rate does not exceed \$0.50.



CULTURAL ACCESS PROGRAM (CAP) LEVY

Quick Summary

- Property tax – additional levy with maximum rate based on retail sales.
- Revenues are restricted and may only be used for specified cultural purposes.
- Subject to \$5.90 limitation and \$10 constitutional limit.
- Requires voter approval.

RCW: [84.52.821](#); [chapter 36.160](#)

Any city may impose an additional property tax levy for up to seven consecutive years to benefit or expand access to nonprofit cultural organizations ([RCW 84.52.821](#); [chapter 36.160 RCW](#)). The measure requires voter approval.

Every county except King County¹⁷ has similar authority under the same statute. While the statutory language is not entirely clear, it is our interpretation that a city and a county may *not* impose this levy concurrently. In other words, if the county has enacted this levy and created a cultural access program, no city within that county may impose this levy as long as the county’s levy is in place. But if the county has not imposed such a levy, or if the county’s levy expires and is not renewed, the city may submit this measure to voters.

While most of the provisions within [chapter 36.160 RCW](#) refer specifically to counties, not cities, [RCW 36.160.030](#) states that if a city creates a cultural access program, “all references in this chapter to a county must include a city that has exercised its authority under this subsection, unless the context clearly requires otherwise.”

Use of Revenues

The revenues must be used in accordance with [RCW 36.160.110](#), which is very detailed. Originally King County had separate funding criteria than the rest of the state, but effective June 11, 2020 all cities and counties statewide are subject to the same criteria. The funds may be used for a number of purposes related to cultural access programs, including start-up funding, administrative and program costs, capital expenditures or acquisitions, technology, and public school programs to increase cultural program access for students who live in the city.

A “cultural organization,” as defined in [RCW 36.160.020](#), must be a 501(c)(3) nonprofit corporation with its principal location(s) in Washington State and conducting a majority of its activities within the state. The primary purpose of the organization must be the advancement and preservation of science or technology, the visual or performing arts, zoology (national accreditation required), botany, anthropology, heritage, or natural history.

State-related cultural organizations are eligible, but the funding may not be used for local or state government agencies, radio/TV broadcasters, cable communications systems, internet-based communications services, newspapers, magazines, or fundraising organizations that redistribute money to multiple cultural organizations.

The city may not use the funding to replace or supplant existing funding ([RCW 36.160.050](#)). The city must affirm that any funding it usually and customarily provides to cultural organizations will not be replaced or materially

¹⁷ King County may only impose a cultural access program sales tax and may not impose a cultural access program levy. See [RCW 36.160.080\(1\)\(b\)](#).

diminished. If the organization receiving funds is a state-related cultural organization, the funds received may not replace or materially diminish state funding.

Ballot Measure Requirements

The city must adopt an ordinance to impose the levy and the ballot proposition must set the total levy amount and estimated levy rate to be collected in the first year of the levy. The levy amount for the first year may not exceed an amount equal to:

The total taxable retail sales and taxable uses in the county or the city levying the property tax for the most recent calendar year as reported by the department multiplied by one-tenth of one percent. Any county or city levying the property tax in this section must calculate the total dollar amount to be collected using the most recent calendar year publicly available data of taxable retail sales published on the department's web site. ([RCW 84.52.821\(1\)](#))

The property tax may be submitted at any special, primary,¹⁸ or general election and must be approved by a simple majority of voters. There are no validation/minimum voter turnout requirements. According to MRSC's [Local Ballot Measure Database](#), as of 2022 no cities, towns, or counties have attempted to use this property tax option.

1% Annual Levy Limit

The cultural access program levy is subject to the 1% annual "levy lid" (see [The 1% Annual Levy Lid Limit \("101% Limit"\)](#)). If your city's assessed value is increasing more than 1% per year, excluding new construction and "add-ons," your levy rate will begin to decrease as a result. However, since cultural access program levies are temporary and must be re-submitted to voters after no more than seven years anyways, the 1% levy lid is probably not a big concern. Any adjustments to produce more revenue can be made in the reauthorization ballot measure.

Prorationing

The cultural access program levy is subject to both the \$5.90 local limit and \$10 constitutional limit and may be subject to prorationing if either limit is exceeded (see [Maximum Aggregate Levy Rates](#)). In particular, if the \$5.90 limitation is exceeded, the cultural access levy will be the very first levy to be reduced or eliminated (unless the county has a road levy shift in place, in which case the road levy shift must be reduced or eliminated first).

Sales Tax Alternative

Any city, town, or county may also impose a retail sales tax under [RCW 82.14.525](#) for cultural access programs (see [Cultural Access Program \(CAP\) Sales Tax](#)). From a revenue standpoint, the property tax and sales tax options are roughly equivalent: the amount of revenue generated by the property tax may not exceed 0.1% of the retail sales in the city for the most recent calendar year and both are capped at seven-year increments. However, the property tax option requires voter approval, while voter approval is optional for the sales tax. In addition, the property tax levy could potentially be reduced or eliminated through prorationing if the \$5.90 or \$10 property tax caps are exceeded.

Counties (and, by extension, cities) may not implement the property tax and the sales tax options concurrently ([RCW 36.160.080](#)).

¹⁸ [RCW 84.52.821](#) states that the tax must be submitted at "a special or general election," which at first glance might seem to rule out the August primary election. However, [RCW 29A.04.321\(2\)](#), which establishes the election schedule for local governments, authorizes the county to call up to four "special elections" each year, including the primary election. So for these purposes, "special election" includes the primary election.

EMERGENCY MEDICAL SERVICES (EMS) LEVY

Quick Summary

- Property tax – additional levy up to \$0.50 per \$1,000 assessed valuation.
- Revenues are restricted to the provision of emergency medical care or services.
- May be imposed for 6 years, 10 years, or permanently.
- Requires voter approval.
- Subject to \$10 constitutional limit but not \$5.90 limit.

RCW: [84.52.069](#)

Any city or town – as well as any county, emergency medical service district, public hospital district, urban emergency medical service district, regional fire protection service authority, or fire protection district – may impose a property tax levy up to \$0.50 per \$1,000 of assessed valuation to provide for emergency medical care or emergency medical services (EMS, [RCW 84.52.069](#)). The levy may be imposed for 6 years, 10 years, or permanently, and it requires voter approval.

However, no city may impose an EMS levy if it is located within another taxing district that imposes an EMS levy. The only exception is for countywide EMS levies: If the county has imposed an EMS levy less than the \$0.50 statutory maximum, any taxing district within the county may impose a levy so long as the combined levies do not exceed \$0.50. For instance, if the county imposes a \$0.30 EMS levy, a city within the county may impose an EMS levy up to \$0.20 per \$1,000 AV.¹⁹

Use of Revenues

EMS levies must be used for emergency medical care or emergency medical services, including related personnel costs, equipment, supplies, vehicles and structures associated with emergency medical care and services.

Ballot Measure Requirements

An EMS levy may be presented to the voters at any special, primary,²⁰ or general election. The ballot measure must conform to [RCW 29A.36.210](#), including specifying whether the levy will be imposed for 6 years, 10 years, or permanently.

No city or other taxing district may place an EMS levy on the ballot at the same election as a countywide EMS levy. If the county imposes a temporary 6-year or 10-year EMS levy below the maximum \$0.50 rate, any subsequent temporary EMS levy approved by a taxing district within the county must expire at the same time as the countywide levy.

¹⁹ There are also two specific exceptions for Bothell (urban EMS district under [RCW 35.21.762](#)) and Milton ([RCW 84.52.069\(10\)](#)) to address the fact that they are both located partially within King County (which has a countywide EMS levy) and partially within another county that does not impose an EMS levy (Snohomish County and Pierce County, respectively).

²⁰ [RCW 84.52.069](#) states that the levy must be submitted at “a special or general election,” which at first glance might seem to rule out the August primary election. However, [RCW 29A.04.321\(2\)](#), which establishes the election schedule for local governments, authorizes the county to call up to four “special elections” each year, including the primary election. So for these purposes, “special election” includes the primary election.

The ballot language and approval requirements depend on several factors:

For 6-year or 10-year EMS levies: The initial imposition of a 6-year or 10-year EMS levy requires a 60% supermajority vote, subject to minimum voter turnout requirements (see [Validation/Voter Turnout Requirements](#)). For the “subsequent renewal” of a previously imposed EMS levy, at the same levy rate that voters already approved (or less), a simple majority vote is all that is required, with no validation.²¹

For a permanent EMS levy: A permanent EMS levy requires a 60% supermajority vote, subject to minimum voter turnout requirements (see [Validation/Voter Turnout Requirements](#)). In addition, if a city imposes a permanent EMS levy, it must account separately for the receipt and expenditure of the EMS levy monies ([RCW 84.59.069\(3\)](#)) and provide a statement of accounting that is updated at least every two years and made available to the public upon request at no charge.

For a permanent EMS levy, you must also provide for a referendum procedure to apply to the ordinance imposing the tax ([RCW 84.52.069\(4\)](#)), regardless of whether your city has otherwise adopted powers of initiative and referendum. The referendum procedure must specify that a referendum petition may be filed at “any time.” The procedures and requirements of this referendum provision are unique to the EMS levy and supersede the procedures provided under all other statutory or charter provisions for initiative or referendum. For examples of referendum language, see MRSC’s [EMS Levies webpage](#). However, EMS levies tend to be pretty popular, and we are not aware of any EMS levy referendums that have been attempted recently.

According to MRSC’s [Local Ballot Measure Database](#), voters have approved the vast majority (approximately 90%) of city EMS levies in recent years.



If your initial ballot proposition established an EMS levy rate less than \$0.50 per \$1,000 assessed value, any future increases above the initial levy rate approved by voters would be considered the initial imposition of a new levy, requiring 60% supermajority approval with validation. For instance, if a city imposes a permanent EMS levy with an initial rate of \$0.30 per \$1,000 AV and later decides to increase the levy to \$0.50, it would have to submit a new \$0.50 permanent EMS levy to voters. Likewise, if a city imposed a 10-year EMS levy at an initial rate of \$0.30 and then, upon its expiration 10 years later, submits another 10-year levy for \$0.50, the \$0.50 levy is considered the initial imposition of a new levy, rather than the continuation of a previously approved levy.

²¹ Previously, a simple majority vote was only allowed for an “uninterrupted continuation,” but that language changed with 2018 legislation.

Comparison of 6-Year, 10-Year, and Permanent EMS Levies

	6-Year or 10-Year Levy	Permanent Levy
Requirements for initial imposition:	60% supermajority with validation	60% supermajority with validation
Requirements for subsequent renewal:	Simple majority; no validation	N/A
Separate accounting required?	No	Yes
Referendum procedure required?	No	Yes

1% Annual Levy Lid Limit

The EMS levy is subject to the 1% annual “levy lid” (see [The 1% Annual Levy Lid Limit \(“101% Limit”\)](#)). If your city’s assessed value is increasing more than 1% per year, excluding new construction and “add-ons,” your EMS levy rate will begin to decrease as a result. However, if you are levying less than the maximum \$0.50 rate, your city can potentially increase its EMS levy above the 1% annual levy lid through non-voted banked capacity (if available – see [Banked Capacity](#)) or a voted levy lid lift (see [Levy Lid Lifts](#)).

Prorationing

EMS levies are not subject to the \$5.90 local limit but are subject to the \$10 constitutional limit (see [Maximum Aggregate Levy Rates](#)). If the \$10 constitutional limit is exceeded, the EMS levy could potentially be reduced through prorationing, although this is unlikely as there are many other local levies that would be reduced first.

EXCESS LEVIES (OPERATIONS & MAINTENANCE)

Quick Summary

- Property tax – additional levy with no specific levy rate cap.
- Revenues may be used for any lawful governmental purpose, but must be spent in accordance with the purpose(s) specified in the ballot measure.
- Requires voter approval.

RCW: [84.52.052](#), [84.52.054](#)

“Excess” or “special” levies, frequently referred to as “maintenance and operations” or “O&M” levies, are one-year levies²² that impose property taxes over and above the \$5.90 and \$10 constitutional property tax limits. Excess levies are authorized by [RCW 84.52.052](#) and [RCW 84.52.054](#), as well as article VII, section 2(a) of the state constitution. Any city may impose a one-year excess levy with voter approval. There is no restriction on the levy rate or levy amount for an excess O&M levy.

Use of Revenues

Excess O&M levies may be used for any lawful governmental purpose; however, the revenues must be spent in accordance with the purpose(s) specified in the ballot measure.

Because each levy is only for one year, excess O&M levies are often best suited for temporary purposes, such as a short-term project, a one-time expense or purchase, or bridging a temporary revenue shortfall or similar funding emergency. They have also been used effectively to fund gaps created when the timing of an annexation, formation of a special purpose district (such as a metropolitan park district or a regional fire authority), or other boundary change does not match with the assessors’ schedules for adjusting boundaries, leaving a one-year delay before the new property taxes can be levied and collected within the new annexation area or newly formed special purpose district.

Excess O&M levies are generally not ideal for recurring expenses or critical governmental services such as public safety due to the 60% supermajority requirement (see next page) and the fact that the city must go before the voters every single year. If you are relying on excess levies and more than 40% of your voters say “no” one year, your city could face significant fiscal challenges.

However, there are a number of smaller, primarily rural cities and towns with limited revenue options that use excess O&M levies to fund basic general fund services such as public safety and transportation.

If your city is levying its statutory maximum rates and your revenue sources are still not sufficient to fund your ongoing maintenance and operations costs, salaries, etc., it may be prudent to consider other, more permanent revenue sources instead of annual excess O&M levies. However, for some cities with supportive voters, excess levies may still be an option for recurring expenses.

²² For cities, counties, and almost all other taxing districts, excess levies may only be imposed for one year at a time. However, school districts and fire protection districts have separate statutes allowing for multi-year excess levies.

Ballot Measure Requirements

An excess O&M levy may be submitted at any special, primary,²³ or general election and requires 60% supermajority approval, subject to minimum voter turnout requirements (see [Validation/Voter Turnout Requirements](#)).

According to MRSC's [Local Ballot Measure Database](#), about 80% of excess O&M levies submitted by cities have passed in recent years. However, these results are significantly skewed by the small number of cities that are responsible for the vast majority of these levies, as well as the historical custom of the voters in those cities and towns.

1% Annual Levy Limit

Because excess levies may only be imposed for one year at a time, the 1% annual levy lid limit (see [The 1% Annual Levy Lid Limit \("101% Limit"\)](#)) does not apply. To impose an excess levy in subsequent years, the city would have to submit a new excess levy to voters every year.

Prorationing

Excess O&M levies are not subject to the \$5.90 or \$10 limits (see [Maximum Aggregate Levy Rates](#)), so they are not subject to prorationing and will not be affected if either limit is exceeded.

²³ [RCW 84.52.052](#) states that the levy must be submitted at "a special or general election," which at first glance might seem to rule out the August primary election. However, [RCW 29A.04.321\(2\)](#), which establishes the election schedule for local governments, authorizes the county to call up to four "special elections" each year, including the primary election. So for these purposes, "special election" includes the primary election.

G.O. BOND EXCESS LEVIES (CAPITAL PURPOSES)

Quick Summary

- Property tax – excess levy to repay unlimited tax general obligation (G.O.) bonds.
- Revenues are restricted to capital purposes.
- Requires voter approval.

RCW: [84.52.056](#)

Any city, with voter approval, may issue unlimited tax general obligation (G.O.) bonds – also known as U.T.G.O. bonds – for capital purposes (see [RCW 84.52.056](#) and article VII, section 2(b) of the state constitution). Once the bond has been approved and issued, it is repaid through annual excess levies for the duration of the bond.

G.O. bond excess levies provide a stable revenue stream to repay debt and are automatically sized to pay the principal and interest on the bonds due each year (unlike other revenue sources such as levy lid lifts or sales taxes). As soon as the debt has been repaid, the excess levies cease.

If you are considering issuing G.O. bonds for a capital project, it is extremely important to consult your city's bond counsel early in the planning process.

Use of Revenues

U.T.G.O. bonds may only be used for capital purposes, which does *not* include the replacement of equipment.

Ballot Measure Requirements

A U.T.G.O. bond may be submitted at any special, primary, or general election and requires 60% supermajority approval, subject to minimum voter turnout requirements (see [Validation/Voter Turnout Requirements](#)). Such an election may not be held more often than twice per calendar year.

The ballot measure should typically be drafted by your city's bond counsel, since it has peculiar requirements and must authorize both the issuance of the bonds *and* the excess property tax levies.

1% Annual Levy Limit

G.O. bond excess levies are not subject to the 1% annual levy lid limit. The levy amount for each year is calculated according to the length of the obligation and the associated amortization schedule prepared at the time of the bond sale. The annual levy amounts are “right-sized” so that they will repay the exact amount of the debt, including both the principal and the interest.

Prorationing

G.O. bond excess levies are not subject to the \$5.90 or \$10 limits (see [Maximum Aggregate Levy Rates](#)), so they are not subject to prorationing and will not be affected if either limit is exceeded.

REFUNDS AND REFUND LEVIES

Quick Summary

- Taxing districts may increase one or more of their levies to pay for any property tax administrative refunds or refunds due to judgments.
- Refund levies are not subject to the 1% annual levy lid, but may not exceed the district's normal statutory maximum levy rates.
- Does not require voter approval.

RCW: [84.69.020](#) and [chapter 84.68 RCW](#)

In some situations, the city may have to refund property taxes paid by individual property owners or cancel property taxes that were due but not yet paid. There are two types of refunds: administrative refunds ([RCW 84.69.020](#)) and refunds of taxes recoverable by judgment ([chapter 84.68 RCW](#)).

The city may impose additional “refund levies” to pay for these refunds. In effect, this allows the taxing district to collect extra revenue to offset the financial loss from the refunds so that it does not suffer any negative budgetary impacts.

Administrative Refunds

Administrative refunds are made on the order of the county treasurer when taxes were paid more than once or as the result of an error in description, a clerical error in extending the tax rolls, or other errors and mistakes as defined within [RCW 84.69.020](#).

A city may choose whether an administrative refund should be included in the following year's levy, thereby reducing the levy amount received by the amount of the administrative refund, or to levy for the refund. Should the city choose to include the refund in the following year's levy, it must contact the county treasurer to obtain the refund amounts and additionally notify the county assessor of the district's intent. It will be important for the city to work closely with the county on the options available for administrative refunds.

Refunds Recoverable by Judgment

All property taxes placed on the tax roll must be paid; however, the owner of the property being taxed may file a written protest laying out the grounds for either an unlawful or excessive levy amount ([RCW 84.68.020](#)) and bring the issue before the superior or federal court. If the court rules in favor of the property owner, the city must refund the taxes, plus interest, due to the judgment ([RCW 84.68.030](#)).

[RCW 84.68.030](#) and [RCW 84.68.040](#) provide for the creation and maintenance of a fund within the county treasury known as the “Refund Fund.” The fund is to be used to refund to taxpayers the amount of all taxes recoverable by judgments rendered against the taxing district within the preceding 12 months including interest and costs allowed by judgment.

Every year the county shall make a levy for judgment refunds ([RCW 84.68.040](#)) and these levies shall take precedence over all other tax levies for taxing districts that are part of the judgment.

1% Annual Levy Lid Limit

Refund levies are basically a one-year levy and therefore are not subject to the annual 1% levy lid (see [The 1% Annual Levy Lid Limit \(“101% Limit”\)](#)).

Prorationing

Refund levies are subject to the \$5.90 and \$10 limitations (see [Maximum Aggregate Levy Rates](#)), as well as the statutory maximum rate for each respective levy. For instance, if a city’s maximum general fund levy rate is \$3.10 per \$1,000 AV, the general fund levy rate *including* any refund levies cannot exceed \$3.10.

For examples and further details, refer to the DOR [Property Tax Levy Manual](#).



THE 1% ANNUAL LEVY LID LIMIT (“101% LIMIT”)

The “levy lid” – also known as the “1% increase limit” or “101% limit” – restricts how much your city’s levy amount (the total property tax revenue received) can grow each year and was enacted due to concerns about property taxes levies rising faster than inflation.

The levy lid was originally established by the state legislature in 1971, and at that time it essentially stated that a taxing district could not increase its total levy amount more than 6% per year, plus an additional amount for any new construction or improvements. For jurisdictions over 10,000 population, that was further restricted by voters in 1997 with the approval of Referendum 47, which limited the increase to 6% or the rate of inflation, whichever was less, unless the legislative body made a finding of substantial need with a supermajority vote.

Then in 2001, voters passed Initiative 747, which lowered the 6% limit to 1%. In 2007, the initiative was ruled unconstitutional by the state Supreme Court, which stated that the voters had been misled. However, the governor quickly convened a special session of the legislature, which reinstated the 1% limit as approved by voters and established the limitation we know now ([RCW 84.55.010](#) and [WAC 458-19-020](#)).

The 1% annual levy lid applies to all city levies except one-year excess O&M levies, excess levies for the repayment of general obligation bonds, and refund levies.

Here’s how it works:

- **For cities with a population of less than 10,000:** You may not increase your levy amount – the total dollar value of property taxes you receive – more than 1% each year, plus an additional levy amount generated by new construction and “add-ons.”
- **For cities with a population of 10,000 or more:** You may not increase your levy amount – the total dollar value of property taxes you receive – more than 1% or the rate of inflation each year, whichever is lower, plus an additional levy amount generated by new construction and “add-ons.” The rate of inflation is measured by the implicit price deflator (IPD). However, if the IPD falls below 1% you may be able to increase your levy amount the full 1% through a finding of “substantial need” (see [The Implicit Price Deflator and “Substantial Need”](#)).

The city may only exceed these limits through the use of non-voted banked capacity (if available – see [Banked Capacity](#)) or, if the city does not have banked capacity available, a levy lid lift approved by voters (see [Levy Lid Lifts](#)).

The “add-ons,” established primarily in [RCW 84.55.010](#), refer to increases in assessed valuation from the previous year due to:

- New construction and property improvements,
- New annexations ([RCW 84.55.030](#) and [WAC 458-19-035](#))
- Changes in state-assessed utility valuations,
- Construction of certain renewable energy electricity-generating facilities, and
- Increases in assessed value within a tax increment financing area (for more information, see our webpage on [Tax Increment Financing](#)).

The change in assessed valuation due to these add-ons is multiplied by the prior year's levy rate, and the resulting amount is then added to the 1% annual increase to generate the maximum allowable levy for the next year. In practice, this means that a city's total levy amount will typically increase a bit more than 1% each year. See the example on the next page for a simplified example of how the 1% annual limit works, including add-ons.

Example of Hypothetical 1% Levy Lid Limit for City Regular Levy (General Fund)

(assumes city takes maximum possible increase and does not exceed its statutory maximum levy rates)

Year	Levy amount	x 1.01 = 1% increase	+ Increase due to add-ons	= Next Year's Maximum Allowable Levy
1	1,000,000	x 1.01 = 1,010,000	+ 10,000	= 1,020,000
2	1,020,000	x 1.01 = 1,030,200	+ 7,500	= 1,037,700
3	1,037,700	x 1.01 = 1,048,077	+ 12,500	= 1,060,577
4	1,060,577	x 1.01 = 1,071,183	+ 15,000	= 1,086,183
etc...				

In this example, the city increased its prior year's levy the full 1% every year as allowed by statute, but the total levy amount increased roughly 2-3% per year due to the additional amount gained from add-ons. (The example does not include refund levies, if any, which are added on to the city's levy but are not part of the annual 1% levy limit calculations. See [Refunds and Refund Levies](#).)

Your city is not required to increase its levy the full 1% each year, however. If your city decides to levy less than the maximum 1% increase, you can preserve your future levying capacity through the concept of banked capacity (see [Banked Capacity](#)).

Under Washington's budget-based property tax system (see [What is a Budget-Based Property Tax?](#)), the 1% levy limit can cause a city's levy rate (per \$1,000 assessed value) to fluctuate over time. The levy amount each year is divided by the assessed value to calculate the levy rate that property owners must pay. If your assessed valuation is increasing rapidly enough, the 1% limit can result in steady decreases in your levy rate.

For instance, we have added some hypothetical assessed values to the levy amounts from the previous table:

Example of 1% Levy Limit Effect on City Regular (General Fund) Levy Rates

Year	Levy amount	÷ Assessed value	= Levy rate per \$1,000 AV
1	1,000,000	400,000,000	2.50
2	1,020,000	415,000,000	2.46
3	1,037,700	435,000,000	2.39
4	1,060,577	440,000,000	2.41

In Years 2 and 3, the city’s total levy amount (including the increase due to add-ons) increased roughly 2-3% per year, but the city’s total assessed value increased 4-5% per year. Because the assessed value grew faster than the levy amount, the levy rate decreased each year. But in Year 4, the levy amount grew about 3% while the assessed value increased less than 2%. Since the levy amount increased faster than the assessed valuation, the levy rate increased.

The interaction of the assessed value (AV), levy amount (total dollar amount of property tax revenues collected), and levy rate (per \$1,000 AV) can be broadly summarized like this:

If assessed value % increase >	levy amount % increase:	levy rate ↓
If assessed value % increase =	levy amount % increase:	levy rate unchanged
If assessed value % increase <	levy amount % increase:	levy rate ↑ (not to exceed max. levy rate)

It’s important to note that while assessed values can fluctuate, the city may never exceed its normal statutory maximum levy rates. For instance, if your city has a statutory maximum levy rate of \$3.10 for its general fund levy, and increasing your general fund levy the full 1% plus add-ons would cause you to exceed that maximum rate, you would not be able to levy the full 1% increase.

The 1% levy lid obviously restricts revenue growth, which creates challenges when expenses are increasing faster than 1% per year due to inflation, criminal justice costs, labor and benefit costs, and other factors.

While the 1% levy lid places a limitation on the city’s *total* levy amount that may be collected, it does not limit the property taxes due from individual property owners. Because the assessed valuations of different properties fluctuate at different rates depending upon market conditions, some property owners may see their property taxes go up much more than 1%, while other property owners may simultaneously see their property tax bills decrease.

Practice Tip: To determine your city’s maximum allowable levy: Talk to your county assessor and refer to DOR’s [Property Tax Forms](#) webpage, which contains a Highest Lawful Levy Calculation spreadsheet (64 0007).

The Implicit Price Deflator and “Substantial Need”

The implicit price deflator (IPD) only impacts cities with a population of 10,000 or more. If your city or town has a population of less than 10,000, this section does not apply to you.

As noted earlier, the 1% annual levy lid means that cities with a population of 10,000 or more may not increase their levy amounts – excluding the tax increase resulting from new construction and “add-ons” – more than 1% or the rate of inflation, whichever is lower.

The definition of “inflation” for setting a property tax levy ([RCW 84.55.005](#)) is:

“Inflation” means the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent twelve-month period by the bureau of economic analysis of the federal department of commerce by September 25th of the year before the taxes are payable.

The state Department of Revenue (DOR) calculates the IPD using the most recent quarterly numbers reported by the federal Bureau of Economic Analysis (BEA).

Every month BEA publishes an estimate of the quarterly IPD numbers. These quarterly numbers are seasonally adjusted each year in July, and these seasonal numbers form the basis for the prior year IPD number that is used by DOR to calculate inflation. The most recent publication available on September 25 is typically the August publication.

For the most recent IPD information, refer to our [Implicit Price Deflator](#) webpage. We will also inform you through our blog posts or e-newsletters each year when the IPD numbers are officially calculated in September.

If the annual IPD rate is above 1% on September 25: No action is needed. Because the inflation rate exceeded 1%, your city may increase its levy amount the full 1% for next year (plus new revenue generated by “add-ons”).

If the annual IPD rate is below 1% on September 25: Your city may not increase next year’s levy amount above the IPD rate without a finding of “substantial need” (see below). For instance, if the inflation rate is 0.5%, you may not increase next year’s levy amount more than 0.5% (plus new revenue generated by “add-ons”). If deflation occurs and the IPD is negative – which is rare but can happen in a recession – you will actually have to *decrease* your levy amount.²⁴

If the IPD falls below 1%, cities of 10,000 or more may still increase their levy amounts the full 1% if they adopt a resolution or ordinance of “substantial need” ([RCW 84.55.0101](#)). The statute does not define “substantial need,” so each city council must interpret “substantial need” according to its needs and requirements. The city must document its evidence support those needs in written findings that are included within the city ordinance/ resolution. For instance, one example of a substantial need finding would be a documented increase in the costs of services in excess of current inflation factors.

For local governments with five or more members of the legislative body – which is to say, all cities and towns – the substantial need finding requires a “majority plus one” supermajority for passage. For instance, if your city council has seven members, approval requires a vote of at least 5-2 in favor.

For examples of resolutions and ordinance of substantial need, see our [Implicit Price Deflator](#) webpage.

If the IPD is less than 1% and your city is not levying the maximum allowable amount – for instance, the IPD is 0.5% and your city is not increasing its levy at all – but you want to preserve your future levy capacity, you can adopt a resolution or ordinance of “future substantial need” using the same process described above and subject to the same supermajority requirements to “bank” the capacity (see [Banked Capacity](#)).

²⁴ For information on negative inflation, see DOR’s 2009 special notice entitled [Determining the Limit Factor for Increases in Property Tax Levies](#).

BANKED CAPACITY

Quick Summary

- Allows cities to exceed 1% annual levy limit for any of their levies.
- May be restricted depending upon the type of levy being imposed.
- Only available to cities that are levying less than their maximum allowable levy amount and less than their maximum statutory levy rates.
- Does not require voter approval.

RCW: [84.55.092](#)

One way that some cities can exceed the 1% levy lid is through the use of “banked capacity.” This mechanism is available to cities that have levied less than the maximum amount allowed over the years.

Prior to 1986, local governments felt compelled to raise their property tax levies by the maximum amount each year (6% at that time), even if they did not need the revenue, because if they did not levy the maximum increase they would lose that extra levy capacity in the future. It created a “use it or lose it” approach to levy setting.

But now, any city may take less than the maximum allowed 1% levy increase in any given year and preserve (“bank”) the remaining dollar amount to use at some future date ([RCW 84.55.092](#)). With this mechanism, the city’s “maximum allowable levy” calculated under state statute increases the full 1% each year, plus add-ons, as long as it has adopted the required levy ordinance requesting some percentage less than the maximum allowed.

Essentially, a city’s banked capacity is the difference between its maximum allowable levy and its actual levy. If the city is levying its maximum allowable levy, it has no banked capacity available. If a city is levying less than its maximum allowable levy, it has banked capacity available.

In Example #1 on the next page (which is simplified and does not include add-ons), the city does not increase its levy in years 1-5. Each year, the city “banks” the difference between its maximum allowable levy and its actual levy amount. For Year 6, the city faces a revenue shortfall and needs to increase its levy amount, so it uses its banked capacity to increase the levy amount back to the maximum allowable levy, resulting in a one-time levy increase of more than 6%.

Banked Capacity Example #1

Year	Maximum allowable levy <i>1% increase each year*</i>	Actual levy amount	Levy increase	Future banked capacity available: <i>maximum allowable levy minus actual levy</i>
0 (baseline)	1,000,000	1,000,000	N/A	0
1	1,010,000	1,000,000	0%	10,000
2	1,020,100	1,000,000	0%	20,100
3	1,030,301	1,000,000	0%	30,301
4	1,040,604	1,000,000	0%	40,604
5	1,051,010	1,000,000	0%	51,010
6	1,061,520	1,061,520	6.2%	0

* For simplicity, does not include “add-ons”

The same principles apply if the city decides to lower its levy amount, or if it increases its levy but by less than the maximum allowable amount. In Example #2, the city has experienced a revenue windfall in Year 0 and has more money than it needs for the Year 1 budget. Rather than putting the excess funds in a contingency fund or a “rainy day” fund, the city decides to give the taxpayers a break by lowering the property tax.

In Year 1, it lowers the tax by \$50,000, resulting in \$60,000 of banked capacity. In Years 2-5, the city gradually increases the levy amount by \$5,000 per year, or roughly 0.5%. Since this is still less than the allowable 1% increase, the city’s banked capacity continues to grow. For Year 6, the city faces a revenue shortfall and decides to use most of its banked capacity, resulting in a one-time levy increase of over 7%. However, the city did not use all of its banked capacity, so it will still have some banked capacity available in future years.

Banked Capacity Example #2

Year	Maximum allowable levy <i>1% increase each year*</i>	Actual levy amount	Levy increase	Future banked capacity available: <i>maximum allowable levy minus actual levy</i>
0 (baseline)	1,000,000	1,000,000	N/A	0
1	1,010,000	950,000	-5.0%	60,000
2	1,020,100	955,000	0.5%	65,100
3	1,030,301	960,000	0.5%	70,301
4	1,040,604	965,000	0.5%	75,604
5	1,051,010	970,000	0.5%	81,010
6	1,061,520	1,040,000	7.2%	21,520

* For simplicity, does not include “add-ons”

There are no special procedures a city must follow or resolutions it must adopt to bank capacity – you can simply bank capacity by following the normal levy-setting process (see [Annual Levy Certification Process](#)). When you certify the property tax levy to the county assessor (for cities, no later than November 30 under [RCW 84.52.070](#)), you simply state how much you are increasing your levy, both in dollars and in percent. If you are not increasing your levy at all, you would state that you are increasing your levy by \$0, which is a 0% increase. If the percent increase is less than 1%, you automatically bank the excess capacity.

However, if you miss the November 30 deadline or fail to adopt an annual levy ordinance, you cannot increase your levy above the current level, and you cannot bank the capacity for the next year.

To find out whether your city has banked capacity available – and how much – contact your county assessor. If you have banked capacity available, you can use it by simply including some or all of your banked capacity in your annual levy certification ordinance due to the assessor by November 30.



Practice Tip: As noted earlier, cities with a population of 10,000 or more may only increase the maximum allowable levy by 1% or the rate of inflation as measured by the implicit price deflator, whichever is less. This applies to banked capacity, too, since your banked capacity is the difference between your maximum allowable levy and your actual levy.

For instance, if the IPD increases only 0.5% and your city does not increase its levy at all for next year, you may only bank the extra 0.5% capacity next year. However, you can still bank the full 1% capacity if you adopt a resolution or ordinance of “future substantial need,” just as you would a normal resolution or ordinance of “substantial need” (see [The Implicit Price Deflator and “Substantial Need”](#)).

LEVY LID LIFTS

Quick Summary

- Allows cities to exceed the 1% annual levy lid for any of their levies.
- Two basic options:
 - “Single-year” lid lifts allow you to exceed the 1% annual lid for one year only.
 - “Multi-year” lid lifts allow you to exceed the 1% annual lid for up to six years.
- Cannot use a levy lid lift if city is levying its statutory maximum rate.
- Revenues are either unrestricted or restricted depending upon the levy lid being increased.
- Requires voter approval.

RCW: [84.55.050](#)

If your city is levying less than its statutory maximum levy rate per \$1,000 AV, you can exceed the 101% levy lid limit through a voter-approved “levy lid lift.” (See [RCW 84.55.050](#) and [WAC 458-19-045](#), which provides a better understanding of the process than the statute.)

A levy lid lift is not a separate property tax, but rather a way of increasing an existing property tax, such as your general fund levy or EMS levy, above the 1% increase limit. Any city levying a tax rate below its statutory maximum rate may ask the voters to “lift” the levy lid by increasing the tax rate to some amount less than or equal to its statutory maximum rate. If your city is already levying its maximum rate, you cannot use a levy lid lift.

Your city would need to do a separate levy lid lift for each of its respective levies. For instance, you could submit one ballot measure for your general fund levy, but you would have to submit a separate ballot measure for your EMS levy.

Beginning in 2018, cities can exempt senior citizens, disabled veterans, and other people with disabilities (as defined in [RCW 84.36.381](#)) from the tax increase resulting from a levy lid lift if desired. This exemption is optional, and if your jurisdiction is planning a levy lid lift and you want to exempt these individuals, you must state the exemption in the ballot measure placed before the voters. If you choose this option, this will result in two separate assessed valuations for your levy – one that applies to the levy amount below the lid lift, and a somewhat smaller assessed valuation that applies to the levy lid lift portion only.

Levy lid lifts can be quite confusing. Cities have two main options: “single-year” and “multi-year” lid lifts. However, these names can be confusing too, since “single-year” lid lifts typically last for multiple years and can be made permanent.

A good way to think of the difference between “single-year” and “multi-year” lid lifts is: How many years can your total levy increase by more than 1 percent? With a single-year lid lift, you can exceed the 1% annual limit for one year only, and then future increases are limited to 1% (or inflation) for the remainder of the levy. With a multi-year lid lift, you can exceed the 1% annual limit for up to 6 consecutive years.

Which Option is Better?

The answer, of course, is “it depends.” There are a number of key differences between single-year and multi-year lid lifts. A brief summary is below, with more details on the following pages.

Comparison of Levy Lid Lift Options

	“Single-Year” Option	“Multi-Year” Option
Number of years you can exceed the 1% annual levy limit	1	Up to 6
Temporary option	After Year 1, levy amount increases up to 1% annually for specified number of years. After measure expires, levy reverts as if lid lift never occurred.	Lid lift lasts up to 6 years, with annual limit factor specified by city. After measure expires, levy reverts as if lid lift never occurred.
Permanent option	Year 1 levy is used to calculate all future 1% levy increases	Levy amount in final year is used to calculate all future 1% levy increases
May be used for	Any lawful governmental purpose	Any limited purpose stated in the ballot measure
Supplanting restrictions?	None	Cities within King County may not supplant funds
Election date	Any special, primary, or general election	Primary or general election only
Voter approval required	Simple majority	Simple majority

Setting a specific time period (a temporary lid lift) may make the ballot measure more attractive to the voters. But, making it permanent means you can use the funds for ongoing operating expenditures without having to be concerned that you will have to go back to the voters for another lid lift.

When selecting the right levy lid lift option for your city, here are a few key factors to consider:

- How much money you need to raise;
- What you need the revenue for, and for how long (for instance, continued operating costs versus a capital project that will only last a few years);
- How quickly your costs, and property values, are increasing;
- Your desired election date (special, primary, or general); and
- How you think voters will respond to the different alternatives (for instance, a permanent versus temporary tax).

Using Levy Lid Lifts to Repay Debt

Both single-year and multi-year levy lid lifts can be used to repay debt. However, if the levy lid lift is used to repay debt, it may not exceed nine years.



Practice Tip: Many cities consider whether they can use a levy lid lift to circumvent the supermajority voter approval and minimum turnout requirements of a voted general obligation (G.O.) bond. However, if you can get the required 60% approval from voters, a voted G.O. bond repaid by an excess levy (see [G.O. Bond Excess Levies \(Capital Purposes\)](#)), provides several advantages over a levy lid lift:

- Because the excess levy is automatically sized to be sufficient to pay the principal and interest on the bonds due in each year, it is a more stable revenue stream. The amount of revenue generated by a levy lid lift, by comparison, is subject to fluctuation based on the interplay of assessed valuation and levy rate limits or the 1% levy lid (see [The 1% Annual Levy Lid Limit \("101% Limit"\)](#)).
- Because an excess levy is a dedicated revenue stream that cannot be used for other purposes, it will likely be seen as more secure by the bond market and may result in a better rating, and thus lower interest rates for your city to pay.
- The excess levy will be collected as long as necessary to repay the bonds, which is often 20 years or more. If you plan to use a levy lid lift to repay bonds, the levy lid lift cannot last for more than nine years.

Single-Year Levy Lid Lifts

Quick Summary

- Allows cities to exceed the 1% annual levy lid for any of their levies for one year only.
 - If lid lift is temporary, all subsequent levies are limited to a 1% annual increase until the measure expires, at which point the maximum allowable levy reverts to what it would have been without the lid lift.
 - If lid lift is permanent, all subsequent levies are limited to a 1% annual increase and the levy increase never expires or reverts.
- Cannot use a levy lid lift if city is levying its statutory maximum rate.
- Revenues are unrestricted and may be used for any lawful governmental purpose, but must be spent in accordance with the purpose(s) specified in the ballot measure (if any).
- Requires voter approval.

RCW: [84.55.050\(1\)](#)

The single-year levy lid lift is the original version, created in 2001 by Initiative 747 (which lowered the annual levy limit from 6% to 1%). Some people refer to it with a variety of other names, such as “one-bump,” “one-year,” “basic,” “original flavor,” or “plain vanilla.”

The single-year lid lift allows your city to increase its maximum levy by more than 1% for one year only. The resulting amount is then used as a base to calculate all subsequent 1% levy limitations for the duration of the levy.

Single-year levy lid lifts can be temporary or permanent. With a temporary single-year lid lift, the city sets an expiration date for the levy. The temporary lid lift can last for any number of years, but if used to repay debt service it may not exceed nine years.²⁵ The levy lid bumps up more than 1% in the first year, and then that amount is used to calculate all subsequent 1% levy limitations until the measure expires. When the lid lift expires, the levy lid reverts to what it *would have been* if the levy lid lift never existed and the city had increased its levy by the maximum allowable amount each year in the meantime.

With a permanent single-year levy lid lift, the levy lid bumps up more than 1% in the first year, and then that amount is used to calculate all future 1% levy limitations. The measure never expires and the levy lid never reverts. However, future annual increases may not exceed 1% without going to the voters for another lid lift.

See the examples on the next page.

²⁵ Except Thurston County, which may use a levy lid lift up to 25 years for debt service. This exception only applies to the county itself and not to any cities within Thurston County.

Use of Revenues

Single-year lid lifts may be used for any of the city's levies, including the general fund levy, and there are no restrictions on supplanting funds. For instance, you could say a general fund levy lid lift would be for public health programs or for additional money for general government purposes, or you could say nothing at all. In the latter case, by default, it would be for general government purposes. Stating a particular purpose, however, may improve your chances of getting the voters to approve it. If you do state a purpose, the revenues must be spent in accordance with that purpose.

If the single-year levy lid lift is used for debt service, it may not exceed 9 years. However, note that the amount of revenue generated by a levy lid lift is not guaranteed to provide the precise amount of revenue needed to repay the debt, since the revenues generated by the levy lid lift depend upon assessed valuation, levy rate limitations, and the 1% annual levy lid.

Ballot Measure Requirements

Single-year lid lifts may be submitted at any special, primary, or general election and require a simple majority approval. There are no validation (minimum voter turnout) requirements.

A single-year lid lift ballot measure must:

- State the *maximum tax rate* to be imposed in the first year (for instance, \$1.50 per \$1,000 AV).
- If temporary, state the total duration of the levy (number of years).
- If permanent, state that it is permanent or that the dollar amount of the levy will be used for the purpose of computing the limitations for subsequent levies.
- State the exemption for senior citizens and persons with disabilities under [RCW 84.36.381](#), if the city wishes to exempt these individuals

The ballot measure also must comply with [RCW 29A.36.071](#) regarding ballot title composition and length.

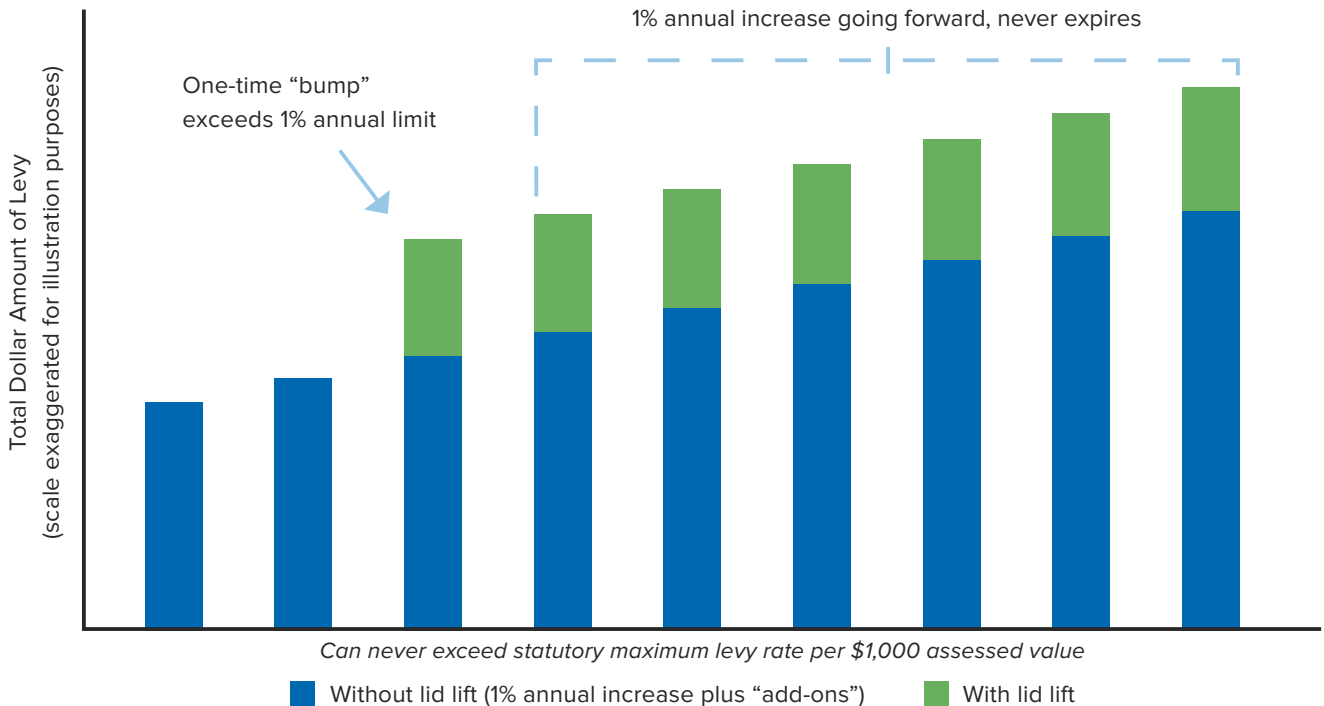
The ballot measure does not have to state the purpose (although doing so is a good idea), the *increase* in the levy rate (for instance, an increase of \$0.20 per \$1,000 AV), or the maximum total levy (for instance, a total levy amount of \$300,000), although some jurisdictions have chosen to include this information. For examples of levy lid lift resolutions and supporting materials, see our [Levy Lid Lifts webpage](#).

According to MRSC's [Local Ballot Measure Database](#), most levy lid lifts submitted by cities in recent years have been single-year levy lid lifts, and about 75% of them have been successful. However, the results may vary significantly between jurisdictions depending upon what the revenue will be used for, local political factors, economic conditions, and other dynamics.

SINGLE-YEAR TEMPORARY LEVY LID LIFT



SINGLE-YEAR PERMANENT LEVY LID LIFT



Multi-Year Levy Lid Lifts

Quick Summary

- Allows cities to exceed the 1% annual levy lid for any of their levies for up to 6 years.
 - If lid lift is temporary, all subsequent levies are limited to a 1% annual increase until the measure expires, at which point the maximum allowable levy reverts to what it would have been without the lid lift.
 - If lid lift is permanent, all subsequent levies are limited to a 1% annual increase and the levy increase never expires or reverts.
- Cannot use a levy lid lift if city is levying its statutory maximum rate.
- Revenues are must be used for any limited purpose.
- Requires voter approval.

RCW: [84.55.050\(2\)](#)

The state legislature added the “multi-year” levy lid lift option in 2003. Unlike the single-year (“one-bump”) levy lid lift, which bumps up once and is then used to calculate the 1% limitation for the remainder of the levy, a multi-year levy lid lift authorizes a jurisdiction to bump up or exceed the 1% limitation *each year* for up to six consecutive years.

Multi-year lid lifts may be temporary or permanent. With a temporary multi-year lid lift, the levy lid bumps up more than 1% each year (up to the limit factor specified in the ballot measure) for up to six years. When the lid lift expires, the levy lid reverts to what it *would have been* if the levy lid lift never existed and the city had increased its levy by the maximum allowable amount each year in the meantime ([RCW 84.55.050\(5\)](#)).

With a permanent multi-year lid lift, the levy lid bumps up more than 1% each year (up to the limit factor specified in the ballot measure) for up to six years. However, the lid lift does not revert and the maximum levy in the final year of the lid lift is then used as the base to calculate all future 1% levy limitations.

See the examples on the next page. Occasionally, a jurisdiction may adopt a “hybrid” approach, in which the levy amount increases more than 1% for up to six years, followed by several years of 1% increases, and then the levy lid lift expires and reverts to what it would have been without the lid lift.

Use of Revenues

A multi-year levy lid lift may be used for any *limited* purpose, and the ballot must state the limited purposes for which the increased levy will be used. Both requirements are more restrictive than a single-year lid lift, which can be used for any lawful governmental purpose with no requirement to state the purpose. The statute does not define how limited a “limited purpose” must be, but some attempt should be made to identify a purpose that is narrower than “any general fund purpose” or “general governmental purposes.”

Multi-year lid lifts may also be used for debt service for up to nine years, in which case they may fall somewhere in between “temporary” and “permanent.” If a multi-year lid lift is used to pay debt service, the increased levy may not last for more than 9 years total. The multi-year lid lift would exceed the 1% limit for up to 6 years, and then the lid would increase up to 1% annually for the remaining years. After no more than nine years, the levy would expire and the levy lid would revert to what it would have been without the lid lift.

However, note that the amount of revenue generated by a levy lid lift is not guaranteed to provide the precise amount of revenue needed to repay the debt, since the revenues generated by the levy lid lift depend upon assessed valuation, levy rate limitations, and the 1% annual levy lid.

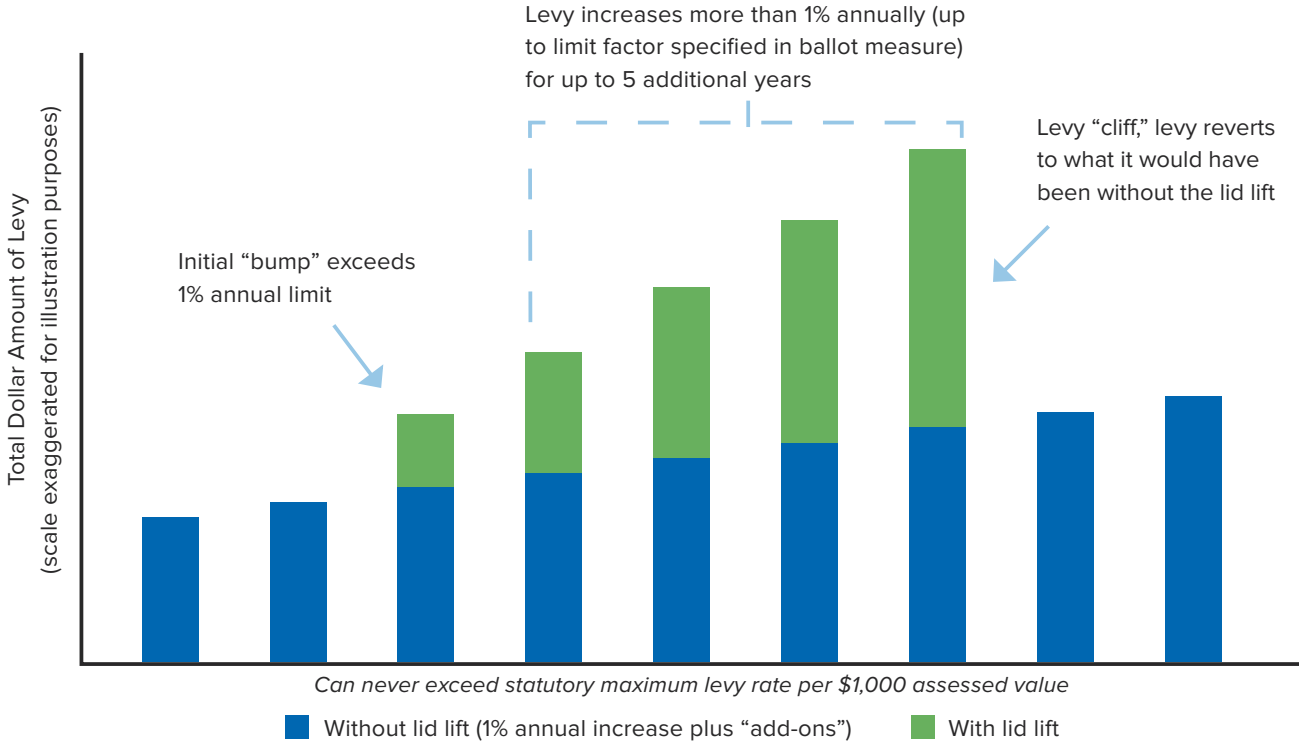
Cities within King County may not use a multi-year levy lid lift to supplant or replace existing funding. For supplanting purposes, “existing funds” means the actual operating expenditures for the calendar year in which the ballot measure is approved by voters. However, it is not considered supplanting if you use the levy lid lift to replace lost funding due to lost federal funds, lost or expired state grants or loans, extraordinary events not likely to reoccur, changes in contract provisions beyond the jurisdiction’s control, and major nonrecurring capital expenditures ([RCW 84.55.050\(2\)\(b\)\(i\)](#)). There is no supplanting restriction for cities located in any other county.

Choosing a Limit Factor

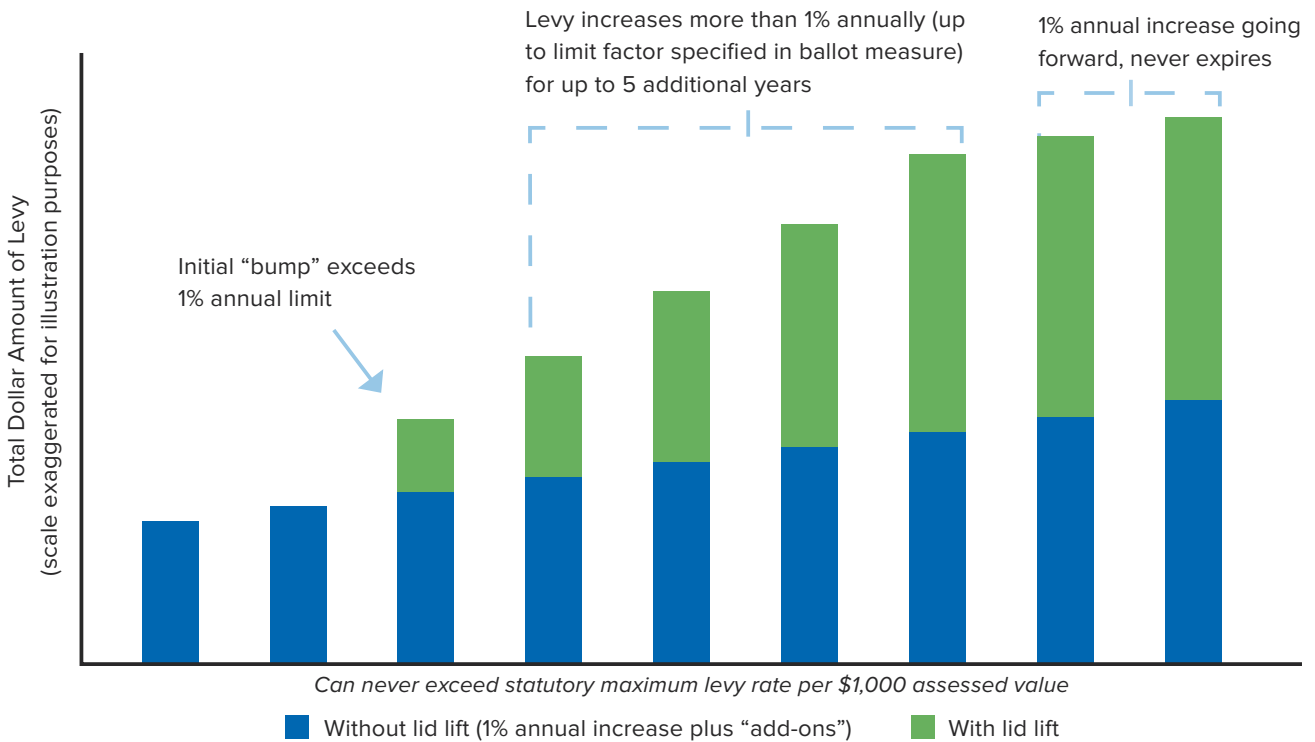
The lift must state the total tax rate *for the first year only* – it *cannot* state the maximum rate in future years. For all subsequent years, the measure must identify a maximum “limit factor” which the total levy amount cannot exceed, which temporarily overrides the normal 1% annual levy lid. If the amount of the increase for a particular year would require a levy rate that is above the city’s maximum levy rate, the assessor will levy only the maximum amount allowed by law.

The limit factor can be stated as an annual percent increase or the rate of change in a specific inflation index, and it does not have to be the same each year. For instance, the limit factor might be 3% annually, or 6% annually for the first two years and 4% annually after that, or the annual inflation increase as measured by an index such as the Consumer Price Index (CPI). However, the ballot title may only have 75 words, so you do not have much space to get too creative or provide too much detail.

MULTI-YEAR TEMPORARY LEVY LID LIFT



MULTI-YEAR PERMANENT LEVY LID LIFT





Practice Tip: If you are using an inflation index such as the CPI for your limit factor, make sure to specify exactly which inflation index (Seattle CPI-U, U.S. City Average CPI-W, etc.) you are using. The federal Bureau of Labor Statistics recommends using a national CPI index for measuring inflation, rather than a regional CPI index such as Seattle-Tacoma-Bellevue. Not only is the Seattle-Tacoma-Bellevue index published less frequently (every two months instead of every month), but it is based on a smaller sample and is therefore more volatile and subject to more measurement error. However, some local jurisdictions within Washington do use the Seattle CPI index for inflation.

In addition, you may want to consider including a provision to the effect of, “the percentage change in the [CPI-U, CPI-W, etc.] or 1%, whichever is greater,” which would allow you to take the normal 1% increase even if inflation falls below 1%. Otherwise, you could be limiting your jurisdiction’s ability to increase its levy if inflation drops below 1% during the multi-year lid lift timeframe. For instance, if the CPI only increases by 0.5% in the second year of your lid lift, you may be limited to a 0.5% increase in your levy amount, which would also reduce your maximum allowable levies in future years.

Ballot Measure Requirements

Multi-year lid lifts may be submitted at any primary or general election, but they may not be submitted at a February or April special election. Multi-year lid lifts require a simple majority vote, and there are no validation (minimum voter turnout) requirements.

A multi-year lid lift ballot measure must:

- State the total levy duration (number of years).
- If permanent, state that it is permanent or that the dollar amount of the levy will be used for the purpose of computing the limitations for subsequent levies.
- State the maximum tax *rate* to be collected in the first year (for instance, \$1.50 per \$1,000 AV)
- State the *limit factor* to be used for all subsequent years (stated as an annual percent increase or inflation index). The amounts do not need to be the same for each year.
- State the exemption for senior citizens and persons with disabilities under [RCW 84.36.381](#), if the city wishes to exempt these individuals

The ballot measure also must comply with [RCW 29A.36.071](#) regarding ballot title composition and length. For examples of levy lid lift resolutions and supporting materials, see our [Levy Lid Lifts webpage](#).

The ballot measure *cannot* state the maximum levy *rate* for subsequent years after the first year, since future rates cannot be calculated without first knowing the levy amount and the assessed valuation for each year. For instance, the ballot measure can state that it will increase the first year levy to \$3.10 per \$1,000 AV, but it *cannot* state that it will maintain the \$3.10 rate for the next five years.²⁶

²⁶ If the intention were to maintain the same levy rate over the lid lift period, the closest you could come would be to choose a “limit factor” in the ballot measure that would be equal to the year-over-year rate of increase in assessed value for your jurisdiction, excluding new construction and other “add-ons.” However, in jurisdictions with rapidly increasing assessed values, the rate could be so high that it might be politically unpalatable to voters.

Below are examples of correct and incorrect ballot measure language for multi-year levy lid lifts. These are examples only, based on real-life instances we have seen. Cities have some flexibility in how they phrase a levy lid lift ballot measure and do not have to follow this exact wording.

CORRECT

This proposition would restore the city's regular property tax levy rate to \$3.00 per \$1,000 of assessed valuation for collection in 2020 and authorizes annual increases up to 6% for each of the succeeding five years...

This proposition would authorize a maximum regular property tax levy rate of \$2.10 per \$1,000 of assessed valuation for collection in 2020 and sets the limit factor for the five succeeding years at 100% plus the annual percentage change in the CPI-W or 1%, whichever is greater...

Both of these ballot measures correctly establish a levy rate for the first year, with a limit factor (percentage increase) for the next 5 years.

INCORRECT

This proposition would increase the city's regular property tax levy rate to \$2.25 per \$1,000 of assessed valuation for collection in 2020, 2021, and 2022...

This measure incorrectly establishes a levy rate for three years.

This proposition would authorize a regular property tax levy rate of \$2.00 per \$1,000 assessed value for collection in 2020, increase the 2021-2023 maximum levies by \$0.30 per \$1,000 assessed value, and increase the 2024-2025 maximum levies by \$0.20 per \$1,000 assessed value...

This measure correctly establishes a levy rate for the first year but then incorrectly increases the levy rate for the next 5 years, instead of establishing a limit factor (percentage increase).

According to MRSC's [Local Ballot Measure Database](#), most of the levy lid lifts that cities have submitted in recent years have been single-year lid lifts, rather than multi-year lid lifts. According to our data, about 75% of those single-year levy lid lifts have been successful, compared to just half of the multi-year levy lid lifts. However, it is difficult to do a direct comparison between the success rates of single-year and multi-year levy lid lifts. Not only is the sample size for multi-year levy lid lifts much smaller and prone to greater fluctuation, but the results also may vary significantly between jurisdictions depending upon what the revenue will be used for, local political factors, economic conditions, and other dynamics.

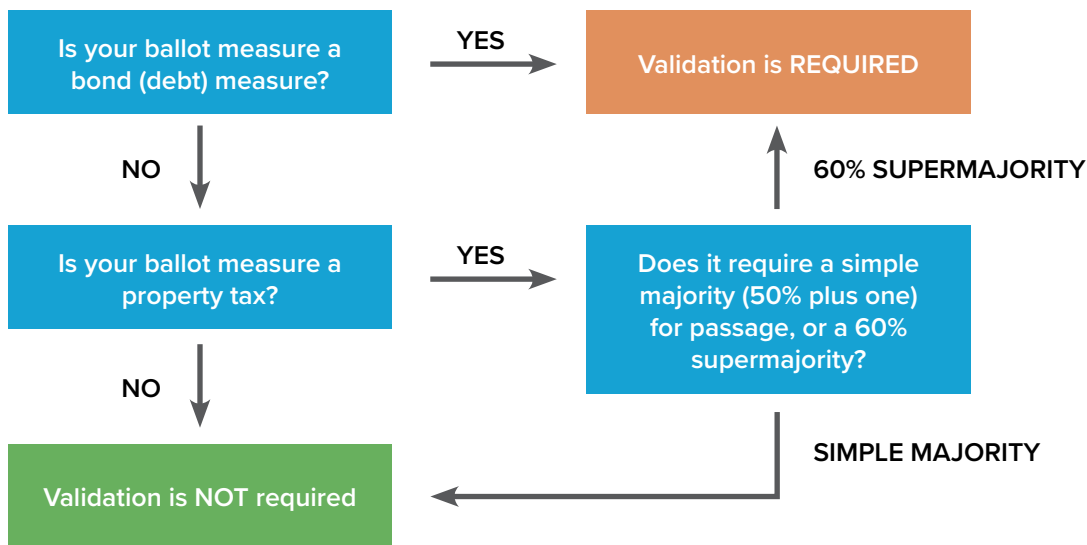
VALIDATION/VOTER TURNOUT REQUIREMENTS

Voted bond measures, and certain voted property taxes, require a 60% supermajority *and* a minimum level of voter turnout, known as “validation.” If voter turnout is too low and a ballot measure does not meet its validation requirements, it will fail.

The only city revenue options requiring validation are bond measures, excess O&M levies, permanent EMS levies, or the initial imposition of a 6-year or 10-year EMS levy. (There are also some other county and special purpose district levies that require validation.) Levy lid lifts, sales taxes, and other voted revenue sources have no minimum turnout requirements and do not require validation.

Below is a fairly simple test to help you figure out which ballot measures require validation. While there is no one single statute addressing validation, it appears the various ballot measure statutes all follow these rules:

Does Your Ballot Measure Require Validation (Minimum Voter Turnout)?



Validation is calculated by comparing the voter turnout in the current election to the most recent general election, which means the validation requirements change from year to year depending on voter turnout the preceding November. Following each general election, the county auditor must determine the number of voters participating in the election for each taxing district (including each city or town) and provide that number to each taxing district (see [WAC 434-262-017](#)).

However, it is up to each taxing district to determine the validation requirements for any of its upcoming ballot measures and to determine whether the measure passed. The county auditor’s office counts the number of “yes” and “no” votes for each ballot measure but is *not* responsible for determining the minimum validation requirements or determining whether the measure passed. Consult your legal counsel and make sure you know whether your ballot measure requires validation and, if it does, what the minimum approval thresholds are.



Practice Tip: Validation is not a problem for most jurisdictions in most years, but it can occasionally create difficulties, particularly in low-turnout elections in years immediately following high-turnout general elections. The highest turnout general elections, invariably, are those corresponding to the United States presidential election and Washington gubernatorial election, which occur on the same cycle every four years. So, pay particular attention to validation if your city is planning to run a bond measure or 60% voted property tax in the year following a presidential election!

Validation Requirements for 60% Voted Property Taxes (Except Bonds)

The validation requirements for EMS levies ([RCW 82.52.069\(2\)](#)) and excess O&M levies ([Washington State Constitution](#), Article VII, Section 2(a)) are spelled out separately, but the requirements are the same. Note that validation is required for permanent EMS levies or the initial imposition of a 6-year or 10-year EMS levy, but not for an EMS levy lid lift or the “subsequent renewal” of an EMS levy at a rate previously approved by voters.

For excess O&M levies and EMS levies requiring validation, the measure must meet one of the following requirements:

- **40% minimum turnout:** The number of voters voting on the proposition must be at least 40% of the number of voters who cast ballots in the taxing district in the most recent state general election, AND the measure must receive at least a 60% “yes” vote.
- **“Backdoor” provision if turnout is under 40%:** If the number of voters voting on the proposition is less than 40% of the number of voters who cast ballots in the taxing district in the most recent state general election, the number of “yes” votes must be at least 60% of 40% (or, in plain English, 24%) of the number of votes cast in the most recent state general election. This means that the measure can still pass with less than 40% turnout, but the required “yes” percentage starts climbing above 60%. Theoretically, a property tax measure could pass with as little as 24% turnout using the “backdoor” method, but that would require the support of 100% of the voters. (This backdoor provision does *not* apply to bond measures.)

For an illustration of how validation works for 60% voted property taxes, see the examples below. In these examples, the number of voters who cast ballots in the city in the most recent general election is 1,000. If the number of voters voting on the proposition is at least 400 (40% of 1,000), the measure requires a 60% supermajority to pass. If the number of voters voting on the proposition is *less* than 400, the “backdoor” provision kicks in and the measure requires at least 240 “yes” votes (24% of 1,000) for passage.

Examples of Validation for 60% Voted Property Taxes (Except Bonds)

Number of voters casting ballots in most recent general election = 10,000

Number of voters voting on proposition	“Yes” votes	“No” votes	Election result	
800	480 (60%)	320 (40%)	PASSED received 60% yes vote	
600	354 (59%)	246 (41%)	FAILED did not receive 60% yes vote	
400	260 (65%)	140 (35%)	PASSED received 60% yes vote	<i>Turnout ≥ 40% of last general election</i>
350	210 (60%)	140 (40%)	FAILED did not receive 240 yes votes	<i>Turnout < 40% of last general election</i>
350	245 (70%)	105 (30%)	PASSED received 240 yes votes	<i>“Backdoor” method</i>

Validation Requirements for Bond Measures

The validation requirements for bond measures are stricter. Every voted bond measure requires a 60% supermajority in favor *and* minimum turnout of 40% compared to the most recent general election. There is no “backdoor” provision for bond measures. If turnout is below the 40% threshold, the bond measure will fail no matter how many “yes” votes it receives.

However, there is a slight discrepancy between the statutory and constitutional requirements for bonds, which creates some uncertainty as to exactly how to calculate bond measure turnout. The [Washington State Constitution](#), Article VII, Section 2(b) states that “the total number of voters *voting on the proposition* shall constitute not less than forty percent of the total number of voters voting in such taxing district at the last preceding general election” [emphasis added].

But [RCW 84.52.056](#)(1) states that “the total number of persons *voting at the election* must constitute not less than forty percent of the voters in the municipal corporation who voted at the last preceding general state election” [emphasis added].

The statutory requirement is slightly less stringent than the constitutional requirement, as the number of people *voting at the election* may be slightly greater than the number of people *voting on the proposition*. This is because ballot propositions sometimes have a small number of “undervotes” (voters who cast a ballot in the election but left that particular measure blank) or “overvotes” (voters selecting more than one choice, in which case the vote is not counted). The difference between the two standards is slight, but to be prudent we recommend using the more restrictive constitutional standard and counting the number of voters *voting on the proposition*.

For an illustration of how bond measure validation works, see the examples below, using the exact same numbers as in the property tax example on the previous page. Again, the number of voters who cast ballots

within the city in the most recent general election is 1,000. If the number of voters voting on the proposition is at least 400 (40% of 1,000), the measure requires a 60% supermajority to pass. But this time there is no “backdoor” provision. If the number of voters voting on the proposition is /ess than 400, the bond measure fails no matter how many “yes” votes it receives.

Examples of Validation for Voted Bond Measures

Number of voters casting ballots in most recent general election = 10,000

Number of voters voting on proposition	“Yes” votes	“No” votes	Election result	
800	480 (60%)	320 (40%)	PASSED received 60% yes vote	
600	354 (59%)	246 (41%)	FAILED did not receive 60% yes vote	
400	260 (65%)	140 (35%)	PASSED received 60% yes vote	<i>Turnout ≥ 40% of last general election</i>
350	210 (60%)	140 (40%)	FAILED did not receive 40% turnout	<i>Turnout < 40% of last general election</i>
350	245 (70%)	105 (30%)	FAILED did not receive 40% turnout	<i>Measure fails</i>

ANNUAL LEVY CERTIFICATION PROCESS

As noted earlier, Washington uses a budget-based property tax system (see [What is a Budget-Based Property Tax?](#)). This means that cities and other taxing districts, as part of their annual budget process, must first establish the total dollar amount of property tax revenue they wish to generate for the upcoming year, subject to several restrictions. Once the total dollar amount is established, the levy rate is calculated based on the assessed valuation and other factors.

All cities must follow certain statutory procedures when setting their budgets, but one of the first steps in the budget process is the forecasting of revenues which includes the amount to be raised by property taxes. For details, see our [Budget Preparation Procedures for Cities and Towns](#) webpage.

When forecasting the amount to be raised by property taxes, all taxing jurisdictions including cities must consider whether they want to increase their levy amounts over last year's and by how much. Upon making this determination and holding the required public hearing ([RCW 84.55.120](#)), you must adopt an ordinance stating both the dollar increase for each levy and the percentage change from the prior year ([RCW 84.55.120](#)).²⁷ This levy increase requirement is *separate* from the levy certification requirement that states the total property tax levy being adopted within the budget. We know many attorneys want to combine these two requirements into one document, but it is a good idea to follow the statutory language and keep them separate.

According to the statutory language, the ordinance for the levy increase may cover a period of up to two years, but it must state the dollar increase and the percent change for each year individually.²⁸ The state Department of Revenue (DOR) [Property Tax Forms](#) webpage, under "Levy Forms," includes sample property tax ordinances (64 0101).

In addition, the city council must certify its desired levy amount for each of its levies to the county assessor no later than November 30 each year ([RCW 84.52.070](#))(2)). If the city fails to follow these requirements or misses the November 30 deadline, it may not increase next year's levy above the current levels.²⁹

DOR encourages cities to use its Levy Certification Form (64 0100) on its [Property Tax Forms](#) webpage.³⁰ DOR likes cities and other taxing districts to use this form because it cuts down on errors. The county assessors can easily see how much property tax each taxing district is asking for, rather than having to plow through an ordinance trying to find the relevant numbers. So, if you submit your DOR levy certification form and property tax levy ordinance together, you will make DOR and your county assessor happy. Be sure the amounts match

²⁷ [RCW 84.55.120](#) states that the taxing district must adopt an "ordinance or resolution," However, the language in this statute was written with all taxing districts in mind. For special purpose districts and some counties, a resolution is the highest level of authority. For cities and towns, an ordinance is the highest level of authority. It is our conclusion that any taxing district must use its highest level of authority to pass this document, which means cities must specifically adopt an ordinance rather than a resolution.

²⁸ Note that the percent change from the prior year's levy expressed in this separate ordinance may be much greater than 1%, even if the taxing district is only taking the maximum allowable 1% increase. That is because the percent expressed in this ordinance is a percentage above the absolute dollar amount levied in the previous year, while the maximum allowable 1% increase is calculated on top of adjustments for new construction, annexations and changes in value of certain state-assessed property. If a taxing jurisdiction is utilizing "banked capacity," the percent expressed in this ordinance will also be greater than 1%. Neither of these situations is cause for alarm and neither violates the 101% levy lid.

²⁹ Counties and certain special purpose districts have December levy certification deadlines, but for cities the deadline is November 30.

³⁰ Note that this form was written on the assumption that the taxing districts adopt their budgets before the levy certification deadline. However, cities are not required to adopt their budgets until December 31, and many cities have not yet adopted their final budgets by November 30, so you might need to edit the last sentence. Rather than saying "which was adopted following a public hearing held on _____," you might say "which will be adopted following a public hearing scheduled to be held on _____."

those in your levy ordinance. These documents may be submitted electronically or via postal service, but either way we recommend you get confirmation that they were received.

If your city has more than one levy – such as an EMS levy or affordable housing levy in addition to your general fund levy – you must adopt a separate ordinance for each levy and fill out a separate levy certification form for each.

Cities with a population of 10,000 or more may also need to adopt a separate ordinance of “substantial need” if the annual inflation rate falls below 1% on September 25 (see [The Implicit Price Deflator and “Substantial Need”](#)).

The levy that your city imposes will be collected during the upcoming calendar year. The year that the levy ordinance is adopted is sometimes referred to as the “levy year,” with the following year when revenues are received referred to as the “collection year.”



Practice Tip: Even if your city is not increasing its levy at all, you should still adopt an ordinance stating that you are increasing your levy by \$0 (a 0% increase) plus the increase due to new construction and add-ons. Doing so will automatically preserve, or “bank,” your future levying capacity, should you decide you need those funds at a later date (see [Banked Capacity](#)).

RECEIPT OF PROPERTY TAX REVENUES

Property taxes are due on April 30 and October 31, with penalties incurred if the payment is more than one month late ([RCW 84.56.020](#)). In some counties, the treasurer transfers the city’s share of the revenue received on a daily basis. In other counties, the treasurer makes the transfer on the 10th day of the month, paying interest on the balances it has held until that time.³¹ This means that cities receive the bulk of their property tax revenue in May and June (for the April deadline) and in November and December (for the October deadline).

Because these revenues are primarily received during two times of the year, cities that are heavily dependent on property taxes should budget in a strategic way to ensure sufficient ending fund balance (cash carryover) and maintain a healthy cash flow from the end of the year to the next property tax receipting cycle. For guidance, see MRSC’s [Fund Balance and Reserve Policies](#) webpage.

³¹ See [RCW 84.56.230](#); [RCW 36.29.110](#); *Seattle v. King County*, 52 Wn. App. 628 (1988), rev. denied, 112 Wn.2d 1002 (1989) (Cities entitled to interest accumulated on tax collection prior to distribution).

Retail Sales and Use Taxes

The State of Washington imposes a 6.5% sales tax on most retail sales within the state, and cities and towns (as well as counties, transit districts, and public facilities districts) can impose local sales taxes on top of the state rate. (For the purposes of this section, “sales tax” means a “sales and use tax” unless otherwise noted.)

Sales tax rates vary from city to city depending on exactly which taxes have been imposed – and at what rates – by the city, county, and other taxing districts.

Most of a city’s sales tax revenue is generated from the “basic” (or “first half”) and “optional” (or “second half”) sales taxes, which are unrestricted and may be used for any lawful governmental purpose. In addition, cities and towns also have a number of other sales tax options available. However, these tax options are less flexible and must be used for certain designated purposes.

Generally speaking, most sales taxes beyond the “first half” and “second half” require voter approval with a simple majority approval. Most sales taxes may be imposed permanently with no maximum duration, but there are some exceptions. The Department of Revenue collects and distributes these local sales taxes, retaining 1% as an administrative fee in most cases ([RCW 82.14.050](#)).³²

Cities and towns were first granted the authority to impose a local sales and use tax in 1970, and at the time it was considered the most significant change in taxing authority in Washington State. Sales taxes are classified as excise taxes by the Washington State Supreme Court. Excise taxes are the broadest category of taxes and include all taxes other than property tax, and the sales and use tax is the largest sector of excise tax.

For the majority of cities and towns in Washington, sales taxes represent the second-largest revenue source in the general fund, preceded only by property taxes. However, there are a significant number of cities where sales taxes represent the largest general fund revenue source. As retail shopping continues to evolve and shift to an Internet-based market, some cities may see shifts in the amount of sales tax income and its importance to the city budget.

In 2008 the State of Washington adopted a destination-based sales tax system known as the “streamlined sales tax.” Under this agreement, the point of sale (the location where sales tax is calculated) is considered to be the point of delivery (i.e. the destination). For example, if you buy office furniture online that is shipped from a warehouse in Auburn and have it delivered to Port Angeles, you will pay the local sales tax rate applicable for the City of Port Angeles. But if you take possession of the merchandise at a retail business location in Auburn, you will pay the local sales tax rate applicable in the City of Auburn.

Sales taxes can be especially advantageous for cities with significant shopping or commercial centers due to the large sales volumes and significant tax revenues that can be generated. They can also be helpful for cities with tourist attractions, since sales taxes can generate extra tax revenue from out-of-town visitors.

Sales taxes also have some drawbacks. In particular, sales tax revenues are particularly sensitive to economic conditions, which means that if the economy slows down or a major retailer closes, city budgets may be hard hit. In addition, Washington’s tax structure – and particularly its heavy reliance on sales taxes and lack of a state income tax – has been criticized as one of the most regressive in the country, meaning the tax burden

³² By statute, the DOR administrative fee is capped at a maximum rate of 2%. However, by contract DOR has established an administrative fee of 1%.

(as a percent of income) falls hardest upon low-income households, who have to spend a large portion of their income on retail goods and basic needs.

But regardless, under current state law sales taxes are one of the largest and most important revenue sources available to cities and towns in Washington State.

WHAT ITEMS ARE TAXED?

Sales taxes apply to most retail sales of “tangible personal property” within Washington, as defined in [RCW 82.04.050](#). In addition, beginning in 2018 the Marketplace Fairness Act requires all “remote sellers” without a physical presence in the state (such as Internet or mail-order retailers) to either collect and remit sales taxes on all purchases or to prominently post and track information on use taxes.

Services to individuals and businesses – things like haircuts, medical bills, consultant fees, etc. – are not “personal property,” and most services are not subject to sales tax. However, some services are subject to sales tax, as listed in [RCW 82.04.050](#). For example, lodging and all other services provided by a hotel, motel, etc. are subject to the retail sales tax, as are landscape maintenance and physical fitness activities.

Local governments must pay and collect sales tax on all taxable purchases, just like any business or consumer, unless there is a specific exemption written into state law. See [RCW 82.08.010\(3\)](#), which defines “buyer,” “purchaser,” and “consumer” to include local government entities, and [WAC 458-20-189](#) which discusses sales tax applicability to local governments and exemptions.

SALES TAX EXEMPTIONS

There are a large number of specific sales tax exemptions listed in [chapter 82.08 RCW](#). These exemptions change with some frequency as new exemptions are written and older ones expire or are repealed. Perhaps the most visible exemptions for consumers are prescription drugs ([RCW 82.08.0281](#)) and groceries ([RCW 82.08.0293](#)), although alcohol, restaurant meals, and prepared foods sold in grocery stores are taxable.

Sales tax exemptions that may be of particular interest to cities include:

- Copies made in response to public records requests ([RCW 82.08.02525](#));
- Sales from one political subdivision to another (or use of another jurisdiction’s personal property) directly or indirectly due to annexations, mergers, incorporations, or contractual consolidations (see [RCW 82.08.0278](#) and [RCW 82.12.0274](#)); and
- Labor and services on transportation projects ([RCW 82.04.050\(10\)](#) and [WAC 458-20-171](#)).

In addition, there is a qualifying sales tax exemption for residents of other states or Canadian provinces for goods they purchase that are to be used out-of-state if those states or provinces either have no sales tax or if the sales tax is less than 3% ([RCW 82.08.0273](#)). The most notable examples are Alaska, Montana, and Oregon residents, who are eligible for this exemption because they do not have a state sales tax.

However, this nonresident exemption was significantly changed effective July 1, 2019. All sales to out-of-state customers must now be taxed at the time of purchase, and the customer must apply for a refund from the state Department of Revenue at a later date. The refund only applies to the 6.5% state portion of the sales tax;

there is no refund provided for any local sales taxes the customer pays (which are described in more detail in the rest of this chapter).

To claim the exemption, the nonresident buyer must keep records of all their taxable purchases in Washington over the course of the calendar year. Once per year, the buyer may request a refund for sales taxes paid on all purchases made in Washington during the previous calendar year. The request must include appropriate documentation of all purchases along with proof of nonresidency.

The minimum refund that may be claimed is \$25 – in other words, nonresidents must spend approximately \$385 or more in Washington, before tax, during a single calendar year to be eligible for this refund. (Since only the 6.5% state portion of the sales tax is refunded, and 6.5% of \$385 is just over \$25.)

WHAT IS A USE TAX?

If purchases are made out-of-state by a Washington resident, business, or governmental entity for use in Washington, and the sales tax paid is less than the rate being levied within their local jurisdiction, state law requires that a “use tax” be calculated and paid to make up the difference (see [chapter 82.12 RCW](#) and [WAC 458-20-178](#)).

For example, if you buy office furniture or equipment in Oregon (where there is no sales tax) and bring it back to Washington, and the sales tax rate in your city is 8.2%, you owe a use tax of 8.2% on the purchase price. Likewise, if you buy similar furniture or equipment in Idaho, where the sales tax rate is 6%, and your local sales tax rate is 8.2%, you owe a 2.2% use tax.

Practically speaking, few individual consumers pay a use tax, unless the purchase is a car or truck where the use tax must be paid before the vehicle can be licensed. Otherwise, use taxes paid by individuals depend on voluntary compliance and remote sellers’ compliance with the Marketplace Fairness Act (see below).

However, Washington businesses typically do pay use taxes on out-of-state purchases because they are subject to regular auditing by the Department of Revenue (DOR). Similarly, cities should be aware that DOR audits local governments on a regular basis to ensure compliance with state tax filing requirements. Failure to pay the appropriate use tax can result in fines and interest due.

Prior to 2018, “remote sellers” without a physical presence in Washington State and those “marketplace facilitators” who facilitated the sale of products provided by remote sellers were not required to charge any sales tax for Internet or mail-order sales, although some opted to do so voluntarily. In situations where neither the remote sellers nor the facilitators charged sales tax, use tax was due but seldom collected.

Beginning in January 2018, the Marketplace Fairness Act in Washington State required almost all remote sellers to either collect sales taxes on purchases delivered to Washington, or to inform consumers that use taxes were due and to provide annual reports on this activity to both the consumer and the state Department of Revenue (DOR). Most remote sellers opted to collect and remit sales taxes directly to DOR, rather than track and report use taxes.

The collection of sales and use tax from remote sellers and marketplace facilitators was reinforced with the 2018 U.S. Supreme Court decision in [South Dakota v. Wayfair, Inc., No. 17-494](#), wherein the Court determined that state and local governments could require remote and Internet sellers to collect sales taxes. As a result of this decision, DOR released notice that remote sellers and marketplace facilitators with \$100,000 or more

of gross retail sales or 200 or more retail transactions during a calendar year are required to collect and remit sales tax on all taxable sales and no longer have the option to report use taxes.

The Marketplace Fairness Act, coupled with the *Wayfair* decision, has resulted in a significant increase in sales tax revenues and should eliminate the vast majority of use tax noncompliance issues for Internet and catalog orders.



“BASIC” SALES TAX/FIRST HALF-CENT

Quick Summary

- Sales tax of 0.5% – revenues are unrestricted and may be used for any lawful governmental purpose.
- Currently imposed by all counties.
- Revenue shared with county.

RCW: [82.14.030\(1\)](#)

Any city or town may impose a non-voted sales and use tax at the rate of 0.5% on any taxable event ([RCW 82.14.030\(1\)](#)). The Department of Revenue calls this tax the “basic” or “regular” 0.5% in its reports, but it is also commonly referred to as the “first half-cent” or “first half” to differentiate it from the “second half-cent” described on the next page.

Counties have the same authority, and as of 2022 every city, town, and county in Washington has imposed the first half-cent. However, the combined city/county rate may not exceed 0.5 percent, so cities and counties must share the revenues as described below.

Use of Revenues

The revenues are unrestricted and may be used for any lawful governmental purpose.

Revenue Sharing

When both the city and county are levying the first half, the county must credit back the full amount of the city’s first half sales tax under [RCW 82.14.040\(1\)](#) so that the combined rate does not exceed 0.5%. However, 15% of the first half-cent collected within the city must then be distributed to the county. In effect, this drops the city’s first half-cent authority to 0.425% (85% of 0.5%), with the remaining 0.075% (15% of 0.5%) going to the county.

See the table below. In addition, the Department of Revenue retains 1% as an administrative fee.

Revenue-sharing for “first half” sales taxes

If city imposes	and county imposes	City taxpayers pay	City’s effective sales tax rate is
0.5%	0.5%	0.5%	0.425% (85% of 0.5%)

“OPTIONAL” SALES TAX/SECOND HALF-CENT

Quick Summary

- Sales tax up to 0.5% – revenues are unrestricted and may be used for any lawful governmental purpose.
- Currently imposed at the maximum rate by all cities and towns except Asotin and Clarkston.
- Revenue shared with county.

RCW: [82.14.030\(2\)](#)

Any city or town may impose an additional non-voted sales tax in increments of 0.1% up to 0.5% ([RCW 82.14.030\(2\)](#)). DOR refers to this as the “optional” sales tax – often referred to as the “second half-cent” or “second half.”

Counties have the same authority to adopt this optional second half sales tax. As with the first half-cent, the total combined city/county rate may not exceed 0.5%, so cities and counties must share the revenue as described below.

As of 2022, every city or town has imposed the full 0.5% second half-cent except for Asotin and Clarkston (which have both imposed 0.3%), while every county has imposed the full 0.5% second half-cent except for Asotin County (which imposes 0.3%).

Implementation requires a majority vote of the legislative body and does not require voter approval. However, changes to the tax rate are subject to possible referendum even if your city has not otherwise adopted powers of initiative and referendum ([RCW 82.14.036](#)).

Use of Revenues

The revenues are unrestricted and may be used for any lawful governmental purpose.

Revenue Sharing

The revenue-sharing provision is similar to the first half/basic 0.5% sales tax. When the county imposes the second half at a rate equal to the city – which all counties have – the county must credit back the full amount of the city’s second half sales tax under [RCW 82.14.040\(2\)](#). The city will then receive 85% of its second half revenues, with the remaining 15% distributed to the county.

For most cities, the city’s rate effectively drops to 0.425% (85% of 0.5%), with the remaining 0.075% (15% of 0.5%) going to the county. For cities in Asotin County, where both the cities and county have imposed a 0.3% sales tax, the city’s rate equates to 0.255% (85% of 0.3%), with the remaining .045% (15% of 0.3%) going to the county.³³

See the examples on the next page. In addition, the Department of Revenue retains 1% as an administrative fee.

³³ Also see [AGO 2006 No. 18](#) for a comprehensive explanation of how the county and city rates interrelate under different scenarios.

Examples of revenue-sharing for “second half” sales taxes

If city imposes	and county imposes	City taxpayers pay	City’s effective sales tax rate is
0.5%	0.5%	0.5%	0.425% <i>(85% of 0.5%)</i>
0.3%	0.3%	0.3%	0.255% <i>(85% of 0.3%)</i>



AFFORDABLE HOUSING SALES TAX CREDIT (HB 1406)

Quick Summary

- Credit against 6.5% state sales tax. Credit is either 0.0073% or 0.0146% depending on whether city had a “qualifying local tax” in place by July 28, 2020.
- Had to be adopted no later than July 27, 2020; expires after 20 years.
- Revenues are restricted and must be used for affordable and supportive housing, including rental assistance. Cities and counties may pool resources.

RCW: [82.14.540](#)

Effective 2019, SHB 1406 established a new affordable housing sales tax credit available to all cities, towns, and counties that chose to participate and adopted an ordinance no later than July 27, 2020. This is a credit against the 6.5% state sales tax rate, so it does not increase the tax rate for consumers but instead shares a portion of the state sales tax with cities, towns and counties. This sales tax distribution will expire 20 years after the jurisdiction first imposed the tax (in either 2039 or 2040).

Participating jurisdictions must submit a report to the state Department of Commerce each year on the collection and use of the revenues by October 1, as prescribed in detail by [WAC 365-240-030](#).

Tax Rate

For participating cities that had a “qualifying local tax” in place by July 27, 2020: the tax rate is 0.0146% of taxable retail sales. A “qualifying local tax” (QLT) is a local property or sales tax that the city has imposed prior to July 27, 2020, with the revenues dedicated solely to affordable housing or related uses. The four QLT options are:

- An affordable housing levy (see [Affordable Housing Levy](#));
- A housing & related services sales tax (see [Housing & Related Services Sales Tax](#));
- A levy lid lift (see [Levy Lid Lifts](#)) that is restricted solely to affordable housing; or
- A mental health and chemical dependency sales tax (see [Mental Health & Chemical Dependency Sales Tax](#)), which only applies to Tacoma.

For participating cities that do not have a qualifying local tax: the tax rate is 0.0073% of taxable retail sales within their jurisdiction, but only if your county also elected to participate. If your county does not participate, the city will receive the full 0.0146% through July 27, 2020, but after that the city will not receive any further sales tax credit revenues. According to AWC, this was due to a drafting error in the legislation; a bill to fix the drafting error and extend the deadline to adopt a qualifying local tax passed the legislature during the 2020 session but was vetoed by the governor due to the unexpected fiscal impacts of the coronavirus pandemic on the state budget.

For participating counties: the tax rate is 0.0146% of taxable retail sales within the unincorporated areas. (Counties do not need a qualifying local tax to receive the maximum distribution.) Within the incorporated areas, participating counties receive 0.0146% minus the city’s tax rate. For instance, if a city has a QLT and receives the full 0.0146%, the county will not receive any revenues from that city’s taxable sales. If a city does not have a QLT,

the participating city will receive the 0.0073% “half share” and the county will also receive a 0.0073% half share within that city.

Maximum Distribution Cap

The legislation sets a cap on the maximum revenues any jurisdiction may receive per state fiscal year (July 1 to June 30). The cap is either 0.0073% or 0.0146% of the taxable retail sales within the jurisdiction during the 2019 state fiscal year (July 1, 2018 – June 30, 2019) depending upon whether the city has a qualifying local tax or not.

If the county adopts the imposing legislation prior to the city(s) within its boundaries, the county’s maximum revenue cap will be calculated based on the total countywide taxable retail sales in FY 2019, including both the unincorporated and incorporated areas of the county. However, if any city adopts their enabling ordinance before the county, that city’s taxable retail sales will be subtracted from the county’s taxable retail sales, resulting in the county’s annual maximum distribution cap being reduced for the entire 20-year state tax sharing period.

Just like state shared revenues, distributions begin in the month of July each year, and if any jurisdiction reaches the maximum cap before the end of the fiscal year (the following June 30), the state will cease distributions to that jurisdiction until the beginning of next state fiscal year.

Use of Revenues

The funds may only be used for:

- Acquiring, rehabilitating, or constructing affordable housing, which may include new units within an existing structure or facilities providing supportive housing services under [RCW 71.24.385](#);
- Operations and maintenance costs of new units of affordable or supportive housing;
- Rental assistance to tenants who are at or below 60% of the jurisdiction’s median income; and
- Administrative costs, not to exceed 10% of the annual tax distribution.

Participating cities and counties may finance loans or grants to nonprofit organization or public housing authorities to carry out the purposes of the bill and may pledge the tax proceeds for repayment of bonds in accordance with debt limitations imposed by the state constitution or statute.

Any participating city or county may enter into an interlocal agreement with other cities, counties, and/or housing authorities to pool and allocate the tax revenues received under SHB 1406 to fulfill the intent of the legislation.

ANNEXATION SERVICES SALES TAX

Quick Summary

- Credit against state sales tax; temporarily reinstated and expanded in 2023 but may not begin to be imposed after July 1, 2028.
- Maximum credit is 0.1 - 0.2% and may not exceed 10 years.
- Revenues must be used for providing municipal services to the annexed area.

RCW: [82.14.415](#)

Any city that annexes an area may impose an “annexation services tax” ([RCW 82.14.415](#)) under the following situations:

- The annexation was consistent with its comprehensive plan required by the Growth Management Act ([chapter 36.70A RCW](#)),
- City council determined by resolution or ordinance that the projected cost of providing municipal services to the annexed area exceeded the projected general revenue that the city would otherwise receive from the area on an annual basis, and
- The city has entered into an interlocal agreement with the county regarding the proposed annexation area.

The annexation services tax is a credit against the 6.5% state sales tax rate, which means the total sales tax rate within the annexed area will not change. The maximum sales tax credit is 0.1% for eligible annexed areas with a population of greater than 2,000 and less than 10,000 and 0.2% for eligible annexed areas with a population greater than 10,000

The tax must be imposed at the beginning of the next state fiscal year (July 1) following the effective date of the annexation and may be imposed for a maximum of 10 state fiscal years.

However, the total tax revenues received may not exceed the “threshold amount” – the difference between the projected cost of providing services to the area and the projected general revenues generated in the area. If the tax revenues exceed the threshold amount in any year, the city must notify the Department of Revenue (DOR) and DOR will suspend the tax distribution for the remainder of the state fiscal year.

No later than March 1 each year, the city must provide DOR with a certification of the city’s true and actual costs of providing municipal services to the annexed area, projections for the next state fiscal year, and notice of any applicable rate changes.



2023 legislation ([SB 1425](#)) temporarily reinstated and expanded the annexation services sales tax credit. The tax under this legislation can only begin to be imposed between July 1, 2023 and July 1, 2028.

Use of Revenue

All revenues must be used solely to provide, maintain, and operate municipal services for the annexed area.

CRIMINAL JUSTICE SALES TAX

Quick Summary

- Sales tax of 0.1% – revenues are restricted and must be used for criminal justice.
- May only be imposed by county, but revenue shared with cities.
- Does not require voter approval.

RCW: [82.14.340](#)

Any county may impose a non-voted 0.1% sales tax for criminal justice purposes ([RCW 82.14.340](#)), and most counties currently do so. This sales tax may only be imposed by the county, but the county must share its revenues with all cities and towns in the county.

The sales tax is subject to possible referendum under [RCW 82.14.340](#) and [RCW 82.14.036](#), regardless of whether or not the county otherwise has powers of initiative and referendum.

Use of Revenues

The statute defines “criminal justice purposes” as:

[A]ctivities that substantially assist the criminal justice system, which may include circumstances where ancillary benefit to the civil justice system occurs, and which includes domestic violence services such as those provided by domestic violence programs, community advocates, and legal advocates, as defined in [RCW 70.123.020](#).

Revenue Sharing

10% of the revenues are distributed to the county, while the remaining 90% is split between the county and its cities on a per capita (population) basis. The county’s per capita share is based on unincorporated population.

See the example on the next page. In addition, the Department of Revenue retains 1% as an administrative fee.

Example of Revenue-Sharing for County Criminal Justice Sales Tax

Total sales tax revenues	\$1,000,000
County receives 10%	\$100,000
Remainder for distribution	\$900,000

Jurisdiction	Population	Percent of Countywide Population	Remaining Revenues Distributed (% population x \$900,000)
City A	3,500	5%	\$45,000
City B	21,000	30%	\$270,000
City C	7,000	10%	\$90,000
Unincorporated county	38,500	55%	\$495,000
TOTAL	70,000	100%	\$900,000

CULTURAL ACCESS PROGRAM (CAP) SALES TAX

Quick Summary

- Sales tax up to 0.1% – revenues are restricted and must be used to benefit or expand access to nonprofit cultural organizations.
- Maximum duration of 7 years; may be renewed for additional 7-year periods.
- May be imposed by any city or town.
- May be approved by voters or legislative body.

RCW: [82.14.525](#); [chapter 36.160](#)

Any city or town may impose a sales tax up to 0.1% for up to seven years to benefit or expand access to nonprofit cultural organizations ([RCW 82.14.525](#); [chapter 36.160 RCW](#)). This sales tax originally required voter approval, but effective July 23, 2023 it may (optionally) be imposed by the legislative body without voter approval.

Counties also have similar authority, but a county and a city within that county may not impose this sales tax at the same time.

While most of the provisions within [chapter 36.160 RCW](#) refer specifically to counties, not cities, [RCW 36.160.030](#) states that if a city creates a cultural access program, “all references in this chapter to a county must include a city that has exercised its authority under this subsection, unless the context clearly requires otherwise.” changes.



Between July 23, 2023 and December 31, 2024, cities and towns are temporarily prohibited from imposing a CAP sales tax. During that timeframe, only counties may impose this sales tax. After December 31, 2024, cities and towns may impose a CAP sales tax, but only if the county has not done so first. This legislation does not apply to any CAP sales taxes adopted before July 23, 2023.

Use of Revenues

The revenues must be used in accordance with [RCW 36.160.110](#), which is very detailed. The funds may be used for a number of purposes related to cultural access programs, including start-up funding, administrative and program costs, capital expenditures or acquisitions, technology, and public school programs to increase cultural program access for students who live in the city.

A “cultural organization,” as defined in [RCW 36.160.020](#), must be a 501(c)(3) nonprofit corporation with its principal location(s) in Washington State and conducting a majority of its activities within the state. The primary purpose of the organization must be the advancement and preservation of science or technology, the visual or performing arts, zoology (national accreditation required), botany, anthropology, heritage, or natural history.

State-related cultural organizations are eligible, but the funding may not be used for local or state government agencies, radio/TV broadcasters, cable communications systems, internet-based communications services, newspapers, magazines, or fundraising organizations that redistribute money to multiple cultural organizations.

Ballot Measure Requirements

If a city or town chooses to seek voter approval, the sales tax must be approved by a simple majority of voters and may be submitted at any special, primary,³⁴ or general election. It may be re-imposed for one or more additional 7-year periods. According to MRSC's [Local Ballot Measure Database](#) as of 2022, Olympia and Tacoma are the only cities to attempt a voted CAP sales tax, and both ballot measures passed. King County also attempted a countywide sales tax, which narrowly failed.

Revenue Sharing

There are no revenue-sharing provisions. The city retains 100% of the revenue, and unlike most local sales taxes that have a 1% administrative fee withheld by the Department of Revenue, this sales tax must be collected and distributed to the city or town at no cost.

Property Tax Alternative

As an alternative, any city or town may also levy a property tax under [RCW 84.52.821](#) for cultural access programs (see [Cultural Access Program \(CAP\) Levy](#)). From a revenue standpoint, the property tax and sales tax options are roughly equivalent: the amount of revenue generated by the property tax may not exceed 0.1% of the retail sales in the city for the most recent calendar year and both are capped at seven-year increments. However, the property tax option requires voter approval, while voter approval is optional for the sales tax. In addition, the property tax levy could potentially be reduced or eliminated through prorationing if the \$5.90 or \$10 property tax caps are exceeded.

The sales tax and property tax options are mutually exclusive. If a city imposes the sales tax option it may *not* impose the property tax option for as long as the sales tax is in effect, and vice versa ([RCW 36.160.080](#)).

³⁴ [RCW 82.14.525](#) states that the tax must be submitted at “a special or general election,” which at first glance might seem to rule out the August primary election. However, [RCW 29A.04.321\(2\)](#), which establishes the election schedule for local governments, authorizes the county to call up to four “special elections” each year, including the primary election. So for these purposes, “special election” includes the primary election.

HOUSING & RELATED SERVICES SALES TAX

Quick Summary

- Sales tax up to 0.1% – revenues are restricted and must be used for affordable housing, behavioral health, and related services.
- May be imposed by any city or town as long as county has not imposed it first.
- May be approved by voters or legislative body.

RCW: [82.14.530](#)

Any city or town may levy a sales tax up to 0.1% for affordable housing and related services ([RCW 82.14.530](#)), as long as the county has not done so first. This option was enacted by the state legislature in 2015 and originally required voter approval, but effective June 11, 2020 voter approval is optional and this revenue source may now be approved by the legislative body with a simple majority vote.

Use of Revenues

At least 60% of the revenue must be used for constructing or acquiring affordable housing, constructing or acquiring behavioral health-related facilities, acquiring land for those purposes, or funding the operation and maintenance costs of new affordable housing units and facilities within which housing-related programs are provided. The affordable housing and facilities may only be provided to people within specified population groups whose income is 60% or less of the county median income. For specific eligibility language, see [RCW 82.14.530\(2\)\(b\)](#).

The remaining funds must be used for the operation, delivery, or evaluation of behavioral health treatment programs and services or housing-related services. No more than 10% of the revenue may be used to supplant existing local funds.

Ballot Measure Requirements

If a city chooses to (optionally) submit this sales tax to voters, the ballot measure must be approved by a simple majority of voters and may be submitted at any special, primary,³⁵ or general election. According to MRSC's [Local Ballot Measure Database](#), voters have approved this sales tax in four cities as of October 2021 (Anacortes, Ellensburg, Olympia, and Port Angeles). A fifth measure in Stevenson was narrowly rejected by voters. At least 17 other cities have enacted this tax councilmanically.

Revenue Sharing

The city retains 100% of the revenue, minus a 1% administrative fee for the Department of Revenue. If King County imposes this tax it is required to spend a certain percentage of the revenues within the boundaries of cities over 60,000 population.

³⁵ [RCW 82.14.530](#) states that the tax must be submitted at “a special or general election,” which at first glance might seem to rule out the August primary election. However, [RCW 29A.04.321\(2\)](#), which establishes the election schedule for local governments, authorizes the county to call up to four “special elections” each year, including the primary election. So for these purposes, “special election” includes the primary election.

MENTAL HEALTH & CHEMICAL DEPENDENCY SALES TAX

Quick Summary

- Sales tax of 0.1% – revenues are restricted to and must be used for mental health and drug treatment purposes.
- Primarily a county revenue source; also adopted by Tacoma but may no longer be adopted by any other cities.

RCW: [82.14.460](#)

Mental health and chemical dependency sales taxes ([RCW 82.14.460](#)) are almost entirely imposed by and distributed to counties. The statute also authorizes any city with a population over 30,000, located within a county with a population over 800,000 (King, Pierce, and Snohomish counties), to impose a sales tax up to 0.1% for mental health and drug treatment purposes if the county has not already done so. However, all three of those counties have now imposed a county-level mental health sales tax. Only one city (Tacoma) previously imposed this sales tax, and no other cities are eligible anymore.

Some jurisdictions may refer to this sales tax with other names, such as the “mental illness and drug dependency” (MIDD) sales tax or the “treatment sales tax.” This sales tax is imposed by the city council and does not require voter approval.

Use of Revenues

The revenues must be used for expenses related to the operation or delivery of chemical dependency or mental health treatment programs and services as defined in statute, including but not limited to therapeutic court programs, treatment services, case management, transportation, and housing that are components of a treatment program or service. Revenues may also be used for modifications to existing facilities.

Revenue Sharing

There are no revenue-sharing provisions. The city retains 100% of the revenues, minus a 1% administrative fee for the Department of Revenue.

PUBLIC SAFETY SALES TAX

Quick Summary

- Sales tax up to 0.1% – revenues are partially restricted; 1/3 must be used for criminal justice and/or fire protection.
- May be imposed by any city or town, but only if county has not previously imposed a 0.3% public safety sales tax.
- Revenue shared with county.
- Motor vehicle sales and first 36 months of motor vehicle leases are exempt.
- Requires voter approval.

RCW: [82.14.450](#)

Any city or town may impose a sales tax of up to 0.1% for public safety with voter approval ([RCW 82.14.450](#)). Motor vehicle sales and the first 36 months of motor vehicle leases are exempt. For instance, if the local sales tax rate is 8.7%, including a 0.1% public safety sales tax, the sales tax rate for motor vehicle sales and leases would be 8.6%.

Counties may also impose a public safety sales tax under the same statute, with a higher maximum rate of 0.3 percent. However, the combined city/county rate may not exceed 0.3 percent. For instance, if the county imposes a rate of 0.2% and the city imposes a rate of 0.1%, the total combined rate will be 0.3%. However, if the city imposed a 0.1% sales tax first and then the county imposes a 0.3% sales tax at a later date, the county must credit the 0.1% back to the city (effectively lowering the county's rate to 0.2% within the city) so it does not exceed the combined 0.3% rate. If the county already levies the full 0.3%, no city within the county may impose a new public safety sales tax because doing so would exceed the maximum 0.3% rate.

Use of Revenues

At least one-third of the revenue must be used solely for criminal justice purposes (as defined in [RCW 82.14.340](#)), fire protection purposes, or both. The statute does not provide a specific definition of “fire protection purposes,” but it defines “criminal justice purposes” as:

[A]ctivities that substantially assist the criminal justice system, which may include circumstances where ancillary benefit to the civil justice system occurs, and which includes domestic violence services such as those provided by domestic violence programs, community advocates, and legal advocates, as defined in [RCW 70.123.020](#)

The remaining two-thirds are unrestricted and may be used for any lawful governmental purpose, but must be spent in accordance with the purpose(s) specified in the ballot measure.

Ballot Measure Requirements

The sales tax may only be submitted at a primary or general election; it may *not* appear in any February or April special election. The ballot measure must clearly state the purposes for which the tax is to be used and must be approved by a simple majority of the voters. According to MRSC's [Local Ballot Measure Database](#), voters have approved the majority of these measures.

Revenue Sharing

The revenues must be shared between the city and the county, but the exact formula depends on which jurisdiction (city, county, or both) placed the issue on the ballot. The county retains 60% of any countywide public safety sales tax revenues, while the remaining 40% is distributed to the cities within the county on a per capita (population) basis. If a city imposes a public safety sales tax, the city retains 85% of the revenues and must share 15% of the revenue with the county.

In addition, the Department of Revenue retains 1% as an administrative fee. Below you will find examples of a few different scenarios to help demonstrate the revenue-sharing provisions.

Example #1. *City imposes public safety sales tax. City receives 85% of the revenue, with the remaining 15% distributed to the county.*

Total CITY sales tax revenues	\$100,000
City receives 85%	\$85,000
County receives 15%	\$15,000

Example #2. *County imposes public safety sales tax. County receives 60% of the revenue, with the remaining 40% distributed on a per capita basis to the cities within the county.*

Total COUNTYWIDE sales tax revenues	\$1,000,000
County receives 60%	\$600,000
Remainder for distribution	\$400,000

Jurisdiction	Population	Percent of Incorporated Population	Remaining Revenues Distributed (% population x \$400,000)
City A	10,000	25%	\$100,000
City B	22,000	55%	\$220,000
City C	8,000	20%	\$80,000
TOTAL	40,000	100%	\$400,000

Example #3. *Both city and county have imposed a public safety sales tax. The same principles apply as above. The city keeps 85% of the city sales tax revenue, shares 15% with the county, and also receives a proportional share of the county's sales tax revenue based on population size. This example reflects a city imposing a 0.1% sales tax first and then the county imposing the maximum 0.3% sales tax later. The county must credit 0.1% back to the city so that the maximum rate is no greater than 0.3% within the city.*

Total COUNTYWIDE sales tax revenues at 0.3%	\$1,000,000
Total "CITY A" sales tax revenues at 0.1% <i>Imposed prior to county sales tax; county must credit back to City A</i>	\$100,000
Revised COUNTYWIDE sales tax revenues	\$900,000
County receives 60%	\$540,000
Remaining COUNTYWIDE revenues for distributio	\$360,000

Jurisdiction	Population	Percent of Incorporated Population	Remaining COUNTYWIDE Revenues Distributed <i>(% population x \$360,000)</i>
City A	10,000	25%	\$90,000
City B	22,000	55%	\$198,000
City C	8,000	20%	\$72,000
TOTAL	40,000	100%	\$360,000

Total "CITY A" sales tax revenues	\$100,000
City A receives 85%	\$85,000
County receives 15%	\$15,000

"CITY A" GRAND TOTAL	City A receives \$175,000 (\$85,000 from city sales tax and \$90,000 from county sales tax)
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TRANSIT SALES TAX

Quick Summary

- Sales taxes up to 0.9% for transit and 1.0% for high-capacity transit – revenues are restricted and must be used for transit.
- Requires voter approval.

RCW: [82.14.045](#)

A city or town may levy a sales tax between 0.1 and 0.9% (in increments of 0.1%) for public transportation purposes ([RCW 82.14.045](#)). The measure requires voter approval.

Few cities provide transit service directly, so more commonly this sales tax authority is used by public transportation benefit areas (PTBAs) or other transit providers. A city may not impose this sales tax if it is located within a PTBA, county transportation authority, or metropolitan municipal corporation (King County Metro) that already imposes a sales tax under this statute.

As of 2022, MRSC's [Tax and Population Data](#) shows that the only cities to impose this sales tax are Everett, Selah, Union Gap, and Yakima.

Use of Revenues

The revenues must be used for the sole purpose of providing funds for the operation, maintenance, or capital needs of public transportation systems or public transportation limited to persons with special needs under [RCW 36.57.130](#) and [RCW 36.57A.180](#).

Ballot Measure Requirements

The sales tax must be approved by a simple majority of voters. The statute does not specifically address when the sales tax may be presented to voters, which leads us to conclude that the ballot measure can be submitted at any special, primary, or general election. According to MRSC's [Local Ballot Measure Database](#), no cities or towns have submitted transit sales tax measures to voters in recent years.

Revenue Sharing

There are no revenue-sharing provisions. The city retains 100% of the revenues, minus a 1% administrative fee for the Department of Revenue.

High-Capacity Transit Sales Tax

Cities that provide transit service may also impose an additional sales tax up to 1.0% with voter approval for the purpose of providing high-capacity transit service operating principally on exclusive rights-of-way ([RCW 81.104.170](#)). However, this option is unlikely to apply to most cities, and as of 2022 the only transit agency in the state that has implemented a high-capacity transit sales tax is Sound Transit.

TRANSPORTATION BENEFIT DISTRICT SALES TAX

Quick Summary

- Sales tax up to 0.3% – revenues are restricted and must be used for transportation.
- May be imposed by any city or town that has established a transportation benefit district.
- Maximum duration of 10 years unless used for repayment of debt; may be renewed.
- Up to 0.1% may generally be approved by legislative body; beyond that requires voter approval.

RCW: [82.14.0455](#), [36.73.040\(3\)\(a\)](#), [36.73.065\(1\)](#)

Any city that has formed a transportation benefit district (TBD) may impose a sales tax up to 0.3% to fund TBD projects ([RCW 82.14.0455](#), [RCW 36.73.040\(3\)\(a\)](#), and [RCW 36.73.065\(1\)](#)). This sales tax generally requires voter approval. However, for any TBD that encompasses all of the territory within the boundaries of the jurisdiction(s) that established it, the governing body may impose 0.1% of the sales tax without voter approval.

A TBD sales tax may only be imposed for a maximum of 10 years, although it may be renewed for subsequent 10-year periods. However, a TBD sales tax may exceed 10 years if it is used for the repayment of debt.

Use of Revenues

The revenues may be used for eligible “transportation improvements” listed in a local, regional, or state transportation plan in accordance with [chapter 36.73 RCW](#). Improvements can range from roads and transit service to sidewalks and transportation demand management. Construction, maintenance, and operation costs are eligible.

Ballot Measure Requirements

The voted portion of this sales tax must be approved by a simple majority of voters and may be placed on the ballot at any special, primary,³⁶ or general election ([RCW 36.73.065](#)). The proposition must include a specific description of the transportation improvement(s) proposed by the district and the proposed tax to be imposed. If the sales tax will be used for the repayment of debt in excess of 10 years, the ballot measure should state so and provide the length of the tax obligation.

According to MRSC’s [Local Ballot Measure Database](#), cities have submitted dozens of these measures in recent years, and voters have approved the vast majority of them.

Revenue Sharing

There are no revenue-sharing provisions. The TBD (or city, if the city has “assumed” the TBD under [chapter 36.74 RCW](#)) retains 100% of the revenues, minus a 1% administrative fee for the Department of Revenue.

³⁶ [RCW 36.73.065\(1\)](#) states that the tax must be submitted at “a general or special election,” which at first glance might seem to rule out the August primary election. However, [RCW 29A.04.321\(2\)](#), which establishes the election schedule for local governments, authorizes the county to call up to four “special elections” each year, including the primary election. So for these purposes, “special election” includes the primary election.

TIMING OF SALES TAX RECEIPTS

Most retailers remit their sales taxes to the Department of Revenue (DOR) on a monthly basis, with remittance due by the 25th of the following month.³⁷ The DOR distributes those collections, plus interest, to local governments on the last business day of the following month after subtracting a small administrative fee.³⁸

This means that for most purchases, there is somewhere between a 60-day to 90-day time lag between collection (the actual retail sale) and the city's receipt of the sales tax revenue from that sale. For instance, if a sale is made in January – regardless of whether the sale took place on January 1 or January 31 – the sales tax is typically remitted to DOR by February 25, and DOR would then distribute the money (minus the administrative fee) to the city around March 31.

Local sales tax revenues are in DOR's possession for approximately one month prior to distribution and accrue interest during that time. Interest earned on the funds collected is paid to the city under the provisions of [RCW 82.14.050](#).

TIMING OF SALES TAX RATE CHANGES

Increases in sales tax rates require some timing considerations. [RCW 82.14.055](#) provides that a local sales tax change may take effect no sooner than 75 calendar days after DOR receives notice of the change, and sales tax rate changes may only take effect on January 1, April 1, or July 1. (Note that sales tax rates no longer change on October 1.

Summary of Sales Tax Rate Change Deadlines

Sales tax takes effect	DOR must be notified no later than:	(For voted measures) Voters must approve no later than:
January 1	October 18	August primary election
April 1	January 16 (<i>January 17 during leap years</i>)	November general election
July 1	April 17	February special election

However, if a sales tax is a credit against the 6.5% state sales tax (such as the “basic” lodging tax discussed later in the *Revenue Guide*), it may take effect no sooner than 30 days after DOR receives notice, and only on the first day of a month.

Notifying DOR is a key step to ensure your city receives its sales tax revenues on time. Cities should submit copies of the sales tax ordinance (or ballot measure resolution) to Jason Hartwell, manager of the Local Sales Tax team, at jasonh@dor.wa.gov. For non-voted sales taxes, the sales tax ordinance should be submitted to DOR as soon as city council adopts it. For voted sales taxes, the ballot measure resolution should be submitted to DOR as soon as possible following certification of the election results.

For additional guidance, see [Key Considerations for Voted Revenue Sources](#).

³⁷ [RCW 82.32.045](#) and [WAC 458-20-22801](#). The Department of Revenue can waive tax remittance for persons with gross sales less than \$28,000 per year or make the administrative decision to put smaller taxpayers on an annual or quarterly payment schedule.

³⁸ [RCW 82.14.050 - .060](#)

MAXIMUM TAX RATE FOR SALES OF LODGING

In addition to the authorized sales taxes, state law also authorizes most cities, towns, and counties to impose an “additional” lodging tax of up to 2% on the sales of lodging (see [Lodging Tax \(Hotel/Motel Tax\)](#)). This lodging tax is treated as a sales tax, and under state law the maximum combined rate of all state and local sales and lodging taxes upon sales of lodging may not exceed the greater of 12% or the total sales tax rate that would have applied to the sale of lodging if the sale were made on December 1, 2000 ([RCW 82.14.410](#)). However, housing & related services sales taxes (see [RCW 67.28.181\(4\)](#)) and the first 0.4% of the Sound Transit high-capacity sales tax (adopted prior to December 1, 2000 – see [RCW 82.14.410\(2\)\(c\)](#)) are not included within this 12% cap.

Most jurisdictions are not that close to the 12% cap. However, any sales tax increase adopted after December 1, 2000 that would cause the total sales tax rate upon sales of lodging to exceed the 12% cap must provide an exemption for sales of lodging ([RCW 82.14.410](#)).

Business and Utility Taxes & Fees

Any city or town may impose a variety of taxes and fees upon local businesses and utility companies. The general authority for cities to impose business and occupation (B&O) taxes, utility taxes, and business license charges can be found in:

- [RCW 35.22.195](#) and [RCW 35.22.280\(32\)](#) – **First class cities** “shall have all of the powers which are conferred upon incorporated cities and towns by Title 35 RCW, or other laws of the state, and all such powers as are usually exercised by municipal corporations of like character and degree” and may “grant licenses for any lawful purpose, to fix by ordinance the amount to be paid therefor, and to provide for revoking the same...”³⁹
- [RCW 35.23.440\(8\)](#) – **Second class cities** may “fix and collect a license tax for the purposes of revenue and regulation, upon all occupations and trades, and all and every kind of business authorized by law...”
- [RCW 35.27.370\(9\)](#) – **Towns** may “license, for the purposes of regulation and revenue, all and every kind of business, authorized by law and transacted and carried on in such town...”
- [RCW 35A.82.020](#) – **Code cities** may “exercise the authority authorized by general law for any class of city to license and revoke the same for cause, to regulate, make inspections and to impose excises for regulation or revenue in regard to all places and kinds of business, production, commerce, entertainment, exhibition, and upon all occupations, trades and professions and any other lawful activity...”

Other statutes provide additional authority or restrictions as described in the rest of this chapter.

B&O taxes and utility taxes in particular are major revenue sources for a number of cities, and they comprise two of the four main revenue sources provided to cities by the state legislature (the other two being property taxes and sales taxes).

Business licenses are a separate but closely related topic. There are three general categories of business licenses: general licenses, regulatory licenses, and revenue-generating licenses. General business licenses and regulatory business licenses are typically designed to regulate business activity and recoup administrative costs. However, some cities have established revenue-generating business licenses (such as so-called “head taxes”) that are based on a variety of criteria such as number of employees, employee hours worked, or business square footage.

The remainder of this chapter will discuss the various options for B&O taxes, utility taxes, and business licenses.

³⁹ The statute for first class cities, unlike the other city classifications, does not specifically mention “revenue” purposes. However, the language for first class cities has been construed by the Washington Supreme Court as authorizing licenses for revenue purposes as well as regulation. The Court has in at least three decisions upheld a business and occupation tax under the above language: *Fleetwood v. Read*, 21 Wash. 547, 552-553 (1899); *Seattle v. King*, 74 Wash. 277, 279 (1913); and *Pacific Telephone and Telegraph v. Seattle*, 172 Wash. 649, 653 (1933).

BUSINESS AND OCCUPATION (B&O) TAXES

Quick Summary

- Cities may impose a B&O tax for revenue purposes upon those conducting business within their jurisdiction, in addition to any state business and occupation tax.
- Revenues are unrestricted and may be used for any lawful governmental purpose.
- Rates must be the same within a single business class (manufacturing, retail, etc.) but may vary between classes.
- Imposition of tax generally does not require voter approval, but may be subject to referendum.

RCW: [35.21.710](#) and other statutes

Any city or town may impose general business and occupation (B&O) taxes on local businesses, which are typically levied as a percentage of the businesses' gross receipts, less some deductions.⁴⁰ According to the Association of Washington Cities (AWC), 49 of Washington's 281 cities levy this tax as of 2022.

Utility businesses have separate provisions (see [Utility Taxes](#)) and are exempt from the general B&O tax provisions ([RCW 35.102.020](#)).

B&O taxes are generally imposed by the legislative body, although voter approval may be required if the tax upon retail businesses exceeds 0.2% as discussed below.

All ordinances that impose a B&O tax for the first time or raise rates should provide for a referendum procedure ([RCW 35.21.706](#)), regardless of whether or not the city has otherwise adopted powers of initiative and referendum. While this RCW section is followed by sections specifically discussing retail sales measured by gross receipts, MRSC believes that a conservative analysis of the statute would have the referendum apply to anything that might be defined as a B&O tax regardless of the taxable event or the measure of the tax.

Cities thinking of levying a local B&O tax should consider whether they have the staff time and expertise necessary to administer this tax. Establishing a B&O tax system requires routine audits by city staff to ensure compliance with the regulations and proper collection of B&O tax income.

Business and occupation taxes tend to be unpopular with businesses, whether because the B&O tax is based upon their gross receipts rather than net profits or because it is another tax imposed upon local businesses. Local businesses must decide whether to pass along this tax to the consumer in the form of higher prices, which can raise concerns over competitive pricing for smaller businesses. On the opposite side of this discussion is the fact that the B&O tax helps fund general governmental services that benefit local businesses, such as police and fire.

Maximum Tax Rates

[RCW 35.21.710](#) establishes a maximum B&O tax rate upon "business activities consisting of the making of retail sales of tangible personal property which are measured by gross receipts or gross income from such sales." Note that this statute only applies to retail businesses, and only if the tax is calculated based on gross receipts/

⁴⁰ The statutory authority for B&O taxes is found in the same places as that for general business licenses.

income. It does not apply to other business classes, nor does it apply to B&O taxes upon retail businesses that are based on activities other than retail sales, or that are measured by something other than gross receipts.

For retail businesses where the B&O tax is based on gross receipts/income, the maximum tax rate may not exceed 0.2% of gross receipts or gross income unless approved by a simple majority of voters ([RCW 35.21.711](#)).

Seattle is currently the only city with a voter-approved B&O tax higher than 0.2%. However, the law allows cities that had a retail B&O tax rate greater than 0.2% on January 1, 1982 to continue to impose those rates and to increase their rate without voter approval. The increase is limited to a total of 10% of the January 1982 rate, with an annual incremental increase limited to 2% of the current rate.

Model Ordinance Provisions

In 2003, the legislature passed a bill that required the Association of Washington Cities (AWC) to convene a committee to develop a model ordinance that must be adopted by all cities imposing a B&O tax upon the value of products, the gross income of the business, or the gross proceeds of sales. The legislature was concerned about the lack of uniformity of city B&O tax ordinances and about the possibility that some business income was subject to multiple taxation.

The model ordinance, which had to be adopted by all cities with an existing B&O tax no later than December 31, 2004, exempted gross receipts under \$20,000 per year and provided certain mandatory definitions, penalty and interest provisions, and payment periods. The model ordinance cannot be updated more often than every four years and was last updated in 2019.

Cities that levy the B&O tax must allow for allocation and apportionment – meaning that they must allow businesses that operate within multiple jurisdictions to apportion, or divide, their taxable income among the jurisdictions in which they do business. (See [RCW 35.102.130](#).) In 2019, the model ordinance was updated to simplify the current two-factor method of allocation and apportionment.

Some of the model ordinance provisions are mandatory, while others are non-mandatory ([RCW 35.102.040](#)). Any city that adopts an ordinance that deviates from the non-mandatory provisions of the model ordinance must make a description of such differences available to the public, in written and electronic form ([RCW 35.102.040\(4\)](#)).

For the latest information on the model B&O tax ordinance and apportionment provisions, refer to the AWC website and MRSC's [City Business and Occupation Tax](#) webpage.

Use of Revenues

B&O tax revenues are unrestricted and may be used for any lawful governmental purpose.

UTILITY TAXES

Quick Summary

- Any city may impose a tax on the income of utility companies.
- Revenues are unrestricted and may be used for any lawful governmental purpose.
- Maximum tax rate may not exceed 6% for electric, gas, steam, and telephone services unless approved by voters.
- No limitation on the tax rate for water, sewer, solid waste, or stormwater utilities.
- Internet and satellite TV may not be taxed; cable TV has special provisions.

RCW: [35.21.870](#) and other statutes

Any city or town may impose a business and occupation tax upon the income (as defined by local ordinance) of public and private utilities providing services within the boundaries of a city, and/or upon the city's own municipal utilities (referred to as a "utility tax"). The statutory authority for the utility tax is found in the same places as that for general business licenses and B&O taxes (see [Business and Utility Taxes & Fees](#)).

Cities and towns are also authorized by statute to impose utility taxes upon public utility districts (PUDs) that operate works, plants, or facilities within the city or town for the sale of electricity ([RCW 54.28.070](#)). The state supreme court has also affirmed that code cities may impose taxes on other municipalities providing utility services within their boundaries, on revenues derived from the utilities' proprietary activities. This reasoning should apply equally to other classes of cities. See *Lakehaven Water & Sewer District et al. v. City of Federal Way* (2020).

A city may also levy taxes on revenues generated by the city's own utility services provided both inside and outside the city limits.⁴¹ The utilities that may be taxed include electricity, water, sewer, solid waste, stormwater, gas, telephone, cable TV, and steam. Any city or town that imposes a utility tax on the gross revenues of its own municipal water, sewer/wastewater, or stormwater utility must disclose the tax rate to its utility customers as provided in [RCW 35.92.460](#).

A city that imposes a utility tax for the first time or that increases a tax rate may be required to include a referendum clause in the ordinance, regardless of whether the city has otherwise adopted powers of initiative and referendum. The basic authority for the utility tax is located within the general B&O tax authority ([RCW 35.21.706](#)), which requires an ordinance imposing or increasing the city's B&O tax to provide for a referendum procedure. Although it is unclear whether [RCW 35.21.706](#) applies to utility tax ordinances, MRSC has a long history of providing conservative guidance, so until a court decision or legislative amendment clarifies this issue, we recommend including referendum language in the ordinance. However, several cities have not included a referendum clause.

⁴¹ See *Burba v. Vancouver*, 113 Wn.2d 800 (1989). Court upheld utility tax imposed by the city on its water and sewer utility where the measure of the tax was gross revenues derived by the utility from providing service to both resident and nonresident customers. Also see *Burns v. City of Seattle*, 161 Wn.2d 129 (2007) ("the Cities could have generated revenue for their general funds through the imposition of a utility tax on their own municipal utilities").



Practice Tip: Utility taxes, like other business and occupation taxes, are imposed upon the utility business itself, and *not* upon the individual utility customers. City-owned/operated utilities will often break out the amount of the utility tax on a customer’s bill, which frequently creates confusion about who is being taxed and can cause miscalculation of the utility tax. Cities must be mindful of this subtle but important difference.

Allowable Utility Tax Rates

There are no restrictions on the tax rates for water, sewer, solid waste, and stormwater utilities. The tax rate for electric, gas, steam, and telephone utilities may not exceed 6% without voter approval ([RCW 35.21.870](#)). The city may ask voters to approve a rate higher than 6% for these utilities, as described later in this section. As of 2022, we are aware of nine cities that have passed a voted utility tax greater than 6% on these statutorily regulated utilities.⁴² For brokered natural gas, there is an equivalent “use tax” provision (see [Brokered Natural Gas Use Tax](#)).

Cell phone and pager services may be taxed at the same rate as other telephone services.⁴³ However, with cell phone services a city must take care within its ordinance not to tax Internet services. The federal Internet Tax Freedom Act prohibits local and state governments from taxing Internet services, under a moratorium that was made permanent in 2016 ([47 U.S.C. §151](#) – see permanent moratorium under “Notes” tab).

The rate on cable TV is governed by the Cable Communications Policy Act of 1984 ([47 U.S.C. §542\(g\)\(2\)\(A\)](#)), which simply requires that the rate not be “unduly discriminatory against cable operators and subscribers.” If a city has set all its tax rates at 6%, the rate on cable TV should probably be no higher than that. However, if rates on utilities other than electric, gas, or telephone are higher than 6%, an argument can be made that the tax on cable TV can be higher than six percent without being “unduly discriminatory,” because all the rates over which the jurisdiction’s legislative body has control are higher than six percent. However, the Telecommunications Act of 1996 preempts local government taxation of direct broadcast satellite television services, except for sales of equipment such as satellite reception dishes (see [47 U.S.C. §152](#) under “Notes” tab).

⁴² The cities we are aware of are: Cheney, Federal Way, Grandview, Kennewick, Pasco, Pullman, Richland, Tacoma, and Toppenish.

⁴³ In *Western Telepage, Inc. v. City of Tacoma*, 140 Wn.2d 599 (2000), the Washington State Supreme Court found that one-way paging services fall within the statutory definition of “telephone business.”

The table below provides a summary of allowable utility tax rates:

Type of Utility	Maximum Utility Tax Rate
Electricity; Natural gas; Steam	6% unless voters approve higher rate (RCW 35.21.870)
Telephone (including cell phone/pager)	6% unless voters approve higher rate (RCW 35.21.870), but when taxing cell phone services cities may not tax Internet services (see below)
Broadcast satellite TV	May not be taxed (see 47 U.S.C. §152 under “Notes” tab)
Cable TV	Tax rate may not be “unduly discriminatory” (see 47 U.S.C. §542(g)(2)(A)); we suggest it should not exceed your other utility tax rates
Internet	May not be taxed (Internet Tax Freedom Act moratorium made permanent in 2016 – see 47 U.S.C. §151 under “Notes” tab)
Sewer; Solid waste; Stormwater; Water	No limit prescribed by state or federal law

Use of Revenues

Utility tax revenues are unrestricted and may be used for any lawful governmental purpose. However, if the city is submitting a utility tax increase ballot measure to voters on one of the specific utilities in [RCW 35.21.870](#), specifying a purpose might make voters more likely to approve it. If the city does specify a purpose in the ballot measure, the extra revenues resulting from the increase would be considered restricted and must be spent in accordance with the purpose stated in the ballot measure.

Ballot Measure Requirements to Increase Utility Tax Above 6%

To increase the utility tax above 6% for electric, gas, steam, or telephone utilities, the city must submit a ballot measure which must be approved by a simple majority of voters. The statute does not specifically address when the utility tax must be presented to voters, which leads us to conclude that the ballot measure can be presented to the voters at any special, primary, or general election.

As noted earlier, a number of cities have successfully approved utility tax increases above 6%. However, according to MRSC’s [Local Ballot Measure Database](#), most attempts have been unsuccessful in recent years.

Timing of Rate Changes

Any tax changes for electric, telephone, and gas utilities cannot take effect until the end of 60 days after enactment of the ordinance ([RCW 35.21.865](#)). If the utilities are private utilities, they need this time to apply to the Washington Utilities and Transportation Commission for a rate adjustment to reflect the tax change.

BROKERED NATURAL GAS USE TAX

Quick Summary

- Any city that has a natural gas utility tax may impose an equivalent “use tax” upon brokered natural gas sales that are otherwise not subject to the utility tax.
- Use tax rate must be equal to the natural gas utility tax rate.
- Revenues are unrestricted and may be used for any lawful governmental purpose.

RCW: [82.14.230](#)

In 1986, the federal government deregulated the natural gas industry, allowing large customers to bypass gas utilities and bargain directly with independent brokers. Some of these sales were no longer taxable under existing state statute, which resulted in some cities losing a considerable amount of revenue.

In response, the state legislature enacted [RCW 82.14.230](#), which allows cities that tax natural gas to (optionally) impose an equivalent “use tax” on brokered natural gas sales that are not otherwise subject to the utility tax. The use tax is imposed by the legislative body and does not require voter approval.

The use tax rate must be equal to the city’s utility tax rate on natural gas. For instance, if the city imposes a 5% utility tax on natural gas, it must impose a 5% use tax on brokered natural gas. If a city has imposed an 8% utility tax on natural gas with voter approval, it must impose an 8% use tax on brokered natural gas.

This tax only applies to brokered natural gas sales that are not otherwise subject to the utility tax, and the use tax must be paid by the consumer. However, the use tax does not apply to the use of natural gas, compressed natural gas, or liquefied natural gas if the consumer uses the gas for transportation fuel as defined in [RCW 82.16.310](#).

The brokered natural gas use tax statute was amended in 2010 to define “use” as “the first act within this state by which the taxpayer consumes the gas by burning the gas or storing the gas in the taxpayer’s own facilities for later consumption by the taxpayer” (see [RCW 82.12.010\(6\)\(h\)](#)). In other words, the use or taxable event occurs wherever the customer consumes the gas or stores it for later consumption.

Use of Revenues

As with utility taxes, all revenues from the brokered natural gas use tax are unrestricted and may be used for any lawful governmental purpose.

Timing of Receipts

Cities must contract with the state Department of Revenue to collect brokered natural gas use taxes. The state distributes the revenue to participating cities at the end of every month.

GENERAL BUSINESS LICENSE FEES

Quick Summary

- Cities may require individuals or businesses conducting business within their jurisdiction to obtain a local business license.
- Revenues are used to recoup administrative costs.

RCW: [35.22.280\(32\)](#) – First class cities
[35.23.440\(8\)](#) – Second class cities
[35A.82.020](#) – Code cities
[35.27.370\(9\)](#) – Towns

Most individuals or companies that conduct business in Washington State must obtain a state business license from the Business Licensing Service (BLS), a division of the State Department of Revenue.

In addition to a state business license, most cities require an additional city business license to legally conduct business within their jurisdiction. These city business licenses can serve several different functions, including monitoring business operations within the city’s jurisdiction, regulating certain types of business activities to ensure public safety, and generating revenue.

A general business license, as defined in [RCW 35.90.010\(4\)](#), is “a license, not including a regulatory license or a temporary license, that a city requires all or most businesses to obtain to conduct business within that city.” Most cities charge a fee for such licenses, as described below.

Any city may require a general business license for any person or company “engaging in business” within its boundaries. This includes businesses that are physically located within the city, as well as businesses that are physically located elsewhere but engage in business within the city. However, cities may *not* require licenses for entities that are not engaging in business within the jurisdiction ([RCW 35.90.060](#)).

Model Ordinance Provisions

Businesses that operate in multiple cities need to obtain separate licenses from each city that requires a business license. In response to business complaints that this process is too burdensome, in 2017 the state legislature adopted legislation to simplify the administration of city general business licenses.

The legislation, codified at [chapter 35.90 RCW](#), requires all cities and towns with general business license requirements to adopt a uniform “model ordinance” identifying what types of commercial activity are and are not subject to business licensing requirements. However, it should be noted that this is not a comprehensive model ordinance – rather, it consists of just two provisions that must be incorporated into the rest of the city’s business licensing regulations:

1. The model ordinance includes a uniform definition of “engaging in business within the city,” including examples of activities that are considered “engaging in business” as well as business activities that do not require licensing. This definition is based on the model ordinance for B&O taxes.
2. For businesses that “engage in business” within the city but are not physically located within the city, the city must establish a minimum dollar threshold below which the businesses must be partially or fully exempted

from licensing requirements. The minimum threshold of business activity in the model ordinance is \$2,000 per year, but some cities have adopted a higher threshold. Below this threshold, cities may either require a business license at no cost to the business (a \$0 fee), or alternatively they may exempt those businesses from the general business license requirements entirely.

Aside from the model ordinance provisions, cities and towns may adopt any other business license provisions that they see fit, including, but not limited to:

- Fees and thresholds (provided that they comply with the model ordinance)
- Approval process and conditions
- License terms and expiration dates
- Penalties
- Suspension, revocation, and appeals
- Exemptions (again, provided that they comply with the model ordinance)

While many cities currently issue their business licenses directly, [chapter 35.90 RCW](#) requires all cities to partner with either the state BLS by December 31, 2022 or FileLocal (a business license and B&O tax service created by interlocal agreement between several larger cities in the Puget Sound region) by July 1, 2020.

By the end of 2022, all cities will be enrolled in BLS or FileLocal and businesses will be able to obtain local business licenses for any city in the state through these two registration portals. Cities will still retain the ability to set their own general business license fees, business exceptions, and/or exemptions with either BLS or FileLocal, and they will also be able to set thresholds higher than the model ordinance provisions if desired.

For more information, including examples of local business license ordinances and fee schedules and the complete text of the model business license, see our [City Business Licenses and Fees webpage](#).

Use of Revenues

General business license fees are generally designed to recover the administrative costs of registering the businesses, such as issuing the licenses and maintaining the files. Cities may charge a flat or tiered fee for general business licenses, but the fees charged should be fair and bear a reasonable relation to the costs.⁴⁴ However, some cities charge variable fees designed to generate revenues (see [Revenue-Generating Business License Fees \(“Head Taxes”\)](#)).

⁴⁴ See McQuillin, *Municipal Corporations* §26.46 (July 2018); see, generally, *Patton v. Bellingham*, 179 Wash. 566 (1934), and *Homes Unlimited v. Seattle*, 90 Wn.2d 154 (1978).

REGULATORY BUSINESS LICENSE FEES

Quick Summary

- Cities may require certain classes of business that need additional regulation and oversight to obtain an additional regulatory business license, in addition to the general business license.
- Revenues are intended to recoup administrative costs.

RCW: [35.22.280\(32\)](#) – First class cities
[35.23.440\(8\)](#) – Second class cities
[35A.82.020](#) – Code cities
[35.27.370\(9\)](#) – Towns

Some cities also impose additional regulatory licenses and fees upon certain classes of business that, in their analysis, require additional regulation and oversight for code enforcement or public safety purposes.

[RCW 35.90.010\(6\)](#) defines a “regulatory business license” as “a license, other than a general business license, required for certain types of businesses that a city has determined warrants additional regulation...”

Examples include, but are not limited to: adult entertainment, fireworks stands, home-based businesses, cannabis-based businesses, massage parlors, mobile food vendors, and short-term rentals. For examples and more information, see our [City Business Licenses and Fees webpage](#).

Use of Revenues

As with general business licenses, regulatory business license fees are generally designed to recover administrative costs and should be fair and bear a reasonable relation to the costs. However, the fees may be higher than the fees for general business licenses due to added regulatory costs such as inspections and code compliance.

REVENUE-GENERATING BUSINESS LICENSE FEES (“HEAD TAXES”)

Quick Summary

- Some cities impose business license charges on a sliding scale to generate revenue.
- Revenues are unrestricted and may be used for any lawful governmental purpose.
- Charges may be based on number of employees, type of business, square footage, and other criteria.

RCW: [35.22.280\(32\)](#) – First class cities

[35.23.440\(8\)](#) – Second class cities

[35A.82.020](#) – Code cities

[35.27.370\(9\)](#) – Towns

Instead of recouping administrative costs, some cities generate revenue by imposing business license charges on a variable scale. The charges are based on one or more criteria such as the number of employees or number of employee hours worked (sometimes referred to as a “head tax”), the type of business, or the square footage of a business. Sometimes the charges are based on a true sliding scale, while other times the charges are broken into multiple tiers.

The law allows for a good deal of creativity in designing these charges. However, classes of businesses must be clearly defined, and each business within each class must pay the same charge.⁴⁵ For examples and more information, see our [City Business Licenses and Fees webpage](#).

The charge may be imposed by the legislative body and does not require voter approval. However, if the city has adopted powers of initiative and referendum, it may be subject to a voter referendum.

Use of Revenues

The revenues from a revenue-generating business license charge are unrestricted and may be used for any lawful governmental purpose.

⁴⁵ See McQuillin, Municipal Corporations §26.76 (July 2018).

Lodging Tax (Hotel/Motel Tax)

Quick Summary

- Most cities or towns may impose a lodging tax up to 4%, of which:
 - 2% is a credit against the state sales tax.
 - 2% is in addition to the sales tax rate.
- A few jurisdictions have been grandfathered in with varying rates.
- Revenues are restricted and must generally be used for tourism activities or tourism-related facilities.
- May also be used to repay debt for affordable workforce housing within ½ mile of a transit station.
- Cities of 5,000 or more must establish a lodging tax advisory committee (LTAC) to review funding applications and recommend awards.
- Does not require voter approval.

RCW: [67.28.180](#) and [67.28.181\(1\)](#)

Any city or town has the authority to levy lodging taxes, also known as “hotel/motel taxes,” on all charges for furnishing lodging at hotels, motels, and short-term rentals (STR), including such activities as Airbnb, bed and breakfasts (B&Bs), RV parks, and other housing and lodging accommodations for periods of time less than 30 days. The tax is collected as a sales tax and paid by the customer at the time of the transaction. These taxes may be imposed by the legislative body and do not require voter approval.

In addition, counties and certain public facilities districts also have lodging tax authority.

There are two lodging tax options:

- A **“basic”** or **“state-shared”** lodging tax up to 2% that is taken as a credit against the 6.5% state sales tax rate, so that the lodging patron does not see any tax increase.
- An **“additional”** or **“special”** lodging tax up to 2% on top of the state sales tax rate that results in a higher tax bill for the patron.

If a city imposes both options at the maximum rate, that would bring the total local lodging tax rate to 4%. Both the “basic” and the “additional” lodging taxes will be discussed further in the following pages, along with the use and distribution of funds, lodging tax advisory committees (LTACs), and reporting requirements.

Lodging taxes are different than tourism promotion area fees (see [Tourism Promotion Area Fees](#)), and lodging taxes may be imposed in addition to tourism promotion area fees.

“BASIC” OR “STATE-SHARED” LODGING TAX

Most cities and towns have the authority to levy a “basic” or “state-shared” lodging tax up to 2% ([RCW 67.28.180](#)), which is taken as a credit against the 6.5% state sales tax ([RCW 67.28.1801](#)) so that there is no tax increase and the total tax paid by the patron is equal to the retail sales tax in the jurisdiction in which the lodging is located. The state’s portion of the sales tax rate on lodging effectively drops from 6.5% to 4.5% within those jurisdictions.

Counties have similar “basic” lodging tax authority. The city’s basic rate is credited against the county’s basic rate ([RCW 67.28.180\(2\)](#)). For instance, if both the city and the county impose the full 2% basic lodging tax, the total rate will be 2% countywide, but the county will not receive revenues from the incorporated area because it must credit those revenues back to the city.

The basic lodging tax has a few exceptions:

- No city located within King County may impose the basic lodging tax (see [RCW 67.28.180\(2\)\(c\)\(ii\)](#)), except for Bellevue which has legislation allowing it to collect a rate up to 2% until its related debt is retired (subsection (2)(c)(iii)).
- No city that is located within a county that is exempt under [RCW 67.28.180\(2\)\(b\)](#) may impose the basic lodging tax so long as the county remains exempt. As of 2018, Yakima County is the only county exempt under that subsection, so no city within Yakima County may impose this tax. However, there is also an exception that grandfathers in the City of Yakima and allows it to collect a basic lodging tax up to 2% until its related debt is retired (subsection (2)(c)(iii)).
- For Bellevue/King County and City of Yakima/Yakima County, the statutory exemptions allow the jurisdictions to “double-dip,” meaning that the city lodging tax is not taken as a credit against the county rate. Instead, the city and county rates are added together, resulting in a credit of up to 4% against the state sales tax rate within Bellevue and the City of Yakima. This means the state only receives a 2.5% sales tax on lodging in those two cities.

“ADDITIONAL” OR “SPECIAL” LODGING TAX

In addition to the “basic” 2% lodging tax, most cities may impose an “additional” or “special” lodging tax up to 2% in increments no smaller than 0.1% ([RCW 67.28.181\(1\)](#)). Unlike the “basic” lodging tax, which is taken as a credit against the 6.5% state sales tax, the “additional” lodging tax is *not* a credit and results in a tax increase for the lodging patron. If the basic and additional lodging tax are each levied at a rate of 2%, the combined lodging tax rate would be 4%, and the total tax paid by the patron would be equal to the retail sales tax in the jurisdiction plus the additional/special lodging tax of 2%.

Counties also have similar authority, and if the county has imposed the “additional” lodging tax, the city’s additional lodging tax must be taken as a credit against the county’s additional rate ([RCW 67.28.181\(3\)](#)). For example, if both the city and the county impose the full 2% “additional” lodging tax, the total additional rate will be 2% countywide, but the county will not receive revenues from the incorporated area because it must credit those revenues back to the city.

The additional lodging tax option has a few exceptions:

- Counties and cities that imposed a combined lodging tax greater than 4% before July 27, 1997 were grandfathered in under [RCW 67.28.181\(2\)\(a\)](#). This includes Grays Harbor and Pierce counties (and the cities within them), plus the cities of Airway Heights, Bellevue, Chelan, Leavenworth, Long Beach, Winthrop, and Yakima.
- Any city located within a county that had the authority to levy a countywide 4% lodging tax before January 1, 1997 may not impose the additional 2% ([RCW 67.28.181\(2\)\(b\)](#)). This applies to all cities in Cowlitz and Snohomish counties.
- Cities that imposed a combined lodging tax rate of 6% before January 1, 1998 are grandfathered in under [RCW 67.28.181\(2\)\(d\)](#). This occurred due to a unique set of circumstances and only applies to the cities of Wenatchee and East Wenatchee.

The maximum combined sales and lodging tax rate upon sales of lodging may not exceed 12% ([RCW 67.28.181\(1\)](#)).⁴⁶ The statutes included within the 12% cap are [chapter 36.100 RCW](#) (public facilities districts), [chapter 82.08 RCW](#) (state sales tax), [chapter 82.14 RCW](#) (local sales taxes), [chapter 67.28 RCW](#) (lodging taxes), and [chapter 67.40 RCW](#) (convention and trade center tax – repealed in 2010). However, housing & related services sales taxes (see [RCW 67.28.181\(4\)](#)) and the first 0.4% of the Sound Transit high-capacity sales tax (adopted prior to December 1, 2000 – see [RCW 82.14.410\(2\)\(c\)](#)) are not included within the 12% cap.

Most cities are not that close to the 12% cap, and the cap does not affect the ability of any cities to impose the maximum “basic” lodging tax allowed by law since it is taken as a credit against the state sales tax and does not increase the sales tax rate. However, the 12% cap may limit the “additional” lodging tax rate that some cities, particularly within King County, may impose. [RCW 82.14.410](#) provides that any local sales and use tax increase adopted after December 1, 2000 must exempt lodging sales if the increase would cause the total combined lodging/sales tax rate to exceed the greater of the 12% cap or the actual combined lodging/sales tax rate in effect on December 1, 2000.

⁴⁶ There is an exception for Seattle, where the convention center lodging tax is higher. The city may impose an “additional” lodging tax up to 4%, and the combined lodging and sales tax rate may not exceed 15.2% under [RCW 67.28.181\(2\)\(c\)](#).

LODGING TAX ADVISORY COMMITTEES AND USE OF FUNDS

Lodging tax revenues are unlike most other local revenue sources in that many cities do not have complete control over how the revenues are spent. The money can be awarded to nonprofits, tourism organizations, and to the city or county for those activities associated with tourism facilities and tourism promotion. All prospective lodging tax recipients must apply for funding.

Any city with a population of 5,000 or more that has imposed lodging taxes – either the basic/state-shared or the additional/special taxes – must establish a lodging tax advisory committee (LTAC) comprised primarily of representatives of the local lodging and tourism industries. All prospective funding recipients must apply to the LTAC for consideration. The LTAC will review the applications and make funding recommendations to the city legislative body for consideration.

Cities with a population of less than 5,000 are not required to establish an LTAC, although they may do so if desired. If the city does not have an LTAC, prospective applicants must apply directly to the city legislative body for consideration and funding. This section will discuss the use of revenues and the LTAC award process.

Use of Revenues

All lodging tax revenues – including both the “basic” and “additional” lodging taxes – must be used for tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities ([RCW 67.28.1815](#) and [RCW 67.28.1816](#)), including:

- Tourism marketing;
- Marketing and operations of special events and festivals designed to attract tourists;
- Operations *and* capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or
- Operations of tourism-related facilities owned or operated by nonprofit organizations (but *not* capital expenditures).

Cities and towns may use the funds either directly, or indirectly through a convention and visitor’s bureau or destination marketing organization. [Chapter 67.28 RCW](#) demonstrates that it was the state legislative intent to provide local control over the use of lodging tax revenues and to provide for the distribution of this tax back to those organizations and agencies that promote tourism within the city.

Definitions are provided in [RCW 67.28.080](#). Of particular note are the following definitions:

“Tourism promotion” means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.

“Tourism-related facility” means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street

organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.



Practice Tip: The guiding principle is that these facilities should be used by tourists. So, for example, a municipal golf course would likely be a permitted lodging tax expenditure in Chelan, while it probably would not be if it were in a residential neighborhood in Spokane. Each situation is unique and requires careful assessment.

After conferring with the State Auditor’s Office, we have also concluded that lodging tax revenues may be used to pay for staff support of the lodging tax advisory committee (LTAC), provided that proper application and reporting requirements are followed. Our conclusion comes from [RCW 67.28.1815](#), which states that the revenues must be used “solely for the purpose of paying all or any part of the cost of tourism promotion...” It is our opinion that the primary function of an LTAC is to promote and market tourism.

To avoid any concerns with Article 8, Section 7 of the state constitution, which prohibits gifts of public funds, a city should enter into a contract with any organization receiving lodging tax funds. The contract should spell out the tourism-related services to be provided in exchange for city funding as well as the required reports that must be filed by the recipient with the city that quantifies the services in terms of the number of tourists generated as a result of the funding.

Cities and counties may use lodging tax funds to repay debt associated with tourism related facilities owned by the municipality, and the 2015 legislation session provided cities with an additional option to use lodging tax revenues to repay general obligation bonds ([RCW 67.28.150](#)) or revenue bonds ([RCW 67.28.160](#)) issued for affordable workforce housing within a half mile of a transit station ([RCW 67.28.180](#)).

King County has a separate mandatory provision that requires at least 75% of the revenues to be used for affordable housing and the arts beginning in 2021. However, these provisions only apply to the county itself and do not apply to any cities within King County.

Application and Award Process

The entities that may apply for lodging tax funding are:

- Convention and visitors’ bureaus;
- Destination marketing organizations;
- Nonprofits, including main street organizations, lodging associations, or chambers of commerce; and
- Municipalities (defined as any city, town, or county).

In cities with a population of 5,000 or more, applications for lodging tax funding must be submitted to a lodging tax advisory committee (LTAC). The LTAC must be appointed by the city council and must contain at least five members, including one elected city official who serves as chair, at least two representatives of businesses that are required to collect the lodging tax, and at least two people who are involved in activities that are authorized to be funded by the lodging tax ([RCW 67.28.1817](#)). The city may optionally appoint one county elected official as

a nonvoting member. The city council must review the committee’s membership annually and makes changes as appropriate.

In cities of less than 5,000, applications are submitted to the city legislative body, unless the city voluntarily chooses to establish an LTAC.



Practice Tip: Cities with a population less than 5,000 that voluntarily establish an LTAC do not have to follow the statutory requirements outlined in [RCW 67.28.1816](#) and [.1817](#). If your city chooses to vary from the statutory requirements, it should adopt policies to provide clear direction and guidance.

All applications must include estimates of how funding the activity will result in increases to the number of people staying overnight, traveling 50 miles or more, or coming from another state or country. To ensure that the applicants are compliant with this statutory requirement, this information should be included in the lodging tax application form that will be filed with the city or the LTAC.

There is no requirement that priority for funding be given to applicants expected to generate the largest number of tourists, and lodging tax revenue may still be awarded to recipients who provide services that indirectly increase tourism such as destination marketing organizations.



Practice Tip: The State Auditor’s Office interprets the law to mean that all users of lodging tax funds, including municipalities, are considered applicants and must follow the relevant application procedures. So, cities should submit applications for their own projects to the LTAC.

For those cities required to establish an LTAC, the LTAC receives all applications for lodging tax revenue and recommends a list of candidates and funding levels to city council for final determination. The statute says that city council “may choose *only recipients* from the list of candidates and recommended amounts provided by the local lodging tax advisory committee” ([RCW 67.28.1816\(2\)\(b\)\(ii\)](#), emphasis added). The city council may not award funds to any recipient that was not recommended by LTAC.

However, an [informal opinion from the Attorney General’s Office](#) in 2016 states that the legislative body may award amounts different from the LTAC’s recommended amounts, but only after satisfying the procedural requirements of [RCW 67.28.1817\(2\)](#). This requires the municipality to submit its proposed change(s) to the LTAC for review and comment at least forty-five days before final action is taken.

The city is not required to fund the full list of recommended recipients and may choose to make awards to only some or even none of the recommended recipients.

The law is silent on the frequency of the awards. Some jurisdictions choose to make the award process a part of their annual budget cycle while others may incorporate a mid-year awards procedure to account for unexpected increases or decreases in lodging tax revenues.

Rate Changes and Exemptions

For those cities required to establish an LTAC, any proposal to impose a new lodging tax, raise the rate of an existing tax, repeal an exemption from the lodging tax, or change the use of the tax proceeds, must be submitted to the lodging tax advisory committee for review and comment ([RCW 67.28.1817\(2\)](#)).

This submission must occur at least 45 days before final action will be taken on the city council's proposal. Even if the committee finishes its work before the 45 days are up, the city council still must wait 45 days.

The committee's comments must include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and of the extent to which it will affect the long-run stability of the fund to which the hotel-motel taxes are credited. If the advisory committee does not submit comments within the 45-day deadline, city council may proceed with final action.

REPORTING REQUIREMENTS

All cities and towns *receiving* lodging tax revenues must report annually to the Joint Legislative Audit & Review Committee (JLARC) ([RCW 67.28.1816](#)). JLARC has established an [online reporting system](#), and the reporting requirements include:

- All lodging tax revenues received;
- All lodging tax revenues distributed and/or expended;
- All recipients of lodging tax monies, including the city itself, that may have directly used lodging tax funds for qualifying facilities, tourist events, or tourism administration; and
- For all recipients, the actual number of people traveling for business or pleasure on an overnight trip in paid accommodations, traveling 50 or more miles away from their business or place of residence for the day or overnight, or traveling from another country or state.



Practice Tip: The JLARC online filing system can record and store lodging tax activity throughout the calendar year. As part of your contract with recipients, we recommend that you require the recipient to file the actual number of attendees, overnight stays, and/or other associated tourism data as soon as the event or activity has been completed. This will make it easier to file the annual report.

In the event that your city received lodging tax revenues but did not have any distributions or expenses during the calendar year, the JLARC report must still be completed and filed by the deadline indicating no activity.

Real Estate Excise Taxes (REET)

The State of Washington levies a real estate excise tax (REET) upon all sales of real estate under [chapter 82.45 RCW](#). The tax rate used to be a flat 1.28%, but effective January 1, 2020 the state implemented a graduated tax scale based on the selling price of the property, with the sale price thresholds adjusted on a four-year schedule (see [RCW 82.45.060](#)). However, the sale of real property classified as timberland or agricultural land remains taxed at a flat 1.28% regardless of the sale price.

A portion of the proceeds are deposited into the public works assistance account ([RCW 43.155.050](#)) for loans and grants to local government for public works projects; the city-county assistance account (see [City-County Assistance \(ESSB 6050\) Distributions](#)) for distribution to qualifying cities and counties; and the education legacy trust account for the support of the common schools, expanding higher education, and other educational improvement efforts.

In addition, [chapter 82.46 RCW](#) authorizes cities and towns to impose local real estate taxes on top of the state rate. The tax is calculated based on the full selling price, including the amount of any liens, mortgages, and other debts given to secure the purchase ([RCW 82.46.010\(5\)](#) and [RCW 82.45.030](#)). However, the rate that the city can levy and the way it can use the revenues depends on the city's population and whether or not it is planning under the Growth Management Act (GMA).

The tax is due at the time of sale and is collected by the county when the documents of sale are presented for recording ([WAC 458-61A-301](#)). Real estate excise taxes are typically the responsibility of the seller of the property, not the buyer, although the buyer is liable if the tax is not paid. However, sometimes the buyer pays some or all of the tax as part of the negotiated sale agreement.

Some real estate property transfers are exempt from REET under [chapter 458-61A WAC](#). For instance, gifts of real property are generally exempt from REET ([WAC 458-61A-201](#)), as are transfers of property through wills or inheritance ([WAC 458-61A-202](#)) and transfers due to divorce settlement agreements ([WAC 458-61A-203](#)).

Any property sold by a government agency is exempt from REET, but generally any real property purchased by a government agency is subject to REET unless otherwise exempted ([WAC 458-61A-205](#)).

REET revenues can be somewhat volatile, since they depend on both the volume of real estate sales and the sale value of the properties sold. If the local real estate market is strong, tax revenues will be strong too. But if the local real estate market is weak, tax revenues will decline in direct proportion to the activity in the market.

The two main REET options for cities and towns are:

- **REET 1 (“first quarter percent”)** – Any city or town may levy a 0.25% real estate excise tax primarily for capital projects and limited maintenance.
- **REET 2 (“second quarter percent”)** – Additional 0.25% real estate excise tax primarily for capital projects and limited maintenance, but may only be imposed by cities that are fully planning under GMA.

Because these revenue sources are restricted to specific purposes, they must be accounted for separately in a capital projects fund for REET 1 proceeds ([RCW 82.46.030\(2\)](#)) and/or a special revenue fund for REET 2 income. Those cities and counties that are planning under GMA and levying both REET 1 and REET 2 need to keep track of each of these revenues separately because the uses to which they may be applied are different.

State statute also provides a few additional but narrowly focused REET options, as described later in this chapter.

REET 1 – THE “FIRST QUARTER PERCENT”

Quick Summary

- Any city or town may impose a 0.25% excise tax upon all real estate sales.
- Revenues are restricted and may only be used for certain capital purposes and housing relocation assistance, depending on the city’s population and whether it fully plans under GMA.
- May also be used for limited capital facility maintenance, with additional reporting requirements.
- Does not require voter approval.

RCW: [82.46.010\(2\)](#)

Any city or town may impose an excise tax of 0.25% – known as “REET 1” or the “first quarter percent” – upon all real estate sales ([RCW 82.46.010\(2\)](#)). REET 1 may be imposed by the legislative body and does not require voter approval. Almost all cities in the state have imposed REET 1, except for a few very small cities and towns.

Use of Revenues

REET 1 revenues are restricted and may only be used for certain purposes. However, the exact purposes depend on the city’s population and whether or not it is fully planning under the Growth Management Act (GMA).

Cities with a population of more than 5,000 that are fully planning under GMA: According to [RCW 82.46.010\(2\)\(b\)](#), these jurisdictions must spend the REET 1 revenues on “capital projects” that are listed in the capital facilities plan (CFP) element of their comprehensive plan. [RCW 82.46.010\(6\)](#) defines “capital projects” as:

[T]hose public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets; roads; highways; sidewalks; street and road lighting systems; traffic signals; bridges; domestic water systems; storm and sanitary sewer systems; parks; recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative facilities, judicial facilities, river flood control projects [...] and technology infrastructure that is integral to the capital project.

Sub-section (2)(b) also states that REET 1 funds may be spent on housing relocation assistance as defined within [RCW 59.18.440](#) and [59.18.450](#), which in summary provides assistance to low-income tenants under specific circumstances defined by statute and local ordinance.

In addition, a portion of the REET 1 proceeds may be used for the maintenance of capital facilities as described on the next page, with additional reporting requirements.

Note that REET 1 funds may not be used for developing or updating a capital facilities plan (CFP) or capital improvement plan (CIP), but they can be used for design, engineering, surveys, etc. associated with a specific qualifying project listed in a CFP or CIP.

Cities that are not required to fully plan under GMA, or that are fully planning under GMA and have a population of 5,000 or less: According to [RCW 82.46.010\(2\)\(a\)](#), these jurisdictions must use REET 1 funds “for any capital purpose identified in a capital improvements plan and local capital improvements, including those listed in [RCW 35.43.040](#).” [RCW 35.43.040](#) lists local improvements that can be funded through a local improvement district (LID), which includes projects such as streets, parks, sewers, water mains, swimming pools,

and gymnasiums. Local capital improvements include the acquisition of real and personal property associated with such improvements – so for instance, land acquisition for parks is a permitted expenditure.

Capital projects not listed in the local improvement statute (for example, a fire station, city hall, courthouse, or library) are also permitted uses as long as they are included in the city’s capital improvement plan. Expenditures that are not allowed are such things as the purchase of police cars or backhoes. Accountants may consider these to be “capital” for accounting purposes, but they are not considered “capital purposes” or “local capital improvements” as defined in the REET statute.

A 1984 letter between the Attorney General’s office and a county prosecutor,⁴⁷ and confirmed in an Attorney General’s Memorandum in 1991, defines “local capital improvements” as “various kinds of things which may be done to a tract or parcel of tangible real property as an improvement thereto.”⁴⁸

In addition, a portion of the REET 1 proceeds may be used for the maintenance of capital facilities as described below, with additional reporting requirements.

Note that REET 1 funds may not be used for developing or updating a capital improvement plan (CIP), but they can be used for design, engineering, surveys, etc. associated with a specific qualifying project listed in a CIP.

Use of REET 1 for maintenance: Any city or town, regardless of its population or whether it fully plans under GMA, may use up to \$100,000 or 25% of its available REET 1 funds – whichever is greater, but not to exceed \$1 million per year – for the maintenance of capital projects ([RCW 82.46.015](#)). The definition of capital projects is the same as in [RCW 82.46.010\(6\)\(b\)](#). The definition of maintenance is provided in [RCW 82.46.015\(6\)](#):

For purposes of this section, “maintenance” means the use of funds for labor and materials that will preserve, prevent the decline of, or extend the useful life of a capital project. “Maintenance” *does not* include labor or material costs for routine operations of a capital project [*emphasis added*].

To use REET 1 funds for maintenance, the city must fulfill additional reporting requirements defined within [RCW 82.46.015](#), including preparing and adopting a written report that includes:

- Information necessary to demonstrate that the city has, or will have, adequate funding from all sources to pay for all capital projects identified in its capital facilities plan.
- How revenues collected under REET 1 have been used during the prior two-year period.
- How revenues collected under REET 1 will be used for the succeeding two-year period.
- What percentage of funds for capital projects is attributed to REET 1 revenues compared to all other sources of capital project funding.

This report must be adopted as part of the city’s public budget process. Additionally, the city must declare that it has not enacted any requirement on the listing or sale of real property; or any requirement on landlords, at the time of executing a lease, to perform or provide physical improvements or modifications to real property or fixtures, except if necessary to address an immediate threat to health or safety; unless the requirement is specifically authorized by other state and federal laws.

⁴⁷ [Informal opinion](#) dated March 6, 1984, from Philip H. Austin, Senior Deputy Attorney General, to Alan A. Hancock, Deputy Prosecuting Attorney for Island County.

⁴⁸ Memorandum opinion dated July 16, 1991, from Maureen Hart, Senior Assistant Attorney General, Legal/Fiscal Division, to Steven Marcotte, Assistant Chief Examiner, State Auditor’s Office

REET 2 – THE “SECOND QUARTER PERCENT”

Quick Summary

- Any city or town that is fully planning under GMA may impose an additional 0.25% excise tax upon all real estate sales, in addition to the tax imposed under REET 1.
- Revenues are restricted and may only be used for certain transportation, water/storm/sewer, and park capital purposes.
- May also be used, with additional reporting requirements, for:
 - Limited capital facility maintenance.
 - REET 1 capital projects.
 - Affordable housing and homelessness (through January 1, 2026 only).
- Does not require voter approval for cities required to plan under GMA, but does require voter approval for cities voluntarily planning under GMA.

RCW: [82.46.035\(2\)](#)

In addition to REET 1, any city or town that is fully planning under the Growth Management Act (GMA) may impose an additional 0.25% – known as “REET 2” or the “second quarter percent” ([RCW 82.46.035](#)). For cities that are *required* to fully plan under GMA, REET 2 may be imposed by the legislative body and does not require voter approval. However, any city that is *voluntarily* choosing to plan under GMA must submit the REET 2 proposition to voters.

Ballot Measure Requirements for Voluntary GMA Cities

Voter approval for REET 2 is only required for cities and towns that are *voluntarily* planning under GMA. The proposition may be submitted at any special, primary,⁴⁹ or general election and must be approved by a simple majority of voters. According to MRSC’s [Local Ballot Measure Database](#), no voluntary GMA cities have attempted a voted REET 2 ballot measure recently.

Use of Revenues

REET 2 revenues are restricted and may only be used for financing “capital projects” specified in the capital facilities plan element of the city’s comprehensive land use plan. [RCW 82.46.035\(5\)](#) defines “capital project” as:

- (a) Planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems;
- (b) Planning, construction, reconstruction, repair, rehabilitation, or improvement of parks; and
- (c) Until January 1, 2026, planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of facilities for those experiencing homelessness and affordable housing projects.

⁴⁹ [RCW 82.46.035\(2\)](#) states that the proposition must be submitted “at a general election held within the district or at a special election within the taxing district,” which at first glance might seem to rule out the August primary election. However, [RCW 29A.04.321\(2\)](#), which establishes the election schedule for local governments, authorizes the county to call up to four “special elections” each year, including the primary election. So for these purposes, “special election” includes the primary election.

The definition of “capital project” for REET 2 is more restrictive than it is in the REET 1 statute. REET 2 funds are more specifically directed to infrastructure and parks capital projects. (However, note that park lands “acquisition” is not an allowed use for REET 2.) REET 2 omits public facilities such as law enforcement, fire protection, libraries, administration, and courts that were listed within the REET 1 statute.

However, REET 1 projects may be funded with REET 2 revenues as described below if certain limitations and additional reporting requirements are met. REET 2 revenues may also be used for limited maintenance expenses as well as affordable housing and homelessness purposes as described below.

Note that REET 2 funds may not be used for developing or updating a capital facilities plan (CFP) or capital improvement plan (CIP), but they can be used for design, engineering, surveys, etc. associated with a specific qualifying project listed in a CFP or CIP.

Use of REET 2 for maintenance and REET 1 projects: Any city may use up to \$100,000 or 25% of its available REET 2 funds – whichever is greater, but not to exceed \$1 million per year – for the following purposes ([RCW 82.46.037\(1\)](#)):

- The maintenance of REET 2 capital projects, as defined in [RCW 82.46.035\(5\)](#). The statute defines “maintenance” as “the use of funds for labor and materials that will preserve, prevent the decline of, or extend the useful life of a capital project. ‘Maintenance’ does *not* include labor or material costs for routine operations of a capital project” [*emphasis added*].
- Planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, improvement, or maintenance of REET 1 capital projects (see [REET 1 – The “First Quarter Percent”](#)) that are not also included within the REET 2 definition of capital projects.

To use REET 2 funds for these limited purposes, the city must fulfill additional reporting requirements defined within [RCW 82.46.037](#), including preparing and adopting a written report that includes:

- Information necessary to demonstrate that the city has, or will have, adequate funding from all sources to pay for all capital projects identified in its capital facilities plan for a two-year period.
- How revenues collected under REET 2 have been used during the prior two-year period.
- How revenues collected under REET 2 will be used for the succeeding two-year period.
- What percentage of funds for capital projects is attributed to REET 2 revenues compared to all other sources of capital project funding.

The report must be adopted as part of the city’s public budget process. Additionally, the city must declare that it has not enacted any requirement on the listing or sale of real property; or any requirement on landlords, at the time of executing a lease, to perform or provide physical improvements or modifications to real property or fixtures, except if necessary to address an immediate threat to health or safety; unless the requirement is specifically authorized by other state and federal laws.

Use of REET 2 for affordable housing and homelessness: New legislation in 2019 expanded the use of revenues for homeless housing to also include affordable housing. Until January 1, 2026 any city may now use up to \$100,000 or 25% of its available REET 2 funds – whichever is greater, but not to exceed \$1 million – for affordable housing projects and the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of facilities for those experiencing homelessness, as long as

such projects are listed in the capital facilities plan. (These dollar limits do not apply to any city that used REET 2 revenue for homeless housing prior to June 30, 2019.)

To use REET 2 for affordable housing and homelessness, the city must document in its capital facilities plan that it has funds during the next two years for capital projects in subsection (5)(a) of the section – which is to say, all REET 2-eligible capital projects *except* park projects (which are listed in subsection (5)(b)). Note that these documentation requirements are much less stringent than the reporting requirements necessary to use REET 2 for maintenance/REET 1 projects.



REET IN LIEU OF “SECOND HALF” SALES TAX

Quick Summary

- Any city or town that has not imposed the “second half” sales tax may impose an additional 0.5% excise tax upon all real estate sales.
- Revenues are unrestricted and may be used for any lawful government purpose.
- Almost all cities have imposed the “second half” sales tax, which will likely generate more revenue.
- Does not require voter approval but is subject to possible referendum.

RCW: [82.46.010\(3\)](#)

Any city or town that is not levying the optional 0.5% “second half” sales tax (see [“Optional” Sales Tax/Second Half-Cent](#)) may levy an additional real estate excise tax up to 0.5% ([RCW 82.46.010\(3\)](#)). However, almost all cities have levied the “second half” sales tax and are not eligible for this revenue source.

This additional REET authority does not require voter approval. However, the imposition of this tax, a change in rate, or a repeal of the tax may be subject to referendum ([RCW 82.46.021](#)).

From a financial standpoint, the 0.5% second half sales tax will probably bring in more revenue than this additional 0.5% real estate excise tax.

Use of Revenues

The revenues are unrestricted and may be used for any lawful governmental purpose (unlike REET 1 and REET 2, which are limited to capital projects defined by statute and related maintenance).

OTHER REET OPTIONS

There are also two additional REET options that are only available to counties, but which cities should be aware of. These measures require voter approval and are applied to all properties countywide (including within incorporated cities). The county must consult city elected officials while developing a plan for the expenditure of the proceeds.

- **1.0% REET for conservation areas:** Any county may impose an additional real estate excise tax of up to 1.0% for the acquisition and maintenance of conservation areas ([RCW 82.46.070](#)).
- **0.5% REET for affordable housing:** Any county that imposed the full 1.0% REET for conservation areas no later than January 1, 2003, may also impose a real estate excise tax up to 0.5% for affordable housing ([RCW 82.46.075](#)). San Juan County is the only county that is eligible.

Other Excise Taxes

ADMISSION TAX

Quick Summary

- Any city may impose an admission tax up to 5% of the admission charge for various events and facilities.
- Revenues may generally be used for any lawful governmental purpose.
- Does not require voter approval.

RCW: [35.21.280](#)

Any city may levy an admission tax in an amount no greater than 5% of the admission charge for various facilities and events ([RCW 35.21.280](#)). The tax may be imposed by the legislative body and does not require voter approval.

This tax can be levied on admission charges (including season tickets or subscriptions) to venues such as theaters, dance halls, circuses, clubs that have cover charges, observation towers, stadiums, and any other activity where an admission charge is made to enter the facility or where a charge is made for food and drinks in a place where free entertainment, recreation, or amusement is provided. An admission charge may also be made on rental or use of equipment or facilities for the purposes of recreation or amusement, if the rental is a necessary component of the enjoyment.⁵⁰

The statute exempts cities from placing an admission tax on any elementary or secondary school activity and on any public facility district (PFD) of a city for which the PFD has levied an admission tax under [RCW 35.57.100](#). However, a city may impose its own tax on admissions to activities at a PFD, in addition to the district's, if the revenue is used for the construction, operation, maintenance, repair, replacement, or enhancement of that public facility or to develop, support, operate, or enhance programs in that public facility ([RCW 35.21.280\(1\)](#)).

⁵⁰ Counties have similar authority under [RCW 36.38.010](#). In *Ski Acres v. Kittitas County*, 118 Wn.2d 852 (1992), the Washington State Supreme Court ruled that the county could not levy its admission tax on ski lift tickets and/or rental equipment under [RCW 36.38.010\(2\)](#), which states, in part that the term "admission charge" includes:

a charge made for rental or use of equipment or facilities for purpose of recreation or amusement, and where the rental of the equipment or facilities is necessary to the enjoyment of the privilege for which a general admission is charged, the combined charges shall be considered as the admission charge.

The court agreed with the plaintiff that, because one could enter the ski area without a charge, the county could not charge an admission tax on the ski lift price (or equipment rental). This same argument could apply to facilities such as bowling alleys and skating rinks.

Because the language in the city statute is similar, a court might possibly find that cities also cannot levy an admission tax in cases where people can enter a place without paying even though they have to pay to participate in the activity in that place. The statute authorizing the admission tax for cities and towns, however, is different from the statute authorizing the county tax, and the area of difference is found in the language used by the Supreme Court to invalidate Kittitas County's application of the tax to ski lifts. Without additional guidance by the courts, it is difficult to conclude whether cities possess greater taxing authority. An argument to that effect certainly could be made.

For cities located within King County (a county with a population of 1 million or more), the statute prohibits the levy of an admission tax on events in stadiums built after January 1, 1995 that have seating capacity greater than 40,000 and are owned by a PFD.

A city-imposed admission tax is administered at the local level, so collections and auditing are the city's responsibility and the city should include appropriate language within the enabling ordinance to require collection and remittance. Some cities have been known to exempt certain events such as those sponsored by nonprofits, but this is an option that is determined individually by each city that decides to impose the tax.

Use of Revenues

Admission tax revenues are unrestricted and may be used for any lawful governmental purpose. However, if the admission tax is levied upon activities at a PFD as described above, the revenue must be used for the construction, operation, maintenance, repair, replacement, or enhancement of that public facility or to develop, support, operate, or enhance programs in that public facility ([RCW 35.21.280\(1\)](#)).



BORDER AREA FUEL TAX

Quick Summary

- Any city within 10 miles of a Canadian border crossing, or any transportation benefit district encompassing a Canadian border crossing, may impose a gas tax up to 2 cents per gallon, adjusted for inflation.
- Revenues are restricted and must be used for street maintenance and construction.
- Requires voter approval.

RCW: [82.47.020](#)

Any city or town within 10 miles of a Canadian border crossing, or any transportation benefit district that includes a Canadian border crossing within its boundaries, may establish a special gas tax in addition to any other federal, state, or local gas taxes ([RCW 82.47.020](#)). This tax requires voter approval. The maximum tax rate may not exceed 2 cents per gallon for ballot propositions submitted in calendar year 2022; for ballot measures submitted in later years, the maximum tax rate may be adjusted to reflect the percentage change in the implicit price deflator for personal consumption expenditures since calendar year 2022.

As of 2022, this tax has been implemented by the cities of Blaine, Nooksack, and Sumas, as well as the Point Roberts Transportation Benefit District.

The intent of this tax is help offset street maintenance and construction costs due to high border-crossing traffic volumes, with a portion of the costs borne by Canadian residents (many of whom buy gas in Washington border jurisdictions because fuel prices are generally lower than in British Columbia).

Use of Revenue

The entire proceeds of the tax, minus refunds authorized by the resolution imposing the tax and minus any amounts for administration and collection expenses, must be used solely for border area jurisdiction street maintenance and construction ([RCW 82.47.030](#)).

Ballot Measure Requirements

The border area fuel tax must be approved by a simple majority of voters and may be submitted at any special, primary,⁵¹ or general election. The election must be held no more than 12 months before the tax is to take effect, and the proposition must state the proposed tax rate. According to MRSC's [Local Ballot Measure Database](#), Ferndale is the only city to attempt this revenue source in recent years and the measure failed.

⁵¹ [RCW 82.47.020](#) states that the tax must be submitted at “a general or special election,” which at first glance might seem to rule out the August primary election. However, [RCW 29A.04.321\(2\)](#), which establishes the election schedule for local governments, authorizes the county to call up to four “special elections” each year, including the primary election. So for these purposes, “special election” includes the primary election.

COMMERCIAL PARKING TAX

Quick Summary

- Any city may impose a tax on commercial parking businesses.
- Revenues are restricted and must be used for transportation purposes.
- Does not require voter approval but is subject to possible referendum.

RCW: [82.80.030](#)

Any city or town may impose a tax on commercial parking businesses located within its boundaries ([RCW 82.80.030](#)). This tax may be imposed by the legislative body and does not require voter approval. However, it is subject to possible referendum under [RCW 82.80.090](#).

There is no limit on the tax rate, and there are many ways that a city can assess the tax. The city may impose the tax directly on parking businesses ([RCW 82.80.030\(1\)](#)), or it may impose a tax on the driver of the vehicle using the commercial parking facility ([RCW 82.80.030\(2\)](#)).

If the tax is imposed on the parking business, the rate must be based upon either gross proceeds or the number of vehicle stalls available for commercial parking use. The rates charged must be uniform for the same class or type of commercial parking business ([RCW 82.80.030\(4\)](#)).

If the tax is imposed on the driver, the tax may be a flat fee or a percentage amount, and the operator of the parking facility collects and remits the tax revenues to the city ([RCW 82.80.030\(2\)](#)). The tax rates may vary by any “reasonable factor,” including zoning, the location of the facility, parking duration, time of entry or exit, and the type or use of the vehicle. Cities may also exempt carpool vehicles, vehicles with a disabled parking placard, or government vehicles.

As of 2022, we are aware of 11 cities imposing a commercial parking tax: Bainbridge Island, Bremerton, Burien, Milton, Mukilteo, Port Angeles, Ruston, SeaTac, Seattle, Sumner, and Tukwila.

The city is responsible for administering the tax and adopting rules by resolution or ordinance. The city may provide for payment on a monthly, quarterly, or annual basis.

Use of Revenues

The revenue must be used for transportation purposes as defined in [RCW 82.80.070](#). This includes, but is not limited to:

- Operation and preservation of roads, streets, and other transportation improvements;
- New construction, reconstruction, and expansion of streets and highways and other transportation improvements;
- Development and implementation of public transportation and high capacity transit improvements and programs;
- Planning, design, and acquisition of right-of-way and sites for transportation purposes; and
- Transportation improvements in accordance with a transportation benefit district.

The statute prohibits the supplanting of funds. No city may use the commercial parking tax revenues to replace, divert, or loan any revenues currently being used for transportation purposes to non-transportation purposes ([RCW 82.80.070\(6\)](#)).

Any city with a population greater than 8,000 that levies a commercial parking tax must develop and adopt a specific transportation program identifying the geographic area where the tax revenues will be collected and expended, proposed transportation improvements and costs, how the plan is coordinated with other applicable local and regional transportation plans, and a six-year funding plan updated every year ([RCW 82.80.070\(3\)-\(5\)](#)).



GAMBLING TAX

Quick Summary

- Any city or town may tax gambling activities within its jurisdiction.
- Maximum tax rates depend upon type of gambling activity.
- Revenues are restricted and must be used for public safety purposes.
- Does not require voter approval.

RCW: [9.46.110](#)

Gambling activities are regulated by the state, with the Washington State Gambling Commission regulating and licensing most gambling activities under [chapter 9.46 RCW](#). Cities and towns are limited in their authority to regulate gambling, but they may prohibit any or all gambling activities for which licenses are required ([RCW 9.46.295](#)).

Cities that choose to allow gambling may tax the gambling proceeds ([RCW 9.46.110](#)). Such gambling taxes may be imposed by the legislative body and do not require voter approval.

The maximum rates are set by statute and are listed below. Note that some of the maximum tax rates are based on net receipts (gross receipts minus prizes), while others are based on gross receipts. For definitions of each activity, refer to [chapter 9.46 RCW](#).

Gambling Activity	Maximum Tax Rate
Amusement games	Actual costs of enforcement, not to exceed 2% of net receipts*
Bingo	5% of net receipts*
Punch boards and pull-tabs by <i>charitable or nonprofit organizations</i>	10% of net receipts
Punch boards and pull-tabs by <i>commercial stimulant operators</i>	5% of gross receipts or 10% of net receipts
Raffles	5% of net receipts**
Social card games	20% of gross receipts

* For amusement and bingo games, charitable or nonprofit organizations with no paid operating or management personnel and combined net receipts of \$5,000 or less are exempt from taxation.

** For raffles conducted by a bona fide charitable or nonprofit organization, the first \$10,000 of net receipts are exempt from taxation.

Use of Revenues

Cities that implement this gambling tax “must use the revenue from such tax primarily for the purpose of public safety” ([RCW 9.46.113](#)).

LEASEHOLD EXCISE TAX

Quick Summary

- Any city or town may levy an excise tax up to 4% on most leases of tax-exempt properties.
- Tax is credited against state and county leasehold excise taxes.
- Revenues are unrestricted and may be used for any lawful governmental purpose.
- Does not require voter approval.

RCW: [82.29A.040](#)

Under state law, all publicly owned properties, as well as certain privately owned properties, are exempt from property tax under [Title 84 RCW](#). However, most leases of publicly-owned real and personal property in the state, as well as certain specified privately owned real or personal properties, are subject to a leasehold excise tax in lieu of property taxes, as long as the lessee (the tenant) would otherwise be subject to property tax if the lessee owned the property instead of leasing it ([chapter 82.29A RCW](#)).

The State of Washington imposes a 12.84% leasehold excise tax on the act or privilege of occupying or using publicly owned, or specified privately owned, real or personal property ([RCW 82.29A.030](#)).⁵²

In addition, any city or town is authorized to levy and collect a leasehold excise tax of up to 4% of the taxable rent on the occupancy or use of the same publicly owned, or specified privately owned, real or personal property within its jurisdictional limits. Counties have similar leasehold excise tax authority up to a rate of 6%. These local leasehold excise taxes do not require voter approval.

“Taxable rent” means the contract rent (when the lease is established by competitive bidding) or, in certain circumstances, rent as determined by the Department of Revenue (DOR) when a leasehold interest has not been established through competitive bidding and the compensation to the lessor does not represent fair market value of the lease or when a lease has not been renegotiated for at least 10 years. (See definitions in [RCW 82.29A.020](#).)

Publicly owned real or personal property also includes real or personal property owned by federally recognized Indian tribes, nonprofit fair associations, and community centers, as long as they are exempt from property tax. [RCW 82.29A.130](#) provides for exemptions on certain specified properties, while [RCW 82.29A.120](#) allows certain lessees to receive credits that reduce their leasehold excise tax payments.

Allocation of Leasehold Excise tax

Leasehold excise taxes imposed by cities and counties are credited against the 12.84% state leasehold excise tax. This credit is applied in layers, which is to say the county rate (with a maximum rate of 6%) is credited against the state rate, and the city rate (with a maximum rate of 4%) is credited against the county. For example, if the county imposes its maximum of 6% and no city has imposed a leasehold excise tax, the county will receive 6% countywide and the state will receive the remaining 6.84%. However, if a city also imposes its 4% maximum rate, the city will receive 4% and the county will receive 2%. The state would still receive the remaining 6.84%.

⁵² [RCW 82.29A.030](#) establishes a tax rate of 12% plus an additional tax equal to the rate specified in [RCW 82.02.030](#) (which is 7%) multiplied by 12%. 12% times 7% is 0.84%, which brings the total tax rate to 12.84%.

Use of Revenues

Leasehold excise tax revenues are unrestricted and may be used for any lawful governmental purpose.

Timing of Receipts

For any city-owned properties, the city collects the 12.84% leasehold tax and remits the full amount to the Department of Revenue. For other eligible tax-exempt properties located within the city, the tax must be collected by the lessor and remitted to DOR on a quarterly basis, and federal property reports directly to the DOR on an annual basis. The DOR, after deducting an administrative fee ([RCW 82.29A.080](#)), distributes the taxes back to cities on a monthly basis ([RCW 82.29A.090](#)).



LOCAL HOUSEHOLD TAX

Quick Summary

- Excise tax of up to \$1.00 per month per household; may not be imposed concurrently with transit sales tax.
- Revenues must be used for public transportation improvements.
- Does not require voter approval but may be subject to referendum.

RCW: [35.95.040](#)

Any city or town that provides transit service may impose a local household tax of up to \$1.00 per month per household ([RCW 35.95.040](#)) to support its transit system. However, any jurisdiction imposing a transit sales tax under [RCW 82.14.045](#) (see [Transit Sales Tax](#)), or located within a transit district that imposes such a sales tax, may not impose a local household tax and vice versa. As of 2022, we are not aware of any cities or counties that impose this local household tax, and most transit agencies rely on sales taxes instead, which generate far more revenue.

Local household taxes may be imposed by city council ordinance. While a public vote is not explicitly required,⁵³ state statute says that any municipality adopting a local household tax “may” refer the ordinance to voters before making the ordinance effective ([RCW 35.95.090](#)). In addition, the measure may be subject to possible referendum ([RCW 35.95.080](#)).

The tax is administered by the city clerk or treasurer, and the tax is billed and collected at such times and in the manner determined by the city ([RCW 35.95.050](#)).

Use of Revenues

The revenues must be used for the operation, maintenance, and capital needs of its municipally owned or leased and municipally operated public transportation system.

⁵³ [RCW 35.95.040](#) requires a public vote for local household taxes imposed by public transportation benefit areas or county transportation authorities, but not for cities or towns.

LOCAL OPTION GAS TAX

Quick Summary

- Counties may impose a local option gas tax of 10% of the state gas tax rate.
- Revenues are shared with cities and must be used for transportation purposes.
- Requires voter approval.

RCW: [82.80.010](#)

Any county may impose a countywide local option motor vehicle fuel excise tax (gas tax) at a rate equal to 10% of the current state gas tax rate, with some of the revenue shared with the cities and towns within the county ([RCW 82.80.010](#)). As of 2022 the state gas tax is 49.4 cents per gallon, so the local option gas tax would be 4.94 cents per gallon. This tax is in addition to any other federal, state, or local gas taxes and requires voter approval.

A local option gas tax must be approved by a simple majority of voters, and the increased gas tax may only be implemented on January 1, April 1, July 1, or October 1. A county may not levy this tax if it is participating in a regional transportation investment district and the county or district has imposed the motor vehicle and special fuel tax under [RCW 82.80.110](#) or [RCW 82.80.120](#).

Cities and transportation benefit districts near the Canadian border have separate authority to impose an additional gas tax up to 1 cent per gallon (see [Border Area Fuel Tax](#)).

Revenue Sharing

The revenues are shared between the county and the cities on a per capita (population) basis ([RCW 82.80.080](#)). The county's share is calculated based on 1.5 times the unincorporated population, as shown in the example below.

Example of Revenue Sharing for Local Option Gas Tax

Total revenue: \$100,000

Jurisdiction	Population	Adjusted Population	Percent of Adjusted Population	Revenues Received
City A	5,000	5,000	5%	\$5,000
City B	25,000	25,000	25%	\$25,000
City C	10,000	10,000	10%	\$10,000
Unincorporated county	40,000	x1.5 = 60,000	60%	\$60,000
TOTAL	80,000	100,000	100%	\$100,000

Prior to the imposition of the local option gas tax, the county must contract with the Department of Revenue (DOR) for the administration and collection of the tax, with DOR withholding up to 1% as an administrative fee.

Use of Revenues

The revenues are restricted and must be used strictly for transportation purposes in accordance with [RCW 82.80.070](#). This includes, but is not limited to:

- Operation and preservation of roads, streets, and other transportation improvements;
- New construction, reconstruction, and expansion of streets and highways and other transportation improvements;
- Development and implementation of public transportation and high capacity transit improvements and programs;
- Planning, design, and acquisition of right-of-way and sites for transportation purposes; and
- Transportation improvements in accordance with a transportation benefit district.

However, the statute goes on to say that proceeds from the local option gas tax under [RCW 82.80.010](#) “shall be used exclusively for ‘highway purposes’ as that term is construed in Article II, section 40 of the state Constitution.” The constitutional definition is narrower than the “transportation purposes” identified in the beginning of the statute. Until this inconsistency is addressed or clarified, we would recommend using the narrower, more conservative constitutional definition.

Timing of Receipts

The distribution is made by the State Treasurer’s Office on a monthly basis to the county and its cities.

TIMBER EXCISE TAX

Quick Summary

- Credit against state timber excise tax.
- May only be imposed by counties, which share the revenue with other taxing districts (including some cities) based on timber sales, timber assessed value, and levy rates.

RCW: [84.33.041](#), [84.33.051](#), [84.33.081](#)

The State of Washington imposes a 5% excise tax upon all timber sales on public or private land. However, any county may take a credit of 4% against the state timber excise tax (see [RCW 84.33.041](#) and [RCW 84.33.051](#)). This means that the excise tax paid by the harvester remains 5%, but that the state excise tax rate is effectively reduced to 1% while the county receives the remaining 4%.

The county must share the revenue with all taxing districts within the county that have timber assessed value (TAV) – primarily school districts and special purpose districts. Most cities and towns will receive little to no revenue from the timber excise tax due to the lack of timberlands within incorporated areas.

The distribution amounts depend on each district's levy rate for the current year as well as the district's TAV and the actual amount of timber excise taxes collected. [RCW 84.33.081](#) establishes five distribution tiers:

- **Priority 1:** Taxing districts with general obligation (G.O.) bond levies, and school districts with excess levies for capital purposes.
- **Priority 2:** School districts.
- **Priority 3:** All taxing districts with a regular or excess levy not listed in Priority 1 or 2.
- **Priority 4 (if any):** County reserve for next year's timber excise tax distributions.
- **Priority 5 (if any):** All excess funds after Priority 4 will be distributed to Priority 3 jurisdictions.

Many cities have no timber assessed value and will not receive any distributions. However, if a city *does* have timber assessed value, it will be eligible for distributions. If an eligible city has an excess levy for the repayment of voted G.O. bonds, it will receive a Priority 1 distribution. In addition, an eligible city will receive Priority 3 distributions for all of its levies (for instance, the general fund levy and the EMS levy) based on the city's levy rate(s).

If there are enough timber revenues for a full distribution, each eligible city will receive (for each levy) an amount equal to its timber assessed value multiplied by its levy rate. If there are insufficient funds for the full distribution, each taxing district's distribution(s) will be reduced proportionately.

Use of Revenues

The revenues must be used for the same purposes as the levy itself. For instance, a Priority 1 distribution for a city's G.O. bond excess levy must be used for repayment of bonds, a Priority 3 distribution for a city's EMS levy must be used for emergency medical services, and a Priority 3 distribution for the city's general fund levy is unrestricted and may be used for any lawful governmental purpose.

Timing of Receipts

The county distributes timber excise tax payments to eligible jurisdictions four times per year: in February and August (for Priority 1) and May and November (for Priority 3).



“State Shared” Revenues

Intergovernmental revenues are revenues that come from another government entity outside of the umbrella of your local government entity. Federal and state governments are the two primary sources of intergovernmental revenues. In particular, the State of Washington has distributed a number of “state shared” revenues to cities and counties over the past several decades.

Depending upon who is discussing the topic of “state shared” revenues, the definition may vary to some degree. For our purposes, we will generally consider state shared revenues to be any revenues distributed and allocated to cities, towns, and counties by a formula set in state statute or appropriated by the legislature through the state budget process.

However, there are also other revenues that some consider to be “state shared.” For instance, there are certain credits against state taxes that some consider to be state shared revenues, such as the basic 2% lodging tax (see [Lodging Tax \(Hotel/Motel Tax\)](#)) or the timber excise tax (see [Timber Excise Tax](#)). We have placed those revenue sources elsewhere within the *Revenue Guide*, as these resources are provided for by statute and are not subject to legislative appropriation. In those examples, cities and counties have greater statutory authority and the local legislative body must take specific action (adopting a resolution or ordinance) to begin collecting these revenues.

While a few state shared revenues are influenced by local policies (such as cannabis excise taxes), most are distributed based on population or other factors that are beyond the city’s direct control.

Some distributions are established as a flat dollar amount, while others are automatically indexed to inflation or are distributed as a percentage of actual state tax receipts. Many state shared revenues are distributed to all cities in the state, while others are distributed only to those jurisdictions that meet certain criteria.

State shared revenues are valuable revenue sources for local governments and provide funding for many city programs. However, these revenue streams depend upon the state legislative process, the economy, and political factors. Remember that these resources are vulnerable during any legislative session, especially when the economic forecasts start decreasing.

CANNABIS (MARIJUANA) EXCISE TAX

Quick Summary

- A portion of the state’s cannabis excise tax is distributed to cities and counties depending on their cannabis policies.
- Two separate components:
 - **Per capita share** distributed to all cities and counties that do not prohibit cannabis businesses.
 - **Retail share** distributed to cities and counties where cannabis retailers are located, in proportion to statewide cannabis revenues.
- No clear guidance on use of revenues, but stated intent of I-502 is that cannabis legalization will “[allow] law enforcement resources to be focused on violent and property crimes [and generate] new state and local tax revenue for education, health care, research, and substance abuse prevention.”

RCW: [69.50.540\(2\)\(g\)](#)

Initiative 502 (I-502), which was approved by voters in 2012, legalized recreational cannabis and authorized cannabis excise taxes. Cannabis excise taxes are imposed and collected by the State of Washington; as of 2022, the state imposes a 37% cannabis excise tax on the retail sale of cannabis, cannabis concentrates, and cannabis-infused products ([RCW 69.50.535](#) and [WAC 314-55-089](#)).

Cities and counties may *not* impose additional local excise taxes upon the sale of cannabis. However, the state shares some of the excise tax revenues with cities and counties, as mandated by I-502.⁵⁴ Beginning in 2022, cities receive a percentage of the excise tax revenues (after various deductions), which means these revenues will fluctuate with cannabis sales activity. Previously, the excise tax distributions were fixed by legislative appropriation.

Cannabis excise tax distributions depend in significant part upon local cannabis policies and regulations. The regulatory approach that each city adopts, as well as the number of local cannabis retailers, will determine whether the city receives any cannabis excise tax revenue (and how much).

Eligibility and Distribution Formula

There are two separate components to cannabis excise tax distributions:

- **Per capita share:** Distributed on a strictly per capita (population) basis to all cities, towns, and counties that allow the siting of cannabis producers, processors, AND retailers. Any jurisdiction that prohibits cannabis producers, processors, OR retailers is not eligible.
- **Retail share:** Distributed to all cities, towns, and counties where licensed cannabis retailers are physically located, and in proportional share to total statewide cannabis retail sales.

The different distribution formulas mean that some jurisdictions will receive both the per capita and retail distributions, while others may receive only one or the other, and some jurisdictions will receive neither. The chart below shows a few hypothetical scenarios to illustrate the differences.

⁵⁴ The intent of I-502 states, among other things, that it will “[generate] new state *and local* tax revenue” [emphasis added], although it does not specify how the revenue will be shared with local governments or how much will be shared.

Hypothetical Cannabis Excise Tax Distribution Scenarios	Eligible for per capita share?	Eligible for retail share?
City allows cannabis production, processing, and retail and has at least one retailer located within the jurisdiction.	Yes	Yes
City prohibits cannabis entirely and has no retailers located within the jurisdiction.	No	No
Town took no action to prohibit cannabis, but is small enough that no cannabis businesses can locate there under state law due to the buffer requirements.	Yes	No
City prohibits cannabis producers and processors but allows retailers and has at least one retailer located within the jurisdiction.	No	Yes
City currently prohibits new cannabis businesses but has existing retailers that are grandfathered in.	No	Yes
City prohibits cannabis retail and has no retailers but allows cannabis production and processing.	No	No

Each year by September 15, the LCB must provide the state treasurer with the annual distribution amount for each county and city. For the most recent legislative appropriations and distribution estimates, refer to our annual [Budget Suggestions publication](#), released every year at the end of July.

Use of Revenues

The restrictions on the use of cannabis excise tax revenues are somewhat murky, as there is no clear statute stating how the funds must be used. However, the notes in [RCW 69.50.540](#) reference [RCW 69.50.101](#) and the stated intent of I-502, which states that cannabis legalization will “[allow] law enforcement resources to be focused on violent and property crimes [and generate] new state and local tax revenue for education, health care, research, and substance abuse prevention.”

Timing of Receipts

Payments are distributed quarterly on the last business day of March, June, September, and December. The State Treasurer’s Office distributes both the “per capita” and “retail” shares together in one payment using the same BARS code.

CAPRON REFUNDS

Quick Summary

- Island counties and cities receive refunds of state gas taxes and motor vehicle license fees to compensate for their lack of state highways and state highway investment.
- Only distributed to San Juan and Island counties and their cities.

RCW: [46.68.080](#)

San Juan and Island counties (counties composed entirely of islands), and the cities located within those counties, receive a share of the state gas tax and vehicle license fees called Capron refunds⁵⁵ to compensate for their lack of state highways and state highway investments ([RCW 46.68.080](#)). This is a significant source of transportation funding for these jurisdictions, and revenues are shared between the cities and the county.

To calculate the gas taxes paid by island residents, the state uses the ratio of vehicle license fees paid by county residents compared to the total vehicle license fees collected statewide. It then multiplies that ratio by the total statewide gas tax collections to generate an estimate of gas taxes paid by island residents.

San Juan County

In San Juan County, which has no state highway or physical connection to the mainland, the state refunds all of the vehicle license fees ([RCW 46.17.350](#) and [RCW 46.17.355](#)) and the first 23 cents per gallon of motor vehicle fuel taxes ([RCW 82.38.030\(1\)](#)) directly or indirectly paid by its residents, minus the state's administrative costs of collecting the taxes and fees. The remaining revenue is then distributed to the county treasurer and split between the county and Friday Harbor based on their proportional assessed valuation.

Island County

In Island County, which has some state highways and a physical connection to the mainland, the state refunds half of the vehicle license fees ([RCW 46.17.350](#) and [RCW 46.17.355](#)) and the first 11.5 cents per gallon of motor vehicle fuel taxes (half of the tax in [RCW 82.38.030\(1\)](#)) directly or indirectly paid by its residents, minus the state's administrative costs of collecting the taxes and fees. The remaining revenue is then distributed to the county treasurer and split between the county and its cities based on their proportional assessed valuation.

Use of Revenues

Since Capron refunds are paid from the state motor vehicle fund, they must be placed in the city street fund and used for the same purposes as the motor vehicle fuel tax (see [Motor Vehicle Fuel Tax \(MVFT\)](#)).

⁵⁵ These are called "Capron" refunds because the original legislation creating these refunds was sponsored by Rep. Victor J. Capron of San Juan County.

CITY-COUNTY ASSISTANCE (ESSB 6050) DISTRIBUTIONS

Quick Summary

- Portion of the state real estate excise tax (REET) is shared with certain cities that have relatively low per capita assessed values.
- Originally intended to mitigate the loss of motor vehicle excise tax (MVET) revenues following I-695 in 1999.
- Distribution formula is complicated and depends upon population, assessed value, sales tax receipts, and historical budget distributions.
- Revenues are unrestricted and may be used for any lawful governmental purpose.

RCW: [82.45.230](#), [43.08.290](#)

The State of Washington imposes a real estate excise tax (REET) on each sale of real property (see [Real Estate Excise Taxes \(REET\)](#)), of which the state shares 1.4% of the revenues with certain cities and counties with relatively low taxing capacity based on a complicated formula ([RCW 82.45.230](#) and [RCW 43.08.290](#)). These distributions are known as “city-county assistance,” or occasionally “distressed city assistance” or “ESSB 6050 distributions” after the original 2005 legislation.

These funds were originally intended to mitigate the loss of motor vehicle excise taxes (MVET), commonly known as “car tab fees,” that were distributed to local governments. The state used to impose a 2.2% MVET annually upon the value of each vehicle within the state, of which a significant portion was shared with cities and counties.

Initiative 695, approved by voters in 1999, repealed the statewide MVET vehicle licensing system and replaced it with a flat \$30 annual license tab fee. This initiative had a significant impact on local governments including cities, towns, and counties. A good portion of the MVET was used to equalize the disparity between smaller jurisdictions that did not meet statewide averages for assessed property values or retail sales tax income. At the beginning of 2000, some cities saw a reduction in general fund revenues as high as 60%. The initiative was later ruled unconstitutional, but the state legislature retained the intent of the initiative and maintained the reduced car tab fees.

To compensate for the loss of MVET, the state legislature appropriated a portion of the state REET revenues to support “local government assistance” for the affected entities, also known as “MVET backfill.” During the 2005 legislative session, the legislature adopted ESSB 6050 establishing the current city-county assistance program.

Because the city-county assistance program depends upon actual real estate sales, this revenue source can be somewhat volatile during economic downturns. When the statewide real estate market is strong, there are sufficient revenues to fund the entire distribution. But if the market is weaker, there is often not enough revenue to fund the entire distribution, and each city or county will see its distribution reduced proportionately.

Eligibility and Distribution Formula

The formula for distributing city assistance funds is rather complicated. A city’s eligibility depends upon its per capita assessed valuation, as shown in the table below.

City Assistance Funding Eligibility

City/town population	Only eligible if city's per capita assessed value is:
5,000 or less	Less than 2x the statewide average for all cities
Greater than 5,000	Less than the statewide average for all cities

The exact distribution amount each eligible city receives depends upon its population, per capita assessed value, per capita “first half” sales tax receipts (see “*Basic*” Sales Tax/First Half-Cent) and streamlined sales tax mitigation payments (which cities and towns no longer receive), and historical “MVET backfill” distributions from the 2004-2005 state biennial budget.

The key terms to understand are:

- **2005 MVET backfill:** The local government assistance moneys (if any) received by each city in state fiscal year 2005 under section 721, Ch. 25, Laws of 2003 1st special session (amended state budget).
- **Property tax equalization:** For cities with an assessed value (AV) less than 55% of the per capita average for all cities, an amount determined by subtracting the city's per capita AV from 55% of the statewide AV, dividing that amount by 1,000, and multiplying the result by the city's population.
- **Sales tax equalization:** The amount of money required to increase a city's combined per capita sales tax receipts from the “first half” sales tax plus per capita streamlined sales tax mitigation payments to a designated percentage of the weighted “first half” per capita average for all cities statewide.

No city may receive more than \$100,000 (in 2005 dollars) plus inflation, and any city that incorporates after August 1, 2005 is not eligible. The exact formulas are summarized below. Note that the sales tax equalization thresholds are slightly different depending on the city's population, and that the MVET backfill only applies to cities with a population of 5,000 or less.

City Assistance Distribution Formulas

City/town population	Amount received
5,000 or less <i>Per capita AV less than 2x the statewide average</i>	Greater of: <ul style="list-style-type: none"> • 55% sales tax equalization, • 55% property tax equalization, or • 2005 MVET backfill <i>Not to exceed \$100,000 (2005 dollars) plus inflation</i>
Greater than 5,000 <i>Per capita AV less than the statewide average</i>	Greater of: <ul style="list-style-type: none"> • 50% sales tax equalization, or • 55% property tax equalization <i>Not to exceed \$100,000 (2005 dollars) plus inflation</i>

If there are not enough state REET revenues to fund the entire distribution, then each city's individual distribution will be reduced proportionately. If there are more than enough revenues to fund the entire distribution, the excess funds will be distributed on a per capita (population) basis to all eligible cities that have imposed the

full 0.5% “second half” sales tax (see [“Optional” Sales Tax/Second Half-Cent](#)). Any city or town that has not imposed the full 0.5% “second half” will still receive its regular city assistance distribution but is not eligible to receive any excess funds.

For the most recent distribution estimates, refer to our annual [Budget Suggestions publication](#), released each year at the end of July.

Use of Revenues

City-county assistance revenues are unrestricted and may be used for any lawful governmental purpose.

Timing of Receipts

Payments are distributed quarterly on the last business day of March, June, September, and December. The actual legislation requires the funds to be distributed on January 1, April 1, July 1, and October 1. However, the State Treasurer’s Office regularly distributes funds to local governments on the last business day of the month, so in order to meet these deadlines the funds are distributed on the last business day of the preceding month.



CRIMINAL JUSTICE DISTRIBUTIONS

Quick Summary

- Five separate programs:
 - **High Crime** for certain cities with crime rates above 125% of the state average.
 - **Population** for all cities and towns on a per capita basis, with each city receiving a minimum of \$1,000 no matter how small its population.
 - **Special Programs** for all cities and towns on a per capita basis, with revenues used for innovative law enforcement, at-risk children and child abuse victims, or domestic violence programs.
 - **Contracted Services** for any city or town that contracts for the majority of its law enforcement services.
 - **Violent Crime** for certain cities with violent crime rates above 150% of state average.
- Revenues are restricted to specified criminal justice purposes.

RCW: [82.14.320](#), [82.14.330](#)

There are two separate criminal justice distributions for cities, created by [RCW 82.14.320](#) and [82.14.330](#). Each program originally (in state fiscal year 2000) appropriated a total of \$4.6 million, to be increased each July by the “[fiscal growth factor](#)” set forth in [RCW 43.135.025](#). The fiscal growth factor is the average annual growth in state personal income for the prior ten fiscal years.

The two statutes together contain five separate distribution programs:

- **High Crime** ([RCW 82.14.320](#)) for certain cities with crime rates above 125% of the state average
- **Population** ([RCW 82.14.330\(1\)\(a\)\(ii\)](#)) for all cities and towns on a per capita (population) basis
- **Special Programs** ([RCW 82.14.330\(2\)\(a\)\(ii\)](#)) for all cities and towns on a per capita (population) basis, with revenues used for innovative law enforcement, at-risk children and child abuse victims, or domestic violence programs
- **Contracted Services** ([RCW 82.14.330\(2\)\(a\)\(i\)](#)) for any city or town that contracts for the majority of its law enforcement services
- **Violent Crime** ([RCW 82.14.330\(1\)\(a\)\(i\)](#)) for certain cities with violent crime rates above 150% of the state average

High crime is the largest single distribution program, since the total distribution for high crime (contained in [RCW 82.14.320](#)) is equal to the combined distributions of the other four programs (which are all contained in [RCW 82.14.330](#)).

Eligibility and Distribution Formulas

A brief summary of the distribution formulas and eligibility follows. For more details, as well as the most recent distribution estimates, refer to our annual [Budget Suggestions publication](#), released each year at the end of July.

High Crime: Distributed on the basis of crime rates and population to any city with a crime rate over 125% of the annual statewide average that also:

- Has levied the full 0.5% “second half” sales tax (see [“Optional” Sales Tax/Second Half-Cent](#)) or has imposed the additional 0.5% real estate excise tax in lieu of the second half (see [REET in Lieu of “Second Half” Sales Tax](#)), AND
- Has a per capita yield from the “first half” sales tax (see [“Basic” Sales Tax/First Half-Cent](#)) that is less than 150% of the average statewide per capita yield.

30% of the high crime funds are distributed on a per capita (population) basis to eligible cities with a crime rate greater than 175% of the statewide average, although no city may receive more than 50% of that amount. The remaining money is distributed on a per capita basis to all eligible cities with a crime rate greater than 125% of the statewide average.

Population: Distributed to all cities on a per capita (population) basis, with each city receiving a minimum of \$1,000 no matter how small its population.

Special Programs: Distributed to all cities on a strictly per capita (population) basis.

Contracted Services: Distributed on a strictly per capita (population) basis to all cities that contract with another governmental agency for the majority of their law enforcement services. Cities that qualify for this distribution must notify the Department of Commerce (DOC) by November 30 to receive distributions for the following year. Cities are responsible for notifying DOC for any changes regarding these contractual relationships. Any cities that are added to or removed from this list will only impact distributions for the next calendar year, and no adjustments will be made retroactively.

Violent Crime: Distributed on a strictly per capita (population) basis to all cities with a three-year violent crime rate (per 1,000 population) above 150% of the three-year statewide average. No city may receive more than \$1.00 per capita. Any moneys remaining undistributed at the end of each calendar year must be distributed to the criminal justice commission to reimburse participating city law enforcement agencies with 10 or fewer full-time commissioned patrol officers for the cost of temporarily replacing each officer who is enrolled in basic law enforcement training as provided in [RCW 43.101.200](#).

Use of Revenues

All criminal justice distributions are restricted and may only be used for the following purposes:

High Crime: All revenues must be used for criminal justice purposes as defined in [RCW 82.14.320](#) and may not supplant or replace existing funding. “Criminal justice purposes” are defined as:

[A]ctivities that substantially assist the criminal justice system, which may include circumstances where ancillary benefit to the civil justice system occurs, and which includes domestic violence services such as those provided by domestic violence programs, community advocates, and legal advocates, as defined in [RCW 70.123.020](#), and publications and public educational efforts designed to provide information and assistance to parents in dealing with runaway or at-risk youth.

Special Programs: All revenues must be used for innovative law enforcement strategies, programs to help at-risk children or child abuse victims, and programs to reduce the level of domestic violence or to provide counseling for domestic violence victims. While these funds must be spent in these specific areas, there is no

requirement for how much must be spent in each area. The city's entire distribution could be spent in only one of these areas if the city wishes.

Population and Violent Crime: All revenues must be used for criminal justice purposes as defined in [RCW 8.14.330\(1\)\(c\)](#) and may not supplant or replace existing funding. The definition is the exact same as for the High Crime program (see previous), except that revenues may *not* be used for publications and public educational efforts designed to provide information and assistance to parents in dealing with runaway or at-risk youth.

Contracted Services: While the statute does not specifically state that the revenues are restricted to the provision of law enforcement services, it is most certainly implied. The statute requires a contract between the city and another government agency for law enforcement in order to receive a per capita distribution of this restricted resource.

It is worth noting that the statutory restrictions on use of all of the monies distributed under RCW 82.14.330 are additionally subject to review by the state auditor and should it be determined that the use does not comply with the criteria outlined above the city will become ineligible to receive future distributions until the use of the moneys are either justified or repaid to the state general fund.

Timing of Receipts

All criminal justice payments are distributed quarterly, on the last business day of January, April, July, and October.



FIRE INSURANCE PREMIUM TAX

Quick Summary

- Distributed to all cities with a pre-LEOFF firefighters' pension fund, based on their proportionate number of paid firefighters.
- Revenues are restricted and must be used for the firefighters' pension fund.

RCW: [41.16.050](#)

[RCW 41.16.050](#) requires each municipality that had a regularly organized full-time fire department with paid firefighters prior to the establishment of the Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) on March 1, 1970 to establish a firefighters' pension fund. This fund is to consist of all bequests, gifts, or donations given or paid to the municipality for the firefighters' pension fund; a proportional share of the state tax on fire insurance premiums (described below); property taxes collected under the provisions of [RCW 41.16.060](#) (see [Regular Levy \(General Fund\)](#)); interest on the investments of the fund; and any contributions made by firefighters themselves.

The state collects a 2% tax on the premiums of all insurance policies written ([RCW 48.14.020](#)). Of the tax collected on fire policies and the fire component of homeowner's and commercial multi-peril policies, 25% is distributed to cities and fire districts that have firefighters' pension funds ([RCW 41.16.050](#)).

Eligibility and Distribution Formula

Fire insurance premium taxes are distributed to all cities with a pre-LEOFF firefighters' pension fund. The distribution to each city is based on its proportionate share of paid firefighters, a number known as the "ratio value." Each year on or before January 15, all cities, towns, and fire districts with a pre-LEOFF firefighters' pension fund must certify to the State Treasurer their number of paid firefighters.

Use of Revenues

Fire insurance premium tax revenues are restricted and must be used for the firefighters' pension fund as established by [chapter 41.16 RCW](#).

Timing of Receipts

The Office of Insurance Commissioner (OIC) certifies the fire insurance premiums collected by March 31, and distributions are made in one lump sum each year on the last business day of May.

LIQUOR DISTRIBUTIONS

Quick Summary

- Distributed to all cities and towns on a per capita basis.
- All cities and towns receive two separate distributions:
 - **Liquor profits:** Flat distribution from liquor licensing fees. Revenues are partially restricted – at least 2% must be used for a drug or alcohol treatment program and the remaining 98% is unrestricted and may be used for any lawful governmental purpose.
 - **Liquor excise:** Depends on actual liquor sales. Revenues are partially restricted – at least 2% must be used for a drug or alcohol treatment program and at least 20.23% must be used for public safety programs. The remaining 77.77% is unrestricted and may be used for any lawful governmental purpose.

RCW: [82.08.160](#), [82.08.170](#) – Liquor excise
[66.24.065](#) – Liquor profits

All cities and towns receive a portion of state liquor revenues. There are two separate liquor distributions: “liquor profits” and “liquor excise.”

Liquor excise is a small share of the state’s excise tax on liquor sales and varies each year depending on actual liquor sales.

Liquor profits is an allocation from the liquor revolving account for liquor licensing fees charged to distributors and retailers, and it will remain the same each year unless changed by the legislature.⁵⁶ The total distribution is the same as what cities received during “comparable periods” prior to December 8, 2011 and the passage of Initiative 1183, which privatized liquor sales, plus an additional distribution for the purpose of enhancing public safety programs. The “comparable periods” were determined by the Office of Financial Management to be December 2010, March 2011, July 2011, and September 2011.

Eligibility and Distribution Formulas

Both liquor excise and liquor profits are distributed to all cities on a strictly per capita (population) basis.

In addition, “border areas” (any city, town, or unincorporated area within seven miles of the Canadian border) receive an additional liquor profits distribution based on per capita law enforcement spending, border-crossing traffic totals, and border-related crime statistics ([RCW 66.08.195](#) and [.196](#)).

For the most recent distribution estimates, refer to our annual [Budget Suggestions publication](#), released every year at the end of July.

⁵⁶ Prior to 2012, all liquor stores in Washington were state-run, and the state received direct liquor profits in addition to excise tax revenues. However, Initiative 1183 in 2011 privatized liquor sales. The state still charges an excise tax on liquor sales, but it no longer receives liquor profits. Instead, the state now collects revenue in the form of license fees from distributors and retailers. However, the Liquor and Cannabis Board (LCB) continues to call these liquor licensing funds “liquor profits.”

Use of Revenues

- **Liquor excise:** At least 2% of liquor excise revenue must be used for an alcohol or drug addiction program under [RCW 71.24.555](#). The remaining 98% is unrestricted and may be used for any lawful governmental purpose.
- **Liquor profits:** At least 2% of liquor excise revenue must be used for an alcohol or drug addiction program under [RCW 71.24.555](#). In addition, at least 20.23% must be used for “enhancing public safety programs.”⁵⁷ The remaining 77.77% is unrestricted and may be used for any lawful governmental purpose.

Timing of Receipts

Payments are distributed quarterly, but liquor excise and liquor profits are distributed according to a different schedule:

- **Liquor excise:** Distributed on the last business day of January, April, July, and October.
- **Liquor profits:** Distributed on the last business day of March, June, September, and December.

⁵⁷ This is because the total liquor profits distribution to cities, counties, and border areas for the “comparable periods prior to December 8, 2011” was \$39,438,000. To this amount, the legislature added an extra \$10 million for “enhancing public safety programs” ([RCW 66.24.065](#)). This results in a total liquor profits distribution of \$49,438,000, of which \$10 million (just under 20.23%) must be used for enhancing public safety programs. As a result, each city and town must spend at least 20.23% of its distribution for enhancing public safety programs.

MOTOR VEHICLE FUEL TAX (MVFT)

Quick Summary

- Distributed to all cities and towns on a per capita basis.
- Total distributions depend on amount of gas taxes collected statewide.
- Revenues are restricted and must be used for streets, roads and highways.
- Cities must use at least 0.42% for pedestrian, equestrian, or bicycle trails, unless such amount would be \$500 or less per year.

RCW: [46.68.090](#), [46.68.110](#)

The motor vehicle fuel tax (MVFT), or gas tax, is the single largest state shared revenue source for cities and towns, and it has been consistently distributed for decades. (See [RCW 46.68.090](#) and [RCW 46.68.110](#).) MVFT revenues are distributed to all cities, towns, and counties as a percentage of actual state fuel tax revenues received.

Gas taxes in Washington are assessed in cents per gallon, which means that MVFT distributions depend on the number of gallons sold, not the price per gallon. Like all state shared revenues, these distributions could be changed in future legislative sessions. However, MVFT has not had a history of legislative changes because all transportation revenues are recorded within the motor vehicle fund (rather than the state general fund) and are restricted to transportation purposes ([Art II, Section 40 State Constitution](#)).

Eligibility and Distribution Formula

All cities and towns receive MVFT distributions on a strictly per capita (population) basis. For the most recent distribution estimates, refer to our annual [Budget Suggestions publication](#), released each year at the end of July.

Use of Revenues

The revenues must be placed in a designated city street fund and used for the following highway or street purposes ([RCW 47.24.040](#)):

- Salaries and wages;
- Material, supplies, or equipment;
- Purchase or condemnation of right-of-way;
- Engineering;
- Any other proper highway or street purpose in connection with the construction, alteration, repair, improvement, or maintenance of any city street or bridge, or viaduct or underpassage along, upon, or across such streets; and/or
- Planning, accommodation, establishment, or maintenance of pedestrian, equestrian, or bicycle trails within an existing highway right-of-way or severed by the highway ([RCW 47.30.030](#) and [RCW 47.30.060](#)).

Any MVFT expenditures may be made independently or in conjunction with any federal, state, or county funds.



Each city is required to spend at least 0.42% of its MVFT funds during each state fiscal year (July 1 to June 30) on pedestrian, equestrian, or bicycle trails, unless 0.42% would amount to \$500 or less ([RCW 47.30.050](#)). In other words, this requirement applies to any city that receives more than approximately \$119,047 in MVFT revenue per year. Cities also have the option to place the funds in a capital reserve or special fund to accumulate these resources, so long as the funds are used for paths or trails and used within 10 years.

Timing of Receipts

MVFT revenues credited to cities and towns are subject to a deduction ([RCW 46.68.110](#) (1) – (3)) of 2.83% for state transportation administration and oversight of federal-aid programs, transportation studies and use in the small city pavement and sidewalk account. The remaining MVFT collections are distributed monthly, on the last business day of each month.

If the state does not spend all of the deducted funds, the remaining unexpended funds from the federal-aid program administration and transportation studies will be distributed to all cities and towns in the next biennium and any remaining small city pavement and sidewalk funds will be used for cities and towns with populations less than 5,000 in odd-numbered years for maintenance, repair and resurfacing of streets.

MULTIMODAL FUNDS AND INCREASED MVFT

Quick Summary

- Distributed to all cities and towns on a per capita basis.
- Direct appropriations from the state transportation fund; do not depend on actual fuel sales.
- Revenues are restricted:
 - Multimodal funds may be used for any transportation purpose.
 - Increased MVFT funds must be used for street or highway purposes (including eligible pedestrian, equestrian, or bicycle trails).

RCW: [46.68.126](#)

All cities and towns receive a share of the increases to the state multimodal funds and increased motor vehicle fuel tax (“increased MVFT”) passed by the legislature in 2015 ([RCW 46.68.126](#)). Unlike the regular MVFT distributions (see [Motor Vehicle Fuel Tax \(MVFT\)](#)), the multimodal distributions and increased MVFT funds are direct appropriations from the “connecting Washington” account established within the state motor vehicle fund.

These distribution amounts are not adjusted for inflation and will remain the same each year unless changed by the state legislature. Unlike regular MVFT distributions, these allocations are not impacted by actual fuel tax collections or transportation licensing fees.

Eligibility and Distribution Formula

Multimodal and “increased MVFT” funds are distributed to all cities and towns on a strictly per capita (population) basis. For the most recent distribution estimates, refer to our annual [Budget Suggestions publication](#), released each year at the end of July.

Use of Revenues

These transportation revenues are restricted as follows:

- **Multimodal funds:** May be spent on any transportation purposes ([RCW 47.66.070](#)).
- **Increased MVFT:** May only be spent on “proper road, street, and highway purposes” ([RCW 46.68.070](#)), including pedestrian, equestrian, or bicycle trails meeting the criteria of [RCW 47.30.030](#).

Timing of Receipts

Payments are distributed quarterly, on the last business day of March, June, September, and December.

PUBLIC UTILITY DISTRICT (PUD) PRIVILEGE TAX

Quick Summary

- The state imposes a 2% excise tax, plus 0.02% per kilowatt-hour of self-generated energy, on all public utility districts (PUDs) in lieu of property taxes.
- Revenues are shared with counties, cities, and towns.
- Revenues are unrestricted and may be used for any lawful government purpose.

RCW: [54.28.020\(1\)](#)

All property owned by public utility districts (PUDs), like all other government-owned property, is exempt from property taxes. However, since 1941 public utility districts (PUDs) have been subject to an excise tax in lieu of property taxes. This tax is levied for the privilege of operating facilities for generating and distributing electricity.

The state imposes an excise tax rate of 2% of the gross revenue derived from the sale of distribution of power, plus 0.02% per kilowatt-hour⁵⁸ of the wholesale value of self-generated energy for resale or distribution to consumers by a district ([RCW 54.28.020\(1\)](#)). These revenues are shared with counties and other local taxing districts as described below.

There is also an additional 0.14% excise tax on the PUD's gross revenue ([RCW 54.28.020\(2\)](#)), but those revenues are deposited to the state general fund and are not shared with local governments.

This tax is computed and collected by the Department of Revenue. Of the portion under [RCW 54.28.020\(1\)](#) that is shared with local governments, 41.6% of the revenues are deposited to the state general fund, primarily for the benefit of public schools ([RCW 54.28.040](#) and [RCW 54.28.050\(1\)](#)). The remainder of the 2% base excise tax is distributed to the county or counties in proportion to the gross revenue from sales made within each county, while the 0.02% kilowatt-hour tax is distributed to the county or counties in which the generating facilities are located.

The county treasurer, in turn, must further distribute those funds to the county general fund, county road district, and each city or town within the county⁵⁹ according to the manner the county legislative body deems "most equitable" ([RCW 54.28.090](#)). However, the statute specifies that each city and town within the county must receive an amount equal to at least 0.75% of the PUD's gross revenues received from the sale of electricity within that city or town.

There is a separate excise tax for certain thermal electric generating facilities located on a federal reservation under [RCW 54.28.025](#), which has a different population-based revenue-sharing formula under [RCW 54.28.055](#). The thermal generating facilities tax is distributed to counties, cities, library districts, and fire protection districts.

⁵⁸ Rather than "0.02% per kilowatt-hour," the statute actually reads "five percent of the first four mills per kilowatt-hour." A "mill" is an older term referring to 1/1,000th of a currency unit. Four mills is equivalent to 4/1,000, or .004. Five percent (.05) of .004 equals 0.0002 or 0.02%.

⁵⁹ The statute says the county must distribute the money to "each taxing district in the county, other than school districts." [RCW 54.28.010](#) defines "taxing district" to mean counties, cities, towns, school districts, and road districts.

Use of Revenues

PUD privilege tax revenues are unrestricted and may be used for any lawful governmental purpose. [RCW 54.28.100](#) simply reads, “all moneys received by any taxing district shall be used for purposes for which state taxes may be used under the provisions of the state constitution.”

Timing of Receipts

The state treasurer distributes these revenues to the respective counties during the month of June each year ([RCW 54.28.040](#) and [RCW 52.28.050](#)), and the county distributes the city’s portion shortly thereafter.



Other Revenue Sources

FRANCHISE FEES

Quick Summary

- Franchise agreements allow utility providers to install and maintain equipment within rights-of-way.
- Franchise fees are generally limited to the recovery of administrative costs.
- Exception is cable TV, which may be assessed an annual fee up to 5% of gross revenues, minus certain non-monetary in-kind contributions.

RCW: [35.21.860](#)

Franchise agreements are contracts between the city and public or private utility providers that allow the utility providers to use the city's rights-of-way to deliver their services. A franchise agreement allows the utility provider to install, maintain, and repair utility infrastructure within the right-of-way while minimizing interference with public use of the right-of-way. Typically, these agreements last for 10 to 20 years or longer.

Cities may impose franchise fees on utility providers to recoup the costs of administering the franchise. [RCW 35.21.860](#) limits electricity, natural gas, and telephone franchise fees to actual administrative expenses. These franchise fees are not revenue generators as they are in some states. In addition, cities and towns may impose franchise fees to recover administrative costs on sewer and water.⁶⁰ A reasonable franchise fee may be imposed on solid waste providers.

Cable TV Franchise Fees

Cable television franchise agreements are governed by federal law rather than state law and are negotiated with the cable company. Cable TV franchise fees may be levied at a rate up to 5% of gross revenues from the franchise area every year, regardless of the administrative costs ([47 U.S.C. §542\(a\)](#) and (b)).

However, effective September 26, 2019, cities must count most non-monetary "in-kind" contributions toward the maximum 5% fee due to a new Federal Communications Commission order ([FCC 19-80](#)). There is an exception for in-kind contributions for public, educational, or governmental (PEG) channel capital costs, which are not counted toward the 5% cap. However, ongoing PEG operations and maintenance costs are not exempt and must be counted toward the 5% cap. Appeals and further litigation on this issue are expected.

Use of Revenues

Cable TV franchise fees are unrestricted and may be used for any lawful governmental purpose. All other franchise fees are intended to recover administrative costs only.

⁶⁰ *City of Lakewood v. Pierce Cty.*, 106 Wn. App. 63, 23 P.3d 1, (2001)

IMPACT FEES – GROWTH MANAGEMENT ACT (GMA)

Quick Summary

- Fee charged to developers to mitigate the impacts on infrastructure and capital facilities because of increased demand resulting from new development.
- Revenues are restricted and may only be used for streets, parks, schools, and/or fire protection.
- May only be imposed by counties planning under the Growth Management Act.
- Must generally be expended within 10 years of receipt.
- Does not require voter approval.

RCW: [82.02.050 – .110](#)

Impact fees are one-time charges assessed by a local government against real estate developers to help pay for new or expanded public facilities and infrastructure that will directly address the increased demand for services created by new development.

[RCW 82.02.050 – .110](#) authorize any city or town fully planning under the Growth Management Act (GMA) to impose impact fees for:

- Public streets and roads
- Publicly owned parks, open space, and recreation facilities
- School facilities
- Fire protection facilities

Impact fees may be approved by the legislative body and do not require voter approval. Any jurisdiction that is *not* fully planning under GMA is not authorized to impose impact fees under these statutes.

Use of Revenues

Impact fees help mitigate the impacts of growth associated with a specific development area. Impact fees may only be imposed for “system improvements” – public capital facilities within the city’s capital facilities plan that meet all three of the following criteria (see [WAC 395-196-850](#)):

- Are designed to provide service to the community at large,
- Are reasonably related to the new development, and
- Will benefit the new development.

Impact fees *cannot* be used to fund operating and maintenance costs or private capital facilities. The impact fees cannot exceed a proportionate share of the system improvements, and cities cannot rely solely on impact fees to fund the improvements and must use additional funding sources ([RCW 82.02.050](#)).

[RCW 82.02.090](#) states that the revenues may only be used for:

- **Transportation:** Transportation impact fees must be used for “public streets and roads.” It is unclear whether these impact fees may be used to fund multimodal improvements, but such use is probably acceptable as long as the transportation improvement is located within the street right-of-way (such as bus lanes, sidewalks, or bike lanes). However, it is doubtful that impact fees could pay for transportation equipment (such as buses or vanpool vehicles) or projects outside the right-of-way. And since impact fees are restricted to capital facilities, they cannot be used to fund operations and maintenance costs or transportation studies.
- **Parks:** Park impact fees must be used for “publicly owned parks, open space, and recreation” facilities. Many cities in Washington only charge park impact fees to residential construction or the residential portion of a mixed-use building/development, but a few also charge commercial or industrial developments, since employees (and not just residents) can directly benefit from nearby parks and recreational facilities.
- **Schools:** School impact fees must be used for “school facilities.” Typically, school impact fees apply only to residential construction or the residential portion of a mixed-use building/development. School districts are responsible for expending the impact fees, but only cities, towns, and counties are authorized to collect them. As a result, school impact fees require cooperation between school districts and the cities, towns, or counties administering the impact fee program, typically through interlocal agreements that specifically identify each party’s role.
- **Fire Protection:** Fire impact fees must be used for “fire protection facilities.” Since state law provides no further statutory or administrative definitions, some jurisdictions have taken it upon themselves to define “fire protection facilities” in their own municipal codes.

Impact fees must be expended or encumbered within 10 years of receipt, unless there is an “extraordinary and compelling reason” for fees to be held longer, which must be documented in writing by the governing body ([RCW 82.02.070](#)).

Impact fees may not be used to correct existing deficiencies. For instance, a city may use fire impact fees to help build a new fire station serving the new development, but it may not use the impact fees to upgrade an outdated fire station elsewhere in the city that will not directly serve the development.

However, an impact fee ordinance “may provide for the imposition of an impact fee for system improvement costs previously incurred by a county, city, or town to the extent that new growth and development will be served by the previously constructed improvements provided such fee shall not be imposed to make up for any system improvement deficiencies” ([RCW 82.02.060\(8\)](#)). For example, if a public works maintenance facility was designed and constructed to address both existing deficiencies (say, 60%) and future growth needs (say, 40%), impact fees could be used to pay for up to 40% of the debt service on the bond issued for that facility.

Determining Impact Fee Rates

Local governments must establish a rate schedule for each type of development activity that is subject to impact fees, specifying the fee to be imposed for each type of system improvement ([RCW 82.02.060](#)). The schedule must be based on a formula or other calculation that incorporates, among other things:

- The cost of public facilities necessitated by new development;
- The cost of existing public facilities improvements;
- Adjustments to the cost of the public facilities for past or future payments made or reasonably anticipated to be made by new development;

- The availability of other public funding sources; and
- The method by which public facilities improvements were financed.

These rate studies should be updated periodically to reflect changes in the cost of facilities. While local governments are not required to hold a public hearing before adopting or increasing impact fees, it may be prudent to do so, especially if the decision might be controversial.



Practice Tip: Some jurisdictions automatically adjust their impact fees by indexing them to an inflation index, which protects future revenues and can potentially reduce or eliminate the need for the legislative body to go through a formal rate-setting process again. Examples of inflation indexes include, but are not limited to, the Consumer Price Index (CPI-U or CPI-W) and the WSDOT Transportation Construction Cost Index.

Local governments may provide exemptions for low-income housing and other development activities with “broad public purposes” ([RCW 82.02.060\(3\)](#)). Some jurisdictions reduce or waive certain types of impact fees for certain types of development, either to incentivize development or because the development places no significant burden on existing facilities. However, any exemption for school impact fees that would otherwise be distributed to a school district must first be approved by the school district.

Timing of Receipts

Developers must generally pay impact fees to the city before construction begins. The money must be earmarked and retained in a special interest-bearing account, with a separate account for every type of facility for which the fees are collected (transportation, fire, etc.). Each city that imposes impact fees must provide an annual report on each of the accounts showing the source and amount of revenues, as well as the improvements financed with the revenue ([RCW 82.02.070](#)).

However, effective 2016, cities, towns, and counties must adopt an impact fee deferral system for small single-family residential developments, allowing developers to pay the fees after construction instead of beforehand ([RCW 82.02.050\(3\)](#)).

[RCW 82.02.080](#) requires each jurisdiction to refund the impact fees, plus earned interest, to the developer if:

- The impact fee is not expended or encumbered within 10 years of collection;
- The jurisdiction ends its impact fee program and the funds have not yet been expended or encumbered; or
- The developer does not proceed with the proposed development activity and requests a refund.

IMPACT FEES – LOCAL TRANSPORTATION ACT (LTA)

Quick Summary

- Fee charged to developers to mitigate the impacts on infrastructure and capital facilities because of increased demand resulting from new development.
- Revenues are restricted and may only be used for transportation.
- May be imposed by any city, but typically impact fees are assessed under the Growth Management Act rather than LTA.
- Does not require voter approval.

RCW: [Chapter 39.92 RCW](#)

Impact fees are one-time charges assessed by a local government against real estate developers to help pay for new or expanded public facilities and infrastructure that will directly address the increased demand for services created by new development.

Any city, county, or transportation benefit district – regardless of whether or not it is planning under the Growth Management Act (GMA) – may impose transportation impact fees under the Local Transportation Act (LTA), [chapter 39.92 RCW](#). These impact fees may be approved by the legislative body and do not require voter approval.

LTA was enacted in 1988 but was followed just two years later by GMA, which provided much broader authority for “fully planning” GMA jurisdictions to impose impact fees for parks, schools, and fire protection in addition to transportation (see [Impact Fees – Growth Management Act \(GMA\)](#)).

Use of Revenues

LTA impact fees may only be used to mitigate off-site transportation impacts that are a direct result of the proposed development, pursuant to a local transportation program that complies with [RCW 39.92.030](#) and [RCW 39.92.040](#).

INVESTMENTS (INTEREST EARNINGS)

Quick Summary

- Cities and towns may invest excess funds not immediately needed for operations.
- Interest earned on the investments may be used by the fund that invested, for purposes allowed within that fund.
- Earnings may or may not be restricted, depending on the revenue source.

RCW: [35.39.034](#) and [35A.40.050](#)

[RCW 35.39.034](#) and [RCW 35A.40.050](#) allow cities to invest excess monies to generate additional income. Funds may either be invested in individual investment portfolios, or multiple funds may be commingled into a common investment portfolio.

State law provides various restrictions on what types of investments can be made. If your city will be investing excess funds, you should consider developing and adopting an investment policy to spell out your city's goals and responsibilities. While the entire purpose of investing funds is to generate a return on the investment (yield), local governments should be careful to prioritize liquidity (the ability to access funds when needed without loss) and safety of the investment over yield. For guidance, see MRSC's [Investment Policies](#) webpage.

Use of Revenues

All income derived from such investments must be apportioned and used for the benefit of the participating funds, or – unless otherwise restricted by law – the city may adopt an ordinance or resolution that authorizes the apportionment of the investment earnings to the general fund. If the interest has been transferred into the general fund, it may be used for any lawful governmental purpose.

However, [RCW 35.39.034](#) provides that “funds derived from the sale of general obligation bonds or revenue bonds or similar instruments of indebtedness shall be invested, or used in such manner as the initiating ordinances, resolutions, or bond covenants may lawfully prescribe.”

Although there is no such proviso in [RCW 35A.40.050](#), bond covenants and debt provisions still determine the allocation of interest from bonds. If you have questions, check with your bond counsel.

In addition, it has generally been interpreted by SAO that interest earnings on excess “restricted” resources are to be used for the benefit of the restricted fund. See the BARS manuals, section 3.2.3 on Sweeping Interest and Investment Returns into General Fund (see [Cash Basis manual](#) and [GAAP manual](#)).

PARKING METERS

Quick Summary

- Any city may impose parking meter fees.
- Revenues may be used for administrative costs, parking studies, and acquisition and maintenance of off-street parking facilities.

WAC: [308-330-650](#)

Any city may impose parking meter fees, which can promote parking turnover, ration space where demand exceeds supply, provide short-term parking spaces for shopping or personal errands, improve traffic circulation, and provide revenue for the city.

There is no specific statute authorizing parking meter charges, but in 1941 the state Supreme Court upheld a Spokane ordinance providing for the installation and maintenance of parking meters for regulating traffic on the city's streets as a valid exercise of the city's police power (*Kimmel v. City of Spokane*, 7 Wn.2d 372 (1941)).

Use of Revenues

Parking meter revenues should be used to cover the administrative costs associated with meter maintenance and installation, fee collection, and enforcement by city officials. Revenue in excess of this amount may be used for parking studies and acquisition and operation of off-street parking facilities (see [WAC 308-330-650](#)).⁶¹

⁶¹ In *Kimmel v. City of Spokane*, 7 Wn.2d 372 (1941), the Court did not concern itself directly with the revenue-producing character of parking meters. The Court said that it would not look behind the regulatory purpose declared in the ordinance, in the absence of evidence tending to show that the declaration was false and that the ordinance was actually a revenue measure.

SURPLUS TRANSFERS FROM UTILITIES AND LIDS

Quick Summary

- In limited situations, cities may transfer surplus funds from municipal utilities or a local improvement district (LID) guaranty fund into the general fund.
- Surplus transfers require financial analysis of both current and future needs.

RCW: [35.37.020](#) and [35.27.510](#)

Cities and towns are frequently seeking revenue sources to mitigate declining income, which often leads to a discussion of whether the fund balances in city-owned utility funds or, for some, the local improvement district (LID) guarantee funds are considered surplus and therefore available for transfer to the general fund.

The first consideration is, what is the definition of “surplus”? The Merriam-Webster dictionary defines surplus as “the amount that remains when use or need is satisfied” or “an excess of receipts over disbursements.” The SAO BARS manuals (see [Cash Basis](#) and [GAAP](#)) define surplus in Item 3.9.3.10 as follows:

The amount by which operating revenues exceeds operating expenses. When determining the available surplus in a proprietary fund, the following must first be deducted from the proprietary fund balance: capital asset replacement cost, future capital expansions and improvements and any legally restricted resources.

Surplus Transfers from Municipal Utilities

Municipal utilities should not generally have funds in excess of the amount they need to provide their services. Rates are supposed to be set at a level necessary to cover costs, which include operations, maintenance, debt service and capital asset replacement, expansion, and improvements. Municipal utilities are not intended to generate profits above their costs, but occasionally there may be a time when a utility finds itself with surplus funds. When that happens, a city may be able to transfer this surplus from the utility fund to the general fund. We say this cautiously because there are very few circumstances where a municipally owned utility would have a surplus.

[RCW 35.37.020](#) and [RCW 35A.37.010\(7\)](#) provide that every city and town having a population of less than 20,000 must transfer any utility fund surplus to the general fund, except for any funds the council finds necessary for extending or repairing the infrastructure, paying debt service, or establishing a sinking fund. Note that these statutes also require that any *deficit* in a utility fund must be covered by a transfer from the general fund.

Towns also have a second statute, [RCW 35.27.510](#), that authorizes transfer of a utility surplus under the following conditions: if the utility service is free of debt, if a depreciation fund satisfactory to the state auditor has been created, if rates are set at the lowest possible level, and if the fixing of rates is governed by contract with a utility service supplier, then the mayor and council may transfer surplus funds with a unanimous vote. Since most towns do not contract for their utility services, this additional statute is generally not applicable.

Surplus Transfers from LID Guaranty Funds

Cities and towns frequently have local improvement districts (LID) that require that the city establish a local improvement guaranty fund for the purpose of guaranteeing the payment of bonds and other obligations of the LID.

A city may be able to transfer assets from an LID guaranty fund to the general fund if the city or town treasurer has certified that the LID guaranty fund has sufficient funds on hand to meet all outstanding obligations of the fund that are anticipated to be presented ([RCW 35.54.095](#)). Any transfer may not reduce the remaining cash in the guaranty fund to less than 10% of the outstanding obligations.



TOURISM PROMOTION AREA FEES

Quick Summary

- Any city or town may form a tourism promotion area and impose charges up to \$2 per room per night. Effective June 11, 2020 to July 1, 2027 the city/town may impose an additional fee up to \$3 per room per night.
- Only applies to lodging businesses with 40 or more rooms.
- May establish up to six different lodging classifications, with different rates in each.
- Revenues must be used for tourism promotion to increase the number of tourists to the area.
- Does not require voter approval, but requires support from local lodging businesses and may be repealed if a majority of lodging businesses submit a written petition.

RCW: [Chapter 35.101](#)

The legislative body of any city, town, or county may form a tourism promotion area (TPA) to generate revenue for tourism promotion ([chapter 35.101 RCW](#)). Previously, this authority was limited to counties over 40,000 population and the cities and towns within such counties, but effective June 11, 2020 the state legislature removed the population requirement.

Tourism promotion area fees are different than lodging taxes (see [Lodging Tax \(Hotel/Motel Tax\)](#)) and may be imposed in addition to lodging taxes. Forming a tourism promotion area requires support from the local lodging industry, and the petition to form the TPA must contain the signatures of people who operate lodging taxes within the proposed area and who would pay at least 60% of the proposed charges.

A TPA may include the entire city or only a portion, and multiple jurisdictions may establish a joint TPA through interlocal agreement. In a county with a population of one million or more – currently, only King County – the TPA must be formed by two or more jurisdictions acting under an interlocal agreement, with the exception of Federal Way which is authorized to form a TPA by itself.

Within the tourism promotion area, the legislative body may impose a charge of up to \$2 per room per night on lodging businesses with 40 or more rooms. The legislative body may establish up to six different lodging classifications, sometimes referred to as “zones,” with different rates in each. The classifications must be based on geographic location, number of rooms, or room revenue.

Lodging businesses with less than 40 rooms are exempt and may not be assessed, and some jurisdictions have established other exemptions by policy (typically by creating a separate classification for the exempted businesses and establishing a fee of zero dollars for that classification).

Effective June 11, 2020 the legislative body may impose an additional charge of up to \$3 per room per night if it has secured the signatures of the persons who operate lodging businesses who would pay 60% or more of the proposed charges. This additional \$3 nightly charge expires July 1, 2027. ([ESSB 6592, Section 2.](#))

Any tourism promotion area fee imposed after January 1, 2020 must be repealed if a majority of the lodging businesses assessed the charges petitions to the legislative body in writing to remove the charge. The legislative authority may determine the timing of when to remove the charge so that the effective date of the

expiration will not adversely affect existing contractual obligations, not to exceed 12 months. Any fee in place as of January 1, 2020 is not subject to this provision unless the jurisdiction increases the charge under Section 2 of ESSB 6592.

Use of Revenue

Effective June 11, 2020, the legislature has slightly modified the use of revenues. Previously, the revenues had to be used “to promote tourism,” but the new language requires the revenues to be used “to promote tourism that increases the number of tourists to the area” ([RCW 35.101.130](#)).

[RCW 35.101.010](#)(4) defines “tourism promotion” as “activities and expenditures designed to increase tourism and convention business, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists and operating tourism destination marketing organizations.”

The city council has sole discretion as to how the revenues will be spent to promote tourism – unlike lodging taxes, which for many jurisdictions depend on recommendations from the lodging tax advisory committee (LTAC). However, the city council may appoint an existing advisory board or create a new advisory board to make recommendations on the use of the TPA revenues if desired.

The 2020 legislation also added a definition of “tourist” ([RCW 35.101.010](#)(5)):

[A] person who travels for business or pleasure on a trip:

- (a) Away from the person’s place of residence or business and stays overnight in paid accommodations;
- (b) To a place at least fifty miles away one way by driving distance from the person’s place of residence or business for the day or stays overnight. However, island communities without land access are exempt from the mileage requirement under this subsection (5)(b); or
- (c) To another country or state outside of the person’s place of residence or business.

The legislative authority may contract with tourism destination marketing organizations or other similar organizations to administer the operation of the area.

Timing of Receipts

Lodging businesses collect the charges and remit them to the Department of Revenue, which deposits the revenues into the Local Tourism Promotion Account. The state treasurer distributes money in the account monthly to the legislative authority on whose behalf the money was collected.

TRAFFIC AND PARKING FINES

Quick Summary

- State Supreme Court establishes fines for traffic infractions, but revenues are shared with city where infraction occurred.
- Cities can establish their own parking fines.
- Revenues may generally be used for any lawful governmental purpose.

RCW: [46.63.110\(3\)](#) and others

Traffic Infractions

The state Supreme Court establishes the schedule of fines for traffic infractions ([RCW 46.63.110\(3\)](#)); see Infraction Rules for Courts of Limited Jurisdiction (IRLJ) [Rule 6.2](#)). However, cities share in the revenue from infractions committed within their boundaries. After the fines are collected by the municipal or district court, 32% of the non-interest money is sent to the state. The remainder may be deposited in any city fund, and most jurisdictions put this money into the general fund.

The interest is split evenly between the state public safety and education account, the state judicial information system, the city general fund, and the city general fund to be dedicated to fund local courts.⁶²

Parking Fines

A city has complete control over setting the fines for any violation of its parking ordinances. IRLJ [Rule 6.2\(c\)](#) states:

This schedule does not apply to penalties for parking, standing, stopping, or pedestrian infractions established by municipal or county statute. Penalties for those infractions are established by statute or local court rule, but shall be consistent with the philosophy of these rules.

A city may also charge a fine of up to \$25 for failure to pay the parking ticket in the time prescribed by law ([RCW 46.63.110\(4\)](#)).

Use of Revenues

Traffic and parking fines are unrestricted and may be used for any lawful governmental purpose. However, as noted above a portion of the interest on traffic infractions must be deposited to the general fund to fund local courts.

⁶² See [RCW 3.50.100\(5\)](#) for municipal courts except Seattle, [RCW 35.20.220\(5\)](#) for the Seattle municipal court, and [RCW 3.62.040\(6\)](#) for district courts.

TRANSPORTATION BENEFIT DISTRICT VEHICLE LICENSE FEES

Quick Summary

- Any city that has established a transportation benefit district (TBD) may impose a non-voted vehicle license fee up to \$50 or a voted vehicle license fee up to \$100.
- Revenues must be used for specified transportation projects.

RCW: [82.80.140](#)

Any city or town may form a transportation benefit district (TBD) under [chapter 36.73 RCW](#) to raise revenues for transportation purposes. TBDs may generate revenue through a variety of means, but the two most popular funding mechanisms are a voted sales tax up to 10 years and 0.2% (see [Transportation Benefit District Sales Tax](#)) and a vehicle license fee (“car tab fee”) up to \$100 as described below.

Any TBD (or city, if the city has “assumed” the TBD under [chapter 36.74 RCW](#)) may impose a vehicle license fee up to \$50 without voter approval, or up to \$100 with voter approval ([RCW 82.80.140](#), [RCW 36.73.040\(3\)\(b\)](#)), in addition to any vehicle license fees charged by the state. Initiative 976, approved by voters in 2019, would have eliminated this authority, but the state Supreme Court struck down the initiative as unconstitutional the following year.

Certain vehicles are exempt under [RCW 82.80.140\(6\)](#), including campers, farm vehicles, mopeds, off-road and non-highway vehicles, snowmobiles, and private use single-axle trailers.

The TBD vehicle license fee may be imposed in addition to the TBD sales tax if desired, and several jurisdictions have imposed both concurrently. It is worth noting that these two revenue options are imposed upon different sources – TBD vehicle license fees are paid solely by city residents who own vehicles, while TBD sales taxes are paid by anyone who makes retail purchases within the city. The amount of revenue a city can generate with each option will also vary depending on the rates imposed, the local economy, and the number of registered vehicles.

Non-Voted Vehicle License Fees Up to \$50

The district may only impose a non-voted vehicle license fee up to \$20 initially. After a \$20 fee has been in effect for at least 24 months, the district may increase the fee up to \$40. After a \$40 fee has been in effect for at least 24 months, the district may increase the fee up to the maximum \$50. However, the portion of the fee above \$40 is subject to potential referendum as provided in [RCW 36.73.065\(6\)](#), even if your city has not otherwise adopted powers of initiative and referendum.

If a district imposes or increases its non-voted vehicle license fee that, when combined with fees previously imposed by another district within its boundaries, exceeds \$50, the district must provide a credit so that the combined vehicle fee does not exceed \$50.

Many cities have established non-voted TBD vehicle license fees.

Voted Vehicle License Fees Over \$50

Any vehicle license fee higher than the amounts listed previously, up to a maximum of \$100, must be approved by a simple majority of voters. The measure may be placed on the ballot at any special, primary,⁶³ or general election.

According to MRSC's [Local Ballot Measure Database](#), Seattle is the only jurisdiction that has successfully passed a voted vehicle license fee, and even then its first attempt was unsuccessful. Other jurisdictions that have unsuccessfully attempted voted vehicle license fees in the past include King County and the cities of Bremerton, Burien, and Edmonds.⁶⁴

Use of Revenues

The revenues may be used for eligible “transportation improvements” listed in a local, regional, or state transportation plan in accordance with [chapter 36.73 RCW](#). Improvements can range from roads and transit service to sidewalks and transportation demand management. Construction, maintenance, and operation costs are eligible.

However, [RCW 82.80.140](#) states that the revenue may not be used for passenger-only ferry improvements unless the vehicle license fee is approved by voters.

63 [RCW 36.73.065\(1\)](#) states that the tax must be submitted at “a general or special election,” which at first glance might seem to rule out the August primary election. However, [RCW 29A.04.321\(2\)](#), which establishes the election schedule for local governments, authorizes the county to call up to four “special elections” each year, including the primary election. So for these purposes, “special election” includes the primary election.

64 Bremerton, Burien, and Edmonds all attempted voted vehicle license fees in 2008-2009 under prior legislation, when non-voted fees were capped at \$20. The legislation has since been amended to allow non-voted vehicle license fees up to \$50.

UTILITY RATES AND CHARGES

Quick Summary

- Any city that has established a utility must set an appropriate rate to recover cost.
- Revenues must be used for specified utility purpose.

RCW: [35.92 RCW](#); [35A.80 RCW](#)

Cities and towns frequently own and manage their own water and sewer utility systems, and some also have stormwater, electric, or garbage utilities. Each of these utilities is considered a “proprietary” activity, which is to say that it functions as a business activity separate from the general governmental activities. (See [chapter 35.92 RCW](#) and [chapter 35A.80 RCW](#) regarding municipal utilities.)

This guide is not intended to address the complexities of proper rate-setting but only to speak to the overarching concepts of utility rates and charges.

Utility Rate Setting

Ideally, all utility rates, system charges, and service fees should be set to recover the cost of operating the systems, in addition to charging for replacing equipment and adding or expanding facilities to meet regulations, future service demands, and setting aside for unforeseen events such as natural disasters.⁶⁵ Revenues for fees and charges must meet the expenses of the system, in addition to setting aside reserves.

Careful and accurate rate and service fee setting will assure that the utility operates in a fiscally responsible manner. Consideration should be given to the following areas when setting rates:

- Operating costs (wages, benefits, engineering fees, office supplies, chemicals, lighting, heat, repairs, and other daily operations);
- Insurance;
- State and local taxes;
- Debt service (principal and interest);
- Planning and engineering;
- Reserves for improvements, expansions, and upgrades; and
- Reserves for unforeseen events such as natural disasters.

Utility rates should also incorporate the utility’s portion of indirect or “overhead” costs incurred by the city, such as payroll administration, human resources, information technology, and shared facilities and equipment. See MRSC’s webpage on [Cost Allocation](#) for more guidance on overhead costs.

⁶⁵ See *Uhler v. Olympia*, 87 Wash. 1 (1915); *Carstens v. Public Utility District No. 1*, 8 Wn.2d 136 (1941)

Use of Revenues

Utility rates and charges are restricted to the use by the utility for its operations, including all of those costs listed above.

OTHER FEES AND CHARGES

Sprinkled throughout the RCWs is authority for cities to levy fees and charges to cover the cost of providing services or programs and regulatory activities. For example, fees may be charged for:

- Animal licensing⁶⁶
- Concealed pistol license permits⁶⁷
- Fireworks retail and display permits⁶⁸
- Parks, recreation, and cultural facilities and programs⁶⁹
- Processing of development and building permit applications⁷⁰
- Public records copying charges⁷¹
- Street use permits⁷²

This list is not comprehensive, and there are no doubt other examples.

The general guiding principle for these fees and charges is that they may be set at a level that recovers all the direct and indirect costs associated with the activity, including administrative overhead. (See MRSC's webpage on [Cost Allocation](#) for guidance to help make sure you are fully and accurately accounting for indirect or "overhead" costs such as payroll administration, human resources, facility and equipment expenses, and information technology.)

If fees more than recover costs, they then become more like taxes, and cities need specific statutory authority to levy taxes.

66 Animal licensing: see [RCW 35.23.440](#)(11) for second class cities, [RCW 35.27.370](#)(7) for towns, and [RCW 35A.82.020](#) for code cities.

67 Concealed pistol licenses: see [RCW 9.41.070](#).

68 Fireworks permits: see [RCW 70.77.260](#) and [RCW 70.77.555](#).

69 Parks, recreational, and cultural facilities and programs: see [RCW 35.21.020](#) for cities and towns and [RCW 35A.27.010](#) and [RCW 35A.67.010](#) for code cities.

70 Development and building permit applications: see [RCW 19.27.100](#) and [RCW 82.02.020](#).

71 Copying charges: see [RCW 42.56.120](#).

72 Street use permits: see [RCW 35.22.280](#)(7) for first class cities, [RCW 35.23.440](#)(33) for second class cities, [RCW 35.27.370](#)(4) for towns, and [RCW 35A.11.020](#) for code cities.

Special Taxing Districts

Cities also have the option to form certain special taxing districts, generally coextensive with the city's boundaries, to generate additional revenue or shift funding sources.

In addition, cities can annex into existing library districts and fire protection districts, or join with other fire protection jurisdictions to form regional fire authorities, all of which can have revenue impacts especially in the area of property tax levy rates.

Some of the special taxing districts may be organized as completely separate municipal entities – in other words, the city can “spin off” certain functions like parks, libraries, or fire protection to a separate governmental entity with its own legislative body and staff. In other cases, the creation of the special taxing district may be an extension of the city's existing operations. For instance, a newly formed entity might be a legally separate municipal entity, but it might be governed by city council in an “independent and ex officio” capacity. In these scenarios, the city staff perform the functions of the special taxing district through an interlocal agreement with the city.

This chapter will briefly describe the various options and their potential revenue implications.

FIRE PROTECTION DISTRICT

Any city with a population of 300,000 or less may annex into a fire protection district within “reasonable proximity” under [chapter 52.04 RCW](#). Annexation may require voter approval with a simple majority.

As an alternative to annexation, new legislation in 2017 allows any city or town to establish a fire protection district coextensive with the city's boundaries ([RCW 52.02.160](#)). This is still a new option, and as of 2022 no city has formed a fire protection district. The formation of the district requires voter approval with a simple majority unless the district will be initially funded by benefit charges, in which case approval requires a 60% supermajority.

Fire protection districts are funded primarily by property tax levies up to \$1.50 per \$1,000 assessed value, which will impact the city's general fund levy rate (see [Regular Levy \(General Fund\)](#)).

Other fire protection district funding options including fire benefit charges, EMS levies, multi-year excess levies for operations and maintenance, and general obligation bonds for capital purposes.

LIBRARY DISTRICT

Any city or town with a population of 300,000 or less may annex into a library district lying contiguous to the city ([RCW 27.12.360](#)). Annexation may require voter approval with a simple majority.

Library districts are funded primarily by a property tax levy up to \$0.50 per \$1,000 assessed value, which will impact the city's general fund levy rate (see [Regular Levy \(General Fund\)](#)).

METROPOLITAN PARK DISTRICT

Any city or town may form a metropolitan park district (MPD) under [chapter 35.61 RCW](#) to manage, control, improve, maintain, or acquire park and recreation facilities. The formation of an MPD requires voter approval with a simple majority vote. MPDs are funded primarily by a regular property tax levy up to \$0.75 per \$1,000 assessed value, which is approved as part of the initial ballot measure establishing the district.

An MPD may be formed with a separately elected legislative body, or the city council may be designated to serve in an ex officio capacity as the board of metropolitan park commissioners if the district's boundaries are the same as the city's.

PUBLIC FACILITIES DISTRICT

Most cities may establish a public facilities district (PFD) under [chapter 35.57 RCW](#) for the purpose of constructing, operating, and maintaining “regional centers,” defined in [RCW 35.57.020](#) as a convention, conference, or special events center, or any combination of facilities and related parking facilities, whose construction or rehabilitation costs are at least \$10 million including debt service. The formation of a PFD does not require voter approval, but some PFD revenue sources do require voter approval.

PFDs are funded primarily by sales taxes, user fees and charges, admission and parking taxes, general obligation bonds, and revenue bonds.

REGIONAL FIRE AUTHORITY

Any city may form a regional fire protection service authority under [chapter 52.26 RCW](#) with at least one other “fire protection jurisdiction” (defined as a city, town, fire district, port district, municipal airport, regional fire protection service authority, or Indian tribe) within “reasonable proximity.” Forming a regional fire authority requires voter approval with a simple majority vote unless the district will be initially funded by benefit charges or 60% voter-approved property taxes, in which case approval requires a 60% supermajority.

Regional fire authorities are funded primarily by property tax levies up to \$1.50 per \$1,000 assessed value, which will impact the city's general fund levy rate (see [Regular Levy \(General Fund\)](#)).

Other regional fire authority funding options including fire benefit charges, EMS levies, general obligation bonds, and one-year excess O&M levies.

TRANSPORTATION BENEFIT DISTRICT

Any city may establish a transportation benefit district (TBD) to generate revenue for specific transportation projects ([chapter 36.73 RCW](#)). Forming a TBD does not require voter approval, but some revenue options do require voter approval.

TBD revenue may be used for transportation improvements included in a local, regional, or state transportation plan ([RCW 36.73.015\(6\)](#)). Improvements can range from roads and transit service to sidewalks and transportation demand management. Construction, maintenance, and operation costs are eligible.

The two primary revenue sources for TBDs are a voted sales tax of up to 0.2% with a limit of 10 years (see [Transportation Benefit District Sales Tax](#)) and a vehicle license fee up to \$50 (non-voted) or \$100 (voted) (see [Transportation Benefit District \(TBD\) Vehicle License Fees](#)).

Other potential funding sources include a border area fuel tax for TBDs that include a Canadian border crossing (see [Border Area Fuel Tax](#)), general obligation bonds (see [G.O. Bond Excess Levies \(Capital Purposes\)](#)), one-year excess levies (see [Excess Levies \(Operations & Maintenance\)](#)), vehicle tolls, local improvement districts, and transportation impact fees (see [Impact Fees – Local Transportation Act \(LTA\)](#)), but note that these impact fees are different than the impact fees allowed under the Growth Management Act).

TBDs may either be managed as a separate quasi-municipal entity governed by city council in an independent and ex officio capacity, or the TBD powers and authority can be “assumed” by the city under [chapter 36.74 RCW](#), in which case it will be folded into the city’s transportation operations and cease to be a legally separate entity.

TBDs may also include other cities and counties, as well as port and transit districts, through interlocal agreement ([RCW 36.73.020\(2\)](#)).



Appendices: Major Revenue Sources by Program Area

This appendix lists the major revenue sources for cities and towns in Washington State, divided into the following program areas:

- Unrestricted revenues – may be used for any lawful governmental purpose
- Affordable housing
- Arts, science, and cultural programs
- Capital projects and facilities
- Fire and emergency medical services
- Mental health and substance abuse
- Parks and recreation
- Police and criminal justice
- Tourism promotion
- Transportation
- Miscellaneous revenues

Some revenue sources may be used for multiple purposes and are listed here under multiple program areas. We have also provided a brief summary of each revenue source, the eligible cities, whether or not the funding source requires voter approval, and the statutory (RCW) citation.

This appendix focuses on general governmental revenues and does not include fees for cost recovery (such as building permits) or proprietary activities (such as utility charges).

APPENDIX A – UNRESTRICTED REVENUES

The following revenue sources may be used, wholly or partially, for any lawful governmental purpose. However, note that some of these revenue sources could be partially restricted. In addition, any revenue sources requiring voter approval must be used in accordance with the purposes stated in the ballot measure, in which case they may be considered restricted resources rather than unrestricted.

Revenue source	Eligible cities	Description	Voter approval?	RCW
Admission Tax	Any city	Tax of up to 5% of the admission charge for various facilities and events. Revenues may generally be used for any lawful governmental purpose.	No	35.21.280
“Basic” Sales Tax/First Half-Cent	Any city	Sales tax of 0.5% for any lawful governmental purpose; revenue shared with county.	No	82.14.030(1)
Brokered Natural Gas Use Tax	Any city	Use tax upon brokered natural gas sales that are not otherwise subject to utility tax; rate must be equivalent to city’s utility tax rate. Revenues are unrestricted.	No	82.14.230
Business and Occupation (B&O) Taxes	Any city	Tax upon local businesses, usually measured by the value of products or gross income/proceeds. Revenues are unrestricted.	No, except for retail businesses if rate exceeds 0.2% of gross receipts/income	35.21.710
Business Licenses/ “Head Taxes”	Any city	Normally business license fees are designed to recoup administrative costs only, but some cities generate revenue through variable business license fees based on criteria such as number of employees, hours worked, type of business, or square footage. Revenues may be used for any lawful governmental purpose.	No	35.22.280(32) 35.23.440(8) 35A.82.020 35.27.370(9)
Cable TV Franchise Fees	Any city	Fee upon cable television providers of up to 5% of their gross revenues (minus certain in-kind contributions) within the franchise area. Revenues may be used for any lawful governmental purpose.	No	35.21.860
City-County Assistance (ESSB 6050)	Cities with relatively low per capita assessed values	Quarterly distribution from state to qualifying cities based on per capita property tax receipts, per capita sales tax receipts, and historical MVET backfill. Revenues may be used for any lawful governmental purpose.	No	82.45.230 43.08.290

Appendix A – Unrestricted Revenues – continued

Revenue source	Eligible cities	Description	Voter approval?	RCW
Excess Levies (Operations & Maintenance)	Any city	1-year property tax levy; may be used for any lawful governmental purpose, but revenues must be spent in accordance with the purpose(s) specified in the ballot measure.	Yes – 60% supermajority	84.52.052 , 84.52.054
Regular Levy (General Fund)	Any city	Primary source of property tax revenue for cities; may generally be used for any lawful governmental purpose. Maximum levy rate varies between \$1.60 and \$3.825 depending on whether city is annexed to a fire/library district, participated in a regional fire authority, and/or has a pre-LEOFF firefighters' pension fund. May also potentially be increased through "banked capacity" or levy lid lifts.	No, except for levy lid lifts	84.52.043(1)
Leasehold Excise Tax	Any city	Excise tax up to 4% on most leases of tax-exempt properties in lieu of property tax; credited against state and county leasehold excise taxes. May be used for any lawful governmental purpose.	No	82.29A.040
Liquor Excise Tax	Any city	Quarterly distribution from State Treasurer's Office to all cities based on population. At least 2% must be used for approved drug and alcohol treatment programs and 20.23% for public safety programs, but remaining 77.77% may be used for any lawful governmental purpose.	No	82.08.160 , 82.08.170
Liquor Profits	Any city	Quarterly distribution from State Treasurer's Office to all cities based on population. At least 2% must be used for approved drug and alcohol treatment program, but remaining 98% may be used for any lawful governmental purpose.	No	66.24.065
"Optional" or "Second Half" Sales Tax	Any city	Sales tax up to 0.5% for any lawful governmental purposes; for most cities, revenue is shared with county.	No	82.14.030(2)

Appendix A – Unrestricted Revenues – continued

Revenue source	Eligible cities	Description	Voter approval?	RCW
Public Safety Sales Tax	Any city, as long as county has not imposed 0.3% public safety sales tax	Sales tax up to 0.1%. At least 1/3 of revenues must be used for criminal justice and/or fire protection purposes; remainder is unrestricted and may be used for any lawful governmental purpose. Counties have similar authority up to 0.3%. Cities and counties share revenue.	Yes – simple majority	82.14.450
Public Utility District (PUD) Privilege Tax	Cities served by PUDs	PUD properties are exempt from property taxes, but the state imposes an excise tax on PUDs to compensate. Revenue is distributed to counties, which must share some revenues with cities. Revenues may be used for any lawful governmental purpose.	No	54.28.020(1)
REET in Lieu of “Second Half” Sales Tax	Any city that has not imposed the 0.5% “second half” sales tax	Excise tax up to 0.5% on real estate sales; may be used for any lawful governmental purpose.	No	82.46.010(3)
Traffic and Parking Fines	Any city	State Supreme Court establishes fines for traffic infractions, but revenues are shared with city where infraction occurred. Revenues may be used for any lawful governmental purpose, but a portion must be dedicated to fund local courts.	No	46.63.110(3)
Utility Taxes	Any city	Tax upon local utility providers. Maximum non-voted rate of 6% of gross operating revenues for certain utilities; rates higher than that require voter approval. Revenues may be used for any lawful governmental purpose.	No, unless rate exceeds 6% for certain utilities	35.21.870

APPENDIX B – AFFORDABLE HOUSING

Revenue source	Eligible cities	Description	Voter approval?	RCW
Affordable Housing Levy	Any city	Property tax levy up to 10 years and \$0.50 per \$1,000 AV to finance affordable housing for very low-income households and affordable homeownership for low-income households.	Yes – simple majority	84.52.105
Affordable Housing Sales Tax Credit (HB 1406)	Any city that enacted its HB 1406 ordinance by July 27, 2020	20-year credit of either 0.0073% or 0.0146% against the state sales tax, depending on whether city has a “qualifying local tax” in place. Revenues may be used for affordable and supportive housing; cities under 100,000 population may also use revenues for rental assistance.	No	82.14.540
Housing & Related Services Sales Tax	Any city, as long as county has not imposed this sales tax first	Sales tax up to 0.1% for affordable housing and related services, including behavioral health facilities and treatment programs.	Optional	82.14.530
Lodging Tax	Any city	Most cities may impose a tax up to 4% on the sale of short-term lodging less than 30 days, of which 2% is a credit against the state sales tax. Revenues must generally be spent for tourism promotion, but may also be used to repay debt for affordable workforce housing near transit stations.	No	67.28.180 and 67.28.181(1)
REET 2	Cities fully planning under Growth Management Act (GMA)	Additional excise tax of 0.25% on real estate sales; some revenues may be used for affordable housing and homelessness through January 1, 2026.	No, except for voluntary GMA cities	82.46.035(2)

APPENDIX C – ARTS, SCIENCE, AND CULTURAL PROGRAMS

Revenue source	Eligible cities	Description	Voter approval?	RCW
Cultural Access Program (CAP) Levy	Any city, as long as county has not imposed this levy first	Property tax levy up to 7 consecutive years for nonprofit cultural organizations. Levy amount may not exceed 0.1% of taxable retail sales; may not be imposed concurrently with CAP sales tax.	Yes – simple majority	84.52.821, chapter 36.160
Cultural Access Program (CAP) Sales Tax	Any city, as long as county has not imposed this sales tax first	Sales tax of up to 0.1% and 7 consecutive years for nonprofit cultural organizations; may not be imposed concurrently with CAP levy.	Yes – simple majority	82.14.525, chapter 36.160

APPENDIX D – CAPITAL PROJECTS AND FACILITIES

Revenue source	Eligible cities	Description	Voter approval?	RCW
G.O. Bond Excess Levies (Capital Purposes)	Any city	Multi-year excess property tax levy to repay unlimited tax general obligation bonds. Revenues are restricted to capital purposes. As soon as debt is repaid, excess levies cease.	Yes – 60% supermajority	84.52.056
Impact Fees – Growth Management Act (GMA)	Cities fully planning under GMA	Fee assessed to property developers to help pay for new or expanded capital facilities directly addressing the increased demand created by that development. May only be imposed for streets, parks, schools, and/or fire protection.	No	82.02.050 – .110
Impact Fees – Local Transportation Act (LTA)	Any city	Fee assessed to property developers to help pay for new or expanded transportation facilities directly addressing the increased demand created by that development. However, the only cities we are aware of that have imposed transportation impact fees have done so under GMA, not LTA.	No	Chapter 39.92
Public Facilities District (PFD)	Any city	Any city may form a PFD to construct, operate, or maintain “regional centers” whose construction or operating costs are at least \$10 million. Revenue sources include sales taxes, user fees, admission and parking taxes, and bonds.	Some revenue sources require voter approval	35.57.020
REET 1	Any city	Excise tax of 0.25% on real estate sales. May be used for certain capital projects, depending on city’s population and whether it fully plans under the Growth Management Act (GMA). For cities fully planning under GMA, eligible projects must be listed within the comp plan capital facilities element. May also be used for limited O&M costs, with additional reporting requirements.	No	82.46.010(2)
REET 2	Cities fully planning under Growth Management Act (GMA)	Additional excise tax of 0.25% on real estate sales. May be used for certain capital transportation, water/storm/sewer, and park capital purposes listed in the city’s capital facilities plan (CFP). May also be used for limited REET 1 purposes or capital facility maintenance, with additional reporting requirements. Use of revenues is somewhat more restrictive than REET 1.	No, except for voluntary GMA cities	82.46.035(2)

APPENDIX E – FIRE AND EMERGENCY MEDICAL SERVICES SERVICES

Revenue source	Eligible cities	Description	Voter approval?	RCW
Emergency Medical Services (EMS) Levy	Any city, as long as it is not located within a county that has imposed the maximum \$0.50 EMS levy or another taxing district that has imposed an EMS levy	Property tax levy up to \$0.50 per \$1,000 AV for emergency medical care or services. May be imposed for 6 years, 10 years, or permanently, with differing voter approval requirements. May also be imposed by counties, fire districts, public hospitals, and other taxing districts.	Yes – simple majority or 60% supermajority	84.52.069
Fire Protection District	Most cities	Any city may form a new fire protection district, or any city with a population of 300,000 or less may annex to an existing district. Revenue source include benefit charges and property taxes up to \$1.50 per \$1,000 AV; may impact city's general fund levy rate.	Yes – simple majority unless funded by taxes/fees requiring 60% approval	chapter 52.04, 52.02.160
Impact Fees – Growth Management Act (GMA)	Cities fully planning under GMA	Fee assessed to property developers to help pay for new or expanded capital facilities directly addressing the increased demand created by that development. May only be imposed for streets, parks, schools, and/or fire protection.	No	82.02.050 – .110
Liquor Excise Tax	Any city	Quarterly distribution from State Treasurer's Office to all cities based on population. At least 20.23% must be used for public safety programs.	No	82.08.160, 82.08.170
Public Safety Sales Tax	Any city, as long as county has not imposed 0.3% public safety sales tax	Sales tax up to 0.1%. At least 1/3 of revenues must be used for criminal justice and/or fire protection purposes; remainder is unrestricted and may be used for any lawful governmental purpose. Counties have similar authority up to 0.3%. Cities and counties share revenue.	Yes – simple majority	82.14.450
REET 1	Any city	Real estate excise tax up to 0.25% – may be used for specified capital purposes/projects, including fire protection facilities. For cities fully planning under GMA, eligible projects must be listed within the comp plan capital facilities element. May also be used for limited O&M costs, subject to additional reporting requirements.	No	82.46.010(2)

Appendix E – Fire and Emergency Medical Services – continued

Revenue source	Eligible cities	Description	Voter approval?	RCW
REET 2	Cities fully planning under GMA	Additional real estate excise tax up to 0.25%. Fire protection facilities are not an outright permitted use for REET 2 funds. However, fire protection facilities are eligible under REET 1, and some REET 2 funds may be used for REET 1 purposes subject to additional reporting requirements.	No, except for voluntary GMA cities	82.46.035(2)
Regional Fire Authority	Any city	Any city may join with another fire protection jurisdiction to form a regional fire authority. Revenue sources include benefit charges and property taxes up to \$1.50 per \$1,000 AV; will impact city's general fund levy rate.	Yes – simple majority unless funded by taxes/fees requiring 60% approval	chapter 52.26

APPENDIX F – MENTAL HEALTH AND SUBSTANCE ABUSE

Revenue source	Eligible cities	Description	Voter approval?	RCW
Cannabis (Marijuana) Excise Tax	Cities that do not prohibit cannabis or have at least one cannabis retailer	<p>Quarterly distribution from State Treasurer’s Office (1) to cities that do not prohibit cannabis businesses and (2) to cities where cannabis retailers are physically located.</p> <p>No clear guidance on use of revenues, but stated intent of I-502 is that cannabis legalization will “[allow] law enforcement resources to be focused on violent and property crimes [and generate] new state and local tax revenue for education, health care, research, and substance abuse prevention.”</p>	No	69.50.540 (2)(g)
Liquor Profits and Liquor Excise	Any city	Quarterly distribution from State Treasurer’s Office to all cities based on population. At least 2% must be used for approved drug and alcohol treatment programs.	No	82.08.160 , 82.08.170 (Liquor excise) 66.24.065 (Liquor profits)
Mental Health & Chemical Dependency Sales Tax	Tacoma; other cities no longer eligible	Sales tax up to 0.1% for mental health and drug treatment purposes. Mostly imposed by and distributed to counties.	No	82.14.460

APPENDIX G – PARKS AND RECREATION

Revenue source	Eligible cities	Description	Voter approval?	RCW
Impact Fees – Growth Management Act (GMA)	Cities fully planning under GMA	Fee assessed to property developers to help pay for new or expanded capital facilities directly addressing the increased demand created by that development. May only be imposed for streets, parks, schools, and/or fire protection.	No	82.02.050 – .110
Metropolitan Park District (MPD)	Any city	Any city may form an MPD for park and recreation facilities. Revenue sources include additional property taxes up to \$0.75 per \$1,000 AV.	Yes – simple majority	chapter 35.61
REET 1	Any city	Real estate excise tax up to 0.25% – may be used for specified capital purposes/projects, including parks and recreational facilities. For cities fully planning under GMA, eligible projects must be listed within the comp plan capital facilities element. May also be used for limited maintenance costs, subject to additional reporting requirements.	No	82.46.010(2)
REET 2	Cities fully planning under Growth Management Act (GMA)	Additional real estate excise tax up to 0.25% – may be used for “capital projects” listed within the comp plan capital facilities element, including limited parks capital projects. Use of REET 2 revenues for parks is more restrictive than REET 1. May also be used for limited maintenance costs and REET 1 purposes (including broader definition of parks and recreation), subject to additional reporting requirements.	No, except for voluntary GMA cities	82.46.035(2)

APPENDIX H – POLICE AND CRIMINAL JUSTICE

Revenue source	Eligible cities	Description	Voter approval?	RCW
Cannabis (Marijuana) Excise Tax	Cities that do not prohibit cannabis or have at least one cannabis retailer	<p>Quarterly distribution from State Treasurer’s Office (1) to cities that do not prohibit cannabis businesses and (2) to cities where cannabis retailers are physically located.</p> <p>No clear guidance on use of revenues, but stated intent of I-502 is that cannabis legalization will “[allow] law enforcement resources to be focused on violent and property crimes [and generate] new state and local tax revenue for education, health care, research, and substance abuse prevention.”</p>	No	69.50.540(2)(g)
Criminal Justice Distribution – Contracted Services	Cities that contract for a majority of their law enforcement services	Quarterly distribution from state to be used for criminal justice purposes.	No	82.14.330(2)(a)(i)
Criminal Justice Distributions – High Crime	Cities with high crime rates	Quarterly distribution from state to be used for criminal justice purposes.	No	82.14.320
Criminal Justice Distributions – Population	All cities	Quarterly distribution from state to all cities based on population, to be used for criminal justice purposes.	No	82.14.330(1)(a)(ii)
Criminal Justice Distributions – Special Programs	All cities	Quarterly distribution from state to all cities; revenues must be used for innovative law enforcement, at-risk children and child abuse victims, or domestic violence victims.	No	82.14.330(2)(a)(ii)
Criminal Justice Distributions – Violent Crime	Cities with high violent crime rates	Quarterly distribution from state to be used for criminal justice purposes.	No	82.14.330(1)(a)(i)
Criminal Justice Sales Tax	Any county (not cities)	Sales tax of 0.1% – revenues must be used for criminal justice purposes. May only be imposed by counties, but revenue is shared with all cities within the county on a population basis.	No	82.14.340

Appendix H – Police and Criminal Justice – continued

Revenue source	Eligible cities	Description	Voter approval?	RCW
Gambling Tax	Any city that allows gambling	Cities that allow gambling may tax the proceeds. Maximum tax rates depend upon type of gambling activity. Revenues must be used “primarily for the purpose of public safety.”	No	9.46.110
Liquor Excise Tax	Any city	Quarterly distribution from State Treasurer’s Office to all cities based on population. At least 20.23% must be used for public safety programs.	No	82.08.160 , 82.08.170
Public Safety Sales Tax	Any city, as long as county has not imposed 0.3% public safety sales tax	Sales tax up to 0.1%. At least 1/3 of revenues must be used for criminal justice and/or fire protection purposes; remainder is unrestricted and may be used for any lawful governmental purpose. Counties have similar authority up to 0.3%. Cities and counties share revenue.	Yes – simple majority	82.14.450
REET 1	Any city	Real estate excise tax up to 0.25% – may be used for specified capital purposes/ projects, including law enforcement facilities and judicial facilities. For cities fully planning under GMA, eligible projects must be listed within the comp plan capital facilities element. May also be used for limited maintenance costs, subject to additional reporting requirements.	No	82.46.010 (2)
REET 2	Cities fully planning under Growth Management Act (GMA)	Additional real estate excise tax up to 0.25%. Law enforcement facilities and judicial facilities are not outright permitted uses for REET 2 funds. However, law enforcement and judicial facilities are eligible under REET 1, and some REET 2 funds may be used for REET 1 purposes subject to additional reporting requirements.	No, except for voluntary GMA cities	82.46.035 (2)
Traffic Fines	Any city	State Supreme Court establishes fines for traffic infractions, but revenues are shared with city where infraction occurred. Revenues may be used for any lawful governmental purpose, but a portion must be dedicated to fund local courts.	No	46.63.110 (3)

APPENDIX I – TOURISM PROMOTION

Revenue source	Eligible cities	Description	Voter approval?	RCW
Lodging Tax	Any city	Tax up to 4% on the sale of short-term lodging less than 30 days, of which 2% is a credit against the state sales tax. Revenues must generally be spent for tourism promotion. Cities of 5,000 or more population must establish lodging tax advisory committee (LTAC) to guide use of revenues.	No	67.28.180 , 67.28.181(1)
Tourism Promotion Area Fees	Any city	Nightly per-room fee on lodging businesses on lodging businesses with 40 or more rooms; must be used for tourism promotion that increases the number of tourists to the area.	No	Chapter 35.101

APPENDIX J – TRANSPORTATION

Revenue source	Eligible cities	Description	Voter approval?	RCW
Border Area Fuel Tax	Any city within 10 miles of a Canadian border crossing, or any TBD encompassing a Canadian border crossing	Local gas tax up to 1 cent per gallon on top of other federal, state, or local gas taxes. Revenues must be used solely for border area jurisdiction street maintenance and construction.	Yes – simple majority	82.47.020
Capron Refunds	Cities in San Juan and Island counties	Refunds of state gas taxes and motor vehicle license fees for cities in San Juan and Island counties to compensate for their lack of state highways and state highway investment. Must be used for same purposes as motor vehicle fuel tax.	No	46.68.080
Commercial Parking Tax	Any city	Tax upon commercial parking businesses. Revenues must be used for transportation purposes.	No	82.80.030
Impact Fees – Growth Management Act (GMA)	Cities fully planning under GMA	Fee assessed to property developers to help pay for new or expanded capital facilities directly addressing the increased demand created by that development. May only be imposed for streets, parks, schools, and/or fire protection.	No	82.02.050 – .110
Impact Fees – Local Transportation Act (LTA)	Any city	Fee assessed to property developers to help pay for transportation improvements directly addressing the increased demand created by that development.	No	Chapter 39.92
Local Household Tax	Cities providing transit service	Excise tax up to \$1 per month per household for public transportation purposes; may not be imposed concurrently with transit sales tax.	No	35.95.040
Local Option Gas Tax	Any county (not cities)	Any county may impose a countywide gas tax of 10% of the state gas tax rate, in addition to existing federal, state, or local gas taxes. Revenues are shared with cities and must be used for transportation/highway purposes.	Yes – simple majority	82.80.010
Motor Vehicle Fuel Tax (MVFT)	All cities	Monthly distribution from state to all cities based on population. Revenues must be used for designated street, road, and highway purposes; must use at least 0.42% for pedestrian, equestrian, or bicycle trails unless such amount would be \$500 or less per year.	No	46.68.090 , 46.68.110

Appendix J – Transportation – continued

Revenue source	Eligible cities	Description	Voter approval?	RCW
Multimodal Funds and Increased MVFT	All cities	Quarterly distribution from state to all cities based on population. Increased MVFT must be spent for same purposes as motor vehicle fuel tax; multimodal funds may be spent for any transportation purpose.	No	46.68.126
Parking Meters	Any city	Parking meter fees may be used for administrative costs, parking studies, and acquisition and maintenance of off-street parking facilities.	No	WAC: 308-330-650
REET 1	Any city	Real estate excise tax up to 0.25% – may be used for specified capital purposes/ projects, including transportation capital projects. For cities fully planning under GMA, eligible projects must be listed within the comp plan capital facilities element. May also be used for limited maintenance costs, subject to additional reporting requirements.	No	82.46.010(2)
REET 2	Cities fully planning under GMA	Additional real estate excise tax up to 0.25% – may be used for “capital projects” listed within the comp plan capital facilities element, including transportation capital projects. May also be used for limited maintenance costs, subject to additional reporting requirements.	No, except for voluntary GMA cities	82.46.035(2)
Transit Sales Tax	Cities providing transit service	Sales tax up to 0.9% for public transportation purposes. Few cities provide transit service directly, so typically this sales tax authority is used by public transportation benefit areas (PTBAs) or other transit providers.	Yes – simple majority	82.14.045
Transportation Benefit District (TBD)	Any city	Special taxing district to generate revenue for transportation projects included in a local, regional, or state transportation plan. Most common TBD revenue sources are sales taxes and vehicle license fees, but some other options are available.	Some revenue sources require voter approval	82.14.0455 , 36.73.040(3)(a) , 36.73.065(1)

APPENDIX K – MISCELLANEOUS REVENUES

Revenue source	Eligible cities	Description	Voter approval?	RCW
Annexation Services Sales Tax	Certain cities in King, Pierce, and Snohomish counties	Credit against state sales tax for certain cities that annexed territory prior to January 1, 2015, to help defray the costs of providing municipal services to the area.	No	82.14.415
Cannabis (Marijuana) Excise Tax	Cities that do not prohibit cannabis or have at least one cannabis retailer	<p>Quarterly distribution from State Treasurer's Office (1) to cities that do not prohibit cannabis businesses and (2) to cities where cannabis retailers are physically located.</p> <p>No clear guidance on use of revenues, but stated intent of I-502 is that cannabis legalization will "[allow] law enforcement resources to be focused on violent and property crimes [and generate] new state and local tax revenue for education, health care, research, and substance abuse prevention."</p>	No	69.50.540 (2)(g)
Fire Insurance Premium Tax	Cities with a pre-LEOFF fire pension fund	Annual distribution from State Treasurer's Office to cities with firefighters' pension funds, based on their proportionate share of firefighters. Revenues must be used for firefighters' pension fund.	No	41.16.050
Investments (Interest Earnings)	Any city	Any city may invest excess monies to generate additional income for one or more funds.	No	35.39.034 , 35A.40.050
Refund Levies	Any city	Property tax levies to pay for property tax administrative refunds or refunds due to judgments.	No	84.69.020 , Chapter 84.68
Surplus Transfers from Utilities and LIDs	Cities with a utility or LID surplus	Cities may be able to transfer surplus funds from a local improvement district (LID) or utility to the general fund, but only under certain circumstances. Cities should generally not have utility surpluses.	No	35.37.020 , 35.27.510
Timber Excise Tax	Cities with timber assessed value	Credit up to 4% against state timber excise tax. Imposed by counties, which share revenue with other taxing districts based on timber sales, timber assessed value, and levy rates. Eligible cities will receive a distribution for all of their levies.	No	84.33.041 , 84.33.051 , 84.33.081

Recommended Resources

Below are additional resources from other organizations that provide further explanation of local government revenues and distributions.

Revenue Sources Generally

Washington Department of Revenue:

- [Statistics & Reports](#) – Comprehensive website tool to create interactive sales and use tax, property tax, and other local government tax reports.

Property Taxes

Washington Department of Revenue:

- [Property Tax Levies Operations Manual](#) – Very comprehensive and detailed manual for administering property taxes.
- [Ballot Measure Requirements](#) – Overview of voted property tax levies, including types of voted levies, the levy lid, election dates, and ballot title requirements.

Sales Taxes and Other Excise Taxes

Washington Department of Revenue:

- [Local Tax Reference Guide](#) – Summaries for all local sales and use taxes, including lodging tax, credits against the state sales tax, and brokered natural gas use tax, as well as E-911 excise taxes and rental car taxes.
- [Tax Reference Manual](#) – General information and history for selected state and local excise taxes; addresses state sales taxes but not local sales taxes.
- [Local Sales and Use Tax Distribution](#) – Annual summaries of sales tax distributions by type and jurisdiction.

State Distributions to Local Governments

Washington State Fiscal Website:

- [Local Government Distributions Guide](#) – Detailed descriptions and history of each distribution of revenues classified as state assistance and state shared revenues.
- [Distributions to Local Entities](#) – Interactive revenue distribution reports for local government entities from 2013 to present by distribution source, by local government entity, or source totals. Distribution amounts reported are based upon the state fiscal period of July 1 to June 30.

Washington State Treasurer's Office:

- [Local Government Revenue Distributions](#) – Brief descriptions, contact information, and distribution data for each local distribution source.

 1.800.933.6772

 MRSC@MRSC.org

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 2601 Fourth Avenue, Suite 800
Seattle, WA 98121-1280



Wastewater Treatment Plant				
	Contracted	Paid to Date	Requests in process	Remaining
DOE Loan	9,369,425.00	7,658,383.53	471,024.49	1,240,016.98
DOE Grant	931,946.00	931,946.00	-	-
EPA Grant	2,500,000.00	2,500,000.00	-	-
<i>Total Outside Funding</i>	<i>12,801,371.00</i>	<i>11,090,329.53</i>		<i>1,240,016.98</i>
Main D Extension	399,750.42	399,750.42		-
Wastewater Treatment Plant	10,428,191.28	9,141,632.28		1,286,559.00
Wallis Engineering	1,473,232.97	1,160,654.42		312,578.55
WWTP Equipment	1,004,046.70	859,862.20		144,184.50
<i>Total Contracted</i>	<i>13,305,221.37</i>	<i>11,561,899.32</i>	-	<i>1,743,322.05</i>
<i>City Funds/Reserves</i>	<i>503,850.37</i>	<i>545.30</i>		<i>503,305.07</i>

Wastewater Collection System Upgrades				
	Contracted	Paid to Date	Requests in process	Remaining
EDA Grant	4,054,400.00	2,077,224.98	455,455.21	1,521,719.81
USDA Loan	873,000.00	285,773.74	81,191.30	506,034.96
USDA Grant	70,600.00	-	-	70,600.00
<i>Total Outside Funding</i>	<i>4,998,000.00</i>	<i>2,362,998.72</i>		<i>2,098,354.77</i>
Collection System Upgrades Ph 1	2,198,546.26	2,198,546.26	-	-
Collection System Upgrades Ph 2	2,852,077.99	523,247.40	-	2,328,830.59
Wallis Engineering	717,277.24	516,187.51	-	201,089.73
Foster Garvey	10,000.00	-	-	10,000.00
Cashmere Valley Bank (and Interest)	3,769.82	3,769.82	-	-
<i>Total Contracted</i>	<i>5,781,671.31</i>	<i>3,241,750.99</i>	-	<i>2,539,920.32</i>
<i>City Funds/Reserves</i>	<i>783,671.31</i>	<i>342,105.76</i>		<i>441,565.55</i>

Total Combined City Funds/Reserves	1,287,521.68	342,651.06		944,870.62
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City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: City Council
FROM: Ben Shumaker
DATE: March 21st, 2024
SUBJECT: Sewer/Septic Ordinance – March Discussion Draft

Introduction

The City Council is asked to review the attached discussion draft ordinance and consider what should be included in the draft ordinance released for public review. As discussed at the February workshop, after reviewing the draft prior to the meeting, the Council may also consider holding off discussion on the topic and addressing it at a future meeting.

If addressed as part of tonight’s agenda, City Council deliberations are not expected to include public comments.

The Garage and the Toolbelt, An Analogy

Discussion draft amendments are prepared by staff to enable discussions which move the draft along in its review process. Discussion drafts frequently include text which may or may not advance policymakers previously stated goals. This text of these draft amendments is not presented as a recommendation by staff.

Consider the task of do-it-yourself home repair. A handy homeowner will stock a garage full of tools that may be used for many distinct kinds of repairs. When the time comes to complete any specific repair, that person will go to the garage and load their toolbelt with the tools appropriate for job at-hand.

As this analogy is applied to policy development, in a discussion draft, staff takes on the role of stocking the garage with a range of tools. The City Council can then review these tools and select those best suited to advance the policy at-hand.

The analogy can be tortured even more. Even the handiest of handy homeowners often needs to make a trip to the hardware store or fabricate single-purpose tool. Staff’s inclusion of tools in the discussion draft may not be all-inclusive and new or additional tools may be necessary. The intent though is to include several options to reduce unnecessary on-the-fly wordsmithing or avoidable postponement to future meetings.

Specific Discussion

All aspects of the draft may generate discussion. The following topics are highlighted because they were discussed at the February City Council workshop, but no consensus was reached:

- **Residential development involving more than 2 residences** – This discussion draft amendment is inconsistent when it deals with developments involving multiple residences. Multi-family development begins with 3 residences and is only limited by the size of the lot where the development is proposed. Subdivision begins with 5 lots and is similarly only limited by the size of the original lot. Short plat land division covers up to 4 lots (the likelihood of 4 residences with the potential for 8). Each of these development types is treated differently in the discussion draft of SMC Table 13.08.070-1. Discussion may focus on whether the Council prefers a development type over another development type and then tailoring the table to ensure those types are the easiest to accomplish. See SMC Table 13.08.070-1 on pages 9 & 10 of the draft.

- **Prescriptive Exemptions vs Case-by-Case Relief on Appeal** – Two imperfect options were discussed. In the first, the regulations endeavor to cover all conceivable scenarios. Loopholes will likely be found and exploited over time. In the second, decisions on specific properties are made by the City Council, however its makeup changes through time. Inconsistencies in decision making may occur and be subjected to challenge. Discussion may center on which is the least bad choice. Compare SMC Table 13.08.070-1 on pages 9 and 10 with the appeal framework on pages 11 and 12 of the draft ordinance.
- **Appeal Decision Framework** – The draft involves 7 potential criteria for inclusion. The language provides a framework for decision-making. The framework is non-directive and allows future Councils to consider or disregard a) any specific criterion and b) how a specific project addresses any specific criterion. Note, there is a second appeal possibility where owners can request the director to relieve them of a requirement by the County environmental health department. The draft administrative appeal framework uses the same criteria as the appeal to Council and is directive for each criterion. Discussion may focus on the Council framework. Once established it will be mirrored in the director framework. See pages 11 and 12 (and 14) of the draft ordinance.
- **Policy Purposes** – Through its evolution, the discussion draft amendment has strayed from a clear policy objective. As discussed at the February workshop, staff anticipates implementation difficulties and general public frustrations resulting from this lack of clarity. Wrap-up discussion of the amendments should seek to define the overall intent of Council when deciding on each individual discussion. Draft language here reflects the Council’s intent for ratepayers to pay for system expansion and the discussion that the draft regulations prioritize the interests of affluent individuals, those seeking to purchase acreage in our community and build their dream home. See page 1 of the draft ordinance.

Guidance Sought

Decision Point #1: Should this topic be discussed at tonight’s meeting?

Decision Point #2: Is the draft as may be amended tonight ready for public release?

Decision Point #3: Are any specific methods of public engagement expected?

Next Steps

Once authorized, the public release draft ordinance will be circulated to solicit public comment. Once public comment is received, the City Council will be asked whether to continue the amendment discussion or whether to maintain the code as-is. If amendment discussions continue, the City Council will be asked for direction on how to further incorporate public comments.

Prepared by,

Ben Shumaker
Community Development Director

Attachment

- 1- March Discussion Draft Code Amendments

Chapter 13.08 SEWER AND PRETREATMENT

Sections:

13.08.010 Purpose and policy.

This chapter sets clear standards and requirements for any person served by the publicly owned treatment works (POTW) for the city and the means by which such requirements will be imposed and enforced. This chapter is intended to:

- A. Establish standards for the collection of sewage and wastewater in areas served by the city of Stevenson.
- B. Prevent any discharge to the sanitary sewer which could:
 - 1. Damage the transmission or treatment systems;
 - 2. Interfere with the POTW's operation;
 - 3. Be incompatible with the POTW's biological processes.
 - 4. Pass through the treatment plant at levels which may harm the environment;
 - 5. Threaten the health and safety of employees and the public.
- C. Enable the city to support the implementation of a pretreatment program that meets Washington State rules in Chapter 173-216 WAC, federal rules of 40 CFR part 403, conditions of its National Pollutant Discharge Elimination System (NPDES) permit, sludge use and disposal requirements, and any other federal or state laws to which the POTW is subject.
- D. Promote reuse and recycling of industrial wastewater and sludge from the POTW.
- E. Provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the POTW. More specifically, equitable distribution of costs is accomplished by expanding the pool of ratepayers to include those who have the option to connect to the POTW and do not. Equitable distribution of costs for POTW expansion is accomplished by placing greater expectations on ratepayers to pay than on developers.
- F. Manage urbanization through the expansion of the public sewer system. More specifically, this management is accomplished by facilitating development of large lots and single-family residences in areas where the public sewer system is not available. This facilitation is accomplished, in part, by manipulating the real estate development market. This manipulation occurs by making commercial, multi-family, and subdivision development less feasible than single-family residential development and short plat land division. These development types are less feasible via the application of more stringent development standards. Furthermore, the City intends for the single-family development and short plat land division to occupy the areas where the public sewer system is not available, thereby reducing the territory where other land uses and development types may locate.

13.08.020 Applicability.

This chapter shall apply to all properties within the corporate limits of Stevenson and to all persons connected or believed or intended to be connected to the sanitary sewer collection system operated by the city. Such persons shall be known as users as defined herein, and the provisions of this ordinance apply as specified herein to standard users, significant industrial users, and non-significant industrial users. The ordinance compels the production of information; authorizes the issuance of wastewater discharge permits; provides for monitoring, compliance and enforcement activities; establishes administrative review procedures; requires user reporting; and

provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

13.08.030 Administration.

Except as otherwise provided herein, the director shall administer, implement, and enforce the provisions of this chapter. Any powers granted to or duties imposed upon the director may be delegated by the director to other city personnel.

13.08.040 Abbreviations.

The following abbreviations, when used in this chapter, shall have the designated meanings:

AKART - All known, available, and reasonable treatment

BOD - Biochemical Oxygen Demand

BMP - Best Management Practice

CFR - Code of Federal Regulations

CIU - Categorical Industrial User

EPA - U.S. Environmental Protection Agency

gpd - gallons per day

mg/l - milligrams per liter

NOEC - No observable detrimental effect

NPDES - National Pollutant Discharge Elimination System

NSCIU - Non-Significant Categorical Industrial User

OSS – On-site septic system

POTW - Publicly Owned Treatment Works

RCRA - Resource Conservation and Recovery Act

SIU - Significant Industrial User

TSS - Total Suspended Solids

U.S.C. - United States Code

13.08.050 Definitions.

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this chapter, shall have the meanings hereinafter designated.

A. Words and Phrases beginning with "A".

1. "ASTM specification." All references to the form ASTM mean the Standard Specifications or Methods of the American Society for Testing Materials of the serial designation indicated by the number and, unless otherwise stated, refer to the latest adopted revision of such specifications or method.

2. B.—"Act" or "the Act." The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. Section 1251 on.

~~3C.~~ "Approval authority." The Washington State Department of Ecology, Water Quality Program Manager.

~~4D.~~ "Authorized or duly authorized representative of the user."

~~1a.~~ If the user is a corporation:

~~ai.~~ The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or

~~iib.~~ The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

~~2b.~~ If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.

~~3c.~~ If the user is a federal, state, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

~~d4.~~ The individuals described in paragraphs 1 through 3, above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the city.

~~5E.~~ "Available." A public sewer abuts a lot along any street, alley, right-of-way or easement accessible to the lot owner.

B. Words and Phrases beginning with "B".

~~1.F.~~ "Biochemical oxygen demand or BOD." The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five days at 20 degrees centigrade, usually expressed as a concentration (e.g., mg/l).

~~2.F.~~ "Best management practices" or "BMPs" means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in SMC 13.08.210(A) and (B) [40CFR 403.5(a)(1) and (b)]. BMPs may also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

~~3.G.~~ "Building drain" means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.

~~4.H.~~ "Building sewer" means the extension from the building drain to the property line or right-of-way line for connection with the public sewer service connection.

C. Words and Phrases beginning with "C".

~~1.I.~~ "Categorical pretreatment standard" or "categorical standard." Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the Act (33

U.S.C. Section 1317) which apply to a specific category of users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405—471.

~~2.J.~~ "Categorical industrial user." An industrial user subject to a categorical pretreatment standard or categorical standard.

~~3.K.~~ "City." The city of Stevenson or its city council

~~4.L.~~ "Combined sewer" means a sewer receiving both surface runoff and sewage.

~~5.M.~~ "Composite sample." A representative composite of samples of a waste stream taken throughout the period of a day when discharges are produced by a regulated activity. "Time proportionate" samplers shall be used, unless there is capability to interface with a flow metering device to produce a representative "flow proportionate" composite sample.

~~6.N.~~ "Connection" or "connect" means construction of sewer line, which could include building sewer and service connection, connecting a structure or structures on a lot to a public sewer.

D. Words and Phrases beginning with "D".

~~1.N.~~ "Daily concentration." The concentration obtained through analysis of a composite sample of all discharges over a day (or 24-hour period) or the average of all discrete samples taken over such period.

~~2.O.~~ "Daily limit (maximum daily limit)." The maximum allowable discharge of a pollutant over a calendar day or equivalent 24-hour period. Where daily limits are expressed in units of mass, compliance is the product of the Daily Concentration and the flow over the same period.

~~3.P.~~ "Director." The city of Stevenson public works director, or designee.

E. Words and Phrases beginning with "E".

~~1.Q.~~ "Ecology." The Washington State Department of Ecology, who is also the control authority for purposes of the federal pretreatment program.

~~2.R.~~ "Environmental Protection Agency" or "EPA." The U.S. Environmental Protection Agency or, where appropriate, the regional water management division director, the regional administrator, or other duly authorized official.

~~3.S.~~ "Existing source." Any source of discharges subject to categorical standards and discharging prior to the promulgation of those standards or otherwise not meeting the definition of a "new source" in this section.

F. [Reserved.]

G. Words and Phrases beginning with "G".

~~1.T.~~ "Garbage" means solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

~~2.U.~~ "Grab sample." A sample which is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed 15 minutes.

H. [Reserved.]

I. Words and Phrases beginning with "I".

~~1.V.~~ "Indirect discharge" or "discharge." The introduction of pollutants into the POTW from any nondomestic source subject to this chapter or other state or federal regulations.

~~2.W.~~ "Industrial wastes" means the liquid wastes from industrial processes as distinct from sewage from other sources.

~~3.X.~~ "Instantaneous limit." The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of a discrete sample. For analytes for which users must take a grab sample for compliance purposes, this standard is the same as the daily maximum standard. For all other pollutants the instantaneous limit shall be twice the daily limit.

~~4.Y.~~ "Interference." A discharge which causes (either by itself or in combination with other discharges) a violation of the city's NPDES permit or prevents the intended sewage sludge use or disposal by inhibiting or disrupting the POTW, including its collection systems, pump stations, and wastewater and sludge treatment processes. For example, a discharge from a user which causes a blockage resulting in a discharge at a point not authorized under the city's NPDES permit.

J. [Reserved.]

K. [Reserved.]

L. Words and Phrases beginning with "L".

~~1.Z.~~ "Local limits." Effluent limitation developed for users by the director to specifically protect the potw from the potential of pass through, Interference, and intended biosolids uses. Such limits shall be based on the POTW's site-specific flow and loading capacities, receiving water considerations, and reasonable treatment expectations for non-domestic wastewater. See SMC 13.08.240 for a full list of local limits.

~~2.AA.~~ "Lot." A fractional part of divided lands having fixed boundaries and being of sufficient area and dimensions to meet relevant zoning requirements. "Lot" also is any identifiable parcel of unsubdivided land with established boundaries set forth in a deed or other form of conveyance. The term includes "tract" and "parcel" and excludes the term "tax parcel".

~~3.BB.~~ "Lot Line." Any line bounding a lot as defined herein.

M. Words and Phrases beginning with "M".

~~1.CC.~~ "Medical waste." Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

~~2.DBBB.~~ "Monthly average." The arithmetic mean of the effluent sample results collected during a calendar month or specified 30-day period. Where the city has taken a sample during the period, it must be included in the monthly average if provided in time. However, where composite samples are required, grab samples taken for process control or by the city are not to be included in a monthly average.

~~3.ECCC.~~ "Monthly average limit." The limit to be applied to the monthly average to determine compliance with the requirements of this chapter (see SMC 13.08.240 for listing).

~~4.FDDD.~~ "Multi-Family Dwelling Development." Any lot on which 3 or more dwellings are located or intended to be located.

N. Words and Phrases beginning with "N".

~~1.GG.~~ "Natural outlet" means any outlet into a water-course, pond, ditch, lake or other body of surface or groundwater.

~~2.HHEE.~~ "New source."

~~a1.~~ A facility whose construction began after categorical pretreatment standards applicable to its operations were proposed and with a real or potential discharge provided the facility is: A) constructed at a site at which no other source is located; B) totally replaces the process or production equipment that generate regulated process waste streams at an existing source; or C) the new processes are substantially independent of an existing source at the same site.

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- b2. Construction at an existing source does not make the source a new source if the construction merely alters, partially replaces, or adds to existing process or production equipment.
 - c3. Construction of a new source is considered to have begun when the owner or operator either began significant site preparation work including earthwork or removal of structures to allow the new facilities or equipment, began constructing a facility or emplacing equipment, or entered into a binding contract to purchase necessary facilities or equipment within a reasonable time prior to operation.

Users must provide documentation sufficient to conclusively substantiate any existing source claim with their initial permit application. Once categorized as a new source, users may not assert "existing source" status in subsequent permit renewals.

3.HFF. "Non-contact cooling water." Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

O. Words and Phrases beginning with "O".

1. "On-site sewage system" or "OSS". An integrated system of components, located on or nearby the property it serves, that conveys, stores, treats, and/or provides subsurface soil treatment and dispersal of sewage. It consists of a collection system, a treatment component or treatment sequence, and a soil dispersal component. An on-site sewage system also refers to a holding tank sewage system or other system that does not have a soil dispersal component.

P. Words and Phrases beginning with "P".

1.HGG. "Pass through." A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the city's NPDES permit, including an increase in the magnitude or duration of a violation.

2.KKHH. "Person." Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, state, and local governmental entities.

3.LLH. "pH." A measure of the acidity or alkalinity of a solution, expressed in standard units.

4.MMJJ. "Pollutant." Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, carbonaceous oxygen demand, toxicity, or odor).

5.NNKK. "Pretreatment." The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. Dilution is not considered pretreatment.

6.OOLL. "Pretreatment requirements." Any substantive or procedural requirement related to pretreatment imposed on a user other than a pretreatment standard such as the proper operation of pretreatment devices, record keeping, and reporting.

7.PPMM. "Pretreatment standards" or "standards." Discharge prohibitions (SMC 13.08.210), categorical pretreatment standards (SMC 13.08.220), state pretreatment standards (SMC 13.08.230), local limits (SMC 13.08.240), and site-specific limits based on potential for vapor toxicity, explosion, sewer corrosion, or other detrimental effects to the POTW.

8.QQNN. "Properly shredded garbage" means the wastes from the preparation, cooking and dispensing of foods that have been shredded to such degree that all particles will be carried freely

under the flow and conditions normally prevailing in public sewers, with no particle greater than one-half inch in any dimension.

~~9.QQ.~~ "Public sewer" means a sewer in which all owners of abutting properties have equal rights and is controlled by public authority.

~~10.FFPP.~~ "Publicly owned treatment works" or "POTW." A treatment works, as defined by Section 212 of the Act (33 U.S.C. Section 1292), which is owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant.

Q. [Reserved.]

R. [Reserved.]

S. Words and Phrases beginning with "S".

~~1.QQ.~~ "Sanitary sewer" means a sewer which carries sewage and to which storm, surface and groundwater are not intentionally admitted.

~~2.WWRR.~~ "Septic tank waste." Sewage and typically associated solids from domestic activities pumped from a septic tank serving one or more private residences. The director may also consider wastes from other holding tanks such as boat blackwater, bilge water, cesspools, and treatment lagoons to be septic tank waste so long as they are absent chemicals which might inhibit biological activity.

~~3.XXSS.~~ "Service connection" means a public sewer which has been constructed to the property line or right-of-way from a public sewer lateral or main for the sole purpose of providing a connection for the building sewer.

~~4.YYTT.~~ "Sewage." Human excrement and gray water (e.g., water from household showers, toilets, kitchens, clothes and dish washing, and related domestic activities).

~~5.ZZUU.~~ "Sewage treatment plant" means any arrangement of devices and structures used for treating sewage.

~~6.AAAVV.~~ "Sewage works" means all city-owned facilities for collecting, pumping, treating and disposing of sewage.

~~7.BBBWW.~~ "Sewer" means a pipe or conduit for carrying ~~sewage~~wastewater.

~~8.~~ "Short plat subdivision." The division or redivision of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease, transfer of ownership or any other reason.

~~9.~~ "Single-Family Development." Any lot on which one dwelling is located or intended to be located.

~~10.XX.~~ "Significant industrial user" or "SIU". Except as provided in paragraphs (3) and (4) of this section, a Significant Industrial User is:

~~a.1.~~ A user subject to categorical pretreatment standards; or

~~b.2.~~ A user that:

~~i.a.~~ Discharges an average of 25,000 gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);

~~ii.b.~~ Contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or

~~iii.c.~~ Is designated as such by the city on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.

~~c.3.~~ The city may determine that a user subject to categorical pretreatment standards is a non-significant categorical industrial user rather than a significant industrial user on a finding that the user never discharges more than 100 gallons per day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the pretreatment standard) and the following conditions are met:

~~i.a.~~ The user, prior to city's finding, has consistently complied with all applicable categorical pretreatment standards and requirements;

~~ii.b.~~ The user annually submits the certification statement required in SMC 13.08.695(B) [see 40CR 403.12(q)], together with any additional information necessary to support the certification statement; and

~~iii.e.~~ The user never discharges any untreated concentrated wastewater.

~~iv.4.~~ Upon a finding that a user meeting the criteria in Subsection (2) of this part has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the City may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.8(f) (6), determine that such user should not be considered a significant industrial user.

~~11.FFFYY.~~ "Slug load" or "slug discharge." Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's regulations, local limits or permit conditions. This includes discharges at a flow rate or concentration which could cause a violation of the prohibited discharge standards of SMC 13.08.210.

~~12.GGGZZ.~~ "Standard user." A user that is not subject to a categorical pretreatment standard or categorical standard.

~~13.HHHAAA.~~ "Storm sewer" or "storm drain" means a sewer which carries storm and surface waters and drainage, but excludes sewage and polluted industrial wastes.

~~14.IIIBBB.~~ "Storm water." Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.

~~15.~~ "Subdivision." The division of land into five or more lots, tracts, parcels, sites or divisions for the purposes of sale or lease and includes all resubdivision of land.

~~16.CCC.~~ "Suspended solids." The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering.

T. Words and Phrases beginning with "T".

1. "Two-Family Development." Any lot on which 2 dwellings are located or intended to be located. This includes developments involving accessory dwelling units.

U. Words and Phrases beginning with "U".

~~1.LLDDD.~~ "User" or "industrial user." A source of indirect discharge.

V. [Reserved.]

W. Words and Phrases beginning with "W".

~~1.MMMEEE.~~ "Wastewater." Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

~~2.NNNFFF.~~ "Wastewater treatment plant" or "treatment plant." That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.

<u>Alteration of any Commercial, Industrial, or Multi-Family development type which necessitates expansion of existing OSS</u>	<u>Connect to public sewer</u>	<u>Continue use of existing OSS³</u>
<u>Alteration of any Single-Family or Two-Family development type which necessitates expansion of existing OSS</u>	<u>Continue use of existing OSS⁴</u> <u>or</u> <u>Connect to public sewer⁴</u>	<u>Continue use of existing OSS³</u>
<u>Conversion of any Single-Family development to a Two-Family development which necessitates expansion of existing OSS</u>	<u>Continue use of existing OSS⁴</u> <u>or</u> <u>Connect to public sewer⁴</u>	<u>Continue use of existing OSS³</u>
<u>Alteration of any development type which does not necessitate expansion of existing OSS</u>	<u>Continue use of existing OSS⁴</u> <u>or</u> <u>Connect to public sewer⁴</u>	<u>Continue use of existing OSS</u>
<u>Existing Development</u>	<u>Public Sewer Available</u>	<u>Public Sewer Not Available</u>
<u>All Development Types</u>	<u>Continue use of existing OSS⁴</u> <u>or</u> <u>Connect to public sewer⁴</u>	<u>Continue use of existing OSS</u>
<p><u>1 – All short plat subdivisions shall demonstrate how public sewer service can be made available to all lots within the division.</u></p> <p><u>2 – When sewer becomes available to any lot within a short plat subdivision approved after the effective date of this ordinance, it shall be deemed available to all lots within said short plat subdivision.</u></p> <p><u>3 – Installation or expansion of an OSS will not be approved unless the lot owner agrees to pay a proportionate share of the cost to make sewer available to the property.</u></p> <p><u>4 – The lot is eligible for a connection incentive under SMC 13.08.076-----Something about SDC waivers/monthly bills/phase-in (50% of base rate for first 3 years. 100% of base rate thereafter)</u></p>		

B. Exceptions. The following exceptions are permitted to the requirements of Table 13.08.070-1: Sewage and Wastewater Disposal Options:

1. The installation, modification, and continued use of an OSS is also subject to the controls adopted by the county or state health officials.
2. Any lot to which public sewer is not available has the option to extend and connect to public sewer.
3. Lots granted relief after appeal under SMC 13.08.078.

13.08.072 Sewer System Stand-By Fee.

A sewer system stand-by fee shall be charged to the owner of any lot to which public sewer service is available but which continues to use an existing OSS. The amount of the fee shall be established and periodically adjusted by resolution of the City Council. Payment of the fee shall commence beginning 90 days after the date of the official notice issued by the director under SMC 13.08.074(A).

13.08.074 Public Sewer Availability— Notification, Response.

- A. Notification. Whenever the sewage and wastewater disposal options for a lot change, the director shall send a notice to the lot owner informing them of their options under SMC Table 13.08.070-1, including the permissible exceptions thereto, and date the commencement date of the sewer service stand-by fee imposed under SMC 13.08.072.
- B. Response Required. Within 90 days of the date of the notice of the official notice issued by the director, the lot owner shall inform the City of their intent to comply with SMC 13.08.070.

-
1. Whenever connection to the public sewer system is the only option available under SMC Table 13.08.070-1, the lot owner shall connect all wastewater facilities directly with the public sewer. Connection shall be made within 90 days of their response to the official notice, comply with all applicable standards, and be made at no expense to the City.
 2. Whenever a lot owner has the option to connect to the public sewer system or continue use of an existing OSS, the lot owner shall respond with a statement of intent notifying the city of the option they select.
- C. Connections. Where compliance with SMC Table 13.08.070-1 results in a connection to the public sewer system, the connection shall be made, either by gravity or with approved pumping facilities, in accordance with the provisions of this chapter and the Stevenson Engineering Standards.

13.08.076 Optional Connection to Public Sewer—Connection Incentive.

- A. If, within 90 days after the date of the official notice issued by the director under SMC 13.08.074(A), a lot owner submits a notice of intent to connect to public sewer under SMC 13.08.074(B)(2), the lot is eligible for waiver of the wastewater system development charge and reduction of the sewer stand-by fee established in SMC 13.08.072. Eligibility for these incentives is as follows:
1. The wastewater system development charge will be waived if connection to the public sewer system is made within 3 years of the official notice issued by the director.
 2. A 50% reduction of the sewer stand-by fee will be authorized, provided the lot owner records with the Skamania County Auditor a fully executed agreement to pay for the back-billing of the entire amount of the reduced fees, if connection to the public sewer system is not made within 3 years of the official notice issued by the director. Said agreement shall be reviewed for acceptability by the City Attorney and run with the land.
- B. If, within 90 days after the date of the official notice issued by the director under SMC 13.08.074(A), no statement of intent is provided under SMC 13.08.074(B)(2) and if no connection to the public sewer system is made within 3 years of the date of the official notice issued by the director, no connection incentive shall be available to the lot.

13.08.078 Connection with public sewer required—Appeal.

- A. Appeal Authorized. When compliance with SMC Table 13.08.070-1 requires connection to the public sewer system, a lot owner may file ~~written objections with the city against so being required to install such facilities, the provisions of SMC 13.08.070~~ ~~this section shall not be enforced upon such owner until the city council shall have, at a meeting thereof, heard such objections of such owner, and rendered its decision thereon. Such meeting shall be held not less than 10ten days or more than 45 days after the date of the filing of such objections. Not less than 7seven days prior to the date set for such meeting, the city council shall give due notice of the date set therefor to such owner. The decision of the city council shall be final and no appeal shall be taken therefrom by such owner except as is provided by law.~~
- B. Timeliness. Appeals are timely if received by the director within 90 days after the date of the official notice issued by the director under SMC 13.08.074(A) or within 90 days of the date of such other notice issued by the director citing a requirement to connect to the public sewer system under SMC Table 13.08.070-1.
- C. Review Criteria. The City Council may, at its sole discretion, grant or deny relief upon appeal. Factors for consideration may include and are not limited to:
1. Whether or not the length of the building sewer or sizing of pumping facilities necessary to connect to public sewer present a financial hardship for the appellant. For the purposes of this subsection, “financial hardship” means an unrecoverable cost equal to or exceeding 20 percent of the fair market value of the building site with sewer facilities installed, or if the property is already developed, 20 percent of the fair market value of the building and building site with sewer facilities installed.

2. Whether or not the appellant has requested and been denied a latecomer reimbursement agreement for the cost of extending public sewer, provided extension is necessary.

3. Whether or not the lot owner is willing to enter into a ULID no-protest or other agreement to pay a proportionate share of future extension of the public sewer system.

4. Whether or not development on the lot is owner occupied or used for nonprofit purposes.

5. Whether or not the use or density of development on the lot is consistent with adopted city plans.

6. Whether or not the OSS has been inspected and found to be of suitable size and condition.

7. Whether or not there is evidence of water quality degradation in a nearby potable water well or watercourse.

D. Recording. When the decision of the City Council is contingent on an agreement by the lot owner, The lot owner shall record fully executed agreements with the Skamania County Auditor's Office.

13.08.080 Connection with public sewer—Permit, ~~bond~~ required.

- A. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the director.
- ~~B. No plumbing contractors shall be allowed to make connections of private sewers to the sewage works of the city on behalf of any owners of property therein without first posting with the city a bond in the sum of one thousand dollars indemnifying the city and the inhabitants thereof against any loss or damage which the city or the inhabitants thereof might suffer by reason of the actions of such contractors in making such connections.~~

13.08.090 Connection with public sewer—Building sewers.

- A. Where existing buildings are too low to be served by gravity to an available sewer, and when ~~ordered by the city to required to~~ connect to ~~an available public~~ sewer as stipulated under ~~Section SMC~~ 13.08.070, the owner will install a unit to pump sewage into the available sanitary sewer system. The owner shall operate and maintain private sewage pumping facilities in a sanitary manner at all times, at no expense to the city.
- B. Old building sewers may be used in connection with new buildings, or new building sewers only when they are found to meet all requirements of the Stevenson Engineering Standards~~this chapter.~~
- ~~C. Standards and Specifications:~~
- ~~1. The size and slope of the building sewer shall be subject to the approval of the director, but in no event shall the diameter be less than four inches. The slope of such four-inch pipe shall not be less than one-quarter inch per foot, unless approved by the director. In no case shall the slope of four-inch pipe be less than one-eighth inch per foot. A minimum of 18 inches of cover shall be maintained over the top of the service pipe at all times.~~
 - ~~2. The building sewer shall be laid at uniform grade and in straight alignment insofar as is possible. Changes in direction shall be made only with curved pipe no greater than 45-degree bends. All pipe shall be laid on a four-inch granular base of three-fourths minus rock, pea gravel, sand or combination thereof.~~
 - ~~3. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.~~

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4. ~~No person shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.~~
 5. ~~All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the director. No backfilling of the trench shall be done until receipt of written approval from the director.~~
 6. ~~All joints and connections shall be made gastight and watertight.~~
- D. ~~All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation.~~

13.08.100 Industrial user surveys.

The city is obligated under federal law to identify all users potentially subject to the pretreatment program, and the character and volume of pollutants discharged by such users. To satisfy this requirement, the Director will categorize all users as either "standard user" or "categorical industrial user". To ensure proper categorization, all sources of non-domestic discharges to the POTW must, upon request of the Director, periodically complete an industrial user survey form. Proper completion of survey requirements is a condition of initial and continued discharge to the public sewer system. Users failing to fully comply with survey requirements within 30 days shall be subject to all enforcement measures authorized under this chapter including termination of service. The director is authorized to prepare several forms for this purpose and require completion of the particular form which the director determines appropriate to provide the information needed to categorize each user. The director shall be authorized to categorize each user, provide written notice of a user's categorization and what it means, and revise this categorization at any time.

13.08.110 Private system—Required when.

~~Where a public sanitary or combined sewer is not available under the provisions of SMC 13.08.070, the building sewer shall be connected to a private sewage disposal system.~~

13.08.120 Private system—Construction—Permit required—Application.

~~Before commencement of construction of a private sewage disposal system the owner shall first obtain a written permit signed by the director. The application for such permit shall be made on a form furnished by the city, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the director. The appropriate permit and plan check fee shall be paid to the city at the time the application is filed.~~

13.08.130 Private system—Inspection requirements.

~~A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the director. He shall be allowed to inspect the work at any stage of construction and, in any event, the applicant for the permit shall notify the director when the work is ready for final inspection, and before any underground portions are covered. The inspection shall be made within 48 hours of the receipt of notice by the director.~~

13.08.140 Private On-Site Sewage System—Compliance with state standards required.

A. The type, capacities, location and layout of an private on-site sewage disposal system shall comply with all recommendations and requirements of the Washington county or state health officials Department of Ecology and the county sanitarian.

B. No septic tank or cesspool shall be permitted to discharge to any natural outlet.

13.08.142 Administrative Appeal of Health Official Requirement to Connect.

- A. Appeal Authorized. When compliance with the requirements of county or state health officials results in connection to the public sewer system which is not already required by SMC Table 13.08.070-1, a lot owner may file written objections with the director against said requirement from county or state health officials, said requirement shall not be enforced upon such owner until the director shall have heard such objections of such owner, and rendered a decision thereon. Such meeting shall be held not less than 10 days or more than 45 days after the date of the filing of such objections. Not less than 7 days prior to the date set for such meeting, the director shall give due notice of the date set therefor to such owner and the relevant county or state health officials. The decision of the director shall be final and no appeal shall be taken therefrom by such owner except as is provided by law.
- B. Timeliness. Appeals are timely if received by the director within 90 days after the date of the official notice issued by the county or state health official citing a requirement to connect to the public sewer system.
- C. Review Criteria. The director shall grant relief upon appeal only when the following criteria are satisfied:
1. The length of the building sewer or sizing of pumping facilities necessary to connect to public sewer presents a financial hardship for the appellant. For the purposes of this subsection, "financial hardship" means an unrecoverable cost equal to or exceeding 20 percent of the fair market value of the building site with sewer facilities installed, or if the property is already developed, 20 percent of the fair market value of the building and building site with sewer facilities installed.
 2. The appellant has requested and been denied a latecomer reimbursement agreement for the cost of extending public sewer.
 3. The lot owner is willing to enter into a ULID no-protest or other agreement to pay a proportionate share of future extension of the public sewer system.
 4. Development on the lot is owner occupied or used for nonprofit purposes.
 5. The use or density of development on the lot is consistent with adopted city plans.
 6. The OSS has been inspected and found to be of suitable size and condition.
 7. There is no evidence of water quality degradation in a nearby potable water well or watercourse.
- D. Recording. When the decision of the director is contingent on an agreement by the lot owner, The lot owner shall record fully executed agreements with the Skamania County Auditor's Office.

13.08.150 Private system—Connection with public sewer required when—Abandonment of private facilities.

At such time as a lot connects to the public sewer system, becomes available to a property served by a private sewage disposal system, as provided in SMC 13.08.070, a direct connection shall be made to the public sewer in compliance with this chapter, and any existing septic tanks, cesspools and similar private sewage disposal facilities not utilized in an approved pumping facility shall be abandoned according to the requirements of county or state health officials. ~~Septic tanks shall be pumped free of sewage. Septic tanks not constructed of concrete shall be removed or opened and filled with soil or gravel. Cesspools and similar private disposal facilities shall be filled with soil or gravel.~~

13.08.160 ~~Private-On-Site Sewage Ssystem—Permitting, Inspection, and MMaintenance~~ requirements.

- A. Where a public sanitary or combined sewer system is not available under the provisions of SMC 13.08.070, the building sewer shall be connected to a private on-site sewage disposal system.
- B. Before commencement of construction, expansion, replacement, or repair of an on-site private sewage disposal system the owner shall first obtain a written permit signed by the director. The application for such permit shall be made on a form furnished by the city, which the applicant shall supplement by any plans, specifications and other information as are deemed necessary by the director. The appropriate permit and plan check fee shall be paid to the city at the time the application is filed.
- C. A permit for a private on-site sewage disposal system shall not become effective until the installation is completed to the satisfaction of the director. ~~He~~They shall be allowed to inspect the work at any stage of construction and, in any event, the applicant for the permit shall notify the director when the work is ready for final inspection, and before any underground portions are covered. The inspection shall be made within 48 hours of the receipt of notice by the director.

~~A-D.~~ The owner shall operate and maintain private sewage disposal or pumping facilities in a sanitary manner at all times, at no expense to the city.

13.08.170 Provisions not to limit additional requirements.

No statement contained in [this Chapter SMC 13.08.110 through 13.08.160](#) shall be construed to interfere with any additional requirements that may be imposed by county or state health officials.

13.08.210 Prohibited discharge standards.

- A. General Prohibitions. No user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.
- B. Specific Prohibitions. No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:

 1. Pollutants which either alone or by interaction may create a fire or explosive hazard in the POTW, a public nuisance or hazard to life, or prevent entry into the sewers for their maintenance and repair or are in any way injurious to the operation of the system or operating personnel. This includes waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR 261.21.
 2. Wastewater having a pH less than 5.0 or more than 11.0, or otherwise having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel. Discharges outside this pH range may be authorized by a permit issued by the city pursuant to a finding that the system is specifically designed to accommodate a discharge of that pH.
 3. Solid or viscous substances in amounts which may cause obstruction to the flow in the sewer or other interference with the operation of the system. In no case shall solids greater than one-quarter inch (0.64 cm) in any dimension be discharged.
 4. Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW.

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5. Wastewater having a temperature which will interfere with the biological activity in the system, has detrimental effects on the collection system, or prevents entry into the sewer. In no case shall wastewater be discharged which causes the wastewater temperature at the treatment plant to exceed 104 degrees F (40 C).
 6. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through.
 7. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
 8. Trucked or hauled pollutants.
 9. The following are prohibited unless approved by the director under extraordinary circumstances, such as lack of direct discharge alternatives due to combined sewer service or need to augment sewage flows due to septic conditions. (As required under WAC 173-216-050)
 - a. Non-contact cooling water in significant volumes.
 - b. Stormwater, or other direct inflow sources.
 - c. Wastewaters significantly affecting system hydraulic loading, which do not require treatment or would not be afforded a significant degree of treatment by the system.
 10. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair.
 11. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the city's NPDES permit.
 12. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations.
 13. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the director.
 14. Sludges, screenings, or other residues from the pretreatment of industrial wastes;
 15. Medical wastes, except as specifically authorized by the director in a wastewater discharge permit;
 16. Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity test;
 17. Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;
 18. Fats, oils, or greases of animal or vegetable origin in concentrations greater than 300 mg/l, or total petroleum hydrocarbon concentrations of no more than 100 mg/l.
 19. Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than ten percent or any single reading over 20 percent of the lower explosive limit based on an explosivity meter reading.

Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW.

13.08.220 National categorical pretreatment standards.

The categorical pretreatment standards found at 40 CFR Chapter I, Subchapter N, Parts 405—471 are hereby incorporated.

- A. Where a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, Ecology may impose equivalent concentration or mass limits in accordance with SMC 13.08.220.D and 13.08.220.E (see 40 CFR 403.6(c)).
- B. When categorical pretreatment standards are expressed in terms of a mass of pollutant which may be discharged per unit of production, Ecology may either impose limits based on mass or equivalent effluent concentrations. The user must supply appropriate actual or projected long-term production rates for the unit of production specified in order to facilitate this process. (See 40 CFR 403.6(c)(2))
- C. Ecology may permit wastewater subject to a categorical pretreatment standard to be mixed with other wastewaters prior to treatment. In such cases, the user shall identify, in their permit application, all categorical wastestreams and provide sufficient information on each non-categorical wastestream to determine whether it should be considered dilute for each pollutant. Absent information showing that non-categorical wastestreams contain the pollutant in question at levels above that of the supply water, such wastestreams shall be considered dilute. In such situations, Ecology shall apply the combined wastestream formula as found at 40 CFR 403.6(e) to determine appropriate limits.
- D. When a categorical pretreatment standard is expressed only in terms of pollutant concentrations, an industrial user may request that Ecology convert the limits to equivalent mass limits. Ecology may establish equivalent mass limits if the industrial user meets all of the conditions set forth below.
 - 1. To be eligible for equivalent mass limits, the industrial user must submit information with its permit application or permit modification request which:
 - a. Shows it has a pretreatment system which has consistently met all applicable pretreatment standards and maintained compliance without using dilution.
 - b. Describes the water conserving practices and technologies it employs, or will employ, to substantially reduce water use during the term of its permit.
 - c. Includes the facility's actual average daily flow rate for all waste streams from continuous effluent flow metering.
 - d. Determines an appropriate unit of production, and provides the present and long-term average production rates for this unit of production.
 - e. Shows that long term average flow and production are representative of current operating conditions.
 - f. Shows that its daily flow rates, production levels, or pollutant levels do not vary so much that equivalent mass limits would be inappropriate.
 - g. Shows the daily and monthly average pollutant allocations currently provided based on the proposed unit of production.
 - 2. An industrial user subject to equivalent mass limits must:
 - a. Maintain and effectively operate control and treatment technologies adequate to achieve compliance with the equivalent mass limits.
 - b. Continue to record the facility's flow by continuous effluent flow monitoring.
 - c. Continue to record the facility's production rates.

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- d. Notify Ecology if production rates are expected to vary by more than 20 percent from the baseline production rates submitted according to SMC 13.08.220(D)(1)(d). Ecology may reassess and revise equivalent limits as necessary to reflect changed conditions.
 - e. Continue to employ the same or comparable water conservation methods and technologies as those implemented pursuant to SMC 13.08.220(D)(1)(b) so long as it discharges under an equivalent mass limit.
3. Equivalent mass limits:
- a. Will not exceed the product of the actual average daily flow from regulated process(es) of the user and the applicable concentration-based daily maximum and monthly average standards (and the appropriate unit conversion factor).
 - b. May be reassessed and the permit revised upon notification of a revised production rate, as necessary to reflect changed conditions at the facility; and
 - c. May be retained in subsequent permits if the user's production basis and other information submitted in SMC 13.08.220(D)(1) is verified in their reapplication. The user must also be in compliance with SMC 13.08.953 regarding the prohibition of bypass.
- E. Ecology may convert the mass limits of the categorical pretreatment standards of 40 CFR Parts 414 (organic chemicals), 419 (petroleum refining), and 455 (pesticide formulating, packaging and repackaging) to concentration limits in permits for such users. In such cases, the director will document the basis and the determination that dilution is not being substituted for treatment in the permit fact sheet.
- F. Ecology must make the documentation of how any equivalent limits were derived (concentration to mass limits or vice versa) publicly available.
- G. Once incorporated into its permit, the user must comply with the equivalent limits in lieu of the categorical standards from which they were derived.
- H. The same production and flow estimates shall be used in calculating equivalent limits for the monthly (or multiple day average) and the maximum day.
- I. Users subject to permits with equivalent mass or concentration limits calculated from a production based standard shall notify the director if production will significantly change. This notification is required within two business days after the user has a reasonable basis to know that that production will significantly change in the next calendar month. Users who fail to notify the director of such anticipated changes must meet the more stringent of the equivalent limits or the user's prior limits.

13.08.230 State pretreatment standards.

Washington State pretreatment standards and requirements, located at Chapter 173-216 WAC, were developed under authority of the Water Pollution Control Act, Chapter 90.48 RCW and are hereby incorporated. The version incorporated is the version current as of the date of the latest revision or version of this ordinance, or amendment thereto. All waste materials discharged from a commercial or industrial operation into the POTW must satisfy the provisions of Chapter 173-216 WAC. In addition to some slightly more stringent prohibitions, (merged with SMC 13.08.210), the following provisions unique to Washington State are required by this chapter for discharges to a POTW:

- A. Any person who constructs or modifies or proposes to construct or modify wastewater treatment facilities must first comply with the regulations for submission of plans and reports for construction of wastewater facilities, chapter 173-240 WAC. Sources of non-domestic discharges shall request approval for such plans through the Department of Ecology. To ensure conformance with this requirement, proof of the approval of such plans and one copy of each approved plan shall be provided to the director before commencing any such construction or modification.

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- B. Users shall apply to Ecology for a permit at least 60 days prior to the intended discharge of any pollutants other than domestic wastewater or wastewater which the director has determined is similar in character and strength to normal domestic wastewater with no potential to adversely affect the POTW. (173- 216-050(1)). Users shall provide proof of compliance with this requirement together with a duplicate permit application to the director prior to commencing the new or changed discharge.
 - C. All significant industrial users must apply for and obtain a permit from ecology prior to discharge.
 - D. All users shall apply all known, available, and reasonable methods to prevent and control waste discharges to the waters of the state (AKART). The director may determine individually or categorically what represents AKART for a user or category of users. (173-216-050(3)).
 - E. Discharge restrictions of Chapter 173-303 WAC (Dangerous Waste) shall apply to all Users. (Prohibited discharge standards have been merged with Federal prohibitions in SMC 13.08.210).
 - F. Claims of confidentiality shall be submitted for all information which the user desires confidentiality according to procedures at WAC 173-216-080. Information which may not be held confidential includes the: Name and address of applicant, description of proposal, the proposed receiving water, receiving water quality, and effluent data. Claims shall be reviewed based on the standards of WAC 173-216-080, Chapter 42.17 RCW, Chapter 173-03 WAC, and RCW 43.21A.160.
 - G. Persons applying for a new permit or a permit renewal or modification which allows a new or increased pollutant loading shall publish notice for each application in the format provided by Ecology unless Ecology provides a written waiver of the requirement. Such notices shall fulfill the requirements of WAC 173-216-090. These requirements include publishing:
 - 1. The name and address of the applicant and facility/activity to be permitted.
 - 2. A brief description of the activities or operations which result in the discharge.
 - 3. Whether any tentative determination which has been reached with respect to allowing the discharge,
 - 4. The address and phone number of the office of the Director where persons can obtain additional information.
 - 5. The dates of the comment period (which shall be at least 30 days),
 - 6. How and where to submit comments or have any other input into the permitting process, including requesting a public hearing.
 - H. Ecology may require the applicant to also mail this notice to persons who have expressed an interest in being notified, to state agencies and local governments with a regulatory interest, and to post the notice on the premises. If the Ecology determines there is sufficient public interest they shall hold a public meeting following the rules of WAC 173-216-100. The director may require users not subject to Ecology permits to provide public notice for a contract, discharge authorization, coverage by local BMPs, food service establishment, or others regulated under authority of this chapter.
 - I. Permit terms shall include, wherever applicable, the requirement to apply all known, available, and reasonable methods of prevention, control, and treatment.
 - J. All required monitoring data shall be analyzed by a laboratory registered or accredited under the provisions of Chapter 173-50 WAC, except for flow, temperature, settleable solids, conductivity, pH, turbidity, and internal process control parameters. However, if the laboratory analyzing samples for conductivity, pH, and turbidity must otherwise be accredited, it shall be accredited for these parameters as well.
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13.08.240 Local limits.

- A. The director may establish local limits pursuant to 40 CFR 403.5(c).
- B. The following pollutant limits are established to protect against pass through and interference and reflect the application of reasonable treatment technology. No person shall discharge wastewater in excess of the following daily maximum limits if the total mass discharged would exceed that contained in 1,000 gallons at the below limit (see column to the right of each pollutant concentration limit). The director may require flow monitoring or determine appropriate flows to use in making this estimation.
- C. The below limits apply at the point where the wastewater is discharged to the POTW. Ecology may impose mass limits in addition to concentration-based limits.
- D. Users discharging BOD, TSS, or ammonia in excess of the concentration limits by more than the threshold amount must both receive authorization from the director and pay applicable fees (usage, and impact fees) for this loading. Users in excess of this threshold amount shall be subject to the terms of the high strength surcharge program. They shall also be liable for capacity and treatment surcharges assessed by the director under the authority of this chapter up to the "ceiling" loading limit established by written authorization of the director.
- E. Users shall be subject to "instantaneous limits" (as determined by a grab sample) of equal to twice the below "daily maximum" concentrations for any pollutant for which a composite sample is required in a permit. This provision is inapplicable to users without permits, or without the permit requirement to collect a composite sample for the analyte in question.

CONVENTIONAL SURCHARGE POLLUTANT LIMITS

Conc.	Parameter:	Threshold Amount:
300 mg/l	BOD ₅	2.5 lb/d
300 mg/l	total suspended solids	2.5 lb/d
60 mg/l	ammonia	0.5 lb/d

PROTECTION OF SEWER LINE BLOCKAGE

Conc.	Parameter:	Threshold Amount:
300 mg/l	Oil and grease of animal or vegetable origin*	Any amount

*(Or compliance with the BMPs established by the director for food service establishments as an alternative to numerical standards where such BMPs have been established and the user can document compliance with them, such as the grease trap program)

PROTECTION AGAINST CORROSION, PASS THROUGH, & INTERFERENCE

Conc.	Parameter:	Threshold Amount:
50 mg/l	hydrocarbon based oil/grease	Any amount
0.5 mg/l	sulfides (H ₂ S vapor toxicity threshold)	.004 lb/d
50.0 mg/l	sulfates	.004 lb/d
1,000 mg/l	total chloride	8 lb/d
5,000 mg/l	total dissolved solids	40 lb/d
1,000 mg/l	total organic solvents (incl. alcohols)	8 lb/d
5.0 su	Minimum pH in Standard Units	

11.0 su	Maximum pH in Standard Units	
10% reduction in effluent UV transmissivity (per cm at 254 nm wavelength)		
10% decrease in the maximum effluent concentration which has no observable detrimental effect (NOEC) in any whole effluent toxicity test.		

- F. The director may use contracts to establish ceiling limits, monitoring and reporting requirements, and charges applicable to the discharge of compatible pollutants to the POTW.
- G. The director may establish and require BMPs for any category of user or type of industrial process which creates a non-domestic waste stream for which Ecology has declined to issue an individual permit. Such requirements may be applied either in lieu of or in addition to the local limits of SMC 13.08.240. BMPs may also include alternative limits which may be applied at the end of a specific process or treatment step instead of at the combined effluent. Such BMPs shall be superseded by an Ecology permit should one be issued.
- H. The construction, maintenance and performance standard of any pretreatment facility must comply with current applicable codes, especially SMC 17.25.110 C(1)(b) regarding the emission of offensive odors.

13.08.250 City's right of revision.

The city reserves the right to establish, by ordinance or in wastewater discharge permits, more stringent standards or requirements on discharges to the POTW.

13.08.260 Dilution.

No user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limit unless expressly authorized by an applicable pretreatment standard or requirement. The director may impose mass limitations on users where deemed appropriate to safeguard against the use of dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

13.08.270 Grease, oil and sand traps/interceptors—Requirements.

- A. Grease, oil and sand traps/interceptors, or GRD's (grease removal devices) shall be provided, when, in the opinion of the director, they are necessary for the proper handling of liquid wastes containing grease in excessive amount, or any flammable wastes, sand and other harmful ingredients, except that such GRD's shall not be required for private living quarters. This includes all food service establishments, beverage providers, and food trucks or trailers that are connected to a public sewer. All GRD's shall be of a type and capacity approved by the director and shall be located so as to be readily and easily accessible for cleaning and inspection, and shall be maintained by the owner, at his expense, in continuously efficient operation at all times.
- B. Non-compliance is described as when F.O.G. accumulation reaches 25 percent of the capacity of the GRD, or when F.O.G. is witnessed leaving the device.
- C. Fines for non-compliance may be imposed if there is a failure to properly maintain the GRD.
 - 1. First violation—\$150.00
 - 2. Second violation—\$350.00
 - 3. Third violation—\$700.00
 - 4. Fourth and every additional violation—\$1,400.00
- D. In addition to the fines imposed, a business that violates the requirements of the FOG program twice in twelve consecutive months, will be moved to the next highest BOD strength category as defined in the

wastewater rate ordinance. The business will stay in that category until they receive two consecutive passing inspections.

- E. If a business violates three times within twelve consecutive months, they will be moved up two BOD strength categories. The business will stay in that category until they receive three consecutive passing inspections.
- F. If a business violates four times within twelve consecutive months, they will be moved to the highest BOD strength category. The business will stay in that category until they receive four consecutive passing inspections.

13.08.280 Establishment of the preferred pumper program.

The preferred pumper program consists of companies that are approved by the city of Stevenson for grease trap/interceptor maintenance. These companies will come to your establishment on a regular schedule, clean your grease trap, then send a report to the city for verification of maintenance. If you decide to use a preferred pumper, the city inspector will only visit your facility once per year, if you prefer to self-clean your GRD, then a city inspector will visit your facility a minimum of four times per year.

13.08.310 Pretreatment facilities.

Users shall provide wastewater treatment as necessary to comply with this chapter and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in SMC 13.08.210 within the time limitations specified by EPA, the state, or the director, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the user's expense, and satisfy state requirements for review and approval of plans for wastewater facilities as described in SMC 13.08.230. Such plans (engineering report, plans and specifications, and operation and maintenance manuals) shall be submitted as required by Chapter 173-240 WAC to either the director or the Department of Ecology for review, and users shall obtain and provide the approval to the director prior to construction. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of complying with this chapter, local building codes, or from the requirement to modify such facilities if needed to meet their permit or produce a discharge acceptable to the city under the provisions of this chapter.

13.08.315 Deadline for compliance with applicable pretreatment requirements.

- A. Existing sources covered by one or more categorical pretreatment standards shall comply with such standards within three years of the date the standard is effective unless the pretreatment standard includes a more stringent compliance schedule. Ecology shall establish a final compliance deadline date for any existing user not covered by categorical pretreatment standards or for any categorical user when the local limits for the user are more restrictive than EPA's categorical pretreatment standards.
- B. New sources and new users shall comply with applicable pretreatment standards within the shortest feasible time, but in no case shall time exceed 90 days from the beginning of discharge. Prior to commencing discharge, such users shall install and start-up all pollution control equipment required to meet applicable pretreatment standards.

13.08.320 Additional pretreatment measures.

- A. The director may require users to reduce or curtail certain discharges to the sewer, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage wastestreams from industrial wastestreams, and take all other measures to protect the POTW and determine the user's compliance with the requirements of this chapter. This includes the curtailment of any device used to dispose of what might otherwise be solid waste down the sewer by grinding.

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- B. The director, based on the determination that a device is necessary for implementation of pretreatment requirements, may require any user to install and maintain, on their property and at their expense the following devices:
1. A sample taking facility accessible to the director.
 2. A suitable storage and/or flow equalization tank.
 3. Grease, oil, and/or grit interceptors.
 4. An approved combustible gas detection meter.
 5. Flowmeter with 24-hour totalizer.
- C. Users installing any of the above devices shall ensure they are of the type and capacity identified in volume/chapter/section of the Stevenson Engineering Standards or otherwise approved by the director, meet applicable building and plumbing codes, and conform to any separate requirements established by the city. Users shall locate units in areas easily accessible for cleaning and inspection by representatives of the director. Users shall be responsible for all periodic inspection, cleaning, and repair of such devices.
- D. Retrofit of User Facilities. Users may be required to retrofit facilities which were constructed prior to the adoption of the ordinance codified in this chapter. The requirement to retrofit shall be on a case-by-case basis, as determined by the director for compliance with city, state and federal regulations. The director may require installation of grease interceptors, grease traps or other pretreatment facilities for those facilities that violate discharge prohibitions and supplemental limitations as set forth in this chapter. In all cases, existing food service users that have a Type 1 hood exhaust system shall be required to retrofit with an approved grease trap or interceptor that is sized in accordance with the current Uniform Plumbing Code and its appendices. In deciding whether to require a user to retrofit their facilities, the director shall take into account all relevant circumstances, including but not limited to, the extent of potential harm caused by the discharge, the magnitude and duration of the discharge, economic detriment to the user, corrective actions by the user, the compliance history of the user, and any other relevant factors. Grease interceptor or grease trap size shall be determined in accordance with the Uniform Plumbing Code and any other requirements by the city as set forth herein at the time the user is notified that facility modifications are required. Sizing of grease traps or interceptors will be reviewed and may be modified at the request of the local sewer jurisdiction. All costs incurred in retrofitting a user's facility shall be the sole responsibility of the user.

13.08.330 Accidental discharge/slug discharge control plans.

The director may require any User to develop and implement an accidental discharge/slug discharge control plan and take other actions the director believes are necessary to control discharges which may be caused by spills or periodic non-routine activities. Where a user has an Ecology permit that requires such a plan, the user shall provide a copy to the director and notify the director as well as Ecology of any discharge required to be reported by that plan. Accidental discharge/slug discharge control plans shall include at least the following:

- A. A description of all discharge practices, including any non-routine batch discharges such as from cleaning, replenishment, or disposal;
- B. A description of all stored chemicals, disclosing all ingredients in formulations which could violate a discharge prohibition if discharged to the sewer;
- C. The procedures for immediately notifying the director of any accidental or slug discharge, as required by SMC 13.08.660; and
- D. The procedures that will be taken to prevent the occurrence or adverse impact from any accidental or slug discharge. Such procedures shall address the inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

13.08.340 Public sewer construction—Permit required—Exception.

No person shall construct, extend or connect to any public sewer without first obtaining a written permit from the city and paying all fees and connection charges and furnishing bonds as required in Sections 13.08.080 and 13.08.370. The provisions of this section and Sections 13.08.350 through 13.08.390 requiring permits shall not be construed to apply to contractors constructing sewers and appurtenances under contracts awarded and entered into by the city.

13.08.350 Public sewer construction—Permit application requirements.

The application for a permit for public sewer construction shall be accompanied by complete plans, profiles and specifications, complying with all applicable ordinances, rules and regulations of the city, prepared by a registered civil engineer showing all details of the proposed work based on an accurate survey of the ground. The application, together with the plans, profiles and specifications, shall be examined by an authorized representative of the city who shall within ten days approve them as filed or require them to be modified as ~~he~~they may deem necessary.

13.08.360 Public sewer construction—Compliance with standards.

All sewer work plans, specifications and construction procedure shall conform to city standards and regulations. These standards will be as contained in the contract documents for the construction of the sewage collection and treatment facilities for the city, dated January, 1971, or any standard and regulation that the city shall subsequently adopt.

13.08.370 Public sewer construction—Bond requirements.

Prior to issuance of a permit for public sewer construction, the applicant shall furnish to the city a performance bond, or cash deposit in the amount of the total estimated cost of the work. Such performance bond, or cash deposit, shall be conditioned upon the performance of the terms and conditions of the permit, and, shall guarantee the correction of faulty workmanship and replacement of defective materials for a period of one year from and after the date of acceptance of the work by the city.

13.08.380 Public sewer construction—Reimbursement for certain extensions.

Except as provided, the extension of the public sewerage facilities to serve any parcel or tract of land shall be done by and at the expense of the owner. The size of all sewer mains and other sewerage facilities shall be as required by the city. An installer of a sewer line who is required by the city to lay sewer pipe larger than that required for his own purposes, to accommodate other users, will be reimbursed by the city for the difference in cost between the size of line installed and that which would be required for his own use.

13.08.390 Public sewer construction—Special reimbursement agreements.

Where special conditions exist in the opinion of the city relating to any reimbursement agreement pursuant to the provisions of this chapter, the city may, either in addition to or in lieu of any of the provisions of this chapter, authorize a special reimbursement contract between the city and the person or persons constructing public sewerage facilities. Such special reimbursement agreement shall be made and entered into prior to the issuance of a permit for the work by the city.

13.08.400 Damaging sewer works prohibited.

No person, or persons, shall unlawfully, maliciously, willfully or, as the result of gross negligence on his or their part, break, damage, destroy, uncover, deface or tamper with any structure, facility, appurtenance or equipment which is a part of the sewage works.

13.08.410 Wastewater discharge permit requirement.

- A. No user categorized by the director as a significant industrial user shall discharge wastewater into the POTW without first obtaining an individual wastewater discharge permit or, where applicable, a general permit from Ecology. An existing user newly categorized by the director as a significant industrial user that has filed a timely application pursuant to SMC 13.08.420 with Ecology, and whose application has not been found deficient by Ecology, may continue to discharge unless and until notified otherwise by Ecology or the director.
- B. The director may require all other users to apply for a wastewater discharge permit from Ecology, to provide proof to the director of having made this application, to meet the limits and requirements of this ordinance, or to implement best management practices at the direction of the director to carry out the purposes of this chapter. For example, a wastewater discharge permit may be required solely for flow equalization.
- C. Any failure to complete the required survey form, apply for and obtain a required permit, or violate the terms and conditions of a wastewater discharge permit, contract, local limit or BMP established by this chapter shall be deemed violations of this ordinance and subject the wastewater discharge permittee to the sanctions set out in SMC 13.08.920 through 13.08.946. Obtaining a wastewater discharge permit does not relieve a permittee of its obligation to comply with any other provision of this chapter including enrollment in and payment of surcharges for high strength waste and capacity charges.

13.08.420 Wastewater discharge permitting—Existing connections.

Within 180 days of notice by the city or Ecology that a state waste discharge permit is required for discharge, a user shall submit a state waste discharge permit application to the city for transmittal to Ecology; and by the earliest practicable date, the user shall submit a copy of the permit to the city.

13.08.430 Wastewater discharge permitting—New connections.

Persons wishing to discharge non-domestic wastewater must first complete either a survey form (if they do not expect a permit is needed) or a permit application. Any user identified by the director through the survey as an SIU or otherwise require a state waste discharge permit must file a permit application with Ecology and provide proof of such application to the director. Applications for wastewater discharge permits, in accordance with SMC 13.08.440, must be filed at least 90 days prior to the desired date of discharge, and the discharge permit obtained prior to commencing discharge unless Ecology provides written notification that they do not believe a state waste discharge permit is required.

13.08.440 Wastewater discharge permit application contents.

- A. All users required to obtain a wastewater discharge permit must apply using the form provided by Ecology. Users eligible for coverage under a general permit may request such coverage using an industry specific form if one has been developed (see SMC 13.08.450). Users for which Ecology has declined to issue a permit, but for which the director believed need pretreatment controls, must supply the director the following information that is relevant to the users operation.
 - 1. Identifying information.

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- a. The name and physical address of the facility, the names of the operator/facility manager and owner, and the name and address of the point of contact.
 - b. A description of activities, facilities, and plant production processes on the premises;
 2. A list of any environmental control permits (for example, air emission permits) held by or for the facility.
 3. A description of operations and facilities including:
 - a. A brief description of the operations, average rate of production, and industrial classification (NAICS codes) of the operation(s) conducted on site.
 - b. The number and type of employees and proposed or actual hours of operation.
 - c. The type, amount, rate of production, and process used for each product produced.
 - d. The type and amount of raw materials used (average and maximum rates).
 - e. The raw materials and chemicals to be routinely stored at the facility (including products in rail cars and tank trucks located on site).
 - f. The types of wastes generated on a routine and periodic basis.
 - g. The times and durations when wastes will be discharged.
 - h. A schematic process diagram showing each process step, waste stream, treatment step, internal recycle, and point of discharge to the POTW. This diagram should identify which streams are subject to categorical standards.
 - i. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge.
 - j. The sampling locations and provisions for monitoring discharges.
 - k. Whether plans for wastewater facilities under Chapter 173-240 WAC have been developed, and their approval status (engineering report, plans and specifications, and an operations and maintenance manual).
 4. Flow data. The average daily and maximum daily flow, in gallons per day, to the POTW from each waste stream. Information shall be complete enough to allow use of the combined wastestream formula per SMC 13.08.220(C) (and 40 CFR 403.6(e)) where applicable.
 5. Pollutant data.
 - a. The categorical pretreatment standards applicable to each regulated process.
 - b. The results of sampling and analysis identifying the nature and concentration, (and mass where required by the standard or the Director), of regulated pollutants in the discharge from each regulated process.
 - c. The estimated peak instantaneous, daily maximum, and long-term average discharge concentrations (and mass) based on the sampling results.
 6. Sampling data to show samples are:
 - a. Representative of daily operations.
 - b. Taken just downstream from pretreatment facilities if such exist, or just downstream of the regulated process(es) if no pretreatment exists.
 - c. Collected as required by SMC 13.08.691.
 - d. Analyzed according to SMC 13.08.691.
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7. Information confirming BMPs. Where standards specify a BMP or pollution prevention alternative, the user must include the information needed by the director or the applicable standard to determine whether BMPs are (or will be) implemented.
 8. Any requests for a monitoring waiver (or a renewal of an approved monitoring waiver) for a pollutant neither present nor expected to be present in the discharge must include new sampling showing (continued) absence of the pollutant in the raw wastewater and satisfying SMC 13.08.640(B).
 9. Any request to be covered by a general permit shall satisfy SMC 13.08.450 (below).
 10. Any other information deemed necessary by the Director to evaluate the situation and prepare a discharge permit.
- B. Incomplete or inaccurate applications will not be processed and will be returned to the user for revision. The director shall be held harmless for delays caused by returned applications.

13.08.450 General permits.

- A. The director may use general permits to control discharges to the POTW from all users that are not SIUs or otherwise permitted by Ecology. Significant users covered by a general permit will be those that the director finds:
1. Involve the same or substantially similar types of operations.
 2. Discharge the same types of wastes.
 3. Require the same effluent limitations or BMPs.
 4. Require the same or similar monitoring (or do not require monitoring).
 5. Are more appropriately controlled under a general permit.
 6. Are not subject to production-based standards, mass limits, or require use of the combined wastestream formula to calculate limits.
- B. To be covered by the general permit, the user must file a written request for coverage. The request must identify contact information, the general permit under which coverage is requesting, and whether any activities other than those for which the general permit were developed are generating wastewater at the facility. The user must also identify where any wastes covered by the general permit are discharged. If the general permit allows a monitoring waiver, the applicant must certify they are eligible for the waiver. The user must also provide any other information the director has requested to properly evaluate the situation.
- C. The director will retain the following for three years after the expiration of the general permit: A copy of the general permit, the fact sheet, each user's request for coverage, and the potw's determination to extend coverage to each user.

13.08.460 Application signatories and certifications.

- A. All survey forms, wastewater discharge permit applications, and user reports must be signed by an authorized representative of the user and contain the certification statement in SMC 13.08.695(A).
- B. Users shall submit a new authorization if the designation of an authorized representative is no longer accurate. This includes when a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company. The user must submit the new authorization prior to or with any reports to be signed by the new authorized representative.
- C. A facility determined to be a non-significant categorical industrial user by Ecology pursuant to SMC 13.08.140 (FF)(3) must annually submit the signed certification statement found at SMC 13.08.695(B).

13.08.470 Wastewater discharge permit decisions.

Any facility identified by the director as potentially being a significant industrial user, must prepare a state waste discharge permit application, obtain the endorsement of the director on that application, and submit this application to Ecology for disposition. The facility shall provide the director any response received from Ecology. The director will determine during this process whether or not to require a contract or impose any other local conditions as authorized by this chapter and may deny or condition any application for a wastewater discharge permit. In addition to conditions imposed by Ecology by letter or permit, the director may require additional safeguards, reports (including plans under Chapter 173-240 WAC), information, or fees for extra strength or capacity as provided for by this chapter.

13.08.510 Wastewater discharge permit duration.

The director may require any discharger to provide a copy of any application or reapplication of a state waste discharge permit whenever such documents are due to Ecology or have been submitted. Where a permit has not been required, or when it does not cover constituents of concern to the POTW, including flow and conventional pollutant strength and loadings, the director may require a discharger to enter into a contract for services stipulating those conditions necessary to protect the POTW and fairly compensate the director for wastewater services being provided to that person.

13.08.520 Wastewater discharge contract contents.

Wastewater discharge contracts will include conditions the director deems reasonably necessary to carry out the goals of the pretreatment program (SMC 13.08.110), federal and state regulations, and the requirements of this chapter.

- A. Wastewater discharge contracts may contain:
1. The permit issuance date, expiration date, and effective date.
 2. A statement that the wastewater discharge permit is nontransferable without prior notification to the city in accordance with SMC 13.08.550, and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit.
 3. Effluent limits, including best management practices, based on applicable pretreatment standards and requirements to apply AKART (see SMC 13.08.230(I)).
 4. The pollutants to be monitored, and specific monitoring requirements. This includes the sampling location(s), sampling frequencies, and sample types consistent with federal, state, and local law. (See SMC 13.08.230(J)).
 5. Requirements to submit certain reports (as reflected in SMC 13.08.610 through 13.08.695), provide various notifications, keep records, and implement best management practices,
 6. A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.
 7. Requirements to control slug discharges, including to develop, update, and implement slug discharge control plans (find required content in SMC 13.08.330) where the director determines such plans are important to preventing accidental, unanticipated, or non-routine discharges.
 8. Any monitoring which has been conditionally waived by the director according to SMC 13.08.640(B) but which automatically applies at any time the requirements of the conditional waiver are not met.
 9. Reapplication or renewal requirements.

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- B. Wastewater discharge permits may contain, but need not be limited to, the following conditions:
1. Pretreatment facilities and measures required by SMC 13.08.310, 13.08.320 and 13.08.926.
 2. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization.
 3. Requirements to install pretreatment technology, pollution controls, or to construct appropriate containment devices to reduce, eliminate, or prevent the introduction of pollutants into the treatment works, ground, or stormwater.
 4. Requirements to develop and implement of waste minimization plans to reduce the amount of pollutants discharged to the POTW.
 5. Requirements to pay charges or fees for discharge to the POTW including high strength, impact and capacity charges.
 6. Requirements to install and maintain inspection and sampling facilities and equipment, including flow measurement devices.
 7. Notice that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable federal and state pretreatment standards, including those which become effective during the term of the wastewater discharge permit. And
 8. Other conditions as deemed appropriate by the director to ensure compliance with this chapter, and state and federal laws, rules, and regulations.

13.08.530 Contract issuance process.

- A. Public Notice. The director may require users to follow the procedures for public notice found in SMC 13.08.230(G) and 13.08.230(H). The director shall consider and respond to public input as appropriate prior to issuance of a permit. The director will arrange a public meeting if there is sufficient interest, or may use community forums such as council meetings to fulfill the requirements for public involvement.
- B. Permit Appeals. Users must petition Ecology to challenge the terms of any state waste discharge permit. For any contract, users may petition the director to reconsider the terms of a contract at any time after it is signed by the parties. Such a petition will not stay the terms of the contract.
1. In its petition, the appealing party must indicate the wastewater discharge contract provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to place in the wastewater discharge contract.
 2. If the director fails to act within 30 days, a request for reconsideration shall be deemed to be denied. Decisions as to whether to require an Ecology permit as a condition of discharge, or to require a wastewater discharge contract, to reconsider a wastewater discharge contract, or to modify a wastewater discharge contract shall be considered final administrative actions for purposes of judicial review.
 3. Aggrieved parties seeking judicial review of the final administrative wastewater discharge contract decision must do so by filing a complaint with the Superior Court of Skamania County within 30 days from the date of the later of Ecology or the director's decision or Ecology or the director's response to a request for reconsideration.

13.08.540 Wastewater discharge permit modification.

The director may require the user to apply to Ecology for a modification to its wastewater discharge permit for good cause, including, but not limited to, the following reasons:

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- A. To incorporate any new or revised federal, state, or local pretreatment standards or requirements including new or revised local limits.
 - B. To address new or changed operations, processes, production rates, waste streams, or changes in water volume or character.
 - C. To reflect conditions at the POTW requiring an authorized discharge to be reduced or curtailed. Such requirements may be either temporary or permanent.
 - D. Based on information indicating that a permitted discharge poses a threat to the city's POTW or staff, the receiving waters, or to violate a prohibition of this chapter.
 - E. To address violations of any terms or conditions of the wastewater discharge permit;
 - F. To address misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required report.
 - G. To incorporate revisions based on a variance from categorical pretreatment standards approved pursuant to 40 CFR 403.13.
 - H. To correct typographical or other errors in the wastewater discharge permit.
 - I. To reflect a transfer of the facility ownership or operation to a new owner or operator as required under SMC 13.08.550.

13.08.550 Wastewater discharge permit transfer.

Wastewater discharge permits may be transferred by Ecology to a new owner or operator consistent with the process described in the permit, and subject to at least 30 days advance notice to the director and the director approves the wastewater discharge permit transfer. Where the permittee also has a contract with the director, they must negotiate that contract at this time. Failure to provide advance notice of a transfer renders the wastewater discharge contract void as of the date of facility transfer. The notice to the director must include a written certification by the new owner or operator which:

- A. States that the new owner and/or operator have no immediate intent to change the facility's operations and processes.
- B. Identifies the specific date on which the transfer is to occur. And
- C. Acknowledges full responsibility for complying with the existing wastewater discharge contract, and willingness to enter into such contract under the same terms.

13.08.560 Wastewater discharge permit revocation.

The director may revoke and require renegotiation of a wastewater discharge contract for good cause, including, but not limited to, when a user has:

- A. Failed to notify the director of significant changes to the wastewater prior to the changed discharge.
- B. Failed to provide prior notification to the director of changed conditions pursuant to SMC 13.08.650.
- C. Misrepresented or failed to fully disclose all relevant facts in the wastewater discharge permit application.
- D. Falsified self-monitoring reports or tampered with monitoring equipment.
- E. Refused to allow the Director timely access to the facility premises and records.
- F. Failed to meet effluent limitations or permit conditions.
- G. Failed to pay applicable fines or sewer charges.

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- H. Failed to meet compliance schedule deadline dates.
 - I. Failed to complete a wastewater survey or wastewater discharge permit application.
 - J. Failed to provide advance notice of the transfer of business ownership.
 - K. Violated any pretreatment standard or requirement, or any terms of the wastewater discharge permit or this chapter.
 - L. Ceased operations; or
 - M. Transferred business ownership.

Wastewater discharge contracts issued to a user are void upon the issuance of a new wastewater discharge contract to that user.

13.08.570 Wastewater discharge contract extension or reissuance.

A user with an expiring wastewater discharge contract shall apply for a new or revised wastewater discharge contract by submitting a complete permit application, in accordance with SMC 13.08.450, a minimum of 90 days prior to the expiration of the user's existing wastewater discharge contract.

13.08.610 Baseline monitoring reports.

- A. Users subject to categorical standards who must submit a "baseline monitoring report" to Ecology must submit a duplicate copy at the same time to the director. This report must contain the information listed in paragraph B, below. Failure to provide this report to the director, or to include the requisite content, shall be a violation of this chapter.
- B. The baseline monitoring report shall include the following information:
 - 1. All information required in SMC 13.08.450(A)(1) through 13.08.450 (A)(7).
 - 2. Additional conditions for existing sources measuring pollutants.
 - a. Users shall take a minimum of one representative sample to compile the data for the baseline monitoring report.
 - b. Users shall take samples immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If the user mixes other wastewaters with the regulated wastewater prior to pretreatment, the user must provide the flows and concentrations necessary to apply the combined wastestream formula of SMC 13.08.220(C) and 40 CFR § 403.6(e). Where the user wants an alternate concentration or mass limit, and it is allowed by federal rules at § 403.6(e), the user shall propose the adjusted limit and provide supporting data to the control authority (Ecology or city).
 - c. Sampling and analysis shall be performed in accordance with SMC 13.08.691.
 - d. The director may allow the report to use only historical data if the data is good enough to allow the evaluation of whether (and which) industrial pretreatment measures are needed;
 - e. The baseline report shall indicate the time, date, and place of sampling, methods of analysis. The user shall certify that the sampling and analysis presented is representative of normal work cycles and expected pollutant discharges to the POTW.
 - 3. Compliance Certification. A statement, reviewed by the user's authorized representative as defined in SMC 13.08.140(C) and certified by a qualified professional, such as a professional engineer indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment steps are required to meet the pretreatment standards and requirements.

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4. Compliance Schedule. While new sources must install the treatment required to meet the pretreatment standards prior to operation, Existing sources may be granted a compliance schedule where they must provide additional pretreatment and/or O&M to meet the pretreatment standards. In such cases, the user shall propose the shortest schedule by which they can provide the additional pretreatment and/or O&M. The completion date which the user proposes in this schedule may not be later than the compliance date established for the applicable pretreatment standard. Any compliance schedule authorized pursuant to this section must also meet the requirements set out in SMC 13.08.620.
 5. Signature and Report Certification. All baseline monitoring reports must be certified in accordance with SMC 13.08.695(A) and signed by an authorized representative as defined by SMC 13.08.140(C).

13.08.620 Compliance schedule progress reports.

Where users subject to categorical standards qualify for a compliance schedule, they shall provide this schedule to the director and Ecology. Compliance schedules proposed by Existing Sources according to SMC 13.08.610(C)(4) shall:

- A. Contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- B. No increment referred to above shall exceed nine months;
- C. The user shall submit a progress report to the Director no later than 14 days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule; and
- D. In no event shall more than nine months elapse between such progress reports to the director.

13.08.630 Reports on compliance with categorical pretreatment standard deadline.

Both existing sources and new sources must submit a report to the director and Ecology on whether compliance has been initially achieved. For existing sources, the report is due 90 days after the date applicable categorical standards give as the final compliance date. For a new source, the report is due 90 days after starting to discharge to the POTW.

In both cases, the report must contain the information described in SMC 13.08.450(A)(3) through 13.08.450(A)(6). For existing sources, it must also contain the compliance certification of 13.08.610(C)(3) and, if needed, the compliance schedule described in 13.08.610(C)(4). Users subject to equivalent mass or concentration limits, as allowed by SMC 13.08.220, must include a reasonable measure of their long-term production rate. Other users subject to standards based on a unit of production (or other measure of operation) must include their actual production during the sampling period. All compliance reports must be signed and certified in accordance with SMC 13.08.695(A).

13.08.640 Periodic compliance reports.

- A. The director may require any user to provide duplicate reports as required by Ecology. Where the director develops BMPs for an industry sector, or issues a contract to regulate pollutants not covered by a state waste discharge permit, the director may specify the necessary minimum sampling and reporting frequencies and include applicable requirements in contracts or BMPs. Significant industrial users (SIUs), except those recognized as "middle tier" users under SMC 13.08.640(C), must:

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1. Report at least twice a year, in June and December unless otherwise specified.
 2. Report the flows and concentrations of regulated pollutants in all discharges subject to pretreatment standards.
 3. Report average and maximum daily flows for the reporting period and identify where flow estimates are used.
 4. Include the documentation needed to show compliance with applicable BMPs, pollution prevention alternatives, maintenance, treatment, or record keeping requirements.
- B. Users must sign and certify all periodic compliance reports in accordance with SMC 13.08.695(A).
- C. Users must take wastewater samples which are representative of their range of discharge conditions and of any discharge not disclosed in their permit application. Users must properly operate, clean, and maintain sampling and flow metering facilities and devices and ensure they function properly. The director may not allow user claims that sampling results are unrepresentative due to a user's failure to meet this requirement.
- D. Users subject to the reporting requirements in this section must report any additional monitoring which might determine compliance with permit requirements. This includes any additional monitoring of regulated pollutant at their respective effluent monitoring locations using procedures prescribed in SMC 13.08.691. In such cases, the results of this monitoring shall be included in periodic monitoring reports.
- E. Users that send electronic (digital) documents to the city to satisfy the requirements of this section must meet all state and federal electronic signature requirements: Electronic data shall be in the format required by the director. The director may also require reporting in both digital and traditional format.

13.08.650 Reports of changed conditions.

Each user must notify the director of any significant changes to the user's operations or system which might alter the nature, quality, or volume of its wastewater from that described in either an industrial user survey form, state waste discharge permit application, or by written correspondence to the city. This notification must be made at least 30 days before the desired change and be sent to both the director and Ecology. In such cases:

- A. Either Ecology or the director may require the user to submit whatever information is needed to evaluate the changed condition. The director may also require a new or revised wastewater discharge permit application under SMC 13.08.450.
- B. The director may issue, reissue, or modify a wastewater discharge contract applying the procedures of SMC 13.08.510 through 13.08.570 in response to a user's notice under this section.

13.08.660 Reports of potential problems.

- A. Any user which has any unusual discharge that could cause problems to the POTW must immediately notify the director by telephone of the discharge. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user to control and curtail the discharge. Such notification does not authorize the discharge, and all reasonable steps to halt or prevent the discharge must be made. However, failure to make such notification is a separate and distinct violation of this chapter from the discharge itself. Such discharges may include spills, slug loads, accidental discharges, or other discharges of a non-routine, episodic nature. Problems to the POTW which require reporting under this section include violating pretreatment prohibitions, treatment standards, or other requirements of SMC 13.08.210 through 13.08.260 such as vapor toxicity and explosivity limits, or cause interference with the collection system or treatment works, or pass through the POTW.
- B. Within five days following such discharge, the user shall submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be

incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this chapter.

- C. Regardless of whether the user has been required to submit a slug discharge control plan (per SMC 13.08.330), all users required to have a contract or permit shall post notice in a prominent location advising employees who to call at City Hall to inform the director of a potential problem discharge (13.08.660(A)). Users shall ensure that all employees who may cause or witness such a discharge are advised of the emergency notification procedures.
- D. All users must immediately notify the Director of any changes at their facility which might increase their potential for a slug discharge. This includes increasing the volume of materials stored or located on site which, if discharged to the POTW, would cause problems. Users required to prepare a slug discharge control plan under SMC 13.08.330 shall also modify their plans to include the new conditions prior to, or within two days after making such changes.
- E. These requirements apply in addition to any requirements of an Ecology permit.

13.08.670 Reports from unpermitted users.

All users not required to obtain a wastewater discharge permit or general permit shall provide appropriate reports to the director as the director may require. This includes periodically completing and signing industrial user surveys or certifying compliance with the requirements of any BMP program or grease remediation program.

13.08.680 Notice of violation/repeat sampling and reporting.

If sampling performed by a user by either an Ecology permit or city contract indicates a violation, the user must notify the director within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the director within 30 days after becoming aware of the violation. The director may waive the repeat sampling requirement where the city has sampled the effluent for the pollutant in question prior to the user obtaining sampling results.

13.08.690 Notification of the discharge of hazardous waste.

- A. Any user who discharges any substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR part 261, or Chapter 173-303 WAC must also comply with the following requirements:
 - 1. Notify the director, Ecology's permit contact, the EPA regional waste management division director, and state hazardous waste authorities, in writing, of the discharge. Maintain a copy of this notification and include it in all subsequent permit application or re-applications under this chapter.
 - 2. Include the following information in the notification:
 - a. The name of the hazardous waste as found in 40 CFR Part 261,
 - b. The EPA hazardous waste number,
 - c. The type of discharge (continuous, batch, or other).
 - 3. If the discharge totals more than 220 pounds in any month, also provide:
 - a. The hazardous constituents contained in the wastes;
 - b. An estimate of the mass and concentration of hazardous constituents in the wastestream discharged during that calendar month; and
 - c. An estimate of the mass of constituents in the wastestream expected to be discharged during the following 12 months.

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4. This notice shall be repeated for new or increased discharges of substances subject to this reporting requirement.
 5. All notifications must take place prior to discharging a substance for which these reporting requirements apply. If this is not possible, the notice must be provided as soon after discharge as practical and describe why prior notice was not possible.
 6. Users must provide notifications under this paragraph only once to EPA and the State for each hazardous waste discharged. However, all of the information of these notices shall be repeated in each new permit application submitted under this chapter.
 7. This requirement does not relieve the user from requirements to provide other notifications, such as of changed conditions under SMC 13.08.650, or applicable permit conditions, permit application requirements, and prohibitions.
 8. The notification requirements in this section do not apply to pollutants for which routine monitoring and reporting is required in a permit under this chapter.
- B. Users must report all discharges of more than 33 pounds per month of substances which, if otherwise disposed of, would be hazardous wastes. Users must also report any discharge of acutely hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Subsequent months during which the user discharges more of a hazardous waste for which notice has already been provided do not require another notification to EPA or the state, but must be reported to the director.
 - C. If new regulations under RCRA describe additional hazardous characteristics or substances as a hazardous waste, the User must provide notifications under paragraphs A, if required by paragraph B within 90 days of the effective date of such regulations.
 - D. For any notification made under this section, the user shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical and shall describe that program and reductions obtained through its implementation.
 - E. This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this ordinance, a contract issued thereunder, an Ecology issued permit, or any applicable federal or state law.

13.08.691 Sampling—Analytical requirements and collection protocols.

- A. All pollutant sampling and analyses required under this ordinance shall conform to the most current version of 40 CFR Part 136, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for a pollutant, or the director determines that the Part 136 sampling and analytical techniques are inconsistent with the goal of the sampling, the Director may specify an analytical method. If neither case applies, Users shall use validated analytical methods or applicable sampling and analytical procedures approved by EPA.
- B. Sampling and analysis reports performed by the director will be supplied to the user. The user may dispute the accuracy of the sample and provide an alternative sampling report within 21 days of receipt of the city's findings. If no alternative sample is provided within the 21-day period, it shall constitute an acknowledgement by the user that the sampling and analysis performed by the director is a valid representation of the pollutants in their wastewater.
- C. Users must ensure all samples they collect to satisfy sampling requirements under this chapter are representative of the range of conditions occurring during the reporting period. Users must also ensure that, when specified, samples are collected during the specific period.
 1. Users must use properly cleaned sample containers appropriate for the sample analysis and sample collection and preservation protocols specified in 40 CFR Part 136 and appropriate EPA guidance.

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2. Users must obtain samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds using grab collection techniques.
 3. For certain pollutants, Users may composite multiple grab samples taken over a 24-hour period. Users may composite grab samples for cyanide, total phenols, and sulfides either in the laboratory or in the field, and may composite grab samples for volatile organics and oil & grease in the laboratory prior to analysis.
 4. For all other pollutants, users must employ 24-hour time-proportional composite samplers unless the director authorizes or requires an alternative sample collection method.
 5. The director may authorize composite samples for parameters unaffected by the compositing procedures, as appropriate.
 6. The director may require grab samples either in lieu of or in addition to composite sampling to show compliance with instantaneous discharge limits.
 7. In all cases, users must take care to ensure the samples are representative of their wastewater discharges.
 8. Users sampling to complete baseline monitoring and 90-day compliance reports required by SMC 13.08.610 and 13.08.630, must satisfy some specific requirements. These reports require at least four grab samples for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds. Users may composite samples prior to analysis if allowed in 13.08.691(C)(3). Where historical sampling data exists; the Director may also authorize fewer samples.
 9. For periodic monitoring reports, (SMC 13.08.640), the director may specify the number of grab samples necessary to assess and assure compliance with applicable pretreatment standards and requirements.
 10. The user shall record instantaneous and 24-hour flow (from totalizer) at the time each sample is collected, and provide said flow information to the director. If a flowmeter is not available, the city will use water flow information from their records to determine corresponding load (in pounds per day).

13.08.693 Date of receipt of reports.

The director will credit written reports as having been submitted on the date of the post mark when mailed through the United States Postal Service. Reports delivered in any other manner will be credited as having been submitted on the business day received.

13.08.694 Record keeping.

Users subject to reporting requirements of this chapter shall retain the below records for all monitoring required by this ordinance and for any additional monitoring which could be used to satisfy minimum monitoring requirements. Users must make these records available for inspection and copying at the location of the discharge. Users must similarly maintain documentation associated with any best management practices required under authority of SMC 13.08.240(C). Monitoring records shall include at least:

- A. The time, date, and place of sampling;
- B. The sampling and preservation methods used;
- C. The person taking the sample, and persons with control of the sample prior to analysis;
- D. The person performing the analyses and the date the analysis was completed;
- E. The analytical techniques or methods used; and
- F. The results of analysis.

Users are encouraged to retain quality control and quality assurance information provided by the laboratory and submit this information in routine reporting. This information also has value in the event that the sample data is called into question. For analytes for which Washington State requires use of a certified/accredited laboratory, Users must maintain the scope of accreditation for laboratories performing any analyses for them.

Users shall maintain the above records for at least three years, until any litigation concerning the user or the city is complete, or for longer periods when the user has been specifically notified of a longer retention period by the director.

13.08.695 Certification statements.

A. The following certification statement must be signed by an authorized representative as defined by SMC 13.08.140(C) and included when submitting:

1. An industrial user survey or update to a survey to reflect changed conditions.
2. A permit (re-)application in accordance with SMC 13.08.460;
3. A dispute of any city-provided sample performed under SMC 13.08.691,
4. A baseline monitoring report under SMC 13.08.610(B)(5),
5. A report on compliance with the categorical pretreatment standard deadlines under SMC 13.08.630;
6. A periodic compliance report required by SMC 13.08.640 (A)—(D), or
7. An initial request to forego sampling of a pollutant based on SMC 13.08.640(B)(4)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

B. Certification of Pollutants Not Present. Users that have an approved monitoring waiver based on SMC 13.08.640(B) must also include the following certification statement in each report. This statement certifies that there has been no increase in the pollutant in its wastestream due to activities of the user:

"Based on my inquiry of the person or persons directly responsible for managing compliance with the Pretreatment Standard for 40 CFR _____ [specify applicable National Pretreatment Standard part(s)], I certify that, to the best of my knowledge and belief, there has been no increase in the level of _____ [list pollutant(s)] in the wastewaters due to activities at the facility since filing of the last periodic report under SMC 13.08A.640(A)."

13.08.710 Right of entry—Inspection and sampling.

The director shall have the right to enter the premises of any user to determine whether the user is complying with all requirements of this ordinance and any wastewater discharge permit or order issued hereunder. users shall allow the director ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

- A. Where a user has security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, the director will be permitted to enter without delay for the purposes of performing specific responsibilities.
- B. The director shall have the right to set up on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.

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- C. Users shall provide full access to the director to use any monitoring facilities and utilities available or required in accordance with SMC 13.08.310 and 13.08.320 (B) and (C) to confirm that the standards or treatment required for discharge to the sewer are being met.
 - D. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the director and shall not be replaced. The costs of clearing such access shall be borne by the user.
 - E. Any unreasonable delay in allowing the director full access to the user's premises and wastewater operations shall be a violation of this chapter.

13.08.720 Search warrants.

The director may seek issuance of a search warrant from the Skamania County Superior Court. Such warrants may be secured when:

- A. The director has been refused access or is unable to locate a representative who can authorize access to a building, structure, or property, or any part thereof, and has probable cause that a violation of this chapter is occurring on the premises;
- B. The director has been denied access to inspect and/or sample as part of a routine inspection and sampling program of the city designed to verify compliance with this chapter or any permit or order issued hereunder; or
- C. The director has cause to believe there is imminent endangerment of the overall public health, safety and welfare of the community by an activity on the premises.

13.08.810 Confidential information.

Generally, information submitted to demonstrate compliance with pretreatment standards and requirements will be freely available to the public. Users may have certain information, however, withheld as confidential if the following process is followed.

- A. When a user submits information to the director, or provides information to inspectors, Users may request that specific information be maintained as confidential. Users must promptly identify the specific information in writing, and describe why the release would divulge information, processes, or methods of production entitled to protection as trade secrets or confidential business information under applicable state or federal laws.
- B. The director shall review and approve or deny such requests. When approved, the information shall not be available as public records and shall be marked confidential.
- C. All other information submitted to the director and obtained from the director's oversight shall be available to the public subject to the city records review policy.
- D. Information held as confidential may not be withheld from governmental agencies for uses related to the NPDES program or pretreatment program, or in enforcement proceedings involving the person furnishing the report.
- E. Federal rules prevent wastewater constituents and characteristics and other effluent data, as defined by 40 CFR 2.302 from being recognized as confidential information.

13.08.910 Publication of users in significant noncompliance.

- A. Publishing: The director must annually publish a list of the users which, at any time during the previous 12 months, were in significant noncompliance with applicable pretreatment standards and requirements. The

list will be published in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the POTW.

B. Definition: The term significant noncompliance means:

1. Any violation of a pretreatment standard or requirement including numerical limits, narrative standards, and prohibitions, that the director determines has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public.
2. Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, including risk of noncompliance with city's NPDES permit, or has resulted in the director's exercise of its emergency authority to halt or prevent such a discharge.
3. Any violation(s), including of best management practices, which the director determines will adversely affect the operation or implementation of the local pretreatment program.
4. Chronic violations of wastewater discharge limits, defined here as those in which 66 percent or more of all of the measurements taken for the same pollutant parameter taken during a rolling six-month period exceed, by any magnitude, a numeric pretreatment standard or requirement, including instantaneous limits of SMC 13.08.210 through 13.08.260.
5. Technical Review Criteria (TRC) violations, defined here as those in which 33 percent or more of wastewater measurements taken for each pollutant parameter during a rolling six-month period equal or exceed the product of the numeric pretreatment standard or requirement, (including instantaneous limits, as defined by SMC 13.08.210 through 13.08.260), multiplied by the applicable criteria. Applicable criteria are 1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH.
6. Failure to meet, within 90 days of the scheduled date, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance.
7. Failure to provide any required report within 45 calendar days after the due date. This includes initial and periodic monitoring reports, and reports on initial compliance and on meeting compliance schedules.
8. Failure to accurately report noncompliance.

C. Applicability: The criteria in paragraphs 1—3 above are applicable to all users, whereas the criteria in paragraphs 4—8 are only applicable to SIUs.

13.08.920 Administrative enforcement remedies.

In administering the city pretreatment program, the director is obliged to follow the city pretreatment program's approved procedures. In response to non-compliance with any requirement of this chapter, the director shall apply its enforcement response plan, which is a part of these approved procedures. This plan ensures that the application of remedies provided for in SMC 13.08.920 through 13.08.946 is appropriate to the violation, and consistent with the treatment of other users. Any person may review or obtain a copy (for a nominal charge) of the enforcement response plan by contacting the director or city.

13.08.921 Notification of violation.

The director may serve a written notice of violation on any user that the director finds has violated any provision of this chapter, including terms or requirements of a permit, order, or a pretreatment standard or requirement. In all cases in this chapter, a continuation of a violation of a provision of this chapter is a "violation." Users shall, in response to a notice of violation, provide the director a written explanation of the violation, its cause, and a corrective action plan within thirty (30) days of the receiving this notice. Users submitting plans to

correct noncompliance must include the specific actions they will take to correct ongoing and prevent future violations at the soonest practicable date. The director's acceptance of a plan does not relieve a user of liability for any violations. The director may also take any action, including emergency actions or any other enforcement action, without first issuing a notice of violation.

13.08.922 Show cause hearing.

The director may propose actions in response to a violation of any provision of this ordinance, including a provision of a permit, order, or a pretreatment standard or requirement. The director may order a user in violation to appear at a date, time, and location set by the director to show why the proposed enforcement action should not be taken. The director will notify the user of the violation, the proposed action, the rationale, and the users rights and obligations to provide evidence why the proposed enforcement action should not be taken, and to provide its support for any alternative it proposes at this meeting. This notification shall be served personally or by registered or certified mail (return receipt requested) at least 20 days prior to the hearing. Such notice may be served on any authorized representative of the user as defined in SMC 13.08.140(C). A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the user.

13.08.923 Administrative orders.

- A. Consent Orders. The director may enter into a consent order or other voluntary agreement to memorialize agreements with users violating any requirement of this chapter. Such agreements must include the specific action(s) required and date(s) they are to be completed to correct the noncompliance. Such documents must be constructed in a judicially enforceable manner, and have the same force and effect as administrative orders issued pursuant to this section.
- B. Compliance Orders. The director may issue a compliance order to any user which has violated any provision of this chapter including a requirement of a permit, order, or a pretreatment standard or requirement. The compliance order may direct that the user come into compliance within a specified time, install and properly operate adequate treatment facilities or devices, or take such measures as the Director finds are reasonably necessary. These measures may include additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standard or requirement, or relieve a user of liability for any violation, including a continuing violation. If the user does not come into compliance within the time provided, sewer service may be discontinued. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.
- C. Cease and Desist Orders. When the director finds that a user has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, or that the user's past violations are likely to recur, the Director may issue an order to the user directing it to cease and desist all such violations and directing the user to:
 - 1. Immediately comply with all requirements; and
 - 2. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the user.

13.08.925 Administrative fines.

- A. When the director finds that a user has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Director may fine such user in an amount not to exceed ten thousand dollars. Such fines

shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.

- B. The director may add the costs of any emergency response, additional monitoring, investigation, and administrative costs related to the noncompliance and the director's response to the situation to the amount of the fine.
- C. The director will consider the economic benefit enjoyed by a user as a result of the noncompliance in cases where there appears to have been a monetary benefit from not complying. In such cases, the director shall ensure that fines, to the maximum amounts allowable, exceed the benefit to the user from the noncompliance.
- D. Unpaid charges, fines, and penalties shall, at 30 calendar days past the due date, be assessed an additional penalty of one percent of the unpaid balance, and interest shall accrue thereafter at a rate of one percent per month. After 30 days the city shall be authorized to file a lien against the user's property for unpaid charges, fines, and penalties.
- E. Users desiring to dispute such fines must file a written request for the Director to reconsider the fine along with full payment of the fine amount within 15 working days of being notified of the fine. Where a request has merit, the director may convene a hearing on the matter. In the event the user's appeal is successful, the director shall rebate the difference between the initial and final penalty amounts to the user.
- F. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user.

13.08.926 Emergency discontinuance of service.

- A. The director may immediately and effectively halt or prevent any discharge of pollutants to the POTW which reasonably appear to present an imminent endangerment to the health or welfare of persons. In such cases, the director will provide the user advance notice if possible, but shall not delay a response to imminent endangerment.
- B. The director may halt or prevent any discharge to the POTW which presents or may present an endangerment to the environment, including risk of noncompliance with city's NPDES permit, or which threatens to interfere with the operation of the POTW (including the collection system and pump stations). In such cases, the director shall attempt to provide not only notice to the affected user(s), but the opportunity to respond.
- C. Any user causing the director to exercise the emergency authorities provided for under this section shall be responsible for reimbursement of all related costs to the city.

13.08.927 Emergency suspensions.

The director may immediately suspend a user's discharge (or threatened discharge) when it reasonably appears to present a substantial danger to the health or welfare of persons. In such cases, the director will first provide informal notice to the user. The director may also immediately suspend a user's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, or which presents, or may present, a danger to the environment.

- A. Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. If a user fails to immediately comply voluntarily with the suspension order, the director may take such steps as deemed necessary to protect the public and its interest in the sewer system. Remedies available to the director include immediately severing the sewer connection, at the users expense, turning off pump stations downstream of the user, and partnering with law enforcement. The director may not allow the user to recommence its discharge until the user has demonstrated to the

satisfaction of the director that the situation warranting the suspension has been properly addressed and any proposed Termination proceeding has been resolved.

- B. A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence. Users shall submit this report to the director prior to the date of any show cause or termination hearing under SMC 13.08.923 and 13.08.928.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

13.08.928 Termination of discharge.

Any user who violates the following conditions is subject to having the privilege of discharging to the public sewer system withdrawn:

- A. Discharge of non-domestic wastewater without a permit, including:
 - 1. Where the appropriate permit has not been requested;
 - 2. Where the appropriate permit has not yet been issued; or
 - 3. Where the permit has been denied or revoked based on the provisions of SMC 13.08.560 (Permit Revocation).
- B. Violation of permit terms and conditions including:
 - a. Exceeding any permit limit;
 - b. Failing to meet other pretreatment standards or requirements;
 - c. Violating any prohibition; or
 - d. Failing to properly monitor and report discharges or changed conditions.
- C. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling; (whether subject to a permit or not); or
- D. Violation of the pretreatment standards and requirements in SMC 13.08.210 through 13.08.260, including failure to satisfy industrial user survey requirements.

When the director determines this remedy is necessary and appropriate to fulfill the intentions of this chapter, such user will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under SMC 13.08.923 why the proposed action should not be taken. Exercise of this option by the director shall not be a bar to, or a prerequisite for, taking any other action against the user.

13.08.931 Injunctive relief.

The director may seek injunctive relief when a user has violated, or continues to violate a provision of this chapter, including a pretreatment standard or requirement, or a permit or order issued hereunder. In such cases, the director may petition the Superior Court of Skamania County through the city's attorney for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the wastewater discharge permit, order, or other requirement imposed by this chapter on activities of the user. The director may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a user.

13.08.932 Civil penalties.

- A. A user which has violated, or continues to violate a provision of this chapter, including a pretreatment standard or requirement, or a permit or order issued hereunder shall be liable to the city for a maximum civil penalty of \$10,000.00 per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
- B. The director may recover reasonable attorneys' fees, court costs, and other expenses associated with any emergency response, enforcement activities, additional monitoring and oversight, and costs of any actual damages to the city.
- C. In determining the amount of civil liability, the court shall take into account all relevant circumstances. The director shall provide the court a recommended civil penalty amount, and its basis. This basis shall address, as available, the extent of harm caused, the magnitude and duration of the violation, any economic benefit gained, the timing of users actions and responses, corrective actions by the user, and the user's compliance history. The director will provide the range of penalty amounts its enforcement response plan suggests if it addresses the situation and provides such guidance. The director will provide any other facts the court requests, or the director believes important for the court to have to render a just determination.
- D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, any other action the director may take to resolve noncompliance by a user.

13.08.933 Criminal prosecution.

- A. A user who willfully or negligently violates any provision of this chapter, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than \$10,000.00 per violation, per day, or imprisonment for not more than one year, or both.
- B. A user who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and be subject to a penalty of at least \$1,000.00 or be subject to imprisonment for not more than one year, or both. This penalty shall be in addition to any other criminal charges or judicial remedies, including remedies for causing personal injury, endangerment, or destruction of public property available under state law.
- C. A user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this chapter, wastewater discharge permit, or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this chapter shall, upon conviction, be punished by a fine of not more than \$1,000.00 per violation, per day, or imprisonment for not more than one year, or both.
- D. In the event of a second conviction, a user shall be punished by a fine of not more than \$1,000.00 per violation, per day, or imprisonment for not more than one year, or both.

13.08.934 Remedies nonexclusive.

The remedies provided for in this chapter are not exclusive. The director may take any, all, or any combination of these actions against a noncompliant user. Enforcement of pretreatment violations will generally be in accordance with the city's enforcement response plan. However, the director may take other action against any user when the circumstances warrant. Further, the director is empowered to take more than one enforcement action against any noncompliant user.

13.08.941 Penalties for late reports.

The director may assess a penalty of \$50.00 to any user for each day that a report required by this chapter, a permit or order issued hereunder is late. Penalties accrue beginning the fifth day after the report is due. The director's actions to collect late reporting penalties shall not limit the director's authority to initiate any other enforcement action.

13.08.942 Performance bonds.

The director may require a satisfactory bond, payable to the city, in a sum not to exceed a value determined by the director as necessary to assure the User will achieve consistent compliance with this chapter. The Director may require this bond as an enforcement response or as a prerequisite to issue or reissue a wastewater discharge permit. Any user who has failed to comply with any provision of this chapter, a previous permit or order issued hereunder, or any other pretreatment standard or requirement may be subject to this requirement. This bond may also be required of any category of user which has led to public burdens in the past regardless of the compliance history of the particular user. The city may use this bond to pay any fees, costs, or penalties assessed to the User whenever the Users account is in arrears for over 30 days. This includes the costs of cleanup of the site if the user goes out of business, sells the business to a person that does not first assume the bond, or goes bankrupt. Users may petition the director to convert their performance bond to a requirement to provide liability insurance, or to forego any such safeguard based on their performance. User may petition no more frequently than once in any twelve-month period.

13.08.943 Liability insurance.

The director may require any user to provide insurance if they previously failed to comply with any provision of this ordinance, a previous permit, or order issued hereunder, or any other pretreatment standard or requirement. The director may also require users in businesses which historically have left a public burden to clean up pollution to obtain this insurance, regardless of their compliance history. In such cases, Users must provide proof that the insurance is sufficient to cover any liabilities incurred under this chapter, including the cost of damages to the POTW and the environment caused by the user. The director may require users to provide the proof of such insurance either in response to non-compliance or prior to issuing or reissuing a wastewater discharge permit.

13.08.944 Payment of outstanding fees and penalties.

The director may decline to issue or reissue a wastewater discharge permit to any user who has failed to pay any outstanding fees, fines or penalties incurred as a result of any provision of this chapter, a previous permit or order issued hereunder.

13.08.945 Water supply severance.

The director may order water service to a user severed whenever a user has violated or continues to violate any provision of this chapter, a permit, or order issued hereunder, or any other pretreatment standard or requirement. Users wishing to restore their service must first demonstrate their ability to comply with this ordinance and pay the related costs of this action.

13.08.946 Public nuisances.

A violation of any provision of this chapter or a permit or order issued hereunder, or any other pretreatment standard or requirement, is hereby declared a public nuisance and shall be corrected or abated as directed by the

director. Any person(s) creating a public nuisance shall be subject to the provisions of SMC 8.60 governing such nuisances, including reimbursing the city for any costs incurred in removing, abating, or remedying said nuisance.

13.08.951 Upset.

- A. For the purposes of this section, "upset" means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- B. An upset shall constitute an affirmative defense to punitive actions in response to noncompliance with categorical pretreatment standards (SMC 13.08.220 and SMC 13.08.230), but not local limits (SMC 13.08.240) when the requirements of paragraph (C), below, must be met.
- C. A user who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - 1. An upset occurred and the user can identify the cause(s) of the upset.
 - 2. The facility was at the time being operated in a prudent and workman-like manner and was in compliance with applicable operation and maintenance procedures.
 - 3. Where the upset involved reduction, loss, or failure of its treatment facility (e.g. a power failure), the User controlled production of all discharges to the extent necessary to maintain compliance with categorical pretreatment standards until the facility was restored or an alternative method of treatment was provided.
 - 4. The user submitted the following information to the director within 24 hours of becoming aware of the upset. When initially provided orally, the User must have provided a written report within five days:
 - a. A description of the indirect discharge and cause of noncompliance;
 - b. The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and
 - c. Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
- D. In any enforcement proceeding, the user seeking to establish the occurrence of an upset shall have the burden of proof.
- E. Users will have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with categorical pretreatment standards.

13.08.952 Prohibited discharge standards.

A user will have an affirmative defense to an enforcement action brought against it for noncompliance with the prohibitions in SMC 13.08.210(A), and 13.08.210(B)(3)—(7) in certain cases. The user must be able to prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference and that either:

- A. A local limit exists for each pollutant discharged and the user was in compliance with each limit directly prior to, and during, the pass through or interference; or
- B. No local limit exists, but the discharge did not change substantially in nature or constituents from the User's prior discharge when the city was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable sludge use or disposal requirements.

13.08.953 Bypass.

- A. For the purposes of this section,
 - 1. Bypass means the intentional diversion of wastestreams from any portion of a user's treatment facility.
 - 2. Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
- B. A user may allow a bypass to occur if it does not cause pretreatment standards or requirements to be violated and is for essential maintenance to assure efficient operation.
- C. Any other bypass must meet the following requirements:
 - 1. Users knowing in advance of the need for a bypass must submit prior notice to the director, at least ten days before the bypass wherever possible.
 - 2. Users must tell the director of any unanticipated bypass that exceeds applicable pretreatment standards within 24 hours of becoming aware of the bypass. Users must provide a written follow-up report within five days. The Director may waive the written report if the oral report was timely and complete. Unless waived, the written report must contain:
 - a. A description of the bypass (volume, pollutants, etc.).
 - b. What caused the bypass.
 - c. When, specifically, the bypass started and ended.
 - d. When the bypass is expected to stop (if ongoing).
 - e. What steps the User has taken or plans to take to reduce, eliminate, and prevent the bypass from reoccurring.
- D. Bypass.
 - 1. Bypass is prohibited, and the director may take an enforcement action against a user for a bypass, unless:
 - a. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - b. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - c. The user submitted notices as required under paragraph (C) of this section.
 - 2. The director may approve an anticipated bypass, after considering its adverse effects, if the director determines that it will meet the three conditions listed in paragraph (D)(1) of this section.

13.08.961 Pretreatment charges and fees.

The city may adopt reasonable fees for reimbursement of costs of setting up and operating the city's pretreatment program which may include:

- A. Fees for wastewater discharge permit applications including the cost of processing such applications;

-
- B. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a user's discharge, and reviewing monitoring reports submitted by users;
 - C. Fees for reviewing and responding to accidental discharge procedures and construction;
 - D. Fees for filing appeals;
 - E. Fees to recover administrative and legal costs associated with the enforcement activity taken by the director to address IU noncompliance; and
 - F. Other fees as the city may deem necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by this ordinance and are separate from all other fees, fines, and penalties chargeable by the city.

**CITY OF STEVENSON, WASHINGTON
RESOLUTION NO. 2024-427**

**A RESOLUTION OF THE CITY COUNCIL OF STEVENSON ADOPTING
A PARKS, RECREATION, AND OPEN SPACE PLAN FOR THE
STEVENSON COMMUNITY.**

WHEREAS, the *Stevenson Comprehensive Plan, as amended through October 2022*, seeks to reach a point where “residents and visitors enjoy access to a network of world-class parks, open spaces, and recreational opportunities” (Goal 9). As the primary objective to reach the above goal, the plan guides the City to “establish a parks and recreation plan that ensures Stevenson projects are eligible for State grant funds and incorporate its projects into the Capital Facilities Plan” (Objective 9.1); and

WHEREAS, with assistance of funding from the Washington Recreation and Conservation Office the City set out to achieve the above objective in cooperation with its parks, recreation, and open space partners at the Port of Skamania County, Skamania County, Stevenson-Carson School District, and the Stevenson Community Pool District; and

WHEREAS, the planning process undertaken with these partners concluded with the development of the *2024 City of Stevenson Parks, Recreation, and Open Space (PROS) Plan* (PROS Plan). The PROS Plan was prepared in accordance with the planning guidelines of the Washington Recreation & Conservation Office and under City File SEPA2024-01, adoption of the PROS Plan was determined unlikely to result in a significant, adverse environmental impact according to the State Environmental Policy Act; and

WHEREAS, the PROS Plan was developed as a cooperative plan that may be adopted by the City, County, Pool, Port, and/or School to ensure eligibility for state grant programs. The City’s adoption of the PROS Plan has been reviewed and recommended by the City of Stevenson Planning Commission;

AND WHEREAS, the City Council adoption of this plan furthers the public health, safety, and welfare of the Stevenson community. Upon adoption of the PROS Plan the City of Stevenson City Council can incorporate the plan and its recommended levels of service, planning projects, amenities, and capital projects into City standards, work plans, budgets, the annual Capital Facilities Plan and the like;

NOW, THEREFORE, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the 2024 Parks, Recreation, and Open Space Plan as attached.

Passed by a vote of _____ at the City Council meeting of _____, 2024.

SIGNED:

ATTEST:

Scott Anderson
Mayor of Stevenson

Leana Kinley
Clerk/Treasurer

APPROVED AS TO FORM:

Robert C. Muth
City Attorney



CITY OF STEVENSON

Parks, Recreation, and Open Space Plan



Prepared by:



dcgwatershed.com

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sevaworkshop.com

ACKNOWLEDGMENTS

Thank you for the active participation and input from the community leaders including residents, the Advisory Committee, the Planning Commission, the City Council, City staff, community organizations, frequent parks system users, and others who contributed to this PROS Plan.

Mayor

Scott Anderson

City of Stevenson Staff Team

Ben Shumaker,
Community Development Director

Tiffany Andersen,
Planning & Public Works Assistant

Carolyn Sourek,
Public Works Director

Leana Kinley, IP City Administrator

COMMITTEES AND COMMISSIONS

Advisory Committee

Pat Albaugh, Executive Director,
Port of Skamania

Ingrid Colvard, Superintendent,
Stevenson-Carson School District

Tom Delzio, Stevenson Community
Pool District Commissioner

Alex Hays, Manager of Cultural
Events and Recreation,
Skamania County

Tom Lannen, District 2 Chair,
Skamania County

Expanded Advisory Committee

Pat Albaugh, Executive Director,
Port of Skamania

Dave Cox, City Council Member,
City of Stevenson

Tom Delzio, Stevenson Community
Pool District Commissioner

Jonathan Dexter, Utility
Maintenance Worker, City of
Stevenson Public Works

Ed Farrell, Grounds/Maintenance/
WHSE Supervisor, Stevenson-Carson
School District

Alex Hays, Manager of Cultural
Events and Recreation,
Skamania County

Tom Lannen, District 2 Chair,
Skamania County

Kelly O'Malley McKee, Executive
Director, Downtown Association/
Farmer's Market

Carolyn Sourek, Director, City of
Stevenson Public Works

Louise 'Lou' Palermo, Executive
Director, Columbia Gorge Museum

Stakeholders Interviewed

Pat Albaugh, Executive Director,
Port of Skamania

Andrea Byrd, Representative
Stevenson Community Pool

Ingrid Colvard, Superintendent,
Stevenson-Carson School District

Tom Delzio, Stevenson Community
Pool District Commissioner

Lonnie Gates, Resident,
Representative of senior citizen
community

Justin Gross, Resident, and small
business owner (Big River Grill
and SKA. CO. Skates)

Alex Hays, Manager of Cultural
Events and Recreation,
Skamania County

Ken Levy, Resident, Representative
of wind sport community

Torrey Lindbo, Representative,
Columbia Gorge Running Club

Kelly O'Malley McKee, Executive
Director, Downtown Association/
Farmer's Market

Kara Owen, Director of Group
Sales, Skamania Lodge

Carolyn Sourek
City of Stevenson Public Works

Louise 'Lou' Palermo, Executive
Director, Columbia Gorge Museum

City Council

Dave Cox

Michael D. Johnson

Lucy Lauser

Kristy McCaskell

Pat Rice

Planning Commission

Jeff Breckel

Charlie Hales

Anne Keesee

David Ray

Auguste Zettler

Consultants

DCG/Watershed

SEVA Workshop



Pebble Beach

Executive Summary

Stevenson is a small town with community access to a wide range of parks, trails, and open spaces.

The process of creating this Parks, Recreation, and Open Space Plan (PROS Plan) has engaged stakeholders and public entities in a conversation that the city hopes will lead to parks that are higher quality, better funded, and wider serving. Most of these public spaces are not owned or maintained by the city. The city recognizes this and relies on collaboration and shared resources to meet the community's parks and recreation needs.

The impetus for creating this plan was the recognition by the City of Stevenson that many

lucrative grant funding opportunities require the adoption of a PROS Plan. Further, the adopted plan would require documentation that would demonstrate needs, community outreach, and consensus on priorities and recommendations. The city prioritized the formation of an Advisory Committee to collaborate on this plan to build relationships and define shared values between the entities that provide recreational opportunities to the public. In sharing an understanding of public needs and a vision for the future, the hope is that each entity can also share in working toward the solution.



MISSION:

To enhance Stevenson’s recreational and gathering spaces in ways that increase access to the area’s natural beauty and cultural heritage, for residents and visitors of all ages.

Gropper Loop Park

This PROS Plan is the first one created by the city. It builds upon recent planning projects including the recently updated 2022 Comprehensive Plan, the recently adopted 2023 Public Shoreline Access Plan, and the missions, plans, and visions of other stakeholders in the community. The intent of this plan is to create a six-year short-term vision for capital improvements, as well as a 20-year long-term vision for planning, operational, and capital projects. Projects identified by public agencies with an adopted PROS Plan are considered eligible for grant applications for six years from the date of adoption through Washington State’s Recreation and Conservation Office (RCO). The following is a summary of the plan results and recommendations:

GOAL 1: MAINTAIN WHAT WE HAVE

Ensure that parks are well-maintained, aesthetically pleasing, and safe for community use. Enhance the quality of park facilities and maximize the lifespan of park infrastructure. Fund, support, and implement site-specific maintenance projects, tailoring efforts to address the unique needs of individual park facilities.

GOAL 2: LET PEOPLE KNOW WHAT WE HAVE

Establish a community-focused approach to parks and recreation to create a more prominent presence of parks within the community, integrate park planning with city planning, and build organizational capacity for effective program management.

GOAL 3: FILL GAPS AND CONNECT PEOPLE TO WHAT WE HAVE

Improve access and connectivity to parks, ensuring equitable distribution, legible and accessible pathways, and inclusive amenities. Identify and address gaps in park coverage and create a connected sidewalk and trail network.

GOAL 4: IMPROVE AND EXPAND WHAT WE HAVE TO MEET DIVERSE COMMUNITY NEEDS

Develop a balanced system of recreational facilities, lands, and programs. Provide vibrant, accessible, and inclusive community spaces catering to the recreation needs of residents and visitors of all ages. Offer year-round recreational opportunities, activate underutilized spaces, address community desires, and ensure inclusivity for people of all ages, abilities, and backgrounds.

Capital Improvement Projects (6-year timeframe).

- 1st Street Sidewalk Trail Connection
- Stevenson Park Plaza
- County Fairgrounds Kayak Launch
- West Waterfront Trail
- Gateway Landscape Improvements
- Piper Road Trail

This plan identifies community-driven recommendations to improve and enhance parks, recreation facilities, trails, programming, and related services over the next 20 years. It will guide park enhancements in line with the city’s cornerstone principles: a desire for a high quality of life, natural/scenic beauty, a healthy economy, and an active waterfront.

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01

Community Profile



Stevenson’s character and identity is inspired by its proximity to natural areas and its relationship to the waterfront.

Stevenson Community Profile

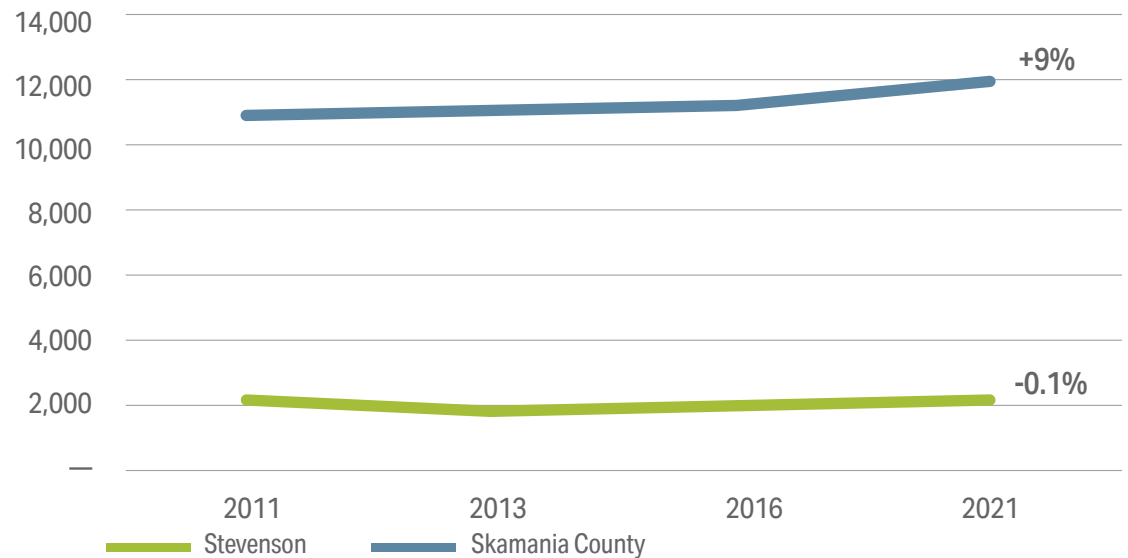
COMMUNITY CONTEXT

The City of Stevenson is 1.8 square miles (or 1,135-acres), located in southwest Washington along the Columbia River.

It is the county seat and one of two cities in Skamania County, and includes a large proportion of natural resource and forest lands. For purposes of this project, the Study Area includes the City of Stevenson and its unincorporated urban growth area (UGA) as shown in [Exhibit 1.2](#). All data presented in this report includes both the City and its UGA under the umbrella of “Stevenson”, unless otherwise noted.¹ This area includes 63.5-acres of parks and open space and 2.9 miles of trails.

The population of Stevenson is 2,049 and has remained consistent in size over the past decade (2011-2021).² While Stevenson’s population has been stable, the countywide population for Skamania County has increased 9% over the same 10-year period, concentrating in unincorporated areas. See [Exhibit 1.1](#). In Skamania County, unincorporated areas account for almost 80% of the population.³

Exhibit 1.1: Population for Stevenson and Skamania County, 2011-2021



1 - ACS data is summarized at the Census tract level, which may include a handful of individuals outside the UGA
 2 - 2,049 population estimate reflects OFM 2022 data. 2011-2021 estimates from ACS 5-year estimates.
 At the time of making this profile, this was the most current data available.
 3 - OFM population estimates, 2021

Stevenson at a Glance



Population: **2,049**



Size:
**1,135-acres, with
63.5-acres of park space**



Median Household
Income: **\$63,860**



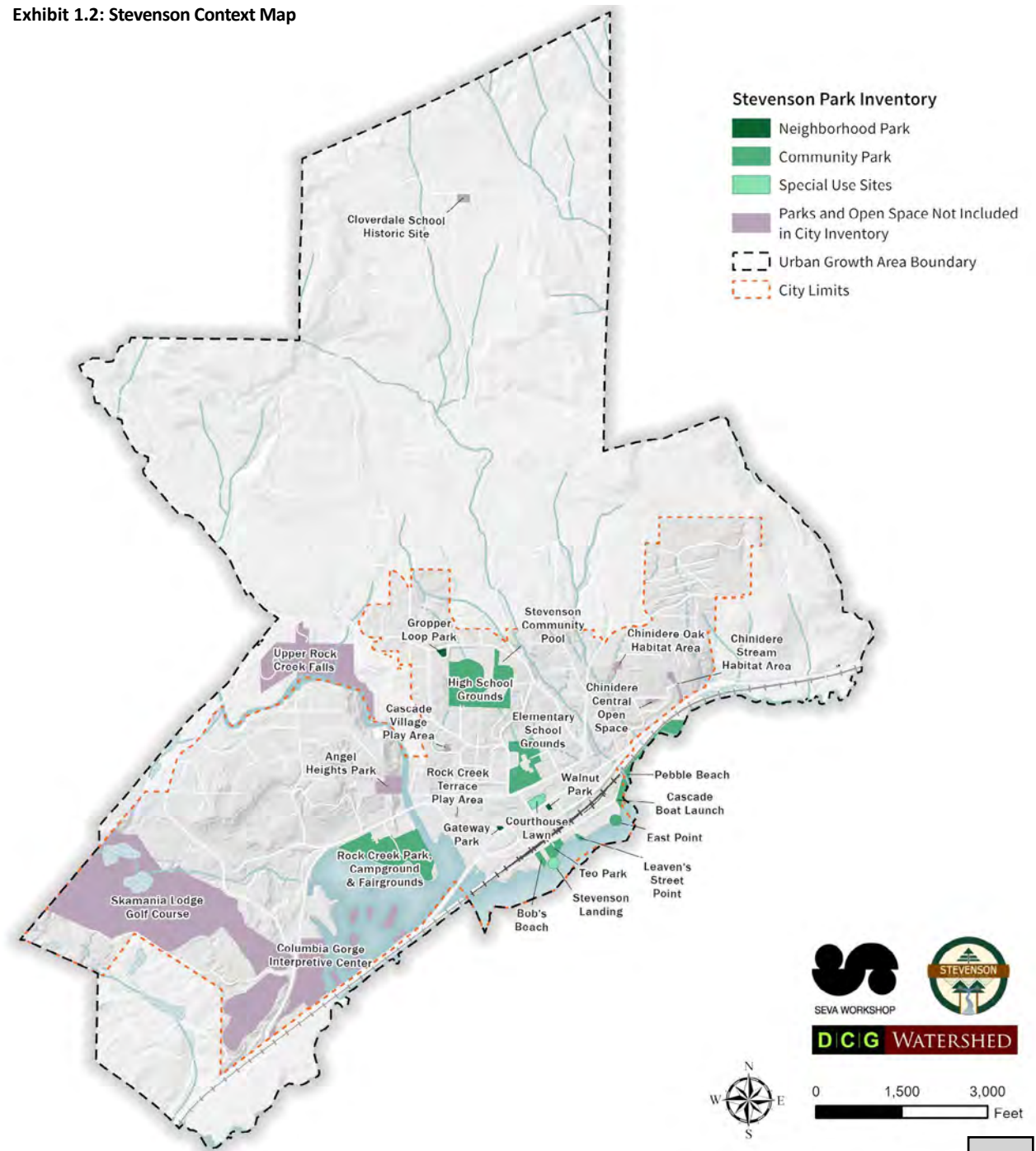
Race/Ethnicity: **84% White,
6% Hispanic, 10% non-Hispanic
People of Color**



Population with a
Reported Disability: **13%**

Sources: OFM population estimate for 2022;
ACS 5-year estimates, 2021.

Exhibit 1.2: Stevenson Context Map





Demographic profiles provide a snapshot of the City’s current or previous population. However, community makeup will shift over time and the hope for a PROS Plan is to develop a durable system of amenities that provides high quality of life to an evolving community. The needs of both current and anticipated future residents should be considered.

DEMOGRAPHIC TRENDS

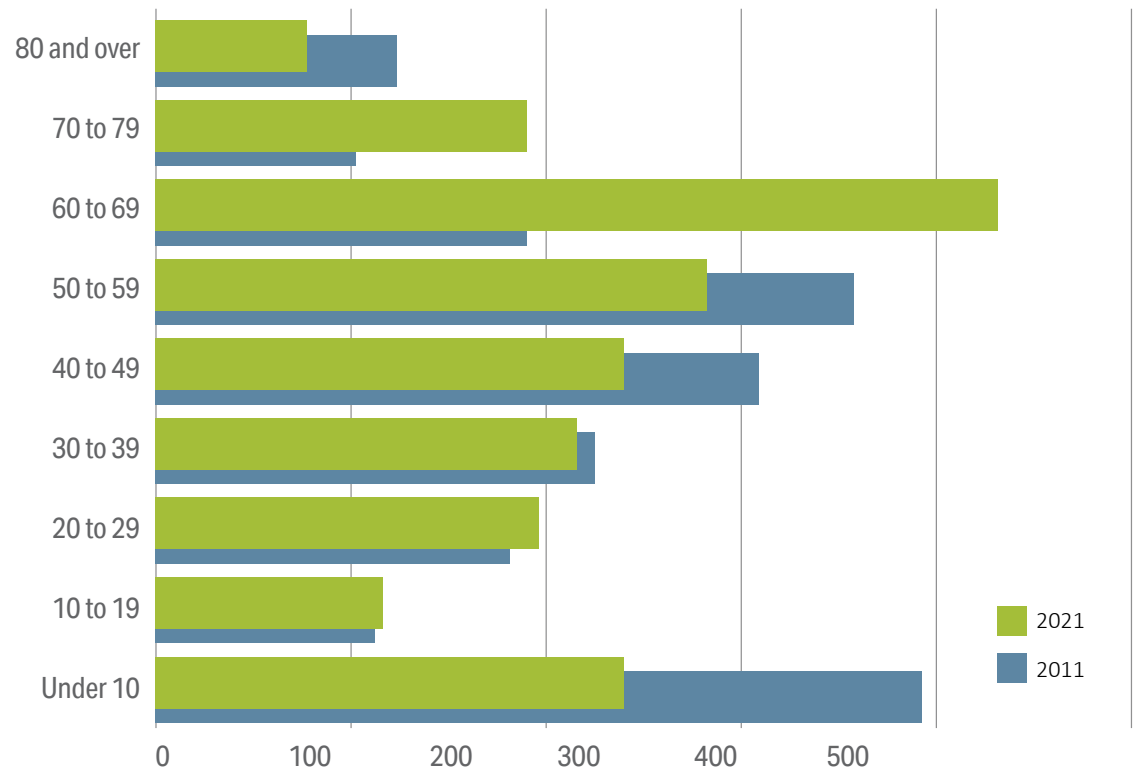
Stevenson’s population is trending older.

Compared to 2011, the current population has lower proportions of children under 10 and adults in the 30-59 age range. There are higher proportions of adults aged 60-79, a bracket that often includes many retirees. The population of children and adults aged 10-39 has remained relatively stable. See [Exhibit 1.3](#).

The aging population trend is observed in household composition as well, with a decrease in households that have children.

Today in Stevenson, 23% of households include children. In 2011, 28% of households had children.⁴ Given the age shifts observed in [Exhibit 1.4](#) (page 11), many of the added household types without children are likely to include adults aged 60-79. These trends may impact the types of parks and recreation services that will best meet the needs of Stevenson’s population in the coming years.

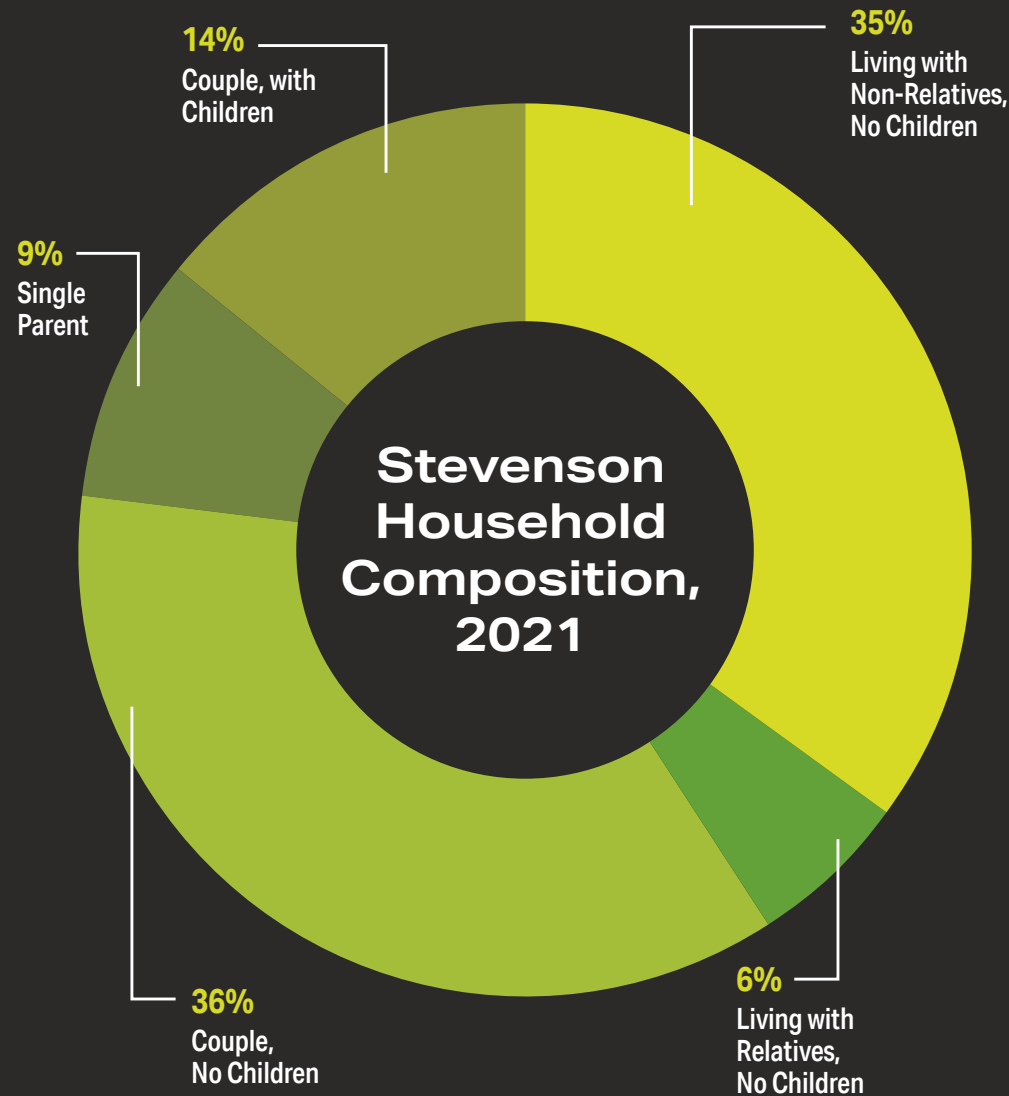
Exhibit 1.3 Stevenson Population by Age, 2011 & 2021



Sources: ACS 5-year estimates B01001, 2011 & 2021; Seva Workshop, 2023.

4 - ACS 5-year estimates B11005, 2011.

Exhibit 1.4: Stevenson Household Composition, 2021

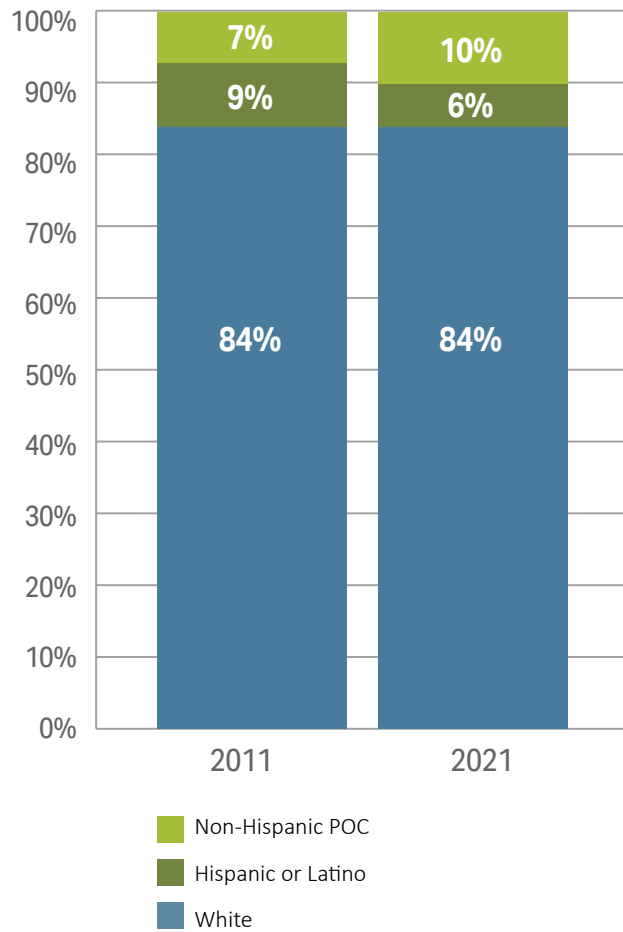


In 2021, 23% of Stevenson households include children. This represents a 4% proportional decrease from 2011, or a reduction of 39 households. This aligns with the population pyramid shifts, which show significant reduction in the population aged under 10 years old. The aging community may have different desires for investments in the park system.

Sources: ACS 5-year estimates B11005, 2021; Seva Workshop, 2023.

Stevenson’s population is 84% White (non-Hispanic), 6% Hispanic or Latino, and 10% Non-Hispanic People of Color. This is reflective of demographic trends across the County, although notably different from statewide demographics of 66% White, 13% Hispanic or Latino, and 21% Non-Hispanic People of Color as shown in [Exhibit 1.5 and 1.6](#).

Exhibit 1.5: Stevenson Population by Race and Ethnicity, 2011 and 2021.



Sources: ACS 5-year estimates B03002, 2021; Seva Workshop, 2023.



Exhibit 1.6: Stevenson Population by Race and Ethnicity, 2021.

RACE / ETHNICITY	STEVENSON POPULATION	% OF TOTAL	% OF TOTAL, WA STATE
American Indian/Alaska Native	38	2%	1%
Asian	4	0.2%	9%
Black	4	0.2%	4%
Native Hawaiian or Other Pacific Islander	12	1%	1%
Other race	98	5%	0.4%
Two or more races	46	2%	6%
Hispanic or Latino	120	6%	13%
White	1,672	84%	66%
TOTAL POPULATION	1,994		

Sources: ACS 5-year estimates B03002, 2021; Seva Workshop, 2023.

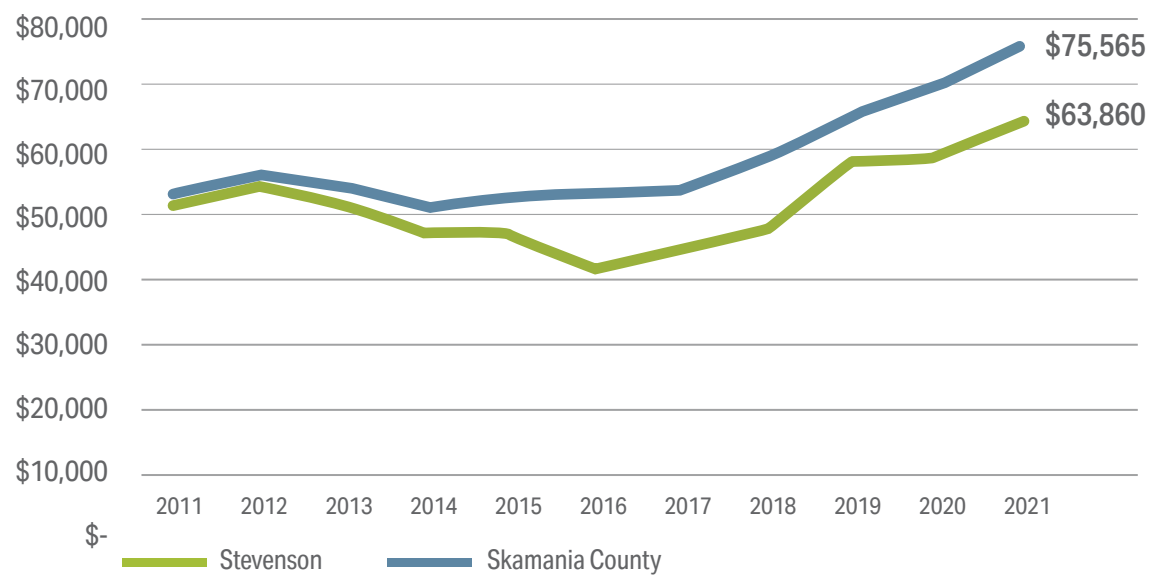


Stevenson households have lower incomes and have seen slower income growth over the past decade than those in Skamania County overall. The median household income in Stevenson is \$63,860. This is 15% lower than the median household income in Skamania County.⁵ In 2011, median incomes in Stevenson were similar to those for the county overall. However, from 2011-2021 the median income in Stevenson County grew by 24% while the median income in Skamania County grew by 43% over the same period. See [Exhibit 1.7](#). This information might suggest that Stevenson households were hit harder by impacts of the 2008 recession and continue to struggle with a full recovery.

Over half (58%) of Stevenson’s households have incomes that qualify at low-income levels or below. In 2021, households in Skamania County were considered low-income at \$77,350 or less.⁶ By this definition, approximately 18% of households are low-income and 40% are very- or extremely-low income. See [Exhibit 1.8](#) for details. Households with lower incomes are likely to benefit more from publicly accessible resources such as parks and trails, as they may lack access to quality outdoor space in their personal living situation.

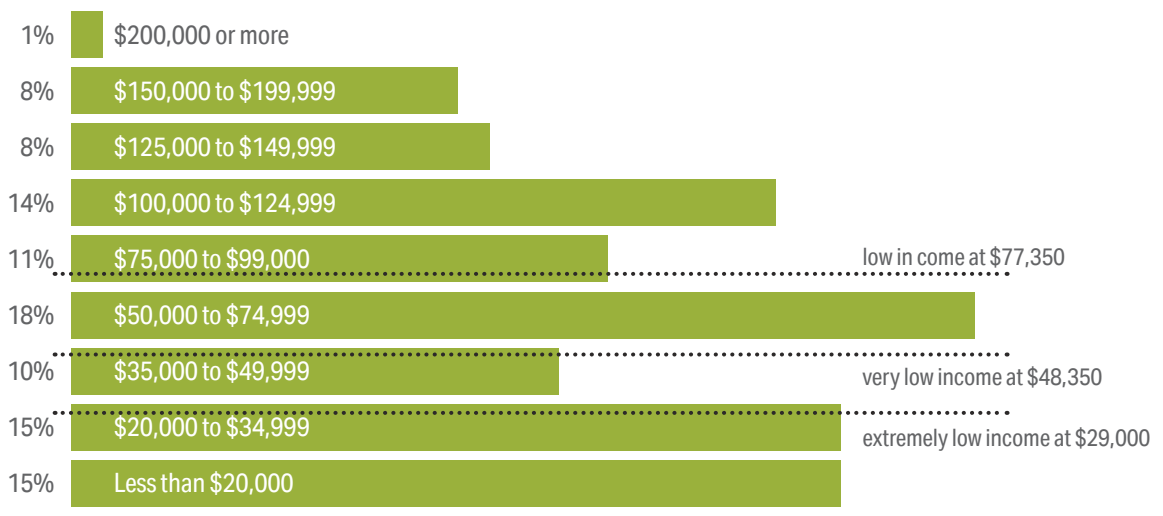
5 - ACS 5-year estimates B19013, 2021.
 6 - Based on HUD income limits, aggregated at the regional level, for FY 2021. Low-income thresholds are established at 80% of median household income, very-low income thresholds at 50%, and extremely low-income at 30%.

Exhibit 1.7: Median Household Income in Stevenson and Skamania County, 2011-2021.



Note: Each estimate reflects a 5-year summary of data. Therefore, impacts from events such as the 2008 recession are shown with a delay, as pre-2008 income information impacts estimates through year 2012.
 Sources: ACS 5-year estimate B1903, 2011-2021; Seva Workshop, 2023.

Exhibit 1.8: Household Incomes in Stevenson, 2021.



Sources: ACS 5-year estimates B19001, 2021; HUD income limits for the Portland-Vancouver-Hillsboro metro area, 2021; Seva Workshop, 2023.



Skamania County Fairgrounds in Stevenson, WA
 Source: Skamania Lodge

7 - Based on information available about cruise ship capacity and trip frequency from American Cruise Lines and American Queen Voyages. Assumes 121 trips annually across six vessels.

8 - Washington Department of Revenue [2019 Fair Report](#).

9 - SDA Branding Survey, 2021

TOURISM AND VISITORS

The Stevenson community attracts a wide network of visitors who enjoy the scenic landscape, the Columbia River, the Gorge winds, and regional events and festivals. Some visitors are once a year and event-specific, while others come regularly to enjoy the farmer’s market and waterfront amenities. A 2021 survey from the farmer’s market identifies between 280-450 annual visitors to Stevenson’s Downtown, with more than half of these visitors coming on a weekly basis. Downtown visitors, both residents and from outside communities, report enjoying the charming, small town feel; the beautiful surroundings; and a sense of friendly community spirit.⁹

Cruises and the County Fair attract up to 41,000 visitors each year, in addition to a selection of additional events and festivals hosted each year in the city. This list highlights Stevenson’s biggest tourism drivers:

- **Cruises.** Throughout summer months, two different river cruise lines with six vessels offer trips up and down the Columbia River,

stopping in Stevenson. If fully booked, these trips have the capacity to bring 21,000 visitors to Stevenson annually.⁷

- **The County Fair.** The Skamania County fairgrounds are located in Stevenson, hosting the annual Skamania County Fair and Timber Festival in August. Estimated attendance is 20,000.⁸
- **Events and Festivals.** A wide variety of events and festivals are held in Stevenson each year, including events, music festivals, and holiday celebrations.
 - Country Chic (craft bazaar)
 - Sip & Stroll (food and beverage tasting event)
 - Gorge Blues and Brews (music festival)
 - 4th of July Celebration
 - GorgeGrass (music festival)
 - Stevenson Waterfront Music Festival
 - Show & Shine (car show)
 - Christmas in the Gorge



02

Parks Inventory and Level of Service



Parks Inventory

The purpose of the parks inventory is to provide a comprehensive understanding of the existing recreational and open space resources within the City of Stevenson planning area.

This inventory extends beyond city-owned and maintained properties, and includes Skamania County, Port of Skamania, Stevenson-Carson School District, and Stevenson Pool District facilities within Stevenson that support public access and opportunities for recreation for the community. The assessment includes a report on the supply and condition of existing recreational facilities including the following key elements:

- Ownership and classification
- Supply and condition: outlines the current state of recreational facilities, noting

conditions and highlighting any weaknesses or areas requiring attention.

- Natural resources
- Other: programmed events, planned projects, or other notable features

The inventory serves as a foundation for proposed projects, allowing for a comprehensive evaluation of the condition, functionality, and sustainability of maintaining existing facilities. It identifies weaknesses and potential areas for renovation or replacement, and provides indicators of usage levels. The evaluation of level of service informs the needs analysis and identifies the capacity of the current inventory, determining whether facilities meet the demand for recreational activities.

In the 2022 Comprehensive Plan, Stevenson's parks are categorized into four classes based on size, characteristics, general use, and service area. The classifications in Stevenson's comprehensive plan included:

- Class I: Pocket Park
- Class II: Passive Green or Blue Space Park
- Class III: Neighborhood/Community Park
- Class IV: Sacred Places

These classifications no longer fully capture the diverse range of services and experiences that parks provide in the present day. As the city looks to enhance the parks and recreation system, there is a need to update these classifications.



Teo Park

Moving forward, this plan will adopt new classifications, grounded in National Parks and Recreation Association (NRPA) guidelines, which encompass three main categories: Parks and Recreation, Open Space, and Trails. The comprehensive plan should be amended to avoid conflicts between plans.

PROPOSED PARK CLASSIFICATIONS

1. PARKS AND RECREATION

a. Neighborhood Parks I

Neighborhood parks are relatively small, community-oriented spaces designed to serve the recreational needs of residents within a specific locality. These parks often feature playgrounds, green spaces, and amenities for passive and active recreation, providing a local gathering point for families and individuals. Neighborhood parks are located throughout the community to encourage access by walking, biking, and transit. Vehicular parking is not typically provided at Neighborhood Parks.

b. Community Parks II

Community parks are larger in scale and designed to serve a broader population, often drawing visitors from throughout Stevenson and outside of the community. They offer a wider range of recreational facilities and amenities to meet the needs of a wider user group. Community parks cater to a diverse set

of recreational interests. Community parks are typically located centrally within community to encourage access by walking, biking, transit, and vehicles. Vehicular parking is typically provided at Community Parks.

c. Special Use Sites III

Special use sites refer to areas within the parks and recreation system that have specific, unique purposes. Special use sites are typically tailored to meet distinct community needs or provide unique recreational experiences.

2. OPEN SPACE

In a community like Stevenson, the concept of open space extends beyond formally designated areas outlined by zoning or land use codes. Apart from designated open spaces or habitat areas, additional areas are safeguarded by critical areas ordinances, including shoreline and stream buffers, wetlands, and geologically hazardous zones, such as steep slopes. These preservation measures intend to preserve ecological health, biodiversity, and promote community well-being by limiting impact to these spaces to trails and passive recreation opportunities. It is important to recognize that areas outside critical zones lack the same level of protections, making them susceptible to potential land cover changes as Stevenson experiences growth. Despite existing open space requirements and development

incentives within city limits, there arises a need for a comprehensive inventory of preserved open spaces and perceived open areas in the future. Such an inventory would facilitate a thorough understanding of the potential impact of future development on the overall open space network, ensuring a balanced approach to urban expansion while preserving the ecological integrity of the community.

3. TRAILS

Trails are designated pathways or routes designed for walking, hiking, biking, or other recreational activities. They can traverse various landscapes, including parks, natural areas, and urban spaces. Trails provide opportunities for outdoor exercise, connectivity between different areas, and a means for individuals to explore and appreciate the surrounding environment. They can vary in length and difficulty, catering to a diverse range of users and recreational preferences. In addition to the recreational value of trails, these corridors often double as wildlife corridors.

Exhibit 2.1 locates existing park and recreation resources within Stevenson.

The following inventory identifies city and non-city owned and maintained parks and open spaces. **Exhibit 2.2** Summarizes the condition and amenities within those spaces.

Exhibit 2.1: Stevenson Parks Network by Ownership

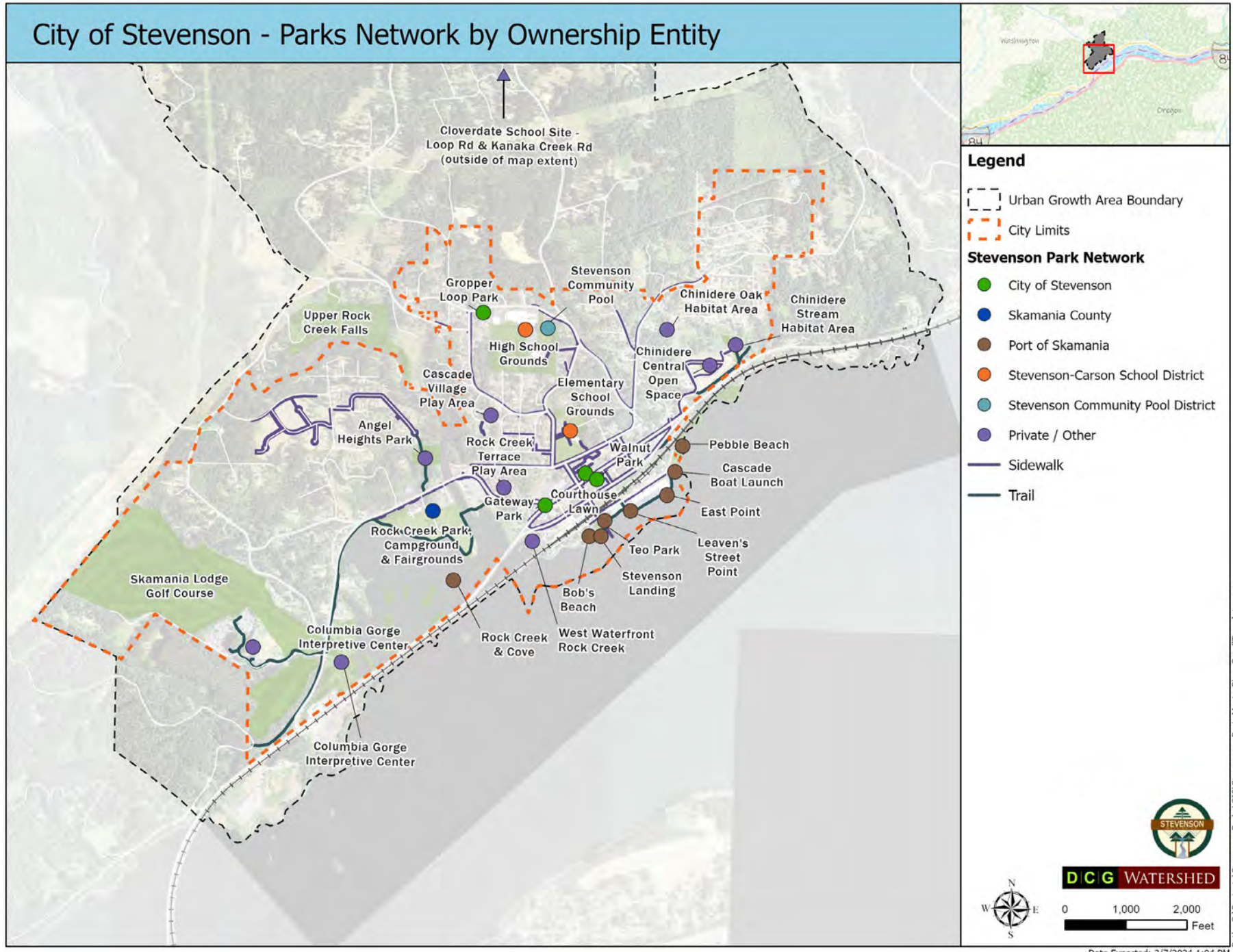


Exhibit 2.2: Existing facilities and amenities.

Park Name	N = Neighborhood Park C = Community Park SU = Special Use Site	Total (Count of Parks)	Gateway Park	Gropper Loop Park	Walnut Park	Stevenson High School	Stevenson Elementary	Stevenson Community Pool	Rock Creek Park & Fairgrounds	Bob's Beach	Teo Park	Leaven's Point	East Point	Cascade Boat Launch	Pebble Beach	Stevenson Landing	Skamania County Courthouse Lawn
Park Class			N	N	N	C	C	C	C	C	C	C	C	C	C	SU	SU
Total Acres		62.5	0.1	0.5	0.2	26.5	9.5		22.3	0.7	1.0	0.3	0.2	0.9	0.3		1.1
Active Recreation	Baseball/Softball Field	0						X									
	Basketball Court	1						X									
	Swimming Pool	1															
	Track	1				X											
	Fitness Equipment	0															
	Football Field	1				X											
	Soccer Field	1				X											
	Tennis Court	1				X											
	Skate Park	0						C									
	RV Camping	1							X								
	Boat Launch	1												X			
	Concession Stand	1				X											
	Fishing Access	3							X					X	X		
Passive Recreation	Flexible Use Lawn Area	9				X	X		X	X	X	X	X	X			X
	Picnic Shelter	1							X								
	Outdoor Musical Play Equipment	2								X	X						
	Play Structure	3					X		X		X						
	Dog Park	0															
	Water Feature (Pond/Lake)	8							X	X	X	X	X	X	X	X	
	Adjacent Water Feature	1							X								
	Natural Area/Open Space	1							X								
	Interpretive Elements	6			X				X		X	X	X				X
	Trails (Soft-Surfaced)	1													X		
Trails (Hard Surface)	5							X		X	X	X				X	
Amenities	Barbecue	0															
	Bench	8	X		X		X	X	X	X				X			X
	Bike Racks	3	X		X												X
	Bus Shelter	1	X														
	Changing Shelter	2								X				X			
	Community Garden	1							X								
	Informational Kiosk/Sign	4	X		X				X					X			
	Drinking Fountain	2											X	X			
	Flagpole	2							X								X
	Parking - Off Street	6				X	X	X	X	X				X			
	Picnic Tables	5			X		X		X					X			X
	Restroom	4							X	X	X			X			
	Shade Structure	1					X										
Waste Receptacles	3			X				X					X				



Gateway Park

City of Stevenson

GATEWAY PARK

A 0.12-acre site located to the northeast of the intersection of Second Street and Rock Creek Drive in downtown Stevenson, Gateway Park was constructed in 2000 to beautify and soften the western entrance to downtown Stevenson. The park includes landscaping, irrigation, a bench, a bike rack, a bus shelter with a bench, rock walls and pillars, a Stevenson sign, a trash receptacle, and seasonal decorations.

The landscaping is showing signs of stress including areas of the lawn that are not being irrigated, shrubs that have died back, and a line of declining trees separating the park from the adjacent gas station. This site is underutilized as a space for community uses or gatherings. Although named Gateway Park, there are minimal features or indicators that this site identifies one of the gateways into downtown.

Classification: **Neighborhood Park**

Natural Resources: Ornamental landscaping

Other: Planned projects include irrigation repair



Walnut Park

WALNUT PARK

A 0.19-acre property located on the south side of Second Street between Russell Avenue and Leavens Street, Walnut Park adds pleasant greenery to Downtown Stevenson's urban fabric. As part of 2004's Second Street improvement project, this park was rehabilitated and now includes landscaping, tables, benches, bike racks, trash cans, rock retaining walls, interpretive signage, a directional kiosk, an in-pavement dance tutorial, and pavers purchased through community donations. The central space of the park is currently being leased by the adjacent business during the summer months to be used as an outdoor dining area.

Classification: **Neighborhood Park**

Natural Resources: The site contains a legacy Walnut tree that provides both shade and character to the site. A few younger walnut trees are also located on the site.

Other: Leased as an outdoor dining area

GROPPER LOOP PARK

A 0.54-acre site located on the south side of Gropper Road between its two intersections with Gropper Loop Road. The tree and grass open space is the result of a realignment of Gropper Road. Other than a series of decorative trees encircling the area and regular mowing, the site has never been developed or maintained for active park purposes.

Classification: **Neighborhood Park/Undeveloped**

Natural Resources: Street trees and unirrigated lawn

Other: N/A



Gropper Loop Park



Rock Creek Drive Multi-use trail

ROCK CREEK DRIVE MULTI-USE TRAIL

The Rock Creek Drive multi-use trail is an 8' wide asphalt paved trail, approximately 0.35-mile long, connecting Mallicott Road to the Mill Pond Trail. The trails converge at the intersection of SW Rock Creek Drive and SW Skamania Lodge Way.

Classification: **Trail**

MILL POND TRAIL SIDEWALK CONNECTOR

This 0.5-mile trail begins at Columbia George Interpretive Center Museum as an accessible concrete sidewalk and follows along the shoreline of Rock Cove, connecting to an extension of this trail on the Skamania County Fairgrounds. The trail along SW Rock Creek Drive and on the County Fairgrounds total 1.8 miles.

Classification: **Trail**

ANGEL HEIGHTS TRAIL

The Angel Heights trail is a 0.2-mile asphalt paved trail connects the Angel Heights neighborhood down the hill to the County Fairgrounds and is maintained by the city.

Classification: **Trail**

UNCATEGORIZED CITY LAND

Although not specifically inventoried in this plan, the city owns many uncategorized spaces such as underutilized areas, vacant lots, rights-of-ways, and utility corridors that hold significant potential to contribute to parks and recreation goals. These areas are maintained and indistinguishable from private land in most instances. They contain no amenities such as benches, trash cans, or signs.

Classification: **N/A**

Natural Resources: Some areas have been planted with street trees and provide stormwater management.

Other: N/A



Mill Pond Trail



Skamania County Fairgrounds



Courthouse Lawn

Skamania County

ROCK CREEK PARK, CAMPGROUND & FAIRGROUNDS

Rock Creek Park and the Fairgrounds are located on a 31-acre site owned by Skamania County between Rock Cove and Rock Creek. The site is home to many festivals and events, including the long-standing county fair which has been in Stevenson since 1908. The park offers camping, a place for leashed dogs, open fields, parking, picnic areas, a shelter, a play area, restrooms, and a viewpoint. Also on the site is a community garden, a decommissioned skate area, an arena, barns, and trails along Rock Cove. The Hegewald Center community center and a footbridge across Rock Creek provide connections for the larger Stevenson community. The property provides park amenities like a play area, indoor pickleball, trails and community garden which can be used by the community year-round.

Classification: **Community Park**

Natural Resources: Fairgrounds boast diverse natural resources, including a riparian area along Rock Creek, a shoreline along Rock Cove with sections restored and other areas protected by riprap.

Adjacent to Rock Creek Drive, a notable stand of old oak trees enhances the scenic landscape.

Other: Programmed Events held here include the County Fair and Timber Carnival, Columbia Gorge Bluegrass Festival, Community Garage Sale, Gorge Blues & Brews, 4th of July celebrations, and Christmas in the Gorge.

COURTHOUSE LAWN

This 1.07-acre site is located on the northeast corner of the intersection of Russell and Second streets. Home to the community's Christmas Tree lighting ceremony, first choice of political and free speech demonstrations, a natural amphitheater used for high school band performances, premier barrel rolling hills for the youngest area residents, and Armed Forces Memorial. The Courthouse Lawn has street-side benches and drinking fountain, a prominent flag pole, and small picnic area with a monumental petrified log. In 2020 the Stevenson Downtown Association opened the Stevenson Sreatery, which is a public gathering place for outdoor dining adjacent to Second Street which has picnic tables painted by local resident artists surrounded by railings.

Classification: **Special Use Site**

Natural Resources: Irrigated lawn with large trees throughout the landscape

Other: Programmed events held here include Christmas in the Gorge, Stevenson High School Band Concert. Planned Projects include planning underway for the development of a new Park Plaza. The project consists of working with the Stevenson Downtown Association and Skamania County on constructing a plaza in front of the courthouse and establishing a long-term maintenance agreement.

MILL POND TRAIL

This 1.3-mile trail follows along the shoreline of Rock Cove and connects along the cove as an asphalt trail on the Skamania County Fairgrounds. The trail crosses Rock Creek over a footbridge and connects to a crosswalk at SW Rock Creek Drive near Lotz Road. This trail connects to the City's portion of the Mill Pond Trail along SW Rock Creek Drive which extends another 0.5 miles to the Columbia Gorge Museum.

Classification: **Trail**



Stevenson-Carson School District

STEVENSON HIGH SCHOOL

An approximately 26.25-acre site located between Willard Street, Bulldog Drive, and Gropper Road, the Stevenson High School is part of the heart of the Stevenson community. The School facility has an indoor gym, auditorium, weight room, and library and meeting rooms. Outdoors, the School offers a stadium for football, soccer, and track, practice fields, and tennis courts. Some indoor and outdoor facilities, such as the gym and football field, are available to the community to rent.

Classification: **Community Park**

Natural Resources: The managed open spaces on the high school property are primarily either irrigated or non-irrigated lawn. Areas around the school entrance and near the pool building are landscaped

with ornamental plantings. A number of edges of the property contain significant tree canopy.

Other: N/A Community Rental Spaces

Natural Resources: The managed open spaces on the high school property are primarily either irrigated or non-irrigated lawn. Areas around the school entrance and near the pool building are landscaped with ornamental plantings. A number of edges of the property contain significant tree canopy.

STEVENSON ELEMENTARY SCHOOL

More than two thirds of Stevenson Elementary School's 9.5-acre site located to the northeast of the Vancouver Avenue and School Street intersection is devoted to open space and recreation. The facility offers a covered play area, multiple swings and play structures, grass and asphalt play areas, basketball hoops, benches, landscaping, public art, an undisturbed wooded area, and an indoor gym and auditorium. The outdoor play structures are old

and although many are in functional condition, they don't meet the standards for the appropriate age ranges and provide limited opportunities for kids with differing needs and abilities. Outdoor play structures are available for the public to use during non-school hours.

Classification: **Community Park**

Natural Resources: The managed open spaces on the high school property are primarily non-irrigated lawn. Areas around the school entrance and the parking lot are landscaped with ornamental plantings. The northern edge of the property contains significant tree canopy. The Southern edge of the property, adjacent to Vancouver Ave has a number of non-native and invasive plants that are a challenge to maintain.

Other: The School district is planning playground updates to provide age appropriate play opportunities.



Stevenson Community Pool District

STEVENSON COMMUNITY POOL

The Stevenson Community Pool is a popular aquatic facility in the community, providing a place for residents and visitors to enjoy swimming and aquatic activities. It offers various programs, including swimming lessons for different age groups, open swim sessions, water aerobics, and special events. This pool serves as a valuable resource for recreation, fitness, and water safety education in the Stevenson area. The pool parking lot is on a steep slope and may be difficult to navigate for individuals with mobility challenges. Next to the pool is a fenced area containing basketball courts. The surfacing is cracked and that area is underutilized.

Classification: **Community Park**

Natural Resources: N/A

Other: The bleachers next to the pool are going to be removed to make more space next to the pool.





Stevenson Landing



Bob's Beach



Teo Park



Leaven's Point

Port of Skamania County

The port of Skamania County owns approximately 18-acres of land along Stevenson's waterfront. There are a number of parks and open spaces located along the waterfront connected by a continuous trail. Although not directly connected, these parks are thought of by the community as a cohesive park space and thus this string of parks can be considered a community park. These parks are:

BOB'S BEACH

Bob's Beach features a lawn open space, natural stone steps into the water, a covered changing cabana, easy spacious launching area, picnic tables, as well as public parking and public restrooms located at the Port of Skamania's offices.

Classification: **Community Park**

Natural Resources: Shoreline, beach, tree canopy

Other: N/A

STEVENSON LANDING

Stevenson Landing is a cruise ship pier located on the Columbia River at mile 150 in the heart of the Columbia River Gorge National Scenic Area. The concrete pier is 200 feet long, 15 feet wide and has a 55' by 6'6" adjustable steel gangway. Three sets of dolphins are centered on the gangway at 12', 66' and 156', which allow for a range of docking possibilities.

Classification: **Special Use Site**

Natural Resources: N/A

Other: N/A

TEO PARK

Teo Park is a one-acre site with amenities that include picnic tables, benches, outdoor musical play equipment, lawn on the Columbia River bank with views of the Columbia River and mountains of the Gorge, restrooms, Andrew Carson's kinetic wind art sculpture. Accessible parking is located in the adjacent parking lot. The Stevenson Farmers Market

is hosted on the adjacent Port owned potential development.

Classification: **Community Park**

Natural Resources: Irrigated lawn, shoreline, tree canopy

Other: The Stevenson Farmers Market takes place on the greenspace directly adjacent to Teo Park to the east.

LEAVEN'S POINT

Leaven's Point is a picnic area located just east of Stevenson Landing and provides nice views of Stevenson Landing. The site drops from the elevated level of the trail down to a lawn open space adjacent to the waters edge. The park includes interpretive signage, gravel beach access, slides that follow the slope, and outdoor musical play equipment.

Classification: **Community Park**

Natural Resources: Shoreline

Other: N/A



Pebble Beach



East Point



Cascade Boat Launch

EAST POINT

East Point is a water access point that is a favorite spot of kiteboarders. The upper portion of the site is adjacent to the waterfront trail and parking and has a picnic table, informational sign, and a small lawn area used by kiteboarders to lay out their gear. A narrow unimproved path connects the upper portion of the site to a gravel beach near the water. A restroom and changing cabana is located nearby.

Classification: **Community Park**

Natural Resources: Irrigated lawn, shoreline, beach

Other: N/A

CASCADE BOAT LAUNCH

Cascade Boat Launch is a free launch providing access for jet skiing, fishing, sailing, and kayaking, and is located just off of Cascade Avenue. It has a small parking lot, several picnic tables, a restroom facility and changing cabana, a water fountain, a lawn area, and an informational kiosk with a life jacket loaner station.

Classification: **Community Park**

Natural Resources: Lawn, shoreline, beach

Other: N/A

PEBBLE BEACH

Pebble Beach is a waterfront access point tucked away from the rest of the waterfront. The park contains unimproved trails and a wooden bridge over Kanaka Creek. Visitors can park at the Cascade Boat Launch parking area to access Pebble Beach.

Classification: **Community Park**

Natural Resources: Natural shoreline, beach, tree canopy

Other: N/A

WATERFRONT TRAIL

A 0.3-mile asphalt paved trail runs along the top of the Columbia River's shoreline, connecting Teo Park, Stevenson Landing, Leaven's Point, East Point and the Cascade Boat Launch. An informal unpaved trail section connects through Pebble Beach to the water's edge.

Classification: **Trail**



Annual Maintenance and Operational Costs

The following summary describes the annual tasks and costs associated with maintaining and operating each existing recreational site in the city by the City of Stevenson staff.

The city employs four, full time, Utility maintenance workers. The focus of their job is to maintain city utilities, and secondary to their duties is the

maintenance and upkeep of any park, streetscape, or open space owned by the city. Tasks include waste removal, tree care (trimming or limbing) and tree planting, mowing, brush removal, tree removal, irrigation maintenance and repair, water fountain maintenance and winterization, and the annual installation and removal of Christmas decorations.

The total approximate effort in hours per year to complete the above tasks is 1,564 hours (see table). This is equivalent to 75% of one FTE hours. Park

maintenance expenditures per year are estimated at \$100,000 including salaries. This breaks down to approximately \$46,500-\$57,750 to cover staff hours, and \$53,500- \$42,250 for equipment, maintenance costs, and other expenses. The city funds these yearly costs through their annual operating budget. For any capital projects such as tree planting, new landscaping, or other park enhancements, they attempt to locate grants to fund them. Currently there are discussions to purchase snow removal equipment for sidewalk maintenance.



3 - Stevenson Budget Book 2024

4 - <https://rco.wa.gov/recreation-and-conservation-office-grants/find-a-grant/>

Existing Demand and LOS for Park Services

Parks promote health and wellness, encourage early childhood development, build community connection, and contribute to resilience and ecological health.¹ The development and maintenance of a robust parks and recreation network is an important function that many cities assume. The City of Stevenson is a small community by population, and there is no official Parks and Recreation department. Still, the City owns and manages 3 neighborhood parks; residents have access to a variety of larger parks and open spaces via the school district, County services, and a handful of privately-owned spaces; and the Port of Skamania owns and maintains a breathtaking waterfront with public access along the Columbia River.

Recreation services in the community, such as youth sports leagues are offered via entities such as the school district, sport-specific nonprofits, and Skamania County's Cultural Events and Recreation department. Residents, workers, and visitors in Stevenson have access to an exceptional opportunity for waterfront access and recreation through the Port's spaces and amenities, as well as the Skamania Lodge and Golf Course. Given this, the focus of the City of Stevenson's future planning is to strengthen and support the parks network that is woven throughout city neighborhoods. These spaces provide direct benefits to the everyday members of the Stevenson community.

1- NRPA "Parks and Recreation is Essential"

Stevenson's public park network consists of 15 parks, totaling 63.5-acres and 2.9 miles of trails.

These parks range from small, neighborhood parks to large, regional highlights such as Stevenson Landing and Bob's Beach at the Port of Skamania Waterfront. In addition, a collection of undeveloped open spaces and privately owned recreation spaces add to greenspace in the city. The two largest parks areas – Stevenson High School grounds and Rock Creek Park Campgrounds and County Fairgrounds – account for 77% of the total acreage.

Level of Service (LOS) for this plan will focus on the 15 parks identified on the map in Exhibit 2.1.

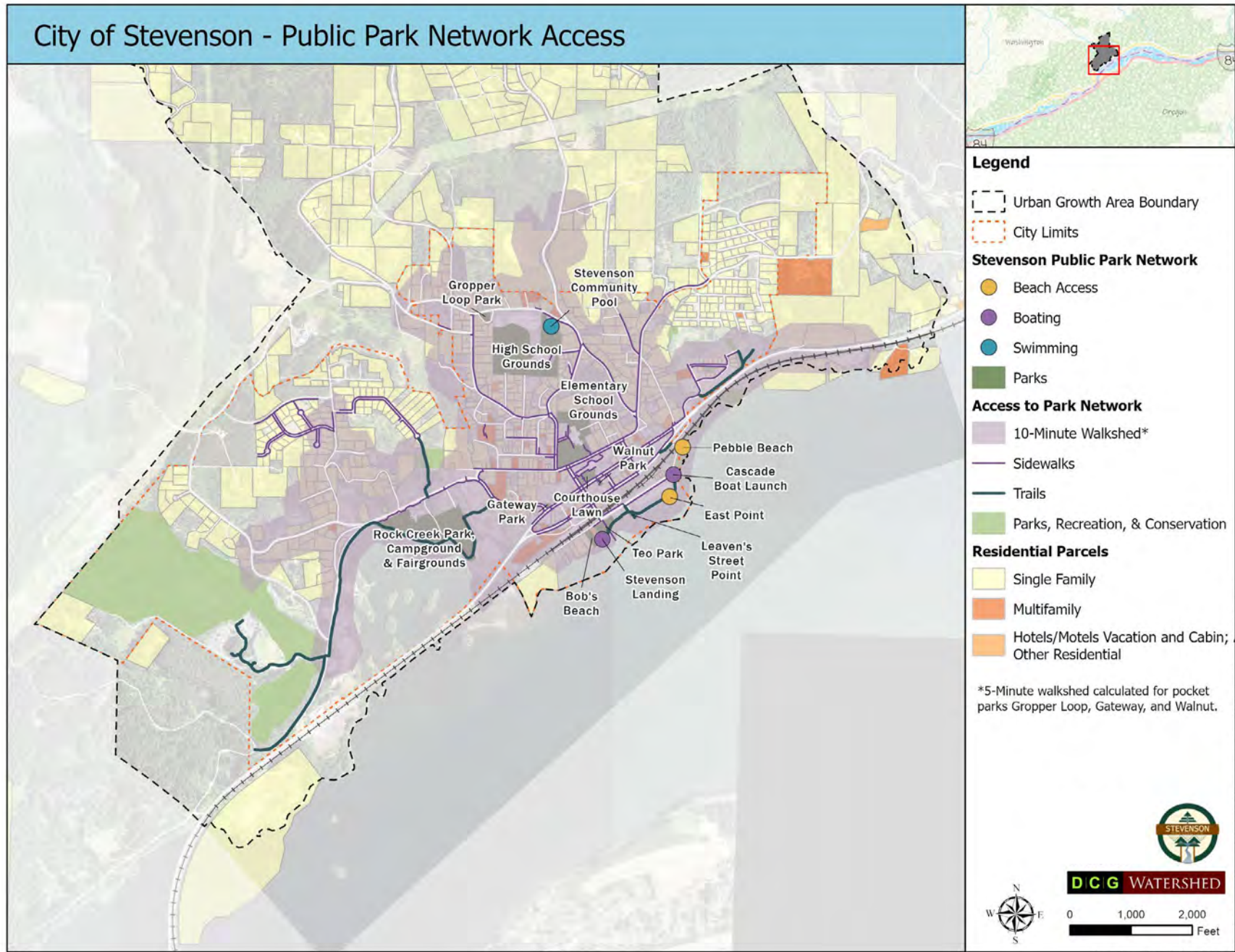
Additional undeveloped open spaces and privately owned recreation spaces are shown on the map as well. These spaces add value to a community in a variety of ways – offering outdoor recreation opportunities, improving air quality and tree canopy, and providing protected habitat spaces important to local biodiversity. However, these spaces do not offer public access in the same way as the parks included for LOS analysis. Some have paid entry (such as the golf course), some are closed off for general public access (such as multifamily building sites), and others are protected habitat areas with limited entry points for the general public.

These are considered in this project for a better understanding about neighborhood access to green space and amenities but will not be included for purposes of LOS calculations.

This LOS analysis considers 3 major categories of services, but these are not the only metrics that matter. For example, service is not broken out by park type. This means that acreage of all parks are combined, regardless of their use. This helps paint a good picture of the overall space and trail lengths available in Stevenson, but does not identify needs by type of space- such as preserved open space versus programmed park area. Another example is service levels for specific facility types, such as playgrounds or sport courts. With its smaller population, national metrics don't fit well for Stevenson in these categories. Instead, this PROS Plan takes a qualitative approach to evaluate facility and amenity offerings. As Stevenson continues to grow its population, additional approaches to LOS analysis may be needed to ensure adequate balance of preservation and open space/ conservation areas as well as programmed park space for community recreation.



Exhibit 2.3: Park Access Map, City of Stevenson



Path: C:\Projects\StevensonParks\GIS\Stevenson_Parks\Map\Map_Template.aprx



The map in [Exhibit 2.3](#) also shows a 10-minute (or ½ mile) walkshed around each park, indicated with purple, to explore access and LOS to park space geographically. Walksheds around neighborhood parks are reduced to 5-minute. This park access map reveals gaps of coverage for residential areas in northeast Stevenson and to the north of Rock Creek Fairgrounds. This walkshed coverage, however, does not take into account topography – which, in parts of Stevenson, presents a significant additional barrier to access for residents. Elevation changes in Stevenson are steep and can make even a short walk a high barrier to access for those who live nearby.

The table in [Exhibit 2.4](#) summarizes existing levels of service (LOS) in Stevenson for three main categories – total acreage, trail length, and percentage of households (or residential parcels) within the walkshed boundary. The Stevenson community has higher LOS for total acres of park space, at 31.0-acres per 1,000 residents than the national median of 13-acres (per NRPA). Trail access, however, is lower at 1.5 miles per 1,000 residents compared to 4 miles nationally. By walkshed, coverage within city limits is at 86% and within the full UGA boundary is at 69%. [Exhibit 2.3](#) identifies the residential parcels outside of the existing walkshed boundary.

Exhibit 2.4: Stevenson Parks LOS, 2023

	Stevenson	NRPA median for cities less than 20,000
Acres of park per 1,000 pop	31.0	13
Miles of trails per 1,000 pop	1.5	4
% of households* within the walkshed boundary (city limits)	86%	N/A
% of households* within the walkshed boundary (city + UGA)	69%	N/A

**Households, for this LOS metric, are defined as residential parcels from assessor data. These parcel counts have been cleaned for accuracy. Sources: City of Stevenson, 2023; OFM Population Estimates, 2022; National Recreation and Park Association, 2023; Seva Workshop, 2023.*



Teo Park



Stevenson Community Pool

NEIGHBORHOOD PARKS

Neighborhood parks, often referred to as “pocket parks” serve daily needs for residents, offering play spaces for children and recreation or relaxation opportunities for adults. These parks

are one acre or less in size. They are community focused and pedestrian-oriented spaces. They may contain features and amenities such as bike racks, benches, tables, or small play structures. Neighborhood park networks are important for ensuring a high quality of life to residents.

There are 3 existing neighborhood parks in Stevenson for purposes of LOS calculations, totaling 0.85-acres of space. All of these parks

are owned and maintained by the city: Gateway Park, Gropper Loop Park, and Walnut Park. Gropper Loop Park is undeveloped, while the other 2 offer amenities such as benches, bike racks, and informational signs. Walnut Park offers picnic tables, interpretive elements, and waste receptacles. None of these parks include play structures, fitness equipment, flex use lawn area, or restrooms. See a comprehensive inventory of amenities at these parks in [Exhibit 2.2](#).

COMMUNITY PARKS

Community parks are mid-sized parks that serve as active and/or passive recreation spaces. They range between one and ten acres in size; can be

pedestrian- or vehicle-oriented; and might include facilities such as a community center, sport or pool complex, hiking trails, or a boat launch. The network of community parks is an important system that provides recreation opportunities and gathering spaces within a city. With more specialized facilities, these spaces often serve a wider segment of the population or geographic area who may be driving to attend a youth baseball game or for a swim at the pool.

In Stevenson, there are 10 community parks, totaling 61.6-acres of space. These include Stevenson High School and Stevenson Elementary School (both owned and maintained by the Stevenson-Carson School District) the Stevenson Community Pool, operated by the Pool District, Rock Creek Park, Campground, & Fairgrounds, owned and managed by Skamania County, and the Port waterfront including Bob’s Beach, Stevenson Landing, Teo Park, Leaven’s Point, East Point, Cascade Boat Launch, and Pebble Beach. The Stevenson Community Pool is located on the site of the high school. The high school is a large, 26.5-acre site that includes many athletic facilities such as a track, football and soccer field, tennis courts, and flex-use lawn area. Indoor recreation facilities include a gym, auditorium, weight room, library, and meeting rooms. These spaces are available to the community, but access is controlled

through the school’s administrative office and community entry is not allowed during school hours.

The community pool was previously operated by Skamania County and then the Stevenson-Carson School District, but budget concerns led to its closure. The facility was reopened in 2022 and is now under management of the Pool District. It is open 6 days a week, with paid entry. Stevenson Elementary School is a 9.5-acre site. Much of its acreage is devoted to open space and recreation. There are play areas, basketball hoops, benches, and open space. Indoor facilities include a gym and auditorium available to the community outside of school hours via the school’s administrative office. Like the high school, outdoor spaces are open to the general public when not in use by students. A comprehensive list of these parks’ amenities and features can be found in [Exhibit 2.2](#).

While these 3 sites offer a wide range of recreation facilities and open spaces for Stevenson’s community benefit, each site has limitations for public access. Schools are only open to the broader community outside of academic hours and use by school-sponsored recreational activities. The pool has paid entry and limited hours, given the need for lifeguards and high levels of maintenance.



Courthouse lawn



Stevenson boat launch

SPECIAL USE SITES

Special use sites can come in any size but hold unique and intangible value to the Stevenson community. These spaces reflect community values, build civic pride, and help define a community’s identity. Special use sites often draw tourists or regional visitors as well. In Stevenson this consists of the County courthouse lawn and Stevenson Landing.

The Skamania County Courthouse Lawn is an important gathering site in the city. Its location is adjacent to downtown and the waterfront and serves as a civic commons and a hub for public life.

In addition to the Courthouse Lawn site, Stevenson Landing is identified as a special use site in Stevenson. This dock provides water recreation access to the Columbia River.

OPEN SPACE

Open space parks can be any size and are reserved primarily for natural area preservation and passive recreation. They may be pedestrian- or vehicle-oriented and could include amenities such

as bathrooms, shelters, picnic areas, open areas, or trails. These spaces are important within an urban environment for access to nature, providing connections through natural areas, and protecting habitats and/or view corridors. In addition to park space, the open water provides acres and acres of flexible space enjoyed by the community.

No open space parks within Stevenson are suitable for inclusion in LOS calculations. Angel Heights Park meets this description, but it is privately owned and primarily serves as an amenity for the neighboring subdivision. There is a publicly maintained multi-use trail within the park, and the remaining area is wooded and undeveloped.

FACILITIES

The range of active and passive recreation facilities available in a city should reflect the diverse interests and lifestyles of its community members. Passive facilities are those that are flexible and informal, such as open lawns, picnic shelters, and trails. These types of facilities are typically in high demand across all age groups and demographic

segments. Active facilities are more structured and facilitate certain types of recreation, such as playgrounds, sport courts or fields, boat launches, skate parks, pools, or community centers. These amenities may be more popular among people of certain age groups, genders, income segments, or cultural backgrounds. Demand for these specific types of activities may ebb and flow over the years.

There is no perfect balance of amenity and facility offerings in a community. Rather, a city should hope to respond to community interest and offer a range of options attractive to residents and visitors alike. The quantity and distribution of offerings will vary based on budgets, maintenance needs, geography, and available space. Passive facilities are important for their broad appeal – securing access across Stevenson’s neighborhoods to trails, playgrounds, and open space is an important goal of the park system. Active facilities add unique character, inspire and enhance recreation activity, and have a community-building impact. The table in [Exhibit 2.2](#) details a full list of existing facilities and amenities offered throughout Stevenson’s parks.



The open water provides acres and acres of flexible space.

PASSIVE RECREATION FACILITIES IN STEVENSON

Passive recreation facilities include lawn and picnic shelters, trails, and other features that contribute to flexible recreation. Rock Creek Park is the only space with picnic shelters. There are 4 parks that offer play structures or play musical equipment. Soft surface trails can be found at Pebble Beach and hard surface trails are featured at 5 of the parks.


By the numbers, as shown in the image to the right, Stevenson’s trail network falls short of national standards. The map in [Exhibit 2.5](#)

examines walkability across Stevenson, along with the locations of its current and proposed parks. Walkability was analyzed using both existing conditions inventory data and through public involvement and surveys about walking patterns and perceptions of safety. This map includes walkability via trails as well as sidewalks. Gaps in walkability persist across the community, particularly moving farther away from the

Columbia River. On the map, red- and orange-colored lines indicate poor pedestrian conditions, while light and dark green-colored lines highlight good walkability. There are some complete connections across Stevenson, but many areas do not have direct access to quality pedestrian paths that lead to parks. Residents and visitors in the center of the city and neighborhood along Angel Heights Road are most likely to be able to take a walk directly from their doorstep.

RECREATIONAL AMENITY DISTRIBUTION

In addition, core project amenities such as playgrounds, picnic tables, benches, and restrooms are not evenly distributed across the system. [Exhibit 2.6](#) highlights the location of these amenities in Stevenson. Community feedback confirms a desire for a stronger system of publicly accessible places to sit, gather, and play.



**City of Stevenson:
1.5 miles of trails per
1,000 population**

**NRPA 2023 cities of less
than 20,000
4.0 miles of trails per
1,000 population**

Exhibit 2.5: Stevenson Public Park Network Walkability

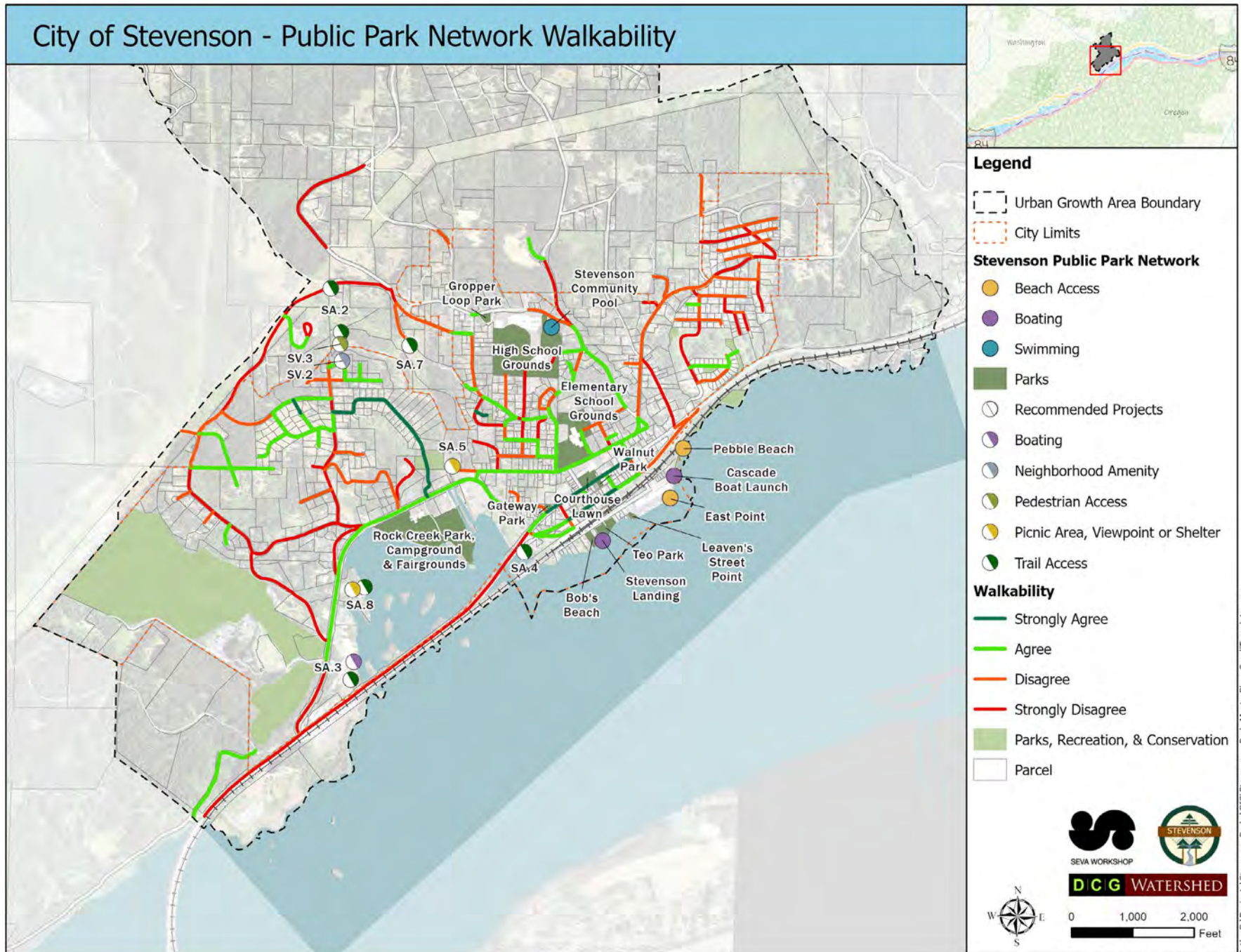
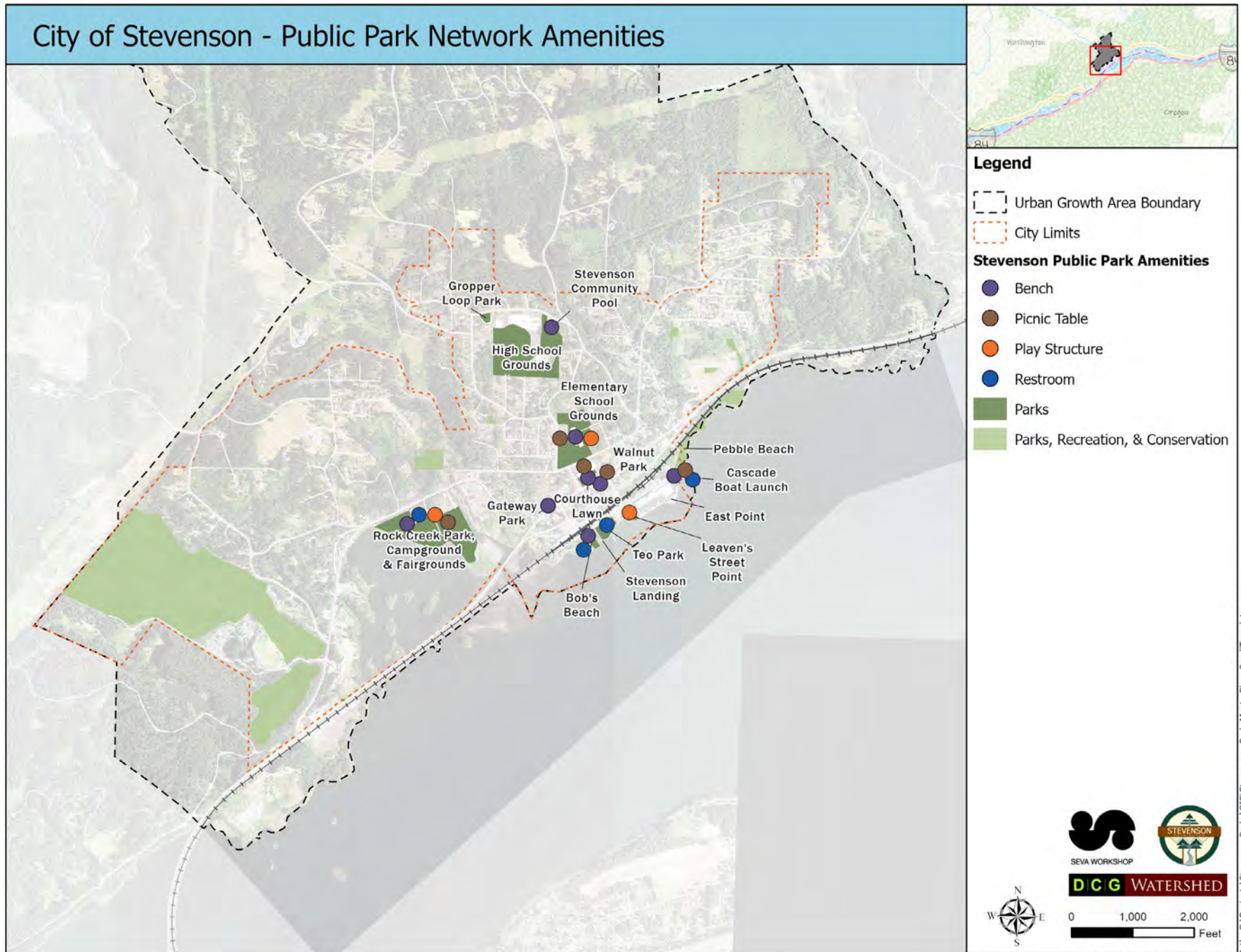


Exhibit 2.6: Stevenson Core Amenity Distribution





03

Public Involvement



Public Outreach Plan

The City of Stevenson desired to create a PROS Plan that would provide a roadmap for investment of resources into future parks development. The plan is based on many factors, but one of the most critical was input from the community through public outreach. This plan aimed to bring community stakeholders together in evaluating park opportunities and prioritizing the City's efforts to realize future projects. Public outreach engaged the community within the city limits and the UGA to solicit feedback and document attitudes and perceptions about parks and open spaces as well as public access needs and improvements.

Public Outreach Activities and Roles

The public outreach effort was a collaboration between the City and the Consultant (DCG/Watershed). The City led Advisory Committee and stakeholder identification, notification, and outreach. The City also handled event and project promotions, incorporating messaging and content developed with the Consultant. The Consultant created materials and facilitated engagement events to efficiently solicit Advisory Committee and stakeholder feedback relevant to the planning and design process. The Consultant also led the creation of an online public survey.

While the City of Stevenson has many public park spaces, the majority of these spaces are not owned or maintained by the City. In order to have a comprehensive understanding of all public amenities in the city, an Advisory Committee was formed with representatives from each agency that provides parks and recreational facilities within Stevenson. Throughout the parks planning effort, this Advisory Committee contributed knowledge about the current conditions, resources, needs, audiences, and opportunities at various existing locations. They also contributed more broadly to the development of the plan by providing feedback and insight at key times throughout the process. Committee members were identified by City staff based on the individuals' past involvement in providing recreational opportunities to the public through their agency, or their interest in the future of local recreational facilities and opportunities. The Advisory Committee included representatives from the following organizations and governing bodies:

- City of Stevenson
- Skamania County
- Port of Skamania County
- Stevenson-Carson School District
- Stevenson Community Pool District

In addition to forming an Advisory Committee, the City also identified a pool of key stakeholders and special interest group leaders. These selected

representatives were considered well connected to their respective groups and their role was to provide input on the plan that reflected the interests of their group in the community.

This Public Outreach Plan provides an outline of the public involvement effort.

- City created project webpage with content from the Consultant
- Consultant created posters and designs for social media posts to inform the public about the project and to invite the public to complete the public survey
- City printed, posted, and distributed advertisements and updated website
- Online survey was developed by consultant and reviewed by city staff
- Consultant led stakeholder interviews
- City led Pop-Up events with materials created by consultant
- Consultant led in-person advisory committee meetings. City facilitated communication and hosted the meetings
- Legislative meetings were attended by city representatives. Consultants provided materials and attended meetings as appropriate.



Local residents walk along the Mill Pond Trail year-round.

Public Outreach Strategies and Activities: Three Phases

Outreach was implemented through three separate phases: **1) visioning**, **2) sharing findings and generating ideas**, and **3) assessing success**.

Throughout these phases, various methods were applied to gather input: an online public survey, focus group meetings with the Advisory Committee, and one-on-one stakeholder interviews.

PHASE 1 - VISIONING

The first phase of outreach built public awareness of the PROS Plan and assessed needs and resources. This phase initiated the development of clear mission, goals, and objectives for the plan. Outreach methods in this phase included a focus group meeting with the Advisory Committee, an online public survey, and one-on-one stakeholder interviews.

PHASE 2 - SHARING FINDINGS AND GENERATING IDEAS

Having gathered robust information and ideas from stakeholders, the Advisory Committee, and the

general public, the Consultant facilitated a second phase of engagement in which an overview of the findings from Phase 1 was shared. A draft of the mission, goals, and objectives were presented and further input and feedback was solicited at that time. Finally, additional input and specific ideas about how to meet the needs and best leverage the resources assessed during Phase 1 was gathered. Outreach methods in this phase included a charette with the Advisory Committee plus select stakeholders, and more stakeholder interviews.

PHASE 3 - ASSESSING SUCCESS

In the final phase of outreach, the draft needs, goals, and objectives were assessed to determine if they accurately reflected the community and Advisory Committee’s values within the PROS Plan. Recommendations and the plan were presented for public comment. Outreach methods in this phase included a focus group meeting (Advisory Committee Meeting), a presentation of findings to the City Planning Commission, a presentation of findings to City Council, and final stakeholder interviews.



PHASE 1 VISIONING

August-October 2023

- Advisory Committee Meeting #1
- Stakeholder Interviews Phase #1
- Public Survey



PHASE 2 SHARE FINDINGS & GENERATE IDEAS

October-November 2023

- Advisory Committee Meeting #2 (charette)
- Stakeholder Interviews Phase #1



PHASE 3 ASSESS SUCCESS

December 2023-January 2024

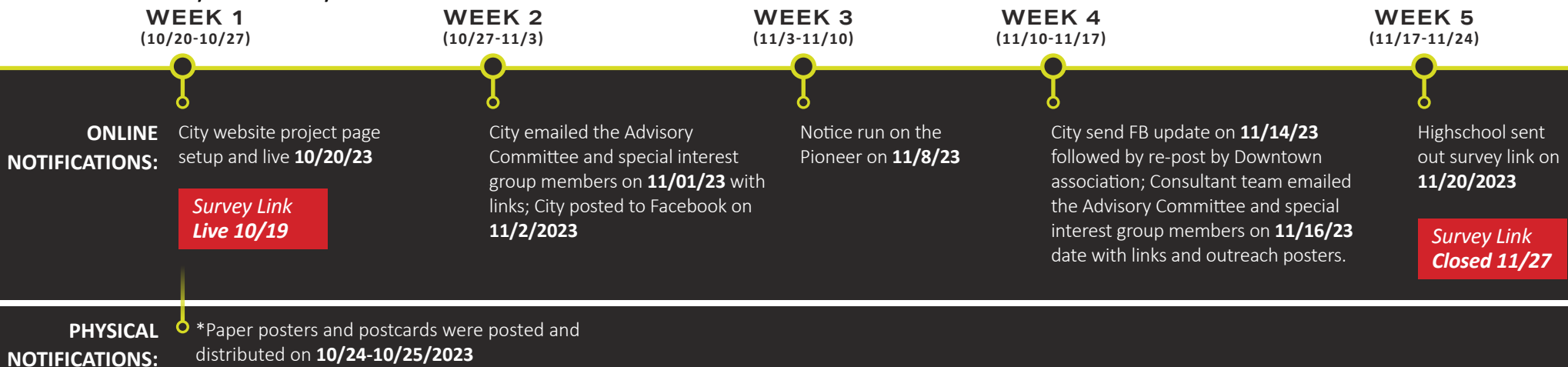
- Advisory Committee Meeting #3
- Stakeholder Interview Phase #2

Methods of Gathering Public Input

1) ONLINE SURVEY

In order to maximize the possible input received from the general public on this plan, the method of creating an online survey was selected. To invite public participation in the online survey, a digital survey link was shared through the City’s webpage, via printed posters with QR codes, and through the city’s social media platforms. Print copies were made available and then collected at City Hall. Survey questions were developed to help identify the plan’s mission, goals, and objectives, and to assess the current uses and potential needs for local parks and amenities. The public was also asked to rate existing project ideas on how they address their needs. To gather sufficient data from a diverse segment of the population, the survey was designed to take less than ten minutes to complete. Optional demographic questions were included to understand the profile of respondents. The survey remained live from October 20, 2023, to November 27, 2023.

Exhibit 3.1: Summary of online survey outreach



2) STAKEHOLDER INTERVIEWS

Throughout the process, local stakeholders were interviewed to better understand the needs, goals, objectives, and priority projects for local parks and amenities for specific groups. Initial interviews targeted local decision makers and Advisory Committee members identified by the City. Subsequent suggestions focused on special interest groups and representatives of active local committees or boards. Each stakeholder was prompted for recommendations for additional interviewees. Interviews were conducted one-on-one, virtually, in the form of real-time open-ended conversations. A digital brainstorming platform called Miro was used for note-taking and facilitation. A consistent framework of graphic prompts on the Miro board was used for each interview. Stakeholders represented the following organizations, governing bodies, and interest groups:

- City of Stevenson
- City of Stevenson Public Works

- Skamania County, Skamania County Fairgrounds
- Port of Skamania
- Stevenson-Carson School District
- Stevenson Community Pool District
- Stevenson Main Street Program; Stevenson Downtown Association
- Columbia Gorge Museum
- Skamania Lodge
- Wind Sport Community
- Columbia Gorge Running Club
- Other stakeholders represented the community in general and provided insight into the local economy, accessibility needs, and other related factors.

When attempts to engage a stakeholder were unsuccessful, a replacement was contacted if possible. The attempt to interview a representative for the cycling community was unsuccessful.

*Locations: Columbia Hardware, Columbia Hardware No 2, High 5, Bigfoot Coffee Roasters, Skamania Physical Therapy, Stevenson Eye Care, Umpqua Bank, The Barber, Chamber of Commerce, NAPA, Big River Grill, Subwa Windermere, Columbia Gorge Title, A & J Supermarket, Bloomsbury, Out and About, Northbank Books, Skamania County Pioneer, Stevenson Hotel, Main Street Chevron, Traverse PNW Market Place, Skamania Acupuncture



Photo Credit: Port of Skamania - Bob's Beach

Phase one interviews included questions about the basic needs, goals, and objectives for local parks and amenities. Stakeholders described the available resources, primary uses, and existing audiences of specific sites. They also recommended ways to enhance existing sites and to plan and develop local recreational opportunities more broadly.

Phase two interviews were designed to gather more specific feedback about the drafted Plan and recommendations, and whether they were in line with earlier input. Stakeholders gave input on the draft mission, goals, and relevance of specific proposed projects to the mission and goals.

Questions included prompts for any final ideas, or points of contention, in relation to the Plan.

3) FOCUS GROUP: ADVISORY COMMITTEE MEETINGS

As with the stakeholder interviews, focus groups were created to gather more detailed information about current needs and perceived goals and objectives for local parks and amenities. The small group setting allowed for comprehensive, in-depth discussions with multiple stakeholders. The role of each stakeholder was to represent their knowledge of their specific park or recreation areas and the user group's needs and priorities for those areas.

The first meeting focused on mission and goals, existing inventory and use, and how this plan would incorporate future project ideas. A three-hour in-person meeting was held in the City of Stevenson. Goals included having a discussion of goals and vision, understanding the RCO grant process, and sharing ideas and information that was relevant to the plan process. A representative from RCO attended the meeting to present an overview of how the plan related to grant funding and to answer questions.



Skamania County Courthouse Lawn

The second meeting took the form of an in-person 3-hour charrette. The core Advisory Committee was expanded to include special interest group leaders and stakeholders. This session began with an overview of the findings from Phase 1 including the online survey results and the completed stakeholder interviews, as well as a brief presentation and discussion around the drafted mission, goals, and objectives. Participants brainstormed a variety of specific ideas about how to meet the needs and leverage the resources assessed during Phase 1. The group was divided into three smaller groups to discuss specific geographic regions of the city that most closely related to each members focus. For example, the group focused on the waterfront included the representative from the Port, the entity that owns and operates the waterfront parks located there.

The expanded advisory committee included representatives from the following organizations and governing bodies:

- City of Stevenson (including Public Works, Planning, and a City Council member)

- Skamania County
- Port of Skamania
- Stevenson-Carson School District
- Stevenson Community Pool District
- Columbia Gorge Museum
- Stevenson Downtown Association

A final, 90-minute virtual meeting was held to discuss plan recommendations. The committee was asked to share feedback on whether the recommendations met the previously discussed goals and mission of the plan, and/or addressed the needs expressed in the plan. The committee was asked to provide feedback and contribute to any projects relevant to their organization.

4) PRESENTATIONS

The final outreach effort for public involvement was the presentation of the draft plan to city leadership. These presentations occurred at the end of the planning process and summarized the draft recommendations of the plan. The goal of this outreach was to seek input and insight from

city leaders, and to ensure the plan was on track for adoption. The draft presentation with excerpts from the plan was available for review prior to the meetings and was able to be accessed by the public once the meeting agenda was posted. Both meetings and presentations were open to the public and each meeting's agenda was structured to accept public input if requested.

The first presentation was to the city council. This provided an opportunity for discussion and questions from the council members. This council was able to provide big picture feedback on the plan, and the city and consultant team were made aware of any significant concerns prior to finalizing the plan and presenting it for adoption by the city council.

The second presentation was to the city planning commission. Similarly, this provided an opportunity for review, discussion, and questions from the commission members on the plan recommendations. Big picture feedback from the commission was able to be incorporated into the final plan.



04

Priorities and Needs Analysis



Stevenson Community Garden Gate

The City of Stevenson has access to a wide range of natural resource recreation options. Public input has confirmed the community's desire to enhance those recreation options while preserving the natural beauty of the area. This chapter summarizes the analysis and observations of current and future parks, trails, recreational facilities, and open space needs for Stevenson. The results also compare the current performance of these areas to standards elsewhere in the region. This analysis will help determine the plan and priorities for the City to move forward with future park improvements.

The priorities and needs analysis is based on analysis of:

- Public feedback from online survey responses
- Information collected from Stakeholder Interviews
- Knowledge and expertise of City staff and the Advisory Committee
- Community vision and values communicated in other recent planning documents
- State and national recreation trends

PRIORITIES AND NEEDS BASED ON COMMUNITY INPUT

Public input gathered from the online survey, stakeholder interviews, and Advisory Committee was compiled and

analyzed. See Chapter 3 for descriptions of methods used for gathering public input. See [Appendix A](#) for full documentation of results. This section focuses on future needs and priorities identified by the outreach.

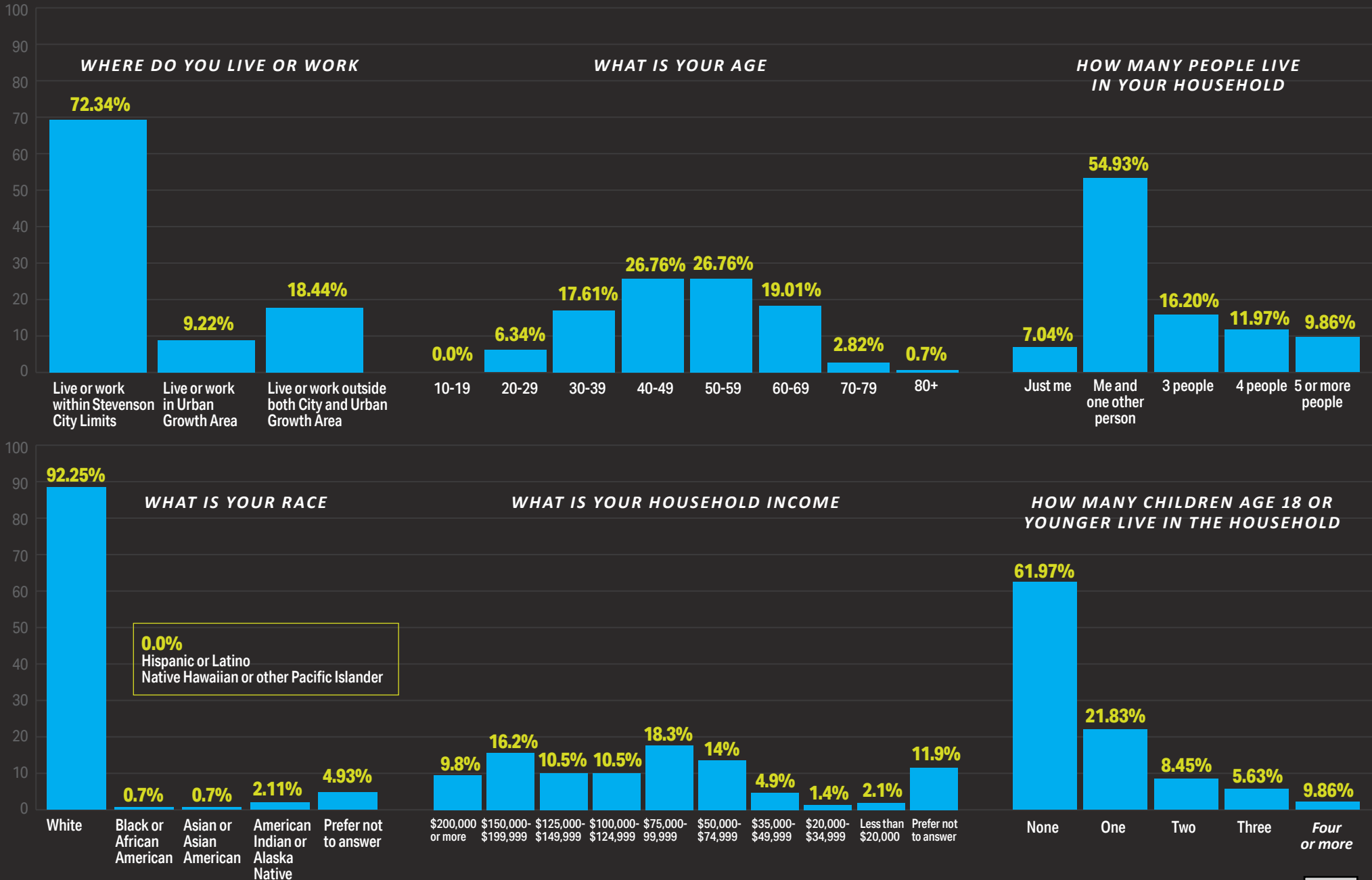
Online Public Survey

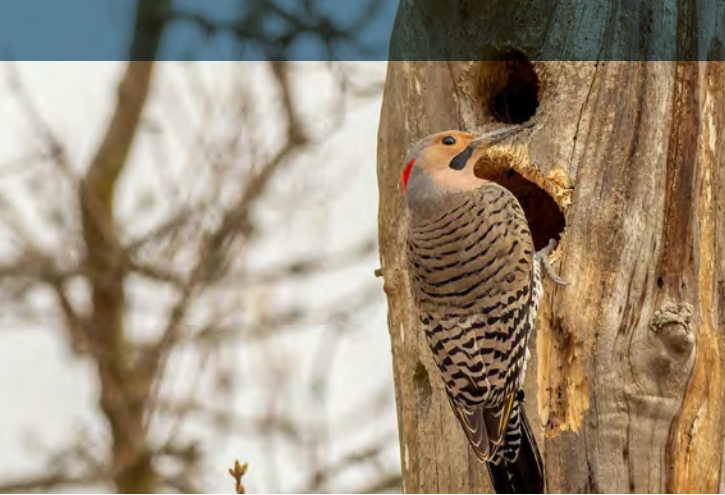
203 surveys of public opinion were completed for this project (200 online, three hard copies). While many of the survey questions were multiple choice or pre-scripted options, the survey also included many open-ended response questions that allowed respondents to elaborate on what new amenities or programs they desired, or other suggestions they had for park improvements.

Over 75 percent of respondents answered the optional demographic questions. Participant demographics can be viewed in the figure on the following page. In general, the respondents were representative of the community as summarized in the Chapter 1 community profile section using census data from 2021. Notable exceptions include an overrepresentation of white respondents (92% vs. 84%), an overrepresentation of high-income households (47% earn above the median-income vs. 31%), and an overrepresentation of adults in the 30-59 age range respondents.

Community Survey Responses

WHO DID WE HEAR FROM? 203 RESPONSES





PUBLIC SURVEY PRIORITIES FOR MISSION

The first two questions of the online survey focused on gaining insight into public support for what the Mission of the PROS Plan would be. Responses indicated what the public values in parks spaces and why they spend time outdoors. Results show that most respondents spend time outdoors to **connect with nature or observe wildlife, for fitness or exercise, or to enjoy solitude or peace and quiet.** However, a substantial 40% of respondents selected **fun, excitement or adventure** and 25% selected **discover new places** as one of the three most important reasons, respectively. Learning something new (i.e., a skill, natural history, or cultural history) and spiritual or cultural motivations ranked lowest on the list of options.

When asked “what do you look for in local facilities or recreation areas when choosing a place to spend time outdoors?” over 140 participants (72%) selected the **“views of nature, wildlife, or water”** option. This reinforced the earlier top response on what they valued in parks. The next most popular responses— **“Primitive trails or experience”** and **“Water access”** —were selected by 79 people (40%) and 75 people (38%) respectively. There was moderate support for facilities or areas that

are family friendly, easy to get to, and that have convenient parking. The least common responses were “interpretive displays or educational opportunities” and “large, flexible open space”.

In summary, the online survey conveyed a high priority for the parks Mission to focus on the natural experience, an individual experience, and an informal space.

PUBLIC SURVEY PRIORITIES FOR CURRENT PARK USE

The next section of the survey focused on existing and current park use and experiences. **The Port Waterfront, County Fairgrounds, and Rock Creek** are the most visited local recreational areas. Gropper Loop Park is the least visited of the sites on the list, with Gateway Park and Walnut Park receiving slightly more reported visitation.

When asked in an open response format “What do you usually do when you visit the areas you selected above?” the vast majority of respondents answered **“Hike/Walk”** (over 90 people selected this or 44%). Dog-walking was the next most common motivation for visiting the sites on the list (over 30 people selected this). Skating, feeding geese, and bird watching ranked lowest on the list.

When asked “What features do you like about the areas you selected?” the vast majority of respondents responses were able to be categorized under the theme of **“Nature/Scenery or Beauty,”** with **“Easy Access/Convenient/Nearby”** coming in second. These responses continue to enforce the Mission and values responses earlier in the survey by highlighting the importance of natural experiences and adding convenient location as an important factor.

Gropper Loop Park and several other sites are reported to NOT be visited often, mostly because respondents **“Didn’t know it was a park / don’t know where they are”** (over 60 people selected this reason or 30%). The second most common reason for the lack of visitation was that “There are **no park amenities** or reasons to be there / **not inviting.**” These responses indicate that if it were more apparent that these park spaces are available for public use, or if park amenities were present in these spaces, then visitation would increase.

Responses to questions about participation in existing programs and events in local recreational spaces reveal that in general, the community is actively attending local events.



PUBLIC SURVEY PRIORITIES FOR PARK IMPROVEMENTS

There were a wide range of responses to the question of what new facilities or amenities should be added to local parks, but the majority of respondents wanted **more restrooms** in local recreation areas. Respondents also expressed a strong interest in more **outdoor concerts and live music events**. Other answers reinforced earlier survey responses. Responses supporting the **value of natural character** included 'Consider sustainability and impacts on wildlife' and 'Keep it natural'. Responses that correlated the **presence of amenities** with visitation and use included: 'Basic park amenities need to be provided at parks - seating, trash, restrooms, landscaping, etc.', 'Need more year-round use covered spaces', 'Improve messaging about what parks are available to the

public', and 'Need to communicate with residents in close proximity to any proposed improvements.' Responses that supported **hikes/walks** as the most frequent park use included 'More trails', 'Improve pedestrian connections to parks- trails connecting parks, safety features like lighting and crossings', and 'More dog friendly.'

Increased **maintenance** was frequently suggested as a means of improving local parks and recreational areas. Notably, this suggestion was not prompted by any earlier survey questions. More frequent maintenance and upkeep, making parks clean and safe, and improvements to landscaping were all mentioned multiple times by respondents. Other responses related to **family-friendly improvements**—to provide opportunities for intergenerational audiences and for children of all ages and abilities.

EXISTING PROPOSED PROJECT RATINGS

The last section of the survey presented recent project proposals and asked respondents to rate them based on how well they responded to the needs and desires described earlier in the survey.

See [Appendix A](#) for complete results.

Stakeholder Interviews

14 virtual interviews were conducted with local Stakeholders throughout the parks planning process (between October 2023 and January 2024) in order to gather qualitative input that informed the plan’s goals, mission, and recommended priority projects. During these conversations, stakeholders discussed one or more sites or organizations that they were most familiar with. They described the ways in which local sites are already successful in providing the public with recreational opportunities, general ideas for improvement, and ideas for specific projects that align with each site’s mission (whether that mission be formal or more anecdotal) and that align with revenue interests.

Analysis of the collective interview results revealed several major themes related to **goals** for the Plan. These goals are categorized as: increase basic maintenance and updates; serve locals and tourists alike; create more gathering places; activate underutilized spaces; reinforce connections between parts of town; improve public communications; and increase the City’s support.

Analysis of interview results also revealed common themes for what the parks plan **mission** should include. Common priorities for the mission include: to provide the public with quality experiences; to create gathering spaces; to increase access to recreation; and to support the local economy.

Finally, stakeholder interviews included a “Mission/Money Matrix” activity in which participants placed a sticky note describing a **priority project** idea on a matrix that indicated how well that project would serve both the Mission and the revenue interests of the organization they represented. These project ideas were very site-specific and ranged from trail design to public art implementation to maintenance updates.

Below is an expanded summary of interview findings related to the goals, Mission, and priority projects for the Plan. See **Appendix A** for full documentation of results.

See **Appendix A** for data received from stakeholders as a result of these interviews (data is related to a range of topics including demographics, sales, marketing, and downtown foot traffic).

Figure 4.2: Example of completed “Mission/Money Matrix” activity

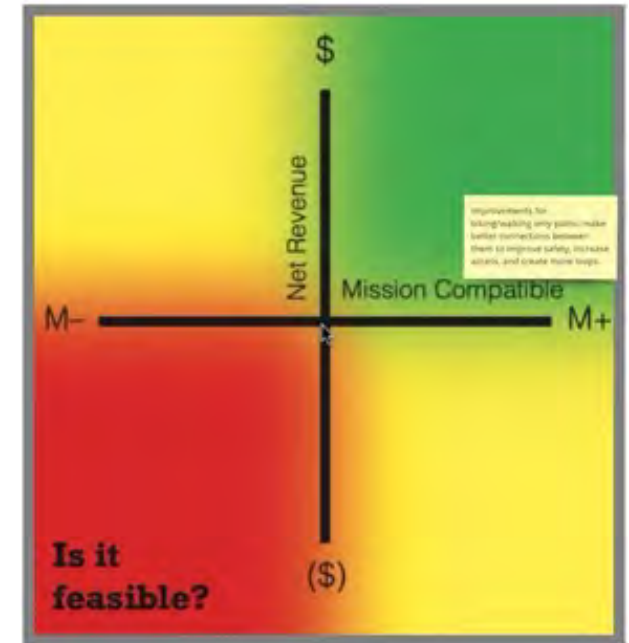
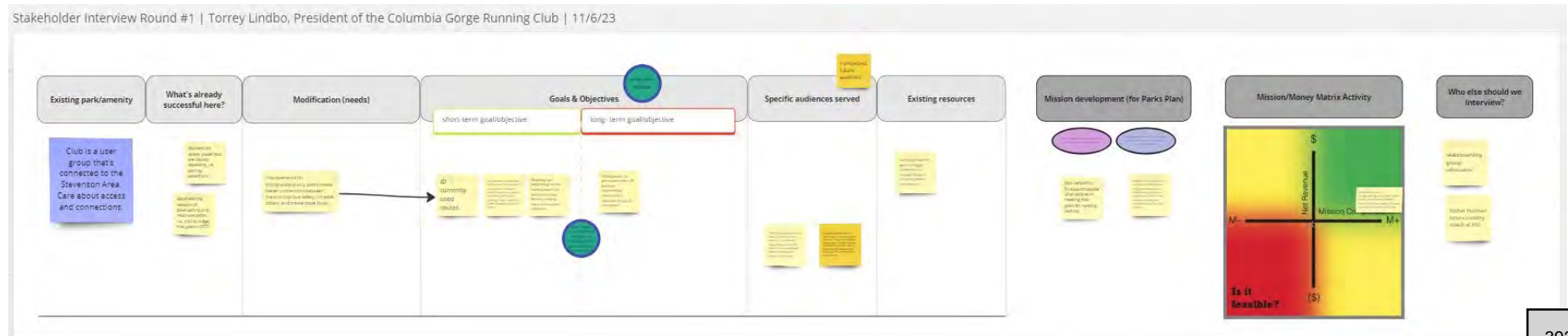


Figure 4.1: Example documentation from a completed Stakeholder Interview



STAKEHOLDER PRIORITIES FOR GOALS

Increase basic maintenance and updates

Nearly every interviewee described the need for basic maintenance and updates. These include updated playground equipment, new gating, increased parking, more public restrooms, and funding to pay for maintenance of facilities such as restrooms.

Fairgrounds

- Leaks and mold were a former issue, maintenance crew has worked to fix.
- Need City's support for maintaining key fairgrounds buildings.

Serve locals and tourists Stakeholders expressed interest in enhancing recreational and gathering spaces for local people and tourists alike, with some individuals expressing a slight preference toward improving recreational experiences for one or the other of these groups. Stakeholders want to contribute to a strong sense of community, and they also recognize the economic benefits of sustaining tourism year-round.

Create gathering places

A number of stakeholders described an interest in developing more places for people to gather together for concerts, food and beverages, public programs, etc. Interviewees felt that more indoor gathering places would enable recreational

opportunities year-round, including during rainy and cold seasons. Specific ideas included pocket parks, implementing an area to serve food and drinks at the Pool, and nature play spaces at the Museum and school.

Public Works

- Basic mission is to create a great, safe, clean place to live, for the people who live here. Safe, fun, easily-accessed places to recreate, gather, and connect with neighbors.

Pool

- Create more of a gathering place - for coffee, etc. Create a place to serve food to groups- through an agreement with local restaurants?

Activate underutilized spaces

Multiple stakeholders described the abundance of underutilized "dead spaces" in town. There were numerous ideas for activating these, including implementation of public art, installation of pocket parks, and basic maintenance.

Gateway Park

- Need to activate/beautify, i.e. with public art or some kind of welcoming into the town.

Loop Park (Green space)

- Nobody knows that it's there; that it's the City's.

Reinforce connections between parts of town

Stakeholders described the need for increased physical and visual connections: throughout trail systems, between different areas of town (such as the Museum and the Fairgrounds), and—from a branding and wayfinding perspective—throughout the City as a whole.

Improve public communications

Stakeholders described the need to better communicate to the public about availability and locations of resources.

Increase the City's support

Stakeholders expressed a desire to have more support from the City for implementing priority projects and basic operational and maintenance needs at various sites. Stakeholders said that support could be given in the form of funding, as well as through consistent follow-up and clear communication.

STAKEHOLDER PRIORITIES FOR MISSION

Provide quality experiences

Throughout the various sites and organizations that stakeholders were associated with, it is clearly important to offer a quality, enjoyable, safe, fun experience to all visitors. “Quality” looks different at different sites: at the Museum, the intended experience includes free-choice learning; at the Pool, a quality experience may involve physical exercise.

Create gathering spaces

Multiple stakeholders mentioned that offering a place for people to come together is a main purpose of the site or organization they were associated with.

Increase access to recreation

Accessibility—for all ages and abilities, and to diverse kinds of recreation—was cited as a key purpose or component of the Mission of multiple sites and organizations. Basic physical access to amenities (such as convenient proximity to trails and access to the water via boat ramps) was included in these discussions.

Support the local economy

Supporting economic development, bringing socioeconomic benefits to the community, creating revenue streams with events, enabling economic vibrancy, and generating “year-round tourism dollars” were all cited by interviewees as a component of the mission of the group they represented.



Cascade Boat Launch



Walnut Park

Focus Group: Advisory Committee Meetings

ADVISORY COMMITTEE MEETING #1

The first Advisory Committee Meeting took the form of a three-hour, in-person meeting held in Stevenson. Ten people attended.

An overview presentation by the consultant team described the plan and process. This was followed by a presentation by an RCO representative. That presentation described the grant award process and how this plan had the potential to be utilized by all committee members.” Discussions focused on the potential goals and vision of the plan. Participants described the interests of the governing bodies they represented. Key suggestions for the ultimate outcomes of the PROS Plan are below. In summary, these include

a desire for the plan to result in increased local revenue, strengthened partnerships and funding opportunities, clarity on how to balance active and passive recreation, improved local placemaking and an increased sense of welcoming, and enhanced experiences for local residents.

Representatives of the City discussed an interest in improved **placemaking** and the desire to develop a more cohesive, clear brand and identity for Stevenson (i.e. with a welcoming design). The importance of balancing **active and passive recreational needs** was also discussed. The City wanted to identify projects that multiple organizations had previously expressed interest in (including the County) in order to prioritize **partnerships and funding opportunities**.

Representatives of the County wanted to **increase revenue** by drawing more people into town to support businesses, implementing year-round

recreational opportunities, increasing parking and enhancing transportation, and building a new stage for concerts. The County also wanted to provide recreational **opportunities within existing natural resources**, by implementing systems such as water trails. They described an interest in **servicing local residents** through long-term opportunities, and to welcome people into the community and motivate people to get together by developing a clearer **sense of character** for the City.

The Pool expressed similar desires to increase the local sense of **welcoming**. Specifically, the Pool described ideas to turn its facilities into more of a **gathering place** by developing a space to serve coffee and food and to implement enhancements that make the pool more fun and accessible to more audiences.

See [Appendix A](#) for meeting notes from Advisory Committee Meeting #1.



ADVISORY COMMITTEE MEETING #2

The second Advisory Committee Meeting took the form of a three-hour charrette that took place in person in the City of Stevenson. After the Consultant team gave a presentation about public survey results and findings from completed stakeholder interviews, participants brainstormed a variety of specific ideas about how to meet the needs and leverage the resources assessed during earlier stages of the Parks Planning effort. Two main methods were used to gather these ideas: the first was a simple open discussion of what each participant perceived as a priority project for the site or organization they were most familiar with. The second was a group activity in which participants collaborated at different stations to brainstorm, sketch, and describe project ideas in relation to specific geographic regions of the City, using a large map of that area as a basis for discussion. Common themes that arose during discussions and group exercises throughout this session. The findings are similar to those of the stakeholder interviews because most of the participants of the interviews and the charette were the same. There were three additions to the categories outlined in the stakeholder interview summaries:

- Increase accessibility and ADA improvements
- Strengthen partnerships and collective marketing efforts
- Engage with Tribes.

See [Appendix A](#) for documentation from Advisory Committee Meeting #2 (the charrette).

ADVISORY COMMITTEE MEETING #3

The final Advisory Committee meeting took the form of a 90-minute virtual meeting. All members were in attendance apart from one of the two county representatives who was out of town. The consultant team first presented a recap of the earlier results of the committee, stakeholder, and public outreach, then presented the draft recommendations as proposed to be included in the report. The first recommendations included the mission and goals. The mission was read out loud and shown on the slide, and time was given for any reactions. Each draft goal including objectives and strategies was presented to the committee on the slide and time was given to both read through them and to ask questions or discuss specific strategies. The committee used virtual reactions such as ‘thumbs up’ to indicate they had enough

time to read through each of the goals slides. Next, the six recommended capital improvement projects were presented including draft descriptions and costs. Each individual project was presented, and the committee was prompted for any reactions. Draft amenity projects and park planning projects were also shown, as well as the draft exhibit for how proposed projects could affect operations and maintenance. The presentation concluded with an overview of how funding options and opportunities would be presented in the report. There were comments from each advisory member throughout the presentation.

Following the presentation the consultant team sent each member a project list specific to their organization for review and requested any corrections or additions to include in this plan in a special appendix. They were also sent draft language for the appendix that described the adoption process. This language was also reviewed by the RCO representative. Then, each member was contacted by the city representative and asked if they had any other comments and if the recommendations were in line with what they expected. The consultant team received confirmation and / or comments back from the all the committee members that were in attendance.

ADVISORY COMMITTEE PRIORITIES FOR GOALS

Increase basic maintenance and updates

There was substantial discussion around the need for maintenance and updates throughout existing sites. Specific needs that were brought up included updated playground equipment, new gating, increased parking, more public restrooms, and funding to pay for maintenance of facilities such as restrooms. Additional suggestions included maintenance and updates of the Port's boat ramp, developing a Parks Department to oversee maintenance efforts, and training people to maintain new facilities such as bathrooms.

Increase accessibility and ADA improvements

Ideas for improving access included ADA updates to the Pool parking lot, updating playground equipment to better fit user groups, flatter walking connections throughout town, and installing more benches and resting places.

Serve locals and tourists

There was more discussion around enhancing recreational and gathering spaces for local people and tourists alike. For example, physical barriers could be removed at the Museum so that the grounds become more accessible and more integrated with physical surroundings.

Create gathering places

Multiple suggestions were made regarding developing places for people to gather for concerts, food and beverages, public programs, etc. Specific

ideas that arose during this session included a permanent stage for concerts at the Fairgrounds, removing the bleachers at the Pool to create a gathering space, the general need to promote gathering, tourism, and spaces for locals, and creating an indoor athletics space at the School.

Activate underutilized spaces

Ideas for activating underutilized spaces were brought up during the charette, including implementation of public art, installation of pocket parks, and basic maintenance. There was discussion around the flat piece of land by the Museum becoming an RV park to generate revenue during large public events.

Reinforce connections between parts of town

Participants brainstormed options for increasing physical and visual connections throughout the City and beyond. Ideas included a public art walk between the Museum and Fairgrounds, bike paths, water trails, and connections between the Pacific Crest Trail, parks, and downtown.

Improve public communications

Stakeholders described the need to better communicate to the public about availability and locations of resources. Specific ideas included implementation of trail maps, developing a centralized location for parks information, and implementing a Parks Department.

Strengthen partnerships and collective marketing efforts

There was consensus that collective marketing

could be a way to leverage various stakeholders' expertise and momentum, share data and resources, and make the city more welcoming to both residents and tourists.

Engage with Tribes

The importance of engaging Tribes in the Parks Planning effort was discussed. As short- and long-term projects advance from this plan, local Tribes should be included in outreach to better understand how the cultural context and priorities and values of Tribes can be represented in these landscapes.

ADVISORY COMMITTEE PRIORITIES FOR MISSION

Participants discussed the draft Mission for a few minutes at the end of the charette. Two variations were proposed (see figure below). Comments were that perhaps economics should not be a major focus of the Mission, as fulfilling community needs is equally important.

DRAFT MISSION STATEMENTS



To enhance Stevenson's recreational and gathering spaces in ways that increase access to the area's natural beauty and cultural heritage, for residents and visitors alike.



To enhance Stevenson's gathering and recreational spaces, strengthening local communities and the economy year-round.

ADVISORY COMMITTEE COMMENTS ON RECOMMENDATIONS

The group’s discussion around each goal is summarized below.

Discussion of Goal 1 – Establish and sustain well-maintained parks

The group commented that this draft goal perhaps focused too much on strategies related to landscaping, and not enough on strategies for basic facilities maintenance. A suggested strategy related to facilities maintenance was to implement a master calendar that tracks which tasks are needed and by when. The group discussed including such a calendar in the “comprehensive resource database” proposed in Goal 1.3B. Another suggested strategy for addressing maintenance issues was to integrate methods of sharing expertise, for example in times when emergency support is needed. This could mitigate common capacity-based challenges associated with unionized entities.

Discussion of Goal 2 - Enhance community access to parks by increasing visibility and awareness

Feedback on this goal was positive. Participants appreciated the focus on pooled resources.

Discussion of Goal 3 – Improve proximities to and connectivity between parks

The group discussed the wording of this drafted goal, and potential issues with the way in which acquisition of land was described, especially

given the limitations on development in Skamania County. The consultant team explained that Goal 3 does mention acquisition, in reference to possible purchase of easements, and in consideration of longer-term increasing urban density and related needs for parks, playgrounds, walking distance standards, etc. Participants discussed who such acquisitions would serve, whether they would happen with local interests or tourism interests in mind. The opinion was raised that Stevenson should be the “trailhead” or entry point for county-wide recreation, rather than a place that gets developed for recreational purposes; that improving existing land should take priority over any land acquisition.

There was consensus that the Goal should be edited to indicate that alternate options should be considered prior to any plans for land acquisition, and to avoid communicating that the City intends to buy and develop new land.

Discussion of Goal 4 – Provide inclusive spaces to meet diverse community needs

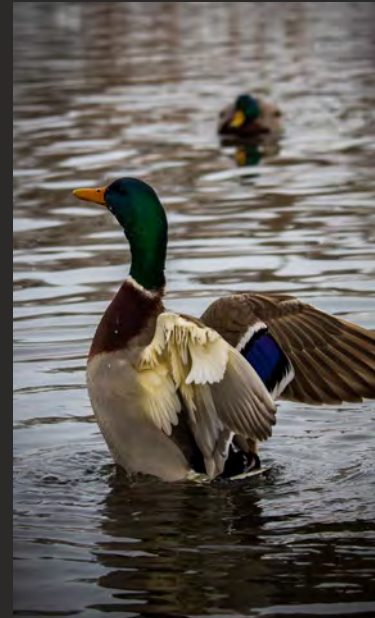
Discussion revolved around this goal’s focus on the plaza at the Courthouse lawn, and current uncertainty about public opinion about that project. The consultant team advised, “everything we’ve heard from the community is reflected in elements of the Courthouse Plaza project, so maybe we need to make the recommendations within this goal less place-specific, and then down the road think about other places and projects for enacting some of these

goals.” There was consensus to edit this goal to describe a more general project type regardless of the Plaza project outcome, and to focus on multi-benefit projects which is key for grant eligibility.

After discussing Goals, the group reviewed recommended Capital Improvement Projects. Participants confirmed that the draft document reflects all of the major capital improvement projects that they each intended to make on behalf of the entities they represent, within the next six years. There was agreement that more focus should be placed on indoor, year-round recreational opportunities, due to the amount of local rainfall. There was brief discussion, but no conclusion, about the best purpose for Gropper Loop Park. The group agreed that the Plan should better-reflect and document the community’s interests in improvements to the Fairgrounds, as well as outdoor nature play spaces and playgrounds, and that the Plan should describe more specific project possibilities in relation to these interests.

PRESENTATIONS

In addition to the above-described outreach efforts, the City and consultant team presented to the city Planning Commission and City Council throughout the project to give updates and receive feedback as the project progressed. The feedback was minor but positive and was incorporated into the final plan. The final plan was presented for adoption on February 15, 2024.



TRENDS IN RECREATION

The Washington State Recreation and Conservation Office (RCO) conducts a survey to assess the demand for outdoor recreation participation as part of its statewide planning efforts. Survey results for the top 20 outdoor activities, ranked by participation rate, are shown in Exhibit 6.

Walking is the top outdoor activity statewide, with 91% participation on sidewalks and 90% participation on trails. This preference is consistent across almost all demographic groups studied in the report. This emphasizes the importance of providing quality trail and sidewalk networks to encourage this most frequent form of recreation. All 6 top activities feature forms of passive recreation – walking on trails or sidewalks, nature viewing, scenic drives, leisure time in parks, and picnics.

The 5 most popular structured activities include visiting a farmer’s market or community garden, visiting outdoor cultural/historic facilities (including cultural events), swimming, paddle sports, and attending concerts. Residents of Stevenson have access to all of these more structured forms of recreation locally.

Responses to the community survey for this project confirm these core recreation priorities in Stevenson. Survey respondents rate walking and hiking as far and away the most popular activity at existing park sites. Similarly, when asked what they look for in local facilities or recreation areas, the top 3 responses are views of nature, wildlife, or water; trails; and water access.

NEEDS ASSESSMENT SUMMARY: CURRENT GAPS

Current gaps in Stevenson’s existing network are examined from four different perspectives: types of parks, location of parks, trail networks, and facilities. Summaries under each of these themes are captured below. Key takeaways for addressing existing gaps in Stevenson’s park network are:

- **Trails.** Existing trail access in Stevenson falls below national standards for levels of service. Walking and hiking remain the most universally popular outdoor activities, confirmed both by national surveys and local community feedback. **Expanding access to trails is likely to provide high community benefit, and in Stevenson soft-surface trails are in particularly low supply.**
- **Core amenities and maintenance efforts within the existing park system.** Stevenson would benefit from investment in passive facilities such as bathrooms, playgrounds, nature playgrounds, exercise equipment, water fountains, and seating. These features could attract greater use and enjoyment of existing park spaces. Engagement confirmed community support for increased maintenance efforts to ensure a high functioning park system and a desire for more of these core amenities that are enjoyed by a wide segment of the community.
- **Park space in areas of northeast Stevenson and to the north of Rock Creek Fairgrounds.** Walkshed analysis reveals these areas of the city as priority zones for potential system expansion, as they are more geographically isolated from existing access. **The City should examine opportunities for creating new**

neighborhood parks or opportunities for developing trail systems in these areas.

- **Neighborhood and community parks.** Stevenson’s existing inventory of neighborhood parks is limited. Community parks are owned by other entities and have limited hours of access to the general public. **Future expansion of Stevenson’s park areas could focus on the quality and accessibility of these smaller and mid-sized spaces in the city.**
- **Open space.** Stevenson’s inventory does not currently include any dedicated open space areas. At the moment, the community enjoys some open space areas preserved in private parks, proximity to the water, and overall lower density development that makes this park type less of an urgent need. **As the city grows, however, increased considerations for publicly preserved open space may be an important focus.**

PLANNING FOR THE FUTURE

Stevenson’s 2045 growth target is a population of 2,338, reflecting 14% population growth from 2022. As the community grows, improvements and expansion of the existing park system can ensure high levels of service for everyone in Stevenson. The table in [Exhibit 4.4](#) details Stevenson’s current levels of service (LOS) and sets a target LOS for

Exhibit 4.4: Existing and Target LOS for Stevenson, 2022 and 2045

Type	Current Inventory	Existing LOS per 1,000 pop (2022)	Target LOS per 1,000 pop (2045)	Gap*
All Park Space (in acres)	63.5	31.0	31.0	9.0
Trail/Linear Park (in miles)	2.9 miles	1.5	4.0	6.45
Percent of households** within the park walkshed (city limits)		86% (city limits)	100% (city limits)	14%

*Gap acreage calculated assuming a 2045 population target of 2,338

**For purposes of walkshed LOS, households are defined by residential parcels

Sources: City of Stevenson, 2023; Seva Workshop, 2023.

the future. This analysis reveals a gap of 9-acres in overall park space, as well as 6.45 linear miles of trail. Addressing these gaps will maintain a consistent LOS for park acreage and an improved LOS for trail access, aligned with national standards. These broad figures can be further contextualized and better applied when considering factors such as geographic accessibility and a proper mix of the different classes of outdoor space. In recognition of this, Stevenson also developed a walkshed LOS. This LOS identifies that 14% of current residential parcels are outside the existing park walkshed boundary.

ADDRESSING GAPS

The project proposals presented in this Parks Plan address the gaps identified during project outreach and LOS analysis. There is no single project that will perfectly address the 3 LOS metrics presented in this report, but a combination of efforts and continued conversation with the community will result in a system that better serves community wellness. System expansion will be constrained by financial and operational resources in Stevenson, so a continued search for funding and partnership opportunities will enhance the impact of local resources. The Planning and Implementation chapter of this report outlines a set of project proposals, including an implementation plan, to advance this work.



05

**Mission,
Goals,
Objectives and
Strategies**



East Point

Guiding Framework

The City of Stevenson’s vision and goals for parks, recreation, and open space form the foundation for the PROS Plan and create a guiding framework for planning and decision-making. Crafted through collaborative efforts between the city and the Advisory Committee, the mission statement reflects insights gathered from a comprehensive public survey and public comments, seamlessly integrating key elements extracted from the Comprehensive Plan. This mission statement serves as a forward-looking representation, articulating Stevenson’s aspirations and strategic direction for the future of its parks and recreational spaces.

Mission

To enhance Stevenson’s recreational and gathering spaces in ways that increase access to the area’s natural beauty and cultural heritage, for residents and visitors of all ages. In crafting the mission, important discussions were held that reflect the community’s values. Here are the key ideas that guided the process:

- Recognition of the need to strike a balance in park development that caters to both local residents and visitors.
- Emphasis on highlighting the area’s natural beauty and environmental features in park enhancements.
- Recognition of Stevenson’s rich history and diverse cultural influences, informing the mission to reflect the city’s heritage.
- Desire for parks that serve as community hubs, fostering gatherings that strengthen social bonds and build a sense of community.
- Commitment to providing parks and recreational spaces that are accessible and enjoyable for residents and visitors of all ages and abilities.
- Aim to capture the unique character and values of Stevenson as a small town nestled in the Gorge, ensuring that the mission aligns with the town’s distinctive identity.

Goals, Objectives, and Strategies

This section outlines the goals, objectives, and strategies that have emerged from a collaborative process involving input from community members, stakeholders, and evaluations of existing conditions and needs. These goals and objectives embody a commitment to enhancing the quality of recreational facilities, promoting community well-being, and ensuring the effective and sustainable management of open spaces. Shaped by the collective vision for the city's parks, recreation facilities, and open spaces, these goals lay the foundation for the implementation of this Plan.

The Parks and Recreation goals outlined in the city's comprehensive plan for Stevenson prioritize enhancing the quality of life for both residents and visitors. Acknowledging the town's Gorge destination status, the plan seeks to balance diverse recreational opportunities, encompassing premier outdoor activities and more community-based events. Key objectives include establishing a comprehensive plan for grant eligibility, preserving open space, ensuring proper maintenance of existing facilities, exploring sustainable funding sources, developing pathways and trails, providing a balanced recreation infrastructure, and actively promoting Stevenson's diverse recreational offerings through various media channels. The following goals build upon the foundational from the comprehensive plan, aiming to amplify the community's well-being and connectivity while further enriching Stevenson's recreational appeal.

In support of the City's goals for parks and recreation, the Plan identifies systemwide objectives and strategies that will guide the investment in parks, recreation, and related services. These elements are numbered for ease of reference; they do not appear in priority order. They are structured in the following format:

Goal X:

X.1. Objective

– a. Strategies

The strategies represent a mix of recommendations that should be taken to enhance the park and recreation system and achieve the City's vision for the future.



Goal 1: Maintain What We Have

Ensure that parks are well-maintained, aesthetically pleasing, and safe for community use. Enhance the quality of park facilities and maximize the lifespan of park infrastructure. Fund, support, and implement site-specific maintenance projects, tailoring efforts to address the unique needs of individual park facilities.

1.1 Provide high quality routine and preventative park and facility maintenance at existing parks and recreation areas.

- a. Provide enhanced maintenance at highly visible and heavily used parks.
- b. Develop a comprehensive maintenance management plan focused on landscape (independent of utility maintenance).

1.2 Increase maintenance of parks and recreation areas.

- a. Increase City staff hours dedicated to landscape management and maintenance.
- b. Increase specialized training in landscape management.
- c. Hire a staff person dedicated to parks/streetscape maintenance.

1.3 Facilitate partnerships with other agencies and organizations to share maintenance resources and costs.

- a. Each agency or organization quantifies and shares the costs associated with maintenance practices, including staffing, equipment, materials, and contracted services. Utilize standardized metrics and

reporting systems to track and evaluate the effectiveness and costs of maintenance practices.

- b. Research and determine the feasibility of implementing pilot programs for cost-sharing initiatives, such as shared equipment, joint contracts, and collaborative staffing arrangements, to optimize resources and enhance the sustainability of park maintenance efforts.
- c. Coordinate joint capital project planning and investments with other public and private agencies where feasible.
- d. Maintain a joint list of park, recreation, and open space grant programs for improvement projects that are updated as new opportunities arise.

1.4 Ensure adequate maintenance resources are available when parks or recreation areas are expanded or renovated.

- a. As new facility types are planned or developed, implement specialized training programs for maintenance staff to equip them with the skills and knowledge to manage new park facility types, including bathrooms and other updated amenities.
- b. Create a comprehensive documentation and resource database that maintenance staff can access for reference, including manuals, guides, and video tutorials related to new facility types.

- c. Establish a schedule for regular training updates to keep maintenance staff informed about evolving technologies, industry standards, and best practices relevant to new facility types.
- d. Purchase equipment necessary to maintain park facilities.

1.5 Explore alternative maintenance practices or management approaches that emphasize sustainability.

- a. Determine landscape planting types to implement based on criteria that consider aesthetic preferences, low-maintenance requirements, and support local ecosystems and sustainable practices (i.e. Converting regularly mowed lawn areas to low-mow meadow).
 - I. Introduce one demonstration area of landscape planting type to provide an opportunity to educate the public and train maintenance staff on best practices.
 - II. Select demonstration area for implementation based on current maintenance demand, visibility, and opportunities to engage the public.

Goal 2: Let People Know What We Have

Establish a community-focused approach to parks and recreation to create a more prominent presence of parks within the community, integrate parks planning with city planning, and build organizational capacity for effective program management.

2.1 Develop a comprehensive interactive online platform to provide detailed information on each park, open space, or trail within the City, including parks and open spaces maintained and operated by agencies and organizations other than the City. This information should include amenities, operating hours, upcoming events, and reservation options for facilities.

- a. Develop a comprehensive parks, recreation, and trails map for the City of Stevenson.
- b. Implement a centralized event calendar highlighting upcoming activities in parks and open spaces.
- c. Integrate a reservation system allowing users to book facilities or spaces for events.
- d. Establish a routine for updating and maintaining the online platform to ensure accuracy and relevance.

2.2 Assess the need and financial feasibility for establishing a dedicated staff position or Parks Department to manage parks projects, assets, and resources.

- a. Conduct a comparative analysis of similar-sized cities or municipalities that have successfully implemented dedicated parks management positions or established Parks and Recreation Departments to identify efficient organizational structures, staffing models, and budgeting strategies for long-term viability.
- b. Undertake a financial feasibility study to evaluate the costs and potential funding sources needed to establish a dedicated staff position or a full Parks and Recreation Department.

2.3 Integrate parks planning with city branding, marketing, and placemaking efforts, and coordinate with other agencies and organizations to leverage shared resources for broader reach.

- a. Develop a cohesive brand identity for parks and open space that aligns with the overall city brand. Develop consistent messaging across marketing materials.
- b. Establish partnerships with other city agencies, local organizations, and community groups to pool resources and collaborate on joint campaigns that highlight the interconnectedness of parks with broader community initiatives and events.
- c. Create a comprehensive signage and wayfinding plan that encompasses the entire city, outlining a unified strategy for guiding residents and visitors to parks and other key destinations.

Goal 3: Fill in the Gaps and Connect People to What We Have

Improve access and connectivity to parks, ensuring equitable distribution, legible and accessible pathways, and inclusive amenities. Identify and address gaps in park coverage and create a connected sidewalk and trail network.

3.1 Develop a pathways and trails plan to highlight Stevenson’s recreational, historical, and commercial sites, and to connect to existing parks and open spaces.

- a. Prioritize opportunities to connect existing pathways and trails.
- b. Include connections among the parks and trails of the City, its partner agencies, and private entities.
- c. Encourage private enterprise and intergovernmental agreements that will provide trail and pathway connections to parks and recreational areas.
- d. Include nature walks, scenic vistas, and connections to forests in the plan.
- e. Include wayfinding, signage, and placemaking so that routes to parks and open spaces are identifiable and recognizable as part of the larger trail network within Stevenson.

3.2 Develop trails that provide access to existing parks, water access points, and scenic areas.

- a. Partner with other landowners to develop formalized and accessible trails and viewpoints at the Piper Road landslide site and upper Rock Creek area.

- b. Continue to advocate for the construction of a multi-use trail along the Rock Cove shoreline connecting the Columbia Gorge Museum to the County Fairgrounds using existing easements.
- c. Purchase an easement from private landowners to expand the waterfront trail and establish public access to the water at the west end of the waterfront.

3.3 Explore opportunities for new park developments or expansions in areas with identified parks gaps.

- a. Initiate a feasibility analysis focusing on the acquisition of new park land by the City (e.g. evaluating land division guidance).
- b. Engage with the community to understand specific needs and preferences for new park land and amenities in gap areas.
- c. Target new development areas to reserve land for park space.
- d. Develop criteria, encompassing factors such as acquisition cost, natural setting, compatibility with park amenities, parking adequacy and proximity to user groups, to systematically identify opportunities for park land acquisition.
- e. Establish a permanent funding source for the acquisition and development of new park and recreation lands and facilities.

3.4 Explore Opportunities to Enhance Open Space Preservation and Recreational Opportunities within Open Spaces.

- a. Review critical areas and zoning codes and evaluate market-based open space preservation strategies for effective implementation.
- b. Consider using stream corridors and shorelines of the state as part of a parkway or greenway concept.
- c. Secure dedications and easements adequate for stream channel maintenance, trails, public open space, and future recreational use along all natural, permanent stream corridors.
- d. Utilize growth targets to identify and address risks to different open space types.
- e. Research regional tree codes and best practices to enhance tree canopy preservation within open spaces.

Goal 4:

Improve and Expand What we Have to Meet Diverse Community Needs

Develop a balanced system of recreational facilities, lands and programs. Provide vibrant, accessible, and inclusive community spaces catering to the recreation needs of residents and visitors of all ages. Offer year-round recreational opportunities, activate underutilized spaces, address community desires, and ensure inclusivity for people of all ages, abilities, and backgrounds.

4.1 Engage the community regularly to understand current needs and desires for park spaces in the community.

- a. Establish a parks related community advisory group that is comprised of community members that represent the diverse user groups in Stevenson.
- b. Conduct community engagement for parks capital investments.

4.2 Support parks and recreation projects that have public support and provide a geographically central, flexible space for year-round public use.

- a. Secure funding and develop the Park Plaza at the Courthouse lawn.
- b. Review community feedback from this plan and identify and roll-out program opportunities for flexible spaces.

4.3 Identify opportunities for local groups and/or public-private partnerships to become shared stewards and caretakers of city owned property.

- a. Collaborate with local artists to develop a public art plan that highlights the

opportunities for permanent and seasonal public art installations in underutilized city spaces.

- b. Partner with landowners of undeveloped properties to develop a pop-up dog park that will serve as a temporary space that will allow the City to determine a need for a more permanent off-leash dog area in the City.
- c. Partner with other local agencies and organizations to allow existing festivals and events to use and program underutilized spaces for small pop-up exhibits or concerts.
- d. Identify and collaborate with a community advisory group made up of adjacent neighbors, representatives from the High School, and youth groups to define long-term goals and a vision for Gropper Loop Park.

4.4 Provide public restrooms at existing facilities where feasible and invest in new public restroom facilities when parks and open spaces are upgraded.

- a. Provide a public restroom facility in conjunction with the proposed improvements at the Park Plaza.

4.5 Develop play areas that are current, accessible, provide opportunities for all weather play, and meet the needs of users of all ages.

- a. Support and encourage the development of plans to upgrade existing playground facilities at Stevenson Elementary School and Rock Creek Park. Develop an agreement for public use of facilities during non-school hours.
- b. Integrate formal and informal play features into the Park Plaza project.

4.6 Enhance accessibility and provide inclusive environments across all parks.

- a. Conduct an accessibility audit for parks that evaluates parking, pathways, entrances, amenities, and facilities to identify potential barriers and areas for improvement, ensuring that the park environment is inclusive and accessible to individuals of all abilities. Develop a prioritized action plan based on audit findings, addressing immediate needs, and setting a roadmap for long-term enhancements.
- b. Prioritize the incorporation of universally designed features such as inclusive playgrounds, seating, and facilities across all parks.

4.7 Determine the community need for a permanent skate park in Stevenson.

- a. After the new skate park in North Bonneville is complete, conduct a survey within Stevenson to determine if a new skate park is still desired in Stevenson or if the skate park in North Bonneville meets their current needs.

Goal 4 (continued):

Improve and Expand What we Have to Meet Diverse Community Needs

4.8 Establish new and enhance existing access to Rock Creek, Rock Cove and the Columbia River.

- a. Purchase an easement from private landowners to establish public access to the water from downtown. Develop water-based facilities such as an access point, viewing deck, or non-motorized boat launch.
- b. Support and encourage the development of plans to add water access points, docks and non-motorized boat launches at the Columbia Gorge Museum and the County Fairgrounds.
- c. Develop a water trail map in partnership with the Port of Skamania, the County, and the Columbia Gorge Museum.

4.9 Develop community gateways along Highway 14 that celebrate the character of Stevenson and welcome residents and visitors to the community.

- a. Determine what the most appropriate location is to install gateway features. Consider: east end and west end couplets, gateway park, and other city-owned underutilized spaces.
- b. Develop a landscape style and master plant list for use at all gateway sites to create a consistent look and feel.

- c. Engage the community to determine the most appropriate sign or monument to install at the gateways that best represents the character of the city.
- d. Create and implement the publicly supported plan.

4.10 Facilitate and support the development of major community recreation facilities for citizens, such as expanding the pool activity center, providing covered pavilion spaces, developing a youth center, and other spaces for recreation, physical fitness, and wellness classes.

- a. Explore feasibility of a centralized versus de-centralized approach to providing diverse indoor recreation opportunities to the community.
 - I. One centralized approach would be to consider the construction of a new community center. The city would consider what the minimum needs and size of the center would be, and what the minimum population, funding, and other support would be needed to move the idea forward.
 - II. An alternative centralized approach would be to look at existing recreation centers or facilities and opportunities to expand them to meet community needs.

III. A de-centralized approach would be to unify the existing facilities through the use of a common organization or management system. For example they could be managed by a new parks district or staff position that focuses on centralizing information for the community, including the ability to see programs, hours of operation, or make reservations.



06

Planning and Implementation



Projects and Planning Recommendations

The PROS Plan goals and objectives can be achieved through sustained, committed implementation over the next 20 years. The following is a summary of project recommendations that vary from site specific projects to overarching policies. Each recommendation is based on the assimilation of input from previous planning efforts, public outreach, existing condition, feasibility, and

alignment with the mission, goals and objectives described in this document. This chapter outlines project proposals for a 20-year planning horizon, capital and operational planning details for a 6-year implementation period, an acquisition/disposal plan, and an exploration of potential funding sources for Stevenson to pursue.

CAPITAL PROJECT PROFILES







This plan identifies six priority capital projects that align with the vision and goals outlined in this PROS Plan. These six projects are described in this section, with additional detail for the projects prioritized for the shorter-term implementation period. Each project addresses one or more gaps identified in the Needs Assessment:

- Expand the trail network
- Add core amenities
- Improve the existing system of parks
- Expands walkshed access
- New neighborhood or community park
- Addresses LOS gaps for 2045 growth targets

Some projects enhance existing sites, while others expand the system by purchasing new properties or easements for trails. The projects are counted in **Exhibit 6.1**, and then described with greater detail in the project profiles. These projects are supported by the community, address gaps identified in the needs assessment, and improve Stevenson’s LOS metrics.



Exhibit 6.1: Proposed Capital Improvement Projects

								BUILD			ADD	RENOVATE, REPLACE, OR ENHANCE	
		Expand Trail Network	Add Core Amenities	Improve Existing System	Expands Walkshed Access	Neighborhood or Community Park	Add LOS Gaps for 2045 Targets	Purchase Land	Build on Existing Parcel	Purchase Easement	Add New Feature(s)	Specialized	Natural Features / Trails
1st Street Sidewalk Trail Connection	Trail	X					X				X		X
Stevenson Park Plaza	Special Use Site		X	X		X			X		X		
County Fairgrounds Kayak Launch	Community Park		X	X					X		X	X	
West Waterfront Trails	Trail	X					X			X			X
Gateway Landscape Improvements	Neighborhood Park			X					X		X		
Piper Road Trails	Trail	X			X		X	X					X
TOTAL		3	2	3	1	1	3	1	3	1	4	1	3

Capital Improvement Project Ranking Methodology

To determine which projects should be included as capital improvement projects, and how to rank them, the team considered four categories. The first category was community support, the second category was needs and gaps, the third category was existing investment, and the last category was community costs and benefits.

EXISTING INVESTMENT

The score for existing investment is based on the level of prior planning or investment of money, staff resources, or community groundwork that has already been contributed to the project. This also includes how advanced the project is on its path towards implementation. This category assumes that a project in progress has existing community support and investment, and/or stems from prior investment in a planning level analysis that justifies its advancement towards becoming a project. This category had an added influence on community support in that most existing projects were included in the public survey.

The other dimension to this category is time sensitivity. Time sensitivity recognizes the efficiencies gained by adding to an existing effort versus starting one from the beginning. Some of the proposed projects are prioritized based on the benefit a more immediate implementation would provide by leveraging existing efforts or progress currently in place. If those projects were not underway, the proposed project would not be as high of a priority.

NEEDS AND GAPS

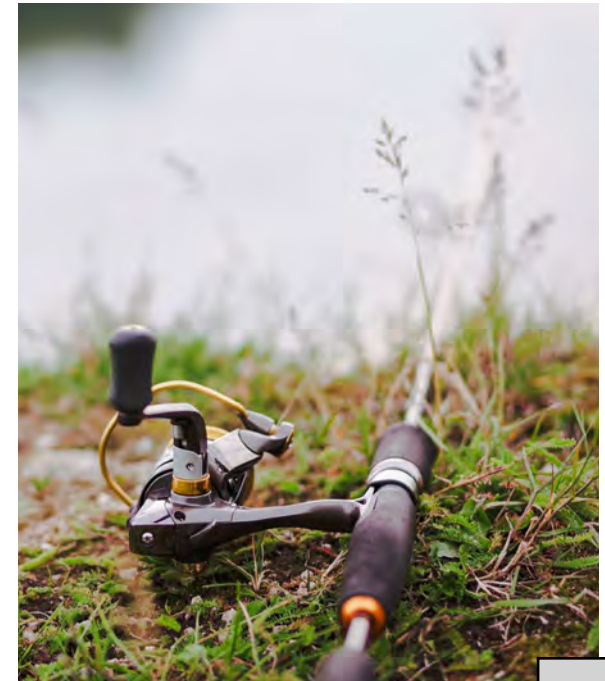
The second category was the degree to which the project addressed the plan's needs or gaps. The needs and gaps were identified in both the level of service analysis as well as the survey questions targeting amenity needs. These include a deficit in total trail length, as well as a need for wider park distribution and improvements to trail network connectivity. Gaps or needs for specific amenities or programs were determined based on community input. These included: playgrounds or general play spaces (such as a splash pad), bathrooms, non-motorized boat launches, and year-round use spaces, and space for more programs such as live music events.

COMMUNITY SUPPORT

Community support is represented by direct community comments, survey results, and whether the projects meet the plan mission, goals, objectives, and strategies that were created through community input. Community input had the overarching message to maintain and improve what the city already has, and to improve the experience of doing the activities the community loves most, in the places they love. While most of the support focused on existing spaces, there were still consistent requests for new amenities that would cater to different ages and abilities. The input has been distilled into four key priorities. The more priorities a project meets, the higher it scores.

Four Key Priorities

- **Walking and Trails.** The most popular activity is walking, with priorities for trail improvements or connections.
- **Water.** Connect to nature on the water, provide views of and access to the water. There was consistent priority given to projects on the water, and the parks and recreation areas the community loved most were along the water: at the Port waterfront, the County Fairgrounds, and Rock Creek.
- **Fix it Up.** Prioritize the improvement and upgrade of existing spaces and amenities as well as their routine maintenance and care.
- **Keep it Fresh.** A significant level of desire was still expressed for new amenities or program spaces (not currently existing) that serve a diverse population.

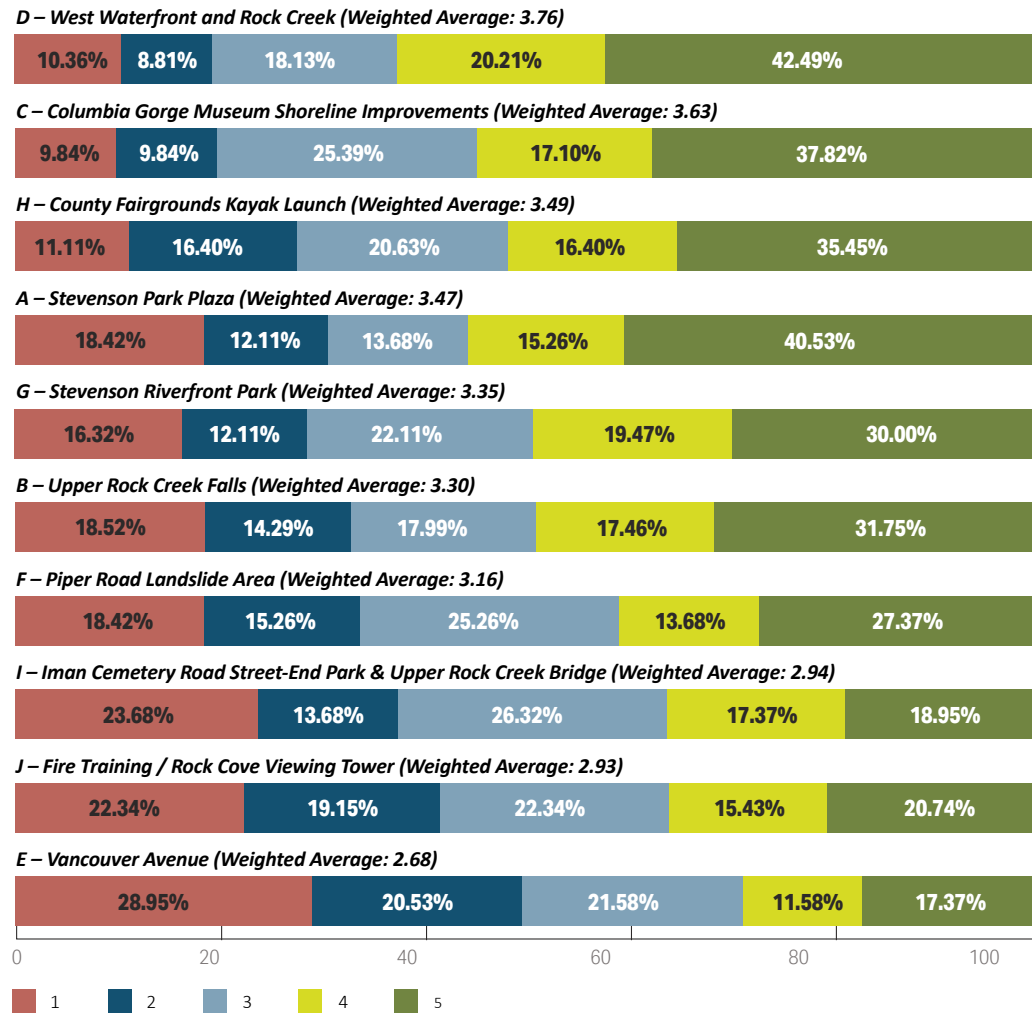




Four of the six projects were presented to the public in a community survey. The Gateway Landscape Improvements project emerged from stakeholder feedback conducted during project outreach and the stakeholder design charrette. The 1st Street sidewalk trail connection project developed as part of the Shoreline Public Access Plan, taking advantage of existing investments to the pedestrian network. Community members who took the online survey were asked to rank each project from 1 – 5, where 5 indicates the “best fit” for Stevenson. The results of this survey are presented in **Exhibit 6.2**. Projects that scored less than 3 were not prioritized (projects ‘I’, ‘J’, and ‘E’).

Exhibit 6.2: Community Survey Ratings of Park Project Proposals

Using a scale of 1 to 5 (where 5 indicates the best fit) please indicate how strongly each of these projects align with your needs and desire for local parks and recreation areas.



COMMUNITY COSTS AND BENEFITS

The last measure was that of community costs and benefits. This category was an evaluation that contrasted the perceived immediacy and directness of the benefit to the community, should the project be installed, weighed against the cost and maintenance investment that would result. This measure of benefit was based on how soon the project could be used by the public, how often the project could be used, how large the user group would be, and how diverse the user group would be. Project cost estimates and maintenance were then estimated for each project to represent costs. For benefit, projects that are expected to immediately serve a multitude of diverse users on a year-round basis would score highly, while projects that are building the foundation for future phases

of projects would score lower. For costs, projects that have a high investment and will result in a high level of maintenance and upkeep will score lower, while projects with a low investment and low or no maintenance will score higher.

CUMULATIVE SCORING FOR RANK

Exhibit 6.3 is a summary table of the scores and ranking based on the established methodology. An expanded description of each category for each project, as well as a more detailed cost break down is included in **Appendix C**.

Exhibit 6.3: Capital Improvement Project Scores and Ranking

CAPITAL IMPROVEMENT PROJECT NAME	PRIORITY	EXISTING INVESTMENT (HIGH 3, MEDIUM 2, LOW 1)	EXISTING INVESTMENT: TIME SENSITIVITY (YES 1, NO 0)	NEEDS AND GAPS (HIGH 3, MEDIUM 2, LOW 1)	COMMUNITY SUPPORT: FOUR KEY PRIORITIES	COMMUNITY COSTS (HIGH 1, MEDIUM 2, LOW 3)	COMMUNITY BENEFIT (HIGH 3, MEDIUM 2, LOW 1)	TOTAL
1ST STREET SIDEWALK TRAIL CONNECTION	1	3	1	2	2	3	2	13
STEVENSON PARK PLAZA (AT THE COURTHOUSE)	2	3	1	2	2	1	3	12
COUNTY FAIRGROUNDS KAYAK LAUNCH	3	1	0	2	3	3	3	12
WEST WATERFRONT TRAILS (PHASE 1)	4	1	0	3	3	3	1	11
GATEWAY LANDSCAPE IMPROVEMENTS	5	2	0	1	2	3	2	10
PIPER ROAD TRAILS (PHASE 1)	6	1	0	2	2	3	1	9

CAPITAL PROJECT 1:
**1ST STREET SIDEWALK
 TRAIL CONNECTION**

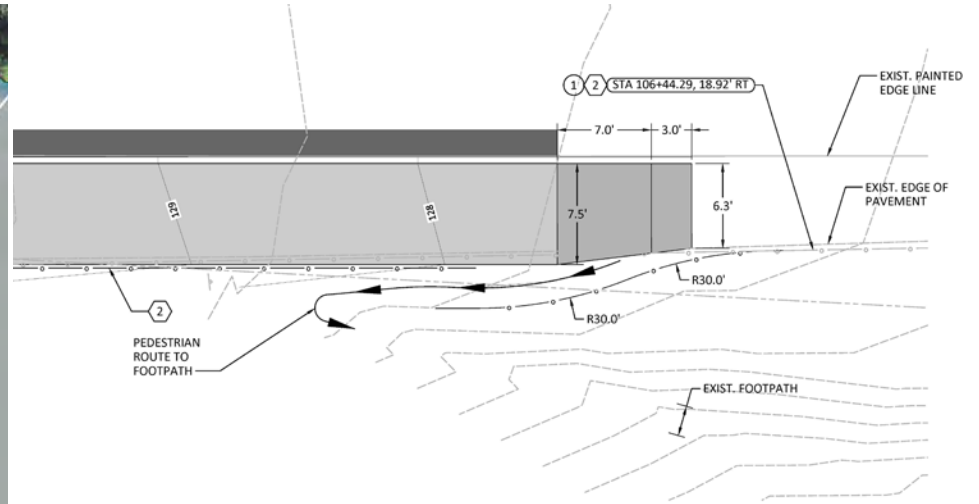
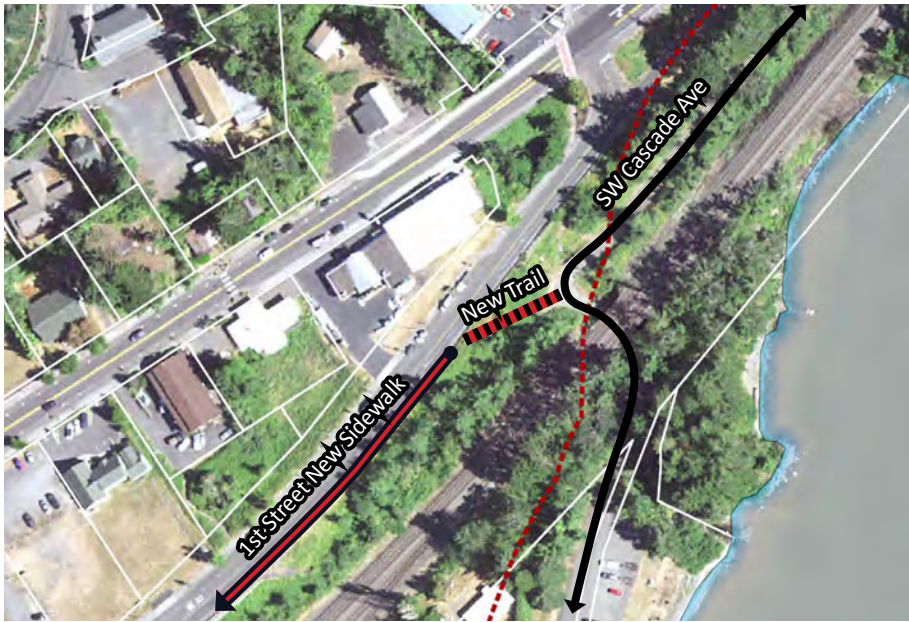


Exhibit 6.4: An excerpt from current draft plans by WSP USA acknowledge existing trailhead by allowing for a gap in the guardrail.

Description: The sidewalk expansion project has been under development since the creation of the city Comprehensive Plan in 2013. Studies and planning efforts discussed paving this trail segment in the future. The sidewalk project has been awarded funding and approved to move forward in the 2024 city budget. The current plan sidewalk expansion ends where this proposed trail would begin (see [Exhibit 6.4](#)). The project was also identified in the recent Public Shoreline Access Plan (2023) as a key link for pedestrians to access the east end of the waterfront safely. This project proposes to formalize a gravel footpath installed in 2018 with PCTA & WTA volunteers. This project was not included in the survey but leverages existing investment plans to improve waterfront access for the community.

- Existing Investment: Extensive coordination with WSDOT and over \$160,000 has been spent on design drawings for the sidewalk project. Another over \$800,000 has been approved to finish design and install the project this year, in 2024.
- Needs and Gaps: This project would add trail length and expand the network, as well as fill community identified gaps of safer water access.
- Community Support: This project supports the key priorities ‘Walking and trails’ and ‘Fix it up’.
- Costs and Benefits: The estimated cost to design and install this trail is \$18,000, assuming efficiencies by joining the existing effort. The benefit to walkers would be immediate, with minimal additional maintenance.

Justification: This project improves upon Stevenson’s existing pedestrian network and waterfront parks. The proposal is to join the newly extended 1st Street sidewalk to a trail leading to the eastern waterfront. This is a low-cost opportunity to leverage existing investments and add another point of connection to the waterfront.

CAPITAL PROJECT 2: STEVENSON PARK PLAZA



Exhibit 6.5: Design concept ‘Looking Towards the Future’ created by Rock Cove Design that was shared in the public survey.

Description: Today, the Skamania County Courthouse sits on a 1.07-acre site that is primarily open lawn, with some benches and picnic tables. The lawn slopes down starting level with the building but is above and separated by grade from the sidewalk level. The benches and tables are at sidewalk level. This site is walkable to Stevenson’s waterfront and central business district. This central park space is frequently used for community events and gathering.

Since the city kicked off the construction document phase for this project in 2023, the original concept created in 2016, and shown in **Exhibit 6.5**, has been modified to meet construction cost targets. However the goals of the project remain constant: to develop the site into an attractive park to act as a central gathering space in the city. Desired features include a water play feature, event space, seating, and a restroom.

- Existing Investment: Concept design development in 2016, \$275,000 investment in design fee for construction documentation in 2023-2024.
- Needs and Gaps: This project proposes the addition of community identified gaps in amenities, and provides space for programming.
- Community Support: Two key priorities are represented. ‘Fix it Up’, improving an existing space, and ‘Keep it Fresh’, providing new amenities that serve a more diverse community. Survey Ranking: #4
- Costs and Benefits: Estimated construction cost is \$3.2 million development, and a significant increase and diversification of future maintenance demands from city staff.

Justification: This project proposal received strong community support and aligns with the engagement findings that residents wish to continue improvements upon existing community assets. The Stevenson Park Plaza would transform an existing space from an open lawn into an engaging park, with unique features and amenities. The space connects nicely to Stevenson’s business district and waterfront park space. It could host public events with high community support, such as concerts and holiday celebrations. Programs could be hosted year-round and serve both locals and tourists alike. The water feature and other elements would serve also as informal play features for children of all ages.



Image: Community members gather on the lawn for the annual performance by the high school band.



Exhibit 6.6: Design concept ‘Community Terraces’ created by Understory Landscape Architecture, is one of three updated plaza design options presented to the community in a recent survey in December 2024.

CAPITAL PROJECT 3: COUNTY FAIRGROUNDS KAYAK LAUNCH



Description: This project would implement a formalized hand-carry boat launch and boat wash station along the shoreline at the fairgrounds, including shoreline restoration. For many years there has been public demand for a kayak launch on Rock Cove. The 2023 Public Shoreline Access Plan identified this as a project based on community input and the degraded condition of the shoreline from trampling and informal launching due to the lack of a formal facility.

- Existing investment: Relationship building and discussions with the county have been cultivated recently, beginning with the Public Shoreline Access Plan outreach process.
- Needs and Gaps: Improves existing system. Increase shoreline access. Community identified gap in need for specific amenities and programs: non-motorized boat launch.

- Community Support: This project represents ‘Water’, ‘Fix it Up’, and ‘Keep it Fresh’. It’s survey Ranking was #3.
- Costs and Benefits: The estimated cost for design, permitting and installation is \$107,000, however the city proposes to match funding by providing half this amount, \$53,000. The benefit would be immediate, year-round, and for a diverse community group. There would be no maintenance impacts for the city.

Justification: These improvements received high community support on the project survey. The result would be stronger waterfront connection and an improved experience for locals, visitors and event attendees. This project addresses the request to continue improving the existing parks system and would leverage shared investments and cross-agency collaboration promoted throughout this plan.



CAPITAL PROJECT 4: WEST WATERFRONT TRAIL: PHASE 1



Exhibit 6.7: Design concept of trails and shoreline access from the Public Shoreline Access Plan 2023.

Description: Phase one of this project seeks to take advantage of an opportunity to be a part of the future vision in this space by investing in public easements that would provide water access to the community. The city would purchase easements around the parcel perimeter including the future potential for public water access to Rock Creek and Rock Cove in a future phase of the project. The easement would be purchased from a private landowner. Future phases would include the build out of a permanent paved trail and formalized water access. The project would add 400 LF of trail. The cost estimate represents the purchase of two easement segments in this first phase, with a longer-term vision of adding the trail and water access in coordination with the development of the property.

- Existing Investment: Schematic plans to develop the private land at the west end of the waterfront have been explored in recent years with a focus on high-density residential development (Downtown Plan for Success! Adopted October 2022). The recent Public Shoreline Access Plan (2023) provided an evaluation by an assessor of the potential easements.
- Needs and Gaps: Future phases would add trail length and expand the network, as well as fill community identified gaps of safe water access.
- Community Support: Three key priorities are represented. 'Walking and Trails', 'Water', and 'Keep it Fresh'. Survey Ranking: #1
- Costs and Benefits: Phase one of this project requires minimal maintenance, but the initial cost estimate to purchase the easements is on the high end at \$585,000. The benefit to the community is not immediate.

Justification: This project proposal received the strongest community support on the public survey. It expands the City's trail network and adds public access to the waterfront. Waterfront activities rank highly in Stevenson. The overall cost and maintenance needs of this project are low and the result offers positive community benefit.

CAPITAL PROJECT 5: GATEWAY LANDSCAPE IMPROVEMENTS



Image: A rendering of the east couplet imagines a new style and landscape at the city gateways.

Description: This project would enhance the landscaping at three locations: Gateway Park, and the east and west end couplets of Highway 14. Landscape improvements would focus on local and low-maintenance plantings, with wayfinding and a parks system kiosk located at Gateway Park. As a part of this effort, a landscape plant palette and character would be developed to be repeated throughout the city as a unifying aesthetic. In addition to planting improvements, these spaces offer a unique setting to highlight local public art integrated into the landscape.

- Existing Investment: The idea for an informational kiosk at Gateway Park was proposed in the city's Wayfinding Master Plan, dated 2012. Both couplets have within them or nearby 'Entering Stevenson' type signage, and some degree of landscaping or decorative lighting.



Image: A rendering of Gateway Park depicts a new aesthetic and maintenance standard at the city gateways.

- Needs and Gaps: This project represents both 'Fix it Up' and 'Keep it Fresh' by improving existing spaces and adding new elements to them.
- Community Support: This project was not surveyed, but the desire for a more distinct gateway experience along SR-14 at each end of town was recorded in all community outreach methods.
- Costs and Benefits: The cost to implement this project is moderate at \$68,800. This may also require additional coordination with WSDOT. The affect on maintenance would not be significant when measuring total hours, however, the type of maintenance would be more diverse and more specialized. Training and equipment may be required. The benefit would be immediate and visually pleasing to residents and visitors looking for signs of more highly maintained spaces.



Image: A rendering of the west couplet reimagines the sense of arrival using natural elements and public art at the city gateways.

Justification: This project improves upon Stevenson's existing park network, turning Gateway Park into an identifiable gateway into town, celebrating Stevenson's natural setting, history and culture through public art and signage. The proposed concept emerged from stakeholder discussions in the design charrette, reflecting support from individuals with strong connections to the park network in Stevenson. It also addresses the public support for improving maintenance by developing a landscape that can be used by staff to develop maintenance techniques and explore lower maintenance practices in a small area.

CAPITAL PROJECT 6: PIPER ROAD TRAIL



Description: This project involves the purchase of easement agreements from a private landowner in the area affected by the landslide in 2007. The purchase of the easements would allow for the development of pedestrian trails, providing the public visual and potentially physical access to Rock Creek Lower Falls. This project was initiated during the development of the Shoreline Public Access Plan as an option to provide public access (visual and potentially physically) to Rock Creek and one of the waterfalls.

- **Existing Investment:** The Public Shoreline Access Plan included the investment in an official assessor report that evaluated the cost estimate to purchase easements on this property for this project.

- **Needs and Gaps:** This project represents ‘Walking and Trails’, and ‘Water’. It expands the existing trail network and park access walkshed.
- **Community Support:** The community desire a public option to access Rock Creek. The project survey Ranking was #7.
- **Costs and Benefits:** The estimated cost to both purchase an easement as well as finance the development of design documents advanced enough to be used for a grant application is \$106,000. The benefit would not be immediate. Once a trail is eventually installed the city would maintain it.

Justification: This project adds to Stevenson’s trail network and addresses the lack of walkable park space in northern parts of the city, as well as lack of public access to Rock Creek. The private landowner has expressed initial willingness to participate in the agreement if the City pursues.

CAPITAL IMPROVEMENT PLAN (CIP) COST SUMMARY

The CIP focuses on a 6-year horizon for implementation of proposed park improvements. The six projects selected for prioritization in this time horizon are detailed in the project profile section above. These projects received strong community support, address needs and gaps in the existing system, and have some existing momentum and promise that they could be achieved in a shorter timeframe.

A total of \$3,808,146 across six years is needed to complete these projects. The result would be the creation of a new community park (on an existing site), the addition of three new trails, two additional waterfront access sites, and improvements to the city gateways including one of the City’s existing neighborhood parks. Half of the estimated \$107,000 for the County Fairgrounds Kayak Launch project is included in this estimate with the assumption of a match-fund approach, but no formal agreement is in place.

Exhibit 6.8: Cost Estimates for Project Proposals in 6-year Implementation Plan

PROJECTS	2025-2030 EXPENDITURES
1st Street Sidewalk Trail Connection	\$55,000
Stevenson Park Plaza	\$3,200,000
County Fairgrounds Kayak Launch	\$53,500
West Waterfront Trails	\$585,000
Gateway Landscape Improvements	\$68,800
Piper Road Trails	\$105,673
	\$3,808,146



MAINTENANCE AND OPERATIONS

Currently, Stevenson maintains five physical spaces; three neighborhood parks Gateway, Walnut, and Gropper Loop, and two large landscape medians, the West End Couplet and the East End Couplet. These spaces total 16,200 square feet and cost about \$100,000 annually to maintain. This accounts for about 7% of the current General Fund budget in Stevenson. A consistent theme during outreach for this project was the desire for improved maintenance of existing park spaces.

The ‘Improvements on Existing’ in [Exhibit 6.9](#) details a maintenance schedule that could improve site conditions by doubling waste removal and integrating more landscaping services such as weed removal and landscaping services, including seasonal displays of flowering plants. Implementing this maintenance plan would increase annual costs by 9%. This would take maintenance costs from 7% of the 2023 General Fund total to 8%.

The right-hand column in [Exhibit 6.9](#) builds upon the improved maintenance to the current system plan, adding anticipated maintenance to the sites proposed in the 6-year CIP. These projects, if completed, would introduce some new categories such as bathrooms and splash pad maintenance. In total, the changes increase the maintenance budget by 27% over the existing. This would increase the maintenance fund to 10% of the 2023 General Fund budget.

Exhibit 6.9: Proposed Changes for Improved Maintenance of Existing Parks Network.

TASKS	HOURS (ANNUAL)	IMPROVEMENTS ON EXISTING	IMPROVEMENTS + CIP PROJECTS
Waste Removal	52	104	200
Christmas décor	300	300	350
Tree planting	100	100	100
Tree trimming/limbing	300	300	300
Mowing/Brush Removal	800	800	400
Irrigation repair	2	2	2
Fountain maintenance	10	10	10
Bathroom maintenance			500
Splash Pad Maintenance			100
Weed Removal/Landscaping		100	170
Total Hours	1,564	1,716	2,132
ESTIMATED COST	\$100,000	\$109,719	422.7



Cascade boat launch

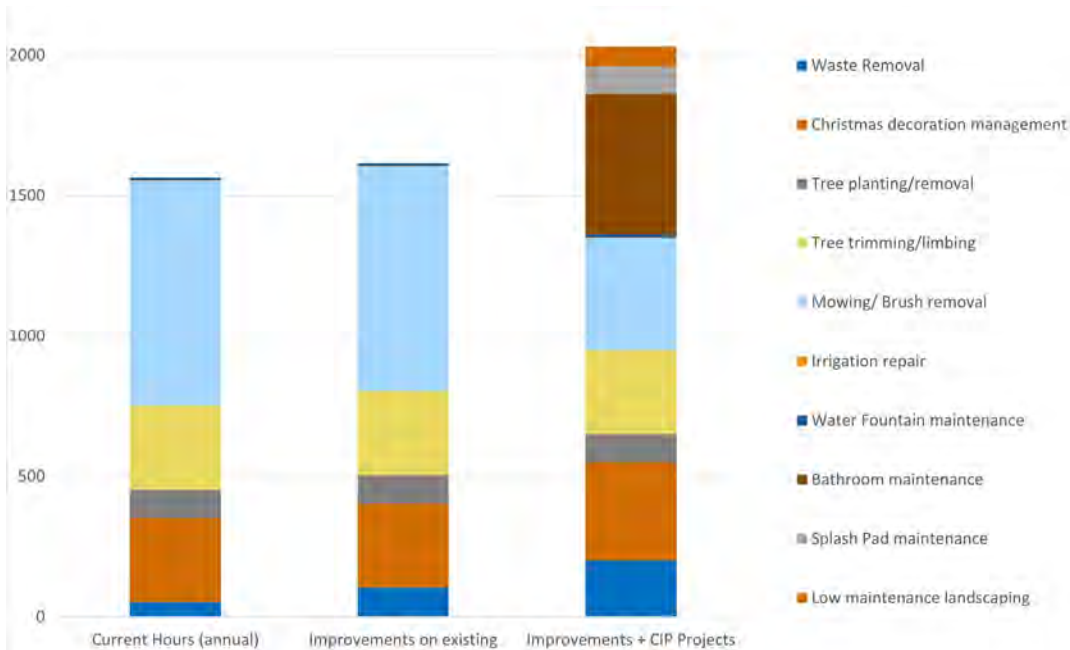


Exhibit 6.10: Projected Maintenance Budget Scenarios. Sources: City of Stevenson, 2023 for current conditions; DCG/Watershed, 2024 for estimated changes; Seva Workshop, 2024.

The weed removal/landscaping estimates assume City maintenance staff install seasons displays in existing parks or streetscapes. These will be rotated four times a year and areas will be weeded every two months. Soil will be amended and mulched every two years. New proposed projects will convert lawn to planting to achieve lowered mowing hours.

In general the proposed changes to maintenance may not greatly increase the city’s need to increase their annual commitment in spending, they do however propose to diversify the type of maintenance activities that would be needed to be performed by city maintenance staff. Currently the majority of time is spent mowing. A more diversified approach to maintenance may require additional training and equipment needs.

PLANNING PROPOSALS: 20-YEAR HORIZON

This section summarizes potential planning and feasibility projects for Stevenson to consider for the expansion and improvement of its parks system. These are called planning projects because they represent park project ideas in an early stage of exploration. More time needs to be spent considering each of these projects before a capital project could be created. Recommendations on how to address the needs identified related to Operations and Maintenance and Organization and Communication are described in the lists of strategies in Chapter 5. The descriptions below will include Amenity Focused Projects which consider different approaches to how to create a new project that includes the select amenity that was prioritized by the public. Master Plan projects similarly describe recommendations to move forward longer-term projects that were identified as a priority by the public.

AMENITY FOCUSED PROJECTS

Goal 4 articulates among other things the desire for amenities or facilities that meet diverse community needs. Specific park features were repeatedly requested during the public outreach process without association to any specific location. These requests were supported by the inventory which reflected an absence of these features. The following project pages describe each amenity or feature and provide possible options for how the city may move the project forward. Projects are numbered AP.1 through AP.12.

The project descriptions will use the following format:

APPROACH (1-3):

(Description).

Capital Cost: Low (\$ - \$\$),

Mid (\$\$ - \$\$\$), High (\$\$\$+);

Administrative Commitment:

Low (0-.01 FTE), Mid (0.01-0.05 FTE),

High (0.05-0.5 FTE)





Image Credit ©Earthscape

NEED:

Playground: AP.1

AMENITIES:

- Universal / accessible play equipment
- Nature Play
- Support broad age range

OBJECTIVES:

- 4.5
- 4.6

APPROACH 1:

The city partners with the School District to fund and create a playground master plan to replace the aging elementary school playground. The playground design could be expanded to meet city identified needs beyond the school needs. The city could expand the funding available beyond what the school district could have secured on its own.

Capital Cost: Low; Administrative Commitment: High

APPROACH 2:

The city partners with the Downtown Association to fund and create a playground master plan. The goal would be to pursue a public-private partnership with a downtown developer to provide a public amenity to the city. In return the city could provide funding, incentives or allowances to compensate the developer.

Capital Cost: Low; Administrative Commitment: High

APPROACH 3:

The city includes a playground as one of the primary amenities driving a future acquisition if/ when they develop an acquisition/disposal plan. The goal of providing a playground will influence the size, location, and features of a future acquisition.

Capital Cost: High; Administrative Commitment: High



NEED:

Dog Park: AP.2

AMENITIES:

- Dog-friendly
- Family friendly
- Flexible and natural space
- Easy to get to
- Benches and trash cans

OBJECTIVES:

- 4.1
- 4.2
- 4.3

APPROACH 1:

The city works with the Downtown association to identify a developer who owns vacant land and is willing to partner with the city to create a temporary dog park location. The city and Downtown association can partner to fund construction and maintenance. The city can work with the developer to identify incentives to use the land. The otherwise vacant space is now activated for both tourists and locals.

Capital Cost: Mid; Administrative Commitment: High

APPROACH 2:

The city includes a dog park as one of the primary amenities driving a future acquisition if/when they develop an acquisition/disposal plan. The goal of providing a dog park will influence the size, location, and features of a future acquisition.

Capital Cost: High; Administrative Commitment: High

APPROACH 3:

The city can work with Advisory Committee members to explore options to add a dog park to an existing park or publically accessible space. The city can offer to support the project though matching funding and/or maintenance support. The project design would be led by the landowner.

Capital Cost: Mid; Administrative Commitment: Mid



NEED:

Trail Connections: AP.3

AMENITIES:

- Family friendly
- Flexible and natural space
- Easy to get to

OBJECTIVES:

- 3.1
- 3.2
- 4.8

APPROACH 1:

Move forward the proposed Rock Creek Drive streetscape improvements to connect downtown to county fairgrounds as proposed in project SA.1 in the Shoreline Public Access Plan (2023). The project could be timed with utility improvements or commence independently. Any landscape palette developed from the Gateway Landscape Improvements project could be extended to the plant median on this street.

Capital Cost: High; Administrative Commitment: High

APPROACH 2:

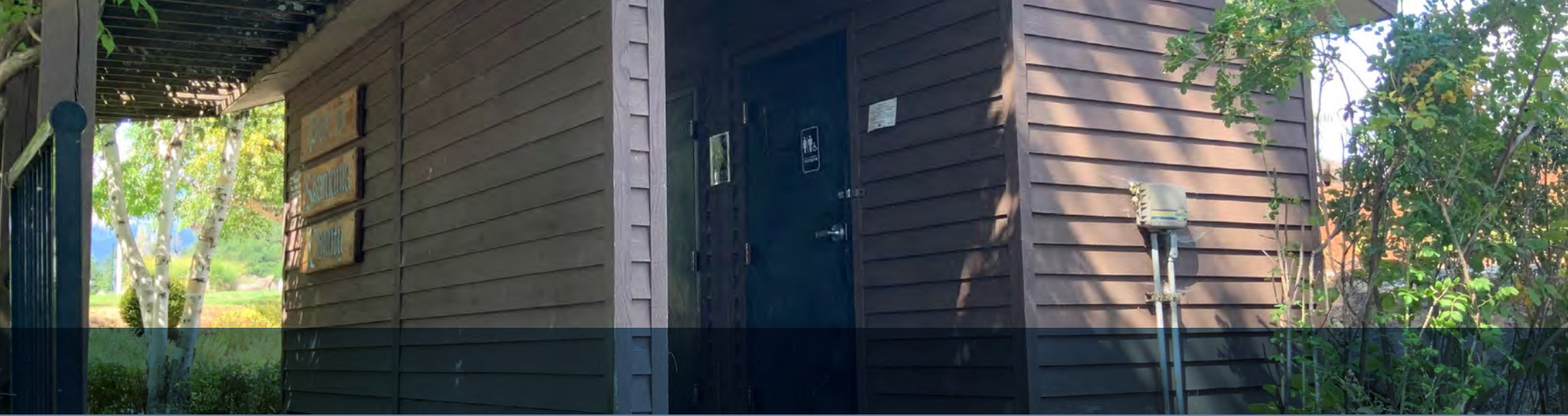
If/when the city develops a policy for pursuing acquisitions, create a plan and approach for delegated staff to monitor purchase opportunities and outreach to landowners in areas where there are gaps between existing trails. Consider acquisition or purchase of easements to prioritize connecting and extending existing trails.

Capital Cost: TBD; Administrative Commitment: High

APPROACH 3:

Work with county to provide safe and well-maintained access to Upper Rock Creek. The county owns a large area of land north of the creek near the falls. Explore opportunities to partner with the county or purchase easements to develop safe public trail access to the creek.

Capital Cost: TBD; Administrative Commitment: High



NEED:

Bathrooms

AP.4

AMENITIES:

- Family friendly
- Flexible and natural space
- Easy to get to

OBJECTIVES:

- 3.3
- 4.4

APPROACH 1:

Provide a public restroom facility in conjunction with the proposed improvements at the Park Plaza project.

Capital Cost: High; Administrative Commitment: Low

APPROACH 2:

Partner with Advisory Board members to explore opportunities to expand existing restroom facilities. Work with partners to increase access to, awareness of, and accessible features of existing infrastructure.

Capital Cost: High; Administrative Commitment: High

APPROACH 3:

As potential projects arise over the next twenty years, analyze whether each opportunity should include a bathroom based on location and proximity to other bathrooms. For trail projects that will serve both locals and tourists, consider the seasonal use of a portable toilet if the trail is in a residential area (for example if a trail to Upper Rock Creek is developed).

Capital Cost: High; Administrative Commitment: High



NEED:

Shoreline Improvements: AP.5

AMENITIES:

- Family friendly
- Flexible and natural space
- Easy to get to

OBJECTIVES:

- 3.2
- 4.8

APPROACH 1:

Support and encourage the development of plans to add water access and a dock at the Columbia Gorge Museum shoreline. The city could support a museum led project through matching grants or fund matching for the capitol project components.

Capital Cost: Low; Administrative Commitment: High

APPROACH 2:

Prioritize water access opportunities that arise with future park projects. For example, for the west waterfront trail project, the city should explore options for creating safe visual or physical shoreline access in phase two.

Capital Cost: Low; Administrative Commitment: High

APPROACH 3:

Continue to explore with the community any opportunities to develop the city-owned Vancouver Avenue property located adjacent to Rock Creek. Identify why the community response has been lackluster and whether an alternative approach would be more successful, or if not, whether the property could be considered for a disposal plan.

Capital Cost: Low; Administrative Commitment: High

ADDITIONAL AMENITY PROJECTS

Other preferences emerged from the public outreach efforts. While they did not make it into the 6-year CIP, it is good to be aware of these preferences for future plan updates, or if applicable grant funding is available. They include:

- AP.6: Improve access to community pool.
- AP.7: Add shade, through trees or structures, to parks.
- AP.8: Increase indoor recreation opportunities.
- AP.9: Create a safe swim beach.
- AP.10: Provide year-round flexible spaces for programs serving both locals and tourists.
- AP.11: Preserve the experience of quiet and views of natural scenery in parks.
- AP.12: Add exercise equipment to parks or trails.



PARK PLANNING ACTIVITIES

Several park planning activities were identified during the plan creation process. These planning activities are recommended to provide the information necessary to take the next steps in developing future parks and facilities. Planning projects are labeled PP.1 through PP.10.

- PP.1: Skate Park – a need for a skate park was expressed. It was also reported that a skate park is expected to be built in North Bonneville.
 - Once built, conduct a survey to see if a new skate park is still desired, or if the skate park in North Bonneville meets the community’s current needs.
 - If not built, then add to list of future desired capital projects.
- PP.2: Access to Upper Rock Creek – continue conversations with the county, or explore feasibility of acquisition of land to provide safe access to Upper Rock creek.
- PP.3: Identify locations for future parks in underserved and UGA areas to fill park system gaps.
- PP.4: Community Center – investigate options to provide a community center. Explore how existing facilities could be better connected to serve the functions of a community center. Alternatively, research what factors or requirements would need to be met to consider a larger capital improvement project to build a new community center. A new or restored building, such as the Grange building, might replace other aging facilities and physically centralize indoor recreation and gathering spaces.
- PP.5: Develop water trail master plan with the Columbia Gorge Museum. Continue conversations with the museum to explore ideas for providing more water focused amenities to the public including shoreline access and upland amenities that would support a water trail.
- PP.6: Develop master plan for Gropper Loop Park; engage local neighborhood.
- PP.7: Develop a master plan for Walnut Park.
- PP.8: Develop a master plan for the County Fairgrounds.
- PP.9: Develop a public art plan. Inventory areas that could host art installations, form an art advisory council, engage the public and create a plan.
- PP.10: Create a community-wide comprehensive trail, streetscape and utility improvement plan.

ACQUISITION STRATEGY

Over the next two decades, the City may want to proactively pursue property purchase to expand its parks network along with population growth. To achieve LOS targets for 2045, another 9.0-acres of park space and 6.45 linear miles of trails need to be added. The existing list of potential projects includes several acquisition and easement purchase agreements:

- West Waterfront trail easement
- Piper Road trail easement
- Upper Rock Creek Falls park site

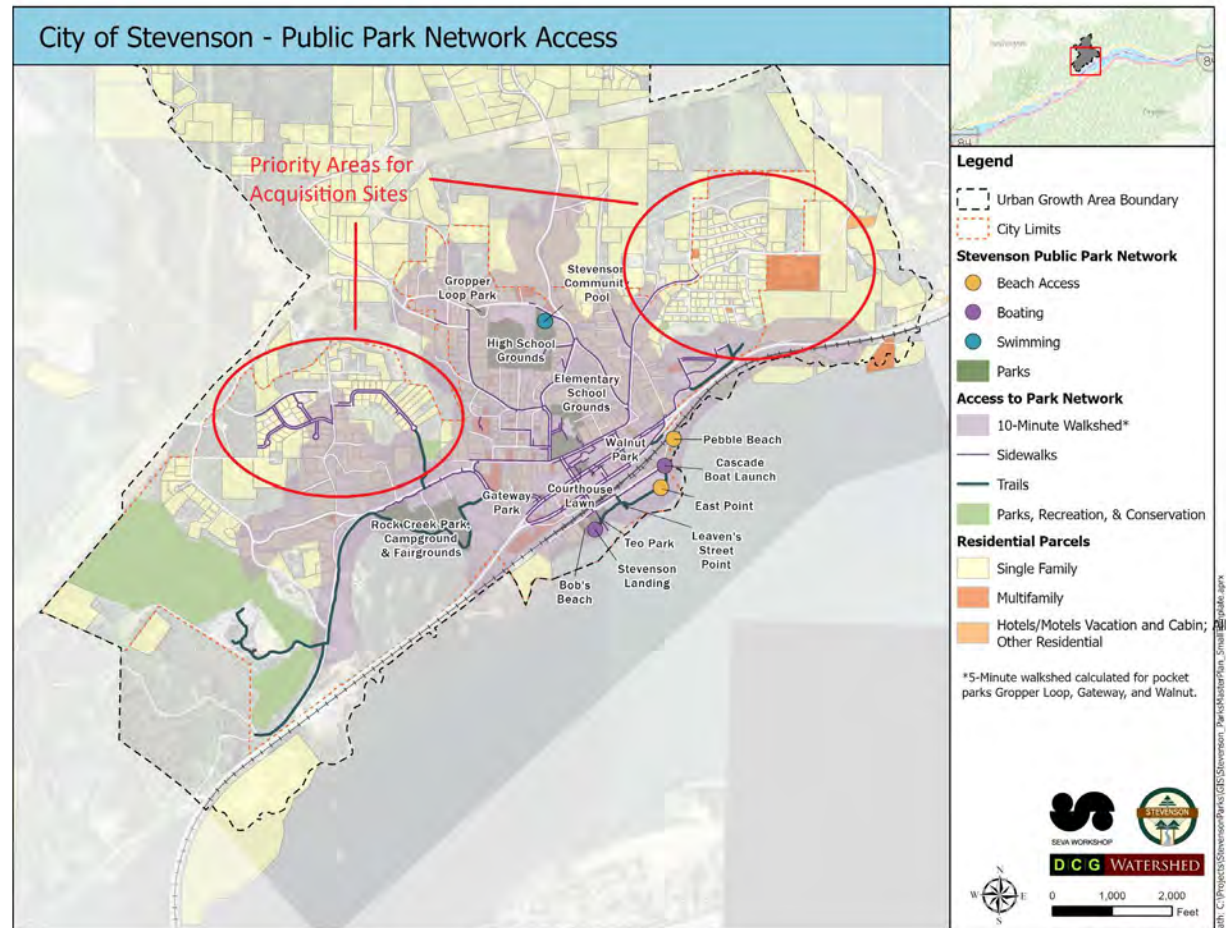
Other opportunities for acquisition could follow these strategic guidelines:

1. Continuing to purchase easements for trail development, particularly when segments can connect with existing pedestrian networks or other trails.
2. Explore neighborhood park opportunities, particularly in areas with residential parcels outside the existing walkshed. See map in [Exhibit 6.11](#).
3. If Stevenson considers annexation of any areas in its UGA, it is likely that additional park space for these residential areas would be an important consideration.

The current cost of land acquisition in Stevenson varies widely across the community, depending on location, zoning, and other features. Ranges from \$5- \$25 per square foot could be expected within residential areas.¹ To acquire 9-acres, a range from \$2- \$10 million might be anticipated for budgeting purposes. Existing easement

agreements greatly range from \$25,000 per linear mile of trail in non-developable sites to \$2.5M per linear mile of trail in more highly desired commercial or shoreline areas. An additional 6.45 linear miles of trail, if not part of acquired park land, could range from \$160K to over \$2M.

Exhibit 6.11: Stevenson Park Network Access Map



Sources: Skamania County Assessorm 2023; Seva Workshop, 2024

¹ - Estimate based on Redfin property sales, January 2024

FUNDING OPPORTUNITIES

In Stevenson, the existing capital improvement fund uses a real estate excise tax (REET) as its primary source to fund construction of major capital facilities. Revenue varies from year to year, but in 2021 the REET generated \$53,950.² There is, however, competition from a range of projects intended to benefit from this fund. In 2022, other projects supported by this fund included the Kanaka Creek and Gropper Sidewalk project, the Russell Avenue project, and the Joint Emergency Facilities project.

Intergovernmental Grants are another important way to identify funding for capital projects. In 2024, Stevenson is anticipating receiving \$382,252 from a combination of the Department of Commerce and a transfer from the Tourism Fund. The hope is that this cash infusion can create a ‘shovel ready’ project by the end of the year.³ Additional state and federal grant programs could provide funding to support the feasibility of the PROS Plan implementation. These sources are competitive, however, and many of the grants require matching funds or are restricted to specific types of expenditures.

With an adopted PROS Plan, the City is eligible to submit grant applications to the Washington Recreation and Conservation (RCO) Office. There are many different grant programs to consider, with some of the largest being the Land and Water Conservation Fund (LWCF) and Washington Wildlife and Recreation Program (WWRP-Recreation).⁴ The adoption of this plan will help Stevenson qualify for many more state recreation resources.

Development agreements are an important tool for ensuring that new residential development considers the open space needs of its future residents. With these agreements, master planned developments must provide a designated ratio of park space to households. This is an impactful way for additional park space to be provided without direct City financing resources being required. However, the resulting park space is often managed by a private homeowners association (HOA) and access is restricted to residents of the community.

Additional Funding Options and Opportunities

- Enhanced local funding
 - Create a Parks and Recreation Bond
- Volunteer Efforts and Donations – Volunteers can be quite effective in terms of contributing cash, materials and labor. City may need to update their policy to support additional options for sponsorships and donations.
- Public-private partnership
 - Explore revenue sharing agreements with concessionaires and vendors at parks and recreation facilities. Revenue can be used to pay for capital improvements.
 - Explore corporate sponsorships, health organization grants and conservation stewardship programs.
- Explore formation of a Park District – A junior taxing district formed for the purpose of providing permanent dedicated parks, recreation, and open space funding. May be within the City or also include areas outside the City.



2 - 2022 Stevenson Budget Document

3 - Stevenson Budget Book 2024

4 - <https://rco.wa.gov/recreation-and-conservation-office-grants/find-a-grant/>



Appendix A

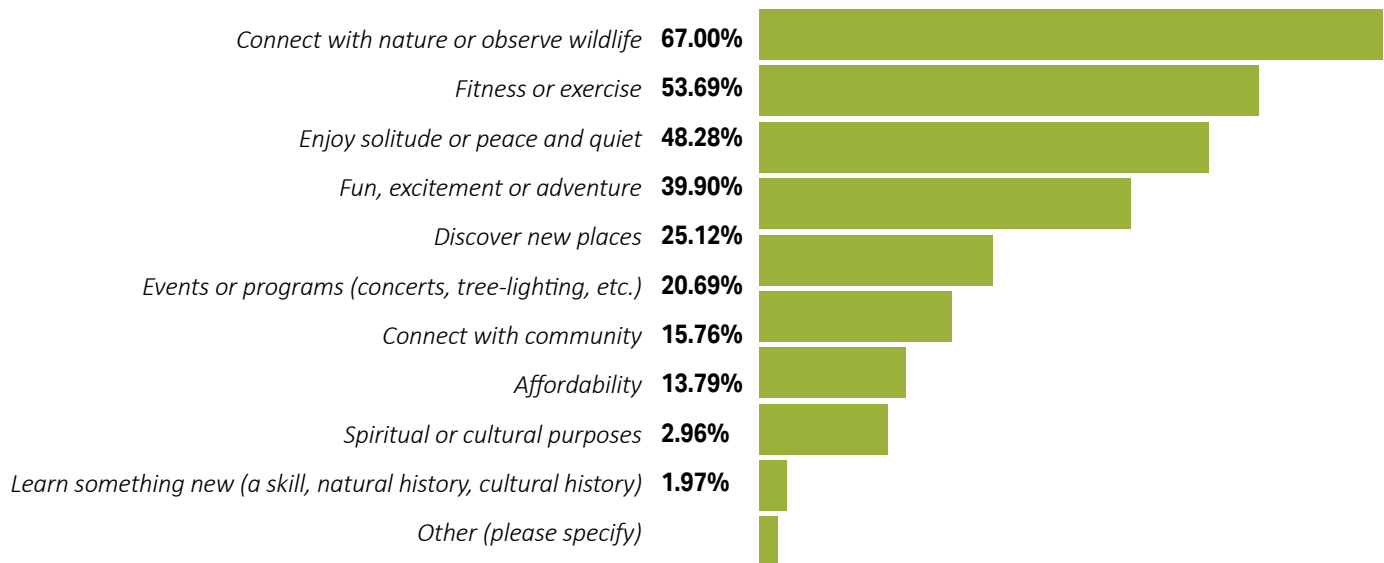
Public Outreach Summaries

Online Public Survey Responses
Stakeholder Interview Summaries
Advisory Committee Meeting Summaries
Surveys by Others

QUESTION 1 - 203 Responses

What are the three most important reasons why you spend time outdoors?

ANSWERS:	ANSWER CHOICES
Hunting/fishing	Connect w/ nature
Pickleball	Fitness/exercise
My son loves playing outdoors	Fun
Pickleball	Fitness/exercise
work in my yard/garden	both connect w/ nature & solitude
To get away from people, don't ruin it here by bringing in more people	Solitude
Because the outdoors is my favorite place! :)	Fun
My toddler loves being outside as well	Fun
Entertaining my children	Fun
Walk my dogs	Fitness/exercise
Teen events	Events or programs
exercise the dog	Fitness/exercise
Dog park	Fitness/exercise
Be away from people	Solitude

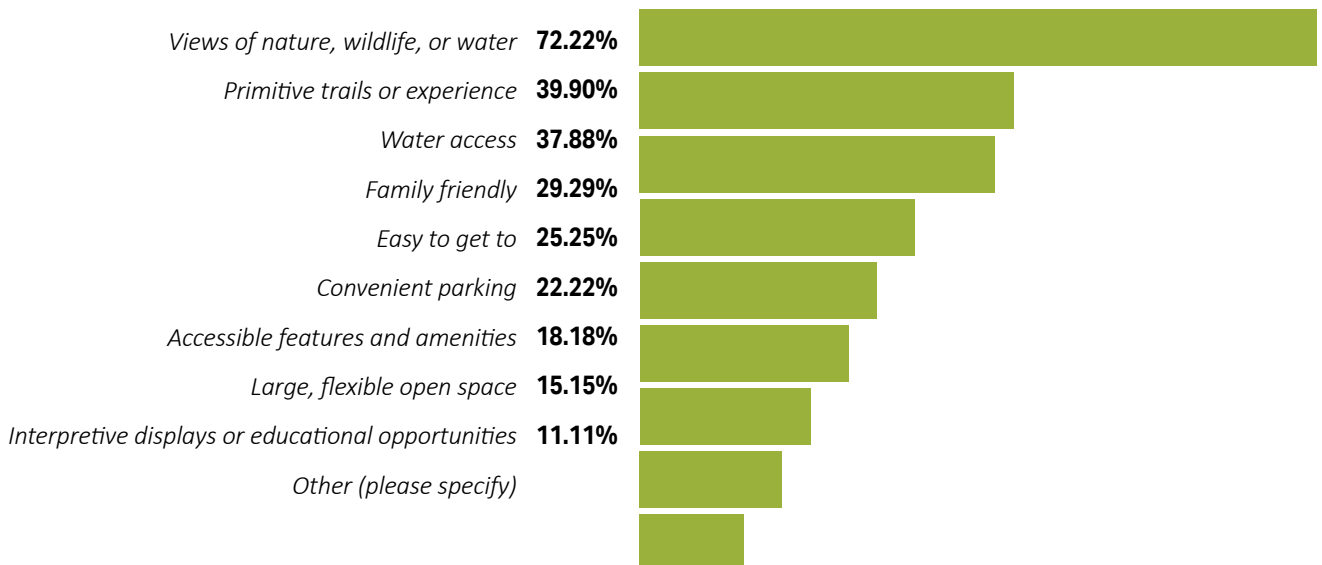


QUESTION 1 - 198 Responses

What do you look for in local facilities or recreation areas when choosing a place to spend time outdoors? Choose up to three.

ANSWERS:

Safe for walking and biking	Dog friendly
Somewhere not overrun by people	Dog friendly for off leash play
Less crowded.	Bikeable
no people	Wherever the least amount of people are
Pickleball would be great!	Dog/family friendly, respect for native wildlife and plants
Pickleball at least six courts	Covered recreational area for bikes, skateboards, etc
Whether it seems inviting, not a lot of pavement/concrete roads, walkways, and buildings; not near highways and noise	Dog park
Quit bringing people here	Events open to all abilities
Hiking	Free
safety	Dog friendly
Ones that have not been advertised as portlands playground and are not being ruined by people from out of town	Outdoor sculptures that you come across on walks.
safe parking sadly so many hiking areas in the gorge I won't go any more fear to come back to broken windows	No people, their spare change tourism isn't worth their presence.
Solitude	Trout fishing
Highly walkable	

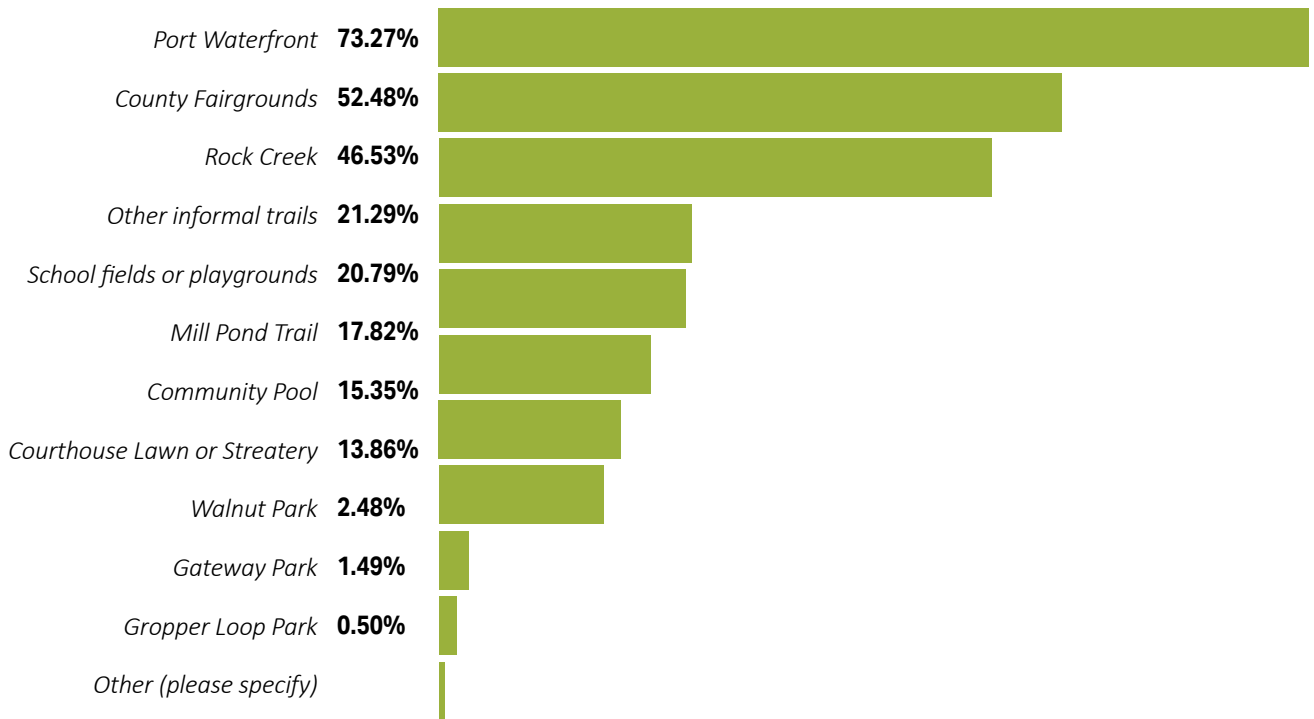


QUESTION 3 - 202 Responses

Which local recreational areas do you visit the most? Choose up to three.

ANSWERS:

Ash lake road
Bobs Beach
Museum
Trails around the lodge, trail to 40 foot falls, trail from the boat launch heading east to the bluffs along the railroad and Columbia river. trail behind the cemetery
Tennis courts and the fairgrounds pickleball area
Rock Cove
Pickleball Courts at Stevenson High School
Skamania Lodge trails since they are unpaved
Skamania lodge trails
strawberry island
PCT trailheads and Hamilton Island rec area
Beacon Rock State Park and Strawberry Island
More walkable trails!
Forest roads
Kite beach
North Bonneville trails
North Bonneville bike trails



QUESTION 4 - 176 Responses

What do you usually do when you visit the areas you selected in Question 3?

ANSWERS:

Eat a meal, kill time when waiting for an appointment. County Fair.	Hike with my dogs
exercise or watersports	Hiking, Walking, Sporting events, Swimming at the pool. Concerts, Water play
Hike/walk	Run, walk, launch canoes or kayaks
Enjoy what the area has to offer	Walk
Access playground equipment for my son, take pictures with mountains/water backdrop, look at birds & parasailing	Walk dogs. Swim.
walk around	Walk the dog, swim at times, walk with family/friends that are visiting
County fair, sport events	Paddle
Go on walks, attend the fair and other events, and look at nature.	hiking, bike riding, entertainment & events
Run, socialize, concerts.	Spend time with family and friends
Watch sports/school events, spend time with family	Generally looking for water access.
Hike/walk	Walk
Swim, breathe, paddle board, relax	Walk
Fair and blue festival	Walk/hike/run, observe and enjoy nature, spend time with others who feel the same
Walk	Walk, enjoy the sights, and participate in community events.
Paddle boarding jogging	Attend events
Hang out with friends and family	Play pickleball! We could use more real courts. The people in Stevenson deserve and need some indoor dedicated courts. So good for your health!
Join a event,...enjoying a peaceful moment at waterfront...socializing/eating at eatery	Play on the play structure, walk around the Rock Creek trail, walk around the water front trail
Walk the dog, and exercise	Hike, fish, explore
Walk the dog and get exercise myself	Enjoy concerts, music, good food. Take my sisters, and soon my own children to play in safe outdoor places
Swim, walk	Walk, picnic, watch action on river
Photos	Walk, ride bike, explore with friends.
Walk	Walk around, take photos, read educational plaques, go to the fair
Walk	Play Pickleball
Walk/run and let my kids play in the water and at the playground d	Walk/jog, listen to live music
Walk either alone or with the dog, visit with others out and about.	Let kids play and walk. I haven't heard of the other 3 parks and have lived in Skamania county all my life.
Would like to sit and look at the water we like to go for a walk	Walk, attend events like the county fair and classes at the Hedgewald, swim at the pool.
Exercise or picnic	Walk, walk my dog, enjoy a local meal or ice cream (streatery), enjoy local musicians, meet other dogs/people.
Play with kiddos	
Hike and hangout	
Hike, observe wildlife	
community events, bike ride, walk	

QUESTION 4 - 176 Responses

What do you usually do when you visit the areas you selected in Question 3?

ANSWERS:

Hike, explore
Walk
walk, run, dog walk
Visit events at the county fair and the farmer's market
Swim, run, walk my dogs
Either eat a lunch I brought with or just sit and relax and enjoy the beauty ... it's just so peaceful
Let my toddler run around outdoors
Walk the dog, enjoy the views, play in the water.
Walk
Walk, watch birds and other animals
Walk, enjoy the views, people-watch, play bagpipes
Exercise either run, hike, or cycling.
Relax and gather thoughts my happy place
I walk the paved pathway around Rock Creek that connects to the sidewalks
Wall trails, play at playground, eat our food. Relax and enjoy the outdoors
Paddle outrigger canoe
Special occasions
Photography
Sporting/school events. Holiday events
Bike with family or run with dogs.
walk with dog
Walk my dog or show to visitors
Hike, exercise, meet with friends
Bitch about other people being there and tourists being stupid
Casual stroll, Walk the dog & concerts
Go on Walks with my family
Walk, let kids play in water or on playground
Walk, picnic, watch water sports participants
Walk
Walk
Walk, sit and relax, visit friends
Walk
Walk
Mostly walking
Walk

Eat
Paddle on the river and hike with my dog
At the Streatery, I chill out and eat food/have coffee, admire the art! Waterfront, I watch all the cool activities & gaze at the waters. At the pool, I work on my swimming skills!!! The pool is super important!
Walk, talk, and eat (and obviously exercise)
walk alone or with dog(s)
Usually attending a function or simply enjoying "being".
Farmers Market, walk, bike, swim, use playground
paddleboard, play music, look at the scenery
"Waterfront- walk the trail, visit downtown shops, restaurants on the waterfront
Courthouse lawn for events like the Pride Parade, and the County Fair parade"
Lounge, hike, paddle
Talk with family/friends
Play with my son
"Regular hikes in areas I love and have done for decades.
Hunting and gathering mushrooms, huckleberries,
I do mill pond with my grandson and daughter for quick easy walk "
Play (kids), walk, attend events
Walk or ride my bike
Walk around, look for wildlife, enjoy an event, use the playground, sit and relax (I miss the old Carson Christmas tree lighting)
Run. Walk dog
Walk the dog. Swim.
walk dogs, take children to walk play, enjoy the walk fresh air
Walk, picnic enjoy outside
Fishing
Surfski and swim
Walk, listen to music
Play at the playgrounds
Paddle, swim, events
Walk, attend events

QUESTION 4 - 176 Responses

What do you usually do when you visit the areas you selected above?

ANSWERS:

Walk and enjoy the area
Bike ride, river kayak, hike/walk
Walk
I like taking my young son out to burn energy. Whether at a park or on a walk.
Jog, walk
Walk or kayak
I like taking my dog on walks or when we go to upper falls creek falls we go swimming.
Walk or hang out with people
Run, dog walk
Walk, view nature, play with my dog and kids
Spiritual stuff
walk dog or kids
Boating, Fishing
Farmers Market, Streatery, concerts, swim/SUP
Hike, playground
Take kids or family to view easy access spaces with beautiful scenery, bonus points for kid activities.
Hike with my dog, bird watch
Walk my dog, hike, bike ride
Hike, exercise, relax and enjoy the quiet
Walk and look at the scenery
observe event
Walk my dogs
"Walk with our dog and grandchildren
Swim at least 3x per week in pool- also take grandchildren there as much as possible"
Swim, bike, play
Let children play
Meet friends
Exercise and look for wildlife
Feed the geese/ducks appropriate food. It would be nice to have signs showing food that is safe for them to keep people from feeding them bread.
Kayaking Community events
Walk w dog, observe nature, community event, kids on play ground
Swim, walk, play the instruments and ride the slides

Bring my 2 children and often dogs, walk, play, explore.
Walk and talk
The port is extremely relaxing.
Walk dogs, play in the river, swim
Walk, run, skate
Let my kids play
Events
Swim, play with my dogs, walk
Swimming, sailing, drinking with friends
Swim, paddle , ride bikes
walk the dog, visit the farmers market
hike, bike, kayak
Walk, ride a bike, find pretty rocks, swimming in the summer
Creek hike and/or water play. Play at park with family. Attend events at fairgrounds.
Be in nature and away from people
Water aerobics, walking, hiking
hike with my dog, swim in the creeks
Play.
Walk or swim. Talk to people coming off the ships
Walk, read a book, kayak, observe nature
Walk,run,explore with dogs.
walk, eat, I can't wait until the Saturday Market is bigger with local growers participating. Hopefully I can get involved with the Saturday market one day, work is currently an issue.
Complain about the tourist and be upset that I thought I could run to town to get something with having to deal with all of the tourist.
Take in the scenery, enjoy some peace and quiet
Walk
relax and observe nature

QUESTION 5 - 166 Responses

What features do you like about the areas you selected?

ANSWERS:

The waterfront and fairgrounds has lots of parking available. The courthouse lawn usually doesn't have a lot of people on it. It's peaceful, but loud because of the highway noise.	Usually going for a specific reason: attending fair and music events; meeting friends
convenience, facilities and scenery	Access
Paved or dirt trails are nice. To feel safe and cleanliness.	attractive grounds, views of nature
Convince of attending those areas as I please.	I like to be able to walk around my neighborhood from my front door, in loops, far enough to get at least 5 miles of exercise before I return home. I like open natural spaces to let my dogs run around and to enjoy the beautiful surroundings. I like to visit all of the natural water features to enjoy the local waterfalls and areas to swim.
Playground equipment for children, nature/beauty scenery and convenience	Easy parking and water access
Fun	Quiet, not a lot of people
They are in beautiful locations and have lots of nature.	The pool is great. Rock creek area is pretty. The whole area and fairgrounds should be improved.
Paved trail is nice for running and biking. They are close in to the community and my house.	Clean, areas blend in with nature, trash cans available, restrooms nearby, dog friendly
Open areas, events.	Accessibility and family friendly
They're usually clean, safe, and there isn't a ton of people.	the access
Water	Music, events, food, shopping.
Large space, more parking and family oriented	They are utilized by Skamania County/Stevenson residents and benefit our community. Oftentimes Stevenson is solely interested in serving tourism.
They feel safe and have a beautiful view	Non paved areas. Wildlife
Access to water views	Quite
Ease of access, balance of sun and shade	Beauty, health of the ecosystem, maintenance without overbuilding
Easy accessible... friendly atmosphere...connecting with my community	Love the views of the river traffic and activities,
Easy access from home, nice paths, nice views	Nature
Circular trails. The fairgrounds/ Mill pond needs trash receptacles.	Everything. The view the weather and the people
Water access	Able to get off grid for exploring away from the crowds .
Scenic	Covered areas in Rock Creek Park, open spaces, views of the gorge, play structures
Flat, paved walking area	Water views
Quiet and beautiful	No traffic, safe, convenient parking.
Finally new bark at the playground happened. I enjoy the paved path for stroller/wagon.	Beautiful, easy to access, close to restaurants/bars
Good walking trail at Hagewald and down along river front. Watch people in water kite boarding etc go swimming.	Good parking
Open area lots of parking	No pavement on trails at Skamania Lodge (pavement/ concrete not good for walking and jogging on--bad for knees, etc.); live music available; viewing wildlife and water sport activities...
Easy parking. Clean	

QUESTION 5 - 166 Responses

What features do you like about the areas you selected?

ANSWERS:

Fun for kids but would love more for adults and children together	Views, water
Convenient, not crowded, inexpensive.	safe convenient
Ease of access and proximity, seeing neighbors, listening to great music at Clark & Lewie's	Open, easy use year round
The views	Close to home and downtown Stevenson. Paved trail on waterfront
Water and views	Parking, dogs are welcomed, lots of room to run
I like away from others, cars. solitude, watching the river activities ie: kite boarders, barges.	The view
Vendors at both the county fair and farmer's market	Beautiful scenery with mountains and water
Pools provide health, safety, and rec opportunities. Stevenson is a beautiful place to run and be with my dogs	Being outdoors and seeing the wildlife
The natural beauty... Easy access	Food and drink
the interactive toys throughout the water front and rock creek park	The pool is something we are so so lucky to have! I am a swimmer and am very happy we have this amenity available to us. The streatory and the courthouse lawn (and future chill zone) is also THE BEST!!! It's a great place to meet friends and just take in the vibe of the town and smile at everyone! :) The waterfront is also an absolute GEM and should be built out even more with more trails to admire the water from! What a wonderful resource we have.
Easy access is key! The pond loop is perfect for a quick change of scenery.	I LOVE our water access on the waterfront!
Access	Natural beauty and movement
Views of the water and the gorge, peaceful, activities going on, easy to access.	Waterfront
Water, grass	natural beauty and peacefulness
They are local areas to use.	Events and taking in the surrounding beauty. We have so much to sit back, relax and enjoy!
I like that it's scenic with water and Mountain View's, and it's paved.	Kids able to play near nature, easy parking and access, kids enjoy.
Nature and convenience and the amenities	the waterfront trail and instruments are neat. Easy to get to. Convenient restrooms
natural environments	interactive music displays on the waterfront, active watersports, connection to launch sites
The events	Lots of space
Wildlife	"Swimming pool Play structures
Community. Family.	I like how some of them are easy and safe for a toddler
Easy parking, beautiful views, paved trails, trash cans for dog bags.	Family friendly areas
safe for dog to be off leash	Easy to get to and Nice paths to ride my bike on.
Open space for my dog to run around. Good views.	Benches, public bathrooms, playground, walking paths, protected but naturally observable wildlife and plant life
Nature and quite	Off-road path that has views of river and Gorge, and connects to other places
The beach that was created at the port is soooooo stupid!	
The views	
Clean and better up keep when it's not summer. And a new park and skate area at the fairgrounds	

QUESTION 5 - 166 Responses

What features do you like about the areas you selected?

ANSWERS:

Not crowded. Trails.
people need to leash their dogs so I can feel comfortable taking my dog
quiet, less people than others
outdoors"
Open, not crowded
Bob's has easy access, changing rooms, bathroom and green space for visiting with friends
Peaceful, good views, easy parking
Kids can run around and explore
Close by, accessible
The scenery, walking trails, events
Open and user friendly
Peaceful. Walking distance.
I don't have to worry too much about watching for traffic and parking is easy.
Nature views
Easily accessible, clean, affordable
I easily run into people I know and usually our parks are well kept and if there is trash we either pick it up or someone else does.
Walkability and conducive to public gatherings and community
Safe, away from traffic, natural beauty
Family friendly
Water, access
The thing I do not like about Rock Creek is stepping in goose poop and dog even picking up on her feet. Safety and openness is important, cleanliness-
Non crowded boat launch
Views of Gorge mountains, gathering with community
Accessibility, views
Steatery- people watching, plenty of seating
Waterfront- view, farmers market, Clark & Lewies
Fairgrounds- planned activities
Views and variety of trails and looping trails.
I like that they are accessible, I can let my dog run, and that they are beautiful.
Natural scenery and a sense of calm

Beautiful scenery and quiet
open space
Safe, interesting, lots going on, socializing
Kid friendly, safe, still have a wild feeling, not overly groomed, peaceful
Play equipment and bathrooms
Beautiful places to gather
Cheap and or free and the peacefulness
Quiet, less tourism
Solitude Ease of access Multiple access points Spaces are open
Level trail, view, play equipment, rest room, dog post, farms market, concerts, community events
Slides and instruments on the waterfront are cool
Easy access, safe for kids, wildlife, happy places for kids and dogs
Not crowded, but diversity in interacting or just watching activities
I like that the pool has so many community members using it. Love to see locals all having fun.
Dog and family friendly with bathroom facilities. Can see wildlife. Love having an indoor pool.
Family friendly
Access, parking, maintained
The new dock
Access to water- and paved trail- but a dirt track , pump track or covered skate /bike park would be better
Accessibility, scenery, dog friendly
some short dirt trails at the waterfront, easy water access at port and rock creek
The footbridge over Rock Creek, the views, the wilderness feeling of the creek canyon upstream of the bridge.
Rock creek is diverse in many ways, including depth for swimming or wading.
Large. Able to be outdoors but not too busy
The pool has decent hours and good classes. Waterfront is nice for picnics.
private, not populated, beautiful, close

QUESTION 5 - 166 Responses

What features do you like about the areas you selected?

ANSWERS:

Water, added slide, activities for our kids
Wildlife Clean n safe
Convenient, free, I have space to my own thing, and getting some exercise is always a plus
Nice view, good paths/trails for more causal walks.
I love the wild life , the water, the fresh air, the trains, the boardwalk , the view.
The rain, it keeps most of the tourist away.
(Mostly) accessible, beautiful views
Nice lighted path. Right down by the river.
water access and views

QUESTION 6 - 192 Responses

Which local recreational areas do you NOT visit often? Choose all that apply.

ANSWERS:

Busy doing other things

I can't visit the transfer site often enough due to work. ;)

Hegewald park

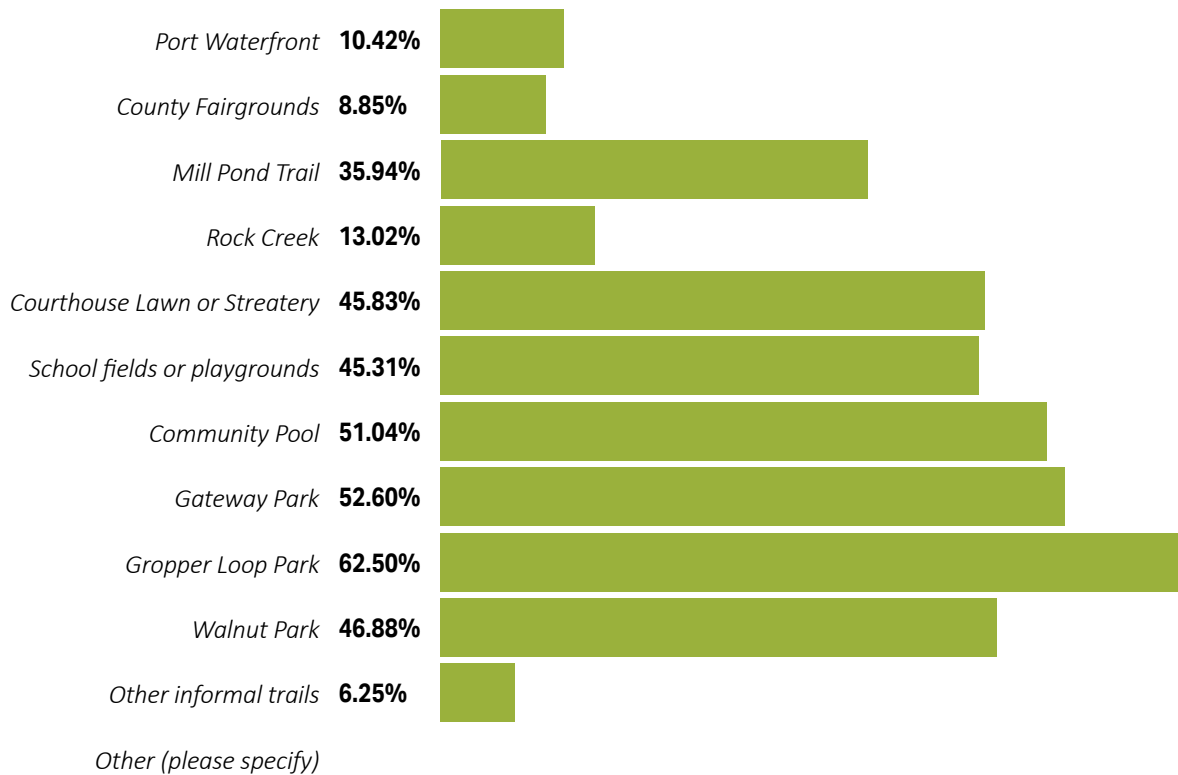
There are numerous parks listed that I don't even know of

Lived here my entire life and have literally never heard of gateway park or gropper loop park...

Pool is too cold! Otherwise we'd go regularly. Also- courthouse lawn/streatery needs a PLAYGROUND with a waist high fence so kids can safely play while parents eat

Nothing to do for kids

Obviously can't use cute Walnut Park since it was given to a private party



QUESTION 7 - 157 Responses

Why do you tend not to visit the areas you check off in the previous question?

ANSWERS:

I didn't even know Gropper Loop park was a thing until I just looked at the map. Gateway park is the green area in front of Main Street store where the mentally ill folks hang out when they aren't in the bus shelter. It's not a park. It's a piece of grass in the middle of two busy roads by a major intersection. My kids have aged out of the pool.	No reason. Go where mood strikes.
Too much traffic at courthouse, pool never seems to be open, I think Gropper loop is the one that feels like someone's front yard (uninviting/no signage), and i don't know where the other trail/parks are	Too small and close to residences
Because limited hours. I like to head out the door and at my leisure.	Not stroller friendly
Didn't know they existed	do not know where they are
I don't know	They are not spacious with room to walk or view the lovely scenery
To many people	Nothing there to do, No amenities.....
I was unaware there was a Gropper Loop Park and have lived on Gropper Rd for 8 years. I don't go to the pool because I don't go swimming and I Walnut Park is kind of hidden, but not really inviting.	Too peopley.
Rock Creek is hard to get to or to understand whether I'm trespassing or not.	I didn't even know they were parks.
Nothing that interests me about these or I didn't know they existed.	No children
I'm not sure.	I have no reason to go to the school or playgrounds, and there is to much clorine & chemicals in the community pool
Nothing to do for older kids and the pool is to stuff and over chlorinated	Difficult parking and I have no idea what these trails/parks are.
I didn't know about the two parks and I prefer our natural bodies of water.	Courthouse lawn is not convenient. It's a hill. Streatery is a hazard with traffic. Have never heard of the other parks listed.
Kids aged out, like yo move outdoors	Too many people
No the activities I'm looking for	Because I do not even know where these parks are...
I don't hike.	Work and business hours. ;)
Not a swimmer, gateway is small, didn't know gropper was public	Not familiar with these areas. New residents. Would like to have additional information posted on website to familiarize ourselves with offerings.
They are so small and there is nothing to do but pass by. Most of them look nice though	Too many out of people
I don't know where they are	Nothing there interests me I suppose. No real reason
Not on my walking loop	Don't know where they're at
No interest in these areas	To many people
Too many people	Besides the courthouse lawn, and the community pool, I don't know where many of those locations are. Don't visit the pool often because I'm unsure of hours or if they're open
Nothing to do for kids	I don't know where Gateway Park is, if Gropper Loop Park is what I think it is, it doesn't seem very interesting, and I don't love swimming, so I don't go to the pool much, although I'm very glad we have a pool and were able to keep it open.
	High traffic area or out of the way. Also too small
	New in town, no kids
	Don't know about them. Nothing to do there.

QUESTION 7 - 157 Responses

Why do you tend not to visit the areas you check off in the previous question?

ANSWERS:

The Streatery is really cool but I'm not fond of hanging out next to cars continually driving by/a highway. I didn't know there was a park on Gropper.
Either too close to traffic/ crowds or unheard of to me
Don't have kids and not sure where Walnut or Gropper Loop parks are.
Not easily accessible or available; the county fairgrounds outdoor areas are an absolute waste of potential. Could easily be a year-round, interactive space for all ages if redesigned and repurposed.
I have never heard of them and lived her 22 years
Lack of familiarity
Unfamiliarity
Accessibility and parking
Some I have never heard of or have ever been to. I like to know what to expect out of an outing
I've lived here my whole life and have never heard the formal names for those parks.
"Allergic to chlorine
Playground equipment too small for adults"
Do not have kids.
Never heard of most of them, no interest in visiting the schools
The courthouse lawn is too underdeveloped. Walnut park is not accessible during good weather because it's leased out to a restaurant. I have no idea where Gateway park is. Is Gropper Park connected to the pool???
To many tourists
water sports
Don't swim
Too many people resulting in lack of wildlife.
Not an outdoorsy person.
Rock Creek area is not as accessible and safe for a single woman compared to waterfront and Mill Pond trails. Need to make time to lap swim at community pool. Didn't know about Gropper Loop Park or Walnut Park.
idk some of them
My child is older
Who wants to hang at the courthouse and the pool wasn't wanted which was obvious via voters

Don't have kids, not applicable
Not much parking and Main Street is usually busy and hectic when nice out.
Not good for walking or playing
Used to go to the pool when the County managed it but only once since then (shortly after the school reopened it). Why would I go to some place along 14 when the river is so close? Guess I go to Walnut park to eat at BRG but don't know the other listed parks. I also go to the school fields to watch sporting events but mostly in Carson.
No interest
Never heard of them
I'm happy with the ones I do frequent. Not that interested in discovering new ones.
Too many people, not enough parking
No interest
Have not made a priority
I have no occasion to visit them or I didn't know about them
I'm too old and hungry
I have my favorite places and these are not on my list, I guess.
I am not a lil kid, thus I do not go to playgrounds or school fields, LOL.
Not much to do there
lack of familiarity and not as close to my home
Gateway and Gropper are not developed. Gropper would be a great place for High School students to eat lunches, commune with nature and simply hang out, outside with friends. Maybe with a few fruit trees for snacks and chess/checkers tables. ? Mill Pond Trail: I simply have never been.
Don't know what they are. Hard to access/primitive. Not kid friendly (Rock Creek).
some I didn't know about. Others I just haven't made it a point
not even sure where those parks are...
Not sure
Just a big plot of grass in the middle of town
Not family oriented

QUESTION 7 - 157 Responses

Why do you tend not to visit the areas you check off in the previous question?

ANSWERS:

Because I don't wanna walk up the hill. I'd rather walk down the hill to the river.	Unkept, undesirable people, or I've never even heard of it.
Not very accessible/ usable. The courthouse lawn is a huge slope next to a road and the school grounds are being used fairly often for school events and my kids are very young	Length of trails or not trail. They are not long enough.
I value having the pool, but don't use it personally. And I would need to look up where Gropper Loop and Walnut Parks are located, but I suspect they are either small or undeveloped areas that I may have seen, but never spend time at.	I didn't know about them.
I tend to not visit areas where dogs must be on leash unless were specifically training leash skills.	I did not know they were freely open to residents of the community
traffic on the hwy noisy, goose poop and garbage at rock creek	Too many people.
No real reason	don't hike
I don't have the time or information	Never heard of them.
Too many people	Dusty and or muddy, not well maintained
We like to play at playgrounds with the toddlers	I don't like mixing cars and kids. It would be so cool if Stevenson had a little car-free plaza area with food trucks . Would also love dedicated bike trails especially connecting towns
Nothing to do. Do not like indoor pools, chlorine smell.	Lack of features, seating, and bathrooms
No particular reason	I don't think about them
New to the area. Still learning where I enjoy recreating here	Because they are not aesthetically pleasing to me
Not a swimmer.	I don't have kids and the pool feels more child driven
Right on the main road. Concerned about my kiddo taking off. And it's not always weather friendly to go there. And when it is it seems crowded.	"Court house- area too busy, parking etc
Broken equipment, drugs/paraphernalia, messy	School- thought they are for school.
I don't have kids so there's no reason to go to those places.	Not aware of Mill, Gateway or Gropper."
It's for kids	Where are they?
Some parks I don't know of where they are, I don't enjoy swimming, schools feel unwelcoming, especially if my canine exercise companion is along	Where are these places??
Never heard of them	I don't know about them
Just have not made it there yet	Didn't know about them. Would like to know about trails in the city.
sorry listed above- dirty, unsafe and prefer not using swimpool	I don't know where they are.
Don't have children, not sure of the location of some of them	Access
Never heard of a few of them	Don't know where they are. Pool too hot and not much fun
	Gropper Park Loop is not very appealing. It does not appear to be a park for the public. I would like to see this changed if the idea is to make it an actual park.
	Children, not interesting, chlorine
	Besides the courthouse lawn , I have no idea where these other parks are and /or what they have to offer
	Unaware of Gateway (Is Gateway really a park?) and Gropper, others are not dog friendly

QUESTION 8 - 200 Responses

Which of these programs/events have you attended? Choose all that apply.

ANSWERS:

The Fair

Columbia Gorge running club events

Music at walnut, teo and Clark Lew lawn

Blue grass festival. Pride Parade!!

How do high school events tie into this?

National Night Out, Autumn Social

County Fair

Trunk or Treat

Shabby chic/ garage sales

live music at Walking Man and waterfront

Organized group runs and foot races count as organized sports, right?

Trunk or treat

All the seasonal parades, the county fair, car shows and the old Carson tree lighting. I would like to see more things geared toward young kids and teens because most of our events in the county are based around drinking and adult activity. I understand that the parents/adults have the money, but the kids need thing to do and be excited for. We have huge problems with bored kids doing stupid things and young people hate it here. We need to engage the local kids to get them excited about their home and keep them busy

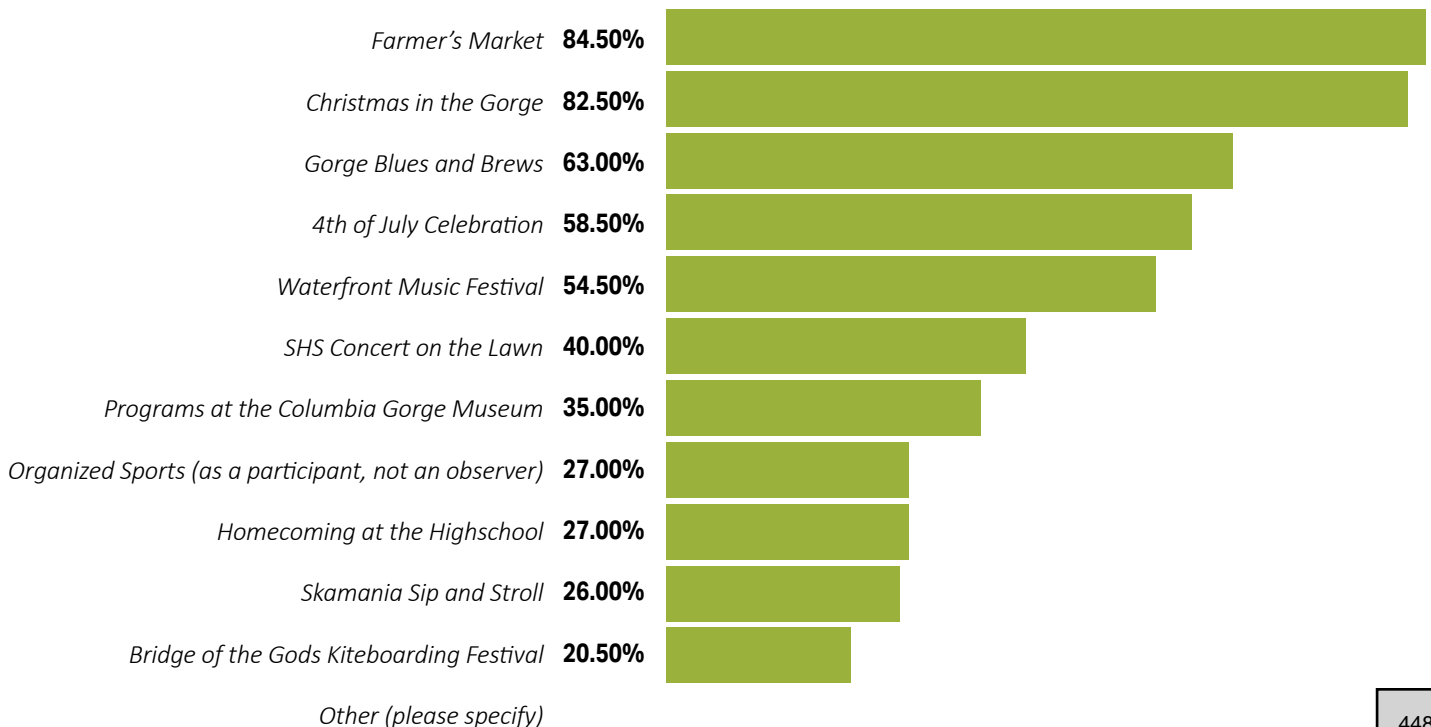
only school events for family not for personal recreation

Assuming organized sports includes running club trail runs.

Will do more when I have time

Christmas parade, trunk or treat

I avoid those things, the money brought in to a few people that sell convenience to tourist isn't worth the headache and damage they bring.

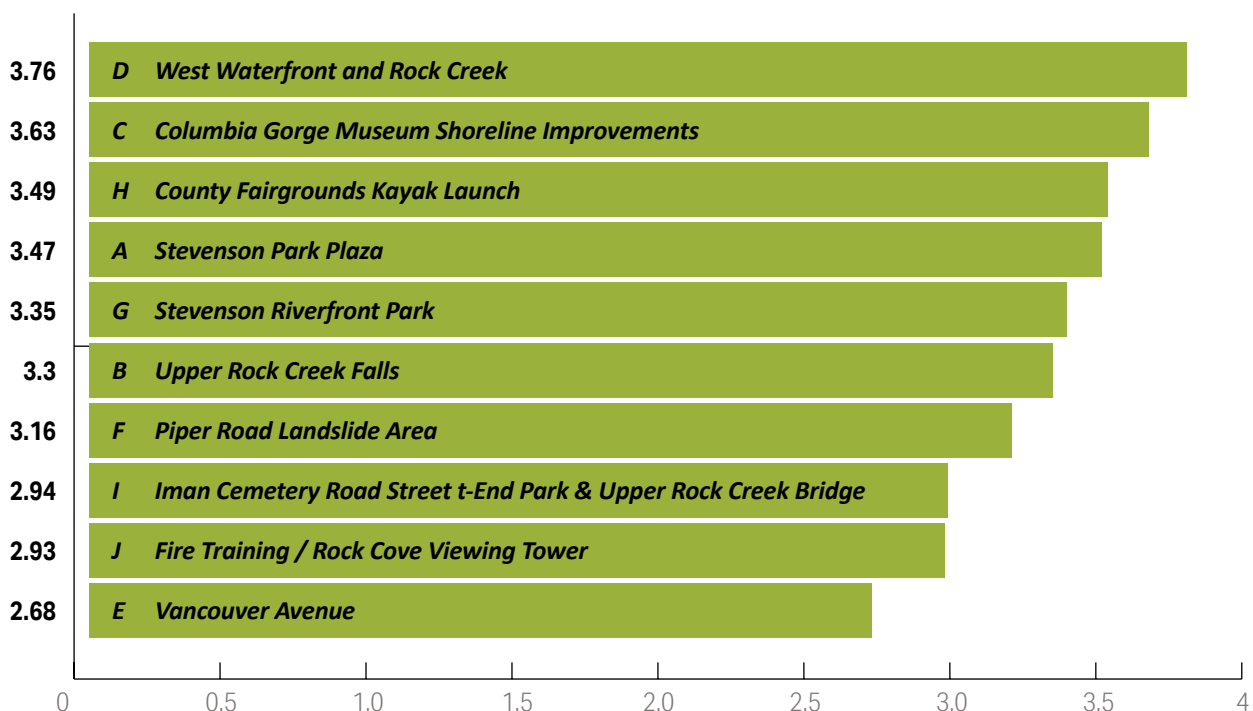


QUESTION 9 - 196 Responses

In recent years, public project ideas have come up based on public input and design consultations. Using a scale of 1 to 5 (where 5 indicates the best fit) please indicate how strongly each of these projects align with your needs and desires for local parks and recreation areas.

PROJECT IDEAS:

D	West Waterfront and Rock Creek - Expand the waterfront trail along the west end of the waterfront and create a water access point for public use.
C	Columbia Gorge Museum Shoreline Improvements - Enhance the museum shoreline by adding a trail with educational signage, restoring the landscape, and adding water access to Rock Cove with a small dock/hand-carry boat launch.
H	County Fairgrounds Kayak Launch - Install a public access hand-carry boat launch along the Rock Cove shoreline at the county fairgrounds. Future potential to add boat wash station.
A	Stevenson Park Plaza - Build a plaza at the Courthouse with community gathering places, performance space, a water feature, and outdoor seating.
G	Stevenson Riverfront Park - Develop a new public park along the Columbia River that provides an open, flat, multi-purpose green space and parking to be used as an alternative venue for festivals or events.
B	Upper Rock Creek Falls - Install limited parking area and accessible trail access to a viewing area for Upper Rock Creek Falls. Future potential to expand access to the creek.
F	Piper Road Landslide Area - Create a trail through the Piper landslide area with views to Rock Creek and the Lower falls within an easement that connects existing street ends.
I	Iman Cemetery Road Street-End Park & Upper Rock Creek Bridge - Develop a pocket park at the end of NW Iman Cemetery Road to provide public views of Rock Creek. Future potential to install a pedestrian bridge over the creek.
J	Fire Training / Rock Cove Viewing Tower - Construct a training tower for the fire department that can also be used by the public to gain views over Rock Cove and the Columbia River. Location to be determined.
E	Vancouver Avenue - Create a pocket park with a natural landscape, 2 parking spaces, a picnic table and a gently sloping beach on Rock Creek.



QUESTION 10 - 134 Responses

What new facilities or amenities do you think should be added to local parks and recreational areas (i.e., tennis courts, exercise equipment)?

ANSWERS:

I think a kayak launch at Rock Creek Pond is a good idea, but there isn't enough parking to support locals and people from out of town there. yes, there is parking, but not enough. There are tennis courts at the high school. No more is needed. I would recommend cleaning up eye sores like the garbage dumpster at Manor Apartments. Demand that the landlord do it. Fine him/her every time garbage goes flying out of that space. I'm not a jet ski person but why there is no company that rents out jet ski's that I know of. That would be huge for a local to start up. The tourists would love it. Locals too. I definitely think amenities should be private business, not tax payer dollars being used.	Interpretive signage
Something to ensure that these "parks" aren't overran with homeless people.	Water fountains/benches to enjoy the ambiance
The biggest problem is getting to the parks without driving. few roads outside of the downtown have sidewalks or even safe space to walk or run. We need more space for people so we don't have to drive everywhere. I think signage at the existing park areas is low hanging fruit, since it can help people find them and not encroach on private land. kayak launch at rock cove is huge, to reduce competition with power boats at the current boat launch.	Dog park. Other than that, nothing specific, but need to be sure there's budget for maintenance. For example, bathroom cleaning
Pickle ball court, frisbee golf, child safe rock wall, toddler friendly play structures	Garbage cans and doggy poop bags. Maps of area.
Dog park, upgraded playground equipment, viewing deck	We need a better/ updated play structure at the fairgrounds. A skatepark would also be great. An outside volleyball and badminton area would be amazing- maybe sand volleyball at the waterfront?
Some sort of turf area that stays watered throughout the summer where a variety of pickup sports can be played.	Better playground equipment
Motocross track	More Year round public restrooms
Pedestrian tunnels under the highway and the railroad. More shade.	A splash pad for younger kids would be amazing. A nice beach space/park along the river.
Continued improvement of the fairgrounds, rock creek playground and rehabilitation of the Mill Pond trail.	Exercise areas along paths. Benches for people to sit and rest.
A multi-sport complex would be awesome. An ice skating rink would be amazing! I don't know of one anywhere nearby. It might draw people in during those slow winter months :-)	Covered basketball court
Skate park, picnic area, green space	Picnic pavilion for undercover concerts
Picnic shelter and bathrooms that aren't gross	More picnic areas I
	An outdoor pool, a climbing gym, a dance studio, workout gym
	Upkeep of current tennis courts at the high school or new ones (with night lights), Improve covered shelter by rock creek
	Tennis courts, walking paths, boat launch restrooms
	Half of the courthouse lawn needs to be metered parking. Entrance and exit off Russell and the proposed park redesigned smaller for the other side.
	First off, figure out how to appropriate your funds to maintain what we currently have. Your local "parks" are underutilized because of your inability to keep the homeless and associated drug paraphernalia out of the path of our children. Utilize our money where it can be productive to our community. Again, it appears as though you are looking to serve tourism.
	Public restrooms
	I think a skate park
	Basketball courts Pickleball courts
	More play structures, that are actually bigger and more fun

QUESTION 10 - 134 Responses

What new facilities or amenities do you think should be added to local parks and recreational areas (i.e., tennis courts, exercise equipment)?

ANSWERS:

Pickleball courts with permanent nets	Pickleball courts Bathrooms
Get home valley ball fields in mint condition	Soccer fields, dog parks, food carts
New play structure at Rock creek, update public bathrooms	Restrooms
A modern playground or a nature adventure playground. A swim beach	None
Bathrooms	More benches and seating areas
Concrete ping pong table would be fun.	The courthouse plaza is the most important!! It's a huge space that will be great for the whole community! I can't wait until it's done and we can all hang out there. Other facilities and amenities- a covered or indoor all-purpose exercise space would be wonderful! We could have community yoga classes, an adult basketball league, and other movement modalities for kiddos, for the elderly, at a low or no-cost for community members. Local parks- lots of seating, some covered for rainy days please! Lots of trees and nooks and crannies for sitting & chatting, lots of native plantings to help the pollinators and look beautiful for the people who visit. Overall: More trails!!! Would love to see us have a trail along the entire riverfront to mirror what they have on the Oregon side!!
A botanical garden (and fountain?), a beach area for spending time at Rock Cove, a roller skate park or indoor roller rink, additional art museums, an indoor performing center, a slide park, and a PROPER thrift store	Tennis and/or pickleball courts
Picklball Courts. At least six courts are needed for a destination venue. Currently I travel to other cities to play.	Covered basketball court (with nice surface and hoops...not a lot of places to play basketball) More hiking trails around town
Definitely should rebuild the picnic shelter at the Fairgrounds, repairing the beautiful historic fireplace. It is a great location for small gatherings, especially for music jams, etc. Or build something similar.	Bike pump park, skate park
I like the outdoor exercise machines I've seen and used at different parks. Built in and permanent. Makes outdoor activities better. We have tennis courts but I think especially visitors aren't aware	Non invasive sports spots, like redoing the concrete at the fair grounds where they have basketball hoops, or cleaning up the tennis courts we already have at the high school.
Kayak launching points and trails along the river	Gropper Park turned into a space for Teens, as is next door to the high school. Would be a great place to hang and eat lunch on nice days or to simply be outside with peers, hanging out.
Exercise equipment route	pickleball?
Not sure	New pool
More paved walking trails.	Making sure what we have is kept up would be better than adding anything new
Volleyball court	Play equipment under covered area.
Bodyweight fitness equipment for adults	
Bike paths?	
Bathrooms at all parks Garbage cans at all parks Picnic tables No exercise equipment, waste of money!!!! We hike, bike, walk & play on the water.	
Basketball court	
Safe water access for recreational boat launching	
Skate park bmx track	
I am happy with the facilities available.	
Parking & simply enjoy the use of outdoor space	
Skate park	

QUESTION 10 - 134 Responses

What new facilities or amenities do you think should be added to local parks and recreational areas (i.e., tennis courts, exercise equipment)?

ANSWERS:

I like the idea of the existing volley ball court at Rock Creek Park, so more small and not invasive spring areas, like repairing the pavement and basketball hoops in the fair grounds parking lot. And advertising the sporting areas to the schools	Circuit exercise equipment through the town at different locations
Lighting	Boat launches for Rock Cove
I appreciate that there are places for people to stop and rest along the existing trails- benches, picnic tables. I suspect there may be additional opportunities to find places where people might want to stop and enjoy the views and/or spend time eating with friends and family	restrooms, public art, picnic tables, walkable connection to downtown, wayfinding
Dog park.	Updated playgrounds.
Picnic tables, garbage cans with service, green grassy areas	Parking, seating, restrooms
A small boat house and gym for the Gorge Canoe Club and other kayak/ canoe activities	A dog park
Basketball court, public restrooms, water fountains	Pickle ball courts (outdoors) and mountain bike trails. It would be nice to have a long paved trail for road biking.
Outside splash pad, smaller play areas for toddlers, skate park	Tennis courts would be great
More picnic tables	Trash and recycling cans
Bicycle Pump Track Mountain bike trails	none
Climbing walls.	Pickleball courts
I would love a more toddler friendly park, maybe even a covered one. And more parking for 2nd street in some way.	Again- courthouse plaza plan needs to include a PLAYGROUND (ideally with a half fence so kids are safe but parents can see- benches around the edge both inside & out. I've seen this work beautifully all across Europe! Especially when combined with easy food access. These 3 ingredients (food + plaza + playground) can make a town. And again- dedicated bike paths!
Public restrooms	More benches and seating.
Better play equipment for kids, ADA Compliance	Exercise or sports facilities
A beach volleyball court would be amazing with the new additions. I do think upper rock creek falls really needs new stairs! That should be on the to do list this year because someone is going to get hurt trying to get down there.	public beach access for swimming (not board sports)
Fully connected trails (to make the entire city as walkable as possible- but more trails the better generally)	There are a handful of tennis courts already, but nowhere for people who want to rollerskate or rollerblade. The texture of a tennis court is perfect.
Working, clean bathrooms Garbage cans that don't blow away or disperse contents during wind events	Water Trails, access points for kayaks. Swimming area rock cove, boat launch Portable bathrooms
Fenced dog park and play area	Level trails. Pickle ball is becoming popular to play inside. Out house?
"keep as natural as possible	Update restroom facilities at Rock Creek, add play are for under 5 year olds at Rock Creek, skate park, fitness trail along Rock Creek and/or Waterfront trail.
picnic tables, garbage cans and service"	Exercise equipment
	Skate park
	Would like an offleash dog area. Grass and shade with picnic tables, water fountains and bathrooms.
	Pickleball courts
	Gym with sports and weight equipment

QUESTION 10 - 134 Responses

What new facilities or amenities do you think should be added to local parks and recreational areas (i.e., tennis courts, exercise equipment)?

ANSWERS:

Exercise equipment, water sport equipment rentals, age appropriate play equipment for older kids.
Teen rec areas
Tennis courts, food truck areas, parking
Covered areas for bikes and skateboards- pump tracks ,box dirt track , skateparks
Off leash dog park with a small shelter for picnic tables
more dirt trails for hiking/biking
Restrooms open year-round, more covered picnic areas/gazebos for cold weather use
Tennis and other outdoor sports.
Canoe/kayak rentals, skatepark, ice skating rink, greenways to connect the parks
pickleball
Our stevenson park needs upgraded and monitored better, my kids love that park but after news of a child stepping on a needle I didn't feel safe taking my kids there as much. A splash pad would also be fun.
Public restrooms
keeping grass and natural areas as comfortable for wildlife as possible and allowing public use of school tennis courts, outdoor basketball, etc that already exist. Reading benches are nice to have and places to lay down a blanket in the grass.
More trash cans. Some areas have a decent amount of trash cans, others do not. Also some are not emptied often and overflow. Also more public restrooms are always a plus.
Please leave Stevenson natural. We have such a beautiful area, this sounds like we are trying to build something like Vancouver. Make walkways dotted with trees, and bump outs with full views. Please don't just try to make it a tax revenue generator. We pay taxes to live in this beautiful place, please don't destroy that.
Jobs so that people don't have to commute 2 hours a day, work on the mill, or take crap from service / retail "customers".
More public restrooms
Skate park, pump track.

QUESTION 11 - 105 Responses

What new programs or events do you think should exist in local parks and recreational areas?

ANSWERS:

The Kite Festival is nice because its something that doesn't have to do with music & alcohol. We seem to have a lot of events that are music and booze. The city and port are crazy for not taking MORE advantage of the wind here. The kite boarding and wind surfing could be huge incomes. These folks don't have many places to stay in Stevenson is also the problem. The lodge is too expensive and places like the new hotel across from Manor Apartments has no place to park trailers with the long boats.

Park clean up days would be great if we want to add all these new areas.

Free swimming lessons for youth at the pool if they live in the area that supports it with taxes. Too much water here for people to not be safe in the water

Outdoor activities for kids & seniors

Animal adoptions, discount vet resources

Motocross track

Summer concert series. Second run movie theater at the Columbia Gorge Museum.

Expanded community events like 4th of July and the fair.

See above

Tree lighting, Halloween jack o lantern wall, bubbles in the park, green space

Adult recreational sports

Exercise options

NA

Mixed bag festival like we had in the past. Reservable covered picnic areas with bbqs

Covered picnic areas with grills and charcoal disposal areas. (Birthday parties, reunions, etc). Seasonal bathrooms?

Bring back summer camps for kids at the pool

Zumba classes

Outdoor concerts other than at clark and lewies

Movie nights indoor or outdoor

Acoustic music

Sunfish sailing classes

a skate park & bmx bike park

More kid friendly exercise (yoga, dance, etc), painting/art, festivals, and carnivals.

Maintain what we currently have, then build on that.

Salmon festival. Much like the clam chowder festival that Olympia used to have. Local restaurants set up booths with samples for purchase using their favorite salmon recipes

Skate park, martial arts, dance, yoga

Something for kids of all ages

Pickleball courts with permanent nets. Possibly covered

After getting home valley ball fields in mint condition, expand the possibilities of of sports for all.

Guided walks

Outdoor performances, such as a partnership with Big Britches , a larger area for the farmers market, or a botanical garden

I'd like to see more paved walking/biking paths like North Bonneville has. The section of Loop Rd that's closed off to cars would be an easy route to dedicate to pedestrians & cyclists.

Pickleball Venue and Tournaments. Draw visitors to Stevenson. Give visitors other activities to keep them here longer.

Guided mini water tours (kayaks, etc.); indoor racquet ball courts or additional pickleball courts. Exercise classes like aerobics--may need a new facility with wood floors.

Farmer's market

Food, beverage, art festivals

Not sure

Volleyball

Small music performances, theater in the park.

Sorry, nothing comes to mind

Halloween Festival once Park Plaza is completed

skate park for kids

More programs for older kids skateboard competitions bmx etc

Outdoor art placed sporadically for interest

Expand Gorge Canoe Club or develop a Stevenson specific canoe/surfski club.

Outdoor concerts

Any thing for teens, dances, cooking classes, financial classes.

QUESTION 11 - 105 Responses

What new programs or events do you think should exist in local parks and recreational areas?

ANSWERS:

None
Seems like many are all ready underway
Yoga! Basketball! Movement classes (strength, cardio, mobility, other sports). Learning programs for adults and for the elderly (not just for the kiddos)! Volunteer opportunities for community members!
Senior activities
Youth center. summer camps or activities throughout the summer for different age groups. From little kids to young adults.
Would love to see open air plays and more live music, etc.
more activities for children
Promote the area for more events
Water sport activities for free or reduced for tweens and teens. Things that are fun for young kids to keep them out of trouble Hiking club
I'm all for any community programs/events
Things that are kid friendly and promote wildlife education or physical activity/ sports
I like the current blend of music festivals, paddling and wind sport events. We could do more of those, which even if I don't participate, are fun to have people come enjoy our city and support local businesses.
More concerts with better sound engineering.
More activities for teens
A country western music event
Folk music festival Rock Creek white water festival
Music.
Movies in the park
Safe skate park
I think there should be off leash places for dogs to run.
More runs (like official 5k type things) perhaps? Even more gatherings or concerts?
None that I'm aware of
Concerts or movies in the park
School kids learning about outdoors, don't make a big come to the gorge and bring more people from the outside...we have over used areas already
Camp
None

Art, theater, music, markets
Kayak rentals
More community building events for young people!
More live music from more contemporary and diverse genres
none
I'd love to see more music and theater happen here.
Movies in the park. Concerts/families in the park events like Hood River does.
Water sports
The point of being in Stevenson is to get away from places that are overly developed and geared towards tourists. Locals do just fine getting in and out of the water with kayaks, SUPs, etc and additional docks etc just feels like its more for our Portland visitors that don't want to use the area naturally
Swimming area in rock cove for youth. Alternate site for wingers than the boat launch. They already have swimmers thinking it's a swim beach. Get county to fix up home valley. Weed maintenance..including blackberries
Information talks? Farming talks?
Affordable group rental space
Adult recreational sports
Local plant identification
Water the park in Stevenson and make it look inviting. Improve what you have before you add more.
Outdoor recreational classes for kids, teens and adults, gardening/foraging classes for kids and adults.
Dances for kids and adults, themed get togethers, movie nights in summer
Summer camps for kids that are physically active outdoors- biking , skating , paddling
kid adventure programs, more live music events
More sports options for our kids!
Native history programs, foraging programs, invasive species identification and eradication programs, wild mushroom festival (I think this would attract a lot of visitors), programs for low-income youth to try/learn kiteboarding and windsurfing, which could possibly be funded by charging other people for lessons.

QUESTION 11 - 105 Responses

What new programs or events do you think should exist in local parks and recreational areas?

ANSWERS:

music festivals
All inclusive programs! As a parent with two children on the autism spectrum and the number of children with disabilities growing nationwide we need more inclusion in skamania county. Sensory sensitive activities, for example miracle leagues are a option in Washougal and vancouver but we have to drive there.
Let people use as they please. Encourage chess or checkers or similar where more active play isn't as good of a fit.
N/A
Dog parks. Community garden for youth who maybe under the poverty line to grow food. Work program for youth to earn money toward sports equipment or instruments.
Local only events that build community, instead of tourist leaving trash while a small group of people benefit.
I would love to see more events on the weekends where people are playing instruments!
None
adult recreational sports leagues, more local concerts

QUESTION 12 - 98 Responses

Do you have any additional suggestions for how to improve local parks and recreational areas?

ANSWERS:

A solid plan on how these sites and any new sites will be maintained. This means physically and who is going to police them in regard to making sure they do not turn into places for the houseless to set up camp (think inside and outside city limits). The Rock Creek park play structures is are in disrepair and needs help.

Any new sites along Rock Creek (the creek its self) will become like the west end of the county on hot days. Drunks. Fights. Water rescues. The internet ruins everything. Once the word gets out it will not be a place for locals any longer. Look what happened to the Oregon side. Now they are permitting use. You have to schedule seeing the waterfall.

Connecting both sides of town with a bridge over Hwy 14 is interesting but I can see problems with a bridge. Signs, graffiti, protests, kids dropping stuff from it. Directing the path into town where speeds are lower and people can use a crosswalk is better and less expensive.

As a Stevenson resident I do think the speed limit in Stevenson needs to be dropped to 20mph. The city of white salmon did it. We can too.

I believe that the walking bridge would be such an eyesore for the community.

Don't feel like parking needs to be big or expensive. Think trailhead for the parks outside of the downtown. No need to pave or install curbs, etc. Keep it natural please

Just make them clean and safe.

Pick up all the drug needles

Better links between the existing pathways are a must. Downtown waterfront to the Mill Pond Trail. Downtown waterfront to the east side of Stevenson. Milk Pond Trail around the County Property, behind the old folks home and museum. Connection to the Bridge of the Gods. A mini-Snoqualmie Falls-type trail in upper Rock Creek would be amazing.

Focus on completing the highest identified priority and updating what already exists vs numerous poorly done projects/falling apart existing infrastructure.

When can we purchase the old co-ply property and do something amazing there?

Green space! ♥

Coordinate with county for more robust programs like in the 80s and 90s

More landscape maintenance

Water fountain/benches to enjoy the ambience

Garbage cans, dog disposal.

Volunteer host program to maintain the parks. Post work 20 hours per week for free RV hookup and internet. Responsible for groundskeeping and trash collection. This is done at all of the Oregon State. Hatcheries.

Please don't mess with the upper Rock Creek Falls access- there are already too many Portlanders going there

No

Spruce up landscaping

Interpretive and educational signage

"YES!!! I have sooo many ideas and would love to join on the planning process/committee.

MOST important is to create access to the water features, waterfalls, swimming areas, beaches and trails that connect and extend throughout the county so people can get out, connect, share and enjoy view all the precious and valuable resources that Skamania county has to offer. "

Please DO NOT build anything on Iman Cemetary road. There are lots of folks and animals that love the natural area there. We don't need our residential area to be a tourist attraction! PRESERVE NATURE!

"Minimal bright colors on equipment installed...I think the boat launch area has bright colors on musical features that do not blend in with the setting

Maybe offer water fill stations"

no overnite camping unless in a designated camping area that you have to pay for in the parks

Parking and pedestrian safety are a huge need before any of these attractions are completed. Russel and second street needs a stop light or pedestrian light or parking completely off at least one side of the street.

See all comments above.

Maintenance. Maintenance. Maintenance.

Keep homeless and drug use maintained

QUESTION 12 - 98 Responses

Do you have any additional suggestions for how to improve local parks and recreational areas?

ANSWERS:

Check with all close proximity local residents before construction that will allow more foot traffic near their homes. Part of the beauty of this community is the opportunity to maintain one's own solitude in their home.	Improve bathrooms and signage
Get the boardheads an kayakers off the boat ramp at the port.	I love what's being done. More trails and options are always great. It would be nice to have trails that are not right at the waterfront and more up in the neighborhoods.
We need more FUN things for children of all ages. We have too many bars and breweries, we need facilities with fun zones for children, like an arcade, skating, movies	More groomed trails
Speed the process up! The courthouse lawn improvements should have been done already. You want to embrace tourism, facilitate it.	Quit letting Judith try to play dictator over Russell ave by the courthouse... you know what I'm talking about so don't pretend you don't.
Parking access	Like some of lower rated ideas like tower but don't think it should be public access
Tacoma's Pointe Defiance Park, Chambers Bay, and Golden Gate Park in San Fran all have some really great ideas.	Get rid of the railroad....
I'd love to see all of the projects in this survey happen!	LitTer patrol daily
Indoor Pickleball Facility is needed to draw visitors to Stevenson during off season and retain existing residents. Otherwise everyone leaves for Arizona as soon as the rain starts.	No
Install pervious pavement when constructing any new parking or re-finishing any old parking. Put in grass pavers as much as possible--they are so beautiful and they let the rainwater go back into the ground, reducing the need for more stormwater infrastructure. They've been used in Europe for a long time and I've seen them even in some new neighborhoods in west Vancouver. I'd even tear out all the newly paved areas of Bob's Beach and put in pervious surfaces, especially grass pavers.	More trails, more community shared spaces, more programs for learning and helping our fellow community members.
Clean up trails, more benches, restrooms, and eating areas	Trails so people can enjoy walking around town
Invest in the pool	Indoor place for young people to go and hangout during the day/afternoons
Not at this time but I certainly am glad that it will be improving	There are not two "alike" people, so our parks should reflect diversity of enjoyment, not a one size fits all. I personally like to hike, however, I would be much more apt to enjoy spaces with activities/entertainment.
free parking. If you charge to park or use, I will likely not visit	This survey didn't have costs associated with any of the parks proposals- would like to see that info also, thanks!
Since we have to pay a new Parks tax, please provide Garbage cans at Rock Creek along the paved pathways.	No
Green grass	Don't over pave. You don't need to create more parking when there is lots of parking not being used. You need to address the issue of publicity for these public spaces, not build on top of our county's natural beauty. Give the people affordable things to do, and give people more accessible information about these areas.
	Finding ways to connect and enhance the paths and trails we have should be a priority
	be sure safe, free garbage, free goose poop on trails
	We need more things for teenagers. When I was in high school, everybody hung out at the skate park. Now they have no place to go except for the basketball courts at the middle school. Which is inconvenient if you don't have a ride to Carson.

QUESTION 12 - 98 Responses

Do you have any additional suggestions for how to improve local parks and recreational areas?

ANSWERS:

More interesting interpretive displays. Maybe add some non traditional displays that aren't just historic or that describe natural features.	Keep it natural
Skating areas	Water access. Access for Community Members. Clean up water weeds
Dog friendly places would be ideal.	Impressed by ideas
A focus on ... -Trails -The walkability of the city -The quality of the the public gathering spots	Create a splash pool /water park for summer use on the cement pad outside the pool.
Leash law enforcement, manage homeless encampments	Volunteer days to help sand/paint picnic tables, create murals, childcare for events so parents can participate
More parking, more dog friendly, more bike paths for families	Take advantage of water front. Splash pad?
keep them clean	Fix the skate park.
None	Keep the homeless population out of them
Just having a plan is a great first step!	Kids focus on our local kids
Public indoor space for kids. Indoor play area or skating rink.	More parking
Pave the gravel road next to ash road for road biking through the town. Add mountain bike trails to washout areas. Mountain bike trails are severely lacking in this area of the gorge. Create more waking pathways through and around town.	Every summer people form a makeshift trail from Rock Creek Drive to the excellent swimming hole at the lower falls. In some spots it's very unsafe, with large boulders and active landslides falling down the cliffs. Establishing a safe trail to access the pool below the falls should be a priority.
Improve messaging about what parks and recreational areas are available to members of the community, as well as exactly how to find these areas	Less parking and events, more natural spaces and celebrations of local culture and nature
leave all as is. Rock Creek is not stable, does flood at times. Courthouse Lawn is beautiful as is and provides lawn to sit on to view concerts, Easter egg hunt, temporary signage space. Already in place is extended sidewalk for dining or Christmas in Gorge activities.	I believe our kids would benefit from a splash pad for the summer, revamp our stevenson children's park (take a look at hood river) also again all-inclusive example swings for children in wheelchairs. Since being a mom of special needs children its sad that I have to say our county has no options for my kids to be included and we have to travel for out of county opportunities.
I would love to see the planned plaza, in front of the Skamania County Courthouse, come to life... it is really the heart of the community and has so much potential.	Less emphasis on public drinking, beer festivals. Way less..
Rewilding and tree planting so there are shady places to enjoy the summer from. Big trees feel good to be around.	Signs letting people know the space is open to use would be more welcoming
More seating and better upkept play equipment for kids.	N/A
N/A	I love our parks, if you put too many activity in our scenic areas, we will loose the beauty. Please keep in in the same vein as it is now. Nature as our focal point, little views buildings and activities.
I would love to see the West Waterfront/Rock Creek trail system completed. I walk the riverfront daily and wish I had more scenic trail to walk further across town	Keep them small and keep quiet about them.
	More restrooms and trash cans, I constantly see empty alcohol containers around the main street.
	We need more walk ability

QUESTION 14 - 141 Responses

Where do you live or work?

ANSWER CHOICES:

I live or work within Stevenson City Limits **72.34%**

I live or work in the Urban Growth Area **9.22%**

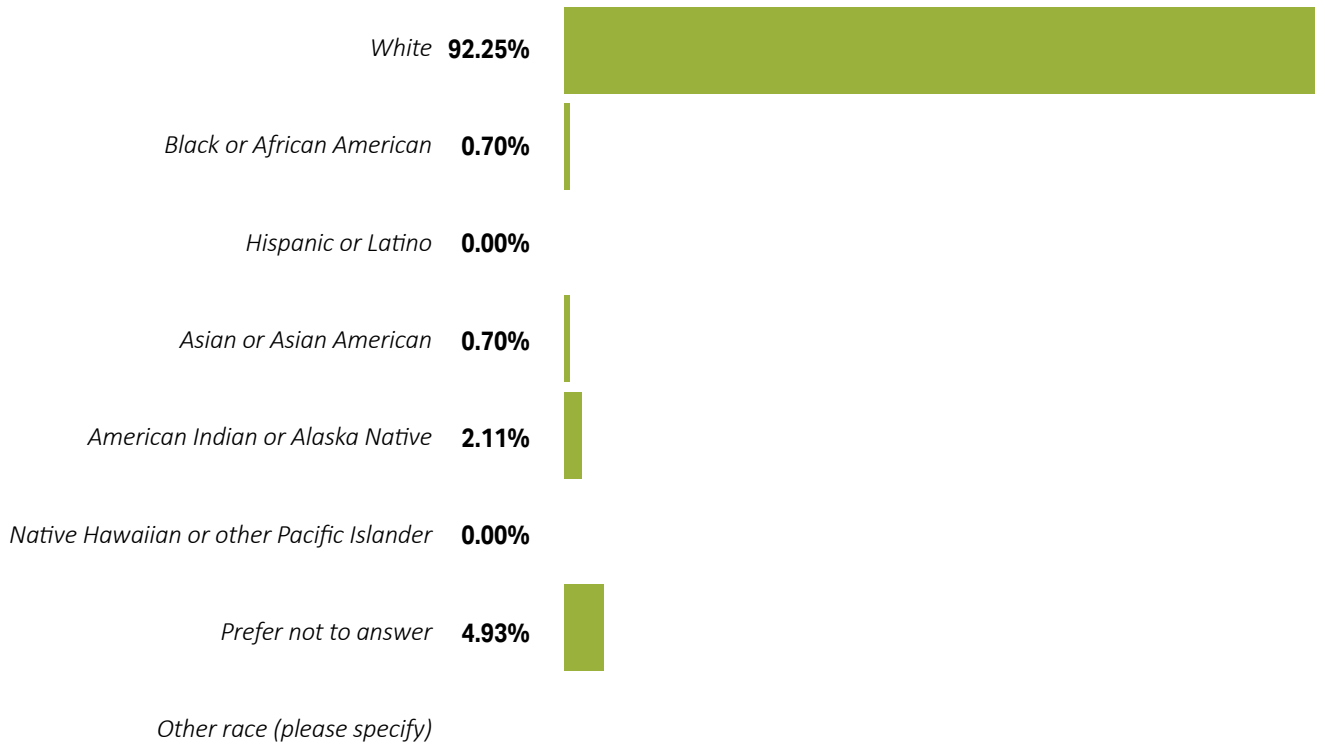
I live or work outside of both the City and
the Urban Growth Area **18.44%**



QUESTION 15 - 142 Responses

What is your race or ethnicity? Check all that apply

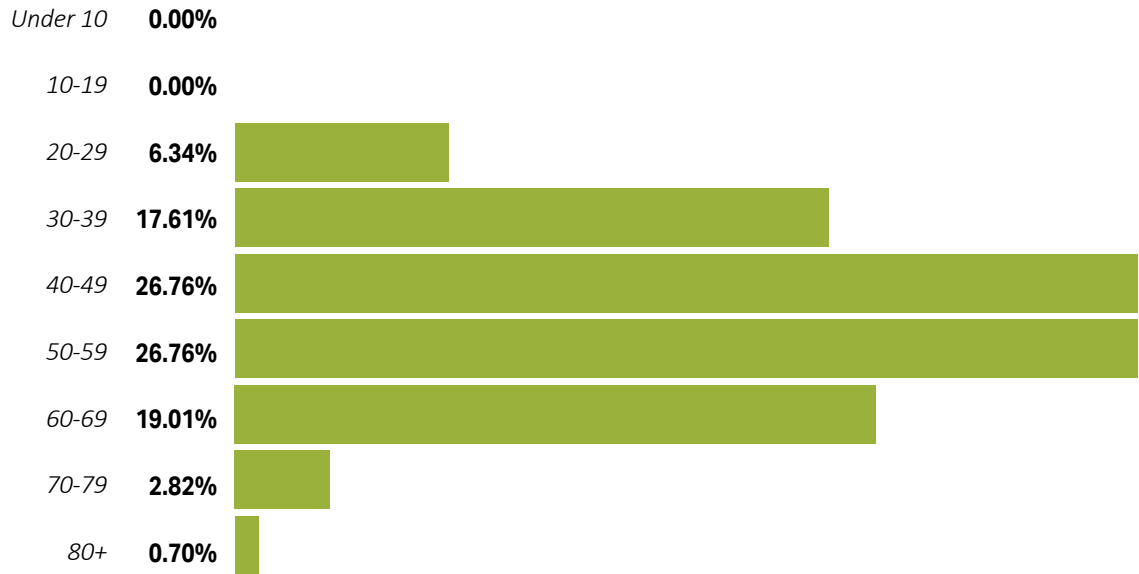
ANSWER CHOICES:



QUESTION 16 - 142 Responses

What is your age?

ANSWER CHOICES:



QUESTION 17 - 142 Responses

How many people live in your household?

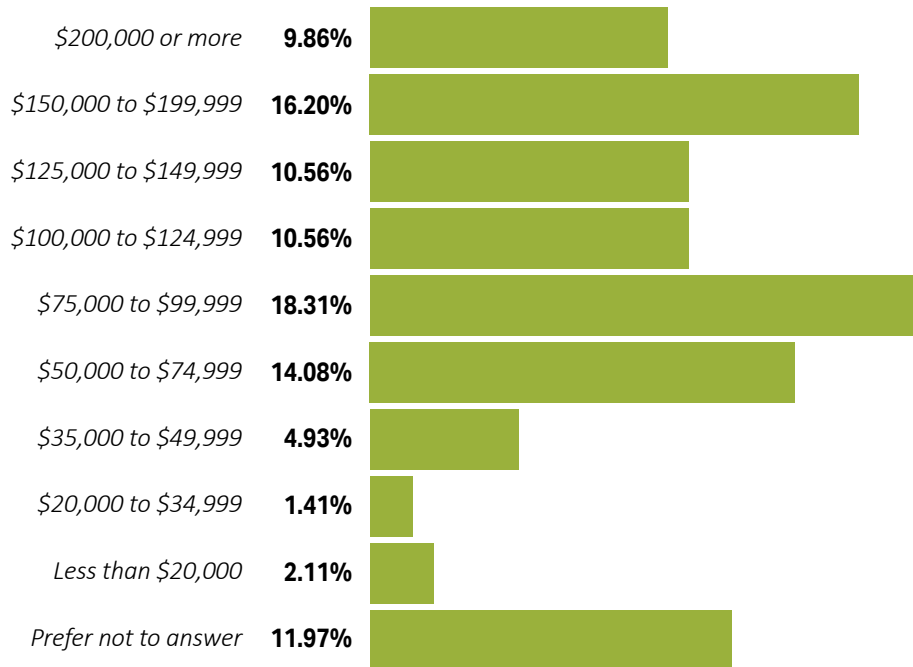
ANSWER CHOICES:



QUESTION 18 - 142 Responses

What is your household income?

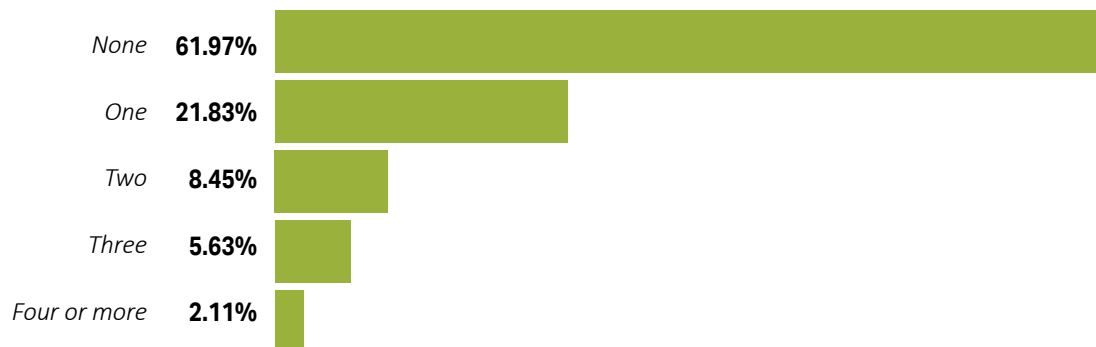
ANSWER CHOICES:



QUESTION 19 - 142 Responses

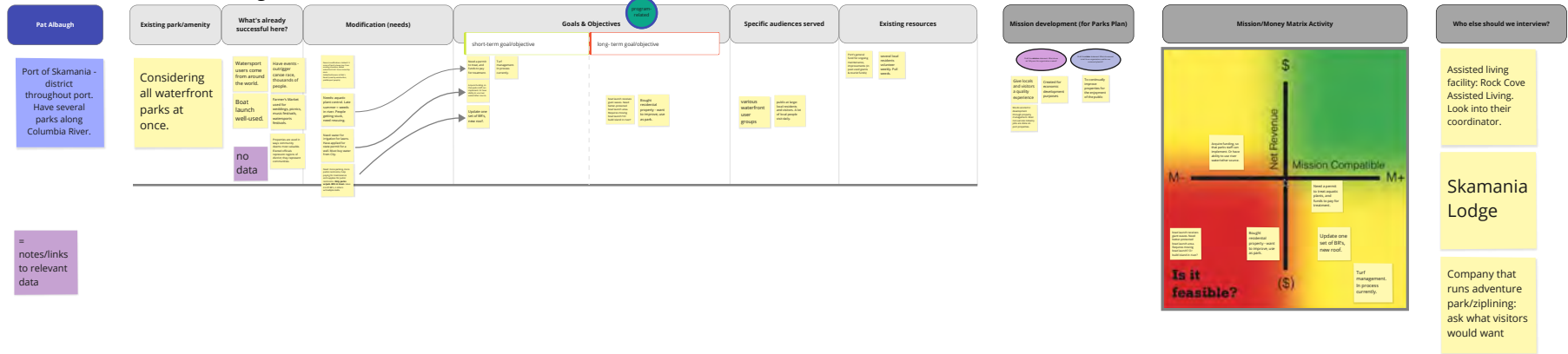
How many children age 18 or younger live in your household?

ANSWER CHOICES:

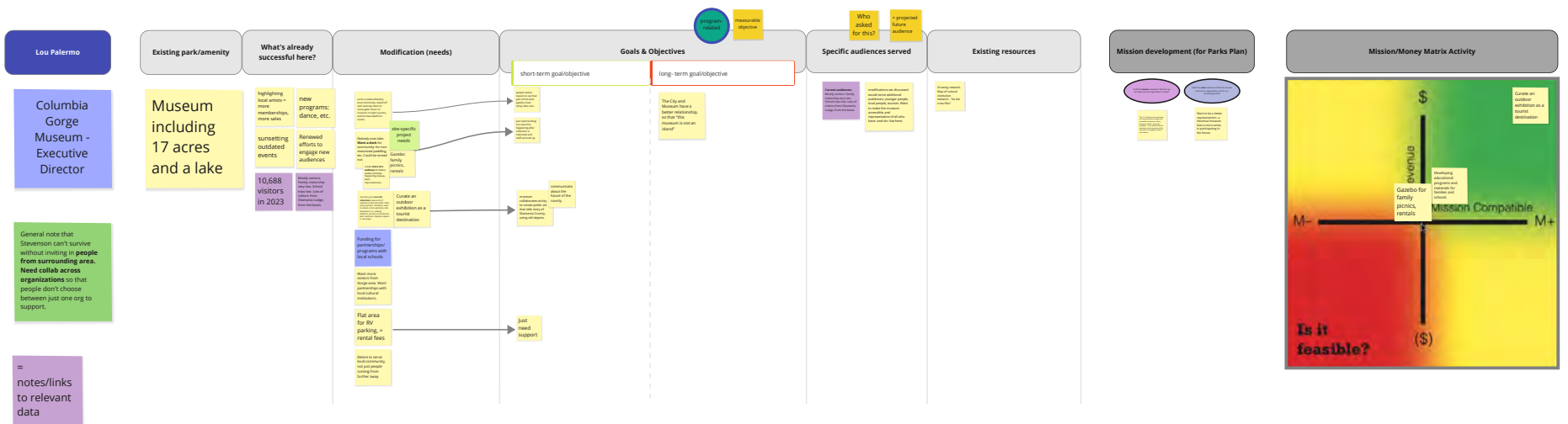


STAKEHOLDER INTERVIEW SUMMARIES

Stakeholder Interview - Pat Albaugh - 10/18/23

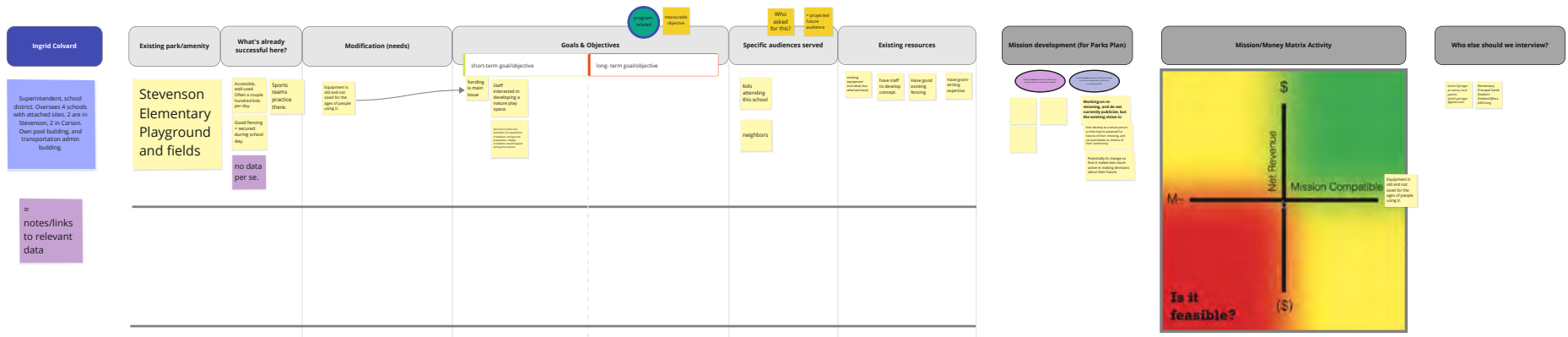


Stakeholder Interview - Lou Palermo - 1/18/23

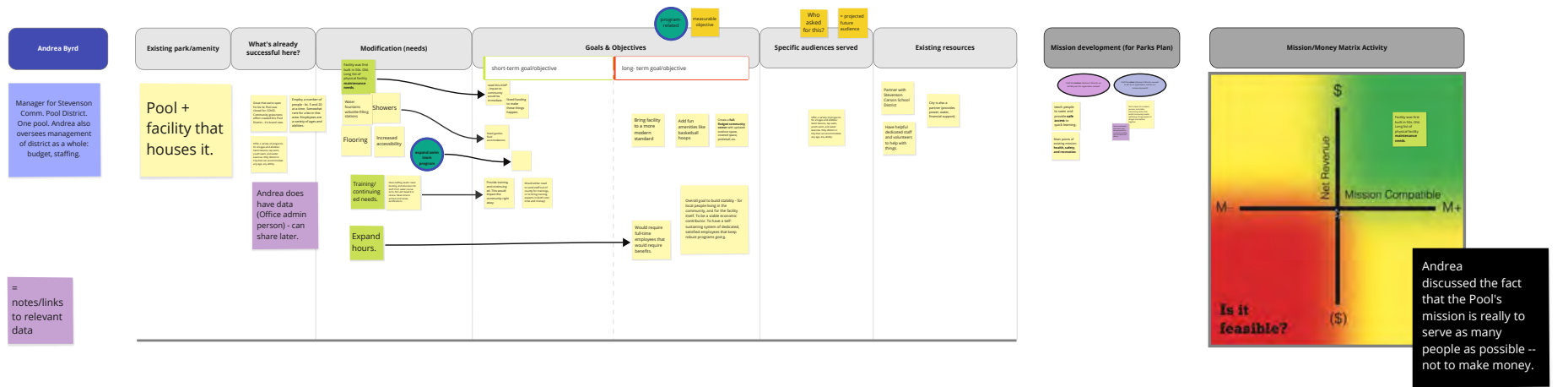


STAKEHOLDER INTERVIEW SUMMARIES

Stakeholder Interview - Ingrid Colvard - 10/24/23

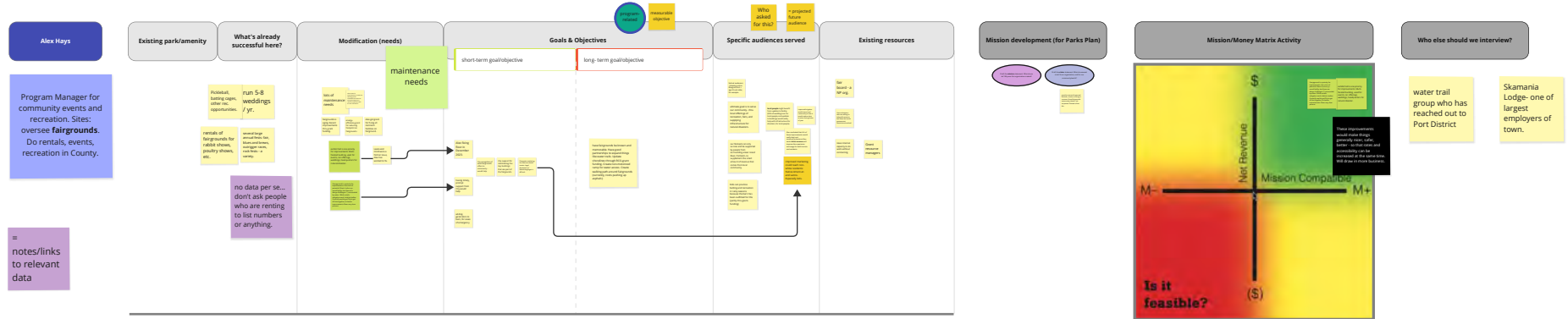


Stakeholder Interview - Andrea Byrd - 10/25/23

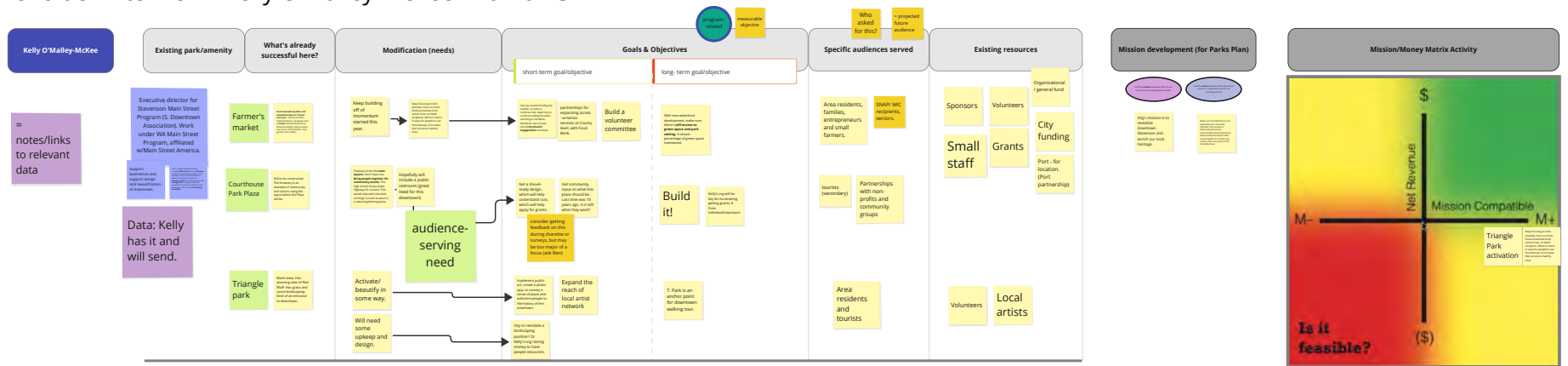


STAKEHOLDER INTERVIEW SUMMARIES

Stakeholder Interview - Alex Hays - 10/26/23



Stakeholder Interview - Kelly O'Malley-McKee - 10/26/23



STAKEHOLDER INTERVIEW SUMMARIES

Stakeholder Interview - Torrey Lindbo (President of Columbia Gorge Running Club) - 11/6/23

Existing park/amenity	What's already successful here?	Modification (needs)	Goals & Objectives	Specific audiences served	Existing resources
<p>Club is a user group that's connected to the Stevenson Area. Care about access and connections.</p>	<p>Runners can discuss points that are usually a repeating in path by themselves.</p> <p>Good existing network of bike/walking only paths in park. (i.e., trail by lodge and game to etc.)</p>	<p>Improvements for bike/walking only paths: make better connections between them to improve safety, increase access, and create more loops.</p>	<p>short-term goal/objective</p> <p>Identify currently-used routes.</p> <p>Map out routes that are currently used by runners, bikers, and hikers. Identify connections between routes that are currently used.</p> <p>long-term goal/objective</p> <p>Identify routes for development from ID that are currently used by runners, bikers, and hikers. Identify connections between routes that are currently used.</p>	<p>Runners, bikers, hikers, etc.</p>	<p>Running group has path to major community, i.e. through Stevenson. Trail and general transportation.</p>

Mission development (for Parks Plan)

What is the mission? To support people of all abilities in meeting their goals for running, hiking, etc.

Mission/Money Matrix Activity

Who else should we interview?

skateboarding group advocates

Esther Holman (local country coach at HG)

Stakeholder Interview - Tom Delzio - 11/10/23

Existing park/amenity	What's already successful here?	Modification (needs)	Goals & Objectives	Specific audiences served	Existing resources
<p>Pool</p>	<p>Pool programming has been very successful.</p> <p>Well-used by groups of older women.</p> <p>Birthday Party Room/rental facility is very successful.</p> <p>Update dressing room. The mirror gender fluidity.</p>	<p>Want more promotion, programming to bring more people in.</p> <p>Build capacity to have more programs.</p> <p>Re-do the floor in reptable room.</p> <p>ADA requirements, for best access into building.</p> <p>Remove old bleachers. Remove old concrete slab.</p>	<p>short-term goal/objective</p> <p>Build capacity to have more programs.</p> <p>Re-do the floor in reptable room.</p> <p>ADA requirements, for best access into building.</p> <p>Remove old bleachers. Remove old concrete slab.</p> <p>long-term goal/objective</p> <p>Create more of a gathering place for folks. We have a plan to serve folks by groups through an agreement with Stevenson school district?</p>	<p>after school kids (weekend days)</p> <p>Elderly women</p> <p>Elderly men</p> <p>Lap swimmers</p>	<p>Tennis courts = level land</p> <p>Peace of land next to pool that could be better used.</p>

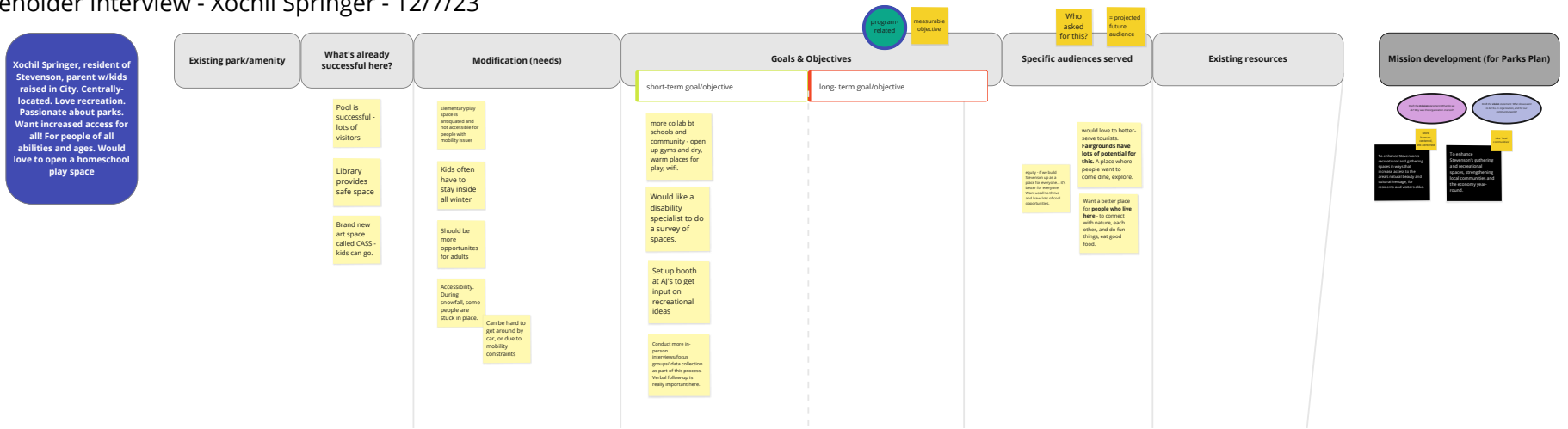
Mission development (for Parks Plan)

What is the mission? To support people of all abilities in meeting their goals for running, hiking, etc.

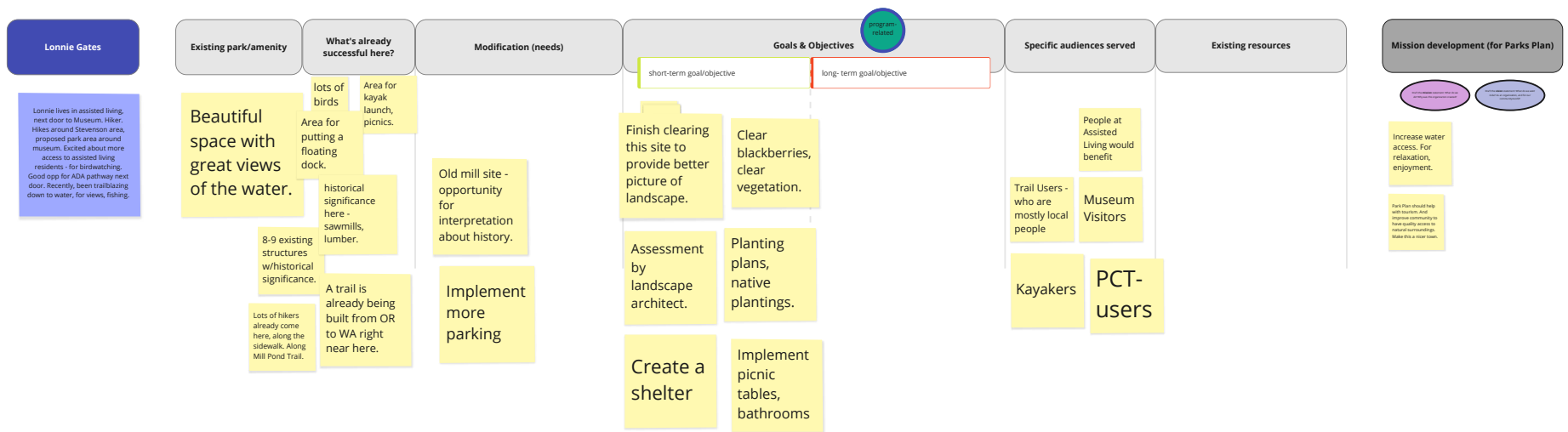
Mission/Money Matrix Activity

STAKEHOLDER INTERVIEW SUMMARIES

Stakeholder Interview - Xochil Springer - 12/7/23



Stakeholder Interview - Lonnie Gates - 1/10/24



ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1

Meeting Information		
Date & Time	08-24-2023	
To/Participants	Marina French, Chuck McDowell (DCG/Watershed)	
Copy to	For record in plan appendix	
From/Meeting Leader	Marina French, Chuck McDowell (DCG/Watershed)	
Project No./Name	240418 – City of Stevenson Parks Master Plan	
Objective	Stevenson Parks Plan Master Plan Advisory Committee Kickoff meeting. Advisory Meeting #1	

Agenda/Discussion

- Introductions
 - Ben Shumaker – City of Stevenson, Community Development Director, Project Manager, City Parks Advocate, Pool district commissioner (attending in person).
 - Ingrid Colvard – Superintendent of Stevenson-Carson School District (attending virtually).
 - Pat Albaugh – Port of Skamania County, Executive Director (attending virtually).
 - Tom Lannen – Skamania County, District 2 Chair (attending in person).
 - Tiffany Anderson – City of Stevenson, Planning & Public Works Assistant (attending in person).
 - Alex Hays – Skamania County, Manager of Cultural Events and Recreation (such as the County Fairgrounds) (attending in person).
 - Andrea Byrd - Stevenson Community Pool District, Representative (attending in person).
 - Tom Delzio- Stevenson Community Pool District, Commissioner (attending in person).
 - Consultant Introductions Marina French, Project manager, Chuck McDowell, Lead Landscape Architect.
- What is a Parks Master Plan
 - Ben – The City is leading a coalition (the advisory board present today at this meeting) on behalf of all of the organizations that provide parks and recreation opportunities to the community of Stevenson.

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ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1

DCG/Watershed
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- The City is not going to push every organization to fill all of the community needs just within their organization. The goal is to distribute the efforts and investments.
- Tom Lannen - Is this going to replace the counties plan?
 - Ben – each individual organization will have to adopt the plan in order to use it to apply for grants. It could be supplementary to your plan.
 - Tom - The County has kicked off a parks planning process but it hasn't been completed. This is a template that the County can use themselves to complete their Parks Plan.
- Consultants – Your participation in this process will allow us to identify similar projects that multiple organizations have identified and prioritize partnerships or priorities for funding.
- Ben – We are on a fast schedule to get it done by February 2024.
 - Schedule is driven by need to fund Courthouse project through RCO.
- Alex – Fairgrounds are looking for opportunities to improve, including different grant opportunities – even emergency management.
- State Requirements for RCO Grants. Presentation by Nick Norton, Policy and Planning Specialist with WA State RCO office.
 - Nick is the project point of contact for people looking to establish planning eligibility that opens up grant funding.
 - He will be reviewing it relative to the RCO requirements.
 - He can review early drafts and support this process.
 - Tom Lannen – What is RCO conserving?
 - Nick – Grants related to conservation funding – Urban wildlife habitat, Riparian protection program, Critical wildlife habitat – specific plan or animal species of high value.
 - A conservation focus in the open space plan will help get those grants.
 - Also recreation programs – local parks.
 - Planning for Recreation Access
 - These require a plan - Boating Facilities, land and water conservation fund, NOVA-trails, WWRP-recreation, WWRP – habitat
 - Boating facilities program – supports renovation or development of docs
 - County applied for that program for wind river dock – have experience with this program
 - What elements are required? – Plan should be aligned with best practices but there is also flexibility to accommodate what the local process looks like.

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1

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- Public involvement
 - Opportunity to be systematic and reach different voices in the community
- Inventory
 - Condition & Capacity are important elements
- Demand & Needs Analysis
 - Level of Service
 - Walk-sheds & Drive-sheds
 - Financial Capacity Analysis
- Goals & Objectives
 - Be specific as possible
- Capital Improvement Plan
 - Projects, priorities, dates, sources of funds, etc.
- Nick will send a few examples of approved plans to Ben to distribute to the group
- A specific entity may adapt an existing plan or develop a cooperative plan
 - Want to be clear about a couple of things on the front end
 - If you want to include a conservation focus on this – this must be imbedded throughout the plan
 - This may need a supplemental study
- If County process is overlapping city process –
 - If county is trying to use this plan as eligibilty
 - There may be another approval accomodation needed – engage with RCO early to discuss this.
- All these districts include and extend beyond the city limits, UGA limits, or project limits.
- Ingrid – Can the School district apply for grants through this process?
 - School distrcit facilities – interest in updating Stevenson Elementary playground, lots of community use
 - RCO – deferred maintenance grant 30k min 100k max – need to look into elegebility requirements
 - Healthy kids grant
 - Would appreciate shared responsibility on grant opportunities
- Consultant Power Point Presentation
 - DCG/Watershed’s Scope & Role (COS)
 - Project Approach (DCG/Watershed)
 - Schedule
 - Deliverables

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1

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- Anticipated Outcomes
 - Next Steps
 - Review Plan Table of Contents (DCG/Watershed)
 - Shared Expectations (DCG/Watershed /COS)
 - RACI
 - Review Advisory Committee questionnaire shared via email prior to this meeting (DCG/Watershed)
- Workshop Activity – Roundtable discussion and each entity share thoughts on MISSION and VALUES for parks and recreation in the community, and any other questions or comments.
 - City:
 - Sense of Permanence & Quality (basalt not CMU blocks)
 - Stability
 - Human Activity – for example cater to wind sports, but not to the same degree as places like Hood River.
 - Not commercialized – keep it quaint, low key, and folksy.
 - Maintain a balance of activities without one thing dominating.
 - Sense of Arrival is important.
 - County
 - Tom Lannen – County has a bunch of needs & Not wants.
 - He has a very focused financial vision of where he puts money.
 - Number 1 job of putting community first.
 - Drawing people in to support businesses is important.
 - Year round activities.
 - Increasing revenue is a goal:
 - Could double revenue if more parking was available.
 - Need new ways to park people for larger events.
 - Shuttle to the interpretive center?
 - New stage to hold concerts.
 - Pickleball, little league – fields are in disrepair (comment was on Home valley park – not in city of Stevenson).
 - Provide recreation within natural resources:
 - Water trails (non-motorized launch).
 - Long term opportunities for local residents.
 - Cross pollination culturally – welcome people into the community. Give a reason for people to come together
 - What does welcoming mean?

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1

DCG/Watershed
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- Does not find Stevevonson welcoming.
- Maintain the character of the area.
- Pool
 - Welcoming
 - Gathering Spot
 - Parking lot fullness feel like a barometer of success.
 - A spot to have coffee or food – that’s what draws people together.
 - Pool is not seasonal.
 - Make the pool more usable.
 - Accessibility
 - Need a method to get down into the pool if you can’t walk down the steps.
 - Would like Rock Cove Assisted Living Community to bring people over to the pool.
 - Need to make it visually more fun.
 - Wellness
 - Use the facility as part of a wellness lifestyle.
 - Comfortable
 - Physical Safety
 - Inclusive
 - Old tennis courts can be repurposed – potential land – big asset
 - Want to see people in the parking lot
 - Programming
 - Movies
 - Next nearest pool is in Hood River, OR.
- (Ingrid and Pat were unable to attend the second half of the meeting, therefore there are no comments.)
- Next Steps (DCG/Watershed /COS)
 - Data Requests – Due
 - Inventory & Analysis
 - Stakeholder Interviews
 - Community Engagement
 - Next Workshop

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Attachment:

Advance questions for Advisory Committee

Project Introduction:

The project involves the creation of a Parks Master Plan which will serve as a strategic plan for enhancing park and recreation services in Stevenson. It is aimed at enhancing community well-being through strategic development of open spaces, recreation facilities, and the identification of ongoing maintenance needs. The plan will guide the identification, prioritization, and funding of projects on land owned by the city and key public stakeholders including the County, Port, School District, and Pool District. Representatives from these entities will make up the Parks Planning Advisory Committee. The plan will serve as a tool to seek state recreation grants, define community projects, and set long term priorities.

The planning process provides Advisory Committee members with a collaborative platform to align resources and goals, creating a shared vision for open space and recreation. By engaging in this process, Advisory Committee members can effectively contribute to community development, address their organizations' missions, and identify projects that align with the shared goals of the Committee. The plan opens avenues for potential funding, partnerships, and impactful multi-benefit projects.

Expected Stakeholder Involvement:

The Advisory Committee is expected to actively participate in workshops, discussions, and planning sessions throughout the project. This input will shape the plan's content, project identification, and implementation strategies. Collaborative discussions will help identify shared goals, prioritize projects, and explore opportunities for cross-organization collaboration. Ultimately, this input will guide the creation of a well-rounded Parks Master Plan that will ground future investment in the community.

Before the workshop, please reflect on how your organization's mission and strategic goals can align with and contribute to the development of this plan.

Vision and Alignment:

How do you envision this plan aligning with your organization's mission and strategic goals – short term – long term?

What aspects of this work resonate with your organization's vision for community well-being?

Collaboration Potential:

How can your organization contribute to the shared vision for open space and recreation projects?

Are there resources, expertise, or partnerships your organization can bring to the table?

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Identifying Community Needs:

From your perspective, what are the most critical recreation and open space needs in the community that this plan could address?

Are there specific demographic groups or neighborhoods that your organization particularly aims to serve?

Ongoing and Planned Projects:

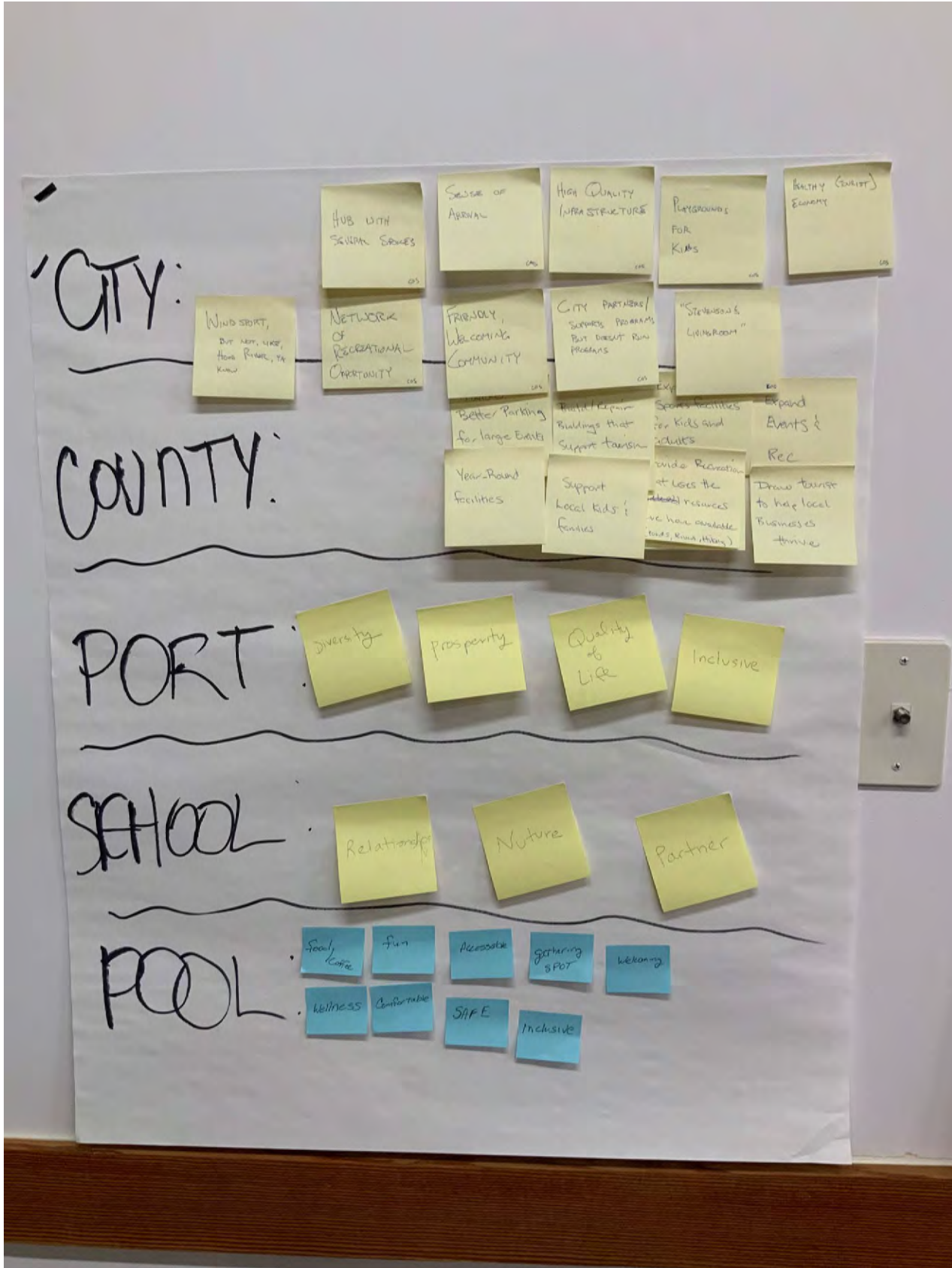
Are there any ongoing or planned projects within your organization that could impact or align with this effort?

Have you already identified any specific needs or challenges within your organization that you believe could translate into potential projects under this plan?

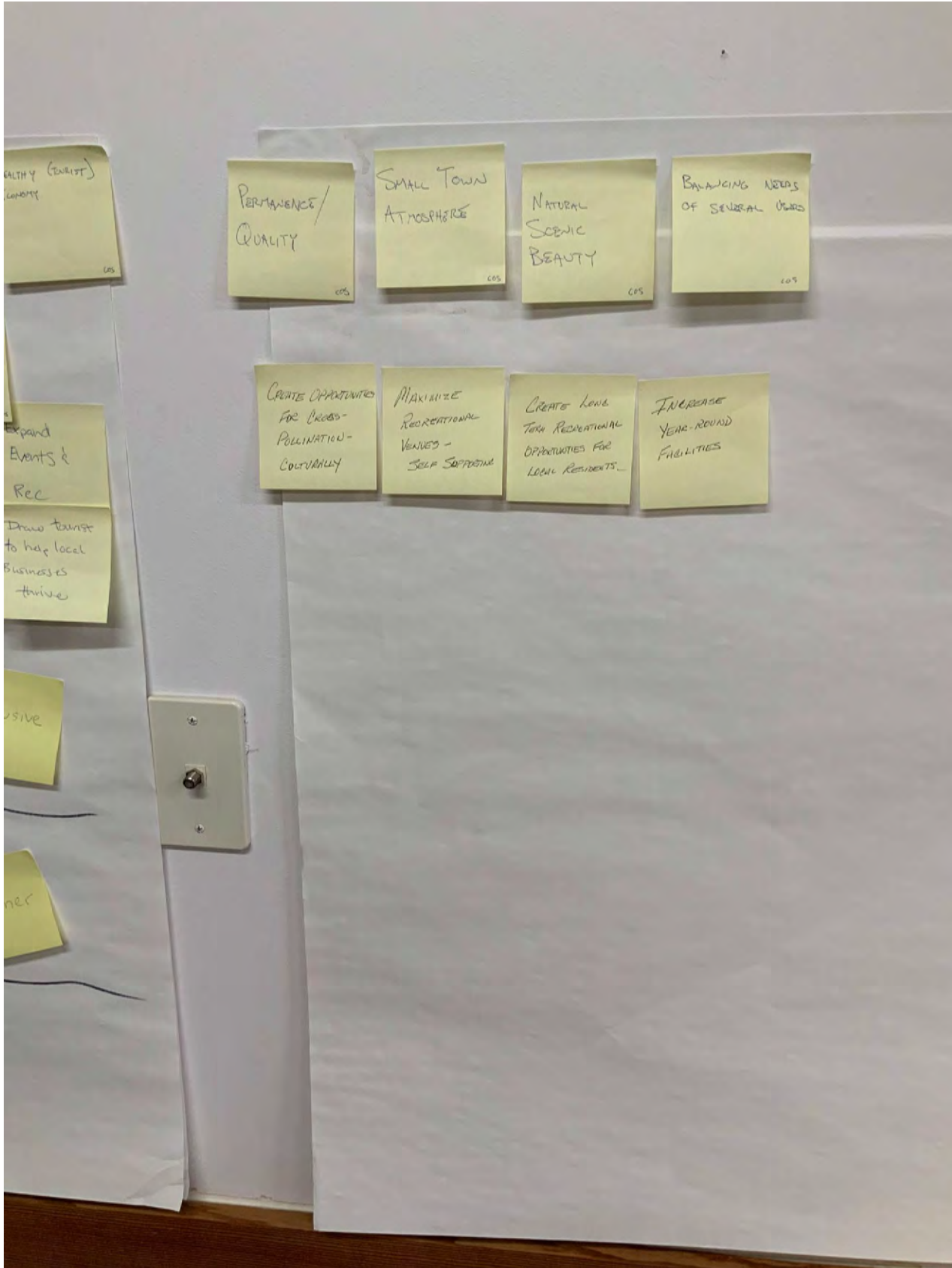
Impact:

How do you envision the completion of these projects contributing to the broader community's vision for parks and open space?

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1



ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 1



ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 2

Meeting Information		
Date & Time	12/06/2023	
To/Participants	DCG/Watershed Team: Marina French, Project manager, Chuck McDowell, Lead Landscape Architect, Angela Mele, Interpretive Planner.	
Copy to	For inclusion in the final plan appendix.	
From/Meeting Leader	Marina French	
Project No./Name	230418 Stevenson Parks Master Plan	
Objective	Stevenson Parks Plan Master Plan Advisory Committee Charrette. Advisory Committee Workshop #2.	

Agenda/Discussion

- Meeting Date: 12/06/23, 9:00am-noon. In person at the County Courthouse basement meeting room.

Agenda:

- Introduction
 - Introductions
 - Consultant Presentation:
 - Recap of Master Plan process
 - Summary of Stakeholder interview feedback
 - Summary of Online Public Survey Results
 - Presentation of initial ideas for formation of Mission and Goals
 - Examples of park trends and precedents for amenities or elements that were brought up by the community during our outreach.
- Break
- Workshop Activity
 - Break into three groups, sit at the group table and discuss existing and potential parks, recreation and open space opportunities within your area. Discuss how specific gaps, needs, programs, or other topics brought up by the community are present in your area.
- Break
- Report Out/Summary

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ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 2

DCG/Watershed
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Introductions and Icebreaker: What are the needs of the user group that you or your organization represents?

Pool District – Tom Delzio

- New dressing rooms for equal opportunity for each gender –the boys’ dressing room needs designated stalls to have the option for privacy. The girls dressing room already has this.
- The pool is too small/short for official meets, so there is not currently any function for the bleachers. They would like to remove the bleachers to create a gathering space.
- The parking lot needs to be updated to be ADA compliant – they would need to hire a consultant for this (long-term project).
- Main goal is to bring more people in.

County – Tom Lannen

- County has land at the transfer site that has liability issues currently. They would like to transfer this to the city.
- Wind River Nursery site is a huge opportunity – it would be great to provide a connection from the city to WRN.
- Support transit options for seniors.

County Fairgrounds – Alex Hays

- Planning for big events.
- Working on building upgrades to make them more durable and desirable for use or rental.
- Looking into covering the arena for concerts and more year-round use.
- Upgrading Campground.
- Current projects include:
 - o Upgrading restrooms
 - o Year-round fishing
 - o Infrastructure improvements
 - o Roof over pickleball
 - o Batting cages
- Would like to do something with the baseball field but it is owned by the army corps and is an archeological site.
- Water trails
- Non-motorized ramp for boats
- Permanent stage for concerts
- The fairground used to be a hub for water sports. It could be used by private or non-profit organizations to run programs.

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 2

DCG/Watershed
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Port – Pat Albaugh

- Replace the wave attenuator to allow better use of the existing boat ramp.
- Increase the use of a couple of beaches/points.
- Local water trail connected to museum and islands.
- Short term need is to provide more bathrooms.
- Water to irrigate the parks.
- Areas for private and nonprofits like a canoe club and water sports.

Columbia Gorge Museum – Lou Palermo

- Remove physical barriers.
- Dock for canoes and water access.
- Gazebo for people to use property more.
- Make grounds more accessible and usable – get rid of the gate and be more integrated with the community.
- A beautiful flat area could be an RV park.
- Camps and classes to connect outside lessons with inside.
- Music.
- Partnerships and cross promotion.

Public Works – Carolyn Sourek

- Utility focused currently – would be great to have a parks department that could maintain the parks spaces.
- Create shared maintenance for all open spaces and parks.
- Need equipment – specifics will depend on the park.
- Possibly a parks district to share the resources with other public entities.
- Dog park.
- Trail maps.

Public Works – Jonathan Dexter

- Equipment for landscaping.
- Training.
- Bathroom maintenance is new – they need training for that.

City Council – Dave Cox

- Parks property owned by city and county; how can we integrate these together more?
- Implement a parks district – sometimes coalitions are more impressive for winning funding.
- Increase offerings for youth.
- Leverage expertise in County + City for construction.
- Need funding mechanism for maintenance.

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 2

DCG/Watershed
Meeting Minutes
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Kelly O'Malley-McKee

- Promote gathering, tourism, spaces for locals.
- Activate, beautify, increase public art.
- Walkability, connectivity to fairgrounds and museum and to downtown.
- Connect to PCT through other parks and downtown.
- Want more commerce but also more public access and green space.
- Develop waterfront for small businesses.
- Stopping places with benches.
- Gateway Park has the best views of red bluff.

School District – Ed Farrell

- Updating current playground equipment to better fit age groups.
- Need to keep people out of the properties during school hours.
- Open after school hours.
- Indoor athletics space.

General Comments

- Need for maintenance.
- Flatter easier walking connections to parks.
- Collective marketing can be a way to leverage other stakeholders' expertise and momentum.
- Need to coordinate with Burlington Northern at some point – they are a large landowner.
- Need to engage with Tribes.
- Water recreation and access can be enhanced – marina in rock cove?
- Land acquisition is an important consideration when land isn't owned by any one entity.
- Government owned property can impact the economic development of the community.

Feedback on Mission

- It's not just about economics, it's also about locals getting what they need.
- Add word resilience.

Workshop Activity

(See worksheet notes and photos of table poster mark-ups)

Charrette Project Sheet

City of Stevenson Parks Master Plan

Project Site: Triangle / Gateway Park

Urban uses - support businesses

Description/History/Noteworthy:

Who currently visits?

Current or potential maintenance level?

Status:

(i.e. developed, undeveloped, unplanned, master plan, etc.)

Existing Plans or Improvements?

Existing amenities, services, or programs?

Questions	Comments
Does site meet survey-identified needs? (Q2)	
1. Views of nature, wildlife, or water	
2. Primitive trails or experience	
3. Water access	
4. Family friendly	
5. Easy to get to	
Does site provide any survey-identified opportunities? (Q10)	
1. Restrooms	Yes Courthouse Plans
2. Skate Park	
3. Pickle ball courts	
4. Play equipment	
5. Trails	
6. Exercise equipment	
7. Picnic areas/ tables / seating	Yes Courthouse
Other needs?	
Does site provide any survey-identified program requests? (Q11)	
1. Outdoor concerts / live music	
2. Exercise classes (yoga, dance, etc)	
3. Movies in the park	
4. Summer camps	
5. Community learning classes	
6. Wildlife education	
Other opportunities?	
How does current or improved park serve community?	
Site recommendations:	
Build/Add?	
What new uses could be proposed?	
Replace/Enhance?	
What existing features need major overhaul?	
Repair and maintain?	
What existing features need more minor improvements?	

more year round street
 - slow traffic
 - gateway park preview
 no dog park

TRIANGLE / STATEWAY PARK
needs to be focal point
ART piece that a welcoming piece
drainage

- maintenance
 - > mowing
 - >
- Powers -> pressure wash

⇒ Don't stop

⇒ East end

P Wayfinding
- Folly

- ~~both~~ ART

~~Water~~ Courthouse lawn -
- Splash play

Farmers Market -> maintain play area
\$ Core downtown Not a place for a playground

Smaller scale events

- Oct - May
- week nights

As we change
Consider what
people want

3 year plan focuses on residents
- all programming is outside of downtown
- oriented to higher end

Beverly Park

PORT

- extend park best beach
- Waggie beach - riprap for railroad tracks
- Slaughtershorse
- water trail
- h

AND a lot of families

- more signage + way finding

Dog parks potential

- temporary
while other plans
are being made

- communicate that it's
temporary

Walnut - Irrigation

- Future of walnut park
→

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 2



Charrette Group Area Sheet

City of Stevenson Parks Master Plan

Group Area: Rock Cove

Group Members: Loe (Museum)
Carolyn S.

• fairground during specific events
• museum
• wastewater treatment

Does area have any 'Most visited areas'?

Does area have any 'Least visited areas'?

• Fairground w/ regular events
• Museum

Does area have any 'Most popular programs'?

How does area relate to the draft Vision?

Gaps?

Goals?

Objectives?

Questions	Comments
How does Group Area Fulfill Mission? (Q1)	
1. Connect with nature or observe wildlife	It doesn't! Limited island access. But, there's a trail system.
2. Fitness or exercise	too people People do walk this shore. Is equine man space. Has ball. Has pickleball.
3. Enjoy solitude or peace and quiet	working on exhibits, programs
4. Fun, excitement or adventure	
How does Group Area meet survey-identified needs? (Q2)	
1. Views of nature, wildlife, or water	
2. Primitive trails or experience	
3. Water access	small illegal dock in fairground - but access is limited
4. Family friendly	existing small park in fairgrounds
5. Easy to get to	- yes, easy, though far to walk from downtown
How does Group Area provide any survey-identified opportunities? (Q10)	
1. Restrooms	
2. Skate Park	
3. Pickle ball courts	
4. Play equipment	yes at playground. Museum wants some!
5. Trails	museum property has potential for water trail
6. Exercise equipment	
7. Picnic areas/ tables / seating	picnic area by little park in fairground
Other needs?	kayak safety, classes. RV parking to handle fairgr. over lawn and make \$
How does Group Area provide any survey-identified program requests? (Q11)	
1. Outdoor concerts / live music	
2. Exercise classes (yoga, dance, etc)	Dance @ museum has been successful
3. Movies in the park	Museum is planning on it.
4. Summer camps	
5. Community learning classes	
6. Wildlife education	
Other programs?	Exhibit openings increasingly popular. = revenue. Ideas for trails as exhibits and hang-out spots.

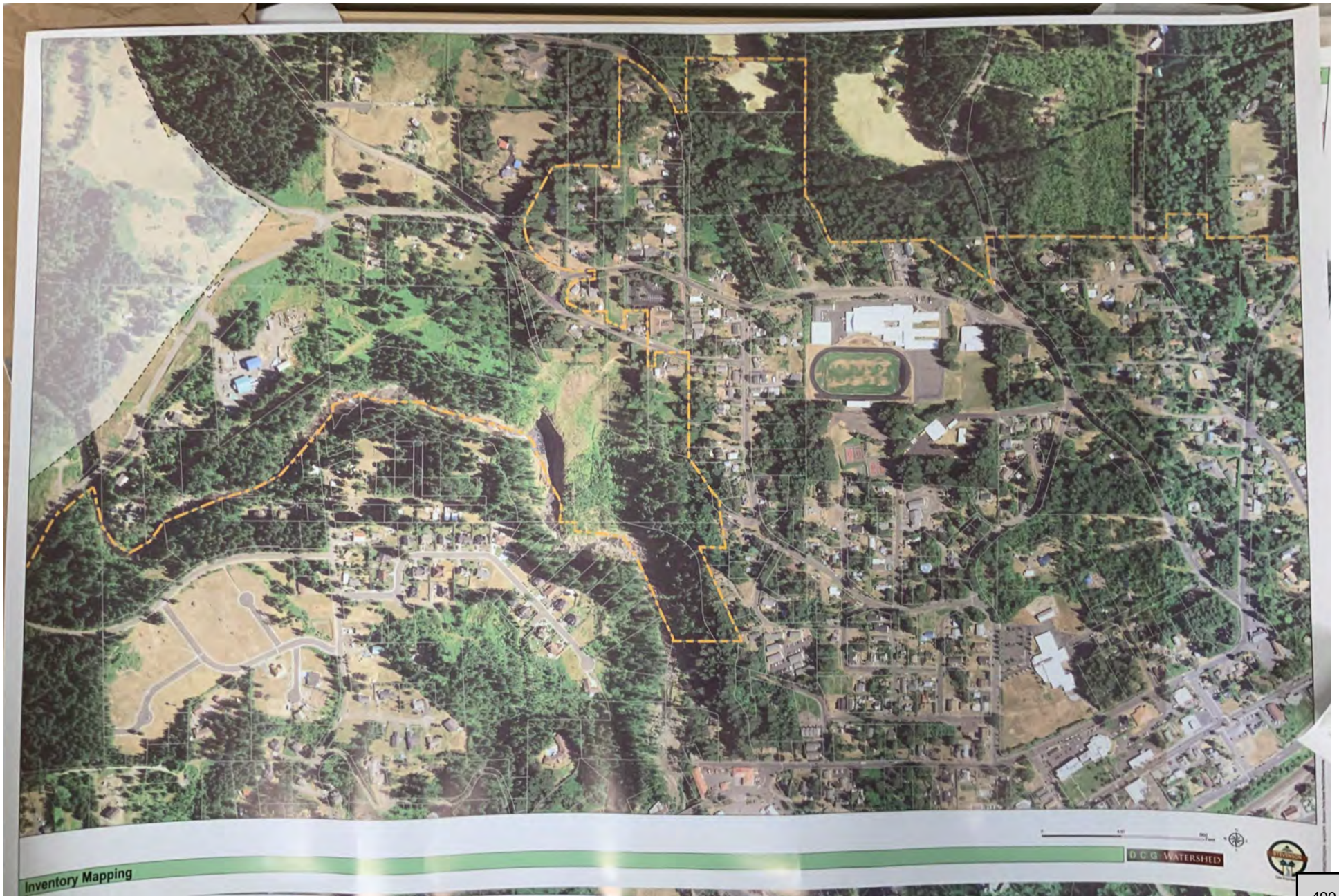
Trail system. man space. Has ball. Kids park. some kayak access.

access is limited

Nature play, native plants

• yoga in galleries
• slow people down

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 2



Charrette Group Area Sheet

City of Stevenson Parks Master Plan

Group Area: _____

Group Members: _____

Does area have any 'Most visited areas'?

Does area have any 'Least visited areas'?

Does area have any 'Most popular programs'?

How does area relate to the draft Vision?

Gaps?

Goals?

Objectives?

Questions	Comments
How does Group Area Fulfill Mission? (Q1) 1. Connect with nature or observe wildlife 2. Fitness or exercise 3. Enjoy solitude or peace and quiet 4. Fun, excitement or adventure	Upper Rock Creek GAP - Skunkcreek Lodge, High School pull-up bars, Trails ↳ cross country team on road
How does Group Area meet survey-identified needs? (Q2) 1. Views of nature, wildlife, or water 2. Primitive trails or experience 3. Water access 4. Family friendly 5. Easy to get to	None - Rock Creek water trail? - Playground, Activities w/ Church, Pool
How does Group Area provide any survey-identified opportunities? (Q10) 1. Restrooms 2. Skate Park 3. Pickle ball courts 4. Play equipment 5. Trails 6. Exercise equipment 7. Picnic areas/ tables / seating Other needs?	- School Locked, Sheriff's office, Pool ↳ Port + Fairgrounds Tennis, school pickleball w/ lights, basketball ↳ can rent football field
How does Group Area provide any survey-identified program requests? (Q11) 1. Outdoor concerts / live music 2. Exercise classes (yoga, dance, etc) 3. Movies in the park 4. Summer camps 5. Community learning classes 6. Wildlife education Other programs?	- County w/ senior citizens (via churches?) - Both school libraries + computer lab - Community Education ↳ use existing facilities multi-use - Schools have audio visual equipment

Tourists? Larger Area?

Helps draw in new residents

Pool school bus - lessons

Rock Core Fairground Bathrooms - Use vendor to maintain
 Churches as Resources

Charrette Project Sheet

Project Site: Pool - *Pool - signage*

Description/History/Noteworthy:

Who currently visits?

Current or potential maintenance level?

Status:

(i.e. developed, undeveloped, unplanned, master plan, etc.)

Existing Plans or Improvements?

Existing amenities, services, or programs?

City of Stevenson Parks Master Plan

- artist mural, city signs - "welcome packet" = info

Questions	Comments
Does site meet survey-identified needs? (Q2)	
1. Views of nature, wildlife, or water	
2. Primitive trails or experience	
3. Water access	
4. Family friendly	
5. Easy to get to	
Does site provide any survey-identified opportunities? (Q10)	
1. Restrooms	
2. Skate Park	
3. Pickle ball courts	
4. Play equipment	
5. Trails	
6. Exercise equipment	
7. Picnic areas/ tables / seating	
Other needs?	
Does site provide any survey-identified program requests? (Q11)	
1. Outdoor concerts / live music	
2. Exercise classes (yoga, dance, etc)	
3. Movies in the park	
4. Summer camps	
5. Community learning classes	
6. Wildlife education	
Other opportunities?	
How does current or improved park serve community?	
Site recommendations:	
Build/Add?	
What new uses could be proposed?	
Replace/Enhance?	
What existing features need major overhaul?	
Repair and maintain?	
What existing features need more minor improvements?	

*Single person
organize all
rec.
chamber? check
web site*

*Current facilities tired now, maintenance critical
People have ideas + would be willing to
be stewards
'Main Street Liars Club' Coam Diner*

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 3

Meeting Information		
Date & Time	01/16/2024	
To/Participants	Ben Shumaker, Tiffany Anderson, Ingrid Colvard, Pat Albaugh, Alex Hays, Tom Delzio	
Copy to	DCG/Watershed Team: Marina French, Project manager, Chuck McDowell, Lead Landscape Architect, Angela Mele, Interpretive Planner.	
From/Meeting Leader	Marina French	
Project No./Name	230418 Stevenson Parks Master Plan	
Objective	Stevenson Parks Plan Master Plan Advisory Committee Recommendations Meeting. Advisory Committee Workshop #3.	

Agenda/Discussion

- Meeting Date: 1/16/24, 10:30am-noon. Virtual Meeting.
- Icebreaker: Please share the biggest takeaways from the charrette.
 - Ben appreciated hearing all of the maintenance needs, and the interest in shared partnerships.
 - Tiffany liked how all parties were on board with a collaboration effort.
 - Pat hadn't previously considered covering the horse arena at the Fairgrounds to create a year-round concert venue. Loved this idea.
 - Alex felt encouraged about the similarities between everyone's goals. Feels hopeful about things actually happening with people working together. I.e., shared floating dock idea. The charrette spurred further conversations later on, independent of this plan process.
 - Ingrid: Had to send Ed as a representative to the last meeting. Ed had similar feedback: great possibilities for collaboration; covered spaces is an agreed-upon need.
- Begin presentation:
 - Summary of feedback from public outreach including kick-off, stakeholder interviews, charrette, etc.
 - Overview of Goals
 - Discussion of Goals
 - 1. Establish and sustain well-maintained parks

Seattle
9706 4th Ave NE, Ste 300
Seattle, WA 98115
Tel 206.523.0024

Mount Vernon
2210 Riverside Dr, Ste 110
Mount Vernon, WA 98273
Tel 360.899.1110

Whidbey
1796 E Main St, Ste 105
Freeland, WA 98249
Tel 360.331.4131

Federal Way
31620 23rd Ave S, Ste 307
Federal Way, WA 98003
Tel 253.237.7770

Spokane
601 W Main Ave, Ste 617
Spokane, WA 99201
Tel 509.606.3600

Kirkland
750 6th St S
Kirkland, WA 98033
Tel 425.822.5242

ADVISORY COMMITTEE MEETING SUMMARIES - WORKSHOP 3

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- Pat: a lot of this is about landscaping, but there's not as much about restrooms which take more resources and time.
- The landscaping is not nearly as important as maintaining other facilities. See building facilities maintenance as a missing component.
- Marina: if there were more of a strategy for non-landscape components, do you suggest a special exploration of ways to be more efficient, for things like restrooms?
- Alex: An example is the drains at the Fairgrounds. Some are overflowing. My maintenance people said catch basins must be cleared annually. The City said they are investigating new machinery to clear them. Fairgrounds doesn't have money for this, but if the County could pitch in and use the truck, it could help everyone, since these maintenance needs apply to everyone.
- Alex: For everything that we install, there's a timeframe for checking in on how things are functioning. I've always dreamed of a master list/calendar to keep track of what needs to be done, and when.
- Marina: 1.3B is intended to get at what you're describing. If there is expensive equipment that's hard for one entity to justify buying, collectively you could justify the investment. And the maintenance calendar – kind of relates to 1.4B., the objective to have a comprehensive resource database—maybe this database would include this kind of calendar.
- Ben: Invites everyone to submit revisions and edits. Ben hears need to modify things on 1.3A,B and 1.4A, to emphasize and de-emphasize certain things.
- Ingrid: 1.3B – the schools have had major facilities issues lately due to cold. It is also possible to share expertise, including about emergency support. The school is a union, so it can be difficult to bring people in to help with shared resources; to bring in personnel. Something to consider.
- Alex: County is probably the same, in regard to unions for our maintenance crew.
- Marina: our intention for these strategies is to make sure they're diverse enough. So if an attempt to share staffing doesn't really work, there are other avenues for collaboration, like equipment sharing. We'll make sure these feel diverse enough from that perspective.

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- 2. Enhance community access to parks by increasing visibility and awareness
 - Alex: I like this goal/page. If we're pulling our resources together, then marketing is easier, for example using lodging tax to pay for things. Coalition makes it easier to market our community. We could have cost savings and a more powerful ability to connect people.
- 3. Improve proximities to and connectivity between parks
 - Pat: I kind of have an issue with trying to purchase more property, take more private land into public hands, when we have 4/10 of one percent of our whole county that can be developed.
 - Marina: This goal does mention acquisition. That's really about the possible purchase of some easements, plus a longer-term consideration of the city getting denser. If the Chinidere neighborhood gets denser, will the City need to purchase land to build a park with a playground? Or will they work with a developer? This goal has to do with standards such as walking distance. It sounds like maybe part of this is understanding that other options would be considered before we turn to acquisition.
 - Pat: yes, personally, I'd rather see Stevenson be the trailhead for Skamania County. We don't have to provide all of the recreational opportunities for the region here in town when the region is already a recreational region.
 - Marina: My understanding is if City decided to buy a new park for example, it would be very specific and locally-serving, like a playground. Maybe there's a different way we can articulate it.
 - Ben: I think it's worth exploring this in terms of who we're serving. Is the purchase for locals or visitors?
 - Marina: Pat, if this were worded differently to be more about locally-serving, i.e. for a playground, would that change your impression of the objectives?
 - Pat: I think the goal should be more about how to improve what we already have rather than to develop further. But I don't represent the City; just my opinion.
 - Chuck: I want to note that these goals are being read in isolation from all other documentation: results of survey, interviews, etc. As we look at the context of the needs assessment and the introduction into these strategies, and then how the strategies translate to recommendations, that might provide more clarity around the intent. We don't have time

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- to give that whole overview, but we can take another look at that question as we review this draft.
- Ingrid: The first thing I thought when reading this echoes Pat's: at the school district, we have had the experience that people don't necessarily consider that bigger context, so it's important to be careful to not convey that the City wants to buy and develop new land, in spirit of careful of how the public will interpret this.
 - Marina: understood that this feels heavily weighted on the public acquisition piece, and yes, if you looked at this page out of context, you might be taken aback.
 - Ben: I'm hearing and seeing the need to combine some of these, and also to build in what we're not going to do. That can be just as important. And yes, the need to narrow this down.
- 4. Provide inclusive spaces to meet diverse community needs
- Pat: There's a whole lot here about the plaza on the Courthouse lawn and I don't know how the whole community feels about that. Seems to be a hot topic at the moment.
 - Ben: We've been talking about that internally. One intent of this whole effort was to make sure the plaza got funded and happened, though we've been open to this being changed, and we've prepped DCG/W to pivot away from that.
 - Chuck: What we'd lean on from a recommendations standpoint is that everything we've heard from community is reflected in elements of the Courthouse Plaza project, so maybe we need to make the recommendations in here less place-specific, and then down the road think about other places and projects for enacting some of these goals.
 - Pat: That's a great idea.
 - Marina: Yeah, we definitely heard a desire for a central, flexible space, for gathering. At the time of the online survey, we had the original concept drawing of the plaza, and it was voted as the top 4 project and had a high score. So for those reasons, and as Chuck said, with amenities and a play feature are things we've heard described as in demand. We can look at changing the language so that if the Plaza doesn't move forward, we're still describing a more general project type.
 - Chuck: Addressing multi-benefit projects is key for grant eligibility.

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- Review of recommended Capital Improvement Projects
 - Ben: I'm looking at this list and I'm wondering where Gropper Park is, and then I have to remember that there are other lists too. Recall everyone that these are for immediate expenditure, for the next 6 years. Whereas Gropper is still in an earlier stage and still requires a plan before moving it into the capital project list.
 - Fix County Fairground Kayak Launch page information.
 - Ben: question for all agencies: are there capital improvements that you intend to make within the next 6 years that aren't reflected here?
 - Pat: no, not for Port
 - Alex: no
 - Ingrid: not that impacts what you're presenting today, but then there are things like our roof repairs that will need to happen, but not that impacts this plan.
 - Alex: I did get a grant to update some bathrooms, but not sure if that relates to this. Ben, we can have a side conversation.
- Review of other projects (playground etc.)
 - Alex: there are a lot of outdoor opportunities here, and I think we need to consider more indoor opportunities. Due to all the rain. At the fairgrounds, we retrofitted the barn and turned it into batting cages.
 - This came up a bunch during Stakeholder interviews so worth adding in.
-Angela
 - Pat: Quick question for Ben – years ago, Gropper was discussed as a potential location for a dog park and that was taken off the table.
 - Ben: Gropper swirls around as a resource with the repeating question about what to do with it. A volunteer led group looked into how to get water to it to move this dog park idea forward, and then kind of pulled back. We don't know what the best purpose for Gropper is.
 - Pat: You can close Columbia between 1st and 2nd and make that a pop-up dog park.
- General review at the end:
 - Ben: Wondering about possibility of master planning effort for Fairgrounds site, since that has been discussed, but it's not really reflected in this plan. Can we use this document to make development of a master plan for the Fairgrounds be a grant eligible project. I understand we want to communicate this as te city

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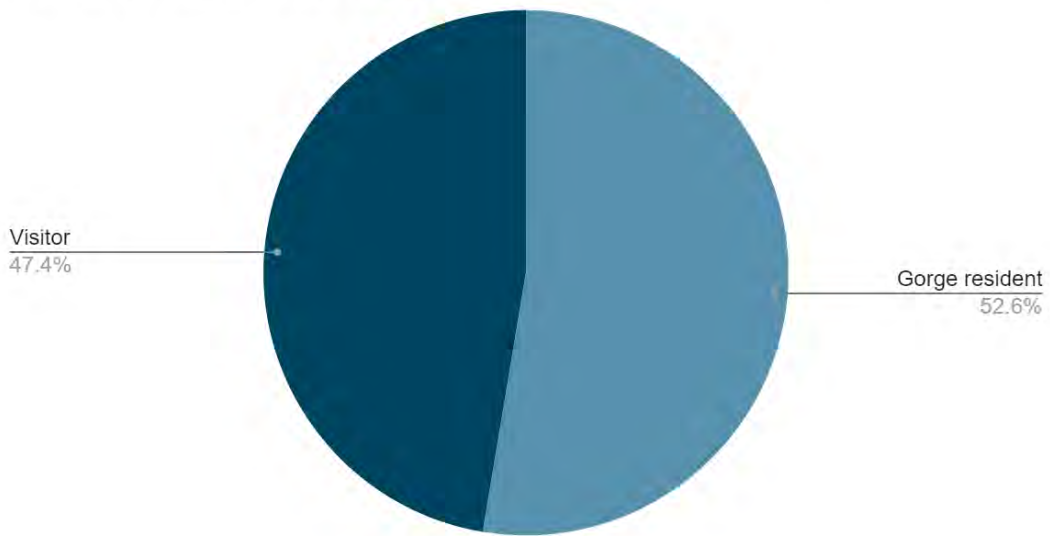
- supporting the County's efforts to develop one, so it doesn't look like the City is developing the plan in isolation and then handing it to Alex.
- Marina: Yeah, that is a big one. Alex, would you like it if the City supported the development of a Master Plan for Fairgrounds and we put that in this plan?
 - Alex: Yeah – we kind of have a list of projects that we're constantly trying to do. So you putting that in there would help. Part of doing this, I'm assuming, is to get RCO grants. Having a master plan wouldn't hurt, but I think everyone understands that Fairgrounds is bound by County Commissioners and other things. We continue to make improvements to Fairgrounds, and we could discuss what would be a project priority.
 - Marina: So you guys could go for a grant for a Master Plan, for example, and you already have your project list, and then the planning process would basically involve working your list into that plan. Then, we could reinforce that through this document by outlining the amenity options/desires for the Fairground.
 - Alex: Our focus has been to fix what we have now, but we're also trying to look into the future.
 - Chuck: Ingrid, do you have similar perspective on how the City could support playgrounds, with updates for age-appropriateness? Could City lean into a similar strategy to work with you all?
 - Ingrid: Yeah, those kinds of playgrounds are expensive. The visual you had on that slide, and what the staff dreams is much more nature-based than what you have on that slide. If that goes out there, we don't want people to think we weren't listening to them. There's this concept of really trying to integrate natural materials into a new playground. This isn't related, but want to add that the City of Battleground added a skate park a few years ago, which dramatically changed some things like criminal activity, so a strong collaboration with the sherrif's department is important. That wasn't the only place that happened. It's a great idea but comes with challenges.
 - Tom: The pool is moving forward with removing the bleachers from next to the pool. This will result in an 1,000 square foot area that would be warm and protected from the elements. This could possibly host a protected toddler-play area.
- Presentation End- reach out to Ben to provide more information. The next two weeks will be a review period. Thank you.

SDA Branding Survey - Chart Results

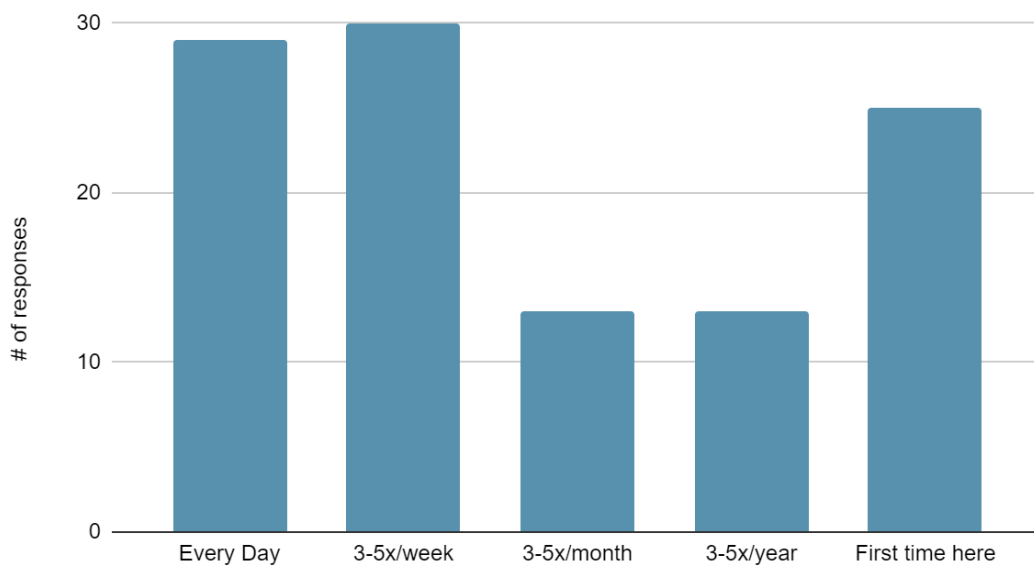
Farmers Market Season 2021

(110 surveys conducted, in person, on paper)

Do you live in the Gorge area or are you a visitor? (data from 38 out of the 110 surveys)



How often do you come to downtown Stevenson?



ASSUMPTIONS & ESTIMATES of our SURVEY RESPONDENTS

Estimated number of visits by Gorge residents vs visitors based on the previous two charts:

Assuming that Gorge residents were the ones to choose:

- Every day
- 3-5x/week

Let's also assume, visitors were the ones to choose:

- 3-5x/year
- First time here

Therefore, the remaining choice could be estimated by breaking out the percentages of the sample size (47% visitor / 53% Gorge resident):

- 3-5x/month = 13 people (6 visitor / 7 resident)

That means the following filled out the survey (estimated):

	Every Day	3-5x/week	3-5x/month	TOTAL
Assumed residents	29	30	7	66 residents
	3-5x/month	3-5x/year	First time here	
Assumed visitors	6	13	25	44 visitors

SURVEYS BY OTHERS - STEVENSON DOWNTOWN ASSOCIATION SURVEY

Thus, with our survey sample size, # of Gorge resident visits could be estimated at a range of 15,517-18,805 visits in a year:

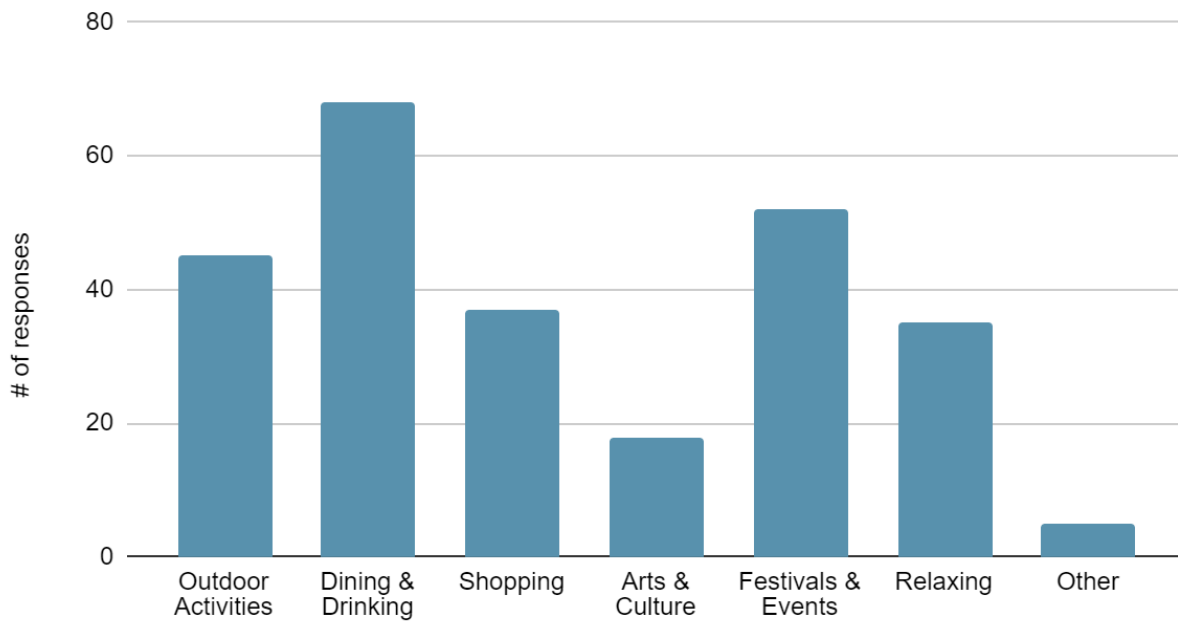
	GORGE RESIDENTS:					
	Every Day	3-5x/week		3-5x/month		
Assumed # residents visiting	29	30		7		66
# of days per year	365	156	260	36	60	
Visits	10585	4680	7800	252	420	
Low range estimate # of visits per year:	10585	4680	--	252	--	15,517
High range estimate # of visits per year:	10585	--	7800	--	420	18,805

And, with our survey sample size, # of external visits could be estimated at a range of 280-450 visits in a year:

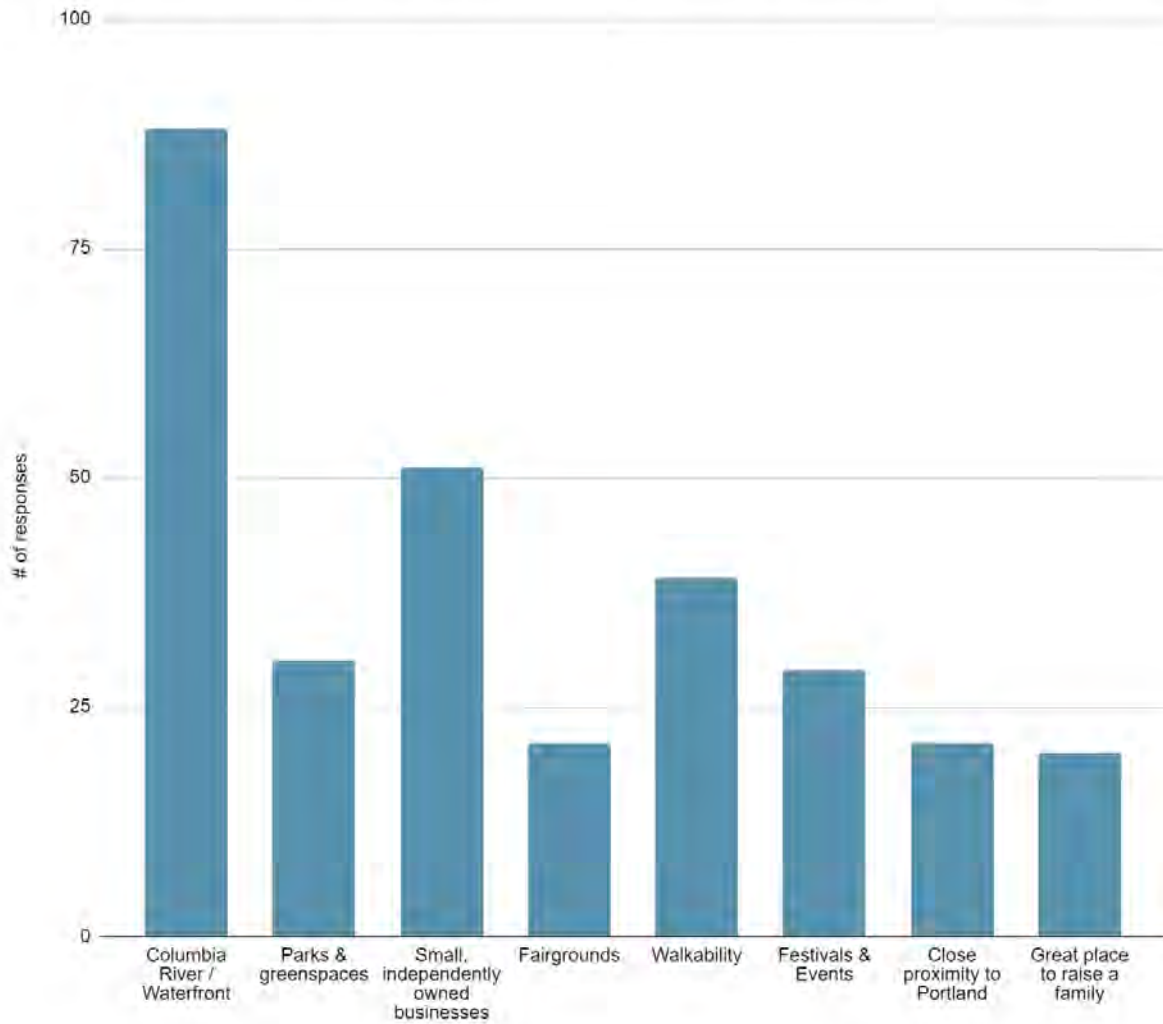
	VISITORS					
	3-5x/month		3-5x/year		First time	
Assumed # external visitors	6		13		25	44
# days per year	36	60	3	5	1	
Visits	216	360	39	65	25	
Low range estimate # of visits per year	216	--	39	--	25	280
High range estimate # of visits per year	--	360	--	65	25	450

SURVEY RESULTS CONTINUED

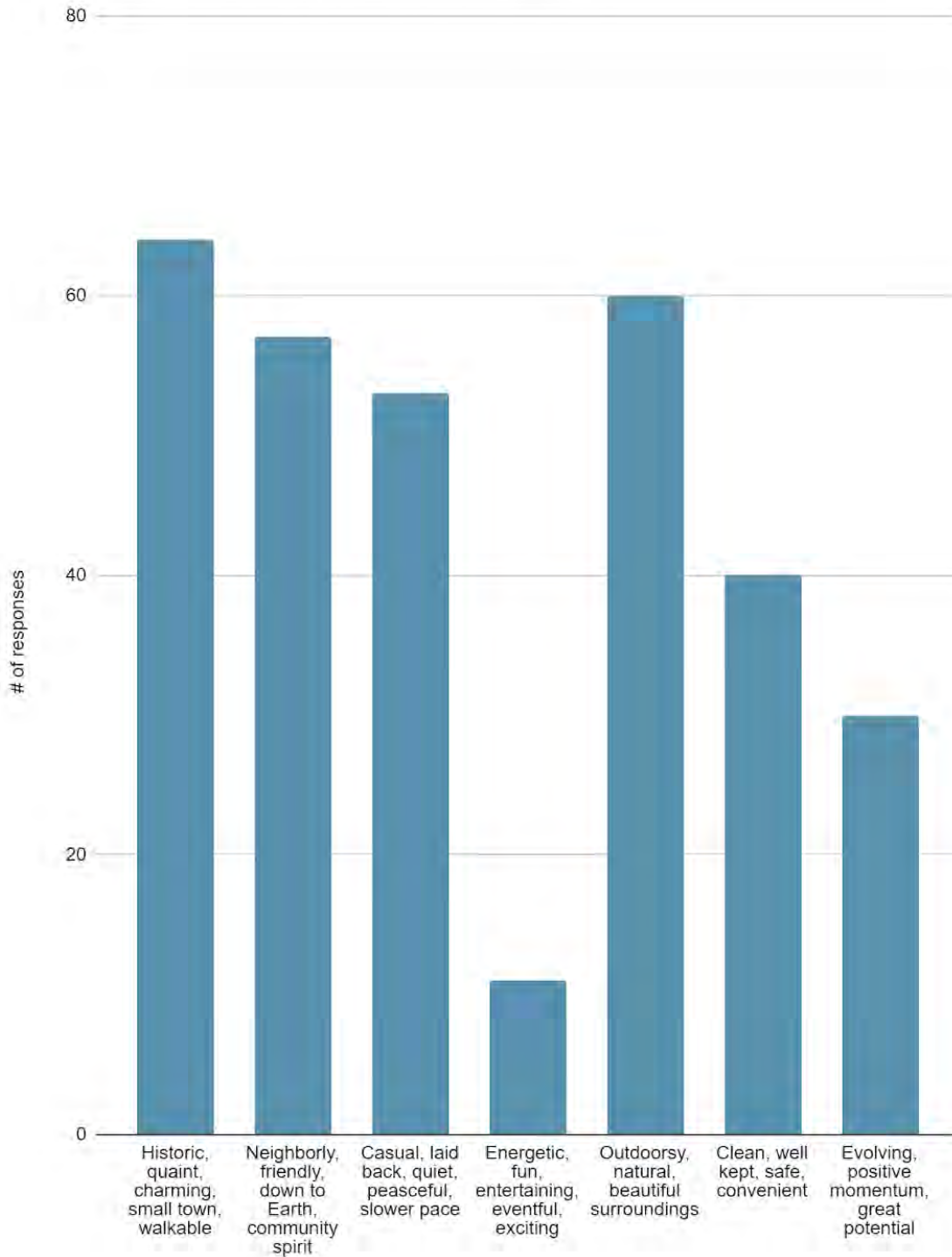
What describes your favorite downtown Stevenson experiences? (select all that apply)



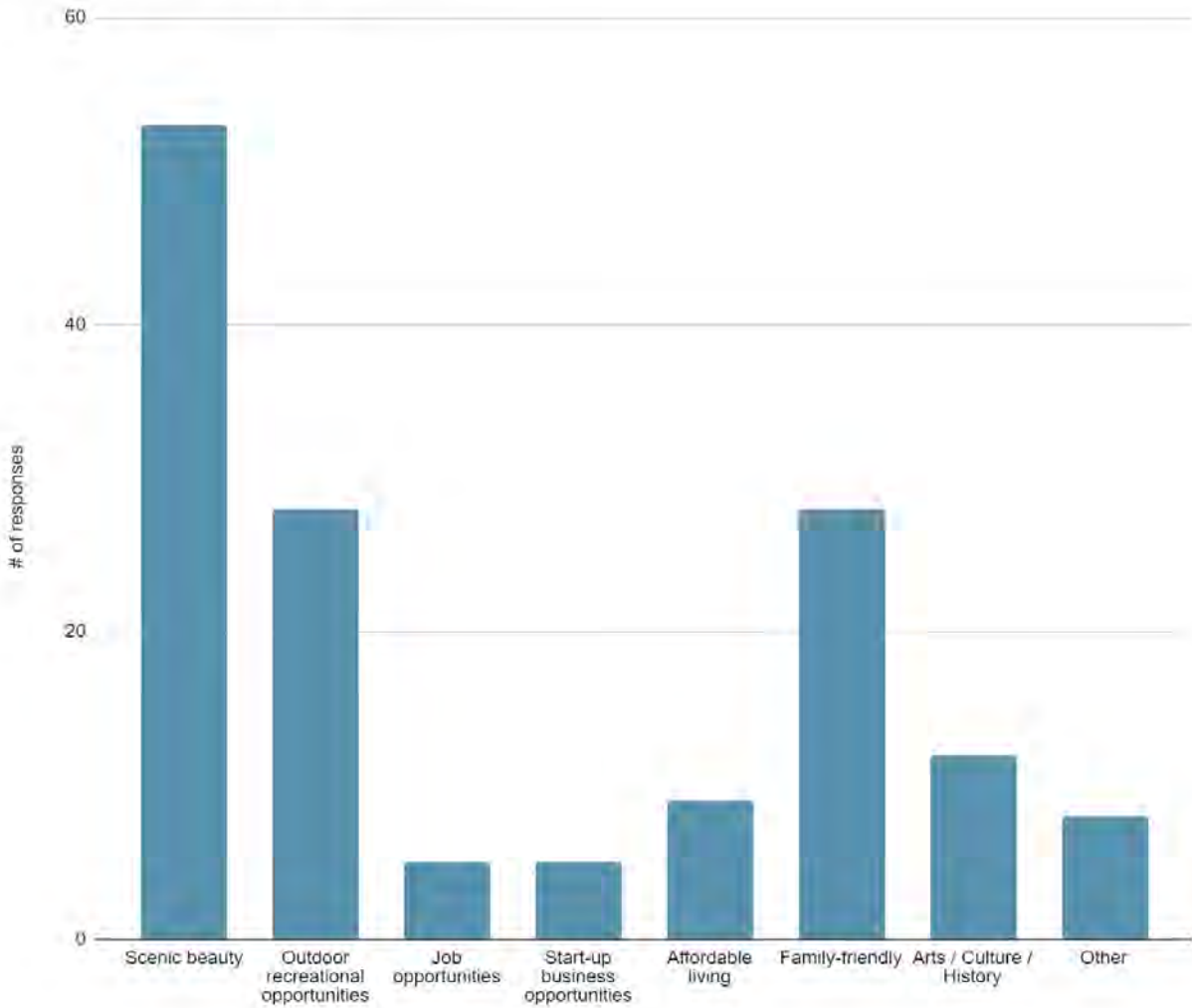
What are the greatest assets of downtown Stevenson? (select multiple if needed)



Describing the 'personality' of downtown Stevenson, what positive words come to mind? (select all that apply)



What attracted you to Stevenson?





Survey Results

Community Survey - Downtown Stevenson - 2023

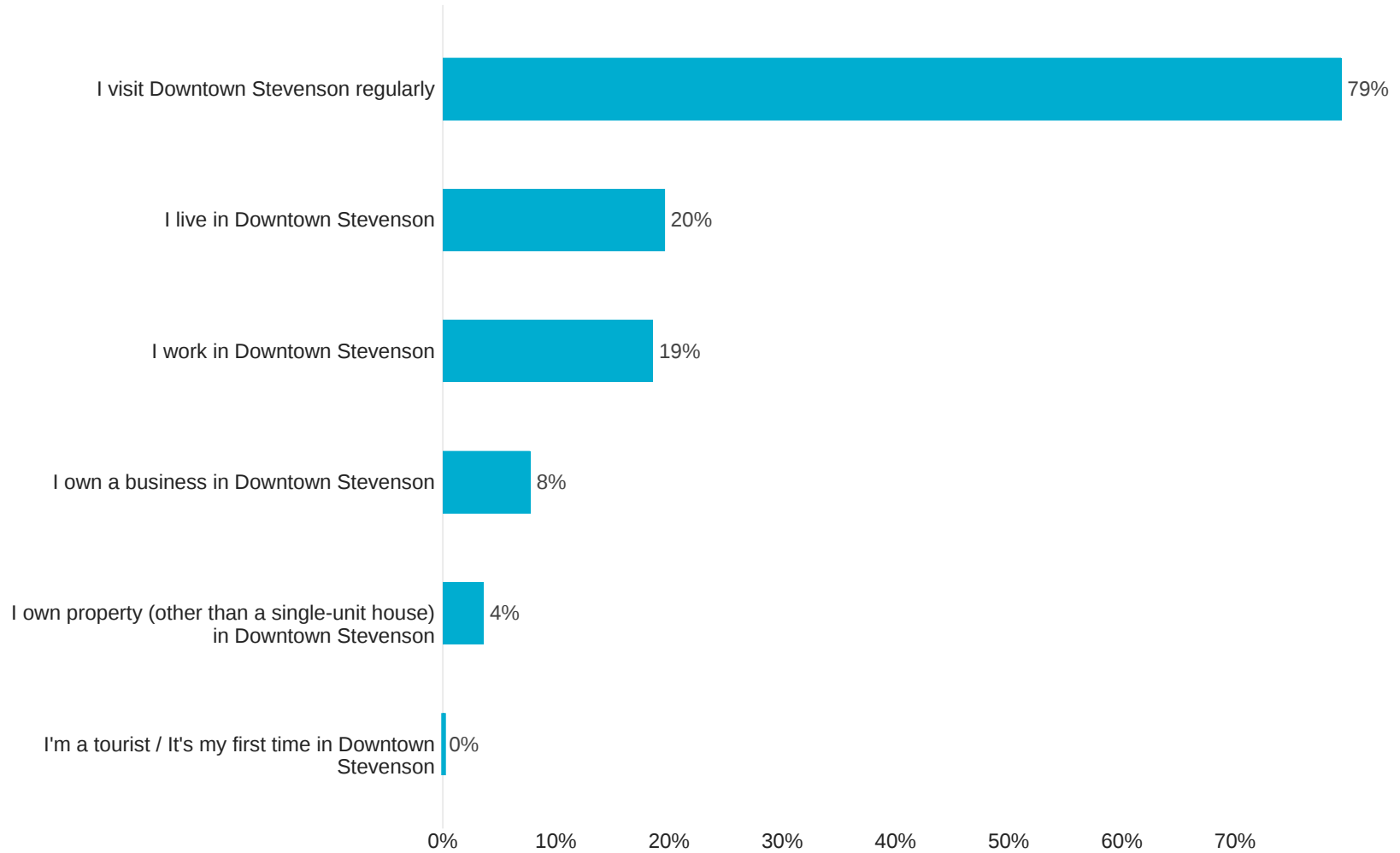
Inactive

Last recorded response: 9/25/2023

Total responses: 198

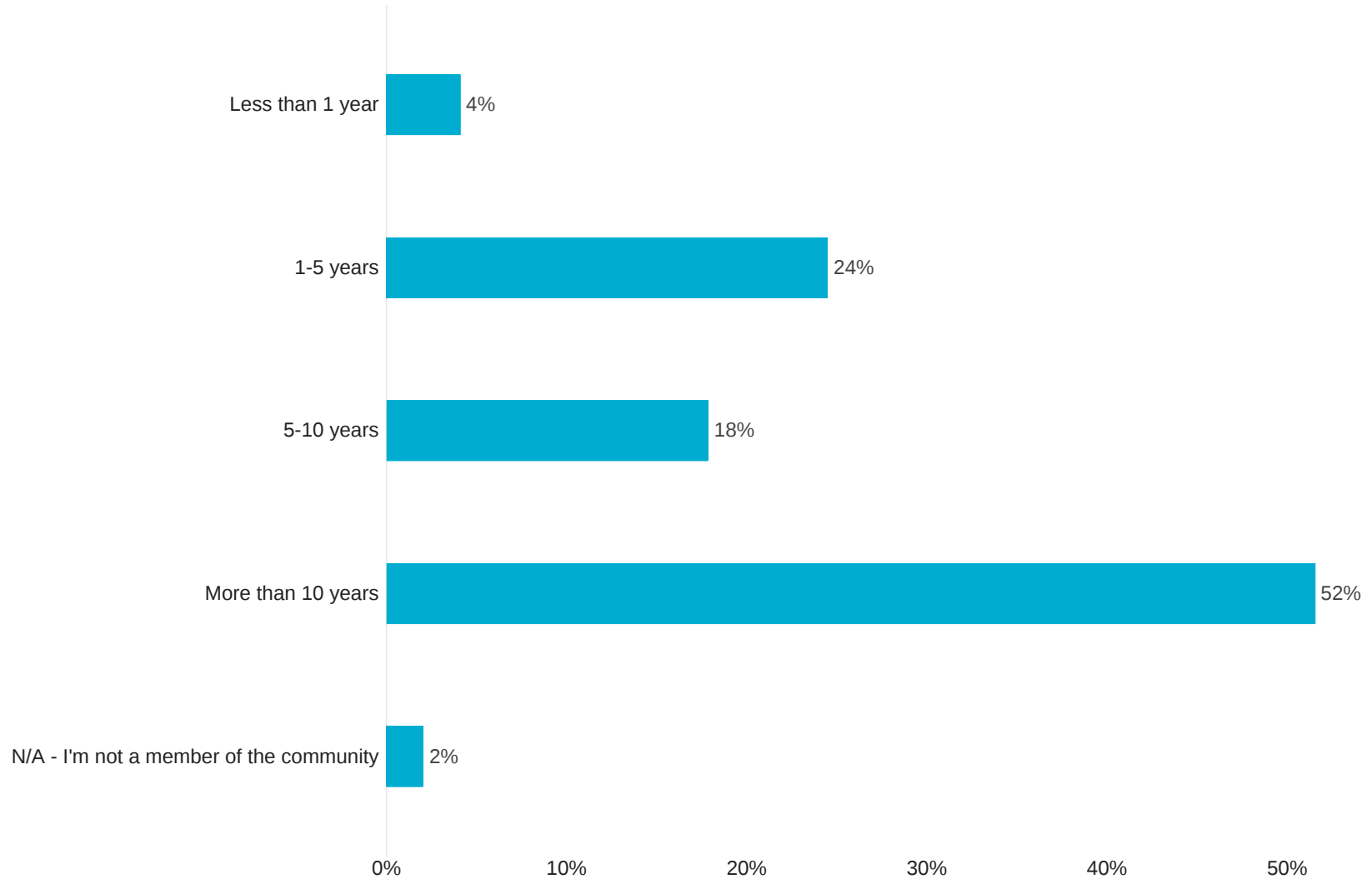
Q1 - What is your relationship to Downtown Stevenson? (Please select all that apply)

194 Responses



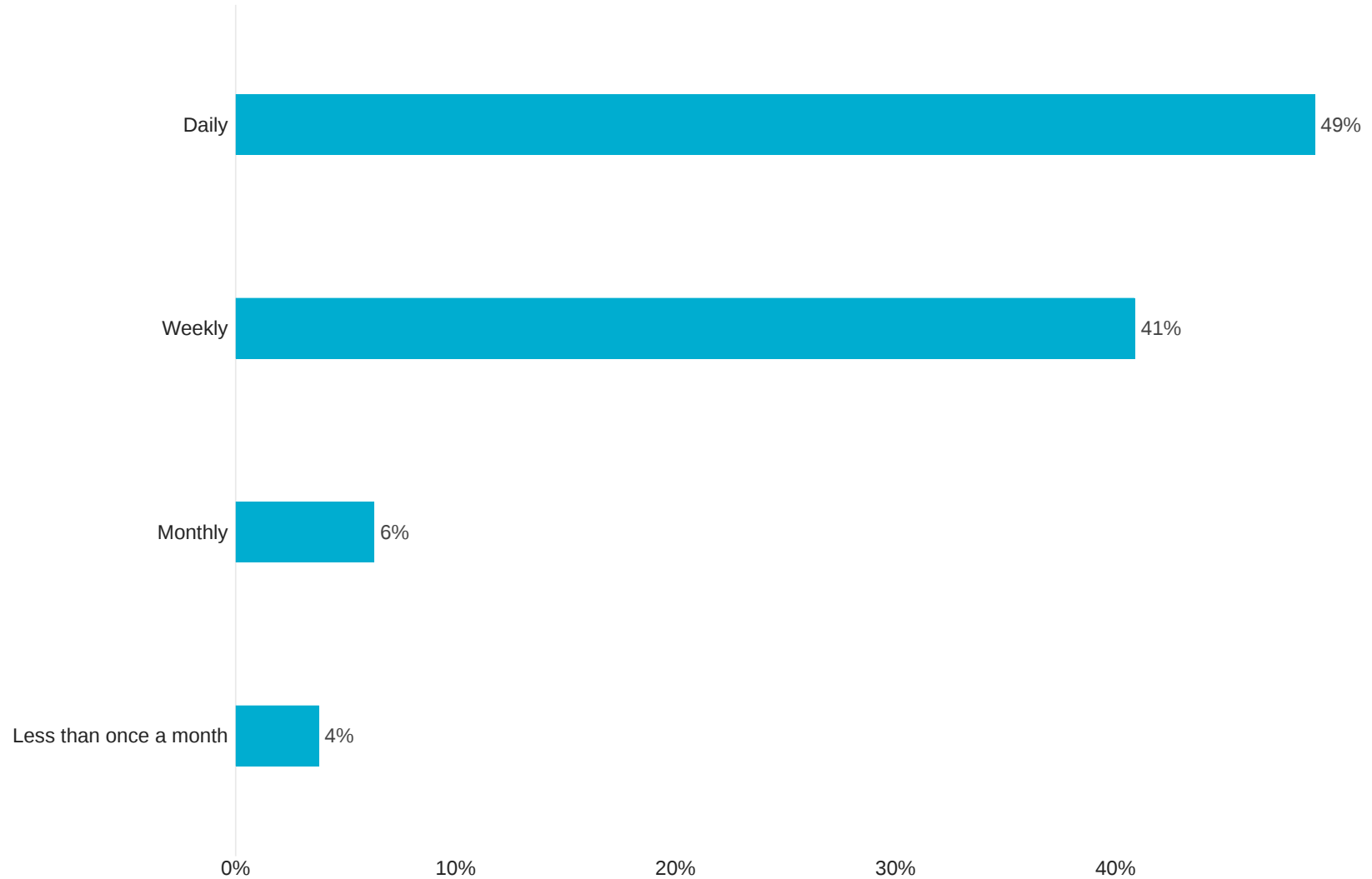
Q2 - How long have you been a member of this community?

196 Responses



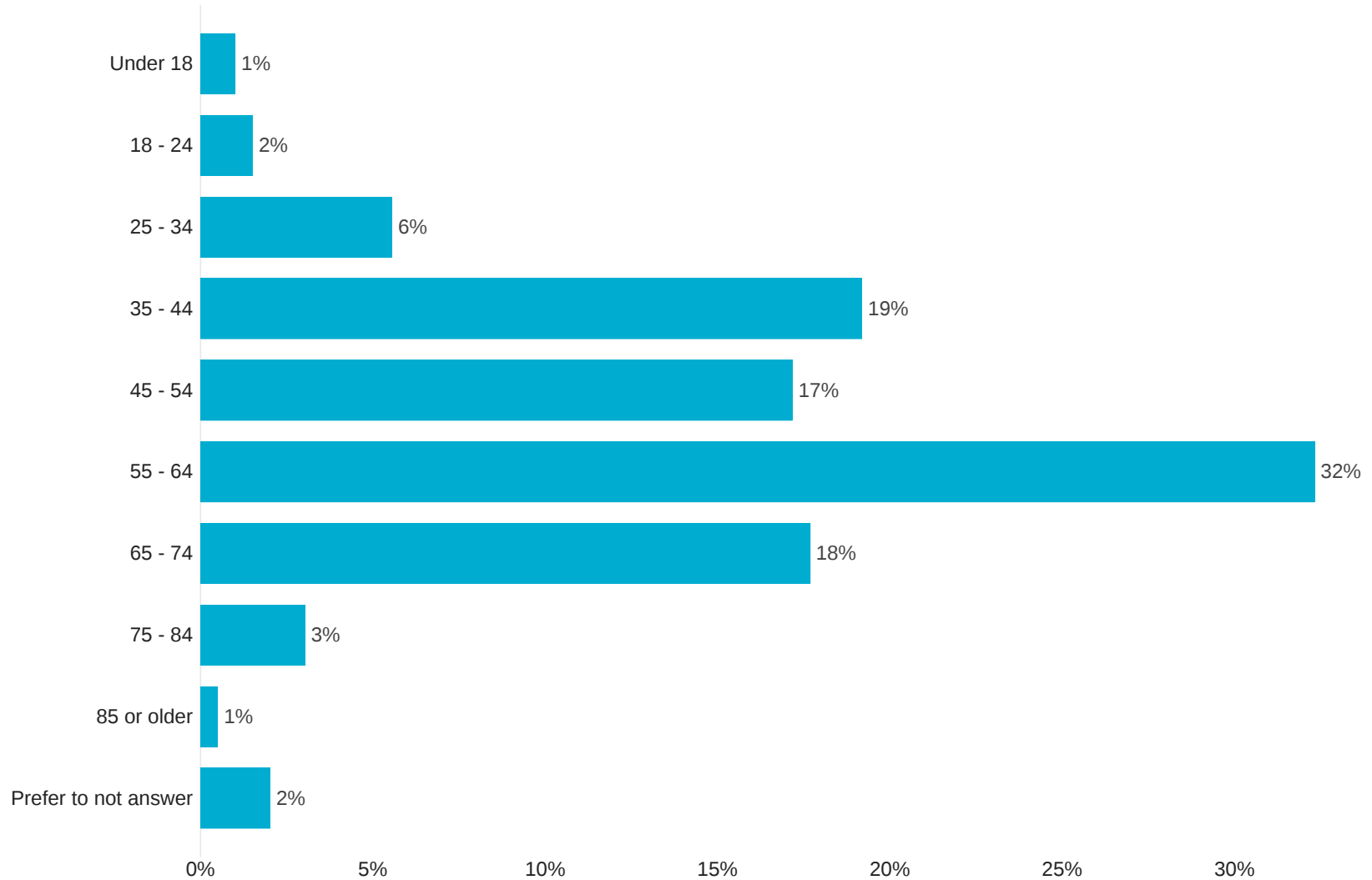
Q3 - How frequently do you visit Downtown Stevenson?

159 Responses



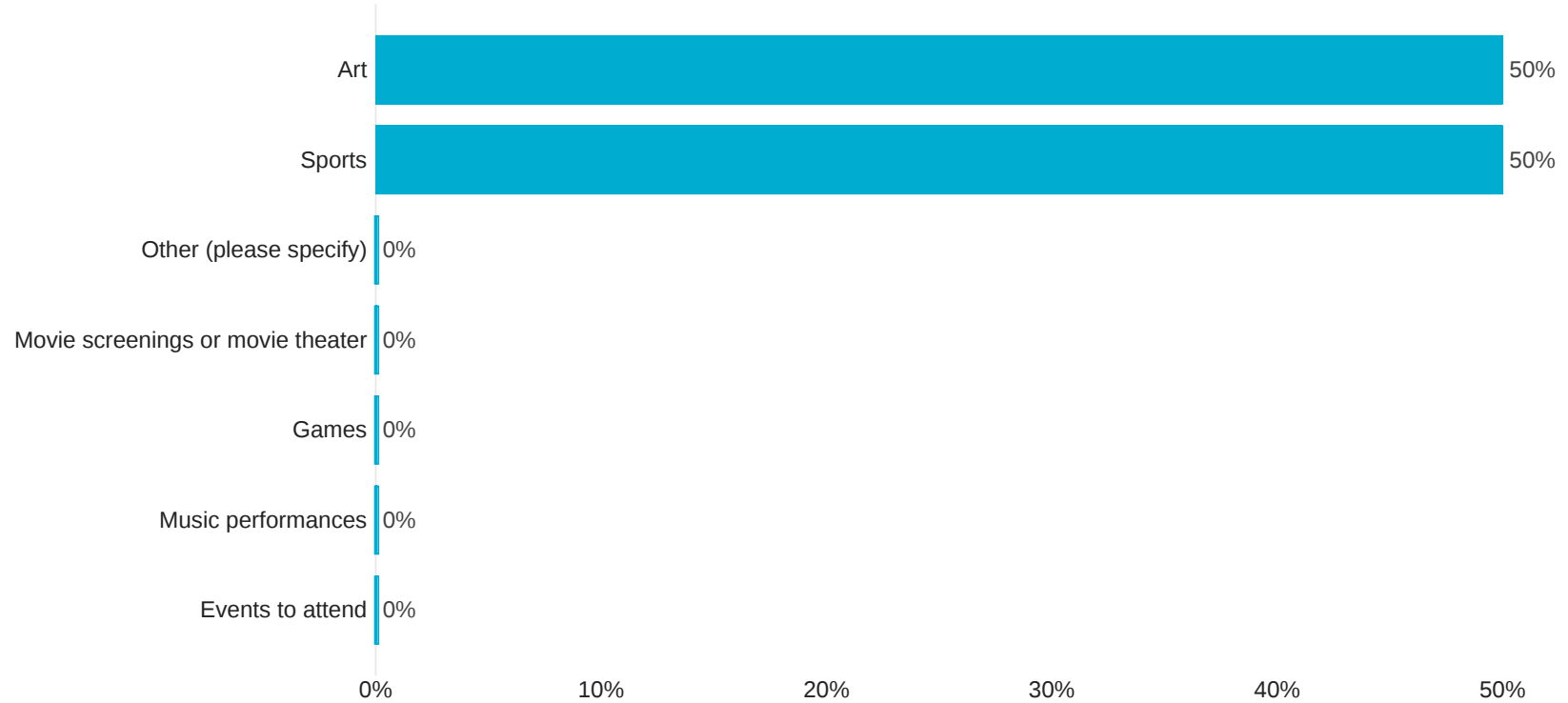
Q4 - How old are you?

198 Responses



Q5 - As a young person, what activities would like to have available to you in Downtown Stevenson?

2 Responses



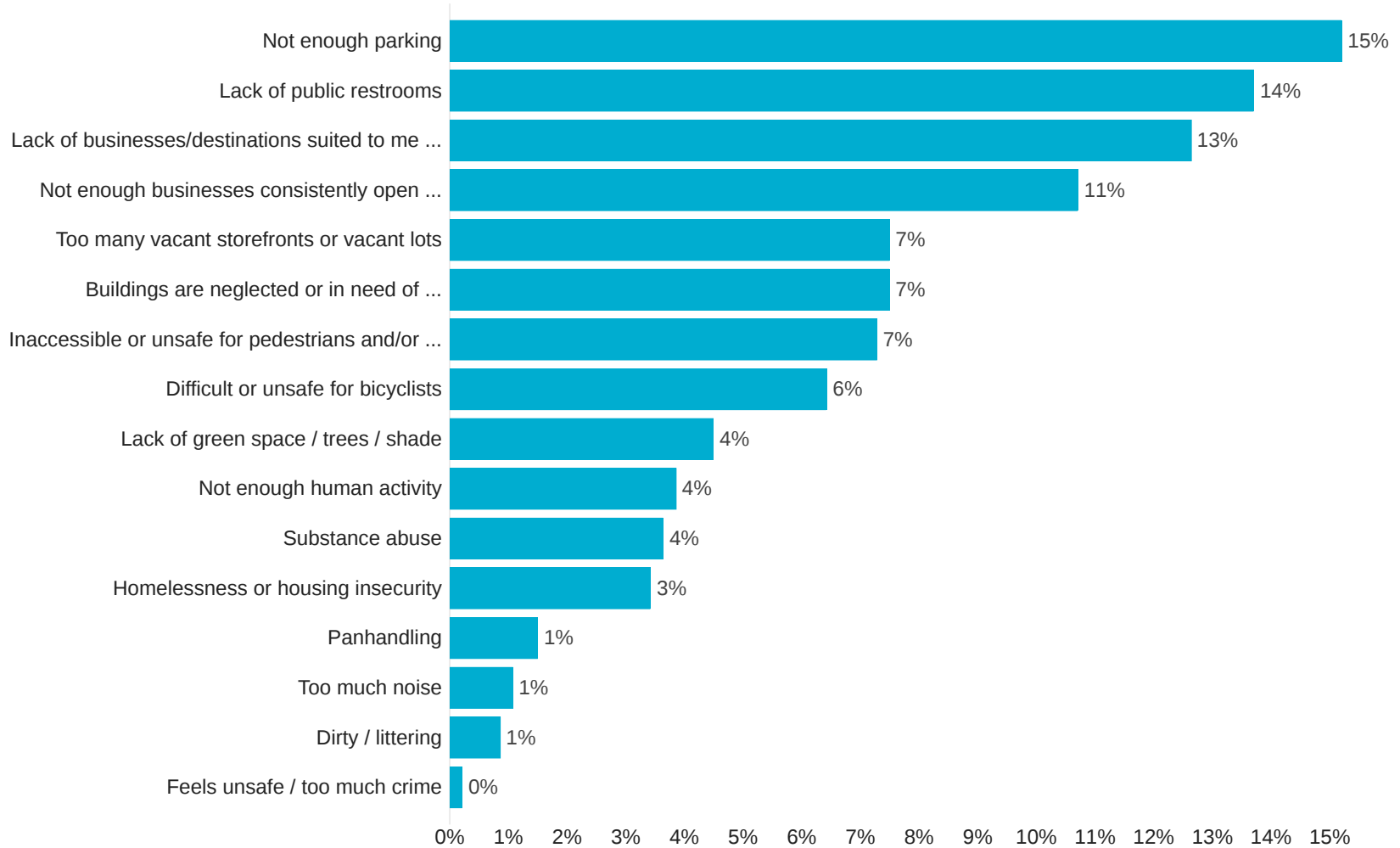
Q13 - What one word comes to mind as you think about things you dislike about Downtown Stevenson?

156 Responses



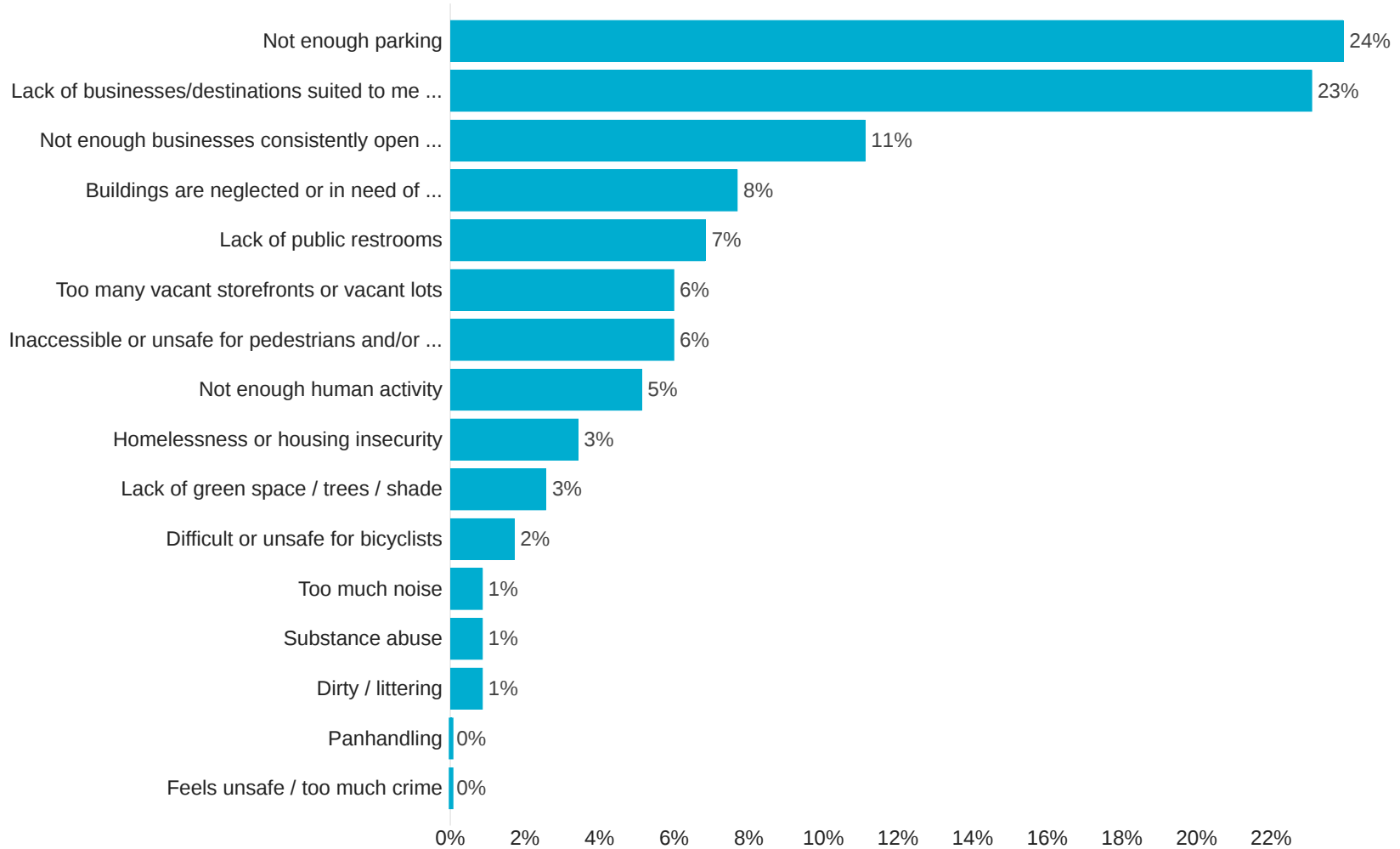
Q14 - Which of the following are issues in Downtown Stevenson? (Please select all that apply.)

171 Responses



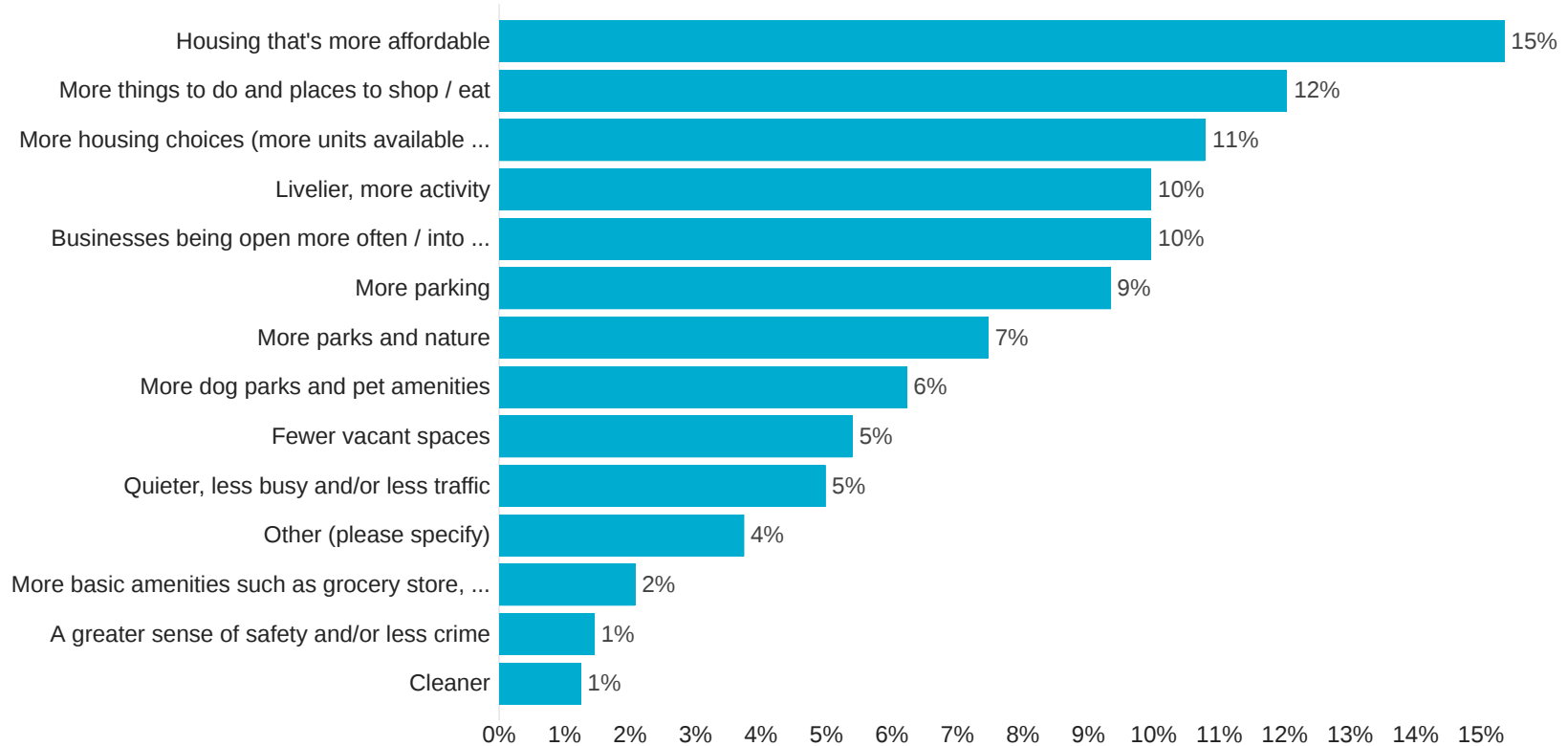
Q15 - Of the issues in Downtown Stevenson that you selected, which one detracts from your experience the most?

117 Responses



Q23 - What would make living in Downtown Stevenson more desirable (to you or others in your community)? (Please select all that apply)

159 Responses



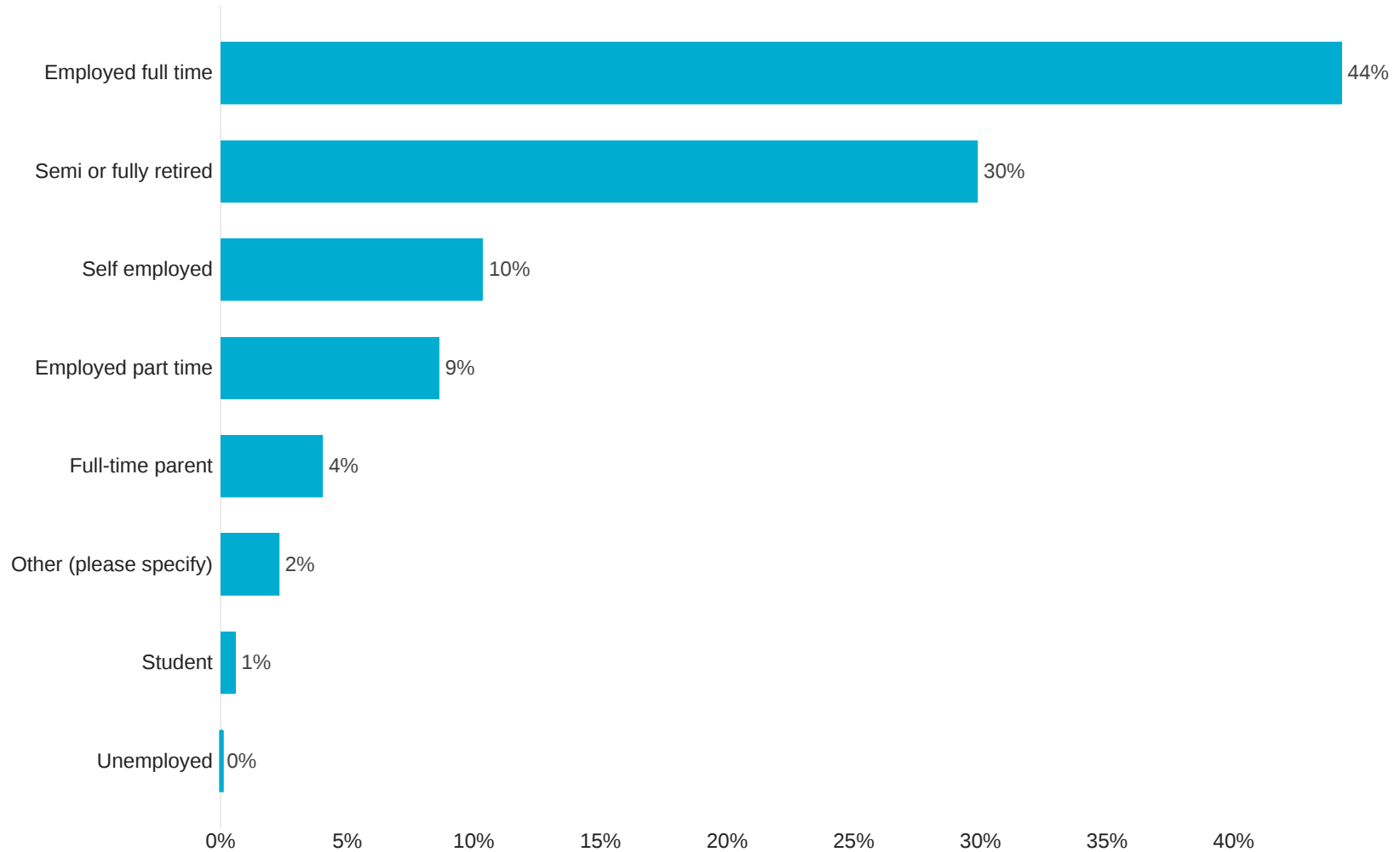
Q23_13_TEXT - Other (please specify) - Text

18 Responses

Other (please specify) - Text

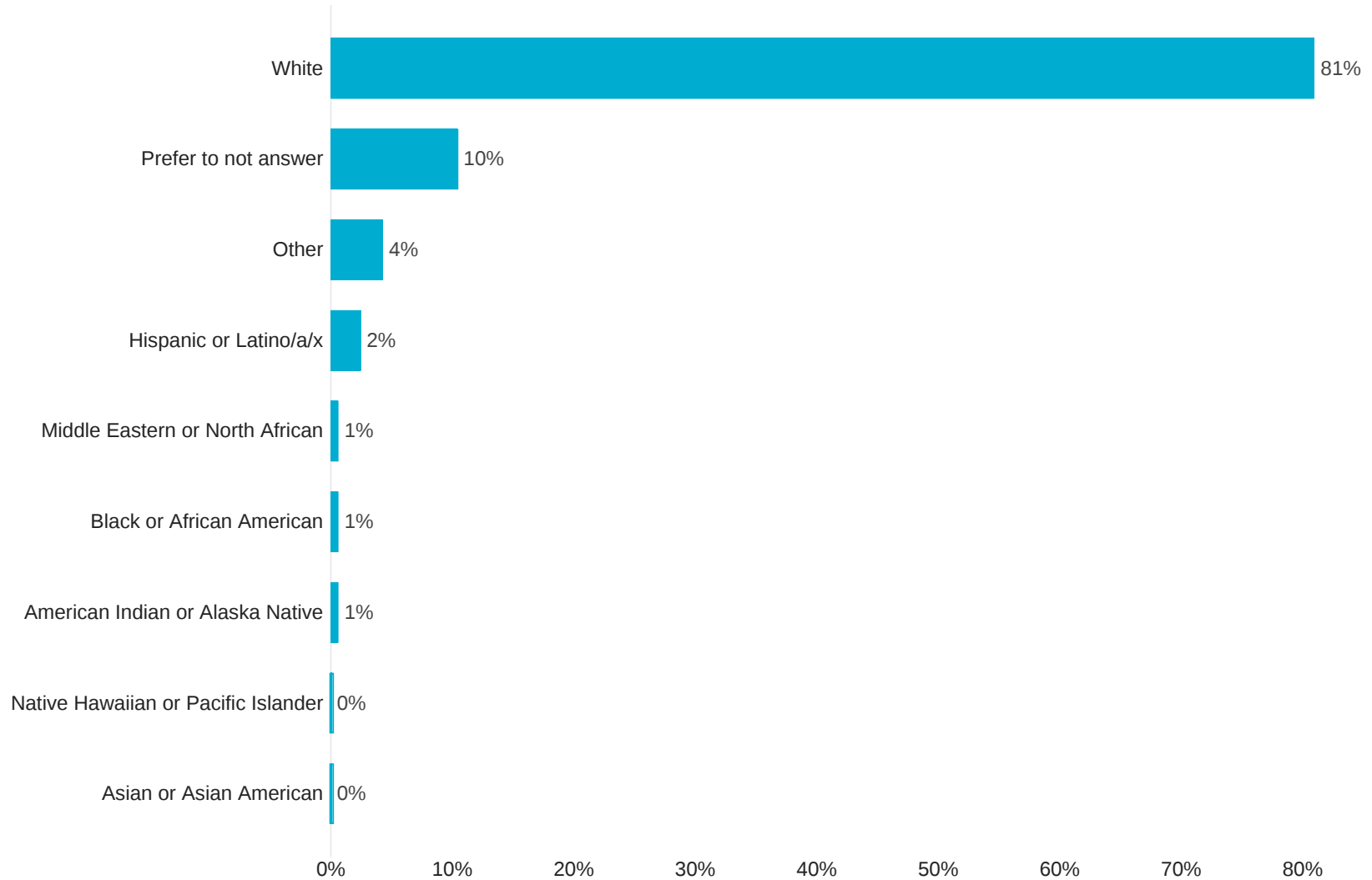
Q24 - Which of the following statements below describes your current employment status? (Please select all that apply)

161 Responses



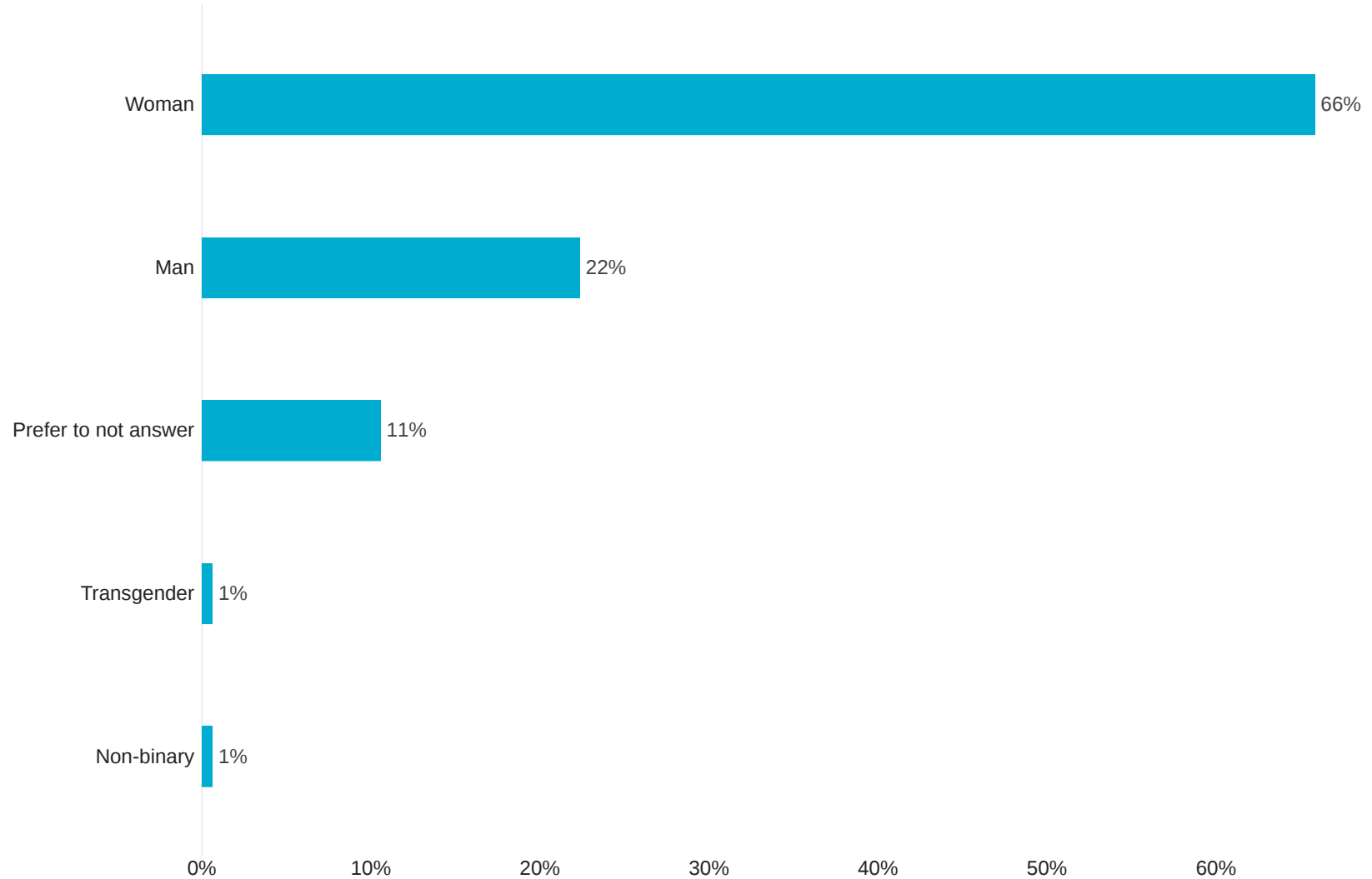
Q30 - How do you identify in terms of your race and ethnicity? (Please select all that apply)

158 Responses



Q31 - How do you identify in terms of your gender? (Please select all that apply)

161 Responses





Appendix B

Existing Parks and Open Space Conditions

Existing Conditions - City of Stevenson

	Element	Condition	Notes
Gateway Park	Sidewalk/Pathway/Trails	A portion of the sidewalk adjacent to the bus stop and highway 14 crosswalk has been removed and only gravel remains. This creates an accessibility challenge between the bus stop and crosswalk.	
		Area of pavers adjacent to the bus stop is in good condition.	
		Area of pavers connecting the intersection of SW Rock Creek Dr and Highway 14 to the gas station is in fairly good condition. Pavers at the edge of the walkway are settling and have grass and weeds growing between them.	
		Truncated domes connecting the central path to the gas station sidewalk are in good condition.	
	Site Walls	Stone site retaining walls adjacent to the gas station and bus stop are in good condition.	
	Landscape	About half of the western area of lawn does not get irrigated and browns out during the summer months	
		Of the 6 trees planted adjacent to the gas station, 3 have been removed and not replaced. The remaining 3 appear in decline.	
		Ornamental planting adjacent the gas station is in decline. Shrubs have died back and those that have been removed have not been replaced.	
		Mulch coverage is good but weed barrier is exposed in a few places	
	Site Furnishings	1 bench and the bus shelter are in good condition	
		1 garbage receptacle is in good condition	
		1 bike rack is in good condition	
Signage	The "Stevenson" sign on the west side of the park is in fairly good condition. The sign plate has a few abrasions but is still legible. The green paint on the sign structure is faded but in good condition.		
	Wayfinding signage next to the bus stop is in good condition		
Lighting	The paint at the base of the light poles has faded and doesn't match the rest of the light pole.	Illumination was not assessed	
Irrigation	Irrigation covering a portion of the western lawn area is not functioning.	Irrigation was not tested	
Gropper Loop Park	Sidewalk/Pathway/Trails	Concrete sidewalk along the north side of the park, along Gropper Road, is in good condition.	
		Gropper Park Loop road is an unimproved gravel road.	
	Site Walls	NA	
	Landscape	Lawn area covers the majority of the site and is not irrigated.	
		Of the 8 trees that were located adjacent to Gropper Park Loop, 3 have been removed and were not replaced.	
	Site Furnishings	NA	
	Signage	NA	
	Lighting	NA	
Irrigation	NA		
Walnut Park	Sidewalk/Pathway/Trails	Concrete plaza and sidewalks are in good condition.	
		Pavers along walkways and in the central plaza area are in good condition.	It was noted that in the past pavers in this area were settling and lifting up resulting in a uneven surface but that has been addressed.
	Site Walls	Concrete block walls and stone walls separating the pathway from the landscape are in good condition .	
	Landscape	The legacy Walnut tree is leaning substantially to the west over the plaza and is being supported in many areas. An arborist should provide routine monitoring on this tree.	
		Ornamental planting is in good condition, there are some bare spots where planting may have died off adjacent to the block wall under the Walnut tree.	
	Site Furnishings	2 public benches are in good condition	
		1 trash receptacle is in good condition	
		2 bike racks are in good condition	
		Water fountain is in fair condition. Water does not flow well	
	Signage	The "A Center of Commerce" interpretive sign is in fair condition. The sign is showing signs of weathering but is still legible.	
Lighting	String lighting is provided by the adjacent business over the dining area. String holidays lights are wrapped around portions of the Walnut tree. These should be removed during seasons that they are not in use in order to reduce stress on the tree.	Illumination was not assessed	
Irrigation	NA	Irrigation was not assessed	

CITY OF STEVENSON - GATEWAY PARK



CITY OF STEVENSON - GROPPER LOOP PARK



CITY OF STEVENSON - WALNUT PARK



Existing Conditions - Advisory Committee Comments

Property	Notes
Stevenson-Carson School District	
Stevenson High School	No Comments
Stevenson Elementary School	Playground needs to be upgraded to better match intended age groups.
Stevenson Pool District	
Stevenson Community Pool	Stairs from the parking lot are limiting from an accessibility standpoint.
	Parking lot is sloped and challenging for people with mobility challenges to navigate.
	Stands next to the pool are underutilized because the pool is not long enough for formal races.
	Basketball court paving is cracked and often has leaf litter and debris on the courts.
Skamania County	
Rock Creek Park & Fairgrounds	Some shoreline erosion is occurring along Rock Cove.
	Areas along Rock Cove are becoming covered with invasive plants.
	Interpretive signage throughout the site is weathered but still legible.
	Trees along the trail are in decline.
	The RV parking/camping area gets saturated in the winter and it is hard to maintain grass in those areas.
	Parking area and driveway has recently been paved.
	The covered skate area has been decommissioned and is being used for storage
	Baseball field is underutilized but that area is owned by the Army Corps of Engineers and may be an archeological site.
	The arena is not covered and underutilized during non-summer months.
	Buildings are currently being upgraded to make them more durable and desirable for use and rental.
	Shoreline access is underutilized since there are no points of entry for hand-powered watercraft.
Courthouse Lawn	Lawn is not irrigated but is mowed regularly
	Streatery is well maintained and utilized on-and off.
Port of Skamania	
	There was a general comment about a desire to provide water for irrigation, indicating that some areas currently either do not have irrigation or the existing irrigation systems are not functioning.
	There was a general comment that some of the beach areas need to be activated, indicating that these areas may be underutilized.
Bob's Beach	No Comments
Stevenson Landing	No Comments
Teo Park	No Comments
Leaven's Point	No Comments
East Point	No Comments
Cascade Boat Launch	The wave attenuator needs to be replaced to allow for better use of the boat ramp.
Pebble Beach	No Comments

STEVENSON-CARSON SCHOOL DISTRICT - STEVENSON HIGH SCHOOL



STEVENSON-CARSON SCHOOL DISTRICT - STEVENSON ELEMENTARY SCHOOL



STEVENSON POOL DISTRICT - STEVENSON COMMUNITY POOL



SKAMANIA COUNTY - ROCK CREEK PARK AND FAIRGROUNDS



SKAMANIA COUNTY - COURTHOUSE LAWN



PORT OF SKAMANIA - BOB'S BEACH



PORT OF SKAMANIA - STEVENSON LANDING



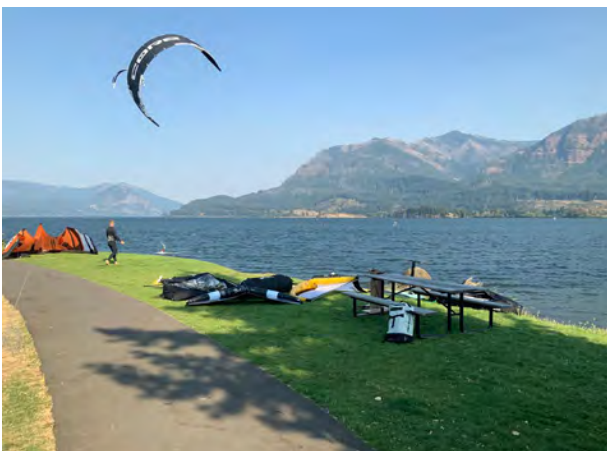
PORT OF SKAMANIA - TEO PARK



PORT OF SKAMANIA - LEAVEN'S POINT



PORT OF SKAMANIA - EAST POINT



PORT OF SKAMANIA - CASCADE BOAT LAUNCH



PORT OF SKAMANIA - PEBBLE BEACH





Appendix C

Capital Improvement Projects

Expanded Summary Table
Cost Schedule Overview

CAPITAL IMPROVEMENT PROJECTS EXPANDED SUMMARY TABLE 1

Capital Improvement Project Name	Priority	Existing Investment Summary	Needs and Gaps	Four Key Priorities	Other Community Amenity Needs
1st Street Sidewalk Trail Connection	1	This project proposes to expand upon an existing city project to formalize a gravel footpath installed in 2018 with PCTA & WTA volunteers. The path is currently separated from 1st Street by a guardrail. The sidewalk expansion project has been under development since the creation of the city Comprehensive Plan in 2013. Studies and planning efforts then and since discussed the paving this trail segment in the future. The sidewalk project has been awarded funding and approved to move forward in the 2024 city budget. The current plan sidewalk expansion ends where this project proposed trail would begin. The project was also identified in the recent Public Shoreline Access Plan (2023) as a key link for pedestrians to access the east end of the waterfront safely.	Additional 200 ft trail length helps close service gap and add a key link in the overall pedestrian network.	Walking and Trails, Fix it up	General community need to expand trail network, especially in locations that connect the community to the waterfront.
Stevenson Park Plaza (at the Courthouse)	2	The original concept for creating a plaza adjacent to the courthouse was developed by a consultant for the Downtown Business Association in 2016. The concept included a water feature, locations for public art, covered areas, benches ADA accessible paths and restroom. The consultant worked with a design committee, gathered input via public meetings and surveys, and hosted an open house to present the final design. The City was awarded a grant from RCO to fund the advancement of the schematic plan to construction drawings in 2023. A survey with updated concepts was sent to the community in December 2023.	Community identified gap in need for specific amenities and programs: bathroom, play spaces, year-round use spaces, and space for programs such as live music events.	Fix it up, Keep it fresh	The community consistently described the need for the following amenities that would be included in this project: bathroom, benches, year-round/covered spaces, ADA accessible features, play or all age features (such as a splash pad), and a central location that could be used by both locals and tourists as an event space. This is the only project that provides space for programming.
County Fairgrounds Kayak Launch	3	The county has no formal documentation but via outreach and interviews has described it has been many years now they have heard the demand from the public and wanted to install a kayak launch on Rock Cove. The 2023 Public Shoreline Access Plan identified this as a project based on community input and the degraded condition of the shoreline from trampling and informal launching due to the lack of a formal facility.	Community identified gap in need for specific amenities and programs: non-motorized boat launch	Water, Fix it up, Keep it fresh	Water access in the form of a safe swimming area or non-motorized boat launch were consistently requested by the community.
West Waterfront Trails (Phase 1)	4	Schematic plans to develop the private land at the west end of the waterfront have been explored in recent years, with a general focus on high-density residential development (Downtown Plan for Success! Adopted October 2022). The recent Public Shoreline Access Plan (2023) was the first plan to identify multiple easements that the city could propose to purchase with the goal of both providing public shoreline access as well as extending the existing shoreline trail network (the waterfront trail). These easements were evaluated by an assessor.	In future phases an additional 400 ft of trail length would help close the service gap, and expand the existing trail network.	Walking and Trails, Water, Keep it fresh (in future phases)	Water access in the form of a safe swimming area or non-motorized boat launch were consistently requested by the community. Future phases of this project could provide that.

CAPITAL IMPROVEMENT PROJECTS EXPANDED SUMMARY TABLE 1 CONT.

Capital Improvement Project Name	Community Support Summary	Operations and Maintenance	Funding Sources	Ownership or Limitations	Cost	Timeline
1st Street Sidewalk Trail Connection	This project was not included in the survey but proposes to leverage an existing investment in adjacent development plans. In general the community consistently described walking as their main recreation activity, and trails and their highest need.	Minor Increase to Maintenance, expand existing: Trail maintenance will include clearing or mowing any blackberry or overgrown vegetation within a few feet of each side of the trail.	RCO	This area was previously WSDOT right of way but through the process of attempting to move forward the original sidewalk improvement project, the city reached an agreement with WSDOT that will result in the city taking over ownership of 1st Street. The current project funding does not include this trail. The city would need to find additional funding to increase the scope of the current project. The city may have to confirm ownership for that area, and explore the potential for stream buffer impacts and mitigation requirements.	\$55,000	Construction documents complete and construction to commence in 2024-2025
Stevenson Park Plaza (at the Courthouse)	The original concept for this plaza was included in the public survey since the updated concepts were not yet available. The project was ranked fourth in the public survey. The updated concepts have a different layout and aesthetic, however the proposed functions, amenities, and programs served are consistent.	Significant Increase to Maintenance; training or special license required: This project would require additional maintenance hours and multiple new types of maintenance not currently undertaken by city staff. These include bathroom maintenance, splash pad maintenance (requiring special certification), large areas of hardscape/paver maintenance, and furnishings maintenance.	RCO	This area is owned by the county, and the project cost is too high to be funded by the city general funds. The city and county must come to an agreement regarding design, funding, and continued maintenance for this project to proceed. The project must be awarded funding to be implemented.	\$3,200,000	Design development, construction documentation and land use permitting for the plaza with an end date of December 31, 2024. Construction can begin as soon as funding is in hand. The city plans to apply for RCO funding cycle in 2024, with the goal of construction in 2025.
County Fairgrounds Kayak Launch	This project was included in the public survey because it was pre-existing. This project was ranked third in the public survey.	No Impact: This project assumes that operations and maintenance would be the responsibility of the county.	RCO	This area is owned by the county and the city is in a support role only. The city is committed to helping move this project forward through fund matching, however the county must provide the plans, permit the plans, and apply for any grant funding needed for implementation.	\$53,500	The county is likely to apply for funding in the RCO 2026 grant cycle. Design plans can be complete in 2026, and the project installed in 2027.
West Waterfront Trails (Phase 1)	This project was included in the public survey because it was pre-existing. This project received the highest score in public support via this survey.	No Impact: This project represents the first phase of a larger vision. In this phase, the goal is to purchase the easements. No impacts to operations or maintenance is anticipated.	Transportation Alternative Program, RCO	This area is privately owned. The city is limited by the landowner's willingness to sell the easement and for the two parties to reach an agreement.	\$585,000	The city will take a few years to raise funding and begin the negotiation process in 2027 if the landowner is still willing.

CAPITAL IMPROVEMENT PROJECTS EXPANDED SUMMARY TABLE 2

Capital Improvement Project Name	Priority	Existing Investment Summary	Needs and Gaps	Four Key Priorities	Other Community Amenity Needs
Gateway Landscape Improvements	5	The idea for an informational kiosk at Gateway Park was proposed in the city's Wayfinding Master Plan, dated 2012. The existing couplet at the west end of downtown has road safety signage, a permanent 'Stevenson' sign, some landscape and lighting, some stormwater holding/treatment functionality, mowed lawn, and a rotating display of temporary signage for advertising events. The east couplet has road safety signage, stormwater holding/treatment functionality, mowed lawn, and a rotating display of temporary signage for advertising events. The permanent 'Entering Stevenson' sign is located west of the couplet on the other side of 1st Street.		Fix it up, Keep it fresh	More public art was a desire expressed through all three outreach methods.
Piper Road Trails	6	This project was initiated during the development of the Shoreline Public Access Plan as an option to provide public access (visual and potentially physically) to Rock Creek and one of the waterfalls. The Piper Landslide in 2006 destroyed the homes, roads, and infrastructure on this private parcel. The landowner expressed a willingness to consider selling an easement(s) to the city. Multiple easement options were identified and evaluated by an assessor for that project.	Additional trail length (TBD- difficult to estimate due to steep slope conditions), and addition of key link in overall network, plus an expansion of walkshed area for park access.	Walking and Trails, Water	The community desires a public option to access the upper reaches of Rock Creek. There are currently none apart from the option to walk up the creek bed during low flows of summer months. Even that option is limited in that it ends at the first waterfall which is unable to be passed from downstream to upstream.

CAPITAL IMPROVEMENT PROJECTS EXPANDED SUMMARY TABLE 2 CONT.

Capital Improvement Project Name	Community Support Summary	Operations and Maintenance	Funding Sources	Ownership or Limitations	Cost	Timeline
Gateway Landscape Improvements	The desire for a more distinct gateway experience along SR-14 at each end of town was recorded in all community outreach types: stakeholder interviews, online public survey, and advisory board workshops. In addition, the community expressed a need for increased maintenance. The project proposes a lower maintenance space.	No Net Change to Maintenance, training required. This project would be used as a pilot project for city maintenance staff to practice lower maintenance landscape tasks. The number of hours spent mowing and repairing irrigation would be significantly lowered. The type of maintenance tasks would become more diversified.	RCO	These areas are either city owned or managed state route right of way. Limitations or ownership considerations may include coordination with WSDOT and / or adherence to both city and state standard, and possibly state review of design documentation.	\$210,000	The city will apply to begin making landscape improvements under their yearly operating budget beginning in 2025.
Piper Road Trails	This project was included in the public survey because it was pre-existing. This project was ranked seventh in the public survey.	No Impact: The first phase of this project will not have any impacts on operations and maintenance. A future trail would require regular clearing and trail surface repair.	RCO	This area is privately owned. The city is limited by the landowner's willingness to sell the easement and for the two parties to reach an agreement.	\$106,000	The city will take a few years to raise funding and begin the negotiation process in 2027 if the landowner is still willing.

CAPITAL IMPROVEMENT PROJECTS COST SCHEDULE OVERVIEW

Project	Estimated Project Total	Estimated Construction Work*	Materials Tax	Contingency	Grand Total	Estimated Project Design	Estimated Project Permitting	Grand Total Incl. Design and Permitting
		40%	7.7%	50%		25%	15%	
Gateway Landscape Improvements	\$68,800	\$27,520	\$5,298	\$48,160	\$149,778	\$37,444	\$22,467	\$210,000
West Waterfront Trails	\$585,000	N/A	N/A	N/A	\$585,000	N/A	N/A	\$585,000
1st Street Sidewalk Trail Connection	\$18,000	\$7,200	\$1,386	\$12,600	\$39,186	\$9,797	\$5,878	\$55,000
Stevenson Park Plaza (at the Courthouse)	\$2,925,000	N/A	N/A	N/A	\$2,925,000	\$275,000	N/A	\$3,200,000
Piper Road Trails	\$105,673	N/A	N/A	N/A	\$105,673	N/A	N/A	\$106,000
County Fairgrounds Kayak Launch (Match Funds- represents half the total cost)	\$35,000	\$14,000	\$2,695	\$24,500	\$76,195	\$19,049	\$11,429	\$53,500
							Total	\$4,209,500

Note

Mobilization estimated at 20%

ESC estimated at 5%

Construction surveying estimated at 2.5%

Unknowns/unexpected changes 12.5%

CAPITAL IMPROVEMENT PROJECTS COST SCHEDULE OVERVIEW

Item No. / Description		Est. Quantity	Unit	Unit Price (numeric)	Extended Amount (Qty x Unit Price) (numeric)	
Gateway Landscape Improvements						
1	New landscape (non-turf) Temporary Irrigation only, approx	12,800 SF	12800	SF	\$2.25	\$28,800.00
2	Sculptural element at each couplet	2	2	EA	\$10,000.00	\$20,000.00
3	Information Kiosk at Gateway Park	1	1	EA	\$20,000.00	\$20,000.00
Estimated Project Total					\$68,800.00	
West Waterfront Trails						
1	Railroad Street Easement per assessor	1 EA	1	EA	\$400,000.00	\$400,000.00
2	Public Shoreline Easement per assessor	1 EA	1	EA	\$185,000.00	\$185,000.00
Estimated Project Total					\$585,000.00	
1st Street Sidewalk Trail Connection						
1	6' wide paved trail (Asphalt) connection	200 LF	200	LF	\$90.00	\$18,000.00
Estimated Project Total					\$18,000.00	
Stevenson Park Plaza (at the Courthouse)						
1	Cost estimate by other consulting team	1 EST	1	EST	\$2,925,000.00	\$2,925,000.00
Estimated Project Total					\$2,925,000.00	
Piper Road Trails						
1	Piper Road & Cazare Lane Easement connection, per assessor	1 EA	1	EA	\$5,673.00	\$5,673.00
2	70% Engineered Construction Plans for off-road trail facility for pedestrians. Max request for TA grant from WA Regional Transportation Council would be \$663,000. Trail length t.b.d. and confined within a 1,300 ft x 20 ft easement.	1 EA	1	EA	\$100,000.00	\$100,000.00
Estimated Project Total					\$105,673.00	
County Fairground Kayak Launch						
1	Hand carry boat launch & boat wash	1 EST	1	EST	\$35,000.00	\$35,000.00
Estimated Project Total					\$35,000.00	
Subtotal of All Items					\$812,473.00	



Appendix D

Advisory Committee Proposed Projects

ADVISORY COMMITTEE PROPOSED PROJECTS

The following pages inventory projects that are either in progress, in planning, or are desired future projects by each of the Advisory Committee agencies. This list of projects includes the project name, description, location, and cost estimate information if available.

The Advisory Committee's agencies, including Skamania County, Stevenson-Carson School District, Port of Skamania County, and Stevenson Pool District, are eligible for project funding from the Washington State Recreation and Conservation Office (RCO). This eligibility is based on the planning efforts completed within the scope of the city's Parks Recreation and Open Space Plan. To be eligible, the governing bodies of the agencies must approve/adopt the city's plan and submit separate requests for RCO planning eligibility. Other partner organizations beyond the advisory committee could also adopt this plan at any time to establish planning eligibility for Stevenson and the Urban Growth Area (UGA), provided they have a letter of support from the City of Stevenson. The agencies can apply for recreation grants for projects within the City of Stevenson and the UGA.

Although the list may not be comprehensive, the projects listed in this appendix have been identified through workshops and direct stakeholder engagement meetings. Not all listed projects may be eligible for recreation grants due to project type, location, or other restrictions. However, those projects that meet the eligibility criteria will be able to access RCO funding if the agencies adopt the city's plan. A project does not have to be listed in this plan to be eligible for funding so long as the applicant has established planning eligibility. The adoption of this plan not only ensures funding eligibility but also reflects a shared commitment and partnership within the city to collaboratively promote and enhance recreational access within the community.

STEVENSON-CARSON SCHOOL DISTRICT

SOURCE: INGRID COLVARD, SUPERINTENDENT, AND ED FARRELL, GRND/MAINT/WHSE

Project	Location	Description
Update playground equipment	Stevenson Elementary playground/fields	Equipment is old and not sized for the ages of people using it. Want one or more cost estimates: for equipment, installation, and ground preparation. Ideally, installation would happen during the summer.
Develop a nature play space	Stevenson Elementary playground/fields	Input from staff and the community so far has been in favor of nature play themes.
Implement security measures	Stevenson Elementary playground/fields	Implement security measures to keep people out of the properties during school hours.

STEVENSON POOL DISTRICT

SOURCE: TOM DELZIO AND ANDREA BYRD (INTERVIEWED SEPARATELY)		
Project	Location	Description
Develop the facility into a community center	Pool	Develop the facility into a full-fledged community center with updated outdoor space, covered space, pickleball, etc.
Create an indoor gathering place	Pool	Want to create more of a gathering place - for coffee, etc. Create a place to serve food to groups, perhaps through an agreement with local restaurants. Requires removing old bleachers and old concrete slab.
Add amenities for sports and play, such as basketball hoops	Pool	
Increase funding for staff training and continuing education/ certificates to increase available programming	Pool	
Develop and implement a marketing plan	Pool	Want more promotion and programming to bring more people in and to diversify audiences, including seniors.
Update showers for gender-equality considerations	Pool	The pool has private changing stations in the female locker room and would like to apply that standard to the male locker room as well as the ADA/family changing spaces.
Implement upgrades to the pool	Pool	Real competitions/swim meets aren't possible given old-fashioned size of pool. Would like to remove bleachers to fix this. Other upgrades: inspect the pool liner, repaint under water signage and lane stripes, six new lane lines
Implement upgrades for ADA compliance	Pool	Remodel family/mixed gender bathroom to include a shower and privacy door, reconfigure parking lot for ADA improved access. Would like to hire a consultant for parking lot upgrades.
Implement upgrades for environmental considerations	Pool	Replace all bulbs to LED, add automatic shut-off timers to shower and sink faucets, install an automatic pool cover to mitigate heat loss, replace/repair drinking fountains (add water bottle refill feature to eliminate plastic water bottle waste), install solar panels
Implement mechanical upgrades	Pool	New boiler, filtrations systems, independent temperature controls, etc.
Implement cosmetic upgrades	Pool	Install new flooring, tile repaired or replaced, paint, first aid room remodel, staff break kitchen remodel, upgrade office spaces and customer lobby spaces, remove bleachers to add tables and chairs for gathering space, remodel party rental room to accommodate special events
More general maintenance	Pool	Upgrade fixtures in bathroom, install missing toilet, have drains inspected and cleared, reconfigure changing/privacy spaces, new showers and sinks
Safety equipment replacements	Pool	New Lifeguard post stations, new backboard, replace rescue tubes, staff uniforms and personal Safety equipment (gloves, breathe masks, etc.)

PORT OF SKAMANIA

SOURCE: PAT ALBAUGH		
Project	Location	Description
Control aquatic plants	All waterfront parks	During late summer, weeds in river cause recreationalists to get stuck and require rescuing. Need a permit to treat weeds, and funds to pay for treatment.
Acquire water for lawn irrigation	All waterfront parks	Need water for irrigation for lawns. Have applied for state permit for a well. Currently must buy water from City. Would like to acquire funding so that parks staff can implement, or have the ability to use river water or another source.
Better-protect the boat launch area	Cascade Boat Launch	The boat launch receives giant waves and needs more protection. Approaches may include moving the boat launch or building a breakwater in the river.
Improve and develop a park on recently-purchased residential property	Adjacent to Cascade Boat Launch	
Continue to seek opportunities to increase parking capacity	All waterfront parks	
Continue to seek efficiencies for funding and maintenance of public restrooms	All waterfront parks	

SKAMANIA COUNTY

SOURCE: TOM LANNEN AND ALEX HAYS (INTERVIEWED SEPARATELY)

Project	Location	Description
Fairgrounds Master Plan	Fairgrounds	Consider creation of a master plan that includes all current improvements and future amenity needs in one unified plan. Plan would include cost estimates and implementation strategy.
Maintenance for exhibit hall	Fairgrounds	Work to continue improvements to Exhibit Hall and other recreational and event spaces.
Campground improvements	Fairgrounds	Campground has great potential to be a year-round facility, but there are design and permitting challenges such as the fact it is located within the state shoreline jurisdiction. These improvements would make things generally safer and more functional so that rates and accessibility can be increased at the same time.
Add generators to barn	Fairgrounds	Need new generators in case of emergencies.
Create/repair walking path segments	Fairgrounds	Currently there are roots pushing up the asphalt in some locations.
Develop and implement a marketing plan	Fairgrounds	Improved marketing could reach non-white residents including Native American and Latinx groups. Especially kids. Need more designated marketing for tourism-related events. Options for legal placement of advertising/signs is currently challenging.
Engage with the City to discuss feasibility of land transfer	Upper Rock Creek Area/ Transfer Station	County has land at the transfer site that has liability issues currently. Would like to explore the option of transferring this land to the City.
Cover arena; develop permanent concert stage	Fairgrounds	Cover arena for concerts and more year round use
Upgrade restrooms	Fairgrounds	Currently anticipating grant award to repair existing restrooms
Develop water trails		
Restore shorelines	Fairgrounds	
Build a non-motorized ramp for water access	Fairgrounds	Included in the City Capital Improvement Plan for this document.
Ballfield improvements at Home Valley Park	Home Valley Park	
Create a connection from the City to Wind River Nursery	Wind River Site	Explore transit options or include in future asks for signage
Improve transit options for seniors	(To recreation areas)	
Continue to develop recreation options for Wind River Site. Consider creation of a master plan.	Wind River Site	Consider creation of a master plan.

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this _____ day of _____, 2024, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and **Grayling Engineers**, hereinafter referred to as the "Contractor."

IN CONSIDERATION of the mutual promises, agreements, and covenants contained herein, it is hereby agreed, by and between the parties, as follows:

SECTION I Nature and Scope of Work

Contractor will perform services as set forth in the attached Exhibits "A" and "B." Contractor shall make oral reports, and prepare and submit written reports, in such form and frequency as required by CITY.

SECTION II Payment for Services & Expense Reimbursement

A. PAYMENT

Contractor shall be paid by CITY, for the work to be performed hereunder, as set forth in the attached Exhibits "A" and "B." Any payment made to Contractor, however, shall not constitute acceptance of the work, or any portion thereof, which is not in accordance with this contract.

B. TRAVEL

Contractor shall be reimbursed for actual transportation costs that are necessary for the performance of this contract, and which are pre-approved by the City Administrator. Any approved air travel by Contractor shall be limited to coach class (restricted fare). Travel by private auto shall be reimbursable at a rate not to exceed the Internal Revenue Service's current mileage reimbursement rate for business related travel. **If the Contractor is based outside Skamania County, any travel to and from the area shall require the prior approval of CITY's Clerk/Treasurer.**

C. TRAVEL EXPENSES

Contractor shall be reimbursed for the actual reasonable subsistence costs incurred, by Contractor, while traveling in performance of the services hereunder, not to exceed State per diem rates.

SECTION III
General Terms & Conditions

A. DURATION

This contract shall commence as of the date indicated below, and shall continue **until December 31, 2026** or until terminated by either party giving the other party thirty (30) days written notice of such termination. Notice shall be deemed to have been given at the end of three (3) working days, after the deposit of the same in the United States mail, addressed to the other party, postage prepaid, at the address of the parties as hereinafter stated. In the event of cancellation by either party, the notice may specify the services that are to be performed after receipt of the notice until the date of termination. Unless stated otherwise, Contractor shall perform no further services upon receipt of notice of the termination. On or before termination or expiration of the thirty (30) day period, Contractor agrees to deliver to CITY all records, notebooks, files, materials, reports, data, and other information pertaining to the services performed for CITY. In the event of termination, CITY shall pay Contractor for all contract costs incurred prior to termination. Contractor shall not be entitled to compensation for lost profits or expectations of profit due to CITY's early termination of this contract.

B. RELATIONSHIP OF THE PARTIES

Contractor is an independent contractor of CITY. Nothing contained herein shall be deemed to create a relationship of employer and employee or of principal and agent. Unless specifically restricted by this agreement, Contractor may hold itself out to the general public for the provision of similar services. Upon CITY's request, Contractor shall advise CITY of the approximate workload of its existing and new clients and the possibility of any conflicts of interest that may arise.

C. ASSIGNMENT

Contractor shall not assign any interest in this contract, and shall not transfer any such interest to any third party, without CITY's prior written consent. Any subcontract entered into by Contractor, for work covered by this agreement, shall require prior approval by CITY.

D. DISCLOSURE

Contractor agrees to keep confidential any information obtained by Contractor, or its employees, or any person under its control in the course of the services performed under this contract, and to refrain from publishing or revealing any information acquired by Contractor in the course of these services, without the written consent of CITY.

Any knowledge or information acquired or provided by the Contractor to CITY related to services performed under this contract shall not be considered confidential or

proprietary unless such designation is approved, in writing, by CITY's City Administrator. However, regardless of the designation of information provided by the Contractor, CITY does not waive attorney-client privilege or similar protections afforded by law.

E. DISPUTES

Except as otherwise provided or agreed, any dispute relating to this contract which is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction upon the filing of a legal action by the aggrieved party. During the pendency of any dispute, Contractor shall proceed diligently with the performance of this contract. It is further agreed by Contractor that litigation shall be limited and confined exclusively to the appropriate state court located within the State of Washington. **Venue shall be in Skamania County unless otherwise agreed to by CITY.** This contract shall be governed in accordance with the laws of the State of Washington.

F. NONWAIVER

The failure of CITY to insist upon or enforce strict performance of any provision of this contract shall not be construed as a waiver or relinquishment to any future enforcement of such contractual term.

G. AUDIT RIGHTS/PUBLIC RECORD RETENTION

During this contract, and for six (6) years thereafter, CITY shall have the right to inspect Contractor's records pertaining to this contract and to perform an audit in accordance with generally accepted audit standards. The Contractor shall make these records available without charge to CITY. Contractor agrees to either provide CITY with a copy of all records relating to the contract, or to retain such records for the applicable public records retention period and promptly provide them to CITY in order to fulfill any public records requests submitted during the retention period. Failure to promptly provide said records shall constitute a default of this agreement and entitle CITY to attorney fees and costs to recover the records, plus require Contractor to indemnify CITY against any statutory penalties for failure to promptly comply with a lawful public records request.

H. WORK PRODUCT

All "Work Product," which shall contain, without limitation, all documentation, data, studies, surveys, drawings, maps, photographs, and any object or source code for any software developed pursuant to or in connection with this contract, as well as any copyrights, patents, trade secrets, trademarks, or other intellectual property developed for or in connection with this contract, shall be work for hire and shall be the property of CITY. Contractor does hereby transfer and assign any rights that it has in the Work Product, or that may arise out of or in connection with this contract, to CITY. CITY's rights to the Work Product shall survive termination of this contract. In the event the CITY uses the "Work Product" in the future without Contractor's involvement, CITY agrees to hold harmless, defend, and indemnify Contractor for any claims or liabilities resulting from such use.

I. INSURANCE - HOLD HARMLESS

Contractor shall procure and maintain, during the life of this contract, the insurance policies and associated limits listed below to protect it, and any subcontractor performing work under this contract, from claims for damages from personal injury, including death resulting therefrom, as well as from claims for property damage which may arise under this contract, whether such work is performed by Contractor or by any subcontractor, or by anyone directly or indirectly employed by either of them. Upon demand, Contractor shall provide CITY with copies of all applicable insurance policies.

General Liability	\$1,000,000 per claim/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Worker’s Compensation	\$1,000,000
Professional Liability	\$1,000,000 per claim/\$2,000,000 aggregate

CITY and Contractor (“Party” or ”Parties”) hereby agree to indemnify and hold harmless the other Party, its appointed and elective officers, and its employees, from and against any and all suits, claims, actions, losses, costs, penalties, fines, and damages of whatever kind and nature, including attorney fees and costs, by reason of any and all claims and demands on it, its officers and employees, as may be caused by the negligence or willful misconduct of the indemnitee, its agents or employees, (or anyone directly or indirectly employed or engaged by the indemnitee, including subcontractors) to perform or observe any term or condition of this contract, or for any act or inaction of the indemnitee in connection with or incident to the work covered by this contract. It is the intent of the Parties hereto that, where negligence is determined to have been contributory, principles of comparative negligence will be followed and each Party shall bear the proportionate costs of any loss, damage, expense and liability attributable to that Party’s negligence.

In any and all claims against CITY by any employee of Contractor, the indemnification and hold-harmless obligation herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor under workers’ compensation acts, disability acts, or other employee benefits acts, AND THE CONTRACTOR SPECIFICALLY AND EXPRESSLY WAIVES ANY IMMUNITY UNDER SUCH ACTS.

J. WARRANTY

Contractor agrees that services performed as specified in Exhibit "A" shall be performed in a manner consistent with the professional standards and industry practices acceptable in the trade.

K. SEVERABILITY

The invalidity or unenforceability of any provision of this contract shall not affect the other provisions hereof, and this contract shall be construed, in all respects, as if such invalid or

unenforceable provisions were omitted.

L. HEADINGS

The headings used in sections of this contract are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of such sections of this contract.

M. CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this contract, and to the fullest extent permitted by law, neither CITY nor Contractor, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this contract in excess of insurance limits required hereunder.

N. ENTIRE AGREEMENT

Contractor and CITY understand and agree that this document constitutes the entire understanding between the parties regarding the work or services described herein, and that this contract supersedes all other prior agreements and understandings, whether oral or written. This contract shall not be modified or amended, except in writing, signed by both parties.

[Signatures appear on next page]

IN WITNESS WHEREOF, the parties have executed this contract at Stevenson, Washington, this _____ day of _____, 20_____.

CITY OF STEVENSON

CONTRACTOR

By: _____
_____, its Mayor

By: _____

Name & Title

Mailing Address

Approved as to form

Telephone Number

Robert C. Muth,
City Attorney

UBI#

EXHIBIT A - SCOPE OF WORK

**CITY OF STEVENSON
SW CASCADE AVENUE UTILITY IMPROVEMENTS
MARCH 2024**

Proposed Scope of Work

Grayling Engineers (Grayling) has developed the following scope of work for the City of Stevenson for design of the SW Cascade Avenue Utility Improvements project. The goal of the project is to replace an existing undersized gravity sanitary sewer, replace an aging water main, and install electrical conduit for several street lights along a section of SW Cascade Avenue east of Russell Avenue. See **Figure 1** below for the approximate limits of the proposed utility improvements highlighted in gray.



The project is divided into the following phases:

- **Phase 1, Preliminary Design.** The goal of this phase was to gather data, establish capacity requirements for the new system, and explore alternatives. This phase culminated with a conceptual design and Preliminary Engineering Report (PER) in accordance with the United States Department of Agricultural Rural Development (USDA RD) requirements. Phase 1 was completed in April 2023.
- **Phase 2, Final Design & Bidding.** The goal of this phase is to develop Contract Documents and construction services based on the PER prepared in Phase 1. Included in this phase will be final design, permitting if required, and bidding. Work under this task is detailed in this scope of work.
- **Phase 3, Construction Services.** The goal of this task is to provide assistance with construction management. Work under this task will be negotiated under a separate scope of work.

Phase 2 work is based on the following assumptions:

- Alternative 3 and 4 of the PER were preferred, which includes approximately 920 feet of sewer main replacement, 1,350 feet of water main replacement, and the installation of conduit and water lines for future irrigation and lighting.
- The project is being funded by a Washington State Public Works Board (PWB) loan.
- The City will be the prime point of contact with the funding agency.
- Special Provisions will be based on the 2022 version of the WSDOT Standard Specifications with Special Provisions prepared by Grayling.
- Electrical specifications will be CSI Division 26.
- Bidding and Contract Documents will be provided by Grayling.
- Conditions of the BABA Act will apply.
- Coordination with BNSF will not be required.
- Surface restoration is limited to half the street.
- ADA ramp design is not required.
- No capacity analysis will be performed for the water or sewer mains.
- Corrosion protection is not required.

Grayling Engineers (Grayling) has assembled a Design Team to assist with the various aspects of this project. Design Team roles and responsibilities are outlined in the following table.

Design Team: Roles and Responsibilities

Firm / Lead	Responsibilities
Grayling Engineers / Kyle Thompson, PE; Ben Hennebert; Krista Busby	Project management, civil design, utility design
Klein & Associates (Klein) / James Klein	Topographic survey
True North Geotechnical (TNG) / Timothy North, PE	Geotechnical engineering

Task 1 – Project Management

Subtask 1.1 - Project Management & Administration

This task includes correspondence and coordination with the City, tracking and updating the delivery schedule, and tracking the project budget. Included with this task are email and phone correspondence, preparation of monthly invoices, and preparation of monthly progress reports.

Assumptions

- This task does not include in-person meetings

Deliverables

- Monthly invoices
- Monthly progress reports

Subtask 1.2 - Kick-off Meeting

Up to two (2) representatives of Grayling, two (2) representatives of Industrial Systems, and a representative of the PWB will be invited to a kick-off meeting with the City. The meeting will be scheduled following contract execution and will be held virtually. Grayling will prepare an agenda and summary of the meeting.

Task 2 – Design

Subtask 2.1 - 50% Design

Grayling will prepare and submit plans showing the proposed horizontal and vertical alignments of the sewer and water utilities, identifying needed improvements, and highlighting potential utility conflicts. Following the submittal, a meeting will be held with the City to discuss review comments. The 50% plan set is anticipated to include the following sheets:

1. Cover sheet with maps and sheet index
2. General notes
3. Abbreviations and Legend
4. Plan Sheet Key
5. Water Plan and Profile(s)
6. Sewer Plan and Profile(s)
7. Electrical Site Plan

Assumptions

- Two representatives of Grayling will attend a single in-person review meeting with the City. A virtual meeting is optional.
- The City will weigh risk-reward of potholing prior to construction versus managing any conflicts that arise during construction. Potholing will be conducted by the City if it is deemed necessary.
- An outline of the Special Provisions or an estimate of construction cost will not be provided.
- Staging and traffic control will be reviewed with the Port and Cascade Avenue businesses.

Deliverables

- 50% plan sheets in electronic (PDF) format

Subtask 2.2 – 90% Design

Plan sheets will be modified to address comments on the 50% design received from the City. Grayling will then prepare and submit plans, special provisions, and an engineer's opinion of probable construction cost representing 90% design. Following the submittal, a meeting will be held with the City to discuss review comments. The 90% design set is anticipated to include the following sheets:

1. Cover sheet with maps and sheet index
2. General notes
3. Abbreviations and Legend
4. Plan Sheet Key
5. Erosion Control Plan
6. Traffic Control Plan
7. Water Plan and Profile(s)
8. Sewer Plan and Profile(s)
9. Electrical Site Plan & One-Line
10. Electrical Details
11. Surface Restoration / Grading Plan
12. Project Specific Details
13. Standard Details

Assumptions

- Two representatives of Grayling will attend a single in-person review meeting with the City.
- Grayling will conduct a Plan In Hand (PIH) walkthrough in conjunction with the review meeting.
- Final draft contract documents will be reviewed by the City attorney and PWB.

Deliverables

- 90% Contract Plans in electronic (PDF) format.
- Draft Bidding, Contract, and Special Provisions in electronic (PDF) format.
- Engineer's opinion of probable construction cost reflecting 90% design in electronic (PDF) format.

Subtask 2.3 – Final Design

Construction documents will be modified to address comments on the 99% design received from the City. Grayling will prepare final, bid ready, contract documents as well as a final engineer's opinion of probable construction cost. Contract documents will be stamped and signed by a professional engineer licensed in the State of Washington.

Assumptions

- No additional sheets to the 90% Design will be included.

Deliverables

- Bid-ready construction documents in electronic (PDF) format.
- Final engineer's opinion of probable construction cost in electronic (PDF) format.

Task 3 – Bidding Phase Services

Subtask 3.1 - Pre-Bid Meeting

Grayling will schedule and conduct the pre-bid meeting.

Assumptions

- The pre-bid meeting will be mandatory and held onsite.
- One representative of Grayling will attend the meeting.

Deliverables

- Sign-in sheet
- Meeting agenda
- Meeting summary

Subtask 3.2 - Bidding Services

Grayling will assist the City with preparing and advertising the project through an online bidding service such as QuestCDN. Grayling will assist the City during the public bidding process with the following services:

- Respond to bidder requests for information (RFI) if applicable.

-
- Prepare addenda to the contract documents if applicable.
 - Prepare bid tabs.
 - Contact work references of the lowest responsible bidder.
 - Prepare the “recommendation of award” letter to the City.
 - Prepare the “intent to award letter” to the contractor.
 - Prepare the “notice of award” letter to the contractor.

Assumptions

- The City will manage the bid opening; Grayling will not attend the opening.

Deliverables

- RFI’s, addenda, bid tabs, and letters as described above.
- Three (3) sets of spiral bound conformed Contract Documents will be provided following the bid opening.
- Three (3) sets of full size Contract Plans.

Task 4 - Contingent Services

4.1 - Permitting

Construction of the water and sewer mains, and the lighting may require permitting such as SEPA review and a Construction Stormwater General Permit (CSGP).

Assumptions

- Grayling will manage all permitting requirements.
- 40 hours have been allocated for this task.

Deliverables

- Permit applications as required.

4.2 - Dewatering Specifications

Geotechnical investigation may reveal the need for extensive dewatering within the project limits. Additional specifications may be required to address dewatering during construction.

Assumptions

- Grayling will write dewatering special provisions.
- TNG will provide a review of dewatering special provisions.
- 40 hours have been allocated for this task.

Deliverables

- Dewatering special provisions.

Task 5 – Subconsultant Services

The purpose of this task is to provide additional professional services to assist Grayling with completing the project.

Subtask 5.1 - Topographic Survey and Property Determination (KA)

Klein & Associates, Inc. will perform a Topographic Survey and a Right-of-Way Determination on the above referenced property to the “Minimum Standard for Property Boundary Surveys” in which Klein & Associates, Inc. will provide a Topographic Survey to the normal surveying standard of care, record research, field work meeting measurement standards. Klein & Associates will provide a Topographic Survey for the area lying between the North and South curb lines within the project limits and will include the following items.

- Horizontal Datum, (NAD83), Washington State Plane Coordinate – South Zone
- Vertical Datum, North American Vertical Datum 1988 (NAVD88)
- Establish Temporary Benchmarks for horizontal and vertical control
- Locate structures, curbs, gutters, and edge of asphalt, along with any grade breaks within the project limits
- Locate rim and invert elevation of existing sanitary sewer and storm water structures within project limits
- Locate visible utility infrastructures
- Locate utility paint marks, as marked by utility franchise
- Provide Right-of-Way layout along SW Cascade Ave. between Russell Ave. and Cascade Boat Launch

Assumptions

- Surveyor will coordinate utility locates.

Deliverables

- Surveyor will provide base drawings to Grayling in electronic (DWG) and paper format.

Subtask 5.2 - Soils Investigation (TNG)

True North Geotechnical will perform a geotechnical investigation of the project area in a single phase. The purpose of the work is to characterize subsurface soil conditions, including presence/absence of bedrock and groundwater. Geotechnical work will include the following services:

- Literature research of the project area,
- Site reconnaissance,
- Subsurface explorations.
- Laboratory testing,
- Engineering analysis,

-
- A report documenting findings and recommendations.

Assumptions

- Pavement design is not required.
- The desire to install a piezometer during the exploration will be reviewed with the City.

Subtask 5.3 - Electrical Design (IS)

Industrial Systems will provide electrical and lighting design. Tasks to include:

- Power and lighting design for the street lighting,
- Coordination with Skamania County PUD for power,
- Coordination with City of Stevenson to determine luminaire requirements,
- Site visit.

Exclusions

- Services and deliverables not defined herein.

Estimated Fee

The total estimated fee based on the scope of work described herein is **\$168,233**. Work will be invoiced monthly on a time and materials basis, not to exceed the agreed upon total without prior approval from the City. Please refer to **Exhibit B** for a detailed breakdown of the estimated fee by task.

Schedule

Professional engineering services are assumed to begin in March of 2024 and be substantially completed within 1 year of the agreed upon start date. Outlined below is a schedule of the anticipated project milestones.

Contract Execution	March 2024
50% Design Submittal	June 2024
90% Design Submittal	August 2024
99% Design Submittal	October 2024
Final Design Submittal	December 2024
Bidding	February 2025

EXHIBIT B - FEE ESTIMATE
CITY OF STEVENSON
SW CASCADE AVENUE UTILITY IMPROVEMENTS
MARCH 2024

Task	Description	Engineer, Grade VIII	Engineer, Grade VII	Engineer, Grade VI	Engineer, Grade V	Engineer, Grade IV	Engineer, Grade III	Engineer, Grade II	Engineer, Grade I	Senior Scientist	PM / CM	CAD / GIS Technician	DO	Total Hours	Labor Cost	Expenses			Subconsultants	Total
		\$242	\$226	\$210	\$194	\$178	\$162	\$146	\$130	\$210	\$210	\$130	\$150			Mileage	Printing			
1	Project Management	84	0	0	0	0	48	0	0	0	4	0	8	144	\$ 30,144	\$ -	\$ -	\$ -	\$ 30,144	
1.1	Project Management & Administration	80					40						8	128	\$ 27,040				\$ 27,040	
1.2	Kick-off Meeting	4					8				4			16	\$ 3,104				\$ 3,104	
2	Design	48	0	0	0	0	320	0	0	0	64	0	0	432	\$ 76,896	\$ 120	\$ -	\$ -	\$ 77,016	
2.1	50% Design	16					80				16			112	\$ 20,192	\$ 60			\$ 20,252	
2.2	90% Design	16					120				24			160	\$ 28,352	\$ 60			\$ 28,412	
2.3	Final Design	16					120				24			160	\$ 28,352				\$ 28,352	
3	Bidding Phase Services	4	0	0	0	0	28	0	0	0	20	0	0	52	\$ 9,704	\$ 60	\$ 500	\$ -	\$ 10,264	
3.1	Pre-Bid Meeting						8				8			16	\$ 2,976	\$ 60			\$ 3,036	
3.2	Bidding Services	4					20				12			36	\$ 6,728		\$ 500		\$ 7,228	
4	Contingent Services	8	0	0	0	0	48	0	0	0	24	0	0	80	\$ 14,752	\$ 60	\$ 500	\$ -	\$ 15,312	
4.1	Permitting	4					24				12			40	\$ 7,376	\$ 60			\$ 7,436	
4.2	Dewatering Specifications	4					24				12			40	\$ 7,376		\$ 500		\$ 7,876	
5	Subconsultant Services	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ 35,497	\$ 35,497	
5.1	Topographic Survey													0	\$ -			\$ 16,445	\$ 16,445	
5.2	Geotechnical Investigation													0	\$ -			\$ 7,700	\$ 7,700	
5.3	Electrical Design													0	\$ -			\$ 11,352	\$ 11,352	
	Total	144	0	0	0	0	444	0	0	0	112	0	8	708	\$ 131,496	\$ 240	\$ 1,000	\$ 35,497	\$ 168,233	



Increasing Pedestrian Safety in Stevenson

10 messages

Pat Rice <pat.rice@ci.stevenson.wa.us>

Mon, Mar 11, 2024 at 7:41 AM

To: Carolyn Sourek <carolyn@ci.stevenson.wa.us>, Leana Kinley <leana@ci.stevenson.wa.us>, Ben Shumaker <ben@ci.stevenson.wa.us>

Carolyn, Leana and Ben,

I am working with several local residents to improve pedestrian safety in Stevenson. We have identified some steps that are worth exploring (see list below). Some are low-cost and could be implemented quickly. Others would require more resources, such as the use of traffic signals. (As you know, there are grant opportunities available, including Washington state's Safe Routes to Schools program.)

I have gotten several complaints about two intersections in particular:

[Russell Avenue and 1st Street](#)

[Russell Avenue and 2nd Street](#)

Please let me know who would be my primary contact on this issue – I look forward to hearing your thoughts and working together to enhance pedestrian safety within Stevenson's city limits. Thank you for your time.

Pat Rice

Ways to increase crosswalk safety for Stevenson residents:

- Reflective tape striping to help drivers see sidewalks at dusk and nighttime.
- Reflective signage alerting drivers of an upcoming crosswalk. (See [recommendations](#) from the Federal Highway Administration.)
- Additional 25 mph signage on 1st Street. (Right now, there is [only one sign](#) as drivers enter town from the west.)
- In-road warning lights (IRWLs). These flashing lights are embedded in the pavement to alert drivers of actively crossing pedestrians. (There are [many companies](#) that specialize in these systems.)
- Lighting system that alerts drivers to pedestrians about to cross. ([Tapco](#) is one company that manufactures these.)
- Reduced vegetation at intersections can improve line of sight. (Foliage on shrubbery and trees is an issue at [Russell Avenue and 2nd Street](#), especially in the summer.)
- Parking at intersections can be eliminated or converted to handicapped parking, which tends to receive less use.
- Signage or physical barriers that impede line of sight can be relocated. (See [recommendations](#) from the Federal Highway Administration.)
- Radar speed signs [encourage drivers to slow](#) as they approach vulnerable areas.
- The [Safe Routes to Schools program](#) (SRTS) provides grants to improve safety and mobility for children, encouraging them to walk and bicycle to school. There is [funding](#) available for projects within two miles of a school.
- A local awareness campaign to remind the public that pedestrians always have the right of way, even at unmarked intersections (without crosswalks). See available resources [here](#).)
- Work with the Stevenson-Carson School District to identify where additional crosswalk safety measures are needed.

- Work with the Skamania County Sheriff's Office to enforce speed limits and cite drivers who fail to yield to pedestrians using crosswalks. (Targeted enforcement works. See U.S. Department of Transportation recommendations [here](#). And see how one community used targeted enforcement [here](#).)

Leana Kinley <leana@ci.stevenson.wa.us>

Mon, Mar 11, 2024 at 10:35 AM

To: Pat Rice <pat.rice@ci.stevenson.wa.us>

Cc: Carolyn Sourek <carolyn@ci.stevenson.wa.us>, Ben Shumaker <ben@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>

Pat,

I will add this as an agenda item for discussion at the next Council meeting for input on direction and resources to allocate towards this as some items require more resources than others.

Thanks,

Leana Kinley, EMPA, CMC

City Administrator
7121 E. Loop Rd/PO Box 371
Stevenson, WA 98648-0371
(509) 427-5970 x204

[Quoted text hidden]

Pat Rice <pat.rice@ci.stevenson.wa.us>

Tue, Mar 12, 2024 at 8:39 AM

To: Leana Kinley <leana@ci.stevenson.wa.us>

Cc: Carolyn Sourek <carolyn@ci.stevenson.wa.us>, Ben Shumaker <ben@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>

Leana,

I do not believe it is appropriate for this to be a city council agenda item at this time. Clearly it is within the purview of the city staff to look for low cost ways to increase pedestrian safety within the City of Stevenson. Many of the suggestions mentioned in my email could (or should) be part of the routine maintenance the City already is doing. For example, trimming or removing vegetation that in the summer impacts line of sight for pedestrians and motorists at intersections. Or repainting or replacing worn out or degraded crosswalk markings with reflective striping (see attached photo of worn out striping).

Furthermore, for the more expensive suggestions, it is historically quite common for staff to look for grant opportunities without first consulting with the Council. The City's own traffic study done a few years ago has already documented that increased traffic signalling is warranted at some intersections. One could start by simply keeping an eye out for grants that would cover the cost of putting in traffic signalling and lighting devices that would enhance pedestrian safety.

Again, I believe it is premature to put this item on the City Council agenda as I am not advocating a large expenditure of city resources on this topic. I am simply asking who the contact person would be for evaluating and implementing easy and low cost measures to increase pedestrian safety in Stevenson. Clearly pedestrian safety already falls within the purview of city administrative job descriptions. And as we all know, **it is not the Council's job to "micro-manage" the staff.** But it is appropriate for City Council members like myself to work with City staff on complaints brought forward by our citizens.

Pat Rice

[Quoted text hidden]



Degraded crosswalk markings nr. Walnut Park.jpg
5828K

Carolyn Sourek <carolyn@ci.stevenson.wa.us>

Tue, Mar 12, 2024 at 4:01 PM

To: Pat Rice <pat.rice@ci.stevenson.wa.us>

Cc: Leana Kinley <leana@ci.stevenson.wa.us>, Ben Shumaker <ben@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, Tiffany Andersen <tiffany@ci.stevenson.wa.us>

Hi Pat,

My understanding was that you were going to get something on my calendar to sit down (or walk down) and review with the folks who you've been working with. Again, Tiffany is a great resource for scheduling and coordinating these meetings. She is cced.

Cheers,

Carolyn Sourek

(509) 427-5970 ext. 206

[Quoted text hidden]

Pat Rice <pat.rice@ci.stevenson.wa.us>

Tue, Mar 12, 2024 at 4:28 PM

To: Carolyn Sourek <carolyn@ci.stevenson.wa.us>

Cc: Leana Kinley <leana@ci.stevenson.wa.us>, Ben Shumaker <ben@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, Tiffany Andersen <tiffany@ci.stevenson.wa.us>

Carolyn,

I did talk to the citizens I am working with about meeting with you, but they felt that trying to set up and coordinate a meeting time with six to seven different schedules was too cumbersome a process. **As an alternative to meeting**, they decided that it was simply easier and better to **(a)** document the problem, **(b)** identify some low cost and other solutions, and **(c)** then present these ideas to the City. We have now done that through my email to you, Ben, Leana and Scott.

The many links referenced in my email, some from Washington state and others from the Federal Government, do outline what better pedestrian safe intersections would look like. However, if you feel meeting on site would indeed be beneficial, I am happy to walk the areas in question with you anytime that works for you or anyone else at the City.

I appreciate your help in working on these pedestrian and traffic related issues.

Pat

[Quoted text hidden]

Carolyn Sourek <carolyn@ci.stevenson.wa.us>

Tue, Mar 12, 2024 at 4:38 PM

To: Pat Rice <pat.rice@ci.stevenson.wa.us>

Cc: Leana Kinley <leana@ci.stevenson.wa.us>, Ben Shumaker <ben@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, Tiffany Andersen <tiffany@ci.stevenson.wa.us>

Sounds good, Pat. We are and have been aware of the issue with sight distance at the intersections of Russel and 1st and 2nd streets. Because there is literally \$0 in the Street budget for capital improvements, generally speaking, we have been using the TIP to determine which projects to pursue. I would have to agree with Leana, this may be a good item to check in with Council on, as anything beyond maintenance of infrastructure (crosswalk striping [typically completed in the summer due to rain], pruning, and crosswalk flag maintenance) we like to get a thumbs up from Council before pursuing

funding or preliminary design. I know I get frustrated with how slowly these issues get resolved myself. I encourage you to share with the folks you are in communication with to reach out to me directly and rest assured we are aware of the issue and are considering solutions actively.

Carolyn Sourek

(509) 427-5970 ext. 206

[Quoted text hidden]

Pat Rice <pat.rice@ci.stevenson.wa.us> Wed, Mar 13, 2024 at 7:56 AM
To: Carolyn Sourek <carolyn@ci.stevenson.wa.us>
Cc: Ben Shumaker <ben@ci.stevenson.wa.us>, Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, Tiffany Andersen <tiffany@ci.stevenson.wa.us>

Carolyn,

Thank you for this email. I see your point on going to the Council with this problem, but I think we should implement all the low cost solutions first before asking for more money. And there are a lot of maintenance and other low cost solutions that would help. I can think of several, and I'd be totally happy to walk these two intersections with you whenever it works for you. I am free anytime tomorrow (Thursday), anytime Friday before 2, and mostly free during the day all next week.

I do appreciate your time and help on this problem. Thanks, Pat

[Quoted text hidden]

Carolyn Sourek <carolyn@ci.stevenson.wa.us> Wed, Mar 13, 2024 at 3:14 PM
To: Pat Rice <pat.rice@ci.stevenson.wa.us>
Cc: Ben Shumaker <ben@ci.stevenson.wa.us>, Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, Tiffany Andersen <tiffany@ci.stevenson.wa.us>

This week is shot for me, Pat. Can you summarize any maintenance or low cost solutions in email or maybe we can discuss prior to the council meeting next week?

Carolyn Sourek

(509) 427-5970 ext. 206

[Quoted text hidden]

Pat Rice <pat.rice@ci.stevenson.wa.us> Wed, Mar 13, 2024 at 7:27 PM
To: Carolyn Sourek <carolyn@ci.stevenson.wa.us>
Cc: Ben Shumaker <ben@ci.stevenson.wa.us>, Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>, Tiffany Andersen <tiffany@ci.stevenson.wa.us>

Carolyn, I think my original email on this was pretty descriptive. Thanks, Pat

[Quoted text hidden]

Pat Rice <pat.rice@ci.stevenson.wa.us> Fri, Mar 15, 2024 at 9:10 AM
To: Carolyn Sourek <carolyn@ci.stevenson.wa.us>
Cc: Ben Shumaker <ben@ci.stevenson.wa.us>, Leana Kinley <leana@ci.stevenson.wa.us>, Scott Anderson <scott.anderson@ci.stevenson.wa.us>

Carolyn,

Please keep me informed as to what you, as the Stevenson Public Works Director, are doing to increase pedestrian safety at the intersections in question. I will then pass the information along to the citizens concerned about this issue.

My first email in this string has many suggestions that are easy and simple to implement, such as removing trees and/or vegetation that interferes with line of sight, putting up signage, or working with law enforcement.

Please realize that if there ever were an accident involving a pedestrian at one of the intersections we've discussed, your acknowledgement that "We are and have been aware of the issue with sight distance at the intersections of Russe

and 1st and 2nd streets" could open the City up to legal liability, especially if you don't take action on the simple things that are within your purview as the Public Works Director.

Pat Rice

[Quoted text hidden]



Leana Kinley <leana@ci.stevenson.wa.us>

City Council Agendas

4 messages

Pat Rice <pat.rice@ci.stevenson.wa.us>
To: Leana Kinley <leana@ci.stevenson.wa.us>
Cc: Scott Anderson <scott.anderson@ci.stevenson.wa.us>

Mon, Mar 11, 2024 at 8:22 AM

Leana,

In a March 5th email to me (see attached) you said that you review upcoming city council agendas with Department Heads once a week. You have also stated that you review upcoming agenda topics with the Mayor many times as you formulate and put it together.

As a city council member, I too would like to be involved as we formulate and put together the "city council" agenda. I can either attend your Department Head meetings, or I can sit down with either you or Scott once a week to go over the upcoming agenda. Please let me know what would work best for you.

Thank you.

Pat Rice

 **Cityof Stevenson Mail - 2 documents I need.pdf**
117K

Leana Kinley <leana@ci.stevenson.wa.us>
To: Pat Rice <pat.rice@ci.stevenson.wa.us>
Cc: Scott Anderson <scott.anderson@ci.stevenson.wa.us>

Mon, Mar 11, 2024 at 10:39 AM

Pat,

I will add this as an agenda item to see if the council would like to create an agenda committee as outlined in the rules of procedure and appoint members to that committee. I was going to start to put out a list of items for future agendas in the packet under Issues for Next Meeting to let the council know what is coming up and what staff is working on.

Thanks,

Leana Kinley, EMPA, CMC

City Administrator
7121 E. Loop Rd/PO Box 371
Stevenson, WA 98648-0371
(509) 427-5970 x204

[Quoted text hidden]

Pat Rice <pat.rice@ci.stevenson.wa.us>
To: Leana Kinley <leana@ci.stevenson.wa.us>

Mon, Mar 11, 2024 at 10:58 AM

Leana,

Please tell me as of now what you know for sure will be on the next city council agenda. And if you do that after every meeting with Department Heads, that will satisfy my needs. And yes, I do think I should be meeting with you and/or Scott regularly. Let's set that up. Thank you. Pat

Pat

[Quoted text hidden]

Pat Rice <pat.rice@ci.stevenson.wa.us>
To: Leana Kinley <leana@ci.stevenson.wa.us>
Cc: Scott Anderson <scott.anderson@ci.stevenson.wa.us>

Tue, Mar 12, 2024 at 9:01 AM

Leana,

I do not think it is appropriate to take up council time with an item like this. I think you are missing the point of my email. I realize I could perhaps have stated it better. I simply am advocating better communication between staff and council members like myself, so that we have more advance notice of agenda items.

It is clear that staff spend a lot of time each week discussing among themselves what should be on the next council agenda. It makes sense that once it is determined that something will indeed be on the city council's agenda, that you have a means to then immediately alert council members of these agenda items. Just as the staff requires time and thought to prepare for council meetings, so do the city council decision makers.

We do not need another "committee" to simply have the better communication that I advocate. The council has important matters and decisions before it. We can improve communications without bogging the council down with what should ordinarily be routine matters easily handled by staff (*such as better and more immediate communication as to upcoming agenda items*). And council members like myself already have a right to put items on our own council agenda, so we clearly don't need a "committee" for that.

Pat Rice
[Quoted text hidden]

CITY OF STEVENSON



CITY COUNCIL

RULES OF PROCEDURE

**Adopted by Resolution 2024-426
February 15, 2024**

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Section 1 - Authority

The Stevenson City Council hereby establishes the following Rules of Procedure for the conduct of council meetings, proceedings and business. These rules shall be in effect upon adoption by the Council and until such times as they are amended or new Rules of Procedure adopted.

Section 2 - Council Meetings

Types of Meetings

Regular Meetings - The Council shall conduct regular council meetings on the third Thursday of each month beginning at 6:00 p.m. Meetings will be conducted in the Council Chambers, City Hall. The time and place of regular council meetings must be fixed by ordinance. Meetings will adjourn no later than 9:00 p.m. To continue past this time of adjournment will require concurrence of a majority of the Council. Minutes must be filed recording regular meetings.

Special Meetings – A special meeting is any Council meeting other than a regular council meeting. The Mayor or a majority of the Council Members may call a special meeting. Notice shall be given personally or by mail to all members of the governing body at least 24 hours in advance specifying the time and place of the meeting and the business to be transacted (an agenda). Whenever possible, notice of a special meeting shall be filed and/or published with the newspaper of record. The public shall be notified, 24 hours in advance, by posting at the main entrance of City Hall and on the City’s web site. Notice shall minimally include the agenda and time and place of the meeting. Only items on the agenda shall be acted upon or discussed. Minutes must be filed recording special meetings.

Study/Work Sessions – Study/Work Sessions may be held when a majority of the Council or the Mayor determines there is a need. These sessions are subject to the same notification requirements as a Special Meeting. Study/Work Sessions are informal meetings for the purpose of focusing on specific programs/projects. No final decisions are made at a study/work session. Special work sessions can be held with other agencies and jurisdictions or the City Planning Commission. Minutes must be filed recording Study/Work Sessions.

Executive Sessions – These are Council meetings that are closed to the public except for the Council and Mayor, authorized staff members, and consultants authorized by the Mayor. The public is restricted from attendance. Executive sessions may only be held during regular or special meetings (note there is no prohibition against holding a special meeting solely to consider one or more subjects in executive session, but the subject must be identified at least in general terms in the meeting notice). Prior to convening in to an executive session the Mayor must publicly announce the purpose of the meeting, reason for excluding the public, and anticipated time when the session will conclude. No minutes are taken during an executive session. Executive sessions can only be called to discuss the following items as per RCW 42.30.110:

1. To consider matters affecting national security
2. Real Estate: To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price
3. Real Estate: To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action of selling or leasing public property must be taken in a meeting open to the public

4. Public Bid Contract Performance: To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs
5. Personnel: To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge
6. Personnel: To evaluate qualifications of an applicant for public employment or to review the performance of a public employee. (Note: Final actions on salaries, wages, and other conditions of employment, hiring, disciplining or discharging must be taken in a meeting open to the public (RCW 42.30.140(4))
7. Elected officials: To evaluate the qualifications of a candidate for appointment to elective office. All interviews of such candidates must be conducted in a meeting open to the public
8. Litigation: To discuss with legal counsel representing the City in matters relating to enforcement actions or litigation or potential litigation

Emergency Meetings – An emergency meeting is a special council meeting called without the 24-hour notice. Generally, an emergency meeting is called to address an emergency involving injury or damage to persons or property or the potential thereof when time requirements of a 24-hour notice would make notice impractical or would increase the likelihood of further injury or damage. Emergency meetings may be called by the Mayor or the consent of a majority of the Council members. There may be occasions during emergent conditions (such as an epidemic declared by FEMA or the Health Department) that it will not be safe for the Council to assemble and conduct a meeting. The Mayor may direct staff to advertise a special emergency meeting that will be conducted via telephone conference call with a speaker phone available at City Hall for the public. Staff will tape and take minutes of all actions taken during such a meeting.

Remote Attendance– Occasionally a council member will not be able to physically attend a meeting; the council member received a full council packet, is prepared to participate but cannot physically be present at the meeting, and is interested in and able to participate. The council member may participate via “conference call” or similar electronic device. Minimally, the conference call will allow the physically missing council member to hear the discussions, allows the same member to express his/her opinions and vote on the issues, and allows the members attending the meeting to hear the council member’s contributions over the telephone system or similar electronic device.

Section 3 – Quorum

At all meetings of the Council, three (3) Council Members, who are present and eligible to vote, shall constitute a quorum for the transaction of business. Two (2) or less Council Members and Mayor does not constitute a quorum for the transaction of business and that body may adjourn provided that written notice of said adjournment is posted on the exterior of City Hall door providing access to the Council Chamber per RCW 35A.12.120. Council meeting adjourned under these conditions shall be considered regular meetings for all purposes.

Section 4 – Agenda – Order of Regular Council Meetings

Agenda Preparation

The City Administrator will direct the preparation of agendas for each council meeting. The Agendas will specify the time and place of the meeting, and will briefly outline the items to be considered by the Council. Agendas will be provided to the Council in advance of the meeting to allow the Council members an opportunity to review prior to the meeting.

Items can be placed on the Council’s meeting agenda in the following ways:

1. A majority vote of the Council
2. Council consensus
3. By the City Administrator
4. By a Council Committee
5. By the Mayor

Notices of items to be placed on the agenda are due by the Thursday morning prior to the meeting. A draft agenda will be made available to the public by 5 pm the Friday before the meeting. Agendas will be finalized and made available by Tuesday at 10:00 AM of the week of the meeting. The agenda will be posted on the City’s website and at city hall.

The City Administrator or his/her assistant will schedule sufficient time between public hearings and other scheduled items to not keep the public waiting and provide the Council sufficient time to hear testimony and allow opportunity for deliberation. Legally required and advertised public hearings will have a higher priority over other agenda items that do not need to meet statutory or other legal regulations.

If an item needs to be placed on the agenda (other than the Voucher Packet) after the agenda is closed and notice published the Council will need to approve its addition by consensus of the Council.

Order of a Regular Meeting

1. Call to Order– The Mayor calls the meeting to order. The Mayor will announce the attendance and if a Council Member is not in attendance, council will vote on whether or not the Council Member has an excused absence.
2. Changes to Agenda - The Mayor, with the concurrence of the majority of the Council, may add agenda items or take agenda items out of order.
3. Consent Agenda – Consent Agenda items have either been fully considered by the City Council or are considered routine and non-controversial and may be approved by one motion. Items that may appear on the Consent Agenda may include but are not limited to meeting minutes, bid awards, previously authorized agreements, previously discussed resolutions, travel and training requests.

4. Citizen Comments – Special time set aside on the agenda for members of the audience to comment on items relating to any issue or matter. The City will have “Citizen Comment Sheets” available for any citizen wishing to make comments. (Ref. Citizens Comments Section).
5. Presentations from Outside Agencies/Proclamations/Recognitions – Periodically, outside agencies such as the Chamber of Commerce or Economic Development Council will present updates to council on their work.
6. Public Hearings – There are two kinds of public hearings – legislative and quasi-judicial. A public hearing may be scheduled at any point in the agenda to balance the needs of the audience and to ensure that proper time can be set aside if more than one public hearing has been scheduled for the same meeting day. Rules for conduct of a public hearing depend on the kind of hearing. Before each public hearing the Mayor will announce the purpose of the public hearing and state the procedural rules that will apply. (See Section 8 - Public Hearings). Citizens may comment on public hearing items.
7. Unfinished Business – These agenda items do not require public hearings, but do require council action or are policy issues requiring council discussion. These items have been discussed previously and are not resolved. It is not required to take citizens comment during this portion of the agenda.
8. Council Business – These agenda items do not require public hearings but do require council action or are policy issues requiring council discussion. It is not required to take citizens comment during this portion of the agenda.
9. Information Items – Items for council information only. Discussion may take place.
10. City Administrator and Staff Reports – This provides an opportunity for the City Administrator and other staff to update the Council members on current issues or items of Council interest.
11. Voucher Approval and Investments Update – Approval of the Claims and Payroll Vouchers and recognition of the City’s current investment sales and purchases.
12. Council and Mayor Reports – This provides council members an opportunity to report on significant activities since the last meeting.
13. Issues for the Next Meeting – This provides the Council Members an opportunity to focus the Mayor and Staff’s attention on issues they would like to have addressed at the next council meeting.
14. Executive Session – If needed an executive session may be called for the reasons outlined in RCW 42.30.110.
15. Adjournment – With no further business to come before the Council the Mayor adjourns the meeting. The minutes should reflect the time of adjournment.

Section 5 - Citizens Comments

Under the Open Public Meetings Act the public must be allowed to attend City Council meetings, but the Act does not require that the public be allowed to speak during the Council or Planning Commission meetings. It is up to the Council to determine its own rules about public participation.

The Council has determined that it is important to set aside a limited period of time during regular council meetings for public comment. This period ‘Citizens Comments’ will be scheduled for the beginning of each council meeting. Members of the audience may comment on items relating to any issue of concern or interest. Citizen comment sign-ups will be available at each regular council meeting for the use of those citizens wishing to address the Council. All speakers must sign in to be recognized. Comments are limited to three (3) minutes, except for a person speaking on behalf of a group; comments then are limited to five (5) minutes. The Mayor or Mayor Pro Tempore may extend or further limit these time periods at his/her discretion. No speaker may convey or donate his or her time for speaking to another speaker.

Written comments, including the name and city residence of the commenter, may be submitted to the City Administrator up until noon the day of the meeting to be included in the council packet. In the subject line please state, “Public Comment for the Upcoming City Council Meeting on [date]” or “Public Comment for the Upcoming Public Hearing on [date] Regarding [topic].” Anonymous comments will not be accepted.

Citizens with specific complaints or concerns will be encouraged to first refer to the appropriate City department. If issues cannot be satisfied in the normal course of work the staff will help the citizen schedule time on the next council agenda for a more formal review and discussion.

The Mayor may allow citizens to comment on individual agenda items at times during any regularly scheduled City Council meeting outside of the Citizens Comments section or scheduled public hearings.

Section 6 - Council Discussion and Motions

All Council discussion and motions may be guided by Roberts Rules of Order, Newly Revised at the Mayor's discretion. Approval of council motions are determined by a simple majority. The Mayor does not vote except to break a tie in matters other than: the passage of an ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money (RCW 35A.12.100).

Vote is by voice. If the vote is split the Mayor may ask for a roll call to clarify actual outcome.

Although a quorum may be present, passage of most ordinances requires an affirmative vote of the majority of the council.

SECTION 7 VOUCHER CERTIFICATIONS AND APPROVALS FOR EXPENDITURES AND DISBURSEMENTS

All expenditures and disbursements made by the City to address claims against the City must follow procedures set forth by RCW 42.24.

City Staff Responsibilities

It is the responsibility of each Department Head to ensure that every claim presented to the City Council for payment for the furnishing of materials, rendering of services or performing labor, or for any other contractual purpose shall meet the following requirements:

1. An invoice is attached initialed by the responsible staff member. By initialing the invoice, the responsible staff member acknowledges that the product was received, the service delivered, or the contract obligations met.
2. The invoice clearly shows who provided the service or product.
3. The charges on the invoice clearly show what was purchased and/or provided so that the department head, the City's auditor the City Council can easily understand what was purchased.
4. If taxes need to be assessed the invoice should include the appropriate tax assessment or indicate that the taxes will be paid directly by the City to the Department of Revenue.
5. Vouchers are prepared by the accounting staff. Charges on the invoice are checked to ensure that charges were correctly transferred to the voucher.
6. The City Administrator or Deputy Clerk (the auditing officers) will review each voucher to determine that the BARS accounting code is correct and that funds are authorized and available to meet the obligation. The City Administrator or Deputy Clerk will certify (by signature) that the voucher has been reviewed and does not violate State or City policy.
7. Vouchers are assembled for presentation to the City Council at the next regularly scheduled public meeting. A listing of all vouchers scheduled for approval will be provided to each council member.
8. The City Council may stipulate that some expenditure claims may be paid in advance of a regular council meeting. This most frequently happens in large public works construction projects when contractual requirements require payments within a short time frame. Nevertheless, those payments will be included in the voucher packet for council approval at the next regularly scheduled council meeting.
9. Voucher packets are filed in the auditing office and stored for the period required by the State Law.

City Auditing Officer

The state requires that the vouchers pass through a formal certification process. The City uses a "blanket certification process" that includes the listing of vouchers being approved, the total amount expended by fund, the signature of the auditing officer. The certification statement is as follows:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or the partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City and that I am authorized to authenticate and certify to said claim.

The City Administrator or in his/her absence, the Deputy Clerk, shall serve as the auditing officer.

City Council Responsibilities

It is the City Council's responsibility to ensure that the system of auditing and certifying vouchers is operating in a manner to provide the greatest possible protection for the City Council, for the City and for their citizens. The State Auditor BARS Manual does state that the members of the governing body do have responsibility and liability for each voucher approved. State law more specifically states:

Any person who knowingly approves or pays or causes to be approved or paid a false or untrue claim shall be guilty of a gross misdemeanor and, in addition, he shall be civilly liable on his bond to the municipal corporation or political subdivision, as the case may be, for the amount so paid or for three hundred dollars whichever is the greater.(RCW 42.24.110)

The key is of course knowingly approves.

The Council shall make certain that the City staff properly implemented the process described in "City Staff Responsibilities" and may want to spot check an invoice to make certain the invoices are signed and properly transferred to the voucher. The City Council member should be alert to changes in disbursement trends and question those trends.

Both state and city laws require special procedures for reimbursement claims filed by city employees and elected officials as set forth in Section 17 "Eating and Drinking at Public Expense" of this document. Special attention should be paid that these disbursements are valid and meet requirements.

Section 8 - Public Hearings

Types

There are two types of public hearings: legislative and quasi-judicial. The Mayor will ensure the appropriate hearing procedures are followed and will inform the council of the proper procedures. Citizens may comment on public hearing items.

Legislative Public Hearings

The purpose of a legislative public hearing is to obtain public input on the legislative decision on matters of policy. These could include (without limitation) council review of budgets, land use plans and utility rate adoptions.

Quasi-Judicial Public Hearings

The purpose of a quasi-judicial public hearing is to decide issues including the right of specific parties and include, without limitations, certain land use matters such as site-specific rezones, preliminary plats, and variances. The City Council's decision on a quasi-judicial matter must be based upon and supported by the "record" of the matter. The "record" consists of all testimony or comment presented at the hearing and all documents and exhibits that have been submitted. In quasi-judicial hearings, Council Members shall comply with all applicable laws including without limitations the appearance of fairness doctrine (Ref. Appendix B).

Note! The Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve the Council Member of a Council Member's business associate, or immediate family. It could involve *ex parte* (outside the hearing) communications, ownership of property in the vicinity, business dealings with the proponents and/or opponents before or after the hearing, business dealings of the Council Member's employer with the proponents and/or opponents, announced predispositions, and the like. Prior to any quasi-judicial hearing, each Council member should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If so, no matter how remote, the Council Member should disclose the facts to the City Administrator who will seek the opinion of the City Attorney. The City Attorney's opinion will be communicated to the Mayor and Council Member.

Section 9 - Ordinances

No ordinance should be prepared for presentation to the Council unless requested by the Council and/or Mayor, City Administrator or City Attorney. The City Attorney shall review all ordinances prior to adoption.

Two readings of an ordinance are required, except when there is an urgent need. Ordinances regarding franchise agreements must be adopted at a regular meeting.

Prior to enactment the Ordinance shall be tracked by its title which should be read prior to voting. The Clerk to the Council shall assign a permanent ordinance number after enactment.

Upon enactment of the ordinance, the Clerk to the Council shall obtain the signature of the City Attorney and the signature of the Mayor. After obtaining both signatures the Clerk to the Council shall sign the ordinance.

Summaries of all ordinances shall be published in the official newspaper as a legal publication immediately following enactment.

Section 10 - Mayor and Mayor Pro Tempore

The presiding officer at all meetings of the Council shall be the Mayor, and in the absence of the Mayor, the Mayor Pro Tempore will act in that capacity. The Council shall designate a Mayor Pro Tempore at the beginning of every calendar year. If both the Mayor and Mayor Pro Tempore are absent, the Council Members present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Mayor Pro Tempore.

It is the responsibility of the Mayor or Presiding Officer to:

- Preserve order and decorum in the Council Chambers
- Observe and Enforce the Council Rules of Procedure
- Conduct the meeting in an orderly manner and decide questions of order.
- Recognize council members in the order in which they request the floor.
- From time to time the Mayor shall appoint Council Members to serve on special City Council or ad hoc committees.

Section 11 – Filling City Council Vacancies

The purpose of this section is to provide guidance to the City Council when a Stevenson City Council Member position becomes vacant before the expiration of the official's elected term of office. Causes of vacancy as set forth in RCW 42.12.010 include resignation, recall, forfeiture, written intent to resign, or death of a Council Member. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, to serve the remainder of the unexpired term. If a vacancy occurs in the office of a Council Member, the Council will follow the procedures outlined in the following:

RCW 35A.12.050 Vacancies – Filling of Vacancies in Council/Mayor Form of Government

RCW 42.30.110(h) – Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office

RCW 42.30.060 – Prohibition on Secret Ballots

RCW 42.12 – Vacant Position

In order to fill the vacancy with the most qualified person available until an election is held, the Council shall direct the City Administrator's Office to prepare, distribute and publish a notice of the vacancy in the City's official newspaper with courtesy copies to other appropriate outlets. All applicants must be a registered voter of the City of Stevenson and have a one (1) year residency in the City of Stevenson. Interested applicants will be asked to submit an application form stating they meet the qualification requirements and a letter of interest. All applications received by the deadline date for the position will be copied and circulated to the Mayor and Council Members. The Council will conduct interviews of the applicants at a public meeting (regular or special). The City Administrator's Office shall notify applicants of the location, date and time of the City Council interviews.

The Mayor shall determine the order of appearance, amount of time allotted for each interview, and format for the interviews. The Council shall conduct all interviews during the open public session of the meeting. Upon completion of the interviews, Council Members may convene into Executive Session to discuss the qualifications of applicants. However, all deliberations, nominations and votes taken by the Council shall be in open public session. The Mayor shall call for nomination(s) and deliberation for selection. Following the close of discussion, the Mayor shall call for the vote. The nominee receiving the majority vote shall receive the appointment.

The City Administrator shall ensure that the new Council Member be sworn in to office prior to the next regularly scheduled City Council meeting.

Section 12 – Committees

From time to time the City Council will identify the need to form special advisory committees, task forces, or commissions to address issues on behalf of the City Council. Their advice on a wide variety of subjects aid the Mayor and Council Members in their various decision-making process. Effective citizen participation is an invaluable tool for local government.

Committees can be established by ordinance or by motion of the City Council. Occasionally Washington Law will require establishment by ordinance, more often it is at the discretion of the City Council as to which method is employed. Persons of wide-ranging backgrounds who are interested in participating in public service but not interested in competing for public office can be involved in advisory committees, task forces or commissions.

Advisory Committees

Advisory Committees are formed to address specific issues or functions. Every advisory committee will be re-examined periodically by the City Council to determine its effectiveness and whether it has completed its working functions. The size of the advisory group shall be determined by the Council in relation to its duties and responsibilities. Members and alternate members of all advisory bodies are appointed by a majority vote of the City Council during a regularly scheduled meeting. Vacancies may be advertised so that interested citizens may submit letters of interest and/or applications.

Advisory Committees will be responsible for adopting their operating policies consistent with any established resolutions or ordinances. All meetings of advisory committees are open to the public in accordance with the public meeting laws of the State of Washington which requires a minimum 24+ hour advance notice. The advisory chairperson will be responsible for coordinating meeting time, place and agenda with the appropriate City support staff. City staff will be responsible for properly advertising notice of all meetings. Minutes shall be kept of all meetings in accordance with the public meeting laws of the State of Washington.

Members may resign at any time their personal circumstances change to prevent effective service. Members may be removed from the advisory committee after three consecutive unexcused absences.

Section 13 - Council Relations with City Staff

The City Council serves as the City's policy makers, and the City staff serves as the implementers and/or administrators of the Council's policies.

All written informational material requested by individual Council Members shall be submitted by City staff to the City Administrator who will distribute to the Council member requesting the information as well as any other Council Members who express an interest in receiving a copy of the same information.

When mail of a general nature that is addressed to the Mayor or Council Member is received it shall be copied to all City Council Members with a copy saved to file. Mail addressed to Council Members that is marked personal and/or confidential shall not be opened by City Staff.

Council Members shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City permits. Nor shall any individual Council Member interfere with the operating rules and practices of any City Department.

No individual Council Member shall direct the City Administrator to initiate any action or prepare any report that is significant in nature, or initiate any significant project or study without the consent of a majority of the Council.

There will be mutual respect from both City Staff and Council Members of their respective roles and responsibilities. This same courtesy and respect will guide all comments and conduct in public meetings.

Section 14- Council Meeting Staffing

The City Administrator shall attend all regular meetings of the Council unless excused. If the City Administrator has an excused absence, a staff person shall be designated to attend in his/her absence. The City Administrator may make recommendations to the Council, may take part in the discussion, but shall have no vote. The City Administrator will ensure that appropriate staff (the recorder) is present to properly record (minutes) the meeting and departmental heads will be present to address issues and questions the Council Members may have with respect to agenda items.

The Public Works Director or his/her designee shall attend all regular meetings of the Council. The Public Works Director shall be prepared to answer questions, make recommendations and participate in discussions as needed.

The City Attorney shall attend all meetings of the Council unless excused, and shall upon request, give an opinion, either written or oral, as needed.

The Community Development Director or his/her designee shall attend all regular meetings of the Council. The Director shall be prepared to answer questions, make recommendations and participate in discussions as needed.

Section 15- Council Member Attendance at Meetings

Excused Absences

Excused absences are defined as follows:

1. Death of an immediate family member
An immediate family member would include spouse, child, parents, siblings, grandparents, father and mother-in-law or daughter or son-in-law.
2. Illness
Illness of either a Council Member or immediate family member, as defined above.
3. Accident, Bad Weather, other circumstances beyond the Council Member's control
4. Absences for Council Business
A Council Member who is absent because of their commitments representing the Council at other meetings or events/activities.
5. Prior Arranged Absences
The Council may, at their discretion, excuse an absence if arrangements are made prior to the absence.

All excused absences must be voted on and approved by a majority of council present.

Unexcused Absences

1. A council position shall become vacant if the Council Member fails to attend three consecutive regular meetings of the council without being excused by the council (Ref. RCW 35A.12.060). The minutes will show the Council Member as having an unexcused absence for each meeting not attended without an excused absence.

Section 16 - Council Representation

If a Council Member appears on behalf of the City before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Council Member shall state the majority position of the council, if known, on such issues(s). Personal opinions and comments that differ from the council majority may be expressed if the Council Member clarifies that these statements do not represent the Council's position.

Council Members need to have the Mayor and/or other Council Members' concurrence before officially representing the other Council Members' views. And as a matter of courtesy, any letters to the editor, interviews or other communication by a Council Member of a controversial nature that do not reflect the City's majority opinion should be presented to the City Council prior to publication so that the Council Members may be prepared.

Section 17 – Confidentiality

Council Members shall keep confidential all written materials and verbal information, including but not limited to the topic(s) and/or the substance, provided to them during Executive Sessions, to ensure that the City’s position is not compromised. Confidentiality also includes information provided to Council members outside of Executive Sessions when the information is considered to be exempt from disclosure under exemptions set forth in the Revised Code of Washington (RCW 42.23.070).

If the Council, in Executive session, has provided direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party should be done by the designated City staff representative handling the issue. Council Members should obtain the permission of the Mayor and/or City Administrator before discussing the information with anyone other than other Council Members, the City Attorney or City staff designated by the City Administrator. Any Council Member having any contact or discussion needs to make full disclosure to the City Administrator and/or the City Council in a timely manner.

Section 18 - Eating and Drinking at Public Expense

The objective of this policy is to provide clear direction for the reimbursement for City Council business related food and beverage costs incurred by the City Council and/or staff during non-travel periods (Ref. City Personnel Policy for reimbursements for travel related expenses). The policy will provide guidelines by which to determine whether or not expenditures by the City, City Council and/or staff may be allowed when refreshments and other related costs are made available at meetings involving City official and volunteers.

Staff and council members have the responsibility for becoming knowledgeable about authorized expenditures and the documentation requirements. Care should be taken to avoid unnecessary or excessive expenditures, and those not directly and reasonably related to the conduct of City business.

Food and Beverage Cost for City Meetings

Generally, the City **will not** incur costs for refreshments, and other related items, for meetings or functions held in the normal course of business or which are attended solely by City officials. However, when certain meetings or functions are scheduled during one or more meal times and the City Council **has expressly approved** the meeting as such, the City may incur such costs directly or as a reimbursement to employees who have incurred such costs on behalf of the City. Food and beverage costs may only be incurred wherein a municipal function, public purpose, or City program is served or furthered (Ref. AG Opinion dated May 14, 1987 “Eating and Drinking at Public Expense”). Refreshments purchased solely for personal entertainment are not a legitimate City expense.

Food and Beverage Costs for Ceremonies and Celebrations

Reasonable expenses, including food and beverage, associated with commemorating a dedication or an unveiling that is recognized as serving a public purpose are legitimate City expenditures. The public celebrations must be open to the general public. Support of a local “event” or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization. Expenditure of public funds on a publicly sponsored event requires the existence of a recognizable public purpose that relates to the City’s existence, proper authorization from the legislative authority for such public sponsorship, and a reasonable relationship between the amount of the City’s expenditure and the “public” nature of the event.

Reimbursable Expenses Incurred by a City Official at Other Meetings

Meals consumed by a City Official during a meeting or other function where the City Official is conducting City business or representing the City are reimbursable to the official.

Approval Procedures and Claims for Reimbursement

Approval for food and beverage expenses at a council meeting or for ceremonies and/or celebrations must be approved by the City Council in advance of any expenditure. Expenditures

for meal costs incurred by an official and/or employee at a meeting must be pre-authorized by their direct supervisor. (Council members are approved by the Mayor).

A claim for reimbursement shall be submitted as follows:

1. All claims must be submitted on a reimbursement form provided by the City Finance Department
2. The reimbursement form will identify the name of the person who consumed the goods for which reimbursement is requested, a description of the event, ceremony or meeting (including date, location and time) at which the food was consumed, and the public purpose served
3. Any claim for reimbursement must be accompanied by a bona fide vendor's receipt. Payment for table service at a restaurant (the tip) may be included at a rate of 15% of the price of the meal. No reimbursements will be made for liquor.
4. Reimbursements will be made by claims warrant only

Section 19 – Emergent Communications

Occasionally there are important or emergent happenings in the City when Council Members should receive briefings as quickly as possible and not wait until the next council meeting. The City Administrator or designee will contact the Mayor with a draft memo detailing the issue(s). After review approval the memo will be forwarded by email (or telephone) to all council members.

Appendix B – Public Hearing Procedures Script for Quasi-Judicial Issues

The following represents a recommended procedure as a general instruction for the conduct of Quasi-Judicial hearings and may be followed or departed from in the Mayor’s discretion. Failure to follow this recommended procedure shall not constitute a *prima facie* failure of Due Process.

Opening

- The Mayor shall open the public hearing by stating the name of the application
- The Mayor shall direct any persons wishing to be heard to sign in at the sign-in table

Rules of Order Presented by the Mayor

- The Mayor shall explain that the public hearing will proceed in an orderly manner and ask that the members of the public respect the process
- The Mayor shall ensure that everyone will be given an opportunity to be heard. The Mayor shall ask that all comments be made standing or at a speaker’s rostrum if available. All speakers must first give his or her name and address for the officially recorded transcript of the hearing. The Mayor shall further explain that if there is an appeal the court must make its decision on the basis of what is said at this meeting
- The Mayor shall ascertain if anyone will require special accommodation in order to speak so that arrangements can be made
- In fairness to all in attendance, each person wishing to speak will be given an opportunity to address the Council. Depending on the number of people in attendance the Mayor may limit the initial period of time allowed. If additional time is needed the Mayor may allow additional time after all interested parties have had an opportunity to speak
- There should be no demonstrations (clapping, cheering, booing) during or at the conclusion of anyone’s presentation
- This public hearing is the time for presentation of testimony, not an opportunity for debate
- The City Council is interested in promoting an orderly public hearing to give all persons in attendance an opportunity to be heard

Appearance of Fairness and Conflicts of Interest Presented by City Attorney

- The hearing is quasi-judicial in nature, (especially in land use cases) and must comply with the appearance of fairness and conflict of interest rules. Quasi-judicial actions are defined as actions of the Council which determine legal rights, duties, or privileges of specific parties in a hearing. The public hearing must be fair in three respects: form, substance and appearance

- All Council members and the Mayor should give consideration as to whether they have:
 - 1) a demonstrated bias or prejudice for or against any party to the proceedings
 - 2) a direct or indirect monetary interest in the outcome of the proceedings
 - 3) a prejudgment of the issue prior to hearing the facts on the record, or
 - 4) *ex parte* contact with any individual, excluding administrative staff, with regard to an issue prior to the hearing, and whether the individual supports or opposes the project.
 Each Council Member must disclose whether any of the factors listed above are at issue and respond to the question: Do you have an Appearance of Fairness or Conflict of Interest issue or disclosure to make? (*Disclosures or questions of conflict directed to the attorney*).
- And finally, the members in the audience are asked if there are any objections to a Council Member or Mayor's participation in the proceedings. (*Again, refer any affirmative answers to the attorney*).

Order of Speaking – Mayor

- Staff presentation
- Request to staff (City Administrator) if there were any written materials submitted. City Administrator or Attorney to summarize the document
- Comments from applicant
- Comments from proponents
- Comments from opponents
- Comments from any others wishing to speak
- Comments from applicants in response/rebuttal. New material may not be introduced
- Response from Staff to any subjects raised by any of the speakers, or any additional clarifications
- Questions from Council Members to any speaker or staff person who made comment
- The Mayor may ask if anyone in the audience has any comments to clarify an item raised by a Council Member's questions. No new items can be presented nor should the speaker repeat his/her previous testimony. This is an opportunity for clarification

Council Discussion

- The Mayor making certain there is no further testimony closes the public testimony portion of the hearing
- Council discussion is held – Council should consider discussing issues in terms of findings and potential conditions
- Request for any further recommendations or comments from staff
- Mayor calls on the Council members to make a motion (take action) or postpone. If action taken Mayor directs staff to prepare findings and decision

Appendix B-1 Risk Management in the Land Use Context: A Primer on How to Avoid Being Sued

Local government actions related to the development of land, such as planning, zoning, and platting, are a frequent source of litigation. Land use decisions routinely affect, sometimes significantly, the value of land parcels, which tends to generate litigation from property owners seeking to maximize their properties' value.

Sometimes lawsuits cannot be avoided; however, the following information will help you to minimize your risk of having to defend against land use claims. Here are a few concepts that you need to know and follow, along with suggestions for avoiding land use lawsuits:

1. Involve Professional Staff and Consultants.

Guidance from planners, engineers, lawyers, and surveyors should be sought throughout the process. They will make sure you are up to date on industry and professional standards, and current laws. From the time that a land use application is filed to the final decision, the assistance of experts will help in creating a defensible record and a sound decision. The land use process has become too complex and technical to navigate without some professional assistance.

2. Stay Current.

Know the applicable laws and keep local codes and procedures current with appellate court decisions, Growth Management Hearings Board decisions, and state statutes. Promptly inform staff and decision makers of new decisions. Schedule yearly reviews of your land use code to make sure it meets any new requirements.

3. Timeliness and Notice.

Project permit applications are required to be processed within deadlines established by state statutes and local codes. Statutes and codes require that notice is given in a certain manner at certain times and usually that public hearings are held. Make sure all required notices are given and hearings held.

Develop checklists or summaries for the different types of applications you process. The checklists should identify the various deadlines and notices applicable to the particular application.

4. Legislative Hearings vs. Quasi-Judicial Hearings.

Decision-making bodies—boards, councils, and commissions—must understand when they are acting in a legislative role and when they are acting in a quasi-judicial role. The legal standards for what constitutes a valid decision differ depending upon which role applies. Quasi-judicial hearings require legal due process for the applicant. More leeway exists when acting in a legislative capacity. Hence, more lawsuits arise from quasi-judicial hearings than from legislative hearings.

Decisions of general applicability affecting the community at large are usually legislative in nature. The following land use actions are legislative:

Adoption, amendment, or revision of comprehensive plans;
Adoption of area-wide zoning ordinances;

Adoption of area-wide zoning amendments.

Quasi-judicial land use actions are defined in RCW 42.36.010 as those that “determine the legal rights, duties or privileges of specific parties in a hearing or other contested case proceeding.” The characteristics of matters that are quasi-judicial are the following:

- The decision applies an existing policy or law rather than creating a new one;
- The proceedings seek to reach a fact-based decision between two distinct alternatives;
- The decision has a greater affect on a limited number of specific persons and a lesser affect on the general community at large.

Examples of decisions that are quasi-judicial include subdivisions, preliminary plat approvals, conditional use permits, SEPA appeals, rezones of specific parcels of property, variances, and other types of discretionary zoning permits if a hearing must be held by statute or local ordinance. If a single proceeding combines both legislative and quasi-judicial functions, treat it as a quasi-judicial proceeding.

5. Fairness and Appearance of Fairness.

Government staff and decision makers should avoid making promises to applicants or project opponents. Furthermore, the decision makers and government staff should avoid prejudging applications and must not have a personal interest at stake in the matter. Personal interests include financial gain or ownership, family or social connections, associational or membership ties, and being employed by an applicant or interested party.

Washington is one of a few states that has the Appearance of Fairness Doctrine, which requires decision makers who act in a quasi-judicial role to not only be free from actual bias, but also the appearance of bias. To determine whether a violation of the Appearance of Fairness Doctrine has occurred, the question asked is this: Would a fair-minded person in attendance at this hearing say that everyone was heard who should have been heard, and that the decision maker was impartial and free from outside influences? To avoid violations of the Appearance of Fairness Doctrine, base decisions solely upon the record, allow everyone to be heard who wants to be heard, and give reasonable credit to all information presented, while according the information the weight, or lack thereof, that it deserves.

6. No *Ex Parte* Contacts in Quasi-Judicial Proceedings.

Ex parte contacts are those between a decision maker and one side in a controversy for which that decision maker will issue a ruling. Quasi-judicial decision makers are prohibited by RCW 42.36.060 from making *ex parte* contact with either side in a case. *Ex parte* contacts always should be avoided. If such contact occurs, however, it may be cured by publicly disclosing the substance of the *ex parte* contact, placing it into the record, and providing opportunity for rebuttal by opposing sides.

7. Follow Written Hearing Procedures.

Proper procedures are important to avoid due process violations, and written procedures are more likely to be followed than unwritten ones. Written procedures make everyone aware of the process in advance. Procedures, for example, may detail the order of the hearing, rules of respect and decorum, and urge those with common views to choose a spokesperson.

8. Base Decisions on the Record.

Quasi-judicial land use decisions must be based on and supported by the “record.” The record consists of testimony at the hearing and all documents submitted at the hearing, and those submitted outside the hearing but within a set timeframe. You should preserve quasi-judicial hearing testimony by either a tape recording or court reporter. The documents are typically letters making arguments, maps, staff reports, and drawings, which are numbered and admitted as official exhibits and entered into the record. Only hearing testimony and documents officially submitted into the record should be used to render a decision. Make sure tape recordings are audible and that all speakers, including the decision makers, state their names before speaking.

9. Consider All Relevant Facts in the Record and Apply Them to the Law.

Quasi-judicial decision making requires applying the law to the facts and coming to logically supportable decisions. However, not all facts are equal and it is the duty of decision makers to weigh facts and determine their probative value. A staff report is a good starting point because it should identify all relevant facts available at a given point in time. Neighborhood opposition to a project, standing alone without reference to facts relevant to the decision, is not a legitimate basis for denial of a land use application. Likewise, unsubstantiated opinions have little value. Quasi-judicial hearings are not popularity contests, but forums for gathering relevant facts that bear upon the decision criteria stated in state law and local codes.

10. Create a Written Statement of Findings.

A clear, written decision applying facts to the applicable law will help avoid lawsuits. The written finding should demonstrate that open, considered deliberation occurred, not a *pro forma* decision of a predetermined outcome. The written decision must be more than just an approval of the minutes of the hearings. It is appropriate to request staff to draft a final written decision and bring it to the next meeting for review and approval.

11. Identify Potential “Problem” Projects Early.

Recognizing those land use projects that are potential “problems,” such as an unclassified use, a novel or controversial development, or a contentious developer, early in the process may be helpful for avoiding liability and lawsuits. When you or your staff identify a potentially problematic project, it is crucial to seek guidance from professionals such as lawyers, planners, and engineers.

Prepared by Michael B. Tierney, Esq. The information provided herein is intended as a general overview and is not intended to guide decisions or provide legal advice in any particular instance. Application of the information in this article to specific situations should always be accompanied by advice from professionals in the land use field.

APPENDIX C CITY COUNCIL PUBLIC HEARING -

Legislative

TITLE: _____

Time Set For: _____

“I would like to open the public hearing at _____”

Staff/Consultant/Attorney Presentation

Public Comment Period

“Please state your name for the record and try to keep your comments to _____ minutes”

“Is there any more public comment? This is an opportunity to add new information not addressed in previous testimony. If none: *“I am closing the public hearing at _____”*”

Additional Council/Staff Discussion

Response from staff to clarify questions raised during the public hearing. Questions from council to public or staff to clarify questions raised during the hearing. Mayor makes certain there is no further testimony.

CLOSE PUBLIC HEARING

Council Discussion (Council can ask Mayor to see clarification from members of the audience or staff if an issue needs clarification).

Potential Action



Leana Kinley <leana@ci.stevenson.wa.us>

Mail at City Hall

Leana Kinley <leana@ci.stevenson.wa.us>
To: Pat Rice <pat.rice@ci.stevenson.wa.us>

Thu, Mar 14, 2024 at 8:00 AM

Pat,

I'm not sure where you got that. In any case, he was here before the agreement with OPA for the space. We also downsized and got rid of the older desks we no longer used and were in deteriorating condition, which is why we have no free desks.

Attached are copies of the current agreements.

Thanks,

Leana Kinley, EMPA, CMC

City Administrator
7121 E. Loop Rd/PO Box 371
Stevenson, WA 98648-0371
(509) 427-5970 x204

On Mon, Mar 11, 2024 at 9:06 AM Pat Rice <pat.rice@ci.stevenson.wa.us> wrote:

Leana, you are misinformed, as I was at the meeting where Ben talked about the intern being relegated to the basement, but he was fine with it. We do not need to discuss this further.

I would like to review the contracts you have with these two non-profits (One Prevention Alliance and Three Squares). Please email them to me when you have a chance.

Also, please let me know if the city has any other currently active contracts with any other outside person, business, or entity related to the rental of space, either indoors or outdoors. If so, I need a copy of those contracts too.

Thanks, Pat Rice

On Mon, Mar 11, 2024 at 8:58 AM Leana Kinley <leana@ci.stevenson.wa.us> wrote:

Pat,

The interns have all used space in the upstairs of City Hall. Before the reconfiguration there was a desk in the council chambers space.

Thanks,

Leana Kinley, EMPA, CMC

City Administrator
7121 E. Loop Rd/PO Box 371
Stevenson, WA 98648-0371
(509) 427-5970 x204

On Mon, Mar 11, 2024 at 8:53 AM Pat Rice <pat.rice@ci.stevenson.wa.us> wrote:

Leana, yes I have seen the basement (*I recently reviewed photos of the basement on one of the non-profits Facebook pages*). I am quite used to dark, dreary places. I think it will work fine for me. And I do know that the basement was quite suitable for the intern that Ben had working with him on the parking issues a summer or two back. Did that intern's use of the space go before the City Council?

Pat

On Mon, Mar 11, 2024 at 8:42 AM Leana Kinley <leana@ci.stevenson.wa.us> wrote:

Pat,

Have you been to the basement?

Both agencies require written authorization to sublease their space according to their contracts. If you are able to get their approval for using the space, it would go before council for approval.

Thanks,

Leana Kinley, EMPA, CMC

City Administrator
7121 E. Loop Rd/PO Box 371
Stevenson, WA 98648-0371
(509) 427-5970 x204

On Wed, Mar 6, 2024 at 4:53 PM Pat Rice <pat.rice@ci.stevenson.wa.us> wrote:

Thanks Leana. I will check with these nonprofits and see if they'd let me use their space at times. Pat

On Wed, Mar 6, 2024 at 4:49 PM Leana Kinley <leana@ci.stevenson.wa.us> wrote:

Pat,

The office space and equipment in the basement is property of One Prevention Alliance, and the tables and food items are for Three Squares, and we lease the space to both non-profits. The remaining area is the kitchen and filing cabinets/shelving for the city's records. There is no open desk available.

Thanks,

Leana Kinley, EMPA, CMC

City Administrator
[7121 E. Loop Rd/PO Box 371](mailto:leana@ci.stevenson.wa.us)
Stevenson, WA 98648-0371
(509) 427-5970 x204

On Wed, Mar 6, 2024 at 4:26 PM Pat Rice <pat.rice@ci.stevenson.wa.us> wrote:

Nothing in the basement either?

On Wed, Mar 6, 2024 at 3:57 PM Leana Kinley <leana@ci.stevenson.wa.us> wrote:

Pat,

There is no open desk space at City Hall. If it is a need I can add it to the agenda for council discussion to determine the level of equipment to be provided and how to schedule its use between all elected officials. If you want to hold meetings here, you can coordinate with staff regarding availability of the council chambers.

Tracy did not have desk space she used within City Hall, her office hours were held remotely through Google Meet.

Thanks,

Leana Kinley, EMPA, CMC

City Administrator
[7121 E. Loop Rd/PO Box 371](mailto:leana@ci.stevenson.wa.us)
Stevenson, WA 98648-0371
(509) 427-5970 x204

On Tue, Mar 5, 2024 at 1:19 PM Kaitlyn Conrath <kaitlyn@ci.stevenson.wa.us> wrote:

----- Forwarded message -----

From: **Pat Rice** <pat.rice@ci.stevenson.wa.us>
Date: Tue, Mar 5, 2024 at 12:38 PM
Subject: Re: Mail at City Hall
To: Kaitlyn Conrath <kaitlyn@ci.stevenson.wa.us>

Thanks Kaitlyn for letting me know. Is there anything in my mailbox now that needs to be picked up.

Hey, is there an extra desk area around there I could use once in a while to meet with citizens or a place to work while I am working on city matters? I know Tracy Gratto had desk space she was using, so maybe that area would work.

Thanks for letting me know. Pat

On Tue, Mar 5, 2024 at 11:55 AM Kaitlyn Conrath <kaitlyn@ci.stevenson.wa.us> wrote:

Good Afternoon,

Just as a reminder, each city council member has a mail "box" at city hall. You are welcome to pick it up anytime.

Please let me know if you have any questions.

Thanks!

Sincerely,

Kaitlyn Conrath

--

Kaitlyn Conrath | **Utilities Clerk**



(509) 427-5970 | ext. 201
7121 E. Loop Road | PO Box 371
Stevenson, WA 98648-0371
ci.stevenson.wa.us




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Kaitlyn Conrath | **Utilities Clerk**



(509) 427-5970 | ext. 201
7121 E. Loop Road | PO Box 371
Stevenson, WA 98648-0371
ci.stevenson.wa.us

3 attachments

-  **2018 Shepherd of the Hills Lutheran Church City Hall Space Lease.pdf**
2259K
-  **2023-24 Stevenson_ESD 112 Lease-Signed.pdf**
1082K
-  **2023 Stevenson Downtown Association (SDA) Lease.pdf**
617K

TREASURER'S REPORT

Fund Totals

City Of Stevenson

Time: 17:03:19 Date: 03/15/2024

02/01/2024 To: 02/29/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	1,569,305.80	76,541.85	93,646.02	1,552,201.63	1,892.90	25,311.82	-100.00	1,579,306.35
010 General Reserve Fund	343,961.73	1,564.86		345,526.59	0.00	0.00	0.00	345,526.59
020 Fire Reserve Fund	1,903,451.38	7,934.02		1,911,385.40	0.00	0.00	0.00	1,911,385.40
030 ARPA	298,313.00	0.00		298,313.00	0.00	0.00	0.00	298,313.00
100 Street Fund	53,321.90	40,107.09	29,143.89	64,285.10	0.00	3,363.70	0.00	67,648.80
103 Tourism Promo & Develop Fund	1,422,069.05	40,909.87	14,065.32	1,448,913.60	1,000.00	78.51	0.00	1,449,992.11
105 Affordable Housing Fund	17,670.42	0.00		17,670.42	0.00	0.00	0.00	17,670.42
107 HEALing SCARS Fund	10,246.39	0.00		10,246.39	0.00	0.00	0.00	10,246.39
300 Capital Improvement Fund	266,364.34	3,216.58		269,580.92	0.00	0.00	0.00	269,580.92
311 First Street	0.00	0.00	10,865.58	-10,865.58	0.00	0.00	0.00	-10,865.58
312 Columbia Ave	-19,620.00	19,620.00		0.00	0.00	0.00	0.00	0.00
313 Park Plaza Fund	-100,770.74	0.00		-100,770.74	0.00	0.00	0.00	-100,770.74
400 Water/Sewer Fund	1,911,791.18	187,240.90	153,467.54	1,945,564.54	4,478.13	8,640.36	-818.93	1,957,864.10
406 Wastewater Short Lived Asset Res. Fund	87,116.00	0.00		87,116.00	0.00	0.00	0.00	87,116.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-759,760.33	170,661.81	384,327.47	-973,425.99	0.00	0.00	0.00	-973,425.99
420 Cascade Avenue Mitigation Fund	19,550.00	0.00		19,550.00	0.00	0.00	0.00	19,550.00
500 Equipment Service Fund	97,585.02	20,737.20	15,321.72	103,000.50	0.00	771.57	0.00	103,772.07
630 Stevenson Municipal Court	0.00	45.47	88.72	-43.25	0.00	0.00	0.00	-43.25
	7,181,786.14	568,579.65	700,926.26	7,049,439.53	7,371.03	38,165.96	-918.93	7,094,057.59

TREASURER'S REPORT

Account Totals

City Of Stevenson

Time: 17:03:19 Date: 03/15/2024

02/01/2024 To: 02/29/2024

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,810,434.56	494,683.63	685,002.35	1,620,115.84	-177.78	45,536.99	1,665,475.05
10	Xpress Bill Pay	29,165.65	46,430.21	0.00	75,595.86	-741.15	0.00	74,854.71
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
Total Cash:		1,840,100.21	541,113.84	685,002.35	1,696,211.70	-918.93	45,536.99	1,740,829.76
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	2,683,624.44	11,541.90	0.00	2,695,166.34	0.00	0.00	2,695,166.34
6	US Bank Safekeeping	2,658,061.49	0.00	0.00	2,658,061.49	0.00	0.00	2,658,061.49
Total Investments:		5,341,685.93	11,541.90	0.00	5,353,227.83	0.00	0.00	5,353,227.83
		7,181,786.14	552,655.74	685,002.35	7,049,439.53	-918.93	45,536.99	7,094,057.59

TREASURER'S REPORT
Fund Investments By Account

City Of Stevenson

Time: 17:03:19 Date: 03/15/2024

02/01/2024 To: 02/29/2024

Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund			2,801.84	2,801.84		2,801.84
010 000 General Reserve Fund			535.61	535.61		535.61
020 000 Fire Reserve Fund			3,642.93	3,642.93		3,642.93
100 000 Street Fund			99.96	99.96		99.96
103 000 Tourism Promo & Develop Fund			3,402.72	3,402.72		3,402.72
300 000 Capital Improvement Fund			791.50	791.50		791.50
400 000 Water/Sewer Fund			78.71	78.71		78.71
500 000 Equipment Service Fund			188.63	188.63		188.63
5 - LGIP	0.00	0.00	11,541.90	11,541.90		11,541.90
	0.00	0.00	11,541.90	11,541.90		11,541.90

TREASURER'S REPORT
Fund Investment Totals

City Of Stevenson

02/01/2024 To: 02/29/2024

Time: 17:03:19 Date: 03/15/2024
Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund			2,801.84	2,801.84		2,801.84	1,549,399.79
010 General Reserve Fund			535.61	535.61		535.61	344,990.98
020 Fire Reserve Fund			3,642.93	3,642.93		3,642.93	1,907,742.47
030 ARPA						0.00	298,313.00
100 Street Fund			99.96	99.96		99.96	64,185.14
103 Tourism Promo & Develop Fund			3,402.72	3,402.72		3,402.72	1,445,510.88
105 Affordable Housing Fund						0.00	17,670.42
107 HEALing SCARS Fund						0.00	10,246.39
300 Capital Improvement Fund			791.50	791.50		791.50	268,789.42
311 First Street						0.00	-10,865.58
313 Park Plaza Fund						0.00	-100,770.74
400 Water/Sewer Fund			78.71	78.71		78.71	1,945,485.83
406 Wastewater Short Lived Asset Res. Fund						0.00	87,116.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-973,425.99
420 Cascade Avenue Mitigation Fund						0.00	19,550.00
500 Equipment Service Fund			188.63	188.63		188.63	102,811.87
630 Stevenson Municipal Court						0.00	-43.25
			11,541.90	11,541.90		11,541.90	7,037,897.63

Ending fund balance (Page 1) - Investment balance = Available cash.

7,049,439.53

TREASURER'S REPORT

Outstanding Vouchers

City Of Stevenson

02/01/2024 To: 02/29/2024

As Of: 02/29/2024 Date: 03/15/2024

Time: 17:03:19 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	587	02/25/2024	Tr Rec	1		Building Permit Customer	100.00	
2024	542	02/29/2024	Util Pay	1		Xpress Billpay	77.78	Xpress Import - CC - 02-29-2024__daily_batch.csv
Receipts Outstanding:							177.78	
2024	508	02/29/2024	Payroll	1	EFT	Tiffany H Andersen	4,456.41	PP 02.01.24-02.29-24
2024	533	02/29/2024	Payroll	1	EFT	Department of Retirement Systems	3,586.93	Pay Cycle(s) 02/29/2024 To 02/29/2024 - PERS2; Pay Cycle(s) 02/29/2024 To 02/29/2024 - DCP
2024	532	02/29/2024	Payroll	1	EFT	Colonial Life	110.97	Pay Cycle(s) 02/29/2024 To 02/29/2024 - Disability; Pay Cycle(s) 02/29/2024 To 02/29/2024 - Life Insurance
2024	536	02/29/2024	Payroll	1	EFT	HRA VEBA Trust Contributions	600.00	Pay Cycle(s) 02/29/2024 To 02/29/2024 - HRA VEBA
2024	537	02/29/2024	Payroll	1	EFT	State of WA Dept of Social & Health Serv	738.43	Pay Cycle(s) 02/29/2024 To 02/29/2024 - WA Child Support
2024	534	02/29/2024	Payroll	1	EFT	EFTPS Tax Payment	27,781.08	941 Deposit for Pay Cycle(s) 02/29/2024 - 02/29/2024
2023	3215	12/11/2023	Payroll	1	17420	Sean M Hietpas	814.53	2023 Volunteer FF Pay
2023	3219	12/11/2023	Payroll	1	17424	Jacob Ledesma	9.23	2023 Volunteer FF Pay
2023	3356	12/21/2023	Claims	1	17493	X-Fest NW	1,000.00	Fire-Fest NW 2023 TAC Expenses
2024	373	02/15/2024	Claims	1	17589	Bits N Spurs	30.13	Hydrated Lime WWTP
2024	412	02/15/2024	Claims	1	17628	Skamania County Building Division	168.90	January 2024 Pass Through Building Permit Fees
2024	415	02/15/2024	Claims	1	17631	Skamania County Prosecutor	1,500.00	February 2024 Prosecuting Attorney Fees
2024	421	02/15/2024	Claims	1	17637	US Bank Safekeeping	74.00	January 2024 Safekeeping Fees
2024	426	02/15/2024	Claims	1	17642	WFOA Washington Finance Officers Assoc	150.00	1/1/24-1/1/25 Membership Dues K Conrath; 1/1/24-1/1/25 L Kinley Membership Dues
2024	463	02/22/2024	Claims	1	17646	Pacific Power Group LLC	4,448.00	Replacement for Ck #17370
2024	538	02/29/2024	Payroll	1	17647	WGAP Washington Gorge Action Program	68.38	Pay Cycle(s) 02/29/2024 To 02/29/2024 - Food Bank
							45,536.99	
2024	539	02/28/2024	Util Pay	10		Xpress Billpay	284.65	Xpress Import - iPay - 02-28-2024__daily_batch.csv
2024	540	02/28/2024	Util Pay	10		Xpress Billpay	153.50	Xpress Import - CheckFree - 02-28-2024__daily_batch.csv
2024	543	02/29/2024	Util Pay	10		Xpress Billpay	150.00	Xpress Import - Metavante - 02-29-2024__daily_batch.csv
2024	544	02/29/2024	Util Pay	10		Xpress Billpay	100.00	Xpress Import - iPay - 02-29-2024__daily_batch.csv
2024	545	02/29/2024	Util Pay	10		Xpress Billpay	53.00	Xpress Import - CheckFree - 02-29-2024__daily_batch.csv
Receipts Outstanding:							741.15	

TREASURER'S REPORT

Outstanding Vouchers

City Of Stevenson

02/01/2024 To: 02/29/2024

As Of: 02/29/2024 Date: 03/15/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
							45,536.99	

Fund	Claims	Payroll	Total
001 General Expense Fund	1,892.90	25,311.82	27,204.72
100 Street Fund	0.00	3,363.70	3,363.70
103 Tourism Promo & Develop Fund	1,000.00	78.51	1,078.51
400 Water/Sewer Fund	4,478.13	8,640.36	13,118.49
500 Equipment Service Fund	0.00	771.57	771.57
	7,371.03	38,165.96	45,536.99

TREASURER'S REPORT

Signature Page

City Of Stevenson

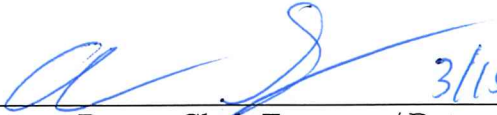
Time: 17:03:19 Date: 03/15/2024

02/01/2024 To: 02/29/2024

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We the undersigned officers for the City of Stevenson have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed:  3/15/24
City Administrator / Date

Signed:  3/15/24
Deputy Clerk-Treasurer / Date

2024 BUDGET POSITION

City Of Stevenson

Time: 17:14:19 Date: 03/15/2024

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001 General Expense Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	930,756.45	1,499,109.80	(568,353.35)	161.1%
102 Unemployment Reserve	33,413.82	33,414.00	(0.18)	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
308 Beginning Balances	1,015,305.40	1,583,658.93	(568,353.53)	156.0%
311 Property Tax	551,865.92	4,809.25	547,056.67	0.9%
313 Sales Tax	480,000.00	68,349.75	411,650.25	14.2%
316 Utility Tax	32,000.00	31,935.54	64.46	99.8%
317 Other Tax	16,000.00	8,624.82	7,375.18	53.9%
310 Taxes	1,079,865.92	113,719.36	966,146.56	10.5%
321 Licenses	2,900.00	1,184.99	1,715.01	40.9%
322 Permits	0.00	5.00	(5.00)	0.0%
320 Licenses & Permits	2,900.00	1,189.99	1,710.01	41.0%
330 Grants	25,000.00	42,212.49	(17,212.49)	168.8%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Taxe	19,657.15	4,297.21	15,359.94	21.9%
337 Interlocal Loan Repayments	20,200.00	0.00	20,200.00	0.0%
330 Intergovernmental Revenues	75,857.15	46,509.70	29,347.45	61.3%
341 Admin, Printing & Probation Fees	290,445.71	1,689.73	288,755.98	0.6%
342 Fire District 2	19,620.00	20,856.67	(1,236.67)	106.3%
345 Planning	4,500.00	350.00	4,150.00	7.8%
376 Parks	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	314,565.71	22,896.40	291,669.31	7.3%
350 Fines & Penalties	12,700.00	1,038.38	11,661.62	8.2%
000	0.00	50.00	(50.00)	0.0%
100 General Interest Income	5,500.00	7,817.58	(2,317.58)	142.1%
376 Parks	2,500.00	0.00	2,500.00	0.0%
360 Interest & Other Earnings	8,000.00	7,867.58	132.42	98.3%
380 Non Revenues	0.00	1,821.34	(1,821.34)	0.0%
Fund Revenues:	2,509,194.18	1,778,701.68	730,492.50	70.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	37,000.00	3,425.03	33,574.97	9.3%
512 Judicial	60,510.00	7,479.85	53,030.15	12.4%
513 Executive	153,889.18	21,188.98	132,700.20	13.8%
514 Financial, Recording & Elections	142,465.57	27,906.54	114,559.03	19.6%
515 Legal Services	16,500.00	855.00	15,645.00	5.2%
517 Employee Benefit Programs	10,525.00	0.00	10,525.00	0.0%
518 Centralized Services	122,173.32	52,656.33	69,516.99	43.1%
521 Law Enforcement	278,860.00	46,896.50	231,963.50	16.8%
202 Fire Department	167,207.50	25,207.99	141,999.51	15.1%
203 Fire District 2	90,750.00	17,165.37	73,584.63	18.9%
522 Fire Control	257,957.50	42,373.36	215,584.14	16.1%

2024 BUDGET POSITION

City Of Stevenson

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001 General Expense Fund Months: 01 To: 02

Expenditures	Amt Budgeted	Expenditures	Remaining	
528 Dispatch Services				
528 Dispatch Services	6,000.00	0.00	6,000.00	0.0%
553 Conservation	500.00	0.00	500.00	0.0%
560 Planning	297,398.75	24,266.09	273,132.66	8.2%
570 Economic Development	27,685.00	0.00	27,685.00	0.0%
558 Planning & Community Devel	325,083.75	24,266.09	300,817.66	7.5%
562 Public Health	10,000.00	0.00	10,000.00	0.0%
565 Welfare	10,000.00	0.00	10,000.00	0.0%
566 Substance Abuse	150.00	52.71	97.29	35.1%
573 Cultural & Community Activities	500.00	96.93	403.07	19.4%
576 Park Facilities	70,392.00	1,397.92	68,994.08	2.0%
580 Non Expenditures	0.00	(2,095.19)	2,095.19	0.0%
597 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
100 Unreserved	897,138.73	0.00	897,138.73	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
999 Ending Balance	981,687.86	0.00	981,687.86	0.0%
Fund Expenditures:	2,509,194.18	226,500.05	2,282,694.13	9.0%
Fund Excess/(Deficit):	0.00	1,552,201.63		

2024 BUDGET POSITION

City Of Stevenson

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010 General Reserve Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	335,258.75	344,042.65	(8,783.90)	102.6%
360 Interest & Other Earnings	0.00	1,483.94	(1,483.94)	0.0%
Fund Revenues:	335,258.75	345,526.59	(10,267.84)	103.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	335,258.75	0.00	335,258.75	0.0%
Fund Expenditures:	335,258.75	0.00	335,258.75	0.0%
Fund Excess/(Deficit):	0.00	345,526.59		

2024 BUDGET POSITION

City Of Stevenson

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020 Fire Reserve Fund		Months: 01 To: 02			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,778,960.29	1,902,519.12	(123,558.83)	106.9%	
360 Interest & Other Earnings	0.00	8,866.28	(8,866.28)	0.0%	
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%	
Fund Revenues:	1,803,960.29	1,911,385.40	(107,425.11)	106.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,803,960.29	0.00	1,803,960.29	0.0%	
Fund Expenditures:	1,803,960.29	0.00	1,803,960.29	0.0%	
Fund Excess/(Deficit):	0.00	1,911,385.40			

2024 BUDGET POSITION

City Of Stevenson

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030 ARPA Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	298,313.00	298,313.00	0.00	100.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	298,313.00	298,313.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	298,313.00	0.00	298,313.00	0.0%
Fund Expenditures:	298,313.00	0.00	298,313.00	0.0%
Fund Excess/(Deficit):	0.00	298,313.00		

2024 BUDGET POSITION

City Of Stevenson

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100 Street Fund		Months: 01 To: 02			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	268,025.50	81,567.58	186,457.92	30.4%	
313 Sales Tax	458,000.00	63,357.22	394,642.78	13.8%	
316 Utility Tax	70,000.00	10,380.88	59,619.12	14.8%	
310 Taxes	528,000.00	73,738.10	454,261.90	14.0%	
320 Licenses & Permits	600.00	250.00	350.00	41.7%	
330 Grants	77,085.85	0.00	77,085.85	0.0%	
336 State Entitlements, Impact Payments & Taxe	41,958.50	4,147.53	37,810.97	9.9%	
330 Intergovernmental Revenues	119,044.35	4,147.53	114,896.82	3.5%	
360 Interest & Other Earnings	0.00	540.44	(540.44)	0.0%	
390 Other Financing Sources	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	0.00	0.00	0.00	0.0%	
Fund Revenues:	915,669.85	160,243.65	755,426.20	17.5%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
542 Roadway	395,190.43	22,033.98	373,156.45	5.6%	
543 Stormwater	34,330.00	8,766.39	25,563.61	25.5%	
545 Lights, Signs, Paths, Landscaping	39,150.00	2,662.29	36,487.71	6.8%	
546 Snow Removal	34,957.00	20,239.10	14,717.90	57.9%	
542 Streets - Maintenance	503,627.43	53,701.76	449,925.67	10.7%	
543 Streets Admin & Overhead	156,296.63	36,231.51	120,065.12	23.2%	
544 Road & Street Operations	25,000.00	6,025.28	18,974.72	24.1%	
566 Substance Abuse	0.00	0.00	0.00	0.0%	
594 Capital Expenditures	145,000.00	0.00	145,000.00	0.0%	
597 Interfund Transfers	0.00	0.00	0.00	0.0%	
999 Ending Balance	85,745.79	0.00	85,745.79	0.0%	
Fund Expenditures:	915,669.85	95,958.55	819,711.30	10.5%	
Fund Excess/(Deficit):	0.00	64,285.10			

2024 BUDGET POSITION

City Of Stevenson

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103 Tourism Promo & Develop Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	862,978.52	1,384,100.01	(521,121.49)	160.4%
310 Taxes	487,190.00	70,927.68	416,262.32	14.6%
360 Interest & Other Earnings	0.00	8,129.50	(8,129.50)	0.0%
Fund Revenues:	1,350,168.52	1,463,157.19	(112,988.67)	108.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	477,139.30	14,243.59	462,895.71	3.0%
594 Capital Expenditures	10,000.00	0.00	10,000.00	0.0%
597 Interfund Transfers	332,252.00	0.00	332,252.00	0.0%
999 Ending Balance	530,777.22	0.00	530,777.22	0.0%
Fund Expenditures:	1,350,168.52	14,243.59	1,335,924.93	1.1%
Fund Excess/(Deficit):	0.00	1,448,913.60		

2024 BUDGET POSITION

City Of Stevenson

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105 Affordable Housing Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	17,435.11	17,455.62	(20.51)	100.1%
310 Taxes	5,000.00	214.80	4,785.20	4.3%
Fund Revenues:	22,435.11	17,670.42	4,764.69	78.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	22,435.11	0.00	22,435.11	0.0%
Fund Expenditures:	22,435.11	0.00	22,435.11	0.0%
Fund Excess/(Deficit):	0.00	17,670.42		

2024 BUDGET POSITION

City Of Stevenson

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107 HEALing SCARS Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	10,190.57	10,246.39	(55.82)	100.5%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
Fund Revenues:	10,190.57	10,246.39	(55.82)	100.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	10,190.57	0.00	10,190.57	0.0%
Fund Expenditures:	10,190.57	0.00	10,190.57	0.0%
Fund Excess/(Deficit):	0.00	10,246.39		

2024 BUDGET POSITION

City Of Stevenson

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300 Capital Improvement Fund		Months: 01 To: 02			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	205,190.20	265,030.70	(59,840.50)	129.2%	
310 Taxes	20,000.00	2,821.50	17,178.50	14.1%	
360 Interest & Other Earnings	0.00	1,728.72	(1,728.72)	0.0%	
Fund Revenues:	225,190.20	269,580.92	(44,390.72)	119.7%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
597 Interfund Transfers	19,699.00	0.00	19,699.00	0.0%	
999 Ending Balance	205,491.20	0.00	205,491.20	0.0%	
Fund Expenditures:	225,190.20	0.00	225,190.20	0.0%	
Fund Excess/(Deficit):	0.00	269,580.92			

2024 BUDGET POSITION

City Of Stevenson

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311 First Street		Months: 01 To: 02			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
330 Intergovernmental Revenues	884,186.00	0.00	884,186.00	0.0%	
397 Interfund Transfers	19,699.00	0.00	19,699.00	0.0%	
Fund Revenues:	903,885.00	0.00	903,885.00	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	903,885.00	10,865.58	893,019.42	1.2%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	903,885.00	10,865.58	893,019.42	1.2%	
Fund Excess/(Deficit):	0.00	(10,865.58)			

2024 BUDGET POSITION

City Of Stevenson

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312 Columbia Ave		Months: 01 To: 02			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	(19,620.00)	19,620.00	0.0%	
330 Intergovernmental Revenues	0.00	19,620.00	(19,620.00)	0.0%	
Fund Revenues:	0.00	0.00	0.00	0.0%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	0.00	0.00	0.00	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
Fund Expenditures:	0.00	0.00	0.00	0.0%	
Fund Excess/(Deficit):	0.00	0.00			

2024 BUDGET POSITION

City Of Stevenson

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313 Park Plaza Fund		Months: 01 To: 02		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(82,612.07)	82,612.07	0.0%
330 Intergovernmental Revenues	50,000.00	0.00	50,000.00	0.0%
397 Interfund Transfers	332,252.00	0.00	332,252.00	0.0%
Fund Revenues:	382,252.00	(82,612.07)	464,864.07	21.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	382,252.00	18,158.67	364,093.33	4.8%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	382,252.00	18,158.67	364,093.33	4.8%
Fund Excess/(Deficit):	0.00	(100,770.74)		

2024 BUDGET POSITION

City Of Stevenson

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400 Water/Sewer Fund		Months: 01 To: 02		
Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	1,446,600.22	1,050,601.86	395,998.36	72.6%
401 Water	575,571.75	607,546.75	(31,975.00)	105.6%
402 Sewer	225,830.18	247,035.18	(21,205.00)	109.4%
308 Beginning Balances	2,248,002.15	1,905,183.79	342,818.36	84.8%
343 Water	0.00	0.00	0.00	0.0%
344 Sewer	0.00	50.00	(50.00)	0.0%
320 Licenses & Permits	0.00	50.00	(50.00)	0.0%
343 Water	873,361.25	133,203.81	740,157.44	15.3%
344 Sewer	1,520,609.34	241,144.39	1,279,464.95	15.9%
340 Charges For Goods & Services	2,393,970.59	374,348.20	2,019,622.39	15.6%
343 Water	46,674.00	0.00	46,674.00	0.0%
344 Sewer	56,532.00	6,273.00	50,259.00	11.1%
400 Water/Sewer	4,000.00	162.60	3,837.40	4.1%
360 Interest & Other Earnings	107,206.00	6,435.60	100,770.40	6.0%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	4,749,178.74	2,286,017.59	2,463,161.15	48.1%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	931,036.15	146,854.71	784,181.44	15.8%
535 Sewer	1,192,732.10	187,222.58	1,005,509.52	15.7%
534 Water	60,738.17	0.00	60,738.17	0.0%
535 Sewer	82,249.18	0.00	82,249.18	0.0%
591 Debt Service	142,987.35	0.00	142,987.35	0.0%
534 Water	170,464.80	6,375.76	164,089.04	3.7%
535 Sewer	150,000.00	0.00	150,000.00	0.0%
594 Capital Expenditures	320,464.80	6,375.76	314,089.04	2.0%
597 Interfund Transfers	1,020,922.90	0.00	1,020,922.90	0.0%
400 Water/Sewer	446,427.51	0.00	446,427.51	0.0%
401 Water	562,245.75	0.00	562,245.75	0.0%
402 Sewer	132,362.18	0.00	132,362.18	0.0%
999 Ending Balance	1,141,035.44	0.00	1,141,035.44	0.0%
Fund Expenditures:	4,749,178.74	340,453.05	4,408,725.69	7.2%
Fund Excess/(Deficit):	0.00	1,945,564.54		

2024 BUDGET POSITION

City Of Stevenson

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406 Wastewater Short Lived Asset Res. Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	87,116.00	87,116.00	0.00	100.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
Fund Revenues:	108,895.00	87,116.00	21,779.00	80.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	108,895.00	0.00	108,895.00	0.0%
Fund Expenditures:	108,895.00	0.00	108,895.00	0.0%
Fund Excess/(Deficit):	0.00	87,116.00		

2024 BUDGET POSITION

City Of Stevenson

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408 Wastewater Debt Reserve Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	61,191.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	61,191.00	61,191.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
Fund Expenditures:	61,191.00	0.00	61,191.00	0.0%
Fund Excess/(Deficit):	0.00	61,191.00		

2024 BUDGET POSITION

City Of Stevenson

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410 Wastewater System Upgrades Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(1,080,600.53)	(759,760.33)	(320,840.20)	70.3%
330 Intergovernmental Revenues	4,771,374.53	0.00	4,771,374.53	0.0%
390 Other Financing Sources	2,672,048.05	170,661.81	2,501,386.24	6.4%
397 Interfund Transfers	999,143.90	0.00	999,143.90	0.0%
Fund Revenues:	7,361,965.95	(589,098.52)	7,951,064.47	8.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service	0.00	0.00	0.00	0.0%
594 Capital Expenditures	7,361,965.95	384,327.47	6,977,638.48	5.2%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	7,361,965.95	384,327.47	6,977,638.48	5.2%
Fund Excess/(Deficit):	0.00	(973,425.99)		

2024 BUDGET POSITION

City Of Stevenson

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420 Cascade Avenue Mitigation Fund Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	19,550.00	19,550.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	19,550.00	19,550.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	19,550.00	0.00	19,550.00	0.0%
Fund Expenditures:	19,550.00	0.00	19,550.00	0.0%
Fund Excess/(Deficit):	0.00	19,550.00		

2024 BUDGET POSITION

City Of Stevenson

Time: 17:14:19 Date: 03/15/2024

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500 Equipment Service Fund		Months: 01 To: 02		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	85,317.74	84,171.92	1,145.82	98.7%
340 Charges For Goods & Services	220,000.00	51,260.80	168,739.20	23.3%
360 Interest & Other Earnings	0.00	445.37	(445.37)	0.0%
390 Other Financing Sources	450,000.00	0.00	450,000.00	0.0%
Fund Revenues:	755,317.74	135,878.09	619,439.65	18.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	176,272.10	32,877.59	143,394.51	18.7%
591 Debt Service	29,000.00	0.00	29,000.00	0.0%
594 Capital Expenditures	530,000.00	0.00	530,000.00	0.0%
999 Ending Balance	20,045.64	0.00	20,045.64	0.0%
Fund Expenditures:	755,317.74	32,877.59	722,440.15	4.4%
Fund Excess/(Deficit):	0.00	103,000.50		

2024 BUDGET POSITION

City Of Stevenson

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630 Stevenson Municipal Court Months: 01 To: 02

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	241.89	(241.89)	0.0%
Fund Revenues:	0.00	241.89	(241.89)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	285.14	(285.14)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	285.14	(285.14)	0.0%
Fund Excess/(Deficit):	0.00	(43.25)		

2024 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 02

Time: 17:14:19 Date: 03/15/2024

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,509,194.18	1,778,701.68	70.9%	2,509,194.18	226,500.05	9%
010 General Reserve Fund	335,258.75	345,526.59	103.1%	335,258.75	0.00	0%
020 Fire Reserve Fund	1,803,960.29	1,911,385.40	106.0%	1,803,960.29	0.00	0%
030 ARPA	298,313.00	298,313.00	100.0%	298,313.00	0.00	0%
100 Street Fund	915,669.85	160,243.65	17.5%	915,669.85	95,958.55	10%
103 Tourism Promo & Develop Fund	1,350,168.52	1,463,157.19	108.4%	1,350,168.52	14,243.59	1%
105 Affordable Housing Fund	22,435.11	17,670.42	78.8%	22,435.11	0.00	0%
107 HEALing SCARS Fund	10,190.57	10,246.39	100.5%	10,190.57	0.00	0%
300 Capital Improvement Fund	225,190.20	269,580.92	119.7%	225,190.20	0.00	0%
311 First Street	903,885.00	0.00	0.0%	903,885.00	10,865.58	1%
312 Columbia Ave	0.00	0.00	0.0%	0.00	0.00	0%
313 Park Plaza Fund	382,252.00	-82,612.07	-21.6%	382,252.00	18,158.67	5%
400 Water/Sewer Fund	4,749,178.74	2,286,017.59	48.1%	4,749,178.74	340,453.05	7%
406 Wastewater Short Lived Asset Res.	108,895.00	87,116.00	80.0%	108,895.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	100.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	7,361,965.95	-589,098.52	-8.0%	7,361,965.95	384,327.47	5%
420 Cascade Avenue Mitigation Fund	19,550.00	19,550.00	100.0%	19,550.00	0.00	0%
500 Equipment Service Fund	755,317.74	135,878.09	18.0%	755,317.74	32,877.59	4%
630 Stevenson Municipal Court	0.00	241.89	0.0%	0.00	285.14	0%
	21,812,615.90	8,173,109.22	37.5%	21,812,615.90	1,123,669.69	5.2%

DRAFT Minutes
Stevenson Planning Commission Meeting
Monday, February 12, 2024
6:00 PM

Planning Commission Chair Breckel called the meeting to order at 6:19 p.m. A quorum was present. There were significant technical issues with the sound quality for remote participants.

MEMBERS PRESENT

PC Chair Jeff Breckel; Commissioner Anne Keesee, Commissioner Auguste Zettler, Commissioner Charles Hales.

STAFF PRESENT

Community Development Director Ben Shumaker, Planning & Public Works Assistant Tiffany Anderson

GUESTS PRESENT

None

PUBLIC PRESENT

Mary Repar

A. Preliminary Matters

1. Public Comment Expectations

Shumaker explained use of tools for remote participants: *6 to mute/unmute & *9 to raise hand. Commenters must raise their hand and be acknowledged by the Chair. Individual comments may be limited to 3 minutes. Disruptive individuals may be required to leave the meeting. Persistent disruptions may result in the meeting being recessed and continued at a later date.

2. Public Comment Period

(For items not located elsewhere on the agenda)

Mary Repar spoke about SR 14, undergrounding utilities and broadband expansion. The Planning Commission meeting minutes from January 22nd, 2024 were approved unanimously following a motion by Commissioner Zettler, seconded by Commissioner Keesee.

3. Approval of minutes

January 22nd, 2024 Meeting Minutes

The Planning Commission meeting minutes from January 22nd, 2024 were approved unanimously following a motion by Commissioner Zettler, seconded by Commissioner Keesee.

B. New Business

4. Planning Commission Vacancy

It was decided to hold the vacancy open for another month and interview the current applicant at the March 2024 meeting.

5. Zoning Text Amendment:

Review Discussion Draft & Establish Public Involvement

The Planning Commission discussed a draft zoning code text amendment submitted by City staff in furtherance of the work plan established in January 2024.

The draft included 3 potential changes:

- 1) Amending Use Allowances in the R3 Multi-Family Residential

District; codifying a 2022 use interpretation related to Salons;

2) Amending the Street Side Yard Setback standard in the R2 Two-Family Residential District, reducing or increasing the setback on site specific bases;

3) Amending the Street Side Yard Setback standard in the R3 Multi-Family Residential District, reducing or increasing the setback on site specific bases and aligning it with the Front Yard Setback standard in that district.

Following a brief discussion, the Commissioners opted to have Shumaker notify the affected property owners and then determine whether to hold a hearing.

6. Floodplain Management:

Review Discussion Draft and Establish Public Involvement
FEMA has been working to revise potential flood zones in order to update flood insurance rates. Affected property owners have been sent revised maps of floodplains. The new regulations will be codified in the federal register and the city needs to have consistent regulations in place to ensure property owners are covered by the applicable flood insurance. It was agreed to contact the affected property owners and hold a public hearing at the March 2024 Planning Commission meeting.

C. Old Business

7. Subcommittee Reports:

Updates from Subcommittee leads

Annexation Policy: The Committee has met, but there is not much to report on until the sewer issue is resolved.

Downtown Parking: A final Parking Committee meeting will be scheduled to review the most recent information and determine any zoning changes the study may result in.

D. Discussion

8. Thought of the Month:

Critique of Suburbanization
(Racebased<https://www.theatlantic.com/books/archive/2024/01/ben-jamin-herolddisillusionedsuburbs/>)

9. Staff & Commission Reports

Parks Plan

The updated plan was recently received. Next step is a SEPA analysis, with public engagement efforts. The Parks Plaza project is being revised.

A short discussion took place on current legislation affecting housing.

E. Adjournment

The meeting adjourned at 7:02 p.m.

Minutes recorded by Johanna Roe.



City of Stevenson
Fire Department – Rob Farris, Chief

(509) 427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council, Leana Kinley, Scott Anderson, Skamania County Fire District Commissioners
From: Rob Farris, Fire Chief
RE: Fire Department Update – February 2024 Summary
Date: March 20th, 2024

Executive Summary:

February was a quiet month for the fire volunteers. Our members are starting to transition into preparations for wildland fire season. This includes mandatory refresher training for wildfire (RT130) and making sure all gear is ready on the Brush Rigs and personnel PPE is accounted for.

Call volume and Training Hours:

Drills/Training/Calls:

January Drills/Training – 36 hours

January Calls – 2 total

1 – City Calls

0– Fire District Calls

1 – Mutual Aid Calls

January Call Types

1 – Vehicle Fire (Mutual Aid)

1 – MVC (Motor Vehicle Crash)

Requests:

No new requests

**Washington Gorge Action Programs
Skamania County Housing Programs**

Mar-2024

Submitted by Brandee Huber

Rental Assistance

Outputs

	Feb
Number of households served	8
Number of individuals within those households	8
Total Number of bed nights provided	232

Housing and Essential Needs

Outputs

	Feb
Number of individuals served with Housing/Utilities	3
Number of individuals served with Essential Needs	10
Total Number of bed nights provided	87

Permanent Support Housing

	Feb
Number of individuals obtained employment	0
Number of individuals increasing their income	0
Number of individuals retained employment for 90 days or more	1
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	3
Number of individuals completed Life Skills meeting	0
Number of individuals denied services	0

Outputs PSH

	Feb
Number of households served	1
Number of individuals within those households	1

Shelter

The shelter is open to individuals and families who are homeless. They are required to look for permanent housing during their stay.

Outputs

	Feb
Number of households served	5
Number of individuals within those households	5
Total Number of bed nights provided	152

Total Outcomes for all Programs

	Feb
Number of individuals obtained employment	2
Number of individuals increasing their income	2
Number of individuals retained employment for 90 days or more	0
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	35
Number of individuals completed Life Skills meeting	20
Number of individuals denied services	0

Success Stories

February 2024:

1. No COVID outbreaks in our shelters
2. Two (2) client obtained independent permanent housing
3. Two (2) shelter resident obtained employment
4. A client was in the shelter but he was suffering from P.T.S.D and was having a hard time with the other shelter residents, we got him into a hotel for a couple of weeks, Then a pathways and Keir talked with Leslie and were able to get him a longer stay at the hotel also we where able get him connected with V.A support and hopefully more help in the future.



SKAMANIA COUNTY 5-YEAR HOMELESS HOUSING PLAN TO END HOMELESSNESS

**GOALS, OBJECTIVES
AND STRATEGIES
FOR 2019-2024**

Our mission:

Prevent, and eventually eliminate, chronic homelessness by providing resources to achieve maximum self-sufficiency.

Guiding Principles of Skamania County's 5-Year Plan

Using a long-term view we will work to develop strategies and solutions to end homelessness.

Develop and strengthen partnerships through an interagency culture of communication, cooperation, and collaboration.

Deploy resources in an effective and efficient manner to create a seamless service delivery system that will improve the infrastructure serving the very low-income.

Provide rapid re-housing and stabilization of homeless families and individuals with an adequate inventory of housing types, combined with flexible access to an array of services to reduce the chances of a return to homelessness.

Cultivate individual and family self-sufficiency with flexible services customized to their needs and developed with consumer input.

Address the needs of chronic homeless, youth and other special populations who need a broader service support system.

Cultivate a “community of care” by involving and mobilizing citizens, businesses and local organizations in developing long-term solutions to end homelessness in Skamania County.

Executive Summary:

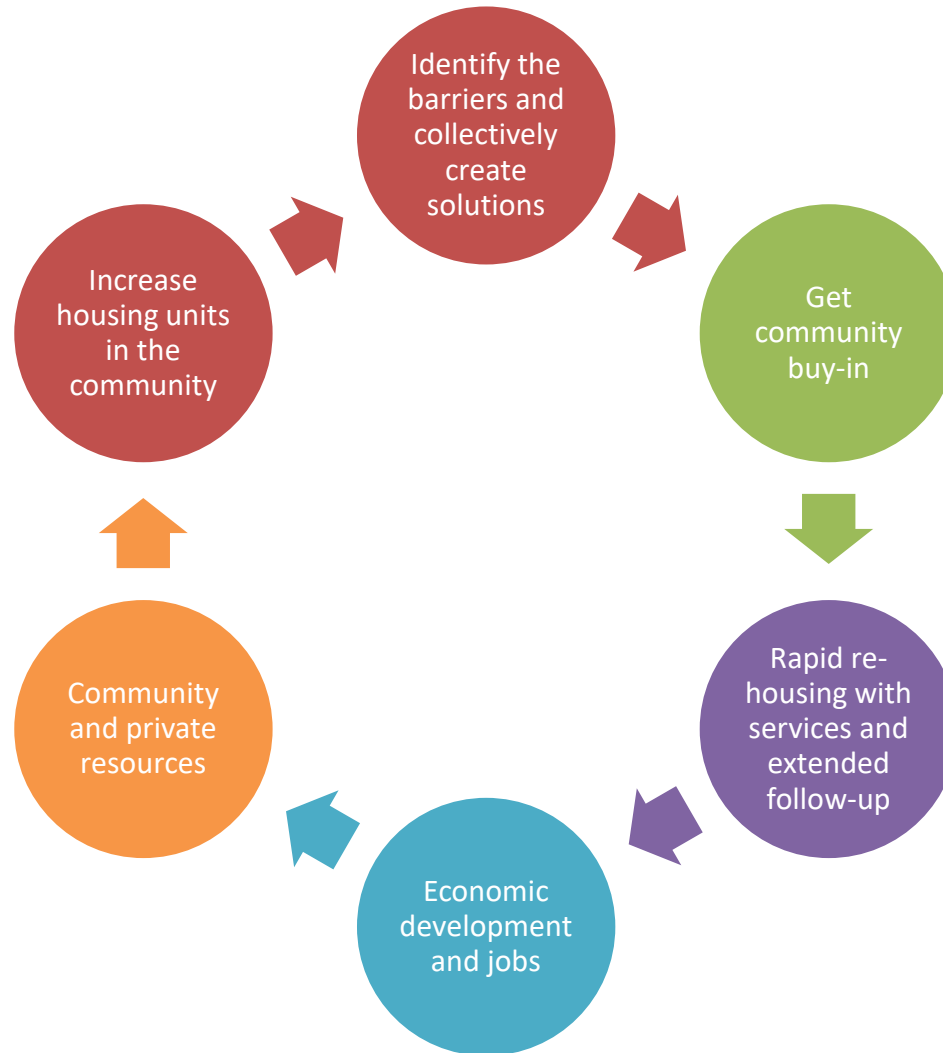
The Skamania County Homeless Housing Taskforce has an ambitious goal: our plan is not to “manage” homelessness, but to end homelessness. Our plan is to see homelessness disappear and ensure that every citizen has a decent, safe and affordable place to call home. The 5-year housing plan for Skamania County focuses on chronic homelessness and provides perspectives on what is going on nationally and in Washington State. The need for affordable housing and the growing rates of homelessness in Skamania County are issues of importance. There is an overall lack of affordable housing available to local residents with commuters coming in from outlying areas increasing the demand for higher-end homes. New developments are putting upward pressure on land costs and making issues of housing affordability more pronounced. Skamania County has placed an economic focus on the service industry and tourism. This combination of factors produces high housing costs and low average wages.

In 2019 in Skamania County, the Fair Market Rent (FMR) for a two-bedroom apartment is \$1441. In order to afford this level of rent and utilities, without paying more than 30% of income on housing, a household must earn \$4800 monthly or \$57,600 annually. Assuming a 40-hour workweek, 52 weeks per year, this level of income translates into a Housing Wage of \$27.69. In Washington State, a minimum wage worker earns an hourly wage of \$12.00. In order to afford the FMR for a two-bedroom apartment, a minimum wage earner must work 92 hours per week, 52 weeks per year. Or, a household must include 2.0 minimum wage earners working 40 hours per week year-round in order to make the two-bedroom FMR affordable. For those receiving Monthly Supplement Security Income (SSI) payments, the outlook is even more bleak. Monthly Supplemental Security Income (SSI) payments for an individual are \$750 in Skamania County. If SSI represents an individual’s sole source of income, \$225 in monthly rent is affordable, while the FMR for a one-bedroom is \$1132.



Homelessness in Skamania County comes in many forms. Based on the data from the Point In Time Count that was conducted on January 25th, 2018, 12 Households with a combined total of 17 persons (does not include those not involved with a shelter or social services on that day) were counted as being homeless on that particular night. Of this number, approximately 58 percent are considered chronically homeless and have been without a home for a year or more or have had at least four episodes of homelessness in the past four years. The January 2019 Point In Time Count that included a full countywide count effort resulted in a total of 18 families with a combined total of 25 persons (does not include all school aged children). Children show up as a predominate category among the homeless. For the school year 2016-17, the McKinney-Vento count through OSPI identified 65 homeless children and youth in the Stevenson-Carson School District. Another large subpopulation are those who have been incarcerated and have been paroled or are on probation. These hard to serve individuals are often discharged into the local communities without any plan as to where they will sleep that night. Others experience homelessness because they have mental illnesses, alcohol and drug problems, are being emancipated from foster care or are victims of domestic violence. Others who live from month to month are very susceptible to becoming homeless. One medical emergency, job loss, eviction notice, or other calamity and they too, are one paycheck away from becoming homeless.

For the Skamania County Homeless Housing Council Ending Homelessness means:



The first year of Skamania County's 5 Year Homelessness Housing Plan is filled with a great variety of activities requiring strong communication and coordination among our community partners to accomplish desired outcomes. In the first year of the plan, some of the tasks that are planned include:

- Completion of a full countywide homeless count – January 25, 2019
- Compilation of data from the count
- Updating the 5-Year Plan with the data from the count
- Creation of a permanent advisory committee to monitor progress of the 5-Year Plan on an ongoing basis
- Creation of subcommittees to implement the Action Steps of the 5-Year Plan
- Project Homeless Connect Event – August 14-18, 2020



The plan also includes coordination with current housing providers to expand current ability to provide additional services and increase bed capacity, as well as the supply of affordable housing stock.

1. Goal: Identify and Engage All People Experiencing Homelessness as Quickly as Possible

Objective: Improve accessibility to people that are homeless

Strategy 1: develop access to one stop resources

	TASKS	RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED/NOTES
A)	Create a guide on what the one stop resources would look like	WAGAP, Skamania County Homeless council	3 Mo.	Council has continued conversations on this but no progress has been made as of 7/11/2022
B)	Gather all resources throughout the community and catalog them on the Skamania County web site, on its own page	Skamania County Homeless council, Community Health	1 yr.	Printed Gorge wide Resource Guide completed October 2020 (WAGAP)
C)	Once resource page is completed then notify the public of its existence and accessibility. As well as post notices where people experiencing homelessness are likely to be.	Skamania County Homeless council, WAGAP	1 mo.	
D)	Designate a community person or phone # and identify a 24 hrs. public access point	Skamania County Homeless council, WAGAP, 211	2 yrs.	

Strategy 2: Put together an outreach plan that engages with people that are homeless as quickly as possible

TASKS		RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED/NOTES
A)	Contract or hire local homeless or past homeless experience individuals to perform outreach	WAGAP	6 mo.	8/1/2020
B)	Write a plan on how outreach will be carried out; how often, how resources will be given out, how to work with individuals at their location, and safety measures	WAGAP	On-going	Homeless Youth Program Hires are working on outreach to Youth and to in-lieu sites
C)	Coordinate with sheriff/police, hospital staff, other housing providers, and mental health professionals on a monthly basis to ensure that we reach out to all the known homeless camps/locations.	Toni Farris- Law Enforcement, WAGAP	On-going	
D)	Build a connection with institutions to coordinate with individuals getting released into homelessness prior to their release.	WAGAP, Skamania County Public Health	On-going	

Strategy 3: Improve access to coordinated entry system to better reach everyone experiencing homelessness

TASKS		RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED/ NOTES
A)	Update coordinated entry process on an annual basis to ensure that people experiencing homelessness are identified as quickly as possible and offered appropriate resources	WAGAP	On-going	
B)	Change the vulnerability assessment to be more trauma informed	WAGAP	3 mo.	6/2020
C)	Have the Youth Homeless Board review and update the youth vulnerability assessment tool	WAGAP	3 mo.	7/2020
D)	Make the assessment available on-line, through Facebook, or mobile phone so individuals can gain quicker access to resources through more avenues.	WAGAP	1 yr.	Assessment is not available online but the WAGAP intake form is which has greatly increased the response time

2. Goal: Prioritization of homeless housing for people with the highest needs.

Objective : Be in compliance with state and federal coordinated entry requirements for all projects

Strategy 1: Identify and prioritize chronic homelessness using the vulnerability assessment tool

TASKS	RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED /NOTES
A) Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing using the Vulnerability Assessment Tool	WAGAP	On-going	
B) Continue to improve outreach to this population	WAGAP	On-going	
C) Contract with individual that has lived experience to do out reach 5 hours a week	WAGAP	Annual	Done annually during PIT count. Last done January 2023

Strategy 2: Needs assessment tool

TASKS	RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED
Continue to update tool	WAGAP	On-going	
Have tool available to all community providers	WAGAP	1 yr.	

Strategy 3: Increasing the number of dedicated permanent supportive housing units

TASKS	RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED/ NOTES
Use the housing first approach in as much of the available A) permanent housing as possible	WAGAP	On-going	
		On-going	MCHA continues to apply for any additional vouchers that become available from HUD. In the last years we have received 37 additional Mainstream Vouchers

Strategy 4: Use diversion for at risk and lower scoring assessments

TASKS	RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED/ NOTES
A) Train a person specifically to work on diversion	WAGAP	On-going	
B) Pull in mainstream service providers to help families stabilize once they have been diverted	WAGAP, Skamania County Homeless council, community Partners	On-going	
C) Find sources for flexible funding	Homeless Housing Council	On-going	WAGAP Secured Funding through SW WA Comm. Foundation for Warming Shelter 11/13/20

Strategy 5: Verify and prioritize residency in the service area except for victims of Domestic Violence

TASKS	RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED/ NOTES
A) Verify through the Benefit verification system	WAGAP, Housing Authority	On-going	Completed as needed.
B)			

3. Goal: Effective and efficient homeless crisis response housing and services.

Objective : Assist members and County to identify approaches to reduce barriers to housing, increase exits to permanent housing, and promote housing retention for our population.

Strategy 1: Identify approaches and resources to increase housing units.

TASKS	RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED /NOTES
A) Increase more affordable apartments	Housing Authority	5 yrs.	MCHA has property in Carson and are continually looking for ways to develop the site. 9/16/21
		3 yrs.	We currently

Strategy 2: Provide training and information necessary to ensure the homeless crisis response system responds appropriately to all people experiencing homelessness, and delivers resources equitably.

TASKS	RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED/ NOTES
A) Staff will be trained in: trauma informed care, mental health first aid, fair housing, anti-oppression, and cultural competency theory and practice.	WAGAP, Community Partners	On-going	WAGAP staff last trained 11/18/20
B)			

Strategy 3: Ensure linkages to supportive services.

TASKS		RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED/ NOTES
A)	Build effective working relationships across systems	Skamania County Homeless council	On-going	
B)	Improve outreach/program coordination	WAGAP, Skamania County Homeless council	On-going	
C)	Identify barriers to services such as transportation, untreated behavioral health & criminal histories using the needs assessment tool, then provide referrals to appropriate services	Skamania County Homeless council	3 yrs.	WAGAP finished 2020 Community Needs Assessment.

Strategy 4: Conduct advocacy for adequate funding for homeless housing assistance and awareness of needs of this population.

TASKS		RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED/ NOTES
A)	Educate local lawmakers on housing crises	Skamania County Homeless council	On-going	WAGAP ED last spoke with Congresswoman Herrera-Beutler 11/19/20. WAGAP provides updates to County Commissioners and City Council as needed.
			On-going	

Strategy 5: Facilitate access to the Foundational Community Supports supportive housing and supportive employment to all people experiencing homelessness who want access to these services by 2020.

TASKS		RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED/NOTES
A)	Build connection with Work source and People for People	WAGAP	3 mo.	Worksource representative joining Council July 2022
B)	Provide showers for homeless individuals so they can prepare for employment	Skamania County Homeless council, WAGAP	2 yrs.	WAGAP received funding for this purpose in 2021. Showers are now available.
D)	Make connections with local Accountable Community of Health (ACH)	WAGAP, Skamania County Public Health	On-going	Both entities communicate regularly with SWACH

TASKS		RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED/NOTES
A)	Examination of access to emergency assistance, housing, and supports for historically underserved and overrepresented groups	WAGAP, Skamania County Homeless Council	On-going	
B)	Education and trainings	WAGAP, Skamania County Homeless Council	On-going	
D)			1 yr.	WAGAP staff carry after hours phone so people in Shelter can contact in case of

4. Goal: A projection of the impact of the fully implemented local plans on the number of households housed and the number of households left unsheltered, assuming existing resources and state policies are maintained.

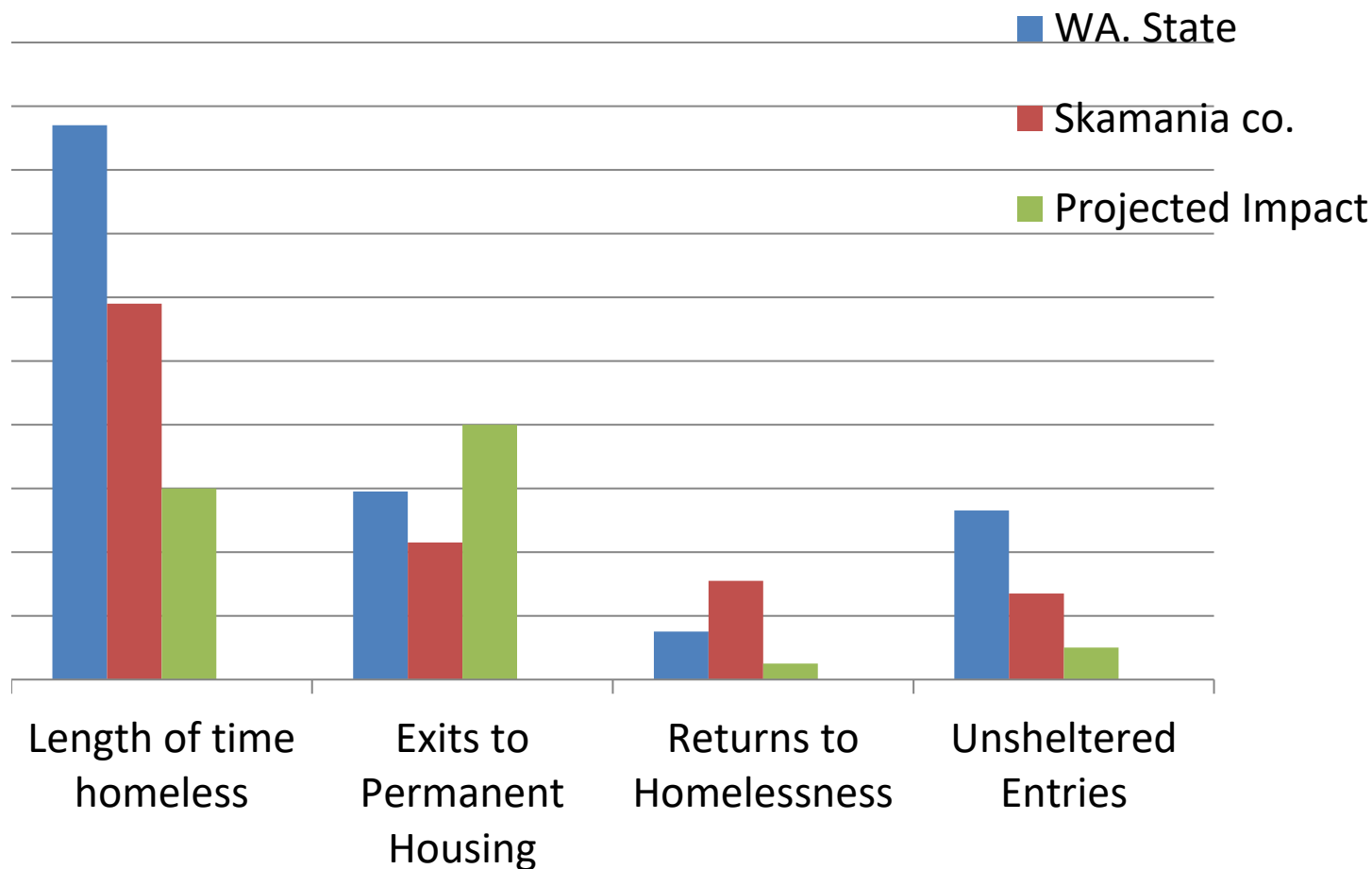
Objective A: System wide performance

The overall purpose of this Plan is to work together as a community to make homelessness a brief and rare occurrence through an efficient and effective homelessness response system that prioritizes and focuses on putting people into stable housing first and by providing:

- **Human Dignity** to all people experiencing homelessness with the belief that all people have the right to an adequate standard of living, the right to education, the right to liberty and security of the person, the right to privacy, the right to social security, the right to freedom from discrimination.
- **Recognize that Resiliency** is a quality that people experiencing homelessness have, and they are capable and adaptable and should be given opportunities to be involved in every level of advocacy, outreach, and planning.
- **Nonjudgmental, Respectful & Responsive** to the needs of the homeless community by ensuring all staff are trained in trauma informed care, racial equity and LGBTQ+ equality

The Homeless Housing Council analyzes the needs of homeless people by reviewing:

- Homeless Point-In-Time (PIT) data
- Annual report distributed by the Department of Commerce
- Homeless Management Information System (HMIS) data



Current State

Interventions

	Emergency Shelter	Transitional Housing	Rapid Rehousing	Permanent Supportive Housing	Permanent Housing dedicated to homeless persons	Total
Households served at a point in time (occupied units)	5	-	4	4	-	13
Annual Spending	\$ 28,770	\$ -	\$ 19,109	\$ 47,721	\$ -	\$ 95,600
Households served in housing type annually	29	-	12	4	-	45
Cost per household served in year	\$ 992	\$ -	\$ 1,592	\$ 11,930	\$ -	
Exited households	22	-	4	-	-	26
% of households who exit	76%	0%	33%	0%	0%	
Cost per exit	\$ 1,308	\$ -	\$ 4,777	\$ -	\$ -	
Successful exits	10	-	2	-	-	12
% Successful exits	45%	0%	50%	0%	0%	
Cost per successful exit	\$ 2,877	\$ -	\$ 9,555	\$ -	\$ -	
Cost per unit/slot	\$ 5,754	\$ -	\$ 4,777	\$ 11,930	\$ -	
Average length of stay for households served during year	63	0	122	365	0	
Failed/unknown exits	12	-	2	-	-	14
Returned to homelessness after successful exit	2	-	-	-	-	2
Returned to homelessness after successful exit %	20%	0%	0%	0%	0%	
Net successful interventions	15	-	10	4	-	29

Supply vs. Demand

TOTAL interventions	45
Successful interventions	29
Unsuccessful interventions	16
Unsheltered not served annually (PIT x3)	6
TOTAL demand for successful interventions	51
Deficit of successful interventions	22

Future State

Demand change - change in households facing unsheltered homelessness annually:

-

(Negative values are fewer households needing homeless housing interventions due to reasons such as income increases)

Interventions

	Emergency Shelter	Transitional Housing	Rapid Rehousing	Permanent Supportive Housing	Housing dedicated to homeless persons	TOTAL
Households served at a point in time (occupied units)	11	-	8	7	-	26
Annual Spending	\$ 63,294	\$ -	\$ 38,218	\$ 83,511	\$ -	185,023
Households served in housing type annually	64	-	24	7	-	95
Cost per household served in year	\$ 992	\$ -	\$ 1,592	\$ 11,930	\$ -	
Exited households	48	-	8	-	-	
% of households who exit	76%	59%	33%	0%	0%	
Cost per exit	\$ 1,308	\$ -	\$ 4,777	\$ -	\$ -	
Successful exits	24	-	6	-	-	
% Successful exits	50%	80%	80%	0%	0%	54%
Cost per successful exit	\$ 2,615	\$ -	\$ 5,972	n/a	n/a	
Cost per unit/slot	\$ 5,754	\$ -	\$ 4,777	\$ 11,930	\$ -	
Average length of stay for households served during year	63	-	122	365	-	71
Failed exits	24	-	2	-	-	26
Returned to homelessness after successful exit	2	-	0	-	-	3
Returned to homelessness after successful exit %	10%	5%	5%	0%	0%	
Net successful interventions	37	-	22	7	-	66

Supply vs. Demand

TOTAL interventions	95
Successful interventions	66
Unsuccessful interventions	29
Change in successful interventions	37
TOTAL demand for successful interventions	51
Deficit of successful interventions	(15)

No inflation

Forecast point in time count of unsheltered households	(1)
Forecast change in point in time count of unsheltered households	(3)
% Forecast change in point in time count of unsheltered households	-169%

2024 after population growth and rent-driven increase in need

TOTAL demand for successful interventions	56
Households housed annually	95
Successful interventions	66
Deficit of successful interventions	(10)
Forecast point in time count of unsheltered households	(1)
Forecast change in point in time count of unsheltered households	(3)
% Forecast change in point in time count of unsheltered households	-146%

Change Current State vs. Future State

	Emergency Shelter	Transitional Housing	Rapid Rehousing	Permanent Supportive Housing	Permanent Housing dedicated to homeless persons	TOTAL
Households served at a point in time (occupied units)	6	-	4	3	-	13
Annual Spending	\$ 34,524	\$ -	\$ 19,109	\$ 35,791	\$ -	\$ 89,424

Annual increase in funding and beds needed to keep pace with population growth, rent-driven increase in need, rent inflation, and general inflation

	Emergency Shelter	Transitional Housing	Rapid Rehousing	Permanent Supportive Housing	Permanent Housing dedicated to homeless persons	TOTAL
Households served at a point in time (occupied units)	11	-	8	7	-	27
Cost per unit/slot each year	\$ 5,869	\$ -	\$ 4,830	\$ 12,169	\$ -	\$ 22,868
Annual Spending	\$ 65,845	\$ -	\$ 39,407	\$ 86,877	\$ -	\$ 192,128
Annual increase in households served at a point in time (units) needed to keep pace with need and cost inflation	0	-	0	0	-	1
Net annual cost increase per unit/slot each year	\$ 115	\$ -	\$ 53	\$ 239	\$ -	\$ 7,105
Net increase in annual spending necessary to keep pace with need and cost inflation	\$ 2,551	\$ -	\$ 1,189	\$ 3,365	\$ -	\$ 7,105
% Net annual increase in households served at a point in time (occupied units)	2%	0%	2%	2%	0%	2%
% Net additional cost per unit/slot each year	2%	0%	1%	2%	0%	
% Net increase in annual spending	4%	0%	3%	4%	0%	4%

Five year increase in funding and beds needed to keep pace with population growth, rent-driven increase in need, rent inflation, and general inflation

	Emergency Shelter	Transitional Housing	Rapid Rehousing	Permanent Supportive Housing	Permanent Housing dedicated to homeless persons	TOTAL
Households served at a point in time (occupied units)	12	-	9	8	-	29
Cost per unit/slot each year	\$ 6,353	\$ -	\$ 5,046	\$ 13,172	\$ -	\$ 24,571
Annual Spending	\$ 76,988	\$ -	\$ 44,476	\$ 101,579	\$ -	\$ 223,043
Five year increase in households served at a point in time (units) needed to keep pace with need and cost inflation	1	-	1	1	-	3
Net annual cost increase per unit/slot each year	\$ 599	\$ -	\$ 269	\$ 1,242	\$ -	\$ 38,020
Net increase in annual spending necessary to keep pace with need and cost inflation	\$ 13,694	\$ -	\$ 6,258	\$ 18,068	\$ -	\$ 38,020
% Net annual increase in households served at a point in time (occupied units)	3%	0%	4%	10%	0%	662
% Net additional cost per unit/slot	10%	0%	6%	10%	0%	
% Net increase in spending	22%	0%	16%	22%	0%	21%

5. Goal: Address Racial disparities

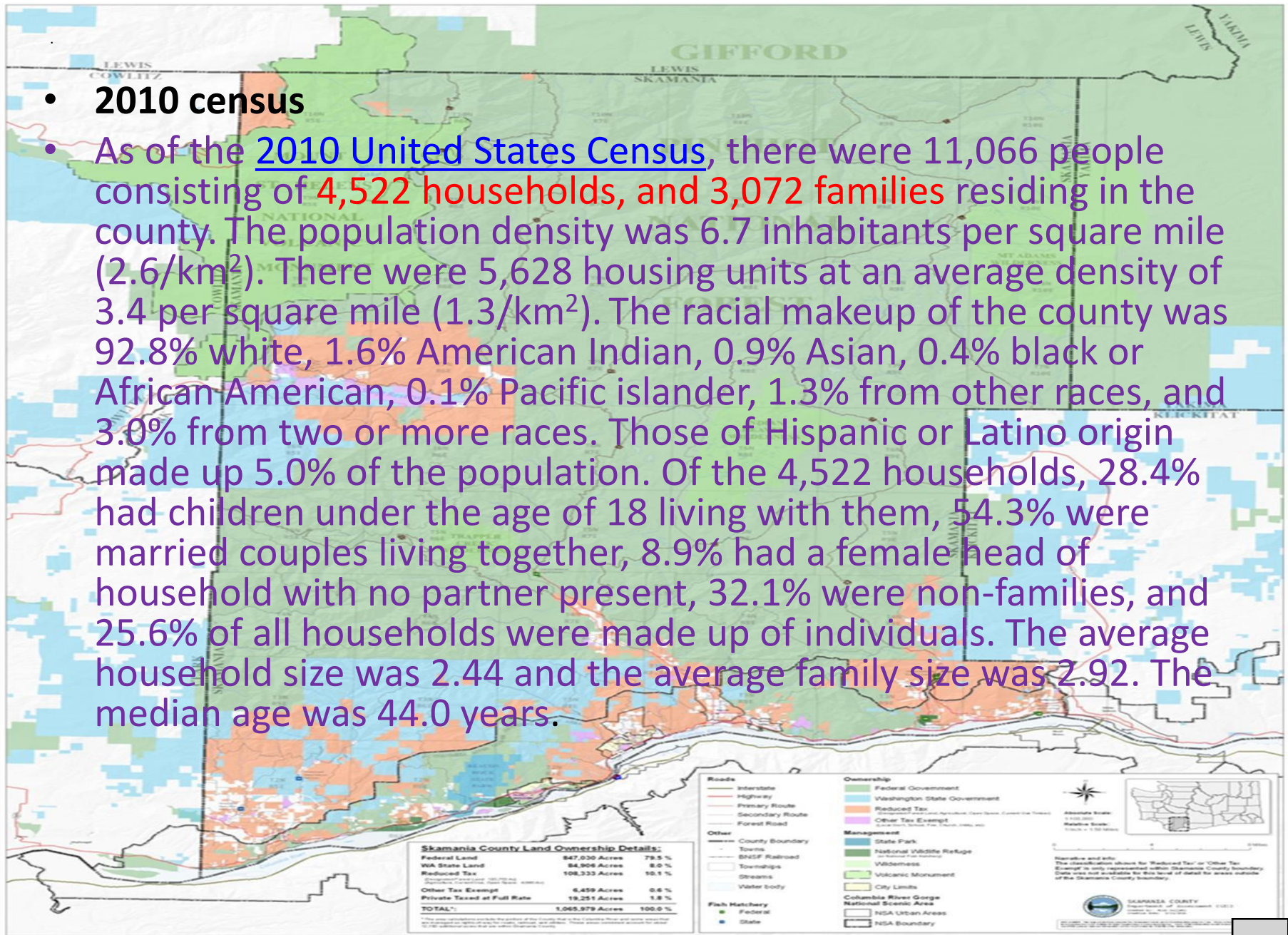
Objective A: analyzing racial disparities within our system

Strategy 1: Eliminate gender and racial disparities

TASKS	RESPONSIBLE PARTY(IES)	TIME FRAME	DATE COMPLETED/VERIFIED /NOTES
A) Coordinated Entry and agencies evaluate data and develop plans to minimize any disparities that exist	WAGAP	On-going	
B) Use racial equity tool provided by the Department of Commerce	WAGAP	1 mo.	
C) Continue to provide staff and community with Trauma Informed Care and equality trainings	WAGAP	On-going	

- **2010 census**

- As of the [2010 United States Census](#), there were 11,066 people consisting of **4,522 households**, and **3,072 families** residing in the county. The population density was 6.7 inhabitants per square mile (2.6/km²). There were 5,628 housing units at an average density of 3.4 per square mile (1.3/km²). The racial makeup of the county was 92.8% white, 1.6% American Indian, 0.9% Asian, 0.4% black or African-American, 0.1% Pacific islander, 1.3% from other races, and 3.0% from two or more races. Those of Hispanic or Latino origin made up 5.0% of the population. Of the 4,522 households, 28.4% had children under the age of 18 living with them, 54.3% were married couples living together, 8.9% had a female head of household with no partner present, 32.1% were non-families, and 25.6% of all households were made up of individuals. The average household size was 2.44 and the average family size was 2.92. The median age was 44.0 years.



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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
578	03/01/2024	Claims	1	EFT	US Postmaster	252.37	February 2024 Utility Bills Postage
662	03/21/2024	Claims	1	EFT	Department of Revenue	6,111.26	February 2024 Taxes
463	02/22/2024	Claims	1	17646	Pacific Power Group LLC	4,448.00	Replacement for Ck #17370
594	03/07/2024	Claims	1	17648	Skamania County Building Division	206.00	Additional January 2024 Passthrough Building Permit Fees
663	03/21/2024	Claims	1	17649	ABC Fire Extinguisher Inc	113.00	Recharch Fire Extinguishers used to put out fire in driverside door of S-1 Pickup
664	03/21/2024	Claims	1	17650	AHart Associates Inc	3,008.22	Strategic Planning and Supplies
665	03/21/2024	Claims	1	17651	Ajax Northwest LLC	394,998.60	Construction WWTP Phase 2-Feb 2024; Construction WWTP Phase 2-Jan 2024
666	03/21/2024	Claims	1	17652	Aramark Uniform Services	125.45	Weekly Invoice for Services 02/15/2024; Weekly Invoice for Services 02/22/2024; Weekly Invoice for Services 02/29/2024; Weekly Invoice for Services 03/07/2024; Weekly Services 3/14/2024
667	03/21/2024	Claims	1	17653	Avista Utilities	3,571.68	Statement 02.20.2024; Statement 03/15/2024
668	03/21/2024	Claims	1	17654	Azteca Systems Holdings, LLC	616.00	City works
669	03/21/2024	Claims	1	17655	BSK Associates	1,711.25	WWTP Lab Testing; WTP Lab Testing
670	03/21/2024	Claims	1	17656	Bishop Sanitation Inc	3,877.20	Septic Service Disposal Cascade Pump Station 02/10/2024; Septic Service Disposal Cascade Pump Station 02/12/2024
671	03/21/2024	Claims	1	17657	Bits N Spurs	258.32	Hydrated lime for WWTP
672	03/21/2024	Claims	1	17658	Cashmere Valley Bank	2,207.54	March Payment for USDA Interest
673	03/21/2024	Claims	1	17659	CenturyLink	167.89	February 2024 Statement; February 2024 Statement
674	03/21/2024	Claims	1	17660	Centurylink Comm Inc	47.39	Sewer Telephon Statement 02/19/2024
675	03/21/2024	Claims	1	17661	City of Stevenson	300.00	Parks Plaza Planning Fees SEPA
676	03/21/2024	Claims	1	17662	City of Stevenson	4,970.43	February 2024 Utility Bill; February 2024 Utility Bill; February 2024 Utility Bill; February 2024 Utility Bill; February 2024 Utility Bill; February 2024 Utility Bill; February 2024 Utility Bill; February 2024 Utility Bill; February 2024 Utility Bill; Febr
677	03/21/2024	Claims	1	17663	Class 5	630.12	Monthly Billing for March 2024; Monthly Billing March 2024 Fax; Monthly Billing for April 2024; Monthly Billing for April 2024
678	03/21/2024	Claims	1	17664	Coburn Electric Inc	782.96	Kanaka Lift Station; Cascade Lift Station
679	03/21/2024	Claims	1	17665	Columbia Hardware Inc	1,487.49	February 2024 Statement
680	03/21/2024	Claims	1	17666	Columbia River Disposal	205.70	February 2024 Statement
681	03/21/2024	Claims	1	17667	DCG/Watershed, Inc.	8,449.06	Parks Plan Grant
682	03/21/2024	Claims	1	17668	DeVaul Publishing	1,011.90	Display Ad Correction Public Notice Ad 8/2/2023; Notice of Public Hearing 2/15/2024; Notice of Public Hearing 2/15/2024; Stevenson Clty Council Special Meeting 02/22/2024; SEPA 2021-01 DNS City of Ste

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
683	03/21/2024	Claims	1	17669	Department of Ecology-Cashiering Unit	1,514.35	Devon Groom Wastewater Treatment Plant Operator Certification Application; BioSolids Annual Permit Fee 2024
684	03/21/2024	Claims	1	17670	Duo Safety Ladder Corporation	251.14	Flre Department Equipment
685	03/21/2024	Claims	1	17671	Evergreen Rural Water of Washington	800.00	Class Registration Centrifugal Pumps for Five Attendees
686	03/21/2024	Claims	1	17672	Farwest Portable Crushing Inc	1,142.47	Rock and Sand Delivery
687	03/21/2024	Claims	1	17673	Financial Consulting Solutions Group Inc	1,417.50	Professional Services 2/16/2024
688	03/21/2024	Claims	1	17674	Flo Analytics	2,892.50	On Call GIS Services February 2024
689	03/21/2024	Claims	1	17675	Grayling Engineers	3,524.50	Long Term Water Supply
690	03/21/2024	Claims	1	17676	H2Oregon	12.92	February 2024 Cooler Rent
691	03/21/2024	Claims	1	17677	Hach Company, Inc	477.11	PH Gel Probe WWTP
692	03/21/2024	Claims	1	17678	Kilmer, Voorhees & Laurick P.C.	3,830.00	Repar Vs City of Stevenson, et al; February 2024 City Attorney; Stellar J Corporation
693	03/21/2024	Claims	1	17679	Main Street - Singh	2,411.67	February 2024 Statement
694	03/21/2024	Claims	1	17680	Munsen Paving LLC	6,393.62	Patching for Streets; Lasher/Roosevelt Skim Patch; Lasher/Roosevelt Skim Patch; Lasher/Roosevelt Skim Patch
695	03/21/2024	Claims	1	17681	NCL of Wisconsin Inc	79.46	PH Buffer
696	03/21/2024	Claims	1	17682	Office of State Treasurer-Cash Mgmt Di	331.47	March 2024 Remittance
697	03/21/2024	Claims	1	17683	One Call Concepts Inc	21.06	February 2024 Statement
698	03/21/2024	Claims	1	17684	PUD No 1 of Skamania County	8,544.52	Frank Johns Blinker 12.14.23-1.14.24; Hemmingway Drive Street Lights 12.26.24-1.24.24; Statement 02.18.2024; Statement 02/08/2024; Statement 02/26/2024; Statement 02/26/2024; Statement 02/26/2024; Sta
699	03/21/2024	Claims	1	17685	PacWest Machinery Inc	817.20	Blower Sheave
700	03/21/2024	Claims	1	17686	Pacific Premier Bank	18,079.38	March 2024 Smart Meter Loan Payment
701	03/21/2024	Claims	1	17687	RADCOMP Technologies	3,406.10	March Monthly Billing
702	03/21/2024	Claims	1	17688	Ricoh USA Inc	77.68	February 2024 Statement
703	03/21/2024	Claims	1	17689	John L,C Rosander	389.76	Reimbursement Waste Water Class Exam Prep Travel
704	03/21/2024	Claims	1	17690	SW Clean Air Agency	449.00	2024 Budget Assessment Share
705	03/21/2024	Claims	1	17691	John P Schulze	237.00	Reimbursement for Water Treatment Test Prep Course Travel
706	03/21/2024	Claims	1	17692	Sea Reach Ltd	27,185.00	Wayfinging Signs 2023. TAC Grant Reimbursement/Accident on Columbia
707	03/21/2024	Claims	1	17693	Sea-Western Inc	2,734.31	Nightstick Dual Headlamps; Crescent/Rocker Helmet; Lion Legacy Helmets; Lion Legacy Face Shields; Reflective Helmet Crescents; Pro-Tech 8 Infusion Pro Structural Gloves; Lion Legacy Helmets
708	03/21/2024	Claims	1	17694	Skamania County Building Division	1,446.44	February 2024 Passthrough County Building Permit Fees

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
709	03/21/2024	Claims	1	17695	Skamania County Chamber of Commerce	12,946.66	February 2024 Monthly Contract & other reimburseables
710	03/21/2024	Claims	1	17696	Skamania County Community Events & Recre	40.39	Open House Park Plaza Project 4/16/2024
711	03/21/2024	Claims	1	17697	Skamania County District Court	954.35	2023 Jury Managment Costs
712	03/21/2024	Claims	1	17698	Skamania County Fire District #1	3,243.96	2024 Radio Users Proportional Shares
713	03/21/2024	Claims	1	17699	Skamania County Probation	889.46	February 2024 Probation Costs
714	03/21/2024	Claims	1	17700	Skamania County Prosecutor	1,500.00	March 2024 Prosecuting Attorney Fees
715	03/21/2024	Claims	1	17701	Skamania County Sheriff	1,200.00	February 2024 Jail Services
716	03/21/2024	Claims	1	17702	Skamania County Treasurer	22,665.61	Property Tax Well Next to Golf Course 2024; Property Tax Fire Hall Property 2024; Property Tax Base Reservoir 2024; March 2024 Municipal Court Costs; March 2024 Remittance
717	03/21/2024	Claims	1	17703	Smith & Loveless Inc	1,824.17	Pump Vac Cascade Pump Station; Waste Water Maintenance Supplies
718	03/21/2024	Claims	1	17704	Carolyn Sourek	677.10	Reimbursement for Evergreen Rural Water Conference
719	03/21/2024	Claims	1	17705	Stellar J Corporation	231,803.57	WWTP Construction Projects
720	03/21/2024	Claims	1	17706	Timothy Charles Shell	2,534.50	February Contract Administration; February On-Call Engineering and Developement Review; February Engineering Standards Update
721	03/21/2024	Claims	1	17707	Traffic Safety Supply Co	2,940.53	Street Signs; New Crosswalk Flags
722	03/21/2024	Claims	1	17708	US Bank Safekeeping	32.00	February Safekeeping Fees
723	03/21/2024	Claims	1	17709	US Bank Voyager Fleet Systems	343.24	February 2024 Statement
724	03/21/2024	Claims	1	17710	US Bank	18,028.89	March 2024 Statement Card 4631; Statement 03/06/2024 Card 8023; Statement 03/06/2024 Card 2311
725	03/21/2024	Claims	1	17711	Understory Landscape Architecture, LLC	28,286.44	Park Plaza Design
726	03/21/2024	Claims	1	17712	Verizon Wireless	111.94	February 2024 Cell phone charges
727	03/21/2024	Claims	1	17713	Wallis Engineering PLLC	43,631.75	WWTP Construction Phase Services; WWTP Engineering
728	03/21/2024	Claims	1	17714	Wapiti Aerial Service Inc	425.00	Non Insulated Bucket Truck Inspection
729	03/21/2024	Claims	1	17715	Waste Connections Vancouver District 2	11.01	February 2024 Statement
730	03/21/2024	Claims	1	17716	Wave Division Holdings LLC	555.81	Statement 02.12.2024; February 2024 Statement City Hall Internet; February 2024 Statement Sewer Telephone; February 2024 Statement Firehall Internet
731	03/21/2024	Claims	1	17717	Kenneth Werner	150.00	Snow Removal Equipment
732	03/21/2024	Claims	1	17718	Carson J Whitney	207.00	Reimbursement Waste Water Operator Training Travel

001 General Expense Fund	63,395.20
100 Street Fund	19,750.31
103 Tourism Promo & Develop Fund	36,411.96
311 First Street	684.60
313 Park Plaza Fund	28,286.44
400 Water/Sewer Fund	72,608.13
410 Wastewater System Upgrades	672,641.46
500 Equipment Service Fund	8,952.94

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			630 Stevenson Municipal Court			296.33	
						<u>903,027.37</u>	Claims: 903,027.37

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Stevenson, and that I am authorized to authenticate and certify to said claim.

Clerk Treasurer: _____ Date: _____

Claims Vouchers Reviewed By:

Signed: _____

Signed: _____

Signed: _____

Auditing Committee (Councilmembers or Mayor)

Task Name

March 25, 2024 Special Council Meeting

Rates Public Hearing
Approve First Street Const. Engineering Contract

April 18, 2024 Regular Council Meeting

Minutes
Probation Services Contract/Prosecutor Presentation
SDA Update
ARPA Funds Use Discussion
Second Reading-Floodplain Ordinance
Second Reading-Zoning Ordinance
Moratorium Extension PH
Sewer Ordinance Public Hearing
Rates Hearing? Final? Adoption?
Correction to Well Property Legal Description-Approval?
Columbia Realignment Follow-up Discussion
Big River Grill-Walnut Park Lease
Community Survey Results
Ordinance regarding City Hall Office Hours
PUD Franchise Agreement-First Touch
Discuss Level of Service/Standards
Contracts over \$10k

April 25, 2024 Special Council Meeting

Discuss Retreat Outcomes
Review Annual Financial Report

May 16, 2024 Regular Council Meeting

Minutes
Contracts over \$10k
First 6-Year TIP Update PH
First CIP PH
Public Works Week Proclamation May 19-25
Pride Month (June) Proclamation (Lucy will work on this)
Approve First Street Construction Contract
Annual Financial Report Review/Approval

May 23, 2024 Special Council Meeting

TIP Workshop
CIP Workshop

June 20, 2024 Regular Council Meeting

Minutes
Contracts over \$10k
Second 6-Year TIP Update PH
Second CIP PH

June 27, 2024 Special Council Meeting

Affordable Housing

July 18, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

July 25, 2024 Special Council Meeting

No agenda items to date

August 8/22, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

Complete Streets Ordinance

August 22, 2024 Special Council Meeting

No agenda items to date

September 19, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

Preliminary Budget to Council

September 26, 2024 Special Council Meeting

No agenda items to date

October 17, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

1st 2025 Budget PH

October 24, 2024 Special Council Meeting

No agenda items to date

November 14, 2024 Special Council Meeting

2025 Budget

November 21, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

2nd 2025 Budget PH

Property Tax PH

December 19, 2024 Regular Council Meeting

Minutes

Contracts over \$10k

2024 Final Budget Amendment???

2025 Final Budget Adoption