

**Town of Yacolt  
Council Meeting Agenda  
Monday, July 13, 2026  
7:00 PM  
Town Hall**

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**Call to Order**

**Flag Salute**

**Roll Call**

**Late Changes to the Agenda**

**Approve Minutes of Previous Meeting(s)**

- [1.](#) Approve Minutes from Council Meeting June 8, 2026
- [2.](#) Approve Minutes from Council Special Meeting June 16, 2026

**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.](#) Continuing Discussion re: Comprehensive Plan Update
- [4.](#) Ordinance #607 re: Acceptance of Grant and Budget Amendment
- [5.](#) Christmas Tree Star Repair Update
- [6.](#) Report on ADA Playground Equipment
- [7.](#) Update on Nuisance Action

**New Business**

- [8.](#) Pietila Request to Keep Chickens in Town
- [9.](#) Sharshakov Request to Keep Chickens in Town

- [10.](#) Public Hearing and Decision: Shealy Conditional Use Permit Application
- [11.](#) Civic Plus Meeting Management Software Migration and New Contract
- [12.](#) Rotate Mayor Pro Tempore
- [13.](#) Rotate Finance Committee

**Town Clerk's Report**

**Public Works Department Report**

**Attorney's Comments**

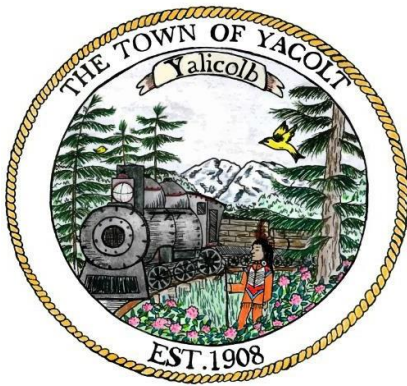
**Council's Comments**

**Mayor's Comments**

**Approve to Pay Bills on Behalf of the Town**

**Executive Session**

**Adjourn**



# Town of Yacolt

## Town Council Meeting Minutes

Monday June 8, 2026

7:00 PM

Town Hall

### Call to Order

7:00 PM

### Flag Salute

### Roll Call

Council Members Present: Jeff Carothers, Kim Glassett, Craig Carroll, Brandon Russell, and Marina Viray  
Also present: Mayor Ian Shealy, Attorney Brian Gerst, Public Works Director Terry Gardner, Sr. Planner Paul Dennis from Jackson Civil Engineering, and Clerk Stephanie Fields

### Late Changes to the Agenda

None

### Approve Minutes of 5/11/2026 Meeting:

Motion was made to approve the minutes as written.

**Motion:** Russell                      2<sup>nd</sup>: Carroll

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

**Motion Carried**

### Citizen Communication

Lily Gomulkiewicz presented the idea of getting ADA playground equipment at our parks for disabled kids, especially a swing.

### Unfinished Business

#### **Public Hearing re Proposed Code Changes for Comprehensive Plan Update/Implementation**

Mayor Shealy closed the regular meeting and opened the Public Hearing at 7:05pm. Paul Dennis, Sr. Planner with Jackson Civil Engineering, shared that Code changes must include accommodating more middle housing, excluding barriers for affordable housing. The new Code adds definitions, opportunities for ADUs, and adds regulations for EV charging units. More Code changes plus adoption of our Updated Comprehensive Plan are to come later this summer. He asked the Council to schedule workshops to discuss development plans, subdivision code, and critical areas, stating that the Town's Code must be in compliance with the state's regulations in order for us to qualify for state grants. Seeing no further questions or discussion, Mayor Shealy closed the Hearing and re-opened the regular meeting at 7:26pm.

A motion was made to have Paul submit the proposed changes to the WA Dept. of Commerce for their 60-day review, after Paul changes the building setbacks on it to be 5 feet on sides and back, and 25 feet on the front.

**Motion:** Carothers                      2<sup>nd</sup>: Glassett  
**Aye:** Carothers, Glassett, Carroll, Russell, Viray                      **Nay:** 0  
**Motion Carried**

**Public Hearing and Resolution #646 re: 6-Yr. Transportation Improvement Plan**

Mayor Shealy closed the regular meeting and opened the Public Hearing at 7:27pm. Paul Dennis and Clerk Fields gave some clarifications regarding Exhibit A. Seeing no questions or discussion, Mayor Shealy closed the hearing and reopened the regular meeting at 7:29pm. A motion was made to approve Resolution #646 as written, thereby adopting the proposed 6-Yr. Transportation Improvement Plan.

**Motion:** Russell                      2<sup>nd</sup>: Viray  
**Aye:** Carothers, Glassett, Carroll, Russell, Viray                      **Nay:** 0  
**Motion Carried**

**Elevator Service Bids**

After the Council discussed differences in rates and service long-term, a motion was made to authorize Mayor Shealy to enter into a contract with Lift You Up Elevator Services for maintenance and repair of the Town's elevator.

**Motion:** Carothers                      2<sup>nd</sup>: Russell  
**Aye:** Carothers, Glassett, Carroll, Russell, Viray                      **Nay:** 0  
**Motion Carried**

**Update on Community Center**

Attorney Gerst said the inspector and appraiser will both be on-site this Friday at 1:00pm. Clerk Fields said Commerce finally reached out to say that they will be putting together packets and sending them out over the next few weeks.

**New Business**

**Annual Update re: Solid Waste and Recycling Programs**

A presentation was made by Joelle Loescher, Michelle, and Sara from Clark County. They spoke about capital improvements, the issue of public vs. private ownership of a new transfer station, different recycling and composting programs, and progress of siting a new transfer station.

**Urban County Participation Decision**

Mayor Shealy introduced the topic, and after some discussion among Council members, a motion was made to authorize Mayor Shealy to send Clark County a letter expressing the Town's intent to continue to participate in the next Urban County Qualification period for 2027-2029.

**Motion:** Carothers                      2<sup>nd</sup>: Viray  
**Aye:** Carothers, Glassett, Carroll, Russell, Viray                      **Nay:** 0  
**Motion Carried**

**Yacolt Library Refresh**

Public Works Director Gardner said he recently replaced the old toilet with a new ADA compliant toilet. Council discussed their desire to preserve the historical look of the building, and said they would not want the steel wall, trim, or bars to be painted over. So a motion was made to allow the library's

proposed refresh, excluding replacement of the toilet and painting the steel components in the building, and the new vanity must be free-standing in order to work right with the sink's plumbing.

**Motion:** Carothers                      **2<sup>nd</sup>:** Russell  
**Aye:** Carothers, Glassett, Carroll, Russell, Viray                      **Nay:** 0  
**Motion Carried**

**Approve the Lowest Bidder for the 2026 Chip Seal Project**

Council reviewed the bids received, and made a motion to approve the lowest qualified bidder, who was Doolittle Construction, LLC, contingent on TIB approval.

**Motion:** Russell                      **2<sup>nd</sup>:** Glassett  
**Aye:** Carothers, Glassett, Carroll, Russell, Viray                      **Nay:** 0  
**Motion Carried**

**Town Clerk's Report**

- Addressed emails regarding spreading info about activity on/near Chelatchie Bluff
- Reported on UCPB meeting this morning
- Town sold about \$3k worth of surplus items June 5<sup>th</sup>
- Will begin training for new ADA compliant Town website after the 4<sup>th</sup>, with a goal to complete migration this fall

**Public Works Department Report**

- Reported on RR Advisory Board meeting
- Researched prices on Case 580 backhoe: \$abt. \$3600/month to lease or \$172,500 to purchase; Council asked him to bring price comparisons to next meeting and to let them know when the EV backhoe comes so they can test it out; maybe work it into next year's budget

**Attorney's Comments**

- Asked how the surplus sale went
- Mentioned a letter he received re: a class action lawsuit; said it's not relevant to this Town

**Council's Comments**

- Russell- asked about the starting and set-up time for Yacolt Night Out (6pm, 4pm on Aug. 4<sup>th</sup>)

**Mayor's Comments**

None

**Approve to Pay Bills on Behalf of the Town**

**Motion:** Carothers                      **2<sup>nd</sup>:** Glassett  
**Aye:** Carothers, Glassett, Carroll, Russell, Viray                      **Nay:** 0  
**Motion Carried**

**Executive Session**

Mayor Shealy closed the regular meeting and opened a 20-minute executive session to discuss real estate acquisition and potential litigation at 8:55 pm, to last until 9:15pm. It was announced that there may be Council action afterward. At 9:15pm, he closed the Executive Session and re-opened the regular

meeting. A motion was made to send a settlement offer to Mr. Hood as revised in executive session, and authorize Mayor Shealy to sign the offer and Clerk Fields to make the payment once the agreement is fully executed.

**Motion:** Carroll

**2<sup>nd</sup>:** Glassett

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

**Nay:** 0

***Motion Carried***

**Adjourn**

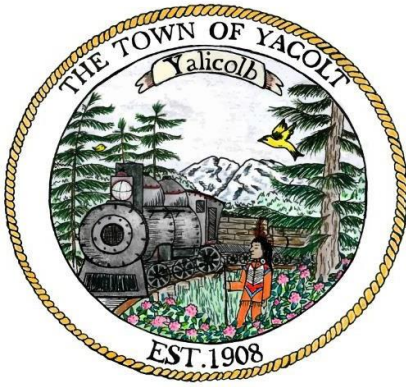
9:16 pm

\_\_\_\_\_  
Mayor Ian Shealy

\_\_\_\_\_  
Clerk Stephanie Fields

Approved by Council vote on \_\_\_\_\_

DRAFT



**Town of Yacolt**  
**Town Council Special Meeting**  
**Minutes**  
**Tuesday, June 16, 2026**  
**5:30 PM**  
**Town Hall**

**Call to Order**

5:30 PM

**Flag Salute**

**Roll Call**

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

Absent: Kim Glassett, Brandon Russell

Also present: Mayor Ian Shealy, Public Works Director Terry Gardner, and Paul Dennis from Jackson Civil Engineering, and Clerk Fields

A motion was made to excuse Councilmembers Glassett and Russell's absences.

**Motion:** Carroll

**2<sup>nd</sup>:** Carothers

**Ayes:** Carothers, Carroll, Viray

**Nays:** 0

**Absent:** Glassett, Russell

***Motion Carried***

**Unfinished Business**

**Discussion of Comprehensive Plan Updates**

Mayor Shealy handed the meeting over to Paul Dennis, as he has been the main person working on the Town's Comp Plan Update. Paul shared a color-coded map showing the UGA and related zoning. He explained that some land which was being considered for annexation eligibility was not approved by the County, as they want to see more growth in commercial/industrial rather than residential.

Council then went over the Capital Facilities list for 2027-2047, making changes for cost and priorities. Paul handed out a Housing Planning Requirements tool, noting that the Town lacks a true subdivision Code. He and the Council and Mayor spent some time discussing proposed changes to the Town's land use Code. Council decide to continue discussions at another workshop, scheduling it for July 7<sup>th</sup> at 5:30pm. Ultimately, the goal is to present a final draft of the proposed Comp Plan Update and all related Code changes at the July regular Council meeting.

**Adjourn**

6:41 pm

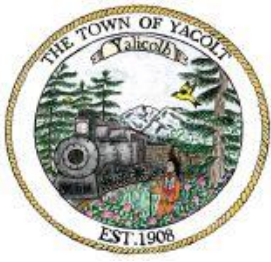
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Mayor Ian Shealy

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Clerk Stephanie Fields

Approved by Council vote on \_\_\_\_\_



## Town of Yacolt Request for Council Action

### 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](mailto:clerk@townofyacolt.com)

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Continuing Discussion re: Comprehensive Plan Update

**Proposed Meeting Date:** July 13, 2026

**Action Requested of Council:** Participate in the discussion with Paul Dennis from Jackson Civil Engineering

**Proposed Motion:** TBD

**Summary/Background:** Paul Dennis, Sr. Planner from Jackson Civil Engineering, has been working on drafting the Town's Comp Plan Update, leading discussions with the Town Council, Mayor, and Town residents. The Comp Plan is nearing completion, and at this meeting, discussions will continue toward that end.

**Staff Contact(s):** Clerk Stephanie Fields  
[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

Mayor Ian Shealy  
[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)  
(360) 686-3922



## Town of Yacolt Request for Council Action

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**Name:** Clerk Fields

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**Address:** 202 W Cushman St.  
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**Phone:** (360) 686-3922

**Email Address:** [clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Ordinance #607: Budget Amendment to Accommodate Purchase of Community Center

**Proposed Meeting Date:** July 13, 2026

**Action Requested of Council:** Adopt Ordinance #607, thereby approving the Community Capital Facilities Grant and Amending the 2026 Town's Budget, which will accommodate the purchase of property to be used as Yacolt's Community Center.

**Proposed Motion:** "I move that we adopt Ordinance #607 as written."

**Summary/Background:** Yacolt's Mayor and Council have been discussing the purchase of the property formerly occupied by Yacolt Community Church. The Town applied for and was awarded sufficient funding from the state to make this purchase a reality. Resolution #607 allows for the revenues and expenditures to be appropriated for the purchase transaction.

**Staff Contact(s):** Clerk Stephanie Fields  
[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

Mayor Ian Shealy  
[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)

(360) 686-3922

**ORDINANCE #607**

**AN ORDINANCE OF THE TOWN OF YACOLT, WASHINGTON, AMENDING ORDINANCE #605 (ADOPTING THE TOWN'S 2026 ANNUAL BUDGET), BY INCREASING REVENUES IN THE GENERAL FUND (#001), APPROPRIATIONS IN THE GENERAL FUND (#001) AND REET FUND (#105); AUTHORIZING THE MAYOR AND TOWN CLERK TO MAKE NECESSARY ADJUSTMENTS TO ACCOUNTS; ACCEPTING THE COMMUNITY CAPITAL FACILITIES GRANT; APPROVING PRIOR EXPENDITURES; AND PROVIDING FOR SUMMARY PUBLICATION**

**Whereas**, the Town Council of the Town of Yacolt, (hereafter “Town” or “Yacolt”), adopted its 2026 Annual Budget by reference in Ordinance #605 on December 8, 2025, entitled “AN ORDINANCE FOR THE TOWN OF YACOLT, WASHINGTON, ADOPTING THE FINAL ANNUAL BUDGET FOR THE TOWN OF YACOLT FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026; ESTABLISHING EMPLOYMENT POSITIONS AND SALARY/BENEFITS SCHEDULES; AND PROVIDING FOR SUMMARY PUBLICATION

**Whereas**, on March 9, 2026, when the Yacolt Town Council adopted its Legislative Priorities, the top priority was to purchase the old Yacolt Community Church building for use as its Community Center;

**Whereas**, on June 29, 2026, the Town was officially notified that it was approved for legislative reimbursement funding of up to \$748,840.00 through a Community Capital Facilities grant;

**Whereas**, the Town’s General Fund (#001), General Reserve Fund (#002), and REET Fund (#105), may be used as a resource to fund appropriations for capital expenditures including real estate acquisition as needed;

**Whereas**, the Town Council from time to time reevaluates the available resources and the projected expenditures in its budgets in order to effectively utilize and manage the Town’s financial resources;

**Whereas**, the Town Council finds that current expenditures for the Town differ from forecasts used to create the 2026 budget enacted by Ordinance #605, and further finds that such differences justify and require that adjustments be made to address obligations, liabilities and expenditures currently projected for fiscal year 2026;

**Whereas**, due to the legislative funding and thus the new ability to acquire the real estate for the Community Center in a lump sum without long-term financing, 2026 expenditures for the General Fund, General Reserve Fund, and REET Fund are projected to exceed appropriations for reasons that were unforeseen when the 2026 budget was originally adopted;

**Whereas**, pursuant to RCW 35.33.125, the Town may not incur liabilities in excess of budgeted appropriations for an individual fund;

**Whereas**, in order to comply with state law and to provide sufficient resources and appropriations for the Town’s Fund accounts, the Town Council desires to budget additional appropriations for the General and REET Funds;

**Whereas**, the Town’s General, General Reserve, and REET funds contain sufficient funds to address the anticipated shortfall in appropriated expenses through the end of fiscal year 2026;

**Whereas**, the Town Council finds that the amendment to the Town's 2026 budget as described herein is appropriate and necessary for the preservation of the general public health, safety and welfare of the community; reflects revenues and expenditures that are intended to ensure the provision of vital municipal services at acceptable levels; and are in the best interests of the Town and its residents;

**Whereas**, the Mayor, Finance Committee, and Town Council have evaluated the circumstances surrounding the Town's 2026 Annual Budget, and have discussed the same during regular public Council meetings throughout 2026;

**Whereas**, the Town Council now desires to amend the Town's budget for fiscal year 2026 by increasing appropriations for expenditures in the General and REET funds for the purchase of acquisition of this real estate plus ancillary costs such as title, appraisal and inspection, taxes and legal fees; and,

**Whereas**, the Town Council is in regular session this 13<sup>th</sup> day of July, 2026, and all members of the Town Council have had notice of the time, place, and purpose of said meeting:

**NOW THEREFORE, be it Ordained by the Town Council of the Town of Yacolt, Washington:**

**Section 1 – Legislative Findings and Adoption of Recitals:** Each and every recital set forth above is adopted as a true and correct legislative finding of the Town Council for purposes of this Ordinance.

**Section 2 - Use of Resources Authorized:** The budget amendment described in Section 3 of this Ordinance authorizes the appropriation of certain resources from the Town's funds. The Town Council finds that the use of the funds as described in this Ordinance is consistent with the specified purpose or purposes of the fund, and complies with the Town's Financial Policy approved November 4, 2019. The Town Council's decision to apply the funds is supported by the Council's findings as described herein.

**Section 3 – Amendment to the 2026 Budget:** The 2026 budget for the Town of Yacolt, adopted at the fund level in Ordinance #605, is hereby amended to increase revenues and appropriations in the amount and to the funds described below:

**Section 3.1 – Increase of Revenues in the General Fund (#001):** The budgeted revenues for the General Fund (#001) are hereby increased from \$2,181,290.00 by \$748,840.00 to \$2,930,130.00, resulting in new aggregate revenues for the General Fund of \$3,893,830.00.

**Section 3.2 – Increase of Appropriations in the General Fund (#001):** The budgeted expenditures and appropriations for the General Fund (#001) are hereby increased from \$2,596,950.00 by \$300,000.00, resulting in new total aggregate appropriations for the General Fund of \$2,896,950.00.

**Section 3.3 – Increase of Appropriations in the REET Fund (#105):** The budgeted expenditures and appropriations for the REET Fund (#105) are hereby increased from \$55,000.00 by \$245,000.00, resulting in new total aggregate appropriations for the REET fund of \$300,000.00.

**Section 3.4 – Summary of Budget Amendments:** Following the adjustments described herein, the Town's 2026 fund-level aggregate resources and appropriations for all funds are as shown in the table below:

Fund #	Fund Name	Estimated Beginning Fund Balance	Estimated Revenues (Including Interfund Activity)	Aggregate Total Fund Resources	Total Appropriations (Including Interfund Activity)	Estimated Ending Fund Balance
001	General Fund	\$ 963,700	\$ 2,930,130	\$ 3,893,830	\$ 2,896,950	\$ 996,880
002	General Reserve Fund	\$ 236,000	\$ -	\$ 236,000	\$ 235,000	\$ 1,000
101	Street Fund	\$ 185,000	\$ 690,000	\$ 875,000	\$ 722,700	\$ 152,300
103	Cemetery Fund	\$ 23,500	\$ 10,500	\$ 34,000	\$ 18,300	\$ 15,700
105	REET Fund	\$ 334,000	\$ 25,000	\$ 359,000	\$ 300,000	\$ 59,000
114	Park Impact Fees	\$ 125,700	\$ 11,500	\$ 137,200	\$ 28,000	\$ 109,200
115	Transportation Impact Fees	\$ 261,500	\$ 303,000	\$ 564,500	\$ 390,000	\$ 174,500
119	School Impact Fees	\$ 1,000	\$ 50,500	\$ 51,500	\$ 51,500	\$ -
403	Stormwater Fees	\$ 121,750	\$ 450,000	\$ 571,750	\$ 518,500	\$ 53,250
	Totals	\$ 2,252,150	\$ 4,470,630	\$ 6,722,780	\$ 5,160,950	\$ 1,561,830

**Section 4 – Acceptance of the Community Capital Facilities Grant:** The Yacolt Town Council hereby accepts the Community Capital Facilities Grant for the purpose of acquiring the property to be used as a Community Center: tax parcels #66395000, 66390000, 66415000, and 65958000.

**Section 5 - Duties of the Mayor and Town Clerk:** The Mayor and Town Clerk are hereby authorized and instructed to make the necessary changes to the 2026 budget consistent with the provisions of this Ordinance. The Mayor and Town Clerk are directed to make all necessary and appropriate line-item entries to assign the increased appropriations to sub-accounts of the General, General Reserve, and REET funds as needed to satisfy the liabilities and expenses of the Town payable from such sub-accounts, as such liabilities and expenses may be approved for payment from time to time by the Town Council.

**Section 6 - Ratification and Confirmation of Prior Acts:** All acts taken by Town officers and staff prior to the enactment of this Ordinance that are consistent with and in furtherance of the purpose or intent of this Ordinance are hereby ratified, approved and confirmed by the Town Council. Any expenditure of monies from the General, General Reserve, and REET funds during fiscal year 2026 and prior to the effective date of this Ordinance is hereby ratified, approved and confirmed.

**Section 7 – Severability:** If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance 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 Ordinance shall remain in full force and effect, and the application of the provision to other persons or circumstances shall not be affected.

**Section 8 – Transmittal to AWC:** The Town Clerk is hereby directed to transmit this supplemental budget Ordinance as adopted to the Association of Washington Cities.

**Section 9 – Yacolt Municipal Code:** This Ordinance #607 is a special Ordinance of the Town of Yacolt involving the Town’s 2026 budget. Being applicable for only a specific and limited period of time, this Ordinance #607 shall not result in any amendment to the Yacolt Municipal Code.

**Section 10 – Savings Clause:** Except as provided herein and in any prior amendments, all provisions of Ordinance #605 shall remain in full force and effect.

**Section 11 - Effective Date and Publication of Summary:** This Ordinance shall take effect immediately upon adoption and publication according to law. Notice of this Ordinance shall be provided by publication of the following summary in the Town’s official newspaper:

**Town of Yacolt - Summary of Ordinance #607**

The Town Council of the Town of Yacolt adopted Ordinance #607 at its regularly scheduled Town Council meeting held on July 13 , 2026. The content of the Ordinance is summarized in its title as follows:

“AN ORDINANCE OF THE TOWN OF YACOLT, WASHINGTON, AMENDING ORDINANCE #605 (ADOPTING THE TOWN’S 2026 ANNUAL BUDGET), BY INCREASING REVENUES IN THE GENERAL FUND (#001), APPROPRIATIONS IN THE GENERAL FUND (#001) AND REET FUND (#105); AUTHORIZING THE MAYOR AND TOWN CLERK TO MAKE NECESSARY ADJUSTMENTS TO ACCOUNTS; ACCEPTING THE COMMUNITY CAPITAL FACILITIES GRANT; APPROVING PRIOR EXPENDITURES; AND PROVIDING FOR SUMMARY PUBLICATION”

The effective date of the Ordinance is July 22, 2026. A copy of the full text of the Ordinance will be mailed upon request to the undersigned at the Town of Yacolt Town Hall, P.O. Box 160, Yacolt, WA 98675: (360) 686-3922.

Published this 22nd day of July, 2026.  
Stephanie Fields, Town Clerk

**PASSED** by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 13<sup>th</sup> day of July, 2026.

**TOWN OF YACOLT**

\_\_\_\_\_  
Ian C. Shealy, Mayor

**Attest:**

\_\_\_\_\_  
Stephanie Fields, Town Clerk

Approved as to Form:

\_\_\_\_\_  
Brian Gerst, Town Attorney

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

**TOWN CLERK’S CERTIFICATION**

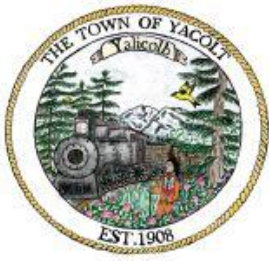
I hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance #607 of the Town of Yacolt, Washington, entitled “AN ORDINANCE OF THE TOWN OF YACOLT, WASHINGTON, AMENDING ORDINANCE #605 (ADOPTING THE TOWN’S 2026 ANNUAL BUDGET), BY INCREASING REVENUES IN THE GENERAL FUND (#001), APPROPRIATIONS IN THE GENERAL FUND (#001) AND REET FUND (#105); AUTHORIZING THE MAYOR AND TOWN CLERK TO MAKE NECESSARY ADJUSTMENTS TO ACCOUNTS; ACCEPTING THE COMMUNITY CAPITAL FACILITIES GRANT; APPROVING PRIOR EXPENDITURES; AND PROVIDING FOR SUMMARY PUBLICATION” as approved according to law by the Town Council on the date therein mentioned. The Ordinance has been published or posted according to law.

Attest:

\_\_\_\_\_  
Stephanie Fields, Town Clerk

Approved: July 13, 2026  
Published: July 22, 2026  
Effective Date: July 22, 2026  
Ordinance Number: 607

DRAFT



## Town of Yacolt Agenda Request

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

**Name:** Mayor Shealy

**Group Name:** Staff

**Address:** 202 W Cushman St  
Yacolt, WA 98675

**Phone:** (360) 686-3922

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

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Update on Repairing the Star Atop the Town Christmas Tree

**Proposed Meeting Date:** July 13, 2026

**Action Requested of Council:** Hear the report by Public Works Director Gardner; make a decision if warranted.

**Proposed Motion:** TBD

**Summary/ Background:** Yacolt's Public Works Director, Terry Gardner, has mentioned in the past that the star on top of the Town Christmas tree needs to be repaired. However, this will be challenging due to the height where the star hangs. Gardner has been looking into how best to handle the repair. He will report on that tonight.

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



## Town of Yacolt Agenda Request

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

**Name:** Mayor Shealy

**Group Name:** Staff

**Address:** 202 W Cushman St  
Yacolt, WA 98675

**Phone:** (360) 686-3922

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

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Report on ADA Playground Equipment Research

**Proposed Meeting Date:** July 13, 2026

**Action Requested of Council:** None; Discussion only

**Proposed Motion:** TBD

**Summary/ Background:** At the June 8<sup>th</sup> Council meeting, after a Town resident brought up the idea, Council asked Public Works Director Gardner to research ADA playground equipment and report back at this meeting on types of equipment and price ranges.

**Staff Contact(s):** Clerk Fields

[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

(360) 686-3922



## Town of Yacolt Agenda Request

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

**Name:** Mayor Shealy

**Group Name:** Staff

**Address:** 202 W Cushman St  
Yacolt, WA 98675

**Phone:** (360) 686-3922

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

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Update on Action Against Nuisance Property at 301 N. Pine Ave.

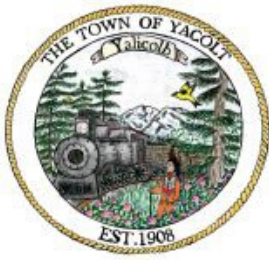
**Proposed Meeting Date:** July 13, 2026

**Action Requested of Council:** None; update only

**Proposed Motion:** None; discussion only

**Summary/ Background:** The Town took action and got a judgement February 9<sup>th</sup> of this year against the owner of the property at 301 N. Pine Ave regarding the condition of the property being deemed a nuisance. The property owner made big strides in cleaning up the property, but as has historically been the case, progress stopped and the property is once again being filed up with junk and it seems there is someone living in an RV there again. At the Town's May 11<sup>th</sup> Council meeting, the Council directed Attorney Gerst to move forward with legal action to get a court order for abatement and a possible lien on the property. Gerst will give a status report tonight.

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



## Town of Yacolt Request for Council Action

### 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:** Pietila Request to Keep Chickens in Town

**Proposed Meeting Date:** July 13, 2026

#### Action Requested of Council:

**Proposed Motion:** “I move that the Town approves (or denies) the Pietilas’ request to keep chickens in their backyard, with the notation that they may keep up to twelve chickens, per Yacolt Municipal Code.”

**Summary/Background:** Daniel and Tracy Pietila have asked for the Yacolt Town Council’s permission to keep chickens in their yard at 300 E. Jones St. They have submitted the attached narrative and map for Council review.

Yacolt Municipal Code (“YMC”) Chapter 6.10 regulates the keeping of livestock, chickens, and other fowl within the Town’s limits. Per YMC 6.10.030, anyone wishing to keep chickens in Town must first get permission from the Town Council. YMC 6.10.040 – 6.10.060 (attached below) provide more details on how and where chickens may be kept.

#### Excerpt from Yacolt Municipal Code:

##### **6.10.040 Chickens – Enclosures and structures.**

Chickens shall be kept within an enclosure or structure adequately built and maintained to prevent escape. Chickens shall be reasonably sheltered. Enclosures and structures, which provide confinement and feeding areas for such animals, shall be located not less than 50 feet from any neighboring dwelling and must meet applicable zoning requirements. [Ord. 415 § 4, 2002.]

##### **6.10.050 Nuisance.**

Should two adjoining neighbors find said keeping of chickens a nuisance, and each provide a written complaint, the town of Yacolt shall have the authority to recall its permission for the keeping of said chickens. The town council reserves the right to rescind its permission for the

keeping or maintaining of chickens by written notice to the owner or custodian of the chickens for violation of the terms of any part of this chapter. [Ord. 415 § 5, 2002.]

**6.10.060 Livestock, fowl or chickens at large.**

It is unlawful for any person being the owner or custodian of any livestock, fowl or chickens to permit such livestock, fowl or chickens to be at large upon any public street, highway, or public place, or upon the private property of another within the town. [Ord. 415 § 6, 2002.]

**Staff Contact(s):** Clerk Stephanie Fields  
[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

Mayor Ian Shealy  
[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)  
(360) 686-3922

To Whom It May Concern,

We are requesting approval to keep a small flock of chickens on our property. (10 of them)  
The chicken coop will be located at least 50 feet from neighboring homes, meeting the required setback.

We live just under an acre of property and are planning a small backyard flock primarily for fresh eggs for our household. Our flock may include one rooster as part of a normal flock management. The chickens will be kept in a secure coop and enclosed run, and the area will be maintained regularly to keep it clean and well cared for.

We are respectful of our neighbors and will do our best to ensure the flock does not create any disturbance. The birds will be properly cared for, contained and managed responsibly at all times.

Our goal is simply to keep a small, well-managed backyard flock as part of our property use.

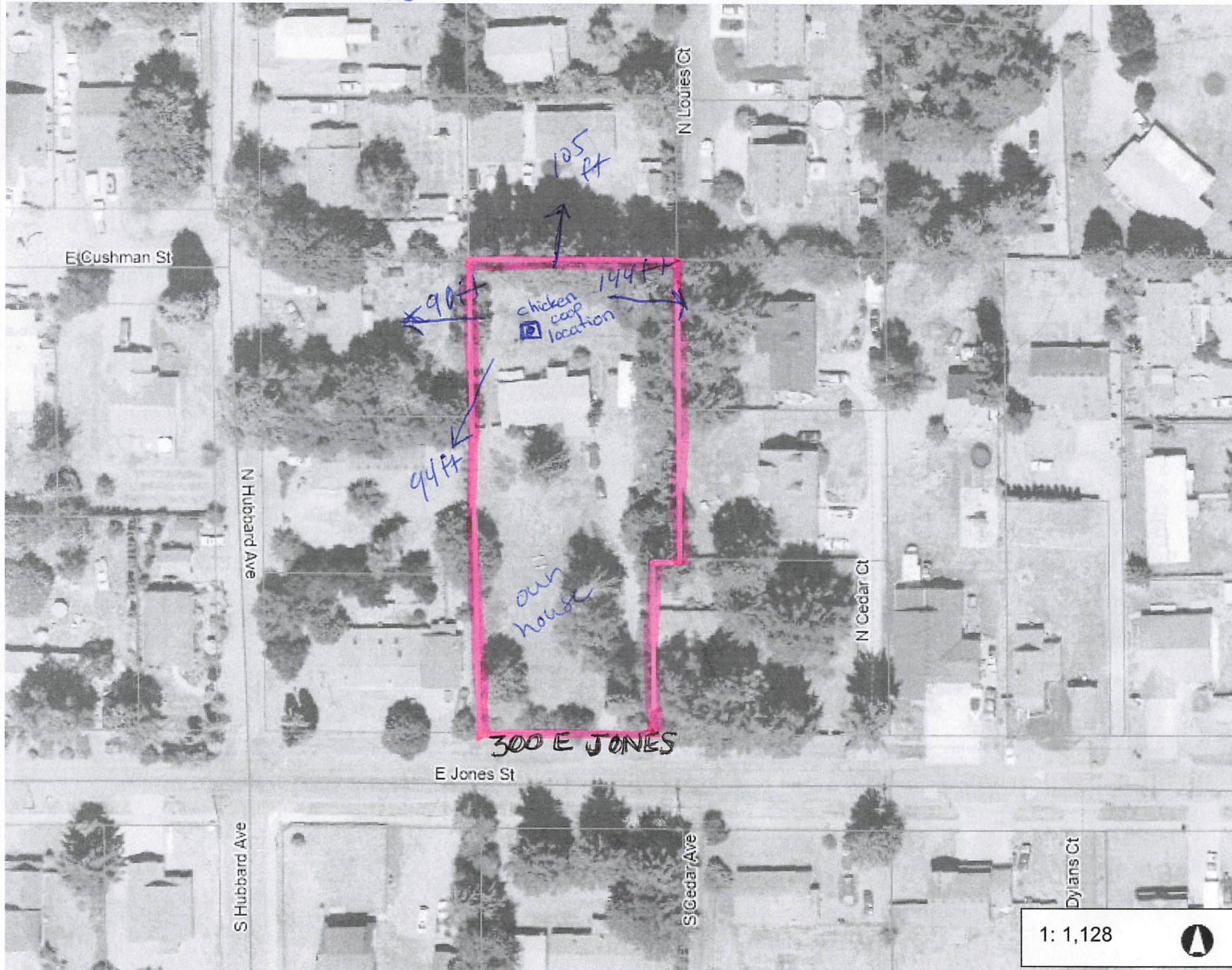
Thank you for your time and consideration.

Sincerely,

Daniel and Tracy Gundy-Pietila  
300 E Jones St  
Yacolt, WA 98675



# Dan + Tracy Pietila Proposal for chickens



### Legend

- Taxlots
- All Roads
  - Interstate
  - State Route
  - Arterial
  - Forest Arterial
  - Minor Collector
  - Forest Collector
  - Private or Other

### Notes:

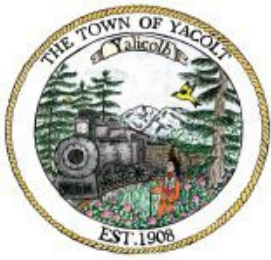
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WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
Clark County, WA. GIS - <http://gis.clark.wa.gov>

This map was generated by Clark County's "MapsOnline" website. Clark County does not warrant the accuracy, reliability or timeliness of any information on this map, and shall not be held liable for losses caused by using this information. Taxlot (i.e., parcel) boundaries cannot be used to determine the location of property lines on the ground.



## Town of Yacolt Request for Council Action

### 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:** Sharshakov Request to Keep Chickens in Town

**Proposed Meeting Date:** July 13, 2026

#### Action Requested of Council:

**Proposed Motion:** “I move that the Town approves (or denies) the Sharshakov’s request to keep chickens in their backyard, with the notation that they may keep up to twelve chickens, per Yacolt Municipal Code.”

**Summary/Background:** David & Angelina Sharshakov have asked for the Yacolt Town Council’s permission to keep chickens in their yard at 329 S. Spruce Ave. They have submitted the attached narrative and map for Council review. Yacolt Municipal Code (“YMC”) Chapter 6.10 regulates the keeping of livestock, chickens, and other fowl within the Town’s limits. Per YMC 6.10.030, anyone wishing to keep chickens in Town must first get permission from the Town Council. YMC 6.10.040 – 6.10.060 (attached below) provide more details on how and where chickens may be kept.

#### Excerpt from Yacolt Municipal Code:

##### **6.10.040 Chickens – Enclosures and structures.**

Chickens shall be kept within an enclosure or structure adequately built and maintained to prevent escape. Chickens shall be reasonably sheltered. Enclosures and structures, which provide confinement and feeding areas for such animals, shall be located not less than 50 feet from any neighboring dwelling and must meet applicable zoning requirements. [Ord. 415 § 4, 2002.]

##### **6.10.050 Nuisance.**

Should two adjoining neighbors find said keeping of chickens a nuisance, and each provide a written complaint, the town of Yacolt shall have the authority to recall its permission for the keeping of said chickens. The town council reserves the right to rescind its permission for the

keeping or maintaining of chickens by written notice to the owner or custodian of the chickens for violation of the terms of any part of this chapter. [Ord. 415 § 5, 2002.]

**6.10.060 Livestock, fowl or chickens at large.**

It is unlawful for any person being the owner or custodian of any livestock, fowl or chickens to permit such livestock, fowl or chickens to be at large upon any public street, highway, or public place, or upon the private property of another within the town. [Ord. 415 § 6, 2002.]

**Staff Contact(s):** Clerk Stephanie Fields  
[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

Mayor Ian Shealy  
[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)  
(360) 686-3922

**To the Honorable Members of the Yacolt Town Council,**

I am writing to respectfully request permission to keep our five backyard hens at our home within the Town of Yacolt.

Our family has owned these hens for the past two years, raising them from chicks. They are currently being cared for by the tenants at our previous home in Vancouver, Washington, but we would like to relocate them to our new home in Yacolt so we can continue caring for them ourselves.

We take responsible animal husbandry very seriously. Our hens are fed and watered daily, receiving a high-quality, protein-rich Kalmbach feed along with fresh vegetable scraps from our kitchen. Their coop is cleaned regularly, and we use pine shavings as bedding to help keep the coop clean and minimize odors. We also incorporate lavender into the coop, which helps discourage mites while further reducing odors naturally.

Our chickens are housed in a secure coop and enclosed run designed with predator protection in mind. Chicken wire extends into the ground around the enclosure to help prevent predators from digging underneath. For their safety and to be considerate of our neighbors, the hens are only allowed to free-range while we are outside actively working in the yard and supervising them.

During the two years we have kept our hens at our previous residence in Vancouver, we have never received any complaints from neighbors regarding noise, odors, or other concerns. Because we keep only hens, there are no roosters, and therefore no early morning crowing.

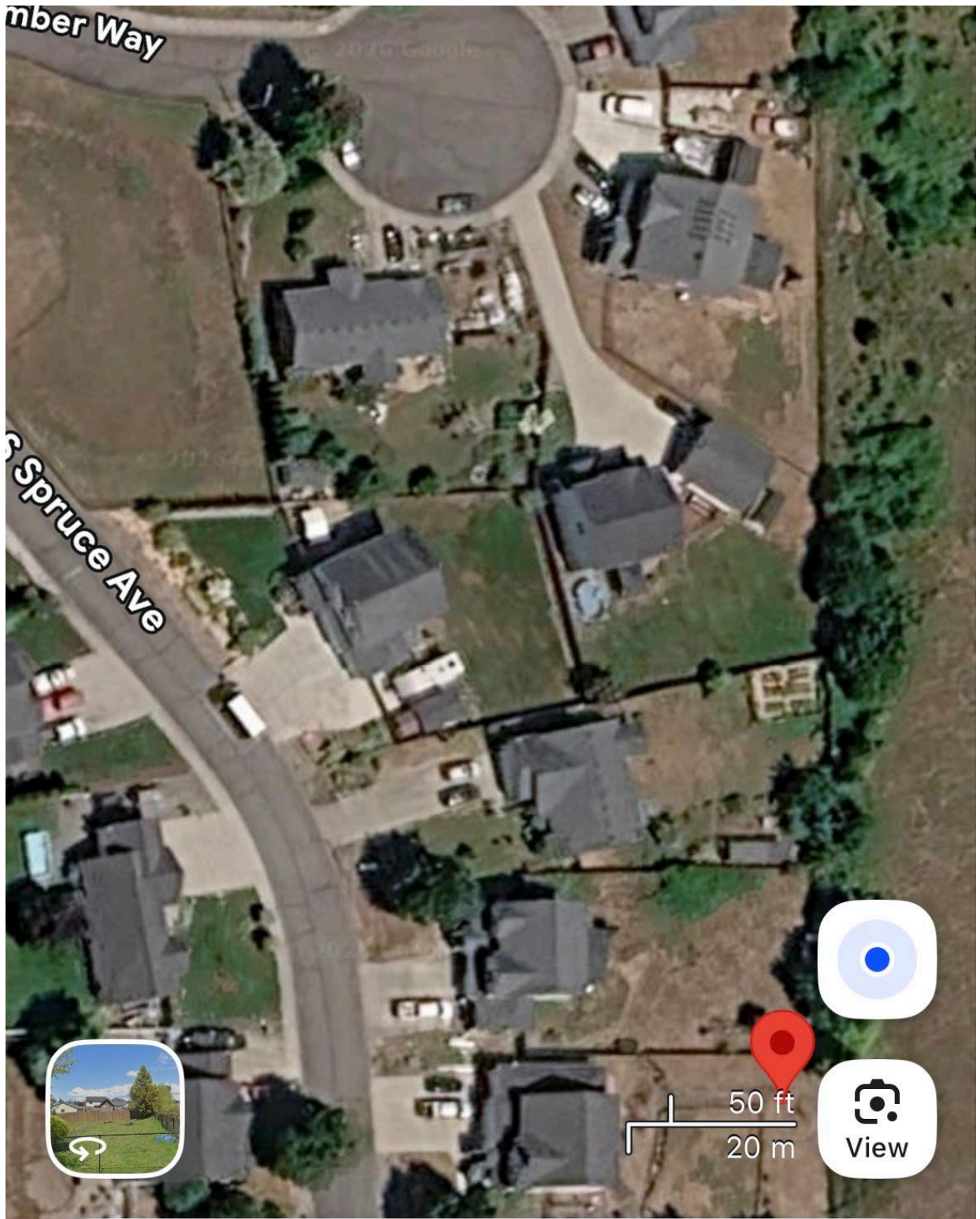
The eggs our hens produce provide a reliable supply for our family of four, helping us enjoy fresh, locally produced food while teaching our children responsibility, animal care, and self-sufficiency.

We are committed to being respectful neighbors and maintaining our property to a high standard. We believe our history of responsible chicken ownership demonstrates that our hens can be kept without creating a nuisance or negatively impacting the surrounding community.

Thank you for taking the time to consider our request. We appreciate your service to the Town of Yacolt and would be grateful for the opportunity to continue caring for our hens at our new home. We are happy to answer any questions or provide additional information if needed.

Respectfully,

David Sharshakov



Dropped pin





# Town of Yacolt

## Request for Council Action

### 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:** Public Hearing and Decision for Shealy Conditional Use Permit Application

**Proposed Meeting Date:** July 13, 2026

**Action Requested of Council:** Consider the facts presented for the request for a Conditional Use Permit to be granted for the above address; decide whether or not to allow the Permit to be issued, with or without certain conditions.

**Proposed Motion:** "I move that the Town allows (or does not allow) a Conditional Use Permit for a portion of the home at 412 S. Alder Ave. (zoned residential) to be used commercially (with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.)"

**Summary/Background:** The house at 412 S. Alder Ave. is in an area zoned R1-12.5, indicating that it is a single-family residential district. Per Yacolt Municipal Code (YMC) Chapter 18, a homebased bookstore and/or tutoring center would be allowed in a residential zone under a Conditional Use Permit, following a Public Hearing on the matter, and providing the use meets certain specifications. Per YMC 18.40.060:

The town council may approve, approve with conditions, or disapprove the application for a conditional use permit. In permitting a conditional use the town council may impose, in addition to regulations and standards expressly specified in this title, other conditions found necessary to protect the best interests of the surrounding property or neighborhood, or the community as a whole. These conditions may include requirements increasing the required lot size or yard dimensions, increasing street widths, controlling the location and number of vehicular access points to the property, increasing the number of off-street parking or loading spaces required, limiting the number of signs, limiting the coverage or height of buildings because of obstructions to view and reduction of light and air to adjacent property, limiting or prohibiting openings in sides of buildings or structures or requiring screening and landscaping where necessary to reduce noise and glare and maintain the property in a character in keeping with the surrounding area, and requirements under which any future enlargement or alteration

of the use shall be reviewed by the town and new conditions imposed. In order to grant any conditional use, the town council must find that the establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case, be significantly detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the community.

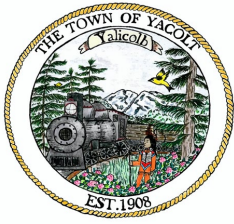
Also, per YMC Ch. 18.25.085:

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. [Ord. 563 § 2(b), 2017.]

An aerial photo of the house and vicinity, along with some drawings of the floor plan of the home showing the area to be designated for commercial use, and a narrative regarding the business are attached.

**Staff Contact(s):** Clerk Stephanie Fields  
[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

Mayor Ian Shealy  
[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)  
(360) 686-3922



# Town of Yacolt

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

## Town of Yacolt

### Conditional Use Permit – Single-Family Residential (R1-12.5) Yacolt CUP

**NOTICE IS HEREBY GIVEN** that the town of Yacolt has received a Conditional Use Permit application packet from Kim and Thomas Shealy for the following development proposal:

**Project Proposal:** This project proposes a home occupation to operate a home business in the town of Yacolt. The business consists of a 289.5-square-foot bookshop, and a 130-square-foot non-profit children’s learning center, with a 35-square-foot bathroom dedicated to business use within the existing home. Home Occupations are a conditional use in the Single-Family Residential R1-12.5 zone.

**Project Location:** Parcel #64523084 WITTS FARM SUBDIVISION LOT 42 SUB 2007, NE 1/4,S02, T4N, R3E in Yacolt, WA 98675.

**Owner:** Kim Shealy

**Applicant:** Kim and Thomas Shealy

**Comments Due by:** July 13, 2026

**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](mailto:clerk@townofyacolt.com)  
Mail: PO Box 160, Yacolt, WA 98675

<b>Pre-Application Package &amp; Site Plan Submitted:</b>	NA
<b>Pre-Application Meeting:</b>	NA
<b>Pre-Application Meeting Notes Issued:</b>	NA
<b>Application Submitted:</b>	March 19, 2026
<b>Date of Complete Application:</b>	March 25, 2026
<b>Date of Notice of Application:</b>	March 25, 2026
<b>Staff Report Issued:</b>	May 20, 2026
<b>Notice of Public Hearing:</b>	June 17, 2026
<b>Hearing Date:</b>	July 13, 2026 7:00pm
<b>End of Appeals Period:</b>	Aug. 12, 2026

**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: 64523084

Parcel Zone: Single Family Residential – R1-12.5

Size of Site: 0.29-acres

Existing Vegetation: Residential landscaping consisting of grasses, shrubs, and trees.

Existing Structures: Single Family home with attached garage

Adjacent Land Uses: Surrounded by residential lots

Adjacent Zoning: Single Family Residential R1-12.5 on all sides. Light industrial urban holding further to the east and south.

Topography: Generally flat.

Wetlands: No mapping indicators.

Flood Plain: No mapping indicators.

Shoreline Jurisdiction: None.

Access Roads: E Hoag and E Oak Street

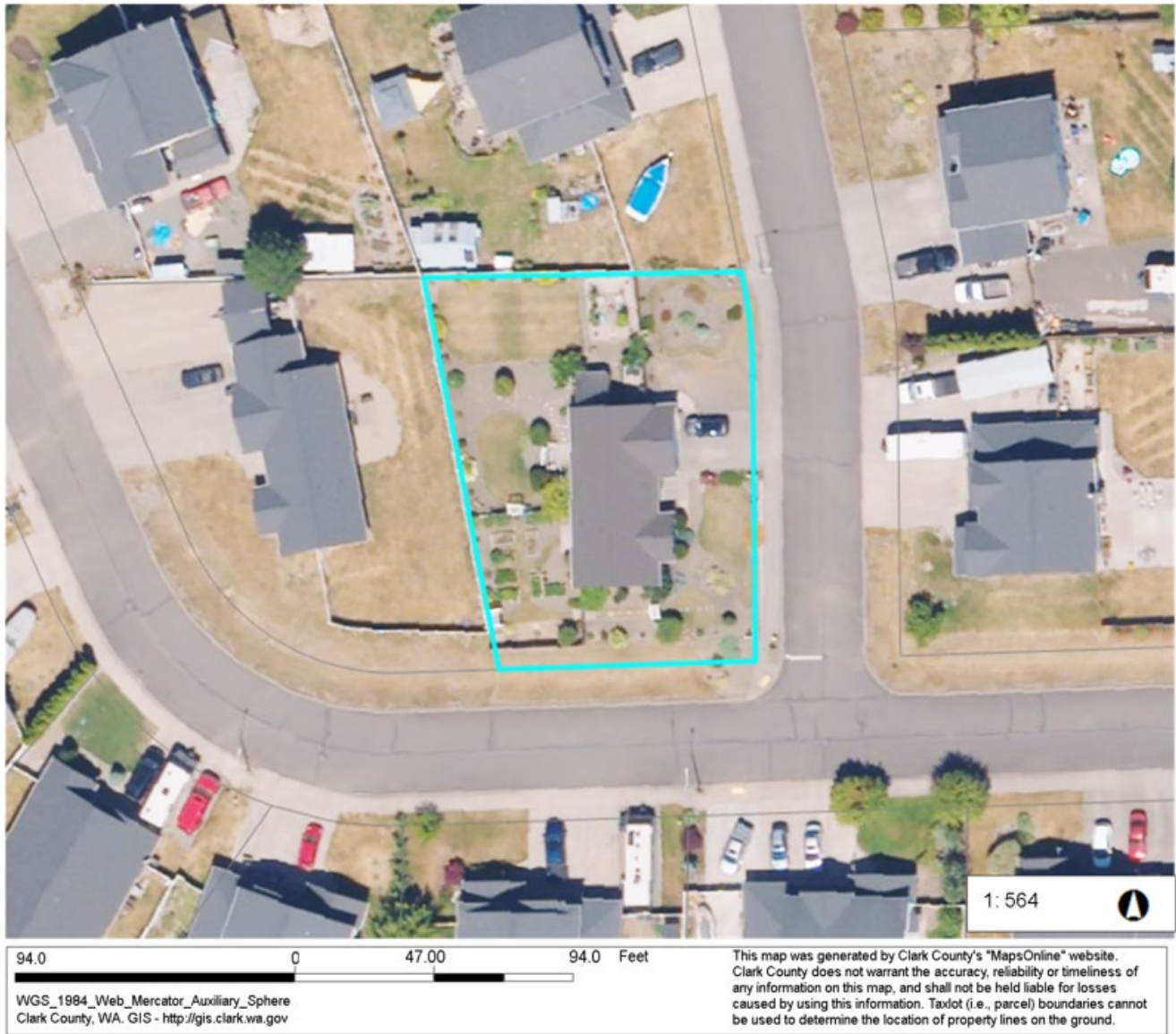
**B. LAND USE PROCESSING**

<b>Pre-Application Package &amp; Site Plan Submitted:</b>	NA
<b>Pre-Application Meeting:</b>	NA
<b>Pre-Application Meeting Notes Issued:</b>	NA
<b>Application Submitted:</b>	Clerk
<b>Date of Complete Application:</b>	Same As above
<b>Date of Notice of Application:</b>	TBD
<b>Staff Report Issued:</b>	May 13, 2026
<b>Notice of Public Hearing:</b>	TBD
<b>Hearing Date:</b>	TBD
<b>End of Appeals Period:</b>	TBD

**C. PROJECT NARRATIVE**

This project consists of a 0.29-acre lot that contains a single-family home with driveway in the town of Yacolt. The site is surrounded by residential properties. This project proposes establishing a bookshop and non-profit children’s learning center and tutoring services within a portion of the home. These uses will be served by a dedicated bathroom totaling 35 square feet. The business use will occur entirely within the residence, other than student pick up or drop off, which will occur in the existing driveway.

**Figure 1. Location**



**II. DOCUMENTS REVIEWED**

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

No.	Document Name
1	Conditional Use Application
2	Site Map
3	Sketch Addendum
4	Project Narrative Infographic

### III. AUTHORITY

The authority for this review is described in YMC 16 Environment, YMC 18 Zoning, 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 5 BUSINESS LICENSES AND REGULATIONS*

##### *5.05 Business licenses*

##### *5.05.030 Exemptions*

*The provisions of this chapter shall not apply to:*

- A. Persons selling personal property at wholesale to dealers;*
- B. Newspaper delivery people;*
- C. Merchants or their employees delivering goods in the regular course of business;*
- D. Persons conducting garage sales;*
- E. Sales or solicitations conducted by a charitable, religious, patriotic or philanthropic organization; provided, however, that such organization, association or corporation shall furnish all of its members, agents and representatives conducting solicitation credentials, stating the name of the organization, the name of the agent and the purpose of the solicitation.*
- F. To the extent set forth in this section, the following persons and businesses shall be exempt from the registration, license and/or license fee requirements as outlined in this chapter:*
  - 1. Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the town is equal to or less than \$2,000, and who does not maintain a place of business within the town, shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.*

*Beginning January 1, 2026, the threshold amount is \$4,000. The threshold amount will be adjusted every 48 months on January 1st by an amount equal to the increase in the Consumer Price Index ("CPI" for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30th as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (48-month) CPI increase using each 12-month period ending on June 30th of each prior year and rounded to the \$100. However, if any of the annual CPI increases are more than 5%, a 5% increase will be used in computing the annual basis and if any of the annual CPI decreased during the 48-month period, a 0% increase will be used in computing the annual basis.*

2. *If a person, or its employees, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the town but the following, it need not register and obtain a business license:*
  - a. *Meeting with suppliers of goods and services as a customer.*
  - b. *Meeting with government representatives in their official capacity other than those performing contracting or purchasing functions.*
  - c. *Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of directors member or attendee engaging in business such as a member of a board of directors who attends a board meeting.*
  - d. *Renting tangible or intangible property as a customer when the property is not used in the town.*
  - e. *Conducting advertising through the mail.*
  - f. *Soliciting sales by phone from a location outside the town.*
3. *A seller located outside the town merely delivering goods into the town by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the town. Such activities do not include those in subsection (F)(2) of this section.*

*(Ord. 571 § 2 (Exh. A § 3), 2018; Ord. 581 § 1.3, 2020; Ord. 604, 10/13/2025)*

#### *5.05.045 Business license application*

- A. *No person may engage in any business activity in the town without first having obtained through the Business Licensing Service (BLS) and being the holder of a valid and existing license to do so, as approved by the town clerk, to be known as a business license, issued through BLS under the provisions of this chapter as hereafter provided, and without paying the license fee as set forth in the town's fee schedule for business license issuance. Such business license issued will expire on the date established by the Business Licensing Service, and must be renewed through BLS on or before that date to continue to engage in business in the town after that date. Renewals of business licenses are charged a town renewal fee as set forth in the town's fee schedule for business license issuance.*
- B. *The business license is personal and nontransferable. In case the same person conducts business at two or more separate places in the town on a permanent basis, a separate license for each place at which business is transacted is required, but for such additional licenses no additional fee will be required, provided also that only one license per location is required regardless of whether the person operates multiple types of business at the same location. In the event two or more persons each operate their own business at the same location, each person must obtain their own licenses for their respective business. Each license will be numbered, and show the name and place of the business of the taxpayer, and such other information as the clerk of the town deems necessary, and shall at all times be conspicuously posted in the place of business for which it is issued. If the place of business of the taxpayer is changed, the taxpayer must notify the Business Licensing Service sufficiently before the change to allow review and approval by the town clerk*

*before business is commenced at the new location. A change of location may require submitting a new application for license as provided for in this chapter.*

- C. *No person to whom a license has been issued pursuant to this chapter may allow any other person for whom a separate license is required to operate under or display such license.*

*(Ord. 571 § 2 (Exh. A § 4), 2018; Ord. 581 § 1.4, 2020)*

#### *5.05.046 Business license renewal – Penalties*

- A. *The town business license provided for under this chapter expires on the date established by the Business Licensing Service (BLS), and must be renewed on or before that date in order to continue conducting business in the town.*
- B. *The license renewal is submitted through BLS, and must include all information required to renew all licenses held, as well as the total fee due for all licenses being renewed, including the renewal application and handling fee required by RCW 19.02.075.*
- C. *The term of the town business license and respective town license fee may be prorated as necessary to synchronize the license expiration date with that of the business license account maintained by BLS.*
- D. *Failure to complete the license renewal by the expiration date will incur the late renewal penalty required by RCW 19.02.085 in addition to all other fees due.*
- E. *Failure to complete the renewal within 120 days after expiration will result in the cancellation of the town business license and will require submitting a new application for a business license as provided for in this chapter in order to continue engaging in business in the town.*

*(Ord. 581 § 1.6, 2020)*

#### *5.05.100 License revocation*

*The town council may revoke the license issued to any person who is in default of any payment of license fee hereunder, or who shall fail to comply with any provisions of this chapter. Notice of such revocation shall be mailed to the person by the clerk, and on and after the date thereof any such person who continues to engage in business shall be deemed to be operating without a license and shall be subject to any and all penalties herein provided.*

*(Ord. 571 § 2 (Exh. A § 10), 2018)*

**Finding:** The standard applies.

**Condition of Approval:** Applicant shall comply with YMC Title 5 and obtain a business license prior to engaging in business activity.

## 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:** Though the site is in a Category I critical aquifer recharge area, the proposed home occupation proposes no new development and is exempt from SEPA.

## 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:** The standard applies. Home occupations are a conditional use within the R1-12.5 zone.

**Condition of Approval:** **The applicant shall complete a Development Review application with Clark County Department of Health to ensure the current OSS system capacity is adequate to accommodate the additional use.**

**18.25.070 Signs**

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

**Finding:** No signs have been proposed.

18.25.080 Off-street parking

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

**Finding:** The standard applies. See condition of approval for 18.70.020 in this staff report. 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:** The subject property is located within a single-family residential zoning district subject to local health officer authority under YMC 18.25.085. No permit may be issued until the local health officer has provided a recommendation for approval and the applicant has demonstrated compliance with any requirements imposed by that authority.

**Condition of Approval:** Prior to permit issuance, the applicant shall obtain written approval from the local health officer (Clark County Public Health). Any conditions imposed shall be satisfied prior to commencement of the learning center use. A copy of the local health officer's written determination shall be provided to the Town prior to permit issuance.

18.40. CONDITIONAL USE PERMITS

18.40.010. Purpose.

*In certain districts, conditional uses may be permitted, subject to the granting of a conditional use permit. Because of their unusual characteristics, or the special characteristics of the area in which they are to be located, conditional uses require special consideration so that they may be properly located with respect to the objectives of this chapter and their effect on surrounding properties. (Ord. 371 § 7(A), 1997)*

18.40.020. Town council authority.

*The town council shall have the authority to approve, approve with conditions, disapprove, or revoke conditional use permits subject to the provisions of this chapter. Changes in use, expansion or contraction of site area, or alteration of structures or uses classified as conditional and existing prior to the effective date of the ordinance codified in this title, shall conform to all regulations pertaining to conditional uses. (Ord. 371 § 7(B), 1997)*

18.40.030. Application.

*A property owner or any interested person may make application for a conditional use permit which shall be made to the mayor in a manner prescribed by the town. Such application shall be accompanied by a site plan. (Ord. 371 § 7(C), 1997)*

18.40.040. Investigation and report.

*The mayor, other official or agent of the town prepares a report thereon, which shall be submitted to the town council and made available to the applicant prior to the public hearing. (Ord. 371 § 7(D), 1997)*

*18.40.050. Public hearings.*

*Before a conditional use is permitted, the proposed conditional use shall be considered by the town council at a public hearing. Notice of said hearing shall be given as provided in Chapter 18.95 YMC. (Ord. 371 § 7(E), 1997)*

*18.40.060. Action by the town council.*

*The town council may approve, approve with conditions, or disapprove the application for a conditional use permit. In permitting a conditional use the town council may impose, in addition to regulations and standards expressly specified in this title, other conditions found necessary to protect the best interests of the surrounding property or neighborhood, or the community as a whole. These conditions may include requirements increasing the required lot size or yard dimensions, increasing street widths, controlling the location and number of vehicular access points to the property, increasing the number of off-street parking or loading spaces required, limiting the number of signs, limiting the coverage or height of buildings because of obstructions to view and reduction of light and air to adjacent property, limiting or prohibiting openings in sides of buildings or structures or requiring screening and landscaping where necessary to reduce noise and glare and maintain the property in a character in keeping with the surrounding area, and requirements under which any future enlargement or alteration of the use shall be reviewed by the town and new conditions imposed.*

*In order to grant any conditional use, the town council must find that the establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case, be significantly detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the community.*

*The town council shall render a decision within 60 days after the filing of the application. The decision of the town shall be final.*

*A conditional use permit shall become void one year after approval, or after such greater or lesser time as may be specified as a condition of approval, unless within that time the required building construction, alteration, or enlargement has been commenced and diligently pursued, or if no such construction, alteration, or enlargement is required, unless the permitted activity is being regularly conducted on the premises. The town council may extend the permit for a period of one year. (Ord. 371 § 7(F), 1997)*

*18.40.070. Effect.*

*No building or other permit shall be issued in any case where a conditional use permit is required by the terms of this chapter until five days after the approval of the conditional use by the town council. (Ord. 371 § 7(G), 1997)*

*18.40.080. Revocation.*

*The town council may revoke any conditional use permit for noncompliance with conditions set forth in the granting of said permit after first holding a public hearing and giving notice of such hearing as provided in Chapter 18.95 YMC. The foregoing shall not be the exclusive remedy, and it shall be unlawful and punishable hereunder for any person to violate any condition imposed by a conditional use permit. (Ord. 371 § 7(H), 1997)*

*18.40.090. Limitation on new applications.*

*In a case where an application is denied by the town council, the application shall not be eligible for resubmittal for the period of one year from the date of said denial, unless, in the opinion of the town council, new evidence is submitted or conditions have changed to an extent that further consideration is warranted. (Ord. 371 § 7(I), 1997)*

**18.40.100. Minor expansions.**

*An existing permitted or lawfully nonconforming conditional use may be expanded or modified following the site plan approval, if the expansion or modification will result in less than a 25 percent cumulative enlargement or relocation of the structure, floor area, or parking area, complies with other applicable regulations, and is not expressly prohibited by either: (A) an applicable prior land use decision if the original use is lawfully nonconforming because it was commenced prior to a conditional use permit being required; or (B) the conditional use permit issued for such use. (Ord. 371 § 7(J), 1997)*

**Finding:** The standard applies.

**Condition of Approval:** A conditional use permit shall be approved by Town Council prior to starting business operations.

**Chapter 18.60. CHILD CARE FACILITIES**

**18.60.010. Purpose.**

*The council finds that affordable, good quality, and licensed child day care within the town of Yacolt is critical to the well-being of parents and children in the community and is a needed community service. Further, it is the purpose of this chapter to facilitate the siting of licensed child day care facilities in the town of Yacolt in a manner which simplifies the review and approval process while ensuring conformance with the surrounding land uses. (Ord. 325 § 1, 1991)*

**18.60.020. Definitions.**

*For the purpose of this chapter, unless otherwise apparent from the context, certain words and phrases used in this chapter are defined as follows:*

**"Child day care"**

*means the provision of supplemental parental care and supervision:*

- 1. For a nonrelated child or children;*
- 2. On a regular basis;*
- 3. For less than 24 hours a day; and*
- 4. Under license by the Washington State Department of Social and Health Services.*

*As used in this chapter, the term is not intended to include babysitting services of a casual, nonrecurring nature or in the child's own home. Likewise, the term is not intended to include cooperative, reciprocal child care by a group of parents in their respective homes.*

**"Child day care facility"**

*means a building or structure in which an agency, person, or persons regularly provide care for a group of children for periods of less than 24 hours a day. Child day care facilities include family day care homes, out-of-home child mini-day care centers, and child day care centers regulated by the Washington State Department of Social and Health Services, as presently defined and hereafter amended (Chapter 74.15 RCW, WAC 388-73-422). (Ord. 325 § 2, 1991)*

*18.60.050. Child day care center.*

*A child day care center may be allowed in the designated zoning districts as follows:*

*A. Zoning Ordinance (Single-Family Residential and Two-Family Residential). A child day care center may be allowed in these zoning districts only upon issuance of a conditional use permit pursuant to Chapter 18.40 YMC.*

*1. Conditional Use Permit Requirements.*

- a. Meet Washington State child day care licensing requirements;*
- b. Comply with all building, fire safety, health code, and business licensing requirements;*
- c. Lot size, building size, setbacks and lot coverage conform to those applicable to the zoning district;*
- d. Signage, if any, will conform to the requirements for the applicable zoning district;*
- e. Filing of a child day care registration form with the city/county as provided for in YMC § 18.60.060;*
- f. Parking requirements shall conform to Chapter 18.70 YMC;*
- g. A fence at least four feet high must be installed around the play yard;*
- h. The site must be landscaped in a manner compatible with the adjacent residences;*
- i. No structural or decorative alteration which will alter the residential character of an existing residential structure used for a child day care center is permitted. Any new or remodeled structure must be designed to be compatible with the residential character of the surrounding neighborhood;*
- j. The child day care center shall not be located within 300 feet of another day care center or child mini-day care center not located in the residence of the care provider, excluding any day care center which is an accessory use pursuant to subsection D of this section.*

*B. All Other Zoning Districts. A child day care center is permitted by right in all other zoning districts subject to the following requirements:*

- 1. Meet Washington State child day care licensing requirements;*
- 2. Comply with all building, fire safety, traffic safety, health code, and business licensing requirements;*
- 3. Setbacks, screening, landscaping, lot size, building size, and lot coverage shall conform to the pertinent portions of the zoning code;*
- 4. Parking requirements shall conform to Chapter 18.70 YMC;*
- 5. Filing of a day care registration form with the city as provided for in YMC § 18.60.060.*

*C. Limitations in Use of a Family Residence. No child day care center shall be located in a private family residence unless the portion of the residence where the children have access is used exclusively for the children during the hours the center is in operation, or is separate from the usual living quarters of the family.*

D. *Accessory Use. A child day care center, if sited on the premises of an operating community service facility, shall be considered accessory to the principal use of the property concerned. (Ord. 325 § 5, 1991)*

*18.60.060. Registration.*

*Each child day care service provider must register with the city/county planning department by completing a child day care registration form as provided by the department prior to initiation of the use. Upon registration, the child day care provider must be able to demonstrate compliance with the applicable conditions of this chapter. (Ord. 325 § 6, 1991)*

**Finding:** The standard applies. Yacolt has no code specifically for “in home learning centers”; therefore, YMC 16.60 is utilized as guidance for evaluating the proposed use and suitability within the Residential District.

**CONDITION OF APPROVAL:** Any proposed signage including hours of operation must meet the standards of the chapter.

**CONDITION OF APPROVAL:** The applicant shall demonstrate safe drop-off area.

**CONDITION OF APPROVAL:** The portion of the residence accessed by patrons shall be separate from any bedroom areas.

**CONDITION OF APPROVAL:** Applicant must secure all state and local licenses and provide a copy to the Town prior to operation.

*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
<b>A. Residential</b>	
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>B. Commercial residential</b>	
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.
<b>C. Institutions</b>	
1. Welfare or correctional institutions	1 space/3 beds for patients or inmates
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
<b>D. Places of assembly</b>	
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

USE	MINIMUM NUMBER OF PARKING SPACES
<b>E. Commercial amusements</b>	
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
<b>F. Commercial</b>	
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
<b>G. Industrial</b>	
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

Angle (degrees)	Type	Stall width	Stall depth	Aisle width	Curb length
	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:** The standard applies. Home occupation is accessory to the principle residential use. Residence has a driveway that is 2 cars wide. Table 11A.A.1 states “2 spaces/dwelling unit. Single-family and duplex parking may be tandem (one car behind the other).” This means the driveway has 2 additional parking spaces in the driveway and an additional gravel parking space next to the driveway. Despite the proposal being accessory, commercial parking requires one stall per 350 square feet. Educational uses require one stall per 3 students and one additional for an educator if high school level. If parking standards are applied based on use, there exists adequate parking regardless of whether use is classified as commercial or educational.

**CONDITION OF APPROVAL:** Applicant must submit a final site plan to the Town prior to operation that designates what areas of the house will be utilized for the learning center as well as the location of the two patron parking spaces/drop off area.

18.70.040. Loading space number and design standards.

A. Commercial, industrial and public utility uses that have a gross floor area of 5,000 square feet or more shall provide truck loading or unloading berths in accordance with the following table:

Square Feet of Floor Area	Number of Berths Required
Less than 5,000	0
5,000-30,000	1
30,000-100,000	2
100,000 and over	3

B. Restaurants, office buildings, hotels, motels, hospitals and institutions, schools and colleges, public buildings, recreation or entertainment facilities, and any similar use that has a gross floor area of 30,000 square feet or more, shall provide off-street truck loading or unloading berths in accordance with the following table:

Square Feet of Floor Area	Number of Berths Required
Less than 5,000	0
30,000-100,000	1
100,000 and over	2

C. A loading berth shall be at least 12 feet wide and 35 feet long, and have a height clearance of 14 feet. Where the vehicles generally used for loading and unloading exceed these dimensions, the required length of these berths shall be increased. (Ord. 371 § 11(A)(4), 1997)

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. (Ord. 371 § 11(B)(1), 1997)

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. (Ord. 371 § 11(B)(2), 1997)

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. (Ord. 371 § 11(B)(3), 1997)

18.70.080 Access standards for drive-in, drive-up and drive-through uses.

A. All uses providing drive-in, drive-up and drive-through services as defined by this chapter shall provide on the same site queuing spaces for in-bound vehicles as follows:

Use	Requirement
Drive-in banks	5 spaces/service terminal
Drive-in restaurant	10 spaces/service window

Gasoline service stations	3 spaces/pump
Mechanical car washes	3 spaces/washing unit
<b>Parking facilities:</b>	
Free-flow entry	1 space/entry driveway
Ticket dispense entry	2 spaces/entry driveway
Manual ticket dispensing	8 spaces/entry driveway. Attendant parking 10% of the parking driveway capacity served by the driveway
<b>Other facilities</b>	To be set in site plan or conditional use review.

- B. *A vehicle queuing space shall be 18 feet long and eight feet wide and shall not be used for backing and maneuvering space for parking or other purposes.*
- C. *Access for Disabled Persons. Parking and access structures shall be constructed to conform to applicable provisions of the American Disability Act which are set forth in the Uniform Building Code. (Ord. 371 § 11(B)(4), 1997)*

*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: The standard applies.

**Condition of approval: The applicant shall clearly identify any pedestrian crossing points where foot traffic crosses the driveway that effectively alerts drivers of the crossing location.**

*18.75 Landscaping and Screening*

**Finding:** The standard does not apply.

*Yacolt Engineering Standard for Public Works Construction*

**Finding:** No development is occurring therefore the engineering standards do not apply.

**VI. CONDITIONS OF APPROVAL**

Recommended approval of the Yacolt CUP Conditional Use Permit is conditioned as follows. Additional conditions may be placed based upon public comments and results of Hearings Examiner:

**A. GENERAL**

1. Applicant shall comply with YMC Title 5 and obtain a business license prior to engaging in business activity.
2. The applicant shall complete a Development Review application with Clark County Department of Health to ensure the current OSS system capacity is adequate to accommodate the additional use.
3. Prior to permit issuance, the applicant shall obtain written approval from the local health officer (Clark County Public Health). Any conditions imposed shall be satisfied prior to commencement of the learning center use. A copy of the local health officer's written determination shall be provided to the Town prior to permit issuance.
4. A conditional use permit shall be approved by Town Council prior to starting business operations.
5. Any proposed signage including hours of operation must meet the standards of the chapter.
6. The applicant shall demonstrate safe drop-off area.
7. The portion of the residence accessed by patrons shall be separate from any bedroom areas.
8. Applicant must secure all state and local licenses and provide a copy to the Town prior to operation.
9. Applicant must submit a final site plan to the Town prior to operation that designates what areas of the house will be utilized for the learning center as well as the location of the two patron parking spaces/drop off area.

10. The applicant shall clearly identify any pedestrian crossing points where foot traffic crosses the driveway that effectively alerts drivers of the crossing location.

## VII. DECISION

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

## EXHIBITS

Yacolt CUP	
EXHIBIT #	DESCRIPTION
1	Conditional Use Application
2	Site Plan
3	Sketch Addendum
4	RFI Infographic

Conditional Use Permit to have a business at my home.



### Town of Yacolt

202 W. Cushman Street - P.O. Box 160  
Yacolt, WA 98675  
Tel: (360) 686-3922 Fax: (360) 686-3853  
Email: townofyacolt@townofyacolt.com  
www.townofyacolt.com

Office Use Only	
Date Received:	_____
Reply Deadline:	_____
Permit Name:	_____
Permit Number:	_____
Issue Date:	_____

### Master Permit Application

(Attach additional pages if you need more space.)

#### General Project Description

Please describe the proposed project, including the existing use(s) of the property, proposed use(s) of the property, and all expected land use and construction elements. We are requesting a Conditional Use Permit for our business at our home.

Location 412 S. Alder Ave, Yacolt, WA 98675

Use ① Inspired Learning: Booked for Success Non-Profit Tutoring Services  
② Pages Turned Bookshop (small new/used book sales) • North County Literacy Hub  
\*(online shopping)

<u>Areas</u>	<u>Bookshop</u>	<u>Children/Learner Space</u>	<u>Bathroom</u>
<u>Inside</u>	<u>209.5 sq.ft.</u>	<u>130 sq.ft.</u>	<u>35 sq.ft.</u>

**Land Use Elements:** (e.g., subdivision, short plat, variance, conditional use permit, road access, zoning, SEPA, etc.)  
**Construction Elements:** (e.g., new construction/remodel/addition, commercial, single-family home, multi-family, detached garage, accessory building, fence, demolition, re-roof, right-of-way work, etc.)

Estimated Total Cost of the Project, (labor and material): \$ 0 NA

#### Property Information

Property Street Address: 412 S. Alder Ave, Yacolt, WA 98675  
Tax Parcel Number(s): 064523-004  
Legal Description: \_\_\_\_\_

Owners' Name(s): Kim M Shealy and Thomas G. Shealy  
Owners' Mailing Address: 412 S. Alder Ave, Yacolt, WA 98675  
Owners' Phone Number(s): 360-953-4938  
Owners' Cell Phone Number(s): (same)  
Owners' Email Addresses: kim\_shealy@yahoo.com

Occupants' Name(s): (same as above)  
Occupants' Phone Number(s): \_\_\_\_\_  
Occupants' Cell Phone Number(s): \_\_\_\_\_  
Occupants' Email Addresses: \_\_\_\_\_

**Other Contact Information**

(If not applicable to the Project, please indicate "N/A" below.)

**Primary Contact Information**

Contact Person:     N/A      
Company Name: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Phone Number(s) (incl. cell): \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_

**Project Manager / Other Authorized Representative**

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Company Phone Number(s): \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
    Contact Email Address: \_\_\_\_\_  
    Contact Phone, (incl. cell): \_\_\_\_\_

**Contractor Information** *(Must be provided prior to issuance of permit)*

Contractor Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Company Phone Number(s): \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
    Contact Email Address: \_\_\_\_\_  
    Contact Phone: \_\_\_\_\_  
Contractor's WA State UBI Number: \_\_\_\_\_  
Contractor's WA L&I License Number: \_\_\_\_\_  
Contractor's WA State Contractor's License Number: \_\_\_\_\_  
Licensing Bond, (company and amount): \_\_\_\_\_

Attach or enclose a copy of current contractor registration card for verification purposes.

**If Construction by Owner:** If the project will be constructed or partially-constructed by the property owner, confirm that you have read the contractor licensing requirements?    Yes    No  
Cite exemption number in RCW 18.27: \_\_\_\_\_

**OR**

**If Owner is Contractor:** I have read RCW 18.27.010 relating to definitions of general contractors and specialty contractors, and RCW 18.27.110 which prohibits the issuance of permits without proof of registration, and verify that the owner is a contractor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Other Consultant(s)** *(Civil engineer, architect, sub-contractor, etc.)*

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Company Phone Number(s): \_\_\_\_\_  
WA State UBI Number: \_\_\_\_\_  
WA State Licensing Information: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
    Contact Email Address: \_\_\_\_\_  
    Contact Phone: \_\_\_\_\_

Financial Responsibility

Financially Responsible Party/Parties (Application processing fees, processing costs, impact fees, etc.)

Name(s): Kim M Shealy and Thomas G. Shealy
Company Name: Inspired Learning: Backed for Success and Pages Turned Bookshop
Mailing Address: 412 S. Alder Ave, Yacolt, WA 98675
Phone Number(s) (incl. cell): 360.953.4938 (H) 360.686.3403 (Pages Turned)
Email Address: kim\_shealy@yahoo.com kshealy@itsuccess.org
msk@pageturned.org

Construction Financing (Lender information is only required for projects over \$5,000.)

This project is: [ ] Funded Soley by the Owner [ ] Funded by a Lender

Construction Lender (Any lender associated with the project by providing interim construction financing.)

Lender Name: N.A.
Branch Name:
Mailing Address:
Phone Number(s):

Payment Bond (Any firm associated with the project by providing a payment bond on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than fifty percent of the total amount of the construction project.)

Bonding Company Name: N.A.
Mailing Address:
Phone Number(s):
Bond Number / Detail:

Note: If any information about the construction lender or payment bond is not available at the time this application is submitted, you must so state. The applicant must provide the remaining information as soon as the applicant can reasonably obtain such information.

Acknowledgements

(All property owners, applicants and financially responsible parties must sign and date this Master Permit Application.)

- 1. I certify that I am the owner of this property or the owner's authorized agent. If acting as an authorized agent, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review such application. I certify, under penalty of perjury, under the laws of the State of Washington, that the information provided is true and correct.
2. I will comply with all provisions of law and ordinance governing this type of application. I understand that false statements, errors, and/or omissions may be sufficient cause for delay, denial or revocation of the permit. If the scope of work requires a licensed contractor to perform the work, the contractor's information will be provided prior to permit issuance.
3. I authorize employees and agents of the Town of Yacolt to enter onto the property which is the subject of this application at any reasonable time to examine the property, to take photographs, to post public notices, and to perform any other act reasonably necessary to process this application.
4. This Master Permit Application, together with all other submittals as may be required by the Town of Yacolt, constitutes my request and application for a building and/or land use permit. I certify that my submittal package

contains the required information and is accurate. If my application submittal package is not correct and complete, I understand that my application will not be accepted, and that I will be required to re-apply when I have all the required information.

Signature: Kim M Shealy Date: 2/23/26  
Printed Name: Kim M Shealy Title: CEO

Signature: Thomas G. Shealy Date: 2/23/26  
Printed Name: THOMAS G. SHEALY Title: SPOUSE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

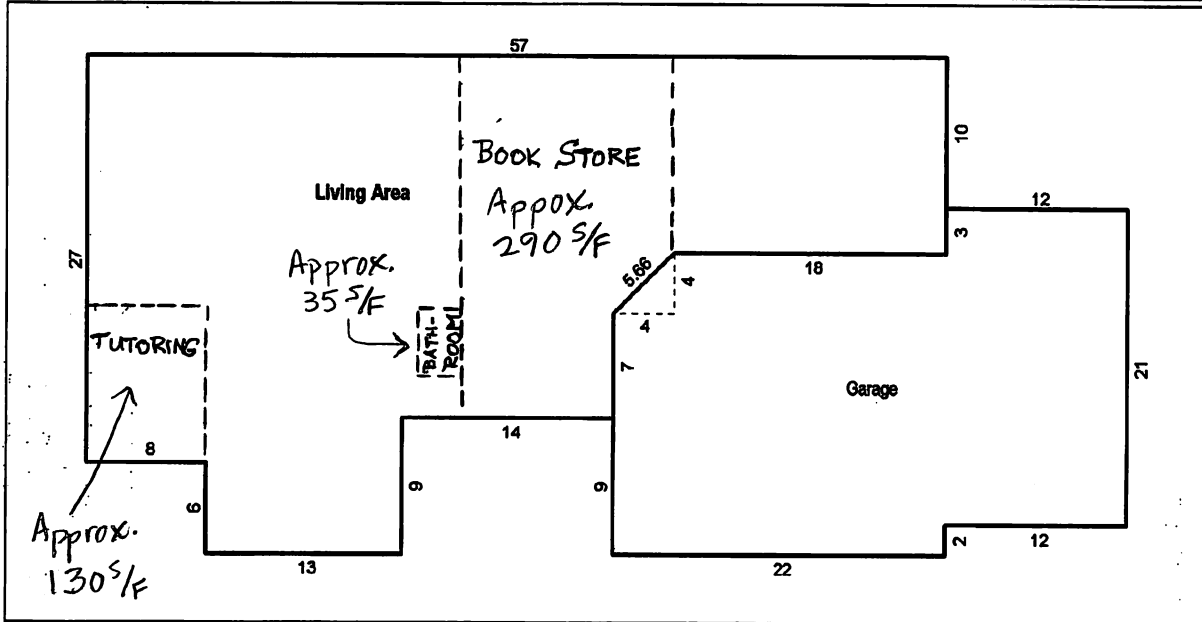
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



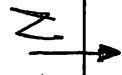
### SKETCH ADDENDUM

File No.: 064523084

Parcel Number <u>064523-084</u>	Builder _____
Property Address _____	Tract No. _____ Lot No. _____
City _____ County _____	State _____ Zip Code _____
Drawn By <u>JRU</u>	Date <u>8/10/06</u> Source _____
Model _____	Remarks _____



Living Area			
13	x	57	= 741
4	x	37	= 148
7	x	35	= 245
3	x	21	= 63
6	x	13	= 78
<b>Subtotal</b>			<b>1275 SF</b>





## INSPIRED LEARNING: BOOKED FOR SUCCESS

<https://ilsuccess.org/>

&

## Pages Turned Bookshop

<https://pageturned.org/>



### Mission Statement

Booked for Success wants to spread our message of hope and compassion. We believe that a single action can make a difference in the lives of our students, and in our community, and that our collective action can greatly impact on the future of every learner. Through advocacy, individualized support, and educational activities, our team works tirelessly each day to contribute their part to the successful partnership with our parents/guardians, readers, and North County's community.

IL is a registered 501(c)(3) non-profit organization.

EIN: 84-2285508

Tax Exempt: A47532521

Reseller: 604-452-984

Pro-Bono Hrs. 1649.15 (yr. to date)

### CONTACT

360-953-4938  
412 S Alder Ave  
Yacolt, WA 98675



March 25, 2026

**RE: Civil Engineer & Town of Yacolt**

Greetings,

Thank you for your request for information about IL/PT's request for a Conditional use permit.

**Business Hours of Operation:** **IL's tutoring** is currently open for individual learners on Monday/Tuesday/Thursday 4:00pm-5:00pm and Wednesday 12:30pm-5:00pm. Currently there are 7 learners. **Pages Turned Bookshop** will be open from 11:30-4:00 on Friday and 1:00-4:00pm on Saturday.

**Parking Accommodations:** **IL's parking:** Each individual learner is dropped off and then picked up by their parent. Or there are 3 who are currently dropped off by Amboy Primary bus with parent pickup at the end of services. **PT's parking:** There is room for 3-4 patron parking spaces on site, as well as 4-5 curbside parking spaces away from driveways or fire hydrant. Cars are usually parked 30-60 minutes at the most. Only the bookshop would have multiple cars at one time. Book Clubs are limited to 4 members, at any time, and scheduled on differing days.

**Bathroom Accommodations:** All learners, as well as visitors have access to the guest bathroom from the hall passageway to the two smaller bedrooms. The master bedroom and bathroom are used only by the owner and/or bookshop volunteer.

At Inspired Learning: Booked for Success, we believe placemaking is a natural extension of our mission. Creating environments in which learning, personal connections, and community thrive. Our deep roots in education, literacy, and community service uniquely position us for success.

Inspired Learning is more than a tutoring service; it's a dynamic hub for accessible education and community empowerment. We've donated over 1,600+ pro bono service hours and facilitated thousands of hours of growth and connection through our programs, pop-up book fairs, and free literacy events. Our seasonal Little Free Library Book Giveaways have evolved into well-attended grassroots gatherings that serve as trusted touchpoints for underserved families in our rural community. We specialize in building welcoming, interactive learning environments, whether indoors through tutoring and assessments or outdoors through pop-up literacy opportunities. Our team brings together the practical know-how of seasoned educators, the strategic insight of data driven program planning, and the heart of a community builder. We collaborate with local school districts, libraries, and civic groups.

Thanks to continued support, our Yacolt/North County families will have a chance to open a new book, experience a new reading adventure, as well as add a new title upon their bookshelves. Every book in their hands will replace their doubts with "can read" skills, which will establish their confidence in their abilities, daily lives, and their futures. Our Little Free Library is continuing its goal of raising lifelong readers.



**"Donate to our education programs because learning can't wait!"**

If you would like to sponsor a learner, please use our sponsorship link:

<https://ilsuccess.org/sponsor-a-learner/>

Sponsorship proceeds will instantly impact learners in our community...

- Individualized learning services
- Best practice learning resources
- Community New & Used Bookshop
- Various community learning opportunities within our community

**2025 Easter's LFL Book Giveaway = 415 Titles Pre-K - Grade 8**

**2025 4<sup>th</sup> of July LFL Book Giveaway = 860+ Titles Pre K - Adult**

**2025 Christmas LFL Book Giveaway = 380+ Titles PreK - 4<sup>th</sup> Grade**

With grateful hope and blessing from your support,

**Kim Shealy Director/CEO**

[kshealy@ilsuccess.org](mailto:kshealy@ilsuccess.org) [mrsk@pageturned.org](mailto:mrsk@pageturned.org)

MS K-8; MS Library-Media K-12. Reading Specialist K-12; Dyslexia Specialist K-8



## Town of Yacolt Request for Council Action

### 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](mailto:clerk@townofyacolt.com)

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Civic Plus Meeting Management Migration and New Contract

**Proposed Meeting Date:** June 8, 2026

**Action Requested of Council:** Authorize Mayor Shealy to sign the attached contract with Civic Plus, allowing for the Town's conversion to the newly required ADA format for meeting and agenda software.

**Proposed Motion:** "I move that Mayor Shealy be allowed to accept the attached quote with Civic Plus for our migration to their new ADA compliant meeting and agenda management software, and agreement to their terms of use."

**Summary/Background:** The federal government requires that all municipal websites convert to using ADA compliant software by March of 2027. The Town has used Civic Plus' programs for our website and meeting and agenda management since 2018. Their software works very well for the Town. Since their new software is designed to smoothly convert from their current software, the migration to their new software (including training) has been offered to us at no charge this year. The attached quote reflects a renewal price for the meeting and agenda management software of \$2310 for 2026, plus \$5300 (the new rate) for 2027, which will be billed later.

**Staff Contact(s):** Clerk Stephanie Fields  
[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

Mayor Ian Shealy  
[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)  
(360) 686-3922



**CivicPlus**

302 South 4th St. Suite 500  
 Manhattan, KS 66502  
 US

**Quote #:**  
**CivicPlus Pricing**  
**Approval Date:**  
**Expires On:**

Statement of Work  
 Q-123833-1  
 6/5/2026 5:46 PM  
 9/1/2026

**Client:**  
 Town of Yacolt, WA

**Bill To:**  
 YACOLT TOWN, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Rewen Reyes		rewen.reyes@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Conversion Pro Premium Implementation	AMM Select: Conversion Pro Premium Implementation

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee
1.00	AMM Select: AI Editing Assistant	AMM Select: AI Editing Assistant
1.00	Conversion Pro Premium Package	Conversion Pro Premium Package

Total Investment - Initial Term	USD 7,610.00
Annual Recurring Services (Subject to Uplift)	USD 0.00

Initial Term	9/1/2026 - 8/31/2028, Renewal Term 9/1 each calendar year
Initial Term Invoice Schedule	Year One Annual Total invoiced on 9/1/2026. Year Two Annual Total invoiced on 9/1/2027.
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 3

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

**Acceptance of Quote # Q-123833-1**

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



## 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 St.

**Phone:** (360)686-3922

Yacolt, WA 98675

**Email Address:** [mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Rotate Mayor Pro Tempore

**Proposed Meeting Date:** July 13, 2026

**Action Requested of Council:** Replace Councilmember Russell with a new Mayor Pro Tempore

**Proposed Motion:** "I move we appoint \_\_\_\_\_ as Mayor Pro Tem of the Town of Yacolt for the next 6-month term, through, January 2027."

**Summary/ Background:** Yacolt's Mayor Pro Tem is appointed from and by the Town Council to act as Mayor in the event of the Mayor's absence. Every 6 months, the position rotates to another Council Member. Councilmember Russell has served as Mayor Pro Tem for the past 6 months, so it is time for him to rotate out of the position. Council Members currently available for this position are Jeff Carothers (Position #1), Craig Carroll (Position #3), Brandon Russell, (Position #4), and Marina Viray (Position #5).

**Staff Contact(s):** Mayor Ian Shealy

[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)

(360) 686-3922



## Town of Yacolt Request for Council Action

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

**Name:** Clerk Fields

**Group Name:** Staff

**Address:** PO Box 160/202 W Cushman  
Yacolt, WA 98675

**Phone:** (360) 686-3922

**Email Address:** [clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

**Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Rotate Finance Committee

**Proposed Meeting Date:** July 13, 2026

**Action Requested of Council:** Appoint a new member to serve on the Town's Finance Committee through January, 2027.

**Proposed Motion:** "I move that we appoint \_\_\_\_\_ to serve on the Finance Committee through January, 2027."

**Summary/Background:** Yacolt's Finance Committee is appointed from and by the Town Council to review the Town's finances, particularly all bills before they get paid. Every 6 months, the position rotates to another Council Member. Council Members currently available for this position are Jeff Carothers (Position #1), Craig Carroll (Position #3), Brandon Russell (Position #4), and Marina Viray (Position #5), except if that person is first appointed to serve as Mayor Pro Tempore.

**Staff Contact(s):** Clerk Stephanie Fields  
[clerk@townofyacolt.com](mailto:clerk@townofyacolt.com)

Mayor Ian Shealy  
[mayor@townofyacolt.com](mailto:mayor@townofyacolt.com)  
(360) 686-3922