



**White Salmon Planning Commission Meeting**  
**A G E N D A**  
**April 24, 2019 – 5:30 PM**  
**220 NE Church Ave, White Salmon, WA 98672**

**Call to Order/Roll Call**

**Approval of Minutes**

- [1.](#) Minutes of April 10, 2019

**Discussion Items**

- [2.](#) Vision and Comprehensive Plan Update - Scope of Work and Cost Review
- [3.](#) White Salmon Annexation 2019-001 - White, Baxter, Klebba

**Adjournment**

**Item Attachment Documents:**

1. Minutes of April 10, 2019



**CITY OF WHITE SALMON**  
**Planning Commission Meeting - Wednesday, April 10, 2019**  
**DRAFT**

**COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT**

**Commission Members:**

David Lindley  
Anne Medenbach  
Tom Stevenson  
Ross Henry

**Staff Present:**

Pat Munyan, City Administrator  
Ken Woodrich, City Attorney  
Jan Brending, Clerk Treasurer

**1. CALL TO ORDER/ ROLL CALL**

Planning Commissioner Chairman David Lindley called the meeting to order at 5:30 PM.

**2. MINUTES OF RECORD**

a. Minutes of March 27, 2019.

Moved by Tom Stevenson, seconded by Ross Henry.

Motion to approve minutes of March 27, 2019. CARRIED 4 – 0

**3. CITY VISION AND GOALS**

Jan Brending provided an overview of the status of developing a city vision and goals as related to the city's comprehensive plan update. She said staff is seeking direction from the Planning Commission as to how they would like to proceed. Brending said staff provided a rough draft of vision and goals for the Planning Commission's use. She said staff is prepared to develop a Request for Proposals if the Planning Commission desires to hire a consultant to work with them and the public on developing the vision.

Tom Stevenson said he would like to hire Steve Faust to assist the Planning Commission with visioning,

The Planning Commission and staff discussed how the city could hire Steve Faust to assist with visioning.

Jan Brending said staff will contact BergerABAM to see if they are able to add Steve Faust to their team and include visioning in the BergerABAM scope of work.

The Planning Commission asked that the draft critical areas ordinance be sent to them when it is sent to agencies for comment. In addition, the Planning Commission asked for a copy of a letter from Washington Department of Transportation regarding the Jewett Blvd. proposed improvements.

The Planning Commission discussed the vision of the city as it relates to updating the comprehensive plan.

Tom Stevenson said he sees the vision as some kind of framework for the comprehensive plan.

Anne Medenbach said she would like the consultant to provide information to the Planning Commission as to how to frame the vision. She said she feels that some of the elements will drive the vision and feels it is important to talk about priorities among the plan elements. Medenbach said the densities and village feel of White Salmon are important but what does that mean – is it the green components, density, type of buildings, etc. She said White Salmon is a town surrounded by a rural area. Medenbach asked “does White Salmon want higher density level outside of the town or within the town.” She said she feels it is important to understand what is liked about White Salmon. Medenbach said parks and recreation and transportation are big issues.

Ross Henry does not want to spend a lot of time reworking something we already have. He said he does not think looking at whether the vision needs to be change is serving the community. Henry said he also would like to rank priorities and set in motion an attainable goal. He said he would like the vision language to speak to the City of White Salmon and then get feedback from the community. Henry said the things that are important to him are the buildable lands update and developing a joint management agreement with Klickitat County.

Tom Stevenson said that Steve Faust can help0 determine what the citizens like about White Salmon. He said that he likes the fact that White Salmon has not changed very much over the years. Stevenson said there is a defined downtown, defined neighborhoods. He said he would like to see zoning constrain sprawl. Stevenson said he agrees that the current vision is not specific enough to the City of White Salmon. He said he feels it is important to maintain the small town village feel of White Salmon. Stevenson said the city cannot grow beyond the urban exempt area.

Henry said the idea of a village speaks to him which is where the community gets to know each other, interacts and meets with each other. He said he does not see that in jeopardy. Henry said there needs to be unity and cohesiveness between the city and county regarding development in the urban exempt area. He said the type of development that is currently occurring in the urban exempt area is not representative of White Salmon.

Dave Lindley said he agrees with the idea of a village fee of White Salmon. He said he sees the town center with things spreading out from there.

**4. COMPREHENSIVE PLAN UPDATE**

The Planning Commission said they will send their prioritizations of the comprehensive plan elements to Jan Brending by Friday, April 12 so that the overall ranking can be included in the scope of work that BergerABAM is preparing.

**5.     ADJOURNMENT**

The meeting was adjourned at 7:19 PM.

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David Lindley, Chairman

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Erika Castro Guzman, Associate Planner

**Item Attachment Documents:**

2. Vision and Comprehensive Plan Update - Scope of Work and Cost Review

23 April 2019

Pat Munyan  
Public Works Director/City Administrator  
City of White Salmon  
100 North Main  
White Salmon, WA 98672

Subject: Proposal to Provide Professional Planning Services to Update the White Salmon Comprehensive Plan

Dear Pat:

Thank you for the opportunity to continue serving the City of White Salmon (City) and to submit the following proposal to provide professional planning services relating to updating the City's comprehensive plan.

### **PROJECT UNDERSTANDING**

The City is a non-Growth Management Act (non-GMA) community that is embarking on a major update to its 2012 comprehensive plan. BergerABAM will manage the comprehensive plan update process, including leading community engagement, crafting the plans appearance and layout, and updating the policy and technical elements. The BergerABAM team includes 3J Consulting who will lead the plan's visioning process with the assistance of BergerABAM. E<sup>2</sup> Land Use Planning Services joins the team for their historic and cultural resource experience and overall comprehensive plan update expertise.

The City wants to maintain a healthy, vibrant, and sustainable community and knows the comprehensive plan update requires a community vision and ongoing meaningful community involvement. Public interest and input are essential to developing a comprehensive plan update that truly speaks to the community's vision for its future, and comprehensive community engagement is the key to evoking public interest and input. We have given thought to how best to include the White Salmon community in the comprehensive plan update, and we will work directly with the City to refine and implement a visioning and outreach plan that includes traditional and online opportunities for involvement. The plan will be designed to engage stakeholders, such as members of the Planning Commission and City Council, members of the community, business leaders, property owners, City staff, and representatives of the appropriate state agencies.

The development of this scope gave particular attention to these additional considerations:

- Although strict GMA compliance is not required for all components, the City recently undertook significant work to update the comprehensive plan, including its shoreline master program, 2016 parks master plan, and critical areas ordinance (CAO).
- Several key components of the update will be provided through separate projects now underway or soon to be undertaken. These include the following:
  - Transportation system plan (TSP)
  - Buildable lands inventory
  - Housing needs analysis (HNA)
  - Update of 2009 White Salmon urbanization study
- In addition, BergerABAM and the City have agreed to delay proposals on several elements that could be added to the work plan and included in the multi-volume plan update envisioned by the City. Through future scopes of work and contract amendment(s), these additional tasks could include the development of a stormwater master plan through an update of the 1990s-era Pioneer Engineering draft, a capital improvement plan (CIP), and an urban exempt areas intergovernmental agreement (IGA) between Klickitat County and the City for agreed development standards and administrative procedures. The County is a key stakeholder in the comprehensive plan update and will help lay the groundwork for the IGA to be pursued as part of the plan implementation process.

### **OVERALL PROJECT ASSUMPTIONS**

The following assumptions are the basis for this scope of work.

- The comprehensive plan update will be completed in 15 months from notice to proceed to adoption hearings.
- 3J Consulting will be responsible for leading the vision task with support from BergerABAM and the City.
- The City will help facilitate development of the comprehensive plan update through timely review and comment on draft products and the delivery of agendas and products to the Planning Commission, City Council, stakeholders, and the public.
- The City will participate in all project meetings.
- The City will provide all public notices for meetings and hearings.
- The TSP will be completed by others and will be available no later than six months from notice to proceed so that TSP information can be used for the comprehensive plan update.
- Baseline housing and employment land needs forecasts and buildable lands inventory (BLI) capacity analysis will be completed by FCS and BergerABAM by month six of this project to support the comprehensive plan update as part of a separate contract.

- The HNA will be completed by FCS and BergerABAM no later than eight months from notice to proceed for inclusion in the comprehensive plan update.
- The urbanization study update will be completed by others no later than 10 months from notice to proceed for inclusion in the comprehensive plan update.
- This scope of work excludes the following:
  - Hearing continuances and work related to appeal hearings for the comprehensive plan update.
  - Updates of the zoning and subdivision sections of the White Salmon Municipal Code because these updates will become part of post-adoption implementation.
- All work products will be provided in electronic format (PDF or Microsoft Word).

### **SCOPE OF WORK**

The following work scope is derived from the 13 March 2019 memorandum to City Council, entitled “City Vision and Goals,” our recent discussions, and the essential public involvement discussed above.

BergerABAM will conduct the following five work tasks to complete the comprehensive plan update by July 2020.

#### **Task 1.0: Project Management (throughout)**

This task enunciates the elements involved in the project-long ongoing management that will be needed to keep the project on schedule and on budget. BergerABAM will

- Communicate regularly with the City project managers
- Consult with City staff on the formation of a project management team (PMT) composed of key project team members to discuss progress and schedule at project milestones
- Prepare for and participate in up to five PMT meetings (in person and/or by teleconference) before City Council meetings
- Prepare draft and final summary memoranda that document the outcomes of the PMT meetings and email them to the project team; the PMT will review all major products prior to each PMT meeting and guide the process through the draft plan and recommendations phases
- Provide monthly invoices

#### ***Assumptions***

- Three BergerABAM project team members will attend up to five 1-hour PMT meetings at City Hall or via teleconference. If the BergerABAM project manager, in consultation

with City staff, determines in-person attendance is unnecessary, the meeting will take the form of a conference call.

***Deliverables***

- Up to five draft and final PMT meeting summary memoranda
- Monthly project invoices

**Task 2.0: Kickoff, Data Collection, and Document Review (month one)**

For this effort, BergerABAM will:

- Prepare a draft and final agenda for and participate in a 2-hour kickoff meeting with City staff to formalize project details and the public involvement schedule and identify stakeholders to be notified of project progress
- Review work prepared to date by staff in preparation for the comprehensive plan update, as well as relevant background documents, including the 2012 White Salmon comprehensive plan and existing infrastructure and capital facility plans
- Prepare a draft and final key observations memorandum that includes the following:
  - Kickoff meeting summary
  - Summary of existing planning and policy documents and key considerations for the comprehensive plan update
  - Outline of the proposed comprehensive plan update based on background documents

***Assumptions***

- One round of City review and comment on the kickoff meeting agenda.
- One round of City review and comment on the key observations memorandum.
- One round of City and Planning Commission review of the comprehensive plan outline (to be finalized during the visioning task).
- Up to three BergerABAM team members will participate in the kickoff meeting.

***Deliverables***

- Kickoff meeting agenda
- Draft and final memo that includes kickoff meeting summary, summaries of existing documents and key considerations, and outline of proposed comprehensive plan update

**Task 3.0: Community Engagement and Visioning (ongoing engagement, months 1–15; vision: months 1–3)**

The objective of this task is to provide multiple opportunities and methods by which the community can provide input on the update. BergerABAM will execute the following visioning and community engagement tasks; they include Planning Commission and City Council meetings as outlined in the schedule.

Months	Major Task
<b>Month 1</b>	<ul style="list-style-type: none"> <li>• Kickoff</li> <li>• Joint Planning Commission/City Council Workshop No. 1: Visioning</li> <li>• Planning Commission Meeting No. 1: Review work scope and key observations memo; hold vision workshop</li> </ul>
<b>Month 2</b>	<ul style="list-style-type: none"> <li>• Community Visioning Event and Online Survey No. 1</li> <li>• Community Conversations</li> </ul>
<b>Month 3</b>	<ul style="list-style-type: none"> <li>• Joint Planning Commission/City Council Workshop No. 2: Review draft vision document</li> <li>• Webpage Post No. 1: Vision document</li> </ul>
<b>Month 4</b>	<ul style="list-style-type: none"> <li>• Planning Commission Meeting No. 2: Review draft introduction, history and community profile, and historic sites and structures elements</li> </ul>
<b>Month 5</b>	<ul style="list-style-type: none"> <li>• Planning Commission Meeting No.3: Review draft BLI/HNA and housing, land use, and aesthetic elements</li> <li>• City Council No.1: Review draft BLI/HNA and housing, land use, and aesthetic elements</li> </ul>
<b>Month 6</b>	<ul style="list-style-type: none"> <li>• Planning Commission Meeting No.4: Review draft transportation element</li> </ul>
<b>Month 7</b>	<ul style="list-style-type: none"> <li>• Planning Commission Meeting No.5: Review draft public facilities and services and CIP</li> <li>• City Council Meeting No.2: Review draft transportation and public facilities and services elements and CIP</li> <li>• Webpage Post No 2. Draft plan elements</li> </ul>
<b>Month 8</b>	<ul style="list-style-type: none"> <li>• Planning Commission Meeting No.6: Review parks and recreation and economics elements</li> <li>• City Council Meeting No.3: Review draft introduction, history and community profile, historic sites, structures parks and recreation, and economics elements</li> <li>• Webpage Post No 3: Draft plan elements</li> </ul>
<b>Month 10</b>	<ul style="list-style-type: none"> <li>• Planning Commission Meeting No.7: Review draft environment and critical areas elements, and final draft BLI/HNA, urbanization plan update, and land use and aesthetics elements</li> <li>• Online Survey No 2: Land use, aesthetics, transportation elements</li> <li>• Webpage Post No. 4: Land use and aesthetics elements</li> <li>• Open House No 1: Transportation, land use, and aesthetics elements</li> <li>• City Council Meeting No.4: Review environment and critical areas elements, and final draft BLI/HNA, urbanization plan update, and land use and aesthetics elements</li> </ul>
<b>Month 13</b>	<ul style="list-style-type: none"> <li>• Joint Planning Commission and City Council Work Session No.3: Review draft comprehensive plan update, including executive summary, policies, appendices, and all elements</li> </ul>
<b>Month 14</b>	<ul style="list-style-type: none"> <li>• Open House No 2: Draft comprehensive plan update</li> <li>• Webpage Post No. 5: Draft comprehensive plan update</li> <li>• Planning Commission Meeting No. 8: Public hearing and recommendation</li> </ul>

<b>Month 15</b>	• City Council Meeting No. 5: adoption hearing
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### **Task 3.1: Visioning**

The BergerABAM team will conduct these visioning activities to gather broad input from community members, staff, and elected and appointed officials.

- **Visioning Work Session** – BergerABAM will facilitate a 2-hour Planning Commission/ City Council visioning work session to identify the top priorities for the update and the elements they envision as shaping the community. The work session will:
  - Identify the desired format for the vision document
  - Finalize the outline for the comprehensive plan update drafted in Task 1
  - Identify key stakeholder groups
  - Discuss the top priorities and vision elements to be vetted with the public through the community engagement activities described below
- **Community Visioning Event and Online Survey** – The visioning event and survey will be designed to gather community input from adults and young people on the priorities and vision elements identified by the Planning Commission and City Council and on the community's goals for its future. For this effort, BergerABAM will
  - Prepare for and facilitate the in-person vision event as part of the White Salmon Spring Festival
  - Prepare a corresponding and accompanying online survey to be distributed by the City via the web (see web page content below for survey details)
- **Community Conversations** – To broaden the reach of community engagement, the BergerABAM team will prepare simple community conversation kits. With convenient distribution by email and on the project webpage, these kits will introduce the vision process and offer tools for conducting discussions. The intent is to provoke conversation between community members about their ideas for White Salmon's future. Community members and stakeholders will be encouraged to use the kits to note their conversations with their neighbors so that project staff can hear from the widest possible variety of residents, even people who do not usually attend the open houses or community events. Targeted individuals and groups may include but are not limited to:
  - White Salmon Valley School District staff members and members of parent/teacher organizations
  - Pastors, staff, and members of local churches
  - Mt. Adams Chamber of Commerce members

The kits will include the following:

- Sign-in sheet
  - Project overview/fact sheet
  - Discussion questions
  - Discussion leader guide
  - Facilitation and note taking tips
- **Vision Document** – Based on the information gathered through these community engagement vision processes, the BergerABAM team will prepare a concise vision document that will become the vision element of the comprehensive plan and set the graphic framework for the plan.

### **Task 3.2: Open Houses**

Because the front end of the comprehensive plan update includes a community visioning process, we propose that the two open houses be held in the mid to later phases of the 15-month project.

Open House No. 1 will include summaries of the community vision, the results of the online survey, and the technical findings for the plan elements necessary to verify the vision and gather input for the draft policy and plan document. At Open House No. 2, community members will review the draft plan update and give input on the major policies it contains with the goal of informing the final plan update document. BergerABAM will prepare meeting plans for each open house (including presentation materials), facilitate the open houses, and provide summaries. As discussed above, the City will participate in the open houses, secure a venue for them, and prepare and distribute all open house invitations and notices.

### **Task 3.3: City Web Page Updates/Survey Content**

BergerABAM will provide content for the City to use in posting updates to its website. The City will create a comprehensive plan update webpage to house these updates and to launch survey links and project materials. We propose to provide content for up to five webpage postings and two online surveys. All content will be prepared to include brief text and graphics appropriate for City posting after one round of City review. The first online survey will be conducted during the visioning task as described above. The second online survey will be conducted during the comprehensive plan update and seek public input on the land use, aesthetics, and transportation elements.

### ***Assumptions***

- The City will secure a venue (table, etc.) at the White Salmon Spring Festival for community vision input.
- The vision document will be up to four pages long and will be incorporated as the vision element of the comprehensive plan.

- BergerABAM will develop questions and prepare online survey content for the City to use via Survey Monkey or similar online survey tool. The City will post a link to each of the surveys on the City webpage and provide analytical data to BergerABAM.
- The City will post community conversation kits on the project webpage, and email the kits to identified stakeholders.
- The City will distribute agendas and provide meeting summaries for three joint Planning Commission/City Council work sessions, seven Planning Commission meetings, four City Council meetings, and two adoption hearings.
- The top priorities identified by the Planning Commission and City Council will be vetted with the public during the community visioning event and Online Survey No. 1.
- BergerABAM will prepare content for five web updates at key project milestones.
- The City will post materials to the webpage and invite stakeholders to comment on project products, including the draft updated plan elements as they are released.
- The City will be responsible for drafting all Planning Commission and City Council meeting summaries and minutes.
- Throughout the project, the City will communicate with and update key project stakeholders regularly, such as representatives of the school district, parks, neighborhoods, environmental organizations, Native American tribes, and others.

***Excluded tasks and costs***

- Meeting venue fees
- City comprehensive plan webpage design and hosting
- Survey distribution and results summaries

***Deliverables***

- Work Session No 1. with Planning Commission and City Council
- Community visioning event and online survey content
- Draft and final community conversation kits
- Draft and final community vision document
- Planning Commission and City Council Work Session No. 2 to present vision results
- Planning Commission/City Council agendas and attendance by up to two BergerABAM staff at seven Planning Commission meetings, four City Council meetings, and two adoption hearings
- Two open house plans, boards, and facilitation; attendance by up to two BergerABAM staff; and open house summaries
- Five updates for City webpage content

- Work Session No. 3 with Planning Commission and City Council to review the full draft comprehensive plan update, including executive summary, policies, appendices, and all elements

#### **Task 4.0: Comprehensive Plan Document Updates (months 3 through 15)**

To prepare the updates to the comprehensive plan, BergerABAM will:

- Prepare a comprehensive plan update document designed for digital display and user-friendly navigation, including updated text, graphics, and layout.
- Provide the draft compiled comprehensive plan document to the City for review.
- Prepare a final comprehensive plan update document addressing City comments.
- Update the comprehensive plan by topic or plan element as described in the table below.

<b>Element</b>	<b>Proposed Updates</b>
<b>Overall Document</b>	<ul style="list-style-type: none"> <li>• Improve overall plan layout, include graphics, and update text. <ul style="list-style-type: none"> <li>- The community vision document will set the look and feel of the plan.</li> <li>- The plan layout will be user-friendly and readable by White Salmon residents.</li> </ul> </li> </ul>
<b>Introduction</b>	<ul style="list-style-type: none"> <li>• Include community vision.</li> <li>• Add executive summary (at draft plan stage).</li> <li>• Describe the planning and public input process.</li> </ul>
<b>History and Community Profile</b>	<ul style="list-style-type: none"> <li>• Combine history and community profile elements.</li> <li>• Add Native American pre-settlement history (City lead).</li> <li>• Add more information about post-settlement history and community aspirations.</li> <li>• Gather/add historical photos and maps.</li> </ul>
<b>Historic Sites and Structures</b>	<ul style="list-style-type: none"> <li>• Update list of designated structures and sites per the national and Washington historic registers.</li> <li>• Discuss Native American cultural sites at a general level without identification.</li> <li>• Update policies in coordination with the Planning Commission and public input.</li> </ul>
<b>Parks and Recreation</b>	<ul style="list-style-type: none"> <li>• Update background section consistent with the 2016 Parks, Recreation, and Open Space Plan.</li> <li>• Discuss current/desired levels of service.</li> <li>• Update policies to address open space and connectivity concurrent with development; connections to the City's waterfront and future park.</li> </ul>
<b>Economics</b>	<ul style="list-style-type: none"> <li>• Update the background/history section to include a discussion of current employment, wage, and industry trends based on U.S. Census and Washington Employment Security Department.</li> <li>• Discuss regional economic development plans and partners.</li> <li>• Update policies consistent with current trends and in coordination with the Planning Commission and public input.</li> </ul>
<b>Environmental Quality and Critical Areas</b>	<ul style="list-style-type: none"> <li>• Incorporate critical areas mapping and background information from the City's CAO update and summarize state requirements for resource protection.</li> </ul>

	<ul style="list-style-type: none"> <li>• Update policies to reflect current knowledge of critical areas.</li> <li>• Incorporate existing critical areas element into this section.</li> </ul>
<b>Transportation Element</b>	<ul style="list-style-type: none"> <li>• TSP proposed via separate to- be- authorized scope of work.</li> <li>• Review TSP and incorporate findings within the plan update background and policies.</li> </ul>
<b>Public Facilities and Services and Capital Improvement Plan</b>	<ul style="list-style-type: none"> <li>• Excluded pending technical study updates under separate contract.</li> </ul>
<b>Housing and Population and Urbanization</b>	<ul style="list-style-type: none"> <li>• Review Klickitat BLI, HNA completed under separate contract.</li> <li>• Review updated urbanization study (provided under separate contract), and incorporate housing, employment land, infill and urbanization findings within background and policies.</li> </ul>
<b>Land Use</b>	<ul style="list-style-type: none"> <li>• Review updated urbanization study (provided under separate contract) and incorporate buildable land, housing, employment, urbanization, and infill findings within background and policies.</li> <li>• Propose adjustments to future land use designations and mapping to accommodate growth.</li> </ul>

### *Assumptions*

- The City will provide an updated history and community profile element for BergerABAM review and finalization.
- The City will provide information on cultural resource studies for developments to assist with identification and discussion of these resources in the comprehensive plan.
- The City will provide any information on parks and recreation updated or added since the completion of the 2016 Parks, Recreation, and Open Space Plan.
- City staff will complete updates to minor comprehensive plan elements, including "Resource Lands," "Wildfire Risk," and "Issues."
- Content from the administration element will be incorporated into the Introduction section of the plan.
- City staff will package the comprehensive plan elements provided by BergerABAM into volumes, including background technical documents.
- Updates to the City's public facilities and services and CIP technical studies (sewer, stormwater, water) are excluded, and proposals to complete these studies are pending receipt of additional data from the City.
- The comprehensive plan deliverable will include all elements not excluded above and may include other elements provided by others or provided by BergerABAM through a contract amendment.

### *Deliverables*

- One draft and one final updated, adoption-ready comprehensive plan document

### **Task 5.0: Adoption**

The adoption process will include preparation of a non-project SEPA checklist and Planning Commission and City Council hearings and adoption. For this effort, BergerABAM will:

- Complete a draft and final non-project SEPA checklist as part of the adoption process for the plan update. The first draft will be prepared for staff's review and comment and the final draft will address City comments.
- Update the summary presentation used for the workshop and present the updated comprehensive plan to Planning Commission and City Council, including at:
  - One joint Planning Commission/City Council work session
  - One Planning Commission hearing and recommendation to the City Council
  - One City Council adoption hearing

#### *Assumptions*

- The City will issue a SEPA determination of non-significance or mitigated determination of non-significance.
- The project section of the SEPA checklist will not be applicable.
- The City will complete adoption in two public hearings; additional (continued or appeal) hearings can be added for additional costs.
- The City will prepare agendas and summaries for the joint Planning Commission/City Council work session and hearings.
- An adoption-ready plan does not guarantee adoption.
- Attendance by up to three BergerABAM personnel at one joint Planning Commission/City Council work session and two public hearings.

#### *Deliverables*

- Draft and final non-project SEPA checklist
- Draft and final electronic presentations

### **FEE**

Professional fees, including an estimated \$1,269 in expenses, will be billed as incurred and will not exceed **\$158,774** without written authorization as follows:

Task 1.0:	\$8,041
Task 2.0:	\$6,302
Task 3.0:	\$72,967
Task 4.0:	\$55,344
Task 5.0:	\$14,851
Expenses:	\$1,269
<b>Total:</b>	<b>\$158,774</b>


### **CLOSING**

If you agree with the above proposed scope of work, please provide us with a contract. We will consider the signed date as our notice to proceed. This proposal is valid for 30 days.

We thank you for the opportunity to provide this proposal, and we look forward to continuing our work with you. Should you have questions, please call me at 360/823-6100.

Sincerely,

  
J. Scott Keillor  
Senior Project Manager

  
Helen Devery  
Vice President

SK:HD:dls

**Item Attachment Documents:**

3. White Salmon Annexation 2019-001 - White, Baxter, Klebba

**City of White Salmon  
Petition for Annexation**

**Petitioners:**

**Nancy White, Shelley Baxter, Ray Klebba, Et Al**

**WS-ANX-2019-001**

**Staff Report**

**Jan Brending, Clerk Treasurer**

**Patrick Munyan, Jr. City Administrator**

Petition request the annexation of 14 parcels of land comprising 20.94 acres within the White Salmon Urban Growth Area (as designated by the Columbia Gorge National Scenic Area Act), Klickitat County, Washington, into the city limits of the City of White Salmon as requested by submittal of "Petition for Annexation – WS-ANX-2019-01" by the Owner(s)/Petitioner(s) as received February 26, 2019.

**Notice of Intent to Annex Approved**

On September 19, 2018, the White Salmon City Council, by a vote of five to zero (0) accepted the Petitioner's Notice of Intent to Annexation, (See Exhibit , Minutes of City Council Meeting of September 19, 2018). The City Council accepted the Notice of Intent to Annexation (See Exhibit E) subject to the following provisions:

- A. As a provision of the Council's acceptance of the Notices of Intent to Annex submitted by Nancy White, Shelley Baxter and Ray Klebba, the subject property shall, as a condition to annexation, be zoned R1 Single-Family Residential at such time as annexation of the subject parcels into the City of White Salmon shall, by ordinance, be authorized to occur.
- B. As a provision of Council's acceptance of the Notices of Intent to Annex submitted by Nancy White, Shelley Baxter and Ray Klebba, the owners of the subject parcels to be annexed shall, as a condition to annexation, be required to assume a pro rata share of the City's then outstanding indebtedness that has been approved by the voters, contracted, or incurred prior to, or existing at, the date of annexation.

**General Property Location and Tax Parcel Numbers**

The proposed annexed area is located within the Columbia River Gorge Scenic Area White-Salmon Urban Exempt Area and includes Klickitat County Parcels 03111909100200, 03102475000400, 03111969000600, 03111969000500, 03111969000700, 03111970000300, 03102475000100, 03102475000300, 03111970000100, 03111970000200, 03111922000700, 0310247500200 . The annexation area is bounded on the west by current city limits of White Salmon; is bounded on the east by N. Main Avenue; is bounded on the south by city limits of White Salmon and NW Spring Street and is bounded on the north by city limits of White Salmon (Klickitat County Parcel 03102411001200) and Klickitat County Parcels 031102417000400, 03102411000100, 03111922000200.

**Existing Lot Sizes**

The subject parcels proposed for annexation into the City of White Salmon total approximately 20.94 acres.

**Current Zoning**

The subject parcels totaling approximately 20.94 acres of urban exempt area outside of the current city limits. The proposed annexation consists of Suburban and Rural Residential 2 zoning per Klickitat County.

Parcels 03102475000400, 03102475000100, 03102475000300, 03102475000200, 03111909100200, 03111909100200, 03111909100100, 03111922000700, 031119691000700 (a small portion of this parcel is zoned Rural Residential 2), 0311192000400 are zoned Suburban Residential. Suburban Residential provides for a minimum area of lot of 20,000 square feet or larger if deemed by the health officer and planning director for protection of public health. Klickitat County Zoning Ordinance 2.11:4 3.

Parcels 03111969000600, 03111969000500, 03111969000700 (the majority of this parcel is zoned Suburban Residential), 03111970000300, 03111970000200, 03111970000200 are zoned Rural Residential 2. Rural Residential 2 provides for a minimum lot size of two acres.

**Zoning Application If Annexation Approved**

Upon approval of the Petition for Annexation into the City of White Salmon, the subject parcels will be zoned R1 Single-Family Residential, a zone allowing for residential lots a minimum lot size of 5,000 square feet.

The city zoning within the city limits that is adjacent to the proposed annexation area is as follows:

To the south of the proposed annexation area (south of Spring Street) Two-Family Residential (R2).

To the west and north of the proposed annexation area Single-Family Residential (R1).

To the northeast of the proposed annexation area on the east side of Main Street (Innovative Composite) Commercial.

**Determination of Petition Sufficiency**

Legal Requirements (RCW 35A.01.04 and 35A.14.120):

Signers of the Petition for Annexation shall constitute owners of "of not less than sixty percent in value, according to the assessed valuation for general taxation of the property for which annexation is petitioned."

The Petition for Annexation was submitted to the Klickitat County Assessor's Office on February 26, 2019 for a determination of sufficiency.

On April 18, 2019, the Klickitat County Assessor determined the Petition for Annexation was sufficient with the signatures representing 64.84% of the assessed valuation within the proposed annexation area.

**Current Land Use**

The area is zoned for residential use. The proposed annexation area is located with Study Area C of the White Salmon Urbanization Study completed in 2009. The White Salmon Urbanization Study completed in 2009 targeted the commercial area located north of the city limits and did not speak to residential development of the area. The proposed annexation area is adjacent to city limits with zoning that includes Two-Family Residential (R2) and Single-Family Residential (R1). The area immediately south of the proposed annexation area is zoned R2 with the area to the west zoned with a mixture of R2 and R1.

All current uses within the proposed annexation area are residential.

## **Available Utility Services**

### **A. Water and Wastewater Utilities**

There is sufficient water and sanitary sewer infrastructure within reasonable proximity of the proposed annexation area. However, it is important to recognize the availability of utility connections works on a first-come first-serve basis and there is no guarantee of utility services. In addition, it will be the responsibility of any developer to make necessary infrastructure improvements within the proposed annexation area if approved. Given that this is an annexation proposal and not a development proposal, there is insufficient information available to provide detailed infrastructure improvement requirements other than stating that developers shall be required to comply with the most recent construction standards as required by law, ordinance or policy.

No water or sanitary sewer service accounts shall be sold to any development project prior to final approval of the proposed development. No property may develop or take service in such a manner that leaves adjacent properties without means to obtain service. In accordance with water and sewer policies, line extensions are required to cover all frontage of the property requesting service unless all adjacent properties have other means of being served.

### **B. Stormwater Utility**

There is no stormwater system in this area. New developments will be required to provide for conveyance, detention and water quality protection on site.

### **C. Refuse Collection**

Upon annexation, refuse collection will be provided by Republic Services. Refuse collection will be mandatory in compliance with White Salmon Municipal Code 8.08.030.

### **D. Electrical Utility**

Electrical utilities are provided by P.U.D. No. 1 of Klickitat County.

### **E. Natural Gas Utility**

Natural gas utilities are provided by Northwest Natural Gas Company.

### **F. Telephone**

Landline services are provided by CenturyLink.

### **G. TV Cable**

TV Cable is provided by Charter Communications.

### **H. Internet**

Internet is provided by several different internet providers.

## **Topography**

The proposed annexation area is slightly to moderately sloped. The area has been developed in a variety of lot sizes from small to larger lots.

## **Street and Road Access**

Access to the proposed annexation area is provided primarily by Spring Street and Main Street.

Upon approval of this Petition for Annexation, that portion of Spring Street covered on both side by White Salmon city limits will be considered to exist within the White Salmon City Limits and will

become the responsibility of the city of White Salmon for operations and maintenance. The current condition of Spring Street is poor.

Upon approval of this Petition for Annexation, that portion of Main Street covered on both sides by White Salmon city limits will be considered to exist within the White Salmon City Limits and will become the responsibility of the city of White Salmon for operations and maintenance. The current of Main Street is good to excellent.

The city desires to see improvements to Spring Street to address vehicular and pedestrian safety. In order for this to be accomplished, the properties on the north side of Spring Street need to be annexed into the city so the entire street is located in the city limits. Another option is for the City of White Salmon and Klickitat County to work together to address necessary improvements. Access for new development should be limited off of Spring Street as it currently does not have the capacity for significant higher levels of traffic.

Main Street is a major arterial to which Spring Street connects. It is expected that future development will need to access Main Street. Main Street is a 60-foot wide street with sidewalks on both sides of the street..

#### **Proposed Annexation Area Contiguous to City Limits Boundary**

The subject parcels have common boundaries and are contiguous with the exiting White Salmon City limits along the west and south boundaries of the parcels and are deemed legally suitable for annexation into the City of White Salmon.

The proposed annexation will create an island of property located in Klickitat County within the city limits of White Salmon. The island would be located immediately east of Main Street, west, south and north of city limits of City of White Salmon. The southern portion of the island is bounded by Spring Street.

#### **Wetlands and Existing Hazards**

As long as potential erosion on exposed slopes is contained during construction, no known hazards or wetlands have been identified in the proposed annexation area. Some mapped critical areas existing throughout the proposed annexation areas. These are mostly comprised of habitat and wildlife areas. Development will be permitted in a manner that achieves protection of these areas through compliance with the City's Critical Areas Ordinance.

#### **Police and Fire Emergency Response**

##### **A. Police Protection**

The Klickitat County Sheriff's Department currently provides primary police protection to the subject parcels. If annexed into the City, primary police protection will be the jurisdictional responsibility of the Bingen-White Salmon Police Department. There are no immediate impacts to the Interlocal Agreement with the City of Bingen for Police Services. There are expected to be minimal cost impacts to the department based on the size and location of the area to be annexed.

##### **B. Fire Protection**

Fire District 3 of Klickitat County currently provides primary protection to the subject parcels. If annexed into the City, the primary fire protection provider will be the jurisdictional responsibility of the City of White Salmon's Volunteer Fire Department. There is no estimated impact to the revenues received by Fire District 3.

### **Parks and Recreation Facilities**

There are no existing park or recreation facilities located on the subject parcels and none are anticipated. The nearest City Park is Rheingarten Park.

### **Current Assessed Real Property Value**

The Klickitat County Assessor lists the assessed valuation of the subject parcels at \$3,447,160 in total (as of April 18, 2019).

### **Assumption of City's Indebtedness**

As a provision of Council's acceptance of the Notices of Intent to Annex submitted by Nancy White, Shelley Baxter and Ray Klebba, the owners of the subject parcels to be annexed shall, as a condition to annexation, be required to assume a pro rata share of the City's then outstanding indebtedness that has been approved by the voters, contracted, or incurred prior to, or existing at, the date of annexation. As of April 22, 2019 there is no general obligation debt.

### **Estimate of Revenues**

#### **A. City Tax Assessment**

The Klickitat County Assessor lists the value of the subject parcels as \$3,447,160. The current estimated property tax revenue the City of White Salmon could receive, based on the 2019 valuations and the 2019 tax rate, is an additional \$3,654. Once the parcels are annexed, the assessed value of the parcels may increase and therefore the amount of property tax revenue would also increase.

Note: RCW 84.09.030 provides that, "if the annexation is completed after March 1<sup>st</sup>, the City will have to wait until the following year to levy the tax to apply in the annexed area."

The current total levy rate for properties within the proposed annexation area is 10.2684. For a property that is assessed at \$200,000 the property taxes would be \$2,053.68.

The total levy rate for the city of White Salmon is 8.2378 (does not include the excess one-year levy of 0.18). For a property that is assessed at \$200,000 the property taxes would be \$1,647.56 which would be a savings of \$406.12 annually.

#### **B. State-Shared Revenue**

The state-shared revenues (fuel tax, liquor board profits, liquor excise tax and criminal justice (special programs) are distributed to the cities based on population. Approval of the proposed Petition for Annexation will increase the City's population by an estimate of 26 (eleven properties are occupied with residential structures times 2.4 which is the average household size within White Salmon based on the US Census Bureau, Census 2000 Summary File). A comprehensive census will take place in conjunction with the annexation process. The estimated revenue increase for state-shared revenues based on the population estimate is \$977.08 using the 2019 estimated distributions. As properties within the annexation area develop, the city would receive additional state-shared revenues as the population increases.

Gas Tax	\$20.72 per capita
Increased Gas Tax	\$1.09 per capita
Multi-Modal Distribution	\$1.38 per capita
Liquor Board Profits	\$8.16 per capita

Liquor Excise Tax	\$5.14 per capita
Criminal Justice (Special Programs)	\$1.09 per capita
Total	\$37.58 per capita

### **C. Utility Fees and Charges Impact**

#### **1. Water**

Current "Outside-of-City" ¾' water meter base rate for residential is 58.30 per month or \$699.60 annually. For developed lands that are annexed into the City and connected to the city's water system, the current "In-City" ¾" water meter base rate is 39.61 per month or \$475.32 annually. If the subject area is annexed into the city, there will be an annual savings of \$224.28 to the property owner and a loss of revenue to the water department of the same amount.

All water consumed both "In-City" and Out-of-City" is charge at the same rate schedule and therefore the annexation will not have an affect on charges for water consumption.

Connection charges for new water connections are charged at \$7,464 per connection for Outside-of-City and \$5,287 for In-City. Developers of any vacant parcels that are annexed into the city will save \$2,177 per connection.

City water is available on NE Spring Street and N Main Avenue.

#### **2. Wastewater**

Current "Outside-of-City" monthly residential wastewater fee is \$58.35 or \$700.20 annually. For developed lands that are annexed into he City and connected to the city's wastewater system, the current "In-City" monthly residential wastewater fee is \$53.05 or \$636.60 annually. If the subject area is annexed into the city, there will be an annual savings of \$63.60 to the property owner and a loss of revenue to the wastewater department of the same amount.

Connection charges for new wastewater connections are charged \$2,000 for both inside the city and outside of the city.

There are four properties that are currently served by septic systems for handling wastewater. It is the city's policy that when the septic system fails or needs to be replaced, and city sewer is available within 500 feet the property must connect to the city sewer at that time paying the appropriate connection fees.

City sewer is available on NW Spring Street and N Man Avenue.

### **D. Sales Tax**

Property owners that live within the city limits pay 7.5% sales tax on items they have shipped or delivered to their property or any construction or services that take place on tthe property. The rate in Klickitat county is currently 7.0%. Property owners will pay an additional 0.5% in sales tax for those items shipped or delivered to their property and for any construction or service that is conducted on their property.

It is not possible to determine how much additional sales tax the city would receive if the annexation is approved. However, it is clear the city would see an increase, although possibly slight, in its sales tax revenue.

**Summary of Total Annual Financial Impact From All Revenues Gained or Lost**

Population Changes 26 (11 x 2.4)

Property Taxes \$3,644.27 (White Salmon levy rate 1.0572 x (3,447,160/1000))

Sales Tax Unknown

State Shared Revenue \$977.08

Sales taxes and state-shared revenue is placed directly into the Current Expense Fund. Property taxes are currently split between the Current Expense Fund and the Street Fund with 58% going to Current Expense and 42% going to Street

Current Expense Fund Annual Impact \$2,872.10

Street Fund Annual Impact \$1,749.25

Water Utility Annual Impact -\$5,228.52

Wastewater Utility Annual Impact -\$455.20

Total Revenue Annual Impact -\$1,062.37

**Additional Information****1. Livestock**

Klickitat County allows agricultural uses (including livestock) on parcels that are zoned Suburban Residential and Rural Residential. The City of White Salmon allows limited livestock animals to be kept within the city limits (chickens, ducks, rabbits, goats and lambs under limited circumstances). It is the city's policy that property owners that are annexed into the city limits will be allowed to keep their livestock animals until the animals are sold, given away or die.

Livestock animals shall not be replaced except in compliance with the city's code. In addition, if the property is sold after coming into the city limits and the property owner still has livestock, that livestock or the right to have livestock on the property (except according to city code) cannot be assigned to the new property owner.

**Public Notification of Annexation**

Staff has published a Public Notice of Annexation in The Enterprise on April 25, 2019 for the WS-ANX-2019-001 Petition for Annexation and has posted such notification in three locations within the potential annexation area as per RCW 35A.14.130 – Direct Petition Method – Notice of Hearing. In addition, the notice was posted at White Salmon City Hall, White Salmon Post Office, White Salmon Community Library and on the city's webpage. Copies of the notice and staff report were mailed to all property owners within the proposed annexation area.

**Exhibits**

Exhibit A Petition for Annexation (WS-ANX-2019-001)

Exhibit B Vicinity, Area and Site Maps

Exhibit C Parcel Listings, Assessed Valuations and Owner Name

Exhibit D Minutes of City Council Meeting of September 19, 2018: Accepted Notices of Intent to Annex

Exhibit E Notices of Intent to Annex

*Exhibit A*  
**PETITION FOR ANNEXATION**  
**TO THE CITY OF WHITE SALMON**

TO: The City Council  
City of White Salmon  
PO Box 2139  
White Salmon, WA 98672-2139  
(509) 493-1133

**WE**, the undersigned representing legal ownership of not less than sixty percent (60%) of the assessed valuation of the acreage and real property of the area legally described in Exhibit "A" and as presented in map Exhibit "B" attached hereto, lying contiguous to the City of White Salmon, Washington, by our signatures affixed hereto, request that City Council accept this instrument of notice to serve as our intention to commence Annexation proceedings of said real properties into the City of White Salmon.

Said real property described in Exhibit "A" attached hereto, lying contiguous to the City of White Salmon, Washington, do hereby petition that such territory be annexed to and made a part of the City of White Salmon under the provisions of RCW 35A.14.120, et seq., and RCW 35A.01.040, and any amendments thereto, of the State of Washington.

The territory proposed to be annexed is within Klickitat County, Washington, and is legally described and presented in Exhibit "A" attached hereto.

Evidence of legal ownership of the real properties subject to this Petition For Annexation is presented in Exhibit "C" attached hereto.

**WHEREFORE**, the undersigned petitions the White Salmon City Council and ask;

- a) That appropriate action be taken to entertain this petition, fixing date for public hearing, causing notice to be published and posted, specifying the time and place of such hearing, and inviting all persons interested to appear and voice approval or disapproval of such annexation; and

- b) That following such hearing, the City Council determine by Ordinance that such annexation shall be effective; and that property so annexed shall become a part of the City of White Salmon, Washington, subject to its laws and ordinances then and thereafter in force.

The Petitioners subscribing hereto agree:

- a) That all property within the territory hereby sought to be annexed shall be assessed and taxed at the same rate and on the same basis as property within the City of White Salmon for any now outstanding indebtedness of said City, including assessments, or taxes in payments of any bonds issued or debts contracted, prior to or existing at the date of Annexation;
- b) That simultaneous adoption of proposed zoning regulations be required in accordance with the requirements of the City Council of said City and as quoted herein from the Minutes Entry of the records of said City Council meeting. It is further understood the proposed zoning of said area proposed for annexation as shown on the White Salmon Comprehensive Plan as adopted by the White Salmon City Code is determined to be: (Check only those that apply).

*As deemed  
by the City  
Council*

- ☐ RL Single Family Large Lot Residential District  
☒ R-1 Single-Family Residential District  
☒ R-2 Two-Family Residential District  
☒ R-2 Multi-Family Residential District  
☐ MHR - Mobile Home Residential District  
☐ Public Use / Public Institutional District  
☐ C - General Commercial District  
☐ RD - Riverfrontage District

This petition is accompanied and has attached hereto as Exhibit "B" a diagram which outlines the boundaries of the property sought to be annexed.

These pages are a group of pages containing an identical text intended by the signers of this petition to be presented and considered as one petition and may be filed with other pages containing additional signatures which cumulatively may be considered as a single petition.

**WARNING:** Every person who signs this petition with any other than his true name, or who knowingly signs more than one of these petitions, or signs a

be filed with other pages containing additional signatures which cumulatively may be considered as a single petition.

**WARNING:** Every person who signs this petition with any other than his true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he is not a legal voter, or signs a petition when he is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

**PRAYER OF PETITION:** (1) Annexation of area described in Exhibits "A" and "B", and (2) assumption of indebtedness of the City of White Salmon and (3) adoption of the City of White Salmon Comprehensive Plan Zone District identified as: R, ~~RT~~ RSK as determined by the City as appropriate to the properties of this proposed Annexation.

### OWNER'S SIGNATURES

Note: Print name and sign your NAME, ADDRESS AND DATE

<u>Husband and Wife</u>	<u>Address</u>	<u>Date</u>
<u>Jerry PAPA</u>	<u>1110 N Main Ave</u>	<u>12/31 18</u>
<u>Nancy White</u>	<u>White Salmon, WA 98672</u>	
<u>Nancy White</u>	<u>40 Rocky Rd</u>	<u>1/24/19</u>
<u>Nancy White</u>	<u>Trout Lake WA 98650</u>	
<u>Shelley Baxter</u>	<u>1006 NW Cherry Hill Rd</u>	<u>2/19/19</u>
<u>Shelley Baxter</u>		
<u>Raymond H. Klebba</u>	<u>1006 NW Cherry Hill Rd</u>	<u>2/19/19</u>
<u>Ray Klebba</u>		

Owner's

**REGISTERED VOTERS SIGNATURE**

Note: Print name and sign your NAME, ADDRESS and DATE

<u>William Hunsaker</u> <u>178 N.W. Spring St</u>	<u>William Hunsaker</u>	<u>1-20-19</u>
<u>Kathy Hunsaker</u> <u>178 NW Spring St.</u>	<u>Kathy Hunsaker</u>	<u>1/21/19</u>
<u>Haley Mangum</u> <u>122 NW Spring St</u>	<u>Haley Mangum</u>	<u>1/21/19</u>
<u>Daniel Mangum</u> <u>122 NW Spring St</u>	<u>Daniel Mangum</u>	<u>1/21/19</u>
<u>Kathleen Gilderhus</u> <u>1080 NW Patton Dr</u>	<u>Kathleen Gilderhus</u>	<u>1/21/19</u>
<u>Michael GILDERHUS</u> <u>1080 N.W. PATTON DR</u>	<u>Michael Gilderhus</u>	<u>1/21/19</u>
<u>Danielle Gilderhus</u> <u>138 NW Spring St</u>	<u>Danielle Gilderhus</u>	<u>1/21/19</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

For additional information, call the City Finance Department at (509) 493-11133 ext. 205 and/or see RCW 35A.14.120 and RCW 35A.01.040

**Provide Attachments:**

- Exhibit "A" – Property Legal Description
- Exhibit "B" – Boundary of Property Proposed for Annexation
- Exhibit "C" – Evidence of Legal Ownership of Property Proposed for Annexation

**PRAYER OF PETITION:** (1) Annexation of area described in Exhibits "A" and "B", and (2) assumption of indebtedness of the City of White Salmon and (3) adoption of the City of White Salmon Comprehensive Plan Zone District identified as: B-1 as determined by the City as appropriate to the properties of this proposed Annexation.

**Note: Print name and sign your NAME, ADDRESS AND DATE**

**Date**

PO Box 19443 2/11/19  
Portland, OR 97280

[illegible]

\_\_\_\_\_  
\_\_\_\_\_  
For additional information, call the City Finance Department at (509) 493-1133  
ext. 205 and/or see RCW 35A.14.120 and RCW 35A.01.040

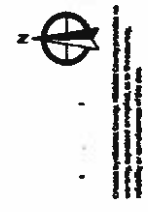
**Provide Attachments:**

- **Exhibit "A" – Property Legal Description**
- **Exhibit "B" – Boundary of Property Proposed for Annexation**
- **Exhibit "C" – Evidence of Legal Ownership of Property Proposed for Annexation**

**City of White Salmon**  
**Spring/Main Option 2**

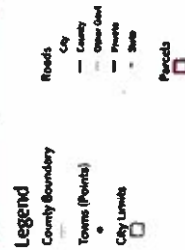


- Legend**
- County Boundary
  - Roads
    - City
    - County
    - Open Road
    - Private
    - State
  - Towns (Parish)
    - City Limits
  - Parcels



R-2 Zoning  
Proposed

Note: at the time the city council accepted the Notices of Intent, the city council identified the Zoning as Single-Family Residential (CR-1).



## Proposed Annexation WS-ANX-2019-001

### Legend



35

## Exhibit C1

### White Salmon Prop;osed Anneation 2019-001 Annexation Area

Parcel #	Name	Valuation	Signed Petition
03111922000400	Shaw, D	304,630	No
03111909100100	Papac, J	563,370	Yes
03111909100200	White, N	117,730	Yes
03102475000400	Nisbaum, J	120,610	Yes
03111969000600	Gilerhus, M	202,230	Yes
03111969000500	Hunskær, W	254,750	Yes
03111969000700	Gilderhus, D	574,950	Yes
03111970000300	Mangum, D	74,200	Yes
03102475000100	Klebba, R	186,600	Yes
03102475000300	Baxter, S	140,970	Yes
03111970000100	Nelson, M	25,000	No
03111970000200	Nelson, M	119,360	No
03111922000700	Jacobs, C	369,400	No
03102475000200	Herman, D	393,360	No
		3,447,160	
60% of Assessed Valuation		2,068,296	
Signatures		2,235,410	

# Exhibit C2

## City of White Salmon

### WS-ANX-2019-001 Annexation Area

Parcel #	Owner Name	Assesed	Acreage	Vacant
		Valuation		
03111970000100	Nelson, M	25,000	0.17	Yes
03111970000200	Nelson, M	119,360	0.15	No
03111922000400	Shaw, D	304,630	0.50	No
0311922000700	Jacobs, C	369,400	0.71	No
03111909100100	Papac, J	563,370	0.86	No
03111909100200	White, N	117,730	4.33	Yes
03102475000400	Nussbaum, J	120,610	7.93	Yes
03102475000100	Klebba, R	186,600	1.59	No
03102475000300	Baxter, S	140,970	0.51	No
03102475000200	Herman, D	393,360	0.57	No
03111969000600	Gilderhus, M	202,230	0.46	No
03111969000500	Hunskær, W	254,750	0.54	No
03111969000700	Gilderhus, D	574,950	2.26	No
03111970000300	Mangum, D	74,200	0.36	No
		3,447,160	20.94	

# Exhibit D



## **CITY OF WHITE SALMON** **City Council Regular Meeting – Wednesday, September 19, 2018**

### **Council and Administrative Personnel Present**

#### **Council Members:**

Jason Hartmann  
Ashley Post  
Amy Whiteman

#### **Staff Present:**

Dave Poucher, Mayor  
Pat Munyan, City Administrator  
Jan Brending, Clerk Treasurer  
Ken Woodrich, City Attorney  
Kevin English, Public Works Operations Mgr.  
Mike Hepner, Police Chief  
Erika Castro-Guzman, Associate Planner

#### **1. Call to Order**

Mayor Poucher called the meeting to order at 6 p.m. There were approximately 7 people present.

#### **2. Roll Call**

*Ashley Post moved, Amy Whiteman seconded.*  
*Motion to excuse Donna Heimke and Marla Keethler. CARRIED.*

#### **3. Comments – Public and Council**

*Ruth Olin, White Salmon* thanked the city for working with them related to the 4<sup>th</sup> Street project. She said she feels the changes have made it better. Olin said she would still like to see impervious surfaces minimized and the usage of drainage and green areas. She said she has two requests: 1) that shoulder area south of Mark's Auto not be paved and left as dirt or gravel so that it could be made in to a green space in the future with no parking in that area when the business is sold and 2) that the area of sidewalk proposed after the sidewalk wraps around the corner at Wyers be eliminated.

Dave Poucher said he met with Dan Kent with Salmon Safe and that permeable roadways will help the salmon. He said there may be grants for White Salmon. Poucher said it would be great to adopt "salmon safe policies."

*Ray Klebba, Cherry Hill Street, White Salmon* said that the public works night lights on Spring street are very bright and shines on his property. He said he does not believe they are "night sky" friendly and asked if something could be done about them.

Pat Munyan said no changes have been made to the lights but he could see if some changes could be made to make them less intrusive.

**4. Changes to the Agenda**

There were no changes to the agenda.

**5. Notices of Intent to Annex – Shelley Baxter/Ray Klebba and Nancy White**

Jan Brending presented information to the city council regarding two Notices of Intent to Annex submitted by Shelley Baxter/Ray Klebba and Nancy White. Brending presented four different options for possible annexation area and associated proposed zoning. She noted that residential areas were proposed to be zoned as R2 Two-Unit Residential and those areas zoned as Commercial by Klickitat County are proposed to be zoned Commercial. Brending said the main purposes of expanding the proposed annexation area was to bring more of Spring Street into the city limits and to bring areas in that are already surrounded by city limits.

**Shelley Baxter and Ray Klebba** said they thought they could not have a say in the proposed zoning. They said they would prefer a vision of sustaining the rural character of the area and would prefer R1 Single-Family Residential zoning.

**Nancy White and Mike Rockwell (representing Nancy White)** said that R1 Single-Family Residential would be fine and that R2 zoning seems a little dense. Rockwell spoke to the four proposed annexation areas. He said that option 2 for the annexation area is doable but that anything beyond that becomes more difficult to get the required signatures for the petition. Nancy White noted that portions of her property might not be suitable for R2 zoning due to the steepness of the property.

Ken Woodrich asked White if R1 zoning would be acceptable.

Nancy White said she would prefer R2.

Ken Woodrich provided an overview of the annexation process.

*Jason Hartmann moved, Amy Whiteman seconded.*

*Motion to accept Notice of Intent to Annex submitted by Shelly Baxter and Raymond Klebba and Notice of Intent to Annex submitted by Nancy White, to be combined into one annexation area and expanding the annexation area as noted per Option 2 map provided by staff with proposed zoning of R1 Single-Family Residential and requiring assumption of all City indebtedness.*  
**CARRIED.**

**6. Labor Attorney – Terms of Engagement, Menke Jackson Beyer LLP**

Pat Munyan reviewed the proposed "Terms of Engagement" with Menke Jackson Beyer LLP for providing attorney services related to labor and personnel issues.

Ken Woodrich said he does not have the expertise that is needed regarding labor and personnel issues. He noted that Menke Jackson Beyer is about half the rate of most labor attorneys and will do a good job for the city.

*Amy Whiteman moved, Ashley Post seconded.*

*Motion to approve "Terms of Engagement" with Menke Jackson Beyer LLP to provide labor attorney services based on the fee schedule included in the "Terms of Engagement" dated September 13, 2018. CARRIED.*

**7. Leak Adjustment Request – Alejandro Pita**

Jan Brending presented a "Leak Adjustment Request" from Alejandro Pita. She said the city's ordinance authorizes the clerk treasurer to approve leak adjustment requests related to utility billing up to \$500, anything over that amount requires council approval. Brending said she has reviewed the request and recommends the council authorize a utility billing adjustment in the amount of \$804.42.

*Amy Whiteman moved, Jason Hartmann seconded.*

*Motion to approve Leak Adjustment Request submitted by Alejandro Pita in the amount of \$804.42. CARRIED.*

**8. Personal Services Contract – Arborist, City Tree Inventory and Management Plan**

Jan Brending presented information to the city council regarding the request for proposals for a city tree inventory and management plan. She said the city received six proposals that were evaluated by members of the Tree Board. Brending said interviews were then scheduled with the top three candidates. She said the Tree Board is recommending the city enter into a contract with Peninsula Urban Forestry to inventory and develop a management plan for city trees in the amount of \$11,200.

*Ashley Post moved, Jason Hartmann seconded.*

*Motion to authorize the mayor to sign a personal services contract with Peninsula Urban Forestry to inventory and develop a management plan for city trees in the amount of \$11,200. CARRIED.*

**9. Consent Agenda**

**a. Approval of Vouchers**

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 19<sup>th</sup> day of September, 2018.

Type	Date	From	To	Amount
Claims	9/19/2018	34225	34255	166,462.82
		EFT	EFT	13,664.01
			Claims Total	180,126.83
Payroll				
			Payroll Total	0.00
Manual Claims				

			<b>Manual Total</b>	<b>0.00</b>
			<b>Total All Vouchers</b>	<b>180,126.83</b>

*Jason Hartmann moved, Amy Whiteman seconded.  
Motion to approve consent agenda. CARRIED.*

**10. Department Head and Committee Reports**

**Bill Hunsaker, Fire Chief** showed the city council the new radios for the fire department. He said the burn ban has been extended to October 2.

**Jan Brending, Clerk Treasurer** said the audit has begun and auditors will be in the office all next week. She noted that the Budget Committee meeting scheduled for Monday has been cancelled and will be rescheduled.

Brending noted that a Special Council Meeting with the Planning Commission has been scheduled for Monday, September 24 from 1 to 3 p.m. She said a repressive from Blue Zones LLC will make a presentation to the city council and planning commission regarding walking audits. Brending said attendees should wear walking shoes and dress appropriately for the weather as participants will be walking around White Salmon.

**Ashley Post** said she has been busy with the Tree Board. She asked if there are any options for the 4<sup>th</sup> Street project.

Ruth Olin noted that time is of the essence as they are going to be paving soon.

Pat Munyan said the area is a slope and the decision to pave the area is that cars currently park there and it will make a better parking area so that gravel and dirt do not move onto the asphalt. He said the decision to pave it or not needs to happen now. Munyan said the paving was supposed to be part of the original plan and was left out. He said if it is not paved it will be an ongoing maintenance problem for staff.

Jason Hartmann said he does not have strong feelings one way or another.

Dave Poucher said he would like to see it graveled instead of paved.

Jason Hartmann said the city can always come back and pave it if it becomes a serious maintenance issue.

There was a consensus of the city council not to pave the shoulder on the west side of 4<sup>th</sup> Street just below Mark's Auto.

**Pat Munyan** said he would need to review the plans related to the sidewalk to see if the area in question is needed to meet ADA requirements.

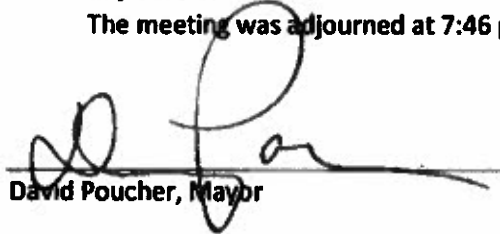
**Jason Hartmann** said he met with Fire District 3 to understand their goals and obtain information regarding the Fire District's ballot measure.

**Dave Poucher** said he met with the individual who is doing the EIS on the new bridge. He said they talked about the toll and concerns with the idea of having a drive by toll only and how that impacts low income individuals.

**Ken Woodrich, City Attorney** said that if the council wants to support a specific ballot measure there are procedures that it must follow.

**11. Adjournment**

The meeting was adjourned at 7:46 p.m.



David Poucher, Mayor



Jan Brending, Clerk-Treasurer

Rec. 8/29/2018  
JD

**Exhibit E-1**  
**NOTICE OF INTENT  
TO ANNEXATION**

**TO:** The City Council  
City of White Salmon  
PO Box 2139  
White Salmon, WA 98672-2139  
(509) 493-1133

WE, the undersigned representing legal ownership of not less than ten percent (10%) of the acreage and real property of the area legally described in Exhibit "A" and as presented in map Exhibit "B" attached hereto, lying contiguous to the City of White Salmon, Washington, by our signatures affixed hereto, request that City Council accept this instrument of notice to serve as our intention to commence Annexation proceedings of said real properties into the City of White Salmon.

It is our understanding that City Council will set a date for a meeting with the initiating parties, which may occur no later than sixty (60) days after the filing of said Notice of Intent, for the purpose to:

- Accept the Annexation as proposed;
- Geographically modify the proposed Annexation (and accept the proposed Annexation as modified; or
- Reject the Annexation.

By accepting a proposed Notice of Intent to Annexation, the decision to accept merely allows the Annexation to go forward procedurally, and is not a commitment of the City Council to ultimately annex the territory proposed at such time a sufficient petition is presented.

In accepting the Notice of Intent for proposed Annexation the City Council also must decide:

- Whether it will propose a zoning regulation for the area proposed for Annexation, and;
- Whether it will require the assumption of all or any portion of existing City indebtedness by the area to be Annexed.

Further, it is our understanding that should the City Council decide to require either or both of the above, that decision will be reflected in the meeting minutes of record.

Upon City Council's acceptance of the Notice of Intent for the proposed Annexation, the initiating parties may draft and circulate a formal Petition for Annexation (available at the City Planning Department) which, upon completion and submittal of

all required appurtenances thereto, the City Clerk/Treasurer will determine the sufficiency thereof and prepare a Staff Report of the findings and recommendations to the City Council regarding the Petition For Annexation and its compliance with RCW 35A.01.040 – Petitions.

If, however, the City Council rejects the proposed Annexation, the initiating parties have no right of appeal.

It is our understanding that procedurally, the Petition For Annexation will be presented to the City Planning Commission at a regularly scheduled public meeting for their consideration and recommendation to the City Council.

The City Council will set a date and location for the Public Hearing at which time it will act to:

- Approve the Petition For Annexation, or;
- Reject the Petition For Annexation

Upon acceptance of this Notice of Intent To Annexation it shall be the responsibility of the parties to said "notice" to file a formal Petition For Annexation with the City Council through the office of the Director of Finance. (Petitions For Annexation are available at the Planning Department or Finance Department at City Hall.)

#### **PROPERTY OWNER'S SIGNATURE**

Note: Print name and sign your Name, Address and Legal Date

Owner(s) Name

Address

Date

DocuSigned by:  
Nancy White  
Signature

7/11/2018 5:30:40 PM PDT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

be filed with other pages containing additional signatures which cumulatively may be considered as a single petition.

**WARNING:** Every person who signs this petition with any other than his true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he is not a legal voter, or signs a petition when he is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

**PRAYER OF PETITION:** (1) Annexation of area described in Exhibits "A" and "B", and (2) assumption of indebtedness of the City of White Salmon and (3) adoption of the City of White Salmon Comprehensive Plan Zone District identified as: \_\_\_\_\_ as determined by the City as appropriate to the properties of this proposed Annexation.

### OWNER'S SIGNATURES

Note: Print name and sign your NAME, ADDRESS AND DATE

<u>Husband and Wife</u>	<u>Address</u>	<u>Date</u>
<u>William F. Hunsaker</u> <u>William F. Hunsaker</u>	<u>178 N.W. Spring St.</u>	<u>8-20-18</u>
<u>Kathy A. Hunsaker</u> <u>Kathy A. Hunsaker</u>	<u>178 NW Spring St.</u>	<u>8-20-18</u>
<u>Danielle E Gilderhus</u> <u>Danielle E Gilderhus</u>	<u>139 NW Spring St.</u>	<u>8-20-18</u>
<u>Kathleen A Gilderhus</u> <u>Kathleen A Gilderhus</u>	<u>1080 NW Patton Dr</u> <u>White Salmon, WA 98642</u>	<u>8/20/18</u>
<u>Michael J. Gilderhus</u> <u>Michael J. Gilderhus</u>	<u>1080 N.W. Patton Dr.</u> <u>White Salmon, WA 98642</u>	<u>8/20/18</u>
<u>Hunsaker Oil Co. Inc</u> <u>William Hunsaker, Pres</u>	<u>1107 N. Main Ave</u>	<u>8/20/18</u>
_____	_____	_____

**ANNEXATION LEGAL DESCRIPTION**

Commencing at the Northwest corner of Section 19, Township 3 North, Range 11 East, Willamette Meridian, Klickitat County, Washington;

Thence Southerly along the West line of Section 19 to the Northwest corner of Lot 2 of Klickitat County Short Plat SPL-2009-10 and the Point of Beginning;

Thence Southerly along the West line of said Lot 2 of SPL-2009-10 to the Northwest corner of Lot 6 of Klickitat County Short Plat Short Plat SP-85-10;

Thence Southerly along the West line of Short Plat SP-85-10 to the Southwest corner of Lot 5 of said Short Plat SP-85-10;

Thence South to the South Right-of-Way of Northwest Spring Street;

Thence Easterly, along said Right-of-Way, to the intersection of the South Right-of-Way of Northwest Spring Street and the West Right-of-Way of North Main Avenue;

Thence Northerly along the said West right of way of North Main Avenue to the Northeast corner of said Lot 2 of Short Plat SPL-2009-10;

Thence Westerly along the North line of said Lot 2 to the Point of Beginning.

Containing 10.6 Acres, more or less.

## Area of Interest



Created by Kilduff County, Kilduff County provides no warranty, expressed or implied, as to the accuracy, reliability or completeness of this data.

Exhibit E-2

Shelley Baxter

509-637-4500

**NOTICE OF INTENT  
TO ANNEXATION**

**TO:** The City Council  
City of White Salmon  
PO Box 2139  
White Salmon, WA 98672-2139  
(509) 493-1133

Ray Klebba

509-637-4393

WE, the undersigned representing legal ownership of not less than ten percent (10%) of the acreage and real property of the area legally described in Exhibit "A" and as presented in map Exhibit "B" attached hereto, lying contiguous to the City of White Salmon, Washington, by our signatures affixed hereto, request that City Council accept this instrument of notice to serve as our intention to commence Annexation proceedings of said real properties into the City of White Salmon.

It is our understanding that City Council will set a date for a meeting with the initiating parties, which may occur no later than sixty (60) days after the filing of said Notice of Intent, for the purpose to:

- Accept the Annexation as proposed;
- Geographically modify the proposed Annexation (and accept the proposed Annexation as modified; or
- Reject the Annexation.

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- Whether it will require the assumption of all or any portion of existing City indebtedness by the area to be Annexed.

Further, it is our understanding that should the City Council decide to require either or both of the above, that decision will be reflected in the meeting minutes of record.

Upon City Council's acceptance of the Notice of Intent for the proposed Annexation, the initiating parties may draft and circulate a formal Petition for Annexation (available at the City Planning Department) which, upon completion and submittal of

all required appurtenances thereto, the City Clerk/Treasurer will determine the sufficiency thereof and prepare a Staff Report of the findings and recommendations to the City Council regarding the Petition For Annexation and its compliance with RCW 35A.01.040 – Petitions.

If, however, the City Council rejects the proposed Annexation, the initiating parties have no right of appeal.

It is our understanding that procedurally, the Petition For Annexation will be presented to the City Planning Commission at a regularly scheduled public meeting for their consideration and recommendation to the City Council.

The City Council will set a date and location for the Public Hearing at which time it will act to:

- Approve the Petition For Annexation, or;
- Reject the Petition For Annexation

Upon acceptance of this Notice of Intent To Annexation it shall be the responsibility of the parties to said "notice" to file a formal Petition For Annexation with the City Council through the office of the Director of Finance. (Petitions For Annexation are available at the Planning Department or Finance Department at City Hall.)

**PROPERTY OWNER'S SIGNATURE**

Note: Print name and sign your Name, Address and Legal Date

Owner(s) Name	Address	Date
<u>Shelley S Baxter</u> Signature	<u>1006 N.W Cherry Hill Rd</u> <u>W Salmon 98672</u>	<u>6/6/2018</u>
<u>Shelley S Baxter</u> Name		
<u>Raymond J Klebba</u> Signature	<u>1006 N.W Cherry Hill Rd</u> <u>White Salmon 98672</u>	<u>6/6/2018</u>
<u>Raymond J Klebba</u> Name		

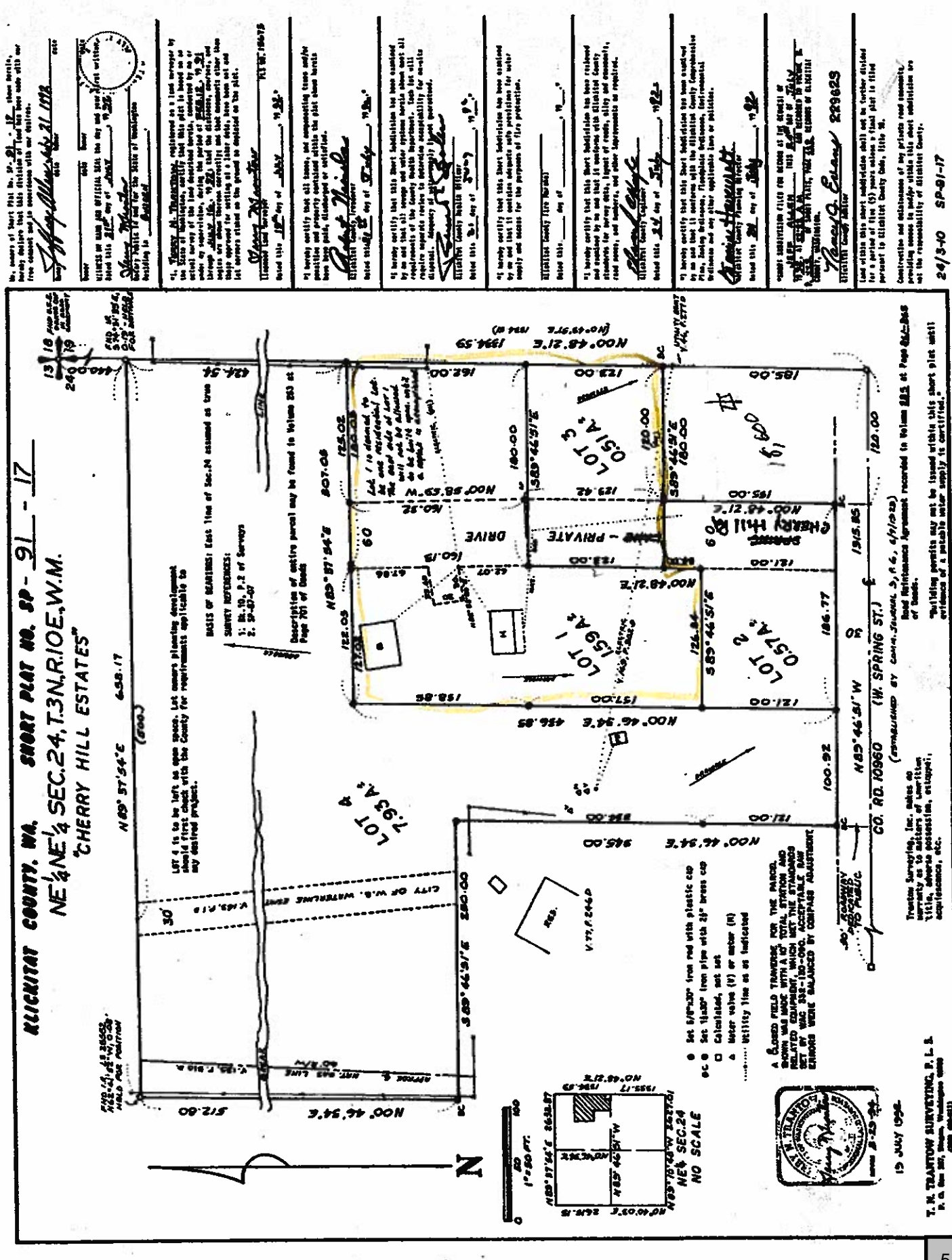
**Exhibit A- Property Legal Description Klebba/Baxter Annexation Request**

The following 2 parcels contiguous to the City of White Salmon are to be considered for annexation:

Short Plat No. SP 91-17

NE1/4 NE1/4 Section 24, T.3N.,R. 10E., W.M.

Including lot #1 for 1.59 acres and lot #3 for .51 acres, and excluding lot #2 and lot #4.



# Klebba/Baxter Property Annexation

2 parcels contiguous to city R2 zone

Exhibit B



## Legend

County Boundary

Towns (Points)

City Limits

Roads

- City
- County
- Other Govt
- == Private
- State

Parcels



1000 ft



Created by Klickitat County. Klickitat County provides no warranty, expressed or implied, as to the accuracy, reliability or completeness of this data.