



Town of Yacolt
Council Meeting Agenda
Monday, September 09, 2024
7:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Approve Minutes of Previous Meeting(s)

- [1.](#) Draft Minutes from 8-12-24 Council Meeting
- [2.](#) Draft Minutes from 8-19-24 Special Council Meeting and Budget Workshop

Citizen Communication

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Unfinished Business

- [3.](#) Address Assignment for Parcel #64885000
- [4.](#) RMSA Property Value Increase Update
- [5.](#) Update on Retaining Additional Law Firm
- [6.](#) Security Cameras Update
- [7.](#) Comprehensive Plan Update
- [8.](#) Library Mini-Split Installation

New Business

- [9.](#) Clark County Commission on Aging Annual Report Presentation

- [10.](#) Keller Short Plat Hearing
- [11.](#) Scheduling WHY Racing Events for 2025
- [12.](#) Clark Public Utilities Pay Station Termination
- [13.](#) Termination of Lease on Copier-Printer
- [14.](#) Parks Commission Representative
- [15.](#) Lift Purchase Offer

Town Clerk's Report

Public Works Department Report

Citizen Communication

Anyone requesting to speak to the Council may come forward at this time. You must sign in on the guest speaker sheet on the table near the entrance. Comments are limited to 3 minutes. Thank you.

Attorney's Comments

Council's Comments

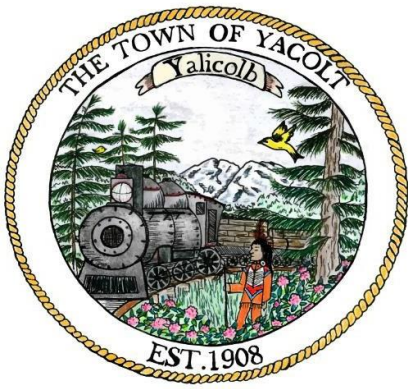
Mayor's Comments

Approve to Pay Bills on Behalf of the Town

- [16.](#) Ratify Approval to Pay August Bills

Executive Session

Adjourn



Town of Yacolt

Town Council Meeting Minutes

Monday August 12, 2024
7:00 PM
Town Hall

Call to Order

7:00 PM

Flag Salute

Appoint Clerk Pro Tem: Mayor Shealy announced that the Town Clerk was unable to attend the meeting. The Mayor appointed Councilmember Jeff Carothers to act as Clerk *pro tem* during the meeting and to be responsible for taking the minutes of the meeting. (RCW 35.27.280)

Roll Call

Council Members Present: Jeff Carothers, Kandi Peto, Marina Viray

Council Members Absent: Craig Carroll, Ronald Homola

Also present: Mayor Ian Shealy, Attorney David Ridenour, and Public Works Director Terry Gardner. Town Clerk Stephanie Fields was absent.

Motion to Excuse Council Absences of Carroll and Homola

Motion: Peto 2nd: Viray

Aye: Carothers, Peto, Viray **Nay:** 0 **Absent:** Carroll, Homola

Motion Carried

Late Changes to the Agenda

None

Approve Minutes of 7-8-24 Meeting

Motion: Carothers 2nd: Peto

Aye: Carothers, Peto, Viray **Nay:** 0 **Absent:** Carroll, Homola

Motion Carried

Approve Minutes 08-5-24 Meeting

Motion: Peto 2nd: Viray

Aye: Carothers, Peto, Viray **Nay:** 0 **Absent:** Carroll, Homola

Motion Carried

Citizen Communication

Josh Beck, River Rats have opportunity to pre-purchase fireworks for 2025, would like Town Council to approve fireworks purchase by Town for 2025. Asking for the cost of fireworks (this past year was \$6500). Council to discuss during Budget Workshops.

Carman DeLeone shared her concerns for Clark County, land purchases, expansions, and immigration.

Unfinished Business

Update on Security Camera Consultant

Identifying consultants who can offer security expertise to Town Council and recommend solutions. Talked to 7 local consultants, all wanted to bid. Three more still in discussion, looking for others. Must forgo bid to work as consultant; Town Attorney will continue to work and reach out and more info will be presented at the next Council meeting.

Update on Retaining Additional Legal Firm

Mayor has spoken with several firms to assist with smaller projects to allow Attorney Ridenour to focus on larger projects and lessen workload. Down to three firms, one looking very favorable.

ORD 600 Town Hall Business Hours

Council discussed expanding the business hours at Town Hall to include Fridays from 9:00am to 5:00pm, effective immediately, with the caveat that the Assistant Clerk should have a sufficient fidelity bond in place before being allowed to handle any financial transactions on her own. Councilmember Peto MOVED to approve Ordinance #600 as presented.

Motion: Peto

2nd: Viray

Aye: Carothers, Peto, Viray

Nay: 0

Absent: Carroll, Homola

Motion Carried

ORD 601 Increasing Annual Cap on Council Compensation

Following discussion by the Council and staff on the proposal, Councilmember Carothers MOVED to approve Ordinance #601 as presented. After further discussion, Councilmember Carothers amended his Motion to approve Ordinance #601 with one change to the proposed text, being to increase the new annual cap set for Section 2 of the Ordinance to \$6000.00. The Motion was seconded by Councilmember Peto. Amendment to Council member compensation (YMC 2.20.020)

Motion: Carothers

2nd: Peto

Aye: Carothers, Peto, Viray

Nay: 0

Absent: Carroll, Homola

Motion Carried

Deadline for Moving out of Public Works Shop

Discussed interlocal agreement from 2007 for Public Works Annex into Fire District 13 building. Town Clerk checking records, Fire District 13 checking records for paperwork indicating term of agreement. Interlocal Agreement points to May 9, 2032 as the final date we need to be out of the facility we are currently using. Town will continue working on acquiring land to move Public Works building.

New Business

Solid Waste Management Presentation

Guest speakers did not appear; will be tabled to future meeting.

Yacolt Market Liquor License Renewal

Following discussion by the Council, motion was made to approve the request by the Yacolt Market to renew its liquor license.

Motion: Peto

2nd: Viray

Aye: Carothers, Peto, Viray

Nay: 0

Absent: Carroll, Homola

Motion Carried

Assigning an Address to Tax Parcel #64885000

Town needs to assign an address for new single-family residence permitted to be constructed on a vacant lot on E Yacolt Rd. Town has been discussing for months on how to assign. Tabled discussion until the next council meeting to allow notice to citizens and property owners to attend and comment.

RMSA Report on Increase in Town's Properties' Values

No property value had been assigned to the ballpark or improvements for insurance purposes. Now valued, insurance value and rates will change. Council and Public Works asked for additional information on how this will affect our insurance rates.

Set Budget Workshop Dates/Times

Set first meeting for Monday August 19th at 6pm. Mayor will reach out to council members for September dates.

Town Clerk's Report

Read by Mayor Shealy on behalf of the Town Clerk:

- Last Building Permit for Railroad Avenue Subdivision has been issued
- SAO Audit begins Sept 9th, Town Clerk working on list of items for audit
- Focusing on Right of Way access agreements for sidewalks and driveways in Railroad Ave subdivision

Public Works Department Report

Public Works Director Terry Gardner reporting:

- Striping all crosswalks
- Mowing and weed eating
- Attended Railroad Advisory Meeting
 - Train Robbery event went well, not sure how much longer will run this season
 - Chelatchie Railroad spent a lot of money rebuilding the RR cars; seeking new revenue sources
 - Open meetings for railroad dates not set yet
 - Repairs on hold, materials for railroad ties are hard to get
- National Night Out went well
- Focusing on Rec Park fences next week

Attorney's Comments

- Public Records Request Report are priority to finish, busy updating and improving how it is updated and made publicly available on our website
- Quick Q&A session re: filling vacancies, and voting issues when key officials are absent

Citizen's Communication

None

Council's Comments

- National Night Out was great, good feedback

Mayor's Comments

Thanked people for showing up for events and meetings

Approve to Pay Bills on Behalf of the Town

Tabled for the next meeting, bills were not prepared for review by the Finance Committee or approval by the Council prior to the meeting due to the Town Clerk's absence. The Council tabled the matter and scheduled it for review during the special meeting scheduled for Monday, August 19, 2024 at 6pm.

Executive Session

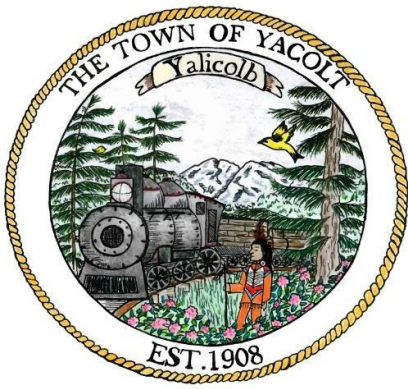
Mayor Shealy closed the public meeting at 8:41pm and adjourned to an executive session for 10 minutes to discuss real estate purchase and potential litigation involving the Town with the Town's Attorney. The Public Works Director also attended the executive session, along with all present elected officials and the Attorney. At 8:51 pm, Mayor Shealy closed the executive session and reconvened the regular meeting.

Adjourn: 8:51 pm

Mayor Ian Shealy

Clerk Pro-Tem Jeff Carothers

Approved by Council vote on _____



Town of Yacolt

Special Council Meeting/Budget Workshop Minutes

Monday August 19, 2024
6:00 PM
Town Hall

Call to Order

6:00 PM

Flag Salute

Roll Call

Council Members Present: Jeff Carothers, Kandi Peto, Craig Carroll, Marina Viray

Absent: Ronald Homola

Also present: Mayor Ian Shealy, Public Works Director Terry Gardner, and Clerk Stephanie Fields

New Business

1. Approve to Pay Bills on Behalf of the Town

Motion: Carothers 2nd: Carroll

Aye: Carothers, Peto, Homola, Viray

Absent: Homola

Nay: 0

Motion Passed

2. Budget Workshop

Review 2024 Budget Position totals January through June

Review Budget Amended 3/11/2024 by Fund

Discussed ARPA balance approx. \$100k with \$65k proposed for security cameras and consultant.

Other ideas: tennis courts/pickleball (~\$20k), more disc golf, swing set, fitness equipment, upgrades to sports fields, repair/upgrade splash pad?

Admin to create online survey to ask citizens what they would like at Rec Park, due Sept 6th.

Suggestion was made to have swipe cards for access to prevent or better track vandalism, after tennis courts/pickle courts are finished.

Councilmember Carothers would like to sit in on Parks Foundation Meetings.

Employee wages: PWD asked for more personnel, for park & safety: add 2 FTE & 2 seasonal. Add

Code Enforcement/Building Inspector position?

1% property tax increase

PWD to talk with Ridgefield & YCC regarding trucks, boom truck, other available equipment for purchase, ASAP. Boom will require safety training and safety inspections; budget accordingly

Clerk to send bank statements to Council
Next workshop is set for September 10th, 6pm.

Adjourn: 8:15 pm

Mayor Ian Shealy

Clerk Stephanie Fields

Approved by Council vote on _____

DRAFT



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Shealy

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayor@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Assigning Address to Parcel #64885000

Proposed Meeting Date: September 9, 2024

Action Requested of Council: Decide if you wish to assign an address to this tax parcel at this time, and if so, what that address should be.

Proposed Motion: "I move that Tax Parcel #64885000 on E. Yacolt Rd. be assigned the address of _____ E. Yacolt Rd., Yacolt, WA 98675."

Summary/ Background: The above listed tax parcel has not had a residence on it as far back as County records revealed. A building permit was issued on July 24, 2024 for a detached single-family home to be constructed on this lot, and construction has begun. An address will need to be assigned to the parcel before a Certificate of Occupancy is issued once the house has been completed. There has been some discussion at previous Council meetings regarding just who is designated to assign addresses within Yacolt. Staff has found no specific authority in the Town's Code or other documents, nor any guidelines for address assignment. In recent years, the Chief at Fire District 13 has assigned addresses, although no authority was found for that. The current Fire Chief has expressed hesitancy to assign this address, mainly due to deficiency in planning when previous addresses were assigned to adjacent properties, which resulted in quite the challenge for addressing this particular property. Generally, even-numbered addresses are on the north side of the street and odd-numbers are on the south side. In this case, properties to the west and east have been assigned 509 and 511 E. Yacolt Rd, respectively. So there is no odd-numbered address in between the two which could be assigned to this property. It has been proposed by our Town's Engineering staff that this property be assigned an address like 509-D, to allow for future property divisions of this

and adjacent properties, as this and the adjacent properties are each approximately 1-acre parcels.

This topic was raised at the August 12th Council meeting, and at that time, Council members suggested we invite affected property owners to add to this discussion. So the Clerk sent letters out to both the owner of this parcel and the owner of the parcel just to the west of it, inviting them to give their input at this meeting before Council makes their decision.

A map showing the properties and detailing the addressing issue is attached.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922

N Pine Ave

Crisman

301 N.
Pine
Ave

Ries
506 E.
Yacolt Rd

Stavig
508 E.
Yacolt
Rd

Yacolt Rd E Yacolt Rd

Dunn
411 E. Yacolt Rd

Nantz

501 E.
Yacolt
Rd

Richards
509 E.
Yacolt Rd.

Stewart

Sarkinen
511 E.
Yacolt Rd

Bright
513 E.
Yacolt Rd

Higgins
216 N. Noble Ct.

Wisti

503 E.
Yacolt Rd

Ⓐ → 507

509

Ⓑ → Leave
as is?

509-D
(example)



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: RMSA Report on Increase in Town's Property Values

Proposed Meeting Date: September 9, 2024

Action Requested of Council: None; Report only

Proposed Motion: None; Report Only

Summary/ Background: The Town was notified that its property values have increased by roughly 31% for the coming year's insurance premium calculations. This is mostly due to the fact that for some reason, RMSA did not show the Town's Ballfields on their list of the Town's properties. So for 2025, they wanted to let us know to expect our insurance premiums to be noticeably higher than in the past. A Copy of RMSA's updated Value Comparison Report is attached.

This issue was brought up at the August 12th Council meeting, and Council members asked to have more information about it brought to this meeting, in particular how much the increased value is going to raise our insurance premiums.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922

Asset Number	Member Number	Member Name	Site Number	Site Name	Building Number	Building Name	Description	Previous - As Of Date	Current - As Of Date	Previous - Valuation Source	Current - Valuation Source	Previous - Replacement Cost New	Current - Replacement Cost New	% Increase - Replacement Cost New	Previous - Modeled Contents Value	Current - Modeled Contents Value	% Increase - Modeled Contents Value	Previous - Total Insurable Value	Current - Total Insurable Value	% Increase - Total Insurable Value
092001001	092	TOWN OF YACOLT	001	YACOLT PARK	001	PICNIC SHELTER	PICNIC SHELTER	01/01/2023	01/01/2025	2 - Trend Appraisal	2 - Trend Appraisal	19,390.00	18,850.00	-2.78	0.00	0.00	0.00	19,390.00	18,850.00	-2.78
092001002	092	TOWN OF YACOLT	001	YACOLT PARK	002	PICNIC SHELTER	PICNIC SHELTER	01/01/2023	01/01/2025	2 - Trend Appraisal	2 - Trend Appraisal	50,590.00	50,310.00	-0.55	0.00	0.00	0.00	50,590.00	50,310.00	-0.55
092001003	092	TOWN OF YACOLT	001	YACOLT PARK	003	RESTROOMS	RESTROOMS	01/01/2023	11/30/2023	2 - Trend Appraisal	1 - Appraisal	100,260.00	114,800.00	14.50	0.00	0.00	0.00	100,260.00	114,800.00	14.50
092001099	092	TOWN OF YACOLT	001	YACOLT PARK		GROUP OF LAND IMPROVEMENTS	GROUP OF LAND IMPROVEMENTS	01/01/2024	01/01/2025	2 - Trend Appraisal	2 - Trend Appraisal	416,810.00	410,100.00	-1.61	0.00	0.00	0.00	416,810.00	410,100.00	-1.61
092002001	092	TOWN OF YACOLT	002	SHOP	001	SHOP	SHOP	01/01/2023	01/01/2025	2 - Trend Appraisal	2 - Trend Appraisal	0.00	0.00	0.00	73,300.00	76,530.00	4.41	73,300.00	76,530.00	4.41
092004001	092	TOWN OF YACOLT	004	NEW TOWN HALL	001	NEW TOWN HALL	NEW TOWN HALL	01/01/2023	11/30/2023	2 - Trend Appraisal	1 - Appraisal	207,860.00	1,120,000.00	3.48	207,860.00	246,900.00	18.90	1,289,990.00	1,366,900.00	5.96
092004002	092	TOWN OF YACOLT	004	NEW TOWN HALL	002	TOWN HALL STORAGE SHED	TOWN HALL STORAGE SHED	01/01/2023	11/30/2023	2 - Trend Appraisal	1 - Appraisal		3,800.00	0.00		1,700.00	0.00		5,500.00	100.00
092004099	092	TOWN OF YACOLT	004	NEW TOWN HALL		GROUP OF LAND IMPROVEMENTS	GROUP OF LAND IMPROVEMENTS	01/01/2024	01/01/2025	2 - Trend Appraisal	2 - Trend Appraisal	7,290.00	7,170.00	-1.65	0.00	0.00	0.00	7,290.00	7,170.00	-1.65
092005001	092	TOWN OF YACOLT	005	LIBRARY (FORMER TOWN HALL)	001	LIBRARY (FORMER TOWN HALL)	LIBRARY (FORMER TOWN HALL)	01/01/2023	11/30/2023	2 - Trend Appraisal	1 - Appraisal	273,500.00	336,800.00	23.14	85,510.00	117,800.00	37.76	359,010.00	454,600.00	26.63
092005099	092	TOWN OF YACOLT	005	LIBRARY (FORMER TOWN HALL)		GROUP OF LAND IMPROVEMENTS	GROUP OF LAND IMPROVEMENTS	01/01/2024	01/01/2025	2 - Trend Appraisal	2 - Trend Appraisal	21,860.00	21,510.00	-1.60	0.00	0.00	0.00	21,860.00	21,510.00	-1.60
092006001	092	TOWN OF YACOLT	006	RECREATIONAL PARK	001	RECREATIONAL PARK RESTROOM	RECREATIONAL PARK RESTROOM	01/01/2023	01/01/2025	2 - Trend Appraisal	2 - Trend Appraisal	21,400.00	20,800.00	-2.80	0.00	0.00	0.00	21,400.00	20,800.00	-2.80
092006002	092	TOWN OF YACOLT	006	RECREATIONAL PARK	002	PARK PAVILION	PARK PAVILION	01/01/2023	01/01/2025	2 - Trend Appraisal	2 - Trend Appraisal	90,620.00	88,090.00	-2.79	0.00	0.00	0.00	90,620.00	88,090.00	-2.79
092006099	092	TOWN OF YACOLT	006	RECREATIONAL PARK		GROUP OF LAND IMPROVEMENTS	GROUP OF LAND IMPROVEMENTS	01/01/2024	01/01/2025	2 - Trend Appraisal	2 - Trend Appraisal	75,280.00	74,070.00	-1.61	0.00	0.00	0.00	75,280.00	74,070.00	-1.61
092007001	092	TOWN OF YACOLT	007	AMBOY RD READERBOARD	001	CONCESSION STAND	AMBOY RD READERBOARD	01/01/2024	01/01/2025	2 - Trend Appraisal	2 - Trend Appraisal	3,950.00	3,890.00	-1.52	0.00	0.00	0.00	3,950.00	3,890.00	-1.52
092008001	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	001	CONCESSION STAND	CONCESSION STAND	01/01/2024	11/30/2023	1 - Appraisal	1 - Appraisal		445,300.00	0.00		72,000.00	0.00		517,300.00	100.00
092008002	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	002	RESTROOM BUILDING	RESTROOM BUILDING		11/30/2023	1 - Appraisal	1 - Appraisal		42,000.00	0.00		0.00	0.00		42,000.00	100.00
092008003	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	003	FIELD 3 DUGOUT 3B	FIELD 3 DUGOUT 3B		11/30/2023	1 - Appraisal	1 - Appraisal		20,100.00	0.00		0.00	0.00		20,100.00	100.00
092008004	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	004	FIELD 3 DUGOUT 1B	FIELD 3 DUGOUT 1B		11/30/2023	1 - Appraisal	1 - Appraisal		20,100.00	0.00		0.00	0.00		20,100.00	100.00
092008005	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	005	FIELD 3 STORAGE SHED	FIELD 3 STORAGE SHED		11/30/2023	1 - Appraisal	1 - Appraisal		400.00	0.00		200.00	0.00		600.00	100.00
092008006	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	006	FIELD 4 DUGOUT 1B	FIELD 4 DUGOUT 1B		11/30/2023	1 - Appraisal	1 - Appraisal		11,800.00	0.00		0.00	0.00		11,800.00	100.00
092008007	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	007	FIELD 4 DUGOUT 3B	FIELD 4 DUGOUT 3B		11/30/2023	1 - Appraisal	1 - Appraisal		25,900.00	0.00		0.00	0.00		25,900.00	100.00
092008008	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	008	FIELD 4 STORAGE SHED 1	FIELD 4 STORAGE SHED 1		11/30/2023	1 - Appraisal	1 - Appraisal		400.00	0.00		200.00	0.00		600.00	100.00
092008009	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	009	FIELD 4 STORAGE SHED 2	FIELD 4 STORAGE SHED 2		11/30/2023	1 - Appraisal	1 - Appraisal		600.00	0.00		300.00	0.00		900.00	100.00
092008010	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	010	FIELD 2 DUGOUT 3B	FIELD 2 DUGOUT 3B		11/30/2023	1 - Appraisal	1 - Appraisal		16,100.00	0.00		0.00	0.00		16,100.00	100.00
092008011	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	011	FIELD 2 DUGOUT 1B	FIELD 2 DUGOUT 1B		11/30/2023	1 - Appraisal	1 - Appraisal		16,100.00	0.00		0.00	0.00		16,100.00	100.00
092008012	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	012	FIELD 2 STORAGE SHED	FIELD 2 STORAGE SHED		11/30/2023	1 - Appraisal	1 - Appraisal		400.00	0.00		200.00	0.00		600.00	100.00
092008013	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	013	FIREWORKS SHED	FIREWORKS SHED		11/30/2023	1 - Appraisal	1 - Appraisal		3,100.00	0.00		1,700.00	0.00		4,800.00	100.00
092008014	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	014	FIELD 1 STORAGE SHED	FIELD 1 STORAGE SHED		11/30/2023	1 - Appraisal	1 - Appraisal		400.00	0.00		200.00	0.00		600.00	100.00
092008015	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	015	FIELD 1 DUGOUT 3B	FIELD 1 DUGOUT 3B		11/30/2023	1 - Appraisal	1 - Appraisal		10,700.00	0.00		0.00	0.00		10,700.00	100.00
092008016	092	TOWN OF YACOLT	008	BASEBALL COMPLEX	016	FIELD 1 DUGOUT 1B	FIELD 1 DUGOUT 1B		11/30/2023	1 - Appraisal	1 - Appraisal		10,700.00	0.00		0.00	0.00		10,700.00	100.00
092PIT0001	092	TOWN OF YACOLT				RAILROAD AVE READERBOARD	RAILROAD AVE READERBOARD	01/01/2024	01/01/2025	2 - Trend Appraisal	2 - Trend Appraisal	3,950.00	3,890.00	-1.52	0.00	0.00	0.00	3,950.00	3,890.00	-1.52
092PIT0002	092	TOWN OF YACOLT				GROUP OF LAND IMPROVEMENTS (TOWN SQUARE, STAGE, EMBANKMENT SLIDE	GROUP OF LAND IMPROVEMENTS (TOWN SQUARE, STAGE, EMBANKMENT SLIDE	01/01/2024	01/01/2025	4 - Trend Statement of Value	4 - Trend Statement of Value	250,000.00	245,980.00	-1.61	0.00	0.00	0.00	250,000.00	245,980.00	-1.61

Sum of previous total insurable value: 2,783,700.00
Sum of new total insurable value: 3,661,890.00

% change in property values: 31.55



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Shealy

Group Name: Staff

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayor@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Update on Retaining additional Legal Firm

Proposed Meeting Date: September 9, 2024

Action Requested of Council: None; update only

Proposed Motion: None; update only

Summary/ Background: At a previous meeting, Attorney Ridenour recommended that the Town contact a second legal firm to help the Town with extra time-consuming tasks such as Procurement and RFPs. Mayor Shealy has been contacting several firms in an effort to narrow down the list of “candidates”, and will update Council on his progress.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Shealy

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayor@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Update on Meeting Security Camera Consultant

Proposed Meeting Date: September 9, 2024

Action Requested of Council: None; update only

Proposed Motion: None; update only

Summary/ Background: The Town is planning on installing security cameras, especially at the parks, but wants to consult with an expert before creating a Request for Proposals. Councilmembers, staff, and the Mayor have been trying to contact an expert to consult with, who does NOT plan to also put in a bid. The Mayor and Attorney will report on their progress toward that end.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Devin Jackson, Town Engineer

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: devin@jacksoncivil.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Comprehensive Plan Update

Proposed Meeting Date: September 9, 2024

Action Requested of Council: Host Jackson Civil Engineering's presentation of the progress of the Town's Comprehensive Plan Update; ask them any questions you may have; make suggestions for future growth and development of the Town.

Proposed Motion: None

Summary/ Background: Jackson Civil Engineering is working on an update to Yacolt's Comprehensive Growth Plan. From time to time, they will be presenting their progress and asking for input from Council and community members. This update will focus on Yacolt's Urban Growth Area/Town Limits.

Staff Contact(s): Clerk Fields
clerk@townofyacolt.com
(360) 686-3922



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Shealy

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayor@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Library Mini-Split Install

Proposed Meeting Date: September 9, 2024

Action Requested of Council: Discuss the installation of the Library's 2 new Mini-Split Systems

Proposed Motion: TBD; depends on outcome of discussion

Summary/ Background: During the February 12th Council meeting, Mayor Shealy brought up the Library's request for the Town to pay ½ the cost (total cost estimated to be \$30-40,000) of installing new HVAC in their building. At that time, Council members suggested that this be worked into the 2025 budget.

In mid-August, the attached bid was sent to Mayor Shealy from the Library's maintenance person, with the comment that 2 new mini-split systems have now been installed at the Library, which is a "huge improvement" to the building, and a reminder that they would like the Town to split the cost with them.

At least two separate issues are triggered here:

1. Our lease with the Library, signed September 1, 2022, states:
"Structural Alterations: Tenant shall not be responsible for any repair, restoration or replacement as to major building repairs or capital improvements including work related to the building's foundation, roof, and exterior walls, heating, ventilating and air conditioning systems, major plumbing repairs, or electrical wiring. Tenant shall not make any structural alterations, additions or improvements to the Premises without the prior written consent of the Landlord. All additions and improvements shall belong to

and become the property of the Landlord upon expiration or termination of the Lease unless otherwise agreed in writing.” Should the Library have first gotten Council’s permission before making the improvement?

2. No permit was applied for to install the mini-splits, although this type of work does require a permit.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922

Purchase Order



FVRLibraries
FORT VANCOUVER REGIONAL LIBRARIES

Page 1/1
Purchase Order
Purchase Order No. 012493
Date 6/24/2024

Ft Vancouver Reg Library Dist
2018 Grand Blvd
Vancouver WA 98661

Vendor: JRT MECHANICAL, INC
PO BOX 1450
BATTLE GROUND WA 98604

Ship To: Ft Vancouver Reg Library Dist
2018 Grand Blvd
Vancouver WA 98661

On VISA _____

^ Changed Since the Previous Revision

Contract Number:	Payment Terms	Confirm With

L/N	Item Number	Description	Req. Date	U/M	Ordered	Unit Price	Ext. Price
Shipping Method		Reference Number	FOB	Budget #			
1	HVAC	Yacolt HVAC installation	6/24/2024	Each	1	\$15,934.0000	\$15,934.00
DELIVERY		HVAC	None	006-039-020-50-62-01			

Subtotal	\$15,934.00
Trade Discount	\$0.00
Freight	\$0.00
Miscellaneous	\$0.00
Tax	\$1,386.26
Order Total	\$17,320.26

If charges will exceed 10%, you must call FVRL Finance (360) 906-5060 for an updated purchase order. Shipping charges in excess of the amount listed will not be honored.

[Signature] _____ 6/24/2024 _____
Authorized Signature Date

Approved in fiscal year budget
 New Request

Order Placed By (Print) Date



JRT Mechanical
 Service Solutions
 2211 SE Grace Avenue
 Battle Ground, WA 98604
 360-667-4159

Please Remit all payments to PO Box 1450
 Battle Ground, WA, 98604

BILL TO:

Fort Vancouver Regional Library District
 2018 Grand Boulevard
 Vancouver, WA 98661 USA

	ESTIMATE 41445250	ESTIMATE DATE Jun 10, 2024
--	----------------------	-------------------------------

JOB ADDRESS

Yacolt Library Express
 105 East Yacolt Road
 Yacolt, WA 98675 USA

Job: 108746

ESTIMATE DETAILS

Installation Of Multizone System:

HVAC Scope:

- Provide material and labor for installation of new multizone mini split system.
- (1) Install 9k BTU highwall head includes 50ft lineset, and wall mounted controller.
- (1) Install 12k BTU highwall head includes 50ft lineset, and wall mounted controller.
- (1) Install 24k BTU outdoor heat pump, includes outdoor pad.
- Includes line hide on the exterior of building.
- Install inline condensate pump for highwall head.
- Lineset to be ran in attic space of building. *NO DRILLING THROUGH BRICK ON THE BUILDING*.
- Wall mounted controller to be located in front office space.
- Test and operate new system, set unit to desired indoor temperature.
- Includes permit.
- Includes prevailing wage.

Electrical Scope:

- Install new 25amp breaker at existing panel.
- Run new high voltage electrical power to outdoor heat pump.
- Includes electrical disconnect and service plug.
- Run high voltage power to each highwall head.
- Includes permit.
- Includes prevailing wage.

Exclusions:

Overtime, after hours or swing shift work.
 Framing, backing, blocking, painting, priming, and coatings of any kind.
 Any and all types of structural related support to existing structure.
 Any exterior scope of work that is more than 5' from building.

SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
20-20-203 01	Labor and Material: HVAC equipment installation HVAC Equipment	1.00	\$15,934.00	\$15,934.00
		SUB-TOTAL		\$15,934.00
		607 - YACOLT 8.5%		\$1,354.39
		TOTAL		\$17,288.39

Thank you for the business! We appreciate it.

Warranty

- JRT Mechanical, Inc warrants that all work has been performed in a workmanlike manner and according to best practices.
- New Install: All work, material and equipment supplied by JRT Mechanical will be free from faults and defects for a period of one (1) year from the date of install.
- Repair work: All work, materials and equipment supplied by JRT Mechanical will be free from faults and defects for a period of thirty (30) days from the date of repair.
- Drain Cleaning Work: No Guarantee
- Warranty will be null and void if equipment is not maintained per manufacturer's recommendations.

CUSTOMER AUTHORIZATION

The summary above is furnished by JRT Mechanical Inc. as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed. (ESTIMATE IS VALID FOR 30 DAYS)

Sign here  Date 6/24/2024



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Amy Wooten

Group: Clark County Community Planning

Address: 1300 Franklin St.
Vancouver, WA 98666-9810

Phone: (564) 397-2280

Email Address: amy.wooten@clark.wa.gov

Alt. Phone:

ITEM INFORMATION:

Item Title: Clark County Commission on Aging Annual Report Presentation

Proposed Meeting Date: September 9, 2024

Action Requested of Council: Give audience to the Commission's presentation summarizing their 2023 focus on community engagement; ask any questions you may have

Proposed Motion: None; presentation only

Summary/ Background: Every year or two, the Clark County Commission on Aging has given a presentation to the Town summarizing their prior activities and looking ahead into the next year. Tonight they will give this year's presentation.

Staff Contact(s): Clerk Fields
clerk@townofyacolt.com
(360) 686-3922



Town of Yacolt

Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Stephanie Fields, Town Clerk

Group Name:

Address: PO Box 160
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Public Hearing: Keller Short Plat Application

Proposed Meeting Date: September 9, 2024

Action Requested of Council: Consider the application for the division of this property and development into 5 lots; Read and consider the information contained in the Engineer's staff report and recommendations and supporting documentation attached hereto; listen to and consider public comments on the proposed division of the property.

Proposed Motion: "I move that the application for Short Plat of Parcel #229863000 (aka 25115 NE WH Garner Rd, Yacolt, WA) to create 5 parcels of at least 12,500 S/F each be approved/denied."

Summary/ Background: Application is for short-plat of Parcel #229863000, creating a residential lot short plat for detached single-family homes on the 1.72-acre site at 25115 NE WH Garner Rd., Yacolt, WA 98675. The property was annexed into the Town of Yacolt in August of 2023, with a zoning of R1-12.5, which means that one residence may be built on a lot which is at least 12,500 square feet.

A copy of the Engineer's staff report has been given to the Applicant and their land use planning and development consultant. Notice for this Public Hearing was given on or before August 21st by posting on the subject property, by posting on the front door of Town Hall, and by posting on the Town's readerboard. Also on or before August 21st, notices were mailed to the owners of all properties within 300 feet of the subject property so that they may give input at or before the Hearing. At the time of this writing, only one

written comment has been received, and it will be presented during this hearing, along with any others which may arrive before the hearing.

Due to an error at the Reflector, notice of this hearing was not published in time to give at least 14 days' notice for the public to comment. Therefore tonight we will begin the hearing, but no decision will be made and the hearing will be continued at the October 14th Council Meeting. At that time, after more public input (if any) is given and Council deliberates, a decision will be made on this Short Plat Application.

Staff Contact(s):

Stephanie Fields, Town Clerk clerk@townofyacolt.com
Ian Shealy, Mayor of Yacolt mayor@townofyacolt.com
(360) 686-3922



Clark Land Design, PLLC

Landscape Architecture - Land Use Planning - Development Consulting

November 10, 2023

Subject: Pre-application Conference Project Narrative
Project: Keller Short Plat

BACKGROUND / INTRODUCTION

The project site is located at 25115 NE WH Garner Road in Yacolt on parcel #229863-000. This parcel is 1.56 acres in size and is in the R1-12.5 zoning district. The site contains 1 existing home, outbuildings, septic system, and driveways. The site is surrounded by residential property. The site obtains access from NE WH Garner Road via a gravel driveway. The site topography is flat. The project proposes to divide the site into 5 single-family lots. The only construction proposed for final plat approval is the minimum code requirements for utilities. Construction drawings for driveways, houses, and stormwater facilities will be provided separately with each building permit application for each individual lot.

STORMWATER

The project is not proposing any new construction for the final plat approval. Impervious surfaces will be proposed during the building permit process for each individual lot. Each individual lot will provide stormwater management for all impervious surfaces located on its lot.

WATER & SEWER

All homes will be provided with public water and private septic systems.

TRANSPORTATION

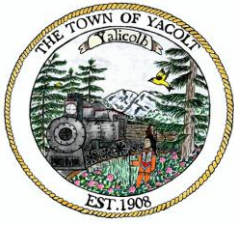
The lot with the existing house and one new lot will take access from the existing gravel driveway on WH Garner. The other three lots will access the end of Cushman Street via new driveways.

TRAFFIC

The existing home produces 10 existing ADT including 1 AM and 1 PM peak hour trips. The completed plat will produce 48 ADT including 4 AM and 5 PM peak hour trips. The net increase will be 38 ADT and 3 AM / 4 PM peak hour trips.

CRITICAL AREAS

Yacolt Creek is located approximately 270 – 320 feet west of this site. We believe that this site is outside of the 200-foot riparian habitat buffer based on online Clark County GIS LIDAR contours.



Town of Yacolt

202 W. Cushman St.
PO Box 160
Yacolt, WA 98675
(360) 686-3922

Town of Yacolt

Notice of Application Short Plat – R1-12.5 25115 NE WH GARNER RD – KELLER SHORT PLAT

NOTICE IS HEREBY GIVEN that town of Yacolt has received a five-lot residential Short Plat application packet from Mike and Mary Schabo for the following development proposal:

Project Proposal: This project consists of a 1.72-acre property that contains a single-family home with driveway, and some outbuildings. The site is surrounded by residential properties. The site is located within the town of Yacolt. This project proposes to divide the project site into five lots with the existing home comprising one of the lots. A second lot to the west is proposed to install a manufactured home and utilize an existing shed and shop. The other three lots to the south propose new single-family residences with the removal of any existing structures. Lots 1 and 2 are proposed to access NW WH Garner Rd. Lots 3-5 are proposed to access off of Cushman St.

Project Location: Parcel #229863000 #22 SEC 3 T4N R3EWM 1.72A in Yacolt, WA 98675.

Owner: Shirley Ann Keller

Applicant: Mike & Mary Schabo

Comments Due by: September 9, 2024

Environmental Determination: Categorically exempt by rule from SEPA.

Project documents are available for review at:

Yacolt Town Hall
202 W Cushman Street
Yacolt, WA 98675

Contact: Send written comments to:

Stephanie Fields, Clerk, town of Yacolt

Phone: (360) 686-3922

Email: clerk@townofyacolt.com

Mail: PO Box 160, Yacolt, WA 98675

Pre-Application Package & Site Plan Submitted:	November 14, 2023
Pre-Application Meeting:	December 6, 2023
Meeting Notes Issued:	December 7, 2023
Short Plat Application Submitted:	July 11, 2024
Date of Complete Application:	July 24, 2024
Date of Notice of Application:	July 25, 2024
Staff Report Issued:	August 26, 2024
Notice of Public Hearing:	August 21, 2024
Hearing Date:	September 9, 2024
End of Appeals Period:	TBD

Comments about this application may be submitted to the Yacolt Town Hall on or before the Town Council public hearing. Once the hearing date is set, the notice of hearing will be issued providing the time, date and hearing attendance information of this public hearing.

Recommendation: Approve subject to Conditions

Town of Yacolt _____'s initials: _____

Date issued: _____

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I. BACKGROUND

A. GENERAL SITE INFORMATION

Parcel/Tract ID:	229863000
Parcel Zone:	Single Family Residential – R1-12.5
Size of Site:	1.72 acres
Existing Vegetation:	Residential landscaping consisting of grasses, shrubs, and trees.
Existing Structures:	Single Family home with detached garage, shop and several accessory buildings such as sheds. See site plan for specific accessory building to be removed.
Adjacent Land Uses:	Surrounded by residential lots and public facilities
Adjacent Zoning:	Public Facilities to the north, Single Family Residential R1-12.5 to the east and south, and Single Family Urban Holding to the West.
Topography:	Generally flat.
Wetlands:	No mapping indicators.
Flood Plain:	No mapping indicators.
Shoreline Jurisdiction:	None.
Access Roads:	NE WH Garner Road and Cushman Street.

B. LAND USE PROCESSING

Pre-Application Package & Site Plan Submitted:	November 14, 2023
Pre-Application Meeting:	December 6, 2023
Meeting Notes Issued:	December 7, 2023
Short Plat Application Submitted:	July 11, 2024
Date of Complete Application:	July 24, 2024
Date of Notice of Application:	July 25, 2024
Staff Report Issued:	August 26, 2024
Notice of Public Hearing:	August 21, 2024
Hearing Date:	September 9, 2024
End of Appeals Period:	TBD

C. PROJECT NARRATIVE

This project consists of a 1.72-acre property that contains a single-family home with driveway, and some outbuildings. The site is located within the town of Yacolt, surrounded by residential properties and Yacolt Primary School to the north. This project proposes to divide the project site into five lots with the existing home comprising one of the lots. A second lot to the west is proposed to install a manufactured home and utilize an existing shed and shop. The other three lots to the south propose new single-family residences with the removal

of any existing structures. Lots 1 and 2 are proposed to access NW WH Garner Rd. Lots 3-5 are proposed to access off of Cushman St.

Figure 1. Location



II. DOCUMENTS REVIEWED

The documents reviewed and considered in connection with this staff report include the following:

No.	Document Name
1	Application Form
2	Project Narrative
3	Developer's GIS Packet
4	Clark Public Utilities Water Utility Review
5	Clark County Public Health Development Review Letter
6	Clark County Public Health Method II Analysis Approval Letter
7	Stormwater Technical Information Report
8	Stormwater Pollution Prevention Plan
9	Site Plan with Preliminary Engineering

III. AUTHORITY

The authority for this review is described in YMC 13 Public Services, YMC 15 Building and Construction, YMC 16 Environment, YMC 18 Zoning, Town of Yacolt Engineering Standards, and the Town of Yacolt Comprehensive Growth Management Plan 2013. The public hearing will be conducted in accordance with rules of procedure adopted by the Yacolt Town Council. The final decision on the Applications will be made by the Yacolt Town Council.

IV. APPLICABLE REGULATIONS/ANALYSIS

A. YACOLT MUNICIPAL CODE

Title 13 PUBLIC SERVICES

13.05 Water Main Installation

13.05.010 Ductile iron pipe (DI)

Ductile iron pipe shall conform to the requirements of AWWA C151 specifications. Pipe thickness shall be of Class 50, or greater if required in accordance with the criteria specified in AWWA C150.

Ductile iron pipe shall be cement lined and sealed in accordance with AWWA C104. In addition, all pipe shall have push-on rubber gasket joints and be furnished in 10- to 20-foot lengths unless design conditions dictate otherwise.

13.05.020 Galvanized iron pipe (GI)

Galvanized iron pipe shall conform to the latest revision of ASTM A-120 or A53, Grade A, Schedule 40, seamless pipe. Pipe shall be hot-dip galvanized. Pipe fittings shall be galvanized and equipped with screwed fittings.

Cast iron screwed fittings shall be ASTM A-126 and A-153 which conforms to ANSI B 16, 4, 125 psi class.

13.05.030 Copper pipe

All copper service pipe shall be rated in accordance with ASTM Designation B88, Type K, soft copper tubing, and the National Sanitation Foundation Standards 61 Section 6 concerning joining and sealing.

13.05.040 Fittings

All fittings shall be of the size, type, and type of joint as specified on the plans by the designated utility or by the pipe manufacturer.

13.05.050 Valves.

- A. *Gate Valves.* Valves shall be manufactured and tested in accordance with AWWA C 500 specifications. They shall be equipped with mechanical joints or flange ends of Class 125 in accordance with ANSI B16-1. Gate valves, three inches and larger, shall be iron body, bronze-mounted, double disc, and O-ring stem seal. Gate valves smaller than three inches shall be 125 psi, non-stem rising, wedge disc, all brass or bronze valves with screwed, soldered, or flanged ends compatible with the connecting pipe. All valves shall open counterclockwise and, unless otherwise specified, shall be nonrising stem type equipped with standard AWWA two-inch square stem operating nuts.
- B. *Butterfly Valves.* Butterfly valves shall meet or exceed all AWWA C504 specifications and shall be Class 150-B with short body which are suitable for direct bury. When they are installed they shall have a position indicator which clearly shows position of the disc. All valves shall be equipped with an underground manual operator with AWWA two-inch square operating nut and shall open with a counterclockwise rotation.
- C. *Check Valves.* Check valves, three inches or larger, shall be iron body, iron disc, bronze-mounted, swing type, clearway, quiet closing, level and spring valves flanged ends. All valves shall comply with AWWA C508 specifications. Check valves, two and one-half inches or smaller, shall be bronze body, bronze mounted, swing type with flanged or threaded ends depending upon installation.
- D. *Air and Air Vacuum Relief Valves.* Air and air vacuum relief valves shall have cast iron bodies and covers and stainless steel floats. Float guides, bushings, and lever pins shall be stainless steel or bronze. Valves shall be designed for operating service to 150 pounds per square inch (psi).
- E. *Pressure Reducing Valve.* As required by hydraulic analysis of system.
- F. *Valve Boxes.* All valve boxes shall be cast iron, two-piece, equipped with suitable extension for at least a 36-inch-trench depth. The top section and lid will be designed for installation in traffic areas. Lid is to be labeled "W" with lid tabs pointing in direction of the water main

13.05.060 Cross connection control devices.

All cross connection control devices will be specified by the water utility or county cross connection control program based on the degree of potential hazard. Such devices will comply with models approved by the DOH in accordance with WAC 248-54-285

13.05.070 Town standards – Approval.

All construction shall be done in accordance with the town of Yacolt's standard water line details and drawing Nos. W1 and W2. All plans will be approved by town's engineer.

FINDING: According to Clark Public Utility, Water distribution maps indicate that there is an existing 8" DI water main within NE WH Garner Rd and an existing 4" PVC water main within W Cushman Street. There are nearby fire hydrants along NE WH Gartner, at the intersection of W Yacolt Rd & N Johnson Ave and near the intersection of W Cushman St and N Johnson Ave.

FINDING: Fire flow at FH-2624 has previously been calculated at 2,136 GPM at 20 PSI. Static water pressure was recorded at 87 PSI and is expected to vary depending on site elevation, system demand and reservoir levels. Due to anticipated high static pressure consulting with a plumber regarding privately owned and operated pressure valves is recommended.

FINDING: For this development, depending on site access and layout plan to connect to the existing 8” water main within NE WH Garner Rd. Domestic water service may be available by connecting to the existing 4” water main within W Cushman St.

CONDITIONS OF APPROVAL: If fire protection is required, extend a minimum 8” water main within the public right-of-way to the site. Install proper fire protection (i.e. hydrants and building sprinkler systems) as required by the Fire Marshal.

CONDITIONS OF APPROVAL: Any existing, unused services shall be properly capped and abandoned. All water mains and services (up to the meter) located within private property, shall be included in an easement granted to Clark Public Utilities.

CONDITION OF APPROVAL: Proper state approved backflow devices will be required for all domestic, fire and landscape water services. All hot taps shall be performed by a Utility approved contractor. The Developer is responsible for costs associated with the service and fire protection installation, right-of-way permitting, and any other needed water improvements.

CONDITION OF APPROVAL: Applicant shall submit full engineering plan set to Clark Public Utilities and town of Yacolt for review and approval prior to construction.

13.10 Stormwater Management and Facility Maintenance

13.10.010 Stormwater management plan

The town council of Yacolt, Washington, does hereby adopt the town of Yacolt stormwater management plan.

13.10.080 Maintenance required

All stormwater facilities shall be maintained in accordance with this article and the Stormwater Management Manual. Systematic, routine preventive maintenance is preferred

13.10.090 Minimum standards

The following are the minimum standards for the maintenance of stormwater facilities:

- A. Facilities shall be inspected quarterly and cleared of debris, sediment, and vegetation when it affects the functioning and/or design capacity of the facility.*
- B. Grassy swales and other biofilters shall be inspected monthly and mowed or replanted as necessary. Clippings are to be removed and properly disposed of.*
- C. Where lack of maintenance is causing or contributing to a water quality problem, immediate action shall be taken to correct the problem. Within one month, the public works supervisor shall revisit the facility to assure that it is being maintained.*

13.10.100 Disposal of waste from maintenance activities

Disposal of waste from maintenance activities shall be conducted in accordance with the minimum functional standards for solid waste handling, Chapter 173-304 WAC, guidelines for disposal of waste materials from

stormwater maintenance activities, and where appropriate, the dangerous waste regulations, Chapter 173-303 WAC.

13.10.110 Compliance

Property owners are responsible for the maintenance, operation or repair of stormwater drainage systems and BMPs. Property owners shall maintain, operate and repair these facilities in compliance with the requirements of this article and the Stormwater Management Manual.

FINDING: This standard applies. See condition of approval 4B.

13.15 On-site Sewage Disposal

13.15.020 On-site sewage disposal system and maintenance program

A program providing for the verification of compliance with inspection and maintenance requirements of the state of Washington and the Clark County public health department relating to on-site sewage disposal systems within the town of Yacolt is hereby established.

13.15.050 OSS inspection frequency and protocols

Property owners in the town of Yacolt shall have their OSSs inspected in compliance with state and local law, including without limitation the laws and regulations currently described in Clark County Code Title 24 together with any future amendments thereto, or as administered and interpreted by the department under the authority of said title

13.15.060 New OSS installation, maintenance, deficiencies, and OSS failure

Property owners in the town of Yacolt shall install, inspect, pump, maintain, repair and/or replace their on-site sewage disposal systems as may be required by state and local law, including without limitation the laws and regulations currently described in Clark County Code Title 24 together with any future amendments thereto, or as required by the department under the authority of said title.

13.15.070 Reporting and data collection

Property owners in the town of Yacolt shall comply with all information collection and reporting requirements for any action described in YMC 13.15.050 and 13.15.060 as may be required by state and local law, including without limitation the laws and regulations described currently in Clark County Code Title 24 together with any future amendments thereto, or as required by the department under the authority of said title.

FINDING: This standard applies. Clark County Public Health (CCPH) Development Review evaluation determined the 5-lot short plat is satisfactory with conditions. The proposed lot sizes for this project equal or exceed 12,500 ft² but are below the minimum land area requirement of 18,000 ft² based on the proposal for lots within this land division to be served by on-site sewage systems (OSS) in observed type 4 soils and public water services per WAC 246-272A-0320. The minimum WAC lot size of 18,000 ft² is waived based on a CCPH-approved Method II Analysis application (SR0068829).

FINDING: Soil concurrency applications have been applied for and approved (SR0068842, 68843, 68819, 68820, 68821) in June 2024 to establish OSS areas for proposed lots 1-5 within this subdivision. CCPH Soil & Site Evaluations and approved designs are valid for 5 years.

CONDITIONS OF APPROVAL: The proposed development must be served by public water. Any water wells discovered during development must be properly decommissioned by a Washington State licensed well driller with written notice provided to CCPH and town of Yacolt with decommissioning well logs attached.

Decommissioned well locations must be marked on the final plat. A copy of the final acceptance letter (or equivalent) from the water purveyor shall be submitted with the final plat.

CONDITION OF APPROVAL: A current, valid onsite sewage system (OSS) design and issued installation permit are required prior to building permit issuance. The approved soil concurrency test holes for the proposed lots 1-5 shall be marked on the final plat. Prior to building occupancy, the approved OSS must be installed with final installation approval issued by CCPH.

CONDITION OF APPROVAL: Per CCPH’s Method II analysis approval, all lots in this subdivision must be a minimum of 12,500 ft² and must be served by OSS meeting Treatment Level B with a minimum of 24” vertical separation which are capable of providing nitrogen reduction per NSF Standard 245. Drainfield envelopes for proposed lots 1-5 of this subdivision shall be shown on the final plat and stormwater setbacks to OSS on proposed lots 1-5 shall be met prior to CCPH and town of Yacolt final plat approval. Existing OSS (ON0009033), currently serving the existing residence on proposed Lot 1, shall be legally abandoned prior to final plat approval with a written abandonment notification submitted to CCPH and town of Yacolt with pumper receipt attached.

CONDITION OF APPROVAL: CCPH and town of Yacolt must review a copy of the final drainage plan, which has been signed off by the Engineering staff, prior to final plat approval. The on-site sewage system test hole locations shall be included in the drainage plans. If no drainage plan is required, written confirmation by Engineering staff stating so is required.

CONDITION OF APPROVAL: A note shall be included on the final plat stating: “The approved initial, reserve and/or existing sewage system sites shall be protected from damage due to development.” All OSS approval areas shall be maintained so they are free from encroachment by buildings, roads, and other structures. These areas shall not be covered by any impervious material and shall not be subject to vehicular traffic or other activity which would adversely affect the soils. Provisions shall be made to prevent flow or accumulation of surface water over the area where an on-site sewage system is located. No public or private easements or rights-of-way shall be through the approved initial, reserve or existing on-site sewage system sites.

CONDITION OF APPROVAL: Final Engineering Plans must be submitted to CCPH and town of Yacolt for review and approval prior to construction.

13.20 Fire Hydrants

13.20.030 Fire hydrants required.

All buildings constructed within the town of Yacolt shall be served by fire hydrants installed in accordance with the requirements of this chapter. In addition, presently existing fire hydrants which do not conform with the requirements and standards of this chapter when placed, shall be replaced with hydrants which do conform to the standards and requirements of this chapter. All fire hydrants shall be served by a municipal or quasi-municipal water system, or as otherwise approved by the fire chief. All hydrants shall be subject to testing, inspection and approval by the fire department

13.20.050 Buildings open to the public

Public buildings, buildings available for public use, or buildings open to the public by invitation classified under the UBC within occupancy groups A, B, C, or D shall conform to the requirements and standards contained in this chapter for buildings or structures in commercial, industrial, and apartment use district zones.

13.20.060 Installation requirements

The installation of all fire hydrants shall be in accordance with sound engineering practices. In addition, the following requirements shall apply to all building construction projects:

- A. Two copies of detailed plans or drawings, accurately indicating the location of all valves and fire hydrants to be installed shall be submitted to the fire chief prior to the commencement of any construction.
- B. All fire hydrants must be approved by the appropriate water authority prior to installation.
- C. All construction of the fire hydrant installation and its attendant water system connection shall conform to the design standards and specifications promulgated by the appropriate water authority.
- D. Fire hydrant installations shall be adequately protected against vehicular damage, in accordance with standards and specifications promulgated by the appropriate water authority.
- E. An auxiliary gate valve shall be installed at the main line tee to permit the repair and replacement of the hydrant without disruption of water service.
- F. All hydrants shall stand plumb, be set to the finished grade with the lowest outlet of the hydrant no less than 18 inches above grade and have no less than 36 inches in diameter of clear area about the hydrant for the clearance of hydrant wrenches on both outlets and on the control valve.
- G. The pumper port shall face the street. Where the street cannot be clearly defined or recognized, the port shall face the most likely route of approach and location of the fire truck while pumping, all as determined by the fire chief.
- H. The lead from the service main to the hydrant shall be no less than six inches in diameter. Any hydrant leads over 50 feet in length from water main in hydrant shall be no less than eight inches in diameter.
- I. All hydrants newly installed in single-family residential areas shall be supplied by not less than eight-inch mains and shall be capable of delivering 1,000 gpm fire flow over and above average maximum demands at the farthest point of the installation. Hydrant leads up to 50 feet long may be six inches in diameter.
- J. All hydrants shall have at least five-inch minimum valve opening, O-ring, stem seal, two two-and-one-half-inch national standard thread hose nozzles, one four-and-one-half inch steamer nozzle with national standard threads, and six-inch mechanical joint shoe connection. In addition, all hydrants shall meet AWWA standards for public hydrants.
- K. All pipe shall meet relevant AWWA standards.
- L. The maximum distance between fire hydrants in single-family use district zones shall be 700 feet.
- M. The maximum distance between fire hydrants in commercial, industrial, and apartment (including duplex) use district zones shall be 400 feet.
- N. Lateral spacing of fire hydrants shall be approved by the fire chief and predicated on hydrants being located at street intersections.
- O. The appropriate water authority and the fire department shall be notified in writing of the date the fire hydrant installation and its attendant water connection system will be available for use.
- P. The fire chief shall be notified when all newly installed hydrants or mains are placed in service

13.20.080 Hydrant accessibility.

Hydrants shall not be obstructed by any structure or vegetation, or have the hydrant visibility impaired within a distance of 150 feet in any direction of vehicular approach to the hydrant.

13.20.090 *Dead end mains prohibited.*

Provisions shall be made wherever appropriate in any project for looping all dead end or temporarily dead end mains. A minimum 10-foot easement shall be required. Construction plans must be approved by the appropriate water authority prior to the commencement of construction.

13.20.100 *Fire flow requirement.*

The fire flow requirement applied by the fire chief under the provisions of this chapter shall be based upon criteria established in the "Guide for Determination of Required Fire Flow" as published by the Insurance Services Office of the Municipal Survey Service, 160 Water Street, New York, New York 10038. The "Guide for Determination of Required Fire Flow," and the standards of the American Water Works Association, all as amended, added to, or excepted herein are adopted by the town of Yacolt. A copy of each such adopted collection of standards, rules, or criteria, in the form in which it was adopted and suitably marked to indicate amendments, additions, deletions and exceptions as provided herein, shall be authenticated and filed by the town clerk in the records of her office, suitably referenced and indexed to the ordinance codified herein. Three copies of each such collection, in the form in which it was adopted and suitably marked to indicate amendments, additions, deletions and exceptions as provided herein, shall be filed in the town clerk's office and be available for use and examination by the public

13.20.110 *Issuance of building permits*

No building permit shall be issued until plans required under this chapter have been submitted and approved in accordance with the provisions contained in this chapter. No building shall be occupied until hydrants and mains are placed in service.

FINDING: This standard applies.

13.25 *Public Works Construction Standards*

13.25.010 *Adoption of engineering standards for public works construction.*

The town council of Yacolt, Washington, does hereby adopt and accept the town of Yacolt's engineering standards for public works construction.

FINDING: This standard applies.

Title 15 BUILDINGS AND CONSTRUCTION

15.15 *Flood Damage Prevention*

15.15.030 *General provisions*

- A. *Lands to Which This Chapter Applies. This chapter shall apply to all special flood hazard areas within the boundaries of the town of Yacolt.*
- B. *Basis for Establishing the Areas of Special Flood Hazard. The areas of special flood hazard identified by the Federal Insurance Administrator in a scientific and engineering report titled "The Flood Insurance Study for Clark County, Washington and Incorporated Areas" dated November 2, 2023, and any revisions thereto, with an accompanying flood insurance rate map (FIRM), and any revisions thereto, are hereby adopted by reference and declared to be a part of this chapter. The FIS and the FIRM are on file at the Yacolt Town Hall, located at 202 W. Cushman Street, Yacolt, Washington, or at such other place as may be designated by the town council. The best available information for flood hazard area identification as outlined in YMC 15.15.040(C)(2) shall be the basis for regulation until a new FIRM is issued that incorporates data utilized under YMC 15.15.040(C)(2).*

- C. *Compliance. All development within special flood hazard areas is subject to the terms of this chapter and other applicable regulations.*
- D. *Penalties for Noncompliance. No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations.*
 - 1. *Any violation of this chapter (including any violation of conditions and safeguards established in connection with conditions) is hereby declared a nuisance. Any person who violates this chapter or fails to comply with any of its requirements shall be subject to the provisions of Chapter 8.05 YMC, Nuisances, including the provisions for payment of a monetary penalty.*
 - 2. *The town remedies with respect to the enforcement of the provisions of this chapter are cumulative and not exclusive. Nothing contained herein shall prevent the town of Yacolt or any other authorized agency from taking such other lawful action as is necessary to prevent or remedy any violation.*
- E. *Abrogation and Greater Restrictions. This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter and another code, regulation, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.*
- F. *Interpretation. In the interpretation and application of this chapter, all provisions shall be:*
 - 1. *Considered as minimum requirements;*
 - 2. *Liberally construed in favor of the governing body; and*
 - 3. *Deemed neither to limit nor repeal any other powers granted under state statutes.*
- G. *Warning and Disclaimer of Liability. The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the town of Yacolt, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this chapter or any administrative decision made hereunder.*
- H. *Severability. This chapter and the various parts thereof are hereby declared to be severable. If any section, subsection, paragraph, sentence, clause, or phrase of this chapter is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, or its application to any person or circumstances is held invalid, the remaining portion of this chapter shall remain in full force and effect, and the application of the provision to other persons or circumstances shall not be affected*

FINDING: This standard does not apply as property is not located within Flood Zone according to the GIS Developer’s Packet.

Title 16 ENVIRONMENT

16.05 State Environmental Policy Act (SEPA)

16.05.090 Flexible thresholds for categorical exemptions

Pursuant to discretion and authority contemplated in WAC 197-11-800(1)(b) and (c), the town hereby establishes the following exempt levels for “minor new construction”:

- A. *For residential dwelling units in WAC 197-11-800(1)(b)(i): those containing four dwelling units or less.*
- B. *For agricultural structures in WAC 197-11-800(1)(b)(iii): those containing 10,000 square feet or less.*

- C. For office, school, commercial, recreational, service or storage buildings in WAC 197-11-800(1)(b)(iv): those containing 4,000 square feet or less, and with associated parking facilities designed for 20 parking spaces or less.
- D. For parking lots in WAC 197-11-800(1)(b)(iv): those containing 20 parking spaces or less.
- E. For landfills and excavations in WAC 197-11-800(1)(b)(v): those consisting of 100 cubic yards or less.

16.25 Critical Aquifer Recharge Areas (CARAs)

16.25.010 Introduction

D. Applicability and Exemptions.

- 2. Exempt Activities. The following activities do not require a CARA permit:
 - a. Currently existing activities that legally existed on July 31, 1997;
 - b. All residential uses other than those having activities covered by YMC 16.25.020(B);
 - c. Other uses not listed in YMC 16.25.020(B) or (C); and
 - d. Activities already permitted and regulated by the state and the Clark County health department to incorporate best management practices.

16.30 Geologic Hazard Areas

16.35 Frequently Flooded Areas

16.40 Priority Habitat Areas

16.45 Wetlands

FINDING: The short plat proposal consists of five lots with the existing home occupy one of the lots. Therefore, there will be only four new residential dwellings. YMC 16.05.090 (A) applies.

FINDING: According to the GIS Developer’s Packet, the subject property is located within a CARA Category 1 area. Properties within the area are served by public water from Clark Public Utilities. YMC 16.25.010 (D) (2) applies.

FINDING: According to the GIS Developer’s Packet, the subject property has no Geologic Hazard Areas, Frequently Flood Areas, Priority Habitat Areas, or Wetlands.

FINDING: The proposed short plat is exempt from SEPA.

Title 17 SUBDIVISIONS

17.05 SHORT SUBDIVISIONS

17.05.010 Increasing the maximum number of lots regulated by a short subdivision process

- A. Pursuant to the authority granted by RCW 58.17.020(6) and 58.17.060, the authorized maximum number of lots that may be created through the short subdivision process in the town of Yacolt shall be nine lots.
- B. Definition of “Short Subdivision.” “Short subdivision” shall be defined as follows:
 “Short subdivision” means the division or re-division of land into nine or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease or transfer of ownership in the present or future.

FINDING: The proposed short plat complies with this standard.

Title 18 ZONING

18.25 Single-Family Residential Districts

Article I. Single-Family Residential – R1-12.5, R-10

18.25.020 Permitted uses

The following uses are permitted:

- A. Single-family detached dwellings, including manufactured homes as defined in Ordinance 356.*
- B. Public parks and recreational facilities.*
- C. Accessory uses and structures normal to a residential environment, including detached garages.*
- D. Cemeteries, and mausoleums, crematories, columbaria and mortuaries within cemeteries; provided, that no mortuary or crematorium is within 100 feet of a boundary street, or where no street borders the cemetery within 200 feet of a lot in a residential district.*
- E. Family day care centers*

18.25.030 Conditional uses

The following are the conditional uses in these districts in accordance with the provisions of Chapter 18.40 YMC.

- A. Churches.*
- B. Public or private schools, including preschools.*
- C. Private recreational facilities, such as country clubs and golf courses, but not including such intensive commercial recreation uses as a golf driving range (unless within a golf course), race track, amusement park or gun club.*
- D. Government structures, including fire stations, libraries, museums and post offices; but not including storage or repair yards, warehouses or similar uses.*
- E. Commercial day care centers.*
- F. Residential care homes and facilities.*
- G. Ambulance dispatch facility.*
- H. Cemeteries and mausoleums, crematoria, columbaria, and mortuaries within cemeteries; provided, that no crematorium is within 200 feet of a lot in a residential district.*
- I. Home occupations.*
- J. Temporary tract offices and model homes.*
- K. Mini day care centers.*
- L. Utility substation facilities.*
- M. Duplexes or two-family dwellings; triplexes, four-plexes, or other multifamily dwellings; dwelling groups; apartment houses; townhouses; or other multifamily dwellings*

FINDING: Proposed residential structures are Permitted Uses.

18.25.040 Height regulations

No building or structure with the exception of storage sheds shall be hereafter erected, enlarged or structurally altered to exceed 35 feet in height. No storage sheds shall be hereafter erected, enlarged or structurally altered to exceed 10 feet in height. The height of storage sheds shall be measured at the peak of the roof.

18.25.050 Lot requirements

The minimum lot requirements shall be one of those set out in Table 4A for this district classification, as designated on the zoning map.

Table 4A

Classification	Minimum Lot Area (sq. ft.)	Average Lot Width (feet)	Average Lot Depth (feet)	SETBACK			
				Front Yard (feet)	Side Yard (feet)	Opposite Side Yard (feet)	Rear Yard (feet)
R1-10	10,000	60	90	25	5	5	25
R1-12.5	12,500*	80	90	25	5	5	25

The minimum street side yard shall be 15 feet.

* The minimum lot size will be established using Method 2, in the building lot size of 12,500, provided there are no soil concerns that would result in the change of the minimum building lot size

18.25.060 Lot coverage

Maximum lot coverage by building and structures shall not exceed 50 percent. Carports are excluded from this provision; provided, that the total coverage limitation is not exceeded by more than 10 percent as a result of these exceptions.

FINDING: Structure Height, lot requirements and lot coverage shall apply.

CONDITION OF APPROVAL: Applicant shall submit final engineering plans to the town of Yacolt for review and approval that includes surveyed lot boundary lines, lot dimensions of all sides, and lot square footage. Plans shall also include building envelopes that demonstrate setbacks, lot coverage, impervious surface, and driveway location and dimensions. Plans shall provide location of utilities, septic system including drain field, and stormwater demonstrating the flow or accumulation of surface water over the area does not occur and has proper distance from where an on-site sewage system is located.

18.25.070 Signs

Signs shall be permitted according to the provisions of Chapter 18.85 YMC.

18.25.080 Off-street parking

Off-street parking shall be provided as required in Chapter 18.70 YMC

18.25.085 Local health officer authority

The local health officer shall have final authority to approve, approve with conditions, or deny any development application in single-family residential R1-12.5, R1-10 zoning districts. No building or development permit may be issued by the town except in compliance with the conditions described in a recommendation for approval from the local health officer, who shall determine the minimum lot size, minimum land area, lot coverage criteria, dwelling density, soil condition standards, or such other standards

and requirements as the local health officer is authorized by law or regulation to determine, as such law or regulation is now enacted or may hereafter be amended.

FINDING: This standard applies.

18.70 Parking, Access and Circulation

18.70.010 Off-street parking and loading – General

- A. *Applicability.* Except as otherwise provided by this title, required off-street parking and loading spaces shall be improved and maintained as set forth in this chapter for all uses in all zoning districts.
- B. *Timing.* Parking and loading spaces required for a given use or development shall be provided consistent with the approved site plan before the county issues an occupancy permit or final inspection for the use or development in question.
- C. *Availability.*
 - 1. *Parking spaces required for a given use or development shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only, and shall not be used for the storage of vehicles or materials, or for the parking of trucks used in conducting the business or use.*
 - 2. *Loading spaces required for a given use or development shall be available for loading and unloading of trucks and similar vehicles.*
- D. *Location of Parking and Loading Facilities.*
 - 1. *Off-street parking spaces for dwellings shall be located on the same lot as the dwelling.*
 - 2. *Off-street parking spaces for uses other than residential shall be located on the same lot as the use or on another lot not more than 300 feet from the building or use they are intended to serve, measured in a straight line from the building.*
- E. *Change or Expansion of a Use.* A site plan that changes the use of an existing structure or lot shall provide off-street parking and loading for the new use as required by this chapter. A site plan that enlarges an existing structure or use shall provide for additional parking and loading based only on the parking and loading requirements of the expansion.
- F. *Lighting.* Light fixtures in parking or loading areas shall be consistent with RCW 47.36.180 on public roadways and not cast significant light or glare off-site on adjacent properties.
- G. *Surfacing.* All surfaces of parking and loading spaces and related access drives and maneuvering areas shall be prepared consistent with standards approved by the town council.
- H. *Drainage.* Stormwater drainage facilities for parking and loading spaces and related access drives and maneuvering areas shall be provided as specified by the town council.
- I. *Wheel Stops and Curbs.* Parking and/or loading spaces on the perimeter of a parking lot or adjacent to interior landscaped areas or sidewalks shall include a wheel stop at least four inches high located three feet back from the front of the parking and/or loading space.
- J. *Maintenance of Parking and Loading Areas.* Required parking and loading spaces and associated access and maneuvering drives shall be maintained in good repair at all times

18.70.020 Calculation of parking requirements

A site plan for a given use or uses shall show that at least the number of parking spaces required by Table 11A will be provided consistent with this chapter.

- A. Where Table 11A requires a certain number of parking spaces based on the area of a building, the area shall be the gross floor area within the exterior walls of the structure, excluding the area of a building that encloses parking or loading spaces.
- B. Where more than one use occupies a given structure or parcel of land or where a given business includes a combination of uses, the minimum required number of parking spaces shall be the sum of the requirements for each use, except to the extent the uses comply with the requirements of this chapter for shared parking.
- C. Where a building may be used for more than one purpose, and the applicant does not limit the permitted uses in the building, parking spaces shall be provided based on the possible use(s) that require the most parking spaces.
- D. Where Table 11A does not list the parking requirements for a proposed use, the town council shall determine the minimum parking requirements for the use, based on requirements in Table 11A for other similar uses, if any, or on substantial evidence of parking needs for similar uses in other, similar locations.
- E. Up to 30 percent of required parking spaces and all parking spaces in excess of minimum requirements may comply with the standards for compact cars in Table 11B.
- F. All parking areas shall comply with applicable local, state and federal standards regarding parking for disabled persons.
- G. The town council may reduce the required number of parking spaces to less than that required in Table 11A if the town finds that a lesser number of off-street parking spaces will be enough to fulfill all parking needs of the use or development, based on substantial evidence in the applications, such as an adequate survey or parking demand at similar uses under similar conditions. The number of parking spaces for disabled persons may not be reduced under this section.

Table 11A

USE	MINIMUM NUMBER OF PARKING SPACES
A. Residential	
1. 1-, 2- and 3-unit family dwellings	2 spaces/dwelling unit. Single-family and duplex parking may be tandem (one car behind the other).
2. Multifamily dwelling containing 4 or more dwelling units	1 1/2 spaces/dwelling unit
3. Apartment, hotel, rooming or boarding house	1 1/2 spaces/guest accommodation
4. Residential care facility	1 space/7 residents served under age of 12 1 space/5 residents served ages 12 – 17 1 space/4 residents served ages 18 years or older
5. Retirement housing facilities	1 space/each 3 units
B. Commercial residential	
1. Hotel	1 space/bedroom
2. Motel	1 space/bedroom
3. Clubs/lodges	Spaces to meet the combined requirements of the uses being conducted, such as hotel, restaurant, auditorium, etc.
C. Institutions	
1. Welfare or correctional institutions	1 space/3 beds for patients or inmates

USE	MINIMUM NUMBER OF PARKING SPACES
2. Convalescent hospital, nursing home, sanitarium, rest home, home for the aged	1 space/3 beds for patients or residents
3. Hospital	2 spaces/bed
D. Places of assembly	
1. Church	1 space/4 seats, or 8 feet of bench length in the main auditorium
2. Library, reading room, museum, art gallery	1 space/400 square feet of floor area
3. Preschool, nursery, kindergarten, mini-day care center or commercial day care center	2 spaces/teacher or employee
4. Elementary or junior high school	1 space/4 seats, or 8 feet of bench length in auditorium or assembly room, whichever is greater
5. High school	1 space/employee, plus 1 space/each 6 students, or 1 space/4 seats, or 8 feet of bench length in the auditorium, whichever is greater
6. College, commercial school for adults	1 space/3 seats in classroom
7. Other auditoriums, meeting rooms	1 space/4 seats, or 8 feet of bench length
E. Commercial amusements	
1. Stadium, arena, theater	1 space/4 seats, or 8 feet of bench length
2. Bowling alley	5 spaces/lane
3. Dance hall, skating rink	1 space/150 square feet of floor area
F. Commercial	
1. Retail store except supermarkets and stores selling bulky merchandise and grocery stores, 1,500 square feet gross floor area or less	1 space/350 square feet of floor area
2. Commercial retail, 1,501 square feet or more	1 space/350 square feet of floor area
3. Service or repair shops	1 space/200 square feet of floor area
4. Retail stores and outlets selling furniture, automobiles or other bulky merchandise where the operator can show the bulky merchandise occupies the major area of the building	1 space/600 square feet of floor area
5. Bank, office (except medical and dental)	1 space/400 square feet of floor area
6. Medical and dental office or clinic	1 space/200 square feet of floor area
7. Eating or drinking establishments	1 space/200 square feet of floor area
8. Mortuaries	1 space/4 seats or 8 feet of bench length
G. Industrial	
1. Manufacturing establishment	1 space/500 square feet
2. Storage warehouse, wholesale establishment, rail or trucking freight terminal	1 space/2,000 square feet of floor area

18.70.030 *Parking design standards*

Off-street parking spaces shall comply with the standards for stalls and aisles, as set forth in Table 11B.

Table 11B

Angle (degrees)	Type	Stall width	Stall depth	Aisle width	Curb length
A		B	C	D	E
0	Compact	8.0	8.0	12.0	22.0
	Standard	9.0	9.0	12.0	22.0
45	Compact	8.0	19.1	14.0	11.3
	Standard	9.0	19.8	13.0	12.7
60	Compact	8.0	20.4	19.0	9.2
	Standard	9.0	21.8	18.0	10.4
70	Compact	8.0	20.6	20.0	8.5
	Standard	9.0	21.0	19.0	9.6
90	Compact	7.5	15.0	24.0	7.5
	Standard	9.0	20.0	24.0	9.0

FINDING: Proposed uses are single family residences. Each residence shall have a minimum two off-street parking spaces.

18.70.050 *Access and circulation – Applicability*

This chapter applies to new development that includes parking or loading areas or vehicle, bicycle or pedestrian circulation, including changes to access and circulation of existing development.

18.70.060 *Vehicle access and circulation generally*

- A. *Availability. Access and circulation required for a proposed use or development shall be improved to the standards in this chapter before the county issues an occupancy permit or final inspection for the use or development in question.*
- B. *Joint Access. The town council may authorize joint access by two or more uses if:*
 - 1. *The town council finds the access will comply with other applicable access and circulation standards of this chapter.*
 - 2. *Before the county issues a building permit for the use or development on one lot that will be served by the shared access on another lot, the applicant shall submit to the town council and the county cross-easements or equivalent agreements executed by the owners of the affected properties and filed permanently in town and county records with deeds to the properties authorizing use of the properties for the proposed shared access.*
- C. *Access and circulation drives shall comply with the applicable location standards of this chapter and shall be wide enough to safely accommodate the traffic that will use it consistent with standards approved by the town council. Each parking and loading space shall have access from a street by means of such a drive.*

D. Except for single-family and duplex dwellings, it shall be practicable for a typical driver to enter and exit all loading spaces and to enter and exit all groups of more than two parking spaces without backing or maneuvering in a public street other than an alley

18.70.070 Pedestrian circulation

Pedestrian circulation shall be provided consistent with the following:

Where pedestrian or bicycle routes cross access, maneuvering, parking or loading areas, the crossing must be clearly identified by using striping, elevation changes, speed bumps, a different paving material, and/or other method that effectively alerts drivers, pedestrians and cyclists of the location and nature of the crossing.

FINDING: This standard applies as it pertains to the proposed single family residences.

18.75 Landscaping and Screening

18.75.020 Landscaping and screening design standards

Table 12A – Landscaping and Screening Matrix

Zoning of land abutting development site	Zoning of proposed development							
	Single-family		Multifamily		Commercial		Light Manufacturing	
	Separated from site by a street	Not separated by a street	Separated from site by a street	Not separated by a street	Separated from site by a street	Not separated by a street	Separated from site by a street	Not separated by a street
Single-family	None	None	L2 10-ft	L3 5-ft	L2 10-ft	L4 in 15-ft L5 in 10-ft	L3 10-ft	L4 in 50-ft L5 in 40-ft
Multifamily	None	L3 5-ft	L1 5-ft	L1 5-ft	L2 10-ft	L4 in 15-ft L5 in 10-ft	L3 10-ft	L4 in 15-ft L5 in 10-ft
Commercial	L1 5-ft	L3 10-ft	L2 5-ft	L3 10-ft	L2 10-ft	L1 5-ft	L2 10-ft	L3 5-ft
Light Manufacturing	L1 5-ft	L3 50-ft	L2 5-ft	L3 10-ft	L3 10-ft	L2 5-ft	L2 10-ft	L1 5-ft

18.75.030 Landscaping and screening approval standards – Generally

- A. A landscaping plan shall contain landscaping and screening consistent with the applicable design standards, based on Table 12A and other applicable provisions of this chapter.
- B. The applicant may provide landscaping and screening that exceeds the standards in this chapter; provided:
 1. A fence or wall (or combination of a berm and fence or wall) may not exceed a height of six feet above the finished grade at the base of the fence or wall (or at the base of a berm, if combined with one) unless the approval authority finds additional height is necessary to mitigate potential adverse effects of the proposed use or other uses in the vicinity; and
 2. Landscaping and screening shall not obstruct sight distances at intersections as provided in Chapter 18.70 YMC.
- C. The town council may approve use of existing vegetation to fulfill landscaping and screening requirements of this chapter if that existing landscaping provides at least an equivalent level of screening as the standard required for the development in question.
- D. As a condition of approval of a conditional use, the town may require an applicant to provide landscaping and screening that differs from the standards in Table 12A where necessary to comply with the other applicable approval standards for the use or development.

- E. *Landscaped areas required for stormwater management purposes may be used to satisfy the landscaping requirements of this chapter, even though those areas may be inundated by surface water.*
- F. *Required landscaping and screening shall be located on the perimeter of a lot or parcel. Required landscaping and screening shall not be located on a public right-of-way or private street easement, unless authorized under another ordinance*

FINDING: This standard applies.

CONDITION OF APPROVAL: Landscaping and screening shall not obstruct sight distances from ingress and egress of properties.

18.80 Fences

18.80.010 Permit and other pre-installation requirements.

- A. *A fence installation permit is required prior to installing any fence, wall or hedge. The application for said permit shall include a site and construction plan, including a list of the materials to be used. The public works supervisor will inspect the site for project placement and the mayor will grant final approval on the fence installation permit.*
- B. *A survey is required, at the applicant’s expense, prior to the installation of any fence, wall or hedge that abuts town property if the applicant and town officials disagree on the location of the fence, wall or hedge.*
- C. *A utility locate is required prior to the installation of all fences and walls. [Ord. 411, 2001.]*

18.80.020 Standards.

- A. *Any fence, wall or hedge shall not exceed six feet in height.*
- B. *Fences or walls may be constructed of wood, masonry, wire, or grown as hedges. All construction is to be done in such a manner as to leave no sharp or protruding edges, barbs, or projections. Hedges must be kept trimmed to or below the maximum allowed height and trimmed back to the inner edge of the town right-of-way. Electric fences, fences containing barbed wire, and fences containing pallets shall be prohibited within the limits of the town.*
- C. *Any fence or wall shall be installed inside or at the property line*

FINDING: This standard applies.

B. YACOLT ENGINEERING STANDARD

Chapter I – General Design Requirements

The purpose of this document is to set standards for the construction of public improvements to serve new and future developments. These include street, bikeway, drainage, and water improvements as required by the development review process, Town Ordinance, and other Town policies adopted by the Town Council. Standards for site grading, erosion control, parking lot and driveway construction on private property are also contained in these standards. No such work shall commence prior to Town approval of the construction plans. Designs submitted shall be stamped by a registered Professional Engineer licensed to practice in the State of Washington.

All public improvements and private streets, parking lots, sidewalks, and driveways shall be designed and constructed in such a manner as to be readily accessible to and usable by individuals with disabilities ...

1.03 Permits

Permits, approvals, or agreements are required by the Town, and sometimes other jurisdictions, prior to initiating any construction or demolition work elements described within these Standards. The majority of work covered under these Standards will require multiple permit authority review and approvals. Several types of permits and approvals require prior approval from the authority before a building or other substantial permit can be issued. Any questions regarding information about permits, approvals, and agreements should be directed to the Town Clerk or Clark County as applicable.

The following general categories describe the major permits, approvals, and agreements:

A. Environmental Review

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

B. Construction Permits

- 1. Clearing and Grading Permit: A Clearing and Grading Permit is required for all significant land alterations, including plats. A Clearing and Grading Permit is typically issued in conjunction with other permits.*
- 2. Building Permit: A Building Permit is required for all construction work including alteration, repairs and demolition. Demolition Permits for structures greater than four thousand square feet (4,000 sq. ft.) require the submittal of an Environmental Checklist.*
- 3. Right-of-Way Permit: A Right-of-Way Permit is required for any work within the street right-of-way which is not covered by other permits and agreements. Such work may include utilities work, land closures, driveways, curbs, sidewalks, and haul routes. Permission to temporarily close a street or portion thereof for construction activities or special events is obtained through the Right-of-Way Permit.*
- 4. Utilities Work: Permits, service requests, and applications are required for water and sewer-related items, including side sewers, fire hydrant use permits and water meters.*

FINDING: This standard applies.

CONDITION OF APPROVAL: Applicant shall acquire all necessary permits prior to construction.

1.04 Submittal Requirements

A. General

- 1. Submittal requirements consist of design plans, grading plans (where required), erosion control plans (where required), drainage calculations, and other information as required. Letters of transmittal shall accompany all submittals.*
- 2. The Standard Specifications are hereby adopted and incorporated as part of this document by reference except as modified herein.*

B. Design Plan Format

See items 1 – 13 for specifications

C. Plan View

See pages 1-9 through 1-10 for specifications

D. Profile View

See pages 1-11 through 1-12 for specifications

E. Site Grading Plan

The Town of Yacolt requires a site grading plan as part of the Application for any development that involves the excavation or fill of greater than fifty (50) cubic yards of material. Grading contours (existing & proposed) shall be at no more than 2 foot intervals, and shall extend off-site a minimum of 50 feet. This sheet shall also note source of information, date of field work, and location of original document.

All soil disturbing construction activity must adhere to the requirements of Chapter 2. A detailed erosion control plan shall be shown in conjunction with the site grading plan.

F. Drainage Calculations

Drainage calculations shall be presented in a clear, concise and complete manner. These calculations shall address all runoff into the drainage system; areas contributing flow to each inlet must be computed separately and each inlet with contributing area shall be designated and shown on an accompanying contour map work sheet.

Initial time of concentration calculation with assumptions listed and charts or nomographs used shall be included with drainage calculations.

G. Other Requirements

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

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

H. Detail Sheets

Detail sheets shall be provided as part of the Site Development Plans. The detail sheet shall show all Town Standard Drawings and special details necessary for the project.

All Town Standard Drawings and details shall be full size.

FINDING: This standard applies.

CONDITION OF APPROVAL: All plan sets must be submitted to the town of Yacolt for review and approval as part of final engineering and permitting prior to construction.

Chapter 2 – Land Alteration

2A Policies

2A.01 General

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

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

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

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

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

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

FINDING: This standard applies.

2A.02 Seasonal Limits

Land alteration operations shall be limited by the seasonal limitations specified.

- A. *When land alteration activities are interrupted by heavy rain, operations shall not be resumed until the Town determines that erosion control facilities (See Section 2B.02) are operating satisfactorily.*
- B. *Land alteration activities near sensitive areas, including slopes over 5%, wetlands, flood plains, or riparian corridors shall be subject to limitations imposed by the Town. Permits from other agencies in*

addition to the Town may be required by law for such work. It is the responsibility of the project sponsor to obtain such permits prior to beginning work and to see that all applicable regulations are complied with at all times during the course of the work

- C. *Work shall be stopped and the site shall be secured from erosion at any time when weather conditions change or the threat of heavy rain makes erosion problems likely.*

FINDING: This standard applies.

2A.03 Preservation of Existing Vegetation

- A. *Existing vegetation shall be preserved whenever possible.*
- B. *In general, preservation of existing vegetation in order to control erosion and to preserve an area's character and quality of the environment shall be considered during the Land Alteration design review process. All excavations and fills in the proximity of trees and shrubs shall be kept outside the dripline of said trees and shrubs.*

FINDING: This standard applies.

2A.04 Temporary Erosion/Sedimentation Control

Erosion control during construction shall be required per the recommendations of the Puget Sound Manual.

2A.05 Permanent Erosion Control and Vegetation Restoration

- A. *Permanent erosion control shall be required per the Puget Sound Manual.*
- B. *Vegetation shall be restored on those areas of the site disturbed by the land alteration activity which are not covered by permanent impervious surface improvements (e.g. buildings, parking lots, etc.) at the earliest possible time consistent with appropriate planting times. The soil shall be stabilized prior to vegetation restoration since vegetation alone cannot provide an effective erosion control cover and prevent soil slippage on a soil that is not stable due to its texture, structure, water movement or excessive slope.*
- C. *In no case will the period between the land alteration operation and final and complete restorative, or permanent erosion control, vegetation planting for a given project or project phase be longer than one year. Said planting shall restore the vegetation on site to a condition equal to or better than the precleared condition to the maximum extent possible. Temporary erosion and sedimentation control measures shall be maintained in full operating condition for all areas to be restored until said restoration is complete and the site fully stabilized.*

FINDING: This standard applies.

2A.06 100-Year Flood Plain

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

2A.07 Clearing and Grading on Environmentally Sensitive Lands

Clearing and grading shall be prohibited in sensitive areas.

2A.08 Drainage Control

Drainage Control shall be required per Chapter 4 of these standards.

2A.09 Water Quality Standards

Water Quality shall be maintained per the recommendations of the Puget Sound Manual.

FINDING: This standards apply.

2B Design Standards

2B.01 Temporary Erosion Control

- A. Prior to any clearing and grading of any land development, devices for interception of all runoff from the cleared area shall be installed. Said interception shall preclude discharging silt-laden runoff from the proposed land development to downstream properties to the maximum extent possible with the best available technology. Said interception shall cause all silt-laden runoff to be conveyed by open swale or other means to whatever temporary facility is necessary or required to remove silt from said runoff prior to discharge to downstream properties (see paragraph e below). Sequence of work shall be specified on the plans.*
- B. Care shall be taken so as to deposit no material from sites of land alteration activity onto public rights-of-way and/or adjoining properties. If such depositions occur, it shall be the responsibility of the Permittee to immediately remove such material from public rights-of-way and adjoining properties, and restore to the original conditions.*
- C. Since site conditions may change rapidly during construction due to construction activity, weather, and other factors, it should be anticipated that the erosion control measures on the approved plan may become ineffective. Under special conditions, measures additional to those showing on the plan may be required by the Town in order to control erosion and sedimentation when such special conditions occur.*
- D. The following shall be carried as general notes on the Temporary Erosion/Sedimentation Control Plan:*
 - 1. All construction shall be in accordance with the Town of Yacolt's Engineering Standards for Public Works Construction, Yacolt Ordinances, Permit Conditions, and all other applicable codes, ordinances, standards and policies.*
 - 2. The temporary erosion control system shall be installed prior to all other construction.*
 - 3. Where possible, maintain natural vegetation for erosion and siltation control.*
 - 4. As construction progresses and seasonal conditions dictate, more siltation control facilities may be required to ensure complete siltation control. Therefore during the course of construction, it shall be the obligation and responsibility of the developer to address any new conditions that may be created by his activities and to provide additional facilities over and above the minimum requirements as may be needed to achieve the performance standards required by the permit.*
 - 5. Temporary siltation ponds and all temporary siltation and erosion controls shall be maintained in a satisfactory conditions until such time that clearing and/or construction is completed,*

permanent drainage facilities are operational, and the potential for erosion has passed. Ponds and controls shall be cleaned or replaced as directed by the Town. Contractor shall maintain a 24 hour contact number at (206) - for emergency response to maintain and repair all on site erosion and sedimentation control measures and facilities.

6. *All disturbed land areas unworked for seven (7) days or more shall be protected from erosion by hydroseeding with a mix or by a method approved by the Town. If required due to weather, timing, or site conditions, the hydroseeding shall be supplemented by mulching with straw a minimum of 1 inch thick and stapling jute or utility mesh over the mulch.*
 7. *Approval of this temporary erosion and sedimentation control plan does not constitute an approval of design, nor location of pipes, restrictors, or retention facilities, or an approval of plans required for a building permit; but is an approval of grading and sedimentation control plan only, unless specifically noted on the plan approval stamp.*
 8. *Prior to occupancy of the building, the permanent storm drainage system shall be cleaned by pumping (not into the storm drainage system) or other method as approved by the Town.*
 9. *The Permittee shall be responsible for preventing water pollution due to construction materials, methods or equipment. All exposed aggregate concrete shall be installed and constructed so that no wash water enters the storm drainage system. The contractor shall provide a separate area, a minimum of 200 square feet in size, for washing of concrete trucks. This area shall also be isolated so that no water enters the storm drainage system.*
- E. *General Methods of Erosion and Sedimentation Controls - The types of controls, as outlined in the Puget Sound Manual, shall be utilized in such combination as is necessary to achieve the level of erosion control required by these Standards and meet water quality objectives. Erosion control facilities shall be periodically inspected and maintenance performed in order to ensure their proper functioning as required by the approved erosion and sedimentation control management plan.*

FINDING: This standard applies.

2B.02 Environmental Protection During Construction

A. General Policy and Requirements

1. *It is the policy of the Town of Yacolt to require temporary and permanent measures for all construction projects to lessen the adverse effects of construction on the environment.*

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

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

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

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

B. Air Pollution Control

1. *Dust. Dust shall be minimized to the extent practicable, utilizing all measures necessary, including, but not limited to:*
 - a. *Sprinkling haul and access roads and other exposed dust producing areas with water. Obtaining water from a hydrant will require specific authorization from the applicable water jurisdiction.*
 - b. *Applying DOE approved dust palliatives on access and haul roads.*
 - c. *Establishing temporary vegetative cover.*
 - d. *Placing wood chips or other effective mulches on vehicle and pedestrian use areas.*
 - e. *Maintaining the proper moisture condition on all fill surfaces.*
 - f. *Pre-wetting cut and borrow area surfaces.*
 - g. *Use of covered haul equipment.*
2. *Fumes, Smoke, and Odors*
 - a. *Tires, oils, paints, asphalts, coated metals, or other such materials will not be permitted in combustible waste piles, and will not be burned at the construction site.*
 - b. *Open burning shall not be permitted unless approved by the Southwest Washington Air Pollution Control Authority and the County Fire Marshal's Office.*
 - c. *Open burning shall not be permitted within 1,000 feet of a structure or within 250 feet of the drip line of any standing timber or flammable growth.*
 - d. *Open burning shall not be permitted during a local air inversion or other climatic conditions that may result in a smoke pall hanging over a built-up area or community.*
 - e. *Open burning shall not be permitted when climatic and moisture conditions are contributing to high danger of forest or range fires as determined by town, state, or federal authorities.*
 - f. *All open burning shall be constantly attended by a crew with a supply of fire-fighting tools and equipment. The number and size of fires shall be limited such that the burning crew can adequately control them.*

C. Erosion Control

The Town of Yacolt has adopted the Puget Sound Manual. All construction standards must meet or exceed these requirements for the installation and maintenance of erosion control devices.

The Town has the following notations in addition to the Puget Sound Manual.

1. *Measures to prevent erosion at construction sites shall be incorporated into the construction drawings and specifications.*
2. *All earth and soft or broken rock areas that have been disturbed by construction operations such as during stripping, excavation, and by traffic shall be protected from erosion by the action of concentrated runoff, by the impact of falling rain, by wind action, by vehicular tracking, or a combination of actions.*
3. *The concentration of runoff on or across slopes shall be prevented.*

4. *Sections of bare earth and the length of time of their exposure to potential erosion shall be minimized by proper scheduling, limiting the work areas, and placement of appropriate cover.*
5. *Precautions shall be taken in the use of construction equipment to prevent operations that increase the potential for erosion. Wheel tracks or ruts, particularly down slopes, that permit concentration of surface flows, shall be avoided. Fording of live streams that accelerate erosion and damage aquatic animal habitat shall be avoided. Where frequent stream crossings are necessary, temporary bridges shall be installed.*
6. *Areas for borrow pits and waste disposal shall be selected with full consideration of erosion control needs during and after borrow operations.*

D. Maintaining Surface Water Quality

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

E. Fish and Wildlife Habitat Preservation

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

F. Control of Noise Levels

Construction noise shall be minimized by the use of proper engine mufflers, protective sound reducing enclosures, and other sound barriers. Construction activities producing excessive noise that cannot be reduced by mechanical means shall be restricted to locations where their sound impact is reduced to a minimum at the edge of the work area.

G. Natural Vegetation

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

H. Historical and Archaeological Areas

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

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

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

I. Use of Pesticides

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

FINDING: This standard applies.

Chapter 3 - Streets

3A Functional Classification

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

1. Arterials.

The arterial system complements and supports the principal and major systems, but is primarily oriented toward travel within and between adjacent sub-areas. These facilities provide connections to major activity centers and provide access into each sub-area.

2. Collectors.

The collector system is deployed nearly entirely within sub-regions to provide mobility between communities and neighborhoods or from neighborhoods to the minor and major arterial systems. An adequate collector system is needed to ensure these movements do not occur on principal routes or major arterials. Land is directly accessible with emphasis on collection and distribution of trips within an arterial grid.

3. Access and Local Streets.

The local street system is used throughout developed areas to provide for local circulation and direct land access. It provides mobility within neighborhoods and other homogenous land uses, and comprises the largest percentage of total street mileage. In general, local traffic should not occur on major arterials and principal routes.

3A.01 Access

Access to public streets shall conform to the requirements of Paragraph 3B.10. The Town Engineer shall have the authority to limit access and designate access locations on public streets under the jurisdiction of the

Town. Access to streets and highways under Clark County or State of Washington jurisdiction must be formally approved by those entities at the applicant's initiative and expense.

3A.02 Width

Table 3B.04A is a summary of road width standards by the functional classification of the road. It should be noted that public utility easements beyond the right-of-way are typically required.

3A.03 Number of Lanes

The number of lanes for each class of road shall be as directed by the Town Engineer. Additional lanes may be required at intersections in excess of the road sections shown in Table 3B.04A.

Right-of-way may be needed in addition to that shown in Table 3B.04A to accommodate the increased number of lanes at intersections.

3A.04 Design Speed

The minimum design speed for each road classification shall be as shown in Tables 3B.04A or as otherwise determined by the Town Engineer.

3A.05 Dedications

- A Right-of-Way shall be deeded for streets and other improvements as required per Table 3B.04A to accommodate motorized and non-motorized transportation, landscaping, utility and buffer requirements. Some reduction in the minimum right-of-way requirement may be granted by the Town where it can be demonstrated that sufficient area has been provided for all functions within the right-of-way and/or alternate locations. Conveyance shall be fee simple using a statutory warranty deed.*
- B. Easements for all public systems shall be provided as required. Specific requirements for sewer, water, and storm drainage easements are detailed in the relevant chapters. Particular design features of a road may necessitate slope, wall or drainage easements. Such easements may be required by the Engineer in conjunction with dedication or acquisition of right-of-way and other standard easements (temporary construction, right of entry, sidewalk, pedestrian., street lighting, and traffic control devices, etc.).*
- C. Special Access Easements or Tracts.*

Where it is necessary to facilitate pedestrian circulation between neighborhoods, schools, shopping or other activity centers, public access easements or tracts shall be dedicated.

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

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

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

- 1. The short plat abuts an existing substandard public street and the additional right-of-way is necessary to incorporate future frontage improvements necessary for public safety, or*

2. *Additional right-of-way is needed to provide right-of-way for the extension of existing public street improvements necessary for public safety, or*
 3. *Additional right-of-way is needed to provide future street improvements necessary for public safety for planned new public streets.*
- E. *It is within the authority of the Town to refuse to approve or sign any land partition, partition plat, or subdivision plat for a development that has not installed or completed the construction of the necessary public infrastructure to serve the proposed and affected existing lots. Such approval may be withheld until it can be verified that the location and width of proposed rights of way and easements are adequate for the completed infrastructure.*
- F. *Easements are subject to the approval of the Town Attorney prior to recording. Variation from the Town standard form of conveyance shall be allowed only when extraordinary circumstances warrant, as determined by the Mayor and Town Attorney.*
- G. *All recording costs for easements created by private development shall be borne by the developer unless specifically agreed to by the Town.*

3A.06 Private Streets

- A. *Criteria for Authorization. It is the Town of Yacolt's policy to discourage private streets and to only permit them under unusual circumstances. Where private streets are permitted they will only be under the following conditions:*
1. *Covenants have been approved, recorded, and verified with the Town which provide for maintenance of the private streets and associated parking areas by owners in the development, and*
 2. *Provision is made for the streets to be open at all times for emergency and public service vehicles, and*
 3. *The private streets will not obstruct public street circulation, and*
 4. *At least one of the following conditions exists:*
 - a. *The plat or _short plat street will ultimately serve four (4) or fewer lots.*
 - b. *The roadways serve commercial or industrial facilities where no circulation continuity is necessary.*
 - c. *The Town determines that no other access is available and the private road is adequate.*
- B. *Notice. A statement is required on the face of any plat or short plat containing a private road with the following: "The Town of Yacolt has no responsibility to improve or maintain the private roads contained within or private roads providing access to the property described in this plat".*
- C. *Easements. Private roads shall be constructed within easements with easement width 20 feet for service to one or two lots, and 30 feet for service to three to six lots.*
- D. *Construction Requirements. Private streets shall conform to public street construction standards with the exceptions noted in Section 3B.02.*
- E. *Acceptance as Public Streets. Acceptance of private streets as public streets will be considered if the street meets all applicable public street standards contained herein.*

3A.07 Street Frontage Improvements

- A. *All residential subdivisions, commercial developments and short plats shall install street frontage improvements at the time of construction as detailed in their subdivision or short plat approval, as detailed in their approved building plans, or as directed by the Town Engineer. Such improvements may include*

curb and gutter; sidewalk; street storm drainage; street lighting system; traffic signal modification, relocation or installation; utility relocation; landscaping and irrigation and street widening all per these Standards. Plans shall be prepared and signed by a licensed civil engineer registered in the State of Washington.

B. Plan preparation shall be as specified in Chapter 1 of these standards.

3A.08 Street Ends

A Cul-de-sacs shall be provided at all public and private street ends.

B. Hammerheads may be used in lieu of a cul-de-sac provided that the street serves six (6) or less lots and the street is less than two hundred feet (200') in length.

C. Temporary Dead Ends. Where a street is temporarily dead ended, turn around provisions must be provided where the road serves more than one lot. The turn around may be a hammerhead if the dead end is less than two-hundred feet (200') in length. If over two-hundred feet (200') long, a cul-de-sac with a minimum radius of thirty-five feet (35') is required for residential streets, and forty-eight feet (48') for industrial streets.

3A.11 Sight Obstruction Requirements

A. Sight distance should be maintained at all driveways, building or garage entrances where structures, wing walls, etc. are located adjacent to or in close proximity to a pedestrian walkway.

B. Sight lines to traffic control devices (signs, signals, etc.) should not be obscured by landscaping, street furniture, marquees, awnings or other obstructions. Refer to the Manual of Uniform Traffic Control Devices for required sightlines (MUTCD).

3A.12 Curb and Gutter - Types and Application

A. Curb and gutter shall be utilized for street edges whenever possible and shall always be used under the following conditions:

- 1. All streets - residential, commercial, or arterial.*
- 2. Modified curb and gutter shall be used on designated bicycle lanes.*

B. Vertical Curb shall be used for edges of islands and medians except when emergency vehicle access across the median is required.

C. Rolled Curb may be used at the end of cul-de-sacs where approved by the Town.

3A.13 Survey Monuments

A survey monument shall be located in all subdivisions and short plats.

3A.14 Concrete Sidewalks

A. Where Required. Concrete sidewalks shall be provided as follows:

- 1. Both sides of all arterial streets.*
- 2. Both sides of all other streets (through street or dead-end) except permanent dead end streets less than three-hundred feet (300') in length.*
- 3. One side of local permanent dead-end streets less than three-hundred feet (300') in length.*

4. *Both sides of dead-end streets over three-hundred (300'), except in the cul-de-sacs or hammerhead tum arounds. In these circumstances installed sidewalks may end at the property line nearest the street/cul-de-sac transitions.*

B. Exceptions

Where subdivision design provides an acceptable surfaced and maintained internal walkway system, as approved by the Town Engineer, a sidewalk may not be required adjacent to the street.

C. Wheelchair Ramps

In accordance with State law, wheelchair ramps shall be provided at all pedestrian crossings with curb sections.

3A.15 Asphalt Sidewalks

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

3A .16 Multi-Use Trail

Multi-use trails may be used as a substitute for concrete sidewalks in planned unit developments where the Town deems that non-motorized transportation goals of the Town are being met.

3A.17 Bikeways/Bike lanes

Bikeway construction is required in conjunction with commercial development, plat or short plat approval, when the need for such a bikeway is established by the Council.

3A.18 Driveways

A. General Requirements.

1. *Standard residential or commercial driveway's shall be required for all developments*
2. *A private intersection opening shall be used in lieu of a conventional driveway in commercial areas where the following criteria as determined by the Town are met:*
 - a. *Projected driveway usage is greater than two-thousand (2,000) vehicles per day.*
 - b. *In any case where traffic signalization is approved and provided.*
 - c. *A minimum one-hundred (100') foot storage area is provided between the street and any turning or parking maneuvers within the development.*
 - d. *The opening is at least one-hundred and fifty feet (150') from any other intersection opening.*
 - e. *The opening is at least one-hundred and fifty feet (150') away from any other driveway on the property frontage under control of the applicant.*
 - f. *Easement dedication for traffic control devices.*

B. Conditions of Approval

1. *Driveways directly giving access onto arterials may be denied if alternate access is available.*
2. *All abandoned driveway areas on the street frontage to be improved shall be removed and new curb, gutter, and sidewalk shall be installed.*

3. *No commercial driveway shall be approved where backing onto the sidewalk or street will occur.*
4. *Left turns from and to a driveway may be restricted as a development condition or in the future if such maneuvers are found to be unduly hazardous.*
5. *Driveways shall be aligned wherever possible with existing driveways on the opposite side of the street on two (2) or three (3) lane streets.*
6. *All driveways shall be angled ninety-degrees (90°) to the street, unless designated as right turn only with the approval of the Engineer.*

3A.20 Landscaping in the Right-Of-Way, Easements and Access Tracts

- A. *Plantings established in the right-of-way shall be maintained by the abutting property owner.*
- B. *Any existing planting areas within the right-of-way that are disturbed by construction activity shall be restored to their original condition.*
- C. *Any plantings or other improvements placed within the right-of-way (by abutting property owners) are subject to removal when the right-of-way is needed for public use. The property owner is responsible for removing any landscaping or other improvements upon official notice. The property owners shall be responsible for survival of the relocated plantings.*
- D. *Measures shall be taken by the developer to provide groundcover in areas within the right-of-way which have been stripped of natural vegetation or have a potential for erosion. Native plants shall be used whenever possible.*
- E. *Plantings within the right-of-way shall comply with the following provisions:*
 1. *All landscaping shall comply with the sight distance provisions of these standards.*
 2. *where existing landscaping maintained by the Town exists every effort shall be taken to protect and preserve the existing vegetation during construction. Plants shall be relocated or removed only upon approval of the Public Works Departments. Damaged landscape areas shall be restored prior to issuing a final occupancy permit.*
 3. *In areas where an existing landscaping concept or pattern has been established or approved, all new landscaping shall conform to the intent of the concept. Plantings shall be of a similar variety, size, and spacing to those already established and/or approved for the area.*
 4. *All trees planted in areas with adjacent pedestrian usage shall maintain a seven foot (7') clearance to the lowest branches.*
 5. *Approval from the Public Works Department must be received before trees are planted in or adjacent to sidewalk sections.*

3A.21 Mailboxes

- A. *Mailboxes should be clustered together when practical and when reasonably convenient to the houses served.*
- B. *When mail boxes are located in the sidewalk, individually or in clusters, sidewalk shall be widened to provide the full design width around the mail boxes.*
- C. *In the case of new road construction, or reconstruction requiring mail boxes to be moved back or rearranged, the designer and builder shall coordinate with the local postmaster of the U.S. Postal Service. Mail box locations approved by the Post Office shall be shown on approved road construction plans.*

3A.22 Street Illumination

A. Plats and Short Plats

Street lighting is required for all public streets. The street lighting design shall be reviewed and approved by the Town prior to final plat approval. The cost of all street lighting shall be paid for by the developer.

The Town will accept maintenance and power cost responsibility for the public street light system when a plat is fifty percent (50%) or more occupied. Until the plat is fifty percent (50%) occupied, the developer is responsible for the maintenance and energy charges for the street lighting system.

Street lighting is not required on private streets within a plat. However, a street lighting system is encouraged. The Town does not install or maintain private street lighting systems. On private streets, all street light maintenance and power cost shall be paid by the developer, homeowner, or homeowners association.

B. Existing Residential Areas

If a resident or group of residents desires the installation of a new street light they must apply to the Public Works Superintendent.

C. Commercial

Street lighting is required on all public street frontages. The developer is responsible for design, installation or relocation of new or existing lighting. Commercial development shall replace existing lighting systems on power poles with a new lighting system serviced by underground power if the system will not conflict with essential distribution lines.

D. General Considerations

All public street light designs shall be prepared by a licensed engineer experienced in lighting design. The design calculations should indicate illuminance spacing, illumination levels, uniformity ratio, line losses and the electrical and physical layout of the system, including its connection to the existing system.

All public street light systems shall be accessible for public maintenance by a wheeled vehicle weighing twenty-thousand pounds (20,000 lbs.).

All street light installations including wiring, conduit, and power connections shall be located underground. Exception: existing residential areas with existing above ground utilities may have street lighting installed on the existing power poles.

As-built drawings on (24") x (36") mylar are required for all new or relocated underground street lighting systems prior to receiving a final occupancy permit.

3A.23 Traffic Control and Signing

A. Traffic Control Devices. The Town shall review and approve all traffic control devices.

B. Signing. In new plats the developer shall install all traffic control signs which shall include but not be limited to street name, parking, stop, dead end, and pedestrian signing. The developer will be responsible for supplying and installing the required signs.

C. Pavement Marking. In new plats or commercial developments pavement markings, including buttons, paint, thermoplastics and delineators will be required for roadway safety. Such markings shall be provided and installed by the developer. All markings shall be approved by the Town prior to installation.

- D. *Temporary Traffic Control. It is the responsibility of the developer to provide adequate temporary traffic control to ensure traffic safety during construction activities.*
- E. *Traffic Signal Modification. Traffic signal modification designs shall be prepared by a licensed engineer experienced in traffic signal design.*

3A.24 Appurtenances

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

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

3A.25 Franchise Utilities

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

3A.28 Surfacing Requirements

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

3A.29 Trench Backfill and Restoration

All materials and workmanship shall be per these standards and in accordance with the Standard Specifications except where otherwise noted in these Standards. Materials and workmanship are required to be in conformance with standards for the Standard Specifications for Road, Bridge, and Municipal Construction prepared by the Washington State Chapter of the American Public Works Association (APWA) and the Washington State Department of Transportation (WDOT) and shall comply with the current edition

3B Design Standards

3B.01 Easements

- A. *Pedestrian access easements or tracts shall be a minimum of ten feet (10') wide. If the easement is over one-hundred and fifty feet (150') in length but less than three-hundred feet (300'), the width shall be fifteen feet (15'); if over three-hundred (300') in length, the width shall be twenty feet (20'). Structure setbacks shall be a minimum of fifteen feet from the edge of the easement or tract.*

- B. *In residential subdivisions or residential short subdivisions, minimum panhandle width shall be twenty feet (20'). A greater width may be required to accommodate grading or utility requirements.*
- C. *In commercial subdivisions or commercial short subdivisions, minimum private roadway easement or panhandle width shall be thirty feet (30'). A greater width may be required to accommodate grading or utility requirements.*

3B.02 Private Streets

Private streets shall conform to public street construction standards with the following exceptions:

- A. *Private streets shall be improved with 2" of asphalt concrete over 811 of crushed rock. The improved roadway width shall be a minimum of ten feet (10') for streets serving one or two lots and twelve feet (12') for streets serving three to six lots.*
- B. *Private roadway easement width shall be as listed in section JA.06.*
- C. *The maximum grade for private roadways shall be twenty percent (20%). Fire access roadways shall be a maximum of fifteen percent (15%).*
- D. *Roadways in Planned Unit Developments (PUD1s) shall be constructed to public street standards.*
- E. *Drainage improvement requirements shall be as specified in Chapter 4 of these Standards.*
- F. *Utility requirements shall be per this chapter, and Chapter 5 of these Standards.*
- G. *Street illumination is required at the intersection of a private street and a public street. No street lighting is required on the private street.*

3B.03 Street Frontage Improvements

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

3B.04 Street Widths

See Table 3B.04A.

**Table 3B.04A
Street Widths**

See Page 3-16 for specifications

Notes:

1. *Width shall be increased by one foot where sidewalk is adjacent to the curb.*
2. *The planter strip is for water quality and may not be required where other approved water quality features are provided per the Town's Stormwater Management Plan.*

3B.05 Horizontal Alignment

Street alignments shall meet the following requirements:

- *Center line alignment of improvements should be parallel to the center line of the right-of-way.*
- *Center line of a proposed street extension shall be aligned with the existing street center line.*

- *Horizontal curves in alignments shall meet the minimum radius requirements as shown in Table 3B.05A.*
- *Reversing horizontal curves shall be separated by no less than 50 feet of tangent. On arterials, the separation shall be no less than 100 feet.*

Table 3B.05A - Design Speed/ Center Line Radius - Minimums

Arterials Streets

See Page 3-17 for specifications

Residential Streets

See Page 3-18 for specifications

Notes:

For Table 3B.05A-affright-of-way runoff shall be controlled to prevent concentrated cross flow in super-elevated sections.

Super elevations may only be used with the written approval of the Town. Where super elevation is used, street curves should be designed per AASHTO guidelines except that the maximum super elevation rate of 0.04 shall be used. If terrain dictates sharp curvature, a maximum super elevation of 0.06 is justified if the curve is long enough to provide an adequate super elevation transition.

On local streets, requests for design speeds less than 25 miles per hour shall be based on topography, right of way, or geographic conditions which impose an economic hardship on the applicant. Requests must show that a reduction in center line radius will not compromise safety. There will be posting requirements associated with designs below 25 miles per hour.

Off-set crown cross-sections are not acceptable as super elevation sections.

Super elevation transitions shall be designed to not allow concentrations of storm water to flow over the travel lanes.

3B.06 Vertical Alignment

Street alignments shall meet the following requirements:

- *Minimum tangent street gradients shall be one-half (0.5) percent along the crown and curb.*
- *Maximum street gradients shall be fifteen (15) percent for residential streets and ten (10) percent for all other streets. Grades in excess of fifteen (15) percent must be approved in writing by the Town on an individual basis.*
- *Local streets intersecting with a residential collector or greater functional classification street or streets intended to be posted with a stop sign shall provide a landing averaging five (5) percent or less. Landings are that portion of the street within twenty (20) feet of the projected curb line of the intersecting street at full improvement.*
- *Grade changes of more than one (1) percent shall be accomplished with vertical curves.*
- *At street intersections, the crown of the major (higher classification) street shall continue through the intersection. The roadway section of the minor street will flatten to match the longitudinal grade of the major street at the projected curb line.*

- *Street grades, intersections, and super elevation transitions shall be designed to not allow concentrations of storm water to flow across the travel lanes.*
- *Off-set crowns shall be allowed only with the specific prior approval of the Town.*
- *Slope easements shall be dedicated or obtained for the purposes of grading outside of the right-of-way.*
- *Streets intersected by streets not constructed to full urban standards shall be designed to match both present and future (as far as practicable) vertical alignments of the intersecting street. The requirements of these standards shall be met for both present and future conditions.*

When new streets are built adjacent to or crossing drainage ways, the following standards shall govern the vertical alignment:

See Page 3-19 for specifications

If alternate access is available for properties served by a particular local street, a design could be considered for approval by the Town that would set the travel lanes at or above the 10 year flood elevation but not lower than 6 inches below the 25 year flood event.

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

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

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

Where L = minimum length of taper (feet)

S = Design speed (MPH)

W = EP to EP offset width

Delineators, as approved by the Engineer, may be installed to define the configuration. Maximum spacing of delineators shall be the numerical value of the design speed, in feet (i.e. 35-foot spacing for 35 MPH).

In situations where a tapered transition cannot be provided, a barricade shall be installed at the end of the wider section of the street and a taper shall be appointed and delineated as approved by the Engineer. The barricade shall conform to the Standard Drawing. If the wider section does not provide an additional travel lane, only a barricade is required without the transition.

3B.08 Street Ends

The following specifies the minimum requirements for cul-de-sacs, eyebrows, and turnaround areas. Other turnaround geometrics may be used when conditions warrant and Town Engineer approves the design and application of its use.

- *Cul-de-sacs shall have a minimum outside curb radius of forty-one feet (41 ') for residential streets and forty-eight feet (48') for industrial streets.*
- *Cul-de-sacs, eyebrows, and turnaround areas shall be allowed only on local streets and commercial/industrial streets.*
- *Cul-de-sacs shall not be more than 500 feet in length. The length of a cul-de-sac shall be measured along the center line of the roadway from the near side right-of-way of the nearest through traffic intersecting street to the farthest point of the cul-de-sac right-of-way.*

- *The minimum curb radius for transitions into cul-de-sac bulbs shall be 25 feet, and the right-of-way radius shall be sufficient to maintain the same right-of-way to curb spacing as in the adjacent portion of the road.*
- *Hammerheads may be used in lieu of a cul-de-sac provided that the street serves six (6) or less lots and the street is less than two hundred feet (200') in length.*
- *An eyebrow corner may be used on a local street where expected ADT will not exceed 500 vehicles per day or as otherwise approved by the Engineer. Minimum curb radius on the outside of an eyebrow corner is 36 feet; minimum right-of-way radius is 45 feet. Eyebrow geometry shall be evaluated on the basis of turning requirements for Fire Department vehicles.*

3B.10 Intersections and Curb Returns

A. Angle between intersections.

The following specifies the minimum requirements for intersections:

The interior angle at intersecting streets shall be kept as near to 90 degrees as possible and in no case shall it be less than 75 degrees. A tangent section shall be carried a minimum of 25 feet each side of intersecting right-of-way lines.

B. Maximum street spacing - 500 feet.

C. Minimum centerline offset of adjacent streets:

1. *Residential - 160 feet*
2. *Residential or arterials intersecting arterials - 300 feet*

D. Sloping approaches:

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

E. Curb returns

Curb radii at intersections shall be shown in Table 3B.10A for the various functional classifications. The right-of-way radii at intersections shall be sufficient to maintain at least the same right-of-way to curb spacing as the lower classified street. Sidewalk access ramps shall be provided at all corners of all intersections, regardless of curb type, and shall conform to Standard Drawings.

**Table 3B.10A -Turning Radii (Feet)
Edge of Pavement/Curb -Minimums**

See Page 3-25 for specifications

** If bike lane or on-street parking exists, above radii may be reduced by five (5) feet.*

** The radii of the major street will be used for all intersection curb returns.*

F. *Sight Distance*

It is the policy of the Town to have the developer's engineer evaluate safe intersection sight distance using the principles and methods recommended by AASHTO. The following minimum standards shall apply.

The following table is for intersection and driveway sight distances:

Table 3B.10B -Corner Sight Distance

See Page 3-26 for specifications

Sight distance should always be measured from a driver's eye 3.5 feet high and 15 feet from the near edge of the nearest lane to a distance of 4.25 feet. Sight distances must be checked on the actual vertical and horizontal values of the proposed improvement. There shall be nothing to block observation of objects between 6 inches and 4 feet, 3 inches above grade in both directions. The only exceptions should be for luminaire or utility poles, conforming traffic control devices, and fire hydrants. Cumulative effects must be considered, and all efforts taken to minimize sight obstructions.

Modifications or exceptions to these standards shall be approved by the Town.

3B.11 Curb & Grading

All curb and gutter shall be constructed with Class B concrete.

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

The following specifies the requirements for curbs and cross-slope grading for streets:

- *All streets shall include curbs on both sides except in the situations of interim width improvements. Interim designs, where approved in writing by the Town shall have shoulders and ditches.*
- *Interim width streets shall have 6-foot side shoulders adjacent to the street at a 2-1/2 percent cross-slope and roadside ditches each side of the shoulders with a maximum side-slope of 2 horizontal to 1 vertical. The 6-foot shoulder area may consist of a section of pavement and/or a section of crushed rock. The pavement section shall be a minimum of 2 feet wide and a maximum of 6 feet wide.*
- *Cross-slope of the street section shall be no less than 2.5 percent and no greater than 5 percent. Whenever possible, the crown of the street shall be the same elevation as the top of the curbs.*

Grading outside the improved areas shall be as follows unless approved in writing by the Engineer.

- *Arterials shall have a maximum 2 percent upward grading to the right-of-way line, and no steeper than 1-1/2 to 1 up, or 2 to 1 down, outside the right-of-way.*
- *Local Street and Commercial/Industrial functional classifications shall have a maximum 2 percent upward grading to the right-of-way line, a 5 to 1 upward or downward grading within the public utility easement, and no steeper than 1-1/2 to 1 up, or 2 to 1 down outside the public utility easement.*
- *Retaining walls shall be used if slopes are greater than the 1-1/2 to 1 requirement in the paragraphs above or where slope stability is a problem. If slopes are to be maintained (mowed) by the Town, a maximum of 3 to 1 slope will be required. Retaining walls shall be constructed to a height where the slope is no more than 1-1/2 to 1.*

3B.12 Concrete Sidewalks

A. Width

1. Residential Streets: four feet (4') where separated from the curb. Five feet (5') where adjacent to the curb.
2. Local Commercial/Industrial Streets: six feet (6').
3. Arterial Streets: eight feet (8').
4. Width of sidewalk does not include curb when the sidewalk is adjacent to the curb.
5. Meandering sidewalks shall maintain the full design width around obstructions that cannot be relocated. Additional Right-of-Way (or easement) may be required to either relocate the obstruction or meander the sidewalk.

B. Material

All sidewalks shall be five inch (5") thick Class B concrete with a stiff broom finish. At driveways the concrete shall be six inches (6") thick.

C. Landscape/Separation

A minimum six foot (6') separation between the back of the curb and sidewalk is required for landscaping and appurtenance locating purposes unless no practicable alternative exists and when approved in writing by the Engineer. Sidewalks shall meander no more than six feet (6') from the curb at all pedestrian crossings and at driveways.

D. Curb Ramps

The edge of the sidewalk shall merge into curb ramps. One ramp is used on each curb return on residential streets and unsignalized intersections. At signalized intersections, a curb ramp shall be aligned with each crosswalk.

3B.13 Driveways

Design Criteria:

A. Width.

The maximum two (2)-way driveway width shall be twenty feet (20') for residential uses and thirty feet (30') for commercial uses. A wider commercial driveway width may be approved by the Engineer where a substantial percentage of oversized vehicle traffic exists. In this case the driveway should be sized to accommodate the largest vehicles. Commercial driveways shall be thirty feet (30') on any arterial, twenty-six feet (26') to thirty feet (30') on any local street. Where intersection openings are approved the width shall be as determined by the Engineer.

Maximum one way driveway width shall be ten feet (10') for residential and twenty-two feet (22') for commercial driveways. Commercial openway driveways shall meet the separation requirements of section 3A.18. Parking lot circulation needs shall be met on site. The public right-of-way shall not be utilized as part of a one way parking lot flow.

Driveways on local access streets serving single-family homes may be up to 30 feet in width, subject to approval by the Engineer.

B. Elevation

Back edge of driveway shall be at the same elevation as the back of the sidewalk adjacent to the driveway approach.

C. Clearance from Structures

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

Where the building facade or other design element is less than ten feet (10') behind the sidewalk front setback both pedestrian and vehicular sight distance shall be maintained. Vehicular sight distance shall be per section 3A.1 I.

D. Sight Distance

Pedestrian sight distance shall be as follows: The driver of an exiting vehicle shall be able to view a one-foot (1') high object fifteen feet (15') away from either edge of the driveway throat when the driver's eye is fourteen feet (14') behind the back of the sidewalk.

E. Maximum driveway grade shall be fifteen percent (15%).

F. On sloping approaches, a landing as described in section 3B.06, shall be provided.

G. Construction shall be per Standard Drawings.

H. Approach grades and configuration shall accommodate future street widening to prevent major driveway reconstruction.

3B.15 Mailboxes

It shall be the responsibility of the developer to ascertain mailbox design requirements as required by the Postmaster. Mailboxes, in the general case, shall be set:

A. Bottom or base of box forty-four inches (44") above road surface or as directed by the Postmaster.

B. Placement in relation to curb or sidewalk:

1. Local Streets. Front of mailbox one foot (1') back of vertical curb face or outside edge of shoulder; six inches (6") behind back edge of rolled curbs.

2. Arterial Streets. Front of mailbox one foot (1') behind the back of sidewalk.

C. On posts strong enough to give firm support but not to exceed 4" x 411 wood or one and one-half inch (1-1/2") diameter pipe, or material with comparable breakaway characteristics.

D. Sidewalk widening behind the mailbox shall be five feet (5') long with a ten to one (10:1) taper to the standard sidewalk section.

3B.17 Street Illumination

A. Design Standards

Street lighting system designs are to be prepared by a licensed engineer experienced with lighting design. Calculations should include luminaire spacing, illumination level, uniformity ratio, line losses, power source and other necessary details for the electrical and physical installation of the street lighting system. The lighting engineer shall use the standard specifications of the Washington State Department of Transportation, unless otherwise noted in the Standards.

Illumination Levels

See Page 3-31 for specifications

B. General Considerations

1. All street lights shall be on two-hundred and forty (240v) volt single phase systems. The exact location of the power source should be indicated together with the remaining capacity of that circuit. System continuity and extension should be considered.
2. Contractor cabinets equipped with electrical meters, time clocks, circuit breakers and other required components are required on commercial installations of five (5) or more street lights.
3. All street lighting, wiring, conduit, service connections shall be located underground except in residential areas where existing power distribution poles exist.
4. Particular attention shall be given to locating luminaires near intersections, at all street ends and at pedestrian and/or equestrian crossings.

3B.18 Traffic Control and Signing

A. **Traffic Control Devices.** All traffic control devices shall conform to the "Manual on Uniform Traffic Control Devices" (M.U.T.C.D.) as adopted by the Washington State Department of Transportation (WDOT).

B. **Signing.** See WDOT Standard Drawings for typical installations and details.

For pavement sections other than those in Section 3B.20. Alternative sections may be approved by the Town Engineer following submission of calculations by a Registered Engineer and for the design requirements described herein. Soil testing to obtain the strength of the soil is required for all roads and streets in order to analyze and design the structural section. Soil tests are needed on undisturbed samples of the sub grade materials that are expected to be within three (3) feet of the planned sub grade elevation. Samples are needed for each five hundred (500) feet of roadway and for each visually observed soil type. Soil tests are required from a minimum of three (3) locations.

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

Recommendations for both summer and winter construction shall be included. The required density of treated and untreated subgrade materials shall not be less than 95 percent maximum density as determined by AASHTO T-99.

C. Aggregate Base

All aggregate shall meet WDOT specifications for base rock.

During compaction, materials shall be maintained within 2 percent of the optimum moisture content. The contractor shall begin compaction of each layer immediately after the material is spread, and continue until a density of not less than 95 percent of the maximum density has been achieved. Maximum density will be determined by AASHTO T-180, or WDOT Test Method 705.

D. Asphalt Pavement Design

The base course of asphalt concrete (AC) streets shall be WDOT class "B" and the wearing course shall be WDOT class "B" or "G".

The compaction shall be at least 91 percent based on a Rice theoretical maximum density, as determined in conformance with AASHTO T 209, as modified by WDOT. In addition, for each mix used, a 50 blow Marshall (AASHTO T 245) shall be performed and all related test data shall be provided to the Town Engineer. The minimum stability shall be 1800 pounds, the flow shall be between 8.0 and 16.0 hundredths of an inch, and the voids shall be between 3.0 and 5.0 percent. The Marshall requirement may be waived by the Town Engineer on a case-by-case evaluation.

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

Design of asphalt concrete pavement structures by the Asphalt Institute Method shall conform to the guidelines of The Asphalt Institute Publication, Thickness Design Asphalt Pavements for Highways and Streets Manual Series No. 1.

- AASHTO T-193 (CBR Method), or
- AASHTO T-190 (R-Value Method), or

If the CBR value of the subgrade exceeds twenty (20) or the R value of the sub grade exceeds sixty (60) then CBR and R-value methods shall not be used.

E. Portland Cement Concrete Pavement

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

Concrete Streets: Typical Pavement Sections and Jointing Details

Thickness Design for Concrete Highway and Street Pavements

Joint Design for Concrete Highway and Street Pavements

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

1. Use a minimum twenty (20) year design period.
2. Minimum thickness of portland cement concrete shall be five (5) inches.
3. The minimum concrete specifications shall be 5000 psi (compressive) and 650 psi (flexural) in 28 days. The minimum cement content will be 660 pounds per yard, with a maximum water/cement ratio of 0.48. The slump shall range from 3-inch to 4-1/2-inch. The entrained air shall be from 4.0 to 6.0 percent.
4. A design joint plan shall be prepared and incorporated into the street construction plans. Longitudinal and transverse joint locations shall be clearly delineated. Transverse joints shall be skewed forward two (2) feet per lane with right and left curb street stationing noted for each end. Joint spacing (in feet) should not exceed 1.5 to 1.75 times the slab thickness (in inches). For example, an 8-inch thick slab would have a maximum joint spacing of 12 to 14 feet. The maximum length to width ratio shall be 1.25 : 1.0 for any panel unless there are other constraints that the Town will examine on a case by case basis.

Longitudinal joints shall be sawed at the same time or immediately following the transverse joints. Joints shall be sawed 0.25 inches in width and to a depth of at least one third the slab thickness. Sawing shall occur as early as possible, especially when large changes in temperatures are expected.

At no time shall construction equipment or traffic be allowed on the new pavement until laboratory tests indicate at least 95 percent design strength has been attained, a minimum of seven days have passed since placement, or both the Town Engineer and the design engineer agree that the street is ready for traffic and construction loads.

All joints shall be sealed. The concrete surfaces to which joint sealant will be applied must be clean and dry. To some degree, the technique or combination of techniques selected to accomplish this will depend on the conditions encountered in the field. Saw cutting (old joints), high pressure water jetting, sand blasting, wire brushing, and blowing out the joint with compressed air are methods that can be used. Air compressors used for this purpose must be equipped with traps capable of removing moisture and oil from the air. All residues must be removed from the joint that might prevent bonding of the joint sealant material. A 3/8-inch diameter, closed-cell, expanded polyethylene foam backer rod shall be placed in the joints according to the joint sealant manufacturer's recommendations. The joints shall be sealed with a hot rubber asphalt sealant (ASTM D3405 spec.) or Dow Corning 888 silicone sealant (or equivalent as determined by ASTM D1475, AS1MD3583, ASTM C719, and ASTM D793 spec.) and placed as per the manufacturer's specifications. The sealant type to be used shall receive approval from the Town Engineer and be noted on the design joint plan. The surface of the sealant should be 1/4-inch beneath the surface of the pavement. All excess materials shall be removed from the surface.

5. *All field testing shall follow ACI and WDOT procedures.*
6. *All other design criteria shall follow ACI and the 1994 Standard specifications.*

3B.21 Utilities

A. Depth

Underground utilities shall be buried a minimum depth of thirty (30) inches as measured from finished grade to top of utility. See Chapter 5 for additional requirements.

B. Curb Markings

When new curbing is being placed, a stamp shall be placed to mark where each water and sanitary sewer service crosses the curb line. The method of marking the curb shall be approved by the Town Engineer and noted on the approved construction plans. If an imprinting stamp is used, the impression left for a water service shall be the letter "W"; for a sanitary sewer service, it shall be the letter 11S11 • These impressions shall be two (2) inches high, placed on the top of the curb.

C. Trench Restorations

Trench restoration shall be either by a patch or overlay method. When a patch method is used, the trench limits shall be sawcut prior to the final patch.

All trench and pavement cuts shall be made by sawcuts. The sawcuts shall be a minimum of 1 foot (1') outside the trench width. If the permit requires an overlay, the contractor may use a jack hammer for the cutting of the existing pavement.

All trenching shall be backfilled with crushed surfacing materials conforming to Section 4-04 of the Standard Specifications. The trench shall be compacted to ninety-five percent (95%) maximum density, as described in Section 2-03 of the Standard Specifications.

Backfill compaction shall be performed in 8 to 12-inch lifts. The compaction tests shall be performed in four-foot (4') increments maximum. The test results shall be given to the Engineer for review and approval prior to paving. Number of tests required shall be as specified in Chapter 1. Additional testing may also be performed by the Town.

Temporary restoration of trenches for overnight use shall be accomplished by using MC mix (cold mix), ATB, or steel plates. ATB used for temporary restoration may be dumped directly into the trench, bladed out and rolled. After rolling, the trench must be filled flush with asphalt to provide a smooth riding surface.

Tack shall be applied to the existing pavement and edge of sawcuts and shall be emulsified asphalt grade CSS-1 as specified in Section 9-02.1 (6) of the Standard Specifications. Tack coat shall be applied as specified in Section 5-04 of the Standard Specifications.

Asphalt concrete Class B shall be placed on the prepared surface by an approved paving machine and shall be in accordance with the applicable requirements of Section 5-04 of the Standard Specifications, except that longitudinal joints between successive layers of asphalt concrete shall be displaced laterally a minimum of twelve (12) inches or unless otherwise approved by the Town Engineer. Fine and coarse aggregate shall be in accordance with Section 9-03.8 of the Standard Specifications. Asphalt concrete over two inches (2") thick shall be placed in equal lifts not to exceed two inches (2") each.

All street surfaces, walks or driveways within the street trenching areas affected by the trenching shall be feathered and shimmed to an extent that provides a smooth-riding connection and expeditious drainage flow for the newly paved surface. Shimming and feathering as required by the Engineer shall be accomplished by raking out the oversized aggregates from the Class B mix as appropriate.

Surface smoothness shall be per Section 5-04.3(13) of the Standard Specifications. The paving shall be corrected by removal and repaving of the trench only.

Asphalt patch depths will vary based upon the streets being trenched and whether the trenching is parallel or perpendicular to the streets. The actual depths of asphalt shall be shown on the Right-of-Way Use Permit and the work shall be performed as required by the attached details.

Compaction of all lifts of asphalt shall be an average of ninety-two percent (92%) of maximum density as determined by WDOT Test Method 705. Number of tests required shall be as specified in Chapter 1.

All joints shall be sand sealed using paving asphalt AR4000W.

When trenching within the roadway shoulder(s), the shoulder shall be restored to its original or better condition.

The final patch shall be completed as soon as possible and shall be completed within thirty (30) days after first opening the trench. This time frame may be adjusted if delays are due to inclement paving weather, or other adverse conditions that may exist. However, delaying of final patch or overlay work is allowable only subject to the Engineer's approval. The Engineer may deem it necessary to complete the work within the thirty (30) days time frame and not allow any time extension. If this occurs, the Contractor shall perform the necessary work as directed by the Engineer.

FINDINGS: Chapter 3 – Streets standards apply.

CONDITION OF APPROVAL: All streets, private streets and drives shall adhere to the town of Yacolt's Street Standards (Chapter 3) and include all necessary specifications in final engineering plans for review and approval by the town of Yacolt.

CONDITION OF APPROVAL: Pedestrian sight distance shall be as follows: The driver of an exiting vehicle shall be able to view a one-foot (1 ') high object fifteen feet (15') away from either edge of the driveway throat when the drivers eye is fourteen feet (14') behind the back of the sidewalk.

Chapter 4 – Storm Drainage

4A Polices

4A.01 General

- A. *The Town of Yacolt has established the requirements for the design of facilities intended to protect the public health, safety, and welfare from damage due to flooding. Beyond that level of protection, additional measures are specified in this chapter which are intended to minimize any potential flooding damage and allow for efficient operation, repair, and maintenance of the storm drainage system.*
- B. *Provisions must be made for gravity drainage of roofs and foundation drains for all new buildings and structures. For multi-family, residential, commercial, or industrial developments, these drains shall be piped directly to on-site stormwater systems. In single family residential developments, these drains shall be discharged to on-site splash blocks and shall not be permitted to discharge to the street gutter or directly to the public storm drain system.*
- C. *Provisions must be made for stormwater from private property to remain on private property wherever feasible. Runoff from driveways shall not be permitted to drain directly to the street.*
- D. *These requirements shall apply to all storm drainage facilities in existing and proposed public right-of-way, public drainage easements, and tracts of common ownership in the Town. Storm drainage systems include, but are not limited to: inlets, pipes, ditches, creeks, rivers, wetlands, and storm water quality and quantity facilities.*
- E. *The Town of Yacolt has adopted the "Stormwater Management Manual for the Puget Sound Basin" (hereinafter referred to as the Puget Sound Manual) prepared by the Washington State Department of Ecology. All design and construction standards must meet or exceed these requirements and those shown on the Town's Standard Details. The Town has adopted the Puget Sound Manual with the following notations:*
 - 1. *Storm water quantity management requirements are amended by Section 4 B of these Standards.*
 - 2. *All steps within structures must comply with OSHA standards. There shall be no more than 24 inches between the top of the casting and the rung of the top step.*
 - 3. *No more than eight (8) inches of riser rings shall be used.*
 - 4. *All inside drops and pollution control structures must be constructed with pipe; no partitions will be allowed.*
 - 5. *All inside drops and pollution control manholes must be 60 inch or larger diameter structures.*
 - 6. *All pipe shall be installed with watertight joints.*
 - 7. *All backfill material shall be referenced per Standard Specifications.*
 - 8. *No private storm sewer shall be located within any lot other than the lot which is the site of the building or structure served by such sewer. The exception to this will be common areas in planned unit developments, and/or Town right-of-ways, or as otherwise approved by the Town Engineer.*
- F. *Drain inlets shall be curb inlets per the Standard Drawings. Curb inlets shall be placed so that no more than 7,000 square feet of hard surfacing, pavement and driveways which drain to the street including top of curb and sidewalk where sidewalk is adjacent to the curb, shall drain to each drain inlet.*
- G. *Storm drain conveyance systems shall be designed in accordance with the requirements of Chapter 6 of these Standards. All storm sewer pipe and culverts used in the Town shall be gasketed concrete pipe meeting the requirements of the Standard Specifications.*

H. Storm drainage design for all developments shall conform to the Town's Stormwater Management Plan.

4A.02 Television Inspections

Where requested by the Town Engineer, the developer's contractor shall pay for the cost of scanning all new public storm pipe along with existing sections of pipe which are disturbed or affected by new construction. Prior to a television scan, the contractor shall flush, clean, and remove all debris from the system and shall string all lines with nylon cord (or equivalent) having a minimum test strength of 250 pounds. The string ends shall be tied to the top rung of the steps in each structure.

4B Design Standards

4B.01 Water Quantity Standards

- A. All development shall conform to the Town's Stormwater Management Plan. For the areas planned for surface water discharge to Yacolt Creek, if a development occurs prior to the availability of the regional facility, sites one-half (0.5) acre or greater in area shall be required to provide on-site detention.
- B. Storm detention facilities shall be designed to provide storage using a 25 year event, with the safe overflow conveyance of the 100 year storm. Calculations of site discharge for both the existing and proposed conditions shall be required using the King County Hydrograph V4.20. Storms to be evaluated shall include the 2, 10, 25, and 100 year events. Allowable post-development discharge rate for the 2, 10, and 25 year events shall be that of the pre-development discharge rate, with a maximum allowable release rate of one half (0.5) cubic feet per second per acre in the 25 year event. An outfall structure such as a "Vee-Notch" weir or multiple orifice structure shall be designed to control the release rate for the above events. No flow control orifice smaller than 2.5 inches shall be allowed. If the allowable release rate cannot be met with all the site drainage controlled by a single 2.5 inch orifice, the allowable release rate provided by a 2.5 inch orifice will be considered adequate at the discretion of the Town Engineer.
- C. If a site is proposed to be constructed in phases, the first phase shall have a storm water quantity facility designed and built to accommodate the ultimate development of the site.
- D. When the above storm detention requirement is to be met by creating a ponded area in a parking lot, the following shall apply:
 1. Maximum depth of standing water in all parking lot ponds shall be one (1) foot. No more than 25 percent of the entire number of parking stalls in a parking lot shall be inundated by a parking lot pond during the design storm.
 2. No parking lot ponds shall be located within the primary ingress/egress portions of a site. Parking lot ponding shall be so designed that, at maximum water level for the design storm, a minimum twenty (20) foot wide emergency vehicle lane to the buildings will remain unflooded, including during system overflow condition.
 3. Slopes on all parking lot surface ponds should not be less than one (1) percent nor exceed five (5) percent in areas designed for vehicular traffic.
 4. All parking lot ponds shall be designed and constructed in such a manner so as to provide a maximum water surface elevation 0.25 feet lower than any and all structures designed to contain the ponding.
 5. Where curbing is used to contain a parking lot pond, extruded curbing shall not be used. A public standard "vertical" type curb will be required.
 6. No parking lot ponding shall occur at an elevation more than one (1) foot below the lowest habitable floor elevation of buildings within the proximity of the pond. Under no circumstances shall ponds or

other detention facilities be designed in such a manner that system failure would cause flooding in any habitable building area.

- 7. No parking lot ponding shall be designed for parking lots under buildings. Whenever the possibility of flooding an underground parking facility or other uninhabited building area exists, care shall be taken to floodproof electrical equipment areas and other building appurtenances with overflow and/or private pump systems being provided to drain such a flooded facility.*
- 8. Parking lot pond construction plans shall include a note stating that "Grading is critical to functioning of detention system and plan must be strictly followed." Parking lot design volumes shall be shown on the plans and the pond volume inspected prior to paving. The developer's engineer shall certify that the design pond volume has been constructed.*

4B.02 Water Quality Standards

The minimum standards for the design and construction of storm water quality facilities in the Town of Yacolt shall be the same as the current standards of the Puget Sound Manual as amended by the Clark County, Washington Stormwater Control Ordinance dated January 26, 1994 or the latest edition.

FINDINGS: Chapter 4 – Storm Drainage standards apply.

FINDING: Per Clark County Stormwater Manual (CCSM), appendix I-A (P. A-35), Appendix I-A (p. A-35), the pre-developed condition should be assumed to be forested land cover unless there is reasonable historical information indicating the site was prairie before settlement.

CONDITION OF APPROVAL: Please modify the pre-developed land use condition in the WWHM model accordingly.

FINDING: Per CCSM BMP 5.10C, downspout dispersion should be located 100 feet upgradient from any septic system unless the site topography clearly indicates that subsurface flows will not intersect the drainfield.

CONDITION OF APPROVAL: Please provide the location of the septic system on the plan and indicate the distance between the downspout dispersion and the septic system.

CONDITION OF APPROVAL: Please verify the TIR Table 1 area against the WWHM model post-developed area. The numbers do not match (e.g., roof 0.25 vs. 0.267, driveway 0.21 vs. 0.13, etc.).

CONDITION OF APPROVAL: Bioretention/bio-swale 1 is located at the high point of the site. According to the contour lines, this stormwater facility can only serve the frontage improvement. However, the WWHM model shows that both the frontage and the mobile home roof are draining into bioretention/bio-swale 1. Please verify this discrepancy.

CONDITION OF APPROVAL: Applicant shall provide an erosion control and drainage plan with final engineering for review and approval by the town of Yacolt.

CONDITION OF APPROVAL: Applicant shall provide a stormwater plan for each lot with final engineering for review and approval by town of Yacolt.

Chapter 5 – Water

5A Policy on Extensions of The Water System and Service

5A.01 Developer Extension Agreements

- A. *When extension of the existing water system is required for service, the developer shall submit a Request For Utility Service to the Town. The Town shall complete the document and resubmit it to the developer for signature. The developer shall then sign the document and return the original to the Town. Once finally signed by the Town, the document will become the Extension Agreement.*
- B. *Upon completion of the design and approval by the Town, a pre-construction letter of requirements will be sent to the owner noting requirements to be completed prior to construction. Upon completion of the pre-construction requirements and 48 hours notice, a pre-construction meeting will be held with the Town at which time construction inspection will be scheduled. No water main construction work shall commence prior to the pre-construction meeting. After completion of construction and submittal of required documents and fees, final acceptance will be given by the Town at which time service will be available by application following payment of fees for water meters.*
- C. *The owner is required to provide a surety bond for the project for a period of one (1) year after acceptance.*
- D. *Easements for a mainline water system shall be a minimum of fifteen (15') feet wide. The easement shall be prepared by a Surveyor or Engineer licensed to practice in the State of Washington. The easement shall be reviewed and approved by the Town prior to acceptance.*
- E. *Developer Extension projects shall be deeded to the Town for maintenance and operation by bill of sale.*

5A.02 General Design Considerations

- A. *In all residential and commercial developments water main extensions are required to assure orderly development of the water utility system. All proposed water main extensions must comply with the Town's requirements for development, water quality and pressure zones, and fire protection requirements of the Town.*
- B. *Design and construction of water mains, including but not limited to mainlines, valving, fire hydrants, fire sprinkler connections with backflow devices, domestic and irrigation services, pump stations, pressure reducing stations, telemetry and other appurtenances shall be in compliance with the Request for Utility Service Form, Town ordinances, special requirements of the Town, these standards, and Standard Details.*
- C. *The applicant is responsible for designing the Developer Extension Water system(s). The System(s) must be designed by a licensed engineer and approved by the Town.*
- D. *Water mains shall be extended through and to the extremes of the property being developed for gridding or future development as determined by the Town.*

5A.03 Sizing and Pressure Requirements

- A. *In areas where gridding or fire flow is a requirement, eight-inch (8") diameter pipe will normally be required. A six-inch (6") diameter pipe may be substituted if the Town has determined that an adequate fire flow can be provided. Nothing shall preclude the Town from requiring the installation of a larger sized main if the Town determines a larger size is needed to meet fire protection requirements or for future service. The developer shall be required to pay the cost of all oversizing.*
- B. *In areas where gridding or fire flow is not required, the mainline shall be sized to meet required domestic flow.*

- C. *Minimum size mains shall be 6-inch, except that 4-inch may be permitted on runs less than 300 feet, when there will not be more than eight one inch services, where no fire hydrants are required, and when there is no possibility of future extensions.*
- D. *Dead end mains normally shall not be allowed. When they are permitted, a blow off assembly will be required. In the event that the "dead end" finishes where there is risk of a vacuum being created due to water shut down, then a Combination Air and Vacuum Release Valve shall be installed in accordance with the Standard Drawings.*
- E. *All water system installation shall be designed to provide a pressure range at the residence of 30 psi to 90 psi at all times, including during peak demand.*
- F. *Pressure reducing devices are to be approved on a per project basis to ensure compliance with the Uniform Plumbing Specialty Code. Vaults for pressure reducing devices shall be in accordance with these standards. PR Vs shall be installed on water mains rather than on individual systems.*
- G. *Water service size shall be evaluated by the developer's engineer and shall be of sufficient size that the requirements of this section shall be met. Booster pumps shall not be allowed on meter service lines in order to meet this requirement. The meter size shall be no smaller than the service line size unless approved by the Town Engineer.*
- H. *Where requested by the Town Engineer, the developer's engineer shall provide a "pressure available" chart on the water system plan sheet of the construction plans. This sheet shall indicate the calculated pressures theoretically available to each lot during static and peak demand periods. In such cases it shall be the developer's engineer's responsibility to determine pressures based upon an analysis of the system. All work associated with the analysis shall be paid for by the developer.*

5A.04 Shut-off Valves

- A. *Valves shall be located, whenever possible, at intersections (one valve per each line radiating from the intersection). In general, sufficient valves should be provided to permit shutting down any section of the line, not exceeding 500 feet, with valve operations in not more than three locations.*
- B. *Valves shall be installed in clusters at pipeline intersections.*
- C. *Valves 12 inches and smaller shall be gate valves.*
- D. *Valves 14 inches and greater shall be butterfly valves.*

5A.05 Air-release Valves

At high points in the water system, combination air and vacuum release valves (CAR V) shall be installed as required by the Engineer. All Air-Vac, Air Evacuation, and Vacuum Prevention Valves of sizes 2-inches and larger shall vent to the outside of the vault. If construction of the valve does not permit the venting of leakage to the outside of the vault, a screened drain to daylight of at least the supply line size must be provided at a level that will prevent cross connection and/or backflow problems. This decision will be made by the Town prior to the plan approval.

5A.06 Hydrants

- A. *The number and locations of fire hydrants, fire flow requirements and fire sprinkler components will be determined by the Town or Clark County Fire Marshal's office. Following are general requirements for fire*

hydrant locations: (These criteria are subject to change. For the most current information, contact the Fire Marshal's office.)

1. *Commercial Buildings: Fire hydrants shall be located so that no part of a commercial building is more than 250 feet from a fire hydrant measured along a route accessible to fire department vehicles. When a fire department connection (FDC) is installed in conjunction with an automatic sprinkler system, it is required to have a fire hydrant located within 70 feet of the FDC.*
 2. *Non-Commercial Buildings Unless otherwise approved by the Fire Marshal, a fire hydrant shall be placed at each street intersection, or at spacings not exceeding 700'.*
- B. *Intermediate hydrants are required when the distances to any part of noncommercial buildings exceeds 500 feet measured along a route accessible to fire department vehicles. Fire hydrants shall not be connected to mains less than 8 inches, or 6 inches in diameter where the length of 6-inch main is less than 200 feet. As per the UFC, fire hydrants shall be located to allow a 5-foot clear space surrounding the hydrant. For example, street lights, sign posts, protective posts, or retaining walls shall be no closer than 5' from the nearest portion of a hydrant. There shall also be no obstructions directly in line with any of the ports of the hydrant.*
- C. *Fire hydrants shall have Storz fittings.*

5A.07 Water Meters

- A. *Commercial water meters sized three-quarter inch (3/4"), one inch (1"), one and one-half inch (1-1/2") or two inch (2") shall be furnished and set by the Town. The owner is required to make application and pay meter fees prior to the acceptance of the project. The Town will install meters and lock off meter setters and turn on as requested by the owner after acceptance by the Town. Water meters will be set only after box and setter are at proper finished grade.*
- B. *Meters three inches (3") and larger will be installed by the owner as part of the construction project and will be locked off by the Town. The three (3") inch and larger meters will be turned on by the Town by request from the owner after acceptance by the Town.*
- C. *In plat and short plats, water meter applications will be processed for meter sets and water turned on after acceptance of the water mainline facility by the Town.*
- D. *All irrigation meters require the installation of certified backflow devices. Certification must be either Town or State approved. All irrigation service shall be by separate connection and tapped off the water main. Deduct or exempt meters shall not be permitted in new construction.*
All irrigation meters will be set and turned on after acceptance of the water system by the Town. The Town will not accept a water system until all the requirements of the Extension Agreement have been completed and all the fees have been paid.
- E. *Adjustments, repairs or replacement of the service line, meter box or setter shall be the responsibility of the property owner.*
- F. *Any deficient water service brought up to standards by the Town as requested by a property owner by application shall be billed by the Town on a time and material basis.*
- G. *Water services are to be single runs from the main line to each meter.*

5A.09 Cross Connection Control

- A. All water system connections to serve buildings or properties with domestic potable water, fire sprinkler systems, or irrigation systems shall comply with the minimum backflow requirements as established by the Department of Social and Health Services (DSHS) and the Town.*
- B. The installation of all backflow devices shall be required to protect the existing water system and users from possible contamination. These backflow devices shall be installed in accordance with the requirements of the II Accepted Procedure and Practice in Cross Connection Control" manual, the Uniform Plumbing Code and the Codes.*

5A.10 Contract for Reimbursement (Latecomer Agreements)

The Town does not have a policy for reimbursement for utility extensions. Should the developer deem that the utility extension is an undue hardship and will significantly benefit other property owners, the developer may request for a latecomer agreement. Such requests shall be in writing and shall be made to the Town Council.

5A.11 Water Quality

The quality, taste and odor of water drawn from new construction water mains shall be the same as the water in the existing facility classed as acceptable for use by the Town. Should the water not be acceptable for use because of taste, required steps as approved by the Town shall be accomplished to attain water quality acceptable for use.

5B Design Standards

All extensions to the water system shall conform to the most recent edition of the design standards of the Town and American Public Works Association (APWA). The system shall be capable of future expansion and be constructed of permanent materials.

5B.01 Plans and Specifications

The installation of water extensions shall be in accordance with construction plans and specifications prepared by the developer's engineer and reviewed and approved by the Town. All work and materials shall be in accordance with this document and American Public Works Association (APW A) Standards. Where conflicts exist the more stringent specification shall apply as approved by the Town.

5B.02 Connections to Existing Pipelines

- A. Connections may be made to existing pipes under pressure with a tapping machine by determining the size and type of pipe and installing tapping sleeve to fit complete with tapping gate valve. Where cut-ins are permitted to be made in existing pipes, the work shall be conducted at such a time and in such a manner as to minimize the interruption of service. Cut-in time must be approved by the Town. Necessary pipe, fittings and gate valves shall be assembled at the site ready for installation prior to the shutting-off of water in the existing main. Once the water has been shut off, the work shall be performed vigorously and shall not be halted until the line is restored to service. Operation of all water main line valves shall be by*

the Town. The Town shall witness all wet taps and cut-in connections and requires forty-eight (48) hours notice and approval by the Town.

- B. The Contractor shall have the responsibility of giving at least a forty-eight (48) hour notice to the Town and affected customers of intention to disrupt service.*
- C. Pipes to be abandoned shall be capped with mechanical couplings.*

5B.03 Roadway and Railway Crossing

The owner shall use the method which has been designed on the plans and is acceptable to the Town and the government or private agency having control of the road. Permits are required and shall be obtained prior to construction approval.

5B.04 Trench Excavation

- A. Clearing and grubbing where required shall be performed within the easement or public right-of-way and as permitted by the property owner and/or governing agencies. Debris resulting from the clearing and grubbing shall be disposed of by the developer.*
- B. Trenching for water mains shall be completed in accordance with Section 7-10 of the Standard Specifications.*
- C. Trenching and shoring operations shall not proceed more than one-hundred (100') feet in advance of pipe laying without written approval of the Town.*
- D. Where a utility crosses under an existing asbestos cement water main or where a trench alters the bedding of an existing asbestos cement water main, the existing A.C. pipe shall be cut three feet (3') minimum from each side of the trench wall and replaced with a corresponding size ductile iron pipe Class 52. The ductile iron pipe shall be connected to A.C. pipe with transition couplings.*
- E. Contractor shall furnish a watertight plug of the appropriate size which shall be installed in the end of water main when work is delayed or stopped at the end of the work shift.*

5B.05 Pipe in Filled Areas

Special treatment may be required at the discretion of the Town. This treatment may consist of compacting the backfill in six inch (6") layers, careful choice of backfill materials, use of Mechanical Joint Ductile Iron Pipe in short lengths, or such other reasonable method or combinations as may be necessary or as required by the Town.

5B.06 Pipe Installation For Water Mains

The work necessary to excavate, bed, and backfill water pipelines shall conform to the requirements of Section 7-11 of the Standard Specifications and the Standard Drawings.

A. Pipe and Fittings

Use only Class 52 ductile iron pipe and fittings in accordance with Section 7-11 of the Standard Specifications.

B. Permissible Deflection of Joints

Wherever it is necessary to deflect pipe from a straight line either in a vertical or horizontal plane, or where long-radius curves are permitted, the amount of deflection allowed shall not exceed the values in the following table:

Maximum Deflection Permitted*
18-Foot Length Pipe

See page 5-9 for specifications

* The maximum deflection shall be whichever is less, the table or that recommended by the pipe manufacturer.

** Safe deflection for 150 pounds pressure. For higher pressure, reduce tabulated deflection proportionally 10 percent for each 150 pounds added pressure.

C. *Downtime Protection*

When stopping work for the day, the contractor shall plug pipe ends to prevent rodents, other small animals, or debris from entering the pipe. Use an inflatable ball as a plug in addition to a tight-woven canvas, securely tied around outside of pipe end.

5B.07 *Bedding and Backfill*

Use imported bedding for all water main pipe installed under pavement, curbs, sidewalks, or usable shoulders. Bed and backfill pipe and appurtenances in accordance with Section 7-10 of the Standard Specifications.

5B.08 *Hydrostatic Tests*

The contractor shall make pressure and leakage tests on all newly laid pipe in accordance with Section 7-11.3(11) of the Standard Specifications. Furnish all necessary equipment and material, make all taps in the pipe as required, and conduct the tests. The Engineer will monitor the tests. The Town shall witness the test; if the test does not pass inspection for any reason, additional trips required to witness the test shall be at the owner's expense.

A. *Correction of Excessive Leakage*

Should any test of pipe laid disclose leakage greater than that allowed, locate and repair the defective joints or pipe until the leakage of a subsequent test is within the specified allowance.

B. *Isolation of Existing Systems Prior to Testing*

Existing water pipelines shall be protected from contamination during the testing process for new construction. Use of special "blind flanges" will be necessary if the line being tested cannot be adequately separated from existing systems. The developer's engineer shall submit shop drawings and proposed procedures to the Town prior to installing any special testing device.

5B.09 *Sterilization and Flushing of Water Mains*

Pipeline intended to carry potable water shall be sterilized before placing in service. Sterilizing procedures shall conform to A WW A C-60 1 as hereinafter modified or expanded, and Section 7-11.3(12) of the Standard Specifications.

A. *Disposal of Sterilizing Water*

Dispose of sterilizing water in an approved manner. Do not allow sterilizing water to flow into a waterway without adequate dilution or other satisfactory method of reducing chlorine to a safe level. Decolonization procedures are to be submitted in writing and approved by the Town Engineer prior to flushing system.

5B.10 *Valves for Water Mains*

- A. *Materials and construction shall be in accordance with Section 7-12 of the Standard Specifications and the Standard Details.*
- B. *Valve marker posts shall be reinforced concrete posts, 4" X 4 1/2" on one end, 6" X 6" on the other end, forty-two inches (42") long. Valve marker post shall be painted white hi-gloss Rust-oleum with painted black dimension from marker to valve boxes.*

5B.11 *Hydrants*

Materials and construction shall be in accordance with Section 7-12 of the Standard Specifications and the Standard Details.

5B.12 *Service Connections*

Materials and construction shall be in accordance with Section 7-12 of the Standard Specifications and the Standard Details.

5B.13 *Connection Control and Backflow Assemblies*

An approved backflow prevention assembly is required on all fireline systems, domestic water service larger than 2 inches, and/or building in excess of 30 feet above the water main. The assembly shall be installed at the location normally established for water meters, usually at the property line. A water service shall not be turned on until all required backflow prevention assemblies are installed, inspected, tested, approved, and registered with the Town of Yacolt. Costs of all installations, including all costs of inspection and testing fees, shall be the responsibility of the customer. The backflow prevention assembly will remain the property of the customer. The customer will be responsible for all maintenance and testing of the assembly and vault.

When required, backflow prevention assemblies for protection of the public water system shall meet the requirements set forth in the current Washington State Department of Health regulations, Uniform Plumbing Code, and Town ordinances.

There are three types of backflow prevention assemblies which the Town will allow as protection of the public water system. The Washington State Department of Health, provides a list of approved assemblies.

The type of backflow prevention assembly required is determined by the aforementioned rules and codes, based on the type of premises to which water service is being provided. The approved types of assemblies are listed below with some of the types of premises that must be protected by each type of assembly. However these lists are not complete, they are only intended to provide some basic guidelines.

A. *Reduced Pressure Backflow Assembly*

An approved Reduced Pressure Backflow Assembly shall be installed on the service connection above ground to the following:

1. *Any tax lot that has an auxiliary water supply on or available to it. This will include any above or below ground water source. (The most commonly encountered type of auxiliary water supply is a private well.)*

2. *Commercial buildings which are located within an industrial zone.*
3. *Hospitals, medical centers, and clinics.*
4. *Mortuaries and nursing homes.*
5. *Gas stations.*
6. *Sewage pump and lift stations.*
7. *Dry cleaners and commercial laundries.*
8. *Any water system which has a pump to supplement pressure.*
9. *Irrigation systems which are designed to use chemical injection.*

B. Double Check Assembly or Double Detector Check Assembly

An approved double check assembly or an approved double detector check assembly shall be required (provided that all internal plumbing is installed and maintained in accordance with the Uniform Plumbing Code), on the service connection to premises where there is:

1. *Any fire system or water line to a private fire hydrant.*
2. *Multi-story buildings which are in excess of 30 feet above the water main at the service connection.*
3. *Shopping centers or large retail stores.*
4. *Restaurants or fast food establishments.*
5. *Any tax lot which is served by two water services supplied by the Town.*
6. *Any water service which is larger than two inches in diameter.*

C. Installation and Testing

Backflow prevention assemblies shall be installed at the water service connection on the customer side of the meter. Backflow assemblies 3/4" diameter and larger shall be installed in a vault in accordance with these standards. Backflow prevention assemblies 1/2" and smaller shall be installed in a Carson Industries Box, series 1324 or an approved equal. 1 1/2" and 2" assemblies shall be installed in a series 1730 box, or equal.

After installation, all backflow prevention assemblies which are installed, must be tested upon installation by a State of Washington certified tester. The results of the testing shall be received by the Town prior to issuance of "final occupancy".

5B.15 Backflow Prevention Device Assembly Vaults

Backflow prevention device assembly vaults shall be constructed in accordance with the standard drawings and requirements of this section. Backflow vaults shall be on private property and located outside of public easements.

5B.16 Fire Services and Domestic Services

- A. No part of the backflow prevention assembly shall be submerged in water or installed in a location subject to flooding. In a vault or chamber, adequate drainage shall be provided; and test cocks shall be plugged. The plugs shall not be of dissimilar metals.*
- B. The backflow assembly shall be protected from freezing and other severe weather conditions.*
- C. All backflow assemblies shall have a minimum 12-inch clearance on the backside, 24-inch clearance on the test-cock side, and 12 inches below the assembly. Adequate clearance (6 inches minimum) must be maintained above gate-valve stem at full extension. Headroom of 6 foot, 0 inches is required in vaults without a full opening top. Access to the device and to any vault or chamber shall remain clear at all times.*

5B.18 Water Meter Vaults

- A. The vault is to be provided and installed by the contractor, per Standard Drawings.*
- B. The contractor will provide a meter size uni-flange on the inside of the vault 6 inches from the wall on the inside of the vault on the incoming (upstream) side. The Town will install the meter, bypass, valves, and tee's. The contractor will then provide the other flange and exit the vault.*

5B.19 Pressure Reducing Valve Vaults

PRV vaults are unique to each situation. The Engineer shall detail the vault on the plans and submit for review. The Town will review the vault for size and compliance with the general requirements listed under this section.

FINDINGS: Chapter 5 – Water standards apply.

CONDITION OF APPROVAL: Applicant shall provide final engineering on all domestic water facilities to Clark Public Utility and town of Yacolt for review and final approval.

V. CONDITIONS OF APPROVAL

Recommended approval of the Keller Short Plat is conditioned as follows. Additional conditions may be placed based upon public comments and results of Yacolt City Council:

FROM PAGE 7:

CONDITIONS OF APPROVAL: If fire protection is required, extend a minimum 8” water main within the public right-of-way to the site. Install proper fire protection (i.e. hydrants and building sprinkler systems) as required by the Fire Marshal.

CONDITIONS OF APPROVAL: Any existing, unused services shall be properly capped and abandoned. All water mains and services (up to the meter) located within private property, shall be included in an easement granted to Clark Public Utilities.

CONDITION OF APPROVAL: Proper state approved backflow devices will be required for all domestic, fire and landscape water services. All hot taps shall be performed by a Utility approved contractor. The Developer is responsible for costs associated with the service and fire protection installation, right-of-way permitting, and any other needed water improvements.

CONDITION OF APPROVAL: Applicant shall submit full engineering plan set to Clark Public Utilities and town of Yacolt for review and approval prior to construction.

FROM Page 8/9:

CONDITIONS OF APPROVAL: The proposed development must be served by public water. Any water wells discovered during development must be properly decommissioned by a Washington State licensed well driller with written notice provided to CCPH and town of Yacolt with decommissioning well logs attached. Decommissioned well locations must be marked on the final plat. A copy of the final acceptance letter (or equivalent) from the water purveyor shall be submitted with the final plat.

CONDITION OF APPROVAL: A current, valid onsite sewage system (OSS) design and issued installation permit are required prior to building permit issuance. The approved soil concurrency test holes for the proposed lots 1-5 shall be marked on the final plat. Prior to building occupancy, the approved OSS must be installed with final installation approval issued by CCPH.

CONDITION OF APPROVAL: Per CCPH's Method II analysis approval, all lots in this subdivision must be a minimum of 12,500 ft² and must be served by OSS meeting Treatment Level B with a minimum of 24" vertical separation which are capable of providing nitrogen reduction per NSF Standard 245. Drainfield envelopes for proposed lots 1-5 of this subdivision shall be shown on the final plat and stormwater setbacks to OSS on proposed lots 1-5 shall be met prior to CCPH and town of Yacolt final plat approval. Existing OSS (ON0009033), currently serving the existing residence on proposed Lot 1, shall be legally abandoned prior to final plat approval with a written abandonment notification submitted to CCPH and town of Yacolt with pumper receipt attached.

CONDITION OF APPROVAL: CCPH and town of Yacolt must review a copy of the final drainage plan, which has been signed off by the Engineering staff, prior to final plat approval. The on-site sewage system test hole locations shall be included in the drainage plans. If no drainage plan is required, written confirmation by Engineering staff stating so is required.

CONDITION OF APPROVAL: A note shall be included on the final plat stating: "The approved initial, reserve and/or existing sewage system sites shall be protected from damage due to development." All OSS approval areas shall be maintained so they are free from encroachment by buildings, roads, and other structures. These areas shall not be covered by any impervious material and shall not be subject to vehicular traffic or other activity which would adversely affect the soils. Provisions shall be made to prevent flow or accumulation of surface water over the area where an on-site sewage system is located. No public or private easements or rights-of-way shall be through the approved initial, reserve or existing on-site sewage system sites.

CONDITION OF APPROVAL: Final Engineering Plans must be submitted to CCPH and town of Yacolt for review and approval prior to construction.

FROM Page 15:

CONDITION OF APPROVAL: Applicant shall submit final engineering plans to the town of Yacolt for review and approval that includes surveyed lot boundary lines, lot dimensions of all sides, and lot square footage. Plans shall also include building envelopes that demonstrate setbacks, lot coverage, impervious surface, and driveway location and dimensions. Plans shall provide location of utilities, septic system including drain field, and stormwater demonstrating the flow or accumulation of surface water over the area does not occur and has proper distance form where an on-site sewage system is located.

FROM Page 21:

CONDITION OF APPROVAL: Landscaping and screening shall not obstruct sight distances from ingress and egress of properties.

FROM Page 22:

CONDITION OF APPROVAL: Applicant shall acquire all necessary permits prior to construction.

FROM Page 23:

CONDITION OF APPROVAL: All plan sets must be submitted to the town of Yacolt for review and approval as part of final engineering and permitting prior to construction.

FROM Page 48:

CONDITION OF APPROVAL: All streets, private streets and drives shall adhere to the town of Yacolt's Street Standards (Chapter 3) and include all necessary specifications in final engineering plans for review and approval by the town of Yacolt.

CONDITION OF APPROVAL: Pedestrian sight distance shall be as follows: The driver of an exiting vehicle shall be able to view a one-foot (1 ') high object fifteen feet (15') away from either edge of the driveway throat when the drivers eye is fourteen feet (14') behind the back of the sidewalk.

FROM Page 51:

CONDITION OF APPROVAL: Please modify the pre-developed land use condition in the WWHM model accordingly.

CONDITION OF APPROVAL: Please provide the location of the septic system on the plan and indicate the distance between the downspout dispersion and the septic system.

CONDITION OF APPROVAL: Please verify the TIR Table 1 area against the WWHM model post-developed area. The numbers do not match (e.g., roof 0.25 vs. 0.267, driveway 0.21 vs. 0.13, etc.).

CONDITION OF APPROVAL: Bioretention/bio-swale 1 is located at the high point of the site. According to the contour lines, this stormwater facility can only serve the frontage improvement. However, the WWHM model shows that both the frontage and the mobile home roof are draining into bioretention/bio-swale 1. Please verify this discrepancy.

CONDITION OF APPROVAL: Applicant shall provide an erosion control and drainage plan with final engineering for review and approval by the town of Yacolt.

CONDITION OF APPROVAL: Applicant shall provide a stormwater plan for each lot with final engineering for review and approval by town of Yacolt.

FROM Page 60:

CONDITION OF APPROVAL: Applicant shall provide final engineering on all domestic water facilities to Clark Public Utility and town of Yacolt for review and final approval.

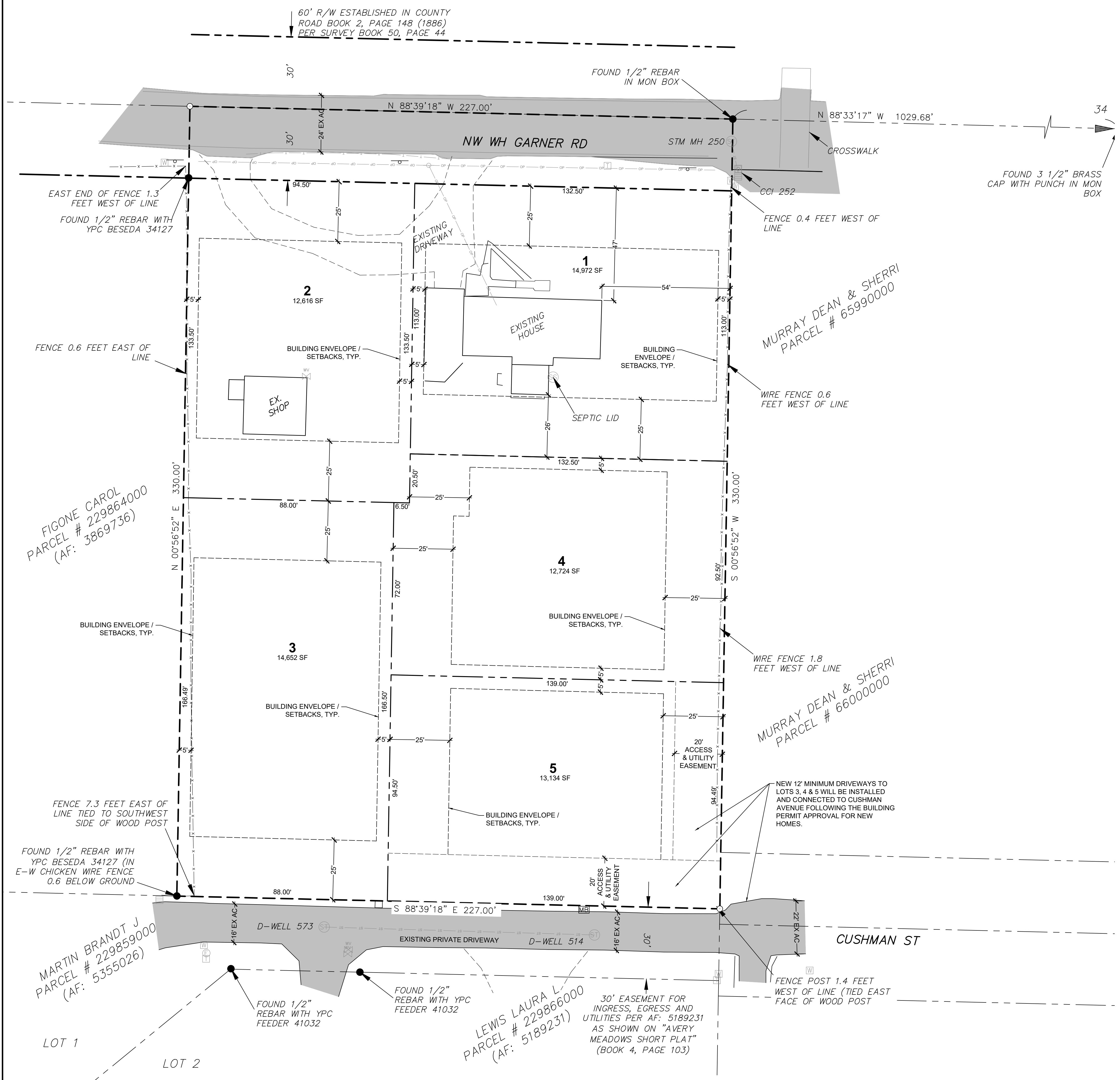
VI. RECOMMENDED DECISION

Based upon the proposed Site Plan, submitted Application materials, the findings and conclusions stated above and within the attached exhibits, the City of Yacolt Planning Staff hereby Recommends **APPROVAL WITH CONDITIONS**.

VII. EXHIBIT LIST

No.	Document Name
1	Application Form
2	Project Narrative
3	Developer's GIS Packet
4	Clark Public Utilities Water Utility Review
5	Clark County Public Health Development Review Letter
6	Clark County Public Health Method II Analysis Approval Letter
7	Stormwater Technical Information Report
8	Stormwater Pollution Prevention Plan
9	Site Plan with Preliminary Engineering

© CLARK LAND DESIGN, PLLC. DATE PLOTTED: Nov. 08, 2023 - 5:28 PM. C:\DRAWING\FILE_D\IDROBOX\PROJECTS\2023\PROJECTS\1.23.027 KELLER SHORT PLAT\102_CAD\01_SHEETS\23027 PREAPP PLAT.DWG



KELLER SHORT PLAT

BEING A PORTION OF THE NORTHEAST QUARTER OF SECTION 3, TOWNSHIP 4 NORTH, RANGE 3 EAST OF THE WILLAMETTE MERIDIAN CLARK COUNTY, WASHINGTON
November, 2023

OWNER / APPLICANT:
SHIRLEY ANN KELLER / MARY SCHABO
25115 NE WH GARNER ROAD
YACOLT, WA 98675
PHONE: 360.907.3601
EMAIL: MARYSCHABO@YAHOO.COM

CONTACT PERSON / PLANNER:
JAMES CLARK
CLARK LAND DESIGN, PLLC
9901 NE 7TH AVENUE, SUITE A-214
VANCOUVER, WA 98685
PHONE: 360.921.4445
EMAIL: JCLARK@CLARKLANDDESIGN.COM

PARCEL NUMBER:
229863000

EXISTING SITE INFORMATION

CURRENT USE
ZONING DESIGNATION
NET SITE AREA (MINUS RIGHT-OF-WAY)
TRANSIT ROUTES
EXISTING WATER AND SEWER

ONE SINGLE-FAMILY RESIDENCE ON 1.72 ACRES
R1-12.5
68,098 SF 1.56 ACRES
THE SITE IS NOT SERVED BY PUBLIC TRANSIT
PUBLIC WATER AND SEPTIC

ENVIRONMENTAL OR CULTURAL RESOURCES

NO KNOWN CULTURAL OR ENVIRONMENTAL RESOURCES EXIST ON PROJECT SITE.

EXISTING CONDITIONS DISCLAIMER

THE EXISTING CONDITIONS SHOWN ON THIS PLAN WERE OBTAINED FROM AERIAL PHOTOGRAPHY, CLARK COUNTY GIS, PROFESSIONAL TOPOGRAPHIC SURVEY, AND SITE OBSERVATION.

PROPOSED SITE INFORMATION

PROPOSED USE
5 NEW SINGLE-FAMILY RESIDENTIAL LOTS

UTILITY PROVIDERS

SEWER
WATER

ON-SITE SEPTIC
CLARK PUBLIC UTILITIES

STORM WATER & EROSION CONTROL

TREATMENT

DISPOSAL

EROSION CONTROL

NEW IMPERVIOUS SURFACES WILL NOT BE PROPOSED UNTIL NEW HOME CONSTRUCTION OCCURS ON EMPTY LOTS, WHEN ROOF, DRIVEWAYS, AND WALKWAYS WILL CREATE NEW IMPERVIOUS SURFACES. APPROVED STORMWATER BMP'S WILL BE IMPLEMENTED WITH THAT CONSTRUCTION.

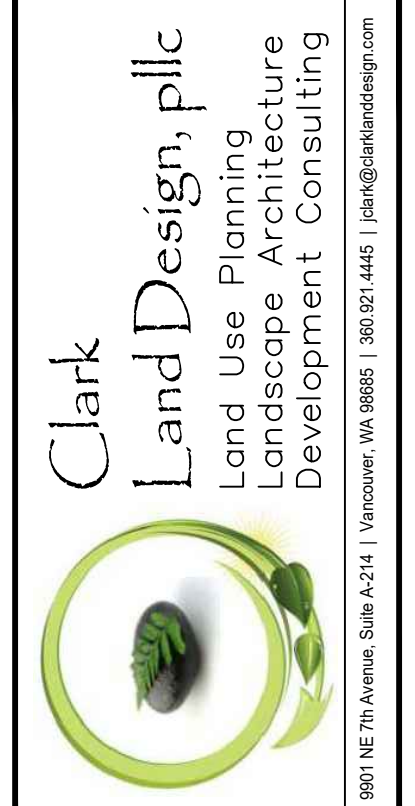
NEW IMPERVIOUS SURFACES WILL NOT BE PROPOSED UNTIL NEW HOME CONSTRUCTION OCCURS ON EMPTY LOTS, WHEN ROOF, DRIVEWAYS, AND WALKWAYS WILL CREATE NEW IMPERVIOUS SURFACES. APPROVED STORMWATER BMP'S WILL BE IMPLEMENTED WITH THAT CONSTRUCTION.

NO NEW CONSTRUCTION IS PROPOSED WITH THE PROPOSED PLAT OTHER THAN PROVIDING REQUIRED WATER AND POWER. CONSTRUCTION REQUIRING EROSION CONTROL WILL NOT TAKE PLACE UNTIL THE BUILDING PERMIT PHASE OF DEVELOPMENT.

LOT STANDARDS

MINIMUM LOT AREA
MINIMUM LOT WIDTH
AVERAGE LOT DEPTH
SETBACKS
FRONT YARD
REAR YARD
SIDE YARD

	REQUIRED	PROVIDED
MINIMUM LOT AREA	12,500 SF	12,616 SF
MINIMUM LOT WIDTH	80 FEET	88 FEET
AVERAGE LOT DEPTH	90 FEET	113 FEET
SETBACKS	REQUIRED	PROVIDED
FRONT YARD	25 FEET	25 FEET
REAR YARD	25 FEET	25 FEET
SIDE YARD	5 FEET	5 FEET



KELLER SHORT PLAT

25115 NE WH GARNER ROAD
YACOLT, WA 98675



SHEET TITLE

PRELIMINARY PLAT

REUSE OF DOCUMENTS
This document, and the ideas and designs incorporated, as an instrument of professional service is the property of Clark Land Design, PLLC and is not to be used, in whole or in part, for any reason without the written authorization of Clark Land Design, PLLC.

DATE
11/08/2023

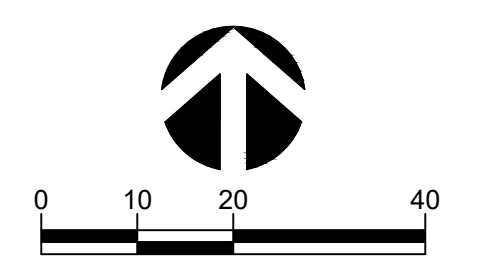
ISSUE
PREAPP

REVISION

DRAWN BY JAC
CHECKED BY JAC

JOB # : 1.23.027

SHEET NUMBER
S2



SCALE: 1" = 20'-0"
THE SCALE BAR SHOWN ABOVE IS CORRECT FOR DRAWINGS PRINTED FULL SIZE (ANSI D OR ARCH D). THE SCALE ABOVE MUST BE DOUBLED FOR DRAWINGS PRINTED HALF SIZE (ANSI B OR ARCH B).



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Scheduling WHY Racing Events in 2025

Proposed Meeting Date: September 9, 2024

Action Requested of Council: Decide which weekend will work best for the BigFoot Fun Run and the Hellz Bellz Ultra Marathon next year and give permission for their racers to camp at the Rec Park.

Proposed Motion: "I move that the WHY Racing Events hold their BigFoot and Hellz Bellz runs on the weekend of June 27-28, 2025, and that the Town allow their racers to camp in the Rec Park again."

Summary/ Background: WHY Racing Events has been holding the BigFoot Fun Run and the Hellz Bellz Ultra Marathon in conjunction with our Rendezvous Days events for the past 3 years, on Saturday and Sunday. Looking ahead to next year, July 4th is on a Friday. If they held their races that weekend, they are fairly sure attendance would be very low. So they would like to hold them the weekend before, which is June 27th and 28th. They will also need permission to have their runners camp in the Rec Park for the weekend again next year.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Termination of Clark Public Utilities Pay Station Agreement

Proposed Meeting Date: September 9, 2024

Action Requested of Council: None; informational only

Proposed Motion: None; informational only

Summary/ Background: The Town has had an Agreement in place with Clark Public Utilities (CPU) since October 30, 2000, for us to act as a Utility Pay Station, whereby we collect payments from local residents on their behalf and mail the payments in to them. In return for our service, CPU has paid us \$25/month. The Agreement states that either party can terminate with 10 days' written notice. CPU has decided to discontinue having external Utility Pay Stations. They emailed the Town the attached letter on 9/5/2024, stating that they wish to terminate the Agreement as of 9/16/2024.

Staff Contact(s): Clerk Fields

clerk@townofyacolt.com

(360) 686-3922

September



Commissioners

Nancy E. Barnes
Jim Malinowski
Jane A. Van Dyke

**Chief Executive Officer/
General Manager**

Lena Wittler

September 5, 2024

Via Electronic Mail

Ms. Stephanie Fields/Clerk
Town of Yacolt
202 W. Cushman Street
Yacolt, WA 98675

**Re: Pay Station Agreement
Notice of Termination**

Dear Ms. Fields,

As previously discussed, given the lack of customer activity under the Pay Station Agreement between Clark Public Utilities (the "Utility") and the Town of Yacolt (the "Town") dated October 30, 2000, the Utility has elected to terminate this Agreement effective September 16, 2024. If there is any equipment or supplies that need to be returned to the Utility under this Agreement, please coordinate with our Executive Assistant, Abby Hutcheson. She can be reached at AHutcheson@clarkpud.com or (360) 992-3349.

We want to express our appreciation to the Town for the number of years it has provided this service to our customers.

Thank you for your assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Eldridge".

John Eldridge
General Counsel



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Shealy, Clerk Fields

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayor@townofyacolt.com
clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Termination and Renewal of Printer/Copier Lease

Proposed Meeting Date: September 9, 2024

Action Requested of Council: Review the enclosed and decide which route you'd like the Town to take going forward with a new printer/copier

Proposed Motion: "I move that the Mayor is authorized to sign the lease (or lease-to-own, or purchase) agreement with _____ for a Konica Minolta C301i to replace the current machine we have been leasing."

Summary/ Background: The lease on the printer/copier/fax/scanner the Town has had is up, and it is time to negotiate a new lease agreement or buy a machine outright. The lease covers all supplies (except paper), as well as all delivery/set-up, training, maintenance, and repairs. The new machine will have basically the same features as the old one. The cost to buy the old machine would be \$4,434.00. The cost to buy the new machine outright would be as low as \$4,764.00, however, no supplies, set-up, training, maintenance, or repairs would be included, and the Town would end up having to foot the bill for return of the old machine. Please see the attached options we've found for lease, lease-to-own, and cash purchase.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922



KONICA MINOLTA

**bizhub
i-SERIES IS
SMARTER
WORKING**
RETHINK IT



bizhub C301i
Color A3 multifunctional



CUSTOMER BENEFITS



Intuitive operability
Operate the bizhub like a smartphone or tablet with fully customized user interface



Mobile connectivity
Print anytime from anywhere with Konica Minolta's innovative mobile technologies



Security
Secure network integration, data encryption, SSD overwrite, and advanced user authentication



Application ecosystem
Enhanced efficiency thanks to Konica Minolta's extensive applications portfolio



Productivity
Reliability, high-speed scanning and printing, combined with powerful finishing functions



Sustainability
Efficient printer fleet management, including automatic consumables delivery, pro-active maintenance and remote setup

OPTIONS

1 ENHANCED FEATURES

- Barcode fonts LK-106
- Unicode fonts LK-107
- OCR A and B fonts LK-108
- Document converter pack LK-110v2
- ThinPrint® client LK-111
- Antivirus LK-116
- IP fax (T.38 fax) LK-117 (TBD)



2 CONNECTIVITY

- Fax board FK-514 x2
- Fax board FK-515
- Mount kit MK-742
- Wireless LAN UK-221
- USB I/F kit EK-608 OR
- USB I/F kit EK-609
- Fiery controller IC-420
- Interface kit VI-516
- Interface board UK-115
- ID Card Reader AU-205H
- Mount kit MK-735

3 OTHERS

- Working table WT-506
- 10-Key pad KP-102
- Security kit SC-509
- Keyboard holder KH-102
- Off-line stapler FS-P04
- Keyboard External Keyboard

4 MEDIA INPUT

- 1 Universal tray PC-116 OR
- 2 Universal tray PC-216 OR
- Large capacity tray PC-416 OR
- Large capacity tray PC-417 OR
- Copier desk DK-516
- Large Capacity tray LU-302
- Banner tray MK-730

5 MEDIA OUTPUT

- Job Separator JS-506 OR
- Inner Finisher FS-533 OR
- Punch kit PK-524
- Staple finisher FS-539 OR
- Relay unit RU-513
- Staple/booklet finisher FS-539SD OR
- Relay unit RU-513
- Punch kit PK-520

LEGEND

- Mandatory option
- Option
- This option can only be installed with the respective option above it

FINISHING FUNCTIONALITIES



Corner stapling



Two-point stapling



Two-hole punching



Three-hole punching



Duplex



Combined mixplex/mixmedia



Half-fold



Sheet insertion, report



Letter-fold



Booklet



Offset sorting



Banner printing

DESCRIPTIONS

ENHANCED FEATURES

LK-106 Barcode fonts	Supports native barcode printing
LK-107 Unicode fonts	Supports native Unicode printing
LK-108 OCR A and B fonts	Supports native OCR A and B font printing
LK-110v2 Document converter pack	Generates various file formats incl. DOCX; XLSX and PDF/A
LK-111 ThinPrint® Client	Print data compression for reduced network impact
LK-116 Antivirus	Bitdefender® Antivirus provides real time scanning of all input/output data
LK-117 IP fax (T.38 fax) (TBD)	Fax over IP networks (T.38), requires fax kit

CONNECTIVITY

FK-514 Fax board	Super G3 fax, digital fax functionality
FK-515 Fax board	Super G3 fax, digital fax functionality, lines 3 & 4 support
MK-742	Installation kit for FK-515
UK-221 Wireless LAN	Wireless LAN and wireless LAN Access Point Mode
EK-608 USB I/F kit	USB keyboard connection
EK-609 USB I/F kit	USB keyboard connection; Bluetooth
IC-420 Fiery controller	Professional color print controller
VI-516 Interface kit for IC-420	Fiery controller interface card
UK-115 Interface board for IC-420	Fiery controller interface board
AU-205H card reader	Various ID card technologies
MK-735 Mount kit	Installation kit for ID card reader

OTHERS

DF-714 Document feeder	Dual scan automatic document feeder, capacity 100 originals
WT-506 Working table	Authentication device placement
KP-102 10-Key pad	For use instead of touchscreen
SC-509 Security kit	Copy guard function (2 kits required for dual scan ADF)
KH-102 Keyboard holder	To place USB keyboard
External Keyboard	Keyboard for alpha numeric data entry
FS-P04 Off-line stapler	20-sheet off-line stapling

MEDIA INPUT

PC-116 1 Universal tray	500 sheets, 5.5" x 8.5" - 11" x 17" / 52-256 g/m ²
PC-116 2 Universal tray	2x 500 sheets, 5.5" x 8.5" - 11" x 17" / 52-256 g/m ²
PC-216 2 Universal tray	2x 500 sheets, 5.5" x 8.5" to 11" x 17", 52-256 g/m ²
PC-416 Large capacity tray	2,500 sheets, 8.5" x 11" / 52-256 g/m ²
PC-417 Large capacity tray	2,500 sheets, 8.5" x 11"; 52-256 g/m ²
LU-302 Large capacity tray	3,000 sheets, 8.5" x 11" / 52-256 g/m ²
MK-730 Banner tray	Multipage banner feeding
DK-516 Copier desk	Provides storage space for print media and other materials

MEDIA OUTPUT

FS-533 Inner finisher	50-sheet stapling, 500 sheets max. output
PK-519 Punch kit for FS-533	2/3 hole punching, autoswitching
FS-539 Staple finisher	50-sheet stapling, 3,200 sheets max. output
FS-539SD Booklet finisher	50-sheet staple finisher; 20-sheet booklet finisher; 2,200 sheets max. output
PK-524 Punch kit for FS-536(SD)	2/3 hole punching; autoswitching
RU-513 Relay unit	For FS-539/SD installation, (Max. 100 sheets output capacity)
JS-506 Job separator	Separation of fax output; etc.

TECHNICAL SPECIFICATIONS

SYSTEM SPECIFICATIONS

Panel size/resolution	10.1" / 1024 x 600
System memory (standard/max)	8 GB
Solid State Drive	256 GB (standard)
Interface	10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n (optional)
Network protocols	TCP/IP (IPv4/IPv6); SMB; LPD; IPP; SNMP; HTTP(S); AppleTalk; Bonjour
Automatic document feeder (optional)	Up to 100 originals; A6-A3; 35-163 gsm; RADF or Dual scan ADF available
Paper input capacity (standard/max)	1,150 sheets / 6,650 sheets
Paper tray input (standard)	1x 500 sheets; 3.5" x 8.5" to 11" x 17"; custom sizes; 52-256 gsm 1x 500 sheets; 5.5" x 8.5" to 12" x 18"; custom sizes; 52-256 gsm
Paper tray input (optional)	2x 500 sheets; 5.5" x 8.5" to 11" x 17"; 52-256 gsm 1x 2,500 sheets; 8.5" x 11"; custom sizes; 52-256 gsm
Large capacity tray (optional)	1x 3,000 sheets; 8.5" x 11"; custom sizes; 52-256 gsm
Manual bypass	150 sheets; 3.5" x 8.5" to 12" x 18"; Custom sizes; Banner; 60-300 gsm
Automatic duplexing	5.5" x 8.5" to 12" x 18"; 52-256 gsm
Finishing modes (optional)	Offset; Group; Sort; Staple; Punch; Half-fold; Letter-fold; Booklet
Output capacity (standard)	Max. 250 sheets
Output Capacity (optional)	Max. 3,300 sheets
Stapling	Max. 50 sheets or 48 sheets + 2 cover sheets (up to 209 gsm)
Letter fold	Max. 3 sheets
Letter fold capacity	Max. 30 sheets; unlimited (without tray)
Booklet	Max. 20 sheets or 19 sheets + 1 cover sheet (up to 209 gsm)
Booklet output capacity	Max. 100 booklets; unlimited (without tray)
Copy/print volume (monthly)	Max. 1 130,000 pages
Toner lifetime	Black up to 28,000 pages CMY up to 28,000 pages

Imaging unit lifetime	Black up to 225,000/1,000,000 pages (drum/developer) CMY up to 105,000/1,000,000 pages (drum/developer)
Power consumption	110-120 V / 50/60 Hz; Less than 1.50 kW
System dimension (W x D x H)	24.2" x 27" x 31" (without options)
System weight	Approx. 187 lbs. (without options)

PRINTER SPECIFICATIONS (STANDARD)

Print resolution	1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
Print Speed letter (mono/color)	Up to 25/25 ppm
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS
Operating System	Windows 10 (32/64); Windows 11; Windows Server 2012; Windows Server 2012 R2; Windows Server 2016; Windows Server 2019; Windows Server 2022; macOS 10.14 or later; Unix; Linux; Citrix
Printer fonts	80 PCL Latin; 137 PostScript 3 Emulation Latin
Mobile printing	AirPrint (iOS); Mopria (Android); Konica Minolta Mobile Print (iOS/Android/Windows 10 Mobile); Mobile Authentication and Pairing (iOS/Android) Optional: Google Cloud Print; WiFi Direct

PRINTER SPECIFICATIONS (OPTIONAL)

Print controller	Embedded Fiery IC-420
Controller CPU	AMD GX-424CC @ 2.4 GHz
Memory/HDD	2 GB / 500 GB
Page description language	Adobe PostScript 3 (CPSI 3020); PCL 6; PCL 5c

SCANNER SPECIFICATIONS

Scan speed (mono/color)	Up to 100/100 ipm in simplex Up to 200/200 ipm in duplex
Scan modes	Scan-to-eMail (Scan-to-Me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV; Scan-to-URL; TWAIN scan
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX Optional: Searchable PDF; PDF/A 1a and 1b; Searchable DOCX/PPTX/XLSX
Scan destinations	2,100 (single + group); LDAP support

COPIER SPECIFICATIONS

Imaging technology	Laser
Toner technology	Simitri® HD polymerized toner
Copy/print speed letter (mono/color)	Up to 25/25 ppm
Copy/print speed 11x17 (mono/color)	Up to 12/12 ppm
1 st copy out time letter	5.2/6.9 sec.
Warm-up time	Approx. 12 sec. in mono; 13 sec. in color ²
Copy resolution	600 x 600 dpi
Gradation	256 gradations
Multicopy	1-9,999
Original format	3.5" x 8.5" to 11" x 17"; Custom sizes
Magnification	25-400% in 0.1% steps; Auto-zooming

FAX SPECIFICATIONS

Fax standard	Super G3 (optional)
Fax transmission	Analog; i-Fax; Color i-Fax
Fax resolution	Up to 600 x 600 dpi
Fax compression	MH; MR; MMR; JBIG
Fax modem	Up to 33.6 Kbps
Fax destinations	2,100 (single + group)

USER BOX SPECIFICATIONS

Storable documents	Up to 3,000 documents or 10,000 pages
Type of user boxes	Public; Personal (with password or authentication); Group (with authentication)
Type of system boxes	Secure print; Encrypted PDF print; Fax receipt; Fax polling

SYSTEM FEATURES

Security Functions (standard)	ISO 15408 HCD-PP Common Criteria (in evaluation); IP filtering and port blocking; SSL2; SSL3 and TLS1.0/1.1/1.2/1.3 network communication; IPsec support; IEEE 802.1x support; User authentication; Authentication log; Secure print; Kerberos; Overwrite all data function; SSD Self-Encryption (AES 256)/ Storage lock password; Memory data auto deletion; Confidential fax receipt; Print user data encryption
Security Functions (optional)	Antivirus realtime scanning (Bitdefender®); Copy protection (Copy Guard, Password Copy)
Accounting (standard)	Up to 1,000 user accounts; Active Directory support (user name + password + e-mail + smb folder); User function access definition
Accounting Functions (optional)	ID card authentication (ID card reader); Authentication by mobile device (Android/iOS)
Software	Net Care Device Manager; Data Administrator; Web Connection; Log Management Utility

¹ Maximum monthly copy/print volume supported under standard vendor supplied service. Defines the upper end of the expected customer volume for the device. Customers should consider multiple machines if average monthly volume approaches duty cycle on a continual basis.

² Warm-up time may vary depending on the operating environment and usage.

- All specifications refer to letter-size paper of 80 gsm weight.
- The support and availability of the listed specifications and functionalities varies depending on operating systems, applications and network protocols as well as network and system configurations.
- The stated life expectancy of each consumable is based on specific operating conditions such as page coverage for a particular page size (6% coverage of letter). The actual life of each consumable will vary depending on use and other printing variables including page coverage, page size, media type, continuous or intermittent printing, ambient temperature and humidity.
- Some of the product illustrations contain optional accessories.
- Specifications and accessories are based on the information available at the time of printing and are subject to change without notice.
- Konica Minolta does not warrant that any specifications mentioned will be error-free.
- All brand and product names may be registered trademarks or trademarks of their respective holders and are hereby acknowledged.

PARTNERSHIP

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

INFORMATION MANAGEMENT

Intelligent Information Management (IIM)
Document Management
Automated Workflow Solutions
Business Process Automation
Security and Compliance
Mobility

IT SERVICES

Application Services
Cloud Services
IT Security
Managed IT Services
IT Consulting & Projects
Business Consulting Services

TECHNOLOGY

Office Multifunction Business Solutions
Commercial and Production Printers
Wide Format Printers
Laptops, Desktops and Computer Hardware
Servers and Networking Equipment
Managed Print Services (MPS)
Managed Enterprise Services

For complete information on Konica Minolta products and solutions, please visit: CountOnKonicaMinolta.com



KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive, Ramsey, New Jersey 07446

CountOnKonicaMinolta.com





Model

/Accessory Purchase Price KM C360i Current equipment (leased) \$4,434

New C301i* Current Model (new) \$4,764.27

Document Feeder

Fax Board

Anti-Malware Protection

Paper Cabinet

63 Mo \$1 Buy-out Lease: \$109.57 per month (owned at end of term)

Service/Supplies

Bizhub C301i \$0.051 per page color \$0.008 per page b/w Network Connection Included

Service Contract:

Service / Supply contract includes Parts, Labor, Drums, Developer, Staples, Toner (excludes paper) and **Green Technologies to Save Energy& Reduce Waste**



*BIZHUB C301i FEATURES:

- 30 ppm printing/copying
- Sheet Automatic Document (Features Dual Scanning)
- Multiple finishing/stapler options
- 250 GB Hard Drive
- Over 1,500 sheets paper capacity



I. Equipment	Cash Price	60 Mo. FMV Lease	60 Mo. \$ 1 out Lease
Konica c301i	\$ 5,611.00	\$ 110.54	\$ 123.44
30 page per minute			
Auto Document Feeder			
2 x 500 sheet any size paper (up to 13" x 19)			
Fax			
Large capacity cassette			
II. Options			
Stapling	1133 \$	22.32 \$	24.93

III> Service & Supplies

Includes: unlimited toner, drums, parts, supplies,
all service, everything except paper.

b&w images billed at .011 per page
color images billed at .055 per page

Includes picking up the old machine and shipping it back to the lease company

If ordered by September 20th there is a \$ 450 cash back rebate



PACIFIC OFFICE AUTOMATION

The Northwest's own, the nationally recognized copier company

TOTAL IMAGE MANAGEMENTSM Master Agreement

Master Agreement No. _____ R12

"Master Agreement" shall mean this Master Agreement. "Schedule" shall mean any Schedule signed by you and us which incorporates the terms of this Master Agreement. "TIM Agreement" shall mean this Master Agreement and any Schedule.

TERMS AND CONDITIONS

1. **COMMENCEMENT OF SCHEDULE** Commencement of a Schedule and acceptance of the Equipment shall occur upon delivery of the Equipment to you. To the extent that the Equipment includes intangible property or associated services such as periodic software licenses and prepaid database subscription rights, such intangible property shall be referred to as "Software". You understand and agree that we have no right, title or interest in the Software and you will comply throughout the Term of the TIM Agreement with any license and/or other agreement ("Software License") entered into with the supplier of the Software ("Software Supplier"). You are responsible for entering into any Software License with the Software Supplier no later than the Commencement Date of the TIM Agreement. You agree to inspect the Equipment upon delivery and verify by telephone or in writing such information as we may require. The Equipment is accepted by you under a Schedule unless you notify us within three (3) days of delivery that you do not accept the Equipment and specify the defect or malfunction. In that event, we will replace the defective item of Equipment or cancel the Schedule and you will assume all our rights under any purchase order or agreement entered into by us to buy the Equipment. If you signed a purchase order or similar agreement for the purchase of the Equipment, by signing a Schedule you assign to us all of your rights, but none of your obligations under it. All attachments, accessories, replacements, replacement parts, substitutions, additions and repairs to the Equipment shall form part of the Equipment under a Schedule.

2. **SECURITY DEPOSIT.** The Security Deposit will be held by us, without interest, and may be commingled (unless otherwise required by law), until all obligations under the TIM Agreement are satisfied, and may be applied at our option against amounts due under the TIM Agreement. The Security Deposit will be returned to you upon termination of a Schedule, provided you are not in default, or applied to the Minimum Monthly Payment ("Minimum Payment") due at the end of the Term, or to the amount we may quote for any purchase or upgrade of the Equipment.

3. **IMAGE CHARGES.** Each month during the Term of a Schedule, you agree to remit to us the Minimum Payment and all other sums when due and payable at the address we provide to you from time to time. You agree that you will remit payments to us in the form of company checks (or personal checks in the case of sole proprietorships), direct debit or wires only. You also agree cash and cash equivalents are not acceptable forms of payment for the TIM Agreement and that you will not remit such forms of payment to us. Payment in any other form may delay processing or be returned to you. Furthermore, only you or your authorized agent as approved by us will remit payments to us. Minimum Payments will include any freight, delivery, installation or other expenses we finance on your behalf at your request. In return for the Minimum Payment, you are entitled to produce the Minimum Number of Images for each applicable Image Type each month. You also agree to pay us the applicable Excess Per Image Charge for each metered image that exceeds the applicable Minimum Number of Images (plus appli-

cable taxes). We may estimate the number of images produced if you do not provide us with meter readings within seven (7) days of request. We will adjust the estimated charge for excess images upon receipt of actual meter readings. Notwithstanding any adjustments, you will never pay us less than the Minimum Payment. You agree that after the first twelve (12) months of the Term (or any extension or renewal) of the TIM Agreement, and at the end of each following twelve (12) month period thereafter, the Minimum Payments and Excess Per Image Charges may be increased by an amount equal to the lesser of: (a) up to 15% of the Minimum Payments and Excess Per Image Charges in effect at the end of the prior twelve (12) month period; or (b) the maximum percentage permitted by applicable law. At our option, you will: (a) provide us by telephone or facsimile the actual meter readings when requested by us; (b) provide us (or our agent) access to the Equipment to obtain meter readings; or (c) allow us (or our agent) to attach an automatic meter reading device to the Equipment. We may audit any automatic meter reading device periodically. Minimum Payments are due whether or not you receive an invoice. If you have a dispute with the Supplier regarding the Equipment, you shall continue to pay us all Minimum Payments and Excess Per Image Charges without deduction or withholding any amounts. You authorize us to adjust the Minimum Payments by not more than 15% to reflect any reconfiguration of the Equipment or adjustments to reflect applicable sales taxes or the cost of the Equipment by the manufacturer and/or Supplier.

4. **OTHER CHARGES.** You agree to: (a) pay all premiums and other costs of insuring the Equipment; (b) reimburse us for all costs and expenses incurred in enforcing the TIM Agreement; and (c) pay all other costs and expenses for which you are obligated under the TIM Agreement. You agree, at our discretion, to either: (1) reimburse us annually for all personal property and other similar taxes and governmental charges associated with the ownership, possession or use of the Equipment; or (2) remit to us each month our estimate of the pro-rated equivalent of such taxes and governmental charges included in the Minimum Payment as specified on a Schedule to this Master Agreement. In the event that the Minimum Payment includes personal property and other similar taxes, as specified on a Schedule to this Master Agreement, you acknowledge and agree that such amount represents our estimate of such taxes that will be payable with respect to the Equipment during the Term and that we may make a profit from such estimate. You agree to pay us an administrative fee for the processing of taxes, assessments or fees which may be due and payable under this Master Agreement. We may take on your behalf any action required under the TIM Agreement which you fail to take, and upon receipt of our invoice you will promptly pay our costs (including insurance premiums and other payments to affiliates), plus reasonable processing fees. Restrictive endorsements on checks you send to us will not reduce your obligations to us. We may charge you a return check or non-sufficient funds charge of \$25 for any check which is returned by the bank for any reason (not to exceed the maximum amount permitted by law). You agree to pay a monthly

Continued on Page 2

BOTH PARTIES AGREE TO WAIVE ALL RIGHTS TO A JURY TRIAL. THIS MASTER AGREEMENT AND EACH SCHEDULE SHALL BE GOVERNED BY THE LAWS OF OREGON. YOU CONSENT TO THE JURISDICTION AND VENUE OF FEDERAL AND STATE COURTS IN OREGON.

TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. WHAT THIS MEANS TO YOU: WHEN YOU OPEN AN ACCOUNT, WE WILL ASK FOR YOUR NAME, ADDRESS AND OTHER INFORMATION THAT WILL ALLOW US TO IDENTIFY YOU. WE MAY ALSO ASK TO SEE IDENTIFYING DOCUMENTS.

BY SIGNING THE MASTER AGREEMENT, YOU ACKNOWLEDGE RECEIPT OF PAGE 2 OF THE MASTER AGREEMENT, AND AGREE TO THE TERMS ON BOTH PAGES 1 AND 2. ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE. TO PROTECT YOU AND US FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US, EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

OWNER ("We", "Us")

Pacific Office Automation, Inc.

By: X _____

Name: _____

Title: _____

Date: _____

CUSTOMER ("You")

Full Legal Name _____

Trade / DBA _____

By: X _____
Signature of Authorized Signer

Name: _____
Please Print

Title: _____

Date: _____ Fed Tax ID: _____

POA 1702(c) Master r12 (OR) 11/13

ADDITIONAL TERMS AND CONDITIONS OF TIM AGREEMENT

Fuel/Freight Fee, specified on a Schedule to this Master Agreement, which will be remitted by us to the Supplier.

5. **LATE CHARGES.** For any payment which is not received by its due date, you agree to pay a late charge equal to the higher of 10% of the amount due or \$22 (not to exceed the maximum amount permitted by law) as reasonable collection costs.

6. **MAINTENANCE AND SERVICE; OWNERSHIP AND USE.** The Supplier identified on a Schedule has agreed to provide **FULL SERVICE MAINTENANCE DURING NORMAL BUSINESS HOURS, INCLUDING ALL TONER, DEVELOPER AND PARTS NECESSARY TO PRODUCE IMAGES. YOU MUST PURCHASE COPIER PAPER AND STAPLES SEPARATELY.** You acknowledge that: (a) we are not responsible for any service, repair or maintenance of the Equipment; and (b) we are not a party to any service maintenance agreement. You agree to pay for service maintenance outside of the Supplier's normal business hours for service required by your negligence or misuse of the Equipment at Supplier's customary rates. We reserve a security interest in the Equipment to secure all of your obligations under the TIM Agreement. We own the Equipment and you have the right to use the Equipment under the terms of the TIM Agreement. If the TIM Agreement is deemed to be a secured transaction, you grant us a first priority security interest in the Equipment to secure all of your obligations under the TIM Agreement. We hereby assign to you all our rights under any manufacturer and/or supplier warranties, so long as you are not in default hereunder. You must keep the Equipment free of liens. You may not remove the Equipment from the address indicated on the Schedule without first obtaining our approval. If we grant permission to move the Equipment, the Minimum Payments and Excess Per Image Charges may be increased by us at our sole discretion to cover the additional costs of service, maintenance and supplies. You agree to: (a) keep the Equipment in your exclusive control and possession; (b) use the Equipment in conformity with all insurance requirements, manufacturer's instructions and manuals; (c) keep the Equipment repaired and maintained in good working order and as required by the manufacturer's warranty and specifications; and (d) give us reasonable access to inspect the Equipment and its maintenance and other records.

If any Equipment is designated "Service Only", you acknowledge and agree that: (1) we do not own such Equipment; (2) we are not providing such Equipment to you pursuant to the terms of the TIM Agreement; (3) Supplier has agreed to provide full service maintenance of such Equipment pursuant to the terms outlined above; and (4) that portion of the Minimum Payment attributable to such Equipment includes only the full service maintenance of such Equipment and not the use or rental of the Equipment.

7. **INDEMNITY.** You are responsible for all losses, damages, claims, infringement claims, injuries and attorneys' fees and costs ("Claims"), incurred or asserted by any person, in any manner relating to the Equipment, including its use, condition or possession. You agree to defend and indemnify us against all Claims, although we reserve the right to control the defense and to select or approve defense counsel. This indemnity continues beyond the termination of a Schedule for acts or omissions which occurred during the Term of a Schedule. You also agree that the TIM Agreement has been entered into on the assumption that we are the owner of the Equipment for U.S. federal income tax purposes and will be entitled to certain U.S. federal income tax benefit its available to the owner of the Equipment. You agree to indemnify us for the loss of any U.S. federal income tax benefits resulting from the failure of any assumptions in the TIM Agreement to be correct or caused by your acts or omissions inconsistent with such assumption or the TIM Agreement. In the event of any such loss, we may increase the Minimum Payments and other amounts due to offset any such adverse effect.

8. **LOSS OR DAMAGE.** If any item of Equipment is lost, stolen or damaged you will, at your option and cost, either: (a) repair the item or replace the item with a comparable item reasonably acceptable to us; or (b) pay us the sum of: (i) all post due and current Minimum Payments, Excess Per Image Charges and other charges; (ii) the present value of all remaining Minimum Payments and other charges for the item, discounted at the rate of 6% per annum (or the lowest rate permitted by law, whichever is higher); and (iii) the Fair Market Value of the Equipment. We will then transfer to you all our right, title and interest in the Equipment AS-IS AND WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE. Insurance proceeds shall be applied toward repair, replacement or payment hereunder, as applicable. In this Master Agreement, "Fair Market Value" of the Equipment means its fair market value at the end of the Term, assuming good order and condition (except for ordinary wear and tear from normal use), as estimated by us.

9. **INSURANCE.** You agree, at your cost, to: (a) keep the Equipment insured against all risks of physical loss or damage for its full replacement value, naming us as loss payee; and (b) maintain public liability insurance, covering personal injury and Equipment damage for not less than \$300,000 per occurrence, naming us as additional insured. The policy must be issued by an insurance carrier acceptable to us, must provide us with not less than 15 days' prior written notice of cancellation, non-renewal or amendment, and must provide deductible amounts acceptable to us. If you do not provide acceptable insurance within 30 days after the start of this Agreement, we have the right but no obligation to obtain insurance covering our interest (and only our interest) in the Equipment for the Agreement Term and any renewals as would be further described on a letter from us to you. Any insurance we obtain will not insure you against third party or liability claims and may be cancelled at any time. In the event that we elect to obtain such insurance, you will be required to pay us an additional amount each Billing Period for the cost of such insurance and an administrative fee, the cost of which insurance and administrative fee may be more than the cost to obtain your own insurance. We may make a profit on these programs.

10. **DEFAULT.** You will be in default under the TIM Agreement if: (a) you fail to remit to us any payment within ten (10) days of the due date or breach any other obligation under the TIM Agreement; (b) a petition is filed by or against you or any guarantor under any bankruptcy or insolvency law; or (c) you default under any other agreement with us.

11. **REMEDIES.** If you default, we may do one or more of the following: (a) recover from you, AS LIQUIDATED DAMAGES FOR LOSS OF BARGAIN AND NOT AS A PENALTY, the sum of: (i) all post due and current Minimum Payments, Excess Per Image Charges and other charges; (ii) the present value of all remaining Minimum Payments, Excess Per Image Charges and other charges, discounted at the rate of 6% per annum (or the lowest rate permitted by law, whichever is higher); and (iii) the Fair Market Value of the Equipment; (b) declare any other agreements between us in default; (c) require you to return all of the Equipment in the manner outlined in Section 12,

or take possession of the Equipment, in which case we shall not be held responsible for any losses directly or indirectly arising out of, or by reason of the presence and/or use of any and all proprietary information residing on or within the Equipment, and to lease or sell the Equipment or any portion thereof, and to apply the proceeds, less reasonable selling and administrative expenses, to the amounts due hereunder; (d) charge you interest on all amounts due us from the due date until paid at the rate of 1-1/2% per month, but in no event more than the lawful maximum rate; and (e) charge you for expenses incurred in connection with the enforcement of our remedies including, without limitation, repossession, repair and collection costs, attorneys' fees and court costs. These remedies are cumulative, are in addition to any other remedies provided for by law, and may be exercised concurrently or separately. Any failure or delay by us to exercise any right shall not operate as a waiver of any other right or future right.

12. **END OF TERM OPTIONS; RETURN OF EQUIPMENT.** If you are not in default, at least 60 days (but not more than 120 days) prior to the end of the Term (or Renewal Term) you shall give us written notice of your intention at the end of the Term (or the Renewal Term) which election cannot be revoked, to return all, but not less than all, of the Equipment. **IF YOU FAIL TO PROVIDE US WITH SUCH 60 DAY PRIOR WRITTEN NOTICE, OR HAVING NOTIFIED US, YOU FAIL TO RETURN THE EQUIPMENT, THE TERM OF THE TIM AGREEMENT SHALL AUTOMATICALLY RENEW FOR ONE ADDITIONAL TERM OF TWELVE (12) MONTHS** (the "Renewal Term") and all of the provisions of the TIM Agreement shall continue to apply, including, without limitation, your obligations to remit Minimum Payments, Excess Per Image Charges and other charges, until all of the Equipment is returned to us (either because we demand return of the Equipment or you decide to return the Equipment). If you are in default, or at the end of the Term (or the Renewal Term), you shall: (1) return all of the Equipment, freight and insurance prepaid at your cost and risk, to wherever we indicate in the continental United States, with all manuals and logs, in good order and condition (except for ordinary wear and tear from normal use), packed per the shipping company's specifications; and (2) securely remove all data from any and all disk drive or magnetic media prior to returning the Equipment (and you are solely responsible for selecting an appropriate removal standard that meets your business needs and complies with applicable laws). You will pay us for any loss in value resulting from the failure to maintain the Equipment in accordance with the TIM Agreement or for damages incurred in shipping and handling.

13. **ASSIGNMENT.** You may not assign or dispose of any rights or obligations under the TIM Agreement or sublease the Equipment without our prior written consent. We may, without notifying you: (a) assign the TIM Agreement or our interest in the Equipment; and (b) release information we have about you and the TIM Agreement to the manufacturer, Supplier or any prospective investor, participant or purchaser of the TIM Agreement. If we do make an assignment under subsection 13(a) above, our assignee will have all of our rights under the TIM Agreement, but none of our obligations. You agree not to assert against our assignee claims, offsets or defenses you may have against us.

14. **MISCELLANEOUS.** Notices must be in writing and will be deemed given five (5) days after mailing to your (or our) business address. You represent that: (a) you have authority to enter into the TIM Agreement and by so doing you will not violate any law or agreement; and (b) the TIM Agreement is signed by your authorized officer or agent. The TIM Agreement is the entire agreement between us, and cannot be modified except by another document signed by us. The TIM Agreement is binding on you and your successors and assigns. All financial information you have provided is true and a reasonable representation of your financial condition. You authorize us or our agent to: (a) obtain credit reports and make credit inquiries; (b) furnish payment history to credit reporting agencies; and (c) you irrevocably grant us the power to prepare, sign on your behalf (if applicable), and file, electronically or otherwise, Uniform Commercial Code ("UCC") financing statements and any amendments thereto or continuation thereof relating to the Equipment, and containing any other information required by the applicable UCC. Any claim you have against us must be made within two (2) years after the event which caused it. If a court finds any provision of the TIM Agreement to be unenforceable, all other terms shall remain in effect and enforceable. You authorize us to insert or correct missing information on the TIM Agreement, including your proper legal name, serial numbers and any other information describing the Equipment. If you so request, and we permit the early termination of a Schedule, you agree to pay a fee for such privilege. **THE PARTIES INTEND THIS TO BE A "FINANCE LEASE" UNDER ARTICLE 2A OF THE UCC. YOU WAIVE ALL RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY ARTICLE 2A OF THE UCC. YOU FURTHER HEREBY ACKNOWLEDGE AND AGREE THAT WE AND/OR SUPPLIER MAY MAKE A PROFIT ON ANY AND ALL FEES REFERENCED HEREIN AND, IN SO DOING WAIVE ANY AND ALL CLAIM WHICH YOU MAY HAVE FOR UNJUST ENRICHMENT. WE MAKE NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE LEGAL, TAX OR ACCOUNTING TREATMENT OF ANY TIM AGREEMENT AND YOU ACKNOWLEDGE THAT WE ARE AN INDEPENDENT CONTRACTOR AND NOT A FIDUCIARY OF CUSTOMER. YOU WILL OBTAIN YOUR OWN LEGAL, TAX AND ACCOUNTING ADVICE RELATED TO EACH TIM AGREEMENT AND WILL MAKE YOUR OWN DETERMINATION OF THE PROPER TIM AGREEMENT TERM FOR ACCOUNTING PURPOSES.**

15. **ELECTRONIC TRANSMISSION OF DOCUMENTATION.** The TIM Agreement may be executed in counterparts. The executed counterpart which has our original signature and/or is in our possession shall constitute chattel paper as that term is defined in the UCC and shall constitute the original agreement for all purposes, including, without limitation: (i) any hearing, trial or proceeding with respect to the TIM Agreement; and (ii) any determination as to which version of the TIM Agreement constitutes the single true original item of chattel paper under the UCC. If you sign and transmit the TIM Agreement to us by facsimile or other electronic transmission, the transmitted copy shall be binding upon the parties. You agree that the facsimile or other electronic transmission of the TIM Agreement manually signed by us, when attached to the facsimile or other electronic copy signed by you, shall constitute the original agreement for all purposes. The parties further agree that, for purposes of executing the TIM Agreement, and subject to our prior approval and at our sole discretion: (a) a document signed and transmitted by facsimile or other electronic transmission shall be treated as an original document; (b) the signature of any party on such document shall be considered as an original signature; (c) the document transmitted shall have the same effect as the counterpart thereof containing original signatures; and (d) at our request, you, who executed the TIM Agreement and transmitted its signature by facsimile or other electronic transmission shall provide the counterpart of the TIM Agreement containing your original manual signature to us. No party may raise as a defense to the enforcement of the TIM Agreement that a facsimile or other electronic transmission was used to transmit any signature of a party to the TIM Agreement.



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Shealy

Group Name:

Address: 202 W. Cushman
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayor@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Parks Commission Representative

Proposed Meeting Date: September 9, 2024

Action Requested of Council: Approve Jeff Carothers to attend Parks Commission meetings as a Representative of the Town of Yacolt

Proposed Motion: "I move that Jeff Carothers be approved to represent the Town of Yacolt at Parks Commission meetings."

Summary/ Background: Jeff Carothers used to attend Parks Commission meetings while he was previously a Council Member and Mayor of the Town. He said that attending these meetings gets you a lot of good information on Parks grants as well as tips on qualifying for those grants. He would like to attend those meetings on behalf of the Town going forward.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Terry Gardner

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: pwd@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Lift Purchase Offer

Proposed Meeting Date: September 9, 2024

Action Requested of Council: Discuss and consider Public Works Director's suggestion that the Town purchase a boom-lift that is being offered to us.

Proposed Motion: TBD

Summary/ Background: For various activities during the year (mainly the tree lighting prep work and tree trimming around Town), we have had to rent lifts. We have recently been offered a lift for a reasonable price, and PWD Gardner is asking Council to consider the offer.

Staff Contact(s): Mayor Shealy
mayor@townofyacolt.com
(360) 686-3922



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPT. REQUESTING COUNCIL ACTION:

Name: Stephanie Fields, Town Clerk
David W. Ridenour, Town Attorney
Group Name: Staff

Address: 202 W. Cushman St.
P.O. Box 160
Yacolt, WA 98675
Phone: David Ridenour (360) 991-7659

Email Address: clerk@townofyacolt.com
Alt. Phone: Town Clerk (360) 686-3922

ITEM INFORMATION:

Item Title: Ratify Payment of August's Bills, (Action Taken at 8/19/24 Special Meeting).

Proposed Meeting Date: September 9, 2024.

Action Requested of Council: Ratify the payment of August's bills and payables as approved by the Town Council at the Special Meeting held August 19, 2024.

Proposed Motion: "I move that the Council approve and ratify the payment of the Town's bills as presented during the Special meeting of the Council on August 19, 2024."

Summary/ Background: The Town's bills for August could not be prepared for review by the Finance Committee and Council during the regular August meeting due to the absence of the Town Clerk. The Council tabled the matter until it could be addressed at a special meeting scheduled for the following week, on Monday, August 19, 2024. The Council approved the payment of August's bills at the special meeting.

However, State law does not allow the Town to approve the payment of money at special meetings. Since the action was taken inadvertently and without statutory authority, staff requests that the Council ratify the action at this regular meeting.

Attachments: None.

Staff Contact(s): Stephanie Fields, Town Clerk.
David W. Ridenour, Town Attorney.

RCW 35.27.270 - Town council—Oath—Meetings.

The town council shall meet in January succeeding the date of the general municipal election, shall take the oath of office, and shall hold regular meetings at least once each month at such times as may be fixed by ordinance. Special meetings may be called at any time by the mayor or by three councilmembers, by written notice as provided in RCW 42.30.080. **No resolution or order for the payment of money shall be passed at any other than a regular meeting.** No such resolution or order shall be valid unless passed by the votes of at least three councilmembers.