

Town of Yacolt
Town Council Meeting Agenda
Monday, July 11, 2022
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 6-13-22 Council Meeting
- [2.](#) Draft Minutes from 6-20-22 Special Council Meeting

Citizen Communication

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

Unfinished Business

- [3.](#) Battle Ground School District InterLocal Agreement Update
- [4.](#) Records Review Plan Update
- [5.](#) Building Department Delegation Revisions

New Business

- [6.](#) Permit App Review for Approval
- [7.](#) C-Tran Update
- [8.](#) Rotate Finance Committee
- [9.](#) Rotate Mayor Pro Tem

Town Clerk's Report

Public Works Department Report

Attorney's Comments

Citizen Communication

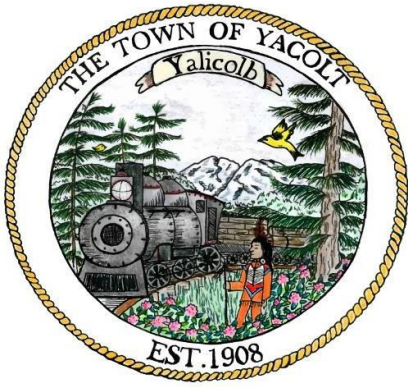
Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Council's Comments

Mayor's Comments

Approve to Pay Bills on Behalf of the Town

Adjourn



Town of Yacolt

Town Council Meeting Minutes

Monday, June 13, 2022

7:00 PM

Town Hall / Virtual / Telephonic

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Amy Boget, Joshua Beck, Ronald Homola, Marina Viray

Council Member Absent: Michelle Dawson

Also present: Mayor Katelyn Listek, Town Attorney David Ridenour, Public Works Director Terry Gardner, Clerk Stephanie Fields

Late Changes to the Agenda

There will be no executive session. Another agenda item (as item #12) will be discussed regarding a proposed car show.

Approve Minutes of 5-9-22 Meeting

Motion to approve minutes from May 9th meeting with minor corrections as discussed

Motion: Boget **2nd:** Homola

Aye: Boget, Beck, Homola, Viray **Nay:** 0

Motion Carried

Citizen Communication

Joel Becker got up and complained to Council that an incident involving Mayor Listek occurred in front of his house, where they argued about attaching a hanging flower basket to the power pole there. He argued that the Town had no right to hang the basket there or to trim back his trees which hung down above the sidewalk, blocking the view of the flower basket. Mayor Listek argued that the Town does have the right and obligation to trim back anything in the right-of-way. They then argued about what defines the right-of-way and who has what rights and responsibilities there. Councilmember Boget suggested he file a formal grievance, rather than using the venue of the Council Meeting to air his complaint.

Unfinished Business

Interlocal Agreement with Clark County for Waste Connections Trash and Recycling Collection

This topic was carried over from last month's council meeting, since so many questions remained

unanswered at that meeting. George Sidles of Clark County Public Health and Derek Ranta of Waste Connections spoke about the options for the upcoming Interlocal Agreement:

- 1) Continue as-is, but the rates would go up by just over \$2.00/household/month
- 2) Continue with weekly trash pick-up but bi-weekly recycling pick-up, (with ~50% larger recycling bins available at no charge from Waste Connections,) with no rate increase
- 3) Bi-weekly pick-ups plus mandate that *all* households have pick-ups by Waste Connections, resulting in about a 25¢ savings/household/month

None of the Council Members was willing to impose a mandate on their fellow residents, so option #3 was immediately ruled out. After some discussion and a brief Q & A session, it was moved that we go with option #2. (On another note, Ranta notified all in attendance that over the course of 2023, Waste Connections will be providing all of their Yacolt customers with a large, sturdy, wheeled trash bin, as they will be transitioning to new automated trucks over the next couple of years.)

Motion: Homola **2nd:** Beck
Aye: Beck, Homola, Viray **Nay:** Boget **Absent:** Dawson
Motion Carried

Library Lease – Review of Monthly Lease Rate

At the last Council meeting, Council approved to extend Fort Vancouver Regional Library’s lease of the former Town Hall building for another five years, with no change in the terms. After reviewing FVRL’s budget and what they pay to rent other facilities, and seeing that our annual lease rate equates to only \$3.00/square foot, it was moved that we should at least ask FVRL to increase their lease payments to the Town. Rhonda Rowe, who is a member of Friends of Yacolt Library Express, spoke up and requested either no increase or very little increase.

Motion: Beck **2nd:** Boget
Aye: Boget, Beck, Homola, Viray **Nay:** 0 **Absent:** Dawson
Motion Carried

6-Year Transportation Improvement Plan Public Hearing

Mayor Listek closed the regular meeting to open up a public hearing regarding the 6-year Transportation Improvement Plan for 2023-2028 at 7:47pm. David Nielsen of Jackson Civil Engineering presented the Plan to all attendees. He answered questions regarding funding and priorities. Councilmember Boget asked for clarification on a couple of the items. Amy Yerkes asked about speedbump installation. Councilmember Homola asked who makes the Plan. Cathy Rowton asked about light poles/streetlights. Ann VanAntwerp asked about the intersection at Jones and Hubbard. When all discussion was over, the Mayor closed the public hearing at 7:58pm. Councilmember Boget then moved that we pass Resolution #606, adopting the proposed 6-year transportation improvement plan.

Motion: Boget **2nd:** Viray
Aye: Boget, Beck, Homola, Viray **Nay:** 0 **Absent:** Dawson
Motion Carried

Building Department: Delegation of Authority to Approve Some Building Permits

At the last meeting, staff presented some issues to Council regarding building permit approval, and Council agreed that some changes in the authority for decision-making and permit issuance may be beneficial both to staff and to permit applicants. Tonight, council dove a little deeper into the topic. Attorney Ridenour gave a brief history of the Town’s evolving permitting process and building codes. Boget said she was on Council back in 2019 when the most recent code change was made, and the

intention of that change was to delegate Council's authority so that not every permit application would have to come before Council. Ridenour responded that when that change was made, no specific guidelines were built into the Code (ie: Delegate authority to whom? Under which circumstances? Based on value/cost/ or what?). Council felt that on simpler applications (ie: heat pump installations, re-roofing, fences, sheds, additions to existing homes, and so on), as long as our hired consultants approved the project, council should not have to review and approve the issuance of permits; decisions should be allowed to be made by the Mayor and/or office staff. Chris Waters, Yacolt Community Church's Construction Project Manager, mentioned that he has been frustrated with issues with our building department's structure. Ridenour explained that taking away requirement for Council approval for all permits would require changing our Municipal Code. Councilmember Boget suggested a workshop for the following Monday, during which time discussion could be had as to where to draw the line between which permits could be issued following administrative decisions, and which ones should still require Council's approval. As no decision was able to be made at this time, it was agreed that the Monday workshop should be held.

New Business

North Clark Little League's Proposal to Install Field Lights Over Field 2

Ken Pierce spoke on behalf of NCLL regarding their wish to install lights above Field 2. He said they would do it at their own expense, with donations of poles from Seattle City Lights and labor from Clark PUD and others. They have pretty much lined up everything they need; they are now asking for Council's permission to carry out the project. Councilmember Boget moved that the Town allows this project to commence.

Motion: Boget **2nd:** Beck
Aye: Boget, Beck, Homola, Viray **Nay:** 0 **Absent:** Dawson
Motion Carried

Field Use Agreement with Yacolt Ghost

Richard Boone, coach of the 14 & Under Softball team called the Yacolt Ghost spoke about the team and their need for a practice field (Field 3). He said they may also want to use the field for tournaments. They would only use the field during NCLL's off-season, between June 12th and September 4th. He listed some benefits that the team's use of this field would bring to both the team and the Town. Trevor Conder, president of NCLL already said NCLL would be fine with this use, provided that the Ghost did not use any of NCLL's equipment. Councilmember Boget moved that we draft an agreement with the Yacolt Ghost allowing their use of Field 3 during the 3 months when NCLL is not using the fields.

Motion: Boget **2nd:** Viray
Aye: Boget, Beck, Homola, Viray **Nay:** 0 **Absent:** Dawson
Motion Carried

Commission on Aging 2021-2022 Update

Chuck Green of Ridgefield gave a slideshow presentation on the activities the Clark County Commission on Aging has been involved in over the past year or so and what they have in store as we continue into 2022. 2021's main focus was on recovery from everything COVID threw our way, from illness to housing, to in-home care. Looking ahead, they are focusing on readiness plans and true social connections (as opposed to social media). In addition, they are recommending that government agencies review their HR policies and encourage healthy eating and lifestyles, build relationships with the underserved, adopt policies to streamline challenges to building in order to

create more affordable housing, and promote emergency preparedness training in their communities.

Records Review Project

Attorney Ridenour spoke about the records review/ records room project which was begun back in 2019 and never completed. It is a huge project, and the Town simply has not had the staff to undertake completion of it. He recommended hiring two trustworthy, detail-oriented temporary employees to take on the project for the Town. He proposed a plan and a simple budget. Councilmember Homola moved that we implement the plan proposed by Ridenour, authorizing Mayor Listek to hire temporary employees, consistent with the plan presented, and that Council be given progress and cost updates.

Motion: Homola **2nd:** Boget
Aye: Boget, Beck, Homola, Viray **Nay:** 0 **Absent:** Dawson
Motion Carried

Battle Ground School District: New Capital Facilities Plan; Revised School Impact Fees; Proposed Interlocal Agreement

Attorney Ridenour gave some history on school impact fees and said that we have had no actual Interlocal Agreement in place to collect and pay school impact fees to Battle Ground School District since we created our own building department separate from Clark County. Since that time, the Town has sporadically collected school impact fees and paid them to Battle Ground School District, but has not been consistent, nor has it had a legal basis for the fees it collected and paid. The School District has presented him with a proposed Interlocal Agreement to resolve this issue, and he will be reviewing it and updating it to present to Council at next month's Council meeting.

Permit Approvals

Nine various types of permit applications were presented to Council. All of the applications presented were complete and had been previously approved by either our Town Engineer, Building Inspector, or both. One application was presented but was incomplete. A question was raised regarding easement measurements, and Public Works Director Gardner explained that easement measurement begins from the center of the road and goes out from there. The Council agreed that once the files are complete and our consultants have approved the application, they are ready for approval to be issued. Councilmember Boget moved that all of the complete permit applications brought before Council at that meeting be approved.

Motion: Boget **2nd:** Beck
Aye: Boget, Beck, Homola, Viray **Nay:** 0 **Absent:** Dawson
Motion Carried

Car Show Event

Mayor Listek was asked by Melissa of Impact Automotive to ask for Council's permission to have a car show on August 20th. Detours would need to be in place because roads would need to be closed. The Fire Department and Clark County Sheriff's Office have been notified, and permission will be gotten from private landowners for any private property use. Councilmember Beck moved that we allow the Car Show to take place.

Motion: Beck **2nd:** Boget
Aye: Boget, Beck, Homola, Viray **Nay:** 0 **Absent:** Dawson
Motion Carried

Town Clerk's Report

- Hardin property sale closed on May 16th and we already received our check in the amount of \$54,586.06. Thank you, David Ridenour for your years of work toward this end.
- Planning Rendezvous Days; most supplies already here.
- As of June 12, 36 entries in Bigfoot 5K, 7 in Bigfoot 10k
- The push is on for Parade planning; if anyone knows of some flaggers who might be able to help w/traffic control, please contact the Clerk. (Someone suggested a local ROTC)

Public Works Department Report

- Catching up on mowing
- Embankment slide is up but not yet completed
- We have most of the new supplies for Cemetery row marker project
- Still have some hedging to do
- Will be focusing on preps for Rendezvous Days

Attorney's Comments

Said he will be at the Monday workshop if Council wants him there. They said yes.

Citizen Communication

Rhonda Rowe asked what could be done about the speeders on E Yacolt Rd. Amy Yerkes echoed the question. They both live on E. Yacolt Rd. and would like more aggressive speed bumps to be installed. Gardner said perhaps we can tap into the ARPA funds for speedbumps, since the issue is one of safety.

Council's Comments

- Homola – Attended NCEMS Meeting; they will be attending our National Night Out. They are still working to fund the new building at Fargher Lake and will revisit that in the fall. They need to fill an open board position for Yacolt rural. They are looking for a new EMT for Pine Creek. There is not enough staff for the Forest Service info center, so it will be closed this year. He also spoke with them about our Public Works shop, which we lease from them. They would like to see some of the items which have been stored outside put inside, but our space there is limited. Homola suggested selling off or otherwise getting rid of some things; Gardner said we should not get rid of things only to have to replace them at a much higher cost.
- Boget – Wanted to recognize Silver Citizen Award winner Carol Starbuck of the trauma prevention unit. Also congratulations to all this year's graduates.

Mayor's Comments

- Will be printing out newsletter in the next day or so, with Town events schedule for the remainder of the year.
- Asked for nominations for Parade Grand Marshal and the Civic Responsibility Award. Beck nominated Jeff Carothers for Grand Marshal and Casey Ellison for the Civic Responsibility Award. Mayor Listek said she'd take those into consideration.

Approve to Pay Bills on Behalf of the Town

Motion was made to pay the bills on behalf of the Town

Motion: Boget **2nd:** Homola? Beck?

Aye: Boget, Beck, Homola, Viray **Nay:** 0 **Absent:** Dawson

Motion Carried

Adjourn

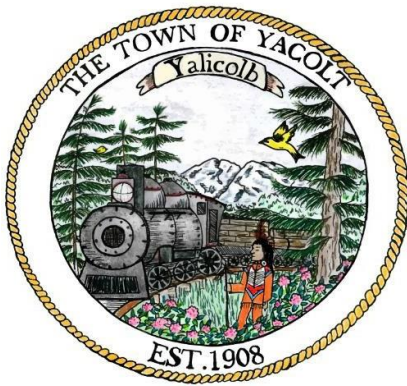
10:39 pm

Mayor Katelyn Listek

Clerk Stephanie Fields

Approved by Council vote on _____

DRAFT



Town of Yacolt

Town Council Meeting Minutes

Monday, June 20, 2022

5:00 PM

Town Hall / Virtual / Telephonic

Call to Order

5:00 PM

Flag Salute

Roll Call

Council Members Present: Amy Boget, Joshua Beck, Ronald Homola

Council Member Absent: Michelle Dawson, Marina Viray

Also present: Mayor Katelyn Listek, Town Attorney David Ridenour, Town Engineer Devin Jackson, Public Works Director Terry Gardner, Clerk Stephanie Fields

Unfinished Business

Building Department: Delegation of Authority to Approve Some Building Permits

History: Two meetings ago, staff presented some issues to Council regarding building permit approval, and Council agreed that some changes in the authority for decision-making and permit issuance may be beneficial both to staff and to permit applicants. At the last meeting, council dove a little deeper into the topic. Councilmember Boget suggested a workshop for tonight, during which time discussion could be had as to where to draw the line between which permits could be issued following administrative decisions, and which ones should still require Council's approval.

Attorney Ridenour introduced the purpose of this meeting with a brief history of our building department and spoke about compliance with rules which are already in place. He said he has not wanted to be too pushy with Council and/or interfere at their meetings during discussions. Mayor Listek and Councilmembers Beck and Boget assured him that they welcome any input and guidance he has to offer at the meetings.

Engineer Jackson pointed out the difference between community development as zoning and land use vs. the building department as regarding structures.

Ridenour then began explaining some principles regarding codes and compliance, and verified that Councilmembers had received an email he'd sent to them containing examples of building authority resolutions from other cities, none of which was without flaws. Boget mentioned the idea of having Clark County take back our building department, and some discussion was had regarding pros and cons of that. Ridenour suggested a simple compromise solution: 1. Verify

our Mayor’s authority to recover lawful processing costs, and 2. Designate someone (Mayor/ Council member? Committee of Council members?) as our building official who would have the authority to approve applications after review. He also said that the most current State laws will supersede Town building codes, and mentioned that YMC 15.10.050 says “The mayor or the mayor’s designee shall be the building official.”

He said that could be changed by resolution. Jackson relayed an adage he felt fit our situation : “Progress, not perfection at first”, particularly if there is constant improvement being made.

More discussion was had regarding Cost recovery agreements, Mayor Pro Tem as designated building official if Mayor is unavailable, how many people should be required to review applications, setting fees for initial reviews, and so on.

Ridenour explained that we could write up a resolution aimed at creating an ordinance to change our code. He then showed everyone the process of processing building department applications from start to finish. Clerk Fields demonstrated the file system she created, and assured Council that no files would be put in front of them for review and final approval until they were deemed complete.

Ridenour then brought up the idea of relaxing the requirement for a full set of plans and instead only requiring a site plan for conditional use permit approvals. He discussed one applicant’s proposal for multi-family housing in zone C2.

Jackson also brought up that it is within Council’s authority to require building maintenance. This would prompt people to either fix up or sell places which are in bad repair, and may encourage commercial property owners to use their properties as intended.

Council determined that they would like to have the Mayor or Mayor’s designee be able to issue permits after consultants’ reviews and determined conditions have been established. They did not see a need to change the Cost Recovery Agreement. They would like to have some sort of cheat-sheet be made for the simpler permits (ie: fences, sheds, HVAC improvements). Boget suggested that Staff create a resolution and then Council could edit the resolution if need be before adoption.

The meeting was then adjourned.

Adjourn

8:09 pm

Mayor Katelyn Listek

Clerk Stephanie Fields

Approved by Council vote on _____



Town of Yacolt Agenda Request

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

Name: Clerk Fields

Group Name:

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

Phone: 360-686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Battle Ground School District Interlocal Agreement Update

Proposed Meeting Date: July 11, 2022

Action Requested of Council: None at this time

Proposed Motion: None at this time

Summary/ Background: Yacolt Town Attorney David Ridenour and Battle Ground School District Attorney have been working together on an Interlocal Agreement providing for collection and payment of School Impact Fees. Supporting documentation was included in the packet for the June Council Meeting. A representative from the School District was planning to come and present their newly approved Capital Facilities Plan at this July meeting, as well as outlining the details of the ILA. However, that presentation is now being postponed until the August meeting.

Staff Contact(s): Stephanie Fields, Town Clerk
Katelyn Listek, Mayor
(360) 686-3922



Town of Yacolt Agenda Request

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

Name: Clerk Fields

Group Name:

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

Phone: 360-686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Records Review Project Update

Proposed Meeting Date: July 11, 2022

Action Requested of Council: None

Proposed Motion: None

Summary/ Background: At the June 13th regular Council Meeting, Attorney Ridenour outlined a plan for tackling the records review, storage, and shredding project which was begun back in 2019 and never completed. Council agreed that we should follow this plan. Clerk Fields will provide an update as to progress on the plan.

Staff Contact(s): Stephanie Fields, Town Clerk
Katelyn Listek, Mayor
(360) 686-3922

1. Confirm previous Council decisions giving Mayor authority to charge permit fees through reasonable cost recovery of building permit processing costs.
2. Acknowledge State Building Code elements.
3. Designate the Mayor as the Town's "Building Official" for purposes of Washington State Building Code.
4. Delegate authority to the Mayor to approve building permits without review by the Town Council.
5. State conditions for building permit approval by the Mayor, including, but are not limited to, review of applications by and written approval from the Town's three primary consultants as follows:
 - a). Town Building Inspector, (for plan review, site plan review, and building inspections);
 - b). Town Engineer, (for site plan review, and consideration of potential applicability of various planning, zoning, environmental, and engineering standards relating to the proposed development activities); and
 - c). Town Attorney, (for general compliance review of State Building Code and related legal requirements).
6. Require the payment of permit fees from building permit applicants to recover the Town's reasonable costs of processing the permit applications, (with the Mayor's authority to adjust policies for "cost recovery" as deemed appropriate in her discretion).
7. Limitation of the Town's liability.
8. Formally repeal portions of previous Resolutions establishing obsolete building permit fee schedules and policies.

A draft resolution covering the above elements may be available for the Council's review at the Council meeting.

Attachments: None.

Staff Contact(s): Stephanie Fields, Town Clerk.
Katelyn Listek, Mayor of Yacolt.
David W. Ridenour, Town Attorney.
(360) 686-3922.



Town of Yacolt Request for Council Action

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

Name: Clerk Fields

Group Name:

Address: 202 W. Cushman St.

Phone: (360) 686-3922

Yacolt, WA 98675

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Permit Applications and Review Memos

Proposed Meeting Date: July 11, 2022

Action Requested of Council: Decide whether to approve the submitted applications:

1. 409 E Clark Street – Metal Shop/Garage to be built with a large portion within the side setback; Applying for building permit/variance combo because of the setback issue. (See attached Plot Plan)
2. 410 S Spruce Ave – Re-roofing home

Proposed Motion: “I move that the Town approve the following application(s) as per the Town Consultants’ memos: _____”

Summary/ Background: At this point in time, Council is responsible for approving permit applications prior to permits being issued by the Town Clerk. The above applications (supporting documentation is attached) were submitted for Council approval for permits.

Staff Contact(s): Clerk Stephanie Fields

clerk@townofyacolt.com

(360) 686-3922

Mayor Katelyn Listek

mayorlistek@townofyacolt.com



Town of Yacolt

202 W. Cushman Street - P.O. Box 160
Yacolt, WA 98675

Tel: (360) 686-3922 Fax: (360) 686-3853

Email: townofyacolt@townofyacolt.com
www.townofyacolt.com

Office Use Only

Date Received: _____
Reply Deadline: _____
Permit Name: _____
Permit Number: _____
Issue Date: _____

Master Permit Application

(Attach additional pages if you need more space.)

General Project Description

Please describe the proposed project, including the existing use(s) of the property, proposed use(s) of the property, and all expected land use and construction elements.

Currently we have a mainly empty graveled space on the side of our house. The purpose of this building is to give an enclosed space for storage and a covered area for vehicles and lawn care items we currently have scattered throughout our property and in our home. The most cost effective and simple way to accomplish this project is to purchase a 18x30 metal building kit that can be set up in one day resulting in the least amount of construction disturbance to the neighborhood. We will need to lay a 20x32 concrete foundation before the building is placed. We will need access to the front and back of the yard for lawn care items and walking access so there will be a 10x10 garage door in the front and in the back of the proposed building. There will be a walking man door on the side for ease of access to our house. We will have electrical in this building which will be done by Kaski electric and we have already been in contact with Joel about doing this work. We do not plan on having insulation and sheet rock as this is a metal building but will make sure the outside of our existing house will have the necessary siding that is required. Since finding out we do not make the 15ft setback with our property alone we are applying for a variance under the clause of unusual circumstances since there is an 11ft ditch on the side of our property giving us a 16ft setback away from a public access road.

Land Use Elements: (e.g., subdivision, short plat, variance, conditional use permit, road access, zoning, SEPA, etc.)

Construction Elements: (e.g., new construction/remodel/addition, commercial, multi-family, single-family home, detached garage, accessory building, fence, demolition, re-roof, right-of-way work, etc.)

Estimated Total Cost of the Project, (labor and material): \$ 22,000

Property Information

Property Street Address: 409 E Clark St, Yacolt, WA 98675

Tax Parcel Number(s): 67170000

Legal Description: Twin Falls 2nd addition lots 1 & 2 BLK 2

Owners' Name(s): Justin and Sadie David

Owners' Mailing Address: 409 E Clark St, Yacolt, WA 98675

Owners' Phone Number(s): Justin David: (360) 936-3619 - Sadie David (360) 921-8477

Owners' Cell Phone Number(s): Justin David: (360) 936-3619 - Sadie David (360) 921-8477

Owners' Email Addresses: Justin David: davidjus001@rocketmail.com - Sadie David: sadie.josephson@gmail.com

Occupants' Name(s): same as above

Occupants' Phone Number(s): same as above

Occupants' Cell Phone Number(s): same as above

Occupants' Email Addresses: same as above

Other Contact Information

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

Primary Contact Information

Contact Person: Sadie David
Company Name: N/A
Contact Address: 409 E Clark st, Yacolt, WA 98675
Phone Number(s) (incl. cell): (360) 921-8477
Contact Email Address: sadie.josephson@gmail.com

Project Manager / Other Authorized Representative

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

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

Contractor Company Name: West Coast Metal Buildings inc.
Company Address: 5232 Salem Dallas Hwy NW, Salem, OR 97304
Company Phone Number(s): 503-566-7788
Contact Name: Sam
Contact Email Address: sam@wcmvinc.com
Contact Phone: 503-585-2294 ext 108
Contractor's WA State UBI Number: 602 410 257
Contractor's WA L&I License Number: WESTCCM966MR
Contractor's WA State Contractor's License Number: WESTCCM966MR
Licensing Bond, (company and amount): Wesco Insurance Co - 12,000.00

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

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

OR

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

Signature: _____	Date: _____
Printed Name: _____	Title: _____
Signature: _____	Date: _____
Printed Name: _____	Title: _____

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

Company Name: N/A
Company Address: _____
Company Phone Number(s): _____
WA State UBI Number: _____
WA State Licensing Information: _____
Contact Person: _____
Contact Email Address: _____
Contact Phone: _____

Financial Responsibility

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

Name(s): Justin and Sadie David

Company Name: N/A

Mailing Address: 409 E Clark st, Yacolt, WA 98675

Phone Number(s) (incl. cell): 360-921-8477

Email Address: sadie.josephson@gmail.com

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

This project is: Funded by the Owner Funded by a lender

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

Lender Name: N/A

Branch Name: N/A

Mailing Address: N/A

Phone Number(s): N/A

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

Bonding Company Name: N/A

Mailing Address: N/A

Phone Number(s): N/A

Bond Number / Detail: N/A


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

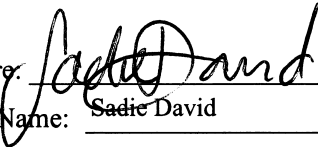
Acknowledgements

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

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

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

Signature:  Date: 6-9-2022
Printed Name: Justin David Title: Owner

Signature:  Date: 6-9-2022
Printed Name: Sadie David Title: Owner

Signature: _____ Date: _____
Printed Name: _____ Title: _____

Signature: _____ Date: _____
Printed Name: _____ Title: _____

YMC 18.45.010 – Scope

- 1.) We have spent countless hours planning the location to ensure this building will not detract from the livability or appearance of our residential area. The location on which the proposed building will be on our property will be enclosed on the side and back by our fence and will be tucked far enough back on our property giving plenty of added room from the set back to the front of the property so the proposed building will not be an obstruction or intrusion in our area.
- 2.) In this application we are applying for a building permit which we will need a variance for. The proposed building will be consistent with the purpose of our zone in the manner of it being a basic color scheme and a basic metal design to not detract from the comprehensive plan. This building will be set back on our property by 25ft to be as out of view as possible from the front street and intersection. On the outside of the building there is a fence that is on our property line which will shelter the majority of it from the road view on the side. Added is the 11ft ditch from our fence to the main road which adds extra space preventing this building from being a nuisance or burden to the rest of our neighbors and community.
- 3.) The purpose of buying a building that is easy to assemble and will require minimum construction was to limit our disturbance to the neighborhood. The area this building will be going on is already graveled but we will be converting that gravel to a concrete slab. By putting a concrete pad securely above the ground we are making sure this building will not have any adverse impacts to the environment it will be sitting on or around it. We have planned our best to make this building have as little of an impact as possible to our property and those surrounding.
- 4.) If this variance is approved the proposed building would sit alongside our house but would still allow escape access around all sides, through the 10x10 garage doors on the front and back, and through the man door on the side. We will not have vehicles blocking the back entrance of the building, but it will provide a walking area and access for yard items such as a lawn mower. This building will not take away from accessibility from the homeowners and will not adversely affect any accessibility the public currently has. The area on which the building will sit is pushed alongside our house and back far enough on our property that it will not block visual access for pedestrians and vehicles.

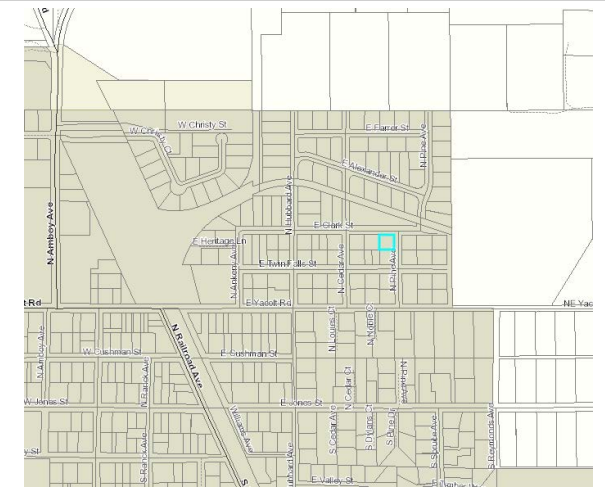
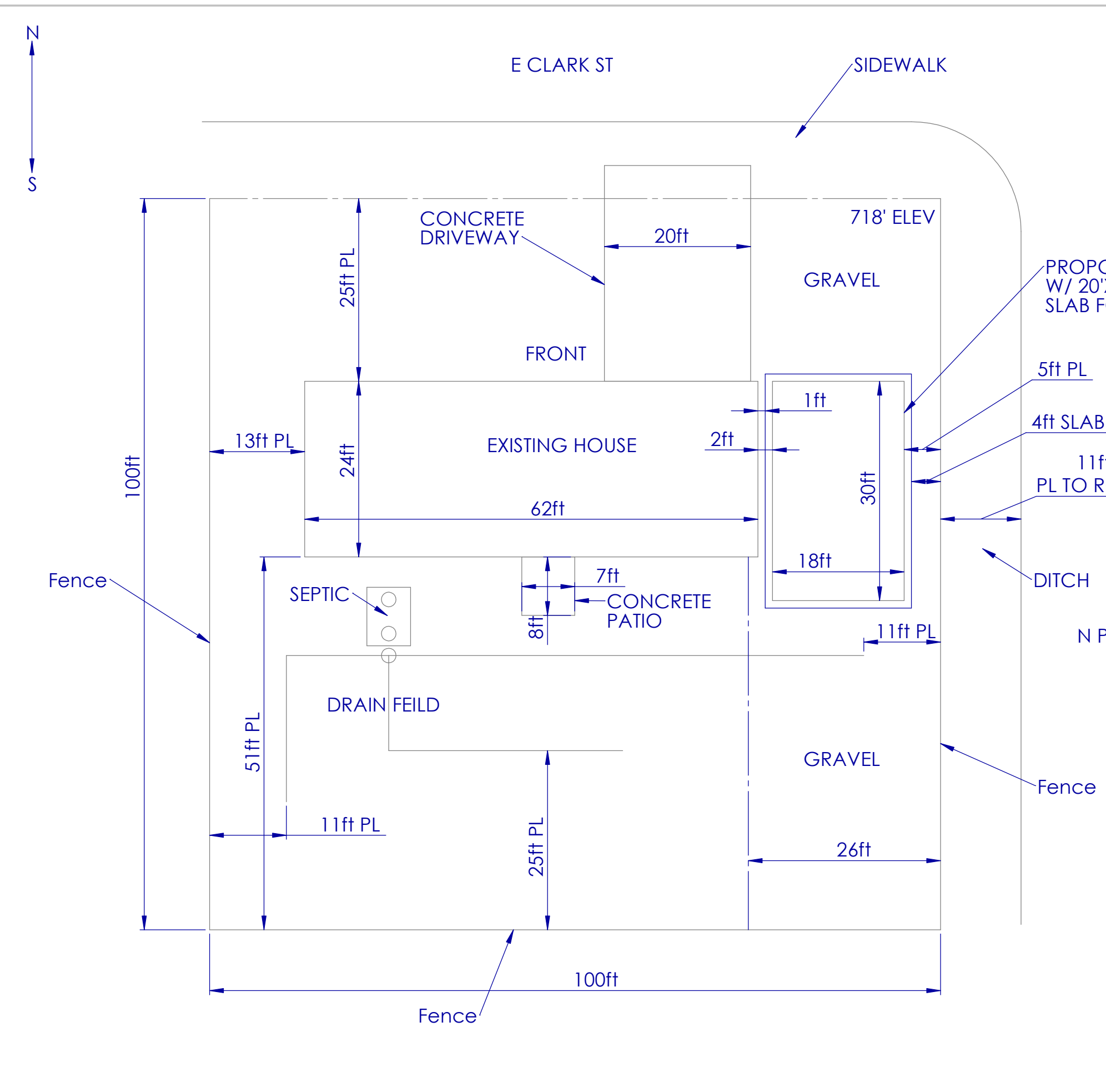
18.45.020 – Approval Standards for a Variance

- A.) This property has an 11 foot wide drainage ditch in between our fence line and N Pine st which provides the extra width needed for a 15 foot setback. This is an unusual circumstance as not all corner lots have this extra space to meet the required setback. We understand the reasoning behind needing to be 15ft off a city street so the proposed building is not an obstruction to any view for rounding the corner. We have put a lot of thought into the placement of our building so we are not an obstruction and are not posing any negative impact to the usable public areas surrounding our corner lot.
- B.) The lot behind us has an existing building that will partially block the view of our building from them resulting in limited obstruction. Our existing fence on the side will enclose this building resulting in very little of a view above our fenceline. The lot in front of us is property covered in trees and to my

understanding is an unbuildable space. This proposed building will not detract from any of our surrounding properties and will only add value to our vicinity. We also chose a basic color scheme of darker greys to make the building blend in with our lot as much as possible.

C.) The proposed building will sit inside the existing fence line to enclose it on our property sheltering it from being a possible obstruction or distraction to the neighborhood. It will sit in symmetry alongside our house providing stability amongst our property without being injurious to other properties in the vicinity. The color scheme and location of the building on our property was chosen specifically to avoid being injurious to any property in our vicinity or district.

D.) The placement of our proposed building will only enhance the realization of the comprehensive plan. This building will sit alongside the house in symmetry and will have an 11ft ditch and fence to enclose from being a liability to those passing by on the street. This building will add a finished look to our property and will assist in the ability to safely and securely store items that would usually have to sit uncovered on the side of our house. This will assist in the comprehensive plan of keeping the charm and tidiness of the town.



409 E CLARK ST, YACOLT, WA 98675
PROPERTY #: 67170000

EXISTING IMPERVIOUS AREAS		
HOUSE		1488 sq ft
CONCRETE PATIO		56 sq ft
CONCRETE DRIVEWAY		500 sq ft
GRAVEL		2600 sq ft
TOTAL		4644 sq ft

PROPOSED STRUCTURE COVERAGE W/ CONCRETE SLAB FOUNDATION	640 sq ft
--	------------------

LOT SIZE	10,019 sq ft
EXISTING COVERAGE	46%
PROPOSED COVERAGE	46%



TOLERANCES UNLESS OTHERWISE SP: N/A		CLIENT: SADIE AND JUSTIN DAVID	
DRAWN BY: S. STAVIG	DATE: 5/11/2022	PROJECT: PLOT PLAN	
MATERIAL: N/A	FINISH: N/A	PART/SHEET: SHEET 1	REV:
COMMENTS:		SCALE: 1:175	PAGE: 1 OF 1
		JOB #: SD22-1	11" X 17"

June 27th, 2022

Attn: Clerk
12009 NE 99th St. #1460
Vancouver, WA 98682

RE: 409 E Clark St. – Metal Building

Clerk,

Jackson Civil Engineering (JCE) has performed a review with town staff of the request for Variance to reduce the street side yard setback from 15' to 5' as a part of an application for a proposed metal building at the address 409 E Clark Street.

Per Yacolt Municipal Code (YMC) 18.45.020 *Approval standards for a variance* 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;*

Per YMC 18.10 Definitions, the setback is to be measured from the right-of-way line. The conditions of the Right-of-Way adjacent to a property does not constitute unusual circumstance. There is nothing prohibiting the Town from further developing the existing right-of-way in the future. The subject parcel appears to be a standard corner lot that has been developed. Placement of a home on a lot does not constitute an unusual circumstance in the future. There does not appear to be anything unusual regarding lot shape, size, or geography.

- 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;*

The applicant has failed to identify the substantial property right that they are deprived of without the variance. The lot has been developed and appears to be able to be redeveloped or expanded in the same manner as any other lot in the area.

- 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;*

At this time, it does not appear that the variance would be detrimental to public health. However, the right-of-way is largely undeveloped and may be developed in the future which could bring conflict. The variance is not a minor variance typically defined as 10% or less in change.

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

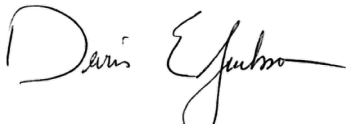
The Comprehensive plan contains policies and goals regarding the development of the community. The proposal could have possible impacts to policies 1-4 and 4-1.

Policy 1-4 New residential development or redevelopment should provide adequate public right of way, street, stormwater control, water, and wastewater facility improvements, among other capital improvements that directly serve the new development.

Policy 4-1 Coordinate land development with the transportation system to reduce existing deficiencies and prevent future deficiencies.

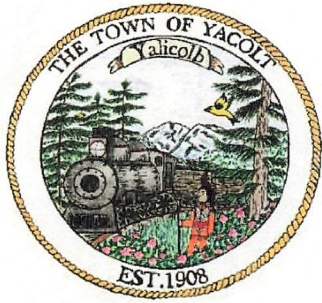
Setbacks are in place to minimize conflict between public services and private homeowners, an encroachment of this nature could induce future conflicts. All new development in Yacolt is required to provide a 5' public utility easement along the right-of-way to allow for utilities such as internet to be run. This is an illustration of the uses that may happen within this area.

Development standards are put in place to ensure functional development throughout the community as well as ensure equal treatment of each community member. The applicant has failed to demonstrate how their lot is unique in a manner that requires them to obtain this variance to enjoy the same rights as every other citizen. As such, staff recommends council deny the requested variance.



Devin Jackson, PE
Principal

Digitally signed
by Devin
JACKSON CIVIL Jackson
Date: 2022.06.27
11:12:53 -07'00'



Town of Yacolt

202 W. Cushman Street - P.O. Box 160
Yacolt, WA 98675

Tel: (360) 686-3922 Fax: (360) 686-3853

Email: townofyacolt@townofyacolt.com
www.townofyacolt.com

Office Use Only

Date Received: _____
Reply Deadline: _____
Permit Name: _____
Permit Number: _____
Issue Date: _____

Master Permit Application

(Attach additional pages if you need more space.)

General Project Description

Please describe the proposed project, including the existing use(s) of the property, proposed use(s) of the property, and all expected land use and construction elements.

Replace The Roof with metal.
Remove The old roof and under layment
3000 Sq FT

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

Estimated Total Cost of the Project, (labor and material): \$ 12,000

Property Information

Property Street Address: 410 S Spruce Ave Yacolt WA 98675
Tax Parcel Number(s): 64523050
Legal Description: _____

Owners' Name(s): Edward Kantola TAYA Kantola
Owners' Mailing Address: 410 S Spruce Ave Yacolt WA 98675
Owners' Phone Number(s): 360-521-7303
Owners' Cell Phone Number(s): 360-521-7303
Owners' Email Addresses: Eddy Kantola @ Gmail.com

Occupants' Name(s): Edward Kantola TAYA Kantola
Occupants' Phone Number(s): 360-521-7303
Occupants' Cell Phone Number(s): 360-521-7303
Occupants' Email Addresses: Eddy Kantola @ Gmail.com

Other Contact Information

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

Primary Contact Information

Contact Person: Ed Kantola
Company Name:
Contact Address: 410 S Spruce Ave Yacolt WA 98675
Phone Number(s) (incl. cell): 360-521-7303
Contact Email Address: Eddy.kantola@gmail.com

Project Manager / Other Authorized Representative

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

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

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

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

If Construction by Owner: If the project will be constructed or partially-constructed by the property owner, confirm that you have read the contractor licensing requirements? Yes No

Cite exemption number in RCW 18.27: 18.27.90(6) & 18.27.90(12) & 18.27.90(13)

OR

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

Signature: [Signature] Date: 6-9-22
Printed Name: Edward Kantola Title: Owner

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

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

Financial Responsibility

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

Name(s): Ed Kartola
Company Name: _____
Mailing Address: 410 S Spruce Ave Yacolt WA 98695
Phone Number(s) (incl. cell): 360-521-8309
Email Address: Eddy.Kartola@gmail.com

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

This project is: Funded Solely by the Owner Funded by a Lender

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

Lender Name: _____
Branch Name: _____
Mailing Address: _____
Phone Number(s): _____

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

Bonding Company Name: _____
Mailing Address: _____
Phone Number(s): _____
Bond Number / Detail: _____

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

Acknowledgements

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

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

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

Signature: Edward Kirtel Date: 5-9-22
Printed Name: Edward Kirtel Title: owner

Signature: _____ Date: _____
Printed Name: _____ Title: _____

Signature: _____ Date: _____
Printed Name: _____ Title: _____

Signature: _____ Date: _____
Printed Name: _____ Title: _____

Clerk

From: Konrad Weber <konrad@townzen-consulting.com>
Sent: Wednesday, July 6, 2022 1:11 PM
To: Clerk
Subject: 410 S. Spruce.
Attachments: Kantola Weather Armor Brochure.pdf; Versa-Span-generic-Installation-Guide.pdf

Any rotted plywood needs to be addressed and pictures taken before and after, and available at final inception.

--

Konrad Weber - Inspector

Townzen & Associates, Inc.

221 Kenyon St. NW, Suite 102, Olympia, WA 98502 | P: 360-890-2348

konrad@townzen-consulting.com | www.townzen-consulting.com



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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.

Phone: (360) 686-3922

Yacolt, WA 98675

Email Address: mayorlistek@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: C-Tran Update

Proposed Meeting Date: July 11, 2022

Action Requested of Council: None

Proposed Motion: None

Summary/ Background: Ron Onslow represents Yacolt's interests on the C-Tran Board. They held a meeting on May 10, and a synopsis of the meeting was sent to Mayor Listek to share with Council. The synopsis will be read at the July Council meeting.

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: Clerk Fields

Group Name:

Address: 202 W. Cushman St.

Phone:

Yacolt, WA 98675

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Rotate Mayor Finance Committee

Proposed Meeting Date: July 11, 2022

Action Requested of Council: Replace Joshua Beck with a new appointee

Proposed Motion: "I move we appoint _____ as Finance Committee Member of the Town of Yacolt for the next 6-month term, ending in January, 2023."

Summary/ Background: Yacolt's Finance Committee is appointed from and by the Town Council to review the Town's finances, particularly all bills before they get paid. Every 6 months, the position rotates to another Council Member. Joshua Beck has served on the Finance Committee for the past 6 months, so it is time for him to rotate out of the position. Council Members currently available for this position are Michelle Dawson (Position #2), Ronald Homola (Position #4), and Marina Viray (Position #5).

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: Clerk Fields

Group Name:

Address: 202 W. Cushman St.

Phone:

Yacolt, WA 98675

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Rotate Mayor Pro Tem

Proposed Meeting Date: July 11, 2022

Action Requested of Council: Replace Ronald Homola with a new Mayor Pro Tem

Proposed Motion: "I move we appoint _____ as Mayor Pro Tem of the Town of Yacolt for the next 6-month term, ending in January, 2023."

Summary/ Background: Yacolt's Mayor Pro Tem is appointed from and by the Town Council to act as Mayor in the event of the Mayor's absence. Every 6 months, the position rotates to another Council Member. Ronald Homola has served as Mayor Pro Tem for the past 6 months, so it is time for him to rotate out of the position. Council Members currently available for this position are Michelle Dawson (Position #2), Joshua Beck (Position #3), and Marina Viray (Position #5), unless one of these is first appointed to the Finance Committee.

Staff Contact(s): Clerk Stephanie Fields

Mayor Katelyn Listek

clerk@townofyacolt.com

mayorlistek@townofyacolt.com

(360) 686-3922