

AGENDA
CITY OF STEVENSON COUNCIL MEETING
February 21, 2019
6:00 PM, City Hall

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. 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].*

3. 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) Approve Resolution 2019-331 Local Government Investment Pool** - City Administrator Leana Kinley requests council approval of resolution 2019-331 authorizing investment of City of Stevenson monies in the Local Government Investment Pool (LGIP). Due to Carla's retirement the authorizations for access to the LGIP funds need to be updated and the attached resolution from the Office of State Treasurer is required to make that change. No other changes are being made. (p. 5)
- b) Special Occasion Liquor License Application** - Rock Cove Assisted Living on March 29th from 5:30 - 9:00 pm for their 9th Annual Wine Tasting Fundraiser (flyer attached). (p. 7)
- c) Water Adjustment** - Robert and Colleen Wahto request a water adjustment of \$326.66 for a water leak which they have since repaired.
- d) Approve WGAP Contract** - City Administrator Leana Kinley requests approval of the contract with WGAP for 2019-2020 services in the amount of \$10,000. The only changes from the prior contract are to the dates and contract amount. The increase from \$6,000 to \$10,000 was discussed and approved during the budget process. (p. 10)
- e) Liquor License Renewal** - A&J Stores, Inc. and Skunk Brothers Spirits, Inc.
- f) Minutes** of January 17, 2019 City Council Meeting. (p. 16)

MOTION: To approve Consent Agenda items a-f with the WGAP annual contract amount of \$10,000.

4. 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.]*

5. OLD BUSINESS:

- a) Moratorium on SFR In C1 Zone** - The City Leadership Team presents the attached information regarding an interim zoning control and a revised moratorium on Single-Family Residences in the C1 zone based on the discussion at the January 21st public hearing. Ordinance 2019-1135 revising the moratorium on new single-family residence construction in the C1 zone is attached for review. Ordinance 2019-1138 will be presented at the meeting. (p. 30)

MOTION: To approve Ordinance 2019-1138 regarding an interim zoning control in the C1 zone.

MOTION: To approve Ordinance 2019-1135 revising the moratorium on new single-family residence construction in the C1 zone.

- b) General Sewer Plan and Wastewater Facilities Plan Update** - The revised City of Stevenson General Sewer Plan and Wastewater Facilities Plan is attached for council review and approval. (p. 105)

MOTION: To approve Resolution 2019-327 adopting the City of Stevenson General Sewer Plan and Wastewater Facilities Plan and authorizing submittal of the Plan Update for approval by the Washington State Department of Ecology.

- c) Sewer Plant Update** – City Administrator Leana Kinley will provide an update on the Stevenson Wastewater System and the Compliance Schedule. (p. 118)

6. NEW BUSINESS:

- a) Water Shortage Emergency Regulations Ordinance** - City Administrator Leana Kinley presents ordinance 2019-1136 regarding water shortage emergency regulations and penalties for council review, discussion and approval. (p. 123)

MOTION: To approve ordinance 2019-1136 relating to water shortage emergency regulations and providing penalties for violation.

- b) Water Requirement Ordinance** - City Administrator presents ordinance 2019-1137 requiring connection to the city water system for council review, discussion and approval. (p. 128)

MOTION: To approve ordinance 2019-1137 requiring connection to the city water system.

- c) City Insurance Approval** - City Administrator Leana Kinley presents the attached memo and associated coverage information regarding city liability insurance coverage for 2020. (p. 130)

MOTION: To approve moving forward with _____ for city liability insurance for 2020.

- d) WebRock Design Contract** - City Administrator Leana Kinley requests council approval of the contract with WebRock Design for website redesign services in the amount of \$4,998. (p. 146)

MOTION: To approve the contract with WebRock design for website redesign services in the amount of \$4,998.

- e) Discuss Homeless and Affordable Housing Funding** - City Administrator Leana Kinley presents the attached information regarding options for the city to address homeless and affordable housing. Staff is currently trying to work with Columbia Cascade Housing Corporation on establishing a Community Land Trust. Other options include a .1% sales tax and a temporary levy up to 10 years up to \$.50 per \$1,000 assessed value, both would have to be approved by voters. (p. 153)

7. INFORMATION ITEMS:

- a) Bridge of the Gods** - A copy of the January 2019 status report from the Bridge of the Gods is attached with updates on various projects such as automated tolling. (p. 191)
- b) Municipal Court Cases Filed** – A summary of Stevenson Municipal Court cases recently filed is attached for Council’s review. (p. 194)
- c) Chamber of Commerce Activities** – The attached report describes some of the activities conducted by Skamania County Chamber of Commerce in January 2019. (p. 195)
- d) Gorgeous Night in Olympia** - Information regarding the Gorgeous Nights in Olympia event on March 19th from 5:30-7:30. (p. 197)
- e) Sheriff’s report** – A copy of the Skamania County Sheriff’s report for January 2019 is attached for Council review. (p. 198)
- f) Fire Department Report** - A copy of the Fire Department report for January 2019 is attached for council review. (p. 204)
- g) Washington State ABLE Program** - Attached is information regarding the Washington State ABLE savings plan for individuals with disabilities, allowing them to save money for qualified disability expenses without losing their federal benefits. (p. 205)
- h) Building Permits Report** - In Stevenson, there are currently 20 active single family (SFR) permits with 2 close to obtaining their Certificate of Occupancy. The Lodge pavilion remains in progress. Upcoming permits include a 4-cabin project, a multifamily (2-unit) project in downtown, 2 SFRs in Hidden Ridge and ADA room upgrades at the Lodge. In North Bonneville there is 1 Duplex, 1 SFR and 1 commercial butcher shop in

progress. With the spring around the corner staff has been answering many people about building criteria in Hidden Ridge.

8. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) Ben Shumaker, Community Development Director
- b) Leana Kinley, City Administrator
- c) Eric Hansen, Public Works Director - Staff report attached (p. 207)

9. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) January 2019 payroll & February 2019 A/P checks have been audited and are presented for approval. January payroll checks 13181 thru 13188 total \$103,072.11 which includes one EFTPS and five ACH payments. A/P Checks 13180 and 13196 thru 13262 total \$171,192.18 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers will be available for review at the Council meeting. February 2019 investment activity: \$300,000 Callable Bond matured at (US Bank @ 1.25%), \$495,246.50 FNMA Callable Bond purchased @ 2.5%. (p. 209)

10. MAYOR AND COUNCIL REPORTS:

11. 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.]*

12. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- March 19th - Gorgeous Nights in Olympia
- March 20th - EDC Annual Luncheon
- March 27th - Stevenson High School/Wind River Middle School Job/Career Fair

**CITY OF STEVENSON, WA
RESOLUTION NO 2019-331**

**A RESOLUTION AUTHORIZING INVESTMENT
OF CITY OF STEVENSON MONIES IN THE
LOCAL GOVERNMENT INVESTMENT POOL**

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, City of Stevenson, the “governmental entity”, to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the City of Stevenson, the “governing body” or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by City of Stevenson and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates City Administrator (*title*), the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED AND ADOPTED by the City Council of the City of Stevenson State of Washington on this 21st day of February, 2019.

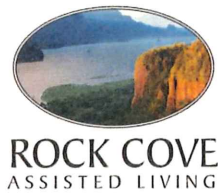
Scott Anderson
Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

Leana Kinley
Clerk of the City of Stevenson

Kenneth B Woodrich
Attorney for the City of Stevenson



20
YEARS

Assisted Living
1998 - 2018

Rock Cove Assisted Living is excited for our 11th annual wine event coming March 29th, 2019. This fundraiser benefits our resident social fund. The fund supports activities such as our Green House Intergenerational Project, our high school scholarship program, as well as benefits the residents directly for outings, entertainment, and activities to enhance the social wellbeing of all whom reside at Rock Cove. A few years back we received a very generous gift of a passenger bus and money raised was used in getting the bus to a safe, reliable mode of transportation for us to go on adventures, this has brought so much joy to our residents! This year if we earn enough, our goal is to take the residents on the Sternwheeler Tour as they have expressed much interest in this activity.

We are asking local wineries if they would like to participate or donate to the tastings for the evening for the event. If you would like to be present please contact myself at activities@rockcove.org or Elaine Jeffries at elaine.jeffries@rockcove.org, we would love to have you join us on this evening!! If you are unable to attend, a donation of wine, gift certificates, or something fun we can use in our raffles, silent auction baskets, wine pull and our new addition of a wine walk would be greatly appreciated! I will be planning to tour wineries on March 2nd and can pick up any donations your winery may choose to graciously give. Rock Cove is a non-profit with a 501c status (#94-3111736 under Columbia Cascade Housing Corp.) and exists to enrich the lives of elders.

This is a fun community event which provides exposure for any whom participate or donate by having your product at the event along with advertising in the local Pioneer, fliers throughout the community (please see attached example) and then again in the local Pioneer thanking all whom graciously donate.

There will be entertainment by the Sugar Daddies, wine & beer tasting, food and fun for everyone!

Please feel free to reach out with any questions! Thank you in advance for considering a donation! It is truly appreciated!

Respectfully,

Kristin Autry
Life Enrichment Coordinator
Rock Cove Assisted Living

Rock Cove Life Enrichment Program



Your donations and participation help fund outings and projects such as the Gold Project Garden for our residents and community.



We appreciate your support and generosity!



9th Annual
**Wine Tasting
Fundraiser**

**Friday, November 18
5:30pm to 9:00pm**

**Rock Cove Assisted Living
986 NW Rock Creek Drive
Stevenson**

LIVE Music w/ The Sugar Daddies

Wine Tasting | Hor d'oeuvres | Silent Auction | Raffle

**Tickets: \$15 - Includes Hor d'oeuvres, 5 FREE Tastings, & a
Commemorative Glass. Add'l tastings may be purchased.**

All wines will be available for purchase.

100% of proceeds go directly to our residents' social fund.

Enjoy Tastings By



DOVER CANYON

Event Sponsored By



**ROCK COVE
ASSISTED LIVING**

**CITY OF STEVENSON- WASHINGTON GORGE ACTION PROGRAMS
SERVICE CONTRACT
2019 and 2020**

THIS CONTRACT, by and between **CITY OF STEVENSON**, a municipal corporation, hereinafter referred to as the "**CITY**", and **WASHINGTON GORGE ACTION PROGRAMS**, a non-profit corporation, hereinafter referred to as the "**CONTRACTOR**",

RECITALS

Under RCW 35A.74.010 RCW the City of Stevenson may provide for the relief of the poor and destitute including the support of food banks and other emergent services.

WITNESSETH THAT:

1. **AUTHORITY TO CONTRACT.**

- A. The **CONTRACTOR** covenants that the person whose signature appears as the representative of the **CONTRACTOR** on the signature page of this contract is the **CONTRACTOR'S** contracting officer and is authorized to sign on behalf of the **CONTRACTOR** and, in addition, to bind the **CONTRACTOR** in any subsequent dealings with regard to this contract, such as modifications, amendments, or change orders.
- B. The **CONTRACTOR** covenants that all licenses, tax I.D. Nos., bonds, industrial insurance accounts, or other matters required of the **CONTRACTOR** by federal, state or local governments in order to enable the **CONTRACTOR** to do the business contemplated by this agreement, have been acquired by the **CONTRACTOR** and are in full force and effect.
- C. The **CITY** represents that the services contracted for herein have been, or will be, appropriately budgeted for and that the **CITY** has the authority to contract for such services; that the contracting officer for the **CITY** is the Mayor of the City of Stevenson. Changes that require a change in the amount of the contract price shall require the approval of the Stevenson City Council.

2. **INDEPENDENT CONTRACTOR STATUS**

- A. The parties intend the **CONTRACTOR** to be an independent contractor, responsible for its own employer/employee benefits such as Workman's Compensation, Social Security, Unemployment, and health and welfare insurance. The parties agree that the **CONTRACTOR'S** personal labor is not the essence of this contract; that the **CONTRACTOR** will own and supply its own equipment necessary to perform this contract; that the **CONTRACTOR** will employ its own employees; and that, except as to defining the work and setting the parameters of the work, the **CONTRACTOR** shall be free from control or direction of the **CITY** over the performance of such services.
- B. The **CONTRACTOR** represents that it is capable of providing the services contracted for herein; that it is the usual business of the **CONTRACTOR** to provide such services.

3. **SERVICES TO BE RENDERED.**

- A. The work to be performed by the **CONTRACTOR** consists of those services that are fully described in the contract documents marked Attachment A, consisting of a total of one (1) page which has been initialed by the parties, attached hereto, and by this reference incorporated herein.
- B. Amendments, modifications, or change orders to this contract must be in writing and signed by the parties designated in this contract to be the contracting officers.

4. **TERM OF CONTRACT**

The contract shall begin on January 1, 2019 and terminate on December 31, 2020; PROVIDED that, in the event this contract is a personal services contract, not exempt under Chapter 39.29 of the Revised Code of Washington, this contract shall not be effective until the requirements of said statute have been met. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination.

5. **PAYMENTS FOR SERVICES.**

- A. The consideration for the services to be performed by the **CONTRACTOR** shall not exceed \$10,000.00 per year, including Washington sales tax,
- B. Payment on the account of the contracted services shall be made each year as follows:
 - 1-July @ \$3,334.00
 - 2-September @ \$3,333.00
 - 3-December @ \$3,333.00Payments are due within thirty (30) days of submission of accepted detailed invoice. A written report shall be submitted to the City as set forth in Attachment A.
- C. The **CONTRACTOR** agrees that funds received from the **CITY** can be expended for only public purposes and the **CONTRACTOR** will keep identifiable financial and performance books and records of all funds received pursuant to this contract from the **CITY** detailing the receipts and expenditures of such funds; that these detailed accounting records shall be made available at all reasonable times to any county, state, or federal auditor, whose duties include auditing these funds.

6. **INSURANCE**

The **CONTRACTOR** agrees to save the **CITY** harmless from any liability that might otherwise attach to the **CITY** arising out of any activities of the **CONTRACTOR** pursuant to this contract and caused by the **CONTRACTOR'S** negligence. The **CONTRACTOR** further agrees to provide the **CITY** with evidence of general liability insurance naming the **CITY, its elected and appointed officials, agents, employees, and volunteers** as an additionally insured party in the amount of \$1,000,000.

7. **INDEMNIFICATION**

CONTRACTOR agrees to indemnify and hold harmless the **CITY** and its respective employees, agents, licensees and representatives, from and against any and all suits, claims, actions, losses, costs, penalties, damages, attorneys' fees and all other costs of defense of whatever kind or nature arising out of injuries of or death of any and all persons (including

Subcontractors, agents, licensees or representatives, and any of their employees) or damage of or destruction of any property (including, without limitation, Owner's property, Contractor's property, or any Subcontractor's property) in any manner caused by, resulting from, incident to, connected with or arising out of **CONTRACTOR'S** performance of its work, unless such injury, death or damage is caused by the sole negligence of the City.

In any situation where the damage, loss or injury is caused by the concurrent negligence of the **CONTRACTOR** or its agents and employees and the **CITY** or its appointed and elected officials, agents and employees, then the **CONTRACTOR** expressly and specifically agrees to hold the **CITY** harmless to the extent of the **CONTRACTOR** or its agents' and employees' concurrent negligence.

The **CONTRACTOR** specifically waives its immunity against the **CITY** under Title 51 RCW (Industrial insurance statute), and acknowledges that this waiver of immunity was mutually and expressly negotiated by the parties, and expressly agrees that this promise to indemnify and hold harmless applies to all claims filed by and/or injuries to the Contractor's own employees against the **CITY**. This provision is not intended to benefit any third parties.

If a Subcontractor is used, then the Contractor shall ensure that all Subcontracts also provide that the Contractor or Subcontractor will waive its immunity under Title 51 RCW.

8. GOVERNING LAW.

The parties agree that this contract shall be governed by the laws of the State of Washington and that venue for any action pursuant to this contract, either interpreting the contract or enforcing a provision of the contract, or attempting to rescind or alter the contract, shall be brought in Skamania County, Washington; that the prevailing party shall be entitled to all costs, including reimbursement for attorney's fees at a reasonable rate.

9. ASSIGNABILITY.

The **CONTRACTOR** shall not assign nor transfer any interest in this contract.

10. EQUAL EMPLOYMENT OPPORTUNITY.

A. The **CONTRACTOR** shall not discriminate on the basis of race, color religion, sex, national origin, age, disability, marital or veteran status, political affiliation, or any other legally protected status in employment or the provision of services.

B. The **CONTRACTOR** shall not, on the grounds of race, color, sex, religion, national origin, creed, age or disability:

1. Deny an individual any services or other benefits provided under this agreement.
2. Provide any service(s) or other benefits to an individual which are different, or are provided in a different manner from those provided to others under this agreement.
3. Subject an individual to unlawful segregation, separate treatment, or discriminatory treatment in any manner related to the receipt of any service(s), and/or the use of the contractor's facilities, or other benefits provided under this agreement.

4. Deny any individual an opportunity to participate in any program provided by this agreement through the provision of services or otherwise, or afford an opportunity to do so which is different from that afforded others under this agreement. The **CONTRACTOR**, in determining (1) the types of services or other benefits to be provided or (2) the class of individuals to whom, or the situation in which, such services or other benefits will be provided or (3) the class of individuals to be afforded an opportunity to participate in any services or other benefits, will not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, sex, religion, national origin, creed, age, or disability.

11. NONCOMPLIANCE WITH NONDISCRIMINATION PLAN

In the event of the **CONTRACTOR**'s noncompliance or refusal to comply with the above nondiscrimination plan, this contract may be rescinded, canceled or terminated in whole or in part, and the contractor may be declared ineligible for further contracts with the **CITY**. The **CITY** shall, however, give the **CONTRACTOR** reasonable time to cure this noncompliance. Any dispute may be resolved with the "Disputes" procedure set forth herein.

12. DISPUTES

Except as otherwise provided in this contract, when a genuine dispute arises over an issue related to the contract between the **CITY** and the **CONTRACTOR** and it cannot be resolved, either party may submit a request for a dispute resolution to the City Council of the City of Stevenson. The parties agree that this resolution process shall precede any action in a judicial and quasi-judicial tribunal. A party's request for a dispute resolution must:

- A. be in writing; and
- B. state the disputed issues; and
- C. state the relative positions of the parties; and
- D. state the **CONTRACTOR'S** name, address, and the **CITY** department the contract is with; and
- E. be mailed to the City of Stevenson, P.O. Box 371 Stevenson, Washington 98648, within thirty (30) calendar days after the party could reasonably be expected to have knowledge of the issue which he/she now disputes. This dispute resolution process constitutes the sole administrative remedy available under this contract.

13. WAGE AND HOUR COMPLIANCE.

The **CONTRACTOR** shall comply with all applicable federal and state provisions concerning wages and conditions of employment, fringe benefits, overtime, etc., as now exists or is hereafter enacted during the term of this contract, and shall save the City harmless from all actions, claims, demands, and expenses arising out of the **CONTRACTOR'S** failure to so comply.

14. DEFAULT/TERMINATION/DAMAGES.

- A. If the **CONTRACTOR** shall fail to fulfill in a timely manner any of the covenants of this agreement, the **CITY** shall have the right to terminate this agreement by giving the **CONTRACTOR** seven (7) days' notice, in writing, of the **CITY'S** intent to terminate

and the reasons for said termination.

- B. Upon termination for whatever reason, all finished and unfinished documents, data, studies, drawings, service maps, models, photographs and other work product resulting from this agreement shall, at the option of the **CITY**, become the **CITY'S** property. The **CONTRACTOR** shall be entitled to payment for work completed and this contract shall terminate.
- C. In the event the **CONTRACTOR** is determined to be in default of this contract the **CITY** shall be entitled to damages, computed by subtracting from the cost to the City in completing any unfurnished work, the unpaid balance of the agreed upon contract price, and the **CITY** may withhold any payments owed to the **CONTRACTOR** for the purposes of set off until such time as the exact amount of damages can be computed.

IN WITNESS WHEREOF, the **CITY** has caused this Contract to be duly executed on its behalf, and thereafter the **CONTRACTOR** has caused the same to be duly executed on its behalf.

CITY OF STEVENSON

**WASHINGTON GORGE
ACTION PROGRAMS**

Scott Anderson, Mayor

Date

ATTEST:

Leana Kinley, City Clerk

APPROVED AS TO FORM:

**Kenneth B Woodrich, PC
City Attorney**

ATTACHMENT "A"
SCOPE OF WORK
CONTRACT BETWEEN WASHINGTON GORGE ACTION PROGRAMS
AND CITY OF STEVENSON FOR STEVENSON FOOD BANK

It is recognized by both parties that the \$10,000.00 per year in City funds for this contract is to be used to supplement food bank services in Skamania County and shall not in any way negatively affect the amount of other funds or services made available for the Stevenson Food Bank by the Contractor.

In consideration of the \$10,000.00 received per year, the Contractor shall provide the following services at the Stevenson Food Bank:

1. Operate a food bank open to the public at least one day per week, six hours per day of operation. Contract funds may be used to pay staff, rent, utility costs, and food acquisition.
2. Provide food to qualified persons when food is available through the food bank.
3. Screen all persons requesting assistance for need based on state and federal criteria.
4. Provide referral service, following Contractor guidelines, to other social services agencies for persons identified as needing service beyond those of the food bank.
5. Provide administrative support for the Stevenson Food Bank, including the preparation and administration of grants that affect the Stevenson Food Bank. Provide quarterly reports to the City and the Stevenson Food Bank Committee that describe the services provided for the month and the expenditure of contract funds for the month and contract-to-date. Reports shall also include information regarding all food bank activity and distribution for Washington Gorge Action Programs for Klickitat and Skamania Counties. Reports shall be due 10 days after the last day of the month. Up to \$1,000 per year (10% of the total contract amount) may be used for administrative services costs.
6. Work cooperatively with the Stevenson Food Bank Committee in determining services to be provided, budgeting and other matters affecting the Stevenson Food Bank.

MINUTES
CITY OF STEVENSON COUNCIL MEETING
January 17, 2019
6:00 PM, City Hall

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor called the meeting to order at 6:00 p.m., led the group in reciting the pledge of allegiance and conducted roll call.

PRESENT

Councilmember Robert Muth, Councilmember Amy Weissfeld, Councilmember Paul Hendricks, Councilmember Jenny Taylor, Councilmember Matthew Knudsen

2. CHANGES TO THE AGENDA: None

3. CONSENT AGENDA: The following items are presented for Council approval.

- a) **Liquor License Renewal** - Big River Grill and Backwoods Brewing Company
- b) **Approve Prosecuting Attorney Interlocal Agreement** - City Administrator Leana Kinley requested approval of the 2019 contract with Skamania County for Prosecuting Attorney Services.
- c) **Minutes** of December 20, 2018 City Council Meeting and the January 10, 2019 Special Council Meeting.

MOTION: To approve Consent Agenda items a-c made by Councilmember Hendricks, Seconded by Councilmember Muth.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

4. PUBLIC COMMENTS:

Resident Mary Repar asked that the Council look forward and not backward and not to deal with situations by moratorium. She suggested to see things coming and work together to build a good future for the community. She asked the Council to be more proactive and less reactive.

Resident Elise Skora agreed with Repar. She noted being personally affected by the recent moratorium after purchasing land in the downtown. More to come on this topic later in the agenda.

5. PUBLIC HEARINGS:

- a) **6:15 - Findings of Fact Supporting the Single-Family Residential Construction in C1 Zone Moratorium** - City Administrator Leana Kinley presented Resolution 2019-326 regarding the Findings of Fact to support the moratorium of Single-Family Residential construction in the C1 zone with Ordinance 2018-1129.

Mayor Anderson opened the Public Hearing at 6:18 p.m.

The Council asked about the Planning Commission's involvement and Shumaker noted that they have looked at whether to change to conditional use. There was some discussion at January's meeting and was focused in two parts: looking at zoning and making a change to conditional use and discussion of the moratorium. They settled on having more discussion of zoning use and they want to consider it within the context of the whole downtown plan. When discussing the moratorium, they didn't want to take that on as they thought it was a Council decision.

Resident Thomas McCloskey objected to the moratorium. He and Skora purchased property in C1 with the desire to build a family home. McCloskey noted that the city has had five years to implement changes and there didn't seem to be any emergency rush until they purchased the property. The city staff reported more time than they were given and now they stand harmed financially. He asked the Council to not continue the moratorium or to help reach a goal that allows for completing their building project.

Resident Rick May noted the document describing single family existing in commercial zone for 50-60 years. He stated that research says residents live in their homes for an average of 7.8 years before moving on. He stated that the idea that allowing one single family dwelling would blight downtown for 50-60 years isn't supported by data. He suggested that the Council back off on the moratorium long enough to allow McCloskey and Skora to develop single family dwelling and then reinstate the moratorium. He noted that the Council has a good idea but should allow this family to finish their plan.

Resident Mary Repar stated that this is an issue of fairness. She suggested spot zoning and spot moratorium. She stated that the moratorium should be for the big picture and not just for one family. She has no problem with single family in downtown and wants to see a diverse downtown. She stated that we don't have all the information on how many single-family lots could be down there or could be built. She suggested that the Council lift the moratorium to let these people go on with their lives and without harming people economically.

The Public Hearing was closed at 6:25 p.m.

The Council discussed before moratorium versus current moratorium and explained that before the moratorium, there was nothing to stop single family development in C1. Councilmember Hendricks was on the committee to write the current comprehensive plan and there was discussion at that time around the downtown being a commercial area and residential units were discussed but only in mixed use. He did not recall anyone being in favor of single family at that time and the committee included around 20 residents. Repar was also in attendance at the committee and remembers discussion around leaving the family residences as they were and if someone left and bought the house it could still remain a residence. Hendricks agreed and added there was opposition to new ones.

Councilmember Muth recollected that one can't take down a commercial building to put up residential. He added that the Council is stretching beyond the comprehensive plan language to force a moratorium and has a negative feeling about what is being done with this property. Councilmember Weissfeld wants McCloskey and Skora to do what they want to do as it was a single-family residence before and it's not being changed. She also noted wanting to make sure that the Council isn't boxed into this corner again and options for preventing this from happening again. Councilmember Knudsen noted that the moratorium isn't preventing construction as much as it is considering the longevity of the downtown.

City Attorney Ken Woodrich explained that the moratorium allows the city a time out and it sends a message. He added that the comprehensive plan isn't zoning. He noted that proposed development often triggers a need for a moratorium, which is a typical way to handle it. He confirmed that what the city is doing is entirely legal.

Mayor Scott Anderson explained that it was decided at the Council retreat that there is a vision for downtown and an interest in shaping that vision. He noted that the city has an opportunity to make a change.

The Council asked to focus on options moving forward, including lifting the moratorium indefinitely, lifting the moratorium temporarily, or modifying/amending the ordinance 1130 (not 1129, as previously stated).

Shumaker suggested amending the ordinance to include "zone transition areas", which are defined as areas located on the less restrictive side of the district boundary or 100 feet, whatever is less. The C1 zone is less restrictive than the zone next to it, making the property in question in the zone transition area. If the property qualifies then McCloskey and Skora could submit an application while the moratorium is in effect for everyone. Woodrich stated that this option is best and suggested adopting the findings of fact and providing a new moratorium to submit, modify findings of fact with moratorium with new window to submit application.

MOTION: To approve Resolution 2019-326 adopting findings of fact supporting Single-Family Residences in the C1 zone moratorium made by Councilmember Weissfeld. Seconded by Councilmember Knudsen.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

Voting Nay: Councilmember Muth

MOTION: To ask the Mayor to give city staff direction to pursue amendment language to include zone transition areas in the code for a period of 60 days to submit for single family residences within this zone made by Councilmember Weissfeld. Seconded by Councilmember Muth.

Voting Yea: Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Muth

Voting Nay: Councilmember Knudsen

- b) 6:30 - General Sewer Plan and Wastewater Facilities Plan Update -**
The revised City of Stevenson General Sewer Plan and Wastewater Facilities Plan Update was presented for public comment and council consideration.

In the last 13 months, the city has been above the BOD limit of 612 and the problem has gotten worse since the city plan was finalized in 2017. After the BOD increase in 2014/2015, the city went out for proposals which were approved at the end of 2017. There was enough push back, however, that the city went out for value planning. The group came up with more ideas and suggestions to look at. Tetra Tech evaluated the alternatives and will discuss them tonight.

Tetra Tech representative Cyndy Bratz explained that two workshops were held and looked at wastewater alternatives. The consensus from stakeholders was to proceed with alternative 1a Wastewater Treatment Plant improvements which includes removal of some facilities. The project includes the Fairgrounds and Rock Creek pump stations. The total project cost is \$12.34 million. The treatment plant is still \$10 million.

The Council discussed \$3.2 million on support facilities, which is the lab and operations building, electrical instrumentation and SCADA system. They also discussed the inflation cost. Hansen explained that it will take a year to get the plans drawn and accepted by the Department of Ecology (DOE). The city will start spending money 2019-2022.

City Administrator Kinley discussed the options on the timeline: modify timeline, which means from 2021 to 2022, and extend the moratorium; or continue the current timeline and RFQ for design, which means the engineers are making decisions to move process along and the city has a bit less involvement; or not go out to RFQ for design and use language to secure Tetra Tech for a plan that they can be used for design and upgrades which would be open to DOE funding. The Council reached consensus to stretch the timeline to spend less money and to try to get funds from both DOE and USDA. The Council agreed to apply for as much grant funding as possible rather than shorten timeline.

Mayor Anderson opened the Public Hearing at 7:28 p.m.

May noted that a recession is more likely than anything else and affordability is important.

Councilmember Hendricks noted that inflationary pressures should also be considered.

Repar stated that the city doesn't want to extend and lose the 2019 dollars for 2020 dollars. She asked, how much value will you get as time goes on? She noted that DOT is composting in Goldendale with road kill and others have similar viable programs and were able to sell it. She is on solid waste committee with the county and can leverage grants with composting program. She added that it is important to get the County involved.

Tetra Tech representative Bratz noted that value engineering means the city staff and the engineer consider optimal size and economical perspectives. Hansen advocated for 3-month right sizing.

The Public Hearing was closed at 7:33 p.m.

Page 20 of the cost estimate at the back of the facility plan explains the 7 million cost breakdown. The project will not be fully covered through grants and grants don't usually kick in until the affordability threshold is met. The city will be paying back the loan through utility rates. A rate study will need to be done to know if the rates will increase beyond what was previously described. The Council wants to know more about grant opportunities before gathering details around loan options.

Kinley explained that they city is not ready for a motion on the resolution. Tetra Tech will need enough direction to go to DOE and say what the city wants to amend the plan with.

The Council consensus was to still move forward, after public hearing, based on discussion from the special council meeting in January. The Council consensus was to extend to get as much funding as possible and to get the correct design. Consensus to move forward with RFQ and adjust timeline.

6. OLD BUSINESS:

- a) **Sewer Plant Update** - Public Works Director Eric Hansen provided an update on the Stevenson Wastewater System and Compliance Schedule.

Hansen introduced Ian Lofberg, the new city employee working in the field.

The Council asked about high-end discharge notifications and Hansen noted Skunk Brothers are the only ones communicating with city currently. A color change was noticed recently at the plant and, after some investigating, someone

admitted to putting expired fruit concentrate down the drain. No foaming has been seen. The city is currently waiting on individual use contracts to better support the process.

The Council also asked about grease trap inspections. Hansen explained that all passed except for one and the one is being corrected. There will be follow up to make sure they are on schedule. More check ins to come as well as an update to the grease trap standards.

May noted discoloration from the sewer as a yellow with sediment. Councilmember Hendricks noted that he is on the same line as May and observes no problems. Staff notes it is likely the line coming in. The city currently has plans to replace the School Street line but no additional plans to replace lines at this time.

7. NEW BUSINESS:

- a) **Planning Commission Appointment** - The Planning Commission recommended City Council appoint Jeff Breckel to fill position #5, which was vacated by the resignation of Matthew Knudsen.

Shumaker explained that Breckel sat on the Stevenson Planning Commission and the Board of Adjustment in the 80s. He recently retired as the director of the Lower Columbia Fish Recovery Board and has moved back to Stevenson to retire. Councilmember Taylor noted good political connections in Olympia.

MOTION: To appoint Jeff Breckel to Planning Commission position #5 made by Councilmember Muth, Seconded by Councilmember Taylor.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

- b) **2019 Annual Appointments** - City Administrator Leana Kinley presented the 2019 annual appointments list for review, discussion and approval.

Councilmember Muth to remain on the swim team committee. Councilmember Knudsen to join the homeless council and replace Kinley, as finalized by county approval.

MOTION: To appoint Knudsen to Homeless Council made by Councilmember Muth, Seconded by Councilmember Weissfeld.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

MOTION: To approve the 2019 Annual Appointments with changes as discussed made by Councilmember Hendricks, Seconded by Councilmember Knudsen.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

- c) 2019 Legislative Priorities** - City Administrator Leana Kinley presented a memo for review and discussion regarding the city's 2019 legislative priorities.

The Bridge of the Gods FLAP will be removed from this list as they are no longer pursuing that route.

The traffic tax reference was amended to clarify the changes wanted with the implementation of taxation for trucks.

MOTION: To approve the list of 2019 legislative priorities as amended and discussed made by Councilmember Muth, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

- d) Rural Development Initiatives Support** - Mayor Scott Anderson requested council financially support Rural Development Initiatives (RDI) in the amount of \$1,000 for the training they are providing to our community.

The Council discussed why this support is necessary now and not prior to. It was explained that with so many grants they needed to bring in money so they're readjusting their budget and doing fundraising.

MOTION: To approve financially supporting RDI in the amount of \$1,000 for community training made by Councilmember Muth, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

- e) **Resolution 2019-328 Metropolitan Park District** - City Administrator Leana Kinley presented Resolution 2019-328 to council for discussion and consideration. This resolution would authorize a ballot proposition for the creation of a Metropolitan Park District following the boundaries of the Stevenson-Carson School District #303.

The idea of a bigger scope to include all parks as well as the pool was discussed and North Bonneville wasn't interested. The primary election would include board appointments as well as the district creation. The School Board has set deadlines and revenue numbers for the pool to make before deciding to close the pool permanently with August as the final decision date. This is to show the city supports the creation of the district and will help support the School District in the decisions they need to make. It will be on the ballots of those areas within the School District boundaries. Previously, the pool district didn't pass by approximately 40-60. The county is not considering rolling over their parks department.

MOTION: To approve Resolution 2019-328 authorizing a ballot proposition for creation of a Metropolitan Park District made by Councilmember Hendricks, Seconded by Councilmember Muth.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

- f) **Resolution 2019-329 Authorizing the Mayor to Sign DOE Loan Agreement** - City Administrator requested council approval of Resolution 2019-329 which authorizes the Mayor to sign the State Revolving Fund loan agreement with the Washington State Department of Ecology in the amount of \$1,985,000 at 2% interest. A copy of the draft agreement was included in the packet as the final agreement will not be ready until after the council meeting.

MOTION: To approve Resolution 2019-329 authorizing the Mayor to sign the State Revolving Fund Loan Agreement with the Washington State Department of Ecology at the amount of 1,985,000 at 2% interest made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

- g) **Wastewater Treatment Plant Management Contract Amendment #4** - Public Works Director Eric Hansen requested approval of the contract

amendment #4 with Operations Management International, Inc (OMI) for 2019 services in the amount of \$133,849, a 3% increase over 2018.

The Council discussed that they are not meeting contractual obligations but that the city is not ready to move on without them.

MOTION: To approve the Wastewater Treatment Plant Management contract amendment #4 with Operations Management International, Inc. for 2019 services in the amount of \$133,849 made by Councilmember Knudsen, Seconded by Councilmember Weissfeld.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

h) Resolution 2019-330 Adopting Financial Policies - City Administrator Leana Kinley presented Resolution 2019-330 adopting financial policies for the City of Stevenson for discussion and consideration.

The difference between the development fees charged and the costs associated is 30%, or about \$20,000 dollars. It was described that bigger cities, like Washougal, they shoot for 100% cost recovery. Stevenson doesn't currently have impact fees, which are also charged in the bigger cities. The Council consensus was that those going to develop should pay the fees at 100%. Property taxes currently cover the 30% difference and wastewater is the top priority at this time so keep it at 100% and adjust the fees accordingly.

MOTION: To approve resolution 2019-330 adopting financial policies made by Councilmember Hendricks, Seconded by Councilmember Knudsen

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen.

i) BergerABAM Trail Monitoring Contract - Public Works Director Eric Hansen requested approval of the contract with BergerABAM for monitoring activities related to the 2013 mitigation plan for the Multi-Purpose Trail project in the amount of \$4,957.00.

With the expedited permit review process discussed last month, the city needs to monitor city projects if we ask the community to monitor. The contract is through 2023 at the end of the monitoring period. Shumaker is the regulator for the critical areas who makes sure that there's a report prior to a qualified professional

monitoring. It is a public works project. The monitoring indicates survival rate of plants planted, keeps invasive species out and ensures that it performs the functions of a wetland. It is located in the swale between Rock Creek Drive and Highway 14, which is the mitigation area. The trail has been brush cut about a month ago and vegetation has been replanted (6 trees). Skamania Lodge said they will take back the vegetation maintenance.

MOTION: To approve the contract with BergerABAM in the amount of \$4,957.00 for activities as outlined in the contract made by Councilmember Muth, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

- j) Approve Ordinance 2019-1134 Repealing Dance Hall Permit Code** - City Administrator Leana Kinley requested approval of Ordinance 2019-1134 Repealing Ordinance 572. This will remove the regulation of public dances through permit as it is outdated and any concerns can be enforced through other means. A copy of the code as it currently exists was included in the packet along with the ordinance.

MOTION: To approve Ordinance 2019-1134 repealing ordinance 572 made by Councilmember Hendricks, Seconded Councilmember Knudsen.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor

- k) Mackenzie Contract Extension** - City Administrator Leana Kinley requested approval of the contract addendum with Mackenzie to extend the timeframe from December 31, 2018 to March 31, 2019.

MOTION: To approve the Mackenzie contract addendum as presented made by Councilmember Weissfeld, Seconded by Councilmember Hendricks.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Taylor, Councilmember Knudsen

- l) Discuss Smart Meter Capabilities** - Additional information regarding the Kamstrup radio read meters was attached. The city has applied for an energy efficiency grant in the amount of \$314,633 towards the total project cost of \$642,110.

8. INFORMATION ITEMS:

- a) **Sheriff's Report** - A copy of the Skamania County Sheriff's report for December, 2018 was attached for council review. The Council requested to have a summary similar to what we have on the traffic report. They would like to see if there are monthly trends. Kinley to discuss further.
- b) **Municipal Court Cases Filed** - A summary of Stevenson Municipal Court cases recently filed was attached for council's review.
- c) **Chamber of Commerce Activities** - The attached report described some of the activities conducted by Skamania County Chamber of Commerce in December, 2018.
- d) **Fire Department Report** - The attached report describes the activities performed by the Fire Department in December, 2018.
- e) **Timber Harvest Update** - The timber consultant, HFI, is currently working with the Gorge Commission and the Forest Service about permitting the remaining 5 acres. If it were to move forward, the logging would take place in the summer and would bring in around \$200,000. The staff explained that the land is our city's watershed and has already been replanted.
- f) **Planning Commission Minutes** - Minutes were attached from the 12/10/18 Planning Commission Meeting.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Eric Hansen, Public Works Director

The 1974 fire truck is currently being surplussed and has six bids currently. The summer help ad will be appearing next week in the Pioneer. The old computers and equipment from downstairs are being cleaned out and six monitors have been sold. The annual county-wide utilities meeting will be at City Hall. The purpose is to bring the entities together and make them aware of projects. The public works employees removed the old wires from power poles. This saves the city money in contact fees. Hansen is working with Melissa Elliott who plants and maintains the flower beds on Russell to possibly expand from that area.

b) Ben Shumaker, Community Development Director

He held a scoping meeting this week on the downtown plan to provide professional level review on what to put into the plan and what needs to be accomplished. There is an RFP for consulting services in process. The scope includes traffic parking issues and design of street and buildings and land use market issues. They will expand the scope

of the transportation part out to Rock Creek Drive to plan for connection from Skamania Lodge to downtown.

Shumaker is attending meetings by the School District for their future facilities planning. They have decided on a course of action to reopen Wind River Middle School for three grades, retire Carson Elementary School and expand Stevenson Elementary.

The hospital district needs a hospital to endorse them and Skyline isn't interested. Peace Health is being approached. More to come.

The Planning Commission established a work plan for their year. They are on board with downtown plan taking up most of their staff time. In addition, there will also be Commission training and other smaller projects to get in front of. The downtown plan will include transportation improvements and approve an impact fee.

Shumaker received a notice for a transportation alternatives grants. This paid for part of a trail and they are back with a call for projects and looking at best project to push forward.

Shumaker held a meeting with a potential developer that is working with the county and Port in some projects and the downtown planning effort. Some of their development in other areas in the state include a library in Ridgefield. It was rented to the city at a lower price and, after a certain number of years, the city bought them out. They are interested in development on the mill site in Rock Cove.

c) Leana Kinley, City Administrator

The homeless housing council talked about the shelter being full and has a waitlist of 7-8 people. This is not all accurate as some people are from Portland. The shelter was full for the entire month of December. The school's new locker program has given out 35 pairs of boots. The Fire Department also donated smoke detectors and fire safety materials to the program. The program supports children and their families. Also includes pool passes so they have a place to shower and play.

There is a new chart up in City Hall to track progress on projects discussed at the retreat. Only the 2019 projects are currently reflected on the chart.

A flyer was mailed this week listing the summary of 2019 priorities, 2018 accomplishments, information about rates going up and the Mayor's message. Looking at moving forward with a similar newsletter being delivered twice a year.

The lodge pavilion is moving forward but no actual permits for additional permits on short term rentals, single and multi-family.

New turbidity meters will help with optimization of the water treatment plant.

The next agenda will include information on homeless/affordable housing options as well as an ordinance for water curtailment for emergencies.

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) December 2018 payroll & January 2019 A/P checks have been audited and were presented for approval. December payroll checks 13106 thru 13119 total \$93,381.79 which includes one EFTPS and five ACH payments. A/P Checks 13120 thru 13179 total \$187,345.45 which includes two ACH payments. The A/P Check Register and Fund Transaction Summary are attached for your review. Detailed claims vouchers were available for review at the Council meeting. No investment activity in December 2018.

MOTION: To approve vouchers made by Councilmember Muth, Seconded by Councilmember Weissfeld.

Voting Yea: Councilmember Muth, Councilmember Weissfeld, Councilmember Hendricks, Councilmember Knudsen

11. MAYOR AND COUNCIL REPORTS:

Councilmember Knudsen explained that he attends the Planning Commission meetings regularly and speaks occasionally on items discussed during City Council meetings. The Council consensus was for Knudsen to verbalize "as a member of council this is my personal opinion..." without committing the Council to anything.

12. ISSUES FOR THE NEXT MEETING:

There will be further information for Council at the next meeting regarding possible property development.

13. ADJOURNMENT - Councilmember Muth motioned to adjourn the City Council meeting. Mayor adjourned at 9:01 p.m.

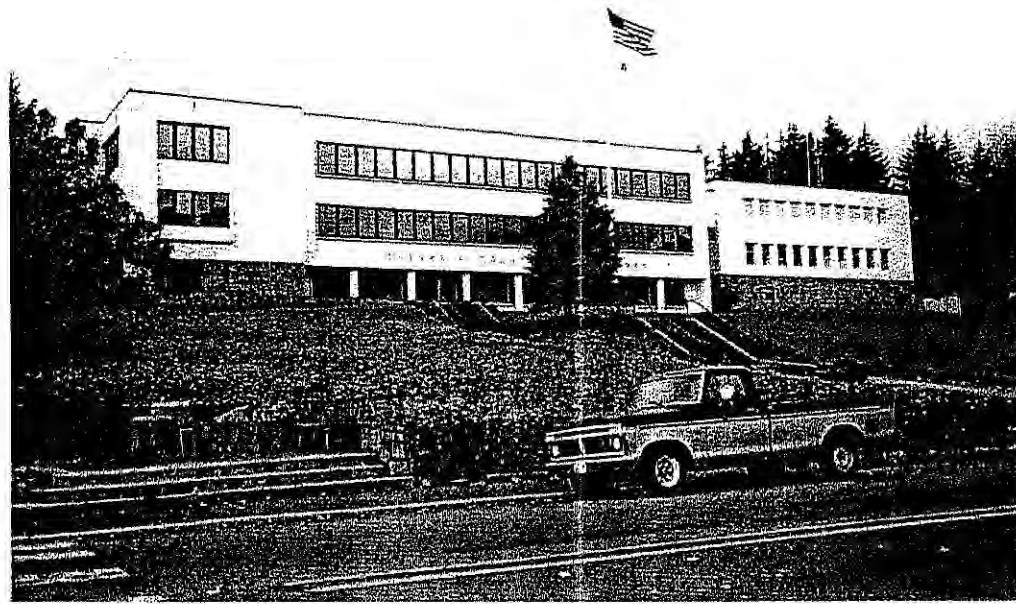
_____ approved; _____ approved with revisions

Scott Anderson, Mayor

Date

Minutes by Claire Baylor

DOWNTOWN STEVENSON



DRAFT DEVELOPMENT FRAMEWORK, STANDARDS & DESIGN GUIDELINES

August 1999

CITY OF STEVENSON, WASHINGTON

CRANDALL ARAMBULA PC

2019 Interim Zoning Control Annotations

These annotations are prepared to describe us of the 1999 *Downtown Stevenson Draft Development Framework, Standards & Design Guidelines* as the background document necessary to support interim zoning controls in 2019.

This 1999 draft was selected for use because it is the most recent comprehensive look at downtown development. While its age has reduced some of its relevance, the concepts promoted within it still largely align with the direction currently being discussed by many in the community. This 1999 proposal is seen as more relevant than the 1991 study *Planning for Downtown Revitalization, Stevenson, Washington* which served as the basis of Stevenson's existing zoning standards, a set of standards that is now seen as ineffective and contrary to the improvement of vitality in the downtown area.

Where it has been deemed necessary to change the 1999 document, those changes are highlighted in **purple** and the change is explained in this column, at the bottom of pages containing maps, or as wholly new pages within the document. Where information is added to this from other downtown planning efforts, they are highlighted in **blue**.

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DEVELOPMENT REVIEW CHECKLIST

2019 Interim Zoning Control Annotations

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Introduction

Intent

Downtown Development Goals & How to Use
Submittal Requirements

Design Review Process & Major/Minor Projects

Intent

Stevenson's downtown is the center of Skamania County's retail, commercial, and governmental activities and continues to grow as a destination for tourists and recreationalists. Over the last few years, concerted efforts have been initiated by local officials, community leaders and business owners to increase the vitality and viability of downtown businesses.

The following Development Framework, Standards and Design Guidelines ensure that new construction or renovation of existing buildings is:

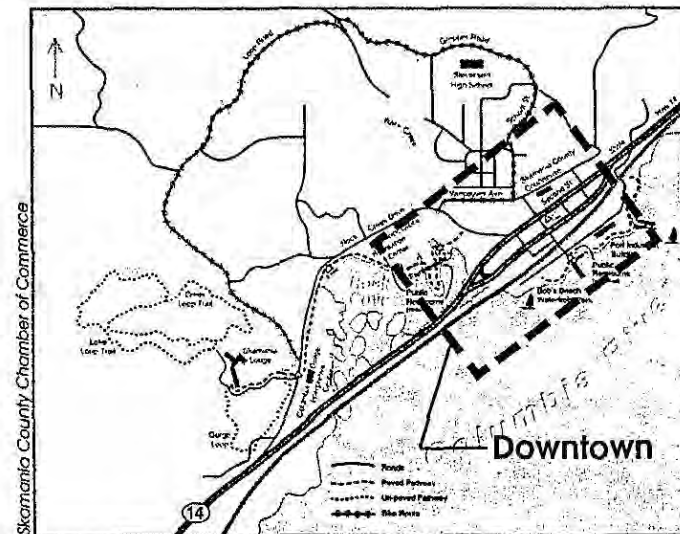
- Consistent with the historic character of Downtown Stevenson.
- Of high quality and long lasting materials.

The Development Framework, Standards and Design Guidelines will:

- Assure that each development site is consistent with Stevenson's Framework Plan and existing zoning.
- Assure specific descriptive requirements and guidelines for streetscape improvements and development site planning, architecture, lighting, and signs are addressed.
- Ensure the urban character of downtown is maintained without dictating or prescribing a specific architectural style.
- Be easy to use by both developers and reviewing government agencies.



Second Street - The retail artery of downtown



Vicinity Plan

- Simultaneously consistent with the historic character of Downtown Stevenson while also acting as a bridge to Stevenson's prosperous future.

Downtown Development Goals

- Create a pedestrian-friendly downtown.
- Increase commercial and retail development.
- Increase residential development.
- Use existing downtown infrastructure, open space and buildings.
- Integrate and enhance the value of adjacent natural features such as the Columbia River and views across and along the Gorge.

How to Use

The Development Framework, Standards and Design Guidelines apply to new construction and major renovations or replacement of existing lighting or signs within the downtown plan area. This area extends from the intersections of First and Second Streets to the east and west, and from Vancouver Avenue to the Columbia River.

Development Framework

The Development Framework serves as a basis for the Development Standards and Design Guidelines. It establishes a land use and circulation framework for future development and rehabilitation and re-use of properties within downtown Stevenson.

Development Standards

The Development Standards supercede the existing Development Code where discrepancies exist. They are regulatory requirements which are not negotiable during the Design Review Process.

Design Guidelines

Design Guidelines support the Development Framework and Development Standards. They apply to all development that occurs downtown, and are administered through the design review process. The Commission may waive individual guidelines for specific projects based on findings that the waiver will better accomplish the goals. Should the Stevenson Planning Council find that one or more design guidelines are not applicable to the circumstances of the particular project being reviewed, the guideline(s) may be waived by the Stevenson Planning Council.

The Stevenson Planning Council may also address aspects of a project's design which are not covered in the guidelines where the Planning Council finds that such action is necessary to better achieve Stevenson's downtown development goals.

2019 Interim Zoning Control Annotations

- Create inviting connections between downtown and the Skamania Lodge.

—
This area is depicted as Zones 1 through 3 on Page DF-2.

—
The Development Framework serves as the basis for the Development Standards, Design Guidelines and Development Incentives.

—
They are regulatory requirements which are not negotiable during the Design Review Process. Projects must fit into the box established by the Development Standards

—
Design Guidelines support the Development Framework and Development standards. All projects are encouraged to follow the Design Guidelines, but proponents are also free to "color outside the lines". The Planning Commission may waive individual guidelines for such projects based on findings that:

- The waiver will better accomplish the Downtown Development Goals, or
- One or more design guidelines are not applicable to the circumstances of the particular project being reviewed.

—
SEE NEW PAGE I-2.a.

How to Use, Continued

2019 Interim Zoning Control Annotations

Development Incentives

Development Incentives provide for reduced regulatory burdens, reduced site planning constraints, or other benefits to projects. Development Incentives are intended to encourage projects to “color inside the lines” when designing the project. Proposals involving Development Incentives are reviewed by the Planning Commission during the design review process, and the decision to provide the Development Incentive is made on a purely discretionary basis.

Submittal Requirements

Applications for design review may be obtained from the City of Stevenson. An application for review by the Stevenson Planning Council must be accompanied by a set of drawings including the following:

New Construction Projects

- A site plan including the shape and location of all buildings and major land uses within 200' of the project site perimeter.
- A complete set of building elevations, isometrics and/or perspectives. (A list of materials and color to be used must be indicated on drawings. Samples may be submitted.)
- A parking plan showing the location of all on-site parking and loading facilities, including access and egress routes.
- A ground floor plan showing all grade changes and indicating the use of various spaces.
- Typical floor plans as necessary to adequately describe all levels of the building.
- Sections of the project or building to adequately describe the shapes and relationships of spaces.
- A landscape plan showing all planting areas, street furniture, street trees, outdoor art, and other outdoor features of the project, including a list of materials and colors.

- Sign plans showing all sizes, materials and locations on the building or site
- Lighting plan showing all types, materials and locations on the building or site
- Identification on site plan of location and species for all trees with a 5" or greater caliper measurement. Trees to remain as well as trees designated for removal are to be included. **Historical significance of trees and project impact will be reviewed by City Staff. Additional assessment of impacted significant trees by an arborist may be required and mitigation measures to be included in Design Review application may be required.**

Remodeling or Rehabilitation Projects

- All of the new construction requirements that are relevant as determined by city staff

2019 Interim Zoning Control Annotations

Projects are encouraged to provide a master signage plan for review and approval at the time a major project is initiated. Approved master signage plans may then be provided to tenants and the City to streamline review of future signage proposals.

...Additional assessment of impacted significant trees (as that term is defined in SMC 18.13.010 (B)(48)) by an arborist may be required and mitigation measures to be included in Design Review may be required.

Design Review Process

Criteria

Design Review does not require that every decision maker become skilled in design and design analysis. It does demand that the people involved in important design decisions recognize and enforce the strong organizing patterns that currently exist. The Design Guidelines let decision-makers know what to look for and provides them the criteria to objectively consider and evaluate project proposals.

Compliance with the Design Guidelines can take many forms for a given project. The guidelines are meant to state broad design objectives and shall not be construed as prescriptive standards.

Preapplication Meeting

Project designers and developers are strongly encouraged to request an early briefing with the Stevenson Planning Council and/or City Staff prior to formal application for a hearing. Such meetings provide an opportunity for informal discussion of the specific circumstances of the project and how the Development Framework, Standards and Design Guidelines might effect its development.

Major and Minor Projects

Proposals reviewed by the Stevenson Planning Council will be classified as major or minor projects.

Minor Projects: A minor project is one that the Planning Director and the Planning Council Chairman find will not significantly affect the character, use, and development of the surrounding properties. Minor projects will be reviewed for consistency with the Development Framework, Standards and Design Guidelines by the Planning Director and staff.

Major Projects: Major projects as determined by chairman will be reviewed by the Planning Council for consistency with applicable design guidelines.

Upon receipt of an acceptable application adequately describing the project, a hearing on the proposed project will be scheduled. The application must be received at least 10 days before the next regularly scheduled Planning Council Meeting. Upon receipt of an acceptable application adequately describing the project, a hearing on the proposed project will be scheduled at the next Planning Council Meeting.

Should an applicant object to any aspect of a decision by the Design Commission or City Staff, they have 20 days in which to file an appeal with the Stevenson Boundary Review Board and subsequently with Superior Court.

2019 Interim Zoning Control Annotations

During the effective period of the 2019 Interim Zoning Controls, all projects are considered major projects. In the discretion of the Zoning Administrator, after consultation with the Design Liaison Committee, the Zoning Administrator may consider a project as minor. Minor projects will be reviewed for consistency with the Interim Zoning Controls by the Zoning Administrator.

Project designers and developers are strongly encouraged to request an early briefing with the City prior to formal application for design review by the Planning Commission. Such meetings provide an opportunity for informal discussion of the specific circumstances of the project and how the Development Framework, Standards, Incentives and Design Guidelines might effect its development. For the purposes of implementing these interim zoning controls, an ad hoc Design Liaison Committee will be formed consisting of the Zoning Administrator, a City Council Member, and a member of the Stevenson Downtown Association.

Should an applicant object to any aspect of a decision by the Planning Commission or City Staff, they have 20 days in which to file an appeal with the Stevenson Board of Adjustment and subsequently with Superior Court.

Design Review Process

Criteria

Design Review does not require that every decision maker become skilled in design and design analysis. It does demand that the people involved in important design decisions recognize and enforce the strong organizing patterns that currently exist. The Design Guidelines let decision-makers know what to look for and provides them the criteria to objectively consider and evaluate project proposals.

Compliance with the Design Guidelines can take many forms for a given project. The guidelines are meant to state broad design objectives and shall not be construed as prescriptive standards.

Preapplication Meeting

Project designers and developers are strongly encouraged to request an early briefing with the Stevenson Planning Council and/or City Staff prior to formal application for a hearing. Such meetings provide an opportunity for informal discussion of the specific circumstances of the project and how the Development Framework, Standards and Design Guidelines might effect its development.

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No annotations to this page.

Development Framework

Framework Concept & Development Framework Features

Development Framework Diagram

Circulation Framework Features

Circulation Framework Diagram

Build-To Line

Active Street Frontage

Rain Protection

Build-To Line, Active Street Frontage & Rain

Protection Diagram

Framework Concept & Development Framework Features

To foster an economically viable downtown, enhance Stevenson’s character and preserve its heritage for future generations, the following pages describe a land use and circulation framework for future development and rehabilitation or re-use of properties within Downtown Stevenson. Often land use and transportation improvements are made without an overall plan or recognition of the relationship to adjacent neighbors. This can lead to conflicts between competing uses.

Compatible Uses

The Framework Plan for Downtown Stevenson prescribes a “game plan” so that future land use, transportation and open space improvements are built in a manner that is respectful and complementary to its context, thereby creating an understandable, distinctive and memorable downtown.

Confidence and Certainty

The Downtown Stevenson Framework Plan establishes the environment in which developers and existing business people can be assured that Stevenson is a good place to do business. “Zone 1” is the primary retail zone and “Zone 2” is the supporting commercial zone. The framework:

- Maximizes current investment in buildings and infrastructure.
- Supports and strengthens Second Street as the primary retail armature (Zone 1).
- Suggests that retail uses along Russell Street should be fostered to tie the Columbia River into downtown.
- Recognizes that there is a limited marketplace. The framework suggests that First Street be a secondary “mixed use” commercial street that does not compete with Second Street, but rather complements it with supporting services.
- Suggests that waterfront business along Cascade Street should foster and support tourism, industry and recreational uses.
- Suggests that civic uses should be limited to Vancouver and Russell Streets (north of Second Street).
- Promotes additional residential uses, especially townhouse and apartment development in the downtown area.
- Promotes the development of civic spaces and attractors - i.e. Courthouse Square.

2019 Interim Zoning Control Annotations

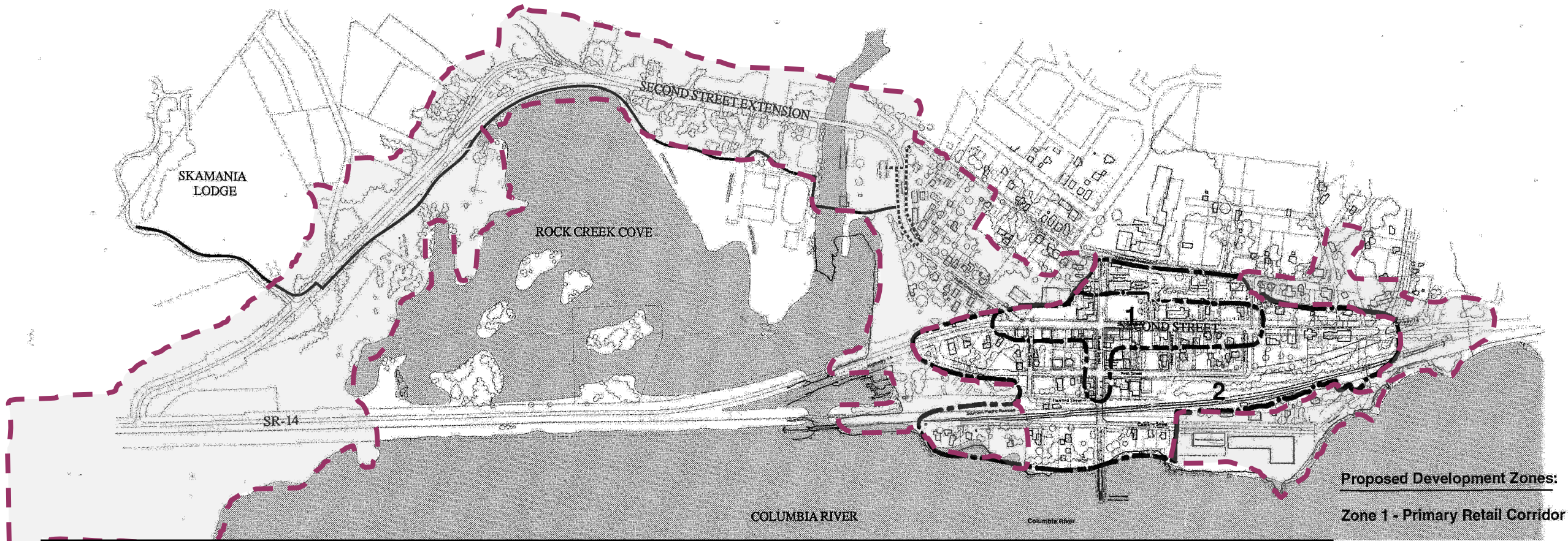
...“Zone 1” remains the primary retail zone, “Zone 2” is the supporting commercial zone that allows expansion of the primary retail zone, and “Zone 3” is a transitional area that allows greater flexibility of use while providing building forms complementary to the development framework and which facilitate adaptive reuse in the future. The framework:...

•...Recognizes that there is a limited marketplace. The framework suggest that First Street and Rock Creek Drive be secondary “mixed use” commercial corridors that do not compete with Second Street, but rather complement it with supporting residences and services...

•Suggests that civic uses should be limited to Vancouver Avenue, Russell Street (north of Second Street), and Rock Creek Drive.

•Promotes additional residential uses, especially townhouse, apartment, and mixed use development. Single-family residences are discouraged in downtown area unless designed and constructed to support adaptive reuse.

Development Framework Diagram



- Proposed Development Zones:**
- Zone 1 - Primary Retail Corridor**
 - Zone 2 - Supporting Commercial and Service Uses**
 - Zone 3 - Transitional Area**

2019 Interim Zoning Control Annotations

The boundaries between zones 1 and 2 remain as they were proposed in 1999, however many Zone 2 areas—especially areas extending eastward along 1st and 2nd streets—are now seen as a part of the primary retail corridor. This current direction is not prohibited by the 1999 proposal which allows properties in Zone 2 to develop as if they were within Zone 1, while also allowing greater flexibility in how the properties may be used. Zone 3 is added to the development framework in purple. Properties within Zone 3 only qualify for the framework’s regulatory flexibility if they are served by the public sewer system, which facilitates the building density anticipated. The area along Cascade Avenue zoned R3 Multi-Family Residential has been excluded from the previously proposed Zone 2 and included within Zone 3.

No annotations to this page.

Circulation Framework Features

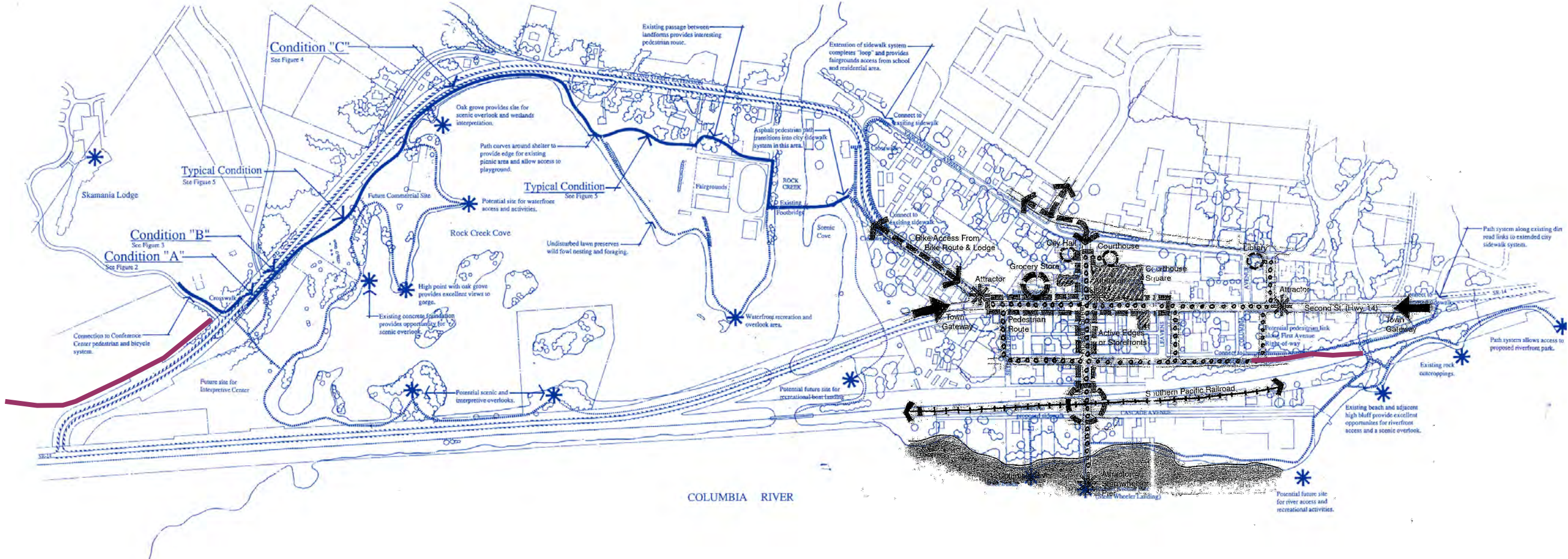
The Pedestrian is the Priority

The pedestrian must have the highest priority in the network of roadways, pathways and open spaces that cross and connect downtown. This network can be simply described as an environment where a humane, walkable cityscape has been preserved or created without compromises. However, this does not preclude the importance of providing motor vehicle access to maintain downtown as the center of commerce and civic life.

The public investment in infrastructure serves as a catalyst for change and an impetus for private sector investment. The Framework Plan provides a blueprint for the implementation of positive changes in the appearance, livability and safety for residents, downtown employees and visitors. The framework:

- Bridges all existing pedestrian obstacles and provides a clear and understandable connection to the Columbia River.
- Provides pleasurable areas for strolling, resting, watching, eating and socializing.
- Considers and incorporates elements that respond to the environment, especially the winter season.
- Is barrier-free and accessible to people of all ages and physical conditions.
- Slows truck and auto traffic downtown by incorporating “traffic calming” devices such as curb extensions.

Circulation Framework



2019 Interim Zoning Control Annotations

The map in **blue** is taken from the 1991 plan entitled *Stevenson, Washington Pedestrian and Bicycle Links* prepared by Walker & Macy. Both figures were prepared before the extension of 1st Street and the couplets forming the eastern and western gateways to downtown. The cross sections and typical conditions referenced on 1991 map are included in the discussion of design guidelines for public areas on Pages PA-10a and PA-10-b.

The lines added in **purple** indicate pedestrian projects that have been considered more recently. Cross sections for those projects are not included herein.

No annotations to this page.

Build-To Line

Buildings along designated streets must be built out to the property line with no setbacks allowed to ensure design consistency with historic structures, and to promote a sense of urban enclosure. This contrasts to suburban environments where buildings do not engage the street causing gaps and discontinuities, eroding the retail environment at the street line and destroying any sense of urban enclosure.

Required:

- 0' front yard setback (see yard requirements, Development Standards Matrix, Page DS-3)
- Recessed doorways set back (5' maximum), especially at corners
- Recessed windows (8" maximum), especially at groundfloor

Prohibited:

- Plazas or landscaped forecourts
- Auto/Service drop-offs or pullouts



Appropriate: Retail building with no setback, open and engaging storefronts, and awnings



Not Appropriate: Retail building set back to provide angled parking in front erodes street life and an interesting visual environment for pedestrians

No annotations to this page.

Active Street Frontage

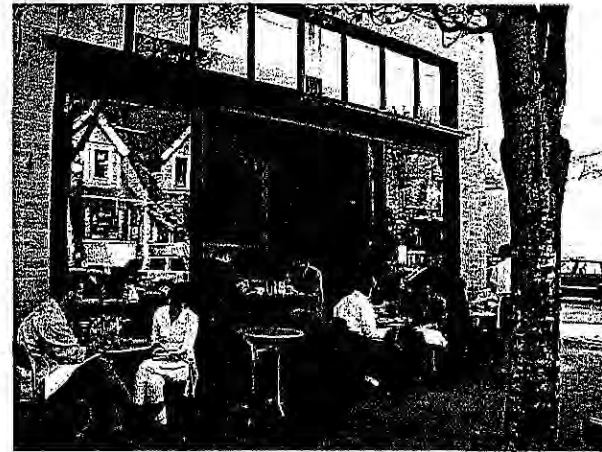
The design of the ground floor of buildings along designated active streets should be open and inviting, engage the pedestrian, and help create activity along the sidewalk and street. Wide openings between buildings, parking lots, and impenetrable blank building walls and lack of windows and entries discourage pedestrian use of the sidewalk and compromise the overall activity of the street. Active streets and sidewalks are created when buildings are continuous, inviting, and employ quality materials and detailing, especially at the ground floor.

Required:

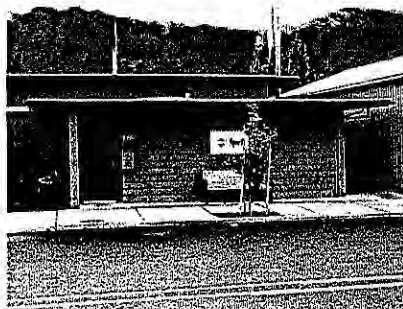
- Primary building entry along street
- 50% (minimum) glazing at groundfloor street frontages
- Storefront windows

Prohibited:

- Blank walls
- Tinted, reflective or opaque groundfloor glazing



Appropriate: Large cafe windows and outdoor seating



Not Appropriate: "Dead" walls with no



Appropriate: Large retail windows and rain protection

Rain Protection

Awnings & Canopies

Awnings and canopies will encourage pedestrians to comfortably use sidewalks during inclement weather. They should be designed as an integral component of the building facade.

Required:

- Canvas fixed or retractable awnings
- Horizontal metal canopies

Prohibited:

- Vinyl or other synthetic fabrics
- Backlit awnings
- Oversized advertising or tenant signs on awnings



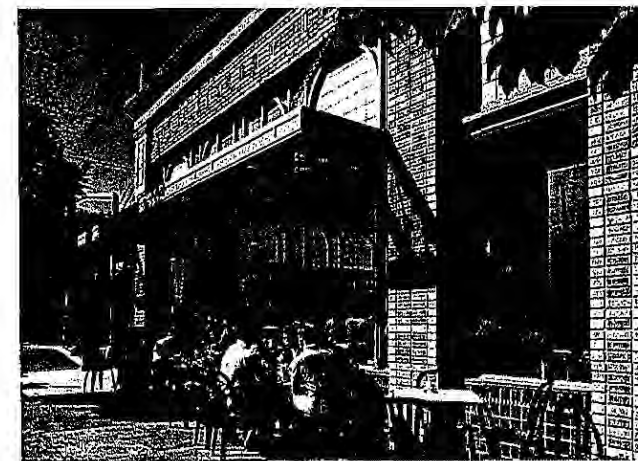
Appropriate: Retractable fabric awnings



Inappropriate: Vinyl awnings



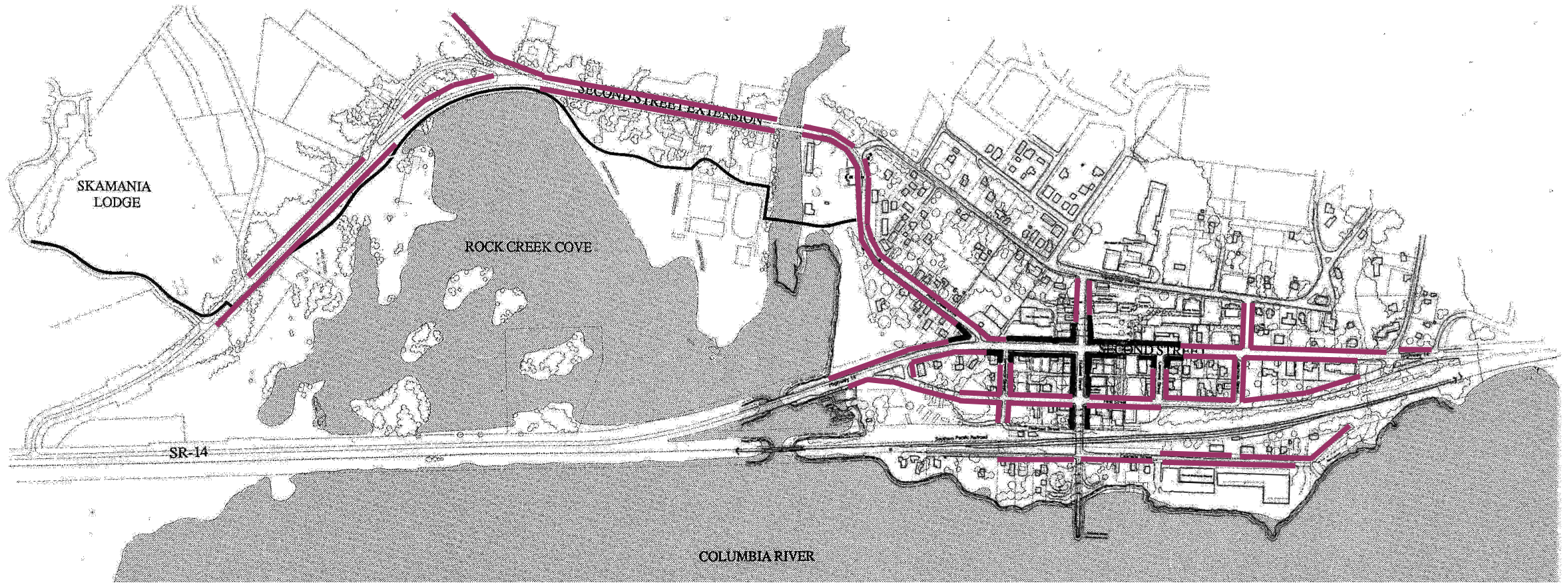
Appropriate: Space heaters mounted below awnings



Appropriate: Canopies

- Oversized advertising or tenant signs on awnings unless permitted through SMC 17.25.140.C.1

Build-To Line, Active Street Frontage and Rain Protection



Columbia River

- Build-To Line, Active Street Frontage and Rain Protection Required
- Incentive Areas (Eligible when project provides Build-To Line, Active Street Frontage and/or Rain Protection)

2019 Interim Zoning Control Annotations

Development Incentives

Purpose

Development/Amenities Desired

Incentives Available

Determination of Incentive Amount

2019 Interim Zoning Control Annotations

Purpose

Stevenson's existing development framework was established through a major zoning change in 1994. At that time, the Skamania Lodge was just opening, and the development framework anticipated a strong market for new development and increased intensity of uses—particularly retail uses—in the downtown area.

That market has largely never materialized. A comparison of available aerial imagery from 1993 and 2018 shows that ~15 buildings have been demolished (not including the trailer park spaces removed as a result of the westward extension of 1st Street). In that same time period, only ~7 buildings (not including the public bath— and changing rooms along the waterfront) have been built. Further evidence of a weak market for commercial development is demonstrated in the fact that of the 7 new buildings downtown, 3 of them have been single-family dwellings. Two of the single-family dwellings constructed were located on Cascade Avenue and have forever changed the development character and potential usage of the Columbia River waterfront in that area.

These Development Incentives are a response to the weak market and intended to promote development of mixed use construction and to make the pedestrian the priority at Stevenson's main commercial areas and corridors.

2019 Interim Zoning Control Annotations

Development/Amenities Desired

Recognizing the market limitations, Stevenson is not asking for a great deal in exchange for incentives. All properties in Zones 1, 2, and 3 are eligible for incentives provided any of the following are incorporated into the development:

- Mixed use buildings involving upper-story residential dwellings.
- Inclusion of dwelling units available intended for occupancy as affordable housing (SMC 17.10.385) and/or workforce housing (SMC 17.10.387).
- Mixed use buildings involving upper story space available for rent to supporting business uses (e.g., office, child day care, overnight lodging, etc.)
- Construction incorporating active street frontage (Page DF-6) or rain protection (Page DF-7) features along frontages designated on the map on Page DF-8.
- Construction of curb extensions and/or pedestrian street crossings at the locations identified on the maps on Pages PA-3 and PA-13.
- Provision of easement for and construction of sidewalks as identified on Page PA-10.
- Provision of easement for public pedestrian ways (SMC 17.10.660) contributing toward the City's goal for continuous pedestrian access along the Columbia River, Rock Cove and Rock Creek.
- Construction of other public amenities listed herein.

2019 Interim Zoning Control Annotations

Incentives Available

The following Development Incentives are available to projects:

Waiver of Parking Requirement—Ground Floor: The Planning Commission shall waive the parking required of ground floor uses when a project involves the addition of a mixed use building having upper-story residential dwellings.

Waiver of Parking Requirement—Upper Floor: The Planning Commission may waive up to 50% of the parking required for upper floor uses when a project a) includes affordable housing and/or workforce housing or b) provides an acceptable mix of the desired development/amenities listed on Page DI-2.

Use Flexibility: The Planning Commission may allow land uses not listed in the Development Standards Matrix when proposed as part of a mixed use building incorporating the uses listed on Page DI-2.

Dimensional Standards Waiver: Where required by the underlying zoning standards, required front yard setbacks or building height limitation* may be waived by the Planning Commission when a project involves the pedestrian amenities listed on Page DI-2.

OTHER: _____ **TBD—FOR COUNCIL DISCUSSION** _____
_____ Systems Development Charge Waiver _____
_____ Sewer Moratorium Waiver (Pretreatment) _____
_____ Others? _____
_____ **TBD—FOR COUNCIL DISCUSSION** _____.

*Note: Proposals to exceed the 35' building height imposed within Shoreline Jurisdiction must also obtain approval under the City's shoreline master program.

2019 Interim Zoning Control Annotations

Administration of Incentives

The Planning Commission has the authority to grant development incentives during the Design Review process.

Applications for projects seeking development incentives shall clearly describe the incentive requested and how the project will provide the desired development/amenities.

The provision of a development incentive may be subject to such performance assurances as deemed necessary and as acceptable to the City Attorney.

Design Guidelines - Public Areas

Purpose

Landscaping

Landscaping Diagram

Street Lighting

Street Lighting Diagram

Sidewalks

Sidewalks Diagram

Sidewalks Sections

Curb Extension

Pedestrian Crossing

Pedestrian Crossing Diagram

Street Furniture

Street Furniture Diagram

Railings and Fences

Retaining Walls

Purpose

The streets and public spaces within Downtown Stevenson should not be considered simply as conduits for traffic to move through. Rather, they are enclosed “outdoor rooms” that provide for auto, bicycles, trucks and pedestrians alike. An environment should be fostered that encourages window shopping, strolling and sitting. To improve the downtown public area, the Design Guidelines:

- Preserve the riverfront as a public amenity and provide convenient, direct and safe access.
- Require new development that is more pedestrian friendly in character by promoting development that is compact and less auto dependent.
- Promote the use of unifying elements that strengthen downtown, by adding new elements that unify and connect development zones, individual facades and blocks.
- Enhance, embellish and identify the downtown as a unique place. Incorporation of unique, small scale features add to downtown’s ambiance. The elements must consider and reinforce Downtown Stevenson’s history and traditions.
- Establish and maintain a sense of urban enclosure. The right-of-way should contribute to the sense of human scale by enclosing the street edge with a continuous building wall built out to the property line. Such enclosures contribute to Stevenson’s pleasant, rich and diverse pedestrian experience. When the right-of-way rooms are not defined, the sense of urban enclosure is lost.
- Strengthen gateways. The guidelines promote gateways that provide a graceful transition into downtown, providing a sense of welcome and civic pride.
- Recognize and enhance the pedestrian system. Promotes the establishment of different zones of a sidewalk, curb, street furniture zone, walking and window shopping zone.
- Protect the pedestrian from vehicles, bicycles and the environment.
- Provide stopping and viewing places.
- Foster plazas, squares and open spaces that are inviting and enjoyable. Discourages overscaled, lifeless and difficult to maintain spaces.
- Integrate barrier-free design. Promotes design that is integral to the right-of-way rather than merely meeting minimum code standards.

2019 Interim Zoning Control Annotations

No annotations to this page.

Landscaping

Intent

Landscaping should beautify streets and public spaces, promote pedestrian activity, unify the downtown by providing common elements, and establish places for public assembly.

Appropriate:

- Rows of street trees that reinforce street enclosure, establish a rhythm and unify downtown with common elements.
- Shrubs and groundcover that soften and reduce the impact of paved surfaces.
- Plant materials selected to be dynamic and changing. Color during all seasons - fall, winter, spring, and summer.
- Long lasting and vigorous plants
- Minimal maintenance - Plant materials that require little irrigation, pruning and drop few leaves, seeds or fruit.
- Seasonal, annual planting beds, pots or baskets that add color and fragrance.
- Large stonework, particularly indigenous stones and boulders, integrated into landscaping.

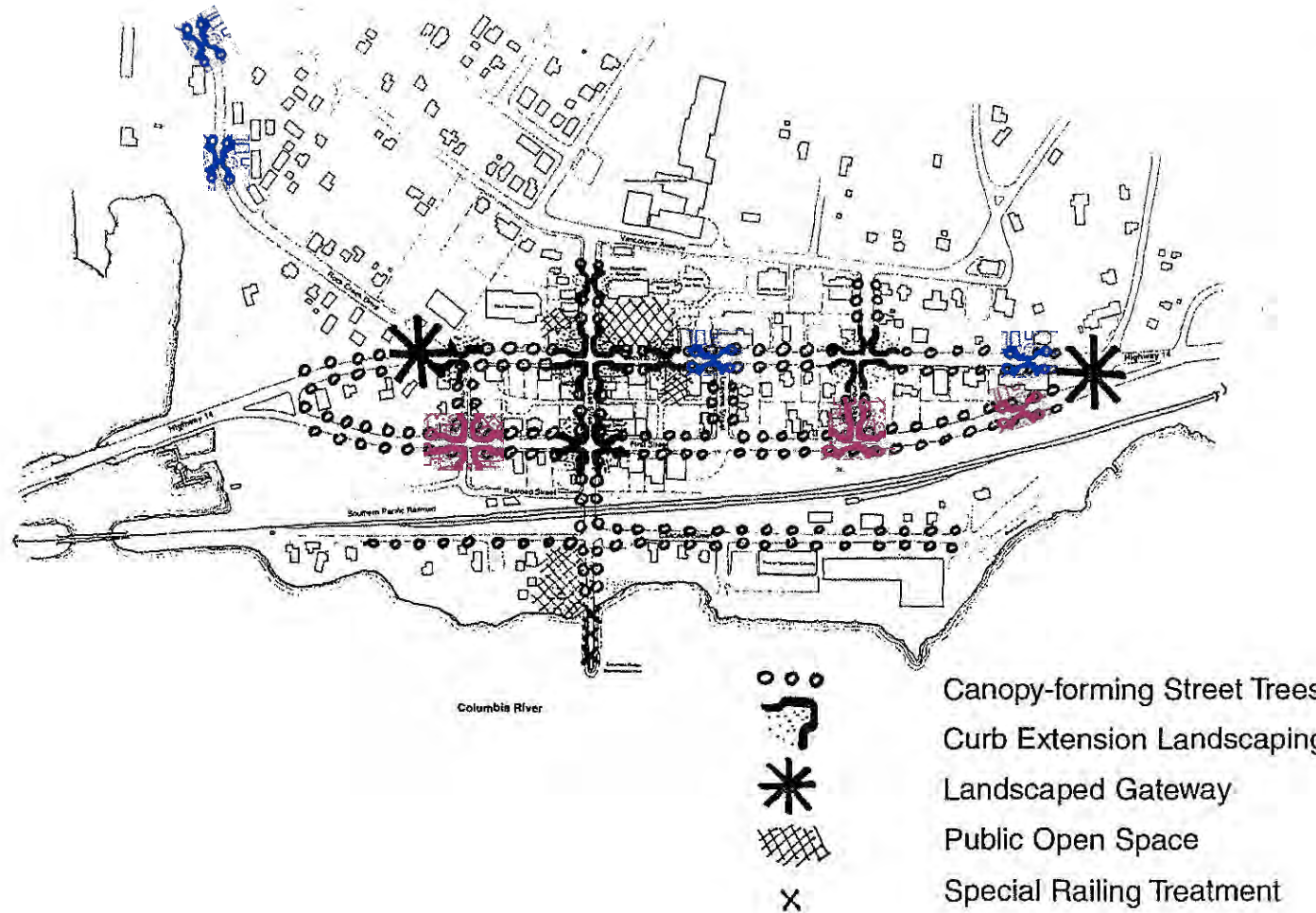
Inappropriate:

- Exotic materials
- Obstruction of sight lines at intersections. Branch height of canopy trees should be sufficient to avoid clipping by trucks.

2019 Interim Zoning Control Annotations

No annotations to this page.

Landscaping



2019 Interim Zoning Control Annotations

This map does not include the improvements made to or planned for Rock Creek Drive. New landscaping within public areas should be considered on a case-by-case basis.

The lines added in **blue purple** indicate curb extension landscaping that has been installed in addition to what was planned in 1999.

The lines added in **purple** indicate curb extension landscaping that has been planned in addition to what was planned in 1999.

- The City has not prioritized canopy-forming street trees in the projects that have been implemented since 1999. Such trees should be considered when new designs are formalized, but this map should not be treated as mandating them.

Street Lighting

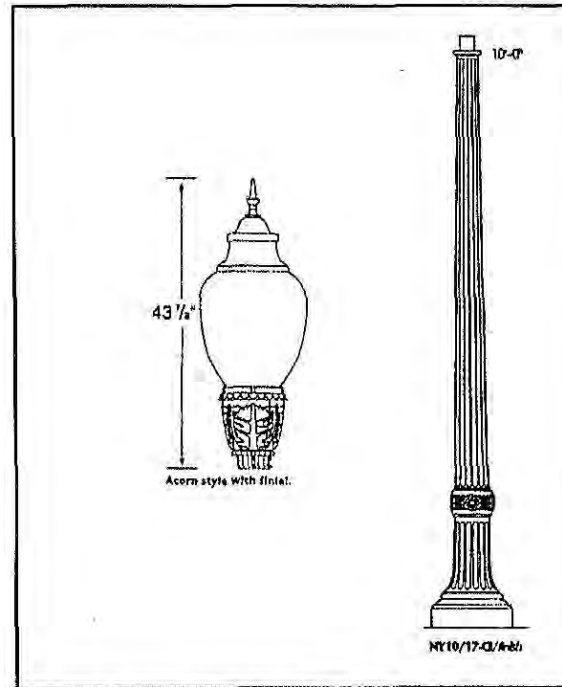
Intent

Street lighting should be designed to provide a safe environment for both motorists and pedestrians. Historic ornamental fixtures that are in character with downtown architecture and are compatible with the street furniture should be used.

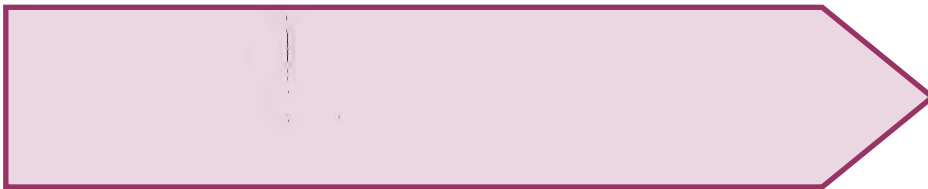
Street lighting should provide warm “halo-like” glow that accents and provides interest and depth to adjacent buildings. It may be a fixture that uplights the branches and leaves of trees.

Street lighting should be pedestrian-scale (15' standards) and spaced at regular intervals (30').

Pole standards should be black or a very dark green color. Standards may accommodate banners and hanging flower pots. Automatic drip irrigation for the pots should be considered.



Appropriate: Historic style lamp and post, scaled to pedestrians.



2019 Interim Zoning Control Annotations

For the specifications of the decorative lights used on 2nd Street and elsewhere, refer to the Holophane product described in “City of Stevenson SR14/2nd Street Couplet Upgrade, Street Illumination System”. Copies are stored with Stevenson Engineering Standards, Volume 3.

Consult the Public Works Department for information on light color/temperatures used during the 2018 LED conversion project.

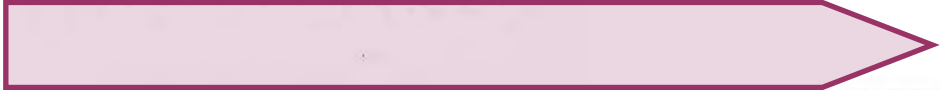
Street Lighting

Appropriate:

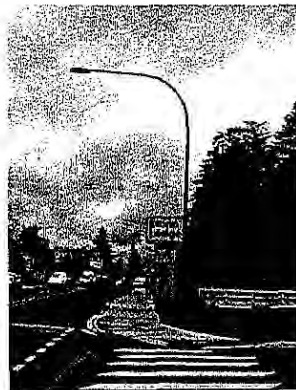
- Historic street lights and parking lot lights
- Combined light fixtures, traffic signals and pedestrian signals
- Pedestrian-scaled height -15'

Inappropriate:

- Cobra-head type fixtures
- Contemporary fixtures



Appropriate: Pedestrian scaled street lights



Not Appropriate: Cobra head fixture



Not Appropriate: Contemporary light fixtures



Not Appropriate: Low, contemporary fixtures

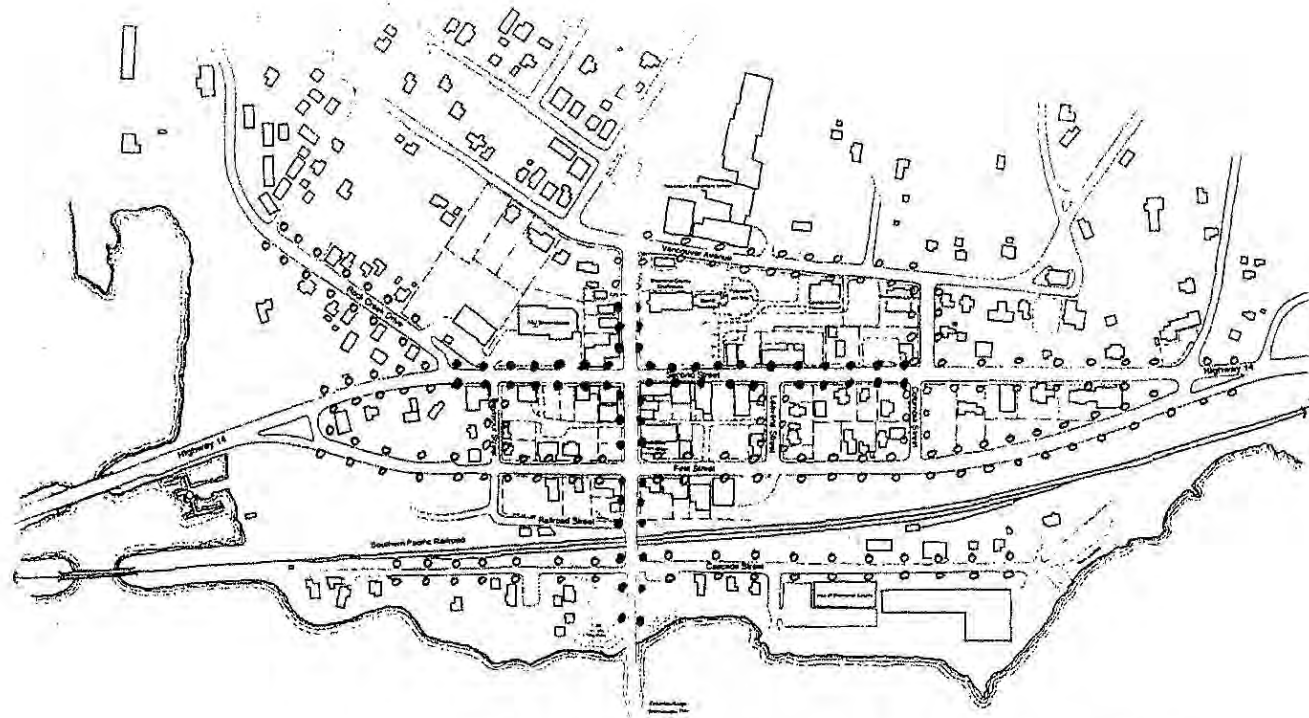


Not Appropriate: Contemporary adaptations of traditional fixtures

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Consult the Public Works Department for information on light color/temperatures used during the 2018 LED conversion project.

Street Lighting



Columbia River

- • • Priority Street Lights
- ○ ○ Secondary Street Lights

Note: Secondary Street Lights are indicated at the pathway system.

2019 Interim Zoning Control Annotations

This map does not include the improvements made to or planned for Rock Creek Drive. New lighting within all areas of Zones 1 through 3 should be considered on a case-by-case basis.

No annotations to this page.

Sidewalks

Intent

The key to developing a successful Downtown Stevenson is to make the pedestrian environment the highest priority. Towns and cities that emphasize the speedy movement of automobiles at the expense of the pedestrian environment are usually lacking economically, environmentally and aesthetically. A positive experience for pedestrians enhances the economic vitality of the downtown and improves the quality-of-life for all.

A pleasant environment for pedestrians begins with the sidewalk. Essential components include a network of contiguous sidewalks that are wide enough for walking, street furniture, and trees. To grow properly, canopy streets trees need sidewalks that are at least 10' feet wide. When mature, trees break down the scale of the street, clean the air, provide shade, and improve the look and feel of the street. Grates provide the best base for street trees and discourage weeds and the accumulation of trash and debris.

The visual impact of sidewalk paving should be broken up to give it a sense of scale. A grid of joint lines (maximum 2-4 feet) achieves this as well as bricks or pavers which provide sidewalk texture.



Appropriate: Gridded concrete sidewalk with street trees in square grates and a bike rack

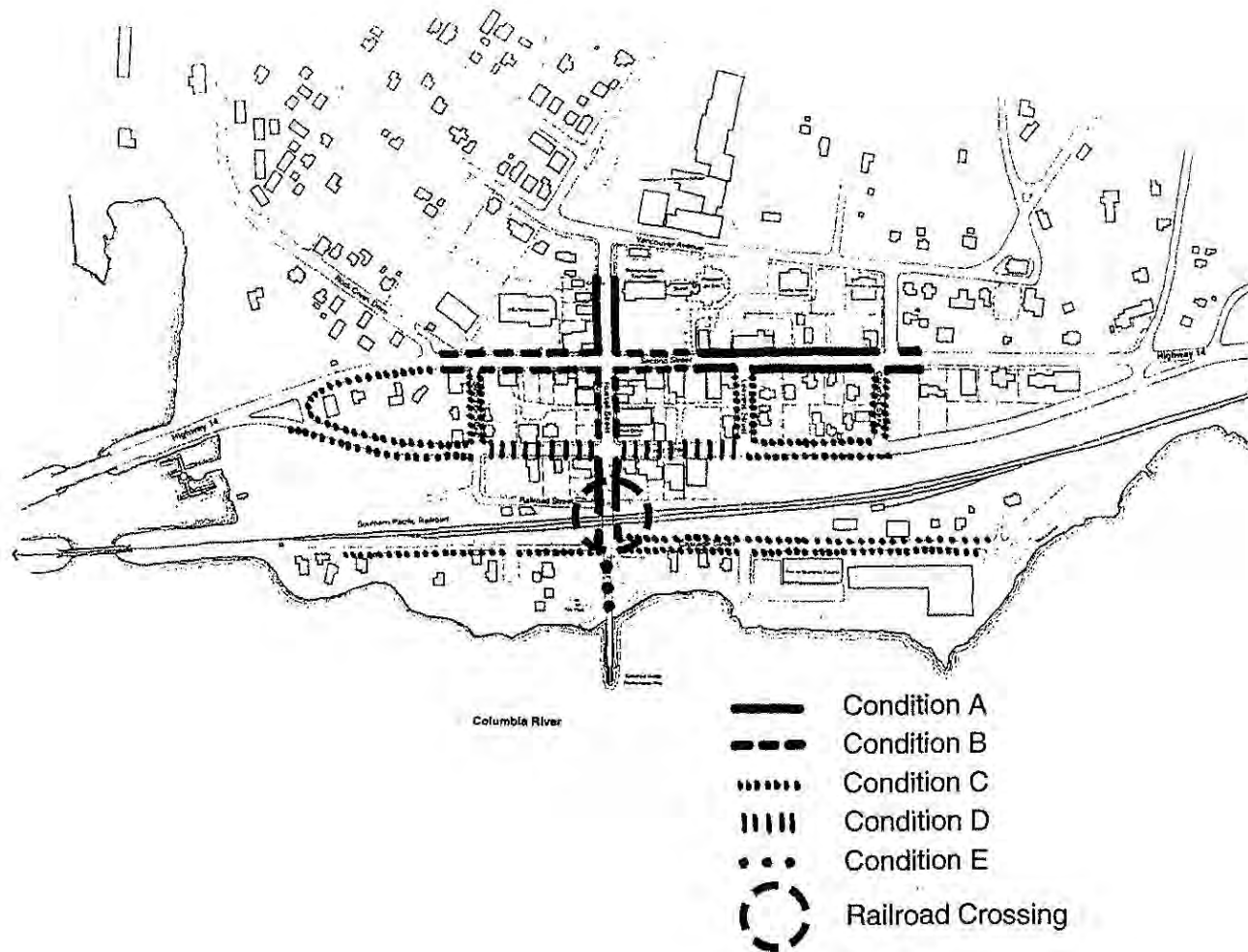


Not Appropriate: Narrow sidewalk without an adequate area for street trees

2019 Interim Zoning Control Annotations

Sidewalks

This map does not include the actual improvements made within the planning areas since 1999. New sidewalks and sidewalk improvements within all areas of Zones 1 through 3 should be considered on a case-by-case basis, especially for those corridors identified on the map on Page DF-8.



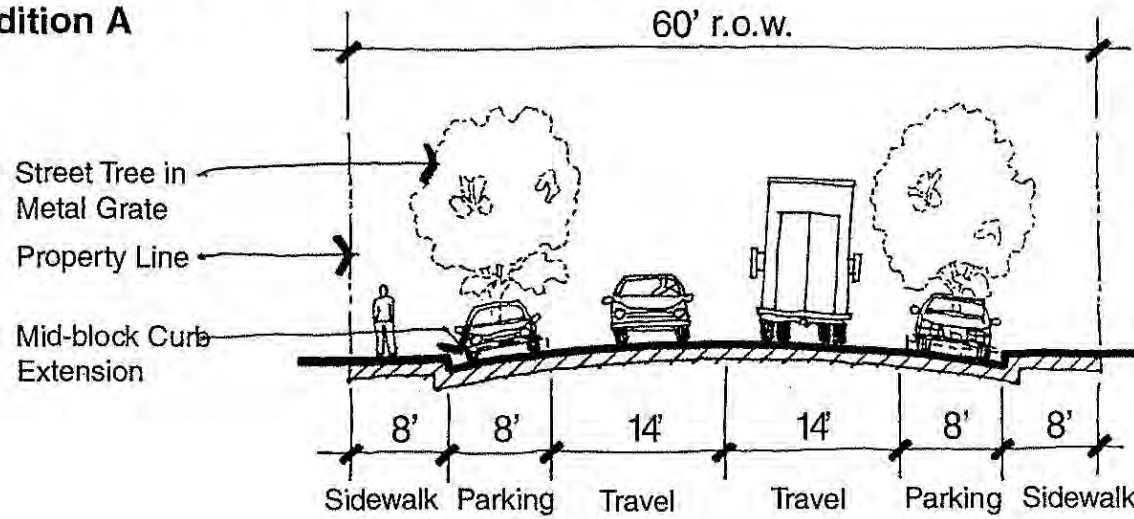
2019 Interim Zoning Control Annotations

See also the As-Built construction documents for the SR14/2nd Street Couplet Upgrade project.

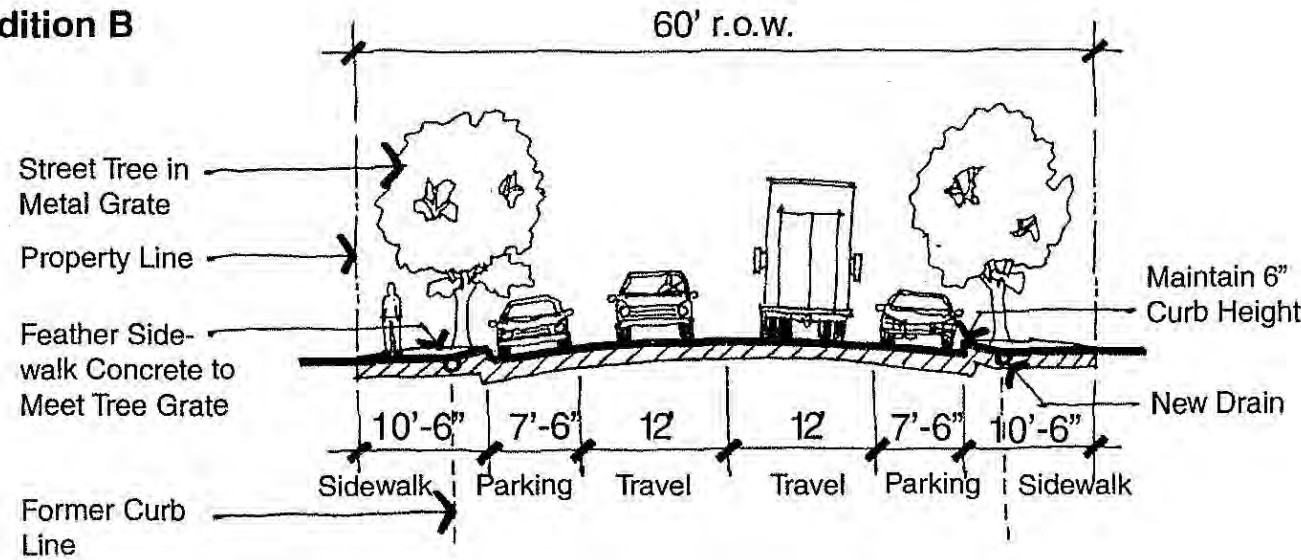
Sidewalks

****44' typical curb-to-curb width to be verified**

Condition A

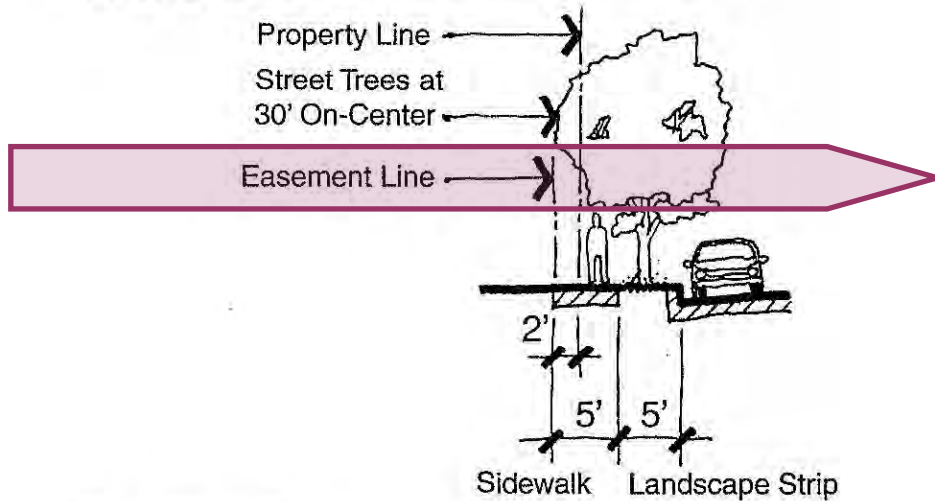


Condition B

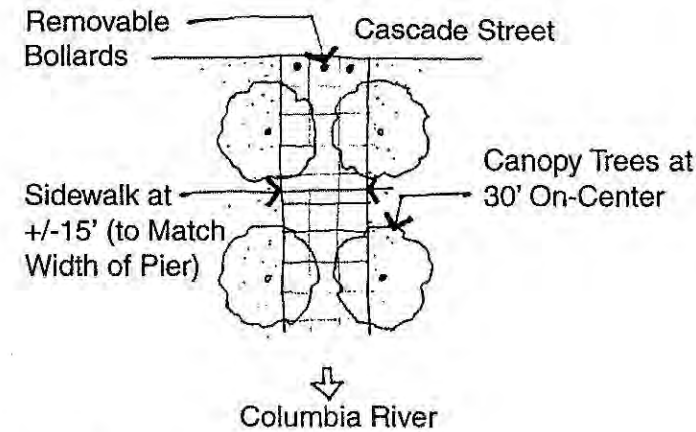


Sidewalks **44' typical curb-to-curb width to be verified

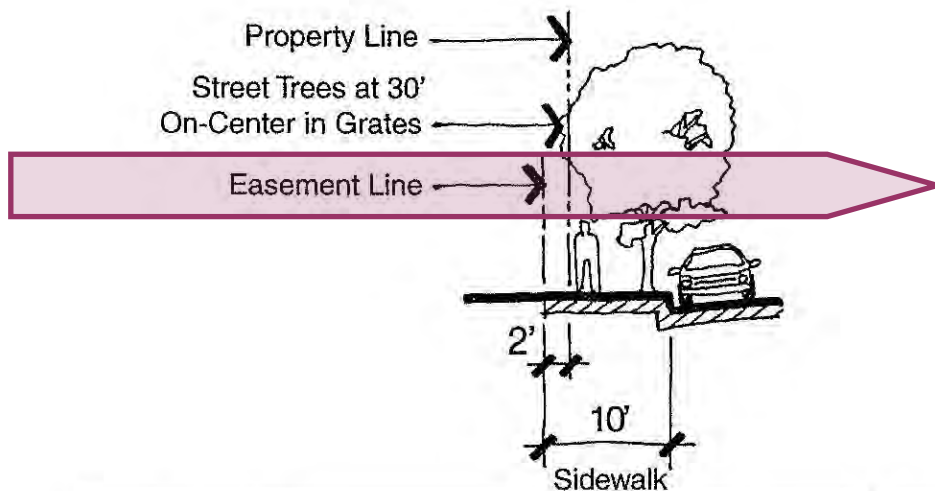
Condition C



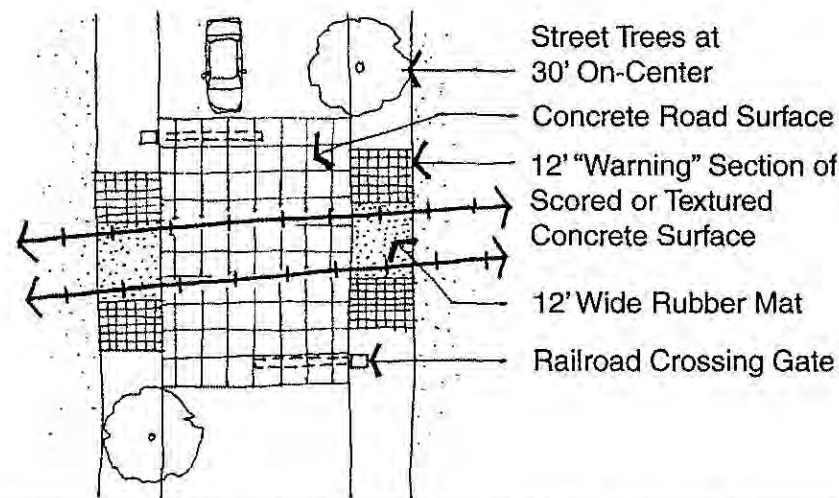
Condition E



Condition D



Railroad Crossing



The easements for sidewalks as shown on this page are important contributors to the Development Framework's concepts for Build-To Lines, Active Street Frontages and Rain Protection.

If a project is proposed along a sidewalk without sufficient width to achieve the Development Framework's objectives, it shall either:

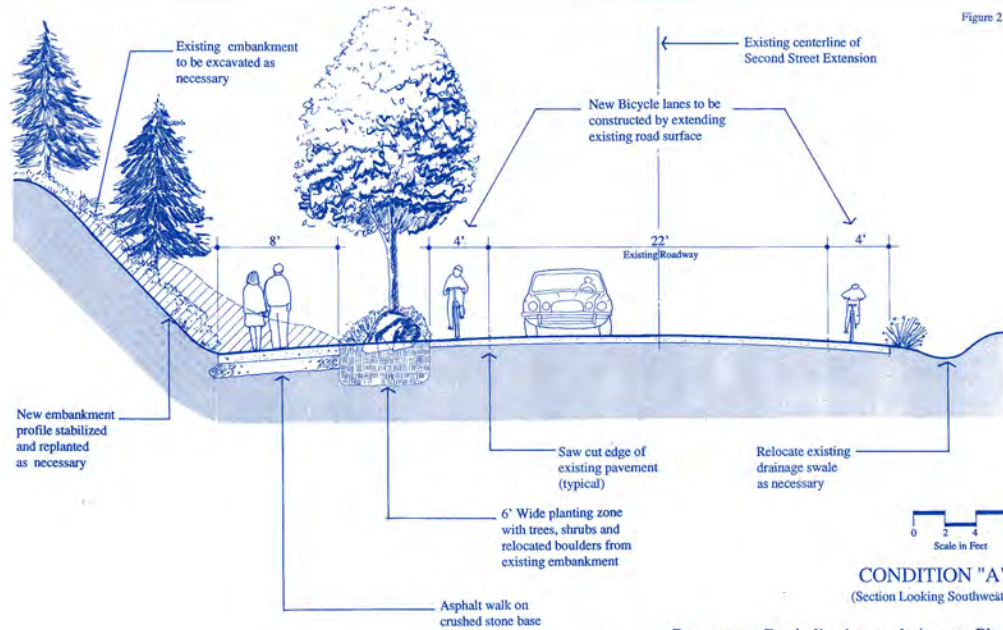
- Provide sufficient easement to the city and construct the sidewalk,
- Construct the sidewalk within the existing right-of-way after obtaining approval to reduce the width of the parking and/or travel lanes of the adjacent roadway, or
- Demonstrate to the satisfaction of the Planning Commission that failing to undertake the above will not harm the public's interest.

See also Pages DI-2 and DI-3 for development incentives associated with pedestrian amenities.

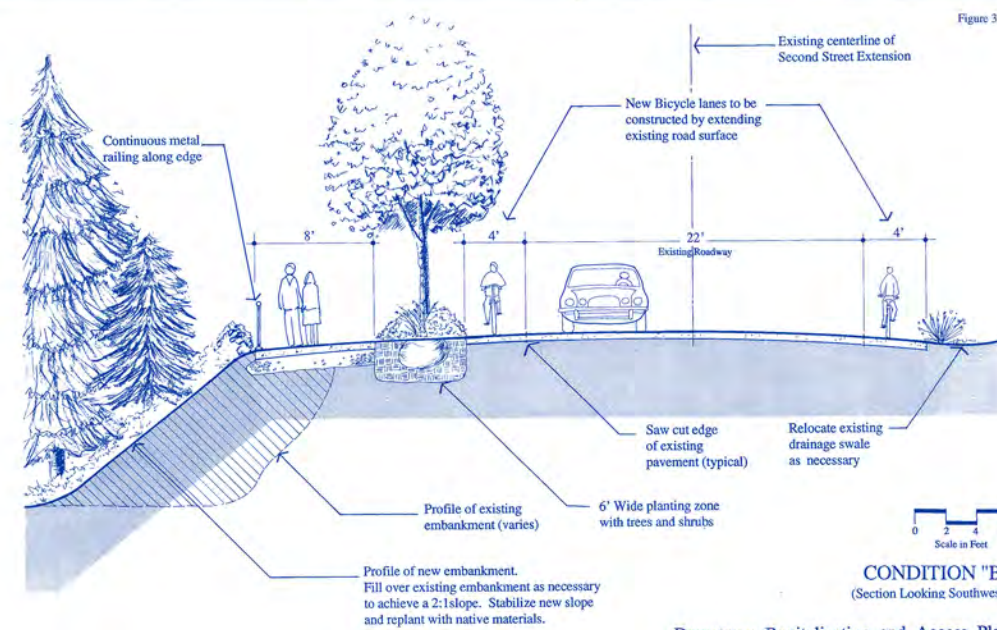
DESIGN GUIDELINES - PUBLIC AREAS

2019 Interim Zoning Control Annotations

DOWNTOWN STEVENSON



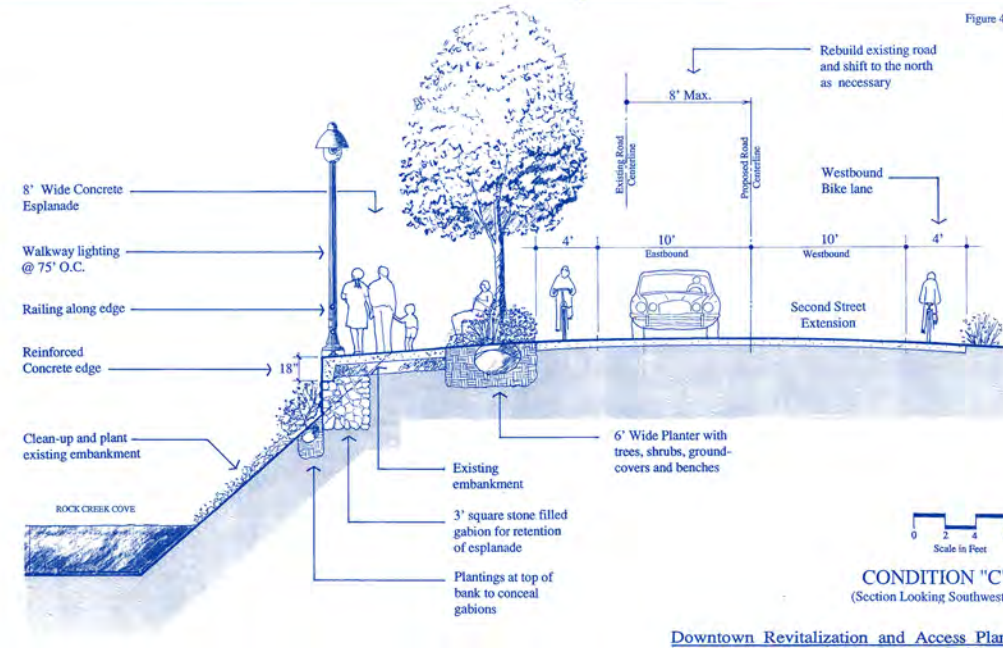
Downtown Revitalization and Access Plan
Stevenson, Washington



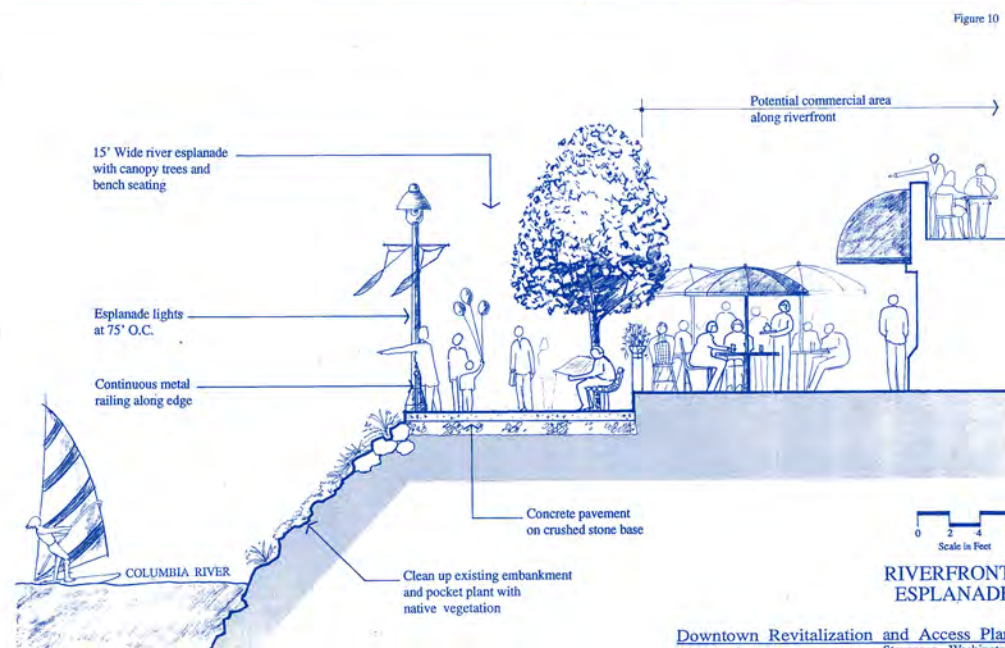
Downtown Revitalization and Access Plan
Stevenson, Washington

These figures illustrate concepts from the map extension on Page DF-4

All are taken from the 1991 *Stevenson, Washington Pedestrian and Bicycle Links* prepared by Walker & Macy.

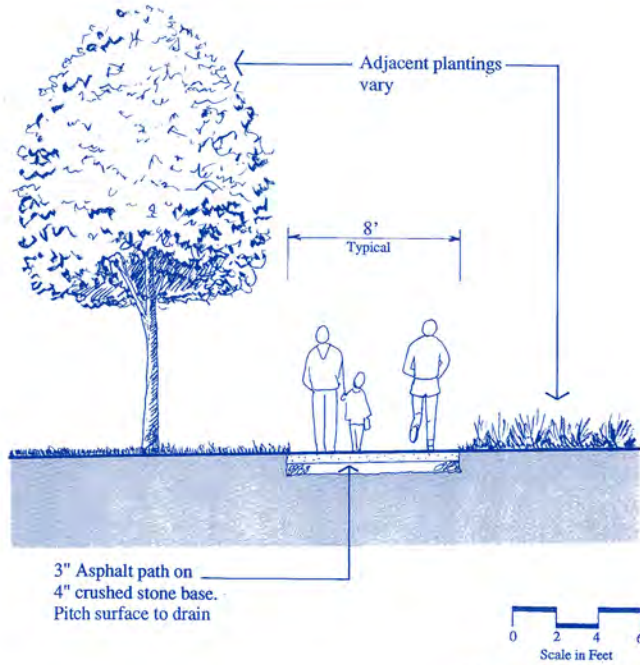


Downtown Revitalization and Access Plan
Stevenson, Washington



Downtown Revitalization and Access Plan
Stevenson, Washington

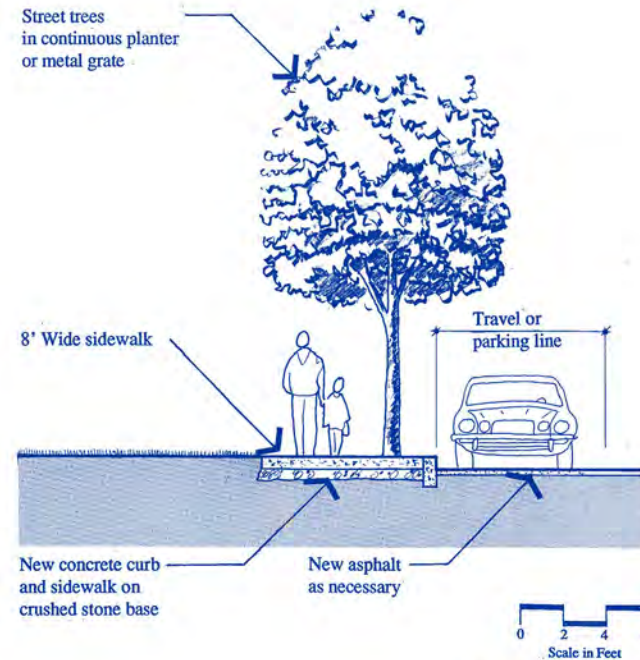
Figure 5



PHASE I PATH
(Typical)

Downtown Revitalization and Access Plan
Stevenson, Washington

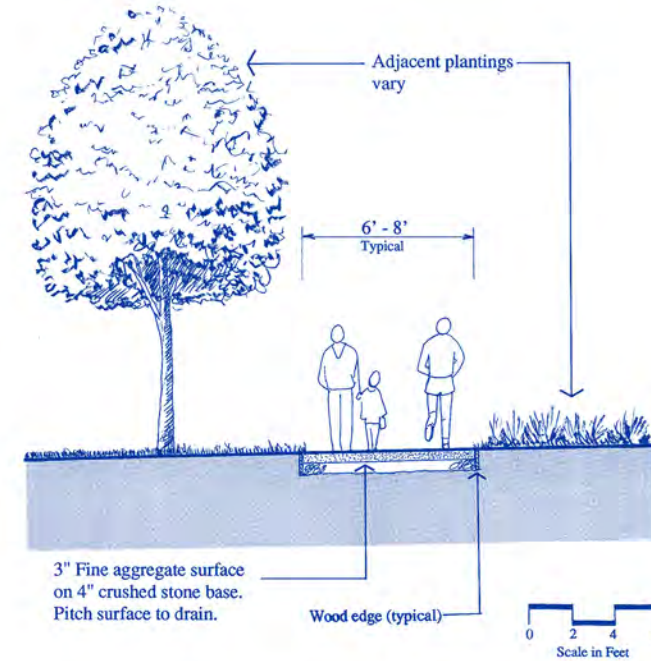
Figure 7



Phase I Sidewalk
(Typical)

Downtown Revitalization and Access Plan
Stevenson, Washington

Figure 9



SECONDARY PATH
(Alternative Paving)

Downtown Revitalization and Access Plan
Stevenson, Washington

These figures illustrate concepts from the map extension on Page DF-4

All are taken from the 1991 *Stevenson, Washington Pedestrian and Bicycle Links* prepared by Walker & Macy.

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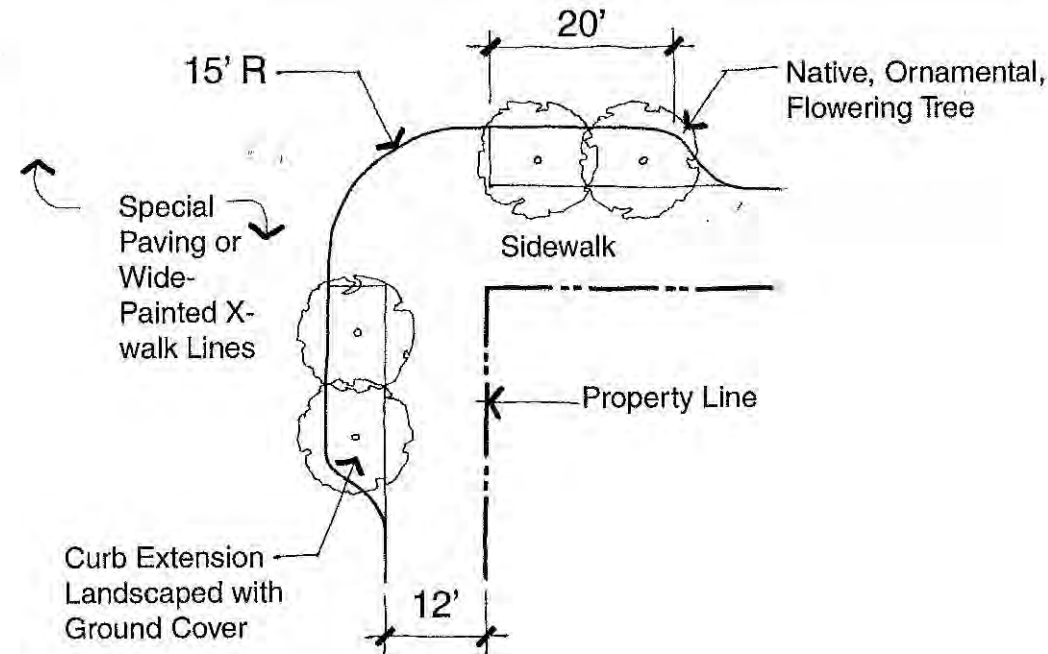
Curb Extensions

Intent

Curb extensions are an important part of improving the downtown environment for pedestrians. Extending the curb edge reduces the crossing distances for pedestrians (especially important for children and the elderly). Extensions walking “loops or circuits” within downtown, thereby encouraging shoppers to cross the street and patronize other businesses on both sides of the street.

The curb extension must include ornamental, flowering street trees and low shrubs, creating special landscaped intersections. The trees, along with the narrowed roadway at the intersections acts as a traffic-calming device. Drivers perceive a tighter space to pass through and slow down while passing through an intersection with curb extensions on all four sides. Landscape materials must be carefully selected to avoid impacting sight lines.

Curb Extension Detail



No annotations to this page.

Pedestrian Street Crossing

Intent

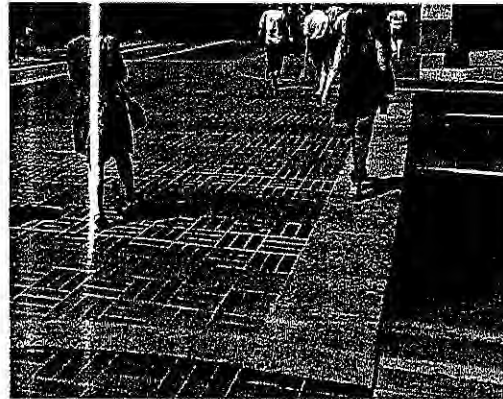
Crosswalks should minimize the intersection as a barrier to pedestrian movement. The street crossing should be clearly defined and highly visible. The crossing should be a minimum of 10' in width to accommodate numerous pedestrians.

Appropriate:

- Wide striped, reflective painted or applied strips parallel to roadway
- Special paved brick or tinted concrete surfaces
- Durable and low maintenance materials

Inappropriate:

- Deeply scored or textured materials that may impede those who are physically challenged
- Simulated brick or stone from stamped and tinted concrete appears inauthentic, lacks durability, typically provides a lumpy surface that is unsuitable for pedestrian crossings, and is not compatible in a historic district.



Appropriate: Brick sidewalks clearly delineate the automobile zone vs. the pedestrian zone.



Not Appropriate: Simulated brick or stone from stamped and tinted concrete

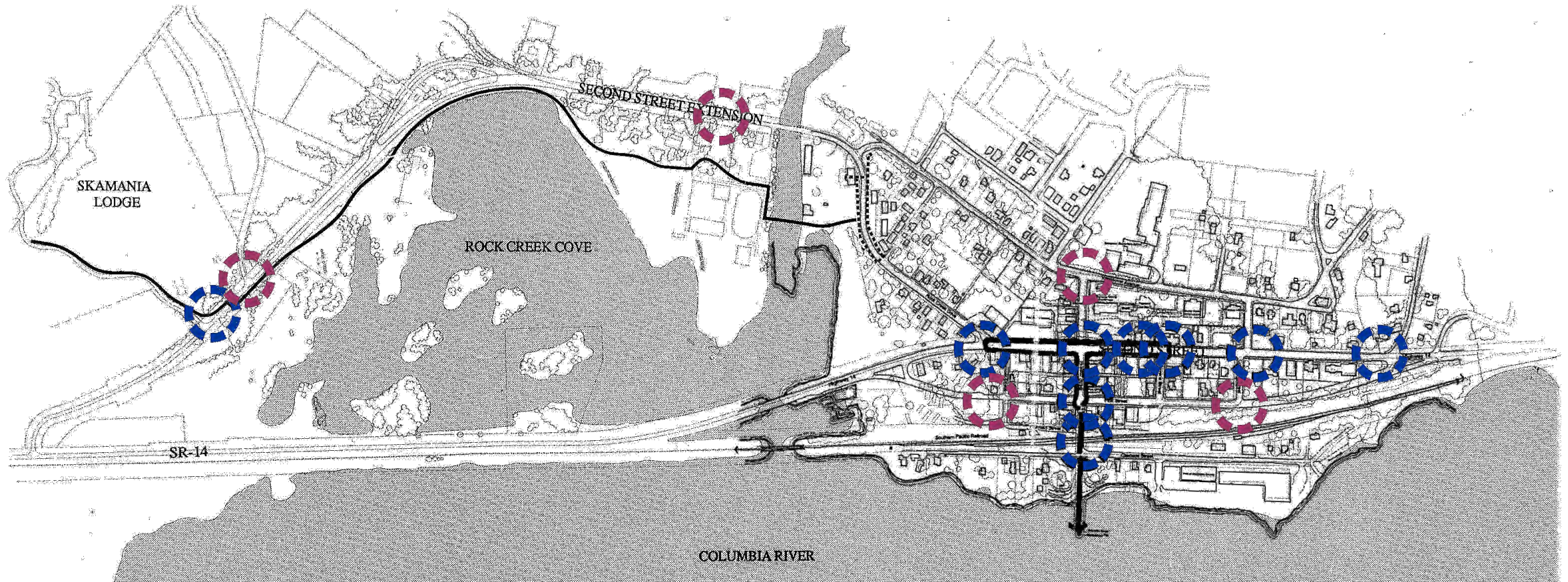





Appropriate: Wide stripes parallel to traffic movements reinforce the zone reserved for pedestrians



Not Appropriate: Single stripes wear out in heavy traffic and only minimally define the pedestrian zone

Pedestrian Street Crossing



-  Special Pedestrian Crossing
-  Installed Since 1999
-  Planned Since 1999

Street Furniture

Intent

Street furniture should be provided to encourage activity and interaction. Along sidewalks and public spaces, areas should be reserved for artwork, benches, drinking fountains, bike racks, and transit shelters. Street furniture should be located only within the designated sidewalk zones. It should not block, impede or discourage pedestrian activity.

Appropriate:

- Durable, low maintenance materials
- Historically compatible with downtown architecture
- Dark green or black graffiti-resistant paints

Inappropriate:

- Advertising on street furniture
- Synthetic or plastic poles, standards or benches
- Bicycle racks with movable or operable components

Benches



Appropriate: Bench of weather-resistant metal



Appropriate: Wood and iron bench in a historic style



Not Appropriate: Contemporary forms

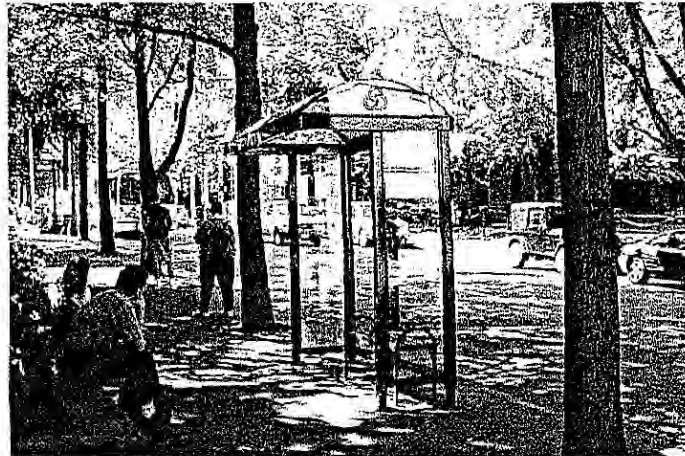


Not Appropriate: Bench without back

- Inappropriate: Benches without interior armrests, which provide personal space for individual occupants from different groups.

Street Furniture

Transit Stop

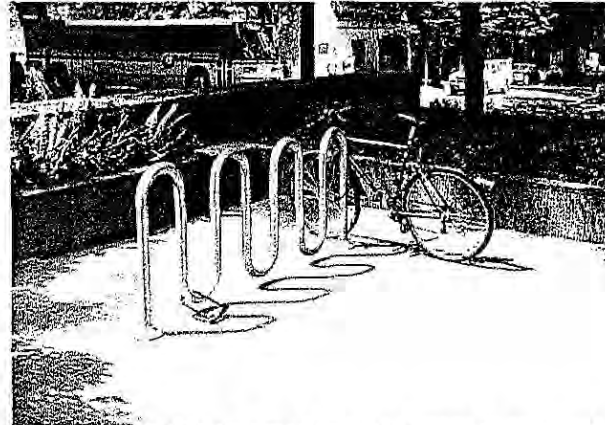


Appropriate: Transit stop with bench and snow, rain, and wind protection



Not Appropriate: Transit stop with no weather protection

Bike Racks



Appropriate: "Ribbon" rack has high capacity and, with space provided



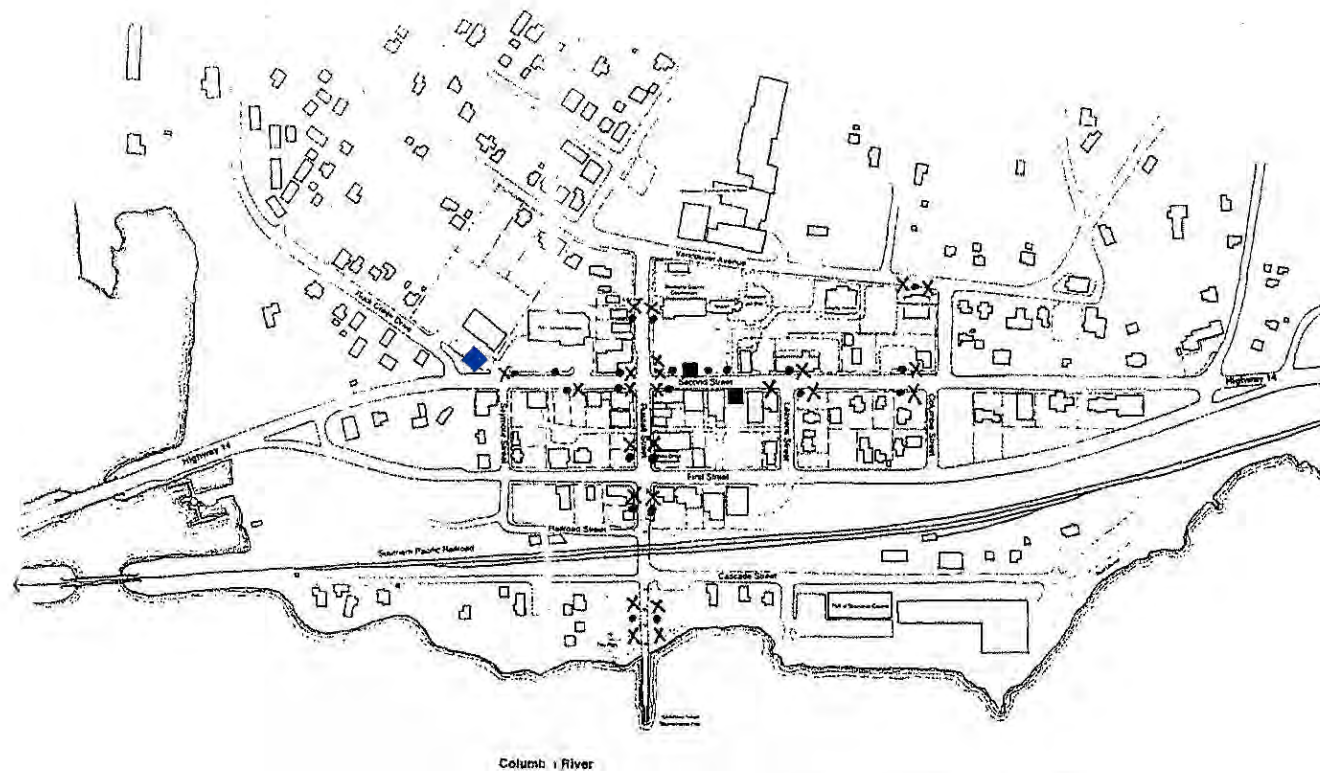
Not Appropriate: Racks with moving parts are often confusing and present a maintenance problem

For the specifications used for the transit shelters and bike racks installed since 1999, contact City Hall.

2019 Interim Zoning Control Annotations

This map does not include the improvements made to or planned for Rock Creek Drive. New street furniture within Zones 1 through 3 areas should be considered on a case-by-case basis.

Street Furniture



- Transit Shelter
- X Bike Rack
- Bench
- Installed Since 1999
- Transit Shelter

No annotations to this page.

Railings & Fences

Intent

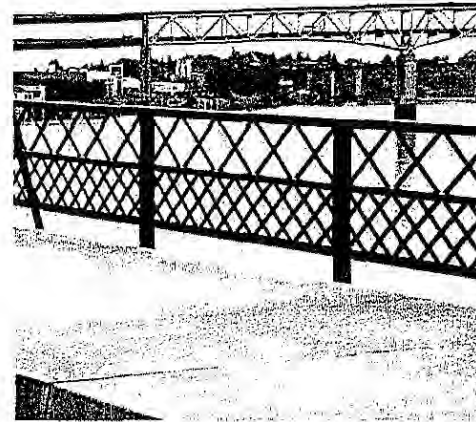
Railings and fences should be used sparingly as design features. They should be used only when required by code or to create or contribute to a visual screen between incompatible uses.

Appropriate:

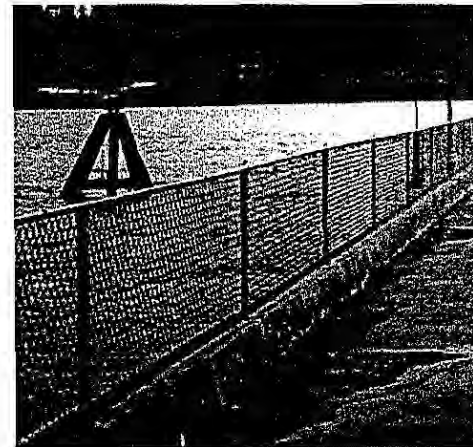
- Ornamental painted (dark green or black) fences
- Wood (with Craftsman architecture only)

Inappropriate:

- Chain-link fence



Appropriate: Lace-like Steel balustrade



Not Appropriate: Chain-link fence on top of concrete curb

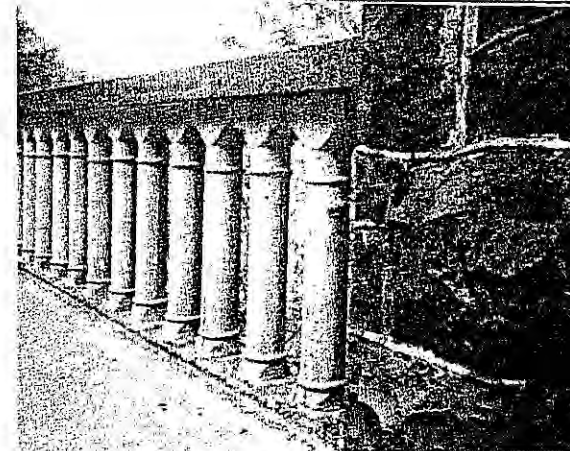
Retaining Walls

Intent

Because of the sloped nature of downtown Stevenson, retaining walls are likely to be required for many developments. The retaining walls should be consistent with the construction technique, materials of the WPA stone work common throughout the Columbia Gorge.

Appropriate:

- Indigenous Stone (basalt)
- Integration of concrete pilasters or ballusters
- Integration of light fixtures or wrought-iron fences



Appropriate: indigenous stone retaining walls

Not Appropriate:

- Block retaining wall
- Simulated stamped-stone concrete walls
- Precast concrete wall systems
- Wood ties



Not Appropriate: Keystone block retaining walls

•City-approved murals on the face of concrete retaining walls.

•Blank concrete retaining walls

Design Guidelines - Private Development

Purpose

Building Character

Building Form

Windows

Roofs

Walls

Entries

Colors

Sign Concept

Applied Signs

Hanging Signs

Prohibited Signs

Lighting Concept

Exterior Building Lighting

Parking Lot Lighting

Purpose

The private development guidelines ensure that each development site is consistent with the development framework. They express the desired character of future development.

The guidelines recognize and foster maintaining downtown Stevenson as an urban place of buildings, in most instances, built edge to edge and engaging the street. The guidelines promote new construction and rehabilitation that embraces the many unique qualities of the existing urban development.

Buildings should be "good neighbors." They should be compatible with surrounding buildings by avoiding disruptive excesses. A compatible building should relate to nearby buildings' scale color, rhythm and proportion.

The Design Guidelines are not retroactive and apply only to new construction, remodeling, and changes of use. For example, an existing business with signs not in compliance with the Design Guidelines would not be required to change the signs at the time the Guidelines become effective. However, if the existing business were to replace the signs after the Design Guidelines come into effect, the new signs would be required to comply. Existing uses and structures are "grandfathered in" in this manner over time.

Architectural Integrity

Development in Downtown Stevenson may involve a great deal of rehabilitation, remodeling or additions to existing structures. The following are minimum standards that should be considered to ensure that the rehabilitation of existing buildings preserves the character downtown.

- Buildings additions should not deform or adversely effect the composition of the facade or be out of scale with the building.
- Historic buildings should be respected and recognized as products of their time. Distinctive, stylistic features such as wood detailing and trim at openings, eaves and cornices, or examples skilled craftsmanship such as quality wood windows and doors should be treated with sensitivity. For example, finely crafted wood windows and doors should either be repaired and reused, or replaced with similar finely crafted substitutes.

Private Development Guideline Goals

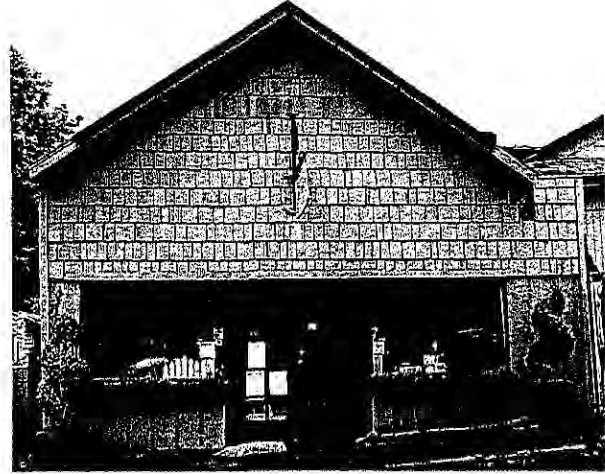
Private development decisions must be made with awareness of their urban design consequences. Development should:

- Use quality materials that promote permanence and delight.
- Contribute to a strong organizing pattern. The sum is more important than one individual building.
- Balance functional concerns, efficiency, and cost of construction with the role of the building in the cityscape and the definition of streetspace.

A compatible building should relate to nearby buildings' scale, color, rhythm, proportion, and orientation.

Building Character

The standard promotes architectural elements that unify downtown Stevenson. The architecture should reinforce Stevenson's riverfront development era that occurred generally from 1900 to 1935. The guidelines promote only architectural types that are historically indigenous to Stevenson or the Columbia Gorge area. "Placeless" architectural styles, typical of national chain stores are inappropriate. A small palate of architectural styles is suggested to maintain unity and provide variety.



Appropriate: Simple unadorned buildings

Appropriate:

- Simple-Unadorned
- Cascadia- Lodge-like
- Craftsman

Not Appropriate:

- Anonymous, slick-skinned contemporary architecture lacking richness and detail
- Placeless, nationwide corporate chain store architecture



Not Appropriate: "Placeless" corporate identity

...The guidelines promote architectural types that are historically indigenous to Stevenson or the Columbia Gorge area. When used in the context of these interim zoning controls, the guidelines must incorporate the pleasant aspects of more recent development which has become a characteristic of downtown Stevenson today. "Placeless" architectural styles, typical of national chain stores are inappropriate. While a small palate of architectural styles is suggested to maintain unity and provide variety, the Design Review process should be very accepting of other styles during the effective period of these interim controls.

Building Form

Buildings in downtown Stevenson should be consistent and complementary to the fabric of early-20th century buildings that still remain.

Appropriate:

- New buildings of brick and wood are most appropriate, while the use of steel, plastics and concrete on the exterior should be avoided.
- Buildings downtown occupy small sites. New developments that occupy more than a quarter of a block should be broken up to appear as more than one structure.
- Heights of new buildings should not vary more than 25% from the two story height of many existing buildings in the downtown. Structures beyond three stories are incompatible and could overwhelm the scale of downtown.
- Buildings should provide spatial definition for pedestrians along the base of the building. At this street level, buildings should have indentations, projections and rich texture.



Appropriate: Two-story brick building



Appropriate: Two-story, mixed-use wood-panel building



Appropriate: One-story wood frame building



Not Appropriate: Contemporary in form

- Heights of new buildings should incorporate a second story similar to many of the existing mixed use buildings characteristic of the riverfront development era. Structures taller than the Avary Building are incompatible and could overwhelm the scale of downtown.
- To maintain the human scale, new development taller than one story should incorporate a cornice line or similar horizontal element that is within 25% of similar elements on buildings adjacent to or on the same block as the proposal.

Windows

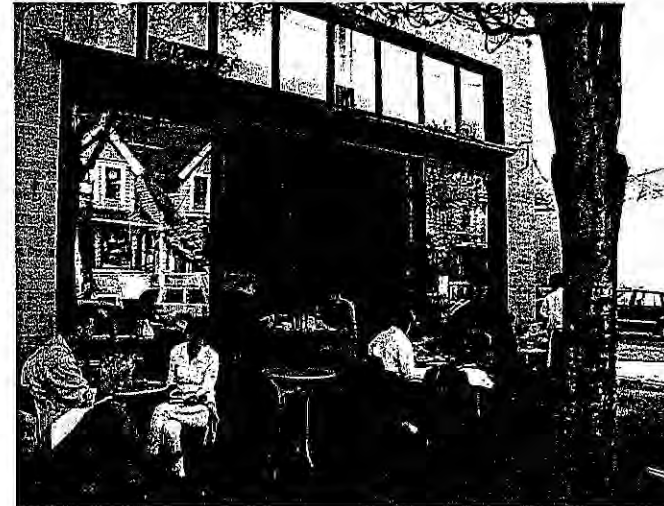
Within downtown, only high quality, historically appropriate windows and window materials are suggested. Low quality “reproduction” windows that create a building composition that appears inauthentic or has a “stage-set” appearance are inappropriate. Openings in the exterior walls of buildings add variety and interest at the street level. Business’s prosper as the transparency created at the ground floor invites people in. Restaurants and cafes can benefit even more if they have window that can actually open -- by sliding, pivoting, or shuttering. Windows makes it possible for pedestrians to see, hear, and smell what the business has to offer.

Appropriate:

- Multiple small panes
- Large plate glass (for views)
- Dark wood or metal sashes
- Transparent glazing
- Transom windows
- “Punched”, recessed window openings

Not Appropriate:

- Large plate glass (as primary architectural feature)
- Simulated, divided lites
- Single, small panes
- Windows flush with building wall
- Reflective, opaque or tinted glazing at street level



Appropriate: Operable Plate Glass Windows



Not Appropriate: Small, fixed windows

...Restaurants and cafes can benefit even more if they have windows that can actually open—by sliding, pivoting, rolling up, or shuttering...

No annotations to this page.

Roofs

Because Downtown Stevenson is on a hillside, appropriate rooftop treatment is important to avoid adversely impacting surrounding buildings and open spaces.

“Functional Roofs” that are consistent with the suggested architectural styles are appropriate. The roofs in downtown should be calm, consistent, natural and subdued. The roof should not be the primary architectural feature.

Roof mounted mechanical equipment should be hidden from view by parapets. A parapet is a low, protective wall built up along the edge of a roof (an example is at the Rainy Day Gallery and Studio). If building parapets cannot provide adequate screening, mechanical equipment should include walls or enclosures installed as an integral part of the architectural design of the building.

Appropriate:

- 4:12 minimum pitch
- 12:12 Maximum pitch
- Small Dormers - 4:12 Minimum Pitch
- Flat or low pitch screened by parapet walls

Materials:

- Cedar Shingle
- Three Tab
- Metal (corrugated or small folded, standing seam)
- Muted Dark Colors- grays, blacks, dark green, dark brown

Not Appropriate:

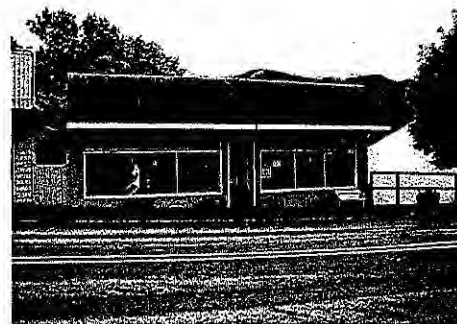
- Nonfunctional decorative roofs
- Brightly Colored Roofs (red, green, blue, tan colors)
- Mansard or other applied decorative roof forms



Appropriate: Dark metal, gable ended roof



Appropriate: Small dormers



Not Appropriate: Mansard or other applied decorative roofs

No annotations to this page.

Walls

Historic or authentic-appearing exterior cladding materials should be used. Wall materials and application techniques that are consistent with the building character should be fostered. Long lasting materials that are durable and require little maintenance should be employed.

Appropriate:

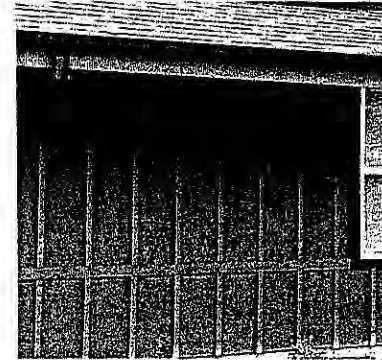
- Smooth Bevel Drop Siding
- Shingles
- Vertical Siding (Wood Board & Batten)
- Brick
- Native (Basalt) Stone Masonry

Not Appropriate:

- Metal Panels
- Wood Shakes
- Exposed Concrete Block
- Flagstone or Other Applied Stone Veneer Products
- Large Precast Concrete Panels
- Cast-in-place Concrete
- Plywood Panelling (T-111)
- Synthetic Cladding Materials at First Floor (Stucco/ Fiberglass Panels)



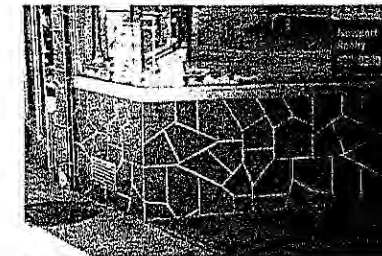
Appropriate: Cedar shingles



Appropriate: Board and Batten



Appropriate: Native stone (basalt) masonry



Not Appropriate: Flagstone Veneer

Entries

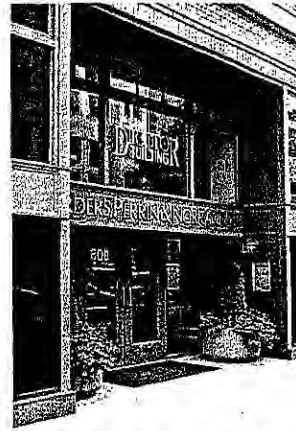
Doorways should be located so that buildings appear welcoming and inviting. Corner entries and recessed doorways are suggested. Retail shops and businesses should have individual entries from the street rather than from interior spaces such as lobbies or atriums.

Appropriate:

- Wood
- Recessed
- Transparent with single or multiple lites
- Corner

Not Appropriate:

- Large glass doors
- Security gates
- Solid wood or metal doors
- Overhead garage doors
- Aluminum frame
- Entryway plazas or forecourts



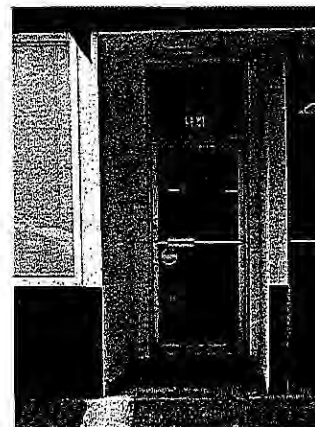
Appropriate: Recessed doorway



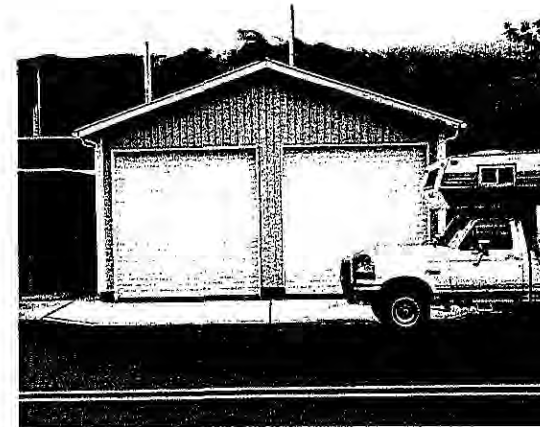
Appropriate: Wooden door frame



Appropriate: Wooden door frame with wood detailing above



Not Appropriate: Thin, aluminum frame in narrow recess



Not Appropriate: Overhead Garage doors engaging public streets

- Roll-up garage doors that include more than 50% transparent paneling at the pedestrian level.

No annotations to this page.

Colors

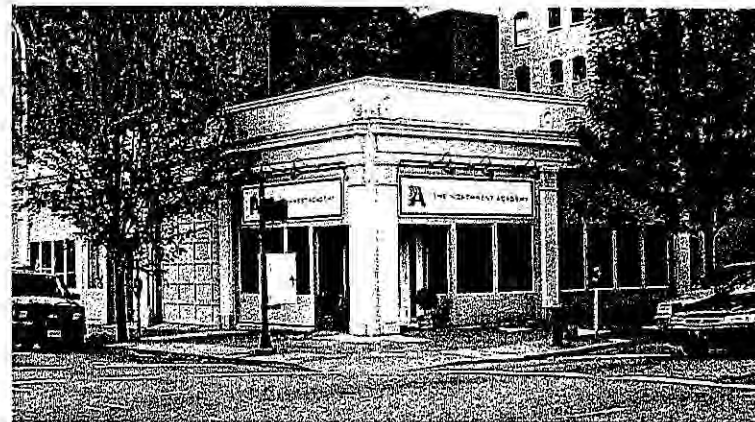
Only building colors that are consistent with the architectural character or suggested palate of architectural styles should be used.

Appropriate:

- Shades of white
- Natural and “weather accelerating”
- Dark color doors, windows and trim

Not Appropriate:

- Bright primary colors
- Untreated wood



Appropriate: Shades of white



Not Appropriate: Bright blue

Sign Concept

The guidelines identified herein supercede existing ordinances. In instances where no guideline is provided, sign proposals must meet the standards and requirements of the Stevenson's Zoning Ordinance. Advertising, construction, political or portable signs must be consistent with the City's Zoning Ordinance regulations. These guidelines apply to permanent building, tenant or informational and temporary signs only.

Public events are best advertised on banners affixed to street light standards. Design standards for banners should be established. Applications and concise plans for banners, setting forth dimensional requirements, materials of construction, mounting heights, color and graphic format shall be subject to review and approval. An additional means of advertising public events and information would be to post approved material at a kiosk located in the proposed courthouse plaza.

Signs may provide an address, identify a place of business, locate tenants, reinforce the downtown's character or generally provide directions and information. Regardless of function, signs should be architecturally compatible and contribute to the character of the area. Signs should not compete with each other or dominate the setting due to inconsistent height, size, shape, number, color, lighting or movement.

Signs should not overwhelm the building or the landscape. They should instead provide easily recognizable business identification and information in a highly graphic format that is complementary to the Downtown Stevenson's architecture. Tasteful logos, symbols and graphics are encouraged. A strong pedestrian orientation is encouraged.



Signs should be highly graphic and oriented toward the pedestrian

Each development or building represents only a small portion of the downtown as a whole, but contributes significantly to the overall visual image of downtown. The uniform application of sign guidelines addressing type, location, size and quality will ensure a visually pleasing downtown environment.

2019 Interim Zoning Control Annotations

This component of the 1999 plan was partially incorporated into the City's Zoning Code through an amendment in 2011. Those standards remain in effective during the effective period of these interim zoning controls. However, major projects may request to deviate from the standards of the Zoning Code as part of the project's design review. Such requests must be clearly identified and should use the submittal requirements of SMC 17.39.145 for guidance. Proponents requesting a deviation shall demonstrate to the satisfaction of the Planning Commission that the proposal is consistent with these guidelines.

Applied Signs

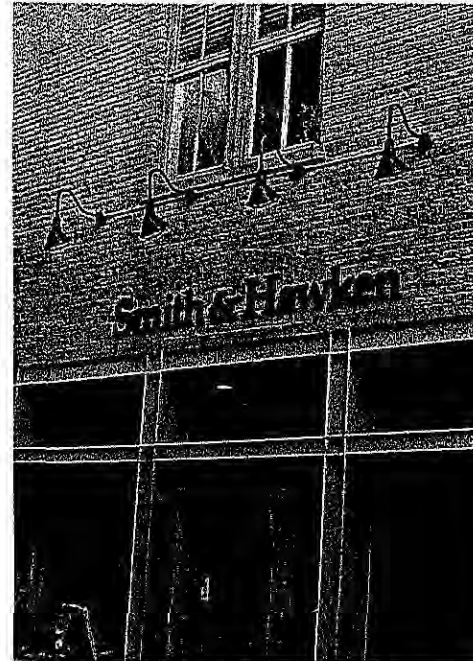
Applied wall signs can be located along the top, middle or at the pedestrian level of buildings. Signs can be incorporated into the building architecture as embossing or low-relief casting. They may be painted, or applied metal lettering and graphics. Signs should be durable and long lasting. They may incorporate lighting as part of their design (see guidelines in Lighting). Signs should identify the building or business's name and should not be used to advertise products or services.

Appropriate:

- Front-lit
- Historic in character
- Modest scale

Not Appropriate:

- Plastic
- Backlit of any material



Appropriate: Front lit metal wall signs



Not Appropriate: Internally lit plastic sign

See Page PD-9.

Hanging Signs

Hanging signs should be very graphic and constructed of high-quality materials and finishes. They should be attached to the building with durability in mind. Signs should be compatible and complement the building's architecture, awnings, canopies, lighting, and street furniture.

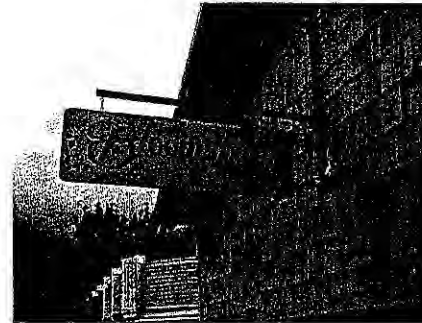
Hanging signs should be highly visible from the sidewalk. Generally, they should be attached perpendicular from the building, or at 45 degree angles from corners.

Appropriate:

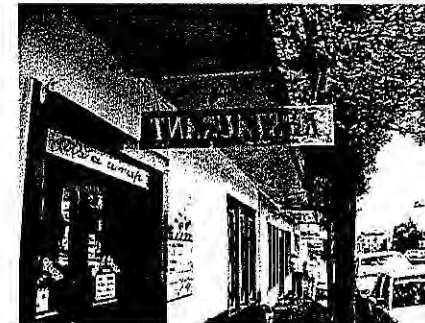
- Small Scale (9 sq. ft. recommended, maximum 15 sq. ft.)
- Historic in character
- Front lit

Not Appropriate:

- Backlit of any material



Appropriate: Graphic hanging sign



Not Appropriate: Difficult to read hanging sign

See Page PD-9.

Temporary Signs

Signs identifying uses or activities temporary in nature, such as “sandwich board” signs or signs associated with real estate sales and leasing and the development and construction of buildings, shall be allowed on a temporary basis if consistent with the design character of the surrounding area.

Temporary signs must be located on or in close proximity to the uses identified.

The large number of signs often associated with development, design, construction and leasing shall be combined into one sign for each project and the sign shall be located on site.

Applications and concise plans for temporary signage, setting forth dimensional requirements, materials of construction, mounting heights, color and graphic format shall be subject to review and approval.



Appropriate: Temporary sign consistent with the design character of the surrounding area

See Page PD-9.

Prohibited Signs

- Exterior neon
- Monument signs
- Freestanding pole signs and roster boards
- Moving or animated signs that create traffic hazards
- Obsolete or abandoned signs (remove within 30 days of business closure)
- Temporary signs on public property including signs on traffic signals, utility poles, trees, etc.
- Vehicle or portable signs
- Off-premise signs
- Rooftop signs
- Inflatable or balloon signs
- Magnetic signs
- Painted window advertising signs
- Plastic flags
- Signs in poor repair



Not Appropriate: Moving or animated signs

See Page PD-9.

No annotations to this page.

Lighting Concept

Lighting should not only provide nighttime security, but also encourage nighttime patronage of businesses and restaurants. Lighting of special elements should create an atmosphere of festivity and activity. Utilitarian applications of glaring, or offensively-colored lights should be prohibited.

Parking lot, building, and pedestrian lights play a vital role in defining a quality appearance within downtown. The lighting concept has been devised to provide a hierarchy of lighting effects that will contribute to an overall unified downtown image.



No annotations to this page.

Exterior Building Lighting

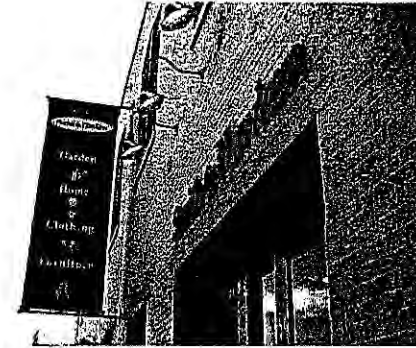
Architectural lighting should be integrated with building elements and landscaping. A limited number of lights may be used to create shadow, relief, and outline effects. Lighting should be used for wall washing, wall highlighting, sign illuminating, and be directed towards the building, not the public right-of-way. Lighting should not cast any glare onto adjacent lots in such a manner as to decrease the safety of the pedestrian, vehicular movement or effect the livability of nearby residents or businesses.

Appropriate:

- Decorative, historic wall sconce and similar architectural lighting fixtures.
- Metal Halide or other natural color spectrum lamp
- "Gooseneck" or similar architectural lighting fixture
- Integrated and screened uplights or spotlights

Not Appropriate:

- Sodium
- Neon
- Fluorescent Tube
- Broadcast Lighting
- Flashing Lighting



Appropriate: "Goose neck" lighting



Appropriate: "Goose neck" lighting

No annotations to this page.

Parking Lot Lighting

Parking lot lighting should clearly define accessways to streets and building entries. It should be directed downward so that it does not produce glare into surrounding areas. Historic ornamental fixtures that are in character with downtown architecture and are compatible with the street furniture should be used. Pole standards should be black or very dark green color. Parking lot lights should be integrated into landscape islands. Building security lights (flood-lights) should not be used as substitutes for parking lot lighting. The lighting should be bright enough to provide a sense of security and safety.

Appropriate:

- Historic fixtures
- Pedestrian scale
- Dark pole standards

Inappropriate:

- Cobra-head type fixtures
- Contemporary fixtures
- "Broadcast" security lighting
- Motion-detecting security lighting
- Lighting recessed in bollards or other lighting at low heights

Development Standards

Background

Key Distinctions: Development Framework & Standards
and Existing Code

Existing Land Use Zones and Proposed
Development Zones

Development Standards Matrix

Development Standards Matrix Notes

Applying the Development Standards

Background

Downtown Stevenson is divided into two development zones, Zone 1 and Zone 2. Located within Zone 1 are the two primary retail streets that hold the key to success for the downtown. Adherence to the guidelines within Zone 1 is paramount for this is where the majority of pedestrian activity will occur. Zone 2, on the other hand, allows more flexibility for uses and does not include the primary active streets in the downtown.

Zone 1 is designated as reaching 100 feet deep on each side along Second Street from Rock Creek Drive to Columbia Street and Russell Street from Vancouver Avenue to Railroad Street. Zone 2 includes the area between the confluence of First and Second Street at their east and west ends, Vancouver Avenue to the north and the Columbia River to the south.

The Development Standards supercede the existing Development Code where discrepancies exist. They are regulatory requirements which are not negotiable during the Design Review Process.

The Development Standards are not retroactive and apply only to new construction, remodeling, and changes of use. For example, an existing use with on-site parking not in compliance with the Development Standards would not be required to provide the required number of spaces at the time the Development Standards become law. However, if the existing use were to change, the new use and related parking provided would both have to be in compliance with the Development Standards. Existing uses and structures are "grandfathered in" in this manner over time.

2019 Interim Zoning Control Annotations

Development in Zone 3 allows for an expansion of uses currently by the Zoning Code, so long as the form of the development contributes to a sense of connection between downtown Stevenson and the City's main tourism activity areas along the waterfront and toward Skamania Lodge.

Zone 3 includes 1) the remaining areas within the downtown area designated as High Intensity Trade in the 2013 *Stevenson Comprehensive Plan*, 2) the Rock Creek Drive corridor, 3) areas adjacent to the Columbia River, Rock Cove and Rock Creek waterfronts, and 4) other areas as designated on Page DF-2.

Key Distinctions: Development Framework & Standards and Existing Code

Key distinctions between the proposed Development Framework and Standards and existing code are as follows:

Zone 1 Land Uses

Principal uses no longer permitted in Zone 1 (previously zoned C1):

- Single-family detached dwelling
- Bank, financial institution
- Residential care facility
- Conditional uses are no longer permitted in Zone 1.

Zone 2 Land Uses

Principal uses no longer permitted in Zone 2 (previously zoned C1):

- Single-family detached dwelling
 - Residential care facility
- Previous conditional uses permitted as principal uses:*
- Parking structure
 - Vehicle repair
 - Park and playground
 - Church
 - Library
 - Child Care Center
 - Food or beverage operation with no drive-through service
 - Government administration building

Conditional uses no longer permitted in Zone 2 are:

- Hazardous waste storage
- Communication tower in excess of fifty feet high
- Temporary emergency, construction or repair residence
- Light industrial activities

Active Street Frontage

The requirement for 50% glazing at groundfloor street frontages along designated active streets exceeds ground level wall area requirements in the C1 Zone District. No substitutions are allowed in Zone 1.

Lot Size/Density, Yard and Lot Coverage Requirements

Lot Size/Density, Yard and Lot Coverage requirements are superceded by the Development Standards for properties within development zones 1 and 2. Minimum lot area, width and depth requirements are eliminated except for multifamily and apartment uses. Maximum building coverage for multifamily and apartment uses is greater then that allowed in the existing code. Maximum front yard setbacks are reduced to 0' in Zone 1 except for multifamily and apartment uses.

Parking

Parking requirements are 3 spaces per 1000 SF building floor area. For most uses, this is lower then what was previously required. In lieu of the parking requirement, property owners may choose to pay an equivalent systems development charge (to be determined) for the required spaces off-site. Requirements for multifamily and apartment uses are lowered to 1 space per unit.

Signs

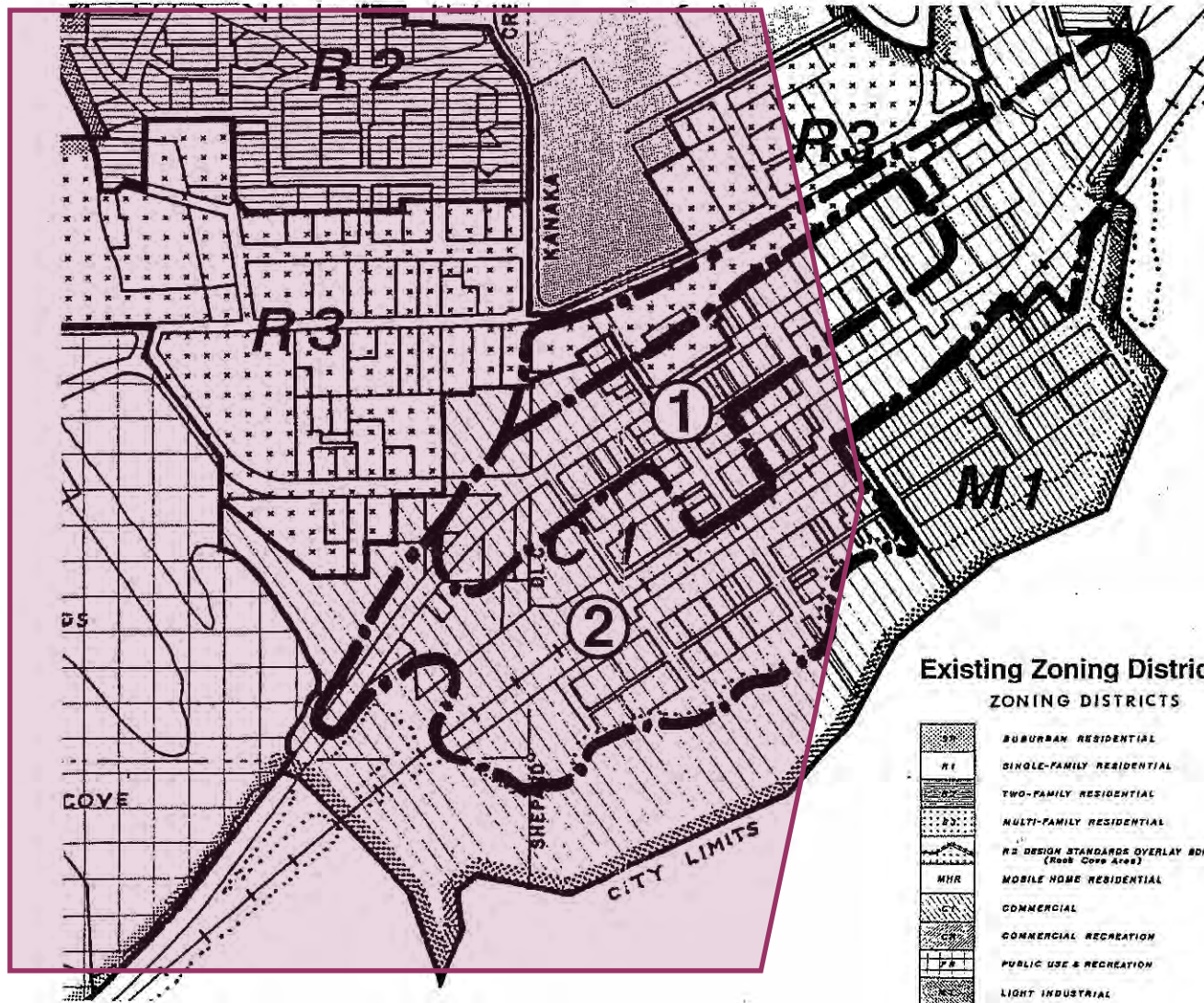
Guidelines identified in Design Guidelines - Private Development (pages PD-9 through PD-12) supercede existing ordinances.

Key distinctions between the Development Framework and Standards included within these Interim Zoning Controls and the existing uses involve the transition away from Single-Family Detached Dwellings and toward mixed use development. See the table on new Pages DS 5a-d

See also new Page DI-????

See Page PD-9 regarding sign standards.

Existing Land Use Zones and Proposed Development Zones



The original of this map does not match that on Page DF-2. Refer to Development Zone boundaries as they currently appear on that page.

Development Standards Matrix

"-" indicates no requirement.
Notes located on following page.

This page is kept for illustrative purposes only and has no intended regulatory effect. See Page DS-5a-d for the up-to-date Development Standards Matrix.

Development Zone	Land Use	Lot Size /Density				Yard			Lot Coverage Max. %	Landscape Min. % (Previous Area Excluding Lot Coverage)	Building Height Max Stories/ft. (To Top of Roof Plate)	Parking Number Spaces Required per 1000 SF floor area Note 17	
		Principal Use	Min. Lot Area	Min. Lot Width	Min. Lot Depth	Units/Acre (Max)	Min./Max. Front Yard Note 13	Min./Max. Side Note 14					Min. Rear Yard Note 15
Zone 1 Primary Retail Corridor	Retail Sales - Note 2	-	-	-	-	0'0'	0'10'	0'	1	0'	3 stories/max. 50'	3	
	Office - Note 3	-	-	-	-	0'0'	0'0'	0'	1	0'	3 stories/max. 50'	3	
	MF Dwelling and Apartment - Note 3	1200 SFA/n.	-	-	-	24	0'15'	0'0'	0'	80	10% - Note 16	3 stories/max. 35'	1 space/unit
	Food/Beverage Operation - Note 4	-	-	-	-	-	0'0'	0'0'	0'	1	0'	3 stories/max. 50'	3
	Hotel - Note 5	-	-	-	-	-	0'0'	0'0'	0'	1	0'	3 stories/max. 50'	3
	Theater	-	-	-	-	-	0'0'	0'0'	0'	100%	0'	3 stories/max. 50'	3
No Conditional Uses Permitted													
Zone 2 Supporting Commercial and Service Uses	Principal Use												
	Retail Sales - Note 6	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3	
	Office	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3	
	MF Dwelling and Apartment	1200 SFA/n.	-	-	-	24	0'15'	0'0'	0'	80%	10% - Note 16	3 stories/max. 35'	1 space/unit
	Food/Beverage Operation - Note 4	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
	Hotel - Note 5	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
	Theater	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
	Bank	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
	Parking Structure - Note 18	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
	Park and Playground	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
	Church	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
	Child Day Care Center	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
	Library	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
	Government Administration Building	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
	Conditional Use												
	Automobile Service Station - Note 7	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
	Parking Lot	-	-	-	-	-	10' - Note 19	5' - Note 19	5' - Note 19	100%	20%	3 stories/max. 50'	3
	Vehicle Repair - Note 8	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
	Fire, Police & Emergency Services Station	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
	Hospital, Nursing Home or Convalescent Center	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3
Utility & Communications Facilities - Note 10	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3	
Railroad Facilities - Note 11	-	-	-	-	-	0'	0'10'	0'	100%	10%	3 stories/max. 50'	3	
Piers and Docks, Watercraft	-	-	-	-	-	-	-	-	100%	10%	3 stories/max. 50'	3	

Development Standards Matrix - Notes

- 1) Permitted as a primary use in Zone 1 and Zone 2: Canopy, marquee or awning extending into a public right-of-way.
- 2) No services permitted at street level.
- 3) Permitted at upper stories only.
- 4) No drive-through services permitted.
- 5) No motel, bed and breakfast operation, tourist home, and boarding or rooming house permitted.
- 6) Includes personal and other services, and rental operations.
- 7) Permitted provided that: 1) no major repair work is undertaken, 2) vehicles are not parked or stored overnight unless inside a fully enclosed building and 3) truck, trailer or equipment rental operations are conducted only inside a fully enclosed building.
- 8) Permitted provided that: 1) no repair work is done outside of a fully enclosed building; and that 2) vehicles are not parked or stored overnight unless inside a fully enclosed building.
- 9) Permitted provided the activity is an integral part of an on-premises principal use.
- 10) Permitted to serve the surrounding area; but exempting from the conditional use process underground cables, pipelines, vaults, and the like, and overhead cables supported on poles not over fifty feet in height.
- 11) Includes a ticket office/waiting room.
- 12) Conditional uses permitted in Zone 2 include any other use determined to be of the same general character as the principal uses or conditional uses permitted outright.
- 13) Minimum front yard setback at shoreline: 50'
- 14) 5' minimum and 0' maximum side yard setback for corner lot abutting an R District.
- 15) 20' minimum rear yard setback for 3 story building when abutting an R District; 10' minimum rear yard setback for 2 story building abutting an R District.
- 16) Balconies, terraces and roof gardens can be counted as open space.
- 17) In lieu of the parking requirement, property owners may choose to pay an equivalent systems development charge (to be determined) for the required spaces off-site.
- 18) Required active ground floor use along the street.
- 19) Required minimum setbacks to be landscaped.
- 20) R3 Zone District within proposed development zones to be Government Administration Building use only.

2019 Interim Zoning Control Annotations

This page is kept for illustrative purposes only and has no intended regulatory effect. See Page DS-5a-d for the up-to-date Development Standards Matrix.

Development Standards Matrix

"-" indicates no requirement.

Notes located on following page.

In cases where this table conflicts with the use allowances of SMC Tables 17.150040-1, 17.25.040-1 or 17.35.040-1, this table shall prevail.

Development Zone	Land Use	Lot Size/Density					Landscaping Minimum %	Yard			Building Height	Parking # Spaces Required per 1000 SF Floor Area
		Minimum Lot Area	Minimum Lot Width	Minimum Lot Depth	Maximum Units/Acre	Lot Coverage Maximum %		Minimum/Maximum Front Yard Note 1	Minimum/Maximum Side Yard Notes 1, 2	Minimum Rear Yard Note 3		
Zone 1—Primary Retail Corridor												
Street-Level Principal Uses												
	Retail Sales	-	-	-	-	100%	0%	0'/0'	0'/10'	0'	3 stories/ 50' maximum	3
	Food Service—Note 4	-	-	-	-	100%	0%	0'/0'	0'/10'	0'	3 stories/ 50' maximum	3
	Hotel	-	-	-	-	100%	0%	0'/0'	0'/10'	0'	3 stories/ 50' maximum	3
	Park, Playground or Outdoor Recreation Area	-	-	-	-	100%	0%	0'/0'	0'/10'	0'	3 stories/ 50' maximum	0
	Public Assembly	-	-	-	-	100%	0%	0'/0'	0'/10'	0'	3 stories/ 50' maximum	3
Street-Level Conditional Uses												
	None Permitted—Note 5	-	-	-	-	-	-	-	-	-	-	-
Upper-Story Uses—All												
	See SMC Table 17.25.040-1	See SMC Table 17.25.050-1					0%	0'/0'	0'/10'	0'	3 stories/ 50' maximum	3 or 1 space/ dwelling unit
Zone 2— Supporting Commercial and Service Areas												
Street-Level Principal Uses												
	Government Administration Building	-	-	-	-	100%	0%	0'/10'	0'/10'	0'	3 stories/ 50' maximum	3
	Library	-	-	-	-	100%	0%	0'/10'	0'/10'	0'	3 stories/ 50' maximum	3
	Park, Playground or Outdoor Recreation Area	-	-	-	-	100%	0%	0'/10'	0'/10'	0'	3 stories/ 50' maximum	See SMC 17.42.090
	Townhome—Note 6	See SMC Table 17.15.050-1, & SMC 17.38.085					10%—Note 7	See SMC 17.38.085			3 stories/ 35' maximum Note 8	1 space/ dwelling unit
	Multi-Family Dwelling—Note 9	1,200 SF/ Unit	-	-	24	80%	10%—Note 7	0'/10'	0'/0'	0'	3 stories/ 35' maximum Note 8	1 space/ dwelling unit
	See SMC Table 17.25.040-1	See SMC Table 17.25.050-1					-	See SMC Table 17.25.060-1			3 stories/ 50' maximum	3

Development Standards Matrix

"-" indicates no requirement.

Notes located on following page.

In cases where this table conflicts with the use allowances of SMC Tables 17.150040-1, 17.25.040-1 or 17.35.040-1, this table shall prevail.

Development Zone	Land Use	Lot Size/Density					Landscaping Minimum %	Yard			Building Height	Parking # Spaces Required per 1000 SF Floor Area
		Minimum Lot Area	Minimum Lot Width	Minimum Lot Depth	Maximum Units/Acre	Lot Coverage Maximum %		Minimum/Maximum Front Yard Note 13	Minimum/Maximum Side Yard Notes 13, 14	Minimum Rear Yard Note 16		
Zone 2— Supporting Commercial and Service Areas												
Street-Level Conditional Uses												
	Single-Family Detached Dwelling—Note 10	-	-	-	-	80%	10%—Note 7	0'/10'	0'/10'	0'	3 stories/ 35' maximum	1 space/ dwelling unit
	Manufactured Home—Note 10	-	-	-	-	80%	10%—Note 7	0'/10'	0'/10'	0'	3 stories/ 35' maximum	1 space/ dwelling unit
	Modular Home—Note 10	-	-	-	-	80%	10%—Note 7	0'/10'	0'/10'	0'	3 stories/ 35' maximum	1 space/ dwelling unit
	Parking Lot	-	-	-	-	100%	20%	10'/- Note 11	5'/- Note 11	5' Note 11	3 stories/ 35' maximum	-
	See SMC Table 17.25.040-1	See						See SMC Table 17.25.060-1			3 stories/ 35' maximum Note 7	3
Upper-Story Uses—Principal												
	Parking Structure—Note 12	-	-	-	-	100%	10%—Note 7	0'/10'	0'/10'	0'	3 stories/ 50' maximum	-
	See SMC Table 17.25.040-1	-	-	-	-	100%	0%	0'/10'	0'/10'	0'	3 stories/ 50' maximum	3
Upper-Story Uses—Conditional												
	See SMC Table 17.25.040-1	-	-	-	-	100%	0%	0'/10'	0'/10'	0'	3 stories/ 50' maximum	3
Zone 3—Future Commercial/Transitional Areas												
Principal Uses												
	See SMC Tables 17.15.040-1, 17.25.040-1, & 17.35.040-1	See SMC Tables 17.15.050-1, 17.25.050-1, & 17.35.050-1					See SMC	See SMC Tables 17.15.060-1, 17.25.060-1, & 17.35.060-1				See SMC 17.42.090
Conditional Uses												
	Uses listed in Zone 1 or Zone 2, provided such use contributes to a desired development type listed on Page DI-2	See Zone 2 standards as applicable					10%—Note 7	See Zone 2 standards as applicable				3
	See SMC Tables 17.15.040-1, 17.25.040-1, & 17.35.040-1	See SMC Tables 17.15.050-1, 17.25.050-1, & 17.35.050-1					See SMC	See SMC Tables 17.15.060-1, 17.25.060-1, & 17.35.060-1				See SMC 17.42.090

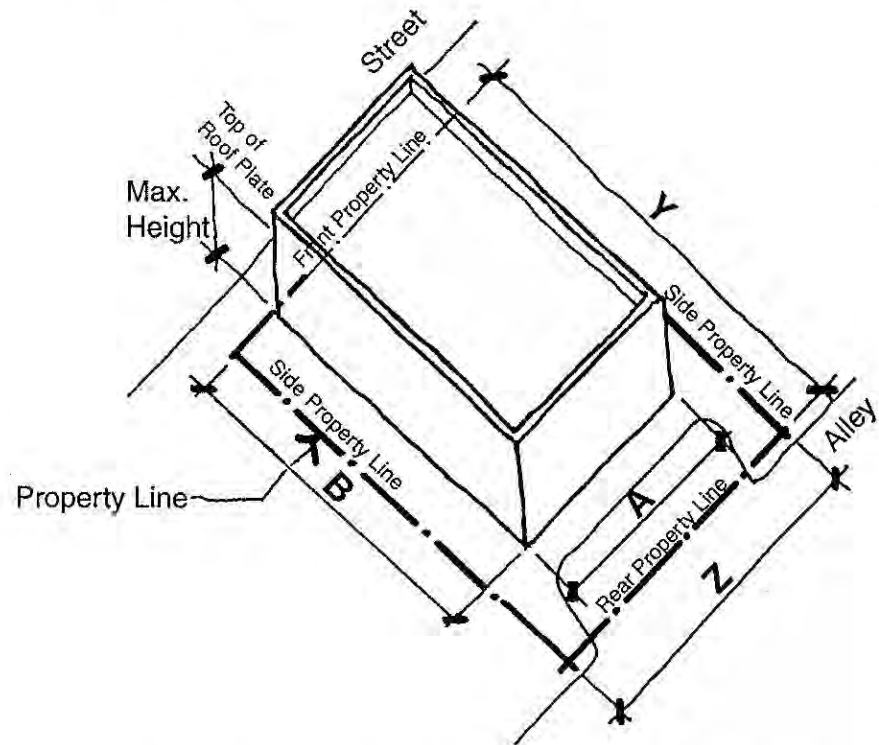
2019 Interim Zoning Control Annotations

Development Standards Matrix - Notes

- 1) A site specific setback may be required from street corners for sight distance/traffic safety purposes.
- 2) 5' minimum and no maximum side yard setback for corner lot abutting an R District.
- 3) 20' minimum rear yard setback for 3 story building when abutting an R District; 10' minimum rear yard setback for 2 story building abutting an R District.
- 4) Drive-Through Food or Beverage Service prohibited.
- 5) During the effective period of these interim controls, the interpretation of uses process (SMC 17.12.020) shall not allow the establishment of conditional uses in Development Zone 1.
- 6) Townhomes proposed in Development Zone 2 are subject to the density and dimensional standards for townhomes in the R3 Multi-Family Residential District with the following exception: Minimum lot width for townhomes shall be 20'.
- 7) Balconies, terraces and roof gardens can be counted as open space.
- 8) Maximum Building Height may be increased to 50' for projects incorporating a building stepback (SMC 17.10.762) along the street frontage. The stepback shall be located at a building height which support the pedestrian scale of its proposed location (e.g., at a similar location to the cornice lines or horizontal elements of nearby buildings). Stepback areas may be used as balconies, terraces and roof gardens.
- 9) During the effective period of these interim controls, groups of single-family detached dwellings on a single lot does not qualify as multi-family dwelling when proposed in Development Zone 2.
- 10) Projects shall conform to all design standards and applicable design guidelines located herein and shall be constructed to support adaptive reuse in the future. This includes compliance—at the time of construction—with all Americans with Disabilities Act and the International Building Code requirements applicable to retail commercial occupancy.
- 11) Required minimum setbacks shall be landscaped to provide screening of the parking lot.

- 10) Required active ground floor use along the street.

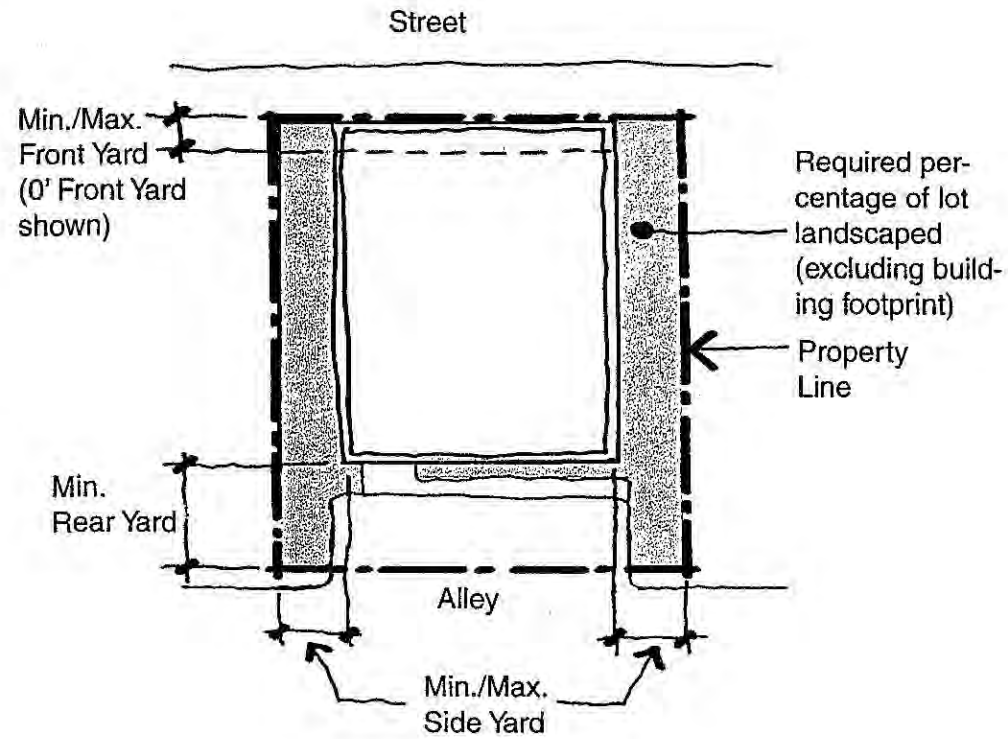
Applying the Development Standards



Determining Lot Size/Density, Lot Coverage & Building Height

$$\begin{aligned} \text{Building Footprint} &= A \times B \\ \text{Lot Area} &= Y \times Z \end{aligned}$$

$$\text{Lot Coverage} = \frac{\text{Building Footprint}}{\text{Lot Area}}$$



Determining Landscape and Yard

PROJECT:
STEVENSON DEVELOPMENT REVIEW CHECKLIST

Does Apply Does Not Apply Does Comply Does Not Comply

DEVELOPMENT STANDARDS

- Principal Use/Conditional Use
- Lot Size/Density
- Yard
- Lot Coverage
- Landscape
- Building Height
- Parking

DEVELOPMENT FRAMEWORK

- Build-To Line
- Active Street Frontage
- Rain Protection

DESIGN GUIDELINES

Public Areas

- Landscaping
- Street Lighting
- Sidewalks
- Curb Extensions
- Pedestrian Street Crossings
- Street Furniture
- Railings & Fences
- Retaining Walls

Private Development

- Active Street Frontage
- Build To Line
- Rain Protection
- Building Character
- Building Form
- Windows
- Roofs
- Walls
- Entries
- Colors
- Applied Signs
- Hanging Signs
- Exterior Building Lighting
- Parking Lot Lighting

**City of Stevenson
Ordinance No. 2019-1135**

AN ORDINANCE RELATED TO SINGLE-FAMILY RESIDENCES IN THE C1 ZONE OF THE CITY AND PURSUANT TO RCW 35A.63.220 AND OTHER APPROPRIATE AUTHORITY REVISING A MORATORIUM ON FURTHER NEW CONSTRUCTION OF SINGLE-FAMILY RESIDENCES AND APPLICATIONS FOR NEW CONSTRUCTION OF SINGLE-FAMILY RESIDENCES AS MORE PARTICULARLY SET FORTH HEREIN.

WHEREAS, the City of Stevenson finds the need to regulate zoning standards for new construction of single-family residences (SFR) within the Commercial C1 zone; and

WHEREAS, the City is in the process of reviewing its downtown zoning standards to address this issue, which will take time; and

WHEREAS, a moratorium on further filing and processing of applications for the new construction of SFRs is necessary while the City completes the review of the appropriate zoning standards, or otherwise mitigates its impacts; and

WHEREAS, the Stevenson City Council finds that the City's ability to preserve the look and feel of the city as outlined in the adopted Comprehensive Plan will be jeopardized unless this moratorium is authorized; and

WHEREAS, the Stevenson City Council finds that the authorization of this moratorium is necessary to protect the health, welfare, safety and future economic viability of the City; and

WHEREAS, RCW 35A.63.220 provides that, "A council or board that adopts a moratorium or interim zoning control, without holding a public hearing on the proposed moratorium or interim zoning control, shall hold a public hearing on the adopted moratorium or interim zoning control within at least sixty days of its adoption, whether or not the council or board received a recommendation on the matter from the commission. If the council or board does not adopt findings of fact justifying its action before this hearing, then the council or board shall do so immediately after this public hearing. A moratorium or interim zoning control adopted under this section may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium or interim zoning control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal"; and

WHEREAS, RCW 36.70A.390 provides that, "A county or city governing body that adopts a moratorium, interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing on the proposed moratorium, RCW 35A.63.220 or RCW 36.70A.390, shall hold a public hearing on the adopted moratorium, interim zoning map, interim zoning ordinance, or interim official control within at least sixty days of its adoption, whether or not the governing body received a recommendation on the matter from the planning commission or

department. If the governing body does not adopt findings of fact justifying its action before this hearing, then the governing body shall do so immediately after this public hearing. A moratorium, interim zoning map, interim zoning ordinance, or interim official control adopted under this section may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period. A moratorium, interim zoning map, interim zoning ordinance, or interim official control may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal"; and

WHEREAS, moratoria and interim zoning control enacted under RCW 35.99.050, RCW 35A.63.220 or RCW 36.70A.390 are methods by which local governments may preserve the status quo so that new plans and regulations will not be rendered moot or frustrated by intervening development; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 both authorize the enactment of a moratorium, interim zoning map, interim zoning ordinance, or interim official control without holding a public hearing; and

WHEREAS, the Stevenson City Council held a duly advertised public hearing on January 17, 2019, to consider public comment concerning the authorization of such moratorium; and

WHEREAS, at that hearing the Stevenson City Council decided to avoid the impact of economic hardship in the process and provide a 60-day window to allow new completed building permit applications to be filed for properties lying within the zone transition area; and

WHEREAS, the Stevenson City Council finds that the best interests of the City would be served if such a moratorium was authorized.

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

Section 1. A six (6) month moratorium is hereby imposed on accepting applications for new construction of single-family residences within any Commercial C1 zone (SMC Ch 17.25) as of December 6, 2018. As the term is used herein, "single-family residence" shall mean:

- A. "Single-family detached dwelling" as described in SMC table 17.13.010-1: Residence or Accommodation Uses, and
- B. Any construction of a mixed-use nature involving fewer than 2 dwelling units on a single lot.

For those properties lying within the zone transition area as described in SMC 17.10.920, the moratorium is lifted between February 22 and April 23, 2019.

Section 2. The moratorium imposed pursuant to Section 1 above may be extended for one or more additional six (6) month periods in the event a work plan or further study determines that

such extension is necessary or to determine what further policies and procedures related to future new single-family residence applications will best serve the purposes of the City.

Section 3. Severability. 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 4. Effective date. This ordinance shall become effective following passage and publication as provided by law.

ADOPTED this 21st day of February, 2019.

CITY OF STEVENSON

Scott Anderson, Mayor

ATTEST:

Leana Kinley, Clerk

APPROVED AS TO FORM:

Kenneth B. Woodrich, City Attorney

**CITY OF STEVENSON
RESOLUTION 2019-327**

A RESOLUTION ADOPTING THE CITY OF STEVENSON GENERAL SEWER PLAN AND WASTEWATER FACILITIES PLAN UPDATE AND AUTHORIZING SUBMITTAL OF THE STEVENSON GENERAL SEWER PLAN AND WASTEWATER FACILITIES PLAN UPDATE FOR APPROVAL BY THE WASHINGTON DEPARTMENT OF ECOLOGY.

WHEREAS, the City of Stevenson (“City”) adopted the General Sewer Plan and Wastewater Facility Plan as approved by the Department of Ecology on December 18, 2017 with Ordinance 2018-116 on January 18, 2018; and

WHEREAS, the City conducted a Value Planning Charrette on June 6, 2018 and came up with a list of alternative solutions aimed to achieve regulatory compliance and future capacity while reducing costs; and

WHEREAS, the City contracted with Tetra Tech, with funding from the Community Economic Revitalization Board, to perform an analysis on the alternative solutions; and

WHEREAS, the outcome of the analysis has necessitated a revision to the *Stevenson General Sewer Plan and Wastewater Facilities Plan Update*; and

WHEREAS, a public hearing regarding the plan revision was held on January 17, 2019; and

WHEREAS, the City Council has determined it is in the best interest of the city to approve the revised *Stevenson General Sewer Plan and Wastewater Facilities Plan Update*.

NOW THEREFORE, the City Council of the City of Stevenson, Washington do hereby resolve as follows:

Section 1 – The revised *Stevenson General Sewer Plan and Wastewater Facilities Plan Update* dated February, 2019 and attached as “Exhibit A” is officially adopted.

Section 2 – “Exhibit A” shall be forwarded to the Washington State Department of Ecology with a recommendation to adopt with or without changes as they deem appropriate.

Passed by the City Council of the City of Stevenson this 21st day of February, 2019.

SIGNED:

ATTEST:

Scott Anderson, Mayor

Leana Kinley, Clerk/Treasurer

APPROVED AS TO FORM:

Kenneth B. Woodrich, City Attorney



Technical Memorandum

Date: February 15, 2019

To: Greg Zentner and Steve Ogle, Washington Department of Ecology
Leana Kinley and Eric Hansen, City of Stevenson

Cc: File

From: Hunter Bennett-Daggett, P.E., Tetra Tech
Katy Isaksen, KI&A

Reviewed by: Jim Santroch, P.E., Tetra Tech
Cynthia L. Bratz, P.E., Tetra Tech

Project: Additional Wastewater Alternatives Analysis **Project Number:** 200-48600-19001

Subject: Amendment to Stevenson 2017 General Sewer Plan and Wastewater Facilities Plan Update

This Amendment revises the 2017 *City of Stevenson General Sewer Plan and Wastewater Facilities Plan Update* (the GSP), which was approved by the Washington Department of Ecology (Ecology) in December 2017. The majority of the GSP is unchanged, and as directed by Ecology, the Amendment is limited to summaries of the following:

- Results of additional significant industrial user (SIU) sampling that the City of Stevenson conducted in 2018
- Revisions to flow and load projections, based on additional sampling and permit compliance data
- Workshops conducted by City to evaluate alternative options for wastewater treatment improvements
- Changes made by the City Council to the GSP's recommended plan for wastewater treatment improvements
- An updated financial program for implementing the recommended plan

BACKGROUND

The GSP was submitted to Ecology in November and approved in December 2017. It recommended a major upgrade to the City's wastewater treatment plant (WWTP) and a series of upgrade projects for the City's wastewater collection system. Design of these improvements was scheduled to begin in 2018. However, the cost of the scheduled improvements was a major concern to the City and the public. Public meetings held during the GSP preparation had indicated a desire to gather more data about the impact of wastewater discharged by SIUs and the possible availability of lower cost wastewater treatment options.

In June 2018, the City partnered with Skamania County's Economic Development Council and InfrastructureNEXT to conduct a value planning charrette. The charrette assembled community leaders and stakeholders to review Stevenson's wastewater treatment challenges, identify criteria for success, and generate additional wastewater alternatives with the hope of achieving regulatory compliance at a reduced cost.

Following the charette, the City hired Tetra Tech to evaluate these additional wastewater alternatives and incorporate the findings into the GSP. The City currently has a self-imposed moratorium on new industrial wastewater discharges with greater than residential strength, and a central objective of the alternatives analysis was to find a way to bring the WWTP into permit compliance without implementing the full WWTP improvement project. This would allow the City to remove the moratorium on a faster schedule while also

postponing the more expensive WWTP upgrades. This Amendment document is the result of the analysis of alternatives to achieve that objective.

ADDITIONAL SAMPLING

Starting in early 2018, the City worked with Wallis Engineering and the SIUs to develop a plan for collecting additional data about wastewater discharged by SIUs. Samples were collected during June and July at four sites: LDB Beverage, Walking Man Brewing, Skamania Lodge, and the waterfront building that houses Backwoods Brewing and Skunk Brothers Distillery. Wastewater flows were estimated in gallons per day (gpd) using water use and a consumption factor agreed to with each SIU to estimate the portion of water consumed or shipped off-site. The estimated flows were used to calculate biochemical oxygen demand (BOD) and total suspended solids (TSS) loading in pounds per day (ppd) for each SIU. Table 1 summarizes the sampling results, as well as loading and flow results at the WWTP for the same period, based on Discharge Monitoring Report (DMR) data.

Table 1. June-July 2018 SIU Sampling Results

Discharger	BOD Loading (ppd)			TSS Loading (ppd)			Flow (gpd)		
	Minimum	Average	Maximum	Minimum	Average	Maximum	Minimum	Average	Maximum
Waterfront Bldg. (Backwoods/Skunk Bros.)	15	279	655	3	69	282	2,181	6,069	13,076
Walking Man	0	20	64	0	4	14	38	1,084	2,976
LDB Beverage	3	134	380	4	33	102	3,411	10,054	28,499
<i>Beverage Industries Combined</i>	18	434	1,099	7	106	397	5,630	17,208	44,550
Skamania Lodge	42	82	141	16	45	103	27,646	38,612	49,615
<i>Significant Industrial Users Combined</i>	60	516	1,240	23	152	501	33,276	55,819	94,165
WWTP	654	989	1,596	496	897	1,334	85,000	121,313	169,000

Comparison of the 2018 sampling data to SIU sampling data collected in 2016 shows that SIU discharges changed significantly during that two-year period. Table 2 compares BOD loading and flow in 2016 to the same results for 2018. During this period, Skamania Lodge modified its method of disposing of food waste and implemented new water conservation methods, and as a result its BOD loading was reduced by almost two-thirds and its flow by one-third. Walking Man Brewing also modified its operations, per brewing industry best management practices (BMPs) and reduced its flow and loading. However, LDB Beverage and the Waterfront Building tenants grew significantly, and any process improvements they made were outweighed by this growth. Loading from the Waterfront Building increased by almost four times from 2016 to 2018. The 2018 data confirm that the beverage industry SIUs represent a significant portion of the WWTP’s loading.

Table 2. SIU Sampling Data 2016 to 2018 Comparison

Discharger	Average BOD Loading (ppd)		Average Flow (gpd)	
	September 2016	June-July 2018	September 2016	June-July 2018
Waterfront Bldg. (Backwoods/Skunk Bros.)	69	279	2,646	6,069
Walking Man	51	20	2,195	1,084
LDB Beverage	105	134	5,187	10,054
<i>Beverage Industries Combined</i>	225	434	10,028	17,208
Skamania Lodge	223	82	61,043	38,612
<i>Significant Industrial Users Combined</i>	448	516	71,071	55,819
WWTP	903	989	115,000	121,313

REVISIONS TO FLOW AND LOAD PROJECTIONS

The flow and load projections developed for the GSP were updated in December 2018 to incorporate the new SIU sampling results and better match the current DMR data. The following revisions were made:

- Previous projections assumed greater near-term residential growth due to new developments that were in progress in 2016. Actual growth of occupied units has been slower than anticipated, so the 534 equivalent residential units (ERUs) projected for 2018 in the GSP was reduced to 507 ERUs.
- Beverage industry flow has grown faster than projected, so the GSP’s estimate of 86 ERUs for the beverage industry in 2018 was revised to 156 ERUs.
- BOD loading to the WWTP has grown faster than flow since 2016. Adjustments were made to both flow and load data to align with DMR data. Then these adjusted 2019 numbers were used as the baseline for projections.
- BOD loading rates for Skamania Lodge and the “other commercial/public” category of users were adjusted to 0.26 pounds per day per ERU (ppd/ERU) and 1.50 ppd/ERU, respectively. Previously both categories were assumed to be equivalent to the assumed 0.44 ppd/ERU loading from residential ERUs, so this adjustment was made to better align with current DMR data.
- The GSP’s BOD peaking factors for the beverage industry were based on a small set of samples. These have been adjusted based on the additional samples collected during 2018. Maximum-month peaking factor was reduced from 2.3 to 1.7, and peak-day peaking factor was reduced from 5.0 to 2.6.

Table 3 shows the updated flow and load projections. The corresponding tables from the 2017 GSP that these updated tables replace are referenced as footnotes to each table. Note that the load projections are given for levels of pretreatment that were identified during the alternatives analysis; these differ from the pretreatment levels used in the GSP’s load projections. The updated pretreatment alternatives are discussed in the following section.

Table 3. Updated Flow Design Conditions

Parameter	Base (Dry Weather Average)			Maximum Month			Peak Day			Peak Hour		
	2019	2025	2040	2019	2025	2040	2019	2025	2040	2019	2025	2040
Flow (million gallons/day)	0.129	0.147	0.187	0.492	0.539	0.657	1.34	1.44	1.70	2.01	2.17	2.54
BOD (ppd)												
No Pretreatment	1,050	1,401	1,854	1,564	2,137	2,859	2,729	3,642	4,820	n/a	n/a	n/a
Low Effort BMPs	806	1,014	1,303	1,149	1,479	1,923	2,095	2,636	3,388	n/a	n/a	n/a
Low Effort BMPs and Equalization	736	903	1,146	1,031	1,291	1,656	1,914	2,349	2,979	n/a	n/a	n/a
Medium BMPs and Equalization	691	832	1,045	955	1,170	1,484	1,798	2,164	2,716	n/a	n/a	n/a
TSS (ppd)												
No Pretreatment	1,050	1,401	1,854	1,564	2,137	2,859	2,729	3,642	4,820	n/a	n/a	n/a
Low Effort BMPs	806	1,014	1,303	1,149	1,479	1,923	2,095	2,636	3,388	n/a	n/a	n/a
Low Effort BMPs and Equalization	736	903	1,146	1,031	1,291	1,656	1,914	2,349	2,979	n/a	n/a	n/a
Medium BMPs and Equalization	691	832	1,045	955	1,170	1,484	1,798	2,164	2,716	n/a	n/a	n/a

Note: This table replaces Table 2-10 from the 2017 GSP.

ANALYSIS OF ADDITIONAL WASTEWATER ALTERNATIVES

City staff worked with Tetra Tech to conduct two wastewater alternatives evaluation workshops in December 2018 and January 2019, attended by stakeholders from the SIUs and the community. The first workshop evaluated a wide range of possible options, including satellite pretreatment at the waterfront area for the beverage industry or on the west side of the City to serve Skamania Lodge and new residential growth. Small-scale upgrades at the WWTP were also included. At the completion of the first workshop, the following alternatives had been identified for further investigation:

- Use of BMPs at the beverage industry discharger facilities
- On-site pretreatment of beverage industry wastewater at the waterfront before discharge to the City collection system
- Primary filtration at the WWTP
- Installation of a selector basin at the WWTP oxidation ditch to provide a higher influent BOD loading limit

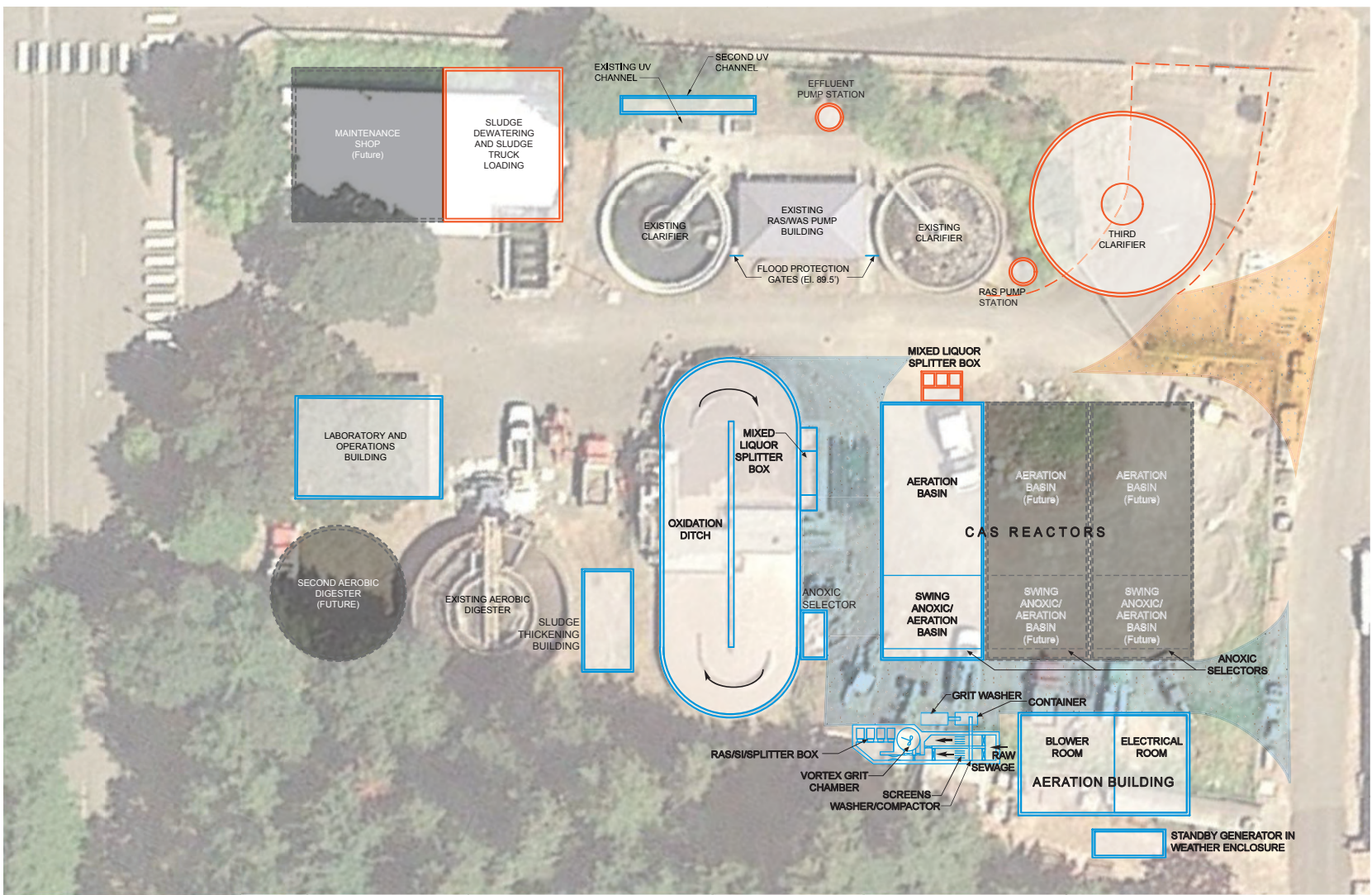
Tetra Tech evaluated the cost and the projected BOD loading reduction of each alternative, using a 5-year planning horizon with year 2024 as a reference date. BMPs were divided into tiers of low effort (pH adjustment and side streaming of concentrated waste products), flow equalization (two average days of capacity), and medium effort (side streaming waste product and screening all discharges). Each tier was assumed to include the previous tiers.

The cost-effectiveness of each alternative was assessed by calculating the cost per pound of BOD. Low-effort BMPs and selector basins were found to be the most cost-effective alternatives. However, no alternative or combination of alternatives was found to sufficiently reduce the projected 2024 maximum-month influent BOD of 2,092 ppd to the permit limit of 612 ppd.

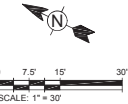
At the second workshop, the results of the alternatives analysis were presented to the stakeholders. As the cost of the WWTP upgrades are a major concern to all stakeholders, the option of phasing the WWTP upgrades was discussed. At the conclusion of the workshop, the stakeholders voted to recommend that the City Council require low-effort BMPs at beverage industry dischargers and proceed with phased upgrades to the WWTP. This approach was approved by the Council and presented to the public in January 2019.

REVISED RECOMMENDED PLAN

The City Council voted to revise the recommended plan to a phased version of Alternative 1B from the 2017 GSP, as shown in Figure 1.



- LEGEND**
- Phase 1 Upgrades
 - Phase 2 Upgrades
 - Phase 3 Upgrades
 - New Access Road/Pavement (Phase 1)
 - New Access Road/Pavement (Phase 2)
 - Existing Driveway to Be Abandoned in Phase 2



AT18_mphrasngjai

TETRA TECH <small>www.tetratech.com 15350 SW Sequoia Parkway, Suite 220 Portland, OR 97224</small>	CITY OF STEVENSON, WA GENERAL SEWER PLAN UPDATE	Project No.: 200-48600-19001 Date: JANUARY 2019
	RECOMMENDED ALTERNATIVE 1B WITH PHASED IMPLEMENTATION	Designed By:
		Figure 1

Bar Measures 1 inch

The first phase of construction will include the following improvements:

- **Headworks**—Fine screen; washer compactor; grit chamber; grit pump and classifier; shed for equipment
- **Secondary Treatment**—Second aeration basin with selector basin; selector basin for existing oxidation ditch; blowers and blower building
- **Disinfection**—Second UV channel and equipment
- **Solids handling**—Thickeners and pumps; new building
- **Support facilities**—Lab and operations building; standby generator; electrical and control facilities; instrumentation; SCADA upgrade
- **Flood protection**—Site modifications for flood protection

Phase 2 is expected to be required between 2030 and 2040, depending on City growth, particularly the growth of the beverage industry. The effectiveness of BMPs in reducing loading from SIUs will be a major factor in determining how soon the second phase is required. Phase 2 will include the following improvements:

- **Secondary Treatment**—Third secondary clarifier; RAS pump station and splitter box
- **Solids handling**—Dewatering screw press and support equipment; new building
- **Effluent pumping**—Pump station

Planning level cost estimates for Alternative 1B were updated to incorporate the recommended phasing and escalate costs to 2019 dollars, as shown in Table 4. The GSP evaluated two alternatives for improving the Stevenson WWTP: Alternative 1B provided WWTP improvements needed if minimal pretreatment were provided for wastewater from SIUs; Alternative 2 provided improvements needed if SIU wastewater were pretreated to domestic strength. Alternative 1B was selected as the recommended alternative in the GSP due to its higher treatment capacity at the WWTP site and ability to accommodate smaller offsite pretreatment facilities. The 2019 alternatives analysis took a new look at varying levels of pretreatment at the SIUs and concluded that minimal pretreatment (low-effort BMPs) would be more cost-effective than pretreatment to domestic strength. The selection of Alternative 1B is supported by the conclusions of the alternatives analysis, so costs associated with Alternative 2 have not been updated for this Amendment. The capital improvement plan, shown in Table 5, was updated to reflect the modified costs and schedule. The collection system improvements shown have been updated to escalate costs to 2019 dollars.

Table 4. Updated Planning Level WWTP Cost Estimates – Alternative 1B Phase 1

Component	Capital Project Cost	Annual Operation & Maintenance Cost	20-Year Present Worth
Headworks	\$1,998,000	\$49,104	\$3,079,000
Secondary Treatment	\$2,382,000	\$118,903	\$7,377,000
Disinfection	\$1,164,000	\$26,599	\$1,634,000
Solids Handling	\$1,886,000	\$177,711	\$8,020,286
Support Facilities	\$3,293,000	\$84,605	\$8,594,000
Flood Protection	\$215,000	\$1,771	\$246,000
WWTP Mgt Tasks		\$68,640	\$1,214,056
Lab Labor		\$102,960	\$1,821,084
Pretreatment Program Labor		\$68,640	\$1,214,056
WWTP Total	\$10,938,000	\$698,933	\$34,162,482

Note: This table replaces Table 8-4 from the 2017 GSP.

Table 5. Updated Capital Improvements Plan for the Recommended Alternatives

Item	2019	2020	2021	2022	2023
Wastewater Treatment Plant Improvements (Alt 1B, Phase 1)	\$521,000	\$521,000	\$2,121,000	\$7,776,000	
Rock Creek Pump Station (PS-01)	\$61,000	\$61,000	\$249,000	\$913,000	
Fairgrounds Pump Station – Phase 1 (PS-02)	\$6,000	\$6,000	\$23,000	\$84,000	
Cascade Pump Station – Phase 1 (PS-05)				\$4,000	\$35,000
Cascade Avenue Sewer – Phase 1 (S-01)				\$44,000	\$413,000
Kanaka Pump Station – Phase 1 (PS-04)				\$73,000	\$697,000
Cascade Interceptor - Rock Cr PS to MH CI-4 (S-02)				\$67,000	\$641,000
Total	\$588,000	\$588,000	\$2,393,000	\$8,961,000	\$1,786,000

Note: This table replaces Table 9-4 from the 2017 GSP.

UPDATED FINANCIAL PROGRAM

On the financial side, it is clear to the City that significant changes were necessary to be able to afford the improvements recommended in the GSP and subsequently the updated capital improvements plan shown in Table 5. The City has been evaluating and implementing changes to the financial program in terms of rates and fees to allow for increased maintenance and operations of the system to come into compliance.

Program Changes Already in Place

Increased Monthly Sewer Rates

The City Council adopted multi-year water and sewer rate increases for 2018 and 2019 (Ordinance No. 2017-1112):

- The 2017 single-family residential sewer rate of \$29.95 was increased to \$44.93 for 2018 and \$58.41 for 2019.
- A new downspout/sump pump connection fee of \$10.00 per month was established to encourage property owners to disconnect rain catchment and sump pumps from the sewer system.
- A new BOD surcharge was established with usage rates for non-residential connections with BOD strength higher than residential to help ensure they are paying their share.

Increased Sewer System Development Charges

The City Council updated the system development charge paid by new or upsized connections to the system, from \$2,800 per ERU in 2017 to \$5,607 per ERU in 2018-19 (Ordinance No. 2017-1109). The City has also redesigned when the connection fee is due and plans to update the fee for 2020 when the improvement costs are better known.

Continued Moratorium on Commercial Connections

The City continues the moratorium on accepting commercial applications for sewer connection. New residential sewer connections are allowed.

Maintenance & Operating Expenses

The City has significantly increased the maintenance and operating expenses for both the collection system and the WWTP plant:

- **Collection System**—The 2017 expense of \$65,000 has grown to \$385,000 in the 2019 budget. This includes additional staff time and efforts to reduce inflow and infiltration, etc.
- **WWTP Plant**—This includes both City time and contract operations at the plant. The 2017 expense of \$217,000 has increased to \$385,000 in the 2019 budget, including additional pretreatment and testing.

Continued Capital Spending on Wastewater Alternatives and Planning

The City has been investing in the process to make sure the implemented wastewater system improvements are the best fit for Stevenson.

Ecology State Revolving Fund Preconstruction Loan

The City has been approved for a State Revolving Fund preconstruction loan for design of the WWTP improvements in the amount of \$1,985,000, with forgivable principal of \$575,000 and the remaining loan at 2.0-percent interest with a 20-year repayment term (WQC-2019-StevPW-00044).

Wastewater Alternatives Evaluation

The wastewater alternatives evaluation process was funded by a Community Economic Revitalization Board planning grant of \$50,000.

Median Household Income

Ecology estimates and publishes an updated list of median household income values (Appendix K of *SFY 2020 Water Quality Financial Assistance Funding Guidelines*). For 2019, the annual median household income for the City of Stevenson is \$32,277. Escalating by 3.0 percent per year, the projected 2024 median household income is \$37,418, or \$3,118 per month. Monthly sewer rates of \$155.90 in 2024 would be considered severe hardship (greater than 5 percent of median household income).

Six-Year Capital Improvement Funding

Funding for the six-year improvements continues to require borrowing from sources such as Ecology’s State Revolving Fund (SRF) or the U.S. Department of Agriculture’s Rural Development program. The 2019 City budget includes \$25,000 in pay-as-you-go. The City is continuing activities to attract grant funding to make the improvements most affordable to the current ratepayers. The City has participated in the Infrastructure Assistance Coordinating Council (IACC) Conference in Wenatchee each year and has had a “Funding Tech Team” meeting at the conference to receive additional guidance on securing funding.

The following funding groups were developed for the financial plan:

- 2019 City budget group—Pay-as-you-go and included in the City’s budget.
- Funding Group 1—Design and preconstruction of the WWTP improvements, including the Rock Creek and Fairgrounds Pump Stations, which are connected with the plant. The City has been approved for this loan from Ecology.
- Funding Group 2—Construction of the WWTP improvements and the Rock Creek and Fairgrounds Pump Stations. The City would plan to apply in 2020.
- Funding Group 3—Completion of the recommended six-year improvements for the collection system. These are scheduled when the WWTP improvements are complete. At less than \$7 million, this group would be eligible for a Step IV design and construction loan from Ecology.

Table 6 lists the recommended improvement projects by years and groups the projects for funding. The annual CIP costs are escalated by 4.0 percent per year to reflect the anticipated increase in construction costs. The six-year capital improvement funding need is \$15,982,000 in escalated dollars.

Table 6. Six-Year Capital Improvements

Six-Year Sewer Capital Improvements	2019	2020	2021	2022	2023	2024
2019 City Budget						
2019 Sewer Capital Budget	25,000					
Funding Group 1						
Wastewater Treatment Plant Improvements	521,000	521,000				
Rock Creek Pump Station	61,000	61,000				
Fairgrounds Pump Station – Phase 1	6,000	6,000				
Funding Group 2						
Wastewater Treatment Plant Improvements – Phase 1			2,121,000	7,776,000		
Rock Creek Pump Station			249,000	913,000		
Fairgrounds Pump Station – Phase 1			23,000	84,000		
Funding Group 3						
Cascade Pump Station – Phase 1				4,000	35,000	
Cascade Avenue Sewer – Phase 1				44,000	413,000	
Kanaka Pump Station – Phase 1				73,000	697,000	
Cascade Interceptor - Rock Cr PS to MH CI-4				67,000	641,000	
Total CIP by Year (\$2019)	613,000	588,000	2,393,000	8,961,000	1,786,000	—
Total CIP by Year (Escalated @ 4%/year)	613,000	612,000	2,588,000	10,080,000	2,089,000	—
Total Six-Year CIP (Escalated)	15,982,000					

Note: This table replaces Table 10-5 from the 2017 GSP.

The CIP funding sources are shown in Table 7. In order to be conservative, the loan amounts are shown as if no grants are received. Any grants received would reduce the amount to be borrowed. The total six-year CIP funding sources equal \$15,982,000 for the period 2019-24.

Table 7. Six-Year CIP Funding Sources - Without Grants

CIP Funding Source	2019	2020	2021	2022	2023	2024
Sewer Budget	25,000					
Ecology Loan 1 - WWTP Design	588,000	612,000				
Ecology Loan 2 - WWTP Construction			2,588,000	9,869,000		
Ecology Loan 3- Pump Stations, Cascade Avenue				211,000	2,089,000	
Total CIP Funding Sources by Year	613,000	612,000	2,588,000	10,080,000	2,089,000	—
Total CIP Six-Year Funding Sources	15,982,000					

Note: This table replaces Table 10-6 from the 2017 GSP.

New annual debt payments were estimated without grants and with \$3 million in grants, as shown in Table 8. The annual debt service for three new loans to complete the recommended six-year CIP is estimated to be \$1,032,600 without grants. With \$3 million in grants, the annual debt service would be reduced to \$840,100, for an annual savings of \$192,500. The City continues to pursue potential grants.

Table 8. Estimated New Annual Debt Payments – With and Without Grants

New CIP Estimated Debt Payments	2019	2020	2021	2022	2023	2024
Ecology Loan 1 ^a			86,000	86,000	86,000	86,000
Ecology Loan 2 ^b					799,100	799,100
Ecology Loan 3 ^b						147,500
Est. New Debt Payments - Without Grants			86,000	86,000	885,100	1,032,600
Est. New Debt Payments - With \$3 Million Grants			86,000	86,000	692,600	840,100

- a. Current State Revolving Fund design loan approved for \$1,985,000; repayment includes \$575,000 forgivable principal, 2.0% interest.
- b. Future debt payments assume 20-year loan at 2.5% interest

Note: This table replaces Table 10-7 from the 2017 GSP.

The City has been approved for a preconstruction loan (Ecology Loan 1; WQC-2019-StevPW-00044) in the amount of \$1,985,000. Based on Ecology’s definition of hardship for preconstruction projects, the City was offered \$575,000 in forgivable principal, with a 2.0-percent interest rate over 20 years. If the City were to borrow the full amount, the annual debt service would be \$86,000. Estimated debt service for the two anticipated future loans assumes a 20-year loan at 2.5-percent interest. The actual debt repayment will depend on the amount borrowed, interest rates and term of repayment at the time.

Six-Year Financial Plan

Uncertainties will remain until the improvements are constructed, operation of the improved plant has stabilized, the grants and financing packages are known, and the customer base is supporting a balanced utility. In the interim, this financial plan has been updated. The update is conservative to ensure that financial needs can be met during the planning period. As key elements become clear in the future, the plan can be further refined to assist the City in meeting its sewer obligations. The Scenario G rates shown in Table 9 include a level increase over the period 2019-2024 to allow time to step rates up to afford operation and new debt service related to the recommended six-year improvements in 2024.

Table 9. Six-Year Rate Outlook (Scenario G)

	Monthly Residential Sewer Rate							
	2017	2018	Existing	2020	2021	2022	2023	2024
Scenario G-1, \$0 grant	\$29.95	\$44.93	\$58.41	\$83.91	\$109.41	\$134.91	\$160.41	\$185.91
Scenario G-2, \$3 million grant	\$29.95	\$44.93	\$58.41	\$80.41	\$102.41	\$124.41	\$146.41	\$168.41

Note: This table replaces Table 10-8 from the 2017 GSP.

The six-year financial plan has been updated to demonstrate the impact on the monthly residential customer, or on a per equivalent residential unit basis. Without grants, the current monthly sewer rate of \$58.41 would need to be \$185.91 in 2024 based on the assumptions described. With \$3 million in grants, the 2024 monthly impact would be reduced to \$168.41, or a savings of \$17.50 per month.

As was discussed earlier, the City has been working hard to step up to the level necessary by increasing monthly sewer rates from \$29.95 to \$58.41, increasing SDC’s on new connections from \$2,800 to \$5,607, establishing surcharges on commercial high-strength discharges and downspout connections to the sewer system. Another key assumption that has changed is the number of new homes/ ERUs to connect has decreased from 25 per year over five years 2018-2022, down to 6 per year over 2019-2022 and 7 per year 2023-2024. This reduction in growth affects the new connection revenue from SDCs, as well as reduced revenue from monthly sewer rates.

The updated six-year sewer financial plan for Scenario G-2, with \$3 million in grants, is shown in Table 10. This plan shows sewer rates stepping up over the six years from 2019 through 2024 with an assumed increase of \$22.00 per month in each year, reaching \$168.41 in 2024.

Table 10. Six-Year Sewer Financial Plan (Scenario G-2)

	2019	2020	2021	2022	2023	2024
ASSUMPTIONS						
New Homes / ERUs	6	6	6	6	7	7
General Cost Escalation	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Inspection Fee	50	50	50	50	50	50
System Development Charge per ERU	\$5,607	\$9,400	\$9,400	\$9,400	\$9,400	\$9,400
Monthly Residential Sewer	\$58.41	\$80.41	\$102.41	\$124.41	\$146.41	\$168.41
Assumed increase in residential rates/month		\$22.00	\$22.00	\$22.00	\$22.00	\$22.00
SEWER REVENUE						
Sewer Service Income	652,000	903,000	1,157,000	1,415,000	1,676,000	1,942,000
New High Strength Surcharge	34,000	34,000	34,000	34,000	34,000	34,000
New Downspout-Sump Pump Discharge	12,000	12,000	12,000	12,000	12,000	12,000
Installation Sewer	300	300	300	300	350	350
Interest on Investments	2,000	2,000	2,000	2,000	2,000	2,000
Sewer Miscellaneous Income	50	50	50	50	50	50
Sewer Capital Contributions (system development charges)	33,642	56,400	56,400	56,400	65,800	65,800
<i>Subtotal Sewer Operating Revenue</i>	<i>700,350</i>	<i>951,350</i>	<i>1,205,350</i>	<i>1,463,350</i>	<i>1,724,400</i>	<i>1,990,400</i>
<i>Subtotal Sewer Capital Contributions</i>	<i>33,642</i>	<i>56,400</i>	<i>56,400</i>	<i>56,400</i>	<i>65,800</i>	<i>65,800</i>
<i>Total Sewer Revenue (Operations + Capital)</i>	733,992	1,007,750	1,261,750	1,519,750	1,790,200	2,056,200
SEWER EXPENDITURES						
Administration & Training	46,700	48,100	49,500	51,000	52,500	54,100
Operation & Maintenance - T&D Collection	206,300	173,500	178,700	184,100	189,600	195,300
Operation & Maintenance - WWTP Plant	385,600	397,200	409,100	575,300	741,500	763,700
General Operations, Testing, Phone, Insurance	66,400	68,400	70,500	72,600	74,800	77,000
Customer Service & Marketing	12,000	12,400	12,800	13,200	13,600	14,000
Sewer Taxes	20,500	28,700	37,200	46,000	55,200	64,700
<i>Subtotal Operating Expenditures</i>	<i>737,500</i>	<i>728,300</i>	<i>757,800</i>	<i>942,200</i>	<i>1,127,200</i>	<i>1,168,800</i>
Existing Debt - USDA-RD (principal + interest)	32,670	32,670	32,670	32,670	32,670	32,670
New Debt for CIP	—	—	86,000	86,000	692,600	840,100
<i>Subtotal Debt Expenditures</i>	<i>32,670</i>	<i>32,670</i>	<i>118,670</i>	<i>118,670</i>	<i>725,270</i>	<i>872,770</i>
Sewer Capital Projects	613,000	612,000	2,588,000	10,080,000	2,089,000	—
Ecology Loan Proceeds for CIP	-588,000	-612,000	-2,588,000	-10,080,000	-2,089,000	—
<i>Subtotal Rate-Funded Capital</i>	<i>25,000</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>
<i>Total Sewer Expenditures</i>	<i>795,170</i>	<i>760,970</i>	<i>876,470</i>	<i>1,060,870</i>	<i>1,852,470</i>	<i>2,041,570</i>
<i>Planned use of reserves</i>	<i>62,000</i>					
Annual Increase (Use) of Reserves	822	246,780	385,280	458,880	-62,270	14,630

Note: This table replaces Table 10-9 from the 2017 GSP.

The financial plan assumes that surplus amounts of \$1,090,000 generated in the early years (2020-2022) will be used to meet an anticipated deficit in 2023 and be used for the required debt reserve of one year's debt service. The collection system improvements are planned to be completed when the WWTP project is complete. If these assumptions prove to be conservative, it may be possible that the third Ecology loan could be reduced or may be unnecessary. The City will be monitoring the financial outlook to balance the necessary rate adjustments with the need to meet sewer financial obligations.

Financial Conclusion

The City continues under an administrative order from the Department of Ecology to plan for a major upgrade to the WWTP. This expensive undertaking is planned for design in 2019 and 2020, construction in 2021 and 2022 and the first full year of operation in 2023. The City will need to secure grants and loans to be able to pay for the project, and the result is expected to have a significant impact on the monthly rates of all customers to meet the increased operation and maintenance costs and new debt service related to the loans.

The City has shown its commitment to the program by already increasing monthly sewer rates, establishing surcharges for high-strength and downspout discharges, increasing the SDCs on new connections, continuing a moratorium on commercial sewer connections, and actively seeking grants to make the project more affordable to current customers. The high-strength surcharge as implemented is lower than assumed in the GSP. Increasing revenue from a high-strength surcharge would reduce the impact on residential customers.

The excess revenue that is generated by stepping rates up will be saved in reserve to fund the required debt reserve and to reduce or avoid future loans, such as the third loan for collection system improvements. The City will continue to review the financial outlook periodically to make sure obligations can be met and to avoid drastic impacts on ratepayers.

These projections are based on current known information and reasonable assumptions, and may or may not reflect actual conditions. Results should be monitored every year during the budget process. An increase in annual new connections above the six assumed will improve the City's sewer financial outlook.



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: Stevenson City Council
From: Leana Kinley, City Administrator
RE: Sewer Plant Update
Meeting Date: February 21, 2019

Executive Summary:

This is an overview of items staff has been working on over the past month in line with the direction council gave to staff.

Overview of Items:

Plant Operations:

The city has conducted four days of split sampling using the churn sampler to evaluate the BOD reporting differences between four different labs.

A data logger has been installed in the headworks to record peak hourly flow. This will help in determining plant sizing for upgrades and may lead to a reduction of cost. There have been challenges in retrieving the data. We are working with the manufacturer to evaluate our options.

The diffusers in the digester have been repaired.

The new screens are being installed to help the city reach a class B biosolid and open up alternative methods of solids disposal, such as land application. A SOUR test will need to be done when complete and the results will determine if other improvements are needed.

The plant has seen pH fluctuations outside of the normal range. Operators have started adding lime to the oxidation ditch to correct the deficiencies and will begin random inspections to determine the source of the pH variances.

The average Influent BOD load for 2018 has been:

- Jan 675 lbs/day – No Effluent Violations
- Feb 1,793 lbs/day – No Effluent Violations
- March 1,099 lbs/day – BOD and TSS Effluent Violations
- April 991 lbs/day – BOD and TSS Effluent Violations
- May 1,265 lbs/day – BOD and TSS Effluent Violations
- June 1,124 lbs/day – No Effluent Violations
- July 920 lbs/day – Low pH Violation (one day)
- August 1,113 lbs/day – No Effluent Violations
- September 1,439 lbs/day – Low pH Violation (one day)
- October 1,072 lbs/day – No Effluent Violations

- November 1,032 lbs/day – No Effluent Violations
- December 807 lbs/day – No Effluent Violations

The current permit limit for Influent is 612 lbs/day and the current upgrades in the adopted General Sewer Plan call for a design max monthly BOD loading of 1,611 lbs/day.

There was an excursion of BOD and TSS in January. A copy of the letter sent to DOE is attached.

Funding:

The CERB feasibility study is moving forward. The final revision to the General Sewer Pan and Wastewater Facilities Plan update is being completed and is in the council packet for approval.

Staff is still awaiting the final draft of the Department of Ecology contract for the design phase of the wastewater project.

The city received notification of an EPA grant supporting local infrastructure for Anaerobic Digestion and applied by the November 30th deadline. The project the city will apply for will be around resource recovery, will supplement the CERB study and can run concurrently with other portions of the project. We are still awaiting the status of our application.

In preparing a project proposal for a \$4M EDA grant (20% city match), it was discovered there is no easement or property control for the fairgrounds lift station. The county granted an easement for the property and the city will move forward with the application. Funds are still available as only one project has received funding so far.

Compliance:

As a result of the Jan. 19th council discussion, staff requested an extension of the compliance schedule listed on the Administrative Order. A copy of the request is included for council information.

Action Needed:

None.



818 Riverside Drive
Hood River, OR 97031
Tel 541.386.2432
Fax 541.386.6236

February 8, 2019

Steven Ogle
Washington State Department of Ecology
SW Regional Office
P.O Box 47775
Olympia, WA 98504-7775

Re: City of Stevenson WWTP BOD and TSS Excursion Permit # WA0020672.

Dear Mr. Ogle:

This letter serves as a written follow up to the telephone call placed to you on February 6, 2019 at approximately 1039 to report an indicated effluent BOD and TSS excursion for the month of January 2019, at the City of Stevenson Wastewater Treatment Plant. Review of the data indicated an effluent BOD Monthly Average concentration of 30.9 mg/L and TSS Monthly Average concentration of 121.8 mg/L for the month of January 2019. The permit limit is 30 mg/L. Also reported to you are Weekly Average concentration limit excursions for the week ending January 31. The final lab results for that week indicated the BOD Weekly Average concentration was 91.0 mg/L and the TSS Weekly Average concentration was 389.3 mg/L. The permit is 45 mg/L. The data also indicated an effluent Monthly Average TSS mass loading of 172 lbs. /day. The permit limit is 92 lbs. /day. The data also indicated an effluent Weekly Average TSS mass loading of 537 lbs. /day for the week ending January 31. The limit is 138 lbs. /day Average Weekly. The monthly average % removal for TSS was 46.8 % for the month. The permit is minimum 85% removal. All other parameters were within limits.

It is believed that excess loadings from a local brewery caused a rise in sludge blanket in the secondary clarifier and led to a washout of solids to the effluent channel. Additional effluent BOD / TSS samples were collected during the week to demonstrate compliance but we were unable to meet the monthly / weekly average. Staff has worked on removing additional solids from the plant and has worked with the City to get more outside hauling done to help alleviate the problem at the plant.

Please feel free to contact me at 541-386-2432 if you have any questions.

Respectfully,

Louie Hooks

Project Manager Jacobs

c: Eric Hansen, City of Stevenson Public Works Director



City of Stevenson

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

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

February 4, 2019

Patricia Bailey, Department of Ecology
Southwest Regional Office, Water Quality Program
PO Box 47775
Olympia, WA 98504-7775

Dear Mrs. Bailey,

On April 25, 2017 the City of Stevenson provided you with an aggressive compliance schedule to address the deficiencies noted in the April 7, 2017 Notice of Violation #14032. That compliance schedule was incorporated into the Administrative Order #14221. The city has accomplished the directives outlined in the Order and is continuing to work on ensuring the City's treatment plant operates effectively while we move forward on design and construction of the necessary upgrades.

The city has:

- Instituted a self-imposed moratorium on new commercial connections discharging more than residential BOD loading
- Worked with commercial kitchens and Significant Industrial Users (SIUs) to promote source control and reduce BOD
- Applied for and received notification of funding for the design of wastewater treatment facility and wastewater collection system improvements through the Department of Ecology
- Updated the city ordinance on industrial pretreatment
- Modified Wastewater Treatment Plant (WWTP) operations to improve treatment
- Updated and implemented increased wastewater rates to include a high-strength category
- Completed the General Sewer Plan and Wastewater Facilities Plan Update
- Engaged the community in a Value Planning process to identify alternatives to improve BOD treatment and capacity at a lower cost with greater community value
- Analyzed the alternatives from the Value Planning process
- Solicited Requests for Qualifications for engineering services for the design of wastewater treatment facility and wastewater collection system improvements.
- Hired a full time WWTP Operator to assist with contract operations at the plant and collections system.

The initial compliance schedule has the city beginning the design phase of the WWTP in June of 2018. That schedule assumed the funding for the design would take place at or near that date. While the city received notification that its application for funding of the design phase will be funded, a contract is not signed. The city does not have enough funds to begin the design phase without the contract for funding which would enable payment. The city anticipates signing a contract for funding in February and has begun the RFQ process.

The initial compliance schedule also shows the city applying for funding in October, 2019 for the construction phase. In order to meet the original schedule, the city would need to shorten the design phase from 12 months to 7. While it can be done, the city does not feel that rushing the design phase of a

project of this size and scope is beneficial for the community. In order to allow for the minimum of 12 months for design, the city requests a modification of the compliance schedule as outlined below.

- February-April 2019 – Negotiate individual contracts with SIUs on Best Management Practices and BOD reduction requirements
- February-June 2019 – Review and strengthen the city’s Fats Oils and Grease program
- March 2019-April 2020 – Design WWTP improvements
- October 2020 - Apply for DOE Funding
- October-November 2021 – Solicit Construction Bids
- December 2021-January 2022 – Review bids and select contractor
- February 2022-March 2023 – Construction
- April 2023 – Startup of upgraded WWTP

The above schedule represents a year and four-month extension of the timeline for construction and outlines additional steps the city will be taking to meet the intent of the Administrative Order. The city feels that this will create the best long-term outcome for the community in terms of building an affordable and efficient WWTP with increased capacity.

To ensure that the WWTP stays in compliance with our NPDES Permit, the City will be taking these additional steps:

1. Replacement of brush aerators that are worn out.
2. Continue to haul additional solids to enable increased wasting.
3. Sewer collections inspection and CIP repair to reduce I&I.
4. Inspection and smoke testing to ensure downspouts are not connected to sanitary sewer.
5. Pursue classification of Class “B” solids for land application to reduce outside hauling costs.
6. Increased preventative maintenance at the WWTP to minimize equipment malfunctions/downtime.
7. Increased training/communication with members of ecology to ensure city staff has the knowledge to operate the plant at peak efficiency.
8. Information gathering, such as DO readings throughout the day and hourly peak flow measurements, to assist with proper sizing/design of the WWTP improvements.

Feel free to direct any questions regarding this matter to Eric Hansen, Public Works Director.

Sincerely,



Scott Anderson
Mayor



Leana Kinley
City Administrator



Eric Hansen
Public Works Director

**CITY OF STEVENSON
ORDINANCE NO. 2019-1136**

**AN ORDINANCE OF THE CITY OF STEVENSON, WA DEFINING, RELATING TO WATER
SHORTAGE EMERGENCY REGULATIONS AND PROVIDING PENALTIES FOR THE
VIOLATION THEREOF**

WHEREAS, the City of Stevenson has previously adopted a Water Conservation Plan; and

WHEREAS, the City of Stevenson believes it is necessary to establish formal emergency procedures in the event of a water shortage.

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

Section 1-Adoption: Stevenson Municipal Code chapter 13.17 Water Shortage Emergency Regulations is adopted to read as follows:

**Chapter
13.17
WATER SHORTAGE EMERGENCY
REGULATIONS**

Sections:

- 13.17.010 Purpose.
- 13.17.020 Authority.
- 13.17.030 Policies and procedures.
- 13.17.040 Enforcement.
- 13.17.050 Variances.
- 13.17.060 Penalties.

13.17.010 Purpose.

It is in the public interest to promote the conservation of the city's water supply in order to protect the health, welfare, and safety of water users. To accomplish this declared purpose, the city reserves the right to exercise its police powers through emergency measures as set forth in this chapter.

13.17.020 Authority.

The mayor, when necessary for the protection of the public health, safety, and welfare, shall have the authority to declare various stages of water emergencies and to implement the water conservation measures set forth in this chapter. The mayor shall also have authority to determine whether the various stages of water emergencies and water conservation measures apply to the entire city utility service area or to such portions as may be particularly affected.

13.17.030 Policies and procedures.

The following policies and procedures shall apply during the various stages of water emergencies as set forth in this section. All policies and procedures set forth in this section shall also apply to the City of Stevenson owned properties.

A. Stage I – Anticipated Water Shortage – Internal Preparations.

The mayor may declare a Stage I water emergency when a water shortage is anticipated but not immediate. City hall, in coordination with the public works department, shall conduct public education efforts regarding the benefits and necessity of conservation by the public through news releases and other methods of providing information about conservation methods.

B. Stage II – Serious Water Shortage – Limited Outdoor Restrictions.

The mayor may declare a Stage II water emergency when a water shortage exists such that water supplies are impacted and water demand must be reduced. In a Stage II water emergency, irrigation of lawns and gardens will be restricted to the hours of 6:00 a.m. to 9:00 a.m. and 6:00 p.m. to 9:00 p.m. on all days. Irrigation of lawns and gardens using a timer system will be restricted to the hours of 4:00 a.m. to 9:00 a.m. and 6:00 p.m. to 9:00 p.m.

C. Stage III – Critical Water Shortage – Outdoor Restrictions.

The mayor may declare a Stage III water emergency when a water shortage exists such that water supplies are critically impacted and water demand must be reduced. Upon the declaration of a Stage III water emergency, the City Administrator may impose a rate surcharge of ten percent on all water used by customers with stand-alone irrigation meters and on residential consumption of greater than two thousand one hundred cubic feet per month. In a Stage III water emergency, the following policies apply:

1. Irrigation of lawns and gardens will be restricted to the hours of 6:00 a.m. to 9:00 a.m. only. Irrigation of lawns and gardens using a timer system will be restricted to the hours of 4:00 a.m. to 9:00 a.m. Properties with “even number” addresses will be permitted to irrigate only on “even number days.” Properties with “odd number” addresses will be permitted to irrigate only on “odd number days.”
2. Vehicle washing is prohibited, except for commercial/industrial vehicles where washing takes place on commercial/industrial property and is necessary for vehicle maintenance purposes. Licensed and permitted car washes are allowed to operate.
3. Driveway, sidewalk, etc. flushing is prohibited.

4. Orchard irrigation is prohibited.
5. Filling wading pools, swimming pools, and hot tubs is prohibited.

D. Stage IV – Extreme Water Shortage – Outdoor Usage Prohibited.

The mayor may declare a Stage IV water emergency when a water shortage exists such that maximum flow reduction is immediately required, water available to the city is needed for solely human consumption. Upon the declaration of a Stage IV water emergency, the City Administrator may impose a rate surcharge of ten percent on residential consumption of greater than one thousand three hundred cubic feet per month and a rate surcharge of fifteen percent on residential consumption of greater than one thousand five hundred cubic feet per month. In a Stage IV water emergency, the following policies apply:

1. All lawn, garden and orchard irrigation is prohibited.
2. Vehicle washing is prohibited, except for commercial vehicles where washing takes place on commercial/industrial property and is necessary for vehicle maintenance purposes. Licensed and permitted car washes are allowed to operate.
3. Driveway, sidewalk, etc. flushing is prohibited.
4. Filling wading pools, swimming pools, and hot tubs is prohibited.
5. Water consumption is permitted for essential indoor purposes only.

E. Stage V – Maximum Emergency – No Water Use.

The mayor may declare a Stage V water emergency when there is a significant or complete loss of available water supply. All outdoor water usage shall be prohibited, water rationing must be implemented and emergency water distribution may be necessary for customers without water until the emergency is lifted. The public works director is authorized to restrict water use by rationing the amount of water used by residential customers to a certain number of gallons per day per person residing within the dwelling unit, by rationing the amount of water used by nonresidential users based on a percentage of their historical usage as calculated by the city, and by any other type of rationing as the public works director deems necessary and appropriate in the circumstances.

F. Implementation Requirements.

Prior to the implementation and enforcement of any of Stage I, II and III, the mayor shall take reasonable efforts to have information disseminated to affected customers regarding water rationing, which shall include, at a minimum, publication in the official

newspaper of the city at least once, not less than one week in advance of the effective date of the declaration. Information regarding the specific stage limitations and durations will be sent to all customers by mail and will be posted at City Hall, the Post Office and on the city's web page.

Prior to implementation and enforcement of Stage IV and V, the mayor shall take reasonable efforts to have information disseminated to affected customers regarding water rationing, which shall include, at a minimum, sending a public notice immediately to the radio stations in the area and to the official newspaper of the city. In addition, notice shall be posted at City Hall, the Post Office, and on the city's website. Notices will be posted at all customer locations including residences and businesses.

G. Term of Stage and Scope.

The mayor is also authorized to determine the geographic area to which the declared stage shall apply and to determine the duration for which the declared stage and its limitations and restrictions shall be in effect.

13.17.040 Enforcement.

The public works director or designee, or the law enforcement officers of the city shall have the authority to enforce the provisions of this chapter.

13.17.050 Variances.

The mayor may grant temporary variances for the prospective use of water otherwise prohibited by this chapter for Stage I, II and III. Variances are not allowed for Stage IV and V. Such temporary variances shall be in writing and shall be based on a determination by the mayor that, due to unusual circumstances, application of this chapter would cause an extraordinary hardship adversely affecting the health, sanitation, or fire protection of the applicant or the public. The mayor's determination shall be final unless appealed as follows: a party adversely affected by the mayor's determination may appeal the determination to the city council within 24 hours of the mayor's determination. Said 24-hour periods shall exclude Saturdays, Sundays, Mondays and legal holidays.

13.17.060 Penalties.

Violations of this chapter shall be punishable as follows:

- A. The first violation of any provision of this chapter shall be a civil infraction as prescribed by Chapter 1.18 SMC, and as proscribed by RCW 7.80.120(1)(a), as now enacted and hereafter amended. Infractions shall be processed pursuant to the authority and provisions set forth in Chapter 7.80 RCW, as now enacted or hereafter amended, Chapter 1.18 SMC, as now enacted or hereafter amended and the Infraction Rules for Courts of Limited Jurisdiction.

- B. For any second or subsequent violation of any provision of this chapter the violator may be charged as a misdemeanor punishable by imprisonment in jail for a maximum term fixed by the court of not more than 90 days, or a fine in the amount fixed by the court of not more than \$1,000, or both such imprisonment and fine.

PASSED by the City Council of the City of Stevenson at a regular meeting this 21st day of February, 2019.

Scott Anderson, Mayor

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk/Treasurer

Kenneth B. Woodrich, City Attorney

**CITY OF STEVENSON
ORDINANCE NO. 2019-1137**

**AN ORDINANCE OF THE CITY OF STEVENSON, WA RELATING TO REQUIRING CONNECTION TO THE CITY
WATER SYSTEM AND PROVIDING PENALTIES FOR THE VIOLATION THEREOF**

WHEREAS, the City of Stevenson desires to achieve to the maximum extent possible the use of the city's water system by all users within Stevenson city limits; and

WHEREAS, unregulated wells within City limits pose the risk of impacting the water table supporting City water sources; and

WHEREAS, the City of Stevenson believes it is necessary to establish the requirement to connect to the city water system.

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

Section 1-Adoption: Stevenson Municipal Code 13.16.010 and 13.16.020 are added and adopted to read as follows:

13.16.010 Required use of city water.

Property owners shall connect their premises to the City's municipal water supply system. Private or non-municipal water systems established prior to the passing of City Ordinance 2019-1137 may be excluded from a mandatory connection to the City's water system if the State of Washington's Health Standards are met. Property owners possessing private or non-municipal water systems must provide water samples to the State in accordance with their guidelines as applied to various types and sizes of private or non-municipal water systems. Copies of the test results must be supplied to the City. If the test results indicate a decline in the water quality of the private or non-municipal public system, the City will require local health district review. If the health district determines the water quality to be hazardous to the health and welfare of its users, the system will be discontinued and affected users will be required to connect to the City's water system. When connection is required it shall be made in accordance with the provisions of this chapter, within ninety (90) days after the date of official notice to do so.

The property owner may file a written objection to this action during that noticing period. When a written objection is filed with the City that action will suspend the water connection obligation until the City Council has heard objections from the property owner and rendered a decision.

The meeting established for this purpose shall be held not less than ten (10) days or more than forty-five (45) days after the date of the filing of the objection. Not less than seven (7) days prior to the meeting date the City Council shall provide the property owner notice of the date and time established for the hearing. The decision of the City Council shall be final unless appealed as provided by law. The City will not accept ownership or operational control of a private or non-municipal water system under any circumstance.

13.16.020 Refusal to connect--Connection by city--Cost assessment--Lien.

If a property owner fails, neglects or refuses to connect their lands, buildings, or premises to the City water system within the time specified in the notice referred to in Section 13.16.010 the City shall make, or cause to be made, the connection. The cost of the connection shall be assessed

against the property and the cost shall become a lien upon the premises. City staff is directed to collect the amount of the cost of such connection, either by foreclosure of the lien or by a suit against the property owner of the premises which suit shall be maintained in the name of the City as plaintiff in any court of competent jurisdiction.

PASSED by the City Council of the City of Stevenson at a regular meeting this 21st day of February, 2019.

Scott Anderson, Mayor

ATTEST:

APPROVED AS TO FORM:

Leana Kinley, City Clerk/Treasurer

Kenneth B. Woodrich, City Attorney



Risk Management

SERVICE AGENCY

Outline of coverages

	Member deductible	Pool retention or deductible	Coverage limits
General, automobile, and employment practices liability	None*	\$250,000 retention	\$15,000,000
Property/Auto Physical Damage	None*	\$100,000 deductible	\$250,000,000
Flood	\$100,000 \$500,000 high zones	None	\$50,000,000 \$10,000,000 high zones
Earthquake	2% – \$250,000 min	None	\$50,000,000
Equipment breakdown	\$5,000	\$100,000 deductible	\$125,000,000
Crime – Employee fidelity	None	\$1,000 deductible	\$1,000,000
Pollution	None	\$50,000	\$2,000,000
Cyber Liability	None	\$25,000	\$2,000,000
Aviation general liability**	None	None	\$2,000,000

*Optional member-specific deductibles may be selected.

**Aviation coverage purchased by participating members.



Risk Management SERVICE AGENCY

RMSA / CIAW Comparison

Program Similarities

	RMSA	CIAW
• Pre-litigation services	X	X
• Contract review (indemnification, hold harmless, and insurance requirements)	X	
• Loss Prevention Grants	X	
• Scholarships	X	X
• Loss prevention visits and recommendations	X	X
• Model policies/manuals	X	X
• Trainings:	X	X
• Online	X	X
• Free on-site	X	
• Regional	X	
• Access to additional coverage	X	X
• Coverages:	X	X
• General and auto liability	X	X
• Public officials	X	X
• Employment practices	X	X
• Property	X	X
• Auto physical damage	X	X
• Builder's risk	X	
• Terrorism (property)	X	
• Equipment breakdown	X	X
• Flood	X	X
• Earthquake	X	X
• Crime	X	X
• Cyber liability	X	X
• Special events	X	
• Defense coverage for PRA and OPMA	X	
• Aviation	X	
• Pollution	X	

Additional RMSA benefits and services:

- Initial membership is one year versus three years for CIAW
- Employment practices coverage is Occurrence-based (CIAW is Claims Made)
- Scholarships do not require Board approval (CIAW's do)
- Free contract review (indemnification, hold harmless, and insurance requirements)
- Loss Prevention Grants – reimbursement for expenditures intended to reduce property or liability risks
- Lexipol Grants (Police and Jails) – 50% of membership costs, capped at \$5,000
- Part of AWC:
 - Resources
 - Recognition
 - Network/connections
 - Holistic services and coverage to service the entire municipal member
- Focus on cities and towns
- Free on-site and regional trainings
- Property appraisals; easily updatable online property, vehicle, and equipment management system
- Explicitly stated liability performance standards
- Surety bonds:
 - Notary
 - Public officials (coverage exceeds that required by statutory bond requirements)
- HR Helpline:
 - Employment Attorney Hotline
 - Employee Handbook Builder
 - Policy templates and forms
 - Webinars and other resources
- Planned for future years:
 - Paid safety award program

Membership totals:

	RMSA	CIAW
Cities and Towns	88	73
Special Districts	10	134
Total Members	98	207

Financials (from most recent audit):

	RMSA	CIAW
Total assets	\$18,141,027	\$5,789,133
Total liabilities	\$6,599,616	\$4,266,148
Net position (Fund balance)	\$11,541,411	\$1,522,984

Member deductibles:

Coverage	RMSA*	CIAW
General and auto liability	None	\$1,000
Public officials	None	\$1,000
Employment practices	None	\$1,000
Property	None	\$1,000
Auto physical damage	None	\$1,000
Builders risk	None	No coverage
Terrorism (Property)	None	No coverage
Equipment breakdown	\$5,000	\$2,500
Flood	\$500,000 High zones \$100,000 Low zones	\$500,000 High zones \$25,000 Low zones
Earthquake	2%, Min \$250,000	2%, Min \$50,000
Crime	None	\$1,000
Cyber liability	None	Unknown
Aviation	None	No coverage
Pollution	None	No coverage

*Members have the option to select per-occurrence deductibles for the liability and property programs.

Coverage limits:

Coverage	RMSA	CIAW
General and auto liability	\$15,000,000	\$10,000,000
Public officials	\$15,000,000	\$10,000,000
Employment practices	\$15,000,000	\$10,000,000
Property	\$250,000,000	\$100,000,000
Auto physical damage	\$250,000,000	\$100,000,000
Builders risk	\$25,000,000	None
Terrorism (Property)	\$250,000,000	\$100,000,000
Equipment breakdown	\$125,000,000	\$15,000,000
Flood	Low risk: \$50,000,000 High risk: \$10,000,000	\$15,000,000
Earthquake	\$50,000,000	\$1,000,000
Crime	\$1,000,000	Unknown
Cyber liability	\$2,000,000	None
Aviation	\$2,000,000	None
Pollution	\$2,000,000	None



WASHINGTON CITIES INSURANCE AUTHORITY (WCIA)

What is WCIA?

- A local public entity formed to reduce risks and insurance costs.
- WCIA offers broad coverage, helps members with risk and claim management, and has a track record of strong fiscal performance.

How WCIA Works

- WCIA is a member-driven public organization. Participating public entities are co-owners of the pool, sharing the core value of long-term risk management to contain and stabilize long-term costs while increasing safety.
- All members contribute to pay claims and share knowledge and information. Members learn to reduce the risk associated with their primary purpose: to deliver excellent public services.

Advantages of WCIA Membership

- WCIA is run by a board of directors composed entirely of members who understand the risks associated with the communities they serve.
- WCIA assists members in avoiding and reducing losses by instilling strong risk management practices and by handling claims based upon legal liability rather than financial expediency.
- Members receive stability and transparency in rates. For the past 15 years WCIA's rates have only increased an average of less than 2 percent annually.

Coverage

Liability

- \$25,000,000-Auto, General, Police, Errors or Omissions, Employment Practices, Employee Benefit and Stop-Gap on a 100% occurrence form.

Property & Auto

- \$300,000,000 per Occurrence

Equipment Breakdown

- \$100,000,000 limit

Crime & Fidelity

- \$2,500,000 per Occurrence

Information Security (Cyber Liability)

- \$1,000,000 Security and Privacy Liability;
- \$1,000,000 Regulatory Action;
- \$75,000 Individuals Privacy Event Services;
- \$1,000,000 Event Management;
- \$1,000,000 Cyber Extortion



Claim and Litigation Management

- An experienced staff devoted solely to handling municipal claim and litigation.
- A partnership approach that responds to claims and litigation in a responsible manner.

Pre-Defense Review

- Legal assistance that guides members before they take action.

Risk Management

- An assigned risk management representative analyzes and assists in reducing exposures to loss.
- Risk Management Legal Consultation Program provides legal assistance on complex risk management issues.
- Risk Management Guidelines that outline various exposures and recommended controls, along with Risk Management Bulletins on emerging exposures and new case law.
- A review of contracts for appropriate insurance and risk transfer language.

Training

- Free trainings on a wide variety of liability exposures such as personnel, land use, police, fire, jails, fleet, volunteers, public works, and parks.
- On-site, regional and online trainings available.

Reimbursements

- Reimbursements for municipal accreditations, individual and group certifications, and registrations for association schools and institutes.

Member Grants

- Risk reduction grants for projects to reduce exposures. All members can apply and grants are reviewed and awarded by a member run committee.



P.O. Box 88030, Tukwila, WA 98138
Phone: 206.575.6046 / Fax: 206.575.7426
www.wciapool.org



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: Stevenson City Council
 From: Leana Kinley, City Administrator
 RE: Insurance Analysis
 Meeting Date: February 21, 2019

Executive Summary:

At the November 15, 2018 council meeting, council approved a letter of intent to withdraw from CIAW and move forward with researching other insurance options. Staff looked into two other programs, the Association of Washington Cities Risk Management Service Agency (RMSA) and the Washington Cities Insurance Authority (WCIA).

Overview of Items:

The premium costs, deductibles and coverage summaries for the various programs are listed below, with the details in the attached files. In addition to the financial differences, the program operations also vary. Both RMSA and WCIA have a robust training component requiring a minimum amount of training to either maintain a zero deductible (RMSA) or to maintain insurance coverage (WCIA). The training for WCIA and RMSA are similar and both use LocalGov-U for online training with the same availability of courses. WCIA has additional requirements aimed at reducing liability in order to be part of the pool, which includes an annual audit and review as well as the requirement to attend one Full Board meeting a year. All offer reimbursement programs for training and education to varying degrees.

<u>Insurance Costs</u>	<u>CIAW</u>	<u>RMSA</u>	<u>WCIA</u>
Premium	\$ 83,617	\$ 48,026	\$ 47,110
Agency Servicing	\$ 4,023	N/A	N/A

<u>Deductibles</u>	<u>CIAW</u>	<u>RMSA</u>	<u>WCIA</u>
General Liabilities	\$1,000	None	None
Auto Physical Damage	\$1,000	None	\$250

<u>Coverage Limits</u>	<u>CIAW</u>	<u>RMSA</u>	<u>WCIA</u>
General Liability	\$ 10M	\$ 15M	\$ 25M

Conclusion:

Staff recommendation is to go move forward with WCIA for insurance coverage in 2020.

After council approval, staff will work to obtain the necessary contracts for authorization at future council meetings.



CITIES INSURANCE ASSOCIATION OF WASHINGTON COVERAGE CONFIRMATION

The terms, conditions, and exclusions shown here are brief overviews included in, but not limited to, the coverages provided by the Cities Insurance Association of Washington. The terms and conditions offered may differ from your prior policy and from what you requested in your submission. This document is not intended to be used as a direct reflection of all coverages or to replace or alter the Memorandum of Coverage in any way. Information represented in this Coverage Confirmation is subject to the exclusions, terms, limitations, and conditions of the Memorandum of Coverage. All specific coverage, exclusion, and limitation questions should be referred directly to the Memorandum of Coverage and all attached endorsements. In the event of differences, the Memorandum of Coverage will prevail. Participating companies are non-admitted, unless otherwise stated. Non-admitted companies are not regulated by the Washington State Insurance Commissioner and are not protected by the Washington State Guaranty Fund. Clear Risk Solutions will process all surplus lines filings on any excess and surplus lines policies, if applicable, on behalf of CIAW. The Memorandum of Coverage is subject to audit. Defense costs are outside the limits, unless excess limits are purchased. Defense costs are inside the limits for members with excess liability limits scheduled on file with the company. For claims made coverages, a copy of the Extended Reporting Period MOC language is available upon request.

It is the responsibility of the broker or covered member to review this document to confirm its accuracy. Companies are subject to change prior to December 1.

Notice of Cancellation for Non-Payment

We may cancel coverage within 60 days in the event of non-payment of premium. Notice of cancellation will be mailed to the Covered Member's last known address and will indicate the date on which coverage is terminated. If applicable, a copy will be mailed to the broker of record on file.

Covered Member:
City of Stevenson
PO Box 371
Stevenson WA 98648

Broker:
McCoy Holliston Insurance

Coverage Period: 12/01/2018 to 12/01/2019

Coverage Confirmation Expiration Date: 03/01/2019 at 12:01 a.m.

Member Since: 03/01/1989

Authorized Signature:

Administered by Clear Risk Solutions

COVERAGE CONFIRMATION PROPERTY COVERAGE PART

Item 1. **Limit of Coverage:** Each Occurrence \$100,000,000

Real and Personal Property
(excluding Earthquake and Flood)

Item 2. **Sublimits of Coverage:**

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

- 1a. \$15,000,000 Sublimit for Earthquake per Occurrence and in the Annual Aggregate.
- 1b. \$15,000,000 Annual Group Aggregate for Earthquake.
- 2a. \$15,000,000 Sublimit for Flood per Occurrence and in the Annual Aggregate except that covered Property located at the time of loss in any flood zone identified by FEMA as Zones A, AO, AH, A1 through 30, AE, A99, AR, AR/A1 through 30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1 through 30, VE, and V; or a similar high risk FEMA rating are subject to the following Flood sublimits:
 - \$ 1,000,000 per Occurrence and Annual Aggregate, and
 - \$15,000,000 Annual Group Aggregate.
- 2b. \$15,000,000 Annual Group Aggregate for Flood.
- 3. \$1,000,000 Sublimit for combined Transit and off Premises Extension per Occurrence.
- 4. \$5,000,000 Sublimit for combined Business Interruption and Extra Expense per Occurrence.
- 5. \$1,000,000 Sublimit for Accounts Receivable per Occurrence.
- 6. \$5,000,000 Sublimit for Rental Income per Occurrence.
- 7. \$1,000,000 Sublimit for Valuable Papers per Occurrence.
- 8. \$2,500,000 Sublimit for Additionally Acquired Property per Occurrence.
- 9. \$250,000 Sublimit for Newly Built or Constructed Property per Occurrence.
- 10. \$10,000,000 Sublimit for Electronic Data Processing per Occurrence.
- 11. \$25,000 Sublimit for Random Attack of Computer Hack or Virus per Occurrence
- 12. \$25,000 Sublimit for Re-keying Expense per Occurrence and Annual Aggregate.
- 13. \$1,000,000 Sublimit for Fine Arts per Occurrence.
- 14. Lesser of 25% of the amount paid for direct physical loss or \$1,000,000 sublimit for Debris Removal Expense Extension per occurrence.
- 15. \$250,000 Sublimit for Cost of Clean Up Extension per Occurrence and Annual Aggregate.
- 16. Ordinance or Law Coverage A: The building value of the undamaged portion of the building as reported in the Property Schedule on file with the Company per Occurrence.
- 17. Ordinance or Law Coverage B: Demolition Cost is 25% of the building value as reported in the Property Schedule on file with the Company per Occurrence.
- 18. Ordinance or Law Coverage C: Increased cost of construction is 25% of the building value as reported in the Property Schedule on file with the Company, subject to a combined single limit of \$10,000,000 for coverages B and C combined, per Occurrence
- 19. \$50,000 Sublimit aggregate Temporary Safeguard of Property Extension per Occurrence.
- 20a. \$100,000 Sublimit for Mold or Other Fungi as a result of covered losses.
- 20b. \$300,000 Annual Group Aggregate for Mold or Other Fungi as a result of covered losses.
- 21. \$100,000 Sublimit for Walkways, Roadways, Courts, and other similar paved surfaces per Occurrence.

Item 3. **Deductible:**

Real and Personal Property
(except Earthquake and Flood (and
Automobile Physical Damage for
Scheduled Automobiles))

Each Occurrence: \$250

Automobile Physical Damage
for Scheduled Automobiles

Per Schedule on file with Company

Rental Vehicles Physical Damage

Each Occurrence:

- \$250 Fire Districts/Special Districts
- \$1,000 Cities

Earthquake: The greater of 2% of the total value of all Property at the Locations suffering loss or \$50,000 loss per occurrence. Total value of all Property means the total value of all Property shown in the statement of values on file with the Company at the time of loss. A Location means a single street address or if no street address, single legal description.

Flood: \$25,000 each loss per occurrence except that covered Property located at the time of loss in a flood zone identified by FEMA as Zones A, AO, AH, A1 through 30, AE, A99, AR, AR/A1 through 30, AR/AE, AR/AO, AR/AH, AR/a, VO, V1 through 30, VE, and V; or a similar high risk FEMA rating are subject to the following Flood Deductibles:

- \$500,000 per occurrence applying to each building damaged, and
- \$500,000 per occurrence applying to Personal Property within a building, and
- \$500,000 per occurrence applying to all other covered Property.

COVERAGE CONFIRMATION

LIABILITY COVERAGES

Item 1. Deductible:

a.	General Liability Coverage Part	Each Occurrence	\$250
b.	Wrongful Act Liability Coverage Part	Each Wrongful Act	\$1,000
c.	Miscellaneous Professional Liability	Each Wrongful Act	\$1,000
d.	Automobile Liability Coverage Part	Each Accident	See schedule
e.	Uninsured/Underinsured Motorist Coverage		
	Property Damage	Each Accident	\$100/\$300
	Bodily Injury	Each Accident	\$0
f.	Employee Benefits Liability	Each Employee Benefits Incident	\$250
g.	Sexual Abuse Liability	Each Sexual Abuse	\$250
h.	Stop Gap Employer's Liability	Each Accident	\$250
i.	Law Enforcement Liability	Each Occurrence	\$250
		Each Accident	See schedule

Item 2. Limit of Coverage:

The Sublimits of Coverage shown below do not increase the overall Limits listed for Liability Coverages.

a.	General Liability Limit	Each Occurrence	\$10,000,000
	Products and Completed Liability Sublimit	Each Occurrence	\$10,000,000
		Annual Aggregate	\$20,000,000
	Premises Liability Sublimit	Each Occurrence and Aggregate	\$1,000,000
	Garage Liability Sublimit	Each Occurrence and Annual Aggregate	\$1,000,000
	Sewer Back-up Sublimit	Each Occurrence and Aggregate	\$2,000,000
	Failure to Supply Sublimit	Each Occurrence	\$2,000,000
b.	General Liability	Annual Aggregate	\$20,000,000
		Group Aggregate	\$50,000,000
	Failure to Supply Sublimit	Annual Aggregate	\$2,000,000
		Group Aggregate	\$50,000,000
c.	Wrongful Act Liability Limit	Each Wrongful Act	\$10,000,000
	Miscellaneous Professional Liability Sublimit	Each Wrongful Act	Included
d.	Wrongful Act Liability	Annual Aggregate	\$10,000,000
	Miscellaneous Professional Liability Sublimit	Annual Aggregate	Included
		Group Aggregate	\$50,000,000
e.	Employee Benefit Liability Sublimit	Each Employee Benefits Incident	\$10,000,000
		Annual Aggregate	\$20,000,000
f.	Automobile Liability Limit	Each Accident	\$10,000,000
	Limited Garagekeepers Sublimit	Each Accident	\$1,000,000
	Uninsured/Underinsured Motorist Sublimit	Each Accident	\$1,000,000
g.	Stop Gap Employer's Liability Sublimit	Each Accident	\$10,000,000
		Annual Aggregate	\$20,000,000

h.	Defense Costs	Each Occurrence/ Each Wrongful Act	\$2,000,000
i.	Unmanned Aircraft Liability Sublimit	Each Occurrence And Aggregate	\$1,000,000
	Unmanned Aircraft – under 30 lbs. total weight and FAA Compliant		
j.	Sexual Abuse Liability Sublimit	Each Sexual Abuse Annual Aggregate Group Aggregate	\$10,000,000 \$10,000,000 \$30,000,000
k.	Law Enforcement Liability Sublimit	Each Occurrence/ Each Accident Annual Aggregate	\$10,000,000 \$20,000,000

Item 3. **Retroactive Date:**

Wrongful Act Liability (including Miscellaneous Professional)	09/01/1991
Employee Benefit Liability	09/01/1991

COVERAGE CONFIRMATION CRIME COVERAGE PART

Item 1. Deductible:

Employee Theft	Each Occurrence	\$1,000
Forgery or Alteration	Each Occurrence	\$1,000
Money and Securities	Each Occurrence	\$1,000
Computer Fraud	Each Occurrence	\$1,000
Funds Transfer	Each Occurrence	EXCLUDED

Item 2. Limit of Coverage:

Crime Coverage Part	Each Occurrence and Annual Aggregate	\$1,000,000
---------------------	---	-------------

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

Coverage Agreements	Sublimits of Coverage
Employee Theft - Per Loss Coverage	\$1,000,000
Employee Theft - Per Employee Coverage	EXCLUDED
Forgery or Alteration	\$1,000,000
Inside the Premises - Money and Securities,	\$250,000
Inside the Premises - Robbery or Safe Burglary of Other Property	\$250,000
Outside the Premises - Money and Securities	\$250,000
Computer Fraud	\$250,000
Funds Transfer Fraud	EXCLUDED
Money Orders Counterfeit Paper Currency	EXCLUDED
Faithful Performance	Included in Employee Theft sublimit

COVERAGE CONFIRMATION

EQUIPMENT BREAKDOWN COVERAGE PART

Item 1. **Deductible:**

Equipment Breakdown Coverage Part:

Cities and Special Districts:	One Accident	\$2,500 Combined, All Coverages
Fire Districts:	One Accident	\$500 Combined, All Coverages
All Motors and Pumps (All Member Deductible):		\$10,000

Item 2. **Limit of Coverage:**

Equipment Breakdown Coverage Part	One Accident	\$100,000,000
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Item 3. **Sublimits of Coverage:**

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

Property Damage:	Included
Business Income:	Included
Extra Expense:	Included
Service Interruption:	Included
Perishable Goods:	\$500,000
Data Restoration:	\$100,000
Computer Equipment:	Included
Off Premises Property Damage:	Excluded
Contingent Business Income:	Included
Demolition:	25% of building or tenant's improvements or betterments value
Ordinance or Law:	25% of building or tenant's improvements or betterments value
Expediting Expenses:	Included
CFC Refrigerants:	Included
Hazardous Substances:	\$5,000,000
Extended Period of Restoration:	30 days
Newly Acquired Locations:	Included; 365 days
Service Interruption Waiting Period:	24 hours

COVERAGE CONFIRMATION

PRIVACY & NETWORK LIABILITY AND DATA BREACH POLICY

Item 1. Deductible:

If Encryption Technology is Utilized:	\$10,000 per Claim
If Encryption Technology is Not Utilized:	\$50,000 per Claim

Item 2. Limit of Insurance:

a. Privacy Liability	Each Occurrence And Aggregate	\$1,000,000
b. Network Security Liability	Each Occurrence And Aggregate	\$1,000,000
c. Network Extortion	Each Occurrence And Aggregate	\$1,000,000
d. Data Breach (utilizing ACE USA Data Breach Service Team)	Each Occurrence And Aggregate	\$1,000,000
e. Data Breach (not utilizing ACE USA Data Breach Service Team)	Each Occurrence And Aggregate	\$100,000
f. Regulatory Proceedings	Each Occurrence And Aggregate	\$100,000
g. Payment Card Industry (PCI)	Each Occurrence And Aggregate	\$100,000
h. Internet Media Liability	Each Occurrence And Aggregate	\$100,000
i. All Liabilities above	Group Annual Aggregate	\$3,000,000
j. Data Breach Group Aggregate (utilizing ACE Data Breach Team)	Group Annual Aggregate	\$1,000,000
k. Data Breach Group Aggregate (not utilizing ACE Data Breach Team)	Group Annual Aggregate	\$300,000
l. Regulatory Proceedings	Group Annual Aggregate	\$500,000
m. Payment Card Industry (PCI)	Group Annual Aggregate	\$500,000
n. Internet Media Liability	Group Annual Aggregate	\$500,000

PARTICIPATING CARRIERS

THE FOLLOWING CARRIERS REINSURE THE DESIGNATED PORTIONS OF THE MOC:

Coverage Part:	Carrier:
Property Coverage	Munich Reinsurance America, Inc. (A+ XV) (Admitted) Hallmark Specialty Insurance Company (A- VIII) (Non-Admitted) Great American Insurance Company (A+ XIV) (Admitted)
General Liability Coverage	Munich Reinsurance America, Inc. (A+ XV) (Admitted)
Automobile Liability	Munich Reinsurance America, Inc. (A+ XV) (Admitted)
Wrongful Act Liability	Munich Reinsurance America, Inc. (A+ XV) (Admitted)
Crime Coverage	Munich Reinsurance America, Inc. (A+ XV) (Admitted)
Equipment Breakdown Coverage	Hartford Steam Boiler Inspection and Insurance Company of Connecticut (A++ X) (Admitted)

THE CARRIERS BELOW PROVIDE COVERAGE FOR THE FOLLOWING LINES OF BUSINESS ON A SEPARATE MASTER POLICY:

Line of Business:	Carrier:
Privacy & Network Liability And Data Breach Policy	Illinois Union Insurance Company (Chubb) (A++ XV) (Non-Admitted)

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this **21st** day of February, **2019**, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and **WebRock Design**, 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 Exhibit "A." 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 Exhibit "A." 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, 2019** 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.

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

Kenneth B Woodrich,
City Attorney

Federal Tax ID Number

UBI#

CLIENT :
CITY OF STEVENSON www.ci.stevenson.wa.us/

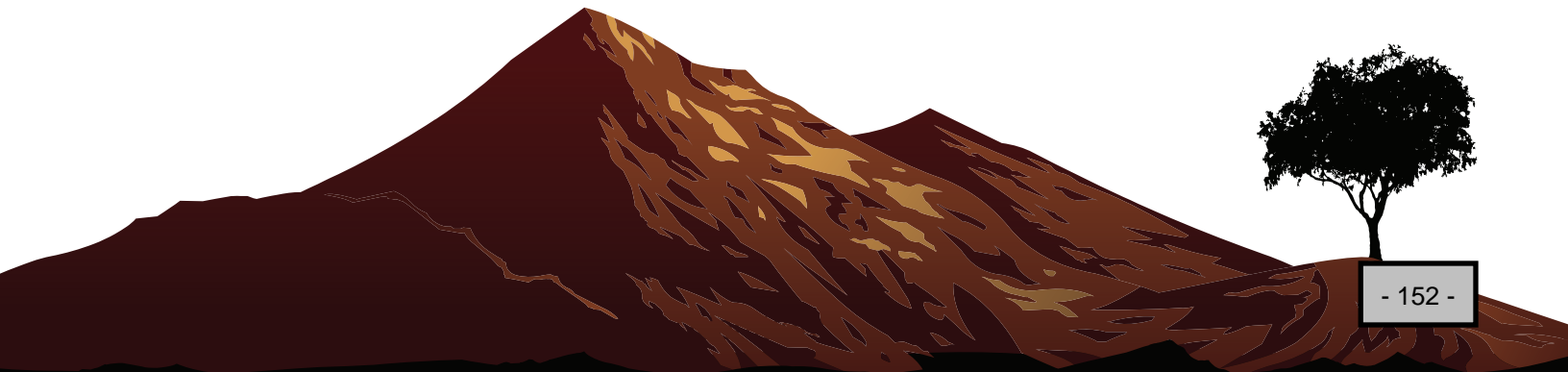
Description	Qty	Total
REDESIGN -- Design Consultation a complete discussion of the client's needs, and preferences to color, design goals, design styles, and any other relevant design constraints. site wireframe developed, interactive basecamp set-up. -- Design Variations two/four designs will be presented to the client so a design choice can be reached. customize the look and feel to the client's preferences. 2nd tier page template presentations.	1	\$2,499
DEVELOPMENT -- Implementation of design into SEO optimized site pages -- Development of Content Management System client will have ability to independently change html pages and post to server -- Programming of submit forms for Contact Us -- Testing and launch of website -- Training and assistance of CMS backend	1	\$2,499
Estimate Amount		\$4,998

Notes:

Thank you for the opportunity to work with you!

My best,

Alexa and The WebRock Team



Homelessness & housing toolkit for cities



Tools and resources to address homelessness and affordable housing from real cases in cities across Washington.



Homelessness & housing toolkit for cities



Tools and resources to address homelessness and affordable housing from real cases in cities across Washington.





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AWC's mission is to serve our members through advocacy, education and services.

Association of Washington Cities, Inc.
1076 Franklin St. SE, Olympia, WA 98501
360.753.4137
1.800.562.8981
www.awcnet.org

MRSC's mission is to support effective local government in Washington through trusted consultation, research, training, and collaboration.

Municipal Research & Services Center
2601 Fourth Avenue, Suite 800
Seattle, WA 98121-1280
206.625.1300
www.mrsc.org

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City resources for addressing homelessness and affordable housing

Cities of every size are grappling with increasing homelessness, lack of affordable housing for low-wage workers and their families, and inadequate mental health and addiction treatment systems.

After many years of decline, homelessness in Washington is growing again, despite significant investment and efforts to reduce it over the last decade.

Some communities face rapidly increasing housing costs that are pricing working families out of cities. When markets in larger urban communities are red hot, there is powerful pressure for existing affordable units to renovate and raise rents. Less urbanized areas of the state face very low vacancy rates and soft development economies, where new construction is not occurring at the pace needed to meet demand and accommodate growth.

Our inadequate mental health care and chemical dependency treatment systems compound the problem. Washington ranks 46th in the nation in the number of psychiatric beds available for those suffering from mental illness, and our emergency rooms are overwhelmed by the number of people who need help. Opioid overdoses are now the leading cause of accidental death in the U.S. with 47,055 deaths in 2014. Both methamphetamine and opioid addiction are driving this epidemic of addiction, which does not discriminate when it comes to race, sex, geography, or income level.

People with chemical dependency and mental health problems are significantly more likely to be homeless and homelessness is likely to accelerate their downward spiral, adding isolation, trauma, and premature aging to their list of disabling conditions.

Solving these problems fall to a varied group of federal and state agencies, local governments, and nonprofit partners. The cost of homelessness to taxpayers is significant: increased police calls for service, incarceration, emergency room visits, and locally-funded homeless services strain local budgets. Cities struggle with limited resources and, often, funding for homelessness and housing does not flow directly to cities.

After many years of decline, homelessness in Washington is growing again and housing affordability continues to be a challenge across the income spectrum.

Cities need a variety of strategies to address these crises

There is no single solution to these problems and cities need a variety of strategies to address these crises. This toolkit is meant to serve as a resource for elected officials and city staff who seek options and ideas on how to respond.

The following pages offer descriptions of a variety of tools and programs. For each article you will find a brief description of the topic and information on where to access additional resources.

Cities are on the front lines of our public policy issues but, as the programs in this toolkit show, cities can't solve it alone. Reducing homelessness and increasing affordable housing requires a sustained, innovative approach and a willingness to partner with county, state, and federal agencies, and as well as local faith communities, nonprofits, and ordinary citizens. None of these programs are one-size-fits-all solutions, but the following pages will offer ideas and inspiration so cities can continue meeting the challenges of an ever-changing world.

Homelessness and affordable housing funds explained

State authorized sales tax to support affordable housing and related services

In July 2015, the legislature approved HB 2263 which provides local governments a tool to obtain funding to house vulnerable residents by implementing a one-tenth of one percent sales tax.

County legislative authorities may implement a 0.1 percent sales and use tax, if approved by a majority of voters, in order to fund housing and related services. A city legislative authority may implement the whole or remainder of the tax if it's approved by a majority of voters and the county has not opted to implement the full tax.

This new revenue stream is meant to serve people living with incomes at 60 percent or below of a given county's area median income (AMI). The majority of the funding (at least 60 percent) is designated for building new affordable housing and facilities to deliver mental health services and/or, the operation and maintenance of newly-constructed affordable housing or mental health services. The remainder of the funds can be used for the operation, delivery and evaluation of mental health programs or housing-related services.

Mental Illness and Drug Dependency Tax

The Mental Illness and Drug Dependency Tax (MIDD) allows counties to impose a sales and use tax of one-tenth of one percent to fund programs serving people with mental illness or chemical dependencies. Since 2011, any city with a population greater than 30,000 has the authority to implement the MIDD tax if it has not been passed by the county. Programs and services that can be funded by this revenue stream include, but are not limited to, treatment services, case management, and housing that are a component of a coordinated chemical dependency or mental health treatment program or service.

Low Income Housing Tax Credit

The Low Income Housing Tax Credit (LIHTC) is a federal tax credit program created in 1986 to provide private owners an incentive to create and maintain affordable housing. The IRS allocates program funds on a per capita basis to each state. The Washington State Housing Finance Commission (HFC) administers the tax credits as a source of funding that housing developers use for a single project. Investors in housing projects can apply to the HFC for different tax credits depending on project type.

The Housing Choice Voucher

The Housing Choice Voucher (HCV) program is a federal housing voucher for very low-income families, the elderly, and the disabled to afford housing in the private market. Participants are free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects. Housing choice vouchers are administered locally by public housing authorities. Housing authorities receive federal funds from the U.S. Department of Housing and Urban Development (HUD) to administer the voucher program. Usually, a housing subsidy is paid to the landlord directly by the housing authority on behalf of the participating family. The individual or family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program.

Community Development Block Grants

Started in 1974, the Community Development Block Grant (CDBG) program is one of HUD's longest running programs and provides annual grants to local government and states for a wide range of community needs. The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses.

CDBG appropriations are allocated between states and local jurisdictions called "non-entitlement" and "entitlement" communities. Entitlement communities are comprised of central cities of Metropolitan Statistical Areas, metropolitan cities with populations of at least 50,000, and qualified urban counties with a population of 200,000 or more (excluding the populations of entitlement cities). States distribute CDBG funds to non-entitlement localities not qualified as entitlement communities.

HOME Investment and Partnership Program

The HOME Investment Partnerships Program (HOME) is similar to CDBG, except that the funds are for the sole use of providing affordable housing for low and very low income individuals. Funding is allocated to states or participating jurisdictions. Funds can be used for building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. The program is flexible and allows states and local governments to use these funds for grants, direct loans, loan guarantees or other forms of credit enhancements, or rental assistance or security deposits.

Washington State Housing Trust Fund

The Washington State Department of Commerce administers a Housing Trust Fund (HTF) funded primarily through the capital budget. Since 1987, the HTF has contributed over \$1 billion toward the construction and maintenance of over 40,000 affordable homes. HTF dollars support a wide range of projects serving a diverse array of low-income populations. Projects can serve people with incomes up to 80 percent of area median income, but the majority of projects funded to date serve households with special needs or incomes below 30 percent area median income, including homeless families, seniors, farmworkers, and people with developmental disabilities. Local governments can apply to the HTF for eligible activities.

Document recording fees

Document recording fees are Washington State's largest source of funding for homelessness programs. Counties charge fees on recorded documents and are permitted to retain a portion for affordable housing and homeless programs. Counties generally include cities in committees in determining how to spend the local share of the collected fees. Another portion of these funds are redirected to the Department of Commerce to fund various programs, including the Consolidated Homeless Grant program.



Compass Crossing tests low cost, modular micro units

A project in Seattle is combining a Housing First program model and elements of the Olympia/Thurston County tiny house village model. Compass Housing Alliance (CHA) brought these ideas together in a project recently given a \$1 million boost from the Paul G. Allen Foundation.

The project, known as Compass Crossing, will feature a “progressive engagement model of trauma-informed care” for the residents’ anticipated physical and mental health conditions and/or chemical dependencies. This will include onsite clinical staff, social service support, and property management. Compass Crossing combines this comprehensive program model with safe, affordable, steel-frame modular living spaces and communal facilities such as a kitchen, community space, and garden. These unique and intriguing attributes make the project both responsive to residents’ needs and less costly than conventional construction.

Rather than conform to the traditional definitions of permanent, transitional, or emergency housing, Compass Crossing intends to “promote a new model of ‘Responsive Housing and Services’ that can be adapted to the specific needs of the people we serve, wherever they are on their journey from homelessness.”

Compass Crossing expects to help 50 individuals find stability over the expected three-year occupancy at the site.

The development will include 13 housing units, including six 240-square-foot double occupancy rooms and seven 160-square-foot single occupancy rooms. Compass Crossing will be pet-friendly, include storage for the residents, and provide options for partners to be housed together.

By utilizing steel-frame modular construction from OneBuild, an experienced supplier of off-site manufactured building modules and components for the construction industry, the project is expected to be faster and cheaper to build and use fewer resources than traditional on-site construction. The estimated timeline is ten weeks for site work and five days to install the buildings and connect utilities. The target date for completion was December 2016.

The modular units will become a permanent affordable asset that can be moved from one under-utilized site to another as development occurs.

Compared to the number of homeless reported in the point-in-time count last winter, these 13 units alone may seem a meager start. But the key factor that garnered the support of the Allen Foundation was the potential for scalability, up or down. Both CHA’s Chief Operating Officer, Bill Reddy and OneBuild’s Founder and CEO, Dale Sperling, emphasized that this is a “proof of concept” project, and that the Allen Foundation was particularly interested in the fact that units are designed for eventual relocation and can be reconfigured, depending on the size and attributes of other potential sites.

According to Sperling, the modularity of these units, together with their low cost, make them ideal to rapidly and cost-effectively respond to the homelessness crisis. Roughly ten of these units can be produced for the cost of a single conventionally built unit. According to Sperling, each of these modules can be built for around \$30,000 compared to \$300,000 to \$400,000 each for a site-built apartment unit. The modular construction also reduces the site development costs. The total development cost per unit is much higher than the cost of the unit itself, skewing this comparison.

Although the steel-frame modular units may share some outward resemblance to a shipping container, they are not recycled shipping containers. Each module is factory-built from new materials to be fully code compliant as a residential unit. They are transported to the site and rapidly lifted into place. In fact, OneBuild recently assembled a 49-unit apartment building near MRSC's offices in Seattle's Belltown neighborhood in about 36 hours.

CHA and OneBuild believe this project will show how any community of any size or shape can adapt this type of construction to meet the needs of people who are homeless.

For a community facing a crisis in homelessness or housing affordability, this demonstration project may provide a new option. For rapid deployment, lower cost, extreme flexibility, reusability, and scalability, steel-frame modular construction is gaining an opportunity for a real-world demonstration thanks to the energy and commitment of the Compass Housing Authority, OneBuild, and the Paul G. Allen Foundation.

Resources

Compass Crossing

www.compasshousingalliance.org

OneBuild, Dale Sperling

www.onebuildinc.com



Emergency rental assistance programs: A strategy for preventing homelessness

Emergency rental assistance prevents homelessness and helps residents avert eviction. In addition to providing funds to address their immediate housing crisis, such programs also provide other support services to promote long term stability.

Typically, these programs provide short-term (one to three months) or medium-term (up to six months) rental assistance for households with incomes up to 50 percent of Area Median Income (AMI), who are at imminent risk of homelessness or who have recently become homeless.

Individuals and families fall into housing crises and seek assistance for many reasons. Some of the most common are job loss, an unforeseen reduction in work hours, a medical emergency or disabling condition, limited income coupled with a rent increase, or the cessation of refugee resettlement assistance.

Rental assistance funds are used for immediate help with current or late rent, utility arrears, and legal or interpretation fees needed to stop an eviction action. Funds may also be used for credit and background checks needed to secure alternate stable housing, as well as security and utility deposits and moving costs.

In addition to receiving financial assistance, program participants may receive or be required to participate in services such as landlord negotiations, job search assistance, money management coaching, and help with goal setting.

Seattle has provided funding for its Homelessness Prevention Program with money raised with its Housing Levy authorized by RCW 84.52.105 and passed by the voters in 2009. Other communities appear to rely almost exclusively on the nonprofit sector.

Resources

Rental Assistance - Housing

www.seattle.gov

Homelessness and Family Stability - Bill & Melinda Gates Foundation

www.gatesfoundation.org

ARCH Housing - Other rental resources

www.archhousing.org

Prevention and Diversion Toolkit

www.endhomelessness.org

Spokane County Homeless Prevention

www.snapwa.org



Long-term “master leasing” helps provide homeless housing

Established in 1998, San Francisco’s Master Leasing Program acquires sites, mainly single occupancy hotels, under long-term leases with building owners to provide housing for people who are homeless. The building owner retains responsibility only for large capital improvements after the lease is signed. The sites are managed by nonprofit organizations that provide property management and supportive services on site. Building owners often renovate residential and common areas prior to lease signing.

While many nonprofits have adopted similar master leasing programs, only a few cities throughout the country have.

San Francisco’s successful program signs long-term leases with owners to provide permanent supportive housing for homeless adults. Its program is a Housing First model; that is, it provides housing immediately to homeless people regardless of their mental health or substance abuse status. This

approach is based on the idea that in order for people to achieve stability and recovery, they must first have a safe, stable home and access to the mental health, addiction treatment, and other services they need. Most agree that it is very difficult to address a mental health or chemical dependency issue while sleeping on the street. (See also *The Housing First model* on p. 9)

The benefits of master leasing are the ability to bring units online rapidly, and the reliance on private capital for upfront renovation costs. In addition, the renovated buildings, combined with on-site services, stabilize properties that have often been problematic for the surrounding neighborhood.

San Francisco funds this program through its general fund and Human Services Care Fund. In fiscal year 2013-14 the fund had a budget of \$14 million.

Resources

City of San Francisco

Department of Public Health,

Housing and Urban Health

www.sfdph.org



The Housing First model

The central goal of the Housing First approach is to provide permanent, affordable housing. By providing housing assistance, case management, and supportive services after an individual or family is housed, communities can significantly reduce the time people experience homelessness and prevent further episodes of homelessness.

Housing First is an approach used for both homeless families and individuals, and for people who are chronically homeless. For the chronically homeless, this is also referred to as “low barrier” housing because typically there are no preconditions that the participant be clean and sober to obtain housing. Participants are housed with access to services such as mental health and addiction on-site or nearby, but are not required to use the services.

The Housing First approach provides homeless people with housing quickly, without preconditions such as requiring that they become clean and sober first.

Generally, Housing First programs share these elements:

- A focus on helping individuals and families access and sustain permanent rental housing as quickly as possible;
- A commitment to permanent rather than temporary or transitional housing;
- Provision of social and health services following a housing placement;
- Services are tailored to each individual’s or family’s needs; and
- Housing is not contingent on participation in services or treatment; the only requirement is that participants comply with a standard lease agreement, and services are intended to help them do so successfully.

A central tenet of the Housing First approach is that social services enhance individual and family well-being are more effective when people are in their own home than when they are living with the extreme stress of homelessness.

While there are a wide variety of program models, all Housing First programs typically include:

- Assessment-based targeting of Housing First services;
- Assistance locating rental housing, relationship development with private market landlords, and lease negotiation;
- Housing assistance ranging from security deposit and one month’s rent to provision of a long-term housing subsidy;
- A housing placement that is not time-limited; and
- Case management to coordinate the services that follow a housing placement.

The Housing First model has been shown to reduce public costs of homelessness such as use of emergency rooms, police services, courts and jails, and public sanitation. The federal Department of Housing and Urban Development estimates that each homeless person costs between \$30,000 and \$50,000 per year in such costs.

The cost to provide permanent housing and support services to help people stay housed is approximately \$20,000 per year.

The stable living environment facilitates effective, and/or more cost effective treatment than emergency rooms and incarceration.

Program models vary depending on the client population, the availability of affordable rental housing, and/or housing subsidies and services. Housing First programs often reflect the needs and preferences of each community, further contributing to the diversity of models.

Resources

Seattle's 1811 Eastlake project puts housing first

www.cartercenter.org

TED talk by Dr. Sam Tsemberis, "Housing First: Ending Homelessness, Transforming Lives, and Changing Communities" (2012)

www.ted.org

Housing First and Emergency Medical Services

www.mhsa.net



Tiny house villages: Quixote Village and Emerald Village

Tiny house villages offer a lower-cost way to provide safe housing, and the benefits of community living and peer support for people recovering from homelessness.

The term “tiny house” covers a wide range of structures and program models. Some are permanent structures with heat, plumbing, and other amenities that will last for many decades; others are less expensive, impermanent, and unheated and unplumbed. Village program models also vary.

Quixote Village

Located on a two-acre site in Olympia, Washington, Quixote Village consists of 30 cottages wrapped around a central open space, and a 2,640 square foot community building that includes a communal kitchen, dining and living room, showers, laundry facilities, and staff offices. The village provides permanent supportive housing for homeless adults, including people suffering from mental illness, people with physical disabilities, and people recovering from addiction.

Financing for the program’s development was provided by:

- \$1.5 million in the state capital budget, which came through the state Department of Commerce’s Housing Trust Fund;
- \$699,000 from federal Community Development Block Grant funding that came through Thurston County and the City of Olympia;
- \$170,000 in Thurston County funding from document recording fees; and
- \$215,000 in community donations, including the Nisqually Tribe, the Chehalis Tribe, the Boeing Employees’ Fund, and individual donors.

The total cost of the village was just over \$3 million or about \$100,000 per unit. The village meets the state’s green building code and all local building codes.

The Village has two on-site, fulltime staff: a program manager and a social worker. Mental health services are also offered onsite. There is also a Resident Council, which helps govern the village and coordinates community holiday parties, barbecues and other events.

Emerald Village

Emerald Village in Eugene, Oregon, will represent a fresh approach to affordable housing. It will be a new and improved iteration of Opportunity Village, which has existed in Eugene, Oregon since 2013, and featured shed-type structures.

Emerald Village will be a more sustainable place to transition to from less permanent shelter such as encampments or smaller shed-type structures. The vision for this next village is to provide permanent, low-cost housing for people with limited incomes. Funding to build the tiny house community is being raised through private donations and grants.

Local architects and builders have gathered to form 13 teams, each donating their time and expertise to design and build one of the tiny homes at Emerald Village. Teams were limited to a 250-square-foot footprint and \$15,000 in materials (retail value). Other design parameters were kept to a minimum to demonstrate a variety of compact design and construction approaches.

Each of the homes is being designed to meet the building code’s definition of a “permanent dwelling” – including sleeping and living areas, a kitchenette, and bathroom contained within 160-288 square feet.

The individual houses will be supported by common facilities that include a community gathering area, kitchen, laundry, restroom, tool storage, and office.

Residents will pay \$250-350/month to live at Emerald Village, allowing the community to be financially self-sustaining once built. This provides a new, affordable housing option to someone with part-time work or fixed income. These are people who have been priced out of the housing market.

Unlike most affordable housing projects, residents of Emerald Village will not simply be renters; they will be members of a housing cooperative with an ownership share of the village – enabling them to create a modest asset that can be cashed out, if and when they move out. Residents will also share responsibility for upkeep of the village, and will have a voice in shaping how their housing is operated and managed through a democratic process.

By combining the benefits of cooperative housing with safe, livable, and cost-effective tiny houses, Emerald Village offers an accessible and sustainable response to our nation's current housing affordability crisis.

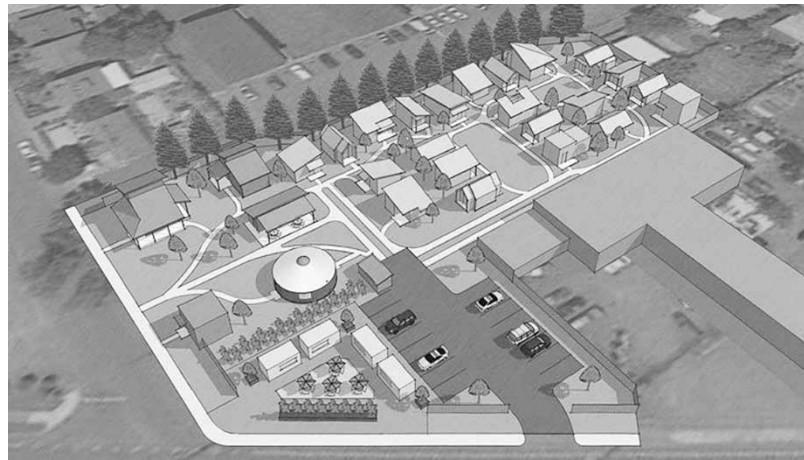
Resources

Quixote Village

www.quixotevillage.com

Emerald Village Eugene

www.squareonevillages.org



Rendering of Emerald Village



Local governments' winter shelter programs

While local governments in Washington work to develop long-term solutions to homelessness, they must also respond to immediate threats to life and safety that arise when temperatures fall to freezing or below. Some communities have developed winter weather shelter programs to address this need.

Winter weather shelter programs can take many forms, but they often involve a partnership with a local faith-based or other nonprofit organizations for the use of private facilities. While it is possible for a city or county to use its own facilities for this purpose, the logistical challenges – overnight staffing, meal preparation, scheduling of multipurpose facilities, insurance, and other similar issues – can make this option complicated to implement.

Kent partners with local church

The City of Kent partners with a local church to operate a cold weather shelter during specific, cold-weather events.

Following a particularly cold winter in 2008-09, Kent community leaders and members of a local, faith-based organization developed a winter weather shelter program to provide temporary housing at a local church during severe, cold-weather events. Under the terms of the service agreement, the shelter can be activated by the city's Housing and Human Services Manager between the months of November and March when "temperatures fall below 32 degrees for 24 or more consecutive hours and/or snow accumulation exceeding or expected to exceed three inches in depth and/or other conditions deemed severe enough to present a substantial threat to life or health of homeless persons" occur.

The city announces shelter activation by emailing community organizations, including the police, fire, and parks departments, local schools, and others, and by posting signs and posters at various community locations. A YouTube video, produced by the Kent Housing and Human Services Department, describes how the shelter program works.

The program gives priority to homeless families with children (living on the street or in vehicles) but also provides space for single women and men. The shelter is open daily from 9 pm to 7 am while severe weather conditions exist.

Shelter staffing is provided by church volunteers. The volunteers prepare the facility, greet guests, conduct safety screenings, prepare meals, and provide overnight supervision. To address security issues, the police department is notified when the shelter is activated and staff are instructed to call 911 if an emergency situation occurs. The church group also provides some staff trained to assist people in crisis. The church carries insurance coverage based on the terms of the service contract with the city.

Multi-jurisdiction model serves King County’s Eastside

The cities of Bellevue, Redmond, Kirkland, Issaquah, and Sammamish collaborate to provide east King County with three “low barrier” (shelters with limited entry requirements are called “low-barrier”) shelters:

- Catholic Community Services (for families);
- Sophia Way (for single women); and
- Congregations for the Homeless (for single men).

The City of Bellevue takes the lead in contracting with the shelter organizations and each of the participating cities pays a share of the cost. Under the terms of the contract, shelter services are provided during a fixed period (November–April) as opposed to being triggered by a particular, cold-weather event.

Resources

Catholic Community Services (families)

www.ccsww.org

Sophia Way (single women)

www.sophiaway.org

Congregations for the Homeless (single men)

www.cfhomeless.org

Kent’s Severe Weather Shelter Operations Guide

www.mrsc.org



Revising city regulations to encourage accessory dwelling units

Accessory dwelling units (ADUs) have been around for decades. In many parts of Washington State, the concept is accepted and local governments have revised their regulations to accommodate such housing. Even so, the number of ADUs created in accordance with local standards has remained relatively low, due in part to the difficulty in meeting those regulations and the associated costs. In response, a few local governments are relooking at their standards and discussing how to make them easier to meet. The potential easing of existing ADU regulations, however, is causing neighborhood homeowners to take notice.

What is an accessory dwelling unit (ADU)?

An accessory dwelling unit (ADU) is a small, self-contained residential unit located on the same lot as an existing single-family home. They are sometimes referred to as "mother-in-law apartments." An ADU has all the basic facilities needed for day-to-day living independent of the main home, such as a kitchen, sleeping area, and a bathroom.

There are two types of ADUs:

1. **Attached ADU**, which may be created as either:
 - a. A separate unit within an existing home (such as in an attic or basement); or
 - b. An addition to the home (such as a separate apartment unit with its own entrance).
2. **Detached ADU**, created in a separate structure on the lot (such as a converted garage or a new "backyard cottage").

Reasons for allowing ADUs

State law (RCW 43.63A.215 and RCW 36.70A.400) requires that certain cities and counties adopt ordinances to encourage the development of ADUs in single-family zones, by incorporating the model ordinance recommendations prepared by the Washington Department of Commerce. In addition to just meeting a statutory mandate, however, ADUs have also helped local jurisdictions meet their Growth Management Act goals to encourage affordable housing and provide a variety of housing densities and types, while still preserving the character of single-family neighborhoods. From a planning perspective, it is considered by many to be a "kinder and gentler" method for accommodating population growth in a community, as compared to upzoning land to do so.

Standard ADU regulations

Most local ADU regulations have standards to address the following issues:

- Maximum unit size
- Owner-occupancy
- Dedicated off-street parking
- Attached ADUs only
- Maximum number of dwelling units on one lot
- Separate entrances/Only one visible from the street
- Other design standards (especially for detached ADUs) for such items as roof pitch, window style, and exterior material
- Maximum number of occupants
- Minimum lot size
- Building code and other "life/safety" requirements



Communities starting to reconsider ADU requirements

Some local governments in Washington State and elsewhere are reexamining their “standard” ADU requirements and questioning the rationale behind them, especially given the low production rate of new accessory dwelling units. As a result, some communities are considering changes to ADU regulations, such as:

- **Unit size:** Most current ADU standards set a maximum size (for example, 800 square feet), but some communities are considering an increase to their limit to provide more flexibility.
- **On-site parking:** Some local governments are looking at a reduction or elimination of standards requiring on-site parking spaces for the ADU’s occupants, especially in areas where there is adequate on-street parking. Such a change may face stronger opposition in neighborhood where street parking is at a premium.
- **Detached ADUs:** Most codes only allow attached ADUs, but more communities are expanding regulations to permit detached ADUs (which are usually required to be placed in the back half of a residential lot). Even if allowed, the high cost of constructing “backyard cottages” may limit the number that actually get built.

- **Owner-occupancy:** Most codes require that the property owner needs to occupy either the primary or accessory unit, but some communities (such as Seattle) are considering removing this requirement.
- **Allowing more than two dwelling units:** A “cutting edge” regulatory change is to increase the maximum number of dwelling units on a single family lot to three (by allowing one primary dwelling unit, one attached ADU, and one detached ADU). In Seattle, the City Council is currently considering proposed code revisions that would include an increase to three units on one lot.

Discussion about these types of changes has caused anxiety for some homeowners, who are concerned about the impacts on neighborhood character and property values. On the other side are affordable housing advocates who consider changing existing regulations as a way to effectively increase the number of legal ADUs.

Regardless of how local governments decide to regulate them, ADUs may be a viable approach to address a community’s growth and affordable housing policies in a manner that is acceptable to residents (especially if they

consider the alternatives). Just be sure regulations and development review process aren’t so burdensome that property owners end up not creating these dwelling units or building an ADU without obtaining the required permits.

Resources

Accessory Dwellings website

www.accessorydwellings.org

MRSC’s Accessory Dwelling Units: Issues & Options publication

www.mrsc.org

MRSC’s Accessory Dwelling Units and Affordable Housing webpages

www.mrsc.org



A Regional Coalition for Housing (ARCH): 15 cities and a county working together

A Regional Coalition for Housing (ARCH) is a voluntary consortium of 15 cities in east King County and the county government itself. Originally created in 1992 following recommendations of a citizen's commission, ARCH provides a way for member cities to support and supplement internal city capacity for capital construction, and development and administration of regulatory and incentive programs for affordable housing.

ARCH's administrative budget is funded by its member cities, partially but not entirely based on a per capita model. The board consists of the chief executive officers of member cities. ARCH does not replace internal local government staff, but provides a shared staff resource to assist in local housing activities. ARCH staff have played a supportive role for various city housing related efforts including preparing local planning documents such as Housing Elements, and developing specific initiatives such as accessory dwelling units, multifamily tax exemptions, and surplus land programs. ARCH staff also assist with administering local programs and provide staffing for community meetings.

On the capital side, ARCH helps cities coordinate resources they allocate for affordable housing within the member cities. Cities are willing to co-fund projects through grants and loans with the long term goal of creating affordable housing throughout east King County that serve a range of needs. ARCH also provide ongoing monitoring of housing funded by cities.

While a coalition like ARCH does not solve affordable housing problems by itself, it provides a good way to leverage resources and share specialized expertise.

Resources

A Regional Coalition for Housing (ARCH) Homepage

www.archhousing.org





City of Bellingham housing levy

The Bellingham housing levy was approved by the voters in 2012, and imposes a tax of 36 cents per \$1,000 of assessed property value, generating \$21 million over seven years for the Bellingham Home Fund. The Bellingham Home Fund provides safe, affordable homes and supportive services to seniors on fixed incomes, people with disabilities, veterans, and low-income families. An Administrative and Financial Plan approved by the Bellingham City Council guides the use of the funds.

In 1995, the Washington State Legislature enacted RCW 84.52.105, which authorizes cities, counties and towns to impose an additional regular property tax levy of up to 50 cents per \$1,000 of assessed value of property for up to ten consecutive years. The ability to propose a levy under this statute requires a city, county or town to declare an emergency with respect to the availability of affordable housing.

Rental and transitional housing

The Bellingham Home Fund supports the development of new rental housing units for households that earn less than half the area's median income. Funds have been used for critical repairs, weatherization and accessibility.

Homeownership

Since 2002, the City of Bellingham has partnered with the Kulshan Community Land Trust and, more recently, with the Washington State Housing Finance Commission to help with down payment and closing costs for low income households. Since 1977, the city has offered financial assistance to low-income homeowners to repair their homes. In 2013, the Bellingham Home Fund allowed the city to support the Opportunity Council (a private, nonprofit Community Action Agency serving homeless and low-income families and individuals) expansion of its services to repair and weatherize owner-occupied manufactured homes.

Rental assistance and services

Bellingham allocates the Home Fund, federal HUD funds, and city funds to support housing and social services for low-income people in the community. These funds also support rent subsidies and emergency winter shelter.

Some of the Home Fund's major initiatives include:

- Homeless Outreach Team (Whatcom Homeless Service Center)
- Intensive Case Management (Whatcom Alliance for Health Advancement)
- Housing Services (Lydia Place, YWCA, Domestic Violence and Sexual Assault Services, Northwest Youth Services, Opportunity Council, and Catholic Community Services)

Resources

City of Bellingham, Affordable Housing Funding and Incentives

www.cob.org



Community Land Trusts

Community Land Trusts (CLTs) are nonprofit organizations that provide affordable homeownership by placing land in a trust so that home buyers pay only for the cost of the structure. The CLT home buyers lease the land from the nonprofit for a modest fee.

There are currently over 240 CLTs in 38 states. Thirty CLTs have been established in the Pacific Northwest, with 19 in Washington. CLTs have proven to be a very effective model in Seattle, Bellingham, Spokane, Portland, and other communities around the country.

A CLT must have property in order to offer building sites, either in the form of land for construction or existing homes. Land acquisition may be from available public property, or purchased with funds from grants, special levies or donations.

CLTs make home ownership more attainable for low-income families by removing the cost of land from the purchase. In a “hot” housing market, the increasing land value is a substantial part of the cost of a home; by removing that cost, the CLT is able to sell the homes at below-market rates.

The housing remains permanently affordable by limiting equity gains, which preserves the home’s affordability for future owners. In exchange for purchasing a home at well below market rate, CLT homeowners agree to a limit on the amount of equity they can realize if they sell the home in the future. An agreed-upon formula caps their equity growth at a reasonable rate. Even if property values in the area skyrocket, the home remains comparatively affordable forever.

CLT homeowners may still build equity, within the agreed limits, and use that equity to move up the economic ladder.

A CLT balances the multiple goals of asset-building for low- and moderate-income households, preservation of affordability over time, and the protection of neighborhood vitality. CLTs have an established track record of very low default rates. In 2008, CLTs had a foreclosure rate of 0.52 percent nationally, compared to over 3.3 percent for conventional homebuyers.

Often, a portion of CLT board seats are reserved for homeowners. In the Spokane CLT, for example, homeownership includes membership in the organization. One-third of the board of directors are homeowners, joining local housing advocates, city officials, and other interested community members.

CLT homeowners may make further improvements to their houses just as any homeowner would. Homeowners reap all the tax benefits of homeownership and can leave the home to their heirs or anyone else they designate.

Community Land Trust homes may include both discrete developments in a neighborhood and scattered site programs where homeowners find a home they wish to purchase, and the property is brought into the CLT as part of the purchase process.

Resources

Welcome – Homestead CLT – Seattle

www.homesteadclt.org

Kulshan CLT – a community land trust – Bellingham

www.kulshanclt.org

Spokane Community Land Trust

www.spokaneclt.weebly.com

Northwest Community Land Trust Coalition

www.nwcltc.org

National Community Land Trust Network

www.cltnetwork.org



Inclusionary zoning: Mandatory programs

One method for addressing the affordable housing problem is a regulatory tool called “inclusionary zoning.” Inclusionary zoning requires affordable units to be included within new residential development projects, or payment for construction of such units elsewhere in the community.

There are two basic types of inclusionary zoning: voluntary and mandatory.

Under a voluntary program, it is up to the developer to decide whether or not to use various incentives or bonuses in exchange for providing a specified number of affordable units. However, such programs are not used very often, with developers usually opting to choose the simpler path of building only market-rate housing.

Conversely, a mandatory program requires the construction of a minimum number of affordable units or an “in lieu of” payment. Communities with a mandatory program usually provide an additional density bonus if the number of affordable dwelling units goes beyond the mandated minimum. This article focuses primarily on mandatory programs.

Who uses inclusionary zoning

More than 500 cities in the U.S. use inclusionary zoning, including Boston, Denver, New Orleans, Portland, Sacramento, San Francisco, San Diego, and Washington D.C. In Washington

State, there are a few cities that use inclusionary zoning, and more that are actively considering it.

Successful examples in Washington State are Redmond and Federal Way. Redmond’s affordable housing regulations, which have been in place since 1995, provide long-term affordable “contracts” on nearly 500 dwelling units. The City of Federal Way has also created a sizable amount of affordable units through its inclusionary zoning provisions.

Elements of Inclusionary Zoning

Mandatory inclusionary zoning regulations usually specify the following:

- **Minimum quantity** of affordable units to be provided, which is usually a percentage of a development’s total number of dwelling units. For example, Redmond requires a minimum of ten percent, while Sammamish has a sliding scale, based on the affordability level of the provided housing units. Developers in Sammamish are also using the city’s affordable housing “bonus pool” to produce more market-rate and affordable dwelling units.
- **Targeted income range** of households to be served by the affordable units. For instance, Redmond’s target population is “those who make equal to or less

than 80 percent of the King County median household income adjusted for household size,” while Federal Way defines “rental affordable housing” as dwelling units affordable to those with incomes at or below 50 percent of King County’s median income.

- **Time period** within which the designated units must be maintained as affordable. For example, Issaquah requires those units to remain affordable for a minimum of 50 years.
- **Geographic scope** of such regulations. Inclusionary zoning is usually limited to designated areas such as a downtown or mixed use development areas, although they may be applied throughout your community. For example, Redmond includes its downtown and seven other neighborhoods, while Issaquah’s mandatory program is limited to the Central Issaquah Urban Core.

On a practical note, a local government should ensure that the increased development capacity resulting from an upzone will offset the added costs to the housing developer of providing the affordable units. Otherwise, neither the market-rate nor affordable housing units will be built.

Pros and cons of inclusionary zoning

In an active housing market, inclusionary zoning results in the production of more affordable housing for low and moderate income residents. Inclusionary zoning can also result in buildings and neighborhoods that have a mix of income levels, without having to rely on taxpayer funds to provide them.

On the “con” side, it may be difficult to administer an inclusionary zoning program and monitor that the designated dwelling units remain affordable. Also, this type of regulation sometimes raises peoples’ concern about a change in community character. Finally, if your local housing market is not strong enough, developers may opt not to build any residential housing, which might then exacerbate the affordable housing issue.

Legal basis for inclusionary zoning

State law (RCW 36.70A.540) provides authority for GMA cities and counties to establish mandatory requirements for the inclusion of affordable housing under certain circumstances. That

statute allows a GMA city or county to require a minimum number of affordable housing units that must be provided by all residential developments in areas where the city or county decides to increase residential capacity. Before establishing such a requirement, a city or county must determine that such a zone change would further local growth management and housing policies.

The pros and cons of inclusionary zoning should be carefully reviewed before implementing such a program. But, if your community has an affordable housing problem and strong demand for market-rate housing, it is a regulatory tool that should be considered.

Resources

The Ins and the Outs: A Policy Guide to Inclusionary and Bonus Housing Programs in Washington

www.mrsc.org

Inclusionary Housing - Creating and Maintaining Equitable Communities (Report)

www.lincolninst.edu





Multifamily tax exemption: An incentive to help create affordable housing

Washington cities with populations of 15,000 or more may establish a tax exemption program to stimulate the construction, rehabilitation, or conversion of existing structures to provide multifamily housing within city-designated areas, including affordable housing (see RCW 84.14).

Cities in "buildable lands" counties under RCW 36.70A.215, and the largest city in a Growth Management Act (GMA) county where no city has 15,000 or more residents may also utilize the tax exemption program.

When a project is approved under this program, the value of eligible multifamily housing improvements is exempted from property taxes for eight or 12 years. Land, existing improvements, and non-residential improvements are not exempt. Only projects with four or more units are eligible for either the eight or 12-year exemption. The eight-year tax exemption applies to market-rate housing, and the 12-year tax abatement is available if 20 percent of the project's units are affordable to families earning up to 115% of the area median income.

Only property owners who commit to renting or selling at least 20 percent of units as affordable housing for low and moderate income households are eligible for a 12-year exemption. The property must satisfy that commitment, and any additional affordability and income eligibility conditions adopted by the local government under this chapter.

If the property use changes before the applicable exemption ends, back taxes are recovered based on the difference between the taxes paid and the taxes that would have been paid without the tax exemption.

Several cities have adopted multifamily property tax exemption ordinances including Auburn, Bellevue, Everett, Renton, Spokane, Seattle, Bremerton, Wenatchee, Bellingham, Shoreline, Kent, Tacoma, Vancouver, and Lynnwood.

The Seattle Multifamily Tax Exemption program is applicable to new multifamily buildings that set aside 20-25 percent of the homes as income- and rent-restricted for 12 years. Currently approximately 130 properties are participating and an additional 90 are expected to begin leasing units between 2016 and 2018.

Resources

Bellevue Multifamily Property Tax Exemption

www.bellevuewa.gov

Bremerton Multifamily Property Tax Exemption Program

www.ci.bremerton.wa.us

Spokane Multiple Family Housing Property Tax Exemption Program

www.spokanecity.org

Wenatchee Tax Exemption for Multifamily Housing

www.wenatcheewa.gov



“Tiny homes” as permanent housing – zoning and code limitations

“Tiny homes” are all the rage these days. But if they are so popular, then why don't we see more tiny homes in our communities?

The simple answer is that zoning and building/construction regulations create significant barriers against them, especially if someone wants to live in a tiny home on a permanent basis.

What is considered a “tiny home?”

For the purpose of this article, “tiny home” is defined as a small dwelling (500 square feet or less), with a kitchen and bathroom, mounted on wheels, and able to be pulled by a vehicle. A tiny home is not a “very small house” built on-site or a traditional recreational vehicle (RV). But, distinctions start to get a little murkier as you dive into the details.

Zoning

Relevant state law and local regulations deal primarily with camper trailers and recreational vehicles (RV) that are used on a temporary basis, and not tiny homes on a chassis with wheels intended for permanent occupancy. Accordingly, most zoning codes treat such tiny homes as camper trailers or RVs, and usually allow them only for temporary, recreational

use in campgrounds, RV parks, and occasionally in mobile home parks.

If a local government wanted to allow permanent occupancy of “tiny homes” in residential zones as another housing option, it would be relatively straightforward (although not necessarily easy) to address the following issues within a community's zoning code.

- **Zones where allowed:** Local governments will need to decide where it wishes to allow tiny homes, which may depend on how they are defined in the zoning code. They could be defined either generally as a “single family dwelling unit” or specifically as a “tiny home” with a specific set of standards applied to them.
- **Standards applied to tiny homes:** If regulating tiny homes as single family dwelling units, then all the applicable zoning standards (such as density, minimum lot size, setbacks, and off-street parking requirements) should apply. If tiny homes are treated as a separate type of land use, then any exceptions to the previous sentence should be explicitly noted and included in your code.

- **Minimum dwelling unit size/occupancy:** The International Residential Code (IRC) requires every dwelling unit to have “at least one habitable room that shall have not less than 120 square feet (11 m²) of gross floor area,” but this standard should not be a problem in most cases, because a majority of tiny homes are larger than 120 square feet. Although uncommon, some local zoning codes have a minimum square foot requirement or a residential occupancy standard (such as at least X square feet of living area/occupant). If that is the case, a jurisdiction may need to revise that standard or create an exemption for tiny homes. However, private covenants with minimum size/occupancy requirements cannot be changed through zoning regulations.
- **Accessory dwelling units (ADU):** Some jurisdictions apparently are considering revising their codes to specifically allow a tiny house as an ADU. The City of Fresno, CA is one of the few cities that currently allows a tiny home to be used as an ADU.

A major issue is that most of the zoning provisions discussed above, however, pertain to a tiny home being treated as a permanent dwelling unit. And, therein, lies the dilemma.

Tiny homes as temporary housing vs. permanent dwelling units

In Washington State, a tiny home with wheels and a chassis is actually called a Park Model Recreational Vehicle (PMRV) and is approved only for temporary/recreational use. A tiny home/PMRV with its wheels taken off and mounted on a foundation will still be viewed as a PMRV and its use will still be considered as “temporary/recreational” (and not approved as a permanent dwelling unit). Exceptions in state law (RCW 35.21.684 and RCW 36.01.225), however, allow a PMRV to be used as a residence if it is located in a mobile home park, hooked up to utilities, and meets the other requirements of the applicable law.

While some tiny home owners intend to use them only for temporary living purposes, others want to use them as permanent or long-term residences. In most cases, a tiny home/PMRV cannot be converted into a dwelling unit. The International Residential Code (IRC) addresses dwelling units and requires that “permanent provisions for living, sleeping, eating, cooking and sanitation” be provided in a dwelling, along with other requirements such as heating, mechanical and energy efficiency provisions. For example, PMRVs are only

required to meet minimal insulation requirements for floors, walls, and ceilings. In contrast, dwellings are held to a much more efficient and higher standard for insulation, which also provides greater energy sustainability.

For a tiny home to be approved as a dwelling unit:

- A person would need to submit engineered plans to the Factory Assembled Structure program of the Washington State Department of Labor and Industries (L&I) for the construction of a “Modular Building” (or to the local building department for a site-built tiny house).
 - Those plans would be reviewed under the specific Washington State Administrative Code (WAC 296-150F) for conformance with the requirements of the IRC.
 - Once approved, the builder would request inspections during the construction process until final approval had been obtained.
 - After final approval, the L&I inspector would attach the “Modular Gold Label Insignia” to the unit and a notice would be sent to the local building department, letting them know that the Factory Assembled Modular Unit is being transported to the intended end user site.
- Permits from the local building department would be required, and they would need to approve the foundation and installation of the tiny home.
 - The local jurisdiction will typically instruct the owner of the modular unit to provide design engineering for foundation and anchoring attachments from a licensed engineer or require a L&I-approved general design for attaching the tiny home structure to a permanent foundation.

All utilities (water, sewer, and electric) for a permanent tiny home would need to be connected in the same manner as a typical single family house; use of extension cords and garden hoses would not be allowed.

Tiny homes are likely to remain popular for many years to come. There are many barriers related to their use as a primary residence, both from a construction standards and zoning perspective. Current requirements make it difficult for tiny homes to become dwelling units, and all but impossible for the “do-it-yourselfer” to build a tiny home and live in it permanently.

Resources

American Tiny House Association's "Zoning" webpage

www.americantinyhouseassociation.org

Washington L&I's "Modular and Other Manufactured Structures website"

www.lni.wa.gov

"Tiny Houses, and the Not-So-Tiny Questions They Raise"

Report by Donald Elliott, FAICP, and Peter Sullivan, AICP, *Zoning Practice*, Vol. 32, No. 11 (November 2015)





Rental housing inspection programs

Several cities have adopted rental housing safety programs in an effort to ensure that rental units offered to tenants are safe. The rental housing safety program protects low income residents by requiring that property owners meet health and safety standards in order to rent out their units.

RCW 59.18.125 was added to the state's Landlord Tenant Act (RCW 59.18) in 2010. The law authorizes a municipality to require certificates of inspection from landlords, and requires that cities adopting a rental inspection/licensing ordinance after June 10, 2010 follow the regulations provided in the statute.

In 2007, before this law was adopted, the State Supreme Court upheld a City of Pasco ordinance that required landlords to be licensed by the city, make inspections of their rental units, and furnish the city with a certificate of inspection verifying that their units met applicable building codes. A key element in the court's decision in *City of Pasco v. Shaw* was that the inspections could be performed by a private inspector of the property owner's choosing. This provision is also a feature of RCW 59.18.125.

Resources

Lakewood Rental Housing Safety Program

www.cityoflakewood.us

Tacoma Municipal Code, Title 6, Ch. 6B.165

www.cityoftacoma.org

Tukwila Municipal Code, Ch. 5.06

www.tukwilawa.gov



Vancouver's tenant protection ordinances

In early 2015, the Vancouver City Council created the Affordable Housing Task Force to advise city policy makers on potential solutions to the problems of increased homelessness and the lack of affordable housing. The task force recommended a number of measures to protect vulnerable renters and increase the supply of affordable housing.

At the time of the task force's creation, the city's vacancy rate was under two percent, down from nearly four percent in 2010. The task force noted that renters are having a difficult time securing housing due to the market's rapid price increases and low vacancy rates. As a result of the task force's work, the city enacted three ordinances to protect renters and promote housing stability:

45-day Notice of Rent Increase – VMC 4.46

Any rental agreement for a residential unit in the City of Vancouver must include a provision that requires a 45-day written notice to a tenant when their housing costs are increased by more than ten percent. Housing costs include the basic rent and any periodic fees paid to the landlord by the tenant, but do not include utility charges that are based on usage and that the tenant has agreed to pay in the rental agreement.

60-day Notice to Vacate – VMC 8.47

An affirmative defense is created for tenants who are not provided a required 60-day "no cause" eviction notice from a unit. This only applies to landlords who own five or more rental units. Other notices within the state's Residential Landlord Tenant Act (RCW 59.18) remain available to landlords, including the three-day notice to pay or vacate and the ten-day notice to comply with a rental agreement or vacate.

Source of Income Protection – VMC 8.45

This ordinance prohibits landlords from refusing to rent to a tenant based solely on the source of that tenant's income. Sources of income include but are not limited to income from Social Security, rental subsidies from state and federal sources, and nonprofit administered benefit programs.

Resources

City of Vancouver Affordable Housing Task Force

www.cityofvancouver.us



Addressing chronic homelessness in Everett with CHART & Housing First

Everett's Safe Streets Plan, which is being championed by Mayor Ray Stephanson, is focused on solving chronic homelessness through a coordinated effort among all the agencies and departments that deal with chronically homeless people every day.

Some chronically homeless people with mental illness, addictions, and other disabilities are heavy users of emergency rooms, police services, and the criminal justice system – and they often cycle through these services and back onto the streets. To address this problem, many cities are exploring ways to divert people from this expensive and unproductive cycle.

Everett created CHART (CHronic-Utilizer Alternative Response Team), a group consisting of criminal justice, emergency response, and research partners from the Everett Police Department, Everett Fire Department, Snohomish County Department of Human Services, Snohomish County Jail, Everett City Attorney's Office, and Providence Regional Medical Center Everett. A specialized CHART team is formed to problem-solve more permanent solutions – including housing – for people who are caught in this cycle.

A customized team is convened to deal with each individual. Teams may include addiction treatment providers, public defenders, social workers, housing providers, and/or medical and mental health professionals. This strategy is expected to result in better outcomes for participants, and to reduce the impact and expense of "frequent fliers." Similar strategies have been successful in other communities.

Inspired by a 2015 presentation on Utah's housing first policy, Mayor Stephanson has already announced Everett's first group of homeless individuals selected for housing.

Together, they accounted for hundreds of contacts with first responders and the criminal justice system over the past two years. All suffer from mental health and substance-abuse disorders, and each has been homeless for extended periods of time.

Resources

City of Everett CHART webpage

www.everettwa.gov

Housing First - Housing First: Sam Tsemberis, TED Talk





Lakewood nonprofits & government tackle affordability and homelessness together

Pierce County's annual 2016 Point-in-Time Count revealed that there were 1,762 people currently experiencing homelessness in Pierce County. The number of people in shelters and on the streets had increased by 524 countywide since 2015.

Individuals reporting either Lakewood or Tacoma/Lakewood as their location during the count made up six percent of the county's unsheltered population and 15 percent of those residing in shelters.

The City of Lakewood adopted a multifaceted approach to addressing both housing affordability and homelessness in the community. One percent of the city's general fund is allocated to support human and social services annually, including housing assistance and housing relocation programs. The city has also tried other approaches that complement this budget allocation.

In partnership with Greater Lakes Mental Health, the city hired a mental health professional who is embedded with police officers to serve as a resource for those who are suffering from addiction or mental illness. A full-time officer now supports the Behavioral Health Contact Team (BHCT). Last year, they helped over 200 people by directing them to needed resources. These people would otherwise have been incarcerated or hospitalized. The city regularly shares their experience and knowledge gained through this program with other local cities interested in establishing similar programs for their communities.

Lakewood also partners with multiple local organizations to address homelessness and mental health, including Living Access Support Alliance (LASA), Habitat for Humanity, Western State Hospital, and the Tacoma Methadone Clinic. The city contributed almost \$1 million to LASA to support their new shelter, which opened in July 2015. In addition, the city helped

Habitat for Humanity fund construction of new houses for low-income, first-time home buyers. To date, the organization has built 21 units in the Tillicum neighborhood and another 12 are scheduled for construction. Habitat is also looking to add additional properties to its Tillicum portfolio.

The city is part of a consortium, called the Continuum of Care, with Pierce County and the City of Tacoma that qualifies for federal Community Development Block Grant dollars to support other programs to address homelessness countywide.

Another example of collaboration with Pierce County is shared use of document recording fee revenue, which supports affordable housing and homelessness programs. Funding is distributed by an oversight committee composed of members from the City of Tacoma, City of Lakewood, Pierce County, and other city and town representatives. An interlocal agreement governs the operations of this committee.

The Lakewood City Council adopted a Rental Housing Safety Program in 2016 in an effort to ensure the safety of city rental units. The Rental Housing Safety Program requires property owners to meet health and safety standards in order to rent out their units. (See more on *Rental housing inspection programs* on p. 26)

The City of Lakewood estimates that low-income housing accounts for over 65 percent of homes within Lakewood, making the city a cost-effective location for Pierce County to place individuals who participate in rental assistance programs. Lakewood is also home to

other low-income options including 28 mobile home parks (1,180 units) and 388 apartment complexes (11,200 units), the majority of which serve low-income residents. The city also hosts other low-income and transitional housing programs such as the Pierce County Housing Authority and units built using federal tax credits.

Resources

Pierce County Community Connections – Homeless Programs

www.co.pierce.wa.us

Access Point 4 Housing

www.associatedministries.org

Living Access Support Alliance

www.lasawa.org





Wenatchee coordinates homeless programs for two counties

In 2006, Chelan County and Douglas County combined forces to reduce the prevalence of homelessness. They chose the City of Wenatchee to serve as the lead entity overseeing the development and administration of the counties' homeless plan.

The city manages the local and state homeless and housing funds on behalf of Chelan and Douglas counties through an interlocal agreement. The city also manages funds distributed through the Department of Commerce's Consolidated Homeless Grant (CHG) and Emergency Solutions Grant (ESG). Wenatchee is not a provider of direct services, but instead sub-grants these funds out to local service providers.

The City of Wenatchee administers the homeless programs in compliance with the grant requirements and coordinates services among providers. The city is assisted in its work by a Homeless Steering Committee and a Homeless Task Force. The steering committee assists with policy oversight and funding decisions, and is composed of representatives from local governments, community organizations, business groups, the media, and citizens. The task force is composed of homeless service providers and other interested parties who coordinate how services work in the counties.

The city manages approximately \$1 million in grant money annually. The steering committee has a cash flow reserve balance of \$150,000 and an emergency reserve fund of \$100,000.

As a part of a recently updated five-year plan, the Chelan-Douglas County Program identified six priorities:

1. Focus on the chronically homeless;
2. Improve system responsiveness;
3. Increase the supply of and access to affordable housing;
4. Address youth homelessness;
5. Improve coordinated entry (a requirement that all counties have a single point of access for homeless services); and
6. Strengthen data collection.

To achieve those priorities, the city is responsible for the following tasks:

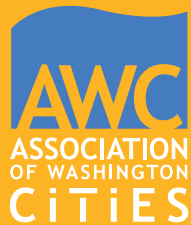
- Promote the development of affordable housing through land use and zoning policies;
- Preserve local rental stock through dedicated code compliance work;
- Provide trainings for service providers on fair housing rights, wrap around services, and responding to behavioral health crises; and
- Provide periodic information and updates on system performance and utilization.

In order to measure progress, the five-year plan also included numerous performance measures such as reduction in the number chronically homeless individuals, reduction in the length of stay in emergency shelters, increase in the Wenatchee valley rental vacancy rate, and full Homeless Management Information System (HMIS) utilization by services providers.

Resources

Chelan-Douglas Plan to End Homelessness

www.wenatcheewa.gov



Association of Washington Cities
1076 Franklin St. SE
Olympia, Washington 98501-1346
360.753.4137 or 1.800.562.8981

awcnet.org



Municipal Research and Services Center
2601 Fourth Ave., Suite 800
Seattle, Washington 98121-1280
206.625.1300 or 1.800.933.6772

mrsc.org



**Port of Cascade Locks
Bridge of the Gods
Status Report
January 23rd, 2019**

The Bridge of the Gods was built in 1926, and has been owned and operated by the Port of Cascade Locks since 1961. Approximately 1.5 million vehicles and \$35 million in goods cross the Bridge every year. Additionally, the Bridge provides important access across the river for local residents of Hood River, Skamania, Wasco and Klickitat Counties. Without this critical connection, there would be far less commerce, access and enjoyment of our incredibly beautiful and diverse region. The Port Commission continues to be committed to long term maintenance and preservation of the Bridge of the Gods.

- **Bridge Traffic:** Growth in the Columbia River Gorge continues to contribute to increasing traffic on the Bridge of the Gods. In 2018, the BOG had 1.56 million crossings, increasing from 1.44 million in 2017. 2018 also brought a record high of 7352 bicycle and pedestrian crossings, which increased from 3083 in 2017. In the month of August alone, 2375 pedestrians crossed the Bridge. This explosion of pedestrian use is a mix of Pacific Crest Trail hikers, and sightseers eager to experience the view or take pictures from the Bridge of the Gods. The heavy mix of vehicle and pedestrian traffic throughout the summer creates challenges on a narrow Bridge that was not originally designed for pedestrian use.
- **Automated Tolling Technology:** Breezeby tolling technology will be coming soon to the Bridge of the Gods. The Port of Cascade Locks has partnered with the Port of Hood River, and is developing a tolling system which will serve users for both the BOG and the Hood River Bridge. Current

Hood River Bridge users with transponders and Breezeby accounts will already be set up to use the BOG. Cash and credit cards will continue to be accepted at the Toll Booth, but discounted tolls from coupon books and local stickers will eventually be phased out. Eventually users will need to be set up with a transponder and Breezeby account to continue to get the discounted \$1 crossing. Infrastructure and hardware will be installed at the Toll Booth in February, and the Port hopes to have its system active by the end of March or early April. The new technology will help move traffic across the Bridge more efficiently and reduce wait times to cross the Bridge during peak traffic times.

- **Bike/PED Crossing:** Pedestrian safety and access has been an ongoing issue at the Bridge of the Gods. Last year, the Port was successful in being approved for grant funding through the Federal Lands Access Program (FLAP) for the planning and design phase to build a Bike/Pedestrian structure on the Bridge. However, due to Title 23 of the Code of Federal Regulations and specific restrictions and language regarding tolled facilities, the Port opted to withdraw its application. The future completion of the Historic Columbia River Highway State Bike Trail will add more recreational users in to the mix and provide more value to this important safety and access project. Currently, out of our bike/pedestrian users, bicyclists only account for about 10% of that group. Future completion of the Historic Bike Trail will likely change that and safety considerations for bicyclists will be even more important. The Port is actively seeking other funding alternatives for this project.
- **Pedestrian Striping Improvements:** Pedestrian wayfinding at the Oregon bridge approach and toll booth area has been an issue. Some of the issues included pedestrians crossing the roadway at blind spots, crossing the Bridge facing the wrong direction and spending too much time in the roadway. These and other behaviors were creating an increased risk for conflict or accident. The Port recently added pedestrian striping, improved signage and a crosswalk at the toll booth, all to route pedestrians to more ideal locations and improve overall safety. The Port also plans to make similar improvements on the Washington side of the Bridge as well.

- **Washington Approach Bridge Deck Rehab:** Wheel ruts, delamination and pot holes are appearing on the concrete Bridge deck on the Washington side of the Bridge. Recent core drilling tests have revealed high levels of chloride in the concrete, concentrated mostly in the southbound lane. During winter weather, WSDOT currently uses salt to treat SR 14 and other roadways and it appears some of that is being tracked onto the Bridge and may be contributing to some of the breakdown and delamination seen. A deck rehab project is planned this Spring to address this issue and make the appropriate repairs.
- **15 Year Maintenance and Preservation Plan:** On January 17th, 2019 the Port Commission adopted its newly revised version of the 15 year maintenance plan. The Port developed its first long term Bridge maintenance plan in 2014 and this plan is revised annually. The plan outlines all of the important maintenance projects and associated costs needed to properly maintain and preserve the Bridge of the Gods. The 15 Year Maintenance Plan can be found on the Port of Cascade Locks website.



Bridge of the Gods – Prior to construction of Bonneville Dam

If you have questions, please call the Port at 541-374-2418 or 541-374-2401

Stevenson Municipal Court
 Summary of Cases Filed 2018
 Updated 9/18/2018

<u>Charge</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Criminal Non-Traffic												
Assault 4th Degree	1	-	-	-	-	-	-	-	-	-	-	-
Bail Jumping	-	-	-	-	-	-	-	-	-	-	-	-
Disorderly Conduct	-	-	-	-	-	-	-	-	-	-	-	-
Malicious Mischief III	-	-	-	-	-	-	-	-	-	-	-	-
Minor in Possession (Marijuana)	-	-	-	-	-	-	-	-	-	-	-	-
No Contact/Protection/Antiharass Order Vio	1	-	-	-	-	-	-	-	-	-	-	-
Obstruct law enforcement	1	-	-	-	-	-	-	-	-	-	-	-
Resisting Arrest	-	-	-	-	-	-	-	-	-	-	-	-
Supply Liquor/Premises to Minor	-	-	-	-	-	-	-	-	-	-	-	-
Theft 3	-	-	-	-	-	-	-	-	-	-	-	-
Other Criminal Non-Traffic	-	-	-	-	-	-	-	-	-	-	-	-
Total Criminal Non-traffic	3	0	0	0	0	0	0	0	0	0	0	0
Criminal Traffic												
DUI/Physical Control	1	-	-	-	-	-	-	-	-	-	-	-
Operate Vehicle w/o Ignition Interlock	-	-	-	-	-	-	-	-	-	-	-	-
No Valid Op License or Driving While Suspended	1	-	-	-	-	-	-	-	-	-	-	-
Hit & Run	-	-	-	-	-	-	-	-	-	-	-	-
Reckless Driving	-	-	-	-	-	-	-	-	-	-	-	-
Total Criminal Traffic	2	0	0	0	0	0	0	0	0	0	0	0
Non-Traffic Infraction												
Dog Running at Large	-	-	-	-	-	-	-	-	-	-	-	-
Open/Consume Alcohol Public Place	-	-	-	-	-	-	-	-	-	-	-	-
Open/Consume Marijuana Public Place	-	-	-	-	-	-	-	-	-	-	-	-
Outdoor Burning Violation	-	-	-	-	-	-	-	-	-	-	-	-
Total Non-Traffic Infraction	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Infraction												
Vehicle Registration (Fail to Register/Expired)	-	-	-	-	-	-	-	-	-	-	-	-
Fail to Signal	-	-	-	-	-	-	-	-	-	-	-	-
Fail to Wear Safety Belt	-	-	-	-	-	-	-	-	-	-	-	-
Fail to Yield Right of Way	-	-	-	-	-	-	-	-	-	-	-	-
Following too Close	-	-	-	-	-	-	-	-	-	-	-	-
Improper Passing on Left	-	-	-	-	-	-	-	-	-	-	-	-
Leaving Unattended Veh on Roadway	-	-	-	-	-	-	-	-	-	-	-	-
Negligent Driving 2nd Degree	-	-	-	-	-	-	-	-	-	-	-	-
No Motorcycle Endorsement	-	-	-	-	-	-	-	-	-	-	-	-
No Valid Operator's License/No License on Person	-	-	-	-	-	-	-	-	-	-	-	-
Open Alcoholic Container	-	-	-	-	-	-	-	-	-	-	-	-
Op Motor Vehicle w/o Headlights when Req'd	-	-	-	-	-	-	-	-	-	-	-	-
Op Motor Vehicle w/o Insurance	2	-	-	-	-	-	-	-	-	-	-	-
Speeding	-	-	-	-	-	-	-	-	-	-	-	-
Wrong Way on One-Way Street	-	-	-	-	-	-	-	-	-	-	-	-
Total Traffic Infractions	2	0	0	0	0	0	0	0	0	0	0	0
Parking Infractions												
Illegal Parking, Standing, Stopping	-	-	-	-	-	-	-	-	-	-	-	-
Total Traffic Violations & Citations:	4	0	0	0	0	0	0	0	0	0	0	0
2019 Monthly Total Violations & Citations	7	0	0	0	0	0	0	0	0	0	0	0
2019 Year-to-Date Total Violations & Citations	7	7	7	7	7	7	7	7	7	7	7	7
YTD Traffic related 2019 YTD:	4	4	4	4	4	4	4	4	4	4	4	4
YTD Traffic related 2018 YTD:	14	35	59	70	85	101	110	115	116	119	122	124
YTD Traffic related 2017 YTD:	4	5	12	12	14	19	23	23	29	30	31	35
YTD Traffic related 2016 YTD	6	10	16	21	26	42	63	68	75	97	100	103

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	January 2019	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	180.00	Program Management Time
	<u>225.34</u>	Monthly Reimbursables
	\$ 7,905.34	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	102
Telephone Calls:	62
E-Mails:	20
Business Referrals:	1205
Tracked Overnight Stays:	18
Mailings (student, relocation, visitor, letters):	6
Large Quantity Brochures	405
Chamber Website Pageviews	3,474
COS Website Pageviews	5,686

CHAMBER BUSINESS

Chamber Board Meeting: The January Board Meeting was held with discussion items including finalizing our budget for 2019, Chamber Annual Dinner and Auction, creating a strategic plan for the Chamber and staff goals and projects for 2019.

Chamber Membership: We had 3 new members join in January and 25 renewals.

“Columbia Currents” Monthly Electronic E-Newsletter: The January 2019 issue was deployed to over 1,000 recipients.

“Under Currents” Weekly E-Blast: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest as well as for the Chamber itself.

“Chamber Break” Morning Networking Session: We did not have a Chamber Break in January due to lack of a host.

Chamber Happy Hour: In January, the Chamber hosts its Annual Dinner and Award Ceremony in lieu of our regularly scheduled Happy Hour event. About 200 people were in attendance. We brought in \$4,500 in sponsorships as well as \$5,725 from our auction.

Chamber Marketing, Projects, Action Items:

- Worked with D Studios to set-up quarterly updates on our featured event page along with images on the home page of the Chamber’s website.
- Met with Beacon Rock Designs to re-design/update the Chamber’s lure brochure.
- Phone meeting with KATU regarding marketing opportunity; creation of 2 minute promo video to be aired on AM Northwest, posted on KATU.com as well as a Facebook promotional campaign.

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements and attend monthly meetings.

Stevenson Downtown Association (SDA): Attended SDA annual retreat and worked with Promotion Committee members on creation of a historical walking tour of Stevenson.

Skamania County: Met with Sheriff Dave Brown regarding the creation of a strategic plan for Skamania County. Met with Alex and Sara from Skamania Community Events and Recreation regarding summer events.

(The projects and tasks described below are an example of services provided to the City of Stevenson through an additional contract with the Chamber to administer their promotional programs and deliverables.)

Stevenson/SBA Meetings and Projects:

- Held monthly SBA meeting.
- Met with SBA President, Tom Mead, to discuss ideas for re-energizing the SBA and getting more involvement in meetings and events.
- Held Gorge Blues and Brews Festival Committee meeting.

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects		
P2-B	Stevenson Map Printing		\$ 213.25
P2-D1	Website		<u>12.09</u>
			\$ 225.34

2019 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	2 hrs	\$ 60.00
Program 3	Stevenson Business Association Events		
P3A	Gorge Blues and Brews	4 hrs	<u>120.00</u>
		6 hrs	\$ 180.00

A GORGE-OUS NIGHT IN OLYMPIA

Join south central Washington legislators for an evening of food, drink, and fantastic giveaways from the Columbia River Gorge. Feast on regional delicacies, wine, and beer while exploring the Gorge's high-tech, wind power, agricultural, timber, and outdoor recreation industries. Discover what makes this bi-state region a magnet for business development and tourism.

HOSTED BY

Representative Gina Mosbrucker,
Representative Chris Corry,
and Senator Curtis King

BROUGHT TO YOU BY

OneGorge
A bi-state regional advocacy group

RSVP

Requested but not required. Please
contact (e) Benjamin.Tindall@leg.wa.gov
(t) 360.786.7856

SAVE THE DATE

Tuesday, March 19, 2019

5:30 – 7:30 PM

Capital Building, Columbia Room
416 Sid Snyder Avenue O

- 197 - A

00004



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abandon Vehicle Right of Way	2
Agency Assistance	1
Alarms oth than	1
Other Types of Animal Calls	1
Simple Assault	1
Burglary Residence Forced Ent	1
Business Establishment Alarm	2
Disorderly Conduct	1
Problems with Dogs	3
Domestic Violence	3
Eluding / Attempt to Elude	1
Found Property	1
Fraud	4
Harrass	1
Hospice	2
Incomplete 9-1-1 Calls	1
Jail Problems/Inmate Problems	2
Juvenile Problem	4
Litter/Pollution/Public Health	1
Lost Dog	1
Medical Emergency	31
Parking Problem	3
Patrol Request	1
Traffic Collision Prop Damage	1
Possession of Marijuana	1
Request Traffic Enforcement	2
Residential Alarm	1
RSO address verification	1
Smoke sighting, smell, etc	1
Suspicious Substance	1
Suspicious Person/Circumstance	7
Theft Other Property	5
Theft Automobile	2
Threats	2
Traffic Hazard	2
Vagrancy	2
Vandalism/Mailic Misch	1
VIN Number Inspection	1
Violation Court Orders	4
Wanted Person - Warrant	1
Weapon Offense	1
Welfare Check	3

Total reported: 108

Report Includes:

All dates between `00:00:00 01/01/19` and `00:00:00 02/01/19`, All agencies matching `SCSO`, All natures, All locations matching `21`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Alarms oth than	1
Business Establishment Alarm	2
Found Property	1
Medical Emergency	3
Suspicious Person/Circumstance	1
Vandalism/Mailic Misch	1
Wanted Person - Warrant	1

Total reported: 10

Report Includes:

All dates between `00:00:00 01/01/19` and `00:00:00 02/01/19`, All agencies matching `SCSO`, All natures, All locations matching `22`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
26.50.110	VIO PROTECT ORDER	1
46.30.020	Driving Without Insurance	2
9A.76.020	OBSTRUCT PUBL SERVAN	1

Report Totals		4
----------------------	--	----------

Report Includes:

All dates of issue between `00:00:00 01/01/19` and `00:00:00 02/01/19`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types



Skamania County Sheriff's Office

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
9A.76.020	OBSTRUCT PUBL SERVAN	1
Report Totals		1

Report Includes:

All dates of issue between '00:00:00 01/01/19' and '00:00:00 02/01/19', All agencies matching 'SCSO', All issuing officers, All areas matching '22', All courts, All offense codes, All dispositions, All citation/warning types



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
From: Rob Farris, Fire Chief
RE: Fire Department Update – January 2019
Meeting Date: February 19th, 2019

Executive Summary:

January was quiet except for calls to automatic fire alarms. All of our calls in January were for fire alarms. Volunteers used the quiet month to work on Training at the House on Vancouver Ave and to reorganize the equipment on our vehicles.

Overview of Items:

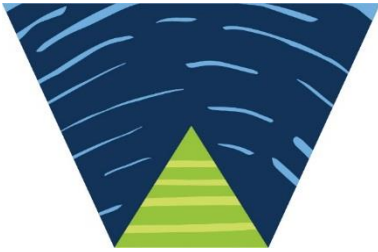
Command Vehicle Grant Project: The truck was delivered Wed., Feb. 6th. Components have been ordered and we are finalizing our lighting and signage vendor this week.

New Fire Hall: Geotech and wetland delineation studies have been completed. We are currently waiting on costing from Mackenzie and have a meeting scheduled for Feb. 28th to discuss.

Drills/Training/Calls:

January Drills/Training – 49 Hours of volunteer training time
January Calls – 4 total
 4 – Fire Alarms

Action Needed: None



Washington State

ABLE SAVINGS PLAN

washingtonstateable.com

FACT SHEET

ABLE allows individuals with disabilities* to save money for qualified disability expenses without losing their federal benefits

**broad definition of disability - physical, mental, developmental, military-induced...*

Eligibility

- Onset of disability* before age 26
- Meet disability requirements for SSI or SSDI, OR
Have a “disability certification” signed by doctor

ABLE Accounts

- Sign up online - \$25 minimum to open account
- **\$35 annual management fee waived until 6/30/2019!**
- To invest, transfer at least 10% of contribution
- \$10 minimum withdrawal and contribution
- Customer call center assistance

Investment Options

- Conservative, moderate and aggressive
- Savings option is FDIC-insured

Account Limitations

- Federal: \$15,000 annual contribution limit
- Federal: \$100,000 limit before SSI benefits are impacted
- Washington: \$500,000 lifetime account limit

Qualified Expenses

Expenses which help improve health, independence and/or quality of life:

- Education
- Housing
- Basic Living Expenses
- Transportation
- Employment Training & Support
- Assistive Technology
- Personal Support Services
- Health, Prevention & Wellness
- Financial Management
- Legal Fees
- Funeral & Burial

Washington ABLE Program Features

- Prepaid debit card
- Gifting platform
- ADA+ compliant website

Washington State Department of Commerce ABLE Program Contacts

Washington ABLE call center toll-free at **844-600-2253** or use the chat function available at

<https://www.washingtonstateable.com/>

Peter Tassoni, Disability Workgroup Manager
360-725-3125
peter.tassoni@commerce.wa.gov

Chris Gagnon, Disability Workgroup
360-725-3131
christina.gagnon@commerce.wa.gov

RESOURCES

Washington State ABLE Savings Plan for residents

www.Washingtonstateable.com

Call center – 1-844-600-2253 from 9am–5pm PT or 1-844-888-2253 (TTY) from 6am–5pm PT

ABLE For ALL site www.ableforall.com for non-residents

Call Center – 844-394-ABLE (2253)

Frequently Asked Questions - <http://ableforall.com/faqs/>

ABLE National Resource Center

<http://www.ablenrc.org/>

<http://www.ablenrc.org/news/big-changes-horizon-able-2018>

CMS Implications of the ABLE Act for State Medicaid Programs

<https://www.medicaid.gov/federal-policy-guidance/downloads/smd17002.pdf>

Developmental Disabilities Endowment Trust Fund (DDETF)

<http://ddetf.wa.gov/>

Frequently Asked Questions about the ABLE To Work Act

<http://www.ndss.org/wp-content/uploads/2018/01/Frequently-Asked-Questions-about-the-ABLE-To-Work-Act.pdf>

IRS Notice of Proposed Rulemaking Guidance – Section 529A

https://www.irs.gov/irb/2015-27_IRB/ar09.html

SENIOR BULLETIN: MEDICAID & SSI

[http://www.washingtonlawhelp.org/files/C9D2EA3F-0350-D9AF-ACAE-](http://www.washingtonlawhelp.org/files/C9D2EA3F-0350-D9AF-ACAE-BF37E9BC9FFA/attachments/D6057FC6-083D-4360-8DBA-4B805FC6385D/senior-bulletin-on-special-needs-trusts-and-able.pdf)

[BF37E9BC9FFA/attachments/D6057FC6-083D-4360-8DBA-4B805FC6385D/senior-bulletin-on-special-needs-trusts-and-able.pdf](http://www.washingtonlawhelp.org/files/C9D2EA3F-0350-D9AF-ACAE-BF37E9BC9FFA/attachments/D6057FC6-083D-4360-8DBA-4B805FC6385D/senior-bulletin-on-special-needs-trusts-and-able.pdf)

Social Security SI 01130.740 Achieving a Better Life Experience (ABLE) Accounts

<https://secure.ssa.gov/poms.nsf/lnx/0501130740>

<https://secure.ssa.gov/apps10/reference.nsf/links/03072018063315AM>

<https://www.ssa.gov/disability/professionals/bluebook/general-info.htm>

Special Needs Alliance – Your Special Needs Trust Defined

<https://www.specialneedsalliance.org/the-voice/your-special-needs-trust-snt-defined-2/>

<https://www.medicaid.gov/federal-policy-guidance/downloads/smd17002.pdf>

State Rules (WAC)

DSHS 388-470-[0045](#) Cash Assistance (TANF) and 388-470-[0055](#) Basic Food (SNAP)

HCA 182-560-[100](#) Medicaid WA Apple Health Coverage

DCYF [110](#) plus Working Connections Child Care 110-15-[0022](#) and Seasonal Child Care 110-15-[3630](#)



City of Stevenson

Public Works Department

(509)427-5970

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

TO: City Council

FROM: Eric Hansen, Public Works Director

DATE: February 19, 2019

SUBJECT: February Staff Memo

I will not be attending the February City Council meeting, so I have included a staff memo to keep you updated of the activities happening in the Public Works Department.

Wastewater:

1. The 3 Rivers WWTP in Kelso is no longer accepting biosolids, the next available plant that will accept solids is Shelton, which would add an additional \$700/week in hauling costs. We are actively working towards "Class B" rating which would allow for land application during spring, summer, and fall months. I am also working with Hood River to accept our additional solids on a temporary basis until we can find a more cost effective means to dispose of them.
2. Preliminary test results from the influent loading comparison have been received from 3 labs and show the same results that we noticed in 2017 during the ISU Sampling program. This time we used a Churn Sample Splitter to eliminate any discrepancies between operators. We will be investigating further.
3. TV inspection of the sewer lines has been postponed for 1 week due to the weather, it will now occur during the week of March 4th. Once the lines have been inspected we will receive a report of deficiencies and costs to repair them. The geotechnical report has not been completed for the Montell Terrace neighborhood, so we will be focusing on Chesser Street, Hot Springs Alameda, Willard, Roosevelt, Viewpoint, Roselawn, McKinley, and Jefferson main lines.

Parks:

1. We have sent out an RFP (Request for Proposals) for Landscape Services to expand on the improvements at Russell Street and Second Street. (see attached)
2. Applications are being accepted for the summer helper, to date we have only received 4 applications. Application period closed on February 15th.

Streets:

1. The annual street tree replacement program is scheduled to start on March 13th. This year we have 20 trees identified that require replacement.
2. The snow storm of 2019 was not the biggest we've had, but it was significant. The Public Works crew managed to stay ahead of the storms and kept the roads safe for the public. The crew worked a total of 125 overtime hours. 2 plows had to be repaired during the storm, we had 1 employee threatened by an angry citizen, and fewer complaints than normal for a storm of this caliber. We hauled snow from the downtown area and deposited it at the parking lot by the

WWTP to make room for parking. It is city policy that we do not plow out private driveways, however we do remove the snow berms when we receive requests, and as time allows. If city policy were to change, and city staff were directed to remove the snow “berms” at every driveway, it would add approximately 83 hours of snow removal labor for **every** storm. The City also does not allow private snowplows to remove snow on public streets.



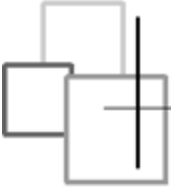
A/P Check Register

Fiscal : 2019, 2018
 Period : 2019 - Feb, 2018 - Dec
 Council Date : 2019 - Feb - Feb 2019, 2018 - Dec - 13th Month 2018 Feb
 Bank Account: General Checking Umpqua
 System Types : Financials Check Numbers : All

Number	Vendor Name	Account Description	Amount
13180	Petty Cash	Miscellaneous - Postage	\$6.85
		Office Supplies & Postage	\$76.62
		Office Supplies and Postage	\$76.62
		Check Total:	\$160.09
13196	A&J Select	Fire Supplies	\$8.08
		Fire Supplies FD II	\$8.08
		Check Total:	\$16.16
13197	Aramark Uniform Services	Household Supplies/Repairs	\$12.92
		Repairs/Supplies Contracted	\$171.01
		Check Total:	\$183.93
13198	Avista Utilities	Electricity	\$359.20
		Fire Hall Heat And Lights	\$286.76
		Heat & Lights	\$240.59
		Check Total:	\$886.55
13199	BergerABAM	Consulting Engineering	\$285.82
13200	BSK AddyLab,LLC	Testing	\$261.00
		WW Sampling Professional Services	\$705.00
		Check Total:	\$966.00
13201	Carson Hardware	Repairs/Supplies Contracted	\$150.76
13202	CenturyLink	Central Services Telephone	\$194.75
		Fire Telephone	\$106.38
		Sewer Telephone	\$105.20
		Check Total:	\$406.33
13203	Centurylink Comm Inc	Central Services Telephone	\$39.47
		Fire Telephone	\$0.25
		Sewer Telephone	\$4.66
		Check Total:	\$44.38
13204	CH2MHILL OMI	Operations Contract (OMI)	\$11,154.08
13205	Chemtrac Systems, Inc.	Operating Supplies	\$128.00
13206	Chevron & Texaco Card Service	Gas and Oil	\$654.85
13207	City of Stevenson	City Hall Water/Sewer	\$158.20
13208	Clark County Auditor	Road Striping	\$2,328.22
13209	CM & WO Sheppard, Inc.	Repair (Contract Serv) T&D	\$2,170.25
13210	Coburn Electric, Inc.	Repair (Contract Serv) T&D	\$657.51
		Repair-Contracted Labor	\$8,282.63
		Check Total:	\$8,940.14
13211	Columbia Ford Inc	Fire Equip Purchase - City	\$47,737.19
13212	Columbia Hardware, Inc.	Household Supplies/Repairs	\$46.23
		Operating Supplies	\$221.49
		Parks Supplies	\$9.06
		Repairs/Supplies Contracted	\$294.77
		Supplies	\$63.42
		Check Total:	\$634.97
13213	Columbia River Disposal	Litter Clean-Up	\$196.09
13214	Consolidated Supply Co.	Operating Supplies	(\$77.63)

Number	Vendor Name	Account Description	Amount
		Small Tools/Minor Equipment	\$494.58
		Check Total:	\$416.95
13215	Correct Equipment	Small Tools/Minor Equipment	\$682.82
13216	Daily Journal of Commerce	WW Advertising	\$139.20
13217	Department of Health	Op. Permit(DOH)/Other Fees	\$1,239.00
13218	Discover Your Northwest	Discover Your Northwest	\$2,509.26
13219	Employment Security Dept.	Unemployment Claims	\$89.16
13220	Extendobed	Fire Equip Purchase - City	\$4,322.00
13221	Fastenal	Repairs/Supplies Contracted	\$75.28
13222	Gorge Networks	Water Telephone	\$189.90
13223	HFI Consultants	Timber Sale Contracted Sevices	\$3,306.00
13224	Jacobs' Services Inc.	Custodial Services	\$250.00
13225	Kristy Arnett	Travel Financial/Records	\$59.16
13226	Liquivision Technology	Repair-Contracted Labor	\$5,029.96
13227	Mackenzie	Consulting Engineering	\$12,223.50
13228	Motorola	Fire Equip Purchase - City	\$4,868.54
13229	Municipal Code Corp	Ordinance Codification	\$190.00
13230	NAPA Auto Parts	Fire Supplies	\$8.28
		Repairs/Supplies Contracted	\$1,439.81
		Check Total:	\$1,448.09
13231	Office of State Treasurer - Cash Mgmt Division	Agency Disbursement - Court	\$941.50
		Agency Remittances - State Bldg Code	\$11.00
		Check Total:	\$952.50
13232	One Call Concepts, Inc.	Dues & Membership/Filing Fees	\$29.96
13233	Petty Cash	Miscellaneous - Postage	\$66.76
		Office Supplies & Postage	\$77.30
		Office Supplies and Postage	\$77.30
		Repairs/Supplies Contracted	\$60.00
		Check Total:	\$281.36
13234	Pixis Labs	WW Sampling Professional Services	\$350.00
13235	PUD No 1 of Skamania County	Electricity	\$1,415.34
		Electricity - Street Lights	\$287.31
		Heat & Lights	\$97.81
		Check Total:	\$1,800.46
13236	QCL, Inc.	Medical Physicals-Required	\$40.15
13237	Radcomp Technologies	Computer Services	\$54.50
		Computer Services/Repair	\$331.93
		Office Equip Repair& Maintenance	\$239.79
		Check Total:	\$626.22
13238	Ricoh USA, Inc	Office Equip Repair& Maintenance	\$58.45
13239	Rural Development Initiatives (RDI)	Training/Tuition - Financial/Records	\$1,000.00
13240	Six Robblees' Inc.	Repairs/Supplies Contracted	\$1,543.24
13241	Skamania County Chamber of Commerce	Consultant Services, Chamber	\$7,500.00
		SBA Consultant Services	\$405.34
		Check Total:	\$7,905.34
13242	Skamania County Fire District #1	Radio Contract	\$2,870.84
13243	Skamania County Pioneer	Legislative Publishing	\$420.87
13244	Skamania County Treasurer	Litter Clean-Up	\$106.20
13245	Smith & Loveless, Inc.	Maintenance Supplies	\$1,738.61
13246	Staples -Dept 11-05417944	Office Supplies	\$196.23
13247	Stevenson-Carson School District	Community Pool Support	\$5,000.00
13248	Tetra Tech, Inc.	#38 Sewer Plan - Prof Serv	\$2,163.32

Number	Vendor Name	Account Description	Amount
13249	The Standard Steel Companies	Repairs/Supplies Contracted	\$983.41
13250	Traffic Safety Supply, CO	Traffic Devices	\$1,603.53
13251	Tribeca Transport LLC	Solids Hauling & Disposal	\$1,418.41
13252	US Bank	Medical Physicals-Required	\$79.00
		Office Supplies	\$305.23
		Office Supplies & Postage	\$157.39
		Office Supplies and Postage	\$158.15
		Repairs/Supplies Contracted	\$590.75
		Training & Tuition - Building Dept	\$817.63
		Training/Tuition - Financial/Records	\$334.00
		Tuition Council	\$180.00
		Website - General Fund	\$20.00
		Check Total:	\$2,642.15
13253	US Bank Safekeeping	Fiduciary Fees/VISA	\$72.00
13254	USA Bluebook	Maintenance Supplies	\$240.58
13255	Verizon Wireless	Building Department Telephone	\$56.24
		Sewer Telephone	\$15.65
		Water Telephone	\$15.65
		Check Total:	\$87.54
13256	Vision Municipal Solution	Computer Services	\$1,061.03
		Computer Services/Repair	\$4,584.90
		Office Equip Repair& Maintenance	\$1,504.07
		Check Total:	\$7,150.00
13257	Wallis Engineering, PLLC	Russell Ave - Engineering	\$9,384.35
13258	Waste Connections Vancouver District 2010	Office Supplies	\$4.86
13259	Wave Broadband	Central Services Telephone	\$75.00
13260	WFOA Washington Finance Officers Assoc	Dues & Membership - Financial	\$125.00
13261	WMCA	Dues & Membership - Financial	\$75.00
13262	Woodrich, Kenneth B PC	Advisory Board Services	\$1,932.00
021901ACH	Department of Revenue	Sewer Taxes	\$1,859.09
		Water Taxes	\$1,859.08
		Check Total:	\$3,718.17
021902ACH	InvoiceCloud	EBPP Fees General Fund	\$0.00
		EBPP Fees Sewer	\$177.80
		EBPP Fees Water	\$177.80
		Check Total:	\$355.60
Grand Total			\$171,192.18
Total Accounts Payable for Checks #13180 Through #021902ACH			



Fund Transaction Summary

Transaction Type: Invoice
Fiscal: 2019 - Feb - Feb 2019, 2018 - Dec - 13th Month 2018 Feb

Fund Number	Description	Amount
001	General Fund	\$74,830.41
100	Street Fund	\$5,257.33
103	Tourism Promo & Develop Fund	\$10,857.57
301	Timber Harvest Fund	\$3,306.00
303	Joint Emergency Facilities Fund	\$12,509.32
309	Russell Ave	\$9,384.35
400	Water/Sewer Fund	\$48,748.35
500	Equipment Service Fund	\$6,298.85
	Count: 8	\$171,192.18