White Salmon CityLAB Board Meeting
A G E N D A
June 28, 2022 – 6:00 PM
100 N. Main and Via Zoom Teleconference
Meeting ID: 852 1111 9901 Passcode: 229426

Call in Numbers:

669-900-6833 929-205-6099 301-715-8592
346-248-7799 253-215-8782 312-626-6799

The committee will meet both in person and via Zoom Teleconference. The majority of individuals will meet via Zoom. However, if you wish to attend in person that option is being provided at City Hall at 100 N. Main.

Call to Order

Public Comment

Discussion and Action Items

1. Status Updates
   A. Klickitat PUD Presentation
   B. Columbia River Gorge National Scenic Area Climate Change Action Plan - Letter of Support
   C. CityLAB Board Webpage
2. Draft Climate Action Plan Request for Proposals
3. Development Review Packet - CityLAB Review

Adjournment

File Attachments for Item:

1. Status Updates

A. Klickitat PUD Presentation

B. Columbia River Gorge National Scenic Area Climate Change Action Plan - Letter of Support

C. CityLAB Board Webpage

June 10, 2022

The Columbia River Gorge Commission
PO Box 730
1 Town & Country Square
57 NE Wauna Avenue
White Salmon, WA 98672

Re: Public Comment - Columbia River Gorge National Scenic Area Climate Action Plan 2022

Dear Columbia River Gorge Commissioners and Staff,

The Columbia River Gorge National Scenic Area (CRGNSA) is a national treasure, and rightly so. It is enjoyed and loved by tourists from afar and by those of us who call it home. CRGNSA is a wild and natural place, with amazing scenic, natural, recreational and cultural resources; and due to its size and scale, a key player in combating the effects of climate change.

We recognize the need to protect and preserve our unique ecosystems; river, wetland, and oakland habitats, and their inhabitants. We know that if they thrive, we thrive. The CRGNSA is our existing Natural Capital; its protection and conservation is the best way we have to stave off the loss of species and fight the climate crisis. Protecting and increasing carbon storage through natural landscapes replicates nature's way and is win/win for all creatures.

As you may know, the City of White Salmon enacted a climate crisis resolution in 2021, recognizing the threat of climate change and resolving to make changes to combat it. The city also created a CityLab Board to help guide the city as it works to reach net zero emissions by 2050. **We believe that your efforts to address this crisis with the CRGNSA Climate Action Plan are in lock step with our own goals in White Salmon, and we strongly support the Commission's efforts**.

We know that there is no silver bullet; it will take mass mobilization and tough choices. It will take all of us working together to reduce greenhouse gas emissions. Within adaptation and mitigation, we hope that conservation - resulting in less consumption and more wild places - will be a bold discussion you lead. We realize that the Climate Action Plan is a working document that will evolve over time, and White Salmon partners with you in the responsibility of ensuring a resilient National Scenic Area for future generations.

Sincerely,

Marla Keethler - Mayor, City of White Salmon and the City of White Salmon CityLab Board

File Attachments for Item:

3. Development Review Packet - CityLAB Review

CityLAB Board
AGENDA MEMO

Needs Legal Review:	No
Council Meeting Date:	June 28, 2022
Agenda Item:	Development Review Packet – CityLAB Review
Presented By:	Paul Koch, Interim City Administrator and Erika Castro-Guzman, Permit Technician

Enclosed is the Development Review packet that is being used by City Staff when discussing proposed developments with property owners, developers, engineers, contractors, etc. Erika Castro-Guzman, Permit Technician will make a presentation about the packet and process at the meeting on Tuesday, June 28.

The CityLAB Board is being asked to review the Development Review packet using the diversity, equity and inclusivity lens. The review questions developed by the CityLAB Board for this purpose are also enclosed.

City of White Salmon
Department of Public Works
June 2022
Development Review Packet

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Notice:

The standards herein are presented to inform the Developer/Contractor of the general minimum requirements for construction and acceptance of Water and Sewer facilities within the City of White Salmon (the "City"). The City of White Salmon does not assume responsibility for keeping this material current, and does not replace or supersede state or federal law.

The City should be consulted in case of doubt regarding the applicability of any standards or item(s) presented herein. Some of the information presented herein is based on governmental codes and ordinances, and industry standards, and is subject to change in the event that the governing laws, codes, ordinances or standards are changed. The City is not responsible for notifying developers, contractors, or other individuals of such changes as they may be adopted.

CITY OF WHITE SALMON
DEPARTMENT OF PUBLIC WORKS

City of White Salmon Development Team Overview

PURPOSE: To assist all proposed developers, citizens, and others work through the city development code and standards leading to an enhanced community.
To be of service to all development customers.

GOALS:

1. To be available to assist all developers.
2. To ensure that city policy and direction are carried out.
3. To assist Planning to deliver on city direction.
4. Ensure that all development issues, reviews, and inspections are documented in writing.
5. To suggest/recommend city policy changes when necessary.
6. Monitor project and schedule inspection (Excel spreadsheet tracking).

TEAM MEMBERS:

- Planning Technician (operates to call meetings, take minutes and provide professional guidance. Maintains the permanent central city file on development issues.)
- Planning Director (Ultimately the Chair)
- Fire Chief/Building Official (Chair Pro Tem)
- Public Works Operations Manager
- Public Works Forman
- City Administrator (as needed)
- Engineer (as needed)
- Planning Consultant (as needed)
- Other Department Heads (as needed)
- Other Jurisdictions (as needed: School, County, Port, etc.)

MEETINGS:

The Team holds Thursdays from 10-11 am (immediately following the Management Team meeting) for its meetings. Meetings are kept “on call” or when a new developer has approached the city, or there are development issues with a current development underway. Erika alerts the Team of agenda items coming that the Team must deal with by Tuesday at noon for the next DT meeting. The Development team may also determine that a pre-application meeting is necessary and shall so inform the applicant and establish such a meeting.

MEASURES OF SUCCESS:

1. All communication with developers is in writing and well documented in the central file.
2. Developers are well satisfied and feel the city is organized and professional.
3. The city has an excellent reputation for its professionalism.
4. Developments are completed as planned.

CITY OF WHITE SALMON
DEPARTMENT OF PUBLIC WORKS

The Development Team Review Process

Step 1: The developer decides they want to do a development/remodel etc., in the City of White Salmon.

Step 2: Developer contacts City. The preferred contact is Planning Technician, who receives the inquiry and determines the desire of the developer to meet with the Development Team (DT). Planning Technician schedules the customer into the regular meeting time for DT. Planning Technician creates a central file for the project. DT is sent info on the proposal no later than Tuesday at noon to be on the following week's DT meeting.

Step 3: The developer meets with DT and gets a complete orientation to the city specifically the requirements and process for development. The developer receives a copy of Public Works (PWKS) standards and construction standards, including but not limited to the Developer Standards for Construction and Acceptance of Water and Sewer Facilities, Construction Standard Specifications and Plans, and other pertaining documentation. (Form 1: Initial Review)

Step 4: The developer comes back with plans and applications according to city codes. Meets with DT. (Form 2: Initial Application Review). The Development Team may also call for a pre-application meeting as an option.

Step 5: Construction for the project has started, and PWKS does periodic onsite inspections as requested by the developer or referencing the rolling calendar of projects. (Form 3: Inspector's Project Report) This process could take years to complete.

Step 6: The project is completed and ready for final inspection and acceptance by the city. (Form 4: Final Inspection/Acceptance Form).

CITY OF WHITE SALMON
DEPARTMENT OF PUBLIC WORKS

Fee Schedule and Checklist

1. Fees for City services provided to developers are, but are not limited to (per WSMC Title 3.36):

- A. $65.00 per hour beyond the first ¼ hour
  - a. Zoning Inquiries
  - b. Extended service fee
  - c. Site Inspections
    - i. Site inspections include site visits necessary to inspect infrastructure installation, verify installation and maintenance of erosion control mechanisms, and confirm compliance with landscaping standards and other standards and conditions.
- B. Pre-application conference *(Pre-application fees shall be applied towards application fees if an application is submitted within six months of pre-application conference/site visits, as applicable):*
  - a. $300.00 (General)
  - b. $750.00 (Subdivision)
- C. $125.00 per hour for development or annexation agreement
  - a. Attorney fees at City Attorney's standard hourly rate, consultant fees as defined in WSMC 3.36.030
- D. Post-Decision Review
  - a. $250.00 (Minor)
  - b. $500.00 (Major)
- E. Cost + 10%
  - a. Consultant fees as defined by WSMC 3.36.030
- F. Bond(s)
  - a. Maintenance Bond
  - b. Performance, Payment, and Guaranty Bond
  - c. Completion Bond

2. Domestic and Commercial Water Service Installation and Inspection Criteria (Form 5: City of White Salmon Extension Checklist)

PERMIT REQUIREMENTS

All water service pipes between the building and the water meter shall be permitted, installed, and inspected according to the following requirements as a condition of receiving water service.

An approved water pressure regulator must be installed where local static water pressure is more than 80 psi. Inspection is required for the entire length of water service piping outside the building before it is backfilled. This requirement includes all or part of the water service piping that is newly installed or is being replaced or repaired.

Water Service Inspection:

1. Inspection and acceptance of the property side water service pipe in an open trench are required.
2. Inspections shall be scheduled 24 hours in advance and may be coordinated with another required inspection.
3. Request an inspection by calling 509-493-1133 x209 or x500; may also request an inspection by emailing Erikac@ci.white-salmon.wa.us or Pwsoperations@ci.white-salmon.wa.us.

TRENCH AND PIPE BURY REQUIREMENTS

1. All outside water services pipes must have less than two feet of bury depth throughout, including hillsides, slopes, and rockeries.
2. The connection of the water service pipe is on the private side of the water meter and to the city's union only.
3. All plastic water service pipes must have blue insulated copper tracer wire attached to them that terminates at each end of the non-metallic piping above the ground.

CITY OF WHITE SALMON
DEPARTMENT OF PUBLIC WORKS

WSMC Chapter 3.36 – Land Use Fees

Preliminary Review

(Pre-application fees shall be applied towards application fees if application submitted within 6 months of pre-application conference/site visit, as applicable)

- Zoning Inquiry: $65.00 per hour beyond first ¼ hour
- Pre-application Conference: $300.00 (General), $750.00 (Subdivision)
- Site Inspections: Staff hours at $65.00/ hour

Planning Permit Review

- Home occupation: $200.00
- Accessory dwelling units (ADU): $1,000.00
- Permitted use subject to standards: $260.00
- Variance: $750.00
- Conditional use permit (CUP): $1,100.00 (Minor), $1,500.00 (Major)
- Site plan review: $1,200.00 (Administrative), $2,600.00 (Planning Commission), $2,500.00 (Quasi-Judicial)
- Critical area ordinance (CAO) Review: $650.00
- Zoning approval on a building or demolition permit: $65.00
- Zoning approval on grading permit (per building codes and for disturbance of land greater than 10,000 sq. ft. for CAO): $130.00

SEPA Review

- Checklist-determination: $500.00
- Environmental impact statement: $2,500.00

Long Subdivision

- Preliminary plat: $1,600.00 + $75.00 per lot
- Final plat: $2,500.00 + $75.00 per lot
- Plat alterations: $1,000.00

Short Subdivision

- Single-family: $1,500.00 + $75.00 per lot
- Town house, multifamily: $2,000.00 + $75.00 per lot
- Binding site plan: $2,000.00 +$75.00 per lot

Lot Line Adjustment

- Single-family: $260.00
- Townhouse, multifamily: $ 525.00

Policy Planning Review

- Comprehensive plan amendment: $2,600.00
- Property rezone: $2,500.00 (Text amendments), $3,200.00 (Text and map changes)

Appeals: Equal to application fee

Zoning Verification Letter: $65.00

Extension Request: No fee

Development or Annexation Agreement: Staff hours at $125.00, attorney fees at City Attorney's standard hourly rate, consultant fees as defined in 3.36.030 + 10%

Extended Service Fee: Staff hours at $65.00/ hour

Reproduction Costs: per Council Resolution

Post decision Review: $250.00 (Minor), $500.00 (Major)

Wastewater Connection Fee: $2,000.00

Water Meter Connection Fees

Meter Size	Inside City Connection Fee + $250.00 Minimum installation fee	Outside City Connection Fee + $350.00 Minimum installation fee
3/4 -inch	$5,287.00	$7,464.00
1-inch	$7,705.00	$9,883.00
1 ½-inch	$14,615.00	$16,792.00
2-inch	$24,289.00	$26,466.00
3-inch	$51,927.00	$54,105.00
4-inch	$91,166.00	$93,888.00
6-inch	$202,265.00	$205,531.00

CITY OF WHITE SALMON
DEPARTMENT OF PUBLIC WORKS

Extension Check List

Project No. _____ Project Name: _____

Location of Development: _____

Received by: _____ Received Date: _____

Developer Name: _____

Address: _____

Phone: _____ Email: _____

Representative: _____ Phone/Email: _____

Engineer: _____ Phone/Email: _____

State License No. _____ Good Standing? Yes _____ No _____

Contractor: _____ Phone/Email: _____

State License No. _____ Good Standing? Yes _____ No _____

Date	Pre-Construction
_____	Sign Pre-Application Declaration
_____	Provide Fire Flow Requirements for Commercial, Industrial & MF.
_____	Fill out and return Industrial Pretreatment Program Survey
_____	Reimbursement Requested? Yes _____ No _____
_____	Deposit Received by City $ _____
_____	Developer Extension Agreement signed by Mayor
_____	Pre-Design Meeting
_____	Preliminary Plan Review by City
_____	Council Authorized Water/Sewer Plan Approval
_____	Klickitat County/City/State Right-Of-Way Use Permit
_____	Other Permits, Specify: _____
_____	Certificate Of Insurance (Provided by Contractor prior to Pre-Con)

_____	Copy Of Contractor's State License prior to Pre-Con
_____	Pre-Construction Meeting
_____	Copy Of Preliminary Plat as prepared for submittal
Date	Water
_____	Approval Of Materials to be used
_____	System Pressure Tested
_____	Successful Bacteriological Testing Performed
_____	System Put Online
_____	Punch List Sent To Owner
Date	Sewer
_____	Approval Of Material to be used
_____	System Pressure Tested
_____	System Flushed
_____	System T.V.'ed, Mandrel Pulled, Line Plugs Pulled
_____	Punch List Sent To Owner
Date	Post Construction
_____	As-Builts Reviewed and Red-Lines sent to Developer's Engineer
_____	Red-Lines Returned to City – As-Builts Ok
_____	Mylar, Electronic Copy and 3 Sets of Prints of As-Builts to City Hall
_____	Itemized Cost Of System Forms for Water/Sewer
_____	Copy of Recorded Plat Received
Date	All Fees Paid
_____	Final Punch List Completed
_____	2-Year Maintenance Bond Received
_____	Project Accepted as Complete by City
_____	Declaration of Construction Sent to Dept. of Ecology (Sewer Only)
_____	Recorded Onsite Easements , including Easement Map
_____	Recorded Offsite Easements, including Easement Map
_____	Project Accepted By Council for Operation and Maintenance.
_____	Water and/or Sewer Service Available to Project

CITY OF WHITE SALMON
DEPARTMENT OF PUBLIC WORKS

Design Criteria and Plan Submittal Summary
(The City may make adjustments on site-specific projects)

The following must be provided:

1. General

a. Cover sheet showing entire property and location of improvements.

b. Location of streets, right-of-ways, easements (easements to be labeled, on the plans, "to The City of White Salmon"), property lines, existing and proposed utilities and improvements (Design plans for water and sewer system must be on separate sheets).

c. Copies of all existing easement deeds upon which Developer is relying.

d. Stationing or pipe lengths for the site area and on all improvements to be constructed. Stationing, from the nearest downstream manhole, for all proposed sewer facilities.

e. Existing and proposed grades of streets, easements and areas of improvement.

f. Match lines and title blocks for each sheet.

g. Maximum horizontal scale of 1"=30'; Vertical Scale: 1"=5'; (or as otherwise approved by the City). Vertical Datum shall be NAVD 88.

h. Sewers to be located below potable water lines, with 18 inches of vertical separation and with a minimum 10 foot horizontal separation from parallel water lines. Crossing angles shall be 45 degrees or greater. Unusual or special conditions are addressed in accordance with the Department of Ecology and the Department of Health criteria.

i. Permanent access for City service vehicles shall be provided at all manholes. Adequate separation shall be provided between sewers and parallel utilities to allow for future access for repair. Vertical separation of 12 inches shall be provided between all crossing utilities.

j. Water system plans are to be separate from other utility plans, but all other utilities are to be shown with the water system portions highlighted.

k. Sanitary sewer plans are to be separate from other utility plans, but all other utilities are to be shown with the sewer system portions highlighted.

l. Construction plans shall be signed & dated by a Washington State licensed engineer.

m. Standard notes for water and sewer system construction shall be included with construction plans.

n. Approval block for City signatures shall be included on all sheets of the construction plans

o. Standard details for water and sewer system construction shall be included with construction plans.

p. A Fire Flow Analysis shall be performed on all commercial, multi-family, industrial or any project identified by the City to determine available water flow and pressure. The Developer shall deposit funds prior to the analysis being performed. The City's consulting engineer shall perform all Fire Flow Analysis.

2. WATER

a. Water mains to be located 10 feet northerly or easterly of street centerline (or as otherwise approved by the City).

b. Operations system pressure range to be between 35 and 185 psi.

c. Minimum system pressures to be 30 psi under maximum hour demand conditions and 20 psi under maximum day demands plus fire flow demands.

d. Water mains to be 8 inch minimum pipe diameter Ductile Iron Pipe or C-900 PVC Pipe (or as otherwise approved by the City) and shall be installed with Metallic Locate Tape and Tracer Wire (PVC only) as per plans. Larger pipe diameters may be required to deliver water needed to comply with Item C above.

e. Maximum design velocities in mainline to be 8 feet per second (8 fps) under maximum day demand plus fire flow demand.

f. f. Water mains to be designed with the following minimum cover:

   i. 8 inch diameter – 3’-6”

   ii. 12 inch & larger diameter – 4’-0”

   iii. Water mains in easements – 5’-0” (Unless otherwise approved by the City.)

g. Whenever possible, loop water mains to minimize occurrence of dead end lines. Provide fire hydrant or blow-off assembly at dead end mains for flushing purposes. Sample stations shall be installed where indicated by the City.

h. Pipes connecting fire hydrants to be Ductile Iron and at least 6 inches in diameter. The maximum length of 6 inch pipe between the main and fire hydrant shall not exceed 50 feet and shall be installed with restrained joints.

i. Only one fire hydrant to be installed on any dead end 8 inch main.

j. Fire hydrant spacing in single-family residential areas are not to exceed 500 feet. Hydrant spacing in commercial, industrial and multi-family residential areas are not to exceed 300 feet.

k. Maintain a maximum distance between hydrants and the building portion of any lot for residential buildings of 300 feet measured along an access roadway or driveway.

l. For all other occupancy type buildings, maintain a maximum distance between hydrants and the buildable portion of any lot of 150 feet measured along an access roadway or driveway.

m. For commercial buildings, the minimum number of hydrants required is determined by dividing the required fire flow in gpm by 1,200. The hydrant must be located no closer than 50 feet to any served building and at no greater distance than 300 feet from any portion thereof. In addition, a hydrant must be located within 150 feet of a sprinkler standpipe or Fire Department Connection (FDC). The City shall determine if hydrants located across streets from construction site can be included for fire protection.

n. Fire line services shall have a State approved Double Check Detector Backflow Prevention Assembly, at a minimum, installed in a utility vault at the ROW/Property line with a 6 inch PVC gravity drain to storm or daylight.

o. Valves are to be installed on each leg of all tees and crosses and at intervals of 500 feet or less in commercial or multi-family areas and 800 feet or less in single family areas (or as otherwise approved by the City).
p. Valves to be installed on each side of the hydrant tee at fire hydrants designated by the City.
q. Valves to be installed on the water main at each end of mains located in easements.
r. Combination air and vacuum relief valve assemblies to be located at all high points in the system (or as otherwise required by the City).
s. All dead end mains to be terminated with line size tees by 6 inch flanged tees, thrust blocks and blow-off assembly.
t. All pipeline deflections to be designed in accordance with the pipe manufacturer's recommendations.
u. Thrust blocks and/or anchor blocks to be provided for all fittings and bends.
v. Provide polyethylene encased restrained joint pipe and fittings within all easements and in site sensitive areas identified by Developer or City.
w. All residential lots to be served with a minimum of a single 1 inch service line between the main and meter. All service lines shall be installed with Metallic Locate Tape and Tracer Wire as per approved plans.
x. Individual structures connected to the water system, including multiple structures on the same lot or multi family structures that have the potential to be sold as townhomes, shall have a minimum of one water service each.
y. Provide a pressure reducing valve station at each crossing of the City's pressure zone lines, consisting of two PRV Valves and a pressure relief valve.
z. All commercial, multi-family, industrial, fire and irrigation services shall include a DOH approved backflow preventer located immediately behind and on the property side of the water service box.

3. SEWER

a. Sewer mains to be located 5 feet southerly or westerly of street centerline (or as otherwise approved by the City). Pipe material, length, diameter and slope are designated on each run in plan and profile views. (Pipe information may be omitted on the plan view when the plan and profile are located on the same sheet).

b. Sewer mains to be designed with no less than the following minimum grade:
   i. 8 inch gravity main – 0.75%
   ii. ii. 6 inch side sewer – 2.0%
   iii. iii. 8 inch gravity dead end – 1.0%
   Slopes of less than 0.75% but greater than 0.5% may be considered, at the discretion of the City, in certain situations/areas. Steeper slopes may be required depending on topography and tributary flows (at the discretion of the City).

c. All sewer mains to have a minimum cover of 3 feet. (Side sewer laterals in public right-of-ways to have a minimum 5 feet of cover at the ROW line).

d. Sewer mains to be of material noted below:
   i. PVC Pipe: 5' – 18' of cover
   ii. ii. Polyethylene or Epoxy Lined DI Pipe or Equal: 3' – 5' cover.
   iii. iii. Polyethylene or Epoxy Lined DI Pipe or Equal: 18' or greater.
   iv. iv. Polyethylene or Epoxy Lined DI Pipe or Equal: For Force Mains.

e. Sewer mains on 18% slope or greater to be anchored securely with concrete anchors or equal.
   i. 18 to 35% - 36 feet on center
   ii. ii. 35 to 50% - 24 feet on center
   iii. iii. Greater than 50% - 16 feet on center

f. Side sewer laterals to be located 5 feet to 10 feet from the lot corner on the lower side of the lot (or as otherwise approved by the City). Manhole required 10 feet into property on all side sewers not serving single family lots. Stationing shall be provided from the nearest downstream manhole.

g. Side sewer lateral invert elevations and minimum house floor elevations to be shown on the construction plans for all critical lots.

h. Manhole spacing not to exceed 400 feet (or as approved by the City).

i. Manholes (6 foot minimum depth) are to be located at all changes in grade, pipe alignment, pipe intersections, termination points and 10 feet into property on all side sewers other than single family. Clean-outs are not acceptable as a substitute.

j. Manholes in excess of 20 feet in depth to be 54 inch diameter.

k. Manholes are not to be located in low points of vertical curves or curb flow lines (gutter sections).

l. Manholes shall have a minimum 0.10 foot drop across channel.

m. Match crowns of differing sizes of pipes in manholes.

n. Drop connections are not allowed except as approved by the City. If allowed, drop connections are to be outside drops and are not to exceed 10 vertical feet.

o. All manholes to have locking covers with City service vehicle access provided. Covers shall be designed for sewer use and shall prevent inflow into the manhole from rain or runoff.

p. Invert and rim elevations to be shown on plan and profile for all manholes.

q. Correct invert elevation of the manholes to be shown at point of connection (field verified).

r. When specified by the City, grease interceptors shall be provided for all Commercial, Industrial and School food establishments, or when specified by the City. When specified by the City, a Sample Chamber shall be installed immediately downstream of the Grease Interceptor.

s. Sewer Grinder Pumps are not allowed. Where standard conforming gravity service cannot be achieved and denial of service is the only remaining option, private ownership of grinder pumps may be considered by the City. The Developer's Engineer shall provide the City with information utilized in determining gravity service availability showing that all means of achieving gravity service, regardless of the cost, have been reviewed and eliminated. If it is proven that gravity service is unavailable, only then will the City accept the Developer's Engineer's proposal identifying pump design and the areas to be served for City review and approval.

t. The need for sewage lift stations shall be presented by the Developer and evaluated by the City. If the City determines the need for a lift station, the Developer and the Developer's Engineer shall present areas of service, total developed flow projection, pump capacities and operating head conditions. Design must comply with the City requirements for the site-specific project.

u. Sewer force mains shall be ductile iron and a minimum of 4" in diameter and shall be designed for a minimum of 2 ½ feet per second (fps) velocity.

v. Construction work shall not commence until approval is received from the State Department of Ecology.

w. Where applicable, sewer construction work shall not commence until City personnel have witnessed the installation of a plug to protect the downstream system.

These checklists are partial lists prepared to assist in plan review. See full text of standards and details. Additional City requirements may be mandated, on a case by case basis, due to site specific conditions.

WATER SYSTEM INSTALLATION NOTES

1. Prior to any construction activity, the Developer shall arrange and attend a preconstruction conference with the City. The Developer, Contractor and proposed on-sitesupervisors shall attend.
2. All work and materials shall be in accordance with the latest revision, including addenda and updates, of the City of White Salmon Construction Standard Specifications and Details. Contractor shall have the City of White Salmon Standards on the jobsite any time construction is in progress.
3. No City inspections will take place and the job will be shut down unless an approved and City signed copy of the plans is on the job site at all times construction is in progress.
4. All water system improvements shall be constructed in accordance with the approved plans. Any deviation from the plans will require approval from the owner, engineer, City and appropriate public agencies.
5. Notify the City 72 hours (3 working days) prior to beginning construction and for any restarts of work.
6. The City shall be notified three working days prior to the time the Developer would like to connect to existing mains or for installation of Tapping Tees. The connection shall be done in accordance with City requirements. Connections to take place Tuesdays through Thursdays only. Developer shall not operate any City valves; these will be operated by City personnel only.
7. For aid in utility location, call 811 a minimum of 48 hours (2 working days) prior to beginning construction. Existing utilities, whether shown on the plans or not, shall be located prior to construction, so as to avoid damage or disturbance, and the Developer shall assume all responsibility and costs associated therewith to protect, maintain and repair, where necessary.
8. Water line construction within the proposed development shall not commence until the street has been brought to sub-grade, meeting City approval.
9. Water main shall be field staked prior to construction, with 25 foot stakes on curves. Lot corners stakes shall also be in place prior to construction.
10. Pipe shall be C-900 PVC conforming to AWWA standards. Where system pressures exceed 150 psi pipe shall be Pressure Class 350 Ductile Iron pipe meeting AWWA standards. All fittings shall be AWWA, cement lined, ductile iron, and either mechanical joint (MJ) or flanged (FL), as indicated herein. All pipe to be purchased and installed as a part of the developer's water system shall be delivered to the job site with water tight wrapping or pipe plugs. Plugs and/or wrapping shall remain in place until the pipe is installed in the trench.
11. Unless otherwise specified, valves 12 inch and smaller shall be ductile iron, resilient seated gate valves meeting AWWA Standards. Acceptable valves are Kennedy, M&H, Mueller, Clow or approved equal. Valves larger than 12 inches shall be ductile iron butterfly valves. Acceptable valves are Pratt Groundhog, Dresser 450 or approved equal.
12. All bolts on water works fittings shall be coated with Armite Anti-Seize Compound No. 609, or approved equal, prior to installation. All water works fittings and bolted assemblies shall be completely covered with minimum 4 mil. visqueen plastic. The ends of the plastic shall be taped to secure them to the pipe.
13. Hydrants shall be Kennedy K81, M&H 929 or approved equal meeting AWWA Standards. Hydrants shall be furnished with threaded outlets meeting fire department/district standards. Both thrust blocking and either Mega Lug or Roma Grip restraints are required on each hydrant installation.

Hydrant pumper ports shall have 4 ½" NST threads and be equipped with a 5 inch Storz Adapter. All hydrants shall be painted with two coats of Preservative Paints "Safety Yellow" or approved equal.

14. Provide thrust blocking and/or restrained joints at all fittings, bends and up-thrust fittings, in accordance with City Construction Standards and Specifications.
15. All new connections to the existing water system shall be in strict conformance with the appropriate subsections of the specifications of the City. No more than one connection shall be made between the new main(s) and the existing main(s) until the new piping has been flushed, disinfected, pressure tested and received satisfactory bacteriological test result.
16. Individual water services to the property line shall be 1" diameter minimum size and be installed with 36" minimum cover.
17. Residential fire sprinkler systems shall have a minimum 1 inch meter/service. Backflow prevention assemblies shall be installed on all residential fire sprinkler systems and located immediately behind the water meter/service on the property side.
18. Fire line services shall have a Double Check Detector Backflow Prevention Assembly installed in a utility vault at the ROW/Property line with a 6 inch PVC gravity drain to storm. Fire line service shall terminate, in the structure to be served, with the City's Riser Detail.
19. All commercial, multi-family, industrial and irrigation services shall include a DOH approved backflow prevention assembly located immediately behind and on the property side of the water meter/service. Alternate locations may be acceptable upon approval by the City. Structures requiring fire sprinkler systems shall have at least one backflow prevention assembly per each structure, protecting the potable water system from the fire system. The backflow prevention assembly shall be located in a flood proof vault or service box, depending on size, outside the structure in a location approved by the City.
20. Where road grades are established, provide a minimum of 48 inches of cover over 12 inch or larger water mains, and provide a minimum of 42 inches of cover over 8 inch mains; or additional depth as required to miss other utilities.
21. Water mains constructed within easements or private roads shall be installed with polyethylene encasement (DI Pipe), restrained joints and with a 5'-0" minimum cover. During backfill operations, furnish and install 3 inch wide metallic marker tape over the water main with 3 feet of cover.
22. Minimum radius for 12 inch and smaller pipelines constructed on curves is 258 feet (4 degrees deflection per joint).
23. Compaction: All trench backfill and roadway embankment shall be compacted to 95% of modified proctor dry maximum density in accordance with ASTM D1557, except the top 6 inches in paved areas, which shall be 100%. CDF shall be required for any roadway crossings.
24. Construction inspection will be done by the City and/or their designated engineer. No new facilities will be accepted by the City if proper inspections have not been completed.
25. The water main construction phase will not be considered complete until the installation is acceptable to the City including a satisfactory hydrostatic pressure test, a satisfactory disinfection test, satisfactory flow of service lines and completion of all items on the inspector's punch list.
26. Water service is available only after transfer of ownership to the City and payment of all current applicable fees.

SEWER SYSTEM INSTALLATION NOTES

1. Prior to any construction activity, the Developer shall arrange a pre-construction conference with the City. The Developer, Contractor and proposed on site supervisor shall attend.
2. All work and materials shall be in accordance with the latest revision, including addenda and updates, of the City of White Salmon Construction Standard Specifications and Details. Contractor to have City Standards and Specifications on job site at all times while construction is in progress.
3. A City approved signed copy of the plans shall be on the job site whenever construction is in progress.
4. All work and materials shall be in accordance with the applicable standards and specifications of the City, the Project Specifications and the most recent addition of the APWA Standards and Specifications.
5. Work shall not commence until approval is received from the State Department of Ecology, unless the review and approval is waived by Ecology.
6. Front property corners shall be set by a land surveyor licensed in the State of Washington prior to the start of construction.
7. Notify the City 72 hours (3 working days) prior to beginning construction and for any restarts of work.
8. For aid in utility location, call 811 a minimum of 48 hours (2 working days) prior to beginning of construction. Existing utilities, whether shown on the plans or not, shall be located prior to construction so as to avoid damage or disturbance, and the Developer shall assume all responsibility and costs connected therewith to protect, maintain and repair, where necessary.
9. Pipe lengths, manhole depths, etc., as shown are approximate. Developer is responsible for supplying proper quantities of materials.
10. Provide the City's inspector with a copy of all cut sheets prior to construction.
11. Permanent access for City service vehicles shall be provided at all manholes. Manholes shall be constructed as per City standard details, including construction of channels. Where indicated, provide knock-outs and channelization for side sewer or future mainline extensions; and for PVC pipe, provide a watertight flexible rubber boot or heavy duty sand collar. Provide locking lids for manhole covers.
12. Connection to the existing main shall be done so as to prevent any foreign materials from entering existing sewers. Existing pipe in saddle manhole installations shall not be cut or removed until instructed to do so by the City. Coupons from all taps shall be provided to the City.
13. Connections to existing manholes shall be made by utilization of a concrete core-drilling machine of adequate diameter to grout in place an adapter if PVC sewer lines are installed. Align core-drilling machine to provide a minimum 0.10 foot drop across the manhole.
14. PVC pipe shall be SDR-35 ASTM D3034 furnished in 13 foot maximum lengths and shall be fully encased with pea gravel or ¾ inch crushed surfacing material extending from 4inches below to 12 inches above the pipe barrel.

15. DI sanitary sewer pipe shall conform to AWWA C151 and shall be polyethylene or epoxy lined, restrained joint pipe. The DI pipe shall be Class 52 unless otherwise approved.
16. Sewers to be located below potable water lines, with 18 inches of vertical separation and with a minimum of 10 foot horizontal separation from parallel water lines. Crossing angles shall be 45 degrees or greater. Unusual or special conditions are addressed in accordance with the Department of Ecology and Department of Health criteria.
17. Side sewers shall be a minimum of 6 inches in diameter and shall have a minimum slope of 2%. Side sewer shall include two 6 inch tees at the property line; one within the public right-of-way and one within the private property.
18. All sewer lines shall be cleaned and tested in accordance with City Standards and Specifications.
19. The Developer/Contractor shall be responsible for maintaining and/or repairing asphalt and gravel surface disturbed as a result of their construction until they are accepted by the public works department of the City or County.
20. Compaction: All trench backfill and roadway embankment shall be compacted to 95% of Modified Proctor dry maximum density in accordance with ASTM D1557, except the top 6 inches in paved areas which shall be 100%. CDF shall be required for any roadway crossings.
21. Manhole covers located in asphalt areas shall be adjusted to finish grade prior to paving.
22. No utility facilities will be accepted by the City if proper inspections have not been completed.
23. Sewer service is available only after transfer of ownership to the City and after payment of all current applicable fees.

CITY OF WHITE SALMON
DEPARTMENT OF PUBLIC WORKS

The Use of the Public Works Developer Forms

POLICY: The Public Works Development forms (1-4) are **required** for use by the Public Works Department in all matters dealing with development. There is no exception to the proper use of these forms and the process established for development review.

PURPOSE: To ensure proper communication, development review, and documentation in all situations dealing with development. To provide Public Works with both process and forms to professionally complete the important job of development review and communication with potential developers.

COPIES: In all cases, copies of the completed Public Works forms are distributed in the following manner:

- Copy to the developer/customer (signed)
- Copy to the Development Central File at Erika's desk
- Copy to the appropriate file in Public Works. Ensure that **all Public Works staff** are aware of the file and have access.

Form 1: Initial Project Review. This form is used to document **the initial contact** and discussions with a potential developer. Potential developers who contact the city (Erika) will be immediately scheduled to meet with the City's Development Team. At this meeting, or a private meeting with just the Public Works Operations Manager (Inspector), Form 1 is to document all pertinent details and document that the City Specifications and Construction Standards have been received and reviewed, and copies given to the developer. There is also a place to distribute other items to the developer/customer. Be sure to identify what material was provided.

Form 2: Initial Application Review. This is the initial application review form. This form is used to identify for the developer/customer precisely what meets city standards and what does not meet city standards. Be very clear in explanations and cite the City code where applicable. Use extra pages if necessary and be sure to attach those extra sheets to all copies of the form before it is distributed.

Form 3: Inspector's Project Report. Form 3 is the inspector's project report. This form may be delegated to additional staff but only with instructions as to what to look for—this form documents observations from a field visit to the development site. When in the field, be sure to watch for stored materials as this might be an area where we observe inappropriate material being used. Improper materials, safety situations or illegal practices should be identified and called out. If the inspector or designee sees any violation, call that out to employees on site.

Form 4: Final Inspection/Acceptance Form. This form is for a project's final inspection and acceptance stage**.** As this final inspection represents the last official time the City may see some component of the project, extreme attention to detail must be exercised. Pay particular attention to every detail and component of the development. Use additional sheets if necessary.

CITY OF WHITE SALMON
DEPARTMENT OF PUBLIC WORKS

Initial Project Review

Purpose: This form is used in the initial review of development projects. To evaluate development proposals against city development standards and the Developer Standards for Construction and Acceptance of Water and Sewer Facilities.

Project No. _____ Project Name: _____

Location of Development: _____

Received by: _____ Received Date: _____

Developer Name: _____

Address: _____

Phone: _____ Email: _____

Representative: _____ Phone/Email: _____

Date Received by City: _____ Review Date: _____

Reviewed by: _____

Compliance (May attach additional sheets)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Does not comply (May attach additional sheets)

Critical Notes Regarding the Proposed Development

Reviewer's Signature: _____ Date: _____

Acceptance:

Developer's Signature:_____ Date: _____

I, _____, have received a copy of :

- ☐ City Construction Specs Initials: _____
- ☐ City Design Criteria Initials:_____
- ☐ City Development standards Initials:_____
- ☐ Fee Sheet Initials:_____
- ☐ White Salmon Municiple Code Initials:_____

CITY OF WHITE SALMON
DEPARTMENT OF PUBLIC WORKS

Acknowledgment of Assurances Unavailable

In accordance with Article II – Type I-IV Project Permit Applications, stated in WSMC 19.10.090.

It is recommended that an applicant for a project permit schedule and attend a pre-application conference with the Development Review Team and/or the administrator. The purpose of the pre-application conference is to acquaint the applicant with the White Salmon Municipal Code requirements and allow the administrator to provide the applicant with preliminary comments based upon the applicant's preliminary sketch of the proposal.

> Optional Conferences: Application conferences for all other types of applications not specified in this section are optional, and requests for conferences will be considered on a time-available basis by the Public Work Operations Manager.

It is impossible for the conference to be an exhaustive review of all potential issues. The discussions at the conference shall not bind or prohibit the city's future application or enforcement of all applicable laws and ordinances. No statements or assurances made by city representatives shall in any way relieve the applicant of his or her duty to submit an application consistent with all relevant requirements of the city, state, and federal codes, laws, regulations, and land use plans.

Furthermore, pursuant to WSMC 3.36.030, 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 city is unable to do so with existing in-house staff. These professional services may include but are not limited to, 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 the anticipated costs of retaining professional consultants.

Project No. _____ Project Name: _____

Location of Development: _____

Received by: _____ Received Date: _____

Developer Name: _____

Address: _____

Phone: _____ Email: _____

Representative: _____ Phone/Email: _____

Application Conference

In attendance at the conference, I acknowledge that I have read the above statements and hereby indemnify and hold harmless the City of White Salmon and its employees from any liability arising from interpretation.

Those in Attendance Must Read and Sign Below, Indicating Their Acceptance.

Date: _____

Staff:

_____

_____

_____

_____

Applicant and Team:

_____

_____

_____

_____

CITY OF WHITE SALMON
DEPARTMENT OF PUBLIC WORKS

Initial Application Review

Purpose: To review and document the results of the initial development proposed.

Project No. _____ Project Name: _____

Location of Development: _____

Received by: _____ Received Date: _____

Developer Name: _____

Address: _____

Phone: _____ Email: _____

Representative: _____ Phone/Email: _____

Date Received by City: _____ Review Date: _____

Reviewed by: _____

Acceptable (Meets City requirements)

Rejected (Does not meet City Requirements)

Reviewer's Signature: _____ Date: _____

Developer's Signature: _____ Date: _____

CITY OF WHITE SALMON
DEPARTMENT OF PUBLIC WORKS

INSPECTOR'S PROJECT REPORT

Purpose: To document field inspections and observations.

Job No. _____ Project Name: _____

Inspector: _____ Date: _____

Weather Conditions: (AM) _____ (PM) _____

Contractor: _____

Contactor's Representative(s) and Title: _____

No. of Contractor's Employees & Equipment on Site and In Use: _____

Project/ Task Phase: _____

Location and Type of Work: _____

Diary and Communication: (Report of today's operations, orders given and received, discussion with contractor, engineer, visitors, unusual conditions, recommendations):

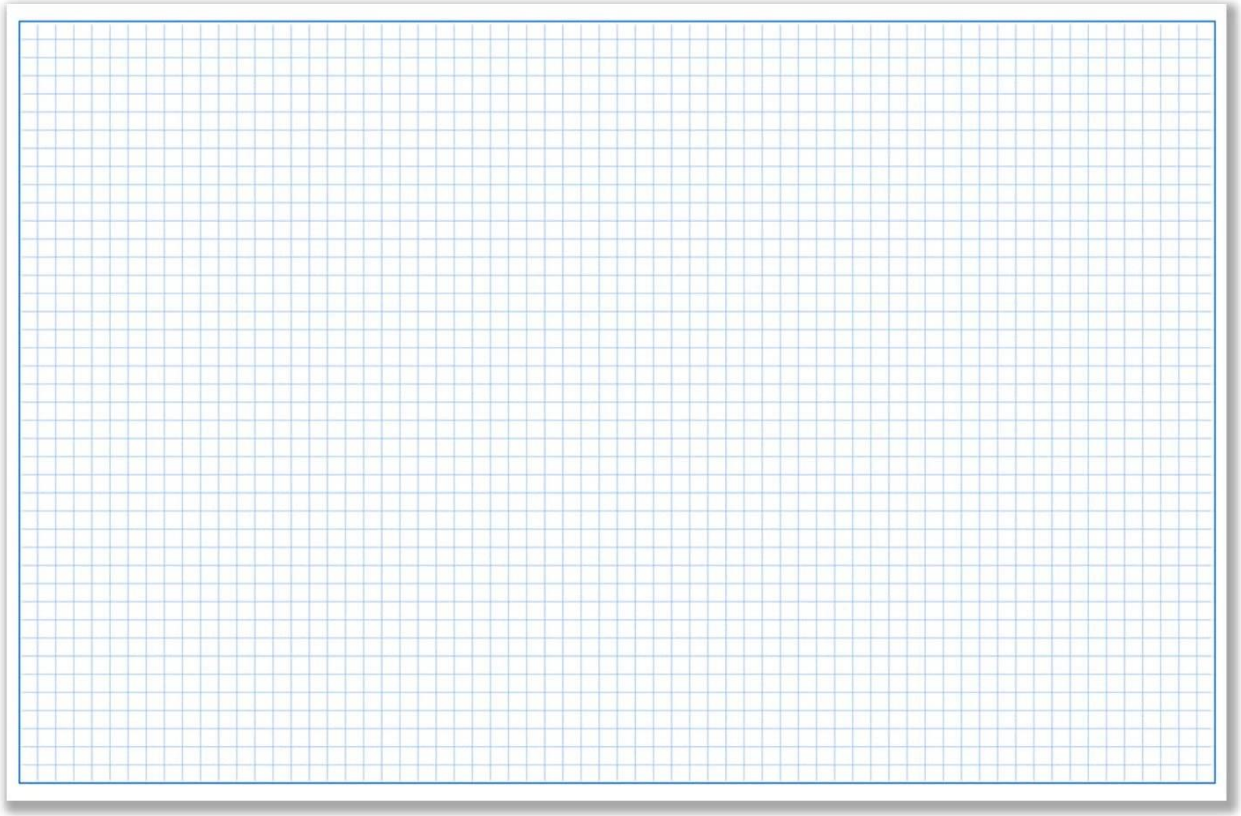
Diary and Communication (Continued)_____

_____

_____

_____

Drawings/Sketches:



Written by:

Inspector Name and Title: _____

Time: _____ Date: _____

Accepted by:

Developer: _____ Date: _____

Reviewed/Approved by:

Director of Public Works: _____ Date: _____

CITY OF WHITE SALMON
DEPARTMENT OF PUBLIC WORKS

Final Inspection/Acceptance Form

Purpose: To document the results of the final project inspection.

Project No. _____ Project Name: _____

Location of Development: _____

Reviewed by: _____ Final Inspection Date: _____

☐ Meets All City Requirements Initial: _____

☐ Does Not Meet All City Requirements Initial: _____

NEEDS ATTENTION

_____

_____

_____

_____

_____

_____

_____

_____

_____

Reviewer's Signature: _____ Date: _____

Developer's Signature: _____ Date: _____

DEI Lens Questions

Set Outcomes

- What does CityLab policy/program analysis seek to accomplish? Will it reduce disparities or discrimination? Will it advance equity and inclusion?

Identify and Involve Stakeholders

- Which social identity groups may be most affected by and concerned with the policy/ program being analyzed? Have stakeholders from different social identity groups – especially those most adversely impacted – been informed, meaningfully involved and authentically represented in this analysis? Who is missing and how can they be engaged?

Determine Benefit and/or Burden

- Gather and analyze data: Which social identity groups are currently most advantaged and most disadvantaged by the policy/program this analysis seeks to address? How are they affected differently? What quantitative and qualitative evidence of inequity exists? What evidence is missing or needed?
- Examining the Causes: What factors may be producing and perpetuating inequities associated with this policy/program? How did the inequities arise? Are they expanding or narrowing? Does this analysis address root causes? If not, how could it?

Advance Opportunity or Minimize Harm

- Advance Opportunity: What positive impacts on equity and inclusion, if any, could result from this policy/program? Which social identity groups could benefit?
- Minimize Harm: What adverse impacts or unintended consequences could result from this policy? How could adverse impacts be prevented or minimized? Are there better ways to reduce disparities and advance opportunity?
- What action will be taken to prevent or minimize adverse impact?

Evaluate, Raise Equity Awareness, Be Accountable

- What are the success indicators and progress benchmarks? How will impacts be documented and evaluated? How will the level, diversity and quality of ongoing stakeholder engagement be assessed? How will unresolved issues be documented?

Climate Crisis & Resilience Lens Questions

Set Outcomes

- What does CityLab policy/program analysis seek to accomplish? Will it reduce overall carbon emissions? Does it speed up or slow down the city meeting its goal of net zero

emissions by 2050? Will it improve the city's resilience to climate change (fires, drought, floods, power outages, heatwaves, etc.)?

Identify and Involve Stakeholders

- Which local/regional groups may be most affected by and concerned with the policy/ program being analyzed? Have stakeholders – especially those most adversely impacted – been informed, meaningfully involved and authentically represented in this analysis? Who is missing and how can they be engaged?
    - Examples: Residents with/without cars, homeowners/renters, etc.

Determine Benefit and/or Burden

- Does this program or policy improve the city and/or resident's energy independence? Examples:
    - Does this proposal account for keeping natural features intact, positioned near services and connectivity?
    - Does this proposal save on potable water & use alternatives to potable water where possible?
    - Does this proposal make any building more energy efficient? Items such as insulation, reduced need for high-energy HVAC, renewable energy (siting for passive solar, for example). Does it change anything from gas-powered to electric-powered equipment?
- Does this proposal account for low or zero emission options? If yes, how? If no, could it?
- Is this a project, program or facility that will require "fixes" or "upgrades" later (from an energy/water/waste efficiency perspective)?
- Have we examined or identified the potential long-term savings for upgrading/building this program to LEED Silver or EnergyStar certified standards?
- Does this action reduce the need for extraction from the planet? (example: product made from recycled materials does not require further extraction)
- Does this proposal improve our city's economic sustainability? How so?

Advance Opportunity or Minimize Harm

- Advance Opportunity: What positive impacts on the climate, if any, could result from this policy/program? Who could benefit?
- Minimize Harm: What adverse impacts or unintended consequences could result from this policy? How could adverse impacts be prevented or minimized? Are there better ways to reduce disparities and advance opportunity?
- Does this action show good stewardship of our land and resources? Increase access to nature, parks, trees?

Evaluate, Raise Equity Awareness, Be Accountable

- What are the success indicators and progress benchmarks? How will impacts be documented and evaluated? How will the level, diversity and quality of ongoing stakeholder engagement be assessed? How will unresolved issues be documented? Will the information be available to the public?