

Town of Yacolt

Town Council Meeting Minutes

Monday April 13, 2026
7:00 PM
Town Hall

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Jeff Carothers, Kim Glassett, Craig Carroll, Brandon Russell, and Marina Viray (remotely, by phone)

Also present: Mayor Ian Shealy, Attorney Brian Gerst, Public Works Director Terry Gardner, Sr. Planner Paul Dennis from Jackson Civil Engineering, and Clerk Stephanie Fields

Late Changes to the Agenda

None

Approve Minutes of 3/9/2026 Meeting:

Motion was made to approve the minutes as written.

Motion: Carothers 2nd: Carroll

Aye: Carothers, Glassett, Carroll, Russell, Viray **Nay:** 0

Motion Carried

Approve Minutes of 3/16/2026 Special Meeting:

Motion was made to approve the minutes as written.

Motion: Russell 2nd: Carothers

Aye: Carothers, Glassett, Carroll, Russell, Viray **Nay:** 0

Motion Carried

Citizen Communication

Mary Schabo asked about getting permit to place their mobile home.

Unfinished Business

Comprehensive Plan Bearing on Setback Decisions

Paul Dennis, Sr. Planner with Jackson Civil Engineering, spoke about why setback distances are in place (ie: fire codes, utilities, etc.). He said setbacks must be built into the Comp Plan and the Town's

development Code. The current Comp Plan update requires the Town to comply with new ADU provisions, although we still need to leave room for septic drainfields and reserve drainfields. We may be able to reduce setbacks, but still not very many properties in Town would qualify for an ADU. All of this will need to be approved by the WA Dept. of Commerce.

Comprehensive Plan Process and Workshop Date

Paul Dennis continued to speak about the process of updating the Comp Plan. He said the Town appears to have enough Urban Reserves at this point, but we may need to expand its Urban Growth Area. In Planning for growth, we must also comply with middle housing regulations, but that does not necessarily mean increasing density. We also need to ensure that we are planning for essential infrastructure. He asked that Council holds at least one or more workshops to focus on the core issues of the Comp Plan Update, including creation of a subdivision code and address assigning process. It was agreed to hold a special meeting on April 27th at 5pm.

Keller Short Plat Final Approval and Address Assignments

After Clerk Fields summarized the process and approvals for the project, a Motion was made to authorize Mayor Shealy to sign the mylars and to assign the addresses as presented.

Motion: Carroll

2nd: Carothers

Aye: Carothers, Glassett, Carroll, Russell, Viray

Nay: 0

Motion Carried

Update on C-Tran Lawsuit with WA Dept. of Transportation

Attorney Brian Gerst reported that the case is set to be dismissed, probably this week, and that the final C-Tran Board make-up will be the 4-3-2 plan which DOT originally said must be implemented. Mayor Shealy and Councilmember Russell then filled in more details regarding the history of the case, issues which were in play, and how the decision affects different entities within the County.

Update on Community Center

Mayor Shealy explained how the Town obtained funding for this project, mostly through the efforts of Reps. Abbarno and Orcutt. He mentioned that he also applied for funding for improvements to the building once we own it (ie: roof, kitchen, etc.) through Rep. Marie Gluesenkamp Perez. She notified Mayor Shealy last week that our project will be her #1 priority. The Mayor then encouraged everyone to thank our Legislative Delegation, and he thanked the roughly 200 people who wrote letters in support of the Community Center.

Status of Nuisance Code Violations at 301 N Pine Ave

Public Works Director Gardner reported that almost everything has been cleaned up and hauled away, except that there is still a trailer piled with junk sitting on the street, and still the piles of scrap metal between some plywood and the fence on the south side of the property. The consensus of Council was that the fines will continue to accrue until those two things have been cleared away. Councilmember Carroll suggested that the Town offer the property owner a free voucher to empty the trailer at the Town Clean-Up, and then allow him to bring a load of the scrap metal as well. Council agreed, so the Clerk will make up a voucher for each load for that property owner, and Gardner will inform him. If the problems there do not get cleaned up by the time of the next meeting, Council will then address escalating to the next legal level.

Continuing Discussion of Personnel Policies and Procedures Manual Updates

After discussing a couple of items including family insurance coverage, Council decided they really need to have a workshop focusing on this, and want to incorporate the discussion in with Budget Workshops which will begin in August.

New Business

Discussion: 4th of July Events

Councilmember Carothers spoke a little about the band we had last year and stated they will play for 4 hours this year for \$1500. Clerk Fields noted that after we pay for the “Kids Zone” inflatables, there will only be about \$5000 left in the budget for the 4th. The Council decided to prioritize fireworks over a live band. Mayor Shealy will do a little more checking into music, and if nothing else, music can be played via Bluetooth. He then gave an overview of the events planned, including opening ceremonies, kickball tournament, snacks and a movie on the evening of the 3rd; the Parade and flyover will start the day off on the 4th, followed by presentation of parade trophies. Then the Kids Zone and vendor market will open, possibly accompanied by music and maybe a watermelon eating contest, finishing off the day with fireworks. Clerk Fields reminded everyone that WHY Racing will have the Bigfoot Run at 8am on the 4th and the Hellz Bellz Run on Sunday the 5th. Council agreed to allow their racers to camp at the Rec Park again, but the Town cannot provide anything except the park space, so WHY will need to get their own porta-potties.

Replacing the Town’s Building Inspector

The Mayor and Clerk explained that the company which the Town has contracted with for plan reviews and building inspections since 2017 is closing. They notified us that this month is their last month. Mayor Shealy has tried to connect with LaCenter’s Mayor to discuss an agreement with them to provide these services, and Clerk Fields said she has been in touch with Battle Ground’s City Manager as well. Hopefully we will have something in place by the end of this month, or at least by the May Council meeting.

Approve 2025 Annual Financial Report

After review of the Report, a motion was made to approve it and have the Clerk submit the Report to the State Auditor’s Office.

Motion: Carroll

2nd: Viray

Aye: Carothers, Glassett, Carroll, Russell, Viray

Nay: 0

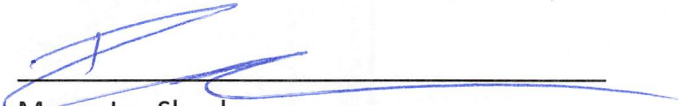
Motion Carried

Town Clerk’s Report

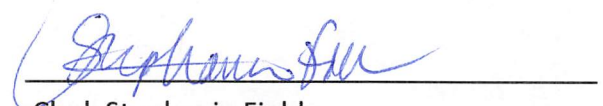
- 2025 ARPA Report was turned in April 6th
- AWC invites all elected officials to the Small Cities Connector Luncheon in White Salmon on April 21st; see clerk for details
- Easter Egg Hunt was a huge success: for once we made enough money on the basket raffle to completely pay for the egg stuffer candies and toys; brought in almost \$1600
- Parade candy and toys are almost all here; flyover has been approved; finalizing details on Kids Zone; some parade entries already paid for
- Town CleanUp is less than 2 weeks away; need volunteers to help with heavy lifting and taking vouchers

Adjourn

9:46 pm



Mayor Ian Shealy



Clerk Stephanie Fields

Approved by Council vote on May 11, 2026