

Town of Yacolt
Yacolt Town Council Meeting and
Public Hearing Agenda
Monday, February 08, 2021
7:00 PM
Town Hall

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Approve Minutes of Previous Meeting(s)

1. Draft Minutes from 1/11/21

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

2. Belcorp Short Plat Public Hearing

New Business

3. Proposed Annexation and Development of Parcel #279452000
4. Mayor Pro-Tem
5. Rotate Finance Committee
6. PWMA Title Name Change

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.

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

Adjourn



**Yacolt Town Council- Meeting Minutes
Monday, January 11, 2021
Town Hall Virtual/ Telephonic- 7:00 PM**

Call to Order

Mayor Listek called the meeting to order at 7:00 pm

Flag Salute

Roll Call

PRESENT

Mayor: Katelyn Listek

Council Members: Amy Boget, Michelle Dawson, Herb Noble, Malita Moseley, Marina Viray

Public Works: Director Tom Esteb

Town Attorney: David Ridenour

Late Changes to the Agenda

Councilman Noble asked to add an agenda item: Job titles and pay increase(s)

Approve Minutes of Previous Meetings

Motion was made to approve minutes of the December 21, 2020 Council meeting

Motion: Noble **2nd:** Viray

Aye: Boget, Dawson, Noble, Moseley, Viray **Nay:** 0

Motion passed

Citizen Communication

Mary Rowe called in to say that she has had trouble with the connection phone number to the Town Council Meetings.

Kim Shealy commented that the trees that were cut on the Jorgenson property opened up her view to the hills. She was wondering if all the trees on that property would be coming down. Mayor Listek responded that all of the evergreens were to be cut down, the stumps would be ground, and the property will look nice and level when all is complete.

Unfinished business

None

New Business

- **DYCF Emergency Foster Home**

Brittney Samaduroff from DC Visitation gave a short narrative on the need to either purchase or rent a home on behalf of the Dep't. of Youth, Family, and Children. The home would be used to house children in crisis who are waiting to be placed in foster homes. Up to 5 children at a time would stay, for up to 30 days at a time. Their problem has been in locating homes which are appropriately zoned for their specific need's situation. They prefer a home in a smaller outlying community versus in a metropolis. They were advised to look into Yacolt Municipal Code Ch. 18 to consider applying for a conditional use permit.

- **Belcorp short Plat Hearing**

Mayor Listek closed the regular meeting and opened the Public Hearing at 7:18 pm, with instructions on how the hearing would proceed. Town Attorney David Ridenour introduced the plan to divide the property at 125 S. Spruce Ave. into 3 parcels and to build a single family home on each parcel. He presented maps, photos, and other documentation, and explained that are questions regarding setback distance and position of the current home on the property. Devin Jackson presented the staff report produced by Jackson Civil Engineering on the short plat and addressing the above questions. The first hurdle to be addressed is interpretation of the setback requirements on the existing manufactured home, and determining which side of the house is considered front, back, and side for setback purposes. Using the engineering staff's interpretation of YMC 18.10.010, the front of the house is on the west side so the property division would require a variance approval. The property owner's representatives, Ed and Judy Greer, argued that the front of the house is the south side and would therefore not require a variance. Councilmember Boget asked if a flag lot situation like this has come up before. Attorney Ridenour presented maps of town showing that although there are plenty of flag lots in town, even near the property in question, this particular one is unique due to the direction the house faces and proximity to the lot line. Councilmember Noble asked haven't we had this same exact property short-plat proposal before us in the past once or maybe even twice? And what are the sizes of the proposed smaller lots? Greer answered that each lot will be at least 12,500 square feet. Councilmember Moseley said she has no problem with the lot line/ setback issue, as long as the septic system has plenty of room. Mary Rowe was sworn in, and asked if we are only discussing lot #3 tonight. Devin answered that the interpretation of the code

Council Meeting Minutes – January 11, 2021

regarding setback will determine if we go forward with the short-plat portion of the hearing tonight. Josh Beck was sworn in, and commented that if all other flag lots in town have had to comply with YMC, then everyone needs to be on the same level with regard to Town Codes.

Boget, Noble, Dawson, and Viray all stated that they agree with the staff report from Jackson Civil Engineering regarding the lot line definition.

Motion: “I move that we uphold the lot line definition as presented by the Jackson Engineering staff.”

Motion: Boget 2nd: Dawson

Aye: Boget, Dawson, Moseley, Noble, Viray **Nay:** 0

Motion passed

In order to continue with the short plat then, a variance must be granted. Attorney Ridenour presented YMC 18.45.010, defining requirements for a variance, as well as the applicant’s narrative addressing it. Jackson explained that the short plat is assuming the soil is virgin soil, but it is not. He also pointed out that the variance requires that a hardship would occur if it is not approved; but there is not truly a hardship – the property owner is just trying to get around setback requirements. He explained that the setback does not meet zoning setback requirements as a component of Yacolt’s comprehensive plan.

Greer argued that the current driveway is really the only way to reach the existing home, and therefore its placement poses an unusual circumstance. It would be a great financial hardship on the property owner if he had to demolish or move the existing home. With the front setback being the only thing in question, the short plat does not affect the goals of Yacolt’s comprehensive plan regarding lot areas and maximum density.

Councilmember Noble asked how the current tenants in the property feel about the short-plat. Andrew Bell, the property owner, responded that the tenant is aware that the property may be developed around him. Caller Stephen asked a few questions about setback and driveway requirements, as well as what is the age of the existing home. Bell said it is a 1980s manufactured home which was placed there about 11 years ago. It was remodeled a couple of years ago. Stephen asked if the addition on it was legal because he is unsure if it is legal to add an addition to a mobile home. Bell is unsure if the addition was permitted. He didn’t own the home at the time.

Noble asked if we begin approving variances, will we be going down the road of snowballing variances? Jackson explained that variances aren’t inherently a bad thing; council must just determine if all 4 criteria are being met. Greer said he was not aware of the existence of variance criteria in YMC 18.45.020. He and Jackson agreed that in the interest of fairness, the hearing should be continued over into the next Town Council Meeting Feb. 8, with no special notices required.

Mayor Listek closed the public hearing at 8:52 pm and re-opened the regular council meeting.

- **Job title, pay increase**

Councilmember Noble asked if the Public Works Maintenance Assistant's (Terry Gardner) raise is all set to be in place, and could his title be changed to Public Works Maintenance Supervisor?

Public Works Director Tom Esteb also supports the raise, but is not sure about the title , although Gardner does oversee and supervise when needed. Boget reminded that there is a proper process necessary to change job titles and job requirements. Noble said he'd work on this for the next meeting. Dawson commented that Gardner deserves to have the title of supervisor.

Town Clerk's Report

The December bank statement just arrived today, so the clerk is reconciling the bank account in order to finalize the financials and close out 2020 by January 20th. She warned that many annual bills are coming in right now, to be paid this month and next (ie annual insurance policy premium payment, and many annual membership dues). Therefore bills will be higher than normal for January and February, but will get back down to normal for March.

Public Works Report

They built new shelving in the shop, as well as a nice new rack for the signs. They continue to work to keep drainage ditches cleaned out. The ditch over by the school was really bad.

Attorney's Comments

No additional comments.

Mayor's Comments

Happy 2021! We are actively seeking grant opportunities, and will report on progress at the next meeting.

Citizen Communication

A caller suggested that the Public Works Maintenance Assistant's job title be changed to something like Public Works Maintenance Lead.

Council's Comments

Boget asked to read a statement she wrote, which she would be sending to the clerk to be included in the minutes:

"We are only 11 days into 2021 and my heart is heavy. The last week has been a very emotional time for our country. On Wednesday the 6th, I watched with shock as United States

Council Meeting Minutes – January 11, 2021

Citizens forced their way into our Capital Building. The deaths resulting from this attack were completely unnecessary and my sympathies go out to the families of the officers who must wake up in the morning without them.

As I look to the future, I can't help but feel a sense of loss for our democracy. I call upon everyone stoking the flames to truly think about what you are saying. Each of us holds a personal responsibility to recognize when and how we accept, embolden, and encourage violence. Romanticizing the American Revolution or Civil War blinds us to the truth. Romanticizing neighbor killing neighbor, brother against brother, family against family will serve nothing and no one. We need to be better Americans than that, we need to be better humans than that.

I ask for elected leaders, both locally and Nationally, to join me in denouncing the violent actions and rhetoric we have seen and has been promised for the days to come.

Amy Boget

Town of Yacolt Councilor Pos. 1

1.11.2021"

Dawson responded by asking why, after all these many months of violence, are you just now denouncing violence? She feels that people who have overlooked all that violence and are just now denouncing it are hypocritical.

Boget then wanted to point out that all need to be held to the standard of politeness.

Noble thanked both for their opinions, but said it's time to move on.

Approval to pay bills on behalf of the town

Noble asked why neither of the finance committee members had been in to look at the bills to be approved? Viray explained that she had already made an arrangement to come in first thing the next morning. Boget said she never knows if someone is going to be in the office between 5 and 7 on meeting day. The clerk confirmed that she is always in the office from 9 a.m. until after the meeting is over on meeting days. Boget asked what time the bills had been ready to be looked at. Mayor Listek said they were ready when she was in at about 1 p.m. She also said that she, the clerk, Noble, and Dawson had all looked over the bills and checks, and signed off on them. That being said, she asked if a motion could be made to pay the bills, conditioned upon approval by Viray and Boget the next day.

Motion made to pay the bills on behalf of the town, upon approval by Boget and Viray on 1/12:

Motion: Noble **2nd:** Dawson

Aye: Boget, Dawson, Noble, Viray **Nay:** 0 **Abstain:** Moseley

Motion Passed

Adjourn

Mayor Listek adjourned the meeting at 9:15 p.m.

Katelyn J. Listek, Mayor

Stephanie Fields, Clerk

DRAFT



Town of Yacolt Request for Council Action

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

Name: Stephanie Fields, Town Clerk
Address: 202 W. Cushman St.
P.O. Box 160
Yacolt, WA 98675
Email Address: clerk@townofyacolt.com
Group Name: Staff
Phone: (360) 686-3922
Alt. Phone:

ITEM INFORMATION:

Item Title: Belcorp Short Plat Application: Public Hearing and Council Review.

Proposed Meeting Date: February 8, 2021.

Action Requested of Council: Consider Application to short plat the property at 125 S. Spruce Avenue into three residential building lots. The Applicant has provided additional information in support of its request for a variance of the Town's 'front setback' code for residential properties. The Town Engineer has offered a response to the Applicant's revised Narrative for Variance.

The Council will hear presentations from the Applicant and the Town Engineer, as well as public comments on the proposals.

Proposed Motion(s): *[The Council should consider the Application for a Variance first.]*

"I move that the application for a variance to the front setback of Lot #3 in the proposed Short Plat of the property at 125 S. Spruce Avenue be approved (with the following conditions (list)) [or] denied."

[If the Variance Application is approved, the Council may consider action on the Short Plat Application:]

"I move that the application to Short Plat Parcel #65150-000, at 125 S. Spruce Avenue be approved with the conditions described by the Town Engineer [or] denied."

Summary/ Background:

This agenda item and public hearing is a continuation of the Council's review during its January 11, 2021 meeting. At that meeting, the Council determined that the Yacolt Municipal Code's setback standards would impose a 25' front setback to the West property line of the flag portion of the short plat's proposed Lot #3. That minimum setback requirement is not satisfied given the location of the existing home on what would become Lot #3.

The Applicant has also requested a variance of the setback rule so that the existing house could remain on the short-platted property. Before the matter could be decided by the Council at its January meeting, the Applicant requested a postponement of the hearing in order to provide additional information in support of the variance application. The Applicant has now supplemented its materials with a revised Narrative for Variance, and the Town Engineer has prepared a response. These documents are included in the materials below.

In the event the Council approves the request for a variance, the Council could immediately consider the full Application for the Short Plat.

If the Council denies the request for a variance, the Applicant may seek approval of the short plat as generally presented, while accepting a 25' front setback on Lot #3's West flag line. In this event, staff recommends that the matter be continued to a future meeting so the Applicant is able to develop a specific proposal with respect to the existing house and any impacts on the short plat proposal. Once the Applicant and staff have had the opportunity to develop and review that proposal, the matter would be presented to the Council during a regular meeting for review.

Other supporting materials are also attached, including: Plat Maps; Written public comments offered by email to the Clerk and in the 'Chat' portion of January's virtual meeting; Written public comments about the Applications received by the Town Clerk; The Applicant's Narrative in Support of the Short Plat Application; The Applicant's Request for Modification of Yacolt's Sidewalk Standards; and the Town Engineer's Staff Report.

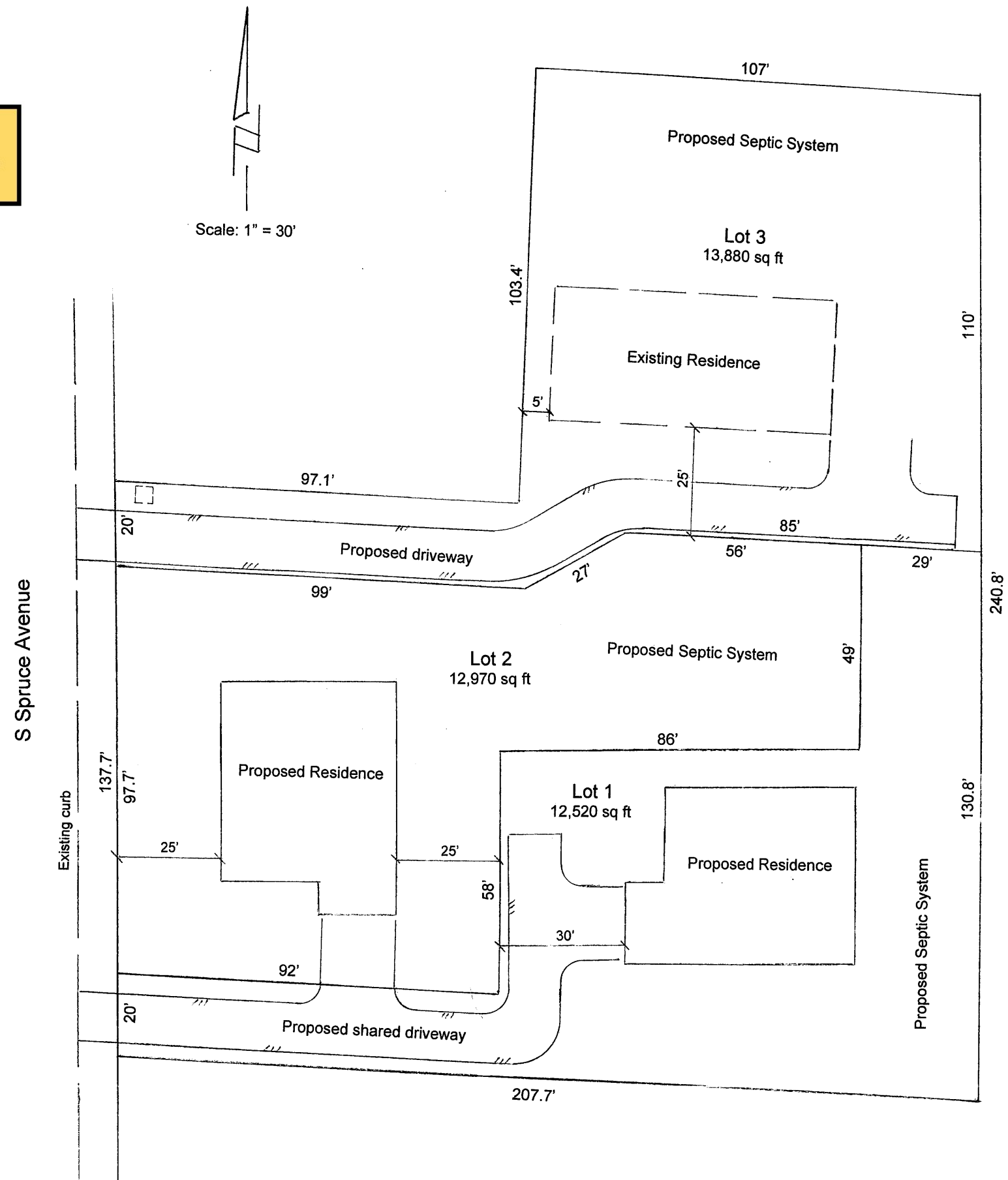
Other information was included in the meeting packet for the Council's January 11, 2021 meeting, including the SEPA DNS; the Public Hearing Advertisement; and the Stormwater Technical Information Report. Those materials have not been duplicated here.

Staff Contact(s):

Stephanie Fields, Town Clerk.
Katelyn Listek, Mayor of Yacolt.

PLAT MAP

PROPOSED SHORT PLAT



Date: 8-14-20

Preliminary Plot Plan

Belcorp Short Plat
a residential Short Plat
Town of Yacolt WA

Property Owner & Applicant:
Andrew Bell
PO Box 23 Yacolt WA 98675
360-903-8310 andrew@belcorp.co

Contact: Ed Greer
Wyndham Enterprises, LLC
13023 Hwy 99 Suite 7-126
Vancouver WA 98686
360-904-4964 ed@ed-greer.net

Narrative for Variance *Belcorp Short Plat*

a residential Short Plat
Town of Yacolt

Introduction

The subject 0.91 acre property is located at 125 S Spruce Avenue, and is also known as Clark County tax lot number 65150-000. Zone is R1-12.5. The site is surrounded by detached single family homes. The site contains an existing home, which will remain on proposed Lot 3, and a shop which will be removed.

Proposed Development

The project proposes to create 3 residential lots for detached single family homes on the 0.91 acre site. The lot design is based upon proposed septic system locations determined by soils that allow proper infiltration. The compacted gravel areas cannot be used for drainfields. All lots comply with the minimum area, minimum width and minimum depth as indicated on 18.25.050 Table 4A. Future homes will comply with the setbacks, maximum height, lot coverage and off-street parking codes as stated in Code 18.25. Proposed Lots 1 and 3 will have frontage along S. Spruce Avenue via 20' wide flag stems. Density is 3.3 lots per acre.

Variance Request

The Town Staff has deemed the west line of proposed Lot 3 to be the front lot line, with a 25' setback. The existing residence is located 5' from the west lot line, as it is currently the side lot with a legal 5' setback.

The applicant is requesting a variance to allow the existing home to remain as a 5' setback.

18.45.010 Scope

B. The town council shall approve an administrative variance(s) if he or she finds, based on substantial evidence in the record, that the applicant has sustained the burden of proving the variance(s) complies with all of the following:

1. Granting the variance(s) will not substantially detract from the livability or appearance of a residential area or from the desired character of a nonresidential area, or the variance(s) will substantially enhance the livability or appearance of a residential area or the desired character of a nonresidential area, such as by preserving or protecting significant natural, scenic, historic, cultural, open space or energy resources;

Granting the variance will not change the livability or appearance of the existing home.

2. If variances to more than one regulation are being requested, the cumulative effect of the variances shall be consistent with the purpose of the zone in which the site is situated;

The variance request is for only one issue, allowing the existing 5' setback to remain.

3. Adverse impacts resulting from the variance(s) are mitigated to the extent practical;

There are no adverse impacts, as the existing home would remain as is.

4. The variance(s) does not substantially impair or impede the availability or safety of access that would otherwise exist for vehicles or for pedestrians, or alternative access is provided.

The variance is for a setback issue. It has no effect on vehicle or pedestrian movement.

Variance Approval Standards 18.45.020

The town council may permit and authorize a variance from the requirements of this title only when unusual circumstances cause undue hardship in the application of this title. A variance shall be made only when all of the following conditions and facts exist:

- A. Unusual circumstances of conditions apply to the property and/or to the intended use that do not apply generally to other property in the same vicinity or district;

Staff's interpretation of the flag lot code creates an unusual circumstance to this proposal. A number of flag lots in the area have been approved; and by doing so, have shown its disregard with this same flag lot condition.

- B. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity or district;

Without a variance to the setback interpretation, the new property owner must demolish the existing home, causing a huge financial loss, and displacing the family occupying the residence.

- C. The authorization of such variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district in which property is located;

The variance request is for allowing the existing residence to remain in its current location, therefore will not cause any change to adjacent neighbors.

- D. That the granting of such variance will not adversely affect the realization of the comprehensive plan. [Ord. 371 § 8(B), 1997.]

The proposed residential lots comply with all sections of the zoning code and Comprehensive Plan, except for this setback issue.

The applicant hereby requests the Town of Yacolt to approve this Variance.



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

**Regular Council Meeting – (Virtual)
February 8, 2021**

Staff's Response to Applicant's Narrative for Variance

To: Yacolt Town Council
From: Staff – Jackson Civil Engineering, LLC
Re: Land Use Application of Andrew Bell / Belcorp for Variance (Setbacks)
Application for 3-Lot Short Plat of 125 S. Spruce Avenue, Parcel # 65150-000

References below to the Yacolt Municipal Code are in standard text.
The Applicant's narrative responses appear in bold text.
Staff's responses and comments are in italics.

YMC 18.45.010 - Scope

B. The town council shall approve an administrative variance(s) if he or she finds, based on substantial evidence in the record, that the applicant has sustained the burden of proving the variance(s) complies with all of the following:

1. Granting the variance(s) will not substantially detract from the livability or appearance of a residential area or from the desired character of a nonresidential area, or the variance(s) will substantially enhance the livability or appearance of a residential area or the desired character of a nonresidential area, such as by preserving or protecting significant natural, scenic, historic, cultural, open space or energy resources;

Applicant: Granting the variance will not change the livability or appearance of the existing home.

**STAFF'S RESPONSE TO
VARIANCE NARRATIVE**

Staff: Setbacks are a predetermined part of a residential area in place to provide adequate spacing and minimize conflict between uses and neighbors. Reducing a setback to allow for decreased spacing between homes does change the appearance and character of the area. Staff feels this condition is not satisfied.

2. If variances to more than one regulation are being requested, the cumulative effect of the variances shall be consistent with the purpose of the zone in which the site is situated;

Applicant: The variance request is for only one issue, allowing the existing 5' setback to remain.

3. Adverse impacts resulting from the variance(s) are mitigated to the extent practical;

Applicant: There are no adverse impacts, as the existing home would remain as is.

4. The variance(s) does not substantially impair or impede the availability or safety of access that would otherwise exist for vehicles or for pedestrians, or alternative access is provided.

Applicant: The variance is for a setback issue. It has no effect on vehicle or pedestrian movement.

YMC 18.45.020 - Variance Approval Standards

The town council may permit and authorize a variance from the requirements of this title only when unusual circumstances cause undue hardship in the application of this title. A variance shall be made only when all of the following conditions and facts exist:

- A. Unusual circumstances of conditions apply to the property and/or to the intended use that do not apply generally to other property in the same vicinity or district;

Applicant: Staff's interpretation of the flag lot code creates an unusual circumstance to this proposal. A number of flag lots in the area have been approved; and by doing so, have shown its disregard with this same flag lot condition.

Staff: During the last public hearing the council accepted staff's interpretation of the code. Additionally, the applicant's narrative does not identify parcels nor does it provide what about the flag lots mentioned do not satisfy code. Past mistakes that may or may not have been made do not justify disregarding the code. A code change would be the appropriate avenue to pursue. Staff feels this condition remains unsatisfied.

- B. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity or district;

Applicant: Without a variance to the setback interpretation, the new property owner must demolish the existing home, causing a huge financial loss, and displacing the family occupying the residence.

Staff: Staff's interpretation has no impact on the existing house. The applicant's proposal impacts the existing house. The property right that is in question is not the continued use

of the existing home, but the right to develop the property. The applicant has the right, as anyone else in the community, to propose a development that complies with the code. Staff feels this condition remains unsatisfied.

C. The authorization of such variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district in which property is located;

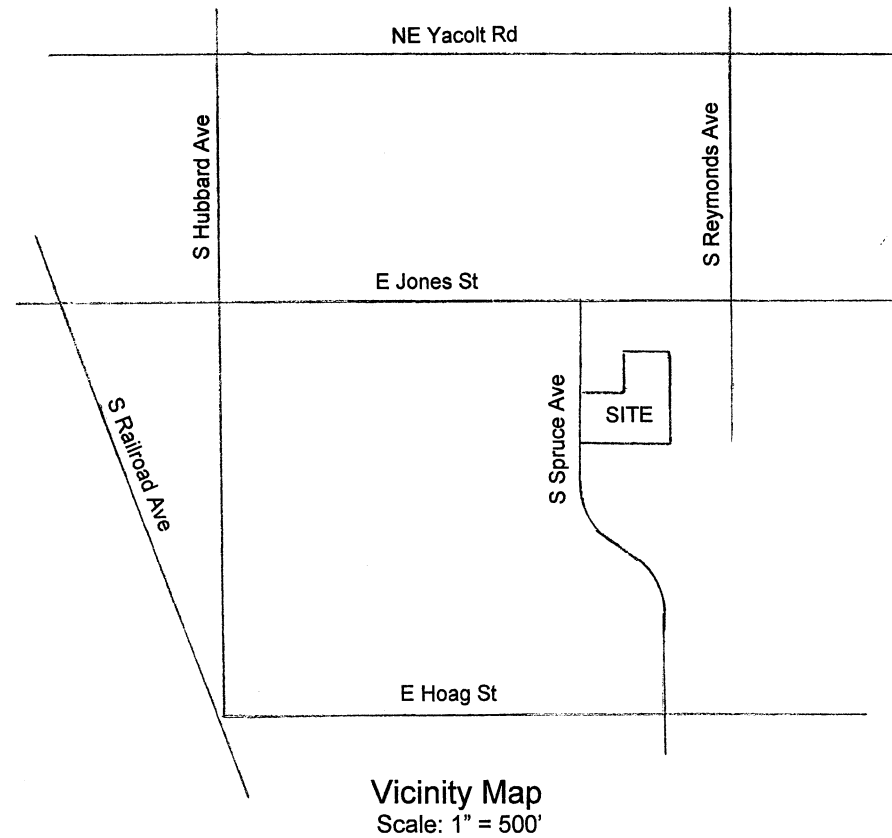
Applicant: The variance request is for allowing the existing residence to remain in its current location, therefore will not cause any change to adjacent neighbors.

D. That the granting of such variance will not adversely affect the realization of the comprehensive plan.

Applicant: The proposed residential lots comply with all sections of the zoning code and Comprehensive Plan, except for this setback issue.

Staff: The applicant doesn't address the variance and whether or not it affects the realization of the comprehensive plan. As stated, development standards are a part of the comprehensive plan, therefore disregarding them without valid justification under Yacolt Code does adversely impact the realization of the comprehensive plan.

**STAFF'S RESPONSE TO
VARIANCE NARRATIVE**

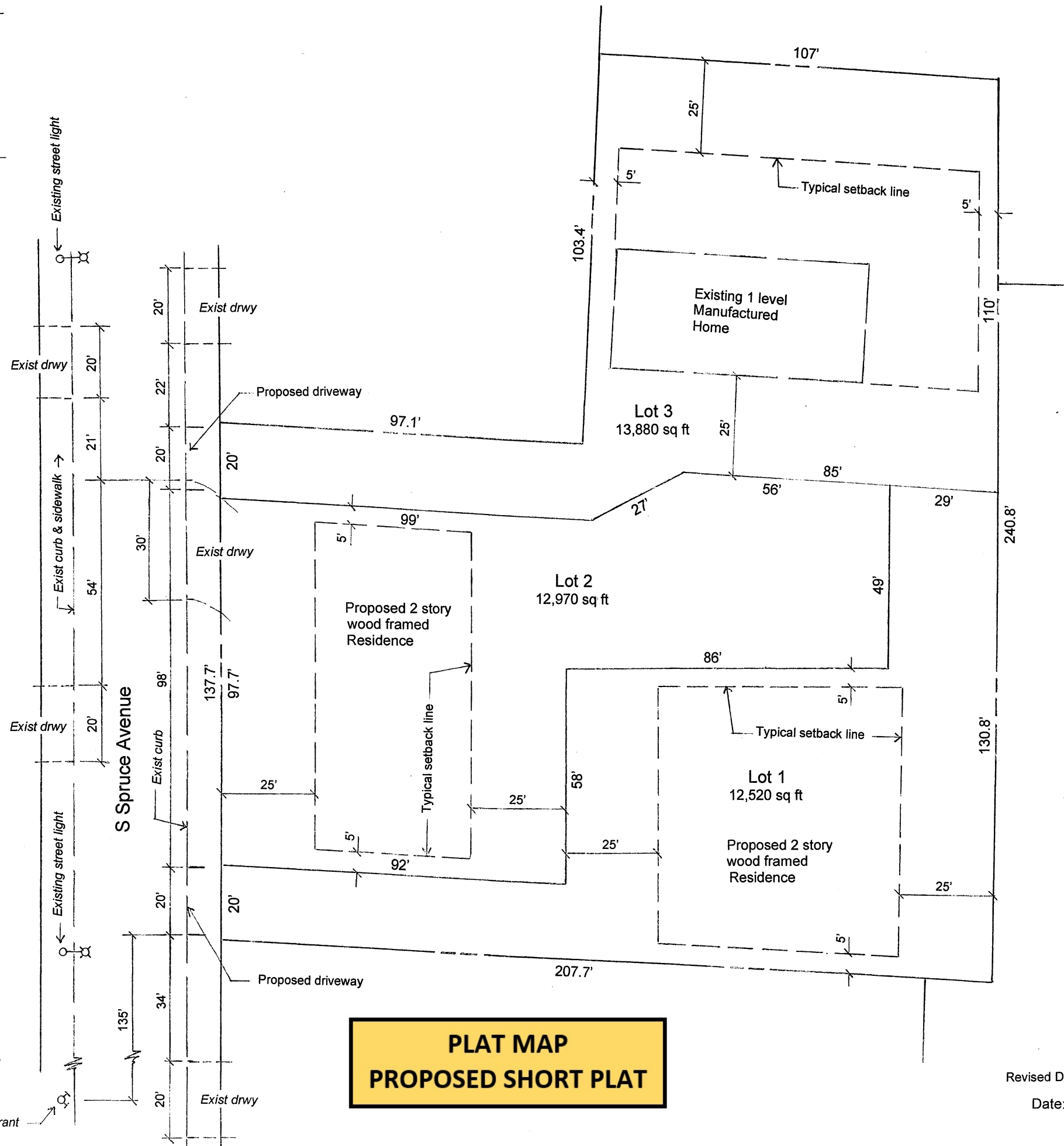


Notes

1. Site address: 125 S Spruce Avenue. County tax lot number 65150-000. Site contains a manufacture home to be retained on proposed Lot 3, and a shop building to be removed. Zone is R1-12.5. Site is 0.91 acre
2. The proposed lots comply with Table 4A. Density is 3.3 lots per acre. Proposed Lots 1 and 3 will have frontage along S Spruce Avenue via 20' wide flag stems.
3. All 3 lots will be connected to the existing water line in S Spruce Avenue. A septic system is proposed for each lot.
4. GIS has a mapped habitat area through the site, however there are no critical areas on the property. Lot 2 is within the 100 year flood zone.
5. There are no striped bicycle lanes along S Spruce Ave. Parking is permitted on both sides.
6. Refer to the Preliminary Plot Plan for information on proposed home locations, driveways and septic systems.
7. Refer to the Existing Conditions Plan for ground contours, structures, graveled areas, etc.
8. No proposed fire hydrants.

Scale: 1" = 30'

Nearest fire hydrant



Revised Date: 9-18-20

Date: 8-14-20

Belcorp Short Plat
a residential Short Plat
Town of Yacolt WA

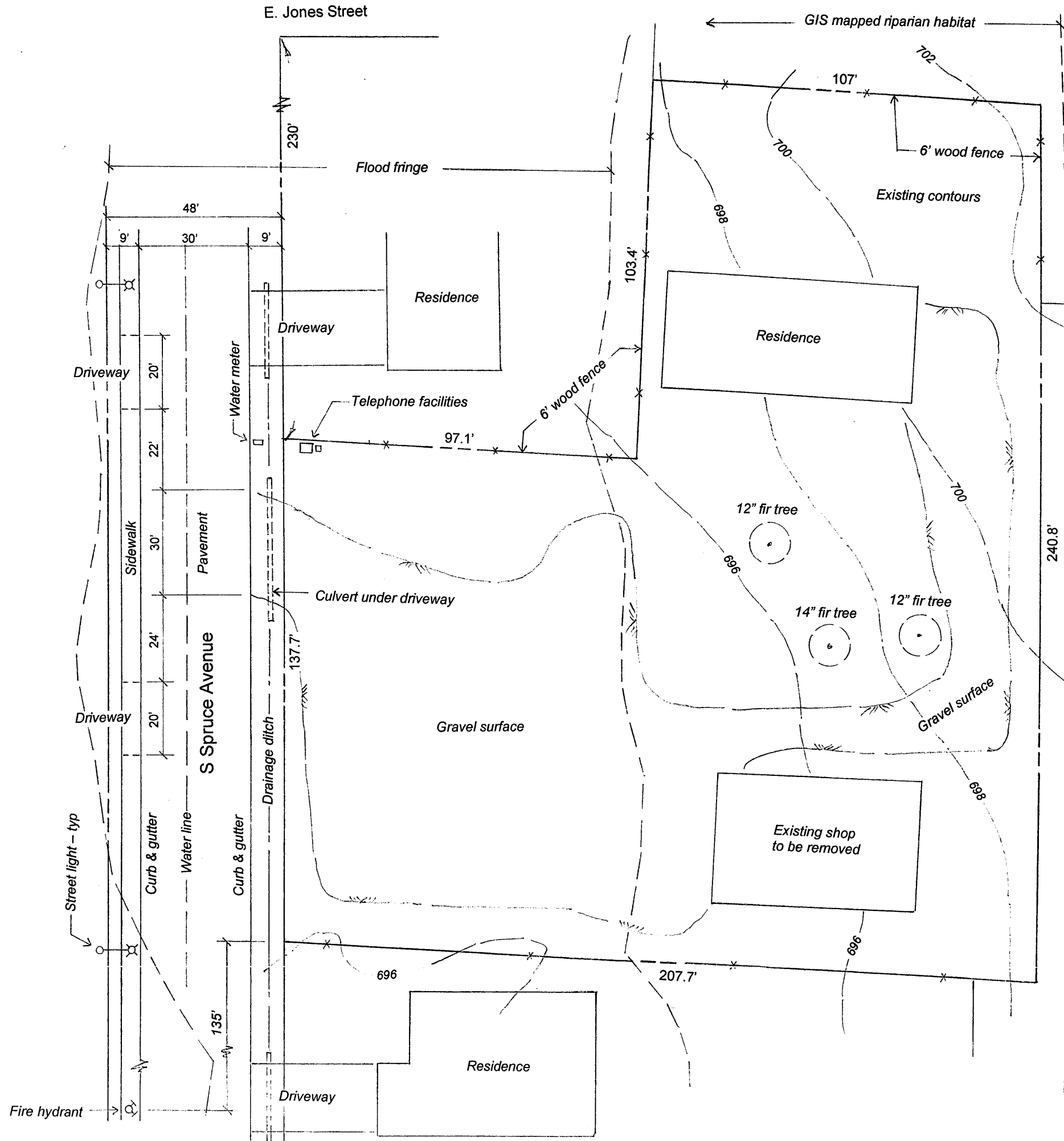
**Preliminary
Short Plat**

Contact: Ed Greer
Wyndham Enterprises, LLC
13023 NE Hwy 99 Suite 7-126
Vancouver WA 98686
360-904-4964 ed@greer.net

Property Owner & Applicant:
Andrew Bell
PO Box 23 Yacolt WA 98675
360-903-8310 andrew@belcorp.co

Refer to Preliminary Short
Plat for Vicinity Map

Scale: 1" = 30'



**PLAT MAP
EXISTING LOT CONDITIONS**

Residence

Date: 8-14-20

<p>Existing Conditions Plan</p>	<p>Belcorp Short Plat a residential Short Plat Town of Yacolt WA</p>	<p>Property Owner & Applicant: Andrew Bell PO Box 23 Yacolt WA 98675 360-903-8310 andrew@belcorp.co</p>	<p>Contact: Ed Greer Wyndham Enterprises, LLC 13023 NE Hwy 99 Suite 7-126 Vancouver WA 98686 360-904-4964 ed@greer.net</p>
--	---	---	--

Dec. 5, 2020: For what it's worth and if input is being accepted we are opposed to the building of 2 or more story/level housing which would not be consistent with the neighborhood.

January 1, 2021: I would also like to add anonymously that the development is within the riparian zone boundary of a fish bearing stream according to the dataset maintained by Washington State DNR. This stream was obliterated with the approval of and during the Harris Acres Development circa 2006. No further development of this property should occur.



Chat Log C:\Users\13606\Documents\ChatLog Yacolt Town Council Meeting 2021_01_11 21_16.rtf

Stephen (to Everyone): 7:29 PM: Is the 5' from the structure or the roof overhang?

Stephen (to Everyone): 7:40 PM: As Devin has mentioned, the 5' setback is to the wall of the structure. If the roof extends beyond the structure is there a need for a variance for the roof overhang?

Stephen (to Everyone): 7:58 PM: In regards to the access to Lot 3 and if applicable, what is the minimum width required for a residential easement, 30'?

Amy Boget (to Everyone): 8:08 PM: David I don't think you can hear us

David Ridenour (to Everyone): 8:09 PM: no, I hear nobody right now.

Stephanie Fields (to David Ridenour): 8:10 PM: David, we don't think you can hear us. Is your headphone unplugged?

Devin Jackson (to Everyone): 8:10 PM: DAVID please put the definition up

David Ridenour (to Everyone): 8:14 PM: I can hear again through different speakers. I was reluctant to log off - we would lose the recording.

Stephen (to Everyone): 8:24 PM: The easement width may have to be 30' if access is built to more than one residence.

Stephen (to Everyone): 8:40 PM: Is the residence at 123 Spruce avenue a rental? What is the age of the manufactured home?

Stephen (to Everyone): 8:44 PM: The addition, is that a legal addition?

Stephen (to Everyone): 8:45 PM: It's unclear if additions can be added to and attached to a manufactured home.

Stephen (to Everyone): 8:55 PM: Sounds like he is directing where work by supervised crews with a supervisor are performing their duties.

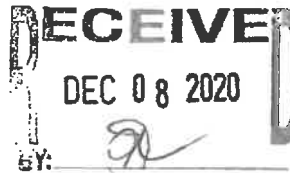
Received by email February 4, 2021:

Here is input regarding the proposed BelCorp Development.

I think it's also prudent to ask if any of the elected officials or employees of the Town of Yacolt involved in this review and decision making process are related to, employed by, or otherwise associated with the developer or anyone employed by this developer or any staff involved in the decision making process. I would hope the Mayor initiates this review and ask if there is any hint of a Conflict of Interest that person disqualify themselves from further review or decision making. It's an appropriate transparency matter.

[REDACTED]
Yacolt, WA 98675

December 2, 2020



Town of Yacolt
PO Box 160
202 W. Cushman St.
Yacolt, WA 98675

Re: Notice of Application & Public Hearing, Development of 125 S. Spruce Ave., Parcel #65150-000

Dear Town of Yacolt:

Thank you for your notification of pending development of the aforementioned property and asking for input. I am attaching a map with numbers reflecting my areas of concern. Overall, the short plat map identifies no setback areas.

Areas of Concern:

- 1) Lot 3: Proposed Septic Systems area has been impacted by soil compaction. Up until circa 2008 this area contained a 20' driveway constructed from north to south from Jones St. The soil was compacted from decades of use until the driveway was removed and replaced with fill. Access was eventually developed from and across a stream/floodplain that was buried when the access to the property came from Spruce Avenue, circa 2008. The current developer appears to be proposing a septic system be placed in the area of compaction and subsequent fill. Within the backyard of the Existing Residence on Lot 3 there are two old grow stumps that, as I understand septic system development, have to be excavated as their roots exist throughout the Proposed Septic Area. Their resulting holes would then require backfilling which would disqualify this area from septic development. In addition, the east side of this Proposed Septic System area was backfilled in the past and a drainage ditch constructed along the south fence line of the property located at 123 S. Spruce, approximately 6' wide running east to west for the 97.1' labeled on the attached map. No septic system sacrifice or reserve area of equal size for Lot 3 is identified on the map.
- 2) Existing sinkhole extending under pavement. Sink hole was backfilled and now water up to 3" deep fills the entire area where the Proposed Residence is shown on Lot 2 during heavy rains (every winter). This sinkhole has never been addressed and can be expected to get bigger in time (sinkholes tend not to shrink). A stream used to exist running north to south and ran water year around until the Spruce Avenue development occurred and the stream was confined and buried. In other words, the west half of Lot 2 is in an old flood plain and floods annually. No septic system sacrifice or reserve area of equal size identified for Lot 2. There is no location of the current septic system for the Existing Residence or powerlines reflected on your attached BelCorp Yacolt Short Plat Map. It is concerning a septic system would be proposed where

WRITTEN PUBLIC COMMENTS

there is already an existing septic system. There are lines for this present drainfield located under the present driveway. It appears this development is proposing putting a septic system in the place where the compacted driveway now exists.

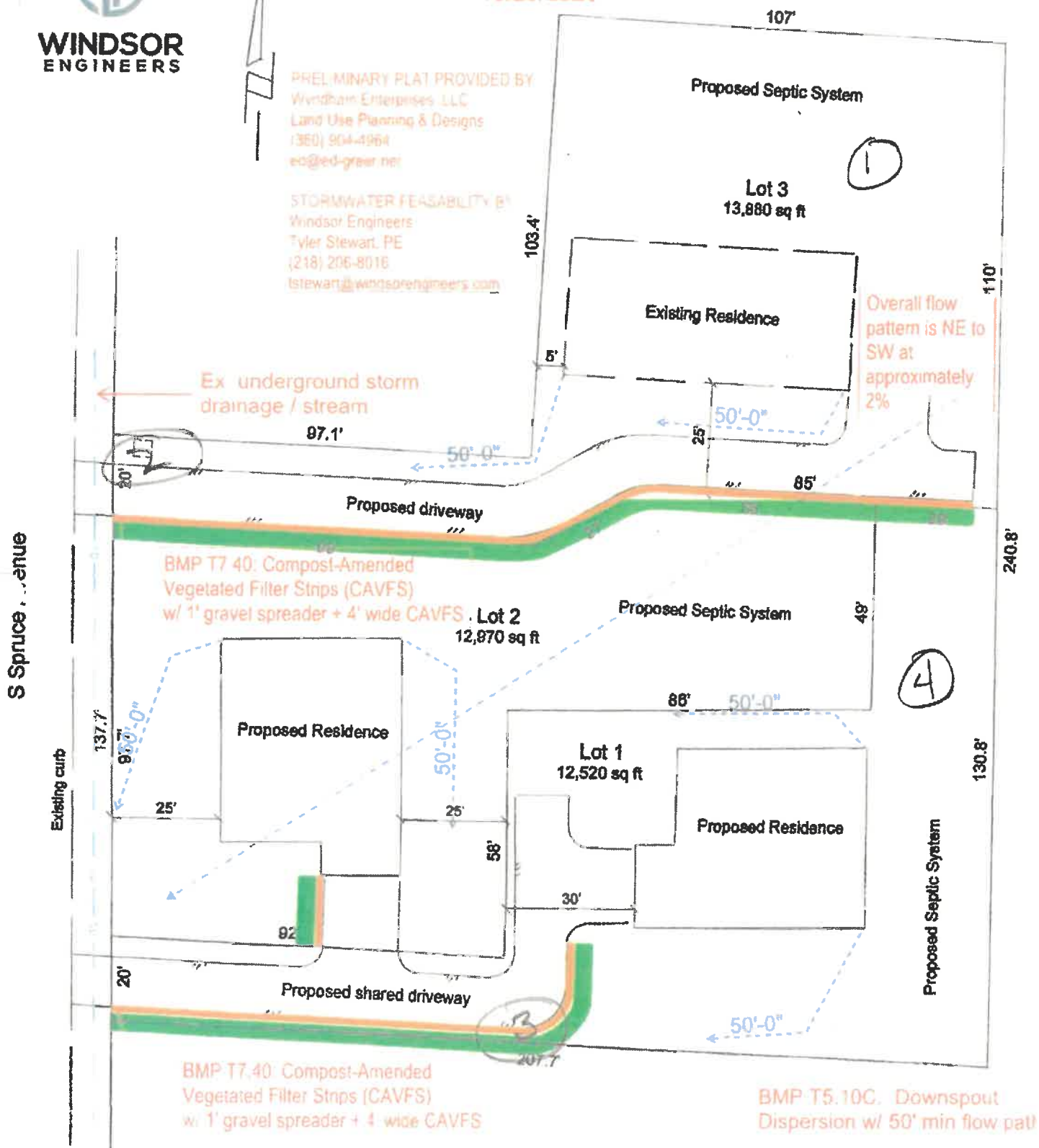
- 3) A septic tank was installed and used by a previous septic company owner, Fred Harris. This tank was used to dump sewage collected by his business for years. There was no drainfield attached, just a hole in the side of the tank that allowed sewage to drain to the southwest into the floodplain and eventually the creek. A wetland existed at that site until the Town of Yacolt allowed development of the two houses now residing at 217 & 221 S. Spruce Ave. The septic business was a commercial operation operating and servicing customers throughout Clark County. One of the fenceposts for the existing fence dividing this property and the property at 217 S. Spruce Ave., is thought to be residing on the top of the tank and the tank extends south onto and under the property at 217 S. Spruce Ave. This tank should not be driven on but instead, should be located, pumped and decommissioned. No septic system sacrifice or reserve area of equal size identified on the map.
- 4) Property to the east of this development drains from east to west. The proposed septic system area would be receiving drainage from this property and properties to the east naturally. The Proposed Septic System area identified for Lot 1 was excavated in the past when the existing pole building was built and should be disqualified from further development for septic use. The drainage from the property to the east should not be hindered, altered or blocked in any way. Numerous impervious areas created by this proposed development and subsequent construction may negatively influence the drainage pattern(s) presently occurring and cause our septic system to fail.

Thank you for the chance to provide input. This property should receive and be approved for a maximum of two residences containing septic system sacrifice/reserve areas, which would negate being able to place a third residence (in the floodplain).

Sincerely,

A blacked-out signature, likely of the sender, is present here.

Cc: Clark County Public Health



Preliminary Plot Plan
Scale: 1" = 30'

1. Grade away from each structure at 5% for 10'.
2. Protect the vegetated flow path per BMP C101 and amend all disturbed soils per BMP T5.13
3. Maintain 10' between Septic drain and

WRITTEN PUBLIC COMMENTS

Yacolt, WA 98675

February 2, 2021

Town of Yacolt
PO Box 160
202 W. Cushman St.
Yacolt, WA 98675

Re: Addendum to Notice of Application & Public Hearing, Development of 125 S. Spruce Ave., Parcel #65150-000

Dear Town of Yacolt:

This entire proposed development and associated map(s) appear to be less transparent as time goes on. I encourage the Town of Yacolt to require transparency and condition any approval of further development based on an approved septic plan for the two additional and the existing residences. I would urge the Mayor and Town Council to require coordination with Clark County Public Health officials assigned to approve any septic plans for the area and condition any permit approval on securing approved septic systems, including all applicable setbacks and identifying sacrifice areas.

Areas of Concern (continued from input dated December 2, 2020):

5) I am strictly opposed to the building of two-story house(s) on this lot as it is not in keeping with the neighborhood.

6) The "Existing Conditions Plan" map fails to document ALL existing conditions:

a. As noted in the original letter it is alleged a septic tank was installed and used by a previous septic company owner, Fred (Mike) Harris and used by both he and the new owner of his septic company, Pete Roberts (former Public Works Employee, Town of Yacolt). This tank was used to dump sewage collected by their business's for years. There was no drainfield attached, just a hole in the side of the tank that allowed sewage to drain to the southwest into the floodplain of, and eventually, the creek. One of the fenceposts for the existing fence dividing this property and the property at 217 S. Spruce Ave., is thought to be residing on the top of the tank and the tank extends south onto and under the property at 217 S. Spruce Ave. This tank should not be driven on but instead, should be located, pumped and decommissioned. Why has this not been searched for and shown on the Existing Conditions Plan?

b. Power and water lines to the existing residence are not shown nor were they installed in accordance with code if the developer intends to access the existing residence with a 20 foot road.

WRITTEN PUBLIC COMMENTS

In addition, electricity to the existing shop is under the existing driveway and extends from the existing residence. This is also not shown on the Existing Conditions Plan.

c. The existing drainfield for the existing residence is not shown on the “Existing Conditions Plan” and is known to extend several feet under the existing driveway to the existing residence toward the existing shop. It is my understanding this area may not be used for a replacement septic system or sacrifice area.

d. The area behind the Existing shop was excavated 2-4 feet for the development of this original Jones St/Spruce road lot. This may render this area unsuitable for septic use. This area was excavated to accommodate the construction of a barn/outbuilding that was only recently removed from behind the existing shop. The septic system and drainfield setback for Lot 1 is required to be 5 feet off any property line and 10 feet off the foundation of the proposed 2 story residence. This area is now used for parking vehicles. This area is labeled as being 25’ wide (behind existing shop) and does not have enough room to qualify for any septic system, therefore, potentially disqualifying Lot 1 from having a residence and associated septic system.

e. Lot 2 floods annually. The area labeled “Gravel surface” was alleged to have been filed in with over 54 +/- dump truck loads of large rock by the septic company once owned by a Yacolt Town employee, to fill in a wet area that existing inside Washington State’s assigned Riparian Zone. In addition, there existed a shop approximately 24’ x 28’ with a concrete floor that resided where the water is shown in the picture below. The area floods annually, therefore, disqualifying a Proposed 2 story residence and its associated septic system and no reserve area also not shown for Lot 2.



f. The Department of Natural Resources maintains there is a stream and associated Riparian Zone completely covering the lot being considered for development. The stream has been relocated and partially buried, but still flows water annually. Numerous issues have occurred with septic systems placed within this riparian zone not performing due to a drainage. These issues should be documented with Clark County's Public Health Department, Septic division.



Thank you for the opportunity to provide input. This property should receive increased scrutiny and reviewed by all and only be approved for a maximum of two residences, not 3 as being proposed. The existing structure is a one-story building and any new building(s) should remain single story in keeping with the neighborhood. No septic system sacrifice or reserve area(s) of equal size are identified on any map.

I ask for the Mayor and City Council's support and consideration both of the original input as well as this addendum.

I ask again for discretion and that this input be presented to the owners of the development anonymously.

Sincerely,

A black rectangular redaction box covering the signature of the person.

Cc: Clark County Public Health

Attachments

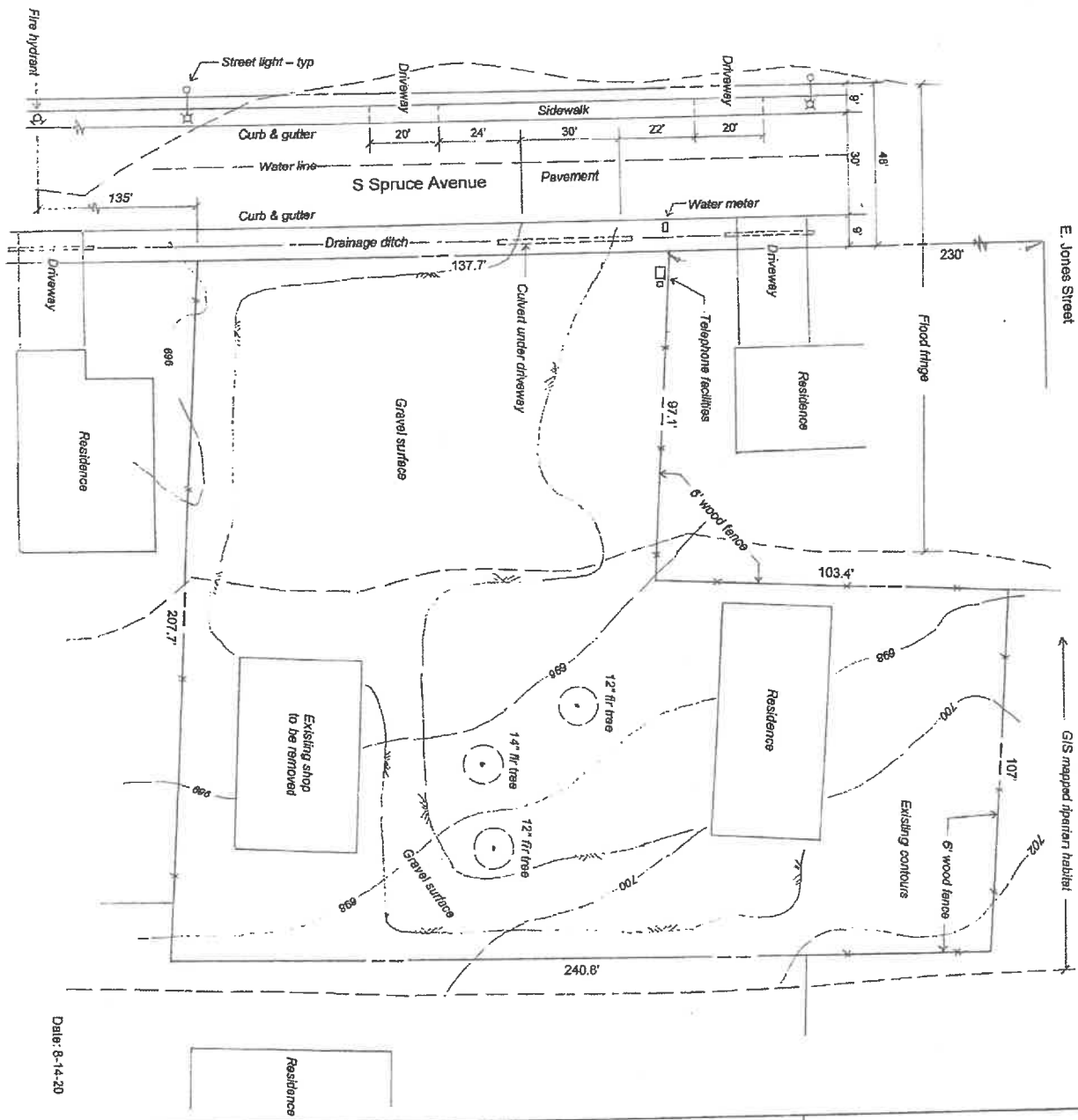
Existing Conditions Plan
Preliminary Short Plat

WRITTEN PUBLIC COMMENTS

Page 3

Refer to Preliminary Short
Plat for Vicinity Map

Scale: 1" = 30'



Date: 8-14-20

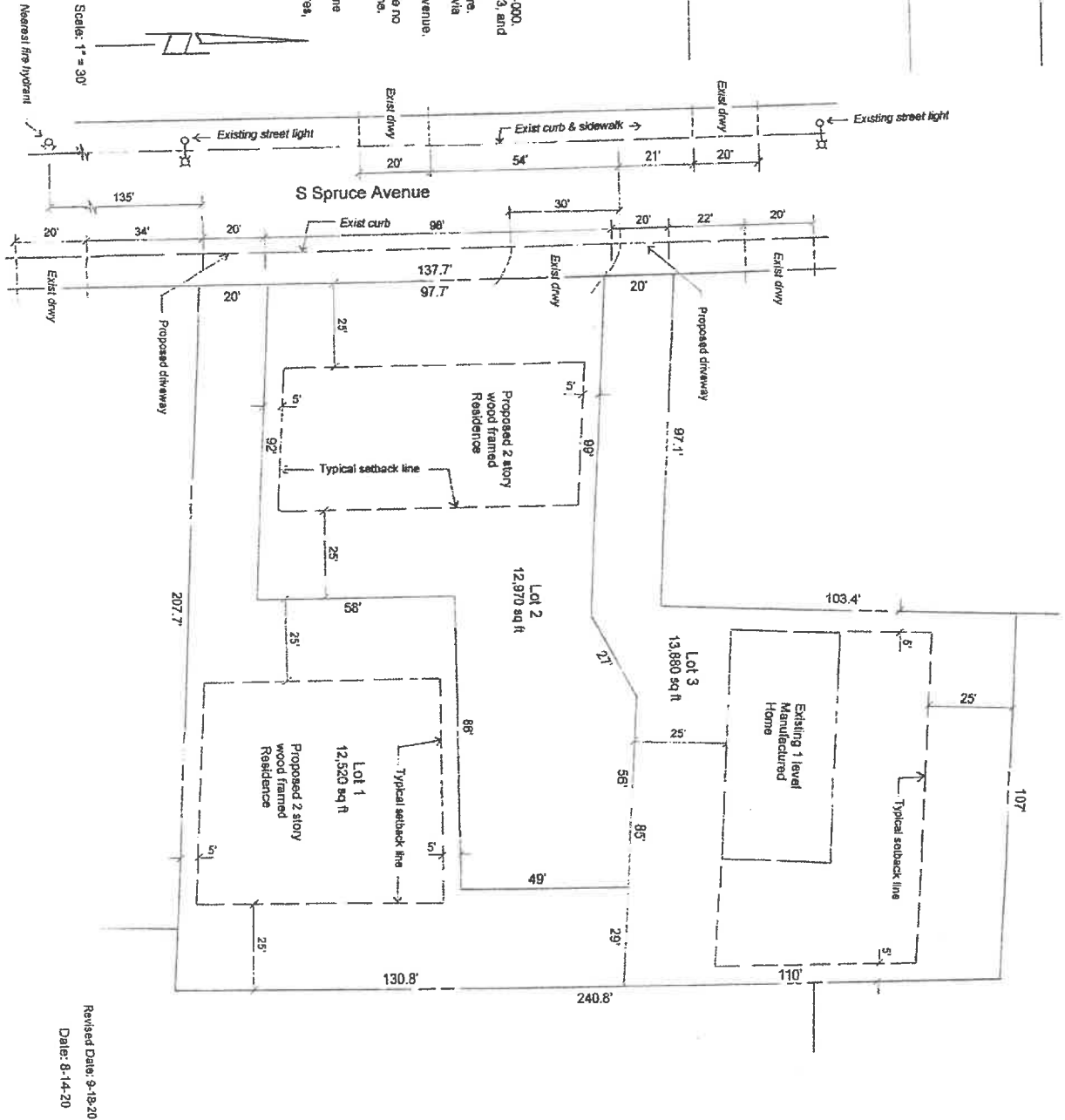
Existing Conditions Plan	Belcorp Short Plat a residential Short Plat Town of Yacolt WA	Property Owner & Applicant: Andrew Bell PO Box 23 Yacolt WA 98675 360-903-8310 andrew@belcorp.co	Contact: Ed Greer Wyndham Enterprises, LLC 13023 NE Hwy 99 Suite 7-126 Vancouver WA 98686 360-904-4964 ed@ed-greer.net
--------------------------------	--	---	--

WRITTEN PUBLIC COMMENTS



Notes

1. Site address: 125 S Spruce Avenue, County tax lot number 85160-000. Site contains a manufacture home to be retained on proposed Lot 3, and a shop building to be removed. Zone is R1-12.5. Site is 0.91 acre.
2. The proposed lots comply with Table 4A. Density is 3.3 lots per acre. Proposed Lots 1 and 3 will have frontage along S Spruce Avenue via 20' wide flag stems.
3. All 3 lots will be connected to the existing water line in S Spruce Avenue. A septic system is proposed for each lot.
4. GIS has a mapped habitat area through the site, however there are no critical areas on the property. Lot 2 is within the 100 year flood zone.
5. There are no stippled bicycle lanes along S Spruce Ave.
6. Parking is permitted on both sides.
7. Refer to the Preliminary Plat Plan for information on proposed home locations, driveways and septic systems.
8. Refer to the Existing Conditions Plan for ground contours, structures, graded areas, etc.
9. No proposed fire hydrants.



Revised Date: 9-18-20
Date: 8-14-20

Preliminary
Short Plat

Belcorp Short Plat
a residential Short Plat
Town of Yacolt WA

Property Owner & Applicant:
Andrew Bell
PO Box 23 Yacolt WA 98675
360-903-8310 andrew@belcorp.co

Contact: Ed Greer
Wyndham Enterprises, LLC
13023 NE Hwy 99 Suite 7-126
Vancouver WA 98686
360-904-4984 ed@ed-greer.net

WRITTEN PUBLIC COMMENTS

Narrative for Preliminary Short Plat
(Written Statement)
Belcorp Short Plat
a residential Short Plat
Town of Yacolt

Introduction

The subject property is located at 125 S Spruce Avenue, and is also known as Clark County tax lot number 65150-000. Zone is R1-12.5. The site is surrounded by detached single family homes. The site contains a recently remodeled manufactured home, which will remain on proposed Lot 3, and a shop which will be removed.

Previous Proposal

The previous property owner processed land use applications for this site in 2019. The new property owner is now filing new land use applications.

Proposal

The project proposes to create 3 residential lots for detached single family homes on the 0.91 acre site. The lot design is based upon proposed septic system locations determined by soils that allow proper infiltration. The compacted gravel areas cannot be used for drainfields. All lots comply with the minimum area, minimum width and minimum depth as indicated on 18.25.050 Table 4A. Future homes will comply with the setbacks, maximum height, lot coverage and off street parking codes as stated in Code 18.25. Proposed Lots 1 and 3 will have frontage along S Spruce Avenue via 20' wide flag stems. The proposed south line of Lot 3 is the shortest line adjoining the pole portion of the lot, therefore the south line is the front of the lot, according to the Front Lot Line definition under 18.10.010. Density is 3.3 lots per acre.

Critical Areas

GIS has a mapped riparian habitat strip through the entire town, however there are no critical areas on the property. Lot 2 is within the 100 year flood zone.

Transportation

Existing S Spruce Avenue is classified as a local residential street with an existing right of way of 48 feet and a curb section of 30 feet. The existing driveway will be removed. New driveways will be constructed within the two flag stems.

Water and Sewer

Clark Public Utilities serves domestic water to the Town of Yacolt. The proposed 3 lots will connect services to the existing water line in S Spruce Avenue. There is no public sanitary sewer line in S Spruce Avenue. A sewer septic system is proposed for each lot. Refer to the Septic Plan prepared by McNair Septic Design.

Stormwater

A Preliminary Stormwater Plan has been prepared by Windsor Engineering, LLC and is included in this application package.

Request for Modification of Town Standard

Introduction

The subject property is addressed at 125 S Spruce Avenue, located on the east side of S Spruce Avenue approximately 230 feet south of E Jones Street. The property is currently seeking approval of a 3 lot residential Short Plat.

Existing Conditions

S Spruce Avenue has concrete curbs along both sides and concrete sidewalks along the west side. There are no existing sidewalks along the east side of the street from E Jones Street to E Hoag Street.

Request for Modification

Section 1.09 of the Town of Yacolt Engineering Standards for Public Works Construction outlines the process for modification of Town Standards. This request for Standard Modification is to delete the requirement to construct a public sidewalk along the property's frontage.

Reason: There are no sidewalks existing along the east side of S Spruce Avenue from E Jones Street to E Hoag Street. In fact, most of the Town's streets have sidewalks only on one side.

Modification Criteria

The specification does not apply in the particular application:

If sidewalks were required at this location, each end would be a dead end, requiring pedestrians to cross the street anyway.

A change to a specification or standard is required to address a specific design or construction problem which if not enacted will result in an undue hardship:

None of the other lots along the east side of S Spruce Avenue were required to construct sidewalks. Sidewalk construction would require the installation of storm drain pipe and the existing drainage ditch to be completely covered.

Summary

For the reasons and addressed criteria stated above, the applicant hereby requests that the requirement for frontage sidewalks be deleted.

Submitted by Ed Greer, ICET
August 17, 2020

**REQUEST FOR MODIFICATION
(SIDEWALK STANDARDS)**



Town of Yacolt

202 W. Cushman Street, Yacolt, WA 98675
(360) 686-3922

Staff Report and Recommendation to the Town Council

Project Name:	Belcorp Short Plat
Report Date:	November 18, 2020
Hearing Date:	January 11, 2021
Proposal:	The applicant is seeking preliminary short plat approval to subdivide 0.91 acres into a three (3)-lot single-family short plat. The application includes a request for modification and a variance request.
Location:	125 S Spruce Avenue, Yacolt, WA 98675 Assessor's Tax Parcel # 65150-000
Applicant/Owner:	Andrew Bell
Applicant's Rep:	Ed Greer Wyndham Enterprises, LLC 13023 NE Hwy 99, Suite 7-126 Vancouver, WA 98686 (360) 904-4964
Staff:	Katie Listek, Mayor Tom Esteb, Public Works Stephanie Fields, Town Clerk David Ridenour, Town Attorney (<i>Consultant</i>) Devin Jackson, Town Engineer (<i>Consultant</i>)
SEPA:	Recommending a Final Determination of Non-Significance (DNS)
Recommendation:	Preliminary Denial subject to conditions listed at the conclusion of this report.

Date November 18, 2020

STAFF REPORT

TABLE OF CONTENTS

- I. BACKGROUND**
 - A. General Site Information
 - B. Land Use Processing
 - II. PROCEDURAL REQUIREMENTS**
 - III. APPLICABLE REGULATIONS/ANALYSIS**
 - A. Yacolt Municipal Code
 - 1. Title 13 Public Services
 - 2. Title 15 Building and Construction
 - 3. Title 16 Environment
 - 4. Title 18 Zoning
 - B. Service Development Charges, Impact Fees, Credits
 - C. Agency / Public Comments
 - IV. RECOMMENDATION**
 - V. EXHIBITS**
 - VI. APPEAL**
-
-

I. BACKGROUND

A. General Site Information

Size of Site:	0.91 acres
Existing Vegetation:	Landscaping
Existing Structures:	House and Shop
Adjacent Land Uses:	Surrounded by residential lots
Adjacent Zoning:	Single-Family Residential (R1-12.5) the North, South, East, and West.
Topography:	The site is flat, sloping from north east to south west
Wetlands:	No mapping indicators
Flood Plain:	100-year flood plain
Access Roads:	S. Spruce Avenue

B. Land Use Processing

Date Application Submitted:	August 20, 2020
Application Technically Complete:	October 16, 2020
Notice of Application:	January 11, 2021
Site Posted:	
Reflector Publication:	December 23, 2020
Staff Report Issuance:	November 3, 2020
Public Hearing	January 11, 2021

Figure 1. Location



II. PROCEDURAL REQUIREMENTS

The authority for this review is described in YMC 18.25 (Single-Family Residential Districts); YMC 13.10 (Stormwater Management and Facility Maintenance); YMC 13.25 (Public Works Construction Standards); YMC 16.05-16.10 (SEPA); and the Town of Yacolt Comprehensive Growth Management Plan 2003-2023 (as updated). The Application appears to comply with YMC 16.20-16.45, (Critical Areas). 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.

III. APPLICABLE REGULATIONS/ANALYSIS

A. Yacolt Municipal Code (YMC); Town of Yacolt Engineering Standards

1.	Title 13 Public Services
13.05 Water Main Installation	Compliance: Conditionally
<p>Finding: Potable water will be required for this project. Clark Public Utilities is the public water purveyor for properties within the town limits.</p> <p>Applicant has provided a Utility Review letter from Clark Public Utilities.</p> <p>Currently, an 8-inch water line in S Spruce Avenue runs north/south in the street. The applicant shall make connections to this line.</p> <p>The applicant has not shown the size of the water meters. All water meters including their sizes shall be shown on the final engineering plans.</p> <p>It should be noted that final engineering plans pertaining to water service for the proposed project shall be submitted for staff and Clark Public Utilities review and approval prior to building permit issuance. Final engineering plans shall be prepared and stamped by a professional engineer registered in the State of Washington.</p>	
13.10 Stormwater Management and Facility Maintenance	Compliance: Conditionally
<p>Finding: YMC 13.10.010 adopts the Town of Yacolt Stormwater Management Plan. The plan specifies the Puget Sound Manual as the governing manual. The 2014 SWWMM may be used in lieu of the Puget Sound Manual. If the 2014 SWWMM is used it must be followed in it's (entirety/totality). Project is within a Category 1 Critical Aquifer Recharge Area (CARA). LID requirements must be met.</p> <p>It is anticipated that the development shall create greater than 2,000 square feet of new impervious surface, therefore all minimum requirements apply.</p> <p>The applicant has submitted a preliminary stormwater plan and preliminary hydrology report for review. The applicant proposes CAVFS and downspout dispersion to treat and infiltrate stormwater runoff.</p> <p>The final plat shall include a note specifying the stormwater facilities are to be privately owned and maintained.</p> <p>It should be noted that final engineering plans for stormwater control and drainage shall be submitted for staff review and approval prior to building permit issuance. Final engineering plans shall be prepared and stamped by a professional engineer registered in the State of Washington.</p>	
13.15 On-site Sewage Disposal Systems	Compliance: Conditionally
<p>Finding: The proposed development will require the construction of on-site sewage disposal systems. The systems are subject to State and Clark County Health Department requirements.</p> <p>The applicant has provided a Conditional Development Review Evaluation letter from Clark County Health Department.</p>	

It should be noted that final engineering plans pertaining to the on-site sewage disposal systems for the proposed project shall be submitted for staff and Clark County Health Department review and approval prior to building permit issuance. Final engineering plans shall be prepared and stamped by a professional engineer registered in the State of Washington.

13.20 Fire Hydrants

Compliance: Conditionally

Finding: Fire hydrants serving one- or two-family dwellings shall have a maximum lateral spacing of seven hundred feet (measured along fire apparatus access roads) with no lot or parcel in excess of five hundred feet from a fire hydrant.

The existing hydrant on the west side of S Spruce Avenue is less than 500 feet away and can service all proposed lots.

13.25 Public Works Construction Standards

Compliance: Conditionally

Finding: The project shall meet the Town of Yacolt's Engineering Standards for Public Works Construction.

Chapter 1.00 Requirements for Public Improvements

- A) All public improvements shall meet Americans with Disabilities Act (ADA) requirements. Per applicant's Request for Modification of Town Standards, it is requested that sidewalks are not required along the frontage of S Spruce Avenue. Staff agrees with Request for Modification due to current area being fully developed to standards, absence of sidewalk abutting development, and existing stormwater facility.

3A.01 Access – Applicant proposes to relocate and replace one access and proposes one new access. The existing access is proposed to be relocated along the north end of the parcel, which will service one lot. The new access along the south end of the parcel will be shared and service two lots.

3A.07 Street Frontage Improvements – All residential subdivisions, commercial developments, and short plats shall install street frontage improvements. Per applicant's Request for Modification of Town Standards, it is requested that sidewalks are not required along the frontage of S Spruce Avenue. Staff agrees with Request for Modification due to current area being fully developed to standards, absence of sidewalk abutting development, and existing stormwater facility.

3A.12 Curb and Gutter – Curb and gutter shall be utilized for street edges whenever possible and shall always be used under the following conditions:

- 1) All streets – residential, commercial, or arterial. Applicant shall install curb and gutter with driveway drops.

3A.13 Survey Monuments – Survey monuments shall be located in all subdivisions and short plats.

3A.14 Concrete Sidewalks – Sidewalk along the frontage of S Spruce Avenue is required. Per applicant's Request for Modification of Town Standards, it is requested that sidewalks are not required along the frontage of S Spruce Avenue. Staff agrees with Request for Modification due to current area being fully developed to standards, absence of sidewalk abutting development, and existing stormwater facility.

3A.18 Driveways - Applicant proposes two driveways, one of which will be shared. Existing driveway is to be abandoned. Street frontage improvements are required at the location of removed area.

3A.22 Street Illumination – Street lighting is required as a part of all public streets. The applicant has not provided a lighting plan. Calculations shall be included as part of the final engineering plans. A plan compliant with 3B.17 shall be provided as part of the final engineering plans.

It should be noted that final engineering plans pertaining to public works construction standards for the proposed project shall be submitted for staff review and approval prior to building permit issuance. Final engineering plans shall be prepared and stamped by a professional engineer registered in the State of Washington.

2.	Title 15 Building and Construction	
15.05 Code for the Abatement of Dangerous Buildings		Compliance: Conditionally
Finding: The Town of Yacolt adopts the “Uniform Code for the Abatement of Dangerous Buildings, 1976 Edition.”		
All permits must be secured prior to any construction and all applicable impact and permit fees shall be paid prior to the issuance of the permits.		
15.10 Energy Code		Compliance: Conditionally
Finding: The Town of Yacolt adopts the “Northwest Energy Code 1987 Edition.”		
All permits must be secured prior to any construction and all applicable impact and permit fees shall be paid prior to the issuance of the permits.		
15.15 Flood Damage Prevention		Compliance: Conditionally
Finding: The Town of Yacolt has adopted a 100-year Flood Plain Map. The proposed development falls within of identified flood plains.		
Under YMC 15.15.040.A.1, a Development Permit shall be obtained before construction or development begins within any area of special flood hazard.		

3.	Title 16 Environment	Compliance: Conditionally
Division 1: State Environmental Policy Act (SEPA) – The Town of Yacolt has issued a Determination of Non-Significance (DNS) based on the applicant provided SEPA checklist. The determination and checklist have been provided to agencies and the public for an opportunity to comment.		
Division 2 – The proposed development is inside a Category 1 Critical Aquifer Recharge Area (CARA).		
16.25 - Class V injection wells are prohibited inside Category 1 CARAs. The applicant shall not propose Class V wells for stormwater management.		
16.35 - Frequently Flooded areas are required to meet standards outlined in YMC 16.30.020. Proposal falls within the 100-Year Flood floodplain and is required to meet above standards.		

4.	Title 17 Subdivisions
17.05 Short Subdivisions	Compliance: Yes
Finding: The development proposes three (3) lots. The development is a Short Subdivision by definition.	

5.	Title 18 Zoning
18.25 Single-Family Residential Districts	Compliance: No

Table 4A

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

The minimum street side yard shall be 15 feet.

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

Finding: Dimensional requirements within the residential districts shall be in accordance with the R1-12.5 Zoning District metrics described in Table 4A above. The maximum coverage by building and structures shall not exceed 50 percent.

Proposed lot containing the existing house does not meet minimum setback distance for a “front lot line”. Per the definition pertaining to flag lots, “the front lot line is the shortest lot line adjoining the pole portion of the lot, excluding the undecidable portion of the pole.” Setback distance from existing building is 5 feet; however, 25 feet is required.

Applicant has submitted a Variance Request of Town Standards to the Town of Yacolt in regards to the front lot line definition under YMC 18.10.010. Per YMC 18.45.020, variance shall be made only when all of the following conditions and facts exist:

- A. Unusual circumstances of conditions apply to the property and/or to the intended use that do not apply generally to other property in the same vicinity or district;*
- B. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by the owners of other properties in the same vicinity or district;*
- C. The authorization of such variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district in which property is located;*
- D. That the granting of such variance will not adversely affect the realization of the comprehensive plan.*

After review of Applicant's Variance Request, staff believes it does not adequately address or satisfy YMC 18.45.020 requirements (A), (B), and (D).

Per Condition A: The Applicant's proposal is creating the flag lot condition, which does not meet code standards. The condition does not pre-exist the proposal.

Per Condition B: The Applicant has failed to identify the impacted substantial property rights in the variance request. The Owner has the right to develop the parcel in compliance with the code and zone. The Applicant is requesting to obtain permission to develop outside of the adopted standards which govern the zone.

Per Condition D: Proposal is located within a Single-Family Residential (R1-12.5) district. The applicant's proposal does not meet the requirements of the zone and therefore the proposal does not follow the comprehensive plan as adopted.

18.70 Parking, Access, and Circulation**Compliance:** Yes

Finding: Application will be required to meet parking standards and the standards of the Town of Yacolt's Engineering Standards.

Table 11A

USE	MINIMUM NUMBER OF PARKING SPACES
A. Residential	
1. 1-, 2- and 3-unit family dwellings	2 spaces/dwelling unit. Single-family and duplex parking may be tandem (one car behind the other).
2. Multifamily dwelling containing 4 or more dwelling units	1 1/2 spaces/dwelling unit
3. Apartment, hotel, rooming or boarding house	1 1/2 spaces/guest accommodation
4. Residential care facility	1 space/7 residents served under age of 12 1 space/5 residents served ages 12 – 17 1 space/4 residents served ages 18 years or older
5. Retirement housing facilities	1 space/each 3 units
B. Commercial residential	
1. Hotel	1 space/bedroom
2. Motel	1 space/bedroom
3. Clubs/lodges	Spaces to meet the combined requirements of the uses being conducted, such as hotel, restaurant, auditorium, etc.
C. Institutions	
1. Welfare or correctional institutions	1 space/3 beds for patients or inmates
2. Convalescent hospital, nursing home, sanitarium, rest home, home for the aged	1 space/3 beds for patients or residents
3. Hospital	2 spaces/bed
D. Places of assembly	
1. Church	1 space/4 seats, or 8 feet of bench length in the main auditorium

YMC 18.70.020A requires a certain number of parking spaces based on the classification of use. Per Table 11A, above, the development is to provide 2 parking spaces per dwelling unit. Applicant to provide adequate spacing for two parking spaces per dwelling unit and ensure ample maneuverability for vehicles. This standard is met.

Table 11B

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

YMC 18.70.030 requires off-street parking spaces comply with the standards for stalls and aisles, as set for by Table 11B, above. Off-street parking spaces for dwellings shall be located on the same lot as the dwelling. The application proposes off-street parking spaces for dwellings, located on the same lot per dwelling. This standard is met.

YMC 18.70.040B requires public buildings to provide a loading space per 30,000 square feet of floor area. The application proposes less than 30,000 square feet of floor area. This standard is met.

YMC 18.70.060 requires access and circulation for a proposed development, which shall be improved to the standards in this chapter before the county issues an occupancy permit or final inspection for the development in question. Access is provided from S Spruce Ave through a proposed two-way driveway. Driveways shall comply with the standards for driveways as set by Section 3B.13 of the Town of Yacolt Engineering Standards.

YMC 18.70.070 requires circulation be provided to pedestrian and bicycle routes. No pedestrian or bicycle routes are proposed. This standard is met.

Parking Lot is defined as a paved surface on private property in the engineering standards.

18.75 Landscaping and Screening

Compliance: Yes

Finding: Landscaping if required, shall be per this section.

Table 12A – Landscaping and Screening Matrix

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

YMC 18.75.020 requires landscaping and screening matrix dependent upon zoning adjacent to the proposed development. The proposed development is zoned single-family residential, as are the properties to the North, South, East, and West.

No landscaping or screening is required along these site boundaries. This standard is met.

YMC 18.85 requires the addition of signs common to the several zoning districts for preservation of the character of the area, structures, and uses; the needs of residential, commercial, industrial, and agricultural potential; the need for health, safe, and convenient use of all lands, and the conservation and promulgation of values and resources. The requirements include, but are not limited to, standards relating to the number, size, placement, and physical characteristics of signs.

No signage is proposed with this application. This standard is met.

B.	Service Development Charges, Impact Fees, Credits
-----------	--

Fees will be calculated at the time of building permit issuance based on the adopted Fee Schedule at that time. This project doesn't address any creditable capital infrastructure therefore no credits are available for this project.

C.	Public/ Agency Comments
-----------	--------------------------------

1. None at this time.

IV. RECOMMENDATION

After review of the proposal and applicant codes staff recommends the following:

- Rejection of the Variance Request
- Rejection of the Preliminary Short Plat application.
- Modification Request approval.

If council chooses to approve the variance application and preliminary short plat application, staff has determined the below conditions of approval should apply.

CONDITIONS OF APPROVAL

A. Prior To Engineering Approval:

1. Submit final engineering plans, for review and approval by staff, pertaining to transportation, sewer, water, grading, erosion control, stormwater, driveway, and frontage prepared and stamped by a registered engineer in the state of Washington. The following statement shall appear on the cover sheet of all plans at a location immediately above or below the developer engineer's professional stamp. **"I hereby certify that these plans, and related design, were prepared in strict conformance with the Town of Yacolt's Engineering Standards."**
2. Submit final engineering plans:
 - a. Containing a combined frontage improvement and driveway plan.
 - b. Showing sight distance triangles.
 - c. Showing each residential lot having its own individual water service along with trenching and roadway restoration. Applicant shall provide the Town with proof of Clark Public Utilities approval of the plans.
 - d. Showing septic locations and dimensions to meet state and Clark County Health Department Standards. Applicant shall provide the Town with proof of Clark County Health Department approval of the plans.
 - e. Showing fire hydrants meeting spacing requirements.
 - f. Showing stormwater facilities that meet the requirements of the Town of Yacolt Stormwater Plan.
 - g. Showing grading and erosion control in conformance with applicable Town standards and standard construction details.
3. Submit proof of Clark County Health Department approval.
4. Submit proof of Clark County Fire District approval.

5. Submit proof of Clark Public Utilities approval.
6. Submit a stormwater report that addresses all requirements of the Town of Yacolt Stormwater Plan.
7. Submit a SWPPP that meets the requirements of the Town of Yacolt Stormwater Plan.

B. Prior To Construction of The Site:

1. Receive signed and approved engineering plans from the Town of Yacolt.
2. Receive an approved ROW permit from the Town of Yacolt
3. Submit a surety bond meeting the requirements of Engineering Standards section 1.10 Securities.
4. Submit a Certificate of Liability Insurance.
5. Erect and conduct erosion control measures consistent with the approved Erosion Control Plan and Town of Yacolt erosion control standards.
6. Submit evidence that an individual on-site has successfully completed formal training in erosion and sediment control by a recognized organization acceptable to the Town.
7. Conduct a pre-construction conference with Town staff. Contact Town Hall to schedule an appointment.
8. If any cultural resources are discovered in the course of undertaking the development activity, the State Office of Historic Preservation and Archaeology and the Town of Yacolt must be notified.

C. Prior To Creation of Impervious Surface:

1. Except roofs, the stormwater treatment and control facilities shall be installed in accordance with the approved final engineered plans and in accordance with the Town of Yacolt Stormwater Plan.

D. Prior To Engineering Acceptance:

1. Construct all public improvements, if applicable, and go on a walkthrough with Town of Yacolt Staff and Engineer and correct any deficiencies as determined by staff and Engineer.
2. A letter shall be provided by the applicant showing that fire flow requirements can be met.
3. Submit to the Town of Yacolt a two-year/20-percent maintenance bond for all completed and accepted public improvements.

4. Submit complete sets of as-built drawings for all required public improvements for streets and roads, stormwater drainage and control, sanitary sewer and water services, as applicable prior to the issuance of the occupancy permit for review and approval by the Town Engineer. Upon acceptance by the Engineer, submit prior to the issuance of the occupancy permit, one (1) Mylar set, one (1) full size paper set, two (2) 11x17 paper sets of As-Built record drawings and one thumb drive version of the as-built drawings in AutoCAD, and PDF formats.

E. Prior To Final Plat Approval:

1. Construct all required public improvements and gain engineering acceptance or provide appropriate bonding.
2. Submit a final plat:
 - a. That shows easements for public utilities not located in the right-of-way.
 - b. That shows 5' public utility easement along all frontage lines.
 - c. With the following note: "No fences are allowed in the sight distance triangle."
 - d. With the following note: "All utilities are to be located outside of the sidewalk section and to be underground where possible."
 - e. With the following note: "The Town of Yacolt has no responsibility to improve or maintain the private roads contained within or private roads providing access to the property described in this plat."
 - f. With a note describing the maintenance responsibilities of each lot owner.
 - g. With a note specifying the parties responsible for long-term maintenance of stormwater facilities.
 - h. With a note stating: "All new structures shall conform to the setbacks and building heights of the R1-12.5 zoning district."
 - i. That shows where any control monuments have been placed.
 - j. That shows the dedication of any public roads.
3. Submit a two-year stormwater maintenance contract for review and/or approval.

V. EXHIBITS

Because of the size of the exhibits, they are not included with this report, but listed below. The documents are available for review at the Yacolt Town Hall, 202 W Cushman St, Yacolt, WA 98675.

Belcorp Short Plat	
EXHIBIT #	DESCRIPTION
A	Proposed Short Plat revised September 18, 2020
B	Existing Conditions Plan dated August 14, 2020
C	SEPA Determination and Checklist
D	Applicant's Narrative
E	Notice of Application dated December 23, 2020
F	Preliminary Hydrology Report (TIR) dated October 20, 2020
G	Modification Request
H	Variance Narrative

VI. APPEAL

The Decision of the Town Council is appealable to the Washington Superior Court per RCW 36.70C.



Town of Yacolt Request for Council Action

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

Name: Travis Tormanen

Group Name: Windsor Engineering, Elwood Holdings

Address:

Phone: (360)903-9281

Email Address: ttormanen@windsorengineers.com **Alt. Phone:**

ITEM INFORMATION:

Item Title: Proposed annexation and development of Parcel #279452000

Proposed Meeting Date: February 8, 2021

Action Requested of Council: Hear presentation given by Travis Tormanen regarding the proposed annexation and development of approximately 20 acres just northeast of town, subdividing the parcel into 18,000 s/f lots, with a short trail feature. Discuss pros and cons, ask questions of the presenter.

Proposed Motion: none at this time

Summary/ Background: Property Owners - Lyle and Kristen Uskoski, Developer- Elwood Holdings

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

(360) 686-3922

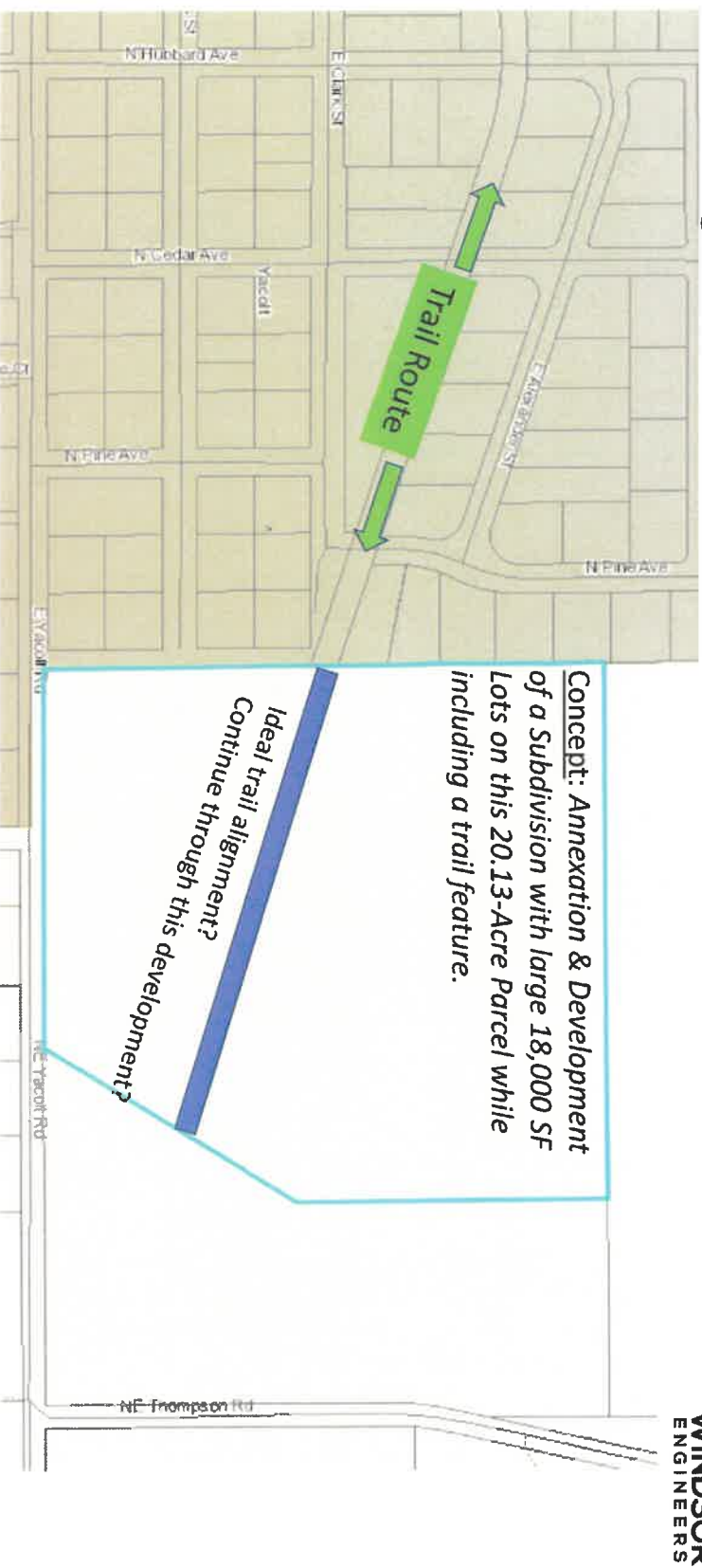
Mayor Katelyn Listek

mayorlistek@townofyacolt.com

Parcel No. 279452000

Property Owner: Uskoski, Lyle & Kristen

Developer: Elwood Holdings LLC



Elwood Holdings is looking to develop this piece. He would like to support the Town's proposed trail system. This project will be presented as an "introduction of concepts" to town council on February 8.

QUESTION: Is there of idea in mind for where the trail should go? Continue the angle of alignment of the trail route as it comes into the piece? Or maybe connect to NE Yacolt Road instead. Developer would like to help Town with is vision for a trail system as part of this project.



Town of Yacolt Request for Council Action

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

Name: Stephanie Fields, Town Clerk

Group Name:

Address: 202 W. Cushman / PO Box 160

Phone: 360-686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Select new Mayor Pro-Tem

Proposed Meeting Date: February 8, 2021

Action Requested of Council: Nominate and elect a council member to act as Mayor Pro Tem from now until the July 12th council meeting

Proposed Motion: "I move that we select _____? _____ to act as Mayor Pro Tem for the new term through July 12, 2021"

Summary/ Background: Every six months one Council Member is rotated in to act as Mayor Pro Tem. Herb Noble has been the Mayor Pro Tem since July 6, 2020.

Staff Contact(s): Clerk Stephanie Fields

Mayor Katelyn Listek

clerk@townofyacolt.com

mayorlistek@townofyacolt.com

(360) 686-3922



Town of Yacolt Request for Council Action

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

Name: Stephanie Fields, Town Clerk

Group Name:

Address: 202 W Cushman St. / PO Box 160

Phone: 360-686-3922

Yacolt, WA 98675

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Rotate Finance Committee

Proposed Meeting Date: February 8, 2021

Action Requested of Council: Select a new council member to serve on the finance committee through July 12, 2021

Proposed Motion: "I move that we select _____? _____ to serve on the finance committee through July 12, 2021."

Summary/ Background: The Yacolt Town Council Finance Committee consists of at least two council members. The members of this committee are to look over the invoices and checks, to be sure that all money spent is accounted for. Every 3 months we rotate one council member on the finance committee, with each member serving for 6 months. Amy Boget has served on the finance committee since July 6, 2020 and must now rotate out.

Staff Contact(s): Clerk Stephanie Fields

Mayor Katelyn Listek

clerk@townofyacolt.com

mayorlistek@townofyacolt.com

(360) 686-3922



Town of Yacolt Request for Council Action

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

Name: Mayor Listek

Group Name:

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

Phone: 360-686-3922

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Job Title Change

Proposed Meeting Date: February 8, 2020

Action Requested of Council: Consider a Job Title change for the Public Works Maintenance Assistant

Proposed Motion: "I move that we change the Title of 'Public Works Maintenance Assistant' to _____? _____".

Summary/ Background: Our Public Works Maintenance Assistant is relied on to be in charge of numerous projects over the course of the year, and is more than an assistant; he answers directly to the Public Works Director.

Staff Contact(s): Mayor Listek
Mayorlistek@townofyacolt.com

Clerk Fields
clerk@townofyacolt.com

(360) 686-3922

**MAINTENANCE TECHNICIAN****Department:** Planning and Public Works**Job Class #:** 915400**Pay Range:** Maintenance/Trades 13**FLSA:** Non-exempt**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is skilled work in the operation of heavy construction and maintenance equipment for the Planning and Public Works Department. An employee of this class is responsible for driving and/or operating trucks and other construction and maintenance equipment, including special attachments and/or towing trailer-mounted equipment. Work involves physical exertion in the maneuvering of equipment at the work site, and may include working with asphalt and keeping roads and drainage facilities in good condition. An incumbent may act as a lead worker of a work crew on a specific assignment or project. Work is performed independently after receiving general instructions from a supervisor or crew lead and is reviewed for safe and timely completion of work assignments as well as periodic inspections of vehicles that ensure proper maintenance and service have been performed.

ESSENTIAL FUNCTIONS

- Operates Class II and lower road equipment for road maintenance and construction; hauls and spreads road maintenance material in dump trucks and trailers; operates tractor-mower equipment for mowing roadside vegetation; and operates dump trucks with snow plow and/or sanding units attached for plowing or sanding roads for snow and ice control.
- Drives truck to transport materials and personnel to and from specified destinations.
- Operates street sweeper, street flusher, vactor, and vegetation management equipment to maintain County roads and shoulders.
- Performs preventive maintenance on equipment.
- Performs routine road maintenance such as brushing, cleaning culverts, sealing, reshaping and improving shoulders, and clearing debris from the roadway surface and right of way.
- Maintenance includes grading, snow clearing and removal, hauling gravel, rock and snow, sanding, deicing and oiling.
- Excavates and backfills trenches with hand tools; loads and unloads trucks with heavy materials; shovels asphalt, rocks, sand and gravel; spreads and rakes asphalt.
- Squares and cleans holes in the roadway and knocks off rough edges with a jackhammer or other hand tools and patches with portland cement concrete or hot or cold asphaltic concrete.
- Cuts brush, trees and other vegetation on the right of way; assists in the landscaping of County road rights of way and in the planting and maintenance of a variety of ground cover, plants and trees; plants, transplants, trims, prunes, weeds, sows seeds, fertilizes, mulches, picks litter, stakes, and waters landscaped areas; trims and mows grass.
- Performs repairs to roadways, roadway shoulders and related structures such as bridges, guard rails and guard rail posts; picks up rubbish, debris and dead animals; cleans ditches and culverts by using a hand shovel; sweeps bridges and traffic islands.
- Acts as flagger; places traffic cones and other traffic control devices to ensure a smooth flow of traffic.

MAINTENANCE TECHNICIAN

Classification Description - Pierce County

Page 2

OTHER JOB FUNCTIONS

- Assists with rough carpentry, stone masonry and cement work and uses the related tools.
- In an equipment maintenance shop, fuels and lubricates vehicles, picks up and delivers parts and supplies, cleans and washes vehicles and equipment. Performs light janitorial work.
- Cleans shop grounds and buildings, paints interior and exterior of shop buildings.
- Performs other related maintenance work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of state motor vehicle laws, County rules and regulations on the use of equipment.
- Knowledge of operator care and maintenance responsibility.
- Knowledge of proper load distribution in loading vehicles.
- Knowledge of the occupational hazards and safety precautions applicable to working around traffic and moving equipment.
- Ability to understand and follow written and oral instructions.
- Ability to operate a variety of trucks and related motorized equipment.
- Ability to work independently and in a lead worker role.
- Ability to estimate material quantities and weights in relation to the equipment assigned.
- Ability to work outdoors and operate vehicles for extended periods under all weather conditions.
- Ability to perform preventive maintenance and make adjustments and emergency repairs to equipment.
- Ability to kneel, bend, climb, reach, crawl, work at heights and walk on uneven terrain.
- Ability to perform strenuous physical labor including lifting 50lbs. and greater.
- Ability to establish and maintain effective working relationships with other County employees and the general public.
- Ability to physically perform the essential job functions.
- Ability and willingness to obtain and maintain (at the employee's expense) Washington state licenses or certification as required to perform the duties of the position.
- Ability to meet the travel requirements of the position.
- Skill in maneuvering vehicles through traffic and into tight spaces to accomplish loading and unloading.

RECRUITING REQUIREMENTS

Six months or more experience operating and maintaining Class I and II equipment or a combination of experience and training that would demonstrate the ability to perform the duties of the position. A Washington State Commercial Driver's License with air brake restriction removed and tank endorsement is required. Satisfactory physical condition is required, as determined by a County-approved physical examination.

Public Works Lead job in Soap Lake

Soap Lake \$46K - \$56K with WWTP0 I Certification & \$51K to \$61K with WWTP0 II Certification

Employer: **City of Soap Lake**
Job category: Public Works/Maintenance
Employment type: Full time
Salary and benefits: \$46K - \$56K with WWTP0 I Certification & \$51K to \$61K with WWTP0 II Certification

Location

County: Grant
City: Soap Lake
Zip code: 98851
Map: ([Show on map](#))

Description

General Description: This position reports to the Mayor and works under the general supervision of the Public Works Superintendent. The PW Lead will plan and supervise the operations and maintenance of the public works department. He/she will perform related administrative duties and oversee all operational areas including water, sewer, streets, wastewater treatment plant, parks, snow and ice removal, City facilities and buildings. Must be able to work in all weather conditions, irregular hours, weekends and holidays as necessary. May be asked to respond to emergencies on a 24 hour basis.

Supervision Exercised: Exercises close supervision over assigned maintenance workers, temporary employees, and assigned community service workers performing work within the corporate boundaries of the City of Soap Lake.

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates, monitors and maintains the wastewater treatment facility and its processes per applicable regulations as dictated by licensing agencies.
 - Reviews work orders and allocates resources; determines work priorities and schedules; assigns work crew, equipment and materials; prioritizes work assignments; trains crew on proper work methods and techniques; recommends hiring and training and evaluates the work performance of Public Work's maintenance staff.
 - Responds to customer inquiries and complaints; responds to emergency situations.
 - Prepares maintenance reports, records, work orders, daily logs, cost estimates, and generates expense reports for billable work.
 - Instructs, trains and observes crew members in safety procedures and practices.
 - Inspects work sites for hazardous conditions and ensures proper signage barricades and other safety devices are installed.
 - Assists with annual budgeting process, program planning, and purchasing.
 - Researches material, equipment and vehicle costs. Adheres to recommended maintenance schedules for all equipment and vehicles.
 - Establish and maintain effective interpersonal relationships with all organizational levels and the public.
- Attend regularly scheduled city council meetings and special meetings as requested by the Mayor. Otherwise, a written report shall be provided in each meeting agenda packet.
 - Performs other related duties as assigned.

GENERAL KNOWLEDGE AND/OR SKILLS:

- Must fluently read, write and speak the English language
- Understand and follow written and oral instructions
- Basic construction skills; building, plumbing and electrical

- Hand and power tools used in maintaining and repairing facilities
- Knowledge of the methods, material and equipment used in performing maintenance and repair of underground water distribution and sewer collection pipelines
- Knowledge of the methods, material and equipment used in performing the maintenance and repair of streets and storm drains
- Knowledge of the methods, material and equipment used in performing the maintenance and repair of landscaping and irrigation systems
- Trouble shoot, identify and correct routine maintenance and repairs
- Knowledge of reading meters, maps, as-built drawings and contract specifications
- Knowledge of applicable municipal laws, standards, rules, regulations, policies and procedures
- Knowledge of applicable laws, standards, rules and regulations including MUTCD, OSHA, WISHA, WCOT and EDA-4
- Must possess sufficient physical strength, agility and freedom from disabling defects to perform heavy manual labor
- Knowledge of principles and practices of management and supervision

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

EXPERIENCE REQUIRED OR PREFERRED

- 8 years of progressively responsible experience in the maintenance, repair, and operation of a public works department.
- 4 years of operating and maintaining a municipal wastewater treatment plant.

CERTIFICATION REQUIREMENTS, COMPENSATION AND TRAINING:

Possession of, or ability to obtain, the following certifications / licenses:

- Waste Water Treatment Plant Operator I is required (WWTPO I) 30 (thirty) days from the revision date (June 19, 2019) of this job description OR Must be able to obtain a Waste Water Treatment Plant Operator II (WWTPO II) within 12 months of hire date if already holds a WWTPO I Certification .
- The City will pay for the training and cost of certification and for future re-certification. **If employee does not pass the first certification all subsequent costs will be the responsibility of the employee. These are mandatory certifications.**
- Standard first aid and CPR (adult and infant) certification - one (1) year from time of hire. The City will pay for the initial training and cost of certification and for future re-certification. This is a mandatory certification. If employee does not pass the first certification all subsequent costs will be the responsibility of the employee.
- Traffic control flagger certification - one (1) year from time of hire. The City will pay for the initial training and cost of certification and for future re-certification. This is a mandatory certification. If employee does not pass the first certification all subsequent costs will be the responsibility of the employee.
- Washington State Department of Agriculture (WSDA) spray license – one (1) year from time of hire. The City will pay for the training and cost of certification and for future re-certification. This is a mandatory certification. If employee does not pass the first certification all subsequent costs will be the responsibility of the employee.
- Minimum Class B CDL (with air brakes endorsement) with a current medical card – one (1) year from time of hire. The City will pay for the training and cost of obtaining a CDL and medical exam every two years. This is a mandatory license. If employee does not pass the first test all subsequent costs will be the responsibility of the employee.

- Water Distribution Manager I (WDM I) – two (2) years from time of hire. The City will pay for the training and cost of certification and future re-certification. If employee does not pass the first certification all subsequent costs will be the responsibility of the employee. This is a mandatory certification.

Failure to obtain and maintain in good and current standing the above mandatory certifications and/or licenses shall result in ineligibility to serve in this job position and shall subject the employee to reassignment to another position within the department for which he or she is eligible if one is then currently available and open, or termination of employment.

WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed both indoors and outdoors. Outside work requires exposure to adverse weather conditions (heat and cold), intermittent noise and vibration, fumes, odors, gases, dust, pollen, air and blood borne pathogens, raw sewage, toxic or caustic chemicals. Work requires frequent standing, walking, bending, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, grasping and lifting and/or moving objects weighing up to 100 pounds. Employee maybe required to be in high, open or confined spaces.

SALARY CLASSIFICATION AND PERFORMANCE:

Each job title within the City is classified into one of the City's classifications for salary purposes, based on job qualifications, level of responsibility and amount of supervision required for the specific job title. Each classification is designated a particular salary range, shown on the City's wage schedule, which is approved by the City Council annually.

Performance is generally evaluated annually. The evaluation is part of an employee's personnel record and may be a determining factor whether the employee receives a wage increase or is promoted, demoted, laid off or terminated.

City of Soap Lake is an Equal Opportunity Employer.

**ADAMS COUNTY
SUMMARY JOB DESCRIPTION**

Position: Lead Maintenance Technician
Department: Public Works
Annual Hours Worked: 2088

Position Number: 1117A
Salary Range: 10

1.0 MAJOR FUNCTION AND PURPOSE

- 1.1 The major function of this position is to perform janitorial work, building and grounds maintenance, and repair and maintenance of County Facilities.

2.0 SUPERVISION RECEIVED

- 2.1 Persons in this position will receive supervision from the Facility Manager and/or Management Staff of the Public Works Department in the absence of the Facility Manager.

3.0 SUPERVISION EXERCISED

- 3.1 Persons in this position perform limited supervision of Custodial/Maintenance Techs and temporary employees in the absence of the Facility Manager.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- 4.1 General assignments include, but are not limited to:
- Performance of Custodial/Maintenance Techs' duties as needed;
 - Grounds keeping and maintenance including but not limited to:
 - Watering;
 - Maintenance and repair of underground watering system;
 - Weeding of beds, lawn weeds sprayed and controlled;
 - Regular fertilization to maintain the lawn and flower beds;
 - Mowing and edging of lawn;
 - Bug and pest control;
 - Trimming shrubs and trees (removal and planting as necessary);
 - Plant flowers in beds to enhance beautification of yard;
 - Remove debris from entrances including, but not limited to, debris from cigarette receptacles;
 - Cleaning outside of building (eaves, windows, parking areas, etc.)
 - Maintain and clean sidewalks, steps, and entrances, sometimes through snow/ice removal.
- 4.2 Repair and Maintenance:
- Assist with the maintenance and monitoring of the HVAC systems including filter replacement;
 - Assist with plumbing maintenance: repair of leaks, cleaning of drains, cleaning blockages, replacement of valves and fixtures, etc.
 - Assist with electrical maintenance: replacement of bulbs, ballasts, switches, cleaning fixtures and necessary repair to switches and cords;
 - Paint and repair drywall surfaces;

- Routine weather-stripping, caulking and/or re-grouting as required both internally and externally;
- Maintain flags, flagpole and lighting associated with the flagpoles;
- Assist with the periodic check of the fire alarm system;
- Maintain/trouble shoot the operation of an elevator and be able to restart;
- Complete projects within the facilities to include minor additions, remodels of current office spaces and ADA compliance issues.

4.3 Other duties as assigned.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- 5.1 Knowledge of water and sewer systems;
- 5.2 Knowledge of modern methods and materials of custodial grounds keeping, and landscaping work;
- 5.3 Familiarity and/or experience with tools, equipment and techniques commonly used in the performance of related tasks;
- 5.4 Working knowledge of the heating/cooling systems and ability to restart them in the event of a failure;
- 5.5 Ability to operate tools and equipment used in lawn and ground maintenance and in custodial work in a safe and efficient manner;
- 5.6 Ability to comprehend and willfully take orders, follow directions and carry out directions while working independently;
- 5.7 Ability to establish positive working relationships with elected and appointed officials, county employees and the public using principles of good customer services while maintaining those relationships along with a diverse population including public citizens.

6.0 MINIMUM QUALIFICATIONS

- 6.1 Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form;
- 6.2 Vision must be, with or without correction, sufficient to read small print, adjust focus, and analyze the characteristics of objects;
- 6.3 Basic knowledge of computer operations;
- 6.4 High school diploma or equivalent.
- 6.5 Six (6) to twelve (12) months working experience in custodial environment preferred;
- 6.6 Valid Washington State Driver's License.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- 7.1 Knowledge of circuitry and the ability to reactivate overloaded circuits or other problems and to notify Management representative when electricians are required;
- 7.2 Familiarity and/or experience with HVAC systems, plumbing, elevators and electric circuitry;
- 7.3 Four years or more experience working in a similar position;
- 7.4 Ability to learn techniques involved with the repair and maintenance of county facilities.

8.0 WORK ENVIRONMENT

- 8.1 While performing the duties of this job the employee works in many different environments. Typical repair/maintenance and janitorial work is completed inside an office building while grounds maintenance takes place outside. Occasionally has to be

- outside in extreme weather from hot summer temperatures to the cold snowy weather of winter. Work conditions may require responding to situations at night and on holidays;
- 8.2 Requires a considerable amount of physical activity, including extended periods of sitting, standing, walking, kneeling, bending, crouching, reaching, stooping and climbing and the ability to maintain physical condition and manual dexterity;
 - 8.3 Must be physically able to climb on ladders up to fourteen feet (14') and lift and/or carry up to seventy-five (75) pounds;
 - 8.4 While performing the duties of this job, some travel may be required to other County buildings.

Note: This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and the requirements of the position change.¹

Position established under Resolution R-027-2019 on April 22, 2019 and classified at Range 10 of the Adams County Public Works Union Wage Schedule.

Public Works Lead Maintenance Worker

City of Foster City

Estero Municipal Improvement District

Job Specification

DEFINITION:

Under general supervision, this position performs a variety of skilled and semi-skilled assignments either in the Streets and Lagoon, Sewer, or Water Division of the Public Works Department; performs construction, maintenance, and repair of City public works facilities, systems, and infrastructure; performs lead/supervisory duties for an assigned crew; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS, FEATURES, REQUIREMENTS:

This class is the advanced working level in an assigned division of the Public Works Department. It is distinguished from Maintenance Worker II in that it is expected to perform more advanced skill or specialized knowledge of techniques and tools used in the construction, maintenance, and repair of public works facilities, systems, and infrastructure, including the regular use of specialized equipment. Incumbents work independently or as a member of a crew but duties are performed without direct or continuous supervision. The Lead Maintenance Worker is also assigned to lead a crew of Maintenance Workers including making work assignments, training assigned crew members, reviewing work in progress and work completed, and providing input to employee evaluations.

SUPERVISION EXERCISED AND RECEIVED:

Incumbents assigned to this classification will receive direct supervision and work assignments from a Public Works Superintendent. Incumbents assigned to this classification will direct the work activities of assigned personnel.

IMPORTANT AND ESSENTIAL DUTIES:

The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification. Performs assigned lead/supervisory duties, including receiving work schedules and assignments from the Public Works Superintendent; planning and scheduling the daily work of a maintenance crew as necessary; training, assigning, and monitoring the work of

crew members to ensure work is performed according to standards and guidelines; and providing input regarding employee performance.

Receives and organizes work tasks to be undertaken, including determining and securing necessary tools and equipment, crew members, and type and quantity of materials required; coordinating work as necessary with other personnel and/or contractors.

Observes the performance of crew members; provides input into the formal employee performance evaluation process; informs Public Works Superintendent of performance observations on an ongoing basis; recommends individual employee performance improvements.

Within established guidelines, purchases supplies, materials, tools, and equipment; makes recommendations regarding the type and operating specifications of equipment being considered for purchase; assists in the evaluation of prospective equipment.

Keeps a variety of records associated with areas of assignments, including daily work activities performed by dates, times and quantity; completes forms related to the work; provides reports of work status, inspections, jobsite incidents, and employee performance.

Operates hand and power tools, light and heavy construction equipment, and specialized equipment; evaluates and provides input into the purchase of tools and equipment; trains crew members in the proper and safe operation of tools and equipment.

Maintains, operates, inspects, repairs, and installs public works system facilities, processes, and equipment in assigned division including:

Wastewater - Maintains, operates, inspects, repairs, and installs wastewater collection and pumping system facilities, including piping, valves, lift stations, pumps, controls, portable and stationary generators, measuring devices, odor control equipment, closed circuit television, communications systems, specialized wastewater equipment, and related appurtenances to insure efficient operations.

Water - Maintains, operates, inspects, repairs, and installs water distribution system facilities, including piping, storage tanks, meters, hydrants, valves, pressure reducing stations, pumping stations, pumps, controls, measuring devices, water quality testing, cathodic protection systems, communication systems, and related appurtenances.

Streets/Lagoons - Maintains, operates, inspects, repairs, and installs lagoon system facilities, including, piping, storm drains, catch basins, sub-drains, meters, lagoon treatment, pumping stations, pumps, controls, measuring devices, cathodic protection systems, communications systems, and related appurtenances. Installs, removes, and replaces asphalt and concrete. Installs traffic counting equipment, traffic and parking control signs, traffic markings, and red curbs. Operates small powerboats and street paving and painting equipment.

JOB-RELATED QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of: Advanced methods, materials, terminology, and tools and equipment associated with public works facilities and systems construction, repair, and maintenance; applicable laws, methods and practices associated with safe work practices; effective methods of lead and project supervision; effective methods of record keeping; correct English usage, including spelling, grammar and punctuation; applicable computer programs and equipment; business mathematics.

Skill in: Operating required tools, vehicles, and equipment in a safe and effective manner; creating clear concise written correspondence; operating office equipment, including computers and supporting applications; training and evaluating staff; making accurate arithmetic calculations; determining types and amounts of materials and chemicals required for the work; reading and interpreting blueprints, drawings, and schematics.

Ability to: Listen, understand, retain, follow, apply, communicate verbal and written instructions or directions; obtain and maintain required licenses and certifications; recognize and use safe work practices; provide training and direction to assigned crew members; monitor, assess, and recommend performance improvements of assigned crew members; establish and maintain records associated with the work; make accurate arithmetic calculations; establish and maintain effective working relationships with others; provide courteous and efficient service to the public; learn, retain, and use technical terminology, equipment, and computer applications; ability to respond professionally and effectively to changing priorities; review and analyze processes, procedures, and policies and make effective recommendations for change; function independently and make decisions based on sound judgment affecting areas of responsibility within established guidelines and consistent with applicable law or code; perform related duties as assigned.

EDUCATION AND TRAINING GUIDELINES:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Education: Completion of high school or the equivalent supplemented by a training program in maintenance or construction and supervision.

Experience: At least three years of experience equivalent to that of a Maintenance Worker II with the City of Foster City Public Works Department.

LICENSES, CERTIFICATES, REGISTRATION:

Licenses: Possession of a valid California Class "B" driver's license with appropriate endorsements and continue to meet requirements for renewal.

Certificates: Qualified Applicator Certificate; Level III Traffic Control Advisors Certificate; CWEA Grade III; AWWA Grade III; and other licenses and certifications may be required.

SALARY: \$6,366 - \$7,738 per month

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE:	Maintenance Services Worker Lead (Parks & Grounds)
DEPARTMENT:	Public Works
FLSA STATUS:	Non-exempt

GENERAL PURPOSE:

Performs senior and / or lead-level technical or specialized work in the Public Works department. Performs skilled work and supervises personnel in one or a combination of the following fields: facilities maintenance and repair, landscaping, and/or maintenance and repair of parks, athletic fields, and irrigation systems. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintains contact with sub-constructors to ensure contracts and standards are followed
- Maintains logs of work performed and materials used for each task
- Operates vehicles and heavy equipment
- Prepares reports and memos for the supervisor
- Responsible for ordering replacement parts and supplies and keeping adequate inventory in stock
- Responsible for the troubleshooting, repair, and maintenance of City equipment and facilities
- Trains, supervises, and when necessary, works beside subordinate personnel/crews engaged in various field activities related to the construction, maintenance, renovation, and repair of facilities, landscaped areas, park amenities, athletic fields, natural preserves, etc.
- Inspects the work of contractors engaged in various maintenance activities including, but not limited to, janitorial services, landscape maintenance services, trade services (electrical, plumbing, HVAC), etc.
- Evaluates and provides input to supervisor related to the job performance of subordinate employees
- Participates in emergency callout rotation
- Performs other duties as assigned and/or required

CITY OF COCONUT CREEK JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

High school diploma or GED with four (4) or more years' of verifiable leadership or supervisory experience with facilities, landscaping, and/or irrigation construction, maintenance and repair in a public works or similar work environment including the use of standard hand tools, and operation of light and heavy power-driven equipment, trucks, and other vehicles; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver's license, class B, with air brake endorsement.

Must have Maintenance of Traffic (M.O.T.) and O.S.H.A. Construction Safety Certification or ability to obtain within six months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Expert knowledge of construction and maintenance practices and standards and relevant safety and environmental standards
- Knowledge of basic math, including calculations using fractions, percents, and / or ratios
- Working knowledge of irrigation timers and remote access irrigation control systems
- Skill in Microsoft Office products (Word, Excel, and Outlook)
- Skill in providing good customer service
- Advanced skill in the use of common hand and power tools as well as light and heavy mechanical equipment, including but not limited to, bobcat, backhoe, excavator, bucket truck, fork lift, etc.
- Ability to organize work for timely completion
- Ability to delegate, manage, and supervise effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time standing and/or walking.

CITY OF COCONUT CREEK JOB DESCRIPTION

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date



Public Works Foreman - Job Description

Job Title	Public Works Foreman	Department	Public Works
Reports to	Public Works Director	Salary Level	IX
Classification	Non-Exempt	Revision Date	02.12.2020

I. General Description

This position is responsible for supervising Public Works activities and projects as assigned by the Public Works Director, including operating City equipment and performing maintenance on public facilities.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Participate and supervise in the maintenance and operation of all Public Works facilities including water supply, wastewater and storm water systems, install culverts, clean streets and roads, install street signage, clean parking lots, harbor and dock facilities, snow removal, landfill and buildings and grounds.
2. Participate in patching cracked asphalt surfaces using hot plant.
3. Operate steam boiler or heat trace systems for thawing culverts and de-icing roads.
4. Dig ditches and backfill for water, fuel or drainage pipelines. Install drainage systems including culverts, man holes, catch basins, and heat trace components.
5. Operates cranes and forklifts required in the handling of freight at the City dock.
6. Perform manual labor as required in the maintenance, operation and installation of facilities, sometimes working under adverse weather conditions.
7. Supervise and participate in the repair of Public Works infrastructure including water supply and waste water facilities.
8. Operate all City-owned heavy equipment including backhoes, graders, light cranes, dozers, dump trucks, front end loaders and sanders and all small equipment.
9. May inspect small Public Works construction projects by working with contractors and suppliers as directed by Public Works Director.
10. Work with the Water/Waste Water Operators in locating water and sewer services.
11. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; assigning and directing work; appraising performance. May make recommendations or assist the Public Works Director with interviewing, hiring, rewarding, and discipline.
13. Supervise the maintenance personnel.



Public Works Foreman - Job Description

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Familiar with all Public Works facilities.
2. Construction techniques required in the maintenance and installation of Public Works facilities. Skilled in the operation of all Public Works equipment.
3. City ordinances and resolutions that pertain to Public Works services.
4. Understand OSHA and AKOSH safety standards and be able to conduct safety meetings.

Skills and Abilities:

This position must demonstrate the following skills:

1. Written and oral communication skills, problem-solving skills, and interpersonal skills.
2. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agencies, City officials, and the general public.
3. Interact with the public in a courteous, helpful and professional manner.
4. Work with co-workers, outside agencies, and vendors in a professional manner.

V. Work Environment and Physical Effort

This position can be a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. This position will have to work in all weather, and must be prepared for both extreme heat and cold. This position occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit.

This position must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

VI. Education and/or Experience

Education:

1. High school diploma or General Equivalency Degree (GED) at a minimum.

Experience:

1. Minimum of eight (8) years experience as a Public Works crewman with five (5) of those years as a heavy equipment operator.



Public Works Foreman - Job Description

VII. Certification and Training

1. Must have a valid Alaska Drivers License with CDL endorsement.

VIII. Supervisory Responsibility

Directly supervises Heavy Equipment Operator
Water/Waste Water Operator II/Heavy Equipment Operator when working as Heavy Equipment Operator
Other positions as assigned by Public Works Director

IX. Scope of Employment

Regular, full time employment, non-exempt position.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____

