

AGENDA
CITY OF STEVENSON COUNCIL MEETING
August 20, 2020
6:00 PM, Remote

Call-In Number 669-900-6833, or 253-215-8782 Meeting ID: 890 8356 1833 and on YouTube at
<https://www.youtube.com/channel/UC4k9bA0IEEvsF6PSoDwjJvA/>

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

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

a) ***Excused Absences** - Robert Muth requests an excused absence.

MOTION: To excuse Robert Muth.

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].*

a) *****Changes as of 1pm on 8/20 include:**

- Removal of the Hollstrom Road agreement from the agenda (was item 7g),
- Addition of public comments from Mary Repar for the Rock Creek Cove public hearing (item 5a)
- Addition of public comments from Brian McNamara for the public hearing on ordinance 2020-1157 (item 5b)

****Changes on 8/19 include:**

- Updated staff report for the Rock Creek Cove public hearing (item 5a)
- Addition of the incident report for the downtown incident update (item 7a)
- Identification of Foster Garvey as the recommended bond counsel for a final cost of not to exceed \$10,000 plus associated letter of engagement (item 7e)
- Addition of voucher information (item 10)

***The final agenda published 8/18 changes include:**

- Addition of an excused absence request for councilmember Robert Muth (item 1a)
- Addition of a water adjustment to the Consent Agenda (item 3d)
- Inclusion of a staff memo to the back-billing waiver request (item 7c)
- Addition of approving social media records retention solution (item 7h)
- Addition of discussion of unmanned aircraft regulations (item 7i)
- Addition of the Fire department report (item 8e)
- Addition of the Sheriff's department report (item 8f)

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) **Water Use Waiver** - The meter for the Port of Skamania was turned on during the swap-out project after the customer had it shut off to demolish the house. This caused water to flow until they discovered the usage in July. The total amount of usage to be waived is \$156.01, which is total usage billed rather than the calculated amount per our water leak policy due to the nature of the water usage.
- b) **Water Adjustment** - The MacKinnon Family Trust (meter No. 802300) requests a water adjustment of \$183.95 for a water leak in their irrigation which they have since repaired.
- c) **Liquor License Renewal** - El Rio Texicantina
- d) ****Water Adjustment** - The meter for Christy Harrah was not installed properly, which left a small leak after the meter. The customer recently discovered the issue because there was a large volume of water in the meter box. The total amount of usage to be waived is \$44.10, which is the difference between the average usage for the customer over the past five years, and the recent meter read. This is outside of the calculation in our leak policy due to the nature of the water usage.
- e) **Minutes** of the July 16, 2020 Council Meeting.

MOTION: To approve consent agenda items a-e.

4. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. 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.]*

- a) **COVID-19 Virtual Meeting Protocol for Public Comment:** When submitting public comments, include your name regardless of the manner you are using. Public comments may be provided in one of three ways:

-In writing may be submitted no later than 12:00 PM on the meeting date to be included in the council packet.

-By telephone during the meeting by calling a number that will be provided to you upon notification to the City Clerk no later than 4:30 PM the day of the meeting.*

-By virtual meeting attendance with a link that will be provided to your email upon notification to the City Clerk no later than 4:30 the day of the meeting.*

*If you would like to make a public comment by either phone or virtual meeting, you can contact the Clerk at leana@ci.stevenson.wa.us or by phone at 509-427-5970 no later than 4:30 on the meeting date.

5. PUBLIC HEARINGS: *[Advertised public hearings have priority over other agenda items. The Mayor may reschedule other agenda items to meet the advertised times for public hearings.]*

- a) *****6:05 PM Rock Creek Cove Plat Alteration** - Community Development Director Ben Shumaker presents a staff memo and information regarding the alteration of a plat which involves a public dedication for public comment, council review and consideration.

MOTION: To approve the Rock Creek Cove Plat Alteration [as presented/with changes as discussed].

- b) *****6:15 - Second Reading Ordinance 2020-1157 Regarding Changes to Zoning** - Community Development Director Ben Shumaker presents a staff report and ordinance 2020-1157 amending the Stevenson zoning code (SMC Title 17); modifying where single-family detached dwellings and townhomes are allowed; clarifying use categories within SMC 17.13.010; and incorporating zoning interpretations conducted under SMC 17.12.020 for council review and discussion.

MOTION: To approve Ordinance 2020-1157 amending the Stevenson zoning code title 17 [as presented/with changes as discussed].

6. UNFINISHED BUSINESS:

- a) **COVID-19 Update** - Mayor Scott Anderson will provide an update on the city's response to the COVID-19 pandemic.
- b) **Sewer Plant Update** - Public Works Director Karl Russell will provide an update on the Stevenson Wastewater System and the Compliance Schedule.
- c) **Follow-up From Council Strategic Retreat** - City Administrator Leana Kinley presents a revised draft of the 2021-2022 goals from the discussion at the July 11, 2020 council retreat for council review and discussion.

7. NEW BUSINESS:

- a) ****Downtown Incident Update** - Sheriff Dave Brown will be present to update council on the incident which occurred on Friday, August 7th.
- b) **Appoint Brian Riffel to Board of Adjustment** - Community Development Director recommends appointing Brian Riffel to the Stevenson Board of Adjustment to fill the remainder of a 3-year term ending on 12/31/21.

MOTION: To appoint Brian Riffel to the Stevenson Board of Adjustment.

- c) *Approve Waiving Back-Billing for Billing Discrepancy** - City Administrator Leana Kinley will present information regarding additional meters to be billed as discovered during the recent meter project for council review and consideration.

MOTION: To approve waiving the back-billing in relation to incorrect meter sizes and unbilled meters for the customers listed in the memo.

- d) Utility Connection Extension Request** - City Administrator Leana Kinley presents a request for a 6-month extension to connect to water and sewer for Rhianna Hurff and Stephen Muilenburg. SMC 13.10.070(C) and 13.10.080(C) require connections be made within six months or the permit is void and the connection fee is forfeit, and ..."one six-month extension may be granted by the city council due to circumstances judged to be beyond the applicant's control."

MOTION: To approve a six-month extension request for water and wastewater utility connection for Rhianna Hurff and Stephen Muilenburg.

- e) *Approve Engagement Letter for Bond Counsel** - City Administrator Leana Kinley presents an agreement for bond counsel for a USDA Loan as part of the match funding for an EDA grant for wastewater collection system infrastructure. These costs are rolled into the USDA loan total.

MOTION: To approve the agreement with Foster Garvey to serve as bond counsel in the amount not to exceed \$10,000.

- f) 2021 Budget Calendar** - City Administrator Leana Kinley presents the calendar for adopting the 2021 budget by year end for council review and discussion.

- g) Discuss Transparency Solutions** - City Administrator Leana Kinley will present options for increased transparency and communication for council discussion and consideration.

- h) *Approve Social Media Records Retention Solution** - City Administrator Leana Kinley presents information from ArchiveSocial regarding their solution for retaining records related to the city's Facebook page for council consideration.

MOTION: To approve contracting with ArchiveSocial for their Economy plan at \$199/month billed annually.

- i) *Discuss Unmanned Aircraft Regulations** - City Administrator Leana Kinley presents information regarding regulating unmanned aircraft use within city limits brought about by a request from a concerned citizen. Staff requests direction on a way forward.

8. INFORMATION ITEMS:

- a) **Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in July, 2020.
- b) **Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through July 2020.
- c) **Planning Commission Minutes** - Minutes from the 7/13/20 and 7/20/20 Planning Commission meetings are presented.
- d) **Affordable Housing Tax Implementation** - City Administrator Leana Kinley presents the confirmation from the Department of Revenue on collection of the sales tax credit for affordable housing approved by council in June for council information.
- e) ***Fire Department Report** - The Stevenson Fire Department's report for July, 2020 is presented for council review.
- f) ***Sheriff's Report** - The Skamania County Sheriff's report for July, 2020 is presented for council review.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

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

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

- a) ****July 2020 payroll & August 2020 AP checks** have been audited and are presented for approval. July payroll checks 14538 thru 14544 total \$110,429.32 which includes EFT payments. August AP checks 14524 thru 14537 and 14545 thru 14596 total \$330,917.46 and includes ACH payments. The AP check register with fund transaction summary is attached for your review.

MOTION: To approve the vouchers as presented.

11. MAYOR AND COUNCIL REPORTS:

12. 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.]*

13. ADJOURNMENT - Mayor will adjourn the meeting.

=====

UPCOMING MEETINGS AND EVENTS:

- September 7, 2020 (Monday) Labor Day, City Offices Closed
- September 17, 2020 (Thursday) City Council Meeting

MINUTES
CITY OF STEVENSON COUNCIL MEETING
July 16, 2020
6:00 PM, Via Zoom and YouTube

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:02 p.m. and conducted roll call. He reminded everyone the meeting was being recorded and could be accessed through YouTube. He noted there was a quorum available.

Attending: Mayor Scott Anderson; Councilmembers Annie McHale, Amy Weissfeld (joined at 6:13 p.m.), Matthew Knudsen, Robert Muth. Councilmember Hendricks was not in attendance.

City Staff: City Administrator Leana Kinley, Public Works Director Karl Russell, Community Development Director Ben Shumaker

City Attorney: Ken Woodrich

Guests: Leslie Naramore, Executive Director, Washington Gorge Action Programs.

Public attendees: Curt and Sherry Esch

2. CHANGES TO THE AGENDA: None since Tuesday's publication.

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

- a) **Special Occasion Liquor License**-American Legion Auxiliary for the Skamania County Fair Beer Garden at the Fairgrounds August 19th from 12-10 pm, August 20th from 12-11 pm, August 21st from 10-12 am, and August 22 from 10-12 am. (Mayor Anderson questioned why the application was still in place since the event had been canceled. Attorney Woodrich advised leaving and approving as is, the applicants could choose not to use it.)
- b) **Water Adjustment**-Bill Klosterman (meter no. 403900) requested a water adjustment of \$143.52 for a water leak they have since repaired.
- c) **Water Use Waiver**-The meter for Terrapin Investments, LLC was turned on during the swap-out project after the customer had it shut off to do plumbing work. This caused water to flood the building over a weekend. The total amount of usage to be waived is \$380.16, which is total usage billed rather than the calculated amount per our water leak policy due to the nature of the water usage.
- d) **Minutes** of June 18, 2020 Council Meeting, the June 22, 2020 Special Council Meeting and the July 11, 2020 Council Retreat.

MOTION to approve consent agenda items a-d made by Councilmember Knudsen with a second by Councilmember Muth.

- Voting aye: Councilmembers Muth, Knudsen, McHale
- Voting nay: None

4. PUBLIC COMMENTS: Mayor Anderson requested all commenters wishing to address the Council to keep remarks to 3 minutes or less. City Administrator Leana Kinley related how

to unmute phones to provide comments. She reported no comments were received via mail or email. No comments were received during the Public Comment period.

Because the Transportation Improvement Program public hearing was scheduled for 6:15 p.m., enough time remained that a request to change the order of the agenda and have Item 6a under **Unfinished Business** moved forward was agreed to.

6a) Discussion of COVID Funding

City Administrator Kinley reported she had been made aware of funding available through Community Development Block Grants (CDBG) for low and moderate-income individuals. She reached out to WAGAP to see if and how funds could be leveraged. They can be used for rent and utility assistance, emergency or urgent housing needs, including quarantine housing due to COVID-19. CDBG funds can be pooled as well to create a consortium with North Bonneville and Skamania County, bringing the total to approximately \$35K.

Leslie Naramore, Executive Director of Washington Gorge Action Programs (WAGAP) was present to talk about their needs. Following a broad discussion, the Council agreed by consensus to have Administrator Kinley submit an application to the Department of Commerce for additional funds to assist WAGAP in supporting Skamania County residents facing isolation and quarantine due to COVID-19.

Councilmember McHale followed up by asking if the CDBG funds were separate from CARES Act funds and if the CARES Act funds had been allocated. **City Administrator Kinley** noted there was approximately \$21K remaining in the CARES Act funds. The Skamania County Chamber of Commerce has requested additional CARES Act funds to purchase more PPE for businesses. **City Administrator Kinley** is also allocating funds for screening and additional security at City Hall when it re-opens.

Councilmember McHale requested a more immediate response to support WAGAP, noting support was needed now. She was advised the \$100K in CARES Act funding set aside by Skamania County was for grants related to business interruptions and basic business functions and not PPE. **Mayor Anderson** asked if technology costs incurred by the City of Stevenson for remote meetings were covered under the CARES Act funds and **City Administrator Kinley** assured him they were.

Administrator Kinley requested guidance regarding the spending of the remaining CARES Act funds. **Mayor Anderson** asked for a list with a timeline to present to Council at the August meeting. **Councilmember Weissfeld** was informed by Leslie Naramore regarding COVID-19 there were currently 8 households in quarantine, and 100 people in isolation in Skamania County. She clarified those are known caseloads.

City Administrator Kinley confirmed the \$35K available through the consortium would be restricted to Skamania County residents. **Community Development Director Shumaker** asked about quarantine/isolation housing and was told funds were dedicated to Skamania County businesses. **Mayor Anderson** requested a quick response due to emergency needs.

5. PUBLIC HEARINGS:

a) 6:15 -Transportation Improvement Program

Public Works Director Karl Russell presented the updated six-year Transportation Improvement Program (TIP) for public input and council review.

Mayor Anderson opened the public hearing for the Transportation Improvement Program at 6:25 p.m.

Public comments:

City Administrator Leana Kinley advised the Council public comments were received via phone calls from Terry Smith and the Esch's stating their opposition to having Del Ray included in the TIP. Pat Rice provided an email to Council also opposing the Del Ray project.

Mayor Anderson closed the Public Comments portion at 6:27 p.m.

Mayor Anderson spoke of the deeper discussions held over the last few weeks regarding the Capital Improvement Program and how it coincides with TIP. He stated it is useful to use as a tool to find ways to fund infrastructure projects and taking a hard look at the transportation study was a good way to identify shortcomings. He asked if traffic flow and the integrity of city roads were reviewed for inclusion on the plan.

PWD Russell clarified for Council and the Mayor how roads are designated for inclusion on the list. Traffic flow, usage and identification of repairs or improvement needed are used as indicators. **City Administrator Leana Kinley** briefly explained the prioritization system that goes on in making decisions, including funding available and road conditions. She pointed out the projects on the list are for 2021.

Further discussion was held regarding Del Ray. **City Administrator Leana Kinley** related plans to extend Del Ray to serve Stevenson Elementary School have met with resistance and pushback from neighborhood. Original plans on Del Ray were to establish a walking path with engineering improvements intended to support future road expansion. Grant funding would not be available due to Del Ray being a one-way serving just one household. Before any final decision regarding Del Ray is made, she would like to talk with the school district and review a transportation/circulation study to see how Del Ray fits in with traffic movement. No final decision is intended, as vacations are not planned.

Mayor Anderson reminded Councilmembers they had agreed to work and communicate with residents along Del Ray. He asked what funding was attached to the projects on the list. **City Administrator Leana Kinley** explained it is a combination of city funds and transportation grants. The list gives WDOT a way to see how plans work in with system as a whole.

Councilmember Muth pointed out the city evaluates road condition based on existing engineering standards in place. Being first on the plan does not mean the project is top priority. **City Administrator Leana Kinley** shared she had put projects in order by date.

Councilmember Knudsen remarked there are two sides to projects. Using Del Ray as an example, he recommended taking into account feedback from those living on the road

while recognizing the city's commitment to maintain its property. He suggested if the city did not want to use a road it could possibly be sold off in order to provide some positive impact to the community.

Councilmember Weissfeld suggested leaving Del Ray on TIP but add verbiage to assure the city intends to communicate with the residents and the school district before any development takes place. She noted having a project on the list could lead to possible funding. **Councilmember Knudsen** suggested it would be useful to include communications language for most projects.

Mayor Anderson thanked them; noting the need for better communication was brought up at the retreat and in conversations at City Hall. **Councilmember Muth** pointed out some residents would not oppose some projects if asked. **Councilmember McHale** asked about school district traffic studies and was informed the district is actually working on a capital facilities plan that may change bus traffic patterns at the Elementary School.

Community Development Director Shumaker stressed how important the overall circulation study would be in identifying needs. He pointed out how the Stevenson water and sewer systems studies helped to identify long term needs and plans, and without one for streets the City just has a menu regarding road projects. There is no timeline or accountability for projects. He suggested a plan would be useful as a project budgeting tool as well.

PWD Russell noted the order of projects could change quickly, as there are many moving parts to the program. **Councilmember Muth** expressed his great appreciation for the detailed colored sheets in the packet. The color coordination, location and descriptions made things far easier to understand and he applauded staff for their efforts.

City Administrator Leana Kinley shared she would be providing similar detail in the capital improvement plan to aid in visualization.

MOTION to approve the Six-Year Transportation Improvement Program with changes as discussed regarding communication made by **Councilmember Knudsen** with a second by **Councilmember McHale**.

- Voting aye: **Councilmembers Weissfeld, Muth, McHale, Knudsen**
- Voting nay: None

6. UNFINISHED BUSINESS:

a) Moved forward on agenda

b) COVID-19 Update-Mayor Anderson provided an update on the city's response to the COVID-19 pandemic. He spoke about the recent increase in COVID-19 caseloads in Skamania County. Travel and social gatherings appear to be causal factors. Reinforcing public messaging about social distancing and wearing masks is critical, and the County and

City will be working together. Councilmember Muth reported Governor Inslee had reduced public gatherings down from 50 to 10 as of that afternoon.

Councilmember McHale asked if the City Facebook page could include the Incident Command situation report. She wants to assure City residents the City is on top of the situation by providing accurate and timely information. **City Administrator Leana Kinley** related the situation report was not meant for public distribution. Anders has been providing some messaging on the City website page. Other information is coming from Community Health on the county website and their Facebook.

c) Sewer Plant Update-Public Works Director Karl Russell provided an update on the Stevenson Wastewater System and the Compliance Schedule. He directed the Council to information in his report. He is making quarterly updates to Department of Ecology about the WWTP, with 90% of the plans before the Department of Ecology. Some minor changes to the plans are taking place with Wallis Engineering. One change would use the new blowers for the digester rather than the old ones.

Attempts to kill the filamentous bacteria have been temporarily delayed as they could not see them with the old microscope. Through contacts with DOE they got a \$2,000 microscope for \$100 for shipping and handling. They now get better bacterial counts and visuals and mitigation will begin July 20th. **Councilmember Muth** congratulated **PWD Russell** for the significant reduction in violations over the past 15 months. **PWD Russell** noted that the rainy season could be problematic for BOD spikes due to the I&I (Infiltration and Inflow) problem and the fix could cost \$80K. **Mayor Anderson** noted how DOE is now considered a great resource rather than an agency to be apprehensive about.

Councilmember Weissfeld highlighted **PWD Russell's** willingness to reach out for help and look for best practices. **PWD Russell** also acknowledged the work of his employees and thanked **City Administrator Leana Kinley** and **Community Development Director Shumaker** for their coverage at City Hall.

Councilmember Muth asked about Walking Man's temporary hold on local brewing operations. **City Administrator Leana Kinley** stated part of it was related to cost. She explained a sub-meter program could be initiated to reduce expenses. A meter could be put on the water coming into the brewhouse. Effluent charges would be charged separately. Mayor Anderson reported on conversations he had held with Tabitha regarding water usage and the City's obligation to maintain rates while working with local businesses to reduce costs.

City Administrator Kinley notified the Council she had been contacted by the Department of Ecology to provide information the DOE could share with the legislature regarding success stories with small community waste water systems.

PWD Russell shared information on the state Department of Health. Many of the engineers have been assigned to do contract tracing so monthly water treatment reports are not being reviewed. An emergency contact number was provided.

d) Approve Mutual Aid and Assistance Agreement for Washington State for Intrastate Water/Wastewater Agency Response (WARN). Public Works Director Karl Russell presented and explained the WARN agreement for council review and consideration. This is a mutual aid agreement for water and wastewater activities during emergencies similar to emergency fire services.

MOTION to approve the mutual aid and assistance agreement for Washington State for Intrastate Water/Wastewater Agency Response Network made by **Councilmember Muth** with a second by **Councilmember Weissfeld**.

Attorney Woodrich noted it was similar to many other agreements. **Councilmember Muth** asked if the pact was within Washington State only. Some interstate mutual aid agreements for law enforcement and fire exist.

- Voting aye: **Councilmembers Muth, McHale, Weissfeld, Knudsen**
- Voting nay: None

7. NEW BUSINESS:

a) Approve Proclamation Recognizing Juneteenth 2020 - Mayor Anderson presented proclamation 2020-01 recognizing Juneteenth 2020 on Friday, June 19, 2020 for council consideration. A brief discussion was held regarding the late timing of the proclamation and if it was just for 2020. **Councilmember Knudsen** requested it be placed on the Council agenda for May 2021. **Councilmember McHale** relayed **Councilmember** Hendricks wants to create an event and possibly raise a statue to York, William Clark's slave that accompanied the Lewis and Clark expedition. **City Administrator Kinley** suggested he contact the Lewis and Clark Trail Organization for possible funds.

MOTION to approve proclamation 2020-01 recognizing Juneteenth 2020 on Friday, June 19, 2020 made by **Councilmember Knudsen** with a second by **Councilmember McHale**.

- Voting aye: **Councilmember Knudsen, Weissfeld, McHale**
- Voting nay: **Councilmember Muth** He stated he would rather see December 6th celebrated as the date of the 13th amendment freeing slaves in America.

b) Approve Waiving Back-Billing for Billing Discrepancy - City Administrator Leana Kinley presented information regarding the water meter size billing discrepancy as mentioned at the June 18, 2020 council meeting for council review and consideration. She confirmed the error in the former manual reading of the meters was due to there being no meter size noted on the billing system. When the new e-meters were installed the error was discovered. With the new meters there is an ID# and size being added.

MOTION to approve waiving the back-billing in relation to incorrect meter sizes for the customers listed above made by Councilmember Weissfeld with a second by Councilmember Knudsen.

- Voting aye: **Councilmember Knudsen, Weissfeld, McHale, Muth**
- Voting nay: None

c) Discuss Letter of Support for Title 23 Waiver - City Administrator Leana Kinley presented a memo from Port of Cascade Locks General Manager Olga Kaganova concerning waiving Title 23 restrictions regarding the use of toll revenues on projects that receive federal funding. Letters of support from the Port of Skamania and Skamania County were included. The Port is seeking support from the City of Stevenson to gain federal Highways Funds to construct a pedestrian/bicycle pathway on the Bridge of the Gods.

During the discussion it was pointed out the pathway would likely provide a safer crossing than what is currently available. It would improve the link between the Pacific Crest Trail sections. Because of the Trail there is a mandate in place permitting pedestrians on the bridge.

Councilmember Weissfeld was encouraged that pedestrians would not be charged tolls, which she had objected to previously. She stated the pathway could be a significant benefit to Stevenson businesses. **Mayor Anderson** suggested it could tie in with the Historic Highway 30 proposal. Several Councilmembers expressed ongoing frustration the Port of Cascade Locks continues to use a portion of toll monies for Port projects unrelated to bridge maintenance.

City Administrator Kinley noted the project included plans to improve the north entrance to the bridge from SR-14. **Community Development Director Shumaker** mentioned a past partnership with the Port of Cascade Locks helped Stevenson get the footpath from Skamania Lodge into downtown.

Mayor Anderson pointed out there is no sign on Interstate 84 indicating a crossing is available into Stevenson. He asked what the timeline was for the letter, and if the Council should wait for Councilmember Hendricks views. It was suggested to include a request for signs on I-84 pointing to Stevenson in a letter of support.

Councilmember Knudsen stated he would be contacting Senator Murray with personal concerns and would include the minutes of the discussion. Attorney Woodrich cautioned him to ensure he spoke only as an individual and not as a representative of the City

d) Follow-up From Council Strategic Retreat - City Administrator Leana Kinley presented a draft of the 2021-2022 goals from the discussion at the July 11, 2020 council retreat for council review and discussion. The Council and staff reviewed goals on undergrounding of utilities, expanding broadband, and improving communication with residents. City Administer Kinley will add action items, as some highlighted areas have not been updated.

8. INFORMATION ITEMS:

- a) Chamber of Commerce Activities**-The report presented described some of the activities conducted by Skamania County Chamber of Commerce in June 2020.
- b) Financial Report -City Administrator Leana Kinley** presented the Treasurer's Report and year-to-date revenues and expenses through June 2020.

- c) **Fire Department Report** -The Stevenson Fire Department's report for June 2020 was presented for council review.
- d) **Planning Commission Minutes**-Minutes from the June 8, 2020 Planning Commission meeting were presented.
- e) **Sheriff's Report** -The Skamania County Sheriff's report for June 2020 was presented for council review.

Mayor Anderson reported he had attended the last Planning Commission meeting and was encouraged to hear a thoughtful discussion. He complimented the Planning Commission members on their talents. He advised the Council some issues would likely come before them in the next month or so.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

a) Karl Russell, Public Works Director Russell Street project is almost done. He shared there would be a punch list with a list of repairs. He is waiting for landscapers to finish. Next week a walk through will be performed. Some signs are leaning due to wind so they will need to be redone. The budget should even out with cost savings and change orders.

Several waterline projects and a culvert removal are in progress. Russell Street has one wooden utility pole to be removed by Century Link. Lights are scheduled to arrive July 17th. Outlets with timers have been installed near the street trees.

A sewer repair on First and Seymour turned complicated due to multiple utility conduits and a broken sewer lateral. PUD assisted with their boom truck.

b) Ben Shumaker, Community Development Director Karl is working with WSP engineers on First Street sidewalk and overlook project. Well into design phase for the grant received, with 50% design due at the end of July 2020, and on track to submit design for construction next year. Good decisions being made regarding potential Columbia Street move, no money being spent on vegetated curb extensions at intersection. Those funds will be used instead to further improve the overlook. The project is supporting City goals of investing in the east side of downtown.

The Planning Commission has approved zoning amendments with the exception of one issue. After deadlocking on the item, the PC elected to send it to City Council for review. It will be presented in August 2020 as a public hearing.

FDM will have a submittal regarding relocation of pathway and lot lines.

Closing out some grants, including the CERB grant for alternative analysis for pre-treatment at the Port.

Initial comments are expected from DOE for Shoreline Management Program program. Adopted by City Council in December 2018, the DOE is just now getting to review.

The city-wide street tree management plan will be starting. The residential capacity grant from Department of Commerce to look at the next zoning amendment to add places where

residential construction can take place will be utilized. A goal is to reduce housing prices by increasing residential construction.

Policies to find ways to extend water and sewer outside city limits and tying it to a contract for annexation or other options will be considered.

Other amendments will look at minimum densities in R2 and R3 districts. Exploring incentives for downtown development instead of regulatory action is under consideration, which aligns with the recent downtown parking discussion. Provide incentives rather than regulatory. He is looking for community help with the retaining wall along the pathway.

c) Leana Kinley, City Administrator Everything is in her written report. The audit report is to be published on July 20, 2020. It was a clean audit. **Mayor Anderson** underscored the importance of a clean audit considering there were mid-year software conversions and staff changes.

The Red Cross is looking for volunteers for shelter and health services support. The financial report is not looking as gloomy, more information will be available in August.

10. VOUCHER APPROVAL AND INVESTMENTS UPDATE:

June 2020 payroll & July 2020 AP checks have been audited and are presented for approval. June payroll checks 14475 thru 14481 total \$83,150.25 which includes EFT payments. July AP checks 14474 and 14482 thru 14523 total \$559,358.94 and includes ACH payments and checks. The AP check register with fund transaction summary was attached for review.

MOTION to approve vouchers as presented made by Councilmember McHale with a second by Councilmember Muth. **City Administrator Kinley** thanked **Councilmembers McHale and Muth** for reviewing the AP at City Hall. **Councilmember Knudsen** queried the line item for pool support. It was explained the school district invoiced the city for multiple quarters to be paid all at once, and there was no contract language that stipulated anything different.

- Voting aye: **Councilmembers Muth, Weissfeld, McHale**
- Voting nay: **Councilmember Knudsen**

MOTION to approve **Councilmember Hendricks** absence was made by **Councilmember Knudsen** with a second from **Councilmember McHale**.

- Voting aye: **Councilmembers Knudsen, Muth, Weissfeld, McHale**
- Voting nay: None

11. MAYOR AND COUNCIL REPORTS: **Councilmember Weissfeld** reported the EDC confirmed a virtual luncheon on October 8th from 11:30 a.m. to 1 p.m. Refunds from the cancelled luncheon can be donated to the WAGAP food bank. Take out options from local businesses will be available as well.

12. ISSUES FOR THE NEXT MEETING: Continue Covid updates from the city's perspective were requested by **Councilmember McHale**.

13. ADJOURNMENT-**Mayor Anderson** declared the meeting adjourned at 8:04 p.m.

Approved _____; Approved with revisions _____

Scott Anderson, Mayor

Date

Minutes by Johanna Roe



City of Stevenson

Planning Department

(509)427-5970

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

TO: City Council
FROM: Ben Shumaker, Short Plat Administrator
DATE: August 20th, 2020
SUBJECT: Proposed Short Plat Alteration for Rock Cove Hospitality Center (SP2020-01)

Introduction

The Planning Department has received a short plat application for alteration of a plat along Rock Creek Drive. Owned an investment group, the 3 properties involved are currently vacant and the site of a development proposal. The tax lot numbers for the properties are 02-07-01-0-0-1302, -1303, and -1304. Per the city code, the Planning Commission is to be notified and given the opportunity to review the application.

The proposal involves a) consolidation of the 3 lots into 2, b) reconfiguration of the lot line separating the 2 lots, and c) relocation of a public access easement on the site. Approval of all 3 topics is appropriate.

Relevant City Policies

SMC 16.02.260(A): Whenever any person is interested in the vacation of any short plat or any portion thereof, or any area designated or dedicated for public use, that person shall file an application for vacation with the council. The application shall set forth the reasons for vacation and shall contain signatures of the owner(s) of that portion of the short plat subject to vacation. If the short plat is subject to restrictive covenants which were filed at the time of the approval of the short plat, and the application for vacation would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the vacation of the short plat or portion thereof.

SMC 16.02.260(B): Upon receipt of an application for alteration, the council shall provide notice of the application to all owners of property within a short plat, and as provided for in Section 16.02.110(C). The notice shall establish a date for public hearing.

SMC 16.02.260(C): The council shall give notice as provided in Section 16.02.110(C) and shall conduct a public hearing on the application for vacation and may approve or deny the application for vacation of the short plat after determining the public use and interest to be served by the vacation of the short plat. If any portion of the land contained in the short plat was dedicated to the public for public use or benefit, such land, if not previously deeded to the city, shall be deeded to the city unless the council shall set forth findings that the public use would not be served in retaining title to such lands.

SMC 16.02.110(C): After the short plat administrator determines that the proposed short plat application and map contain the required information and data, the short plat administrator shall distribute copies of the short plat application and map to the following as is necessary:...

1. City public works department;

2. City clerk-treasurer;
3. Southwest Washington Health District;
4. City Planning Commission...
7. The administrator will mail notice of the proposed short plat to the latest recorded real property owners as shown by the records of the county assessor, who share a common boundary line with property being short platted, by United States first class mail.

Thank you,

Ben Shumaker

Attachments

- Draft Approval
- Plat Map
- Proposed Alteration
- Staff Recommendation
- Planning Commission Recommendation
- Other Options

**BEFORE THE CITY OF STEVENSON, WASHINGTON
CITY COUNCIL**

Regarding a request by FDM Development to reconfigure lot boundaries, eliminate a legal lot, and alter the location of public dedication within Lot2, Lot 3 and Lot 4 of the "Short Subdivision of Tax Lot 02-07-01-1300 for Skamania County". The subject properties are located east of Rock Creek Drive in the CR Commercial Recreation District at Tax Parcel 02-07-01-0—0-1302, -1303, and 1304 in Section 1 of Township 2 North, Range 7 East, W.M in the City of Stevenson, Skamania County, Washington

CITY COUNCIL
APPROVAL

AUGUST 20, 2020

PROPOSAL: To consolidate three commonly owned parcels into two, to modify the above parcels to two resultant lots, shown on the application materials, and to alter the public access easement to align with planned pathways on the development.

LOCATION: The site address has not yet been assigned for this location adjacent to SW Rock Creek Drive containing shorelands associated with Rock Cove (Stevenson Lake) a designated shoreline of the city. The site includes 3 legal lots assigned Tax Lot Numbers 02-07-01-0-0-1302, -1303, and -1304 by the County Assessor.

APPLICANT: FDM Development Zachary Pyle 5101 NE 82 nd Avenue, Suite 200 Vancouver, WA 98662 (360) 529-0987	Owner: Erwin L & K, LLC & OPH DBD, LLC & Rawlings Family Investments, LLC 5101 NE 82 nd Avenue, Suite 200 Vancouver, WA 98662 (360) 529-0987
--	--

STANDARDS, FINDINGS AND CONCLUSIONS

SMC 16 SUBDIVISIONS

Title 16 of the Stevenson Municipal Code is separated into two articles. Article I is contained within SMC 16.02 and governs the review of this proposal and other divisions of land into 4 lots or fewer. Regulations for divisions of land into 5 or more lots begin with SMC 16.14, continuing through SMC 16.44. Those regulations do not apply to this proposal. The criteria listed below are limited to the imperative sections of SMC 16.02—Short Plats and Short Subdivisions related to plat alterations.

CRITERION §16.02.020 APPLICABILITY OF CHAPTER PROVISIONS "Every division of land into four or less lots, tracts, parcels, sites or subdivisions for the purpose of sale, lease, transfer of ownership, or for any other purpose shall proceed in compliance with this chapter. The total number of lots includes only those lots under ten acres in size and does not include public dedications"

FINDING(S): 1. The applicant’s submittal proposes modification of a 4-lot land division.
2. This chapter is applicable to this 3-lot proposal.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.020 without conditions.

CRITERION §16.02.030 EXEMPTIONS FROM CHAPTER APPLICABILITY “The provisions of this chapter shall not apply to ...[5 specific exemptions]:

FINDING(S): 1. This proposal does not meet the exemption criteria of this chapter.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.030 without conditions.

CRITERION §16.02.040 RESUBDIVISION RESTRICTIONS “Lots within a short plat subdivision, approved within five years immediately preceding, may not be further divided until a final (long) plat of the resubdivision has been approved and filed for record pursuant to this code, Chapters 16.14 through 16.44 inclusive. When the original short plat subdivision contains less than four lots, the above prohibition shall not apply to the creation of additional lots, not to exceed a total of four within the five-year period, including the original number of lots.”

FINDING(S): 1. The proposal does not include lots within a short plat subdivision approved within the 5 years immediately preceding submittal of this application.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.040 without conditions.

CRITERIA §16.02.050→ §16.02.060 [These sections apply to new short plat proposals. Findings and conclusions related to these sections are not required for a proposed short plat alteration.

CRITERION §16.02.070 APPLICATION—MAP AND SURVEY REQUIREMENTS “The short plat shall be on a sheet of stable base mylar polyester film provided by the city having dimensions of eighteen inches by twenty-four inches. All drawing, letters and signatures affixed to the short plat map shall be in a permanent medium. Surveys are required for all short platted lots which are less than one sixty-fourth of a section, or ten acres or less. The short plat map shall include the following information:

A. Boundaries. The boundary of the entire contiguous parcel, proposed lot lines, including lengths and bearings of the parcel and lot lines;

B. Lots. The number of each lot, the lot size in acreage or square feet (whichever is more appropriate), and the acreage of any remaining parcel exceeding ten or more acres;

C. Scale. The scale of the map and north indication.

D. Features. The location of existing and proposed roads, rights-of-way and easements including the width thereof, boundaries and section and township lines, buildings, watercourses, wells, septic systems, names of adjacent property owners and all other important features;

E. Legal Description. The legal description of land contained within the short plats subdivision;

F. Surveyor Certification. The name and certification stamp of the registered land surveyor;

G. Certificate Block. The following certifications and information in the certificate section:

1. Owner consent. A statement that the short plat subdivision has been made with the free consent and in accordance with the desires of the owner and owners,

2. Dedications. If the short plat includes a dedication, the certificate shall also contain the dedication of all streets and other areas to the public, and to any individuals, religious society or societies or to any corporation, public or private, as shown on the short plat and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the establishment, construction, drainage and maintenance of the road;

I. Signatures—Officials. Signature block for approval by short plat administrator, city public works director, city clerk-treasurer, county treasurer, sanitarian and space for the county auditor as to filing of the plat of record;

J. Future Plats—Notice. The following statement on the face of the plat: “Land within this short plat subdivision shall not be further subdivided for a period of five (5) years unless a final

(long) plat is filed pursuant to the Stevenson City Code, Title 16, Subdivisions, Chapters 16.14 through 16.44 inclusive, or unless a short plat is allowed pursuant to Stevenson City Code, Title 16, Subdivisions, Chapter 16.02”;

K. Private Roads—Notice. Every short plat containing a private road shall bear the following language on the short plat map: “Warning: Purchasers of a lot or lots in this plat are advised that the lot or lots in this plat are serviced by private roads. Private roads are not maintained by the City. Lot owners must pay for the maintenance of the private roads serving this plat, including grading, drainage, snowplowing, etc. The condition of the private road may affect subsequent attempts to divide your lot or lots. Private roads must comply with City of Stevenson private road requirements”;

L. Survey Discrepancies. Whenever a survey of a proposed short plat reveals a discrepancy, the discrepancy shall be noted on the face of the short plat. As used in this subsection, “discrepancy” means:

1. A boundary hiatus,
2. An overlapping boundary,
3. A physical appurtenance, which indicates encroachment, lines of possession or conflict of title;

M. Sewage Disposal System. A notation shall be placed on the short plat indicating any lots not intended for residential use or not intended to have any building thereon and indicating that those lots have not been tested for subsurface sewage disposal.”

- FINDING(S):**
1. Compliance with the map and survey requirements of this section can only be verified after the City Council takes action under SMC 16.02.260(D).
 2. The Short Plat Administrator is capable of certifying map and survey requirements upon action by the City Council.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.070 upon satisfaction of Condition 1, below.

CONDITIONS:

1. **Prior to Final Approval and Recording** the applicant shall prepare the amended short plat according to the standards of SMC 16.02.070. Certification of compliance with this condition shall be evidenced by the signature of the short plat administrator on the altered short plat.

CRITERION §16.02.080 APPLICATION—TITLE REPORT “Every short plat shall be required to include a short plat certificate confirming that title of the lands described by the short plat is in the name of the owner(s) signing the certificate as noted in Section 16.01.080(H)(1) and showing restrictions encumbering the land.”

- FINDING(S):**
1. The errant reference to SMC 16.01.080(H)(1) apparently should refer to SMC 16.02.070(G)(1).
 2. The application was accepted as complete without a Short Plat Certificate.
 3. A current short plat certificate is necessary to verify ownership of the property.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.080 upon satisfaction of Condition 2, below.

CONDITIONS:

2. **Prior to Final Approval and Recording** the applicant shall submit a current short plat certificate confirming that title of the land matches the name of the owners signing the short plat map.

CRITERION §16.02.090 APPLICATION—FEE “A fee of seventy-five dollars shall be submitted to the city, along with the short plat application and map, to cover the short plat subdivision administrative

review. Checks are to be made payable to the city of Stevenson. Fees are not refundable.”

- FINDING(S):** 1. RESOLUTION 2020-357, became effective on June 1st, 2020, supersedes this section and sets higher fees for short plat applications.
2. The proponents paid the necessary application fees for the short plat alteration.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.090 without conditions.

CRITERION §16.02.100 APPLICATION PROCEDURE—ADMINISTRATOR’S AUTHORITY “The short plat administrator, referred to as the administrator, is vested with the duty of administering the provisions of this chapter and with the authority to summarily approve or disapprove proposed short plats pursuant to the procedures set forth in this chapter. The administrator shall prepare and require use of such forms as are necessary for the administration of this chapter.”

- FINDING(S):** 1. The proponents submitted this application on forms prepared by the administrator.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.100 without conditions.

CRITERION §16.02.110 APPLICATION PROCEDURE—RECEIPT AND DISTRIBUTION OF COPIES “A. Any property owner intending to divide land by this chapter shall obtain a short plat application form and map sheet from the city. The applicant shall then complete the application and map sheet listing all required information as outlined within Sections 16.02.050 and 16.02.090.

1. Sewage Disposal System. When proposed lots are to be served by an on site sewage disposal system, site evaluations by the district health officer shall be obtained by the applicant prior to the submission of the short plat application.

2. Private Roads—Maintenance. Every short plat containing a private road serving two or more lots shall be accompanied by a private road maintenance agreement signed by the short plat subdivider. The agreement shall be recorded with the auditor.

B. Upon submission of a short plat application, a date of receipt shall be affixed to the application. The administrator shall then determine whether the requirements of this chapter have been met. An application or map lacking sufficient information for review or not meeting the requirements of the chapter shall be rejected by the short plat administrator and returned to the applicant, and such rejection shall be accompanied by a written statement citing the reason for rejection.

C. After the short plat administrator determines that the proposed short plat application and map contain the required information and data, the administrator shall distribute copies of the short plat application and map to the following as is necessary:

1. City public works department;
2. City clerk-treasurer;
3. Southwest Washington Health District;
4. City planning commission;
5. Washington State Department of Transportation if the short plat is located adjacent to the right-of-way of a state highway;
6. Any state or local agency which may have an interest in the short plat as determined by the administrator;
7. The administrator will mail a notice of the proposed short plat to the latest recorded real property owners as shown by the records of the county assessor, who share a common boundary line with property being short platted, by United States first class mail.”

- FINDING(S):** 1. a. The findings, conclusions, and conditions discussed under the other criteria in this document are also relevant for the review under this section.
b. No lots are proposed to be served by on-site septic systems.
c. A “private road” is proposed, however no private road maintenance agreement was supplied with the short plat application.

2. a. The short plat application and accompanying fees were submitted on July 14th, 2020.
- b. The application was deemed complete on July 15th, 2020.
3. a. The administrator sent the application materials to the City public works director and City clerk-treasurer on August 5th, 2020.
- b. The Skamania County Environmental Health Department has replaced Southwest Washington Health District as the local health officer and was sent the application materials on August 5th, 2020.
- c. The City Planning Commission was sent the application materials for discussion at their August 8th, 2020 regular meeting.
- d. The proposal is not located adjacent to the right-of-way of a state highway.
- e. No other state or local agencies were determined by the administrator to have an interest in the short plat alteration.
- f. The latest recorded real property owners adjacent to and across the street from the proposal were sent the application materials on August 5th, 2020.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.110 without conditions.

CRITERION \$16.02.120 APPLICATION PROCEDURE—FINDINGS AND COMMENTS

- “A. The short plat administrator shall set a date for return of findings and recommendation from each agency and adjacent property owner, the date to be within twenty working days from the date of transmittal to each agency and adjacent property owner.
- B. The public works director shall notify the administrator whether:
1. Road access, surface drainage and road construction comply with current city standards;
 2. City utilities and fire protection are available to each lot or indicate the improvements that will be needed.
- C. The clerk-treasurer shall notify the administrator if the property is clear of city liens and assessments.
- D. The administrator shall receive the district health officer’s findings whether:
1. Water supply methods and sanitary sewer disposal methods contemplated for use in the proposed short plats, do or do not conform with current standards; and
 2. Where sanitary sewers are not available, that each lot contains adequate area and proper soil, topographic and drainage conditions to be served by an on-site sewage disposal system.”
- E. The administrator shall receive comments from other agencies, adjacent property owners and any other interested persons.
- F. The planning commission may submit any findings and recommendations to the administrator for any short plat applications it has decided to review.”

- FINDING(S):
1. The administrator attached dates of August 20th, 2020 to the various notice letters as the expected date for the return of findings and recommendations.
 2. a. The Public Works Director certified adequacy of the road access, surface drainage, city utility, and fire protection through a separate approval of the project plans on August 14th, 2020.
 - b. The Public Works Director should address the Planning Commission’s pathway width recommendation as detailed below.
 3. The clerk treasurer responded on August 5th, 2020, concluding the City has no pending liens or assessments against the subject property.
 4. The district health officer responded by email on August 7th, 2020 concluding no further review of the project is necessary based on the intended connection to city water and

sewer.

5. a. The planning commission provided comments on the proposal on August 8th, 2020.

b. The planning commission provided recommendations related to the width and development/materials of the easements/pathways and provided a map for review by the City Council. The map is included as Attachment 1.

c. Text-based planning commission recommendation related to the width and development materials of the public pedestrian easements/pathways have been provided to the City Council for review.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.120 upon satisfaction of Condition 3, below and other conditions herein.

CONDITIONS:

3. Prior to Final Approval and Recording the proponents shall provide a short plat map incorporating the following related to public access:

- a. The 15' pedestrian easement on Lot 1 (z) shall continue onto the altered plat and connect to Rock Creek Drive (a). A pedestrian pathway within this easement is not required at this time.
- b. A note shall be added to the face of the altered plat granting public access to all areas below the ordinary high water mark (b).
- c. Wayfinding stones (c) approved according to the Stevenson Wayfinding Master Plan shall be installed in the Rock Creek Drive sidewalk informing pedestrians of the public access pathway.
- d. A pedestrian easement (d) shall be added to the altered plat to connect to area (y) with area (a). A pedestrian pathway within this easement is not required at this time.
- e. A pedestrian easement (e) shall be added to the altered plat to connect to area (x) with Rock Creek Drive. A pedestrian pathway within this easement is not required at this time.
- f. A pedestrian easement (f) shall be added to the altered plat to connect to provide viewing along the property's southern peninsula.
- g. A note shall be added to the face of the altered plat requiring paving of the pedestrian pathways denoted as (y), (x), and (f) as a condition of lot development.
- h. The width of all easements shall be subject to review and approval by the Public Works Director.

CRITERIA §16.02.130 → §16.02.140 [These sections apply to new short plat proposals. Findings and conclusions related to these sections are not required for a proposed short plat alteration.]

CRITERION §16.02.150 APPLICATION PROCEDURES—FINAL APPROVAL AND RECORDING [This section relates to potential future actions regarding this proposal.]

FINDING(S): 1. Verification of compliance will be conducted by others.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.150 without conditions.

CRITERION §16.02.160 APPLICATION PROCEDURES—UNAPPROVED SHORT PLATS SHALL NOT BE RECORDED [This section relates to potential future actions regarding this proposal.]

FINDING(S): 1. The proponent is not proposing recording an unapproved short plat as part of this proposal.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.160 upon satisfaction of the conditions herein.

CRITERION §16.02.180 REVIEW STANDARDS—DESIGN REQUIREMENTS

“A. All roads, private roads, bridges, drains, culverts, sidewalks, curbs, storm sewers and related structures or devices shall be constructed in accordance with standards currently in effect at the time of preliminary approval. These standards shall be those contained in this chapter or those adopted by the city.

B. Land on which there exists any topographic conditions hazardous to the safety or general welfare of persons or property in or near a proposed short plat subdivision shall not be subdivided unless the construction of protective improvements will eliminate the hazards or unless land subject to the hazard is reserved for used [sic] as will not expose persons or property to the hazard.

C. Protective improvements and restriction on use shall be clearly noted on the short plat map.”

FINDING(S): 1. Standards Adopted by the City:

a. The City Council has had multiple discussions regarding changes to the *Stevenson Engineering Standards* that either did not result in adoption of an ordinance, have not been incorporated into the existing provisions, or have otherwise made public accessibility of the standards burdensome.

b. The applicable standards adopted by the City are the *City of Stevenson Engineering Standards for Public Works Construction* as adopted May 1999 Revised June 2020 as they existed on the City website as of July 14th, 2020. These standards are referred to herein as *Stevenson Engineering Standards* or SES.

c. The findings, conclusions, and conditions discussed under the other criteria in this document are also relevant for the review under this section.

d. The Public Works Director has certified compliance with the SES through a separate approval of the project’s engineering proposals.

e. The Public Works Director has reviewed and is satisfied with the findings, conclusions, and conditions regarding pedestrian easement widths and materials.

2. The proposal does not contain topographic conditions requiring protective improvements.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.180 upon satisfaction of the conditions contained herein.

CRITERION §16.02.190 REVIEW STANDARDS—LOT SIZES, DIMENSIONS AND PROPORTIONS

“Minimum lot sizes and dimensions shall be in conformity with all applicable city zoning regulations contained in Title 17 of this code.

A. For purposes of computing the size of lots, the lot area may not include public road rights-of-way and private road easements, except when lots are ten acres or larger.

B. The lot depth should not exceed the lot width by more than a ratio of four to one, four being the depth. Access panhandles shall not be taken into account as part of the area calculations relative to minimum lot sizes.”

FINDING(S): 1. The findings, conclusions, and conditions discussed under the other criteria in this document are also relevant for the review under this section.

2. a. The use of the phrase “may not” in this section is construed to remove the City’s ability to use discretion in making a decision on the computation of lot area.

b. The shared driveway easement is considered a “private road” under SMC 16.02 and

is to be excluded from the calculated lot size.

3. a. The lot depths proposed for the lots in this short plat do not exceed the 4:1 recommended ratio with lot widths.

b. No access panhandles are proposed.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.190 upon satisfaction of condition 4, below.

CONDITIONS:

4. Prior to Final Approval and Recording the short plat map shall reflect the accurate lot area as measured by the Stevenson Municipal Code.

CRITERION §16.02.200 REVIEW STANDARDS—ACCESS "A. Every lot shall be provided with access by a public road or private road connecting to an existing public road, over an easement which is permanent and inseparable from the lot served.

B. Lots adjacent to a road which has been designated an arterial by the city may be required to have access other than the arterial. A short plat subdivision containing lots adjacent to a designated arterial may be rejected unless the plat recites a waiver of the right to direct access to the arterial when such a waiver is required by the public works director."

FINDING(S): 1. Every proposed lot is provided with access to a public road or a private road connecting to an existing public road.

2. The short plat is not adjacent to any road designated as an arterial.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.200 without conditions.

CRITERION §16.02.210 REVIEW STANDARDS—PUBLIC AND PRIVATE ROADS "A. Where a short plat subdivision abuts a public road having insufficient width to conform to current city public road standards, dedication of sufficient additional right-of-way to the city may be required within the boundary of the designated lots of the short plat subdivision, if it can be demonstrated that the dedication is in the public interest or that the existing public road in [sic] unsafe and/or the road in question is scheduled for right-of-way acquisition in conjunction with improvements under the current six-year road plan.

B. Public and private roads shall be developed in accordance with current city public or private road standards.

C. The City is no way obligated for maintenance or snow removal until a road meets city public road standards and is accepted by the city as a public road. Development of private roads to meet the standards for acceptance by the city is the responsibility of the land owner(s).

D. Private road maintenance agreements shall be required for all short plats involving a private road serving more than one lot. Agreements shall be filed for record at the time the short plat is recorded."

FINDING(S): 1. The information discussed under the other criteria in this document are also relevant for the review under this section.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.210 upon satisfaction of condition 5, below.

CONDITIONS:

5. Prior to Final Approval and Recording a private road maintenance agreement shall be made and recorded and the recording number for said agreement shall be added to the short plat map.

CRITERION §16.02.220 REVIEW STANDARDS—WATER SUPPLY AND SANITARY SEWER SYSTEMS "All facilities and devices of water supply, sanitary sewer systems, and on-site sewage disposal systems shall

meet the standards of the city and the Southwest Washington Health District. Lot sizes shall meet the requirements of WAC 246.272.”

- FINDING(S):** 1. The Public Works Director has certified compliance with the SES through a separate approval of the project’s engineering proposals.
2. The district health officer’s comments are relevant for the review under this section.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.220 without conditions.

CRITERION §16.02.230 REVIEW STANDARDS—UTILITY AND DRAINAGE EASEMENTS “A. Easements for electric, telephone, water, gas and similar utilities shall be of sufficient width and location to allow for proper maintenance and to permit future utility installations.

B. Easements for drainage channels and storm sewers, where used, shall be provided and shall be of sufficient width and proper location to permit installation and maintenance.”

- FINDING(S):** 1. The Public Works Director has certified compliance with the SES through a separate approval of the project’s engineering proposals.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.230 without conditions

CRITERION §16.02.240 REVIEW STANDARDS--SIDEWALKS “Sidewalks may be required to be constructed in conjunction with short plat subdivisions in areas where school bus service is not provided and students walk to and from school.”

- FINDING(S):** 1. Adequate sidewalks are present along the road frontage adjacent to this property.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.240 without conditions.

CRITERION §16.02.250 ANCILLARY PROCEEDINGS—VARIANCES “A. Any short plat subdivider may apply for a variance to this chapter where it appears there exists conditions such as topography, access, location, shape, size, drainage or other physical features of the site, or adjacent lands, which would result in extraordinary hardship by compliance with the provisions contained in this chapter.

B. Application for variance shall be in writing, shall accompany the proposed short plat application, and shall indicate the provisions of this chapter which are relevant to the variance request. Upon receipt of a variance application and payment of filing fee, a date shall be scheduled for a public hearing and review by the board of adjustment as provided by Chapter 17.46.

C. The time taken to review a variance shall not be applicable to the forty-five days required for approval or disapproval of a short plat application.

D. Variances granted under this chapter shall be noted on the short plat filed for record with the county auditor.”

- FINDING(S):** 1. The proponent is not proposing a variance at this time.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.250 without conditions.

CRITERION §16.02.260 ANCILLARY PROCEEDINGS—PLAT ALTERATION INVOLVING A PUBLIC DEDICATION

“A. When any person desires to alter any short plat which involves a public dedication or the altering of any portion thereof which involves a public dedication, except as provided in Section 16.02.030(F), that person shall submit an application to request the alteration to the council. The application shall contain the signatures of the owner(s) of the lots, tracts, parcels, sites or divisions in the subject short plat or portion to be altered. If the short plat is subject to restrictive covenants which were filed at the time of the approval of the short plat, and the

application for alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the short plat or portion thereof.

B. Upon receipt of an application for alteration, the council shall provide notice of the application to all owners of property within a short plat, and as provided for in Section 16.02.110(C). The notice shall establish a date for public hearing.

C. The council shall determine the public use and interest in the proposed alteration and may deny or approve the application for alteration. If any land within the alteration is part of an assessment district, any outstanding assessment shall be equitably divided and levied against the remaining lots, parcels or tracts, or be levied equitably on the lots resulting from the alteration. If any land within the alteration contains a dedication to the general use of persons residing within the short plat, such land may be altered and divided equitably between the adjacent properties.

D. After approval of the alteration, the council shall order the application to produce a revised drawing of approved alteration of the short plat, which after signature of the mayor, shall be filed with the county auditor to become the lawful plat of the property.”

- FINDING(S):
1. The proposal involves altering a portion of a short plat which involves a public dedication.
 2. No restrictive covenants were filed at the time of approval of the original short plat.
 3. Notice has been provided to all owners within the original short plat and all parties listed in SMC 16.02.110(C). Such notice established August 20th, 2020 as the date of the public hearing on this proposal.
 4. The public use and interest in in the proposed alteration involves the inclusion of physical access to waters of Rock Cove, development of a public viewing area of Rock Cove, the more cohesive alignment of the pathway with the proposed site development, the inclusion of loop trails on the site.
 5. The public interest could be better served by including more definitive descriptions of public easement areas on the short plat map.
 6. The land is not part of an assessment district.
 7. This City Council Approval document orders the applicant to produce a revised short plat map in conformance with this approval.
 8. The Mayor’s signature is required under this section but is not listed in SMC 16.02.070.
 9. The public interest in this proposal is dependent on the timely fulfillment of the approved request.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.260 upon satisfaction of condition 6-8, below and other conditions contained herein.

CONDITIONS:

- 6. Prior to Final Approval and Recording** the applicant shall produce a revised drawing of the short plat addressing all approvals and conditions contained herein. This condition shall be satisfied within 1 year of the date of this approval.
- 7. Prior to Final Approval and Recording** a signature line for the Mayor shall be added to the certifications required in SMC 16.02.070.
- 8. Prior to Final Approval and Recording** the short plat map shall be updated to include more definite descriptions of the pedestrian easements (e.g., metes and bounds, etc.).

CRITERION §16.02.270 ANCILLARY PROCEEDINGS—PLAT VACATION [This section relates to potential future actions regarding this proposal.]

FINDING(S): 1. The proponent is not proposing a plat vacation.

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.270 without conditions.

CRITERION §16.02.280 ENFORCEMENT [This section relates to potential future actions regarding this proposal.]

FINDING(S): 1. The proponents are not subject to enforcement at this time

CONCLUSIONS OF LAW: This project will comply with SMC 16.02.280 upon satisfaction of the conditions herein.

SMC 17 ZONING

Title 17 of the Stevenson Municipal Code regulates the use of land and the permissible density and designs of land uses. The proposal includes contemplates residential uses on the lots. The criteria listed below are limited to specific sections relevant to this short plat proposal in the R1 Single-Family District.

CRITERION §17.25.050 TRADE DENSITY

Table 17.15.050-1: Residential Density Standards

District	Use	Minimum Lot Area	Minimum Lot Width	Minimum Lot Depth	Maximum Lot Coverage
CR	All	10,000 sf	-	-	35%

FINDING(S): 1. The findings, conclusions, and conditions discussed under the other criteria in this document are also relevant for the review under this section.
2. The proposed lot areas meet the 10,000 square foot minimum required area and dimensions required for this proposal.

CONCLUSIONS OF LAW: This project will comply with SMC 17.25.050 upon satisfaction of the conditions herein.

SMC 18 ENVIRONMENTAL PROTECTION

Title 18 of the Stevenson Municipal Code is separated into three chapters. Chapter 18.04 provides procedures and regulations based on the State Environmental Policy Act (SEPA). Chapter 18.08 deals with shoreline management and is irrelevant to this request. Chapter 18.13 regulates the use of land that affects critical areas. Both the SEPA procedures and critical areas permitting process are administered by staff. The criteria below are listed generally to reflect the administrative nature of the SEPA threshold determination and the regulatory process for critical areas (geologically hazardous areas).

SMC CH. 18.04 ENVIRONMENTAL POLICY

This chapter adopts Washington Administrative Code (WAC) sections related to the applicability and review process for projects under SEPA.

FINDING(S): 1. A Mitigated Determination of Non-Significance has been issued for this project under City File # SEPA2020-01.

CONCLUSIONS OF LAW: This project will comply with SMC 18.04 upon satisfaction of the mitigation measures contained SEPA2020-01.

SMC CH. 18.08 SHORELINES MANAGEMENT

This chapter adopts regulations for land within 200 feet of specific waterbodies within the City.

FINDING(S): 1. A Shoreline Substantial Development Permit has been issued for this project under City File # SHOR2020-01.

CONCLUSIONS OF LAW: This project will comply with SMC 18.04 upon satisfaction of the conditions contained SHOR2020-01.

SMC CH. 18.13 CRITICAL AREAS AND NATURAL RESOURCE LANDS

This chapter adopts regulations protecting critical areas (including Fish & Wildlife Habitat Areas and Geologically Hazardous Areas) within the City.

FINDING(S): 1. A Critical Areas Permit has been issued for this project under City File # CAP2020-01.

CONCLUSIONS OF LAW: This project will comply with SMC 18.04 upon satisfaction of the conditions contained CAP2020-01.

CITY COUNCIL APPROVAL

The preceding discussion describes the City Council’s review of the information submitted and relevant to this short plat alteration proposal. The findings and conclusions of this document justify the Council’s order to produce a revised short plat map for approval by the Mayor SMC 16.02.260. The proponent is to produce the revised map consistent with the conditions imposed above. The proponent may request a reasonable extension of this conditional approval period by submitting a written request which includes a description of any conditions that have been satisfied during the conditional approval period and demonstrating a good cause for the unsatisfactory status of the remaining conditions. For ease of readership, all conditions are repeated below.

- 1. Prior to Final Approval and Recording** the applicant shall prepare the amended short plat according to the standards of SMC 16.02.070. Certification of compliance with this condition shall be evidenced by the signature of the short plat administrator on the altered short plat.
- 2. Prior to Final Approval and Recording** the applicant shall submit a current short plat certificate confirming that title of the land matches the name of the owners signing the short plat map.
- 3. Prior to Final Approval and Recording** the proponents shall provide a short plat map incorporating the following related to public access:
 - a.** The 15’ pedestrian easement on Lot 1 (z) shall continue onto the altered plat and connect to Rock Creek Drive (a). A pedestrian pathway within this easement is not required at this time.
 - b.** A note shall be added to the face of the altered plat granting public access to all areas below the ordinary high water mark (b).
 - c.** Wayfinding stones (c) approved according to the Stevenson Wayfinding Master Plan shall be installed in the Rock Creek Drive sidewalk informing pedestrians of the public access pathway.
 - d.** A pedestrian easement (d) shall be added to the altered plat to connect to area (y) with area (a). A pedestrian pathway within this easement is not required at this time.
 - e.** A pedestrian easement (e) shall be added to the altered plat to connect to area (x) with Rock Creek Drive. A pedestrian pathway within this easement is not required at this time.

- f. A pedestrian easement (f) shall be added to the altered plat to connect to provide viewing along the property's southern peninsula.
- g. A note shall be added to the face of the altered plat requiring paving of the pedestrian pathways denoted as (y), (x), and (f) as a condition of lot development.
- h. The width of all easements shall be subject to review and approval by the Public Works Director.
- 4. **Prior to Final Approval and Recording** the short plat map shall reflect the accurate lot area as measured by the Stevenson Municipal Code.
- 5. **Prior to Final Approval and Recording** a private road maintenance agreement shall be made and recorded and the recording number for said agreement shall be added to the short plat map.
- 6. **Prior to Final Approval and Recording** the applicant shall produce a revised drawing of the short plat addressing all approvals and conditions contained herein. This condition shall be satisfied within 1 year of the date of this approval.
- 7. **Prior to Final Approval and Recording** a signature line for the Mayor shall be added to the certifications required in SMC 16.02.070.
- 8. **Prior to Final Approval and Recording** the short plat map shall be updated to include more definite descriptions of the pedestrian easements (e.g., metes and bounds, etc.).

Any person aggrieved by this City Council approval may fill an appeal according to SMC 16.40.030—Writ of Review—Application—Transcription Costs.

DATED this ____ day of August, 2020
 Done in Public Session August _____, 2020

 Scott Anderson, Mayor
 City of Stevenson

ATTACHMENTS
 1—Map-Based Recommendations



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

Rock Cove Hospitality Condo Plat Proposal limiting public access easement

1 message

repar@saw.net <repar@saw.net>

Wed, Aug 19, 2020 at 10:59 PM

To: Leana Kinley <leana@ci.stevenson.wa.us>, Stevenson <citycouncil@ci.stevenson.wa.us>

Dear council, city administrator Kinley,
I'm commenting on the City's request to decrease the amount of the plat public easement for this development proposal which includes condos.

This public access easement is in the plat. The developer, if he did any due diligence, should have known this fact. Yet, he and his colleagues chose to purchase the property after taxpayer DOLLARS were used to determine that it was not a brownfield.

The developer has stated that he might sell off some of the development at a future date. If that occurs, parts of this development could or would revert to City maintenance and thus put maintenance costs on the taxpayers of Stevenson.

The developer appears to want to decrease the public access easement, which goes all around the peninsula, in order to make the west side condos more private; whether this seclusion would also make them more expensive is something that should be determined by the Council.

Public access is important and that a public access easement was put in the county's plat in the first place makes this fact even more pertinent. We are in the process of building public paths all over the county and using taxpayer dollars to buy and build these paths and yet we have a ready-made public easement and now the City is asking to decrease the public access just because a developer so desires? I don't think so.

The residents of Stevenson and those of us who work and play in Stevenson, which is also our county seat, deserve that our access to public places not be proscribed because a developer doesn't want to have to invest in upgrading that public access for the future good of our entire community. Short term profits should not limit public access or this public access easement.

More trails and walkways make for a healthier community.

Thank you.

Mary Repar50561 WA-14P.O. Box 103 Stevenson, WA 98648
tel: (360) 726-7052



City of Stevenson

Planning Department

(509)427-5970

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

TO: City Council
FROM: Ben Shumaker, Community Development Director
DATE: August 20th, 2020
SUBJECT: Zoning Code Amendment – Trade Districts Code Update

Introduction

This memo summarizes the Planning Commission’s recommended changes to the Stevenson Zoning Code. The recommendation involves changes to 8 sections of the Zoning Code and repeal of an existing moratorium.

The City Council is asked to consider the Planning Commission’s recommendation, hear the public’s testimony on the draft ordinance and consider adoption.

Policy Questions

In the process of making their recommendation, the Planning Commission considered the following policy questions. Their answer to the questions are in **bold**.

- 1) Should Townhomes be allowed in the R2 Two-Family Residential and C1 Commercial District? **Yes.**
- 2) Should *new* Single-Family Detached Dwellings, Manufactured Homes, and Modular Homes be prohibited in the C1 District? **Yes.**
 - a. If *new* Single-Family Detached Dwellings are prohibited, should existing single-family usage of detached dwellings be allowed to continue? **Yes.**
 - b. If *new* Single-Family Detached Dwellings are prohibited, should buildings constructed as single-family detached dwellings—but currently occupied as mixed-use/home-based businesses—be allowed to resume single-family occupancy? **Yes.**
 - c. If *new* Single-Family Detached Dwellings are prohibited, should buildings constructed as single-family detached dwellings—but currently devoted entirely to commercial uses—be allowed to resume single-family occupancy? **Tie vote, defer to City Council.**
- 3) Can certain types of murals be allowed without first being reviewed by the Planning Commission? **Yes.**
- 4) Should the Zoning Interpretations regarding Cultural Attractions in the C1 District and Townhomes in the CR District be implemented in the future? **Yes.**
- 5) Should new buildings in the C1 District be at least 16’ in height? **No.**

Draft Ordinance

The Planning Commission-recommended draft ordinance is presented tonight as Attachment 1. The ordinance addresses the policies discussed above at the following locations:

1- Allow Townhomes

For the new allowance of Townhomes in the R2 District, see the final entry in the Use Table of Section 5, page 5 of 8.

For the new allowance of Townhomes in the C1 District, see the Use Table in Section 6, page 6 of 8.

2- Prohibit *New Single-Family Detached Dwellings, Manufactured Homes, and Modular Homes*

For the prohibition see the Use Table in Section 6, page 6 of 8.

2a- Allow Continued Use of Existing Dwellings

See "Legacy Home", the new Use Category and last entry in the table of Section 3, page 4 of 8.

Then see the listing for Legacy Home in the Use Table of Section 6, page 6 of 8.

2b- Allow Home-Based Businesses to Continue Occupancy if Business Closes

See the inclusion of "Legacy Home" in the description of Home Occupation in the Section 4, page 4 of 8.

Then see the allowance of Home Occupations in the Use Table of Section 6, page 6 of 8.

2c- Allow/Prohibit Reversion of Single-Family Dwellings once Changed to Commercial Usage

See the description of "Legacy Home" in the table description Section 3, page 4 of 8, particularly the final statement where the Legacy Home is considered a permitted use and exempt from existing provisions that would compel changes of use under certain scenarios. In the draft the exemptions do not include scenarios where single-family residential use is willfully changed.

3- Ease Permitting for Certain Murals

See the addition of a new type of mural drafted at Section 2, page 2 of 8.

Then see the addition of "Type 2 Mural" as permitted in the Table in Section 9, page 7 of 8.

4- Codify Zoning Interpretations

See the inclusion of "Cultural Attraction" as a conditional use as the last line in the table in Section 6, page 6 of 8.

See the inclusion of "Townhome" as a conditional use in the CR District in the table in Section 6, page 6 of 8.

Other changes are included in the draft ordinance. These changes either 1) are formatting-based and do not involve a change of policy (for example, see the reorganization occurring in the table of Section 3, pages 2-3 of 8) or 2) eliminate provisions made unnecessary by the policy changes discussed (for example, see the changes to the notes on the table in Section 8, page 7 of 8). (Note: this draft also includes Section 10 to repeal the Council moratorium. If not repealed, the more expansive moratorium would now continue until separately repealed or it expires in May, 2021.)

Policy Question 2.c—Discussion of Alternatives

The Planning Commission was unable to come to a recommendation on policy question 2c and forwarded this to the City Council for its own review/decision. If the conversion of single-family detached dwellings back and forth between business uses is something the City Council would like to allow, the following changes to the draft in Attachment 1 would accommodate the change. The text presented below includes optional text based on staff's discussions with active stakeholders.

A. Expand the Time Period providing Protections for a "Legacy Home". Instead of freezing consideration of existing buildings to their use on January 1st, 2020, consider the following range of options:

1. Any building ~~existing on, and continually~~ occupied as a single-family detached dwelling since it was constructed January 1st, 2020... [No limitation]
2. Any building ~~existing on, and continually~~ occupied as a single-family detached dwelling at any time between September 15th, 1994 and [the effective date of this ordinance], 2020 since January 1st, 2020... [Some limitation, based on original adoption date of current Zoning Code]
3. A building existing on, and continually occupied as a single-family detached dwelling since January 1st, 2020... [Current Draft]

B. Include More Exemptions in the Draft Description of "Legacy Home". Consider adding the ability to willfully change use of Legacy Homes to/from commercial uses.

1. ...a Legacy Home shall not be considered a nonconforming use and may be renovated, rebuilt, ~~and/or~~ expanded, and/or reestablished after a change of use without consideration of SMC 17.44 –

Nonconforming Uses, ~~provided, however, that SMC 17.44.030—Effect of Nonconforming Use Abandonment shall apply.~~ [No limitation]

2. ...a Legacy Home shall not be considered a nonconforming use and may be renovated, rebuilt, and/or expanded without consideration of SMC 17.44 – Nonconforming Uses, provided, however, that SMC 17.44.030 – Effect of Nonconforming Use Abandonment shall apply. [Current Draft]

In the absence of a Planning Commission recommendation, staff is recommending inclusion of some time-based limitation of what qualifies as a Legacy Homes (A.2) and no limitation of Legacy Homes’ future usage (B.1).

Policy Question 5—Discussion of Recommendation

The Planning Commission considered the City Council request to add a minimum building height for new buildings in the C1 District. This policy had been recommended to the Planning Commission by the City Council as a deterrent to shipping container construction. The Planning Commission’s reasons for excluding this limitation from their recommendation involved:

- Reluctance to rely on a band-aid approach to effectively address a larger issue.
- Concern that band-aid approaches become long-term solutions.
- Minimal faith the deterrent would work to prohibit shipping container construction (i.e., inclusion of a 16’ tall false front on a shipping container would be permissible)

The 16’ proposed limitation was based on a staff analysis of existing buildings downtown. This height would allow single-story buildings such as El Rio (16.75), Granny’s Dedunk (16.75’), and NAPA (17.5’). It would prohibit new buildings that are the same height as the former Little Viking (12.25’) or the Post Office (14’).

- C. **Add Minimum Height.** If the City Council chooses to include a minimum height in spite of the Planning Commission’s recommendation, the following red underlined column could be added to the draft ordinance:

Table 17.25.060-1: Trade Dimensional Standards

District	<u>Minimum Height of Building</u>	Maximum Height of Building	Minimum Setbacks				Maximum Setbacks		
			Front	Side, Interior	Side, Street	Rear, Interior Lot	Rear, Through Lot	Front	Side, Street
CR	<u>n/a</u>	35 ft ¹	25 ft	0 ft ^{2,3}	20 ft	0 ft ^{2,3}	20 ft	-	-
C1	<u>16 ft</u>	50 ft ⁴	0 ft ⁵	0 ft ^{2,6}	-	0 ft ²	-	10 ft ^{7,8}	10 ft ⁹
M1	<u>n/a</u>	35 ft	15 ft	5 ft	-	0 ft ²	-	-	-

Next Steps

After tonight’s public hearing, the City Council may adopt the ordinance or consider other action.

Attachments

1. Planning Commission-Recommended Draft Ordinance 2020-1157 (8 pages)
2. Written Comments submitted to the Planning Commission & City Council (28 pages)

**CITY OF STEVENSON
ORDINANCE 2020-1157**

AMENDING THE STEVENSON ZONING CODE (SMC TITLE 17); MODIFYING WHERE SINGLE FAMILY DETACHED DWELLINGS AND TOWNHOMES ARE ALLOWED; CLARIFYING USE CATEGORIES WITHIN SMC 17.13.010; INCORPORATING ZONING INTERPRETATIONS CONDUCTED UNER SMC 17.12.020; AND REPEALING ORDINANCE 2019-1158.

WHEREAS, on May 21st, 2020 the City Council adopted Ordinance 2020-1158 related to a 1 year moratorium of new single –family residences in the C1 Commercial District; and

WHEREAS, the City has completed the planning effort identified in Exhibit “A” of said ordinance, and the plan recommends prohibiting construction of new single-family detached dwellings and similar uses in the C1 District; and

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

- ZON2019-03 related to Cultural Attractions in in the C1 Commercial District,
- ZON2019-04 related to Townhomes in the CR Commercial Recreation District; and

WHEREAS, the provisions herein are intended to advance toward Goals 1, 2, 3, 4, and 5 of the Stevenson Comprehensive Plan by implementing the following specific objectives and tactics of the plan: 1.12, 1.12-3, 1.17, 2.13, 2.13-1, 2.14, 3.1, 3.2-2, 4.1-1, 4.1-2, 4.3, 4.3-1, 4.3-3, and 5.1; and

WHEREAS, the amendment process related to the changes to single-family development in the downtown area was guided by and conducted with knowledge of Tactic 4.3-4 of the Stevenson Comprehensive Plan, and the City Council is satisfied this ordinance does not conflict with the suggestive text (e.g., “consider” and “such as”) of that Tactic; and

WHEREAS, the City has determined these regulations to be Categorically Exempt (WAC 197-11-800(19)(b)) from the threshold determination requirements of the State Environmental Policy Act; and

WHEREAS, the Planning Commission conducted a public hearing on 7/13/2020 as part of its review and has recommended City Council approval of these amendments; and

WHEREAS, the City Council conducted a public hearing on 8/20/2020 prior to adoption of these amendments;

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

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

Section 1 – The following definition shall be added as SMC 17.10.275 – Dwelling Unit:

“Dwelling Unit” means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Section 2 – The definition of Mural at SMC 17.10.738(5), originally adopted through Section 1.D.1.5 of Ordinance 2017-1103 shall be amended by adding the underlined text as follows:

5. a. “Mural” or “Type 1 Mural” means any sign depicting a decorative design or scene intended to provide visual enjoyment that is painted or placed on an exterior building wall and contains no commercial message, logo, symbol, or graphic, provided that, when placed on a residential structure, such depiction is not considered a mural or intended to be regulated under this code.

b. “Type 2 Mural” means any Mural as defined above which is 1) located in a Trade District and 2) proposed and maintained by the City of Stevenson, the Stevenson Downtown Association, or a non-profit representing the interests of the Stevenson business community.

Section 3 – Use 1. of SMC Table 17.13.010-1 Residence or Accommodation Uses, originally adopted through Section 3.B.2 of Ordinance 2017-1103 and amended by Section 2.A of Ordinance 2017-04 and Section 1 of Ordinance 2019-1141, shall be amended by deleting the ~~struck through~~ text and adding the underlined text as follows. All other use descriptions shall remain in effect without amendment:

1.	Dwelling Unit	Any building that contains one or more dwelling units [SMC 17.10.275] used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes. An independent living unit within a building, designed and intended for occupancy by not more than one family and having its own housekeeping, kitchen, sleeping and bathroom facilities.	<u>SMC 17.10.275</u>
	a. Single-Family <u>Detached</u> Dwelling	<u>A single detached building containing one dwelling unit. Single-family detached dwellings exclude Mobile Home and include stick-built homes as well as the following types:</u> <u>1. “Manufactured Home”. A single-family detached dwelling built according to the United States Department of Housing and Urban Development Manufactured Home Construction and Safety Standards Act, which is a national preemptive building code. A manufactured home: (i) includes plumbing, heating, air conditioning, and electrical systems; (ii) is built on a permanent chassis; (iii) can be transported in one or more sections with each section at least 8 feet wide and 40 feet long when transported, or when installed on the site is 320 square feet or greater, and (iv) when sited, is designed to be permanently connected to required utilities.</u> <u>2. “Modular Home”. A factory assembled structure designed primarily for use as a dwelling when connected to the required utilities. A Modular Home (i) includes plumbing, heating and electrical systems contained</u>	<u>RCW 35A.21.312, RCW 35A.63.146, RCW 43.22A, RCW 59.20.030, WAC 296-150M, SMC 17.40.120</u> <u>RCW 43.22, RCW 46.04.303, WAC 296-150F</u>

therein, (ii) does not contain its own running gear, (iii) must be mounted on a permanent foundation, and (iv) shall conform to the structural design requirements of the local jurisdiction. A modular home does not include a travel trailer, mobile home or manufactured home.

Single-family dwellings are distinguished by the following types:

1. "Single-Family Detached Dwelling" is a single detached building, which term shall include manufactured home and modular home, containing one dwelling unit.

2. "Townhome" is a dwelling unit within a building containing 2 or more attached dwelling units in which the dwelling units 1) share one or more common walls at the lot line, 2) are on separate lots, and 3) have separate entrances. Other common terms for this use include townhouse, brownstone, row house, etc.

SMC 17.38.085

b. **Manufactured Home**

A single-family detached dwelling built according to the United States Department of Housing and Urban Development Manufactured Home Construction and Safety Standards Act, which is a national preemptive building code. A manufactured home: (1) includes plumbing, heating, air conditioning, and electrical systems; (2) is built on a permanent chassis; (3) can be transported in one or more sections with each section at least 8 feet wide and 40 feet long when transported, or when installed on the site is 320 square feet or greater, and (4) when sited, is designed to be permanently connected to required utilities.

RCW 35A.21.312,
RCW 35A.63.146,
RCW 43.22A, RCW
59.20.030, WAC
296-150M, SMC
17.40.120

c. **Modular Home**

A factory assembled structure designed primarily for use as a dwelling when connected to the required utilities. A Modular Home (1) includes plumbing, heating and electrical systems contained therein, (2) does not contain its own running gear, (3) must be mounted on a permanent foundation, and (4) shall conform to the structural design requirements of the local jurisdiction. A modular home does not include a travel trailer, mobile home or manufactured home.

RCW 43.22, RCW
46.04.303, WAC
296-150F

d. **Mobile Home**

A factory-built dwelling built prior to June 15, 1976, to standards other than the United States Department of Housing and Urban Development code, and acceptable under applicable state codes in effect at the time of construction or introduction of the home into the state. Mobile homes have not been built since the introduction of the United States Department of Housing and Urban Development Manufactured Home Construction and Safety Act. Mobile home does not include recreational vehicles, travel trailers, modular homes, or manufactured homes.

RCW 43.22A, RCW
59.20.030

e. **Travel Trailer**

A trailer built on a single chassis transportable upon the public streets and highways that is designed to be used as a temporary dwelling without a permanent foundation and may be used without being connected to utilities.

f. **Accessory Dwelling Unit (ADU)**

An ancillary (i.e., secondary) dwelling unit located on the same legal lot as a primary dwelling unit. An ADU is distinguishable from a duplex in that, unlike a duplex unit, it is clearly subordinate to the primary dwelling in terms of size, use and appearance, and may be located in zoning districts which do not otherwise allow Multi-Family Dwellings.

RCW 35A.63.230,
RCW 43.63A.215,
SMC 17.40.040

g. **Two-Family Dwelling**

A building containing 2 dwelling units in which the dwelling units share a common wall, floor/ceiling or roof (including without limitation the wall of an attached garage or porch) and which have separate entrances.

h. Multi-Family Dwelling	A building containing <u>23</u> or more dwelling units in which the dwelling units share a common wall, floor/ceiling or roof (including without limitation the wall of an attached garage or porch) and which have separate entrances. Multi-family dwelling also includes apartments, cluster-type housing, condominiums, <u>duplexes</u> , and multiple dwellings or groups of structures on a single lot.
i. Temporary Emergency, Construction or Repair Residence	A residence (which may be a mobile home or travel trailer) that is: (1) located on the same lot as a residence made uninhabitable by fire, flood or other natural disaster and occupied by the persons displaced by such disaster; or (2) located on the same lot as a residence that is under construction or undergoing substantial repairs or reconstruction and occupied by the persons intending to live in such permanent residence when the work is completed; or (3) located on a nonresidential construction site and occupied by persons having construction or security responsibilities over such construction site. However, no such temporary emergency, construction or repair residence shall be inhabited for more than 6 months, unless authorized by the Planning Commission.
j. <u>Townhome</u>	<u>A dwelling unit within a building containing 2 or more attached dwelling units in which the dwelling units (1) share one or more common walls at the lot line, (2) are on separate lots, and (3) have separate entrances. Other common terms for this use include townhouse, brownstone, row house, etc.</u>
k. <u>Legacy Home.</u>	<u>A building existing on, and continually occupied as a single-family detached dwelling since January 1st, 2020 and located in a district which has prohibited development of new single-family detached dwellings. When allowed as a permitted use, a Legacy Home shall not be considered a nonconforming use and may be renovated, rebuilt, and/or expanded without consideration of SMC 17.44 – Nonconforming Uses, provided, however, that SMC 17.44.030 – Effect of Nonconforming Use Abandonment shall apply.</u>

Section 4 – Use 10. of SMC Table 17.13.020-1 General Sales or Service Uses, originally adopted through Section 3.C.2 of Ordinance 2017-1103 and amended by Section 2 of Ordinance 2019-1141, shall be amended by deleting the ~~struck-through~~ text and adding the underlined text as follows. All other use descriptions shall remain in effect without amendment:

10 Home Occupation	A commercial activity that: (a) is conducted by a person on the same residential district <u>or legacy home</u> lot where such person resides; (b) provides each outside employee with a legal off-street parking space; and (d) is not so insubstantial or incidental or is not so commonly associated with the residential use as to be regarded as an accessory use (see SMC 17.10.020), but that can be conducted without any significantly adverse impact on the surrounding neighborhood.	SMC 17.10.020, <u>SMC 17.13.010</u>
	Without limiting the generality of the foregoing, a use may be regarded as having a significantly adverse impact on the surrounding neighborhood if: (a) goods, stock in trade, or other commodities are displayed; (b) more than 2 nonresidents on the premises are employed in connection with the purported home occupation; (c) it creates objectionable noise, fumes, odor, dust or electrical interference; (d) there is any exterior	

manifestation of the home occupation, except for an allowed sign no larger than 2 square feet pertaining to the home occupation; or (e) more than 25% of the total gross floor area of residential buildings plus other buildings housing the purported home occupation, or more than 500 square feet of gross floor area (whichever is less), is used for home occupation purposes.

Section 5 – The use category for “Dwelling Units”, in SMC Table 17.15.040-1 Residential Districts Use Table, originally adopted through Section 5.D.2.1 of Ordinance 2017-1103 and amended by Section 3.A.1 of Ordinance 2017-04, shall be amended by deleting the ~~struck-through~~ text, adding the underlined text, and moving text which is doubly struck-through/underlined, as follows. All other use categories, classifications and table notes shall remain in effect without amendment:

Table 17.15.040-1 Residential Districts Use Table

Use	R1	R2	R3	MHR	SR
Residence or Accommodation Uses					
Dwelling Unit					
Single-Family Detached Dwelling	P	P	P	P	P
Townhome (SMC 17.38.085)	=	=	P	=	=
- Manufactured Home	P	P	P	P	P
- Modular Home	P	P	P	P	P
Mobile Home	X	X	X	P	X
Travel Trailer	-	-	-	-	X
Accessory Dwelling Unit (SMC 17.40.040)	A	-	-	-	A
- Two-Family Dwelling	C¹	P	P	C¹	C¹
Multi-Family Dwelling	C ¹	<u>P/C¹</u>	P	C ¹	C ¹
Temporary Emergency, Construction or Repair Residence	C ²	C ²	C ²	-	C ²
<u>Townhome (SMC 17.38.085)</u>	<u>=</u>	<u>=C⁸</u>	<u>P</u>	<u>=</u>	<u>=</u>

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

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

Section 6 – The use categories for “Dwelling Units”, “Professional Office” and Cultural Attraction” in SMC Table 17.25.040-1 Trade Districts Use Table, originally adopted through Section 9.D.2.1 of Ordinance 2017-1103 and amended by Section 5 of Ordinance 219-1141, shall be amended by deleting the ~~struck-through~~ text and adding the underlined text as follows. All other use categories, classifications and table notes shall remain in effect without amendment:

Table 17.25.040-1 Trade Districts Use Table

Use	CR	C1	M1
-----	----	----	----

Residence or Accommodation Uses			
<u>Dwelling-Units</u>			
Single-Family Detached Dwelling	-X	PX	-X
- Manufactured Home	-	P	-
- Modular Home	-	P	-
Multi-Family Dwelling	C ¹	P	-
Temporary Emergency, Construction or Repair Residence	-	C ²	-
<u>Townhome</u>	<u>C¹⁴</u>	<u>P¹⁴</u>	
<u>Legacy Home</u>	<u>-</u>	<u>P</u>	<u>-</u>
General Sales or Service Uses			
Professional Office	-	P	A/C ¹³
<u>Home Occupation</u>	<u>A</u>	<u>A</u>	
Arts, Entertainment, and Recreation Uses			
Cultural Attraction	P	C	-

14-Townhomes in the CR and C1 District must comply with SMC 17.38.085.

Section 7 – The standards in SMC Table 17.25.050-1 Trade Density Standards, originally adopted through Section 7.E.1.1 of Ordinance 2017-1103, shall be amended by deleting the ~~struck through~~ text as follows.

Table 17.25.050-1: Trade Density Standards

District	Use	Minimum Lot Area	Minimum Lot Width	Minimum Lot Depth	Maximum Lot Coverage
CR	All	10,000 sf	-	-	35%
C1	General <u>All</u>	0 sf ¹	0 ft	0 ft	100% ²
-	Single-Family Dwelling	6,000 sf	60 ft	100 ft	50%
M1	All	0 sf	-	-	60%

1- Except for multi-family dwellings which require 1,200 sf per unit.

2- Except for residential uses on the first floor above grade, which are limited to 50% of lot area.

Section 8 – The standards in SMC Table 17.25.060-1 Trade Dimensional Standards, originally adopted through Section 7.F.1.3 of Ordinance 2017-1103, shall be amended by deleting the ~~struck through~~ and adding the underlined text as follows.

Table 17.25.060-1: Trade Dimensional Standards

District	Minimum Setbacks	Maximum Setbacks
----------	------------------	------------------

	Maximum Height of Building	Front	Side, Interior	Side, Street	Rear, Interior Lot	Rear, Through Lot	Front	Side, Street
CR	35 ft ¹	25 ft	0 ft ^{2,3}	20 ft	0 ft ^{2,3}	20 ft	-	-
C1	50 ft ⁴	0 ft ⁵	0 ft ^{2,6}	-	0 ft ²	-	10 ft ^{7,8}	10 ft ⁹
M1	35 ft	15 ft	5 ft	-	0 ft ²	-	-	-

1 - A greater height may be allowed by the Planning Commission; provided it does not interfere with the views of a substantial number of upland properties which are presently residential or have a potential for residential development and there is an overriding public interest in allowing a greater height. For each 10 ft increase in height that is allowed, there shall be an additional setback or stepback of 15 ft from any property line.

2 - Except in Zone Transition Areas where the minimum setback shall be the same as any adjoining more restrictive district.

3 - Except for multiple residential dwelling units adjoining a nonresidential use where the minimum setback shall be 20 ft.

4 - 35 ft for ~~multi-family dwellings and legacy homes~~ single-family and multi-family dwellings.

5 - 15 ft for ~~legacy homes~~ single-family dwellings.

6 - 5 ft for ~~legacy homes~~ single-family dwellings.

7 - 20 ft for ~~legacy homes~~ single-family dwellings.

8 - Automobile service stations are exempt from the maximum front yard requirement.

9 - ~~Legacy Homes Single-Family residential construction~~ may have a greater setback.

Section 9 – The section of SMC Table 17.25.145-1 Allowed Signage related to “Sign Type”, originally adopted through Section 7.K.1.1 of Ordinance 2017-1103, shall be amended by adding the underlined text as follows. All other portions of SMC Table 17.25.145-1 shall remain in effect without amendment:

Table 17.25.145-1: Allowed Signage

Sign Type	CR	C1	M1
Community Information Sign	P	P	P
Dilapidated Sign	X ²	X ²	X ²
Mural, <u>Type 1</u>	C	C	C
<u>Mural, Type 2</u>	<u>P</u>	<u>P</u>	<u>P</u>
Off-Premises Sign	X	X	X
Sign Placed by a Governmental Agency	P	P	P
Sign of Outstanding Design	C	C	X

2 - An existing sign, together with its sign structure, which becomes dilapidated shall be removed after notice to the property owner, unless upon appeal under SMC 17.46, the property owner establishes facts sufficient to rebut the presumption of dilapidation.

Section 10 – Ordinance 2020-1158 shall be repealed in its entirety.

Section 11 – 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.

This Ordinance shall take effect and be in force beginning on September 1st, 2020.

Passed by a vote of _____ at the City Council meeting of _____, 2020.

SIGNED:

ATTEST:

Scott Anderson
Mayor of Stevenson

Leana Kinley
Clerk/Treasurer

APPROVED AS TO FORM:

Kenneth B. Woodrich
City Attorney



Letter

Barb Robinson <robinson@gorge.net>
To: Ben Shumaker <ben@ci.stevenson.wa.us>

Mon, Jul 13, 2020 at 11:54 AM

Ben and Planning commission - I received the letter to downtown property owners and tried to ignore it but I'm going to respond in language that isn't politically correct or "try to be nice and polite". It is ridiculous! Your "False" responses are poor examples of our concerns. Your points were never our concerns - no one said we thought we couldn't stay when someone retires -- or that we'd have to move or change our use! Who said this? I think no one did and the unfriendly, over-planning mentality of the city has caused the general feeling in the community that it does no good to give your input. Having lived here longer than any of you, I have watched the city council give all authority to a planning commission that now seems to be the tail that wags the dog! Your "vision" of what you want a small town to be doesn't reflect what most people think should happen. With a mayor who seems to think his opinion is more important than the "people's", a planning commission that spends hours and money putting out 40 plus page documents we're supposed to keep up with, and a city council that apparently just follows what the planner thinks, I think it's a waste of our time to try to protect our rights as property owners -- and I take offense at your silly example of the city trying to think like a business!! That is just plain dumb!! Where to seat a person in a restaurant is a decision made by a business owner who has to determine what income is needed to "stay afloat", NOT what is for the "common good" (socialism at it's best!). I also take offense at your mention of a "generous" grandfathering concerning single family homes. You're being "generous" with what I can do with my own private property that we've worked for over 60 years to improve and pass on to my kids???

Your letter is typical government double-speak and because people move in from somewhere, get on the council or planning commission and want to change the town to their "vision" doesn't make their ideas better than mine. With many empty lots, businesses struggling to even survive, and not many people waiting to open a business, it's not the time to be so restrictive. The downtown area can't provide sufficient parking for current businesses now. Your efforts need to be directed at helping current business owners -- listen their input instead of telling us what's best for us.

I would appreciate this being provided to the other members of the planning commission as well as city council as I don't do the Zoom meetings.

Thank you.

Barbara Robinson

Sent from [Mail](#) for Windows 10

July 8, 2020

City of Stevenson
Planning Department
Ben Shumaker
RE: Planning Commission Meeting- Single-Family Dwellings Downtown

I'd like for you to submit this letter to the Planning Commission for input during the July 13th meeting. I won't be available to read it during the Zoom meeting. I hope it can be read for the record during the meeting.

In response to your letter of July 7 to Downtown Property Owners regarding "intent and effect" of zoning discussions I'd like to respond to possible effects. I'm not entirely clear as to the intent of the zoning and maybe you can elaborate?

Small business owners who take the chance to follow a dream and invest in it inherently take on a risk a salaried employee can't appreciate. There are no 8-5 hours with holiday, vacation and sick pay. There's no Monday through Friday work schedule, no medical benefits or retirement to speak of. They risk their savings and the possibility they won't be able to pay their bills if sales don't meet expenses. In a town like Stevenson, business owners count on local support to help them through the lean months and hope the tourist season is a good one. With purchases of property in downtown Stevenson, there is a benefit of determining what is the "highest and best use" of one's property. In many cases an owner can use the property for business or a dwelling. This is an enviable position that may help to weather any economic conditions that can change. Property owners purchase with this in mind as part of their business plan and it's a great selling point in their future. This type of zoning partly reflects the unique character and charm of our small town.

If the city is trying "think like a business" I can suggest from decades of owning various companies, the first place to start is "cutting the fat" out of the budget. If the city is suggesting they can increase revenue on the backs of property owners by a zoning change, I would suggest you rethink what it means to perform your duties as a humble public servant. The city employees garner their salaries from the public at large and their best practices would be to run the city as efficiently as possible and help its citizens prosper. Free enterprise will determine the type of commerce that ensues in our town, not bureaucratic dictate.

Your idea of forcing property owners to build a certain type of dwelling is not conducive to good commerce. Instead of increased revenue you'll be "shooting yourself in the foot". I priced the single-family dwelling plan and the multi-family plan for the McClosky's and can tell you the cost increase was around 30% for them to build what they were required to build. The number of people able to buy land and build a more expensive structure as required will be diminished. The costs of building will increase rents and the progress of new building will slow, not to mention the community will suffer from less entrepreneurship coming to our town. The success rate of a venture will have an increased potential of failure because of these added costs.

Most people understand zoning is important and certain types of business is limited to certain zones. In this case "listening to concerns" must evolve into a longer-term approach. Limiting property owners' options is not a sensible move at this time. Even before COVID-19 there was a global economic

slowdown. Now with business barely holding on because of shutdowns and restrictions coupled with war zone riot areas as close to Stevenson as 50 miles, and future supply chain issues involving major world events, our lives are changing fast. We need to wait this thing out to see what happens to our community. I'd like to propose a moratorium on all zoning changes for the remainder of 2020 if not through 2021 and to lift the current moratorium on single-family dwellings downtown until a future date. At that time, a viable benefit to the community must be shown for this change to zoning. If this idea is so good, won't it still be as viable in a year or two?

Respectfully Submitted,

Pat Price



Public Comment for City Council Meeting 6/18/2020

Monica Masco <arrowhead.monica@gmail.com>
To: Leana Kinley <leana@ci.stevenson.wa.us>

Thu, Jun 18, 2020 at 9:52 AM

Hello Leana

I will also read during the Public Hearing 6:30pm regarding Resolution 2020-364.

I take pride in my property (mixed use residence and accounting office) located at 235 First Street. I oppose the city's resolution 2020-364 – moratorium on new single family residences in the C1 zone. If my structure was destroyed due to a catastrophic event this city resolution/moratorium would prohibit me from replacing a similar dwelling. This is unsettling and seems an unfair interference/taking of property rights. Punishment for being a good neighbor.

The City's Comprehensive Plan states on page 1

"Stevenson is a friendly, welcoming community that values excellent schools and a small town atmosphere."

Page 28 Goal 4 Tactic 4.3-3 states *"Ensure the viability, salability, and re-buildability of existing single-family homes in the downtown area by including zoning provisions such as designating all home built prior to January 31, 2013 as permitted uses or incorporating generous continuation policies for nonconforming single-family uses."*

As well Tactic 4.3-4 states *"Consider allowing new single family development in the downtown area as conditional uses according to specific criteria such as the presence of lot sizes too small to support new commercial uses."*

It's one thing to dream about the future of Stevenson and it's another to be sensible and respect current residents' property uses. Development should create community not push residents out.

When it comes time to revisit the C1 zoning issues I hope the city will be creative and use suitable mechanisms such as grandfather clauses (a clause in prohibitive legislation that makes exceptions for those already engaged in the activity that it bans or regulates) to keep the uses consistent with property owners intentions. Allow the back and forth of residential and business use in existing single family dwelling structures. Strict zoning uses in the C1 are not justified. Please be a good neighbor.

Thank you,

Monica Masco

Hello Leana,

Please include these comments in the packet for tonight's meeting. I intend to make these comments during the meeting as well.

Thank you,

Brian McNamara

After attending the video conference of the Stevenson City Council Meeting on May 21st, 2020 it is painfully clear that the City Council has a foregone conclusion that Stevenson desperately needs a moratorium against "new" Single Family Detached Dwellings (SFDD) in the C1 downtown area. There was no justification provided that this was somehow necessary to ensure new "affordable" downtown residential opportunities or would somehow increase construction of new businesses. Even after acknowledging that the original emergency moratorium was initiated without due public comment, and to the detriment of property owners, the Council went ahead and approved a new moratorium. The Council flat out said "We have already decided this and it should have already been done". This after a poignant *mia-culpa* provided by Councilman Paul Hendricks. As noted in last week's Skamania County Pioneer at least 20 constituents submitted comments against renewing the Emergency Moratorium. 11 of those comments were from affected property owners. Stakeholder feedback and public opinion are falling on deaf ears. Many current residents and property owners are still unaware of the moratorium(s).

I highlighted some farcical jargon in the new moratorium below.

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

The "look and feel" of Stevenson remains the same as it has for over 30 years, including the SFDD. The look of Stevenson will not be enhanced by empty businesses with apartments above them.

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;

SFDD actually protect the health, welfare and safety of the City. As for the economic vitality of the City we have a hardware store, grocery store and a few viable restaurants. The rest of the marketplace are basically "dreamer" businesses which rarely survive even in good economic times. The 1991 Comprehensive Plan identifies the fact of "retail drain", which means that residents are spending their retail money elsewhere due to multiple market factors. Walmart, Costco, Home Depot, Safeway etc. offer better selection and prices. Our population will not make a quantum leap to change this.

WHEREAS, the City has not completed the downtown plan to address this issue; and

The City Council and Planning Commission are moving ahead with the Plan for SUCCESS to the detriment of current property owners' rights. In fact, the Ten Year Build Out in the Plan for Success states;

“» Includes concepts for private parcels, with owner knowledge. Does not infer that property owners agree or disagree with each concept. » Existing uses are NOT displaced. Any future change would require owner consent, additional planning, design, and public review”.

WHEREAS, RCW 35A.63.220 requires a City to conduct a public hearing and adopt Findings of Fact supporting the moratorium; and

This is not a true “public meeting” but yet another virtual meeting. And the Council has not shown that the moratorium is an emergency or pressing issue. In fact, it is highly unpopular with affected property owners and the general public. The overwhelming negative stakeholder and public comments addressed to the Council were ignored by the Council when they reinstated the moratorium on May 21st. There were no advocates other than Council members. Unfortunately, the Council does not feel responsible to their constituents. Therefore, the Council will once again approve the Findings of Fact to ensure the continuation of the moratorium until the Planning Commission provides them with their recommendation to make the Council desired Zoning changes permanent.)

The City Council of the City of Stevenson adopts the following findings of fact:

1. The City has listed in the 2013 Comprehensive Plan to, “consider allowing new single family development in the downtown area as conditional uses according to specific criteria such as the presence of lot sizes too small to support new commercial uses.”

What the 2013 Comprehensive Plan actually says is “4.3-1– Protect commercial space from incompatible uses, such as industrial. 4.3-2– Encourage adaptive reuse in the design of new downtown buildings. 4.3-3– Ensure the viability, salability, and re-buildability of existing single-family homes in the downtown area by including zoning provisions such as designating all homes built prior to January 1st, 2013 as permitted uses or incorporating generous continuation policies for nonconforming single-family uses. 4.3-4– Consider allowing new single-family development in the downtown area as conditional uses according to specific criteria such as (inherent property rights granted at the time of purchase) the presence of lot sizes too small to support new commercial uses”.

The City Council needs to grandfather the rights of single family detached dwelling property owners as granted at the time of purchase.

Brian McNamara



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

Public Comment for June 18 Meeting

Pat <pat@aqcbuilders.com>
To: leana@ci.stevenson.wa.us

Thu, Jun 18, 2020 at 11:09 AM

Leana, I'd like to submit a comment for consideration during the meeting tonight. I'm sorry for the late email.

My name is Pat Price, I've been a citizen of Stevenson since 1997. I'm a small business owner and father of three children in the public school system here. I've been a builder for 33 years and have worked in communities all across Washington and Oregon. During this time I've worked with several dozen planning departments in as many counties. I've always been impressed with the various employees who have steadfastly been of assistance in helping to bring to fruition the many varied projects I've been involved with over the years. In several cases our project required a variance and the government agencies were quite keen to help us accomplish our goals. I have only encountered a couple of instances where it seems the department had an agenda which was not consistent with following existing guidelines and operating with the intent of helping the land owner accomplish their goal within those guidelines. In this case I see that a person's right to use their property is potentially being restricted and I have to ask the participants why? What sense is there in passing an ordinance which potentially does harm to a land owner? What is the aim of making the downtown area a strictly commercial zone? What are the benefits to the community? It's my impression that a city council and a city government work for the inhabitants of the community, not against them. Please reconsider this concept of removing the possibility of new residential structures from the downtown zone as it smacks more of totalitarianism than of the ownership of property rights we all enjoy as a Constitutional Republic.

Sincerely,

Pat Price



Virus-free. www.avg.com



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

SFDD

1 message

Mike Jones <jonesy72@live.com>

Thu, May 21, 2020 at 8:24 AM

To: "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>

Before I purchased my home in downtown Stevenson in 2016 I consulted city hall and checked the local zoning laws to make sure my investment was sound. I was assured that there was no agenda or plans in place that might effect my personal or financial commitment based on the information given at that time. The STDD moratorium and zoning changes are a slap in the face to everyone who is vested and has actually has made financial commitments downtown. Get [Outlook for Android](#)

To: Elected officials of City of Stevenson for inclusion in public comments and meeting records.

I am a downtown Stevenson property owner of 17 years (80 & 82 Columbia Ave.) whose property rights will be negatively affected by continuation of the moratorium on construction of new Single-Family Detached Dwellings (SFDD). I oppose adoption of Ordinance 2020-1157. The original moratorium was an example of misguided, arbitrary and autocratic disregard for property rights. It was disturbingly inappropriate of the Mayor and Council to enact the moratorium in the manner it was accomplished. As the Planning Commission noted “There was general agreement the criticism of the moratorium was due to the perception there was no opportunity for public input in the decision making” (Minutes 2/10/ Planning Commission Meeting). That sentiment is growing as more and more stakeholders and the public are made aware of the moratorium and the Council and Planning Commission intention to make it permanent while adding more unnecessary restrictions (ZON2020-01).

I do not feel the moratorium was necessary to the “success” of downtown Stevenson. There have been SFDD in downtown Stevenson since the town was incorporated. Ordinance 2020-1157 will not increase “affordable housing” or “attract businesses” to the downtown area. It will reduce opportunity for both. As then Planning Commissioner Shaun Van Pelt pointed out “... the cost to remove a SFDD by a business seeking to build a commercial entity is prohibitive and makes it hard to attract businesses to the downtown area” (Minutes 2/10/ Planning Commission Meeting). It is noteworthy that Van Pelt resigned after this meeting. The reason that businesses are not flourishing in the downtown area is that Stevenson is an isolated town with only 1500 residents. One road in, one road out. Big box stores are a short distance away, high ticket items can be purchased tax free in Oregon. The marginal small businesses in town are already in trouble. The “business” environment in Stevenson will likely be severely impacted for the foreseeable future.

As a stakeholder, I do not feel I was properly notified while the moratorium was initially under consideration or enacted. I request the moratorium be allowed to expire permanently on May 17, 2020. I also request that the ZON2020-01 Amendment be taken off the Planning Commission agenda until such time as an urgent need be identified. I request written notice of any further meetings or proposed actions pursuant to the moratorium, Ordinance 2020-1156 or the ZON2020-01 Amendment be sent to me by US Postal Service mail via the mailing address the City uses for my water bill.

I also note that any actions at this time by the Council may be prohibited based on PROCLAMATION BY THE GOVERNOR AMENDING PROCLAMATION 20-05, 20-28 Open Public Meetings Act and Public Records Act.

“Subject to the conditions for conducting any meeting as required above, agencies are further prohibited from taking “action,” as defined in RCW 42.30.020, unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency, until such time as regular public participation under the Open Public Meetings Act is possible”.

Sincerely,

Brian McNamara



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

Hope it makes it...

1 message

Meg Gittins <meg@megsmobile.com>
To: leana@ci.stevenson.wa.us

Thu, May 21, 2020 at 1:59 PM

Hello,

I am writing to express my concerns regarding the Zoning Code Amendment ZON2020-1157. The underhanded way in which the entire zoning code was processed seems suspect. None of the public, or any of the property owners, residents were consulted.

I like the rural way our businesses are combined with SFDD. I do not want our downtown area looking like a strip mall. I don't understand why you want to punish those residents who have rentals in the commercial district by not allowing them to revert back to a SFDD once they housed a business.

I agree with both Mr. VanPelt and Mary Repars comments.

I have disagreed with many of the Planning Commissions decisions, such as forcing the poor couple who took over the burnt down structure on Russell to build a 3 plex. It looked SO much nicer as a burnt out house for several years.

Currently there are several rentals where the parking issue is not enforced (2 off street parking spots for each unit.) making residential streets flooded with parked cars.

In fact parking in general is not ever addressed, has anyone tried to park near the Post Office on a busy day?

My main point though is that the ZON1157 Code was slid by in an underhanded way, and does not promote income for the city and punishes long term homeowners.

Shame on you.

PLEASE INCLUDE THIS IN THE PACKET AND RECORD OF THE MEETING

Meg Gittins
360-601-8114



Megs Mobile Notary

Background Screened
360-601-8114

Serving both Oregon and Washington States

Counties of Hood River, Multnomah, Wasco, Klickitat, Skamania, and Clark



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

moratorium, Ordinance 2020-1157 or the ZON202001 Amendment

Donna Schumacher <donnaaschumacher@gmail.com>
To: leana@ci.stevenson.wa.us

Thu, May 21, 2020 at 9:08 AM

To the elected officials of the City of Stevenson,

I'm against Ordinance 2020-1157, I strongly believe there was not enough notice by the city to take away rights of downtown property owners.

The moratorium should not be extended and existing downtown residential houses should be allowed flexibility to be used the way the market dictates.

It seems to me we have done enough studies on downtown in the last 20 years. One of these studies, even picked out colors that I should paint my building.

Now this new dream study is showing my property on Leavens st. being a creative development center whatever that is supposed to mean.

As someone renting out these store fronts, I'm confused about all this pent up demand for commercial space.

The only new commercial building to be built was the welfare office building.

Do the right thing city council and vote against this Ordinance.

Thank you,
Harry Schumacher



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

Single Family Detached Dwelling

1 message

Susan Storie <sstorie@aol.com>

Thu, May 21, 2020 at 8:42 AM

Reply-To: Susan Storie <sstorie@aol.com>

To: "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>

As a property owner in the downtown commercial zone, I am against the moratorium on SFDD and that it should not be extended.

Susan Carroll Storie

phone 503.502.5304

e-mail: sstorie@aol.com



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

SFDD

1 message

Mike Jones <jonesy72@live.com>

Wed, May 20, 2020 at 6:29 PM

To: "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>

My friends,

You may not own a downtown residential property or business. Some of you may not read the Skamania Pioneer (see attachment below). Your elected City officials are making officious decisions without due public and stakeholder comment. None of these current elected officials (who ran unopposed) do either. They need to know your feelings about how this town can live and grow sustainably in keeping with our rural roots. Please send this to other residents who may not know, as we did not, what audacious actions the current city government are taking to enact in their their vision of a "Plan for SUCCESS" for Stevenson. You know this town better than them. Do you want a Hood River or Portland here? Is it even a possibility? We need a dose of reality here in Stevenson as we face a serious downturn in our economy due to Covid-19. You can support me/us by sending a simple comment that you do not support the Single Family Detached Dwelling (SFDD) moratorium renewal Ordinance 2020-1157 or ZON2020-01 to

Dear Leana,

As a resident of Stevenson, I oppose the extension of the Single Family Detached Dwelling (SFDD) moratorium renewal Ordinance 2020-1157 by the Stevenson City Council and any consideration of the proposed ZON2020-01 Amendment by the Stevenson Planning Commission. Until such time as an urgent need be established and full public comment pursuant to current Washington State Public Meeting Act General Guidance parameters for open public comment can be met these issues should be tabled.

Thank You,

Michael Jones

Get [Outlook for Android](#)



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

moratorium on construction of new Single-Family Detached Dwellings

1 message

Rocio Marquez <roccomarquez@gmail.com>

Wed, May 20, 2020 at 10:54 PM

To: leana@ci.stevenson.wa.us

Leana,

I am a downtown property owner whose property rights will be negatively affected by the continuation of the moratorium on construction of new Single-Family Detached Dwellings (SFDD). I do not feel the moratorium was necessary to the success of downtown Stevenson. I do not feel I was properly notified while the moratorium was initially under consideration or enacted. I request the moratorium be allowed to expire permanently on May 17, 2020. I also request that the ZON2020-01 Amendment be taken off the Planning Commission agenda until such time as an urgent need be identified. I request written notice of any further meetings or actions pursuant to the moratorium or the ZON2020-01 Amendment be sent to me by US Postal Service mail via Skamania County Treasurer taxpayer addresses."

Rocio Marquez
[308 NW Vancouver Ave](#)
PO Box 473
Stevenson WA 98648
503.577.7317
roccomarquez@gmail.com



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

moratorium on construction of new Single-Family Detached Dwellings

1 message

Brian M <alkasazi@gmail.com>
To: leana@ci.stevenson.wa.us

Wed, May 20, 2020 at 10:51 PM

I am a downtown property owner whose property rights will be negatively affected by the continuation of the moratorium on construction of new Single-Family Detached Dwellings (SFDD). I do not feel the moratorium was necessary to the success of downtown Stevenson. I do not feel I was properly notified while the moratorium was initially under consideration or enacted. I request the moratorium be allowed to expire permanently on May 17, 2020. I also request that the ZON2020-01 Amendment be taken off the Planning Commission agenda until such time as an urgent need be identified. I request written notice of any further meetings or actions pursuant to the moratorium or the ZON2020-01 Amendment be sent to me by US Postal Service mail via Skamania County Treasurer taxpayer addresses.”

Brian Massey
75 1st Street
PO Box 473
Stevenson WA 98648
503.577.5085
alkasazi@gmail.com



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

(no subject)

1 message

Juli Miller <milljam@gmail.com>
To: leana@ci.stevenson.wa.us

Wed, May 20, 2020 at 9:11 PM

I am not in support of SSFD. PUBLIC INPUT IS NEEDED,!
Thank you, Julie Miller

Sent from my iPad



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

Do not renew

1 message

Betty Reaney <reaneyj@embarqmail.com>
To: leana@ci.stevenson.wa.us

Wed, May 20, 2020 at 9:07 PM

Dear sirs:

This is not the time to be taking action when residents cannot gather to discuss issues publicly. I do not support the Single Family Detached Dwelling (SFDD) moratorium renewal Ordinance 2020-1157 or ZON2020-01.

The proposed restrictions would be taking rights away from long-time property owners in the downtown area. Unacceptable.

John and Betty Reaney

450 Spruce St

Stevenson, WA, 98648



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

Repar--comments on home to business and business to home issue

repar@saw.net <repar@saw.net>

Wed, May 20, 2020 at 3:38 PM

To: Stevenson <citycouncil@ci.stevenson.wa.us>, Leana Kinley <leana@ci.stevenson.wa.us>, Ben Shumaker <ben@ci.stevenson.wa.us>

Dear Stevenson City Council, City Administrator Kinley, and City Planner Shumaker,

I attended the Planning commission meeting where this was discussed and where members of the public had input on the issue of whether the City should control what happens to the businesses that operate in homes and what happens if a business stops (for whatever reason) and the building becomes a home; the discussion turned on the fact that we have businesses that again become homes once a business leaves the building. We can also have homes that become businesses--which in the age of pandemics may become the norm as people work more from home and should be considered.

Frankly, I don't think the City should control what happens to houses that become businesses, and businesses that are housed in a home that become a home again. For one thing, the City doesn't control what businesses come to fruition and which ones do not. So, why should the City control what happens once a business fails or leaves, or if a business opens in a home? Businesses come and go in our community. That has happened for the last 30 years that I have lived here.

IF the City wants to control the housing stock, that is another thing. More houses could become available for actual housing and not businesses then. BUT, that is the larger issue of whether multiple rentals owned by only a few individuals in our community are a good or bad thing for a community in which housing stock is at a premium. (I have spoken at the Planning Commission meetings on this issue.)

I believe there are legal aspects to how much control a City can have over this issue. That is something to be addressed by your counsel. The other issue, and one more pertinent I believe, is why would the City want to control this. If a business is housed in a home, then at least we have a business in town. If a business home again becomes a house, then we have a house in which humans live. Win-Win.

Stevenson has always been a City that does not seem to have an overall identity. It's a place where real people work, live, and play. And, trying to push it in a direction that reeks of too much interference from local government may not be the path that leads to anything good. We have the Stevenson Downtown Plan which can give a broad overview of where the City wants to go, but trying to control the minutia of how to get to a community identity is not the way to go. We are not a recreation park that needs control.

Sincerely,

Mary Repar
50561 WA-14
P.O. Box 103
Stevenson, WA 98648

tel: (360) 726-7052



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

SFDD

1 message

pete reseter <1petetar@gmail.com>
To: leana@ci.stevenson.wa.us

Wed, May 20, 2020 at 4:29 PM

Leana

I have viewed the entire 87 pages of the "Plan for SUCCESS for Stevenson". I do not support this intention, and I do not support the Single Family Detached Dwelling moratorium renewal ordinance 2020-1157/ZON2020-01.

I don't want Stevenson Wa. to become another Hood River or Tualatin Or., with glitz and glamour.
thank you for your time and consideration

Pete Reseter



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

SFDD moratorium

1 message

Sikora Photography <sikoraphotography@yahoo.com>
Reply-To: Sikora Photography <info@sikoraphotography.com>
To: "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>

Wed, May 20, 2020 at 10:25 PM

Dear Leana,

As a resident of Stevenson, I oppose the extension of the Single Family Detached Dwelling (SFDD) moratorium renewal Ordinance 2020-1157 by the Stevenson City Council and any consideration of the proposed ZON2020-01 Amendment by the Stevenson Planning Commission. Until such time as an urgent need be established and full public comment pursuant to current Washington State Public Meeting Act General Guidance parameters for open public comment can be met these issues should be tabled.

Thank You,
Thomas Sikora

Thomas Sikora • 503.866.2645 • www.sikoraphotography.com



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

Building restrictions on downtown property owners

1 message

Steven Emond <steveemond6@gmail.com>

Tue, May 19, 2020 at 7:15 PM

To: Leana@ci.stevenson.wa.us

Just to let you know that I am opposed to the moratorium on construction of single-family dwellings in downtown Stevenson. It seems like an unreasonable restriction on people who have spent their hard earned money on property. What in the world is the big hurry to restrict downtown to only businesses and multi unit dwellings? Seems like an overreach to me.

I also think it is apparent that there was a not sufficient public involvement in the implementation of this moratorium.

Please add this to the minutes of the May 21 City Council meeting.

Sincerely,

Steve Emond

Sent from my iPhone

As a former downtown Stevenson property owner who owned multiple properties in the C1 Zone, please know that I am completely opposed to continuation of the moratorium on construction of new Single Family Detached Dwellings (SFDD) in the downtown C1 Zone. If the Planning Commission adopts Ordinance 2020-1157, that will negatively affect the property rights of every property owner in the C1 Zone. My question to the commission is “what right do you have to prescribe an ordinance without any public input from the stakeholder”? How would you feel if someone arbitrarily changed your zoning and dictated what you could use your property for? What if the proposed zoning change was done without your input and then reduced your value and limited personal use? I am sure you would be quite upset!!

There is not a long list of business owners looking for commercial property in Stevenson especially with the pandemic in full swing! Therefore, please allow the moratorium to expire permanently as of May 17, 2020. Consider looking at this proposal again when there are more people interested in having a business in the downtown. Take the ZON2020-01 Amendment off the Planning Commission agenda until such time as an urgent need is identified and open public comment can be safely afforded. I request written notice of any further meetings or proposed actions pursuant to extending the moratorium, Ordinance 2020-1157 or the ZON202001 Amendment.

Thank you for your consideration.

Libby Johnson
POB 707
Stevenson, WA



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

Public comment regarding zoning change

Chris Anderson <homevalleychris@gmail.com>
To: leana@ci.stevenson.wa.us

Mon, May 18, 2020 at 8:47 PM

To city of stevenson and city council members. Please consider this my public comment and add to the record and you meeting packet for the may21, 2020 meeting. I oppose proposed zoning change amendment ZON2020-01 proposed ordinance 2020-1157, and the moratorium on single family detached dwellings . I own several properties in downtown stevenson area. I do not want restrictions put on my property such as " The Birkenfield House " at 96 columbia street . Currently it is a commercial rental to SCDVSA. What if the need changes ? What if my commercial tenant vacates? I am requesting written notice of future meetings with regards to this subject be mailed to my PO box 151 stevenson so i can be informed of important issues/ changes being considered. Thank you Chris Anderson

5/18/2020

To the elected officials representing our City of Stevenson

Please consider this public comment and add to the record for your meeting May 21, 2020.

I am concerned with and oppose proposed zoning code amendment ZON2020-01, proposed Ordinance 2020-1157, and the moratorium on Single Family Detached Dwellings.

I have lived at my historic (built as a Homestead in the 1890s) downtown Stevenson 235 First Street house for 27+ years and have had a business at the property serving our community for almost the same amount of time. What I could and couldn't do in the future would be negatively impacted by the proposed changes as well many neighbors in similar situation. I am requesting these issues be removed from agendas until the Stay Home Stay Healthy Order is lifted and people can contribute and work together face to face in an open public meeting which is in line with the current proclamation from Washington State Governor Inslee.

Only Remote Meetings and Actions on Matters That Are "Necessary and Routine" or Are Necessary to Respond to COVID-19 Are Allowed Under the OPMA

Under the proclamation, public agencies may take "action" only on matters that are either "necessary and routine" or necessary to respond to the COVID-19 outbreak and current health emergency. Agencies are further prohibited from taking "action," as defined in RCW 42.30.020. Proclamations attached.

Also I am requesting written notice to my PO Box 1043 Stevenson, same address my city water bill is mailed to, of any further meetings/agenda items on proposals that would impact my 235 First Street Stevenson property.

Thank you,

Monica Masco

4 Attachments:

PROCLAMATION BY THE GOVERNOR AMENDING PROCLAMATION 20-05 20-28 Open Public Meetings Act and Public Records Act

Extended via Proclamations 20-28.1, 20-28.2 and 20-28.3



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

city council meeting

1 message

Barb Robinson <robinson@gorge.net>

Mon, May 18, 2020 at 2:59 PM

To: "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>

To Council Members - I am a long time Stevenson downtown resident and former business owner whose property rights will definitely be affected by the moratorium and the prevention of change of use for a building owner. I agree with others that this is of no benefit to the success of downtown Stevenson and I request the moratorium be allowed to expire permanently. I also request that the ZON2020-01 Amendment be taken off the Planning Commission agenda until such time as an urgent need is identified. I also would like written notice of meetings concerning the moratorium or the Amendment.

As a retired person, I don't attend many meetings any more and assume our elected persons are acting in my best interest when it comes to property rights. I am probably the oldest (long term) resident in downtown Stevenson and have a vested interest in keeping this a good place to live and operate a business. Bob and I worked jointly over 60 years to develop positive things in the Stevenson area and improve our own property and naturally assumed we could pass that on to our family, letting them live here or have a small business, if they chose, and the opportunity arose. Over the years we've seen many small shops start up and then close when they could not afford to compete with larger areas. Those owners should be able to that space for whatever they want – possibly for someone needing a place to live (sometimes a single person) which allows the owner to pay his bills, provides income to the city and prevents another vacant eyesore because it can't generate any income. Much more input from stakeholders needs to be heard before measures severely restricting property rights are adopted.

Thank you.

Barbara Robinson

Sent from [Mail](#) for Windows 10



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

moratorium zon2020-01

1 message

Rick <thecrossing4lunch@gmail.com>

Mon, May 18, 2020 at 2:09 PM

To: "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>

Hi, I am a thirty year downtown property owner and a twenty year business owner in that property. My husband and I have lived in our house(SFDD) for thirty years and have had a cafe in it for twenty of those years. As both a residence and a business I feel our property has been an asset to the community. We plan someday to retire our business and continue to live in our house hopefully for another thirty years. To limit peoples options for the uses of their property limits the growth of our community to the view of a select few. In our thirty years here there has never been a time when all of the business properties have been full, and the SFDD or the residents of the properties kept the downtown looking homey instead of ghostly. I do not want to live in Hood River, I do not want townhouses and commercial buildings to be the bases for our town. I want a community that is warm and welcoming and I feel mixed use creates that environment. I ask you to let the moratorium expire.

I would appreciate these comments being part of the record and in the council meeting packet for the 5/21/2020 meeting, which I will not be able to attend.

Thanks for your time, Jennifer Toledo

The crossing

Sent from [Mail](#) for Windows 10



Harry schumacher imput

1 message

Donna Schumacher <donnaaschumacher@gmail.com>
To: info@ci.stevenson.wa.us

Mon, Apr 13, 2020 at 6:10 PM

To: City Council:
From: Harry Schumacher

It has come to my attention, that it was more then a phone calls worth to put restrictions on commercial property in Downtown Stevenson. So say one of these so called creative developers wants to put an outdoor type restaurant at 36 leavens and it fails, now according to these new rules, I can no longer rent it out as a home. I understand about new construction requirements, but property owners want the rights to use our property that we deserve for investing in commercial property in the first place.

Harry Schumacher
541-490-1936



Ben Shumaker <ben@ci.stevenson.wa.us>

Downtown Building Moratorium

1 message

Terese Stacy <terese.stacy@gmail.com>
To: Ben Shumaker <ben@ci.stevenson.wa.us>

Fri, Feb 21, 2020 at 11:06 AM

Ben

As a property owner with vacant lots in downtown Stevenson we continue to support the restrictions on single family dwellings being built in the downtown area. Currently the amount of trash and street parking of some residences in the downtown corridor not only impacts property values but also limits opportunities for commercial enterprises. Please keep downtown for economic development. More businesses bring more businesses and much need jobs!

Thank you.

Beverly and Terese Stacy

To the Stevenson City Council for inclusion in the comments section of the 8/20/2020 City Council meeting:

Mr. Mayor and City Council Members,

These are the key issues that have been dragged out of the moratoriums against “new” single -family detached dwellings (SFDD) in the C1 Zone.

A key element is the definition of “new” as apposed to rebuilding of SFDD currently or previously built, but torn down or otherwise destroyed, SFDD on C1 Zoned lots. After the moratorium, a home could not be rebuilt should a catastrophe of some sort befall it. Instead some form of multi-family, mixed use or business structure has to be constructed. This is in fact a “Forced Phase Out: A zoning law that calls for properties that are being used in a manner that violates the law at the time that the law is passed, to gradually phase out their existing usages of the property which do not conform to the new zoning law”.

These measures were initiated without consultation or inclusion of the stakeholders (property owners) most affected. However, stakeholders and the public slowly became aware of this “taking” of inherent property rights. In the face of overwhelming public comment against renewal of the moratorium the City Council initiated a new 1year moratorium without addressing the concerns of the public. Now, at last, the time has come to refine the terms of this as the Council moves towards ratifying a new C1 Zoning Ordinance. I urge the Mayor and City Council to redress the aforementioned issues by adopting the following proposed changes to the draft C1 Zoning measure.

From The Planning Department letter to council 8/20/2020:

“Policy Questions

In the process of making their recommendation, the Planning Commission considered the following policy questions. Their answer to the questions are in bold.

- 1) Should Townhomes be allowed in the R2 Two-Family Residential and C1 Commercial District? **Yes.**
- 2) Should new Single-Family Detached Dwellings, Manufactured Homes, and Modular Homes be prohibited in the C1 District? **Yes.**

Comment: The term “new” is once again problematic since it includes rebuilding of an existing SFDD as well as new construction on existing lots.

a. If new Single-Family Detached Dwellings are prohibited, should existing single-family usage of detached dwellings be allowed to continue? **Yes.**

Comment: Are you kidding?! Did someone suggest the City drive out existing tenants? Or, does this address the ability of existing SFDD be able to be rebuilt as such?

b. If new Single-Family Detached Dwellings are prohibited, should buildings constructed as singlefamily detached dwellings—but currently occupied as mixed-use/home-based businesses—be allowed to resume single-family occupancy? **Yes.**

c. If new Single-Family Detached Dwellings are prohibited, should buildings constructed as single-family detached dwellings—but currently devoted entirely to commercial uses—be allowed to resume single-family occupancy? **Tie vote, defer to City Council.**

Comment: This commercial/residential “switch-ability” is an important inherent property right which purchasers of downtown single-family dwellings (SFDD) considered in the financial viability, property valuation and re-salability of their property. This right has benefited both business and residential tenants and should be allowed to continue. Currently, there are a limited number of constructed properties in the C1 Zone and “best use” of said property should be dictated by the marketplace. Without continuation of “switch-ability” C1 Zone SFDD owners are not likely to accept a business tenant in the future. Stevenson businesses have a high turnover rate and empty business spaces tend to sit unrented for longer periods. Residential tenants prefer living in SFDD over condo’s and apartments resulting in higher demand. The cost to remove a SFDD in order to construct business space, mixed use or multi-family dwellings are already prohibitive, even as building costs rapidly rise.

B. Include More Exemptions in the Draft Description of “Legacy Home”. Consider adding the ability to willfully change use of Legacy Homes to/from commercial uses.

1. ...a Legacy Home shall not be considered a nonconforming use and may be renovated, rebuilt, and/or expanded, and/or reestablished after a change of use without consideration of SMC 17.44 – 23 Page 3 of 3 Nonconforming Uses, provided, however, that SMC 17.44.030 – Effect of Nonconforming Use Abandonment shall apply. [No limitation]

Comment: This was an inherent property right at the time of purchase and should be reinstated.

Policy Question 2.c—Discussion of Alternatives The Planning Commission was unable to come to a recommendation on policy question 2c and forwarded this to the City Council for its own review/decision. If the conversion of single-family detached dwellings back and forth between business uses is something the City Council would like to allow, the following changes to the draft in Attachment 1 would accommodate the change. The text presented below includes optional text based on staff’s discussions with active stakeholders.

A. Expand the Time Period providing Protections for a “Legacy Home”. Instead of freezing consideration of existing buildings to their use on January 1st, 2020, consider the following range of options:

1. Any building occupied as a single-family detached dwelling since it was constructed [No limitation].

Comment: This observes the inherent property rights of owners at time of purchase and should be restored. That is the “Legacy” that should have never been taken from people who invested in downtown Stevenson.

I implore the Mayor and City Council to embrace the just concerns of C1 SFDD owners and public, who have submitted numerous comments against the moratoriums and forced phase out of SFDD in the C1 Zone to the City Council and Planning Commission. The inherent property rights of owners who invested in mixed commercial/residential property in downtown Stevenson should be restored as they existed before the moratoriums were initiated.

Sincerely,

Brian McNamara

Stevenson resident and C1 SFDD property owner



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: Karl Russell, Public Works Director and Leana Kinley, City Administrator
RE: Sewer Plant Update
Meeting Date: August 20th, 2020

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: Day to day operations continue to be fluent. We are seeing improvements in our settleability and reduction of filamentous bacteria. Procedures for controlling filamentous bacteria will continue until the desired results are achieved. Pot-holing for existing utilities in preparation for Phase 1 and 2 of the WWTP Upgrades was performed on 7/22.

The plant continues to see marked improvement with the side streaming efforts of Backwoods Brewing, Walking Man and LDB, Inc.

The average monthly Influent BOD load has been:

2018

- January 675 lbs/day – No Effluent Violations
- February 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

2019

- January 776 lbs/day – Solids washout from clarifiers on 29th and 30th, TSS and BOD Effluent Violations
- February 749 lbs/day – Solids washout from clarifiers on the 18th.
- March 803 lbs/day – Solids washout from clarifiers on March 13th, TSS Effluent Violation
- April 589 lbs/day – Solids washout from clarifiers on April 1st
- May 1,067 lbs/day – No Effluent Violations

- June 897 lbs/day – No Effluent Violations
- July 785 lbs/day – No Effluent Violations
- August 833 lbs/day – No Effluent Violations
- September 720 lbs/day – No Effluent Violations
- October 810 lbs/day – No Effluent Violations
- November 620 lbs/day – No Effluent Violations
- December 588 lbs/day- No Effluent Violations

2020

- January 417 lbs/day- No Effluent Violations
- February 270 lbs/day- No Influent/Effluent Violations, Inf Flow Total 7.532 Mil/Gal.
- March 324 Lbs/day No Influent/Effluent Violations, Inf Flow Total 4.223 Mil/Gal.
- April 389 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.852 Mil/Gal.
- May 295 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.315 Mil/Gal.
- June 502 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.788 Mil/Gal.
- July 427 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.048 Mil/Gal.

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.

WWTP Design:

Final design of the WWTP was be delivered to D.O.E. in June of this year. D.O.E has 60 days to review and approve the design. 50% design for the Rock Creek Lift Station is complete and under review. Both the “Main D Extension” and “Cascade Interceptor” are at 50% design and under review.

Funding:

Both applications for USDA and EDA for the lift station project are moving forward. The EDA application is in for final approval. The total project amount is \$5,068,000 and 80% would be covered by the grant and the remaining 20% will be covered by a USDA loan. The city received the obligation of funds confirmation from USDA in the amount of \$873,000 loan and \$70,600 grant.

Compliance:

The draft amendment to the Administrative Order is still in process. When it is finalized it will require additional testing.

The Significant Industrial Users discharge contract with Backwoods was executed last month. LDB Beverage is reviewing the contract.

BOD and TSS samples were taken at Backwoods on the week of 8/3-8/7. We are awaiting results. BOD and TSS Samples were taken at Walking Man on the week of 8/10-8/14. We are awaiting results.

Action Needed:

None



City of Stevenson

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

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

Stevenson City Council Goals for 2021-2022

Vision

Those citizens have now spoken, and their vision for the future is to proudly look out their window, walk down their street, or return for a visit in 2030 and honestly say:

“Stevenson is a friendly, welcoming community that values excellent schools and a small-town atmosphere. The natural beauty is enjoyed by residents and visitors through a network of recreational opportunities. The strength of Stevenson’s economy is built upon high quality infrastructure and a vibrant downtown that provides for residents’ daily needs. Stevenson takes advantage of our unique location on the Columbia River by balancing jobs, commerce, housing, and recreation along the waterfront.”

Mission

Stevenson is committed to investing in improved infrastructure, stewardship, community & human development. We will adapt, evolve, and progress to maintain our resilient and inviting small-town feel in an agile/nimble and fiscally responsible way.

Goals

The goals below are a list of priorities from council. Interwoven throughout these priorities is improved communication and engagement with the community, maintaining and improving current infrastructure and assets, and incorporating additional goals such as aggressive undergrounding of utilities and broadband within capital projects where possible.

1. **Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable and affordable wastewater system upgrades with added BOD capacity by the end of 2022.
 - a. Implement **updated rate structure** after completion of rate study by the end of 2020.
 - b. **Relocate Public Works** equipment and materials with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2022.
 - c. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows.
 - d. **Continue with minor improvements** in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations.
 - e. **Apply** for construction funding with DOE, USDA and others to maximize grants and leverage low-interest loans to reduce cost impact to residents.

Stevenson City Council Goals for 2021-2022 (cont.)

- f. Complete funding package requirements for collection system and sign contracts by the end of 2020.
 - g. Complete and sign finding contracts for WWTP funding by the fall of 2021.
 - h. Complete permitting requirements for construction by the fall of 2021.
 - i. Bid Lift Station and collection system construction project by the summer of 2021.
 - j. Begin construction on the lift stations and collection system by fall of 2021.
 - k. Bid and begin construction on the WWTP by the end of 2021.
- 2. Downtown Planning:** The downtown corridor will be thoughtfully planned to encourage utilization of the entire downtown, allow for safe and easy flow of traffic, and support mixed-use development by the end of 2024.
- a. A city-wide **Traffic Study** will be completed by the end of 2021.
 - b. **Design Standards** outlined in the Downtown Plan will be reviewed and updated by the end of 2021.
 - c. **Mixed-Use** – The city will reduce barriers to mixed use to encourage increase mixed use development by the end of 2024.
 - d. **Aesthetic Improvements** -Vacant/derelict/unkept property ordinances will be in place by the end of 2022, a list of nuisance properties will be created in coordination with the Stevenson Downtown Association by the end of 2022 and nuisance properties will be enforced for a reduction of nuisances by 75% by 2024.
 - e. **East-side Downtown Improvements** will be made to encourage development with an increase of developed or utilized properties of 25% by 2024.
 - i. First Street Overlook will be constructed in 2021.
 - ii. Columbia Street Realignment will move forward with conceptualization and planning for a complete path forward with funding partners by the end of 2022.
- 3. Fire Hall:** The city will partner with Skamania County Fire District 2 and the Skamania County Department of Emergency Management to build a new fire hall that meets the needs of the agencies, is affordable to the community and is a valued asset of Rock Creek Drive.
- a. **Design Completion**
 - b. Apply for and secure **Construction Funding**
 - c. Enter into interlocal agreements between various agencies for the funding and/or maintenance of the property.
 - d. Complete construction
- 4. Water System Continued Maintenance**
- a. **Replace** most of the failing **AC Pipes**, about 30% of the city waterlines, by 2030. Projects outlined in the next few years include:
 - i. School Street
 - ii. Loop Rd
 - iii. Upper Russell (in conjunction with Park Plaza construction)
 - iv. Frank Johns
 - b. Water Treatment Plant Maintenance includes reroof and painting interior.
 - c. Establish Hegewald Well as a permanent water source.
- 5. Develop Deliberate Growth Strategy** by the end of 2021.
- a. Complete Capital Improvement Program
 - b. Complete a Strategic Plan for the Fire Department

Stevenson City Council Goals for 2021-2022 (cont.)

Remaining Uncompleted Goals from 2019-20204 Strategic Plan

6. **Unimproved Street Plan:** The city will develop an unimproved street plan to include funding mechanisms and opportunities by the end of 2019 and begin construction on at least one project by the end of 2021.
 - a. **Del Ray** - The city will work property owners to determine development opportunities for public and private uses by the end of 2020.
 - b. **Lotz Road Improvements** will be included in the unimproved street plan.
7. **Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
 - a. **Homeless/Temporary Housing** funding initiatives will be explored to in 2019 to obtain resources to help fund the goal with funds being collected in 2020 (SHB 1406 collected starting 8/1/20) and utilized by 2022.
 - b. Obtain property and develop infrastructure to support a Cascade Columbia Housing Corporation project. CDBG, WSHFC, and partner agency funds will be pursued as necessary.
8. **Russell Ave Rebuild:** Russell Avenue will be rebuilt from the Waterfront to Vancouver Ave to underground utility lines, improve pedestrian safety and enhance the experience by installing landscaping with **irrigation** to include **trees and planter boxes, benches and wayfinding signs** and have a completed **maintenance plan** by the end of 2024.
 - a. Phase 2 of the project, Second Street to Vancouver Ave, will be completed by 2024 and tie in with the Courthouse Plaza project if funding allows.
9. **Aggressive Conduit Plan/Undergrounding:**
 - a. The city will revise construction standards and practices by the end of 2021 to require undergrounding of utilities on street projects, develop rationale for variances, discuss reimbursement from utility companies on use of city installed conduit and review the reduction of separation standards for utilities within narrow road corridors.
 - b. The city will proactively install conduit for future use in all open ditches and boring projects.
10. **City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will **be a leader in aesthetic improvements** and maintain facilities, property and Rights of Way.
 - a. **Landscaping** – The city will create a plan for landscaping and maintenance for city property and rights of way, which may include agreements with adjacent property owners, by the end of 2020.
11. **Collaborative Meetings:** Set up a meeting for twice a year with elected representatives from the PUD, County, School District, EMS, City Council to begin in 2019.
12. **Exploring Industrial Sites:** Apply for a CERB grant to evaluate the feasibility of additional industrial sites away from the Waterfront by the end of 2019.
13. **Broadband**
 - a. The city will work with the Broadband Action Team to complete the Broadband Strategic Plan by the end of 2019.

Stevenson City Council Goals for 2021-2022 (cont.)

- b. The city will work with regional, state and federal agencies for funding and advisory roles to facilitate the completion and implementation of the Strategic Broadband Plan starting in 2020.
- 14. Waterfront Development**-The City will work with the Port of Skamania to develop a waterfront development plan by the end of 2021.
- 15. City Property Security** - The city will evaluate security needs at all city facilities and begin implementing security enhancements in 2019.
- 16. Parks Plan** Develop a park plan to include maintenance of current parks and standards by the end of 2020.
 - a. **Pebble Beach/Slaughterhouse Point Trail** – Work with the Port of Skamania to develop the trail to link with the trail network throughout town by the end of 2024.
 - b. **Wayfinding Waterfront-Rock Creek** – Install wayfinding signage along the waterfront and Rock Creek by the end of 2021.
 - c. **Parks and Rec District** – Develop committee to research and evaluate interest for a park and recreation district by the end of 2020. Determine a way forward go/no go by 2021.
 - d. **Courthouse Plaza Agreement** – Work with Skamania County and Stevenson Downtown Association to develop an agreement for maintenance and park management by the end of 2019 or before construction begins.
- 17. Partner with School District on Workforce Education Development** by the end of 2021.
- 18. Communication Plan** – Include a communication plan for projects going forward and ensure it includes multiple medias-newspaper, website, Facebook, flyers, etc.
- 19. Develop Youth Leadership Process** to include honorary student councilmembers by the end of 2020.
- 20. Internship Program** –Annually reach out to universities and the high school regarding internship opportunities to work on projects that further the goals of the city.
- 21. Post Office/Home Delivery** – Work with the post office to evaluate the options for expansion of home delivery and possible relocation of the post office by the end of 2024.
- 22. Remodel City Hall** –reduce and organize city records by the end of 2022 to optimize the usable space for a remodel of city hall by the end of 2024.
- 23. Work with the Stevenson Downtown Association, Stevenson Business Association, and Skamania Economic Development Council to Create a Guide for Businesses/Outside Resource** by the end of 2021.

Completed Goals from 2019-2024 Strategic Plan

- 1. **Road Diet** – Study, review and revised road standards to reduce required rights of way for street development by the end of 2020. **Completed April, 2019.**
- 2. **Remodel City Hall** – remove surplussed items by the end of 2019. **Surplussed items removed.**
- 3. **Improve Financial Software System** Research new software options and ways to maximize current software with a recommendation to council on whether or not to change systems by the end of 2019. **Contracted with BIAS Software and implementation completed in 2019. Permitting module implementation in process.**
- 4. **Water System Continued Maintenance**

Stevenson City Council Goals for 2021-2022 (cont.)

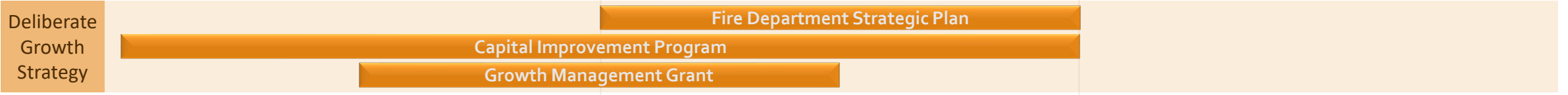
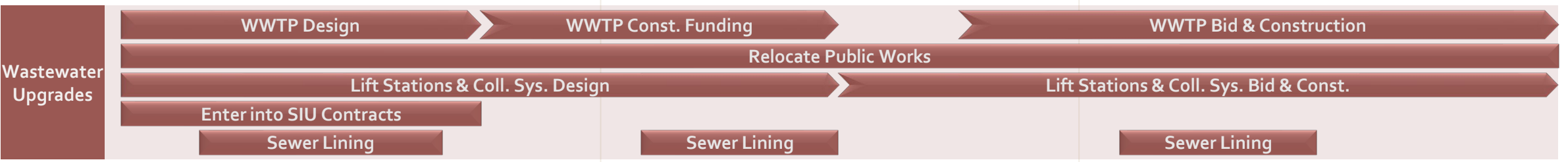
- a. **SMART Meter Completion** – Select and install smart meters and begin monthly excess water usage charging by the end of 2019. **Commerce Grant signed and project substantially complete.**
5. **City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will **be a leader in aesthetic improvements** and maintain facilities, property and Rights of Way.
 - a. Fill hole in front of high school and vegetate with trample-resistant, maroon and/or blue plantings that can survive without water by November 30, 2018. **Completed.**
 - b. Trim/Remove damage to all remaining city trees caused by the 2017 ice storms by March, 2019. **Completed.**
 - c. Replace dead plants from the Lodge Trail, Cascade Avenue and Kanaka Creek Road projects by March, 2020. **Completed.**
6. **Russell Ave Rebuild:** Russell Avenue will be rebuilt from the Waterfront to Vancouver Ave to underground utility lines, improve pedestrian safety and enhance the experience by installing landscaping with **irrigation** to include **trees and planter boxes, benches and wayfinding signs** and have a completed **maintenance plan** by the end of 2024.
 - a. Phase I of the project, Waterfront to Second Street will be completed by the end of 2019 with minimal impact to the downtown during the peak summer months, pending the acquisition of required easements. **Project substantially complete as of July 3, 2020!**
7. **Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
 - a. **Homeless/Temporary Housing** funding initiatives will be explored to in 2019 to obtain resources to help fund the goal with funds being collected in 2020 and utilized by 2022. **In process. Sales Tax measure on the November ballot, 2019 failed and HB 1406 funds implemented and will take effect 8/1/20.**
 - b. The city will partner with the EDC to complete a **Buildable Lands Inventory** by the end of 2019. **Project completed.**
 - c. The city will partner with other agencies to complete a **Housing Needs Assessment** by the end of 2020. **Project completed.**
 - d. Reconsider zoning standards for configuration of ADUs (attached vs unattached) by March, 2019. **Completed May, 2019.**
8. **Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable and affordable wastewater system upgrades with added BOD capacity by the end of 2021.
 - a. **Complete CERB Feasibility Study** on the Alternatives Analysis by the end of Feb, 2019 and implementation of proposed alternatives by August, 2019. **Final CERB Report in process.**
 - b. Contract with DOE for design funding by Jan 31, 2019. **Completed February, 2019**
 - c. Advertise for Design Engineer immediately upon contract with DOE. Phase Design Engineering contract as necessary to address collection system (including pump stations and geotechnical study) prior to performance on WWTP design. **Contract signed April, 2019**

Stevenson City Council Goals for 2021-2022 (cont.)

- d. **Complete Design** of the project to apply to DOE for construction funding by Oct, 2019. **Delayed until 2020 due to delay in DOE loan contract and CERB Study.**
- e. **Update Facilities Plan** with the CERB Study and design work by Oct, 2019. **CERB Study included in revised facilities plan update, submitted for DOE approval February, 2019. Design work will be completed and submitted to DOE end of June, 2020.**
- f. Plan for the relocation of Public Works equipment with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2021. **Alternatives sites researched and some relocation implemented.**
- g. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows. Contract for Geotech report as identified in GSP before repairs are made in Montell neighborhood. **Ongoing. The final report on Geotech for Montell neighborhood stated it is more cost effective to treat Infiltration and Inflow at the plant than to fix the sewer lines and install French drains.**
- h. Enter into agreements with all Significant Industrial Users for individual discharge limits and rates by the end of the second quarter 2019. **Signed agreement with Backwoods Brewing, draft with LDB remains in process.**
- i. Update FOG program to improve compliance by 90% by the end of 2019 and 100% by 2020. Updates shall include clear instructions of how the proposed escalating fees/fines will be imposed. **FOG Ordinance updated March, 2019.**
- j. Continue with minor improvements in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations. **Ongoing. Coordinating with SIUs and Dirt Huggers for side stream material removal. Installed interim measures to improve plant performance and guide design.**



Today





Skamania County Sheriff's Office

Deputy Report for Incident 20-05838

Nature: Disorderly
Location: 21

Address: 196 Second Street
Stevenson WA 98648

Offense Codes: DCON

Received By: Barnett, M

How Received: T

Agency: SCSO

Responding Officers: Davis, Christa, Beacock, Nick, Lyle, Christian

Responsible Officer: Davis, Christa

Disposition: INF 08/07/20

When Reported: 19:46:53 08/07/20

Occurred Between: 19:46:26 08/07/20 and 19:46:26 08/07/20

Assigned To:

Detail:

Date Assigned: **/**/**

Status:

Status Date: **/**/**

Due Date: **/**/**

Complainant: 232826

Last: Granny's Gedunk
Ice Cream

First: Parlor

Mid:

DOB: **/**/**

Dr Lic:

Address: 196 SW Second St

Race:

Sex:

Phone: (509)427-4091

City: Stevenson, WA 98648

Offense Codes

Reported: DCON Disorderly Conduct

Observed: DCON Disorderly Conduct

Additional Offense: DCON Disorderly Conduct

Circumstances

Responding Officers:

Unit :

Davis, Christa

13

Beacock, Nick

14

Lyle, Christian

22

Responsible Officer: Davis, Christa

Agency: SCSO

Received By: Barnett, M

Last Radio Log: **:**:** **/**/**

How Received: T Telephone

Clearance: UNF Unfounded

When Reported: 19:46:53 08/07/20

Disposition: INF **Date:** 08/07/20

Judicial Status:

Occurred between: 19:46:26 08/07/20

Misc Entry:

and: 19:46:26 08/07/20

Modus Operandi:

Description :

Method :

Involvements

Date	Type	Description	
08/12/20	Name	Borup, James Philip	witness
08/12/20	Name	Nichols, Andrew James	witness
08/12/20	Name	Seaman, Callie I	involved
08/12/20	Name	Goodrich, Kylie B	involved
08/08/20	Name	Conn, Rondell	RP/employee
08/07/20	Name	Granny's Gedunk Ice Cream, Parlor	Complainant
08/07/20	Name	Trabue, Robin Lazarus	Involved
08/07/20	Vehicle	SIL 1999 HOND CIVIC WA	Vehicle Involved
08/07/20	Cad Call	19:46:53 08/07/20 Disorderly	Initiating Call

Narrative

Narrative Report / Declaration of Probable Cause

Skamania County Sheriff's Office
POB 790
Stevenson, WA 98648

Case # 20-05838

INCIDENT

-Disorderly

INVOLVED PARTIES

-Involved: Conn, Rondell DOB 10/30/1986

-Suspect: Trabue, Robin L. DOB 03/29/1975

DISTRIBUTION

-Records

-PA's Office

Summary

On August 7th, 2020, I responded to 196 Second Street in Stevenson, Washington for a reported disorderly subject lighting off fireworks from a residence window. I arrived and spoke with Rondell Conn an employee of Granny Gedunk's Ice Cream Parlor. She advised a male subject was yelling racial slurs and setting off fireworks in the alley and behind her place of business. She described the subject as a white male with long brown hair and beard. I was able to locate the male subject, later identified as Robin Trabue. It was determined Trabue was lighting off fireworks but not in the direction of people or the business. The subject was advised of the Washington State firework laws and agreed to stop lighting them off.

Narrative

On August 7th, 2020 I responded to the above address for a reported disorderly subject yelling and lighting off fireworks. I arrived and spoke with Rondell Conn. Conn advised two of her employees contacted her regarding a disorderly male subject yelling and lighting off fireworks. Conn advised she came down to the store and heard fireworks and a white adult male yelling and screaming out his apartment window. I asked Conn which window the fireworks were coming from and she stated one of the far back windows. Conn was unable to pin point which window the yelling and fireworks were coming from. Conn Stated she heard the male yelling statements along the lines of, we don't want your kind here, go back to wherever you came from. Conn stated while this was happening customers of color were attempting to purchase ice cream. Conn advised the family had left the area prior to deputy arrival.

After speaking with Conn, I was able to locate the male subject involved. I knocked and announced on unit one located at the above listed address. A male subject matching the description answered the door. The male subject identified himself as Robin Trabue. I asked Trabue if he had been lighting off fireworks and he stated he was. I asked Trabue why he was lighting off fireworks and he advised he was attempting to get rid of the Covid-19 spirits around his building. I asked Trabue if he was throwing fireworks at people purchasing ice cream and he advised, no. Trabue advise he was holding the fireworks out of his

back window and lighting them off in the air. Trabue stated he only shot the fireworks in the air.

Trabue advised he has been having issues with Covid-19 restrictions and not being able to leave his house feeling safe. While speaking with Trabue he continued to speak about spirits, omens and other spiritual beings that he was having issues with. Trabue continued to state he believed the Covid-19 spirits were around his building and he wanted them to leave.

Trabue stated he does not like when people from out of town enter the community and do not wear masks. I asked Trabue why he was yelling out of his window and he advised he wanted people who were not wearing masks to leave Stevenson. Trabue advised his main concern was for his parents who are both in their 70's. Trabue advised he does not like when people walk around his building without masks because he is fearful of contracting Covid-19 and transmitting it to his parents. Trabue advised he was not trying to cause problems but wanted people to wear masks.

Prior to ending out contact with Trabue he was advised of the Washington State Firework laws. Trabue was advised if he continued to light off fireworks he would receive a citation. Trabue advised he will find other ways to deal with his anxiety and stress regarding people not wearing masks.

RECOMMENDED ACTION

Please forward to the Skamania County Prosecutor's Office for further review.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that all statements made herein are true and accurate and that I am entering my authorized user ID and password to authenticate it.

Dep. N. Beacock #14 Stevenson, Washington Sat Aug 08 22:01:42 PDT 2020

Reporting Deputy Place Signed

Responsible LEO:

Approved by:

Date

Supplement

Supplemental Report / Declaration of Probable Cause

Skamania County Sheriff's Office
POB 790
Stevenson, Wash. 98648

Case # 20-05838

Below List:

Type of Incident Distribution Date of Supplemental Report
Charges Requested/Filed Date of Original Narrative
Suspect Reporting Officer

Type of Incident:
Disorderly

Date of Supplemental:
8/11/20

Date of Original:
8/7/20

Suspect:
Robin Trabue

Distribution:
Records, City of Stevenson PA

Charges Requested:
See original report

Narrative:

On the morning of 8/11/20, myself and Chief Waymire spoke with the two employees who were on shift the night of the above incident. The two were identified as a Kylee Goodrich and a Callie Seaman.

As Goodrich was out of the area, we spoke with her by phone. Kylie stated she was helping a family at the window. When asked to describe the family involved, Kylie stated they appeared white, with "some asian". She stated there was a loud boom, and Kylee heard a man yelling, "go back to where you came from". The family was visibly upset as they had children with them. They were at the time, standing between the window and the curb, where they had a motor home. Kylee stated there were 6-7 people in their group. She further advised she could not see where the fireworks were coming from, or where they were being thrown. She stated the only comment she heard was the one telling them to "go back to where they came from". I asked if he (the suspect) made any racist remarks, and Kylee stated no. I asked when Rondell came to the scene, and she advise shortly after the group departed. She stated the fireworks had subsided, and then began as Rondell came to the store. He did not yell anything else after the group departed.

Callie stated she was sweeping, and heard the commotion out front. A female of the group yelled "this is a free country". She stated she heard the fireworks but did not see where they were thrown at or from. She said she heard the man yell "go back to your own country". I asked if she heard any racial slurs being made to the family, and she responded no. She advised them she had called the Sheriff's Office, and the family left in their motor-home. I asked her to describe the family, and she stated possibly Philippino. She could not

identify where the fireworks were coming from, nor did she see where they were thrown towards.

While I was reviewing some of the social media postings, I noticed a subject by the name of Andrew Nichols, who I am familiar with had witnessed the incident. I contacted Nichols by phone and asked if he had witnessed the incident, and Nicholas advised he had. He had parked his vehicle in front of Subway with his family, and walked to the ice cream shop. He stated he stopped to speak with Jim Borup, and heard what he described as "poppers" (small thrown contact fireworks) being discharged in the alley next to the ice cream shop. He spoke briefly with a group of people who had been standing at the window ordering ice cream. They stated they had been yelled at by a man from an upstairs apartment, who told them to go back to where they came from, as they were spreading Corona virus. The vehicle they arrived in had California plates. The group seemed to laugh it off, and did not appear overly concerned. Nichols heard no racial remarks or slurs made. He further said he did not observe the poppers on the sidewalk, and believed they were thrown in the alley. He also described the family as caucasian/asian.

Nichols advised me Jim Borup had been there as well, and had probably observed the entire incident. I contacted Borup by phone on the morning of 8/12, and asked him if he had observed the incident. He stated he saw the family (which he had described as asian) arrive in a mini motor home, with California plates. Borup observed a long haired man come out of the apartments, and yell at them, "go back to the state where you came from" and "don't infect my driveway". Borup stated the man then went back into the building, and a short time later, heard the popping of fireworks coming from the alley between the two buildings. He did not see the fireworks, and they did not appear to be thrown to the front of the building where people were standing. Borup stated he told the family that "we were not all like that from Skamania County". I asked if there were any racial slurs or epitaphs made, and Borup stated no.

At this time, the victim(s) in this incident have not come forward. Further, contrary to statements made on social media by the proprietors of the store, neither employees nor Nichols nor Borup heard any racial epitaphs made towards the customers. According to Nichols, the victims themselves stated the suspect eluded to them spreading the Corona virus. The only comment heard by employees was on the lines of "go back to where you came from", which coincides in the statements made to Nichols, and heard by Borup. Neither of the employees observed the fireworks being thrown, or where they landed, and Nicholas and Borup confirmed they were most likely thrown into the alley. This would coincide with the location of Trabue's apartment window location, which fronts on the alleyway between the buildings, and his window is closer to the back of the ice cream shop and employee parking, versus the front, where the people involved were standing.

End of report

I certify (or declare) under penalty of perjury under the laws of the State of Washington that all statements made herein are true and accurate and that I am entering my authorized user ID and password to authenticate it.

C. R. Helton #20
Reporting Deputy

Stevenson/Skamania/WA 8/12/20 0900
Place Signed/Date Signed



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: Water Meter Non-Billing Discrepancy – Waiving Back-billing
Meeting Date: August 20, 2020

Executive Summary:

The City of Stevenson replaced customer water meters as part of its energy conservation grant. In the process there are thirteen meters identified as not being billed and an additional meter billed at a different rate. According to RCW 4.16.040, the city can back bill, collect on accounts receivable, for up to six years. The accounts here relate to either school district, city or county properties. This would compound the economic struggles of the city's General and Street Fund as they are the largest funds impacted by COVID. The accounts have been added and will be billed as a customer going forward.

Overview of Items:

Meter the city uses for irrigation, water fountains or for the wastewater department have not been billed, however the water has been accounted for in the water loss report. This ensures the water metered for use is not counted against the city as a loss within the system, skewing the leak report. Some of the irrigation meters for street scaping were used when the landscape was initially installed and have been shut-off since. The timeline for the initial discrepancy is unknown and none of the meters were recently installed.

The list of customers and locations impacted and the total difference if they were back billed from January 2018 to present is below. The case for the back-billing waiver for these meters is the same for the waiver approved at the July 16th council meeting. The Attorney General's opinion in the attached document allows the forgiveness in this instance as it will help "...prevent the region's economic collapse from the unprecedented COVID-19 crisis..." The customers impacted are government agencies which have seen a dramatic reduction in revenues since the COVID-19 pandemic began. The final meters for the conservation grant will be installed the end of August and we do not anticipate an additional issues going forward.

Customer	Location	Fund	Size	Est Water Cost	Current Status
City	Wastewater Treatment Plant	Wastewater	2"	42,802.02	
City	Triangle Gateway Park	General	5/8"	14,486.84	
County	Grange/RV Dump		5/8"	882.32	
City	Rock Creek Irrigation	Streets	1"	-	Off/Not in Use
City	2nd & Russell	Streets	5/8"	882.32	
City	Fairgrounds Lift Station	Wastewater	5/8"	1,929.55	
City	East End Irrigation	Streets	5/8"	2,009.50	
City	West End Irrigation	Streets	5/8"	2,009.50	
City	Irrigation Lower Columbia	Streets		-	Off/Not in Use
City	Columbia (3)	Streets	5/8"	-	Off/Not in Use
City	Rock Creek (3)	Streets	5/8"	819.14	Off/Not in Use
City	Walnut (1)	General	5/8"	882.32	
SCSD	Tennis Courts		1"	565.18	Was billed at 5/8"
	Total Back-Billing 2018-present			67,268.69	

Action Needed:

Approve waiving the back-billing in relation to incorrect meter sizes and non-billed meters for the customers listed above.

Good afternoon,

My husband and I purchased our land with the intent to build in May of 2019. We had permits submitted, all fees paid and we staking out footings for our house when we were informed that the measurements taken by the initial surveyor were not accurate. We worked with our contractor and cut down 4' off the house to ensure it would fit. It was still 8" over the setback requirements. It was at that time we submitted a variance request to the city. After 6-7 weeks, we received a phone call stating that they recommend we withdraw our variance request (which we did) as it would not be approved.

We made one more attempt to modify our home but our contractor informed us that due to the structural needs of the house it could not be cut down any further and it was at this time we made the decision to redesign our home as it was our only option. This was late December. We redesigned and had everything ready mid-February for submission. We were on a list to be reviewed and then COVID hit. Due to the furloughs in the building division, we did not receive our blue prints until end of June 2020. We submitted for our permits within 3 days of receiving the blueprints.

It is for these reasons we are requesting a 6-month extension for connection to city water and sewer. Please let us know if you have any further questions or concerns. We are happy to discuss any issues. Thank you for your consideration.

Rhianna Hurff & Stephen Muilenburg

503 975 0055

RECEIVED

JUL 29 2020

BY: Mc



1111 Third Avenue
Suite 3000
Seattle, WA 98101

Main: 206.447.4400
Fax: 206.447.9700
foster.com

Direct Phone: 206.447.7888
marc.greenough@foster.com

August 18, 2020

Leana Kinley
City Administrator
City of Stevenson, Washington
7121 East Loop Road
Stevenson, Washington 98648
via email: leana@ci.stevenson.wa.us

Re: Water and Sewer Revenue Bond – Revised

We appreciate the opportunity to serve again as bond counsel to the City of Stevenson, Washington (the “City”). The purpose of this engagement letter is to set forth certain matters concerning the services we will perform as the City’s bond counsel in connection with the issuance of the following obligations: approximately \$873,000 principal amount limited tax general obligation or water and sewer revenue bond anticipation note to finance the acquisition, construction, and installation of additions, betterments, and extensions of the water and sanitary sewage disposal system; and approximately \$873,000 principal amount water and sewer revenue bond to repay the indebtedness evidenced by the bond anticipation note.

The bond will be purchased by the United States Department of Agriculture, Rural Development (the “USDA”). USDA regulations require the City to retain bond counsel to deliver an opinion that the bond is a valid and binding obligation of the City.

SCOPE OF ENGAGEMENT

In this engagement, we expect to perform the following duties: (i) subject to the completion of proceedings to our satisfaction, deliver our legal opinions (the “Opinions”) regarding the validity and binding effect of the obligations, the source of payment and security for the obligations, and, if applicable, the exclusion of interest on the bond anticipation note from gross income for federal income tax purposes; (ii) prepare and review documents necessary or appropriate to the authorization, issuance, and delivery of the obligations, and coordinate the authorization and execution of such documents; and (iii) review legal issues relating to the structure of the obligations.

The Opinions will be addressed to the City and will be delivered by us on the dates the obligations are issued in exchange for their purchase prices (the “Closings”). The Opinions will be based on facts and law existing as of their dates. In rendering our Opinions, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without

undertaking to verify the same by independent investigation. During the course of this engagement, we will rely on the City to provide us with complete and timely information on all developments pertaining to any aspect of the obligations and their security. We understand that officials and employees of the City will cooperate with us in this regard.

ATTORNEY-CLIENT RELATIONSHIP

Our services as bond counsel regarding the obligations are limited to those described in this letter. The City's execution of this letter will constitute an acknowledgment of those limitations. Our representation of the City regarding the obligations will be concluded upon the issuance of the obligations. Subsequent to the Closings, we will prepare and distribute to the participants in the transaction a transcript of the proceedings pertaining to the obligations.

CONFLICTS

Our firm represents many political subdivisions, companies, and individuals. It is possible that during the time that we are representing the City, one or more of our present or future clients will have transactions with the City. We do not foresee that any such representation, if it occurs, will adversely affect our ability to represent the City as provided in this letter, either because such matters will be sufficiently different from the issuance of the obligations so as to make such representations not adverse to our representation of the City, or because the potential for such adversity is remote or minor and outweighed by the consideration that it is unlikely that advice given to the other client will be relevant to any aspect of the issuance of the obligations. Execution of this letter will signify the City's consent to our representation of others consistent with the circumstances described in this paragraph.

FEES

Based upon our current understanding of the terms, structure, size, and schedule of the financing represented by the obligations; the duties we will undertake pursuant to this engagement letter; and the responsibilities we will assume in connection therewith, our fees and expenses will not exceed \$10,000 for all legal services relating to the authorization, issuance, and delivery of the obligations.

Our invoice for legal services will be presented to the City following the Closings, as follows: not to exceed \$6,000 upon Closing of the bond anticipation note and not to exceed \$4,000 upon Closing of the bond.

RECORDS

Upon request, papers and property furnished by you will be returned promptly. Our own files, including lawyer work product, pertaining to the transaction will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other materials retained by us after the termination of this engagement.

If the foregoing terms are acceptable please have a copy of this letter signed by an authorized official and return the signed copy to us either by email or hard copy. We look forward to working with you.

Very truly yours,

FOSTER GARVEY PC



Marc R. Greenough

Accepted and Approved:

CITY OF STEVENSON, WASHINGTON

By: _____

Title: _____

Date: _____

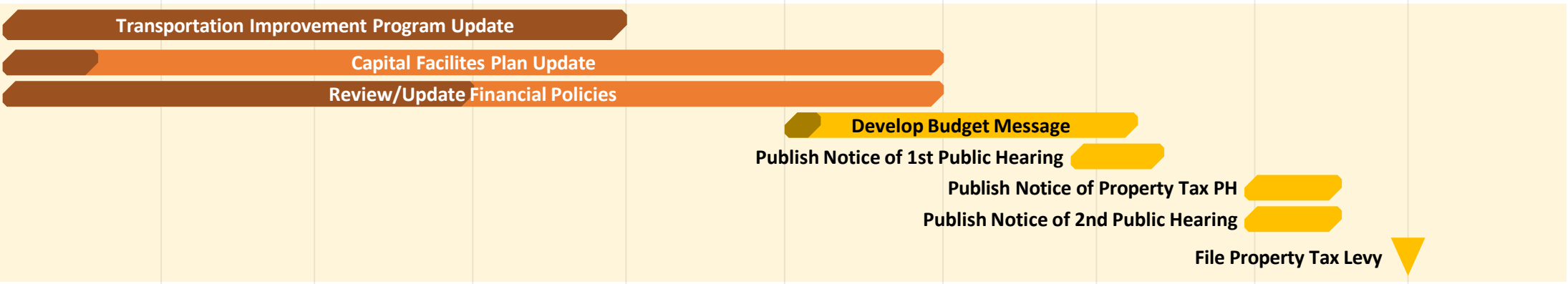
Budget Calendar for FY 2021

2020

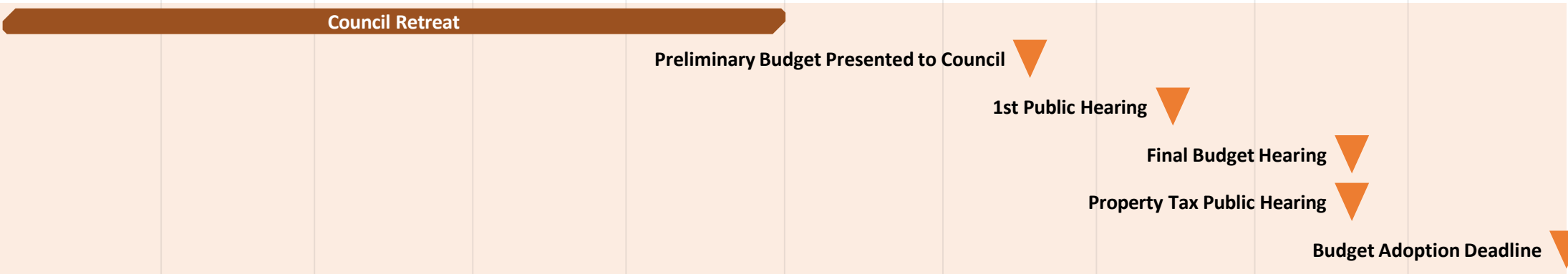


Today

Mayor/Staff



Council



City of Stevenson 2021 Budget Calendar

September 17, 2020 Regular Council Meeting	Preliminary Budget Presented to Council and updated current year Council direction on cost of living increase for City staff and confirm council priorities. <i>(Prior to October 1-No later than the first Monday in October)</i>
September 30 2020	Publish notice of Public Hearing on Proposed Budget (1 st Budget Meeting).
October 7, 2020	Publish second notice of Public Hearing on Proposed Budget (1 st Budget Meeting).
October 15, 2020 Regular Council Meeting	Public Hearings (two): 1st Budget Meeting / Public Hearing on Proposed Budget. <i>(Prior to the Final Hearing)</i> <ul style="list-style-type: none">➤ Receive Budget Message <i>(Prior to November 2-At least 60 days prior to the beginning of the next fiscal year)</i>➤ Presentation of Proposed Budget➤ Public Comment➤ City Council Deliberations & Questions
November 4, 2020	Publish first notice of Final Hearing on Proposed Budget <i>(for two consecutive weeks)</i> and Public Hearing on Proposed Property Tax Levy.
November 11, 2020	Publish second notice of Final Hearing on Proposed Budget <i>(for two consecutive weeks)</i> and Public Hearing on Proposed Property Tax Levy.
November 19, 2020 Regular Council Meeting	Final Hearing on Budget: <i>(On or before December 3-prior to the first Monday in December)</i> Public Comment <ul style="list-style-type: none">➤ Continue City Council budget deliberations & questions➤ Approve Budget or schedule additional meetings Property Tax Levy Public Hearing: <i>(Prior to November 30)</i> <ul style="list-style-type: none">➤ Public Comment➤ Set Property Tax Levy, approve Resolution and Ordinance
November 30, 2020	File Property Tax Levy Certification with County Tax Assessor
December 17, 2020 Regular Council meeting	Budget Adoption <i>(Prior to December 31)</i>
January 31, 2021	Submit Copies of Final Budget to State Auditor's Office and MRSC. <i>(After Adoption)</i>



City of Stevenson

Leana Kinley, City Administrator

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

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

To: City Council
From: Leana Kinley, City Administrator
RE: Transparency Solutions
Meeting Date: August 20, 2020

Executive Summary:

The city's financial software, BIAS, was recently purchased by Springbrook. Springbrook recently partnered with ClearGov to provide integrated financial transparency tools to customers at a 20% discounted rate. In looking at their solution, I researched other tools available to improve transparency and communication through the city's website.

Overview of Items:

At the July 11th retreat, one of council's goals was to improve communication. When council sets goals, those goals are implemented through the budget in the allocation of funds to complete the tasks. Currently, the council receives reports on a monthly basis on the status of the budget and projects. Staff continues to look for ways to improve reporting and transparency to council and the community.

Vendors researched:

The **ClearGov** Insights platform will cost \$4,120 for the first year, and there will be a 3% escalation cost on the \$3,950 annual subscription each year after the initial period ends in 2022.

- A [link](#) to the Stevenson proof of concept Insights page
- A [link](#) to the Queen Creek Project Page Dashboard
- A [link](#) to the 5 minute 'mini-demo' of Cleargov Insights

Tyler Data and Insights is a tool used by Camas found [here](#), however the cost is out of our range.

OpenGov is another tool used by customers in multiple ways and is also out of our budget range.

Capital Planning & Engagement

- City of Ukiah, CA: [CIP Projects](#)
- Wilmington, DE: [CIP Stories](#)
- Clearlake, CA: [Measure V Capital Project Funding](#)
- Coral Gables, FL: [5 Year CIP & Mapping](#)

Citizen Engagement & Education

- Issaquah, WA - [Strategic Plan Survey](#)
- Elk Grove, CA: [Budget Snapshot & Survey](#)
- Saratoga, CA: [Downtown Projects Survey](#)

OpenBook by Questica is a platform that is used by Washington County, OR found [here](#), which is \$2,500 per year for five years, and \$1,600 for installation and does not include the additional project pages. The City of Largo, FL found [here](#), shows the project pages for their CIP, which would cost an additional \$5-7k.

Balancing Act is a budget engagement tool for the public for a cost of \$1,250 for one year, or \$1,125 each year for three years. Some site examples can be found below:

- [“Anytown” Demo example of features](#)
- [Kenmore WA](#)
- [Kiowa CO](#) (pop 750)
- [City of Tacoma](#) (larger city 200k+ launched post-COVID)
- [Denver Taxpayer Receipt](#)
- [Tacoma’s Zoom Budget Hearing via Meeting Mode](#) (public part starts about 32 min in)

MuniDocs is a tool to store city documents online. The annual fees vary based on the quantity of data stored, from \$350-\$1,200. This is the same company that manages the city’s meeting publication software.

Final summary:

Out of the tools listed, there are four that are in the city’s budget. Not all options have agreement documents prepared.

Overall Financial Transparency

ClearGov for financial data and project page information at \$4,120 the first year and \$3,950 for the next two years.

Open Book for financial data only at \$4,100 the first year and \$2,500 for the next four years.

Budget Engagement

Balancing Act for budget engagement for \$1,250 for one year, or \$1,125 each year for three years.

Online Document Storage

MuniDocs for online document storage from \$350-\$1,200 per year.

Action Needed:

Motion to approve contracting with one or more of the services listed above, or no motion.

Project Communications

Shine a spotlight on community development

ClearGov's Project Communication solution allows users to quickly create and publish detailed project pages to share their work with the public. These template-driven pages take only minutes to populate and enable agencies to centralize project timelines, documents, budgets, and other key details.

- ✓ Showcase capital improvements
- ✓ Drive stakeholders to one location
- ✓ Reduce repetitive inquiries
- ✓ Clarify public misconceptions
- ✓ Build community consensus

Why ClearGov?



“ClearGov Projects allows us to quickly create pages around capital projects that we can share on social media to get the word out on timelines and updates. It is also a great resource for the residents who live near these projects to stay up to date on any issues that may impact them.”

- Chris Bradbury
Village Administrator, Rye Brook, NY

The screenshot shows a project page for the City of Demoville. The page title is "New High School" with a "Grand Opening in July" sub-header. It includes a "Subscribe to Project Updates" button, a description of the project, a list of features (modern science labs, library/media center, collaborative learning spaces, turf field), three images (construction site, new building, floor plan), and a "Supporting Materials" section with links to "Building Committee Meeting & Minutes", "Video Tour", and "School Facility Study".

The "Project Budget" section features a bar chart showing "Projected Expenditures" of \$71,400,000.00 and "Expenditures to Date" of \$23,400,000.00. The budget is broken down into Feasibility Study, Construction, and Equipment. Below this is a "Funding Sources" pie chart showing contributions from Building Authority and Town, and an "Expenditures Over Time" line graph showing spending from January to May.

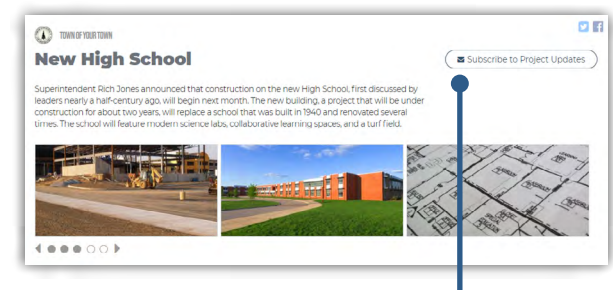
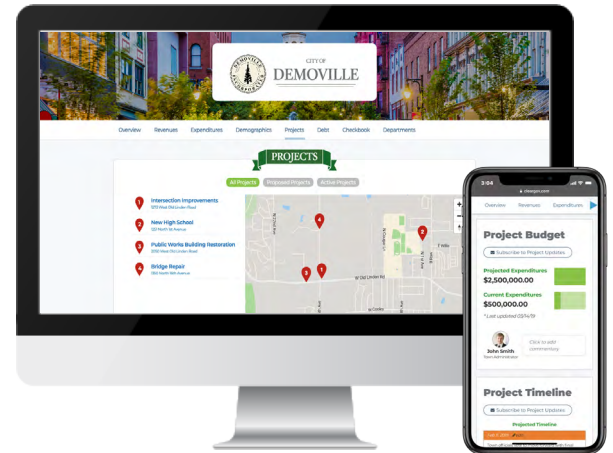
A quote from John Smith, Town Manager, explains the funding plan: "Under the funding plan for the school, the School Building Authority is expected to pay about \$38 million of the costs. The town is responsible for the remainder, which will be covered by a debt exclusion, a temporary increase in property taxes for the years it takes to pay off the loan."

The "Project Timeline" section includes a "Projected Timeline" with key dates: Jan 2, 2019 (Public hearing), Feb 1, 2019 (Begin construction), and Jun 15, 2019 (Demolition of existing High School). It also has a "Current Updates" section with dates: Jan 2, 2019 (Public hearing), Feb 26, 2019 (Construction began), and Jun 11, 2019 (Testing and inspections).

Key Features

Simply populate the fields in the template to create a professional online project page in minutes.

- **Project Summary:** Add a brief overview of your project to inform the community.
- **Location:** Pin the project street address to an interactive map.
- **Supporting Materials:** Upload pictures, studies, and more, or link to relevant resources.
- **Budget:** Identify funding sources and projected costs, and track expenditures to date and over time.
- **Project Management:** Identify current phase, who is in charge, and how to contact them.
- **Timeline:** Share key milestones and update your timeline as the project progresses.
- **Feedback:** Allow visitors to submit comments you'll be able to control what the public can see.



Viewers can subscribe to your project's page to receive automated email notifications when changes are made.

How It Works



Create

Create a page for any project. Pages can be removed when the project is finished or archived on your dashboard to show improvements over time.



Publish

Publish your project and embed on your own website. ClearGov will help promote your projects via our content distribution network.



Share

Share projects on social media and across other channels to keep residents engaged and up-to-date on all your capital improvements.

Transparency & Performance

Paint a clearer picture

ClearGov is an affordable, turnkey solution that transforms complex financials into easy-to-understand infographic-based profiles. These unique profiles allow governments to add valuable context that tells the story behind the numbers. With ClearGov, residents and internal stakeholders have easy online access to a central source of truth and a more complete picture of their community's finances, demographics, projects, and more.

- ✓ Put numbers into context
- ✓ Reduce information requests
- ✓ Equip stakeholders with actionable data
- ✓ Benchmark against peer communities
- ✓ Build public trust and support

Claim Your Page

Your municipality's profile has already been created - we've built one for every local government across the country. Start your transparency journey today by claiming your page to update your data, access our suite of transparency tools, and share it with stakeholders.



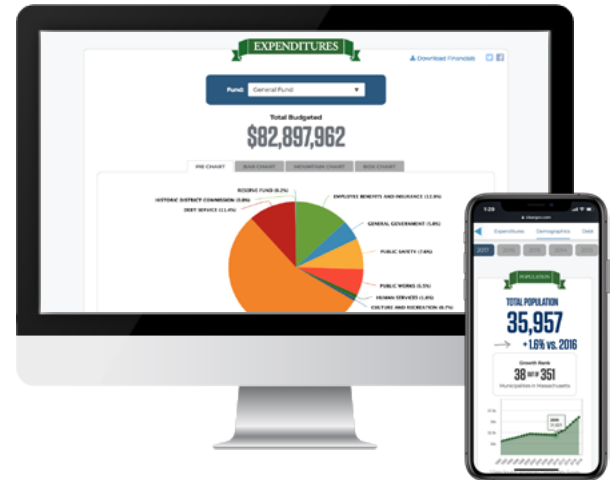
Visit www.ClearGov.com and search for your Town, School or County to view your profile.



Key Features

Improve understanding of how tax dollars are being spent with a platform that simplifies your data.

- **Infographics:** Leverage graphics to help viewers conceptualize important metrics.
- **Budgets:** Share next year's budget in an interactive format that is easy to digest.
- **Commentary:** Add details to give context behind spending, funding, debt, and more.
- **Open Checkbook:** Provide check-level detail revealing line-item spend..
- **Peer Comparisons:** Choose peer groups and instantly create side-by-side comparisons.
- **Projects:** Centralize capital improvement plans and show progress for each project.
- **Custom Charts:** Create and export powerful graphics to include in your presentation decks.



"In this day and age, the demand for government transparency has never been greater. The ClearGov solution has provided us a seamless way to deliver the information that our community wants and makes it easy to understand."

- **Michael Cramer**
Town Manager
Town of Carolina Beach, NC

How It Works



Update

You export your fiscal data from your accounting system (generate a simple report) and ClearGov does the rest — translating your data into compelling visuals.



Customize

You get access to a full suite of easy-to-use back-office tools like chart builders, widgets, commentary, and more so you can personalize your transparency profile.



Share

You promote your profile on your municipal website and share it on social media. We'll automatically syndicate it across our unique content distribution network!



SOFTWARE PROPOSAL

PREPARED FOR

Leana Kinley
City Administrator
City of Stevenson

PREPARED BY

Rachel Alexander
ClearGov, Inc.
ralexander@cleargov.com
650-899-0504

PREPARED ON

August 3, 2020





August 3, 2020

Leana Kinley
City Administrator
City of Stevenson
PO Box 371
Stevenson, WA 98648

Dear Leana,

Per our discussions, I am pleased to provide you and your team at Stevenson with the attached software proposal for your consideration.

Our mission at ClearGov is to help build a community of transparent, data-driven, modern governments. We make it easy for governments like yours to operate more efficiently and communicate more effectively. Our solutions are easy to afford, implement, and use. They don't cause a lot of upheaval, and they don't force you to reinvent the wheel. ClearGov solutions are designed to help local governments like Stevenson take a strong next step in your journey from good to great.

We fully appreciate the demands on your time, so I'd like to thank you in advance for the time that you and your team will spend reviewing this proposal. If you have any questions or need additional information of any kind, please do not hesitate to ask.

I am confident that you and your team will be impressed by the ClearGov solutions and even more impressed by how hard we will work to make you happy.

We look forward to working with you.

Sincerely yours,

Rachel Alexander
ClearGov, Inc.
ralexander@cleargov.com
650-899-0504



TABLE OF CONTENTS

TABLE OF CONTENTS	4
EXECUTIVE SUMMARY	5
SOLUTIONS OVERVIEW	7
INVESTMENT	13
PROJECT MANAGEMENT	14
SCOPE OF WORK	15
TIME COMMITMENT	16
DATA REQUIREMENTS	18
TRAINING & SUPPORT	19
SECURITY OVERVIEW	21
FAQs	23



EXECUTIVE SUMMARY

Mission

ClearGov’s mission is to build a community of transparent, data-driven, modern governments. We pursue this mission by making it easy and affordable for every local government to take a strong next step on its journey from good to great. ClearGov solutions are carefully designed to help local governments operate more efficiently and communicate more effectively, fueling better strategic decision making and increased levels of community support.

Solutions Overview

Based on our conversations with Stevenson and our understanding of your key needs and objectives, we are proposing the following ClearGov Solutions:

ClearGov Insights Suite

- Transforms complex government financials into easy-to-understand infographics
- Publishes the budget in a uniquely compelling way that drives understanding and support throughout your community
- Includes simple but powerful tools that enable you to offer residents a window into capital projects and department performance

Investment

ClearGov offers solutions that are affordable for local governments of all shapes and sizes. Stevenson falls into our Tier #1 category. A summary of your investment in the ClearGov Solutions proposed herein includes:

Setup Service Fees (One time investment)	
Setup Fee	\$1,200
Setup Discount: Springbrook discount to first 20 clients	\$240
Total Setup Service Fees	\$960
Annual Subscription Service Fees (Annual investment)	
ClearGov Insights Subscription	\$3,950
1st Year Discount: Springbrook discount to first 20 clients	\$790
Total Annual Subscription Service Fees	\$3,160

See the Investment Section below for full details on setup fees and annual subscriptions.

Implementation Plan

While implementing ClearGov’s accessible solutions is designed to be a turnkey process, we offer dedicated Client Success resources to help you get up and running quickly and

efficiently. A comprehensive implementation plan is described in more detail later in this proposal. Here are the highlights:

Project Management

- ClearGov will assign you a dedicated Client Success Manager (CSM) to coordinate, lead, and manage the entire setup process as well as provide ongoing support.

Scope of Work

- ClearGov provides comprehensive onboarding services — at no additional charge — to ensure that you hit your launch targets and get the most value out of your ClearGov investment.

Launch Timeline

- Launch generally takes approximately 2 – 4 weeks from the time that you provide your Client Data Report(s) to ClearGov, depending upon the volume/complexity of your data as well as ClearGov client backlog.

Data Onboarding Requirements

- ClearGov will handle all importing, onboarding, and mapping of data. In short, we'll take your raw financial information, sort it, and upload it to the ClearGov platform so it perfectly matches your chart of accounts. The only thing you have to do is supply your data, which generally involves running a few simple reports from your existing accounting system. We'll walk you through the process.

Training and Support

- ClearGov provides unlimited training and support throughout implementation and for as long as you're a ClearGov customer. You will also have access to a frequently updated library of online resources and best practices to help you achieve the best outcomes.

Conclusion

In the pages that follow, we'll explain how and why ClearGov solutions not only offer the best value for Stevenson, but also make your day-to-day operations more efficient, productive, and impactful.

ClearGov is committed to helping local governments like yours “make democracy work better.” And while that may sound lofty, “democracy” is simply what you do every day. We just want to help you do it in a modern, data-driven way — a way that makes your job easier, lightens your load, showcases all the good work that you do, and ultimately helps you better serve your community.

ClearGov already works with hundreds of local governments across the country, and we'd be delighted to welcome Stevenson into the fold. If you have questions or concerns as you review this proposal, please do not hesitate to reach out. Thank you for your consideration.



SOLUTIONS OVERVIEW

We know that you're working hard to make your government run better, and you know that technology can help you get it done. Unfortunately, most of the gov-tech software on the market right now is designed for sprawling megacities or state and federal government — not local agencies like yours. So, these platforms are often complicated, expensive, and loaded with bells and whistles that you'll never use. You don't need a chainsaw to carve a turkey. You simply need the right tool for the job.

ClearGov is built from the ground up specifically for local governments. It does everything you need it to do. It's just-right software for agencies that are looking to take that critical next step toward more efficient operations and better community engagement. Therefore, all ClearGov solutions are:



INTUITIVE AND EASY TO USE

At ClearGov, everything we do is designed to make complex government data easy to understand and easy to use, internally and by the public at large. We present data in readily-understood infographic form, and offer an interface for our internal tools that's easy for every staff member to learn and use.



CLOUD-BASED

Web-based software requires no installation, no maintenance and is always up-to-date. We host our software and our data with Amazon Web Services, which ensures data security and world-class software performance.



TURNKEY

We understand that in local governments, staff is almost always stretched too thin. That's why we do all the heavy lifting for you. To get started, all you have to do is send us an Excel file with your data. We'll take care of the rest. When you login to ClearGov for the first time, you'll find that everything is right where it should be.



AFFORDABLE

ClearGov is built and priced for local governments and school districts. Our packages are all-inclusive, so you'll never be charged extra for per-seat licenses, never be surprised with hidden fees, and never pay for support or product updates...never.

Our goal is to delight our customers with unbeatable value in everything we do.

Modernization is a Must

In the wake of COVID-19, it is more important than ever for local governments to leverage technology to enable them to continue to thrive in our collective new reality. In fact, those agencies that have already embraced modernization have found it far easier to weather the Coronavirus storm.

As the world continues to evolve, local governments need to keep the following four critical success factors top of mind as they retool themselves for a more efficient and modern government.

COMMUNICATION

The pandemic has eliminated the water-cooler chat, so internal “over-communication” should be the new norm. Plus, it’s even more important for local governments to be transparent when public meetings can’t be public. ClearGov facilitates and simplifies the communication process, but internally and throughout your community.



COLLABORATION

Improving and streamlining the collaborative process is vital to prevent key items from falling through the cracks. Centralization and remote access to documents, systems and processes is mission-critical. All ClearGov products have been designed to provide access to your entire team, and we don't charge by the user - so you can bring everyone to the party.



SECURITY

Desktop-based applications can be infiltrated, especially if operated remotely. Cloud-based applications offer instant security. Now is the time to start leveraging the security resources of cloud platforms like AWS. ClearGov’s solutions are all cloud-based and hosted on AWS. See Security Overview section for more details.



FLEXIBILITY

Local governments must be able to quickly adjust to evolving input and changing dynamics. As a result, they also need the ability to create and explore “what-if” scenarios to inform better decision making. ClearGov puts the information and the tools you need at your fingertips to become a transparent, data-driven, modern government.



INSIGHTS SUITE

A Government Communications Platform for the Information Age

ClearGov Insights is a suite of cloud-based solutions designed to remove the static from your communications efforts, so you can keep your community in the loop with the solid work you and your team are doing. With innovative, turnkey transparency profiles, project pages, and department dashboards ClearGov Insights helps you tell your story and show your work.

[Watch a 5 minute micro-demo here](#)



"We wanted the public to see at-a-glance not just how their tax dollars were being spent, but how the Village's finances stacked up against similar-sized communities nearby. ClearGov gives Lemont residents an easy-to-understand visual snapshot of where we are financially so they don't have to scour a 300-page budget book for the fiscal insights they need to make informed decisions."

Christina Smith
Finance Director
Village of Lemont, IL
Population: 16,780

ClearGov Insights Suite Modules

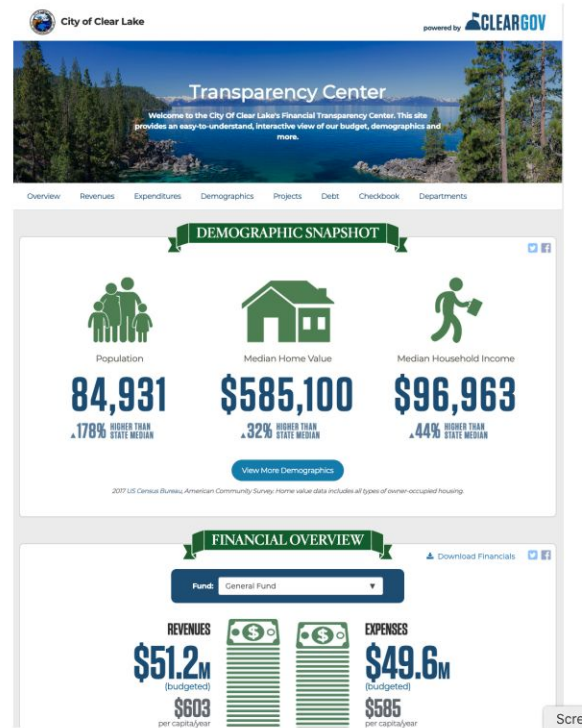




Financial Transparency Module

Build community trust and support by publishing your financial data in an online profile that's feature-rich, easy to use, and easy to understand. It's an instant best-in-class transparency center that's miles ahead of the usual complex spreadsheets and static PDFs.

- **Easy-to-understand infographic format:** Help citizens and other stakeholders easily visualize and interpret important metrics.
- **Context features that make transparency meaningful:** Add explanatory notes that tell the story behind the numbers. Allow users to compare data side-by-side with similar communities near you.
- **Budget vs. actuals:** Clearly show how funds are collected and allocated. Reveal trends by showing historical data as well.
- **Open checkbook:** If desired, you can provide searchable, check-level detail revealing line-item spend.



Why does Stevenson need this?

- **Build public trust:** According to the Pew Research Center, only 18 percent of Americans say they trust the government to do what is right. By proactively opening up your data for public consumption, you show you have nothing to hide.
- **Drive community support:** By sharing critical facts and figures with citizens, you can foster a climate of trust and understanding that helps drive public support for key initiatives.
- **Dispel public misconceptions:** MIT research shows that false news travels faster, farther, and deeper than true news, particularly through social media. In the age of misinformation, readily accessible and easily understood facts are your best defense against public misconceptions.
- **Reduce inquiries:** Research by the Sunlight Foundation indicates that municipal transparency programs reduce citizen information requests by 30 percent. The more data you share with constituents now, and the clearer you make it, the fewer inquiries and record requests you'll field on an ongoing basis.

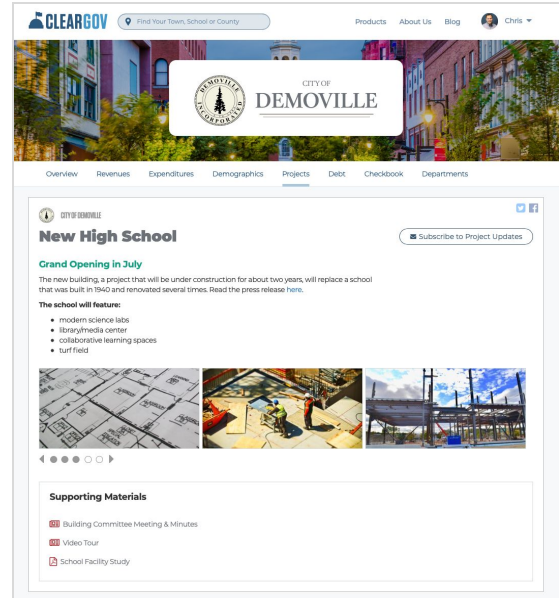


INSIGHTS SUITE

Capital Project Communications Module

Quickly and easily create and publish custom Project Pages to keep citizens in the loop with key data and updates about all of your key projects. Templated Project Pages take only minutes to populate and allow you to share photos, timelines, funding sources, and more — all in one centralized location.

- **Share project finances:** Post your project's budget, funding sources and track expenditures along the way.
- **Share images:** Bring your project's story to life by posting photos and architectural renderings.
- **Allow citizens to subscribe:** Visitors to your Project Pages can subscribe to receive automatic email updates every time you make a change.
- **Collect citizen feedback:** Invite visitors to ask questions or post comments in a moderated forum that you control.



Why does Stevenson need this?

- **Shine a spotlight on community development:** A good chunk of every tax dollar funds important CIPs in your community — things like new construction, improvements to infrastructure, and other key initiatives. Keep residents (and the press) informed about the issues they care about most.
- **Reduce incoming calls:** Stop fielding the same questions over and over again. Drive residents and other interested stakeholders to online Project Pages via your website and social media.
- **Build public support:** Right now, you may only hear from the squeakiest of wheels, but your community is full of smart, reasonable people. Engage them and invite their feedback in the comments section — a moderated forum that you control.
- **Provide a modern alternative to public meetings for busy constituents:** By publishing project data and updates online you can make it easier for engaged citizens to stay informed.

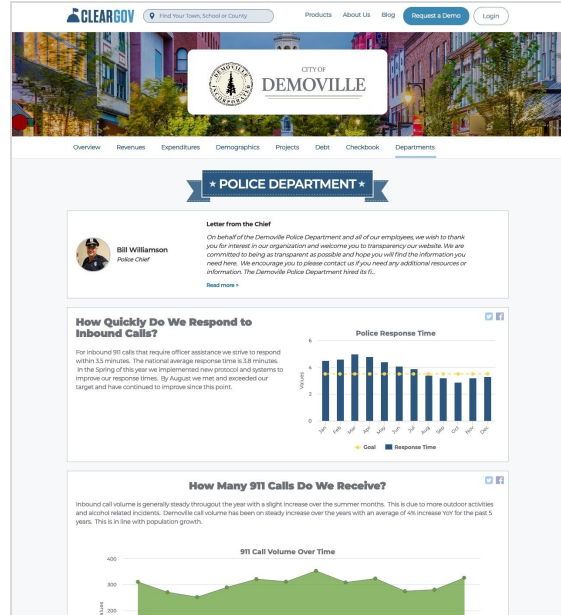


Department Dashboards Module

Tell your government's whole story by publishing updates detailing department-level performance metrics. Showcase KPIs for any and all departments, from animal control to the zoning board.

ClearGov Department Dashboards are extremely flexible and point-and-click easy to assemble. You can use Department Dashboards to display any metric you like. Plus, the ClearGov solution makes sure that your data is presented in a way that's easy for your residents to interpret and understand.

- **Customize:** Display department-specific KPIs. Add the department head's name, title, picture, and a brief intro letter.
- **Create panels:** Select the appropriate template for each section you want to display. If you like, add commentary or explanatory text.
- **Add charts:** Pull in existing graphics from the ClearGov Chart Builder App or easily create new ones specific to your dashboard.



Why does Stevenson need this?

- **Promote value:** Where else can the average citizen go to find out about police response times or annual fundraising efforts? Department Dashboards let every division tell its own unique story.
- **Hold departments accountable:** They say that what gets measured is what gets done. ClearGov dashboards are a simple and effective way to track department performance against goals and to promote a culture of performance and transparency agency-wide.



INVESTMENT

Our pricing model matches our products - simple, straightforward and built for local governments.

Setup Fee:

- A **one-time investment** that covers setup, activation, data onboarding and initial training — everything you need to get launched.

Solution Subscription:

- A flat **annual investment** covers unlimited access and usage of your ClearGov solution and includes unlimited support from your dedicated Client Success Manager.

That's it. We don't charge extra for seat licenses or updates or ongoing support or professional services or anything else, so there are absolutely no hidden fees. See the table below for a complete breakdown of what's included.

Setup Service Fees (One time investment)	
Setup Fee: Includes - <ul style="list-style-type: none"> - Full activation and setup - Data onboarding - Client training 	\$1,200
Setup Discount: Springbrook discount to first 20 clients	\$240
Total Setup Service Fees	\$960

Annual Subscription Service Fees (Annual investment)	
ClearGov Insights Suite: Includes - <ul style="list-style-type: none"> - Fiscal Transparency Module - Project Communications Module - Department Dashboards Module 	\$3,950
1st Year Discount: Springbrook discount to first 20 clients	\$790
Total Annual Subscription Service Fees	\$3,160



PROJECT MANAGEMENT

ClearGov offers robust solutions that are easy to set up and operate. We understand that most local governments are pressed for resources, so we have designed an activation process that places the heavy-lifting on ClearGov. This section outlines the key project management roles and responsibilities.



"ClearGov did all the heavy lifting — we didn't have to add staff, data storage space, or anything like that. We just exported the data and ClearGov did the rest."

Carrie Arrenz
Budget Analyst
Sheboygan, WI

ClearGov Role & Responsibilities

ClearGov will assign a dedicated Client Success Manager or CSM to lead the implementation effort. Your CSM will:

- Coordinate and execute the development of the project plan.
- Ensure the timely delivery of items identified as "In scope" within this proposal.
- Train your staff to use ClearGov tools and applications.
- Track, communicate, and expediently resolve any implementation issues.
- Monitor project progress to ensure a timely and efficient launch.

All ClearGov CSM efforts will be performed remotely with direct email and phone contact as necessary.

Client Role & Responsibilities

We ask that you designate one individual as a primary point of contact to facilitate:

- Delivery of "Client Task" items (listed below) in a timely manner.
- Coordination of Client participants for Kick-Off and Training calls.
- Review and approval of onboarded Client Data to confirm launch.



SCOPE OF WORK

In addition to providing unlimited training and ongoing customer support, your dedicated Client Success Manager will coordinate all of the necessary onboarding and updating services required to suit your unique needs. Depending upon which features/functionality you wish to fully or partially leverage, the scope of work to be performed by the ClearGov Client Success team is outlined below.

ClearGov Insights Suite - Scope of Work

Service Description	In Scope
Import historical (actual) fiscal data: Your historical audited financials form the foundation of the Transparency Module implementation.	Up to 20 yrs of historical audited data
Import current and historical budgeted data (Optional): Enables the ability to overlay and present budget to actual performance.	Up to 20 yrs of historical budgeted data
Import ongoing financial updates: You may regularly update audited and/or budgeted data at your discretion, e.g. you may post current FY budget and update periodically with actual spending.	Update monthly, quarterly (recommended) or annually
Import historical checkbook data (Optional): You may choose to display detailed check data — either publicly or privately.	Up to 100,000 checks
Import ongoing checkbook updates (Optional): Checkbook data may be updated at your discretion.	Update weekly, monthly, quarterly (recommended) or annually
Project Page setup assistance: Although Project Pages are simple and quick to create, ClearGov is happy to walk you through your first Project Page.	Unlimited Project Pages
Department Dashboard setup assistance: Although Department Dashboards are simple and quick to create, ClearGov is happy to walk you through your first dashboard.	Unlimited Dashboards



TIME COMMITMENT

The ClearGov onboarding and activation process is designed to be turnkey and require limited effort on your part. The bulk of the onboarding effort involves uploading, mapping, and configuring your data — a process which is managed entirely by the ClearGov Client Success team. The only To-Do items on your list are to A) send us your data (i.e. run some reports and send us an email), and B) validate our work.

The following outlines a typical implementation process with estimated Client time commitments.



Client Activation (ClearGov Task)

- Assign and introduce you to your dedicated CSM
- Your CSM will activate your subscription. NOTE: (You may access your ClearGov Account immediately upon activation.)
- Your CSM will schedule your kick-off call



Kick-Off Call (Shared Task)

- Your CSM will meet with you (via conference call) to confirm goals, review onboarding steps and deliverables, and establish a timeline
- Your CSM will explain data requirements and provide instructions



Client Data Report (Client Task)

- You run reports from your accounting platform to export necessary data (See [Client Data Requirements](#) below)
- You send exported reports to ClearGov



Data OnBoarding (ClearGov Task)

- ClearGov Client Success Team completes the onboarding and mapping of your data into the ClearGov platform

NOTE: The onboarding time varies based on the volume and complexity of your data as well as the current backlog of Client activations.



Client Data Review (Shared Task)

- Your CSM will present (via conference call) the mapped data for your review/approval.

NOTE: Generally speaking, there is a primary review call, followed by 1 or 2 additional calls, depending upon the complexity of the data and the number of iterations.



Training and Launch (Shared Task)

- Once you approve your data, ClearGov will activate it within the live platform and schedule the Launch Training call.
- The Launch Training call typically takes about an hour, and you may invite as many people from your team to attend as desired.

Timeline Summary

The overall launch timeline is heavily influenced by your ability to deliver the Client Data Report in a timely fashion. In short, the sooner we receive your data, the sooner we can get you up and running.

As you can see from the implementation process outlined above, the ClearGov implementation process is not a long, drawn-out process. As a general guideline, you can expect to be completely launched within 2 - 4 weeks of whenever you provide us with your Client Data Report, and of course, the bulk of the work during that time period rests on ClearGov's shoulders.

Launch Deadlines

If you have a specific hard launch deadline — such as coordinating with the launch of a new Website — please inform your ClearGov CSM during the kick-off call, and s/he will inform you what will be required to achieve your target launch date.

IMPORTANT: ClearGov Backlog Summary

Due to a recent spike in demand for ClearGov's solutions, we are in a **temporary backlog situation** with respect to our Data Onboarding process. We want to ensure that we are setting - and delivering on - proper expectations, so we have created a [Data Onboarding Schedule](#) site that provides an up-to-date summary of the current data onboarding backlog. We will onboard ClearGov customers on a first-come, first-served basis, based on the signature date of their Service Order. Please see the [Data Onboarding Schedule](#) site for more details and specific dates.



DATA REQUIREMENTS

The data that ClearGov needs to fully activate your account is straightforward and can be readily exported from any accounting/ERP system.

Required Files

In most instances, ClearGov generally requires only two simple files from you:

Line Item Detail File(s)

- A simple report that provides the full account number, account description, fund, year, and total dollars collected/expended for each account/line item in your chart of accounts.
- Depending upon which accounting system you're using, this report is often referred to as the Trial Balance Report; Account Inquiry Report; or Budget-to-Actual Report.

Account Number Key

- Another simple report that labels or describes the "segments" of each account number (e.g. funds, departments, objects, etc.).
- Depending upon which accounting system you're using, this report is often referred to as the Segment Report or Chart of Accounts.

Optional Files

Ultimately, you decide how the breadth and depth of data that you would like to provide to ClearGov. We recommend the following optional data sets:

Budgeted Revenue and Expense Data

- You can provide historical, current and/or upcoming fiscal year(s) budgeted revenue and expense data.

Debt Detail

- Show your total outstanding debt on your site. This information may be broken down by fund and/or by debt categories of your choosing.

Checkbook Data (ClearGov Insights Only)

- If you wish to use the Open Checkbook feature in ClearGov Insights, your data must include check-level detail for the most recent fiscal year with as much historical data as you prefer.

When you are ready to send your data, ClearGov will provide you with detailed instructions on file types and formats needed.



TRAINING & SUPPORT

ClearGov solutions are designed to be intuitive and simple-to-use, so chances are that you won't need much hand-holding - even from the start. With that said, ClearGov's training sessions are designed to ensure that you and your team can quickly launch, adopt and optimize the value you receive from the ClearGov platform. We will share some key insights and best practices to help you ramp quickly. All ClearGov customers also receive unlimited access to a frequently updated online support center.

Training Sessions

Your dedicated CSM will work with you to schedule convenient training sessions expressly tailored to your needs. We often suggest training a core group of power users first (usually your finance and/or communications team) and then scheduling broader sessions to include department heads, but it's entirely up to you. We'll provide as much training as you think you need.

ClearGov uses modern web conferencing services to conduct live training sessions remotely. This enables the instructor to share his/her screen and record every session. It also enables you to distribute the recording via email after-the-fact to any who were unable to attend; save it for future reference; and/or train new hires.



"The ClearGov client success team has been incredible — patient, understanding, and responsive — every step of the way."

Jodi Cuneo, CGA
Town Accountant
Walpole, MA

Client Success Expectations

You will be assigned a dedicated Client Success Manager (CSM) who will be responsible for coordinating and managing your activation and onboarding process as well as initial training. Your CSM will also be your primary point of contact for any ongoing support requirements or issues.

Service Level

Our CSMs are committed to responding to all support inquiries within **one business day**, and in most cases, you will receive a same-day response. You will also be provided an escalation path in the event that you are ever dissatisfied with your CSM's performance or you have a time-sensitive issue that needs immediate resolution.

Client Support Portal

You and your team will have access to text and video training materials in the ClearGov Support Center. This online resource center is constantly updated with new content and best practices.



SECURITY OVERVIEW

The ClearGov platform is hosted by Amazon Web Services (AWS), the world leader in cloud computing as a service. Used by the Departments of Justice, Defense, and Homeland Security, AWS is one of only three vendors that have been granted government authorization to store highly sensitive federal data on its cloud-computing servers.

AWS handles systems, network architecture, and security, enabling ClearGov to focus on what it does best — developing world-class solutions for local governments. With ISO 27001 and FISMA-certified data centers, AWS has made platform security its highest priority in order to protect customers' critical information and applications.

Another key advantage of hosting on the AWS cloud is that it allows ClearGov to easily scale and innovate, while maintaining all security protections across the entire infrastructure.

How secure is ClearGov?

Hosting with AWS ensures that ClearGov maintains the highest security standards in the world:

- Web application firewalls control access to the underlying code.
- AWS has built technologies to protect against distributed denial of service (DDoS) attacks to ensure network availability and application uptime.
- AWS's SQL Server RDS uses server-side encryption to protect sensitive data.

In addition to AWS's secure hosting environment, ClearGov has implemented a number of extra software security features:

- **Secure Socket Layer (SSL):** SSL establishes an encrypted link between AWS servers and the web browser to ensure that all data transfers remain private and integral.
- **SQL Injection Protection:** ClearGov has built protection against SQL injection attacks where hackers attempt to insert nefarious server requests into web forms.
- **Access Rights:** ClearGov has implemented strict permission settings based on roles, which limit access to specific data and application functions. This ensures that internal users are restricted from accessing sensitive data based on privileges assigned by your administrator.
- **Password Authentication:** ClearGov does not store passwords explicitly, but rather "hashes" (encrypts) them so they are not compromised.
- **Logging and Monitoring:** ClearGov employs monitoring features that quickly identify vulnerabilities and provide immediate alerts if action is required.

Where are ClearGov data centers located?

AWS replicates the ClearGov application and data across multiple data centers to ensure redundancy and availability. With this in mind, ClearGov is hosted at the AWS data centers in North Virginia, Ohio, Northern California, and Oregon.

You can learn more about AWS data centers and security measures via the following link:

- <https://aws.amazon.com/security/?hp=tile>.



FAQs

General Questions

Q: Do we need to dedicate resources for ClearGov implementation?

- A: Ideally, we would like to have one point person on your end with whom we can coordinate logistics. We generally require no more than a few hours of that person's time for the entire setup/onboarding process. Typically, that same person is responsible for delivering regular data updates (usually quarterly), which requires only a few minutes of their time once per quarter. (See Project Management section for more details.)

Q: Does ClearGov provide training?

- A: The ClearGov platform is designed to be simple and intuitive. With that said, ClearGov will provide whatever training you and your team need during the kick-off process. And, the ClearGov team is available for unlimited support and/or training on an ongoing basis. ClearGov also provides video tutorials, online help, and other support materials as well. (See Training and Support section for more details.)

Q: How much effort is required to import our data?

- A: In short, not much. All ClearGov Solutions are designed to be turnkey and ClearGov does all of the heavy lifting for you. See Time Commitment section above for more details.

Q: Can ClearGov help us communicate our finances internally?

- A: Absolutely. ClearGov is a powerful tool for not only communicating with residents, but also internal stakeholders. ClearGov can act as a central reporting platform that offers clear and easy-to-understand infographics that can be used for presentations and reports both internally and externally.

Q: How will ClearGov store our data? Is it secure?

- A: ClearGov utilizes a full suite of solutions from Amazon Web Services (AWS) to host and deliver the data for the ClearGov platform. We specifically selected AWS as our solutions provider because the AWS infrastructure puts strong safeguards in place to help secure and protect customer data. All data is stored in highly secure AWS data centers, and you can learn more about AWS security measures via the following link: <https://aws.amazon.com/security/?hp=tile>. See Security Overview section above for more details.

Q: Are there any accounting systems that are not compatible with ClearGov?

- A: The short answer is "No" — we work with everybody. We're not actually doing a direct integration with your accounting system; we just need a simple report, and every accounting system we've ever met can easily produce that report. We've worked with enough of them now that we can probably tell you which report to print, and if it's a new one, we'll help you figure out which report is right.

Q: Does ClearGov provide a real-time integration with any eFinance or ERP systems?

- A: The short answer is...No...and this is by design. ClearGov takes a different approach when it comes to integrating your data onto our platform. In short...we do the work for you. You simply send us a report from your accounting system whenever you like, and we'll upload it - and there is never any additional charge for this.
- The reason we take this approach is that system integrations sound like a good idea on paper, but in reality...they are painful, expensive and extremely difficult to maintain. The key problem is that every time the software changes on either end of the integration, the connection breaks and requires significant effort to re-integrate. In fact, that's how our competitors make a lot of their money, because they charge professional service fees every time you ask them to re-establish the integration. Bottom line, the extra costs of supporting and maintaining a real-time integrated solution far outweigh the minimal incremental benefits of real-time data transfer.

Insights Suite Questions

Q: Where does ClearGov get its financial data?

- A: ClearGov sources its financial data from various entities including state departments of revenue; state education departments; etc. ClearGov also compiles complementary data, such as demographic information, home values, road miles, etc. from various public sources including the U.S. Census Bureau.

Q: How does ClearGov determine the default peer group for peer analysis?

- A: ClearGov uses four primary factors to create the ClearGov Default peer Group for each municipality:
 1. ClearGov looks for municipalities with similar populations.
 2. ClearGov looks for municipalities with similar median home values as determined by census data.
 3. ClearGov looks for municipalities with similar commercial assessments to differentiate between rural and urban municipalities.
 4. ClearGov dynamically searches for the closest ten municipalities that meet population, median home values and commercial assessment deviations. The figures from these municipalities are combined to create a peer average.
- **NOTE:** As a ClearGov Insights Suite customer, you will have the opportunity to create and publish your own custom peer groups, based on whatever criteria is most important to you.

Q: Won't publishing a transparency profile generate a lot of incoming inquiries?

- A: On the contrary, our customers find that a ClearGov profile helps the community find the answers they seek more easily and consistently. Plus, you can add commentary that tells the story behind your numbers and provides additional context.
- Prior to launch you will want to identify the components of your data that would benefit from some additional context. ClearGov enables you to add commentary to these sections of the profile which will actually reduce the number of inbound public information requests.

- Finally, if you do get an influx of inquiries, you will generally find a consistent pattern to the questions. So, you can use those questions to inform and further enhance your commentary.

Q: What about inciting “community activists”?

- A: It seems that every municipality has a small population of what we call “CAVE People” (**Citizens Against Virtually Everything**), and unfortunately, we don't have a direct solution for that. However, a large portion of the most aggressive community activism is generally caused by a misinterpretation of the facts, or simply taking the facts out of context. We have found that ClearGov can drastically change both the tone and substance of the conversation by showing that your local government has nothing to hide, and by delivering not just data, but the stories behind the numbers to help everyone have a more informed and empirically accurate conversation.



“We were impressed with the ClearGov solution from the start, especially the clean, simple interface. They are experts at presenting complex information in an easy-to-understand and visually-appealing way. And, as our partners, they have been responsive and professional.”

Chris Bradbury
Village Administrator
Rye Brook, NY



2 Mill & Main; Suite 630; Maynard, MA 01754

Service Order

Created by	Rachel Alexander
Contact Phone	650-899-0504
Contact Email	ralexander@cleargov.com

Order Date	Aug 3, 2020
Order valid if signed by	Aug 21, 2020

Customer Information			
Customer	City of Stevenson WA	Contact	Leana Kinley
Address	PO Box 371	Title	City Administrator
City, St, Zip	Stevenson, WA 98648	Email	leana@ci.stevenson.wa.us
Phone	509-427-5970	Billing Contact	
		Title	
		Email	
		PO # (If any)	

To be clear, you will initially be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Aug 24, 2020	\$4,120.00	Setup Fee & Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.		

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
Setup	Aug 24, 2020	Aug 24, 2020	ClearGov Setup Services
Initial	Aug 24, 2020	Aug 23, 2023	ClearGov Subscription Services

The Services you will receive and the Fees for those Services are...		
Set up Services	Tier/Rate	Service Fees
ClearGov Setup: Includes activation and onboarding for ClearGov Insights.	Tier 1	\$1,200.00
Springbrook Introductory Offer: 20% discount (Valid only for first 20 Springbrook customers)	20%	(\$240.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME		\$960.00
Subscription Services	Tier	Service Fees
ClearGov Insights Suite - Civic Edition: Includes Transparency, Projects, Dashboards Modules	Tier 1	\$3,950.00
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE		\$3,950.00
Special Terms	Applies to	Amount
Springbrook Introductory Offer: 20% discount (Valid only for first 20 Springbrook customers)	First 12 months	(\$790.00)
Billing Terms and Conditions		
Valid Until	Aug 21, 2020	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 30	All invoices are due Net 30 days from the date of invoice.
Rate Increase	3% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions	
Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order DO NOT include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Customer Deliverables	Customer shall provide all deliverables and respond to all approval requests within three (3) business days of such requests. Any delay by Customer in meeting these deliverable requirements may result in a delayed launch of the applicable Service(s), but such delay shall not affect or change the Service Period(s) as set forth in this Service Order.
Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.

Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an "Annual Term"), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov Service Agreement.

Customer	
Signature	
Name	Leana Kinley
Title	City Administrator

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

BalancingAct

Proposal for Stevenson, WA

Stevenson is interested in utilizing Balancing Act’s budget engagement products to better inform and engage its residents on the budget and get informed input on the budget. Furthermore, the City may desire to create internal simulations to support the Citizen Academy or departments to prioritize requests and to support senior staff to reach consensus on decision items.

Full Suite of Budget Simulation Software:

- Unlimited subscription to Balancing Act budget simulation with customization package that supports Scenario Questions and Advanced Settings.
- Unlimited subscription to Analytics, which gives you detailed insight into who is using the simulation and how they would balance tradeoffs.
- Unlimited subscription to Meeting Mode, which modifies Balancing Act for use in face-to-face or other synchronous meetings.
- *Unlimited subscription to Taxpayer Receipt, which produces an estimate of taxes paid and how they are utilized.

Cost of Software Subscription:

Solution	Contract Duration	
	1 year (annual cost)	3 years (annual cost)
Budget Simulation (annual cost)	\$1,000.00	\$900.00
*Taxpayer Receipt (annual cost)	\$250.00	\$225.00
TOTAL	\$1,250.00	\$1,125.00

Subscription Includes:

- One-hour onboarding call
- Instructional videos
- Email, phone, online chat support
- Updates and New Features (such as Budget Reduction View)
- Client user group

Additional services:

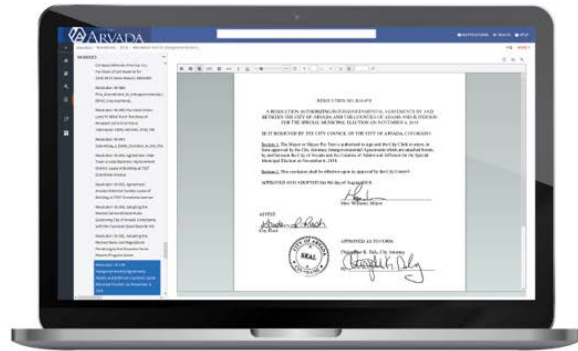
- **Consulting Services:** Balancing Act offers a variety of services including strategy development, large meeting facilitation (with or without Meeting Mode), reports and adaptation of Balancing Act for use in valid, representative research on resident preferences. Cost is \$150/hr plus travel expense.
- **Impact feature for future years budgets:** This feature is available but generally requires some customizations. Any requested modifications may be subject to charge at consultant rates (\$150/hr).

Expiration:

Offer valid until September 30, 2020.

municode

MUNIDOCs PROPOSAL



Stevenson, Washington

March 24, 2020

MuniDocs, the self-uploading document archival tool allows you to upload a wide variety of .rtf, .doc, .docx, and original .pdf documents to browse and search alongside the Code. Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box from the administrator dashboard, where all uploaded documents can be managed. When uploaded, users can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more.

These documents are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately. While Municode cannot guarantee that all scanned documents will be 100% searchable, especially old documents, documents created in WORD and then converted to PDF will be searchable. Your collection of documents will be fully filterable for ease of use.

No set up fee is required and the cost for this service will be an annual fee. Data will just be posted online, searchable and printable only. Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

<u>Storage Capacity</u>	<u>Annual Fee</u>
<input type="checkbox"/> 0 GB to 25 GB data	\$ 350
<input type="checkbox"/> 25+ GB to 50 GB data	\$ 600
<input type="checkbox"/> 50+ GB to 75 GB data	\$ 850
<input type="checkbox"/> 75+ GB to 100 GB data	\$1,200
<input type="checkbox"/> Over 100 GB data	Is available upon request

What is a GB (gigabyte)? A scanned image (page), sized at roughly 8.5 x 11 scanned at 300 dpi is on average 65 kb (kilobytes) per page/image. Thus, 1 GB (1,000,000 kbs) stores roughly 15,385 images/pages. Converting GB to an exact document count is difficult as different documents have a different number of pages.

- Training includes: Two 30-minute sessions. Additional training sessions are available at \$100 per hour.
- MuniDocs service can be cancelled at any time, however the annual fee is not refunded if cancelled during a current annual term. If the service is cancelled all documents posted will be removed online on an agreed upon
- Municode is not liable for any material that is uploaded to the site by the municipality or any third party.

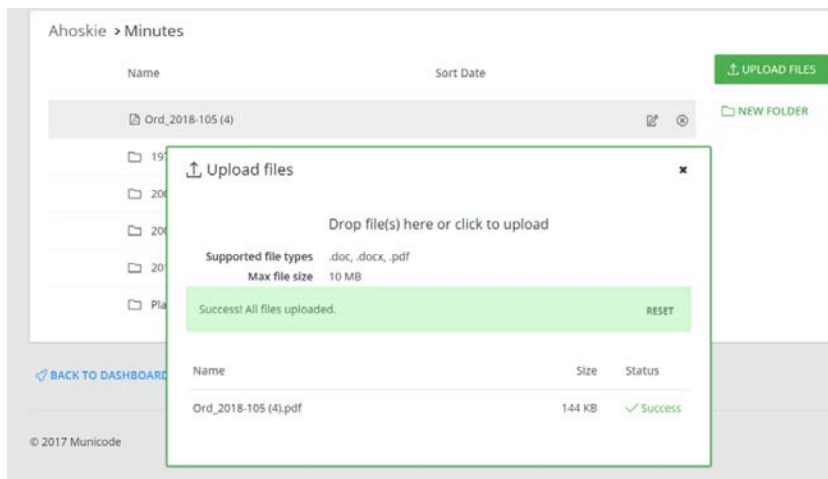
Agreement Accepted by Stevenson, Washington

Name: _____ Title: _____

Signature: _____ Date: _____

MuniDocs Enhanced Features

Name
Minutes
Agendas
Budgets
Resolutions
Applications
Forms
Policies
Manuals
Misc. Documents



Municode's efforts are intended to improve accessibility but do not ensure full ADA compliance of PDF documents. ADA compliance is a shared responsibility that requires a multi-faceted, teamwork approach. We are committed to making accessibility an integral component of all Municode products and working to update those products as new requirements emerge. If a fully ADA compliant PDF document is submitted to Municode's MuniDocs service, it will remain compliant throughout the upload process.

While Municode is making every effort to ensure that our platforms support ADA compliance, there are requirements, tools, and educational resources that we encourage you to review to ensure that the content you are creating (i.e. PDF documents, video, and audio) enters our platform in a compliant state.

For each PDF document uploaded to the MuniDocs service, we perform the following accessibility enhancements: Check to see if the PDF is searchable and if not, OCR the PDF using the open source Tesseract Optical Character Recognition engine.

- ★ Check to see if the PDF document has already been tagged - if so, the next steps are skipped so that we don't remove any manual accessibility steps that may have been taken prior to uploading the PDF.
- ★ Set the Document Title metadata property using the uploaded document's filename.
- ★ Set the Primary Language metadata property to English.
- ★ Auto tag the PDF document to provide a base level of tags to be used by screen readers.

OVERVIEW

Protecting Our Agency with Social Media Archiving

Why do we need to archive?

“With the public records law in Massachusetts, it is critical to capture all of the records produced by social media. You are protecting your community, your employees and complying with the law.”



NICHOL FIGUEIREDO
*Public Information Records
Access Officer & Webmaster
Framingham, MA*

- ▶ Our social media is creating public records.



Open records laws maintain that we need to be able to produce social media records—**both from our own content, and from content our constituents create**—in response to records requests.



Social media is a mission-critical part of our communication strategy, and our constituents are creating, editing, and deleting records on a daily basis.

- ▶ If we do not preserve our social media records, **we are potentially out of compliance with state records regulations.**

- ▶ Beyond public records responsibilities, we will increasingly need to produce records for a variety of other types of requests.



Requests from internal stakeholders



E-discovery requests

Washington Social Media Records Guidance



WASHINGTON PUBLIC RECORDS ACT

- **“Public record”** includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency **regardless of physical form** or characteristics.

SOCIAL MEDIA RECORDS GUIDANCE FROM THE GOVERNOR

- The agency recognizes that **all content published and received by the agency using social media** in connection with the transaction of the agency’s public business are public records for the purposes of Chapter 40.14 RCW (Preservation and destruction of public records).
- The **agency remains responsible** for capturing electronic copies of its public records made or received using social media, including those records made or received using third-party websites

Excerpt from **Guidelines and Best Practices for Social Media Use in Washington State**, page 14-15

<http://www.governor.wa.gov/sites/default/files/documents/GuidelinesAnd%20BestPracticesForSocialMedia.pdf>

Why do we need an archiving solution – is there another way to do this?

“Facebook has no records management capability.”



**JERRY
LUCENTE-KIRKPATRICK**
Formerly State Records
Analyst
State of Arizona

Other methods don't capture the content we need.

- ▶ We cannot rely on the social networks to archive for us.



The social networks do not provide user comments or revisions to content (edited, deleted, and hidden content) in their download features



The social networks are not bound to public records laws, and have no legal obligation to retain records

- ▶ We cannot rely on “manual” archiving, or screenshots



Screenshots are only a snapshot in time, do not capture deleted or revised content, and are not searchable



Screenshots have no metadata attached to them, and are not effective in court

- ▶ We cannot just make our social media “one-way”



There's no way to consistently block users from generating content on our social media pages



For example, on Facebook, we cannot disable users' ability to comment on our posts

How much does it cost, and what is involved with implementation?

"I can't even begin to explain how much simpler and easier ArchiveSocial has made things. It's not something I even have to think about now."



SGT. CHRISTOPHER
FULCHER
Chief Technology Officer
*Vineland, NJ Police
Department*

- ▶ Pricing is fully transparent and designed to fit into discretionary budgets.



90% of agencies are priced under \$5000 per year



The pricing is based on average monthly record counts

- ▶ Most agencies fully connect in 20 minutes.



The system is cloud-based, and all it requires is connecting our social media accounts



No IT resources are required

- ▶ ArchiveSocial never has access to our social network passwords, and can only “read” our content.

Why should we do this now?

"If you don't have something like ArchiveSocial for your social media, you're playing Russian roulette with your daily public records responsibilities — and that's not a good idea. "



REBECCA MEDINA
STEWART
Director of Public Affairs and
Marketing
City of Deerfield Beach, FL

- ▶ It gives us confidence that we are in compliance with state records laws, and can easily respond to records requests.
- ▶ Without it, we are losing records daily, through deleted and edited content.
- ▶ As engagement on our social media increases, it gives us insurance in case of unexpected events.



It gives us confidence to moderate content in accordance with our social media policy, confident that we have the records to defend ourselves



It gives us the ability to conduct reviews, if needed for internal stakeholders or external parties

Why ArchiveSocial?

"ArchiveSocial's functionality, ease-of-use, compliance, and reporting features are better than their competitors. I was impressed by how simple it was to add accounts and to pull up records. Brilliant!"



DAVID BRAUHN
Communications Manager
City of Walla Walla, WA

- ▶ The industry leader- working with nearly 3000 agencies nationwide.



From small towns to the largest cities, including **NYC, Seattle, and San Francisco**, and state agencies like the **Washington State Patrol, Office of the Insurance Commissioner, and the Department of Commerce**.



Currently working with **more than 220 agencies in Washington**, including Skamania County Sheriff, the Port of Camas Washougal, the City of Vancouver, Cle Elum, McCleary, and Clark County Public Utilities.

- ▶ It gives us the highest level of compliance.



ArchiveSocial preserves more content than any other solution



Search and replay features that enable us to easily respond to records requests

- ▶ They are in the top 1% of customer satisfaction scores for software companies, with a US-based customer support team ready to assist us.



No Request Too Big, No Town Too Small:

How Duck, N.C. used social media archiving to respond to a public records request

The small town of Duck—the newest town in North Carolina’s picturesque Outer Banks—could conceivably be called a one-road town.

“There’s one way in and one way out,” says Denise Walsh, the town’s Public Information Officer. But Duck isn’t a place that will let its landmass (which happens to be less than three square miles) dictate the size of its community. Despite its small size, Duck’s year-round population of less than 400 full-time residents swells to over 20,000 in the summer months.

With such a fluctuation in population, social media has become a key factor in Denise’s strategy for engaging all the town’s residents.

“Our social media’s very active,” she says, emphasizing that she keeps Duck’s social media feeds fresh by promoting local events, sharing community photos, and, during storm season, providing regular weather updates.

As the PIO responsible for stewardship of the town’s social media records, it’s vital for Denise to be in compliance with North Carolina’s state records regulations.

“You want to be responsible,” she says, “It’s crucial to have access to the town’s social media history and all the town’s records, to make sure you have all the information and that you’re able to use it.”

Because Denise knows her town's social media content is public record, and that all of her records need to be available in the event of a public records request, she encouraged the town to sign on with ArchiveSocial, whose platform allows Duck to capture and archive records of its social media activity in near real-time.



Denise Walsh, Public Information Officer, Duck, NC

Responding to a Public Records Request from the Southern Environmental Law Center

In the fall of 2017, Duck got the chance to put its social media record keeping strategy to the test.

The situation was this: The Southern Environmental Law Center (SELC) was looking to gather public records relating to a proposed bridge (called the Mid-Currituck Bridge) that had been controversial county-wide.

When the SELC issued Duck a public records request for all records related to the bridge, Denise and her team were easily able to produce them.

"The SELC was looking for any kind of discussion, comment, or feedback that had ever been discussed with regards to the plans for the Mid-Currituck Bridge," Denise said. It was a request that, without a social media archive, could have been difficult (if not impossible) for her to fill.

With ArchiveSocial, however, Denise was able to fulfill the SELC's request within a matter of minutes. "I did a quick search in ArchiveSocial of different potential keywords and got a lot of information that

was very easy to export and share," she said.

"The SELC was looking for any kind of discussion, comment, or feedback that had ever been discussed with regards to the plans for the Mid-Currituck Bridge. I did a quick search in ArchiveSocial of different potential keywords and got a lot of information that was very easy to export and share."

With just a few clicks, Denise was able to put together a complete record of social media posts and comments relating to the Mid-Currituck Bridge from all of Duck's social media platforms.

The entire process took less than an hour, and—for a small town with a small staff—such quick and easy access was a big deal.

"We do so much on social media that to try to hand search for anything over the last five years would have been a chore," says Denise. "I'm grateful to have ArchiveSocial—it gives me complete peace of mind."

ArchiveSocial's effortless functionality made it easy for the town of Duck to capture, search for, and reconstruct its social media posts—and, by retrieving the historical records available on Duck's social media platforms, Denise was able to build an in-depth record of its social media engagement in response to a critical public records request.

"We do so much on social media that to try to hand search for anything over the last five years would have been a chore. I'm grateful to have ArchiveSocial—it gives me complete peace of mind."

The Anatomy of a Social Media Public Records Request

Where: Duck, N.C.

Population: 400

Records Requester: The Southern Environmental Law Center

What They Requested: All records, comments, and feedback related to the proposed Mid-Currituck Bridge

The Results: With ArchiveSocial, PIO Denise Walsh was able to search for specific keywords related to the bridge and export all social media posts and comments in a PDF document in minutes.

Sample an archive of your own social media at archivesocial.com

Sponsored by:  ArchiveSocial



Spokane, Wash.

FLICKR/ADRON COOL

Lawsuit for Social Media Records: Not If, But When How Spokane, Washington was prepared with proactive archiving

In 2013, the Spokane Parks Department

was faced with a major lawsuit. As part of the discovery process, the city was asked to produce social media posts for a two-year period for all of its park social media sites. Had the city still been relying on printed screenshots, the cost of producing the records could have been astronomical. Fortunately, Spokane was prepared with an automated archive solution that was able to produce the requested records with a few clicks.

Located in the heart of the inland Northwest, the city of Spokane is home to more than 210,000 people with nearly half a million residents in its larger metropolitan area. Once dependent upon agriculture and extracting natural resources, its economy found equilibrium over the last decade by diversifying into technology, education, health services and manufacturing. It's a place where prosperity is picking up — and like most American cities today, constituents there who want to gather information or communicate about its multitude of public services and issues do so online.

City of Spokane Utilities Communications Manager Marlene Feist says, “Long gone are the days where you just put out a meeting notice and everyone shows up — it just doesn't happen. So with today's instant 24/7 communications, it's really imperative for local government to be in the space where their customers are. For us, it means we have our own cable access channel and Web presence, and our mayor is out there talking to the media. But it also means that we're in the social media space where our constituents spend a lot of time, using as many avenues as possible to reach them.”¹

Active users of social media for the last six years, the various departments — police, fire, parks and library, as well as the main city itself — use Twitter, Facebook, Instagram and YouTube to connect

with and inform their community. But as social media usage gains momentum, so too does the risk factor involved with public records documentation. Over time, the city's communications and legal teams grew concerned about preserving social media records in such a way that would comply with state laws around record keeping. Staff struggled to comply with regulations by printing out every single social media post, and as volume expanded to more posts each day and additional platforms, that practice became utterly unwieldy.

“In Washington state, printing out posts doesn't actually meet the spirit of the law,” Feist says. “If it's an electronic record, you're supposed to be able to provide it to the requester in an electronic form.” Screenshots also fail to capture the metadata associated with each post and tweet, which is considered public record under Washington case law.² “Even if I had a dedicated employee to do all that printing, am I using public dollars effectively and efficiently? Not to mention the lack of ability to search and pull information. Our conclusion was that we needed to hire a company that could archive the records for us.”

The city contracted with ArchiveSocial, a social media archiving service, whose assistance proved to be invaluable during an important juncture not long afterwards.

Be Prepared: Records Risk Management

Public records requests are increasingly common in government, and agencies are often the target of litigation. The costs of a legal case in terms of fees, labor, time and financial liability can be disastrous for any city. In Washington state, public entities can also incur daily fines for not producing requested information within five business days — an excellent reason to have a records retention policy and an automated archiving solution that permits fast data gathering.

When the Spokane Parks Department was facing litigation in 2013 and needed to produce complete records of all of its social media posts for two years, the department was able to retrieve the requested information instantly. “Using ArchiveSocial, we were able to select time parameters, refine the search functionality to do the search ourselves and collect all the posts for a two-year period from multiple sites, with all comments attached to the original posts,” Feist says. “Without the archiving service, it would have been very difficult for us to provide that information in a timely fashion, if at all. But with it, we were able to get the legal team what they needed to respond to the discovery request.”

Feist feels that maintaining an archiving service such as ArchiveSocial is an excellent risk management tool. “You don’t know when you will receive the next public records or discovery request, and you have to be prepared to answer those,” she says.

ArchiveSocial: A Public Records Partner

The mandate that federal, state and local agencies must abide by Freedom of Information Act or other public records requests has government scrambling to make sure their social media is as open and accessible as the rest of their communications. For some, it can be a difficult adjustment without clear-cut rules and practices. While a jurisdiction may have the best of intentions where record keeping is concerned, social media is still relatively new. There is danger in not knowing what formally constitutes an actual public record, which can vary from state to state. For example, Norfolk, Va., was sued earlier this year for not archiving its city council members’ text messages.³

ArchiveSocial can help agencies map out their jurisdictional responsibilities, and simplify and automate record keeping. It has the ability to go back in time, and gather and store all social media content ever generated by a jurisdiction by way of its authentic capture and digital signature technologies. Raw metadata underlying social media is gathered, time-stamped and recorded permanently, with easy access for swift retrieval whenever needed.

The city of Austin, Texas, also uses ArchiveSocial to retain a historical record of its social media activity. Doug Matthews, the city’s chief communications director, says, “One of the attractive things about ArchiveSocial [is] the ability to capture all posts — even those that were edited or deleted — which is the requirement under public information law. Once it’s posted, it’s public.”⁴

Don’t Fly Without a Safety Net

In a time when social media has become the go-to instrument of engagement between government and its citizenry, it has taken a prominent place in the regulatory spotlight. It is now critical to control social media information and assure its delivery in an effective, well-documented manner when necessary.

Feist warns against relying on third-party, cloud-based social media platforms. “If Twitter’s servers went down tomorrow and they said,

Best Practices: Social Media Posting and Archiving

Create policies and practices now that will make your agency’s response swift and thorough should you receive public records requests in the future.

- **Keep track of who has access to records** and construct a strong policy for who may post social media for your organization. This is especially important for jurisdictions with many agencies using multiple social media platforms.
- **If a post is made on one day and someone comments on it two weeks or two months later, it’s imperative the thread remain consolidated**, logical and intact should there be a public request in the future. An archiving service can help guarantee this.
- **The public sector must be assiduous with its tone and messaging.** Not only do you represent your organization at all times, social media posts become a permanent public record.
- **Keep an eye on what tools your organization uses.** New tools emerge constantly, and unbeknownst to you, different branches of your organization may use some that could eventually pose problems down the line. If public sector staff utilize social media platforms as their sole method for content retention, it could be deleted at any time — and that’s a public records disaster waiting to happen.

‘Sorry, everybody, but we can’t reproduce tweets back to the beginning — we’re only going to give you tweets for the last six months,’ well, that’s their business decision. But what’s just happened is I’ve lost all my records, and that’s a problem.” Furthermore, social media platforms do not maintain deleted content. There is a risk of losing records when citizens delete their own comments or private messages to the city.

She underscores a key differential in utilizing a professional archiving service such as ArchiveSocial. “ArchiveSocial is a cloud service too,” Feist says, “but I have a contractual relationship with them that they’re going to manage. They have an obligation to do what I’ve asked. It’s a great way to manage public records that might otherwise be far less under your control — and can help your city stay prepared.”

ENDNOTES

1. Interview with city of Spokane Utilities Communications Manager Marlene Feist was conducted on November 14, 2014.
2. <http://mrsc.org/Home/Explore-Topics/Legal/Open-Government/Electronic-Public-Records-Retention.aspx>
3. www.govtech.com/data/Should-Governments-Bother-Archiving-Social-Media.html
4. Ibid.

Sample an archive of your own social media at archivesocial.com

Sponsored by:





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

Drone help! City of Stevenson

1 message

Hope Thibodeaux-Holzer <cajun5555@gmail.com>

Tue, Aug 18, 2020 at 1:52 PM

To: "scott.anderson@ci.stevenson.wa.us" <scott.anderson@ci.stevenson.wa.us>, "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>, "citycouncil@ci.stevenson.wa.us" <citycouncil@ci.stevenson.wa.us>

Dear Ms. Kinley, Mayor Anderson and City Council members,

My neighbors and I are having serious problems with a neighbor and his use of a drone to harass us and violate our privacy. Without a reasonable ordinance prohibiting bad behavior by drone operators the Skamania County Sheriff's department is powerless to do anything. Getting a restraining order is difficult.

I believe there is a reasonable way to protect the rights of drone owners and homeowners and citizens like me. I ask that the City of Stevenson adopt an ordinance that would require drone operators to have permission of a property owner before being allowed to fly into the air space over that property. Just like other cities have done, one could allow drone flights over houses without permission hasn't been obtained, but at a high enough altitude where privacy won't be invaded. Law enforcement and legitimate governmental business could be exempt from this requirement.

Here is a link to an article that shows that other jurisdictions have instituted such safeguards. As you can see, the entity in this article was a small town, just like Stevenson.

<https://www.startribune.com/st-bonifacius-says-no-to-drones/201723501/>

And there are many helpful resources that could help you draft an ordinance that is good for all City of Stevenson residents, property owners like me and drone operators alike. See:

<http://mrsc.org/Home/Stay-Informed/MRSC-Insight/March-2017/What-Can-Local-Governments-Do-About-Drones.aspx>

Also, see the attached information put out by the National League of Cities. Clearly the Stevenson City Council has the authority to institute reason drone regulations. We have plenty of open spaces where our citizens who own drones can use them without invading the privacy of me and my neighbors.

Thank you for considering this request. My neighbors and I need your help. I look forward to hearing back from you.

Respectfully submitted,

Hope Thibodeaux-Holzer

Sent from [Mail](#) for Windows 10

 **National League of Cities - drone issue.pdf**
3381K



MRSC Inquiry: RFI - local regulation of drones

1 message

Steve Gross <sgross@mrsc.org>

Tue, Aug 18, 2020 at 4:13 PM

To: "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>

Leana,

Thanks for your call this afternoon about the city's ability to regulate private use of drones. MRSC has addressed this issue. Here's what we've found for local regulations (not related to agency use) last time we looked.

Clallam County prohibits drone operation "from within or above park lands" See [CCMC 23.03.080](#).

City of Battleground allows drone operation only in designated park areas – see [BMC 8.18.040\(B\)\(2\)\(c\)](#)

Centralia prohibits operation of drones in parks except as permitted for public or private events permitted by the city – see [CMC 10.33.199](#)

Bothell prohibits drones from landing on or taking off from a body of water or land area in a park not specifically designated for that use (see [BMC 8.60.320](#); note that "aircraft" is defined to include drones)

Des Moines prohibits drones from parks except in places and times set apart for such purposes (see [DMC 19.08.030](#) (25) and also prohibits competitions involving drones in a park without first obtaining written permission (see [DMC 19.08.030\(20\)](#)).

Enumclaw generally protects the public from drones in parks:

9.86.130 Use of certain equipment.

It is unlawful to propel any missile over any park, except at places set apart for such purposes. The operation of any remotely controlled flying device, aircraft, helicopters and drones shall be operated in compliance with Federal Aviation Agency rules and regulations and operated in such a manner as to not endanger persons or property, nor in violation of a person's privacy.

You can also search multiple codes at the same time by following the instructions [here](#). Searching for "drone" may turn up some additional examples.

As I mentioned, we last wrote about this in detail in a [March 2017 MRSC Blog Article](#) on drone regulation. As the article explains, there are certain types of regulations that fall under the FAA's jurisdiction. However, a municipality generally has authority to prosecute drone operators for violating laws protecting privacy or nuisance laws. The [FAA](#) takes the position that municipalities may also adopt the following types of police power regulations:

- Requirement for police to obtain a warrant prior to using a drone for surveillance.
- Prohibitions on using drones for voyeurism.
- Prohibitions on using drones for hunting or fishing, or to interfere with or harass an individual who is hunting or fishing.
- Prohibitions on attaching firearms or similar weapons to drones.

It is important to note that there are already laws on the books criminalizing much of such activity – imagine, instead of a drone, that an individual perched in a tree was looking through that same window. These laws – such as [RCW 9A.44.115](#) (Voyeurism) and perhaps [RCW 9A.52.080](#) (Criminal Trespass II) – could apply if a drone was used in the criminal conduct.

I also recommend you discuss your options with your City Attorney.

I hope this is helpful. Please let me know if you have other questions.

Steve

Steve Gross

Legal Consultant

206.625.1300, ext. 128 | [MRSC.org](#) | Local Government Success

DISCLAIMER: MRSC is a statewide resource that provides general legal, policy, and financial guidance to support local government agencies. This email is not legal advice and does not create an attorney-client relationship. It is not confidential or privileged and is subject to Washington's Public Records Act

CITY OF BUCKLEY, WASHINGTON

ORDINANCE NO. 10-20

AN ORDINANCE OF THE CITY OF BUCKLEY, WASHINGTON, ADDING A SECTION 10.32.200 TO PROHIBIT USING AN UNMANNED AIRCRAFT TO RECORD OR TRANSMIT VISUAL OR AUDIO RECORDINGS; SETTING A CRIMINAL PENALTY, PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, City Council has reported complaints from citizens regarding “drones” flying over properties; and

WHEREAS, the City Council requested staff to update the Buckley Municipal Code to include prohibiting unmanned aircraft to record or transmit visual or audio recordings; and

WHEREAS, the City Council desires to add BMC 10.32.200 to prohibit against using unmanned aircraft to record or transmit visual or audio recordings;

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

Section 1. Section 10.32.200 of the Buckley Municipal Code is hereby added to read as follows:

BMC 10.32.200 Unmanned Aircraft Systems.

A. Definitions.

For purposes of this Chapter:

1. “**Unmanned Aircraft**” shall mean an aircraft, including, but not limited to, an aircraft commonly known as a drone, that is operated without the possibility of direct human intervention from within or on the aircraft.

2. “**Unmanned Aircraft Systems**” shall mean an Unmanned Aircraft and associated elements, including, but not limited to, any communication links and components that control the Unmanned aircraft.

3. “**Person**” shall have the same meaning as set forth in Section 1.12.020 of this Code.

4. “**Model Aircraft**” shall mean an Unmanned Aircraft or Unmanned Aircraft System operated by any Person strictly for hobby or recreational purposes.

B. Use of Unmanned Aircraft is prohibited as follows:

1. No person shall use an Unmanned Aircraft to record or transmit any visual image or audio recording of any person or private real property located in the City under circumstances in which the subject person or owner of the subject real property has a reasonable expectation of privacy (including, but not limited to, inside a private residence or office, and inside an enclosed yard).
2. This Section shall not prohibit the use of any Model Aircraft, which is flown in compliance with section 336 of the FAA Modernization and Reform Act of 2012 and which does not transmit or record visual images or audio recordings of any person or real property located in the City.
3. This Section shall not prohibit the use of any Unmanned Aircraft by law enforcement or public safety agencies:
 - (a) If a warrant is issued authorizing the use of an Unmanned Aircraft; or
 - (b) For the purpose of providing emergency management, fire, or police protection services in response to a life threatening emergency, or for surveying the condition of person or property during a duly declared state of emergency
 - (c) Under circumstances where a warrant would not otherwise be required by law.

C. Violation of this section as a first offence shall constitute a misdemeanor. Repeated violations shall be charged as a gross misdemeanor.

Section 2. If any sentence, clause, or phrase of the Ordinance is for any reason held to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining provisions of this Ordinance. The City council hereby declares that it would have passed this Ordinance and each sentence, clause or phrase thereof irrespective of the fact that any one or more sentence, clauses or phrases be declared unconstitutional or otherwise invalid.

Section 3. Any provisions of the Municipal Code, or any other resolution or ordinance of the City, to the extent that they are inconsistent with this Ordinance are hereby repealed, and the City Clerk shall make any necessary changes to the Municipal Code for internal consistency.


Section 4. Effective date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the city , and shall take effect and be in full force five (5) days after publication.

Introduced, passed and approved this 28th day of July 2020.




Pat Johnson, Mayor

ATTEST:



Treva Percival, City Clerk

APPROVED AS TO FORM:



Phil Olbrechts, City Attorney

PUBLISHED: August 5, 2020

EFFECTIVE: August 10, 2020



Unmanned Aircraft Systems Use Policy / Permit Application

San Juan County Parks & Fair Department’s mission statement includes these words about park management, “...in keeping with the natural character and beauty of the islands and which foster good stewardship of County lands”. The department has determined that the use of unmanned aircraft systems (also known as “drones” & radio controlled aircraft) within or over County Park and Fairgrounds lands is likely to be in conflict with this mission and with *Leave No Trace* principles and has the potential to disturb wildlife, disrupt park user experiences, pose a safety hazard for persons and property, and invade personal privacy.

350 COURT ST #8
FRIDAY HARBOR WA
98250
(360) 378-8420
fax (360) 378-2075
e-mail parcs@sanjuanco.com
www.sanjuanco.com/parks

By this policy and with the support of the San Juan County Parks & Recreation Commission and the San Juan County Fair Board, San Juan County prohibits launching, landing, or operating of unmanned aircraft systems (UAS) from or on all San Juan County Parks & Fairgrounds property unless authorized by securing a Special Use Permit issued by the Director. To request a permit, complete the following application form and return. Applications will be approved by the Director only upon determination that the proposed UAS operation: (1) will not unreasonably disturb wildlife or disrupt park users; and (2) will not pose an unreasonable safety hazard or invasion of privacy.

II. CONTACT INFORMATION

Owner’s Name: _____

Name of Company: _____

Operator’s Name (if other than Owner): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ E-mail: _____

Alternate Address: _____

City: _____ State: _____ Zip Code: _____

Alternate Phone: _____ E-mail: _____

CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce
Reporting Period:	July, 2020
Amount Due:	\$ 7,500.00 Monthly Contract Amount
	510.00 Program Management Time
	3,828.74 Monthly Reimbursables
	<u>22.45</u> PPE Supplies
	\$ 11,861.19

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	393
Telephone Calls:	106
E-Mails:	32
Business Referrals:	2,100
Tracked Overnight Stays:	94
Mailings (student, relocation, visitor, letters):	8
Large Quantity Brochures	75
Chamber Website Pageviews	7,123
COS Website Pageviews	8,240

CHAMBER BUSINESS

Chamber Board Meeting: We held our July board meeting with discussions about progress on our strategic plan.

Chamber Membership: We had 1 new member join the Chamber and 20 membership renewals in July.

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,100 recipients. We continued to send out an e-blast specifically for COVID-19 updates as needed.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest, Wind River Business Association as well as for the Chamber itself. We continue to manage our new Facebook page promoting take-out dining services in Skamania County. This is an effort to help all local restaurants that have had to close due to COVID-19.

Chamber Marketing, Projects, Action Items:

- Continue ordering/distributing PPE for businesses
- Updated website to include link to ExperienceWA.com and car-free travel information for the visiting the Gorge
- Created new print ad and paid social media ad to promote the Chamber
- Worked with a board committee to review Chamber's policy manual and make revisions
- Researched affinity programs as an additional revenue source for the Chamber
- Started on 3 new travel itineraries for the website
- Weekly meetings with Washington Hospitality Association
- Bi-weekly calls with County Emergency Operations Team with COVID-19 updates
- Weekly calls with Representative Gina Mossbrucker
- Watched webinars: Retirement plans as a Chamber benefit, Getting the most out of board meetings, Yes and...

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page.

Stevenson Downtown Association (SDA): Attended monthly SDA board meeting and additional meetings as part of the business recovery committee. Worked on recovery committee projects.

(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:

- Monthly meeting with NB Marketing for progress updates on our marketing plan
- Created music playlist and managed fireworks show for 4th of July.
- Placed ads with Outdoors NW including co-op ad with Skamania Lodge
- Social Media promotion of Stevenson businesses and shopping local
- Held meetings with holiday lighting committee to come up with 2 year plan for adding more Christmas decorations and lighting that can be used around Stevenson for multiple holidays

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 472.09
P2-D2	Social Media and Print Ad Creation	\$1,000.00
P2-D5	Ad Placement	\$1,075.25
P2-F	Co-op Advertising with Skamania Lodge	\$1,158.40
Program 3	Event Program	
P3-C	4 th of July Fireworks	\$ 123.00
		<u>\$3,828.74</u>

2020 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	5 hrs	\$ 150.00
P3-B	Christmas in the Gorge (new lighting)	5 hrs	\$ 150.00
P3-C	4 th of July Fireworks Show	7 hrs	\$ 210.00
			<u>\$ 510.00</u>

	<i>2020 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	85,000.00	\$4,338.74	\$23,029.56	\$61,970.44

PPE for Businesses – Reimbursable Expenses

5 disinfectant wipes \$22.45

TREASURERS REPORT

Fund Totals

City Of Stevenson
MCAG #: 0652

07/01/2020 To: 07/31/2020

Time: 13:30:28 Date: 08/14/2020
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	886,256.89	35,478.29	150,087.04	771,648.14	32,818.83	11,008.83	-18.40	815,457.40
010 General Reserve Fund	326,705.62	0.00		326,705.62	0.00	0.00	0.00	326,705.62
020 Fire Reserve Fund	1,483,593.47	0.00		1,483,593.47	0.00	0.00	0.00	1,483,593.47
100 Street Fund	337,769.05	25,913.24	19,860.47	343,821.82	1,447.84	3,316.22	-48.05	348,537.83
103 Tourism Promo & Develop Fund	770,779.10	5,068.44	10,170.94	765,676.60	556.88	5.46	-3.21	766,235.73
300 Capital Improvement Fund	153,495.90	1,315.23		154,811.13	0.00	0.00	0.00	154,811.13
309 Russell Ave	-383,593.81	205,336.89	209,341.72	-387,598.64	0.00	0.00	0.00	-387,598.64
311 First Street	-368.42	0.00		-368.42	0.00	0.00	0.00	-368.42
400 Water/Sewer Fund	913,932.60	142,306.28	97,705.13	958,533.75	7,148.23	5,439.40	-912.55	970,208.83
410 Wastewater System Upgrades	-201,192.89	0.00	222,703.23	-423,896.12	0.00	0.00	0.00	-423,896.12
500 Equipment Service Fund	161,315.01	13,002.29	7,533.25	166,784.05	1,528.34	1,489.22	-22.15	169,779.46
630 Stevenson Municipal Court	4,752.58	4,691.11	2,090.25	7,353.44	2,090.25	0.00	0.00	9,443.69
631 CATV Fund	3,099.20	0.13		3,099.33	0.00	0.00	0.00	3,099.33
	4,456,544.30	433,111.90	719,492.03	4,170,164.17	45,590.37	21,259.13	-1,004.36	4,236,009.31

TREASURERS REPORT

Account Totals

City Of Stevenson
MCAG #: 0652

07/01/2020 To: 07/31/2020

Time: 13:30:28 Date: 08/14/2020
Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	1,299,722.40	424,222.18	707,262.21	1,016,682.37	-772.34	64,709.25	1,080,619.28
3	Court Trust Umpqua	4,752.58	4,691.11	2,090.25	7,353.44	0.00	2,140.25	9,493.69
10	Xpress Bill Pay	41,028.10	29,788.37	36,000.00	34,816.47	-232.02	0.00	34,584.45
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
20	Opus	320,135.39	40.76	0.00	320,176.15	0.00	0.00	320,176.15
Total Cash:		1,666,138.47	458,742.42	745,352.46	1,379,528.43	-1,004.36	66,849.50	1,445,373.57
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	871,049.39	229.78	0.00	871,279.17	0.00	0.00	871,279.17
6	US Bank Safekeeping	1,916,256.86	0.00	0.00	1,916,256.86	0.00	0.00	1,916,256.86
8	CATV Trust	3,099.58	0.13	0.00	3,099.71	0.00	0.00	3,099.71
Total Investments:		2,790,405.83	229.91	0.00	2,790,635.74	0.00	0.00	2,790,635.74
		4,456,544.30	458,972.33	745,352.46	4,170,164.17	-1,004.36	66,849.50	4,236,009.31

TREASURERS REPORT

Fund Investments By Account

City Of Stevenson
MCAG #: 0652

07/01/2020 To: 07/31/2020

Time: 13:30:28 Date: 08/14/2020
Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	203,734.80		78.79	78.79		203,813.59
100 000 Street Fund	25,978.63		10.05	10.05		25,988.68
103 000 Tourism Promo & Develop Fund	231,072.09		89.37	89.37		231,161.46
300 000 Capital Improvement Fund	6,267.31		2.42	2.42		6,269.73
400 000 Water/Sewer Fund	108,465.07		41.95	41.95		108,507.02
500 000 Equipment Service Fund	18,620.28		7.20	7.20		18,627.48
5 - LGIP	594,138.18	0.00	229.78	229.78		594,367.96
001 000 General Expense Fund	526,375.92					526,375.92
103 000 Tourism Promo & Develop Fund	320,655.44					320,655.44
300 000 Capital Improvement Fund	25,568.09					25,568.09
400 000 Water/Sewer Fund	185,797.68					185,797.68
500 000 Equipment Service Fund	10,226.25					10,226.25
6 - US Bank Safekeeping	1,068,623.38	0.00	0.00			1,068,623.38
001 000 General Expense Fund	0.38					0.38
631 000 CATV Fund	3,099.20		0.13	0.13		3,099.33
8 - CATV Trust	3,099.58	0.00	0.13	0.13		3,099.71
	1,665,861.14	0.00	229.91	229.91		1,666,091.05

TREASURERS REPORT

Fund Investment Totals

City Of Stevenson
MCAG #: 0652

07/01/2020 To: 07/31/2020

Time: 13:30:28 Date: 08/14/2020
Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	730,111.10		78.79	78.79		730,189.89	41,458.25
010 General Reserve Fund						0.00	326,705.62
020 Fire Reserve Fund						0.00	1,483,593.47
100 Street Fund	25,978.63		10.05	10.05		25,988.68	317,833.14
103 Tourism Promo & Develop Fund	551,727.53		89.37	89.37		551,816.90	213,859.70
300 Capital Improvement Fund	31,835.40		2.42	2.42		31,837.82	122,973.31
309 Russell Ave						0.00	-387,598.64
311 First Street						0.00	-368.42
400 Water/Sewer Fund	294,262.75		41.95	41.95		294,304.70	664,229.05
410 Wastewater System Upgrades						0.00	-423,896.12
500 Equipment Service Fund	28,846.53		7.20	7.20		28,853.73	137,930.32
630 Stevenson Municipal Court						0.00	7,353.44
631 CATV Fund	3,099.20		0.13	0.13		3,099.33	0.00
	1,665,861.14		229.91	229.91		1,666,091.05	2,504,073.12

Ending fund balance (Page 1) - Investment balance = Available cash.

4,170,164.17

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson
MCAG #: 0652

As Of: 07/31/2020 Date: 08/14/2020
Time: 13:30:28 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	1778	07/30/2020	Util Pay	1		Xpress Billpay	305.56	Xpress Import - CC - 07-30-2020__daily_batch.csv
2020	1780	07/31/2020	Tr Rec	1		Gordon Rosander	319.38	July 2020 Gordy Reimbursement
2020	1781	07/31/2020	Util Pay	1		Xpress Billpay	147.40	Xpress Import - CC - 07-31-2020__daily_batch.csv
Receipts Outstanding:							772.34	
2020	1776	07/31/2020	Payroll	1	EFT	Department of Retirement Systems	14,014.49	Pay Cycle(s) 07/31/2020 To 07/31/2020 - PERS2; Pay Cycle(s) 07/31/2020 To 07/31/2020 - DCP
2020	1777	07/31/2020	Payroll	1	EFT	State of WA Dept of Social & Health Serv	380.26	Pay Cycle(s) 07/31/2020 To 07/31/2020 - WA Child Support
2020	1775	07/31/2020	Payroll	1	EFT	Colonial Life	202.27	Pay Cycle(s) 07/31/2020 To 07/31/2020 - Disability; Pay Cycle(s) 07/31/2020 To 07/31/2020 - Life Insurance; Pay Cycle(s) 07/31/2020 To 07/31/2020 - Accident
2019	635	04/29/2019	Payroll	1	13417	Skamania Branch Food Bank	138.14	
2019	629	04/29/2019	Payroll	1	13419	Stevenson Fire Association	69.07	
2019	2139	12/09/2019	Payroll	1	14020	Connor Black	59.10	2019 Volunteer FF Pay
2019	2147	12/09/2019	Payroll	1	14027	Sean M Hietpas	435.90	2019 Volunteer FF Pay
2019	2316	12/19/2019	Claims	1	14087	Skamania County Prosecutor	1,333.00	Dec 2019
2020	1613	07/16/2020	Claims	1	14500	One Call Concepts, Inc.	26.75	June 2020 Statement
2020	1732	07/30/2020	Claims	1	14524	American Machine & Gear, Inc	1,250.00	Drive Shaft For Brush Mower
2020	1733	07/30/2020	Claims	1	14525	Class 5	307.94	August 2020 Phone Services
2020	1734	07/30/2020	Claims	1	14526	Day Wireless Systems	95.86	Radio Repair-Karl
2020	1735	07/30/2020	Claims	1	14527	Fairview Garage Doors LLC	4,523.40	Doors For The Firehall
2020	1736	07/30/2020	Claims	1	14528	Gorge Networks	95.43	August 2020 WTP Broadband Service
2020	1737	07/30/2020	Claims	1	14529	Grayling Engineers	717.05	Hegewald Well PH Adjustment - Phase 1
2020	1738	07/30/2020	Claims	1	14530	Gregory S Cheney PLLC	127.50	Court Appointed Attorney Costs, Jack Speck - CR0022224
2020	1739	07/30/2020	Claims	1	14531	Rhianna Hurff	1,982.90	BP #19-069 Cancelled Permit
2020	1740	07/30/2020	Claims	1	14532	Municipal Code Corp	547.00	Ordinance Page Updates
2020	1741	07/30/2020	Claims	1	14533	PUD No 1 of Skamania County	4,288.78	Application Fee For 90 SW Russell Ave Street Light Service; Street Lights-August 2020 Statement; WWTP-July 2020 Statement; 389 Gropper Road-July 2020 Statement; First Street Shop-July 2020 Statement;;
2020	1742	07/30/2020	Claims	1	14534	Skamania County EMS	1,133.48	Covid-19 PPE Local Businesses
2020	1743	07/30/2020	Claims	1	14535	Skamania County Economic Development	19,583.76	Housing Needs Assessment-Buildable Lands Inventory
2020	1744	07/30/2020	Claims	1	14536	State Auditor's Office	5,847.27	2018-2019 Financial/Accountability Audit
2020	1745	07/30/2020	Claims	1	14537	Woodrich, Kenneth B PC	1,590.00	July 2020 Statement
2020	1747	07/31/2020	Payroll	1	14538	Michael Beck	138.14	PP 07.01.20-07.31.20
2020	1758	07/31/2020	Payroll	1	14539	Annie McHale	276.29	PP 07.01.20-07.31.20

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson
MCAG #: 0652

As Of: 07/31/2020 Date: 08/14/2020
Time: 13:30:28 Page: 6

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	1765	07/31/2020	Payroll	1	14540	Mark W Tittle	4,173.52	PP 07.01.20-07.31.20
2020	1768	07/31/2020	Payroll	1	14541	City of Stevenson	319.38	Pay Cycle(s) 07/31/2020 To 07/31/2020 - City Payback
2020	1769	07/31/2020	Payroll	1	14542	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 07/31/2020 To 07/31/2020 - HRA VEBA
2020	1770	07/31/2020	Payroll	1	14543	Stevenson Fire Association	138.14	Pay Cycle(s) 07/31/2020 To 07/31/2020 - Fire Association
2020	1771	07/31/2020	Payroll	1	14544	WGAP Washington Gorge Action Program	414.43	Pay Cycle(s) 07/31/2020 To 07/31/2020 - Food Bank
							64,709.25	
2018	687	04/20/2018	Claims	3	954	Court Trust	50.00	CR21289
2020	1793	07/31/2020	Claims	3	1019	Stevenson Municipal Court	2,090.25	August Remittance
							2,140.25	
2020	1782	07/31/2020	Util Pay	10		Xpress Billpay	112.02	Xpress Import - EFT - 07-31-2020__daily_batch.csv
2020	1783	07/31/2020	Util Pay	10		Xpress Billpay	120.00	Xpress Import - iPay - 07-31-2020__daily_batch.csv
Receipts Outstanding:							232.02	
							66,849.50	

Fund	Claims	Payroll	Total
001 General Expense Fund	32,818.83	11,008.83	43,827.66
100 Street Fund	1,447.84	3,316.22	4,764.06
103 Tourism Promo & Develop Fund	556.88	5.46	562.34
400 Water/Sewer Fund	7,148.23	5,439.40	12,587.63
500 Equipment Service Fund	1,528.34	1,489.22	3,017.56
630 Stevenson Municipal Court	2,090.25	0.00	2,090.25
	45,590.37	21,259.13	66,849.50

TREASURERS REPORT

Signature Page

City Of Stevenson
MCAG #: 0652

07/01/2020 To: 07/31/2020

Time: 13:30:28 Date: 08/14/2020
Page: 7

We the undersigned officers for the City of Stevenson have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
City Administrator / Date Deputy Clerk-Treasurer / Date

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 1

001 General Expense Fund Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	419,177.79	680,398.49	(261,220.70)	162.3%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	59,695.22	51,135.13	8,560.09	85.7%
308 Beginning Balances	512,286.83	764,947.44	(252,660.61)	149.3%
311 Property Tax	481,883.50	285,361.88	196,521.62	59.2%
313 Sales Tax	265,000.00	136,119.68	128,880.32	51.4%
316 Utility Tax	40,000.00	29,161.43	10,838.57	72.9%
317 Other Tax	16,000.00	10,521.31	5,478.69	65.8%
310 Taxes	802,883.50	461,164.30	341,719.20	57.4%
321 Licenses	2,900.00	2,950.00	(50.00)	101.7%
322 Permits	45,000.00	(4,024.44)	49,024.44	8.9%
320 Licenses & Permits	47,900.00	(1,074.44)	48,974.44	2.2%
330 Grants	350,000.00	62,036.28	287,963.72	17.7%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Tax	16,055.00	13,612.19	2,442.81	84.8%
330 Intergovernmental Revenues	377,055.00	75,648.47	301,406.53	20.1%
341 Other	0.00	2,338.31	(2,338.31)	0.0%
342 Fire District 2	19,500.00	11,642.44	7,857.56	59.7%
345 Planning	4,500.00	17,278.00	(12,778.00)	384.0%
346 Building	3,000.00	29.00	2,971.00	1.0%
340 Charges For Goods & Services	27,000.00	31,287.75	(4,287.75)	115.9%
350 Fines & Penalties	11,250.00	8,118.19	3,131.81	72.2%
360 Interest & Other Earnings	5,500.00	13,593.86	(8,093.86)	247.2%
380 Non Revenues	0.00	5,223.39	(5,223.39)	0.0%
Fund Revenues:	1,783,875.33	1,358,908.96	424,966.37	76.2%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	22,000.00	8,647.20	13,352.80	39.3%
512 Judicial	62,700.00	28,901.00	33,799.00	46.1%
513 Executive	110,825.00	55,698.73	55,126.27	50.3%
514 Financial, Recording & Elections	99,600.00	70,520.82	29,079.18	70.8%
515 Legal Services	31,500.00	15,348.00	16,152.00	48.7%
517 Employee Benefit Programs	525.00	10,621.00	(10,096.00)	2023.0%
518 Centralized Services	51,580.29	70,234.13	(18,653.84)	136.2%
521 Law Enforcement	192,801.85	107,183.67	85,618.18	55.6%
202 Fire Department	82,905.00	18,101.27	64,803.73	21.8%
203 Fire District 2	19,500.00	3,122.49	16,377.51	16.0%
522 Fire Control	102,405.00	21,223.76	81,181.24	20.7%
528 Dispatch Services	8,000.00	3,229.75	4,770.25	40.4%
551 Public Housing Services	350,000.00	0.00	350,000.00	0.0%
553 Conservation	300.00	434.75	(134.75)	144.9%
554 Environmental Services	11,400.00	0.00	11,400.00	0.0%
550 Building	37,050.00	3,614.53	33,435.47	9.6%

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 2

001 General Expense Fund Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
560 Planning	193,480.00	118,332.51	75,147.49	61.2%
570 Economic Development	11,900.00	6,247.00	5,653.00	52.5%
558 Planning & Community Devel	242,430.00	128,194.04	114,235.96	52.9%
565 Welfare	30,000.00	0.00	30,000.00	0.0%
566 Substance Abuse	150.00	92.95	57.05	62.0%
573 Cultural & Community Activities	500.00	59.96	440.04	12.0%
576 Park Facilities	149,350.00	61,522.42	87,827.58	41.2%
580 Non Expenditures	0.00	5,348.64	(5,348.64)	0.0%
597 Interfund Transfers	35,000.00	0.00	35,000.00	0.0%
100 Unreserved	189,698.97	0.00	189,698.97	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	59,695.22	0.00	59,695.22	0.0%
999 Ending Balance	282,808.19	0.00	282,808.19	0.0%
Fund Expenditures:	1,783,875.33	587,260.82	1,196,614.51	32.9%
Fund Excess/(Deficit):	0.00	771,648.14		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 3

010 General Reserve Fund		Months: 01 To: 07	
Revenues	Amt Budgeted	Revenues	Remaining
308 Beginning Balances	325,553.66	326,705.62	(1,151.96) 100.4%
Fund Revenues:	325,553.66	326,705.62	(1,151.96) 100.4%
Expenditures	Amt Budgeted	Expenditures	Remaining
999 Ending Balance	325,553.66	0.00	325,553.66 0.0%
Fund Expenditures:	325,553.66	0.00	325,553.66 0.0%
Fund Excess/(Deficit):	0.00	326,705.62	

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 4

020 Fire Reserve Fund			Months: 01 To: 07	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,480,000.00	1,483,593.47	(3,593.47)	100.2%
397 Interfund Transfers	35,000.00	0.00	35,000.00	0.0%
Fund Revenues:	1,515,000.00	1,483,593.47	31,406.53	97.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	1,515,000.00	0.00	1,515,000.00	0.0%
Fund Expenditures:	1,515,000.00	0.00	1,515,000.00	0.0%
Fund Excess/(Deficit):	0.00	1,483,593.47		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 5

100 Street Fund			Months: 01 To: 07	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	116,553.76	306,289.98	(189,736.22)	262.8%
310 Taxes	322,000.00	157,362.33	164,637.67	48.9%
320 Licenses & Permits	600.00	175.00	425.00	29.2%
330 Intergovernmental Revenues	49,620.60	23,924.67	25,695.93	48.2%
360 Interest & Other Earnings	0.00	210.91	(210.91)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	488,774.36	487,962.89	811.47	99.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	265,600.00	103,027.92	162,572.08	38.8%
543 Streets Admin & Overhead	28,050.00	13,171.08	14,878.92	47.0%
544 Road & Street Operations	21,000.00	0.00	21,000.00	0.0%
566 Substance Abuse	0.00	130.04	(130.04)	0.0%
594 Capital Expenditures	39,000.00	27,812.03	11,187.97	71.3%
597 Interfund Transfers	53,000.00	0.00	53,000.00	0.0%
999 Ending Balance	82,124.36	0.00	82,124.36	0.0%
Fund Expenditures:	488,774.36	144,141.07	344,633.29	29.5%
Fund Excess/(Deficit):	0.00	343,821.82		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 6

103 Tourism Promo & Develop Fund			Months: 01 To: 07	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	615,661.30	710,294.51	(94,633.21)	115.4%
310 Taxes	440,000.00	121,270.71	318,729.29	27.6%
360 Interest & Other Earnings	0.00	8,567.81	(8,567.81)	0.0%
Fund Revenues:	1,055,661.30	840,133.03	215,528.27	79.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	357,250.00	74,456.43	282,793.57	20.8%
594 Capital Expenditures	370,000.00	0.00	370,000.00	0.0%
999 Ending Balance	328,411.30	0.00	328,411.30	0.0%
Fund Expenditures:	1,055,661.30	74,456.43	981,204.87	7.1%
Fund Excess/(Deficit):	0.00	765,676.60		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 7

300 Capital Improvement Fund			Months: 01 To: 07	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	99,236.62	135,656.42	(36,419.80)	136.7%
310 Taxes	20,000.00	18,680.69	1,319.31	93.4%
360 Interest & Other Earnings	0.00	474.02	(474.02)	0.0%
Fund Revenues:	119,236.62	154,811.13	(35,574.51)	129.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	70,611.00	0.00	70,611.00	0.0%
999 Ending Balance	48,625.62	0.00	48,625.62	0.0%
Fund Expenditures:	119,236.62	0.00	119,236.62	0.0%
Fund Excess/(Deficit):	0.00	154,811.13		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 8

303 Joint Emergency Facilities Fund			Months: 01 To: 07	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 9

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	819,927.00	254,291.31	565,635.69	31.0%
360 Interest & Other Earnings	75,000.00	0.00	75,000.00	0.0%
397 Interfund Transfers	70,611.00	0.00	70,611.00	0.0%
Fund Revenues:	965,538.00	254,291.31	711,246.69	26.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	965,538.00	641,889.95	323,648.05	66.5%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	965,538.00	641,889.95	323,648.05	66.5%
Fund Excess/(Deficit):	0.00	(387,598.64)		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 10

311 First Street		Months: 01 To: 07		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	132,800.00	0.00	132,800.00	0.0%
397 Interfund Transfers	53,000.00	0.00	53,000.00	0.0%
Fund Revenues:	185,800.00	0.00	185,800.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	185,800.00	368.42	185,431.58	0.2%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	185,800.00	368.42	185,431.58	0.2%
Fund Excess/(Deficit):	0.00	(368.42)		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 11

400 Water/Sewer Fund		Months: 01 To: 07		
Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	129,205.20	251,864.61	(122,659.41)	194.9%
401 Water	191,376.85	207,161.66	(15,784.81)	108.2%
402 Sewer	190,400.27	218,673.27	(28,273.00)	114.8%
308 Beginning Balances	510,982.32	677,699.54	(166,717.22)	132.6%
330 Intergovernmental Revenues	311,000.00	0.00	311,000.00	0.0%
343 Water	690,150.00	328,156.48	361,993.52	47.5%
344 Sewer	887,594.20	511,355.47	376,238.73	57.6%
340 Charges For Goods & Services	1,577,744.20	839,511.95	738,232.25	53.2%
343 Water	46,674.00	83,496.29	(36,822.29)	178.9%
344 Sewer	56,532.00	67,898.00	(11,366.00)	120.1%
400 Water/Sewer	4,000.00	4,211.52	(211.52)	105.3%
360 Interest & Other Earnings	107,206.00	155,605.81	(48,399.81)	145.1%
380 Non Revenues	0.00	0.00	0.00	0.0%
390 Other Financing Sources	350,000.00	321,000.00	29,000.00	91.7%
Fund Revenues:	2,856,932.52	1,993,817.30	863,115.22	69.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	473,150.00	249,371.68	223,778.32	52.7%
535 Sewer	852,500.00	322,047.21	530,452.79	37.8%
534 Water	64,373.39	24,087.96	40,285.43	37.4%
535 Sewer	32,671.00	16,335.00	16,336.00	50.0%
591 Debt Service	97,044.39	40,422.96	56,621.43	41.7%
534 Water	764,500.00	423,441.70	341,058.30	55.4%
535 Sewer	0.00	0.00	0.00	0.0%
594 Capital Expenditures	764,500.00	423,441.70	341,058.30	55.4%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
400 Water/Sewer	234,755.01	0.00	234,755.01	0.0%
401 Water	188,050.85	0.00	188,050.85	0.0%
402 Sewer	246,932.27	0.00	246,932.27	0.0%
999 Ending Balance	669,738.13	0.00	669,738.13	0.0%
Fund Expenditures:	2,856,932.52	1,035,283.55	1,821,648.97	36.2%
Fund Excess/(Deficit):	0.00	958,533.75		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 12

410 Wastewater System Upgrades			Months: 01 To: 07	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	(119,857.70)	119,857.70	0.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.0%
390 Other Financing Sources	1,000,000.00	279,665.24	720,334.76	28.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	1,000,000.00	159,807.54	840,192.46	16.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	1,000,000.00	583,703.66	416,296.34	58.4%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	1,000,000.00	583,703.66	416,296.34	58.4%
Fund Excess/(Deficit):	0.00	(423,896.12)		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 13

500 Equipment Service Fund		Months: 01 To: 07		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	65,450.73	139,248.98	(73,798.25)	212.8%
340 Charges For Goods & Services	150,000.00	72,693.54	77,306.46	48.5%
360 Interest & Other Earnings	0.00	334.40	(334.40)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
Fund Revenues:	215,450.73	212,276.92	3,173.81	98.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	125,750.00	45,492.87	80,257.13	36.2%
594 Capital Expenditures	0.00	0.00	0.00	0.0%
999 Ending Balance	89,700.73	0.00	89,700.73	0.0%
Fund Expenditures:	215,450.73	45,492.87	169,957.86	21.1%
Fund Excess/(Deficit):	0.00	166,784.05		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 14

630 Stevenson Municipal Court		Months: 01 To: 07		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	9,738.88	(9,738.88)	0.0%
380 Non Revenues	0.00	21,355.14	(21,355.14)	0.0%
Fund Revenues:	0.00	31,094.02	(31,094.02)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	23,740.58	(23,740.58)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	23,740.58	(23,740.58)	0.0%
Fund Excess/(Deficit):	0.00	7,353.44		

2020 BUDGET POSITION

City Of Stevenson
MCAG #: 0652

Time: 13:31:37 Date: 08/14/2020
Page: 15

631 CATV Fund		Months: 01 To: 07		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	3,098.81	(3,098.81)	0.0%
380 Non Revenues	0.00	0.52	(0.52)	0.0%
Fund Revenues:	0.00	3,099.33	(3,099.33)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	3,099.33		

2020 BUDGET POSITION TOTALS

City Of Stevenson
MCAG #: 0652

Months: 01 To: 07

Time: 13:31:37 Date: 08/14/2020

Page: 16

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	1,783,875.33	1,358,908.96	76.2%	1,783,875.33	587,260.82	33%
010 General Reserve Fund	325,553.66	326,705.62	100.4%	325,553.66	0.00	0%
020 Fire Reserve Fund	1,515,000.00	1,483,593.47	97.9%	1,515,000.00	0.00	0%
100 Street Fund	488,774.36	487,962.89	99.8%	488,774.36	144,141.07	29%
103 Tourism Promo & Develop Fund	1,055,661.30	840,133.03	79.6%	1,055,661.30	74,456.43	7%
300 Capital Improvement Fund	119,236.62	154,811.13	129.8%	119,236.62	0.00	0%
303 Joint Emergency Facilities Fund	0.00	0.00	0.0%	0.00	0.00	0%
309 Russell Ave	965,538.00	254,291.31	26.3%	965,538.00	641,889.95	66%
311 First Street	185,800.00	0.00	0.0%	185,800.00	368.42	0%
400 Water/Sewer Fund	2,856,932.52	1,993,817.30	69.8%	2,856,932.52	1,035,283.55	36%
410 Wastewater System Upgrades	1,000,000.00	159,807.54	16.0%	1,000,000.00	583,703.66	58%
500 Equipment Service Fund	215,450.73	212,276.92	98.5%	215,450.73	45,492.87	21%
630 Stevenson Municipal Court	0.00	31,094.02	0.0%	0.00	23,740.58	0%
631 CATV Fund	0.00	3,099.33	0.0%	0.00	0.00	0%
	10,511,822.52	7,306,501.52	69.5%	10,511,822.52	3,136,337.35	29.8%

STEVENSON PLANNING COMMISSION MEETING MINUTES
Monday, July 13, 2020
6:00 PM
Held Remotely

Attending: Chair Valerie Hoy-Rhodehamel, Planning Commissioners Auguste Zettler, Mike Beck, Jeff Breckel.

City Staff: Community Development Director Ben Shumaker, City Administrator Leana Kinley

Public attendees: Craig Salveson, Mary Repar, Steve Minnis, Judith Morrison, Tabitha Allaway, Stephanie Guest, Erin Minnis, Scott Anderson, Brian McNamara, Monica Masco, Kelley O'Malley McKee

PC Chair Hoy-Rhodehamel opened the meeting at 6:02 p.m. She conducted roll call to ensure a quorum was in place.

Preliminary Matters

1. Chair Described Public Comment Expectations for Remote Meeting

PC Chair Hoy-Rhodehamel asked everyone to identify themselves prior to offering comments and to keep comments to 5 minutes for less. **City Administrator Leana Kinley** explained the mute/unmute/request to speak options for attendees on the telephone.

2. Approval of Minutes from June 8th, 2020 Planning Commission Meeting

MOTION to approve the June 8th, 2020 Planning Commission minutes was made by **Commissioner Beck** with a second by **Commissioner Breckel**. **Commissioner Beck** noted a spelling correction on page 3 for the term 'parcelization'.

- Voting aye: **Commissioners Beck, Breckel, Hoy-Rhodehamel, Zettler**
- Voting nay: None.

3. Public Comment Period (For items not located elsewhere on the agenda)

>Mary Repar spoke about her desire to have fireworks banned in Stevenson. She pointed to a small fire on Vancouver Avenue ignited by fireworks during the 4th of July and the emotional stress some veterans and many animals experience due to fireworks. **Community Development Director Shumaker** stated the PC could discuss the issue, but there is nothing applicable under zoning. Mary stated she would research other community ordinances banning fireworks.

New Business

4. Public Hearing @ 6:05 Conditional Use Permit 2020-01 Stevenson Church of the Nazarene

a. Review Purpose of Meeting

To review project and determine whether to grant or deny a permit.

Community Development Director Shumaker related this was an instance where the PC takes action on these types of applications.

b. Appearance of Fairness Disclosures

Community Development Director Shumaker explained the purpose for Appearance of Fairness Disclosures. It is to ensure fairness and impartiality in the decision making of the Planning Commission. Each Commissioner was asked to disclose any financial interest in the project's outcome, if the proposal would benefit them or cause them to lose income, and if they had participated in any ex-parte communication with anyone regarding the proposal, for or against. Challenges by an applicant can be brought forth if there is any perceived conflict of interest by Commissioners.

Each Commissioner was asked in turn regarding their ability to provide a fair and impartial decision. All reported no issues or communications that would an appearance of fairness disclosure. There were no challenges to the Commissioners' ability to act on the proposal.

c. Presentation by Staff

Community Development Director Shumaker pointed to his staff report that had the application as an attachment. He briefly explained the history of the building and the application to re-establish its use as a church. Issues to consider include parking, ADA accessibility, sidewalks, overhead utilities, the current gravel driveway and affordable housing.

Commissioner Beck requested an explanation to reiterate the public-stay-at-home orders that conflict with the Open Public Meetings Act. **City Administrator Leana Kinley** noted Governor Inslee's proclamation #20-28 provided guidelines regarding meetings. The City of Stevenson has decided to maintain remote meetings due to recent increases in COVID-19 caseloads in Skamania County.

d. Presentation by Applicant

Steve Minnis, Pastor of The Bridge Community Church, read a statement regarding the current work the church does locally. They are looking to increase their community service and outreach. Craig Salvesen answered a question from **Commissioner Beck** if submitted drawings of the church and parsonage show the entire property as a way to determine parking suitability. **PC Chair Hoy-Rhodehamel** asked if Internet service was available for the community programs planned. Pastor Minnis agreed high-speed connections would be beneficial, especially for youth.

For those phoning in, **Community Development Director Shumaker** listed and further described the specific decision points the PC needs to address:

- Consider proposal as a new use or re-use of building as it applies to siting and number of parking spaces, and if the parking would be in harmony with the neighborhood.
- Decide if the recommended "wait-and-see" approach from Public Works on the project's gravel driveways was appropriate. As a conditional use permit, there is a future review period whereby the project will be assessed for impacts, subject to additional conditions if needed.
- Decide if project would negatively impact public accessibility at the Jefferson/McKinley Street intersection, and if so, would installation of ADA crosswalks and sidewalk ramps relieve the impact. One challenge noted is the location of a storm drain, which would need moving to allow for ramp and crosswalk placement. The Commission was asked to consider if a "deferral of frontage improvements agreement" was acceptable to ensure the crosswalk installation occurs when appropriate.
- Consider project's effect on pedestrian usage in the neighborhood. If found to be negative, would a sidewalk extension address the impact? Would locating a sidewalk along the south side of Jefferson Street be an alternative? If not, would the Commission approve a "deferral of

frontage improvements agreement” to ensure the McKinley Street sidewalk extension takes place when appropriate?

- Determine if use of overhead service lines have unacceptable impacts on the neighborhood. If so, should underground service be required to reduce the development’s impact?
- Determine if project conflicts with the public’s need for affordably priced housing. If so, should it, or a portion of it, be denied? Devoting residential space to church could be a reason to deny permit.

e. Public Hearing

Chair Hoy-Rhodehamel opened the public hearing regarding Conditional Use Permit 2020-01 Stevenson Church of the Nazarene at 6:09 p.m.

i. Comments

>Mary Repar spoke in favor of the project. She noted it serves a good purpose. She stated it is consecrated ground and should remain a church. She approved of the plans for children's programs and shared having sidewalks would be good.

>Judith Morrison asked what the average attendance was for services. It was reported to be 35 people. She suggested 18 parking spaces would be enough. She said the church is talking with the Methodist church regarding shared parking.

> Stephanie Guest spoke about outreach to the community and voiced her support to have the PC approve the conditional use permit.

>Tabitha Allaway, worship leader at the church, spoke in favor of having the building available.

>Judith Morrison spoke in favor of connecting the sidewalks at the street corners.

>**Chair Hoy-Rhodehamel** asked for and received a description of the existing sidewalk layout.

f. Commission Discussion

The Commissioners entered into a substantial discussion on the project. All indicated the gravel driveway wait-and-see approach was acceptable, as was leaving the overhead utilities in place. The impact on affordable housing was deemed negligible, and Commissioners appreciated the additional resources the project would provide to the community.

The main topics of discussion focused on parking and potential sidewalk and crosswalk requirements. Questions about the project being considered a new use or a re-use of an existing property were discussed, as a new use determination would affect the parking requirements. It was agreed that substantial and costly improvements such as ADA ramps, storm drain relocation and sidewalk extensions were desirable, but would be best done when the city works on the neighborhood's improvement as a whole. **Commissioner Beck** pointed out The Religious Land Use and Institutionalized Persons Act (RLUIPA) is a federal law that protects religious institutions from unduly burdensome or discriminatory land use regulations. **Commissioner Zettler** had questions on the parking and shared concerns about possible overflow parking on the east side of McKinley Street, where an existing culvert may not support the weight of a vehicle. He recommended a low barrier or some form of screening/fencing be installed.

Using Stevenson Elementary School for parking was suggested, as was being pro-active with neighboring churches. **Commissioner Beck** suggested signage indicating when services would be held.

Chair Hoy-Rhodehamel asked the applicants for further comments.

>Craig Salvesen stated he would like to get started ASAP and he asked for a special meeting rather than waiting until the August 2020 Planning Commission meeting for a decision.

>Mary Repar asked if Jefferson Ave. could be put on a street program for updating. Don't burden the church with renovation of streets and sidewalks.

>Steve Minnis appreciated ideas for improvements. They are willing to help make upgrades to neighborhood but need time to raise funds.

Community Development Director Shumaker advised he had no approval document with the language containing the changes discussed at the meeting, and suggested continuing the hearing. He stated he had a good understanding of what the Commission wanted for conditions for the permit.

MOTION to hold the public hearing open until July 20, 2020 in order to finalize the conditional use permit **2020-01** with specifics to approve or deny was made by **Commissioner Beck** with a second by **Commissioner Breckel**. The continuation will be held at 6 p.m.

- Voting aye: **Commissioners Zettler, Breckel, Beck and Hoy-Rhodehamel**
- Voting nay: None

Commissioner Zettler asked the applicants to address the curb area on McKinley.

Chair Hoy-Rhodehamel asked for photos to help visualize the storm drain issue.

Community Development Director Shumaker advised the continuation of the public hearing meant the appearance of fairness doctrine still holds, and conversations regarding the project should be avoided. He will prepare the draft approval documents.

g. Decision

Public Hearing continued until 7-20-2020 at 6:00pm (see motion above).

Old Business

5. Public Hearing Zoning Code Amendments

a. Presentation of Materials by Staff

Community Development Director Shumaker related to the Commissioners information regarding the amendments. He noted they had all seen the draft regulations at the April 2020 PC meeting. Due to COVID-19 restrictions further discussion was postponed. He pointed to a 3-page memo summarizing the proposed draft policy changes and briefly described the four categories.

1-Allow Townhomes-new allowance in R2 (two-family district) and C1 zones.

2- Prohibit New Single-Family Detached Dwellings, Manufactured Homes, and Modular Homes (One house on one lot). The following sub-categories of #2 were explained:

2a- Allow Continued Use of Existing Single-Family Dwellings

2b- Allow Home-Based Businesses to Continue Occupancy if Business Closes

2c- Addressing Reversion of Single-Family Dwellings once Changed to Commercial Usage

3- Ease Permitting for Certain Murals, avoid conditional use process, allow future installation without PC approval.

4- Accept and formalize codifying Zoning Interpretations that have been made:

- Allowing townhomes in commercial recreational (CR) district,
- Allowing cultural attractions in C1 district, applies to new museums as conditional use.

Shumaker explained conversations and public comments submitted from the City Council meetings in May and June have led to requests to modify the proposed zoning amendments. He pointed to the staff report with the information and the public comments.

Commissioner Beck requested an additional explanation to reiterate the public-stay-at-home orders that conflict with the Open Public Meetings Act. **City Administrator Leana Kinley** again noted Governor Inslee's proclamation #20-28 provided guidelines regarding meetings. The City of Stevenson has decided to maintain remote meetings due to recent increases in COVID-19 caseloads in Skamania County. The call-in option complies with the order.

No Appearance of Fairness Disclosure is needed, only for specific projects and applications. Policy recommendations do not require it.

b. Public Hearing

The public hearing regarding the Zoning Code Amendment was opened at 7:18 p.m. by Chair Hoy-Rhodehamel

i. Comments

Remote participants were reminded to use *9 to indicate a wish to speak, *6 to mute/unmute.

>Mary Repar expressed her opinion that mixed use is what we are. The rural look of Stevenson should remain. Businesses are not coming in. New buildings help look. She spoke of the city's Comprehensive Plan and its support of the rural character. Moratorium is wrong. Filled lots are better than empty lots and taxes are generated. Let residents do what they want with their property.

>Judith Morrison, spoke as a Stevenson business owner. She stated we need more C1 property downtown and was not in favor of a mish-mosh of looks. Needs to be cleaned up and 'turn-key' for investors. Rural tourism is experiential. Buildings and business need to be in place for a thriving downtown. There are lots of empty lots just outside city center for housing. Keep the city core for commercial use.

>Brian McNamara noted the city webpage does not have the current meeting packet or previous minutes of meetings. He wanted it to be in the record that the public couldn't read comments. In the current packet, 18-20 comments were included for the Planning Commission and he asked if the Commissioners had read all of them. He stated it was important to hear all voices. He noted Pat Price, a local contractor and business owner asked if his letter could be read. Clarification of letters received was made, with **Community Development Director Shumaker** explaining letters were placed in reverse order in the packet. He offered to read a second letter from Pat Price.

Chair Hoy-Rhodehamel requested Shumaker to address Brian's concerns re meeting packet. **Shumaker** explained the current meeting packet was sent to the Planning Commission members and a shareholders group that are on the PC mailing list. He noted over 50 community members were sent the packet. An additional comment from Barbara Robinson was sent to the PC today. He explained neither letter was supportive of any zoning changes.

>Brian McNamara spoke of two concerns he had regarding renewal of the moratorium on SFDD in the downtown area, and conversion/reversion of businesses to residences. He pointed to past comments expressed about lack of public input regarding the first moratorium and high costs associated with removing a residence and constructing a commercial building. He was appreciative of the PC's and **Shumaker's** outreach to property owners regarding the issues. Brian stated his belief the McCloskey property was an example of a forced phase-out. He spoke in favor of protecting and preserving property rights. He noted there may be higher insurance costs for SFDD owners if forced to rebuild under the provisions of the moratorium.

>Monica Masco has an accounting service located in her residence in Stevenson. She thanked **Shumaker** for his help in clearing up confusion about options presented by providing clarification in the one ordinance draft. Her concern regarded continuing to do what she does at the property she owns. **Shumaker** reiterated the draft ordinance allows existing home-based businesses to be legacy homes that happen to have a business, and allows the continuation of legacy home use if business use is discontinued. He also explained that at the direction of the Planning Commission the draft ordinance does say if a residence is converted to full commercial use then no future reversion to a residence/legacy homes would be permitted. He has language in the staff report that provides options for PC to consider that would allow restoration of residential use.

>**Scott Anderson, Mayor of Stevenson**, spoke about the misunderstandings regarding the moratorium. He emphasized the moratorium deals with no new SFDD construction in the downtown area. The intent is to shape the way downtown Stevenson grows in the future. The Stevenson City Council's recent retreat addressed proactive growth management.

He talked about the protection of downtown and the need to make it a resource. New residents will support local businesses. The Downtown Plan is for management, and the Planning Commission will be asked to consider what areas make up the downtown core. He noted the existing SFDD/ property owners have been tried and true and it would be unfair for the city to make decisions affecting changes in property usage. He has meetings planned with property owners and stressed that balance is important.

>Judith Morrison reminded everyone that Stevenson is the only true riverfront community in the Gorge. Stevenson will grow. Wants downtown and commercial property to be used to grow new rural businesses. Change will take place.

>Mary Repar commented that real people live in Stevenson and commercial property is not sacrosanct. She supports directing growth in an organic fashion so people continue to live here.

>Brian McNamara stated he understands the pro-development stance by some. Perhaps goal of some sort of retail may come back. Multiple rental properties are available. Some downtown property owners relate no interest in their rental sites. He spoke with two long-term large landowners and pointed out they have not constructed homes or commercial buildings in 20 years. He declared if prevented from re-building a SFDD on his property he would consider it a taking of property rights, which should be avoided.

>Kelley O'Malley-McKee, Executive Director, Stevenson Downtown Association spoke in favor in protecting existing owners rights to convert their properties from residential to commercial. Regarding any new ownership of building establishments in the downtown area, she is aligned with the view of Judith Morrison and Scott Anderson. She stated Stevenson should be prepared for new prospects while not turning backs on long time residents and business owners. She is a proponent of providing more entrepreneurial opportunities for local residents.

c. Commission Discussion

The Commission agreed to address revisions to the murals, townhomes and cultural attraction first, then deal with the SFDD issues.

- **Allowance of Townhomes in R2/C1 zones.**

All agreed it was an appropriate change and supported the proposed language. Maintaining the height restriction in place for other structures was suggested by Commissioner Zettler.

Community Development Director Shumaker noted all residences are subject to 35' height requirement. **Chair Hoy-Rhodehamel** expressed appreciation for inclusion of the common terms used to describe townhomes.

- **Permitting of certain (Type 2) murals**

A question regarding what the permit process would look like was answered by **Community Development Director Shumaker**, who explained it would require zoning administrator approval, but would not be subject to review by the Planning Commission. All supported the proposed language.

- **Codifying Zoning Interpretation for Cultural Attractions.**

Community Development Director Shumaker summarized for the Commission two requests regarding the consideration of cultural attractions. One was for a museum in the downtown area and one was for interpretive kiosks. He provided a definition of a cultural attraction. The draft change keeps museums as conditional use subject to PC approval. All supported the proposed language clarifying the interpretations.

- **Prohibit New Single-Family Detached Dwellings, Manufactured Homes, and Modular Homes** The following sub-categories were considered.

2a- Allow Continued Use of Existing Single-Family Dwellings

2b- Allow Home-Based Businesses to Continue Occupancy if Business Closes

2c- Addressing Reversion of Single-Family Dwellings once Changed to Commercial Usage

The Commission then entered into a broad discussion on the policy changes regarding SFDD. Much of it focused on what changes in ownership would do concerning conversion of residences to commercial entities and how transitions would be managed. Basic protection of existing property owners and their investments was acknowledged as important. Understanding the long-term goal of Stevenson to encourage denser usage of downtown and preparing for future change was noted as well. Repeated conversions from residences to businesses were highlighted as a concern.

Community Development Director Shumaker requested Commissioners also consider expanding the time period providing protections for a "legacy home" and include more exemptions in the draft description of "legacy homes". The request is based on conversations with interested property owners. He also shared concerns raised regarding possible impacts the current moratorium may have regarding replacement of structures. He clarified a home-based business was one where an owner resided in the same dwelling as the business. **Commissioner Beck** shared it appeared the zoning code already addressed abandoned use and non-conforming use in sections 17.44.040 and 17.44.060.

Chair Hoy-Rhodehamel expressed concerns regarding unintended consequences for small businesses as her reason for opposing 2c. **Commissioner Zettler** offered under the code being considered installing a commercial kitchen in a home was not the same as converting a home to a retail commercial bakery and would be allowed under the legacy home definition.

Following further discussion the Planning Commission agreed via consensus to support recommending the City Council approve the zoning policy changes proposed (1, 2a, 2b, 3 and 4, see page 5) with the exception of the definition of legacy homes and the consideration of additional exemptions.

d. Recommendation

MOTION to advance zoning code amendments updating the trade district code to the Stevenson City Council for their consideration and approval, with the exception of 2c, and to defer the decision on 2c to the Stevenson City Council made by **Commissioner Beck** with a

second by **Commissioner Breckel**. **Breckel** expressed his reluctance, noting he would like to see it worked out by the Planning Commission. **Commissioner Zettler** pointed out the Commission was just sending the City Council their recommendations.

- Voting aye: **Hoy-Rhodehamel, Commissioners Zettler, Beck, Breckel**
- Voting nay: None

>Brian McNamara spoke. He appreciated the Commission regarding their work on the issues. He stated he felt the last line of 2c was problematic regarding exemptions and changes made by a homeowner, and requested the Planning Commission go deeper and table the 2c. Shumaker recounted the work the Commission had done and noted the issue was unresolved, but the City Council would make further decisions. Brian expressed there were nuances to the situation beyond what was discussed. Shumaker relayed the issue would go before the City Council as a public hearing in August 2020, which would leave time to develop a minority report to express any reservations by Commissioners.

Discussion

No statements of interest yet from anyone concerning becoming a Commission member.

6. Staff & Commission Reports

The Commission opted to wait to hear about the Rock Cove Hospitality Center, Public Tree Inventory & Management Plan, First Street Sidewalk & Overlook, Shoreline Master Program, Residential Building Capacity due to time constraints.

7. Thought of the Month

Community-Submitted Topic: Walkability

https://www.ted.com/talks/jeff_speck_the_walkable_city

Chair Hoy-Rhodehamel declared the meeting adjourned at 8:50 p.m.

Minutes recorded by Johanna Roe

**STEVENSON PLANNING COMMISSION
SPECIAL MEETING MINUTES
Monday, July 20, 2020
6:00 PM**

Held Remotely

Conference call info: (301) 715-8592 or (253) 215-8782 and PIN 836 5459 1050#.

Online: <https://us02web.zoom.us/j/83654591050>

Attending: Planning Commission Chair Valerie Hoy-Rhodehamel, Commissioners Auguste Zettler, Mike Beck, Jeff Breckel

City Staff: Community Development Director Ben Shumaker

Public Attendees: Steve Minnis, Craig Salvesen

Chair Hoy-Rhodehamel opened the meeting at 6:02 p.m.

Preliminary Matters

1. Chair Described Public Comment Expectations for Remote Meeting

Special Business

2. Public Hearing @ 6:05

Conditional Use Permit 2020-01 Stevenson Church of the Nazarene public hearing continuation and meeting continuation.

a. Review Purpose of Meeting

To review project and provide a recommendation to City Council

b. Appearance of Fairness Disclosures

Community Development Director Shumaker reviewed Appearance of Fairness Disclosures with Planning Commission members. He asked if anyone had spoken with anyone regarding the project since the July 13th 2020 PC meeting, if Commissioners had any financial interest in the project, and if there were any other reasons a fair and impartial decision could not be made.

No changes were noted by any Commissioners. **Chair Hoy-Rhodehamel** received a text from Erin Minnis, the applicant's spouse, but did not respond. **Shumaker** asked if there was any reason anyone could challenge a Commissioner regarding the project and no one indicated any reason to challenge.

c. Presentation by Staff

Community Development Director Shumaker directed Commissioners to his four-page staff report. He pointed out pages 2 and 4 regarding previous issues discussed and photos of several areas requested by Commissioners at the July 20th, 2020 PC meeting. He briefly reviewed the draft permit with ten findings of fact and seven conditions of approval.

d. Presentation by Applicant

No further information was provided by the applicant.

e. Public Hearing opened at 6:13 p.m. by Chair Hoy-Rhodehamel

No comments in favor; opposed; or neither in favor or opposed were received.

f. Commission Discussion

Commissioners engaged in a brief discussion. Questions were raised regarding the street improvements that will be needed and screening requirements for the parking area.

Shumaker explained the church would be required to extend a sidewalk or provide some form of financial assurance regarding their participation in the future street, sidewalk, and/or drainage improvements on NW Jefferson and McKinley streets, and the financial assurance/agreement/extension need to be complete prior to the periodic review required in Condition #7.

Screening of the parking area was seen by Commissioners to be important for the neighborhood, and they determined that a visual buffer, either through fencing or live hedging would need to be in place sooner than originally discussed. Several dates were suggested, and the Commission agreed to require the screening be in place no later than April 4th, 2021.

g. Decision

Based on the agreed upon findings and conditions, the Planning Commission determined it was satisfied that the Conditional Use proposal:

1. Will not endanger the public health or safety;
2. Will not substantially reduce the value of adjoining or abutting property;
3. Will be in harmony with the area in which it is located; and
4. Will be in conformity with the comprehensive plan, transportation plan, or other plan officially adopted by the council.

MOTION to approve CUP2020-01, subject to conditions discussed, was made by **Commissioner Breckel** with a second by **Commissioner Zettler**.

- Voting aye: **Chair Hoy-Rhodehamel, Commissioners Beck, Zettler and Breckel**
- Voting nay: None

3. Adjournment

Chair Hoy-Rhodehamel declared the meeting adjourned at 6:36 p.m.

Minutes recorded by Johanna Roe



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

July 29, 2020

Leana Kinley, City Administrator
City of Stevenson
7121 E. Loop Rd/PO Box 371
Stevenson, WA 98648-0371

Re: City of Stevenson Ordinance No. 2020-1159

Affordable and Supportive Housing State Shared Tax

Dear Ms. Kinley:

The Department of Revenue has received your Resolution No. 2019-345 and Ordinance No. 2020-1159 on June 24, 2020 with the effective date of August 1, 2020 to impose the Affordable and Supportive Housing State Shared Tax authorized by Substitute House Bill (SHB) 1406 and Revised Code of Washington (RCW) 82.14.540.

As required by RCW 82.14.540, the Department has calculated the maximum capacity (cap) of \$4,807.77. Once the maximum award amount has been reached, the tax shall cease to be distributed for the remainder of the fiscal year.

If you have any questions, you may contact me at (360) 705-6039.

Sincerely,

Jessica Hicks
Tax Administration Manager
Taxpayer Account Administration



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 – July 2020
Meeting Date: August 20th, 2020

Executive Summary:

Fire Department focus has been on the COVID-19 response in our service area and Skamania County. Fire Chief is receiving regular SitReps and continues to pass on relevant updates to the membership. Fire Department leadership has been working hard on digesting COVID-19 response guidelines which sometimes change daily. We continue to develop and adjust response procedures and protocols based on the information available. Fire Department transitioned back in to doing weekly virtual training meetings

Fire season is in full swing. The Department's volunteers have been preparing to respond as needed. The DNR has greatly improved their communication with local fire districts so that has been helpful with our preparations for response.

Fire Department completed a fire standby for the annual 4th of July fireworks display.

Overview of Items:

- *COVID-19 Response:* Ongoing
- *New Fire Hall:* Ongoing
- *District AFG Grant:* Pre-construction conference completed. Tentative Delivery of new apparatus is November 2020
- *Fire Station Bay Door Upgrade:* Installed and working as intended.

Drills/Training/Calls:

July Drills/Training – 46 Hours of volunteer training time

July Calls – 4 total

2 – Burn complaints

2 – Wild Fire

Action Needed: None



Skamania County Sheriff's Office

Law Total Incident Report, by Agency, Nature

Agency: Skamania County Sheriff's Dept

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abandon Vehicle Right of Way	5
Agency Assistance	2
Other Types of Animal Calls	1
Simple Assault	1
Burglary Residence Unlawful En	1
Business Establishment Alarm	3
Civil Process	1
Custodial Interference	1
Dead Body	1
Disorderly Conduct	2
Problems with Dogs	1
Domestic Violence	3
Fireworks Problems	2
Found Animal	1
Found Property	7
Fraud	4
Harrass	3
Hit & Run Accident	1
Hospice	2
Illegal Burning/Permit Violat	1
Information Report	5
Intoxicated Person	3
Jail Problems/Inmate Problems	2
Juvenile Problem	1
Lost Dog	1
Lost Property	1
Medical Emergency	35
Patrol Request	3
Traffic Collision Prop Damage	2
Request Traffic Enforcement	2
Shooting Noise	1
Suspicious Person/Circumstance	5
Theft Other Property	4
Theft Automobile	1
Theft- Motorcycle	2
Traffic Hazard	4
Traffic Stop	10
Tresspassing	1
Vandalism/Mailic Misch	1
Violation Court Orders	2
Wanted Person - Warrant	4
Welfare Check	4
Wild/Brush Fire	1

<u>Nature of Incident</u>	<u>Total Incidents</u>
Total Incidents for This Agency	138

Total reported: 138

Report Includes:

All dates between `00:00:00 07/01/20` and `00:00:00 08/01/20`, 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 Agency, Nature

Agency: Skamania County Sheriff's Dept

<u>Nature of Incident</u>	<u>Total Incidents</u>
Other Types of Animal Calls	1
Business Establishment Alarm	1
Disorderly Conduct	2
Medical Emergency	1
Total Incidents for This Agency	5

Total reported: 5

Report Includes:

All dates between `00:00:00 07/01/20` and `00:00:00 08/01/20`, 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

Law Total Incident Report, by Agency, Nature

Agency: Skamania County Sheriff's Dept

<u>Nature of Incident</u>	<u>Total Incidents</u>
Citizen Assist	1
Total Incidents for This Agency	1

Total reported: 1

Report Includes:

All dates between `00:00:00 07/01/20` and `00:00:00 08/01/20`, All agencies matching `SCSO`, All natures, All locations matching `19`, 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>
46.16A.140.4	Fail To Register Vehicle	2
46.20.005	NVOL W/O I.D.	3
46.20.015	NVOL With I.D.	1
46.20.342	DR W/LIC PRIV SUSP	8
46.30.020	Driving Without Insurance	2
46.61.190.2	Fail to yield after stop sign	1
46.61.310	TRN SGNLS HAND/ARM	2
46.61.400	SPEEDING	16
9A.48.090	MAL MISCH 3RD DGREE	1

Report Totals

36

Report Includes:

All dates of issue between `00:00:00 07/01/20` and `00:00:00 08/01/20`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types



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: City Administrator Staff Update
Meeting Date: August 20, 2020

Overview of items staff has been working on over the past month:

COVID-19 Response – I continue to time on the response to COVID-19 communicating information and passing along requests for personal protective equipment from various government agencies. The updates remain bi-weekly.

Business Licensing – Mary Corey has been working hard to provide the upload data for the over 100 business licenses in the city in preparation for transition to the state. The city will stop processing licenses on November 27th and the new system will go live on December 17th. Information will go out to businesses and the chamber as we get closer to the cut-over date. Minor changes to the business license code have been recommended to clarify the process and changes taking place.

Gorge Regional Transit Study – Mid-Columbia economic Development District continues to work on this project with some modifications. Information on the project can be found at <https://gorgetranslink.com/gorge-transit-strategy/>. For Stevenson, they are working to connect our community with the rest of the Gorge, both south to Cascade Locks and East. A grant will be submitted in September to add this to the current route.

Water Meter Change/Energy Conservation Project – There remain about 40 meters that need to be changed out, which will take place towards the end of August. We will have started reading meters and billing customers for usage on a monthly basis. We continue to work out gaps between installed meters and billed meters. There is a group of additional meters for city irrigation, lift stations and the RV dump that were installed and not billed. These are on the agenda for council waiver of back-billing similar to the request last month.

Permitting Module – We have completed implementation and staff will be trained on the 19th. This will allow for improved reporting and tracking of where permits are at in the process.

Nuisances – There are a few active nuisances we are tracking and responding to as time allows.

Wastewater Rate Study – Staff attended an asset management training is looking into our own asset management tool. A review of a rate model will take place on September 8th to see if it will work for our community. Once the rate model is selected, we'll move forward with updating it and analyzing the data for determination of future rates.

County Contract Update – I met with Tim Elsea, Skamania County Public Works Director, and discussed the building inspector contract and other matters pertaining to city business. He has requested an additional Inspector in the 2021 county budget. He will attend the September 17th council meeting to provide an update on where that stands and report on the contract.

Park Plaza – The Stevenson Downtown Association recently reached the technical completion deadline for the RCO grant request of \$500,000. They will do a final presentation September 21-25th and receive information on where they rank on November 5th. The County is working with the Department of Archaeology and Historic Preservation on completion of the cultural study, which is being funded as part of the soft costs Tourism Funds grant through the City.

Action Needed:

None.

CHECK REGISTER

City Of Stevenson
MCAG #: 0652

07/17/2020 To: 08/20/2020

Time: 11:59:03 Date: 08/19/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1892	08/20/2020	Claims	1	EFT	Department of Revenue	5,380.28	July 2020 Taxes
1732	07/30/2020	Claims	1	14524	American Machine & Gear, Inc	1,250.00	Drive Shaft For Brush Mower
1733	07/30/2020	Claims	1	14525	Class 5	307.94	August 2020 Phone Services
1734	07/30/2020	Claims	1	14526	Day Wireless Systems	95.86	Radio Repair-Karl
1735	07/30/2020	Claims	1	14527	Fairview Garage Doors LLC	4,523.40	Doors For The Firehall
1736	07/30/2020	Claims	1	14528	Gorge Networks	95.43	August 2020 WTP Broadband Service
1737	07/30/2020	Claims	1	14529	Grayling Engineers	717.05	Hegewald Well PH Adjustment - Phase 1
1738	07/30/2020	Claims	1	14530	Gregory S Cheney PLLC	127.50	Court Appointed Attorney Costs, Jack Speck - CR0022224
1739	07/30/2020	Claims	1	14531	Rhianna Hurff	1,982.90	BP #19-069 Cancelled Permit
1740	07/30/2020	Claims	1	14532	Municipal Code Corp	547.00	Ordinance Page Updates
1741	07/30/2020	Claims	1	14533	PUD No 1 of Skamania County	4,288.78	Application Fee For 90 SW Russell Ave Street Light Service; Street Lights-August 2020 Statement; WWTP-July 2020 Statement; 389 Gropper Road-July 2020 Statement; First Street Shop-July 2020 Statement;;
1742	07/30/2020	Claims	1	14534	Skamania County EMS	1,133.48	Covid-19 PPE Local Businesses
1743	07/30/2020	Claims	1	14535	Skamania County Economic Development	19,583.76	Housing Needs Assessment-Buildable Lands Inventory
1744	07/30/2020	Claims	1	14536	State Auditor's Office	5,847.27	2018-2019 Financial/Accountability Audit
1745	07/30/2020	Claims	1	14537	Woodrich, Kenneth B PC	1,590.00	July 2020 Statement
1898	08/20/2020	Claims	1	14545	A&J Select	52.49	July 2020 Statement
1899	08/20/2020	Claims	1	14546	Apollo Solutions Group	138,056.85	Water Meter Installation Labor; AMR Water Meters & Lighting; FIM 1 Lighting/ASG Onsite Services; AMR Water Meters & Lighting
1900	08/20/2020	Claims	1	14547	Aramark Uniform Services	130.65	July 2020 Statement
1901	08/20/2020	Claims	1	14548	Avista Utilities	67.21	July 2020 Statement
1902	08/20/2020	Claims	1	14549	BSK Associates	1,678.00	July 2020 Water Samples Testing; July 2020 WWTP Samples Testing
1903	08/20/2020	Claims	1	14550	CGTA	500.00	2020 Partnership
1904	08/20/2020	Claims	1	14551	Cascade Columbia Distribution Company	2,013.73	Chemicals for Water Plant
1905	08/20/2020	Claims	1	14552	CenturyLink	184.09	August 2020 Phone Services; July 2020 Phone Services - Kanaka Cr Transfer Station; August 2020 Phone Services
1906	08/20/2020	Claims	1	14553	Centurylink Comm Inc	46.23	July 2020 Long Distance
1907	08/20/2020	Claims	1	14554	City of Hood River	890.71	April-June Sludge Hauling
1908	08/20/2020	Claims	1	14555	City of Stevenson	436.49	July 2020 11340 Statement; July 2020 25124 Statement
1909	08/20/2020	Claims	1	14556	Class 5	337.84	July 2020 Hosted VOIP Fax; September 2020 Phone Services; September 2020 Fax Service
1910	08/20/2020	Claims	1	14557	Coburn Electric, Inc.	1,463.34	Cascade Avenue Lift Station Repair
1911	08/20/2020	Claims	1	14558	Columbia Basin Water Works, Inc.	800.00	4 Meters tested for accuracy
1912	08/20/2020	Claims	1	14559	Columbia Hardware, Inc.	730.29	July 2020 Statement
1913	08/20/2020	Claims	1	14560	Columbia River Disposal	198.76	July 2020 Statement
1914	08/20/2020	Claims	1	14561	Consolidated Supply Co.	2,061.93	8" Field-Lok Tyton Gaskets; 1" Corp Valve/Saddle
1915	08/20/2020	Claims	1	14562	Emergency Services Marketing Corp	305.00	Annual Subscription

CHECK REGISTER

City Of Stevenson
MCAG #: 0652

07/17/2020 To: 08/20/2020

Time: 11:59:03 Date: 08/19/2020
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1916	08/20/2020	Claims	1	14563	Gorge Networks	95.43	September 2020 WTP Broadband Service
1917	08/20/2020	Claims	1	14564	Gregory S Cheney PLLC	435.00	July 2020 Court Apointed Attorney Costs
1918	08/20/2020	Claims	1	14565	HD Fowler Company	2,051.00	Water/ Sewer/Park Supplies
1919	08/20/2020	Claims	1	14566	Hood River Sand & Gravel, Inc	608.00	Cover for water/sewer leak
1920	08/20/2020	Claims	1	14567	NAPA Auto Parts	707.02	July 2020 Statement
1921	08/20/2020	Claims	1	14568	Northern Safety Co., Inc.	111.99	6 First Aid Kits
1922	08/20/2020	Claims	1	14569	Office of State Treasurer - Cash Mgmt Di	604.17	August 2020 Remittance
1923	08/20/2020	Claims	1	14570	One Call Concepts, Inc.	24.61	July 2020 Statement
1924	08/20/2020	Claims	1	14571	PUD No 1 of Skamania County	98.06	Frank Johns Blinker Light-July 2020 Statement
1925	08/20/2020	Claims	1	14572	Petty Cash	178.85	Petty Cash July 2020
1926	08/20/2020	Claims	1	14573	Radcomp Technologies	409.26	August 2020 IT Services
1927	08/20/2020	Claims	1	14574	Skamania County Chamber of Commerce	11,861.19	July 2020 Contract & Reimbursables
1928	08/20/2020	Claims	1	14575	Skamania County EMS	450.00	City Staff First Aid/CPR Training
1929	08/20/2020	Claims	1	14576	Skamania County Pioneer	101.40	Public Hearing-Rock Creek Cove Plat Alteration; Public Hearing for Ordinance 2020-1157
1930	08/20/2020	Claims	1	14577	Skamania County Probation	450.00	July 2020 Probation Costs
1931	08/20/2020	Claims	1	14578	Skamania County Prosecutor	1,333.00	August 2020 Prosecuting Attorney Fees
1932	08/20/2020	Claims	1	14579	Skamania County Sheriff	256.00	June 2020 Inmate Incarceration Billing
1933	08/20/2020	Claims	1	14580	Skamania County Treasurer	17,572.55	July 2020 Remittance; August Transmittal - Distric Court
1934	08/20/2020	Claims	1	14581	Solutions Yes, LLC	38.24	Copy Paper
1935	08/20/2020	Claims	1	14582	Anders C Sorestad	199.99	Reimbursement for Anders Office Chair
1936	08/20/2020	Claims	1	14583	State Auditor's Office	712.53	2018/2019 Financial Audit
1937	08/20/2020	Claims	1	14584	Stevenson Downtown Association	29,380.17	Jan-Mar 2020 Courthouse Plaza Soft Costs; Jan-Mar 2020 LTAC Operations; Apr-June 2020 LTAC Operations
1938	08/20/2020	Claims	1	14585	Traffic Safety Supply, CO	1,716.10	Pre-Mark Striping
1939	08/20/2020	Claims	1	14586	Tribeca Transport LLC	5,908.42	Transport Sludge
1940	08/20/2020	Claims	1	14587	US Bank Safekeeping	30.00	July 2020 Maintenance Fees
1941	08/20/2020	Claims	1	14588	US Bank	2,561.96	July 2020 FD Credit Card Statement; July 2020 Card #1 Credit Card Statement; July 2020 Card #2 Credit Card Statement
1942	08/20/2020	Claims	1	14589	USA Bluebook	763.28	Brass Float Valve Assembly; Head Service Kit, pH Buffer; Pump Repair Parts
1943	08/20/2020	Claims	1	14590	Verizon Wireless	118.45	July 2020 Cell Phone Charges
1944	08/20/2020	Claims	1	14591	WEX Bank	1,563.52	July 2020 Fuel Statement
1945	08/20/2020	Claims	1	14592	WSP USA, Inc	8,224.05	First Street Overlook Project
1946	08/20/2020	Claims	1	14593	Wallis Engineering, PLLC	44,428.68	Russell Avenue Improvements; WWTP & Collection System Improvements
1947	08/20/2020	Claims	1	14594	Washington State DOT Cashier	158.51	Russell Avenue Rebuild
1948	08/20/2020	Claims	1	14595	Waste Connections Vancouver District 2	116.82	Shred Cart plus 30 boxes
1949	08/20/2020	Claims	1	14596	Wave Broadband	224.95	August 2020 Internet - WWTP; August 2020 Internet Services - City Hall
						63,596.35	
001 General Expense Fund						63,596.35	
100 Street Fund						3,636.67	
103 Tourism Promo & Develop Fund						41,864.10	

CHECK REGISTER

City Of Stevenson
MCAG #: 0652

07/17/2020 To: 08/20/2020

Time: 11:59:03 Date: 08/19/2020
Page: 3

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		309 Russell Ave			2,262.16	
		311 First Street			8,224.05	
		400 Water/Sewer Fund			162,100.90	
		410 Wastewater System Upgrades			42,325.03	
		500 Equipment Service Fund			6,908.20	
					<hr/>	Claims: 330,917.46
		* Transaction Has Mixed Revenue And Expense Accounts			330,917.46	

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Stevenson, and that I am authorized to authenticate and certify to said claim.

Clerk Treasurer: _____ Date: _____

Claims Vouchers Reviewed By:

Signed: _____

Signed: _____

Signed: _____

Auditing Committee (Councilmembers or Mayor)