

AGENDA
CITY OF STEVENSON COUNCIL MEETING
March 19, 2026
6:00 PM, City Hall and Remote

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or
301-715-8592, Webinar ID 882 5120 2134, **Zoom**
link <https://us02web.zoom.us/j/88251202134>

or via 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.

2. PUBLIC COMMENTS:

a) Members of the public may address the Council on items not listed on the agenda. Comments are limited to three minutes per speaker unless otherwise extended or limited by the Mayor. Written comments for inclusion in the Council packet must be submitted by noon the day of the meeting to City Hall or via email.

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

4. CONSENT AGENDA: Consent agenda items are approved in a single motion unless a Councilmember requests removal of an item for separate consideration.

a) **Minutes** of February 19, 2026.

b) ***Minutes March 5, 2026.**

c) ***Approval of Tourism Advisory Committee (TAC) Funding – CAT Transportation Bus (\$10,000).** Funding is intended to enhance visitor access and support tourism-related transportation consistent with allowable uses of lodging tax revenues.

d) ***Water Leak Adjustment** – The Council is asked to authorize an adjustment for Account No. 22180. The excess usage resulted from a break in her line, which has been addressed by the homeowners. Approval is requested to waive \$130.41 from the customer’s bill due to the leak.

MOTION: To approve consent agenda item a - d

5. SHERIFF'S OFFICE REPORT: The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month is presented for council review.

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

6. GUEST SPEAKERS:

- a) **Stevenson Downtown Association Update** - Kelly McKee, Executive Director, Stevenson Downtown Association.
- b) **Skamania County Chamber Update** - Angie Martin, Executive Director, Skamania County Chamber.

7. COUNCIL BUSINESS:

- a) ***Action Item – Approval of 2026 Committee Appointments (version 2)**

Consider approval of the Mayor's recommended appointments for 2026 to City boards, commissions, and committees requiring Council confirmation. These appointments include voting members serving on various advisory and statutory bodies.

MOTION: To approve the 2026 committee appointments as presented.

- b) **Discussion – Sewer Ordinance**

Council discussion regarding the sewer ordinance moratorium and presentation of options for simplifying and clarifying ordinance language and penalties. Direction may be provided to staff.

- c) ***Action Item – Approval of Rock Creek Intake Rehabilitation**

Approval of SOW and Contract to support Phase 2 of the Rock Creek Rehabilitation project to support the explorations of the root cause, inspecting divers, jetting services, construction/bidding management and design of a new intake. Funding will be rededicated from the water system plan (\$170,000) towards this emergent need with a budget adjustment of the difference of \$86,561.

MOTION: To approve Grayling Engineering to conduct work related to the Rock Creek Intake Rehabilitation as proposed in the scope of work provided not to exceed \$256,651

- d) ***Action Item – Driveway Standards Resolution**

Consider adoption of a resolution updating the City's driveway standards to reflect current engineering practices, improve safety and access, and provide clearer guidance for development and public works projects.

MOTION: To adopt the Driveway Standards Resolution as presented.

e) Pre-Read – Engineering Standards Resolution

Staff will provide a preview of proposed updates to engineering standards. A formal resolution will be presented at a future meeting.

f) *Action 2026 Contracted Services Agreement – Skamania Economic Development Council (\$29,731)

The City of Stevenson contracts annually with the Skamania Economic Development Council (EDC) to provide economic development services, including business retention and expansion, technical assistance, grant support, and regional coordination. The proposed 2026 agreement continues this partnership and aligns with the City’s goals of strengthening the local economy, supporting business development, and leveraging regional resources. The total contract amount is \$29,731, which is included in the City’s adopted 2026 budget.

MOTION: To approve the 2026 Contracted Services Agreement with the Skamania Economic Development Council in the amount of \$29,731. This contract supports business development, regional partnerships, and economic initiatives that align with the City’s goals of strengthening our local economy and supporting sustainable growth.

8. INFORMATION ITEMS:

a) City Administrator Recruitment Update

Mayor Taylor will provide an update on the City Administrator recruitment process, including timeline, revised job description, and next steps.

b) Financial Report

The Treasurer's Report and year-to-date revenues and expenses through the prior month are presented for council review.

9. MAYOR REPORT:

- a) Jenny Taylor– Interim City Administrator report on administrative transition and key operational updates.

10. STAFF REPORT:

- a) Cody Rosander - Public Works Director
- b)** Jayne Borden - Finance Director

11. VOUCHER APPROVAL: Vouchers will be presented prior to the meeting for council review.

12. COUNCIL COMMITTEE REPORTS:

13. 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.]*

14. ADDITIONAL PUBLIC COMMENT: *[This is an opportunity for members of the audience to address the Council for items discussed at the meeting.]*

18. ADJOURNMENT - Mayor will adjourn the meeting.

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Fw: Public comment for the next city council meeting

From: Mitch Patton <nwtsrinc@gmail.com>

Sent: Friday, March 6, 2026 9:46 AM

To: Cody Rosander <cody@ci.stevenson.wa.us>

Cc: City Council <citycouncil@ci.stevenson.wa.us>; planningcommissioners <planningcommissioners@co.skamania.wa.us>; Commissioners <commiss@co.skamania.wa.us>

Subject: Public comment for the next city council meeting

Good morning Cody and Stevenson Council Members,

I am writing today for clarification on a few things surrounding the ongoing situation with the Rock Creek water intake system and its location. I know dealing with Ecology is not pleasant at all, but I also understand that, as this is the city's water intake, there should be alternatives to a complete water loss, such as having emergency intake access at that location. A complete loss of water would be devastating for the City of Stevenson and could pose serious fire and public health risks for the town. I also believe we should be careful about how this issue is communicated to the public. Statements suggesting that the city will completely run out of water if money is not immediately spent on this intake may create unnecessary fear within the community. In reality, several things would have to fail before the City of Stevenson experienced a total loss of water. It may be more accurate to say that temporary water restrictions might be necessary while one of the city's water sources is repaired. From my understanding, the city's wells could continue supplying water for some time even if the Rock Creek intake were temporarily offline, possibly without immediately placing restrictions on residents. In addition, if large water users such as the breweries or the lodge were to have immediate temporary water use restrictions from the city's water system, it could significantly extend the available supply for the community.

My guess is that the breweries and the lodge may have contributed to the catastrophic failure at the sewer treatment plant, ultimately at the expense of the landowners in Stevenson. Because of that, future planning around these two very large users could potentially relieve a significant burden on the taxpayers of Stevenson.

The lodge, in particular, has been a concern of mine for many years. From my understanding, the lodge purchases its water from the City of Stevenson, and its sewer bill is based on water meter usage. However, as we all know, the amount of wastewater treated from that site is likely much greater than the water recorded by the meter. There can be thousands of additional gallons of wastewater generated from human waste and liquids dumped down drains, including drinks discarded from the dining room and wastewater from the lodging rooms.

a) I am not sure how the city currently accounts for or manages that difference. I have also been told that there may already be existing wells on the lodge property, and there is a possibility that some of that water could be used in areas such as the spa. If that water eventually drains into the city sewer system, it could be adding additional load to the treatment plant that is not reflected in the city's water meter usage.

As I said, these are simply ideas and observations, but they may be worth looking at as possible ways to reduce demand on the city's water and wastewater treatment systems.

I am not certain whether the lodge is currently connected to the city water system but that's what I've been told, but if it is, that property could potentially drill its own new well that would more than supply its needs. This could relieve millions of gallons of demand from the city system. Likewise, if breweries were placed under temporary water restrictions during an emergency, it could make a significant difference in both water supply and treatment capacity. The new well at the lodge could also be for emergency use like a failure to the city water system. I'm sure they have a backup generator for power failures. Things like this truly should have been addressed years ago during the business plan. Proposed to the city or county at that time it could also fall under its emergency fire protection plan if the city water system failed.

These are simply ideas and considerations. I am sure many of these possibilities have already been discussed. However, we need to continue planning for the future and honestly address the challenges the city is facing today. Otherwise, without thoughtful planning and diversification of water sources, the city could eventually find itself facing a more serious water shortage in the future.

Here are a few questions I would like clarification on:

1. What is the total amount of money that has been spent on this project or paid to engineers working on it since the first billing? I would also like to see the receipts or invoices that have been paid.
2. Has a new pump been installed in recent history? If not, when was the last time the pump was rebuilt or replaced?
3. Have you looked at an alternative pump location? I feel this could be a win-win situation if there is access to Rock Creek through the county transfer site or possibly from the opposite side of the river where the city has an easement at the end of the street or road. There was quite a bit of discussion about that location near the cemetery in the past.

My thought is that the entire city currently relies on one intake in Rock Creek, and we should really be concentrating on having two intakes on Rock Creek. My guess is the existing intake could be repaired for much less than the \$500,000 being discussed.

Many pump stations I have seen over the years have not been designed like this one. The ones I have seen typically have a much better intake design, using a vertical inlet in a deep water hole in the river or stream rather than a trench at the bottom of the river. This current setup seems like a failing system.

4. How many water wells does the city already own, and have they been tested for gallons per minute in recent history? What were the GPM outputs when they were drilled compared to today?

In my work, I have seen many older wells improved significantly. My thought is that investing in a deep water well could also be money well spent. We all know that the EPA and Ecology, USACE are making it increasingly difficult across Washington State to take water from surface streams or rivers. Because of that, I feel we need to look harder at improving our city-owned water wells while making minimal repairs to the Rock Creek intake. These kinds of things can be done through staff or department heads and not pay an engineer to research ideas.

a) If large amounts of money are going to be spent on the Rock Creek intake, it may make more sense to build it in a new location if possible. That way the city would have a backup plan in place. However, if we spend a significant amount of money repairing the old intake and make no improvements to the existing water wells, then we may be leaving the city in a failing position once again.

Thank you for your time and consideration. Also feel free to call me at any time. And yes let's keep youtube running. It's a great tool for the public to review past meetings and see who's attending the meetings.

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[Mitch Patton 360-903-9040](tel:360-903-9040)

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

- Harriet Beecher Stowe, from "Oldtown Folks"

Fw: Public Comment – Sewer Ordinance Discussion

From Jenny Taylor <jenny.taylor@ci.stevenson.wa.us>

Date Tue 3/17/2026 3:00 PM

To Daniel Pitariu <daniel@ci.stevenson.wa.us>

From: Pat Rice <pat.rice2056@gmail.com>

Sent: Tuesday, March 17, 2026 2:41 PM

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

Subject: Public Comment – Sewer Ordinance Discussion

Some people who received this message don't often get email from pat.rice2056@gmail.com. [Learn why this is important](#)

Members of the Council,

I am unable to attend Thursday's meeting but wanted to offer a brief comment regarding the discussion of the sewer extension ordinance affecting properties with functioning septic systems. Before homeowners are required to incur substantial costs to connect to the sewer system, it would be helpful for the public to understand the policy basis for the requirement. As someone who served on the Council during earlier discussions of this issue, I believe additional public clarification of the policy rationale would be helpful for residents. In particular, three questions seem important:

1. What specific public health or environmental issue is being addressed?

If there are documented septic failures, groundwater concerns, or regulatory requirements that make immediate connection necessary, it would be helpful to present that information clearly. If such findings exist, I would respectfully ask that they be identified in the record so residents can review the basis for the policy.

2. What financial analysis supports the policy?

If expanding the sewer customer base is necessary for long-term system sustainability, the public would benefit from seeing the cost-recovery analysis and understanding why this particular group of properties was selected.

3. Why was a mandatory connection requirement adopted as the primary approach, rather than alternatives used by many communities?

In some areas, septic systems are allowed to remain in use until failure, redevelopment, or property sale. Clarifying why those alternatives were not used here would help residents understand the reasoning behind the ordinance.

Given that the twenty-five property owners are directly affected by the ordinance, it may be helpful for the City to ensure those residents have had a clear opportunity to understand the proposal and provide input. At minimum, outreach or a dedicated discussion with the affected property owners could help ensure the Council receives complete information about the financial and practical impacts before making any further decisions.

For that reason, I would encourage the Council to focus Thursday's discussion on information gathering and clarification before taking any final action, so affected property owners have a meaningful opportunity to participate.

a)

These questions are not intended to argue for or against sewer expansion. Rather, they are intended to encourage clear explanation of the policy rationale so residents can understand how the decision aligns with public health, environmental protection, and fairness.

Thank you for your consideration.

Pat Rice

Public Comment – Ordinance No. 2025-1224

March 19, 2026

Dear Stevenson City Council Members,

I am a Stevenson property owner and former city council member, writing to express concern about Ordinance No. 2025-1224, which mandates connection to newly installed sewer lines.

This requirement places a significant financial burden on property owners who have functioning septic systems and have not contributed to or impacted the city's sewer infrastructure. To date, there have been no documented health or safety issues related to these systems, raising questions about the necessity and timing of this mandate.

The costs associated with forced connection—including installation, system development charges, and potential liens—are already affecting property values, affordability, and the ability to sell homes. Many affected owners were also unaware of the recent delay in implementation to August 31, 2026.

I respectfully ask the Council to use this delay to:

- Clearly communicate with all impacted property owners
- Provide transparent financial analysis of the project and its fairness
- Reevaluate whether mandatory connection is justified in the absence of demonstrated risk

At a minimum, the City should consider removing mandatory fees and allowing voluntary connection, rather than imposing financial hardship on a small group of property owners.

Thank you for your consideration.

a)

Sincerely,

Kristy Arnett McCaskell

Stevenson Property Owner

Date: March 18, 2026

Purpose: Comments for submission to March 19, 2026 Regular City Council Meeting Packet.

Re: City of Stevenson Ordinance No. 2025-1224.

Dear Stevenson City Council Members and City Administrators,

My name is Brian McNamara. I am writing once again to address the council agenda discussion of Ordinance No. 2025-1224 requiring property owners' mandatory connection to the recently installed sewer lines in parts of the city. These sewer lines were not in place or requested prior to the project initiation. There have been no justifications for these extensions other than the need to capture new rate payers to defray the cost of renovating the sewer treatment plant or attain consistency with existing sewer infrastructure. Past administrations have admitted the treatment plant was allowed to become inadequate even as the city moved forward with residential developments and encouraged businesses that have high water use and effluent discharges. Current septic system owners have had no historic effluent inputs into the system. There have been zero health or safety complaints reported to the city regarding septic systems. There were no imminent threats to city infrastructure caused by the presence of septic systems in the city limits identified in the ordinance proposal process. The ordinance mandate is based upon the availability of an adjacent sewer line. These did not exist prior to the recent extensions.

This issue is of great concern to me because I am a property owner and resident being adversely affected by these decisions. I have called Stevenson my home since 1991. I purchased my current home in 1995. There are 24 other identified property owners who are currently, or have already been, financially harmed by the restrictions included in this ordinance. Property values, equity, and salability are already being affected. It is my understanding those who sign up for waivers or decline connection will have liens placed on their property. As the ordinance stands owners will not be able to sell their homes until connected. This is wrongful overreach by Stevenson's elected officials to confront a perceived problem that doesn't exist.

The cavalier attitude displayed towards owners financial and legal burdens prior to ordinance adoption were not financially justified even after council member requests. There was a rush to adopt exemplified by the council attempted vote on the ordinance without the two required public meetings. Fortunately, this was thwarted. The attitudes displayed in meetings was one of "were doing this because we can" even in the face of opposition and no proof of urgency or harm from currently operational septic systems. The erroneous justification that because current sewer users were suffering skyrocketing rates non-users should be sucked into the system to pay for the cities past treatment plant neglect was evident. This is known as "crab mentality" wherein crabs in a bucket see others escaping and pull them back in so they all can

suffer together. The supposition that spending tons of money to extend sewer lines and force new users to pay for them will bring down costs to the other crabs is unproven and totally inequitable when considering the huge costs and impacts to affected owners. Septic system owners were never in the city sewer bucket! The 25 property owners have independently operated effluent treatment systems that have never impacted the city.

Fortunately, implementation of the ordinance is now delayed until August 31st, 2026 to allow the new city council members and administrators to find equitable solutions to the negative impacts being imposed on owners. I hope that all council members and administrators will perform due diligence in pursuit of the following prior to renewing the ordinance:

- Immediately and directly notify all affected property owners of the 6-month delay of implementation of the ordinance until 8/31/2026. Several property owners I have spoken to were unaware of the extension. Encourage participation in the review process and solicit financial estimates of individual owners' costs of compliance.
- Require the administration to provide financial reporting of cities ability to recoup costs associated with construction of the sewer extensions based on costs born by the affected property owners. In effect, will the burden placed on owners be equitable to the owners' financial responsibilities mandated by the ordinance? Both city council members voting against the ordinance have requested this during the ordinance approval process but it was not provided.
- Determine if there is a "master timeline" to which cities in Washington state must comply with Washington State rules in Chapter 173-216 WAC, federal rules of 40 CFR part 403, conditions of its National Pollutant Discharge Elimination System (NPDES) permit. My research indicates there is not. Why then is the city implementing the ordinance now when no imminent health, safety or infrastructure risks have been identified?
- The council should take the time to consult with the affected owners to see the real costs being forced upon them. Several owners have already lost considerable amounts of money and equity due to the ordinance.
- Council and administration should request and review council member Dave Cox's June 6, 2025 Memorandum to council and administrators. "Subject: Recommendations for Sewer Ordinance Reform – Connection and Funding Strategy." Additionally, ex-council member Pat Rice's letter to the city administrator titled "My Draft Sewer Ordinance Input" also dated June 6, 2025. These are excellent sources of issue context and financial responsibility from two of the councils most experienced and fiscally conservative council members.
- The new city council has an excellent opportunity restore property owner and city resident confidence that their elected officials are working in their best interests. The

ordinance main advocates are no longer in office. According to the public works director there have been no health or safety complaints regarding septic systems. The affected properties do not impact Stevenson's sewer infrastructure or drinking water collection system. The council should act now to preserve the property rights of constituents.

The following resolutions should be approved and adopted by the city council:

- **This situation can be quickly and undone by voiding the ordinance.** Problem solved. This retains septic owners' independence from the sewer treatment plant in case of emergency.
- Owners already financially harmed (ex. Chris and Candace Ford and others) should be compensated.
- The city should permanently waive the forced payment of "System Development Charge" construction costs and fines. If owners choose to voluntarily connect the city will recoup costs in monthly sewer rates from that property forever. The cities after the fact "carrot vs stick" incentives are basically forced compliance enforced by property liens.
- The ordinance connection costs, fees and fines combined with owner on-site connection/decommission costs will be reflected in increased rental rates and higher asking price for properties thereby reducing housing affordability and salability of properties in the city of Stevenson. Any areas subject to future city annexation will likely resist due to past heavy handed city council and administration actions such as Ordinance No. 2025-1224.

Thank you for your consideration,

Brian McNamara

City of Stevenson resident and property owner

DRAFT MINUTES
CITY OF STEVENSON COUNCIL MEETING
February 19, 2026
6:00 PM, City Hall and Remote

Attending:

Elected officials: **Mayor Jenny Taylor; Councilmembers Dave Cox, Erin Minnis, Pat Rice, Tina Van Pelt, Lucy Lauser.**

City staff: **Jayne Borden, Finance Director; Cody Rosander, Stevenson Public Works Director; Robert Muth, City Attorney; Daniel Pitariu, Permits and Records Manager.**

Guests: Skamania County Undersheriff Tracy Wyckoff; Jeff Breckel, Chair, Stevenson Planning Commission.

Public participants: Mary Repar, Brian McNamara, Rick Jessel, Scott Robinson, Mitch Patton, Stacy Patton, Sam Kinestead.

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

2. PUBLIC COMMENTS

- Mary Repar provided comments regarding the search for a new city administrator; the sewer ordinance; vaults (retention ponds) in subdivisions; and the need for a full-time city planner.
- Rick Jessell thanked **Mayor Taylor** for taking on the city administrator position; RCW's pertaining to resignation of a council member; and requested continued posting of YouTube recordings to help him process City Council meeting actions. The subtitles help to clarify statements and discussions. He urged **Councilmember Rice** to reconsider his resignation.
- Brian McNamara spoke about the sewer ordinance. He suggested direction communication with each affected property owner regarding mandatory connections and costs. Fees should be waived.
- Scott Robinson commented on the cost of hooking up to the sewer lines and having to take his existing working septic system out of service.
- Sam Kinestead spoke in favor of keeping YouTube recordings of City Council meetings as a way of communicating with citizens. He questioned how to attract applicants for the city administrator position due to recent staff turnovers.
- Mitch Patton called for retaining the YouTube video recordings of city meetings as he uses them to review the meetings. Subtitles help him understand conversations. He thanked **Councilmember Rice** for his service.

3. CHANGES TO THE AGENDA: None

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

a) Minutes from Stevenson City Council meeting of January 2026.

a)

b) Water Leak Adjustment Acct. 13200 - The Council was asked to authorize an adjustment for Account No. 13200. The excess usage was a result of a significant water leak on the customer's property, that has since been repaired. The requested leak forgiveness amount is \$1,234.91, which exceeds the maximum allowance of \$1,000 and therefore requires a vote by Council. Council is asked to authorize waiving \$1,234.91 from Acct. 13200 due to a water leak.

MOTION to approve consent agenda items a-b was made by **Councilmember Lauser**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Lauser, Minnis, Rice, Van Pelt, Cox**

5. SHERIFF'S OFFICE REPORT:

a) Sheriff's Report - The Skamania County Sheriff's report for activity within Stevenson city limits for the prior month was presented for council review by Skamania County Undersheriff Tracy Wyckoff. He noted the Council had report information in their meeting packets, and thanked Councilmember Rice for serving.

6. UNFINISHED BUSINESS:

None presented.

7. COUNCIL BUSINESS:

a) Formal Acknowledgment of Resignation and Declaration of Vacancy – Formal Acknowledgment of Resignation of Councilmember Pat Rice and Declaration of Vacancy – Position #4 (Effective February 28, 2026)

MOTION to adopt Resolution 2026 - 648 of the City Council of the City of Stevenson, Washington, declaring a vacancy in City Council Position No. 4 and establishing a process to fill said vacancy was made by **Councilmember Cox**, seconded by **Councilmember Lauser**. **City Attorney Muth** advised the resolution acknowledges the resignation and sets up the process of replacement. **Councilmember Rice** can withdraw his resignation up until the effective date noted in his letter.

Voting aye: **Councilmembers Van Pelt, Lauser, Minnis, Rice, Cox**.

b) Approval of Professional Services Agreement – Consideration and possible approval of a Professional Services Agreement with Prothman & Associates for City Administrator executive recruitment services.

Mayor Taylor noted the firm has been used in the past. She expects to serve as an acting administrator until a short-term interim city administrator is found. A permanent replacement is anticipated to be in place within 2 to 3 months.

MOTION to approve Professional Services Agreement with Prothman & Associates for City Administrator executive recruitment services in the amount of \$16,500, and authorization for up to \$3,500 for related expenses; and authorization for interim administrative placement services in an amount not to exceed \$12,000, for a total of \$32,000 was made by **Councilmember Rice**, seconded by **Councilmember Van Pelt**.

Voting aye: **Councilmembers Lauser, Minnis, Rice, Van Pelt, Cox.**

c) Ordinance Discussion – Discuss Moratorium and next steps.

Mayor Taylor proposed delaying the implementation of the sewer ordinance in order to hold further discussions leading to a simpler, easier to administer process. **City Attorney Muth** advised the agenda listing the discussion of the ordinance is actually a resolution calling for a moratorium. The ordinance will remain in place. He explained the council is resolving to put a pause/moratorium on fees, fines, penalties and the collection process over a set timeline.

MOTION to adopt a resolution ~~ordinance~~ establishing a six-month moratorium on the implementation and enforcement of the Sewer Ordinance, effective immediately upon passage, to allow Council time for further review and analysis, and to schedule the required public hearing within the statutory timeframe was made by **Councilmember Cox**, seconded by **Councilmember Lauser**.

Prior to the vote it was clarified the duration of the moratorium would not go beyond August 31, 2026.

Voting aye: **Councilmembers Minnis, Lauser, Rice, Van Pelt, Cox**

d) Discussion Council Meeting Recording and YouTube Posting Practices - A discussion was held regarding Council meeting recording formats and YouTube publication practices, including evaluation of public records retention obligations, storage and archiving protocols, associated costs, and operational impacts, with direction on future procedures. Several Councilmembers spoke in favor of retaining and posting recordings as a public service. No motion was brought forth. Staff was directed to review and provide a proposal for a governmental grade remote meeting platform with additional security, close captioning, and the ability to meet requirements of the Open Public Meetings Act.

e) Vacation Rental Home Ordinance – Planning Commission Recommendations

Jeff Breckel, Chair of the Stevenson Planning Commission provided the history and background of the Planning Commission's work on recommendations regarding short term and vacation rentals within the city of Stevenson. During the presentation by **Breckel, City Attorney Muth** advised the recommendation to allow only residents of Stevenson to have short-term rental properties was found to be illegal in other regions.

Recommendations on licensing, safety inspections, guest limits, parking, noise restrictions, and current zoning laws were also considered. **Councilmember Rice** expressed appreciation for the work of the Planning Commission.

MOTION to direct staff and legal counsel to prepare draft amendments to Chapter 5.20 consistent with the Planning Commission's February 9, 2026 recommendations for Council review at a future meeting was made by **Councilmember Cox**, seconded by **Councilmember Rice**.

Prior to the vote **Councilmember Van Pelt** confirmed changes could be made later.

Voting aye: **Councilmembers Van Pelt, Lauser, Minnis, Rice, Cox.**

f) Janitorial Office Cleaning Services

MOTION to approve personal services contract for MBO Cleaning for \$532.43/month starting March 1st and running month to month was made by **Councilmember Lauser**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Cox, Lauser, Minnis, Rice, Van Pelt,**

8. INFORMATION ITEMS:

a) Financial Report - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review.

Finance Director Borden noted a narrative was available explaining the budget position, with invoices and checks included for review. Questions regarding several contractor payments were addressed through contract and scope of work amendments. All invoices have been paid.

Mayor Taylor advised in the future clearly defining a scope of work and task orders would be worthwhile.

9. MAYOR AND STAFF REPORTS:**a) Jenny Taylor, Mayor**

Mayor Taylor reported she has been working with the city staff every day recently to learn the processes of how work gets done. She is working to find ways to be more efficient.

b) Cody Rosander, Public Works Director

Rosander provided a number of updates on the Cascade project, the Lasher Street grants, logging near the reservoir, replacement of aging isolation valves, finalization of the treatment plant project, lift station grants, parking, recent tree removals along Rock Creek, and flag maintenance.

The long-term water supply within Rock Creek is a concern due to damage at the intake.

Repairs are necessary to ensure a stable water source. **Rosander** will research grant and bond opportunities and discuss potential options at the March 2026 Council meetings.

10. VOUCHER APPROVAL:

MOTION to approve the vouchers as presented was made by **Councilmember Minnis**, seconded by **Councilmember Cox**.

Voting aye: **Councilmembers Lauser, Minnis, Rice, Van Pelt, Cox**

11. COUNCIL COMMITTEE REPORTS:

None provided

12. ISSUES FOR THE NEXT MEETING:

None provided

13. ADDITIONAL PUBLIC COMMENT

Stacy Patton spoke in favor of retaining the YouTube recordings of city meetings.

Mary Repar encouraged keeping the meeting recordings posted for public accountability and transparency. She is opposed to the PUD making decisions about tree removal.

She expressed concern about traffic on Russell Street coming up the one way the wrong way.

a)

She suggested Stevenson consider following the Dark Sky initiative with lights for aesthetic and safer bird migration purposes.

Mitch Patton asked the Council to keep in mind which platform for recording meetings has the longest retention period.

He stated there are too many regulations on property owners and the city should focus on enforcement of the ones in place. Reviews should be built into any new regulations.

He will talk with **PW Director Rosander** about the Rock Creek intake.

14. ADJOURNMENT - **Mayor Taylor** adjourned the meeting at 7:59 p.m.

**DRAFT MINUTES
CITY OF STEVENSON SPECIAL COUNCIL MEETING
March 05, 2026
6:00 PM, City Hall and Remote**

Attending:

Elected officials: **Mayor Jenny Taylor; Councilmembers Dave Cox, Erin Minnis, Tina Van Pelt, Lucy Lauser.**

City staff: **Jayne Borden, Finance Director, Cody Rosander, Stevenson Public Works Director, Daniel Pitariu, Permits and Records Manager, Robert Muth, City Attorney**

Guests: Jeff Breckel, Aaron D. Lana

Public participants: Sam Kinestead, Kathryn Fitzgerald, Karen Pettijohn, Mary Repar

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

2. PUBLIC COMMENTS:

Written comments received regarding agenda items were included in meeting packet.

- Sam Kinestead was not in favor of the resolution regarding the sanctuary city.
- Karen Pettijohn spoke against the sanctuary city proposal.
- Kathryn Fitzgerald thanked Mayor and CC members. She spoke in favor of removing recordings of meetings from YT. She also spoke against the sanctuary city proposal.
- Mary Repar commented in favor of retaining the meeting recordings on YouTube. She also supported the resolution for the sanctuary city.

3. CHANGES TO THE AGENDA:

A need for further clarity regarding rules and responsibilities the appointed representative to the Washington State Energy Facility Site Evaluation Council (EFSEC) would be subject to resulted in the removal of the appointment resolution from the agenda. Jeff Breckel will check with the Assistant Attorney General for further information.

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

Item a) was removed.

5. COUNCIL BUSINESS:

a) Resolution 2026- - Declaring the City of Stevenson a Sanctuary City for Gender Diverse Peoples. Mayor Taylor introduced the resolution. Councilmember Lauser noted the purpose was in support of freedom of expression, and requested further discussion, with no vote needed at tonight's meeting.

MOTION to adopt Resolution 2026- Declaring the City of Stevenson a Sanctuary City for Gender Diverse Peoples was made by Councilmember Lauser. The motion died due to lack of second.

b)

b) Rock Creek water intake – Discussion on funding and path forward

Cody Rosander, Public Works Director provided additional information on the decline in Rock Creek water intake amounts. Divers will assess potential damage or blockage to the intake. **Rosander** noted the winter's low snow pack levels have increased the risk of the water supply not meeting need during the summer. The Hegewald Well has been tested only short term. A priority is developing a second source with enough capacity. Potential cost of the project is approximately \$500,000 for design, physical work, and final product. He is meeting with staff from the Economic Development Council to determine what funding is available to support project needs.

6. INFORMATION ITEMS:

a) Financial Report - The Treasurer's Report and year-to-date revenues and expenses through the prior month were presented for council review. This report was an inadvertent agenda item and not addressed.

7. MAYOR AND STAFF REPORTS:

a) Jenny Taylor, Interim City Administrator

b) Cody Rosander, Public Works Director

These reports were inadvertent agenda items and were not addressed.

8. ISSUES FOR THE NEXT MEETING: None reported

9. EXECUTIVE SESSION

a) Interview Council Applicants - Council interviewed Jeff Breckel and Aaron D. Lana for the open City Council position #4.

After applicant interviews, council entered an executive session at 7:04 p.m. under RCW 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to elective office. The executive session was announced to be for 10 minutes.

The Council reconvened in open session at 7:15 p.m.

MOTION to appoint Jeff Breckel to City Council position #4 for the remainder of the term was made by **Councilmember Lauser**, seconded by **Councilmember Minnis**.

A voice vote was called for:

Councilmember Cox voted aye

Councilmember Van Pelt voted aye

Councilmember Lauser voted aye

Councilmember Ennis voted aye

City Attorney Muth explained **Breckel**, the designated appointee, would not be sworn in that night as he was still a serving member of the Stevenson Planning Commission and will need to resign that position prior to serving on the City Council.

10. ADJOURNMENT - **Mayor Taylor** adjourned the special meeting at 7:18.



City of Stevenson

Phone (509)427-5970
371
FAX (509) 427-8202

7121 E Loop Road, PO Box
Stevenson, Washington 98648

From: Jayne Borden, Finance Director
To: Stevenson City Council
RE: 2026 TAC funding request: CAT Shuttle for Dog Mountain Trailhead
Date: March 19th, 2026

Council Members,

This memo is to inform you that the Tourism Advisory Committee (TAC) has received a late application from Columbia Area Transit (CAT) for the Dog Mountain Shuttle program. Although submitted after the stated deadline, TAC has reviewed the application materials and recommends approval in the amount of \$10,000.

CAT’s 2026 application requests funding to support weekend shuttle operations between the Skamania County Fairgrounds and the Dog Mountain Trailhead during the spring wildflower season. The program is intended to reduce trailhead congestion, improve safety, and encourage hikers to spend time in Stevenson before and after their visits.

The 2025 expenditure report submitted by CAT indicates the following:

- Total lodging-tax eligible expenses for the program in 2025 were reported as \$53,355.80.
- CAT received and expended \$10,000 in lodging tax funding from the City in 2025.
- Ridership data from April 27 through June 16, 2024, shows substantial use of the shuttle, with the majority of riders traveling from Oregon communities and a portion from out of state.

The 2026 application indicates that the program continues to rely on multiple partners, including Skamania County, the U.S. Forest Service, and the City of Stevenson, with total projected operating costs of approximately \$56,000 for the upcoming season

TAC has determined that the program remains aligned with Stevenson’s tourism goals to support visitor-oriented transportation, reduce congestion in high-traffic recreation areas, and encourage economic activity within the city. For these reasons, TAC recommends approval of the full requested amount of \$10,000 despite the late submission.



City of Stevenson
TOURISM FUNDING APPLICATION FORM

Organization/Agency Information

Hood River County Transportation District (Columbia Area Transit) 93-1112033
Organization/Agency Federal Tax ID Number

Amy Schlappi, Executive Director
Contact Name

204 Wasco Loop, Hood River, OR 97031
Mailing Address

541-386-4202 amy@catransit.org
Phone Email

Dog Mountain Shuttle
Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$ 10,000

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:
Columbia Area Transit provides transportation services between Hood River, Cascade Locks and the Dog Mountain Trailhead. On average the service will operate every 30-minutes between Skamania County Fairgrounds and the Dog Mountain Trailhead between 8am and 5pm every Saturday & Sunday and Memorial Day during the peak wildflower season.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.
The goal is to bring visitors who would otherwise drive straight to the Dog Mountain Trailhead to the Skamania County Fairgrounds and encourage them to visit local businesses in Stevenson after they hike Dog Mountain.

3. Identify your top 5 sources of Revenue:

1. Skamania County Lodging Tax	\$ 10,000
2. Stevenson Tourism Funding	\$ 10,000
3. U.S Forest Service	\$ 36,000
4.	\$ 0
5.	\$ 0

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

Columbia Area Transit has continued to work closely with the U.S. Forest Service, City of Stevenson and Skamania County to maintain this service. The projected cost for this service is \$56k.

5. Describe your plans for advertising and promoting your proposed activity or facility.

Columbia Area Transit advertises on social media platforms, CAT website, printed brochures, radio, and utilizes partner platforms (ODOT, U.S. Forest Service, Travel Portland, CGTA, etc) to spread awareness of the service available.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

Since the implementation of the Dog Mountain Trailhead permit program, many visitors have utilized the shuttle service to experience the Dog Mountain trail. Since visitors will be stopping in Stevenson to access the shuttle they are more likely to stay in Stevenson, increasing opportunity to visit local businesses potentially increasing activity to the local businesses.

7. *List the number of tourists expected to attend your activity or facility in each of these categories

(*required):

1. 95 Staying overnight in paid accommodations.
2. 75 Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
3. 1900 Staying for the day only and traveling 50 miles or more from their place of residence or business.
4. 300 Attend but are not included in any one of the categories above.
5. 1000 Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

Columbia Area Transit will continue to work with Skamania County Chamber of Commerce to ensure that they understand the shuttle service so they can assist locals and visitors with trip planning as well as make sure they have brochures to distribute. Columbia Area Transit will create social media posts that can be shared on the Chamber of Commerces platforms. Drivers will encourage visitors to stop by Chamber and local businesses.

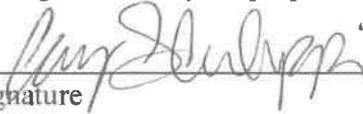
9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

N/A

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?
Columbia Area Transit will continue to encourage support of Stevenson businesses, restaurants, retail, and lodging through our digital platforms and drivers.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.


Signature

Amy Schlappi, Executive Director

Printed Name

2/3/2026

Date

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

c)

CITY OF STEVENSON LODGING TAX EXPENDITURES REPORT 2025

CONTRACTOR		PROJECT INFORMATION	
NAME OF ORGANIZATION:	Hood River County Transportation District	ACTIVITY NAME:	Dog Mountain
CONTACT PERSON:	Tiah Mayhew	TYPE OF ACTIVITY:	Event/Festival
PHONE:	541-978-8065	START DATE:	4/26/2025
EMAIL:	accountant@catransit.org	END DATE:	6/15/2025
L-TAX FUNDING AND EXPENSE		COST	
FUNDING REQUESTED:	\$10,000.00	ACTIVITY COST:	\$53,355.80
FUNDING AWARDED:	\$10,000.00		
TOTAL EXPENDED:	\$10,000.00		

	Projected	Actual	Methodology (Drop Down List)
OVERALL ATTENDANCE:	3,700	\$ 5,351.00	Direct Count
Please Explain	This is the total ridership from April 27th, 2024 through 6/16/2024.		
50+ MILES TO ATTEND:	1700	3014	
Please Explain	Most riders came from Portland, OR and Vancouver, WA		
OUT OF STATE/COUNTRY:	1550	2162	
Please Explain	The majority of our riders were from Oregon		
OVERNIGHT/PAID ACCOMODATIONS:	90	101	
Please Explain	Our driver had riders that came from hotels in Hood River, OR and Skamania Lodge		
OVERNIGHT/UNPAID ACCOMODATIONS:	70	74	
Please Explain	Our driver had a few groups that were staying with family in the area.		
PAID LODGING NIGHTS	0	0	
Please Explain			

Helpful Information

Count Methods

- **Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
- **Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- **Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
- **Informal Survey:** Information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- **Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet)

*Hover over the  in the top right side of the cells to see specific details about the section.

d)

WATER ADJUSTMENT WORKSHEET

Meter # 603800

WATER ADJUSTMENT WORKSHEET

Serial # 21146607

Customer: Gallagher Account # 22180

Date Repaired: 2/19/2026

20th read 44058

Cubic Foot Leakage:

Average Cubic Foot Usage:

Excess \$ Amount

Month:	Jan	1	2590		116.07	
		2	603		10.76	
Usage:	3528	3	319		0	
		4	446		2.44	
Average Us:	791	5	363		0	
		6	426		1.38	
Leak Total	2736.83			4747 Total	Avg	\$21.78
	0			Avg.		791 0

Leak: Cu ft Total less average usage 2736.83 X 0.0084 = Adjustment Fee \$22.99

Leak ... Actual Bills:

Average Usage Bill:

Month	January		
Water	43.5		43.5
Excess	175.17		\$21.78
Sewer	145.15		145.15
Excess	0		0
Totals	\$363.82	0	\$210.43 0

Actual Leak Bill 363.82 Avg Bill 210.425 Less Adj Fe \$22.99

Recommended Credit Requested: \$130.41

Max Reimbursement \$1,000.00

2-19-2026

Kaitlyn Conrath, Utilities Clerk
City of Stevenson
PO Box 371
Stevenson, WA 98648

Dear Kaitlyn,

I am writing this request for a water leak adjustment. When I received my bill in January it was approximately \$100 above usual. I also received a letter from the City of Stevenson suggesting it could be due to a running toilet, drippy faucet, etc. I did recall one of the toilets had gotten stuck and ran overnight. I also recalled a bathroom faucet had been left on low overnight. I assumed that was the issue and went ahead and paid the bill. This had happened once at my place of business so it made sense to me.

When I received the next billing statement it was nearly triple the normal amount. I went in search of a leak. No faucets or toilets were leaking. Then as I walked around the outside perimeter of my house I heard water spraying underneath the house. I investigated and discovered a pipe spraying under the house. I went straight the City Office to have the water turned off. This was on February 3.

That same day I contacted Cody Gardner, recommended by a local contractor, to come out and assess the situation. He came out on Feb. 4. He discovered the main pipe under the house had one large and several small leaks from rodents chewing on them. Rodents had gotten between the pipe and insulation. In the next two days he had to replace the entire length of pipe under my house. He then rewrapped it in insulation. He finished the work on Feb. 5. He then turned the water back on for me.

I do hope there can be an adjustment to my balance due. Money has been very tight this past year since my husband passed away.

Best Regards,



Kelly Gallagher
541-400-0007
kelly.louise.gallagher@outlook.com
kellyg@hi-schoolpharmacy.com

UTILITY ACCOUNT HISTORY

City Of Stevenson

Gallagher, Kelly: 22180; Service Location: 2218.0

01/30/2025 To: 03/03/2026

Time: 14:33:14 Date: 03/03/2026
Page: 1

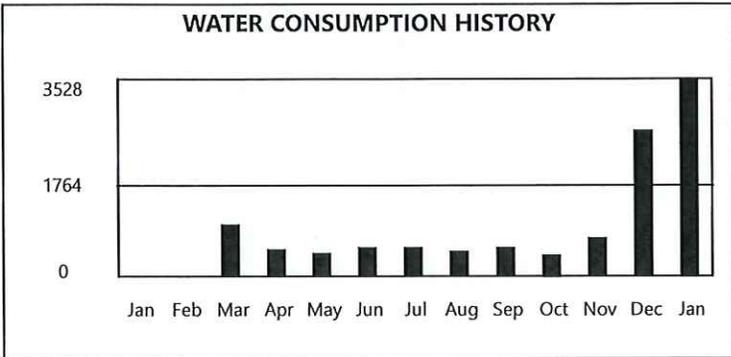
	Current	Previous	Water Usage	Sewer Usage	Electric Usage	Chg/Pymt	Balance
190 NE RIDGECREST DRIVE							
01/30/2025 Payment 11600						-168.44	0.00
01/31/2025 Bill Billing	33730	33229	501			188.77	188.77
02/26/2025 Payment 11608						-188.77	0.00
02/28/2025 Bill Billing	33730	33730				183.32	183.32
03/24/2025 Payment 11613						-183.32	0.00
04/03/2025 Bill Billing	34604	33730	874			187.32	187.32
04/24/2025 Payment 11620						-187.32	0.00
04/30/2025 Bill Billing	35025	34604	421			184.45	184.45
05/15/2025 Payment 11627						-184.45	0.00
05/31/2025 Bill Billing	35356	35025	331			183.32	183.32
06/13/2025 Payment 11638						-183.32	0.00
06/30/2025 Bill Billing	35783	35356	427			184.78	184.78
07/30/2025 Payment 11646						-184.78	0.00
07/31/2025 Bill Billing	36209	35783	426			183.53	183.53
08/27/2025 Payment 11651						-183.53	0.00
08/31/2025 Bill Billing	36572	36209	363			182.15	182.15
09/24/2025 Payment 11660						-182.15	0.00
09/30/2025 Bill Billing	37018	36572	446			184.59	184.59
10/22/2025 Payment 11671						-184.59	0.00
10/31/2025 Bill Billing	37337	37018	319			182.15	182.15
11/30/2025 Bill Billing	37940	37337	603			192.91	375.06
12/02/2025 Payment 11674						-182.15	192.91
12/29/2025 Payment 11684						-192.91	0.00
12/31/2025 Bill Billing	40530	37940	2590			298.22	298.22
01/28/2026 Payment 11688						-298.22	0.00
01/31/2026 Bill Billing	44058	40530	3528			363.82	363.82
02/28/2026 Bill Billing	45842	44058	1784			266.15	629.97
Billing Periods 14	Billed Amt: 2,965.48	Avg	211.82				

d) CITY OF STEVENSON

7121 E. Loop Rd.
 PO BOX 371
 Stevenson, WA 98648-0371

BILLING PERIOD	
12/21/2025-1/20/2026	
DUE DATE	ACCOUNT NUMBER
02/10/2026	22180
BILL DATE	AMOUNT DUE:
01/31/2026	363.82
ACCOUNT HOLDER	
Kelly Gallagher	
SERVICE LOCATION	
2218.0 - 190 NE RIDGECREST DRIVE	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES		
		PREVIOUS	PRESENT					
Water	01/20/2026	40530	44058	1.0000	3528	Previous Balance:	298.22	
						Adjustments:	0.00	
						Payments:	298.22	
						Balance Forward:	0.00	
						Water	43.50	
						Water Consumption	175.17	
						Sewer	145.15	
							Current Charges:	363.82
							Balance:	363.82
					30:	0.00	60:	0.00
							90+:	0.00



Rate Increase per existing ordinance. Low/moderate rate applications available with Senior Services or WAGAP.

DUE DATE	AMOUNT DUE
02/10/2026	363.82
SERVICE LOCATION	
2218.0 - 190 NE RIDGECREST DRIVE	
ACCOUNT NO.	AMOUNT ENCLOSED
22180	

Kelly Gallagher
 190 NE Ridgcrest Drive
 Stevenson, WA 98648-4219

City Of Stevenson
 7121 E Loop Road
 PO Box 371
 Stevenson, WA 98648-0371

a)



Summer N. Scheyer
SHERIFF

OFFICE OF THE SKAMANIA COUNTY

SHERIFF

PO Box 790
200 Vancouver Ave.
Stevenson WA 98648
Phone (509)427-9490
Fax (509)427-4369
www.skamaniasheriff.com
scso@co.skamania.wa.us

Tracy Wyckoff
Undersheriff

Steve Minnis
Chief of Corrections

Ondine Obias
Chief Civil Deputy

February 2026

City of Stevenson

Service Hour

Calls/Patrol

Calls - 99

Medical - 26

Fire 2

Total 125

459.50 Hrs.

Overtime – 6 Hrs

0 Court Hrs.

Milage

1,575

a)

03/03/26
08:56

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
26-00663	Business Alarm	ABLA	21	Unfounded
26-00667	Abandon Vehicle	ABVR	21	INFORMATION
26-00669	Medical	AMAS	21	Transferred to Other A
26-00673	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00675	Medical	AMAS	21	Transferred to Other A
26-00685	Medical	AMAS	21	Transferred to Other A
26-00688	Suspicious	PSC	21	UNABLE TO LOCATE
26-00692	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00694	Lost Dog	INFO	21	INFORMATION
26-00697	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
26-00703	Burg Bus Unl En	BNUE	21	Cleared Adlt Exception
26-00704	Medical	AMAS	21	Ambulance Service Prov
26-00711	PD Collision	INFO	21	Settled By Contact
26-00715	Business Alarm	ABLA	21	INFORMATION
26-00717	Domestic Viol	DOMV	21	Settled By Contact
26-00723	Found Property	LFPR	21	INFORMATION
26-00725	Medical	AMAS	21	Transferred to Other A
26-00726	Fraud	INFO	21	Settled By Contact
26-00730	Viscious Animal	ANDC	21	Active
26-00731	Found Animal	INFO	21	INFORMATION
26-00732	Theft Prop Oth	INFO	21	Unfounded
26-00734	test	INFO	21	INFORMATION
26-00738	Medical	AMAS	21	Transferred to Other A
26-00739	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00743	Weapon Offense	WOFF	21	Settled By Contact
26-00745	Agency Assist	ASST	21	Cleared Adlt Exception
26-00746	Business Alarm	ABLA	21	INFORMATION
26-00749	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00755	Medical	AMAS	21	INFORMATION
26-00762	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
26-00763	Barking Dog	ANPR	21	Active
26-00764	Business Alarm	ABLA	21	Investigation Complete
26-00769	Information	INFO	21	INFORMATION
26-00771	Barking Dog	ANDC	21	Settled By Contact
26-00772	Business Alarm	ABLA	21	INFORMATION
26-00773	Alarm, Other	ALAO	21	INFORMATION
26-00781	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00787	Information	INFO	21	INFORMATION
26-00789	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00797	Medical	AMAS	21	Transferred to Other A
26-00798	Traffic Stop		21	CLEARED DRIVER WARNING
26-00807	Shooting	SHOO	21	UNABLE TO LOCATE
26-00811	Wanted Person	WANT	21	Cleared Adult Arrest
26-00812	Business Alarm	ABLA	21	Investigation Complete
26-00825	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00838	Trespassing	TRES	21	Cleared Adlt Exception
26-00845	Dog Call	ANDC	21	INFORMATION
26-00853	Suspicious	INFO	21	INFORMATION
26-00856	Poss Paraph	CSPP	21	Cleared Adlt Exception
26-00857	Vandalism	VAND	21	INFORMATION
26-00874	Threatening	INFO	21	Settled By Contact
26-00881	Business Alarm	ABLA	21	Investigation Complete
26-00884	Business Alarm	ABLA	21	Unfounded
26-00890	Vio Court Order	VNCO	21	Active
26-00905	Residential Ala	FIRE	21	Transferred to Other A

a)

03/03/26
08:56

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 2

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
26-00908	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00912	Suspicious	PSC	21	INFORMATION
26-00914	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00920	Medical	AMAS	21	Transferred to Other A
26-00933	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00956	Medical	AMAS	21	INFORMATION
26-00967	Wanted Person	WANT	21	Investigation Complete
26-00974	Traffic Stop	TOFF	21	Cleared Adult Arrest
26-00975	Business Alarm	ABLA	21	INFORMATION
26-00976	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00979	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-00983	Citizen Assist	INFO	21	INFORMATION
26-00999	Traffic Stop		21	Active
26-01000	Parking Problem	INFO	21	INFORMATION
26-01001	Missing Person	MPER	21	INFORMATION
26-01003	Medical	AMAS	21	Transferred to Other A
26-01007	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-01015	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
26-01018	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-01019	Business Alarm	ABLA	21	INFORMATION
26-01020	Suspicious	PSC	21	Settled By Contact
26-01024	Medical	AMAS	21	Transferred to Other A
26-01030	Fraud	FRAU	21	INFORMATION
26-01032	Trespassing	TRES	21	UNABLE TO LOCATE
26-01034	Sex Offense	SOFF	21	Cleared Adlt Exception
26-01036	Medical	INFO	21	Transferred to Other A
26-01039	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-01040	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-01043	Medical	AMAS	21	Transferred to Other A
26-01045	Medical	AMAS	21	Transferred to Other A
26-01046	Child Abuse	CHAN	21	Active
26-01054	Traffic Stop	DUI	21	Cleared Adult Arrest
26-01055	Medical	AMAS	21	Cleared Adlt Exception
26-01061	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
26-01068	Assault IV	ASIM	21	Settled By Contact
26-01070	Domestic Viol	DOMV	21	Settled By Contact
26-01071	Medical	AMAS	21	Transferred to Other A
26-01076	Mental Subject	MENT	21	Cleared Adlt Exception
26-01084	Medical	AMAS	21	Transferred to Other A
26-01091	Medical	AMAS	21	Transferred to Other A
26-01100	Trespassing	TRES	21	Cleared Adult Arrest
26-01102	Medical	AMAS	21	Transferred to Other A
26-01108	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
26-01114	Medical	AMAS	21	Transferred to Other A
26-01116	Medical	AMAS	21	Transferred to Other A
26-01118	Lost Property	LFPR	21	Settled By Contact
26-01120	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-01123	Citizen Assist	CITA	21	Active
26-01134	Information	INFO	21	INFORMATION
26-01138	Intro Contrabnd	JPRB	21	Cleared Adult Arrest
26-01143	Medical	AMAS	21	Transferred to Other A
26-01144	Dog Call	INFO	21	INFORMATION
26-01147	Juvenile Prob	JUVP	21	Cleared Juve Exception
26-01151	Harrassment.	HARR	21	Settled By Contact
26-01154	Smoke, other	FIRE	21	Transferred to Other A

a)

03/03/26
08:56

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 3

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
26-01155	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-01156	Traffic Stop	TOFF	21	CLEARED DRIVER INFRACT
26-01157	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-01158	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-01166	Theft Prop Oth	TPOT	21	Investigation Complete
26-01167	Wanted Person	WANT	21	Investigation Complete
26-01179	Medical	AMAS	21	Ambulance Service Prov
26-01183	Citizen Assist	CITA	21	INFORMATION
26-01190	Business Alarm	ABLA	21	INFORMATION
26-01200	Medical	AMAS	21	Transferred to Other A
26-01202	PD Collision	TAPD	21	Investigation Complete
26-01203	Welfare Check	WELF	21	Settled By Contact
26-01205	Traffic Stop	TOFF	21	CLEARED DRIVER CITED
26-01210	Traffic Stop	TOFF	21	CLEARED DRIVER WARNING
26-01212	Medical	INFO	21	Transferred to Other A

Total Incidents: 125

Report includes:

- All dates reported between `00:00:00 02/01/26` and `00:00:00 02/28/26`
- All agencies matching `SCSO`
- All nature of incidents
- All offenses observed
- All offenses reported
- All offense codes
- All dispositions
- All responsible officers
- All locations matching `21`

*** End of Report /tmp/rptedcjBu-rplwiar.r1_2 ***

a)

03/03/26
08:57

Skamania County Sheriff's Office
Incident Audit Report

5059
Page: 1

Incident#	Nature of Incident	Offense Code	Loctn Code	Disposition
26-00669	Medical	AMAS	21	Transferred to Other A
26-00675	Medical	AMAS	21	Transferred to Other A
26-00685	Medical	AMAS	21	Transferred to Other A
26-00704	Medical	AMAS	21	Ambulance Service Prov
26-00725	Medical	AMAS	21	Transferred to Other A
26-00738	Medical	AMAS	21	Transferred to Other A
26-00755	Medical	AMAS	21	INFORMATION
26-00797	Medical	AMAS	21	Transferred to Other A
26-00920	Medical	AMAS	21	Transferred to Other A
26-00956	Medical	AMAS	21	INFORMATION
26-01003	Medical	AMAS	21	Transferred to Other A
26-01024	Medical	AMAS	21	Transferred to Other A
26-01036	Medical	INFO	21	Transferred to Other A
26-01043	Medical	AMAS	21	Transferred to Other A
26-01045	Medical	AMAS	21	Transferred to Other A
26-01055	Medical	AMAS	21	Cleared Adlt Exception
26-01071	Medical	AMAS	21	Transferred to Other A
26-01084	Medical	AMAS	21	Transferred to Other A
26-01091	Medical	AMAS	21	Transferred to Other A
26-01102	Medical	AMAS	21	Transferred to Other A
26-01114	Medical	AMAS	21	Transferred to Other A
26-01116	Medical	AMAS	21	Transferred to Other A
26-01143	Medical	AMAS	21	Transferred to Other A
26-01179	Medical	AMAS	21	Ambulance Service Prov
26-01200	Medical	AMAS	21	Transferred to Other A
26-01212	Medical	INFO	21	Transferred to Other A

Total Incidents: 26

Report includes:

- All dates reported between `00:00:00 02/01/26` and `00:00:00 02/28/26`
- All agencies matching `SCSO`
- All nature of incidents matching `Medical`
- All offenses observed
- All offenses reported
- All offense codes
- All dispositions
- All responsible officers
- All locations matching `21`

*** End of Report /tmp/rptedcjBu-rplwiar.r1_3 ***

a)

February 2026	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Totals
Mileage																							
County	0.00	855	855	855	855	855	1500	888	1051	750	1578	475	1707	2375	416			1817		865			15112
Stevenson	0.00	103	177	103	177	103	295	10	56	230	12	45	79	203	144			97		124			1575
N. Bonneville	0.00	60	120	60	120	60	295	19	41	75	8	31	24	58	35			34		80			890
USFS	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0		23			603
Title 3	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0		0			0
Other	0.00	0	250	0	250	0	0	238	0	0	0	0	0	440	0			0		114			1042
TOTAL	0.00	1018	1922	1018	1922	1018	2090	1135	1148	1115	1598	551	1810	3078	595			1948		1216			19222
Hourly Report																							
Vacation	0.00	11.50	0.00	11.50	0.00	11.50	0.00	23.00	11.50	11.50	0.00	0.00	0.00	0.00	11.50			0.00		0.00			57.50
Sick Leave	0.00	1.50	0.00	1.50	0.00	1.50	0.00	3.50	0.00	11.50	103.50	0.00	0.00	46.00	0.00			0.00		0.00			166.00
Training	0.00	0.00	11.50	0.00	11.50	0.00	0.00	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00			0.00		0.00			20.50
Administration	179.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			179.00
Patrol/Investigations																							
Schools/Comm Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
Mill A Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
County	0.00	70.25	31.50	70.25	31.50	70.25	51.50	163.00	50.50	41.00	52.25	13.25	46.50	135.00	57.00			47.00		80.50			839.25
Stevenson	0.00	44.50	39.25	44.50	39.25	44.50	2.00	42.50	55.00	23.75	13.50	48.75	22.00	37.00	0.00			52.75		55.50			459.50
Stev Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
N. Bonneville	0.00	16.75	15.25	16.75	15.25	16.75	15.00	21.50	9.50	14.75	4.25	12.50	10.50	6.00	0.00			23.75		29.00			178.75
N. Bonn Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
District Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
Superior Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
USFS	0.00	0.00	45.25	0.00	45.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
George Seenic	0.00	14.00	1.00	14.00	1.00	14.00	23.50	0.00	11.00	0.00	23.75	9.25	11.50	16.00	0.00			13.00		0.00			51.75
PP&L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
Drug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
Special Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
Boat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
County Traffic Enforce.	0.00	14.00	17.25	14.00	17.25	14.00	36.50	0.00	0.00	41.50	35.00	5.75	23.75	0.00	15.00			13.00		16.00			217.75
SAR County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
Title 3																							
Emergency Response	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
SAR Missions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			4.00
County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
Stevenson	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
N. Bonneville	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
N. Bonneville Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
District Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
Superior Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
USFS	0.00	0.00	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			4.00
Training	0.00	0.00	14.50	0.00	14.50	0.00	11.50	0.00	10.00	0.00	11.50	0.00	9.00	0.00	0.00			0.00		0.00			56.50
Maine Patrol	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
Drug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
PP&L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
Boat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
County Traffic Enforce.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
Special Contracts	0.00	0.00	12.00	0.00	12.00	0.00	0.00	11.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00			0.00		4.00			43.00
SAR County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			0.00
SAR Title 3	0.00	0.00	5.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		0.00			5.00
Total Overtime	0.00	1.00	45.50	1.00	45.50	1.00	14.25	13.00	12.00	0.00	17.25	0.00	14.00	16.00	0.00			0.00		25.00			158.00
Total Title 3	0.00	0.00	5.00	0.00	5.00	0.00	4.00	0.00			0.00		0.00			9.00							
TOT HRS	179.00	173.50	211.50	173.50	211.50	173.50	163.75	185.50	161.50	172.50	166.75	149.50	149.50	200.00	172.50			149.50		209.00			2460.50

2026 APPOINTMENTS

MAYOR PRO TEM: Dave Cox

PLANNING COMMISSION (6 Year Terms)

Position No. 1	Anne Keesee	2029
Position No. 2	Tony Lawson	2029
Position No. 3	Charlie Hales	2027
Position No. 4	Auguste Zettler	2027
Position No. 5	Vacant	2029

BOARD OF ADJUSTMENTS (3 Year Terms)

(Ensures that the City’s land use and development regulations are applied in a fair and consistent manner by hearing and deciding appeals of administrative actions made pursuant to the City’s land use and development regulations and by hearing and deciding variance proposals for projects within the City)

Brian Riffel	12/27
Dan McGill	12/29
Marilyn Butler	12/29
Mary Repar	12/27
Ed Feeley	12/25

BOARD OF APPEALS (1 Year Terms)

(Robert confirming if needed)

(Hears appeals related to action taken by the building official under provisions of the construction codes).

Jason Ledesma	12/21
Jim Joseph	12/21
Pat Price	12/21
Mark Peterson	12/21
Martin Hecht	12/21

EX-OFFICIO PLANNING COMMISSION

(non-voting position, except Mayor does legally authorize this appointment to have the power to vote for quorum issues as discussed by ordinance and outlined in RCW).

Jeff Breckel

COUNCIL & STAFF COMMITTEE/BOARD APPOINTMENTS

The following organizations need representatives from the City to serve on their respective boards.

CITY OF STEVENSON FIRE DEPARTMENT

(Meets locally every Monday at the fire hall at 7:00 PM)

- Fire Chief Ray Broughton (elected by the fire department members)
- City Staff contact – Gordon Rosander (fire department volunteer)

EMERGENCY SERVICE COMPENSATION BOARD

(By statute the Mayor and one council member must serve. Meets on an as-needed basis to deal with claims. Has never met).

- Mayor Jenny Taylor and Councilmember Lucy Lauser

a)

SKAMANIA COUNTY EMERGENCY SERVICES COUNCIL AND RADIO USERS BOARD

(Meets bimonthly in the evenings. Coordinates various emergency management groups.)

- Fire Chief Ray Broughton. Gordon Rosander as alternate.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT

(Meetings quarterly on various days of the month at 4:00 PM. Typically, meetings take place on the third Thursday of the month, conflicting with Stevenson council meetings. Appointment is joint with the City of North Bonneville for two-year terms that expire even numbered years. Deals with regional economic development, approves loans to small businesses, and deals with Federal Economic Development Administration.)

- Alternates between City of North Bonneville & City of Stevenson Jenny Taylor for 2026/2027

SKAMANIA COUNTY ECONOMIC DEVELOPMENT COUNCIL

(Meets quarterly in Stevenson. Twelve-member board with rotating appointments of 2 years. The EDC’s mission is to coordinate agencies dealing with business and industrial development and actively recruit new industry and business into the community.)

- Jenny Taylor for 2026/2027

SOUTHWEST CLEAN AIR AGENCY

(Afternoon meetings on the first Thursday(@3:00 pm) of each month in Vancouver. Deals with enforcement & implementation of Clean Air Act. Annual joint appointments from City of North Bonneville and Stevenson.)

- Daniel Pitariu

SKAMANIA COUNTY SOLID WASTE ADVISORY BOARD

(Meets on as needed basis. Appointments are annual. Deals with solid waste and garbage related nuisance issues.)

- Cody Rosander

SKAMANIA COUNTY REGIONAL TRANSPORTATION BOARD

(Meets during the afternoon of the 1st Wednesday of each month. Deals with the coordination of transportation planning regionally and reviews some Federal funding disbursements.)

- Cody Rosander

SKAMANIA COUNTY LAW AND JUSTICE COUNCIL

(Mandated committee to establish a law and justice plan for the Skamania County community. Board membership is statutorily set. Appointment is annual, representing both cities’ courts. Meets as needed, during the day.)

- Dave Cox

SKAMANIA COUNTY DISABILITIES BOARD (Jenny looking for more info)

(Meets locally on an as-need basis. Joint City appointment with City of North Bonneville. Responsible for reviewing injury claims that are job related.)

- Unknown, potentially Janette Tucker, City of North Bonneville

KLICKITAT-SKAMANIA UTILITIES COORDINATING COUNCIL

(Meets every other month in White Salmon during the day. Responsible for coordinating underground utilities.)

- Cody Rosander

COMMUNITY ACTION TEAM

(Meets on a quarterly basis. Sets priorities for community development projects for state and federal grant prioritization.)

- Jenny Taylor

SKAMANIA COUNTY BOUNDARY REVIEW BOARD

(Meets on an as needed basis.)

- Jeff Breckel

TOURISM ADVISORY COMMITTEE

(This committee meets at least once a year to recommend Hotel/Motel awards to City Council. Membership is set by RCW and must have two members who pay the motel/hotel tax and two members who receive funding from the tourism tax.)

- Skamania Chamber Director (Angie Waiss)
- Funding Recipient Representative (Chris Kellogg-Clark and Lewie's)
- Skamania Lodge (Kara Owen)
- Skamania County (Alex Hays)
- Council Member (Tina Van Pelt)
- City Staff (Jayne Borden)

SKAMANIA COUNTY HOMELESS COUNCIL

(Meets monthly on the Third Wednesday at 1pm in the Hegewald Center)

- Lucy Lauser and Erin Minnis as alternate

AD HOC & TEMPORARY COMMITTEE APPOINTMENTS

(These are short term, special focus committees that will terminate with project completion.)

WATER INVENTORY RESOURCE INVENTORY AREA (WRIA)

(This committee was created as part of a state water plan update. Stevenson is in section #29A. The other representatives on this committee consist of Skamania County, Skamania PUD and the Yakama Nation. Stevenson is on the committee as the largest city in the county. It meets as needed to assist with policy updates or to support a specific project.)

- Cody Rosander

EXHIBIT A - SCOPE OF WORK**CITY OF STEVENSON
ROCK CREEK INTAKE EMERGENCY MAINTENANCE & REPLACEMENT
MARCH 2026**

Proposed Scope of Work

The City of Stevenson owns and operates the Rock Creek Intake and Pump Station (PS) along Ryan Allen Road in Stevenson, WA. The existing intake structure is an infiltration gallery installed underneath the creek bed of Rock Creek. It consists of two 8-inch diameter header pipes, each with four stainless steel slotted intake screen laterals extending perpendicular to the header pipes. Diverted water drains into an intake manhole, where four separate 12-inch diameter steel pipes house three submersible pumps to deliver water from the below-grade concrete PS to the Water Treatment Plant (WTP).

Capacity of the Rock Creek intake structure has decreased over time and the City is now at risk of being unable to meet system demands without relying solely on their seasonal well, Hegewald Well. The City is seeking professional services to perform emergency maintenance on the intake structure to restore capacity, or design, bidding, and construction services for a full in kind replacement of the intake structure if maintenance activities are unsuccessful.

Due to the emergency nature of this project, it is necessary for some tasks associated with a full intake replacement to be done parallel with maintenance activities. If maintenance activities prove to be successful, work associated with full replacement may cease. This scope has been split into Base and Contingent services to address the variability in execution of the work.

Base Services

Task 1 – Project Management

Subtask 1.1 - Project Management and Administration

This task includes correspondence and coordination with the City, tracking and updating the delivery schedule, and tracking the project budget. Included with this task are email and phone correspondence, preparation of monthly invoices, and preparation of monthly progress reports.

Assumptions

- This task does not include in-person meetings.
- Completion of this task will coincide with the completion of emergency maintenance.

Deliverables

- Monthly invoices
- Monthly progress reports

Subtask 1.2 - Kick-off Meeting

Up to three (3) representatives of Grayling will attend a kick-off meeting with the City. The meeting will be scheduled prior to contract execution and will be held in-person. Grayling will prepare a meeting agenda and summary.

Assumptions

- The meeting will last approximately two hours.

Deliverables

- Meeting agenda and summary.

Subtask 1.3 - Internal Team Meetings

Regular internal team meetings are crucial for fostering strong communication and collaboration throughout all project tasks. These meetings enable the project manager to effectively monitor progress, address design challenges, and proactively identify potential risks that could impact the project's timeline, overall schedule, and budget.

Assumptions

- Completion of this task will coincide with the completion of emergency maintenance.

Deliverables

- None

Task 2 – Emergency Maintenance

Grayling has developed this task to plan for and assist with emergency maintenance of the intake. The goal is to assess the cause of the decline in capacity. Associated Underwater Services (AUS), as described in Subtask 5.2, will be performing the initial inspection work. If the assessment determines that the decline can be improved, or partially improved, by maintenance activities that do not require in-water work, then those maintenance activities will be conducted as a separate activity under Task 7, Emergency Maintenance.

Subtask 2.1 - Emergency Maintenance Planning

Before commencement of any field work, Grayling will meet with AUS and City staff to discuss the schedule and work plan.

Assumptions

- Up to two (2) virtual meetings will be attended by two (2) Grayling representatives prior to the scheduled field work.
- No site visits will be held prior to the scheduled field work.
- A flow meter will be installed by the City on the raw water piping prior to the inspection and jetting work to confirm the current flow rate from the intake and allow for assessment of whether the flows increase after any jetting is conducted

Deliverables

- A flow meter recommendation for installation in the Rock Creek PS.
- Review of AUS Dive Plan and other related documents.

Subtask 2.2 - On-Site Emergency Camera Inspection

Grayling will be present during the initial camera inspection performed by AUS. During the visit, Grayling will coordinate with the City on the operation of the Rock Creek PS to observe flow capacity.

Assumptions

- Two (2) Grayling representatives will be present for the initial camera inspection, which will occur in one day.
- A City operator with knowledge of the Rock Creek PS and intake will be present during the inspection.
- The City will operate all equipment related to their owned facilities.

Deliverables

- An observation report of the maintenance activities will be provided for City review and comment.

Task 3 - Agency Coordination

Grayling has developed this task to assist in coordinating with outside agencies for both the maintenance and full replacement work. This work must coincide with the emergency maintenance task due to schedule constraints for a full replacement. Confluence Environmental Consultants (Confluence) will be performing the bulk of agency coordination as described in Subtask 5.3.

Subtask 3.1 - Technical Memorandum

Grayling will provide a technical memorandum documenting the current condition of the intake facilities, the historical decline in intake capacity, and other relevant historical information. The purpose of this document is to clarify for reviewing agencies the reasons for this emergency work.

Assumptions

- The City will provide a record of the historical decline in intake capacity to the best of their knowledge.
- The Final Technical Memorandum will be shared with the relevant outside agencies for review.

Deliverables

- Draft Technical Memorandum for City review and comment.
- Final Technical Memorandum.

Subtask 3.2 - Agency Correspondence & Meetings

This task includes correspondence and coordination with the WDOE, Washington Department of Health (WDOH), Washington Department of Fish and Wildlife (WDFW), and the United States Army Corp of Engineers (USACE) in support of permitting efforts by Confluence.

Specific tasks that require coordination with these agencies include, but are not limited to, in-water work and fish protection. An initial meeting with these agencies will take place in parallel with emergency maintenance activities.

Assumptions

- Two Grayling representatives will attend an initial agency meeting up to one (1) hour in length.
- The City will attend the scheduled meeting.

Deliverables

- Meeting agenda and summary as applicable.

Task 4 - Emergency Replacement Design

Subtask 4.1 - 60% Design

Grayling will prepare and submit construction documents based upon the original Rock Creek intake design drawings from 1979, modified to meet current material standards, and an

engineer's opinion of probable cost representing 60% design. The 60% plans are anticipated to include the following sheets:

1. Cover sheet with maps and sheet index
2. General notes
3. Abbreviations and Legend
4. Civil Site Plan
5. Civil Sections and details

Assumptions

- The 1979 Rock Creek intake design will be modified as little as possible. New intake configurations will not be considered.
- The 60% plans will be shared with the relevant regulatory agencies for review and comment.
- Two Grayling representatives will attend a single virtual review meeting with the City and regulatory agencies.

Deliverables

- 60% drawings in electronic (PDF) format.
- Engineer's opinion of probable construction cost reflecting 60% design in electronic (PDF) format.

Task 5 - Subconsultant Services

Subtask 5.1 - Topographic & Bathymetric Survey (KA)

Klein & Associates, Inc. will perform a Topographic Survey and a Property Determination on the above referenced property to the "Minimum Standard for Property Boundary Surveys" in which Klein & Associates, Inc. will provide a Topographic Survey to the normal surveying standard of care, record research, field work meeting measurement standards. Klein & Associates will provide a Topographic Survey for the area lying within the project limits and include the following items.

- Horizontal Datum, (NAD83), Washington State Plane Coordinate – South Zone
- Vertical Datum, North American Vertical Datum 1988 (NAVD88)
- Establish Temporary Benchmarks for horizontal and vertical control
- Locate structures, along with any grade breaks within the project limits
- Locate existing storm water structures, drainages, creeks within project limits
- Locate visible utility infrastructures
- Locate utility paint marks, as marked by utility franchise

Klein will also perform a Bathymetric Survey within the project limits of Rock Creek.

Assumptions

- The City will provide access to the site.
- The surveyor will provide client notification before the planned field crew visit.

Deliverables

- Surveyor will provide base drawings to Grayling in electronic (DWG) and PDF format.

Subtask 5.2 - Facility Inspection (AUS)

AUS will perform an internal video inspection of the intake headers to determine the condition of the pipe.

Assumptions

- The City will provide access to the site.

Deliverables

- All diving related submittals (Dive plan, AHA/JHA, EMP, and when applicable shall include equipment and diver certifications.)
- Underwater Video – Digital, color, recordable in DVD or USB format.
- Labor and materials associated with camera inspection.

Subtask 5.3 - Permitting (Confluence)

Confluence will provide permitting assistance for the proposed replacement of the intake facilities. Confluence will prepare applications and associated technical materials required for the following environmental permits:

- U.S. Army Corps of Engineers (Corps) Nationwide Permit (NWP) No. 3;
- Ecology Section 401 Water Quality Certification (WQC);
- State Environmental Policy Act (SEPA) Determination of Non-Significance (DNS);
- State Hydraulic Project Approval (HPA) permit; and
- Skamania County Shoreline Substantial Development (SSD) permit

Specific subtasks include:

- Project Management
- Client and Agency Coordination
- Resource Reports
- Permit Applications

This work must be completed concurrently with emergency maintenance activities to support a full replacement of the intake in summer 2026. The deliverables associated with this work may

be reused with minor changes at a later date if emergency maintenance temporarily restores flow capacity of the intake.

Assumptions

- Two Confluence representatives will conduct a site visit to assess existing conditions and collect information.
- Confluence will coordinate with Skamania County to complete the SSD permitting process.
- No geotechnical report will be required by the Corps or County.
- Grayling will provide design specifications.
- Clearing, grading, and construction permits will not be obtained by Confluence.

Deliverables

- Ordinary high-water mark (OHWM) delineation.
- National Marine Fisheries Service (NMFS) Section 7 ESA documentation (No Effect Letter).
- U.S. Fish and Wildlife Service (USFWS) Section 7 ESA documentation (No Effect Letter).
- Wetland and Stream Report.
- Critical Areas Report.
- Vegetation Management / Site Restoration and Monitoring Plan.
- Permit applications as described above.

Subtask 5.4 - Cultural Resources Investigation (AS)

Archaeological Services LLC (AS) will provide cultural resource services to support permitting efforts required for the full intake replacement. Their work is broken down into several specific tasks, which are:

1. Ongoing communications between AS and project proponents, the lead federal agency, Tribes, and the Washington Department of Archeology and Historic Preservation (DAHP), as needed.
2. Background research and literature review. This research will examine the historical development of the project area, the archeological data for the region, and any previous cultural resource investigations within a 1-mile radius of the project area.
3. If needed, conducting a cultural resources survey of the project area. The survey will consist of:
 - a. A systematic surface investigation of the entire project area. This pedestrian survey will be carried out by archeologists walking parallel, adjacent transects spaced no farther than 20 meters apart, as permitted by terrain.
 - b. A subsurface investigation within the project. Subsurface testing will entail the excavation of round shovel test probes (STPs). All excavated sediments will be screened using ¼-inch stainless steel mesh. The exact number and placement of the STPs will be decided once a final alignment has been made. Assuming final impacts will total approximately 1 acre, up to 4 STPs will be budgeted.

4. In-field analysis, GIS mapping, and documentation of any precontact artifacts, historic artifacts, surface features, above-ground cultural resources, and faunal remains observed during survey.
5. Completion of any archeological site inventory forms.
6. Recommendations regarding further archeological work.

Deliverables

- A professional cultural resource report detailing the results of the investigation, design to meet state, federal, and Tribal standards for cultural resource reporting. A draft of the report will be issued to the project proponents for review and, upon approval, will be finalized and submitted to DAHP through the Washington Information System for Architectural and Archeological Records Data (WISAARD).
- Project maps and photographs showing the project area along with any cultural resources identified during the investigation.
- DAHP inventory forms for any other historic/archeological resources identified during the investigation.
- Recommendations for further work, if appropriate.

Contingent Services

If initial camera inspection determines that intake flow capacity may be partially or fully restored through cleaning, then Subtask 7.2 services will be provided. See the attached flow chart for task interaction.

If emergency maintenance activities under Subtask 7.2 are unsuccessful in restoring the intake capacity, then full intake replacement design and construction services will be performed with the approval of the City. Partial capacity restoration may also require full intake replacement services, with the approval of the City.

Task 6 – Project Management

Subtask 6.1 - Project Management and Administration

This is a continuation of Subtask 1.1 that is contingent on a full replacement of the intake.

Assumptions

- This task does not include in-person meetings.

Deliverables

- Monthly invoices
- Monthly progress reports

Subtask 6.2 - Internal Team Meetings

This is a continuation of Subtask 1.3 contingent on a full replacement of the intake.

Deliverables

- None

Task 7 – Emergency Maintenance

Following the assessment in Task 2, if maintenance activities are identified that can fully or partially restore capacity without requiring in-water work, AUS will then perform those maintenance activities.

Subtask 7.1 - On-Site Emergency Maintenance

Grayling will be present during cleaning activities and follow-up camera inspections performed by AUS. During the visits, Grayling will coordinate with the City on the operation of the Rock Creek PS to observe flow capacity before and after maintenance.

Assumptions

- Two (2) Grayling representatives will attend up to two (2) site visits.
- A City operator with knowledge of the Rock Creek PS and intake will be present during key portions of the maintenance activities.
- The City will operate all equipment related to their owned facilities.

Deliverables

- Observation reports for each site visit will be provided for City review and comment.

Subtask 7.2 - Backwashing Reconfiguration

If capacity is restored at the intake to a level that will meet demands of the system, then Grayling will provide a plan set and materials list to reconfigure the piping inside the wetwell to allow for more efficient backwashing of the infiltration gallery. AUS will perform the material installation under Task 12.1. The plans set is anticipated to include a plan and section view of the proposed changes.

Assumptions

- Two Grayling representatives will attend a single virtual meeting with the City to review the proposed backwashing configuration.

Deliverables

- Draft plan set for City review and comment in electronic (PDF) format.
- Final plan set for City review and comment in electronic (PDF) format.

- Record of Materials (ROM) list.

Task 8 - Agency Coordination

A complete replacement of the intake will require further agency coordination if emergency maintenance activities are insufficient to restore adequate capacity. This task is for Grayling to assist Confluence and keep the City informed about agency decisions.

Subtask 8.1 - Agency Correspondence & Meetings

This task includes correspondence and coordination with the WDOE, WDOH, WDFW, and the USACE in support of permitting efforts by Confluence.. Specific tasks that require coordination with these agencies include, but are not limited to, in-water work and fish protection.

Assumptions

- Up to two (2) virtual meetings with the above referenced agencies will be attended by two Grayling representatives.
- The City will attend scheduled meetings.

Deliverables

- Meeting agendas and summaries as applicable.

Task 9 - Emergency Replacement Design

Subtask 9.1 - 90% Design

Construction documents will be modified to address City and regulatory agency comments on the 60% Design review. Grayling will then prepare and submit plans, special provisions, and an engineer's opinion of probable cost representing 90% design. Following the submission, a meeting will be held with the City to discuss review comments. The 90% design set is anticipated to include the following sheets:

1. Cover sheet with maps and sheet index
2. General notes
3. Abbreviations and Legend
4. Civil Site Plan
5. Civil Sections
6. Civil Details
7. Surface Restoration

Assumptions

- Two Grayling representatives will attend a single in-person review meeting with the City to conduct a Plan In Hand (PIH) walkthrough.

Deliverables

- 90% drawings in electronic (PDF) format.
- Draft Special Provisions.
- Engineer's opinion of probable construction cost reflecting 90% design in electronic (PDF) format.

Subtask 9.2 - Final Design

Construction documents will be modified to address comments on the 90% design received from the City. Grayling will prepare final, bid ready construction documents as well as a final engineer's opinion of probable construction cost. Contract documents will be stamped and signed by a professional engineer licensed in the State of Washington.

Deliverables

- Bid-ready construction documents in electronic (PDF) format.
- Final engineer's opinion of probable construction cost in electronic (PDF) format.

Task 10 - Bidding Support Services

Subtask 10.1 - Pre-Bid Meeting

Grayling will schedule and conduct the pre-bid meeting.

Assumptions

- The pre-bid meeting will be mandatory and held onsite.
- Two representatives of Grayling will attend the meeting.

Deliverables

- Sign-in sheet
- Meeting agenda
- Meeting summary

Subtask 10.2 - Bidding Services

Grayling will assist the City during the public bidding process with the following services:

- Advertisement of the project through QuestCDN.
- Respond to bidder requests for information (RFI) if applicable.
- Prepare addenda to the contract documents if applicable.
- Bid tabulation.
- Reference checks.
- Recommendation of Award letter.

Assumptions

- One representative of Grayling will attend the virtual bid opening.

Deliverables

- RFI's and addenda as described above.
- Three (3) sets of conformed construction drawings will be provided following the bid opening.

Task 11 – Construction Services

Subtask 11.1 - Pre-Con & Construction Meetings

Grayling will schedule and conduct the following meetings following selection of the contractor:

- Pre-construction meeting with the City and the contractor.
- Up to four (4) meetings with the City and the contractor to monitor progress.

Assumptions

- The preconstruction meeting will be held at City Hall.
- Onsite construction is anticipated to last 4 weeks. Progress meetings are anticipated to be one hour in length and held virtually.

Deliverables

- Meeting agendas & summaries as described above.

Subtask 11.2 - Technical Assistance During Construction

Grayling will assist the City with administering the construction contract. Work includes the following:

- Reviewing product submittals from the contractor.
- Reviewing and responding to RFIs.

Assumptions

- The Contractor will provide materials testing during construction.

Deliverables

- Email correspondence.
- Reviewed submittals and RFIs as described above.

Subtask 11.3 - Construction Observation

Grayling will perform full-time construction observation after the installation of the cofferdam and dewatering system to observe and document the work, monitoring the contractor's compliance and conformance with the contract documents.

Assumptions

- Day-to-day observation and contractor coordination will be shared between Grayling and the City. Timing of daily observations will be coordinated with the contractor's foreman to maximize time spent onsite.
- This task assumes an average involvement of ten (10) hours daily for a total of 15 working days. This time includes travel to and from the site, onsite observation, and preparation of an observation report.
- Work not in compliance with the contract documents will be brought to the contractor's and City's attention.

Deliverables

- Construction Observation reports.
- Pre-final walkthrough letter with punchlist.
- Final walkthrough letter.

Subtask 11.4 - Record Drawings

Grayling will prepare record drawings documenting final conditions following construction. Items include the following:

- Final elevations and measurements of the installed structures and facilities.
- Any changes made to pipe material, slope, length of pipe, finished grade, etc.

Assumptions

- The contractor will document changes and provide as-built drawings to Grayling.
- Mylar copies are not required.

Deliverables

- Two (2) hard copies of record drawings delivered to the City.
- Electronic copy of record drawings in DWG and PDF format.

Task 12 - Subconsultant Services

Subtask 12.1 - Facility Cleaning & Inspection (AUS)

If the assessment completed as part of Task 2 finds capacity restoration possible, AUS will perform cleaning operations to target removal of accumulated sediment and debris within the pipes. A second camera inspection will be performed following cleaning operations.

If capacity is sufficiently restored to delay full replacement of the intake structure, AUS is prepared to install new piping, fittings, and appurtenances inside the intake wetwell as designed by Grayling to improve backwashing capabilities under Subtask 7.2.

Assumptions

- The City will provide access to the site.
- Materials associated with modifications inside the wetwell will be provided by the City.

Deliverables

- All diving related submittals (Dive plan, AHA/JHA, EMP, and when applicable shall include equipment and diver certifications.)
- Underwater Video – Digital, color, recordable in DVD or USB format.
- Labor and materials associated with camera inspections.
- Labor & materials associated with cleaning operations.
- Labor associated with material installation for new piping configuration within the intake wetwell.

Subtask 12.2 - Permitting (Confluence)

If a full replacement of the intake is necessary, Confluence will continue their permit coordination efforts and provide design support. Ongoing permit coordination will include, but is not limited to, responding to agency requests for additional information, correction notices, minor revisions of permit submittals to reflect design changes, permit tracking, and schedule management.

In addition, Confluence will provide design support services to Grayling as needed to meet permit requirements. These may include:

- Recommendations for in-water work area isolation and fish exclusion design.
- Recommendations for shoreline restoration materials and revegetation specifications.

Assumptions

- Confluence will provide ongoing permit and design support up to the level of effort identified in the project budget.

Deliverables

- Recommendations and specifications listed above.

Exclusions

- Services and deliverables not defined herein.

Estimated Fee

The total estimated fee based on the scope of work described herein is **\$256,651**. Work will be invoiced monthly on a time and materials basis, not to exceed the agreed upon total without prior approval from the City. Please refer to **Exhibit B** for a detailed breakdown of the estimated fee by task.

Schedule

Professional engineering services are assumed to begin in March 2026 and be substantially completed within 8 months of the agreed upon start date. Outlined below is a schedule of the anticipated project milestones.

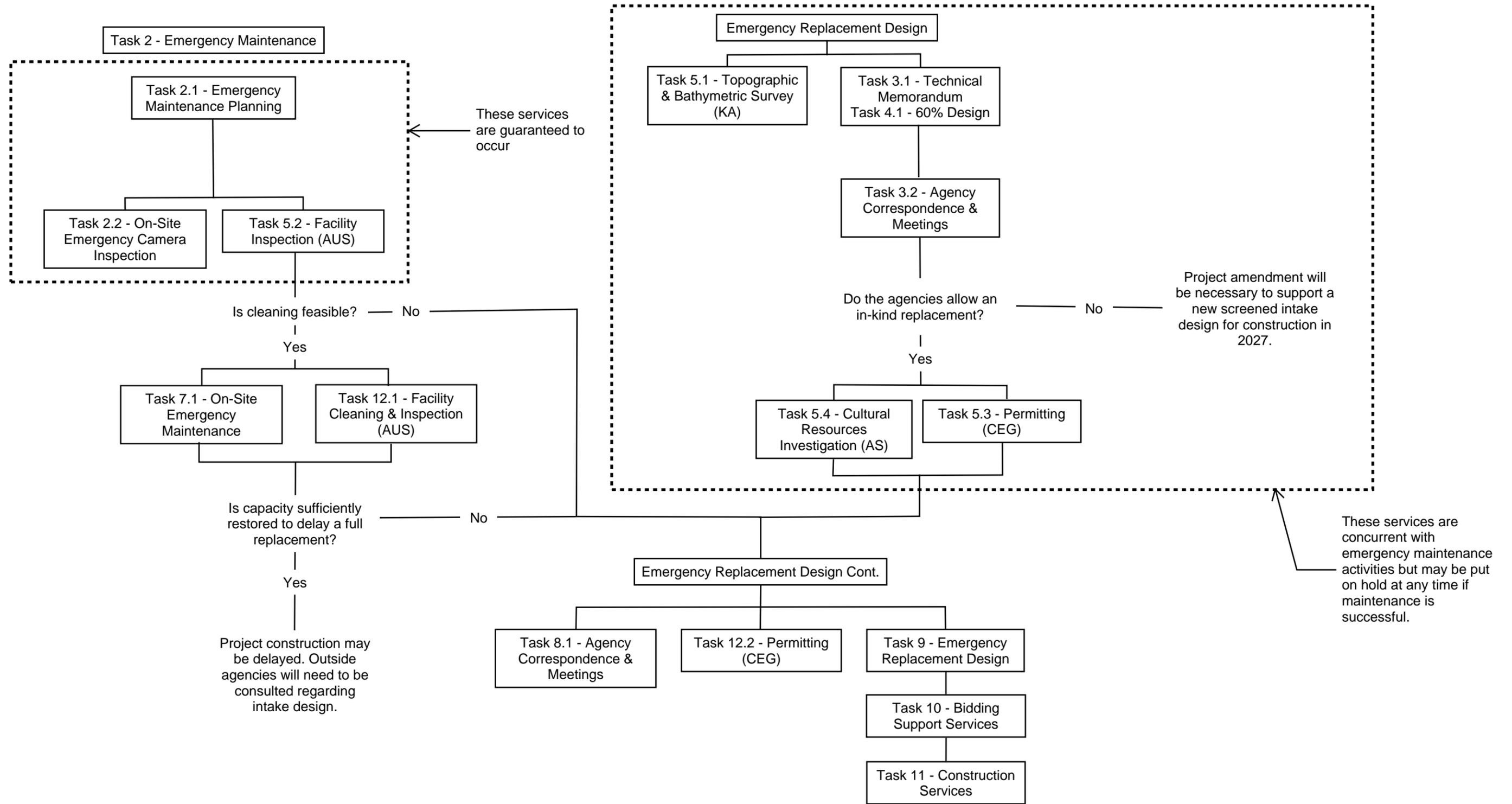
Contract Execution	March 2026
Emergency Maintenance	April 2026
60% Emergency Replacement Design Submittal	April 2026
90% Emergency Replacement Design Submittal	May 2026
Final Emergency Replacement Design Submittal	June 2026
Bidding	June 2026
Construction	August 2026
Closeout	October 2026

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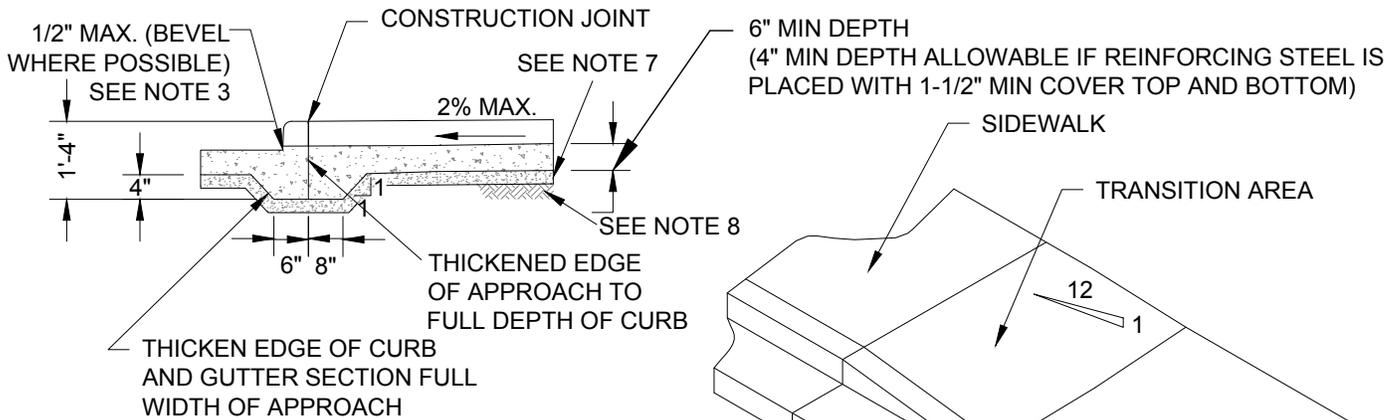
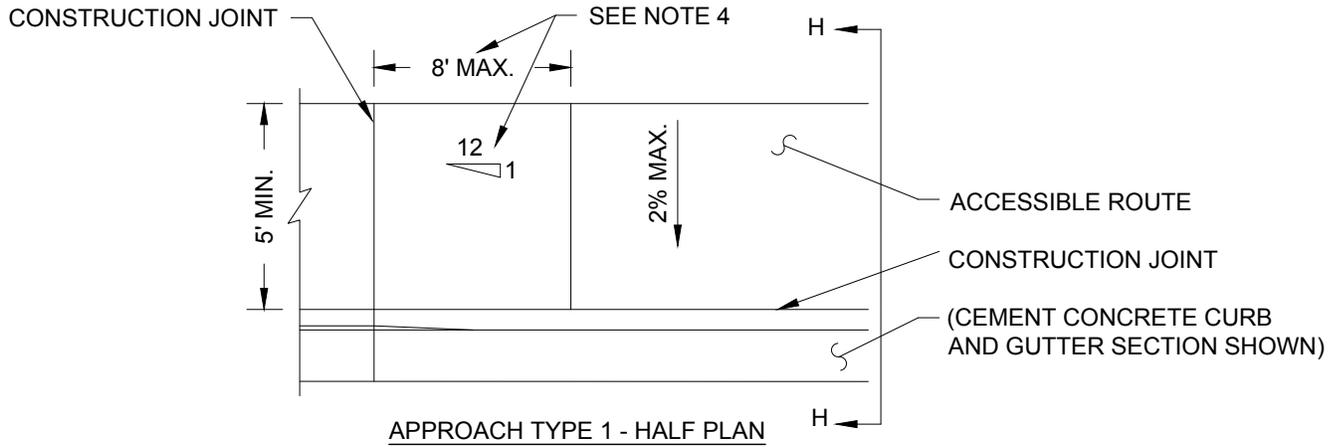
**EXHIBIT B - FEE ESTIMATE
CITY OF STEVENSON
ROCK CREEK EMERGENCY MAINTENANCE & REPLACEMENT
MARCH 2026**

Task	Description	Engineer, Grade VIII	Engineer, Grade III	Engineer, Grade II	PM / CM	Senior CAD / GIS Technician	Total Hours	Labor Cost	Expenses		Subconsultants	Total
		\$283	\$173	\$155	\$226	\$154			Mileage	Printing		
1	Project Management	16	14	0	4	0	34	\$ 7,854	\$ 65	\$ -	\$ -	\$ 7,919
1.1	Project Management and Administration	4	8		4		16	\$ 3,420				\$ 3,420
1.2	Kick-off Meeting	8	4				12	\$ 2,956	\$ 65			\$ 3,021
1.3	Internal Team Meetings	4	2				6	\$ 1,478				\$ 1,478
2	Emergency Maintenance	12	14	2	0	0	28	\$ 6,128	\$ 65	\$ -	\$ -	\$ 6,193
2.1	Emergency Maintenance Planning	6	8	2			16	\$ 3,392				\$ 3,392
2.2	On-Site Emergency Camera Inspection	6	6				12	\$ 2,736	\$ 65			\$ 2,801
3	Agency Coordination	3	6	4	0	0	13	\$ 2,507	\$ -	\$ -	\$ -	\$ 2,507
3.1	Technical Memorandum	1	2	4			7	\$ 1,249				\$ 1,249
3.2	Agency Correspondence & Meetings	2	4				6	\$ 1,258				\$ 1,258
4	Emergency Replacement Design	8	24	0	0	24	56	\$ 10,112	\$ -	\$ -	\$ -	\$ 10,112
4.1	60% Design	8	24			24	56	\$ 10,112				\$ 10,112
5	Subconsultant Services	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ 82,278	\$ 82,278
5.1	Topographic & Bathymetric Survey (KA)						0	\$ -			\$ 11,451	\$ 11,451
5.2	Facility Inspection & Cleaning (AUS)						0	\$ -			\$ 9,399	\$ 9,399
5.3	Permitting (CEG)						0	\$ -			\$ 51,886	\$ 51,886
5.4	Cultural Resources Investigation (AS)						0	\$ -			\$ 9,541	\$ 9,541
Task 1-5 Total		39	58	6	4	24	131	\$ 26,601	\$ 131	\$ -	\$ 82,278	\$ 109,009
Contingent Services												
6	Project Management	16	16	4	4	0	40	\$ 8,820	\$ -	\$ -	\$ -	\$ 8,820
6.1	Project Management and Administration	4	8		4		16	\$ 3,420				\$ 3,420
6.2	Internal Team Meetings	12	8	4			24	\$ 5,400				\$ 5,400
7	Emergency Maintenance	16	24	0	0	16	56	\$ 11,144	\$ 131	\$ -	\$ -	\$ 11,275
7.1	On-Site Emergency Maintenance	12	12				24	\$ 5,472	\$ 131			\$ 5,603
7.2	Backwashing Reconfiguration	4	12			16	32	\$ 5,672				\$ 5,672
8	Agency Coordination	6	12	0	0	0	18	\$ 3,774	\$ -	\$ -	\$ -	\$ 3,774
8.1	Agency Correspondence & Meetings	6	12				18	\$ 3,774				\$ 3,774
9	Emergency Replacement Design	36	64	16	0	32	148	\$ 28,668	\$ 65	\$ -	\$ -	\$ 28,733
9.1	90% Design	20	32	8		16	76	\$ 14,900	\$ 65			\$ 14,965
9.2	Final Design	16	32	8		16	72	\$ 13,768				\$ 13,768
10	Bidding Support Services	8	10	0	12	0	30	\$ 6,706	\$ -	\$ 500	\$ -	\$ 7,206
10.1	Pre-Bid Meeting	4	6				10	\$ 2,170				\$ 2,170
10.2	Bidding Services	4	4		12		20	\$ 4,536		\$ 500		\$ 5,036
11	Construction Services	32	80	90	14	8	224	\$ 41,242	\$ 979	\$ 200	\$ -	\$ 42,421
11.1	Pre-Con & Construction Meetings	8	12				20	\$ 4,340				\$ 4,340
11.2	Technical Assistance During Construction	12	24		4		40	\$ 8,452				\$ 8,452
11.3	Construction Observation	10	40	90	10		150	\$ 25,960	\$ 979			\$ 26,939
11.4	Record Drawings	2	4			8	14	\$ 2,490		\$ 200		\$ 2,690
12	Subconsultant Services	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ 45,413	\$ 45,413
12.1	Facility Cleaning & Inspection (AUS)						0	\$ -			\$ 25,847	\$ 25,847
12.2	Permitting (CEG)						0	\$ -			\$ 19,567	\$ 19,567
Task 6-12 Total		114	206	110	30	56	516	\$ 100,354	\$ 1,175	\$ 700	\$ 45,413	\$ 147,642
Grand Total		153	264	116	34	80	647	\$ 126,955	\$ 1,305	\$ 700	\$ 127,691	\$ 256,651

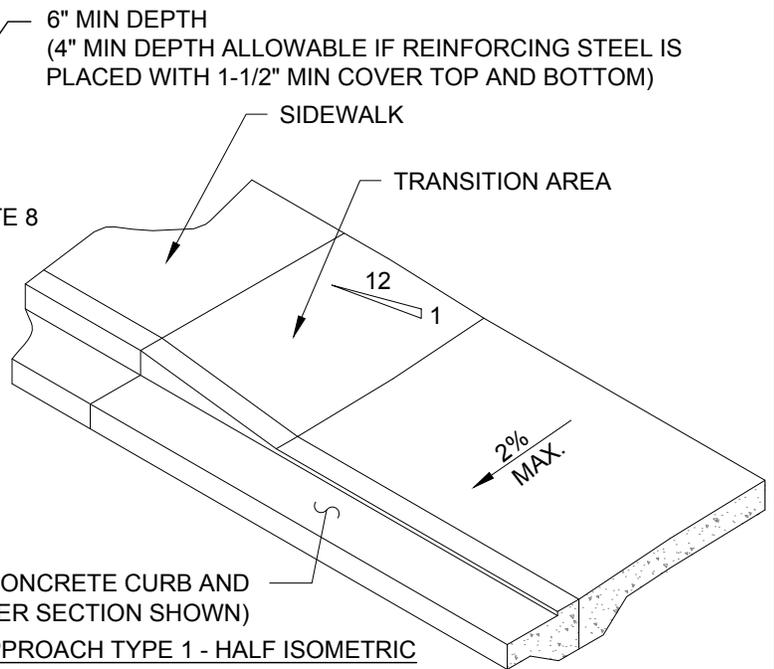
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SECTION H-H



NOTES:

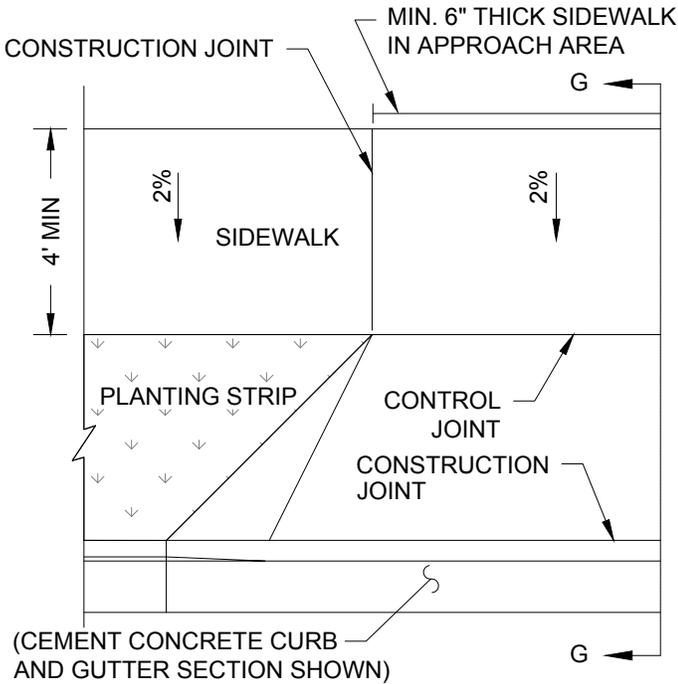
1. CEMENT CONCRETE APPROACHES SHALL BE CONSTRUCTED OF AIR-ENTRAINED CONCRETE CLASS 3000 AND MAY BE POURED INTEGRAL WITH CURB.
2. A MINIMUM 4' WIDE ACCESSIBLE ROUTE SHALL BE MAINTAINED IN ALL PEDESTRIAN ACCESSIBLE AREAS.
3. CHANGES IN LEVEL UP TO 1/4" MAY BE VERTICAL AND WITHOUT EDGE TREATMENT. CHANGES IN LEVEL BETWEEN 1/4" AND 1/2" SHALL BE BEVELED WITH A SLOPE NO GREATER THAN 2:1.
4. TRANSITION AREA TO BE SLOPED AT 1v TO 12h, UNLESS STREET GRADE WOULD CREATE A TRANSITION LENGTH GREATER THAN 8', THEN THE MAXIMUM LENGTH OF 8' GOVERNS SLOPE.
5. EXISTING CURB, GUTTER AND SIDEWALK TO BE SAWCUT AND REMOVED FOR INSTALLATION OF APPROACH.
6. COMMERCIAL DRIVEWAY REQUIRES REINFORCING STEEL (6"x6"x10 GA MESH) WITH A MIN OF 3" OF COVER AND 8" MIN THICKNESS OF CONCRETE.
7. 3" DEPTH CRUSHED SURFACING TOP COURSE COMPACTED TO 95% OF MAX DRY DENSITY.
8. SUBGRADE PREPARED PER WSDOT STANDARD SPECIFICATION 2-06.3(1).



DRIVEWAY APPROACH TYPE 1

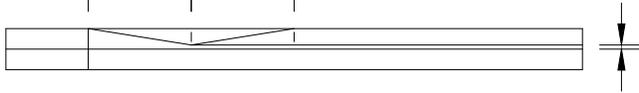
DRAWING NO. S03	
DATE FEB '26	SCALE NTS
APPROVED BY CR	57

d)



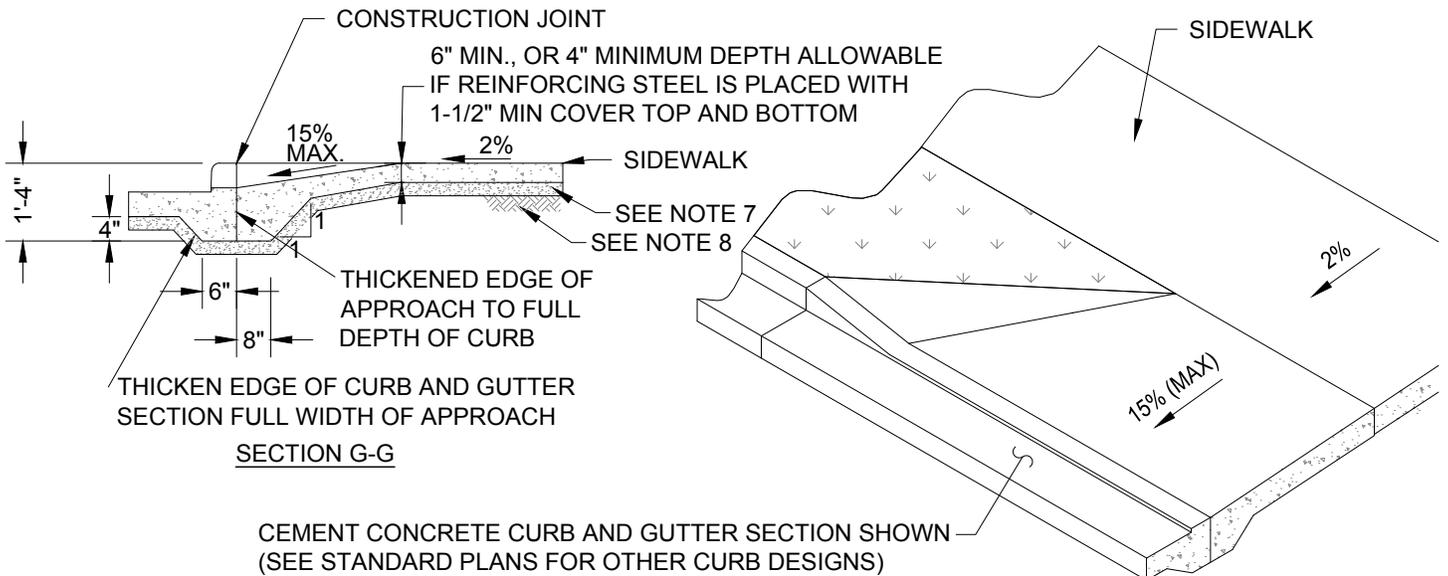
APPROACH TYPE 3 - HALF PLAN

2'-6" MIN 2'-6" MIN



OPTIONAL APPROACH - HALF ELEVATION

NOTE: USE TYPE 1 APPROACH ONLY WHEN A SIDEWALK IS USED AT THE BACK OF THE CURB.



APPROACH TYPE 3 - HALF ISOMETRIC

NOTES:

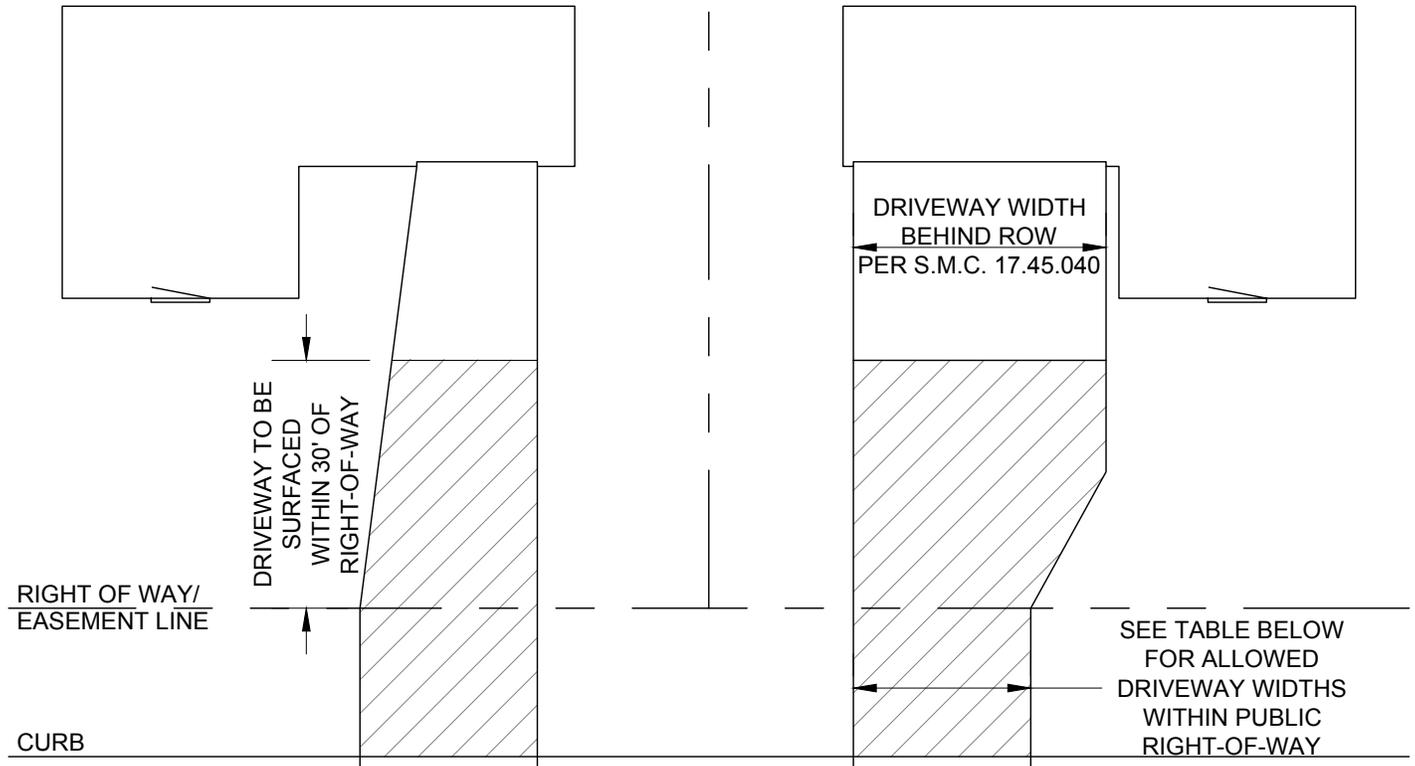
1. DRIVEWAY APPROACHES SHALL BE CONSTRUCTED OF AIR-ENTRAINED CLASS 3000 CEMENT CONCRETE AND MAY BE POURED INTEGRAL WITH THE CURB.
2. A MINIMUM 4' WIDE ACCESSIBLE ROUTE SHALL BE MAINTAINED IN ALL PEDESTRIAN ACCESSIBLE AREAS.
3. CHANGES IN LEVEL UP TO 1/4" MAY BE VERTICAL AND WITHOUT EDGE TREATMENT.
4. CHANGES IN LEVEL BETWEEN 1/4" AND 1/2" SHALL BE BEVELED WITH A SLOPE NO GREATER THAN 2:1.
5. EXISTING CURB, GUTTER, AND SIDEWALK TO BE SAWCUT AND REMOVED FOR INSTALLATION OF APPROACH.
6. COMMERCIAL DRIVEWAY REQUIRES REINFORCING STEEL (6"x6"x10 GA MESH) WITH A MIN OF 3" OF COVER AND 8" MIN THICKNESS OF CONCRETE.
7. 3" DEPTH 3/4"-0 CRUSHED SURFACING TOP COURSE COMPACTED TO 95% OF MAX. DRY DENSITY.
8. SUBGRADE PREPARATION PER WSDOT STANDARD SPECIFICATION 2-06.3(1).



DRIVEWAY APPROACH TYPE 3

DRAWING NO. S04	
DATE FEB '26	SCALE NTS
APPROVED BY CR	

d)



NOTES:

1. 15' MINIMUM CLEARANCE FROM DRIVEWAY TO STRUCTURES, INCLUDING FIRE HYDRANTS, STREET LIGHTS, UTILITY POLES, AND STREET TREES.
2. 15% MAXIMUM GRADE.
3. 2% MAXIMUM GRADE BREAK. GRADE BREAKS GREATER THAN 2% SHALL BE ACCOMPLISHED WITH VERTICAL CURVES, WITH THE LENGTH EQUAL TO THE ALGEBRAIC DIFFERENCE IN GRADE.
4. DRIVEWAY WIDTHS

SINGLE-FAMILY RESIDENTIAL	DUPLEX/TRIPLEX RESIDENTIAL	COMMERCIAL
10' - 24'*	10' - 24'	24' - 35'
12' MIN FOR FLAG LOTS	12' MAX FOR SEPARATED DRIVEWAYS	
30' MAX. FOR LOTS GREATER THAN 75' WIDE**		

* 30' WIDTH MAY BE ALLOWED PROVIDED THERE IS ADEQUATE SPACE BETWEEN DRIVEWAYS FOR ON-STREET PARKING, WATER METERS, LANDSCAPING AND STREET LIGHTS.

** DRIVEWAY SHALL BE LOCATED TO PROVIDE ADEQUATE CURB SPACE BETWEEN DRIVEWAYS FOR ON-STREET PARKING, LOCATION OF WATER METERS, LANDSCAPING AND STREET LIGHTS.

5. DRIVEWAY SURFACING BEHIND THE RIGHT-OF-WAY MAY BE EITHER CEMENT CONCRETE OR AC PAVEMENT.
6. MINIMUM 30' CULVERT REQUIRED ALONG UNIMPROVED FRONTAGES WITH DITCHES. SIZE AS REQUIRED, 8" MINIMUM DIAMETER.



DRIVEWAY PLAN VIEW

DRAWING NO. **S04A**
 DATE FEB '26 SCALE NTS
 APPROVED BY CR

GENERAL DETAILS

1	G01A	GENERAL NOTES 1 OF 3
2	G01B	GENERAL NOTES 2 OF 3
3	G01C	GENERAL NOTES 3 OF 3
4	G02	SIGNATURE BLOCK
5	G03	UNDERGROUND UTILITY LOCATIONS
6	G04	STANDARD PIPE BEDDING, FLEXIBLE PIPE
7	G05	STANDARD PIPE BEDDING, RIGID PIPE
8	G06	TYPICAL UTILITY TRENCH SECTIONS
9	G07	TYPICAL UTILITY TRENCH SECTIONS, NOTES
10	G08	STANDARD MANHOLE
11	G09	MANHOLE DETAILS
12	G10	STANDARD MANHOLE FRAMES AND COVER
13	G11	TAMPERPROOF MANHOLE FRAME AND COVER
14	G12	MANHOLE ADJUSTMENT DETAIL
15	G13	MANHOLE CONNECTION
16	G14	TOP SLAB STANDARD PRECAST MANHOLE
17	G15	OUTSIDE DROP CONNECTION
18	G16	INSIDE DROP CONNECTION

SINGLE FAMILY RESIDENTIAL DETAILS

19	R01A	SINGLE-FAMILY RESIDENTIAL GENERAL NOTES 1 OF 2
20	R01B	SINGLE-FAMILY RESIDENTIAL GENERAL NOTES 2 OF 2
21	R02	SINGLE FAMILY EROSION PREVENTION PLAN
22	R03	SINGLE FAMILY EROSION PREVENTION NOTES
23	R04	COMPOST AMENDED VEGETATED FILTER STRIP
24	R05	CONCENTRATED FLOW DISPERSION - DIAGONAL BERMS
25	R06	CONCENTRATED FLOW DISPERSION - SLOTTED DRAINS
26	R07	SHEET FLOW DISPERSION TRENCH
27	R08	PLANTING BED CROSS-SECTION
28	R09	DOWNSPOUT INFILTRATION TRENCH
29	R10	ALTERNATIVE DOWNSPOUT INFILTRATION TRENCH FOR COURSE SAND AND GRAVEL
30	R11	DOWNSPOUT DISPERSION TRENCH
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CHAPTER 1 - GENERAL PLANNING, DESIGN, AND APPROVAL REQUIREMENTS

1.00 Requirements for Public and Private Improvements

A. General

The purpose of these standards is to define requirements for the design and construction of public and private improvements to serve new and future developments. These include street, bikeway/multi-use trails, drainage, water, and sanitary sewer improvements as required by the development review process, City Ordinance, and other City policies adopted by the City Council. Where not governed by building or other codes, standards for site grading, erosion control, parking lot and driveway construction, and other infrastructure on private property shall be governed by these standards for the purposes of design and inspection. No such work shall commence prior to City approval of the construction plans. Designs submitted shall be stamped by a registered Professional Engineer licensed to practice in the State of Washington.

All public improvements and private streets, parking lots, sidewalks, and driveways shall be designed and constructed according to the most recent edition of the *ADA Standards for Accessible Design* and the *Public Right of Way Accessibility Guidelines* in such a manner as to be readily accessible to and usable by individuals with disabilities as per the requirements of the Americans with Disabilities Act of 1990. This includes providing curb ramps at intersections with pedestrian crosswalks to allow a smooth transition between street and sidewalk elevations.

The *Washington State Department of Transportation Standard Specifications* including their most recent revisions are hereby adopted and incorporated as part of this document by reference except as modified herein.

B. Shortened Designation

These City of Stevenson Engineering Standards for Public Works shall be cited routinely in the text as the "Standards".

C. Applicability

These Standards shall govern all new construction and upgrading of facilities both in the right-of-way and on private property for: transportation related facilities; storm drainage facilities and stream channel improvements; sewer and water improvements; and park, recreation, and open space facilities used by the public.

D. Requirements for Public Welfare

It is the purpose of these standards to provide for and promote the health, safety, and welfare of the general public, and not create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of these standards.

The Standards established by this Chapter are intended to represent the minimum design standards. Compliance with these Standards does not relieve the designer of the responsibility to apply sound professional judgment to protect the health, safety, and welfare of the general public. Additionally, since these are minimum standards, special site conditions and environmental constraints may require a greater level of protection than would normally be required under these Standards. The designer must apply these Standards bearing in mind these constraints.

E. Two-year Maintenance Surety Bond Requirement

The developer is required to provide a maintenance bond for a minimum of 20% of the full cost of construction for all public improvements and any private improvements that directly connect to or otherwise effect City utilities for a period of two (2) years after acceptance of the project, which will not be released without written approval by the City. The developer shall provide from their contractor an itemized cost worksheet. The contractor shall use State Prevailing Wage costs to develop estimate. The Contractor shall place the following note on the worksheet; "To the best of my knowledge the itemized quantities and cost included herein are an accurate account of the full cost of construction to be provided as required to meet the City's Maintenance Bond requirement".

For multi-phased developments where public access road(s) was (were) built and accepted for an earlier phase, and where the access road(s) will serve as construction access for future phase(s), the City will request the developer and their contractor to extend the surety bond for such access road(s) until such time a second access road is built for the development, or until all phases are completed. The surety bond period will then be extended for two years after completion and construction acceptance of the public and private improvements of that final phase. Its release is subject to final inspection and acceptance by the City, or acceptance of repairs requested by the City as part of the maintenance bond inspection prior to the expiration of the bond.

F. Requirement for Street Utility Extension to Limits of Property

Public streets, bikeways/multi-purpose trails, water mains, sanitary sewer mains, and storm sewer mains shall be extended through and to the extremes of the property being developed for extension to future development as determined by the City. The developer shall not be reimbursed for utility extensions to the limits of the property being served. If a utility line must be oversized to serve the ultimate tributary area beyond the proposed development, the developer may request compensation for over sizing as authorized by Stevenson Municipal Code. Such requests shall be in writing and shall be made to the City Engineer.

G. City Acceptance Process- Planned Unit Developments (PUD) and Subdivisions

Various permits required for completion and occupancy of any home within a PUD or subdivision must meet the requirements listed herein. These requirements are in addition to any requirements of the City Building or Community Development departments.

1) Model Home Permits

The following requirements shall be met before the issuance of any building permit.

- a. The lot on which the home is to be constructed shall have either property corner pins or a building pad survey.
- b. At a minimum, 20-foot gravel roads shall be installed from a paved public street to the lot on which the home is to be constructed.
- c. Street signage must be installed from an existing public street to the lot on which the home is to be constructed.
- d. If the final plat for the subdivision has not been recorded, the subdivision shall display temporary signage that clearly indicates the original property address prior to subdivision. If the property had no situs address, prominent signage with the subdivision name shall be installed to assist emergency services in locating the property in the event of an emergency.
- e. An active fire hydrant must be located within 500 feet of any combustible construction.

2) Building Permits

The following requirements shall be met before the issuance of any building permit other than a model home permit.

- a. All requirements listed in Section G.1 above.
- b. The subdivision Final Plat must be recorded.
- c. If a performance bond is used to defer public improvements for the Final Plat process, all public improvements must be in place and accepted by the City prior to issuance of any Certificates of Occupancy, including temporary.

3) Water Meter issuance

The following requirements shall be met prior to issuance of a water meter for a single-family residence the following requirements shall be met.

- a. Inspection approval of all water lines, including pressure testing and bacterial tests.
- b. Inspection approval of all meter boxes and meter setters.

4) Acceptance and Final Occupancy

The following requirements shall be met prior to final occupancy of any building within a PUD or subdivision, or phase thereof.

- a. All requirements listed in Sections G.1 through G.3 above.
- b. All required inspections are completed through the inspection checklist.
- c. A maintenance bond for 20% of the cost of all public and private improvements.
- d. Approved as-built drawings and files shall be submitted.
- e. Copies of recorded deeds for all dedicated public assets.

1.01 Precedence of Documents

If there is a conflict between approval documents, the document highest in precedence shall control. The precedence shall be:

- First:** Permits from other agencies or jurisdictions, as may be required by law.
- Second:** Notice of Decision and Final Order Conditions of Approval, and project specific Development Agreements.
- Third:** City of Stevenson Engineering Standards for Public Works Construction.
- Fourth:** City of Stevenson Ordinances (Stevenson Municipal Code).
- Fifth:** Plans and details prepared by the design engineer and approved by the City.
- Sixth:** American Public Works Association / Washington State Department of Transportation Standard Specifications, latest edition.
- Seventh:** Reference specifications.

Supplemental written agreements and approved revisions to plans and specifications by the appropriate jurisdictions will take precedence over documents listed above. Detailed plans shall have precedence over general plans. In any event, the determination of the City Engineer shall be final.

1.02 Abbreviations and Definitions

AASHTO	American Association of State Highway and Transportation Officials
AC	Asphaltic Concrete
ACI	American Concrete Institute

ADA	Americans with Disabilities Act of 1990
ADT	Average Daily Traffic
ANSI	American National Standards Institute
APWA	American Public Works Association
ASTM	American Society for Testing and Materials
AWWA	American Water Works Association
Best Management Practice (BMP)	The schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices, that when used singly or in combination, prevent or reduce the release of pollutants and other adverse impacts to waters.
Bicycle Facilities	A general term denoting improvements and provisions which accommodate or encourage bicycling, including parking facilities, maps, signs, pathways, bike lanes, widened sidewalks, bikeways and shared roadways designated for bicycle use.
Bicycle Lane (Bike Lane)	A portion of a roadway which has been designated by striping, signing and pavement markings for the preferential or exclusive use of bicyclists
Bicycle Path (Off-Street Pathway)	A paved pathway physically separated from motorized vehicular traffic by an open space or barrier within an independent right-of-way
Bicycle Route (Bike Route)	A segment of a system of bikeways designated by the jurisdiction having authority with appropriate directional and informational markers, with or without a specific bicycle route number or as designated on a bicycle map, brochure or guidebook
Bikeway	Any road, path or way which in some manner is specifically designated as being open to bicycle travel, regardless of whether such facilities are designated for the exclusive use of bicycles or are to be shared with other transportation modes
CBE	Crushed base equivalent (CBE) is the number that directly relates the traffic coefficient to the required number of inches of rock for street structural sections
CBR	California Bearing Ratio
City	City of Stevenson with the City Engineer or designee as the lead contact person
City Engineer	City of Stevenson's consulting or staff city engineer having authority specified in State law or City ordinances, or their designated representative
Contractor	The agent of the developer completing the construction activities associated with a given project
Contractor's Equipment	The phrase "Contractor's Equipment" shall include all items of materials or equipment remaining in the contractor's ownership and removed from the site upon completion of the project
DAHP	The Department of Archaeology and Historic Preservation

Developer	The owner and/or their agent responsible for a given project
Director	City of Stevenson's Public Works Director, or their designated representative
Engineer	The City Engineer
Engineering Acceptance	Acceptance of ownership of donated assets by the City. Initiates the two-year maintenance period for the developer.
Engineering Standards	The latest edition of the "City of Stevenson Engineering Standards for Public Works Construction".
EPA	U.S. Environmental Protection Agency
Equipment	The machinery, accessories, appurtenances and manufactured articles to be furnished and/or installed under the Project
FEMA	Federal Emergency Management Agency
GPS	Global Positioning System
IE	Invert Elevation
Intersection	Refers to the area jointed by two (2) or more roads intersecting. For approaches of a continuous street at an acute curve or some other angle point with different street names
Item	A convenient subdivision of work under these specifications, as herein separately described
Material(s)	These words shall be construed to embrace machinery, manufactured articles, materials of construction (fabricated or otherwise) and any other classes of material to be furnished in connection with the project
MUTCD	Manual on Uniform Traffic Control Devices
Or Equal	Any manufactured article, material, method, or work which, in the opinion of the Engineer, is equally desirable or suitable for the purposes intended in these specifications and contract, as compared with similar articles specifically mentioned herein
OSHA	Occupational Safety and Health Administration
Parking Lot	Paved surfaces on private property intended for the movement and storage of vehicles
Plans	The plans shall mean all official drawings or reproductions of drawings made or to be made pertaining to the work provided for in the contract, or to any structure connected therewith
Private Improvements	Any improvements that will be owned and/or maintained in common by a future Homeowner's Association, Business Association, lot owners, or tenants (i.e. are not publicly owned)
Project	The structure or improvement to be constructed in whole or in part through the performance of the contract
PRV	Pressure Reducing Valve
Sidewalk	The portion of a street designed for preferential or exclusive use by pedestrians

Specifications	The specifications shall mean the prescribed directions, requirements, explanations, terms and provisions pertaining to the various features of the work to be done, or manner and method of performance, and the manner and method of measurements and payments. They also include directions, requirements, and explanations as set forth on the plans
Standards	City of Stevenson Engineering Standards for Public Works Construction, Volume 1, 2, and 3 latest edition
Standard Details	The latest edition of the City of Stevenson's standard details for public works construction.
Standard Specifications	The latest edition of the "Standard Specifications for Road, Bridge, and Municipal Construction" as published by the Washington State Department of Transportation and the American Public Works Association
Stormwater Management Manual for Western Washington (SWMMWW)	A manual, as prepared by the Washington State Department of Ecology, that contains BMPs to prevent, control or treat pollution in stormwater and reduce other stormwater-related impacts to waters. The SWMMWW is intended to provide guidance on measures necessary in Western Washington to control the quantity and quality of stormwater runoff from new development and redevelopment.
Street	A public way which affords the principal means of access to abutting property
Traffic Coefficient	A number used in determining the structural section of a street
Trail	In the context of the Standards - "Trail" is synonymous with Multi-use Path (off-street pathway)
UL	Underwriter's Laboratory
WSDOT	The Washington State Department of Transportation
Wetlands	Those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Identification and delineation of jurisdictional wetlands and wetland boundaries shall be done by a qualified biologist using applicable State and Federal guidelines.
Words and Phrases	Whenever the words, "as directed", "as required", "as permitted", or words of like effect are used, it shall be understood that the direction, requirement or permission of the Owner and Engineer is intended. The words, "sufficient", "necessary", "proper", and the like shall mean sufficient, necessary or proper in the judgment of the Owner and Engineer. The words, "approved", "acceptable", "satisfactory", or words of like import shall mean approved by or acceptable to the Owner and Engineer

Work

The work necessary to manufacture and deliver machinery, equipment and material and/or the furnishings of all labor, tools, material, equipment, construction equipment, working drawings, where required, and other, necessities for the construction or erection of the structures shown and called for in the plans, specifications and contract, and the act of constructing or erecting said structures complete.

1.03 Permits

Permits, approvals, or agreements are required by the City, and sometimes other jurisdictions, prior to initiating any construction or demolition work elements described within these Standards.

Construction of improvements without the required permits may, at the discretion of the City Engineer, result in the following penalties:

- Immediate stop work order in force until all applicable permits are received
- Removal and reconstruction of improvements in accordance with approved plans
- Increased maintenance bond amounts
- Increased warranty periods
- Refusal of City to accept improvements with applicable permits

The majority of work covered under these Standards will require multiple permit authority reviews and approvals. Several types of permits and approvals require prior approval from the authority before a building or other substantial ~~permit~~ permits can be issued. Any questions regarding information about permits, approvals, and agreements should be directed to the City Engineer.

The following general categories describe the major permits, approvals, and agreements, along with issuing permit/code authority if other than the City of Stevenson:

A. Environmental Review

For most projects, including clearing and grading activity, an Environmental Checklist must be completed by the applicant and submitted along with plans, specifications, and other information when approval or permits are being requested for a project. ~~The Community Development Director~~ The City Planner conducts the Environmental Review and makes a SEPA Threshold Determination for the City.

Projects larger than one acre require coverage under the State of Washington Department of Ecology’s Construction Stormwater General Permit. No grading permit shall be issued until proof of coverage has been provided.

B. Building Permits

A Building Permit is required for all construction work for structures including alteration, repairs and demolition. This includes retaining walls over 4 feet in height or with a surcharge loading, and fences over six (6) feet tall. Box and arch culverts are also included. Demolition Permits for structures greater than four thousand square feet (4,000 sq. ft.) require the submittal of an Environmental Checklist.

C. Approvals and Other Permits

There are several other permits or approvals which may be required and referred to in these Standards: Right-of-Way Permit; Developer Extension Agreements; plat and short plat approvals; and Certificate of Occupancy.

In addition, there are several other City approvals (land use) which may have been obtained

prior to the above listed permits and which may affect the Standards as contained in this document.

1.04 **General Requirements for Utility Extensions (Sanitary Sewer, Storm Sewer, Water)**

- A. When extension of the existing utility system for service is required, the developer shall submit site and improvement plans, utility design plans and design review and administration fees. The utility design plans shall be prepared and submitted as described in these Standards.
- B. Easements for the utility system shall be prepared by a surveyor or engineer licensed to practice in the State of Washington. The easement shall be reviewed and approved by the City prior to acceptance. All public utility easements shall be a minimum of 15 feet wide unless otherwise noted in these standards or required by the City Engineer. Width and location of private utility easements shall be determined by the City Engineer or the Building Official as appropriate.
- C. Upon final completion and final inspection approval, Public Works will issue a letter of "Engineering Acceptance" to the developer indicating acceptance by the City of the developer extension. The two-year maintenance period for all developer constructed improvements begins on the date of Engineering Acceptance.
- D. The developer shall have a surveyor licensed in the State of Washington provide final as-built elevations of manhole inverts and tops, gravity pipe grades, and utility locations. All elevations shall be on NAVD 88 datum.

1.05 **Submittal Requirements**

A. **General**

The following documents shall be submitted for engineering review:

- Design Plans for all streets, stormwater facilities, sanitary sewer utilities, and water utilities
- Grading Plans
- Erosion Control Plans
- Lighting Plans to include details sheet and a photometric analysis
- Transportation Plans that including pedestrian and vehicular circulation paths
- Landscape Plans
- Any "condition(s) of approval" items required prior to engineering approval, in the Land Use Notice of Decision.
- ~~A Water Utility Availability Response letter.~~
- Stormwater Technical Information Report, including all model outputs
- For resubmittals, a response to the comments that addresses each City comment from a prior review

B. **Transportation/Traffic Impact Analysis (TIA)**

A TIA will be required if the project generates more than 10 p.m. peak hour trips or more than 100 daily trips. The TIA shall evaluate surrounding roadways and intersections and any improvements found to be necessary will be required to be completed. The applicant's traffic engineering should submit a scoping memo to the City Engineer with a proposed scoping of the TIA. Work should not proceed on a TIA without the approval or modification of the TIA scope by the City Engineer.

1.06 General Requirements for Engineering Plans

A. Design Plan Format

- 1) The plans shall be submitted in PDF format, with standard print sizes of 22-inch x 34-inch or 24-inch x 36-inch sheets. Plans of any other size will not be reviewed or accepted without prior written approval from the City Engineer.
- 2) All sheets shall have a 1.5-inch x 3.0-inch blank space in the upper right-hand corner for batch stamping of plans by the City.
- 3) Title/Cover sheet to include project name, vicinity map, name and mailing address of developer/owner and engineering firm, general notes, notice to excavators, sheet index, and a signature block. Vicinity maps shall show the location of the project in respect to the nearest major street intersection.
- 4) A north arrow shall be shown on each plan view sheet of the plans and adjacent to any other drawing which is not oriented the same as other drawings on the sheet.
- 5) Copies of each applicable City Standard Detail - Reference each City Standard Drawing by number on the plan sheets.
- 6) The scale shall be 1-inch = 10 feet, 20 feet, 30 feet, 40 feet, or 50 feet horizontally for all drawings and shall be 1-inch = 2 feet, 3 feet, 4 feet, 5 feet, or 10 feet vertically. Scale shall be shown with north arrow. A different scale may be used on structural details.
- 7) Letter size shall not be smaller than 0.12 of an inch high on full-size plan sheets.
- 8) The location and elevation of a National Geodetic Survey, United States Geological Survey, Skamania County, or City of Stevenson bench mark shall be referenced on the plans. The datum shall be on NAVD 88 datum: (vertical) and NAD 83 (2011) (horizontal). No other datum shall be used without permission of the City Engineer. Temporary control bench marks and elevations shall also be shown on the plans.
- 9) A title block shall appear on each sheet of the plan set and shall be placed in the lower right-hand corner of the sheet, across the bottom edge of the sheet, or across the right-hand edge of the sheet. The title block shall include the names of the project, the engineering firm, the owner, the sheet title, and the sheet number.
- 10) The seal of the registered Washington Professional Engineer responsible for preparation of the plans shall appear on each sheet.
- 11) The description and date of all revisions to the plans shall be shown on each sheet affected and shall be approved and dated by the registered Professional Engineer of record as evidenced by an original signature or initial. The location of all revisions on each plan sheet shall be clearly identified through the use of "clouds", triangles or some other visible feature.
- 12) Through use of standard drafting symbols, indicate the location and direction of view for all sections.

B. Site Development Plans shall be organized as follows:

- 1) Title sheet.
- 2) Approved preliminary plat or approved site plan.
- 3) Existing Conditions Plan - A topographic survey be performed on and within 100 feet of the site and is to include, but not limited to the following; topography at 2 foot contour interval, contours shall be labeled with elevations at ten foot interval; watercourses (intermittent creek, streams, Rivers, etc.) and areas prone to flooding; FEMA designated

- floodplains and floodway; designated Shoreline areas; water bodies and known wetlands, wetland delineated boundaries and buffers; unstable slopes and landslide hazard areas; significant habitat areas and buffers; significant historic sites; layout and dimensions of all existing (parent) parcels; location of adjacent property lines; location of any existing building(s) on the site; location and width of existing easements for access, drainage, utilities, etc.; name, location, width of existing right-of-way, centerline and right-of-way radius of existing roadways that abut the site; name, location, width and surface material (e.g. gravel, asphalt or concrete) of roadways and easements (private and public); location and width of existing driveways and those driveways across the street; location and width of existing pedestrian and bicycle facilities on and within 100 feet of the site; location and direction to nearest fire hydrant; and location of existing sewage disposal systems and wells on site and within 100 feet of the site (as available from the city or health district). This sheet shall also note the source of information, date of field work, datum and benchmarks, and location of original document.
- 4) Grading and erosion control plan with maximum existing and proposed contour intervals of 2 feet. The extent and limits of sensitive lands and buffers, as defined by the City Municipal Code shall be delineated on this sheet.
 - 5) Street and storm sewer, showing existing and finished contours at 2-foot intervals. Storm sewer information may be included on water and sewer sheets where practical. In all cases, all proposed utilities shall be shown on each utility sheet, although notes and call-outs may be segregated per individual sheet.
 - 6) Street and storm sewer profiles showing vertical curve information and stormwater invert and rim elevations. Sanitary sewer, water and other private utilities shall be shown for reference including crossings within profiles.
 - 7) Stormwater detention facility plan, sections, details and calculations showing cell and pond volumes and critical storm elevations of the Water Quality, 2-yr, 10-yr and 100-yr modeled storm events.
 - 8) Sanitary sewer and water plan sheets, including services, valve, and fire hydrant locations. Sanitary sewer and water plan sheets may be separate if needed for clarity or where required by the City Engineer.
 - 9) Water and sewer profiles showing locations of water air releases and invert and rim elevations of sanitary sewer pipes. Sanitary sewer and water profile sheets may be separate if needed for clarity or where required by the City Engineer. Storm sewer and other private utilities shall be shown for reference including crossings within profiles.
 - 10) Landscape plan including plants, trees, sidewalks, bikeways, trails, driveways, retaining walls, irrigation, and lighting, outside of parks and trail facilities. Streetlight, signage and water meter locations shall be shown for conflict identification.
 - 11) Lighting and Photometric plans shall be designed by a licensed electrical engineer or electrician. Plans shall call out street light locations, spacing, and type of luminaires.
 - 12) Signage and striping plan showing locations and types of street signage and striping. This plan may be included on other sheets provided that it is legible.
 - 13) Parks, Trails, and Recreation plans including trails, playgrounds, amenities and fixtures, signage, landscaping, and maintenance and safety requirements.

1.07 Requirements for Traffic Control Plans

A. General Requirements

- 1) Site specific Traffic Control Plans are required to be included in Final Engineering submittals when planned work will occur within existing roads. The plans will be used to prove construction feasibility and identify other potential risks or concerns with adjacent developments, improvements, projects or safety.
- 2) Traffic Control Plans shall include:
 - a. Information on roadway speeds, widths, and tapers
 - b. Information on detours and durations
 - c. Information for pedestrian and bicyclist routing through or around the construction zone
- 3) City Engineer has authority to waive or modify requirements regarding traffic control for this section.
- 4) Applicant may request a deferred Traffic Control Plan submittal to the City Engineer. If approved, all Traffic Control Plans shall be submitted, reviewed and approved prior to the Pre-Construction meeting.

B. Requests for Lane or Road Closures

- 1) Planned work in the public right-of-way requires an encroachment permit (non-City projects) or approval by the City Engineer (City projects).
- ~~2) Requests for planned lane or full road closures lasting 24 consecutive hours or more are subject to City Public Works Policy 24-01 or amendments thereto. This policy will apply in all cases where there is a planned lane or full road closure on the City's collector or arterial road system of duration lasting at least one day (24 hours). For emergency situations such as snow/ice events, utility emergencies, slides or other unexpected event(s), those situations will be handled on a case-by-case basis.~~
- ~~3)2) Requests for single lane closures of less than 24 consecutive hours may be subject to work hour restrictions.~~
- ~~4)3) Requests for full road closures are subject to City Public Works Policy 24-01 and require approval of both the City Engineer and the City Administrator.~~
- ~~5)4) All requests considered under this Policy must be made at least three (3) weeks prior to the planned closure in order for the City to convene to develop a plan with appropriate notice to all affected agencies.~~

1.08 Requirements for Public and Private Street Improvement Plans

A. Plan Views shall show the following:

- 1) Right-of-Way, property, tract, and easement lines (existing and proposed). Tract naming shall be consistent with the naming on the preliminary plat or preliminary site plan.
- 2) Subdivision name, lot numbers, street names, and other identifying labels. Lot numbering shall be consistent with the approved preliminary plat. Subdivision and street names are subject to review and approval of the City Community Development Director.
- 3) Location and stationing of existing and proposed street center lines and curb faces.
- 4) Horizontal alignment and curve data of street center lines and curb returns.
- 5) Existing underground utilities and trees over 6-inches in diameter within and extending 50 feet beyond the construction limits.
- 6) Location of existing buildings, wells, septic tanks, drain fields, fuel tanks, and any other

buried structures.

- 7) Match lines with sheet number references.
- 8) Street stationing to be noted at a minimum of 100-foot intervals.
- 9) Top of curb elevations along curb returns at quarter-delta's, and at 100-foot stations.
- 10) Location of the low points of street grades and curb returns.
- 11) Sidewalk locations. This shall include ramps, transitions in location or width, and relationship with driveways.
- 12) Crown lines along portions of streets transitional from one typical section to another.
- 13) Center line stationing of all intersecting streets.
- 14) Location and description of existing survey monuments, including but not limited to: section corners, quarter corners, donation land claim corners, and City bench marks.
- 15) Location of proposed street intersection monument boxes.
- 16) FEMA designated 100-year flood plains and flood ways, or areas of flooding during a 100-year storm event.
- 17) Wetland areas and storm water quality undisturbed corridors (buffer strips).
- 18) Legend.
- 19) Any additional information that the City Engineer deems necessary.

B. Profile Views shall show the following:

- 1) Stationing, elevations, vertical curve data (including curve k factors), and slopes for center of streets or top of curbs. For off-set or superelevation cross-sections, both curbs shall be profiled. Where curbs are not to be constructed, center line of street and ditch inverts shall be shown.
- 2) Original ground along the center line and if necessary, at the edges of the right-of-way if grade differences are significant.
- 3) Center line, top of curb or edge of pavement, and gutter flow lines of existing streets for a distance of at least 200 feet each way at intersections with proposed streets. For stub streets that may be extended in the future, the vertical alignment shall be designed for at least 300 feet beyond the scope of the proposed construction. At the discretion of the City Engineer, additional design information concerning the vertical and horizontal alignment of future street extensions may be required.
- 4) Vertical alignment of streets, including existing center line monumentation.
- 5) The top of curb for all cul-de-sacs, eyebrows and curb returns.
- 6) Existing drainage facilities, including off-site facilities, upstream and downstream that affect the design (i.e., downstream restrictions that back water onto project site). In addition, base flood elevations shall be shown on the profile.
- 7) Profiles for revised ditch and creek flowlines shall extend a minimum of two hundred (200) feet beyond the project, both upstream and downstream. Typical cross sections at fifty (50) foot intervals shall also be submitted.
- 8) Designate structures using alpha or numeric labels on profiles to correspond to plan view notation.

- 9) All existing and proposed sanitary sewer, water, storm lines and other utilities in parallel to or crossing the profile.

1.09 Site Grading Plan

A site grading plan is required as part of the Application for any development that involves the excavation or fill of greater than fifty (50) cubic yards of material. Grading contours (existing & proposed) shall be at no more than 2 foot intervals, shall be labeled with elevations at no more than ten foot intervals, and shall extend off-site a minimum of 50 feet. This sheet shall also note source of information, date of field work, and location of original document, the calculated cut and fill quantities, location of stripping stockpile location of critical areas and buffers, and any additional information that the City Engineer deems necessary.

A geotechnical evaluation report must be performed and referenced on the plan for site specific geotechnical recommendations. Plans must include from the report recommendations to be followed. A copy of the report must accompany the plan for review and approval by the City Engineer. A modification to this requirement may be submitted to the City Engineer for approval.

If the site is greater than one acre in size, the permit number issued by the Department of Ecology for coverage under the ~~NPDES~~-Construction General Stormwater Permit shall be noted on the plans (WAR#).

All soil disturbing construction activity must adhere to the requirements of the City of Stevenson Engineering Standards, approved Erosion Control Plans, and applicable State requirements. A detailed erosion control plan shall be shown in conjunction with the site grading plan.

1.10 Erosion Control Plans

A. Required Components

Erosion control plan drawings shall, at a minimum, include the following:

- 1) Locations, types and applicable dimensions of erosion control measures.
- 2) Applicable details of erosion control measures showing full dimensions and construction information.
- 3) Existing and proposed ground contours.
- 4) Locations and sizes of existing and proposed drainage pipes and channels (labeled as such and with arrows indicating flow direction).
- 5) Construction site entrances/exits.
- 6) Erosion control notes and standard details.
- 7) If the site erosion control plan includes sediment traps or ponds, the applicant shall also submit calculations used for determining trap or pond sizing.
- 8) All planned stockpile locations and associated erosion control measures for stockpiles.

B. Design

Erosion control measures shall be designed in accordance with the Chapter 2 of the City of Stevenson Engineering Standards and the Stormwater Management Manual for Western Washington Manual.

C. Erosion Control Approval

Approval of a construction erosion control plan by the City does not relieve the applicant's responsibility to ensure that erosion control measures are constructed and maintained to contain sediment on the construction site. Erosion control measures shown are considered the minimum required and additional measures may be required as directed by the City Engineer

or Development Inspector.

1.11 Requirements for Utility Plans (Water, Storm Drainage, Sanitary Sewer)

A. General Requirements

- 1) In plan view show the location, stationing, materials, and size of all proposed utility lines (water, storm, sanitary) and fire hydrants. Stationing shall be located in relationship to the street stationing at all manholes or other key locations.
- 2) Show all proposed manholes, cleanouts, inlets, and catch basins with all invert and rim elevations.
- 3) For drainage plans, show existing drainage facilities, including off-site facilities, upstream and downstream that affect the design (i.e., downstream restrictions that back water onto project site). In addition, base flood elevations shall be shown on the profile.
- 4) Designate structures using alpha or numeric labels on profiles to correspond to plan view notation. For water plans, each fitting/valve shall have attachment type listed (e.g. FL, MJ, FL x MJ, etc.).
- 5) For water plans, provisions for cross-connection control must be clearly shown on the plans, including any retro-fitting of existing water service connections and existing auxiliary water supplies, conversions to City of Stevenson water service that are required as a condition of development approval, upgrading of existing service connections by replacement of same, and any other cross connection control required by state and local rules and codes.
- 6) All lengths and dimensions shall be horizontal distances; no slope distances on plans.
- 7) Indicate type of pavement restoration required (if working in existing streets).
- 8) Dimension existing and new utility locations from right-of-way line and/or property line. For water plans, drawings shall reference distance to nearest existing valve/hydrant from new point of connection to existing water main.
- 9) Show existing manholes or give reference distances to existing manholes near project including manhole number and invert/rim elevations
- 10) List vertical datum on plan and show benchmark to be used for vertical control during construction.
- 11) The developer/contractor is responsible for sending a letter and preliminary plan to utility companies to inform them of new construction and for requesting as-built information for incorporation into plans. At a minimum the following utilities shall be contacted:
 - Cable television
 - Natural gas
 - Power
 - Telephone/fiber optic
 - Skamania County Public Utility District
- 12) Draft plans shall be sent to the above listed utilities to allow coordination of projects.

B. Plan View

- 1) List pipe size and material alongside of pipe, e.g. 8" PVC.
- 2) Pipe length is to be based on horizontal distance between centers of manholes.

C. Profile View

- 1) List pipe length, size, material and slope to 4 decimal places (ft. per ft.), e.g. 150 l.f. - 8" PVC S=0.0125.
- 2) Slope based on invert elevation out of upstream manhole, invert elevation into downstream manhole, and horizontal distance between center of manholes.
- 3) Provide profiles for existing and proposed storm sewer and sanitary sewers. Profiles shall also be provided for new sewer force mains and new water mains.
- 4) Show all existing and proposed sanitary sewer, water, storm lines and other utilities crossing the profile.
- 5) For drainage plans, profiles for revised ditch and creek flowlines shall extend a minimum of two hundred (200) feet beyond the project, both upstream and downstream. Typical cross sections at fifty (50) foot intervals shall also be submitted.

1.12 Requirements for Supplemental Submittal Information

A. Storm Drainage Technical Information Report (TIR)

The TIR shall be a comprehensive report that contains all technical information and analysis necessary to complete the final engineering plans based on geotechnical, hydrologic, hydraulic, and water quality design. The TIR shall be comprised of the minimum following items:

- Table of Contents
- Project Overview
- Summary of Minimum Requirements and how each is met
- Flow control analysis and design
- Runoff treatment analysis and design
- Source control
- Wetland protection
- Conveyance system analysis and design
 - Where inlet spacing or roadway width parameters are changed from the standard, a spread analysis will be required to be performed meeting requirements of the WSDOT Hydraulics Manual (current edition).
- Reports used in design and reference for the design
- Operations and Maintenance manual
- Appendices
 - This section shall include all program calculation outputs, runoff drainage systems, areas contributing flow to each inlet must be computed separately and each inlet with contributing area shall be designated and shown on an accompanying contour map work sheet, basin/catchment maps conforming with model and plans in a way that clearly ties all elements together, initial time of concentration calculation with assumptions listed and charts or nomographs used shall be included with drainage calculations.

A table of the primary parameters used in modeling shall be included in the report. This table shall include, for and pre- and post- development, at a minimum, time of concentration, impervious area percentages, average curve numbers, basin areas, and flows.

The TIR shall address all minimum requirements as required by the 2019 Stormwater Management Manual for Western Washington, and as amended by Chapter 4 herein.

B. Other information to be shown on the construction drawings or the other submittals include:

- 1) The design assumptions for each street (ex: traffic coefficient, R-value).
- 2) The design elements such as:
 - Street classification;
 - Design speed;
 - Superelevation;
 - Average Daily Traffic (ADT) or Design Hourly Volume (DHV).
- 3) Structural construction plans and the necessary calculations shall be submitted for proposed structures (ex: walls, box culverts, bridges).
- 4) Any additional information that the City Engineer deems necessary to review the plans and assure compliance with design standards.

C. Detail sheets.

- 1) Detail sheets shall be provided showing all applicable standard notes and details.
- 2) City of Stevenson standard details shall be used when available.
- 3) WSDOT standard plans may be used for any item for which the City does not have a detail.
- 4) If a detail from another agency is desired for use, it shall be requested and approved via the Design Modification Process (see Section 1.17).

1.13 Review Procedure

Electronic copies of complete plans shall be submitted to the City for review. Plans shall be complete and shall be stamped and signed by the developer's engineer. The complete set of plans shall include planning sheets (i.e. landscape, planting, site plan, illumination, etc.) combined with engineering sheets. Electronic copies of supporting information and documentation, such as technical information report, geotechnical report, preliminary plat, and water system calculations, shall also be submitted.

Electronic copies of supplemental review documents including but not limited to Geotechnical Report, Critical Area and Mitigation Report, and current NPDES Permit for the project, U.S. Army Corps of Engineers Permits and/or Ecology Wetland impact permits, WSDOT concurrence/approved documents including hydraulic reports and plans, and any other related or applicable permit shall also be submitted for review and confirmation approvals have been provided.

Upon completion of the detailed review by the City, the City will return an electronic set of redlined plans and documents. After the developer's engineer has completed all revisions, an electronic copy of all revised plans and supporting information, as well as a comment response letter shall be returned to the City on each iteration of plan review.

Following concurrence for approval of plans and calculations by the City Engineer and following the signing of approval of the cover sheet by Skamania County Fire Marshal and WSDOT (as applicable), the developer's engineer shall submit the complete compiled set of final plans for Planning/Community Development (site plan and addressing) and the City Engineer's approval signature. The complete compiled set shall include any previously approved sheets from Community Development. The City Engineer will approve the full set only after Planning has stamped approval of the site plan.

Plan review priority will be given to plans submitted for final review. This plan review and approval is

valid for three (3) years for Commercial (non-residential) and five (5) years for Residential from the date of Engineering Plan approval. Extensions to the permit may be made by the City Engineer in extenuating circumstances, upon written request by the Developer, but may not be extended past the expiration date of Preliminary Land Use approval.

Plan approval means that the plans have been reviewed for reasonableness and compliance with minimum City specifications and standards. This approval does not supersede those standards and specifications, unless specifically varied by the City. Plan approval does not relieve the developer's engineer from responsibility for errors, omissions or deficiencies in the plans.

Please note that Final Engineering plan approval for construction cannot be released until all other reviewing agencies have provided approvals and/or permits.

Once engineering approval has been received, the applicant shall identify a contractor and contact the City's Development Review Coordinator to schedule a preconstruction conference.

1.14 As-Built Drawings

Following completion of construction, the developer's engineer shall submit an electronic copy of the as-built drawings in PDF format to the City for review. After City review and approval of the as-built drawings the developer's engineer shall submit ~~one CD containing an~~ electronic file of final as-built drawings in PDF ~~and AutoCAD DWG file formats. DWG files are to include project linework base files for hardscape and utility improvements format.~~

As-built drawings shall contain ~~any and~~ all revisions to the previously approved construction plans. The cover sheet of the as-builts shall be accompanied by the following statement next to a new stamp and signature from the developer's engineer:

"I, (Name of Developer's Engineer), certify that I, or personnel under my supervision, have reviewed field data from a registered professional land surveyor for the stormwater, sanitary sewer and water utilities as show in these record drawings. ~~According to the horizontal and vertical datum, dimensions and grades which can be verified after construction, the connected stormwater and water utilities meet the standards of the City of Stevenson.~~"

As-built information shall be obtained and provided to the developer's engineer by a surveyor licensed in the State of Washington. The as-built drawings shall include all the approved plan information plus the revised data as obtained by the as-built survey and shall include the landscaping & irrigation and lighting & electrical plan sets. The design information shall be lined out where revised by the addition of the as built data. All as built information shall be made electronically; no handwritten information will be accepted. Additional as built information may be required by the City Engineer.

Each sheet of the as-constructed drawings, including the cover sheet, shall be stamped "As-Built" or "Record Drawing", and signed and dated by the developer's engineer. This signature constitutes a certification that the public and private improvements, grading, and other elements of the engineered drawings have been completed in accordance with the City approved plans and to the standards of the City.

Submission of as-built drawings shall be made prior to final inspection of a completed project.

1.15 Professional Qualifications

Professionals in the technical fields of Civil Engineering, Electrical Engineering, Geotechnical Engineering, Landscape Architecture, Soils Engineering, Structural Engineering, and Surveying who prepare or are responsible for the preparation of drawings, plans, specifications, technical reports, etc. for the process of obtaining required permits/approvals shall be currently licensed or registered in the State of Washington and qualified by both experience and educational background in the specific

technical areas as warranted by the specific needs of the proposed development project.

1.16 Changes to Standards

From time to time changes may be needed to add, delete, or modify the provisions of these standards. The City Engineer may approve technical changes to these Standards to be incorporated into the existing provisions. Comprehensive revisions to the Standards shall be proposed by the City Engineer and adopted by the City Council.

1.17 Design Modifications Process

A. Submittal

Requests to modify City Standards shall be submitted in writing by the developer's engineer, to the City Engineer. This written request shall state the desired modification(s), the reason(s) for the request(s) and a comparison between the specification(s), standard(s), and the modification(s).

Any request for modification or variance of City Standards should be documented with reference to nationally accepted specifications/standards.

B. Review

The request to modify shall be reviewed by the City Engineer, who shall consult the appropriate review authorities and make one of the following decisions:

- 1.) Approve as is,
- 2.) approve with changes,
- 3.) or deny with an explanation.

The modification, if approved, is for project specific use. Approval of a request shall not constitute a precedent.

C. Appeal

The applicant may appeal the City Engineer's decision to the City Administrator.

D. Criteria for Modification of Standards

The City Engineer may grant a modification to the adopted specifications or standards when any one of the following conditions are met:

- 1) The specification or standard does not apply in the particular application.
- 2) Topography, right-of-way, or other geographic conditions impose an economic hardship on the applicant and an equivalent alternative which can accomplish the same design is available that does not compromise public safety or accessibility for the disabled.
- 3) A change to a specification or standard is required to address a specific design or construction problem which if not enacted will result in an undue hardship.

1.18 Errors and Omissions

At the discretion of the City, any significant errors or omissions in the approved plans or information used as a basis for such approvals may constitute grounds for withdrawal of any approvals and/or stoppage of any or all of the permitted work. It shall be the responsibility of the developer to show cause why such work should continue and make such changes in plans that may be required by the City before the plans are reapproved.

1.19 Railroad Crossings

A. General

Crossings of railroad rights-of-way shall be done in a manner which conforms to the requirements of the railroad having jurisdiction. If any bonds and/or certificates of insurance protection are required, they shall be furnished by the Contractor or Owner to the railroad company with the City as an additionally-named insured.

B. Permits or Easements

Crossing agreements, permits, and/or easements for such crossings will be obtained by the applicant and all the terms of such permits or easements shall be met by the Owner and Contractor.

1.20 Penalties

Failure to comply with these Standards will be cause for withholding or withdrawing approval of plans or plats, forfeiture of bond, withholding Temporary and/or Final Certificate of Occupancy, and/or other penalties as provided by law.

CHAPTER 2 - LAND ALTERING ACTIVITIES

2.00 General

The Standards established by this chapter are intended to represent the minimum design standards for land altering activities (clearing, grading, and erosion control work).

Compliance with these Standards does not relieve the designer of the responsibility to apply sound professional judgment to protect the health, safety, and welfare of the general public. Additionally, since these are minimum standards, special site conditions and environmental constraints may require a greater level of protection than would normally be required under these Standards. The designer must apply these Standards bearing in mind these constraints.

Conditions may change after land altering activities, or construction has started due to unforeseen conditions. Design elements of the proposed project may have to be changed to comply with the conditions of any permits, codes and regulations, or these Standards.

The primary objective of this chapter is to control erosion at its source as a means of controlling water pollution, flooding, and habitat damage downstream. Typical examples of techniques for source control are limiting cleared areas (especially on steep terrain or adjacent to other sensitive areas), seasonal limits on work, mulching, hydroseeding or covering cleared areas as soon as work has finished, control of land use in sensitive areas, and establishment and maintenance of setbacks and buffer areas.

Secondary containment measures must be provided to back up the above measures in case of failure. These backup measures include desilting ponds and sediment traps, filter fencing and straw bales, catch basin filtration, and management plans. One method cannot be relied on without the other - both are mandatory to protect property, lives, and habitat.

Land altering activities are those activities which are commonly referred to as clearing (the act of vegetation removal from the land surface by mechanical or chemical means - often referred to as land clearing), grubbing (the act of root vegetation removal from beneath the surface of the earth - usually in association with clearing), excavation (the mechanical removal of earth material), filling (deposition of earth material placed by artificial means), grading (excavation or filling or combination thereof), compaction (densification of earth material by artificial means), stockpiling (temporary deposition of earth material placed by artificial means), and stabilizing (counteracting the actions of gravity, wind, or water).

2.01 Seasonal Limits

Land altering operations shall be limited by the seasonal limitations specified below:

- A. When land altering activities are interrupted by heavy rain, operations shall not be resumed until the City determines that erosion control facilities are operating satisfactorily;
- B. Work shall be stopped, and the site shall be secured from erosion at any time when weather conditions change or the threat of heavy rain makes erosion problems likely, as determined by the City Engineer;
- C. From October 1st through April 30th, no soils shall remain exposed for more than two (2) days. From May 1st through September 30th, no soils shall remain exposed for more than seven (7) days; and
- D. No earthwork shall take place on slopes in excess of 25% between the dates of October 1st and May 1st. This period may be shortened or extended according to the City Engineer.

2.02 Preservation of Existing Vegetation and Soils

- A. Existing vegetation shall be preserved whenever possible.
- B. Construction equipment access, construction of impervious surfaces, excavations, and fills shall be kept outside the root protection zone of any trees to be preserved.
 - 1) The root protection zone shall be calculated as a 1-foot radius for each 1 inch of trunk diameter at breast height (4.5 feet from the natural ground surface).
 - 2) Where land altering activity and construction operations cannot avoid the need for temporary access over the root protection zone, a tree protection plan prepared by an arborist shall be submitted. The tree protection plan shall be designed to safeguard the health of the protected tree(s) from any of the following construction activities that are proposed within the root protection zone:
 - a. Excavation and fill;
 - b. Material stockpiles;
 - c. Trenching; or
 - d. Vehicle and equipment access.
- C. Soils shall be protected from disturbance whenever it is not necessary for the purposes of construction of proposed improvements to disturb them.

2.03 Temporary Erosion/Sedimentation Control

- A. Prior to any land altering activity, devices for interception of all runoff from the cleared area shall be installed. Said interception shall preclude discharging silt-laden runoff from the proposed land development to downstream properties to the maximum extent possible with the best available technology. Said interception shall cause all silt-laden runoff to be conveyed by open swale or other means to whatever temporary facility is necessary or required to remove silt from said runoff prior to discharge to downstream properties. Sequence of work shall be specified on the plans.
- B. Care shall be taken so as to deposit no material from sites of land altering activity onto public rights-of-way, adjoining properties, and areas of the site designated for protection of vegetation or soils. If such depositions occur, it shall be the responsibility of the Permittee to immediately remove such material and restore to the original conditions.
- C. Since site conditions may change rapidly during construction due to construction activity, weather, and other factors, it should be anticipated that the erosion control measures on the approved plan might become ineffective. Under special conditions, measures additional to those showing on the plan may be required by the City, in order to control erosion and sedimentation.
- E. The types of erosion and sedimentation controls as outlined in the Stormwater Management Manual of Western Washington (SWMMWW) shall be utilized in such combination as is necessary to achieve the level of erosion control required by these Standards and to meet water quality objectives. Erosion control facilities shall be periodically inspected, and maintenance performed in order to ensure their proper functioning as required by the approved erosion and sedimentation control management plan.
- F. Small and large parcel developments shall implement erosion control plan(s) as required by the following:
 - 1) *Construction Access*. Construction vehicle access shall be limited, wherever possible, to only one (1) route. Access points shall be stabilized with 2- to 6-inch diameter clean rock

(quarry spalls) to minimize tracking of sediment (mud) onto public roads. Evidence of tracking of material from a construction site may require construction activities to cease until corrections are made. Vehicles not performing a construction activity shall not be permitted off-street. Worker personal vehicles shall be parked on adjacent streets or other approved areas.

- 2) *Roadways.* If sediment is transported onto a road surface, the roads shall be cleaned thoroughly at the end of the workday, or more often if necessary.

Significant soil deposits shall be removed from roads by shoveling or sweeping. Street washing, which must be approved by the City Engineer, shall be allowed only after sediment is removed in this manner. Prior to washing, all inlets and downstream facilities must be protected.
- 3) *Clearing Limits.* At the site, mark clearing limits and/or any easements, setbacks, sensitive/critical areas and their buffers, trees, and drainage courses.
- 4) *Exposed Soils.* All exposed and un-worked soils shall be stabilized by suitable application of BMPs, including but not limited to sod or other vegetation, plastic covering, mulching, or application of ground base on areas to be paved. All BMPs shall be selected, designed, and maintained in accordance with the SWMMWW. Construction materials such as lumber shall be delivered and stored in designated locations that are stabilized and protected from erosion.
- 5) *Staging.* Sediment ponds and traps, perimeter dikes, sediment barriers, and other BMPs intended to trap sediment on-site shall be constructed as a first step in grading. These BMPs shall be stabilized and functional before land-disturbing activities take place. Earthen structures such as dams, dikes, and diversions shall be seeded and mulched according to the timing noted above.
- 6) *Infiltration Systems.* Permanent infiltration systems shall be isolated and protected from sedimentation by sediment traps, sacrificial systems, duplicate systems, or redundant systems.
- 7) *Waterways.* Properties and waterways downstream from development sites shall be protected from erosion due to increases in the volume, velocity, and peak flow rate of stormwater runoff from the project site. Acceptable BMPs include temporary or permanent detention ponds and temporary infiltration BMPs limiting the discharge from a 2-year storm to one-half (1/2) the pre-development 2-year storm peak runoff rate.
- 8) *Water bodies and adjacent properties.* Water bodies and adjacent properties shall be protected from sediment deposition by appropriate use of vegetative buffer strips, sediment barriers or filters, dikes, mulching, or by a combination of these measures and other appropriate BMPs. Each owner, builder, or permit holder shall install and maintain inlet protection on storm drain inlets impacted from construction activity on their site.
- 9) *Conveyance Systems.* All temporary on-site conveyance channels shall be designed, constructed, and stabilized to prevent erosion from the expected velocity of flow from a 2-year, 24-hour frequency storm for the developed condition. Stabilization adequate to prevent erosion of outlets, adjacent stream banks, slopes, and downstream reaches shall be provided at the outlets of all conveyance systems. BMPs shall be selected, designed, and maintained in accordance with the SWMMWW. Outlet protection shall also include energy dissipation structures or devices that retard peak flows to non-erosive conditions.
- 10) *Storm Inlets.* All storm drain inlets shall be protected so that stormwater runoff shall not enter the conveyance system without first being filtered or otherwise treated to remove

sediment. BMPs shall be selected, designed, and maintained in accordance with the BMP manual. Other BMPs may be utilized, provided they have prior approval by the City Engineer.

- 11) *Maintenance.* All erosion and sediment control BMPs shall be inspected, maintained, and repaired as needed to ensure continued performance of their intended function. Maintenance and repair shall be conducted in accordance with the SWMMWW or approved site plan. Damaged BMPs shall be replaced or repaired.
- 12) *Underground Utility Construction.* The construction of underground utility lines shall be subject to the following criteria:
 - a. Where feasible, no more than 500 feet of trench shall be opened at one time;
 - b. Excavated material shall be placed to minimize runoff into the trench and adjacent roadway consistent with safety and space considerations;
 - c. Trench dewatering devices shall discharge into a sediment trap or sediment pond;
 - d. BMPs shall be used to control erosion during and after construction.
- 13) *Construction Site Dewatering.* Dewatering devices shall discharge into a sediment trap or sediment pond.
- 14) *Control of Pollutants Other Than Sediment on Construction Sites.* All pollutants other than sediment that occur on-site during development shall be handled and disposed of in a manner that does not cause contamination of stormwater in accordance with the SWMMWW.
- 15) *Removal of Temporary BMPs.* All temporary erosion and sediment control BMPs shall be removed within 30 days after final site stabilization is achieved or after the temporary BMPs are no longer needed. Trapped sediment shall be removed or stabilized on-site. Disturbed soil areas resulting from removal shall be permanently stabilized.
 - a. Where temporary erosion and sediment control BMPs are installed during the site development phase of a residential subdivision for the protection of bioretention, rain garden, or permeable pavement BMPs that are planned to be constructed during the homebuilding phase, then these BMPs may remain in place during the transition from site development to homebuilding with approval of the City Engineer.

2.04 Protection of LID BMPs

- A. Protection of LID BMPs is required in accordance with the SWMMWW. The types of controls outlined in the SWMMWW shall be utilized in such combination as is necessary to prevent compaction of soils at the location of LID BMPs and to prevent sediment from entering the location of infiltrating LID BMPs that have been excavated to final grade.
- B. *Additional protections are recommended.* At the discretion of the City Engineer, any of the further protections described below may be required if BMPs are insufficient to protect LID BMPs.
- C. *Construction Sequencing.* Sequence construction to avoid directing sediment toward LID BMPs:
 - 1) Limit land altering activities after bioretention and permeable pavement facilities have been rough graded.
 - 2) Grade residential lots during the site development phase of a residential subdivision.

- 3) Avoid land disturbing activities during rainfall.
- D. *Enhanced Coordination.* The protection of LID BMPs may require enhanced coordination between contractors:
 - 1) Conduct site visits with equipment operators to show areas where equipment must be excluded to protect LID BMPs;
 - 2) Inform all contractors of protection measures for LID BMPs;
 - 3) Install protective fencing around bioretention facilities to ensure that foot traffic, vehicle traffic, and equipment are excluded from the facility footprint.
- E. *Excavation.* LID BMPs must be excavated in a manner that avoids compaction:
 - 1) Excavate LID BMPs only when soils are dry;
 - 2) For bioretention and rain gardens:
 - a. Operate equipment adjacent to the BMP and not in its footprint;
 - b. Use lightweight low ground-contact pressure equipment;
 - c. Scarify bottom grade to a depth of 12 inches after final excavation.
- F. *Construction Protection of Permeable Pavements.*
 - 1) Use the back-dumping method to install the aggregate base.
 - 2) Exclude all vehicles from areas where permeable pavements are planned.

Avoidance of all traffic on permeable pavements may not be feasible. In cases where equipment or vehicles unavoidably must have access to locations where permeable pavements are planned, the following protective measures are indicated:

 - a. Exclude vehicles until the aggregate base has been placed or the first lift of porous asphalt has been laid;
 - b. Cover the aggregate base or permeable pavement surface with geotextile covered by gravel (not for use over pavement) or steel plates;
 - c. After site stabilization remove the geotextile and other protective coverings, replace the aggregate base if fouled with sediments, or clean the pavement surface, if necessary;
 - d. Complete the pavement installation.
 - 3) Permeable pavement surfaces used for staging must be protected with tarps or steel plates.

2.05 Permanent Erosion Control and Vegetation and Soil Restoration

- A. Permanent erosion control shall be required per the requirements of the SWMMWW.
- B. Soils shall be restored, and vegetation restoration or landscaping installation shall be completed on those areas of the site disturbed by the land altering activity which are not covered by permanent surface improvements (i.e. buildings, parking lots, etc.) at the earliest possible time consistent with appropriate planting times. The soil shall be stabilized and amended in accordance with the SWMMWW BMP T5.13: Post Construction Soil Quality and Depth, prior to vegetation restoration.
- C. In no case will the period between the land altering operation and final and complete soil restoration, permanent erosion control, or vegetation planting for a given project or project

phase be longer than one (1) year. Said planting shall restore the vegetation on site to a condition equal to or better than the precleared condition to the maximum extent possible. Temporary erosion and sedimentation control measures shall be maintained in full operating condition for all areas to be restored until said restoration is complete and the site fully stabilized.

2.06 100-Year Flood Plain

- A. Encroachments, including fills, new construction, substantial improvements, and other development within the regulatory floodway that would result in any increase in flood levels during the occurrence of the "100-year" flood discharge shall be prohibited.
- B. "100-year flood" means the flood having a one percent (1%) chance of being equaled or exceeded in any given year.
- C. Delineation of the "100-year" flood plain shall be in accordance with the elevations established by the U.S. Geological Survey's Flood Insurance Study (latest published edition) for the U.S. Department of Housing and Urban Development.

2.07 Environmental Protection During Construction

A. General Policy and Requirements

- 1) It is the policy of the City of Stevenson to require temporary and permanent measures for all construction projects to lessen the adverse effects of construction on the environment.

The Contractor shall properly install, operate, and maintain both temporary and permanent works as provided in this section or in an approved plan, to protect the environment during the term of the project.

The City may, in addition, require that a construction project be scheduled so as to minimize erosion or other environmental harm.

Nothing in this section shall relieve any person from the obligation to comply with the regulations or permits of any federal, state, or other local authority.

- 2) For all projects, the prohibitions and regulations of this section shall apply. The City may temporarily suspend the work or require additional protection measures if it appears, based upon observed conditions of the project, that the approved plan is insufficient to prevent environmental harm and that such suspension or additional measures will prevent or minimize such harm.

B. Air Pollution Control

- 1) Dust. Dust shall be minimized to the extent practicable, utilizing all measures necessary, including but not limited to:
 - a. Sprinkling haul and access roads and other exposed dust-producing areas with water. Obtaining water from a hydrant will require specific authorization from the applicable water jurisdiction.
 - b. Applying DOE approved dust palliatives on access and haul roads.
 - c. Establishing temporary vegetative cover.
 - d. Placing wood chips or other effective mulches on vehicle and pedestrian use areas.
 - e. Maintaining the proper moisture condition on all fill surfaces.
 - f. Pre-wetting cut and borrow area surfaces.

g. Use of covered haul equipment.

2) Fumes, Smoke, and Odors.

- a. Tires, oils, paints, asphalts, coated metals, or other such materials will not be permitted in combustible waste piles and shall not be burned at the construction site. They will be removed from the site in accordance with DOT rules and regulations as they are no longer deemed necessary for use in the construction process.
- b. Open burning shall not be permitted unless approved by the Southwest Washington Air Pollution Control Authority and the Fire Marshal's Office.
- c. Open burning shall not be permitted within 1,000 feet of a structure or within 250 feet of the drip line of any standing timber or flammable growth.
- d. Open burning shall not be permitted during a local air inversion or other climatic conditions that may result in a smoke pall hanging over a built-up area or community.
- e. Open burning shall not be permitted when climatic and moisture conditions are contributing to high danger of forest or range fires as determined by city, state, or federal authorities.
- f. All open burning shall be constantly attended by a crew with a supply of fire-fighting tools and equipment. The number and size of fires shall be limited to such that the burning crew can adequately control them.

B. Maintaining Surface Water Quality

- 1) Construction between stream banks shall be kept to a minimum.
- 2) Pollutants such as fuels, lubricants, bitumens, raw sewage, and other harmful materials shall not be discharged into or near rivers, streams, or impoundments. Sterilizing water from water line construction activities shall not be directly discharged into the public storm drainage system.
- 3) The use of water from a stream or impoundment shall not result in altering the temperature of the water body enough to affect aquatic life.

C. Fish and Wildlife Habitat Preservation

- 1) The construction shall be done in a manner to minimize the adverse effects on wildlife and fishery resources.
- 2) The requirements of local, state, and federal agencies charged with wildlife and fish protection shall be adhered to by the entire construction work force.

D. Natural Vegetation

- 1) As far as is practicable; the natural vegetation shall be protected and left in place. Work areas shall be carefully located and marked to reduce potential damage. Trees shall not be used as anchors for stabilizing working equipment.
- 2) During clearing operations, trees shall not be permitted to fall outside the work area. In areas designated for selective cutting or clearing, care in falling and removing trees and brush shall be taken to avoid injuring trees and shrubs to be left in place. All remaining debris from cutting or removing trees is to be removed from the site. The natural grade is to be restored and reseeded.

E Historical and Archaeological Areas

When burial sites, buried camp areas, village sites, and other distinctive archaeological or historical items are uncovered, or other items suspected of being of historical or archaeological significance are encountered, the Contractor shall report the matter to the City and the state liaison officer. Construction operations shall be stopped until the appropriate authorities can examine the area and give clearance to proceed with the work.

Under the Natural Historical Preservation Act, state liaison officers shall be notified when historical or archaeological items are unearthed.

The Washington Criminal Code prohibits disinterment of a corpse without permission of the appropriate authorities.

F. Use of Pesticides

- 1) The use of pesticides including insecticides, herbicides, defoliants, soil sterilants, and so forth, must strictly adhere to federal, state, county, and local restrictions. Time, area, method, and rate of application must be approved by all relevant authorities and their requirements followed.
- 2) All materials delivered to the job site shall be covered and protected from the weather. None of the materials shall be exposed during storage. Waste material, rinsing fluids, and other such material shall be disposed of in such a manner that pollution of groundwater, surface water, or the air does not occur. In no case shall toxic materials be dumped into drainageways.
- 3) All personnel shall stay out of sprayed areas for the prescribed time. All such areas should be fenced, appropriately signed, or otherwise protected to restrict entry.

~~2.08~~ **Signage**

~~Erosion control signage approved by the City Engineer shall be installed at each point of entry for any subdivision or short plat prior to issuance of provisional acceptance by the City.~~

~~Removal of signage shall occur no sooner than the latter of: certificates of occupancy have been issued for seventy percent (70%) of the lots; or there being less than ten (10) unoccupied lots remaining within the development; or as determined by the City Engineer.~~

~~2.092.08~~ **2.10 Contractor Certification Required**

All development activities performed by licensed contractors shall be supervised by an individual who shall have successfully completed formal training in erosion and sediment control during construction by a recognized organization: (Certified Erosion and Sediment Control Lead). A certificate of successful completion of such training shall be submitted at the pre-construction conference. This shall not apply to single-family residential ~~homeowners constructing their own~~ and residential duplex development activity.

CHAPTER 3 - STREETS

2.00 Functional Classification

The functional classification of existing and proposed roads is established by the City on an individual basis using the existing land use and existing operational characteristics. Stevenson classifies roads and streets as follows:

A. Principal Arterials.

These facilities are the supporting elements of both the principal routes and collector systems. Major arterials, in combination with principal routes, are intended to provide a high level of mobility for travel within the region. All trips from one sub-area through an adjacent sub-area traveling to other points in the region should occur on a major arterial or principal route. No direct land access is permitted on to major arterial unless no other access is available. Where permitted, shared access between lots may be required.

B. Collectors.

The collector system is deployed nearly entirely within sub-regions to provide mobility between neighborhoods or from neighborhoods to arterial systems. An adequate collector system is needed to ensure these movements do not occur on principal routes or major arterials. Emphasis is on collection and distribution of trips within an arterial grid and direct access from parcels is limited to the extent possible. Subcategories of collectors include major collectors and minor collectors.

C. Local Streets.

The local street system is used throughout developed areas to provide for local circulation and direct land access. It provides mobility within neighborhoods and other homogenous land uses and comprises the largest percentage of total street mileage, but is also the slowest for travel. They are designed specifically to have high accessibility and to connect to collector and arterial roads, and are typically not used for through traffic. In general, local traffic should not occur on major arterials and principal routes.

2.01 General Requirements for Layout

The City's Comprehensive Plan states that future street construction will encourage connectivity. Additionally, the City has adopted a Complete Streets Policy to encourage connectivity and accessibility for pedestrians and bicyclists. Street sizing for arterials and collectors assumes that the transportation system will encourage non-motorized transportation. The City's objective is to impose an average spacing for new local streets of five hundred (500) feet (a 500-foot ~~maximum~~ grid) within all new developments and to the limits of the entire parcel of property being developed.

Layout of new development will provide the capability of extending future streets through adjacent parcels by having streets proposed for that development extended to the limits of the property and located so as to provide a spacing of 400 to 600 feet. Where this requirement is not feasible due to topography, zoning constraints, or critical area impacts, an 8-foot wide paved bikeway\multimodal trail can be substituted for the street if approved by the City. The bikeway\multimodal trail shall be extended to the limits of the property. Said bikeway\multimodal trail shall follow the general grid pattern of the street layout (500 foot grid) and shall extend from the ends of dead-end streets that are not capable of being extended to the limits of the property due to topographic constraints, or shall be established mid-block to provide pedestrian connectivity between parallel streets. To meet the through-street

planning objectives, streets, bikeway, or multi-modal trails shall be designed and constructed to extend to the limits of the property with the all costs borne by the developer of the property without reimbursement by the City.

2.02 Access

Access to public and private streets shall conform to the requirements listed herein. The City Engineer shall have the authority to limit access and designate access locations on public and private streets under the jurisdiction of the City. Access to streets and highways under Skamania County or State of Washington jurisdiction must be formally approved by those entities at the applicant's initiative and expense.

2.03 Street Cross Sections

- A. Street Cross sections are defined by the functional classification of the road. Table 2.03A lists the design parameters for each of the functional classifications. It should be noted that public utility easements beyond the right-of-way are typically required.

All new roadways shall be provided with a centerline crown with an allowable cross slope between 2% and 4%.

2.04 Alleys.

Alleys provide direct access to adjoining lots. They reduce the number of required curb cuts along public streets and improve the appearance and human scale of streetscapes by reducing the amount of parking and parking garages oriented to the street.

Alleys may be used to provide alternative access to lots only under unusual circumstances as approved by the City Engineer. Alleys may not be used to provide primary access to lots.

Stormwater runoff must be managed with a gutter or other means.

See Table 2.03B for additional requirements.

2.05 Number of Lanes

The number of lanes for each class of road shall be as directed by the City Engineer. Additional lanes may be required at intersections in excess of the road sections shown in Table 2.03A. Right-of-way may be needed in addition to that shown in Table 2.03A to accommodate the increased number of lanes at intersections.

2.06 Design Speed

The minimum design speed for each road classification shall be as shown in Table 2.03A or as otherwise determined by the City Engineer.

Table 2.03A - Street Cross Sections

Parameter	Roadway Classification					
	Principal Arterial	Downtown Principal Arterial	Major Collector	Minor Collector	Local Access	Private
Right-of-Way	80	60	70	70 60	50 [1]	[4]
Total Pavement Width	60	40	46	46 38	28 [2]	20
Number of Drive Lanes	2	2	2	2	2	2
Width of Drive Lanes	11	12	10	10 11	10	10
Number of Turn Lanes	1	0	0	0	0	0
Width of Turn Lanes	12	0	0	0	0	0
Number of Parking Lanes	2	2	2	2	1 [2, 3]	0
Width of Parking Lane	8	8	8	8	8	-
Number of Bike Lanes	2	0	2	2	0	0
Width of Bike Lane	5	0	5	5	0	0
Number of Sidewalks	2	2	2	2 0	2	[5]
Width of Sidewalk	8	10	6	6 0	5	5
Number of Planter Strips	2	0	2	2	2	0
Width of Planter Strip (incl. curbs)	6	0	6	6	5	-
Design Speed	35	25	30	30	25	20
Notes:						

Notes:

1. Right-of-way width may be reduced by five (5) feet subject to Planning Commission, City Council, and Fire Marshal approval and provision of adequate public utility easements.
2. The requirement for a parking lane may be waived subject to City Council, and Fire Marshal approval and Planning Commission verification that the lots contain adequate off-street parking.
3. To separate automotive and pedestrian traffic, the parking lane should be adjacent to the sidewalk.
4. Private streets are subject to the criteria for authorization and additional requirements of Section 2.07.
5. Private streets serving more than 4 lots shall have a sidewalk on one side.

Table 2.03B – Alley Requirements

	Short Alley¹	Long Alley¹
Function and Limitations	Short alleys are appropriate in low-density residential zones with minimal traffic generation and relatively short blocks (200' to 400'). When used as parking courts, alleys may not exceed 150 feet in length.	Long alleys are appropriate for low-density residential development on longer blocks (400' to 500') and medium and high-density residential development when parking bays are provided. They may also provide access to commercial development. When used as parking courts, alleys may not exceed 150 feet in length.
Access	Full access to adjoining lots provided that all lots having alley access front on a public or private street.	Full access to adjoining lots provided that all lots having alley access front on a public or private street.
Right-of-Way or Easement	12 feet minimum, 15 feet maximum except as wider sections may be approved as necessary for parking courts.	20 feet minimum and maximum except as wider sections may be approved as necessary for parking courts.
Pavement Width	10 feet to 12 feet (1-foot min. clear zone on both sides)	18 feet (1-foot clear zone on both sides)
<ol style="list-style-type: none"> 1. Alleys may function as through-travel lanes terminating at public streets or parking courts only (e.g. hammer-head terminus). 2. The city engineer shall determine which alley standard is used (Short Alley or Long Alley). 3. Additional right-of-way or easement area may be required when parking bays are incorporated into the streetscape, or when slopes/physical conditions require additional right-of-way. Right-of-way requirements shall be determined through the subdivision and site design review permit process. 4. Alleys will be considered public streets to be owned and maintained by the City unless otherwise stated in the Conditions of Approval in the final land use approval or on the Final Plat. 5. Alleys shall meet International Fire Code Section 503 if determined by the Fire District to be a Fire Accessible Roads. 6. Refer to zoning chapters for building setbacks. 7. Low-profile, security lighting is required with new development. 		

2.07 Dedications

- A. Right-of-Way shall be deeded for streets and other improvements as required to accommodate motorized and non-motorized transportation, landscaping, utility and buffer requirements. Some reduction in the minimum right-of-way requirement may be granted by the City Engineer where it can be demonstrated that sufficient area has been provided for all functions within the right-of-way and/or alternate locations. Conveyance shall be fee simple using a statutory warranty deed.
- B. Easements for all public utility systems shall be provided as required. Specific requirements for sewer, water, and storm drainage easements are detailed in the relevant chapters. Particular design features of a road may necessitate slope, wall or drainage easements. Such easements may be required by the City Engineer in conjunction with dedication or acquisition of right-of-way and other standard easements (temporary construction, right of entry, sidewalk, pedestrian, street lighting, traffic control devices, etc.).
- C. Special Access Easements or Tracts. Where it is necessary to facilitate pedestrian circulation between neighborhoods, schools, shopping or other activity centers, public access easements or tracts shall be provided.

Improvements to the easement shall include a sidewalk or trail consistent with other non-motorized facilities in the area. Fences shall be constructed along access easements in residential areas where buildings will be located nearer than fifty feet (50') to the edge of the easement. Diverters or bollards shall be installed at the direction of the City Engineer.

- D. All subdivisions and short subdivisions (short plats) will be required to deed additional right-of-way, as a condition of approval of the subdivision, where the existing right-of-way for a public street is not adequate to incorporate necessary frontage improvements for public safety and provide compatibility with area's circulation system and to meet the City's most recent Comprehensive Plan and Transportation Capital Facilities Plan.

All short subdivisions (short plats) will be required to deed additional right-of-way, as a condition of approval of the short plat, under one or more of the following conditions:

1. The short plat abuts an existing substandard public street and the additional right-of-way is necessary to incorporate future frontage improvements necessary for public safety, or
 2. Additional right-of-way is needed to provide right-of-way for the extension of existing public street improvements necessary for public safety, or
 3. Additional right-of-way is needed to provide future street improvements necessary for public safety for planned new public streets.
- E. It is within the authority of the City Engineer to refuse to approve or sign any land partition, partition plat, or subdivision plat that the owner or developer has not obtained the necessary right-of-way and easements for the public infrastructure to serve the proposed and affected existing lots. Such approval may be withheld until it can be verified that the location and width of proposed rights of way and easements are adequate for the required infrastructure.
 - F. Easements are subject to the approval of the City Attorney prior to recording. Variation from the City standard form of conveyance shall be allowed only when extraordinary circumstances warrant, as determined by the City Engineer and City Attorney.
 - G. Easement Widths
 1. Easements for recreational trails shall be 20-feet in width minimum. Easements for multi-modal trails shall be 30-feet in width minimum.
 2. In residential subdivisions or residential short plats, panhandle (flag) access driveway

easements may be allowed for access to a maximum of two (2) lots, shall have a minimum easement width of twenty (20) feet and shall not exceed 100 feet in length. A greater easement width may be required to accommodate grading, utility requirements, or to comply with the International Fire Code.

- 3. In commercial subdivisions or commercial short plats, a private roadway easement or panhandle (flag) access easement may be allowed for access to a maximum of two (2) lots and shall have a minimum easement width of thirty (30) feet. A greater width may be required to accommodate grading, utility requirements, or to comply with the International Fire Code.

H. All recording costs for easements created by private development shall be borne by the developer.

2.08 Private Streets

A. Criteria for Authorization. It is the City of Stevenson’s policy to discourage private streets and to only permit them under unusual circumstances as applied with small infill developments of a maximum of eight (8) lots. Private streets serving more than eight (8) lots qualify as private communities and must meet the requirements of Section 2.08 Private Communities. When allowed, private streets will only be permitted under the following conditions:

- 1. Covenants have been approved, recorded, and verified with the City to provide for maintenance of the private streets and associated parking areas by owners in the development, and
- 2. Provision is made for the streets to be open at all times for emergency and public service vehicles, and
- 3. The private streets will not obstruct public street circulation, and
- 4. The private street has been approved by the Fire Marshal, and
- 5. At least one of the following conditions exists:

a) The subdivision plat or short plat will serve 8 or fewer lots.

~~a)b)~~ For streets serving industrial or commercial development, street circulation continuity is not necessary.

~~b)c)~~ The City Engineer determines that no other access is available and the private street is adequate to serve the development.

B. The developer or benefiting property owners shall submit a private street maintenance agreement for review by the City Engineer. The private street maintenance agreement shall be recorded with the plat.

C. Notice. A statement is required on the face of any plat or short plat containing a private street that reads: "The City of Stevenson has no responsibility to improve or maintain private streets and it shall be the sole responsibility of the property owners to improve or maintain the private streets providing access to the property contained within and described in this plat."

D. Easements. The minimum easement width for private streets shall be the paved width, plus sidewalk width, plus ten (10) feet. A greater width may be required to accommodate utilities.

E. Design Requirements. Private streets shall conform to public street construction standards with the exceptions noted herein.

- 1. The minimum paved width shall be twenty (20) feet (curb face to curb face).

2. Private streets shall be improved with a minimum road section matching City Standard Detail S02.
 3. The maximum grade for private roadways shall be 15%. Roadways that must be used to provide access to fire vehicles, as determined by the Fire District, shall be a maximum of ten (10) percent, unless otherwise approved by the Fire Marshal.
 4. Drainage improvement requirements shall be as specified in Chapter 4 of these Standards.
 5. Provisions shall be made to allow garbage collection for all lots served by the private road.
 6. Street lighting is not required on private streets but shall be provided at the intersection of the private street with a public street.
 7. Turnarounds shall be provided as required in Section 2.13.
- F. The City encourages the use of Low Impact Development (LID) concepts and techniques.
- G. Acceptance of Private Streets as Public Streets. Acceptance of private streets as public streets will be considered only if the street meets all applicable public street standards contained herein.

2.09 Private Communities

- A. Criteria for Authorization. Private communities are allowed only as part of a Planned Unit Development. Where allowed, private communities must meet the following conditions:
1. Covenants have been approved, recorded, and verified with the City which provide for maintenance of the private streets and associated parking areas by owners in the development.
 2. Private communities may be gated, subject to the following conditions:
 - a) Provision shall be made for the streets to be open at all times to emergency and public service vehicles.
 - b) Stacking area. Each access point shall have an area of sufficient length and width to safely stack traffic coming onto the property from the adjacent roadway. The length of the stacking area shall be based on the adjacent roadway type, design configuration, and number of lots accessed through gates, but in no case shall be no less than 40- feet. A parking area shall be provided to the right of the entry lane to accommodate visitors not able to open the gate.
 - c) Entrance/Exit Design. Adequate vision clearance shall be provided so that motorists leaving a gated community have a clear view of the sidewalks at the exit, and so that approaching pedestrians have a clear view of any approaching vehicle. Gated community entrances and exits shall be designed to achieve travel speeds not to exceed 5 miles per hour, and shall require a vehicle stop directly prior to crossing the street sidewalk. Entrance and exit areas shall be designed so that vehicles approaching or leaving the gated community can queue to enter/exit the traffic stream without blocking the sidewalk.
 - d) Turnaround feature. Each gate access point shall have an area that allows traffic to safely maneuver a turnaround when the gate is in closed position.
 - e) Gate Width. Fire and emergency access vehicles require passing room within the entrance to the development. Twenty feet of unobstructed driving surface is required on the interior side of the access point and gate.

- f) No encroachment into publicly owned right-of-way. The gates, operating equipment and fencing shall be located wholly within the private portion of the property. The property line shall be clearly indicated on the site plan. Swing gates are not allowed to encroach into the public right-of-way. The drives, streets and lanes inside a gated community are to remain private.
 - g) Pedestrian Access. Each access point shall have a pedestrian access and walkway that is separate from the driving lanes and links directly to the public sidewalk. Pedestrian walkways shall meet all standards for accessibility required by the Americans with Disability Act and shall not be gated.
 - h) Lighting. Lighting fixtures consistent with Section 2.26 shall be provided for vehicle and pedestrian safety. Lights in private communities shall be metered and electricity costs shall be the responsibility of the HOA or residents.
 - i) Sight Distance. Each access point shall demonstrate adequate sight distance as required by Section 2.16
 - j) Gate Material. The moving portion of the gate shall be constructed of material that is no less than 20% opaque. Typically, wrought iron or other decorative material is used.
 - k) Automatic gates shall have battery backup power. In the event of a power failure, the gates shall open and remain open until power is restored.
3. The private streets within the private community will not obstruct public street circulation.
 4. The private streets and gate configuration shall be approved by the Fire Marshal.
- B. Easements. The minimum easement or tract width for a private road within a private community shall be forty-eight (48) feet.
 - C. Design Requirements. Private Streets within private communities shall conform to design standards established for public local residential streets.

2.10 Horizontal Alignment

Horizontal street alignments shall meet the following requirements:

- A. Center line alignment of improvements should be parallel to the center line of the right-of-way.
- B. Center line of a proposed street extension shall be aligned with the existing street center line.
- C. Horizontal curves in alignments shall meet the minimum radius requirements as shown in Table 2.09A or the low-speed curve table at the end of this section for residential local streets.
- D. Except on residential local streets, reversing horizontal curves shall be separated by no less than 50 feet of tangent. On arterials, the separation shall be no less than 100 feet.
- E. The angle between two intersecting roadways shall be as close to 90° as practical.
- F. Low speed curves may be used on residential local streets. Minimum centerline and curb radius for low speed curves shall be as follows:

	<u>Up to 75°</u>	<u>75° & Over</u>
Minimum Centerline Radius (2-lane)	100'	55'
Minimum Curb Radius	80'	35'

Table 2.09A
Design Speed / Center Line Radius - Minimums
Arterial Streets and Commercial/Industrial Collectors

Design Speed (mph)	Friction Factor (F)	Cross-Slope / R min.					
		(e)-4%	(e)-2.5%	(e) 0%	(e)2.5%	(e)4%	(e)6%
25	0.165	335'	300'	255'	220'	205'	185'
30	0.160	500'	445'	375'	325'	300'	275'
35	0.155	710'	630'	530'	455'	420'	380'
40	0.150	970'	855'	710'	610'	560'	510'

Collector and Residential Streets

Design Speed (mph)	Friction Factor (F)	Cross-Slope / R min.					
		(e)-4%	(e)-2.5%	(e) 0%	(e)2.5%	(e)4%	(e)6%
25	0.252	195'	185'	165'	150'	145'	135'
30	0.221	330'	305'	270'	245'	230'	215'
35	0.197	520'	475'	415'	370'	345'	320'

NOTES:

1. Off right-of-way runoff shall be controlled to prevent concentrated cross flow in super-elevated sections.
2. Super elevations may only be used when approved the City Engineer. Where super elevation is used, street curves should be designed per AASHTO guidelines except that the maximum super elevation rate of 0.04 shall be used. If terrain dictates sharp curvature, a maximum super elevation of 0.06 is justified if the curve is long enough to provide an adequate super elevation transition.
3. On local streets, requests for design speeds less than 25 miles per hour shall be based on topography, right of way, or geographic conditions which impose an economic hardship on the applicant. Requests must show that a reduction in center line radius will not compromise safety. There will be posting requirements associated with designs below 25 miles per hour.
4. Off-set crown cross-sections are not acceptable as super elevation sections.
5. Super elevation transitions shall be designed to not allow concentrations of storm water to flow over the travel lanes.

2.11 Vertical Alignment

Vertical street alignments shall meet the following requirements:

- A. Minimum tangent street gradients shall be one-half (0.5) percent along the crown and curb.
- B. Maximum street gradients shall be fifteen (15) percent for residential streets, and ten (10) percent for all other streets.
- C. Local streets intersecting with a collector or greater functional classification street or streets intended to be posted with a stop sign shall provide a landing averaging five (5) percent or

less. Landings are that portion of the street within twenty (20) feet of the projected curb line of the intersecting street at full improvement.

- D. Grade changes of more than one (1) percent shall be accomplished with vertical curves.
- E. At street intersections, the crown of the higher classification street shall continue through the intersection. The roadway section of the minor street will flatten to match the longitudinal grade of the major street at the projected curb line.
- F. Street grades, intersections, and super elevation transitions shall be designed to not allow concentrations of storm water to flow across the travel lanes.
- G. Off-set crowns shall be allowed only with the specific prior approval of the City Engineer.
- H. Slope easements shall be dedicated or obtained for the purposes of grading outside of the right-of-way.
- I. Streets intersected by streets not constructed to full urban standards shall be designed to match both present and future (as much as practicable) vertical alignments of the intersecting street. The requirements of this manual shall be met for both present and future conditions.
- J. When new streets are built adjacent to or crossing drainage ways, the following standards shall govern the vertical alignment:

Functional Classification	Vertical Standard
Arterial Streets	Travel lanes at or above the 50 year flood elevation but not lower than 6 inches below the 100 year flood elevation
All other streets	Travel lanes at or above the 25 year flood elevation but not lower than 6 inches below the 50 year flood elevation

- K. Crest and sag vertical curves shall conform to the values found in Tables 2.10A and 2.10B. At controlled intersections, the K-value for crest vertical curves may be reduced, if approved by the City Engineer.

**Table 2.10A
Design Controls for Crest Vertical Curves
Based on Stopping Sight Distance**

Design Speed	Minimum k
25	12
30	19
35	29
40	44
45	61
50	84
55	114

$$k = L/A$$

L = Length of Vertical Curve (ft.)

A = Algebraic Difference In Grades (percent)

**Table 2.10B
Design Controls for Sag Vertical Curves
Based on Stopping Sight Distance**

Design Speed	Minimum k
25	26
30	37
35	49
40	64
45	79
50	96
55	115

AASHTO provides the designer of sag vertical curves the option of using shorter curves with the installation of street lighting. These "comfort" designs can also be slightly modified by providing a one (1) percent grade break at each end of the curve. Table 2.10C compares sag curve lengths using these criteria.

**Table 2.10C - Design Controls for Lighted Sag Vertical Curves
25 Miles per Hour**

Algebraic Difference in Grades	Standard (k)	Comfort (k)	Comfort with Grade Breaks (k)
5.00%	26	13.4	8
7.50%	26	13.4	9.9
12.50%	26	13.4	11.3
17.50%	26	13.4	11.9

At the intersection of a local street with another local street or a minor collector street, a minimum design speed of 15 MPH is allowed on the intersecting street. Minimum k factors for lighted sag curves are shown in Table 2.10D.

**Table 2.10D - Design Controls for Lighted Sag Vertical Curves
15 Miles per Hour**

Algebraic Difference in Grades	Comfort (k)	Comfort with Grade Breaks (k)
5.00%	4.8	3
7.50%	4.8	3.6
12.50%	4.8	4.1
17.50%	4.9	4.3

2.12 Transitions

- A. Street width transitions from a narrower width to a wider width shall be designed with a minimum 3 to 1 taper. Delineators, as approved by the City Engineer, shall be installed to define the configuration.

- B. For street width transitions from a wider width to a narrower width, the length of transition taper shall be determined as follows:

$$L = S \times W \text{ (for } S = 45 \text{ MPH or more)}$$

$$L = \frac{W \times S^2}{60} \text{ (for } S = \text{less than } 45)$$

Where L = minimum length of taper (feet)
 S = Design speed (MPH)
 W = EP to EP offset width

- C. Delineators shall be installed to define the configuration. Maximum spacing of delineators shall be the numerical value of the design speed, in feet (i.e. 35- foot spacing for 35 MPH).
- D. In situations where a tapered transition cannot be provided, a barricade shall be installed at the end of the wider section of the street and a taper shall be appointed and delineated as approved by the City Engineer. The barricade shall conform to WSDOT Type III. If the wider section does not provide an additional travel lane, only a barricade without the transition is required.

2.13 Street Frontage Improvements

All residential subdivisions, commercial developments and short plats shall install street frontage improvements at the time of development as detailed in their subdivision or short plat approval, as detailed in their approved engineering plans, or as directed by the City Engineer. Such improvements shall commence from the centerline of the right-of-way and shall include: sawcut and replacement of existing pavement and road section to the centerline of the traveled way or the centerline of right-of-way; curb and gutter; sidewalk; street storm drainage; street lighting system; traffic signal modification, relocation or installation; utility relocation and undergrounding; landscaping and irrigation; and street widening all per these Standards.

Any modification to the requirement for half-street improvements must be approved by the City Engineer before preliminary land use approval with the approved modification to be set forth in a "Condition of Approval" for the specific project.

If the existing pavement in the remaining half street opposite the project frontage is found to be in substandard condition as determined by a geotechnical engineer for the traffic generated by the project, and/or if any additional longitudinal utilities are to be installed with the frontage improvements within the existing paved width opposite the project frontage, an additional grind and overlay may also be required over the that half of the street for the extent of the frontage improvements as determined by the City Engineer. All pavements damaged during construction shall be repaired to pre-construction conditions or better.

Plan Preparation shall be as specified in Chapter 1 of these Standards.

Street Frontage design shall incorporate all applicable sections of these Standards and other standard reference materials. The designer shall utilize good engineering practice in any situation not specified in these Standards.

2.14 Street Ends

- A. Cul-de-sacs shall be provided at all public and private street ends.
- B. Cul-de-sac lengths shall be measured from the face of curb of the intersecting street to the center of the turnaround.
- C. Hammerheads may be used in lieu of a cul-de-sac provided that the street serves six (6) or less

lots and the street is less than two hundred feet (200') in length. Hammerheads shall be constructed in accordance with Standard Detail S17.

D. Temporary Dead Ends.

Where a street is temporarily dead ended, turnaround provisions must be provided where the road serves more than four lots or is longer than 200 feet in length. The turnaround may be a hammerhead in accordance with Standard Detail S17 if the dead end is less than two-hundred feet (200') in length. If over two-hundred feet (200') long, a cul-de-sac with a minimum radius of forty-one feet (41') is required. All temporary turnarounds shall have an asphalt pavement surface.

In the event a temporary turnaround is installed on a street that will be extended in the future, the party responsible for extending the road shall also be responsible for removing the temporary turnaround and installing all necessary curbing, sidewalk, landscaping, etc. within the removal area to meet current City standards.

E. Design Requirements.

1. Cul-de-sacs shall have a minimum outside curb radius forty-eight (48) feet for all streets.
2. Cul-de-sacs, eyebrows, and turnaround areas shall be allowed only on local and commercial/industrial streets.
3. Cul-de-sacs shall not be more than six-hundred (600) feet in length unless serving a topographically isolated area (such as a narrow ridge).
4. The minimum curb radius for transitions into cul-de-sac bulbs shall be twenty-five (25) feet.
5. The right-of-way radius for the cul-de-sac shall be sufficient to maintain the same right-of-way to curb spacing as in the adjacent portion of the road.
6. An eyebrow corner may be used on a local street where expected ADT will not exceed 500 vehicles per day or as otherwise approved by the City Engineer. The minimum curb radius on the outside of an eyebrow corner is 36 feet; minimum right-of-way radius is 45 feet. Eyebrow geometry shall be evaluated on the basis of turning requirements for Fire Department vehicles.
7. The turnaround shall be posted and painted "Fire Lane - No Parking".

2.15 Medians

- A. A median shall be in addition to, not part of, the specified roadway width. Medians shall be designed so as not to limit turning radius or sight distance at intersections. ~~Landscaping and irrigation shall be installed when directed by the City Engineer.~~
- B. Where raised medians are allowed, the following criteria must be met:
 1. Edges shall be vertical curb ~~in urban areas, and either vertical curb or thickened edge in suburban areas.~~
 2. Landscaping and irrigation are required. Plans shall be prepared by a Landscape Architect.
 3. Pedestrian refuges shall be provided where crosswalks intersect medians.
 4. Pedestrian crossing flashing beacons shall be at the discretion of the City Engineer. When approved or required, the flashing beacon shall be:
 - a) Rectangular Rapid Flashing Beacon (RRFB);

- b) Internally Illuminated Flashing Beacon; or
- c) In high traffic, high speed situations, Pedestrian Hybrid Beacon.
- ~~d) For arterial roads, RRFB's shall be designed consistent with City of Vancouver standard plan T23-03¹. For collectors and below, Traffic Safety Supply Company's Pedestrian Crosswalk System Solar Powered BlinkerSign® with Bulldog push buttons, or approved equal, shall be used. See Appendix C for details.~~
- a) The raised median shall be set back at least 1 foot from the median lane on both sides.
- b) Street lighting shall be sufficient to provide illumination of the raised median.
- c) Objects, such as trees, shrubs, signs, and light poles shall not physically or visually interfere with traffic control devices, vehicular traffic or pedestrian traffic in the travel way.
- d) The style and design of the raised median shall be site specific. The raised median shall be safe for the design speed, and shall be subject to City approval.

2.16 Intersections and Curb Returns

- A. Traffic control will be as specified in the MUTCD or as modified by the City Engineer as a result of appropriate traffic engineering studies.
- B. Traffic signal modification, relocation or installation is required when roadway or driveway geometrics interfere with existing signal facilities, or would result in an unsignalized approach or intersection that meets signal warrants.
- C. Angle between intersections. The interior angle at intersecting streets shall be kept as near to 90 degrees as practical and in no case shall it be less than 75 degrees. A tangent section shall be carried a minimum of 25 feet each side of intersecting right-of-way lines.

~~D. Maximum street spacing - 500 feet.~~

- 1. Local access - 160 feet
- 2. Collectors or Arterials - 300 feet

F.F. Sloping approaches. On sloping approaches, including commercial driveways, garage entrances, and private street openings, landings are not to exceed two (2) feet difference in elevation for a distance of thirty (30) feet approaching an arterial or twenty (20) feet approaching a local collector or industrial or commercial street, measured from the back of sidewalk or the back of curb if no sidewalk exists.

G.F. Curb returns. Curb radii at intersections shall be in accordance with Table 2.15A for the various functional classifications. The right-of-way radii at intersections shall be sufficient to include the entire sidewalk and ramp within the public right-of-way and shall have a minimum radii of 20-feet.

**Table 2.15A
Turning Return Radii (Feet)
Edge of Pavement/Curb -Minimums**

Street Classification	Principal Arterial	Major Collector	Minor Collector	Local
Principal Arterial Street	55	40	30	25

Major Collector Street	40	30	30	25
Minor Collector Street	30	30	25	25
Local Street	25	25	25	20

- * If bike lane or on-street parking exists, above radii may be reduced by five (5) feet.
- * The radii of the major street will be used for all intersection curb returns.

2.17 Sight Obstruction Requirements

- A. Sight distance should be maintained at all driveways, building or garage entrances where structures, wing walls, etc. are located adjacent to or in close proximity to a pedestrian walkway.
- B. Sight lines to traffic control devices (signs, signals, etc.) should not be obscured by landscaping, street furniture, marquees, awnings or other obstructions. Refer to the MUTCD for required sightlines.
- C. Sight Distance. It is the policy of the City to have the developer's engineer evaluate safe sight distance using the principles and methods recommended by AASHTO. The following minimum standards shall apply.

Table 2.16A - Intersection and Driveway Sight Distance

Design Speed (MPH)	Minimum Sight Distance (Feet)
20	225
30	335
40	445
50	555
60	665

Notes:

1. The sight distances in table 2.16A assume a stopped passenger car turning left onto a two lane road with no median and grades of 3-percent or less. For other conditions, the time gap must be adjusted.
2. ~~Intersection s~~Sight distance shall be measured from a driver's eye height of 3.5 feet and 15 feet from the near edge of the nearest lane, to an object height of 3.5 feet.
3. Stopping sight distances must also be checked on the actual vertical and horizontal values of the proposed improvement.
4. There shall be nothing to block observation of objects between the driver's eye height of 3.5 feet and an object height of 2.0 feet above grade in both directions. The only exceptions should be for luminaire or utility poles, conforming traffic control devices, and fire hydrants.
5. Cumulative effects must be considered, and all efforts taken to minimize sight obstructions.

2.18 Curbs - Types and Application

- A. Curb and gutter shall be utilized on all streets. ~~Barrier-Vertical~~ curb may be used instead of curb and gutter and on islands and medians.
- B. The following specifies the requirements for curbs ~~and cross-slope grading~~ for streets:
1. All streets shall include curbs on both sides, except in the situations of interim width improvements. Interim designs, where approved in writing by the City Engineer, shall have shoulders and ditches.
 2. Interim width streets shall have 2-foot side shoulders adjacent to the street at a 2 percent cross-slope and roadside ditches with a maximum side-slope of 2 horizontal to 1 vertical. The 2-foot shoulder area may consist of a section of pavement and/or a section of crushed rock. The pavement section shall be a minimum of 2 feet wide and a maximum of 6 feet wide.

~~3. Cross-slope of the street section shall be no less than 2-1/2 percent and no greater than 4 percent. Whenever possible, the crown of the street shall be the same elevation as the top of the curbs.~~

~~C. Grading outside the improved areas shall be as follows:~~

~~E.B.~~ Local and Collector Street functional classifications shall have a maximum 2 percent upward grading to the right-of-way line, no steeper than 5:1 horizontal to vertical within the public utility easement, and no steeper than 2:1 horizontal to vertical outside the public utility easement.

~~F.C.~~ Retaining walls shall be used if slopes are greater than provided in the paragraphs above or where slope stability is a problem.

~~G.D.~~ If slopes are to be maintained (mowed) by the City, a maximum of 4:1 slope shall be provided.

2.192.20 Survey Monuments

As a minimum standard for monumenting City right of ways, survey monuments shall be located at each street intersection; intersection points of the extension of the project perimeter boundary lines and the centerline of frontage streets; right of way PC, PT, and bends; and all property line intersections including the perimeter boundary lines of all subdivisions and short plats. Additional monumentation may be required by the City Engineer.

2.202.21 Concrete Sidewalks

~~Concrete-Cement concrete~~ sidewalks shall be provided on both sides of the street, with the following exceptions:

A. Exceptions

Sidewalk(s) may be omitted under the following conditions if approved by the City Engineer:

1. For permanent dead-end local streets less than 300 feet in length and for private roads serving more than four lots, a sidewalk may be omitted from one side of the street.
2. Where development design provides an acceptable surfaced and maintained internal walkway system, as determined by the City Engineer, sidewalk(s) may not be required adjacent to the street.
3. Alleys do not require sidewalks.
4. Where roadways abut sensitive lands, the sidewalk may be omitted from one side of the street, provided that an alternative pedestrian route acceptable to the City Engineer is provided.

5. Asphalt sidewalks may be allowed in lieu of cement concrete sidewalks where the sidewalk is deemed to be of a temporary nature (such as during construction activities) or due to future construction considerations

B. Width

1. ~~Required sidewalk widths As specified in Table 2.03A:~~

~~a) – Principal arterials: 8’~~

3. Meandering sidewalks shall maintain the full design width around obstructions that cannot be relocated. Additional Right-of-Way (or easement) may be required to either relocate the obstruction or meander the sidewalk.

4. Sidewalk widening behind a mailbox or other obstruction, if required for the minimum ADA clearance, shall be no less than five (5) feet long with a ten to one (10:1) taper to the standard sidewalk section.

C. Material

All permanent sidewalks shall be cement concrete and shall be constructed in accordance with the Standard Plans..

D. Depth

Sidewalks shall be thickened at driveways.

E. Landscape/Separation

Where planter strips are provided or required, the back of sidewalk should be placed 6-inches from the right-of-way line, unless approved by the City Engineer. Meandering sidewalks may be allowed where they provide an attractive planned alternative to straight sidewalks. A minimum three (3) foot separation between the back of the curb and sidewalk is required for landscaping and appurtenance locating purposes unless no practicable alternative exists and when approved by the Engineer. Sidewalks shall meander no more than six (6) feet from the curb at all pedestrian crossings and at driveways.

The Planning Commission has the authority to control the design of sidewalks with respect to their connection directly to a curb or require a separation for a landscape strip.

F. Curb Ramps

1. In accordance with State law, curb ramps meeting current ADA requirements shall be provided at all pedestrian crossings with curb sections. The edge of the sidewalk shall merge into curb ramps. One ramp is to be used on each curb return on residential streets and uncontrolled intersections. At controlled intersections, a curb ramp shall be aligned with each crosswalk.

2. All curb ramps at curb returns and ramps connecting to public facilities shall be individually detailed. Details shall include ramp lengths, widths, elevations, grade breaks and surface slopes so as to indicate how the ramp is to be constructed in order to comply with ADA requirements.

~~Responsibilities for maintaining sidewalks in good condition is under Stevenson Municipal Code 12.02.190 – Correction and discontinuance of unsafe, nonconforming, or unauthorized conditions.~~ All construction, repair, upkeep, reconstruction and maintenance of sidewalks and curbs is the responsibility of the abutting property owner.

All sidewalks shall be maintained in a level, nonhazardous condition. Sidewalks shall be

deemed to be "defective" and require repair when deficiencies are identified which include:

1. Improper placement
2. Placement of sidewalk on unstable areas of uncompacted soil
3. Tree roots raising sidewalk panels leading to jagged and uneven surfaces exceeding ADA allowances
4. Wear and tear having led to cracks and holes in the sidewalk

2.212.22 Trails

A. Multi-Use Trails

1. Trail widths shall be as follows:
 - a) Type 1 trail 10-12 feet
 - b) Type 2 trail 8-10 feet
 - c) Type 3 trail 6-8 feet
2. Materials shall be per the requirements of Section 2.32 Surfacing Requirements.
3. Multi-use trails shall be a minimum of four (4) feet from the edge of the vehicular travel way unless no practicable alternative exists and when approved by the Engineer.
4. Maximum grade is 15%. Minimum curve radius is ten feet (10').
5. Type II barricades shall be provided at the end of trail sections.
6. Trails may be used as a substitute for concrete sidewalks or bike lanes in planned unit developments where the City Engineer deems that non-motorized transportation goals of the City are being met.

B. Off-Road Trails

All City Trail Systems are to meet the multi-use standards above as reasonably possible. For Trail Systems that cannot meet the multi-use standards above, as determined by the City Engineer, the minimum standards for the design and construction shall generally follow as a practical guide for trail work the 2007 Edition of the "Trail Construction and Maintenance Notebook" and the 2007 Edition of the "Wetland Trail Design and Construction", Forest Service Publication List Document Numbers 0723-2806-MTDC and 0123-2833-MTDC respectively. These guides can be located on the Federal Highway Administration (FHWA) website at:

http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/index.cfm.

2.222.23 Bikeways/Bike Lanes

- A. Bikeway construction is required in conjunction with commercial development, plat or short plat approval, when the need for such a bikeway is established by the Community Development Director.
- B. Separated bikeways (bicycles only) shall be a minimum of five (5) feet wide for one way and ten (10) feet wide for two (2) way flow. Separated bikeways combined with pedestrian facilities shall be a minimum of ten (10) feet wide.
- C. Where joint vehicular and bicycle facilities (bike lanes) are constructed, the curb lane shall be fourteen (14) feet wide.

- D. Surfacing requirements for separated bikeways shall be as specified in Section 2.32.
 - E. Maximum grade for separated bikeways shall be ten percent (10%). Minimum curve radius is 100 feet. Curves should be minimized.
 - F. Bump outs. A "bump out" at street intersections per Standard Drawings shall be installed on all routes with bike lanes using the following criteria:
 - 1. Two-lane roadway - not applicable.
 - 2. Three-lane roadway - "bump out" at all signalized intersections only.
 - 3. Four- to five-lane roadway - "bump out" at all signalized intersections and at major side street intersections where the right turn volume onto the minor street exceeds 600 ADT.
-

2.232.24 Driveways

A. General Requirements

1. Standard residential or commercial driveways shall be required for all developments.
2. In new residential subdivisions or residential short subdivisions, panhandle and flag lot driveways shall be less than 150 feet and have a minimum paved access driveway of twelve (12) feet in width and shall provide access to no more than two (2) lots.
3. Only one driveway access per residential lot shall be allowed unless approved by the City Engineer.
4. A private intersection opening shall be used in lieu of a conventional driveway in commercial areas where the following criteria are met:
 - a) Projected driveway usage is greater than two-thousand (2,000) vehicles per day.
 - b) In any case where traffic signalization is approved and provided.
 - c) A minimum 100 feet storage area is provided between the street and any turning or parking maneuvers within the development.
 - d) The opening is at least 150 feet from any other intersection opening.
 - e) The opening is at least 150 feet away from any other driveway on the property frontage under control of the applicant.
 - f) Easement dedication is provided for traffic control devices.
5. Along unimproved frontages with roadside ditches, new driveway approach construction shall include a minimum 30' length of culvert installation, size as required.

B. Conditions of Approval

1. Driveways giving access onto any roadway may be denied, if in the opinion of the City Engineer, they create a potentially unsafe or hazardous condition. Driveways accessing directly onto arterials or collectors may be denied if alternate access is available.
2. All abandoned driveways on the street frontage shall be removed and curb, gutter, and sidewalk shall be installed.
3. No commercial driveway shall be approved where backing onto the sidewalk or street will occur.
4. Left turns from and to a driveway may be restricted as a development condition or in the future if such maneuvers are found by the City Engineer to be unduly hazardous.
5. Driveways onto arterials and collectors shall be aligned wherever possible with existing driveways on the opposite side of the street. If driveways cannot be aligned directly across from a driveway on the opposite side of the street, they shall be offset a minimum of 100 feet from driveways on the opposite side of the street whenever possible.
6. All driveways shall be angled ninety-degrees (90°) to the street, unless designated as right turn only with the approval of the City Engineer.
7. A shared driveway serving 2 lots will be approved subject to compliance with the width and surfacing criteria and the recording of a roadway maintenance agreement.
8. Parking lot circulation needs shall be met on site. The public right-of-way shall not be utilized as part of a one-way parking lot flow.
9. Driveways providing access onto collectors shall be a minimum of 100 feet from any

intersection, and a minimum of 150 feet for access onto arterials. All distances shall be measured from the centerline of the street or driveway.

10. Driveway modification requests will be reviewed under the Design Modification Process in Section 1.17 except for the following, which can be reviewed through a written request to the City Engineer, prior to construction:
 - a) Where two or more parcels or tax lots have been previously combined into a single lot.
 - b) Requests for circular driveways (one way in and out) where lot configuration, topography or other site conditions affect the ability to build one driveway.
 - c) All requests for driveway modifications in residential zoning will be reviewed for conformance to applicable Codes, Covenants and Restrictions (CC&R's) for the residential location.

C. Design Criteria

1. Width.

a. Single family residential driveways shall be a minimum width of 10 feet and a maximum width of 24 feet. ~~Where serving a single family home from a local street, the City Engineer may approve a larger width up to 30'.~~

b. Shared driveways shall be a minimum width of 20' and a maximum width of 24'.

~~a.~~

~~e. One way multi family residential driveways shall have a minimum width of ten feet and a maximum width of twelve (12) feet. One way commercial, or industrial, driveways shall be designed for the largest vehicle with a minimum driveway width of twelve (12) feet. A turning diagram shall be provided with all commercial, and industrial, driveway submittals showing adequate width for the largest vehicle.~~

2. Clearance from structures. No object (including fire hydrants, light or power poles, street trees) shall be placed or allowed to remain within 15 feet of the driveway edge.

Where the building facade or other design element is less than ten (10) feet behind the sidewalk, both pedestrian and vehicular sight distance shall be maintained. Vehicular sight distance shall be per Section 2.15.

3. Pedestrian Sight Distance. For sight distance to pedestrians on sidewalks, the driver of an exiting vehicle shall be able to view a one (1) foot high object fifteen (15) feet away from either edge of the driveway throat when the driver's eye is fourteen (14) feet behind the back of the sidewalk.
4. Driveways shall be designed with a maximum slope of 15%. Grade changes of more than two percent (2%) shall be accomplished with a vertical curve, with the minimum length of the vertical curve being equal to the algebraic difference in grade.
5. Approach grades and configuration shall accommodate future street widening to prevent major driveway reconstruction.
6. Surfacing. All portions of a driveway within a public right-of-way and within 30' of a public right-of-way shall be surfaced with cement concrete or asphaltic concrete.

2-242.25 Bridges

- A. A bridge shall be defined as a structure spanning twenty (20) feet or more.

- B. Design Principles. All bridges, whether on public or private roadways, shall meet the minimum requirements set forth in the latest addition of "Standard Specifications for Highway Bridges", adopted by AASHTO. All new bridges shall be designed to carry an AASHTO HS-20-44 live load or greater.
- C. Geometrics. In the general case, the bridge shall comprise the full width and configuration of the road being served (traveled way plus curb, sidewalk, walkway, bike lane, and/or shoulder on one or both sides). Provision of utilities shall be considered. Traffic and pedestrian railings or combination traffic-pedestrian railings shall meet AASHTO specifications. Overhead vertical clearances on the traveled street or under overpasses shall be sixteen and one-half (16.5) feet minimum.

2-252.26 Landscaping in the Right-Of-Way, Easements and Access Tracts

- A. Plantings established in the right-of-way shall be maintained by the abutting property owner.
- B. Any existing planting areas within the right-of-way that are disturbed by construction activity shall be restored to their original condition.
- C. Any plantings or other improvements placed within the right-of-way (by abutting property owners) are subject to removal when the right-of-way is needed for public use. The property owner is responsible for removing any landscaping or other improvements upon official notice. The property owners shall be responsible for survival of the relocated plantings.
- D. Measures shall be taken by the developer to provide groundcover in areas within the right-of-way which have been stripped of natural vegetation or have a potential for erosion. Native plants shall be used whenever possible.
- E. Plantings within the right-of-way shall comply with the following provisions:
 1. All landscaping shall comply with the sight distance provisions of these standards.
 2. Where existing landscaping maintained by the City exists every effort shall be taken to protect and preserve the existing vegetation during construction. Plants shall be relocated or removed only upon approval of the Public Works Department. Damaged landscape areas shall be restored prior to issuing a final occupancy permit.
 3. In areas where an existing landscaping concept or pattern has been established or approved, all new landscaping shall conform to the intent of the concept. Plantings shall be of a similar variety, size, and spacing to those already established and/or approved for the area.
 4. All trees planted in areas with adjacent pedestrian usage shall maintain a seven (7) foot clearance to the lowest branches.
 5. No low growing vegetation is to extend beyond the curb. Trees must have no limbs or other vegetation extending beyond the curb line or edge of asphalt for a distance of seven and one half (7 1/2) feet above the road surface.
 6. Approval from the Public Works Department must be received before trees are planted in or adjacent to sidewalk sections.
 7. Landscaping in public right of way with low maintenance, drought tolerant ground cover is encouraged.
- F. Street trees shall be selected from the City's approved tree.
- G. Street trees shall provide a minimum of 10-ft of separation from water meters. This standard shall also apply to onsite improvements.

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- H. Street trees shall have root barriers installed adjacent to the curb and sidewalk.
- I. Street trees shall not obstruct visibility of intersections, signs, or other critical roadside elements. The following are minimum clearances that shall be met:
 1. 20-ft from the front of stop and street name signs.
 2. 20-ft from the front and 5-ft from the back of other directional, traffic control or safety signs, such as yield, pedestrian crossing, school, speed limit, etc.
 3. 15-ft from street lights for narrow-growing tree species. Otherwise, 25-ft from street lights.
 4. 25-ft from traffic signals.

2-262.27 Mailboxes

- A. Mailboxes shall be placed as shown in the City's Standard Detail.
- B. Mailboxes should be clustered together when practical and when reasonably convenient to the houses served.
- C. In the case of road construction or reconstruction requiring mailboxes to be moved or rearranged, mailbox locations shall be coordinated with the Postmaster. Mailbox locations approved by the Post Office shall be shown on approved road construction plans.

2-272.28 Street Illumination

Streetlighting is required for all public streets and at the intersections of public and private streets. Streetlighting designs shall be submitted, reviewed, and approved by the Skamania County Public Utility District prior to final plat approval. The installation cost of all street lighting shall be paid for by the Developer.

A. Plats and Short Plats

The City will accept maintenance and power cost responsibility for the public streetlight system when public improvements have been fully accepted by the City and the subdivision final plat has been recorded. Prior to City acceptance the developer is responsible for the maintenance and energy charges for the streetlighting system.

Streetlighting is not required on private streets within a plat. The City does not install or maintain private street lighting systems. On private streets, all streetlighting and power costs shall be paid by the developer, homeowner, or homeowners association.

Luminaires shall be located two and one half (2.5) feet from face of curb.

B. Commercial

Street lighting is required on all public street frontages. The developer is responsible for design, installation or relocation of new or existing lighting. Commercial development shall replace existing lighting systems on power poles with a new lighting system serviced by underground power.

C. General Considerations

If a resident or group of residents desires the installation of a streetlight they must contact the Skamania County Public Utility District.

Streetlight designs shall be prepared by a licensed engineer experienced in lighting design. The design plans and calculations should indicate luminaire type, foundation design,

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luminaire locations, illumination levels, uniformity ratio, line losses, and the electrical and physical layout of the system, including its connection to the existing system.

Streetlights shall be "night sky friendly" and shall be provided with a shield to minimize stray light. Luminaires shall be accessible for maintenance by a wheeled vehicle weighing twenty thousand pounds (20,000 lbs.).

Electrical conductors shall be located underground. Exception: existing residential areas with existing above ground utilities may have street lighting installed on the existing utility poles as approved by the City Engineer.

Streetlights shall be on 120 volt single phase systems. The location of the power source should be indicated together with the remaining capacity of that circuit. System continuity and extension should be considered.

Electrical cabinets equipped with electrical meters, time clocks, circuit breakers and other required components are required on commercial installations of five (5) or more streetlights.

D. Approved Street Lighting Fixtures and Poles

All lighting projects shall use the products listed below or an approved equal. Contact the City Engineer to request approval for products not listed below (approved equal) or for a list of approved equals. Part numbers listed for fixtures and poles are based on current catalogs, which are subject to change by manufacturers at any time. The developer shall be responsible to verify part numbers with the appropriate vendors to ensure the correct lighting, poles, colors, and mounting hardware are received. Streetlight requirements including type, wattage, and pole height will be established by City of Ridgefield staff.

All lighting to meet current version of ANSI C136.15 for Field Wattage Identification and must have a label attached from an OSHA accredited Nationally Recognized Testing Lab. All light fixtures shall be warrantied for 5 years from the date of installation. All light poles shall be warrantied for 1 year from the date of installation.

1. Local Streets

For local streets, including new subdivisions and short plats, all streetlights shall be decorative acorn single fixtures on cast aluminum decorative poles. The luminaire shall be LED in 3000K with minimum output of 5000 lumens. Optic shall meet Municipal Code requirements. Fixture shall be DLC listed.

The light fixtures shall be the following or approved equivalent:

Name: Holophane AWDE3 Acrylic Washington Postilite Utility LED3 Performance Package: 5,884 Lumens, 40 Watts, 147 LPW

Description: Acrylic Washington Postilite Utility LED3 Fixture, P20 Performance Package, 3000K CCT, Auto-Sensing 120-277V 50/60HZ, Modern Style Swing Open Design, Acrylic Type III, Black Housing, Full Cover with Medallions and Band, Cross Finial, Dimming Photocontrol Receptacle - 7 PIN, Field Adjustable Output, Long Life DTL Twistlock Photocontrol for Solid State, MVOLT. Custom Vertical Slotted Band and Cross Finial Painted Gold, Medallions and Full Cover Painted Black.

The light poles shall be the following or approved equivalent:

Name: Holophane WDA Wadsworth Aluminum Pole

Description: WDA Wadsworth Aluminum Pole, 14 Feet Height, 4" Diameter Fluted, .125 Wall, 17" Base, Diamon Pattern Bolt Circle, 3X3 Tenon, Black Finish, 3/4" Anchor Bolt Set Galvanized Steel.

Pole foundations shall be per WSDOT Standard Plan J-28.30-04, or shall be designed by a licensed structural engineer for site specific conditions.

2. Roundabouts, Collectors and Arterials

For roundabouts, collectors and arterials, all streetlights shall be cobra head fixtures on aluminum poles. The luminaire shall be LED 4000K with a minimum output of 9450 lumens. Fixture shall be DLC listed.

The light fixtures shall be the following or approved equivalent:

Name: American Electric Lighting Autobahn Series ATB0 Roadway Lighting Performance Package: 10,260 Lumens, 70 Watts, 148 LPW

Description: Autobahn LED Roadway Series Fixture, P203 Performance Package, Multi-volt 120V-277V, Roadway Type III Optics, 4000K CCT, Black Paint, Nema Label, 7 Pin Photocontrol Receptacle, Field Adjustable Output, Solid State Long Life Photocontrol.

The light poles shall be the following or approved equivalent:

Name: HAPCO Arlen Style Special 34' Light Pole

Description: B86264-P1 ~~Custom Light Pole for the City of Ridgefield~~ with textured black finish, 20" diameter base with 22" base height. ASTM F1554 Grade 55 x 42" length all thread rod anchor bolts.

Pole foundations shall be per WSDOT Standard Plan J-28.30-04, or shall be designed by a licensed structural engineer for site specific conditions.

2.282.29 Traffic Control and Signing

- A. Traffic Control Devices. All traffic control devices shall conform to the "Manual on Uniform Traffic Control Devices" (MUTCD) and be approved by the City Engineer.
- B. Signing. In new plats the developer shall install all traffic control signs which shall include but not be limited to street name, parking, stop, dead end, and pedestrian signing. Signs shall be located two and one half (2.5) feet from face of curb.
- C. Pavement Marking. In new plats and commercial developments pavement markings, including buttons, paint, thermoplastics and delineators will be required for roadway safety. Such markings shall be provided and installed by the developer.
- D. Design Requirements
 1. Traffic Control Devices. All traffic control devices shall conform to the "Manual on Uniform Traffic Control Devices" (MUTCD) as adopted by the Washington State Department of Transportation (WDOT).
 2. Signing. See WDOT Standard Drawings for typical installations and details.
 3. Pavement Marking. All markings shall conform to the current "Manual on Uniform Traffic Control Devices" (MUTCD) as adopted by the Washington State Department of Transportation (WDOT).
 4. Temporary Traffic Control. All traffic control devices shall conform to the "Manual on Uniform Traffic Control Devices" (MUTCD) as adopted by the Washington State Department of Transportation (WDOT) or as modified by the City Engineer.
 5. Speed Humps. Speed humps are approximately three inches (3") in height with a length of at least twelve feet (12') at base. See City of Ridgefield Standard Detail T-3.2.

6. Traffic Signal Modification. The developer's engineer shall use the standard specifications developed by the City Engineer in conjunction with the current edition of the WSDOT Standard Plans. Traffic Signal plans shall be submitted on 22" x 34" mylar.
7. Amenity, destination, and directional signage shall be designed and installed as identified in the Stevenson Wayfinding Master Plan, as amended.

2.292.30 Clear Zone and Appurtenances

An appurtenance shall be considered to be any fixed object located adjacent to the roadway and deemed to be a possible safety hazard.

- A. All non-breakaway appurtenances shall be located a minimum of three (3) feet behind the face of the curb to the face of the object. Where no curb exists the distance from the edge of the travel way to the face of the object shall be at least six (6) feet.
- B. All breakaway objects shall be located a minimum of two (2) feet behind the face of curb to the face of the object. All objects having properties up to that of a 4" x 4" wooden post shall be considered breakaway.
- C. Appurtenances shall be located outside of the sidewalk area except when the sidewalk is widened around the appurtenance to the satisfaction of the City Engineer.

2.302.31 Franchise Utilities

- A. Non-City owned franchise utilities are required to relocate existing facilities at their own expense when a conflict results between their facilities and public street improvements. The improvement work must be required by the non-City owned utility in order for the relocation work to be the financial responsibility of the utility, otherwise all costs shall be the responsibility of the developer. Any required relocation of a utility shall be underground.
- B. All non-City owned franchise utility distribution or collection systems including power, telephone, natural gas, and T.V. cable in new plats or short plats shall be installed underground prior to paving.
- C. As a minimum on all new single-family plats and short plats, a minimum five (5) foot wide common or individual non-exclusive utility easement shall be provided connecting any lots without public street frontage to a public street. Easements for existing or future utility lines which do not lie along rear or side lot lines shall be of a width specified by the serving utility.

2.312.32 Safety Railing

- A. Where a sidewalk or other non-motorized transportation facility is to be constructed above a slope or adjacent to a rock wall or retaining wall where the lowest finished elevation of the slope, rock wall or retaining wall is to be thirty (30) inches or more below the finished elevation of the sidewalk or other facility, a safety railing shall be required when:
 1. The plane of a wall face is less than four (4) feet in horizontal distance from the near side face of the sidewalk or other facility.
 2. The plane of the wall face is greater than four (4) feet horizontal distance to the near side face of the sidewalk or other facility but the slope down to the wall top exceeds three to one (3H:1V).
 3. The slopes adjacent to the sidewalk or other facility average greater than two to one (2H:1V).
- B. Safety railings or other approved devices (such as walls, high curbs, landscape features or

guard rails) shall be required where grading operations will produce a parking area, service yard or other vehicle area which has a drop-off grade separation in relation to adjoining properties or streets.

- C. Safety railings shall be constructed of 2-inch galvanized steel pipe or aluminum with vertical supports ten (10) feet on center and 3 horizontal railings fourteen (14) inches on center, the lowest railing center being fourteen (14) inches above finished grade. All joints shall be welded, cold galvanized if welded after galvanizing, and the entire safety railing painted or vinyl coated to assure corrosion protection and a pleasing appearance. Railings shall be erected and adjusted, if necessary, after initially set to assure a continuous line and grade.

2.332.33 Guard Rails

For purposes of warrants, design, and location, all guard rails along roadways shall conform to the criteria of the WSDOT Design Manual as may be amended or revised. The decision of whether to install a guardrail or not shall be based on information found in AASHTO publication, Guide for Selecting, Locating, and Designing Traffic Barriers.

2.332.34 Surfacing Requirements

All materials and workmanship shall be in accordance with the Standard Specifications, these Standards, and as approved by the City Engineer.

- A. Minimum Structural Section.

The following are the minimum requirements for surfacing for specific facilities as described elsewhere in these Standards.

Facility	HMA	Crushed Surfacing
Arterials	5" depth, Class 1/2" HMA PG 58V-22	14" depth
Collectors	4" depth, Class 1/2" HMA PG 58V-22	12" depth
Local Access	3" depth, Class 1/2" HMA PG 58V-22	10" depth
Concrete Sidewalks	4" depth, Portland Cement Concrete	4" depth
Multi-Use Trail and Bikeway	2-1/2" depth, Class 1/2" HMA PG 58V-22	4" depth

Notes:

- 1) All minimum surfacing requirements assume an acceptable, well drained, stable, compacted subgrade. Additional requirements may be imposed at the discretion of the City Engineer if suitable subgrade conditions are not met.

- B. Alternative Sections

Streets may be constructed of any of the following:

1. Asphaltic concrete with crushed rock base
2. Asphaltic concrete with cement treated base. Design of cement treated bases, where proposed, shall be approved by the City Engineer prior to Final Engineering plan approval. Design shall have geotechnical investigation performed to obtain samples and determine cement percentage required to obtain 3,000 psi, 30-day compressive strength, in addition to optimal moisture content.
3. Full depth asphaltic concrete.

4. Portland cement concrete with cushion course of crushed rock or on a base of crushed rock or treated base.

Alternative sections may be approved by the City Engineer following submission of calculations by a licensed engineer and per the design requirements described herein. Soil testing to obtain the strength of the soil is required for all roads and streets in order to analyze and design the structural section. Soil tests are needed on undisturbed samples of the subgrade materials that are expected to be within three (3) feet of the planned subgrade elevation. Samples are needed for each five hundred (500) feet of roadway and for each visually observed soil type. Soil tests are required from a minimum of three (3) locations.

The selected design structural strength of the soil shall be consistent with the subgrade compaction requirements. The strength and compaction moisture content, at optimum to slightly over optimum, shall be specified. The soils report shall address subgrade drainage and ground water considerations for year-round conditions.

The required density of treated and untreated subgrade materials shall not be less than 95% maximum density as determined by AASHTO T-99.

C. Aggregate Base

Aggregate base shall meet WSDOT specifications for crushed surfacing.

D. Asphalt Pavement Design

HMA for streets shall be WSDOT "Superpave" Hot Mix Asphalt (HMA) Class 1/2-inch, PG 58H-22.

The compaction shall be at least 92% based on a Rice theoretical maximum density, as determined in conformance with AASHTO T 209, as modified by WSDOT. In addition, for each mix used, a 50 blow Marshall (AASHTO T 245) shall be performed and all related test data shall be provided to the City Engineer. The minimum stability shall be 1,800 pounds, the flow shall be between 8.0 and 16.0 hundredths of an inch, and the voids shall be between three (3) and five (5) percent. The Marshall requirement may be waived by the City Engineer on a case-by-case evaluation.

Asphalt pavement shall be designed by the Asphalt Institute Method, or an approved equivalent method provided it is a nationally recognized procedure.

Design of asphalt concrete pavement structures by the Asphalt Institute Method shall conform to the guidelines of The Asphalt Institute Publication, Thickness Design Asphalt Pavements for Highways and Streets Manual Series No. I.

1. AASHTO T-193 (CBR Method), or
2. AASHTO T-190 (R-Value Method), or
3. If the CBR value of the subgrade exceeds twenty (20) or the R value of the subgrade exceeds sixty (60), then CBR and R-value methods shall not be used.

E. Portland Cement Concrete Pavement

The design of Portland cement concrete streets shall be governed by the guidelines and requirements of the Portland Cement Association (PCA) design procedures found in the following publications:

1. Concrete Streets: Typical Pavement Sections and Jointing Details
2. Thickness Design for Concrete Highway and Street Pavements

3. Joint Design for Concrete Highway and Street Pavements

The subgrade shall be tested to determine the Modulus of Subgrade Reaction, k , in order to design the street structure. A correlation of CBR to k may be made using Figure 2, Thickness Designs for Concrete Highway and Street Pavements. In addition, the City requires that the following be incorporated into the design and construction specifications:

4. Use a minimum twenty (20) year design period.
5. Minimum thickness of Portland cement concrete shall be five (5) inches.
6. The minimum concrete specifications shall be 5,000 psi (compressive) and 650 psi (flexural) in 28 days. The minimum cement content will be 660 pounds per yard, with a maximum water / cement ratio of 0.48. Slump shall range from 3-inch to 4-1/2-inch. Entrained air shall be from four (4) to six (6) percent.
7. A joint design plan shall be prepared and incorporated into the street construction plans. Longitudinal and transverse joint locations shall be clearly delineated. Transverse joints shall be skewed forward two (2) feet per lane with right and left curb street stationing noted for each end. Joint spacing (in feet) should not exceed 1.5 to 1.75 times the slab thickness (in inches). For example, an 8-inch thick slab would have a maximum joint spacing of 12 to 14 feet. The maximum length to width ratio shall be 1.25: 1.0 for any panel unless there are other constraints that the City Engineer will examine on a case-by-case basis.

2.342.35 Utilities

A. Curb Markings

When new curbing is being placed, a stamp shall be placed to mark where each water and sanitary sewer service crosses the curb line. The method of marking the curb shall be approved by the City Engineer and noted on the approved construction plans. If an imprinting stamp is used, the impression left for a water service shall be the letter "W"; for a sanitary sewer service, it shall be the letter "S". These impressions shall be two (2) inches high, placed on the face of the curb.

B. Trench Restoration

Trench restoration shall be either by a patch or overlay method as determined by the City Engineer. Unless otherwise approved, trenches cut in the travel lane parallel to the roadway will require a grind and overlay of the entire travel lane from the centerline to the edge of pavement. When a patch method is used, the trench limits shall be sawcut prior to the final patch.

All trench and pavement cuts shall be made by saw cuts. The saw cuts shall be a minimum of one (1) foot outside the trench width. If the permit requires an overlay, the contractor may use a zipper or other approved method for the cutting of the existing pavement.

C. Utility Locations

Utilities shall be located horizontally within the right-of-way in accordance with Standard Detail.

2.352.36 Traffic Calming

Traffic calming measures shall be used by the developer on all Collector streets to reduce traffic speeds as required by the City Engineer and/or Community Development Director to mitigate traffic impacts. Coordinate with the City Engineer on acceptable traffic calming measures.

2.362.37 Commercial Cross Circulation

Pedestrian, bicycle and vehicular cross circulation shall be maintained between adjacent commercial developments to reduce or eliminate the use of the City's arterial and collector system for trips between adjacent uses. Access shall be no greater than 750 feet in length away from another access point or public connection unless approved otherwise by the City Engineer. A minimum of one cross connection shall be provided. Cross connection shall be designed to accommodate emergency services.

In the event of a secured site or other instances where providing commercial cross circulation may negatively impact public health and safety, requests to waive or modify this requirement shall be submitted through a design modification for review and action by both the City Engineer, or designee, and Community Development Director.

2.372.38 Roundabout Design

Roundabouts shall be designed following the guidance from the National Cooperative Highway Research Program (NCHRP) Research Report 1043 published by the Transportation Research Board and the WSDOT Design Manual. Design information provided to City shall include the following:

A. Fastest Path

As part of the engineering submittals, exhibits showing the fastest paths for all movements shall be provided including calculations of the radii and speeds. Offsets for path alignment shall follow guidance from the WSDOT Design Manual.

B. Vehicle Turning

As part of the engineering submittals, exhibits showing the vehicular turning movements for all legs and movements originating from each leg of the roundabout. Vehicles used shall be those of the design vehicles for the roundabout. Additionally, movements shall be shown for other vehicles that are intended to use the roundabout less frequently but will be accommodated (i.e. fire truck).

C. Signage

Signage for the roundabout and approaches shall follow MUTCD standards.

D. Central Island

The central island shall include a 20-24" tall "knee wall" to protect workers and the interior features from vehicles which may attempt to encroach in the roundabout. That knee wall feature is included in Figure xx-x in the standard details.

The central island for the roundabout shall be designed flat and consist of low maintenance ground covers. The design shall provide irrigation sleeves and power conduit sleeves under the roadway to the island for future services.

E. Pedestrian Crosswalks

All new roundabouts shall include pedestrian crosswalks. All new multilane roundabouts shall include an actuated pedestrian crossing flashing beacon system. Under guidelines adopted by the United States Access Board that took effect September 7, 2023, the Public Right-Of-Way Accessibility Guidelines (PROWAG) require that all roundabouts with flashing beacon indications shall have accessible pedestrian systems (APS) 2.3. These APS systems shall include a locator tone that repeats every second, audible 6-12 ft from the button or to the building line, with intensity responsive to ambient sound.

2.382.39 Street Cut Restrictions (Reserved Pending Adoption of Municipal Code Revision)

A street cut prohibition will be in effect for five (5) years after a street receives final acceptance for construction, reconstruction, pavement rehabilitation or pavement preservation treatments. Streets constructed with permeable materials shall have a street cut prohibition for the life of the street. Pavement cuts may be allowed if a more reasonable alternative for service delivery does not exist.

Requests for cutting a street under a street cut prohibition shall be considered design modifications. The design modification request shall include reasons why a pavement cut(s) is necessary and why alternatives to a street cut are not feasible.

CHAPTER 4 - STORM DRAINAGE

3.00 General Approval Requirements

- A. See Chapter 1 for general construction requirements, including the requirements for extension of all drainage conveyance pipes to limits of property, surety bond, ~~utility review~~, and other general requirements.
- B. These requirements shall apply to all storm drainage facilities in existing and proposed public right-of-way, public drainage easements, and tracts of common ownership in the City. Storm drainage systems include, but are not limited to: inlets, pipes, ditches, creeks, rivers, wetlands, and stormwater quality and quantity facilities. Storm facilities located on, and serving private property are required to follow the requirements of this section for the design and sizing of water quality treatment and detention facilities.

3.01 Planning Criteria

- A. The City of Stevenson has established these requirements for the design of facilities intended to protect the public health, safety, and welfare from damage due to flooding. Beyond that level of protection, additional measures are specified in this chapter which are intended to minimize any potential flooding damage and allow for efficient operation, repair, and maintenance of the storm drainage system.
- B. In residential and commercial development, storm sewer main extensions are required to assure orderly and adequate extension of the storm sewer system. These extensions are to be in accordance with requirements of development and service availability as established by the City and the Washington State Department of Ecology.
- C. For development proposals that may contribute to areas of known flooding as determined by the City Engineer, the initial land use application submittal for development proposals may be required to include an off-site analysis report beyond what may be required by the referenced Washington State Department of Ecology Manuals. The off-site analysis is to contain an assessment of potential off-site drainage impacts associated with the development proposal and proposed mitigations to those impacts.
- D. Design and construction of drainage facilities, including but not limited to open channels, conveyance pipe, and inlets shall be in compliance with these Standards, the Standard Details and the 2019 edition of "Stormwater Management Manual for Western Washington" (hereinafter referred to as the Western Washington Manual) prepared by the Washington State Department of Ecology, as amended herein.
- E. Storm drainage pipes shall be extended through and to the extremes of the property being developed along the natural drainage ways, to provide connection points for future development of unserved property as determined by the City Engineer.
- F. No private storm sewer shall be located within any lot other than the lot which is the site of the building or structure served by such sewer. The exception to this may be common areas in planned unit developments, and/or City right of-ways, or as otherwise approved by the City Engineer.
- G. Provisions must be made for gravity drainage of roofs and foundation drains for all new buildings and structures. For multi-family, residential, commercial, or industrial developments, these drains shall be piped directly to on-site stormwater systems. In single family residential developments, these drains shall be discharged to on-site drywells and shall not be permitted to discharge to the street gutter or directly to the public storm drain system. Deviation from these standards may be subject to a geotechnical review in landslide prone areas.

- H. Provisions must be made for stormwater from private property to remain on private property or be collected and directed to a public or private stormwater system or natural drainage way. Runoff from that portion of driveways behind the back of sidewalk (outside the right-of-way) may be permitted to drain directly to the street, provided that treatment and detention facilities are sized to handle this flow.
- I. Stormwater systems on private property shall be designed and constructed to the most recent edition of the Uniform Plumbing Code.
- J. Private stormwater systems that connect to a public conveyance system routed to a local public stormwater facility may be required to be designed and constructed to public standards as required by the City Engineer.

3.02 Exemptions

- A. The following types of projects are exempt from this section:
 - 1) Forest practices regulated under Title 222 Washington Administrative Code, except for Class IV General forest practices that are conversions from timber land to other uses.
 - 2) Commercial agriculture practices involving working the land for production.
 - 3) Road maintenance practices as follows: pothole and square cut patching, overlaying existing asphalt or concrete pavement with asphalt or concrete without expanding the area of coverage, shoulder grading, reshaping/regrading drainage systems, crack sealing, resurfacing with in-kind material without expanding the road prism, and vegetation maintenance.

3.03 General Design Requirements

- A. The City of Stevenson has adopted the 2019 Western Washington Manual as amended herein.
- B. The City encourages the use of “Sustainable Street” concepts and also Low Impact Development (LID) concepts and techniques. Low-Impact Development (LID) techniques shall generally be designed in conformance with the 2019 Western Washington Manual.
- C. These standards shall also apply to both public and privately owned and maintained systems.

3.04 Water Quantity and Quality Standards

- A. The minimum standards for the design and construction of stormwater facilities in the City of Stevenson shall be the same as the Western Washington Manual except as amended herein.
- B. “Effective impervious surface” shall be defined as those impervious surfaces that are connected via sheet flow or discrete conveyance to a drainage system. Impervious surfaces on residential development sites are considered ineffective if the runoff is dispersed through at least one hundred feet of native vegetation. For small residential infill development sites of 8 lots or less, and at the discretion of the City Engineer, the existing impervious areas may be deducted from the total proposed (developed) effective impervious area for the threshold calculation of the “new effective impervious area”.
- C. The provisions of this section apply to all new development or redevelopment that:
 - 1) Results in 5,000 square feet or more of new effective impervious surface, has more than 7,000 square feet of land disturbing activities, converts $\frac{3}{4}$ acres or more from native vegetation to lawn or landscaped areas, or converts 2.5 acres or more native vegetation to pasture;
 - 2) Results in the addition or replacement of more than 1,000 square feet of effective

Commented [TS1]: Maintenance requirements for private stormwater systems are addressed in Section 3.12C.

impervious surface for any of the development or redevelopment activities requiring oil/ water separators per Section 3.11;

- 3) Redevelopment that results in 10,000 square feet or more of replaced effective impervious surface is subject to the provisions of this section for the portion of the site that is redeveloped.
- D. Projects may utilize the Santa Barbara Unit Hydrograph (SBUH) method for hydrologic and hydraulic analysis and facility sizing. A Soil Conservation Society (SCS) Type 1A rainfall distribution resolved to a maximum of 10-minute time intervals shall be used. Otherwise, facilities shall be sized with an approved Continuous Stormwater Modeling software (Western Washington Hydraulic Model of MGSflood).
- 1) Isopluvial maps used for analysis shall be "Isopluvial Maps for Design Storms in Skamania County," as published in National Oceanic and Atmospheric Administration (NOAA) Atlas 2, "Precipitation - Frequency Atlas for the Western United States," Volume IX, Washington.
 - 2) Curve numbers used for analysis shall be as specified in "USDA SCS TR-55", June 1986 published by the SCS.
 - 3) All facilities shall provide emergency overflow routes for storm events that exceed the design capacity of the facility.
- E. If a site is proposed to be constructed in phases, the first phase shall have a stormwater facility designed to accommodate the ultimate development of the site. The stormwater facility may be constructed in phases provided a plan for phasing is submitted and approved by the City Engineer.
- F. Infiltration is the preferred BMP if site conditions are appropriate and groundwater quality will not be impaired. All applicable discharges to groundwater shall comply with the requirements of the Washington State Department of Ecology Underground Injection Control Program.
- 1) Infiltration systems shall be designed and sized in accordance with Chapter 3.3 of Volume III of the Western Washington Manual.
 - 2) Infiltration facilities shall be designed to infiltrate the 100-year design storm. Facilities that infiltrate less than the 100-year design storm shall meet the quantity standards of this section.
- G. Soil groups used for analysis shall be as defined in the most current version of "Hydrologic Soil Groups for Soils in Skamania County," published by the SCS. Alternatively, hydrological soil groups from the United States Department of Agriculture (USDA) "Web Soil Survey" can be used, or soil groups can be established by a Registered Soil Scientist.

3.05 Design of Conveyance Facilities

- A. Storm drain conveyance systems shall be sized to convey the 25-year storm event, and to pass the 100-year storm event through the site with zero property damage. Where a natural drainage way is designated to remain in open-space as shown on the City's Comprehensive Plan, and that drainage way is not part of the regional conveyance facility, stormwater shall be conveyed through that drainage way by closed conduit sized for the 10-year storm event.
- B. Closed conveyance system elements shall be designed to operate in an open flow, not pressure flow regime, for the design storm.
- C. Runoff from the 100-year storm may leave pipes and channels but shall not rise to elevations

more than 2 feet below that of the lowest finished floor of buildings.

- D. For roadway flooding conditions during the 100-year storm, one travel lane in either direction shall remain open to emergency vehicles at all times. A travel lane will be considered to be open to emergency vehicles if the maximum depth of flow in the travel lane does not exceed 0.5 feet.
- E. For parking lot flooding conditions during the 100-year storm, the maximum depth of ponding shall not exceed 1-foot. Storage volumes resulting from ponding in street and parking lot areas may be used to meet the storage requirements of Section 3.09 for the maximum design storm.
- F. Pipelines shall be designed as required below:
 - 1) The minimum pipe size for stormwater main lines shall be 12-inches. The minimum size for pipes connecting inlets to mainline shall be 8-inches.
 - 2) The minimum slope for stormwater mainlines shall be as follows:

Inside Pipe Diameter (inches)	Minimum Pipe Slope		Design Capacity (CFS)	As-built Velocity (fps)
	Design	As-built		
12	0.00250	0.00200	1.786	2.034
15	0.00200	0.00150	2.897	2.044
18	0.00170	0.00120	4.343	2.065
24	0.00110	0.00080	7.523	2.042
30	0.00088	0.00058	12.200	2.018
36	0.00065	0.00045	17.051	2.007

Note: Mains installed at a flatter slope than the allowed as-built slope shall be re-laid by the contractor at their expense.

- G. Minimum slope for pipes connecting inlets to mainlines shall be 0.0050.
- H. Manholes shall be used to connect inlet lines to mainlines and at all locations where there is a change in direction and/or slope.
- I. All ~~inside drops and~~ pollution control structures must be 60 inch or larger diameter structures and must be constructed with pipes; no partitions will be allowed.
- J. All storm sewer pipe shall be one of the following materials meeting the requirements of the Standard Specifications:
 - Smooth Walled Corrugated Polyethylene (ADS N-12 or equal)
 - PVC Sewer Pipe (ASTM D-3034)
 - Class 52 ductile iron
 - PVC Pressure Pipe (AWWA C-900 or C-905)

Changes in pipe material may only occur at structures.
- K. Pipe anchor blocks shall be shown at 20 feet on center where pipe slope exceeds 20%.
- L. Horizontal Locations
 - 1) Locate storm sewer mains in public right-of-way, within the paved road width, per City Standards.
 - 2) Outside of right-of-way, locate utilities in easements through paved areas wherever practical. Particular attention should be given to avoiding landscaped areas where trees

may be planted.

M. Cap ends of existing storm sewer lines to be abandoned as follows:

- 1) Asbestos cement lines: use end cap coupling equal to ROMAC EC501.
- 2) Cast or ductile iron lines: use M.J. cap or plug
- 3) Clay or concrete lines: fill end of line with cement concrete minimum of 12 inches from end of line.
- 4) Plastic lines: use cap or plug fitting compatible with plastic pipe to be abandoned.

N. Depth of Bury (Cover) and Special Protection

- 1) Storm sewer pipe shall be installed with a minimum depth of bury 3 feet from finished grade unless otherwise approved by the City Engineer. In no case will the depth of bury from finished grade be less than 2 feet or greater than 20 feet. Pipe material shall be based on depth of bury from finished grade as outlined below:
- 2) 2.0 feet to 3.0 feet: Ductile iron pipe or AWWA C900.
- 3) 3.0 feet to 20 feet: Any pipe listed in 3.05G.3 above.
- 4) Storm sewer pipe shall be encased in steel casing when crossing under rockeries or retaining walls. The casing shall extend beyond footings or rockery face a minimum of 5 feet or the height of the wall or rockery, whichever is greater.

~~5) Changes in pipe material may only occur at structures.~~

O. Manholes

- 1) Maximum length of main line between manholes shall be 400 feet.
- 2) Where inlets connect to a manhole, the crown of the inlet shall be equal to or above the main line crown, but not to exceed 18 inches above the crown of the main line.
- 3) Manhole Sizing - Manholes shall be sized such that the structural legs between core holes in the wall of the manhole is no less than 8 inches.
 - a. The minimum angle between the incoming and the outgoing pipe shall be 90°, unless otherwise approved by the City Engineer. Pipe shall be radial with the center of manhole.
 - b. The above configurations shall provide adequate shelves and room for maintenance and performing T.V. inspections.
- 4) Access shall be provided to every manhole and shall be appropriately sized for maintenance vehicles as determined by the City Engineer. In necessary locations as determined by the city engineer, vehicle access may be provided to every other manhole.

P. A backwater analysis shall be performed under any of the following conditions:

- 1) Pipes with slopes less than 0.5 percent;
- 2) Pipes with subcritical flow velocities over 6.5 feet per second;
- 3) Stormwater main lines forming an angle of 45 degrees or less at junctions;
- 4) Pipes with inverts less than three feet deep.
- 5) When backwater analysis is required the hydraulic grade line shall be calculated for both the 25 and 100-year storm events. For the 25-year event there shall be a minimum of one foot of freeboard between the water surface and the top of any manhole or catch basin.
- 6) Backwater analysis shall be performed as described in the WSDOT Hydraulics Manual, current edition, as prepared by WSDOT.

- Q. For storm drain systems that use laterals to drain into a centralized pipe system or catch basins, the following Storm Lateral notes shall be placed on the stormwater plans:
- 1) Storm laterals connecting to mains or catch basins shall be installed as a part of the street construction.
 - 2) Storm laterals shall be installed with locate toning wire.
 - 3) Cleanouts shall be installed at the edge of the right-of-way (home side for residential developments).
 - 4) The homeowners' association (HOA) will be responsible for maintenance of the laterals. Public storm mains will be maintained and inspected by the City.
 - 5) Backyard laterals will be privately owned and maintained. Access shall be provided for City inspections.
- R. Horizontal setback requirements:
- 1) 5 feet minimum from covered parking.
 - 2) 10 feet minimum from buildings and retaining walls, or equal to depth of pipe, whichever is greater.
 - 3) 20 feet minimum easement shall be provided between buildings.
 - 4) When passing between any two buildings (residential or commercial, etc.) which are 25 feet apart or less: the sewer line shall be oversized two (2) nominal pipe sizes above the capacity requirements between nearest manholes beyond limits of buildings.

3.06 Clearances / Other Utilities

- A. Water services and inlet lines shall have at least 5 feet horizontal separation.
- B. Check for crossing or parallel utilities. Maintain minimum vertical and horizontal clearances. Avoid crossing at highly acute angles (smallest angle measure between utilities should be 45 degrees).
- C. Horizontal clearances between the storm sewer and all other utilities shall be a minimum, of 5 feet.
- D. Vertical clearances between the storm sewer and all other utilities shall be a minimum of 1 foot.

3.07 Connections to Existing Systems

- A. New storm sewer mains shall connect to existing storm sewer mains at existing manholes, or with new manhole on existing sewer per standard detail.
- B. Where the new main is larger in diameter than the existing downstream main, check that capacity of existing main is not exceeded by flow from new main.
- C. If connecting to an existing manhole which has access less than 24 inches in diameter and/or a concentric cone (manholes over 5 feet deep), the manhole shall be upgraded to include a new 24- inch frame and cover and/or eccentric cone.

3.08 Design of Stormwater Inlets

Stormwater inlets shall be designed and installed so that stormwater does not accumulate on or flow across roadways. The following general guidelines shall be used in designing stormwater inlets:

- A. Inlet spacing shall be based upon the amount of water that each inlet can capture. Inlet calculations shall be included in the Stormwater Technical Information Report.

B. In lieu of providing inlet calculations, the following maximum inlet spacing may be used:

Roadway Slope (%)	Maximum Spacing (lf)
0.5 to 1	200
1 to 6	350
6 to 8	250
8 to 12	150
12 to 15	100

These spacings shall be allowed assuming roadway cross-sections from City standards are retained. If roadway sections vary from the approved standard cross-sections, an inlet spacing analysis shall be required to be completed following the requirements within the WSDOT Hydraulics Manual for on grade and sag locations per Section 5-4.

- C. For most cases, inlets should be Type 1 catch basins with herring bone grates. For slopes greater than 4%, vaned grates should be used. At the bottom of sag vertical curbs, combination curb inlets shall be used.
- D. Curb inlets may be used in certain situations with approval of the City Engineer.
- E. Inlets should not be located directly in front of ADA ramps. Inlets should be located so as to reduce the amount of water passing in front of ADA ramps.
- F. Catch basins shall be WSDOT Type 1 or Type 2, as necessary. Type 1 catch basins shall have a minimum catch of 18-inches below the invert. Type 2 catch basins shall have a minimum catch of 24-inches below the invert.

3.09 Design of Stormwater Detention Facilities

Stormwater detention facilities shall be designed to provide adequate access for maintenance. Underground detention facilities shall be designed to provide inspection access points at both ends of facility or where deemed necessary to provide proper inspection and maintenance.

The following general guidelines shall be used in designing stormwater detention facilities:

- A. Facilities shall be designed in accordance with the 2019 Western Washington Manual, except as amended herein.
- B. Stormwater facilities shall be fenced as required by the Western Washington ~~m~~Manual. Natural looking non-fenced facilities are strongly encouraged wherever possible.
- C. Facilities shall be identified with a sign (see Section 3.14).
- D. Facilities shall be provided with a paved access road with a maximum slope of 15%, unless approved by the City Engineer. Gravel access roads are allowed in private facilities that are to be privately owned and maintained. A turnaround shall be provided for all access roads unless approved by the City Engineer.
- E. When sizing facilities and calculating the rate and volume of runoff leaving a project site, the following criteria shall be met:
 - 1) The peak release rate for the two-year design storm after development shall not exceed one-half the pre-developed two-year design storm peak runoff rate.
 - 2) The peak release rate for the 10- and 100-year design storms after development shall not exceed the respective pre-developed design storm peak runoff rates.

- 3) After meeting the requirements of subsections (D)(1) and (D)(2) of this section, the pond volume shall be increased by the following multiplication factor F: $F = (\text{composite curve number} / 46) - 0.6$. This correction factor is to be applied to the volume of the pond without changing its depth or the design of its outlet structure, which shall result in an increase in surface area.

3.10 Design of Stormwater Quality Treatment Facilities

- A. Stormwater treatment facilities shall be designed in accordance with the Western Washington Manual. Facilities shall be designed to provide adequate access for maintenance.
- B. Treatment facilities shall be sized to capture, hold and treat the water quality design storm as follows:
 - 1) Water Quality Design Storm Volume: The volume of runoff predicted from a 24-hour storm with a six-month return frequency (a.k.a., six-month, 24-hour storm. This storm may be assumed to be 2/3 of the 2-year, 24-hour storm).
 - 2) Water Quality Design Storm Flow Rate: The flow rate predicted from a 24-hour storm with a six-month return frequency (a.k.a., six-month, 24-hour storm).
- C. Downstream of detention facilities the water quality design flow rate must be the full two-year release rate from the detention facility. Alternative methods may be used if they identify volumes and flow rates that are at least equivalent.
- D. Water quality treatment of runoff from sidewalks, separated bike paths, roofs, fenced fire lanes, trails and infrequently used maintenance access roads is not required if the stormwater drains away from pollution generating surfaces. Runoff from these surfaces that mix with runoff from pollution generating surfaces will require treatment.
- E. For vegetated wet facilities, including, but not limited to, wet biofiltration swales, stormwater treatment wetlands, wet ponds and wetpools, plantings are required to be plugs, rootstock or nursery stock. Seeding of wet facilities is not allowed unless it can be demonstrated to the satisfaction of the City Engineer that facility vegetation will be fully established before the facility receives stormwater.
- F. Bioretention facilities shall be designed as detailed and defined in the Western Washington Manual. Bioretention facility sizing shall be determined with an approved Continuous Storm Water Modelling system (Western Washington Hydraulic Model [WWHM] or MGSflood).
- G. The level of treatment for projects for basic or enhanced/metals will be determined from the Western Washington Manual. Unless identified below, projects will be required to meet basic level of treatment if triggered:

Enhanced treatment is required for the following project sites that discharge to fish-bearing streams, lakes, or to waters or conveyance systems tributary to fish-bearing streams or lakes:

 - Industrial project sites
 - Commercial project sites
 - Multi-family project sites
 - Roads with an AADT of 7,500 or greater
- H. Where mechanical treatment is used within the public right-of-way, the following are the approved devices for use by the City:
 - 1) Basic Treatment

- a. StormFilter using ZPG Media by Contech Engineered Solutions, LLC
 - b. PhosphoSorb Media will be allowed where required to meet Washington Department of Ecology TMDL requirements.
- 2) Enhanced/Metals Treatment - Filterra System by Contech Engineered Solutions, LLC

Where conflicts exist with the above listed systems, the developer's engineer may request a design modification following requirements Section 1.17 addressed to the City Engineer. Submittal of the design modification does not indicate approval of the alternative, and allowance to deviate from the required structures will be at the discretion of the City Engineer.

3.11 Oil/Water Separators

- A. Oil/water separators shall be designed in accordance with Chapter 11 of Volume V of the Western Washington Manual.
- B. The following development activities require American Petroleum Institute (API) or Coalescing Plate Separator (CPS)-type oil/water separators:
 - 1) Industrial machinery and equipment, trucks and trailer, aircraft, parts and aerospace, railroad equipment
 - 2) Log storage and sorting yards
 - 3) Airfields and aircraft maintenance
 - 4) Fleet vehicle yards
 - 5) Railroads
 - 6) Fueling stations
 - 7) Retail/wholesale vehicle and equipment dealers
 - 8) Vehicle maintenance and repair
 - 9) Construction businesses including paving, heavy equipment storage and maintenance, storage of petroleum products (this does not include construction sites)
 - 10) Other activities that exhibit a significant risk of high oil loading in runoff.
- C. The following development activities shall require Spill Control (SC) type oil/water separators
 - 1) Restaurants
 - 2) Multi-family residential projects creating parking spaces for twenty-five (25) or more vehicles
 - 3) Other activities where the risk of oil spills or illegal dumping of oil or grease is significant as determined by the City Engineer C.
- D. For development activities cited in subsections B and C above, oil/water separators shall not be required on portions of a site where the risk of oil or grease spills or dumping is minimal.

3.12 Maintenance and Ownership.

- A. Ownership of Stormwater Facilities - Private ownership of stormwater facilities is required where the facility will treat runoff from private property, as well as where private runoff and runoff from public right-of way will be combined prior to treatment. City ownership of stormwater facilities is required for all facilities that will treat only runoff from the right-of-way. Such facilities are to be located within a public right-of-way.
- B. Acceptance of Ownership by the City.

- 1) Provisional Acceptance. Stormwater facilities which are to be owned by the City will be provisionally accepted for ownership upon the approval of the record drawings and approval of an inspection of the facilities by the City. Provisional acceptance of the facilities shall not relieve the applicant from any obligation to undertake any remedial measures to correct deficiencies in the design, construction, maintenance or operation of the facilities.
 - 2) Final Acceptance of Ownership by the City. No sooner than twenty-four (24) months following the provisional acceptance of the facilities, the applicant shall notify the City Engineer that the facilities are eligible for final acceptance of ownership by the City. Prior to their final acceptance for ownership, the facilities shall be inspected to determine that they are in satisfactory condition. The City Engineer may require the applicant to conduct tests of the facilities to reasonably demonstrate that they are operating as designed and to the City standards for quality and quantity control as a condition of final acceptance. Upon approval of the facilities by the City Engineer and all necessary ownerships and easements entitling the City to properly access and maintain the facilities have been conveyed to the City and recorded with the County Auditor, they will be finally accepted for ownership by the City.
- C. Maintenance of Stormwater Facilities.
- 1) City-Owned Facilities.
 - a. Initial Maintenance and Repair. For a period of at least two (2) years following the provisional acceptance of stormwater facilities or thereafter until the facilities are finally accepted by the City, the developer constructing the facilities shall maintain, repair, redesign, reconstruct the facilities to ensure that they operate as designed and to the City standards for quality and quantity control. This obligation shall extend to remedying any damage caused to the facilities by builders or other third parties during the initial maintenance period. The required maintenance shall be performed according to the Stormwater Facilities Maintenance Manual as adopted by Clark County, Washington and as stated in the Stormwater Technical Information Report.
 - b. During the initial maintenance period, remedial work to correct deficiencies shall be the responsibility of the developer and shall be completed prior to final acceptance. Required remedial work to correct maintenance and construction deficiencies shall be completed by the applicant prior to final acceptance.
 - c. Long-Term Maintenance. Following their final acceptance for City ownership, the City shall maintain stormwater facilities.
 - 2) Privately Owned Facilities.
 - a. Responsibility for Maintenance. The City shall not be responsible for maintaining privately owned stormwater facilities. For stormwater facilities for which the City will not provide ~~long-term~~ maintenance, the developer shall make arrangements with the existing or future (as appropriate) occupants or owners of the subject property for assumption of maintenance in accordance with the Western Washington Manual. The City Engineer ~~prior to City approval of the final stormwater plan~~ shall approve ~~have approval of~~ such arrangements prior to City approval of the final stormwater plan. Final plats shall specify the party(ies) responsible for long-term maintenance of stormwater facilities within the Plat notes for the subdivision or short plat.
 - b. Initial Maintenance and Repair. For a period of at least two (2) years following the provisional acceptance of stormwater facilities or thereafter until the facilities are finally accepted by the City, the developer constructing the facilities shall maintain, repair, redesign, reconstruct the facilities to ensure that they operate as designed and

to the City standards for quality and quantity control. This obligation shall extend to remedying any damage caused to the facilities by builders or other third parties during the initial maintenance period.

- c. During the initial maintenance period, remedial work to correct deficiencies shall be the responsibility of the developer and shall be completed prior to final acceptance. Required remedial work to correct maintenance and construction deficiencies shall be completed by the applicant prior to final acceptance.
- d. Long-Term Maintenance. Following final acceptance, the responsible parties shall maintain stormwater facilities.
- e. Easements Required. Easements or a covenant acceptable to the City Engineer shall be provided to the City for purposes of inspection of privately maintained facilities. The minimum dimensions of easements for stormwater facilities are as follows:
 - (i) Easements shall allow access to all areas within the pond and drainage structures by standard maintenance equipment vehicles
 - (ii) Widths of easements for conveyance facilities shall be a minimum of 15 foot in width, unless otherwise approved or required by the City Engineer.
 - (iii) Commercial sites shall provide covenant over the property for access and inspection for City staff of storm infrastructure and facilities.

3.143.11 Location of Stormwater Facilities

- A. Runoff treatment and runoff control facilities shall be located prior to the point of discharge into a stream, lake, or fish-bearing water or prior to discharge to groundwater.
- B. Unless otherwise approved by the City Engineer, infiltration systems shall be located as follows:
 - 1) 50 feet from the top of any slope greater than 15%;
 - 2) 100 feet from domestic and municipal water supply wells; and
 - 3) 100 feet from existing or proposed septic drain fields.
 - 4) Located to prevent influencing existing or proposed building foundations.
- C. Swales and other stormwater treatment facilities using biofiltration shall be located outside easements and corridors used by phone, electric, water, natural gas, and other utilities unless the utilities are installed prior to construction of the biofiltration system.
- D. Stormwater facilities other than closed conveyance systems shall be located at least one hundred feet from existing and proposed on-site sewage system drain fields.
- E. Stormwater facilities located in critical area buffers shall comply with the applicable siting restrictions in SMC 18.13.

3.143.12 Signing and Fencing

- A. Above ground detention facilities shall be fenced following the requirements of the Western Washington Manual.
- B. All facilities shall be provided with a free-standing sign as placed for maximum visibility from adjacent streets, sidewalks, and path follows:
 - 1) Sign shall be on a 48-inch by 24-inch aluminum sheet of 0.1250 gauge
 - a. Top of sign no higher than 42 inches from ground surface.

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- b. Do not block any access road.
 - c. Do not place within 6 feet of structural facilities (e.g. manholes, spillways, pipe inlets).
 - 2) Sheeting to be non-reflective vinyl
 - 3) Lettering on signage shall be silk screen enamel where possible, or vinyl letters.
 - 4) Sign background to be of a beige color, with teal letters.
 - a. Sign to have 1/8-inch-wide white border with located 1/4 inch from edge of sign
 - 5) Text shall be Helvetica Condensed with the following heights:
 - a. Main Title: 3-inch height
 - i. Main title shall describe the main facility type (i.e. Stormwater Pond, Stormwater Treatment Wetland, etc.)
 - b. Sub-Title: 1-1/2 inch height
 - i. Sub-title shall describe maintainer of facility and contact information.
 - c. Text: 1-inch height
 - i. Text shall include educational information about the facility and its function.
 - ii. If facility is lined, text shall reflect this feature.
 - 6) All text shall be located no closer than 1-3/4-inch from border.
- B.C.** Posts shall be made of pressure treated 4-inch by 4-inch posts and shall extend 1-1/2 inch above sign with beveled tops. Post shall be installed in 8-inch diameter concrete filled holes 30-inch into the ground.

CHAPTER 5 - WATER

5.00 General Approval Requirements

- A. See Chapter 1 for general construction requirements, including the requirements for extension to limits of property, and surety bond, ~~and~~ utility review.
- B. In the City's water service area, watermain extensions are required to assure orderly and adequate extension of the water utility system. These extensions are to be in accordance with requirements of development and service availability as established by the City and the Washington State Department of Health.
- C. Water mains shall be extended to the limits of the property being served for service to adjacent parcels where directed by the City Engineer.

5.01 Planning Criteria

- A. Ensure adjacent properties can be provided water service (extend to extreme of property with adequate capacity and pressure).
- B. Demand projections:
 - 1) Unit demand, Average daily demand (ADD):
 - a) Single family residential - 160 gallons per capita per day (GPCD), or 400 gallons per day per Equivalent Residential Unit
 - b) Multi-family residential (per unit) - 80 GPCD
 - c) Nonresidential - Use WSDOH Water System Design Manual Table 3-2
 - 2) Peaking factors:
 - a) Maximum day demand (MDD) = $ADD \times 2.4$
 - b) Peak Hour Demand = Use WSDOH Water System Design Manual Equation 3-1.
- C. System parameters:
 - a) Water velocity in mains - velocities shall not exceed 10 feet per second during highest demand and fire flow.
 - b) Distribution system pressures (measured at building elevation):

Desirable-	Minimum 50 psi
	Maximum 80 psi
Allowable-	Minimum 40 psi
	Maximum 100 psi
 - c) Pressure reducing valves are required on all services when water pressure exceeds 80 psi and shall be installed on individual services rather than main lines unless otherwise directed by the City Engineer.
 - d) Reservoir replenishment - facilities (e.g., transmission mains, pump stations) shall be sized to enable storage facilities to be refilled within 1 day after an emergency or major fire.
- D. Fire flow requirements shall be as determined by the Skamania County Fire Marshal.
 - 1) Determination of available fire flow shall be computed using a computer simulated model acceptable to the City with a base demand equal to the maximum daily demand.
 - 2) Minimum system pressure during fire flow analysis shall be 20 psi at all hydrants and

throughout the water system.

5.02 General Design Standards

- A. Check that base map conforms to all requirements listed per Chapter 1.
- B. Thrust Restraint
 - 1) All thrust restraint for waterlines shall be accomplished through the use of restrained joints. Restrained joints for pipe shall be appropriately designed for the required test pressure.
 - 2) Collar thrust blocks or other special blocking designs may be used if necessary. Show all blocking on plans and profiles.
 - 3) A restraint table shall be provided in the plan set for the pipe size and fittings used.
- C. Check with City Engineer to determine how surrounding development will affect design:
 - 1) Serve to extreme of property if adjacent property has potential for future development.
 - 2) All systems shall be looped systems where possible.
 - 3) Where dead end lines cannot practically be avoided as determined by the City Engineer, a permanent blowoff capable of providing a 2.5 fps flushing velocity shall be provided along with provisions as needed for disposal of flushing water.
- D. To assure compatibility with existing system, check with City Engineer to determine hydraulic gradients.
- E. Cap end of existing water lines to be abandoned as follows:
 - 1) Asbestos cement lines: use end cap coupling and thrust blocking.
 - 2) Cast or ductile iron lines: Use M.J. cap or plug and thrust blocking.
- F. Minimum watermain size
 - 1) 8-inch minimum diameter when serving fire hydrants.
 - 2) 6-inch minimum diameter may be used in localized conditions where fire hydrants are served by looped lines, subject to City Engineer approval.
- G. One water sampling station shall be provided for every one-hundred (100) lots developed. All subdivisions with more than fifty (50) lots shall install a sampling station.
- H. No lengths of ductile iron pipe less than 3 feet in length will be allowed to be installed with the exception of valve and tee/cross connections.
- I. Local high points and local low points shall be avoided whenever possible. Air release valves shall be installed where necessary at high points in watermain to allow for release of air. Blow-off assemblies will not be required unless requested otherwise by City. Where feasible, locate hydrant assemblies at low points to allow for removal of sediments.
- J. Toning wire shall be included on all pipe installations.

5.03 Valving

- A. 500 feet maximum distance between valves on distribution mains. Long transmission mains with limited services may provide isolation valves at 1,000 foot spacing with the approval of the City Engineer.
- B. Provide valves at both ends of an easement.
- C. Valves shall be placed at all legs of watermain intersections, unless otherwise indicated by the City.
- D. Additional valving may be required for area isolation.

- E. Valves 12 inches and smaller shall be gate valves.
- F. Valves 14 inches and greater shall be butterfly valves.
- G. An in-line valve with appropriate restraint shall be placed at all temporary dead-ends that are likely to be extended in the future to facilitate future connection.

5.04 Fire Hydrants

- A. Fire hydrants shall be public if they are serviced off of a public water main, whether on public or private property. Public fire hydrants and the connecting water main shall be placed in a public easement.
- B. Fire hydrants may be private when they are located past (after) a private water meter and are served by a private water main.
- C. The number and locations of fire hydrants, fire flow requirements and fire sprinkler components will be determined by the Skamania County Fire Marshal. Following are general requirements for fire hydrant locations:
 - 1) Commercial Buildings: Fire hydrants shall be located so that no part of a commercial building is more than 250 feet from a fire hydrant measured along a route accessible to fire department vehicles. When a fire department connection (FDC) is installed in conjunction with an automatic sprinkler system, it is required to have a fire hydrant located within 40 feet of the FDC. The FDC shall be located remote from the building and outside of the building collapse zone. This area should be clearly marked "Fire Zone No Parking". No building access road can be blocked by a fire hose while making the fire department connection.
 - 2) Non-Commercial Buildings: Unless otherwise approved by the Skamania County Fire Marshal, a fire hydrant shall be placed at each street intersection, or at spacing not exceeding 600 feet. Intermediate hydrants are required when the distances to any part of non-commercial buildings exceeds 500 feet measured along a route accessible to fire department vehicles.
 - 3) Industrial and Commercial Buildings: Fire hydrants located in street right-of-way shall not be placed within 25 feet of the top of a driveway flare.
- D. Fire hydrants shall not be connected to mains less than 8 inches, or 6 inches in diameter where the length of the 6-inch main is less than 50 feet.
- E. Fireline/hydrant runs 50 feet or greater in length must be 8 inches in diameter (terminate with tee, plug and hydrant assembly).
- F. Hydrants shall be located minimum 50 feet from any building, unless approved by the Fire Marshal.
- G. As per the IFC, fire hydrants shall be located to allow a 36-inch clear space surrounding the hydrant. For example, street lights, sign posts, protective posts, or retaining walls shall be no closer than 36 inches from the nearest portion of a hydrant. There shall also be no obstructions directly in line with any of the ports of the hydrant.
- H. Piping between fire sprinkler vaults and protected buildings shall not be shown on water design.
- I. Guard posts are to be used only in parking lots when no curbs are present or in exposed areas in parking lots.
- J. Fire hydrants more than 15 feet from an approved access road or fire lane that serves a proposed building shall not be counted in any calculation of fire hydrant spacing. On-site fire

hydrants and water supplies on adjacent properties shall not be considered available, unless accessible by fire apparatus on an approved access road. Fire hydrants located on the opposite side of a roadway shall not be considered in the fire hydrant placement calculations unless specifically approved by the Fire Marshal.

5.05 Pipe Class/Protection/Cover

- A. All waterlines shall be ductile iron pipe Class 52 unless otherwise noted herein.
- B. When crossing under rockeries and retaining walls, pipe shall be installed in a steel casing that extends beyond the footings or rockery face a minimum of 5 feet and extends beyond the back of rockery or wall equal to the height of the wall or rockery or a minimum of 5 feet.
- C. Watermain depth of cover shall be 3 feet minimum and 6 feet maximum from final grade.
- D. Building setback requirements:
 - 5 feet minimum from covered parking to watermain.
 - 10 feet minimum from building (and retaining walls) to watermain.
 - 20 feet minimum easement shall be provided between buildings.

When passing between single family residential buildings which are 25 feet apart or less, Class 53 ductile iron pipe shall be used to a point 5 feet beyond the limits of building.

When passing between commercial or multifamily buildings which are 25 feet apart or less, the waterline shall be encased in steel pipe to a point 5' feet beyond the limits of the building. The casing shall be wrapped with polyethylene.

- E. All ductile iron pipe and adjacent fittings shall be encased in 8-mil polyethylene per AWWA C-105 when crossing gas lines or paralleling within 5 feet.

5.06 Clearances/Other Utilities

- A. Clearances between water and sanitary sewer mains shall be as follows:

Horizontal and Vertical Separation (Parallel)

A minimum horizontal separation of 10 feet between water lines and any existing or proposed sanitary sewers, and a minimum vertical separation of 18 inches between the bottom of the water line and the crown of sanitary sewers shall be maintained. The distance shall be measured edge to edge (i.e., from the outer diameter of the pipes.) as shown in Figure C1-2 in the Criteria for Sewage Works Design (rev. 10/2006).

Vertical Separation (Perpendicular)

Water lines crossing Sewer lines at angles including perpendicular shall be laid above the sewer lines to provide a separation of at least 18 inches between the invert of the water line and the crown of the sewer. In the event 18-inches of vertical separation cannot be achieved or the sewer line is required to be installed above the water line, the following is required.

- 1) Gravity Sewers Passing Under Water Lines: Sewer pipe shall be encased in controlled density fill (CDF) with a minimum compressive strength of 300 psi, or in a one quarter-inch thick continuous steel, ductile iron, or pressure rated PVC pipe with a dimension ratio (DR) of 18 or less, with all voids pressure-grouted with sand-cement grout or bentonite. Commercially available pipe skirts and end seals are acceptable. When using steel or ductile iron casing, the casing shall be encased in 8-mil polyethylene per AWWA C- 105. Encasement shall extend a minimum of 10- feet on each side of the crossing. One full stick of sewer pipe shall be centered at the point of crossing so that

the joints will be equidistant and as far as possible from the water line. The sewer pipe shall be the longest standard length available from the manufacturer.

- 2) Gravity Sewers Passing Over Water Lines: Waterlines shall be protected by providing:
 - a) A vertical separation of at least 18 inches between the invert of the sewer and the crown of the water line (outside of pipe to outside of pipe).
 - b) Structural support for the sewer to prevent excessive deflection of joints and settling on and breaking of the water lines.
 - c) The stick of sewer pipe shall be centered at the point of crossing so that the joints will be equidistant and as far as possible from the water line. The sewer pipe shall be the longest standard length available from the manufacturer.
 - d) The water line shall be encased in controlled density fill (CDF) with a minimum compressive strength of 300 psi, or in a one quarter-inch thick continuous steel ductile iron casing, or in a continuous pressure rated PVC pipe casing with a dimension ratio (DR) of 18 or less, with pipe voids pressure-grouted with sand-cement grout or bentonite. Commercially available pipe skirts and end seals are acceptable. When using steel or ductile iron casing, the casing shall be encased in 8-mil polyethylene per AWWA C- 105. Encasement shall extend a minimum of 10- feet on each side of the crossing.

- 3) Pressure Sewers under Water Lines: Pressure sewers shall be constructed only under water lines with pressure rated pipe encased in controlled density fill (CDF) with a minimum compressive strength of 300 psi, or in a one quarter-inch thick continuous steel, ductile iron, or pressure rated PVC pipe with a dimension ratio (DR) of 18 or less, with all voids pressure-grouted with sand-cement grout or bentonite. Commercially available pipe skirts and end seals are acceptable. When using steel or ductile iron casing, design consideration for corrosion protection should be considered. Encasement shall extend a minimum of 10- feet on each side of the crossing. One full stick of sewer pipe shall be centered at the point of crossing so that the joints will be equidistant and as far as possible from the water line. The sewer pipe shall be the longest standard length available from the manufacturer.

B. Check for crossing or parallel utilities. Maintain minimum vertical and horizontal clearances. Avoid crossing at highly acute angles (smallest angle measure between utilities should be 45 degrees).

C. At points where thrust blocking is required, minimum clearance between the concrete blocking and other buried utilities or structures shall be 5 feet.

D. Horizontal clearances from watermain:

Cable TV	5 feet
Natural gas	5 feet
Power	5 feet
Storm	5 feet
Telephone/fiber optic	5 feet

E. Vertical clearances from watermain:

Cable TV	1 foot
Natural gas	1 foot
Power	1 foot
Storm	1 foot

Telephone/fiber optic 1 foot

- F. The developer/contractor is responsible for sending a letter and preliminary plan to existing utilities to inform them of new construction and requesting as-built information for incorporation into plans. At a minimum the following utilities shall be contacted:
- Cable television
 - Natural gas
 - Power
 - Telephone/fiber optic

5.07 Slopes

- A. Vertical bends shall be used when joint deflection would exceed 5 degrees.
- B. All pipe joints shall be restrained where slopes are 20% or greater. Anchors shall be used in conjunction with joint restraint where slopes are 25% or greater.

5.08 Connections to Existing System

- A. When tapping water mains, use stainless steel full booted tees conforming to 18-8 Type 304 stainless steel with a CF 8 cast stainless steel flanged end with ANSI 150 lb drilling. Bolts and hardware shall be Type 304 stainless steel.
- B. Connections to existing mains 8-inch diameter and larger shall be via a wet tap unless otherwise approved by the City.
- C. Connections to existing mains smaller than 8-inches in diameter shall be by cutting in a tee, unless otherwise approved by the City Engineer.
- D. Size on size tapping tees are not allowed unless otherwise approved by the City Engineer.

5.09 Easements

- A. Show all utility easements and identify width. If easement is defined as a constant width on each side of watermain, then show a segment of the easement and label as typical (typ).
- B. All easements shall be a minimum of 15 foot in width, except as noted in 4.05(D), unless otherwise approved or required by the City Engineer.

5.10 Services

- A. Locate water services and indicate size. Sizes shall be determined by the developer and approved by the City Engineer.
- B. For offices, multi-family developments and plats with planter areas, provide irrigation services. Irrigation shall be by separate water main connection and service unless approved by the City Engineer. Deduct meters may be allowed for commercial/industrial development.
- C. Static service pressures at ground floor elevation shall be determined at all lots/buildings to ensure compliance with system pressure standards.
- D. Identify lots/buildings where pressure reducing valves are required. Individual service PRVs shall be placed on the customer side of service lines (after water meter box) when service pressures exceed 80 psi.
- E. Meter boxes shall be located within the right-of-way inside the corresponding property lines for the lot being served and outside of hard surfaces where practical. Where no other option exists and meter box has to be installed in a paved surface, a Design Modification request per

Section 1.17 shall be sent to City for review and approval and traffic bearing lids are required.

5.11 Backflow Prevention

- A. Private fire protection systems, irrigation systems and special domestic services shall comply with minimum backflow requirements as outlined in the following charts.
- B. Installation shall comply with the City of Stevenson requirements and Washington State Department of Health regulations.
- C. A minimum of a double check valve assembly shall be installed behind the water meter. Service pipe and backflow devices installed after the water meter are considered private and the responsibility of the property owner to maintain.
- D. Food carts shall include a reduced pressure backflow assembly after water meter connections and prior to connection to the unit.
- E. All private fire systems, including double check valve assemblies from the mainline control gate valve, shall be owned and maintained by the property owner.
- F. All backflow assemblies for domestic water service lines shall be installed in vaults outside of building as close as possible to supplying main. All backflow assemblies for fire supply lines shall be installed inside of the sprinkled structure.
- G. Fire systems in existing buildings being revised or upgraded shall comply with current regulations.
- H. Special "health hazard" facilities (facilities named in cross-connection control W.A.C. 248-54-285) such as hospitals, morgues, wastewater plants, metal plating facilities, laboratories, and food beverage plants, are required to have backflow prevention devices as noted.

Private Fire Lines and Fire Sprinkler System Chart

	Double Check Valve Assembly	Double Check Valve Assembly with Detector	Reduced Pressure Backflow Assembly	Reduced Pressure Backflow Assembly with Detector
Fire system without chemical addition - 3-inch & larger		X		
Fire system without chemical addition - 3/4-inch to 2-1/2-inch	X			
Fire system with chemical addition				X
Private fire system with hydrants		X		

Notes:

1. All backflow prevention assemblies require test and inspection at the time of installation and annual test thereafter.
2. Backflow assemblies shall be installed per the standards details.

Irrigation and Domestic Service Backflow Protection Chart

	Double Check Valve Assembly	Reduced Pressure Backflow Assembly	Double Check Valve Assembly and bypass
Irrigation system - (without chemical injection)	X		
Irrigation systems - (with chemical injection)		X	
Tall buildings - over 30 feet above ground level <u>or</u> with in-line booster pump interrupted service permissible	X		
Tall building - over 30 feet above ground level <u>or</u> with in-line booster pump uninterrupted service required			X
Facilities with health hazards, i.e., hospitals, laboratories, sewage lift stations, car washes etc.**		X	

Notes:

1. All backflow prevention assemblies require test and inspection at the time of installation and annually test thereafter.
2. Backflow assemblies shall be installed per the standards details.
3. If service is uninterruptable, then bypass with RPBD is required.

5.12 Satellite (Remote) Water Systems

- I. Applicability. It is the City’s policy to require all customers to be served by direct extension of water mains from the City’s water system. Where satellite (remote) water systems are authorized by the City, they shall be designed per these standards.
- J. Well and Well Pump
 - 1) Two wells required, each of equal size, depth, and equipment.
 - 2) 8-inch minimum diameter casing.

- 3) Stainless steel screen.
- 4) 480 Volt 3-phase well pump.

K. Well Pump Building

- 1) Each well located in a well pump building having a minimum of 5-foot clear distance between well and building walls with access provided for well maintenance.
- 2) One of the pump buildings shall have an emergency generator with automatic starter, and two days of fuel supply at full load.
- 3) Removable roof on building.
- 4) Architectural features as follows:
 - a. Coated metal roof.
 - b. Split-face CMU walls.
 - c. Two metal doors with panic hardware.
 - d. Separate room for emergency generator.
 - e. A thermostat operated heater.
 - f. Automatic ventilation.
- 5) Controls to include radio or phone telemetry.
- 6) Water treatment as necessary to meet all drinking water standards and chlorine disinfection.

L. Distribution System

- 1) Ductile iron pipe with design and construction per City's standards.

5.13 Reclaimed Water Systems

All reclaimed water systems shall meet applicable State standards for the distribution and use of reclaimed water. Where reclaimed water is available for use, the City may require that this water source be given preference as a substitute for non-potable water or irrigation use. Where reclaimed water systems are authorized, they shall be designed per Washington State Department of Ecology standards.

CHAPTER 6 - WASTEWATER

6.00 General Approval Requirements

- A. See Chapter 1 for general construction requirements, including the requirements for extension of all sewer conveyance pipes to limits of property, surety bond, utility review, and other general requirements.
- B. In the sewer service area, sewer main extensions are required to assure orderly and adequate extension of the sewer utility system. These extensions are to be in accordance with requirements of development and service availability as established by the City and the Washington State Department of Ecology.
- C. Design and construction of sewer mains and facilities, including but not limited to: sewer lift stations, telemetering facilities and appurtenances shall be in compliance with the latest edition of the City's ordinances, latest revision to the City's General Sewer Plan, these Standards, the Standard Details and the latest issue or revision of "Criteria for Sewage Work Design" published by the Washington State Department of Ecology.
- D. No connections from storm drainage systems shall be made to the sanitary sewer system unless approved by the City Engineer and only under special circumstances (i.e. covered parking, wash down areas around garbage collection dumpsters with an area less than 200 sq. ft.).

6.01 Planning Criteria

- A. Sewer service shall be provided by a gravity system, unless approved otherwise by the City Engineer.
- B. Ensure sewer service can be provided to adjacent properties. Extend sewers to extreme of property and design for the ultimate development of the tributary areas.
- C. Demand Projections:
 - 1) Sewer systems shall be designed on the basis of per capita flows for the design period in conjunction with a peaking factor or approved alternative methods.
 - 2) Residential - Residential population is 2.66 people per household; 100 gallons per capita per day (GPCD)
 - 3) Commercial and Industrial - 15 GPCD
 - 4) Student Enrollment – 15 GPCD
- D. Peaking Factors:
 - 1) Where average day demands are 50 gallons or less, the design peaking factor shall be 4.
 - 2) Where average day demands are between 50 and 1,000 GPM, the design peaking factor will vary linearly between 4 and 2.5 respectively.
 - 3) Where average day demands are greater than 1,000 GPM the design peaking shall be 2.5.
- E. Infiltration/inflow (I/I) allowances:
 - 1) For new systems an I/I allowance of 1,100 gallons per acre per day (GPAD) shall be used.
 - 2) On existing sewer systems, I/I allowance shall be determined through a flow analysis.
- F. System Parameters:
 - 1) New sewer lines shall be designed so that under ultimate development peak flow, including I/I, shall not exceed 50% capacity of the line. Existing lines can have peak flows to 75% capacity of the line. Capacity analysis using an approved sewer model shall be conducted to verify sewer flows.

6.02 Main Line Extensions

- A. In residential and commercial areas, the minimum size sewer main to be installed shall be 8-inches. Larger sewer mains will be required where it is determined by the City that an 8-inch sewer is inadequate to handle the capacity of the users in the new or downstream facility, or for future service needs.
- B. Minimum depth: Sanitary sewers shall:
 - 1) have a minimum depth of cover of eight (8) feet unless approved in writing by the City Engineer and shall not have a depth of cover less than three (3) feet when subject to vehicular traffic
 - 2) Be deep enough to prevent freezing and physical damage
 - 3) Be designed at an elevation that is sufficient to serve the limits of the service basin; and
 - 4) Be of sufficient depth to serve existing and proposed basements
- C. Minimum slopes: All sewers shall be designed and constructed to give mean velocities, when flowing full, of not less than 2.0 fps. Table 6.1 lists the minimum slopes that should be provided; however, slopes greater than those listed in this table are desirable under low-flow conditions.

TABLE 6.1 MINIMUM PIPE SLOPES	
Sewer Size (Inches)	Minimum Slope (Feet Per 100 Feet)
8	0.45
10	0.28
12	0.22
15	0.15
16	0.14
18	0.12
21	0.10
24	0.08

- D. Maximum main line slope shall not induce velocities greater than 15 feet per second under daily peak flows.
- E. Pipe anchors shall be provided at 20' on center where pipe slope exceeds 20%.
- F. Sewers shall be located within public right-of-way whenever possible.
- G. All sewer mains designed on public utility tracts shall have a minimum of one percent (1%) slope and shall be offset from the property line with manhole accesses located on offsets ten (10) feet from property lines and property corners.
- H. Sewer mains shall be extended through and to the extremes of the property being developed, to provide connection points for future development of unserved property as determined by the City. The depth of the main shall be determined by the applicants' Engineer and approved by the City. This shall be done by evaluating the feasible drainage basin that could contribute to that mainline and design the depth accordingly.
- I. All manholes and cleanouts shall be constructed to finished grade. Any re-adjustment of finish grade by the Developer or lot owner shall require that party to adjust the manhole and/or cleanout fixtures to the new finished grade.

J. Manhole and cleanouts covers shall be set flush with ground surface. Manholes in unimproved surfaces shall be one foot higher than surrounding grade.

K. A 3-foot concrete pad is required around all cleanouts on City-maintained lines.

6.03 Side Sewers

- A. Installation of side sewers shall conform to the requirements of the Uniform Plumbing Code, latest edition, the Standard Details, and the Standard Specifications.
- B. Side sewers shall be a minimum 4" for single family residential and minimum 6" for multi-family, industrial and commercial.
- C. Side sewer shall have minimum 6' of cover at property line. Greater depths may be required where elevation of lowest floor to be served is lower than surface elevation at property line.
- D. Pipe material for side sewers within the public right-of-way shall be the same as the pipe material used on the mainline.
- E. Minimum side sewer slope shall be 2 percent. Maximum slope shall be 100 percent.

6.04 Manholes

- A. Manholes shall be installed at the end of each line with 8-inch diameter or greater unless the 8-inch line is not expected to be extended in the foreseeable future, in which case a cleanout can be installed at the end of the line. Manholes shall also be installed at all changes in grade, size of pipe, or pipe alignment. Manholes shall be installed at all intersections and at distances not greater than 400 feet. Cleanouts may be used instead of manholes at the end of lines 6 inches or 8 inches in diameter and not more than 150 feet long.
- B. Drop in invert elevation across manhole shall be 0.2 ft.
- C. Manhole sizing: The minimum inner diameter of manholes shall be 48 inches. For incoming pipe larger than 24 inches in diameter, the manhole diameter should be 54 inches or greater. The configurations listed below is required to provide adequate shelves and space for performing maintenance and T.V. inspections.
 - 1) 48-inch Manhole
 - Two (2) connecting pipes, 8-inch to 12-inch diam.
 - Three (3) connecting pipes, 8-inch to 10-inch diam., perpendicular.
 - Four (4) connecting pipes, 8-inch diam.
 - 2) 54-inch Manhole
 - Two (2) connecting pipes, 8-inch to 12-inch with more than forty-five degree deflection, 15-inch to 18-inch diam. with forty-five degree or more deflection.
 - Three (3) connecting pipes, 10-inch to 12-inch diam., perpendicular.
 - Four (4) connecting pipes, 10-inch to 12-inch diam., perpendicular.
 - 3) 72-inch Manhole
 - Two (2) connecting pipes, 15-inch to 18-inch diam. with less than forty-five degree deflection.
 - Three (3) connecting pipes, 15-inch diam., perpendicular.
 - Four (4) connecting pipes, 15-inch diam., perpendicular.
 - 4) Terminal manholes (at end of main)
 - Side sewer stubs shall not connect to terminal manholes when there is a potential for future main line extension from manhole.
 - Terminal manholes without a side sewer connection shall not be channeled. The manhole base shall be sloped to provide positive drainage toward pipe.
 - Where a side sewer connects to manhole, the crown of the side sewer shall be equal to or

above main sewer crown, but not to exceed 18" above invert of main sewer.

- For other pipe configurations, the size of the manhole shall be approved by the City Engineer.

In the above criteria "deflection" refers to the angle between any two (2) pipe channels in the manhole.

- D. Manholes in easements and in areas outside of public right-of-way shall have locking lids.
- E. "WrapidSeal" manhole encapsulation shall be provided at all manhole connections where the groundwater level is above the invert of the connecting sewer.
- F. Minimum Manhole Depths:

Manhole Size	Pipe Size	Minimum Depth	Comments
48"	6"	3.0'	Flat top manhole per standard detail
	8"	3.2'	
	10"-12"	3.5'	
54"	8"	3.7'	Flat top manhole per standard detail
	10"-12"	4.0'	
	15"-18"	4.5'	
72"	15"	8.0'	Flat top manhole w/ 2 access lids
	18"-24"	8.5'	
	27"	9.0'	

6.05 Pipe Class, Protection and Cover

- A. All sewer pipe shall be SDR 35 PVC conforming to ASTM D3034, unless otherwise determined by the City.
- B. Depth of cover over SDR 35 PVC pipe shall be 3' minimum and 20' maximum. Pipe depths outside this range will require use of pressure class PVC conforming to AWWA C900 (dimension ratio 18 or less).
- C. PVC pipe shall be encased in steel casing when crossing under rockeries or retaining walls over 3' high. Casing to extend beyond footings or rockery face a minimum of 5' or the height of the wall or rockery, whichever is greater.
- D. Ductile iron pipe, class 52, shall be used only where required by the City. All buried metal pipe shall be encased in 8-mil polyethylene per AWWA C-105.

6.06 Horizontal Setback Requirements

- 5 feet minimum from covered parking.
- 10 feet minimum from buildings and retaining walls, or equal to depth of pipe, whichever is greater.
- 20 feet minimum easement shall be provided between buildings.
- When passing between any two buildings (residential or commercial, etc.) which are 25 feet apart or less: the sewer line shall be oversized two (2) nominal pipe sizes above the capacity requirements between nearest manholes beyond limits of buildings.

6.07 Horizontal Clearances from Other Utilities

- Water 10'
- Other utilities 5'

6.08 Vertical Clearances from Other Utilities

- Water 18" (sanitary sewer below the waterline)

- Other utilities 1'

6.09 Connections

- A. Connection of a pipeline to a system where a manhole is not available shall be accomplished by pouring a concrete base and setting manhole sections. The existing pipe shall not be cut into until approval is received from the City.
- B. Connections to manholes using inside drop structures shall be approved by the City Engineer. Outside drops are prohibited unless specifically approved by the Director.
- C. Connection of new service laterals to existing mains shall be accomplished by tapping the main where the lateral is to be installed using "Insert-A-Tee" or approved equal. The new service lateral shall be constructed of the same material as the main.
- D. Connections where the new service lateral is the same size as the existing main shall be accomplished by cut-in of a wye using a mechanical coupling as approved by the City. Wye cut-ins on cast iron or ductile iron will require installation of a wye made of the same material as the main.

6.10 Fats, Oils, Grease Separation

- A. Oil/water separator. Whenever an industrial or commercial business generates mineral/petroleum oils exceeding 100 milligrams per liter to be discharged to the sanitary sewer, pre-treatment is required. An oil/water separation device shall be installed by the property owner as specified on various standard details. Selection and sizing of an oil/water separator shall be subject to approval of the City Engineer. Water discharged from any oil/water separator to the sanitary sewer system shall not contain in excess of 100 milligrams per liter of petroleum oil, non- biodegradable cutting oil or mineral products and shall be in compliance with the City of Stevenson Regulations for Discharge to the Sanitary Sewer.
 - 1) Sizing of a separator facility shall meet or exceed the requirements of the Uniform Plumbing Code Section 211.0, 1009.0 through 1009.7, and 1017.0 through 1017.2, with a minimum capacity of 450 gallons.
 - 2) The oil/water separator shall be covered with removable sections. Access and inspection covers, weighing not more than 30 lbs. with suitable hand holds, are to be provided directly above inspection "tee" and oil/grit collection compartments.
 - 3) Only wastewater from floor drains and covered parking garages shall drain to the separator. The location and design shall minimize or eliminate the possibility of storm water reaching the separator. Areas over two hundred square feet open to rainfall and/or sewage from restrooms and shower facilities shall not drain to the separator.
 - 4) Allowable materials:
 - Tank - concrete
 - Baffles - concrete, steel plate
 - 5) The separator shall be located within 20 feet of an access drive for access by maintenance vehicles. Access to the separator shall be maintained free for inspection and compliance determination sampling at all times.
 - 6) A sampling tee shall be located on the outlet with a minimum 18 inch drop below the invert.
 - 7) When pre-treatment is no longer required, the inlet and outlet pipes shall be permanently plugged, the separation chambers pumped out, and the vault removed.
- B. Grease interceptor. Whenever a commercial and/or retail food preparation operation,

regardless of size, generates animal/vegetable fats, oils or grease (f.o.g.) waste in excess of 100 milligrams per liter to be discharged to the sanitary sewer, pre-treatment is required. A grease interception device shall be installed by the owner ~~as specified on various City of Stevenson Standard Details~~. Effluent discharged from any grease interceptor shall contain no more than 100 milligrams per liter animal/vegetable f.o.g. and be in compliance with the City of Stevenson regulations for discharge to the sanitary sewer.

- 1) Size and design of the grease interceptor shall meet or exceed the requirements of the Uniform Plumbing Code Sections 209.0, 210.0 and 1009.0 through 1015.5, ~~and have a minimum volume of 1,000 gallons.~~
- 2) All fixtures in the kitchen area which discharge waste-water containing grease are to be connected to the grease interceptor. Such fixtures include dishwashers, pot sinks, range woks, janitor's sink, floor sinks and rotoclones. Sanitary facilities and garbage disposals shall not flow through the interceptor.
- 3) The interceptor shall be located exterior to the building within twenty feet of an access drive for access by maintenance vehicles.
- 4) The interceptor shall be filled with clean water prior to start-up of system. Allowable materials for construction are as follows:
 - tank - concrete
 - baffles - concrete, plastic
- 5) Access to the interceptor shall be maintained free for inspection and compliance determination sampling at all times.
- 6) When pre-treatment is no longer required, the inlet and outlet pipes shall be permanently plugged, the separation chambers pumped out, and the vault removed.

6.11 Pump Stations

- A. Pump stations shall only serve those properties which cannot otherwise be served by conventional gravity sewers, as determined by the City Engineer. Pump stations shall be approved on an individual basis by the City Engineer.
- B. Pump stations shall be designed in accordance with the requirements and details of the latest edition of the City of Vancouver "Public Sanitary Sewer Pump Station Design and Construction Standards", with the following amendments:
 - 1) Prefabricated lift stations shall be manufactured by Romtech, or approved equal as determined by the City Engineer.
 - 2) All pump stations shall have a minimum of two (2) pumps.
 - 3) Pumps shall be 460 volt, 3-phase Flygt pumps, or approved equal.
 - 4) Check valves shall be Flygt ball check, or approved equal.
 - 5) A potable water service with backflow prevention and a yard hydrant at the end shall be provided.
 - 6) Multi-trode transducers shall be used in place of floats.
 - 7) Electrical panels shall be located under a shed roof extending a minimum three (3) feet in all directions from the edges of the panel. Electrical panels mounted in unprotected areas will not be allowed.
 - 8) Pump stations shall be equipped with City approved telemetry.
 - 9) Exterior lighting shall be provided.

- 10) Pump station sites shall have a paved 18' wide service road and shall be fenced with a lockable gate.
- 11) An approved lift station sign shall be provided.
- 12) Pump stations shall be furnished with provisions for emergency back-up power with 48 hours fuel capacity.
- 13) City Standard Details shall be used on the installation of water service and, backflow preventer, ~~and combination air valve with odor control~~.
- 14) An air discharge permit, naming the City of Stevenson as the owner, shall be obtained from the Southwest Washington Clean Air Agency prior to the start of construction.



September 23, 2025

Jenny Taylor, Mayor

City of Stevenson

P.O. Box 371

Stevenson, WA 98648

RE: 2026 Contract for Services

Dear Mayor Taylor,

Thank you for the City's continued support of the Skamania Economic Development Council (SEDC). Your partnership has been vital to our success in advancing economic development initiatives within the community.

Enclosed please find two copies of the proposed 2026 Scope of Work (Attachment A) between the City of Stevenson and the SEDC. The SEDC's 2026 funding request is \$29,731, calculated as follows:

- \$8.50 per capita, based on a population of 1,621 (\$13,779)
- \$2,360 for the Skamania County SBDC position
- \$13,250 for CFM Advocates

We look forward to continuing our strong partnership with the City of Stevenson and to furthering shared goals of promoting sustainable economic growth during the 2026 contract period.

Sincerely,

Kevin Waters

Executive Director

Skamania EDC

Attachment

Cc: SEDC Board of Directors

SERVICE CONTRACT

SERVICE CONTRACT

This agreement is made and entered into this 1st day of January, 2026, between the CITY OF STEVENSON, a municipal corporation of the State of Washington, hereinafter referred to as the "City," and the SKAMANIA ECONOMIC DEVELOPMENT COUNCIL, a non-profit corporation, hereinafter referred to as the "EDC."

Recitals

The City of Stevenson requires the establishment and periodic updating of an economic development project list to maintain eligibility for federal and state grant assistance.

The City further wishes to expand dissemination of information regarding business opportunities and industrial growth, while also supporting efficiency and resilience of existing businesses by serving as an educational resource to business owners.

The EDC is organized to promote economic development and encourage business expansion in the local area.

It is in the City's interest to contract with the EDC to provide services supporting general economic development and technical assistance to both new and existing businesses.

Agreement

1. Services Rendered:

The EDC shall perform the work set forth in the Scope of Work attached hereto as Attachment A and incorporated herein by reference.

2. Completion:

The term of this agreement shall be for twelve (12) months. The EDC shall complete the services under this agreement on or before December 31, 2026.

3. Payment:

In consideration of the work described in Attachment A, the City shall pay the EDC a total sum of Twenty-Nine Thousand, Seven Hundred Thirty-One Dollars (\$29,731), calculated as follows:

- \$8.50 per capita, based on a population of 1,621 (\$13,779)
- \$2,360 for the Skamania County SBDC position
- \$13,250 for CFM Advocates

The EDC shall submit requests for payment semi-annually in June and December, along with reports of work completed. Upon receipt and approval of each report, the City shall pay the EDC one-half of the total contract amount, or Fourteen Thousand, Eight Hundred Sixty-Five Dollars and Fifty Cents (\$14,865.50), on a net 30-day basis.

After written notice to the EDC, the City may withhold payment if the EDC cannot demonstrate substantial compliance with Attachment A. Failure to provide satisfactory work reports evidencing compliance shall be considered a breach of this agreement, and the City shall be excused from further performance.

4. Termination and Waiver:

Either party may terminate this agreement upon written notice if the other party defaults on its obligations. Failure to exercise the right to terminate or enforce performance shall not constitute a

waiver of rights. Upon termination, all property or work product created under this agreement and in the possession of the EDC shall be returned to the City within ten (10) days.

5. Financial Records:

The EDC shall maintain financial records of all transactions related to this agreement for six (6) years following contract completion. Records shall be available at all times for audit by the City, the State of Washington, or federal auditors.

6. Status of EDC:

a) The EDC is an independent contractor and not an agent or employee of the City. No liability shall attach to the City by reason of this agreement, except as provided herein.

b) The EDC affirms that it holds all required licenses, tax identification numbers, bonds, and insurance accounts necessary to conduct business, all of which are in full force and effect.

7. Insurance and Indemnification:

The EDC shall indemnify and hold harmless the City from any and all liability, including costs, damages, expenses, and legal fees, for injury (including death) to persons or damage to property arising out of the work performed under this agreement.

The EDC further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold harmless the City from any claims brought by EDC employees, agents, contractors, or representatives.

8. Assignment:

This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other.

9. Ownership of Work Product:

All brochures, pamphlets, displays, and other products or ideas created by the EDC under this agreement shall be the property of the City.

10. Completeness of Agreement and Modification:

This document contains the full terms and conditions of the agreement. Any alteration or modification shall be valid only if in writing and signed by both parties.

11. Equal Opportunity and Compliance with Laws:

The EDC shall not discriminate against any employee or applicant on the basis of race, color, religion, age, sex, or national origin, and shall comply with all applicable local, state, and federal laws and regulations.

12. Governing Law and Venue:

This agreement shall be governed by the laws of the State of Washington. Venue for any litigation shall be Skamania County.

13. Costs and Attorney Fees:

In the event of default, the non-defaulting party may recover costs, including reasonable attorney fees. In any action to enforce this contract, the prevailing party shall be entitled to reimbursement for court costs and attorney fees.

14. Certification of Authority:

The parties certify that the individuals executing this agreement have full authority to do so and to bind their respective organizations.

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

CITY OF STEVENSON

By: _____

Jenny Taylor, Mayor

SKAMANIA ECONOMIC DEVELOPMENT COUNCIL

By: _____

Kevin Waters, Executive Director

ATTEST:

Jenny Taylor, Mayor

APPROVED AS TO FORM:

Robert Muth, City Attorney

SCOPE OF WORK

CITY OF STEVENSON

SCOPE OF WORK FOR ECONOMIC DEVELOPMENT SERVICES

2026

ATTACHMENT "A"

The Skamania Economic Development Council (SEDC) will perform the following economic development services for the City of Stevenson during the 2026 contract period:

1. Project Coordination

Coordinate with the City on priority projects for inclusion in the Comprehensive Economic Development Strategy (CEDS) submitted to the Mid-Columbia Economic Development District (MCEDD), ensuring continued eligibility for federal grant programs. Work with MCEDD to support the efficient implementation of regional and local economic development initiatives.

2. Reporting and Council Updates

Provide biannual progress reports to the City outlining economic development activities. When requested, attend Stevenson City Council meetings to provide updates on projects impacting the City and to report on progress made toward City-specific deliverables.

3. Business Retention and Expansion

Deliver business retention and expansion services to businesses located within the City of Stevenson, including one-on-one counseling through SEDC, SCORE, or referrals to partner organizations.

4. Training and Education

Provide access to training opportunities for Stevenson businesses through workshops, seminars, and training events offered by SEDC and its economic development partners.

5. Business Financing Support

Market and administer SEDC's revolving loan fund programs to assist existing downtown businesses and new start-up ventures.

6. Outreach and Promotion

Promote workshops, business resources, and training opportunities offered by SEDC and its partners through the SEDC website, email campaigns, and social media platforms.

7. Grant and Loan Assistance

Provide technical assistance to the City for grant and loan applications on a project-specific basis.

8. Advocacy and Representation

Serve as an active member of the Washington Economic Development Association (WEDA), offering input on legislation and policy relevant to the economic vitality of rural communities, with a focus on Stevenson.

9. Business Engagement

Conduct regular visits to Stevenson businesses to assess needs, provide resources, and identify opportunities for local business support.

10. Associate Development Organization (ADO) Role

Continue to contract with the Washington State Department of Commerce as the Associate Development Organization (ADO) for Skamania County. Meet the performance measures outlined in the ADO contract, including business recruitment and marketing, retention and expansion services, readiness and capacity development, and community engagement activities.

11. Small Business Development Center (SBDC) Services

Manage and maintain the SBDC contract, position, and services shared with Skamania and Klickitat Counties, ensuring availability of high-quality small business development assistance to Stevenson businesses.

12. CFM Advocates Contract Management

Administer and oversee the CFM Advocates contract between SEDC and CFM. Provide quarterly updates to the City on CFM's progress, deliverables, and project impacts.



City of Stevenson Personnel Policy

Appendix # A-8

DRAFT CITY ADMINISTRATOR

POSITION: City Administrator
REPORTS TO: Mayor
EFFECTIVE DATE: March 19, 2026
FLSA STATUS: Exempt

SUMMARY:

The City Administrator serves as the City’s chief administrative officer and is responsible for overseeing the day-to-day operations of the City organization. Working under the direction of the Mayor and in coordination with the City Council, the Administrator provides professional leadership in municipal administration, financial management, personnel management, policy implementation, and intergovernmental relations.

The City Administrator ensures that City operations are conducted efficiently, transparently, and in accordance with applicable laws, regulations, and policies. The position plays a key role in implementing policies adopted by the City Council, supporting strategic initiatives, managing City resources responsibly, and advancing the long-term goals of the community.

The City Administrator supervises department heads and works closely with the Mayor and City Council to implement adopted policies and priorities while maintaining effective coordination among City departments and programs

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent the essential elements and criteria necessary to successfully perform the job. Other related duties and responsibilities may be assigned as needed.

- Provide leadership and administrative direction for City departments and staff.
- Implement policies and directives adopted by the City Council and directives of the Mayor.
- Provide professional recommendations, analysis, and reports to assist the Mayor and City Council in policy decision making.
- Attend City Council meetings and provide administrative support to the governing body.
- Supervise department heads and support coordination between City departments to ensure effective delivery of municipal services.
- Assist the Mayor and City Council in developing long-term strategic goals and priorities for the City.
- Lead organizational improvements that strengthen administrative systems, operational efficiency, and service delivery.
- Oversee development and administration of the City’s annual operating and capital budgets.
- Provide financial forecasting and long-range fiscal planning.



City of Stevenson Personnel Policy

- Monitor City revenues, expenditures, reserves, and debt obligations and ensure transparent financial reporting.
- Oversee financial systems and internal controls to support sound fiscal management.
- Coordinate planning and implementation of major infrastructure projects including water, wastewater, transportation, and public facilities.
- Oversee development and implementation of capital improvement plans.
- Support identification and pursuit of grant funding opportunities and oversee administration of grant-funded projects.
- Serve as liaison with regional, state, and federal agencies and represent the City in intergovernmental coordination efforts.
- Work collaboratively with partner organizations including Skamania County, the Port of Skamania County, and other regional entities.
- Respond to citizen inquiries and concerns regarding City operations and promote transparency and accessibility in City government.
- Oversee administration of City contracts and agreements and ensure compliance with contract requirements and performance expectations.
- Assist in coordinating the City's emergency preparedness, response, and recovery efforts in coordination with regional and county agencies.
- Support development and modernization of City technology systems and ensure compliance with Washington State public records retention requirements.
- Ensure administrative practices comply with the Washington Open Public Meetings Act and the Washington Public Records Act.
- Ensure City compliance with applicable federal, state, and local regulations.
- Coordinate with legal counsel on matters related to City operations and regulatory compliance.
- Promote a collaborative workplace culture and support personnel administration including recruitment, evaluations, training, and organizational development.

ABILITY TO:

- Maintain confidentiality in sensitive matters.
- Communicate clearly and effectively both orally and in writing.
- Establish and maintain effective working relationships with elected officials, employees, governmental agencies, and the public.
- Analyze complex administrative, financial, and policy issues and provide sound recommendations.
- Exercise sound judgment and discretion in decision making.
- Appropriately and efficiently delegate responsibility.
- Prioritize work, manage multiple assignments, and meet deadlines.
- Adapt to new technologies, regulations, and policy changes.
- Maintain records and prepare reports.
- Promote transparency, accountability, and professionalism in municipal operations.
- Work courteously and tactfully with customers, employees, and community members.



City of Stevenson Personnel Policy

CORE COMPETENCIES:

- Leadership and Organizational Management – Demonstrates the ability to lead a municipal organization with professionalism, accountability, and integrity. Provides clear direction to staff, supports collaboration across departments, and fosters a positive and productive workplace culture.
- Strategic Thinking – Ability to evaluate complex issues, anticipate future challenges, and develop long term strategies that support the City’s goals. Helps elected officials translate policy priorities into effective administrative action.
- Fiscal Stewardship – Maintains a strong understanding of municipal finance and demonstrates sound judgment in budgeting, financial planning, and resource allocation. Supports transparent financial reporting and responsible management of public funds.
- Communication and Public Engagement – Communicates clearly and effectively with elected officials, employees, residents, and partner organizations. Demonstrates the ability to explain complex issues in a way that promotes understanding and constructive dialogue.
- Collaboration and Intergovernmental Relations – Builds productive relationships with regional agencies, neighboring jurisdictions, and community partners. Works cooperatively with other governmental entities to advance projects and initiatives that benefit the City.
- Problem Solving and Decision Making – Approaches challenges thoughtfully and objectively, gathers relevant information, evaluates options, and implements practical solutions that align with City policies and legal requirements.
- Integrity and Professionalism – Maintains high ethical standards and demonstrates fairness, transparency, and accountability in all aspects of City administration.

SUPERVISORY RESPONSIBILITIES:

- The City Administrator directly supervises department directors, department heads, and administrative staff.
- The position provides leadership and direction to City departments and promotes coordination across the organization. The Administrator supports a team-centered management approach that encourages collaboration, accountability, and professional development among City employees.

JOB CONDITIONS:

- This position operates primarily in a professional office environment.
- The position may require extended periods of sitting, standing, stooping, or reaching. Occasional lifting of objects weighing up to twenty-five pounds may be required.
- Attendance at evening meetings, community events, and occasional travel for training or regional coordination may be required.

MINIMUM QUALIFICATIONS:

Education and Experience:



City of Stevenson Personnel Policy

- A bachelor's degree from an accredited college or university in public administration, business administration, planning, finance, or a related field;
- **AND** at least five (5) years of progressively responsible experience in municipal government, public administration, or a related field, which may include roles such as City Administrator/Manager, Assistant City Administrator, Finance Director, Community Development Director, Department Head, or similar leadership positions;
- **OR** any satisfactory equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities necessary to successfully perform the essential functions of the position.

Additional Qualifications:

- Demonstrated experience in organizational leadership, budget development and oversight, and working effectively with elected officials, staff, and the public.
- Working knowledge of municipal operations, including budgeting, personnel administration, and applicable public sector laws and regulations.
- Possession of, or ability to obtain, a valid Washington State driver's license within a reasonable timeframe.

DESIRED QUALIFICATIONS:

- Experience working in a small to mid-sized municipal government or similarly scaled organization.
- Experience with capital planning, infrastructure projects, or utility system oversight.
- Experience with grant development, administration, and funding strategies.
- Familiarity with Washington State laws and regulations applicable to municipal government, including public meetings, public records, and budgeting requirements.
- Engagement in professional organizations such as the Association of Washington Cities (AWC), International City/County Management Association (ICMA), or similar.

PERFORMANCE EXPECTATIONS:

The City Administrator is expected to support the Mayor and City Council in achieving the City's strategic priorities and operational goals. Performance may be evaluated based on the Administrator's ability to:

- Provide timely and accurate financial information and budget recommendations.
- Ensure effective implementation of policies adopted by the Mayor and City Council.
- Maintain efficient and responsive City operations.
- Support successful completion of infrastructure and capital improvement projects.
- Promote organizational stability, staff development, and effective personnel management.
- Maintain strong relationships with regional partners, governmental agencies, and the community.
- Promote transparency, accountability, and professionalism in City government.

DISCLAIMER:

a)



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- This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.
- The City reserves the right to revise or modify the job description as organizational needs evolve.



City of Stevenson Personnel Policy

CURRENT CITY ADMINISTRATOR

POSITION: City Administrator
REPORTS TO: Mayor
EFFECTIVE DATE: June 21, 2018
FLSA STATUS: Exempt

SUMMARY:

This is a professional administrative/management level position requiring experience and training in government management, fiscal/accounting systems operations, contract management, program design and development, grant writing and administration, personnel administration and general policy research for the City Council. Oversees all City operations and reports directly to the Mayor and Council.

ESSENTIAL JOB DUTIES:

The specific statements shown for each task are not intended to be all inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required, or assigned, as needed.

- Responsible for general governmental accounting, accounting systems, records, purchasing and payroll.
- Assist the Mayor in conducting all the city's business and performs such other duties and assumes such other responsibilities as the Mayor shall direct and as may be required by ordinances and resolutions passed by the City Council.
- Serve as the City's Clerk/Treasurer.
- Responsible for the preparation of monthly, quarterly, and annual fiscal reports.
- Monitor budgets.
- Generate information for other federal, state and local reports.
- Oversee issuance of debt, maintaining debt payments and debt ceilings.
- Oversee budget preparation and prepare final budget documents including preparation of financial forecasts for short- and long-term fiscal goals and conditions.
- Audit all City expenditures.
- Supervise all overall operations of the City.
- Interpret rules, policies, procedures of city functions and research data, laws, codes, regulations, and polices for the City Council in their policy making decisions.
- Serve as an advisor to the City council and its various boards and commissions.
- Responsible for maintaining consistency among the City's various boards and departments.
- Supervise the various department heads and acts as a technical resource.
- Manage City's contracts for compliance and performance.
- Negotiate contracts.
- Administrative responsibility for all contract management.
- Develop programs as directed by Council.



City of Stevenson Personnel Policy

- Prepare program proposals, budgets, implementation schedules, and evaluations.
- Perform special projects as assigned by council or insure implementation by appropriate city departments.
- Monitor performance and activities of department heads to ensure goals are met.
- Provide grant management for all city functions including research of grant opportunities, preparation of grant applications, and the administration of grants.
- Responsible for oversight of the city personnel and personnel system including supervision of department heads including scheduling, evaluations, staff training, and general strategic planning.
- Oversee the development and maintenance of general personnel policy and management issues.
- Oversee compliance with local, state and federal regulations and manages recruitment/dismissal issues.
- Administer contracts for liability, health, and other benefit programs.
- Maintain City compliance with Federal and State mandates.
- Prepare City Ordinances and Resolutions.
- Act as risk manager and maintain accident files.
- Oversee City coordination of land use reviews, subdivisions, short plats, comprehensive plan issues, various environmental permits, and Columbia River Gorge National Scenic Area regulations within the various city departments and with external parties.
- Attend all City Council meetings.
- Represent City on various boards and committees as directed by the City Council.
- Act as a liaison with other governmental organizations.
- Respond to citizen complaints and inquiries and coordinates council responses to these complaints.
- Serve with the Community Development Director and Public Works Director to coordinate emergency management and hazard mitigation planning/implementation.

ABILITY TO:

- Maintain confidentiality
- Work independently
- Appropriately and efficiently delegate responsibility
- Gauge project progress and make adjustments to meet deadlines
- Communicate clearly and effectively both orally and in writing
- Establish and maintain effective working relationships
- Work courteously and tactfully with customers and employees.
- Exercise discretion in confidential or sensitive situations
- Adapt to new technologies and policy changes.
- Maintain records and prepare reports.
- Demonstrate excellent problem solving and follow through skills.
- Prioritize work, mesh numerous assignments, cope with interruptions, last minute changes and deadlines.

a)



City of Stevenson Personnel Policy

- Exhibit proficient computer skills.

SUPERVISORY RESPONSIBILITIES:

Responsible for directly supervising Directors, Department Heads and office staff; provide daily direction and guidance, make approvals and recommendations as needed. Indirectly supervise all remaining city staff; maintain and promote team-centered participatory management practices, delegating maximum responsibility to those in supervisory positions.

JOB CONDITIONS:

This position takes place in a typical office environment. The position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds.

Evening meetings and substantial overtime may be required.

MINIMUM QUALIFICATIONS:

- College Graduate, previous government experience
- Must have good accounting knowledge, management experience,
- Communication skills
- Leadership and analytical skills
- Experience with standard office equipment including computers

PREFERRED QUALIFICATIONS:

- Grant Writing Experience
- Master's degree in a related field

POSSESSION OR ABILITY TO ACQUIRE WITHIN 18 MONTHS OF EMPLOYMENT:

- First Aid & CPR Certification

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understood the functions, responsibilities and requirements of this position.

Signature

Date

TREASURER'S REPORT

Account Totals

City Of Stevenson

03/01/2026 To: 03/31/2026

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Checking	2,475,193.05	170,123.60	303,141.99	2,342,174.66	-171,927.69	328,539.11	2,498,786.08
10 Xpress Bill Pay	103,573.85	56,527.45	0.00	160,101.30	-58,247.57	0.00	101,853.63
11 Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12 Petty Cash	399.20	0.00	0.00	399.20	0.00	0.80	400.00
Total Cash:	2,579,266.10	226,651.05	303,141.99	2,502,775.16	-230,175.36	328,539.91	2,601,139.71
Investment Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5 LGIP	2,947,470.35	0.00	0.00	2,947,470.35	0.00	0.00	2,947,470.35
6 US Bank Safekeeping	3,646,197.17	0.00	0.00	3,646,197.17	-989,435.18	0.00	2,656,761.99
Total Investments:	6,593,667.52	0.00	0.00	6,593,667.52	-989,435.18	0.00	5,604,232.34
TOTAL	9,172,933.62	226,651.05	303,141.99	9,096,442.68	-1,219,610.54	328,539.91	8,205,372.05

2026 BUDGET POSITION

b) City Of Stevenson

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001 General Expense Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
311 Property Tax	591,739.75	23,521.62	568,218.13	96.0%
313 Sales Tax	430,000.00	112,365.40	317,634.60	73.9%
316 Utility Tax	32,000.00	31,363.90	636.10	2.0%
317 Other Tax	16,000.00	7,544.35	8,455.65	52.8%
310 Taxes	1,069,739.75	174,795.27	894,944.48	83.7%
321 Licenses	2,900.00	1,248.33	1,651.67	57.0%
322 Permits	0.00	19,297.57	(19,297.57)	0.0%
320 Licenses & Permits	2,900.00	20,545.90	(17,645.90)	0.0%
335 State Shared	11,000.00	0.00	11,000.00	100.0%
336 State Entitlements, Impact Payments & Taxe	19,014.55	4,235.92	14,778.63	77.7%
330 Intergovernmental Revenues	30,014.55	4,235.92	25,778.63	85.9%
341 Admin, Printing & Probation Fees	364,862.12	346.00	364,516.12	99.9%
345 Planning	4,500.00	150.00	4,350.00	96.7%
340 Charges For Goods & Services	369,362.12	496.00	368,866.12	99.9%
350 Fines & Penalties	12,700.00	2,295.82	10,404.18	81.9%
100 General Interest Income	5,500.00	21,438.85	(15,938.85)	0.0%
376 Parks	2,500.00	0.00	2,500.00	100.0%
360 Interest & Other Earnings	8,000.00	21,438.85	(13,438.85)	0.0%
380 Non Revenues	40,000.00	476.00	39,524.00	98.8%
Fund Revenues:	1,532,716.42	224,283.76	1,308,432.66	85.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	37,000.00	2,151.80	34,848.20	94.2%
512 Judicial	82,510.00	18,294.99	64,215.01	77.8%
513 Executive	161,967.22	22,005.96	139,961.26	86.4%
514 Financial, Recording & Elections	214,997.94	74,343.69	140,654.25	65.4%
515 Legal Services	17,500.00	15,866.18	1,633.82	9.3%
517 Employee Benefit Programs	10,525.00	5,098.44	5,426.56	51.6%
518 Centralized Services	137,280.18	66,800.68	70,479.50	51.3%
521 Law Enforcement	402,300.00	60,610.86	341,689.14	84.9%
524 Protective Inspections	22,000.00	0.00	22,000.00	100.0%
528 Dispatch Services	6,000.00	3,414.69	2,585.31	43.1%
553 Conservation	521.00	0.00	521.00	100.0%
000	65,000.00	0.00	65,000.00	100.0%
550 Development Review	40,000.00	9,821.25	30,178.75	75.4%
560 Planning	219,789.40	6,372.55	213,416.85	97.1%
570 Economic Development	28,085.00	15,435.00	12,650.00	45.0%
558 Planning & Community Devel	352,874.40	31,628.80	321,245.60	91.0%
562 Public Health	10,000.00	0.00	10,000.00	100.0%
565 Welfare	10,000.00	0.00	10,000.00	100.0%
566 Substance Abuse	150.00	0.00	150.00	100.0%
573 Cultural & Community Activities	1,500.00	0.00	1,500.00	100.0%
576 Park Facilities	93,154.00	3,696.04	89,457.96	96.0%

2026 BUDGET POSITION

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001 General Expense Fund		Months: 01 To: 03		
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures				
580 Non Expenditures	0.00	952.03	(952.03)	0.0%
597 Interfund Transfers	325,811.00	0.00	325,811.00	100.0%
Fund Expenditures:	1,886,090.74	304,864.16	1,581,226.58	83.8%
Fund Excess/(Deficit):	(353,374.32)	(80,580.40)		

2026 BUDGET POSITION

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010 General Reserve Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
360 Interest & Other Earnings	0.00	1,330.88	(1,330.88)	0.0%
Fund Revenues:	0.00	1,330.88	(1,330.88)	0.0%
Fund Excess/(Deficit):	0.00	1,330.88		

2026 BUDGET POSITION

b) City Of Stevenson

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020 General Fire Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Goods & Services	50,000.00	0.00	50,000.00	100.0%
360 Interest & Other Earnings	0.00	5,844.11	(5,844.11)	0.0%
397 Interfund Transfers	411,809.00	0.00	411,809.00	100.0%
Fund Revenues:	461,809.00	5,844.11	455,964.89	98.7%
Expenditures	Amt Budgeted	Expenditures	Remaining	
000	0.00	50,000.00	(50,000.00)	0.0%
202 Fire Department	210,136.88	(33,866.32)	244,003.20	116.1%
203 Fire District 2	64,940.00	(6,676.70)	71,616.70	110.3%
522 Fire Control	275,076.88	9,456.98	265,619.90	96.6%
Fund Expenditures:	275,076.88	9,456.98	265,619.90	96.6%
Fund Excess/(Deficit):	186,732.12	(3,612.87)		

2026 BUDGET POSITION

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100 Street Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
000	0.00	37,561.27	(37,561.27)	0.0%
313 Sales Tax	400,000.00	0.00	400,000.00	100.0%
316 Utility Tax	70,000.00	12,834.94	57,165.06	81.7%
310 Taxes	470,000.00	50,396.21	419,603.79	89.3%
320 Licenses & Permits	600.00	731.25	(131.25)	0.0%
336 State Entitlements, Impact Payments & Taxe	42,643.80	4,927.32	37,716.48	88.4%
330 Intergovernmental Revenues	42,643.80	4,927.32	37,716.48	88.4%
360 Interest & Other Earnings	0.00	142.08	(142.08)	0.0%
397 Interfund Transfers	189,000.00	0.00	189,000.00	100.0%
Fund Revenues:	702,243.80	56,196.86	646,046.94	92.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Roadway	429,933.73	25,587.29	404,346.44	94.0%
543 Stormwater	35,039.93	6,300.25	28,739.68	82.0%
545 Lights, Signs, Paths, Landscaping	40,357.50	8,937.43	31,420.07	77.9%
546 Snow Removal	37,092.19	0.00	37,092.19	100.0%
542 Streets - Maintenance	542,423.35	40,824.97	501,598.38	92.5%
543 Streets Admin & Overhead	121,310.70	34,863.89	86,446.81	71.3%
544 Road & Street Operations	8,000.00	0.00	8,000.00	100.0%
Fund Expenditures:	671,734.05	75,688.86	596,045.19	88.7%
Fund Excess/(Deficit):	30,509.75	(19,492.00)		

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103 Tourism Promo & Develop Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
310 Taxes	487,190.00	71,653.50	415,536.50	85.3%
360 Interest & Other Earnings	0.00	3,868.97	(3,868.97)	0.0%
Fund Revenues:	487,190.00	75,522.47	411,667.53	84.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	644,017.00	96,364.07	547,652.93	85.0%
Fund Expenditures:	644,017.00	96,364.07	547,652.93	85.0%
Fund Excess/(Deficit):	(156,827.00)	(20,841.60)		

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105 Affordable Housing Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
310 Taxes	5,000.00	625.88	4,374.12	87.5%
360 Interest & Other Earnings	0.00	88.85	(88.85)	0.0%
Fund Revenues:	5,000.00	714.73	4,285.27	85.7%
Fund Excess/(Deficit):	5,000.00	714.73		

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107 HEALing SCARS Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
360 Interest & Other Earnings	0.00	60.63	(60.63)	0.0%
Fund Revenues:	0.00	60.63	(60.63)	0.0%
Fund Excess/(Deficit):	0.00	60.63		

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300 Capital Improvement Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
310 Taxes	20,000.00	8,104.44	11,895.56	59.5%
360 Interest & Other Earnings	0.00	413.41	(413.41)	0.0%
Fund Revenues:	20,000.00	8,517.85	11,482.15	57.4%
Fund Excess/(Deficit):	20,000.00	8,517.85		

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314 Lasher Street Improv. Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
330 Intergovernmental Revenues	450,000.00	127,739.13	322,260.87	71.6%
Fund Revenues:	450,000.00	127,739.13	322,260.87	71.6%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	450,000.00	12,983.65	437,016.35	97.1%
Fund Expenditures:	450,000.00	12,983.65	437,016.35	97.1%
Fund Excess/(Deficit):	0.00	114,755.48		

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400 Water/Sewer Fund		Months: 01 To: 03			
Revenues	Amt Budgeted	Revenues	Remaining		
343 Water	0.00	350.00	(350.00)	0.0%	
344 Sewer	0.00	698.09	(698.09)	0.0%	
320 Licenses & Permits	0.00	1,048.09	(1,048.09)	0.0%	
343 Water	1,102,437.54	199,625.87	902,811.67	81.9%	
344 Sewer	1,785,582.00	439,366.81	1,346,215.19	75.4%	
340 Charges For Goods & Services	2,888,019.54	638,992.68	2,249,026.86	77.9%	
343 Water	46,674.00	21,031.00	25,643.00	54.9%	
344 Sewer	56,532.00	6,683.00	49,849.00	88.2%	
400 Water/Sewer	4,000.00	0.00	4,000.00	100.0%	
360 Interest & Other Earnings	107,206.00	27,714.00	79,492.00	74.1%	
Fund Revenues:	2,995,225.54	667,754.77	2,327,470.77	77.7%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
534 Water Utilities	1,317,514.68	210,328.14	1,107,186.54	84.0%	
535 Sewer	1,202,929.11	197,274.08	1,005,655.03	83.6%	
534 Water	60,621.80	18,077.77	42,544.03	70.2%	
535 Sewer	485,691.70	0.00	485,691.70	100.0%	
591 Debt Service	546,313.50	18,077.77	528,235.73	96.7%	
000	0.00	24,484.48	(24,484.48)	0.0%	
534 Water	116,126.54	27,866.63	88,259.91	76.0%	
594 Capital Expenditures	116,126.54	52,351.11	63,775.43	54.9%	
000	75,000.00	0.00	75,000.00	100.0%	
535 Sewer	21,779.00	0.00	21,779.00	100.0%	
597 Interfund Transfers	96,779.00	0.00	96,779.00	100.0%	
Fund Expenditures:	3,279,662.83	478,031.10	2,801,631.73	85.4%	
Fund Excess/(Deficit):	(284,437.29)	189,723.67			

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401 Water Short Lived Asset Reserve		Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining
397 Interfund Transfers	75,000.00	0.00	75,000.00 100.0%
Fund Revenues:	75,000.00	0.00	75,000.00 100.0%
Fund Excess/(Deficit):	75,000.00	0.00	

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406 Wastewater Short Lived Asset Res. Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
397 Interfund Transfers	21,779.00	0.00	21,779.00	100.0%
Fund Revenues:	21,779.00	0.00	21,779.00	100.0%
Fund Excess/(Deficit):	21,779.00	0.00		

2026 BUDGET POSITION

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410 Wastewater System Upgrades				Months: 01 To: 03	
Expenditures	Amt Budgeted	Expenditures	Remaining		
594 Capital Expenditures	0.00	2,570.00	(2,570.00)	0.0%	
Fund Expenditures:	0.00	2,570.00	(2,570.00)	0.0%	
Fund Excess/(Deficit):	0.00	(2,570.00)			

2026 BUDGET POSITION

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415 Cascade Avenue Utility Improvements				Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining		
330 Intergovernmental Revenues	0.00	94,722.12	(94,722.12)	0.0%	
390 Other Financing Sources	0.00	536,758.62	(536,758.62)	0.0%	
Fund Revenues:	0.00	631,480.74	(631,480.74)	0.0%	
Fund Excess/(Deficit):	0.00	631,480.74			

2026 BUDGET POSITION

b) y Of Stevenson

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500 Equipment Service Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Goods & Services	254,100.00	0.00	254,100.00	100.0%
Fund Revenues:	254,100.00	0.00	254,100.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	185,449.01	42,810.53	142,638.48	76.9%
591 Debt Service	58,187.19	0.00	58,187.19	100.0%
594 Capital Expenditures	92,000.00	0.00	92,000.00	100.0%
Fund Expenditures:	335,636.20	42,810.53	292,825.67	87.2%
Fund Excess/(Deficit):	(81,536.20)	(42,810.53)		

2026 BUDGET POSITION

b) y Of Stevenson

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630 Stevenson Municipal Court		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
380 Non Revenues	0.00	541.27	(541.27)	0.0%
Fund Revenues:	0.00	541.27	(541.27)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	467.43	(467.43)	0.0%
Fund Expenditures:	0.00	467.43	(467.43)	0.0%
Fund Excess/(Deficit):	0.00	73.84		

2026 BUDGET POSITION TOTALS

b) City Of Stevenson

Months: 01 To: 03

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	1,532,716.42	224,283.76	85.4%	1,886,090.74	304,864.16	84%
010 General Reserve Fund	0.00	1,330.88	0.0%	0.00	0.00	100%
020 General Fire Fund	461,809.00	5,844.11	98.7%	275,076.88	9,456.98	97%
100 Street Fund	702,243.80	56,196.86	92.0%	671,734.05	75,688.86	89%
103 Tourism Promo & Develop Fund	487,190.00	75,522.47	84.5%	644,017.00	96,364.07	85%
105 Affordable Housing Fund	5,000.00	714.73	85.7%	0.00	0.00	100%
107 HEALing SCARS Fund	0.00	60.63	0.0%	0.00	0.00	100%
300 Capital Improvement Fund	20,000.00	8,517.85	57.4%	0.00	0.00	100%
314 Lasher Street Improv. Fund	450,000.00	127,739.13	71.6%	450,000.00	12,983.65	97%
400 Water/Sewer Fund	2,995,225.54	667,754.77	77.7%	3,279,662.83	478,031.10	85%
401 Water Short Lived Asset Reserve	75,000.00	0.00	100.0%	0.00	0.00	100%
406 Wastewater Short Lived Asset Res.	21,779.00	0.00	100.0%	0.00	0.00	100%
410 Wastewater System Upgrades	0.00	0.00	100.0%	0.00	2,570.00	0%
415 Cascade Avenue Utility Improvem	0.00	631,480.74	0.0%	0.00	0.00	100%
500 Equipment Service Fund	254,100.00	0.00	100.0%	335,636.20	42,810.53	87%
630 Stevenson Municipal Court	0.00	541.27	0.0%	0.00	467.43	0%
	7,005,063.76	1,799,987.20	74.3%	7,542,217.70	1,023,236.78	86.4%



City of Stevenson

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From: Jayne Borden / Finance Director
To: Mayor and City Council
RE: March 2026 - Financial Department Report
Date: 3/19/2026

The March Treasurer's Report reflects a stable financial position across all City funds. Current account balances show consistent activity with no unusual increases or decreases. Overall cash totals remain in line with seasonal expectations and demonstrate appropriate liquidity for ongoing operations. Investment accounts, including LGIP and US Bank Safekeeping, also remain steady, with balances reflecting predictable performance for this point in the fiscal year. These combined results indicate that the City's financial position continues to hold steady without volatility or unexpected variations.

The Budget Position Report for March shows that both revenues and expenditures across all funds are tracking as anticipated based on the first quarter of the fiscal year. Revenue patterns align with predictable seasonal fluctuations, such as the timing of tax receipts, and project-related reimbursements. Funds engaged in active capital or utility projects show revenue and expenditure pacing that corresponds to the work completed to date.

Expenditures remain consistent with expected operational levels, including staffing, utilities, contract services, and early-year project mobilization. The report illustrates a healthy balance between received revenues and controlled spending, with all major funds performing within normal and anticipated ranges for this time of year.

Staff are in the process of completing the final reimbursement request to the Economic Development Administration (EDA) for the Wastewater Collection System Upgrades project. This reimbursement will close out the federal funding component of the project and ensure all eligible costs are captured and submitted.

Additionally, preparation has begun for the Annual State Auditor Report for the 2025 fiscal year. This report is due at the end of May. Early coordination and data collection efforts are underway to ensure accuracy in financial reporting, compliance with state requirements, and timely submission. Staff are reviewing reconciliations, documentation, and year-end entries to ensure the audit process proceeds smoothly.