



# White Salmon City Council Meeting

## A G E N D A

February 05, 2025 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: 875 6805 7906

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/87568057906>

- I. **Call to Order, Land Acknowledgement, and Presentation of the Flag**
  - II. **Roll Call**
  - III. **Changes to the Agenda**
  - IV. **Presentations**
    - A. Black History Month Presentation
    - B. Mayor's Updates
  - V. **Public Comment** Any public in attendance at the meeting (either in person or via Zoom) will be provided an opportunity to make public comment of a general nature in the time allotted. No registration is required. Each person will be allowed three minutes for comment.
  - VI. **Consent Agenda**
    - [A.](#) Approval of Planning Consulting Services Contract - Facet NW, Inc
    - [B.](#) Resolution 2025-02-616 Approval of Sole Source Provider - GC Systems
    - [C.](#) Resolution 2025-02-617 Amending the Public Records Policy and Procedure
    - [D.](#) Resolution 2025-02-618 Amending Resolution 2024-12-612 Authorizing Agent Bluff Trail Grant
    - [E.](#) Resolution 2025-02-619 Amending Resolution 2024-10-601 Authorizing Agent FEMA Grant Application
    - [F.](#) Approval of SS4A Safety Action Plan RTC Grant Match Contribution
    - [G.](#) Approval of Meeting Minutes - January 15, 2025
    - H. Approval of Vouchers
  - VII. **Business Items**
    - [A.](#) **Ordinance 2025-01-1171 Amending WSMC 17 Parking**
      - 1. Presentation
      - 2. Public Hearing
      - 3. Discussion and Action
    - [B.](#) **Ordinance 2025-02-1178 Amending WSMC 17 Commercial Zoning and Conditional Use Permits**
      - 1. Presentation
      - 2. Public Hearing
      - 3. Discussion and Action
    - [C.](#) **Ordinance 2025-01-1174 Amending WSMC 3.36 Land Use Fees**
      - 1. Presentation
      - 2. Public Hearing
      - 3. Discussion and Action
- 5 minutes Break -**
- [D.](#) **Ordinance 2025-01-1175 Amending WSMC 18.41 Tree Protections and 13.01.050 Stormwater Provisions**
    - 1. Public Hearing Continuation
    - 2. Discussion and Action

**E. Ordinance 2025-02-1179 Amending WSMC Chapter 2.08 Clerk Treasurer**

1. Presentation
2. Discussion
3. Action

**F. Ordinance 2025-02-1177 Amending WSMC 13 Wastewater**

1. Presentation
2. Public Hearing
3. Discussion and Action

**G. Resolution 2024-12-604 Adopting the White Salmon Green House Gas Emissions Reduction Plan**

1. Presentation
2. Discussion
3. Action

**VIII. Reports and Communications**

- A. Department Head Reports**
- B. Council Member and Committee Reports**
- C. Interim City Administrator Report**

**IX. Executive Session (if needed)**

**X. Adjournment**

**File Attachments for Item:**

A. Approval of Planning Consulting Services Contract - Facet NW, Inc



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

No, not necessary

Meeting Date:

February 5, 2025

Agenda Item:

Approval of Personnel Services Contract with Facet NW, Inc for On-Call Planning Services

Presented By:

Stephanie Porter, Clerk Treasurer

### **Motion for Business Item / Proposed Motion for Consent Agenda:**

*Motion to approve Personal Services Contract with Facet NW, Inc for On-Call Planning Services*

### **Background of Issue:**

*Facet NW, Inc has provided On-Call Planning Services to the City of White Salmon in the absence of a city planner beginning in 2023.*

### **Explanation of Issue:**

The approval of this contract will allow Facet NW, Inc to continue to be on-call for planning services. City staff has determined that the cases to be forwarded to Facet will be more complex in nature. A list of existing projects has been determined by planning staff and the Mayor.

The city is in conversation with Skamania County in hopes of bringing on a more fiscally attainable support for more straight forward planning cases.

### **Council Options:**

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

### **Fiscal Analysis:**

The adopted budget contains funding for On-Call planning services.

**CITY OF WHITE SALMON  
PERSONAL SERVICES CONTRACT**

This contract is between the City of White Salmon and Facet NW, Inc hereafter called Contractor. City’s Contract Administrator for this contract is Erika Castro-Guzman, Associate Planner.

**Effective Date and Duration**

This contract shall become effective on the date at which every party has signed this contract. This contract shall expire, unless otherwise terminated or extended on December 31, 2026.

**Statement of Work**

(a) The statement of work and Special Terms and Conditions (if any) are contained in Exhibit A attached hereto and by this reference made a part hereof.

**Consideration**

- (a) City agrees to pay Contractor fees not to exceed \$344 per hour for on-call planning services, as directed by city staff.
- (b) Monthly invoices shall be submitted to the City at [ap@whitesalmonwa.gov](mailto:ap@whitesalmonwa.gov) itemizing all time incurred.

**Amendments**

The terms of this contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written instrument signed by both parties.

**Terms and conditions listed on page two**

**CONTRACTOR DATA, CERTIFICATION, AND SIGNATURE**

Name (please print): Facet NW, Inc

Address: 750 6<sup>th</sup> Street South  
Kirkland, WA 98033

UBI # : 601-012-936

Phone: (425) 650-1317

Email: [dnickel@facetnw.com](mailto:dnickel@facetnw.com)

- |                                   |                    |                                     |                        |                                     |                            |
|-----------------------------------|--------------------|-------------------------------------|------------------------|-------------------------------------|----------------------------|
| Citizenship:                      | Non resident alien | <input type="checkbox"/>            | Yes                    | <input checked="" type="checkbox"/> | No                         |
| Business Designation (Check one): |                    | <input type="checkbox"/>            | Individual             | <input type="checkbox"/>            | Sole Proprietorship        |
|                                   |                    | <input type="checkbox"/>            | Partnership            | <input type="checkbox"/>            | Estate/Trust               |
|                                   |                    | <input checked="" type="checkbox"/> | Corporation            | <input type="checkbox"/>            | Public Service Corporation |
|                                   |                    | <input type="checkbox"/>            | Governmental/Nonprofit |                                     |                            |

Payment information will be reported to the IRS under the name and taxpayer ID number provided above. Information must be provided prior to contract approval. Information not matching IRS records could subject Contractor to 31 percent backup withholding.

I, the undersigned: agree to perform work outlined in this contract in accordance to the terms and conditions (listed on the front and backside and made part of this contract by reference) and the statement of work made part of this contract by reference hereby certify under penalty of perjury that I/my business am not/is no in violation of any Washington tax laws; and thereby certify I am an independent contractor. As noted in No. 21 of the Standard Contract Provisions, where required for Federal funding, Contractor certifications and signatures apply to Exhibits C and D.

Approved by the Contractor:

\_\_\_\_\_  
Signature Date

Approved by the City:

\_\_\_\_\_  
Marla Keethler, Mayor Date

Approved by Council:

February 5, 2025  
Date

## STANDARD CONTRACT PROVISIONS FOR PERSONAL SERVICES (NON-PERS MEMBERS)

### 1. Retirement System Status

Contractor is not a contributing member of the Public Employees' Retirement System and is responsible for any federal or state taxes applicable to any comprehensive or payments paid to contractor under this contract. Contractor is not eligible for any benefits from these contract payments of federal Social Security, unemployment insurance, or workers compensation except as a self-employed individual.

### 2. Effective Date and Duration

The passage of the contract expiration date (as recorded on reverse side) shall not extinguish, prejudice or limit either party's right to enforce this contract with respect to any default or defect in performance that has not been cured.

### 3. Government Employment Status

If this payment is to be charged against federal funds, Contractor certifies it is not currently employed by the federal government.

### 4. Subcontractors and Assignment

Contractor shall not enter into any subcontractors for any other work scheduled under this contract without prior written consent of the City. Subcontractors exceeding \$20,000 in cost shall contain all required provisions of the prime contract.

### 5. Dual Payment

Contractor shall not be compensated for work performed under this contract by any other municipality of the State of Washington.

### 6. Funds Available and Authorized

City certifies at the time of contract execution that sufficient funds are available and authorized for expenditure to finance costs of this contract within the City's appropriation or limitation.

### 7. Termination

- (a) This contract may be terminated by mutual consent of both parties, or by the City upon 30 days' notice in writing and delivered by certified mail or in person.
- (b) City may terminate this contract effective upon delivery of written notice to the Contractor, or at such later date as may be established by the City, under any of the following conditions:
  - (i) If City funding from federal, state or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quality of services. The contract may be modified to accommodate a reduction in funds.
  - (ii) If federal or state regulations or guidelines are modified, changes or interpreted in such away that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract.
  - (iii) If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this contract is for any reason denied, revoked or no renewed. Any such termination of this contract under subparagraphs 7(a) or 7(b) shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.
- (c) The City may terminate the whole or any part of this agreement by written notice of default (including breach of contract) to the Contractor.
  - (i) If the Contractor fails to provide services called for by this contract within the time specified herein or any extension thereof, or
  - (ii) If the Contractor fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from the City, fails to correct such failures within 10 days or such other period as the City may authorize.

The rights and remedies of the City provided in the above clause related to defaults (including breach of contract) by the Contractor shall not be exclusive and are in addition to any other rights and remedies provide by law or under this contract.

### 8. Access to Records

City, the Secretary of State's Office of the State of Washington, the federal government, and their duly authorized representatives shall have access to the books, documents, papers and records of the Contractor directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcripts of the period of three (3) years after final payment. Copies of applicable records shall be made available upon request. Payment for cost of copies is reimbursable by City.

### 9. State Tort Claims Act

Contractor is not an officer, employee or agent of the State or City as those terms are used in RCW 4.96.020.

### 10. Compliance with Applicable Law

Contractor shall comply with all federal, state and local laws and ordinances applicable to the work under this contract.

### 11. Indemnification

- (a) Indemnity-Claims for Other than Professional Liability  
Contractor shall defend, save and hold harmless the City their officers, agents and employees form all claims, suites or actions of whatsoever nature, including international acts resulting from or arising out of the Contractor or its subcontractors, agents or employees under this agreement. The Contractor waives, with respect to the City, its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive the expiration or termination of this Agreement.
- (b) Indemnity-Claims for Professional Liability

Contractor shall defend, save and hold harmless the City, their officers, agents and employees, from all claims, suits or actions arising out of the professional negligent acts, errors or omissions of Contractor or its subcontractors and subconsultants, agents or employees in performance of professional services under this agreement.

### 12. Insurance

- (a) Liability Insurance. Contractor shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of he contractor, the City, its commissioners, employees, and agents. Coverage shall include personal injury, bodily injury, including death, and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Contractor's operations, in an amount not less than \$1,000,000.00 combined single limit per occurrence. Such insurance shall name the City as an additional insured with a coverage endorsement at least as broad as ISO CG 20 10 10 01.
- (b) Workers' Compensation Coverage. Contractor certifies that Contractor has qualified for State of Washington Workers' Compensation coverage for all Contractor's employees who are subject to Washington's Workers' Compensation statute, either as a carrier-insured employer as provided by RCW Chapter 51 or as a self-insured employer.
- (c) Certificates. Within 10 calendar days after full execution of this contract, Contractor shall furnish the City with certificates evidencing the date, amount, and type of insurance required by this contract. All policies shall provide for not less than thirty (30) days' written notice to the City before they may be canceled.
- (d) Primary Coverage. The coverage provided by insurance required under this contract shall be primary, and shall not seek contribution from any insurance or self-insurance carried by the City.

### 13. Ownership of Work Product

All work products of the Contractor which result from this contract are the exclusive property of the City.

### 14. Nondiscrimination

Contractor agrees to comply with all applicable requirements of federal civil rights and rehabilitation statutes, rules and regulations. Contractor also shall comply with the Americana with Disabilities Act of 1990 (Pub L No. 101-336) including Title II of that Act, and all regulations and administrative rules established pursuant to that law.

### 15. Successors in Interest

The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

### 16. Execution and Counterparts

This contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

### 17. Force Majeure

Neither party shall be held responsible for delay or default caused by fire, civil unrest, labor unrest, acts of God and war which is beyond such party's reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance or its obligations under the contract.

### 18. Severability

The parties agree that if any terms or provisions of this contract is declared by the court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular terms or provisions held to be invalid.

### 19. Errors

The contractor shall perform such additional work as may be necessary to correct errors in the work required under this contract without undue delays and without additional cost.

### 20. Waiver

The failure of the City to enforce any provisions of the contract shall not constitute a waiver by the City of that or any other provision.

### 21. Other Requirements

When federal funds are involved in this contract, Contractor Debarment and Non-Collusion certifications and signatures apply to Exhibit C and D.

### 22. Governing Law

The provisions of this contract shall be construed in accordance with the provisions of the laws of the State of Washington. Any action or suit involving any question arising under this contract must be brought in the appropriate court of the state of Washington, Skamania County.

### 23. Attorney Fees

The prevailing party shall be entitled to reasonable attorney fees at trial and on appeal in an action brought with respect to this contract.

### 24. Merger Clause

THIS CONTRACT AND ATTACHED EXHIBITS CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THE CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE IF MADE, SHALL BE EFFECTIVE ONLY IN SPECIFIC INSTANCES AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. CONTRACTOR, BY THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITONS.



Formerly DCG/Watershed

**EXHIBIT B**

**CATEGORY RATES**

Issued Date: 10/23/2024

Effective Through: 12/31/2025

Category Title	Hourly Rate
Accountant	\$211
Accounting Billing Clerk	\$100
Accounting Billing Coordinator	\$116
Administrative Assistant	\$104
Arborist 1	\$123
Arborist 2	\$144
Arborist 3	\$149
Arborist 4	\$155
Arborist 5	\$166
Arborist 6	\$195
Arborist 7	\$214
Arborist 8	\$241
Ecological Designer 4	\$163
Ecologist 1	\$118
Ecologist 2	\$141
Ecologist 3	\$145
Ecologist 4	\$175
Ecologist 5	\$194
Engineer 1	\$121
Engineer 2	\$150
Engineer 2b	\$162
Engineer 3	\$186
Engineer 4	\$196
Engineer 5	\$234
Engineer 6	\$253

A.

Category Title	Hourly Rate
Engineer 7	\$277
Engineer 8	\$305
Engineer Tech 1	\$99
Engineer Tech 2	\$109
Engineer Tech 3	\$120
Engineer Tech 4	\$145
Engineer Tech 5	\$162
Engineer Tech 6	\$198
Engineer Tech 7	\$207
Engineer Tech 8	\$233
Finance Manager	\$213
Fisheries Biologist 1	\$123
Fisheries Biologist 2	\$139
Fisheries Biologist 3	\$155
Fisheries Biologist 4	\$171
Fisheries Biologist 5	\$188
Fisheries Biologist 6	\$204
Fisheries Biologist 7	\$219
Fisheries Biologist 8	\$235
GIS Analyst 4	\$146
Graphics Designer 4	\$133
Human Resources Coordinator	\$116
Human Resources Manager	\$144
Intern 1	\$91
Landscape Architect 3	\$147
Landscape Architect 4	\$170
Landscape Architect 5	\$185
Landscape Architect 6	\$207
Landscape Architect 7	\$265
Landscape Architect 8	\$277
Landscape Designer 1	\$128
Landscape Designer 2	\$132



A.

Category Title	Hourly Rate
Landscape Designer 3	\$150
Marketing Coordinator	\$135
Marketing Manager	\$147
Planner 1	\$129
Planner 2	\$144
Planner 3	\$163
Planner 4	\$168
Planner 5	\$187
Planner 6	\$198
Planner 7	\$216
Planner 8	\$235
Principal 1	\$222
Principal 2	\$244
Principal 3	\$267
Principal 4	\$310
Principal 5	\$334
Principal 7	\$334
Principal 8	\$334
Project/Contract Administrator	\$143
Restoration Specialist	\$196

**Direct Costs**

<b><u>Auto Mileage</u></b>	
Maximum standard rate allowable by IRS	
<b><u>Reproduction:</u></b>	
<b><u>Black &amp; White Printing</u></b>	<b><u>Rate per Page</u></b>
8 1/2 x 11	\$0.10
11 x 17	\$0.20
12 x 18	\$0.30
<b><u>Color Printing</u></b>	<b><u>Rate per Page</u></b>
8 1/2 x 11	\$1.00
11 x 17	\$2.00
12 x 18	\$2.50
	<b><u>Plotting</u></b>
	<b><u>Rate per SF</u></b>
	B&W Bond \$1.05
	Color Bond \$1.18
	B&W Glossy \$12.18
	Color Glossy \$13.76
Outside Reproduction	At cost
Electrofishing Equipment Fee	\$100.00/day
Trimble DA2 - GPS Equipment Fee	\$50.00/day
Drone	\$200.00/day
Field Tablet	\$20.00/day
Solomat Water Quality Testing Equipment Fee	\$50.00/day
YSI Salinity pH Meter	\$50.00/day
Expert testimony	Expert testimony is billed at 1.5 times standard hourly rates
Lodging and per diem	Reimbursement will be at a rate not to exceed the WA State OFM per diem rate for location services are provided. Out-of-State locations will be reimbursed at the current GSA rate for location services are provided.
Other Direct Costs At Cost	

**File Attachments for Item:**

B. Resolution 2025-02-616 Approval of Sole Source Provider - GC Systems



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

Yes, completed

Meeting Date:

2.5.25

Agenda Item:

Resolution 2025-02-616 Approving Sole Source Cla-Val Maintenance – Cimco- GC Systems

Presented By:

Andrew Dirks- PWD

### Action Required:

Review and approval of Resolution 2025-02-616 Approving Sole Source Cla-Val Maintenance with Cimco-GC Systems.

### Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Resolution 2025-02-616 Approving Sole Source Cla-Val Maintenance with Cimco-GC Systems.

### Explanation of Issue:

City staff has done their due diligence to confirm that Cimco- GC Systems is the sole source provider and is the only Authorized Sales, Engineering, and Service Agency set up in the Greater Northwest, including the states of Alaska, Idaho, Oregon, and Washington for Cla-Val. Cimco-GC System is familiar with our system and will assist in creating an annual maintenance program.

### Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

### Fiscal Analysis:

Cla-Val maintenance has already been added to the 2025 budget and will be adjusted on an annual basis.

### Diversity Equity Inclusion & Stakeholder Analysis:

Upgrades to the City’s water distribution system proved a better experience for all users and reduce the risk of emergency repairs and closures

### Policy & Plan Implications:

No policy or plan implications.

### Recommendation of Staff/Committee:

Staff recommends and approval of Resolution 2025-02-616 Approving Sole Source Cla-Val Maintenance with Cimco-GC Systems.

### Follow Up Action:

PW staff will follow up with Cimco- GC systems for scheduling maintenance for 2025.

**RESOLUTION 2025-02-616**

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF WHITE SALMON, WASHINGTON,  
ESTABLISHING A SOLE SOURCE PROVIDER FOR MAINTENANCE AND REPAIR  
OF CONTROL VALVES.**

**WHEREAS**, the City owns and operates 28 control valves (Cla-Val brand) that ensure delivery of water; and

**WHEREAS**, consistent maintenance and repair are necessary to ensure water delivery to customers of the White Salmon water system; and

**WHEREAS**, it is critical for the City of White Salmon to have proper maintenance and repairs to the Cla-Val stations; and

**WHEREAS**, the City has approved a n annual maintenance contract with Cimco-GC Systems in its 2025 budget; and

**WHEREAS**, city staff has done their due diligence to confirm that Cimco- GC Systems is the sole source provider and is the only Authorized Sales, Engineering, and Service Agency set up in the Greater Northwest, including the states of Alaska, Idaho, Oregon, and Washington for Cla-Val; and

**WHEREAS**, RCW 39.04.280(1)(a) allows agencies to waive competitive bidding if a purchase is clearly and legitimately limited to a single supplier. These situations often arise when an agency has specific technological requirements. Examples include:

- Licensed, copyrighted, or patented products or services that only one vendor provides
- New equipment or products that must be compatible with existing equipment or products
- Proprietary or custom-built software or information systems that only one vendor provides
- Products or services where only one vendor meets the required certifications or statutory requirements.

**WHEREAS**, it is in the best interest of the City to proceed with the acquisition of such service from the sole vendor.

**NOW, THEREFORE**, be it resolved by the City Council of the City of White Salmon as follows:

1. The City of White Salmon Public Works Departments shall purchase Cla-Val maintenance and repair equipment from Cimco- GC Systems that is compatible with existing equipment and products.
2. The above-described circumstance is justification for the waiver of bidding requirements under the authority of RCW 39.04.280(1)(a).

B.

- Pursuant to White Salmon Procurement Policy 9.0 and RCW 39.04.280(1)(a), the bidding requirement is hereby waived for the purchase of pump replacement equipment and herein is considered by the City Council as a sole source purchase.

**ADOPTED** by the Council of the City of White Salmon, Washington. Dated this 5<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
**Marla Keethler, Mayor**

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Troy Rosenburg, Deputy Clerk**

\_\_\_\_\_  
**Shawn MacPherson, City Attorney**

**File Attachments for Item:**

C. Resolution 2025-02-617 Amending the Public Records Policy and Procedure



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

Yes, Completed

Meeting Date:

February 5, 2025

Agenda Item:

Resolution 2025-02-617 Amending Public Records Policy and Procedure

Presented By:

Stephanie Porter, Clerk Treasurer

**Action Required:**

Adoption of Resolution 2025-02-617 Amending Public Records Policy and Procedure.

**Motion for Business Item / Proposed Motion for Consent Agenda:**

Motion to adopt Resolution 2025-02-617 Amending Public Records Policy and Procedure.

**Explanation of Issue:**

This amendment to the Public Record Policy updates the email contact information removing [clerktreasurer@ci.white-salmon.wa.us](mailto:clerktreasurer@ci.white-salmon.wa.us) and adding [publicrecords@whitesalmonwa.gov](mailto:publicrecords@whitesalmonwa.gov). Additional changes include office hour updates.

**Council Options:**

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for additional work.
4. Take No Action
5. Other action as desired by council.

**Fiscal Analysis:**

There are no Financial Implications

**Recommendation of Staff/Committee:**

Staff recommends approval of Resolution 2025-02-617 Amending Public Records Policy and Procedure.

**Follow Up Action:**

Policy should be reviewed after staff structure is finalized.



**RESOLUTION 2025-02-617****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON,  
WASHINGTON, AMENDING PUBLIC RECORDS POLICY AND PROCEDURE**

**WHEREAS**, the City of White Salmon adopted a public records policy and procedure on November 19, 2018; and

**WHEREAS**, the City of White Salmon is required by RCW 42.45.100 to adopt and enforce reasonable rules and regulations consistent with the intent of the Washington State Public Records Act (PRA), referenced in RCW Chapter 42.56 and Model Rules of WAC 44-14; and

**WHEREAS**, the City of White Salmon is required to provide access to public records, protect public records from damage and disorganization and to prevent excessive inference with other essential functions of the City; and

**WHEREAS**, the City of White Salmon is required to protect certain public records from disclosure subject to various legal exemptions; and

**WHEREAS**, the City of White Salmon finds that maintaining an index as provided for in RCW 42.56.070(3) for use by the public would be unduly burdensome and would interfere with agency operations given the high volume, various locations and types of public records received, generated and otherwise acquired by the city; and

**WHEREAS**, the City of White Salmon finds that calculating the actual cost of providing documents either via copying, scanning, uploading electronic files or in any other electronic format in order to fulfill public records request would be unduly burdensome and therefore will comply with RCW 42.56.120(2)(b); and

**WHEREAS**, the City of White Salmon finds that amendment to the policy is necessary to correct the email address associated with requesting “General Records.”

**NOW THEREFORE, BE IT HEREBY RESOLVED THAT CITY OF WHITE SALMON  
AMENDS THE PUBLIC RECORDS POLICY AND PROCEDURES ATTACHED.**

C.

**ADOPTED** by the Council of the City of White Salmon, Washington. Dated this 5<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
**Marla Keethler, Mayor**

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Troy Rosenburg, Deputy Clerk Treasurer**

\_\_\_\_\_  
**Shawn MacPherson, City Attorney**

## City of White Salmon

### Public Records Policy and Procedure

#### 1.0 Purpose

- 1.1 The City of White Salmon is committed to transparent government as the law allows. This Public Records Policy and Procedure is intended to facilitate public access to records and to minimize confusion or misunderstanding about the records request process.
- 1.2 The City of White Salmon is required by RCW 42.56.100 to adopt and enforce reasonable rules and regulations consistent with the intent of the Washington State Public Records Act (PRA), referenced in *RCW Chapter 42.56 and Model Rules of WAC 44-14*, and to provide access to public records, protect public records from damage and disorganization and to prevent excessive interference with other essential functions of the City. The City is also required to protect certain public records from disclosure subject to various legal exemptions.
- 1.3 This Public Records Act disclosure policy established the procedures the City of White Salmon will follow to provide for the fullest assistance to requestors including the most timely possible action on requests, while protecting public records from damage and preventing “excessive interference with other essential agency functions.” *RCW 42.56.100*.
- 1.4 The City is required to respond to public records requests pursuant to Chapter 42.56 RCW. The City is not required to respond to questions, do research, prepare reports, or to give information that is not the subject of an identifiable public record.
- 1.5 Except where these guidelines are mandated by statute, the guidelines in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City. The City reserves the right to apply and interpret this policy as it reasonably sees fit, and to revise or change the policy at any time. Failure to comply with any provision of these rules shall not result in any liability imposed upon the City other than that provided in the Public Records Act.

#### 2.0 Definitions

- 2.1 “The City of White Salmon” and “The City” includes any office, department, division, bureau, board, commission, or agency of the City of White Salmon. *RCW 42.56.010(1)*.
- 2.2 “Public Record” includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the City of White Salmon regardless of the physical form or characteristics. *RCW 42.56.010(2)*.
- 2.3 “Writing” means handwriting, typewriting, printing, photo stating, photographing and every other means of recording any form of communication representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all

papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings and other documents including existing data compilations from which information may be obtained or translated. *RCW 42.56.010(3)*.

- 2.4 “Identifiable Records” means an identifiable record is one in existence at the time the records request is made and the City staff can locate after an objectively reasonable search.
- 2.5 “Exempt record” includes all agency records that are specifically exempted or prohibited from disclosure by state or federal law, either directly in RCW 42.56 or other statutes. For information related to Public Record Exemptions please see Municipal Research Services Center’s (MRSC) publication “Public Records Act for Washington Cities, Counties, and Special Purpose Districts” on the City’s Website under Public Records Request.

**3.0 Responsibility**

**3.1 Public Records Officer**

The City of White Salmon’s Public Records Officer is the City Clerk. Other City staff members may also process public records requests, as needs require.

**3.2 City Attorney**

The City Attorney’s Office shall provide legal advice to the Public Records Officer or designee on those occasions when advice is sought. Additionally, the City Attorney’s Office will provide a timely written response to a written request for an explanation of a denial of the release of public information as provided in Section 4.17 of this policy.

**3.3 Central and Field Offices**

The City of White Salmon’s central office for requesting records is City Hall, 100 N. Main Street, White Salmon, WA 98672. The City is a non-charter code city governed by the provisions of RCW Chapter 35A.12 under the mayor-council form of government. The City has field offices located in various locations for departments such as Police and Fire Department. More information regarding the City of White Salmon’s departments may be obtained through the City’s website ~~www.white-salmon.net.~~ [www.whitesalmonwa.gov](http://www.whitesalmonwa.gov).

**4.0 Procedure**

**4.1 How to Request Records:**

**General Records Request-** Any person requesting access to general public records or seeking assistance in making such a request must contact the City Clerk located at:

City Clerk/Public Records Officer	Phone: (509) 493-1133 x205
100 N. Main Street / P.O. Box 2139	Email:
White Salmon, WA 98672	<u><a href="mailto:clerktreasurer@ci.white-salmon-wa.us">clerktreasurer@ci.white-salmon-wa.us</a></u>
	<u><a href="mailto:publicrecords@whitesalmonwa.gov">publicrecords@whitesalmonwa.gov</a></u>

Hours: ~~8:00am~~ 9:00am to 5:00pm Mon-Friday

**Police Records Request-** Any person requesting Police records must contact the Police Department located at:

Bingen-White Salmon Police Department                      Phone: (509) 493-1177  
142 E Jewett Blvd / P.O. Box 2139                                      Fax: (509) 493-1007  
White Salmon, WA 98672    Email: info@bwspolice.com  
Hours: 8:00 a.m. to 4:00 p.m. Mon- ~~Thursday~~ Friday

**4.2 Request Format**

While there is no specific required format for a public records request, a requestor must provide the City with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public record request, the requestor should point out the public record request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate a timely response to the request.

To help facilitate a prompt response, the City encourages that all requests be made in writing on a *Public Records Request Form*, which is available at the City Clerk’s Office and on the City of White Salmon’s website ~~www.white-salmon.net~~ **www.whitesalmonwa.gov**. Requests may be submitted in person, orally, by mail, ~~by fax,~~ or e-mail. Mail, ~~and~~ **and** email ~~and faxes~~ will be considered received on the date the form is stamped “received”, not on the date sent. Requests should include the following information:

- A. The requestors name, mailing address, and contact phone number;
- B. The date of the request;
- C. The nature of the request, including a detailed description of the public record(s) adequate for the city personal to be able to locate the records;
- D. A statement regarding whether the records are being requested for a commercial purpose (*RCW 42.56.070 (9)*);  
And,
- E. Whether the requestor desires copies (and whether in a paper or electronic form), or to inspect the requested records. The City reserves the right to choose a form of copies where it is impracticable to respond in the requested form.

Request for public records made orally must be made during normal business hours. Requests for public records made orally must be confirmed by the Public Records Officer.

A variety of records are available on the City’s website at ~~www.white-salmon.net~~ **www.whitesalmonwa.gov**. Requestors may be directed to view the records available on the website in lieu of producing copies or physical inspection where records are so available and may be searched. The City Clerk or designee shall be available for technical assistance in that event.

**4.3 Response to Requests**

The City will process requests in the most efficient manner as the Public Records Officer (defined above) deems appropriate. The Public Records Officer may ask a requestor to

prioritize the records he or she is requesting so that the most important records may be provided first.

Within five (5) business days of receiving a request, the City will either (A) provide the record; (B) acknowledge that the request has been received and provide a reasonable time estimate it will need to respond to the request; (C) seek clarification of the request; or (D) deny the request.

Additional time to respond may be based on the need to log the request, to clarify the intent of the request, to locate and assemble the records, to redact confidential or exempt information, to prepare a withholding index to notify third parties or agencies affected by the request and provide such parties/agencies with the opportunity to seek a court order preventing disclosure where appropriate and/or to consult with the City Attorney about whether the records are exempt from disclosure. The Public Records Officer should briefly explain the basis for the time estimate to respond. Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain the changed circumstances that make it necessary.

The City frequently receives requests for public records identified in terms of “any and all documents related to” or similar language. The City has limited staffing resources and broad requests of voluminous documents, particularly those requiring review and redaction, will be provided only as City staffing allows and may result in long response periods. If the requestor is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the City’s response and/or reduce the volume of potentially responsive documents, the Public Records Officer is allowed to err on the side of producing more rather than fewer documents in response to such a broad, general request. City staff shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requestor and the PRA does not allow a requestor to search through the City’s files for records which cannot be identified or described to the City. The City is not authorized to provide lists of individuals for commercial purposes and the City may inquire whether the requestor is using a list commercially in its initial response. The Public Records Officer may also seek sufficient information to determine if another statute or court order may prohibit disclosure. If the requestor fails to clarify an unclear request or verify a non-commercial intent within fifteen (15) working days, the City will treat the request as having been withdrawn. *RCW 42.56.520*.

If the Public records contains personal information that identifies an individual or organization rather than the subject of the requested public record, the City may notify that individual or organization to allow the party to seek relief pursuant to RCW 42.56.540, and the response time may be delayed (usually by ten days) to allow the third party to oppose the records release. Such relief may include a court injunction prohibiting release of the record because such examination would not be in the public interest and would substantially and irreparably damage any person or vital governmental function. The City may take the above into account when providing an estimate of when the records will be available. Nothing in this policy is intended to, nor does it, create any right to such notice.

When a request uses a phrase such as “all records relating to”, the Public Records Officer may interpret the request to be for records which directly and fairly address the topic. The City may respond to a request to provide access to a public record by providing the requestor with a link to the City’s web site containing an electronic copy of that record if it can be determined that the requestor has internet access and the requestor agrees that the request has been satisfied.

When the requestor has found the records he or she is seeking, the requestor should advise the Public Records Officer that the request for records have been provided and the remainder of the request may be cancelled.

#### **4.4 Providing Records in Installments**

When the request is for a large number of records, the City may provide access for inspection and copying in partial installments if reasonably determined that it would be practical to provide the records in that way. With each instance the City will notify the requestor of the response time for the next installment. Provided, however, if the requestor does not contact the Public Records Officer within thirty (30) working days to arrange for the review of the first installment, the City may deem the request abandoned and may stop fulfilling the remainder of the request. The City may prioritize record requests received after commencing to fulfill the larger request. *RCW 42.56.120*.

#### **4.5 Electronic Records**

The process for requesting electronic public records is the same as the process for requesting paper public records.

When a requestor requests records in an electronic format, if technically feasible, the Public Records Officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the City and is generally commercially available; or will provided the records in a format that is reasonably translatable to the format in which the agency keeps the record.

With the consent of the requestor, the City may provide customized access under *RCW 42.56.120* if the record is not reasonably translatable into the format requested. The City may charge a fee consistent with *RCW 42.56.120(3)(a)(i)* for such customizable access.

#### **4.6 No Duty to Create Records**

This policy does not require the City to answer written questions, summarize data or information, prepare reports, create new public records, or provide information in a format that is different from original public records; however, the City may in its discretion create such a new record to fulfill the request where it may be easier for the City to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request. *WAC 44-14-04003 (5)*.

#### 4.7 No Duty to Provide Information

This policy does not require the City to respond to requests for information, research, opinions or advice. Requests for information, research, opinions, advice, or similar requests will not be responded to pursuant to this policy.

#### 4.8 No Duty to Supplement Responses

The City is not obligated to hold current records requests open to respond to request for records that may be created in the future. A new request must be made to obtain later-created public records.

#### 4.9 Fees

A. The City finds that calculating the actual cost of providing documents either via copying, scanning, uploading electronic files or in any other electronic format in order to fulfill a public records request would be unduly burdensome for the following reasons:

1. The City's public records officer would be required to maintain a record of all employees who contributed to each part of a public record request and potentially charge different amounts for multiple documents and/or pages.
2. The City uses several scanning and copying machines with different costs and lease agreement fees which change from time to time. The cost of supplies for the City's various machines is subject to change based on current market rates. Calculating the portion of the machines and supplies used toward copying or scanning public records would require knowledge of the cost of supplies and an in-depth analysis of timing and application multiplied by each contributing employee's hourly rate of pay and benefits;
3. The response time to a public records request may be delayed in order to calculate actual costs and creating an invoice with varying different rates of providing the public records.

*RCW 42.56.120(2)(b).*

B. The charges for responding to public records requests are as follows:

1. Fifteen cents (\$0.15) per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records. *RCW 42.56.120(2)(b)(i).*
2. Ten cents (\$0.10) per page for public records scanned into an electronic form or for the use of agency equipment to scan the records. *RCW 42.56.120(2)(b)(ii).*



3. Five cents (\$0.05) per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery. *RCW 42.46.120(2)(b)(iii)*.
  4. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The city shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations. *RCW 42.56.120(2)(b)(iv)*.
  5. The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge. *RCW 42.56.120(2)(b)(v)*.
- C. The charges in (b) of this subsection may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.
- D. An agency may charge a flat fee of up to two dollars for any request as an alternative to fees authorized under (a) or (b) of this subsection when the agency reasonably estimates and documents that the costs allowed under this subsection are clearly equal to or more than two dollars. An additional flat fee shall not be charged for any installment after the first installment of a request produced in installments. An agency that has elected to charge the flat fee in this subsection for an initial installment may not charge the fees authorized under (a) or (b) of this subsection on subsequent installments.
- E. An agency shall not impose copying charges under this section for access to or downloading of records that the agency routinely posts on its public internet web site prior to receipt of a request unless the requestor has specifically requested that the agency provide copies of such records through other means.
- F. A requestor may ask an agency to provide, and if requested an agency shall provide, a summary of the applicable charges before any copies are made and the requestor may revise the request to reduce the number of copies to be made and reduce the applicable charges.
- G. No fee is charged for inspection of a public record or for locating a record. Fees may be waived due to the small amount of copies, scans or electronic formats made or other circumstances. Payment of fees is required prior to the release of records unless other arrangements have been made. *RCW 42.56.120*.

#### **4.10 Deposit**

The City may require a deposit of up to ten percent (10%) of the estimated cost of copying records prior to copying the records for a requestor. The City may also require payment of the remainder of the cost before providing all of the records, or the payment of the cost of copying an installment before providing that installment. *RCW 42.56.120*

#### **4.11 Availability of Public Records**

Public Records are available for inspection and copying at the City Clerk's Office during normal business hours: Monday through Friday, 8:00a.m. to 5:00 p.m., excluding the lunch hour (12:00noon-1:00pm) and excluding legal holidays. City personnel and the requestor may make mutually agreeable arrangements for time(s) of inspections and copying.

To the extent possible, given other demands for space and staff time, the Public Records Officer shall promptly provide space to inspect public records at the City Hall. The City deems it necessary, in order to comply with the PRA's mandate to protect public records, to require that inspections of public records be conducted in the presence of the Public Records Officer or designated staff. The City will make every effort to provide staff to oversee the expeditious inspection of the public records without unduly compromising or unreasonably interfering with the essential functions of the City. All assistance to help requestors locate and inspect particular responsive records shall be provided by the Public Records Officer, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the City Clerk or other duties of any assisting employee(s) in other City departments. In accommodating a request for public records inspection, the City may consider the size of the request, the ease with which the requested records can be made available for inspection and the special accommodations requested by the requestor necessary in order to inspect the records, the availability (schedule) of the requestor to conduct the inspection, the availability of City staff to observe the inspection, the time constraints on staff availability imposed by other current City business, and any other relevant circumstances.

After inspection is complete, the requestor shall indicate which documents he/she wishes to have copied using a non-permanent method of marking the desired records as approved by the Public Records Officer. The Public Records Officer will arrange for copying.

#### **4.12 Preservation of Public Records**

No member of the public may remove a public record from the City Clerk's Office without the Public Record Officer's permission. No member of the public may remove a public record from a viewing area, disassemble, or alter, fold, mark, deface, tear, damage or destroy any public record. Public records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by City staff. Copies of public records may be copied only on copying machines of the City unless other arrangements are made by the Public Records Officer. No food or drink will be permitted during time of inspection of public records. Access to file cabinets, shelves, vaults and other City storage areas in restricted to authorized City staff.

#### **4.13 Organization of Public Records**

The City finds that maintaining an index as provided in RCW 42.56.070(3) for use by the public would be unduly burdensome and would interfere with agency operations given by the high volume, various locations, and types of public records received, generated and otherwise acquired by the City. *RCW42.56.070(4)*. Notwithstanding the foregoing, the

City will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

#### **4.14 Closing Abandoned or Unpaid Requests**

If the requestor withdraws the request, fails to fulfill his or her obligations to inspect the records within thirty (30) days of notice that the records are available for inspection, or fails to pay the deposit, installment payment or final payment for the requested copies, City personnel will close the request. City personnel will document the closure of the request and the conditions that led to the closure. *RCW 42.56.120*.

#### **4.15 Records Exempt from Public Disclosure**

The City is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state law or federal statute or regulation. The City is prohibited by statute from disclosing lists of individuals for commercial purposes. *RCW 42.56.070(9)*

The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. *RCW 42.56.230 through 42.56.480* contains a large number of exemptions from public inspection and copying.

Other statutes outside the Public Records Act may prohibit and exempt disclosure of certain documents or information *RCW 42.56.070(1)*.

The City's failure to list an exemption shall not affect the effectiveness of the exemption.

#### **4.16 Denial of Request Due to Exemption**

All denials of requests for public records will be accompanied by a written statement specifying the reason(s) for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. *RCW 42.56.210(3)*. Redacted sections shall indicate the reason for the redaction.

#### **4.17 Mechanism for Review of Denial**

Any person who objects to the denial of a public record may petition in writing to the City Clerk for a review by the City Attorney of that decision. The petition shall include a copy of or reasonably identify the written statement by the City Attorney's Office or designee denying the request. The City Attorney shall perform a review at the end of the second business day following the denial to represent final action for the purposes of judicial review. *RCW 42.56.530*.

#### **4.18 Retention of Records**

The City is not required to retain all records it creates or uses. However, the City will follow *RCW Chapter 40.14, Preservation and Destruction of Public Records*, in the retention and destruction of public records. The Secretary of State, State Archives Committee approves a general retention schedule for local agency records (including cities) that is common to most agencies. Individual agencies may seek approval from the Local Records Committee for retention schedules specific to their agency or that, due to their particular business needs, must be kept longer than provided in the general schedule.

The retention schedule for local agencies is available at [www.secstate.wa.gov/archives](http://www.secstate.wa.gov/archives). Retention schedules for documents vary based on the content of the record. WAC 4414-03005.

**4.19 Loss of Right to Inspection**

Inspection shall be denied, and the record withdrawn by the Public Records Officer if the requestor, when reviewing the record, acts in a manner which will damage or substantially disorganize the records or interfere excessively with other essential functions of the City.

**4.20 Disclaimer of Liability**

Neither the City nor any officer, employee, official or custodian shall be liable, or shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy. This policy is intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of mandatory terms such as “shall”, nothing in this policy is intended to impose mandatory duties on the City beyond those imposed by statute and federal law.

**File Attachments for Item:**

D. Resolution 2025-02-618 Amending Resolution 2024-12-612 Authorizing Agent Bluff Trail Grant



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

No, not necessary

Meeting Date:

February 5, 2025

Agenda Item:

Resolution 2025-02-618 Amending Authorized Agent FEMA Grant

Presented By:

Stephanie Porter, Clerk Treasurer

### **Motion for Business Item / Proposed Motion for Consent Agenda:**

Motion to adopt Resolution 2025-02-618 Amending Resolution 2024-10-601 Authorizing FEMA Grant Agents.

### **Explanation of Issue:**

This Resolution updates the city agents for the State of Washington Hazard Mitigation Grant Sub-Application and Grant to current staff.

### **Council Options:**

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

### **Fiscal Analysis:**

*There are no Financial Implications*

CITY OF WHITE SALMON, WASHINGTON  
RESOLUTION NO. 2025-02-618

**A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON AMENDING  
RESOLUTION 2024-10-601 DESIGNATING APPLICANT AGENT FOR THE STATE  
OF WASHINGTON HAZARD MITIGATION GRANT PROGRAM SUB-APPLICATION  
AND GRANT.**

**WHEREAS**, the City of White Salmon is required to designate an applicant agent for the application of the Washington State Hazard Mitigation Grant;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, HEREBY RESOLVES AND AUTHORIZES:**

Marla Keethler, Mayor or their alternative ~~Troy Rayburn, City Administrator~~ Erika Castro-Guzman, Special Projects Coordinator is hereby authorized to execute for and on behalf of the City of White Salmon, Washington a local government entity, state agency, special purpose district, federally recognized tribe or private nonprofit organization established under the laws of the state of Washington, this application, grant agreement, and payment requests to be filed with the Military Department, Emergency Management Division, for the purpose of obtaining and administering certain state and federal financial assistance under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Act of 1988, P.L. 93-288, as amended.

**THAT** the White Salmon City Council hereby authorizes its agent to provide to the Washington Military Department, Emergency Management Division assurances and agreements required for all matters concerning such non-disaster mitigation.

**PASSED AND APPROVED** by the City Council of the City of White Salmon, Washington at regularly scheduled open public meeting thereof this 5<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Troy Rosenberg, Deputy Clerk/Treasurer

\_\_\_\_\_  
Shawn MacPherson, City Attorney

**File Attachments for Item:**

E. Resolution 2025-02-619 Amending Resolution 2024-10-601 Authorizing Agent FEMA Grant Application



CITY OF WHITE SALMON, WASHINGTON  
RESOLUTION NO. 2025-02-619

**A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON AMENDING  
RESOLUTION 2024-12-612 DESIGNATING  
APPLICANT AGENT FOR THE TRANSPORTATION ALTERNATIVES (GRANT)  
PROGRAM ADMINISTERED THROUGH THE WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION (WSDOT).**

**WHEREAS**, the City of White Salmon is required to designate an applicant agent for the application of the Washington State Hazard Mitigation Grant;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, HEREBY RESOLVES AND AUTHORIZES:**

Marla Keethler, Mayor or their alternative ~~Troy Rayburn, City Administrator~~ Erika Castro-Guzman, Special Projects Coordinator is hereby authorized to represent and execute for and on behalf of the City of White Salmon, Washington, to any other local government entity, state agency, special purpose district, federally recognized tribe or private nonprofit organization established under the laws of the state of Washington, this application, grant agreement, and payment requests to be filed with the Washington State Department of Transportation, for the purpose of obtaining and administering certain state and federal financial assistance under the Washington State Local Agency Guidelines (LAG) Manual.

**THAT** the White Salmon City Council hereby authorizes its agent to provide to the Washington State Department of Transportation assurances and agreements required for all matters concerning the Transportation Alternatives (Grant) Program relating to the Bluff Connector Trail Study.

**PASSED AND APPROVED** by the City Council of the City of White Salmon, Washington at regularly scheduled open public meeting thereof this 5<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Troy Rosenburg, Deputy Clerk/Treasurer

\_\_\_\_\_  
Shawn MacPherson, City Attorney



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

No, not necessary

Meeting Date:

February 5, 2025

Agenda Item:

Resolution 2025-02-619 Amending Authorized Agent WSDOT Grant

Presented By:

Stephanie Porter, Clerk Treasurer

### **Motion for Business Item / Proposed Motion for Consent Agenda:**

Motion to adopt Resolution 2025-02-619 Amending Resolution 2024-12-612 Authorizing Applicant Agent for the Transpiration Alternatives Grant Program through WSDOT.

### **Explanation of Issue:**

This Resolution updates the city agents for the Transpiration Alternatives Grant Program through WSDOT to current staff.

### **Council Options:**

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

### **Fiscal Analysis:**

*There are no Financial Implications*

**File Attachments for Item:**

F. Approval of SS4A Safety Action Plan RTC Grant Match Contribution



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:	no, not necessary
Meeting Date:	2.5.25
Agenda Item:	SS4A Safety Action Plan RTC Grant Match Contribution.
Presented By:	Andrew Dirks- PWD

**Action Required:**

Review and approval of Grant Match contribution for SS4A Safety Action Plan RTC Grant Match Contribution not to exceed \$3500.00.

**Motion for Business Item / Proposed Motion for Consent Agenda:**

Motion to approve Grant Match contribution for SS4A Safety Action Plan RTC Grant Match Contribution not to exceed \$3500.00.

**Background of Issue:**

In 2023, RTC and the agencies of Skamania County, Klickitat County, Bingen, White Salmon, Goldendale and Stevenson agreed to work together to develop a Comprehensive Safety Action Plan (CSAP) for the RTPO Gorge region. With the recommendation of the Klickitat and Skamania Transportation Policy Committees, the RTC Board of Directors approved for RTC to pursue \$300,000 in Federal SS4A funds with a total match requirement of \$75,000. Supporting agencies agreed to co-fund Local Road Safety Plan development by providing local matching funds. Additionally, agencies agreed to provide technical assistance with RTC leading overall project management duties..

**Council Options:**

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

**Fiscal Analysis:**

The current 2025 budget does not contain an allocation for this purpose. Staff would need to provide the allocation in the first budget amendment of the 2025 year.

**Diversity Equity Inclusion & Stakeholder Analysis:**

Upgrades to the City’s transportation system proved a better experience for all users and reduce the risk of emergency repairs and closures. Stakeholders include: Klickitat and Skamania Counties RTC and Cities of Bingen, White Slamon, Goldendale and Stevenson.

**Policy & Plan Implications:**

No direct policy implications.

**Recommendation of Staff/Committee:**

Staff recommends approval of Grant Match contribution for SS4A Safety Action Plan RTC Grant Match Contribution not to exceed \$3,500.00.

## **RTC GORGE SS4A SAFETY ACTION PLAN SCOPE OF WORK** *(Summarized)*

The scope of work will result in the development of a Comprehensive Safety Action Plan for Skamania County and Klickitat County, as well as Local Road Safety Plans for the cities of Bingen, Goldendale, Stevenson, and White Salmon.

### **Consultant Tasks**

#### **Task 1: Safety Data Analysis**

Task will assess the existing safety conditions in Southwest Washington RTC Gorge region. This task will build the framework for the actions and strategies identified in the Comprehensive Safety Action Plan (CSAP). A data dashboard will be created as part of this task, with the intention of member agency staff maintaining and updating the data once complete.

#### **Task 2: Local Road Safety Plan Development**

Task will include the development of City Local Road Safety Plans for the City of Bingen, City of White Salmon, City of Stevenson and the City of Goldendale necessary to meet future funding opportunities.

#### **Task 3: Community Engagement**

Gather input from the general public, stakeholder agencies, and multidisciplinary partners to understand safety concerns and identify roles and support needed for implementing recommendations from the safety action plan. Input from each group regarding their concerns and needs will help inform safety recommendations and goals.

#### **Task 4: Safety Goals**

Task will assist in the development of safety goals aligning with the SS4A requirements, including the promotion of a Vision Zero for each agency within the RTC Gorge region.

#### **Task 5: Policy Review**

Task will assess how current policies, plans, and guidelines prioritize safety and identify potential opportunities for improvements.

#### **Task 6: Project List**

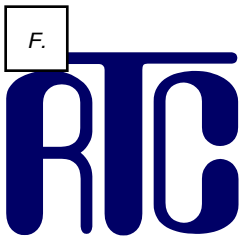
Task will identify safety countermeasures for the RTC Gorge region and work together with RTC and member agencies to select agreed-upon project prioritization criteria and final project list.

#### **Task 7: Comprehensive Safety Action Plan**

In collaboration with RTC, member agencies and stakeholder groups, the consultant will prepare a Comprehensive Safety Action Plan for the two-county region.

#### **Task 8: Gorge SS4A Implementation Grant Application**

Prepare an Implementation Grant Application that meets the eligibility requirements for the US Department of Transportation's Safe Streets and Roads for All (SS4A).



1300 Franklin Street, Floor 1  
P.O. Box 1366  
Vancouver, WA 98666-1366

564-397-6067  
564-397-6132 fax  
<https://www.rtc.wa.gov>

**Member Jurisdictions**

- Clark County*
- Skamania County*
- Klickitat County*
- City of Vancouver*
- City of Camas*
- City of Washougal*
- City of Battle Ground*
- City of Ridgefield*
- City of La Center*
- Town of Yacolt*
- City of Stevenson*
- City of North Bonneville*
- City of White Salmon*
- City of Bingen*
- City of Goldendale*
- C-TRAN*
- Washington DOT*
- Port of Vancouver*
- Port of Camas-Washougal*
- Port of Ridgefield*
- Port of Skamania County*
- Port of Klickitat*
- Cowlitz Indian Tribe*
- Metro*
- Oregon DOT*
- 14th Legislative District*
- 17th Legislative District*
- 18th Legislative District*
- 20th Legislative District*
- 49th Legislative District*

December 2, 2024

Andrew Dirks  
Public Works Director  
City of White Salmon  
100 N. Main Street  
White Salmon, WA 98672

Re: Gorge SS4A Safety Action Plan

Dear Andrew:

I am transmitting the following: Summary Status of the SS4A Safety Action Plan, Invoice, and Scope of Work.

**Background**

In 2023, RTC and the agencies of Skamania County, Klickitat County, Bingen, White Salmon, Goldendale and Stevenson agreed to work together to develop a Comprehensive Safety Action Plan (CSAP) for the RTPO Gorge region. With the recommendation of the Klickitat and Skamania Transportation Policy Committees, the RTC Board of Directors approved for RTC to pursue \$300,000 in Federal SS4A funds with a total match requirement of \$75,000. Supporting agencies agreed to co-fund Local Road Safety Plan development by providing local matching funds. Additionally, agencies agreed to provide technical assistance with RTC leading overall project management duties.

**Project Status**

In July 2024 RTC received the finalized agreement from the USDOT for the SS4A grant funds. RTC will be utilizing consultant services for the development of the CSAP. With the support of a review committee comprised of project stakeholders a consultant team has been selected. The USDOT has provided agencies a clear structure as to what has to be included in a safety action plan, which was used to develop a scope of work (see attached). The consultant will be responsible for developing the local road safety plans for the cities of Bingen, White Salmon, Goldendale and Stevenson. A contract is anticipated to be approved by the RTC Board of Directors on January 7, 2025 and work is expected to take a little over a year.

**Agency Partnership**

The City’s \$3,500 financial contribution to the study efforts will be combined with the \$10,500 in other agency contributions and RTC’s \$61,000 financial commitment to fund the CSAP. Thank you for this investment and for your commitment to advancing safety.

Please don’t hesitate to contact me if you have any questions.

Sincerely,

Adam Fiss  
Senior Planner

Attachments:  
Invoice  
Safety Action Plan Scope of Work

**F. WA Regional Transportation Council**

PO Box 1366  
 Vancouver, WA 98666-1366  
 USA

# INVOICE

Invoice Number: SS4AG 2  
 Invoice Date: Nov 20, 2024  
 Page: 1

Voice: 564-397-5210  
 Fax: 564-397-6132

Bill To:
City of White Salmon PO Box 2139 White Salmon, WA 98672

Ship to:
City of White Salmon PO Box 2139 White Salmon, WA 98672

Customer ID	Customer PO	Payment Terms	
COWS		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	US Mail		1/1/25

Quantity	Item	Description	Unit Price	Amount
1.00		Local Match for Gorge Safe Streets for All	3,500.00	3,500.00

Subtotal	3,500.00
Sales Tax	
Total Invoice Amount	3,500.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>3,500.00</b>

Check/Credit Memo No:

**File Attachments for Item:**

G. Approval of Meeting Minutes - January 15, 2025





**City of White Salmon City Council Meeting**  
**January 15, 2025**  
**In Person and Via Zoom Teleconference**

**Attendance:**

**Council Members:**

Jason Hartmann  
 Patty Fink  
 David Lindley  
 Jim Ransier

**Staff Present:**

Andrew Drik, Director of Public Works  
 Mike Hepner, Police Chief  
 Marla Keethler, Mayor  
 Stephanie Porter, Clerk Treasurer  
 Shawn Mac Pherson, City Attorney  
 Troy Rosenburg, Deputy/Utility Clerk

**I. Call to Order, Land Acknowledgement and Presentation of the Flag**

Mayor Marla Keethler called the meeting to order at 6:00p.m. There were approximately 26 members of the public in attendance in person and via teleconference.

**II. Roll Call**

***Moved by Jason Hartmann. Seconded by Patty Fink.***

***Motion to excuse Council Member Ben Giant from January 15, 2025, City Council Meeting.***

***MOTION CARRIED 4-0***

**III. Changes to the Agenda**

Staff request to remove Consent Agenda item D. Retroactive Approval USDA Outlay Report #13.

Staff requests for Consent Agenda item G. Approval of Interim City Operations and Administration Personal Service Contract-PK Consulting (\$30,000).

Staff recommend amending the Business Items to the following order:

A€. Cherry Hill Estates Preliminary Plat

1. Presentation
2. ~~Discussion~~ Public Hearing
3. Discussion and Action

BA. Ordinance 2025-01-1175 Amending WSMC 18.40 Heritage Trees and WSMC 13.01.050 Stormwater Runoff Control Standards.

1. Presentation
2. Public Hearing
3. ~~Discussion and Action~~

CB. Ordinance 2025-01-1176 Amending WSMC 15.28 Flood Damage Prevention (Ecology-sponsored FEMA Update).

Mayor Marla Keethler requested to add Presentation for Rural Tourism.

***Moved by David Lindley. Seconded by Jim Ransier.***

***Motion to approve and adopt changes to the agenda as requested.***

***MOTION CARRIED 4-0***

**IV. Presentations**

- A. Jim Szubski – Rural Tourism Research & Data Grant (6:06pm)
- B. Mayor's Update (6:13pm)

**V. Public Comment (6:18pm)**  
No Public Comment.

**VI. Consent Agenda (6:20pm)**

- A. Approval of Johnson Control Contract Renewal 2025
- B. Approval of Resolution 2025-01-615 Updating Bank Account Signers
- C. Approval of TIB Grant Award Matching Funds
- ~~D. Retroactive Approval USDA Outlay Report #13~~
- E. Approval of Meeting Minutes - January 2, 2025
- F. Approval of Vouchers
- G. Approval of Interim City Operations and Administration Personal Service Contract-PK Consulting (\$30,000)

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 15<sup>th</sup> day of January 2025.

Type	Date			
<b>Claims</b>	12/31/2024	42072	42104	202,834.40
	1/15/2025	42105	42118	17,820.76
			<b>Claim Total</b>	<b>220,655.16</b>
<b>Payroll</b>	<b>N/A</b>			
			<b>Payroll Total</b>	<b>0.00</b>
<b>Manual Claims</b>	<b>N/A</b>			<b>0.00</b>
<b>VOIDED Checks</b>			<b>N/A</b>	<b>0.00</b>
			<b>Manual Claim Total</b>	<b>0.00</b>
			<b>Toal Vouchers</b>	<b>220,655.16</b>

*Moved by Jim Ransier. Seconded by Jason Hartmann.  
Motion to approve Consent Agenda and vouchers in the amount of \$220,655.16.  
CARRIED 4-0.*

**VII. Business Items**

- A. **Cherry Hill Estates Preliminary Plat Presented by Cameron Curtis (Curtis Homes). (6:22pm)**  
The Mayor opened the Public Hearing at 6:43 pm.  
**Opening Statements from applicants:**  
Cameron Curtis  
Azra Hammer  
  
**Public Comments: (6:53pm)**  
Peter Wright, White Salmon Resident  
Steven Wolford, White Salmon Resident  
Kate Bennett, White Salmon Resident  
Nacy White, Owner 4 Oaks Subdivision

**Applicant Rebuttal: (6:59pm)**

Cameron Curtis

The Mayor closed the Public Hearing at 7:03 pm.

**Council Discussed.**

***Moved by Patty Fink. Seconded by Jason Hartmann.***

***Motion to approve Cherry Hill Estates Preliminary Plat includes with findings and approval with the following changes on page 9, changing the time 8am - 9am to 7:30am - 8:15am.***

***Page 15 condition 7 to change lot configuration 1,2, 10, 11 to 1, 2, 9, and 10.***

***MOTION CARRIED 4-0.***

**B. Ordinance 2025-01-1175 Amending WSMC 18.40 Heritage Trees and WSMC 13.01.050 Stormwater Runoff Control Standards**

Presentation by Alex Capron and Deb Powers (Facet). (7:15pm)

*Mayor Keethler opened the Public Hearing at 7:27pm.*

Peter Wright, White Salmon Resident

Barbra Bailey, White Salmon Resident

Public Hearing remains open until February 5, 2025, Council Meeting

**C. Ordinance 2025-01-1176 Amending WSMC 15.28 Flood Damage Prevention (Ecology sponsored FEMA Update)**

Presentation by Alex Capron (Facet). (7:30pm)

*Mayor Keethler opened the Public Hearing at 7:33pm.*

No public comments received.

*Mayor Keethler closed the Public Hearing at 7:34pm.*

Council Discussion.

***Moved by Jim Ransier. Seconded by Jason Hartmann.***

***Motion to approve Ordinance 2025-01-1176 Amending WSMC 15.28 Flood Damage Prevention (Ecology sponsored FEMA Update)***

***MOTION CARRIED 4-0.***

**D. Approval of AWC CQC Scholarship White Salmon Nominee**

Presentation by Mayor Keethler. (7:34pm)

Council Discussion.

***Moved by Patty Fink. Seconded by Jim Ransier.***

***Motion to approve of AWC CQC Scholarship White Salmon Nominee Damarys Alvarez.***

***MOTION CARRIED 4-0.***

**E. Resolution 2025-01-604 Adopting the Greenhouse Gas Emissions Reduction Plan**

Presentation by Council Member Jim Ransier and CityLab Board member Kate Bennett (7:37pm)  
Council Discussion. (7:59pm)

No action taken – Legal recommends make requested edits and resubmit to council at their February 5, 2025, meeting.

**F. Approval of 2025 Legislative Priorities.**

Presentation by Mayor Keethler. (8:39pm)

Council Discussion.

***Moved by Jason Hartmann. Seconded by Jim Ransier.***

***Motion to approve of 2025 Legislative Priorities as presented.***

***MOTION CARRIED 4-0.***

**VIII. Reports and Communications**

**A. Department Head Reports**

**B. Council Member and Committee Reports (8:45pm)**

Shawn Mac Pherson (8:45pm)

Patty Fink (8:46pm)

David Lindley (8:49pm)

**IX. Executive Session: None**

**X. Adjournment (8:50pm)**

**File Attachments for Item:**

A. Ordinance 2025-01-1171 Amending WSMC 17 Parking1. Presentation2. Public Hearing3.  
Discussion and Action



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:	Yes, completed
Meeting Date:	February 5, 2025
Agenda Item:	Ordinance 2024-12-1171 Amending WSMC 17 Parking
Presented By:	Michael Mehaffy, Planning Consultant

**Action Required:**

Review and take action on Ordinance 2024-12-1172 related to Parking requirements.

**Motion for Business Item / Proposed Motion for Consent Agenda:**

Motion to approve Ordinance 2024-12-1172 Amending WSMC 17 Parking requirements.

**Background of Issue:**

Per the White Salmon City Council adopted Housing Action Plan, administration tasked planning consultant Michael Mehaffy to revise the WSMC related to Parking requirements in all residential zones. With direction from administration, consultant Michael Mehaffy presented the provided changes to the WSMC to the Planning Commission. The planning commission made not additional changes to the revisions and recommended it be forwarded to the City Council for adoption.

**Explanation of Issue:**

The changes proposed in the ordinance are intended to reduce the government mandate for off-street parking, which is a significant barrier to construction of middle housing under the adopted Housing Action Plan. (It should be emphasized that property owners are still free to construct more spaces and/or larger spaces should they determine there is market demand or other need.) The proposed changes are as follows:

- 1) Reduce minimum stall size from 10' x 20' to 9' x 18', consistent with recently enacted State law;
- 2) In the R1 and R2 residential zones, add "for units with 800 square feet of living area or less, measured from exterior walls, at least one permanently maintained off-street parking space or a private garage shall be on the same lot as the dwelling, or be attached thereto or made a part of the main building" (reduced from the current two spaces required);
- 3) In 17.72.040.B, strike the redundant and no longer applicable phrase "shall not be less than two hundred square feet" (referring to stall size);
- 4) In 17.72.090 of the Off-Street Parking section, strike the "residential structures" from the table, as the information is already given in the other code sections;
- 5) In 17.73.090 of the Cottage Infill Projects section, replace "<900 s.f." with "≤800 s.f." (consistent with #2 above), and reduce the requirement of 1.5 spaces to 1 space (also consistent with #2 above); and

- 6) in 17.74.080.B.8 of the Mixed-Use Planned Unit Development section, also replace “<900 s.f.” with “≤800 s.f.” (consistent with #2 above), and reduce the requirement of 1.5 spaces to 1 space (also consistent with #2 above).

**Council Options:**

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

**Fiscal Analysis:**

There are no Financial Implications

**Committee Analysis:**

The CityLab Committee recommended the following edits to the Parking Ordinance that are not presented in the drafted ordinance, but staff would like Council have the option to weigh in on:

- 1- Er the ERP recommendation, request consideration of a 50% parking reduction as an incentive for installing an EV Charging Station.
- 2- Recommendation to increase the square footage for 1 parking space from 800 sqft to 1200 sqft.
- 3- Recommendation to only implement parking requirements on a new dwelling structure when adding to an existing single-family property.

**Recommendation of Staff/Committee:**

Staff recommends that City Council adopt the ordinance as written, since it is a necessary step in the implementation of the Housing Action Plan and better alignment with recently enacted State laws reducing off-street parking mandates.

**CITY OF WHITE SALMON  
ORDINANCE NO. 2024-12-1171**

**AN ORDINANCE OF THE CITY OF WHITE SALMON, WASHINGTON, AMENDING TITLE 17 BY REVISING CHAPTERS 17.23, 17.24, 17.28, 17.48, 17.72, 17.73, AND 17.74 TO UPDATE THEIR ZONING PROVISIONS RELATED TO PARKING, INCLUDING SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of White Salmon (“City”) acknowledges the need to update its residential zoning regulations to better reflect the current needs of citizens, and the demand for more diverse and affordable housing; and

**WHEREAS**, the City recognizes the role of higher off-street parking standards in contributing to housing unaffordability and lack of equitable access for all citizens; and

**WHEREAS**, the City recognizes the benefits of reduced parking surfaces in meeting climate goals, reducing urban heating, improving water quality, and improving public health and well-being; and

**WHEREAS**, the City recognizes that market trends and professional standards have shifted toward the reduction of off-street parking mandates, combined with parking demand management strategies; and

**WHEREAS**, the City has conducted extensive public outreach and gathered extensive public comments in accordance with the City’s Public Participation Plan, sufficient to establish regulations in accordance with RCW 36.70A;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON DOES ORDAIN AS FOLLOWS:**

That the following amendments be made to White Salmon Municipal Code Title 17:

**SECTION 1. Amendment to Title 17, Chapters 17.08, 17.23, 17.24, 17.28, 17.32, 17.36, 17.40, 17.48, 17.50, 17.64, 17.68, and 17.72.** The City hereby repeals WSMC Title 17 Chapters 17.08.290, 17.23, 17.24, 17.28, 17.32, 17.36, 17.40, 17.48, 17.50, 17.64, and 17.68, in their entirety, and adopts the following to be codified as WSMC Title 17 Chapters 17.08.290, 17.23, 17.24, 17.28, 17.32, 17.36, 17.40, 17.48, 17.50, 17.64, 17.68, 17.72, and 17.79:

- Key:**     Underlined = added language (First revision)
- ~~Strikethrough~~ = deleted language (First revision)
- Underlined = added language (Second revision)
- ~~Strikethrough~~ = deleted language (Second revision)



## Chapter 17.23 RL SINGLE-FAMILY LARGE LOT RESIDENTIAL DISTRICT

### 17.23.010 Principal uses permitted outright.

Principal uses permitted outright in the RL district include:

- A. One single-family detached dwelling structure per lot, including manufactured homes, but excluding mobile homes;
- B. Hobby-type gardening and horticultural activities and related structures are permitted, provided they shall be solely for noncommercial purposes.

### 17.23.020 Accessory uses.

Accessory uses permitted in the RL district include:

- A. Uses customarily incidental to a principal use permitted outright, such as private garages, or parking areas for commercial vehicles, but not including any vehicles of over twelve thousand pounds gross weight;
- B. Home occupations; see Section 17.08.230;
- C. Non-flashing residential nameplates not exceeding two square feet, bearing only the name and address of the occupant; non-flashing bulletin boards or signs not exceeding sixteen square feet for quasi-public institutional buildings;
- D. Up to two accessory dwelling units; subject to Chapter 17.64.
- E. Outdoor parking of fully licensed and operable motor vehicles equal to the number of licensed drivers plus two per household.
- [F.] Other accessory uses may be authorized by the board of adjustment in this district are those customarily incidental to permitted and conditional uses allowed.

### 17.23.025 Prohibited uses.

- A. Outside storage of wrecked, dismantled or partially dismantled, inoperable, or unlicensed (vehicle licensing plates and current tabs) and uninsured vehicles.
- B. Use of mobile homes, trailers, motor homes or campers.
- C. Parking or storage of industrial or agriculture vehicles and equipment on lots.
- D. Outside collections of automobile, truck or other motor vehicle parts or paints, fuels, and lubricants.
- E. Outside accumulations of garbage, trash, household goods, yard trimmings, or other materials which create a public nuisance or fire hazard.
- F. On premise storage of flammable, toxic, corrosive, or explosive chemicals, gases, or materials other than reasonable amounts of normal household paints, cleaners, solvents, fuels.

### 17.23.030 Conditional use.

See Section 17.40.010.

**17.23.035 Property development standards.**

A. Dwelling standards:

1. A single-family residential dwelling shall have a minimum floor area of four hundred square feet, as measured from interior wall to interior wall, excluding porches, carports, garages, and basement or other rooms used exclusively for the storage or housing of mechanical or central heating equipment.
2. All single-family dwellings shall be placed on permanent foundations.
3. No more than twenty-five percent of the ground floor may be less than fourteen feet from exterior wall to exterior wall in width at the narrowest point.
  - a. Any street-facing portion of the structure shall be no narrower than fourteen feet in width. Residences on corner lots shall have all elevations facing a street considered street-facing.
  - b. Architectural features, including, but not limited to entryways, porches, bay windows, offset facades, offset elevations, and the like, may be part of street-facing portions of structures and may be narrower than fourteen feet in width as long as the overall face of that side of the residence is not narrower than fourteen feet.
  - c. The narrowest portion of a residence designed for living space shall not be less than six feet in width. Architectural features, such as unenclosed porches, bay windows, offset facades, offset elevations and the like, may be narrower than six feet in width.
  - d. For structures that are two stories or more stories in height and are built on a slope and more than one floor touches the ground, all floors touching the ground shall be considered ground floors.
4. All manufactured homes must be new on the date of installation and comply with applicable siting standards in Section 17.68.130 - Manufactured home siting standards.
5. Maximum building height shall not exceed twenty-eight feet.
6. No business signs shall be erected or displayed on residential lots or adjacent street right-of-way buffer strips, except as provided in Sign Ordinance, Chapter 15.12 of this code.
7. No contour or existing topography shall be substantially altered by fill, excavation, channeling, or other device that would cause flooding, inundation, siltation, or erosion by stormwater on adjoining lots, open spaces, or rights-of-way.

B. Accessory use, accessory buildings and garages.

1. Any plumbing and/or sewer facilities in any accessory building or garage shall be subject to International Building Code requirements and limited to the exclusive private use of the residents of the principal building.
2. Sewer stub-out facilities shall not be provided in or adjacent to any garage or accessory building for use within that building with the exception of an approved accessory dwelling unit.
3. Garages and all accessory buildings used as studios, workshops or for home occupations shall conform to International Building Code requirements and to the setback requirements for principal buildings except that such structures may be located up to three feet from the rear lot line if the rear lot line abuts a dedicated alleyway of at least fifteen feet in width.

C. Fences.

1. Fence heights shall not exceed six feet along rear or side lot lines.
2. Fence heights shall not exceed five feet along front lot lines.

3. On corner lots the fence height along the side yard adjacent to the street shall not exceed four feet for the first twenty-five feet from the lot corner to ensure adequate view clearance per Section 17.68.090.
4. Fences shall not be constructed or kept in any manner which could constitute a safety hazard to the person or property of adjoining landowners or to the general public.

**17.23.040 Density provisions.**

Density provisions for the RL district are as follows:

- A. Maximum number of primary dwelling structures per lot: one;
- B. Minimum area of lot: eleven thousand square feet;
- C. Maximum depth of lot: two hundred feet; alternate lot depth may be approved for lots with future street plan and shadow platting demonstrating potential access for future further division of proposed large lot division.
- D. Minimum width of lot: fifty feet; alternate lot width may be approved for lots with future street plan and shadow platting demonstrating potential access for future further division of proposed large lot division.
- E. Minimum front yard depth: twenty feet;
- F. Minimum side yard width: five feet;
- G. Minimum side yard width along flanking street of corner lot: fifteen feet;
- H. Minimum rear yard required: fifteen feet.

NOTE: Accessory structures are allowed within rear yards subject to five-foot setback from rear lot lines.

**17.23.050 Off-street parking space.**

In the RL district, at least two permanently maintained off-street parking spaces or a private garage shall be on the same lot as the dwelling, or be attached thereto or made a part of the main building. Each parking space shall be not less than ~~ten~~ **nine** feet wide and ~~twenty~~ **eighteen** feet long. The size of the garage shall not exceed the size of the dwelling.

**17.23.060 Utility requirements.**

In the RL district, all new structures shall be serviced by underground utilities.

**Chapter 17.24 R1 SINGLE-FAMILY RESIDENTIAL DISTRICT**

**17.24.010 Principal uses permitted outright.**

Principal uses permitted outright in the R1 district include:

- A. One single-family detached dwelling structure per lot, including manufactured homes, but excluding mobile homes;
- B. Hobby-type gardening and horticultural activities and related structures are permitted, provided they shall be solely for noncommercial purposes.

**17.24.020 Accessory uses.**

Accessory uses permitted in the R1 district include:

- A. Uses customarily incidental to a principal use permitted outright, such as private garages, or parking areas for commercial vehicles, but not including any vehicles of over twelve thousand pounds gross weight;
- B. Home occupations; see Section 17.08.230.
- C. Non-flashing residential nameplates not exceeding two square feet, bearing only the name and address of the occupant; non-flashing bulletin boards or signs not exceeding sixteen square feet for quasi-public institutional buildings;
- D. Up to two accessory dwelling units, subject to Chapter 17.64; operable motor vehicles equal to the number of licensed drivers plus two per household, provided that no boat or RV with an overall length of more than thirty feet shall be stored or parked in the R1 zone without special permission from the city to do so.
- E. Other accessory uses may be authorized by the board of adjustment in this district are those customarily incidental to permitted and conditional uses allowed.

**17.24.025 Prohibited uses.**

- A. Outside storage of wrecked, dismantled or partially dismantled, inoperable, or unlicensed (vehicle licensing plates and current tabs) and uninsured vehicles.
- B. Use of mobile homes, trailers, motor homes or campers.
- C. Parking or storage of industrial or agriculture vehicles and equipment on lots.
- D. Outside collections of automobile, truck or other motor vehicle parts or paints, fuels, and lubricants.
- E. Outside accumulations of garbage, trash, household goods, yard trimmings, or other materials which create a public nuisance or fire hazard.
- F. On premise storage of flammable, toxic, corrosive, or explosive chemicals, gases, or materials other than reasonable amounts of normal household paints, cleaners, solvents, fuels.

**17.24.030 Conditional use.**

See Section 17.40.010. ;

**17.24.035 Property development standards.**

- A. Dwelling standards:
  - 1. A primary (not accessory) single-family residential dwelling shall have a minimum floor area of four hundred square feet, as measured from interior wall to interior wall, excluding porches, carports, garages, and basement or other rooms used exclusively for the storage or housing of mechanical or central heating equipment.
  - 2. All single-family dwellings shall be placed on permanent foundations.
  - 3. No more than twenty-five percent of the ground floor may be less than fourteen feet from exterior wall to exterior wall in width at the narrowest point.

- a. Any street-facing portion of the structure shall be no narrower than fourteen feet in width. Residences on corner lots shall have all elevations facing a street considered street-facing.
  - b. Architectural features, including, but not limited to entryways, porches, bay windows, offset facades, offset elevations, and the like, may be part of street-facing portions of structures and may be narrower than fourteen feet in width as long as the overall face of that side of the residence is not narrower than fourteen feet.
  - c. The narrowest portion of a residence designed for living space shall not be less than six feet in width. Architectural features, such as unenclosed porches, bay windows, offset facades, offset elevations and the like, may be narrower than six feet in width.
  - d. For structures that are two stories or more stories in height and are built on a slope and more than one floor touches the ground, all floors touching the ground shall be considered ground floors.
- 4. All manufactured homes must be new on the date of installation and comply with applicable siting standards in Section 17.68.130
  - 5. Maximum building height shall not exceed twenty-eight feet in single-family residential zones.
  - 6. No business signs shall be erected or displayed on residential lots or adjacent street right-of-way buffer strips, except as provided in Sign Ordinance, Chapter 15.12 of this code.
  - 7. No contour or existing topography shall be substantially altered by fill, excavation, channeling, or other device that would cause flooding, inundation, siltation, or erosion by stormwater on adjoining lots, open spaces, or rights-of-way.
- B. Accessory use, accessory buildings, and garages.
- 1. Any plumbing and/or sewer facilities in any accessory building or garage shall be subject to International Building Code requirements and limited to the exclusive private use of the residents of the principal building.
  - 2. Sewer stub-out facilities shall not be provided in or adjacent to any garage or accessory building for use within that building with the exception of approved accessory dwelling units.
  - 3. Garages and all accessory buildings used as studios, workshops or for home occupations shall conform to International Building Code requirements and to the setback requirements for principal buildings except that such structures may be located up to three feet from the rear lot line if the rear lot line abuts a dedicated alleyway of at least fifteen feet in width.
- C. Fences.
- 1. Fence heights shall not exceed six feet along rear or side lot lines.
  - 2. Fence heights shall not exceed five feet along front lot lines.
  - 3. On corner lots the fence height along the side yard adjacent to the street shall not exceed four feet for the first twenty-five feet from the lot corner to ensure adequate view clearance per Section 17.68.090.
  - 4. Fences shall not be constructed or kept in any manner which could constitute a safety hazard to the person or property of adjoining landowners or to the general public.

**17.24.040 Density provisions.**

Density provisions for the R1 district are as follows:

- A. Maximum number of primary dwelling structures per lot: one;
- B. Maximum height of building: not to exceed twenty-eight feet;

- C. Minimum area of lot: three thousand square feet for each single-family structure;
- D. Minimum depth of lot: fifty feet;
- E. Minimum width of lot: thirty feet for each single-family structure.
- F. Maximum percentage of lot coverage: seventy-five percent;
- G. Minimum front yard depth: twelve feet, except that porches, stoops or other transitional structures may encroach up to eight feet into this frontage zone;
- H. Minimum side yard width: five feet.
- I. Minimum side yard width along flanking street of corner lot: ten feet;
- J. Minimum rear yard required: ten feet.

NOTE: accessory structures are allowed within rear yards and subject to five-foot setback from rear lot lines, and also subject to development standards in this zone. If the rear lot line is on an alley, a three-foot setback is required.

**17.24.050 Off-street parking space.**

In the R1 district, **for units with greater than 800 square feet of living area, measured from exterior walls,** at least two permanently maintained off-street parking spaces or a private garage shall be on the same lot as the dwelling, or be attached thereto or made a part of the main building. **For units with 800 square feet of living area or less, measured from exterior walls, at least one permanently maintained off-street parking space or a private garage shall be on the same lot as the dwelling, or be attached thereto or made a part of the main building.** Each parking space shall be not less than ~~ten nine~~ feet wide and ~~twenty eighteen~~ feet long. The size of the garage shall not exceed the size of the dwelling.

Assigned parking in remote lots, including lots under the same ownership as the dwelling(s), or joint use parking under binding agreement, may be substituted if they are within two hundred feet of the subject property.

**17.24.060 Utility requirements.**

In the R1 district, all new structures shall be serviced by underground utilities.

**Chapter 17.28 R2 MULTIPLEX RESIDENTIAL DISTRICT**

**17.28.010 Principal uses permitted outright.**

Principal uses permitted outright in the R2 district include:

- A. Principal uses permitted outright in residential district R1.

**17.28.020 Accessory uses.**

Accessory uses in the R2 district include:

- A. Uses customarily incidental to private uses permitted outright, such as private garages or parking areas for non-commercial vehicles only, but not including any business, trade or industry;
- B. Home occupations; see Section 17.08.230;

- C. Non-flashing residential nameplates not exceeding two square feet, bearing only the name and address of the occupant; non-flashing bulletin boards or signs not exceeding sixteen square feet for quasi-public institutional buildings;
- D. Up to two accessory dwelling units; subject to Chapter 17.64;
- E. Outdoor parking of fully licensed and operable motor vehicles equal to the number of licensed drivers plus two per household, provided that no boat or RV with an overall length of more than thirty feet shall be stored or parked in the R2 zone without special permission from the city to do so.
- [F.] Other accessory uses may be authorized by city council; those customarily incidental to permitted and conditional uses allowed.

**17.28.025 Reserved.**

**17.28.030 Conditional uses.**

See Section 17.40.010.

**17.28.032 Prohibited uses.**

- A. Outside storage of wrecked, dismantled or partially dismantled, inoperable, or unlicensed (vehicle licensing plates and current tabs) and uninsured vehicles.
- B. Use of mobile homes, trailers, motor homes or campers.
- C. Parking or storage of industrial or agriculture vehicles and equipment on lots.
- D. Outside collections of automobile, truck or other motor vehicle parts or paints, fuels, and lubricants.
- E. Outside accumulations of garbage, trash, household goods, yard trimmings, or other materials which create a public nuisance or fire hazard.
- F. On premise storage of flammable, toxic, corrosive, or explosive chemicals, gases, or materials other than reasonable amounts of normal household paints, cleaners, solvents, fuels.

**17.28.034 Property development standards.**

- A. Dwelling standards:
  - 1. A primary (not accessory) single-family residential dwelling shall have a minimum floor area of four hundred square feet excluding porches, carports, garages, and basement or other rooms used exclusively for the storage or housing of mechanical or central heating equipment.
  - 2. All primary (not accessory) single-family dwellings shall be placed on permanent foundations.
  - 3. No more than twenty-five percent of the ground floor may be less than fourteen feet from exterior wall to exterior wall in width at the narrowest point.
    - a. Any street-facing portion of the structure shall be no narrower than fourteen feet in width. Residences on corner lots shall have all elevations facing a street considered street-facing.
    - b. Architectural features, including, but not limited to entryways, porches, bay windows, offset facades, offset elevations, and the like, may be part of street-facing portions of structures and may be narrower than fourteen feet in width as long as the overall face of that side of the residence is not narrower than fourteen feet.

- c. The narrowest portion of a residence designed for living space shall not be less than six feet in width. Architectural features, such as unenclosed porches, bay windows, offset facades, offset elevations and the like, may be narrower than six feet in width.
    - d. For structures that are two stories or more stories in height and are built on a slope and more than one floor touches the ground, all floors touching the ground shall be considered ground floors.
  - 4. Maximum building height shall not exceed twenty-eight feet.
  - 5. No business signs shall be erected or displayed on residential lots or adjacent street right-of-way buffer strips, except as provided in Sign Ordinance, Chapter 15.12 of this code.
  - 6. No contour or existing topography shall be substantially altered by fill, excavation, channeling or other device that would cause flooding, inundation, siltation, or erosion by stormwater on adjoining lots, open spaces, or rights-of-way.
- B. Accessory use, accessory buildings and garages.
  - 1. Any plumbing and/or sewer facilities in any accessory building or garage shall be subject to International Building Code requirements and limited to the exclusive private use of the residents of the principal building.
  - 2. Sewer stub-out facilities shall not be provided in or adjacent to any garage or accessory building for use within that building unless the building contains an approved ADU, where it is allowed.
  - 3. Garages and all accessory buildings used as studios, workshops or for home occupations shall conform to International Building Code requirements and to the setback requirements for principal buildings except that such structures may be located up to five feet from the rear lot line if the rear lot line abuts a dedicated alleyway of at least fifteen feet in width.
- C. Fences.
  - 1. Fence heights shall not exceed six feet along rear or side lot lines.
  - 2. Fence heights shall not exceed five feet along front lot lines.
  - 3. On corner lots the fence height along the side yard adjacent to the street shall not exceed four feet for the first twenty-five feet from the lot corner to ensure adequate view clearance per Section 17.68.090.
  - 4. Fences shall not be constructed or kept in any manner which could constitute a safety hazard to the person or property of adjoining landowners or to the general public.

**17.28.040 Density provisions.**

Density provisions for the R2 district are as follows:

- A. Maximum number of primary dwelling structures per lot: four;
- B. Minimum area of lot: three thousand square feet for each single-family structure or up to four rowhomes, duplexes or multiplexes on the same lot; four thousand feet for duplexes on separate lots; and eight hundred square feet for rowhomes on separate lots;
- C. Minimum depth of lot: fifty feet;
- D. Minimum width of lot: thirty feet for each single-family structure or up to four rowhomes or multiplex units on the same lot; and twelve feet for duplexes or rowhomes on separate lots;
- E. Maximum percentage of lot coverage: seventy-five percent;
- F. Minimum front yard depth: twelve feet, except that porches, stoops or other transitional structures may encroach up to 8 feet into this frontage zone;



- G. Minimum side yard width: Five feet, or zero feet for approved rowhomes;
- H. Minimum side yard width along flanking street of corner lot: ten feet;
- I. Minimum rear yard required: ten feet.

NOTE: accessory structures are allowed within rear yards and subject to five-foot setback from rear lot lines, and also subject to development standards in this zone. If the rear lot line is on an alley, a three-foot setback is required.

**17.28.050 Off-street parking space.**

In the R2 district, for units with greater than 800 square feet of living area, measured from exterior walls, at least two permanently maintained off-street parking spaces or a private garage shall be on the same lot as the dwelling, or be attached thereto or made a part of the main building. For units with 800 square feet of living area or less, measured from exterior walls, at least one permanently maintained off-street parking space or a private garage shall be on the same lot as the dwelling, or be attached thereto or made a part of the main building. Each parking space shall not be less than ~~ten nine~~ feet wide and ~~twenty eighteen~~ feet long. The size of the garage is not to exceed the size of the dwelling. Assigned parking in remote lots, including approved joint use parking under binding agreements, may be substituted if they are within 200 feet of the subject property.

**17.28.060 Utility requirements.**

In the R2 district, all new structures shall be serviced by underground utilities.

**Chapter 17.48 C GENERAL COMMERCIAL DISTRICTS<sup>1</sup>**

**17.48.010 Purpose—Use restrictions generally.**

In the C district, it is intended that structures, premises and facilities would provide a mix of uses including major shopping, business facilities and civic uses serving an urban and/or agricultural area of sufficient population to support the facilities provided.

**17.48.020 Principal uses permitted outright.**

Principal use listed as uses permitted outright in the C district are intended to be retail and service oriented uses focused on sales of goods and services to end users. Permitted uses include:

- A. Retail - Retail stores and shops providing goods and services, including hardware, dry goods, apparel, home appliances, jewelry, photographic studio, furniture and boat sales; gift shop;
- B. Service and Professional Space - Cafe, tavern, theater (including outdoor), radio and television, bank, business or professional office;
- C. Repair and Sales - Automobile, truck and machinery dealer (new and used), garage, and automobile, truck and other passenger vehicle repair reconditioning, painting, upholstery, motor rebuilding, body and fender work; refrigerated locker rental, shoe repair, bakery, supermarket, tailoring;

- D. Preparation and Sales - Formulating and preparing for sale such products as bakery goods, candy, cosmetics, dairy products, drugs, food and beverage products; including brewer, distillery, or winery in conjunction with a pub eatery or tasting room;
- E. Hospitality - Hotel, motel and tourist facilities; places of public assembly; commercial recreation does not include short-term rental, see WSMC 17.48.030.D;
- F. Artisan Manufacture and Sales - Boatbuilding; instruments, dishware, candles, glassware; metal work and welding; other items assembled from various raw materials such as wood, bone, cellophane, canvas, cloth and glass; spinning or knitting of cotton, wool, flax or other fibrous materials; stone, marble and granite monument works;
- G. Other commercial uses determined to be similar to the above uses may be permitted, subject to approval of the planning commission.

**17.48.030 Conditional uses.**

Uses which may be authorized subject to conditional use permit review by the planning commission or where otherwise delegated to the planning administrator within subject sections in a C district are intended to provide for compatible manufacturing, light industrial, residential, and storage uses especially in conjunction with retail use. Uses possible to permit conditionally include:

- A. Light manufacturing, repair, and storage - Including equipment repair, and machine shop uses such as:
  - 1. Assembly, fabrication and distribution of metal products, electrical appliances, electronic instruments and devices;
  - 2. Research and development including testing sites for instruments and devices developed for proprietary use or sale;
  - 3. Repair, reconditioning, or rebuilding of fleet vehicles, farm equipment, heavy commercial equipment;
  - 4. Wholesale distribution of fuel or foodstuffs including: heating oil or natural gas, brewery, distillery, winery, cereal mill;
  - 5. Equipment storage of contractors' or loggers' equipment and truck storage yard, plant, repair, rental; storage of materials and parking of vehicles integral to the principal uses permitted outright; storage and parking; contained within an enclosed building or screened in a manner to avoid conflicts with surrounding permitted uses.
  - 6. Other storage conducted within an enclosed building or otherwise screened and shielded in a manner to achieve compatibility with surrounding uses.
- B. Small animal hospitals, veterinary facilities or offices.
- C. Short-term rentals pursuant to the standards of WSMC Ch. 5.02 and WSMC Ch. 17.57.
- D. Any other uses judged by the planning commission to be no more detrimental to adjacent properties than, and of the same type and character as, the above-listed uses.

In addition to conditions applied in response to conditional use permit criteria; clear and objective design standards listed in the commercial zone will be applied and included as conditions of approval when necessary to achieve compatibility with existing and permitted uses in the area.

**17.48.040 Accessory uses.**

Accessory uses permitted outright in a C district are as follows:

- A. Uses and structures customarily incidental to principal uses permitted outright;

- B. Signs as permitted by the Sign Ordinance, Chapter 15.12 of this code;
- C. Commercial parking lots for private passenger vehicles only.

**17.48.060 Density provisions.**

Density provisions for the C district are as follows:

- A. Maximum building height: thirty-five feet;
- B. Minimum lot: none;
- C. Minimum front yard depth: none required;
- D. Minimum side yard, interior lot: none required;
- E. Minimum side yard, corner lot: none required;
- F. Minimum side yard, zone transition lot: same as requirement of adjoining more-restrictive district;
- G. Minimum rear yard: none; except when abutting an R district, twenty feet.

**17.48.070 Prohibited uses.**

- A. Industrial and manufacturing uses or services unless limited in nature and permitted in accordance with uses listed above.
- B. Warehouses and storage facilities unless limited in nature and permitted in accordance with uses listed above.
- C. Junk and salvage yards, automobile or truck wrecking yards.
- D. Open storage areas.
- E. Any business, service, repair, processing or storage not conducted wholly within an enclosed building, except for open-air markets, pop-up shops, food trucks, off-street parking, off-street loading, automobile service stations and limited outside seating for restaurants and cafes.
- F. Processes and equipment and goods processed or sold determined to be objectionable by reason of odor, dust, smoke, cinders, gas, noise, vibration, refuse matter, water-carried waste, or not in compliance with the fire code.

**17.48.075 Development and design standards.**

- A. Property development standards—All new development shall conform to Chapter 17.81, Site and Building Plan Review, and to any and all architectural and design standards which may be adopted by the city.
- B. Roof standards/surfacing:
  - 1. Finished roof material shall meet Class "C" roof standards. Dark and non-reflective roofing material shall be used for all visible roof surfaces.
- C. Roof standards/mechanical equipment and venting:
  - 1. All mechanical equipment located on roof surfaces such as, but not limited to, air conditioners, heat pumps, fans, ventilator shafts, duct work, or related devices or support work, shall be screened from view when possible and visible equipment shall be of a matte and/or non-reflective finish, unless reviewed and determined by the planning commission to be compatible with or a positive addition to the design and character of the commercial area. This restriction shall not apply to radio/television antennas or dishes (see Chapter 17.78).

- 
2. All exposed metal flashing, roof jacks and plumbing vents shall be matte finishes/non-reflective.
- D. Drainage—All stormwater concentrated by the structure and related impervious surfaces must be handled on site. Concentration of roof drainage shall not be shed by drip or overflow at points that cross pedestrian walkways or paths. A plan of the roof and surface drainage shall insure that pedestrian walkways and paths remain free from concentrated water shedding. Such plans shall be included in the proposed site drainage plan required for site and building plan review in Chapter 17.81.
  - E. Exterior walls/siding—Acceptable siding shall be of lap, plank, shingle, board and batten style. Siding with brushed, sanded or rough sawn texture may be permitted, if approved by the planning commission. Siding shall be finished in natural or earth-tone colors. Other colors or styles may be permitted if approved by the planning commission. All other composition materials shall be carefully reviewed for visual compatibility by the planning commission.
  - F. Exterior walls/masonry—Masonry walls or walls with masonry veneer may be native or cultured stone or standard-sized brick of natural or earth-tone colors. Ceramic tile, manufactured concrete block or slabs may be permitted, but shall be subject to review by the planning commission to insure use of earth-tone colors, matte finish, and compatible relationship to native materials.
  - G. Exterior walls/metal—Metal walls, panels, partitions, facing or surfacing of any type is subject to review by the planning commission and must be found to be compatibly designed and intentionally applied rather than relied on solely as a less expensive option. Window panel fillers, exterior metal doors, door casings and windows shall be allowed.
  - H. Windows and doors—All window and door frames shall be dark or earth-tone in color. Doors may be painted graphic colors as a part of the ten percent graphic color and signing limitation.
  - I. Garbage and refuse areas—Building plans shall include provisions for the storage of garbage containers. Garbage containers shall be fully enclosed and covered. Disposal and storage of hazardous or toxic substances in garbage or refuse receptacles is strictly prohibited. On-site hazardous waste treatment and storage facilities shall conform to State Siting Criteria, RCW 70.105.210.
  - J. Orientation of entry and display space—Entry and window display area shall be oriented toward the city street. Parking may and will often be provided behind and/or under the rear or side portion of a new commercial structure. In this case additional entry may be oriented toward the parking area but such additional entry area will be in addition to rather than in place of window display and entry area addressing the street and sidewalk.
  - K. Utilities—All electrical, telephone, and other utilities shall be brought underground into the site and to the buildings.
  - L. Loading—All loading must be on-site and no on-street loading is permitted. All truck loading aprons and other loading areas shall be paved with concrete or asphalt, be well-drained and of strength adequate for the truck traffic expected.
  - M. Parking—All vehicles must be parked on the site unless otherwise provided for in accordance with [Chapter] 17.72. No on-street parking is permitted. Minimum parking stall width should be eight feet, six inches and length ~~nineteen~~ **eighteen** feet. feet. All parking areas shall be paved with concrete or asphalt and shall conform to all regulations hereinafter in effect.
  - N. Outside storage—All storage and refuse shall be visually screened by landscaping barriers, walls or coverings and be included in plans and specifications. Such barriers, walls or coverings shall not restrict access to emergency exits.
  - O. Noxious effects:
    1. No vibration other than that caused by highway vehicles or trains shall be permitted which is discernible at the property line of the use concerned.

2. Except for exterior lighting, operations producing heat or glare shall be conducted entirely within an enclosed building. Exterior lighting shall be directed away from adjacent properties.
3. All materials, including wastes, shall be stored and all grounds shall be maintained in a manner which will not attract or aid the propagation of insects or rodents or create a hazard.

**17.48.080 Off-street parking space.**

In the C district, minimum off-street parking for commercial uses shall be provided as specified in Chapter 17.72. Section 17.72.060 exempts some existing structures from being required to meet off street parking standards and limits the instances in which expanded building areas are required to meet a parking standard. Allowances for parking to be located walking distance from a new structure and joint use of spaces per Section 17.72.070 may also be authorized when determined by the planning commission or city administrator to provide appropriate flexibility in the application of parking requirements in the core downtown area. (Jewett commercial street front.)

For residential uses in the C district, one space is required per unit, and one-half space per ADU, with a minimum of one space provided. Assigned parking in remote lots, including lots under the same ownership as the dwelling(s), or joint use parking under binding agreement, may be substituted if they are within two hundred feet of the subject property.

**Chapter 17.72 OFF-STREET PARKING AND LOADING**

**17.72.010 Standards generally.**

It is the intent of this chapter to allow for parking and loading standards.

**17.72.020 Purpose of provisions.**

The provision of off-street parking and loading space in accordance with the needs and requirements of particular property use is a necessary public policy in the interest of traffic safety, minimizing congestion, and to provide harmonious development.

**17.72.030 New uses—Minimum requirements.**

New uses in all districts shall meet the minimum standards of this title.

**17.72.040 Parking spaces—Size and access.**

- A. Each off-street parking space shall have a net area of not less than one hundred sixty square feet, exclusive of access drives or aisles, and shall be of usable space and condition. If determined on a gross-area basis, three hundred square feet shall be allowed per vehicle.
- B. If the required parking space for a one-family or two-family dwelling is not provided in a covered garage, then such space ~~shall not be less than two hundred square feet, and~~ shall be so located and/or constructed that it may later be covered by a garage in accordance with the provisions of this title and the city building code.

**17.72.050 Parking spaces—Location.**

Off-street facilities shall be located as hereinafter specified. Where a distance is specified, such distance shall be the maximum walking distance, measured from the nearest point of the parking facility to the nearest point of the building that such facility is required to serve.

- A. For one-family and two-family dwellings: on the home lot with the building they are required to serve;
- B. For multiple dwellings: one hundred fifty feet;
- C. For hospitals, sanitariums, homes for the aged, asylums, orphanages, club rooms, fraternity and sorority houses, as approved by city council.
- D. For residential units in all zones except R-L, assigned parking in remote lots may be substituted for the required off-street parking if they are located within two hundred feet of the subject property, and a binding agreement is furnished to the city for review and approval under 17.72.070.

**17.72.060 Parking spaces—Expanded or enlarged uses.**

Whenever any building is enlarged in height or in ground coverage, off-street parking shall be provided for expansion or enlargement, in accordance with the requirements of the schedule set out in Section 17.72.090; provided, however, that no parking space need be provided in the case of enlargement or expansion where the number of parking spaces required for such expansion or enlargement since the effective date of the ordinance codified in this title is less than ten percent of the parking space specified in the schedule for the building. Nothing in this provision shall be construed to require off-street parking spaces for the portion of such building existing as of September 12, 1973.

**17.72.070 Joint use—Authorized when.**

The city may authorize the joint use of parking facilities for the following uses or activities under the conditions specified:

- A. Up to fifty percent of the parking facilities required by this chapter for a theater, bowling alley, dancehall, restaurant, or other similar uses, may be supplied by the off-street parking provided by other "daytime" types of uses;
- B. Up to fifty percent of the off-street parking facilities required by this chapter for any "daytime" buildings or uses may be supplied by the parking facilities provided by uses herein referred to as "nighttime" uses;
- C. Up to one hundred percent of the parking facilities required by this chapter for a church or auditorium incidental to a public or parochial school may be supplied by the off-street parking facilities serving primarily "daytime" uses.
- D. Up to one hundred percent of the parking facilities required for residential uses in all zones except R-L, when the joint use facility serves primarily "daytime" uses.
- E. If the required amount of off-street parking has been proposed to be provided off-site, the applicant shall provide written contracts with affected landowners showing that required off-street parking is and will continue to be provided in a manner consistent with the provisions of this chapter. The contracts shall be reviewed by the city for compliance with this chapter, and if approved, the contracts shall be recorded with the county records and elections division as a deed restriction on the title to all applicable properties. These deed restrictions may not be revoked or modified without authorization by the city.

**17.72.080 Joint use—Location and other conditions.**

- A. The building or use for which application is being made to utilize the off-street parking facilities provided by another building or use shall be demonstrated to the city to be within suitable walking distance for the nature of the use being served.
- B. The applicant shall show that there is no substantial conflict in the principal operating hours of the two buildings or uses for which joint use of off-street parking facilities is proposed.

**17.72.090 Number of spaces for designated uses.**

The following table sets out minimum standards for parking spaces:

Use	Spaces Required
<del>Residential structures</del>	<del>2 for each dwelling unit unless otherwise specified; 1 for each ADU unless otherwise specified</del>
Auto courts, motels	1 for each sleeping unit
Hospitals and institutions	1 for each 4 beds
Theaters	1 for each 4 seats except 1 for each 8 seats in excess of 800 seats
Churches, auditoriums and similar open assembly	1 for each 50 square feet of floor area for assembly not containing fixed seats
Stadiums, sports arenas, and similar open assembly	1 for each 6 seats and/or 1 for each 100 square feet of assembly space without fixed seats
Dancehalls	1 for each 50 square feet of gross floor area
Bowling alleys	6 for each alley
Medical and dental clinics	1 for each 150 square feet of gross floor area
Banks, business and professional offices with on-site customer service	1 for each 400 square feet of gross floor area
Offices not providing customer services on premises	1 for each 4 employees or 1 for each 800 square feet of gross floor area
Warehouse, storage and wholesale business	1 for each 2 employees
Food and beverage places with sale and consumption on premises	1 for each 200 square feet of gross floor area
Furniture, appliance, hardware, clothing, shoe, personal service stores	1 for each 600 square feet of gross floor area
Other retail stores	1 for each 300 square feet of floor area, or at a ratio of 1 inside to 1 outside
Manufacturing uses, research, testing, assembly, all industries	1 for each 2 employees on the maximum working shift and not less than 1 for each 800 square feet of gross floor area
Uses not specified	Determined by planning commission

## Chapter 17.73 COTTAGE INFILL PROJECTS

### 17.73.010 Location and purpose.

The cottage housing overlay shall be applicable in R-2 and R-3 zoning districts only. The general purposes of the cottage housing development design standards are as follows:

- A. A cottage housing development is provided for as an alternative type of detached housing comprised of small residences suited to accommodate a typical household of one or two individuals. Cottage housing is provided as part of the city's overall housing strategy which intends to encourage affordability, innovation and variety in housing design and site development while ensuring compatibility with existing neighborhoods, and to promote a variety of housing choices to meet the needs of a population diverse in age, income, household composition and individual needs.
- B. The cottage housing development design standards contained in this section are intended to create a permit path for small communities of cottage infill development where it can be oriented around open space in a manner that minimizes the visibility of off-street parking. These design standards are intended to ensure that cottage housing developments include pedestrian amenities and take advantage of existing natural features on the site including topography and vegetation. These same standards are intended to provide for traditional cottage amenities and to regulate proportions in order to ensure that cottage housing developments contribute to the overall community character.
- C. Cottage housing may allow higher residential density than is normally allowed in the underlying zone district. This increased density is possible through the use of smaller than average home sizes, clustered parking, and the application of overall site design standards applied via approval of a binding site plan that governs the long term use of master planned lots and structures as ownership may shift over time.
- D. Cottage housing developments are subject to special site plan review and conditional use permit approval criteria in addition to the special standards contained in this section.
- E. All cottage housing developments are subject to current city stormwater standards and shall incorporate stormwater low impact development techniques whenever possible.

### 17.73.020 Density and lot area.

Zoning District	R-2	R-3
Maximum Cottage Density	1 cottage dwelling unit per 3,500 sf	1 cottage dwelling unit per 3,000 s.f.
Minimum number of cottages per cottage housing development	4	4
Maximum number of cottages per cottage housing development	10	12
Minimum size cottage infill site	21,000 sf (approx ½ acre)	14,000 sf (approx ⅓ acre)



**NOTE:**

All density calculations shall follow procedure for computing net density from Section 17.74.040 MU-PUD permitted density computation. Every unit must be allotted a minimum of eight hundred square feet to accommodate the residential unit (private open space, storage).

**17.73.025 Existing nonconforming structures and accessory dwelling units.**

- A. On a lot to be used for a cottage housing development, an existing detached single-family residential structure, which may be nonconforming with respect to the standards of this chapter, shall be permitted to remain, but the extent of the nonconformity may not be increased. Such nonconforming dwelling units shall be included in the maximum permitted cottage density.

Nonconforming dwelling units may be modified to be more consistent with this chapter. For example, roof pitches may be increased consistent with the provisions of this chapter, but the building ground floor or total floor area may not be increased greater than permitted by WSMC 17.73.030.

- B. Accessory dwelling units (ADUs) must be permitted and approved as a part of the binding site plan covering the entire development in order to be allowed in a cottage housing developments. All residential units in a cottage housing development, including accessory dwelling units, count toward the maximum permitted density. An attached or detached ADU located on the same lot as a primary single-family structure may be counted as a cottage unit if the property is developed subject to the provisions of this chapter.

**17.73.030 Unit size.**

- A. Floor Area Allowances. To ensure that the overall size, including bulk and mass of cottage structures and cottage housing developments remain smaller and create less visual and physical impact than standard sized single-family dwellings that are required to be located on larger lots, the following floor area limitations shall apply to cottage housing. Two types of housing development are provided for to allow for a mixture of building sizes and footprints, while anticipating and addressing the varied impacts from each housing type.

	Total Floor Area (square feet)	Ground Floor Area (square feet)	Upper Floor Area (square feet)	Garage Floor Area
Small	<900	400—800	60% of ground floor	Included in ground floor if attached
Large	>900 <1,400	600—900	60% of ground floor	Included in ground floor if attached

Floor area is measured to the outside wall on the ground floor including the stairs (building footprint). Floor area includes all upper floor area with a ceiling height of six feet or more not including the stairs which are counted as part of the ground floor.

Some units may be allowed to exceed the upper floor area ratio if the average of the upper floor areas for all cottages in a cluster does not exceed sixty percent of the ground floor areas in the cluster. Approval of this variation in the standard is not subject to variance criteria and does require a finding that the variation of the standard provides for design flexibility that improves the appearance of and spatial relationships between structures in the cottage cluster.

*City of White Salmon*

*Ordinance 2024-12-1171 Amending WSMC 17 Related to Parking*

- B. A notice to the title of each unit shall prohibit any increase in the total floor area of any cottage or addition of accessory structures within the development unless the entire binding site plan is amended. Such notice shall be recorded with the Klickitat County Assessor's Office.

**17.73.040 Lot coverage.**

Lot coverage is limited to no more than forty-five percent impervious surface area. Impervious surfaces include driveways, building footprints, sidewalks, paved parking, compact gravel, and other surfaces that do not allow rain to percolate into the soil. NOTE: un-compacted gravel surfaces or pervious pavers may be demonstrated to be partially pervious using a professionally accepted methodology. If this calculation is prepared by the applicant's engineer and approved by the city public works director, the graveled or permeable paved surface shall be counted in the lot coverage figure in accordance with its relative permeability. e.g., If a graveled path is demonstrated to be fifteen percent permeable then eighty-five percent of the graveled path area would be counted in the impervious surface calculation. The purpose of this requirement is to help insure that surface and stormwater are contained on site.

Stormwater low impact development techniques that encourage the natural treatment and infiltration of stormwater to mimic pre-development site conditions shall also be employed. Examples of low impact development techniques include directing stormwater to landscape areas with amended soils or into improved drainage areas under porches or eaves, green or living roofs, the use of pervious pavers, and retention of existing mature trees. Aggressive employment of stormwater low impact development techniques may allow for additional lot coverage if an applicant develops a project design that demonstrates the ability to handle surface and stormwater in common areas without limiting the community or public benefits of the established common areas. Private areas may also be relied on for stormwater infiltration if determined to be adequately protected by easement to ensure the continued availability of these areas as infiltration areas.

An on-site stormwater analysis shall be performed by a qualified, Washington licensed professional engineer, considering at a minimum a twenty-five year storm event of fifteen minutes duration. The stormwater control plan shall be approved by the director of public works and shall provide for the onsite collection, containment and release of stormwater such that it will not have a deleterious impact to other properties, public or private. All improvements shall be inspected by the public works director prior to completion. the applicant's licensed engineer shall provide a minimum of two sets of infrastructure 'as built' drawings and confirm that all stormwater infrastructure was constructed as per approved design.

**17.73.050 Open space.**

- A. Common open space. Common open space is intended to provide a centrally located area that can be developed and maintained so it is usable for active and passive recreation. Unless the shape or topography of the site precludes the ability to locate units adjacent to common open space, the following requirements shall be met:
  1. There shall be a minimum of four hundred square feet of common open space provided for each unit.
  2. Common open space shall abut at least fifty percent of the cottages in a cottage housing development.
  3. Common open space shall have cottages abutting on at least two sides, and be easily accessible to all dwellings within the development.
  4. Common open space shall not include portions of private yards, and shall be jointly owned by all residents.
  5. The common open space shall be outside of wetlands, streams and sensitive area buffers, and shall be on slopes of twelve percent or less.

- 6. Landscaping located in common open space shall be designed to allow for easy access and use of the space by all residents, and to facilitate maintenance needs. Where feasible; existing mature trees should be retained.
- B. Private open space. Private open space is intended to provide private areas around the individual cottages and to enable diversity in landscape design. Private open space shall be subject to the following requirements:
  - 1. There shall be a minimum of three hundred square feet of contiguous, usable private open space provided adjacent to each unit for the exclusive use of the cottage resident.
  - 2. The main entry of the cottages shall be oriented toward the common open space as much as possible.

**17.73.060 Building separation.**

All units shall maintain ten feet of separation between vertical exterior walls, except that eaves and architectural projections such as balconies may encroach up to a maximum of eighteen inches.

**17.73.070 Setbacks.**

The emphasis of cottage development is to provide for development that focuses on and benefits from useful common areas. For this reason peripheral set backs (generally the side and rear yard areas) may be minimized to allow for a more useful yard area (generally the front yard) oriented to benefit from common area, open space and facilities.

- A. Cottage dwellings and their accessory structures must meet setbacks or yard requirements for single family detached development in the zone in which they are located with respect to the outside perimeter of the planned cottage development.
- B. Setback averaging may be used to meet the front or rear yard setback from the outer perimeter of the planned cottage development but front and rear yard setbacks shall not be less than ten feet from the outer perimeter of the cottage development.
- C. Cottage dwellings and their accessory structures must meet the following set backs from lot lines through the interior of the cottage development:

Setback/Yard Area	Dimension
Primary Yard (typically front, back, or corner side)	10 feet*
Peripheral Yards (the three sides not included in the primary yard)	5 feet*

\* Set backs assume parking takes place in a separate parking area. A minimum eighteen-foot driveway length shall be maintained inside of curb and sidewalk if a drive way curb cut is provided for parking immediately adjacent to a cottage dwelling. This shall be done to eliminate the parking of vehicles on or over curbs or sidewalks and may require deeper yard areas than the minimums provided.

- D. Extensions of small storage or accessory structures into a peripheral setback may be approved as long as the extension does not exceed one hundred twenty square feet and the resulting building configuration is acceptable to the fire chief and is designed and constructed in accordance with all applicable fire codes.

**17.73.080 Building height.**

Standard height limit for cottage dwellings and accessory structures shall be twenty feet. Cottage dwellings having a minimum roof pitch of 6:12 may be permitted a maximum height of twenty-eight feet at a minimum of ten feet from any property line. The twenty-eight-foot allowance will accommodate a second story living area partially under roofline and dormers. Cottage heights shall be measured from the average grade along each side of the structure to the top of roof.

**17.73.090 Parking and covered storage.**

A. Parking requirements are dependent on size of cottage dwelling units and whether or not street designs accommodate on street parking within the cottage development.

	Dedicated	Total
Small ( <del>900</del> ≤800 s.f.)	1	<del>1.5</del> 1
Large (<1,400 s.f.)	1	2

B. Parking location and screening shall be designed to accomplish the following:

1. Ensure minimal visual impact to residents surrounding the cottage development. Screening may be accomplished by covering parking with a structure compatible with residential use (e.g., parking under pitched roof structure or under carriage house or studio/workshop area) or by relying on grading and landscaping.
2. Occupy the cottage development site.
3. Be grouped to correspond with cottage clusters and avoid single large parking areas that are difficult to screen from view.
4. Locate to the side or rear of the site where parking areas are less visible and clustered to limit curb cuts and need for impervious surface.
5. Covered storage must be provided for cottage development when covered parking is not provided.
6. On street parking shall be provided for around the perimeter of the cottage development where feasible unless the city agrees to increase off street parking requirements in lieu of provision for on street parking.

C. Shared detached garage structures:

1. Shared carports or garages shall be limited to a maximum of four stalls per structure and shall be detached from the dwelling units.
2. The design of carports, garages and community buildings must include roof lines similar and compatible to that of the dwelling units within the development.
3. Shall be reserved for the parking of vehicles owned by the residents of the development. Storage of items which preclude the use of the parking spaces for vehicles is prohibited.

**17.73.100 Design guidelines.**

A. Site Design.

1. The common open space shall be centrally located within a cottage housing development.

*City of White Salmon*

*Ordinance 2024-12-1171 Amending WSMC 17 Related to Parking*

*Page 21 of 36*

- 
2. Where feasible, each dwelling unit that abuts a common open space shall have a primary entry and/or covered porch oriented toward common open space.
  3. Pedestrian connections should link all buildings to the public rights-of-way, common open space and parking areas.
  - [4.] Exterior lighting shall be minimized and may be allowed if shielded or hooded and directed downward so as to light only the intended area without shining into a neighboring house or business. All lighting shall be included on the site plan required with to complete a submittal.
  - [5.] Exterior heating or cooling facilities shall be designed and sited to minimize the noise and visual impacts they can have on a site.
  - [6.] If streets within the PUD are determined to be low volume local roads and emergency vehicle access and safety and traffic flow issues are addressed, then alternate street standards may be deemed acceptable if approved by the public works director. The possibility of flexibility in internal street design standards shall be considered initially in a preapplication conference prior to completing an application. Notwithstanding, private streets shall have a minimum improved width of ten feet for each lane of traffic for a two way street and fourteen feet for a one way street, not to include street parking.
- B. Building Design.
1. Roofs of cottages shall be pitched and eave depths shall be a minimum of eighteen inches.
  2. Covered porches measuring at least sixty square feet shall be incorporated into building design of the cottages.
  3. Window and door trim with a minimum of three and one-half inches shall be provided on all cottage units.
- C. Community Buildings.
1. Community buildings or space shall be clearly incidental in use and size to the dwelling units.
  2. Building height for community buildings shall be no more than one story. Where the community space is located above another common structure, such as a detached garage or storage building, standard building heights apply.
  3. Community buildings must be located on the same site as the cottage housing development, and be commonly owned by the residents.

**17.73.110 Alternative cottage housing development designs.**

The cottage housing infill chapter is created to support design innovation and in-fill development. Design standards and approval criteria provide essential guidance to applicants and administrators but not every circumstance can be anticipated in the drafting of standards and criteria. The city recognizes that cottage infill can be designed in alternate ways and still achieve the overall objectives of this chapter. An applicant may request a variation to specific standards during development review. A specific request for variation within a cottage is not subject to variance criteria. Approval of a specific variation can only be granted with findings that the specific variation requested provides for an equal or better way to meet the purpose of the written standard.

**17.73.120 Neighborhood meeting required.**

Any Cottage Infill Development application requires a specially noticed neighborhood meeting to be held and documented prior to completion of the development application and before any public hearing is scheduled. Such meeting shall comply with Section 17.74.120 - Special use - neighborhood meeting requirements.

**Chapter 17.74 MIXED USE PLANNED UNIT DEVELOPMENT (MU-PUD)**

**17.74.010 Purpose.**

The purpose of this chapter is to provide regulations and procedures to guide mixed use planned unit development in order to:

- A. Provide flexibility for development (including infill development) in mixed use areas;
- B. Support implementation of innovative plans that address transitions between residential and commercial uses;
- C. Allow for varied, compatible housing and commercial uses to coexist;
- D. Ensure efficient and adequate provision/extension of services in areas where both commercial and residential uses are permitted while addressing anticipated increased demands for services;
- E. Provide opportunities for households of various sizes, ages, and incomes to live in a neighborhood by promoting diversity in the size, type and price of new development in the city;
- F. Provide for live/work opportunities in mixed commercial/residential areas to create or maintain neighborhood character; particularly in neighborhoods having a predominance of small to moderately sized dwelling units, located close to shopping and other community services;
- G. Provide appealing streetscapes that reduce vehicle use and promote foot traffic to strengthen communities and support businesses by enhancing the local customer base;
- H. Facilitate efficient use of land through the application of flexible standards and maximize opportunities for innovative and diversified living environments through creative placement of structures, open space and access ways;
- I. Preserve existing landscape features including established trees through the use of a planning procedure that considers particular site characteristics;
- J. Encourage provision of affordability options.

**17.74.020 Permitted uses in a MU-PUD.**

Uses listed in each underlying zone within the project area may be permitted in the MU-PUD. Different uses must interface in a compatible manner. Special uses are permitted subject to specific development criteria.

- A. Permitted uses include:
  - 1. Mixed commercial and residential uses including attached residential uses above and below commercial in commercial areas;
  - 2. Varied single and multifamily residential in residential areas;
- B. Special uses include:
  - 1. Cottage development on smaller lots; and
  - 2. Accessory dwellings.

**17.74.030 Permitted modifications and conditions of approval.**

- A. Mixed use planned unit developments allowing for master planned mixed uses may be permitted to modify the zoning and subdivision requirements of Title 16 and the balance of Title 17 if consistent with the purposes expressed in Section 17.74.010 and the other applicable requirements of this chapter, except:

1. Exterior setbacks from public streets along the perimeter of the MU-PUD unless set back averaging is requested and approved as shown on a preliminary plat and implemented in accordance with the binding site plan;
  2. Surveying standards;
  3. Engineering design and construction standards of public improvements (not including street right-of-way width and street development standards); and
  4. Stormwater and erosion control standards.
- B. Modifications of setbacks and other standards in the underlying zones must be shown clearly on a binding site plan.

**17.74.040 MU-PUD development standards.**

- A. Size and Permitted Location of MU-PUD. A mixed use planned unit development (MU-PUD) may only be permitted if:
1. The subject lot or tract of land greater than or equal to two contiguous acres;
  2. The subject lot or tract includes two or more zoning districts allowing for both residential and commercial uses.
- B. Permitted Density.
1. The number of single-family dwelling units permitted in a MU-PUD may be increased above the number permitted in the applicable zone as follows:
    - a. R-1 detached single-family residential district density may be increased to one hundred twenty-five percent of the single-family density permitted in the underlying zone.
    - b. R-2 two-family residential district may be increased to one hundred fifty percent of the detached single-family density permitted in the underlying zone.
    - c. MHR-mobile home residential zones may be increased to one hundred fifty percent of the detached single-family density permitted in the R-2 zone.
    - d. R-3 multifamily residential district may be increased to two hundred percent of the detached single-family density permitted in the underlying zone.
  2. The permitted density shall be computed to reflect net density as follows:
    - a. Determine the gross development area-subtract from the total site area all land unsuitable for development e.g., wetland, flood hazard areas, steep or unstable slopes, publicly owned land, and industrial area.
    - b. Determine the net development area-subtract from the gross development area the actual percentage of area devoted to the street system to a maximum of twenty percent of the gross development area.
    - c. Determine the permitted density-divide the net development area by the minimum single-family lot size of the zone district.
    - d. Determine maximum increased density-multiply the resulting number of units by 1.25 in R-1, 1.50 in R-2 or MHR, or 2.0 in R-3 zones rounded to the next lowest full integer.
  3. The average lot size of single-family dwellings and townhouses in the MU-PUD shall not be less than:
    - a. Sixty-five percent of the minimum single-family lot size for the district in the R-1 single-family residential district

- b. Fifty percent of the minimum single-family lot size for the district in the R-2 two-family residential district
  - c. Fifty percent of the minimum single-family lot size for the R-2 two-family residential district in the MHR zone.
  - d. Forty percent of the minimum single-family lot size for the district in the R-3 multifamily residential district
4. Density bonus of up to twenty percent over enhanced MU-PUD density permitted by subsection B of this section, may be allowed for provision of affordable housing for low and moderate income families (those who have family income of not more than sixty percent of Klickitat County median household income), with appropriate recorded covenants, conditions and restrictions (CC&Rs) which define such affordable housing as follows and require that the housing remain affordable. For the purpose of this chapter, such affordable housing is defined as residential housing for home ownership where the occupants pay no more than thirty percent of said gross family income for total housing costs, including utilities other than telephone and cable/satellite television.
  5. Protection of Trees. Master planning a larger site provides the opportunity to maintain some valuable native vegetation. A tree inventory shall be completed and submitted with the preliminary master plan. Native trees measuring eight inch caliper or greater measured four feet from ground level (dbh) shall be shown on the inventory and clearly identified for preservation or removal. Large native trees should be preserved wherever practicable in the common areas. Where the decision maker determines it is impracticable or unsafe to preserve these trees, the applicant may be allowed to remove the trees.

If the developer determines it is necessary to remove more than half the large native trees shown on the site inventory, the developer can be permitted to do so as long as the trees removed are replaced by new native trees in accordance with an approved landscape plan that includes new plantings at least two inches to two and one-half inches in caliper.

Where this requirement would cause an undue hardship, the requirement may be modified in a manner which reasonably satisfies the purpose and intent of this section. Conditions may be imposed to avoid disturbance to tree roots by grading activities and to protect trees and other significant vegetation identified for retention from harm. Such conditions may include, if necessary, the advisory expertise of a qualified consulting arborist or horticulturist both during and after site preparation, and a special maintenance/management program to provide protection to the resource as recommended by the arborist or horticulturist.

C. Dimensional and Improvement Requirements.

1. Building setbacks and heights may be modified in accordance with approval of a binding site plan with the following exceptions:
  - a. Single- and multifamily dwellings must meet setbacks and height limits required in the zone in which they are located with respect to the outside perimeter of the MU-PUD.
  - b. Setback averaging will be allowed from internal lot lines and may be allowed from external lot lines where adjoining parcels are zoned commercial or where setback averaging is determined to improve the traffic safety and flow, streetscape and/or be compatible with surrounding uses.
  - c. Standard building setbacks from lot lines through the interior of the MU-PUD shall be:

Setback	Dimension
Front and rear	10 feet*
Side	5 feet (except town house common walls)
Side (corner)	10 feet



\* A minimum eighteen foot driveway length shall be maintained inside of curb and sidewalk where a driveway curb cut is provided. This shall be done to eliminate the parking of vehicles on or over curbs or sidewalks.

2. Street width, street alignment, ROW width, and other street design standards shall comply with the subdivision ordinance unless access routes through the MU-PUD are to serve primarily low volume local traffic. Low volume would be less than four hundred average daily trips. Local road means a road primarily serving a destination in or adjacent to the proposed development and not collecting traffic from other local roads or transporting through traffic. (American Association of State Highway and Transportation Officials, Guidelines for Geometric Design of Very Low Volume Roads, 2005 as hereafter amended.)

If streets within the MU-PUD are determined to be low volume local roads and emergency vehicle access and safety and traffic flow issues are addressed, then alternate street standards may be deemed acceptable if approved by the public works director. The possibility of flexibility in street design standards shall be considered initially in a preapplication conference prior to completing an application. Notwithstanding, private streets shall have a minimum improved width of ten feet for each lane of traffic for a two way street and fourteen feet for a one way street, not to include street parking.

3. Engineering design and construction standards for all other public improvements, such as water, sewer, on site stormwater retention, etc., will not be modified for MU-PUDs.
4. Off-street parking shall be provided in accordance with the requirements of the zone in which the development is located. Additional off street parking may be required in lieu of on street parking if street widths are decreased to preclude on street parking. Shared parking with commercial establishments may be accepted to meet additional residential parking requirements or to decrease off-street parking requirements if commercial parking can be demonstrated to adequately serve residential development and vice versa.

D. Homeowners Association, Common Facilities, Open Space, Roads, Easements.

1. In any MU-PUD twenty percent of the net development area shall be established, maintained and preserved as open space and community facilities by the landowner until such obligations are vested in the MU-PUD homeowners' association pursuant to RCW Chapter 64.38 and this chapter. The landowner shall establish a Washington nonprofit corporation for the MU-PUD homeowners' association. Within three years of MU-PUD approval, ownership and maintenance of all open space, common areas and common facilities shall be vested in the homeowners' association. Common area or amenities established by easement over private lots, may be considered part of the open space and community facility calculation if such easements provide continuing irrevocable community benefits. Articles and bylaws of the homeowners' association and CC&Rs in a form acceptable to the city attorney shall be recorded with the county auditor and shall be binding on all heirs, successors and transferees of landowner, guaranteeing the following:
  - a. The continued use of such land consistent with the MU-PUD approval;
  - b. Continuity of maintenance of roads, landscaping, irrigation, public facilities and open space;
  - c. Availability of funds required for such maintenance;
  - d. Adequate insurance protection of community facilities; and
  - e. That all conditions of MU-PUD approval continue to be met and maintained.
2. Open space provided in the MU-PUD shall be planned to provide for connectivity with and enhancement of other public improvements, park lands, natural areas or community amenities. Open space means an area intended for common use and shall be designed for outdoor living and recreation or the retention of an area in its natural state. Open space may include swimming pools, recreation

courts, gazebos and patios, open landscaped areas and community gardens, and green belts with pedestrian and bicycle trails. Open space does not include off street parking or loading areas.

3. Direction to Plant Natives. Planting plans for common areas shall be developed with a predominance of drought tolerant and native vegetation. Owners of independently owned parcels are encouraged to plant natives. Planting of native and drought tolerant species in the common areas is required as a means to decrease water demands for irrigation and increase the survivability of selected plant materials.
4. Landowner shall be required to grant appropriate easements to the city for repair, replacement and maintenance of city utilities and services installed within the MU-PUD.
5. At the option of the city or applicant, conditions of approval and other standards can be addressed through a development agreement pursuant to RCW Chapter 36.70B in lieu of or in conjunction with CC&Rs.

**17.74.050 MU-PUD approval criteria.**

An applicant for a MU-PUD has the burden of proving, by a preponderance of the evidence that:

- A. All applicable standards have been met, modified or can be adequately addressed by conditions of approval;
- B. The master plan uses an innovative approach to meet the purposes stated in Section 17.74.010, e.g., it integrates mixed commercial and residential uses, provides community and public benefits, protects existing natural resources, and provides adequate and efficient public services and utilities;
- C. The streets, buildings, open space, public facilities and landscaping are designed and located to preserve existing trees, topography and natural drainage;
- D. Structures located on the site are located on ground that is not subject to instability;
- E. Public services will not be over burdened by the proposed development:
  1. The MU-PUD plan shall provide direct access to collector or through streets or demonstrate that minor or local streets have the capacity to carry increased traffic to collector or through streets.
  2. The applicant shall work with the director of public works and/or city engineer to confirm adequacy of water, sanitary sewer, on site surface/stormwater, and all other utilities. If improvements are determined necessary to accommodate increased demand, improvements will be made at the developer's expense or the city and developer may enter into a development agreement pursuant to RCW 36.70B.170(4) and other relevant provisions of RCW Chapter 36.70B. All utilities shall be constructed to city approved standards of design, consistent with accepted engineering practices. All utilities shall be underground only.
  3. An applicant shall submit proof of adequacy of services including but not limited to: fire and police protection, schools, health care.
- F. Incorporation of Existing Dwelling(s) can be Accommodated in a MU-PUD. An existing detached or attached single-family dwelling that is incorporated into a mixed use MU-PUD as a residence and is nonconforming, with respect to the standards of the general MU-PUD or special use sections, shall be permitted to remain on a MU-PUD site. Noncompliance of the structure may not be increased unless the proposed change is determined by the city to be consistent in character, scale and design with the MU-PUD as controlled by the binding site plan. If an existing dwelling is retained it is counted as a standard single-family dwelling for density calculations unless it complies with the size requirements to be counted as a special use cottage or accessory dwelling.

---

**17.74.060 Submittal requirements and review procedures.**

- A. A MU-PUD application shall be reviewed as a subdivision application subject to Title 16 and site plan review pursuant to [Chapter 17.81]. A pre-submission conference pursuant to Section [18.10.115] will help identify application requirements.
- B. Applicant shall comply with [Title 16] and include the following additional tabular data and mapped items:
1. Existing zoning;
  2. Total site area;
  3. Gross project area;
  4. Net project area;
  5. Total number of dwelling units proposed;
  6. Total square feet of commercial area proposed;
  7. Residential density calculation;
  8. Open space, common area, and facilities calculation;
  9. General description of natural setting and/or aerial and other photos of the site;
  10. Proposed development schedule and any plans to phase development;
  11. Resulting type of ownership, plans to rent [or] sell and type of ownership planned for common areas;
  12. Site maps with graphic scale and north arrow, and topography shown at five-foot intervals, water bodies, critical areas, and important natural features including rock outcroppings, steep slopes, and flood hazard areas;
  13. Location and function of all buildings, including heights, nearest setbacks and closest distance between structures;
  14. Location and measurement, where applicable, of other proposed improvements;
  15. Preliminary landscape diagram identifying use areas, general types of landscape treatment, and areas of irrigated versus drought tolerant vegetation;
  16. Tree survey indicating location of all native trees measuring eight-inch caliper or greater measured four feet from ground and identifying inventoried trees to be removed and to be protected;
  17. Preliminary grading plan showing areas of substantial grading or recontouring;
  18. Any additional information required by staff and planning commission as necessary to evaluate the character and impact of the proposed MU-PUD development;
  19. Initial lighting diagram indicating areas of the site to be lighted at night and a qualitative discussion of the type of lighting planned for those areas;
  20. Record of neighborhood meeting, if required;
  21. Standards which applicant requests be modified and reasons for the modification; and
  22. Applicant's proposed conditions of approval.
- C. If the proposed site is within shoreline management jurisdiction an application for shoreline substantial development permit along with any other permits required, such as a flood plain permit or other local, state, or federal permits shall be filed.
- D. An environmental checklist shall be completed.

- E. A completed application shall be evaluated by staff, including emergency personnel, and it shall be reviewed at a public hearing held by the planning commission. If an environmental impact statement is required the final EIS shall be available for at least ten days before the hearing on the proposal.
- F. Site Grading and Clearing. Grading and site clearing in preparation for planned development shall not commence prior to approval of a preliminary master plan. This requirement is necessary to ensure that all necessary erosion control measures are in place prior to disturbance and is intended to limit disturbance to that necessary to accommodate the approved planned development.
- G. Planning commission recommendation shall be forwarded to the city council for review on the record. City staff and the applicant shall be available. Staff may provide supplemental information and to respond to questions from the city council. The city council may approve the preliminary plat with some or all of the planning commission's recommended conditions, and may impose additional conditions. The city council may remand the application to the planning commission to address specific articulated concerns of the city council and/or the council's proposed changes to the preliminary plat and/or conditions. The council may deny the application upon findings of noncompliance with applicable standards. The city council may direct staff or the city attorney to draft proposed form of findings and decision for review and consideration as specified at regularly scheduled council meeting not more than six weeks hence.
- H. If the preliminary plat is approved, the applicant shall have three years to submit the binding site plan in accordance with [Chapter 16.15]. If a binding site plan cannot be recorded within three years, the applicant shall make written request for extension prior to the close of the three year recording period, and may be granted an additional year upon demonstration of good faith effort to file the site plan. Evaluation of requested extensions will include consideration of whether land use regulations affecting the application have changed since the decision was originally made.
- I. If the development is phased the final binding site plans and plat for each phase may be reviewed independently in accordance with the approved time frame.
- J. A binding site plan of a MU-PUD and all accompanying documents, together with CC&Rs approved by the city attorney, binding the site to development in accordance with all the terms and conditions of approval shall be recorded by the county auditor, at the applicant's expense.

**17.74.070 MU-PUD application costs/compliance required before building permits.**

A MU-PUD applicant shall pay for all costs incurred by the city in processing the MU-PUD application including legal, engineering and planning costs. In addition, the city may require engineering or transportation studies or plans which shall be provided at applicant's expense. No building permits shall be issued until all such fees have been paid and all approval requirements and conditions have been satisfied. An initial deposit to cover estimated costs shall be paid by applicant prior to the city's processing of the MU-PUD application.

**17.74.080 Special use—Cottage dwellings within mixed use MU-PUD.**

Smaller housing units on smaller lots (cottage development) within a mixed use planned unit development are a special use, subject to the following site and structural requirements.

- A. Purpose. The purpose of this section is to:
  - 1. Provide opportunities for ownership of small, detached dwelling units within a mixed use planned unit development close to or in a commercial area;
  - 2. Encourage creation of more usable open space for residents and businesses in the development through flexibility in density and lot standards;
  - 3. Further the goal of efficient use of urban residential land and public facilities; and
  - 4. Provide guidelines to ensure compatibility with surrounding land uses.

B. Special Site Requirements for Cottage Dwellings. The site requirements applicable to cottage development within a MU-PUD are intended to define design parameters of cottages to achieve compatibility with existing and permitted adjacent uses. Density increases and design standards applicable to cottage development are only applicable in that portion of the MU-PUD that accommodates cottages.

1. Floor Area Allowances. To ensure that the overall size, including bulk and mass of cottage structures and cottage housing developments remain smaller and create less visual and physical impact than standard sized single-family dwellings that are required to be located on larger lots, the following floor area limitations shall apply to cottage housing. Two types of housing development are provided for to allow for a mixture of building sizes and footprints, while anticipating and addressing the varied impacts from each housing type.

	Total Floor Area (square feet)	Ground Floor Area (square feet)	Upper Floor Area (square feet)	Garage Floor Area
Small	<900	400—800	60% of ground floor	Included in ground floor if attached
Large	>900 <1,200	600—900	60% of ground floor	Included in ground floor if attached

Floor area is measured to the outside wall on the ground floor including the stairs (building footprint). Floor area includes all upper floor area with a ceiling height of six feet or more not including the stairs which are counted as part of the ground floor.

Some units may be allowed to exceed the upper floor area ratio if the average of the upper floor areas for all cottages in a cluster does not exceed sixty percent of the ground floor areas in the cluster. Approval of this variation in the standard is not subject to variance criteria and does require a finding that the variation of the standard provides for design flexibility that improves the appearance of and spatial relationships between structures in the cottage cluster.

2. Lot Coverage and On Site Stormwater Development Techniques. Lot coverage is limited to no more than forty-five percent impervious surface area. Impervious surfaces include driveways, building footprints, sidewalks, paved parking, compact gravel, and other surfaces that do not allow rain to percolate into the soil. NOTE: un-compacted gravel surfaces or pervious pavers may be demonstrated to be partially pervious using a professionally accepted methodology. If this calculation is prepared by the applicant's engineer and approved by the city public works director, the graveled or permeable paved surface shall be counted in the lot coverage figure in accordance with its relative permeability, e.g., if a graveled path is demonstrated to be fifteen percent permeable then eighty-five percent of the graveled path area would be counted in the impervious surface calculation. The purpose of this requirement is to help insure that surface and stormwater are contained on site.

Stormwater low impact development techniques that encourage the natural treatment and infiltration of stormwater to mimic pre-development site conditions shall also be employed. Examples of low impact development techniques include directing stormwater to landscape areas with amended soils or into improved drainage areas under porches or eaves, green or living roofs, the use of pervious pavers, and retention of existing mature trees. Aggressive employment of stormwater low impact development techniques may allow for additional lot coverage if an applicant develops a project design that demonstrates the ability to handle surface and stormwater in common areas without limiting the community or public benefits of the established common areas.

Private areas may also be relied on for stormwater infiltration if determined to be adequately protected by easement to ensure the continued availability of these areas as infiltration areas.

An on-site stormwater analysis shall be performed by a qualified, Washington licensed professional engineer, considering at a minimum a twenty-five year storm event of fifteen minutes duration. The stormwater control plan shall be approved by the director of public works and shall provide for the on site collection, containment and release of stormwater such that it will not have a deleterious impact to other properties, public or private. All improvements shall be inspected by the public works director prior to completion. The applicant's licensed engineer shall provide a minimum of two sets of infrastructure "as built" drawings and confirm that all stormwater infrastructure was constructed as per approved design.

- 3. Cluster Sizes. A minimum of four and a maximum of ten cottage units clustered and focused on a shared common area must be developed to use cottage development density and standards.

More than a single ten unit cluster may be permitted under cottage development standards but separate points of focus (e.g., common areas, parking facilities, meeting rooms or recreational elements) must be provided for each cluster. Special setbacks or buffer areas may be required between clusters if deemed necessary to insure compatibility with surrounding development or adequate separation of cluster communities.

- 4. Heights. To insure heights are in scale with smaller lots and smaller structures allowed in a cottage development the following height limits shall be employed. Standard height limit for cottage dwellings and accessory structures shall be eighteen feet. Cottage dwellings having a minimum roof pitch of 6:12 may be permitted a maximum height of twenty-five feet to allow second story living area partially under roofline and dormers.

Cottage heights shall be measured from the average grade along each side of the structure to the top of roof. A small portion of a cottage may be allowed to exceed cottage height limits up to the height limit allowed in the underlying zone or twenty-eight feet whichever is less. This allowance may be allowed for an area of the structure not to exceed fifteen percent of the building footprint

- 5. Common Areas, Open Space and Facilities. Common area shall be provided in accordance with the general MU-PUD requirements (this section). Densities allowed through cottage development require that common areas provide some of the amenities and open area that would be provided for on individual lots in standard single-family developments. In addition to the requirements for a general MU-PUD; common areas, open space and facilities, in cottage developments shall be located to provide shared focal points and amenities for each cottage development cluster.
- 6. Max Densities in Cottage Clusters. The number of dwelling units permitted in a cottage development cluster within a MU-PUD may be increased above the permitted single-family density as follows:
  - a. R-2 two-family residential zone may be increased to two hundred percent of the single-family density permitted in the underlying zone.
  - b. RMH-residential mobile home zone may be increased to two hundred percent of the single-family density in the R-2 zone.
  - c. R-3 multifamily residential zone may be increased to two hundred twenty-five percent of the single-family density permitted in the underlying zone.

NOTE: Minimum lot sizes for cottage development will be minimized. The minimum lot sizes will be the product of compliance with all other standards and criteria applicable to the cottage development as a special use within a MU-PUD.

- 7. Setbacks. The emphasis of cottage development is to provide for development that focuses on and benefits from useful common areas. For this reason peripheral setbacks (generally the side

and rear yard areas) may be minimized to allow for a more useful yard area (generally the front yard) oriented to benefit from common area, open space and facilities.

- a. Cottage dwellings and their accessory structures must meet setbacks or yard requirements for single-family detached development in the zone in which they are located with respect to the outside perimeter of the MU-PUD.
- b. Setback averaging may be used to meet the front or rear yard setback from the outer perimeter of the MU-PUD but front and rear yard setbacks shall not be less than ten feet from the outer perimeter of the MU-PUD.
- c. Cottage dwellings and their accessory structures must meet the following set backs from lot lines through the interior of the MU-PUD:

Setback/Yard Area	Dimension
Primary yard (typically front, back, or corner side)	10 feet*
Peripheral yards (the three sides not included in the primary yard)	5 feet*

\* Setbacks assume parking takes place in a separate parking area. A minimum eighteen foot driveway length shall be maintained inside of curb and sidewalk if a driveway curb cut is provided for parking immediately adjacent to a cottage dwelling. This shall be done to eliminate the parking of vehicles on or over curbs or sidewalks and may require deeper yard areas than the minimums provided.

- d. Extensions of small storage or accessory structures into a peripheral setback may be approved as long as the extension does not exceed one hundred twenty square feet and the resulting building configuration is acceptable to the fire chief and is designed and constructed in accordance with all applicable fire codes.
8. Parking and Covered Storage. Parking requirements are dependent on size of cottage dwelling units and whether or not street designs accommodate on street parking within the cottage development.

	Dedicated	Total
Small (<900≤800 s.f.)	1	<del>1</del> 1
Large (≤1,200 s.f.)	1	2

- a. The use of primarily commercial parking spaces within the cottage development to meet both commercial and residential parking requirements will be considered. If reasonable shared parking is available it may be allowed to substitute for undedicated parking requirements. The proximity of commercial parking within the cottage development to the locations served and likely timing of demand for shared parking spaces and availability of other on street parking within the cottage development will be considered.
- b. Parking location and screening shall be designed to accomplish the following:
  - i. Ensure minimal visual impact to residents surrounding and within the MU-PUD. Screening may be accomplished by covering parking with a structure compatible with residential use (e.g., parking under pitched roof structure or under carriage house or studio/workshop area) or by relying on grading and landscaping;

- ii. Occupy the MU-PUD development site;
- iii. Be grouped to correspond with cottage clusters and avoid single large parking areas that are difficult to screen from view;
- iv. Avoid locating around the perimeter of the MU-PUD where parking areas are visible and out of character with surrounding residential development;
- v. Covered storage must be provided for cottage development when covered parking is not provided.

**17.74.090 Special use—Accessory dwelling units in a mixed use MU-PUD.**

Accessory dwelling units (ADUs) include habitable living units provided in conjunction with a primary dwelling and meeting the basic requirements of shelter, heating, cooking and sanitation.

A. Purpose:

- 1. Provide homeowners with a means of obtaining through tenants in either the ADU or principal unit, rental income, companionship, security, and services.
- 2. Add affordability options to the existing housing base.
- 3. Allow for development of housing units in mixed use MU-PUDs that are appropriate for people at a variety of life stages.
- 4. Protect neighborhood stability, property values, and the single-family residential appearance of the community by ensuring ADUs are installed under conditions of this ordinance.

B. Approval Criteria for ADUs.

- 1. The design and size of an ADU shall conform to all applicable building code standards and is subject to all structural permit requirements for a dwelling. Any modification of structural codes necessary to accomplish construction of an ADU must be granted by the building official responsible for structural review in the city.
- 2. The ADU shall not exceed forty percent of the primary dwelling's floor area, nor more than eight hundred square feet.
- 3. A maximum of two bedrooms may be provided in an ADU.
- 4. An ADU may be developed in either an existing or new residence.
- 5. A maximum of one ADU per regularly permitted detached single-family dwelling may be permitted. Lots reserving the right to add accessory dwelling units must be identified when the MU-PUD preliminary plan is submitted. For example: if the base zoning would allow five detached single-family dwellings at the development site, but the MU-PUD would allow for ten, only five ADUs may be developed. The lots reserving the five rights to develop an ADU must reserve that right through site plan review as recorded on the binding site plan. Construction of the ADU may be deferred until a later date after the MU-PUD has been completed and lots sold.
- 6. Cottage development lots are not eligible for ADUs based on the minimal size of the individually owned parcels.
- 7. Applicant must be able to demonstrate adequate public facilities to accommodate the projected number of residents.
- 8. Any additions to an existing building shall not exceed the allowable lot coverage or encroach into existing setbacks.



9. The ADU may be attached to or detached from the primary dwelling and must be designed to retain the appearance of a single residence to the greatest degree possible.
  10. The property owner must occupy either the primary dwelling or the ADU as their permanent residence for at least six months of any calendar year. The CC&Rs will specify that rent may be received only for the unit not occupied by the owner and must be verified by the city clerk-treasurer with a one-year lease signed by the owner and renter.
  11. One off street parking space, or the potential to create a parking space when the ADU is developed, must be provided for on the binding site plan. This parking space is in addition to spaces required for primary resident(s).
  12. To encourage development of housing for people with disabilities, the city may allow reasonable deviation from the stated requirements to accommodate features required to achieve accessibility in an ADU. Such accommodations shall be provided in accordance with the International Building Code (IBC).
- C. Review Process for ADUs in a Mixed Use MU-PUD.
1. The right to construct an ADU shall be requested with submittal of the preliminary plan and recorded on the final binding site plan.
  2. Building permits are required for ADUs. If the ADU is not constructed during the development of the MU-PUD, the building permit applicant will be required to demonstrate compliance with the above standards prior to receiving land use approval on a building permit.
  3. A letter of application must be received from the owner(s) stating that the owner(s) shall occupy one of the dwelling units on the premises, except for bona fide temporary absences, not to exceed six months of any calendar year.
  4. A notarized acknowledgement signed by the owners, acknowledging the requirements for creating and maintaining an ADU in conjunction with the primary dwelling on the owner's parcel, shall be recorded with the county so that it is a matter of public record and will come to the attention of any future owners.
  5. An ADU may be cancelled by the owner filing a notarized certificate with the city for recording with the county making the termination of the ADU a matter of public record. Cancellation of an ADU may also result from enforcement action if land use approval for the ADU is withdrawn.

**17.74.100 Special use—Cottage and accessory dwelling structural design standards.**

To provide for further compatibility with surrounding development, special uses allowed in a MU-PUD are subject to the following additional structural and design standards:

- A. Window and door trim with a minimum of three and one-half inches shall be provided on all special use dwelling units.
- B. Minimum roof eave depths of at least eighteen inches are also required for all special use dwelling units. Eaves are required along all sides of each special use structure unless a variation of this structural standard is accepted by the city through the MU-PUD process.
- C. Front porches having a minimum area of sixty square feet shall be provided for all cottage dwellings.
- D. Exterior lighting shall be minimized and may be allowed if shielded or hooded and directed downward so as to light only the intended area without shining into a neighboring house or business. All lighting shall be included on the required exterior lighting plan required with to complete a submittal.
- E. Exterior heating or cooling facilities shall be designed and sited to minimize the noise and visual impacts they can have on a site.

**17.74.110 Alternative special use—Cottage and accessory dwelling unit designs.**

The MU-PUD ordinance and special use sections are created to support design innovation. Design standards and approval criteria provide essential guidance to applicants and administrators but not every circumstance can be anticipated in the drafting of standards and criteria. The city recognizes that cottages and ADUs, in particular, could be designed in alternate ways and still achieve the overall objectives of the special use standards. An applicant may request a variation to specific standards during special use MU-PUD review. A specific request for variation within a special use area is not subject to variance criteria. Approval of a specific variation can only be granted with findings that the specific variation requested provides for an equal or better way to meet the purpose of the written standard.

**17.74.120 Special use—Neighborhood meeting requirements.**

- A. Any planned unit development or other application utilizing special uses which allow smaller housing on smaller lots must hold and document a specially noticed neighborhood meeting as required by this title prior to completing the development application and before any public hearing is scheduled. The neighborhood meeting process is available to any applicant wishing to more fully explore a contentious application prior to completing their application for submittal and may be recommended by city staff during pre-application conference.
- B. The "neighborhood meeting" must meet the following requirements:
  - 1. Pre-notice identifying the time and place for discussion and providing sufficient description of intended project to allow neighborhood comment shall be mailed to property owners within three hundred feet a minimum of ten days prior to the meeting.
  - 2. The applicant is responsible for setting, noticing and documenting the presentation to and input received from the neighborhood meeting.
  - 3. The applicant must keep a record of all who attend the neighborhood meeting including their stated names and addresses.
  - 4. The applicant must notify the city a minimum of fourteen days prior to the meeting and allow for attendance of city staff or other representatives at the meeting.
  - 5. Post notice of the meeting shall be provided to participants by mail documenting the presentation and input received within thirty days following the neighborhood meeting.
  - 6. A record of the meeting shall be included with the applicant's completed application. The applicant shall include responses to input with the application or to identify where a proposal is modified to address neighborhood comments.
- C. A MU-PUD involving a special use dwelling type will follow the Mixed Use MU-PUD review process once a neighborhood meeting is held and a land use application completed.

**SECTION 2. Severability / Validity.** The provisions of this ordinance are declared separate and severable. If any section, paragraph, subsection, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

**SECTION 3. Effective Date.** This ordinance shall take effect and be in force five (5) days after its approval, passage and publication as required by law.

**SECTION 4: Transmittal to the State.** Pursuant to RCW 36.70A.106, a complete and accurate copy of this ordinance shall be transmitted to the Department of Commerce within ten (10) days of adoption.

**PASSED** this 18<sup>th</sup> day of December by the City Council of the City of White Salmon, Washington, and signed in authentication of its passage.

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephanie Porter, Clerk/Treasurer

\_\_\_\_\_  
Shwan MacPherson, City Attorney

**File Attachments for Item:**

B. Ordinance 2025-02-1178 Amending WSMC Commercial Zoning and Conditional Use Permits  
1. Presentation  
2. Public Hearing  
3. Discussion and Action

**CITY OF WHITE SALMON  
ORDINANCE NO. 2025-02-1178**

**AN ORDINANCE OF THE CITY OF WHITE SALMON, WASHINGTON, AMENDING TITLE 17 BY REVISING CHAPTER 17.48 TO UPDATE ITS ZONING PROVISIONS, INCLUDING SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of White Salmon (“City”) acknowledges the need to update its zoning regulations to better reflect the current needs of citizens; and

**WHEREAS**, the City recognizes the importance of schools and day care facilities in meeting the city’s needs; and

**WHEREAS**, the City recognizes the benefits of a mix of uses within its commercial areas, including schools and day care facilities; and

**WHEREAS**, the City recognizes the need to allow empty commercial spaces to accommodate other uses; and

**WHEREAS**, the City has conducted public outreach in accordance with the City’s Public Participation Plan, sufficient to establish regulations in accordance with RCW 36.70A;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON DOES ORDAIN AS FOLLOWS:**

That the following amendments be made to White Salmon Municipal Code Title 17:

**SECTION 1. Amendment to Title 17, Chapter 17.48.020.** The City hereby repeals WSMC Title 17 Chapter 17.48.020 in its entirety, and adopts the following to be codified as WSMC Title 17 Chapter 17.48.020:

**Key:** Underlined = added language  
~~Strikethrough~~ = deleted language

**Chapter 17.48 C GENERAL COMMERCIAL DISTRICTS**

**17.48.020 Principal uses permitted outright.**

Principal use listed as uses permitted outright in the C district are intended to be retail and service oriented uses focused on sales of goods and services to end users, or limited school and child care facilities.

Permitted uses include:

- A. Retail - Retail stores and shops providing goods and services, including hardware, dry goods, apparel, home appliances, jewelry, photographic studio, furniture and boat sales; gift shop;
- B. Service and Professional Space - Cafe, tavern, theater (including outdoor), radio and television, bank, business or professional office;
- C. Repair and Sales - Automobile, truck and machinery dealer (new and used), garage, and automobile, truck and other passenger vehicle repair reconditioning, painting, upholstery,

motor rebuilding, body and fender work; refrigerated locker rental, shoe repair, bakery, supermarket, tailoring;

- D. Preparation and Sales - Formulating and preparing for sale such products as bakery goods, candy, cosmetics, dairy products, drugs, food and beverage products; including brewer, distillery, or winery in conjunction with a pub eatery or tasting room;
- E. Hospitality - Hotel, motel and tourist facilities; places of public assembly; commercial recreation does not include short-term rental, see WSMC 17.48.030.D;
- F. Artisan Manufacture and Sales - Boatbuilding; instruments, dishware, candles, glassware; metal work and welding; other items assembled from various raw materials such as wood, bone, cellophane, canvas, cloth and glass; spinning or knitting of cotton, wool, flax or other fibrous materials; stone, marble and granite monument works;
- G. Schools **(50 persons or less, including students, faculty and staff)** and day care facilities **(50 persons or less, including children and staff)**;
- H. Other commercial uses determined to be similar to the above uses may be permitted, subject to approval of the planning commission.

**SECTION 2. Severability / Validity.** The provisions of this ordinance are declared separate and severable. If any section, paragraph, subsection, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

**SECTION 3. Effective Date.** This ordinance shall take effect and be in force five (5) days after its approval, passage and publication as required by law.

**SECTION 4: Transmittal to the State.** Pursuant to RCW 36.70A.106, a complete and accurate copy of this ordinance shall be transmitted to the Department of Commerce within ten (10) days of adoption.

**PASSED** this 5<sup>th</sup> day of February by the City Council of the City of White Salmon, Washington, and signed in authentication of its passage.

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Troy Rosenburg, Deputy Clerk

\_\_\_\_\_  
Shawn MacPherson, City Attorney



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

Yes, completed

Meeting Date:

February 5, 2025

Agenda Item:

Ordinance 2025-02-1178 Amending WSMC 17 Commercial Zoning and Conditional Use Permits

Presented By:

Dr. Michael Mehaffy, City Planning Consultant

### **Motion for Business Item / Proposed Motion for Consent Agenda:**

Motion to adopt Ordinance 2025-02-1178 Amending WSMC 17 Commercial Zoning and Conditional Use Permits.

### **Background of Issue:**

The Planning Commission recommended this update at their December 11, 2024 meeting but it was accidentally left out of the last code update for Chapter 17 approved by council on December 18, 2024.

### **Explanation of Issue:**

RCW26.70A.450 prohibits cities from prohibiting family home childcare businesses in residential or commercial zones. Cities can impose conditions, but they must be the same or less restrictive than those imposed on other residences or facilities in the same zone.

Schools are not restricted to conditional uses in commercial zones in Washington State, but certain uses may require special consideration before being permitted in a particular district. This could be due to the size of the area needed, the impact on traffic, or the effect on the surrounding land uses.

The proposed changes would allow childcare and school facilities under 50 students be an outright use in Commercial Zones, removing the Condition Use Permit Process.

*Please note that Dr. Mehaffy is review additional codes in chapter 17 (specifically 17.80 and 17.81) to ensure all areas of code that refer to this change are updated. If additional changes are found they will be presented to the council within an updated ordinance at the council meeting.*

### **Council Options:**

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

### **Fiscal Analysis:**

There are no Financial Implications.

**File Attachments for Item:**

C. Ordinance 2025-01-1174 Amending WSMC 3.36 Land Use Fees1. Presentation2. Public Hearing3. Discussion and Action





## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:	Yes
Meeting Date:	February 5, 2025
Agenda Item:	Fee Study
Presented By:	Hilary Hahn, Planner; Alex Capron, Senior Planner, Facet, Planning Consultant

**Action Required:**

Public Hearing to receive public testimony regarding Planning Commission and City staff recommendations for the 2025 amended fees and fee study (WSMC 3.36).

**Motion for Business Item / Proposed Motion for Consent Agenda:**

Motion to approve Ordinance WSMC 3.36.

**Explanation of Issue:**

Proposed amendments to the City’s fee ordinance (WSMC 3.36) were developed to address outdated land use fees, dating back to 2007 when this ordinance was last updated. The quick turnaround sets the City up (should City Council decide to move this forward) to potentially adopt the fee schedule as a Consent Agenda item on February 19th, 2025.

Key amendments include:

1. Allowing Administrator deference to request a Task Order from review consultant of various disciplines and directly pass consultant fees to applicants for more complicated projects requiring additional levels of effort, per draft WSMC 3.36.030 – Consultants fees.
2. Establishing possible fee relief for projects that incorporate roughly 50% affordable housing in their proposed development.
3. A 25% increase over the original magnitudes of increase outlined in our original fee study memo, per recommendations from Planning Commission (see page 82 within [12/11 PC Packet](#)).

**Council Options:**

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for additional work.
4. Other action as desired by council.

**Fiscal Analysis:**

Financial impacts will be assessed by the department. Potential for positive outcome to 2025 City budget.

**Recommendation of Staff/Committee:** Staff is recommending adoption of the revised Land Use Fee Ordinance (WSMC 3.36).

**Follow Up Action:**

Once the hearing has concluded, and draft Ordinance is deemed acceptable by Council, City staff can move forward with finalizing Ordinances for Council's February 15th meeting concerning Land Use fees (WSMC 3.36).

CITY OF WHITE SALMON

ORDINANCE NO. 2025-02-1174

AN ORDINANCE AMENDING SALMON MUNICIPAL CODE CHAPTER 03.36 LAND USE FOR THE CITY OF WHITE SALMON, WASHINGTON, INCLUDING SERVABILITY DATE.

WHEREAS, in order to capture increasing costs and time associated with reviewing land use entitlements and associated review fees, are being updated to capture costs associated with inflation and, for projects complex in-nature, associated consultant fees; and

WHEREAS, the Planning Commission of the City of White Salmon in their December 11<sup>th</sup>, 2024 meeting has determined that it is in the best interest of the City to repeal WSMC 3.36 Land Use and adopt WSMC Land Use Ordinance and adopt increased fees that were last updated in 2007; and

WHEREAS, an analysis of neighboring jurisdictions, was used as impetus for justification in fee adjustment within WSMC 3.36;

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

That the following amendments be made to White Salmon Municipal Code 03, Chapter 36 Land Use:

SECTION 1. Amendment to Title 03, Chapter 36, The City hereby repeals WSMC 03.36 and adopts the following to be codified as WSMC 03.36 Land Use:

Key: ~~Bold and Strike through~~ means repealed.

**and underline** means new.

Red is changes since 12/11 Planning Commission meeting

3.36.010 Fees imposed.

The following fees shall be due and payable to the city upon filing of an application. In the event the city needs to hire a consultant for additional assistance, those fees shall be passed on as per Section 3.36.030. Projects that incorporate ~~one or more~~ roughly half units of affordable housing in subdivisions, either voluntarily or with a local housing authority may be subject to up to 100% fee waiver, subject to a request in-writing by the applicant.

FEE SCHEDULE

<b>PRELIMINARY REVIEW</b>	
Zoning inquiry	<del>\$65</del> <b>\$105</b> per hour beyond first ¼ hour
Pre-application conference (General)	300*
• <b>Planning</b>	<del>\$330</del> <b>\$395</b> (General)
• <b>Engineering</b>	<del>\$165</del> <b>\$197</b>
	<del>\$495</del> <b>\$592</b>

<b>Pre-application conference (Subdivision)</b>	
<ul style="list-style-type: none"> <li><b>Planning</b></li> <li><b>Engineering</b></li> </ul>	750* <del>\$825</del> <del>\$986</del> (Subdivision) <del>\$413</del> <del>\$493</del>  <u>\$1,238</u> <u>\$1,479</u>
* Pre-application fees shall be applied toward application fees if application submitted within six months of pre-application conference/site visit, as applicable.	
<b>PLANNING PERMIT REVIEW</b>	
Home occupation	200 <del>\$280</del> <del>\$326</del>
Accessory dwelling units	1,000 <del>[permitted use, ADU-CUP no longer required]</del>
Permitted use subject to standards	260
Variance	750
<ul style="list-style-type: none"> <li><b>Planning</b></li> <li><b>Engineering</b></li> </ul>	<del>\$863</del> <del>\$1,026</del> <del>\$413</del> <del>\$513</del>  <u>\$1,294</u> <u>\$1,538</u>
Conditional use permit ( <b>Major</b> )	1,500
<ul style="list-style-type: none"> <li><b>Planning</b></li> <li><b>Engineering</b></li> <li><i>Fire</i></li> </ul>	(Major) <del>\$2,051</del> 1,100 <del>\$1,026</del> (Minor) <del>\$513</del>  <u>\$3,590</u> <u>\$3,590</u>  <del>\$1,265</del> <del>\$1,504</del> <del>\$660</del> <del>\$752</del>
Conditional use permit (Minor)	
<ul style="list-style-type: none"> <li><b>Planning</b></li> <li><b>Engineering</b></li> </ul>	<u>\$3,150</u> <u>\$2,256</u>
Short-term rental use permit	75 <del>\$105</del> <del>\$400</del>
Site plan review	1,200 (Administrative)
<ul style="list-style-type: none"> <li><b>Administrative</b></li> <li><b>Planning Commission</b></li> <li><b>Quasi-Judicial</b></li> </ul>	1,600 (Planning Commission) <del>\$1,380</del> <del>\$1,641</del> 2,500 (Quasi-Judicial) <del>\$1,760</del> <del>\$2,104</del> <del>\$3,125</del> <del>\$3,681</del>
Critical Area Ordinance (CAO) review	650 <del>\$715</del> <del>\$855</del>
Zoning approval on a building or demolition permit	65 <del>\$72</del> <del>\$85</del>
Zoning approval on a grading permit (per building codes and for disturbance of land greater than 10,000 s.f. for CAO)	130 <del>[No other jurisdictions had this permit type]</del> <del>\$163</del>
<b>SEPA REVIEW</b>	
Checklist—determination	500 <del>\$575</del> <del>\$684</del>
Environmental impact statement	2,500 <del>\$2,750</del> <del>\$3,288</del>
<b>SUBDIVISIONS</b>	
Preliminary plat	1,600 + \$75 per lot
<ul style="list-style-type: none"> <li><b>Planning</b></li> <li><b>Engineering</b></li> <li><b>Fire</b></li> </ul>	<del>\$1,840</del> <del>\$2,188</del> <del>\$920</del> <del>\$1,094</del> <del>\$460</del> <del>\$547</del>  <u>\$3,220</u> <u>\$3,829</u> + \$105 per lot
<b>Planned Unit Development</b>	
<ul style="list-style-type: none"> <li><b>Planning</b></li> </ul>	<u>\$1,575</u>

<ul style="list-style-type: none"> <li>• <u>Engineering</u></li> <li>• <u>Fire</u></li> </ul>	<p><u>\$394</u>  <u>\$79</u>  <u>\$2,048</u></p>
<p><b>Fee Simple Unit Lot Subdivision</b></p> <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> <li>• <u>Fire</u></li> </ul>	<p><u>\$1,650</u>  <u>\$413</u>  <u>\$83</u>  <u>\$2,145</u></p>
<p>Final plat</p> <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> <li>• <u>Fire</u></li> </ul>	<p>2,500 + \$75 per lot  <u>\$2,750</u> <del>\$3,288</del>  <u>\$1,375</u> <del>\$1,644</del>  <u>\$688</u> <del>\$822</del>    <u>\$4,813</u> <del>\$5,753</del>  + \$105 per lot</p>
<p>Plat alteration</p> <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> </ul>	<p>1,000  <u>\$1,150</u> <del>\$1,263</del>  <u>\$575</u> <del>\$631</del>    <u>\$1,725</u> <del>\$1,894</del></p>
<b>SHORT PLAT</b>	
<p>Single-family</p> <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> <li>• <u>Fire</u></li> </ul>	<p>\$ 1,500 + \$75 per lot  <u>\$1,950</u> <del>\$2,288</del>  <u>\$975</u> <del>\$1,144</del>  <u>\$488</u> <del>\$572</del>    <u>\$3,413</u> <del>\$4,003</del>  + \$105 per lot</p>
<p>Town house, multifamily</p> <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> <li>• <u>Fire</u></li> </ul>	<p>2,000 + \$75 per lot  <u>\$2,100</u> <del>\$2,000</del>  <u>\$525</u> <del>\$500</del>  <u>\$105</u> <del>\$100</del>    <u>\$2,730</u> <del>\$2,600</del>  + \$105 per lot</p>
<p>Binding site plan</p> <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> </ul>	<p>2,000 + \$75 per lot  <u>\$2,200</u> <del>\$2,630</del>  <u>\$1,100</u> <del>\$1,315</del>    <u>\$3,300</u> <del>\$3,945</del>  + \$105 per lot</p>
<b>LOT LINE ADJUSTMENT</b>	
<p>Single-family</p> <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> </ul>	<p>260  <u>\$403</u> <del>\$465</del>  <u>\$202</u> <del>\$232</del>    <u>\$605</u> <del>\$697</del></p>
<p>Town house, multifamily</p> <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> </ul>	<p>525  <u>\$551</u> <del>\$525</del>  <u>\$138</u> <del>\$131</del>    <u>\$689</u> <del>\$656</del>  + \$105 per lot</p>
<b>SIGN PERMITS</b>	
<p>Temporary</p>	<p>25 <del>\$39</del> <u>\$45</u></p>

Permanent	100 <del>\$110</del> <u>\$132</u>
Additional state surcharge for signs	4.50 <del>\$7</del>
<b>SHORELINE PERMITS</b>	
<b>SUBSTANTIAL DEVELOPMENT PERMIT</b>	
Single-family	1,500
• <u>Planning</u>	<del>\$1,650</del> <u>\$1,973</u>
• <u>Engineering</u>	<del>\$825</del> <u>\$986</u>
	<del>\$2,475</del> <u>\$2,959</u>
Other	2,000
• <u>Planning</u>	<del>\$2,200</del> <u>\$2,630</u>
• <u>Engineering</u>	<del>\$1,100</del> <u>\$1,315</u>
	<del>\$3,300</del> <u>\$3,945</u>
<b>SHORELINE CONDITIONAL USE</b>	
Single-family	1,500
• <u>Planning</u>	<del>\$2,200</del> <u>\$2,630</u>
• <u>Engineering</u>	<del>\$1,100</del> <u>\$1,315</u>
	<del>\$3,300</del> <u>\$3,945</u>
Other	2,000
• <u>Planning</u>	<del>\$1,650</del> <u>\$1,973</u>
• <u>Engineering</u>	<del>\$825</del> <u>\$986</u>
	<del>\$2,475</del> <u>\$2,959</u>
<b>SHORELINE VARIANCE</b>	
Single-family	1,500
• <u>Planning</u>	<del>\$2,300</del> <u>\$2,945</u>
• <u>Engineering</u>	<del>\$1,150</del> <u>\$1,473</u>
	<del>\$3,450</del> <u>\$3,945</u>
Other	2,000
• <u>Planning</u>	<del>\$2,200</del> <u>\$2,630</u>
• <u>Engineering</u>	<del>\$1,100</del> <u>\$1,315</u>
	<del>\$3,300</del> <u>\$3,945</u>
<b>SHORELINE EXEMPTION</b>	
Single-family	1,500
• <u>Planning</u>	<del>\$1,650</del> <u>\$1,973</u>
• <u>Engineering</u>	<del>\$825</del> <u>\$986</u>
	<del>\$2,475</del> <u>\$2,630</u>
Other	2,000
• <u>Planning</u>	<del>\$2,200</del> <u>\$2,630</u>
• <u>Engineering</u>	<del>\$1,100</del> <u>\$1,315</u>
	<del>\$3,300</del> <u>\$3,945</u>
<b>SHORELINE REVISION</b>	
Single-family	1,500
• <u>Planning</u>	<del>\$1,650</del> <u>\$1,973</u>
• <u>Engineering</u>	<del>\$825</del> <u>\$986</u>
	<del>\$2,475</del> <u>\$2,959</u>
Other	2,000
• <u>Planning</u>	<del>\$2,200</del> <u>\$2,630</u>
• <u>Engineering</u>	<del>\$1,100</del> <u>\$1,315</u>
	<del>\$3,300</del> <u>\$3,945</u>

<b>POLICY PLANNING REVIEW</b>	
Comprehensive plan amendment	2,600 <del>\$2,860</del> <b>\$3,419</b>
Property rezone	2,500 (Text Amendments) <del>\$2,750</del> <b>\$3,288</b>
<ul style="list-style-type: none"> <li>• <b><u>Text amendments</u></b></li> <li>• <b><u>Text and map amendments</u></b></li> </ul>	3,200 (Text and Map Changes) <del>\$3,520</del> <b>\$4,208</b>
<b>APPEALS</b>	
Appeal	Equal to application fee <b><i>FOR UNDERLYING APPLICATION ORIGINALLY SUBMITTED</i></b>
<b>MISCELLANEOUS</b>	
Zoning verification letter	65 <del>\$105</del> <b>\$109</b>
Extension requests	No Fee
Development or annexation agreement	Staff hours at \$125 <del>\$200</del> /hour, attorney fees at city attorney's standard hourly rate, consultant fees as defined in [Section] 3.36.030
Extended service fee	Staff hours at <del>\$65</del> <b>\$105</b> /hour
Reproduction costs	Per council resolution
Site inspections*	Staff hours at <del>\$65</del> <b>\$105</b> /hour
* Examples of site inspections include site visits necessary to inspect infrastructure installation, verify installation and maintenance of erosion control mechanisms, confirm compliance with landscaping standards and other standards and conditions.	
Post Decision Review	250 (Minor) 500 (Major)
Consultant fees: as defined by 3.36.030 below**	Cost + 10%

**3.36.020 Single-family applicants defined.**

The fees set for single-family residential applicants per the fee schedule in Section 3.36.010 apply to applications which meet the following criteria:

The proposed type of action will not change the existing and/or proposed primary single-family use of the property and one of the following apply:

- A. The property is zoned residential (R-1 or R-2), and developed with or planned for a single-family residence; or
- B. The property includes a single-family residential dwelling; or
- C. A single-family residential building permit has been applied for on the property.

**3.36.030 Consultants' fees.**

In addition to the fees set forth in Section 3.36.010, the applicant for the permits set forth in Section 3.36.010 shall reimburse the city for the costs of professional consultants hired by the city to process and/or review and inspect the applicant's proposal ***when the project is deemed complex in-nature by the administrator and/or*** the city is unable to do so with existing in-house staff. These professional services may include, but are not limited to, ***civil*** engineering, traffic engineering, legal, land use planning, financial and accounting, soils, mechanical and structural engineering, and electrical

engineering. The city may require the applicant to deposit an amount with the city to cover anticipated costs of retaining professional consultants.

**3.36.040 Miscellaneous fees.**

In addition to all other fees, an applicant shall pay all costs incurred by the city for publication of notices and ordinances as well as mailing. If a permit, petition or application requires a public notice radial search mailing, mailing fees shall be charged at double the actual cost of mailing.

**3.36.050 Annual review of ordinance.**

Beginning in January of 2008, the clerk-treasurer shall annually in January of each year review with the city planning staff the fees set forth in this chapter. Appropriate fee revisions in the form of revisions to this chapter shall be presented to the council no later than April 1st each year, beginning in April of 2008.

**3.36.060 Severability.**

If any portion of this chapter is adjudged by a court of competent jurisdiction to be invalid or unconstitutional, the remaining provisions of the ordinance codified in this chapter shall remain in full force and effect.

**Section 2. Severability / Validity.** The provisions of this ordinance are declared separate and severable. If any section, paragraph, subsection, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

**Section 3.** The City Clerk is directed to transmit a certified copy to .

**Section 4.** This Ordinance shall take effect and be in force five (5) days after its publication according to law.

Passed by the council and approved by the Mayor on this 5<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Troy Rosenberg, Deputy Clerk Treasurer

\_\_\_\_\_  
Shawn MacPherson, City Attorney



# Land Use Fee Study

## THE CITY OF WHITE SALMON

---

**JANUARY 2025**

*Prepared for:*  
City Council  
City of White Salmon

*Prepared by*  
Facet  
Alex Capron, AICP Senior Planner  
Hilary Hahn, Environmental Planner  
601 W Main Ave, Suite 617  
Spokane, WA 99201  
[www.facetnw.com](http://www.facetnw.com)

## Executive summary

This Land Use Fee Study captures updates to the existing 2007 land use fee schedule found within White Salmon Municipal Code Chapter 3.36. The study reviews existing adopted fees in surrounding jurisdictions within Washington and Oregon, as well as capturing inflation in staff hourly rates from 2007 to today.

This fee study investigates ways to incentivize certain types of development in support of the City's adopted Housing Action Plan. Specifically, Fee Simple Unit Lot Subdivisions, condominiums, unit lot subdivisions and affordable housing support more compact development that lead to increased density over detached single family residences. While both forms of housing are important for City growth, more compact housing allows for better efficiency in capital improvements and public safety.

One of the major focuses of the study was to identify discrepancies where White Salmon's fees are significantly lower than those in surrounding areas, failing to cover the costs associated with engineering and fire review disciplines for more complex land use entitlements. The comparison analysis found that White Salmon's fees are, on average, 42% lower than those of neighboring cities. See Appendix IV for details.

Recommendations include adding review line items (and fees) for Engineering and Fire review, not previously captured. Further, capturing technology licensing fees for both SmartGOV (online permit software) and the City's ArcGIS license for the yet-to-be rolled out online zoning map. Finally, the city can request the assigned planning consultant for task orders to more fully recoup development costs for land use entitlements. For more information on recommendations, see page 12.

Overall, the findings of the study conclude that there is justification for increasing fees for various permits to ensure they more closely reflect the actual costs of permitting, including staff time, consultant reviews (as needed), and technology investments. Additionally, it suggests implementing a sliding scale method for fee increases based on permit complexity and incentivizing higher-density housing development. The proposed fee adjustments aim to better align White Salmon's fees with regional standards while supporting the city's growth and housing goals.

## TABLE OF CONTENTS

1. INTRODUCTION ..... 1

2. METHODOLOGY ..... 1

3. COMPARISON ANALYSIS ..... 2

4. FINDINGS ..... 11

5. RECOMMENDATIONS..... 13

## LIST OF TABLES

Table 1. Variance Direct Cost Summary ..... 3

Table 2. Conditional Use Direct Cost Summary ..... 4

Table 3. Subdivision and Short Plat Direct Cost Summary..... 8

Table 4. Lot Line Adjustments for Single-Family Plat Direct Cost Summary ..... 9

Table 5. Neighboring Jurisdiction Average % Difference Compared to White Salmon ..... 12

Table 6. Scale Factor Increase Determined by Average % Difference ..... 14

## LIST OF FIGURES

Figure 1. Minor and Major Conditional Use Permit Comparison ..... 4

Figure 2. Subdivision Neighboring Fee Comparison ..... 7

Figure 3. Neighboring Jurisdiction Average % Difference (**See Appendix IV for larger excerpt**)..... 11

## LIST OF APPENDICES

- Appendix I – Proposed Fee Schedule
- Appendix II – Comparison Analysis Spreadsheet
- Appendix III – Direct Costs Analysis Spreadsheet
- Appendix IV – Neighboring Jurisdiction Average % Difference (Large)

C.

## 1. INTRODUCTION

The City of White Salmon contracted with Facet (formerly DCG/Watershed) to assist with a land use fee study that compares the city's current land use fee schedule with neighboring jurisdictions. Specifically, this study aims to evaluate whether White Salmon's land-use fees are meeting the economic and social demand associated with permitting a project from conception to completion while also identifying cost opportunities within the City's land use fee schedule using a comparison analysis of rising permitting costs in the area. Ultimately, Facet evaluates various cost-intensive factors associated with land use permitting to develop a new land use fee schedule recommendation that documents the methods and results used in the fee study.

## 2. METHODOLOGY

Facet performed both an external (comparison analysis) and internal (direct cost analysis) review of all land use fees to accurately include cost-intensive factors that play a role in generating compensation for the municipality. White Salmon Municipal Code (WSMC) Section 3.36.010 – Fees Imposed, was last updated in 2007 with revised sections adopted in 2016 and 2022. The fees listed in the fee schedule table were used as the external baseline measure in the comparison analysis with neighboring jurisdictions. The neighboring jurisdictions included in the study were Hood River, Stevenson, The Dalles, and Klickitat County. and Hood River County. These jurisdictions were chosen based on their proximity and similarities with White Salmon. All neighboring jurisdiction fees were added to the comparison analysis spreadsheet and averaged, by permit, to provide a comprehensive product of all land-use fees in the area compared to the baseline measure of White Salmon's current land use fees, resulting in an averaged percent difference between neighboring fees and White Salmon. Averaged percent differences then became the key reference point in determining what fees presented potential opportunity to be increased, and by how much, based on neighboring fees. Using a sliding scale method, a fee increase recommendation was determined based upon the range in which the permit's averaged percent difference fell into. Permit complexity, regulatory demands and economic influences on the fees are also discussed throughout the permit summaries included in the comparison analysis section.

Internally, a direct cost estimation was conducted using Facet's historical permit data to properly correlate the time spent on each permit with the cost of the permit. The direct costs analysis provided additional support for fee increases and confirmed the rising costs of permitting a project. Direct costs are calculated in terms of the staff hourly wage. The staff hourly wage was determined by increasing the staff hourly rate of \$65 for a site inspection and extended service fee (WSMC 3.36.010 – fees imposed) by the rise of inflation. According to the Bureau of Labor Statistics (2024) the rise of inflation has been approximately 39% since 2012. Therefore, the staff hourly rate including inflation is \$90.52, rounded down to an even \$90. It has been concluded that this hourly staff rate is an all-inclusive representation of the direct cost of a staff member per hour for the city of White Salmon. **Direct Cost Summary Tables** are provided for permits with enough historical data to facilitate an accurate estimation of direct costs and whether those costs are resulting in a profit or loss margin. Historical data

is included for permit applications that have been completed or are currently in the process of being reviewed by planning consultants as of October 2024. Hours spent by consultants are listed in the **Hours** column. The **Direct Cost** column represents the estimated direct cost of these reviews, calculated by multiplying the hours column by the staff hourly rate of \$90. Compensation for these direct costs is reclaimed through the fee amount listed in the **White Salmon Fee** column. Therefore, the Direct Cost of the permit is then taken from the White Salmon Fee to determine what the **Margin** is for each review.

Short plat, subdivision, binding site plan fees that have a “per lot” rate were increased by the rate of inflation at 39%, (Bureau of Labor Statistics (2024)).

Overall, these methodologies suitably assessed whether the current fees have been receding, meeting or exceeding the area’s standards and city’s economic growth. The results of each review were compiled into spreadsheets and included as appendices.

*Note: The City of Hood River and Hood River County will be frequently discussed in sequence throughout this document. The City of Hood River will be cited as “Hood River” herein; and Hood River County will be known as “Hood River County” herein.*

### 3. COMPARISON ANALYSIS

#### **Pre-Application (General) / Pre-Application conference**

Out of the five neighboring jurisdictions studied, only three have a fee for a pre-application meeting. Hood River County, Stevenson and Klickitat County all offer pre-application meetings free of charge. White Salmon currently offers non-binding pre-application notes to applicants that capture the key points, requirements, and guidance provided during the meeting. Pre-application notes of this nature require the planner to prepare any relevant code citations before the meeting and a technical write-up conducted after the meeting. Additionally, pre-application meetings can also redeem a need for multiple departments to give input – resulting in further accumulation of hours spent in preparation for the meeting and direct costs incurred by the city.

White Salmon currently charges \$300 for a general pre-application conference and \$750 for a more complex subdivision pre-application conference. Neighboring jurisdictions that do collect a fee for their time spent during a pre-application meeting include The Dalles, Hood River and Hood River County. The Dalles charges a flat rate of \$100.00 (67% lower than White Salmon) regardless of what departments attend. Hood River uses a department structure and collects fees based on the department(s) in attendance, starting with \$536 (79% more than White Salmon’s general pre-application fee) for planning, an additional \$212 for engineering and an additional \$212 for fire consultations for a maximum fee of \$960 (28% higher than White Salmon’s subdivision pre-application meeting). Hood River County takes a unique approach of collecting half of the land-use application fee with a maximum limit of \$1,545. If the applicant then applies for the permit within a year of that pre-application meeting, \$400 of that fee is then applied to their application fee and the remaining amount is retained by the city.

### Home Occupation

Home occupation land-use permits are only offered in Hood River and The Dalles. Both jurisdictions offer drastically different fee prices. Hood River is on the higher price end at \$1,178 which is 489% more than White Salmon, or approximately 4 times the fee, and The Dalles is on the lower price end at only \$85.00 for their home occupation permit, which is 58% lower than White Salmon. White Salmon sits in between both permit fees at \$200.00 for a home occupation permit. The average between Hood River and The Dalles is 216% more than White Salmon.

### Variance

A variance application in White Salmon is \$750.00. This is 217% lower than Hood River’s fee of \$2,374 and 36% lower than Hood River County’s fee of \$1,022. However, the comparison analysis found that White Salmon collects 20% more than Stevenson (\$600) and 33% more than The Dalles (\$500). Overall, the average cost of a variance permit between neighboring jurisdictions was 50% more than the City of White Salmon.

One project with four variance applications was reviewed by Facet in the past year. Total hours spent on the project was 123.25, therefore, it took approximately 30.81 planning hours to complete a variance application, on average. If the staff hourly rate of \$90 were to be considered for each of these applications, the city of White Salmon is spending approximately \$2,772.90 per variance application.

A direct cost summary for each variance application reviewed by planning consultants is provided in Table 2, below.

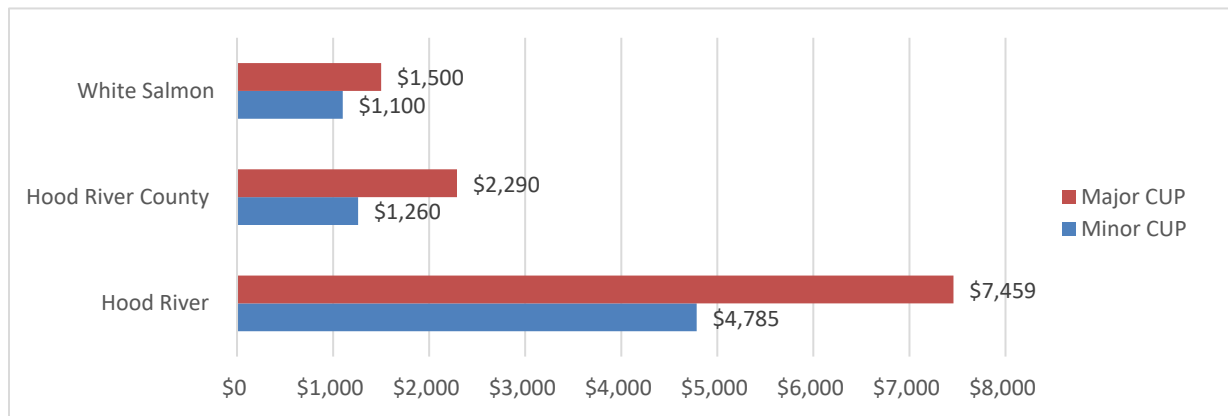
Table 1. Variance Direct Cost Summary

Variance	Hours	Direct Cost	White Salmon Fee	Margin
Stauch – Parcel 1500	52.5	\$4,725.00	\$ 750.00	\$(3,975.00)
Stauch – Lot 6	27.75	\$2,497.50	\$750.00	\$(1,747.50)
Stauch – Lot 7 Stream	24.25	\$2,182.50	\$750.00	\$(1,432.50)
Stauch – Lot 7 Oak Tree	18.75	\$1,687.50	\$750.00	\$(937.50)

### Conditional Use (Minor and Major)

White Salmon offers two conditional use permits (CUP). The minor CUP fee is \$1,100 while the major CUP fee is \$1,500. Hood River and Hood River County also differentiate their conditional use permits between major and minor. Hood River’s CUP for minor projects is \$4,785, which is 335% higher than White Salmon. Hood River County charges \$1,260 for their CUP for minor projects, which is 15% higher than White Salmon. For the CUP major permit fee, Hood River charges \$7,459 (397% higher than White Salmon) and Hood River County charges \$2,290 (53% higher than White Salmon).

Figure 1. Minor and Major Conditional Use Permit Comparison



The Dalles, Stevenson and Klickitat County offer one conditional use permit for all projects. The Dalles has the lowest fee at \$550 (50% lower than a minor CUP and 63% lower than a major CUP). The City of Stevenson has the second highest fee at \$600 (45% lower than a minor CUP and 60% lower than a major CUP). Klickitat County has the highest all-inclusive CUP fee at \$1,022 (7% lower than a minor CUP and 32% lower than a major CUP). For the purposes of averaging the costs of the CUP permits between all neighboring jurisdictions, fees for CUP permits that are all-inclusive were used in averaging both minor and major fees. Overall, the average cost of a minor CUP permit between neighboring jurisdictions is 49% higher than White Salmon's and the average cost of a major CUP permit is 59% higher than White Salmon's.

Hood River also structures their conditional use permits into four different subcategories; All CUP except PUD and greater than 1.5 acres, CUP - 1.5 acres and larger, CUP - PUD and CUP – TWN. The All CUP except PUD and greater than 1.5 acres, was used to compare to the White Salmon minor CUP permit and CUP 1.5 acres or larger as the White Salmon major CUP.

Within the past year, two CUP applications have been reviewed by consultants and one has been completed. It took approximately 13.25 planning consultant hours to complete the CUP application for Gustafasen. If the staff hourly rate of \$90 were to be used, we can determine that White Salmon's direct costs for completing a CUP are \$1,192.50.

A direct cost summary for each CUP reviewed or currently in the process of being reviewed by planning consultants is provided in Table 2, below. It should be noted that the CUP application for Wildwood Academy is still in review, therefore, these hours are not included in the averaging calculations.

Table 2. Conditional Use Direct Cost Summary

Conditional Use - Minor	Hours	Direct Cost	White Salmon Fee	Margin
Wildwood (50% complete)	30	\$2,700.00	\$1,100	\$(1,600)
Gustafasen	13.25	\$1,192.50	\$1,100	\$(92.20)

## Short Term Rentals



Short term rentals are becoming a popular way for tourists to stay in White Salmon; therefore, it is assumed short term rental applications will become more frequent as the city continues to experience a rise in tourism. However, there are legal thresholds to consider that limit the number of short-term rentals in the community. For example, in residential zones, WSMC Chapter 5.02 stipulates that the number of hosted homeshares and vacation home rentals cannot exceed 10% of the existing housing stock. In commercial zones, short-term rentals cannot exceed 30% of residential units on a parcel and are not permitted on the ground floor. In all cases, short-term rental permits must be renewed annually regardless of zoning. Currently, the city is well under 10% the threshold limit.

*Note: Provisions for legacy permits are included in WSMC Chapter 17.57.*

On average, the neighboring jurisdictions have 231% higher fees for short term rentals than White Salmon, presenting a large opportunity to increase its current fee of \$75. Hood River County has the highest fee at \$570 (660% higher than White Salmon), followed by Hood River at \$99 (32% higher than White Salmon) and The Dalles at \$75 (same fee). Klickitat County and The Hood River County do not have short-term rental fees.

## **Site Plan Review / Zoning approval on a building or demolition permit**

White Salmon currently offers three types of site plan reviews. The city offers a planning site plan review for \$1,600, an administrative site plan review for \$1,200 and a Quasi-Judicial review for \$2,500. The Dalles and Hood River both offer site plan reviews. Hood River offers similar site plan reviews at the planning level, for \$3,186 (99% higher than White Salmon) administrative level, for \$2,724 (127% higher than White Salmon) and quasi-judicial level for \$4,675 (87% higher than White Salmon). The Dalles offers one level of site plan review for the lowest fee at \$440 which is 73% lower than the site plan planning review fee, 63% lower than the administrative review and 82% lower than the quasi-judicial review fee.

The extended service fee helps municipalities recover the additional costs incurred when handling more resource-intensive land-use applications, ensuring that fees more accurately reflect the actual services provided by the planning department. Enforcing the extended service fee to capture the zoning and civil site plan reviews would support a major financial gap in the subdivision process between the preliminary and final plats where engineering services are needed for a site plan review.

A land-use fee for a zoning approval on a building or demolition permit is not offered at any other neighboring jurisdiction.

## **Critical Area Ordinance Review**

White Salmon's critical ordinance review fee is currently \$650.00 and includes a review for all potential and existing critical areas on the property. There are two neighboring jurisdictions that also issue critical ordinance reviews – The city of Stevenson offers critical areas permit with an expedited review for \$75 (88% lower than White Salmon), geologic hazard area for \$300 (54% lower than White Salmon), habitat/wetland review for \$600 (8% lower than White Salmon) and a reasonable use allowance for \$750 (15% more than White Salmon). Klickitat County offers a Critical Area Review/Special Report

Review for \$63, which is 90% less than White Salmon. On average, neighboring jurisdictions have 25% lower fees than White Salmon for a critical area ordinance review.

## **SEPA Checklist – determination / Environmental Impact Statement**

A State Environmental Policy Act (SEPA) determination is required by Washington State to identify possible environmental impacts that may result from development. White Salmon’s fee for a SEPA checklist determination is \$500. Stevenson and Klickitat County are the only Washington State jurisdictions that are required to comply with SEPA. Stevenson has the smallest fee at \$300 (40% less than White Salmon) followed by Klickitat County that issues a SEPA determination for \$375 (25% less than White Salmon).

Likewise, the city of Stevenson and Klickitat County are also the only Washington State neighboring jurisdictions that offer Environmental Impact Statement (EIS) review to comply with Washington state regulations. White Salmon charges a fee of \$2,500 for environmental impact statements, which is almost the same price as Klickitat County who charges \$2,520 for EIS’s. Stevenson’s fee for an EIS review is \$1,500, which is 40% less than White Salmon.

## **Binding Site Plans**

A binding site plan is an alternative method of land division authorized in RCW 58.17.035. Binding site plans may only be used for divisions for industrial or commercial uses, the lease of mobile homes or travel trailers (typically a mobile home park) and condominiums. Klickitat County is the only other neighboring jurisdiction that still offers a binding site plan option. White Salmon’s fee for a binding site plan is \$2,000. This fee is 62% higher than Klickitat County’s binding site plan fee of \$756.

## **Subdivisions / Short Plats**

Subdivisions and short plats are typically the most common and time-consuming permits for planners. Both land-use permits are incentivized by housing goals in the city of White Salmon and play a vital role in the community’s development. The study aims to contribute to those incentivization’s by recommending fee discounts for high-density development such as townhome and multifamily short plats.

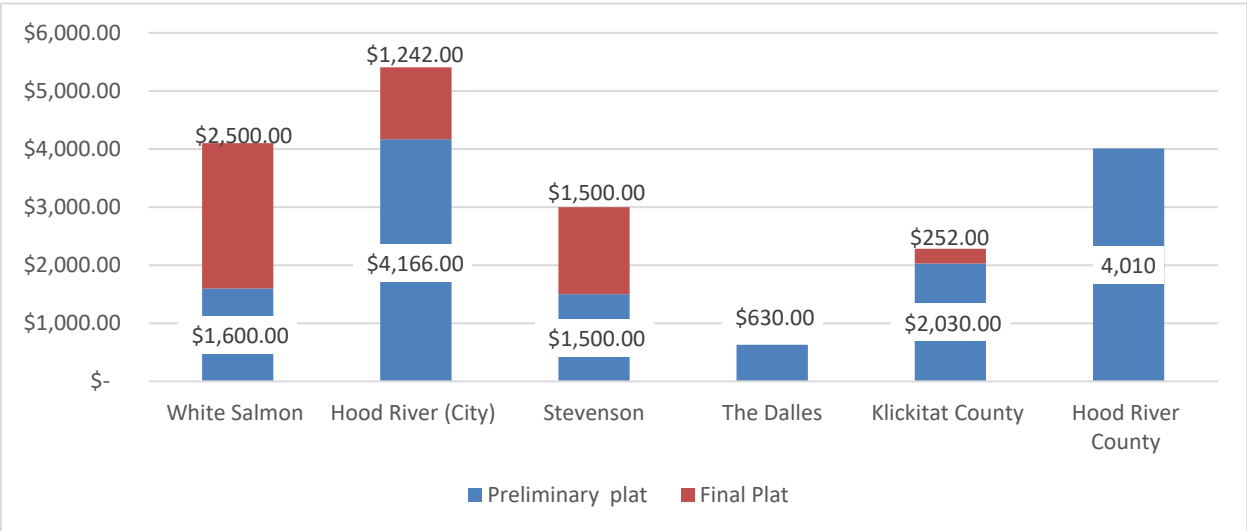
Per WSMC 16.10.010, a short plat is defined as the division or re-division of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease, transfer of ownership or any other reason. A subdivision, also known as a long plat, is defined as the division of land into five or more lots, tracts, parcels, sites or divisions for the purposes of sale or lease and includes all re-subdivision of land.

### **Subdivisions (Long Plats):**

White Salmon divides subdivision fees into two phases of the process; a preliminary and final application. A preliminary subdivision application can oftentimes be the most time-consuming and intensive part of the application due to extensive planning efforts to ensure the most complete input is

received by the applicant so there are no delayed requests throughout the rest of the process. A preliminary subdivision plat fee in White Salmon is \$1,600 with an additional \$75 per lot and a final plat fee is \$2,500 with an additional \$75 per lot. All five neighboring jurisdictions also offer subdivision permits. Neighboring communities such as Hood River, Stevenson and Klickitat County divide a subdivision permit into preliminary and final plat phases. Communities such as The Dalles and Hood River offer one subdivision permit regardless of phase. It is also common for fees to include a “per lot” or “per square foot” charge to charge proportionally to the project’s size. Hood River adds an additional \$134 per lot, which is 55% higher than White Salmon’s per lot fee and Stevenson charges an additional \$1 per 60 square feet for a preliminary subdivision review. Klickitat County also uses this structure and charges an additional \$25 per lot on top of their review fees. The Dalles offers one, consolidated subdivision permit review fee for \$630, which is 61% less than White Salmons fee.

Figure 2. Subdivision Neighboring Fee Comparison



**Short Plats:**

Instead of defining the short plat fees by phase, White Salmon defines short plat fees by project type – dividing the permit into two types: short plat – single family for \$1,500 with an additional \$75 per lot, and short plat – townhomes/multifamily for \$2,000 with an additional \$75 per lot. By defining the project fees by project type, White Salmon has an opportunity to incentivize higher-density short plats, such as townhouses and multifamily projects, aligning with the city’s Housing Action Plan. Short plats conducted under the *single-family* permit process create less density through the creation of single-family detached dwelling units that are subject to more constrictive setbacks and allowances, however, still an appreciable contribution to the housing needs of the city. Considering the many angles at which the fee can be positioned to support the city’s Housing Action Plan, it is recommended that there is no fee increase for townhomes or multi-family short plats and a 25% increase for single-family short plats. Both fees will include a department-level structure where an additional fee will be added for engineering and fire review, however, the fee discount will lower townhome and multi-family short plats by 80%, opposed to being 75% higher.

Stevenson and Klickitat County offer all-inclusive short plat fees. Stevenson provides a short plat review for a fee of \$1,500 plus an additional \$1 per 60 square feet, this is the same as White Salmon’s short plat

– single family fee and 25% less than the short plat – townhouse/multifamily fee. Klickitat County provides a short plat review for \$756, which is 50% less than White Salmon’s short plat – single family fee and 62% less than White Salmon’s short plat – townhouse/multifamily fee.

Three subdivision preliminary plats, one townhome short plat and five single-family short plat applications for the city of White Salmon have been reviewed or are in the process of being reviewed by planning consultants within the past year. Completed or nearly completed projects, including Cherry Hill, Perala and Graham are complete enough to consider the hours spent on the applications in the average planning time spent on short plat and subdivision applications. It took approximately 59.38 planning hours, on average, to review a completed short plat application. If the staff hourly rate of \$90 were to be used, we can determine that White Salmon’s direct costs for reviewing a short plat is \$5,344.20. A direct cost summary for these projects is included in the table below.

Table 3. Subdivision and Short Plat Direct Cost Summary

	Hours	Estimated Direct Cost	White Salmon Fee	Margin
<b>SUB Preliminary Plat</b>				
Cherry Hill (in-progress)	103.75	\$9,337.50	\$ 4,075.00	\$(5,262.50)
Four Oaks (in-progress)	13.25	\$1,192.50	\$ 3,925.00	\$2,732.50
Monument Rentals (in-progress)	22.5	\$2,025.00	\$2,500.00	\$(475.00)
<b>Short Plat - Townhomes</b>				
Jewett Lofts (25% complete)	51.25	\$4,612.50	\$ 2,275.00	\$(2,337.50)
<b>Short Plat - Single Family</b>				
Perala	54.25	\$4,882.50	\$ 1,725.00	\$(3,157.50)
Graham	64.50	\$5,805.00	\$ 1,800.00	\$(4,005.00)
Gearhart (25% complete)	11	\$990	\$ 1,800.00	\$810
Church (50% complete)	13.5	\$1,215.00	\$1,725.00	\$510
Middle NW (50% complete)	25	\$2,250	\$1,650.00	\$(590)

### Lot Line Adjustments

In the last year, lot line adjustments have become one of the most reviewed land-use permits in the City of White Salmon. On average, planning consultant hours spent on a lot line adjustment application from conception to completion was 29.56 hours. If we consider the staff hourly rate of \$90, a lot line adjustment would have an average direct expense of \$2,660.40 per application for the City of White Salmon. The fee for a lot line adjustment in the City of White Salmon is \$260 for a single-family home or \$525 for a multi-family or townhome. All neighboring jurisdictions have higher fees for a lot line adjustment, except for The Dalles who offers the permit for \$85. Hood River has one lot line adjustment permit that is \$891, or 243% more than White Salmon’s fee. Stevenson also offers a lot line adjustment permit for \$300, or 15% more than White Salmon. Klickitat County has the largest fee for a lot line adjustment at \$915, or 252% more than White Salmon. Collectively, the average of all the fees between the neighboring jurisdictions is 117% higher than the lot line adjustment for a single-family application and 83% higher than White Salmon’s fee for a townhouse or multifamily lot line adjustment.

A direct costs summary is provided in the table below for four lot line adjustment applications that were completed by planning consultants within the last year.

Table 4. Lot Line Adjustments for Single-Family Plat Direct Cost Summary

Lot Line Adjustments – Single Family	Hours	Direct Costs Estimation	White Salmon Fee	Margin
Mast	22.5	\$2,025.00	\$ 260.00	\$(1,765.00)
Baxter/Klebba	30	\$2,700.00	\$ 260.00	\$(2,440.00)
Kulper Trust	40.75	\$3,667.50	\$260.00	\$(3,407.50)
Barkhimer	25	\$2,250.00	\$260.00	\$(1,990.00)

### Sign Permits

Sign permits fees are enforced in The Dalles, Hood River County and Klickitat County. These fees range from \$20 in The Dalles to \$360 in Hood River County. White Salmon currently charges \$25 for temporary sign permits and \$100 for permanent signs, fitting right into the fee range of neighboring jurisdictions.

### Shoreline Development

Klickitat County and Stevenson are the only neighboring jurisdictions that offer a comparison for shoreline permitting. Klickitat County offers four (4) shoreline development permits – shoreline exemption, shoreline substantial development permit, shoreline conditional use permit and shoreline variance. The shoreline exemption permit is only \$126 (92% lower than White Salmon) while the three other shoreline permits are all \$2,156, which is 44% higher than White Salmon’s shoreline permits for single-family applications and 8% more than White Salmon’s shoreline permits for projects that are not single-family developments. Stevenson lists two shoreline development permits in their fee schedule – A Substantial Shoreline Development Permit for \$1,250, which is 17% less than White Salmon’s single-family permit and 38% less than other substantial shoreline development, and a Shoreline Conditional Use Permit for \$1,500, which is the same price for White Salmon’s single-family and 25% less than other shoreline conditional use development. Klickitat County and Stevenson do not have a permit fee for a shoreline revision.

### Comprehensive Plan / Rezone Amendments / Zoning Verification

White Salmon has two types of property rezones – a text amendment and map amendment. The fee for a text amendment is \$2,500 and the fee for map amendments is \$3,500. Hood River, The Dalles and Klickitat County also offer similar property rezones. Hood River’s property rezone fee of \$4,188 through a text amendment is 68% higher than White Salmon’s and a map amendment is 52% higher at \$4,871. Klickitat County offers one rezone fee for \$1,526, which is 39% less than White Salmons property rezone text amendment and 52% less than the map amendment. The Dalles offers one way to rezone through a comprehensive plan amendment. The fee for this rezone is \$1,015 which is 59% lower than White Salmons fee for text amendments and 68% lower than map amendments.

A comprehensive plan amendment in White Salmon is \$2,600. Compared to neighboring jurisdictions, White Salmon's fee is 42% higher than the city of Stevenson, 77% higher than The Dalles, and 41% higher than Klickitat County. However, Hood River County also offers a comprehensive plan amendment for \$4,585, which is 76% higher than White Salmon's. Overall, the average of the neighboring jurisdiction's comprehensive plan amendment fees is 21% lower than White Salmon.

## Planned Unit Development

Planned Unit Developments are an alternative to the traditional method of land division for creating sellable lots for rowhouse communities and cottage housing developments. The unit lot subdivision (ULS) process provides opportunities for fee-simple ownership of land. Unit lot subdivisions allow development on individual unit lots to avoid complying with typical dimensional standards if the parent lot conforms to all such development standards.

White Salmon allows for two types of Planned Unit Developments (PUD's) which provide for more flexibility for the implementation of innovative residential and mixed-use commercial developments.

Hood River County charges \$4,815 plus an additional \$60 per lot, Stevenson charges \$1,500 plus an additional \$1 per sq foot and The Dalles charges \$630.00 for a Planned Unit Development Permit. The average cost of a PUD permit is \$2,315.

## Fee Simple

Fee Simple Unit Lot Subdivision is a type of zero lot subdivision, the current fee schedule addresses it. However, the city should consider incentivizing townhomes consistent with its adopted Housing Action Plan and more compact development, so perhaps we make this 75% or 50% of the subdivision fee? Reference city's housing action plan.

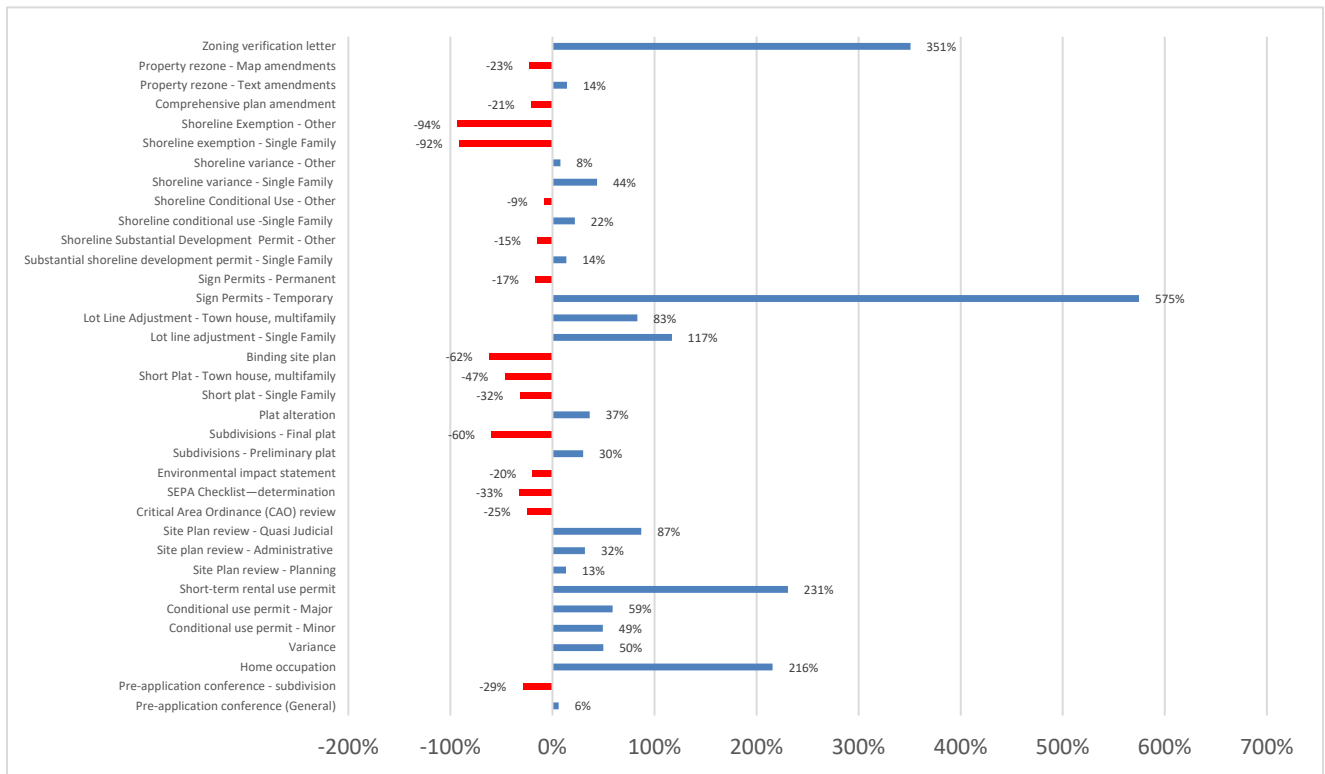
## Affordable Housing

Projects that incorporate one or more units of affordable housing in subdivisions, either voluntarily or with a local housing authority may be subject to up to 100% fee waiver, subject to a request in-writing by the applicant. This fee relief is listed as an amendment to WSMC Chapter 3.36.

## 4. FINDINGS

The purpose of the fee study for the City of White Salmon is to evaluate its land-use fees in comparison with neighboring jurisdictions and to reassess the City of White Salmon’s fee schedule to ensure it meets both the economic demands of the city and the costs of its land-use services. **The study found that White Salmon’s fees are generally lower than those of its neighbors, with an average fee difference of approximately 42% lower.** As calculated on the Comparison Analysis Spreadsheet (Appendix II), the percentage difference in fees compared to White Salmon was averaged for each permit. This number is known as the permit’s **Average % Difference**. Fees that were lower than White Salmon’s were given a negative value for averaging purposes. The resulting discrepancy suggests potential gaps in fee structures that may not fully cover the costs associated with the city’s permitting processes. For certain permits, like variances, lot line adjustments and conditional use permits, White Salmon’s fees are significantly lower, often failing to recover the direct costs associated with processing these applications.

Figure 3. Neighboring Jurisdiction Average % Difference (See Appendix IV for larger excerpt)



To best demonstrate the findings of the comparison analysis, Table 5 summarizes all permits that we analyzed during the process. All data was calculated in the Comparison Analysis Spreadsheet in Appendix II.

**Out of 38 permits, 20 had fee averages higher than White Salmon, 15 lower fee averages and 3 did not have neighboring fees to compare it to. All findings for each permit’s Average % Difference is included in Table 5, below.**

Table 5. Neighboring Jurisdiction Average % Difference Compared to White Salmon

Permit	Average % Difference of Neighboring Jurisdictions
Pre-Application Meeting (General)	6% higher
Pre-Application Meeting conference	29% lower
Home Occupation	216% higher
Variance	50% higher
Conditional Use - Minor	49% higher
Conditional Use - Major	59% higher
Short Term Rental use permit	231% higher
Site Plan Review - Planning	13% higher
Site Plan Review - Administrative	32% higher
Site Plan Review – Quasi Judicial	87% higher
Critical Areas Ordinance (CAO) Review	25% lower
Zoning Approval on a building or demolition permit	N/A
SEPA checklist - determination	33% lower
Environmental Impact Statement	20% lower
Subdivisions – Preliminary Plat	30% higher
Subdivisions – Final Plat	60% lower
Plat Alteration	37% higher
Short Plat – Single Family	32% lower
Short Plat – Townhome, multi-family	47% lower
Binding Site Plan	62% lower
Lot Line Adjustment – Single family	117% higher
Lot Line Adjustment – Townhome, multifamily	83% higher
Sign Permits – temporary	575% higher
Sign Permits – Permanent	17% lower
Shoreline Substantial Development Permit – Single Family	14% higher



Shoreline Substantial Development Permit – Other	15% lower
Shoreline Conditional Use – Single Family	22% higher
Shoreline Conditional Use – Other	9% lower
Shoreline Variance – Single Family	44% higher
Shoreline Variance – Other	8% higher
Shoreline Exemption – Single Family	92% lower
Shoreline Exemption - Other	94% lower
Shoreline Revision – Single family	N/A
Shoreline revision – Other	N/A
Comprehensive Plan Amendment	21% lower
Property rezone – text amendments	14% higher
Property rezone – map amendments	23% lower
Zoning Verification Letter	351% higher

## 5. RECOMMENDATIONS

The study recommends revising the fee structure to better align with the city's incurred costs and to ensure consistency with the fee schedules of neighboring jurisdictions. The following adjustments are suggested:

1. Implement a 5% technology fee to capture investments in the city's permitting software (SmartGOV) and GIS mapping program (ArcGIS Software) that improve efficiencies in city permit processes.
2. Structure fees based on the departments involved, with a base planning fee as the standard, supplemented by additional fees from engineering, fire, and building departments as necessary.
3. The City of White Salmon may consider requesting a task order from the planning consultant prior to review of an application for costs to be the responsibility of the applicant, per WSMC 3.36.030. This provides applicants with greater transparency in realizing the actual cost to review development, and is consistent with how several jurisdictions operate when utilizing consultants for plan review. This may be utilized for more complicated projects, for example.
4. To encourage higher-density development, reduce subdivision and short plat fees for townhome and multifamily projects. Further, if/when the city's Fee Simple Unit Lot Subdivision ordinance is adopted, a set fee to incentivize this development will be added to the WSMC Chapter 3.36 proposed ordinance.

- 5. For projects incorporating affordable housing in proposed subdivisions, the applicant may request land use review fees be waived at the discretion of the planning department.

The findings present a large range of differences in fees between neighboring areas; therefore, a more gradual fee increase approach is to use a sliding scale method that suggests a scale factor adjustment in relation to the permit’s comparison analysis finding shown in Table 5. The **Scale Factor** is then used in calculating the Proposed Fee Schedule included in Appendix I. Per Planning Commission’s recommendations in their December 11<sup>th</sup>, 2024 meeting, a 25% minimum increase is reflected in the proposed fee schedule and Table 6 below to more closely capture the rise in inflation in Section 2 above. This will ensure that the fees are proportionally increased based on the findings of the comparison analysis, the complexity of the permit and the resources required to process it. This also allows the city to independently evaluate each permit fee without having to apply a standard percentage increase to all permits collectively.

Table 6. Scale Factor Increase Determined by Average % Difference

Average % Difference	Scale Factor
0% – 25%	30%
26%-50%	35%
51%-75%	40%
76%-100%	45%
101%-150%	50%
151%-200%	55%
201%-300%	60%
301%-400%	65%
401%-500%	70%
> 500%	75%

Overall, the findings of the study support an increase in fees by a scale factor presented in the Proposed Fee Schedule included as Appendix I, to ensure that the city’s fees reflect both the operational costs and the comparative landscape of neighboring jurisdictions.

## **APPENDIX I: PROPOSED FEE SCHEDULE**

**CITY OF WHITE SALMON  
ORDINANCE ~~XX2007-10-807~~**

**AN ORDINANCE REPEALING WSMC 3.36 LAND USE AND ADOPTING WSMC 3.36  
LAND USE**

**WHEREAS**, in order to capture increasing costs and time associated with reviewing land use entitlements and associated review fees, are being updated to capture costs associated with inflation and, for projects complex in-nature, associated consultant fees; and

**WHEREAS**, an analysis of neighboring jurisdictions, was used as impetus for justification in fee adjustment within WSMC 3.36;

**WHEREAS**, the Planning Commission of the City of White Salmon in their December 11<sup>th</sup>, 2024 meeting has determined that it is in the best interest of the City to repeal WSMC 3.36 Land Use and adopt WSMC 3.36 Land Use (fee) Ordinance and adopt increased fees that were last updated in 2007; and

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON DO  
ORDAIN AS FOLLOWS:**

**SECTION 1.** White Salmon Municipal Code 3.36 Land Use, is hereby repealed.

**SECTION 2.** White Salmon Municipal Code 3.36 Land Use is adopted as follows:

**Key: Bold Underlined = added language**

**~~Bold Strikethrough~~ = deleted language**

***Bold Underlined & Italicized (in red)* = Changes occurring since 12/11 PC meeting**

**Chapter 3.36 LAND USE\***

**3.36.010 Fees imposed.**

The following fees shall be due and payable to the city upon filing of an application. In the event the city needs to hire a consultant for additional assistance, those fees shall be passed on as per Section 3.36.030. **Projects that incorporate one or more roughly half units of affordable housing in subdivisions, either voluntarily or with a local housing authority may be subject to up to 100% fee waiver, subject to a request in-writing by the applicant.**

**FEE SCHEDULE**

<b>PRELIMINARY REVIEW</b>	
Zoning inquiry	\$65 <del>\$105</del> per hour beyond first ¼ hour
Pre-application conference ( <b>General</b> )	300* <del>\$330</del> <del>\$395</del> (General)
• <b>Planning</b>	<del>\$165</del> <del>\$197</del>
• <b>Engineering</b>	<del>\$495</del> <del>\$592</del>
<b>Pre-application conference (Subdivision)</b>	
• <b>Planning</b>	750* <del>\$825</del> <del>\$986</del> (Subdivision)
• <b>Engineering</b>	<del>\$413</del> <del>\$493</del>
	<del>\$1,238</del> <del>\$1,479</del>
* Pre-application fees shall be applied toward application fees if application submitted within six months of pre-application conference/site visit, as applicable.	
<b>PLANNING PERMIT REVIEW</b>	
Home occupation	200 <del>\$280</del> <del>\$326</del>
Accessory dwelling units	1,000 <del>[permitted use, ADU-CUP no longer required]</del>
Permitted use subject to standards	260
Variance	750
• <b>Planning</b>	<del>\$863</del> <del>\$1,026</del>
• <b>Engineering</b>	<del>\$413</del> <del>\$513</del>
	<del>\$1,294</del> <del>\$1,538</del>
Conditional use permit ( <b>Major</b> )	1,500
• <b>Planning</b>	(Major) <del>\$2,051</del>
• <b>Engineering</b>	1,100 <del>\$1,026</del>
• <b>Fire</b>	(Minor) <del>\$513</del>
	<del>\$3,590</del> <del>\$3,590</del>
<b>Conditional use permit (Minor)</b>	
• <b>Planning</b>	<del>\$1,265</del> <del>\$1,504</del>
• <b>Engineering</b>	<del>\$660</del> <del>\$752</del>
	<del>\$3,150</del> <del>\$2,256</del>
Short-term rental use permit	75 <del>\$105</del> <del>\$400</del>

Site plan review <ul style="list-style-type: none"> <li>• <u>Administrative</u></li> <li>• <u>Planning Commission</u></li> <li>• <u>Quasi-Judicial</u></li> </ul>	1,200 (Administrative) 1,600 (Planning Commission) <del>\$1,380</del> <del>\$1,641</del> 2,500 (Quasi-Judicial) <del>\$1,760</del> <del>\$2,104</del> <del>\$3,125</del> <del>\$3,681</del>
Critical Area Ordinance (CAO) review	650 <del>\$715</del> <del>\$855</del>
Zoning approval on a building or demolition permit	65 <del>\$72</del> <del>\$85</del>
Zoning approval on a grading permit (per building codes and for disturbance of land greater than 10,000 s.f. for CAO)	130 <del>[No other jurisdictions had this permit type]</del> <del>\$163</del>
<b>SEPA REVIEW</b>	
Checklist—determination	500 <del>\$575</del> <del>\$684</del>
Environmental impact statement	2,500 <del>\$2,750</del> <del>\$3,288</del>
<b>SUBDIVISIONS</b>	
Preliminary plat <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> <li>• <u>Fire</u></li> </ul>	1,600 + \$75 per lot <del>\$1,840</del> <del>\$2,188</del> <del>\$920</del> <del>\$1,094</del> <del>\$460</del> <del>\$547</del>  <del>\$3,220</del> <del>\$3,829</del> + \$105 per lot
<b>Planned Unit Development</b>	
<ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> <li>• <u>Fire</u></li> </ul>	<del>\$1,575</del> <del>\$394</del> <del>\$79</del> <del>\$2,048</del>
<b>Fee Simple Unit Lot Subdivision</b>	
<ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> <li>• <u>Fire</u></li> </ul>	<del>\$1,650</del> <del>\$413</del> <del>\$83</del> <del>\$2,145</del>
Final plat <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> <li>• <u>Fire</u></li> </ul>	2,500 + \$75 per lot <del>\$2,750</del> <del>\$3,288</del> <del>\$1,375</del> <del>\$1,644</del> <del>\$688</del> <del>\$822</del>  <del>\$4,813</del> <del>\$5,753</del> + \$105 per lot
Plat alteration <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> </ul>	1,000 <del>\$1,150</del> <del>\$1,263</del> <del>\$575</del> <del>\$631</del>  <del>\$1,725</del> <del>\$1,894</del>
<b>SHORT PLAT</b>	
Single-family <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> <li>• <u>Fire</u></li> </ul>	\$ 1,500 + \$75 per lot <del>\$1,950</del> <del>\$2,288</del> <del>\$975</del> <del>\$1,144</del> <del>\$488</del> <del>\$572</del>  <del>\$3,413</del> <del>\$4,003</del> + \$105 per lot

Town house, multifamily <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> <li>• <u>Fire</u></li> </ul>	2,000 + \$75 per lot <u>\$2,100</u> <del>\$2,000</del> <u>\$525</u> <del>\$500</del> <u>\$105</u> <del>\$100</del>  <u>\$2,730</u> <del>\$2,600</del> + \$105 per lot
Binding site plan <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> </ul>	2,000 + \$75 per lot <u>\$2,200</u> <del>\$2,630</del> <u>\$1,100</u> <del>\$1,315</del>  <u>\$3,300</u> <del>\$3,945</del> + \$105 per lot
<b>LOT LINE ADJUSTMENT</b>	
Single-family <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> </ul>	260 <u>\$403</u> <del>\$465</del> <u>\$202</u> <del>\$232</del>  <u>\$605</u> <del>\$697</del>
Town house, multifamily <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> </ul>	525 <u>\$551</u> <del>\$525</del> <u>\$138</u> <del>\$131</del>  <u>\$689</u> <del>\$656</del> + \$105 per lot
<b>SIGN PERMITS</b>	
Temporary	25 <del>\$39</del> <u>\$45</u>
Permanent	100 <del>\$110</del> <u>\$132</u>
Additional state surcharge for signs	4.50 <del>\$7</del>
<b>SHORELINE PERMITS</b>	
<b>SUBSTANTIAL DEVELOPMENT PERMIT</b>	
Single-family <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> </ul>	1,500 <u>\$1,650</u> <del>\$1,973</del> <u>\$825</u> <del>\$986</del>  <u>\$2,475</u> <del>\$2,959</del>
Other <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> </ul>	2,000 <u>\$2,200</u> <del>\$2,630</del> <u>\$1,100</u> <del>\$1,315</del>  <u>\$3,300</u> <del>\$3,945</del>
<b>SHORELINE CONDITIONAL USE</b>	
Single-family <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> </ul>	1,500 <u>\$2,200</u> <del>\$2,630</del> <u>\$1,100</u> <del>\$1,315</del>  <u>\$3,300</u> <del>\$3,945</del>
Other <ul style="list-style-type: none"> <li>• <u>Planning</u></li> <li>• <u>Engineering</u></li> </ul>	2,000 <u>\$1,650</u> <del>\$1,973</del> <u>\$825</u> <del>\$986</del>  <u>\$2,475</u> <del>\$2,959</del>
<b>SHORELINE VARIANCE</b>	
Single-family <ul style="list-style-type: none"> <li>• <u>Planning</u></li> </ul>	1,500 <u>\$2,300</u> <del>\$2,945</del>

<ul style="list-style-type: none"> <li><b><u>Engineering</u></b></li> </ul>	<del>\$1,150</del> <del>\$1,473</del>  <del>\$3,450</del> <del>\$3,945</del>
Other <ul style="list-style-type: none"> <li><b><u>Planning</u></b></li> <li><b><u>Engineering</u></b></li> </ul>	2,000 <del>\$2,200</del> <del>\$2,630</del> <del>\$1,100</del> <del>\$1,315</del>  <del>\$3,300</del> <del>\$3,945</del>
<b>SHORELINE EXEMPTION</b>	
Single-family <ul style="list-style-type: none"> <li><b><u>Planning</u></b></li> <li><b><u>Engineering</u></b></li> </ul>	1,500 <del>\$1,650</del> <del>\$1,973</del> <del>\$825</del> <del>\$986</del>  <del>\$2,475</del> <del>\$2,630</del>
Other <ul style="list-style-type: none"> <li><b><u>Planning</u></b></li> <li><b><u>Engineering</u></b></li> </ul>	2,000 <del>\$2,200</del> <del>\$2,630</del> <del>\$1,100</del> <del>\$1,315</del>  <del>\$3,300</del> <del>\$3,945</del>
<b>SHORELINE REVISION</b>	
Single-family <ul style="list-style-type: none"> <li><b><u>Planning</u></b></li> <li><b><u>Engineering</u></b></li> </ul>	1,500 <del>\$1,650</del> <del>\$1,973</del> <del>\$825</del> <del>\$986</del>  <del>\$2,475</del> <del>\$2,959</del>
Other <ul style="list-style-type: none"> <li><b><u>Planning</u></b></li> <li><b><u>Engineering</u></b></li> </ul>	2,000 <del>\$2,200</del> <del>\$2,630</del> <del>\$1,100</del> <del>\$1,315</del>  <del>\$3,300</del> <del>\$3,945</del>
<b>POLICY PLANNING REVIEW</b>	
Comprehensive plan amendment	2,600 <del>\$2,860</del> <del>\$3,419</del>
Property rezone	2,500 (Text Amendments) <del>\$2,750</del> <del>\$3,288</del>
<ul style="list-style-type: none"> <li><b><u>Text amendments</u></b></li> <li><b><u>Text and map amendments</u></b></li> </ul>	3,200 (Text and Map Changes) <del>\$3,520</del> <del>\$4,208</del>
<b>APPEALS</b>	
Appeal	Equal to application fee <b><i>FOR UNDERLYING APPLICATION ORIGINALLY SUBMITTED</i></b>
<b>MISCELLANEOUS</b>	
Zoning verification letter	65 <del>\$105</del> <del>\$109</del>
Extension requests	No Fee
Development or annexation agreement	Staff hours at \$125 <del>\$200</del> /hour, attorney fees at city attorney's standard hourly rate, consultant fees as defined in [Section] 3.36.030
Extended service fee	Staff hours at <del>\$65</del> <del>\$105</del> /hour
Reproduction costs	Per council resolution
Site inspections*	Staff hours at <del>\$65</del> <del>\$105</del> /hour
* Examples of site inspections include site visits necessary to inspect infrastructure installation, verify installation and maintenance of erosion control mechanisms, confirm compliance with landscaping standards and other standards and conditions.	



Post Decision Review	250 (Minor) 500 (Major)
Consultant fees: as defined by 3.36.030 below**	Cost + 10%

(Ord. 2007-10-807 § 1(part), 2007)

(Ord. No. 2016-12-1002, § 1, 1-4-2017; Ord. No. 2022-02-1098, § 1, 2-16-2022)

**3.36.020**

**3.36.020 Single-family applicants defined.**

The fees set for single-family residential applicants per the fee schedule in Section 3.36.010 apply to applications which meet the following criteria:

The proposed type of action will not change the existing and/or proposed primary single-family use of the property and one of the following apply:

- A. The property is zoned residential (R-1 or R-2), and developed with or planned for a single-family residence; or
- B. The property includes a single-family residential dwelling; or
- C. A single-family residential building permit has been applied for on the property.

(Ord. 2007-10-807 § 1(part), 2007)

**3.36.030 Consultants' fees.**

In addition to the fees set forth in Section 3.36.010, the applicant for the permits set forth in Section 3.36.010 shall reimburse the city for the costs of professional consultants hired by the city to process and/or review and inspect the applicant's proposal *when the project is deemed complex in-nature by the administrator and/or* the city is unable to do so with existing in-house staff. These professional services may include, but are not limited to, *civil* engineering, traffic engineering, legal, land use planning, financial and accounting, soils, mechanical and structural engineering, and electrical engineering. The city may require the applicant to deposit an amount with the city to cover anticipated costs of retaining professional consultants.

(Ord. 2007-10-807 § 1(part), 2007)

**3.36.040 Miscellaneous fees.**

In addition to all other fees, an applicant shall pay all costs incurred by the city for publication of notices and ordinances as well as mailing. If a permit, petition or application requires a public notice radial search mailing, mailing fees shall be charged at double the actual cost of mailing.

(Ord. 2007-10-807 § 1(part), 2007)

**3.36.050 Annual review of ordinance.**

Beginning in January of 2008, the clerk-treasurer shall annually in January of each year review with the city planning staff the fees set forth in this chapter. Appropriate fee revisions in the form of revisions to this chapter shall be presented to the council no later than April 1st each year, beginning in April of 2008.

(Ord. 2007-10-807 § 1(part), 2007)

**3.36.060 Severability.**

If any portion of this chapter is adjudged by a court of competent jurisdiction to be invalid or unconstitutional, the remaining provisions of the ordinance codified in this chapter shall remain in full force and effect.

Passed by the council and approved by the Mayor on this 5<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Troy Rosenburg, Deputy Clerk Treasurer

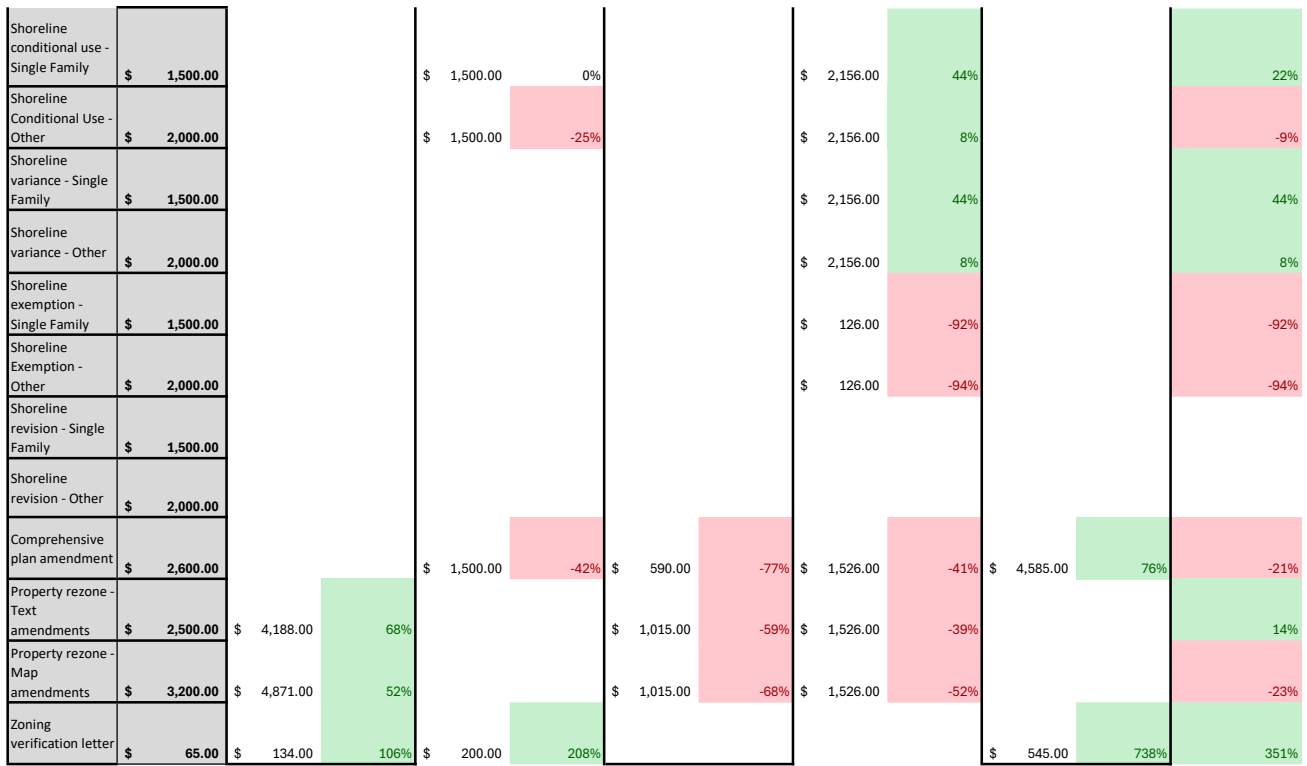
\_\_\_\_\_  
Shawn MacPherson, City Attorney

**APPENDIX II:** COMPARISON ANALYSIS  
SPREADSHEET

LAND USE FEE SCHEDULE COMPARISON ANALYSIS

Permit	White Salmon	Hood River City		City of Stevenson		City of The Dalles		Klickitat County		Hood River County		Average
Pre-application conference (General)	\$ 300.00	\$ 536.00	79%	\$ -	\$ -	\$ 100.00	-67%	\$ -	\$ -	Half of land-use fee		6%
Pre-application conference - subdivision	\$ 750.00	\$ 960.00	28%	\$ -	\$ -	\$ 100.00	-87%	\$ -	\$ -			-29%
Home occupation	\$ 200.00	\$ 1,178.00	489%			\$ 85.00	-58%					216%
Accessory dwelling units	\$ 1,000.00	\$ 612.00	-39%					\$ 630.00	-37%			
Variance	\$ 750.00	\$ 2,374.00	217%	\$ 600.00	-20%	\$ 500.00	-33%	\$ 1,022.00	36%			50%
Conditional use permit - Minor	\$ 1,100.00	\$ 4,785.00	335%	\$ 600.00	-45%	\$ 550.00	-50%	\$ 1,022.00	-7%	\$ 1,260.00	15%	49%
Conditional use permit - Major	\$ 1,500.00	\$ 7,459.00	397%	\$ 600.00	-60%	\$ 550.00	-63%	\$ 1,022.00	-32%	\$ 2,290.00	53%	59%
Short-term rental use permit	\$ 75.00	\$ 99.00	32%			\$ 75.00	0%			\$ 570.00	660%	231%
Site Plan review - Planning	\$ 1,600.00	\$ 3,186.00	99%			\$ 440.00	-73%					13%
Site plan review - Administrative	\$ 1,200.00	\$ 2,724.00	127%			\$ 440.00	-63%					32%
Site Plan review - Quasi Judicial	\$ 2,500.00	\$ 4,675.00	87%			\$440.00	-82%					87%
Critical Area Ordinance (CAO) review	\$ 650.00			\$ 750.00	15%			\$ 63.00	-90%			-25%
Zoning approval on a building or demolition permit	\$ 65.00											
SEPA Checklist—determination	\$ 500.00			\$ 300.00	-40%			\$ 375.00	-25%			-33%
Environmental impact statement	\$ 2,500.00			\$ 1,500.00	-40%			\$ 2,520.00	1%			-20%
Subdivisions - Preliminary plat	\$ 1,600.00	\$ 4,166.00	160%	\$ 1,500.00	-6%	\$ 630.00	-61%	\$ 2,030.00	27%	\$ 4,010.00	151%	30%
Subdivisions - Final plat	\$ 2,500.00	\$ 1,242.00	-50%	\$ 1,500.00	-40%			\$ 252.00	-90%			-60%
Plat alteration	\$ 1,000.00	\$ 1,463.00	46%	\$ 1,500.00	50%			\$ 1,134.00	13%			37%
Short plat - Single Family	\$ 1,500.00	\$ 1,485.00	-1%	\$ 1,500.00	0%	\$ 330.00	-78%	\$ 756.00	-50%			-32%
Short Plat - Town house, multifamily	\$ 2,000.00	\$ 1,356.00	-32%	\$ 1,500.00	-25%	\$ 630.00	-69%	\$ 756.00	-62%			-47%
Binding site plan	\$ 2,000.00							\$ 756.00	-62%			-62%
Lot line adjustment - Single Family	\$ 260.00	\$ 891.00	243%	\$ 300.00	15%	\$ 85.00	-67%	\$ 630.00	142%	\$ 915.00	252%	117%
Lot Line Adjustment - Town house, multifamily	\$ 260.00	\$ 891.00	243%	\$ 300.00	15%	\$ 85.00	-67%	\$ 630.00	142%			83%
Sign Permits - Temporary	\$ 25.00					\$ 20.00	-20%	\$ 126.00	404%	\$ 360.00	1340%	575%
Sign Permits - Permanent	\$ 100.00					\$ 40.00	-60%	\$ 126.00	26%			-17%
Substantial shoreline development permit - Single Family	\$ 1,500.00			\$ 1,250.00	-17%			\$ 2,156.00	44%			14%
Shoreline Substantial Development Permit - Other	\$ 2,000.00			\$ 1,250.00	-38%			\$ 2,156.00	8%			-15%

C.



Average of Averages 42%

# **APPENDIX III:** Direct Costs Analysis Spreadsheet

**Appendix III. Direct Cost Analysis (Hourly)**

**Highlight indicates staff recommendation or approval issued**

Permit	Hours	Direct Cost	Fee	Difference \$
SUB Preliminary Plat			\$ 1,600.00	1,600.00\$
SP - Single Family	74.16	\$ 6,674.40	\$ 1,500.00	(5,174.40)
SP - Townhomes			\$ 2,000.00	\$ 2,000.00
Lot Line Adjustment - SF	29.56	\$ 2,660.40	\$ 260.00	(2,400.40)
Conditional Use - Minor	12.125	\$ 1,091.25	\$ 1,100.00	\$ 8.75
Conditional Use - Major			\$ 1,500.00	\$ 1,500.00
Variance	24.65	\$ 2,218.50	\$ 750.00	(1,468.50)
				\$ -

**Table 2. Direct Costs Analysis by Consultant Fee**

Project by Permit	Hours	Consultant Fee	WS Fee	Difference
<b>SUB Preliminary Plat</b>				
Cherry Hill	103.75	\$ 14,259.00	\$ 1,600.00	\$ (12,659.00)
Four Oaks	13.25	\$ 1,919.25		\$ (1,919.25)
Salmon Oaks	22.5	\$ 2,827.50	\$ 1,600.00	\$ (1,227.50)
<b>SP Townhomes</b>				
Jewett Lofts	51.25	\$ 5,300.00	\$ 2,000.00	\$ (3,300.00)
<b>SP Single Family</b>				
Perala	54.25	\$ 5,865.75	\$ 1,500.00	\$ (4,365.75)
Graham	64.5	\$ 7,447.50	\$ 1,500.00	\$ (5,947.50)
Gearhart	11	\$ 1,325.75	\$ 1,500.00	\$ 174.25
Church	13.5	\$ 1,823.50	\$ 1,500.00	\$ (323.50)
Middle NW	40	\$ 4,650.00	\$ 1,500.00	\$ (3,150.00)
<b>Lot Line Adjustment - SF</b>				
Mast	22.5	\$ 2,576.50	\$ 260.00	\$ (2,316.50)
Baxter/Klebba	30	\$ 2,920.00	\$ 260.00	\$ (2,660.00)
Kulper Trust	40.75	\$ 4,397.00	\$ 260.00	\$ (4,137.00)
Barkhimber	25		\$ 260.00	
<b>Variance</b>				
Stauch - 1500	52.5	\$ 6,416.00	\$ 750.00	\$ (5,666.00)
Stauch - Lot 6	27.75	\$ 3,328.50	\$ 750.00	\$ (2,578.50)
Stauch - Lot 7 Stream	24.25	\$ 2,934.50	\$ 750.00	\$ (2,184.50)
Stauch - Lot 7 Oak Tree	18.75	\$ 2,180.00	\$ 750.00	\$ (1,430.00)
<b>Conditional Use</b>				

123.25

C.

Gustafasen	13.25	\$	1,982.00	\$	1,100.00	\$	(882.00)
							#REF!

**Table 3. Average Direct Hours Spent Per Project**

Project	Short Plat Total Hour	Direct Cost	Difference
Graham	64.5	\$ 5,805.00	\$ (4,305.00)
Perala	54.25	\$ 4,882.50	\$ (3,382.50)
<b>Average</b>	<b>59.375</b>	\$ 5,343.75	

Project	BLA Total Hours	Direct Cost	Difference
Kulper Trust	40.75	\$ 3,667.50	\$ (3,407.50)
Baxter Klebba	30	\$ 2,700.00	\$ (2,440.00)
Barkhimer	25	\$ 2,250.00	\$ (1,990.00)
Mast	22.5	\$ 2,025.00	\$ (1,765.00)
<b>Average</b>	<b>29.5625</b>		

Project	Variance Total Hour	Direct Cost	Difference	Column1
Stauch - 1500	52.5	\$ 4,725.00	\$ (3,975.00)	82.0625
Stauch - Lot 6	27.75	\$ 2,497.50	\$ (1,747.50)	80.25
Stauch - Lot 7 Stream	24.25	\$ 2,182.50	\$ (1,432.50)	104.5
Stauch - Lot 7 Oak Tree	18.75	\$ 1,687.50	\$ (937.50)	123.25
<b>Average</b>	<b>30.8125</b>			101.5625

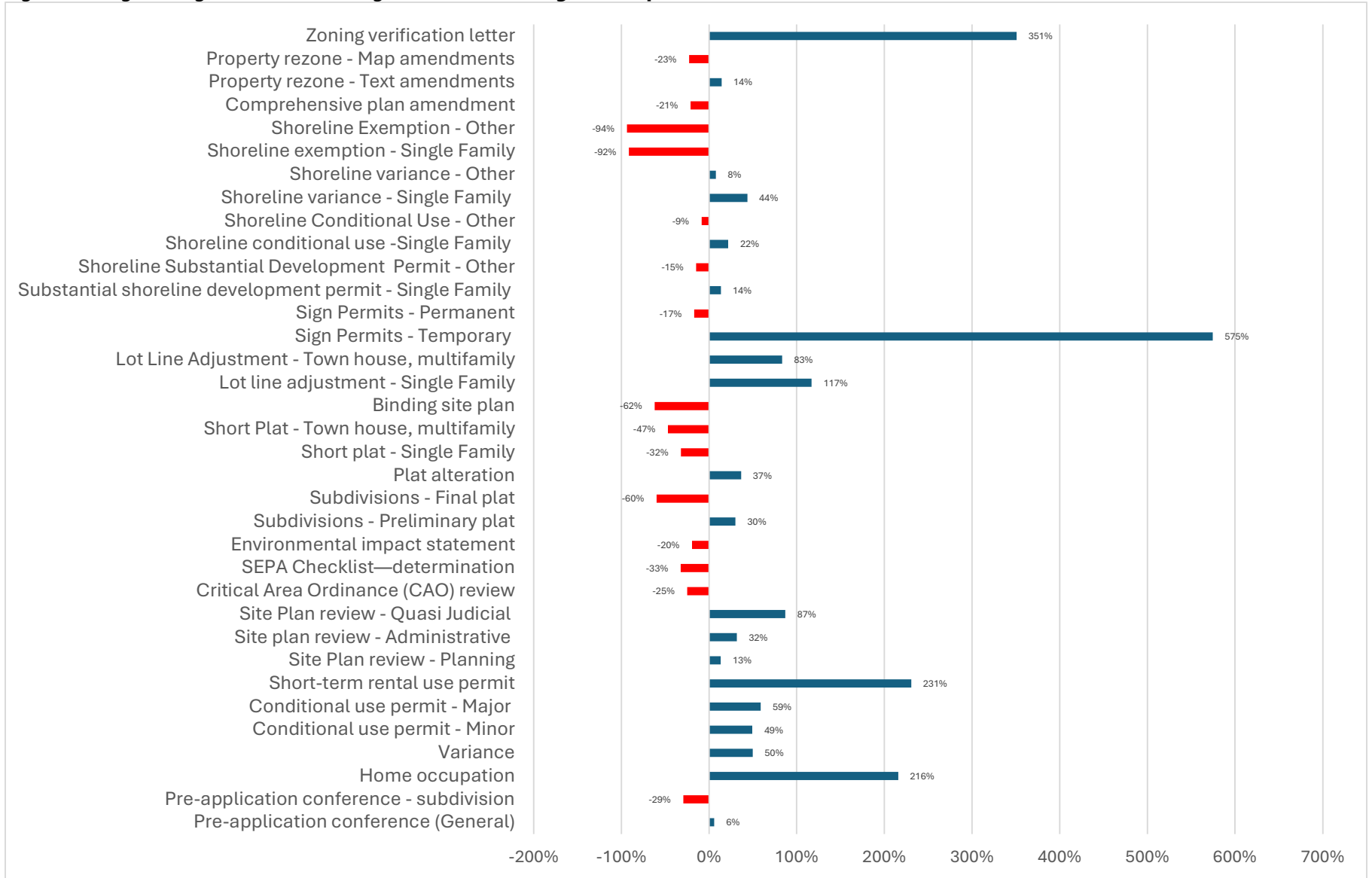
Project	CUP Total Hours	Direct Cost	Difference
Gustafasen	13.25	\$ 1,192.50	\$ (92.50)
<b>Average</b>	<b>13.25</b>	\$ 1,192.50	

Project	Preliminary SUB	Column1	Difference
Cherry Hill	103.75	\$ 9,337.50	\$ (7,737.50)
Four Oaks	13.25	\$ 1,192.50	\$ 407.50
Monument Rentals	22.5	\$ 2,025.00	\$ (425.00)
<b>Average</b>	<b>63.125</b>		



**APPENDIX IV:** Neighboring Jurisdiction  
Average % Difference (Large format)

Figure 3. Neighboring Jurisdiction Average % Difference (larger excerpt)



C.

**File Attachments for Item:**

D. Ordinance 2025-01-1175 Amending WSMC 18.41 Tree Protections and 13.01.050 Stormwater Provisions  
1. Public Hearing Continuation  
2. Discussion and Action



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:	Yes, Completed
Meeting Date:	February 5, 2025
Agenda Item:	Tree Protection Ordinance
Presented By:	Marla Keethler, Mayor

### Action Required:

Discussion regarding Planning Commission and City staff recommendations to adopt the Tree Protection Ordinance and related amendments, repealing the existing Heritage Tree Ordinance (WSMC 18.40, Ord. No. 2023-11-1153, dated December 20, 2023). Further, adopt incentives in the city’s existing Stormwater runoff control standards (WSMC 13.01.050, Ord. No. 2205-01-1176) to retain on-site tree canopy as a credit for stormwater flow control standards.

### Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to repeal WSMC 18.40 and WSMC 13.01.050 and replace with WSMC 18.40, 18.41 and 13.01.050.

### Explanation of Issue:

Proposed amendments to the city’s Heritage Tree Ordinance (WSMC 18.40) were developed and re-titled as the ‘Tree Protection Ordinance’ to address inflexibility in the current code (WSMC 18.40). This work concludes original work done in 2023 removing the Heritage Tree Ordinance from the City’s now current Critical Areas Ordinance, Ord. No. 2023-11-1152, dated December 20, 2023 and consistent with Ecology guidance, as heritage trees defined under WSMC 18.40 are not a state-defined critical area. In turn, the proposed Tree Protection ordinance and related incentives for stormwater, follows best arboriculture practices and Firewise guidance while allowing tree removal flexibility for single-family property owners. Should City Council decide to move this forward, this item can potentially be adopted as a Consent Agenda item on January 15<sup>th</sup>, 2025.

### Key amendments include:

1. Increased tree removal allowances based on property size.
2. Added code language on defensible space and Firewise guidance from two local fire authorities, Underwood Conservation District and West Klickitat Regional Fire Authority.
3. Incentives for retaining tree canopy for stormwater flow control credit. Incentives in retaining tree canopy offset impervious surface ratios where 1,000 SF of canopy equates to 500 SF of impervious surface that does not need to be treated. These amendments to the city’s existing Stormwater runoff control standards (WSMC 13.01.050) are above and beyond what is typically allowed under the State-wide Ecology Stormwater Manual for canopy retention credits for stormwater flow calculations.
4. An increase in the minimum size criteria for Special (native) Trees.

5. A reorganized Heritage Tree nomination process.
6. Setting thresholds and allowances for permitting tree removal without an arborist report.
7. Reduced jargon and added examples and diagrams for further code clarity.

**Council Options:**

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for additional work.
4. Other action as desired by council.

**Fiscal Analysis:**

Financial impacts will be assessed by the department.

**Recommendation of Staff/Committee:** Staff is recommending adoption of the revised Tree Protection Ordinance (WSMC 18.40), Heritage Tree Ordinance (WSMC 18.41) and incentives to the city's existing Stormwater runoff control standards (WSMC 13.01.050) above and beyond what is typically allowed under the State-wide Ecology Stormwater Manual.

**Follow Up Action:**

Once the hearing has concluded, and draft Ordinance is deemed acceptable by Council, City staff can move forward with finalizing Ordinances for Council's February 5th meeting concerning the Tree Protection Ordinance (WSMC 18.40).

**CITY OF WHITE SALMON**

**ORDINANCE NO. 2025-01-1175**

**AN ORDINANCE OF THE CITY OF WHITE SALMON, WASHINGTON, AMENDING WSMC CHAPTER 18.40, AND ADDING WSMC CHAPTER 18.41 BY REPEALING CHAPTER 18.40 TO UPDATE TREE PROTECTION AND HERITAGE TREE PROVISIONS, INCLUDING SEVERABILITY AND AN EFFECTIVE DATE AND AMENDING WSMC 13.10.050 , INCLUDING SERVABILITY.**

**WHEREAS**, the City of White Salmon (“City”) copied much of the existing Heritage Tree Ordinance regulations from WSMC 18.10.317 to WSMC 18.40 – Heritage Trees as a placeholder, administering these regulations until a future ordinance has gone through the public process; and

**WHEREAS**, to align with best practices and industry standards for tree protection; to promote site planning flexibility, building and development practices that protect trees from indiscriminate removal or destruction, promote thoughtful tree removal and replanting strategies and to improve the City’s review and administration of tree protection and removal; and

**WHEREAS**, to implement the policy goals and objectives outlined in the City’s Comprehensive Plan, the 2019 Community Forest Management Plan and support efforts towards greater climate and wildfire resiliency; and

**WHEREAS**, to respond to the community’s desire to protect and preserve mature trees and provide for replanting in order to maintain canopy cover, to thereby reduce erosion, mitigate the heat island effect, improve air quality, manage stormwater and provide numerous public benefits; and

**WHEREAS**, two local fire authorities, the Underwood Conservation District and West Klickitat Regional Fire Authority and the Columbia Land Trust East Cascades Oak Partnership provided guidance on appropriate tree protections; and

**WHEREAS**, the Tree Board provided suggested code changes regarding the tree ordinance update at its April 15<sup>th</sup>, July 1<sup>st</sup>, and August 13<sup>th</sup>, 2024 meetings; and

**WHEREAS**, the Notice of Intent to Adopt Amendment was sent on May 22<sup>nd</sup>, 2024, to the Washington State Department of Commerce informing the proposed change in development regulations;

**WHEREAS**, in accordance with Chapter 43.21C RCW and WAC 197-11-960, a SEPA checklist was submitted on July 3<sup>rd</sup>, 2024. No appeals were filed; and

**WHEREAS**, between July 10<sup>th</sup>, 2024, and August 9<sup>th</sup>, 2024, the City provided a public comment period; and

**WHEREAS**, on August 28<sup>th</sup>, September 11<sup>th</sup>, September 25<sup>th</sup>, and December 11<sup>th</sup>, 2024, a public hearing with the Planning Commission occurred to hear public testimony; and

**WHEREAS**, on December 11<sup>th</sup>, 2024, Planning Commission voted 4-0 (one abstain) to recommend approval to City Council,

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON DOES ORDAIN AS FOLLOWS:**

**Section 1.** That the following amendments be made to White Salmon Municipal Code Chapter 13.01.050 by revising Chapter 13.01.

**Key: Bold Underlined = added language**  
**~~Bold Strikethrough~~** = deleted language  
 Plain text = no change

**WSMC 13.01.050 – Stormwater runoff control standards. (Also shown in Attachment 1)**

- A. The review and approval of construction permits for regulated activities subject to this chapter shall be based on the conformance of the development plans with the standards of this section. The city official may impose any conditions of approval needed to assure that the development plan meets the appropriate standards.
- B. Generally, the city stormwater runoff control standards are based on low impact development (LID) techniques that minimize impervious surfaces and infiltrate stormwater on site. Tight line conveyance of stormwater onto adjacent property will be allowed only if there is no other feasible alternative and only if the proposed location and volume of runoff will not change.
  1. If the development proposes more than two thousand square feet of impervious surface, the developer shall calculate the estimated runoff volume for the design storm specified by the city official. The runoff volume shall be calculated as follows: impervious area (sf) x 0.10 (ft) = runoff volume (cf).
  2. Infiltration facilities must be constructed capable of infiltrating the design storm runoff volume.
  3. If the development proposes less than two thousand square feet of impervious area, the developer shall provide for and install industry standard LID facilities to control runoff from all impervious surfaces.
  4. In either instance the developer/homeowner is encouraged to consider potential to size and locate detention tanks to allow storm water to accumulate during wet months for re-application to the site as landscape irrigation during dry months. This source may only supplement rather than eliminate reliance on potable water for landscape irrigation but as costs of water increase so does the incentive to decrease reliance on potable water for landscape irrigation.
  - 5. The developer/homeowner may receive a runoff volume credit for retaining trees on-site. Significant and special trees are defined within WSMC 18.40 (Ord XX).**
    - a. The credit is such that the square footages for impervious surface requiring stormwater treatment is offset by the canopy square footage of on-site trees at a 2:1 ratio. For example, a 1,000 square foot canopy equates to 500 square feet fewer of impervious surface that has to be treated on-site per WSMC 13.01.050.B(1).**



**Section 2:** That the following amendments be made to White Salmon Municipal Code Chapter 18.40 by revising Chapters 18.40 AND 18.41.

**Chapter 18.40 – TREE PROTECTION.**

**White Salmon Municipal Code**

**18.40.010 - Purpose.**

**The purpose of this Chapter is to establish a process and standards to provide for the preservation, replacement, and protection of trees located in the City of White Salmon to:**

- A. **Implement the policy goals and objectives outlined in the City’s Comprehensive Plan and Community Forest Management Plan and support efforts towards greater climate and wildfire resiliency (placeholder for Climate Action Plan);**
- B. **Promote site planning, building and development practices to prevent indiscriminate removal or destruction of trees, avoid unnecessary disturbance to trees and vegetation, and provide for replanting in order to maintain canopy cover, reduce erosion, and minimize risk of wildfires;**
- C. **Preserve and enhance White Salmon’s aesthetic, community character, biodiversity, and wildlife habitat provided by native vegetation and mature trees;**
- D. **Protect the native Oregon white oak through retention and replacement; and**
- E. **Promote best practices to maximize ecosystem services provided by trees, including improved air quality, stormwater filtration, and carbon storage and sequestration, as well as trees’ contributions to the livability, public health, safety, and quality of life in White Salmon.**

**18.40.020 - Definitions.**

**The requirements provided in this section supplement those identified in Title 17 and 18. The most restrictive definitions and those protective of the environment shall prevail.**

- 1. **American National Standards Institute (ANSI) - the ANSI A300 industry consensus standards developed by the Tree Care Industry Association and written by the Accredited Standards Committee (ASC) for the management of trees, shrubs, and other woody vegetation.**
- 2. **Arborist report – written review and recommendations, submitted by a qualified professional arborist for the purpose of meeting the requirements set forth in this chapter, including but not limited to trees identified by number, species, DBH, and general health/condition. A risk assessment and/or recommended tree protection measures may be required, if applicable.**
- 3. **Diameter at breast height (DBH) – diameter or thickness of a tree trunk measured at 4.5 feet above grade per ANSI A300 standards. If the tree is multi-trunked, the total DBH is the square root of the sum of each individual DBH, squared. Example with three trunks: The**

square root of (stem1)<sup>2</sup> + (stem2)<sup>2</sup> + (stem3)<sup>2</sup> = Total DBH. If the main tree trunks split at or below 4.5 feet above grade, the measurement will be taken below the split.

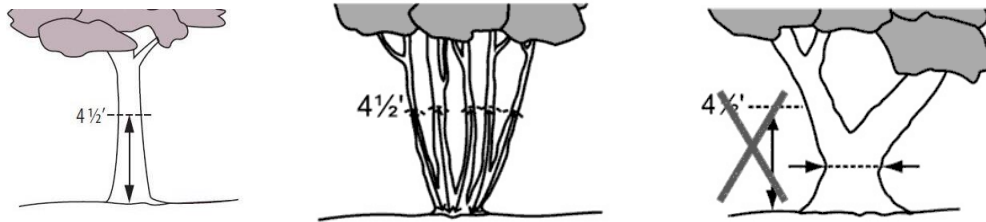
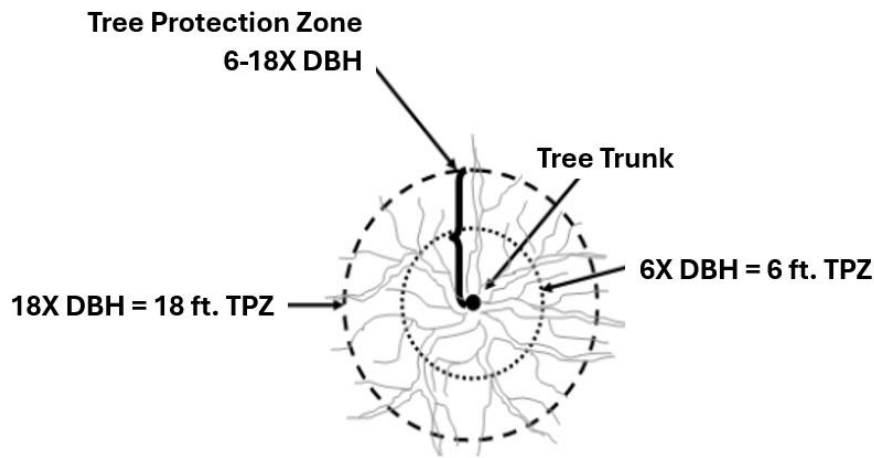


Figure 1. Measuring DBH (trunk diameter)

4. Grove – three or more significant and/or special trees with overlapping or touching branches.
5. Hazard tree – A tree with a combination of structural defects and/or disease which makes it subject to a high probability of failure, in proximity to high-frequency targets (persons or property that can be damaged by tree failure), that cannot be lessened with reasonable and proper arboricultural practices, nor can the target be removed or restricted; or a tree or tree part assessed by a qualified professional as having an extreme or high overall risk rating using the ISA Tree Risk Assessment Qualification (TRAQ) method in its current form. For example, an unhealthy tree with a large trunk cavity leaning over a house.
6. Heritage tree – any tree that because of its age, size, unique type, or historical association that is of special importance to the city, as nominated pursuant to WSMC 18.41.020.
7. Nuisance tree – a tree causing significant physical damage to a private or public structure and/or infrastructure, including but not limited to the sidewalk, curb, road, water or sewer or stormwater utilities, driveway, parking lot, building foundation, or roof; or is severely infested with an insect, pest, and/or other pathogen that significantly impacts the long-term viability of the tree.
8. Prohibited tree – trees that are exempt from tree protection provisions in this chapter, including red alder (*Alnus rubra*), black cottonwood (*Populus trichocarpa*), holly (*Ilex aquifolium*), Tree of Heaven (*Ailanthus altissima*), or other invasive trees listed by the state or county weed control board (not including trees located within critical areas).
9. Pruning – the practice of selectively removing branches from a tree using approved practices to achieve a specified objective based on ANSI A300 Tree Care Standards best practices. Pruning that exceeds twenty-five percent (25%) of a tree’s live canopy within twelve (12) consecutive months constitutes tree removal.
10. Qualified professional arborist – a person with relevant education and training in arboriculture or urban forestry, having the International Society of Arboriculture (ISA) Arborist Certification and for purposes of hazard tree evaluation, TRAQ (tree risk assessor) qualification.
11. Topping – indiscriminate cuts to reduce the height or crown size of an established tree that typically leave a stub, without regard to long-term tree health or structural integrity. Topping is not an acceptable pruning practice pursuant to 2023 ANSI A300 Tree Care Standards. This definition does not apply when the sole purpose is to create snag(s) for wildlife habitat.

12. Tree protection zone (TPZ) – an area defined by a qualified professional arborist on sites under development that is equal to 6-18 times the DBH, where construction activities and access are limited to protect tree(s) and soil from irreversible damage to tree health and stability. TPZ denotes the location of tree protection fencing. For example, a minimum tree protection zone for a 12-inch DBH maple tree is calculated by multiplying 12 inches DBH x 6 = 72 inches, which equates to tree protection fence placement located 6 feet from the face of the tree trunk. Impacts within the 6x TPZ fence location may likely result in compromised tree health/stability. Tree protection resulting in minimal impacts for the same tree is calculated by multiplying 12 inches DBH x 18 = 216 inches, which equates to tree protection fence placement located 18 feet from the face of the tree trunk.



**Figure 2. Tree Protection Zones**

- 13. Significant Tree – a regulated tree with a DBH of more than 18 inches with the exception of Prohibited Trees.
- 14. Special Tree – a regulated tree with a DBH that is equal to or greater than the diameters listed in the Special Tree Table below:

**Table 1. Special Tree Table**

<u>Native Species</u>	<u>Minimum DBH Threshold (inches)</u>
<u>Cascara – Rhamnus purshiana</u>	<u>8</u>
<u>Pacific Dogwood – Cornus nuttallii</u>	<u>8</u>
<u>Ponderosa Pine – Pinus ponderosa</u>	<u>12</u>
<u>Oregon White Oak/Garry Oak – Quercus garryana</u>	<u>8</u>

**18.40.025 - Applicability.**

For properties seeking Firewise assistance, written recommendations provided by the Underwood Conservation District and West Klickitat Regional Fire Authority are accepted for establishing defensible space limits for a given site. Properties located within the wildland-urban interface (WUI), the International Wildland-Urban Interface Code, 2021 Edition, published by the International Code Council and as adopted by the State Building Code Council in Chapter 51-55 WAC shall be applicable within the city.

**18.40.030 – Significant/special tree removals and maintenance, not associated with development.**

- A. **To ensure that trees function well in their intended landscape, the City of White Salmon promotes the proper care of trees on private property to ensure trees reach their normal life expectancy and contribute to optimal benefits to the community. For that reason, tree topping is prohibited and may be considered tree removal per WSMC 18.40.020(6).**
- B. **Tree removal allowance. Any private property owner of developed property may remove up to a specified number of significant and/or special trees with the submittal of a tree removal notification to the city.**
- C. **On any single legal parcel less than 7,200 square feet where no exterior construction, demolition, grading, material storage, or other development activity is proposed, one significant or special tree may be removed per 12-month period or a maximum of two trees may be removed per 24-month period. One additional significant or special tree may be removed for each additional 7,200 square feet of lot area. For example, a 10,000 square foot lot may remove 2 trees per year and a 30,000 square foot lot may remove 5 trees per year.**

**Table 2. Significant/Special Tree Removal Allowance Table**

<b><u>Property Size</u></b>	<b><u>Tree Removal Allowance per 12 Months</u></b>
<b><u>Up to 7,200 sq. ft.</u></b>	<b><u>1</u></b>
<b><u>7,201 sq. ft. to 14, 400 sq. ft.</u></b>	<b><u>2</u></b>
<b><u>14,401 sq. ft. to 21,600 sq. ft</u></b>	<b><u>3</u></b>
<b><u>21,601 sq. ft. to 28,800 sq. ft.</u></b>	<b><u>4</u></b>
<b><u>28,801 sq. ft. or greater</u></b>	<b><u>5</u></b>

- 1. **A tree or tree(s) may not be removed without a permit under the following conditions:**
  - a. **The tree is a heritage tree (see WSMC 18.41);**
  - b. **The tree is located within a critical area or critical area buffer; or**
  - c. **The tree is in an Oregon White Oak woodland as protected under WSMC 18.10.312 (Ord. 2023-11-1152, effective January 1, 2024)**
- D. **Removal of hazard or nuisance trees. Removal of hazard or nuisance trees does not count toward the tree removal allowances if the nuisance or hazard condition is supported by a qualified professional arborist and approved by the city. The city may request an arborist's report prepared by a qualified professional arborist to be submitted to the city and paid for by the applicant. The City may approve the removal of hazard or nuisance trees from private property without the submission of an arborist report if the applicant provides photographic evidence or other documentation demonstrating that the tree is dead, dying, defective or fits nuisance tree criteria.**
- E. **Emergency tree removal. In case of emergency, when a tree is imminently hazardous or dangerous to life or property, it may be removed by order of the police chief, fire chief, the director of public works or their respective designees without a permit, so long as notification before or immediately after the event is provided.**

**18.40.040 – Significant and Special tree retention associated with development.**

- A. The City's objective is to mitigate the impacts of incremental canopy loss due to development by establishing clear standards for the retention of significant and special trees and for planting and maintenance of new trees.
- B. Retention of significant and special trees. Development proposals shall retain significant and/or special trees to the maximum extent feasible. Requests for modifications to development standards can be accomplished pursuant to WSMC 18.40.060. Removal of a significant and/or special tree associated with development shall be limited to the following circumstances:
1. If the tree is dead or meets the criteria of a hazardous tree, as determined by a qualified professional arborist.
  2. A significant and/or special tree can be removed if its presence reduces the building area of the lot by more than fifty percent after all potential alternatives have been considered, including a possible reduction to setbacks and minimum yard depth and width requirements.
  3. If retention of the tree limits the structural footprint to less than the following, when also omitting steep slope areas as area available to development:
    - a. Single-family home: 1,000 square feet
    - b. Townhomes or multi-family units: 900 square feet per unit
    - c. Accessory Dwelling Unit: 700 square feet
    - d. Businesses/Commercial: 1,200 square feet or the amount of square footage necessary to support the existing or proposed use, as shown by the applicant in a site development permit.
  4. Retention of a significant and/or special tree or grove will prevent creation of a residential lot through a subdivision or short subdivision.
  5. A significant and/or special tree cannot be removed to facilitate construction access and will only be considered for removal if it impedes the ability of the landowner to develop permitted buildings or permanent access as described by an approved driveway permit, pursuant to WSMC 13.01.070.
- C. Properties undergoing development activities related to new single-, two- and multifamily residential, commercial, and other development types shown in Table 1 in which grading, excavation, demolition, or other construction activity is shown within the tree protection zone of significant and/or special trees shall be required to develop a tree retention plan, to be submitted with the related development permit for review by the Planning Administrator.
1. Tree retention plans shall be prepared by the applicant and include the following:
    - a. A site plan containing the following information:
      - i. Footprint of the house(s), driveway(s), utilities, streets and any other proposed improvements;
      - ii. Grade changes;
      - iii. Surveyed location of significant and/or special trees or heritage trees (subject to WSMC 18.41);
      - iv. Trees to be removed noted with x's or ghosted out indicating proposed tree removals; and

v. Location of tree protection fencing drawn to scale at the TPZ for retained trees.

b. A tree inventory prepared by a qualified professional arborist containing the following information:

- i. All significant/special trees on the subject property listed by common name and genus/species, identified by numbers that correspond to the site plan, size (DBH), general health condition rating, and indications of proposed tree removals.
- ii. The inventory shall include trees on adjacent properties with canopies extending onto the subject parcel that may be impacted by the proposed development.

D. Tree protection with development. Reasonable efforts to protect significant and/or special trees shall include the following:

- 1. Tree protection fencing placed along the TPZ. Fencing shall be constructed of chain link (or other approved material) and at least six feet high.
- 2. Avoidance of grading, excavation, demolition, or other construction activity within the TPZ.
- 3. The city shall consider modifications to the applicant’s tree retention plan with recommendations from a qualified professional arborist.

18.40.050 - Tree replacement requirements.

A. Each significant and/or special tree removed under an approved development permit must be replaced according to the following table:

Table 3. Significant/Special Tree Replacement Ratios.

<u>Zone</u>	<u>Number of Replacement Trees Required per Tree Removed</u>
<u>R1</u>	<u>2</u>
<u>R2</u>	<u>2</u>
<u>R3</u>	<u>1</u>
<u>Commercial</u>	<u>1</u>
<u>RL</u>	<u>3</u>
<u>MH</u>	<u>1</u>
<u>All others</u>	<u>1</u>

B. In addition to the replacement requirements in Table 1, Oregon white oak trees shall be replaced by a minimum of two (2) replacement trees for every tree removed.

C. Fee in-lieu. A fee in-lieu of tree replacement may be allowed if a parcel cannot adequately accommodate the number of replacement trees required to be planted, subject to approval by the Planning Administrator.

- 1. The base fee per tree is established in the schedule of land use and site work permit fees. At a minimum, the fee must be set to account for the cost of a tree, installation (labor and equipment), maintenance for three years, and fund administration.

2. Fee-in-lieu is required for each replacement tree that is required but is not planted on site.
3. The fee must be paid prior to the issuance of a development permit.
4. Funds collected through fee in-lieu may be used for the purposes of:
  - a. Planting and maintaining trees on publicly owned property within the City;
  - b. Irrigation and related work necessary for the successful establishment of new trees;
  - c. Establishing and maintaining a monitoring program for the removal and replacement of trees;
  - d. Urban forestry education;
  - e. Other purposes relating to public trees as determined by the City Council.

**18.40.060 – Development Incentives and Requests for Modifications to Development Standards.**

1. In order to retain significant and/or special trees or grove of trees anywhere on the property, an applicant may opt to utilize development incentives, seeking relief from stormwater flow control, subject to WSMC 13.01.050.B(5).
2. Where retention of significant and/or special trees or grove of trees anywhere on the property conflicts with development of an ADU, an applicant may opt to utilize modifications to development standards seeking relief from off-street parking standards from proposed ADU(s), per Title 17 – Zoning and WSMC 17.72.
  - a. The applicant must provide a brief memo describing why this request for modifications is necessary and there is no feasible alternative, including but not limited to:
    - i. Shift or flip (mirror) the location of proposed building footprints and driveways;
    - ii. Relocate utilities when feasible, taking into account gravity and location of existing mains;
    - iii. Avoid rockery/retaining walls located within TPZs to maintain existing grades.

**18.40.070 Enforcement. City enforcement of the tree protection regulations contained in this chapter may include:**

- A. It is unlawful for any person to remove a heritage, significant and/or special tree or impact said tree in such a way that its removal becomes necessary. Any person who vandalizes, grievously mutilates, destroys or excessively prunes a heritage, special or significant tree without authorization or beyond the scope of an approved permit shall be in violation of this chapter.
- B. Stop work on any construction project which threatens a heritage, significant and/or special tree until it is shown that appropriate measures have been taken to protect the tree or an exception is granted for its removal; and/or
- C. Stop work on any arborist work or construction project that does not display a permit for removal or major pruning of a heritage, significant and/or special tree.

- D. As part of a civil action brought by the city, a court may assess against any person who commits, allows, or maintains a violation of any provision of this chapter a civil penalty in an amount not to exceed five thousand dollars per violation. Where the violation has resulted in removal of a tree, the civil penalty shall be in an amount of at least five thousand dollars per tree unlawfully removed, or the replacement value of each such tree, whichever amount is higher. Such amount shall be payable to the city. Replacement value for the purposes of this section shall be determined using the most recent edition of the Guide for Plant Appraisal, published by the Council of Tree and Landscape Appraisers.**

#### **Chapter 18.41 – HERITAGE TREES.**

**18.41.010 - Purpose. The city acknowledges that heritage trees provide valuable local habitat and that the preservation of such trees is critical to maintaining the character of White Salmon. The purpose of this chapter is to define the process for nominating or removing heritage trees and to establish the heritage tree registry.**

**18.41.020 - Applicability.**

A. Heritage trees include:

- ~~1. Oregon White Oaks with a trunk diameter larger than fourteen inches,~~
- ~~2. All other tree species with a trunk diameter greater than eighteen inches, and~~

1. Any tree designated as a heritage tree by the city council in accordance with the nomination process detailed below.

**18.41.030 - Heritage tree nomination process.**

A. Heritage trees may be designated in accordance with the following nomination and designation process:

1. **Any party may nominate a heritage tree; however, the nomination must acknowledge approval with written consent by the landowner of the ground sustaining the tree, prior to being accepted by the city for review.**
- ~~2. Nominations for heritage tree(s) must fit the size criteria defined in this chapter, be outstanding specimens, or of distinctive age, form, location, or of ecological, cultural or historical significance. **Trees with smaller trunk diameters may also be nominated for heritage status.**~~
- ~~3. **Any party may nominate a heritage tree; however the nomination must be approved by the landowner of the ground sustaining the tree and be accepted by the city onto the inventory list of heritage trees compiled and maintained by the city.**~~
4. Nomination applications must include a map showing the tree's location on the property, photograph, and a narrative description of the location, species, trunk diameter, approximate age, and the specific characteristics and reasoning on which the nomination is based.

**B.** The city shall inspect the tree(s), consult with a qualified professional arborist to verify the nominated tree does not fit hazard **or nuisance** tree criteria, and decide whether or not the tree(s) are to be designated **as** a heritage tree or tree grove. Notice of the city's decision shall be mailed to the land owner and any other parties participating in the nomination process.



**C. Heritage trees that have been designated by the city shall be added to an inventory of heritage trees compiled and maintained by the city.**

**D.** At the request of the property owner, the Council may be asked, but is not required to, reverse the designation of a heritage tree.

**18.41.040** - Heritage tree registry. The city shall maintain a registry of heritage trees or groves designated within the city limits in response to the voluntary nomination process. The registry may include a map identifying the location of the trees, date tree was designated and a brief narrative description of each heritage tree.

**18.41.050 - Heritage tree removal.**

**A. Heritage trees may only be removed if they meet the circumstances outlined in WSMC 18.40.040.B(1).**

**B. Removal of a heritage tree requires public signage of the pending removal, including permit number and date of removal, no less than 14 days before the removal date.**

**C. Removal decisions by the administrator are not contestable by the public, but illegal removals are reportable by the public.**

**18.41.060 - Heritage tree declassification. A heritage tree may be removed from heritage tree status at the request of the property owner after providing written notice to the city and receiving city approval.**

**Section 3. Severability / Validity.** The provisions of this ordinance are declared separate and severable. If any section, paragraph, subsection, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

**Section 4.** This Ordinance shall take effect and be in force five (5) days after its publication according to law.

**Section 5. Transmittal to the State.** Pursuant to RCW 36.70A.106, a complete and accurate copy of this ordinance shall be transmitted to the Department of Commerce within ten (10) days of adoption.

Passed by the council and approved by the Mayor on this 5<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Troy Rosenberg, Deputy Clerk Treasurer

\_\_\_\_\_  
Shawn MacPherson, City Attorney

**File Attachments for Item:**

E. Ordinance 2025-02-1179 Amending WSMC Chapter 2.08 Clerk Treasurer 1. Presentation2. Discussion3. Action



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

Yes, completed

Meeting Date:

February 5, 2025

Agenda Item:

Ordinance 2025-02-1179 Amending WSMC 2.08 Clerk Treasurer

Presented By:

Stephanie Porter, Clerk Treasurer

**Motion for Business Item / Proposed Motion for Consent Agenda:**

Motion to Approve Ordinance 2025-02-1179 Amending WSMC 2.08 Clerk Treasurer.

**Explanation of Issue:**

This proposed change will update the WSMC to the new structure of Clerk and Finance Director as separate roles within the City staff structure.

**Council Options:**

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

**Fiscal Analysis:**

*There are no Financial Implications*

CITY OF WHITE SALMON

ORDINANCE NO. 2025-02-1179

AN ORDINANCE AMENDING WHITE SALMON MUNICIPAL CODE CHAPTER 02.08 CLERK TREASRUER FOR THE CITY OF WHITE SALMON, WASHINGTON, INCLUDING SERVABILITY DATE.

WHEREAS, the City of White Salmon is restructuring the position of Clerk Treasurer; and

WHEREAS, the City Council has approved the job description for the Finance Director of Operations; and

WHEREAS, the city desires to operate more effectively and efficiently;

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

That the following amendments be made to White Salmon Municipal Code Title 2, Chapter 08 Clerk Treasurer:

SECTION 1. Amendment to Title 2, Chapter 08, The City hereby repeals WSMC 02.08 and adopts the following to be codified as WSMC 02.08 City Clerk:

Key: ~~Bold and Strike though~~ means repealed.

Bold and underline means new.

~~2.08.010 Office of treasurer and clerk combined.~~ Created

~~The office of treasurer and office of clerk is combined.~~

There is created the office of city clerk pursuant to the laws of the state of Washington.

2.08.020 Appointment

The city clerk shall be appointed by the mayor or the mayor’s designee. The city clerk shall serve without a definite term at the discretion of the mayor or designee

~~2.08.020~~30 Authority.

The city clerk-~~treasurer~~ shall exercise all the powers vested in a city clerk ~~as well as all of the powers vested in a city treasurer~~ as provided by state law, city ordinance and applicable regulations.

~~2.08.030~~40 Duties.

The duties of the city clerk-~~treasurer~~ shall be those set forth in state law and as provided in the job description adopted by the city council ~~and incorporated herein by this reference.~~ The city clerk duties shall generally include all duties related to attesting, planning, organizing and supporting the activities and operations of the city council legislative processes. The city clerk is designated as the public records officer and is responsible for the care and destruction of public records, and coordinating, monitoring and/or responding to all public records requests. References to city clerk-treasurer otherwise in city code shall refer to the city clerk only to the extent of the duties of that position set out in this section.

**2.08.050 Removal**

**The mayor or designee shall have the power of removal of the city clerk subject to any applicable law, rule, or regulation relating to civil service.**

**2.08.040 Qualifications.**

~~The city clerk-treasurer must possess the abilities and aptitudes to perform each duty of the position proficiently. In order to qualify for the position of city clerk-treasurer, an applicant must have demonstrated knowledge of generally accepted accounting principles, the BARS accounting system and relevant Washington statutes affecting governmental entities. The city clerk-treasurer must have the ability to maintain effective communications with various officials and agencies as well as the public; excellent communication and supervision/leadership skills; ability to deal with the public courteously, tactfully and professionally; furnish a bond pursuant to RCW 35A.12.080 and Section 2.08.060 of this chapter; and a familiarity with general office equipment and computer systems. The minimum educational background is a bachelor's degree in public administration, business administration or accounting. A certified public accountant's certificate is beneficial, but not required. A successful clerk-treasurer applicant must have three years of progressively responsible experience in municipal government operations or private business operations and at least two years of either municipal management or comparable business management experience.~~

**2.08.050 Compensation.**

~~The salary range for the clerk-treasurer shall be Range 50, Step 1 to Step 10 in the most current approved salary matrix and as provided in the job description adopted by the city council.~~

**2.08.060 Reserved.**

**2.08.070 Management position subject to personnel policy for management level/exempt employees/possible contract.**

~~2.08.070 Management position subject to personnel policy for management level/exempt employees/possible contract. The clerk-treasurer is appointed and may be removed by the mayor as provided by state law. The specific compensation of the clerk-treasurer, consistent with Section 2.08.050 of this chapter shall be approved by the city council. The mayor's appointment of the clerk-treasurer shall not be deemed complete or effective until the city council has approved the clerk-treasurer's compensation by resolution. The clerk-treasurer is an at-will employee, and is exempt from the provisions of the Fair Labor Standards Act due to the management nature of the position. The at-will nature of the clerk-treasurer's employment with the city may be suspended by an employment contract for a specified term, in which case the compensation of the clerk-treasurer shall be included in the contract, rather than fixed via council resolution. It is intended that the mayor or the mayor's designee will negotiate any such contract with the prospective clerk-treasurer with due consideration of input from the personnel committee, with the contract approved by the council. This chapter supersedes the job description previously in effect for the clerk-treasurer position.~~

**Section 2. Severability / Validity.** The provisions of this ordinance are declared separate and severable. If any section, paragraph, subsection, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

---

**Section 3.** This Ordinance shall take effect and be in force five (5) days after its publication according to law.

Passed by the council and approved by the Mayor on this 5<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Troy Rosenburg, Deputy Clerk Treasurer

\_\_\_\_\_  
Shawn MacPherson, City Attorney

**File Attachments for Item:**

F. Ordinance 2025-02-1177 Amending WSMC 13 Wastewater 1. Presentation 2. Public Hearing3. Discussion and Action



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

Yes, completed

Meeting Date:

2.5.25

Agenda Item:

Ordinance 2025-02-1177 Amending WSMC 13 Wastewater

Presented By:

Andrew Dirks- PWD

**Action Required:**

Review and approval of updates to Ordinance 2025-02-1177 Amending WSMC 13 Wastewater.

**Motion for Business Item / Proposed Motion for Consent Agenda:**

Motion to approve updates to Ordinance 2025-02-1177 Amending WSMC 13 Wastewater.

**Background of Issue:**

Chapter 13 Wastewater has not been updated since the 1970's and needed not only a technical update but an updates to the requirements for connection to our sewer and any situations that would allow that to shift. This has been reviewed by City Operations Committee, Legal Council and discussed at the City Council Workshop in early January. All comments have been incorporated.

**Council Options:**

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Other action as desired by council.

**Fiscal Analysis:**

No fiscal impacts.

**Diversity Equity Inclusion & Stakeholder Analysis:**

Updates to code that directly impact the sustainability of and impact of our wastewater collection system helps reduce costs through maintenance and is passed on to all end users.

**Policy & Plan Implications:**

No Direct Plan implications.

**Recommendation of Staff/Committee:**

Staff recommends approval of updates to Ordinance 2025-02-1177 Amending WSMC 13 Wastewater.



**CITY OF WHITE SALMON**

**ORDINANCE NO. 2025-02-1177**

**AN ORDINANCE AMENDING WHITE SALMON MUNICIPAL CODE CHAPTER 13.12 SEWER SYSTEM FOR THE CITY OF WHITE SALMON, WASHINGTON, INCLUDING SERVABILITY DATE.**

**WHEREAS**, the White Salmon municipal code related to the Sewer System has not been updated since 1971; and

**WHEREAS**, Washington State and Federal law related to Sewer Systems has changed since 1971; and

**WHEREAS**, the city’s internal staffing structure has changed since 1971; and

**WHEREAS**, the city council desires the White Salmon municipal code reflect all current state and federal laws related to Sewer Systems; and

**WHEREAS**, the City Council desires to update the code to promote clarity and efficiency related to Sewer Systems within the City of White Salmon and Urban Growth Area;

**NOW, THEREFORE**, the City Council of the City of White Salmon do ordain as follows:

That the following amendments be made to White Salmon Municipal Code Title 13, Chapter 12 Sewer System:

**SECTION 1. Amendment to Title 13, Chapter 12**, The City hereby repeals WSMC 13.12 and adopts the following to be codified as WSMC 13.12 Sewer System:

Key: ~~**Bold and Strike though**~~ means repealed.

**Bold and underline** means new.

**13.12.010 Definitions.**

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

- A. "ASTM Specifications." All references of the form ASTM-C1 shall mean the Standard Specifications or Methods of the American Society for Testing Materials of the serial designation indicated by the number and, unless otherwise stated, refer to the latest adopted revision of such specification or method.
- B. "BOD (biochemical oxygen demand)" means the quantity of oxygen utilized in the biochemical oxidation of organic matter under a standard laboratory procedure in five days at twenty degrees Centigrade, expressed in parts per million by weight.
- C. "Building drain" means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.
- D. "Building sewer" means the extension from the building drain to the public sewer or other place of disposal.

- E. "Garbage" means solid wastes from the preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.
- F. "Industrial wastes" means the liquid wastes from industrial processes, as distinct from sanitary sewage.
- G. "Natural outlet" means any outlet into a watercourse, pond, ditch, lake or other body of surface water or groundwater.
- H. "Person" means any individual, firm, company, association, society, corporation or group.
- I. "pH" means the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.
- J. "Properly shredded garbage" means the wastes from the preparation, cooking and dispensing of food, that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half inch in any dimension.
- K. "Public sewer" means a sewer in which all owners of abutting properties have equal rights, and which is controlled by public authority.
- L. "Sanitary sewer" means a sewer which carries sewage, and to which stormwaters, surface waters and groundwaters are not intentionally admitted.
- M. "Sewage" means a combination of the water-carried wastes from residences, business buildings, institutions and industrial establishments, together with such groundwaters, surface waters and stormwaters as may be present.
- N. "Sewage treatment plant" means any arrangement of devices and structures used for treating sewage.
- O. "Sewage works" means all facilities for collecting, pumping, treating and disposing of sewage.
- P. "Sewer" means a pipe or conduit for carrying sewage.
- Q. "Shall" is mandatory; "may" is permissive.
- R. "Storm sewer" or "storm drain" means a sewer which carries stormwaters and surface waters and drainage, but which excludes sewage and polluted industrial wastes.
- S. "Superintendent" means the superintendent of sewage works of the city, or his authorized deputy, agent or representative.
- T. "Suspended solids" means solids that either float on the surface of, or are in suspension in water, sewage or other liquids, and which are removable by laboratory filtering.
- U. "Watercourse" means a channel in which a flow of water occurs, either continuously or intermittently.

#### **13.12.020 Privys, septic tanks and cesspools prohibited.**

Except as hereinafter provided, it is unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of sewage.

#### **13.12.030 Installation of toilet facilities and connection to system required when.**

- A. The owners of all houses, buildings, or properties used for human occupancy, employment, recreation or other purposes, situated within the city and abutting on any street, alley or right-of-way in which there is now located, or may in the future be located, a public sanitary sewer of the city, are required, at their expense, to install suitable toilet facilities therein, and to apply for a permit and pay

the fees therefor to connect such facilities directly with the proper public sewer in accordance with the provisions of this chapter, within one hundred eighty days after the date of official notice to do so, provided that such public sewer is within ~~one hundred feet~~ **three hundred feet** of the property line **at the property owners expense, unless septic is approved by the Klickitat County Department of Health or the connection is determined to be financially impractical by the Public Works Director or their representative.**

- B. The owner shall make connection to the public sewer system within one hundred eighty days after the permit to connect is issued.

#### **13.12.040 Depositing wastes prohibited where.**

It is unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner, upon public or private property within the city, or in any area under the jurisdiction of the city, any human or animal excrement, garbage, or other objectionable waste.

#### **13.12.050 Discharging wastes to watercourses or natural outlets.**

It is unlawful to discharge to any natural outlet within the city, or in any area under the jurisdiction of the city, any sanitary sewage, industrial wastes, or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this chapter.

#### **13.12.060 Private sewage disposal system-Required when.**

Where a public sanitary sewer is not available under the provisions of Section 13.12.030, the building sewer shall be connected to a private sewage disposal system complying with the provisions of Sections 13.12.060 through 13.12.120.

#### **13.12.070 Private sewage disposal system-Permit-Construction requirements.**

Before commencement of construction of a private sewage disposal system, the owner shall first obtain a written permit signed by the ~~superintendent~~ **Public Works Director or their representative.** The application for such permit shall be made on a form furnished by the city, which the applicant shall supplement with any plans, specifications and other information as deemed necessary by the ~~superintendent~~ **Public Works Director or their representative.** A permit and inspection fee ~~of five dollars per the current fee schedule~~ shall be paid to the city ~~clerk~~-treasurer at the time the application is filed.

#### **13.12.080 Private sewage disposal system-Permit-Inspection requirements.**

A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the ~~superintendent~~ **Building Official, in conjunction with the Klickitat County Department of Health.** Both shall be allowed to inspect the work at any stage of construction and, in any event, the applicant for the permit shall notify the ~~superintendent~~ **Public Works Director or their representative** when the work is ready for final inspection, and before any underground portions are covered. The inspection shall be made within forty-eight hours of the receipt of notice by the ~~superintendent~~ **Building Official.**

#### **13.12.090 Private sewage disposal system-Type, location, and other conditions.**

The type, capacities, location and layout of a private sewage disposal system shall comply with the requirements of the Washington State Sanitary Authority and the Washington State Board of Health.

### **13.12.100 Private sewage disposal system-Operation and maintenance.**

The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times, at no expense of the city.

### **13.12.110 Private sewage disposal system-Connection to public system required when.**

At such time as a public sewer becomes available to a property served by a private sewage disposal system, as provided in Section 13.12.030, a direct connection shall be made to the public sewer in compliance with this chapter, and any septic tanks, cesspools and similar private sewage disposal facilities shall be abandoned and filled with suitable material, unless the **superintendent Public Works Director or their representative** shall otherwise permit.

### **13.12.120 Scope of Sections 13.12.060 through 13.12.100.**

The provisions of Sections 13.12.060 through 13.12.100 shall be in addition to and not in derogation of the requirements of general law.

### **13.12.130 Connection to or alteration of system-Permit required.**

No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenances thereof without first obtaining a written permit from the **superintendent Public Works Director or their representative**.

### **13.12.140 Connection and installation costs.**

All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may, directly or indirectly, be occasioned by the installation.

### **13.12.150 Installation-Size and slope.**

The size and slope of the building sewer shall be subject to the approval of the **superintendent Public Works Director or their representative**, but in no event shall the diameter be less than four inches **for gravity sewer on private property. A six-inch cleanout and six-inch pipe from the property line to the main line shall be installed.** The slope of such four-inch and six-inch pipe shall be not less than one-eighth inch per foot.

### **13.12.160 Installation-Sewer pipe materials.**

The building sewer shall be ~~cast iron soil pipe, or cement asbestos building sewer pipe~~ **constructed to meet the City of White Salmon Construction Standards and Specifications Section 3- Part 2: Materials.** Joints shall be tight and waterproof.

### **13.12.170 Installation-Joints and connections.**

All joints and connections shall be made gastight and watertight ~~Cast iron pipe joints shall be firmly packed with oakum or hemp, and filled with molten lead and calked tight and be constructed to meet the City of White Salmon Construction Standards and Specifications Section 3- Part 2: Materials, as may be amended.~~

### **13.12.180 Installation-Connection to public sewer.**

~~The connection of the building sewer into the public sewer shall be made at the "T" branch, if such branch is available at a suitable location. If no properly located "T" branch is available, the owner shall, at his expense, install a "T" branch in the public sewer at the location specified by the~~

~~superintendent. The invert of the building sewer at the point of connection shall be at the same or at a higher elevation than the invert of the public sewer. A smooth, neat joint shall be made, and the connection made secure and watertight.~~

**The connection of the building sewer to the public sewer must be installed in compliance with the City of White Salmon Standard Plan 3-8: Side Sewer Lateral, as may be amended. The invert of the building sewer at the point of connection shall be at the same or at a higher elevation than the invert of the public sewer. A smooth, neat joint shall be made, and the connection shall be made secure and watertight.**

#### **13.12.190 Installation-Building sewer elevation.**

Building sewers serving buildings with basements shall, whenever possible, be brought to the building at an elevation below the basement floor. The building sewer shall be laid at uniform grade and in straight alignment insofar as possible. Changes in direction shall be made only with properly curved pipe and fittings.

#### **13.12.200 Installation-Lift for connection to public sewer.**

In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such drain shall be lifted by approved artificial means and discharged to the building sewer.

#### **13.12.210 Excavations-General requirements.**

All excavations required for the installation of a building sewer shall be open-trench work, unless otherwise approved by the ~~superintendent~~ **Public Works Director or their representative**. Pipe-laying and backfill shall be performed in accordance with ~~regulations of the Washington State Sanitary Authority~~ **the City of White Salmon Construction Standards and Specifications, as may be amended.**

#### **13.12.220 Excavations-Safety barricades and lights.**

All excavations for building sewer installations shall be adequately guarded with barricades and lights so as to protect the public from hazards. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the city.

#### **13.12.230 Inspection of installation.**

The applicant for the building sewer permit shall notify the ~~superintendent~~ **Building Official and Public Works Director or their representative** when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the ~~superintendent~~ **Public Works Director or their representative.**

#### **13.12.340 Stormwater or other unpolluted water-Discharge to sewer prohibited.**

No person shall discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff, subsurface drainage, cooling water, or unpolluted industrial process water to any sanitary sewer.

#### **13.12.350 Stormwater or other unpolluted water-Location for discharge.**

Stormwater and all other unpolluted drainage shall ~~be discharged to such sewers as are specifically designated as storm sewers, or to a natural outlet approved by the superintendent. Industrial cooling water or unpolluted process water may be discharged, upon approval of the superintendent, to a storm sewer or natural outlet.~~ **retained on-site, unless otherwise documented to be unfeasible**

**via an infiltration report completed by the applicant's professional civil engineer certified in Washington State.**

**13.12.360 Prohibited discharges to sewers.**

Except as hereinafter provided, no person shall discharge or cause to be discharged any of the following described water or wastes to any public sewer:

- A. Any liquid or vapor having a temperature higher than one hundred fifty degrees Fahrenheit;
- B. Any water or waste which may contain more than one hundred parts per million, by weight, of fat, oil or grease;
- C. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas;
- D. Any garbage that has not been properly shredded;
- E. Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure, or any other solid or viscous substance capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewage works;
- F. Any waters or wastes having a pH lower than 5.5 or higher than 9.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewage works;
- G. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, or create any hazard in the receiving waters of the sewage treatment plant;
- H. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such material at the sewage treatment plant;
- I. Any noxious or malodorous gas or substance capable of creating a public nuisance.

**13.12.370 Grease, oil and sand interceptors-Required when.**

Grease, oil and sand interceptors ~~shall be provided~~ **must be installed** when, in the opinion of the ~~superintendent~~ **Public Works Director or their representative.**, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand, and other harmful ingredients; except that such interceptors shall not be required for private living quarters. All interceptors shall be of a type and capacity ~~approved by the superintendent as stated in City of White Salmon Standard Plan 3-13: Grease Interceptor and 3-14: SAMPLE CHAMBER FOR GREASE INTERCEPTOR & OIL/WATER SEPARATOR.~~ and shall be located as to be readily and easily accessible for cleaning and inspection.

**13.12.380 Grease, oil and sand interceptors-Maintenance.**

Where installed, all grease, oil and sand interceptors shall be maintained by the property owner, at ~~his~~ **their** expense, in continuously efficient operations at all times.

**13.12.390 Wastes requiring pretreatment-Discharge conditions.**

~~The admission into the public sewers of any waters or wastes having (1) a five-day biochemical oxygen demand greater than three hundred parts per million by weight, or (2) containing any quantity of substances having the characteristics described in Section 13.12.360, or (3) containing more than three hundred fifty parts per million by weight of suspended solids, or (4) having an average daily flow greater than two percent of the average daily sewage flow of the city, shall be subject to the review and approval of the superintendent. The admission into the public sewers of~~

**any waters or wastes containing one or more characteristics that would trigger a Department of Ecology permit or containing any quantity of substances having the characteristics described in Section 13.12.360 shall be subject to the review and approval of the Public Works Director or their representative.** Where necessary, in the opinion of the **superintendent Public Works Director or their representative.**, the owner shall provide, at **his their** expense, such preliminary treatment as may be necessary. Plans, specifications, and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the **superintendent Public Works Director or their representative** and of the Washington State Sanitary Authority, and no construction of such facilities shall be commenced until such approvals are obtained in writing.

#### **13.12.400 Pretreatment facilities-Operation and maintenance.**

Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the **property** owner, at **his their** expense.

#### **13.12.410 Manhole installation conditions.**

When required by the **superintendent Public Works Director**, the owner of any property served by a building sewer carrying industrial wastes shall install a suitable control manhole in the building sewer to facilitate observation, sampling and measurement of the wastes. Such manhole, when required, shall be accessible at all times.

#### **13.12.420 Tests and analyses-Standard Methods designated-Use of manhole.**

All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made above shall be determined in accordance with the Standard Methods for the Examination of Water and Sewage, and shall be determined at the control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected.

#### **13.12.430 Pretreatment-Special arrangements not restricted.**

No statement contained in this chapter shall be construed as preventing any special agreement or arrangement between the city and any industrial concern whereby industrial waste of unusual strength or character may be accepted by the city for treatment, subject to payment therefor by the industrial concern.

#### **13.12.440 Inspection-Right of entry.**

The **superintendent Public Works Director or their representative** and other duly authorized employees of the city shall be permitted to enter upon all properties for the purposes of inspection, observation, measurement, sampling and testing in accordance with the provisions of this chapter.

#### **13.12.450 Damaging or destroying system prohibited.**

No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the municipal sewage works. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

#### **13.12.460 Violation-Notice required.**

Any person found to be violating any provision of this chapter, except Section 13.12.450, shall be served by the city with written notice stating the nature of the violation and providing a reasonable time limit for satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

**13.12.470 Violation-Penalty.**

Any person who continues any violation beyond the time limit provided for in Section 13.12.460 shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined in the amount as authorized under WSMC Section 1.16.010.. Each day in which any such violation shall continue shall be deemed a separate offense.

**13.12.480 Violation-Liability for expenses and damage.**

Any person violating any of the provisions of this chapter shall become liable to the city for any expense, loss or damage occasioned by the city by reason of such violation.

**Section 2. Severability / Validity.** The provisions of this ordinance are declared separate and severable. If any section, paragraph, subsection, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance.

**Section 3.** The City Clerk Treasurer is directed to transmit a certified copy .

**Section 4.** This Ordinance shall take effect and be in force five (5) days after its publication according to law.

Passed by the council and approved by the Mayor on this 5<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Troy Rosenburg, Deputy Clerk Treasurer

\_\_\_\_\_  
Shawn MacPherson, City Attorney



**File Attachments for Item:**

A. Department Head Reports



---

## PUBLIC WORKS DEPARTMENT

Meeting Date: 2.5.25

Presented By: Andrew Dirks- PWD

### Daily Operations / What's Happening:

- Site cleanup and housekeeping.
- Weekly AP and Facet Meetings.
- Review of Interlocal agreements.
- Final civil plan review for Four Oaks.
- New PW office space- complete.
- Waterline exploration- El Camino.
- Snowplow prep and repair for pending storm.
- Police vehicle maintenance.
- Water leak repair- Snohomish Pl.
- Met with AP Transportation team.

### Current Projects:

- Phase 2A
- SWTP roof
- NMBPS

### Upcoming Projects:

- Peebles Park

### Completed Projects:

- Wellfield Fiber
- SCADA

### Upcoming Trainings:

- Evergreen Rural Water Conference- Jeff